



Travis County Commissioners Court Agenda Request

Meeting Date: December 6, 2011

Prepared By/Phone Number: Yolanda Reyes, (512)854-9106

Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting County Executive, Planning and Budget

Commissioners Court Sponsor: Judge Sam Biscoe

A handwritten signature in black ink, appearing to read "Leroy Nellis", is written over the printed name of the elected official.

AGENDA LANGUAGE: Consider and take appropriate action on budget amendments, transfers and discussion items.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:
Please see attached documentation.

STAFF RECOMMENDATIONS: Please see attached documentation.

ISSUES AND OPPORTUNITIES: Please see attached documentation.

FISCAL IMPACT AND SOURCE OF FUNDING: Please see attached documentation.

REQUIRED AUTHORIZATIONS:

Leroy Nellis – Planning and Budget Office, (512) 854-9106

Jessica Rio – Planning and Budget Office, (512) 854-9106

Cheryl Aker – County Judge's Office, (512) 854-9555

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

BUDGET AMENDMENTS AND TRANSFERS

FY 2012

12/6/2011

AMENDMENTS

<u>BA#</u>	<u>Project Code</u>	<u>FUND</u>	<u>DEPT/DIV</u>	<u>ACT</u>	<u>ELM/ OBI</u>	<u>Dept.</u>	<u>Line Item</u>	<u>Increase</u>	<u>Decrease</u>	<u>Pg #</u>
A1	KCA001	517	1405	801	8112	Facilities	Land		\$ 6,000,000	1
	BEFIT1	517	0615	801	8002	Auditor	Software	\$ 6,000,000		

TRANSFERS

<u>BA#</u>	<u>Project Code</u>	<u>FUND</u>	<u>DEPT/DIV</u>	<u>ACT</u>	<u>ELM/ OBI</u>	<u>Dept.</u>	<u>Line Item</u>	<u>Increase</u>	<u>Decrease</u>	<u>Pg #</u>
T1		001	4220	587	0701	Pretrial Scvs	Reg.Salaries-Perm Empl		\$ 9,101	4
		001	4220	587	0401	Pretrial Scvs	Reg.Sal-Apptd Offcl(CC)	\$ 9,101		

OTHER

Approve parking stipends for five employees in Criminal Justice Planning Department who moved offices from Airport Blvd. to 700 Lavaca

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PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Commissioners Court

FROM: Jessica Rio, Assistant Budget Director 

DATE: November 29, 2011

SUBJECT: Budget Adjustment Related to New Financial System

The attached Budget Adjustment from Facilities Management to the Auditor's Office for \$6,000,000 is related to the County's new financial system. The County issued \$13,000,000 in FY 10 tax exempt CO's for the purchase of acquiring land in downtown Austin. However, land in downtown Austin was purchased in FY 11 with taxable CO's. These funds have been rebudgeted in Facilities Management since FY 10. The attached cash flow that PBO sent the County Auditor in January of 2011 and highlights that the BEFIT cash flow assumptions included a \$6,000,000 transfer from the \$13 million in Facilities Management.

Fund 517 not only has \$13,000,000 in Facilities Management, but also \$1,366,562 in its Allocated Reserve that can be used for other allowed capital purposes. PBO will be coming forward in the next week or two with "scrubs" recommendations once they have been reviewed by the County Attorney and the County Auditor's Office. In the meantime, PBO recommends this budget adjustment to allow the BEFIT project to continue as scheduled..

cc: Christina Adair (County Auditor's Office)
Roger El Khoury (Facilities Management)
John Hille (County Attorney's Office)
Steve Manilla (TNR)
Leroy Nellis (TNR)
Jose Palacios (County Auditor's Office)
Hannah York (County Auditor's Office)
Susan Spataro (County Auditor)
Mike Wichern (County Auditor's Office)

Funding Required	FY2010	FY2011	FY2012	FY2013	FY2014	Totals
Total (per Auditor's Worksheet)		\$7,308,933	\$9,204,829	\$6,103,332	\$1,684,431	\$24,301,525
Total Needed (Cumulative)		\$7,308,933	\$16,513,762	\$22,617,094	\$24,301,525	

CO Issuance	FY2010	FY2011	FY2012	FY2013	FY2014	Totals
CO issued	\$7,600,000	\$4,100,000	\$6,601,525	-	-	\$18,301,525
Existing COs	\$6,000,000*	-	-	-	-	\$6,000,000
CO Available for project (cumulative)	\$13,600,000	\$17,700,000	\$24,301,525			\$24,301,525**

*6,000,000 – FY 10 COs related to property to be purchased with FY 11 COs. This change will need to be approved by Court.

