

# Item 14



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 18, 2013

**County Executive:** Leslie Browder, Planning and Budget, 854-9106

**Sponsoring Court Member:** County Judge Samuel T. Biscoe

A handwritten signature in black ink, appearing to be "JB", located to the right of the County Executive information.

### **AGENDA LANGUAGE:**

Consider and take appropriate action to:

- A. Authorize the Facilities Management Department to provide a parking access card and an unreserved parking space to the Director of the Human Resources Management Department for the zoned parking garage serving the 700 Lavaca Street administration building.
- B. Reimburse the newly hired Director of the Human Resources Management Department for actual moving expenses not to exceed \$5,000.

### **BACKGROUND/SUMMARY:**

The position of Director of the Human Resources Management Department (HR Director) reports to the County Executive responsible for planning, budget, and several other County support services. The position of HR Director was vacated several months ago, and an extensive screening and interview process was completed to fill the position. The new HR Director was introduced to the Commissioners Court on June 11, 2013, and will begin work on July 1, 2013. Newly hired employees and other personnel actions are considered weekly by the Commissioners as part of an agenda item entitled "routine personnel amendments". Approval to fill the vacant HR Director position, effective July 1, 2013, is included with other routine personnel actions on the Court's June 18<sup>th</sup> voting session agenda.

This purpose of agenda item is to request approval to reimburse the newly hired HR Director for actual moving expenses not to exceed \$5,000, and to authorize the Facilities Management Department to provide a parking access card and an unreserved parking space to the HR Director for the zoned parking garage serving the 700 Lavaca Street administration building. Parking is available in a garage next to the County's 700 Lavaca Street location, and the garage is accessed through a card. The parking spaces are not reserved under the zoned system except for certain elected and appointed officials. Access is carefully controlled so that there are sufficient parking spaces available for employees.

### **STAFF RECOMMENDATIONS:**

Authorize the Facilities Management Department to provide a parking access card and an unreserved parking space to the HR Director for the zoned parking garage serving the

700 Lavaca Street administration building, and approve reimbursement of the newly hired HR Director for moving expenses actually incurred, not to exceed \$5,000.

**ISSUES AND OPPORTUNITIES:**

Based on a review of Chapter 11 of the Travis County Code (Parking Policy), the County Attorney's staff has determined that Commissioners Court approval should be sought to allow the HR Director to have access to the parking garage even though a reserved parking space is not being requested. The HR Director is not a specified position in the County's Parking Policy, and as such, would be placed on a waiting list for a parking card under the existing Parking Policy. The Commissioners Court may grant an exception to the Parking Policy, and allow the HR Director to receive a parking card to access the garage for unreserved parking upon the date of employment. This exception is recommended to help meet the County's business needs and due to the nature of the HR Director's duties, which will include making regular visits to various County offices not located in the immediate downtown area to conduct HR-related business. Access to nearby parking will help reduce the travel time required to conduct offsite County business.

Reimbursement of moving expenses is limited to actual expenses qualifying under Internal Revenue Service publication 521 for a total amount not to exceed \$5,000. Reimbursement would essentially be limited to the reasonable cost of packing, crating, and transporting household goods and personal effects to the HR Director's new residence. If the HR Director voluntarily terminates within twelve months of the employment start date, repayment to the County will be required. This arrangement is identical to one recently approved by the Commissioners Court for an employee hired by the County Auditor's office.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Funding is available in the operating budget of the Human Resources Management Department for reimbursement of actual moving expenses.

**ATTACHMENTS/EXHIBITS:**

N/A

**REQUIRED AUTHORIZATIONS:**

Leslie Browder, County Executive, Planning and Budget  
Roger El Khoury, Facilities Management Department  
Tenley Aldridge, County Attorney's Office