

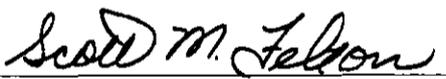
THE COMMISSIONERS COURT *
McLENNAN COUNTY *
THE STATE OF TEXAS *
TO ALL PERSONS INTERESTED:

NOTICE IS HEREBY GIVEN that, in accordance with the Government Code, Chapter 551, (known as the Open Meetings Act), as amended, a special meeting of Commissioners' Court, the governing body of McLennan County, will be held on Tuesday, the 22nd day of March, 2016 at 9:00 a.m. in the Commissioners Courtroom, 1st Floor, West Wing, McLennan County Courthouse, City of Waco, Texas, at which time the subjects listed below, will be considered

AGENDA

- I. **PROOF OF POSTING OF NOTICE** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meeting Act.
- II. **A MOMENT OF SILENCE / INVOCATION; PLEDGE OF ALLEGIANCE**
- III. **CONSIDERATION OF, AND/OR ACTION ON, THE FOLLOWING:**
 - A. **HEARING FROM MEMBERS OF THE PUBLIC ON COUNTY BUSINESS MATTERS**
 - B. **ITEMS PREVIOUSLY DEFERRED:**
 - 1. **Regarding Human Resources / Salary Matters:**
 - a. Consideration and/or Action on Department Head Evaluation / Review and Salary
 - b. Human Resources
 - c. Information Technology / Archives
 - d. Justice of the Peace, Precinct 2
 - C. **AUTHORIZATIONS RE: CONTRACTS / LEASE AGREEMENTS / INTERLOCAL AGREEMENTS:**
 - 1. Authorization of Interlocal Cooperation Agreement: City of Leroy
 - D. **FINANCIAL OBLIGATIONS OF McLENNAN COUNTY:**
 - 1. Authorization for County Treasurer to Pay County Checks / Wire Transfers / Electronic Transfers Issued since the Last Authorization
- IV. **Executive Session:** A closed meeting will be held pursuant to:
 - A. **Section 551.074 of the Government Code (V.C.T.A.):** Regarding Personnel Matters including but not limited to any eligible matter contained on the agenda, and: Personnel Evaluation / Review of Commissioners Court Appointed Department Heads

Signed this the 17th day of March, 2016


SCOTT M. FELTON, County Judge

STATE OF TEXAS *
COUNTY OF McLENNAN *

I, J.A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a NOTICE OF MEETING posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted this the 17th day of March, 2016 at 12:45 o'clock p. m.

Witness my hand and seal of office at Waco, McLennan County, Texas this 17th day of March, 2016.

J.A. "ANDY" HARWELL, County Clerk, McLennan County, Texas

By:  (Deputy) SEAL

Notice: Persons with disabilities in need of auxiliary aide or services may contact the County Judge's Office, (254) 757-5049, prior to the meeting date

FILED: MAR 22 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrcetaz Gowan DEPUTY

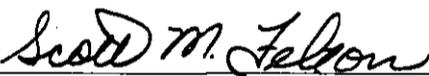
**IN THE COMMISSIONERS COURT OF MCLENNAN COUNTY
THE STATE OF TEXAS *
COUNTY OF MCLENNAN *
TO ALL PERSONS INTERESTED:**

NOTICE IS HEREBY GIVEN in accordance with the Government Code, Chapter 551, (known as the Open Meetings Act), as amended, that a special meeting of Commissioners' Court, the governing body of McLennan County, will be held on **Tuesday, the 22nd day of March, 2016 at 9:00 o'clock a.m.** in the Commissioners Courtroom, First Floor, West Wing, of the McLennan County Courthouse in the City of Waco, Texas, at which time **the following SUPPLEMENT to the AGENDA** previously posted on March 17, 2016 **will be considered:**

SUPPLEMENTAL AGENDA

1. **Proof of posting of notice** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meetings Act.
2. **Regarding Contracts / Lease Agreements / Interlocal Agreements:**
 - a. Authorization of Interlocal Cooperative Agreement No. 2: City of Golinda

Signed this the 18th day of March, 2016



SCOTT M. FELTON, COUNTY JUDGE

THE STATE OF TEXAS *
COUNTY OF MCLENNAN *

I, J. A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a **SUPPLEMENTAL NOTICE OF MEETING** posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted, on this the 18th day of March, 2016 at 2:50 o'clock p.m.

Witness my hand and seal of office at Waco, McLennan County, Texas, on this 18th day of March, 2016.

(SEAL) - J. A. "ANDY" HARWELL, County Clerk
- McLennan County, Texas

BY  (Deputy)

NOTICE: Persons with disabilities who plan to attend the meeting and who may need auxiliary aids or services are requested to contact the Office of the County Judge at (254) 757-5049 prior to the meeting date.

FILED: MAR 22 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrceluz Gowan DEPUTY

AGENDA: MARCH 22, 2016

II. A MOMENT OF SILENCE / INVOCATION; PLEDGE OF ALLEGIANCE

CD-380, 9:01

County Judge Felton stated that at this time we will have a moment of silence. County Judge Felton then stated that we will now have the Pledge of Allegiance.

AGENDA: MARCH 22, 2016

III. CONSIDERATION OF, AND / OR ACTION ON, THE FOLLOWING:

**A. HEARING FROM MEMBERS OF THE
PUBLIC ON COUNTY BUSINESS MATTERS**

No One Spoke

CD-380, 9:01

County Judge Felton opened the floor to anyone present who wished to address the Court on County business matters. Not hearing anyone speak, County Judge Felton closed the hearing.

Judge Felton informed the Court that there was nothing for Item D. 1.

The Court went to item C. 1. Authorization of Interlocal Cooperation Agreement: City of Leroy.

AGENDA: MARCH 22, 2016

III. CONSIDERATION OF, AND / OR ACTION ON, THE FOLLOWING:

**C. AUTHORIZATION RE: CONTRACTS / LEASE AGREEMENTS /
INTERLOCAL AGREEMENTS:**

1. Authorization of Interlocal Cooperation Agreement:
City of Leroy

Approved
(See after A.)

CD-380, 9:03

ORDER APPROVING:

**AUTHORIZATION OF INTERLOCAL COOPERATION
AGREEMENT: CITY OF LEROY**

On this the 22 day of March, 2016, came on for consideration the matter of Authorization of Interlocal Cooperation Agreement: City of Leroy. Commissioner Jones made a motion to approve the Agreement with the City of Leroy and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

The Court went to the Supplemental Agenda.

SUPPLEMENTAL AGENDA: MARCH 22, 2016

2. Regarding Contracts / Lease Agreements / Interlocal Agreements:

- a. Authorization of Interlocal Cooperative Agreement No. 2: City of Golinda

Approved
(See after C.1.)

CD-380, 9:04

ORDER APPROVING:

**AUTHORIZATION OF INTERLOCAL COOPERATIVE
AGREEMENT NO. 2: CITY OF GOLINDA**

On this the 22 day of March, 2016, came on for consideration the matter of Authorization of Interlocal Cooperative Agreement No. 2: City of Golinda. Commissioner Snell made a motion to approve the Interlocal Agreement with the City of Golinda for patching up their streets (the city has agreed to pay \$4,650.00 for labor and materials) and it was seconded by Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

2016 INTERLOCAL COOPERATIVE AGREEMENT NO. 2

This agreement is made by and entered into between the City of Golinda, Texas, (hereinafter "City") and McLennan County, (hereinafter "County") Texas.

WHEREAS, it is in the best interests of the citizens of McLennan County for the various governmental entities located in this County to cooperate in the provision of governmental services where such cooperation will result in a more efficient, higher quality and/or more cost-effective provision of such services; and

WHEREAS, the County can provide the services promised below more efficiently and less expensively than the City; and

WHEREAS, the County is willing to provide the work and materials needed for project defined herein in consideration of payment of a sum in an amount that fairly compensates the County for the materials provided and work performed; and

WHEREAS, City and County have found it advisable to enter into an Interlocal Cooperation Act Agreement wherein the County agrees to provide the governmental functions described below as authorized by Chapter 791, Government Code (formerly Article 4413 (32c), TEX. REV. CIV. STAT. ANN) after authorization by the County Commissioners' Court as required by the statute.

NOW, THEREFORE, in consideration of the promises, covenants and agreements contained herein, the parties hereto mutually agree as follows:

Section I: County Obligation.

Continue patching on Woodland Drive, Parklane, Farney, Neville and Dixon located in the City in accordance with the specification attached hereto as Exhibit "A" and incorporated by reference herein.

Section II: City Obligation.

In return for the County's performance of its obligation set forth above, the City shall pay the County the total sum of \$4,650.00 as set out in the estimate attached hereto as part of Exhibit "A." This is an estimate, and should the County's material costs be higher than estimated, the City agrees to reimburse the County for any overage. Payment is due within 30 days of the completion of the Project, and shall be made by a check payable to McLennan County delivered to the McLennan County Treasurer.

Section II: Miscellaneous Terms.

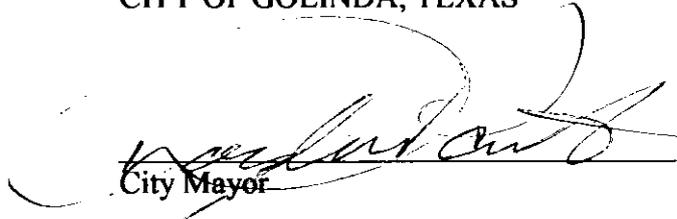
- (a) **Easements, Right of Way Grants, and Approvals:** City agrees to obtain all easements, right of way grants, or approvals necessary, if any, for the County to perform its obligation defined herein.

- (b) No Continuing Responsibility: This agreement is for the work/services described only, and does not include subsequent provision of services, maintenance, repair, or monitoring.
- (c) Current Revenues: Performance under this Agreement by the parties is to be undertaken solely from current revenues available to the parties.
- (d) Approval of Contact: This Agreement was approved by the governing bodies of both parties.

This agreement may be executed in multiple counterparts, each of which constitutes an original.

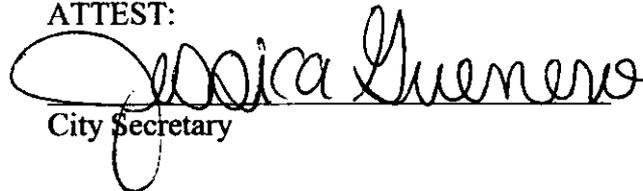
EXECUTED on the 15 day of MARCH, 2016.

CITY OF GOLINDA, TEXAS



City Mayor

ATTEST:



City Secretary

MCLENNAN COUNTY, TEXAS



County Judge SCOTT M. FELTON 3/22/16

ATTEST:



EXHIBIT

A

City of Golinda

Patching Estimate for Woodland Dr., Parklane, Farney, Neville and Dixon

Start Date: October 1, 2015

End Date: September 31, 2016

Truck & patcher with 2 people for 3 day:	\$2,415.00
750 gallons of CRS2 Emulsions:	\$1,875.00
45 yards of #5 pea gravel @ \$8 per yard	<u>\$ 360.00</u>
TOTAL:	\$4,650.00

* Estimate is based on one 8hr. day. When this has been depleted that will be the end of this estimate.

FILED. MAR 22 2016

J A ANDY MARWELL, County Clerk
McLennan County, Texas
By Myroslava Gowan DEPUTY

The Court went back to B. Items Previously Deferred.

AGENDA: MARCH 22, 2016

III. CONSIDERATION OF, AND / OR ACTION ON, THE FOLLOWING:

B. ITEMS PREVIOUSLY DEFERRED:

1. Regarding Human Resources / Salary Matters:

- | | |
|--|---|
| a. Consideration and/or Action on Department Head Evaluation / Review and Salary | Approved
<i>(See after Executive Session)</i> |
| b. Human Resources | Deferred |
| c. Information Technology / Archives | Approved |
| d. Justice of the Peace, Precinct 2 | Denied |

CD-380, 9:04

The Court went to item B. 1. b. Re: Human Resources / Salary Matters: Human Resources.

KEPT DEFERRED:

HUMAN RESOURCES / SALARY MATTERS:

HUMAN RESOURCES

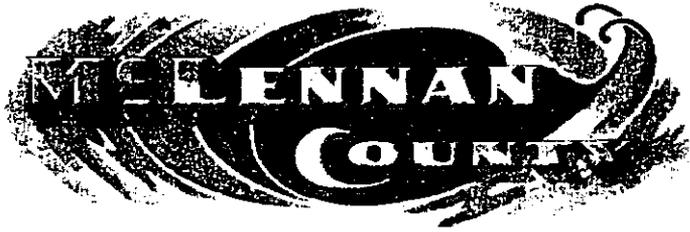
On this the 22 day of March, 2016, came on for consideration the matter of Human Resources / Salary Matters: Human Resources. After discussion, Commissioner Gibson made a motion to defer and it was seconded by Commissioner Perry. After further discussion, a vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, kept deferred by unanimous vote.

