



## Item 13

# Travis County Commissioners Court Agenda Request

**Meeting Date:** March 5, 2013

**Prepared By/Phone Number:** Yolanda Reyes (512)854-9106

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive

**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](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

# BUDGET AMENDMENTS AND TRANSFERS

FY 2013

3/5/2013

## TRANSFERS

<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>
T1		0001	158042	500050	HHS	Salaries-Perm Employees		\$22,625.00	1
		0001	158042	506010	HHS	FICA Tax-OASDI		\$1,403.00	
		0001	158042	506020	HHS	FICA Tax-Medicare		\$328.00	
		0001	158042	506030	HHS	Medical Insurance Benefit		\$6,621.00	
		0001	158042	506040	HHS	Life Insurance Benefit		\$74.00	
		0001	158042	506050	HHS	Retirement Contribution		\$2,916.00	
		0001	158042	506060	HHS	Worker's Compensation		\$44.00	
		0001	158042	590149	HHS	Transfer to After Schl YE Fund	\$34,011.00		

## 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		600382	0149	158044	490001	HHS	Transfer from General Fund (Revenue)	\$34,011.00	1
		600382	0149	158044	500050	HHS	Salaries-Perm Employees	\$22,625.00	
		600382	0149	158044	506010	HHS	FICA Tax-OASDI	\$1,403.00	
		600382	0149	158044	506020	HHS	FICA Tax-Medicare	\$328.00	
		600382	0149	158044	506030	HHS	Medical Insurance Benefit	\$6,621.00	
		600382	0149	158044	506040	HHS	Life Insurance Benefit	\$74.00	
		600382	0149	158044	506050	HHS	Retirement Contribution	\$2,916.00	
		600382	0149	158044	506060	HHS	Worker's Compensation	\$44.00	

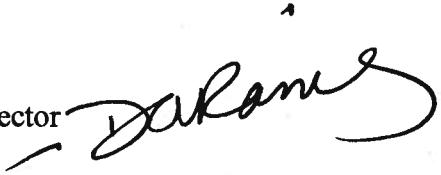


**PLANNING AND BUDGET OFFICE**  
TRAVIS COUNTY, TEXAS

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:** February 27, 2013

**RE:** Request by HHS&VS to create three new FTE for the Texas AgriLife CAPITAL AmeriCorps Project and use savings to temporarily fund these FTE until the expense is reimbursed via contract

HHS&VS is requesting to transfer \$34,011 from temporary salary savings in its General Fund budget to the Texas AgriLife special fund (Fund 0149) that was created for this purpose. As mentioned in the attached memo from Ms. Fleming, County Executive for HHS&VS, these contracts and associated revenues and expenses have moved to Travis County at the specific request of the grant pass-through agency, the OneStar Foundation.

Previously, the contracts and positions they fund were administered by Texas A&M University, Agricultural Extension Service. However, having some of the grant funding going to Texas A&M University and some coming to Travis County made it difficult for OneStar to audit the grant accounts for this project at the end of each grant period. HHS&VS has worked with the grantor, the Auditor's Office, the contracting entities (i.e., Austin ISD, Del Valle ISD, Cedars International Academy, Boys and Girls Clubs of the Austin Area, and the Texas Empowerment Academy), and PBO for the past 4-6 months to ensure the appropriate and smooth transition of this funding process.

This one-time transfer is necessary this fiscal year because it is the first year these contracts are in place. The first year a contract is in place, and if the funding is to be reimbursed, the Auditor's Office can only certify the revenue after it has been received. PBO will continue to work with the department and the Auditor's Office to have the revenue for FY 14 be certified as part of the budget process.

In addition, under this request HHS&VS is requesting permission to create three new AgriLife positions in the Special Fund 0149: two Education Instructional Specialists and one Office Specialist. These positions have been submitted to HRMD for review to ensure that these are the appropriate job titles for the proposed duties. Approval of this request indicates the Court's approval of three new positions in Fund 0149 at job titles appropriate for the duties identified in the PAQs.

PBO recommends approval of the budget adjustments and the creation of the new positions.

cc: Leslie Browder, Jessica Rio, Leroy Nellis, Travis Gatlin, PBO  
Sherri Fleming, Kathleen Haas, Yvette Rugely-Craig, John Bradshaw, HHS&VS  
Todd Osburn, HRMD  
Nicki Riley, Paul Lyon, Dede Bell, Kathryn Madden, Daniel Wilson, Auditor's  
Office

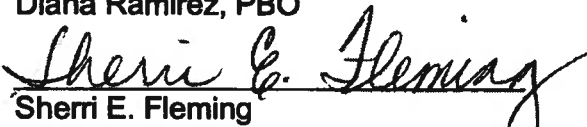


**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
502 E. Highland Mall Blvd.  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
County Executive  
for TCHHSVS  
(512) 854-4100  
Fax (512) 279-1608**

**DATE:** February 19, 2013

**TO:** Diana Ramirez, PBO

**FROM:**   
Sherri E. Fleming  
County Executive for Travis County Health and Human Services  
and Veterans Service

**SUBJECT:** Funds for three AgriLife staff positions to work with the AmeriCorps program

The Commissioners Court has approved revenue contracts with the Austin Independent School District, Del Valle Independent School District, Cedars International Academy, Boys and Girls Clubs of the Austin Area, and the Texas Empowerment Academy. These contracts provide up to \$210,000 to purchase supplies for the Travis County CAPITAL AmeriCorps Project, pay for member mileage and healthcare costs as well as other operating expenses. Some of the revenue will be used to fully fund three new positions in the Travis County AgriLife Extension Office that will work with the AmeriCorps program.

