



Travis County Commissioners Court Agenda Request

Meeting Date: October 23, 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

10/23/2012

FY 2012

T1	0002	114006	500050	Facilities	Perm. Salaries		\$9,736.00	5
	0002	114006	511160	Facilities	Property Mngt. Serv.	\$9,736.00		

FY 2013

AMENDMENTS

BA#	INTERNAL ORDER/WBS FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1	0001	198000	580160	Reserves	IJS/FACTS Reserves		\$196,951.00	1
	0001	112004	510310	ITS	Software	\$86,272.00		
	0001	112004	510070	ITS	Comp Equip & Perip	\$110,679.00		

TRANSFERS

BA#	INTERNAL ORDER/WBS FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T2	0001	149001	511890	TNR	Consulting		\$5,663.00	7
	0001	149025	500050	TNR	Perm. Salaries	\$4,622.00		
	0001	149025	506010	TNR	FICA - OASDI	\$287.00		
	0001	149025	506020	TNR	Medicare	\$67.00		
	0001	149025	506050	TNR	Retirement Contrib.	\$567.00		
	0001	149025	506060	TNR	Worker's Comp.	\$120.00		



PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

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

October 15, 2012

To: Commissioners Court

From: Katie Petersen Gipson, Sr. Planning & Budget Analyst

A handwritten signature in blue ink, appearing to read "Katie Petersen", is written over the "From:" line.

Re: Request from IJS reserve for Document Management System Hardware

Attached is a request from Information Technology Services for \$196,951 from the Integrated Justice System reserve to purchase hardware for the OnBase Document Management System. This system will be implemented first in the County Clerk's Office and then to District Clerk, District Attorney, County Attorney and Records Management departments through FY14. The hardware that will be purchased is expected to be sufficient for all departments' usage of the system. The County Clerk and Criminal Courts Administration are also contributing funding for storage.

This is an anticipated expenditure from the IJS Reserve. The reserve was set at \$2,164,795 for FY13 in order to cover costs for the CUC Techshare Program and the On Base Document Management System. After this budget amendment is processed there will be \$1,967,844 remaining for other expenses. PBO recommends approval of this transfer of funds.

CC: Walter LaGrone, ITS
Tanya Acevedo, ITS
Rod Brown, ITS
Randy Lott, ITS
David Lampl, ITS
Diana Ramirez, PBO
Leslie Browder, PBO
Jessica Rio, PBO



Travis County Courthouse, Austin, Texas

TRAVIS COUNTY INFORMATION TECHNOLOGY SERVICES

700 Lavaca, Suite 501A, Austin, Tx 78767 (512) 854-9372 Fax (512) 854-4401

FROM: Tanya Acevedo, *TA* Interim Chief Information Officer

TO: Katie Gipson, Planning and Budget Office

DATE: October 10, 2012

SUBJECT: Request for resources from IJS Reserve for Document Management System (DMS) Hardware

ITS is requesting Commissioners Court approval to transfer \$196,951 from the FY 13 IJS Reserve to various ITS commitment items for required hardware and software infrastructure for the ITS portion of the DMS project. The Commissioner's Court approved a reserve of \$2,164,795 for FY 13 to initially fund several enterprise technology initiatives including a new Document Management System and the CUC Prosecutor and Courts modules.

The County Clerk, Courts Admin, and Information Technology Services departments are collaborating to purchase hardware and software to establish the infrastructure required for the OnBase Document Management System (County Clerk) and storage for the Judges Workbench eDocket (Courts Admin) projects. The County Clerk will initially use the new DMS system with the District Clerk, District Attorney, County Attorney, and Records Management anticipating to join the project in Fiscal Year 2014. Funding for the County Clerk and Courts Admin portions will come directly from their respective Fiscal Year 2013 budgets.

The requirements for County Clerk, Courts Admin, and ITS funding to purchase the DMS servers, storage and operating system software and Judges Workbench are below.

