



STATE OF TEXAS *
COUNTY OF HAYS *

ON THIS THE 8TH DAY OF AUGUST A.D., 2008, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN SPECIAL MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

ELIZABETH "LIZ" SUMTER	COUNTY JUDGE
DEBBIE GONZALES INGALSE	COMMISSIONER, PCT. 1
JEFFERSON W. BARTON	COMMISSIONER, PCT. 2
WILL CONLEY	COMMISSIONER, PCT. 3
KAREN FORD	COMMISSIONER, PCT. 4
LINDA C. FRITSCHÉ	COUNTY CLERK

AND THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

Judge Sumter called the meeting to order at 9:00a.m. Commissioner Conley was not present during roll call but came to the meeting at 9:10 a.m.

25450 FY09 BUDGET WORKSHOP - DISCUSSION AND ACTION ON PARTICULAR BUDGET LINE ITEMS

Salary Chart

Human Resources Director Dee Dee Baen provided the following recommendations:

1. Effective October 1st move employee salaries to positions in range approved by Department Head requests.
2. Employees at or above the maximum of the range will be red circled (frozen) until the salary range is adjusted due to cost of labor increases.
3. Three (3) employees at the Sheriff's Office are above the maximum in the new range (1 Admin, 1 Mntc, 1 Food Srvc). They will not suffer a reduction in salary but will be red circled.
4. In this dynamic market, we still need the flexibility to hire above the minimum of the range when required. For the 09 Budget, vacant positions were budgeted at the minimum. It is recommended that HR and the Auditors office approve any requested deviation of hiring at the minimum up to the 25th percentile without having to come to Commissioners Court for approval. Funding would be through salary savings.
5. Approve the matrix for the following jobs: Administrative Assistant, Attorney, Sanitarian.
6. Approve and adopt the two salary charts, titles and grades: 1) Open Range charge for all employees and 2) Step plan for Deputy and Deputy Constables. Previous salary charges will be discontinued.
7. Step plan guidelines:
 - October 1, 2008 implementation into the plan is with a 3 years to 1 step ratio.
 - Future Step advancement for existing employees will occur each October 1
 - Starting salaries for employees hired after October 1, 2008 is \$40,794
 - Merits awards are not applicable to employees in the step plan
 - Advancement for employees in the Step Plan will occur on the first of the month following their annual anniversary in the position of Deputy or Deputy Constable
8. Recommended Regrades: If approved, implement DH requested salary
9. Continue to support HR reviewing market data in order to keep our salaries and respective ranges current.

Other: Commissioners Administrative Assistants
Constable Administrative Assistants
Elected Officials

Extension Office

Susan Schramm requested the 2% merit/COLA = \$852. Court agreed to add Extension Agents to the 2% increase.

Administrative Assistant

Commissioner Barton spoke of need for a position for temporary help, possibly a pool to be used by various department and interns. Discussed a possible range of \$8.50-\$10 per hour – minimum wage is currently at \$7.25.

Community and Social Services

[T1-433] Vicki Wilhelm spoke of committee meeting with each agency over a two day period – the funding they came up with was what they felt comfortable with after reviewing their applications and through discussion. She spoke of cuts that were made in funding and explained the reason for those cuts. Discussion was had regarding San Marcos/Hays County EMS. Commissioner Barton spoke of need to have a Hays County EMS with representatives countywide. Senior citizens programs were funded the same as last year. Other services were discussed. Discussion was had regarding funding for construction projects. Court agreed to delete \$10,000 funding for the Wimberley Village Library. Angels for Elders failed to submit a request for \$3,000 and Chisholm Trail also failed to submit a request (\$10,000 currently funded). The \$10,000 already deleted could be used to fund those services who failed to submit a request timely.



[T1-1264] A motion was made by Commissioner Ford, seconded by Commissioner Conley to set aside \$10,000 in this budget as discretionary funds for grants. All voting "Aye". MOTION PASSED

[T1-1313] A motion was made by Commissioner Barton, seconded by Judge Sumter to restore budget to \$5,000 to Nosotros La Gente. Commissioner Barton, Commissioner Conley, Commissioner Ford, and Judge Sumter voting "Aye". Commissioner Ingalsbe abstained. MOTION PASSED

[T1-1524] A motion was made by Commissioner Conley, seconded by Commissioner Ford to fund Hays County CERT the additional \$1400 requested (total of \$14,400). All voting "Aye". MOTION PASSED

FY2009 BUDGET HIGHLIGHTS

[T1-1628] County Auditor Bill Herzog went through the budget highlights: New improvements = \$566,117,767, proposed tax rate of \$0.4574, Average home value = \$153,770. He spoke of notice of tax revenue increase – this budget proposes to increase the total tax revenues of the County from properties on the tax roll in the preceding year by 4.74 percent. Discussion was had regarding new positions in the budget. Juvenile Center positions were discussed and fees being charged. Court agreed to 5 new positions in Juvenile Center (to begin April 1st) and 1 position for Juvenile Probation. Transfer Station new personnel to begin April 1st. Budget includes \$2,100,000 for the salary plan, \$3,000,000 dedicated to office purchase/construction, \$500,000 10% increase for health insurance, \$500,000 new financial software (reserves), \$825,000 additional debt principal payment, \$150,000 records management office, \$350,000 planning consultants & redistricting (reserves), and \$533,520 radio & justice software lease/purchase (reserves). Discussion was had regarding consultant expense line item of \$450,000, debt payment, effective tax rate, and records management. It was determined that the \$50,000 dedicated from reserves for redistricting is not needed this fiscal year.

