



Travis County Commissioners Court Agenda Request

Meeting Date: May 22, 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

5/22/2012

AMENDMENTS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		001	9800	981	9821	Reserves	Planning Reserve		\$ 6,500	1
		001	5500	557	6503	CJP	Travel,Meals,Lodging	\$ 3,250		
		001	5500	557	6504	CJP	Training & Seminars	\$ 3,250		
A2		001	9800	981	9821	Reserves	Planning Reserve		\$ 7,500	3
		001	5500	557	4012	CJP	Legal	\$ 7,500		
A3		018	0870	518	9892	Reserves	Fund 018 Allocated Resv		\$ 82,831	5
		018	0870	518	6008	Tax	Contracted Employees	\$ 57,114		
		018	0870	518	6503	Tax	Travel,Meals,Lodging	\$ 22,042		
		018	0870	518	6504	Tax	Training & Seminars	\$ 3,675		
A4		001	9800	981	9892	Reserves	Allocated Reserves		\$ 117,556	15
		001	1035	631	8124	Gen. Admin.	Purchd Srvc-Infrastruct	\$ 117,556		

Amendments A5 to A15 are for the FY 12 Market Salary Survey Cost (April to September)

A5		001	9800	981	9892	Reserves	Allocated Reserves		\$ 2,816,473	18
		001	Var.	Var.	Var.	Various	Various	\$ 2,816,473		
A6		099	4941	981	9892	TNR	Fund 099 Allocated Resv.		\$ 297,829	18
		099	Var.	Var.	Var.	TNR	Various	\$ 297,829		
A7		011	5740	981	9892	Rec. Mngt.	Fund 011 Allocated Resv		\$ 10,656	18
		011	Var.	Var.	Var.	Rec. Mngt.	Various	\$ 10,656		
A8		036	2210	981	9892	Civil Cts.	Fund 036 Allocated Resv		\$ 6,512	18
		036	Var.	Var.	Var.	Civil Cts.	Various	\$ 6,512		
A9		067	9800	981	9892	Reserves	Fund 067 Allocated Resv.		\$ 3,672	18
		067	Var.	Var.	Var.	Various	Various	\$ 3,672		
A10		049	2500	981	9892	Probate Ct.	Fund 049 Allocated Resv		\$ 2,228	18
		049	Var.	Var.	Var.	Probate Ct.	Various	\$ 2,228		
A11		030	9800	981	9898	Reserves	Fund 030 Unallocated Resv		\$ 2,084	18
		030	Var.	Var.	Var.	RMCR	Various	\$ 2,084		
A12		038	4909	981	9892	TNR	Fund 038 Allocated Resv		\$ 1,804	18
		038	Var.	Var.	Var.	TNR	Various	\$ 1,804		
A13		057	2060	981	9892	County Clerk	Fund 057 Allocated Resv		\$ 869	18
		057	Var.	Var.	Var.	County Clerk	Various	\$ 869		
A14		059	4220	587	9892	PreTrial Svcs	Fund 059 Allocated Resv		\$ 636	18
		059	Var.	Var.	Var.	PreTrial Svcs	Various	\$ 636		
A15		055	9800	981	9892	Reserves	Fund 055 Allocated Resv		\$ 55	18
		055	Var.	Var.	Var.	District Clerk	Various	\$ 55		

TRANSFERS

LA#	Project Code FUND	DEPT/DIV	ACT	ELM/ OBI		Increase	Decrease	Pg #
Transfers T1 to T3 are for the FY 12 Market Salary Survey Cost (April to September)								
T1	526	1145	522	4520	HRMD	EPO Actives	\$ 13,890	18
	526	Var.	Var.	Var.	HRMD	Various	\$ 13,890	
T2	023	4510	593	7599	Juv. Probation	Miscellaneous	\$ 3,466	18
	023	Var.	Var.	Var.	Juv. Probation	Various	\$ 3,466	
T3	525	1140	522	4504	HRMD	General Liability	\$ 950	18
	525	Var.	Var.	Var.	HRMD	Various	\$ 950	
T4	001	5750	536	0701	Records Mngt.	Reg.Sal-Permnt Empl	\$ 3,882	31
	001	5710	536	0801	Records Mngt.	Reg.Sal-Temp.Empl	\$ 3,600	
	001	5710	536	2002	Records Mngt.	FICA Tax -OASDI	\$ 223	
	001	5710	536	2006	Records Mngt.	Worker's Compensation	\$ 7	
	001	5710	536	2007	Records Mngt.	FICA Tax - Medicare	\$ 52	

Budget Adjustment: 32570

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

Author: 55 - CAMERON, CORY
 Court Date: Tuesday, May 22 2012

Created: 5/11/2012 8:32:44 AM
 Dept: RESERVES

Final presentation by Ernst and Young to the Civil and Family Courthouse Recommendation Committee.

