



GALVESTON COUNTY, TEXAS

COMMISSIONERS COURT 722 Moody, County Courthouse, Galveston, TX 77550 (409) 766-2244

Mark Henry County Judge Ryan Dennard Commissioner, Precinct 1 Joe Giusti Commissioner, Precinct 2 Stephen Holmes Commissioner, Precinct 3 Ken Clark Commissioner, Precinct 4

CALDER ANNEX MEETING LOCATION
174 Calder Rd., Rm. 117
League City, Texas 77573

SPECIAL MEETING-AGENDA
December 13, 2016 – 3:00 PM

CONSENT AGENDA: ALL ITEMS MARKED WITH A SINGLE ASTERISK (*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE COMMISSIONERS COURT. ANY COMMISSIONERS COURT MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three (3) days prior to any proceeding contact the County Judge's office at 722 Moody, Galveston, Texas 77550 (409) 766-2244.

Call to Order

Consent Agenda

- *1. Receive and file *information regarding impact of game rooms on public health, safety and welfare* submitted by Commissioner, Precinct 1
- *2. Consideration of *adoption of game room regulations in accordance with Chapter 234 of the Texas Local Government Code* submitted by Commissioner Precinct, 1
- *3. Consideration of *approval of appointing Jack Ellison as the Game Room Administrator in accordance with the Galveston County game room regulations* submitted by Commissioner, Precinct 1
- *4. Consideration of *approval of engineering assignments for CDBG Hurricane Ike Round 1 replacement projects* submitted by the County Judge
- *5. Consideration of *approval of the following budget amendments* submitted by Professional Services:
 - a. 17-048-1213-A
Emergency Management-Nuisance Abatement - Request transfer from Emergency Management to new cost center for Nuisance Abatement accounts for FY 2017 and transfer Vacant Game Room Compliance Officer position in Engineering to new position in Nuisance Abatement and an increase in salary and benefits for additional duties for Nuisance Abatement Officer

- b. 17-049-1213-B
Capital Projects Fund - Request transfer from Capital Projects Designated for Capital Projects Fund for Motorola Equipment Lease-Purchase Agreement
 - c. 17-050-1213-C
Flood Control - Seawall Maintenance - Request transfer from Flood Control Budgeted Reserves for Seawall Maintenance Overtime
 - d. 17-051-1213-D
Limited Tax County Bldg Bonds Series 2009 - Request transfer from Limited Tax County Bldg Bonds Series 2009 Designated for Capital Projects Fund for Purchase of 131 Pecan Drive and costs associated for building improvements
 - e. 17-052-1213-E
Parks/Collections Departments- Request transfer of position from Collections Department to Parks; an upgrade of the Collections Specialist to a Collections Manager position and the addition of a Collections Clerk position in the Collections Department
- *6. Request for *recommendations for underwriting managers for the Limited Tax Refunding Bonds, Series 2017* submitted by Professional Services

Adjourn

Appearances before Commissioners Court

A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the County Judge or other presiding court members to come to the podium where they will be limited to three minutes (3). A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three minutes (3) and will be allowed to speak before the meeting is adjourned. Please arrive prior to the meeting and sign in with the County Clerk.

Executive Sessions

The Galveston County Commissioners Court may recess into closed meeting (Executive Session) on any item listed on this agenda if the Executive Session is authorized under the Open Meetings Act pursuant to one or more the following exceptions: Tex. Gov't Code §§ 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding a prospective gift or donation), 551.074 (personnel matters), 551.0745 (personnel matters affecting County advisory body), 551.076 (deliberation regarding security devices or security audits), and/or 551.087 (deliberations regarding economic development negotiations). The Presiding Officer of the Commissioners Court shall announce the basis for the Executive Session prior to recessing into Executive Session. However, the Commissioners Court may only enter into the Executive Session on any agenda item for which a separate Executive Session has not been separately posted if, prior to conducting the Executive Session, a majority of the Commissioners Court votes to go into Executive Session. This motion requirement does not apply to any agenda item that has been previously noticed to constitute or include an Executive Session.

AGENDA ITEM #5.a.

**COUNTY OF GALVESTON
REQUEST FOR BUDGET AMENDMENT/TRANSFER**

Department: Emergency Management - Nuisance Abatement	BA 17-048-1213-A
Date Submitted: December 8, 2016	(Assigned by Budget Office)

COMMISSIONER'S COURT ACTION:
Please complete the following form in its entirety and submit to the Budget Office at least eleven (11) days prior to the first regularly scheduled Tuesday Commissioners Court meeting date each month. Emergency amendments will be processed at the earliest available Court meeting date. If information on this form is incomplete, the amendment will be returned to your office for completion. It is suggested that the department requesting the amendment be present on the date of its submittal to the Court for action.

