

## MINUTES – SEPTEMBER 4, 2002

### TRAVIS COUNTY COMMISSIONERS' COURT BUDGET MARK-UP

On Wednesday, the 4<sup>th</sup> day of September, 2002, the Commissioners' Court convened the Budget Mark-Up Voting Session at 9:11 AM in the Commissioners' Courtroom, 1<sup>st</sup> Floor of the Travis County Administration Building, 314 West 11<sup>th</sup> Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Robert Resnick.

The Commissioners' Court recessed the Voting Session at 11:30 AM.

The Commissioners' Court reconvened the Voting Session at 1:41 PM.

The Commissioners' Court adjourned the Voting Session at 4:46 PM.

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1. THE TRAVIS COUNTY COMMISSIONERS' COURT WILL CONDUCT BUDGET MARK-UP SESSIONS FOR THE PROPOSED FY 2003 TRAVIS COUNTY BUDGET.

(9:12 AM) **Refresher Review of FY 03 Budget Parameters in Preliminary Budget**

- A. General Fund (Attachment A)
- B. Other Funds (Attachment B)
- C. Capital Acquisition Resources Account and Road and Bridge Capital (Attachment C)
- D. Bond Funds and Certificates of Obligation (Attachment D)

**Members of the Court heard from:** Christian Smith, Executive Manager, Planning and Budget Office (PBO).

Discussion Only.

(9:14 AM) **E-filing**

**Members of the Court heard from:** Judge John Dietz, 250<sup>th</sup> District Court; Alicia Perez, Executive Manager, Administrative Operations; Steven Broberg, Director, Records Management and Communications Resources (RMCR); Travis Gaitlin, Budget Analyst, PBO; and Leroy Nellis, Budget Manager, PBO.

Discussion Only.

(9:49 AM) **Review Corrections List**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Susan Spataro, Travis County Auditor; Jessica Rio, Budget Analyst, PBO; Leroy Nellis, Budget Manager, PBO; Kati Broderick, Manager, Research and Planning, Justice and Public Safety (JPS); and Linda Moore Smith, Director, Human Resources Management Department (HRMD).

**Clerk’s Note:** Leroy Nellis, Budget Manager, PBO, noted that on the 5<sup>th</sup> line of page 7 of the Corrections List, the words “CAR Reserve” should read, “Fund 431”.

**Motion by** Judge Biscoe **and seconded by** Commissioner Moore to approve the proposed changes, as outlined by Mr. Nellis.

<b>Motion carried:</b>	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Karen Sonleitner	yes
	Precinct 3, Commissioner Margaret Moore	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

(10:18 AM) **New Information**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

(10:19 AM) **District Attorney, Truancy Court Attorney**

**Members of the Court heard from:** Judge W. Jeanne Meurer, 98<sup>th</sup> District Court.

Discussion Only.

(10:21 AM) **Sheriff’s Compensation Issues**

(10:55 AM)

**Members of the Court heard from:** Alicia Perez, Executive Manager, Administrative Operations; Linda Moore Smith, Director, HRMD; Luanne Shull, Senior HR Analyst, HRMD; Margo Frasier, Travis County Sheriff; Bill Derryberry, Senior Budget Analyst, PBO; and Leroy Nellis, Budget Manager, PBO.

**Motion by Judge Biscoe and seconded by Commissioner Davis** to approve the positions being added: Certified Nursing Assistant, Licensed Vocational Nurse, Registered Nurse, Registered Nurse Charge Nurse, Physician Assistant/Nurse Practitioner, and Health Services Supervisor.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Karen Sonleitner	yes
Precinct 3, Commissioner Margaret Moore	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**Motion by Judge Biscoe and seconded by Commissioner Davis** to not approve the 7% market differential at this time, but to improve the upgrade from pay grade 18 to pay grade 20, and indicate our intention to grant the manager more flexibility in terms of achieving internal equity.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Karen Sonleitner	yes
Precinct 3, Commissioner Margaret Moore	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**Motion by Judge Biscoe and seconded by Commissioner Davis** to approve the recommended action on the Building Maintenance Worker Senior, by increasing the pay grade from 10 to 11, providing a 5% shift differential.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Karen Sonleitner	yes
Precinct 3, Commissioner Margaret Moore	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**ITEM Sheriff’s Compensation Issues CONTINUED**

**Motion by** Commissioner Sonleitner **and seconded by** Judge Biscoe to approve the Human Resources recommendation, which is concurred with by the Sheriff’s Office, related to the Building Maintenance Supervisor slot.

