



Travis County Commissioners Court Agenda Request

Meeting Date: May 15, 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 by Tuesdays at 5:00 p.m. for the next week's meeting.

BUDGET AMENDMENTS AND TRANSFERS

FY 2012

5/15/2012

AMENDMENTS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		001	0850	518	0701	Tax	Reg.Sal.-Perm Empl		\$ 3,888	1
		001	0860	518	0701	Tax	Reg.Sal.-Perm Empl		\$ 3,887	
		001	1405	525	6099	Facilities	Other Purchased Serv	\$ 7,775		
A2		517	9800	981	9892	Reserves	CO Allocated Reserves		\$ 868,988	9
	KLAV03	517	1405	801	3001	Facilities	Office Equip,Furn & Supp	\$ 305,000		
	KLAV03	517	1405	801	8105	Facilities	Buildings	\$ 563,988		
A3		001	9800	981	9892	Reserves	Allocated Reserves		\$ 51,743	13
		001	4945	631	0701	TNR	Reg.Sal.-Perm Empl	\$ 12,341		
		001	4945	631	0801	TNR	Reg. Sal.-Temp Empl	\$ 19,204		
		001	4945	631	2002	TNR	FICA Tax-OASDI	\$ 1,956		
		001	4945	631	2003	TNR	Hospitalization	\$ 2,784		
		001	4945	631	2004	TNR	Life Insurance	\$ 29		
		001	4945	631	2005	TNR	Retirement Contribution	\$ 3,028		
		001	4945	631	2006	TNR	Worker's Compensation	\$ 609		
		001	4945	631	2007	TNR	FICA Tax-Medicare	\$ 457		
		001	4945	631	3001	TNR	Office Equip,Furn & Supp	\$ 55		
		001	4945	631	3011	TNR	Bldg Maint Eq/Supp	\$ 480		
		001	4945	631	3014	TNR	Paint, Painting Eq & Supp	\$ 200		
		001	4945	631	3015	TNR	Other General Hardware	\$ 165		
		001	4945	631	3031	TNR	Custodial,Laundry,Cleang	\$ 500		
		001	4945	631	3035	TNR	Clothing, Uniforms	\$ 585		
		001	4945	631	3041	TNR	Recreational Equip/Supp	\$ 480		
		001	4945	631	3043	TNR	Yards,Grounds,Ag Eq/Supp	\$ 4,720		
		001	4945	631	3055	TNR	Law Enforcement Eq/Supp	\$ 500		
		001	4945	631	3061	TNR	Road/Hwy Eq/Supp	\$ 250		
		001	4945	631	4801	TNR	Utilities	\$ 2,000		
		001	4945	631	5004	TNR	Reprs-Bldg Struct/Equip	\$ 1,400		
A4		001	9800	981	9891	Reserves	CAR Reserve		\$ 42,283	13
		001	4945	829	3001	TNR	Office Equip,Furn & Supp	\$ 3,783		
		001	4945	829	8043	TNR	Yards,Grounds,Ag Eq/Supp	\$ 38,500		



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: May 7, 2012

RE: Request to transfer funds from Tax Office personnel items to Facilities Management for Workstation Modifications in FY 12.

The Tax Office is requesting approval to transfer \$7,775 to the Facilities Management Department for the reconfiguration of the department's administrative area. The cost will be internally funded using temporary salary savings. PBO confirms that the Tax Office is meeting the prorated amount of its \$123,776 of budgeted permanent salary savings for the first half of the fiscal year. The department will have approximately \$9,200 of temporary salary savings remaining after this purchase. Temporary salary savings totaling \$58,551 were previously approved to be applied to computer purchases for the Motor Vehicle Division of the Tax Office.

The Tax Office states that it desires to modify their administrative office space to alleviate noise issues and distractions that are disturbing employees, hampering workflow, and presenting potential security problems. The attached departmental memo describes the issues the office is attempting to remedy with this request.

The Tax Office plans to execute this project in the current fiscal year and is not including it their FY 13 budget request because this is a one-time project and the department has sufficient temporary salary savings to carry out the project at this time. The department wishes to expedite the project to solve work disruptions and security issues.

The Tax Office has worked with Facilities Management Department to create scenarios that will provide for the administrative desks to face the opposite direction, creating a natural barrier and effectively blocking sound and traffic from the offices. The existing solid cubicle structures will also be exchanged for glass cubicle partitions, which will allow staff and customers better access to each other.