DMS Project Hardware:

36 TeraByte (TB) Storage	\$ 77,923
VM Server	\$ 81,419
Database servers	\$ 24,054
<u>SQL Server 2008 Enterprise Licenses</u>	<u>\$ 86,273</u>
Hardware Total	\$ 269,669

Breakout by department/office:

County Clerk	\$ 67,418
Courts Admin (6 TB Storage)	\$ 5,300
<u>ITS (for District Clerk, CA, DA, RMCR)</u>	<u>\$ 196,951</u>
Total	\$ 269,669

From: IJS Reserve	1980000000 580160	\$196,951
To: ITS	1120040001 510070	\$110,679
	1120040001 510310	\$86,272

County Clerk and Courts Admin will transfer their portions of the funding to ITS and all purchases will be made through existing contracts. Installation and configuration of the hardware will be accomplished by ITS, with assistance from the County Clerk and the integration vendor, ImageSoft. The installation and configuration will be completed in late 2012 or early 2013, depending on the equipment delivery date.

CC: The Honorable Dana DeBeauvoir, County Clerk
Susan Bell, County Clerk's Office
The Honorable Amalia Rodriguez-Mendoza , District Clerk
Michelle Brinkman, District Clerk
The Honorable David Escamilla, County Attorney
Don Castiglioni, County Attorney's Office
The Honorable Rosemary Lehmborg, District Attorney
Vicki Skinner, District Attorney's Office
Mark Erwin, County Courts
Roger Jeffries, County Executive for Justice and Public Safety
Leslie Browder, County Executive for Planning and Budget
Steven Broberg, Director, RMCR
David Lamp'l, Randy Lott ITS

Header Information for Entry Doc Number 400001054

Doc. Number 400001054 Doc. Status Preposted FM Area 1000

Budget. Cate. Payment Doc. Year 2013 Doc. Date Oct 10, 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 PETERSK Creation Date Oct 15, 2012 Creation Time 14:28:10

Resp. Person Year Cohort Public Law

Legislation

Header Text Transfer from IJS Reserve for DMS/Judges Workbench

TextName

Lines Total Document \$196,951 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580160	1120	NOT-RELEVANT	-110,679	Transfer from IJS Reserve for DMS/Judges Workbench
000002	0001		1980000000	580160	1120	NOT-RELEVANT	-86,272	Transfer from IJS Reserve for DMS/Judges Workbench
000003	0001		1120040001	510310	1110	NOT-RELEVANT	86,272	Transfer from IJS Reserve for DMS/Judges Workbench
000004	0001		1120040001	510070	1110	NOT-RELEVANT	110,679	Transfer from IJS Reserve for DMS/Judges Workbench

[Signature] Oct 18, 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 *Diana Ramirez*

DATE: October 16, 2012

RE: Request by FMD to transfer \$9,736 from Salary Savings to the Operating Budget in the 700 Lavaca Fund (Fund 0002) Fiscal Year 2012 Budget

FMD's departmental accrual in the 700 Lavaca Fund for FY 12 is short by \$9,736. This budget adjustment will allow the transfer of temporary salary savings from FMD's personnel budget in this special fund to the operating commitment item to cover property management costs through September 30, 2012, at 700 Lavaca.

PBO recommends Court approval of this FY 2012 budget adjustment because this special fund is very healthy and the proposed use of funds is an approved use.

cc: Leslie Browder, Jessica Rio, Leroy Nellis, Travis Gatlin, PBO
Amy Draper, John Carr, FMD
Hannah York, Auditor's Office

Header Information for Entry Doc Number

400001088

Doc. Number 400001088 Doc. Status Preposted FM Area 1000
 Budget. Cate. Payment Doc. Year 2012 Doc. Date Oct 16, 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
 Creation Date Oct 16, 2012 Creation Time 10:49:10
 Resp. Person Year Cohort Public Law
 Legislation

Additional Data

Header Text To cover FY12 Accrual

TextName

Lines

Total Document 9,736 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0002		1140060002	500050	1140	NON-FUNDED-PROGRAM	-9,736	To cover FY12 Accrual--property management
000002	0002		1140060002	511160	1140	NON-FUNDED-PROGRAM	9,736	To cover FY12 Accrual

Draper
10/18/2012



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 *Diana Ramirez*

DATE: October 16, 2012

RE: Request by TNR to Internally Transfer \$5,663 from Operating Budget to Personnel

TNR is requesting to transfer \$5,663 from its consulting commitment item to salaries and benefits to allow the department to fill the Road Maintenance Worker position for the International Cemetery. The department is requesting to fill the position (slot 421) with an existing Road Maintenance employee currently funded in the Road & Bridge Fund (Fund 0145).