GENERAL EXPLANATION:
Request transfer from Emergency Management to new cost center for Nuisance Abatement accounts for FY 2017 and transfer Vacant Game Room Compliance Officer position in Engineering to new position in Nuisance Abatement and an increase in salary and benefits for additional duties for Nuisance Abatement Officer

This budget amendment does increase the budget for FY 2017

TRANSFER FROM				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
	See Attached Spreadsheets			
TOTAL - Transfer From			\$ -	

TRANSFER TO				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
	See Attached Spreadsheets			
TOTAL - Transfer To			\$ -	

ADDITIONAL COMMENTS:

Departmental Authorization	Date		
		<i>David M. Delac</i>	12/8/2016
Human Resources Department	Date	Budget Office Authorization	Date

AUDITOR'S REVIEW

This budget amendment has been reviewed for validity of accounts and sufficiency of account balances used for budget transfer.

Reviewed by: _____ Date: _____

Auditor's Remarks:

COMMISSIONERS COURT APPROVAL

Date Submitted: _____ Date Approved: _____

Transfer from Emergency Management to Nuisance Abatement

FROM:	Account Number	Description	Amount	Description
	1101-291010-5100000	Salaries	\$ 60,537	Nuisance Abatement Officer Salary as of 10/01/16
	1101-291010-5151000	County Pd Health Insurance Prem	\$ 6,540	Benefits associated with Nuisance Abatement Officer
	1101-291010-5152102	Medicare-FICA Payments	\$ 878	Benefits associated with Nuisance Abatement Officer
	1101-291010-5153000	Pension TCDRS	\$ 6,938	Benefits associated with Nuisance Abatement Officer
	1101-291010-5154000	Alternate Plan	\$ 5,306	Benefits associated with Nuisance Abatement Officer
	1101-291010-5429301	Nuisance Abatement	\$ 222,000	Nuisance Abatement
			\$ 302,198	

TO:	Account Number	Description	Amount	Description
	1101-293010-5100000	Salaries	\$ 60,537	Nuisance Abatement Officer Salary as of 10/01/16
	1101-293010-5151000	County Pd Health Insurance Prem	\$ 6,540	Benefits associated with Nuisance Abatement Officer
	1101-293010-5152102	Medicare-FICA Payments	\$ 878	Benefits associated with Nuisance Abatement Officer
	1101-293010-5153000	Pension TCDRS	\$ 6,938	Benefits associated with Nuisance Abatement Officer
	1101-293010-5154000	Alternate Plan	\$ 5,306	Benefits associated with Nuisance Abatement Officer
	1101-293010-5310000	Administrative Supplies	\$ 1,500	Office Supplies
	1101-293010-5310002	Operating Supplies	\$ 3,000	Gloves, sanitizer, wood stakes, rat bait, other PPE, etc.
	1101-293010-5314101	Food	\$ 1,000	Food and water for trustees during special projects
	1101-293010-5429301	Nuisance Abatement	\$ 106,000	Special Projects
	1101-293010-5481000	Other Contract Services	\$ 6,000	Title Searches/Asbestos Surveys, State Asbestos Fees, Citations by Publications
	1101-293010-5496100	Travel and Conference	\$ 4,000	Travel, per diem, hotels, etc.
	1101-293010-5498000	Membership and Dues	\$ 500	Membership and Dues
	1101-293010-5519040	Housing Demolition	\$ 100,000	Pat's Demolition includes asbestos abatement
			\$ 302,198	

Transfer from Engineering to Nuisance Abatement

FROM:	Account Number	Description	Amount	Description
	1101-190100-5100000	Salaries	\$ 41,814	Vacant Game Room Compliance Officer
	1101-190100-5151000	County Pd Health Insurance Prem	\$ 5,282	Benefits associated with Vacant Game Room Compliance Officer
	1101-190100-5152102	Medicare-FICA Payments	\$ 606	Benefits associated with Nuisance Abatement Officer
	1101-190100-5153000	Pension TCDRS	\$ 4,792	Benefits associated with Nuisance Abatement Officer
	1101-190100-5154000	Alternate Plan	\$ 3,665	Benefits associated with Nuisance Abatement Officer
			\$ 56,160	
TO:				
	1101-293010-5100000	Salaries	\$ 37,882	Asst. Compliance Officer Salary as of 12/15/16
	1101-293010-5151000	County Pd Health Insurance Prem	\$ 5,282	Benefits associated with Asst. Compliance Officer
	1101-293010-5152102	Medicare-FICA Payments	\$ 549	Benefits associated with Asst. Compliance Officer
	1101-293010-5153000	Pension TCDRS	\$ 4,341	Benefits associated with Asst. Compliance Officer
	1101-293010-5154000	Alternate Plan	\$ 3,320	Benefits associated with Asst. Compliance Officer
			\$ 51,375	
	1101-293010-5100000	Salaries	\$ 3,728	Increase Nuisance Abatement Offr/Game Room Admin as of 12/15/16
	1101-293010-5152102	Medicare-FICA Payments	\$ 54	Benefits associated with Nuisance Abatement Officer/GR Admin
	1101-293010-5153000	Pension TCDRS	\$ 427	Benefits associated with Nuisance Abatement Officer/GR Admin
	1101-293010-5154000	Alternate Plan	\$ 327	Benefits associated with Nuisance Abatement Officer/GR Admin
	1101-293010-5310000	Administrative Supplies	\$ 249	Office Supplies
			\$ 4,785	
			\$ (0)	

