



Travis County Commissioners Court Agenda Request

Meeting Date: March 19, 2013

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

3/19/2013

NEW BUDGET

<u>BA#</u>	<u>IO/WBS</u>	<u>FUND</u>	<u>COST CENTER</u>	<u>COMMITMEN</u>	<u>T</u>	<u>Dept.</u>	<u>Line Item</u>	<u>Increase</u>	<u>Decrease</u>	<u>Pg #</u>
N1	0001	124001	411060	Crim.Cts		Crim.Cts	Grant Partial Reimb. (Revenue)	\$368,429.00		1
	0001	124001	500050	Crim.Cts		Crim.Cts	FICA - OASDI	\$74,123.00		
	0001	124001	506010	Crim.Cts		Crim.Cts	Sal. Regular - Employee	\$4,595.00		
	0001	124001	506020	Crim.Cts		Crim.Cts	Medicare	\$1,075.00		
	0001	124001	506030	Crim.Cts		Crim.Cts	Medical Insurance	\$8,353.00		
	0001	124001	506040	Crim.Cts		Crim.Cts	Life Insurance	\$99.00		
	0001	124001	506050	Crim.Cts		Crim.Cts	Retirement Contribution	\$9,095.00		
	0001	124001	510060	Crim.Cts		Crim.Cts	Comm. Supp & Equip.	600.00		
	0001	124001	510070	Crim.Cts		Crim.Cts	Comp. Equip & Perip.	8,376.00		
	0001	124001	510210	Crim.Cts		Crim.Cts	Office Furniture	6,000.00		
	0001	124001	510220	Crim.Cts		Crim.Cts	Office Supplies	600.00		
	0001	124001	512090	Crim.Cts		Crim.Cts	Travel - Lodging Meals	7,000.00		
	0001	124001	512100	Crim.Cts		Crim.Cts	Travel - Mileage	1,000.00		
	0001	124001	506060	Crim.Cts		Crim.Cts	Worker's Compensation	\$145.00		
	0001	124001	511900	Crim.Cts		Crim.Cts	Other Services	\$247,368.00		1
N2	0001	194001	411060	Legl Mandated Fees		Legl Mandated Fees	Grant Partial Reimb. (Revenue)	931.20		
	0001	194101	411060	Legl Mandated Fees		Legl Mandated Fees	Grant Partial Reimb. (Revenue)	1,396.80		
	0001	194001	514040	Legl Mandated Fees		Legl Mandated Fees	Court Ordered Attorney Fees	931.20		
	0001	194101	514040	Legl Mandated Fees		Legl Mandated Fees	Court Ordered Attorney Fees	1,396.80		

OTHER

O1

Approve cell phone allowance for position 30000413 in Information Technology Department

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PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

March 4, 2013

To: Commissioners Court

From: Alan Miller, Sr. Planning & Budget Analyst

Re: Budget Adjustment to allocate mid-year indigent defense grant resources towards newly created CUC positions in the Criminal Courts

On February 26, 2013 Commissioners Court approved the allocation of two additional staff for the Criminal Courts, a Business Analyst I and Business Analyst III to assist with the development of the CUC Tech Share Project.

PBO mentioned in Budget Amendments and Transfers that the Criminal Courts had proposed to fund the additional positions using a General Fund grant program, the Indigent Defense Services Grant. This program is one of the few General Fund grants and typically received at the beginning of the year, which has been included in revenue used to build the FY 13 budget and a second piece, which up to now, has come towards the end of the year. The State has changed their methodology to provide the second piece of this funding earlier.

This additional funding has now been received and the newly certified revenue needs to be approved by Commissioners Court as required by the FY 2013 Budget rules. The department has submitted budget adjustments to fund this staff and to provide other operating services sufficient to tie to the overall additional award of \$368,429. Also included is a smaller additional FY 13 revenue of \$2,328 from the same source.

The department will use these grant resources to fund these positions for the remainder of FY 13 and in FY 14 in its entirety. It is anticipated that these funds will be available for future fiscal years and hopefully can be included within the adopted budget. PBO notes that the department intends to hire above entry and there are sufficient resources within the grant funds for the proposed salaries.

PBO recommends approval of these adjustments to budget the additional mid-year revenue.

CC: Leslie Browder, County Executive for Planning & Budget
Debra Hale, Travis County Criminal Courts
Tanya Watson, Travis County Criminal Courts
Mark Erwin, Travis County Criminal Courts
Jessica Rio, PBO
Travis Gatlin, PBO
Victoria Ramirez, PBO

TRAVIS COUNTY
DISTRICT AND COUNTY
CRIMINAL COURTS



BLACKWELL-THURMAN
CRIMINAL JUSTICE CENTER
P. O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9244
FAX: (512) 854-4464

Date: March 19, 2013
To: Commissioners Court
From: Debra Hale, Director Criminal Court Management
Re: Budget Adjustment Related to CUC TechShare Courts Project

The Criminal Courts Department will play a key role throughout the CUC TechShare Courts Project. On February 26th, 2013, Commissioners Court approved our department's request for two additional FTEs to be dedicated to the CUC TechShare Project. A Business Analyst III FTE will be dedicated to the District Courts, and a Business Analyst I FTE will be dedicated to the County Courts.

