



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 7, 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

8/7/2012

### AMENDMENTS

<b>BA#</b>	<b>INTERNAL ORDER/WBS</b>	<b>FUND</b>	<b>COST CENTER</b>	<b>COMMITMENT</b>	<b>Dept.</b>	<b>Line Item</b>	<b>Increase</b>	<b>Decrease</b>	<b>Pg #</b>
A1		0001	198000	580010	Reserves	Allocated Reserves		75,000.00	1
		0001	120004	500070	County Clerk	Temp. Employee	75,000.00		



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

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

**MEMORANDUM**

**TO:** Commissioners Court

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

**DATE:** July 27, 2012

**RE:** Request to Transfer from the Allocated Reserve for Expenses Related to Additional Voting Locations.

On the April 10, 2012 Commissioners Court Voting Session, the Court approved item 11, "Consider and take appropriate action regarding an order designating the main early voting location, all temporary early voting locations and mobile early voting polling places for the May 29, 2012 joint primary election and approval of additional costs associated with early voting for this election." The item passed with a unanimous vote.

The back-up for the item indicated that the cost of the action was a total of \$75,000. \$48,000 was requested to provide voters in the May 29 Primary Election the same early voting locations that were to be used in the City of Austin's May 12 election and also \$27,000 for additional staffing to meet a last minute requirement set forth by the Secretary of State.

While the item was approved, the funding was never moved into the County Clerk's budget.

PBO recommends approval of this transfer to budget for the earlier approved action.

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



**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

July 26, 2012

TO: Commissioners Court  
Leslie Browder, Executive Manager  
Alan Miller, Planning and Budget

FROM: Dana DeBeauvoir

We are requesting your assistance in correcting an oversight on our part. We previously requested additional funds for the May 29 Primary Election and received unanimous Court approval; however we did not submit a budget adjustment form along with the request. As a result, those funds were never transferred. We are now re-requesting these same funds, and (with Planning and Budget's assistance) this item will have the appropriate transfer back up.

**Background**

On April 10, 2012, the Court heard an agenda item that stated, "Consider and take appropriate action regarding an order designating the main early voting location, all temporary early voting locations and mobile early voting polling places for the May 29, 2012 joint primary election and approval of additional costs associated with early voting for this election."

In this item we requested \$48,000 to provide voters in the May 29 Primary Election the same early voting locations that were to be used in the City of Austin's May 12 election. We also requested \$27,000 for additional staffing to meet a last minute requirement set forth by the Secretary of State to require election workers to perform a check on each voter to determine whether or not they had attended the Democratic or Republican Parties' convention.

We have attached an excerpt from the minutes of that meeting and a copy of the backup.

Please let us know if you require any additional information.

Thank you.

## CERTIFIED MINUTES EXCERPT

The Travis County Commissioners' Court convened on April 10, 2012. The following Item was considered:

11. Consider and take appropriate action regarding an order designating the main early voting location, all temporary early voting locations and mobile early voting polling places for the May 29, 2012 joint primary election and approval of additional costs associated with early voting for this election.

Members of the Court heard from:

Dana DeBeauvoir, Travis County Clerk

Gavino Fernandez, Deputy Director, District 12, League of United Latin American Citizens (LULAC)

**MOTION:** Approve Item 11.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Ron Davis, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Margaret J. Gómez

**ABSENT:** Karen L. Huber

I, Dana DeBeauvoir, County Clerk and Ex-Officio Clerk of the Commissioners' Court of Travis County, Texas, do hereby certify that the above is correct information from the Proceedings of the Commissioners' Court of Travis County, Texas.

Witness my hand and seal, this the 26<sup>th</sup> day of July, 2012.

DANA DeBEAUVOIR  
County Clerk and Ex-Officio Clerk  
of the Commissioners' Court of  
Travis County, Texas

By: \_\_\_\_\_  
Robert Resnick, Deputy



**Dana DeBeauvoir**  
Travis County Clerk

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5501 Airport Boulevard, Austin, Texas 78751-1410

**Misdemeanor Records, Civil/Probate,  
and Records Management Divisions**  
1000 Guadalupe, Austin, Texas 78701-2328

April 3, 2012

TO: Travis County Commissioners Court

FROM: Dana DeBeauvoir

RE: Request for approval of the order designating the main Early Voting location, all temporary Early Voting locations, and mobile Early Voting polling places for the May 29, 2012 Joint Primary Election and approval of additional costs associated with Early Voting for this election

We are submitting to the Commissioners Court proposed temporary branch and mobile early voting locations for the May 29, 2012 Joint Primary Election. Due to special circumstances, the number of temporary locations has increased to eighteen. This number represents six locations more than the number of locations submitted for the FY2012 budget. The original twelve Primary locations were proposed at the time to help meet a 5% reduction in the overall Elections budget. Because of the unusual events created by redistricting issues, the changes in Primary dates, and extremely close proximity of the Primary and the City of Austin elections, the County Clerk has reconsidered her original intentions of running only twelve temporary branch early voting locations.

The City of Austin recently chose to operate eighteen temporary branch early voting locations for their May 12, 2012 election. Because the Primary early voting period begins only six days after the close of the City of Austin's early voting, the County Clerk feels it is necessary to mirror the City's plan as closely as possible to avoid voter confusion. This increase of locations represents an increase of approximately \$48,000.

