



Travis County Commissioners Court Agenda Request

Meeting Date: October 16, 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

County Judge's Office, (512)854-9555

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

BUDGET AMENDMENTS AND TRANSFERS

FY 2013

10/16/2012

AMENDMENTS

| BA# | INTERNAL ORDER/WBS | FUND | COST CENTER | COMMITMENT | Dept. | Line Item | Increase | Decrease | Pg # |
|------------|---------------------------|-------------|--------------------|-------------------|--------------|----------------------|-----------------|-----------------|-------------|
| A1 | | 0125 | 198000 | 580010 | Reserves | JP Tech Alloc. Resv. | | 23,805.00 | 1 |
| | | 0125 | 190147 | 510070 | JP Tech Fund | Comp Equip & Perip | 4,761.00 | | |
| | | 0125 | 190149 | 510070 | JP Tech Fund | Comp Equip & Perip | 4,761.00 | | |
| | | 0125 | 190151 | 510070 | JP Tech Fund | Comp Equip & Perip | 4,761.00 | | |
| | | 0125 | 190153 | 510070 | JP Tech Fund | Comp Equip & Perip | 4,761.00 | | |
| | | 0125 | 191155 | 510070 | JP Tech Fund | Comp Equip & Perip | 4,761.00 | | |
| A2 | | 000001 | 198000 | 580010 | Reserves | Gen.Fnd Alloc. Resv. | | 10,000.00 | 4 |
| | | 000001 | 149011 | 511900 | TNR | Other Services | 10,000.00 | | |

TRANSFERS

| BA# | INTERNAL ORDER/WBS | FUND | COST CENTER | COMMITMENT | Dept. | Line Item | Increase | Decrease | Pg # |
|------------|---------------------------|-------------|--------------------|-------------------|--------------|------------------|-----------------|-----------------|-------------|
| T1 | | 0001 | 114002 | 500050 | Facilities | Perm. Salaries | | 9,083.00 | 6 |
| | | 0001 | 114001 | 500500 | Facilities | Perm. Salaries | 9,083.00 | | |

OTHER

| | | | | | | | | | |
|----|--|--|--|--|--|--|--|--|---|
| O1 | | | | | | Request by the Auditor's Office for an internally funded transition slot for a retiring Chief Assistant County Auditor I | | | 9 |
|----|--|--|--|--|--|--|--|--|---|



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, Sr. *Am*

DATE: October 5, 2012

RE: Request to transfer funds from the Justice Court Technology Fund Allocated Reserve to purchase scanners necessary to implement the Odyssey Case Management System.

ITS is requesting approval to transfer \$23,805 to purchase five scanners for each Justice of the Peace Precinct to allow for the implementation of the Odyssey Case Management System.

For FY 13, The Justice Court Technology Fund has an Allocated Reserve of \$347,410. The proposed use of the funds is consistent with the purpose of this special revenue fund.

PBO recommends approval of this request.

cc: Leslie Browder, PBO
Leroy Nellis, PBO
Jessica Rio, PBO
Judge Yvonne M. Williams, Justice of the Peace, Precinct 1
Judge Glenn Bass, Justice of the Peace, Precinct 2
Judge Susan Steeg, Justice of the Peace, Precinct 3
Judge Raul A. Gonzalez, Justice of the Peace, Precinct 4
Judge Herb Evans, Justice of the Peace, Precinct 5
Karen Barland, Justice of the Peace, Precinct 3's Office
Terri Montgomery, ITS
Randy Lott, ITS

1

DATE: October 1, 2012

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Sarah Eckhardt, Commissioner, Precinct 2
Karen L. Huber, Commissioner, Precinct 3
Margaret Gomez, Commissioner, Precinct 4

FROM: Judge Susan Steeg, Precinct 3

SUBJECT: Purchase scanners from the Justice Court Technology Fund for Justice of the Peace offices

On behalf of the Travis County Justices of the Peace, we request your approval to purchase five scanners for each JP office from the Justice Court Technology Fund.

JP3 begins conversion to Tyler Technology's Odyssey Case Management System in November 2012. The Odyssey Case Management System has document management capability (attaching images and files), that affords functionality only if the JP offices have the requisite scanners. Under our current schedule, all JP offices will be converted by May 2013.

