



# Travis County Commissioners Court Agenda Request

**Meeting Date:** May 1, 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

5/1/2012

### AMENDMENTS

BA #	Project Code	FUND	DEPT/DIV	ACT	ELM/OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		001	9800	981	9837	Grant Resv.	Future Grants Req.		\$ 45,925	1
		001	0610	516	0701	Auditor	Reg.Sal-Perm Empl	\$ 28,333		
		001	0610	516	2002	Auditor	FICA Tax - OASDI	\$ 1,757		
		001	0610	516	2003	Auditor	Hospitalization	\$ 2,784		
		001	0610	516	2004	Auditor	Life Insurance	\$ 29		
		001	0610	516	2005	Auditor	Retirement Cont.	\$ 3,476		
		001	0610	516	2006	Auditor	Worker's Comp.	\$ 55		
		001	0610	516	2007	Auditor	FICA Tax-Medicare	\$ 411		
		001	0610	516	3001	Auditor	Office Equip,Supp	\$ 6,333		
		001	0610	516	3002	Auditor	Software	\$ 500		
		001	0610	516	3013	Auditor	Educ,Comm,Equip	\$ 697		
		001	0610	516	6099	Auditor	Other Purchd Serv.	\$ 300		
		001	0610	516	6504	Auditor	Training & Seminar	\$ 1,000		
		001	0610	516	6505	Auditor	Prof. Licenses	\$ 250		
A2		001	9800	981	9837	Grant Resv.	Future Grants Req.		\$ 265	1
		001	1230	523	3002	ITS	Software	\$ 265		
A3		001	9800	981	9891	Reserves	CAR Reserves		\$ 80,000	5
		001	5760	821	8013	Records Mng	Educ,Comm,Equip	\$ 80,000		
A4		001	9800	981	9892	Reserves	Allocated Reserve		\$ 151,174	13
		001	1405	525	8105	FMD	Buildings	\$ 151,174		
A5		001	9800	981	9892	Reserves	Allocated Reserve		\$ 168,290	16
		001	4908	628	6099	TNR	Other Purchd Serv.	\$ 168,290		

**FUND TRANSFERS**

BA #	Project Code	FUND	DEPT/DI V	ACT	ELM/OBI	Dept.	Line Item	Increase	Decrease	Pg #
FT1	WPN002	737	0000	255	3101	LCRA Escrow	Arkansas Bend		\$ 54.84	18
		001	4945	339	2010	TNR	Park Fees	\$ 54.84		
FT2	WPN003	737	0000	255	3102	LCRA Escrow	Bob Wentz		\$ 8,335.36	
		001	4945	339	2010	TNR	Park Fees	\$ 8,335.36		
FT3	WPN004	737	0000	255	3103	LCRA Escrow	Cypress Creek		\$ 88.65	
		001	4945	339	2010	TNR	Park Fees	\$ 88.65		
FT4	WPN008	737	0000	255	3104	LCRA Escrow	Hippie Hollow		\$ 25,638.04	
		001	4945	339	2010	TNR	Park Fees	\$ 25,638.04		
FT5	WPN010	737	0000	255	3105	LCRA Escrow	Mansfield Dam		\$ 17,858.75	
		001	4945	339	2010	TNR	Park Fees	\$ 17,858.75		
FT6	WPS003	737	0000	255	3106	LCRA Escrow	Pace Bend		\$ 52,336.55	
		001	4945	339	2010	TNR	Park Fees	\$ 52,336.55		
FT7	WPN013	737	0000	255	3107	LCRA Escrow	Sandy Creek		\$21.94	
		001	4945	339	2010	TNR	Park Fees	\$21.94		
FT8	N/A	737	0000	256	4000	LCRA Escrow	Interest		\$ 85.81	
		001	4945	339	2010	TNR	Park Fees	\$ 85.81		



**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 the Commissioners Court  
**FROM:** Bill Derryberry, Senior Planning and Budget Analyst  
**DATE:** April 19, 2012  
**SUBJECT:** County Auditor's Office (CAO) Grants Section Budget Amendment Request

The County Auditor is requesting two budget amendments totaling \$46,190 from the FY 12 Grants Reserve (001-9800-981-9837) to various line-items in the County Auditor's Office (CAO) in the amount of \$45,925 for funding a Grants Financial Auditor FTE position for the balance of FY 12, and to the ITS Department in the amount of \$265 for software for the FTE.

