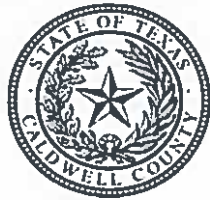


**Commissioners Court Agenda**  
**February 26, 2018**



Commissioners Court – February 26, 2018

NOTICE OF A MEETING OF THE COMMISSIONERS COURT  
OF CALDWELL COUNTY, TEXAS



*Notice is hereby given that an open meeting of the Caldwell County Commissioners Court will be held on the 26<sup>th</sup> day of February, 2018 at 9:00 A.M. in the 2<sup>nd</sup> Floor Courtroom, Caldwell County Courthouse located at 110 S. Main Street, Lockhart, Texas at which time the following subjects will be discussed, considered, passed or adopted, to wit:*

**Call Meeting to Order.**

**Invocation.** Lockhart Ministerial Alliance

**Pledge of Allegiance to the Flags.**

(Texas Pledge: Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible).

**Announcements.** Items or comments from Court members or staff.

**Citizens' Comments.** At this time any person may speak to Commissioners Court if they have filled out a Caldwell County Commissioners Court Participation Form. Comments will be limited to four (4) minutes per person. No action will be taken on these items and no discussion will be had between the speaker(s) and members of the Court. The Court does retain the right to correct factual inaccuracies made by the speakers. (If longer than 30 minutes, then the balance of comments will continue as the last agenda item of the day).

**CONSENT AGENDA.** (The following consent items may be acted upon in one motion).

1. Approve payment of County invoices in the amount of \$ 94,981.33.
2. Ratify re-occurring County payments in the amount of:
  - A. \$ 280,030.23 (Payroll)
3. Accept and approve the Continuing Education Transcript for the 2017 requirements for training for County Tax Assessor-Collector, Darla Law.
4. Accept and approve payment of the renewal of Surety Bond for Elections Administrator, Pamela Ohlendorf, Bond # 61287183.

FILED this 22<sup>nd</sup> day of Feb. 2018  
2:35 P.M.  
CAROL HOLCOMB  
COUNTY CLERK, CALDWELL COUNTY, TEXAS  
By Katrina Keena Deputy

5. **Accept and approve payment of the renewal of Surety Bond for Court Clerk, Justice of Peace, Precinct One, Melanie Bowden, Bond # 71994140.**
6. **Accept and approve payment of the Surety Bond for Court Clerk, Justice of Peace, Precinct One, Adrianza Walker, Bond # 71994137.**

**ACTION AGENDA ITEMS**

7. **Discussion/Action regarding the burn ban. Cost: None; Speaker: Judge Schawe/Martin Ritchey; Backup: None.**
8. **Discussion/Action to approve Resolution # 05-2018 appointing Commissioner Terry Wright to the Capital Area Council of Governments (CAPCOG) Central Texas Clean Air Coalition. Cost: None; Speaker: Judge Schawe; Backup: 1.**
9. **Discussion/Action to approve amending the pledged securities Depository Contract. Cost: None; Speaker: Judge Schawe/Barbara Gonzales; Backup: 2.**
10. **Discussion/Action to approve a Caldwell County Purchasing Policy. Cost: None; Speaker: Judge Schawe/Barbara Gonzales; Backup: 50.**
11. **Discussion/Action regarding consideration for approval and authorization to solicit and select a Grant Administrator via a request for proposal process for two Texas Capital Fund applications for the 2017-2018 Fiscal Year. Cost: TBD; Speaker: Commissioner Theriot; Backup: 1.**
12. **Discussion/Action regarding consideration for approval and authorization to solicit and select an Engineering Consultant via a request for proposal process for two Texas Capital Fund applications for the 2017-2018 Fiscal Year. Cost: TBD; Speaker: Commissioner Theriot; Backup: 1.**
13. **WORKSHOP: to discuss the conversion of the County payroll cycle from 24 to 26 pay periods. Cost: None; Speaker: Judge Schawe; Backup: 2.**
14. **Discussion/Action to approve the conversion of the County payroll cycle from 24 to 26 pay periods beginning June 2018. Cost: None; Speaker: Judge Schawe/Barbara Gonzales; Backup: 2.**

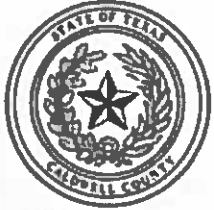
15. **Discussion/Action** to update the Workers' Comp Policy in Caldwell County Employee Handbook. **Cost: None; Speaker: Judge Schawe; Backup: 5.**
16. **Discussion/Action** to approve the addition of a fifth Reserve Deputy for Constable, Precinct # 2. **Cost: None; Speaker: Judge Schawe/Constable Tom Will; Backup: None.**
17. **Discussion/Action** authorizing the County Judge to execute a Memorandum of Understanding (MOU) between the Office of the Attorney General (OAG) and Caldwell County for the purpose of installation, maintenance and repair of OAG equipment installed at the Caldwell County Justice Center. **Cost: None; Speaker: Judge Schawe; Backup: 3.**
18. **PUBLIC HEARING at 9:30 AM** to receive public comments regarding the adoption of an Order Prohibiting the Discharge of Firearms on lots 10 acres or smaller located in the unincorporated area of the County, in a subdivision. **Cost: None; Speaker: Commissioner Theriot; Backup: 2.**
19. **Discussion/Action** to adopt an Order Prohibiting the Discharge of Firearms on lots 10 acres or smaller located in the unincorporated area of the County, in a subdivision. **Cost: None; Speaker: Commissioner Theriot; Backup: 2.**
20. **EXECUTIVE SESSION** pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange, lease, or value of real property. Possible action may follow in open court. **Cost: TBD; Speaker: Judge Schawe; Backup: None.**
21. **Adjournment.**

As authorized by Chapter 551 of the Texas Government Code, the Commissioners Court of Caldwell County, Texas reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above. The Court may adjourn for matters that may relate to Texas Government Code Section 551.071(1) (Consultation with Attorney about pending or contemplated litigation or settlement offers); Texas Government Code Section 551.071(2) (Consultation with Attorney when the attorney's obligations under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Texas Government Code); Texas Government Code Section 551.072 (Deliberations about Real Property); Texas Government Code Section 551.073 (Deliberations about Gifts and Donations); Texas Government Code Section 551.074 (Personnel Matters); Texas Government Code Section 551.0745 (Deliberations about a County Advisory Body); Texas Government Code Section 551.076 (Deliberations about Security Devices); and Texas Government Code Section 551.087 (Economic Development Negotiations). In the event that the Court adjourns into Executive Session, the Court will announce under what section of the Texas Government Code the Commissioners Court is using as its authority to enter into an Executive Session. The meeting facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the County Judge's office at 512-398-1808 for further information. [www.co.caldwell.tx.us](http://www.co.caldwell.tx.us)

## **CONSENT AGENDA**

(The following consent items may be acted upon in one motion).

- 1. Approve payment of County invoices in the amount of \$ 94,981.33.**



Caldwell County, TX

# Payment Register

APPKT02369 - 2/26/18 A/P RUN

01 - Vendor Set 01

Bank: AP BNK - Pooled Cash - Operation

Vendor Number	Vendor Name					Total Vendor Amount
<u>ADAROW</u>	ADAM D. ROWINS					1,036.00
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			02/21/2018	1,036.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>16-FL-445 8</u>	CAUSE # 16-FL-445 J.L. / R.L.	02/06/2018	02/26/2018	0.00	77.00	
<u>17-FL-130 7</u>	CAUSE # 17-FL-130 M.J.S / T.S.	02/06/2018	02/26/2018	0.00	84.00	
<u>17-FL-170 7</u>	CAUSE # 17-FL-170 K.W.	02/06/2018	02/26/2018	0.00	189.00	
<u>17-FL-253 4</u>	CAUSE # 17-FL-253 G.B.A./M.A./M.A./M.A.	02/06/2018	02/26/2018	0.00	217.00	
<u>17-FL-307 4</u>	CAUSE # 17-FL-307 KBC / KMH / KDH / KCH	02/06/2018	02/26/2018	0.00	112.00	
<u>17-FL-502 1</u>	CAUSE # 17-FL-502 D.V.	02/06/2018	02/26/2018	0.00	154.00	
<u>18-FL-021</u>	CAUSE # 18-FL-021 J.N.S.	02/06/2018	02/26/2018	0.00	203.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>APPCON</u>	APPLIED CONCEPTS, INC.					287.50
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			02/21/2018	287.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>321491</u>	COUNTING UNIT	02/01/2018	02/26/2018	0.00	287.50	

Vendor Number	Vendor Name					Total Vendor Amount
<u>ATO189</u>	AT&T					3,825.54
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			02/21/2018	3,825.54		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>2052018</u>	ACCT # 512 A13-0189 725 3 2/05 - 3/04/18	02/05/2018	02/26/2018	0.00	3,825.54	

Vendor Number	Vendor Name					Total Vendor Amount
<u>B-ALER</u>	B-ALERT SECURITY SYSTEMS					25.00
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			02/21/2018	25.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>323593</u>	CUST ID: 677 JP #3	02/01/2018	02/26/2018	0.00	25.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>BUSPRI</u>	BUSINESS PRINTING PLUS					454.33
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			02/21/2018	454.33		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>19781</u>	OPERATING FUND VOUCHER	08/28/2017	02/26/2018	0.00	318.78	
<u>19795</u>	JUVENILE DEPT VOUCHER	12/15/2017	02/26/2018	0.00	135.55	

Vendor Number	Vendor Name					Total Vendor Amount
<u>CALAPP</u>	CALDWELL COUNTY APPRAISAL DIST					2,044.51
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			02/21/2018	2,044.51		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12018</u>	SERVICE DATE - JANUARY 2018	02/12/2018	02/26/2018	0.00	2,044.51	

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount	
CALTAX	CALDWELL COUNTY TAX ASSESSOR					149.50	
Payment Type	Payment Number			Payment Date		Payment Amount	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	0285 2018	VIN # 2FAFP71W6XX130285 1999 FORD CROWN VIC	02/16/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	0418 2018	TAG: 9057473 VIN: 0418	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	0419 2018	VIN: 0419 TAG: 9057474	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	0626 2018	VIN # 2FAFP71W76X110626 '06 FORD CROWN VIC	02/16/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		22.00	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	1285545	TAG: 1285545 VIN: 1837 WT3	01/22/2018	02/26/2018	0.00	22.00	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	128-5579	PATROL # 1601 TAG: 1285579 VIN # 8884	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	2609 2018	TAG: 1342544 VIN: 2609 JAIL TRANSPORT # 1703	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	3822	TAG: 1285575 VIN: 3822 PATROL # 1603	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	4644 2018	VIN: 4644 TAG: 1285546	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	6205 2018	CO EXT AGENT TAG: 1088154 VIN: 6205	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	6230 2018	VIN # 1FTR17W32NB06230 2002 FORD F150	02/16/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	6536 2018	U3 TAG: 1088159 VIN: 6536	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	8404	TAG # 1285539 VIN: 8404	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	8849 2018	VIN: 8849 TAG: CNW8799	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	8876	TAG: 1285578 VIN: 8876 PATROL # 1604	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	8877	TAG: 1285577 VIN: 8877 SHERIFF-PATROL #1602	01/22/2018	02/26/2018	0.00	7.50	
Check				02/21/2018		7.50	
	<u>Payable Number</u>	<u>Description</u>	<u>Payable Date</u>	<u>Due Date</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	9831 2018	TAG: 1285547 VIN: 9831	01/22/2018	02/26/2018	0.00	7.50	

Payment Register

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Check	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	02/21/2018	7.50
	<u>GXP2970</u>	TAG: GXP2970 VIN: 1810 CHIEF DEPUTY # 806	01/22/2018	02/26/2018	0.00	7.50		
<b>Vendor Number</b>	<b>Vendor Name</b>						<b>Total Vendor Amount</b>	
<u>CAROHL</u>	CARL R. OHLENDORF INSURANCE						212.00	
<b>Payment Type</b>	<b>Payment Number</b>						<b>Payment Date</b>	<b>Payment Amount</b>
Check							02/21/2018	212.00
<b>Payable Number</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>16175</u>	POLICY # 71994137 ACCT # CALDW01 MELANIE BOWDEN		01/29/2018	02/26/2018	0.00	71.00		
<u>16176</u>	POLICY # 71994137 ACCT # CALDW01 ADRIANZA WALKER		01/29/2018	02/26/2018	0.00	71.00		
<u>16195</u>	POLICY # 61287183 PAMELA OHLENDORF BOND		02/02/2018	02/26/2018	0.00	70.00		
<b>Vendor Number</b>	<b>Vendor Name</b>						<b>Total Vendor Amount</b>	
<u>CARHOL</u>	CAROL HOLCOMB						26.16	
<b>Payment Type</b>	<b>Payment Number</b>						<b>Payment Date</b>	<b>Payment Amount</b>
Check							02/21/2018	26.16
<b>Payable Number</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>21418</u>	EXPENSE REPORT 2/5 - 6/18		02/14/2018	02/26/2018	0.00	26.16		
<b>Vendor Number</b>	<b>Vendor Name</b>						<b>Total Vendor Amount</b>	
<u>CENAUT</u>	CENTRAL TEXAS AUTOPSY, PLLC						4,200.00	
<b>Payment Type</b>	<b>Payment Number</b>						<b>Payment Date</b>	<b>Payment Amount</b>
Check							02/21/2018	4,200.00
<b>Payable Number</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>12067</u>	CHERRY ALVAREZ - DOS: 7/11/17		02/08/2018	02/26/2018	0.00	2,100.00		
<u>12073</u>	CTA 414-17 FERNANDO CARDENAS - DOS: 8/31/17		02/08/2018	02/26/2018	0.00	2,100.00		
<b>Vendor Number</b>	<b>Vendor Name</b>						<b>Total Vendor Amount</b>	
<u>CENREF</u>	CENTRAL TEXAS REFUSE, INC						100.40	
<b>Payment Type</b>	<b>Payment Number</b>						<b>Payment Date</b>	<b>Payment Amount</b>
Check							02/21/2018	100.40
<b>Payable Number</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>93715</u>	ACCT # 020545 BILLING PERIOD: FEBRUARY 2018		02/01/2018	02/26/2018	0.00	100.40		
<b>Vendor Number</b>	<b>Vendor Name</b>						<b>Total Vendor Amount</b>	
<u>CENAIR</u>	CENTURY A/C SUPPLY						24.59	
<b>Payment Type</b>	<b>Payment Number</b>						<b>Payment Date</b>	<b>Payment Amount</b>
Check							02/21/2018	24.59
<b>Payable Number</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>9156095</u>	PICK TICKET # 6684982 FILTER GRILL 190 RF		02/09/2018	02/26/2018	0.00	24.59		
<b>Vendor Number</b>	<b>Vendor Name</b>						<b>Total Vendor Amount</b>	
<u>SPEBUS</u>	CHARTER COMMUNICATIONS HOLDINGS, LLC						11,131.15	
<b>Payment Type</b>	<b>Payment Number</b>						<b>Payment Date</b>	<b>Payment Amount</b>
Check							02/21/2018	11,131.15
<b>Payable Number</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>0000426012818</u>	ACCT # 8260 16 300 0000426 JAN 2018		01/28/2018	02/26/2018	0.00	11,131.15		
<b>Vendor Number</b>	<b>Vendor Name</b>						<b>Total Vendor Amount</b>	
<u>CHIVET</u>	CHISHOLM TRAIL VETERINARY CLINIC						121.09	
<b>Payment Type</b>	<b>Payment Number</b>						<b>Payment Date</b>	<b>Payment Amount</b>
Check							02/21/2018	121.09
<b>Payable Number</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>5288</u>	TOSAC - OMEPRAZOLE 20 MG CAPSULES		01/02/2018	02/26/2018	0.00	54.80		
<u>5289</u>	TOSCA - CANINE I/D 13OZ		01/02/2018	02/26/2018	0.00	5.30		
<u>5803</u>	TOSCA - CANINE ID 17.6 LB		01/24/2018	02/26/2018	0.00	60.99		



**Payment Register**

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<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
CINDUR	CINDY A. DURAN					1,337.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	1,337.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>16-FL-404 5</u>	CAUSE # 16-FL-404 N.H.	02/06/2018	02/26/2018	0.00	133.00	
<u>16-FL-444 5</u>	CAUSE # 16-FL-444 RC/AC/AC/AC/DC	02/14/2018	02/26/2018	0.00	889.00	
<u>17-FL-502 1</u>	CAUSE # 17-FL-502 D.V.	02/06/2018	02/26/2018	0.00	315.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
CINTAS	CINTAS CORPORATION #86					334.90
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	334.90	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>086670676</u>	CONTRACT # 01681 ACCT # 09158 CUST # 09158	01/24/2018	02/26/2018	0.00	89.74	
<u>086674736</u>	CONTRACT # 01681 ACCT # 09387 CUST # 09387	01/31/2018	02/26/2018	0.00	65.68	
<u>086674740</u>	CONTRACT # 01681 ACCT # 09158 CUST # 09158	01/31/2018	02/26/2018	0.00	89.74	
<u>086678822</u>	CONTRACT # 01681 ACCT # 09158 CUST # 09158	02/07/2018	02/26/2018	0.00	89.74	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
CITLOC	CITY OF LOCKHART					965.50
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	965.50	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>ASL 18-005</u>	PAYMENT # 77 ANIMAL SHELTER LEASE	02/13/2018	02/26/2018	0.00	965.50	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
CVSPHA	CVS/PHARMACY					6.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	6.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>3642189</u>	MALLOW, TAMI MICHELLE	10/14/2017	02/26/2018	0.00	6.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
DANPET	DANIELLE M. PETROSKY					100.44
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	100.44	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>20918</u>	TRANSPORTATION FOR 1/18 - 2/3/18	02/09/2018	02/26/2018	0.00	100.44	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
DEWPOT	DEWITT POTH & SON					1,562.13
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	1,562.13	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>521175-0</u>	CUST # 12430 SYSTEM # 8289 SERIAL # C2C228580	11/20/2017	02/26/2018	0.00	52.65	
<u>523047-0</u>	CUST # 12430 TRODAT 4916	12/11/2017	02/26/2018	0.00	111.00	
<u>523276-0 C</u>	CUST # 12430 CREDIT RETURN	02/14/2018	02/14/2018	0.00	-4.49	
<u>523789-0</u>	CUST # 12430 SYSTEM # 8289 SERIAL # C2C28580	12/18/2017	02/26/2018	0.00	14.00	
<u>524447-0</u>	CUST# 12430 FOLDER, FILE, FASTENR	12/29/2017	02/26/2018	0.00	141.72	
<u>524447-1</u>	REFILL, DAILY, LSE	01/02/2018	02/26/2018	0.00	3.13	
<u>526965-0</u>	CUST # 12430 COUNTER, CASH, DIGITAL	01/24/2018	02/26/2018	0.00	264.19	
<u>526966-0</u>	CUST # 12430 COUNTY, CASH, DIGITAL	01/24/2018	02/26/2018	0.00	264.19	
<u>527131-0</u>	CUST # 12430 1000 JURY SUMMONS	01/24/2018	02/26/2018	0.00	425.00	
<u>528231-0</u>	CUST # 12430 TRODAT 4912 STAMP	02/05/2018	02/26/2018	0.00	47.00	
<u>528465-0</u>	CUST # 12430 BATTERY, ALKA, INDUST, BX	02/06/2018	02/26/2018	0.00	20.46	
<u>528492-0</u>	CUST # 12430 CHAIR, HIBACK, EXEC, BK	02/07/2018	02/26/2018	0.00	115.00	
<u>528564-0</u>	CUST # 12430 FOLDER, FILE, LTR	02/07/2018	02/26/2018	0.00	287.77	
<u>529060-0</u>	CUST # 12430 SPOTPAPER	02/13/2018	02/26/2018	0.00	69.50	
<u>529150-0</u>	CUST # 12430 SPOTPAPER	02/14/2018	02/26/2018	0.00	91.37	
<u>C 515100 0</u>	CUST # 12430 PHONE, 4-LINE, CORDED	11/01/2017	11/01/2017	0.00	-203.89	

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C5146680 CUST # 12430 PHONE, 4 LINE, CRDED 12/06/2017 12/06/2017 0.00 -136.47

**Vendor Number** Vendor Name **Total Vendor Amount**  
ECOLAB ECOLAB 85.86

**Payment Type** **Payment Number** **Payment Date** **Payment Amount**  
 Check 02/21/2018 85.86

**Payable Number** **Description** **Payable Date** **Due Date** **Discount Amount** **Payable Amount**  
95164021 CUST # 2243692 17 OZ LOOPED END MOP GREEN 02/02/2018 02/26/2018 0.00 85.86

**Vendor Number** Vendor Name **Total Vendor Amount**  
ELESYS ELECTION SYSTEMS & SOFTWARE INC. 94.14

**Payment Type** **Payment Number** **Payment Date** **Payment Amount**  
 Check 02/21/2018 94.14

**Payable Number** **Description** **Payable Date** **Due Date** **Discount Amount** **Payable Amount**  
1029424 ACCT # C04192 JACKET ENVELOPE 02/02/2018 02/26/2018 0.00 94.14

**Vendor Number** Vendor Name **Total Vendor Amount**  
FARBRO FARMER BROTHERS. CO. 338.60

**Payment Type** **Payment Number** **Payment Date** **Payment Amount**  
 Check 02/21/2018 338.60

**Payable Number** **Description** **Payable Date** **Due Date** **Discount Amount** **Payable Amount**  
67284347 SO ACCT # 6302473 CAINS SUNNY CUP 1LB 12/CS 02/01/2018 02/26/2018 0.00 338.60

**Vendor Number** Vendor Name **Total Vendor Amount**  
FERJOS FERRIS JOSEPH PRODUCE, INC. 1,728.10

**Payment Type** **Payment Number** **Payment Date** **Payment Amount**  
 Check 02/21/2018 1,728.10

**Payable Number** **Description** **Payable Date** **Due Date** **Discount Amount** **Payable Amount**  
102778 ICEBERG 24 CT 01/31/2018 02/26/2018 0.00 91.00  
102787 BANANAS EA 02/01/2018 02/26/2018 0.00 98.30  
102793 ICEBERG 24CT 02/02/2018 02/26/2018 0.00 503.00  
102848 5X5X2 LAYER FLAT TOMATOES SPC 02/03/2018 02/26/2018 0.00 141.50  
102851 BANANAS EA 02/05/2018 02/26/2018 0.00 107.00  
102861 5X5X2 LAYER FLAT TOMATOES SPC 02/06/2018 02/26/2018 0.00 33.00  
102892 BANANAS., RED CABBAGE LB ETC 02/08/2018 02/26/2018 0.00 111.30  
102895 AA MED 15 DOZ EGGS 02/09/2018 02/26/2018 0.00 460.00  
102944 JAIL - FOOD SUPPLIES 02/10/2018 02/26/2018 0.00 183.00

**Vendor Number** Vendor Name **Total Vendor Amount**  
5STACON FIVE STAR CONCRETE INC 3,600.00

**Payment Type** **Payment Number** **Payment Date** **Payment Amount**  
 Check 02/21/2018 3,600.00

**Payable Number** **Description** **Payable Date** **Due Date** **Discount Amount** **Payable Amount**  
218893 3000 PSI WITH FLYASH 02/07/2018 02/26/2018 0.00 3,600.00

**Vendor Number** Vendor Name **Total Vendor Amount**  
BUTBAK FLOWERS BAKING CO. OF SAN ANTONIO 287.28

**Payment Type** **Payment Number** **Payment Date** **Payment Amount**  
 Check 02/21/2018 287.28

**Payable Number** **Description** **Payable Date** **Due Date** **Discount Amount** **Payable Amount**  
1038384672 CUST # 0040078309 MIC 20 7" FL TOR 02/06/2018 02/26/2018 0.00 287.28

**Vendor Number** Vendor Name **Total Vendor Amount**  
FREAUS FREIGHTLINER OF AUSTIN 1,456.25

**Payment Type** **Payment Number** **Payment Date** **Payment Amount**  
 Check 02/21/2018 1,456.25

**Payable Number** **Description** **Payable Date** **Due Date** **Discount Amount** **Payable Amount**  
AP361076 CUST # 1638 RAD, M95, RSO, ITOC 01/29/2018 02/26/2018 0.00 1,448.91  
AP361305 ACCT # 1638 SCREW PLUG 01/31/2018 02/26/2018 0.00 7.34

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<b>Vendor Number</b> GOVFOR	<b>Vendor Name</b> GOVERNMENT FORMS AND SUPPLIES			<b>Total Vendor Amount</b>	
				1,991.10	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		02/21/2018	1,991.10		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>0308318</u>	# 125280 RECIRD IF BAIL BOOK	01/31/2018	02/26/2018	0.00	1,125.00
<u>0308395</u>	#124577 TX ENVELOPE TO MAIL BALLOT 17-9325	01/31/2018	02/26/2018	0.00	412.93
<u>03088393</u>	APPLICATION FOR BALLOT BY MAIL	01/31/2018	02/26/2018	0.00	453.17

<b>Vendor Number</b> GRAING	<b>Vendor Name</b> GRAINGER			<b>Total Vendor Amount</b>	
				21.48	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		02/21/2018	21.48		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>9681604154</u>	ACCT # 841505548 AUTO CARPET AND UPHOLSTERY CLE	01/26/2018	02/26/2018	0.00	21.48

<b>Vendor Number</b> GREWIL	<b>Vendor Name</b> GREGORY L. WILSON			<b>Total Vendor Amount</b>	
				490.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		02/21/2018	490.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>16-FL-444 3</u>	CAUSE # 16-FL-444 RC/AC/AC/AC/DC	02/14/2018	02/26/2018	0.00	490.00

<b>Vendor Number</b> HOLCAS	<b>Vendor Name</b> HOLT TRUCK CENTERS			<b>Total Vendor Amount</b>	
				10,572.86	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		02/21/2018	10,572.86		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>WIMA0101069</u>	CUST # 0203700 SEAL O RING	01/30/2018	02/26/2018	0.00	6,905.02
<u>WIMA0101071</u>	CUST # 0203700 SEAL O RING	01/30/2018	02/26/2018	0.00	3,667.84

<b>Vendor Number</b> JANWIL	<b>Vendor Name</b> JANA CLIFT-WILLIAMS			<b>Total Vendor Amount</b>	
				1,946.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		02/21/2018	1,946.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>15-FL-313 18</u>	CAUSE # 15-FL-313 K.B.C. / K.C.H.	02/06/2018	02/26/2018	0.00	280.00
<u>16-FL-043</u>	CAUSE # 16-FL-043 M.H.	02/06/2018	02/26/2018	0.00	154.00
<u>17-FL-046 5</u>	CAUSE # 17-FL-046 S.M.D.	02/06/2018	02/26/2018	0.00	686.00
<u>17-FL-092 2</u>	CAUSE # 17-FL-092 J.B.	02/06/2018	02/26/2018	0.00	140.00
<u>17-FL-130 8</u>	CAUSE # 17-FL-130 MJS / TS	02/06/2018	02/26/2018	0.00	224.00
<u>17-FL-182 4</u>	CAUSE # 17-FL-182 B.L.VIII / C.A.V.	02/06/2018	02/26/2018	0.00	91.00
<u>17-FL-307 3</u>	CAUSE # 17-FL-307 KMH / KDH	02/06/2018	02/26/2018	0.00	63.00
<u>17-FL-502</u>	CAUSE # 17-FL-502 D.V.	02/06/2018	02/26/2018	0.00	140.00
<u>18-FL-004</u>	CAUSE # 18-FL-004 A.G.P. / J.N.S.	02/06/2018	02/26/2018	0.00	168.00

<b>Vendor Number</b> O'CONN	<b>Vendor Name</b> JMP INTERESTS, LTD			<b>Total Vendor Amount</b>	
				295.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		02/21/2018	295.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>100514942</u>	CUST # 63412 TX RULES CIVIL TRIALS 2018	01/20/2018	02/26/2018	0.00	123.00
<u>100519333</u>	CUST # 43905 TX CRIMINAL CODES PLUS 2017-18	02/02/2018	02/26/2018	0.00	172.00

<b>Vendor Number</b> JOHDEA	<b>Vendor Name</b> JOHN DEAN			<b>Total Vendor Amount</b>	
				200.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
		02/21/2018	200.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>22118</u>	TRAINING	02/21/2018	02/26/2018	0.00	200.00

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Vendor Number	Vendor Name			Total Vendor Amount
<u>KIMISH</u>	KIMBERLY RENEE ISHAM			1,042.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		02/21/2018	1,042.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<u>13-FL-400A 1</u>	CAUSE # 13-FL-400A D.P. & A.P.	02/06/2018	02/26/2018	0.00 196.00
<u>13-FL-400A 2</u>	CAUSE # 13-FL-400A D.P. & A.P.	02/06/2018	02/26/2018	0.00 546.00
<u>13-FL-400A 3</u>	CAUSE # 13-FL-400A D.P. & A.P.	02/06/2018	02/26/2018	0.00 300.00

Vendor Number	Vendor Name			Total Vendor Amount
<u>EDWKOT</u>	KOTIN PSYCHOLOGY, PLLC			320.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		02/21/2018	320.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<u>2082018</u>	ANDREW FEOLE DOS: 2/08/18	02/08/2018	02/26/2018	0.00 160.00
<u>2092018</u>	MARK DAVENPORT - DOS: 2/09/18	02/09/2018	02/26/2018	0.00 160.00

Vendor Number	Vendor Name			Total Vendor Amount
<u>LASSIG</u>	LARRY D. RIVERA			622.69
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		02/21/2018	622.69	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<u>EMT-18337</u>	5FT X 4FT PREMIUM PLUS RA VW DIGITAL PRINT MEDIA	01/22/2018	02/26/2018	0.00 500.34
<u>EMT-18448</u>	5FT X 3FT PREMIUM AIR RELEASE DIGITAL PRINT MEDIA	02/06/2018	02/26/2018	0.00 122.35

Vendor Number	Vendor Name			Total Vendor Amount
<u>LARRAS</u>	LARRY O. RASCO			250.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		02/21/2018	250.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<u>2653-17CC</u>	CAUSE # 2633-17CC A.L.A	02/09/2018	02/26/2018	0.00 250.00

Vendor Number	Vendor Name			Total Vendor Amount
<u>LEXRIS</u>	LEXISNEXIS RISK DATA MANAGEMENT			50.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		02/21/2018	50.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<u>1623451-20180131</u>	BILLING ID: 1623451 JANUARY 2018	01/31/2018	02/26/2018	0.00 50.00

Vendor Number	Vendor Name			Total Vendor Amount
<u>LOCTRU</u>	LOCKHART - TRUE VALUE			469.42
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		02/21/2018	469.42	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<u>21819 /1</u>	CUST # 11239 20 OZ TIRE FOAM	01/23/2018	02/26/2018	0.00 11.97
<u>21855 /1</u>	CUST # 11239 MM 4PC PLIER WRENCH SET	01/24/2018	02/26/2018	0.00 34.98
<u>21885 /1</u>	CUST # 11239 ENER 4 PK 9V BATTERY	01/26/2018	02/26/2018	0.00 45.97
<u>21919 /1</u>	CUST # 11239 DAP - 18001 5.5 OZ WHT T/T SEALR	01/29/2018	02/26/2018	0.00 6.58
<u>21933 /1</u>	CUST # 11239 DURA 12 PK AAA BATTERY	01/30/2018	02/26/2018	0.00 32.84
<u>21974 /1</u>	CUST# 11239 SCREWS, NUTS & BOLTS	02/01/2018	02/26/2018	0.00 50.86
<u>21979 /1</u>	CUST # 11239 3/8 X 3/8 X 96 SS CONNECTOR	02/01/2018	02/26/2018	0.00 30.77
<u>21992 /1</u>	CUST # 11239 1/2" EMT SCR COUPLING	02/02/2018	02/26/2018	0.00 26.52
<u>22041 /1</u>	CUST # 11239 GE 6 PK 8W GLASS LED BULB	02/06/2018	02/26/2018	0.00 63.51
<u>22057 /1</u>	CUST # 11239 3 PK 3 OZ MP GREASE	02/07/2018	02/26/2018	0.00 22.78
<u>22070 /1</u>	CUST # 11239 2 X 6 X 8 #2 PREMIUM SPF	02/07/2018	02/26/2018	0.00 11.98
<u>22073 /1</u>	CUST # 11239 SCREWS, NUTS, & BOLTS	02/07/2018	02/26/2018	0.00 10.78
<u>22087 /1</u>	CUST # 11239 3/4" PVC LOCK COUPLING	02/08/2018	02/26/2018	0.00 2.79
<u>22089 /1</u>	CUST # 11239 GE 6 PK 8W GLASS LED BULB	02/08/2018	02/26/2018	0.00 27.98
<u>22158 /1</u>	CUST # 11239 3/16" WIRE ROPE CLIP	02/13/2018	02/26/2018	0.00 10.72
<u>22171 /1</u>	CUST # 11239 1/2 CDX PINE PLYWOOD	02/13/2018	02/26/2018	0.00 22.48
<u>22190 /1</u>	CUST # 11239 3/4 X 60' ELEC TAPE	02/14/2018	02/26/2018	0.00 35.96