Personnel Adjustment Request

Complete a separate form for each personnel request. Fill in all applicable shaded areas.

Requested Effective Date:	Start of PP after CC approval	Court Sponsor: (Required for Court Agenda Item)	Commissioner Dennard
Manager Name:	Employee ID #	Employee Name or VACANT:	E08869 EIllson, Jack
Fund No:	1101	Department Name:	Emergency Management Today's Date: 12/7/2016
Cost Center No:	291010	Division Name:	Nuisance Abatement Department Head:

Check all which apply:	<input type="checkbox"/> Addition of a Position	<input checked="" type="checkbox"/>	Change of Title		Appointment
	<input type="checkbox"/> Deletion of a Position	<input type="checkbox"/>	No Change in Salary - Different Grade		Promotion
	<input type="checkbox"/> Increase Salary - Same Grade	<input type="checkbox"/>	Decrease in Salary - Same Grade		Transfer
	<input checked="" type="checkbox"/> Increase Salary - Different Grade	<input type="checkbox"/>	Decrease in Salary - Different Grade		Reassignment
	<input type="checkbox"/> Safety Position		Grant-funded position and is; therefore, subject to the availability of said grant funding. Should that grant funding become unavailable at any point during a budget cycle for any reason (e.g., loss of grant, decrease in funding, elimination of grant program, etc.), the position is subject to elimination regardless of department or County policy.		
<input type="checkbox"/> FUTURE ONE TIME SUPPLEMENT to be paid out AFTER the completion of a specific project (all applicable taxes will be withheld from Supplement)			Date:	Amount:	

Psn #	Current Title	Grade/Step	Budgeted Annual/Biweekly/Hourly**	Psn #	Requested Grade/Step	Requested Title	Requested Annual/Biweekly/Hourly	Total Salary Change Requested
8	Nuisance Abatement Officer	21E	\$ 60,036.71	NEW	21H	Nuisance Abatement Officer/Game Room Administer	\$ 64,652.98	\$4,616

Current Cost Center Numbers	Current Percentages (if Charged to Multiple Cost Centers):	Requested Cost Center Numbers	Requested Percentages (if Charged to Multiple Cost Centers):	Employee Type (mark with X)
1101-291010	100%	1101-293010	100%	Full Time 30+
				Half Time 20-29
				Part Time 1-19

Requested Allowances and Contributions (such as Cell Phone, Auto, Certification Pay, Longevity):	Exempt? (yes/no) Subject to HR Approval:
--	---

Detailed Reason for Request: (Increased Job Duties, Demotion for Performance, Merit Increase, etc.) Feel free to attach other supporting documents)	Transfer from Emergency Management Department to separate Nuisance Abatement Department. Increase in salary for additional duties for Nuisance Abatement Officer to include Game Room Administrator.
---	--

If requesting a new position or change in grade or title, please attach a job description.

Department Head Signature:	Date:
Department Head Name Print:	

** OR for Grant Funded positions, list current Salary Contact Sr. Budget Analyst for details

Incomplete forms or forms without supporting job descriptions will be returned to Department Heads

DO NOT share requests with impacted individuals until after the approval process

Personnel Adjustment Request

Complete a separate form for each personnel request. Fill in all applicable shaded areas.

Requested Effective Date:	Start of PP after CC approval	Court Sponsor: (Required for Court Agenda Item)	Commissioner Dennard
Manager Name:	Employee ID #	Employee Name or VACANT:	VACANT
Fund No:	1101	Department Name:	Emergency Management
Cost Center No:	291010	Division Name:	Nuisance Abatement
		Today's Date:	12/7/2016
		Department Head:	