The funding for this position has been included in the Grants Reserve for the past two fiscal years in anticipation of this possible requirement related to workload requirements in the CAO Grants Section.

If the Commissioner Court approves this mid-year request, PBO will need to include ongoing funding for FY 13 within the CAO for this position in the amount of \$91,674, made up of \$90,130 for personnel costs and \$1,544 for operating expenses.

Please see the attached memorandum from COA for further information on this request.

PBO recommends approval of this budget amendment and the ongoing FY 13 requirement with the CAO. If you have any questions, please call me at 4-4741.

**Cc:** Susan Spataro, CPA, County Auditor  
Diana Warner, First Assistant County Auditor  
Nicki Riley, Chief Assistant County Auditor  
DeDe Bell, Grant Supervisor, CAO  
Leslie Browder, County Executive, PBO  
Leroy Nellis, Budget Director, PBO

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

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To: Bill Derryberry, Budget Analyst, Sr. Date: April 17, 2012

From: DeDe Bell, Grants Supervisor 

Re: Request to transfer funds from the Grants Reserve to the County Auditor for the Grants Financial Auditor/Analyst position

The FY12 Adopted Budget includes within the Grants Reserve (line item 001.9800.981.9837) funding in the amount of \$99,463 for a Financial Auditor/Analyst III position and related costs in anticipation of an increased grants workload. The District Judges approved the reclassification of slot 19 to be the Grants financial auditor/analyst III position should the Commissioners Court approve the budget transfer from the Grants Reserve.

Based on the current workload and the amount of overtime our grants staff is currently working, we are requesting there be a budget transfer from the Grant Reserves to fund the new grants position. For the remainder of FY12, the transfer from reserves should be \$46,190.

This position is required so that we can adequately perform the necessary duties related to the growth in the number and complexity of grants accepted by the County. The types of grants the County is applying for and receiving continues to be more complex in nature. The factors that make a grant more complex include, but are not limited to, a) subrecipients, b) program income, c) types of funding (ARRA), and d) reporting requirements. The greater the complexity, the greater the workload of the current grant staff.

Currently we have 6 FTEs (*includes supervisor and 5 financial auditor/analysts*) in the Grants division and the workload is equivalent to 7.5 FTEs with 20% overtime. So even with the addition of 1 new FTE, we will still be asking staff to pick up the workload of another 0.5 FTE. Based on current programs, the estimated number of grants for FY12 has been revised to 198 from the 180 original estimate that was made at the time of the FY12 budget submission in April 2011. Please note that the County's acceptance of grants is an on-going process, so most likely the number of grants will continue to increase even above the projected 198.

Please contact me at 854-9125 if you have any questions.

cc: Susan Spataro, County Auditor  
Diana Warner, First Assistant County Auditor  
Nicki Riley, Chief Assistant County Auditor  
Leslie Browder, PBO County Executive  
Leroy Nellis, PBO Budget Director

**Budget Adjustment: 32188**

Fyr \_ Budget Type: 2012-Reg

Author: 6 - CASIAS, JACQUELINE

Created: 4/16/2012 3:09:50 PM

PBO Category: Amendment

Court Date: Tuesday, May 1 2012

Dept: RESERVES

Just: Other

Request to transfer funds from the Grants Reserve to the County Auditor for the Grants Financial Auditor/Analyst position.

<b>From Account</b>	<b>Acct Desc</b>	<b>Project</b>	<b>Proj Desc</b>	<b>Amount</b>
001-9800-981-9837	FUTURE GRANTS REQUIREMENT			45,925
				<hr/> 45,925
<b>To Account</b>		<b>Project</b>		<b>Amount</b>
001-0610-516-0701	REG SALARIES-PERMNT EMPL			28,333
001-0610-516-2002	FICA TAX - OASDI			1,757
001-0610-516-2003	HOSPITALIZATION			2,784
001-0610-516-2004	LIFE INSURANCE			29
001-0610-516-2005	RETIREMENT CONTRIBUTION			3,476
001-0610-516-2006	WORKER'S COMPENSATION			55
001-0610-516-2007	FICA TAX - MEDICARE			411
001-0610-516-3001	OFFICE EQUIP,FURN, & SUPP			6,333
001-0610-516-3002	SOFTWARE			500
001-0610-516-3013	EDUC,COMMUNCATN,EQ & SUPP			697
001-0610-516-6099	OTHER PURCHASED SERVICES			300
001-0610-516-6504	TRAINING & SEMINARS			1,000
001-0610-516-6505	PROFESSIONAL LICENSES			250
				<hr/> 45,925