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9821	PLANNING RESERVE			6,500
				6,500
To Account		Project		Amount
001-5500-557-6503	TRAVEL, MEALS, LODGING			3,250
001-5500-557-6504	TRAINING & SEMINARS			3,250
				6,500

Approvals	Dept	Approved By	Date Approved
Originator	55	CORY CAMERON	5/11/2012 8:32:54 AM
DepOffice	55	CORY CAMERON	5/11/2012 8:32:56 AM
DepOfficeTo	55	CORY CAMERON	5/11/2012 9:56:34 AM

PBO concurs *[Signature]*
 5/11/12
[Signature] May 17, 2012



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

To: Cyd Grimes, Purchasing Agent, C.P.M, CPPO
Jorge Talavera, Purchasing Agent Assistant, CPPO, CPPB

From: Belinda Powell, Strategic Planning Manager *BPowell*

Date: May 8, 2012

Subject: Requested modification No. 1 to the contract with Ernst & Young for Consulting Services for Travis County Civil and Family Courthouse Feasibility Analysis of Delivery Options and Value-for-Money Analysis contract No. PS120059JT

This letter serves as formal notice that I recommend approval of a contract modification to the agreement with Ernst & Young in the lump sum amount of \$6,500 to pay for Mr. Tim Philpotts and Mr. Mark Gibson to prepare for and make a presentation of their final report to the Civil and Family Courthouse Recommendation Committee seated by the Commissioners Court on May 8, 2012. The lump sum covers roughly \$2,500 for travel and approximately 5 hours each for Mr. Philpotts and Mr. Gibson at their billing rate defined in the contract at \$397.00 per hour. I believe this is a reasonable fee for them to assist with the education of the Courthouse Recommendation Committee appointed by the Commissioners Court.

Requisition #559171 has been entered for the modification with funding in account #00155005874007.

The addition of this cost to the Ernst & Young contract will bring the contracted amount to \$431,500.

Please contact me if you have any questions regarding this request for modification.

cc:
Leslie Browder, County Executive, Planning & Budget
Roger Jefferies, County Executive, Justice & Public Safety



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

To: Cyd Grimes, Purchasing Agent, C.P.M, CPPO
Jorge Talavera, Purchasing Agent Assistant, CPPO, CPPB

From: Belinda Powell, Strategic Planning Manager

Date: May 17, 2012

Subject: **Requested modification No. 1 to the contract with Hawkins Delafield Wood, LLP, for Legal Services for the Advisory Team to perform a Feasibility Analysis for a Travis County Civil and Family Courthouse contract No. PS120088 JT**

This letter serves as formal notice that I recommend approval of a contract modification to the agreement with Hawkins Delafield Wood, LLP in the lump sum amount of \$7,500 to pay for Mr. Eric Petersen to prepare for and make a presentation of their final memorandum in conjunction with Ernst & Young to the Civil and Family Courthouse Recommendation Committee seated by the Commissioners Court on May 8, 2012. In addition, Mr. Petersen will prepare for and participate by video conference in a separate presentation and discussion with the Recommendation Committee on procurement options as presented by the Travis County Purchasing Agent. The lump sum covers approximately 15 hours of Mr. Petersen's time at the contractual billing rate of \$525.00 per hour and includes all expenses related to the participation in these Recommendation Committee meetings. I believe this is a reasonable fee for him to assist with the education of the Courthouse Recommendation Committee appointed by the Commissioners Court.

Requisition # has been entered for the modification with funding in account #00155005874007.

The addition of this cost to the HDW contract will bring the contracted amount to \$72,500.

Please contact me if you have any questions regarding this request for modification.

cc:

Leslie Browder, County Executive, Planning & Budget
Roger Jefferies, County Executive, Justice & Public Safety
Cory Cameron, Criminal Justice Planning
Katie Petersen, Planning & Budget

Budget Adjustment: 32613

Fyr _ Budget Type: 2012-Reg

Author: 55 - CAMERON, CORY

Created: 5/16/2012 3:58:37 PM

PBO Category: Amendment

Court Date: Tuesday, May 22 2012

Dept: RESERVES

Just: Other

Legal Services for Civil Courthouse Committee.