Due to the CUC TechShare project timeline, the effective date for this request is April 1, 2013. The Criminal Courts are able to internally fund the two FTEs and start-up costs in the amount of \$121,061 using the Indigent Defense Services Grant for FY13. As mentioned in PBO's memo, the Indigent Defense Services Grant is a General Fund grant which before now was received in two parts; the first part at the beginning of the year, and the second part at the end of the year.

In FY13 the State changed their methodology and will now be providing both parts of the grant award at the beginning of the year. On February 14, 2013, the Auditor's Office certified the second part of the award in the amount of \$368,429. The attached budget adjustment allocates this additional amount toward the CUC TechShare positions as well as other operating services which align with the purpose of these grant funds.

PBO recommends approval of these budget adjustments. Please do not hesitate to contact me if you have any questions.

Header Information for Entry Doc Number

400002031

Doc. Number 400002031 Doc. Status Preposed FM Area 1000
 Budget. Cate. Payment Doc. Year 2013 Doc. Date Feb 13, 2013
 Value Type Budget Version 0 Doc. Type TRAN
 Budget Type 1 Fiscal Year 2013 Year. Cash. Eff
 Process UI BALA Process BALS Original. Applic. BWB Doc. Family
 Creator MILLERA1 Creation Date Mar 6, 2013 Creation Time 14:22:34
 Resp. Person JOSEPH KERTZ Year Cohort Public Law
 Legislation

Additional Data

Header Text FY13 Indigent Defense Formula Gmt Avrd difference

TextName

Total Document 0 USD

Lines

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1240010001	411060	1210	NOT-RELEVANT 600420	368,429	Revenue-FY13 Indigent Defense Formula Grant Award
000002	0001		1240010001	500050	1210	NOT-RELEVANT 600420	-74,123	Salary
000003	0001		1240010001	506010	1210	NOT-RELEVANT 600420	-4,595	FICA
000004	0001		1240010001	506020	1210	NOT-RELEVANT 600420	-1,075	Medicare
000005	0001		1240010001	506030	1210	NOT-RELEVANT 600420	-8,353	Medical Insurance
000006	0001		1240010001	506040	1210	NOT-RELEVANT 600420	-99	Life Insurance
000007	0001		1240010001	506050	1210	NOT-RELEVANT 600420	-9,095	Retirement
000008	0001		1240010001	510060	1210	NOT-RELEVANT 600420	-600	Phones & Port Activation

Den March 13, 2012

Line	Fund	Funds center	Comm. Item	Func Area	Grant	Funded Program	Local Amount	Line Text
000009	0001		1240010001	510070	1210	NOT-RELEVANT	600420	Laptops, Software, Printers, Scanners -8,376
000010	0001		1240010001	510210	1210	NOT-RELEVANT	600420	Office Furniture -6,000
000011	0001		1240010001	510220	1210	NOT-RELEVANT	600420	Office Supplies -600
000012	0001		1240010001	512090	1210	NOT-RELEVANT	600420	Travel, Meals, Lodging -7,000
000013	0001		1240010001	512100	1210	NOT-RELEVANT	600420	Mileage -1,000
000014	0001		1240010001	506060	1210	NOT-RELEVANT	600420	Workers Compensation Insurance -145
000015	0001		1240010001	511900	1210	NOT-RELEVANT	600420	Other Purchased Services -247,368

continued. ~~X~~ = U vi March 13, 2011

TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

February 14, 2013

TO: Leslie Browder, County Executive, Planning and Budget

FROM:  Nicki Riley, County Auditor

SUBJECT: Certification of Revenue – Indigent Defense Services

I hereby certify \$368,429.00 as revenue to be used by the Travis County Criminal Courts Department for the Indigent Defense Services Grant in the Fiscal Year 2013 Budget.

These funds were awarded by the State of Texas Task Force on Indigent Defense and should be allocated as follows:

<u>Fund #</u>	<u>Cost Center</u>	<u>Order #</u>	<u>GL Acct</u>	<u>Rev. Type</u>	<u>Amount</u>
0001	1240010001	600420	411060	State	\$ 368,429.00
				Total Revenues	\$ 368,429.00

Please note that this is revenue that will be received in excess of what has already been budgeted in cost centers 1940010001 and 1941010001 totaling \$442,000.00.

If you have any questions, please call Rhett Perry at 854-8821.

