



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 8, 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

5/8/2012

### 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	9840	Reserves	IJS/FACTS Reserve		\$ 42,805	1
	001	2010	532	0701	Co. Clerk	Reg.Sal-Perm Empl	\$ 28,600		
	001	2010	532	2002	Co. Clerk	FICA Tax - OASDI	\$ 1,773		
	001	2010	532	2003	Co. Clerk	Hospitalization	\$ 8,353		
	001	2010	532	2004	Co. Clerk	Life Insurance	\$ 99		
	001	2010	532	2005	Co. Clerk	Retirement Contribution	\$ 3,509		
	001	2010	532	2006	Co. Clerk	Worker's Compensation	\$ 56		
	001	2010	532	2007	Co. Clerk	FICA Tax - Medicare	\$ 415		
A2	001	9800	981	9840	Reserves	IJS/FACTS Reserve		\$ 47,516	1
	001	2410	546	0701	Criminal Cts	Reg.Sal-Perm Empl	\$ 36,624		
	001	2410	546	2002	Criminal Cts	FICA Tax - OASDI	\$ 2,271		
	001	2410	546	2003	Criminal Cts	Hospitalization	\$ 3,481		
	001	2410	546	2004	Criminal Cts	Life Insurance	\$ 42		
	001	2410	546	2005	Criminal Cts	Retirement Contribution	\$ 4,494		
	001	2410	546	2006	Criminal Cts	Worker's Compensation	\$ 72		
	001	2410	546	2007	Criminal Cts	FICA Tax - Medicare	\$ 532		
A3	001	0810	518	0701	Tax	Reg.Sal-Perm Empl		\$ 10,565	9
	001	0820	518	0701	Tax	Reg.Sal-Perm Empl		\$ 26,000	
	001	0840	518	0701	Tax	Reg.Sal-Perm Empl		\$ 8,551	
	001	1210	523	3001	ITS	Office Equip,Furn, & Supp	\$ 45,116		
A4	001	0810	518	0701	Tax	Reg.Sal-Perm Empl		\$ 13,435	9
	001	1210	523	3002	ITS	Software	\$ 13,435		
A5	038	4909	981	9892	Reserves	Fund 038 Allocated Reserves		\$ 10,263,296	15
	038	4909	629	8112	TNR	Land	\$ 10,263,296		



**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

**DATE:** May 2, 2012

**RE:** Budget Adjustments to Fund FACTS-transition staff in the Criminal Courts and County Clerk.

**REQUEST:**

The Criminal Courts and the County Clerk have submitted budget adjustments to provide funding for the remainder of FY 12 for two Business Analyst III positions. These positions will provide assistance to their departments (as well as lend support to other affected departments) in identifying issues and opportunities around as a replacement for the current FACTS system is developed and implemented.

This item was discussed as part of agenda item 8(b) on May 1, 2012 and the Court approved the new positions. The amounts differ slightly as the Criminal Courts have a special projects position in place now that they will be transitioned into this function now while the County Clerk is projecting a June 1<sup>st</sup> start date for the new FTE.

**ADDITIONAL INFORMATION:**

PBO notes that the development of computer systems affecting the justice system will be a significant issue during the development of the FY 2013 Budget. PBO has received over \$10 million worth of budget requests (amounts still to be verified) for funding in FY 13. Below is a table of requests received by PBO that are related to system-wide technology projects.

Dept.	Name of Request	FY 2012 Funding	FY 2013 Request
12	JP Tyler/Odyssey Contract	\$584,694	\$1,348,794
12	CUC Prosecutor Module	\$ -	\$2,069,169
12	CUC Courts Module (request for earmark)	\$ -	\$5,000,000
12	J&PS Docket management System	\$ -	\$200,000
20	County Clerk Business Analyst	\$42,805	\$99,578
Dept.	Name of Request	FY 2012 Funding	FY 2013 Request
21	Dist. Clerk Business Analyst	\$ -	\$103,786
23	DA Business Analyst	\$ -	\$110,387
24	Criminal Courts Business Analyst	\$47,516	\$114,028
26	Data Information System-ITS	\$0	\$89,546
45	Juvenile Court Management System	\$	\$970,515
	<b>Total:</b>	<b>\$675,015</b>	<b>\$10,105,803</b>

These requests reflect unverified costs sent to PBO as part of the FY 13 Budget Process. These are for new employees and contract costs. This list will evolve as the budget process proceeds and more information is known.