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9821	PLANNING RESERVE			7,500
				7,500
To Account		Project		Amount
001-5500-557-4012	LEGAL			7,500
				7,500

Approvals	Dept	Approved By	Date Approved
Originator	55	CORY CAMERON	5/16/2012 3:58:51 PM
DepOffice	55	CORY CAMERON	5/16/2012 3:58:52 PM
DepOfficeTo	55	CORY CAMERON	5/16/2012 3:58:59 PM

 May 17, 2012



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

Two handwritten signatures in black ink are positioned to the right of the memorandum header. The first signature is a stylized, cursive 'A', and the second is a more complex, cursive signature.

TO: Members of Commissioners Court
FROM: Aerin-Renee Toussaint, Budget Analyst
DATE: May 14, 2012
RE: Budget Transfer from Voter Registration Fund Allocated Reserves to Continue Activities Related to Voter Registration in the Tax Office

The Tax Office is requesting a transfer of \$82,861 from the Voter Registration Fund (018) Allocated Reserves to Voter Registration Fund Operating line items as advance funding for voter registration enhancement expenditures, until they can be reimbursed by the Texas Secretary of State (SOS). The money will be used to pay for contracted employees and for staff certification training.

The total request amount is \$82,861, as detailed below:

Contract Employees \$57,114
Travel, Meals, and Lodging \$22,072
Training \$3,675

This transfer will allow the Tax Office to continue voter registration work uninterrupted for the rest of FY 12, since the department is projecting that Fund 018 does not contain sufficient resources for the remainder of the fiscal year.

Chapter 19 of the Texas Election Code provides funding of voter awareness and education programs, temporary employee staffing, and technological improvements and equipment to counties in compliance with state mandates. Since 2007, Travis County has maintained Fund 018 as a separate fund for Chapter 19 voter registration monies. Each year, the County receives reimbursement to this fund from the SOS for voter registration purposes. Funds earmarked for Travis County are held at the State level until the County requires reimbursement. This year, the County is eligible to receive \$220,565 in reimbursement from the SOS. These funds expire two years after they are certified by the State.

In early May, the Tax Office ordered computer equipment for use by temporary personnel in the upcoming Presidential election. In the past, computer equipment has been borrowed from the ITS department, however this year, the Tax Office was unable to procure loaner equipment for voter registration purposes. The department chose to purchase the equipment mid-year, rather than through the

budget process, to prepare for the election and spend reimbursable State money instead of General Fund. Since the SOS only reimburses the County for expenditures and does not provide up-front cash, these expenditures and projected expenses related to the November Presidential election have exacerbated a gap in the fund.

PBO will work with the department to handle the funds when reimbursed by the State.
PBO recommends approval of this request.

cc: Leslie Browder, County Executive, PBO
Tina Morton, Tax Assessor-Collector
Jessica Rio, PBO
Dee Lopez, Tax Office



**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 11, 2012

MEMO TO: Aerin Toussaint, PBO

FROM: Dee Lopez, Tax Office *dl*

RE: Request for Additional Funds to Account 018-0870 for FY 2012

This memo serves to request \$82,861 to Account 018-0870. The funds are needed now to secure payments to vendors for services required of the voter registration division. We are preparing for an unprecedented Presidential election turnout. I anticipate receiving more than 50,000 voter applications beginning in August 2012 and therefore need to employ temporary personnel and technological equipment immediately. Without the additional requested funds, Travis County citizens will not be registered in time for the Presidential election and are disenfranchised from voting. I do not have the funds internally to fund this large project.

The Secretary of State certifies Chapter 19 funds annually for voter registration purposes such as temporary personnel, technological equipment, and voter awareness projects. The funds are held at the State Comptroller level and the funds are reimbursed to the county only after the vendor has been paid. County Fund 018 was established to pay upfront for approved services. Once the county pays the vendor, a voucher is submitted to the Comptroller and reimbursement is made to the County General Fund.

Chapter 19 funds are certified in June of each year with the funds expiring in two years if not spent. We are currently still expending FY 2010 monies at the State level that will expire in 2012.

