



Travis County Commissioners Court Agenda Request

Meeting Date: January 17, 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 by Tuesdays at 5:00 p.m. for the next week's meeting.

BUDGET AMENDMENTS AND TRANSFERS

FY 2012

1/17/2012

AMENDMENTS

| BA# | Project Code | FUND | DEPT/DIV | ACT | ELM/ OBI | Dept. | Line Item | Increase | Decrease | Pg # |
|------------|---------------------|-------------|-----------------|------------|-----------------|--------------|--------------------|-----------------|-----------------|-------------|
| A1 | | 001 | 9800 | 981 | 9892 | Reserves | Allocated Reserves | | \$ 5,500 | 1 |
| | | 001 | 1405 | 525 | 4007 | Facilities | Consulting | \$ 5,500 | | |
| A3 | | 001 | 9800 | 981 | 9892 | Reserves | Allocated Reserves | | \$ 3,089 | 3 |
| | | 076 | 4913 | 631 | 4007 | TNR | Consulting | \$ 3,089 | | |

OTHER

| | | |
|----|--|---|
| O1 | Special Project Teporary Employee for the Tax Office | 5 |
|----|--|---|

FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director



12 JAN -6 PM 1:42

1010 Lavaca Street, Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

TRAVIS COUNTY
PLANNING & BUDGET OFFICE

MEMORANDUM

**Project No: Palm - General
File: 102**

TO: Leroy Nellis, Acting County Executive, Planning and Budget Office

VIA: Steven M. Manilla, P.E., County Executive, TNR

FROM: Roger A. El Khoury, M.S., P.E., Director

DATE: January 5, 2012

SUBJECT: Funding Issue – Palm Square Appraisal Fee

Facilities Management Department (FMD) requests your support in posting an item in Commissioners Court to approve transfer of \$5,500 from Allocated Reserves. This action is required to allow for a procurement of a property appraisal for the Palm Square site. FMD has been given direction to obtain a current appraisal. Automated budget adjustment #30805 has been loaded in the system for this action to transfer funding into line item 001-1405-525-4007 for execution.

Please direct any questions on this request to Roger A. El Khoury, M.S., P.E., at 44579 or John Carr at 44772.

COPY TO:

John Carr, Administrative Director, FMD
Amy Draper, CPA, Financial Manager, FMD
Diana Ramirez, PBO

PBO concurs.
-D Ramirez
1-6-12
Leroy Nellis
1-11-12

Budget Adjustment: 30805

Fyr_ Budget Type: 2012-Reg
PBO Category: Amendment
Just: Other

Author: 14 - DRAPER, AMY
Court Date: Tuesday, Jan 17 2012

Created: 1/5/2012 2:04:07 PM
Dept: RESERVES

Transfer from Allocated Reserve to cover property appraisal at Palm Square site

| From Account | Acct Desc | Project | Proj Desc | Amount |
|-------------------|--------------------|---------|-----------|--------|
| 001-9800-981-9892 | ALLOCATED RESERVES | | | 5,500 |
| | | | | 5,500 |
| To Account | | Project | | Amount |
| 001-1405-525-4007 | CONSULTING | | | 5,500 |
| | | | | 5,500 |

| Approvals | Dept | Approved By | Date Approved |
|-------------|------|-------------|---------------------|
| Originator | 14 | AMY DRAPER | 1/5/2012 2:04:13 PM |
| DepOffice | 14 | AMY DRAPER | 1/5/2012 2:04:14 PM |
| DepOfficeTo | 14 | AMY DRAPER | 1/5/2012 2:04:17 PM |

*1/6/12 - Draper
Terry Ellis 1-11-12*



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Members of the Commissioners Court
FROM: Bill Derryberry, Senior Planning and Budget Analyst *Bill Derryberry*
DATE: January 6, 2012
SUBJECT: TNR Lake Travis Economic Study Budget Amendment Request

Transportation and Natural Resources (TNR) is requesting a budget amendment of \$3,089 from the General Fund Allocated Reserve (001-9800-981-9892) to the Professional Services Consulting line-item (076-4913-631-4007) to complete the budget related to the recent Lake Travis Economic Study. This appropriation is correcting an omission in the FY 12 Adopted Budget Process. The funds in this request do exist in the Lake Travis Economic Study Fund, however to budget for remaining costs during FY 12 it is necessary to use the General Fund Allocated Reserve appropriation on an interim basis. This appropriation will not impact the future FY 13 budget process, since as a practical matter it will be possible to include this amount back into the FY 13 revenue certification for use in that year.

PBO recommends approval of this budget amendment. If you have any questions, please call me at 4-4741.

