



Item 31

Travis County Commissioners Court Agenda Request

Meeting Date: January 22, 2013

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

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, Planning & Budget Office *JB*

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Approve the use of County funds to reimburse travel costs to candidates interviewing for the County Executive, Technology Services position.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Candidates from outside the Austin area have been asked to interview for the County Executive, Technology Services 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 candidates for the County Executive, Technology Services 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:

Leslie Browder	854-9106
Diane Poirot	854-9165
Nicki Riley	854-9125

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



HRMID

Human Resources Management Department

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BACKUP MEMORANDUM

DATE: January 14, 2013

TO: Members of the Commissioners Court

VIA: Leslie Browder County Executive, Planning & Budget Office *DP HB*

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

SUBJECT: Approval to Reimburse County Executive, Technology Services
Candidates for Travel Costs

Proposed Motion:

Approve the use of County funds to reimburse travel cost for candidates not in the Austin area interviewing for the County Executive, Technology Services position.

Summary:

The candidates will be traveling to interview for the County Executive, Technology Services 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.

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Travel costs are estimated to be around \$3,500 total. Funds will be paid from Information Technology Services Department budget account for travel, meals and lodging.

Recommendation

Approve reimbursement of travel costs to interview candidates for the County Executive, Technology Services position.

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