This is the first request for additional funds to Fund 018 since its inception. The request is necessary as 1) Anticipated unspent money for FY 2010 would lapse at the State level, and 2) ITS no longer has an inventory of loaner computers. We recently learned of this and submitted an order for necessary equipment. The equipment order has left a deficit in Fund 018 for the remainder of FY 2012. Normally, equipment purchases are handled through the county budget process.

The Secretary of State has certified \$27,157 in FY 11 and will certify \$220,565 in June for FY 12. Again, these funds are held at the State Comptroller level and released to the



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

5501 Airport Blvd. PO Box 1748 Austin, TX 78767-1748
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www.traviscountytax.org

county for reimbursement only. Attached, please find two spreadsheets that may aid in providing additional information regarding this request. The 1st spreadsheet titled Breakdown of Request for Fund 018 illustrates the deficit by account number. The 2nd spreadsheet is the Detail Budget request submitted during the annual budget process that has been updated to reflect the requested amount of \$83,000.

Please feel free to contact me at 49203 at any time if I may provide additional information. I am available at any time to meet with you to discuss this request in more detail.

FUND 018 ACCOUNT - Request for Additional Funds - FY 2012

Account	Description	Balance on 4/27/12	Transfer for equipment	Balance on 5/8/12	Need on 6/1/12
018-0870-518-06-08	Contracted Employees	\$ 97,234.28	\$ 44,540.00	\$ 22,985.04	\$ 57,113.60
018-0870-518-65-03	Travel, Meals, Lodging	\$ 24,000.00	\$ 22,071.72	\$ 1,928.00	\$ 22,072.00
018-0870-518-65-04	Training & Seminars	\$ 9,306.00	\$ 4,741.00	\$ 3,065.00	\$ 3,675.00
			\$ 71,352.72		
TOTAL REQUEST				\$ 82,860.60	

FUND 018 ACCOUNT - Request for Additional Funds - FY 2012

Account	Description	Balance on 4/27/12	Transfer for equipment	Balance on 5/8/12	Temp-Level II (17.04/hr)	4 temps	# Wks left: May-June	July-Sep (12 wks)	NEED
018-0870-518-06-08	Contracted Employees	\$ 97,234.28	\$ 44,540.00	\$ 22,985.04	\$ 681.60	\$ 2,726.40	8	\$ 10,905.60	
					Temp-Level I (14.44/hr)	10 temps		Aug-Sep (8 wks)	
					\$ 577.60	\$ 5,776.00		\$ 46,208.00	
					TOTAL for 06-08			\$ 57,113.60	
018-0870-518-65-03	Travel, Meals, Lodging	\$ 24,000.00	\$ 22,071.72	\$ 1,928.00	Travel - June & Aug	\$ 24,000		\$ 22,072.00	
018-0870-518-65-04	Training & Seminars	\$ 9,306.00	\$ 4,741.00	\$ 3,065.00	Training - June & Aug	\$ 6,740		\$ 3,675.00	
			\$ 71,352.72						
					TOTAL REQUEST			\$ 82,860.60	