PBO recommends approval of this request.

cc: Leslie Browder, County Executive, PBO
Tina Morton, Travis County Tax Assessor-Collector
Leroy Nellis, Jessica Rio, PBO
Dee Lopez, Tax Office
Kim Nguyen, FMD



**TRAVIS COUNTY TAX ASSESSOR-COLLECTOR
VOTER REGISTRATION DIVISION**

5501 Airport Blvd. PO Box 1748 Austin, TX 78767-1748
Tel: (512) 854-9473 Fax: (512) 854-4840
www.traviscountytax.org

May 7, 2012

MEMO TO: Aerin Toussaint, PBO

FROM: Dee Lopez, Tax Office *dl*

RE: Temporary Salary Savings to Reconfigure Tax Administration Area

This memo serves as a request to use temporary salary savings to reconfigure the work stations in the Tax administrative area. The reconfiguration of workstations will provide a better work environment by reducing noise levels and provide a secure work place. Please note that this project will be internally funded with temporary salary savings.

A design layout is attached showing the existing and proposed final plan. (See Attachment A) In the existing layout of the workstations, staff does not have immediate access to their customers. There are blind spots whereby customers cannot see administrative staff and vice versa. Customers often proceed to non-secure areas of the Tax office seeking assistance. This has caused security concerns as customers (and their families/children) are entering private offices and other secure areas undetected.

In addition, the noise level is increased as customers are waiting in unattended areas for the next staff member to assist them. The increased noise level interferes with communication at work, concentration of work assignments, and health effects such as stress. The proposed final workstation layout provides a secure environment for customers and staff while decreasing noise levels.

I have received bids from Workplace Resource and Titus to reconfigure three existing workstations and the total cost does not exceed \$7775. (See attachment B and C)

Please feel free to contact me at 49203 for additional information.

**TRAVIS COUNTY
TAX OFFICE RECONFIGURATION
US COMMUNITIES AG0607
LEAD TIME 4-6 WEEKS
QUOTE #02120066**

Item	Qty.	Product			Unit	Extended	
1	1	G6120.48NS			\$114.84	\$114.84	
		+Task Light,E.E.,No Dim,AO/Pros/Etho/Canvas,Canada 48W					
2	2	A0215.34	Surface Finish	MT	+medium tone	\$7.92	\$15.84
		+Draw Rod 34H					
3	1	A3352.1348			\$193.68	\$193.68	
		+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H					
4	1	A1276.53H	Lock Option	KD	+keyed differently		
		+Fin End,Stacking 53H	Case Finish	MT	+medium tone	\$30.60	\$30.60
			Door Finish	4N	+horizon-Pr Cat 2		
			4N_Colors	15	+horizon elderberry		
5	4	A1271.67H	Surface Finish	MT	+medium tone	\$20.16	\$80.64
		+Fin End 67H	Cable Management Finish	MT	+medium tone		
6	2	A1230.67H	Surface Finish	MT	+medium tone	\$87.12	\$174.24
		+Conn,3-Way 90 Deg Hard 67H	Cable Management Finish	MT	+medium tone		
7	1	A1218.14	Surface Finish	MT	+medium tone	\$15.84	\$15.84
		+L-Conn,Stacking,Chg of Ht or End of Run,14H	Cable Management Finish	MT	+medium tone		
8	1	A1217.14			\$15.84	\$15.84	
		+L-Conn,Stacking					
9	1	A1214.14			\$15.84	\$15.84	
		+T-Conn,Stacking					
10	1	A1169.1442			\$290.88	\$290.88	
		+Stacking Panel,Glass,42W					
		Frame/Trim/Top Cap Finish	MT	+medium tone			