ORDER APPROVING:

HUMAN RESOURCES / SALARY MATTERS:

INFORMATION TECHNOLOGY / ARCHIVES

On this the 22 day of March, 2016, came on for consideration the matter of Human Resources / Salary Matters: Information Technology / Archives. After discussion, Commissioner Jones made a motion to approve the changes for the IT Department per the request of the IT Director and it was seconded by Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.



WACO, TEXAS

LISA FETSCH
DIRECTOR – INFORMATION TECHNOLOGY
500 COLUMBUS AVENUE
WACO, TEXAS 76701-1388

March 18, 2016

To the Honorable Commissioners Court:

I am requesting approval to restructure the IT and Archives departments in a more efficient and organized manner. I have met with Human Resources to reclassify our existing positions to more accurately reflect current roles and needs. This new structure allows for better management and utilization of IT resources. I will be reducing my IT work force from 17 to 15 positions – one position will be closed and the other I will leave unfilled (the need for this position will be determined after I have time to evaluate the success of this new structure).

This change will result in savings to the salary budget and employee benefits. I would also like to transfer \$8000 from the IT salary budget to the Archives salary budget. With the salary surplus, I will be able to fund all the budgetary changes requested, while staying **budget-neutral**, and **returning \$16,568** to the county general fund.

Respectfully,

Lisa Fetsch

APPROVED BY COMMISSIONERS COURT
THIS 23 DAY OF MARCH 20 16

COUNTY JUDGE



MCLENNAN COUNTY
 Human Resources Department
 214 N. 4th St., Suite 200
 Waco, TX 76701 – 1366
 Office: (254) 757-5158
 Fax: (254) 757-5073
 Job-Line: (254) 757-5073

Amanda M. Talbert
 Human Resources Director

MEMORANDUM

Date: Tuesday, March 15th, 2016
 To: Commissioner's Court
 From: Amanda Talbert, HR Director & Lisa Fetsch, Information Technology Director
 Subject: Requesting Approval to Change Position Titles, Pay Grade & Requesting Approval to Increase Pay

Within the Archives division which falls under the leadership of the Information Technology Director, Lisa Fetsch, there are a few requested changes. Primarily the request is with regard to the job titles for the positions within Archives. These titles are a better representation of the actual job duties and responsibilities. The job descriptions have been revised to reflect these position duty and requirement changes, in addition, the position classifications were reviewed based upon this information.

Position Number: 337

Job Title Existing Position	Records Technician	Title Requesting	Preservation/Research Clerk
Pay Grade	B06	Pay Grade Requested	B07
Pay Range	\$28072.18-\$45912.51	Pay Range	\$30145.20-\$49601.28
Avg Pay of Empl. in Requested Grade	\$40735.06	Midpoint	\$39873.24
Budgeted Amount	\$36987.00	Requested Change	No Change
Incumbent:	Kerry McGuire	Transferring Employee/Promotion	No Change

This position is serving a unique function for the County that requires specialized education and training to perform the work. The position serves to preserve records materials and documents, maintain the archiving and restoration processes and perform research on specified records and documents. These duties do impact the position classification.

Position Number: 230

Job Title Existing Position	Records Microfilm Clerk	Title Requesting	Scanning Clerk
Pay Grade	B04	Pay Grade Requested	No Change
Pay Range	\$2456288-\$39661.06	Pay Range	No Change
Avg Pay of Empl. in Requested Grade	\$31450.96	Midpoint	\$32112.00
Budgeted Amount	\$32116.00	Requested Change	No Change
Incumbent:	Elizabeth McGuire	Transferring Employee:	No Change

Position: 1014

Job Title Existing Position	Records Clerk Lead	Title Requesting	No Change
Pay Grade	B04	Pay Grade Requested	B08
Pay Range	\$2456288-\$39661.06	Pay Range	\$32446.56-\$53763.48
Avg Pay of Empl. in Requested Grade	\$43546.78	Midpoint	\$43105.08
Budgeted Amount	\$24572.00	Requested Change	\$32572 (Money being moved from IT positions, difference of \$8000)
Incumbent:	Sherri Hutchins	Transferring Employee:	No Change

Position: 543

Job Title Existing Position	Records Management Head	Title Requesting	Archives Manager
Pay Grade	A30	Pay Grade Requested	A30
Pay Range	\$40901.55-\$67506.96	Pay Range	No Change
Avg Pay of Empl. in Requested Grade	\$55280.64	Midpoint	\$54204.24
Budgeted Amount	\$51492.00	Requested Change	No Change
Incumbent:	Claire McDaniels	Transferring Employee:	No Change

There will be no changes to the following positions:

Job Title	Position Number	Incumbent	Pay Grade	Budgeted Amounts
Hourly Clerical	863	Kathleen Schwartz	Part Time	\$10000.00
Records Clerk	828	Christopher Thun	B03	\$30087.00
Records Clerk	128	Johnisha Lieurance	B03	\$30073.00

Information Technology Department



2016 Proposed

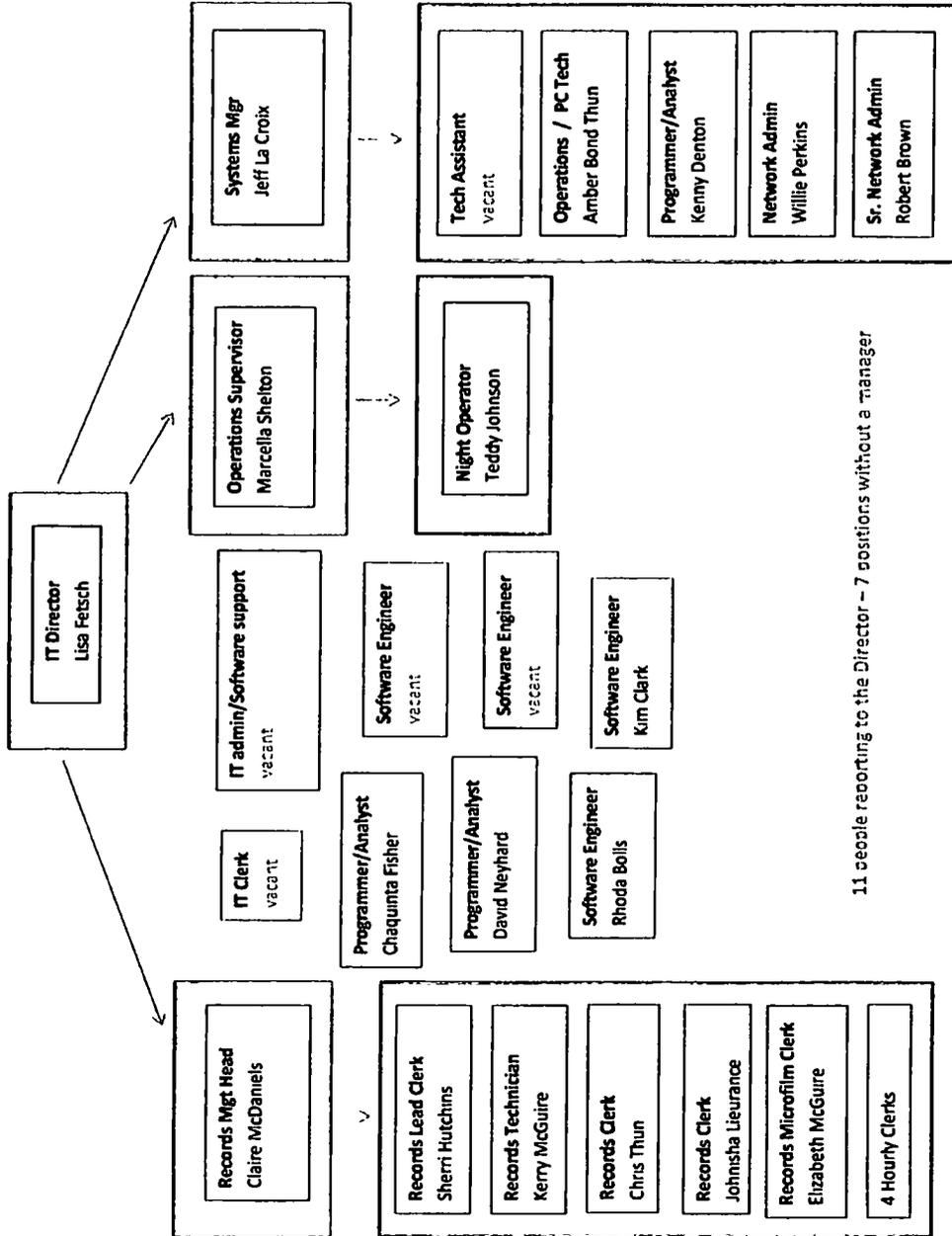
IT Restructuring

Information Technology Department

- In this structure:
- Functions are not well defined for employees
 - Clients depend upon whom they know or who is first available in absence of a tiered structure
 - Limited leadership exists causing unbalanced work loads, delays in progress and confusion



CURRENT I.T. HIERARCHY



11 people reporting to the Director - 7 positions without a manager

Information Technology Department

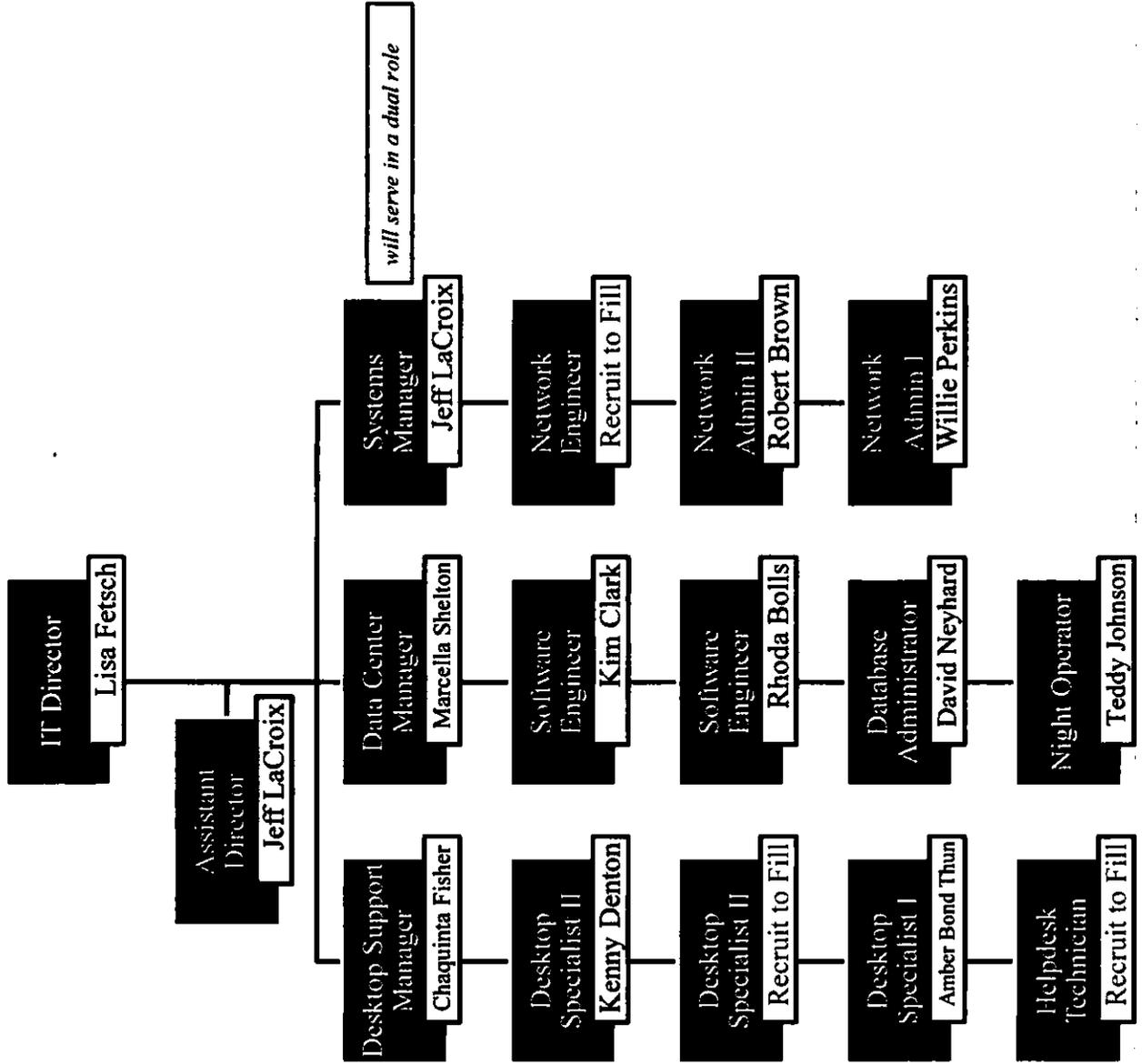


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IT Restructuring

Information Technology Department

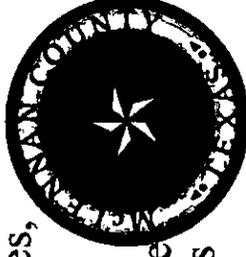
Proposed New Structure & Hierarchy Definitions



Desktop Support Services

This division will serve the employees and divisions of McLennan County with regard to initial IT Computer-related Support:

- First the technology user will contact a general line to receive initial assistance from the Help Desk Technician, a ticket will be logged to track user support and ideally resolved at this level. If the technology user requires additional support services the ticket will be escalated to a Help Desk Specialist or the identified IT representative for further action and tracking
- This allows IT to have better metrics and reporting
- Assistance will be provided over the phone, sometimes via remote controlling into the user's desktop, occasional services might require a field technician aka Desktop Specialist or in times a Network Admin
- This group will assist the user with desktop software, the County public facing website platforms (both the intranet & extranet), printing services, email, etc.
- Education regarding utilization of varying software applications; orientating a new user to our systems, computer hardware infrastructure and best utilization and practices regarding internal IT security policies
- Support for ADA accessibility to County electronic web based information



Data Center Services

This division will serve the employees and divisions of McLennan County with regard to maintaining data integrity, data storage & back ups, data recovery, etc.

