

Item 20



Travis County Commissioners Court Agenda Request

Meeting Date: March 26, 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

3/26/2013

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1	0001	0001	198000	580010	Reserves	Allocated Reserves		\$250,000.00	1
		0001	114011	522020	FMD	Cap.Outlay Mtrl-Buildings	250,000.00		
A2	0001	0001	198000	580070	Reserves	CAR Reserves		\$112,944.00	1
		0001	114800	522020	FMD	Cap.Outlay Mtrl-Buildings	\$112,944.00		

TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1	0001	0001	114800	521010	FMD	Cap.Outlay Mtrl-Bridges		\$350,000.00	1
		0001	114800	522020	FMD	Cap.Outlay Mtrl-Buildings	350,000.00		

OTHER

O1

Approve cell phone allowance for position 3000002 in the County Judge's Office



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: March 20, 2013

RE: Request from Facilities Management Department for Funding for the Remodel of the 10th Floor of 700 Lavaca Building

As part of the FY 13 budget process, FMD requested funding of \$712,944 to renovate the 10th floor of the 700 Lavaca Building in FY 13 based on a schedule approved by Commissioners Court. PBO was not able to recommend funding for this project as part of the Preliminary Budget pending action by the Commissioners Court on the lease agreement with Austin Suites. Commissioners Court made a final decision on that lease issue on July 24, 2012. PBO was supportive of funding this budget request once a final decision was made by Commissioners Court.

Commissioners Court did not have an FMD budget hearing and during budget mark-up no FMD unfunded budget requests were considered so this project was not included in FY 13 approved capital budget. This was an oversight on the part of PBO and FMD.

On January 29, 2013, FMD brought an agenda item to Commissioners Court requesting that the space available on the 10th floor originally assigned to FMD be reassigned to the County Auditor's Office to accommodate the BEFIT staff moving from the Rusk Building to the 700 Lavaca Building. FMD reported that moving these staff by September 2013 is advantageous and meets the Auditor's Office growth projections through 2024. Commissioners Court approved this change in space allocation.

As a result of these actions, PBO and FMD met to discuss funding options for this approved project since it was not included in the FY 13 Adopted Budget. The funding is proposed to come from three sources: the FMD CAR budget, the reallocation of an earmark on the Allocated Reserve, and CAR Reserve.

The FY 13 FMD CAR budget includes \$350,000 for bridging documents for the North Airport Road Campus that was rebudgeted from FY 12. In discussions with FMD, PBO and FMD believe that bridging documents are not needed at this time given other options that are being developed and will be presented to Court in the next several weeks. This funding is recommended to be reallocated to the 10th floor renovation.

The Allocated Reserve includes a \$250,000 Earmark for a Facilities Management Best Practices Review. PBO and FMD agree that this Earmark may be released and \$250,000 in Allocated Reserve can be used for the 10th floor renovation. The final \$112,944 is recommended to come from the CAR Reserve.

If Commissioners Court approves these funding sources, the balance in the Allocated Reserve six months into the fiscal year will be \$5,513,090 with Earmarks of \$2,542,709 remaining against that amount. The CAR Reserve balance will be \$1,718,702 with Earmarks \$1,407,300 remaining against that amount.

If you have any questions about this request, please call me at 854-9694.

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

Header Information for Entry Doc Number

400002119

Doc. Number 400002119 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2013 Doc. Date Mar 19, 2013
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
Creator DRAPER Creation Date Mar 19, 2013 Creation Time 15:29:23
Resp. Person Year Cohort Public Law

Additional Data

Header Text Release Best Practices Earmark to 700 Lavaca 10th
Legislation

TextName

Total Document 250,000 USD

Lines

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	-250,000	Release Best Practices Earmark to 700 Lavaca 10th
000002	0001		1140110000	522020	1140	NOT-RELEVANT NON-FUNDED-PROGRAM	-250,000	Release Best Practices Earmark to 700 Lavaca 10th

[Signature] March 21, 2013

Header Information for Entry Doc Number

400002130

Doc. Number 400002130 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2013 Doc. Date Mar 19, 2013
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
Creator DRAPER Creation Date Mar 19, 2013 Creation Time 15:31:26
Resp. Person Year Cohort Public Law
Legislation

Additional Data

Header Text Xfr from Reserve for 700 Lavaca 19th Flr

TextName

Lines

Total Document 112,944 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580070	1120	NOT-RELEVANT NON-FUNDED-PROGRAM	-112,944	Xfr from Reserve for 700 Lavaca 19th Flr
000002	0001		1148000001	522020	1140	NOT-RELEVANT NON-FUNDED-PROGRAM	-112,944	Xfr from Reserve for 700 Lavaca 19th Flr

AS in March 21, 2013

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Header Information for Entry Doc Number

400002118

Doc. Number 400002118 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2013 Doc. Date Mar 19, 2013
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
Creator DRAPER Creation Date Mar 20, 2013 Creation Time 09:10:21
Resp. Person Year Cohort Public Law
Legislation

Additional Data

Header Text Xfr from N Campus Bridging Doc for 700 Lavaca 10th

TextName

Lines Total Document 350,000 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1148000001	521010	1140 NOT-RELEVANT	NON-FUNDED-PROGRAM	-350,000	Xfr from N Campus Bridging Doc for 700 Lavaca 10th
000002	0001		1148000001	522020	1140 NOT-RELEVANT	NON-FUNDED-PROGRAM	-350,000	Xfr from N Campus Bridging Doc for 700 Lavaca 10th

AD n March 21, 2013

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PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

MEMORANDUM

TO: Members of Commissioners Court
FROM: Aerin-Renee Toussaint, Budget Analyst
DATE: April 2, 2013
RE: Cell phone allowance

The County Judge's Office is requesting to internally fund a monthly cellular allowance for a staff member who uses their personal phone for County business.

The department commits to internally fund the cellular phone, and there is sufficient funding in the department's operating budget.

PBO is required to place the item on the Commissioners Court agenda in line with the Travis County Code, Wireless Communications Policy.

PBO recommends approval of this request.

cc: Samuel T. Biscoe, County Judge
Leslie Browder, County Executive, PBO
Jessica Rio, Budget Director, PBO
Melissa Velasquez, County Judge's Office



SAMUEL T. BISCOE
COUNTY JUDGE

TRAVIS COUNTY ADMINISTRATION BUILDING
700 LAVACA ST., SUITE 2.700
P.O. BOX 1748 AUSTIN, TEXAS 78767
(512) 854-9555

February 28, 2013

To: Commissioners Court

From: Melissa Velasquez, County Judge's Office

Re: Cell phone allowance

The County Judge's Office is requesting to internally fund a monthly cellular allowance for a staff member (Position ID 30000002) who uses their personal phone for 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.

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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.

Samuel T. Bisceglie
 Official/Department Head Signature and Date

2-28-13
 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
David A. Salazar, EID #139517, Exec. Asst. ^{position ID} 30000002, Elec. Official,	<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"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Reviewed by PBO

signature and date
Samuel T. Bisceglie
 Date

Approved by Commissioner's Court

Processed by Auditor's Office

signature and date

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

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
(\$190,642)	County Attorney	3/12/2013	County Attorney Litigation Staff
(\$21,592)	ITS	3/12/2013	County Attorney Litigation Staff
\$5,763,090	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)

\$2,970,381 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			

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