**TRAVIS COUNTY
TAX OFFICE RECONFIGURATION
US COMMUNITIES AG0607
LEAD TIME 4-6 WEEKS
QUOTE #02120066**

Item	Qty.	Product			Unit	Extended	
11	1	A1169.1430 +Stacking Panel,Glass,30W	Glass Finish	TR	+clear	\$223.56	\$223.56
12	1	A1120.6742N +Panel,Fabric Npwr 67H 42W	Frame/Trim/Top Cap Finish Glass Finish	MT TR	+medium tone +clear	\$254.16	\$254.16
13	1	A1120.6724G +Panel,Fabric Pwr 4-Circ W/Com Pt Lc 67H 24W	Trim/Top Cap Finish Cable Management Finish Surface Finish Side 1 4N_Colors Surface Finish Side 2 4N_Colors	MT MT 4N 15 4N 15	+medium tone +medium tone +horizon-Pr Cat 2 +horizon elderberry +horizon-Pr Cat 2 +horizon elderberry	\$242.64	\$242.64
14	1	A1120.3942G +Panel,Fabric Pwr 4-Circ W/Com Pt Lc 39H 42W	Trim/Top Cap Finish Cable Management Finish Surface Finish Side 1 4N_Colors Surface Finish Side 2 4N_Colors	MT MT 4N 15 4N 15	+medium tone +medium tone +horizon-Pr Cat 2 +horizon elderberry +horizon-Pr Cat 2 +horizon elderberry	\$245.16	\$245.16
15	1	A1120.3930G +Panel,Fabric Pwr 4-Circ W/Com Pt Lc 39H 30W	Trim/Top Cap Finish Cable Management Finish Surface Finish Side 1 4N_Colors Surface Finish Side 2 4N_Colors	MT MT 4N 15 4N 15	+medium tone +medium tone +horizon-Pr Cat 2 +horizon elderberry +horizon-Pr Cat 2 +horizon elderberry	\$215.64	\$215.64
16	1	SA457160 **AO2 Rolling Door, 67x42, Thick Base, Fabric to 38H Translucent Ribbed Plastic Upper, Lock	Trim Base Fabric	MT MT 4N	+medium tone +medium tone +horizon-Pr Cat 2	\$1,037.88	\$1,037.88

**TRAVIS COUNTY
TAX OFFICE RECONFIGURATION
US COMMUNITIES AG0607
LEAD TIME 4-6 WEEKS
QUOTE #02120066**

Item	Qty.	Product	Unit	Extended
17	1	SA278443 4N_Colors 15 +elderberry **Threshold/Track Assembly for AO2 42w Rolling Door, Thick Base	\$360.00	\$360.00
18	1	DESIGN Design Service	\$780.00	\$780.00
19	1	INSTALL Labor to tear down (3) AO2 stations & reinstall (3) stations using existing & new product per print; field modify (1) existing surface. Excess to go to on site storage, Normal business hours.	\$1,690.00	\$1,690.00
Total:				\$5,997.28



Estimate Form

509 W 11th St. Austin, TX 78664 Phone: (512) 854-4998 Fax: (512) 854-9711

March 28, 2012 Category: routine

Memo to: Name: Luis Ortiz Agency: Travis County, ITS

From: Name: Tony Marini Agency: Titus Systems, LP

Location: Bldg: airport Tax Address:

ID: Work Order #: 673048

Contact: Name: Dolores Lopez Phone: 8549203 E-Mail: dee.lopez@co.travis.tx.us

Scope: The TAX/ADMIN area is moving/relocating cubicles, need an estimate to reroute cables to new configuration. Contact Doris Lopez for detail information on cubicle location. EXT # 4-9203. Titus will relocate the existing cable from the existing furniture locations to the walls and reterminate them so that they can be used in the future and we will install new SIOs in the new furniture location. This work is to be completed during normal business hours. Any change to the above scope will require a new estimate.

Description	Quantity	Unit Price	Total
264 Installation of 66-Block with Bracket	1	34.43	34.43
003 One (1) Category 5e dual data and one (1) Category 3 single voice outlet	2	498.31	996.62
101 Relocation of Data, Voice, Video, PA system or Intercom system Indoor Cabling:	9	82.50	742.50
0		0.00	0.00

Total: \$ 1,773.54

Budget Adjustment: 32532

Fyr _ Budget Type: 2012-Reg

Author: 8 - PFERTNER, KATHLEEN

Created: 5/7/2012 4:52:29 PM

PBO Category:

Court Date: 5/15/2012

Dept: TAX COLLECTOR

Just: InterDpXfr

project for admin layout

From Account	Acct Desc	Project	Proj Desc	Amount
001-0850-518-0701	REG SALARIES-PERMNT EMPL			3,888
001-0860-518-0701	REG SALARIES-PERMNT EMPL			3,887
				<hr/>
				7,775
To Account		Project		Amount
001-1405-525-6099	OTHER PURCHASED SERVICES			7,775
				<hr/>
				7,775