Sheri Miller made the following recommendations regarding personnel issues:

Tax A/C Tax Specialist & Accountant I - recommends they stay as they are today. (\$3,744)

R&B Dept. - convert a current vacant position to an Administrative Assistant II – reduce \$39,167 to \$6500.

Construction Coordinator (\$78,305) & 2 Subdivision Reviewer positions (\$168,310) – reduce Reviewers to one position (\$84,155).

2% COLA/Merit [T2-35]

A motion was made by Commissioner Barton, seconded by Judge Sumter that the 2% designated for employees raises be considered as merit raises and not cost of living (COLA). All voting "Aye". MOTION PASSED

[T2-88]

A motion was made by Judge Sumter, seconded by Commissioner Conley to allow merit to start on October 1, 2008 and allow for one time payment for employees that are maxed out in their grade; with merit amount to be based on salaries as of October 1, 2008 on filled positions as of September 1, 2008 to be annualized. All voting "Aye". MOTION PASSED

[T2-152]

A motion was made by Commissioner Barton, seconded by Commissioner Ingalsbe to give Extension agents 2% merit for the county's portion of their salaries. All voting "Aye". MOTION PASSED

Commissioners Administrative Assistant positions were discussed. Discussed adding \$10,000 to salary line item for Commissioners to pay interns, researchers, etc. Need to consider a countywide pool to be used by smaller offices when their staff is sick, on vacation, etc.

[T2-668] Discussion was had regarding special projects and salary line items. Court agreed to add \$10,000 to Commissioners budget to be placed in the line items of their choice and allow them to move the money between line items of their choice.

Road Department

RPTP Director Jerry Borcharding spoke of current staff Assistant that is a vacant position – he wants it increased to an Administrative Assistant II and he wants, in addition, an Administrative Assistant III. Request is for \$45,692 for an Administrative Assistant III.

Court went through various budget workshop requests – item by item. Jerry Borcharding advised that he would like to have an Administrative Assistant III and not the Administrative Assistant II.



[T2-3109]

A motion was made by Commissioner Barton, seconded by Judge Sumter to adopt amendments to the County Judge's budget as read by the County Judge. All voting "Aye". MOTION PASSED

- Historical Commission – cemetery maintenance fund = \$2,000
- Sheriff's Office – GPS Tracker w/annual fee = \$2,020
- Sheriff's Office – Increase training line item = \$5,000
- Sheriff's Office – Uniform plan = \$25,000 [leave \$30 uniform allowance – need a Uniform Policy]
- Sheriff's Office – 4% Step Plan for S.O. Deputies & Deputy Constables = \$74,070
- Sheriff's Office – Reduce 2% COLA budgeted for deputies = \$80,241
- Sheriff's Office - \$43,457 – let Sheriff decide between Transportation Officer or Visitation Officer
- Sheriff's Office – Time Stamp = \$750
- Animal Control – Dell Laptop w/stand & antennae = \$4,875
- Animal Control – Remove equipment-shotgun & mini-14 rifle = \$1,323
- Civic Center – P/T Maintenance Worker – 7 months/29 hrs + FICA/Ret = \$ 18,614
- Constable 1 – Increase law enf equip maint/repair = \$600
- Constable 1 – Increase printing = \$350
- Constable 1 - Vehicle graphics = \$1,200
- Fire Marshal – Restore F/T Asst. Fire Marshal + fringe = \$65,726
- Fire Marshal – Vehicle = \$30,000
- Fire Marshal – Equipment for vehicle - \$8,600
- District Attorney – Travel allowance for Special Counsel = \$1,300
- Extension Office – Travel allowance for 2 agents = \$2,000
- Constable 3 – Taser (replacement) = \$840
- Juvenile Probation – 2 Dell Notebooks w/antenna/s & printers = \$2,175 (Gen) & \$2,175 (Fund 17)
- Human Resources – 1 Dell Notebook w/antenna & printer (PIO) = \$2,175
- DPS – Increase equip rent/lease for radar's = \$350
- Treasurer's Office – Increase bank fees = \$100
- Treasurer's Office – Increase books & periodicals = \$450
- CAPCOG/911 Address – Printing for maps = \$7,500
- Information Technology – Restore Web Master +fringe = \$56,433
- RPTP Dept – Roll Fy08 projects not complete = \$490,750 (from Reserves)
- RPTP Dept – Construction coordinator +fringe = \$78,305
- RPTP Dept – 1 Subdivision Reviewer + fringe = \$84,155
- RPTP Dept – Administrative Assistant II + fringe = \$6,500 (convert exiting position)
- RPTP Dept – Decrease contract hauling = \$216,350
- RPTP Dept – Increase consultant expense = \$ 180,000
- RPTP Dept – Decrease contract roadwork = \$13,100
- RPTP Dept – Decrease materials = \$701,400
- RPTP Dept – Increase membership fees & bonds = \$2,000
- RPTP Dept – Increase continuing education = \$3,000
- RPTP Dept - Increase office equipment (new hires) = \$3,330
- RPTP Dept – Increase data processing equip (new hires) = \$6,450
- RPTP Dept – Software for recommended laptop \$240
- RPTP Dept – additional funding for ROW = \$173,000 (from Reserves)
- Records Preservation – District Clerk project \$142k, Tax A/C proj \$93k = \$133,258 (from Reserves)
- Records Preservation – recommended position computer equipment \$ 2,190