The department indicates that the expenditures from the consulting budget vary from year to year, that the \$5,663 transfer will not hurt ongoing operations, and that replenishment of these funds will not be requested at a later date. TNR internally funded many of the Market Salary Survey reclassifications in FY 12 leaving little vacancy savings available for this personnel action.

PBO recommends approval of this transfer.

cc: Leslie Browder, Jessica Rio, Leroy Nellis, Travis Gatlin, PBO
Todd Osburn, HRMD
Steven Manilla, Carol Joseph, Don Ward, Donna Holt, Cynthia McDonald, TNR



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
Carol B. Doyle for
FROM: Steven M. Manilla, P.E., County Executive, TNR

SUBJECT: BUDGET TRANSFER REQUEST TO SUPPLEMENT SALARY FOR
 CEMETERY POSITION (SLOT 421)

TNR is asking for approval to supplement the salary for a Road Maintenance Worker position located at the International Cemetery (Slot 421). TNR Road Maintenance has an existing employee that is currently funded by the Road and Bridge Fund that we are recommending to move to the Cemetery slot at the existing salary. However, in order to transfer the employee, additional funding is required. Therefore, TNR is recommending the permanent reallocation of \$5,663 from an operating line item to the various salary accounts to ensure adequate funding for the transfer. Below is the detail of the \$5,663 to be transferred.

From TNR Admin-GF

Fund Center: 1490010001
 Commitment Item: 511890

To TNR Customer Service-GF

Fund Center: 1490250001

Commitment Item	Description	Revised Budget	Recommended	Amount
500050	Sal-Reg Emp	\$ 24,681	\$ 29,303	\$ (4,622)
503010	Longevity Pay-All Emps	\$ -	\$ -	\$ -
506010	FICA Tax-OASDI	\$ 1,530	\$ 1,817	\$ (287)
506020	FICA Tax-Medicare	\$ 358	\$ 425	\$ (67)
506030	Med Ins Benefit	\$ 8,353	\$ 8,353	\$ -
506040	Life Insurance Benefit	\$ 99	\$ 99	\$ -
506050	Retirement Contribution	\$ 3,028	\$ 3,596	\$ (567)
506060	Workers' Comp	\$ 640	\$ 760	\$ (120)
Additional Funding Needed				\$ (5,663)

cc: Don Ward, TNR Road Maintenance
David Greear, TNR Road Maintenance
Howard Herrin, TNR Road Maintenance
Tracy Smith, TNR Road Maintenance
Donna Holt, TNR Admin Services
Cynthia McDonald, TNR Financial Services

Header Information for Entry Doc Number 400001089

Doc. Number 400001089 Doc. Status Preposted FM Area 1000
 Budget Cate. Payment Doc. Year 2013 Doc. Date Oct 16, 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
 Creator JENSENC Creation Date Oct 16, 2012 Creation Time 10:00:54
 Resp. Person Year Cohort Public Law
 Legislation

Additionnal Data

Header Text

TextName

Total Document 5,663 USD

Lines

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1490010001	511890	1710	NOT-RELEVANT	-5,663	Permanent salary supplement
000002	0001		1490250001	500050	1710	NOT-RELEVANT	44,622	
000003	0001		1490250001	506010	1710	NOT-RELEVANT	1287	
000004	0001		1490250001	506020	1710	NOT-RELEVANT	167	
000005	0001		1490250001	506050	1710	NOT-RELEVANT	1567	
000006	0001		1490250001	506060	1710	NOT-RELEVANT	1120	

10/18/2012

Allocated Reserve Status (580010)

Amount	Dept Transferred Into	Date	Explanation
\$6,920,945 (\$10,000)	TNR	10/16/12	Beginning Balance Clean Air Force 2013
\$6,910,945	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)
\$3,621,611	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)

12

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		