cc: Leslie Browder, PBO  
Leroy Nellis, PBO  
Jessica Rio, PBO  
Debra Hale, Criminal Courts  
Dana DeBeauvoir, County Clerk  
Susan Bell, County Clerk's Office

TRAVIS COUNTY  
DISTRICT AND COUNTY  
CRIMINAL COURTS



BLACKWELL-THURMAN  
CRIMINAL JUSTICE CENTER  
P. O. BOX 1748  
AUSTIN, TX. 78767  
(512) 854-9244  
FAX: (512) 854-4464

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DATE: April 24, 2012

TO: Commissioners Court

FROM: Debra Hale, Court Management Director, Criminal Courts

RE: Request to Use TechShare Reserve Funds for Business Analyst III Position for FY12

The Criminal Courts seek funds to backfill a Business Analyst III position as a Special Projects FTE for the term of May 1, 2012 through September 30, 2012. A request for continued funding of this FTE is included in the Criminal Courts FY13 budget submission as recommended by the Planning and Budget Office. The funding requested for this period in FY12 is \$47,516.

**Background**

The Adult Case Management System (ACMS) is a project that seeks to replace the current Criminal Courts FACTS system. The Criminal Courts are a critical lead department in the discovery, analysis and documentation of the necessary requirements and business processes the project will cover.

The business processes of the Criminal Courts are complex and interdependent with other criminal justice departments such as TCSO, the County and District Clerk's Offices, the County and District Attorney's Offices, and Counseling and Education Services. The Courts have learned through experience that design and development of a comprehensive Case Management System (CMS) requires a dedicated, seasoned Business Analyst whose primary focus is the Criminal Courts. The Business Analyst will work with staff from the other criminal justice departments on a daily basis to understand and document business process flows, identify business needs, conduct focus groups, and improve processes where opportunities are presented. This analysis will take place at a high level and provide a comprehensive, thorough and detailed analysis of how the Criminal Courts conduct their business.

The Criminal Courts believe strongly that an in-house resource is best suited towards understanding the needs of the department for this project. The daily contact with employees delivers a level of understanding that is critical to developing knowledge of our processes.

During the past implementation of the FACTS Case Management System, the Criminal Courts failed to utilize a dedicated resource that could “see the big picture” and fully understand the complex technical and interdepartmental processes that are required. As a result, the staff members who work with FACTS on a daily basis are often frustrated with the way the application performs, stores data, and presents information.

The Business Analyst III will address and bring forward the needs of the Criminal Courts by performing the following duties:

- Identify, analyze and solve business problems and opportunities
- Determine the feasibility of a solution
- Define the solution scope and develop the business case
- Continue to assess, refine, and validate the business need and solution
- Evaluate the business benefits
- Develop interdepartmental relationships
- Produce and communicate internal and external status reports

Please contact me if you have any questions and we appreciate your consideration of this request.

cc: Roger Jefferies, Executive Manager  
Leslie Browder, Executive Manager  
Leroy Nellis, Budget Director  
Alan Miller, Budget Analyst



**Dana DeBeauvoir**  
Travis County Clerk

P.O. Box 149325, Austin TX 78714-9325  
(512) 854-9188 [www.co.travis.tx.us](http://www.co.travis.tx.us)

Recording, Elections, Computer Resources,  
Accounting, and Administration Divisions  
5501 Airport Boulevard, Austin, TX 78751-1410

Misdemeanor, Recording, Civil/Probate,  
and Records Management Divisions  
1000 Guadalupe, Austin, TX 78701-2328

April 23, 2012

TO: Roger Jefferies, Executive Manager  
Leslie Browder, Executive Manager  
Leroy Nellis, Budget Director  
Alan Miller, Budget Analyst

FROM: Dana DeBeauvoir

RE: Request to Use TechShare Funding for Business Analyst III Position for Remainder of FY12

We are requesting the addition of a Business Analyst III to meet our needs with the current FACTS system, assist in developing and implementing the CUC, and provide skilled support for the new system. A request for this FTE is also included in our FY13 budget submission. We are asking that this position be filled as soon as possible in FY12 so that the selected applicant can have as much time as possible to familiarize themselves with our practices and systems. To cover the remaining period in FY12, we are asking for the use of approximately \$38,000 of the allotted TechShare funds.