<b>Approvals</b>	<b>Dept</b>	<b>Approved By</b>	<b>Date Approved</b>
Originator	6	JACQUELINE CASIAS	4/17/2012 10:37:46 AM
DepOffice	6	DIANA WARNER	4/17/2012 10:49:15 AM
DepOfficeTo	6	DIANA WARNER	4/17/2012 10:49:21 AM

Budget Adjustment: 32189

Fyr \_ Budget Type: 2012-Reg

Author: 6 - CASIAS, JACQUELINE

Created: 4/16/2012 3:12:24 PM

PBO Category: Amendment

Court Date: Tuesday, May 1 2012

Dept: RESERVES

Just: Other

Request to transfer funds from the Grants Reserve to the County Auditor for the Grants Financial Auditor/Analyst position.

<b>From Account</b>	<b>Acct Desc</b>	<b>Project</b>	<b>Proj Desc</b>	<b>Amount</b>
001-9800-981-9837	FUTURE GRANTS REQUIREMENT			265
				265
To Account		Project		Amount
001-1230-523-3002	SOFTWARE			265
				265

Approvals	Dept	Approved By	Date Approved
Originator	6	JACQUELINE CASIAS	4/16/2012 3:15:09 PM
DepOffice	12	RANDALL LOTT	4/16/2012 3:34:00 PM
DepOfficeTo	12	BRUNILDA CRUZ	4/16/2012 3:34:41 PM



**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 *A*

**DATE:** April 25, 2012

**RE:** Request to transfer funds from CAR Reserves to purchase Audio/Visual equipment and build-out for 700 Lavaca approved in Commissioners Court on April 24, 2012.

RMCR is requesting Commissioners Court approval to transfer \$80,000 from the CAR reserve to fund an improved A/V automation system and half the costs to build out the "multipurpose" rooms on the second floor of 700 Lavaca.

Approval to purchase these items was made by Commissioners Court on April 24, 2012 as agenda item A2. In FY 2009, the court approved \$80,000 in upgrades to the A/V equipment for the existing Commissioners Courtroom, but the use of those funds was put on hold until the department was ready for the equipment. The department requested the funds as part of the FY 2011 Budget. When the move to 700 Lavaca was approved, the request was pulled. However during the FY 2012 Budget Mark-up an earmark was approved against reserves in anticipation of the possibility that the budget to build out 700 Lavaca would be short.

cc: Leslie Browder,  
Leroy Nellis, PBO  
Steven Broberg,  
Tom Ashburn, RMCR

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# Travis County Commissioners Court Agenda Request

**Meeting Date:** April 24, 2012

**Prepared By/Phone Number:**

Al Jackson, RMCR Media Division  
Media Operations Manager 49503

**Elected/Appointed Official/Dept. Head:**

Steven Broberg, Director of Records Management and  
Communications Resources

**Commissioners Court Sponsor:** County Judge Sam Biscoe

**AGENDA LANGUAGE:**

Consider and approve additional funds for the 700 Lavaca audio/visual/broadcast construction and integration project.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

In the fall of 2009, the Commissioners Court purchased the office building at 700 Lavaca St. Included among the many county departments and functions to be relocated to the new building were the Commissioners Court room and Media Service's video production and broadcast facility.

During the early planning phase in 2010, Facilities Management Project Managers requested that the Media Operations Manager ask the City of Austin about their funding levels for audio/video/broadcast infrastructure at City Hall for the City Council chambers, boards and commissioners room and press conference room/studio. Russ Rumney, Manager of Network Services Group responded in an email, stating \$2.5 million for audio/video/broadcast and \$800,000 related IT.

In February 2011, the Media Operations Manager began working with HS&A, the project manager hired by the Commissioners Court to oversee the remodeling and construction on the first 3 floors of 700 Lavaca.

Following a competitive selection process, HS&A hired GSC/Lawrence

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.

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Group to be the architect for the project, with Harvey Marshall Berling Associates (HMBA) as a partner consulting on the audio/video/broadcast component. Envisioned was a state of the art high definition video facility to replace the current aged standard definition facility in the Granger building.

