

## **MINUTES – JULY 8, 1998**

### **TRAVIS COUNTY COMMISSIONERS' COURT**

#### **FY 1999 PLANNING AND BUDGET PROCESS**

On Wednesday, the 8<sup>th</sup> day of July 1998, the Commissioners' Court convened the FY 1999 Planning and Budget Process Voting Session at 1:42 PM in the Commissioners' Courtroom, 1st Floor of the Travis County Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Anna M. Valdez.

The Commissioners' Court adjourned the FY 1999 Planning and Budget Process Voting Session at 4:52 PM.

The Commissioners' Court record notes that County Judge Bill Aleshire was not present during this Voting Session.

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1. **CONSIDER AND ACT ON PLANNING ISSUES AS PART OF THE FY 1999 PLANNING & BUDGET PROCESS. (1:42 PM)**

#### **SESSION OVERVIEW (1:42 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, Planning and Budget Office (PBO).

Discussion Only.

## ITEM 1 CONTINUED

### EXPOSITION CENTER (1:43 PM)

**Members of the Court heard from:** Alicia Perez, Executive Manager, Administrative Operations; and John Emmons, Director, Travis County Exposition Center.

Discussion Only.

### CAPITAL IMPROVEMENT REQUESTED (1:45 PM)

**Members of the Court heard from:** John Emmons, Director, Travis County Exposition Center.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez to authorize the improvements listed in this plan to move on to the budget process.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM 1 CONTINUED****PLEASANT VALLEY ROAD (1:59 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO; Pat Johnson, Financial Manager, Community Supervision and Corrections Department (CSCD); Jim Rust, Director, Community Supervision and Corrections and Pretrial Assessments and Counseling Services; Belinda Poppa, Planner, Facilities Management; Alicia Perez, Executive Manager, Administrative Operations; and Kevin Bailey, Director, Facilities Management.

**Motion by** Commissioner Gómez **and seconded by** Commissioner Sonleitner to direct staff to look at the relocation (of staff at the Pleasant Valley site), the eventual consolidation in a County building of these services, and plans for the potential disposal of the Pleasant Valley Road site. Staff should bring back the appropriate timeframes and options that are available to the Court.

**Maker and Second accept the Friendly Amendment by** Commissioner Moore to structure a relocation for the staff currently located at the Pleasant Valley site, and to pursue an ultimate consolidation without necessarily tying it to a five year plan.

**Acceptance of the Friendly Amendment was made by** Commissioner Gómez **and seconded by** Commissioner Sonleitner.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**CRIMINAL JUSTICE CENTER TRANSITION (2:12 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO

Discussion Only.

**ITEM 1 CONTINUED****STAFFING: CONTROL ROOM/INMATE CLASSIFICATION****(2:14 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO; John Carr, Division Manager, Facilities Management; Alicia Perez, Executive Manager, Administrative Operations; Belinda Poppa, Planner, Facilities Management; Kevin Bailey, Director, Facilities Management; and Christian Smith, Executive Manager, PBO.

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez that in terms of the Criminal Justice Center Occupancy and Transition Plan, staff should move forward on all of the issues to be studied. Regarding the possible new FTE's, making assignments and new job duties to existing personnel should be considered first.

**Clerk's Note:** A Vote was not taken on the Motion at this time. It became a Pending Motion.

**Clerk's Note:** A new Motion was made at this time (3:05 PM). This Motion took the place of the Motion that was previously made at 2:35 PM.

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO; Dan T. Richards, Chief Deputy, Travis county Sheriff's Office (TCSO); Christian Smith, Executive Manager, PBO; and David Balagia, Major, TCSO.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez to plan to staff the control room and to do the inmate classification (plan on performing those functions).

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**A Clarification was made of the previous Motion and Vote by** Commissioner Sonleitner that these individual Motions and Votes are replacing the umbrella Motion that was made earlier in the hour.

