



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 3, 2012

**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 Samuel T. Biscoe

**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](mailto: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**

**1/3/2012**

### **AMENDMENTS**

| <b>BA#</b> | <b>Project Code</b> | <b>FUND</b> | <b>DEPT/DIV</b> | <b>ACT</b> | <b>ELM/ OBI</b> | <b>Dept.</b> | <b>Line Item</b>        | <b>Increase</b> | <b>Decrease</b> | <b>Pg #</b> |
|------------|---------------------|-------------|-----------------|------------|-----------------|--------------|-------------------------|-----------------|-----------------|-------------|
| A1         |                     | 050         | 9800            | 981        | 9892            | Reserves     | Fund 050 Allocated Resv |                 | \$ 1,594        | 1           |
|            |                     | 050         | 2702            | 549        | 3013            | JP Pct. 2    | Educ,Comm,Eq & Supp     | \$ 1,594        |                 |             |
| A2         |                     | 050         | 9800            | 981        | 9892            | Reserves     | Fund 050 Allocated Resv |                 | \$ 1,594        | 1           |
|            |                     | 050         | 3001            | 553        | 3013            | JP Pct. 5    | Educ,Comm,Eq & Supp     | \$ 1,594        |                 |             |
| A3         |                     | 050         | 9800            | 981        | 9892            | Reserves     | Fund 050 Allocated Resv |                 | \$ 1,700        | 1           |
|            |                     | 050         | 2601            | 548        | 4106            | JP Pct. 1    | Cellular Air time       | \$ 1,700        |                 |             |

### **DISCUSSION/OTHER**

**D1 Request from Justice of the Peace, Pct. 1, to use One-Time Funds for One-time Temporary Salary Increase for Permanent Employee 5**



**PLANNING AND BUDGET OFFICE**  
TRAVIS COUNTY, TEXAS

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

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Diana A. Ramirez, Sr. Budget Analyst 

**DATE:** December 27, 2011

**RE:** Requests by Justices of the Peace, Pcts. 1, 2, and 5 for Funds from the Justice Court Technology Fund (Fund 050) for New or Replacement Equipment

Justice of the Peace, Pcts. 2 and 5

JP2 and JP5 are requesting funding of \$1,594 each to replace two time stamp machines in each office. The existing machines have broken and are no longer under warranty. Time stamping incoming documents is critical to the operations of these two offices. PBO recommends approval of these two requests.

Justice of the Peace, Pct. 1

JP1 is requesting funding of \$1,700 to purchase two cell phones, one for the Judge and one for the Planner position, both of whom do work outside the office on a routine basis. The funding will also cover the cellular air time for the rest of the fiscal year. PBO recommends approval of this request.

cc: Leroy Nellis, Jessica Rio, PBO  
The Honorable Yvonne Williams, Justice of the Peace, Pct. 1  
The Honorable Glenn Bass, Justice of the Peace, Pct. 2  
The Honorable Herb Evans, Justice of the Peace, Pct. 5  
Cherry Johnson, Cindy Muller, Heather Kellum, Office Managers, JPs1, 2 and 5

Budget Adjustment: 30722

Fyr\_ Budget Type: 2012-Reg  
 PBO Category: Amendment  
 Just: Negbal

Author: 27 - MULLER, CINDY  
 Court Date: Tuesday, Jan 3 2012  
 To purchase 2 time stamp machines for JP2

Created: 12/21/2011 9:17:02 AM  
 Dept: RESERVES

| From Account      | Acct Desc                 | Project | Proj Desc | Amount |
|-------------------|---------------------------|---------|-----------|--------|
| 050-9800-981-9892 | ALLOCATED RESERVES        |         |           | 1,594  |
|                   |                           |         |           | 1,594  |
| To Account        |                           | Project |           | Amount |
| 050-2702-549-3013 | EDUC,COMMUNCATN,EQ & SUPP |         |           | 1,594  |
|                   |                           |         |           | 1,594  |

| Approvals   | Dept | Approved By  | Date Approved          |
|-------------|------|--------------|------------------------|
| Originator  | 27   | CINDY MULLER | 12/21/2011 09:17:46 AM |
| DepOffice   | 27   | CINDY MULLER | 12/21/2011 09:18:00 AM |
| DepOfficeTo | 27   | CINDY MULLER | 12/21/2011 09:18:31 AM |

