

## Item 9



# Travis County Commissioners Court Agenda Request

**Meeting Date:** April 23, 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](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

4/23/2013

## NEW BUDGET

<u>BA#</u>	<u>IO/WBS</u>	<u>FUND</u>	<u>COST CENTER</u>	<u>COMMITMENT</u>	<u>Dept.</u>	<u>Line Item</u>	<u>Increase</u>	<u>Decrease</u>	<u>Pg #</u>
N1		0149	158044	422065	HHS	Afttr Schl Yth Ench Sv Fee(Revenue)	\$9,008.00		1
		0149	158044	512100	HHS	Travel - Mileage	\$3,008.00		
		0149	158044	516620	HHS	Benefits Admin	\$6,000.00		

## AMENDMENTS

<u>BA#</u>	<u>IO/WBS</u>	<u>FUND</u>	<u>COST CENTER</u>	<u>COMMITMENT</u>	<u>Dept.</u>	<u>Line Item</u>	<u>Increase</u>	<u>Decrease</u>	<u>Pg #</u>
A1		0109	198000	580010	Reserves	Fund 0109 Allocated Reserves		\$55,000.00	4
		0109	149022	522030	TNR	Cap.Outlay Mtrl-Impvts Other	\$55,000.00		
A2		0001	198000	580010	Reserves	Allocated Reserves		\$115,940.00	8
		0001	131004	501010	Cons. Pct. 1	Salaries - POPS	\$82,812.00		
		0001	131004	506010	Cons. Pct. 1	FICA - OASDI	\$5,173.00		
		0001	131004	506020	Cons. Pct. 1	FICA - Medicare	\$1,210.00		
		0001	131004	516030	Cons. Pct. 1	Medical Insurance	\$14,713.00		
		0001	131004	516040	Cons. Pct. 1	Life Insurance	\$165.00		
		0001	131004	516050	Cons. Pct. 1	Retirement Contribution	\$10,755.00		
		0001	131004	516060	Cons. Pct. 1	Worker's Compensation	\$1,112.00		

## OTHER

O1	Approve cell phone allowances for nine positions in the Information Technology Services Department	10
O2	Approve a cell phone allowance for one position in the Medical Examiner's Office	14
O3	Internal Reallocation from Travis County Sheriff's Office Capital Acquisition Resources (CAR) Project Savings to Replace Essential Boilers at Travis County Correctional Complex	17

Continued on next page

**FUND TRANSFERS**

<b>BA#</b>	<b>IO/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>
FT1	600131	7019	000000	242031	LCRA Escrow	Arkansas Bend		\$245.30	19
		0001	149022	428010	TNR	Park Fees	\$245.30		
FT1	600135	7019	000000	242032	LCRA Escrow	Bob Wentz		\$9,979.37	19
		0001	149022	428010	TNR	Park Fees	\$9,979.37		
FT2	600136	7019	000000	242033	LCRA Escrow	Cypress Creek		\$30.02	19
		0001	149022	428010	TNR	Park Fees	\$30.02		
FT3	600164	7019	000000	242034	LCRA Escrow	Hippie Hollow		\$22,796.66	19
		0001	149022	428010	TNR	Park Fees	\$22,796.66		
FT4	600169	7019	000000	242035	LCRA Escrow	Mansfield Dam		\$11,979.89	19
		0001	149022	428010	TNR	Park Fees	\$11,979.89		
FT5	600175	7019	000000	242036	LCRA Escrow	Pace Bend		\$50,411.36	19
		0001	149022	428010	TNR	Park Fees	\$50,411.36		
FT6	600178	7019	000000	242037	LCRA Escrow	Sandy Creek		\$803.10	19
		0001	149022	428010	TNR	Park Fees	\$803.10		
FT7	N/A	7019	000000	245060	LCRA Escrow	Interest		\$231.48	19
		0001	149022	428010	TNR	Park Fees	\$231.48		

**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 23, 2013

**RE:** Establishing New Budget for Revenue Received by Health and Human Services and Veterans Service (HHSVS) related to After School Enrichment Services through the Texas AgriLife Extension Service through the Travis County 4-H Capital Project

Pursuant to the FY 2013 Budget Rules, PBO is submitting new revenue budget adjustments for Commissioners Court approval. This budget adjustment totals \$9,008 and establishes new budget in new Special Fund 0149, After School Youth Enrichment Services.