## ITEM 1 CONTINUED

## FUNCTIONAL CHANGES NEEDED IN THE FACILITY (2:36 PM)

**Members of the Court heard from:** Kevin Bailey, Director, Facilities Management; Belinda Poppa, Planner, Facilities Management; Alicia Perez, Executive Manager, Administrative Operations; and Karen Shafer Castro, Senior Budget Analyst, PBO.

**Motion by** Commissioner Moore **and seconded by** Commissioner McKee to authorize the changing of the facility to accommodate the possible programmatic changes that are now being worked on.

**Maker and Second accept the Friendly Amendment by** Commissioner Sonleitner that the change orders be brought to the Commissioners' Court.

**Acceptance of the Friendly Amendment was made by** Commissioner Moore **and seconded by** Commissioner McKee.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

## PUBLIC INFORMATION DESK STAFFING (3:06 PM)

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO; Belinda Poppa, Planner, Facilities Management; and Alicia Perez, Executive Manager, Administrative Operations.

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez that this position does need to be staffed and it should be under the Criminal Courts as opposed to Records Management. Whether it is one or two people and where they come from is still undecided by the Commissioners' Court.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM 1 CONTINUED****CUSTODIAL STAFF (3:13 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO; John Carr, Division Manager, Facilities Management; Kevin Bailey, Director, Facilities Management; Christian Smith, Executive Manager, PBO; and Belinda Poppa, Planner, Facilities Management.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez to plan to take care of the building with the County's custodial staff.

**Maker and Second accept the Friendly Amendment by** Commissioner Sonleitner that this issue needs to be brought to the attention of the Central Booking Interlocal Agreement that is currently in place.

**Acceptance of the Friendly Amendment was made by** Commissioner Moore **and seconded by** Commissioner Gómez.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**FURNITURE, FIXTURE AND EQUIPMENT (FFE) (3:18 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO; and Christian Smith, Executive Manager, PBO.

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez to approve the furniture, fixture and equipment item to proceed through to the budget process with staff bringing recommendations back to the Court as to whether it is a CO or a CAR funded item. (Recommendations must be brought back in terms of what dollar amount is going to be settled on).

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM 1 CONTINUED****ALLOCATION OF VACATED SPACE (3:20 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO; Belinda Poppa, Planner, Facilities Management; Alicia Perez, Executive Manager, Administrative Operations; Michelle Brinkman, Chief Deputy, Travis County District Clerk's Office; Christian Smith, Executive Manager, PBO; Ron Ledford, Director of Court Management, Civil Courts; and Kevin Bailey, Director, Facilities Management.

Discussion Only.

**Clerk's Note:** PBO will schedule another planning session for the Commissioners' Court (for one day in the next two or three weeks) to review the District Clerk's revised plan and to discuss space allocations.

**PARKING (4:00 PM)**

**Members of the Court heard from:** Karen Shafer Castro, Senior Budget Analyst, PBO.

**Motion by** Commissioner McKee **and seconded by** Commissioner Moore to go forward to the budget process with the last two issues (as outlined in the back-up material submitted for today's session).

**A Suggestion to broaden the Motion was made by** Commissioner Gómez to discuss the option of a transportation plan for the downtown area in the future (this would require bringing Capital Metro into the plan).

**An additional Suggestion to broaden the Motion was made by** Commissioner Sonleitner that in addition to looking at purchasing more parking spaces, as outlined in the back-up material, the Court must also look at the potential of charging for parking.

**Clerk's Note:** Commissioner McKee restated the Motion with the suggested concepts included.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**Clerk's Note:** The Commissioners' Court stood in a brief recess to allow sufficient time for the Tax Assessor Collector's staff to arrive in the Chamber. (4:02 PM)

**ITEM 1 CONTINUED****TAX ASSESSOR COLLECTOR (4:10 PM)****SESSION OVERVIEW (4:10 PM)**

**Members of the Court heard from:** Mark McCray, Budget Analyst, PBO.

Discussion Only.