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22193 /1 CUST # 11239 5 PK WOOD FILLER STICKS 02/14/2018 02/26/2018 0.00 19.95

Vendor Number Vendor Name Total Vendor Amount  
LOCMOT LOCKHART MOTOR CO.,INC. 881.34

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 881.34

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>RO # C109006</u>	CUST # 163 S.O. 404 GEAR ASSY. STEERING	01/29/2018	02/26/2018	0.00	914.90
<u>T43497</u>	CUST #3810 SEAL - WATER PUMP	02/01/2018	02/26/2018	0.00	5.78
<u>T43503</u>	CUST # 3810 BRAKE CALIPER GREASE	02/02/2018	02/26/2018	0.00	26.38
<u>T43504</u>	CUST # 3810 GASKET - VALVE ROCKE	02/02/2018	02/26/2018	0.00	-65.72

Vendor Number Vendor Name Total Vendor Amount  
LOCPOS LOCKHART POST REGISTER 52.00

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 52.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>21218</u>	DIST ATTNY FRED WEBER RENEWAL FOR 2 YRS	02/12/2018	02/26/2018	0.00	52.00

Vendor Number Vendor Name Total Vendor Amount  
LULLIQ LULING LIONS CLUB 50.00

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 50.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>2018</u>	FLAG RENTAL PROGRAM FOR 2018	01/16/2018	02/26/2018	0.00	50.00

Vendor Number Vendor Name Total Vendor Amount  
JCOJAN M.B. HAMMO ENTERPRISES, LLC 1,010.69

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 1,010.69

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>4378</u>	TOILET PAPER REGULAR / ROSES	01/31/2018	02/26/2018	0.00	451.62
<u>4431</u>	TOILET PAPER REGULAR / ROSES	02/07/2018	02/26/2018	0.00	559.07

Vendor Number Vendor Name Total Vendor Amount  
MARPLU MARK'S PLUMBING PARTS 1,346.40

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 1,346.40

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>INV001683299</u>	CUST # 278898 ACORN / BRADLEY BUBBLER PLUG	02/06/2018	02/26/2018	0.00	1,346.40

Vendor Number Vendor Name Total Vendor Amount  
MIDENV MIDSTATE ENVIRONMENTAL SERVICES, LP 50.00

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 50.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>199475</u>	ACCT # 86903 USED OIL / FILTER DRUM COLLECTED	02/02/2018	02/26/2018	0.00	50.00

Vendor Number Vendor Name Total Vendor Amount  
MIGCAS MIGUEL CASTILLO 4,697.00

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 4,697.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>16-FL-444 5</u>	CAUSE # 16-FL-444 RC/AC/AC/AC/DC	02/14/2018	02/26/2018	0.00	1,050.00
<u>17-FL-046 2</u>	CAUSE # 17-FL-046 SMD	02/14/2018	02/26/2018	0.00	595.00
<u>17-FL-050 2</u>	CAUSE # 17-FL-050 TM	02/14/2018	02/26/2018	0.00	329.00
<u>17-FL-092</u>	CAUSE # 17-FL-092 J.L.B.	02/14/2018	02/26/2018	0.00	259.00
<u>17-FL-129 2</u>	CAUSE # 17-FL-129 MR/AR/AR/JR/BR	02/14/2018	02/26/2018	0.00	133.00
<u>17-FL-183 3</u>	CAUSE # 17-FL-183 TP/SH/JH	02/14/2018	02/26/2018	0.00	266.00
<u>17-FL-253 1</u>	CAUSE # 17-FL-253 GBA/MA/MA/ MA/ MA	02/14/2018	02/26/2018	0.00	861.00
<u>17-FL-357</u>	CAUSE # 17-FL-357 NT / AT	02/14/2018	02/26/2018	0.00	364.00

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18-FL-023 CAUSE # 18-FL-023 JJR/DLR/ESR/XR 02/14/2018 02/26/2018 0.00 840.00

Vendor Number Vendor Name Total Vendor Amount  
NEOFUN NEOFUNDS BY NEOPOST 1,582.33

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 70.41

Payable Number Description Payable Date Due Date Discount Amount Payable Amount  
021218 ACCT # 7900 0440 8010 9295 02/12/2018 02/26/2018 0.00 70.41

Check 02/21/2018 1,511.92  
 Payable Number Description Payable Date Due Date Discount Amount Payable Amount  
21218 ACCT # 7900-0440-8038-5499 02/12/2018 02/26/2018 0.00 1,511.92

Vendor Number Vendor Name Total Vendor Amount  
NEOPOS NEOPOST USA INC 322.30

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 322.30

Payable Number Description Payable Date Due Date Discount Amount Payable Amount  
N6988370 CUST # 01054254 2/11 - 3/10/18 02/06/2018 02/26/2018 0.00 322.30

Vendor Number Vendor Name Total Vendor Amount  
OFFIDE OFFICE DEPOT 651.77

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 651.77

Payable Number Description Payable Date Due Date Discount Amount Payable Amount  
100475425001 ACCT # 43682634 NOTE, OD, 1.5" X 2", 12PK, YELLO 01/23/2018 02/26/2018 0.00 106.48  
101728977001 ACCT # 43682634 INK, HP, 951, COMBO, ALL 01/26/2018 02/26/2018 0.00 109.98  
101728978001 ACCT # 43682634 2000+ SELF-INK, RECTANGLE 01/27/2018 02/26/2018 0.00 24.29  
102870581001 ACCT # 43682634 OD DUR VW 1" BINDER WHITE 01/30/2018 02/26/2018 0.00 37.80  
102870783001 ACCT # 43682634 STAMP, N13 RECT, 56 X 2 02/02/2018 02/26/2018 0.00 25.19  
103179382001 ACCT # 43682634 ENVELOPE, # 10, 24 LB, TINTED, 5 01/31/2018 02/26/2018 0.00 37.59  
103179606001 ACCT # 43682634 PAPER, COPY 01/31/2018 02/26/2018 0.00 78.52  
105976184001 ACCT # 43682634 PAPER, POLARIS, 8.5 X 11 02/08/2018 02/26/2018 0.00 231.92

Vendor Number Vendor Name Total Vendor Amount  
O'REIL O'REILLY AUTOMOTIVE, INC. 276.71

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 276.71

Payable Number Description Payable Date Due Date Discount Amount Payable Amount  
0642-187692 ACCT # 188092 STARTER 01/30/2018 02/26/2018 0.00 351.71  
0642-187785 ACCT # 188092 CORE RETURN 01/31/2018 02/26/2018 0.00 -75.00

Vendor Number Vendor Name Total Vendor Amount  
PATMAR PATHMARK TRAFFIC PROD. OF TX INC 3,201.00

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 3,201.00

Payable Number Description Payable Date Due Date Discount Amount Payable Amount  
026182 CUST # 00C1056 24" DIA .080 ALUM BLANK 02/02/2018 02/26/2018 0.00 2,341.00  
026276 CUST # 00C1056 TYPE I HI PLASTIC FOLDING BARR SOL 02/02/2018 02/26/2018 0.00 860.00

Vendor Number Vendor Name Total Vendor Amount  
PFGTEM PFG-TEMPLE 2,267.89

Payment Type Payment Number Payment Date Payment Amount  
 Check 02/21/2018 2,267.89

Payable Number Description Payable Date Due Date Discount Amount Payable Amount  
9040407 CUST # 435577 DRY GROCERY / FROZEN 02/01/2018 02/26/2018 0.00 656.26  
9043732 CUST # 435577 DRY GROCERY / FROZEN 02/05/2018 02/26/2018 0.00 536.95  
9047590 CUST # 435577 DRY GROCERY / FROZEN 02/08/2018 02/26/2018 0.00 443.93  
9050781 CUST # 435577 DRY GROCERY / FROZEN 02/12/2018 02/26/2018 0.00 630.75

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<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>PITBOW</u>	PITNEY BOWES GLOBAL FINANCIAL SERVICES L					99.73
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	99.73	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>3305400525</u>	ACCT # 0016516092 1/28 - 2/27/18	01/31/2018	02/26/2018	0.00	99.73	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>PRISOL</u>	PRINTING SOLUTIONS					259.06
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	259.06	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>20445</u>	BUSINES CARDS - JOHN JUAREZ	02/01/2018	02/26/2018	0.00	42.00	
<u>20468</u>	TRAFFIC TICKET BOOK PCT 2	02/05/2018	02/26/2018	0.00	169.56	
<u>20489</u>	JOP 3 - JENIFER WATTS STAMPS - CALDWELL CO TREASU	02/13/2018	02/26/2018	0.00	21.50	
<u>20499</u>	STAMPS - SIGNATURE 4914	02/14/2018	02/26/2018	0.00	26.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>QUAEXP</u>	QUALITY STAMP EXPRESS					45.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	45.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>1824</u>	NOTARY STAMPS - CINDY GONZALES / KAREN SPHAR	02/05/2018	02/26/2018	0.00	45.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>QUICOR</u>	QUILL CORPORATION					480.99
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	480.99	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>4638371</u>	ACCT # C3400806 BLACK EXTRA HIGH CAPACITY TONE	02/06/2018	02/26/2018	0.00	480.99	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>RDOEQU</u>	RDO EQUIPMENT CO.					151.24
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	151.24	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>P59895</u>	ACCT # 7269004 SHANK	02/07/2018	02/26/2018	0.00	151.24	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>IKONOF</u>	RICOH USA, INC.					888.28
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	888.28	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>100138285</u>	ACCT # 505575-1010175A16 1/29 - 2/27/18	02/09/2018	02/26/2018	0.00	888.28	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>ROBBRA</u>	ROBIN BRAME					40.28
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	40.28	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>12918</u>	MILEAGE FOR 1/29/18	01/29/2018	02/26/2018	0.00	40.28	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>RONLEH</u>	RONDA LEHMAN					6.70
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	6.70	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>20718</u>	4-H SCHOLARSHIPS POSTAGE REIMBURSEMENT	02/07/2018	02/26/2018	0.00	6.70	

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<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>SCHSON</u>	SCHMIDT & SONS, INC					953.45
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	953.45	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>0426242-IN</u>	CUST # 05-CALDO TK20FS SYNTHETIC BLEND 15W-40 CK	01/17/2018	02/26/2018	0.00	953.45	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>SCHFIR</u>	SCHMIDT FIRE & SAFETY CO.					673.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	673.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>017081</u>	4 ANNUAL INSPECTIONS	02/12/2018	02/26/2018	0.00	16.00	
<u>017098</u>	FIRE EXTINGUISHER W / VB	02/09/2018	02/26/2018	0.00	68.00	
<u>017099</u>	CONSTABLE PRCT # 4 FIRE EXTIGUSHER	02/09/2018	02/26/2018	0.00	68.00	
<u>017114</u>	UNIT ROAD SERVICES 1700 FM 2720	02/13/2018	02/26/2018	0.00	521.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>SETFAM</u>	SETON FAMILY OF HOSPITALS					130.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	130.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>224865C8363</u>	#1063080 PEREZ, JORDAN / #1060694 PEREZ, RENE	02/01/2018	02/26/2018	0.00	130.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>SIRCHI</u>	SIRCHIE FINGERPRINT LABORATORIES, INC					85.83
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	85.83	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>0335411-IN</u>	CUST # 00-A78644 REPLACEMENT PORELON PAD	02/06/2018	02/26/2018	0.00	85.83	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>SMISUP</u>	SMITH SUPPLY CO.- LOCKHART					107.20
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	107.20	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>759266</u>	MASTER LOCK BLISTER PACKED 7D	02/02/2018	02/26/2018	0.00	31.35	
<u>759588</u>	IRWIN # 20 UNIBIT 9/16"-1	02/06/2018	02/26/2018	0.00	65.90	
<u>759938</u>	LOCKING PLUG 20A - 125W L52P	02/09/2018	02/26/2018	0.00	9.95	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>SOUTCO</u>	SOUTHERN COMPUTER WAREHOUSE					169.79
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	169.79	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>IN-000470787</u>	ACCT # CC7307 HEWLETT PACKARD HEW-CSF93A#BGJ	12/12/2017	02/26/2018	0.00	169.79	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>SQUWRE</u>	SOUTHSIDE WRECKER, INC.					243.00
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	243.00	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>587792</u>	LIC # 1176327 TX	01/11/2018	02/26/2018	0.00	243.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>STAJAN</u>	STACY M. JANUARY					122.50
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>	
Check				02/21/2018	122.50	
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>18-FL-023</u>	CAUSE # 18-FL-023 J.J.R.III	02/06/2018	02/26/2018	0.00	122.50	



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Vendor Number	Vendor Name						Total Vendor Amount
<u>STRAUT</u>	STRAIGHT AUTOMOTIVE & TIRE CENTER						70.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	70.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>5252</u>	(4) WHEEL REAR THRUST ALIGNMENT COMPLETE	02/09/2018	02/26/2018	0.00	70.00		
<u>SUNREN</u>	SUNBELT RENTALS, INC.						16.44
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	16.44
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>75235187-0001</u>	ACCT # 491413 LATE CHARGE	12/31/2017	02/26/2018	0.00	16.44		
<u>SYSCO</u>	SYSCO CENTRAL TEXAS, INC						10,743.43
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	10,743.43
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>113647093 CREDIT</u>	CREDIT FROM INVOICE 113647093 DATED 7/14/17	07/14/2017	07/14/2017	0.00	-83.47		
<u>213188953</u>	CUST # 043430 CHEMICAL & JANITORIAL	01/31/2018	02/26/2018	0.00	284.48		
<u>213188954</u>	CUST # 043430 DAIRY / MEATS / SEAFOOD / POULTRY	01/31/2018	02/26/2018	0.00	2,383.83		
<u>213199088</u>	CUST # 043430 DAIRY / MEATS / SEAFOOD / POULTRY	02/02/2018	02/26/2018	0.00	2,328.72		
<u>213211823</u>	CUST # 043430 CHEMICAL & JANITORIAL	02/07/2018	02/26/2018	0.00	197.47		
<u>213211824</u>	CUST # 043430 DAIRY / MEATS / POULTRY / FROZEN	02/07/2018	02/26/2018	0.00	3,084.97		
<u>213218525</u>	CUST # 04343 DAIRY / MEATS / POULTRY / FROZEN	02/09/2018	02/26/2018	0.00	2,547.43		
<u>TERROD</u>	TERESA RODRIGUEZ						26.16
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	26.16
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>21418</u>	WINTER CONFERENCE EXPENSE REPORT 2/7 - 8/18	02/14/2018	02/26/2018	0.00	26.16		
<u>TXAGFI</u>	TEXAS AGRICULTURAL FINANCE AUTHORITY						290.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	290.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>20718</u>	REPORTING PERIOD: JANUARY 2018	02/07/2018	02/26/2018	0.00	290.00		
<u>TEXVITST</u>	TEXAS DEPT.OF STATE HEALTH SERVICES						69.54
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	69.54
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>2004938</u>	38 REMOTE BIRTH ACCESS FOR JANUARY 2018	02/01/2018	02/26/2018	0.00	69.54		
<u>TEXJCI</u>	TEXAS JUSTICE COURT JUDGES ASSOCIATION						75.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	75.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>14163</u>	2018 MEMBERSHIP DUES BEN E. BRADY	01/05/2018	02/26/2018	0.00	75.00		
<u>TEXPRI</u>	TEXAS PRISONER TRANSPORTATION SERVICES						772.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Date</b>	<b>Payment Amount</b>
Check						02/21/2018	772.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>4913</u>	LESHIKAR, E.M. - BOULDER, CO TO CALDWELL CO TX	02/01/2018	02/26/2018	0.00	772.00		

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<b>Vendor Number</b>	<b>Vendor Name</b>			<b>Total Vendor Amount</b>	
<u>TEXNOT</u>	TEXAS STATE NOTARY BUREAU			45.85	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>
Check				02/21/2018	45.85
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>131418134</u>	GABRIEL GUILLEN - NOTARY STAMP AND BOOK	01/22/2018	02/26/2018	0.00	45.85

<b>Vendor Number</b>	<b>Vendor Name</b>			<b>Total Vendor Amount</b>	
<u>CARWAR</u>	THE LAW OFFICES OF CARRIE WARD PLLC			952.00	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>
Check				02/21/2018	952.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>16-FL-122</u>	CAUSE # 16-FL-122 EBF	02/08/2018	02/26/2018	0.00	490.00
<u>17-FL-046 5</u>	CAUSE # 17-FL-046 SMD	02/14/2018	02/26/2018	0.00	462.00

<b>Vendor Number</b>	<b>Vendor Name</b>			<b>Total Vendor Amount</b>	
<u>THYELE</u>	THYSSENKRUPP ELEVATOR			897.69	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>
Check				02/21/2018	897.69
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>3003682820</u>	CUST # 63166 SERVICE DATE: 2/01 - 4/30/18	02/01/2018	02/26/2018	0.00	897.69

<b>Vendor Number</b>	<b>Vendor Name</b>			<b>Total Vendor Amount</b>	
<u>TRACLE</u>	TRAVIS COUNTY CLERK			454.00	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>
Check				02/21/2018	454.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>18-000260</u>	CAUSE # C-1-MH-18-000260 POND, JEREMIAH ELIAS	02/08/2018	02/26/2018	0.00	454.00

<b>Vendor Number</b>	<b>Vendor Name</b>			<b>Total Vendor Amount</b>	
<u>UNIFIR</u>	UNIFIRST CORPORATION			1,095.93	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>
Check				02/21/2018	1,095.93
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>822 2030578</u>	CUST # 222727 RTE # G4200 PRCT # 3	12/20/2017	02/26/2018	0.00	39.05
<u>822 2038687</u>	CUST # 222727 RTE # F2900 PRCT # 2	01/15/2018	02/26/2018	0.00	42.85
<u>822 2039963</u>	CUST # 222727 RTE # G4200 PRCT # 3	01/17/2018	02/26/2018	0.00	39.05
<u>822 2042263</u>	ACCT # 1285135 PRCT # 3	01/24/2018	02/26/2018	0.00	39.05
<u>822 2044567</u>	CUST # 222727 RTE # G4200 PRCT # 3	01/31/2018	02/26/2018	0.00	40.23
<u>822 2045159</u>	CUST # 222727 RTE # F6140 SHERIFF'S	02/02/2018	02/26/2018	0.00	59.30
<u>822 2045227</u>	CUST # 222727 RTE # F6110 COURT HOUSE	02/02/2018	02/26/2018	0.00	217.45
<u>822 2045604</u>	CUST # 222727 RTE # F2900 PRCT # 2	02/05/2018	02/26/2018	0.00	42.85
<u>822 2046913</u>	CUST # 222727 RTE # G4200 PRCT # 3	02/07/2018	02/26/2018	0.00	39.05
<u>822 2047467</u>	CUST # 222727 RTE # F6140 SHERIFF'S	02/09/2018	02/26/2018	0.00	59.30
<u>822 2047539</u>	CUST # 222727 RTE # F6110 COURTHOUSE	02/09/2018	02/26/2018	0.00	217.45
<u>822 2047918</u>	CUST # 222727 RTE # F2900 PRCT # 2	02/12/2018	02/26/2018	0.00	42.85
<u>822 2049864</u>	CUST # 222727 RTE # F6110 COURT HOUSE	02/16/2018	02/26/2018	0.00	217.45

<b>Vendor Number</b>	<b>Vendor Name</b>			<b>Total Vendor Amount</b>	
<u>WESGRO</u>	WEST GROUP PAYMENT CENTER			457.91	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>
Check				02/21/2018	457.91
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<u>837610344</u>	ACCT # 1004742988 JANUARY 2018 DIST ATTNY	02/01/2018	02/26/2018	0.00	154.00
<u>837622026</u>	ACCT # 1000732986 JANUARY 2017	02/01/2018	02/26/2018	0.00	235.00
<u>837722059</u>	ACCT # 1000732986 DIST ATTNY 1/05 - 2/04/18	02/04/2018	02/26/2018	0.00	68.91

**Payment Register**

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Vendor Number	Vendor Name			Total Vendor Amount	
<u>WILRIG</u>	WILSON RIGGIN			202.27	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/21/2018	202.27		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>099411</u>	ROLL - 36' FLASHING	02/08/2018	02/26/2018	0.00	194.38
<u>099447</u>	POWER CORD	02/13/2018	02/26/2018	0.00	7.89

Vendor Number	Vendor Name			Total Vendor Amount	
<u>XERCOR</u>	XEROX CORPORATION			4,058.11	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/21/2018	4,058.11		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>1067632</u>	CONTRACT # 010-0063777-001 1/30 - 2/27/18	02/08/2018	02/26/2018	0.00	3,887.11
<u>1068057</u>	CONTRACT # 010-0076391-001 1/30 - 2/27/18	02/08/2018	02/26/2018	0.00	171.00

Vendor Number	Vendor Name			Total Vendor Amount	
<u>ZACMAN</u>	ZACHARY RICK MANWILL			105.00	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		02/21/2018	105.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>18-FL-004</u>	CAUSE # 18-FL-004 AGP	02/06/2018	02/26/2018	0.00	105.00

### Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
AP BNK	Check	234	104	0.00	94,981.33
<b>Packet Totals:</b>		<b>234</b>	<b>104</b>	<b>0.00</b>	<b>94,981.33</b>

### Cash Fund Summary

Fund	Name	Amount
999	POOLED CASH	-94,981.33
Packet Totals:		<u>-94,981.33</u>



Caldwell County, TX

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Fund: 001 - GENERAL FUND</b>					
NEOFUNDS BY NEOPOST	021218	ACCT # 7900 0440 8010 929	POSTAGE INVENTORY	001-1370	70.41
NEOFUNDS BY NEOPOST	21218	ACCT # 7900-0440-8038-549	POSTAGE INVENTORY	001-1370	1,511.92
TEXAS AGRICULTURAL FINA	20718	REPORTING PERIOD: JANUA	DUE TO STATE - OTHER FEES	001-2865	290.00
					<b>1,872.33</b>
<b>Department : 2120 - COUNTY TREASURER</b>					
BUSINESS PRINTING PLUS	19795	JUVENILE DEPT VOUCHER	OFFICE SUPPLIES	001-2120-3110	135.55
DEWITT POTH & SON	523276-0 C	CUST # 12430 CREDIT RETU	OFFICE SUPPLIES	001-2120-3110	-4.49
DEWITT POTH & SON	529150-0	CUST # 12430 SPOTPAPER	OFFICE SUPPLIES	001-2120-3110	91.37
BUSINESS PRINTING PLUS	19781	OPERATING FUND VOUCHER	OFFICE SUPPLIES	001-2120-3110	318.78
					<b>Department 2120 - COUNTY TREASURER Total: 541.21</b>
<b>Department : 2140 - TAX ASSESSOR - COLLECTOR</b>					
DEWITT POTH & SON	526965-0	CUST # 12430 COUNTER, CA	MACHINERY AND EQUIPME	001-2140-5310	264.19
DEWITT POTH & SON	526966-0	CUST # 12430 COUNTY, CAS	MACHINERY AND EQUIPME	001-2140-5310	264.19
DEWITT POTH & SON	523047-0	CUST # 12430 TRODAT 4916	OFFICE SUPPLIES	001-2140-3110	111.00
CALDWELL COUNTY APPRAIS	12018	SERVICE DATE - JANUARY 20	PROFESSIONAL SERVICES	001-2140-4110	2,044.51
					<b>Department 2140 - TAX ASSESSOR - COLLECTOR Total: 2,683.89</b>
<b>Department : 2150 - COUNTY CLERK</b>					
TEXAS DEPT.OF STATE HEALT	2004938	38 REMOTE BIRTH ACCESS F	Remote Site Trans Fees	001-2150-3145	69.54
TERESA RODRIGUEZ	21418	WINTER CONFERENCE EXPE	TRAINING	001-2150-4810	26.16
CAROL HOLCOMB	21418	EXPENSE REPORT 2/5 - 6/18	TRAINING	001-2150-4810	26.16
					<b>Department 2150 - COUNTY CLERK Total: 121.86</b>
<b>Department : 3200 - DISTRICT ATTORNEY</b>					
WEST GROUP PAYMENT CEN	837610344	ACCT # 1004742988 JANUA	PUBLICATIONS	001-3200-4315	154.00
WEST GROUP PAYMENT CEN	837622026	ACCT # 1000732986 JANUA	PUBLICATIONS	001-3200-4315	235.00
LOCKHART POST REGISTER	21218	DIST ATTN Y FRED WEBER RE	DUES & SUBSCRIPTIONS	001-3200-3050	52.00
WEST GROUP PAYMENT CEN	837722059	ACCT # 1000732986 DIST AT	PUBLICATIONS	001-3200-4315	68.91
QUALITY STAMP EXPRESS	1824	NOTARY STAMPS - CINDY GO	OFFICE SUPPLIES	001-3200-3110	45.00
					<b>Department 3200 - DISTRICT ATTORNEY Total: 554.91</b>
<b>Department : 3220 - DISTRICT CLERK</b>					
DEWITT POTH & SON	527131-0	CUST # 12430 1000 JURY SU	OFFICE SUPPLIES	001-3220-3110	425.00
SOUTHERN COMPUTER WAR	IN-000470787	ACCT # CC7307 HEWLETT P	OFFICE SUPPLIES	001-3220-3110	169.79
DEWITT POTH & SON	528465-0	CUST # 12430 BATTERY, ALK	OFFICE SUPPLIES	001-3220-3110	20.46
					<b>Department 3220 - DISTRICT CLERK Total: 615.25</b>
<b>Department : 3230 - DISTRICT JUDGE</b>					
ROBIN BRAME	12918	MILEAGE FOR 1/29/18	TRANSPORTATION	001-3230-4260	40.28
GREGORY L. WILSON	16-FL-444 3	CAUSE # 16-FL-444 RC/AC/A	ADULT - INDIGENT ATTORNE	001-3230-4160	490.00
MIGUEL CASTILLO	16-FL-444 5	CAUSE # 16-FL-444 RC/AC/A	ADULT - INDIGENT ATTORNE	001-3230-4160	1,050.00
CINDY A. DURAN	16-FL-444 5	CAUSE # 16-FL-444 RC/AC/A	ADULT - INDIGENT ATTORNE	001-3230-4160	889.00
MIGUEL CASTILLO	17-FL-046 2	CAUSE # 17-FL-046 SMD	ADULT - INDIGENT ATTORNE	001-3230-4160	595.00
THE LAW OFFICES OF CARRIE	17-FL-046 5	CAUSE # 17-FL-046 SMD	ADULT - INDIGENT ATTORNE	001-3230-4160	462.00
MIGUEL CASTILLO	17-FL-050 2	CAUSE # 17-FL-050 TM	ADULT - INDIGENT ATTORNE	001-3230-4160	329.00
MIGUEL CASTILLO	17-FL-092	CAUSE # 17-FL-092 J.L.B.	ADULT - INDIGENT ATTORNE	001-3230-4160	259.00
MIGUEL CASTILLO	17-FL-183 3	CAUSE # 17-FL-183 TP/SH/J	ADULT - INDIGENT ATTORNE	001-3230-4160	266.00
MIGUEL CASTILLO	17-FL-253 1	CAUSE # 17-FL-253 GBA/MA	ADULT - INDIGENT ATTORNE	001-3230-4160	861.00
MIGUEL CASTILLO	17-FL-357	CAUSE # 17-FL-357 NT / AT	ADULT - INDIGENT ATTORNE	001-3230-4160	364.00
MIGUEL CASTILLO	18-FL-023	CAUSE # 18-FL-023 JJR/DLR/	ADULT - INDIGENT ATTORNE	001-3230-4160	840.00
JMP INTERESTS, LTD	100519333	CUST # 43905 TX CRIMINAL	OFFICE SUPPLIES	001-3230-3110	172.00
SIRCHIE FINGERPRINT LABOR	0335411-IN	CUST # 00-A78644 REPLACE	OFFICE SUPPLIES	001-3230-3110	85.83
KIMBERLY RENEE ISHAM	13-FL-400A 1	CAUSE # 13-FL-400A D.P. &	ADULT - INDIGENT ATTORNE	001-3230-4160	196.00
KIMBERLY RENEE ISHAM	13-FL-400A 2	CAUSE # 13-FL-400A D.P. &	ADULT - INDIGENT ATTORNE	001-3230-4160	546.00
KIMBERLY RENEE ISHAM	13-FL-400A 3	CAUSE # 13-FL-400A 4	ADULT - INDIGENT ATTORNE	001-3230-4160	300.00

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
JANA CLIFT-WILLIAMS	15-FL-313 18	CAUSE # 15-FL-313 K.B.C. /	ADULT - INDIGENT ATTORNE	001-3230-4160	280.00
JANA CLIFT-WILLIAMS	16-FL-043	CAUSE # 16-FL-043 M.H.	ADULT - INDIGENT ATTORNE	001-3230-4160	154.00
CINDY A. DURAN	16-FL-404 5	CAUSE # 16-FL-404 N.H.	ADULT - INDIGENT ATTORNE	001-3230-4160	133.00
ADAM D. ROWINS	16-FL-445 8	CAUSE # 16-FL-445 J.L. / R.L.	ADULT - INDIGENT ATTORNE	001-3230-4160	77.00
JANA CLIFT-WILLIAMS	17-FL-046 5	CAUSE # 17-FL-046 S.M.D.	ADULT - INDIGENT ATTORNE	001-3230-4160	686.00
JANA CLIFT-WILLIAMS	17-FL-092 2	CAUSE # 17-FL-092 J.B.	ADULT - INDIGENT ATTORNE	001-3230-4160	140.00
ADAM D. ROWINS	17-FL-130 7	CAUSE # 17-FL-130 M.J.S. / T.	ADULT - INDIGENT ATTORNE	001-3230-4160	84.00
JANA CLIFT-WILLIAMS	17-FL-130 8	CAUSE # 17-FL-130 MJS / TS	ADULT - INDIGENT ATTORNE	001-3230-4160	224.00
ADAM D. ROWINS	17-FL-170 7	CAUSE # 17-FL-170 K.W.	ADULT - INDIGENT ATTORNE	001-3230-4160	189.00
JANA CLIFT-WILLIAMS	17-FL-182 4	CAUSE # 17-FL-182 B.L.VIII /	ADULT - INDIGENT ATTORNE	001-3230-4160	91.00
ADAM D. ROWINS	17-FL-253 4	CAUSE # 17-FL-253 G.B.A./M	ADULT - INDIGENT ATTORNE	001-3230-4160	217.00
JANA CLIFT-WILLIAMS	17-FL-307 3	CAUSE # 17-FL-307 KMH / K	ADULT - INDIGENT ATTORNE	001-3230-4160	63.00
ADAM D. ROWINS	17-FL-307 4	CAUSE # 17-FL-307 KBC / KM	ADULT - INDIGENT ATTORNE	001-3230-4160	112.00
CINDY A. DURAN	17-FL-502 1	CAUSE # 17-FL-502 D.V.	ADULT - INDIGENT ATTORNE	001-3230-4160	315.00
ADAM D. ROWINS	17-FL-502 1	CAUSE # 17-FL-502 D.V.	ADULT - INDIGENT ATTORNE	001-3230-4160	154.00
JANA CLIFT-WILLIAMS	17-FL-502	CAUSE # 17-FL-502 D.V.	ADULT - INDIGENT ATTORNE	001-3230-4160	140.00
JANA CLIFT-WILLIAMS	18-FL-004	CAUSE # 18-FL-004 A.G.P. / J	ADULT - INDIGENT ATTORNE	001-3230-4160	168.00
ZACHARY RICK MANWILL	18-FL-004	CAUSE # 18-FL-004 AGP	ADULT - INDIGENT ATTORNE	001-3230-4160	105.00
ADAM D. ROWINS	18-FL-021	CAUSE # 18-FL-021 J.N.S.	ADULT - INDIGENT ATTORNE	001-3230-4160	203.00
THE LAW OFFICES OF CARRIE	16-FL-122	CAUSE # 16-FL-122 EBF	ADULT - INDIGENT ATTORNE	001-3230-4160	490.00
<b>Department 3230 - DISTRICT JUDGE Total:</b>					<b>11,770.11</b>

**Department : 3240 - COUNTY COURT LAW**

JMP INTERESTS, LTD	100514942	CUST # 63412 TX RULES CIVI	OFFICE SUPPLIES	001-3240-3110	123.00
MIGUEL CASTILLO	17-FL-129 2	CAUSE # 17-FL-129 MR/AR/	ADULT - INDIGENT ATTORNE	001-3240-4160	133.00
STACY M. JANUARY	18-FL-023	CAUSE # 18-FL-023 J.J.R.III	ADULT - INDIGENT ATTORNE	001-3240-4160	122.50
LARRY O. RASCO	2653-17CC	CAUSE # 2633-17CC A.L.A	JUVENILE - INDIGENT ATTOR	001-3240-4180	250.00
<b>Department 3240 - COUNTY COURT LAW Total:</b>					<b>628.50</b>

