



Travis County Commissioners Court Agenda Request

Meeting Date: January 24, 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

A handwritten signature in blue ink, which appears to be "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

Please do not place on consent.

1/24/2012

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		001	9800	981	9892	Reserves	Allocated Reserves		\$ 5,177	1
		001	0110	511	0801	County Judge	Reg.Salaries-Temp Empl	\$ 4,800		
		001	0110	511	2002	County Judge	FICA Tax - OASDI	\$ 298		
		001	0110	511	2006	County Judge	Worker's Compensation	\$ 9		
		001	0110	511	2007	County Judge	FICA Tax - Medicare	\$ 70		
A2		001	9800	981	9892	Reserves	Allocated Reserves		\$ 5,177	1
		001	5710	536	0801	Records Mngt	Reg.Salaries-Temp Empl	\$ 4,800		
		001	5710	536	2002	Records Mngt	FICA Tax - OASDI	\$ 298		
		001	5710	536	2006	Records Mngt	Worker's Compensation	\$ 9		
		001	5710	536	2007	Records Mngt	FICA Tax - Medicare	\$ 70		
A3		001	9800	981	9892	Reserves	Allocated Reserves		\$ 5,177	1
		001	2601	548	0801	JP Pct. 1	Reg.Salaries-Temp Empl	\$ 4,800		
		001	2601	548	2002	JP Pct. 1	FICA Tax - OASDI	\$ 298		
		001	2601	548	2006	JP Pct. 1	Worker's Compensation	\$ 9		
		001	2601	548	2007	JP Pct. 1	FICA Tax - Medicare	\$ 70		
A4		517	9800	981	9892	Reserves	Fund 517 Allocated Resv		\$ 21,365	10
		517	0615	801	8002	Auditors	Software	\$ 21,365		
A5		001	9800	981	9892	Reserves	Allocated Reserves		\$ 14,415	13
		001	0850	518	0801	Tax	Reg.Salaries-Temp Empl	\$ 12,000		
		001	0850	518	2002	Tax	FICA Tax - OASDI	\$ 744		
		001	0850	518	2005	Tax	Retirement Contribution	\$ 1,473		
		001	0850	518	2006	Tax	Worker's Compensation	\$ 24		
		001	0850	518	2007	Tax	FICA Tax - Medicare	\$ 174		

DISCUSSION

<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>
D1		001	9800	981	9892	Reserves	Allocated Reserves		\$ 15,000	16
		001	1405	525	5004	Facilities	Reprs-Bldg Struct & Eq	\$ 15,000		



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court *Travis R. Matlin*
FROM: Travis R. Gatlin, Sr. Planning and Budget Analyst
DATE: January 11, 2012
RE: ACC Internship Program for the Spring Semester and Request use Earmark from those Departments without internal resources

The FY 12 Adopted Budget includes an earmark against the General Fund Allocated Reserve to assist departments that are not able to internally fund the cost of participating in the ACC Internship Program. Six interns were placed in five County departments for the fall semester. Two of the six positions required the use of the earmark, which was approved by Commissioners Court in October 2011. The earmark was originally \$25,885 and has a current available balance of \$18,767. The estimated cost of each intern is \$5,177 based on 20 hrs per week for 16 weeks at \$15 per hour. The actual cost of each intern will vary depending on the start date and actual hours worked.

For the spring semester, HRMD and the Constable, Pct. 5 Office are able to internally fund their interns. The County Judge's Office, RMCR and Justice of the Peace, Pct. 1 Office are requesting to use a portion of the remaining earmark since they are small departments that are not able to internally fund the positions. The table below summarizes those departments participating in the program for the spring semester and amounts requested from the Allocated Reserve.