**DATA ENTRY (4:11 PM)**

**Members of the Court heard from:** Nelda Wells Spears, Travis County Tax Assessor Collector; and Dolores Diaz-Lopez, Director of Voter Registration, Tax Assessor Collector's Office.

**Motion by** Commissioner Moore **and seconded by** Commissioner McKee to staff to meet the statutory requirements, whether they are Federal or State. The Court would like the County Attorney's Office to assist the Tax Assessor Collector in formulating the performance level that must be met. PBO should conduct an analysis of the level of personnel that must be met and of the best way to pay the personnel. PBO is expected to bring those options to the Court during the budget process.

**A Clarification was made of the previous Motion by** Commissioner Moore that the Tax Assessor Collector's Voter Registration division has more tasks than they had in the past with the same number of personnel. The concern is that all that should be done within the time frames allowed by law is not being done and that the statutory requirements will not be met. This Motion is to keep Travis County compliant.

**A Clarification was made of the previous Motion by** Commissioner McKee that if during the budget process, another way that comes to light on how to accommodate this necessity, it will be reviewed at that time. The Court wants the Tax Assessor Collector's Voter Registration division to have the resources to meet the Federal and State statutory requirements.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	absent
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes



**ITEM 1 CONTINUED****ELECTION PRECINCT MAPS (4:20 PM)**

**Members of the Court heard from:** Mark McCray, Budget Analyst, PBO; Dolores Diaz-Lopez, Director of Voter Registration, Tax Assessor Collector's Office and Christian Smith, Executive Manager, PBO.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez to keep the plotting of precinct maps in-house as it has always been done. The resources allocated to it will be increased to meet the demand, and the fees will be adjusted to cover the additional cost so Travis County comes out revenue neutral.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	absent
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**AUTOMATED FILING SYSTEM (4:28 PM)**

**Members of the Court heard from:** Nelda Wells Spears, Travis County Tax Assessor Collector; Dolores Diaz-Lopez, Director of Voter Registration, Tax Assessor Collector's Office; and Mark McCray, Budget Analyst, PBO.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez that for the purposes of this fiscal year, Travis County should take a look at the proper storing of Voter Registration files and present the Court with some options, during the budget process, about how to take care of this issue. The Tax Assessor Collector is a part of a larger space allocation discussion that may take place. There has been talk about relocating this office in the past. The Court would like staff to "cost out" what the options are for this fiscal year and into the next one.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	absent
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM 1 CONTINUED****OVERTIME (4:37 PM)**

**Members of the Court heard from:** Nelda Wells Spears, Travis County Tax Assessor Collector; and Dolores Diaz-Lopez, Director of Voter Registration, Tax Assessor Collector's Office.

Discussion Only.

**TITLE SPECIALISTS (4:39 PM)**

**Members of the Court heard from:** Nelda Wells Spears, Travis County Tax Assessor Collector; Stan Wilson, Associate Deputy of Revenue Management, Tax Assessor Collector's Office; and Mark McCray, Budget Analyst, PBO.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez that the level of service that was administered with positive response from the public be the benchmark for the future service. Staff should give the Commissioners' Court a staffing plan that would allow the Tax Assessor Collector to meet the benchmark. This issue is forwarded to the budget process.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	absent
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**TAX CLERKS (4:47 PM)**

**Members of the Court heard from:** Nelda Wells Spears, Travis County Tax Assessor Collector; and Stan Wilson, Associate Deputy of Revenue Management, Tax Assessor Collector's Office.

**Motion by** Commissioner McKee **and seconded by** Commissioner Gómez that this item move to the budget process.

<b>Motion carried:</b> County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	absent
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

## ADJOURNMENT

**Motion by** Commissioner Gómez **and seconded by** Commissioner Moore to adjourn the FY 1999 Planning and Budget Process Voting Session. (4:52 PM)

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	absent
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

## MINUTES APPROVED BY THE COMMISSIONERS' COURT

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**Date of Approval**

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**Bill Aleshire, Travis County Judge**