**Department : 3251 - JUSTICE OF THE PEACE - PRCT. 1**

CARL R. OHLENDORF INSURA	16175	POLICY # 71994137 ACCT # C	EMPLOYEE BONDING	001-3251-2070	71.00
CARL R. OHLENDORF INSURA	16176	POLICY # 71994137 ACCT # C	EMPLOYEE BONDING	001-3251-2070	71.00
DEWITT POTH & SON	C 515100-0	CUST # 12430 PHONE, 4-LI	OFFICE SUPPLIES	001-3251-3110	-203.89
<b>Department 3251 - JUSTICE OF THE PEACE - PRCT. 1 Total:</b>					<b>-61.89</b>

**Department : 3252 - JUSTICE OF THE PEACE - PRCT. 2**

DEWITT POTH & SON	C514668-0	CUST # 12430 PHONE, 4 LIN	OFFICE SUPPLIES	001-3252-3110	-136.47
DEWITT POTH & SON	528231-0	CUST # 12430 TRODAT 4912	OFFICE SUPPLIES	001-3252-3110	47.00
<b>Department 3252 - JUSTICE OF THE PEACE - PRCT. 2 Total:</b>					<b>-89.47</b>

**Department : 3253 - JUSTICE OF THE PEACE - PRCT. 3**

DEWITT POTH & SON	524447-1	REFILL, DAILY, LSE	OFFICE SUPPLIES	001-3253-3110	3.13
TEXAS JUSTICE COURT JUDG	14163	2018 MEMBERSHIP DUES BE	TRAINING	001-3253-4810	75.00
CVS/PHARMACY	3642189	MALLOW, TAMI MICHELLE	OFFICE SUPPLIES	001-3253-3110	6.00
DEWITT POTH & SON	524447-0	CUST# 12430 FOLDER, FILE,	OFFICE SUPPLIES	001-3253-3110	141.72
PRINTING SOLUTIONS	20489	JOP 3 - JENIFER WATTS STA	OFFICE SUPPLIES	001-3253-3110	21.50
DEWITT POTH & SON	528564-0	CUST # 12430 FOLDER, FILE,	OFFICE SUPPLIES	001-3253-3110	287.77
OFFICE DEPOT	105976184001	ACCT # 43682634 PAPER, P	OFFICE SUPPLIES	001-3253-3110	231.92
<b>Department 3253 - JUSTICE OF THE PEACE - PRCT. 3 Total:</b>					<b>767.04</b>

**Department : 4300 - COUNTY SHERIFF**

CHISHOLM TRAIL VETERINAR	5288	TOSAC - OMEPRAZOLE 20 M	OPERATING SUPPLIES	001-4300-3130	54.80
CHISHOLM TRAIL VETERINAR	5289	TOSCA - CANINE I/D 13OZ	OPERATING SUPPLIES	001-4300-3130	5.30
OFFICE DEPOT	100475425001	ACCT # 43682634 NOTE, OD	OPERATING SUPPLIES	001-4300-3130	106.48
CHISHOLM TRAIL VETERINAR	5803	TOSCA - CANINE ID 17.6 LB	OPERATING SUPPLIES	001-4300-3130	60.99
OFFICE DEPOT	101728977001	ACCT # 43682634 INK, HP,	OPERATING SUPPLIES	001-4300-3130	109.98
OFFICE DEPOT	101728978001	ACCT # 43682634 2000+ SEL	OPERATING SUPPLIES	001-4300-3130	24.29
OFFICE DEPOT	102870581001	ACCT # 43682634 OD DUR V	OPERATING SUPPLIES	001-4300-3130	37.80
OFFICE DEPOT	103179382001	ACCT # 43682634 ENVELOPE	OPERATING SUPPLIES	001-4300-3130	37.59
OFFICE DEPOT	103179606001	ACCT # 43682634 PAPER, C	OPERATING SUPPLIES	001-4300-3130	78.52
PITNEY BOWES GLOBAL FINA	3305400525	ACCT # 0016516092 1/28 - 2	RENTALS	001-4300-4610	99.73
OFFICE DEPOT	102870783001	ACCT # 43682634 STAMP, N	OPERATING SUPPLIES	001-4300-3130	25.19
JOHN DEAN	22118	TRAINING	TRAINING	001-4300-4810	200.00

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
QUILL CORPORATION	4638371	ACCT # C3400806 BLACK EX	OPERATING SUPPLIES	001-4300-3130	480.99
				<b>Department 4300 - COUNTY SHERIFF Total:</b>	<b>1,321.66</b>
<b>Department : 4310 - COUNTY JAIL</b>					
TEXAS STATE NOTARY BURE	131418134	GABRIEL GUILLEN - NOTARY	OPERATING SUPPLIES	001-4310-3130	45.85
GRAINGER	9681604154	ACCT # 841505548 AUTO CA	REPAIRS & MAINTENANCE	001-4310-4510	21.48
GOVERNMENT FORMS AND	0308318	# 125280 RECIRD IF BAIL BO	OPERATING SUPPLIES	001-4310-3130	1,125.00
FERRIS JOSEPH PRODUCE, IN	102778	ICEBERG 24 CT	FOOD SUPPLIES	001-4310-3100	91.00
SYSCO CENTRAL TEXAS, INC	213188953	CUST # 043430 CHEMICAL &	OPERATING SUPPLIES	001-4310-3130	284.48
SYSCO CENTRAL TEXAS, INC	213188954	CUST # 043430 DAIRY / MEA	FOOD SUPPLIES	001-4310-3100	2,383.83
M.B. HAMMO ENTERPRISES,	4378	TOILET PAPER REGULAR / RO	OPERATING SUPPLIES	001-4310-3130	451.62
FERRIS JOSEPH PRODUCE, IN	102787	BANANAS EA	FOOD SUPPLIES	001-4310-3100	98.30
TEXAS PRISONER TRANSPOR	4913	LESHIKAR, E.M. - BOULDER,	EXTRADITION	001-4310-4270	772.00
FARMER BROTHERS. CO.	67284347 SO	ACCT # 6302473 CAINS SUN	FOOD SUPPLIES	001-4310-3100	338.60
PFG-TEMPLE	9040407	CUST # 435577 DRY GROCER	FOOD SUPPLIES	001-4310-3100	656.26
FERRIS JOSEPH PRODUCE, IN	102944	JAIL - FOOD SUPPLIES	FOOD SUPPLIES	001-4310-3100	183.00
PFG-TEMPLE	9050781	CUST # 435577 DRY GROCE	FOOD SUPPLIES	001-4310-3100	630.75
FERRIS JOSEPH PRODUCE, IN	102793	ICEBERG 24CT	FOOD SUPPLIES	001-4310-3100	503.00
SYSCO CENTRAL TEXAS, INC	213199088	CUST # 043430 DAIRY / MEA	FOOD SUPPLIES	001-4310-3100	2,328.72
SMITH SUPPLY CO.- LOCKHA	759266	MASTER LOCK BLISTER PACK	REPAIRS & MAINTENANCE	001-4310-4510	31.35
UNIFIRST CORPORATION	822 2045159	CUST # 222727 RTE # F6140	OPERATING SUPPLIES	001-4310-3130	59.30
ECOLAB	95164021	CUST # 2243692 17 OZ LOO	OPERATING SUPPLIES	001-4310-3130	85.86
FERRIS JOSEPH PRODUCE, IN	102848	5X5X2 LAYER FLAT TOMATO	FOOD SUPPLIES	001-4310-3100	141.50
FERRIS JOSEPH PRODUCE, IN	102851	BANANAS EA	FOOD SUPPLIES	001-4310-3100	107.00
PFG-TEMPLE	9043732	CUST # 435577 DRY GROCE	FOOD SUPPLIES	001-4310-3100	-10.99
PFG-TEMPLE	9043732	CUST # 435577 DRY GROCE	FOOD SUPPLIES	001-4310-3100	547.94
FERRIS JOSEPH PRODUCE, IN	102861	5X5X2 LAYER FLAT TOMATO	FOOD SUPPLIES	001-4310-3100	33.00
FLOWERS BAKING CO. OF SA	1038384672	CUST # 0040078309 MIC 20	FOOD SUPPLIES	001-4310-3100	287.28
MARK'S PLUMBING PARTS	INV001683299	CUST # 278898 ACORN / BR	REPAIRS & MAINTENANCE	001-4310-4510	1,346.40
SYSCO CENTRAL TEXAS, INC	213211823	CUST # 043430 CHEMICAL &	OPERATING SUPPLIES	001-4310-3130	197.47
SYSCO CENTRAL TEXAS, INC	213211824	CUST # 043430 DAIRY / MEA	FOOD SUPPLIES	001-4310-3100	3,084.97
M.B. HAMMO ENTERPRISES,	4431	TOILET PAPER REGULAR / RO	OPERATING SUPPLIES	001-4310-3130	559.07
FERRIS JOSEPH PRODUCE, IN	102892	BANANAS., RED CABBAGE LB	FOOD SUPPLIES	001-4310-3100	111.30
KOTIN PSYCHOLOGY, PLLC	2082018	ANDREW FEOLE DOS: 2/08/	EMPLOYEE PHYSICALS	001-4310-4135	160.00
PFG-TEMPLE	9047590	CUST # 435577 DRY GROCER	FOOD SUPPLIES	001-4310-3100	443.93
FERRIS JOSEPH PRODUCE, IN	102895	AA MED 15 DOZ EGGS	FOOD SUPPLIES	001-4310-3100	460.00
KOTIN PSYCHOLOGY, PLLC	2092018	MARK DAVENPORT - DOS: 2/	EMPLOYEE PHYSICALS	001-4310-4135	160.00
SYSCO CENTRAL TEXAS, INC	213218525	CUST # 04343 DAIRY / MEAT	FOOD SUPPLIES	001-4310-3100	2,547.43
UNIFIRST CORPORATION	822 2047467	CUST # 222727 RTE # F6140	OPERATING SUPPLIES	001-4310-3130	59.30
SYSCO CENTRAL TEXAS, INC	113647093 CREDIT	CREDIT FROM INVOICE 1136	FOOD SUPPLIES	001-4310-3100	-83.47
				<b>Department 4310 - COUNTY JAIL Total:</b>	<b>20,242.53</b>
<b>Department : 4321 - CONSTABLES - PCT 1</b>					
LARRY D. RIVERA	EMT-18337	5FT X 4FT PREMIUM PLUS R	MACHINERY AND EQUIPME	001-4321-5310	500.34
				<b>Department 4321 - CONSTABLES - PCT 1 Total:</b>	<b>500.34</b>
<b>Department : 4322 - CONSTABLES - PCT 2</b>					
PRINTING SOLUTIONS	20468	TRAFFIC TICKET BOOK PCT 2	OFFICE SUPPLIES	001-4322-3110	169.56
				<b>Department 4322 - CONSTABLES - PCT 2 Total:</b>	<b>169.56</b>
<b>Department : 4323 - CONSTABLES - PCT 3</b>					
SCHMIDT FIRE & SAFETY CO.	017098	FIRE EXTINGUISHER W / VB	MACHINERY AND EQUIPME	001-4323-5310	68.00
				<b>Department 4323 - CONSTABLES - PCT 3 Total:</b>	<b>68.00</b>
<b>Department : 4324 - CONSTABLES - PCT 4</b>					
PRINTING SOLUTIONS	20445	BUSINES CARDS - JOHN JUAR	OFFICE SUPPLIES	001-4324-3110	42.00
PRINTING SOLUTIONS	20499	STAMPS - SIGNATURE 4914	OFFICE SUPPLIES	001-4324-3110	26.00
SCHMIDT FIRE & SAFETY CO.	017099	CONSTABLE PRCT # 4 FIRE EX	MACHINERY AND EQUIPME	001-4324-5310	68.00
				<b>Department 4324 - CONSTABLES - PCT 4 Total:</b>	<b>136.00</b>
<b>Department : 4325 - HIGHWAY PATROL</b>					
APPLIED CONCEPTS, INC.	321491	COUNTING UNIT	RENTALS	001-4325-4610	287.50
				<b>Department 4325 - HIGHWAY PATROL Total:</b>	<b>287.50</b>



Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
<b>Department : 6510 - NON-DEPARTMENTAL</b>					
LULING LIONS CLUB	2018	FLAG RENTAL PROGRAM FO	DONATIONS	001-6510-3200	50.00
CALDWELL COUNTY TAX ASS	0418 2018	TAG: 9057473 VIN: 0418	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	0419 2018	VIN: 0419 TAG: 9057474	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	1285545	TAG: 1285545 VIN: 1837 WT	MISCELLANEOUS	001-6510-4850	22.00
CALDWELL COUNTY TAX ASS	128-5579	PATROL # 1601 TAG: 128557	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	2609 2018	TAG: 1342544 VIN: 2609 JAI	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	3822	TAG: 1285575 VIN: 3822 PA	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	4644 2018	VIN: 4644 TAG: 1285546	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	6205 2018	CO EXT AGENT TAG: 108815	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	6536 2018	U3 TAG: 1088159 VIN: 6536	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	8404	TAG # 1285539 VIN: 8404	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	8849 2018	VIN: 8849 TAG: CNW8799	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	8876	TAG: 1285578 VIN: 8876 PAT	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	8877	TAG: 1285577 VIN: 8877	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	9831 2018	TAG: 1285547 VIN: 9831	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	GXP2970	TAG: GXP2970 VIN: 1810 CH	MISCELLANEOUS	001-6510-4850	7.50
CHARTER COMMUNICATION	0000426012818	ACCT # 8260 16 300 000042	Telephone	001-6510-4420	4,165.33
CHARTER COMMUNICATION	0000426012818	ACCT # 8260 16 300 000042	FAX & INTERNET	001-6510-4425	6,965.82
CALDWELL COUNTY TAX ASS	0285 2018	VIN # 2FAFP71W6XX130285	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	0626 2018	VIN # 2FAFP71W76X110626	MISCELLANEOUS	001-6510-4850	7.50
CALDWELL COUNTY TAX ASS	6230 2018	VIN # 1FTR17W32NB06230	MISCELLANEOUS	001-6510-4850	7.50
AT&T	2052018	ACCT # 512 A13-0189 725 3	FAX & INTERNET	001-6510-4425	3,825.54
NEOPOST USA INC	N6988370	CUST # 01054254 2/11 - 3/	RENTALS	001-6510-4610	322.30
XEROX CORPORATION	1067632	CONTRACT # 010-0063777-0	RENTALS	001-6510-4610	3,887.11
XEROX CORPORATION	1068057	CONTRACT # 010-0076391-	RENTALS	001-6510-4610	171.00
CENTRAL TEXAS AUTOPSY, P	12067	CHERRY ALVAREZ - DOS: 7/1	AUTOPSY	001-6510-4123	2,100.00
CENTRAL TEXAS AUTOPSY, P	12073	CTA 414-17 FERNANDO CAR	AUTOPSY	001-6510-4123	2,100.00
RICOH USA, INC.	100138285	ACCT # 505575-1010175A16	RENTALS	001-6510-4610	888.28
<b>Department 6510 - NON-DEPARTMENTAL Total:</b>					<b>24,624.88</b>
<b>Department : 6520 - BUILDING MAINTENANCE</b>					
UNIFIRST CORPORATION	822 2038687	CUST # 222727 RTE # F2900	LULING ANNEX	001-6520-3510	42.85
UNIFIRST CORPORATION	822 2039963	CUST # 222727 RTE # G4200	JP3 SIMON BUILDING-MAXW	001-6520-3500	39.05
LOCKHART - TRUE VALUE	21819 /1	CUST # 11239 20 OZ TIRE FO	JUDICIAL CENTER-LOCKHART	001-6520-3550	11.97
CINTAS CORPORATION #86	086670676	CONTRACT # 01681 ACCT # 0	UNIFORMS	001-6520-3140	89.74
LOCKHART - TRUE VALUE	21855 /1	CUST # 11239 MM 4PC PLIE	MARKET ST. ANNEX-LOCKHA	001-6520-3530	34.98
UNIFIRST CORPORATION	822 2042263	ACCT # 1285135 PRCT # 3	JP3 SIMON BUILDING-MAXW	001-6520-3500	39.05
LOCKHART - TRUE VALUE	21885 /1	CUST # 11239 ENER 4 PK 9V	JUDICIAL CENTER-LOCKHART	001-6520-3550	45.97
LOCKHART - TRUE VALUE	21919 /1	CUST # 11239 DAP - 18001	L.W.SCOTT ANNEX-LOCKHAR	001-6520-3540	6.58
LOCKHART - TRUE VALUE	21933 /1	CUST # 11239 DURA 12 PK A	JUVENILE DETENTION CTR.-L	001-6520-3580	32.84
CINTAS CORPORATION #86	086674740	CONTRACT # 01681 ACCT # 0	UNIFORMS	001-6520-3140	89.74
UNIFIRST CORPORATION	822 2044567	CUST # 222727 RTE # G4200	JP3 SIMON BUILDING-MAXW	001-6520-3500	40.23
UNIFIRST CORPORATION	822 2030578	CUST # 222727 RTE # G4200	JP3 SIMON BUILDING-MAXW	001-6520-3500	39.05
SUNBELT RENTALS, INC.	75235187-0001	ACCT # 491413 LATE CHARG	CALDWELL CO. COURTHOUS	001-6520-5120	16.44
LOCKHART - TRUE VALUE	21974 /1	CUST# 11239 SCREWS, NUT	UNIT ROAD/911 OFFICE	001-6520-3620	50.86
LOCKHART - TRUE VALUE	21979 /1	CUST # 11239 3/8 X 3/8 X 96	JUDICIAL CENTER-LOCKHART	001-6520-3550	30.77
THYSSENKRUPP ELEVATOR	3003682820	CUST # 63166 SERVICE DAT	CALDWELL CO. COURTHOUS	001-6520-5120	897.69
B-ALERT SECURITY SYSTEMS	323593	CUST ID: 677 JP #3	JP3 SIMON BUILDING-MAXW	001-6520-3500	25.00
CENTRAL TEXAS REFUSE, INC	93715	ACCT # 020545 BILLING PE	JP3 SIMON BUILDING-MAXW	001-6520-3500	100.40
UNIFIRST CORPORATION	822 2047918	CUST # 222727 RTE # F2900	LULING ANNEX	001-6520-3510	42.85
SCHMIDT FIRE & SAFETY CO.	017081	4 ANNUAL INPECTIONS	JUDICIAL CENTER-LOCKHART	001-6520-3550	16.00
WILSON RIGGIN	099447	POWER CORD	JP1/DRC BUILDING-LOCKHA	001-6520-3560	7.89
LOCKHART - TRUE VALUE	22171 /1	CUST # 11239 1/2 CDX PINE	JP1/DRC BUILDING-LOCKHA	001-6520-3560	22.48
LOCKHART - TRUE VALUE	22193 /1	CUST # 11239 5 PK WOOD FI	JP1/DRC BUILDING-LOCKHA	001-6520-3560	19.95
UNIFIRST CORPORATION	822 2049864	CUST # 222727 RTE # F6110	CALDWELL CO. COURTHOUS	001-6520-5120	217.45
LOCKHART - TRUE VALUE	21992 /1	CUST # 11239 1/2" EMT SCR	UNIT ROAD/911 OFFICE	001-6520-3620	26.52
UNIFIRST CORPORATION	822 2045227	CUST # 222727 RTE # F6110	OPERATING SUPPLIES	001-6520-3130	217.45
UNIFIRST CORPORATION	822 2045604	CUST # 222727 RTE # F2900	LULING ANNEX	001-6520-3510	42.85
LOCKHART - TRUE VALUE	22041 /1	CUST # 11239 GE 6 PK 8W G	UNIT ROAD/911 OFFICE	001-6520-3620	63.51
SMITH SUPPLY CO.- LOCKHA	759588	IRWIN # 20 UNIBIT 9/16"-1	REPAIRS & MAINTENANCE	001-6520-4510	65.90

## Expense Approval Register

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
CINTAS CORPORATION #86	086678822	CONTRACT # 01681 ACCT # 0	UNIFORMS	001-6520-3140	89.74
LOCKHART - TRUE VALUE	22057 /1	CUST # 11239 3 PK 3 OZ MP	CALDWELL CO. COURTHOUS	001-6520-5120	22.78
LOCKHART - TRUE VALUE	22070 /1	CUST # 11239 2 X 6 X 8 #2 P	CALDWELL CO. COURTHOUS	001-6520-5120	11.98
LOCKHART - TRUE VALUE	22073 /1	CUST # 11239 SCREWS, NUT	CALDWELL CO. COURTHOUS	001-6520-5120	10.78
UNIFIRST CORPORATION	822 2046913	CUST # 222727 RTE # G4200	JP3 SIMON BUILDING-MAXW	001-6520-3500	39.05
WILSON RIGGIN	099411	ROLL - 36' FLASHING	CALDWELL CO. COURTHOUS	001-6520-5120	194.38
LOCKHART - TRUE VALUE	22089 /1	CUST # 11239 GE 6 PK 8W G	UNIT ROAD/911 OFFICE	001-6520-3620	27.98
DANIELLE M. PETROSKY	20918	TRANSPORTATION FOR 1/18	TRANSPORTATION	001-6520-4260	100.44
UNIFIRST CORPORATION	822 2047539	CUST # 222727 RTE # F6110	CALDWELL CO. COURTHOUS	001-6520-5120	217.45
CENTURY A/C SUPPLY	9156095	PICK TICKET # 6684982 FILT	MARKET ST. ANNEX-LOCKHA	001-6520-3530	24.59
<b>Department 6520 - BUILDING MAINTENANCE Total:</b>					<b>3,115.23</b>
<b>Department : 6550 - ELECTIONS</b>					
GOVERNMENT FORMS AND	0308395	#124577 TX ENVELOPE TO	OFFICE SUPPLIES	001-6550-3110	412.93
GOVERNMENT FORMS AND	03088393	APPLICATION FOR BALLOT B	OFFICE SUPPLIES	001-6550-3110	453.17
DEWITT POTHS & SON	521175-0	CUST # 12430 SYSTEM # 828	OFFICE SUPPLIES	001-6550-3110	52.65
DEWITT POTHS & SON	523789-0	CUST # 12430 SYSTEM # 828	OFFICE SUPPLIES	001-6550-3110	14.00
ELECTION SYSTEMS & SOFT	1029424	ACCT # C04192 JACKET ENV	Ballot Supplies	001-6550-3115	94.14
CARL R. OHLENDORF INSURA	16195	POLICY # 61287183 PAMELA	OFFICE SUPPLIES	001-6550-3110	70.00
<b>Department 6550 - ELECTIONS Total:</b>					<b>1,096.89</b>
<b>Department : 6560 - COMMISSIONERS COURT</b>					
LEXISNEXIS RISK DATA MAN	1623451-20180131	BILLING ID: 1623451 JANUA	DUES & SUBSCRIPTIONS	001-6560-3050	50.00
<b>Department 6560 - COMMISSIONERS COURT Total:</b>					<b>50.00</b>
<b>Department : 6610 - IT-TECHNOLOGY</b>					
SMITH SUPPLY CO.- LOCKHA	759938	LOCKING PLUG 20A - 125W L	MACHINERY AND EQUIPME	001-6610-5310	9.95
<b>Department 6610 - IT-TECHNOLOGY Total:</b>					<b>9.95</b>
<b>Department : 6640 - CODE INVESTIGATOR</b>					
DEWITT POTHS & SON	528492-0	CUST # 12430 CHAIR, HIBAC	OFFICE SUPPLIES	001-6640-3110	115.00
<b>Department 6640 - CODE INVESTIGATOR Total:</b>					<b>115.00</b>
<b>Department : 7600 - ANIMAL CONTROL</b>					
CITY OF LOCKHART	ASL 18-005	PAYMENT # 77 ANIMAL SHEL	ANIMAL CONTROL EXPENSES	001-7600-4114	965.50
<b>Department 7600 - ANIMAL CONTROL Total:</b>					<b>965.50</b>
<b>Department : 7620 - COUNTY WELFARE</b>					
TRAVIS COUNTY CLERK	18-000260	CAUSE # C-1-MH-18-000260	SANITY HEARINGS	001-7620-4312	454.00
<b>Department 7620 - COUNTY WELFARE Total:</b>					<b>454.00</b>
<b>Department : 8700 - COUNTY AGENT</b>					
DEWITT POTHS & SON	529060-0	CUST # 12430 SPOTPAPER	OFFICE SUPPLIES	001-8700-3110	69.50
RONDA LEHMAN	20718	4-H SCHOLARSHIPS POSTAG	POSTAGE	001-8700-3120	6.70
<b>Department 8700 - COUNTY AGENT Total:</b>					<b>76.20</b>
<b>Fund 001 - GENERAL FUND Total:</b>					<b>72,636.98</b>
<b>Fund: 002 - UNIT ROAD FUND</b>					
<b>Department : 1101 - ADMINISTRATION</b>					
SCHMIDT & SONS, INC	0426242-IN	CUST # 05-CALDO TK20FS SY	LUBRICANTS	002-1101-3170	953.45
SETON FAMILY OF HOSPITAL	224865C8363	#1063080 PEREZ, JORDAN /	OPERATING SUPPLIES	002-1101-3130	130.00
SCHMIDT FIRE & SAFETY CO.	017114	UNIT ROAD SERVICES 1700 F	OPERATING SUPPLIES	002-1101-3130	521.00
LOCKHART - TRUE VALUE	22158 /1	CUST # 11239 3/16: WIRE R	OPERATING SUPPLIES	002-1101-3130	10.72
LOCKHART - TRUE VALUE	22190 /1	CUST # 11239 3/4 X 60' ELEC	OPERATING SUPPLIES	002-1101-3130	35.96
PATHMARK TRAFFIC PROD.	026182	CUST # 00C1056 24" DIA .08	SIGNS	002-1101-3181	2,341.00
PATHMARK TRAFFIC PROD.	026276	CUST # 00C1056 TYPE I HI PL	SIGNS	002-1101-3181	860.00
MIDSTATE ENVIRONMENTAL	199475	ACCT # 86903 USED OIL / FI	OPERATING SUPPLIES	002-1101-3130	50.00
LARRY D. RIVERA	EMT-18448	5FT X 3FT PREMIUM AIR REL	SIGNS	002-1101-3181	122.35
FIVE STAR CONCRETE INC	218893	3000 PSI WITH FLYASH	Designated for Road Const.	002-1101-3135	3,600.00
LOCKHART - TRUE VALUE	22087 /1	CUST # 11239 3/4" PVC LOC	OPERATING SUPPLIES	002-1101-3130	2.79
<b>Department 1101 - ADMINISTRATION Total:</b>					<b>8,627.27</b>
<b>Department : 1102 - VEHICLE MAINTENANCE</b>					
SOUTHSIDE WRECKER, INC.	587792	LIC # 1176327 TX	REPAIRS & MAINTENANCE	002-1102-4510	243.00
FREIGHTLINER OF AUSTIN	AP361076	CUST # 1638 RAD, M95, RS	SUPPLIES & SMALL TOOLS	002-1102-3136	1,448.91
O'REILLY AUTOMOTIVE, INC.	0642-187692	ACCT # 188092 STARTER	SUPPLIES & SMALL TOOLS	002-1102-3136	351.71

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Vendor Name	Payable Number	Description (Item)	Account Name	Account Number	Amount
HOLT TRUCK CENTERS	WIMA0101069	CUST # 0203700 SEAL O RIN	REPAIRS & MAINTENANCE	002-1102-4510	6,905.02
HOLT TRUCK CENTERS	WIMA0101071	CUST # 0203700 SEAL O RIN	REPAIRS & MAINTENANCE	002-1102-4510	3,667.84
O'REILLY AUTOMOTIVE, INC.	0642-187785	ACCT # 188092 CORE RETUR	SUPPLIES & SMALL TOOLS	002-1102-3136	-75.00
FREIGHTLINER OF AUSTIN	AP361305	ACCT # 1638 SCREW PLUG	SUPPLIES & SMALL TOOLS	002-1102-3136	7.34
RDO EQUIPMENT CO.	P59895	ACCT # 7269004 SHANK	SUPPLIES & SMALL TOOLS	002-1102-3136	151.24
STRAIGHT AUTOMOTIVE & T	5252	(4) WHEEL REAR THRUST ALI	REPAIRS & MAINTENANCE	002-1102-4510	70.00
				<b>Department 1102 - VEHICLE MAINTENANCE Total:</b>	<b>12,770.06</b>
<b>Department : 1103 - FLEET MAINTENANCE</b>					
LOCKHART MOTOR CO.,INC.	RO # C109006	CUST # 163 S.O. 404 GEAR	CONTRACT LABOR	002-1103-4529	914.90
CINTAS CORPORATION #86	086674736	CONTRACT # 01681 ACCT # 0	UNIFORMS	002-1103-2140	65.68
LOCKHART MOTOR CO.,INC.	T43497	CUST #3810 SEAL - WATER P	OPERATING SUPPLIES	002-1103-3135	5.78
LOCKHART MOTOR CO.,INC.	T43503	CUST # 3810 BRAKE CALIPER	OPERATING SUPPLIES	002-1103-3135	26.38
LOCKHART MOTOR CO.,INC.	T43504	CUST # 3810 GASKET - VALV	OPERATING SUPPLIES	002-1103-3135	-65.72
				<b>Department 1103 - FLEET MAINTENANCE Total:</b>	<b>947.02</b>
				<b>Fund 002 - UNIT ROAD FUND Total:</b>	<b>22,344.35</b>
				<b>Grand Total:</b>	<b>94,981.33</b>

## Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	72,636.98
002 - UNIT ROAD FUND	22,344.35
<b>Grand Total:</b>	<b>94,981.33</b>

## Account Summary

Account Number	Account Name	Expense Amount
001-1370	POSTAGE INVENTORY	1,582.33
001-2120-3110	OFFICE SUPPLIES	541.21
001-2140-3110	OFFICE SUPPLIES	111.00
001-2140-4110	PROFESSIONAL SERVICE	2,044.51
001-2140-5310	MACHINERY AND EQUIP	528.38
001-2150-3145	Remote Site Trans Fees	69.54
001-2150-4810	TRAINING	52.32
001-2865	DUE TO STATE - OTHER	290.00
001-3200-3050	DUES & SUBSCRIPTIONS	52.00
001-3200-3110	OFFICE SUPPLIES	45.00
001-3200-4315	PUBLICATIONS	457.91
001-3220-3110	OFFICE SUPPLIES	615.25
001-3230-3110	OFFICE SUPPLIES	257.83
001-3230-4160	ADULT - INDIGENT ATTO	11,472.00
001-3230-4260	TRANSPORTATION	40.28
001-3240-3110	OFFICE SUPPLIES	123.00
001-3240-4160	ADULT - INDIGENT ATTO	255.50
001-3240-4180	JUVENILE - INDIGENT AT	250.00
001-3251-2070	EMPLOYEE BONDING	142.00
001-3251-3110	OFFICE SUPPLIES	-203.89
001-3252-3110	OFFICE SUPPLIES	-89.47
001-3253-3110	OFFICE SUPPLIES	692.04
001-3253-4810	TRAINING	75.00
001-4300-3130	OPERATING SUPPLIES	1,021.93
001-4300-4610	RENTALS	99.73
001-4300-4810	TRAINING	200.00
001-4310-3100	FOOD SUPPLIES	14,883.35
001-4310-3130	OPERATING SUPPLIES	2,867.95
001-4310-4135	EMPLOYEE PHYSICALS	320.00
001-4310-4270	EXTRADITION	772.00
001-4310-4510	REPAIRS & MAINTENAN	1,399.23
001-4321-5310	MACHINERY AND EQUIP	500.34
001-4322-3110	OFFICE SUPPLIES	169.56
001-4323-5310	MACHINERY AND EQUIP	68.00
001-4324-3110	OFFICE SUPPLIES	68.00
001-4324-5310	MACHINERY AND EQUIP	68.00
001-4325-4610	RENTALS	287.50
001-6510-3200	DONATIONS	50.00
001-6510-4123	AUTOPSY	4,200.00
001-6510-4420	Telephone	4,165.33
001-6510-4425	FAX & INTERNET	10,791.36
001-6510-4610	RENTALS	5,268.69
001-6510-4850	MISCELLANEOUS	149.50
001-6520-3130	OPERATING SUPPLIES	217.45
001-6520-3140	UNIFORMS	269.22
001-6520-3500	JP3 SIMON BUILDING-M	321.83
001-6520-3510	LULING ANNEX	128.55
001-6520-3530	MARKET ST. ANNEX-LOC	59.57
001-6520-3540	L.W.SCOTT ANNEX-LOCK	6.58
001-6520-3550	JUDICIAL CENTER-LOCK	104.71
001-6520-3560	JP1/DRC BUILDING-LOC	50.32
001-6520-3580	JUVENILE DETENTION CT	32.84
001-6520-3620	UNIT ROAD/911 OFFICE	168.87