These new positions are listed below:  
Education Instructional Specialist – Junior Master Gardener  
Pay Grade 13; Minimum level - \$30,238.83

Education Instructional Specialist – Technology and Science Education  
Pay Grade 13; Level 1 - \$31,158.40

**Office Specialist – Purchasing, Supplies and Warehouse Management  
Pay Grade 12; Level 1 - \$29,099.20.**

The Travis County AgriLife Extension Office is requesting these three positions in order to support the services provided by the Travis County CAPITAL AmeriCorps Project. In previous years, the revenue contracts that funded these positions were administered by Texas A+M. The OneStar Foundation requested these contracts be switched to Travis County for FY'13 so the Travis County Auditor's Office could certify the revenue. The Auditor's Office was unable to do this with the funds being deposited at Texas A+M. (The OneStar Foundation receives AmeriCorps grant funds from the Corporation for National and Community Service and passes the funding onto various AmeriCorps programs in Texas.)

Documents 400001946 and 400001947 transfer \$34,011 in General Fund money to special revenue account 1580440149. This is three months' worth of salary and benefits for the three positions. The money is coming from Temporary Salary savings. The goal is to provide enough funding to allow these three positions to be posted and filled. TCHHSVS, PBO and the Travis County Auditor's Office have discussed the best way to get these positions filled as soon as possible and have come up with this solution. Enough revenue will come in during FY'13 to reimburse the General Fund as well as provide the balance of funding for these positions.

# Header Information for Entry Doc Number

400001946

Doc. Number 400001946 Doc. Status Preposed FM Area 1000  
 Budget. Cate. Payment Doc. Year 2013 Doc. Date Feb 15, 2013  
 Value Type Budget Version 0 Doc. Type TRAN  
 Budget Type 6 Fiscal Year 2013 Year. Cash. Eff  
 Process UI TRAN Process SEND Original. Applic. BWB Doc. Family

## Additional Data

Creator BRADSHJ Creation Date Feb 20, 2013 Creation Time 13:27:08  
 Resp. Person Year Cohort Public Law  
 Legislation

Header Text

TextName

## Lines

Total Document 34,011 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1580420001	590149	1530	NOT-RELEVANT	-34,011	
000002	0001		1580420001	500050	1530	NOT-RELEVANT	-22,625	
000003	0001		1580420001	506010	1530	NOT-RELEVANT	-1,403	
000004	0001		1580420001	506020	1530	NOT-RELEVANT	-328	
000005	0001		1580420001	506030	1530	NOT-RELEVANT	-6,621	
000006	0001		1580420001	506040	1530	NOT-RELEVANT	-74	
000007	0001		1580420001	506050	1530	NOT-RELEVANT	-2,916	
000008	0001		1580420001	506060	1530	NOT-RELEVANT	-44	

*DeLaney* 2/27/13 *DeLaney* 2/28/13

# Header Information for Entry Doc Number

400001947

Doc. Number 400001947 Doc. Status Preposted FM Area 1000  
Budget. Cate. Payment Doc. Year 2013 Doc. Date Feb 14, 2013  
Value Type Budget Version 0 Doc. Type TRAN  
Budget Type 6 Fiscal Year 2013 Year.Cash.Eff  
Process UI BALA Process BALS Original.Applic. BWB Doc.Family  
Creator BRADSHU Creation Date Feb 20, 2013 Creation Time 13:27:44  
Resp. Person Year Cohort Public Law  
Legislation

## Additional Data

Header Text

TextName

## Lines

Total Document \$ 34,011 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	490001	1530 NOT-RELEVANT	600382	34,011	
000002	0149		1580440149	500050	1530 NOT-RELEVANT	600382	-22,625	
000003	0149		1580440149	506010	1530 NOT-RELEVANT	600382	-1,403	
000004	0149		1580440149	506020	1530 NOT-RELEVANT	600382	-328	
000005	0149		1580440149	506030	1530 NOT-RELEVANT	600382	-6,621	
000006	0149		1580440149	506040	1530 NOT-RELEVANT	600382	-74	
000007	0149		1580440149	506050	1530 NOT-RELEVANT	600382	-2,916	
000008	0149		1580440149	506060	1530 NOT-RELEVANT	600382	-44	

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**Allocated Reserve Status (580010)**