-Doranie 12/27/11  
 Cindy Muller 12/27/11

Budget Adjustment: 30704

Fyr \_ Budget Type: 2012-Reg  
 PBO Category: Amendment  
 Just: Negbal

Author: 30 - KELLUM, HEATHER  
 Court Date: Tuesday, Jan 3 2012  
 Transfer funds to purchase time stamp machines for JP5

Created: 12/19/2011 3:19:21 PM  
 Dept: RESERVES

| From Account      | Acct Desc                 | Project | Proj Desc | Amount |
|-------------------|---------------------------|---------|-----------|--------|
| 050-9800-981-9892 | ALLOCATED RESERVES        |         |           | 1,594  |
|                   |                           |         |           | 1,594  |
| To Account        |                           | Project |           | Amount |
| 050-3001-553-3013 | EDUC,COMMUNCATN,EQ & SUPP |         |           | 1,594  |
|                   |                           |         |           | 1,594  |

| Approvals   | Dept | Approved By    | Date Approved          |
|-------------|------|----------------|------------------------|
| Originator  | 30   | HEATHER KELLUM | 12/19/2011 03:19:42 PM |
| DepOffice   | 30   | HEATHER KELLUM | 12/19/2011 03:19:44 PM |
| DepOfficeTo | 30   | HEATHER KELLUM | 12/19/2011 03:19:48 PM |

- *Barbara* 12/27/11  
*Heather Kellum* 12/27/11

Budget Adjustment: 30625

Fyr \_ Budget Type: 2012-Reg

Author: 26 - JOHNSON, CHERRY

Created: 12/13/2011 2:17:06 PM

PBO Category: Amendment

Court Date: Tuesday, Jan 3 2012

Dept: RESERVES

Just: CourtOrder

Justice of the Peace, Precinct One is requesting funds to be transferred from the Technology line

| From Account      | Acct Desc          | Project | Proj Desc | Amount |
|-------------------|--------------------|---------|-----------|--------|
| 050-9800-981-9892 | ALLOCATED RESERVES |         |           | 1,700  |
|                   |                    |         |           | 1,700  |
| To Account        |                    | Project |           | Amount |
| 050-2601-548-4106 | CELLULAR AIR TIME  |         |           | 1,700  |
|                   |                    |         |           | 1,700  |

| Approvals   | Dept | Approved By    | Date Approved          |
|-------------|------|----------------|------------------------|
| Originator  | 26   | CHERRY JOHNSON | 12/22/2011 11:02:04 AM |
| DepOffice   | 26   | CHERRY JOHNSON | 12/22/2011 11:02:07 AM |
| DepOfficeTo | 26   | CHERRY JOHNSON | 12/22/2011 11:02:09 AM |

*-Dargani 12/27/11*  
*Raymond Ellis 12/27/11*



**PLANNING AND BUDGET OFFICE**  
TRAVIS COUNTY, TEXAS

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

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Diana A. Ramirez, Sr. Budget Analyst *DAR Ramirez*

**DATE:** December 20, 2011

**RE:** Request from Justice of the Peace, Pct. 1, to use One-time Funds for One-time, Temporary Salary Increase for Permanent Employee

During the FY 12 budget process, Justice of the Peace, Pct. 1 requested to rebudget \$30,000 in one-time personnel savings (temporary salary savings) from FY 11 into FY 12. Commissioners Court approved the request, splitting the funding with \$24,975 going to the temporary salaries line item and the rest of the funds (\$5,025) going to related benefits.