**Account Summary**

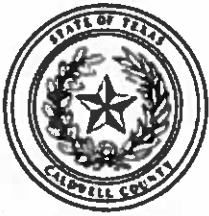
Account Number	Account Name	Expense Amount
001-6520-4260	TRANSPORTATION	100.44
001-6520-4510	REPAIRS & MAINTENAN	65.90
001-6520-5120	CALDWELL CO. COURTH	1,588.95
001-6550-3110	OFFICE SUPPLIES	1,002.75
001-6550-3115	Ballot Supplies	94.14
001-6560-3050	DUES & SUBSCRIPTIONS	50.00
001-6610-5310	MACHINERY AND EQUIP	9.95
001-6640-3110	OFFICE SUPPLIES	115.00
001-7600-4114	ANIMAL CONTROL EXPE	965.50
001-7620-4312	SANITY HEARINGS	454.00
001-8700-3110	OFFICE SUPPLIES	69.50
001-8700-3120	POSTAGE	6.70
002-1101-3130	OPERATING SUPPLIES	750.47
002-1101-3135	Designated for Road Co	3,600.00
002-1101-3170	LUBRICANTS	953.45
002-1101-3181	SIGNS	3,323.35
002-1102-3136	SUPPLIES & SMALL TOO	1,884.20
002-1102-4510	REPAIRS & MAINTENAN	10,885.86
002-1103-2140	UNIFORMS	65.68
002-1103-3135	OPERATING SUPPLIES	-33.56
002-1103-4529	CONTRACT LABOR	914.90
	<b>Grand Total:</b>	<b>94,981.33</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	94,981.33
<b>Grand Total:</b>	<b>94,981.33</b>

**2. Ratify re-occurring County payments in the amount of:**

**A. \$ 280,030.23 (Payroll)**



# Detail Register

## Payroll Summary

Packet: PYPKT00927 - 02152018 payroll  
 Payroll Set: 01 - Payroll Set 01

Pay Period: 02/01/2018 - 02/15/2018

Males Paid: 129  
 Females Paid: 110  
 Total Employees: 239

Total Direct Deposits: 251,771.67  
 Total Check Amounts: 28,258.56

**EARNINGS**

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	1,667.50
CT	7.00	201.13
DA Supplement	0.00	151.67
Hourly	449.50	5,564.38
Jud Stip	1.00	200.39
Longevity w/RET	0.00	150.00
LWOP	32.00	-1,109.12
OT	33.00	810.15
S	8.00	158.16
SAL	227.00	366,684.10
Vacation	11.75	206.30
VAC-PAYOUT	18.47	285.09
<b>Total:</b>	<b>787.72</b>	<b>374,969.75</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	338,284.42	27,839.32	0.00
MC	359,243.39	5,209.01	5,209.01
SS	359,243.39	22,272.97	22,272.97
Unemployment	342,026.00	0.00	0.00
<b>Total:</b>		<b>55,321.30</b>	<b>27,481.98</b>

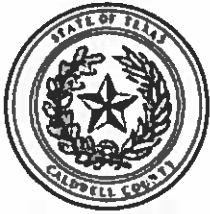
**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	372,097.85	18,604.97	16,521.14
520	0.00	2,354.00	0.00
530	0.00	1,477.38	0.00
540	0.00	165.46	0.00
550	0.00	878.95	0.00
551	0.00	3,131.15	0.00
552	0.00	520.49	0.00
560	0.00	75.00	0.00
580	0.00	162.68	0.00
590	0.00	8,965.92	71,115.13
610	0.00	260.07	0.00
615	0.00	2,229.85	0.00
620	0.00	263.21	0.00
Bankruptcy	0.00	529.09	0.00
<b>Total:</b>		<b>39,618.22</b>	<b>87,636.27</b>

**RECAP 01 - Payroll Set 01**

Earnings:	374,969.75	Benefits:	0.00	Deductions:	39,618.22	Taxes:	55,321.30	<b>Net Pay:</b>	<b>280,030.23</b>
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Caldwell County, TX

# Detail Register

## Department Summary

Packet: PYPKT00927 - 02152018 payroll  
 Payroll Set: 01 - Payroll Set 01

Pay Period: 02/01/2018 - 02/15/2018

### Department: 1000 - Courthouse Security

Total Direct Deposits: 8,648.92  
 Total Check Amounts: 0.00

#### EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
SAL	7.00	11,149.42
<b>Total:</b>	<b>7.00</b>	<b>11,166.92</b>

#### TAXES

Code	Subject To	Employee	Employer
Federal W/H	10,245.70	568.31	0.00
MC	10,804.04	156.64	156.64
SS	10,804.04	669.85	669.85
Unemployment	11,122.67	0.00	0.00
<b>Total:</b>		<b>1,394.80</b>	<b>826.49</b>

#### DEDUCTIONS

Code	Subject To	Employee	Employer
400	11,166.92	558.34	495.83
550	0.00	44.25	0.00
551	0.00	59.00	0.00
580	0.00	4.98	0.00
590	0.00	172.93	2,432.90
615	0.00	86.70	0.00
620	0.00	197.00	0.00
<b>Total:</b>		<b>1,123.20</b>	<b>2,928.73</b>

#### RECAP 1000 - Courthouse Security

Earnings:	11,166.92	Benefits:	0.00	Deductions:	1,123.20	Taxes:	1,394.80	Net Pay:	8,648.92
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### Department: 1101 - Unit Road

Total Direct Deposits: 21,609.74  
 Total Check Amounts: 4,116.66

#### EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	72.50
SAL	24.00	35,211.07
<b>Total:</b>	<b>24.00</b>	<b>35,283.57</b>

#### TAXES

Code	Subject To	Employee	Employer
Federal W/H	31,640.08	2,534.22	0.00
MC	33,404.23	484.38	484.38
SS	33,404.23	2,071.05	2,071.05
Unemployment	35,213.32	0.00	0.00
<b>Total:</b>		<b>5,089.65</b>	<b>2,555.43</b>

#### DEDUCTIONS

Code	Subject To	Employee	Employer
400	35,283.57	1,764.15	1,566.56
530	0.00	280.00	0.00
550	0.00	70.25	0.00
551	0.00	41.66	0.00
580	0.00	14.94	0.00
590	0.00	1,603.53	7,350.48
610	0.00	0.00	0.00
615	0.00	163.90	0.00
Bankruptcy	0.00	529.09	0.00
<b>Total:</b>		<b>4,467.52</b>	<b>8,917.04</b>

#### RECAP 1101 - Unit Road

Earnings:	35,283.57	Benefits:	0.00	Deductions:	4,467.52	Taxes:	5,089.65	Net Pay:	25,726.40
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Department: 1102 - Vehicle Maintenance

Total Direct Deposits: 988.30  
 Total Check Amounts: 2,471.54

EARNINGS

Pay Code	Units	Pay Amount
SAL	3.00	4,431.35
<b>Total:</b>	<b>3.00</b>	<b>4,431.35</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	4,128.23	333.98	0.00
MC	4,349.80	63.07	63.07
SS	4,349.80	269.68	269.68
Unemployment	4,417.30	0.00	0.00
<b>Total:</b>		<b>666.73</b>	<b>332.75</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	4,431.35	221.57	196.75
550	0.00	14.05	0.00
551	0.00	50.00	0.00
580	0.00	1.66	0.00
590	0.00	0.00	1,035.66
615	0.00	17.50	0.00
<b>Total:</b>		<b>304.78</b>	<b>1,232.41</b>

RECAP 1102 - Vehicle Maintenance

Earnings:	4,431.35	Benefits:	0.00	Deductions:	304.78	Taxes:	666.73	Net Pay:	3,459.84
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Department: 1103 - Fleet Maintenance

Total Direct Deposits: 1,292.92  
 Total Check Amounts: 1,196.69

EARNINGS

Pay Code	Units	Pay Amount
SAL	2.00	3,077.51
<b>Total:</b>	<b>2.00</b>	<b>3,077.51</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	2,906.09	180.73	0.00
MC	3,059.96	44.37	44.37
SS	3,059.96	189.72	189.72
Unemployment	3,077.51	0.00	0.00
<b>Total:</b>		<b>414.82</b>	<b>234.09</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	3,077.51	153.87	136.64
580	0.00	1.66	0.00
590	0.00	0.00	690.44
615	0.00	17.55	0.00
<b>Total:</b>		<b>173.08</b>	<b>827.08</b>

RECAP 1103 - Fleet Maintenance

Earnings:	3,077.51	Benefits:	0.00	Deductions:	173.08	Taxes:	414.82	Net Pay:	2,489.61
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**Department: 2120 - County Treasurer**

**Total Direct Deposits:** 2,476.98  
**Total Check Amounts:** 0.00

**EARNINGS**

Pay Code	Units	Pay Amount
S	4.00	73.50
SAL	2.00	3,447.89
<b>Total:</b>	<b>6.00</b>	<b>3,521.39</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	2,950.88	227.54	0.00
MC	3,176.95	46.07	46.07
SS	3,176.95	196.97	196.97
Unemployment	1,592.42	0.00	0.00
<b>Total:</b>	<b>470.58</b>	<b>470.58</b>	<b>243.04</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	3,521.39	176.07	156.35
520	0.00	50.00	0.00
551	0.00	118.66	0.00
580	0.00	3.32	0.00
590	0.00	172.93	706.80
615	0.00	52.85	0.00
<b>Total:</b>	<b>573.83</b>	<b>863.15</b>	

**RECAP 2120 - County Treasurer**

Earnings: 3,521.39    Benefits: 0.00    Deductions: 573.83    Taxes: 470.58    Net Pay: 2,476.98

**Department: 2130 - County Auditor**

**Total Direct Deposits:** 5,989.02  
**Total Check Amounts:** 0.00

**EARNINGS**

Pay Code	Units	Pay Amount
CT	7.00	201.13
SAL	4.00	8,225.38
<b>Total:</b>	<b>11.00</b>	<b>8,426.51</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	7,474.48	848.25	0.00
MC	8,045.81	116.66	116.66
SS	8,045.81	498.85	498.85
Unemployment	8,394.01	0.00	0.00
<b>Total:</b>	<b>1,463.76</b>	<b>1,463.76</b>	<b>615.51</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	8,426.51	421.33	374.13
520	0.00	150.00	0.00
550	0.00	32.50	0.00
551	0.00	122.72	0.00
580	0.00	3.32	0.00
590	0.00	172.93	1,052.02
610	0.00	18.38	0.00
615	0.00	52.55	0.00
<b>Total:</b>	<b>973.73</b>	<b>1,426.15</b>	

**RECAP 2130 - County Auditor**

Earnings: 8,426.51    Benefits: 0.00    Deductions: 973.73    Taxes: 1,463.76    Net Pay: 5,989.02

**Department: 2140 - Tax Assessor-Collector**

**Total Direct Deposits:** 6,491.27  
**Total Check Amounts:** 0.00

**EARNINGS**

Pay Code	Units	Pay Amount
SAL	6.00	8,414.59
Vacation	8.00	133.70
<b>Total:</b>	<b>14.00</b>	<b>8,548.29</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	7,754.41	622.95	0.00
MC	8,281.83	120.08	120.08
SS	8,281.83	513.47	513.47
Unemployment	6,638.55	0.00	0.00
<b>Total:</b>	<b>1,256.50</b>	<b>633.55</b>	<b>633.55</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	8,548.29	427.42	379.55
520	0.00	100.00	0.00
551	0.00	50.83	0.00
580	0.00	6.64	0.00
590	0.00	172.93	2,087.68
615	0.00	42.70	0.00
<b>Total:</b>	<b>800.52</b>	<b>2,467.23</b>	<b>2,467.23</b>

**RECAP 2140 - Tax Assessor-Collector**

Earnings:	8,548.29	Benefits:	0.00	Deductions:	800.52	Taxes:	1,256.50	Net Pay:	6,491.27
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**Department: 2150 - County Clerk**

**Total Direct Deposits:** 8,768.53  
**Total Check Amounts:** 940.75

**EARNINGS**

Pay Code	Units	Pay Amount
SAL	9.00	12,544.47
<b>Total:</b>	<b>9.00</b>	<b>12,544.47</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	11,624.02	893.44	0.00
MC	12,301.24	178.36	178.36
SS	12,301.24	762.67	762.67
Unemployment	10,524.17	0.00	0.00
<b>Total:</b>	<b>1,834.47</b>	<b>941.03</b>	<b>941.03</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	12,544.47	627.22	556.97
520	0.00	50.00	0.00
540	0.00	41.05	0.00
550	0.00	70.25	0.00
551	0.00	103.33	0.00
580	0.00	9.96	0.00
590	0.00	0.00	2,761.76
610	0.00	29.26	0.00
615	0.00	69.65	0.00
<b>Total:</b>	<b>1,000.72</b>	<b>3,318.73</b>	<b>3,318.73</b>

**RECAP 2150 - County Clerk**

Earnings:	12,544.47	Benefits:	0.00	Deductions:	1,000.72	Taxes:	1,834.47	Net Pay:	9,709.28
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Department: 3000 - County Clerk

Total Direct Deposits: 1,099.26  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
SAL	1.00	1,309.96
<b>Total:</b>	<b>1.00</b>	<b>1,309.96</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	1,201.46	2.85	0.00
MC	1,276.96	18.52	18.52
SS	1,276.96	79.17	79.17
Unemployment	1,309.96	0.00	0.00
<b>Total:</b>	<b>1,309.96</b>	<b>100.54</b>	<b>97.69</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	1,309.96	65.50	58.16
520	0.00	10.00	0.00
551	0.00	33.00	0.00
580	0.00	1.66	0.00
590	0.00	0.00	345.22
<b>Total:</b>	<b>1,309.96</b>	<b>110.16</b>	<b>403.38</b>

RECAP 3000 - County Clerk

Earnings:	1,309.96	Benefits:	0.00	Deductions:	110.16	Taxes:	100.54	Net Pay:	1,099.26
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Department: 3200 - District Attorney

Total Direct Deposits: 19,540.28  
 Total Check Amounts: 147.77

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
DA Supplement	0.00	151.67
Longevity w/RET	0.00	150.00
SAL	13.00	26,743.42
<b>Total:</b>	<b>13.00</b>	<b>27,062.59</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	24,293.36	2,625.50	0.00
MC	25,706.49	372.73	372.73
SS	25,706.49	1,593.80	1,593.80
Unemployment	26,893.42	0.00	0.00
<b>Total:</b>	<b>26,893.42</b>	<b>4,592.03</b>	<b>1,966.53</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	27,062.59	1,353.13	1,201.56
520	0.00	60.00	0.00
550	0.00	0.00	0.00
551	0.00	629.50	0.00
552	0.00	104.16	0.00
580	0.00	13.28	0.00
590	0.00	518.79	4,536.94
610	0.00	0.00	0.00
615	0.00	103.65	0.00
<b>Total:</b>	<b>27,062.59</b>	<b>2,782.51</b>	<b>5,738.50</b>

RECAP 3200 - District Attorney

Earnings:	27,062.59	Benefits:	0.00	Deductions:	2,782.51	Taxes:	4,592.03	Net Pay:	19,688.05
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Department: 3220 - District Clerk

Total Direct Deposits: 8,378.74  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
SAL	8.00	11,345.56
<b>Total:</b>	<b>8.00</b>	<b>11,345.56</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	9,922.40	734.57	0.00
MC	10,489.67	152.09	152.09
SS	10,489.67	650.36	650.36
Unemployment	9,389.55	0.00	0.00
<b>Total:</b>	<b>39,291.29</b>	<b>1,537.02</b>	<b>802.45</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	11,345.56	567.27	503.75
551	0.00	91.00	0.00
580	0.00	6.64	0.00
590	0.00	707.44	2,811.74
615	0.00	57.45	0.00
<b>Total:</b>	<b>11,345.56</b>	<b>1,429.80</b>	<b>3,315.49</b>

RECAP 3220 - District Clerk

Earnings:	11,345.56	Benefits:	0.00	Deductions:	1,429.80	Taxes:	1,537.02	Net Pay:	8,378.74
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Department: 3230 - District Judge

Total Direct Deposits: 1,677.97  
 Total Check Amounts: 2,873.19

EARNINGS

Pay Code	Units	Pay Amount
Hourly	1.00	700.00
SAL	6.00	5,584.85
<b>Total:</b>	<b>7.00</b>	<b>6,284.85</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	5,352.29	358.34	0.00
MC	5,766.54	83.60	83.60
SS	5,766.54	357.53	357.53
Unemployment	6,233.35	0.00	0.00
<b>Total:</b>	<b>23,118.72</b>	<b>799.47</b>	<b>441.13</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	6,284.85	314.25	279.04
520	0.00	100.00	0.00
551	0.00	84.00	0.00
580	0.00	1.66	0.00
590	0.00	345.86	723.16
615	0.00	88.45	0.00
<b>Total:</b>	<b>6,284.85</b>	<b>934.22</b>	<b>1,002.20</b>

RECAP 3230 - District Judge

Earnings:	6,284.85	Benefits:	0.00	Deductions:	934.22	Taxes:	799.47	Net Pay:	4,551.16
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**Department: 3240 - County Court Law**

**Total Direct Deposits:** 1,880.93  
**Total Check Amounts:** 3,857.98

**EARNINGS**

Pay Code	Units	Pay Amount
Jud Stip	1.00	200.39
SAL	2.00	9,117.70
<b>Total:</b>	<b>3.00</b>	<b>9,318.09</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	7,099.53	705.37	0.00
MC	8,565.43	124.20	124.20
SS	8,565.43	531.05	531.05
Unemployment	2,709.19	0.00	0.00
<b>Total:</b>		<b>1,360.62</b>	<b>655.25</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	9,318.09	465.90	413.73
520	0.00	1,000.00	0.00
550	0.00	29.50	0.00
590	0.00	723.16	724.96
<b>Total:</b>		<b>2,218.56</b>	<b>1,138.69</b>

**RECAP 3240 - County Court Law**

Earnings:	9,318.09	Benefits:	0.00	Deductions:	2,218.56	Taxes:	1,360.62	Net Pay:	5,738.91
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**Department: 3251 - JP Prect. 1**

**Total Direct Deposits:** 2,602.96  
**Total Check Amounts:** 0.00

**EARNINGS**

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
SAL	3.00	4,206.36
<b>Total:</b>	<b>3.00</b>	<b>4,223.86</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	3,166.46	228.45	0.00
MC	3,377.66	48.98	48.98
SS	3,377.66	209.41	209.41
Unemployment	2,586.43	0.00	0.00
<b>Total:</b>		<b>486.84</b>	<b>258.39</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	4,223.86	211.20	187.54
550	0.00	41.38	0.00
551	0.00	186.25	0.00
560	0.00	75.00	0.00
580	0.00	1.66	0.00
590	0.00	539.52	1,064.31
615	0.00	79.05	0.00
<b>Total:</b>		<b>1,134.06</b>	<b>1,251.85</b>

**RECAP 3251 - JP Prect. 1**

Earnings:	4,223.86	Benefits:	0.00	Deductions:	1,134.06	Taxes:	486.84	Net Pay:	2,602.96
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Department: 3252 - JP Prect. 2

Total Direct Deposits: 3,327.94  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
SAL	3.00	4,217.83
<b>Total:</b>	<b>3.00</b>	<b>4,235.33</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	3,982.21	315.49	0.00
MC	4,193.98	60.81	60.81
SS	4,193.98	260.02	260.02
Unemployment	2,609.15	0.00	0.00
<b>Total:</b>		<b>636.32</b>	<b>320.83</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	4,235.33	211.77	188.05
580	0.00	3.32	0.00
590	0.00	0.00	1,035.66
610	0.00	14.63	0.00
615	0.00	41.35	0.00
<b>Total:</b>		<b>271.07</b>	<b>1,223.71</b>

RECAP 3252 - JP Prect. 2

Earnings: 4,235.33    Benefits: 0.00    Deductions: 271.07    Taxes: 636.32    Net Pay: 3,327.94

Department: 3253 - JP Prect. 3

Total Direct Deposits: 2,141.58  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
SAL	2.00	2,926.60
<b>Total:</b>	<b>2.00</b>	<b>2,944.10</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	2,476.96	134.63	0.00
MC	2,624.17	38.05	38.05
SS	2,624.17	162.70	162.70
Unemployment	1,317.92	0.00	0.00
<b>Total:</b>		<b>335.38</b>	<b>200.75</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	2,944.10	147.21	130.72
550	0.00	14.75	0.00
551	0.00	100.00	0.00
590	0.00	172.93	706.80
615	0.00	32.25	0.00
<b>Total:</b>		<b>467.14</b>	<b>837.52</b>

RECAP 3253 - JP Prect. 3

Earnings: 2,944.10    Benefits: 0.00    Deductions: 467.14    Taxes: 335.38    Net Pay: 2,141.58

Department: 3254 - JP Prect. 4

Total Direct Deposits: 1,877.48  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
SAL	2.00	2,926.60
<b>Total:</b>	<b>2.00</b>	<b>2,944.10</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	2,944.10	147.21	130.72
530	0.00	262.50	0.00
540	0.00	34.23	0.00
580	0.00	3.32	0.00
590	0.00	172.93	706.80
615	0.00	23.85	0.00
<b>Total:</b>		<b>644.04</b>	<b>837.52</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	2,600.11	212.41	0.00
MC	2,747.32	39.84	39.84
SS	2,747.32	170.33	170.33
Unemployment	1,317.92	0.00	0.00
<b>Total:</b>		<b>422.58</b>	<b>210.17</b>

RECAP 3254 - JP Prect. 4

Earnings: 2,944.10    Benefits: 0.00    Deductions: 644.04    Taxes: 422.58    Net Pay: 1,877.48

Department: 4300 - County Sheriff

Total Direct Deposits: 48,674.66  
 Total Check Amounts: 2,074.62

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	575.00
SAL	39.00	66,439.21
<b>Total:</b>	<b>39.00</b>	<b>67,014.21</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	67,014.21	3,350.75	2,975.44
520	0.00	79.00	0.00
530	0.00	505.50	0.00
540	0.00	38.13	0.00
550	0.00	129.13	0.00
551	0.00	398.00	0.00
580	0.00	26.56	0.00
590	0.00	1,037.58	11,835.64
610	0.00	102.41	0.00
615	0.00	353.55	0.00
<b>Total:</b>		<b>6,020.61</b>	<b>14,811.08</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	61,666.20	5,264.54	0.00
MC	65,095.95	943.86	943.86
SS	65,095.95	4,035.92	4,035.92
Unemployment	63,697.58	0.00	0.00
<b>Total:</b>		<b>10,244.32</b>	<b>4,979.78</b>

RECAP 4300 - County Sheriff

Earnings: 67,014.21    Benefits: 0.00    Deductions: 6,020.61    Taxes: 10,244.32    Net Pay: 50,749.28



Department: 4310 - County Jail

Total Direct Deposits: 56,864.38  
 Total Check Amounts: 4,083.82

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	215.00
OT	33.00	810.15
SAL	52.00	77,644.81
<b>Total:</b>	<b>85.00</b>	<b>78,669.96</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	73,329.43	5,884.27	0.00
MC	77,336.94	1,121.45	1,121.45
SS	77,336.94	4,794.84	4,794.84
Unemployment	78,525.96	0.00	0.00
<b>Total:</b>		<b>11,800.56</b>	<b>5,916.29</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	78,149.13	3,907.51	3,469.80
520	0.00	100.00	0.00
530	0.00	429.38	0.00
550	0.00	144.00	0.00
551	0.00	116.33	0.00
580	0.00	26.56	0.00
590	0.00	518.79	17,310.08
610	0.00	58.52	0.00
615	0.00	553.90	0.00
620	0.00	66.21	0.00
<b>Total:</b>		<b>5,921.20</b>	<b>20,779.88</b>

RECAP 4310 - County Jail

Earnings: 78,669.96    Benefits: 0.00    Deductions: 5,921.20    Taxes: 11,800.56    Net Pay: 60,948.20

Department: 4321 - Constables-Pct. 1

Total Direct Deposits: 893.40  
 Total Check Amounts: 871.79

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
Hourly	88.50	1,066.25
SAL	1.00	1,040.52
<b>Total:</b>	<b>89.50</b>	<b>2,124.27</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	2,018.06	90.36	0.00
MC	2,124.27	30.80	30.80
SS	2,124.27	131.71	131.71
Unemployment	1,066.25	0.00	0.00
<b>Total:</b>		<b>252.87</b>	<b>162.51</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	2,124.27	106.21	94.32
<b>Total:</b>		<b>106.21</b>	<b>94.32</b>

RECAP 4321 - Constables-Pct. 1

Earnings: 2,124.27    Benefits: 0.00    Deductions: 106.21    Taxes: 252.87    Net Pay: 1,765.19

Department: 4322 - Constables-Pct. 2

Total Direct Deposits: 1,760.46  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
Hourly	146.00	1,265.00
SAL	1.00	1,040.52
<b>Total:</b>	<b>147.00</b>	<b>2,323.02</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	2,198.47	260.94	0.00
MC	2,314.62	33.56	33.56
SS	2,314.62	143.51	143.51
Unemployment	2,323.02	0.00	0.00
<b>Total:</b>		<b>438.01</b>	<b>177.07</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	2,323.02	116.15	103.15
590	0.00	0.00	345.22
615	0.00	8.40	0.00
<b>Total:</b>		<b>124.55</b>	<b>448.37</b>

RECAP 4322 - Constables-Pct. 2

Earnings: 2,323.02    Benefits: 0.00    Deductions: 124.55    Taxes: 438.01    Net Pay: 1,760.46

Department: 4323 - Constables-Pct. 3

Total Direct Deposits: 1,033.19  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
Hourly	32.00	400.00
SAL	1.00	1,040.52
<b>Total:</b>	<b>33.00</b>	<b>1,458.02</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	1,158.84	29.76	0.00
MC	1,231.74	17.86	17.86
SS	1,231.74	76.37	76.37
Unemployment	1,428.52	0.00	0.00
<b>Total:</b>		<b>123.99</b>	<b>94.23</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	1,458.02	72.90	64.74
550	0.00	29.50	0.00
580	0.00	1.66	0.00
590	0.00	172.93	361.58
615	0.00	23.85	0.00
<b>Total:</b>		<b>300.84</b>	<b>426.32</b>

RECAP 4323 - Constables-Pct. 3

Earnings: 1,458.02    Benefits: 0.00    Deductions: 300.84    Taxes: 123.99    Net Pay: 1,033.19

Department: 4324 - Constables-Pct. 4

Total Direct Deposits: 1,111.49  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	17.50
Hourly	43.50	543.75
SAL	1.00	1,040.52
<b>Total:</b>	<b>44.50</b>	<b>1,601.77</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	1,304.40	85.34	0.00
MC	1,384.49	20.07	20.07
SS	1,384.49	85.84	85.84
Unemployment	543.75	0.00	0.00
<b>Total:</b>		<b>191.25</b>	<b>105.91</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	1,601.77	80.09	71.12
550	0.00	20.50	0.00
580	0.00	1.66	0.00
590	0.00	172.93	361.58
615	0.00	23.85	0.00
<b>Total:</b>		<b>299.03</b>	<b>432.70</b>

RECAP 4324 - Constables-Pct. 4

Earnings: 1,601.77    Benefits: 0.00    Deductions: 299.03    Taxes: 191.25    Net Pay: 1,111.49

Department: 4330 - Driver's License

Total Direct Deposits: 582.17  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
Hourly	56.00	686.00
<b>Total:</b>	<b>56.00</b>	<b>686.00</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	651.70	17.05	0.00
MC	686.00	9.95	9.95
SS	686.00	42.53	42.53
Unemployment	686.00	0.00	0.00
<b>Total:</b>		<b>69.53</b>	<b>52.48</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	686.00	34.30	30.46
<b>Total:</b>		<b>34.30</b>	<b>30.46</b>

RECAP 4330 - Driver's License

Earnings: 686.00    Benefits: 0.00    Deductions: 34.30    Taxes: 69.53    Net Pay: 582.17

Department: 5401 - Juvenile Probation

Total Direct Deposits: 14,231.57  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	140.00
SAL	9.00	19,825.55
<b>Total:</b>	<b>9.00</b>	<b>19,965.55</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	16,954.01	1,323.70	0.00
MC	18,197.28	263.87	263.87
SS	18,197.28	1,128.23	1,128.23
Unemployment	19,965.55	0.00	0.00
<b>Total:</b>		<b>2,715.80</b>	<b>1,392.10</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	19,965.55	998.27	886.48
520	0.00	245.00	0.00
551	0.00	521.00	0.00
552	0.00	416.33	0.00
580	0.00	6.64	0.00
590	0.00	707.44	2,811.74
615	0.00	123.50	0.00
<b>Total:</b>		<b>3,018.18</b>	<b>3,698.22</b>

RECAP 5401 - Juvenile Probation

Earnings:	19,965.55	Benefits:	0.00	Deductions:	3,018.18	Taxes:	2,715.80	Net Pay:	14,231.57
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Department: 6520 - Building Maintenance

Total Direct Deposits: 5,657.80  
 Total Check Amounts: 334.77

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	35.00
Hourly	25.00	385.88
SAL	5.00	7,280.09
VAC-PAYOUT	18.47	285.09
<b>Total:</b>	<b>48.47</b>	<b>7,986.06</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	7,247.50	648.31	0.00
MC	7,646.82	110.88	110.88
SS	7,646.82	474.10	474.10
Unemployment	7,910.18	0.00	0.00
<b>Total:</b>		<b>1,233.29</b>	<b>584.98</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	7,986.06	399.32	354.58
550	0.00	75.88	0.00
551	0.00	64.53	0.00
580	0.00	6.64	0.00
590	0.00	172.93	2,087.68
610	0.00	15.00	0.00
615	0.00	25.90	0.00
<b>Total:</b>		<b>760.20</b>	<b>2,442.26</b>

RECAP 6520 - Building Maintenance

Earnings:	7,986.06	Benefits:	0.00	Deductions:	760.20	Taxes:	1,233.29	Net Pay:	5,992.57
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Department: 6550 - Elections

Total Direct Deposits: 2,138.43  
 Total Check Amounts: 477.92

EARNINGS

Pay Code	Units	Pay Amount
Hourly	57.50	517.50
SAL	2.00	3,089.88
<b>Total:</b>	<b>59.50</b>	<b>3,607.38</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	2,997.90	110.62	0.00
MC	3,212.40	46.58	46.58
SS	3,212.40	199.16	199.16
Unemployment	3,570.13	0.00	0.00
<b>Total:</b>	<b>3,570.13</b>	<b>356.36</b>	<b>245.74</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	3,089.88	154.50	137.20
520	0.00	60.00	0.00
550	0.00	37.25	0.00
551	0.00	125.60	0.00
580	0.00	3.32	0.00
590	0.00	172.93	706.80
610	0.00	21.87	0.00
615	0.00	59.20	0.00
<b>Total:</b>	<b>3,089.88</b>	<b>634.67</b>	<b>844.00</b>

RECAP 6550 - Elections

Earnings: 3,607.38    Benefits: 0.00    Deductions: 634.67    Taxes: 356.36    Net Pay: 2,616.35

Department: 6560 - Commissioners Court

Total Direct Deposits: 6,096.45  
 Total Check Amounts: 3,152.21

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	230.00
SAL	7.00	12,106.32
Vacation	3.75	72.60
<b>Total:</b>	<b>10.75</b>	<b>12,408.92</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	11,008.02	862.63	0.00
MC	11,678.45	169.34	169.34
SS	11,678.45	724.07	724.07
Unemployment	6,613.59	0.00	0.00
<b>Total:</b>	<b>6,613.59</b>	<b>1,756.04</b>	<b>893.41</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	12,408.92	620.43	550.96
520	0.00	50.00	0.00
550	0.00	18.25	0.00
551	0.00	110.41	0.00
580	0.00	3.32	0.00
590	0.00	534.51	2,104.94
615	0.00	67.30	0.00
<b>Total:</b>	<b>12,408.92</b>	<b>1,404.22</b>	<b>2,655.90</b>

RECAP 6560 - Commissioners Court

Earnings: 12,408.92    Benefits: 0.00    Deductions: 1,404.22    Taxes: 1,756.04    Net Pay: 9,248.66

Department: 6570 - Veteran Service Officer

Total Direct Deposits: 1,078.94  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
SAL	1.00	1,333.33
<b>Total:</b>	<b>1.00</b>	<b>1,333.33</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	1,266.66	84.06	0.00
MC	1,333.33	19.33	19.33
SS	1,333.33	82.67	82.67
Unemployment	1,333.33	0.00	0.00
<b>Total:</b>		<b>186.06</b>	<b>102.00</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	1,333.33	66.67	59.20
580	0.00	1.66	0.00
<b>Total:</b>		<b>68.33</b>	<b>59.20</b>

RECAP 6570 - Veteran Service Officer

Earnings: 1,333.33    Benefits: 0.00    Deductions: 68.33    Taxes: 186.06    Net Pay: 1,078.94