TRAVIS COUNTY FUND 018 ACCOUNT - Detail Budget by Fiscal Year

FY 2012		10/1/2011 - 9/30/2012		
		SOS Chapter 19 FY11 Anticipated Ending Balance	\$	94,419
		SOS Chapter 19 FY12 Projected Funds	\$	200,000
		Total Funds for FY 2012	\$	294,419
	Description			
.06-08	Contracted Employees: 2011 General: 10/1/2011 - 12/17/2011 \$578 @ 11 wks @ 4 employees - ACTUAL - No Temps Hired		\$	-
.06-08	Contracted Employees: 2012 Primary thru General-Level II Temps 4/2/2012 - 9/28/2012 \$682/wk @ 26wks @ 4 employees		\$	70,886
.06-08	Contracted Employees: 2012 General-Level I Temps : 8/6/2012 - 9/28/2012 \$578/wk @ 8wks @ 10 employees		\$	46,208
.03-02	Software - GIS upgrade, EZ-Vote Enhancements		\$	10,800
.03-01	Hardware - New Equipment: Plotter, Network printer, Laptop, Projector		\$	15,000
.60-29	Advertising - Newspapers		\$	5,000
.60-99	Other Purchased Services - Voter Drive supplies, Banners, rentals		\$	2,000
.65-03	Travel, Meals, Lodging - CERA Courses & National Conference (Ft Meyer, FL x 2, Boston, MA x 10)		\$	24,000
.65-04	Training & Seminars - CERA & Conference Registration Fees (Ft Meyers, FL x 1, Boston x 10)		\$	6,740
.30-11	Maintenance Agreements (AIMS) - Due December 2012 - 5% increase anticipated		\$	4,700
	Total Expenditures		\$	185,334
	BALANCE FY 2012		\$	109,085
		<i>Revised: 4/4/2012 & 5/10/2012</i>		
FY 2013		10/1/2012 - 9/30/2013		
		SOS Chapter 19 FY12 Anticipated Ending Balance	\$	109,085
		SOS Chapter 19 FY13 Projected Funds	\$	30,000
		Total Funds for FY 2013	\$	139,085
	Account Description			
.06-08	Contracted Employees: 2012 General: Level II Temps 10/1/2012 - 12/14/2012 \$578/wk @ 11 wks @ 4 employees		\$	30,008
.06-08	Contracted Employees: 2012 General: Level I Temps 10/1/2012 - 12/14/2012 \$578/wk @ 11 wks @ 10 employees		\$	63,580
.03-02	Software - GIS upgrade & Enhancements, EZ-Vote Enhancements		\$	4,000
.03-01	Hardware - Replace Equipment		\$	1,000
.60-29	Advertising: Newspaper Ads 2010 General Election Deadline Date		\$	-
.60-99	Other Purchased Services - Voter Drive supplies, banners, rentals		\$	2,000
.65-03	Travel, Meals, Lodging - CERA Courses & National Conference (Auburn x 1, Ft Meyers x 2, Savannah x 10)		\$	16,800
.65-04	Training & Seminars - CERA Registration Fees (Auburn x 1, Ft Meyers x 2, Savannah x 10)		\$	7,280
.30-11	Maintenance Agreements (AIMS) - Due December 2013 - 5% increase anticipated		\$	5,000
	Total Expenditures		\$	129,668
	BALANCE FY 2013		\$	9,417
		<i>Created: 4/4/2012</i>		

**Travis County Tax Office
Statutory Examination
October 1, 2009 to September 30, 2010**

SYSTEMS DOCUMENTATION CHAPTER 19 FUNDS
(updated December 17, 2010)

Chapter 19 Funds are made available to the Voter Registrar of each Texas County to be used for expenses incurred related to voter qualification, registration, and awareness. Each Registrar is entitled to receive the sum of the amounts as described in V.T.C.A., Election Code Section 19.002. See _____ for a copy of the code. These funds are referred to as the “Registrar’s entitlement.” See _____ for an example of the Voter Registration Activity Statement which shows the County’s entitlement amount for a given calendar year. The funds for a given calendar year become available to Travis County on June 1 of the subsequent year. As an example, the funds for the calendar year ended December 31, 2008 are available to Travis County on June 1, 2009. The Tax Assessor/Collector ~~for each county~~ in most counties is also the Voter Registrar.

These funds are only available for two years and must be expended on a First In, First Out basis. For example, the entitlement funds for the calendar year ended 12/31/08, which are available on June 1, 2009, must be fully expended prior to expending any of the calendar year ended 12/31/09 entitlement funds. In addition, the calendar year 12/31/08 entitlement funds must be spent by 8/31/11 (State’s year-end) or the funds will be forfeited.

Once the Registrar’s entitlement for a calendar year has been determined, the Registrar may begin to expend these funds up to the entitlement amount. Beginning in FY 2007, procedures relating to Chapter 19 Funds changed. Prior to FY 2007, the Registrar would submit the necessary paperwork to the Secretary of State (SOS) and the State would approve and pay upfront the requested items. However, new procedures now require the County to incur and pay the expenditures and then seek reimbursement from the SOS. Therefore, in FY 2007, \$81,100 was transferred from the General Fund Allocated Reserves to create a budget in Fund 018 for Chapter 19 expenditures that must be paid up front before reimbursement. The following is a brief summary of the current procedures:

