

Item 5



Travis County Commissioners Court Agenda Request

Meeting Date: July 9, 2013

Prepared By/Phone Number: Yolanda Aleman, (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

Jessica Rio – Planning and Budget Office, (512)854-9106

David Salazar - 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

7/9/2013

OTHER

- | | | |
|-----------|--|----------|
| O1 | Authorize use of CAR savings in the Medical Examiner's Office to purchase refrigerator. | 1 |
| O2 | Request from CSCD to implement salary increases for their six General Fund employees. This action increases CSCD's FY 14 General Fund budget by \$7,685 and was anticipated by PBO with an FY 13 earmark. | 3 |



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court

FROM: Alan Miller, Planning and Budget Analyst, Sr. *AM*

DATE: June 24, 2013

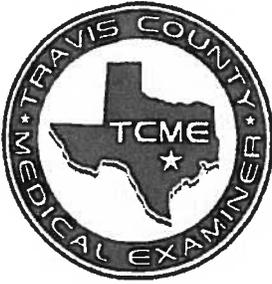
RE: Authorize use of CAR savings in the Medical Examiner's Office to purchase refrigerator.

As part of the FY 2013 budget, the Medical Examiner's Office received \$4,000 to purchase a large freezer. After reviewing several options, the Department decided it would be a better use of the funding to purchase a smaller 20 cubic foot freezer and a 26 cubic foot refrigerator.

The total cost of the freezer is \$1,631. The department is requesting to use the remaining \$2,369 of CAR funds, augmented by \$958 of other Medical Examiner general funds, to purchase the refrigerator, at a total cost of \$3,327.

The use of CAR savings to purchase an item that was not approved in the budget process requires Commissioners Court approval. PBO has discussed the request with the department and recommends approval of the use of CAR savings to purchase a refrigerator.

cc: Jessica Rio, Budget Director
Travis Gatlin, Assistant Budget Director
Leslie Browder, County Executive, PBO
Danny Hobby, County Executive, Emergency Management
David Dolinak, Chief Medical Examiner



**TRAVIS COUNTY OFFICE
OF THE MEDICAL EXAMINER**

1213 Sabine Street PO Box 1748 Austin, TX 78767
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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

MEMO TO: Alan Miller
Budget Analyst Senior
Purchasing and Budget Office

FROM: David Dolinak, M.D. *[Signature]*
Chief Medical Examiner

IN RE: Authorization Request for the Use of CAR Funds

DATE: June 17, 2013

Dr. Brad Hall has done an analysis and has concluded that what would best serve the needs of the Toxicology Laboratory are a 20 cubic foot freezer and a 26 cubic foot refrigerator. In FY 2013, Dr. Hall was originally budgeted in CAR funds for a larger, more expensive freezer and no additional refrigerator.

What we would like to request at this juncture is that the \$4,000 of CAR funds allocated for the large freezer be expended for a smaller freezer. The smaller freezer Dr. Hall has selected will cost \$1,631.00 (including shipping and handling), leaving the CAR fund with a balance of \$2,369.00.

We then need to purchase the 26 cubic foot refrigerator. We would like permission to utilize the remaining CAR balance of \$2,369.00 to partially pay for the 26 cubic foot refrigerator. The total cost of the refrigerator is \$3,327.20, leaving \$958.00 unfunded. We would then use \$958.00 from our operating budget (Fund Center 1380010001) to complete the refrigerator purchase.

We respectfully request your authorization to use the CAR funds in this manner.

DD/SAS/dmd



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

MEMORANDUM

TO: Commissioners Court *Travis R. Gatlin*
FROM: Travis R. Gatlin, Assistant Budget Director
DATE: June 26, 2013
SUBJECT: 3% Increase for CSCD General Fund Employees to Match Increase for CSCD State Funded Employee

CSCD is predominantly funded from state and grant resources with the exception of six employees that are funded by the General Fund. These six General Fund positions were reviewed as a part of the Market Salary Survey (MSS) in FY 12 and were recommended to receive market adjustments totaling \$12,714. However, since there was not sufficient funding for CSCD state and grant funded employees for similar MSS adjustments, the department elected not to implement the MSS increases for the six County funded employees. It has been CSCD's practice for the County and state/grant funded employees to receive the same or similar salary increases for internal equity purposes. An Earmark of \$12,714 was included in the FY 13 Adopted Budget in the event CSCD wanted to implement these changes for their General Fund employees in FY 13.

CSCD has now determined that there is sufficient funding to implement a 3% Across the Board Increase for their state/grant and County funded positions. PBO has confirmed with the department and the Auditor's Office that there are sufficient resources for the increases for the state/grant funded positions. These changes are proposed to be effective July 1, 2013. There is not sufficient funding in the General Fund for the increases for the six County funded positions. CSCD is requesting an increase to their FY 14 General Fund of \$7,685 so there will be sufficient on-going resources for increases. The FY 13 portion of the increase is \$1,913 and can be covered from vacancy savings within the department. Therefore, the FY 13 Earmark of \$12,714 will not be needed.