Department: 6580 - Human Resources

Total Direct Deposits: 1,044.25  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
SAL	1.00	1,716.67
<b>Total:</b>	<b>1.00</b>	<b>1,716.67</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	1,622.44	447.51	0.00
MC	1,708.27	24.77	24.77
SS	1,708.27	105.91	105.91
Unemployment	1,716.67	0.00	0.00
<b>Total:</b>		<b>578.19</b>	<b>130.68</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	1,716.67	85.83	76.22
615	0.00	8.40	0.00
<b>Total:</b>		<b>94.23</b>	<b>76.22</b>

RECAP 6580 - Human Resources

Earnings: 1,716.67    Benefits: 0.00    Deductions: 94.23    Taxes: 578.19    Net Pay: 1,044.25

Department: 6600 - Eng. & Subdivision

Total Direct Deposits: 1,579.94  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	37.50
LWOP	32.00	-1,109.12
SAL	1.00	3,004.17
<b>Total:</b>	<b>33.00</b>	<b>1,932.55</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	1,806.42	80.90	0.00
MC	1,903.05	27.59	27.59
SS	1,903.05	117.99	117.99
Unemployment	1,903.05	0.00	0.00
<b>Total:</b>		<b>226.48</b>	<b>145.58</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	1,932.55	96.63	85.81
550	0.00	29.50	0.00
<b>Total:</b>		<b>126.13</b>	<b>85.81</b>

RECAP 6600 - Eng. & Subdivision

Earnings: 1,932.55    Benefits: 0.00    Deductions: 126.13    Taxes: 226.48    Net Pay: 1,579.94

Department: 6610 - IT-Technology

Total Direct Deposits: 3,358.98  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	37.50
S	4.00	84.66
SAL	2.00	4,566.02
<b>Total:</b>	<b>6.00</b>	<b>4,688.18</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	4,147.84	434.99	0.00
MC	4,582.25	66.45	66.45
SS	4,582.25	284.10	284.10
Unemployment	4,641.80	0.00	0.00
<b>Total:</b>		<b>785.54</b>	<b>350.55</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	4,688.18	234.41	208.16
520	0.00	200.00	0.00
550	0.00	46.38	0.00
551	0.00	42.00	0.00
580	0.00	3.32	0.00
590	0.00	0.00	690.44
615	0.00	17.55	0.00
<b>Total:</b>		<b>543.66</b>	<b>898.60</b>

RECAP 6610 - IT-Technology

Earnings: 4,688.18    Benefits: 0.00    Deductions: 543.66    Taxes: 785.54    Net Pay: 3,358.98

Department: 6640 - Code Investigator

Total Direct Deposits: 1,309.74  
 Total Check Amounts: 0.00

EARNINGS

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	37.50
SAL	1.00	1,586.93
<b>Total:</b>	<b>1.00</b>	<b>1,624.43</b>

TAXES

Code	Subject To	Employee	Employer
Federal W/H	1,522.38	88.31	0.00
MC	1,603.60	23.25	23.25
SS	1,603.60	99.42	99.42
Unemployment	1,624.43	0.00	0.00
<b>Total:</b>		<b>210.98</b>	<b>122.67</b>

DEDUCTIONS

Code	Subject To	Employee	Employer
400	1,624.43	81.22	72.12
551	0.00	20.83	0.00
580	0.00	1.66	0.00
590	0.00	0.00	345.22
<b>Total:</b>		<b>103.71</b>	<b>417.34</b>

RECAP 6640 - Code Investigator

Earnings: 1,624.43    Benefits: 0.00    Deductions: 103.71    Taxes: 210.98    Net Pay: 1,309.74

**Department: 6650 - Emerg Mgnt/Homeland Sec**

Total Direct Deposits: 2,857.26  
 Total Check Amounts: 0.00

**EARNINGS**

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	75.00
SAL	2.00	3,859.24
<b>Total:</b>	<b>2.00</b>	<b>3,934.24</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	3,508.40	360.05	0.00
MC	3,805.11	55.17	55.17
SS	3,805.11	235.92	235.92
Unemployment	3,902.61	0.00	0.00
<b>Total:</b>		<b>651.14</b>	<b>291.09</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	3,934.24	196.71	174.68
520	0.00	100.00	0.00
550	0.00	31.63	0.00
551	0.00	62.50	0.00
590	0.00	0.00	690.44
615	0.00	35.00	0.00
<b>Total:</b>		<b>425.84</b>	<b>865.12</b>

**RECAP 6650 - Emerg Mgnt/Homeland Sec**

Earnings: 3,934.24    Benefits: 0.00    Deductions: 425.84    Taxes: 651.14    Net Pay: 2,857.26

**Department: 7610 - Sanitation Department**

Total Direct Deposits: 0.00  
 Total Check Amounts: 1,658.85

**EARNINGS**

Pay Code	Units	Pay Amount
165 Stipend w/RET	0.00	37.50
SAL	1.00	1,964.82
<b>Total:</b>	<b>1.00</b>	<b>2,002.32</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	1,902.20	36.47	0.00
MC	2,002.32	29.03	29.03
SS	2,002.32	124.14	124.14
Unemployment	2,002.32	0.00	0.00
<b>Total:</b>		<b>189.64</b>	<b>153.17</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	2,002.32	100.12	88.90
540	0.00	52.05	0.00
551	0.00	0.00	0.00
580	0.00	1.66	0.00
590	0.00	0.00	345.22
<b>Total:</b>		<b>153.83</b>	<b>434.12</b>

**RECAP 7610 - Sanitation Department**

Earnings: 2,002.32    Benefits: 0.00    Deductions: 153.83    Taxes: 189.64    Net Pay: 1,658.85

**Department: 8700 - County Agent**

Total Direct Deposits: 2,705.74  
 Total Check Amounts: 0.00

**EARNINGS**

Pay Code	Units	Pay Amount
SAL	3.00	3,224.42
<b>Total:</b>	<b>3.00</b>	<b>3,224.42</b>

**TAXES**

Code	Subject To	Employee	Employer
Federal W/H	3,154.88	202.48	0.00
MC	3,224.42	46.75	46.75
SS	3,224.42	199.91	199.91
Unemployment	3,224.42	0.00	0.00
<b>Total:</b>		<b>449.14</b>	<b>246.66</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
400	1,390.85	69.54	61.75
590	0.00	0.00	345.22
<b>Total:</b>		<b>69.54</b>	<b>406.97</b>

**RECAP 8700 - County Agent**

Earnings: 3,224.42    Benefits: 0.00    Deductions: 69.54    Taxes: 449.14    Net Pay: 2,705.74



**3. Accept and approve the Continuing Education Transcript for the 2017 requirements for training for County Tax Assessor-Collector, Darla Law.**



**TAX ASSESSOR-COLLECTOR  
CONTINUING EDUCATION TRANSCRIPT**  
Reporting Period: 01/02/2017 - 01/01/2018

---

Hon. Darla Law  
Tax Assessor Collector  
Caldwell County  
110 S Main Street  
Lockhart, TX 78644-2701

ID: 236283  
Phone: (512) 398-1830  
Fax: (512) 398-1834  
Enrollment Date: 01/02/2017

---

<u>Date</u>	<u>Course</u>	<u>Units</u>
01/02/2017	Excess hours carried from 2017	0.75
01/10/2017	RTB#013-16 Salvage Vehicles Rebuilt by Salvage Vehicle Deale	1.00
06/04/2017	Tax Assessor-Collector Association Conference	5.25
07/11/2017	TxDMV Webinar: Changes to VSF Lien Foreclosures	1.00
11/14/2017	VG Young School for Tax Assessor-Collectors	13.00
11/14/2017	Title Fraud Training	2.00

**Total Hours for year: 23.00**

You have met your continuing education requirements for the  
period 01/02/2017 - 01/01/2018.

You may carry forward 3.00 hours to the next reporting period.

SB546 of the 83rd Regular Legislative Session requires a County Tax Assessor-Collector to successfully complete 20 hours of continuing education annually. Up to 10 additional hours, over the required 20, will be carried forward into the next reporting period. This transcript/certificate is evidence of compliance with Texas Property Tax Code Section 6.231(d.) and must be filed for record with Commissioners Court.

02/08/2018

Please contact the Tax Assessor-Collectors Association Director of Education by email @ roving@brazoria-county.com with any questions.

- 4. Accept and approve payment of the renewal of Surety Bond for Elections Administrator, Pamela Ohlendorf, Bond # 61287183.**

**CARL R. OHLENDORF INSURANCE**

115 SOUTH MAIN STREET  
LOCKHART, TX 78644  
Phone: 512-398-2318

Caldwell County  
P. O. Box 98  
Lockhart, TX 78644

<b>INVOICE NO. 16195</b>		Page 1
ACCOUNT NO.	OP	DATE
CALDW01	JB	02/02/2018
BOND Dec Page		
POLICY #		
61287183		
COMPANY		
Western Surety		
PRODUCER		
Carl R. Ohlendorf		
EFFECTIVE	EXPIRATION	BALANCE DUE ON
03/01/2018	03/01/2019	

Itn #	Eff Date	Trn	Description	Amount
137102	03/01/18	REN	Pamela Ohlendorf Bond	\$70.00
			Invoice Balance:	\$70.00

**RECEIVED**

FEB 01 2018

CALDWELL COUNTY  
AUDITOR'S OFFICE

**5. Accept and approve payment of the renewal of Surety Bond for Court Clerk, Justice of Peace, Precinct One, Melanie Bowden, Bond # 71994140.**

**CARL R. OHLENDORF INSURANCE**

115 SOUTH MAIN STREET  
LOCKHART, TX 78644  
Phone: 512-398-2318

Caldwell County  
P. O. Box 98  
Lockhart, TX 78644

<b>INVOICE NO. 16175</b>		Page 1
ACCOUNT NO.	OP	DATE
CALDW01	JB	01/29/2018
BOND Dec Page		
POLICY #		
71994137		
COMPANY		
Western Surety		
PRODUCER		
Carl R. Ohlendorf		
EFFECTIVE	EXPIRATION	BALANCE DUE ON
01/24/2018	01/24/2022	

Itm #	Eff Date	Trn	Description	Amount
137064	01/24/18	REN	Melanie Bowden Notary	\$50.00
137065	01/24/18	FFE	Filing Fee	\$21.00
			<b>Invoice Balance:</b>	<b>\$71.00</b>

**RECEIVED**  
FEB 01 2018  
CALDWELL COUNTY  
AUDITOR'S OFFICE

**6. Accept and approve payment of the Surety Bond for Court Clerk, Justice of Peace, Precinct One, Adrianza Walker, Bond # 71994137.**

**CARL R. OHLENDORF INSURANCE**

115 SOUTH MAIN STREET  
LOCKHART, TX 78644  
Phone: 512-398-2318

Caldwell County  
P. O. Box 98  
Lockhart, TX 78644

<b>INVOICE NO. 16176</b>		Page 1
ACCOUNT NO.	OP	DATE
CALDW01	JB	01/29/2018
BOND Dec Page		
POLICY #		
71994140		
COMPANY		
Western Surety		
PRODUCER		
Adair H. Rucker		
EFFECTIVE	EXPIRATION	BALANCE DUE ON
01/24/2018	01/24/2022	

Itm #	Eff Date	Trn	Description	Amount
137066	01/24/18	NEW	Adrianza Walker - Notary	\$50.00
137067	01/24/18	FFE	Filing Fee	\$21.00
			<b>Invoice Balance:</b>	<b>\$71.00</b>

**RECEIVED**

FEB 01 2018

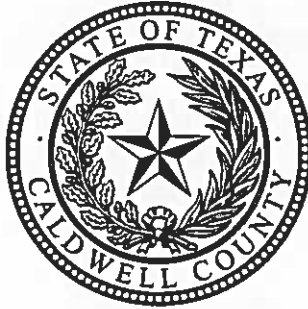
CALDWELL COUNTY  
AUDITOR'S OFFICE



## **ACTION AGENDA ITEMS**

7. **Discussion/Action** regarding the burn ban.  
**Cost: None; Speaker: Judge Schawe/Martin Ritchey;**  
**Backup: None.**

**8. Discussion/Action** to approve Resolution # 05-2018 appointing Commissioner Terry Wright to the Capital Area Council of Governments (CAPCOG) Central Texas Clean Air Coalition. **Cost: None; Speaker: Judge Schawe; Backup: 1.**



**RESOLUTION 05-2018**

**Approving the Appointment of Terry Wright, Commissioner, Precinct One to the Central Texas Clean Air Coalition of the Capital Area Council of Governments**

**WHEREAS**, Article II of the Clean Air Coalition of the Capital Area Council of Governments By-Laws authorize the Commissioners Court of Caldwell County, Texas, to appoint one representative to serve on the Coalition; and

**WHEREAS**, the term of the current representative from Caldwell County, Texas, Ken Schawe, has expired; and

**NOW THEREFORE, BE IT RESOLVED**, by the Commissioners Court of Caldwell County, Texas, that:

Commissioner Terry Wright is appointed as the representative of the Coalition for Caldwell County to serve for the term beginning January 1, 2018 and ending December 31, 2019.

**PASSED and APPROVED** this 26<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
Ken Schawe  
Caldwell County Judge

\_\_\_\_\_  
Terry Wright  
Commissioner, Precinct 1

\_\_\_\_\_  
Edward Moses  
Commissioner, Precinct 2

\_\_\_\_\_  
Edward "Ed" Theriot  
Commissioner, Precinct 3

\_\_\_\_\_  
Joe Ivan Roland  
Commissioner, Precinct 4

Attest: \_\_\_\_\_  
Carol Holcomb  
Caldwell County Clerk

**9. Discussion/Action** to approve amending the pledged securities Depository Contract. **Cost: None; Speaker: Judge Schawe/Barbara Gonzales; Backup: 2.**

**Commissioners Court-Monday, February 26, 2018**  
**County Auditor's Office**  
**Depository Contract Addendum**

**History:**

In early June 2012, Mr. Charles Torres, CSCD Fiscal Officer, spoke with County Auditor Larry Roberson of the feasibility of increasing the pledged collateral assigned to Caldwell County Community Supervision and Corrections Department (CSCD). On July 9, 2012 an Order approving increases in the amount of securities pledged by 'County's Depository' was signed increasing the amount of security from \$3,500,000 to \$5,000,000. FLNB, First Lockhart National Bank, has been pledging \$500,000 to CSCD.

On September 25, 2017, The Commissioner's Court approved unanimously an extension of the depository agreement dated October 1, 2013 effective October 1, 2017 through September 30, 2019 in reference to the new rate proposal dated September 12, 2017.

On Page 5 of the 'Depository Agreement' authorized on 09 09 2013, Under Section I – The Managing Bank, the 3<sup>rd</sup> paragraph, amount to be pledged, the final statement stipulated that '**any requested increase in pledging must be mutual agreed upon by the County and the Bank.**' The 'pledged amount' increased to \$6,000,000.

**Discussion Items:**

The County Auditor's office worked with Mr. Charles Torres and Angela Herbelin, CSCD's external auditor, with Armstrong, Vaughan & Associates in reference CSCD's pledged securities and/or sufficient collateral. It was noted that it would be in the best interest of CSCD to increase 'an amount designated' up to \$1,000,000 in pledged securities. Increasing the pledged securities from \$500,000 to \$1,000,000 will assist in preventing any audit findings and maintain under-collateralization of County and CSCD deposits.

After further investigation and reviewing the overall pledged securities, it would be in the best interest of Caldwell County to increase the pledged securities to \$7,000,000.

The County Auditor's office discussed with Mr. Randy Till, Senior Vice President, Comptroller with First Lockhart National Bank if they will 'mutually agree' to increase the 'overall pledged securities to \$8,000,000.

Mr. Randy Till agrees on the behalf of First Lockhart National Bank to increase the pledged securities to \$8,000,000, designating \$1,000,000 to CSCD.

**Notable Budget Items:**

**Recommendation to Commissioner's Court:**

County Auditor's Office respectfully recommends the following:

**Approve the addendum to the Depository Agreement of increasing the pledged securities to \$8,000,000, designating \$1,000,000 to CSCD.**

**10. Discussion/Action** to approve a Caldwell County Purchasing Policy. **Cost: None; Speaker: Judge Schawe/Barbara Gonzales; Backup: 50.**



**Commissioners Court-Monday, February 26, 2018**  
**County Auditor's Office**  
**Proposed Purchasing Policy and Procedures Manual for Caldwell County**

**History:**

On December 27, 2017, there was a discussion / action item referencing appointing the Auditor as the County's Purchasing Agent, **establishing a procurement policy** and discussing future purchasing agent.

On January 9, 2018, a board composed of district judges and county judge of Caldwell County, Texas determined that a purchasing agent should be appointed for the County. The County Auditor, Ms. Barbara A. Gonzales, was unanimously agreed and appointed as the County Purchasing Agent.

On January 22, 2018, there was a discussion / action item to accept an order relating to Purchasing Agent for Caldwell County for \$5,050 that was unanimously approved by the Commissioner's Court.

On January 23, 2018, a draft copy of the '**Proposed Purchasing Policy and Procedures Manual for Caldwell County**' was distributed to County Attorney, Judge Schawe and Judge Schneider for initial review.

On February 7, 2018, a draft copy of the '**Proposed Purchasing Policy and Procedures Manual for Caldwell County**' was distributed to all Department Heads and Elected Officials. At the January 22, 2018 Commissioner's Court meeting, during a staff report, the County Auditor, announced the '**Proposed Purchasing Policy and Procedures Manual for Caldwell County**' had been distributed and it was greatly encouraged for all to share with their support staff to review the document and/or send any questions they may have to the County Auditor's office.

**Discussion Items:**

The mission of the Caldwell County Purchasing Division is to:

- (1) Provide equal access to all vendors participating through competitive acquisition of goods and services;
- (2) Protect the interests of Caldwell County taxpayers without regard to any undue influence or political pressures;
- (3) Account for all County assets through an effective fixed asset management system in accordance with the County Auditor's policies and procedures;
- (4) Ensure compliance with the County Purchasing Act as well as other state and federal laws applying to County purchasing;

- (5) Ensure that all purchasing shall be conducted strictly on the basis of economic merit in order to promote the interest of citizens of Caldwell County.

The County Auditor has been in contact with a representative from Tyler Technologies / INCODE to set up a timeline on the implementing the 'purchasing module'.

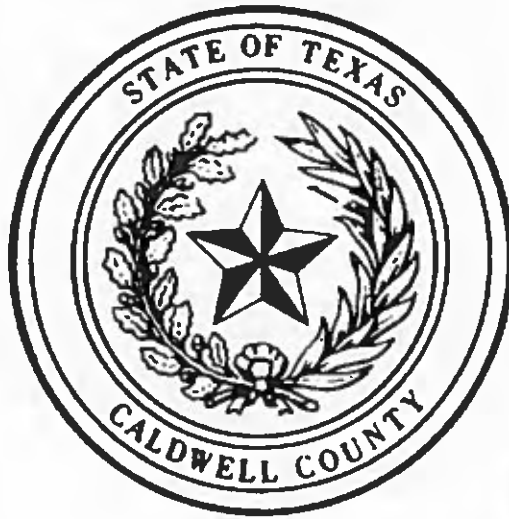
**Notable Budget Items:**

Line Item Budget 001-2130-4815 / Tyler Tech Training appropriated \$8,000; estimating to spend \$2,000 via remote training.

**Recommendation to Commissioner's Court:**

County Auditor's Office respectfully recommends the following:

**Approve the Purchasing Policy and Procedures Manual for Caldwell County.**



# **CALDWELL COUNTY, TEXAS**

## **PURCHASING POLICIES AND PROCEDURES MANUAL**

**OFFICE OF THE CALDWELL COUNTY PURCHASING MANAGER.**

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# **CALDWELL COUNTY**

**PURCHASING POLICY**

**AND**

**PROCEDURES MANUAL**

## INTRODUCTION

### **Background:**

This manual provides county departments and employees with the necessary information to make decisions to request the purchase of goods and services needed to perform the functions of their offices effectively.

### **Mission:**

The mission of the Caldwell County Purchasing Division is to:

- (1) Provide equal access to all vendors participating through competitive acquisition of goods and services;
- (2) Protect the interests of Caldwell County taxpayers without regard to any undue influence or political pressures;
- (3) Account for all County assets through an effective fixed asset management system in accordance with the County Auditor's policies and procedures;
- (4) Ensure compliance with the County Purchasing Act as well as other state and federal laws applying to County purchasing;
- (5) Ensure that all purchasing shall be conducted strictly on the basis of economic merit in order to promote the interest of citizens of Caldwell County.

## **I.**

### STATEMENT OF GENERAL POLICY

It is important to remember that all county purchases should be made in full public view and with the greatest transparency possible. Not only should the purchasing of goods and services for the County be fair and open but it should also not have the appearance of any conflict of interest on the part of any County employee or Elected Official.

To avoid violation of or the appearance of violation of the policies in this manual, Elected Officials and County Employees are prohibited from seeking or accepting, directly or indirectly any:

- (1) **Personal loans, in any amount, from any individual(s) or from a business, (not to include loans from banks, credit unions, or other recognized lending institutions) who are doing or seeking to do business with Caldwell County.**
- (2) **Any service, payment, entertainment, trip or gifts of merchandise, money or thing of value, in any amount, from a business or individual(s) doing or seeking to do business with Caldwell County.**

**It is also important that all County employees and Elected Officials understand that they are banned from purchasing any supplies, materials, or equipment of any kind for personal use through Caldwell County.**

Caldwell County intends to maintain a cost effective purchasing system conforming to good management practices. To be successful, the system must be backed by proper attitudes and cooperation of not only every elected official and department head, but also every supervisor and employee of Caldwell County. The establishment and maintenance of a good purchasing system is possible only through cooperative effort.

In order to ensure an open purchasing process and economy in purchasing, the Commissioners Court has determined that competitive bidding will be used as much as possible in the purchase of goods and services in addition to the competitive bidding requirements set forth by Texas statute.

Compliance with the statutory competitive bidding requirements and the policies set forth in this manual will result in competitive bids and proposals which insure the safeguarding of public funds.

The Purchasing Division does not usually designate the types of purchases to be made but it should always attempt to see that best value is received for each tax dollar spent on purchases. Caldwell County intends to maintain a cost-effective purchasing system which conforms to good management practices and controls.

The purchasing process for governmental entities is unlike the process in private industry. **Governmental purchases are not instantaneous.** Time is required to complete the steps required by State law and shortcuts cannot be taken. In order to accomplish timely purchasing of products and services at the least cost to Caldwell County, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

Additionally, certain types of purchases, such as technology purchases, must be approved by the IT department before placement of the order by the Purchasing Division. Prior planning and the timely submission of the request will allow sufficient time for evaluation by the IT department as to the best hardware or software compatibility with Caldwell County's system.

The Commissioners Court has delegated the purchasing responsibility within the guidelines established in this policies and procedures manual to the County Auditor. The County Auditor and designees are

authorized to execute orders on behalf of the County within the policy guidelines set forth herein. The County Auditor or a designee will make any interpretation of these guidelines necessary for the effective operation of the purchasing function.

This manual contains the authorized policy and procedures for purchasing and asset management by County officials and employees. The Caldwell County Commissioners Court promulgates these procedures, and only the Caldwell County Commissioners Court can approve any changes in the contents of this manual.

### **To Our Vendors:**

Caldwell County strives to develop effective relationships with vendors and encourages full and open competition wherever possible. All vendors will be afforded equal opportunity to participate in public bidding so long as they remain in good standing with Caldwell County. To accomplish this intent, all contracts between the County and the vendor shall be coordinated through the Purchasing Division.

It is the intent of the Purchasing Division to promote the county's reputation for courtesy, fairness, and impartiality. The responsibility for achieving this goal rest with each individual who participates in the procurement process, including vendors and purchasing personnel. This manual does not create any rights in individuals or entities doing business with Caldwell County and/or any rights in individuals or entities that are enforceable against Caldwell County.

This manual is for the use of Caldwell County employees and officials and is designed to assist them in complying with the laws governing county purchasing and asset management procedures.

Caldwell County, as a political subdivision of the State of Texas, is tax exempt.

## **II.**

### **IMPLEMENTATION**

The policies and procedures outlined in this manual will be aligned with the purchasing module after adoption by the Commissioners Court. The County Auditor's office will coordinate onsite training and implementation to set up all users county wide.

Furthermore, it would be the intent to have the policies and procedures outlined in this manual fully implemented with the start of 2018-2019 fiscal year with a number of the procedures and policies implemented prior to the beginning of the new fiscal year.

It will be the goal of the Purchasing Division to achieve a step by step integration of the policies and procedures contained herein in order to obtain a smooth transition into the centralized purchasing that this manual sets forth.



### III.

#### PURCHASING AUTHORITY AND GENERAL GUIDELINES

Authority to make County purchases resides in either the County Purchasing Division or the Commissioners Court. The Purchasing Division is responsible for making purchases of supplies, materials, equipment, and for obtaining contracts for repairs to County owned property, except in cases where competitive bids are required by law. All competitively bid contracts are made by and through the Commissioners Court. Such purchases made on competitive bids shall be supervised by the Purchasing Manager in accordance with the purchase contract. Competitive bidding is generally required on all purchases or repair contracts for \$50,000 or more.

General guidelines for purchasing and utilization of this manual are as follows:

- (1) Determine whether the County is required to make the purchase by competitive bidding. Generally, competitive bidding is required on any purchase likely to equal or exceed \$50,000. Unless a bid contract for the goods or services already exists, the items required to be purchased through competitive bidding will be purchased as described in Section VII, pp. 18-23. Questions regarding the necessity of competitive bidding should be directed to the Purchasing Division.
- (2) **Other Purchases** -- Special procedures are available for and applicable to the purchase of particular goods and services, summarized as follows:
  - (a) **Unbudgeted Capital Expenditures** - Purchases not authorized in a Department's current budget must be authorized through a budget amendment by the Commissioners Court. (See Section VIII, A, p .26).
  - (b) **Blanket Purchase Orders** -- Acquisition of goods or services on an "as needed" basis may be authorized in appropriate instances by a blanket purchase order. (See Section VIII, B, p. 26).
  - (c) **Insurance and High Technology** -- As an alternative to competitive bidding, in the case of high technology items and insurance, competitive proposals from vendors may be solicited by the County when, in the judgment of the Commissioners Court, this procedure is preferable. (See Section VIII, C, p. 26-27).
  - (d) **Professional and Personal Services** -- Professional and Personal Services are exempted from competitive bidding, in which case they are obtained through Requests for Proposals as described in Section VIII, D, p. 27).
  - (e) **Emergency Purchases** -- Items otherwise required to be competitively bid may be exempt from the competitive bidding process by the Commissioners Court if (1) a prompt purchase is required, due to a public calamity, to meet a necessity of the citizens or preserve public property, (2) the purchase is necessary to preserve the public health or

safety of county residents, or (3) the purchase is required due to unforeseen damage to public property. (See Section VIII, E, p.29-30)

- (f) **Work in Progress** -- This may be exempted by the Commissioners Court and paid for by the day, after it is performed.
- (g) **Land and Right-of-Way Acquisition** -- This has been exempted by the Commissioners Court from competitive bidding.
- (h) **Sole Source Items** -- An item available from only one source may be purchased without competitive bidding, with the approval of the Commissioners' Court, as provided in Section VIII, F, p.30).
- (i) **Equipment Maintenance Services** -- Maintenance is arranged through the Purchasing Division as described in Section VIII, G, p. 30-31).

**(3) Exemptions from the Requisition / Purchase Order Process** – The following are exceptions to purchase orders and the Requests of Payment are processed directly by the Auditor's Office:

- Professional Services
- Formal Bids
- Attorney's vouchers
- Recurring Contracts (copiers, approved leases, etc.)
- Court related expenditures, bailiff uniforms, court reporter supplies
- Routine duty travel
- Long-distance trunk lines
- Travel, meals, and lodging
- Appropriations to other governments
- RSVP mileage
- Training and seminars
- Postage

- Annual Maintenance Contracts
- All purchases with fixed amounts identified in a contract, statement of work, or other item approved by the Commissioners Court.

## IV.

### REQUISITIONS FOR PURCHASE

#### A. Necessity of Requisition for Purchase

A requisition for purchase is required for all purchases. The purpose is twofold: (1) to inform the Purchasing Division of the needs of the requesting department; and (2) to identify correctly and clearly the material requested. Requisitions must be prepared well in advance to enable the Purchasing Division to find a vendor and to allow for delivery by the vendor.

#### B. Types of Requisitions

The Purchasing Office classifies purchase requisitions according to the type of action and the time required for the purchase. There are four types of purchase requisitions: contract, routine, expedited, and emergency.

- **Contract Requisitions** - Normal purchases of items ordered from existing contracts. Contract requisitions generally require one working day to process.
- **Routine** – Normal purchases that are not under contract (i.e. “open market” requisitions) under \$50,000. These generally require 3 to 10 working days to process.
- **Expedited** - Open market purchases where the goods or services are needed sooner than the routine cycle time. Expedited purchases generally do not qualify as emergency purchases and are subject to all applicable bidding requirements. Expedited purchase requisitions require 1 to 3 working days to process. Expedited purchases are **not** emergency purchases. They are goods or services needed quickly to prevent costly delays, and therefore warrant the additional cost and effort caused by the interruption of the normal work routine. *They should not be used unless absolutely required.* There are two types of expedited purchase requisitions:
  - **Walk Through** – Open market purchases for goods or services needed within three (3) working days to avoid work interruption, loss of service or significant added cost of operations. The user department should hand-carry all paperwork to the Purchasing Office immediately after entering the purchase requisition into the Incode system.
  - **Work Stoppage** – Open market purchases for goods or services needed immediately to prevent work stoppage due to unanticipated conditions. The user department should telephone or email the Purchasing Office immediately upon entering the purchase requisition into the Incode system and should also provide written documentation of the existence of a work stoppage for the contract file (written comments in the requisition or email justification from department head, managers or designees are acceptable documentation). The Purchasing Office instructs the user department on what action to take.

- **Emergency** – Purchase of any goods or services needed because of an emergency condition that the Commissioners Court has ordered exempt, in compliance with the Purchasing Act (Tex. Loc. Gov't Code § 262.024(a)(1)). All emergency exemption orders must be processed through the Purchasing Office. Emergency purchases with a total cost exceeding \$50,000 must be exempted from the requirements of the Purchasing Act by order of Commissioners Court. The Purchasing Agent submits the order and agenda request for Commissioners Court approval for emergency purchases exceeding \$50,000. Emergency purchases with a total cost under \$50,000 are handled like an expedited purchase requisition.

### C. Preparation of Requisition for Purchase

Use a separate requisition for each class of items. (i.e. copier toner, tires, capital equipment would all be entered on separate requisitions). Requisition forms are available manually or electronically. A requisition may be delivered electronically (Incode) by e-mail, fax, inter-office mail or hand delivered to the Purchasing Division. The requisition must be approved by authorized personnel who have the authority to make purchases for the department.

A requisition must contain the following information for proper processing:

- (1) **DEPARTMENT & DATE.** Give the name of the Department; date the requisition is forwarded to Purchasing and the date on which the item is needed.
- (2) **VENDOR.**
  - A. If the item is acquired under an existing bid contract, the vendor awarded the contract must be identified.
  - B. If the item is not under contract, vendor designation is requested. When possible, refer the Purchasing Division to vendors whose products have been used previously and found to be satisfactory. If the vendor is unknown enter "TBA" (To be assigned) and the Purchasing Division will select the vendor.
- (3) **QUANTITY REQUIRED.** State the number required. In addition to the number, where needed also provide the unit measure such as "dozen", "gallon", "each", etc.
- (4) **DESCRIPTIONS AND SPECIFICATIONS.** Describe the item needed clearly. Provide size, color, type, grade, etc. Departments must also provide detailed and technical specifications when needed. When necessary, write descriptive information on a separate sheet and attach the sheet to the requisition. When buying printed material a sample of the form or document should be sent to the Purchasing Division.
- (5) **ESTIMATED COST.** (a) If the item is covered by a bid contract, insert the contract price on a per unit basis. (b) If not subject to an existing contract, provide an estimated price.
- (6) **FUND/DEPARTMENT NUMBER AND BUDGET LINE ITEM.** Identify, according to the County budget, the fund/department number from the department making the purchase. Designate, according to the County budget, the department's budget line item against which the purchase should be charged. If the purchase exceeds the available budget, the Elected Official or Department Head should contact the County Auditor to arrange for a budget transfer (if approved the Commissioners Court) prior to placing the requisition with the Purchasing Division.

- (7) **CERTIFICATION.** The Elected Official, Department Head or authorized person must forward this requisition to the Purchasing Division. Electronic generated requisitions do not require signature.