**Background**

The County's FACTS system has given us the opportunity to learn many lessons about how to implement and manage a case management system. The implementation portion alone, one that began in 2001 and ended in 2009 for the Clerk's Office when the Probate module was finally installed, gave us plenty of time and plenty of problematic situations to carefully examine. From this experience, one fact in particular became clear - it is essential for the Clerk's Office to have a high-level technical staff person in-house who specializes in:

- Civil/Probate/Misdemeanor CMS business processes and the analysis and improvement thereof,
- the interaction of business processes between departments and the technical representation and analysis thereof,
- Analysis of business processes to enhance and maintain the integrity of data entered into the CMS,
- how to modify business processes and/or system/application to improve efficiencies, and
- our legal obligations and specific customer needs.

That specialized expertise is even more important as we move to replace the existing FACTS system, define our needs for the future and manage this system's successor.

One of the solutions proposed for the implementation of the CUC system is the idea that one or more of our skilled employees be temporarily used to help develop the new system and that their positions

4

be backfilled. The idea is that after this has been done, these employees can return to their regular job and things can return to normal. This same practice was used with the FACTS system. What we found from that experience is that these employees were reassigned to ITS for time periods much, much longer than originally planned; that they returned with a limited knowledge of the system; that what these individuals did know was essential and they had to permanently be reclassified into quasi-IT positions; and that the backfilled employees positions were made permanent. This meant that we ended up with two very hard working individuals who became very proficient at certain tasks but lacked the technical knowledge to keep ITS and the vendor accountable or to recommend needed technical improvements. While these employees could describe the problems that we had, make procedural changes, or find workarounds to system problems; they did not have the ability to formally analyze business processes and recommend changes where flaws in system design/architecture were detected.

We now know that we were more naïve than other offices with court functions. While we continued to assume ITS along with our two clerks trained by ITS could serve as our sole technical experts for FACTS, other offices had employed several IT staff persons in their office to focus on these matters in a successful fashion. That is why we are asking to utilize their solution.

Unfortunately, we can give you some real examples of consequences we have experienced by not having our own technical FACTS expert. We ended up in a situation where, for five years, we could only ask, remind, and complain to ITS that they never finished the project to report required data to the Department of Public Safety. We ended up in a situation where we knew something was wrong with the report going to the Texas Office of Court Administration and were not able to protect ourselves from ITS' decision not to tell us how the figures going into this report were being calculated. We ended up hamstrung and unable to meet obligations legally assigned to our office because another office that had no accountability to us (ITS) had not met its responsibilities. We ended up having to rely on another office's generosity (Court Administration) and their in-house IT staff to help bail us out of the mess where ITS had left us.

Instead of repeating past failures, we are confident that having this technical person will be what is needed to properly support FACTS and the CUC CMS project, thereby contributing positively to the development of the new system and allowing us to maximize the benefits of the new CMS by ensuring congruence with our business processes as well as fulfilling our obligations to the public.

We appreciate your help and consideration on this matter.



Budget Adjustment: 32365

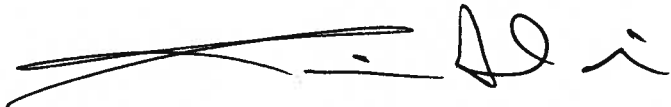
Fyr\_ Budget Type: 2012-Reg  
 PBO Category: Amendment  
 Just: Other

Author: 20 - BELL, OLIVIA  
 Court Date: Tuesday, May 8 2012  
 for Business Analyst III per Alan Miller

Created: 4/30/2012 12:28:08 PM  
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9840	IJS/FACTS RESERVE			42,805
To Account				42,805
		Project		Amount
001-2010-532-0701	REG SALARIES-PERMNT EMPL			28,600
001-2010-532-2002	FICA TAX - OASDI			1,773
001-2010-532-2003	HOSPITALIZATION			8,353
001-2010-532-2004	LIFE INSURANCE			99
001-2010-532-2005	RETIREMENT CONTRIBUTION			3,509
001-2010-532-2006	WORKER'S COMPENSATION			56
001-2010-532-2007	FICA TAX - MEDICARE			415
				42,805

Approvals	Dept	Approved By	Date Approved
Originator	20	OLIVIA BELL	4/30/2012 12:28:12 PM
DepOffice	20	OLIVIA BELL	4/30/2012 12:28:13 PM
DepOfficeTo	20	OLIVIA BELL	4/30/2012 12:28:14 PM

 May 2, 2012

**Budget Adjustment: 32334**

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


Author: 24 - KERTZ, JOSEPH  
 Court Date: Tuesday, May 8 2012

Created: 4/26/2012 3:44:37 PM  
 Dept: RESERVES

Transfer funds from TechShare Reserve Fund for a Special Projects FTE Business Analyst III position as a backfill on the Adult Case Management System project. To be discussed in CC on May 1st.