** Please note that this table assumes issuance of remaining amount by 2012.

Table showing excess CO balance over cash flow schedule	FY2010	FY2011	FY2012	FY2013	FY2014	
Total CO balance per year (total CO available per year less total funding required per year)	\$13,600,000	\$10,391,067	\$7,787,763	\$1,684,431	\$0	

Budget Adjustment: 30473

Fyr_Budget Type: 2012-Bonds

Author: 14 - DRAPER, AMY

Created: 11/30/2011 11:49:42 AM

PBO Category:

Court Date: None

Dept: FACILITIES MANAGEMENT

Just: Other

Transfer funds from Facilities Management Dept's Central Austin Land Purchase project to Auditor's BEFIT project per PBO request

From Account	Acct Desc	Project	Proj Desc	Amount
517-1405-801-8112	LAND	KCA001	CENTRL AUST REAL EST PURC	6,000,000
				6,000,000
To Account		Project		Amount
517-0615-801-8002	SOFTWARE	BEFIT1	BEFIT FUNDING	6,000,000
				6,000,000

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	11/30/2011 11:50:42 AM
DepOffice	14	AMY DRAPER	11/30/2011 11:50:45 AM

AMY DRAPER
 Nov. 30, 2011
Permyr Nellis 12/1/11



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca, Ste 1560
P.O. Box 1748
Austin, Texas 78767

November 29, 2011

To: Commissioners Court

From: Katie Petersen Gipson, Sr. Planning & Budget Analyst

A handwritten signature in black ink, appearing to read "Katie Petersen Gipson".

Re: Percentage of Dr. Nagy's salary to be covered by Drug Court funding

The Drug Court program has recently moved from Criminal Courts Administration to Pretrial Services. A percentage of Dr. Geraldine Nagy's time will be spent overseeing this program. Due to the fact that state funding cannot cover her time working on a Travis County program, 5% of her salary will need to be covered by Drug Court funding. Three other administrators in CSCD may also need to have their salaries split-funded in a similar manner (this action would not require a funding transfer). PBO has confirmed the available funding and recommends approval of this transfer.

CC:

Dr. Geraldine Nagy, Travis County Adult Probation,
Rosie Ramon-Duran, Travis County Adult Probation,
Robert Klepac, Travis County Adult Probation,
Irma Guerrero, Pretrial Services,
Larry Spacek, Pretrial Services,
Leroy Nellis, PBO

ADULT PROBATION DEPARTMENT

of Travis County

Central Unit
411 W. 13th Street,
Suite 400
Austin, TX 78701
512-854-4600
512-854-4606 Fax

North Unit
10409 Burnet Rd
Austin, TX 78758
512-854-9775
512-854-4533 Fax

Mental Health Unit
4920 IH 35 North
Suite 110
Austin, TX 78751
512-854-1800
512-854-4612 Fax

South Unit
4011 McKinney Falls Pkwy
Suite 1300
Austin, TX 78744
512-854-CSCD (2723)
512-854-4612 Fax

SMART
3404 S FM 973
Del Valle, TX
78617
512-854-3150
512-247-5567 Fax



Mailing Address: PO Box 2245 Austin, Texas 78768-2245

www.co.travis.tx.us/AdultProbation

Voice Response System: 512-495-6563 or 1-800-451-3887

Dr. Geraldine Nagy, Director

Rosie Ramón-Durán, Assistant Director

Memorandum

To: Katie Petersen, Budget Analyst, PBO

From: Rosie Ramón-Durán, Assistant Director

Date: November 29, 2011

Subject: Drug Court

As you are aware the administration of the Drug Court Program was transferred from Court Administration to Pretrial Services effective November 1st. A small percentage (5% or \$9,101) of Dr. Nagy's salary must be paid by the County for administration of this program. CJAD policy strictly prohibits the use of state funds for any expenses related to Pretrial supervision. A budget amendment form will need to be processed in order to transfer funds from 0701 to 0401. Funds used will come from Slot 138, a Judicial Aide position, which has been vacant since August 1, 2011. Our FY 12 budget has \$42,709 allocated for this position. If you need additional information let me know.

