



## **Travis County Commissioners Court Agenda Request**

**Meeting Date:** March 27, 2012

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

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 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:**

**Leslie Browder – Planning and Budget Office, (512)854-9106**

**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

3/27/2012

### 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		001	9800	981	9892	Reserves	Allocated Reserves		\$ 7,500	1
		001	1700	639	9001	Historical Comm	Co.Contr. To Grants	\$ 7,500		
A2		050	9800	981	9892	Reserves	Fund 050 Allocated Resv.		\$ 475	4
		050	2702	549	6099	JP Pct. 2	Other Purch. Services	\$ 475		

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



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

**MEMORANDUM**

**TO:** Members of Commissioners Court  
**FROM:** Aerin-Renee Toussaint, Budget Analyst  
**DATE:** March 27, 2012  
**RE:** Subject Line

Two handwritten signatures in black ink are positioned to the right of the memorandum header. The first signature is on the left and the second is on the right. Both appear to be cursive and somewhat stylized.

The Historical Commission is requesting a budget transfer of \$7,500 from the Allocated Reserves Account to the 001-1700-639-90.01 line item to provide a cash match for a grant from the National Park Service through the Texas Historical Commission. This grant is also being considered for Commissioners Court approval today.

Funds from this grant will be used to create public outreach and educational curricula for the Ransom and Sarah Williams Farmstead Project in southern Travis County.

The grant requires a \$7,500 cash match from Travis County. The Travis County Historical Commission is a small department, and does not have sufficient internal funding to cover that match. This grant opportunity became available to the department after the FY 12 Budget Process had already been completed. PBO recommends transferring \$7,500 to the department from Allocated Reserves because the funds are needed in FY 12. This grant requires no on-going funding commitment from the County.

PBO recommends approval of the request.

**cc:** Leroy Nellis, Jessica Rio, PBO  
Barry Hutcheson, Bob Ward, Historical Commission



**Travis County  
Historical Commission**

March 20, 2012

Travis County Commissioners Court  
Judge Sam Biscoe

**RE: Budget Transfer Approval for Cash Match to the Historical Commission**

The Travis County Historical Commission and its Certified Local Government Committee request the approval of Commissioners Court for a budget transfer of \$7,500 from Allocated Reserves to the Travis County Historical Commission.

These funds will be used as a cash match for a grant received from the National Park Service, administered by the Texas Historical Commission. The grant requires a \$7,500 cash match from Travis County. The department does not have sufficient internal funding to cover that match.

The County Historical Commission will use these funds to coordinate the development of educational materials for the Ransom and Sarah Williams Farmstead site in southern Travis County. We will be working primarily with the staff of the "Texas Beyond History" program of the Texas Archeological Research Laboratory at The University of Texas at Austin and the Department of Anthropology at Texas State University for educational website content, as well as school curriculum materials.

Barry Hutcheson  
Chair, Travis County Historical Commission

CC: Bob Ward, Co-Chair, Travis County Historical Commission  
Bill Hamilton, Chair, CLG Committee  
Aerin Toussaint, Planning and Budget Office

Budget Adjustment: 31774

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

Author: 57 - DAWKINS, CATHY  
Court Date: Tuesday, Mar 27 2012

Created: 3/19/2012 1:20:44 PM  
Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			7,500
				7,500
To Account		Project		Amount
001-1700-639-9001	CO. CONTR. TO GRANTS			7,500
				7,500

Approvals	Dept	Approved By	Date Approved
Originator	57	CATHY DAWKINS	3/19/2012 2:40:35 PM
DepOffice	57	THOMAS ASHBURN	3/19/2012 3:26:04 PM
DepOfficeTo	57	THOMAS ASHBURN	3/19/2012 3:26:05 PM

*Thomas Ashburn 3/20/12*



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

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

**MEMORANDUM**

**TO:** Commissioners Court

**FROM:** Alan Miller, Planning and Budget Analyst *AM*

**DATE:** March 19, 2012

**RE:** Request to transfer funds from the Justice Court technology fund Allocated Reserve to Justice of the Peace, Precinct #2 for a subscription to use Clear Investigator research tool.

Justice of the Peace, Precinct #2 is requesting approval to transfer \$475 to pay the cost of a subscription to a investigative tool, Clear Investigator, to assist with the locating of persons who are defendants before the Court. The cost of the software is \$79 per month and the \$475 represents the cost from April through the remainder of the fiscal year.

PBO notes the FY 13 costs of the subscription will be \$948 and will be an FY 13 budget request by the Department.

PBO notes that the current reserve in the special revenue fund is \$247,977 and that this fund was created to assist with needs such as this.