Approvals	Dept	Approved By	Date Approved
Originator	8	KATHLEEN PFERTNER	5/7/2012 4:55:30 PM

 Die n May 9, 2012



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 *DARAMIE*

DATE: May 6, 2012

RE: Request by Facilities Management Department (FMD) for additional funding as requested by HS&A for the ground, 1st and 2nd Floors Renovation at 700 Lavaca

Facilities Management has forwarded a request from HS&A for funding to allow for the completion of the renovation of the lower level, 1st and 2nd Floors of 700 Lavaca. This part of the overall renovation work at 700 Lavaca is being overseen by HS&A. HS&A is requesting \$868,988 in funding that was initially discussed with Commissioners Court on April 12, 2011. PBO is recommending that the funding come from the CO Fund 517 Allocated Reserve. Fund 517 has been used for 700 Lavaca renovation and improvements and funds for this project were earmarked last year.

700 Lavaca Funding History

In FY 10, Commissioners Court purchased 700 Lavaca for \$62,511,624. From FY 10 through today, Commissioners Court has approved funding for due diligence repairs, renovation, energy efficiency upgrades, core building and parking garage improvements, FFE, and associated project management, specialized consulting, and other fees totaling \$31,285,379. Of that amount, \$2,207,900 related to energy efficiency upgrades was funded by a federal grant from the U.S. Department of Energy.

This request is for an additional \$868,988 for work on the lower level, 1st and 2nd floors of the building. In addition, there is a budget request from FMD for funding in FY 13 of \$1,754,409 for renovation work and furniture for departments moving to the 7th and 10th floors and for a chiller and generator needed to accommodate the BEFIT server room and IDF and security closets. FMD has also identified a placeholder amount of \$348,826 for additional security that may be needed, not including any additional staff. There is also a FY 13 budget request from Records Management (RMCR) for additional costs related to A/V equipment. Finally, once the 9th, 13th and 14th floors become available for county occupancy, an estimated \$2,395,296 will be needed after FY 13 to renovate those floors. This figure does not include any new furniture that may be needed or an inflation factor.

HS&A Request


On April 12, 2011, Commissioners Court heard from HS&A about the need for an additional \$600,000 for the construction and equipping of a lower level cafeteria which was not

contemplated at the time that HS&A was hired by Court to manage the 700 Lavaca ground floors project, and \$268,988 in contingency. At the time, the Commissioners Court was advised that these two amounts would be available in the CO Fund 517 Allocated Reserve in FY 12. HS&A will be available to answer any specific questions on this budget request on Tuesday, May 15th. Attached is a memo from HS&A to FMD outlining some of the project costs that are currently unfunded.

The current balance of the CO Fund 517 Allocated Reserve available is \$1,345,197. If this request is approved, the balance will drop to \$476,209. PBO concurs with this request.

cc: Leslie Browder, County Executive
Jessica Rio, Travis Gatlin, PBO
Roger El Khoury, Ken Gaede, John Carr, Amy Draper, FMD
Cyd Grimes, Richard Villarreal, Purchasing Office

REQUEST FOR BUDGET MODIFICATION

DATE: 04/25/2012
TO: MR. KEN GAEDE
FACILITIES MANAGEMENT DEPARTMENT
P.O. BOX 1748, AUSTIN, TEXAS 78701
FROM: BILL MCCANN 
SUBJECT: 700 LAVACA PROJECT
PROJECT BUDGET – UPCOMING REQUISITION REQUIREMENTS

It is our understanding that due to an upcoming accounting software system migration, TCFMD needs advance notice to ensure that project funds are in place to pay for anticipated project costs beyond those currently contemplated in existing contracts. I have listed below HS&A's best estimate of in budget, project costs that will require requisitioning between now and July 1st.

- \$450,000 for Project Furniture including new furniture purchased on contract, new custom furniture and moving expenses associated with existing furniture moves from both the Grainger Building and from within 700 Lavaca
- \$69,000 for Current Pending Change Estimates
- \$75,000 for Currently unknown changes based on previous expenditure history
- \$60,000 for UPS equipment for IDF Rooms located on the first and second floors
- \$35,000 for enhanced signage, branding and way-finding
- \$85,000 for additional A.V. and Video Conferencing Equipment for building amenity conference rooms

We are assuming that the costs associated with providing a back-up generator for TCITS during the Project's scheduled May 5th building wide power shut down will be funded by TCITS in keeping with Joe Harlow's e-mail of April 17th (see attached).

