

**NOTICE OF REGULAR MEETING OF THE COMMISSIONERS' COURT  
ARANSAS COUNTY, TEXAS**

**AGENDA**

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE ABOVE NAMED COMMISSIONERS' COURT *V.T.C.A. GOVERNMENT CODE, SECTION 551.001(4)*, WILL BE HELD ON THE **23<sup>RD</sup>** DAY OF **DECEMBER, 2013** AT **9:00 A.M.** IN THE COMMISSIONERS' COURTROOM IN THE COUNTY COURTHOUSE, 301 N. LIVE OAK, ROCKPORT, TEXAS, AT WHICH TIME THE FOLLOWING SUBJECTS WILL BE DISCUSSED, TO-WIT:

**I. CALL TO ORDER & PLEDGES**

**II. INVOCATION**

**III. DECLARE QUORUM**

**IV. CITIZENS TO BE HEARD:**

*At this time, comments will be taken from the audience on any subject matter that is not on the agenda. To address the Commissioners, please sign the Public Participation Form located on the table in front of the pews and deliver to the County Clerk before the meeting begins. Citizens who wish to speak on a matter included in this agenda will be invited to speak when that particular matter is being deliberated by the Commissioners' Court. Each member of the public who appears before the Commissioners' Court shall be limited to a maximum of five (5) minutes to make his/her remarks. In accordance with the Open Meetings Act, Commissioners may not discuss or take action on any item which has not been posted on the agenda.*

**V. PRESENTATIONS:**

*Presentations are limited to fifteen (15) minutes unless other arrangements have been made with the Court.*

**VI. ITEMS FOR DELIBERATION AND/OR ACTION:**

1. DISCUSS, APPROVE, OR DISAPPROVE **MINUTES** FROM **REGULAR MEETING OF DECEMBER 9, 2013, AND WORKSHOP MEETING OF DECEMBER 9, 2013** – CHARLES SMITH
2. **SET TERMS FOR COMMISSIONERS' COURT FOR 2014** – CHARLES SMITH
3. DISCUSS, APPROVE, OR DISAPPROVE **CONTRACT BETWEEN ARANSAS COUNTY REPUBLICAN AND DEMOCRATIC PARTIES FOR A JOINT PRIMARY ELECTION** – CHARLES SMITH
4. DISCUSS, APPROVE, OR DISAPPROVE **EQUALIZING DEPUTY DISTRICT CLERK GROUPS WITH NO MONETARY INCREASES** – CHARLES SMITH
5. DISCUSS, APPROVE, OR DISAPPROVE **REVISIONS TO THE ARANSAS COUNTY PERSONNEL POLICY [SUMMARY OF REVISIONS ARE ATTACHED HERETO]** – CHARLES SMITH
6. DISCUSS, APPROVE, OR DISAPPROVE AND AUTHORIZE **COUNTY JUDGE TO SIGN A DRAINAGE EASEMENT AND EXCAVATED MATERIAL PLACEMENT AGREEMENT** FROM LINDA C. MYERS, KENT J. MYERS AND THOMAS CORRY DESCRIBED AS A 19.812 ACRE AREA 1 DRAINAGE EASEMENT AND A 10.336 ACRE AREA 3 DRAINAGE EASEMENT DESCRIBED IN EXHIBITS ATTACHED THERETO – CHARLES SMITH
7. DISCUSS, APPROVE, OR DISAPPROVE AND AUTHORIZE **COUNTY JUDGE TO SIGN A DRAINAGE EASEMENT FROM ROCKPORT ISLAND, L.P.** DESCRIBED AS A 4.556 ACRE AREA 2 DRAINAGE EASEMENT DESCRIBED IN "EXHIBIT A" ATTACHED THERETO – CHARLES SMITH
8. DISCUSS, APPROVE, OR DISAPPROVE **PUBLIC OFFICIAL BOND ON ANNA M. MARSHALL, DEPUTY TAX ASSESSOR COLLECTOR; AND BOND CONTINUATION CERTIFICATES FOR SHARRON L. LOFLIN AND JAMES L. WESTON, ARANSAS COUNTY DEPUTY SHERIFFS** – CHARLES SMITH