A previous new budget adjustment for this same purpose was approved by Commissioners Court earlier this month. Commissioners Court can expect to see several more of these revenue certification "new" budget adjustments for this special fund this fiscal year.

The memo from the County Auditor certifying the revenue is attached.

PBO recommends approval of this new revenue budget adjustment.

**cc:** Leslie Browder, County Executive, PBO  
Sherri Fleming, County Executive, HHSVS  
Nicki Riley, County Auditor  
John Bradshaw, HHSVS  
Travis Gatlin, Leroy Nellis, Diana Ramirez, Jessica Rio, PBO  
Tracy LeBlanc, Paul Lyon, Patti Smith, Daniel Wilson, Hannah York, County Auditor's Office

TRAVIS COUNTY  
AUDITOR'S OFFICE

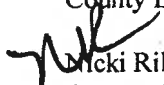
NICKI RILEY, CPA  
COUNTY AUDITOR



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

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To: Leslie Browder  
County Executive, Planning and Budget

From:  Nicki Riley  
County Auditor

Subject: Certification of Revenue – After School Youth Enrichment Services – 4-H  
Capital Project

Date: April 16, 2013


I hereby certify \$9,008 as additional revenue to be used by the Travis County Health and Human Services and Veterans Service for After School Youth Enrichment Services through the Travis County 4-H Capital Project.

The funds should be allocated as follows:

<u>Fund</u>	<u>Fund Center</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
0149	1580440149	422065	After School Youth Enrich Serv	\$9,008.00

If you have any questions, please call.

NR/ay

cc: Paul S. Lyon, First Assistant County Auditor   
Patti Smith, Chief Assistant County Auditor  
Hannah York, Auditor Financial Analyst  
Tracy LeBlanc, Financial Analyst – Revenues  
Jessica Rio, Budget Director, PBO  
Sherri E. Fleming, County Executive, TCHHSVS  
John Bradshaw, Contract Compliance Specialist, TCHHSVS

# Header Information for Entry Doc Number

400002298

Doc. Number 400002298      Doc. Status Preposted      FM Area 1000  
Budget. Cate. Payment      Doc. Year 2013      Doc. Date Apr 16, 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 BRADSHJ      Creation Date Apr 16, 2013      Creation Time 16:13:55  
Resp. Person      Year Cohort      Public Law  
Legislation

Header Text

TextName

**Total Document** 4008 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	422065	1530 NOT-RELEVANT	600382	9,008	
000002	0149		1580440149	512100	1530 NOT-RELEVANT	600382	-3,008	
000003	0149		1580440149	516620	1530 NOT-RELEVANT	600382	-6,000	

*See April 17, 2013*



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

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314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**TO:** Members of Commissioners Court  
**FROM:** Alan Miller, Budget Analyst *AM*  
**DATE:** April 11, 2013  
**RE:** Transfer from the LCRA CIP Fund for a Pace Bend Park Boat Ramp Project by Transportation and Natural Resources (TNR)

Travis County is scheduled to receive a \$100,000 grant from The Texas Parks and Wildlife to construct a boat ramp at Pace Bend Park. The grant requires a \$25,000 match and Transportation and Natural Resources is requesting Court approval to move the \$25,000 from the Allocated Reserve in Fund 0109, the LCRA CIP Fund. The application was approved on August 28, 2012. At that time, LCRA CIP funds were identified to be used as the local match. In addition to the required match, TNR indicates an additional \$30,000 from the LCRA CIP funds will be needed to construct the boat ramp, for a total project cost of \$130,000.

PBO notes that the use of these funds has been approved by the LCRA and that these funds are specifically for improvements at LCRA parks. The reserve is currently at \$2,598,301. PBO recommends approval of this request.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Steven M. Manilla, Cynthia McDonald, TNR

4



RECEIVED

13 APR 10 PM 4:02

TRAVIS COUNTY  
PLANNING & BUDGET OFFICE

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

700 Lavaca Street, 5<sup>th</sup> Floor Suite 540  
Travis County Administration Building  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4697

April 5, 2013

TO: Leslie Browder, County Executive PBO

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

SUBJECT: Approve Budget Transfer from LCRA CIP Fund 0109-Pace Bend Park Boat Ramp Improvements

**Proposed Motion:** Approve a budget transfer for \$55,000 from the LCRA CIP fund 0109 reserve account 1498000000 580010 for match on a grant with the Texas Parks & Wildlife Department for boat ramp improvements at Pace Bend Park.

