



Travis County Commissioners Court Agenda Request

Meeting Date: August 28, 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

8/28/2012

TRANSFERS

BA#	INTERNAL ORDER/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	157010	511971	Records Mngt	Other Purchase Servs		16,000.00	1
		0001	157002	511650	Records Mngt	Rent-Office Equipment	16,000.00		
T2		0001	114802	511530	Facilities	Bldg Rprs & Maint		14,750.00	4
		0001	114800	522040	Facilities	Cap Outlay Mtrt-InfraStru		14,750.00	
	600280	0001	114802	521020	Facilities	Cap Outlay Svcs-Bldg Impv	29,500.00		



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: August 20, 2012

RE: Request to transfer funds from Offsite Storage centralized line item to fund overage in the Copier Lease centralized line item in RMCR.

RMCR is requesting Commissioners Court approval to use \$16,000 of savings from the departmental allocation for County-wide offsite storage to fund an unexpected shortfall in the line item used for the County Lease of copiers.

The shortfall in the copier lease is due to some unanticipated FY 2012 additional leases that resulted from the office relocations that occurred this year. Also copier use has had unanticipated spike.

Movement of funds between centrally budgeted line items requires Commissioners Court approval. PBO concurs of the need and recommends approval of this request.

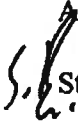
cc: Leslie Browder, PBO
Jessica Rio, PBO,
Leroy Nellis, PBO
Steven Broberg,
Tom Ashburn, RMCR



TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES

314 West 11th Street, Suite 110 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9575 Fax: 854-4560

MEMORANDUM

TO: Alan Miller, PBO Analyst
FROM:  Steven Broberg, RMCR Director
DATE: August 14, 2012
SUBJECT: **Transfer from Centralized Line Item**

This memo is to request approval of budget transfer 400000383 between two centrally budgeted line items. Budget rules require the approval of Commissioners Court for such transfers. The transfer will enable RMCR to cover charges for the copier fleet Countywide through the fiscal year end. Two factors led to the need for this transfer. First, RMCR has funded the copiers involved with the FY2012 office relocations. Secondly, the copiers come with a monthly allowance and the County is charged for copies in excess of that allowance. There has been an unexpected spike in extra copy charges as departments are printing and copying more. RMCR has savings in offsite storage funds to cover the shortfall.

Thank you for your assistance in this matter.

Header Information for Entry Doc Number

400000383

Doc. Number 400000383 Doc. Status Preposed FM Area 1000
Budget. Cate. Payment Doc. Year 2012 Doc. Date Aug 14, 2012
Value Type Budget Version 0 Doc. Type TRAN
Budget Type 2 Fiscal Year 2012 Year.Cash.Eff
Process UI TRAN Process SEND Original.Applic. BWB Doc.Family

Additional Data
Creator ASHBURT Creation Date Aug 16, 2012 Creation Time 10:37:14
Resp. Person Year Cohort Public Law
Legislation

Header Text
TextName

Lines
Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1570100001	511971	1110	NOT-RELEVANT	-16,000	To cover FYE copier expenses
000002	0001		1570020001	511650	1110	NOT-RELEVANT	16,000	To cover FYE copier expenses

AD ~ August 22, 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, Assistant Budget Director 

DATE: August 20, 2012

RE: Request by Facilities Management Department (FMD) to use Realized Project Savings to Complete Improvements at the Criminal Justice Center/Gault Building

FMD is requesting the use of \$29,500 in savings from two projects to complete improvements in 12 courtrooms in the CJC by replacing millwork to accommodate audiovisual equipment and replacing counter tops. The balance remaining in the CJC/Gault Building Improvements Project budget is \$49,196 while the cost proposal to complete this work totals \$76,563. This project was originally approved for Certificate of Obligation (CO) funding by the Commissioners Court during the FY 11 budget process with an original project budget of \$378,648.

The savings proposed to be used to complete the CJC/Gault Building Improvements Project are from the FY 11 CAR-funded HMS Courthouse Various Improvements Project and from the FY 12 CAR-funded Precinct 4 Office Building/Tax Office Parking Space Accessibility Remodel Project. Savings of \$14,750 are proposed to come from each of these projects.