Department	# of Interns	Request from Earmark	Budget Notes
HRMD	2	N/A	Internally funded. No additional action needed.
Constable, Pct. 5	1	N/A	Internally funded. No additional action needed.
County Judge's Office	1	\$5,177	Request from department to use Earmark (BA #30845)
RMCR	1	\$5,177	Request from department to use Earmark (BA #30786)
Justice of the Peace, Pct. 1	1	\$5,177	Request from department to use Earmark (BA #30838)
Total	6	\$15,531	If approved, the Earmark balance would be \$3,236. ACC is attempting to place a seventh intern that would be internally funded.

PBO recommends approval of the attached three budget amendments to support the program. The earmark will be reduced from \$18,767 to \$3,236 upon approval of the amendments.

- cc: Bruce Elfant, Constable, Pct. 5
- Cinda Kortan, Contable, Pct. 5 Office
- Judge Yvonne Williams, Justice of the Peace, Pct. 1
- Eleanor Thompson, Justice of the Peace, Pct. 1 Office
- Melissa Velasquez, County Judge's Office
- Diane Blankenship, HRMD
- Harve Franklin, HRMD
- Steven Broberg, RMCR
- Tom Ashburn, RMCR
- Leroy Nellis, PBO
- Jessica Rio, PBO
- Diana Ramirez, PBO
- William Derryberry, PBO
- Aerin Toussaint, PBO

Aerin Toussaint

From: Melissa Velasquez
Sent: Tuesday, January 10, 2012 1:38 PM
To: Aerin Toussaint
Cc: Cheryl A Brown
Subject: budget transfer request

Follow Up Flag: Follow up
Flag Status: Flagged

We are requesting to use \$5,177.00 from Allocated Reserve to fund a spring ACC Intern. We are a small department with no internal resources.

Thank you,

Melissa Velasquez
Executive Assistant
Travis County Judge's Office
Office: 512-854-9555 fax: 512-854-9535
P.O. Box 1748
Austin, Texas 78767
Email: melissa.velasquez@co.travis.tx.us



TRAVIS COUNTY
Records Management and Communication Resources

314 West 11th Street, Suite 110 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-9560

RECEIVED
JAN 9 9 12 AM '07
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

**TO: JESSICA RIO, SENIOR ANALYST
PBO DEPARTMENT**

**FROM: S. Broberg STEVEN BROBERG, DIRECTOR
RMCR DEPARTMENT**

RE: ACC INTERN FUNDING REQUEST

Jessica, the RMCR department can provide a training opportunity for a suitable ACC intern during the Spring semester if funding can be transferred from the reserve established for this purpose. The department does not have internal resources available to support the internship.

The job duties are described in the attached form. I'm told that the internship is scheduled to begin on January 17.

Your assistance in transferring the funding is appreciated. If you have any questions, please call me at extension 49064. Thank you.

Attachment: Intern form

**cc: Tom Ashburn
Harve Franklin**

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TRAVIS COUNTY

AUSTIN COMMUNITY COLLEGE (ACC) INTERNSHIP PROGRAM

INTERN REQUEST FORM
SPRING 2012

PLEASE RETURN NO LATER THAN DECEMBER 19, 2011

Department/Division Name:	RMCR Imaging Division
Intern Supervisor Name/Title/Extension:	Shawn Malone, Records Services Manager, Ext. 47627
Brief Department Description:	The Imaging Division of the Records Management and Communication Resources (RMCR) Department converts records (like case files, for example) from the format they're in (paper, microfilm, etc.) to the form they need to be in (conversion to digital, for example) to meet the business needs of County departments
Duties to be Performed: (Please be specific)	<ol style="list-style-type: none">1. Preparing paper files for scanning2. Scanning paper records3. Quality control processing of digitized images4. Collecting, compiling and analyzing production information, including data entry
Qualifications: (Focus on Knowledge, Skills and Abilities, e.g. computer skills, communication/language skills, research skills, writing ability)	Microsoft Office 2010 and general computer skills, filing, data entry and moving boxes up to 40 pounds Ability to work on a team with minimal supervision
Work Days:	Monday through Friday
Work Hours:	Various hours between 10 AM and 6 PM
Worksite Location:	5501 Airport Blvd.
Start Date: End Date:	We can accommodate most student schedules
Personal Vehicle Required:	Must be able to get to work site, on foot, bus, bicycle, car, truck, train etc.
Background Check Required:	Yes