Travis County ITS provided a detailed analysis of multiple compatible scanners to the five Justices of the Peace, and has recommended the purchase of the Kodak I2600 scanner for each JP office. The current estimated cost for the Kodak I2600 scanner is \$981.53 each, which includes a 3 year warranty.

The Justices of the Peace respectfully request the Commissioner's Court approve the purchase of five Kodak I2600 scanners for each JP office from the Justice Court Technology Fund, not to exceed \$ 30,000.00.

Please contact Terri Montgomery, ITS Project Manager, should you have any questions regarding this request.

Cc: Judge Yvonne M. Williams, Precinct 1
Judge Glenn Bass, Precinct 2
Judge Raul A. Gonzalez, Precinct 4
Judge Herb Evans, Precinct 5
Alan Miller, PBO, Budget Analyst Sr.
Randall Lott, ITS Financial Manager
Terri Montgomery, Project Manager I
Tanya Acevedo, Project Manager Division Director

Header Information for Entry Doc Number

400001033

Doc. Number 400001033 Doc. Status Preposed FM Area 1000
 Budget. Cate. Payment Doc. Year 2013 Doc. Date Oct 3, 2012
 Value Type Budget Version 0 Doc. Type TRAN
 Budget Type 1 Fiscal Year 2013 Year. Cash. Eff
 Process UI TRAN Process SEND Original. Applic. BWB Doc. Family

Additional Data
 Creator HOLDERS Creation Date Oct 4, 2012 Creation Time 14:21:33
 Resp. Person Public Law

Header Text Transf for scanners for the new JPs Odyssey System
 Legislation

TextName

Lines
 Total Document 0 USD

| Line | Fund | Budget Period | Funds Center | Comm. Item | FuncArea Grant | Funded Program | Local Amount | Text Line |
|--------|------|---------------|--------------|------------|----------------|----------------|--------------|--|
| 000001 | 0125 | | 1980000000 | 580010 | 1120 | NOT-RELEVANT | -23,805 | Transf for scanners for the new JPs Odyssey System |
| 000002 | 0125 | | 1901470000 | 510070 | 1220 | NOT-RELEVANT | 4,761 | Transf for scanners for the new JPs Odyssey System |
| 000003 | 0125 | | 1901490000 | 510070 | 1220 | NOT-RELEVANT | 4,761 | Transf for scanners for the new JPs Odyssey System |
| 000004 | 0125 | | 1901510000 | 510070 | 1220 | NOT-RELEVANT | 4,761 | Transf for scanners for the new JPs Odyssey System |
| 000005 | 0125 | | 1901530000 | 510070 | 1220 | NOT-RELEVANT | 4,761 | Transf for scanners for the new JPs Odyssey System |
| 000006 | 0125 | | 1901550000 | 510070 | 1220 | NOT-RELEVANT | 4,761 | Transf for scanners for the new JPs Odyssey System |

Handwritten signature and date: Oct 11, 2012



TRANSPORTATION AND NATURAL RESOURCES
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

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

October 9, 2012

MEMORANDUM

TO: Members of the Commissioners' Court
Planning & Budget Office

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

SUBJECT: BUDGET TRANSFER REQUEST FOR CLEAN AIR FORCE 2013

On October 2, 2012, the Commissioners Court approved the contract renewal with the Clean Air Force for 2013. This memo is to request the approval of a transfer of \$10,000 for the contract from the General Fund Allocated Reserves to TNR. This transfer will allow TNR to process the payment to the Clean Air Force. The financial information is listed below.

From Allocated Reserve

| | |
|-----------------|--------|
| Fund | 0001 |
| Cost Center | 198000 |
| Commitment Item | 580010 |

To TNR Line Item

| | |
|-----------------|---------------------|
| Fund | 0001 |
| Cost Center | 149011 |
| Commitment Item | 51197100 <i>BAR</i> |

cc: Jon White, TNR
Adele Noel, TNR
Sydnia Crosbie, TNR

PBO concurs. 10/11/12

Header Information for Entry Doc Number

400001063

Doc. Number 400001063 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2013 Doc. Date Oct 9, 2012
Value Type Budget Version 0 Doc. Type TRAN
Budget Type 1 Fiscal Year 2013 Year. Cash. Eff
Process UI TRAN Process SEND Original. Applic. BWB Doc. Family