HMBA's first equipment list presented to HS&A and the Media Operations Manager totaled \$1,461,000. HS&A advised HMBA that the cost was too high, and the number needed to be reduced to less than \$1,000,000. The reductions required changing the quality level of some equipment and the elimination of other equipment.

Subsequently, HS&A hired Flintco to be construction manager for the project. With that, the \$1,000,000 figure was reduced again to about \$950,000 to account for construction fees and bonding. Also, cost of the studio lighting electrical installation was moved from the general electrical construction budget to the audio/video/broadcast budget, an additional \$35,000 obligation. Following another competitive process, Flintco and HS&A hired Zeiner Video Systems (ZVS) to be the audio/video/broadcast subcontractor, providing design, equipment and installation services. ZVS' review of the needs of the county Media Division with regard to Commissioners Court production, general video production and broadcast operations resulted in another modification of the equipment list and overall design of the facility.

While the current funding level will allow for construction of an adequate audio/video/broadcast facility, allowing us to produce Commissioners Court meetings and studio projects, we will not have the level of quality envisioned at the beginning of this project, nor will have the depth of functionality. The multipurpose rooms will not have video production/broadcast capability, and there is no funding for high definition field video equipment or digital editors to integrate with the new high definition facility. There have also reductions/removals of other equipment important to the Media Division staff.

**Also, memorandum from the Media Operations Manager to the Director of RMCR is attached.**

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.

## **STAFF RECOMMENDATIONS:**

The Media Operations Manager submitted a memo to the Director of RMCR detailing a request for additional funding for the 700 Lavaca audio/video/broadcast project. The total additional funds requested is \$255,000. Staff recommends the Commissioners Court provide that figure, keeping in mind that the total funding for the project will still be almost \$300,000 less than the original equipment list presented by HMBA.

Below is the itemized request in priority order

- 1 - \$30,000 for improved automation system for control/integration of several functions including digital recording, signal switching, graphics, file sharing and archiving
- 2 - \$100,000 to return the multipurpose rooms to broadcast/record capability
- 3 - \$50,000 for digital high definition field cameras and accessories
- 4 - \$19,000 for digital editor, software, internal and external accessories
- 5 - \$7,000 for serial digital interface upgrade for 4 current DVCam recording decks
- 6 - \$35,000 for studio camera supports/pedestals
- 7 - \$14,000 for studio teleprompter

## **ISSUES AND OPPORTUNITIES:**

Approving this request will require accessing the contingency funds allocated for the lower three floors construction project managed by HS&A.

## **FISCAL IMPACT AND SOURCE OF FUNDING:**

There will be \$255,000 less in the 700 Lavaca building's contingency fund for the construction/remodeling of the lower three floors.

## **REQUIRED AUTHORIZATIONS:**

**Department**  
**Commissioners Court**

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.



**TRAVIS COUNTY**  
**RECORDS MANAGEMENT & COMMUNICATION RESOURCES**  
**MEDIA DIVISION (TCTV-17)**

700 Lavaca St., Suite 330, PO Box 1748 Austin, TX 78767 Tel: (512) 854-9503 Fax: 854-4560

**MEMORANDUM**

**TO:** Steven Broberg, Director of Records Management and Communications Resources

**FROM:** Al Jackson, Media Operations Manager

**DATE:** March 28, 2012

**SUBJECT:** Commissioners Court for Additional Funds for 700 Lavaca building  
Video production facility

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Steven, we've discussed the 700 Lavaca building's video production installation project on numerous occasions over the last year. One recurring theme of our discussions is the available funds, or more specifically the relatively small amount of available funds. I believe we need to go to the Commissioners Court to ask for additional \$80,000 - \$100,000 to insure that we have a high quality facility. As it stands, we've had to make significant compromises and reductions to meet what I believe is a barely sufficient budget. I'll provide some history of the funding for this project.

In early 2010, the Facilities Management Department's Project Managers for the 700 Lavaca remodeling project requested I get cost figures from the City of Austin on the City's audio/video/broadcast facility in City Hall, including the Council chamber, television control room, news conference room and boards/commissions room. I emailed Russ Rumney, Manager of Network Service Group at the City. Mr. Rumney answered the request with an email on February 9, 2010. The numbers he provided for all locations totaled 3.3 million dollars.

Subsequently I wasn't provided a definitive figure for the budget for the video facility at 700 Lavaca by FMD or PBO, but I stated to the FMD projects managers that about half of City's allocation, \$1,650,000, would be sufficient for our new facility.

