



Travis County Commissioners Court Agenda Request

Meeting Date: September 3, 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

9/3/2013

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		0001	155001	511860	CJP	Investigative Services		\$10,967.00	1
		0001	110001	590104	Gen. Admin.	Transfer to Dispute Res Ctr Fd	\$10,967.00		

Note: If needed, allow PBO to transfer an additional amount up to \$15,000 at the end of September and process as an automatic

TRANSFERS

<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>
T1		0001	137044	501010	Sheriff's Office	Salaries - POPS		\$750,000.00	6
		0001	137049	511120	Sheriff's Office	Other Medical Services	\$750,000.00		

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

August 27, 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 printed name.

Re: Budget Transfer for Dispute Resolution Center Revenue Shortfall

The revenue the Dispute Resolution Center (DRC) receives from the County is based on the Alternative Dispute Resolution (ADR) fee that is charged in certain civil cases filed in the Travis County Court System. The FY13 certified revenue for this fund is \$432,843. The expenditures are budgeted in a special revenue fund (0104).

As of August 27, 2013, the total revenue is anticipated to be \$421,876, which is \$10,967 short of projections. The contract with the DRC specifies that the County must pay the Center the full amount that is budgeted during the fiscal year. Therefore the DRC General Fund transfer will need to be increased to make up the revenue shortfall for FY13. Criminal Justice Planning will internally fund the transfer increase for this fiscal year. Since the transfer G/L account is located in General Administration, Commissioners Court approval is needed for this budget amendment per FY13 Budget Rules.

After discussions with the Auditor's Office, it is possible that the final revenue shortfall will be greater than \$10,967. PBO requests that any additional shortfall be covered by Criminal Justice Planning's operating funds and such a transfer be considered an "automatic". This amount should not exceed an additional \$15,000. Please note that the Dispute Resolution Center is requesting an additional \$40,000 to be added to their General Fund transfer for FY14. That item was discussed at their August 8, 2013 budget hearing and is listed on the Budget Agenda Worksheet that was distributed to Commissioners Court members on August 20th. Please see departmental memo and contract for additional details. PBO recommends this transfer of funds.

CC: Roger Jefferies, County Executive for Justice & Public Safety
Mitchell Goertz, Criminal Justice Planning,
Lisa Weger, Dispute Resolution Center,
Adrienne Yust, Auditor's Office,
Dan Wilson, Auditor's Office,
Leslie Browder, County Executive for Planning & Budget,
Jessica Rio, PBO,
Diana Ramirez, PBO



JUSTICE & PUBLIC SAFETY DIVISION

Roger Jefferies, County Executive

P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

Criminal Justice Planning
Roger Jefferies
(512) 854-4415

Counseling & Education Services
Caryl Colburn
(512) 854-9540

Juvenile Public Defender
Kameron D. Johnson
(512) 854-4128

To: Leslie Browder, County Executive, PBO
Jessica Rio, PBO
Katie Gibson, PBO

From: Roger Jefferies, County Executive, Justice and Public Safety
Mitchell Goertz, Financial Analyst, JPS

Date: August 27, 2013

SUBJECT: TRANSFER OF FUNDS TO FY 2013 CONTRACT BETWEEN TRAVIS COUNTY AND DISPUTE RESOLUTION CENTER

Each year the budget for the Dispute Resolution Center, which is in the Justice and Public Safety budget, is estimated from fee revenue generated by civil court case filings and a supplement from the general fund agreed to by the DRC and the County. Based off the 4th revenue estimate for the Dispute Resolution Center, revenue is lower than previously estimated at the beginning of the year. Therefore the supplement of \$41,665 agreed to at the beginning of the fiscal year is not sufficient and will cause a shortfall in the DRC's funding for FY 2013.