Email to harve.franklin@co.travis.tx.us

Diana Ramirez

From: Eleanor D.Thompson
Sent: Monday, December 19, 2011 7:47 PM
To: Diana Ramirez
Cc: Harve (Harvenetta) Franklin; Cynthia Lam-Roldan
Subject: ACC Intern Temporary Slot Confirmation

Diana,
Judge Williams asked me to be the contact person for Precinct 1's request to have an Intern from ACC. We do not have funds allocated for this slot. We did not know about this initiative when we prepared our 2011-12 budget.

Our Juvenile Case Manager continues to carry a case load in excess of 200 kids and we are trying to keep track of them in school and monitor their cases for compliance with the court orders. The parents, many of whom have been filed on as well, are participating in our very successful Parent Engagement Workshops and must be tracked for compliance as well.

This year the elementary schools in our vertical team under LBJ High School began filing in our court; and the new legislation has everyone confused. We are having to explain the documentation requirements to the school representatives, and help the attendance clerks understand the filing time lines. Our work load increased as the prosecutors required we return some cases and dismiss others. We need an Intern desperately; and hope by the end of this school year some of the confusion will be resolved. Please let me know if we need additional info or documentation to justify this request.

The following information is provided as requested:

Position Title:	ACC Intern
Job Code:	98300
# Hours:	20 hrs/week for 16 weeks
Pay Rate	\$15.00/hr
Temporary Slot Status:	"02"
# of Slots Requested:	1
Funding Source:	Request Use of the Earmarked Funds

Thank you in advance for your help on this request.

Eleanor Thompson,
Planner Senior
Travis County JP Precinct 1
854-7781

Budget Adjustment: 30845

Fyr _ Budget Type: 2012-Reg

Author: 1 - VELASQUEZ, MELISSA

Created: 1/10/2012 1:27:38 PM

PBO Category: Amendment

Court Date: Tuesday, Jan 24 2012

Dept: RESERVES

Just: Other

funding for ACC Spring Intern Comm Court 1-24-12

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			5,177
				5,177
To Account		Project		Amount
001-0110-511-0801	REG SALARIES-TEMP EMPL			4,800
001-0110-511-2002	FICA TAX - OASDI			298
001-0110-511-2006	WORKER'S COMPENSATION			9
001-0110-511-2007	FICA TAX - MEDICARE			70
				5,177

Approvals	Dept	Approved By	Date Approved
Originator	1	MELISSA VELASQUEZ	1/10/2012 1:27:56 PM
DepOffice	1	MELISSA VELASQUEZ	1/10/2012 1:27:59 PM
DepOfficeTo	1	MELISSA VELASQUEZ	1/10/2012 1:28:02 PM

Melissa Velasquez 1/18/12

Budget Adjustment: 30786

Fyr _ Budget Type: 2012-Reg

Author: 57 - ASHBURN, THOMAS

Created: 1/4/2012 10:51:38 AM

PBO Category: Amendment

Court Date: Tuesday, Jan 24 2012

Dept: RESERVES

Just: InterDpXfr

For ACC Intern Project

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			5,177
				5,177
To Account		Project		Amount
001-5710-536-0801	REG SALARIES-TEMP EMPL			4,800
001-5710-536-2002	FICA TAX - OASDI			298
001-5710-536-2006	WORKER'S COMPENSATION			9
001-5710-536-2007	FICA TAX - MEDICARE			70
				5,177

Approvals	Dept	Approved By	Date Approved
Originator	57	THOMAS ASHBURN	1/4/2012 10:52:06 AM
DepOffice	57	THOMAS ASHBURN	1/4/2012 10:52:09 AM
DepOfficeTo	57	THOMAS ASHBURN	1/4/2012 10:52:14 AM

Thomas Ashburn
1/18/12

Budget Adjustment: 30838

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

Author: 26 - JOHNSON, CHERRY
 Court Date: Tuesday, Jan 24 2012
 JP1 is request funds to be transferred from Allocated Reserve to cover the cost for an ACC Intern.