Check all which apply:	<input type="checkbox"/> Addition of a Position	<input checked="" type="checkbox"/>	Change of Title		Appointment
	<input type="checkbox"/> Deletion of a Position		No Change in Salary - Different Grade		Promotion
	<input type="checkbox"/> Increase Salary - Same Grade		Decrease in Salary - Same Grade	<input checked="" type="checkbox"/>	Transfer
	<input type="checkbox"/> Increase Salary - Different Grade		Decrease in Salary - Different Grade		Reassignment
	<input type="checkbox"/> Safety Position		Grant-funded position and is; therefore, subject to the availability of said grant funding. Should that grant funding become unavailable at any point during a budget cycle for any reason (e.g., loss of grant, decrease in funding, elimination of grant program, etc.), the position is subject to elimination regardless of department or County policy.		
<input type="checkbox"/> FUTURE ONE TIME SUPPLEMENT to be paid out AFTER the completion of a specific project (all applicable taxes will be withheld from Supplement)		Date:	Amount:		

Psn #	Current Title	Grade/Step	Budgeted Annual/Biweekly/Hourly**	Psn #	Requested Grade/Step	Requested Title	Requested Annual/Biweekly/Hourly	Total Salary Change Requested
8	Game Room Compliance Officer	20C	\$ 51,769.47	NEW	19A	Assistant Compliance Officer	\$ 46,900.57	\$ (4,868.90)

Current Cost Center Numbers	Current Percentages (if Charged to Multiple Cost Centers):	Requested Cost Center Numbers	Requested Percentages (if Charged to Multiple Cost Centers):	Employee Type (mark with X)
1101-19100	100%	1101-293010	100%	<input type="checkbox"/> Full Time 30+ <input type="checkbox"/> Half Time 20-29 <input type="checkbox"/> Part Time 1-19

Requested Allowances and Contributions (such as Cell Phone, Auto, Certification Pay, Longevity):	Exempt? (yes/no) Subject to HR Approval:
--	---

Detailed Reason for Request: (Increased Job Duties, Demotion for Performance, Merit Increase, etc.) Feel free to attach other supporting documents)	Transfer Gamer Room Compliance Officer from Engineering to Nuisance Abatement and change the title and step/pay grade for an Assistant Compliance Officer in Nuisance Abatement
---	---

If requesting a new position or change in grade or title, please attach a job description.

Department Head Signature:	Date:
Department Head Name Print:	

** OR for Grant Funded positions, list current Salary Contact Sr. Budget Analyst for details

Incomplete forms or forms without supporting job descriptions will be returned to Department Heads

DO NOT share requests with impacted individuals until after the approval process

AGENDA ITEM #5.b.

**COUNTY OF GALVESTON
REQUEST FOR BUDGET AMENDMENT/TRANSFER**

Department:	Capital Projects Fund	BA 17-049-1213-B
Date Submitted:	December 8, 2016	(Assigned by Budget Office)

COMMISSIONER'S COURT ACTION:
Please complete the following form in its entirety and submit to the Budget Office at least eleven (11) days prior to the first regularly scheduled Tuesday Commissioners Court meeting date each month. Emergency amendments will be processed at the earliest available Court meeting date. If information on this form is incomplete, the amendment will be returned to your office for completion. It is suggested that the department requesting the amendment be present on the date of its submittal to the Court for action.

GENERAL EXPLANATION:
Request transfer from Capital Projects Designated for Capital Projects Fund for Motorola Equipment Lease-Purchase Agreement

This budget amendment does increase the budget for FY 2017

TRANSFER FROM				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
3100 - Capital Projects Fund	000000 - Capital Projects	3531001 - Designated for Capital Proj	1,391,000	
TOTAL - Transfer From			\$ 1,391,000	

TRANSFER TO				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
3100 - Capital Projects Fund	TBD-Motorola Equipment	5741000 - Equipment	1,391,000	
TOTAL - Transfer To			\$ 1,391,000	

ADDITIONAL COMMENTS:

Departmental Authorization	Date	<i>David M. Delac</i>	12/8/2016
Human Resources Department	Date	Budget Office Authorization	Date

AUDITOR'S REVIEW

This budget amendment has been reviewed for validity of accounts and sufficiency of account balances used for budget transfer.

Reviewed by: _____ Date: _____

Auditor's Remarks:

COMMISSIONERS COURT APPROVAL

Date Submitted: _____ Date Approved: _____

AGENDA ITEM #5.c.

**COUNTY OF GALVESTON
REQUEST FOR BUDGET AMENDMENT/TRANSFER**

Department:	Flood Control Fund	BA 17-050-1213-C
Date Submitted:	December 8, 2016	(Assigned by Budget Office)

COMMISSIONER'S COURT ACTION:
Please complete the following form in its entirety and submit to the Budget Office at least eleven (11) days prior to the first regularly scheduled Tuesday Commissioners Court meeting date each month. Emergency amendments will be processed at the earliest available Court meeting date. If information on this form is incomplete, the amendment will be returned to your office for completion. It is suggested that the department requesting the amendment be present on the date of its submittal to the Court for action.