About a year went by without much discussion of the 700 Lavaca video production project until an email communication by me to the project managers on February 11, 2011 was answered. I was informed that a new private project manager, HS&A, was going to manage the construction of the bottom 3 floors of the building. Subsequently I've been working with HS&A.

Together with HS&A, FMD and the Purchasing Department, the primary architect, GSC/Lawrence Group, was selected competitively. Harvey, Marshall, Berling Associates (HMBA) is on their team as the Audio/Video consultant. David Harvey of HMBA prepared the initial equipment list including installation costs, totaling \$1,461,631. Neither I nor HMBA was provided a budget figure prior to the

preparation of the list. HS&A later advised David Harvey and me that the cost of the list was too high and we needed to be reduced to under 1 million.

That reduction required a significant reduction in the scope of the project.

**The following were either reduced or removed:**

- 1 – Reduced the video recording/broadcast capability in the multipurpose rooms  
(from \$94,020 to \$27,180 by HMBA, to \$0 by ZVS)
- 2 – Removed the Teleprompter for studio  
( - \$13,100)
- 3 – Removed the Camera Pedestals for studio camera  
( - \$60,000)

**Less expensive, albeit sufficient equipment was substituted for:**

- 4 – Production switcher for the studio  
(from \$63,140 to \$28,490)
- 5 – Studio Cameras  
(from \$151,005 to \$52,135)
- 6 – Routing switcher/patching  
( from \$132,419 to \$73,630)
- 7 – graphics/character generator  
(from \$36,650 to \$8,130)
- 8 – Main monitor wall for Commissioners Court room  
(from \$51,220 to \$28,180)

**Never included in the equipment list:**

- 9 – Field production High Definition cameras/accessories  
(\$50,000)
- 10 – 1 new Digital Editor (the other 2 do not need replacement)  
(\$18,000)

**Additional Cost Items not listed on the original equipment list:**

- 1 - \$35,000 for studio lighting, originally listed in the electrical construction budget
- 2 - \$50,000 for bonding and fees

Also to be considered are the facts that the Media Division had \$80,000 in its FY2009-10 for new Commissioners Court cameras in Granger that was scrubbed upon acquisition of 700 Lavaca. Additionally the late relocation of the Media staff offices from the 3<sup>rd</sup> floor to the 1<sup>st</sup> floor where Media work facilities (commissioners court room, studio, edit rooms and central equipment rooms) are to be located cost \$100,000 plus. We never should have been on the 3<sup>rd</sup> floor and those funds should not have come from the new video production facility's budget.

The starting point of the 700 Lavaca video facility budget was the question, "how much did the City of Austin pay for its video facilities in City Hall". If you follow the budgetary information, from the 3.3 million dollar cost of the City of Austin's facility, information requested by FMD, to the first equipment list estimate prepared by David Harvey of \$1,461,631, to the immediate reduction of that to 1 million, to the additional obligations further reducing it to \$915,000, the direction has been continuing downward. While we will complete the video facility with whatever budget we have, we will not have a facility that meets my original expectations of functionality and quality.

I don't expect the Court to remedy all the reductions and take us back to the beginning, but we can significantly improve the new video/broadcast facility if the Court provides additional funds. Specifically:

\$100,000 to return the multipurpose rooms to broadcast/record capability

\$50,000 for digital high definition field cameras and accessories

\$35,000 for studio camera supports/pedestals

\$30,000 for improved automation system for control/integration of several functions including digital recording, signal switching, graphics, file sharing and archiving

\$19,000 for digital editor-computer, software, internal and external accessories

\$14,000 for studio teleprompter

\$7,000 for serial digital interface upgrade for 4 current DVCam recording decks

We will ask for additional capital funds during the FY2013 budget process. Those funds will be used to acquire equipment not necessary to meet the mid-summer 2012 deadlines set to have broadcast operations and Commissioners Court recording functions up and running, with will provide the necessary functionality for productions of departmental programs requiring studio and field production. Thank you for your attention to this issue and I'm looking forward to moving forward with you on this matter.

Al Jackson  
Media Operations Manager  
Phone 854-9503  
Mobile 699-3961

Budget Adjustment: 32303

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

Author: 57 - ASHBURN, THOMAS  
 Court Date: Tuesday, May 1 2012  
 Funds transfer from CAR for Media build out at 700 Lacava. Approved in Commissioners Court April 24, 2012, Item A2.