9. RECORD IN MINUTES OF COMMISSIONERS' COURT **"FIVE STAR VITAL REGISTRATION – 2013" LOCAL REGISTRARS ARANSAS COUNTY CLERK CERTIFICATE FROM TEXAS DEPARTMENT OF STATE HEALTH SERVICES (DSHS) PRESENTED BY THE 59<sup>TH</sup> ANNUAL TEXAS VITAL STATISTICS CONFERENCE HELD DECEMBER 11-13, 2013 IN AUSTIN, TEXAS** – BURT MILLS
10. DISCUSS, APPROVE, OR DISAPPROVE **CORRECTED TREASURER'S REPORT FOR NOVEMBER, 2013** – ALMA CARTWRIGHT/CHARLES SMITH
11. DISCUSS, APPROVE, OR DISAPPROVE **BUDGET LINE ITEM TRANSFERS** – CHARLES SMITH
12. DISCUSS, APPROVE, OR DISAPPROVE **ACCOUNTS PAYABLE** – CHARLES SMITH

**VII. REPORTS FROM COMMISSIONERS, ELECTED OFFICIALS & DEPARTMENT HEADS WHEREIN NO ACTION WILL BE TAKEN:** *"At this time, County Commissioners will report/update on all committee assignments which may include the following: Aransas Pathways Steering Committee; Cedar Bayou; County Storm Water Advisory Committee; Coastal Bend Council of Governments; Coastal Bend Bays & Estuaries; Economic Development; Live Oak Tree Committee; Navigation District; Personnel Committee; Rural Rail District; Rockport Community Park/Swimming Pool Committee; and Tiger Field. Elected Officials & Department Heads reports include but are not limited to the following: Airport Advisory Board Updates; County Auditor—Read Fee Reports of county & precinct offices; County Treasurer—Healthy County Wellness Programs."*

**VIII. REPORTS ABOUT ITEMS OF COMMUNITY INTEREST REGARDING WHICH NO ACTION WILL BE TAKEN:** *"At this time, Commissioners' Court will hear reports/updates from Commissioners or County Staff about items of community interest including (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen; (4) a reminder about an upcoming event organized or sponsored by the Court; (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the Commissioners' Court that was attended or is scheduled to be attended by a Commissioner or an official or employee of the County; and (6) announcements involving an imminent threat to the public health and safety of people in the County that has arisen after the posting of the agenda."*

**IX. PRESS QUESTIONS:**  
At this time, the Commissioners' Court will accept questions from the press on items related to Agenda items which need clarification.

**X. CLOSED SESSION:**

1. COMMISSIONERS' COURT WILL MEET IN CLOSED SESSION AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.071 TO MEET WITH OUR COUNSEL ON MATTERS PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE
2. COMMISSIONERS' COURT WILL MEET IN CLOSED SESSION AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.072 TO DISCUSS REAL ESTATE NEGOTIATIONS, **INCLUDING PATHWAYS PROJECTS**

**XI. OPEN SESSION:**

COMMISSIONERS' COURT WILL RECONVENE INTO OPEN SESSION AND CONSIDER ACTION, IF ANY, ON ITEMS DISCUSSED IN CLOSED SESSION

**XII. ADJOURNMENT**

DATED THIS THE 20<sup>TH</sup> DAY OF DECEMBER, 2013.