GENERAL EXPLANATION:
Request transfer from Flood Control Budgeted Reserves for Seawall Maintenance Overtime

This budget amendment does increase the budget for FY 2017

TRANSFER FROM				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
2370 - Flood Control	920180 - Fund Balance Reserves	5930000 - Budgeted Reserves	4,000	
TOTAL - Transfer From			\$ 4,000	

TRANSFER TO				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
2370 - Flood Control	296121-Seawall Maintenance	5130000 - Overtime	4,000	
TOTAL - Transfer To			\$ 4,000	

ADDITIONAL COMMENTS:

Departmental Authorization	Date	
Human Resources Department	Date	<div style="display: flex; justify-content: space-between;"> <i>David M. Delac</i> 12/8/2016 </div> Budget Office Authorization Date

AUDITOR'S REVIEW

This budget amendment has been reviewed for validity of accounts and sufficiency of account balances used for budget transfer.

Reviewed by: _____ Date: _____

Auditor's Remarks:

COMMISSIONERS COURT APPROVAL

Date Submitted: _____ Date Approved: _____



The County of Galveston

Road and Bridge Department
Seawall Maintenance Department
Bolivar Peninsula Beach Maintenance

Lee Crowder, Director Road and Bridge

Office 281-534-5152

Date: December 6, 2016

To: David Delac
Director of Professional Services

From: Lee Crowder
Director Road and Bridge 

Re: **Request for Budget Amendment**

Due to the recent severe weather over the weekend of December 3rd, 4th and 5th of 2016, the department is requesting additional funds for the Seawall Overtime account. In the 2016 budget, the department was awarded \$4,000 to the Seawall Maintenance Overtime Expense Account 2370-296121-5130000. This amount will soon be depleted after submission of the overtime worked during the weekend. The overtime estimate for the weekend is \$3,954.00. The department is requesting an additional \$4,000.00 for the Seawall Maintenance overtime account.

If you need any further information or have any questions, please contact Lee Crowder X5707.

LC/ejb

AGENDA ITEM #5.d.

**COUNTY OF GALVESTON
REQUEST FOR BUDGET AMENDMENT/TRANSFER**

Department:	Ltd Tax Cnty Bld Bds Series 2009	BA 17-051-1213-D
Date Submitted:	December 8, 2016	(Assigned by Budget Office)

COMMISSIONER'S COURT ACTION:
Please complete the following form in its entirety and submit to the Budget Office at least eleven (11) days prior to the first regularly scheduled Tuesday Commissioners Court meeting date each month. Emergency amendments will be processed at the earliest available Court meeting date. If information on this form is incomplete, the amendment will be returned to your office for completion. It is suggested that the department requesting the amendment be present on the date of its submittal to the Court for action.

GENERAL EXPLANATION:
Request transfer from Limited Tax County Bldg Bonds Series 2009 Designated for Capital Projects Fund for Purchase of 131 Pecan Drive and costs associated for building improvements

This budget amendment does increase the budget for FY 2017

TRANSFER FROM				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
3120-Ltd Tax Cnty Bldg Bds Series 2009	000000-Ltd Tax Cnty Bldg Bds Series 2009	3531001 - Designated for Capital Proj	700,000	
TOTAL - Transfer From			\$ 700,000	

TRANSFER TO				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
3120-Ltd Tax Cnty Bldg Bds Series 2009	179010 - Administration	5711000 - Land	336,983	
3120-Ltd Tax Cnty Bldg Bds Series 2009	179010 - Administration	5722000 - Building	300,161	
3120-Ltd Tax Cnty Bldg Bds Series 2009	179010 - Administration	5722000 - Building Improvements	62,856	
TOTAL - Transfer To			\$ 700,000	

ADDITIONAL COMMENTS:

Departmental Authorization	Date	<i>David M. Delac</i>	12/8/2016
Human Resources Department	Date	Budget Office Authorization	Date

AUDITOR'S REVIEW

This budget amendment has been reviewed for validity of accounts and sufficiency of account balances used for budget transfer.

Reviewed by: _____ Date: _____

Auditor's Remarks:

COMMISSIONERS COURT APPROVAL

Date Submitted: _____ Date Approved: _____



Galveston County Architect

Overall estimate to occupy 131 Pecan Drive

<u>Description</u>	<u>Estimate</u>
Preliminary Settlement Statement	\$637,144
Appraisal fee	\$3,000
Painting	\$4,000
Exterminate	\$500
Repair soffit vents	\$400
Replace door hardware (accessibility and keying)	\$3,000
Remove cabinet in restroom	\$500
Remove cabinet in rear office	\$500
Repair grout in shower	\$500
Light bulbs/fixtures	\$500
Replace faucet in corridor cabinet	\$200
Remove audio visual cabling/repair wall	\$500
IT tele/data hook up	\$25,000
Furniture	\$6,000
Replace condenser unit exterior	\$1,500
Blinds	\$2,000
Miscellaneous	\$5,000
	<hr/>
	\$690,244

add'l. bldg. improv. + 9756
700,000

AGENDA ITEM #5.e.