**Motion carried:** County Judge Samuel T. Biscoe yes  
 Precinct 1, Commissioner Ron Davis yes  
 Precinct 2, Commissioner Karen Sonleitner yes  
 Precinct 3, Commissioner Margaret Moore yes  
 Precinct 4, Commissioner Margaret J. Gómez yes

(10:53 AM) **Matrix/Employee Compensation**

**Members of the Court heard from:** Margo Frasier, Travis County Sheriff.

**Motion by** Judge Biscoe **and seconded by** Commissioner Sonleitner that our interpretation of the Matrix, hereafter, is that the policy is supposed to be used as a guideline; and we intend to give managers the flexibility to look at each and every applicant and incumbent employee, and try to determine, based on the recommended criteria, where, within the pay range, the person ought to fall, within the budget authorized by the Commissioners’ Court.

**Maker accept the Friendly Amendment by** Commissioner Sonleitner that “Skills Set” be one of those criteria that is added to the guidelines that somebody looks at, in terms of determining where somebody goes.

**Acceptance of the Friendly Amendment was made by** Judge Biscoe.

**Clerk’s Note:** Sheriff Margo Frasier asked for a point of clarification, that, since, presently, a department head must come before the Court to bring someone in past mid-point; does this mean that the department head will not need to do this anymore?

**Clerk’s Note:** Judge Biscoe responded that, if the department head applies the criteria, and if the department has the money, the employee may go anywhere within the range.



**ITEM Expo Center CONTINUED**

**Motion by** Judge Biscoe **and seconded by** Commissioner Davis to approve Proposal 1 on the Main Arena, and go from \$1,500 to \$2,000, and any other parts of the recommendation in Option 1, as mentioned in the backup.

<b>Motion carried:</b>	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Karen Sonleitner	no
	Precinct 3, Commissioner Margaret Moore	no
	Precinct 4, Commissioner Margaret J. Gómez	yes

(1:41 PM) **ITS – Urban County Integrated Justice Project**

**Members of the Court heard from:** Joe Harlow, Director, Information and Telecommunications Systems (ITS).

Discussion Only.

(1:51 PM) **Jail Overcrowding**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Kati Broderick, Manager, Research and Planning, JPS; and Margo Frasier, Travis County Sheriff.

Discussion Only.

(2:24 PM) **Update on Rebudgeting FY '02 CAR**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Jessica Rio, Budget Analyst, PBO; and Diana Ramirez, Budget Analyst, PBO.

**Clerk's Note:** The following PBO recommendations were approved by the Commissioners' Court under Item Review Corrections List: PBO recommends \$634,264.00 in FY '02 CAR funded projects to be rebudgeted into FY '03: \$63,314 for ITS CAD Workstation Replacements; \$90,950 for ITS for the on-going implementation of GAATN; \$3,000 for a table in the 53<sup>rd</sup> Courtroom; \$47,000 for Sheriff's Office projects that are the resolution of environmental issues, including Travis County Jail Air Balance (\$12,000), Air Balance at Buildings 120, 130, 140, 160 (\$25,000) and Travis County Jail Duct Clean (\$10,000); \$30,000 in the Sheriff's Office for Communications 911 Workstations, pending new radio trunk configurations; \$200,000 for the 911-RDMT project in JPS; and \$200,000 for CAD equipment for 911- RDMT in JPS.

PBO does not recommend rebudgeting \$144,112. Of this amount, the majority is recommended for earmarks on the FY '03 CAR Reserve (\$124,550): Northeast Metro Park Ranger Residence (\$46,550), Travis County Jail Water Booster (\$35,000); and Onion Creek Feasibility Study – Years One & Two (\$43,000).

PBO does not recommend rebudgeting EOB Building Codes Project (\$19,562). The funds for this project will be fully encumbered by the end of FY '02.

PBO supports a request from ITS to allocate \$40,000 to Token Ring Replacements and additional Ethernet Conversion.

The total increase to CAR, based on these recommendations, is \$798,814. This includes \$674,264 for rebudgeted projects, as well as an additional \$124,550 to the CAR Reserve, for the above-mentioned earmarks. There will also be an 11% hit to the Unallocated Reserve.