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9840	IJS/FACTS RESERVE			47,516
				<b>47,516</b>
To Account		Project		Amount
001-2410-546-0701	REG SALARIES-PERMNT EMPL			36,624
001-2410-546-2002	FICA TAX - OASDI			2,271
001-2410-546-2003	HOSPITALIZATION			3,481
001-2410-546-2004	LIFE INSURANCE			42
001-2410-546-2005	RETIREMENT CONTRIBUTION			4,494
001-2410-546-2006	WORKER'S COMPENSATION			72
001-2410-546-2007	FICA TAX - MEDICARE			532
				<b>47,516</b>

Approvals	Dept	Approved By	Date Approved
Originator	24	JOSEPH KERTZ	5/2/2012 9:05:51 AM
DepOffice	24	DEBRA HALE	5/2/2012 9:40:10 AM
DepOfficeTo	24	DEBRA HALE	5/2/2012 11:18:51 AM

 J Kertz May 2, 2012

Budget Adjustment: 32365

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

Author: 20 - BELL, OLIVIA  
 Court Date: Tuesday, May 8 2012  
 for Business Analyst III per Alan Miller

Created: 4/30/2012 12:28:08 PM  
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9840	IJS/FACTS RESERVE			42,805
				42,805
To Account		Project		Amount
001-2010-532-0701	REG SALARIES-PERMNT EMPL			28,600
001-2010-532-2002	FICA TAX - OASDI			1,773
001-2010-532-2003	HOSPITALIZATION			8,353
001-2010-532-2004	LIFE INSURANCE			99
001-2010-532-2005	RETIREMENT CONTRIBUTION			3,509
001-2010-532-2006	WORKER'S COMPENSATION			56
001-2010-532-2007	FICA TAX - MEDICARE			415
				42,805

Approvals	Dept	Approved By	Date Approved
Originator	20	OLIVIA BELL	4/30/2012 12:28:12 PM
DepOffice	20	OLIVIA BELL	4/30/2012 12:28:13 PM
DepOfficeTo	20	OLIVIA BELL	4/30/2012 12:28:14 PM

 10 - May 2, 2012



**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:** April 30, 2012  
**RE:** Request to transfer funds from the Tax Office personnel items to ITS for purchase of replacement computers in FY 12.

The Tax Office is requesting approval to transfer \$58,551 to ITS for the purchase of 49 PCs and 14 software licenses for the Motor Vehicle division. The cost will be internally funded using temporary salary savings in the department. PBO confirms that the Tax Office is meeting the prorated amount of its \$123,776 in budgeted permanent salary savings for the first half of the Fiscal Year. The department will have approximately \$17,000 of temporary salary savings remaining after this purchase.

The new computers will be included in the Centralized Computer Replacement system and will serve as replacements for retired computers that were donated from ITS in the past. With the increasing needs of the Motor Vehicle division, the old computers are not able to perform desired functions to an acceptable standard and have demonstrably hindered the efficient work of the department.

For more than a decade, the Motor Vehicle Division has used computers supplied by the State of Texas which contain the Registration Titling System (RTS) used by the division for transactions. As customer traffic at the Tax Office has increased, Motor Vehicle employees have performed the additional role of processing property tax transactions during peak season. The use of non-State software on these machines is restricted, so the Tax Office has worked with ITS to obtain retired computer terminals in order to allow Motor Vehicle employees to make Property Tax transactions as well. These computers were machines that have been cycled out of the Centralized Computer Replacement system and have an average age of six or seven years. The old computers can handle a singular function, but are unable to perform the multiple duties now required of the Motor Vehicle Division.

As the computers age and traffic increases, the Tax Office has faced delays in their ability to process customer transactions during Tax season, and foresees increased wait times and other hindrances to high-quality work in this division. The department sees the new computers as vital to their work, and is making this mid-year request so that the computers will be in place for Tax season by October. This purchase will allow them to operate efficiently and provide the best service possible to tax-paying customers.

The Tax Office plans to request \$ 16,775 for additional replacement computers (11) and \$ \$21,840 for printers (14) in the FY 13 budget. These machines are centrally budgeted within ITS as part of the Centralized Computer Replacement System.

ITS is in support of this transfer, and a memo reflecting this is attached.  
PBO recommends approval of this request.