- The Registrar will send a request form detailing the goods/services to the SOS for approval; the approval is sent via email or the request form is stamped “approved” and faxed to the Registrar;
- Once approval is obtained from the SOS, the Registrar will then send the approved request form to Travis County Purchasing Dept; a purchase order is issued and the goods/services are received;
- The vendor will send an invoice to the Registrar and it is then forwarded to the Auditor’s Office – AP division for process of payment;
- A check is then issued to the vendor. The Auditor’s Office – AP Division will post the expenditure to Fund 018 (the fund designated for Chapter 19 Funds) in HTE.
- Once payment has been made to the vendor, the Registrar has 30 days to submit the necessary paperwork in order to receive reimbursement. A *Chapter 19 Purchase Request Voucher* and the supporting documentation for the goods/services are faxed to the SOS. Only Nelda Wells Spears is authorized to sign the vouchers. The processing of the *Purchase Request Vouchers* is usually performed by the SOS Elections Fund Management Division.
- Once the voucher has been processed and approved, a direct deposit for the amount of the expenditure is made to the Chapter 19 bank account. A deposit may include more than one

expenditure. An email is sent to Dolores D. Lopez, Voter Registration Division Director, by the SOS notifying that a warrant (payment) has been issued;

- Dolores D. Lopez will then notify Karen Doane, Tax Office Accounting Office, of the State deposit. Karen Doane will electronically transfer the amount of the deposit from the Chapter 19 Bank Account to the Treasurer's Operating Account and prepare the deposit warrant. The Treasurer's Office will then post the reimbursement to Fund 018 (fund designated for Chapter 19 Funds) in HTE. Starting in June 2009, the deposits are electronically transferred to the Treasurer's Operating Account. Prior to June 2009, a check was issued from the Chapter 19 Clearing Account payable to the Treasurer's Office for the amount of the State's deposit.?? Reimbursements from the State are usually received within 30 days from when the *Purchase Request Voucher* is submitted.

Each quarter, the SOS sends a memorandum to the Registrar including the ledger sheets that reflect the County's Chapter 19 balance for each fiscal year. The ledger sheets list all the expenditures that have been reimbursed with Chapter 19 funds by the State. The Registrar also maintains their own Chapter 19 Funds ledger detailing all expenditures, SOS approval date, purchase order number, payment date to vendor, SOS voucher date, etc. Abbie Tobias, Voter Registration Supervisor currently performs a quarterly reconciliation of the Registrar's ledger to the SOS's ledger to determine if there are any discrepancies.

The Tax Office Accounting Office prepares the monthly bank reconciliations for the Chapter 19 bank account. At this time, no general ledger is maintained by the Tax Office Accounting Office for the Chapter 19 bank account.

Dolores D. Lopez is the Voter Registration Division Director for the Tax Office and handles the day-to-day operations. Abbie Tobias is the Voter Registration Supervisor responsible for submissions to SOS and maintains the ledger sheets.

See _____ for a copy of the SOS ledger sheets.

See _____ for a copy of the Registrar's ledger.

See _____ for an example of documentation submitted to the SOS for reimbursement.

Budget Adjustment: 32596

Fyr _ Budget Type: 2012-Reg

Author: 8 - PFERTNER, KATHLEEN

Created: 5/15/2012 2:52:18 PM

PBO Category:

Court Date: 5/22/2012

Dept: TAX COLLECTOR

Just: Other

To continue Voter Registration work for FY12

From Account	Acct Desc	Project	Proj Desc	Amount
018-0870-518-9892	ALLOCATED RESERVES			82,831
				82,831
To Account		Project		Amount
018-0870-518-6008	CONTRACTED EMPLOYEES			57,114
018-0870-518-6503	TRAVEL, MEALS, LODGING			22,042
018-0870-518-6504	TRAINING & SEMINARS			3,675
				82,831

Approvals Dept Approved By Date Approved
 Originator 8 KATHLEEN PFERTNER 5/15/2012 2:52:39 PM

14-



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: Leroy W. Nellis, Budget Director Transition

DATE: May 17, 2012

SUBJECT: FY 12 Waller Creek TIF Payment amount and Budget Transfer

Attached is the calculation of the \$410,463 Travis County's FY 12 Waller Creek TIF payment. The net taxable value and collection rate have been provided by the Travis County Tax Office. The Waller Creek TIF payment for FY 12 was budgeted at \$292,907 since I didn't anticipate that the taxable values of the TIF parcels would significantly increase prior to the completion of the project. Since the taxable values increased more than anticipated, an additional \$117,556 is needed from Allocated Reserves to make our FY12 Waller Creek TIF payment.