- This group is providing programming language creation, design, modification, queries and development
- This group ensures easy and secured access of County electronic data or data recovery
- Liaison between County departments and IT software related vendors, ensuring service agreements are honored
- Reviews software system options for departmental customization needs
- Maintain high availability and maintenance of the mainframe and the server infrastructure



Network Systems Support Services

This division will serve the employees and divisions of McLennan County with regard to developing and maintaining network infrastructure, security and integrity

- This group is responsible for ensuring each user has network accessibility; forecasts and plans for the future expansion of the network & server infrastructure and user group platforms
- The system integrity is secured by this group by performing housekeeping aspects to prevent system compromises, viruses, worms, etc. The responsibility of this unit is to enforce IT policies
- Maintaining server applications, enabling data sharing within security protocols, public wi-fi accessibility, etc.
- Any cabling, network jack activation, IP addresses, print server applications, etc. is provided by this team





MCLENNAN COUNTY

Human Resources Department
 214 N. 4th St., Suite 200
 Waco, TX 76701 – 1366
 Office: (254) 757-5158
 Fax: (254) 757-5073
 Job-Line: (254) 757-5073

MEMORANDUM

Date: March 15, 2016

To: Commissioner’s Court

From: Amanda Talbert, HR Director & Lisa Fetsch, Information Technology Director

Subject: Requesting Approval to Restructure the Information Technology Departmental Functions and Personnel Organizational Changes

Information Technology is requesting the ability to restructure the division created three primary tiers of support serving in the function of desktop services, data center storage and recovery and network accessibility. In making these changes 3 individuals are being promoted, one of those individuals will be serving primarily as the Assistant Director to the IT department while also matrixed to provide management oversight specifically to the Network Administration. The other two individuals will be promoted into management roles. These positions were classified based on the current Waters Infrastructure adopted and utilized by the County for some time now.

Several positions will receive title changes. The new structure has career ladders built within allowing for division of classifications based upon experience, education and skills required to be a level I classification up to a level III classification. One of the individuals is presently classified as a Programmer Analyst; however, the individual’s responsibilities are that of a Database Administrator.

Existing Job Title & Position #	Software Engineer #589	Title Requesting	Assistant Director/Requesting New Position #
Pay Grade	A34	Pay Grade Requested	A33
Pay Range	\$60064 - \$82627	Pay Range	\$54318.48-\$91353.60
Avg Pay of Empl. in Requested Grade	\$72476.20	Midpoint	\$72836.28
Budgeted Amount	\$82627.00	Requested Change	No Change
Incumbent:	VACANT	Transferring Employee:	Jeff LaCroix

Existing Job Title & Position #	Software Engineer #560	Title Requesting	Desktop Support Manager / Requesting New Position #
Pay Grade	A32	Pay Grade Requested	A32
Pay Range	\$49242.25-\$82278.67	Pay Range	\$49242.25-\$82278.67
Avg Pay of Empl. in Requested Grade	\$70055.00 without Chapman & Van Wolfe it is \$66471.67	Midpoint	\$65760.48
Budgeted Amount	\$65848.00	Requested Change	No Change
Incumbent:	VACANT	Transferring Empl/Promotion	Chaquinta Fisher

Existing Job Title & Position #	Computer Operation Supervisor #485	Title Requesting	Data Operations Manager / Requesting New Position #
Pay Grade	B09	Pay Grade Requested	A31 Exempt
Pay Range	\$35074.48-\$58497.05	Pay Range	\$44818.91-\$74427.65
Avg Pay of Empl. in Requested Grade		Midpoint	\$59623.32
Budgeted Amount	\$50869.00	Requested Change	\$59623.00 (Difference of \$8754)
Incumbent:	Marcella Shelton	Transferring Employee:	No Change

Existing Job Title & Position #	Programmer Analyst #539	Title Requesting	Database Administrator / Requesting New Position #
Pay Grade	A30	Pay Grade Requested	A30
Pay Range	\$40901.55-\$67506.96	Pay Range	\$40901.55-\$67506.96
Avg Pay of Empl. in Requested Grade	\$55280.64	Midpoint	\$54204.24
Budgeted Amount	\$53511.00	Requested Change	\$55280.00 (Difference of \$1769)
Incumbent:	David Neyhard	Transferring Employee:	No Change

Ms. Fetsch is requesting a value slightly above midpoint for this position to be more in line with the average pay of current employees within this pay grade and to maintain better internal parity with the software engineering positions under the new infrastructure in the Data Center Operations.

Existing Job Title & Position #	Programmer Analyst #541	Title Requesting	Network Engineer / Requesting New Position #
Pay Grade	A30	Pay Grade Requested	A31
Pay Range	\$40901.55-\$67506.96	Pay Range	\$44818.91-\$74427.65
Avg Pay of Empl. in Requested Grade	\$58857.00	Midpoint	\$59623.32
Budgeted Amount	\$51095.00	Requested Change	\$68000.00 (Difference of \$16,905)
Incumbent:	Chaquinta Fisher	Transferring Employee:	RECRUIT TO.FILL

In order to maintain parity within the networking group, the Network Engineer's requesting budgeted allowance is higher than the midpoint. The network engineer will be responsible for system design and deployment. This position will also be serving to assist the Assistant Director and Director in emergency management of the County's IT Systems Infrastructure. The Network Administrators will be responsible for maintenance and troubleshooting ensuring user continuity.

Existing Job Title & Position #	Sr. Network Administrator #569	Title Requesting	Network Admin II
Pay Grade	A32	Pay Grade Requested	B08 – Non Exempt
Pay Range	\$49242.25-\$82278.67	Pay Range	\$32446.56-\$5376348
Budgeted Amount	\$65755.00	Requested Change	No Change
Incumbent:	Robert Brown	Transferring Employee:	No Change

Existing Job Title & Position #	Network Administrator #559	Title Requesting	Network Admin I
Pay Grade	A31	Pay Grade Requested	B07 – Non Exempt
Pay Range	\$44818.91-\$74427.65	Pay Range	\$30145.20-\$49601.28
Budgeted Amount	\$58092.00	Requested Change	No Change
Incumbent:	Willie Perkins	Transferring Employee:	No Change

Existing Job Title & Position #	IT Admin & Software Specialist #325	Title Requesting	Desktop Support Specialist II / Requesting New Position #
Pay Grade	A29	Pay Grade Requested	B08 – Non Exempt
Pay Range	\$37490.19-\$61418.74	Pay Range	\$32446.56-\$5376348 Midpoint is \$43105.08
Budgeted Amount	\$43180.00	Requested Change	No Change
Incumbent:	VACANT	Transferring Employee:	RECRUIT TO FILL

Existing Job Title & Position #	Programmer Analyst #540	Title Requesting	Desktop Support Specialist II / Requesting New Position #
Pay Grade	A30	Pay Grade Requested	B08 – Non Exempt
Pay Range	\$40901.55-\$67506.96	Pay Range	\$32446.56-\$5376348 Midpoint is \$43105.08
Budgeted Amount	\$46474.00	Requested Change	No Change
Incumbent:	Kenny Denton	Transferring Employee:	No Change

Existing Job Title & Position #	Computer Operations PC Technician #1158	Title Requesting	Desktop Support Specialist I / Requesting New Position #
Pay Grade	B06	Pay Grade Requested	B07
Pay Range	\$28072.18-\$45912.51	Pay Range	\$30145.12-\$49601.35 Midpoint is
Budgeted Amount	\$36981.00	Requested Change	\$39873.00 (Difference is \$2892)
Incumbent:	Amber Thun	Transferring Employee:	No Change

Existing Job Title & Position #	Computer Tech Assistant #373	Title Requesting	Help Desk Technician / Requesting New Position #
Pay Grade	B07	Pay Grade Requested	B06
Pay Range	\$30145.12-\$49601.35	Pay Range	\$28072.18-\$45912.51 Midpoint is \$36992.40
Budgeted Amount	\$38590.00	Requested Change	No Change
Incumbent:	VACANT	Transferring Employee:	RECRUIT TO FILL

There will be no changes to the following positions:

Existing Job Title & Position #	Software Engineer #538	Title Requesting	No Change
Pay Grade	A32	Pay Grade Requested	No Change
Pay Range	\$49242.25-\$82278.67	Pay Range	\$49242.25-\$82278.67 Midpoint is \$65760.48
Budgeted Amount	\$65768.00	Requested Change	No Change
Incumbent:	Rhoda Bolls	Transferring Employee:	No Change

Existing Job Title & Position #	Software Engineer #561	Title Requesting	No Change
Pay Grade	A32	Pay Grade Requested	No Change
Pay Range	\$49242.25-\$82278.67	Pay Range	\$49242.25-\$82278.67 Midpoint is \$65760.48
Budgeted Amount	\$65848.00	Requested Change	No Change
Incumbent:	Kim Clark	Transferring Employee:	No Change

Job Title	Position Number	Incumbent	Pay Grade	Budgeted Amounts
Night Computer Operator (Likely a future change)	326	Teddy Johnson	B04	\$35496.00

The positions below will be modified allocating some of the budgeted funds to other positions:

Existing Job Title & Position #	Systems Manager #570	Title Requesting	TBD
Pay Grade	A32	Pay Grade Requested	
Pay Range	\$49242.25-\$82278.67	Pay Range	
Budgeted Amount	\$68400.00	Requested Change	Allocate these monies to the other positions that have an increase, detailed below.
Incumbent:	Jeff LaCroix	Transferring Empl/ Promotion	Determine at a future point if any additional staffing is required to support existing or future service operations

Existing Job Title & Position #	IT Clerk #1043	Title Requesting	REDUCTION
Pay Grade	B04	Pay Grade Requested	
Pay Range	\$24562.88-\$39661.06	Pay Range	
Budgeted Amount	\$24568.00	Requested Change	
Incumbent:	VACANT	Transferring Employee:	Close Position

Another way to reflect the adjustments listed above:

The position 570, Systems Manager, is a position that will not be filled at this time. Jeff LaCroix will be moving into a role serving as the Assistant Director, while filling this role he will continue to serve as a Systems Manager directly managing the network operations and personnel. In essence, he will be filling two roles, which is why we're asking for a variation from the midpoint of the pay classification. The funds from position 570 will be used to account for the budgetary changes for the above positions. I'm also requesting that \$7,728 amount be transferred to Archives into position #1014. The adjustments are detailed in the following charts:

Position 570 is budgeted at \$68400 these monies will be allocated in the following capacity:	
Position #	Amount to Transfer
485, New # Req	\$8,754
539, New # Req	\$1,769
541, New # Req	\$16,905
1158, New # Req	\$2,892
Total	\$30,320
Difference = \$38,080	
Request permission to leave the remaining \$ in position line item 570 to determine if additional staffing will be required at a future point.	

Position Number #	FY 2016 Budgeted Amt	Requested Changes
325 – New # Req	\$43,180	\$43,180
326	\$35,496	\$35,496
373 – New # Req	\$38,590	\$38,590
485 – New # Req	\$50,869	\$59,623
538	\$65,768	\$65,768
539 – New # Req	\$53,511	\$55,280
540 – New # Req	\$46,474	\$46,474
541 – New # Req	\$51,095	\$68,000
559	\$58,092	\$58,092
560 – New # Req	\$65,848	\$65,848
561	\$65,848	\$65,848
569	\$65,755	\$65,755
570 – New # Req	\$68,400	\$38,080
589	\$82,627	\$82,627
1043 - REDUCTION	\$24,568	\$0
1158 – New # Req	\$36,981	\$39,873
Totals =	\$853,102	\$828,534
Difference = \$24,568 (Some of these funds will be transferred to Archives)		

With regard to Position 1043, the plan for these funds is:

Position 1043 is budgeted at \$24,568 these monies will be allocated in the following capacity:	
Position #	Amount to Transfer
Transfer to Archives Position #1014	\$8,000
Difference	\$16,568
	These monies can be returned to the County General Fund

Thank you for your time and consideration of all the information provided.

FILED: MAR 22 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrceluz Gowen DEPUTY

ORDER RECESSING REGULAR SESSION

On this the 22 day of March, 2016, at 10:24 o'clock a.m., the County Judge Scott M. Felton announced that this meeting of March 22, 2016 stands in recess for five minutes.