PBO recommends approval of this request.

cc: Leslie Browder, PBO  
Leroy Nellis, PBO  
Glenn Bass, Justice of the Peace Precinct 2  
Cindy Muller, Justice of the Peace Precinct 2's Office  
Amy Nichols, Justice of the Peace Precinct 2's Office

7



**JUDGE GLENN BASS**  
**JUSTICE OF THE PEACE**

PHONE: 512-854-4545

TRAVIS COUNTY, PRECINCT TWO  
10409 BURNET ROAD, SUITE 180  
AUSTIN, TEXAS 78758-4427

DATE: March 12, 2012

TO: ALAN MILLER

FROM: AMY NICHOLS  
JUDGE GLENN BASS

SUBJECT: REQUEST FOR CLEAR INVESTIGATOR SUBSCRIPTION

Justice of the Peace, Precinct 2 is requesting to have access to Clear Investigator w/ Web Analytics to aide in both civil and criminal legal research. In addition, this access will be a valuable research tool to help locate current addresses on hundreds of defendants. Locating these defendants will lead to the finalization of these older cases as well as generating revenue for Precinct 2.

The cost of the subscription is \$79 per month. A contract beginning April 1<sup>st</sup> will leave a total cost of \$474 for the remaining FY12. Our intention is to transfer funds from the technology fund, line item 050-9800-981-9892 to line item 050-2702-549-6099.

**Budget Adjustment: 31673**

Fyr \_ Budget Type: 2012-Reg

Author: 27 - MULLER, CINDY

Created: 3/12/2012 11:03:34 AM

PBO Category: Amendment

Court Date: Tuesday, Mar 27 2012

Dept: RESERVES

Just: Other

To purchase CLEAR product for criminal division from tech fund.

<b>From Account</b>	<b>Acct Desc</b>	<b>Project</b>	<b>Proj Desc</b>	<b>Amount</b>
050-9800-981-9892	ALLOCATED RESERVES			475
				<b>475</b>
<b>To Account</b>		<b>Project</b>		<b>Amount</b>
050-2702-549-6099	OTHER PURCHASED SERVICES			475
				<b>475</b>

<b>Approvals</b>	<b>Dept</b>	<b>Approved By</b>	<b>Date Approved</b>
Originator	27	CINDY MULLER	3/12/2012 11:04:41 AM
DepOffice	27	CINDY MULLER	3/12/2012 11:04:54 AM
DepOfficeTo	27	CINDY MULLER	3/12/2012 11:05:01 AM

  
 3/20/12

6

**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
(\$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
\$6,985	Various	1/30/12	Cancelled Purchase Orders
\$16,150	Various	2/13/2012	Cancelled Purchase Orders
(\$45,000)	CES	2/14/12	SafePlace additional staff position
(\$31,643)	Sheriff's Office	2/14/12	Bailiff Position-390th Dist. Court
\$13,136	Various	2/15/2012	Cancelled Purchase Orders
(\$37,954)	District Attorney	2/28/12	Child Protection Contract
(\$10,500)	TNR	2/28/12	CAPCOG Ozone Monitoring
\$22,585	Various	3/12/12	Cancelled Purchase Orders
(\$2,600,000)	Facilities	3/20/12	Property Purchase from Housing Authority
(\$5,100)	Facilities	3/20/12	Property Purchase from Housing Authority
<b>\$10,360,018</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

7

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

(\$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
(\$137,421)	TNR - Northeast Metro Park - Phase III
(\$294,139)	TCSO - 700 Lavaca Security
(\$5,941,788)	Compensation

**(\$8,889,639) Total Possible Future Expenses (Earmarks)**

**\$1,470,379 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			Beginning Balance
(\$90,000)	TNR	12/13/11	Guardrail Improvements
(\$365,000)	TNR	2/21/12	International Cemetary
(\$5,628)	Comm. Pct. 1	2/28/12	Intel Reader, CCTV and Magnifier
(\$63,850)	ITS	3/20/12	IT Related Improvements at Granger Bldg.
<b>\$908,968 Current Reserve Balance</b>			

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

<b>Amount</b>	<b>Explanation</b>
(\$330,000)	EMS - EMS Interlocal Base Agreement - Ambulances
(\$48,505)	TCSO - Security
(\$80,000)	RMCR - A/V Equipment for 700 Lavaca Street
(\$38,500)	TNR - Northeast Metro Park - Phase III
<b>(\$497,005) Total Possible Future Expenses (Earmarks)</b>	

**\$411,963 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			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)**

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 (\$584,694)	ITS	3/7/12	Beginning Balance JP Case Management System
<b>\$4,115,306 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>			

**\* Reserved for MHMR**

**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>			

**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			Beginning Balance
(\$27,695,392)	TNR	11/22/11	Park Land, Vehicles and Rd.Impvt.
(\$5,886,705)	Facilities	11/22/11	700 Lavaca, 1st and 2nd floor
			Renovations
<b>\$17,785,727 Current Reserve Balance</b>			