

**Tom Green County Commissioners' Court
February 6th, 2007**

The Commissioners' Court of Tom Green County, Texas, met in Regular Session February 6th, 2007 in the Edd B. Keyes Building, with the following members present:

Ralph E. Hoelscher, Commissioner of Precinct #1 (arrived at 8:34 AM)
 Aubrey de Cordova, Commissioner of Precinct #2
 Steve Floyd, Commissioner of Precinct #3 (Arrived at 8:52 AM)
 Richard Easingwood, Commissioner of Precinct #4
 Michael D. Brown, County Judge

1. **County Judge Mike Brown called the meeting to order at 8:32 AM with Commissioners de Cordova and Easingwood present.**

2. **Commissioner de Cordova moved to accept the Accounts Payable (Bills) and Purchase orders as presented. Commissioner Easingwood seconded the motion.**

The following items were presented:

A. Approved the Accounts Payable from January 31st – February 6th, 2007 in the amount of \$ 1,199,971.27

B. Approved the Purchase Orders from January 29th – February 2nd, 2007 in the amount of \$41,406.05.

The Motion passed with 4-0.

3. **Judge Brown moved to accept the personnel actions as presented and record the District Attorneys' restructuring Plan with the minutes as a matter of record. Commissioner de Cordova seconded the motion.**

The following salary expenditures are being presented for your *Approval*:

NAME	DEPARTMENT	ACTION	EFF DATE	RANGE	SALARY	SUPPLEMENT
Gonzalez, Veronica	Juvenile Detention	New Hire	1-30-07	N/A	\$7.50/Hour	
DeLeon, Daniel	Juvenile Detention	New Hire	1-30-07	N/A	\$7.50/Hour	
Murray, Shawn M.	County Clerk	New Hire	2-01-07	S06	\$695.45 S/M	
Dickens, James P.	District Attorney	Salary Increase	2-16-07	L10	\$2340.46 S/M	
Best, John H.	District Attorney	Salary Increase	2-16-07	L10	\$2340.46 S/M	
Noelke, Claire C.	District Attorney	Salary Increase	2-16-07	L10	\$2340.46 S/M	
King, Charles W.	District Attorney	Salary Increase	2-16-07	L10	\$2270.83 S/M	
Olivas, Rudolpho V.	Elections	Promotion	2-05-07	S09	\$805.12 S/M	
Simon, Vanessa S.	Elections	Promotion	2-05-07	S03	\$6.90/Hour	

The following personnel actions are presented for *Acknowledgement* and as a matter of record:

NAME	DEPARTMENT	ACTION	EFF DATE	RANGE	SALARY	SUPPLEMENT
Bessent, Prentice R.	Road & Bridge 2/4	Retirement	2-28-07	S12	\$1108.96 S/M	
Crabtree, Vickie E.	Jail	Resignation	2-12-07	L01	\$1022.42 S/M	

The following personnel actions are presented for *Grants* as a matter of record: NONE

Judge Brown and Commissioners Hoelscher, de Cordova and Floyd voted in favor of the motion. Commissioner Easingwood voted in opposition of the motion. The motion passed with 4-1.

**4. Judge Brown moved to approve the following line item transfers:
Fund: General**

<u>Budget</u>	<u>Account</u>	<u>Budget</u>
<u>Department</u>		<u>Increase</u>
<u>Decrease</u>		
201-080 Lone Star Library Grant 702.00	0301 Office Supplies	
201-080 Lone Star Library Grant	0336 Audio/Visual Supplies	1,487.00
201-080 Lone Star Library Grant	0365 Electronic Books	2,500.00
201-080 Lone Star Library Grant 5,003.00	0435 Books	
201-080 Lone Star Library Grant	0528 Electronic Subscriptions	1,718.00

Commissioner Hoelscher seconded the motion. The motion passed 5-0. (Recorded with these minutes.)

5. Future Agenda Items:

1. Consider hiring Assistant District Attorney at a higher rate than entry level.
2. Consider Subdivision Revisions.

6. Announcements:

1. February 8th, 2007 @ 9:00 AM Workshops for Subdivision revisions and Records Management issues.
2. **Commissioners' Court will convene on Monday, February 12th @ 8:30 instead of Tuesday, February 13th, due to Commissioners and Judges required training.**

7. Judge Brown adjourned the meeting at 9:29 AM

As per HB 2931, Section 4:

I, Elizabeth McGill, County Clerk of Tom Green County, Texas do hereby attest that this is an accurate accounting of the proceedings of the Commissioners' Court Meeting that met in Regular Session on February 6th, 2007.

I hereby set my hand and seal to this record February 6th, 2007.