ORDER RECONVENING SPECIAL SESSION

On this the 22 day of March, 2016, at 10:32 o'clock a.m. the Court reconvened in Special Session with County Judge Scott M. Felton presiding and Commissioners Kelly Snell, Will Jones, Ben Perry and the Clerk thereof being in attendance, the following proceedings were had and done to-wit:

The Court went back to item B. 1. d. Re: Human Resources / Salary Matters: Justice of the Peace, Precinct 2.

ORDER DENYING:

HUMAN RESOURCES / SALARY MATTERS:

JUSTICE OF THE PEACE, PRECINCT 2

On this the 22 day of March, 2016, came on for consideration the matter of Human Resources / Salary Matters: Justice of the Peace, Precinct 2. Commissioner Gibson informed the Court that he needed to abstain and filed the proper affidavit. Commissioner Gibson was not present for agenda item. After discussion, Commissioner Perry made a motion to deny the current requested change in budget proposal (the said proposal will be reviewed during the upcoming budget year) and it was seconded by Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, denied by unanimous vote.



MCLENNAN COUNTY
 Human Resources Department
 214 N. 4th St., Suite 200
 Waco, TX 76701 – 1366
 Office: (254) 757-5158
 Fax: (254) 757-5073
 Job-Line: (254) 757-5073

Amanda M. Talbert
 Human Resources Director

MEMORANDUM

Date: March 15th, 2016
 To: Commissioner's Court
 From: Amanda Talbert, HR Director; Judge James Lee, JP Pct. 2
 Subject: Requesting Approval to Increase Budgetary Line Items

We are requesting the ability to compensate the staff members of JP Pct. 2 at a comparable rate to the other Justice of the Peace offices of similar size and operations. Presently the department does not have any excess budgetary funds to amend to allocate to these position line items, thus the request would require funds from contingency to make these changes effective through the end of FY 2016. This would also impact the requests for the FY 2017 salary funds.

The increased amounts are based on the average budgeted amount of pay for the Justice of the Peace Chief Court Clerk and Court Clerk positions.

Job Title Existing Position	Court Clerk #225	Title Requesting	No Title Change
Pay Grade	B04	Pay Grade Requested	No Change
Pay Range	\$24,562.88 - \$39,661.06	Pay Range	No Change
Current Budgeted Amount	\$30,192.00	Requested Change	\$32371.56 (Difference of \$2179.56)
Current Employee Pay	\$25,990.00	Employee Pay	TBD

Job Title Existing Position	Chief Court Clerk #226	Title Requesting	No Title Change
Pay Grade	B06	Pay Grade Requested	No Change
Pay Range	\$28,072.18- \$45,912.51	Pay Range	No Change
Current Budgeted Amount	\$32,386.00	Requested Change	\$39350.00 (Difference of \$6964.00)
Current Employee Pay	\$32,386.00	Employee Pay	TBD

Position #	Current Budgeted Amount	Proposed Budget Amount
225	\$30192.00	\$32371.56
226	\$32386.00	\$39350.00
Total =	\$62578.00	\$71721.56
Difference of		\$9143.56
Amount Needed from Contingency to Complete the FY2016		\$5304.66

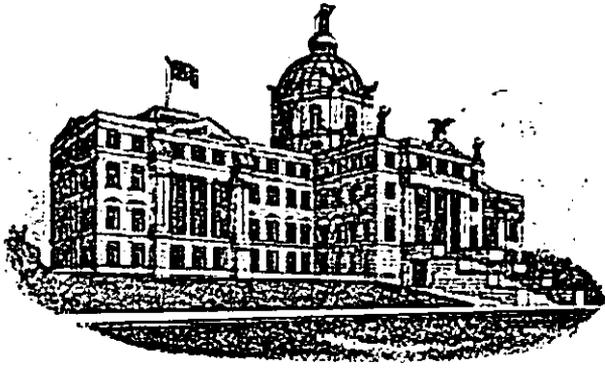
Judge Lee has provided some additional information to reflect the volume of activities, collections and general fund revenue as supporting information to display that this court is operating at a state comparable to other Justice of the Peace precincts, thus the employees performing these operations should be similarly compensated. This data specifically displays Precinct 2 in comparison to Precinct 4 and Precinct 5. When averaging the salaries for Pct. 4 and Pct. 5 the Chief Court Clerk role averages \$38537.00 and for the Court Clerk role the average is \$29944.00. Again, the numbers reflected in the above charts is the average for all Chief Court Clerk roles and all Court Clerk roles within the Justice of the Peace Divisions.

We are requesting this be approved and effective beginning March 27th, 2016.

-Thank You.

DEFERRED BY COMMISSIONERS COURT
 THIS 15 DAY OF MARCH 2016
[Signature]
 COUNTY JUDGE

DENIED BY COMMISSIONERS COURT
 THIS 22 DAY OF MARCH 2016
[Signature]
 COUNTY JUDGE



WACO, TEXAS

Judge James E. Lee Jr.