Created: 1/9/2012 4:14:02 PM
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			5,177
				5,177
To Account		Project		Amount
001-2601-548-0801	REG SALARIES-TEMP EMPL			4,800
001-2601-548-2002	FICA TAX - OASDI			298
001-2601-548-2006	WORKER'S COMPENSATION			9
001-2601-548-2007	FICA TAX - MEDICARE			70
				5,177

Approvals	Dept	Approved By	Date Approved
Originator	26	CHERRY JOHNSON	1/10/2012 11:00:37 AM
DepOffice	26	CHERRY JOHNSON	1/10/2012 11:00:39 AM
DepOfficeTo	26	CHERRY JOHNSON	1/10/2012 11:00:40 AM


PBO concurs, Dalkamir 1/10/12
Approved: Ellis 1/18/12



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Commissioners Court
FROM: Jessica Rio, Assistant Budget Director 
DATE: January 13, 2012
SUBJECT: Budget Adjustment for BEFIT

Each year PBO requests that departments submit projected balances and justifications for the continued need of some or all of those remaining balances for approved capital projects as part of the annual process of rebudgeting of CAR, Certificates of Obligation, and voter approved bonds. These projections are done prior to the end of the fiscal year and estimates sometimes change due to various factors. PBO does not rebudget actual balances in CAR line items or Certificates of Obligation, instead the requested (estimated) amounts are the amounts upon which recommendations are made during Mark Up. Sometimes this process creates a situation where a portion of a multi-year project's expenditures are underestimated and the entire available budget does not get rebudgeted. These differences fall to that CO Fund's Allocated Reserve (or the General Fund ending fund balance if it was a CAR project).

This request is to transfer \$21,365 from the Allocated Reserve in Fund 517 back to the County Auditor's budget for the BEFIT project. The BEFIT project is a multi-year project that includes funding in FY 12. The department has included a reconciliation of the requested funds on the attached memo that indicates that the original projected balance was underestimated. PBO is bringing this forward now because it is in the process of finalizing recommendations for the annual "scrubbing" process where reserve balances will be examined and recommendations will be made to allocate remaining balances to capital projects that are legally and fiscally appropriate. Therefore, this transfer should be approved prior to such a review of Allocated Reserve balances. PBO recommends approval of this budget adjustment since it is part of an overall approved project with a multi-year implementation.

cc: Christina Adair (County Auditor's Office)
William Derryberry (PBO)
Leroy Nellis (PBO)
Susan Spataro (County Auditor)
Mike Wichern (County Auditor's Office)

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

DATE: January 13, 2012
 TO: Bill Derryberry
 FROM: Mike Wichern *[Handwritten Signature]*
 RE: BA 30887 Certificate of Obligation, Series 2010-NonTax Reserves
 (Fund 517)

Bill,

The ending balance in fund 517 for the BEFIT project (0615) at September 30, 2011 was \$2,625,440.53. The encumbrance rollover to FY 2012 was \$1,463,951. The unspent balance requested to be rebudgeted was \$1,140,124. This request understated the actual ending balance by \$21,365 thus overstating the fund 517 Allocated Reserve in the same amount. Budget Adjustment 30887 requests that Fund 517 FY 2012 budget for BEFIT be increased \$21,365 from the allocated reserve. Please see the analysis provided below.