During the intervening months, Judge Williams has worked with PBO and HRMD to determine how best to spend these personnel funds. Because these funds are considered one-time resources, Judge Williams has agreed to attempt to use these funds for a one-time expense. Judge Williams is requesting to be allowed to use these funds for a temporary salary increase for her Sr. Planner position. This increase would raise the position's salary by \$2,775/month, from \$4,044 to \$6,319 from January 1, 2012 through September 30, 2012. Without further action, the position's salary would drop back to \$4,044 per month on October 1, 2012. Please see Judge Williams' justification for this requested salary increase in her memo (attached).

It is PBO's understanding from discussions with HRMD's Compensation Manager that this type of temporary salary increase does not meet the county's HR policies. There is one way where a temporary salary increase is allowed by county policy (TC Code §10.03012, attached), but it applies only to cases where the employee is temporarily performing the duties of another job at a higher pay classification. In addition, the proposed temporary pay of \$6,319 is \$252.65 greater than the pay grade maximum pay of \$6,066.35.

Because this request would use one-time funds for a one-time expense, PBO does not have concerns over the financial aspects of this request. However, because this request does not meet the county's HR policies, PBO is placing it on the agenda as a Discussion item. If Commissioners Court approves this request, PBO recommends that Commissioners Court allow the budget adjustment moving the funds from the temporary salaries line item to the permanent salaries line item to be processed as an automatic.

cc: Leroy Nellis, Jessica Rio, PBO  
The Honorable Yvonne M. Williams, Justice of the Peace, Pct. 1  
Ms. Cherry Johnson, Office Manager, Pct. 1  
Ms. Diane Blankenship, Mr. Todd Osburn, Ms. Carlotta Leavy, HRMD

**10.03012 Temporary Assignment<sup>27</sup>**

- (a) Temporary assignment occurs when an employee is assigned to perform the duties of another job for an interim period and is promoted or laterally transferred to a temporary job assignment.
- (b) During the temporary job assignment, the employee's pay is adjusted so that the pay is appropriate to the pay grade of the job temporarily assigned based on the promotion procedures in §10.03008, or lateral transfer procedures in §10.03011.
- (c) After the temporary job assignment is completed, the employee returns to the rate of pay earned prior to the temporary job assignment.
- (d) Temporary assignment is not intended to apply to employees who are assigned different projects by their Elected and Appointed Officials and Department Heads. In exceptional circumstances Commissioners Court may grant additional pay when an employee is temporarily assigned to perform duties substantially outside the scope of his or her regular duties.



**Yvonne M. Williams**

**Justice of the Peace**

**Travis County, Precinct One**

4717 Heflin, Suite 107

Austin, Texas 78721

Office: (512) 854-7700

Facsimile: (512) 929-3047

**December 16, 2011**

**Diana Ramirez**

**RE: USE OF FUNDS FOR SALARY IN PERMANENT POSITIONS**

**I want to use the funds to bring the salary of my Sr. Planner in line with the duties she is actually performing. She is funded at high \$40's right now, but her duties are in the nature of executive with much independent decision making and representation of me as well as the office of the JP for Pct. 1 with various community entities.**

**This position is more in line with a salary in the mid \$60's. I want to add all of the remaining amount in order to fund the position so that the position will at least earn in the low 60's. With the \$24,000 left, that should be enough to do so.**

**I realize that this will be a onetime funding and the person has been made aware of such. I simply need to get the position funded to its original intent. The fact that these funds will disappear come the end of the 2012 funding year is something we will worry about at the time.**

**Right now I am trying to keep a very valuable employee on board or my request to save the funds to begin with will have been in vain.**

