



## Travis County Commissioners Court Agenda Request

**Meeting Date:** February 7, 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 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](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

2/7/2012

### AMENDMENTS

BA#	Project Code FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1	068	5831	981	9892	Reserves	Fund 068 Allocated Resv.		\$ 19,848	1
	068	5831	601	6099	HHS	Other Purchased Serv.	\$ 19,848		

### TRANSFERS

BA#	Project Code FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
T1	001	0110	511	6022	Co. Judge	Notary Fees		\$ 20	3
	001	0110	511	6503	Co. Judge	Travel,Meals,Lodging		\$ 750	
	001	0110	511	6504	Co. Judge	Training & Seminars		\$ 1,334	
	001	0110	511	0701	Co. Judge	Reg.Sal-Permnt Empl		\$ 1,796	
	001	0110	511	0801	Co. Judge	Reg.Sal-Temp Empl	\$ 3,900		
T2	001	0110	511	6504	Co. Judge	Training & Seminars		\$ 166	3
	001	0110	511	2002	Co. Judge	FICA Tax - OASDI	\$ 131		
	001	0110	511	2006	Co. Judge	Worker's Compensation	\$ 4		
	001	0110	511	2007	Co. Judge	FICA Tax - Medicare	\$ 31		

## Diana Ramirez

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**From:** Caula McMarion  
**Sent:** Tuesday, January 31, 2012 4:25 PM  
**To:** Diana Ramirez  
**Cc:** Kathleen Haas; Sherri Fleming; Ana Almaguel  
**Subject:** Public Health Interlocal Funding  
**Attachments:** Scanned from a Xerox multifunction device

Diana:

The Public Health Interlocal negotiations, and the budget mark-up for FY 2012 occurred consecutively. When the Adopted Budget was approved to fund the Interlocal contact in 2012, funds for it was insufficient. The Public Health Interlocal contract award for FY 2012 is for \$2,932,484. Health and Human Services line budget for FY 2012 for this Interlocal is \$2,912,636 which is short by \$19,848. This is taking into account that we are fully using the \$60,600 in the food permit account in 068-5831-601-6099.

Per our conversation, I am requesting approval to transfer these funds from allocated reserves (068-5831-981-9892) to fully fund the Public Health Interlocal.  
Copy of BA# 31143 is attached.

*PBO concurs. Darani 2/1/12.*

Budget Adjustment: 31143

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

Author: 58 - MCMARION, CAULA  
Court Date: Tuesday, Feb 7 2012  
Transfer funds from Reserves to cover shortage for the Public Health Interlocal FY2012

Created: 1/31/2012 3:38:47 PM  
Dept: HEALTH & HUMAN SERVICES

From Account	Acct Desc	Project	Proj Desc	Amount
068-5831-981-9892	ALLOCATED RESERVES			19,848
				19,848
To Account		Project		Amount
068-5831-601-6099	OTHER PURCHASED SERVICES			19,848
				19,848

Approvals	Dept	Approved By	Date Approved
Originator	58	CAULA MCMARION	1/31/2012 04:01:51 PM
DepOffice	58	KATHLEEN HAAS	1/31/2012 04:19:41 PM

*CAULA MCMARION 2/1/12*  
*KATHLEEN HAAS 2/1/12*



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

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

**MEMORANDUM**

**TO:** Members of Commissioners Court  
**FROM:** Aerin-Renee Toussaint, Budget Analyst  
**DATE:** January 31, 2012  
**RE:** Office Specialist Sr. Extension, Dept. 01 (County Judge)

The County Judge's Office desires to extend a temporary Office Specialist Sr. position to an intern currently employed in the Department. The intern previously worked in the office as a student and provided value by helping to ease the workload of the office.

Because of the performance and assistance provided by this intern, the Judge's Office wishes to extend employment to the individual through April 30<sup>th</sup>, 2012.

This position will be compensated at \$4,205.95 (including benefits) and will be internally funded using realized salary savings and a transfer from operating line items. The position will have an end date of 4/30/2012.