Additional Data
Creator CROSBIS Creation Date Oct 9, 2012 Creation Time 13:34:30
Resp. Person Year Cohort Public Law
Legislation

Header Text

TextName

Lines
Total Document -20,000 USD

| Line | Fund | Budget Period | Funds Center | Comm. Item | Func Area Grant | Funded Program | Local Amount | Text Line |
|--------|------|---------------|--------------|------------|-------------------|--------------------|--------------|--|
| 000001 | 0001 | | 1980000000 | 580010 | 1120 NOT-RELEVANT | NON-FUNDED-PROGRAM | -10,000 | For Clean Air Force FY13, exp court agenda 10/16 |
| 000002 | 0001 | | 1490110001 | 511900 | 1750 NOT-RELEVANT | NON-FUNDED-PROGRAM | -10,000 | For Clean Air Force FY13, exp court agenda 10/16 |

PBO concurs. 10/11/12
-Dallan
A J 10/11/12




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: October 11, 2012

RE: Request by FMD to Internally Fund the Transfer to the General Fund of 0.40 FTE Currently in the Expo Center Fund and to Reclassify the Position

Facilities Management Division is requesting to transfer 0.40 FTE that is currently funded in the Expo Center Fund to the General Fund using internal resources. This full-time position is currently split funded between the Expo Center Fund and the General Fund. This action will result in the full FTE being funded in the General Fund. The budget adjustment attached transfers permanent salary savings from the Grounds Deeping division to the Administration Division to cover the salary.

In addition, FMD is requesting that this position be reclassified from a Senior Office Specialist to an Accounting Associate II. PBO has discussed this request with HRMD and HRMD concurs with the department. An Accountant Associate II is a position title that will be more useful to FMD given the complex financial transactions FMD must undertake with its capital-heavy budget. PBO recommends approval of this request.

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

FACILITIES MANAGEMENT DEPARTMENT

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



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

MEMORANDUM

FMD Project: Personnel
FILE: 101

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

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

DATE: October 9, 2012

SUBJECT: Position Change Request
Senior Office Specialist – Slot 124

A handwritten signature in blue ink, appearing to read "Roger A. El Khoury", is written over the "FROM:" line.

This memo is to follow up on recent conversations with Diana Ramirez regarding the slot recently vacated by the retirement of Gaile David. This slot is one of the Facilities Management Department (FMD) slots that was split funded between the general fund (60%) and the Exposition Center revenue fund (40%). As discussed, the workload for this position is actually 100% in support of our Building Operations and Maintenance divisions, and thus should be funded from the general fund, without cost to the Exposition Center. FMD is therefore requesting the position be removed from split funding and moved to be fully funded in the general fund. FMD has the necessary permanent salary savings to cover the 40% of funding that was previously attributed to the Exposition Center account. Additionally, we request the position be reclassified from a Senior Office Specialist, grade 13, to an Accounting Associate II, grade 14. FMD has the necessary salary savings to also cover the grade change.

At one time, the incumbent in slot 124 provided support for Exposition Center functions and thus was split funded. Over time, the workload of this slot in support of general fund activities has grown to require most of the available time. FMD will transfer the Exposition Center related workload to Exposition Center staff members and limit the new Accounting Associate to support only general fund requirements. The recently adopted SAP financial system has greatly increased the workload for our financial staff to be able to meet the procurement and receiving requirements for the department.

Our Financial Manager has loaded BA # 4000001039 to realign the required salary savings into the proper cost center to fully fund the reclassified grade 14 position. Your assistance in moving this request forward is greatly appreciated. With this position vacant and one other financial staff member unavailable due to an extended illness, we are desperate to quickly fill this position. If you have any questions, please call me at 44579 or John at 44772. Thank you for your assistance.

COPY TO:

Diane Poirot, Director, HRMD
Diana Ramirez, Senior Budget Analyst, PBO
Todd Osborn, Compensation Manager, HRMD
John Carr, Administrative Director, FMD
Amy Draper, CPA, Financial Manager, FMD

PBO concurs.
10/11/12

A handwritten signature in blue ink, appearing to read "Diana Ramirez", is written below the PBO concurrence.

