



Travis County Commissioners Court Agenda Request

Meeting Date: September 4, 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

9/4/2012

AMENDMENTS

BA#	INTERNAL ORDER/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	198000	580320	Reserves	Star Flight Reserves		33,950.00	1
		0001	159001	510010	EMS	Aircraft Supply & Equip.	33,950.00		

TRANSFERS

BA#	INTERNAL ORDER/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	158050	510230	HHS	Office Supplies		37.00	3
		0001	158050	506010	HHS	FICA-OASDI	2.00		
		0001	158050	506050	HHS	Retirement	3.00		
		0001	158050	506060	HHS	Worker's Compensation	1.00		
		0001	158050	506020	HHS	Medicare	1.00		
		0001	158050	511710	HHS	Cellular allowance	30.00		
T2		0001	158003	510230	HHS	Office Supplies		37.00	3
		0001	158003	506010	HHS	FICA-OASDI	2.00		
		0001	158003	506050	HHS	Retirement	3.00		
		0001	158003	506060	HHS	Worker's Compensation	1.00		
		0001	158003	506020	HHS	Medicare	1.00		
		0001	158003	511710	HHS	Cellular allowance	30.00		



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

FROM: Bill Derryberry, Senior Planning and Budget Analyst *Wm. Derryberry*

DATE: August 30, 2012

SUBJECT: EMS Starflight Reserve Maintenance Amendment

Emergency Medical Services (EMS) is requesting a transfer of \$33,950 from the Starflight Maintenance Reserve (0001-198000-580320) to the aircraft supply and equipment line-item in the EMS budget (0001-159001-510010) for an exchange fuel control unit. Due to the pressure of time for this emergency replacement, a budget amendment is not available at this time from the SAP system. Please see the attached memo from the STAR Flight Program Director on this request.

PBO recommends approval of this budget amendment. If you have any questions, please call me at 4-4741.

Cc: Danny Hobby, County Executive for Emergency Services
Casey Ping, STAR Flight Program Director
Christine Lego, Lead Financial Analyst, Emergency Services
Pam Cannon, Administrative Associate, EMS
Leslie Browder, County Executive for Planning & Budget
Jessica Rio, Budget Director, PBO



Travis County
STAR Flight



7800 Old Manor Road
Austin, TX 78724
www.starflightrescue.org

Dispatch 1-800-531-STAR
Administration (512) 854-6464
Fax (512) 854-6466

To: Danny Hobby, County Manager, Emergency Services
Travis County

From: Casey Ping, Program Director, *STAR Flight*
Travis County

Subject: Fuel Control Unit

Date: August 29, 2012

Today one of the *STAR Flight* aircraft engine fuel control units became unserviceable. Turbomeca has identified an exchange unit with a quoted price of \$33,950.00. This late in the fiscal year the Department does not have sufficient funding for this unscheduled maintenance expenses.

The Department recommends Travis County considering using a portion of the SF Reserve from the Seton Network donation to fund this item. There is currently approximately \$395,000 in this account with an additional \$640,000 expected any day. The Seton donation was unrestricted and earmarked for *STAR Flight* use. The use of this funding (~\$33,950) will still allow *STAR Flight* to meet major scheduled overhaul items (engines, transmissions etc.) through FY14.

SF Reserve, Fund #0001, Cost Center 1980000000, GL Account = 580320

Please let me know if you need additional information

Casey

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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 *D. Ramirez*

DATE: August 27, 2012

RE: Transfer of \$74 from Office Supplies to Provide Cell Phone Allowance to Two Employees in Health and Human Services (HHS)

HHS is requesting to transfer \$74 from its office supplies line item to the cell phone allowance and related payroll benefits for two employees who are frequently in the field and need to use a cell phone to conduct County business. Approval of this \$30/month (plus benefits) allowance beginning in FY 12 also means the continued payment of this allowance into FY 13 and beyond. If approved, PBO will permanently transfer \$872/year for the allowance and the related benefits as part of a changes after mark-up agenda item in September before the budget is adopted.

PBO recommends approval of this request.

cc: Leslie Browder, Jessica Rio, Leroy Nellis, Travis Gatlin, PBO
Sherri Fleming, Kathleen Haas, HHS



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE**

100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767

Sherri E. Fleming
Executive Manager
(512) 854-4100
Fax (512) 854-4115

Date: August 16, 2012

TO: Diana Ramirez, Budget Analyst, Planning and Budget Office

FROM: 
Sherri E. Fleming, County Executive Manager
Travis County Health and Human Services and Veterans Service

SUBJECT: Health and Human Services and Veterans Service Cellular Phone Allowance Request

Proposed Motion: Consider and take appropriate action to approve the cellular phone allowance request for the following employees: Sonia Hartman and Lisa Sindermann.

