



FORT BEND COUNTY CLERK

LAURA RICHARD COUNTY CLERK

301 Jackson St., Richmond TX 77469-3108
(281) 341-8685
www.fortbendcountytx.gov

To: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

From: Laura Richard
Fort Bend County Clerk

Re: County Clerk agenda item to create one new position funded by County Clerk, Records Management

Date: November 16, 2021

The position of Department Supervisor – HR was initially proposed during the FY 2022 budget process. Once I became aware of the potential budget constraints for 2022, I removed this request and others from our proposal.

My request is to use the County Clerk Records Management Fund to cover the salary and benefits for this position. The Auditor has confirmed the use of the County Clerk Records Management Fund for this purpose. The Budget Officer has confirmed that the fund can support this position request. The fund balance has been calculated at a conservative rate to cover the salary and benefits through the coming years.

The County Clerk's office produced an historical amount of revenue in FY 2021. In the Records Division alone, we generated \$335,146 per person.

The numbers show the exponential growth due to innovative ways this department has implemented new revenue streams and efficiencies.

FY 2019 Revenue = \$8,418,000
FY 2020 Revenue = \$9,292,000
FY 2021 Revenue = \$11,709,000

Currently my Finance Team is handling all HR related duties, but due to our growth in transactions and an upcoming retirement in this group, I am requesting this position.

This position will handle all of the HR related duties such as payroll, timesheets, new hire forms, termination of employment forms, FMLA documents, personnel file documentation and upkeep. This position will also be responsible for onboarding/orientation for our office, HR related training for County Clerk employees, as well as establish routine oversight of office compliance relational to policy and various code requirements.

If you have any questions, please contact me at laura.richard@fortbendcountytx.gov or 832-471-1616.