



Travis County Commissioners Court Agenda Request

Meeting Date: December 3, 2013

Prepared By: Donna Holt **Phone #:** 512-854-9417

Division Director/Manager: Donna Holt, Administrative Services Director

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

Sponsoring Court Member: County Judge Samuel T. Biscoe

AGENDA LANGUAGE: Consider and take appropriate action to allow one-time exception to Budget Rule Appendix 3, Additional Guidance, E. Performance Based Pay and Employee Recognition.

BACKGROUND/SUMMARY OF REQUEST:

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

ATTACHMENTS/EXHIBITS:

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	512-854-4239
Steve Manilla	County Executive	TNR	512-854-9429

CC:

Donna Holt	Administrative Services Director		512-854-9417

0101 - Administrative - E. Performance Based Pay

TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE



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MEMORANDUM

November 22, 2013

TO: Members of the Commissioners' Court

THROUGH: Steven M. Manilla, P.E., County Executive

FROM: Donna Holt, Division Director of Administrative Services

SUBJECT: Allow One-Time Exception to Budget Rule *Appendix 3, Additional Guidance, E. Performance Based Pay and Employee Recognition*

PROPOSED MOTION:

Discuss and take appropriate action on whether or not to allow a one-time exception to the \$50.00 per employee cap for recognition.

SUMMARY AND STAFF RECOMMENDATION:

TNR conducted employee recognition presentations beginning November 6, 2013. Due to an oversight, TNR processed the purchase order not realizing the vendor had implemented an increase in pricing. The increase in pricing plus shipping fees exceeds the \$50.00 per employee cap for recognition items. The total amount per employee results in \$68.35, seven (7) awards were purchased.

TNR staff recommends and requests a one-time exception to the budget rule regarding employee recognition in order to apply its awards programs consistent with past practice. Internal processes have been implemented to ensure that pricing is verified prior to placing future orders.

BACKGROUND:

TNR has ordered recognition awards for employees reaching twenty (20) plus years for at least the past 4 years from this same vendor. Historically the cost of the award plus required shipping costs has not exceeded the \$50.00 per employee cap. TNR is

researching alternative options and/or vendors to ensure the \$50.00 per employee cap is not exceeded in the future.

ISSUES:

BUDGETARY AND FISCAL IMPACT:

The Budget Rule indicates the department should fund the cost of employee recognition. Currently, TNR has budget to cover the excess amount.

REQUIRED AUTHORIZATIONS:

EXHIBITS:

None

DH: ts

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Cc: Cynthia McDonald, TNR Financial Manager