These are our best estimates. Exact amounts are likely to change. As you know, until the project is 100% complete, there is always the possibility of discovering a previously unforeseen condition that could carry extraordinary costs. Whatever can be done to fund our Project Budget to the Court – approved amount of \$10,999,240 would be greatly appreciated.

Please call if you have any questions. Thank you.

Budget Adjustment: 32546

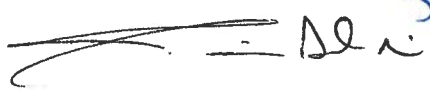
Fyr_ Budget Type: 2012-Bonds
 PBO Category: Amendment
 Just: Other

Author: 14 - DRAPER, AMY
 Court Date: May 15, 2012
 Transfer funds from Reserve to 700 Lavaca project, LL - 2

Created: 5/9/2012 7:40:17 AM
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
517-9800-981-9892	ALLOCATED RESERVES			868,988
				868,988
To Account		Project		Amount
517-1405-801-3001	OFFICE EQUIP,FURN, & SUPP	KLAV03	700 LAVACA STREET RENOVAT	305,000
517-1405-801-8105	BUILDINGS	KLAV03	700 LAVACA STREET RENOVAT	563,988
				868,988

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	5/9/2012 07:40:27 AM
DepOffice	14	AMY DRAPER	5/9/2012 07:40:31 AM
DepOfficeTo	14	AMY DRAPER	5/9/2012 07:40:33 AM

-Daranie 5/9/12
 *May 9, 2012*




PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Members of Commissioners Court

FROM: Diana A. Ramirez, Sr. Budget Analyst 

DATE: May 6, 2012

RE: Request by Transportation and Natural Resources (TNR) for Funding from the Allocated and CAR Reserves for Operating Costs Related to the Opening of Phase III of Northeast Metro Park

During the FY 12 budget process, Commissioners Court approved two earmarks related to the opening of Phase III of Northeast Metro Park: a \$137,421 earmark on Allocated Reserve and a \$38,500 earmark on CAR Reserve. The earmarks were for additional staff and capital required to operate and manage the additional amenities provided by Phase III this summer, which includes a 41,450 square foot skate park, a spray/splash park, and covered picnic areas that can be rented for special events.

Last year's original request included funding for three Parks Maintenance Workers and associated operating budget as well as two personnel carriers and a portable spray washer. Now that the new amenities are scheduled to open on July 1, 2012, TNR has updated its request to better reflect the needs.

The major change to the request is that instead of asking for three Parks Maintenance Workers (3 FTE), TNR is requesting one parks supervisor and temporary salary funds for seasonal parks workers. TNR is asking to hire staff by June 1, 2012. NE Metro Park currently has one Supervisor II overseeing the daily operations and maintenance of this large facility. Existing park amenities include 18 soccer/multi-use fields and eight baseball fields. With the new amenities, this park will be open 16 hours/day, 365 days a year and therefore TNR does not believe it is feasible for one person to manage this daily workload. PBO has reviewed this request and concurs with TNR's changes.

The other change to the request is comprised of a request for a PC and telephone for the Supervisor. This equipment was not requested originally because Parks Maintenance Workers do not need this equipment.

The funding needed for four months in FY 12 is \$51,743 for personnel and operating and \$42,283 for capital and IT equipment. The annualized, ongoing cost for FY 13 is \$129,075. PBO recommends approval of these budget amendments and also recommends that Commissioners Court approve the posting of the Supervisor position in May 2012 to allow time for recruiting the

position. With approval of this request PBO will include the new FTE and increased temporary salary funding as well as ongoing operating expense in the FY 13 Preliminary Budget.

cc: Leslie Browder, Leroy Nellis, Jessica Rio, PBO
Steven Manilla, Carol Joseph, Cynthia McDonald, Donna Holt, Charles Berg,
Robert Armistead, Kurt Nielsen, Tim Speyer, TNR
Todd Osburn, Carlotta Leavy, HRMD
Sheryl Holder, ITS



TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

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

May 2, 2012

MEMORANDUM

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

FROM: Steven M. Manilla, P.E., County Executive, TNR

SUBJECT: BUDGET TRANSFER REQUEST NORTHEAST METRO PARK

Parks staff is now able to project the opening date for the new facilities at Northeast Metropolitan Park, therefore we are requesting funding from the Allocated and CAR Reserves to fund the operation of these new facilities. Construction of the skate park is complete and other amenities are scheduled to be complete in June 2012. We are planning a July 1, 2012 opening of this portion of the Northeast Metropolitan Park.