Budget Adjustment: 30394

Fyr _ Budget Type: 2012-Reg

Author: 42 - SPACEK, LARRY

Created: 11/18/2011 1:09:33 PM

PBO Category: Transfer

Court Date: Tuesday, Dec 6 2011

Dept: PRETRIAL SERVICES

Just: Other

Transfer necessary to provide funding for a percentage of Adult Probation executive director's salary

From Account	Acct Desc	Project	Proj Desc	Amount
001-4220-587-0701	REG SALARIES-PERMNT EMPL			9,101
				9,101
To Account		Project		Amount
001-4220-587-0401	REG SALARY-APPTD OFCL(CC)			9,101
				9,101

Approvals	Dept	Approved By	Date Approved
Originator	42	LARRY SPACEK	11/28/2011 3:54:18 PM
DepOffice	39	ROSIE RAMON-DURAN	11/28/2011 3:56:05 PM

Rosie Ramon-Duran 12/1/11

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



700 Lavaca, Ste 1560
P.O. Box 1748
Austin, Texas 78767

November 29, 2011

To: Commissioners Court

From: Katie Petersen Gipson, Sr. Planning & Budget Analyst

Re: Parking Stipends for Criminal Justice Planning employees

Criminal Justice Planning requests to give five of their employees parking stipends. These employees were previously located at Airport Blvd and have recently moved to 700 Lavaca. They do not yet have the seniority for a downtown parking space and were hired under the assumption of free parking at their workplace, and therefore their manager would like to compensate them for an unexpected expense. PBO as confirmed that the department has sufficient permanent salary savings to cover the \$100 per month per employee request.

Some departments have offered their employees parking stipends since FY01 when each department was given the equivalent of 6% compensation increase to cover performance pay, reclassifications, internal equity and a variety of other compensation issues, including parking. Therefore, parking stipends have been offered to employees on an ad hoc basis in the last ten years.

PBO is requesting that this action be approved by Commissioners Court because at this time there is no standing County-wide policy on these stipends. Absent such a policy, PBO is supportive of this request for the CJP employees because 1.) there is sufficient permanent salary savings, 2.) other employees have received such stipends in the past, and 3.) these employees would receive a de facto pay cut because they would now be assuming an expense that was not part of their original compensation agreement when hired. However, please note that most downtown departments do not have the resources to offer stipends to all employees that do not have seniority for a parking place or able to join the 700 Lavaca garage zoned parking pilot. It is possible that other departments may come forward with similar requests.

CC: Roger Jefferies, County Executive for Justice & Public Safety
Cameron Cory, Criminal Justice Planning
Beth Blankenship, Auditor's Office
Leroy Nellis, PBO



JUSTICE & PUBLIC SAFETY DIVISION

**Roger Jefferies, County Executive
P.O. Box 1748 Austin, Texas 78767
Phone (512) 854-4415 Fax (512) 854-4417**

Criminal Justice Planning
Roger Jefferies
(512) 854-4415

Counseling & Education Services
Caryl Colburn
(512) 854-9540

Juvenile Public Defender
Kameron D. Johnson
(512) 854-4128

Date: November 28, 2011

To: Sam Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Sarah Eckhardt, Commissioner, Precinct 2
Karen Huber, Commissioner, Precinct 3
Margaret Gomez, Precinct 4

Via: Leroy Nellis, County Executive, PBO
Katie Petersen, Budget Analyst, PBO

From: Roger Jefferies, County Executive, JPS 

SUBJECT: Parking Stipends for Certain CJP Staff

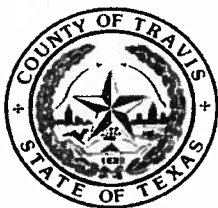
We are respectfully requesting a transfer of \$7,207 from permanent salary savings in Criminal Justice Planning to cover parking stipends for 5 CJP staff.

CJP recently moved from the Airport Blvd. campus to 700 Lavaca. As per the policy set forth by the Parking Committee and the Commissioners Court, only those staff who had been with the county for four or more years are eligible to participate in the zone parking pilot at 700 Lavaca. The policy therefore excluded 5 CJP staff who have been with the county for less than 4 years.

While we acknowledge this is an extraordinary request, our reasoning is that these 5 employees accepted their positions at Airport Blvd., which has ample free parking, without contemplation in their terms of employment and compensation package that they would need to pay for parking at a later date because of a move in their workstation. We believe this is a fair way to handle this circumstance with these particular employees. As indicated above, CJP is able to fund this request internally.

The transfer would cover a stipend of \$100 per month per employee until they became eligible for access to some type of county parking as determined by the Parking Committee and the Commissioners Court. No future CJP employees would be provided this stipend as they would be informed of the parking situation upon being offered a position.

Thank you for your consideration. We have attached the request to the Auditor's Office to establish the stipends upon your approval, and the response by the Parking Committee to our initial inquiry. Please contact me if you have any questions.