	Budget	Actual	Balance
517-0615-801.30-02	89,000.00	88,825.72	174.28
517-0615-801.40-07			
517-0615-801.40-12			
517-0615-801.50-02	17,901.00		17,901.00
517-0615-801.60-99	6,774.00		6,774.00
517-0615-801.80-01	2,447,002.00	1,307,156.40	1,139,845.60
517-0615-801.80-02	5,002,483.00	3,541,738.20	1,460,744.80
517-0615-801.81-02	36,840.00	36,839.15	0.85
	<u>7,600,000.00</u>	<u>4,974,559.47</u>	<u>2,625,440.53</u>
Encumbrance Rollover			1,463,951.00
Rebudget Request			<u>1,140,124.00</u>
			<u>2,604,075.00</u>

Understatement of Rebudget Request 21,365.53

CC: Jessica Rio
Christina Adair
Chris Broussard

Budget Adjustment: 30887

Fyr _ Budget Type: 2012-Bonds

Author: 6 - O'NEAL, SEAN

Created: 1/12/2012 9:34:16 AM

PBO Category: Amendment

Court Date: Tuesday, Jan 24 2012

Dept: RESERVES

Just: TechCorr

Calculated ending budget balance for BEFIT was understated by 21,365

From Account	Acct Desc	Project	Proj Desc	Amount
517-9800-981-9892	ALLOCATED RESERVES			21,365
				21,365
To Account		Project		Amount
517-0615-801-8002	SOFTWARE	BEFIT1	BEFIT FUNDING	21,365
				21,365

Approvals	Dept	Approved By	Date Approved
Originator	6	SEAN O'NEAL	1/12/2012 9:34:30 AM
DepOffice	6	MICHAEL WICHERN	1/12/2012 10:11:04 AM
DepOfficeTo	6	MICHAEL WICHERN	1/12/2012 10:15:28 AM
AudBonds	6	HANNAH YORK	1/12/2012 10:35:11 AM

~~_____~~ - AD i 1/13/12
Pamela Nelson 1/18/12

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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: Aerin-Renee Toussaint, Budget Analyst
DATE: January 17, 2012
RE: Tax Office Redistricting Temporary Employee - Extension

The U.S. Supreme Court has yet to make a decision about the structure of voting district maps and primary elections in the state of Texas. The Travis County Tax Assessor-Collector's Office indicates that it is experiencing an increased workload because of the delay. In an effort to be prepared to provide correct election data once a decision is reached, the Tax Office has employed a Redistricting Temporary Employee to assist with the additional workload in preparation for election season. Since the primary election and district maps are still contested, the Tax Office desires to retain this employee to help with ongoing work for an additional four months. This request extends the employee's end date from January 31, 2012 to May 31, 2012.

The Tax Office requests that the Redistricting Temporary Employee be compensated at \$14,415 (including benefits), funded from Allocated Reserves. The position will have a new end date of May 31, 2012.

The Tax Office is unable to fund the position internally because the Voter Registration Division is projected to spend their entire budget, according to PBO end-of-year projections.

PBO supports this action because the employee is already trained in Tax Office procedures, technology, and business practices, and will be a valuable asset to the Office during the next four months. An extension will allow this person to continue their work without interruption, which is important during this season of preparation.

cc: Tina Morton, Acting Tax Assessor-Collector
Dee Lopez, Kitten Pfertner, Tax Office
Leroy Nellis, Jessica Rio, PBO
Diana Ramirez, PBO

Tina Morton
ASSESSOR AND COLLECTOR
OF TAXES



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

January 13, 2012

Memo to: Diana Ramirez, Planning and Budget Office
From: Dee Lopez, Tax Office-Voter Registration Division
Re: Redistricting Temporary Employee - Extension

As you are aware, the Federal courts are still deliberating on which map to use to conduct Primary elections. It is unclear when the courts will finally decide to hold the Primary election in Texas but we must be ready to provide election data within a very short time frame. My office is currently working on each map and is required to change election districts and voting precincts and aggressively audit the results. For this reason, I request additional funds to extend employment for our current Redistricting Temporary Employee for four months through 5/31/2012.

Specifically, the request is for an additional \$12,000 funded to 001-0850-518-08-01. I do not have the funds to pay our current temporary employee for an additional four months. She is already trained and well versed on our GIS system and business practices. Her last day of employment is January 31, 2012.