Header Information for Entry Doc Number

400001039

Doc. Number 400001039 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2013 Doc. Date Oct 9, 2012
Value Type Budget Version 0 Doc. Type TRAN
Budget Type 2 Fiscal Year 2013 Year. Cash. Eff
Process UI TRAN Process SEND Original. Applic. BWB Doc. Family

Additional Data

Creator DRAPER Creation Date Oct 11, 2012 Creation Time 14:08:42
Resp. Person Year Cohort Public Law
Header Text Permanent Salary savings from Grounds to Admin Legislation

TextName

Lines

Total Document -18,166 USD

| Line | Fund | Budget Period | Funds Center | Comm. Item | FuncArea Grant | Funded Program | Local Amount | Text Line |
|--------|------|---------------|--------------|------------|-------------------|--------------------|--------------|--|
| 000001 | 0001 | | 1140020001 | 500050 | 1140 NOT-RELEVANT | NON-FUNDED-PROGRAM | -9,083 | Permanent Salary savings from Grounds to Admin |
| 000002 | 0001 | | 1140010001 | 500050 | 1140 NOT-RELEVANT | NON-FUNDED-PROGRAM | -9,083 | Permanent Salary savings from Grounds to Admin |

PBO concurs. 10/11/12
-Dolan
A & ~ 10/11/12




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 

DATE: October 4, 2012

SUBJECT: County Auditor's Office Transition FTE Slot

The County Auditor's Office is requesting a Transition FTE slot for a retiring Chief Assistant County Auditor I (Pay Grade 30632) for the period from October 16, 2012 through December 31, 2012. This request has been approved by the District Judge's.

This individual is critical to the ongoing daily operations of the Auditor's Office. The ability to recruit for this position prior to go-live in January for Phase II of the BEFIT project is crucial to those operations.

PBO has worked with the Auditor's Office to ensure that there are no other transition slots needed in the coming months, however due to timing issues, this was not included in the October 2, 2012 Budget Adjustments.

PBO confirms that there is sufficient internal funding for the \$40,905 cost for this Transition FTE slot in the County Auditor Budget.

PBO recommends approval of this Transition FTE Slot for the October 16, 2012 through December 31, 2012 period funded internally within the existing FY 13 County Auditor budget. If you have any questions, please call me at 4-4741.

Cc: Nicki Riley, County Auditor
Leslie Browder, County Executive for Planning & Budget
Jessica Rio, Budget Director, PBO
Diane Poirot, HRMD Director
Todd Osburn, HRMD Compensation Manager

Allocated Reserve Status (580010)

| Amount | Dept Transferred Into | Date | Explanation |
|--------------------|------------------------|------|-------------------|
| \$6,920,945 | | | Beginning Balance |
| \$6,920,945 | Current Balance | | |

Possible Future Expenses Against Allocated Reserve Previously Identified:

| Amount | Explanation |
|----------------------|---|
| (\$137,676) | Civil Courts – Drug Court Grant |
| (\$200,000) | Civil Courts Legally Mandated Fees – Attorney Fees & Other Court Costs |
| (\$220,074) | Criminal Courts – Veterans Court Grant |
| (\$42,497) | Criminal Courts – Bailiff to CPO transition Cost |
| (\$175,000) | Criminal Courts Legally Mandated Fees – Attorney Fees & Other Court Costs for Capital Ca |
| (\$12,714) | CSCD – MSS Adjustments |
| (\$36,000) | District Clerk – Collections Software |
| (\$20,000) | Emergency Services – Hazardous Materials Disposal |
| (\$250,000) | Facilities Management – Facilities Best Practices Review |
| (\$200,000) | General Administration – HUB Requirements Disparity Study (\$35,595 funds from State, res |
| (\$359,065) | Health & Human Services – Office of Children's Services Grant Match |
| (\$100,000) | Health & Human Services – PromoSalud Scholarships and Workforce Development |
| (\$150,000) | HRMD – Revised Tuition Reimbursement Policy |
| (\$25,885) | HRMD – ACC Internship Program |
| (\$83,182) | ITS – BEFIT Customer Support Analyst III |
| (\$60,000) | RMCR – Additional Postage |
| (\$1,000,000) | TCSO – Overtime |
| (\$217,241) | TCSO - Constable Staffing |
| (\$3,289,334) | Total Possible Future Expenses (Earmarks) |
| \$3,631,611 | Remaining Allocated Reserve Balance After Possible Future Expenditures |