JUSTICE & PUBLIC SAFETY DIVISION

Roger W. Jefferies, County Executive
P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

MEMORANDUM

To: Travis County Auditor's Office

From: Roger Jefferies, County Executive, JPS 

Date: November 22, 2011

Subject: Park Stipend (Department 55/00)

**Criminal Justice
Planning**
Roger W. Jefferies
(512) 854-4415

**Counseling &
Education Services**
Caryl Colburn
(512) 854-9540

**Juvenile Public
Defender**
Kameron D. Johnson
(512) 854-4128

The Criminal Justice Planning Department (CJP) has recently moved to the 700 Lavaca. As a result of this move, several staff members have lost parking privileges. I would like to add a parking stipend to the pay of five employees with an effective date of 12/15/11. I am requesting to use salary savings to cover the cost of the stipend for a total of \$100/per month. The total cost with benefits is \$7207 per year.

Cory Cameron - 447413
Eric Calkins - 729403
Laurel Mollere - 477173
Anna Gruzinov - 599453
Patricia Bouressa - 21003

If you have any questions, you can contact me at 854-4415.

Roger Jefferies

From: Sydnia Crosbie <Sydnia.Crosbie@co.travis.tx.us>
Sent: Monday, November 07, 2011 12:13 PM
To: ROGER EL-KHOURY; Roger Harner; Steven Manilla; Roger Jefferies
Cc: Kristy Vargas
Subject: Re: Parking at 700 Lavaca
Attachments: Commuting OPTIONS.doc

Roger,

You are correct in your understanding of the parking policy. At the downtown campus, parking is assigned by hire date. This still applies when an employee is transferred from a campus where parking was readily available to the downtown campus where it is scarce. Occasionally, this does occur now when an employee is transferred with the Courts or the Sheriffs office. Zoned parking at 700 Lavaca has allowed us to offer parking to about 200 more employees than would otherwise have parking, but they were selected solely based on hire date.

Attached is some information we share with new employees who work downtown. Roger Harner may have a more updated version. You may also want to explore instituting a parking stipend like the Auditor's Office does.

Kind Regards,
Sydnia

Sydnia Crosbie
Lead Financial Analyst
Travis County TNR
(512) 854-7682

>>> Roger Jefferies <Roger.Jefferies@co.travis.tx.us> 11/7/2011 9:48 AM >>>

Hey folks:

Criminal Justice Planning will be moving to 700 Lavaca on the 18th of November. We were recently informed that CJP staff who have been employed for under 4 years will not be allowed access to the zone parking in the garage. Seven staffers are affected. This will create a significant financial hardship for them as they are the lower paid staff members, and up until this move, had access to free county parking at the Airport Blvd. campus.

Before I pursue other solutions, I wanted to clarify that the current zone parking policy would exclude them. And ask if your zone parking policy contemplated situations like ours where staff had access to parking when they accepted their positions and are now being excluded from parking because they are being moved.

I realize this is a difficult issue that you are managing and appreciate the decisions you must make. But I think we might be a "first" in that our staff had access to parking and now that benefit is being taken away because of the move.

Thanks for your consideration.

Roger Jefferies
44759

Allocated Reserve Status (001-9800-981-9892)

Amount	Dept Transferred Into	Date	Explanation
\$15,196,426			Beginning Balance
(\$354,050)	County Clerk	10/13/2011	Voting Equip. for other entities elections
(\$3,559)	Comm. Pct. 4	10/18/11	ACC Internship Program
(\$3,559)	Records Mngt.	10/18/11	ACC Internship Program
(\$650)	Comm. Pct. 3	10/18/11	Office Supplies
(\$1,500)	Constable Pct. 1	10/25/2011	Bilingual Pay
\$37,432	Various	10/26/2011	Cancelled Purchase Orders
(\$41,044)	JP Pct. 1	10/26/2011	Special Project Temp. Employee
(\$41,044)	JP Pct. 1	10/26/11	Special Project Temp. Employee
\$24,673	Various	11/7/11	Cancelled Purchase Orders
(\$57,415)	Purchasing	11/8/2011	Temp. Empl-Transition to new accting sys.
(\$5,000)	General Admin.	11/22/2011	Redistricting Services
(\$299,500)	TNR	11/22/11	Purchase 244 Acres-Wilbarger Crk
(\$1,248,996)	ITS	11/22/11	BEFIT Hardware and Software
\$13,202,214	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$750,000)	TNR - Landfill
(\$300,000)	Criminal Courts - Possible Capital Cases
(\$208,000)	RMCR - Offsite Storage
(\$200,000)	HRMD - Revised Tuition Reimbursement Policy
(\$175,000)	PBO - Bank Depository Contract
(\$149,135)	County Clerk - Redistricting effects on Elections
(\$100,000)	RMCR - Postage
(\$55,208)	TNR - TXI Environmental Monitoring
(\$18,767)	HRMD - ACC Internship Program
(\$20,000)	Emergency Services - HazMat Reserve
(\$347,012)	Criminal Courts - Drug Court, Veterans Court Grants
(\$193,169)	Civil Courts - Family Drug Court Grant
(\$45,000)	HHS&VS - Coordinator Position - SafeHaven/SafePlace
(\$137,421)	TNR - Northeast Metro Park - Phase III
(\$12,500)	TNR - Ozone Monitoring at McKinney Roughs
(\$294,139)	TCSO - 700 Lavaca Security
(\$5,941,788)	Compensation
(\$8,947,139)	Total Possible Future Expenses (Earmarks)