In the FY12 Budget, the following was approved based on an April 1, 2012 start date:

- Operating funds of \$137,421 (includes three maintenance workers) -- funds are earmarked in the Allocated Reserve
- Capital funds of \$38,500 (two personnel carriers, and a portable spray washer) – funds are earmarked in the CAR Reserve

As these park improvements have developed, park management has determined that the requirements for operating the new facilities are different than originally anticipated. Therefore, this funding request is slightly different than originally requested during the FY12 Budget process. TNR is asking for a total of \$51,743 to be funded from the Allocated Reserve (001-9800-981-9892) and \$42,283 to be funded from the CAR Reserve (001-9800-981-9891). The capital request is higher due to the need for a computer and telephone to accommodate the proposed supervisor position.

The \$51,743 in operating includes a proposed supervisor position, seasonal park workers, and operating funds for a four month period, June through September 2012. For planning purposes, TNR is requesting a supervisor position. TNR is working with HRMD to get the position properly classified. The \$42,283 in capital includes two personnel carriers, a portable spray washer, and a computer and telephone.

The FY13 annualized ongoing costs of \$129,075 includes \$114,715 for personnel (both the supervisor and temporary project workers) and \$14,360 in operating and maintenance line items. (Please see attached spreadsheet for further details.)

STAFF RECOMMENDATIONS:

Northeast Metro Park is already a very large sports complex (eighteen soccer / multi-use fields and eight baseball fields) and is one of the busiest parks in our system. With the completion of Phase III, which will now include a 41,450 square foot skate park, one of the largest in Texas, Travis County will have invested over \$18 million the parks infrastructure.

There will now be diverse user groups using the facility up to sixteen hours per day, 365 days per year. Once Phase III is completed, the Northeast Metropolitan Park complex will reach an operational and maintenance level that will require more than one supervisor to manage the day-to-day operations and to protect the County's investment in these new amenities. Therefore we have reevaluated our original submission and are requesting the park supervisor position and temporary project workers in lieu of the three park maintenance workers included in the original budget request.

We are requesting the Commissioners Court approve the transfer of \$51,743 from the Allocated Reserve (001-9800-981-9892) and \$42,283 from the Capital Acquisition Reserve (001-9800-981-9891) to fund the operations and maintenance of the additional amenities for four months in FY12 (June through September).

ISSUES AND OPPORTUNITIES:

Currently there is one Supervisor II overseeing the operations and maintenance of this park. The position is responsible for the maintenance and upkeep of the parks infrastructure and sports fields seven days per week. This requires expertise in buildings, complex irrigation systems, and sports turf field maintenance. It also includes weekly coordination with multiple user groups who have reserved the parks athletic fields. When these new components -- skate park, spray park, and group shelters -- are added to the mix, management believes this park facility will have reached a threshold requiring an additional supervisor.

FISCAL IMPACT AND SOURCE OF FUNDING:

This request for FY12 is for the transfer of \$51,743 from the Allocated Reserve (001-9800-981-9892) and \$42,283 from the Capital Acquisition Reserve (001-9800-981-9891) to fund the operations and maintenance of the additional amenities for four months in FY12 (June through September). The annualized amount for FY13 is \$129,075 which includes \$114,715 for personnel and \$14,360 for ongoing operations and maintenance.

cc: Diana Ramirez, Sr. Budget Analyst, PBO
Charles Bergh, Division Director, Parks
Robert Armistead, Program Manager, Parks
Kurt Nielsen, District Park Manager, Parks
Tim Speyrer, Park Supervisor II, Northeast Metro Park
Donna Holt, Division Director, Administrative Services
Cynthia McDonald, Financial Manager, TNR

Budget Adjustment: 32433

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

Author: 49 - MCDONALD, CYNTHIA
 Court Date: Tuesday, May 15 2012

Created: 5/2/2012 10:09:50 PM
 Dept: RESERVES
 Transfer from Allocated Reserve to TNR for Northeast Metro Park -- operating expenditures