**Background Information:** TNR has received approval from the LCRA to use up to \$55,000 for match on a grant with the Texas Parks and Wildlife Department for boat ramp improvements at Pace Bend through the LCRA CIP account.

**Summary and Staff Recommendation:** TNR is requesting that the Commissioner's Court approve a transfer of \$55,000 from the LCRA CIP account 1498000000 580010 for the boat ramp improvements at Pace Bend Park.

**Budgetary and Fiscal Impact:** This will reduce the LCRA CIP fund 0109 reserves by \$55,000. The current balance in the reserve account is \$2,598,301 and this transfer will reduce the balance to \$2,543,301.

**Required Authorizations:** Planning and Budget Office

**Exhibits:** A copy of budget transfer #400002281 for the \$55,000 and additional supporting documentation.

If you have any questions or require additional information please contact Donna Williams-Jones at extension 47677.

*DWJ*  
DWJ:SMM:dwj

Attachments



Page 2

April 5, 2013

Transfer from LCRA CIP Fund 0109-Pace Bend Park Boat Ramp Grant

cc: Alan Miller, PBO  
Jessica Rio, PBO  
Charles Bergh, TNR  
Isabelle Lopez, TNR  
Mickey Roberts, TNR  
Donna Williams-Jones, TNR

# Header Information for Entry Doc Number

400002281

Doc. Number 400002281 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2013 Doc. Date Apr 5, 2013  
 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 WILLIAD Creation Date Apr 5, 2013 Creation Time 15:54:18  
 Resp. Person DONNA WILLIAMS JONES Year Cohort Public Law  
 Legislation

**Additional Data**

Header Text LCRA CIP Fund Reserve Trf Pace Bend Boat Ramp Gmt

TextName

**Lines** Total Document 55,000 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0109		1980000000	580010	1120	NOT-RELEVANT NON-FUNDED-PROGRAM	-55,000	LCRA Approval Pace Bend Boat Ramp Grant Match
000002	0109		1490220109	522030	1630	NOT-RELEVANT PKCN1490000090102	55,000	LCRA Approval Pace Bend Boat Ramp Grant Match

*AG - April 17, 2013*



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

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314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**TO:** Commissioners Court

**FROM:** Travis R. Gatlin, Assistant Budget Director

*Travis R. Gatlin*

**DATE:** April 11, 2013

**RE:** Request to transfer from the Allocated Reserve Constable Staffing

The County Clerk and Constable Precinct #1 have submitted a request to extend the end date and budget for four Special Project Deputy Constables from May 1, 2013, to September 30, 2013. The Court on November 13, 2013, approved the positions and budget from that time to April 30, 2013. The additional cost is \$115,940 for the remainder of FY 13. The balance of the earmark against the Allocated Reserve for this purpose is \$79,681, but there are sufficient funds within the Allocated Reserve for the additional \$36,259. This extension will allow for the same level of services during the May election period and through the end of FY 13 while the Commissioners Court considers a permanent resolution.

Funding for next fiscal year and beyond will be reviewed as part of the FY 14 budget process. PBO recommends approval.

cc: Leslie Browder, Jessica Rio, Belinda Powell, Alan Miller, Aerin Toussaint, PBO  
Tonya Mills, ITS  
Todd Osburn, HRMD  
Dana DeBeauvoir, County Clerk  
Susan Bell, County Clerk's Office  
Constable Danny Thomas, Constable Precinct #1  
Gwen Doyle, Constable #1's Office.

Entry Document

Document 2013 / 400002340 - Preposted FM Area 1000  
 Process Transfer 115,940.00 USD  
 Total Sender 115,940.00 USD  
 Total Receiver 115,940.00 USD  
 Value Type Budget Payment  
 Version 0  
 Document Type TRAN Document Date 04/16/2013