Created: 4/24/2012 4:10:22 PM  
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9891	CAPITAL ACQUISTN RESERVES			80,000
				80,000
To Account		Project		Amount
001-5760-821-8013	EDUCATN/COMMUNICATNS EQMT			80,000
				80,000

Approvals	Dept	Approved By	Date Approved
Originator	57	THOMAS ASHBURN	4/24/2012 04:24:14 PM
DepOffice	57	THOMAS ASHBURN	4/24/2012 04:24:17 PM
DepOfficeTo	57	THOMAS ASHBURN	4/24/2012 04:24:22 PM



**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 *DARania*

**DATE:** April 23, 2012

**RE:** Request by Facilities Management for Funding from the Allocated Reserve for Security at 700 Lavaca Building

Facilities Management is requesting funding of \$151,174 from the Allocated Reserve for the installation of some physical security measures at 700 Lavaca. There is a security assessment available for review that supports this request. PBO recommends that any specifics regarding the level of security or the security assessment be discussed in Executive Session. PBO has worked with FMD on this issue and recommends approval of this request. Security measures at this building have not been previously funded by the Commissioners Court.

The balance in the Allocated Reserve is \$10,534,896 with \$8,889,639 in Earmarks, leaving an un-earmarked balance of \$1,645,257. If this item is approved, the un-earmarked balance will total \$1,494,083. PBO recommends approval of this request.

cc: Leslie Browder, Leroy Nellis, Jessica Rio, Belinda Powell, PBO  
Roger El Khoury, John Carr, Amy Draper, FMD  
Michael Hemby, TCSO, Chairman, TC Security Committee



Budget Adjustment: 32267

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

Author: 14 - DRAPER, AMY  
Court Date: Tuesday, May 1 2012  
Transfer funds from Allocated Reserve for 700 Lavaca security items

Created: 4/21/2012 5:00:55 PM  
Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			151,174
				151,174
To Account		Project		Amount
001-1405-525-8105	BUILDINGS	KLAV02	700 LAVACA STREET IMPRVMT	151,174
				151,174

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	4/21/2012 05:01:00 PM
DepOffice	14	AMY DRAPER	4/21/2012 05:01:01 PM
DepOfficeTo	14	AMY DRAPER	4/21/2012 05:01:02 PM

*Draper 4/24/12*



## FACILITIES MANAGEMENT DEPARTMENT

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

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

### MEMORANDUM

Project No: LAVA7-01-10C-4R

File: 102

**TO:** Leslie Browder, County Executive, PBO  
**FROM:** Roger A. El Khoury, M.S., P.E., Director  
**DATE:** April 23, 2012  
**SUBJECT:** 700 Lavaca Building – Security Issues  
Request for Allocation of Funding

Facilities Management Department (FMD) requests your assistance in obtaining approval to reallocate \$151,174 from allocated reserves to the 700 Lavaca Building, KLAV02. Funding has not been allocated to the security needs of the building; however, a set aside of \$500,000 for security needs was previously identified. FMD is requesting these funds from that set aside now to allow for installation of exterior cameras, interior cameras for the tower floors and for bollards in the front plaza area. These requirements are supported by the security assessment completed on the facility by the Travis County Sheriff's Office. Budget adjustment # 32267 has been loaded into the system to relocate this funding from allocated reserves to account 001-1405-525-8105, KLAV02.

FMD requests that PBO place this on the Commissioners Court agenda for approval at the next available opportunity. Please contact me at 44579 or John at 44772 if you have any questions. Your assistance is greatly appreciated.

### COPY TO:

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



**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 *DA Ramirez*

**DATE:** April 25, 2012

**RE:** Request by Transportation and Natural Resources for Funding from the Allocated Reserve for Environmental Monitoring

On Tuesday, April 24, Commissioners Court approved a contract and funding source for the environmental monitoring at the TXI project site. However, the item was approved as part of the consent motion and neither TNR's backup nor the motion stated that the budget adjustment was to be treated as an automatic budget adjustment by PBO. Therefore, PBO, in compliance with the FY 12 Budget Rules, must place the budget adjustment on the Court's agenda for specific approval.