**COUNTY OF GALVESTON
REQUEST FOR BUDGET AMENDMENT/TRANSFER**

Department:	Parks/Collections Departments	BA 17-052-1213-E
Date Submitted:	December 8, 2016	(Assigned by Budget Office)

COMMISSIONER'S COURT ACTION:
Please complete the following form in its entirety and submit to the Budget Office at least eleven (11) days prior to the first regularly scheduled Tuesday Commissioners Court meeting date each month. Emergency amendments will be processed at the earliest available Court meeting date. If information on this form is incomplete, the amendment will be returned to your office for completion. It is suggested that the department requesting the amendment be present on the date of its submittal to the Court for action.

GENERAL EXPLANATION:
Request transfer of position from Collections Department to Parks; an upgrade of the Collections Specialist to a Collections Manager position and the addition of a Collections Clerk position in the Collections Department

This budget amendment does increase the budget for FY 2017

TRANSFER FROM				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
	See Attached Schedule		-	
TOTAL - Transfer From			\$ -	

TRANSFER TO				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item:	Amount	
	See Attached Schedule		-	
TOTAL - Transfer To			\$ -	

ADDITIONAL COMMENTS:

Departmental Authorization	Date	<i>David M. Delac</i>	12/8/2016
Human Resources Department	Date	Budget Office Authorization	Date

AUDITOR'S REVIEW

This budget amendment has been reviewed for validity of accounts and sufficiency of account balances used for budget transfer.

Reviewed by: _____ Date: _____

Auditor's Remarks:

COMMISSIONERS COURT APPROVAL

Date Submitted: _____ Date Approved: _____

Collections and Parks Changes

Move From Collections	Object Code Description	Amount	Move To Parks	Object Code Description
1101-129200-5100000	Salaries	41,814	1101-522020-5100000	Salaries
1101-129200-5151000	Group Health	5,282	1101-522020-5151000	Group Health
1101-129200-5152102	Medicare FICA	606	1101-522020-5152102	Medicare FICA
1101-129200-5153000	TCDRS	4,792	1101-522020-5153000	TCDRS
1101-129200-5154000	Alt Plan	3,665	1101-522020-5154000	Alt Plan
1101-129200-5155000	Unemployment	201	1101-522020-5155000	Unemployment
Total		\$ 56,360		

Move From	Object Code Description	Amount	Move To Collections	Object Code Description
1101-920180-5930000	Gen Fund Budgeted Reserves	\$ 48,668		
		34,487	1101-129200-5100000	Salaries
		6,540	1101-129200-5151000	Group Health
		500	1101-129200-5152102	Medicare FICA
		3,952	1101-129200-5153000	TCDRS
		3,023	1101-129200-5154000	Alt Plan
		166	1101-129200-5155000	Unemployment
Total		\$ 48,668		

Personnel Adjustment Request

Complete a separate form for each personnel request. Fill in all applicable shaded areas.

Requested Effective Date: **12/7/16** Court Sponsor: (Required for Court Agenda Item) **Judge Mark Henry for 12/6/16 Agenda**

Manager Name: _____ EID# _____ Employee Name or VACANT: **Vacant**

Fund No: _____ Department Name: **Collections Office** Today's Date: **11/30/2016**

Cost Center No: _____ Division Name: _____ Department Head: **Gregory Rikard**

Check all which apply:	<input type="checkbox"/> Appointment	<input type="checkbox"/> Change of Title	<input type="checkbox"/> Decrease in Salary - Same Grade	<input type="checkbox"/> No Change in Salary - Different Grade
	<input type="checkbox"/> Promotion	<input type="checkbox"/> Career Ladder	<input type="checkbox"/> Decrease in Salary - Different Grade	<input type="checkbox"/> Addition of a Position
	<input type="checkbox"/> Transfer	<input type="checkbox"/> Account# Change	<input type="checkbox"/> Increase Salary - Same Grade	<input type="checkbox"/> Deletion of a Position
	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Annual Budget Request	<input checked="" type="checkbox"/> Increase Salary - Different Grade	<input type="checkbox"/> Other:
	<input type="checkbox"/> Safety Position <small>Grant-funded position and is; therefore, subject to the availability of said grant funding. Should that grant funding become unavailable at any point during a budget cycle for any reason (e.g., loss of grant, decrease in funding, elimination of grant program, etc.), the position is subject to elimination regardless of department or County policy.</small>			

FUTURE ONE TIME SUPPLEMENT to be paid out AFTER the completion of a specific project (all applicable taxes will be withheld from Supplement) Date: _____ Amt: \$ _____