**NOTES TO THE AGENDA:**

- 1) THE COMMISSIONERS' COURT RESERVES THE RIGHT TO RETIRE INTO EXECUTIVE CLOSED SESSION CONCERNING ANY OF THE ITEMS LISTED ON THIS AGENDA, WHENEVER IT IS CONSIDERED NECESSARY AND LEGALLY JUSTIFIED UNDER THE *OPEN MEETINGS ACT*.
- 2) PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED ASSISTANCE SHOULD CONTACT THE COUNTY JUDGE'S OFFICE AT 361-790-0100 TWO WORKING DAYS PRIOR TO THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

Posted @ 8:53 AM  
**FILED**  
**AT 8:43 A. M.**

DEC 20 2013

*Peggy L. Friebale*

PEGGY L. FRIEBELE  
COUNTY CLERK, ARANSAS CO., TEXAS

**COMMISSIONERS' COURT, ARANSAS COUNTY, TEXAS**

I, the undersigned, County Clerk, do hereby certify that the Notice of the above named Commissioners' Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said Notice on the bulletin board in the courthouse lobby of Aransas County, Texas on the 20 day of December, 2013, and said Notice remained so posted continuously for at least seventy-two (72) hours preceding the scheduled time of said Meeting.

*Peggy L. Friebale by*  
COUNTY CLERK, ARANSAS COUNTY, TEXAS  
*Michelle Bennett, deputy*

## Aransas County Personnel Policies

### Summary of Corrections, Updates, or Insertions

Presented to Regular Meeting of Commissioners' Court 12/23/13

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The following revisions were presented to the Court at Workshops on July 12, 2013 and December 9, 2013

- ❖ Terminology changes throughout the Policies - all references to County Personnel office will mean "County Human Resources Dept"; all references to Payroll will mean "County Treasurer's Office"
- ❖ Commissioner's Court meeting dates - updated to include dates already approved during a prior regular Commissioner's Court and already effective
- ❖ Identification Badge Policy/Procedures - remove specific replacement fee; leave off hire date (for security measures); add clause referring to an employee not letting anyone else use their badge (for door entry, etc.); add section setting out that the Sheriff's Office will be issuing badges (instead of IT) which was discussed during 2014 Budget hearings.
- ❖ Driving Record Procedures - revise to state that the Sheriff's Office will check driving and criminal records for its employees and that the Auditor will check driving records for all other employees.
- ❖ Regular Full Time employees - definition to remain as working an average at least 40 hours per week (as pertains to eligibility for health insurance coverage, FT will be defined in that section per Affordable Care Act)
- ❖ Longevity Pay - remove Elected Officials as an exclusion (Commissioners' Court decides this during each year's Budget hearings); remove paragraph referring to exclusion of employees on leave without pay, suspension or FMLA, per governmental regulations
- ❖ Promotions - clarify the definition and stipulations
- ❖ Employee Savings Plan - remove completely, County does not offer such a plan
- ❖ Compensatory Time - remove the mandatory "pay-out" if accrual exceeds 120 days
- ❖ Time Reporting - add that Elected Officials/Dept Heads must attest to the correctness of their employee's time worked when they sign the timesheet
- ❖ Medical and Life Insurance - for purposes of health insurance coverage only, and as described in the Affordable Care Act, define Full Time Employees as averaging 30 hours or more per week

- ❖ Vacation Leave - change the time period in which accrual hours are posted (benefits are available) from six months to one year
- ❖ Emergency Leave - revise to reference funeral leave
- ❖ Emergency Closing or Evacuation - update and add clarifications that were not addressed in prior policies; define Essential and Non-Essential personnel
- ❖ Seat Belt Policy - insertion of a seat belt use policy as adopted by Commissioners' Court 2/25/2013
- ❖ On the Job Injuries/Workers Compensation - add clarification on the subject; add section on participation in Workers Comp Alliance
- ❖ Use of County Telephones/Electronic Mail/Computers - insertion of a section covering all employee use (was not adequately addressed in prior policies)
- ❖ Grievance Policy - revision to clarify provision per FLSA and all other governmental regulations
- ❖ Contents of Personnel File - clarification of contents allowed to be kept in Personnel File or in Employee's Medical File
- ❖ Sick Leave Pool - revision and update of qualifying conditions to define catastrophic illness (from discussions in prior Sick Leave Pool Committee meetings)