Given that the Criminal Courts use audiovisual equipment on a daily basis in matters before the Court, the millwork and countertop improvements proposed by this request are essential to the functioning of the courts. Because the savings proposed to be used by FMD have been realized, PBO recommends approval of this request.

cc: Leslie Browder, Jessica Rio, Leroy Nellis, Travis Gatlin, PBO
Roger El Khoury, Amy Draper, John Carr, FMD

Header Information for Entry Doc Number

400000446

Doc. Number 400000446 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2012 Doc. Date Aug 22, 2012
Value Type Budget Version 0 Doc. Type TRAN
Budget Type 1 Fiscal Year 2012 Year.Cash.Eff
Process UI TRAN Process SEND Original.Applic. BWB Doc.Family

Additional Data

Creator DRAPER Creation Date Aug 22, 2012 Creation Time 13:33:39
Resp. Person Year Cohort Public Law

Header Text Transfer savings to C.JC/Gault

TextName

Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1148020001	511530	1210 NOT-RELEVANT	NON-FUNDED-PROGRAM	-14,750	Savings from rebudget FY11 HMSTCCH Various Improve
000002	0001		1148000001	522040	1140 NOT-RELEVANT	NON-FUNDED-PROGRAM	-14,750	Savings from Pct 4 ADA Parking Lot
000003	0001		1148020001	521020	1210 NOT-RELEVANT	600280	29,500	Savings to Various Improvements CJC/Gault project

Darlanie 8/22/12
August 22, 2012



FACILITIES MANAGEMENT DEPARTMENT

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

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

MEMORANDUM

FMD Project: FY12 Various

File: 102

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

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

DATE: August 16, 2012

SUBJECT: Funding Issue – CJC/Gault Various Improvements Project
Transfer Available Savings

A handwritten signature in black ink, reading "Roger A. El Khoury", is written over the "FROM:" line and extends into the "DATE:" and "SUBJECT:" lines.

Facilities Management Department (FMD) requests your support in obtaining authorization to reallocate available savings from two completed projects. These savings would allow completion of the remaining work on the CJC/Gault Various Improvements project. The FY11 HMS Courthouse Various Improvements, which was rebudgeted in FY12 is completed and has available savings of \$14,750. The second completed project is the Ray Martinez Building Tax Office ADA Parking Improvements which also has available savings of \$14,750. FMD is requesting that this combined savings of \$29,500 be reallocated to the CJC/Gault Various Improvements project. The work remaining to be completed on this project involves changes to the millwork in 12 courtrooms in the CJC to accommodate audiovisual equipment and replacement of countertops. The cost of this millwork project exceeds the remaining balance in the project, which was budgeted at \$49,196 and the actual cost is \$76,563. The proposal from Fore Construction, one of the approved Job Order Contractors is attached. The transferred savings would fully fund the remaining work and provide a small \$2,133 contingency for completion of the project. FMD loaded budget adjustment 400000337 into the system to support this request.

FMD recommends that this item be placed on the Commissioners Court agenda on August 28, 2012 for consideration. Your support in obtaining approval for the reallocation of these available savings is appreciated. Please direct any questions on this request to me at 44579 or John at 44772.

ATTACHMENT:

Fore Construction Cost Proposal, T.C. CJC Courtroom Millwork

COPY TO:

John Carr, Administrative Director, FMD
Amy Draper, CPA, Financial Manager, FMD
Carolyn O'Hara, RA, LEED AP, Project Manager, FMD
Jessica Rio, Budget Manager, PBO
Diana Ramirez, Senior Budget Analyst, PBO

T.C. CJC Courtroom Millwork

FORE construction inc
 150 Texas Avenue, Suite 100
 Round Rock, Texas 78664
 Office: 512.904.0780
 Fax: 512.904.0781



Austin, TX

Sq. Ft.: n/a

Bid Date: REVISED 7/6/12

01 GENERAL CONDITIONS			
010 Project Management		\$	387.50
020 Supervision		\$	2,232.00
030 Final Clean (General Clean)		\$	465.00
040 Trash Dumpster			excluded
050 Building Protection		\$	600.00
060 Permits			excluded
070 X-ray / Scanning			excluded
080 Contingency			excluded
090 Insurance		\$	770.00
110 Temporary Facilities			excluded
120 Miscellaneous			excluded
02 SITE WORK			
010 Demolition			excluded
020 Landscaping / Irrigation			excluded
030 Fencing			excluded
040 Site Work			excluded
050 Site Utilities			excluded
03 CONCRETE			
010 Concrete			excluded
04 MASONRY			
010 Masonry			excluded
05 METALS			
010 Metal Fabrications			excluded
06 WOODS			
010 Millwork	12 COURT ROOMS @ \$3,800.00EA	\$	45,600.00
07 THERMAL/MOISTURE PROTECTION			
010 Roofing			excluded
020 Insulation			excluded
08 DOORS & WINDOWS			
010 Doors Frames Hardware			excluded
020 Keying			excluded
030 Glazing			excluded
09 FINISHES			
010 Drywall			excluded
020 Ceilings			excluded
030 Tile- Counter Tops	BASE BID Solid Surface Tops 81-012 Wine Black \$1,750.00 x 12	\$	21,000.00
040 Flooring			excluded
050 Painting			excluded
10 SPECIALTIES			
010 Toilet Partitions / Accessories			excluded

