A close-up photograph of a person's hands holding a smartphone. The person is wearing a dark blue, patterned button-down shirt. The background is a dark, solid color. The text is overlaid on the left side of the image.

# The Care & Feeding of Newly Elected Officials

A proactive approach to ensuring compliance

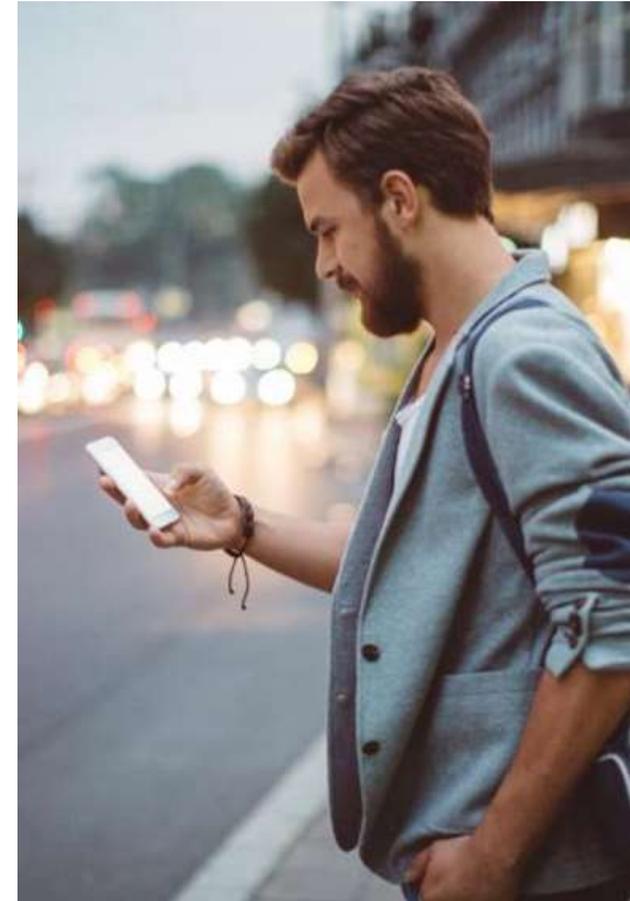
# Agenda

Begin with an introduction of speaker and Fort Bend County

Follow with a premise that the Auditor's Office ought to either take the lead or be highly involved in onboarding Newly Elected Officials (NEOs)

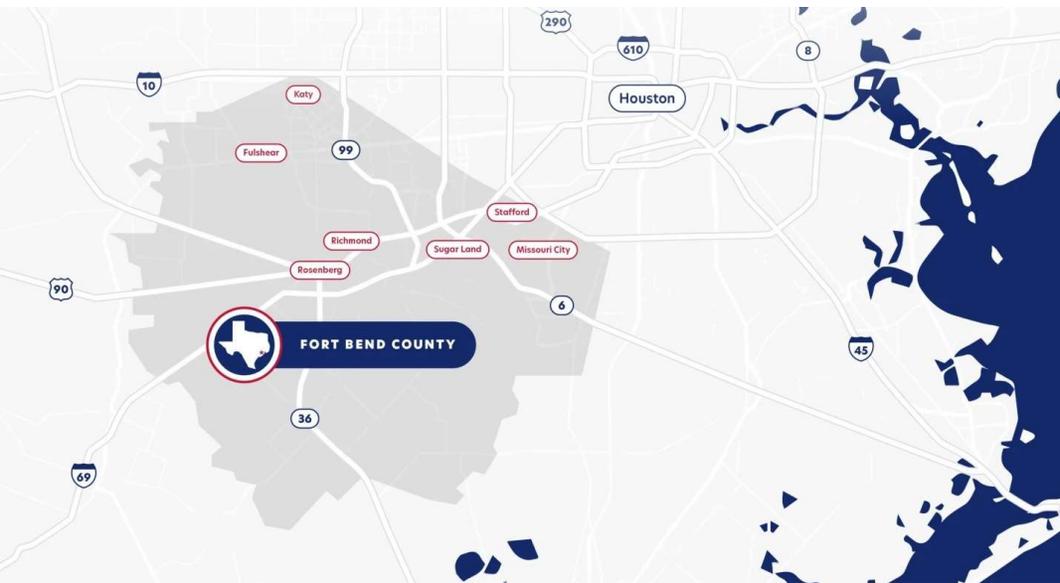
Smile and nod when half the room tells me there is no provision in the Local Government Code for this premise and a general discussion of the County Auditor's Statutory Responsibilities.