Summary: The employees listed above are frequently in the field and away from routine telephone communication. The use of cellular phones is pertinent to performing their job functions. The department is requesting authorization of the cell phone allowance for these employees following Chapter 39.032 of the Travis County Wireless Communications Policy. The HHSVS County Executive has approved the request form to establish the monthly cellular allowance for these employees.

Budgetary and Fiscal Impact: The FY'2012 funds have been set aside in each division/program line item budget.

These monthly amounts are supplemental income as processed through the payroll system, included in the employee's gross income and subject to standard payroll withholding for federal taxation and retirement contributions.

cc: Leslie Browder, County Executive, Planning and Budget
Beth Blankenship, Payroll and Benefits Auditing
Bradley R. Bearden, Wireless Communications Manager
Kathleen Haas, Financial Manager

Travis County Monthly Cellular Service Allowance REQUEST FORM

Pursuant to Travis County Code, Chapter 39, Wireless Communications Policy, I am submitting this request for additions (A) or changes (C) of monthly cellular service allowances within my Office/Department.

Sheri E. Fleming
Official/Department Head Signature and Date

8/16/12
effective date

NOTE: All requests for new monthly allowances or increases to previously approved monthly allowances must first go through PBO, then be processed through the Auditor's Office. Along with this request form, a budget transfer sheet must be completed for a transfer of funds into line items 2002 (6.2%), 2005 (9.64%), 2006 (1.95 POPS positions), 2007 (1.45%), and the remaining into 4107. Unless the allowance is for a limited time, the budget transfer used to fund the allowance can only be made on an annualized permanent basis.

A cellular service monthly allowance is requested for (A or C, Employee ID #, position title and slot number):	\$10/mo	\$20/mo	\$30/mo
A, Emp #11198, Social Svcs Program Admin, Slot # 247	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A, Emp #8184, Financial Analyst LD, Slot # 202	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Setting up cellphone allowances for Sonia Hartman and Lisa Sindermann

Reviewed by PBO

J. Rami 8-27-12
signature and date

Approved by Commissioner's Court _____

Date

Processed by Auditor's Office _____

signature and date

Return a copy to: Chuck Brotherton, Emergency & Wireless Communications Manager
Travis County Emergency Services
Phone 854-4895
Fax 854-4786
Email Charles.Brotherton@co.travis.tx.us

Header Information for Entry Doc Number

400000459

Doc. Number 400000459 Doc. Status Preposted FM Area 1000
 Budget. Cate. Payment Doc. Year 2012 Doc. Date Aug 16, 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
 Creator MCMARIC Creation Date Aug 27, 2012 Creation Time 15:47:25
 Resp. Person Year Cohort Public Law
 Legislation

Additional Data

Header Text Cell phone allowance for Sonia Hartman 9/1/2012

TextName

Lines

Total Document 0 USD

PBO concurs.
-Duran

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1580500001	510230	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	-37	
000002	0001		1580500001	506010	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	2	
000003	0001		1580500001	506050	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	3	
000004	0001		1580500001	506060	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	1	
000005	0001		1580500001	506020	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	1	
000006	0001		1580500001	511710	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	30	

Header Information for Entry Doc Number

400000436

Doc. Number 400000436 Doc. Status Preposted FM Area 1000
 Budget. Cate. Payment Doc. Year 2012 Doc. Date Aug 16, 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
 Creator MCMARIC Creation Date Aug 27, 2012 Creation Time 15:48:06
 Resp. Person Year Cohort Public Law
 Legislation

Additional Data

Header Text Cell Phone Allowance for Lisa Sindermann 9/1/2012

TextName

Lines

Total Document USD

*PBO concurs.
 -Darlan
 A 9/2*

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1580030001	510230	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	-37	
000002	0001		1580030001	506010	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	2	
000003	0001		1580030001	506050	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	3	
000004	0001		1580030001	506060	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	1	
000005	0001		1580030001	506020	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	1	
000006	0001		1580030001	511710	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	30	

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		

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			

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.Impvt.
(\$5,886,705)		11/22/11	700 Lavaca, 1st and 2nd floor Renovations
\$17,785,727 Current Reserve Balance			