Amount	Dept Transferred Into	Date	Explanation
\$6,920,945			Beginning Balance
(\$10,000)	TNR	10/16/12	Clean Air Force 2013
(\$11,388)	Various	Various	Approved by CC for FY13 portion of ACC intern program
(\$378,290)	HHS	11/6/12	Parenting in Recovery Program
(\$1,881)	TNR	11/13/12	Constable Staffing
(\$135,679)	Constable Pct. 1	11/15/12	Constable Staffing
(\$10,000)	County Attorney	11/20/12	Legal Advisory Services
(\$240,179)	HRMD	12/4/12	Benefits income adjustment
(\$12,537)	Tax Office	12/11/12	Reclassification of two positions
(\$7,067)	JP Pct. 5	12/28/12	DPS backlog-drivers license revocation
(\$80,000)	TNR	1/22/13	East Metro Park Multi-Purpose Court
(\$46,900)	TNR	1/29/13	Recycling Program
(\$11,700)	Facilities	2/5/2013	Move for Dist. Clerk to Gault basement
<b>\$5,975,324</b>	<b>Current Balance</b>		

**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)	Crim Cts Legally Mandated Fees – Atty Fees & Other Ct Costs for Capital Cases
(\$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 Admin – HUB Requirements Disparity Study (\$35,595 funds from State, restricted-use for this purpose)
(\$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
(\$79,681)	Constable Staffing
<b>(\$2,792,709)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$3,182,615</b>	<b>Remaining Allocated Reserve Balance After Possible Future Expenditures</b>

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

**CAR RESERVE TRANSFERS**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$2,813,944			Beginning Balance
(\$8,000)	ITS	11/27/12	IT Infrastructure for FMD Projects
(\$82,552)	EMS	12/11/12	Fire fighting aircraft
(\$649,975)	ITS	1/15/13	Data storage tapes
(\$58,040)	Facilities	1/15/13	Renovation of HMS Courthouse Rm118
(\$60,000)	Facilities	1/15/13	Gault HVAC renovation project
(\$42,283)	TNR	1/29/13	Technical Correction FY 12 Budget Amendment
(\$46,306)	Facilities	2/5/13	Gault basement renovations-Dist. Clerk
<b>\$1,866,788 Current Reserve Balance</b>			

**Possible Future Expenses Against CAR Reserves Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
\$ (817,300)	ITS Infrastructure for FMD Projects
\$ (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
<b>\$ (1,407,300)</b>	<b>Total Possible Future Expenses (Earmarks)</b>

**\$459,488 Remaining CAR Reserve Balance After Possible Future Expenditures**

**Emergency Reserve Status (580120)**

Amount	Dept Transferred Into	Date	Explanation
\$2,016,924			Beginning Balance
<b>\$2,016,924 Current Reserve Balance</b>			

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

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

**Planning Reserve Status (580210)**

Amount	Dept Transferred Into	Date	Explanation
\$5,496,000			Beginning Balance
<b>\$5,496,000 Current Reserve Balance</b>			

**Juvenile Justice TYC (580260)**

Amount	Dept Transferred Into	Date	Explanation
\$418,959			Beginning Balance
<b>\$418,959 Current Reserve Balance</b>			

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

Amount	Dept Transferred Into	Date	Explanation
\$160,778			Beginning Balance
<b>\$160,778 Current Reserve Balance</b>			

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

Amount	Dept Transferred Into	Date	Explanation
\$2,164,795			Beginning Balance
(\$196,951)	ITS	10/23/12	OnBase Software
(\$717,746)	ITS	11/6/12	CUC TechShare
(\$1,146,096)	ITS	12/18/2012	TechShare
<b>\$104,002 Current Reserve Balance</b>			

**Transition Reserve Status (580300)**

Amount	Dept Transferred Into	Date	Explanation
\$101,889			Beginning Balance
<b>\$101,889 Current Reserve Balance</b>			

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

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

**Starflight Maintenance Reserve Status (580320)**

Amount	Dept Transferred Into	Date	Explanation
\$1,001,050			Beginning Balance
<b>\$1,001,050 Current Reserve Balance</b>			

**1115 Waiver Reserve Status (580200)**

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

**Interlocals Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$2,166,175 (\$1,483,173)	Emergency Services	11/13/12	Beginning Balance Regional Radio Service Interlocal
<b>\$683,002 Current Reserve Balance</b>			

**Annualization Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$65,768			Beginning Balance
<b>\$65,768 Current Reserve Balance</b>			

**Salary Savings Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$400,000			Beginning Balance
<b>\$400,000 Current Reserve Balance</b>			

**Unallocated Reserve Status (580015)**

Amount	Dept Transferred Into	Date	Explanation
\$57,195,853			Beginning Balance
(\$2,302,015)	EMS	12/11/12	Reimbursement Resolution
(\$2,941,500)	ITS	12/11/12	Reimbursement Resolution
(\$877,000)	TNR	12/11/12	Reimbursement Resolution
(\$901,912)	FMD	12/11/12	Reimbursement Resolution
<b>\$50,173,426 Current Reserve Balance</b>			