

AGENDA REQUEST FORMS
COMMISSIONER'S COURT
SOMERVELL COUNTY, TEXAS

FOR AGENDA OF: next

DEPARTMENT: Commissioner's Office

DATE SUBMITTED: 8/25/11

REQUEST: D/A agreement/contract
for online auctioneering services

1
Place on next agenda

tabled

PROFESSIONAL SERVICES AGREEMENT/CONTRACT FOR ONLINE AUCTIONEERING SERVICES

Rene' Bates Auctioneers, Inc. (hereinafter referred to as RBAI) proposes to conduct Online Auctions for Somervell County, Texas on an as needed basis under the following terms and conditions:

Rene' Bates Auctioneers, Inc.'s Responsibilities:

1. Conduct online auctions for Somervell County, Texas at their request.
2. Set starting prices for each online auction item or coordinate with your designee to set starting prices for each online auction item, if so desired.
3. Post all online auction information on www.renebates.com.
4. Conduct and monitor auction items for approximately two weeks prior to the closing date of each online auction conducted.
5. Advertise your online auction, as necessary, through our normal channels such as, but not limited to, newspapers, trade journals and print brochures at our sold discretion. We will never do your legal advertising.
6. Generate and send a minimum of two email blast notices to our entire database when your auction has been posted.
7. Invoice all successful bidders once your auction has closed.
8. Collect all auction proceeds including any applicable sales tax from successful bidder.
9. Generate paid receipts to buyer with a copy to your approved distribution list.
10. Balance all auction payments received with actual sales results.
11. Remit all monies, less commission and sales tax, to your designee.
12. Remit all sales tax collected to the State of Texas.
13. Maintain all documentation for exemptions, resale certificates and export certifications for sales tax for the State of Texas.
14. Maintain records of all your auctions.

Somervell County, Texas' Responsibilities:

1. Provide list of all items to be sold and gather information on all auction items and take digital photographs of each auction item and send to RBAI.

2. Have contact person (Fleet Manager or designee) complete Vehicle Information Sheet on all vehicles and heavy equipment and forward to RBAI.
3. Conduct onsite viewing of all auction items before the closing of each online auction for bidders to come and physically inspect auction items.
4. Contact local news media for Public Service Announcement informing bidders of upcoming online auction and handle all legal advertising as required by Somervell County, Texas. Provide link from your website to www.renebates.com to direct potential buyers to your auction.
5. Transfer all titles to successful buyers after Somervell County, Texas has received an electronic "PAID" receipt from Rene' Bates Auctioneers, Inc.
6. Oversee removal and checkout of all paid auction items.

Rene' Bates Auctioneers, Inc. proposes to conduct Online Auctions for Somervell County, Texas for (7.5%) of all fleet vehicles and heavy equipment and (7.5%) of all miscellaneous items. These auctions will be conducted on an as needed basis for Somervell County, Texas.



 Sheryl Bates - President
 Rene' Bates Auctioneers, Inc.

Date:

Authorized Signer**

Date:

**Any items submitted for public auction via this contract have been declared surplus through the appropriate channels of the selling entity.



**RENÉ BATES
AUCTIONEERS, INC.**

4630 CR 1006 • McKinney, Texas 75071-6514 • 972/944-9636 • Fax: (972) 942-5495

www.renebates.com



Vehicle/Equipment Information Sheet (VIS)

RENÉ BATES AUCTIONEERS, INC.

4660 CR 1006

McKinney, Texas 75071

Phone 972-548-9636 • Fax 972-542-5495 • Email auction@renebates.com

Date: _____

Owner: _____

Asset/Item/Unit or Vehicle Number: _____

Year: _____

Make: _____

Model: _____

VIN/Serial Number: _____

Mileage: _____

Hours (if applicable): _____

Engine Size: _____

Gas: Diesel: Propane: Other: Type: _____

Make: _____

Transmission: Automatic

Manual Other: _____

Make: _____

Interior: Type of Seats
 Bucket
 60-40
 Bench

Floor Mats: Rubber
 Carpet

Vehicle Equipment:

	Yes	No
A/C	<input type="checkbox"/>	<input type="checkbox"/>
PS	<input type="checkbox"/>	<input type="checkbox"/>
PB	<input type="checkbox"/>	<input type="checkbox"/>
Air Brakes	<input type="checkbox"/>	<input type="checkbox"/>
Power Windows	<input type="checkbox"/>	<input type="checkbox"/>
Power Locks	<input type="checkbox"/>	<input type="checkbox"/>
Spotlight	<input type="checkbox"/>	<input type="checkbox"/>
Rear Window Defogger	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Release	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
AM Radio	<input type="checkbox"/>	<input type="checkbox"/>
FM Radio	<input type="checkbox"/>	<input type="checkbox"/>
CD	<input type="checkbox"/>	<input type="checkbox"/>
Cassette	<input type="checkbox"/>	<input type="checkbox"/>
Does it Run	<input type="checkbox"/>	<input type="checkbox"/>
Is it Road Worthy	<input type="checkbox"/>	<input type="checkbox"/>
Is it a Seized Vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Does it have a Title	<input type="checkbox"/>	<input type="checkbox"/>
Is it a Salvage Title	<input type="checkbox"/>	<input type="checkbox"/>
Does it have keys	<input type="checkbox"/>	<input type="checkbox"/>

Exterior Damage: _____

Repair Remarks: (work done recently - include dates)

Known Defects:

Other General Remarks or Descriptions:

Location: _____

Contact Name/Email/Phone: _____



RENÉ BATES AUCTIONEERS, INC.

4660 CH 1006 • McKinney, Texas 75071-6614 • 972/548-9636 • Fax: (972) 542-5495

www.renebates.com

How to Conduct an Online Auction

- **FOR FLEET VEHICLE AND HEAVY EQUIPMENT ITEMS:** Complete Vehicle/Equipment Information Sheets (VIS Online Auction form) for each item – Note any minor and major known defects regarding any part of auction item (interior and exterior); Determine basic mechanical condition; Make note of any repairs; Make note of any replacements/improvements. Starting prices or required minimums should also be included.
- **FOR MISCELLANEOUS ITEMS:** Send a list of miscellaneous items and make certain they are numbered to correspond with any photographs that are sent with the items.
- Take digital photographs of each item. For fleet vehicle heavy equipment items: please take preferably four – at least one photograph of each side of the exterior. Interior photographs to be taken if needed or desired. **The photos should be named to correspond with the item's Asset/Equipment number.**
- Decide on Inspection Location, Dates and Times, Contact Person(s), including telephone numbers and e-mail addresses, Instructions for Removal and all Terms and Conditions. René Bates Auctioneers, Inc. has standard Terms and Conditions that we provide, but if you have any specific information we need to add to your auction we will be happy to do so.
- All photos, VIS forms and miscellaneous lists should be e-mailed to René Bates Auctioneers, Inc. to auction@renebates.com.
- Set Auction Close Date – to be determined jointly between Seller and René Bates Auctioneers, Inc.
- Items will be posted online for two weeks, during which time items are continuously being bid upon.
- Conduct an on site viewing/inspection of all auction items before the closing of each online auction for bidders to come and physically inspect all auction items
- Auction will end on Close date and all winning bidders will be notified via e-mail of the items they have won
- Buyers will send payment to René Bates Auctioneers, Inc.
- René Bates Auctioneers, Inc. will generate and send both Sellers and Buyers a "PAID" receipt via e-mail
- Seller will then transfer all titles to Buyers when they come to pick up the items.
- René Bates Auctioneers, Inc. will give final sale reports and remit a check (less commission and sales tax) to the Seller.
- Most importantly, we are here to help! If you have any questions regarding the process or while you are preparing for it, please let us know!

AGENDA REQUEST FORM
COMMISSIONER 'S COURT
SOMERVELL COUNTY, TEXAS

For Agenda of (Date): 9/6/11

Department: Judge

Date Submitted: 8/29/11

Request:

D/TA on Hog Out County Grants Program

TEXAS DEPARTMENT OF AGRICULTURE

TODD STAPLES
COMMISSIONER

August 25, 2011

The Honorable Mike Ford
Somervell County Judge
Somervell County Courthouse
P.O. Box 28
Glen Rose, Texas 76043-0028

Dear Judge Ford:

In an ongoing effort to reduce the destruction caused by feral hogs in our great state, the Texas Department of Agriculture (TDA) is seeking participants for the Hog Out County Grants Program. This competitive program is designed to encourage and enable counties across the state to make a concentrated and coordinated effort to decrease the feral hog population in order to mitigate the millions of dollars in damage caused by these animals.

Enclosed is the Notice of Intent to Participate; the deadline for submitting the notice is Sept. 30, 2011. Participating counties are encouraged to develop feral hog abatement and educational events in their jurisdictions during the program's three-month period, Oct. 1 through Dec. 31, 2011. At the end of December, counties will complete a simple application documenting their results, which will be scored as detailed in the enclosure. Grants will be awarded to the five highest-scoring counties.