Kelly-Napier Justice Center, Precinct 2

929 ELM AVENUE

WACO, TEXAS 76704

Office: 254.752.9353

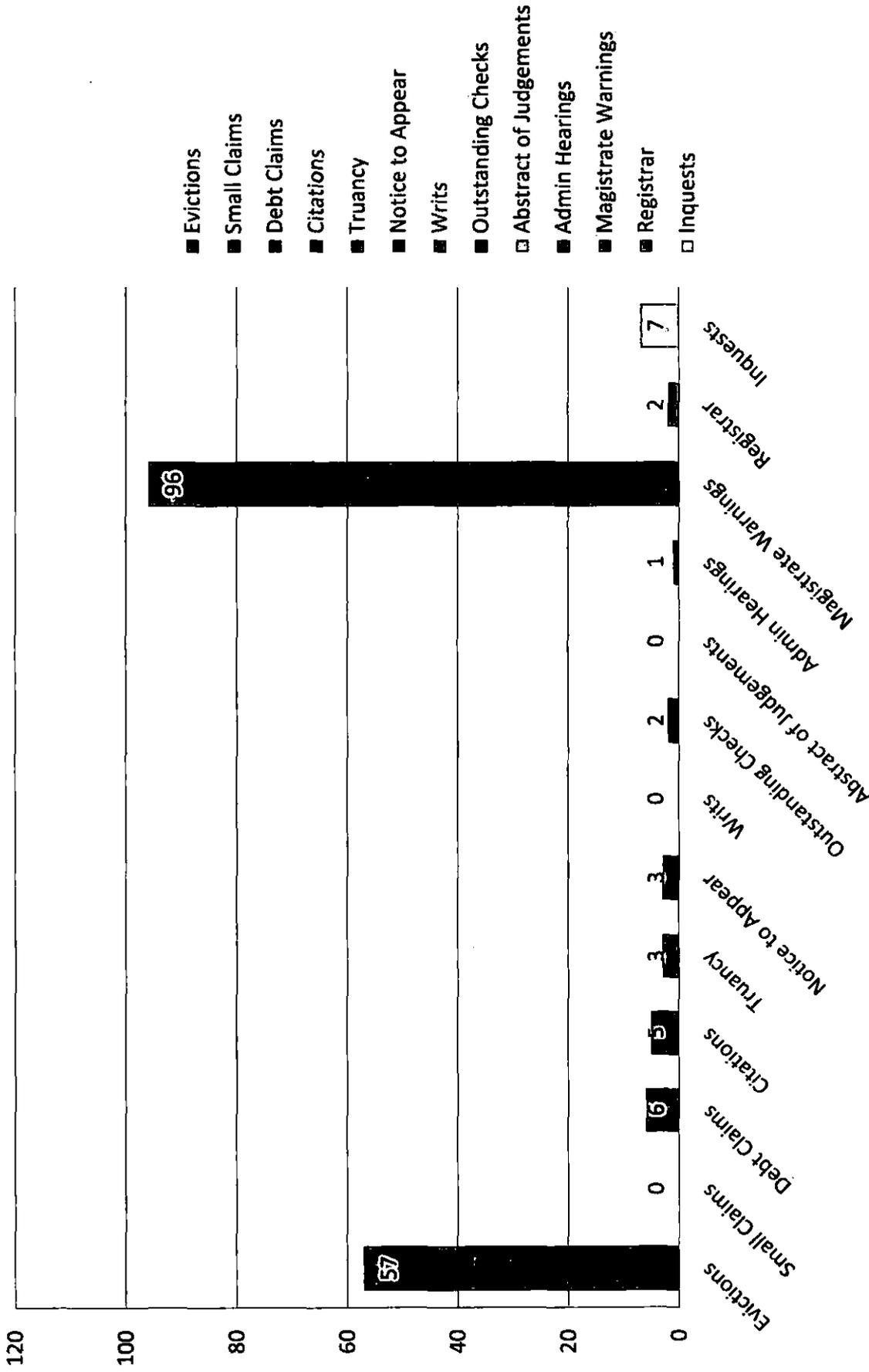
Fax: 254.752.9526

James.LeeJr@co.mclennan.tx.us

**FY 2016
MONTHLY
FIRST QUARTER
REPORTS
(Daily Activity Logs)**

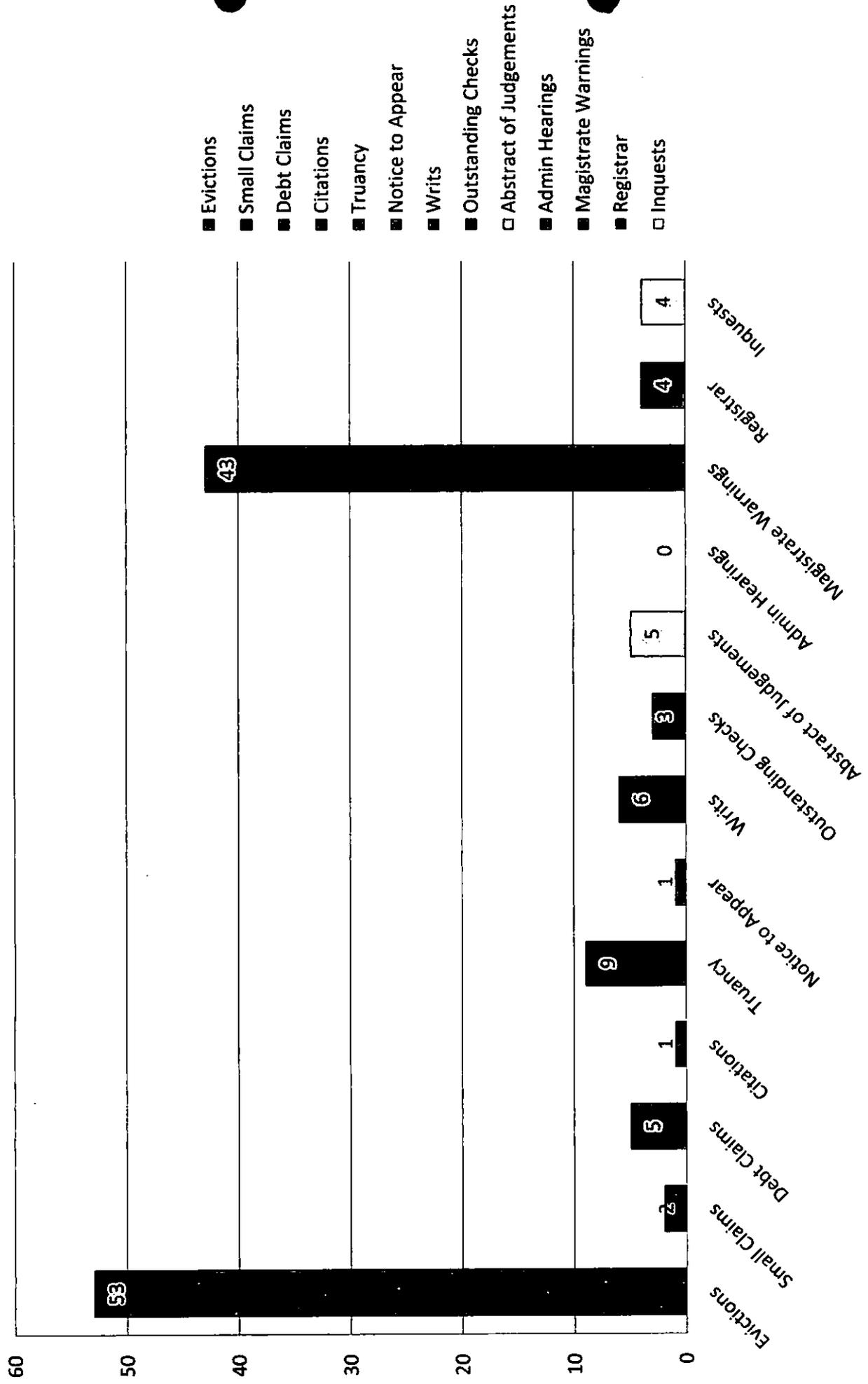
JUSTICE COURT PRECINCT 2

October 2015



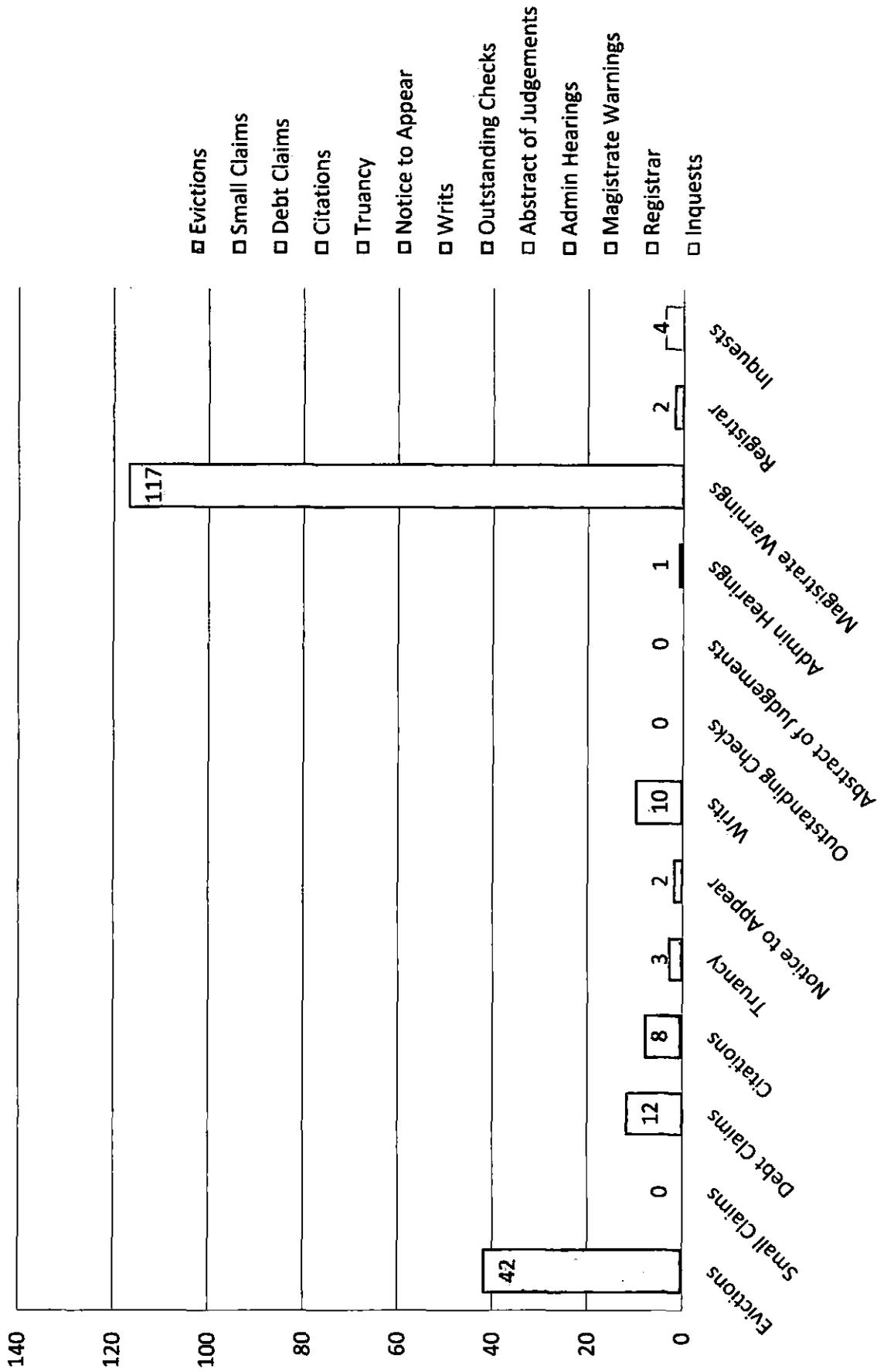
- Evictions
- Small Claims
- Debt Claims
- Citations
- Truancy
- Notice to Appear
- Writs
- Outstanding Checks
- Abstract of Judgements
- Admin Hearings
- Magistrate Warnings
- Registrar
- Inquests

November 2015

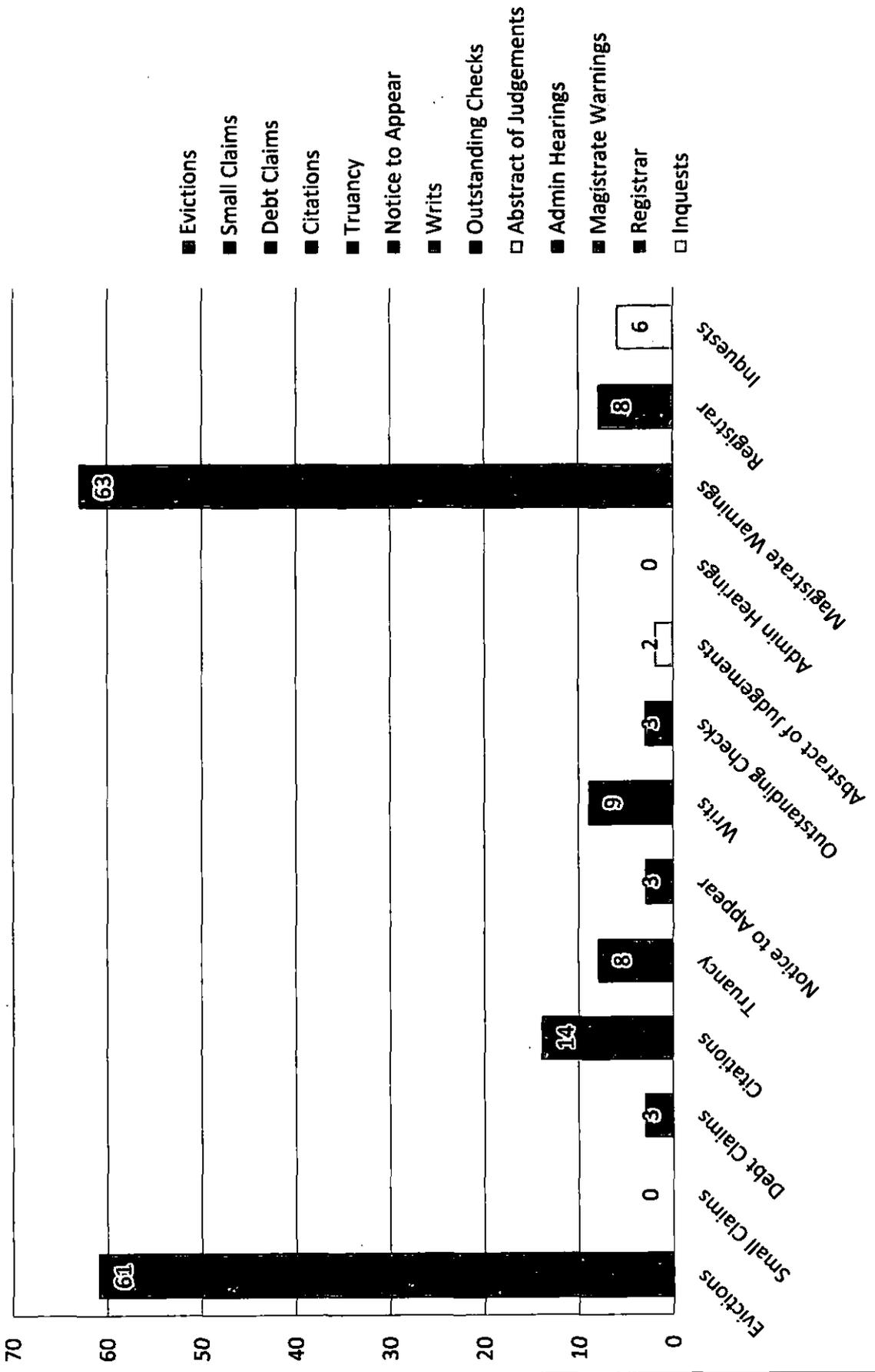


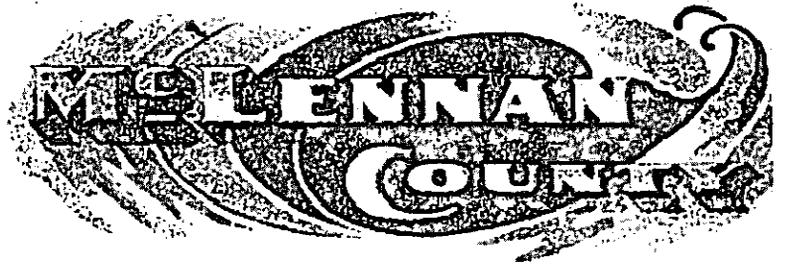
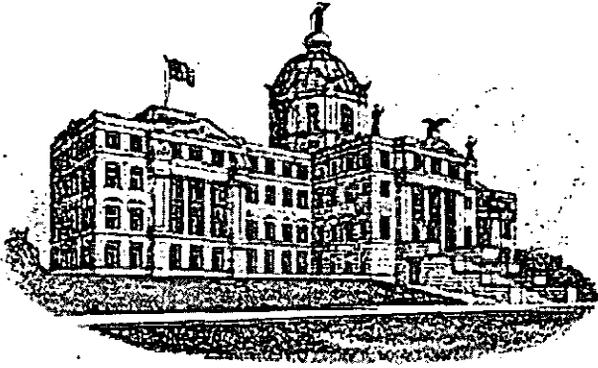
- Evictions
- Small Claims
- Debt Claims
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- Writs
- Outstanding Checks
- Abstract of Judgements
- Admin Hearings
- Magistrate Warnings
- Registrar
- Inquests

December 2015



Jan-16





WACO, TEXAS

Judge James E. Lee Jr.

Kelly-Napier Justice Center, Precinct 2

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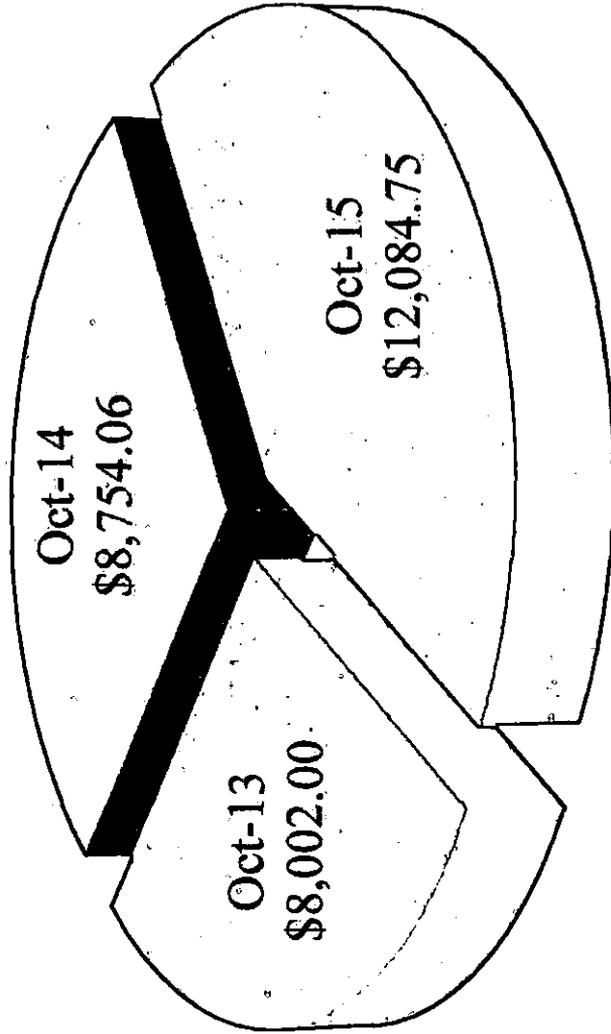
James.LeeJr@co.mclennan.tx.us

**FY 2014-16
MONTHLY
FIRST QUARTER
REPORTS**

JUSTICE COURT PRECINCT 2

FY2016 Qtr	Amount
Oct-13	\$8,002.00
Oct-14	\$8,754.06
Oct-15	\$12,084.75

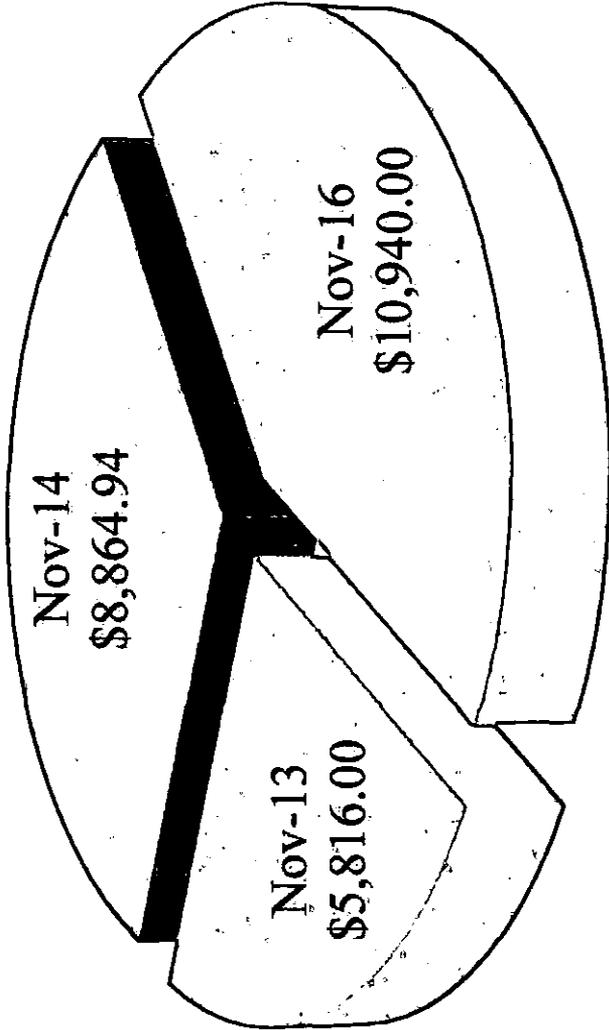
FY 2014-2016 Total Collections (October)