**cc:** Leslie Browder, County Executive, PBO  
Tina Morton, Travis County Tax Assessor-Collector  
Joe Harlow, Sheryl Holder, ITS  
Leroy Nellis, Jessica Rio, PBO  
Patti Smith, Stanley Wilson, Tax Office



Travis County Courthouse, Austin, Texas

TRAVIS COUNTY INFORMATION TECHNOLOGY SERVICES

Joe Harlow, Chief Information Officer

700 Lavaca · Suite 501A · Austin, TX 78701 · (512) 854-9666 · Fax (512) 854-4401

DATE: April 20, 2012
TO: Leslie Browder, County Executive - Planning and Budget
FROM: Joe Harlow, Chief Information Officer
SUBJECT: Tax Office Recycled PCs

Handwritten signature of Joe Harlow

The Tax Office is requesting Commissioner's Court approval to transfers funds to ITS to convert 49 Customer Service PCs that are currently recycled PCs, to new PCs that will be eligible in the future to be replaced through the Centralized Computer Replacement Budget. Included in this request is the purchase of 14 additional desktop license suites to supplement this purchase.

Shown below is a summary of the cost for this proposal and the line items that the funds will need to be transferred to:

Table with 5 columns: Description, Unit Price, Quantity, Cost, Line Item. Rows include Optiplex 790 CPU only, Office Professional Plus License/SA, Windows Upgrade License/SA, Core CALClient Access License/SA, Enterprise CAL License/SA, McAfee Security License, McAfee Security License Support, and a Total row.

ITS supports the Tax Office request to convert these computers from recycled to new. Please let me know if you have any questions or concerns.

Cc: Stanley Wilson, Tax Office
Cheryl Janysek, Tax Office
Sheryl Holder, ITS

Handwritten mark resembling the number 11

# Memo

**To:** Aerin Toussaint, PBO  
**From:** Stan Wilson, Assoc. Deputy  
**CC:** Tina Morton, Tax Assessor  
**Date:** 4/9/2012  
**Re:** Purchase of Computers

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## **Computer Replacement Proposal**

The Motor Vehicle Division originally used dumb terminals, which provided access to our main frame computer which contained our County programed motor vehicle system. In the late 90's DMV provided us with the Registration Titling System (RTS) for which they provided the computers. Originally we were allowed to use the RTS system to reach our EZ Tax system; this allowed us not to purchase PC's for the Motor Vehicle Division. We later started taking credit card payments through the EZ Tax System, for which computers were required. Because we were only using the computers to access the internet, we talked with ITS and they agreed it was not necessary to purchase pc's for the division with this being our basic use. We started using their retired computers for this purpose.

This past year due to the processing speed and updating of programs we encountered problems with our Q-Matic system during peak periods. The processors on the old computer were slowing down our ability to process customers. This resulted in long wait periods, customer complaints, and customers walking out. We need these computers replaced prior to the next Tax season so that we may operate efficiently and provide the best service possible to our tax paying customers.

ITS will be providing detailed information as to the number of units and the unit cost for this replacement proposal.

Budget Adjustment: 32372

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

Author: 8 - PFERTNER, KATHLEEN  
 Court Date: Tuesday, May 8 2012  
 InterDept Tran  
 Computers

Created: 4/30/2012 3:02:23 PM  
 Dept: TAX COLLECTOR

From Account	Acct Desc	Project	Proj Desc	Amount
001-0810-518-0701	REG SALARIES-PERMNT EMPL			10,565
001-0820-518-0701	REG SALARIES-PERMNT EMPL			26,000
001-0840-518-0701	REG SALARIES-PERMNT EMPL			8,551
				<b>45,116</b>
To Account		Project		Amount
001-1210-523-3001	OFFICE EQUIP,FURN, & SUPP			45,116
				<b>45,116</b>

Approvals	Dept	Approved By	Date Approved
Originator	8	KATHLEEN PFERTNER	4/30/2012 3:19:56 PM
DepOffice	8	PATRICIA SMITH	4/30/2012 3:23:00 PM
DepOfficeTo	12	RANDALL LOTT	4/30/2012 3:32:51 PM

 May 2, 2012



Budget Adjustment: 32371


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

Author: 8 - PFERTNER, KATHLEEN  
Court Date: Tuesday, May 8 2012  
InterDept trans  
Computers

Created: 4/30/2012 3:01:16 PM  
Dept: TAX COLLECTOR

From Account	Acct Desc	Project	Proj Desc	Amount
001-0810-518-0701	REG SALARIES-PERMNT EMPL			13,435
				13,435
To Account		Project		Amount
001-1210-523-3002	SOFTWARE			13,435
				13,435