Psn #	Current Title	Grade/Step	Budgeted Annual/Biweekly/Hourly Amount	Psn #	Requested Title	Grade/Step Request	Requested Annual/Biweekly/Hourly Amount	Total Salary Change Requested
2	Collections Specialist	171	51,769	2	Collections Manager	20d	53,063	1,294

Current Fund, Cost Center, & Object Code Numbers	Current Percentages (Indicate if Charged to Acct #'s)	Requested Fund, Cost Center, & Object Code Numbers	Requested Percentages (Indicate if Charged to Multiple Acct #'s)	Employee Type (Indicate in the Appropriate Field: FTBE, PTNH, etc.)
1101-129200-5100000	100%			<input checked="" type="checkbox"/> Full Time 30+ <input type="checkbox"/> Half Time 20-29 <input type="checkbox"/> Part Time 1-19

Indicate the Calendar Code: 40NORMAL 20NORMAL 88NORMAL Other: _____

Indicate the Emergency Preparedness Tler Level: 1 2 3 4

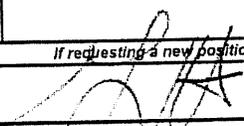
Requested Allowances and Contributions (such as Cell Phone, Auto, Certification Pay, Longevity): _____

Exempt? (yes/no) _____ Subject to HR Approval: _____

Moving from non-exempt to exempt? (yes/no) _____ If so, will receive payout of comp time. _____

Detailed Reason for Request: (Increased Job Duties, Demotion for Performance, Merit Increase, etc.) Feel free to attach other supporting documents)

If requesting a new position or change in grade or title, please attach a job description.

Department Head Signature:  Date: **11/30/2016**

Department Head Name Print: **Greg Rikard**

**** OR for Grant Funded positions, list current Salary Contact Sr. Budget Analyst for details**

Incomplete forms or forms without supporting job descriptions will be returned to Department Heads

DO NOT share requests with Impacted Individuals until after the approval process

Personnel Adjustment Request

Complete a separate form for each personnel request. Fill in all applicable shaded areas.

Requested Effective Date: **12/7/2016** Court Sponsor: (Required for Court Agenda Item) **Judge Mark Henry for 12/6/16 Agenda**

Manager Name: **Julie Diaz** EID# **E01774** Employee Name or VACANT: **Ladonna Kennie**

Fund No: _____ Department Name: **Parks & Cultural Services** Today's Date: **11/30/2016**

Cost Center No: _____ Division Name: **Parks** Department Head: **Julie Diaz**

Check all which apply:	<input type="checkbox"/> Appointment	<input type="checkbox"/> Change of Title	<input type="checkbox"/> Decrease in Salary - Same Grade	<input type="checkbox"/> No Change in Salary - Different Grade
	<input type="checkbox"/> Promotion	<input type="checkbox"/> Career Ladder	<input type="checkbox"/> Decrease in Salary - Different Grade	<input type="checkbox"/> Addition of a Position
	<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Account# Change	<input type="checkbox"/> Increase Salary - Same Grade	<input type="checkbox"/> Deletion of a Position
	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Annual Budget Request	<input type="checkbox"/> Increase Salary - Different Grade	<input type="checkbox"/> Other:
	<input type="checkbox"/> Safety Position	Grant-funded position and is, therefore, subject to the availability of said grant funding. Should that grant funding become unavailable at any point during a budget cycle for any reason (e.g., loss of grant, decrease in funding, elimination of grant program, etc.), the position is subject to elimination regardless of Department or County priority.		
	FUTURE ONE TIME SUPPLEMENT to be paid out AFTER the completion of a specific project (all applicable taxes will be withheld from Supplement)			Date: _____ Amt: \$ _____

Psn #	Current Title	Grade/Step	Budgeted Annual/Biweekly/Hourly Amount	Psn #	Requested Title	Grade/Step Request	Requested Annual/Biweekly/Hourly Amount	Total Salary Change Requested
1292000001	Collections Manager	18G	1991.13	<i>Annual Amt.</i>	Special Projects Manager	18G	1991.13	0

Current Fund, Cost Center, & Object Code Numbers	Current Percentages (Indicate if Charged to Acct #'s)	Requested Fund, Cost Center, & Object Code Numbers	Requested Percentages (Indicate if Charged to Multiple Acct #'s)	Employee Type (Indicate in the Appropriate Field: FTBE, PTNH, etc.)
1101-129200-5100000	100			Full Time 30+ <input checked="" type="checkbox"/> Half Time 20-29 _____ Part Time 1-19 _____

Indicate the Calendar Code: 40NORMAL 20NORMAL 86NORMAL Other: _____

Indicate the Emergency Preparedness Tier Level: 1 2 3 4

Requested Allowances and Contributions (such as Cell Phone, Auto, Certification Pay, Longevity): _____ Exempt? (yes/no) _____ Subject to HR Approval: **No**
Moving from non-exempt to exempt? (yes/no) _____ If so, will receive payout of comp time.

