



Travis County Commissioners Court Agenda Request

Meeting Date: December 13, 2011

Prepared By/Phone Number: Harve Franklin/854-4824

Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting County Executive, Planning & Budget Office

Commissioners Court Sponsor: Judge Biscoe

A handwritten signature in black ink, appearing to read "Leroy Nellis", is written over the printed name and title of the elected/appointed official.

AGENDA LANGUAGE:

Approve the use of County funds to reimburse travel costs for one finalist interviewing for the Planning & Budget Office County Executive position.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

One finalist will be traveling to interview for the Planning & Budget Office County Executive position. Travel costs may include airfare, personal auto, auto rental, hotel, cost of meals, as well as incidentals.

STAFF RECOMMENDATIONS:

Approve reimbursement of travel costs to interview one finalist for the Planning & Budget Office County Executive position.

ISSUES AND OPPORTUNITIES:

The Planning & Budget Office has confirmed that sufficient funds are available to pay travel costs.

FISCAL IMPACT AND SOURCE OF FUNDING:

See attached.

REQUIRED AUTHORIZATIONS:

Leroy Nellis 854-9106

Diane Blankenship 854-9165

Susan Spataro 854-9125

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



Human Resources Management Department

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BACKUP MEMORANDUM

DATE: December 6, 2010

TO: Members of the Commissioners Court

VIA: Leroy Nellis, Acting County Executive, Planning & Budget Office

FROM: Diane Blankenship, Director, Human Resources Management Dept.

SUBJECT: Approval to Reimburse County Executive, Planning & Budget Office
Finalist for Travel Costs.

Proposed Motion:

Approve the use of County funds to reimburse travel cost for one finalist interviewing for the Planning & Budget Office County Executive position.

Summary:

The finalist will be traveling to interview for the Planning & Budget Office County Executive position. Travel costs may include airfare, use of personal auto, auto rental, hotel, cost of meals, as well as incidentals.

Budgetary and Fiscal Impact:

Travis County Budget Rule #14 allows Commissioners Court to approve the use of County funds to pay for travel arrangements and food/non-alcoholic beverages to entertain applicants when recruiting nationally for top level positions. The approval must be granted prior to the travel for the applicant to be reimbursed. Job applicants are reimbursed at the same rates used for current County personnel.

Travel costs are estimated to be around \$1,250 total for one applicant. Funds will be paid from PBO budgeted account for travel, meals and lodging.

Recommendation

Approve reimbursement of travel costs to interview one finalist for the PBO County Executive position.

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provide detailed instructions on how to submit a travel encumbrance request, how to submit travel reimbursement request, the necessary supporting documentation that must accompany the travel encumbrance and travel reimbursement request, the reimbursement rates for various travel categories, and submission deadlines.

⇒ **Rule #14. The Commissioners Court May Approve the Use of County Funds to Pay for Travel Arrangements and Food/Non-Alcoholic Beverages to Entertain Applicants When Recruiting Nationally for Top Level Positions.**

Commissioners Court approval must be granted prior to the travel for the applicant to be reimbursed. The job applicant is reimbursed for the actual expense incurred not to exceed the same rates used for current County personnel. If the Applicant is hired, moving expenses and employment agency fees may also be paid for these positions if approved in advance by the Commissioners Court. All expenses must be supported by receipts. Offices and departments must notify Payroll before any expenses are paid. Reimbursements must be submitted to the County Auditor no later than 60 days after they are incurred. Per IRS regulations, reimbursements over 60 days must be considered as income to the applicant/prospective employee.

⇒ **Rule # 15. All County Personnel Must Certify that Long Distance Toll Charges and Cellular Phone Air Time Charges on County Telecommunication Equipment Were for Official County Business.**

All County personnel must reimburse the County immediately for any long distance or cellular phone air time charges that are determined to be for personal use.

- All cellular phone airtime charges and cell phone purchases must be made in accordance with Chapter 39 of the Travis County Code, Wireless Communications Policy.
- All long distance phone certifications must be submitted to the Auditor's Office within 30 days after notification of the charges from ITS.
- The County Auditor may refer any questions about the appropriateness of any reimbursement or disbursement of long distance phone charges and cellular air time to the Commissioners Court.

⇒ **Rule #16. Grants From Public or Private Sources Received During the Fiscal Year Are Budgeted by the Commissioners Court Upon Certification of the Revenue by the County Auditor. Applications For Grants Must Be Submitted in Accordance with the Rules Listed in Appendix 5.**

⇒ **Rule #17. Use of County Vehicles is Authorized by this Budget for County Business and in Accordance with Chapter 40 of the Travis County Code.**