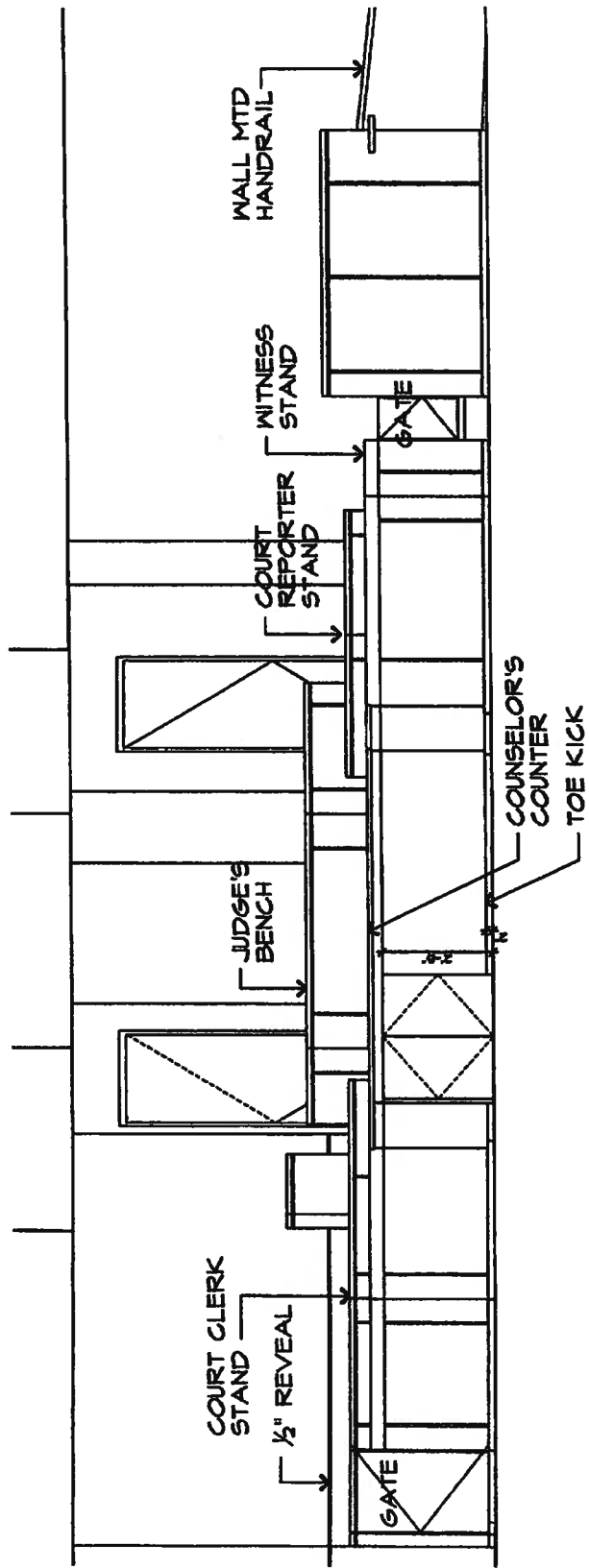
020 Access Flooring	excluded
030 Signage	excluded
040 Fire Extinguishers / Cabinets	excluded
050 Overhead Doors / Dock Equipment	excluded
11 EQUIPMENT	
010 Appliances	excluded
12 FURNISHINGS	
010 Window Treatments	excluded
14 SPECIALTY	
010 Elevators	excluded
15 MECHANICAL	
010 HVAC	excluded
020 Plumbing	excluded
030 Fire Protection	excluded
16 ELECTRICAL	
010 Electrical	excluded
020 Fire Alarm	excluded
030 Security Systems	excluded
040 Data Cabling	excluded

<u>Sub Total</u>	\$	<u>71,054.50</u>
Fee %		6.00%
Fee Total	\$	4,263.27
<u>Construction Total</u>	\$	<u>75,317.77</u>
BOND	\$	1,245.00
<u>GRAND TOTAL</u>	\$	<u>76,562.77</u>