Detailed Reason for Request: (Increased Job Duties, Demotion for Performance, Merit Increase, etc.) Feel free to attach other supporting documents) _____

If requesting a new position or change in grade or title, please attach a job description.

Department Head Signature: *Jennifer Krupa* Date: **11/30/2016**

Department Head Name Print: **Jennifer Krupa for Julie Diaz**

** OR for Grant Funded positions, list current Salary Contact Sr. Budget Analyst for details

Incomplete forms or forms without supporting job descriptions will be returned to Department Heads

DO NOT share requests with impacted individuals until after the approval process

Personnel Adjustment Request

Complete a separate form for each personnel request. Fill in all applicable shaded areas.

Requested Effective Date:	12/7/16	Court Sponsor: (Required for Court Agenda Item)	Judge Mark Henry for 12/6/16 Agenda
Manager Name:	EID#	Employee Name or VACANT:	Vacant
Fund No:	Department Name:	Collections Office	Today's Date: 11/30/2016
Cost Center No:	Division Name:	Department Head:	Gregory Rikard

Check all which apply:	<input type="checkbox"/> Appointment	<input type="checkbox"/> Change of Title	<input type="checkbox"/> Decrease in Salary - Same Grade	<input type="checkbox"/> No Change in Salary - Different Grade
	<input type="checkbox"/> Promotion	<input type="checkbox"/> Career Ladder	<input checked="" type="checkbox"/> Decrease in Salary - Different Grade	<input checked="" type="checkbox"/> Addition of a Position
	<input type="checkbox"/> Transfer	<input type="checkbox"/> Account# Change	<input type="checkbox"/> Increase Salary - Same Grade	<input type="checkbox"/> Deletion of a Position
	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Annual Budget Request	<input type="checkbox"/> Increase Salary - Different Grade	<input type="checkbox"/> Other:
	<input type="checkbox"/> Safety Position			
	<small>Grant-funded position and is therefore, subject to the availability of said grant funding. Should that grant funding become unavailable at any point during a budget cycle for any reason (e.g., loss of grant, decrease in funding, elimination of grant program, etc.), the position is subject to elimination regardless of department or County policy.</small>			

Psn #	Current Title	Grade/Step	Budgeted Annual/Biweekly/Hourly Amount	Psn #	Requested Title	Grade/Step Request	Requested Annual/Biweekly/Hourly Amount	Total Salary Change Requested
					Collections Clerk	12a	33,192	33,192

Current Fund, Cost Center, & Object Code Numbers	Current Percentages (Indicate if Charged to Acct #'s)	Requested Fund, Cost Center, & Object Code Numbers	Requested Percentages (Indicate if Charged to Multiple Acct #'s)	Employee Type (Indicate in the Appropriate Field: FTBE, PTNH, etc.)
		1101-129200-5100000	100%	Full Time 30+ X
				Half Time 20-29
				Part Time 1-19

Indicate the Calendar Code:	X	40NORMAL	20NORMAL	85NORMAL	Other:
Indicate the Emergency Preparedness Tier Level:	1	2	3	X	4

Requested Allowances and Contributions (such as Cell Phone, Auto, Certification Pay, Longevity):	Exempt? (yes/no) _____ Subject to HR Approval: _____ Moving from non-exempt to exempt? (yes/no) _____ If so, will receive payout of comp time. _____
No	

Detailed Reason for Request: (Increased Job Duties, Demotion for Performance, Merit Increase, etc.) Feel free to attach other supporting documents)

If requesting a new position or change in grade or title, please attach a job description.

Department Head Signature:	
Department Head Name Print:	Greg Rikard
Date:	11/30/2016

**** OR for Grant Funded positions, list current Salary Contact Sr. Budget Analyst for details**

Incomplete forms or forms without supporting job descriptions will be returned to Department Heads

DO NOT share requests with impacted individuals until after the approval process

AGENDA ITEM #6.

Galveston County
Scoring of Responses
Request for Qualifications for Underwriters

	TX Underwriting Experience Sr. Mgr. (15 Points)	TX Underwriting Experience Co-Mgr. (15 Points)	Institutional Sales Personnel (15 Points)	Retail Sales Personnel (15 Points)	TX Locations/ TX Employees (20 Points)	Previous Proposals (20 Points)	Total Points
1 Raymond James	15	15	15	15	20	15	95
2 RBC	13	13	10	13	15	18	82
3 BOK	11	10	8	8	17	17	71
4 Hilltop Securities	10	8	8	12	16	12	66
5 Piper Jaffray	12	11	6	9	12	15	65
6 Coastal	6	7	7	7	13	20	60
7 Oppenheimer	4	3	7	13	10	13	50
8 Estrada	5	9	3	0	14	17	48