(2:30 PM) **Discussion on Rebudgeting Bonds and Certificates of Obligation**

**Members of the Court heard from:** Jessica Rio, Budget Analyst, PBO; Christian Smith, Executive Manager, PBO; Leroy Nellis, Budget Manager, PBO; Susan Spataro, Travis County Auditor; and Carol Joseph, Assistant Director, Transportation and Natural Resources (TNR).

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez to approve the recommendations in Attachments A through E, including “blessing” the policy change, related to procedure, as set forth in the backup.

<b>Motion carried:</b>	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Karen Sonleitner	yes
	Precinct 3, Commissioner Margaret Moore	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

**Clerk’s Note:** The previous Motion includes the following actions: That the \$13,358 for the leachate hauling contingency be rolled into the Allocated Reserve of that Fund, that all funds in Fund 431 be in the Fund’s Allocated Reserve, and that there be an earmark on the Allocated Reserve, in case the \$13,358 is needed; in Fund 433, PBO recommends that the projects roll, as the departments requested; in Fund 453, PBO recommends that the Ferguson Rd. project be rolled, as requested; in Funds 454, 456, and 458, PBO recommends that all projects requested be rolled forward.

There is a total of \$925,372 in funds available for Precinct One Road and Bridge projects, which are in the Allocated Reserves of the appropriate Funds. PBO recommends that Fund 404 be re-opened, and to place the approximately \$200,000 in interest in the Fund’s Allocated Reserve, to be used for appropriate park expenditures in FY ’03. PBO recommends that Funds 406, 422, 432, 434, 437, and 452 be rolled forward.

PBO also recommends that Fund 455 be closed out, once all current obligations of this Fund have been met.

PBO recommends that in Fund 451, all projects roll forward, as requested.

PBO recommends that Funds 441, 443, and 446 be closed out when all current obligations of the Funds have been met.

PBO recommends that the following Funds be rolled forward, as requested by Departments: 439, 440, 444, and 450.



## ITEM Discussion on Rebudgeting Bonds and Certificates of Obligation CONTINUED

PBO recommends that Fund 457 be closed out, once all current obligations of this Fund have been met.

PBO recommends rolling forward all projects requested in Funds 459, 460, and 461.

### (2:48 PM) County Clerk

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Dana DeBeauvoir, Travis County Clerk; Susan Bell, Chief Deputy, Travis County Clerk's Office; Pat Ford, Real Estate Manager, Facilities Management; Leroy Nellis, Budget Manager, PBO; and Diana Ramirez, Budget Manager, PBO.

**Clerk's Note:** The Commissioners' Court directed Dana DeBeauvoir, Travis County Clerk, and Pat Ford, Real Estate Manager, Facilities Management, to take the Elections Division lease budget of approximately \$140,000, and try to find space for the Travis County Elections Division.

Discussion Only.

### (3:28 PM) Review Television Screens and How to Track Mark-up Changes

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Leroy Nellis, Budget Manager, PBO; and Chris Broussard, Business Systems Consultant, PBO.

Discussion Only.

(4:13 PM) **Risk Management**

**Members of the Court heard from:** Alicia Perez, Executive Manager, Administrative Operations; and Valerie Spinelli, Budget Analyst, PBO.

**Motion by** Judge Biscoe **and seconded by** Commissioner Gómez to approve the request to roll over \$333,474.58, within the Risk Management Fund.

<b>Motion carried:</b>	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Karen Sonleitner	yes
	Precinct 3, Commissioner Margaret Moore	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

(4:15 PM) **Acceptance of Preliminary Budget (General Fund, Special Funds, and Capital Items) and Corrections List to Establish a Baseline for the Beginning of Mark-up**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

**Motion by** Judge Biscoe **and seconded by** Commissioner Moore to accept the preliminary Budget as a base document from which to work.

<b>Motion carried:</b>	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Karen Sonleitner	yes
	Precinct 3, Commissioner Margaret Moore	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

(4:19 PM) **Overview and Discussion of “Big Ticket Items”**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Leroy Nellis, Budget Manager, PBO; Margo Frasier, Travis County Sheriff; Bill Derryberry, Senior Budget Analyst, PBO; and Emily Treviño, Captain, Travis County Sheriff’s Office (TCSO).

Discussion Only.