Increase of \$4,082.75

FY/Quarter	Amount
Nov-13	\$5,816.00
Nov-14	\$8,864.94
Nov-16	\$10,940.00

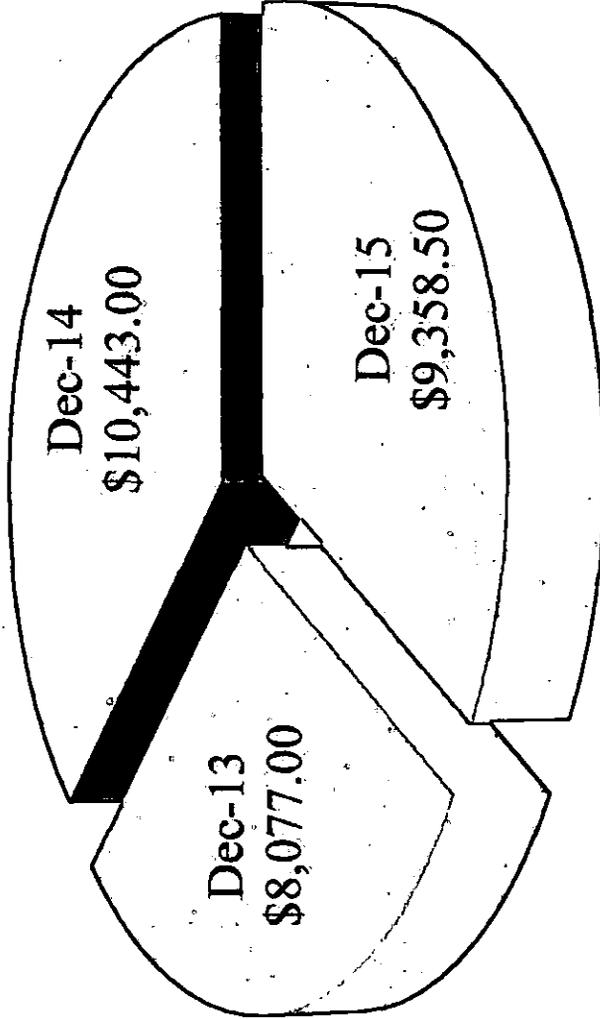
FY 2014-2016 Total Collections (November)



Increase of \$5124.00

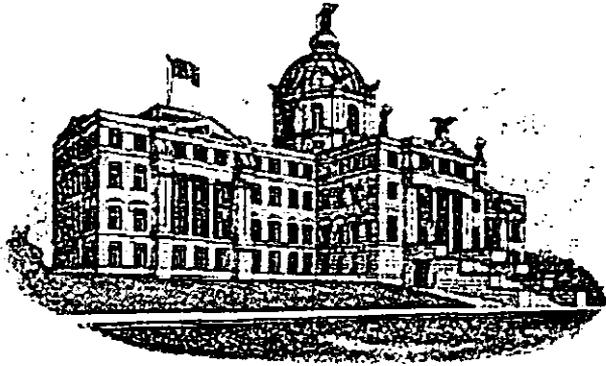
FY2016 QTR-1	Amount
Dec-13	\$8,077.00
Dec-14	\$10,443.00
Dec-15	\$9,358.50

FY 2014-2016 Total Collections (December)



Increase of \$1281.50

Total 1st Qtr. Increase of \$10,488.25



WACO, TEXAS

Judge James E. Lee Jr.

Kelly-Napier Justice Center, Precinct 2

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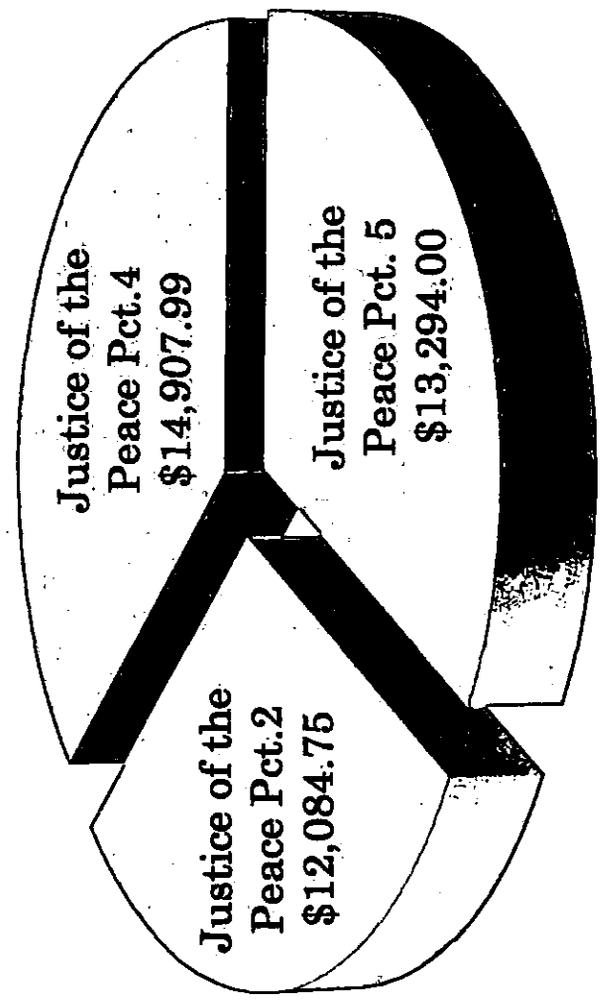
James.LeeJr@co.mclennan.tx.us

**FY 2016
MONTHLY
FIRST QUARTER
REPORTS
(Total Collections)
Including January 2016**

JUSTICE COURTS PRECINCTS 2, 4, & 5

Order	Amount
Justice of the Peace Pct. 2	\$12,084.75
Justice of the Peace Pct. 4	\$ 14,908
Justice of the Peace Pct. 5	\$ 13,294

October 2015



November 2015

Justice of the Peace Pct. 2

Justice of the Peace Pct. 4

Justice of the Peace Pct. 5

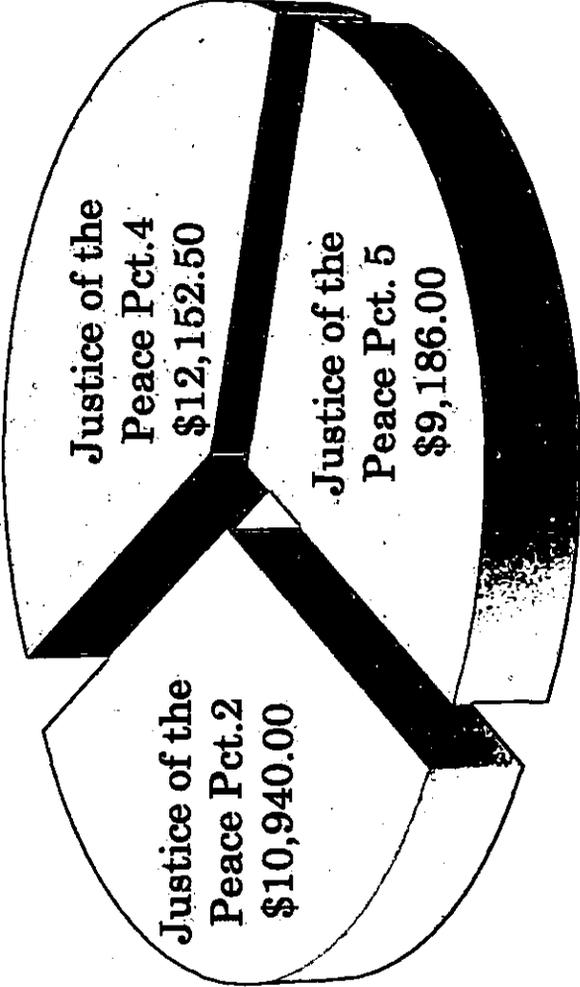
Amount

\$10,940.00

\$ 12,153

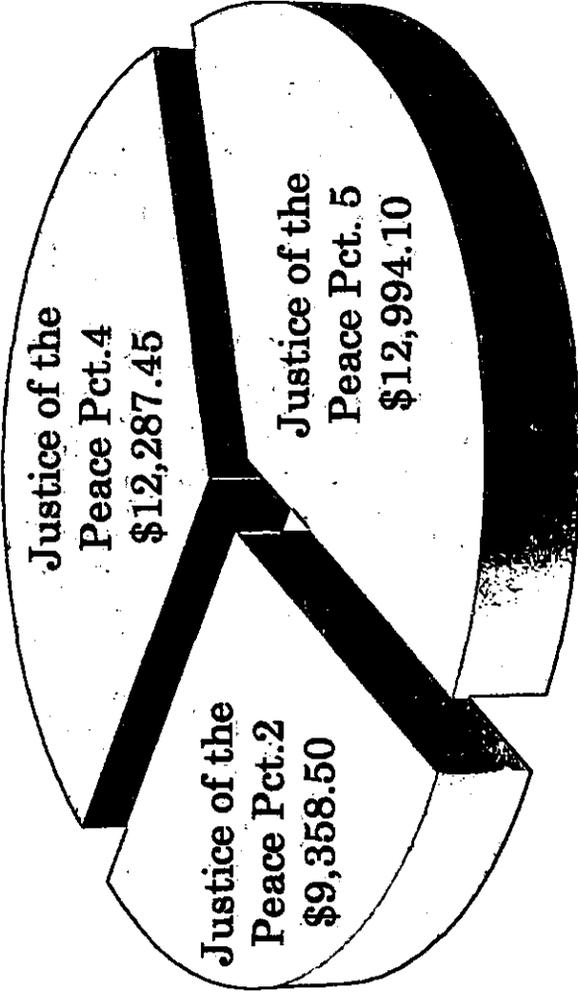
\$ 9,186

November 2015



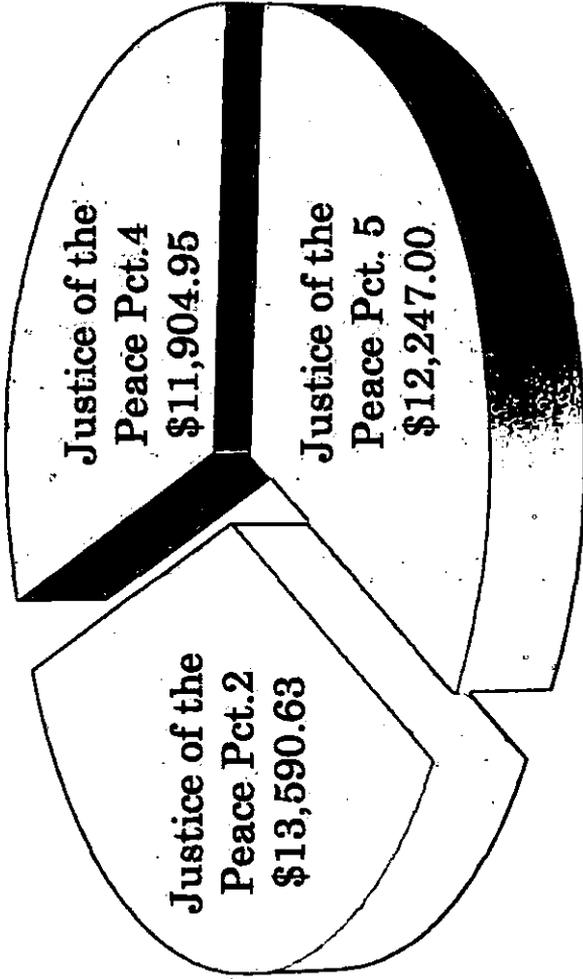
NOV-2015	Amount
Justice of the Peace Pct. 2	\$9,358.50
Justice of the Peace Pct. 4	\$ 12,287
Justice of the Peace Pct. 5	\$ 12,994