Created by DOYLEG

Created on 04/16/2013

Created at 13:23:16

Line	-/+	Fung	Funds Ctr	Cmmt Item	F. Ar	Ind.	Grant	Funded Program	Type	Amount TC	Amount LC	LC	DK	Add. Line
000001	-	0001	19800000000	580010	1120		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	115,940.00	115,940.00	USD	1	
000002	+	0001	13100400001	501010	1310		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	82,812.00	82,812.00	USD	1	
000003	+	0001	13100400001	506010	1310		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	5,173.00	5,173.00	USD	1	
000004	+	0001	13100400001	506020	1310		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	1,210.00	1,210.00	USD	1	
000005	+	0001	13100400001	506030	1310		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	14,713.00	14,713.00	USD	1	
000006	+	0001	13100400001	506040	1310		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	165.00	165.00	USD	1	
000007	+	0001	13100400001	506050	1310		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	10,755.00	10,755.00	USD	1	
000008	+	0001	13100400001	506060	1310		NOT-RELEVANT	NON-FUNDED-PROGRAM	1	1,112.00	1,112.00	USD	1	

~~\_\_\_\_\_~~ *DA* April 17, 2013

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



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

April 4, 2013

To: Commissioners Court

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

A handwritten signature in black ink, appearing to read "Katie Petersen Gipson".

Re: Cell phone allowance

Information Technology Services is requesting to internally fund a monthly cellular allowance for nine staff members (positions 30000403, 30000405, 30000408, 30000427, 30000347, 30000351, 30000348, 30050190 & 30000350) who are no longer using county cell phones and will instead utilize a phone allowance. 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: Tanya Acevedo, Interim CIO,  
Walter LaGrone, ITS  
Randy Lott, ITS  
Leslie Browder, PBO  
Jessica Rio, PBO




Travis County Courthouse, Austin, Texas

**TRAVIS COUNTY INFORMATION TECHNOLOGY SERVICES**

**Tanya Acevedo, Interim Chief Information Officer**

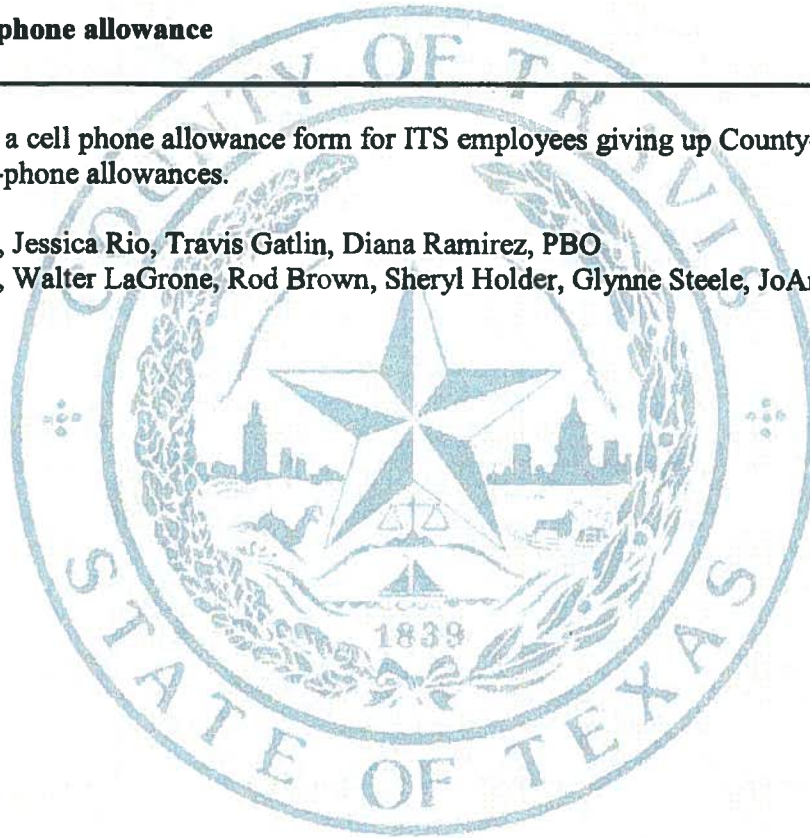
**700 Lavaca, Suite 501A, Tx 78767 (512) 854-9666 Fax (512) 854-4401**

**Date:** 04/04/2013  
**To:** Katie Gipson, Budget Analyst  
**From:** Randy Lott, Financial Manager   
**Subject:** Cell phone allowance

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Please find attached a cell phone allowance form for ITS employees giving up County-owned cell phones in exchange for cell-phone allowances.