Additionally, the parties have chosen to hold their precinct conventions prior to the Primary elections, creating yet another unusual series of events that affect staffing at the polling place. On Friday, March 30, 2012, the Secretary of State issued an advisory for tracking voters' precinct convention participation as they check in at Primary voting locations. This is to prevent voters attending a party's precinct convention (occurring prior to the election) from crossing over and voting in another party's Primary. The procedure of adding this check point to each early voting polling location creates an additional poll worker position for a cost of \$27,000. We are not proposing the need to add additional personnel on election day because the lists for each precinct should be more manageable and could be handled by existing staff.

If the Court chooses to approve the additional six locations for a total of eighteen temporary branch early voting sites, it is the County Clerk's intention to run all polling locations as efficiently as possible and refund any savings back to the County.

Because of the 45-day deadline related to sending out ballots to overseas and military voters, it is important that a final decision be reached on Tuesday, April 10, 2012. Therefore, if you have any questions or concerns, please contact me as soon as possible. Thank you.

# Header Information for Entry Doc Number

400000266

Doc. Number 400000266      Doc. Status Preposted      FM Area 1000

Budget. Cate. Payment      Doc.Year 2012      Doc.Date Jul 26, 2012

Value Type Budget      Version 0      Doc.Type TRAN

Budget Type 1      Fiscal Year 2012      Year.Cash.Eff

Process UI TRAN      Process RECV      Original.Applic. BWB      Doc.Family

## Additional Data

Creator BOHANAC      Creation Date Jul 26, 2012      Creation Time 17:25:30

Resp. Person      Year Cohort      Public Law

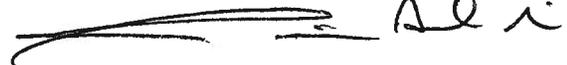
Header Text      Legislation

TextName

## Lines

**Total Document** 0  USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1200040001	500070	1150	NOT-RELEVANT	NON-FUNDED-PROGRAM	75,000	Increase in election costs Agenda 4/10
000002	0001		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-75,000	Increase in election costs Agenda 4/10

 August 1, 2012

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**Allocated Reserve Status (580010)**

<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-ReimbRes
(\$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 (580010)**

\$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
(\$117,703)	Sheriff's Office	5/15/12	Security at 700 Lavaca
(\$117,556)	General Admin.	5/22/12	Waller Creek TIF Payment
(\$2,816,473)	Various	5/22/12	Market Salary Survey Adjustments
\$27,550	Various	5/24/12	Cancelled Purchase Orders
(\$13,800)	Purchasing	6/26/2012	Auction fees
(\$1,320,525)	TNR	7/10/12	Maintenance Plan- Closed Travis Co. Landfill
(\$452,245)	County Clerk	7/10/12	Expense related to Primary Election Runoff
(\$22,255)	Purchasing	7/31/12	FTE (2) and computers
<b>\$5,340,715</b>	<b>Current Balance</b>		

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

<b>Amount</b>	<b>Explanation</b>
(\$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
(\$3,145)	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
(\$3,125,315)	Compensation
<b>(\$4,820,776)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$519,939</b>	<b>Remaining Allocated Reserve Balance After Possible Future Expenditures</b>

**Capital Acquisition Resources Account Reserve Status (580070)**

<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
(\$42,283)	TNR	5/15/12	Opening Phase III of Northeast Metro park
(\$36,878)	Sheriff's Office & ITS	5/15/12	Security for 700 Lavaca
(\$330,000)	EMS	7/3/2012	EMS Interlocal Base Agreement - Ambulances
<b>\$442,505</b>	<b>Current Reserve Balance</b>		

**Salary Savings Reserve Status (580100)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$330,703			Beginning Balance
<b>\$330,703 Current Reserve Balance</b>			

**Emergency Reserve Status (580120)**

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

**Fuel & Utility Reserve Status (580130)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$1,000,000			Beginning Balance
<b>\$1,000,000 Current Reserve Balance</b>			

**Planning Reserve Status (580210)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$4,000,000			Beginning Balance
(\$425,000)	CJP	12/27/11	Related to Civil Courthouse Contract
(\$65,000)	CJP	1/19/2012	Legal Services Contract
(\$6,500)	CJP	5/22/2012	Related to Civil Courthouse Contract
(\$7,500)	CJP	5/22/2012	Legal Services Contract
<b>\$3,496,000 Current Reserve Balance</b>			

**Juvenile Justice TYC (580260)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$250,000			Beginning Balance
<b>\$250,000 Current Reserve Balance</b>			

**Future Grant Requirements Reserve Status (580140)**

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
<b>\$550,179 Current Reserve Balance</b>			

**Smart Bldg. Facility Maintenance Reserve Status (580240)**

Amount	Dept Transferred Into	Date	Explanation
\$60,250			Beginning Balance
<b>\$60,250 Current Reserve Balance</b>			

**IJS/FACTS Reserve Status (580160)**

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
<b>\$4,024,985 Current Reserve Balance</b>			

**Transition Reserve Status (580300)**

Amount	Dept Transferred Into	Date	Explanation
\$750,000			Beginning Balance
<b>\$750,000 Current Reserve Balance</b>			

**Reserve for State Cuts Status (580310)**

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

\* Reserved for MHMR

**Starflight Maintenance Reserve Status (580320)**

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

**TCSO Overtime Reserve Status (580330)**

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

**Annualization Reserve Status (580200)**

<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 (580015)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$51,367,824			Beginning Balance
(\$27,695,392)	TNR	11/22/11	Park Land, Vehicles and Rd.Impvt.
(\$5,886,705)	Facilities	11/22/11	700 Lavaca, 1st and 2nd floor Renovations
<b>\$17,785,727 Current Reserve Balance</b>			