TDA prides itself in developing innovative solutions to challenges facing Texas. Your partnership in this effort is greatly appreciated.

Sincerely yours,



Todd Staples

Enclosure

TS/LD/ld



P.O. Box 12847 Austin, Texas 78711 (512) 463-7476 Fax: (888) 223-8861

www.TexasAgriculture.gov

AGENDA REQUEST FORM
COMMISSIONER 'S COURT
SOMERVELL COUNTY, TEXAS

For Agenda of (Date):

9/6/11

Department:

Judge

Date Submitted:

8/30/11

Request:

D/TA on a contract to develop a job description
for a public events manager + explore salary requirements
and desired qualifications.

Proposal for Consulting Services

Assignment: To assist Somervell County in the recruitment and selection of an Executive Director for the Somervell County Expo Center and Texas Amphitheater

Scope of Services:

1. Assist in the development of job description, job announcement and application and/or supplemental information if standard application is utilized.
2. Assist in the search for eligible candidates, including placement of announcements in appropriate trade publications, newspapers and web-based sites; and personal contacts.
3. Screen candidates to include evaluation and ranking of candidates' qualifications and skills, background checks and preliminary interviews.
4. Develop short list of top rated candidates.
5. Assist in development of interview questions designed to identify and determine best fit in the organization.
6. Assist in scheduling and conducting final interviews upon request.
7. Assist in negotiation of salary and terms of job offer upon request.

Estimated Schedule: The following schedule is an estimate only and some tasks may occur simultaneously.

Task 1:	5 business days from approval of proposal
Task 2:	30-45 days after approval of deliverables in Task 1
Task 3-4:	21 days after job closing deadline
Task 5:	5 business days
Task 6:	5 business days dependent upon schedules of interview panel
Task 7:	5 business days

Fees:

The anticipated fee for the consulting services plus an estimate for reimbursement of out-of-pocket expenses is below.

Tasks 1-4	\$5,000
Tasks 5-7	<u>\$2,500</u>
Estimated Fees	\$7,500

Estimate of Out-of-Pocket Expenses \$3,000

Estimated Total Cost **\$10,500**

* Additional fees may be incurred if additional services are requested. Any additional fees will be approved in advance.

AGENDA REQUEST FORM
COMMISSIONER 'S COURT
SOMERVELL COUNTY, TEXAS

For Agenda of (Date):

9/6/11

Department:

Clerks

Date Submitted:

9/1/11

Request:

DITA on hourly rate recommendation's for a
deputy clerk position.

TO:	Commissioner's Court
FROM:	Personnel Department
SUBJECT:	Part-Time Policy Change Request

Current General Policy:

Part-time employees will be hired under the following guidelines:

Less than (6) months experience	-	\$7.50
(6) six months or more experience	-	\$8.00

After initial hire, raises may be requested at no more than .50 cents an hour per year (each 12 months), until employees reach the maximum rate of pay for part-time. To be eligible for these increases, the employee must have been on the county payroll for the entire 12 month period prior to each request for increase.

Exception: Those employees hired at \$7.50 are eligible to be moved to \$8.00 after six months of employment, if requested by the Department Head/Elected Official. Once an employee has reached \$8.00, raises will be at (12) twelve month intervals.

Maximum rate of pay for part-time employees of Somervell County will not exceed \$9.50.

Current Emergency Medical Service Part-Time Pay Scale:

ECA Emergency Care Attendant	-	\$10.00
EMT Emergency Medical Technician	-	\$11.00
EMT-I Intermediate	-	\$12.00
EMT-P or Licensed Paramedic	-	\$13.00

Proposed Addition to Part-Time Policy:

Part-time Deputy Clerk I – District / County Clerk Office

Step A	Step B	Step C	Step D
\$14.00	\$14.42	\$14.85	\$15.28
Step E	Step F	Step G	Step H
\$15.69	\$16.10	\$16.45	\$16.76

AGENDA REQUEST FORM
COMMISSIONER 'S COURT
SOMERVELL COUNTY, TEXAS

For Agenda of (Date):

9/6/11

Department:

Personnel

Date Submitted:

9/2/11

Request:

DJTA on Landscape + Irrigation Technician
Position

**SOMERVELL COUNTY
JOB DESCRIPTION**

JOB TITLE:	Landscape & Irrigation Technician	EFFECTIVE:	September 2011
SUPERVISOR:	County Superintendent	STATUS:	Non-Exempt
DEPARTMENT:	Road and Bridge	GRADE:	TBD

POSITION SUMMARY:

Maintains landscapes and irrigation systems on county properties.