Sincerely,

Leroy W. Nellis, CPA

Xc: Leslie Browder
Jessica Rio
Renea Deckard

Waller Creek TIF - FY12 Payment
Per Exhibit E of Waller Creek TIF Agreement with City of Austin
(to be paid in FY12)

	<u>Travis County</u>
2011 Original Net Taxable Value	\$401,426,591.77
Less Tax Increment Base	<u>\$228,144,590.00</u>
Captured Appraised Value	\$173,282,001.77
divided by 100 =	\$1,732,820.02
* multiplied by .4855 =	\$841,284.12
multiplied by 97.58% =	\$820,925.04
divided by 2 = FY12 Payment	<u><u>\$410,463.00</u></u>

Budget Adjustment: 32618

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

Author: 1 - VELASQUEZ, MELISSA
Court Date: 5/22/2012
Waller Creek TIF

Created: 5/17/2012 10:40:21 AM
Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			117,556
				117,556
To Account		Project		Amount
001-1035-631-8124	PURCHD SRVC-INFRASTRUCTR			117,556
				117,556

Approvals	Dept	Approved By	Date Approved
Originator	1	MELISSA VELASQUEZ	5/17/2012 10:40:30 AM
DepOffice	1	MELISSA VELASQUEZ	5/17/2012 10:40:32 AM

 May 17, 2012

PLANNING AND BUDGET OFFICE
 TRAVIS COUNTY, TEXAS



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

MEMORANDUM

TO: Members of the Commissioners Court
Travis R. Gatlin

FROM: Travis R. Gatlin, Sr. Planning and Budget Analyst

DATE: May 15, 2012

SUBJECT: Final Market Salary Survey Adjustment Costing and Related Budget Adjustments for the FY 12 Cost (April to September 2012)

PBO has finalized the FY 12 and FY 13 costing of the approved Market Salary Survey adjustments. Table I below summarizes the final on-going amounts, which are a little less than the estimate previously provided by PBO. PBO will adjust the appropriate budgets accordingly for the FY 13 Preliminary Budget.

Table I: FY 13 Amounts			
On-going Costing FY 13 Amounts	Estimate Provided on 3/27/12	Final Costing	Difference Estimate less Final Costing
General Fund, Road and Bridge Fund and Courthouse Security	\$6,324,925	\$6,249,028	\$75,897
Other Special Revenue Funds	\$139,067	\$134,749	\$4,318
Total GF and Special Revenue Funds	\$6,463,992	\$6,383,777	\$80,215

The FY 12 amounts are based on an effective date of April 1, 2012 and are approximately half of the FY 13 amounts. PBO has attached budget adjustments that are required for the FY 12 amounts for the General Fund and the special revenue funds that do not have sufficient salary savings available. Given the number of line items involved, the budget adjustments will be uploaded by the County Auditor's Office rather than going through the automated budget adjustment system.

The FY 12 Adopted Budget includes a Special Compensation Earmark of \$5,941,788 that will be used for the General Fund amount of \$2,816,473. The earmark will be reduced to \$3,125,315 after approval. It was originally believed that the Road and Bridge Fund and Courthouse Security Fund would also require support from the General Fund for the FY 12 costs but it appears that the FY 12 expenses can be absorbed within these funds. General Fund support will be required for the on-going amounts for these two funds based on current

information. It is also possible that a small number departments with special revenue funds and/or grants may require minor adjustments or reclassifications against the General Fund at the end of the year based on current projected expenditures. PBO will adjust the FY 12 expenditure estimate accordingly as new information is known. Table II below summarizes the budget adjustments needed for FY 12.

Table II: FY 12 Required Budget Adjustments (Amounts for April to September)		
Fund	Amounts	Notes
General Fund	\$2,816,473	From Special Compensation Earmark
Road and Bridge	\$297,829	From R&B Allocated Reserve
Other Special Revenue Funds	\$46,822	From Allocated Reserve of Special Revenue Funds or Operating Line Items
Total Budget Adjustments	\$3,161,124	For Funds 001, 023, 030, 036, 038, 049, 055, 057, 059, 067, 099, 525 and 526

PBO recommends approval of the attached budget adjustments for MSS pay adjustments previously approved by the Commissioners Court.