Travis County is contractually obligated per the Contract Between Travis County and Dispute Resolution Center, Second Amendment, section 4.3 (see Attachment A), to pay the full amount of approved budgeted funds set forth at the beginning of FY 13 (\$432,8430). In order to make the DRC's budget whole for FY 2013, we are requesting a transfer of \$10,967 from CJP's operating funds to the DRC to cover lost revenue in FY 13.

c: Travis County Auditor's Office
Travis County Purchasing Office

Attachments

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**SECOND AMENDMENT OF CONTRACT
BETWEEN TRAVIS COUNTY AND DISPUTE
RESOLUTION CENTER**

This Amendment is entered into by the following parties: Travis County, a political subdivision of Texas, ("County") and Dispute Resolution Center, a non-profit corporation ("Contractor").

County and Contractor entered into a novation of contract on December 13, 1989 ("Contract") in which Contractor agreed to provide services and County agreed to provide funds in equal installments.

County and Contractor entered into a first Amendment of Contract with an effective date of October 1, 1990.

County and Contractor, in order to facilitate continuation of the Contract, desire to change the method of payment.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, the parties agree to change the Contract as follows:

1.0 Definitions

1.1 Delete 1.3 in the Contract as amended by the first amendment and replace with the following:

1.3 "County Contribution" means the amount that Travis County Commissioners Court approves for payment to Contractor for any fiscal year during the County budget adoption process.

1.2 Delete 1.51 in the Contract as amended by the first amendment.

2.0 Contractor Performance

2.1 Delete 3.11 in the contract as amended by the first amendment.

3.0 County Performance

3.1 Delete 4.2, 4.3, 4.4, and 4.7 from the Contract as amended by the first amendment and replace with the following:

4.2 In consideration of full and satisfactory performance of the services and activities referred to in 3.0 of this contract, during each fiscal year County shall provide funds not to exceed the County Contribution approved in compliance with 3.7 and 4.1 for the fiscal year in which the payment is made.

→ 4.3 County shall pay the County Contribution in twelve (12) equal installments at the end of each month of the fiscal year. Each installment shall be in amount equal to one-twelfth (1/12) of the full amount of approved budgeted funds.

4.4. County shall not pay any amount in excess of the County Contribution unless this Contract is amended in compliance with 18.0.

4.7 County shall not be liable for costs incurred or performances rendered by Contractor before or after the contract period.

4.0 Incorporation

County and Contractor hereby incorporate the Contract into this Amendment. Except for the changes made in this Second Amendment, County and Contractor hereby ratify all the terms and conditions of the Contract. The Contract with the changes made in this Second Agreement constitutes the entire agreement between the parties and supercedes the first amendment and any prior undertaking or written or oral agreements or representations between the parties.

5.0 Effective Date

This Amendment is effective October 1, 1991 when approved by Commissioners Court.

TRAVIS COUNTY

DATE: 10/29/91

BY: [Signature]
Bill Aleshire
County Judge

DISPUTE RESOLUTION CENTER

DATE: _____

BY: Carol Moran
NAME: Carol Moran
Its Duly Authorized Agent

Header Information for Entry Doc Number

400003511

Doc. Number 400003511 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2013 Doc. Date Aug 27, 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 GOERTZM Creation Date Aug 30, 2013 Creation Time 10:33:39
Resp. Person Year Cohort Public Law
Legislation

Additional Data

Header Text

TextName

Lines

Total Document 0 \$10,967 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area	Grant	Funded Program	Local Amount	Text Line
000001	0001		1550010001	511860	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	-10,967	Transfer of funds from CJP to DRC
000002	0001		1100010000	590104	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	10,967	Transfer of funds from CJP to DRC

~~AWR~~

Revised August 30, 2013

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

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: August 6, 2013
SUBJECT: Internal Reallocation from Travis County Sheriff's Office Vacancy Savings to cover shortfall in Medical Services

The Travis County Sheriff's Office is requesting to transfer \$750,000 from projected vacancy savings toward their other medical services line item. Expenditures for other medical services can vary significantly by year depending on the medical needs of inmates. The Sheriff's Office has reported their inmates this year have experienced longer and more costly medical stays and outpatient treatments. One example noted by the office is that a larger number of inmates have required dialysis this year compared to the past and these costs have increased 600% per treatment since FY 2011. The Sheriff's Office has explored and will continue to explore how to mitigate these increases.