NR/rp

cc: Dan Wilson, Chief Assistant County Auditor
David Jungerman, Revenue & Internal Controls Manager, County Auditor
Alan Miller, Budget Analyst, Planning and Budget
Debra Hale, Director of Court Management, Criminal Courts Dept.
Tonya Arnecke-Watson, Program Manager, Criminal Courts Dept.
Joseph Kertz, Financial Analyst, Criminal Courts Dept.
DeDe Bell, Financial Manager - County Auditor
Rhett Perry, Financial Analyst, Grants - County Auditor

Header Information for Entry Doc Number

400002090

Doc. Number 400002090 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

Additional Data
 Creator KERTZJ Creation Date Mar 8, 2013 Creation Time 15:54:57
 Resp. Person JOSEPH KERTZ Year Cohort Public Law

Header Text Add'l Revenue-FY'12 Indigent Defense Formula Grant

TextName

Lines
 Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1940010001	411060	1210	NOT-RELEVANT NON-FUNDED-PROGRAM	931.2	Add'l Revenue from FY'12 Ind Defense Formula Grant
000002	0001		1941010001	411060	1210	NOT-RELEVANT NON-FUNDED-PROGRAM	1,396.8	Add'l Revenue from FY'12 Ind Defense Formula Grant
000003	0001		1940010001	514040	1210	NOT-RELEVANT NON-FUNDED-PROGRAM	-931.2	Add'l Attorney Fee Budget - Ind Def Formula Grant
000004	0001		1941010001	514040	1210	NOT-RELEVANT NON-FUNDED-PROGRAM	-1,396.8	Add'l Attorney Fee Budget - Ind Def Formula Grant

[Signature]
 March 13, 2013

TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

February 5, 2013

TO: Leslie Browder, County Executive, Planning and Budget
FROM:  Nicki Riley, County Auditor
SUBJECT: Certification of Revenue – Indigent Defense Services

I hereby certify \$2,328.00 as revenue to be used by the Travis County Criminal Courts Department for the Indigent Defense Services Grant in the Fiscal Year 2013 Budget.

These funds were awarded by the State of Texas Task Force on Indigent Defense and should be allocated as follows:

Fund #	Cost Center	GL Acct	Rev. Type	Amount
0001	1940010001	411060	State	\$ 931.20
0001	1941010001	411060	State	\$ 1,396.80
Total Revenues				<u>\$ 2,328.00</u>

If you have any questions, please call Rhett Perry at 854-8821.

NR/rp

cc: Dan Wilson, Chief Assistant County Auditor
David Jungerman, Financial Services Manager, County Auditor
Alan Miller, Budget Analyst, Planning and Budget
Debra Hale, Director of Court Management, Criminal Courts Dept.
Tonya Arnecke Watson, Program Manager, Criminal Courts Dept.
Joseph Kertz, Financial Analyst, Criminal Courts Dept.
DeDe Bell, Financial Manager - County Auditor
Rhett Perry, Financial Analyst, Grants - County Auditor

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

March 12, 2013

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 name in the "From:" line.

Re: Cell phone allowance

Information Technology Services is requesting to internally fund a monthly cellular allowance for a staff member (position 30000413) who uses their personal phone for a significant amount of work-related business. According to Travis County Code Chapter 39 of the Wireless Communications Policy, PBO is required to place the item on the Commissioners Court agenda.

PBO concurs with this request. No actual budget transfer is needed at this time because there is sufficient funding in the appropriate line items.

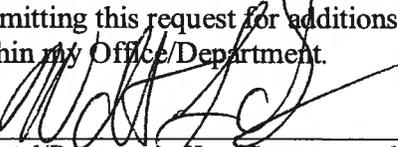
CC: Walter LaGrone, ITS
Randy Lott, ITS
Leslie Browder, PBO
Jessica Rio, PBO

RECEIVED

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.

13 MAR 11 PM 12:05
 TRAVIS COUNTY
 PLANNING & BUDGET OFFICE



 Official/Department Head Signature and Date

3/7/13
 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
02000197 ^{Pos # (3000412)} Marcene Langussu Network Engineer II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ^{APR 2/19/2013}
	<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"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Reviewed by PBO

 3/12/13

 signature and date

Approved by Commissioner's Court

 Date

Processed by Auditor's Office

 signature and date

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
\$5,975,324	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)	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
(\$2,792,709)	Total Possible Future Expenses (Earmarks)
\$3,182,615	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
(\$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
(\$35,142)	Facilities	2/19/13	FFE for ongoing renovation of 700 Lavaca
\$1,831,646 Current Reserve Balance			

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
\$ (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
\$ (1,407,300)	Total Possible Future Expenses (Earmarks)

\$424,346 Remaining CAR Reserve Balance After Possible Future Expenditures

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
(\$196,951)	ITS	10/23/12	OnBase Software
(\$717,746)	ITS	11/6/12	CUC TechShare
(\$1,146,096)	ITS	12/18/2012	TechShare
\$104,002 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 (\$1,483,173)	Emergency Services	11/13/12	Beginning Balance Regional Radio Service Interlocal
\$683,002 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
(\$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
\$50,173,426 Current Reserve Balance			