#### **D. Office Supply Orders**

- (1) Office supplies are purchased from various vendors, however, annual contracts will be in place for ordering of most office supplies. The user department will send the requisition to the Purchasing Division but the supplies will be delivered directly to the user department. Every attempt will be made to group individual department orders in order to achieve bulk purchasing discounts.
- (2) Authorized personnel will place orders for office supplies, which will be forwarded, to the Purchasing Division, in order to review order and verify funds. Purchasing will then release the order to the vendor. Delivery will be made to the department. The department may pick up supplies if so desired.

#### **E. Blanket Orders**

- (1) Blanket orders may be placed with vendors for the purchase of small parts or services on an "as needed" basis. Blanket orders should not be used for the purchase of fixed assets or individual purchases exceeding \$500.00. Blanket orders are implemented through the Requisition process just like any other purchase. It is the responsibility of the department assigned the blanket order to track the order throughout the year and insure that each vendor tags all invoices with the appropriate blanket order number.
- (2) Examples of blanket orders would be orders for vehicle oil changes, flat repair, small parts purchased from hardware stores, automotive parts stores, electrical supplies, building maintenance items such as paint, lumber, nails etc.
- (3) Blanket orders are reissued on an annual basis beginning in October of each new fiscal year. Blanket orders will end the last week of September of the fiscal year.

#### **F. Orders from Annual Contracts for Road Materials**

- (1) Individual purchase orders are not required for purchases made off of annual contracts for road and bridge material. These are contracts which have been awarded on an annual basis by the Commissioners Court and blanket purchase orders are issued for these items.
- (2) The following are examples of Annual Contracts for Road & Bridge Materials:
- All Hauling
  - Rock
  - Premix Oil & Sand
  - Recycled Asphalt & Concrete
  - Clear Span Bridges

Box Culverts  
Steel Culverts & Metal Sheets  
Road Oil  
Seal Coat Emulsion  
Fuel & Lubricants  
Uniform Rentals  
Asphalt – Hot & Cold  
Rock for Seal Coat

### **G. Orders from Annual Contracts for Jail Meals**

- (1) Purchase orders are not required for purchases made off annual contracts for Jail Meal products or services.

### **H. Orders from Commissary Funds, Seized Funds, Grants**

- (1) Manual requisitions are issued by the Sheriff's Office or Criminal District Attorney's Office as appropriate for purchases made for commissary funds, seized funds or forfeited funds under the supervision of that office. Manual purchase orders are issued to vendors upon completion of the bid process by the Purchasing Division.
- (2) Purchases from grants should be made through the normal requisition process with the appropriate notation made on the requisition identifying the grant fund and the county match, if any.

### **I. Capital Purchases after August 31 of the Current Fiscal Year**

- (1) Only requisitions for capital equipment **emergency purchases** will be processed after August 31<sup>st</sup> of the current fiscal year. Elected Officials and Department Heads should begin reviewing their end of year requirements as early as June with regards to any capital equipment purchases (normally taking 6-8 weeks to complete).
- (2) Please remember to allow adequate time for the Purchasing Division to complete the purchasing process and for the vendors to be able to deliver the goods or complete the service no later than September 30<sup>th</sup> of the current fiscal year.

## **V.**

### **PURCHASE OF MATERIALS AND SUPPLIES**

#### **A. General**

Materials and supplies not available from current contracts are acquired through the Purchasing Division. Additionally, contracts for repairs to property used by the county are entered through the Purchasing Division.

## **B. Responsibilities of the Purchasing Division and Requesting Departments**

This section of the procedure manual outlines the responsibilities of the county departments when making an acquisition through the Purchasing Division. It should be used as a guide to help departments do their part in purchasing.

### **(1) The Purchasing Division's responsibilities are to:**

- (a) Obtain information about and to know the functions of the departments of Caldwell County.
- (b) Secure the product that best meets the needs of each department, at the least cost to the County.
- (c) Know the sources for and availability of needed products. Maintain an adequate pool of vendors.
- (d) Aid and to cooperate with all departments of the County to meet their equipment and supply needs.

### **(2) Requesting Department's responsibilities are to:**

- (a) Make requests early enough to allow sufficient time for the vendor to make delivery.
- (b) Supply detailed specifications of item requested. Provide vendor contact information. The user department, occupant department, or an outside agency may propose specifications. **To ensure compliance with legal purchasing requirements, the Purchasing Office has final acceptance of the specifications, except those for construction projects.** This ensures proper quality control and avoids the proliferation of conflicting specifications in the different County departments. The Purchasing Office may submit any purchases that were not approved in the budget process to Commissioners' Court before specifications are prepared and advertised. To facilitate specification development and avoid duplication of their efforts, user departments should submit their specifications in electronic format to the Purchasing Office.
- (c) Inform the Purchasing Division or the County Auditor's Office of all unusual demands.
- (d) Take no actions that might be viewed as obligating or committing the County, except in an emergency.
- (e) **Make no commitments regarding commodities or services in the name of the County.** Such commitments will be **VOID** unless they are made by the Purchasing Division, the Commissioners Court, or other agents of the Commissioners Court.



## **C. Purchasing Procedures**

- (1) Capital Purchases: If the requisition is for the purchase of a capital item (\$10,000.00 or more) one of the following alternative procedures should be followed:
  - (a) If an Unbudgeted capital expenditure see VIII, A, p. 26.
  - (b) If the capital expenditure is budgeted and the item is \$50,000 or more it must be competitively bid, as described in Section VII, A, p. 20.
  - (c) If a budgeted capital expenditure of less than \$50,000.00 the item may be acquired through Purchasing as described in page Section VII, A, p.20-21.
- (2) Requisition: complete a requisition as described in Section IV, B, and forwarding a copy to the Purchasing Division.
- (3) Preparation of Purchase Order: Purchasing will enter the requisition into the computer system for preparation of a purchase order document. If funds are unavailable, the Purchasing Department will return the requisition to the department. Purchasing will attempt to obtain two (2) written or phone quotations for purchase orders with a value of \$500 to \$9,999.99. Purchasing will attempt to obtain three (3) written quotes for purchases orders with a value of \$10,000 but less than \$50,000.00. Purchases in excess of \$50,000 require the formal bid process as described on page 20, Section VII.
- (4) Placing Order: For purchases requiring delivery of items, Purchasing will send the original copy of the purchase order to the vendor (if required) and distribute copies as follows:
  - (a) A copy to Purchasing to be retained with original requisition.
  - (b) A copy to the Auditor.
  - (c) A copy to the originating department.

## **VI.**

### **CONSTRUCTION PROCUREMENT**

Texas Local Government Code Chapter 271, Subchapter C is used only for public works projects funded by Certificates of Obligation. Texas Government Code Chapter 2267 provisions are used when an alternative project delivery method (other than traditional competitive bidding) is used for public works projects. Construction procurement is consistent with other procurement procedures in this manual and

with pertinent statutes. The Purchasing Manager supervises all construction procurements. All competitive bids are accomplished by the following process:

- A memo submitted to the Purchasing Manager, signed by the Official serves as the initial notification that a competitive bid is needed.
- Before developing the plans and technical specifications, the user department contacts the Purchasing Office to obtain an RFB (Request for Bid) number and contract number, when applicable. An electronic copy of the technical specifications is submitted with the memo to assist in the development of the project manual. Before the project manual and plans are submitted to the printer for copying, the individuals assigned to the project by the Commissioners Court, the Purchasing Manager and the Civil Attorney review and approve the Bidding and General Requirements. The Purchasing Manager reviews the specifications for compliance with the Purchasing Act and the Civil Attorney reviews them for legal considerations.

NOTE: Purchasing prints the document when there is only a project manual and no plans. The user department is responsible for printing when there are both plans and a project manual.

- The user department must provide the Purchasing Office at least fifteen (15) workdays to develop the RFB, circulate it for the appropriate reviews, and printing. During this time, Purchasing develops a Procurement Schedule detailing the milestones of the solicitation, including dates and times for the pre-bid conference, bid opening, and pre-construction conference.
- The Purchasing Office assigns a RFB number and contract number to the project at this time if it has not already been assigned.
- The Purchasing Office publishes the advertisement for bid, which must include the following:
  - Description of Work;
  - Location at which the bidding documents, plans, specifications, or other data may be examined without charge by all potential bidders. The location at which plans and specifications may be obtained and the amount of the deposit required;
  - Time and place for submitting bids and time and place of bid opening;
  - The method of payment. If payment is by Certificate of Obligation, the advertisement must state either:
    - 1) that the bidder must accept Certificates, or
    - 2) that the bidder must elect to accept Certificates or assign them to a financial institution which has made arrangements with the county.
- The Purchasing Office provides detailed information on the bidding requirements of the RFB to ensure that purchasing procedures are complied with and the user department provides technical information and ensures that technical standards are complied with. Purchasing schedules the pre-bid conference and assists in conducting the conference as follows:

Have all attendees sign the attendance roster and provide a detailed Agenda which:

- a) Provides a brief introduction of the project title, magnitude, and performance period.
  - b) Indicates whether there has been any addendum issued, and if so, all attendees and project document holders must receive a copy.
  - c) Discusses the Purchasing Office role in the procurement and administration process.
  - d) Establishes a "cutoff" date for questions and request for clarifications, as well as a final date for issuance of addendum.
  - e) Has the project Engineer, Architect or Project Manager discussed the specifics of the project including review of the plans and specifications and allowed for a question and answer session.
- Purchasing determines any issues discussed during the conference that requires issuance of an addendum. Purchasing may extend the date specified in the notice if needed.
  - Purchasing issues the amendment only if there are at least five (5) days between the date of the addendum and the date specified for bid opening. If less than five days exist, the opening date should be extended to allow for a minimum of five days between the date of the addendum and the opening date specified in the addendum.
  - Has the user department provided Purchasing with the technical documents (i.e. changes or additions to the plans and or specifications). Purchasing prepares addendum using standard form and distributes the addendum to all applicable vendors.
  - The following procedures are adhered to when receiving bids:  

Purchasing receives all bids as specified by the RFB, unless specified otherwise by statute.
  - **Bids not received after the opening time on the day of bid opening.** All bids received after the opening time are returned unopened to the bidder with a letter from Purchasing notifying the bidder that the submitted bid was received after the due date and time.
  - Purchasing records the name of the vendor submitting the bid, as well as the time and date the bid was submitted. If a bid is received by mail, express mail, or courier, the method of delivery is reflected in the record.
  - After bids are received, Purchasing provides a secure place to hold the bids until the opening date. The bids are to be received sealed and remain sealed until the Purchasing Office opens them in a public forum on the advertised date and time.
  - On occasion, bids that are received in the mail or by some other independent carrier may be inadvertently opened. If this situation occurs, another employee of Purchasing and County Auditor / County Judge is immediately called to act as a witness that the details of the bid, especially the price, were not reviewed, the bid was sealed again by the employee, and the incident is documented.

- The above process shall be undertaken in a manner that precludes any perception of favoritism and avoids revealing bid prices or any bid information. Publicly receiving sealed bids and recording the submission of requested bids inhibits the perception that Purchasing is manipulating the receipt of bid.
- Purchasing publicly opens and documents the sealed bids on the date, time and place specified in the notice. Preliminary bid tabulations are provided to the public upon request. Purchasing and the user department determine who is responsible for creating the bid tabulation and, if it is the user department, then the user department provides a copy to Purchasing for distribution to the general public. For those bids that contain numerous line items, a tabulation that includes the total bid amount, excluding individual line item amounts per bidder, can be provided immediately after bid opening. Requests for all-inclusive bid tabulation are honored after it is completed and may require at least ten (10) workdays.
- Purchasing provides a copy of the bid tabulations to the Commissioners Court. A bid that has been opened may not be changed for the purpose of correcting an error in the bid price.
- Purchasing evaluates all bids with assistance from the user department and they jointly develop a recommendation for award to Commissioners Court. The evaluation of bids is based on the following factors:
  - a) equipment if that is part of the bid,
  - b) or the cost of delivery and hauling if road construction material is the subject of the bids;
  - c) the compliance of goods and services offered with specifications; and
  - d) the responsibility of the vendor, including the vendor's past performance, the vendor's financial and practical ability to perform the contract, and the vendor's safety record if Commissioners Court has adopted a definition of safety that is stated in the RFB.
- Purchasing forwards a complete bid packet to the Official or Executive Manager for completion and signature. The form and any other documentation from the user department are submitted with the agenda request to justify the award. Purchasing is responsible for contacting the County Judge for placement of the item on the upcoming Commissioners Court meeting agenda.
- When the **lowest** priced bid is not the **best** bid, clear justification for not selecting the lowest bidder must be documented to the Commissioners' Court. This recommendation may be supported by clear and concise documentation from the user department that determines the rationale for awarding to a bidder other than the lowest bidder. Purchasing and the Elected Official or County Administrator may recommend contract award to Commissioners Court in session. The Court shall:
  - Award the contract to the responsive and responsible bidder who submits the **lowest and Best** bid; or
  - Reject all bids and publish a new notice if the goods and services are still needed.
  - If two responsive and responsible bidders submit the lowest and best bid, the Commissioners Court shall decide between the two by drawing lots in a manner prescribed by the County Judge. A contract may not be awarded to a bidder who is not the lowest dollar bidder meeting specifications unless, before the award, each lower

bidder is given notice of the proposed award and is given an opportunity to appear before the Commissioners Court and present evidence about its responsibility.

- After the award is announced, the County Judge signs the contract for the County and Purchasing returns the bid bonds of any vendor that was not awarded a contract.
- After an award is made, a notice of contract award form is processed. An original contract, along with contract award form, is maintained in Purchasing. The other originals, along with a contract award form, are furnished to the Contractor and the County Clerk when approved by Court. Copies of all documents are furnished to the user department, the Auditor's Office, and the Civil Attorney.
- A Notice-of-Award ("NOA") letter, issued by Purchasing, accompanies the contractor's copy of the contract. The NOA letter includes the requirements for the contractor to submit various documents, and the time period within which they must be submitted. For example, Payment Bonds, Performance Bonds and an Insurance Certificate must be submitted within ten (10) work days after contractor receipt of the NOA letter. Unless otherwise indicated, the NOA also states that Notice-to-Proceed is not issued unless the contractor submits the required documents within the specified time period.
- Purchasing schedules the Pre-Construction Conference (also known as the Pre-Performance Conference). The user department is responsible for all technical presentations and Purchasing ensures that all applicable purchasing procedures are followed. Purchasing assists in conducting the Conference by:
  - Having all attendees sign the attendance roster, introduce themselves, and briefly explain their involvement in the project;
  - Discussing briefly the contract requirements, amount, and any other pertinent information about the project. The user department representative (technical representative) is responsible for providing a thorough synopsis of contract requirements and any County policies to which contractor must adhere;
  - Establishing dates for Submissions of all required documents such as material submittals, progress reports, payrolls, (when applicable), etc.
  - Receiving required documents from the contractor, i.e., Performance Bond, Payment Bond, Insurance Certificates.
- Reviews pay applications received during the project for approval. Forwards approved pay applications to the Auditor.
- Reviews requests for change orders from contractor or architect and contacts the County Judge for placement on the Commissioners Court agenda for approval if required.
- Upon completion of project, prepare Commissioners Court agenda item for court's acceptance of the project. Advise Auditor of release of retainage funds. Receive all final as built documentation and warranties. Notify bonding agencies of completion of project.

## VII.

### **BIDDING PROCESS AND PROCEDURES**

#### **A. Budgeted Items:**

##### **Purchase Categories**

##### **Category 1 – Purchases Less than \$500**

The individual department head may exercise discretion for the acquisition of such purchases as authorized in the current fiscal year budget, within the guidelines established elsewhere in the policy and procedures manual. Competitive quotations are encouraged. **PURCHASES LESS THAN \$500.00 DO NOT REQUIRE A PURCHASE ORDER** unless a vendor requires one.

##### **Category 2 – Purchases \$500 or Greater but less than \$1,500**

A minimum of three telephone or written competitive quotations are required for purchases of goods or services with a total cost from \$500 to \$1,499.99. If the using department receives these quotes, all three quotes **MUST** be received in the Purchasing Division before a Purchase Order is issued and any order is placed. The User Department should submit an online requisition with supporting documentation for review by the Purchasing Division. The Purchasing Division will review the quotes and issue a Purchase Order to the lowest bidder.

##### **Category 3 – Purchases \$1,500 or Greater But Less than \$10,000**

A minimum of three written competitive quotations are required for purchase of goods or services with a total cost within the \$1,500 to \$9,999.99 range with the exceptions as authorized by this policy and procedures manual. If the using department receives these quotes, all three quotes **MUST** be received in the Purchasing Division before a Purchase Order is issued and any order is placed. The User Department should submit an online requisition with supporting documentation for review by the Purchasing Division. The Purchasing Division will review the quotes and issue a Purchase Order to the lowest bidder.

##### **Category 4 – Purchases \$10,000 or Greater but Less than or Equal to \$50,000**

The Purchasing Division must secure Competitive written quotes for all transactions reasonably anticipated to be \$10,000 or greater.

##### **Category 5 – Purchases over \$50,000**

Sealed competitive written bids or proposals must be secured for all transactions reasonably anticipated being in excess of \$50,000 by Purchasing with approval of Commissioners Court.

**The Purchasing Division will continuously monitor purchases by all departments to encourage consolidation of purchases where possible to insure compliance with state bidding statutes.**

##### **(1) Purchases Over \$50,000.00**

*Requesting Department's Responsibilities*

- (a) Submit a requisition, specifications and recommended vendors to the Purchasing Division far enough in advance of the desired purchase date to allow time for the formal bidding process. (6-8 weeks)

*Purchasing Division's Responsibilities*

- (a) Review bid specifications to determine adequacy in light of general requirements and to insure that they are not unduly restrictive.
- (b) Prepare final bid specifications for Department's approval.
- (c) Prepare advertising request, vendor list and conduct pre-bid conferences if required.
- (d) Distribute bid specifications to vendors.
- (e) Obtain Commissioner Court approval of successful bidder

**(2) Purchases Over \$10,000.00 But Less Than \$50,000.00**

For open market purchases of goods and services totaling more than \$10,000.00 but less than \$50,000.00, the Purchasing Manager is authorized to select the exact goods or services to meet the request of user departments. The Purchasing Manager is authorized to select the vendor and to perform all actions necessary to conclude a contract for the purchase of the goods and services, including execution of the contract with specific approval of the Commissioners Court.

In selecting the exact goods or services requested by the user departments, Purchasing considers the following:

- the stated needs of the user department and whether the selected goods or services meet those needs;
- available information about sources and prices of the goods and services;
- the delivery requirements of the vendor and the user department; and
- any other information that a reasonable and prudent purchasing professional would consider in all the circumstances of the purchase.

The user department submits an open market purchase requisition to Purchasing with detailed descriptions of the goods or services required.

Based on the information in the purchase requisition, the Purchasing Manager shall wherever reasonable and practical:

- attempt to obtain at least three (3) quotations before selecting a vendor;
- document in writing the vendors notified and prices offered;
- select the vendor who makes the best offer taking into account not only price but also

the urgency of the user departmental need and the speed of delivery and the quality of the goods and services offered; and,

· order the goods and services from the vendor who provides the quality, cost, and delivery schedule most consistent with the best interest of the County.

If quality and delivery terms meet County needs, the vendor who provides the lowest price is selected. If the vendor offering the lowest price is not used, a notation is made to the quotation documentation to indicate the reason another vendor is selected. The Commissioners Court may deviate from the policy for purchases under \$50,000 if it is in Caldwell County's best interest and if it facilitates specific County operations.

### **(3) Purchases Less Than \$10,000.00**

The user department submits an open market purchase requisition to Purchasing with detailed descriptions of the goods or services required.

Based on the information in the purchase requisition the Purchasing Manager shall whenever reasonable and practical:

- . attempt to obtain at least 2 bids before selecting a vendor but may waive this requirement.
- . select the vendor who makes the best offer taking into account not only price but also urgency of the user departmental need and speed of delivery and quality of the goods and services offered; and,
- . orders the goods and services from the vendor who provides the quality, cost and delivery schedule most consistent with the best interest of the County.

If quality and delivery terms meet County needs, the vendor who provides the lowest price is selected. If the vendor offering the lowest price is not used, a notation is made to the quotation documentation to indicate the reason another vendor is selected. The County Judge may deviate from the policy for purchases under \$10,000 if it is in Caldwell County's best interest and if it facilitates specific County operations. Purchases for less than \$10,000 are not brought to Commissioners Court for approval.

## **(B) NON – BUDGETED ITEMS**

### **(1) Purchases Over \$50,000**

#### *Requesting Department's Responsibilities*

- (a) Submit a requisition, specifications and recommended vendors to the Purchasing Division far enough in advance of the desired purchase date to allow time for the formal bidding process. (6-8 weeks)

#### *Purchasing Division's Responsibilities*



- (a) Review bid specifications to determine adequacy in light of general requirements and to insure that they are not unduly restrictive.
- (b) Prepare final bid specifications for Department's approval.
- (c) Prepare advertising request, vendor list and conduct pre-bid conferences if required.
- (d) Distribute bid specifications to vendors.
- (e) Obtain Commissioners Court approval of successful bidder.
  - (a) Send copy of requisition to County Judge for recommended method of financing, including drafting of proper budget amendment, if required.
  - (b) If not using state-approval purchasing programs, than obtain preliminary Commissioner Court approval to solicit bids.
  - (c) If using non-bid state-approved purchasing programs, then proceed to Commissioner Court for approval of purchase and required budget amendment if necessary.

**(2) Purchases Over \$10,000.00 But Less Than \$50,000.00**

- (a) Send copy of requisition to County Judge for recommended method of financing, including drafting of proper budget amendment, if required.
- (b) Follow procedures set forth in VII (A) (2) above.
- (c) Proceed to Commissioner Court for approval.

**(3) Purchases under \$10,000.00**

Requesting Department's Responsibilities

- (a) The user department submits an open market purchases requisition to Purchasing with detailed description of the goods or services required.

Purchasing Division's Responsibilities

- (a) Send copy of requisition to County Judge for approval of County Judge. The County Judge will determine the method of financing from Non-Department financing sources or

other financing sources available. The County Judge may decide to proceed to Commissioners Court for approval.

(b) Follow procedures set forth in VII (a ) (3) above.

### **C. General Bidding Information**

Purchasing will insure publication of the legally required notice. No specifications are to be written with the intent to exclude a possible bidder. Competitive bidding can be let on either a lump sum or a unit price basis. If unit price bids are solicited, the needed quantities of each item are to be estimated in the requisition based on the best available information. The successful bidder's compensation, however, will be based on the actual quantities supplied, furnished or constructed.

### **D. Bid Opening**

Following receipt of bids by Purchasing, bids will be publicly opened in the Purchasing Dept. Office. Anyone may attend. All sealed bids will be opened on the assigned day at the designated time and place. A bid tabulation sheet will be furnished to all bidders and the requesting department.

### **E. Bid Recommendations**

After examining copies of all the bids, the requesting Department will send a written recommendation for bid award to Purchasing at least seven days prior to the deadline for Commissioners Court agenda. Purchasing will verify recommendation of the lowest bid received. Any recommendation to award to other than the low bidder will be presented to the County Judge for resolution prior submission to Commissioners Court.

After certification of recommendations, Purchasing will obtain an agenda setting, notify the Department and forward the bid recommendation; along with a bid tabulation, to the County Judge's office for placement on the next available Commissioner Court Agenda

A contract may not be awarded to a bidder who is not the lowest dollar bidder meeting specifications unless, before the award, each lower bidder is notified by Purchasing of the proposed award and offered an opportunity to appear before the Court and present evidence concerning the lower bidder's responsibility.

### **F. Bid Award**

Bids will be awarded to the lowest and best responsible bidder. In addition to the price, the Commissioners Court will consider:

- (1) The quality of the product;
- (2) The adaptability of the product to the intended use;

- (3) The ability, experience, efficiency integrity, and financial responsibility of the bidder;
- (4) If the vendor is delinquent in taxes to Caldwell County (See Texas Local Government Code § 262.0276);
- (5) Compliance with all insurance requirements of Caldwell County; and
- (6) Any conflict of interest.

When the county receives only one bid, that bid is presented to the Commissioners' Court and may be accepted if the Commissioners' Court determines the price is fair and reasonable as per Texas Local Government Code § 262.027(a)(1)(2). If the price is not fair and reasonable, the bid is rejected.

If two or more responsible bidders submit identical bids, the bid award will be made by drawing lots by the County Judge as per Texas Local Government Code § 262.027(b).

## **G. Bid Bonds for Public Works**

A vendor awarded a contract for Public Works will be required to post bond. Purchasing will include the bonding requirement in the legal bid advertisement. A Performance Bond is required for contracts over \$100,000 (100% of cost) and a Payment Bond for contracts over \$50,000 (100% of cost). A Bid Bond (5% of cost) is required to assure the county that the firm is bondable and protect the county if the contractor fails to sign the contract. See Texas Local Government Code § 262.032(a)-(b).

## **H. Acquisition of Item after Bid Award**

Following award of the bid contract by the Commissioners' Court, a purchase order, award letter or official notice to proceed will be sent to the vendor by Purchasing.

## **I. Change Order**

A change order may be required when it becomes necessary to make changes after performance of the contract has commenced. The County Judge is authorized to approve increases or decreases to the original contract price of \$5,000 or less. The original contract price may not be increased by more than 25%. All change orders requiring increases or decreases to the contract price involving more than \$5,000 must be approved by the Commissioners Court. All decreases of 18% or \$5,000 or more of the original contract price must have the written consent of the contractor. The Auditor shall ascertain that adequate funding is available for any increase in contract price.

Any major alterations of the plans or specifications must be submitted to the originating department and the Commissioners Court for approval.

## **VIII.**

### **SPECIAL PURCHASES**

#### **A. Unbudgeted Capital Purchases exceeding**

If the needed capital item was not included as part of the County Budget, the following procedures should be followed in order to obtain budgetary authorization:

- (1) The requesting department must fill out a requisition form and attach a memo justifying the need for the item.
- (2) The requesting department shall include in the memo a cost estimate justifying the need and a statement of whether there are available departmental funds that may be used for this purchase.
- (3) The requesting department must fill out a line item amendment form and submit to the County Judge if funds are being moved from one line to another in the department's budget.
- (4) The County Judge will then present the request to the Court. The Commissioners Court will approve or decline the request. If approved, normal purchasing procedures apply.

After the Commissioners Court has granted budget authorization, the item will be competitively bid if over \$50,000.

#### **B. Acquisition under a Blanket Purchase Order**

- (1) Authorization of Blanket Purchase Order

A Blanket Purchase Order authorizes a County department to obtain material (services or supplies) on a continuing basis from a vendor. Such Purchase Orders are authorized only by the Purchasing Division in appropriate circumstances, e.g., obtaining parts for vehicle maintenance as needed by the Fleet Maintenance Department or Unit Road. Any department foreseeing a definite and regular need for items should consider contacting the Purchasing Division to investigate obtaining a Blanket Purchase Order for such items. (See Section IV, E, p.12)

Blanket Purchase Orders anticipated to exceed \$50,000 during the course of a year must be competitively bid, as described in Section VII, B, p. 20. No Blanket Purchase Order may exceed budgeted funds for such purchases by the Department.

- (2) Utility Blanket Purchase Orders (if required by the utility provider) may be used for utilities expenses. i.e.; electric, water, gas and telephone.

#### **C. Insurance and High Technology Items**

- (1) All Insurance specifications must be approved by the H/R Department, County Judge, County Auditor, and the Commissioners Court. Insurance items are obtained through the Formal Proposal Process (RFP).

(2) High Technology items valued in excess of \$50,000 may be obtained through the sealed proposal process, sealed bid process or through the Texas Department of Information Services (DIR) or other cooperative contract. The Information Technology Department (IT) reviews all purchase requests (*regardless of value*) made by departments for software, hardware and other data processing equipment and provides a written assessment to the requesting department, Purchasing Office, and Commissioners' Court before court approval. This procedure is to ensure compatibility and standardization. It may provide the Purchasing Manager with a list of the goods and services that have been pre-approved and need no additional review. To purchase any other data processing goods or services, the user department must obtain IT approval.

**"High Technology Item"** means a service, equipment or good of a highly technical nature, including:

- (a) data processing equipment and software or firmware used in conjunction with data processing equipment, any devices connected to or used in conjunction with the county intra-net;
- (b) telecommunications, radio and microwave systems;
- (c) electronic distributed control systems, including building energy management systems; and
- (d) technical services related to the above items.

(3) DIR Catalogue Purchasing Program

- (a) The requesting department must clearly and accurately describe the goods/services to be purchased
- (b) High Technology items may be purchased by RFQ through the DIR system.

## **D. Professional and Personal Services**

(1) Definition of Professional Services

Professional services are services provided by or within the scope of services provided by architects, land surveyors, professional engineers and other professionals as set forth in Chapter 2254 of the Texas Government Code.

Professional services are procured through the Request for Proposal process. The selection of providers of professional services will be based on the competency of the firm or individuals, not on competitive bidding. Departments requiring professional services must review the experience and capabilities of the prospective service providers through proposals and interviews. These services are procured in accordance with Chapter 2254 of the Government Code.

(2) Definition of Personal Services

Personal Services contracted to be performed by a specific person.

(3) Procedure for Procurement of Professional or Personal Services

(a) Solicitation of Proposals

Purchasing will send the RFP to potential professional / personal service providers. The Purchasing Manager will order advertisement of the request. The service providers will submit proposals to Purchasing. Providers will not be required to propose fees in the initial response. Providers may be required to state projected number of hours or number of staff required to provide service requested. The Purchasing Division shall open proposals on the date specified in the request for proposals. **Opening of Proposals is Confidential** if identified as such in the proposal, and shall not be publicly disclosed except in compliance with the Texas Public Information Act, chapter 552 of the Texas Government Code, but the proposal shall be open for public inspection following award of the contract by the Commissioners' Court as to the extent allowed by law.

(b) Evaluation of the Proposals

Purchasing Division and submitting Department may conduct further discussions and negotiations with responsible offerors after the opening. All offerors will receive fair and equitable treatment with regard to such discussions and negotiations. An evaluation of proposals shall be made by the Purchasing Division or by committee appointed by the Commissioners Court. A proposal evaluation committee may be appointed by the Commissioners Court or County Judge. The evaluation of each service provider will cover at least the following:

General quality and responsiveness of proposals received,

Organization and personnel, proposed approach completion of project (hours to complete, number of staff assigned to project, etc.) and delivery schedule.

Professional Certifications held by the proposer.

Proof of general liability, workers compensation and professional insurance if applicable.

Once the Purchasing Division, Commissioners Court, or committee determines the best qualified proposer the Purchasing Division will enter into price negotiations with that proposer.

(c) Recommendation

After completion of evaluation and pricing, Purchasing will arrange an agenda date, notify the Department, and transmit the recommendation to the Commissioners Court.

The Commissioners Court will award the contract. A purchase order will be issued for the services after the contract award has been made.

The County Judge must approve any exceptions to the procedures outlined above for professional services, in writing. On a case-by-case basis, the County Judge will determine whether to approve exceptions to these procedures.

#### (4) Confidentiality of Proposals

The Caldwell County Purchasing Office uses a confidentiality memorandum (Exhibit "B") to ensure compliance with the ethics policy for keeping proprietary information confidential. Before the evaluation of confidential proposals, Purchasing sends a memorandum to evaluation committee members for signature and certification. The memorandum contains the following requirements to which the evaluation committee member is expected to adhere during the course of the competitive process and **until an award is approved by the Commissioners Court.**

All information in the vendor's response is to be kept confidential.

- No discussion of the proposal is to occur with anyone outside of the proposal evaluation committee members.
- Proposal responses are not to be reproduced and should be returned to the designated Purchasing staff after evaluation is completed.
- Purchasing is the sole point of communication for any questions from vendors that arise during the evaluation. All questions and requests for information should be referred to Purchasing. There should not be any discussions between evaluation committee members and vendors during the evaluation and award process.
- Evaluation committee members must be familiar with and read the Caldwell County Purchasing Code of Ethics and agree to comply with its requirements including reporting any potential conflict of interest, undue influence from vendors, or attempted communications from vendors during the evaluation process. Compliance with the requirements outlined in the Confidentiality Memorandum is crucial. If proprietary information of any vendor is compromised during the procurement process all proposals may be rejected.

#### **E. Emergency Purchases [LGC §262.024 (1) (2) (3)]**

Emergency purchases are authorized in extremely limited circumstances:

- (a) in the event of public calamity for the benefit of the county citizens or to protect public property;
- (b) in order to protect the public health or safety of county residents; or
- (c) when made necessary by unforeseen damage to public property.

Depending upon the time of the emergency and type of purchase necessary, one of the following procedures should be followed:

- (1) After-hours emergency -- in such instances the department must take the necessary action to obtain the needed goods or services. If, however, the department is aware that the purchase

involves an expenditure of \$50,000 or more, a reasonable effort should be made to contact the County Judge to notify him or his designated representative that the emergency exists. The next working day the department should contact Purchasing to obtain a requisition and purchase order; procedures applicable to phone in purchase orders may be followed.