Capital Acquisition Resources Account Reserve Status (580070)

CAR RESERVE TRANSFERS

| Amount | Dept Transferred Into | Date | Explanation |
|--|------------------------------|-------------|--------------------|
| \$2,813,944 | | | Beginning Balance |
| \$2,813,944 Current Reserve Balance | | | |

Possible Future Expenses Against CAR Reserves Previously Identified During the FY 13 Budget Process:

| Amount | Explanation |
|-----------------------|--|
| \$ (825,300) | ITS Infrastructure for FMD Projects |
| \$ (660,000) | Virtual tape Library option 3 |
| \$ (38,046) | Replacement Boat Motors for Lake Unit |
| \$ (100,000) | Guardrail-New Installations |
| \$ (90,000) | Failing Vehicles |
| \$ (50,000) | Sidewalks-ADA Upgrades |
| \$ (250,000) | FM 1626 ROW Purchases |
| \$ (61,954) | Constable Staffing |
| \$ (2,075,300) | Total Possible Future Expenses (Earmarks) |

Emergency Reserve Status (580120)

| Amount | Dept Transferred Into | Date | Explanation |
|--------------------|--------------------------------|------|-------------------|
| \$2,016,924 | | | Beginning Balance |
| \$2,016,924 | 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 |
|--------------------|--------------------------------|------|-------------------|
| \$5,496,000 | | | Beginning Balance |
| \$5,496,000 | Current Reserve Balance | | |

Juvenile Justice TYC (580260)

| Amount | Dept Transferred Into | Date | Explanation |
|------------------|--------------------------------|------|-------------------|
| \$418,959 | | | Beginning Balance |
| \$418,959 | Current Reserve Balance | | |

Smart Bldg. Facility Maintenance Reserve Status (580240)

| Amount | Dept Transferred Into | Date | Explanation |
|------------------|--------------------------------|------|-------------------|
| \$160,778 | | | Beginning Balance |
| \$160,778 | Current Reserve Balance | | |

IJS/FACTS Reserve Status (580160)

| Amount | Dept Transferred Into | Date | Explanation |
|--------------------|--------------------------------|------|-------------------|
| \$2,164,795 | | | Beginning Balance |
| \$2,164,795 | Current Reserve Balance | | |

Transition Reserve Status (580300)

| Amount | Dept Transferred Into | Date | Explanation |
|--|-----------------------|------|-------------------|
| \$101,889 | | | Beginning Balance |
| \$101,889 Current Reserve Balance | | | |

Reserve for State Cuts Status (580310)

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

Starflight Maintenance Reserve Status (580320)

| Amount | Dept Transferred Into | Date | Explanation |
|--|-----------------------|------|-------------------|
| \$1,001,050 | | | Beginning Balance |
| \$1,001,050 Current Reserve Balance | | | |

1115 Waiver Reserve Status (580200)

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

Interlocals Reserve Status (580200)

| Amount | Dept Transferred Into | Date | Explanation |
|--|-----------------------|------|-------------------|
| \$2,166,175 | | | Beginning Balance |
| \$2,166,175 Current Reserve Balance | | | |

Annualization Reserve Status (580200)

| Amount | Dept Transferred Into | Date | Explanation |
|---|-----------------------|------|-------------------|
| \$65,768 | | | Beginning Balance |
| \$65,768 Current Reserve Balance | | | |

Salary Savings Reserve Status (580200)

| Amount | Dept Transferred Into | Date | Explanation |
|------------------|--------------------------------|-------------|--------------------|
| \$400,000 | | | Beginning Balance |
| \$400,000 | Current Reserve Balance | | |

Unallocated Reserve Status (580015)

| Amount | Dept Transferred Into | Date | Explanation |
|---------------------|--------------------------------|-------------|--------------------|
| \$57,195,853 | | | Beginning Balance |
| \$57,195,853 | Current Reserve Balance | | |