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			51,743
				51,743
To Account		Project		Amount
001-4945-631-0701	REG SALARIES-PERMNT EMPL			12,341
001-4945-631-0801	REG SALARIES-TEMP EMPL			19,204
001-4945-631-2002	FICA TAX - OASDI			1,956
001-4945-631-2003	HOSPITALIZATION			2,784
001-4945-631-2004	LIFE INSURANCE			29
001-4945-631-2005	RETIREMENT CONTRIBUTION			3,028
001-4945-631-2006	WORKER'S COMPENSATION			609
001-4945-631-2007	FICA TAX - MEDICARE			457
001-4945-631-3001	OFFICE EQUIP,FURN, & SUPP			55
001-4945-631-3011	BUILDING MAINT EQUIP/SUPP			480
001-4945-631-3014	PAINT,PAINTING EQ & SUPP			200
001-4945-631-3015	OTHER GENERAL HARDWARE			165
001-4945-631-3031	CUSTODIAL,LAUNDRY,CLEANG			500
001-4945-631-3035	CLOTHING, UNIFORMS			585
001-4945-631-3041	RECREATIONAL EQUIP & SUPP			480
001-4945-631-3043	YARDS,GROUND,AG EQ/SUPP			4,720
001-4945-631-3055	LAW ENFORCEMENT EQ & SUPP			500
001-4945-631-3061	ROAD & HIGHWAY EQ & SUPP			250
001-4945-631-4801	UTILITIES			2,000
001-4945-631-5004	REPRS-BLDG STRUCT & EQUIP			1,400
				51,743

Approvals	Dept	Approved By	Date Approved
Originator	49	CYNTHIA MCDONALD	5/2/2012 10:15:04 PM
DepOffice	49	CYNTHIA MCDONALD	5/2/2012 10:15:08 PM
DepOfficeTo	49	CYNTHIA MCDONALD	5/2/2012 10:15:10 PM

DeRaney 5/8/12
DeRaney 5/9/2012

Budget Adjustment: 32432

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

Author: 49 - MCDONALD, CYNTHIA
 Court Date: May 15, 2012
 Transfer from CAR Reserve to TNR for Northeast Metro Park capital associated with skate park and

Created: 5/2/2012 9:48:19 PM
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9891	CAPITAL ACQUISTN RESERVES			42,283
				42,283
To Account		Project		Amount
001-4945-829-3001	OFFICE EQUIP & FURNITURE			3,783
001-4945-829-8043	YARDS, GROUND, AGRICTRL EQ			38,500
				42,283

Approvals Dept Approved By Date Approved

D. Raney 5/19/12

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

Amount	Dept Transferred Into	Date	Explanation
\$15,196,426			Beginning Balance
(\$354,050)	County Clerk	10/13/2011	Voting Equip. for other entities elections
(\$3,559)	Comm. Pct. 4	10/18/11	ACC Internship Program
(\$3,559)	Records Mngt.	10/18/11	ACC Internship Program
(\$650)	Comm. Pct. 3	10/18/11	Office Supplies
(\$1,500)	Constable Pct. 1	10/25/2011	Bilingual Pay
\$37,432	Various	10/26/2011	Cancelled Purchase Orders
(\$41,044)	JP Pct. 1	10/26/2011	Special Project Temp. Employee
(\$41,044)	JP Pct. 1	10/26/11	Special Project Temp. Employee
\$24,673	Various	11/7/11	Cancelled Purchase Orders
(\$57,415)	Purchasing	11/8/2011	Temp. Empl-Transition to new accting sys.
(\$5,000)	General Admin.	11/22/2011	Redistricting Services
(\$299,500)	TNR	11/22/11	Purchase 244 Acres-Wilbarger Crk
(\$1,248,996)	ITS	11/22/11	BEFIT Hardware and Software
(\$70,000)	Sheriff's Office	12/6/2011	TCSO Training Funds
\$30,927	Various	12/8/11	Cancelled Purchase Orders
(\$34,620)	TNR	12/16/11	FTE Monitor Nonpotable Water
\$11,865	Various	12/16/11	Cancelled Purchase Orders
(\$25,000)	TNR	12/22/2011	Envision Central Texas
(\$30,000)	County Attorney	12/22/11	Redistricting Outside Counsel
(\$45,640)	Criminal Courts	12/27/2011	Continue Veterans Court Program
(\$10,000)	TNR	12/28/11	Clean Air Force
\$28,827	Auditor	1/13/12	Technical correction for Excess rollover amt.
(\$5,500)	Facilities	1/17/12	Palm Square Appraisal Fee
(\$3,089)	TNR	1/17/12	Lake Travis Economic Study
(\$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
\$10,033	Various	5/4/12	Cancelled Purchase Orders
\$10,225,465	Current Balance		