CC: Leslie Browder, Jessica Rio, Travis Gatlin, Diana Ramirez, PBO  
Tanya Acevedo, Walter LaGrone, Rod Brown, Sheryl Holder, Glynne Steele, JoAnn Hicks, ITS



# Travis County Monthly Cellular Service Allowance REQUEST

**FORM** Pursuant to Travis County Code, Chapter 107, Wireless Communications Policy, I am submitting this request for additions (A) or changes (C) of monthly cellular service allowances within my Office/Department.

TRAVIS COUNTY  
PLANNING & BUDGET OFFICE

*Miguel Pinedo*  
Official/Department Head Signature and Date

*4/3/2013*  
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
A, 11714, CUSTOMER SUPPORT TECH SR, 30000403	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A, 14587, CUSTOMER SUPPORT TECH SR, 30000405	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A, 2000184, SYSTEMS ENGINEER III, 30000408	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A, 230395, NETWORK ENGINEER I, 30000427	<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"/>

Comments:

Reviewed by PBO

*Kubewitz* *4/3/13*  
signature and date

Approved by Commissioner's Court

\_\_\_\_\_  
Date

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

### 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.

*Juana Acenedo*  
 Official/Department Head Signature and Date

4/8/2013  
 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
(A) Pamela Van Pelt #608960, Customer Support Mgr. #30000347	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(A) Robert Fauci #739050, Customer Support Specialist #30000351	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(A) Jimmie Draper #139487, Customer Support Specialist #30000348	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(A) Ora Chisom #2000257, Business Analyst II #30050190	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(A) Ryan Meurer #15901, Customer Support Specialist #30000350	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Reviewed by PBO

*[Signature]* 4/8/13  
 signature and date

Approved by Commissioner's Court

\_\_\_\_\_  
 Date

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



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



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

April 8, 2013

To: Commissioners Court

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

A handwritten signature in black ink, appearing to read "Katie Petersen Gipson".

Re: Cell phone allowance

The Medical Examiner's Office is requesting to internally fund a monthly cellular allowance for a staff member (position 30003446) 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: Sarah Scott, Medical Examiner's Office  
Darlene Dunn, Medical Examiner's Office  
Leslie Browder, PBO  
Jessica Rio, PBO

### 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.

Sarah Scott/ Sarah Scott 3/4/13  
 Official/Department Head Signature and Date

4/4/13  
 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
A, 2000030, Forensic ME Investigator I, 27 position # 30003446	<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"/>	<input type="checkbox"/>

**Comments:**

Reviewed by PBO

[Signature] 4/8/13  
 signature and date

Approved by Commissioner's Court

\_\_\_\_\_  
 Date

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



**TRAVIS COUNTY OFFICE  
OF THE MEDICAL EXAMINER**

1213 Sabine Street PO Box 1748 Austin, TX 78767  
Tel: (512) 854-9599 Fax: (512) 854-9044  
www.co.travis.tx.us/medical\_examiner

**DAVID DOLINAK, MD**  
Diplomate of American Board of Pathology  
CHIEF MEDICAL EXAMINER

**SATISH CHUNDRU, DO**  
Diplomate of American Board of Pathology  
DEPUTY CHIEF MEDICAL EXAMINER

**KENDALL CROWNS, MD**  
Diplomate of American Board of Pathology  
DEPUTY MEDICAL EXAMINER

**LEISHA WOOD, MD**  
Diplomate of American Board of Pathology  
DEPUTY MEDICAL EXAMINER

**VICKIE WILLOUGHBY, DO**  
Diplomate of American Board of Pathology  
DEPUTY MEDICAL EXAMINER

**DATE:** April 2, 2013

**TO:** Brook Greenfeder, County Auditor's Office  
Katie Peterson, Planning and Budget Office

**FROM:** David Dolinak, MD *(signature)*  
4/2/13

**SUBJECT:** Cellular Phone Allowance

Due to the nature of the mission of our department, we have been authorized to provide cellular phone allowance to our investigative staff. We would like to add Jennifer Giesecke, Employee ID Number 2000030 to the list of employees currently receiving cellular phone allowance. As a Forensic Medical Examiner Investigator, Ms. Giesecke works different shifts, weekends and holidays, and must be contacted on a recurrent basis at any hour of the day and night. She must also respond in an expeditious time frame when notified of a death that requires investigation by our office.

Sufficient funding exists within our current budget to pay Ms. Giesecke a cellular phone allowance. Ms. Giesecke has been hired to replace Jeffrey Hall who has replaced Gabriel Gauna who had been authorized to receive a cell phone allowance.