- cc:** Elected and Appointed Officials
 Departmental Financial Staff
 Beth Blankenship, Auditor's Office
 Greg Jacobs, Auditor's Office
 Mike Crawford, Auditor's Office
 Diane Poirot, HRMD
 Todd Osburn, HRMD
 Leslie Browder, PBO
 Leroy Nellis, PBO
 Jessica Rio, PBO
 PBO Analysts
 Jeremy Broadhead, PBO

MSS Adjustments Budget Transfers

ttype	tusid	tyr	tapmo	tappl	Group description	tact	Account #	trnd	document #	Description 1	Reference Desc--25	Budget amount
												tamt4
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611455220701	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			1549
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611455222002	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			96
BA	GATLINT	2012	5	PAYROLL TRANSFER	5261145522005	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			190
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611455222006	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			3
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611455222007	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			22
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611465220701	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			8358
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611465222002	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			518
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611465222005	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			1025
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611465222006	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			17
BA	GATLINT	2012	5	PAYROLL TRANSFER	52611465222007	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			121
BA	GATLINT	2012	5	PAYROLL TRANSFER	52612455230701	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			1658
BA	GATLINT	2012	5	PAYROLL TRANSFER	52612455232002	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			103
BA	GATLINT	2012	5	PAYROLL TRANSFER	52612455232005	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			203
BA	GATLINT	2012	5	PAYROLL TRANSFER	52612455232006	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			3
BA	GATLINT	2012	5	PAYROLL TRANSFER	52612455232007	20120522	Auto Trans	MSS ADJUSTMENTS	COMMISSIONERS COURT APPROVED			24



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court

FROM: Alan Miller, Planning and Budget Analyst

DATE: May 9, 2012

RE: Request to transfer funds from regular salaries to continue a temporary employee for an additional 240 hours.

RMCR is requesting Commissioners Court approval to use \$3,882 of salary savings in division 5750 (Mail Services) to continue a temporary employee intern in 5710 (Administration). This position will continue and finish a variety of projects currently under development (see the attached departmental memo for more information.)

PBO has verified that the department does have existing salary savings for this request and recommends approval of this request.

cc: Leslie Browder, PBO
Leroy Nellis, PBO
Jessica Rio, PBO
Steven Broberg,
Lisa Rush, RMCR

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TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES
700 Lavaca Suite 300 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: May 9, 2012
TO: Alan Miller, Budget Analyst Sr., Planning and Budget Office
FROM: *S.B.* Steven Broberg, Director of RMCR
SUBJECT: Transfer of funds to hire temp

Records Management and Communication Resources (RMCR) requests a transfer of \$3,882 to hire a temporary employee to work 240 hours.

The position will be internally funded by salary savings in vacant slot 46.

The temporary employee would continue projects begun in his internship. Two of his projects involve writing video scripts to explain court locations and processes. In addition to working on video projects and similar tasks, the temp employee will assist at the Heman Marrion Sweatt Civil Courthouse Information Booth, where additional staffing is needed and where he will learn more about Travis County and the courts.

Budget Adjustment: 32525

Fyr _ Budget Type: 2012-Reg

Author: 57 - DAWKINS, CATHY

Created: 5/7/2012 11:15:39 AM

PBO Category: Transfer

Court Date: Tuesday, May 22 2012

Dept: RECORDS MANG & COMM RESRC

Just: Other

Move money from 5750-slot #46 to hire a temp at \$15/per hour for a total of 6 weeks.

From Account	Acct Desc	Project	Proj Desc	Amount
001-5750-536-0701	REG SALARIES-PERMNT EMPL			3,882
				3,882
To Account		Project		Amount
001-5710-536-0801	REG SALARIES-TEMP EMPL			3,600
001-5710-536-2002	FICA TAX - OASDI			223
001-5710-536-2006	WORKER'S COMPENSATION			7
001-5710-536-2007	FICA TAX - MEDICARE			52
				3,882

Approvals	Dept	Approved By	Date Approved
Originator	57	CATHY DAWKINS	5/7/2012 11:15:45 AM
DepOffice	57	THOMAS ASHBURN	5/7/2012 1:07:33 PM

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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
(\$51,743)	TNR	5/15/12	Opening Phase III of Northeast Metro Park
\$10,173,722	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
(\$294,139)	TCSO - 700 Lavaca Security
(\$5,941,788)	Compensation
(\$8,697,010)	Total Possible Future Expenses (Earmarks)
\$1,476,712	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
(\$42,283)	TNR	5/15/12	Opening Phase III of Northeast Metro park
\$809,383 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
(\$378,505) Total Possible Future Expenses (Earmarks)	

\$430,878 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	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
\$17,785,727	Current Reserve Balance		