Please feel free to contact me at 4-9203 if you have questions or need additional information to process this request.

Budget Adjustment: 30939

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

Author: 8 - PFERTNER, KATHLEEN
 Court Date: *1/24/2012*
 Comm Court request for
 Redistricting temp employee/extension

Created: 1/17/2012 10:53:16 AM
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			14,415
				14,415
To Account		Project		Amount
001-0850-518-0801	REG SALARIES-TEMP EMPL			12,000
001-0850-518-2002	FICA TAX - OASDI			744
001-0850-518-2005	RETIREMENT CONTRIBUTION			1,473
001-0850-518-2006	WORKER'S COMPENSATION			24
001-0850-518-2007	FICA TAX - MEDICARE			174
				14,415

Approvals Dept Approved By Date Approved
 Originator 8 KATHLEEN PFERTNER 1/17/2012 10:54:19 AM

Margaret Nellis
1/18/12




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 

DATE: January 17, 2012

RE: Request for \$15,000 from Allocated Reserve for Renovations to 1101 Nueces for PlanetSafe

On January 10, 2012, Commissioners Court approved a request to allow 1101 Nueces to house the new PlanetSafe program. At that time, Commissioners Court asked FMD to bring the budget adjustment for the funding for the renovation back to Court. The amount identified on January 10th and the amount being requested now is \$15,000.

Please note that FMD has not submitted a specific renovation budget with its backup so PBO cannot comment on the adequacy of the request. On January 10th, FMD indicated that the \$15,000 cost estimate would cover minor renovation work.

PBO does not object to this budget request, but is placing it on the Commissioners Court's agenda as a discussion item because a detailed budget is not available for review.

cc: Leroy Nellis, Jessica Rio, PBO
Roger El Khoury, John Carr, Amy Draper, FMD
Steven Manilla, Carol Joseph, Cynthia McDonald, TNR

FACILITIES MANAGEMENT DEPARTMENT

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



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

MEMORANDUM

Project No: Nuece - General

File: 102

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

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

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

DATE: January 13, 2012

SUBJECT: Funding Issue – 1101 Nueces Renovations for PlanetSafe

Facilities Management Department (FMD) requests your support in posting an item in Commissioners Court to approve transfer of \$15,000 from Allocated Reserves. This action is required to provide renovations at 1101 Nueces to house the PlanetSafe program as presented and approved by the Commissioners Court on January 10, 2012. Automated budget adjustment #30870 has been loaded in the system for this action to transfer funding into line item 001-1405-525-5004 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

Budget Adjustment: 30870

Fyr _ Budget Type: 2012-Reg
 PBO Category: Discussion
 Just: Other

Author: 14 - DRAPER, AMY
 Court Date: Tuesday, Jan 24 2012

Created: 1/11/2012 1:19:39 PM
 Dept: RESERVES
 Transfer from Allocated Reserve for renovations at 1101 Nueces. Project approved by

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			15,000
				15,000
To Account		Project		Amount
001-1405-525-5004	REPRS-BLDG STRUCT & EQUIP			15,000
				15,000

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	1/11/2012 01:19:49 PM
DepOffice	14	AMY DRAPER	1/11/2012 01:19:50 PM
DepOfficeTo	14	AMY DRAPER	1/11/2012 01:19:53 PM

Handwritten:
 - [Signature] 1-17-12
 [Signature] 1/18/12

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
\$28,827	Auditor	1/13/12	Technical correction for Excess rollover amt.
(\$5,500)	Facilities	1/17/12	Palm Square Appraisal Fee
(\$3,089)	TNR	1/17/12	Lake Travis Economic Study
\$13,049,984	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)

\$4,102,845 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 (\$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			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

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.Impvts.
(\$5,886,705)		11/22/11	700 Lavaca, 1st and 2nd floor Renovations
\$17,785,727 Current Reserve Balance			