- (2) Emergency during working hours -- (a) If the purchase is for less than \$50,000 and budgeted funds are available, phone-in purchase order procedures may be utilized; (b) if the purchase is less than \$50,000 and funds are not available, approval of the County Judge must be obtained by Purchasing prior to acquiring the item using the phone in purchase order procedure; or (c) if the purchase is in excess of \$50,000, Purchasing must obtain approval at an emergency meeting of the Commissioners Court held in compliance with the Texas Open Meetings Act (Texas Government Code chapter 551).

## **F. Sole-Source Purchases**

An item valued in excess of \$50,000, which would otherwise be purchased by competitive bidding, may be purchased without the necessity of bidding if it is available from only one source. Typical items in this category include patented or copyrighted material, secret processes, natural monopolies, utility services, captive replacement parts or components for equipment, and films, manuscripts, or books. Such items may be purchased from a sole source without competitive bidding only after Purchasing, in writing, certifies the existence of only one source to the Commissioners' Court and the Court enters a finding of such in its minutes.

Any item with a value less than \$50,000 may also be purchased from a sole source vendor. Any department wishing to declare a vendor as a sole source should make a notation on the requisition to that effect. The department shall forward in writing, to the Purchasing Division a statement detailing why the vendor is to be considered sole source. The Purchasing Division may approve the sole source requirement or may place the department request on the agenda for the Commissioners Court to approve.

## **G. Equipment Maintenance**

Maintenance service on County owned equipment is arranged through Purchasing. The department requiring maintenance should contact Purchasing, which will issue a Purchase Order to the appropriate vendor.

- (1) Equipment under warranty or existing maintenance contract -- Department will contact the appropriate vendor and arrange for the service. After the equipment is serviced, the Department should forward the service ticket to Auditing for processing. If the service was performed as a "No Charge" warranty, Auditing will not require a service ticket.
- (2) Service of Other Equipment
  - (a) Department will contact vendor(s) and obtain estimate(s) of cost. If estimated cost is not justified (e.g., cost of repair exceeds replacement cost or value of equipment), Department will advise the Purchasing and declare the equipment surplus. If the Department objects to



the equipment being declared surplus, the final decision on whether or not to declare the equipment surplus will be made by the Commissioners Court.

- (b) If the cost of maintenance is justified, Purchasing will prepare a purchase order, notify the vendor of the purchase order, and arrange for the service.
- (c) After the equipment has been serviced, the Department will forward the service ticket to Auditing.

## **H. Impracticality of Preparing Detailed Specifications**

If Purchasing determines that it is impractical to prepare detailed specifications for an item to support the award of a purchase contract, Purchasing shall notify Commissioners Court that it is impractical to prepare detailed specifications for an item to support the award of a purchase contract, Commissioners' Court shall instruct Purchasing to follow purchasing procedures as prescribed in Texas Local Gov't Code § 262.0295 Alternative Multistep Competitive Proposal Procedure.

## **IX.**

### **INSPECTING, TESTING AND RECEIVING**

- A. It is the responsibility of each County department to see that all purchased items conform to the quantity, quality and specifications of the order. After delivery of the merchandise to the requesting department, the department must determine whether the goods are acceptable. If they are not, the Receiving Department must immediately notify Purchasing of the reasons why the merchandise is not acceptable. Purchasing will then compel replacement, cancel the order, or take other appropriate action to obtain correct merchandise.

## **X.**

### **COUNTY-OWNED SUPPLIES AND EQUIPMENT**

All County-owned supplies, equipment and machinery must be used only for County business. **Elected Officials and Department Heads are responsible for the proper accounting for, maintenance of and use of County equipment.**

#### **A. Receipt of New Property – Tagging**

Caldwell County uses an inventory tagging system. A bar code tag is placed on all new County property as soon as it is received. Each receiving department should contact the County Auditor's Office upon receipt of any new equipment for tagging instructions and bar code tags.

#### **B. Elected Official and Department Head Responsibility**

Each Elected Official and Department Head is responsible for the custody and care of county property assigned to their respective department. County property may be used only for County purposes. Each Elected Official and Department Head is responsible for ensuring that assets are tracked and secured in a manner that is most likely to prevent theft, loss, damage or misuse of assets. Care shall be taken to insure all necessary precautions are in place so that assets are secured.

### **C. Controlled Property**

Each Elected Official and Department Head shall maintain control over property not defined under the capitalization policy, yet considered high-risk items. High-risk items include, but are not limited to, weapons, electronics, tools, and computer peripherals. Each Elected Official or Department Head to track such items shall establish internal procedures. The County Auditor upon request by the Commissioners Court shall make reports of high-risk items available for inspection.

The IT Department shall maintain an inventory of all computer equipment for the purpose of tracking and maintenance. This inventory does not absolve Elected Officials and Department Heads from the responsibility of assuring stewardship of the property or the reporting requirements for the property.

### **D. Transfer of Property (Local Gov't Code § 262.011(j))**

The Purchasing Manager is authorized by Commissioners Court to transfer supplies, materials and equipment among the various County departments. The transfer or trade of any equipment (not limited to capital items) from one department to another must be handled through Purchasing. In the event an item is no longer required, the department shall notify Purchasing in writing. Purchasing will direct appropriate action to be taken.

Purchasing and other departments are encouraged to make inquiries as to unused or unneeded equipment in the possession of other departments, but the decision as to whether the property is unneeded ultimately rests with the Purchasing Manager as authorized by the Commissioners Court.

The Purchasing Manager shall furnish a list of transferred supplies, materials and equipment to the County Auditor.

### **E. Missing Property**

Lost or stolen property must be reported immediately. The Elected Official or Department Head must make reports of loss or theft in writing to the Caldwell County Auditor's office and also to the County Judge's Office. Reports of theft must have attached a copy of the theft report compiled by the proper law enforcement agency.

If an item cannot be located, the Purchasing Manager will verify all proper documentation has been submitted by the respective department, notify the Auditor and remove the item from the financial accounting system.

## **F. Disposal of Surplus or Salvage Property (Local Gov't Code §§ 263.151-.158)**

The Purchasing Manager may periodically request that the Commissioners' Court declare property "surplus" (in excess of needs, but still useful) or "salvage" (valueless property). Surplus or salvage property may be sold by competitive bid or auction by Purchasing as provided in subchapter D of chapter 263 of the Local Government Code. Surplus or salvage property is not limited to capital items as defined herein.

County employees will be given the same opportunity afforded to other persons to bid on and purchase surplus properties offered by sealed bid or at a public sale or auction. Purchasing Division employees (directly or through third party) **may not** bid on items sold at auction.

No Purchasing employee or his or her immediate family may bid on property sold through a Sealed Bid Sale. Purchasing employees may not knowingly purchase or receive merchandise through a third party through a Sealed Bid Sale.

Caldwell County may sell or donate surplus or salvage property to another county, political subdivision or non-profit organization within the county, or offer the property as a trade-in for new property of the same general type with approval of the Commissioners Court. The Commissioners Court may order the property to be destroyed or disposed of if bids are not received from a public auction or sealed bid sale.

## **G. Inventory Arrangements – Resignation, Retirement or Removal**

When an Elected Official or a Department Head leaves his or her County employment, arrangements must be made with Auditing for an inventory far enough in advance to insure that the inventory can be taken before the termination date. The Auditor / Purchasing Division will provide to the Commissioners Court a full report, noting any discrepancies between property actually located and property listed on the inventory. The Elected Official or Department Head will be personally accountable to the Court for all missing items.

## **H. Annual Inventory**

Caldwell County uses a third-party contractor to take an annual inventory. All Elected Officials and Department Heads are required to fully cooperate with the annual inventory and to notify both the Auditor's Office, County Judge, and the third party contractor of any missing items discovered during the inventory. All Elected Officials and Department Heads are encouraged to have personnel available to assist the third party contractor in completing the inventory.

# **XI.**

## **LEGAL BASIS FOR PURCHASING**

## **A. Government Code Ch. 2254 -- Professional Services Procurement Act**

Counties may not bid contracts for professional services. These contracts instead must be awarded on the basis of "demonstrated competence and qualification for the type of professional services to be performed." Fees must be "fair and reasonable," consistent with and not in excess of published recommended practices and fees of applicable professional organizations, and not in excess of any maximums specified by State law. "Professional services" includes services within the scope of the practice of: accounting, architecture, optometry, professional engineering; this includes services performed by any licensed architect, optometrist, physician, surgeon, certified public accountant or registered professional engineer in connection with his or her professional employment or practice.

## **B. Local Gov't Code Ch. 271, Subchapter D -- Purchase Under State Contract**

The State Purchasing and General Services Commission may perform purchasing services for local governments (including counties). The county may participate by adopting a resolution. The contents required in the resolution are stated in the statute. A county that purchases under state contract satisfies all competitive bidding laws. As per Resolution #11132007 adopted by the Commissioners Court 11/13/07.

## **C. Local Gov't Code Ch. 171 -- Conflict of Interest**

Ownership of certain property or business interests may require that a local public official refrain from participation in votes or decisions and/or refrain from certain acts if the vote, decision or act involves the business interests or property owned by the public official or by a person related to the public official within the second degree of consanguinity or affinity.

"Local public official" includes members of the county governing body or other county officers, whether elected or appointed, paid or unpaid.

A person is deemed to have a substantial interest in a business entity "if":

- (1) Ownership of ten per cent (10%) or more of voting stock or shares of the business entity, or ownership of \$15,000 or more of the fair market value of the business entity; or
- (2) Proceeds received from the business entity exceed ten per cent (10%) of the person's gross income for the prior year.

A person is deemed to have a substantial interest in real property if the interest, whether involving equitable or legal ownership, has a fair market value equal to or exceeding \$2,500. A local public official is deemed to have a substantial interest in the business entity or in land if a person related to the official within the first degree by consanguinity or affinity has a substantial interest in said business entity or land as defined above.

If the local public official has a substantial interest in a business that seeks to do business with the county, the official must file with the county clerk an affidavit stating clearly the nature and

extent of his interest. The public official must then abstain from participation in any matter involving or between the county and the business in which he has the substantial interest. In particular, this includes abstention from votes or other decisions regarding the business entity, if it is reasonably foreseeable that action taken on the matter would or might confer an economic benefit on the business. The official must not act as surety for the business if it has work, business or contracts with the county. An official may not knowingly act as a surety on any official bond required of an officer of the county. A violation of any of these is a crime.

The County Commissioners Court may, however, contract for services or personal property with a business entity in which a member of the court has a substantial interest if the business entity (1) is the only business entity which can provide the needed service or property within the jurisdiction of the Commissioners Court, and (2) bids on the contract.

The Commissioners Court must take a separate vote on any budget item that is specifically concerned with a contract involving a business entity in which a member of the Court has a substantial interest. The Commissioner having the substantial interest may not participate in that separate vote; he may, however, vote on the final budget if: (1) he has otherwise complied with the requirements of Chapter 171, some of which are indicated above, and (2) the matter regarding the business entity with which the member is concerned by virtue of his substantial interest has been resolved.

#### **D. Local Gov't Code Ch. 262, Subchapter A -- County Contracting Agent**

The Commissioners' Court may at its discretion appoint an agent with authority to contract on behalf of the county for (1) erecting or repairing county buildings; (2) supervising same; or (3) any other purpose authorized by law. Any contract or other act of such an agent that is properly executed on behalf of the county and is within the agent's authority is binding on the county for all purposes. (Formerly article 1580)

#### **E. Local Gov't Code Ch. 262, Subchapter B -- County Purchasing Agent Or County Purchasing Manager (Attorney General Opinion No. JC-0264 (2000)).**

Pursuant to Chapter 262 of the Local Government Code, a committee composed of the County Judge and the district court judges for the County may appoint a Purchasing Agent. The Commissioners Court may, at its discretion, appoint a Purchasing Manager to assist it in the purchase of goods and services for the County in lieu of having a Purchasing Agent appoint by the committee. The Commissioners Court has implied authority to employ persons necessary to carry out county business and therefore may hire an employee to assist the Commissioners Court and other departments with their purchasing needs (See Attorney General Opinion No. JC-0264 at 3, 4 (2000)). The Court, however, may not delegate to the employee authority to enter into contracts and bind the county. This authority still resides in the Commissioners Court. The employee, however, may carry out the ministerial duties associated with purchasing goods and services. (JC-0264 at 4).

#### **F. Local Gov't Code Ch. 263, Subchapter D -- Disposition of Salvage or Surplus Property**

Surplus property is property in excess of needs, but property that still has some usefulness. Salvage property is defined as property having no value for the purpose for which it was originally purchased.

Surplus or salvage property may be sold by competitive bid or may be auctioned. It also may be offered as a trade-in on new property of the same general type. If the Commissioners' Court cannot sell or trade in the property, the property can be destroyed.

## **G. Local Gov't Code Ch. 262, Subchapter C -- County Purchasing Act (Competitive Bidding)**

Chapter 262, entitled Purchasing and Contracting Authority for Counties, is a comprehensive county purchasing statute. The statute includes, among other things,:

1. Competitive bidding requirements, procedures and exemptions;
2. An alternative competitive request scheme and proposal procedure for insurance or high technology items (see Local Gov't Code § 262.030); and
3. Bond requirements for bidders (see Local Gov't Code § 262.032).
4. Certain Exemptions (see Local Gov't Code § 262.024)

The competitive bidding procedures must be strictly complied with except for certain specific exemptions enumerated in the statute. These include certain emergencies and cases involving sole suppliers. Failure to follow the bidding requirements of the act may subject the contract to injunction to prohibit its performance. (See Local Gov't Code § 262.033).

All separate, sequential or component purchases of items ordered or purchased by the same officer or department from the same supplier in any attempt to avoid the bidding requirements are treated as parts of a single purchase or contract. (See Local Gov't Code § 262.023(c)). Any county officer or employee who knowingly or intentionally makes or authorizes separate, sequential or component purchases in avoidance of the competitive bidding requirements is guilty of a Class B misdemeanor. Automatic and immediate removal of the officer or employee from his county office or position results upon final conviction of an offense under Chapter 262 of the Local Government Code.

**Intentional or knowing violation of the subchapter is a Class C misdemeanor.**

## **H. Local Gov't Code §111.093 & Ch. §113 -- Approval of Claims by County Auditor**

According to Texas Local Government Code section §111.093, the County Auditor shall:

- Charge all purchase orders, requisitions, contracts, and salary and labor allowances to the appropriate account, and

- Certify the budget contains an ample provision for the obligation and that funds are or will be available to pay the obligation when due.

Each claim, bill and account “against the county” must be filed with the county auditor, allowing sufficient time for the auditor to “examine and approve” the claim before the meeting of the Commissioners Court at which time it is to be approved. Such claim, bill or account may not be paid or allowed until it has been “examined and approved” by the county auditor. Local Gov’t Code § 113.064(a). The auditor may not audit or approve a claim unless the claim was “incurred as provided by law.”

The auditor may not audit or approve and account (i.e., claim) for the purchase of supplies or materials for the county unless a requisition properly signed by the officer ordering the supplies or materials and approved by the county judge is attached to the account (claim). Local Gov’t Code § 113.901(a). The county judge may, by written order, waive the requirement that he approve requisitions. If this approval requirement is waived, all claims must be approved by the Commissioners Court in open court.

## **XII.**

### **PURCHASING DIVISION MISSION STATEMENT**

The Purchasing Division is committed to procuring goods and services in the most efficient and effective way to achieve the best price consistent with the quality needed to meet the requirements of the County, as purchasing professionals:

- Seek to maximize the purchasing power of public funds, while promoting fair and open competition.
- Work together to create innovative approaches to the procurement process for the benefit of the County.
- Follow a strict *Code of Ethics*, avoiding the appearance of and preventing the opportunity for favoritism.
- Strive to create a friendly work environment through teamwork, respect, integrity and honest communication.
- Ensure compliance with the County Purchasing Act as well as other state and federal laws applying to county purchasing.
- Provide equal access to all vendors, participating through competitive acquisition of goods and services.

- Provide an ongoing supply of quality goods and services to all County offices.
- Account for all County assets through an effective fixed asset management system.
- Protect the interests of Caldwell County taxpayers without regard to any undue influence or political pressures.

### **XIII.**

### **DO'S AND DON'TS OF PURCHASING**

#### **A. Don'ts**

Coordination among many County departments and Offices is necessary for the process to work smoothly. To avoid delays and comply with County policy and state law, user departments should remember the following:

- Do not authorize the purchase of any goods or services.
- Do not purchase any goods or services for your own personal benefit.
- Do not obligate the purchase of goods that are delivered for use on a trial basis.
- Do not commit to acquire goods or services without an authorized purchase order.
- Do not use purchasing strategies that violate the law to avoid competition.

Strategies that are prohibited by law include:

- purchasing a series of component parts that would normally be purchased as a whole (component purchases);
- purchasing items in a series of separate purchases that normally would be purchased as a single purchase (separate purchases); and
- purchasing over a period of time, that normally would be done as one purchase (sequential purchases).

A county officer or employee who intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Texas Local Government Code § 262.023 is committing a Class B misdemeanor according to Texas Local Government Code § 262.034(a).

- **Do not violate or authorize the violation of the Purchasing Act.** Any person who knowingly violates or authorizes the violation of the Purchasing Act and any county or precinct person who fails to use the Purchasing Manager for purchases, including an agent or employee of the County or of a department of the County commits a criminal offense which is a misdemeanor. Each act in violation of the law is a separate offense. Anyone obligating an expenditure of funds for goods or services before securing a purchase order may be held personally responsible for the payment.

#### **B. Do's**



- **Adhere to the County Purchasing Code of Ethics and avoid activities and behaviors that are unethical or create a conflict of interest or the perception of a conflict of interest.**

Examples of activities that are inappropriate include:

- soliciting or accepting gratuities of any kind from present or potential contractors which might influence or appear to influence a purchasing decision;
  - failing to disclose in writing to the Purchasing Manager a conflict of interest and not removing yourself from the procurement process when there is a conflict; and
  - disclosing confidential proprietary information from solicitations to other vendors or using the information for personal gain.
- **Ensure funding is available before submitting a requisition.** The law does not allow expenditures that exceed budgets. Purchasing does not process requisitions for which there is not adequate funding.
  - **Plan purchases to minimize the use of emergency and expedited purchases.** Rush purchases are generally more expensive and they delay other requisitions already in the system. Vendors may attempt to charge premium prices for goods and services when there is insufficient time allowed to explore alternative sources or options.
  - **Plan purchases to allow sufficient time to process purchase requests.** The Purchasing Office is committed to processing all requisitions within a reasonable amount of time. In general, departments should allow 2–3 weeks for all non-contract purchases under \$25,000 and 6–8 weeks on all purchases requested over \$50,000 that are not covered by an existing contract. Contract requisitions and requisitions less than \$500.00 are generally processed within one day of receipt.
  - **Ensure that purchasing policies and procedures are understood before ordering.** Departments must assure that all employees responsible for making department purchase requests (“purchasing liaisons”) have read and understand the purchasing procedures in this manual. Departments should also ensure that liaisons attend any training provided by the Purchasing Office.
  - **Coordinate with Purchasing on receipt of goods and services.** Since the County does not have centralized receiving, each department is responsible for individually receiving goods and services. Departments should contact the individual listed as the buyer on the purchase order to make Purchasing aware of vendor performance issues such as shortages, late delivery, or damaged merchandise. If the item received is a fixed asset that must be tracked and reported, departments should contact the Purchasing Manager to coordinate tagging.

#### **XIV. DEFINITIONS**

**Advertisement** – A public notice put in a newspaper of general circulation containing information about a solicitation in compliance with legal requirements.

**Alternate Delivery Method** – A method of procuring construction services other than “traditional” competitive bidding. Methods may include design build, construction manager (either at risk or as agent), and job order.

**Amendment/Addendum** – A document used to change the provisions of a Solicitation. Addendum is the preferred term in the Construction Industry.

**Annual Term Contract** – A recurring contract for goods or services, usually in effect on a 12 month basis.

**Auditor** – Caldwell County Auditor and designated representatives.

**Best Value** – The best available offer, in the county’s best interest. Based on all factors including software cost, hardware costs, overall life cycle cost of equipment, the estimated cost or increased cost of employee training, employee productivity, installation and maintenance costs.

**Bid Deposit** – A deposit required of bidders to protect the county if a low bidder withdraws its bid or fails to enter into a contract. Acceptable forms of bid deposits are limited to: cashier’s check, certified check, or irrevocable letter of credit issued by a financial institution subject to the laws of Texas and entered on a US Department of the Treasury’s listing of approved sureties; a surety or blanket bond from a company chartered or authorized to do business in Texas.

**Bidder** – A vendor that submits a bid including anyone acting on behalf of the vendor that submits a bid, such as agents, employees, and representatives.

**Bidders List** - An automated list of vendors who stated in writing an interest in submitting bids for particular categories of goods and services.

**Centralized Master Bidders List (CMBL)** – A list maintained by the Texas Building and Procurement Commission containing the names and addresses of prospective bidders.

**Change Order** – A document used in construction contracts to change the contract by modifying the specifications, increasing or decreasing the cost, adjusting the time for performance or changes the goods or services to be delivered.

**Civil Attorney** Caldwell County Criminal District Attorney or designated representatives.

**Commissioners’ Court** – Caldwell County Commissioners Court.

**Commodity Code** – The accounting system classification of goods and services with a unique number assigned to each description.

**Competitive Bidding** – Process that allows available vendors to compete with each other to provide goods or services.

**Competitive Proposal Process** – Process that allows available vendors to compete with each other to provide goods and services that permits flexibility in product solicitation and negotiation in compliance with Tex. Loc. Gov’t Code § 262.030.

**Component Purchases** –A series of purchases of component parts of goods that are normally purchased as a whole.

**Consultant** – A person who provides or proposes to provide advice and counsel in a specialized area.

**Contract** - A formal, written agreement executed by the county and a vendor containing the terms and conditions under which goods or services are furnished to the County which commits the County's funds.

**Contractor** A vendor that has been awarded a contract by Caldwell County.

**County** Caldwell County.

**County Clerk** Caldwell County Clerk or designated representatives.

**County Purchasing Act** – Chapter 262, subchapter C of the Texas Local Government Code, which governs the conduct of purchasing activity for Texas counties.

**Customers** The county's departments and officers

**Cycle Time** The time between when a purchase requisition is received in the Purchasing Office and placement of a purchase order with a vendor. Cycle time does not include the time required for delivery or the time it takes for the Purchasing Office to obtain corrections to line item accounts, commodity codes, and other necessary information.

**Design Build Contract** – A single contract with a vendor for the design and construction of a facility that includes an engineer or architect and builder qualified to engage in building construction in Texas.

**Design Criteria Package** – A set of documents that provides sufficient information to permit a vendor to prepare a response to County request for qualifications and any additional information requested, including criteria for selection.

**Department** - All county and precinct offices and subdivisions of them, as well as district offices and subdivisions when the purchases are funded even partially with county funds.

**Emergency Purchase** – An item that must be purchased in a case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the county.

**Employee** – Any county or precinct elected official, appointed official, or employee and any district elected official, appointed official or employee when the purchase is funded even partially with county funds or anyone who acts on behalf of any of them.

**Formal Competitive Bidding** –The bidding process in compliance with the County Purchasing Act which requires approval by the Commissioners' Court.

**Goods** – Any personal property purchased by the County, including equipment, supplies, material, and component or repair parts.

**Invitation For Bid (IFB)** – Specifications and formal bidding documents requesting pricing for a specified good or service which has been advertised for bid in a newspaper.

**Items** – Any service, equipment good or other tangible or intangible personal property, including insurance and high technology items. This does not include professional services as defined by Texas Government Code, Section 2254.002.

**Lease** – A contract for the use of personal property for a period of time in return for a specified compensation.

**Lowest Responsible Bid** – The offer from a bidder who submits the lowest and best bid meeting all requirements of the specifications, terms, and conditions of the invitation for bid and includes any related costs to the county in a total cost concept and who has the financial and practical ability to perform the contract and whose past performance complies with the contract.

**Modification** – A document used to change the provisions of a contract.

**Negotiations** – A consensual bargaining process in which the County and vendors attempt to reach agreement on differences in desired contract provisions or a potentially disputed matter for the purpose of reaching an understanding.

**Occupant Department** – The department that ultimately uses the finished goods or services when the purchase or construction is completed, which may be different from the user department.

**Official** – Any elected or appointed official and any person authorized to act on his or her behalf.

**Payment Bond** – A surety bond executed in connection with a contract that secures the payment requirement of the contractor.

**Performance Bond** – A surety bond that provides assurance of a bidder’s performance of a certain contract.

**Pre-Bid/ Proposal Conference** – A conference conducted by the Purchasing Office for the benefit of those wishing to submit a response for services or supplies required by the County which is held in order to allow vendors to ask questions about the proposed contract and particularly about the contract specifications.

**Professional Services** – Services directly related to professional practices as defined by the Professional Services Procurement Act, chapter 2254 of the Texas Government Code, including those services within the scope of the practice of architecture, land surveying; and professional engineering.

**Proprietary Information** – Information provided in responses to solicitations to which vendor claims ownership or exclusive rights and which is protected from disclosure under the Texas Public Information Act, chapter 552 of the Texas Government Code.

**Public Works** - Constructing, altering, or repairing a public building or carrying out or completing any public work.

**Purchase Order** – An order by the Purchasing Office for the purchase of goods and services written on the county's standard Purchase Order form and which, when accepted by the vendor without qualification within the specified time limit, becomes a contract or an amendment to an existing contract which operates as the vendor's authority to deliver and invoice for goods or services specified, and is the County's commitment to accept the specified goods or services for an agreed upon price.

**Purchase Requisition** – An automated request from a user department submitted to the Purchasing Division that authorizes the Purchasing Division to enter into a contract with a vendor to purchase goods or services for the County and authorizes the Auditor to charge the appropriate department budget and which is for internal use and cannot be used by a department to order materials directly from a vendor.

**Purchasing** – The acquisition of goods and services including construction and professional services.

**Purchasing Act** – The County Purchasing Act, chapter 262, subchapter C of the Texas Local Government Code, which governs the conduct of purchasing activity for Texas counties.

**Purchasing Manager** – A person appointed by the County to obtain contracts on behalf of the County for: (1) erecting or repairing a county building; (2) supervising the erecting or repairing of a county building; or (3) any other purpose authorized by law, all of which must be approved by the Commissioner Court.

**Purchasing Laws** – The laws that govern county purchasing including the following statutes:

- **County Purchasing Act**, Texas Local Gov’t Code chapter 262, subchapter C
- **Contracting and Delivery Procedures for Construction Projects**, Texas Government Code, Chapter 2269
- **Public Property Finance Act**, Texas Local Gov’t Code chapter §271, subchapter A
- **State Contract**, Texas Local Gov’t Code §§ 262.002, 271.083
- **Texas Council on Purchasing from People with Disabilities**, Texas Human Resources Code chapter 122.
- **Interlocal Cooperation Act**, Texas Government Code chapter 791
- **Prompt Payment Act**, Texas Government Code chapter 2251
- **Bidders from other States and Retainage**, Texas Government Code chapter 2252
- **Public Works Performance and Payment Bonds**, Texas Government Code chapter 2253
- **Professional Services Procurement Act**, Texas Government Code chapter 2254, subchapter A
- **Prevailing Wage Rates**, Texas Government Code chapter 2258
- **Sales tax exemption for governmental entities**, Texas Tax Code § 151.309

- **Worker's Compensation reporting requirements**, Texas Administrative Code title 28 § 110.110
- **Uniform Electronic Transactions Act**, Texas Business and Commerce Code chapter 332
- **Resolution of Certain Contract Claims Against the State**, Texas Government Code, Chapter 2260
- **Disclosure of Interested Parties**, Texas Government Code, § 2252.908
- **Disclosure of Certain Relationships with Local Government Officers**, Texas Local Government Code, Chapter 176 as amended by HB 23

**Purchasing Office** – Caldwell County Purchasing Division and its staff.

**Purchasing Liaisons** – designated purchasing contact within each department

**Request for Information (RFI)** – A general request to contractors for information for a potential future solicitation which is used as a research and information gathering tool for preparation of specifications and requirements.

**Request for Offer (RFO)** – A process for soliciting offers from at least three catalog vendors authorized by the Purchasing Policy and Procedures Manual Definitions.

**Request for Proposal (RFP)** – A document requesting an offer from vendors, which allows for negotiations after a proposal has been received and before award of the contract for goods and services procured in compliance with Texas Local Gov't Code §§ 262.0295 and 262.030.

**Request for Qualifications (RFQ)** – A document that requests details about the qualifications of professionals whose services must be obtained in compliance with the Professional Services Procurement Act.

**Request for Services (RFS)** – A document that requests information about qualifications and details of services to be provided and costs for other professional services that are not covered by in the Professional Services Procurement Act, but may be exempted from competitive solicitation under the County Purchasing Act.

**Responsive** – A vendor who has complied with all material aspects of the solicitation document, including submission of all required documents.

**Responsible** – A vendor who has the capability to perform fully and deliver in accordance with the contract requirements based on consideration of past performance, financial capabilities, and business management.

**Sealed Bids** – Offers in response to an Invitation for Bids that is advertised in a newspaper and submitted to the Purchasing Office in a manner that conceals the price.

**Separate Purchases** – Acquisitions made in a series of different orders for goods and services that in normal purchasing practices that would be purchased in a single order.

**Sequential Purchases** – Acquisitions made over a period of time that in normal purchasing practices, would be made at one time.

**Services** – The furnishing of labor by a contractor that does not include the delivery of a tangible end product and includes all work or labor performed for the County on an independent contractor basis, including maintenance, construction, manual, clerical, personal or professional services.

**Sole Source Good or Service** – A good or service that can be obtained from only one source that is purchased in compliance with Texas Local Gov't Code § 262.024.

**Solicitation** – A document, such as an invitation for bid, request for proposal, request for offers or request for qualifications, issued by the Purchasing Office that contains terms and conditions for a contract solicits a response from vendors to provide goods or services needed by the County.

**Solicitation Conference** – A meeting chaired by purchasing staff, designed to help potential vendors understand the requirements of a solicitation. Also known as a pre-bid or pre-proposal conference.

**Specifications** – A total description of a good or service to be purchased by the County, and the requirements the vendor must meet to be considered for the contract which may include requirements for testing, inspection, or preparing any good or service for delivery, or preparing or installing it for use.

**User Department** – The department from whose budget line item the contract is paid.

**Vendor** – A business entity or individual that seeks to have or has a contract to provide goods or services to the County.

**Additional Resources**

For additional information, the following are listed as references:

*The Model Procurement Manual for Texas Cities and Counties*, March 2005, Carole Keeton Strayhorn, Texas Comptroller,

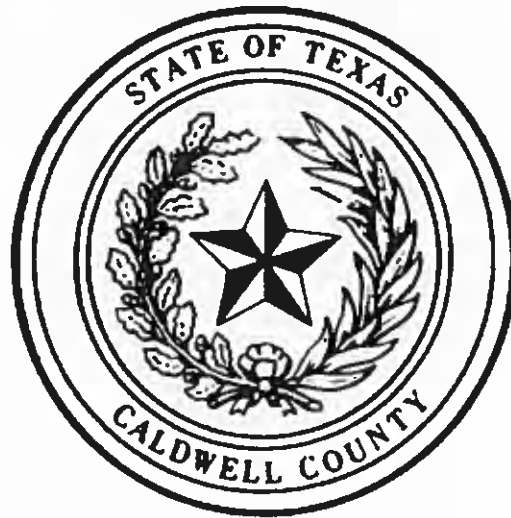
<http://www.window.state.tx.us/lga/purchasing/96449.pdf>

*The State of Texas Contract Management Guide*, Version 1.1,

<http://www.tbpc.state.tx.us/stpurch/ContractManagementGuide11.pdf>

*The American Bar Association's 2000 Model Procurement Code for State and Local Governments*,

<http://apps.americanbar.org/dch/committee.cfm?com=PC500500>



# **CALDWELL COUNTY, TEXAS**

**PURCHASING CODE OF ETHICS**

**&**

**CONFLICT OF INTEREST**

## **PURCHASING CODE OF ETHICS**

A special responsibility is imposed on all people who are entrusted with the disposition of the government funds. As purchasing personnel, we are required to perform with the highest integrity while we are constantly being asked to manage more effectively, to secure better economic results, to speed up the process, and to be innovative in accomplishing our mission. Elected and appointed officials as well as all county employees are entrusted with the safety and welfare of its constituents. In return, the constituents expect that their government employee's private interest will not conflict with public business.

The nature of purchasing functions makes it critical that all players in the process remain independent, free of obligation or suspicion, and completely fair and impartial. Maintaining the integrity and credibility of a purchasing program requires a clear set of guidelines, rules and responsibilities to govern the behavior of purchasing employees. Credibility and public confidence are vital throughout the purchasing and contracting system. Any erosion of honesty, integrity or openness tends to be more injurious to purchasing than to most other public programs. The shadow of doubt can be as harmful as the conduct itself. It is with this in mind that the following policies and procedures are set forth.