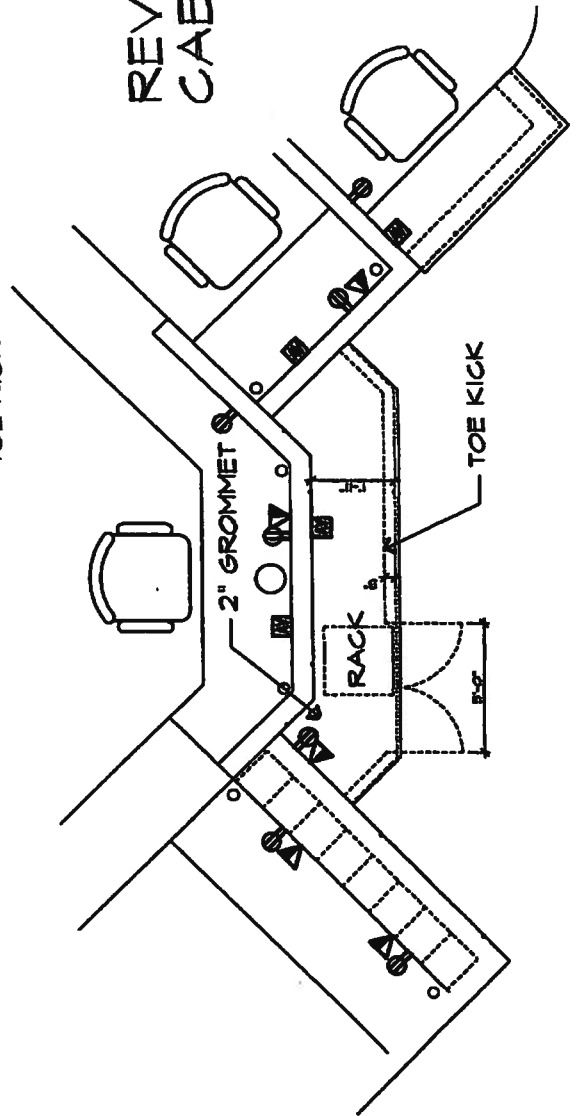
QUALIFICATIONS

- Q1. Includes all work to be performed on PREMIUM time. (Saturday & Sunday)
- Q2. Excludes permits/fees, asbestos letter, full time supervision and any work not discussed at the walk thru.
- Q3. SCOPE OF WORK: Demo existing countertop & install new tops. (Hanwha L&C Brionne Bellissimo collection 8L-012 Wine Black)
Build and install new cabinet under counter top per plans.
- Q4. We have figured this project to be completed in (8) weeks.

OH
cg
9
6/6/12



REVISED A.V. CABINET



CJC Courtrooms
A.V. cabinet

Allocated Reserve Status (580010)

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-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
(\$75,000)	County Clerk	8/7/12	Expense related to additional voting locations
\$5,265,715	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$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
(\$4,820,776)	Total Possible Future Expenses (Earmarks)

\$444,939 Remaining Allocated Reserve Balance After Possible Future Expenditures

Capital Acquisition Resources Account Reserve Status (580070)

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
(\$36,878)	Sheriff's Office & ITS	5/15/12	Security for 700 Lavaca
(\$330,000)	EMS	7/3/12	EMS Interlocal Base Agreement - Ambulances
\$442,505	Current Reserve Balance		

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Salary Savings Reserve Status (580100)

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

Emergency Reserve Status (580120)

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

Fuel & Utility Reserve Status (580130)

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

Planning Reserve Status (580210)

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	1/19/12	Legal Services Contract
(\$6,500)	CJP	5/22/12	Related to Civil Courthouse Contract
(\$7,500)	CJP	5/22/12	Legal Services Contract
\$3,496,000 Current Reserve Balance			

Juvenile Justice TYC (580260)

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

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
\$550,179 Current Reserve Balance			

Smart Bldg. Facility Maintenance Reserve Status (580240)

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

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
(\$59,233)	ITS	8/14/12	CUC TechShare Prosecutor Module
\$3,965,752 Current Reserve Balance			

Transition Reserve Status (580300)

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

Reserve for State Cuts Status (580310)

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

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
\$395,000 Current Reserve Balance			

TCSO Overtime Reserve Status (580330)

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

Annualization Reserve Status (580200)

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

15

Unallocated Reserve Status (580015)

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			