

AGENDA ITEM # 5January 13, 1998*

Consider granting preliminary plat approval to Resubdivision of Lot 1, Heritage Center Northwest.

County Engineer Joe England advised the City of Austin had approved this plat, which is located in their extra territorial jurisdiction, on Tuesday, January 6, 1998. On-site detention is being provided.

Moved: Commissioner Heiligenstein

Seconded: Judge Doerfler

Motion: To grant preliminary plat approval to Re-subdivision of Lot 1, Heritage Center Northwest with erection of 4'x 8' sign on High Meadow stating "On-site detention is provided at this project".

Vote: Motion carried 5 - 0

AGENDA ITEM # 6January 13, 1998*

Consider granting final plat approval to Vista Oaks, Section 6B.

Commissioner Hays advised this plat was presented to Commissioners Court on Tuesday, January 6, 1998, with 80' right-of-way being required on County Road 174. The Commissioner thanked the developer for his cooperation in this matter.

Moved: Commissioner Hays

Seconded: Judge Doerfler

Motion: To grant final plat approval to Vista Oaks, Section 6B.

Vote: Motion carried 5 - 0

AGENDA ITEM # 7January 13, 1998*

Consider granting preliminary and final plat approval to Amended Crystal Knoll Terrace P.U.D., Unit Two for scrivener error.

County Engineer Joe England advised Note #12 had been changed to the correct street name.

Moved: Commissioner Hays

Seconded: Judge Doerfler

Motion: To grant preliminary and final plat approval to Amended Crystal Knoll Terrace, P.U.D., Unit Two for scrivener error.

Vote: Motion carried 5 - 0

AGENDA ITEM # 8January 13, 1998*

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Discuss and take any appropriate action on Chief Deputy and Account Tech positions in the Tax Office.

Human Resources Director John Willingham addressed the court with information on the budgeted salary amount for this position which has not been filled due to lack of response of qualified individuals for Registered Tax Assessors.

Judge Doerfler advised the Tax Office had sufficient monies in the budget to accommodate these salary changes.

Moved: Commissioner Hays

Seconded: Judge Doerfler

Motion: To post the Chief Deputy position at \$33,443.00 to \$39,809.00 and Account Tech positions at \$23,667.00 to \$24,872.00, depending upon experience.

Vote: Motion carried 5 - 0 < Clerk copy here >

December 16, 1997

MEMORANDUM

TO: JUDGE DOERFLER
FROM: JOHN WILLINGHAM, HUMAN RESOURCES DIRECTOR *W*
SUBJECT: CHIEF DEPUTY AND ACCOUNTING TECH POSITIONS

In the memorandum dated October 27, 1997, regarding the recruitment problems with the chief deputy position, I made two recommendations about the salary for the job:

(1) That we increase the entry level to a range of \$33,443 to \$35,148 per year and see if that brought in qualified applicants;

(2) That we go beyond \$35,148 if necessary, with the possibility of one step increase for each year of experience over and above that called for in the revised job description.

We tried the first suggestion during the posting period of November 10, 1997, through November 21, 1997. In those 10 working days we received only 7 applications, none from applicants possessing the listed qualifications. The first time we posted the job, back in March, we had only 13 applicants, none of whom were qualified. This approach has not worked.

As I see it, we are now faced with two alternatives:

1. "Grow our own" chief deputy by promoting from within to the lower salary level and waiting for that person to work her way into the complete role of chief deputy, including a higher salary. This would take time. I suspect this is what has happened in other counties, which explains why the average actual salary for the job is about \$38,000, mostly for people of long tenure.

2. Re-post the position using a salary range of \$33,443 to \$39,809, depending on experience. The difference between the two salaries is 5 steps, so an applicant with 5 years of experience beyond the 5 years that are required could receive the higher amount.

The final decision rests on whether you think it is feasible for the tax office to grow its own chief, given the requirements of the office, or whether circumstances warrant our going after an outside person. The tax assessor prefers the latter approach, and I tend to agree.

As for the accounting tech position, the tax office has received a total of 44 applications in two posting periods. None of these applicants has met the qualifications. As I told you last week, I believe I missed the classification on this position. I believe it should be a group 18 instead of a group 16, and that the posting range should be \$23,667 to \$24,872.

Please let me know if you or the commissioners have any questions.

AGENDA ITEM # 9

January 13, 1998

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Consider updating County Policy Manual.

John Willingham advised the December 23, 1997, memo was included in the packet for this meeting.

He continued with no major changes except on pages 32 to 41 providing very detailed information regarding medical, dental and flex benefits.

There are also changes on page 2 of responsibilities in Payroll, Human Resources and Benefits areas.

Patrick Dohoney of Haynes and Boone employment law section of Ft. Worth has thoroughly reviewed the manual.

Commissioner Mehevec requested policies of gifts to county employees be defined in this manual.

Assistant County Auditor Bob Space advised the Williamson County Purchasing Manual which has been adopted by the court has a code of ethics which clearly addresses this issue.

First Assistant County Attorney Dale Rye agreed with Commissioner Mehevec that this information should be included in the County Policy Manual.

Commissioner Mehevec requested the policy be revised and presented to court during the meeting of January 20, 1998.

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