ESSENTIAL FUNCTIONS:

- Mow, weed eat, edge, blow, weed, plant, prune, and set irrigation systems to maintain beauty of county properties.
- Mow and weed eat ditches on roadways to manage growth for public safety and assist in fire prevention and spread.
- Fertilize and apply pesticides on county properties to assist in landscape health.
- Plant grass, shrubs, and plants on county property as needed to replace dead and diseased landscaping.
- Ability to obtain and maintain a non-commercial political pesticide applicator license.
- Maintain and repair irrigation systems.
- Attend work consistently and punctually.
- Work appropriately with others.
- Work well with supervision receiving instructions/feedback, coaching/counseling and/or action/discipline.
- Adhere to all policies and procedures of Somervell County.

ADDITIONAL POSITION RESPONSIBILITIES:

- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Possession of a valid Texas Driver's License.
- Reading and comprehension skills sufficient to understand and interpret policies, procedures, and chemical landscape product application instructions and warnings.
- Math skills sufficient to properly mix and apply chemical landscape products.
- Ability to understand and comprehend verbal directions and communicate orally with supervisor and co-workers.

PREFERRED EXPERIENCE:

- Knowledge of irrigation system repair and maintenance.
- Knowledge of lawn care maintenance to include proper use of weed eaters, pole saws, and chain saws.
- Knowledge of lawn chemical products and applications.

PHYSICAL DEMANDS:

Minimal – Sitting, bending/stooping, pushing/pulling, kneeling/squatting, overhead reaching, and driving.

Moderate – Standing, grasping/squeezing, wrist flexion/extension, reaching, and hand/power tool use.

Extensive – Walking; and mower, weed eater, edger, blower, chain saw and pole saw use.

**SOMERVELL COUNTY
JOB DESCRIPTION**

Lifting/Carrying – 26 to 50 lbs.

ENVIRONMENTAL FACTORS:

Minimal Exposure – Extreme cold and working at heights.

Moderate Exposure – Noise, vibration, and dust/gas/fumes/steam/chemicals.

Extensive Exposure – Extreme heat, unsheltered work outdoors, uneven ground, moving machinery, and requirement for use of protective equipment.

SOMERVELL COUNTY

JOB DESCRIPTION

JULY 2009

Job Title: Landscape Technician

Salary: 6A

Overall Purpose: Under the direction of the Golf Course Superintendent and Assistant Golf Course Superintendent, maintains the overall clubhouse and front entrance grounds and on occasion may be required to help out with daily maintenance and/or special projects on the golf courses.

Essential Functions:

- *Performs all mowing and grooming activities required in the clubhouse area
- *Performs all weedeating, edging, blowing, weeding, planting, and pruning
- *Applies fertilizer and pesticides when necessary
- *Responsible for cleanliness of all restrooms on golf courses on daily basis
- *Assists with irrigation application, maintenance and repair in work area
- *Responsible for maintaining chipping green area including bunker
- *Responsible for maintaining grounds around pump station and cart barn
- *Responsible for maintaining the pro shop area clear of trash and other debris
- *Responsible for general cleanliness and appearance of pavilion
- *Assists with planting plan and landscaping specifications within budget
- *Maintains tools used in work area
- *Maintains janitorial supply inventory

Educational/Training/Experience Requirements:

- *High School diploma or equivalent

Additional Requirements:

- *Employee must fulfill the employment standards of this position and comply with County policies, rules and procedures including those set out in the Employee Handbook or otherwise communicated (verbally or in writing) to employees. May be requested to perform other related services on behalf of the County as directed.

Position Qualifications:

- *Must be able to communicate, verbally and written, effectively with supervisors, co-workers, and general public.
- *Must have good working knowledge of operation and care of equipment used on the job.

Strength Factor:

- *Light to Medium

Equipment to be used and operated:

- *Push mower, weedeater, edger, handheld/backpack blower, hand tools (shovels, rakes, etc), utility vehicles, deck mowers, triplex mowers, bunker rake.

Working Conditions:

- *Outdoors, some indoors
- *Bending, kneeling, climbing, walking

Safety Responsibilities:

- *Must be aware of and comply with all safety regulations required with the use of equipment
- *Must use appropriate safety equipment at all times
- *Must immediately report all unsafe conditions and actions to supervisor
- *Must participate fully in all aspects of safety programs

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modifications, and additions as deemed necessary.

Employee Acknowledgement: I acknowledge that I have received a copy of this job description and understand it. If I have any question about this job description or my job duties, I understand that I should ask my supervisor.