In addition, PBO wished to state for the record that the budget adjustment is for a projected four year contract for environmental monitoring and that is not the standard recommendation PBO usually makes. Usually, PBO recommends funding one fiscal year at a time. However, in discussions with TNR financial staff, PBO learned that this contract is not for ongoing monitoring but for project-based monitoring with the timeline for the start and completion of the project still fluid. Approving the full estimated cost of the monitoring up front will help TNR staff react efficiently to changes in the project timeline.

PBO concurs with this request.

cc: Leslie Browder, Leroy Nellis, Jessica Rio, PBO  
Steve Manila, Carol Joseph, Cynthia McDonald, Tom Weber, TNR

**Budget Adjustment: 32231**

Fyr \_ Budget Type: 2012-Reg

Author: 49 - MCDONALD, CYNTHIA

Created: 4/19/2012 8:45:28 AM

PBO Category: Amendment

Court Date: Tuesday, May 1 2012

Dept: RESERVES

Just: Other

Funding needed to extend environmental monitoring contract, PS110046JW, near the Texas

<b>From Account</b>	<b>Acct Desc</b>	<b>Project</b>	<b>Proj Desc</b>	<b>Amount</b>
001-9800-981-9892	ALLOCATED RESERVES			168,290
				<b>168,290</b>
To Account		Project		Amount
001-4908-628-6099	OTHER PURCHASED SERVICES			168,290
				<b>168,290</b>

Approvals	Dept	Approved By	Date Approved
Originator	49	CYNTHIA MCDONALD	4/19/2012 08:45:50 AM
DepOffice	49	CYNTHIA MCDONALD	4/19/2012 08:45:51 AM
DepOfficeTo	49	CYNTHIA MCDONALD	4/19/2012 08:45:54 AM
PBOAnalyst	9	DIANA RAMIREZ	4/24/2012 03:49:16 PM

**FUND TRANSFER FORM**

Department Name: T.N.R. Department Number: 49

Is this request related to a separate agenda item other than Budget Amendments and Transfers?  
 If yes, please check the appropriate blank below and attach copies of the agenda request and all supporting documentation submitted to the County Judge's Office.

- Contract Pending  
 Personnel Amendment  
 Other, Please Specify:

**ALL AMOUNTS MUST BE IN WHOLE DOLLARS**

Item #	Account Number				Project Number	Object Title	Reduction Amount	For PBO Use Only:	
	Fund	Dept/Div.	Act.	Ele/Obj.				Type	PBO Approval Analyst/Manager
1	FROM: 737	- 0000	- 255	- 3101	WPN002	LCRA Escrow Arkansas Bend	\$54.84	AM	Dak
	TO: 001	- 4945	- 339	- 2010		Park Fees			
2	FROM: 737	- 0000	- 255	- 3102	WPN003	LCRA Escrow Bob Wentz	\$8,335.36	AM	Dak
	TO: 001	- 4945	- 339	- 2010		Park Fees			
3	FROM: 737	- 0000	- 255	- 3103	WPN004	LCRA Escrow Cypress Creek	\$88.65	AM	Dak
	TO: 001	- 4945	- 339	- 2010		Park Fees			
4	FROM: 737	- 0000	- 255	- 3104	WPN008	LCRA Escrow Hippie Hollow	\$25,638.04	AM	Dak
	TO: 001	- 4945	- 339	- 2010		Park Fees			
5	FROM: 737	- 0000	- 255	- 3105	WPN010	LCRA Escrow Mansfield Dam	\$17,858.75	AM	Dak
	TO: 001	- 4945	- 339	- 2010		Park Fees			

Item #'s:

JUSTIFICATION:

- Needs rebudgeting to meet commodity code requirements  
 Other, please specify:

- Types of Requests: Transfer - TR  
 Amendment - AM  
 Discussion - DS  
 Automatic - AU

FY2012 2nd Qtr net park revenue totaling \$104,419.94 from the LCRA Escrow Fund to the County's General Fund. This submission is in accordance with CC approval of May 17, 1999 considering and approving such quarterly transfers under agenda "Budget Transfers and Amendments".

[Signature]  
 Signature of Elected/Appointed Official

04/13/12  
 Date

# FUND TRANSFER FORM

Department Name: T.N.R. Department Number: 49

Is this request related to a separate agenda item other than Budget Amendments and Transfers?  
If yes, please check the appropriate blank below and attach copies of the agenda request and all supporting documentation submitted to the County Judge's Office.