December 2015



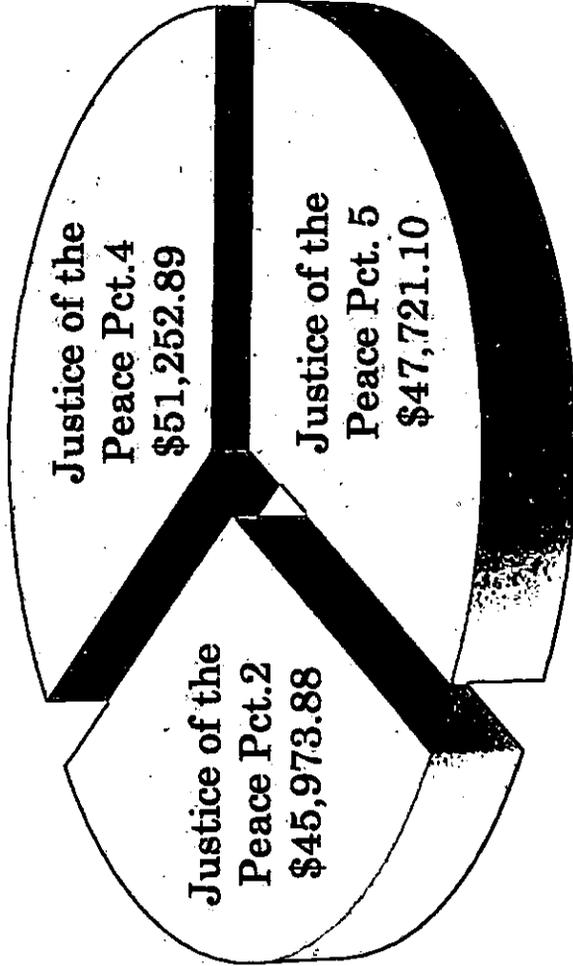
Jan 16	Amount
Justice of the Peace Pct. 2	\$13,590.63
Justice of the Peace Pct. 4	\$ 11,905
Justice of the Peace Pct. 5	\$ 12,247

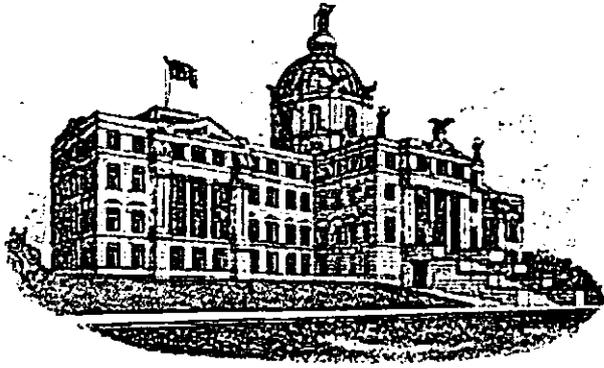
January 2016



FY 2016 Qtr. 1	Amount
Justice of the Peace Pct. 2	\$45,973.88
Justice of the Peace Pct. 4	\$ 51,253
Justice of the Peace Pct. 5	\$ 47,721

FY 2016 Qtr.-1





WACO, TEXAS

Judge James E. Lee Jr.

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James.LeeJr@co.mclennan.tx.us

FY 2016 MONTHLY FIRST QUARTER REPORTS

**(Total Collections-General Fund Revenue)
Including January 2016**

JUSTICE COURTS PRECINCTS 2, 4, & 5

October

Justice of the Peace Pct. 2

Justice of the Peace Pct. 4

Justice of the Peace Pct. 5

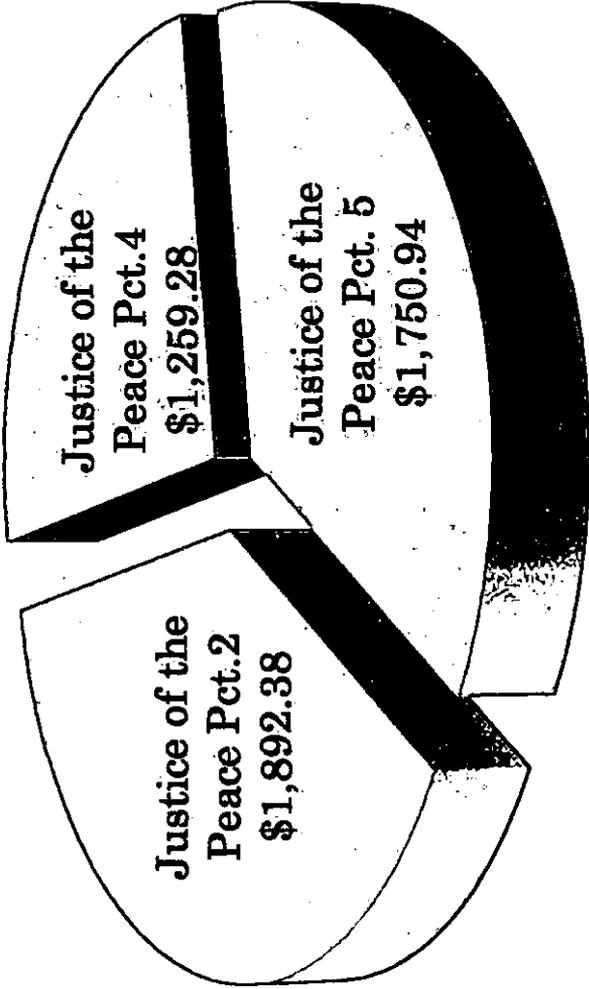
Amount

\$1,892.38

\$ 1,259

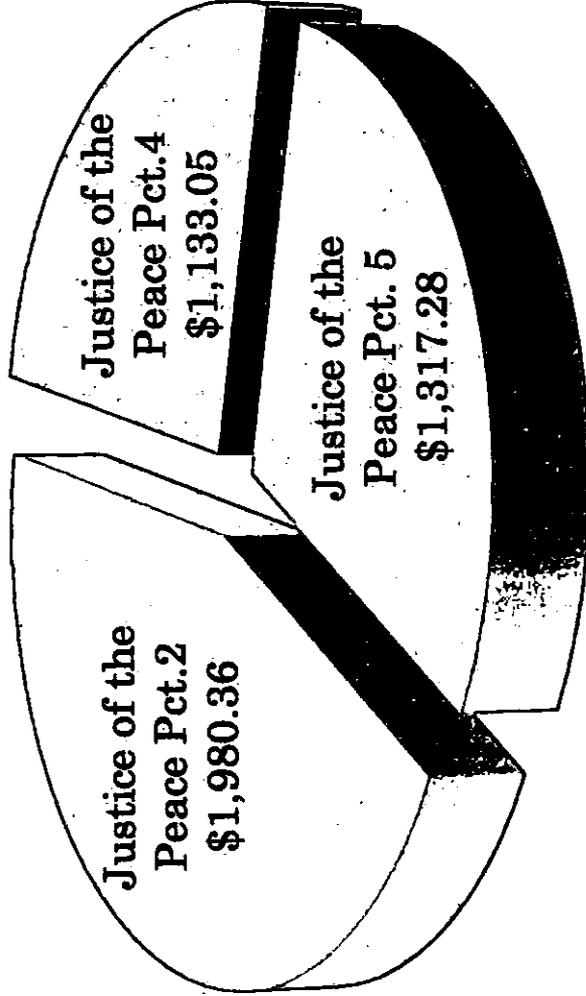
\$ 1,751

Total Collections October 2015 (General Fund Revenue)



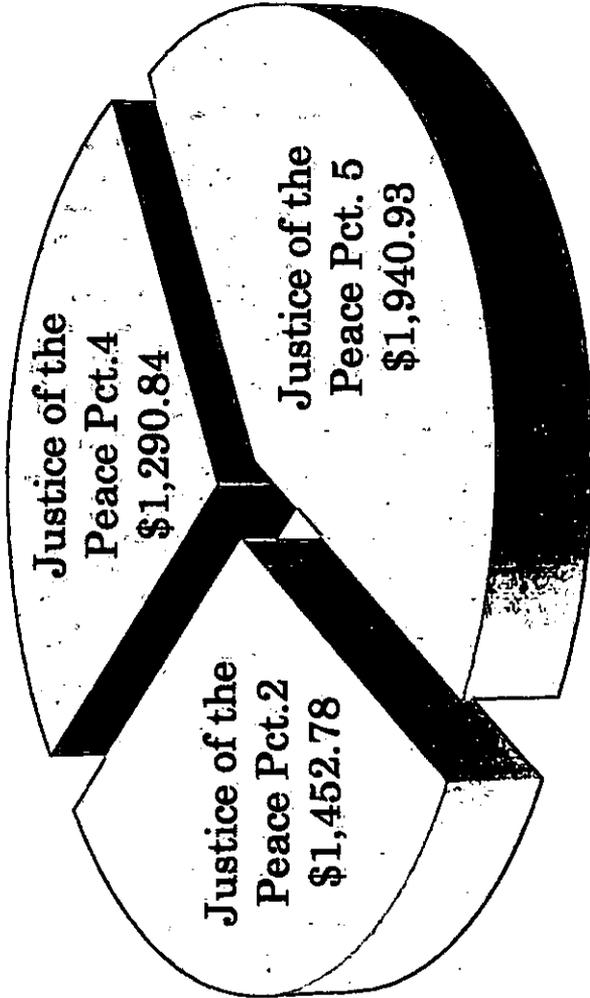
NOVEMBER	Amount
Justice of the Peace Pct. 2	\$1,980.36
Justice of the Peace Pct. 4	\$1,133.05
Justice of the Peace Pct. 5	\$1,317.28

Total Collections November 2015 (General Fund Revenue)

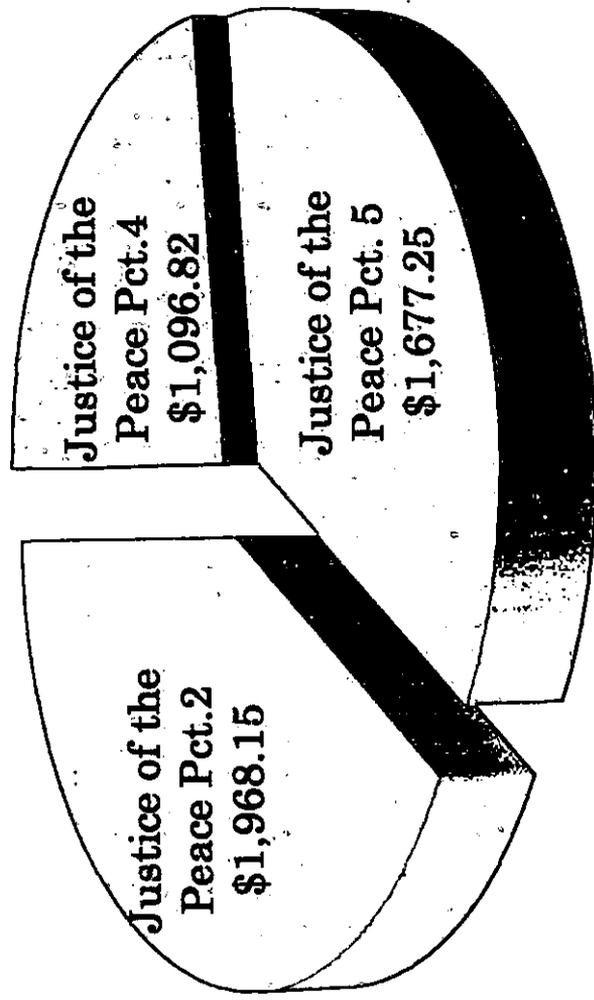


Dept	Amount
Justice of the Peace Pct. 2	\$1,452,781
Justice of the Peace Pct. 4	\$ 1,291
Justice of the Peace Pct. 5	\$ 1,941

Total Collections December 2015 (General Fund Revenue)



Total Collections January 2016 (General Fund Revenue)