We are requesting cellular telephone allowance in the amount of \$20 per month for Ms. Giesecke for the current fiscal year and all subsequent fiscal years.

We would like the effective date to be April 1, 2013.

Your consideration is greatly appreciated.



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

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314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**TO:** Commissioners Court *Travis R. Gatlin*  
**FROM:** Travis R. Gatlin, Assistant Budget Director  
**DATE:** April 10, 2013  
**SUBJECT:** Internal Reallocation from Travis County Sheriff's Office Capital Acquisition Resources (CAR) Project Savings to Replace Essential Boilers at Travis County Correctional Complex

The Travis County Sheriff's Office has submitted a request to reallocate Capital Acquisition Resource (CAR) project savings for the midyear replacement of two essential boilers at Building 12 at the Travis County Correctional Complex. The boilers have developed leaks and are no longer covered under warranty. It has been determined that they need to be replaced at a cost of \$44,946 (excluding installation). The midyear replacement is not budgeted, but the office has identified the needed \$44,946 from savings from two completed CAR projects (HONORS Boiler and Building 106 Boiler). Approving the reallocation will allow the office to purchase the boilers, which have a six week lead time for delivery. The funding for installation of the boilers will likely be requested by the office from other potential savings from projects that will soon be completed by the office. If additional savings cannot be identified then the office will use other internal resources for the installation. Any future request to use CAR savings for the installation of the boilers will be brought forward for Commissioners Court consideration.

PBO supports the use of \$44,946 to purchase the essential boilers for Building 12.

cc: Greg Hamilton, Travis County Sheriff  
Major Mark Sawa, Paul Matthews, Maria Wedhorn, Wallace Sefcik, TCSO  
Leslie Browder, Jessica Rio, Diana Ramirez, PBO



JAMES N. SYLVESTER  
Chief Deputy

## GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
www.tcsheriff.org

PHYLLIS CLAIR  
Major - Law Enforcement

DARREN LONG  
Major - Corrections

MARK SAWA  
Major - Administration & Support

Date: April 2, 2013

TO: Travis Gatlin, Planning and Budget

FROM: Wallace Sefcik, Maintenance Manager

RE: **Request to reallocate funds for Building 12 Domestic Boiler Replacements**

Maintenance is requesting to reallocate funds from savings identified in 2013 Adopted CAR Budget in order to replace leaking water heaters.

Maintenance is requesting to redirect the \$35,154.00 in savings from Building 11 (previously described as HONORS) Boilers where the work is now complete. Maintenance is also requesting to redirect \$9,792.00 in savings from the Building 106 Hydronic Boiler replacement where the work is now also complete. These savings total \$44,946 and are requested to be reallocation to the purchase of two critical boilers in Building 12, which have developed leaks out of warranty and are in need of immediate replacement.

The estimated opinion of cost for parts and labor is \$60,000 to replace and install the two leaking water heaters. The \$44,946.00 will be sufficient to purchase the 2 water heaters that have a six week lead time for delivery. Once the Building 140 roof replacement work is complete maintenance will request to reallocate the savings for the installation of the boilers. The current estimated savings for this project is \$21,301.00

Finance will assign the SAP shopping cart for the Building 400 water heater replacement once these funds are reallocated.

CC: Darren Long Major, Corrections  
Michael Gottner, Captain Corrections  
Maria Wedhorn, Financial Analyst, Lead

**FUND TRANSFER FORM**

Department Name: T.N.R.

Department Number: 149

**RECEIVED**

Is this request related to a separate agenda item other than Budget Amendments and Transfers?

If yes, please check the appropriate blank below and attach copies of the agenda request and supporting documentation submitted to the County Judge's Office.