- Contract Pending
- Personnel Amendment
- Other, Please Specify:

**ALL AMOUNTS MUST BE IN WHOLE DOLLARS**

Item #	Account Number				Project Number	Object Title	Reduction Amount	For PBO Use Only:	
	Fund	Dept/Div.	Act.	Ele/Obj.				Type	PBO Approval Analyst/Manager
6	FROM: 737	- 0000	- 255	- 3106	WPS003	LCRA Escrow Pace Bend	\$52,336.55	AM	<i>[Signature]</i>
	TO: 001	- 4945	- 339	- 2010		Park Fees			
7	FROM: 737	- 0000	- 255	- 3107	WPN013	LCRA Escrow Sandy Creek	\$21.94	AM	<i>[Signature]</i>
	TO: 001	- 4945	- 339	- 2010		Park Fees			
8	FROM: 737	- 0000	- 256	- 4000	N/A	LCRA Escrow Interest	\$85.81	AM	<i>[Signature]</i>
	TO: 001	- 4945	- 339	- 2010		Park Fees			
9	FROM:	-	-	-					
	TO:	-	-	-					
10	FROM:	-	-	-					
	TO:	-	-	-					

JUSTIFICATION: Item #s: Needs rebudgeting to meet commodity code requirements  
x Other, please specify:

**Types of Requests** Transfer - TR  
Amendment - AM  
Discussion - DS  
Automatic - AU

\_\_\_\_\_  
Signature of Elected/Appointed Official

\_\_\_\_\_  
Date

Please refer to budget rules for instructions on filling out Budget Adjustment Form

Rev 12/93

19

Transportation & Natural Resources  
 LCRA/Travis County Parks  
 31-Mar-12

*FY 2012 2nd Qtr Transfer to General Fund & CIP*

LCRA Parks Escrow Fund Account Number	Park	2nd Qtr Revenues 1/1/2012 through 3/31/2012	Less: Pending FY 2012 LCRA Admin. Fee 2nd Qtr	Less: Pending 2nd Qtr Trsfr. to the CIP Fund 029	Amount to Transfer to General Fund Account No. 001-4945-339-2010
			<i>Estimated</i>		
737-0000-255-3101	Arkansas Bend	67.00	(2.11)	(10.05)	54.84
737-0000-255-3102	Bob Wentz	10,530.00	(615.14)	(1,579.50)	8,335.36
737-0000-255-3103	Cypress Creek	120.00	(13.35)	(18.00)	88.65
737-0000-255-3104	Hippie Hollow	32,659.00	(2,122.11)	(4,898.85)	25,638.04
737-0000-255-3105	Mansfield Dam	22,764.00	(1,490.65)	(3,414.60)	17,858.75
737-0000-255-3106	Pace Bend	66,188.00	(3,923.25)	(9,928.20)	52,336.55
737-0000-255-3107	Sandy Creek	30.00	(3.56)	(4.50)	21.94
	<b>Total:</b>	<b>\$132,358.00</b>	<b>(8,170.17)</b>	<b>(19,853.70)</b>	<b>\$104,334.13</b>
737-0000-256-4000	Interest	85.81	-	-	85.81
	<b>Total:</b>	<b>\$132,443.81</b>	<b>(8,170.17)</b>	<b>(19,853.70)</b>	<b>\$104,419.94</b>

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

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$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
(\$7,500)	Historical Commission	3/27/12	National Park Service grant match
\$99,176	Various	3/23/12	Cancelled Purchase Orders
\$4,809	Various	3/30/12	Cancelled Purchase Orders
\$134	EMS	4/4/12	Cancelled Purchase Orders
\$78,259	Various	4/23/12	Cancelled Purchase Orders
<b>\$10,534,896</b>	<b>Current Balance</b>		



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

**Possible Future Expenses Against Allocated Reserve Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
(\$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
(\$137,421)	TNR - Northeast Metro Park - Phase III
(\$294,139)	TCSO - 700 Lavaca Security
(\$5,941,788)	Compensation
<b>(\$8,889,639)</b>	<b>Total Possible Future Expenses (Earmarks)</b>

**\$1,645,257 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 Cemetery
(\$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.
\$43,138	TNR	3/23/12	Cancelled Purchase Order
(\$19,460)	ITS	4/3/12	Mental Health Public Defenders-Replacement Computers
(\$980)	JP Pct. 2	4/10/12	Replace safe
<b>\$931,666 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>	

**\$434,661 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 (\$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	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
<b>\$17,785,727 Current Reserve Balance</b>			