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

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$750,000)	TNR - Landfill
(\$300,000)	Criminal Courts - Possible Capital Cases
(\$208,000)	RMCR - Offsite Storage
(\$200,000)	HRMD - Revised Tuition Reimbursement Policy
(\$175,000)	PBO - Bank Depository Contract
(\$149,135)	County Clerk - Redistricting effects on Elections
(\$100,000)	RMCR - Postage
(\$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

(\$8,834,431) Total Possible Future Expenses (Earmarks)

\$1,391,034 Remaining Allocated Reserve Balance After Possible Future Expenditures

Capital Acquisition Resources Account Reserve Status (001-9800-981-9891)

Amount	Dept Transferred Into	Date	Explanation
\$1,433,446			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
\$851,666 Current Reserve Balance			

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

Amount	Explanation
(\$330,000)	EMS - EMS Interlocal Base Agreement - Ambulances
(\$48,505)	TCSO - Security
(\$38,500)	TNR - Northeast Metro Park - Phase III
(\$417,005)	Total Possible Future Expenses (Earmarks)

\$434,661 Remaining CAR Balance After Possible Future Expenditures

Salary Savings Reserve Status (001-9800-981-9803)

Amount	Dept Transferred Into	Date	Explanation
\$330,703			Beginning Balance
\$330,703 Current Reserve Balance			

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

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

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

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
\$1,000,000 Current Reserve Balance			

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

Amount	Dept Transferred Into	Date	Explanation
\$4,000,000			Beginning Balance
(\$425,000)	CJP	12/27/11	Related to Civil Courthouse Contract
(\$65,000)	CJP	1/19/2012	Legal Services Contract
\$3,510,000 Current Reserve Balance			

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

Amount	Dept Transferred Into	Date	Explanation
\$250,000			Beginning Balance
\$250,000 Current Reserve Balance			

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

Amount	Dept Transferred Into	Date	Explanation
\$596,369			Beginning Balance
(\$45,925)	Auditor	5/1/12	Grants Financial Auditor/Analyst
(\$265)	ITS	5/1/12	Software
\$550,179 Current Reserve Balance			

Smart Bldg. Facility Maintenance Reserve Status (001-9800-981-9838)

Amount	Dept Transferred Into	Date	Explanation
\$60,250			Beginning Balance
\$60,250 Current Reserve Balance			

IJS/FACTS Reserve Status (001-9800-981-9840)

Amount	Dept Transferred Into	Date	Explanation
\$4,700,000			Beginning Balance
(\$584,694)	ITS	3/7/12	JP Case Management System
(\$42,805)	County Clerk	5/8/12	FACTS Transition Staff
(\$47,516)	Criminal Courts	5/8/12	FACTS Transition Staff
\$4,024,985 Current Reserve Balance			

Transition Reserve Status (001-9800-981-9841)

Amount	Dept Transferred Into	Date	Explanation
\$750,000			Beginning Balance
\$750,000 Current Reserve Balance			

Reserve for State Cuts Status (001-9800-981-9842)

Amount	Dept Transferred Into	Date	Explanation
\$300,000			Beginning Balance
*\$300,000 Current Reserve Balance			

Reserved for MHMR

Starflight Maintenance Reserve Status (001-9800-981-9843)

Amount	Dept Transferred Into	Date	Explanation
\$640,000			Beginning Balance
(\$245,000)	EMS	11/15/11	Rescue Hoist
\$395,000 Current Reserve Balance			

TCSO Overtime Reserve Status (001-9800-981-9844)

Amount	Dept Transferred Into	Date	Explanation
\$1,500,000			Beginning Balance
\$1,500,000 Current Reserve Balance			

Annualization Reserve Status (001-9800-981-9890)

Amount	Dept Transferred Into	Date	Explanation
\$1,043,855			Beginning Balance
\$1,043,855 Current Reserve Balance			

Unallocated Reserve Status (001-9800-981-9898)

Amount	Dept Transferred Into	Date	Explanation
\$51,367,824			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
\$17,785,727 Current Reserve Balance			