PBO supports the increase of \$7,685 to CSCD's FY 14 budget so that the General Fund CSCD employees will receive the same increase as their state/grant funded CSCD counterparts. The department did not implement the MSS adjustments received by other County departments in FY 12 and the 3% adjustment is less than the amount that would have been added on an on-going basis had the MSS increased for their General Fund employees been implemented.

cc: Rosie Ramon-Duran, Bob Klepac, Donna Harp, CSCD
Leslie Browder, Jessica Rio, Diana Ramirez, PBO
Todd Osburn, Kim Austin-Smith, HRMD
DeDe Bell, Michelle Gable, County Auditor's Office

COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT

of Travis County

Central Unit
PO Box 1748
Austin, TX 78767
512-854-4600
512-854-4606 Fax

North Unit
10409 Burnet Rd
Austin, TX 78758
512-854-9775
512-854-4533 Fax

South Unit
4011 McKinney Falls Pkwy, Ste. 1300
Austin, TX 78744
512-854-CSCD (2723)
512-854-4612 Fax

SMART
3404 S FM 973
Del Valle, TX 78617
512-854-3150
512-247-5567 Fax



Dr. Geraldine Nagy, Director
Rosie Ramón-Durán, Assistant Director

TO: PBO

FROM: Bob Klepac, Director of Administrative Services

DATE: June 26, 2013

SUBJECT: Adult Probation Salary Increases

Dr. Nagy has decided to award non-general-fund employees a 3 % COLA, effective July 1, using ongoing resources identified in our state grant budgets. We would like to do the same increase for our six general fund employees, at an annual total cost of \$7,685. We always try to keep salary increases, or lack thereof, consistent with all our staff.

As you recall, we did not implement the County Market Study Salary increases to any of our staff when the County Departments did so. These salary increases would have totaled \$12,714, and were earmarked for possible use for our staff in the future.

We have salary savings to cover these increases for the remainder of FY 13. We respectfully request that part of the earmark of \$12,714 for the MSS increases be used for the \$7,685 requested for FY 14. We are not aware of any future FY 14 increases at this time.

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
(\$250,000)	Facilities	3/26/2013	Remodel 10th Floor @700 Lavaca Bldg.
(\$51,500)	CJP	4/16/2013	APD Chemist backlog
(\$115,940)	Cons. Pct. 1	4/23/2013	Constable Staffing
(\$5,300)	Criminal Courts	4/30/2013	Veterans Court program
\$63,031	County Auditor	5/14/13	Returning BEFIT Operating Funds
(\$1,000)	Historical Comm.	5/14/13	Transfer for Williams Grant
(\$29,371)	Sheriff	5/14/13	Transition Crim.Cts.Bailiff positions to TCSO
\$721,064	County Clerk	5/28/2013	Reimbursement for November Election
(\$35,000)	County Attorney	6/25/2013	Legal Services-Congressional Redistricting
\$6,094,074	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
(\$214,774)	Criminal Courts – Veterans Court Grant
(\$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
(\$2,403,843)	Total Possible Future Expenses (Earmarks)
\$3,690,231	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
(\$112,944)	Facilities	3/26/13	Remodel 10th Floor @ 700 Lavaca Bldg.
(\$39,957)	TNR	4/29/13	Motorcycle Replacement for TCSO
(\$35,000)	Purchasing	4/30/13	Forklift - Purchasing Warehouse
(\$224,417)	ITS	6/4/13	IT Infrastructure for 5th Fl. Granger
(\$194,502)	TNR	6/18/13	Replacement cost of Automobile losses
\$1,224,826 Current Reserve Balance			

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
\$ (592,883)	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
\$ (1,120,929)	Total Possible Future Expenses (Earmarks)

\$103,897 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
\$ (50,000)	PBO	5/21/13	Civil & Family Courthouse Planning Services
\$5,446,000 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
(\$98,063)	RMCR	5/28/2013	DMS Software
\$5,939 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
\$ (96,000)	EMS	4/9/13	Helicopter Mtn/Rpr
\$905,050 Current Reserve Balance			

1115 Waiver Reserve Status (580200)

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
\$1,000,000 Current Reserve Balance			

Interlocals Reserve Status (580200)

Amount	Dept Transferred Into	Date	Explanation
\$2,166,175			Beginning Balance
(\$1,483,173)	Emergency Services	11/13/12	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
\$901,912	FMD	6/25/13	Transfer back to Unallocated Resv.
\$2,302,015	EMS	6/24/13	Transfer back to Unallocated Resv.
\$877,000	TNR	6/27/13	Transfer back to Unallocated Resv.
\$54,254,353 Current Reserve Balance			