Discuss some key areas of noncompliance that might not be intuitive to NEOs and how to reduce the Auditor's time cleaning up messes.





## Fort Bend County, Texas



- \$676M 2024 Operating Budget
- 4,465 Full Time Employees County-wide
- 32 Full Time Employees in Auditor's Office
- Separate (other) departments for:
  - Human Resources    Payroll
  - Benefits                    Purchasing
  - Facilities    Road & Bridge    Drainage

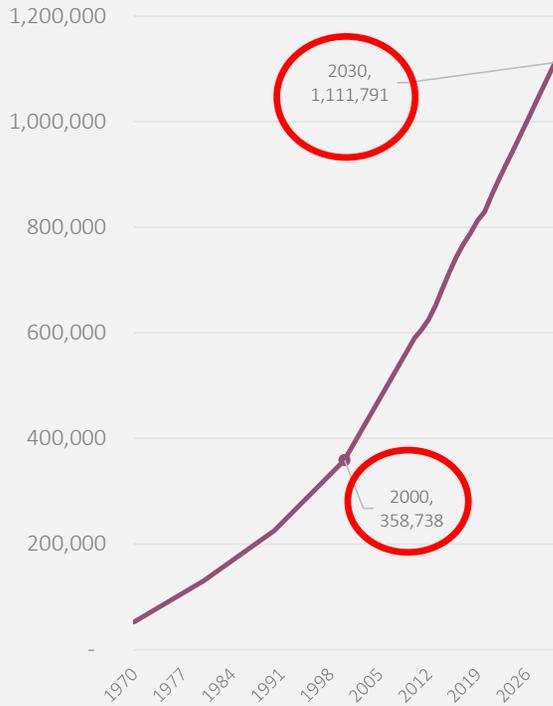
# The People

Most Diverse County in Texas  
862 square miles of land  
945K in population

That's the Boss,  
Ed Sturdivant



Population



# My Premise

**The County Auditor's Office should either take the lead or materially participate in the on boarding of Newly Elected Officials**





# General Abuse of the Speaker

## Arguments Against:

- Absolutely No Statutory Authority
- Our office is so understaffed
- We don't have time educate every single newly elected officials.
- What else?

## Arguments For:

- Does anyone have Statutory Authority?
- Our office is so understaffed
- We don't have time educate clean up after every single newly elected officials.
- What else?





Coming up with a plan...

# Timing is Everything: November Election January Start



# They are County Employees

And then some...

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NEO's will likely come with a great deal of excitement and want to hit the ground running.

- They may bring some county or other governmental job experience or exposure.
- They may come from a completely private enterprise, corporate or self-employed business owner background.
- They have been elected by the people to do a job, and you can help them be successful, with a little bit of coaching.

Have the NEOs participate in the usual employee orientation, let them know:

- Where to show up (where's my office?)
- Get security badges, etc.
- Email, computer, login information
  
- How to get paid / When they get paid
- Sign-up for benefits

Then we nip potential problems in the bud...

# Top Ten Pieces of Advice

1. Don't Purchase ANYTHING without talking to purchasing Agent/authority first – let them/us do the heavy lifting.
2. Go over the particulars of your travel reimbursement policy. Explain in no uncertain terms what the County pays for and what it does NOT pay for.
3. Purchasing Cards – review the policies and restrictions for these tools and how to keep out of the local paper and DA's office.
4. Explain the process for exchanging out existing furniture and office fixtures (what the County's replacement policy is and how to order new furniture and fixtures).
5. Explain the process for exchanging out existing staff (might be an opportunity to get existing staff on with another office if not needed).
6. Walk through the existing budget balances and the budget process that is likely to start in a couple of months, what to expect and when to expect it.
7. Provide a policy for placing items on the CC agenda to include deadlines and practices (who to talk to).
8. Discuss the limits on the use of County property (vehicles, equipment, etc).
9. Make sure they have their appropriate bonds in place.
10. Have them meet with each of the department heads to understand what their departments do and how they can help the NEO reach their goals.

**What did I leave out?**

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**Call me if you want to talk  
more.**

Christopher Breaux

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