Employee Signature

Date

Supervisor Review and Approval:

Signature

Date

REQUEST FOR LINE ITEM TRANSFERS

DATE: 8/29/11

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: Bldg Maint

AMOUNT OF MONEY TO BE MOVED: 4000

FROM (title and # of line item) Bldg Maint
Group Medical 402-202 \$2000

and Bldg Maint Walker's Camp 402-204
\$2000

TO (title and # of line item) Bldg Maint Rep Pts/Supplies
402-350

GIVE EXPLANATION for transfer funds cover

CVB Repairs

Signature of Department Head for David

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.

REQUEST FOR LINE ITEM TRANSFERS

DATE: 8/29/11

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: Commissioner's Office

AMOUNT OF MONEY TO BE MOVED: \$1000 500

FROM (title and # of line item) Commissioner's
Office Secretary Salary
435-103

TO (title and # of line item) Commissioner's
Office Part-Time 435-105

GIVE EXPLANATION for transfer funds _____

for Comp Or
Signature of Department Head

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.

REQUEST FOR LINE ITEM TRANSFERS

DATE: 8/29/11

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: PCT 4 Commissioners

AMOUNT OF MONEY TO BE MOVED: \$10

FROM (title and # of line item) PCT 4
Commissioner Group Medical
434-202

TO (title and # of line item) PCT 4
Commissioner Retirement Social Security
434-203

GIVE EXPLANATION for transfer funds 201

Cover
payroll

DM
Signature of Department Head

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.

REQUEST FOR LINE ITEM TRANSFERS

DATE: 8/29/11

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: Road Maint

AMOUNT OF MONEY TO BE MOVED: 5000

FROM (title and # of line item) Road
Maint Worker's Comp
430-204

TO (title and # of line item) Road Maint
Auto/ Eq Rep Pts/Supplies 430-352

GIVE EXPLANATION for transfer funds Confer

Eq

for em
Signature of Department Head

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.

REQUEST FOR LINE ITEM TRANSFERS

DATE: 8/27/11

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: Capital Imp's / Non Dept Consulting

AMOUNT OF MONEY TO BE MOVED: 14,000

FROM (title and # of line item)
Capital
Imp's Equip / Furniture
450-570

TO (title and # of line item)
Non
Dept Consulting
409-404

GIVE EXPLANATION for transfer funds
Completed
redistricting
for Court

Signature of Department Head

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.

AGENDA REQUEST FORM
COMMISSIONER 'S COURT
SOMERVELL COUNTY, TEXAS

For Agenda of (Date):

9/6/11

Department:

Commissioner S

Date Submitted:

8/30/11

Request:

① Executive Session - Personnel

② D/TA on Personnel

REQUEST FOR LINE ITEM TRANSFERS

DATE: 9/1/2011

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: EMS

AMOUNT OF MONEY TO BE MOVED: 2000

FROM (title and # of line item) EMS

Premium Pay
436-140

TO (title and # of line item) EMS

Uniforms 436-455

GIVE EXPLANATION for transfer funds

Cover Fry

for Mark
Signature of Department Head

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.

REQUEST FOR LINE ITEM TRANSFERS

DATE: 9/1/2011

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: Fire Dept

AMOUNT OF MONEY TO BE MOVED: 2000

FROM (title and # of line item) Fire Dept Dues
& Subscriptions 429-400 \$ 950 Fire Dept
Property Insurance 429-410 \$ 225

TO (title and # of line item) and Fire Dept Medical
Insurance 429-410 \$ 825

GIVE EXPLANATION for transfer funds to Fire Dept

Uniforms 429-455

cover Fry purchases

for Mark Orr

Signature of Department Head

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.

REQUEST FOR LINE ITEM TRANSFERS

DATE: 9/3/11

TO: SOMERVELL COUNTY COMMISSIONERS

This is a request to transfer funds from one line item to another within the department listed below.

DEPARTMENT: Public Events

AMOUNT OF MONEY TO BE MOVED: ~~2000~~ 2400.⁰⁰

FROM (title and # of line item) Public
Events Postage 440-310

\$1100 and Public Events Office

TO (title and # of line item) Supplies 440-311 \$500

and Public Events Small Tools 440-334 ⁸⁰⁰ 800

TO
GIVE EXPLANATION for transfer funds Public Events

Eq Furniture 440-570 \$900 and

Public Events Wash/Dish 440-330 1500

Signature of Department Head 

Note: This request must be submitted to the commissioners office for review by all commissioners prior to being placed on the agenda for action.

This request was received in the Judge's office on _____.