Elizabeth McGill, County Clerk and
Ex-officio Clerk of the Commissioners' Court

Treasurers' Accounts Payable Report

Period of January 31, 2007 - February 6, 2007 Revised

Hand delivered Date: 02/02/07 Time: 3:30 p.m.

The attached report includes all funds that are subject to the County Treasurers' review. As a matter of procedure this report is submitted to the Commissioners' Court for approval, however, the following Funds or Bank accounts are not under the Commissioners' Court Jurisdiction nor do they require Court approval.

OPER Bank Account

Fund 45 County Attorney Hot Check Funds; Fund 47 -Jury Donations;
Funds 50 & 55 Dist Attorney Hot Check Funds;
CSCD Bank Account and JUV Bank Account.

Invoices related to Bank Accounts CSCD/JUV are processed by the Auditor and submitted for review by the Treasurer, prior to issuance of checks. All other invoices are submitted directly to the Treasurers' Office for processing and audited by the Auditors' Office prior to issuance of checks.

Bank Account Code -- Budget

BOND- Property Tax Budget Bond Issues Operating Account
FORT- Operating Account for Sheriff and DA Forfeiture Funds
OPER -County Budget General Operating Account
CSCD- State Budget CSCD General Operating Account
JUV- State Budget Juvenile Operating Account
PC- Clearing account- Paychecks -- Benefits-Deductions

Totals

\$816,104.86 All Bank Accounts- Refer to Last Page

\$546,509.20 Payroll-Employee Paychecks January 31, 2007

Payroll-Employee or Election Paychecks

\$1,906.00 Jury Checks February 2, 2007

-\$164,548.79 Voids-Month of 01/01/07 thru 01/31/07

\$1,199,971.27 Grand Total

Submitted by

Dianna Spieker
Dianna Spieker, County Treasurer

Prepared by

Gloria P. Mata
Deputy Treasurer

Approved in Commissioner's Court on 2-7-07

Mike Brown-County Judge

Mike Brown

Ralph Hoelscher-Comm. Pct #1

Ralph Hoelscher

Aubrey de Cordova-Comm. Pct #2

Aubrey de Cordova

Steve Floyd-Comm. Pct #3

Absent

Richard Easingwood-Comm. Pct#4

Richard B. Easingwood, Jr.

JOB DESCRIPTIONS FOR ASSISTANT DISTRICT ATTORNEYS

**ADA I (Assistant District Attorney I):
Salary Range: \$60,000 - \$70,000**

Two Positions, each with same duties, one assigned to 51st District Attorney and the other assigned to the 119th District Attorney (referred to as First Assistant District Attorneys).

Duties include:

Supervise and train other Assistant District Attorneys in office.
Assist elected District Attorney in handling cases and assignment and review of cases.

**ADA II (presently three positions):
Salary Range: \$55,000 - \$60,000**

Duties Include:

General felony prosecution.
Prosecute all levels of felonies, including first degree felonies.
Asset forfeitures.
Drug case docket.
Family Violence prosecution.

**ADA III (presently one position):
Salary Range: \$53,000 - \$55,000**

Duties Include:

Motions to Revoke Probation
Bond Forfeitures
Drug Court assistance
3rd degree and State Jail felony prosecution.

**ADA IV (one position to be hired):
Salary Range: \$50,000 - \$53,000**

Duties Include:

Juvenile Prosecution
State Jail Prosecution.

**COMMISSIONERS' COURT
TOM GREEN COUNTY**



Line-Item Transfers

Michael D. Brown
County Judge

February 5, 2007

Fund: General Fund

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
201-080 Lone Star Library Grant	0301 Office Supplies		702.00
201-080 Lone Star Library Grant	0336 Audio/Visual Supplies	1,487.00	
201-080 Lone Star Library Grant	0365 Electronic Books	2,500.00	
201-080 Lone Star Library Grant	0435 Books		5,003.00
201-080 Lone Star Library Grant	0528 Electronic Subscriptions	1,718.00	

Reason

Transfer funds to more appropriately reflect proposed expenditures.

Wanda Kelsey

Department Head

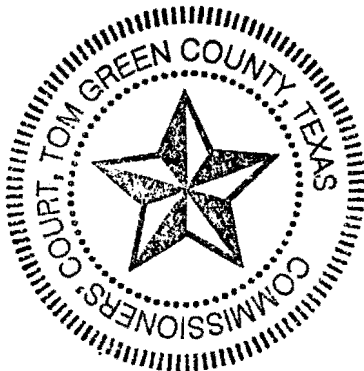
2-7-07
Date Approved by Commissioners' Court

Nathan Cadduck

Auditor

MA Swan

County Judge



Elizabeth McGill

Attest - County Clerk