**Thank you.**

**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                |
| (\$70,000)          | Sheriff's Office       | 12/6/2011  | TCSO Training Funds                        |
| \$30,927            | Various                | 12/8/11    | Cancelled Purchase Orders                  |
| (\$34,620)          | TNR                    | 12/16/11   | FTE Monitor Nonpotable Water               |
| \$11,865            | Various                | 12/16/11   | Cancelled Purchase Orders                  |
| (\$25,000)          | TNR                    | 12/22/2011 | Envision Central Texas                     |
| (\$30,000)          | County Attorney        | 12/22/11   | Redistricting Outside Counsel              |
| (\$45,640)          | Criminal Courts        | 12/27/2011 | Continue Veterans Court Program            |
| <b>\$13,039,746</b> | <b>Current Balance</b> |            |  |

**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  |
| <b>(\$8,947,139)</b> | <b>Total Possible Future Expenses (Earmarks)</b>    |

**\$4,092,607 Remaining Allocated Reserve Balance After Possible Future Expenditures**

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

| <b>Amount</b>                              | <b>Dept Transferred Into</b> | <b>Date</b> | <b>Explanation</b>                          |
|--|------------------------------|-------------|---|
| \$1,433,446<br>(\$90,000)                  | TNR                          | 12/13/11    | Beginning Balance<br>Guardrail Improvements |
| <b>\$1,343,446 Current Reserve Balance</b> |                              |             |   |

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

| <b>Amount</b>      | <b>Explanation</b>                               |
|--------------------|--|
| (\$365,000)        | TNR - International Cemetery                     |
| (\$330,000)        | EMS - EMS Interlocal Base Agreement - Ambulances |
| (\$48,505)         | TCSO - Security                                  |
| (\$90,000)         | TNR - New Guardrail Installations                |
| (\$80,000)         | RMCR - A/V Equipment for 700 Lavaca Street       |
| (\$38,500)         | TNR - Northeast Metro Park - Phase III           |
| <b>(\$952,005)</b> | <b>Total Possible Future Expenses (Earmarks)</b> |

**\$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 |
| <b>\$330,703 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                     | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$4,950,000                                |                       |      | Beginning Balance |
| <b>\$4,950,000 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                     | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$1,000,000                                |                       |      | Beginning Balance |
| <b>\$1,000,000 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                     | Dept Transferred Into | Date     | Explanation   |
|--|-----------------------|----------|---|
| \$4,000,000<br>(\$425,000)                 | CJP                   | 12/27/11 | Beginning Balance<br>Related to Civil Courthouse Contract |
| <b>\$3,575,000 Current Reserve Balance</b> |                       |          |   |

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

| Amount                                   | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$250,000                                |                       |      | Beginning Balance |
| <b>\$250,000 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                   | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$596,369                                |                       |      | Beginning Balance |
| <b>\$596,369 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                  | Dept Transferred Into | Date | Explanation       |
|---|-----------------------|------|-------------------|
| \$60,250                                |                       |      | Beginning Balance |
| <b>\$60,250 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                     | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$4,700,000                                |                       |      | Beginning Balance |
| <b>\$4,700,000 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                   | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$750,000                                |                       |      | Beginning Balance |
| <b>\$750,000 Current Reserve Balance</b> |                       |      |                   |

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

| Amount                                    | Dept Transferred Into | Date | Explanation       |
|---|-----------------------|------|-------------------|
| \$300,000                                 |                       |      | Beginning Balance |
| <b>*\$300,000 Current Reserve Balance</b> |                       |      |                   |

**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      |
| <b>\$395,000 Current Reserve Balance</b> |                       |          |                   |

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

| Amount                                     | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$1,500,000                                |                       |      | Beginning Balance |
| <b>\$1,500,000 Current Reserve Balance</b> |                       |      |                   |

\* Reserved for MHMR

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

| <b>Amount</b>                              | <b>Dept Transferred Into</b> | <b>Date</b> | <b>Explanation</b> |
|--|------------------------------|-------------|--------------------|
| \$1,043,855                                |                              |             | Beginning Balance  |
| <b>\$1,043,855 Current Reserve Balance</b> |                              |             |                    |

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

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