Approvals	Dept	Approved By	Date Approved
Originator	8	KATHLEEN PFERTNER	4/30/2012 3:19:55 PM
DepOffice	8	PATRICIA SMITH	4/30/2012 3:23:02 PM
DepOfficeTo	12	RANDALL LOTT	4/30/2012 3:32:52 PM

 May 2, 2012



**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 *DAR*

**DATE:** May 2, 2012

**RE:** Request by Transportation and Natural Resources (TNR) for transfer from the Balcones Canyonland Preserve Program (BCP) Fund 038 Allocated Reserves

The FY 12 Adopted Budget for Fund 038 includes \$12,333,118 for future land acquisition and maintenance as required by the BCP agreement. With the cash in place to support the expenditures in this fund, TNR is requesting that \$10,263,296 be transferred to the expense line item to allow the department to move expeditiously during the course of the fiscal year.

PBO recommends approval of this request.

cc: Leslie Browder, Leroy Nellis, Jessica Rio, PBO  
Steve Manilla, Melinda Mallia, Donna Williams-Jones, Cynthia McDonald, TNR



RECEIVED

12 APR 24 AM 8:31

TRANSPORTATION AND NATURAL RESOURCES  
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

TRAVIS COUNTY  
PLANNING & BUDGET OFFICE

411 West 13<sup>th</sup> Street  
Executive Office Building, 11<sup>th</sup> Floor  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4697

April 20, 2012

**MEMORANDUM**

TO: Leslie Browder, County Executive, Planning and Budget Office

FROM: *Carol B. Jones for*  
Steven M. Manilla, P.E., County Executive TNR

SUBJECT: Approve a Budget Transfer for the Balcones Canyonland Preserve Program (BCP) FY 2012 TIF Allocation

**Proposed Motion:** Approve a budget transfer for \$10,263,296 from the Balcones Canyonland Preserve Program reserves in fund 038 for the FY 2012 TBF allocation

**Summary and Staff Recommendation:** TNR is requesting that the Commissioners Court approve a transfer of \$10,263,296 from the BCP fund 038 reserve account 038-4909-981-9892 for the FY 2012 TBF allocation. The FY 2012 TBF allocation budget is currently in reserves however it should be in expense line items to cover land acquisition and maintenance costs for the BCP program.

**Budgetary and Fiscal Impact:** There is no budgetary impact. This will provide budget for FY 2012 costs associated with the BCP program.

**Required Authorizations:** Planning and Budget Office.

**Exhibits:** A copy of budget transfer #32265.

If you have any questions or require additional information please contact Donna Williams-Jones at extension 47677.

DWJ:SMM:dwj *amb*

Attachments

copy: Diana Ramirez, PBO  
Donna Williams-Jones, TNR

**Budget Adjustment: 32265**

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

Author: 49 - WILLIAMS-JONES, DONNA  
 Court Date: Tuesday, May 8 2012

Created: 4/20/2012 5:15:54 PM  
 Dept: TNR (TRANS & NATRL RESRC)

To move budget from fund 038 reserves to expense line item for the FY 2012 Balcones Canyonland

From Account	Acct Desc	Project	Proj Desc	Amount
038-4909-981-9892	ALLOCATED RESERVES			10,263,296
				<b>10,263,296</b>
To Account		Project		Amount
038-4909-629-8112	LAND			10,263,296
				<b>10,263,296</b>

Approvals	Dept	Approved By	Date Approved
Originator	49	DONNA WILLIAMS-JONES	4/20/2012 05:15:59 PM
DepOffice	49	CYNTHIA MCDONALD	4/23/2012 12:35:23 PM

*-Duranig 5/2/12*  
*AGC May 2, 2012*

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**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

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

\$134	EMS	4/4/12	Cancelled Purchase Orders
\$78,259	Various	4/23/12	Cancelled Purchase Orders
(\$168,290)	TNR	5/1/12	Environmental Monitoring
(\$151,174)	Facilities	5/1/12	Security at 700 Lavaca
<b>\$10,215,432</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>
<b>\$1,325,793</b>	<b>Remaining Allocated Reserve Balance After Possible Future Expenditures</b>

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**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
(\$80,000)	Records Management	5/1/12	Audio/Visual Equip. & Build-out @ 700 Lavaca
<b>\$851,666 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)</b>	<b>Total Possible Future Expenses (Earmarks)</b>

**\$354,661 Remaining CAR Balance After Possible Future Expenditures**

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

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