Elected Officials Salaries

[T2-3200] [T3-907] **A motion was made by Judge Sumter, seconded by Commissioner Ford to adopt elected officials salaries as recommended based on the existing market.** Lengthy discussion was had regarding the proposed elected officials salaries. Commissioner Barton spoke of wanting to study this issue and take a closer look at the market benchmark. Human Resources Director Dee Dee Baen spoke of equivalent market in the private sector (Executive Officers). Commissioner Barton requested that newspaper ad contain information that the salaries are based on benchmarks and it is not an absolute increase that will be adopted in the budget - amount cannot exceed those published but can end up being less – and Commissioners have the option to accept all or part of the increase. Commissioner Conley suggested a 3% increase for all elected officials. Commissioner Barton advised that he is not ready to set the salaries but will vote in favor of recommended salaries to be published. **Commissioner Ford, Commissioner Barton, and Judge Sumter voting "Aye". Commissioner Conley and Commissioner Ingalsbe voting "No". MOTION PASSED**

Treasurer = \$61,543.74	Tax Assessor = \$66,679.44	District Clerk = \$62,307.72
County Clerk = \$62,307.72	Sheriff = \$87,689.40	County Judge = \$77,490.42
J.P. 1-1 = \$ 53,809.08	J.P. 1-2 = \$53,809.08	J.P. 2 = \$53,809.08
J.P. 3 = \$53,809.08	J.P. 4 = \$53,809.08	J.P. 5 = \$53,809.08
Constable Pct. 1 = \$50,502.24	Constable Pct. 2 = \$50,502.24	Constable Pct. 3 = \$50,502.24
Constable Pct. 4 = \$ 50,502.24	Constable Pct. 5 = \$50,502.24	Commissioner Pct. 1 = \$65,048.46
Commissioner Pct. 2 = \$65,048.46	Commissioner Pct. 3 = \$65,048.46	Commissioner Pct. 4 = \$65,048.46



[T3-3447] \$275,019 increase in the General Fund and Road & Bridge has a savings of \$566,845. The net effect is \$296,326 in savings at this time. Court still needs to address Records Preservation – suggested \$100,000 in General fund for operational cost (includes salary). \$196,326 in savings at this time. Discussed the current tax rate of 45.74 cents and possible 45.50 cents tax rate.

[T3-970]

A motion was made by Commissioner Barton, seconded by Judge Sumter to put \$10,000 in a pool to provide temporary help to departments that need office assistance over the course of the year. Commissioner Ingalsbe, Commissioner Barton, Commissioner Ford, and Judge Sumter voting “Aye”. Commissioner Conley voting “No”. MOTION PASSED

Court discussed various ways to decrease the tax rate to 45.50 cents. Discussion was had regarding subdivision review fees that could possibly be increased. Judge Sumter spoke of needing \$47,296 in savings or revenues or move one time expenditure to reserves. Court agreed to move Fire Marshal vehicle in the amount of \$38,600 into reserves and Constable Pct. 2 vehicle in the amount of \$22,060 in reserves or delete from the budget.

San Marcos Youth Services Bureau [T3-1570]

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Conley to restore funding to San Marcos Youth Services Bureau to \$18,000. All voting “Aye”. MOTION PASSED

Discussed travel allowances and current mileage – 16% increase in current travel allowance = \$18,780. Court agreed to remove phone allowances for all Commissioners.

Court was adjourned this the 8TH day of AUGUST, 2008.

I, LINDA C. FRITSCHÉ, COUNTY CLERK and EXOFFICIO CLERK OF THE COMMISSIONERS' COURT, do hereby certify that the foregoing contains a true and accurate record of the proceedings had by the Hays County Commissioners' Court on AUGUST 8, 2008.



**LINDA C. FRITSCHÉ, COUNTY CLERK AND EXOFFICIO
CLERK OF THE COMMISSIONERS' COURT OF
HAYS COUNTY, TEXAS**