10 APR 15 PM 3:46

**TRAVIS COUNTY  
PLANNING & BUDGET OFFICE**

- Contract Pending
- Personnel Amendment
- Other, Please Specify:

**ALL AMOUNTS MUST BE IN WHOLE DOLLARS**

Item #	Fund/Cost Cntr/GL Account Number			Internal Order No.	Object Title	Reduction Amount	For PBO Use Only:	
	Fund	Cost Center	GL #				Type	PBO Approval Analyst/Manager
					LCRA Escrow			
1	FROM: 7019	-	242031	600131	Arkansas Bend	\$245.30	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
2	FROM: 7019	-	242032	600135	Bob Wentz	\$9,979.37	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
3	FROM: 7019	-	242033	600136	Cypress Creek	\$30.02	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
4	FROM: 7019	-	242034	600164	Hippie Hollow	\$22,796.66	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
5	FROM: 7019	-	242035	600169	Mansfield Dam	\$11,979.89	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
6	FROM: 7019	-	242036	600175	Pace Bend	\$50,411.36	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
7	FROM: 7019	-	242037	600178	Sandy Creek	\$803.10	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
8	FROM: 7019	-	245060	N/A	Escrow Interest	\$231.48	Am	<i>[Signature]</i>
	TO: 0001	- 1490220001	- 428010		Park Fees			
9	FROM: _____	-	_____	_____	_____	\$0.00		
	TO: _____	-	_____	_____	_____			

JUSTIFICATION:  Needs rebudgeting to meet commodity code requirements  
 Other, please specify:

**Types of Requests**  
 Transfer - TR  
 Amendment - AM  
 Discussion - DS  
 Automatic - AU

FY2013 2nd Qtr net park revenue totaling \$96,477.18 from the LCRA Escrow Fund to the County's General Fund. This submission is in accordance with CC approval of May 17, 1999 considering and approving such quarterly transfers under agenda "Budget Transfers and Amendments".

*[Signature]*  
 Signature of Elected/Appointed Official

*04/15/13*  
 Date

Transportation & Natural Resources  
 LCRA/Travis County Parks  
 31-Mar-13

*FY 2013 2nd Qtr. Transfer to General Fund & CIP*

<b>SAP-LCRA Escrow Fund No. 7019</b>						
<b>GL Account No.</b>	<b>LCRA Park</b>	<b>2nd Qtr Revenues 1/1/13-3/31/13</b>	<b>Adjustment</b>	<b>Less: FY2013 LCRA Admin. Fee Payment 2nd Qtr</b>	<b>Less: Pending 2nd Qtr Trsfr. To CIP Fund 0109 Cost Center 1490220109 GL Acct. No. 428010</b>	<b>Net Amount to Transfer to General Fund 0001 Cost Center 1490220001 GL Acct. No. 428010</b>
				<i>Estimated</i>		
242031	Arkansas Bend	307.00	-	(15.65)	(46.05)	245.30
242032	Bob Wentz	12,698.00	-	(813.93)	(1,904.70)	9,979.37
242033	Cypress Creek	40.00	-	(3.98)	(6.00)	30.02
242034	Hippie Hollow	29,238.00	-	(2,055.64)	(4,385.70)	22,796.66
242035	Mansfield Dam	15,427.00	-	(1,133.06)	(2,314.05)	11,979.89
242036	Pace Bend	64,282.00	-	(4,228.34)	(9,642.30)	50,411.36
242037	Sandy Creek	1,005.00	-	(51.15)	(150.75)	803.10
	<b>Sub-total:</b>	<b>\$122,997.00</b>	<b>\$0.00</b>	<b>(\$8,301.75)</b>	<b>(\$18,449.55)</b>	<b>\$96,245.70</b>
245060	Interest	231.48				231.48
	<b>Total:</b>	<b>\$123,228.48</b>	<b>\$0.00</b>	<b>(\$8,301.75)</b>	<b>(\$18,449.55)</b>	<b>\$96,477.18</b>

Prepared by: Isabelle Lopez  
 Financial Services Division

4/12/2013

**Allocated Reserve Status (580010)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$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
(\$250,000)	Facilities	3/26/2013	Remodel 10th Floor @700 Lavaca Bldg.
<b>\$5,513,090</b>	<b>Current Balance</b>		

**Possible Future Expenses Against Allocated Reserve Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
(\$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
(\$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
(\$14,497)	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>(\$2,531,321)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$2,981,769</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
(\$35,142)	Facilities	2/19/13	FFE for ongoing renovation of 700 Lavaca
(\$112,944)	Facilities	3/26/13	Remodel 10th Floor @ 700 Lavaca Bldg.
<b>\$1,718,702 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>

**\$311,402 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
\$ (96,000)	EMS	4/9/13	Helicopter Mtn/Rpr
<b>\$905,050 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			Beginning Balance
(\$1,483,173)	Emergency Services	11/13/12	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)**

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

**Unallocated Reserve Status (580015)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$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>			