It is the policy of the Caldwell County Purchasing Division that the following ethical principles will govern the conduct of every employee involved directly or indirectly in the County procurement process.

## **RESPONSIBILITY TO COUNTY**

Purchasing employees will avoid any activities that would compromise or give the perception of compromising the best interests of Caldwell County. Employees will not use confidential proprietary information for actual or anticipated personal gain and will reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.

## **CONFLICT OF INTEREST**

Purchasing employees will avoid any activity that would create a conflict between personal interests and the interests of Caldwell County. Conflicts exist in any relationship where an employee is not acting in the County's best interest and may be acting in their own best interests or the interests of someone



associated with them. Such conflicts of interest would include being involved in any procurement activity in which:

1. The employee or any member of the employee's family has any financial interest pertaining to the Caldwell County procurement process;
2. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the Caldwell County procurement process; or
3. Any person, business, or organization with whom the employee or a member of the employee's family is negotiating or has any arrangement concerning prospective employment;
4. Any private or professional activity would create a conflict between your personal interest and the interests of Caldwell County.

If any such conflicts of interest exist, the employee will immediately notify the Purchasing Manager in writing and will remove himself/herself from the Caldwell County procurement process.

## **PERCEPTION**

Employees will avoid any appearance of unethical or compromising practices in all relationships, actions, and communications.

- Avoid the appearance of unethical or compromising practices in relationships, actions and communications
- Avoid business relationships with personal friends. Request a reassignment if the situation arises
- Avoid holding business meetings with suppliers outside the office. When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or your peers.

## **GRATUITIES**

Employees will never solicit or accept money, loans gifts, favors, or anything of value, from present or potential vendors which might influence or appear to influence any purchasing decision. Generally edible goods with a value of \$50.00 or less are acceptable if shared with the entire staff, the public and will not offend this prohibition unless it appears to influence a purchasing decision. If anyone is in doubt whether a transaction complies with this policy, the individual should disclose the transaction to the Purchasing Manager or County Judge for interpretation.

Gifts offered exceeding nominal value should be returned with an explanation or if perishable either returned or donated to a charity in the name of the supplier. In the case of any gift, care should be taken

to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical. Please consult the Purchasing Manager, Civil attorney, or County Judge for guidance on these issues.

### **BUSINESS MEALS**

For the most part Purchasing personnel should avoid going to eat with vendors or potential vendors; however, there are times when during the course of business it may be appropriate to conduct business during meals. In such instances, the meal should be for a specific business purpose, and the purchasing professional must pay for his or her own meal.

### **CONFIDENTIAL INFORMATION**

Maintain and practice, to the highest degree possible, business ethics, professional courtesy and competence in all transactions.

Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.

Adhere to and protect the suppliers business and legal rights to confidentiality for trade secrets, and other proprietary information.

Refrain from publicly endorsing products.

### **RELATIONSHIP WITH THE COUNTY**

Remain free of any and all interests and activities, which are or could be detrimental or in conflict with the best interests of Caldwell County. Refrain from engaging in activities where the buyer has a significant personal or indirect financial interest

### **RELATIONSHIPS WITH OTHER AGENCIES AND ORGANIZATIONS**

A purchasing employee shall not use his position to exert leverage on individuals or firms for the purpose of creating a benefit for agencies or organizations that he may represent.

All involvement and transactions shall be handled in a professional manner with the interest of Caldwell County taking precedent.

**11. Discussion/Action** regarding consideration for approval and authorization to solicit and select a Grant Administrator via a request for proposal process for two Texas Capital Fund applications for the 2017-2018 Fiscal Year. **Cost: TBD; Speaker: Commissioner Theriot; Backup: 1.**

**GRANT ADMINISTRATOR FOR TWO TEXAS CAPITAL FUND, Agenda Item # 11**

Staff has been working with a number of manufacturing companies considering either relocations or expansions to our community. Capital investments range in amount from \$3-6 million and plans are to employ from 50-100 jobs. The Texas Department of Agriculture administers the Texas Capital Fund, Infrastructure Development Grant to facilitate development in rural counties. As Caldwell County is a rural county, these incentive programs can contribute to the funding of public infrastructure that encourages new business development or expansion. The grant also provides for the contracting of a pre-approved grant administrator to assure that the funds are administered and implemented according to the federal CDBG guidelines. The County can only receive up to two awards per year.

**12. Discussion/Action** regarding consideration for approval and authorization to solicit and select an Engineering Consultant via a request for proposal process for two Texas Capital Fund applications for the 2017-2018 Fiscal Year. **Cost: TBD; Speaker: Commissioner Theriot; Backup: 1.**

## **ENGINEERING CONSULTANT FOR TWO TEXAS CAPITAL FUND, Agenda Item # 12**

Staff has been working with a number of manufacturing companies considering either relocations or expansions to our community. Capital investments range in amount from \$3-6 million and plans are to employ from 50-100 jobs. The Texas Department of Agriculture administers the Texas Capital Fund, Infrastructure Development Grant to facilitate development in rural counties. As Caldwell County is a rural county, these incentive programs can contribute to the funding of public infrastructure that encourages new business development or expansion. The grant also provides for the contracting of an engineering consultant to assure that the infrastructure improvements or enhancements are designed, constructed and implemented according to the federal CDBG guidelines. The County can only receive up to two awards per year.

**13. WORKSHOP:** to discuss the conversion of the County payroll cycle from 24 to 26 pay periods. **Cost: None; Speaker: Judge Schawe; Backup: 2.**

**Commissioners Court-Monday, February 26, 2018**  
**County Auditor's Office**  
**ESS / Conversion to Biweekly / 26 Pay Periods**

**History:**

Tyler Technologies / INCODE Version 10 was initially implemented on January 2014. Caldwell County has expended a total cost of \$116,579 on this software package. This robust financial system consists of various modules including accounts payable, bank reconciliation, cashiering, general ledger, personnel management, project accounting, fixed assets, and purchasing.

A component of the personnel management module is the 'ESS System / Electronic Timekeeping System. In September 2017, the Electronic Time Keeping Committee approved for the County Auditor's office to coordinate efforts and move forward in executing this product.

County Auditor's office put training material together; working diligently with Tyler Technology collaboratively with County Treasurer's office and Human Resources, testing diligently since October 2017 to implement this module. The County Auditor's staff has spent many hours on the phone with INCODE, changing data on the system, running various tests and unfortunately after five (5) months the following results have resulted in not being able to implement the product due to 'treating hourly / non-exempt employees on a salary basis'.

**Discussion Items:**

The Electronic Timekeeping Committee was implemented in order to attempt to assist the employees to become more efficient and give them access to this robust system. The ESS System consist of great potential including, not limited to the following: viewing employee profile, making changes to profile such as address, marital status, etc, view pay history, view leave history, view W-2 history, view real time off, etc.

Other benefits include providing budget to actual information through the activity codes including but not limited to inclement weather, holiday pay, overtime, compensatory pay, etc.

From the first payroll, staff attempted to pull in, this ESS System was not structured to treat 'hourly / non-exempt employees' as 'salaried' employees.

If we implement the twenty-six (26) pay periods, the following take place:

- Calculate hourly employees compensatory time compliance with federal law;
- Calculate hourly employees overtime with federal law;
- Provide accurate accountability on non-exempt employee pay on a real time basis;
- Compliance with Fair Standard Labor Law Act; Compliance with Department of Labor;
- Assurance that compensated balances will no longer be behind one month, or one year;
- Compliance effort / issue to protect our employees;
- Consistent and easy to understand
- Pay is every fourteen (14) days; NOT up to a sixteen (16) day delay
- Two (2) months there will be three (3) pay periods



- NO LOSS OF FUNDS
- Budget to Actual / Real Time

In working with key supervisor and/or other personnel with INCODE with expertise in payroll and / or ESS / Electronic Time Keeping System, their suggestion has been to convert to a twenty-six (26) pay period.

**Notable Budget Items:**

No loss of funds; annualized payroll divided by twenty-six pay periods.

**Recommendation to Commissioner's Court**

**County Auditor's Office respectfully recommends the following:**

**Approve converting to twenty-six (26) pay periods beginning in the month of June 2018. This will provide all employees an opportunity of three (3) pay periods giving them sufficient time to adjust to biweekly payroll.**

**14. Discussion/Action** to approve the conversion of the County payroll cycle from 24 to 26 pay periods beginning June 2018. **Cost: None; Speaker: Judge Schawe/Barbara Gonzales; Backup: 2.**

**Commissioners Court-Monday, February 26, 2018**  
**County Auditor's Office**  
**ESS / Conversion to Biweekly / 26 Pay Periods**

**History:**

Tyler Technologies / INCODE Version 10 was initially implemented on January 2014. Caldwell County has expended a total cost of \$116,579 on this software package. This robust financial system consists of various modules including accounts payable, bank reconciliation, cashiering, general ledger, personnel management, project accounting, fixed assets, and purchasing.

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**Discussion Items:**

The Electronic Timekeeping Committee was implemented in order to attempt to assist the employees to become more efficient and give them access to this robust system. The ESS System consist of great potential including, not limited to the following: viewing employee profile, making changes to profile such as address, marital status, etc, view pay history, view leave history, view W-2 history, view real time off, etc.

Other benefits include providing budget to actual information through the activity codes including but not limited to inclement weather, holiday pay, overtime, compensatory pay, etc.

From the first payroll, staff attempted to pull in, this ESS System was not structured to treat 'hourly / non-exempt employees' as 'salaried' employees.

If we implement the twenty-six (26) pay periods, the following take place:

- Calculate hourly employees compensatory time compliance with federal law;
- Calculate hourly employees overtime with federal law;
- Provide accurate accountability on non-exempt employee pay on a real time basis;
- Compliance with Fair Standard Labor Law Act; Compliance with Department of Labor;
- Assurance that compensated balances will no longer be behind one month, or one year;
- Compliance effort / issue to protect our employees;
- Consistent and easy to understand
- Pay is every fourteen (14) days; NOT up to a sixteen (16) day delay
- Two (2) months there will be three (3) pay periods

- NO LOSS OF FUNDS
- Budget to Actual / Real Time

In working with key supervisor and/or other personnel with INCODE with expertise in payroll and / or ESS / Electronic Time Keeping System, their suggestion has been to convert to a twenty-six (26) pay period.

### **Notable Budget Items:**

No loss of funds; annualized payroll divided by twenty-six pay periods.

### **Recommendation to Commissioner's Court**

**County Auditor's Office respectfully recommends the following:**

**Approve converting to twenty-six (26) pay periods beginning in the month of June 2018. This will provide all employees an opportunity of three (3) pay periods giving them sufficient time to adjust to biweekly payroll.**

**15. Discussion/Action** to update the Workers' Comp Policy in Caldwell County Employee Handbook. **Cost: None; Speaker: Judge Schawe; Backup: 5.**

# Caldwell County Workers' Compensation Policy

## **ON THE JOB INJURIES**

Employees who sustain an injury at work may be eligible to receive benefits prescribed by the Texas Workers' Compensation Act. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported to Human Resources within 24 hours.

All Workers' Compensation leave requires medical certification; therefore, the employee must seek medical treatment immediately. The employee must be willing to submit to a drug and alcohol test. Refusal to do so may result in disciplinary action, up to and including termination.

Workers' Compensation covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. These benefits may include: indemnity benefits, medical care as reasonably required, curing and relieving the effects of the injury or occupational disease, and/or death benefits. These are temporary benefits, which will continue until the doctor certifies that the employee has received maximum medical improvement.

Indemnity benefits are subject to a seven calendar day waiting period. After 28 calendar days of lost time, the seven-day waiting period will be paid by Worker's Compensation. If Worker's Compensation reimburses the employee for the initial seven day waiting period, then the employee must reimburse the County.

Injuries caused by inappropriate behavior, willful intent, intoxication, horseplay, intentional injury to oneself, unlawful injury to another, an act of God, such as a lightning storm, hurricane, etc., or an act by a third party for personal reasons, are thereby excluded specifically from coverage by Workers' Compensation.

FMLA runs concurrently with Workers' Compensation. Leave begins on the first scheduled work day of absence due to the on-the-job injury and continues until the employee returns to work, or his or her FMLA eligibility expires. Workers Compensation injuries are treated as any other FMLA qualifying event.

Employees on Workers' Compensation will receive a check from Workers' Compensation, and compensation from the County will cease for the duration of the Workers' Compensation leave. For law enforcement, the county will continue to pay their regular rate of pay, and the deductions will remain the same.

Caldwell County will continue to provide medical insurance for employees on Workers' Compensation leave for a period not to exceed 12-weeks following the injury. Employees will be responsible for paying all supplemental or dependent coverage. These payments must be made to the Caldwell County Treasurer's office each pay day that the employee does not receive a check from Caldwell County. Failure to pay premiums by the due date will result in termination of insurance coverage.

An employee receiving Workers' Compensation benefits does not accrue any vacation or sick leave and is not entitled to holiday pay.

While on Workers' Compensation, each time the employee sees the physician for a consultation or treatment related to the injury, he or she must provide a progress report to the Human Resources Department. Any change in the employee's condition must be reported to the Human Resources Department. While on Workers' Compensation leave, the injured employee must contact his or her supervisor to report on their condition. The injured employee and supervisor can set up a call-in schedule.

A written "Fitness for Duty" statement from the attending physician certifying that the employee has been released to work and any possible limitation(s) must be received by the Department Head or supervisor before an employee may return to work.

The employee's Department Head or supervisor must notify Human Resources upon the employee's return to duty, so that appropriate paperwork may be completed and processed.

An employee may be terminated while on leave for an on-the-job injury for the following:

- Failure to provide the required medical documentation, or to contact the supervisor on the schedule required;
- If it is found that the employee has been released to return to work but has not done so;
- Participating in activities that would delay recovery or for failing to limit activities to those that will aid in healing;
- Failure to furnish a certificate from the employee's physician stating that the employee is able to perform the essential job duties with or without reasonable accommodations.

A determination of total disability may be rendered at any time during the course of the occupational disability or injury leave. Upon such a determination, the Human Resources Department will assist the injured employee in applying for disability retirement under the "on-the-job disability" clause of coverage provided by the County's retirement plan.

## **TEMPORARY MODIFIED DUTY POLICY FOR WORKERS' COMPENSATION**

This policy covers employees who are on leave due to an occupational injury or illness. Because employees are our most valuable resource, Caldwell County attempts to help employees return to work as soon as possible after their physician certifies their fitness to do so.

## **COORDINATION WITH ATTENDING PHYSICIAN**

An employee on leave due to a work-related disability can return to work only when Caldwell County receives the attending physician's written medical release authorizing such return. Caldwell County's Human Resource office, in conjunction with the department head, is responsible for providing the physician with a copy of the employee's job description, copies of job descriptions for potential modified duty assignments, and written information explaining Caldwell County's return to work program.

### **JOB DESCRIPTIONS**

Each department head is responsible for working with supervisors to ensure that job descriptions accurately and completely describe the essential functions of each position. Each department head works with the Human Resource office to analyze any new modified duty position and develop a job description describing the essential functions of that position.

### **RETURN TO WORK OPTIONS**

Arrangements to facilitate an employee's early return to work are made in consultation with the employee's attending physician and/or other qualified medical professionals retained by Caldwell County or its insurance carrier. The following options are explored:

- **Return to prior position.** An employee is offered the opportunity to return to his or her prior position if the attending physician certifies that the employee can perform the essential functions of the job with or without reasonable accommodations. The Human Resource office is responsible for working with the employee's supervisor, the department head, and attending physician to provide any reasonable accommodations.
- **Light Duty.** Any employees who are not yet able to return to their former duties are offered (subject to the restrictions set out in section above) a temporary modified-duty assignment that has been approved by the employee's attending physician. The Human Resource office is responsible for working with the employee's supervisor, the department head, and the employee's attending physician to develop and implement the modified-duty assignment. The assignment can consist of the employee's regular job with reduced working hours and/or activities, or an alternative modified-duty position.

### **RESTRICTIONS ON MODIFIED-DUTY ASSIGNMENTS**

Modified duty assignments are temporary arrangements intended to complement and facilitate the healing process. The following restrictions apply to modified duty assignments:

- **No guarantee of work.** As provided in this policy, Caldwell County must endeavor to return employees to gainful employment as soon as possible by exploring possible modified duty assignments. However, Caldwell County does not guarantee the availability of modified duty work.
- **Pay rates and Workers' Compensation benefits.** Employees on modified duty are not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness. Employees receive temporary income benefits from Workers' Compensation to supplement this income to the pre-injury



level. (Exception: Commissioned law enforcement officers are guaranteed 100% of salary by the State Constitution while incapacitated under Workers' Compensation standards whether on modified duty assignment or not). The pay rate for a modified duty assignment is based on the knowledge, skills, and abilities required for the job as well as general market conditions. Employees who return to work in modified duty positions before they have reached maximum medical improvement are eligible for temporary partial disability benefits under Texas's Workers' Compensation program if they earn less than they earned in the position held at the time they sustained the work-related accident or illness. Employees on modified duty positions are not permitted to supplement their Workers' Compensation benefits by using their accrued vacation, personal, or sick leave.

### **EMPLOYEE REFUSAL OF WORK/TRAINING**

In the event that an employee refuses to return to regular or modified duties in response to a written, bona fide offer of employment by Caldwell County sent via certified mail, the employee is separated from Caldwell County and his/her position will be filled permanently (NOTE: An exception to this rule applies in the case of employees who have not yet exhausted their FMLA leave entitlement.)

A written offer of employment must clearly state:

- The position offered and the duties of the position;
- Caldwell County's agreement to any limitations or conditions set out in the attending physician's certification of the employee's fitness to return to work;
- The job's essential functions; and
- The job's wage, working hours, and location.

### **PERMANENT DISABILITIES**

When reaching maximum medical improvement, an employee can have a permanent disability that impairs the employee's ability, with or without reasonable accommodations, to return to his or her regular position. Caldwell County, in consultation with the employee's attending physician and Texas's Workers' Compensation Department, must evaluate the following options:

- Securing vocational rehabilitation services from the Texas's Employment Department or private consultants, as appropriate. Services can include assessment and testing, counseling, and training.
- Finding an open position at Caldwell County commensurate with the employee's knowledge, skills, and abilities.

Employees with permanent disabilities are paid partial or total permanent disability benefits as required under Texas's Workers' Compensation regulations.

### **MEDICAL INFORMATION**

An employee's medical information is held in strict confidence in accordance with the Americans with Disabilities Act. Medical inquiries are limited to those permitted under Texas's Workers' Compensation statute and applicable federal law.

## **COORDINATION WITH FMLA**

Nothing in this policy should be construed as denying employees their rights under the Family and Medical Leave Act or any other federal or state law.

It is Caldwell County's policy to designate an employee's leave due to a work-related injury or illness as FMLA leave.

Employees entitled to FMLA leave can voluntarily accept modified duty assignments while they are recuperating, but they cannot be required to do so. Employees who lose their Workers' Compensation income benefits as a result of declining a modified duty assignment are required to substitute any available paid leave, such as accrued vacation, personal, or sick leave, for unpaid FMLA leave.

Until employees have exhausted their 12 week FMLA entitlement, they have the right to be reinstated to their original job or an equivalent job provided that they are able to perform the job's essential function.

## **HOLIDAYS AND ACCRUED LEAVE**

An employee on modified duty may use accumulated time on the books for non-work related injury time off such as personal leave, sick leave and vacation. This leave time does not apply to scheduled doctor appointments, follow-up visits, rehab or physical therapy. Employees on modified duty are entitled to holiday pay.

## **MEDICAL APPOINTMENTS**

Medical appointments, including driving time, that cannot be scheduled outside of working hours and that are properly coordinated with the employee's supervisor will be treated as time worked and wages will be paid accordingly. The supervisor may ask for verification of the appointment time and proof of attendance.

It is the employee's responsibility to keep their supervisor and Human Resources informed of their status after each physician's visit. Failure to do so may result in disciplinary action up to and including termination.

**16. Discussion/Action** to approve the addition of a fifth Reserve Deputy for Constable, Precinct # 2. **Cost: None; Speaker: Judge Schawe/Constable Tom Will; Backup: None.**

**17. Discussion/Action** authorizing the County Judge to execute a Memorandum of Understanding (MOU) between the Office of the Attorney General (OAG) and Caldwell County for the purpose of installation, maintenance and repair of OAG equipment installed at the Caldwell County Justice Center. **Cost: None; Speaker: Judge Schawe; Backup: 3.**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE OFFICE OF THE ATTORNEY GENERAL  
AND CALDWELL COUNTY**

**Agreement Number 18-C0084**

The Memorandum of Understanding (the Agreement) is entered into by and between the Office of the Attorney General of Texas (the OAG) and Caldwell County (the County) in compliance with the provisions of Texas Government Code §771 and Texas Family Code §231.002. In this Agreement, the OAG and the County are referred to individually as a "Party" and collectively as the "Parties."

**1. PURPOSE AND STATEMENT OF SERVICES**

In support of the OAG's duties as a Title IV-D agency, the County agrees to provide a physical location within the County Facility, located at 1703 South Colorado Street, Lockhart, TX 78644, for the OAG to install equipment necessary to establish a secure wireless internet connection. The County and the OAG will cooperate to identify a secure physical location within the County Facility that will at all times protect the OAG equipment against any unauthorized access. The County agrees to allow the OAG access to the County Facility and the OAG Equipment during the days and times the County Facility is normally open.

The OAG is solely responsible for installation, maintenance, and repair of OAG equipment installed at the County Facility. The OAG agrees to perform all installation, repair, and maintenance to OAG equipment during the days and times the County Facility is normally open.

**2. TERM**

This Agreement is effective on February 26, 2018 and shall continue until terminated as provided herein.

**3. FINANCIAL MATTERS**

The Parties are responsible for their respective costs associated with performance under this Agreement.

**4. NOTICES**

Any notice required or permitted to be given under this Agreement by one Party to the other Party shall be in writing and shall be addressed to the receiving Party at the address hereinafter specified. The notice shall be deemed to have been given immediately if delivered in person to the recipient's address hereinafter specified. It shall be deemed to have been given on the date of certified receipt if placed in the United States Mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving Party at the address hereinafter specified.

**a) The County address for all purposes under this Agreement**

The Honorable Ken Shawe (or successor in office)  
Caldwell County Judge  
1703 South Colorado Street  
Lockhart, TX 78644

**b) The OAG address for all purposes under this Agreement**

Mara Flanagan Friesen (or successor in office)  
Deputy Attorney General for Child Support (IV-D Director)  
Office of the Attorney General  
PO Box 12017  
Austin, TX 78711-2017

With copies to

Clayton Richter (or successor in office)  
Managing Attorney  
Policy, Legal and Program Operations  
Transactional Attorneys  
PO Box 12017 (Mail Code 044)  
Austin, TX 78711-2017

**5. LIAISONS**

The Parties each agree to maintain specifically identified liaison personnel for their mutual benefit during the term of this Agreement. The Parties' Liaisons will serve as the initial point of contact for any inquiries made pursuant to this Agreement.

**a) The OAG Liaison**

Karla McDougal (or successor in office)  
Manager, CSD – Government Contracts  
Office of the Attorney General  
Child Support Division  
PO Box 12017  
Austin, TX 78711-2017  
(512) 460-6167  
Karla.mcdougal@oag.texas.gov

**b) The County Liaison**

The Honorable Tina Freeman (or successor in office)  
Caldwell County District Clerk  
1703 South Colorado Street  
Lockhart, TX 78644  
Email: Tina.Morgan@co.caldwell.tx.us

The Parties agree to maintain technical and information technology liaisons.

**6. NEWS RELEASES OR PRONOUNCEMENTS**

News releases, advertisements, publications, declarations, and any other pronouncements pertaining to this transaction by the County or the OAG, using any means of media, must be mutually approved in writing by both Parties prior to public dissemination.

**7. AMENDMENT**

The Parties may modify this Agreement only through written agreement executed by duly authorized representatives of both Parties.

**8. TERMINATION**

Either Party may terminate this Agreement, in whole or in part, without penalty, by providing thirty (30) calendar days advance written notice to the other Party.

If Federal or State laws or regulations or other Federal or State requirements are amended or judicially interpreted so that either Party cannot reasonably fulfill this Agreement and if the Parties cannot agree to an amendment that would enable substantial continuation of this Agreement, the Parties shall be discharged from any further obligations under this Agreement.

Termination of this Agreement for any reason shall not release either Party from any liability or obligation set forth in this Agreement that is expressly stated to survive any such termination or by its nature would be intended to be applicable following any such termination.

**THIS AGREEMENT IS HEREBY ACCEPTED.**

**OFFICE OF THE ATTORNEY GENERAL**

**CALDWELL COUNTY**

\_\_\_\_\_  
Mara Flanagan Friesen  
Deputy Attorney General for Child Support  
(IV-D Director)

\_\_\_\_\_  
The Honorable Ken Shawe  
County Judge, Caldwell County

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**18. PUBLIC HEARING** to receive public comments regarding the adoption of an Order Prohibiting the Discharge of Firearms on lots 10 acres or smaller located in the unincorporated area of the County, in a subdivision. **Cost: None; Speaker: Commissioner Theriot; Backup: 2.**





## **IN THE COMMISSIONERS COURT OF CALDWELL COUNTY, TEXAS**

### **AN ORDER PROHIBITING THE DISCHARGE OF FIREARMS ON LOTS THAT ARE 10 ACRES OR SMALLER AND ARE LOCATED IN THE UNINCORPORATED AREA OF CALDWELL COUNTY, TEXAS IN A SUBDIVISION FOR WHICH A PLAT IS REQUIRED TO BE PREPARED AND FILED**

WHEREAS, in order to promote public safety, the Commissioners Court of Caldwell County, Texas by order may prohibit or otherwise regulate the discharge of firearms and air guns on lots that are 10 acres or smaller and are located in the unincorporated areas of Caldwell County in a subdivision for which a plat is required to be prepared and filed under Chapter 232 of the Texas Local Government Code, as amended, and other authority; and

WHEREAS, the Commissioners Court of Caldwell County, Texas hereby finds public safety will be protected by prohibiting the discharge of firearms and air guns on lots that are 10 acres or smaller and are located in the unincorporated area of Caldwell County in a subdivision for which a plat is required to be prepared and filed; now therefore,

**BE IT RESOLVED AND ORDERED BY THE COMMISSIONERS COURT OF CALDWELL  
COUNTY, TEXAS THAT:**

**SECTION 1:** The discharge of a firearm or air gun as defined under Section 229.001 of the Texas Local Government Code on a lot that is 10 acres or smaller and is located in the unincorporated area of the County in a subdivision for which a plat is required to be prepared and filed is hereby prohibited by the enactment of this order pursuant to the provisions of Chapter 235 of the Texas Local Government Code, as amended, and other authority; and

**SECTION 2:** In accordance with Section 235.025 of the Texas Local Government Code, a violation of this regulation adopted by the Commissioner's Court will be committed if a person intentionally or knowingly discharges a firearm or an air gun on a lot that is 10 acres or smaller and is located in an unincorporated area of Caldwell County in a subdivision for which a plat is required to be prepared and filed. A violation of this regulation is a Class C misdemeanor; except, if it is shown on the trial of an offense under this section that a person has previously been convicted of an offense under this section, the offense is a Class B misdemeanor; and

**SECTION 3:** Any person is entitled to appropriate injunctive relief to prevent a violation or threatened violation of a prohibition or other regulation adopted under Subchapter B of Chapter 235 of the Texas Local Government Code from continuing or occurring.

The above and foregoing Order Prohibiting the Discharge of Firearms on Lots that are 10 Acres or Smaller and are Located in the Unincorporated Area of a Subdivision for which a Plat is Required to be Prepared and Filed in Caldwell County, Texas was this date ADOPTED and APPROVED by a majority of the Commissioners Court of Caldwell County, Texas, in a meeting duly posted as required by law, this 26<sup>th</sup> day of February, 2018.

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Ken Schawe  
County Judge

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Terry Wright  
Commissioner, Precinct 1

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Eddie Moses  
Commissioner, Precinct 2

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Ed Theriot  
Commissioner, Precinct 3

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Joe Ivan Roland  
Commissioner, Precinct 4

Attest:

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Carol Holcomb  
County Clerk, acting as Ex Officio Clerk of the  
Commissioners Court

**19. Discussion/Action** to adopt an Order Prohibiting the Discharge of Firearms on lots 10 acres or smaller located in the unincorporated area of the County, in a subdivision. **Cost: None; Speaker: Commissioner Theriot; Backup: 2.**



## **IN THE COMMISSIONERS COURT OF CALDWELL COUNTY, TEXAS**

### **AN ORDER PROHIBITING THE DISCHARGE OF FIREARMS ON LOTS THAT ARE 10 ACRES OR SMALLER AND ARE LOCATED IN THE UNINCORPORATED AREA OF CALDWELL COUNTY, TEXAS IN A SUBDIVISION FOR WHICH A PLAT IS REQUIRED TO BE PREPARED AND FILED**

WHEREAS, in order to promote public safety, the Commissioners Court of Caldwell County, Texas by order may prohibit or otherwise regulate the discharge of firearms and air guns on lots that are 10 acres or smaller and are located in the unincorporated areas of Caldwell County in a subdivision for which a plat is required to be prepared and filed under Chapter 232 of the Texas Local Government Code, as amended, and other authority; and

WHEREAS, the Commissioners Court of Caldwell County, Texas hereby finds public safety will be protected by prohibiting the discharge of firearms and air guns on lots that are 10 acres or smaller and are located in the unincorporated area of Caldwell County in a subdivision for which a plat is required to be prepared and filed; now therefore,

**BE IT RESOLVED AND ORDERED BY THE COMMISSIONERS COURT OF CALDWELL  
COUNTY, TEXAS THAT:**

**SECTION 1:** The discharge of a firearm or air gun as defined under Section 229.001 of the Texas Local Government Code on a lot that is 10 acres or smaller and is located in the unincorporated area of the County in a subdivision for which a plat is required to be prepared and filed is hereby prohibited by the enactment of this order pursuant to the provisions of Chapter 235 of the Texas Local Government Code, as amended, and other authority; and

**SECTION 2:** In accordance with Section 235.025 of the Texas Local Government Code, a violation of this regulation adopted by the Commissioner's Court will be committed if a person intentionally or knowingly discharges a firearm or an air gun on a lot that is 10 acres or smaller and is located in an unincorporated area of Caldwell County in a subdivision for which a plat is required to be prepared and filed. A violation of this regulation is a Class C misdemeanor; except, if it is shown on the trial of an offense under this section that a person has previously been convicted of an offense under this section, the offense is a Class B misdemeanor; and

**SECTION 3:** Any person is entitled to appropriate injunctive relief to prevent a violation or threatened violation of a prohibition or other regulation adopted under Subchapter B of Chapter 235 of the Texas Local Government Code from continuing or occurring.

The above and foregoing Order Prohibiting the Discharge of Firearms on Lots that are 10 Acres or Smaller and are Located in the Unincorporated Area of a Subdivision for which a Plat is Required to be Prepared and Filed in Caldwell County, Texas was this date ADOPTED and APPROVED by a majority of the Commissioners Court of Caldwell County, Texas, in a meeting duly posted as required by law, this 26<sup>th</sup> day of February, 2018.

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**Ken Schawe**  
County Judge

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**Terry Wright**  
Commissioner, Precinct 1

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**Eddie Moses**  
Commissioner, Precinct 2

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**Ed Theriot**  
Commissioner, Precinct 3

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**Joe Ivan Roland**  
Commissioner, Precinct 4

Attest:

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**Carol Holcomb**  
County Clerk, acting as Ex Officio Clerk of the  
Commissioners Court

**20. EXECUTIVE SESSION** pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange, lease, or value of real property. Possible action may follow in open court. **Cost: TBD; Speaker: Judge Schawe; Backup: None.**

## 21. Adjournment.

As authorized by Chapter 551 of the Texas Government Code, the Commissioners Court of Caldwell County, Texas reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above. The Court may adjourn for matters that may relate to Texas Government Code Section 551.071(1) (Consultation with Attorney about pending or contemplated litigation or settlement offers); Texas Government Code Section 551.071(2) (Consultation with Attorney when the attorney's obligations under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Texas Government Code); Texas Government Code Section 551.072 (Deliberations about Real Property); Texas Government Code Section 551.073 (Deliberations about Gifts and Donations); Texas Government Code Section 551.074 (Personnel Matters); Texas Government Code Section 551.0745 (Deliberations about a County Advisory Body); Texas Government Code Section 551.076 (Deliberations about Security Devices); and Texas Government Code Section 551.087 (Economic Development Negotiations). In the event that the Court adjourns into Executive Session, the Court will announce under what section of the Texas Government Code the Commissioners Court is using as its authority to enter into an Executive Session. The meeting facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the County Judge's office at 512-398-1808 for further information. [www.co.caldwell.tx.us](http://www.co.caldwell.tx.us)