\$4,255,075 Remaining Allocated Reserve Balance After Possible Future Expenditures

Capital Acquisition Resources Account Reserve Status (001-9800-981-9891)

Amount	Dept Transferred Into	Date	Explanation
\$1,433,446			Beginning Balance
\$1,433,446 Current Reserve Balance			

Possible Future Expenses Against CAR Identified During the FY12 Budget Process:

Amount	Explanation
(\$365,000)	TNR - International Cemetery
(\$330,000)	EMS - EMS Interlocal Base Agreement - Ambulances
(\$48,505)	TCSO - Security
(\$90,000)	TNR - New Guardrail Installations
(\$90,000)	TNR - Failing Vehicles
(\$80,000)	RMCR - A/V Equipment for 700 Lavaca Street
(\$38,500)	TNR - Northeast Metro Park - Phase III
(\$1,042,005) Total Possible Future Expenses (Earmarks)	

\$391,441 Remaining CAR Balance After Possible Future Expenditures

Salary Savings Reserve Status (001-9800-981-9803)

Amount	Dept Transferred Into	Date	Explanation
\$330,703			Beginning Balance
\$330,703 Current Reserve Balance			

Emergency Reserve Status (001-9800-981-9814)

Amount	Dept Transferred Into	Date	Explanation
\$4,950,000			Beginning Balance
\$4,950,000 Current Reserve Balance			

Fuel & Utility Reserve Status (001-9800-981-9819)

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
\$1,000,000 Current Reserve Balance			

Planning Reserve Status (001-9800-981-9821)

Amount	Dept Transferred Into	Date	Explanation
\$4,000,000			Beginning Balance
\$4,000,000 Current Reserve Balance			

Juvenile Justice TYC (001-9800-981-9829)

Amount	Dept Transferred Into	Date	Explanation
\$250,000			Beginning Balance
\$250,000 Current Reserve Balance			

Future Grant Requirements Reserve Status (001-9800-981-9837)

Amount	Dept Transferred Into	Date	Explanation
\$596,369			Beginning Balance
\$596,369 Current Reserve Balance			

Smart Bldg. Facility Maintenance Reserve Status (001-9800-981-9838)

Amount	Dept Transferred Into	Date	Explanation
\$60,250			Beginning Balance
\$60,250 Current Reserve Balance			

IJS/FACTS Reserve Status (001-9800-981-9840)

Amount	Dept Transferred Into	Date	Explanation
\$4,700,000			Beginning Balance
\$4,700,000 Current Reserve Balance			

Transition Reserve Status (001-9800-981-9841)

Amount	Dept Transferred Into	Date	Explanation
\$750,000			Beginning Balance
\$750,000 Current Reserve Balance			

Reserve for State Cuts Status (001-9800-981-9842)

Amount	Dept Transferred Into	Date	Explanation
\$300,000			Beginning Balance
*\$300,000 Current Reserve Balance			

Starflight Maintenance Reserve Status (001-9800-981-9843)

Amount	Dept Transferred Into	Date	Explanation
\$640,000			Beginning Balance
(\$245,000)	EMS	11/15/11	Rescue Hoist
\$395,000 Current Reserve Balance			

TCSO Overtime Reserve Status (001-9800-981-9844)

Amount	Dept Transferred Into	Date	Explanation
\$1,500,000			Beginning Balance
\$1,500,000 Current Reserve Balance			

* Reserved for MHMR

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Annualization Reserve Status (001-9800-981-9890)

Amount	Dept Transferred Into	Date	Explanation
\$1,043,855			Beginning Balance
\$1,043,855 Current Reserve Balance			

Unallocated Reserve Status (001-9800-981-9898)

Amount	Dept Transferred Into	Date	Explanation
\$51,367,824	TNR Facilities		Beginning Balance
(\$27,695,392)		11/22/11	Park Land, Vehicles and Rd.Impvt.
(\$5,886,705)		11/22/11	700 Lavaca, 1st and 2nd floor Renovations
\$17,785,727 Current Reserve Balance			

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