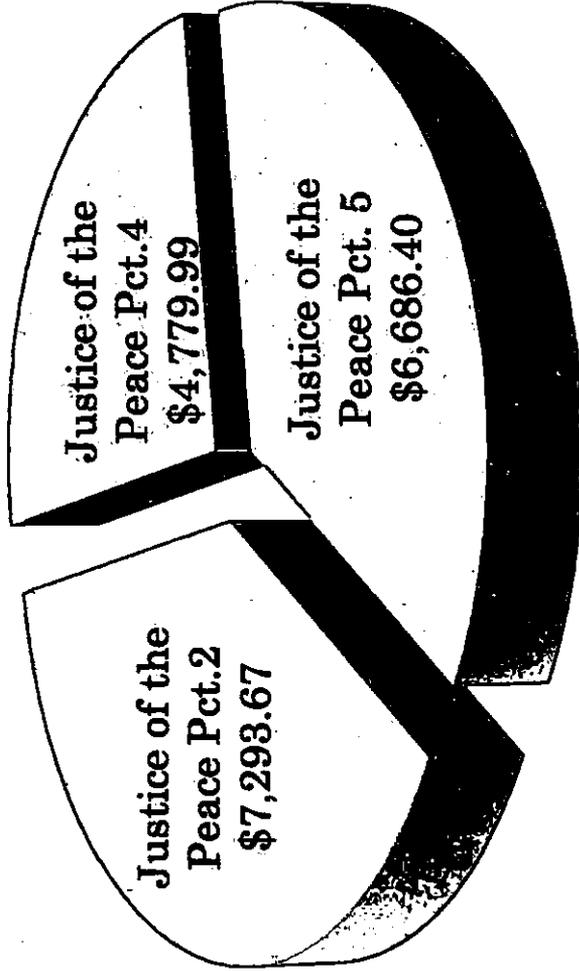


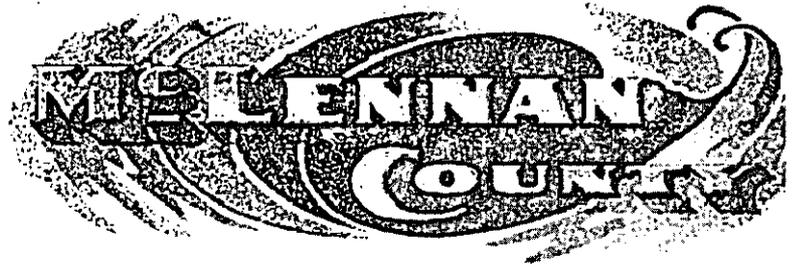
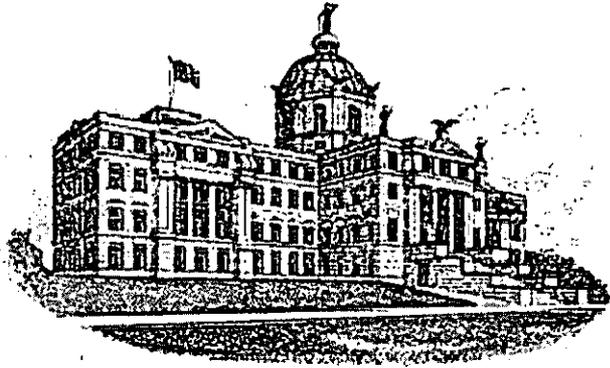
Part 16	Amount
Justice of the Peace Pct. 2	\$1,968.15
Justice of the Peace Pct. 4	\$ 1,097
Justice of the Peace Pct. 5	\$ 1,677

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FY 2016 Qtr.-1	Amount
Justice of the Peace Pct. 2	\$7,293.67
Justice of the Peace Pct. 4	\$4,780
Justice of the Peace Pct. 5	\$6,686

FY 2016 Qtr.-1 General Fund Revenue





WACO, TEXAS

Judge James E. Lee Jr.

Kelly-Napier Justice Center, Precinct 2

929 ELM AVENUE

WACO, TEXAS 76704

Office: 254.752.9353

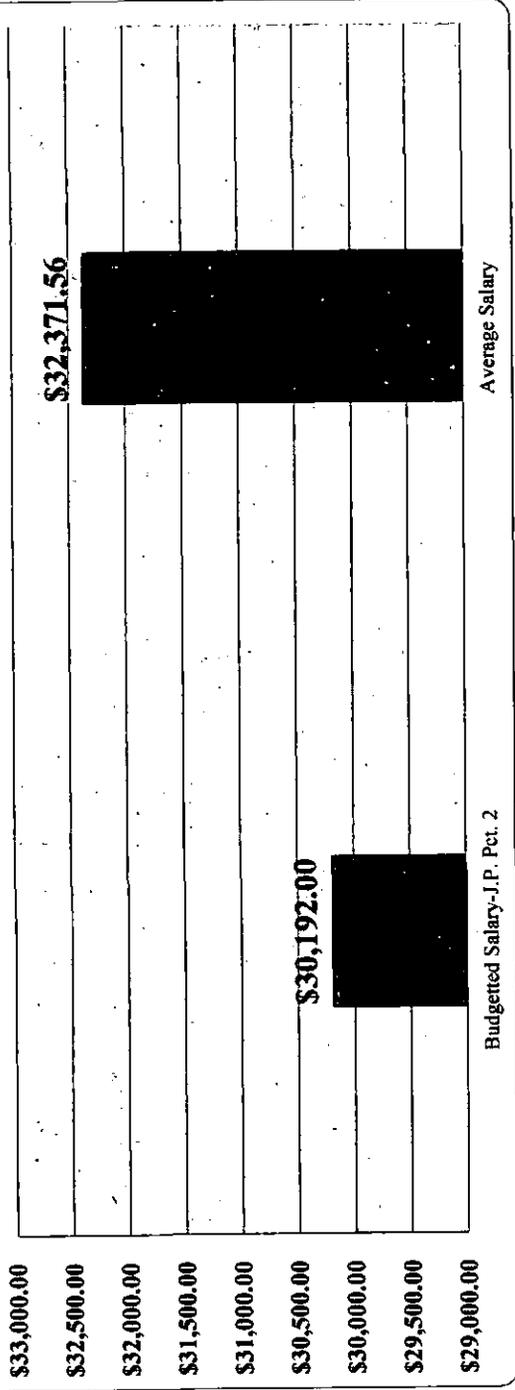
Fax: 254.752.9526

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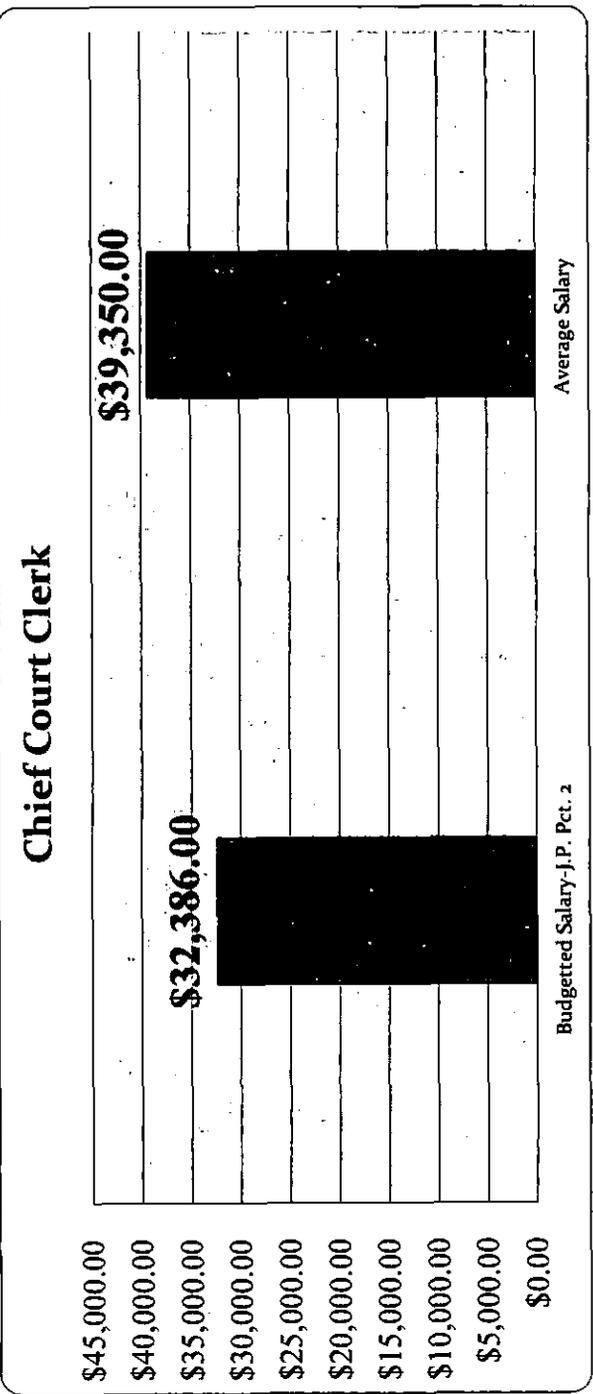
**BUDGETTED
VS.
AVERAGE SALARY**

Comparisons	Amount
Budgetted Salary-J.P. Pct. 2	\$30,192.00
Average Salary	\$32,371.56

Deputy Court Clerk



Comparisons	Amount
Budgetted Salary-J.P. Pct. 2	\$32,386.00
Average Salary	\$39,350.00



FILED: MAR 22 2018

By: GADY HARWELL, County Clerk
 McLennan County, Texas
 By Myra Katz Gowran DEPUTY

AFFIDAVIT OF LESTER GIBSON

STATE OF TEXAS

COUNTY OF McLENNAN

BEFORE ME, the undersigned official, on this day personally appeared Lester Gibson, who is personally known to me, and first being duly sworn accordingly to law, upon his oath deposed and said: My name is Lester Gibson; I am over 18 years of age, I am competent in every way to make this affidavit and do so with personal knowledge of all facts stated herein. The facts stated herein are to my own personal knowledge true and correct. I have never been convicted of a felony or crime involving moral turpitude.

I serve as the duly elected County Commissioner for Precinct 2 in McLennan County, Texas. Due for consideration at the regular meeting of the Commissioners Court on Tuesday, March 22, 2016, is an order approving a personnel request for McLennan County Justice of the Peace, Precinct 2, James Lee. Because Mr. Lee is currently my son-in-law, it is my desire and intent to abstain from any vote relative to the aforementioned request.

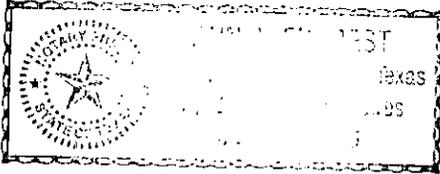
This affidavit is made and submitted pursuant to the constitution and statutes of the state of Texas, and is to be submitted to, and filed with, the County Clerk as official county record-keeper prior to any vote on the matter described herein.

Further, affiant sayeth not.

Lester Gibson

AFFIANT

SWORN TO AND SUBSCRIBED before me by Lester Gibson on this the 22ND
day of March, 2016.



Ann A. Jones

Notary Public, State of Texas

FILED: MAR 22 2016

J.A. "ANDY" HAWWELL, County Clerk
McLennan County, Texas
By Myrcetez Gowari DEPUTY

ORDER RECESSING TO EXECUTIVE SESSION

On this the 22 day of March, 2016, at 10:44 o'clock a.m. the County Judge announced that at this time we will go into Executive Session in accordance with Section 551.074 of the Local Government Code (V.C.T.A.)

ORDER RECONVENING SPECIAL SESSION

On this the 22 day of March, 2016, at 11:17 o'clock a.m. the Court reconvened in Special Session with County Judge Scott M. Felton presiding and Commissioners Kelly Snell, Lester Gibson, Will Jones, Ben Perry and the Clerk thereof being in attendance, the following proceedings were had and done to-wit:

ORDER RECESSING SPECIAL SESSION

On this the 22 day of March, 2016, at 11:17 o'clock a.m., the County Judge Scott M. Felton announced that this meeting of March 22, 2016 stands in recess for two minutes.

ORDER RECONVENING SPECIAL SESSION

On this the 22 day of March, 2016, at 11:18 o'clock a.m. the Court reconvened in Special Session with County Judge Scott M. Felton presiding and Commissioners Kelly Snell, Lester Gibson, Will Jones, Ben Perry and the Clerk thereof being in attendance, the following proceedings were had and done to-wit:

The Court went back to item B. 1. a. Re: Human Resources / Salary Matters: Human Resources: Consideration and/or Action on Department Head Evaluation / Review and Salary.

ORDER APPROVING:

**ACTION ON DEPARTMENT HEAD
EVALUATION / REVIEW AND SALARY**

On this the 22 day of March, 2016, came on for consideration the matter of Human Resources / Salary Matters: Consideration and/or Action on Department Head Evaluation / Review and Salary. After discussion, **Commissioner Snell made a motion to increase Hershel Miller's probationary salary from \$60,060.00 to \$70,000.00 starting on March 22nd** and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

Commissioner Snell then made a motion to increase Lisa Fetsch's probationary salary from \$75,000.00 to \$85,000.00 starting March 22nd and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

ORDER ADJOURNING SPECIAL SESSION

On this the 22 day of March, 2016, at 11:20 o'clock a.m. County Judge Scott M. Felton announced that the meeting of March 22, 2016 is adjourned.

ITEMS DEFERRED, AGENDA, MARCH 22, 2016

On this the 22 day of March, 2016, upon motion made, seconded and duly passed by unanimous or majority vote, it is ordered by the Court that the following Items on the Agenda for March 22, 2016, be, and the same are hereby, deferred:

III. CONSIDERATION OF, AND / OR ACTION ON, THE FOLLOWING:

B. ITEMS PREVIOUSLY DEFERRED:

1. Regarding Human Resources / Salary Matters:

b. Human Resources

APPROVAL OF MINUTES

The above and foregoing minutes having been read in open Court and found to be correct, the same are hereby, approved this the _____ day of _____, 2016.

**Kelly Snell,
Commissioner Precinct 1**

**Lester Gibson,
Commissioner Precinct 2**

**Will Jones,
Commissioner Precinct 3**

**Ben Perry,
Commissioner Precinct 4**

**Scott M. Felton,
County Judge**

**ATTEST: J. A. "Andy" Harwell,
McLennan County Clerk**

By _____ **Deputy County Clerk**
Myrce'tez Gowan