



Travis County Commissioners Court Agenda Request

Meeting Date: December 13, 2011

Prepared By: Don Ward, P.E., Division Director Road Maintenance **Phone #:** 854-9317

Division Director/Manager: Donald W. Ward, P.E., Division Director, Road Maintenance and Fleet Services

Department Head: Steven M. Manilla, P.E., County Executive-TNR

Sponsoring Court Member: Commissioner Gomez, Precinct Four

AGENDA LANGUAGE: Consider and take appropriate action to approve funding for a Special Project Worker in the amount of \$34,620* (full time position with benefits) for the remainder of FY12 for a slot/position to monitor nonpotable water sales from the US 183 Facility in Precinct Four; and with an annual amount of \$42,390.

BACKGROUND/SUMMARY OF REQUEST:

The Court has indicated that nonpotable water sales at the US 183 Facility needs to be monitored rather than the prior operating system of an honor box. In order to operate the nonpotable water sales, in accordance with the Court's direction, a slot/position will need to be funded. The slot/position will be working Tuesday through Saturday so that nonpotable water is available for purchase from 8:00 am to 2:00 pm.

The tasks for this slot/position will include:

- Monitoring and overseeing water sales at US 183 Facility including determining, receiving, recording, and issuing receipts for fees for the purchase of nonpotable water along with submitting the monies, reports, and pertinent information for fees collected.
- Performing data entry including creating and maintaining databases.
- Performing research and analytical work including gathering information and statistical data.
- Creating, compiling, maintaining, and generating reports using spreadsheets, databases, word processing, and presentation software.
- Performing general office duties.
- Bilingual, English/Spanish.

STAFF RECOMMENDATIONS:

Staff recommends that funding be approved for a Special Project Worker for the remainder of FY12 in the amount of \$34,620* and to approve \$42,390**. TNR will

submit required documentation to HRMD for appropriate classification of this position.

ISSUES AND OPPORTUNITIES:

* The amount of \$34,620 has been prorated for FY12 for the remainder of the year with an anticipated start date of 12/15/2011.

** The amount of \$42,390 is estimated at FY12 rates, but will need to be adjusted for FY13 and FY14 rates.

FISCAL IMPACT AND SOURCE OF FUNDING:

The Special Project Worker slot/position will result in \$34,620* out of the FY12 General Fund Allocated Reserve (001-9800-981-9892) and \$42,390** for FY13 and for FY14.

ATTACHMENTS/EXHIBITS:

None

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Marilla	County Executive	TNR	854-9429
Donna Holt	TNR's HR Director	TNR	854-9417
Carol Joseph	Assistant Director	TNR	854-9418
Diane Blakenship	HRMD Director	HRMD	854-9170

CC:

Howard Herrin	Road Maint. Manager	TNR	266-3314
Curtis Mills	Road Maint. Supervisor	TNR	854-9114
Geena Rohan	Admin. Associate	TNR	854-7640

: :
4101 - Road, Bridge, Fleet Svs -