



## Travis County Commissioners Court Agenda Request

**Meeting Date:** April 24, 2012

**Prepared By/Phone Number:** Brenda Rodriguez x44985

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir x43996

**Commissioners Court Sponsor:**

### **AGENDA LANGUAGE:**

Consider and approve interim staffing plan for the County Clerk's Elections Division

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

see attachment

### **STAFF RECOMMENDATIONS:**

### **ISSUES AND OPPORTUNITIES:**

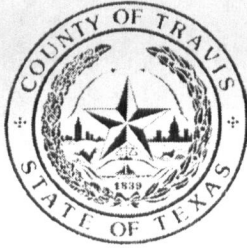
### **FISCAL IMPACT AND SOURCE OF FUNDING:**

### **REQUIRED AUTHORIZATIONS:**

Alan Miller, Planning & Budget

Todd Osburn, HRMD

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



**Dana DeBeauvoir**  
Travis County Clerk

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April 17, 2012

TO: Commissioners Court  
Leslie Browder, County Executive  
Leroy Nellis, Budget Director  
Alan Miller, Planning and Budget Office  
Todd Osburn, Human Resource Management Office

FROM: Dana DeBeauvoir

RE: Interim Staffing Plan for the County Clerk's Elections Division

We are requesting \$35,000 to cover the cost of a new interim plan for the Elections Division. This one-time cost will allow us to employ overlapping Elections Division Managers for four months in FY13.

Additionally, we would like for Human Resources to take whatever steps are necessary to allow us to post and hire someone into this interim position as soon as possible.

### **Background**

In February, 2011, we requested two temporary salary increases and the temporary creation of a special project temporary employee position in the County Clerk Elections Division. This proposal addressed the need for additional staff resources necessary to:

1. Manage the research and preparation of requirements for a new voting system for Travis County, and
2. Provide hands-on experience for some of the duties performed by our current Elections Division Manager who will be retiring around May 2012. These duties include budget preparation, entity contract management, and project planning issues specific to different types of elections (for example: municipal and school district, political party primary, and constitutional amendment elections).

### **Today**

Since then, events have occurred that we did not foresee – from court battles on election dates to new developments in the world of voting systems. We were also *very* fortunate to have persuaded our current Elections Division Manager Gail Fisher to stay on through this complex election year all the way through the November Presidential election. Her new retirement day will be in January 2013.

To adjust to these changes, we are proposing the following:

1. Maintain the two temporary salary increases for the Election Management Coordinator and the Elections Special Project Temporary Employee.
2. Discontinue the additional Special Project Temporary who was added. (This works out well since the person in this position just left this job for another opportunity.)
3. Post as soon as possible and hire by the first of May, a new Elections Division Manager so that the new person can experience their learning curve during the primaries and Presidential elections while Gail Fisher is still here. Meanwhile, this will allow her additional time to focus on the several special projects we have in progress – including the development of an RFP for a new voting system.

To fund this request, we will absorb the costs for the temporary salary increases until January 2013. We can also cover the cost of having two Elections Division Managers for the months of May 1, 2012 to October 1, 2012. However, we would like to ask the Commissioners Court to cover the cost of this additional manager during October 1, 2012 to January 31, 2012. The estimated cost of this request is \$35,000 of one-time costs. This item will be included as a FY13 budget request.

If the new director is hired from within and others are moved up behind that person, we still request these additional funds because it is important that we have the benefit of the existing director until January 2013.

Thank you for your help in this matter. Please let me know if you have any questions.