Cc: Steve Manilla, P.E., County Executive, TNR
Carol Joseph, Assistant Director, TNR
Cynthia McDonald, Financial Manager, TNR
Christine Jensen, Senior Financial Analyst, TNR
Leroy Nellis, Acting County Executive, PBO

Budget Adjustment: 30837

Fyr_Budget Type: 2012-Reg
 PBO Category: Amendment
 Just: Other

Author: 49 - CROSBIE, SYDNIA
 Court Date: Tuesday, Jan 17 2012

Created: 1/9/2012 3:54:20 PM
 Dept: RESERVES

Correcting an omission in FY12 Adopted budget process for Lake Travis Economic Study; the funds exist in the fund and will be certified for use in FY13.

| From Account | Acct Desc | Project | Proj Desc | Amount |
|-------------------|--------------------|---------|-----------|--------|
| 001-9800-981-9892 | ALLOCATED RESERVES | | | 3,089 |
| | | | | 3,089 |
| To Account | | Project | | Amount |
| 076-4913-631-4007 | CONSULTING | | | 3,089 |
| | | | | 3,089 |

| Approvals | Dept | Approved By | Date Approved |
|-------------|------|------------------|-----------------------|
| Originator | 49 | SYDNIA CROSBIE | 1/9/2012 3:54:28 PM |
| DepOffice | 49 | CYNTHIA MCDONALD | 1/10/2012 10:41:47 AM |
| DepOfficeTo | 49 | CYNTHIA MCDONALD | 1/10/2012 10:41:54 AM |

Wm. Dargatzis 1-10-12
George Ellis 1-11-12

JK



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

A handwritten signature in black ink, appearing to be "Aerin-Renee Toussaint", is written over the "FROM:" line of the memorandum.

TO: Members of Commissioners Court
FROM: Aerin-Renee Toussaint, Budget Analyst
DATE: January 10, 2012
RE: Special Project Temporary Employee, Dept 08 (Tax Office)

On December 27, 2011, the Commissioners Court appointed Tina Morton as the interim Tax Assessor-Collector until a new one is elected in November 2012 and takes office in January 2013. The vacancy in the Public Information and Training Division created by her move is being handled mainly by internal backfills; however, her appointment has left a vacancy for the interim.

The Tax Office desires to offer a temporary position (with full benefits) to a former employee, to fill this position for the duration of the transition period.

PBO, HRMD, and the Tax Office have had discussions about this process and agree that a one-year Special Project Temporary slot would allow the Tax Office to provide the same level of service until the transition to a newly elected Tax Assessor-Collector is complete.

This Special Project Temporary slot will be compensated at \$15.5507 per hour (including benefits) and will be internally funded from temporary salary savings. The position will have an end date of 12/31/2012.

PBO supports this action because the individual is already familiar with the work and will be valuable to the Department during the next year. It is important that they employ a trained employee during this transition year, and this individual seems to be the best fit for the Department's needs.

cc: Leroy Nellis, Jessica Rio, PBO
Tina Morton, Acting Tax Assessor-Collector
Renea Deckard, Kitten Pfertner, Tax Office
Todd Osburn, HRMD

Tina Morton
ASSESSOR AND COLLECTOR
OF TAXES



5501 Airport Blvd.
AUSTIN, TX 78751
(512) 854-9473

Date: January 4, 2012
To: Diana Ramirez', Planning & Budget Analyst
From: Renea Deckard, Associate Deputy
Subject: Temporary Special Project Slot

As suggested during our discussion last week, our office spoke to Todd Osburn with Human Resource Management Division (HRMD) regarding the possibility of creating a 'Temporary Project' slot. HRMD and the Tax Office both agree that creating the 'Temporary Project' slot is best way to proceed in backfilling our vacancy. The slot should be a pay grade 14 at the minimum level paying \$15.5507 per hour with benefits. Therefore, it is our request that Planning and Budget proceed by asking the Commissioner's court to create this new temporary slot. This slot will be internally funded and will be needed while Tina Morton serves as the interim Tax Assessor Collector.

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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 |
| (\$10,000) | TNR | 12/28/11 | Clean Air Force |
| \$13,029,746 | 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) |

\$4,082,607 Remaining Allocated Reserve Balance After Possible Future Expenditures

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

| Amount | Dept Transferred Into | Date | Explanation |
|--|------------------------------|-------------|---|
| \$1,433,446 (\$90,000) | TNR | 12/13/11 | Beginning Balance Guardrail Improvements |
| \$1,343,446 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 |
| (\$80,000) | RMCR - A/V Equipment for 700 Lavaca Street |
| (\$38,500) | TNR - Northeast Metro Park - Phase III |
| (\$952,005) | 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 |
| (\$425,000) | CJP | 12/27/11 | Related to Civil Courthouse Contract |
| (\$65,000) | CJP | 1/19/2012 | Legal Services Contract |
| \$3,510,000 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 | | | |

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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 (\$245,000) | EMS | 11/15/11 | Beginning Balance 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

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 | 11/22/11 | Beginning Balance |
| (\$27,695,392) | | 11/22/11 | Park Land, Vehicles and Rd.Impvts. |
| (\$5,886,705) | | | 700 Lavaca, 1st and 2nd floor Renovations |
| \$17,785,727 Current Reserve Balance | | | |