PBO supports this action because the individual is being internally funded and will continue to be valuable to the Department during the remaining months of employment.

cc: Samuel T. Biscoe, Travis County Judge  
Leroy Nellis, Jessica Rio, PBO  
Melissa Velasquez, County Judge



**SAMUEL T. BISCOE**  
COUNTY JUDGE

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TRAVIS COUNTY ADMINISTRATION BUILDING  
P.O. BOX 1748 ROOM 520  
AUSTIN, TEXAS 78767  
(512) 854-9555  
(512) 854-9535 FAX

# MEMORANDUM

**TO: Planning and Budget Office**

**FROM: Samuel T. Biscoe, Travis County Judge**

**DATE: January 31, 2012**

**RE: Department 01 Office Specialist Sr. extension**

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We are requesting to use internal funds to extend the position of Office Specialist Sr. in our office. This employee has provided great value to our office, and we wish to extend employment.

Budget Adjustment: 31139

Fyr \_ Budget Type: 2012-Reg

Author: 1 - VELASQUEZ, MELISSA

Created: 1/31/2012 2:27:11 PM

PBO Category:

Court Date: 2/7/2012

Dept: COUNTY JUDGE

Just: Other

extension of slot #20006 Office Specialist Sr, County Judge's Office, CC 2-7-12

From Account	Acct Desc	Project	Proj Desc	Amount
001-0110-511-6022	NOTARY FEES			20
001-0110-511-6503	TRAVEL, MEALS, LODGING			750
001-0110-511-6504	TRAINING & SEMINARS			1,334
001-0110-511-0701	REG SALARIES-PERMNT EMPL			1,796
				3,900
To Account		Project		Amount
001-0110-511-0801	REG SALARIES-TEMP EMPL			3,900
				3,900

Approvals	Dept	Approved By	Date Approved
Originator	1	MELISSA VELASQUEZ	1/31/2012 2:30:07 PM
DepOffice	1	MELISSA VELASQUEZ	1/31/2012 2:30:08 PM

*Melissa Velasquez 2/1/12*

Budget Adjustment: 31140

Fyr \_ Budget Type: 2012-Reg

Author: 1 - VELASQUEZ, MELISSA

Created: 1/31/2012 2:29:14 PM

PBO Category:

Court Date: 2/7/2012

Dept: COUNTY JUDGE

Just: Other

extension of slot #20006 Office Specialist Sr, County Judge's Office, CC 2-7-12

From Account	Acct Desc	Project	Proj Desc	Amount
001-0110-511-6504	TRAINING & SEMINARS			166
				166
To Account		Project		Amount
001-0110-511-2002	FICA TAX - OASDI			131
001-0110-511-2006	WORKER'S COMPENSATION			4
001-0110-511-2007	FICA TAX - MEDICARE			31
				166

Approvals	Dept	Approved By	Date Approved
Originator	1	MELISSA VELASQUEZ	1/31/2012 2:30:05 PM
DepOffice	1	MELISSA VELASQUEZ	1/31/2012 2:30:09 PM

*Melissa Velasquez*  
1/31/2012



**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 acting 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
(\$5,177)	County Judge	1/24/12	ACC Internship Program
(\$5,177)	Records Mngt.	1/24/12	ACC Internship Program
(\$5,177)	JP Pct. 1	1/24/12	ACC Internship Program
(\$14,415)	Tax Office	1/24/12	Temp. Empl-extension for Redistricting
(\$15,000)	Facilities	1/24/12	Renovations to 1101 Nueces for PlanetSafe
\$26,321	Various	1/24/12	Cancelled Purchase Orders
\$6,984	Various	1/30/12	Cancelled Purchase Orders
<b>\$13,038,343</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

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

(\$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>
<b>\$4,091,204</b>	<b>Remaining Allocated Reserve Balance After Possible Future Expenditures</b>

**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 (\$90,000)	TNR	12/13/11	Beginning Balance 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)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$330,703			Beginning Balance
<b>\$330,703 Current Reserve Balance</b>			

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

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

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

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

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

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$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
<b>\$3,510,000 Current Reserve Balance</b>			

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

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

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

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$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 (\$245,000)	EMS	11/15/11	Beginning Balance 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 (\$27,695,392) (\$5,886,705)	TNR Facilities	11/22/11 11/22/11	Beginning Balance Park Land, Vehicles and Rd.Impvts. 700 Lavaca, 1st and 2nd floor Renovations
<b>\$17,785,727 Current Reserve Balance</b>			