Expenditures have often exceeded the original budget for this line item, but have been typically been covered from other savings. Expenditures for this line item exceeded the original budget by \$452,922 in FY 2012 but were \$195,000 less than the original budget in FY 2011. The office has already transferred over \$400,000 from other operating line items toward this FY 2013 need. The Sheriff's Office believes it is conceivable that they could require an additional \$200,000 later in September as a worst case scenario.

The Planning and Budget Office and the Travis County Sheriff's Office have been refining the estimate of required funds since May and this analysis has been incorporated into the expenditure estimates for FY 2013. The Planning and Budget Office and the Sheriff's Office will prepare one additional estimate for this expense once August closes to determine if any additional funds will be required for FY 2013. The FY 2014 Preliminary Budget includes an additional \$400,000 for additional resources for other medical services based on preliminary estimates from June. Based on current overall projections for the office, the Planning and Budget Office continues to believe that the overall budget for the Sheriff's Office in FY 2014 plus the special overtime reserve of \$1,000,000 should be sufficient for all required resources for next year.

We recommend approval of the internal transfers to cover needed mandated expenses.

cc: Greg Hamilton, Travis County Sheriff
Major Phyllis Clair, Major Darren Long, Major Mark Sawa, Paul Matthews, Maria Wedhorn,
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

August 21, 2013

MEMORANDUM

TO: Travis Gatlin, Planning and Budget

FROM: Paul B. Matthews, CPA, Travis County Sheriff's Office Finance Manager *Dm*

SUBJECT: Budget Adjustment for Medical Service Line Item

The purpose of this memorandum is to request approval to move \$750,000 from salary savings within the Correction Bureau (Fund Center 137044001) Salaries-Pops line item (501010) to the other medical services line (511120) within the Sheriff's Office budget.

During FY2013, the Sheriff's Office has experienced a large number of sick inmates with higher levels of acuity. Consequently, our inmates have experienced longer and more costly hospital stays. Although we have already transferred over \$400,000 from other areas of our budget to cover shortfalls in the medical services area, it is the TCSO Finance Office's belief that *at least* \$750,000 will be needed to meet remaining obligations in this area for FY2013. However, based on recent medical expense rates, it is still conceivable that this figure could grow to \$950,000 depending on the individual medical issues future jail inmates experience during the remainder of August and September.

Although the final expense in our medical line item could vary by an additional \$200,000, TCSO Finance will continue to attempt to identify other savings within our budget to internally cover this shortfall. However, if such savings cannot be identified, TCSO will need to work the Planning and Budget Office to cover projected shortfalls.

Please call me at 854-9234, if you would like any additional information.

cc: Greg Hamilton, Travis County Sherriff's Office
Major Mark Sawa, Travis County Sheriff's Office
Major Darren Long, Travis County Sheriff's Office
Maria Wedhorn, Travis County Sheriff's Office

Header Information for Entry Doc Number

400003460

Doc. Number 400003460 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2013 Doc. Date Aug 21, 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 HOLLISL Creation Date Aug 22, 2013 Creation Time 08:32:51
Resp. Person Public Law
Legislation

Additional Data

Header Text For Other Medical Services Defecit

TextName

Lines

Total Document 0 750 000 USD

from salary savings to medical services

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1370440001	501010	1410	NOT-RELEVANT NON-FUNDED-PROGRAM	-750,000	TO cover shortfall of medical service from salary
000002	0001		1370490001	511120	1410	NOT-RELEVANT NON-FUNDED-PROGRAM	750,000	

~~_____~~ August 27, 2013

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
(\$4,038)	Various	8/20/2013	Approved by CC for FY13 portion of ACC intern program
\$6,059,074	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
(\$10,459)	HRMD – ACC Internship Program
(\$83,182)	ITS – BEFIT Customer Support Analyst III
(\$60,000)	RMCR – Additional Postage
(\$1,000,000)	TCSO – Overtime
(\$2,399,805)	Total Possible Future Expenses (Earmarks)
\$3,659,269	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
(\$150,000)	TNR	7/23/13	Guardrail and ADA Sidewalk Impvts.
\$1,074,826 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
\$ (90,000)	Failing Vehicles
\$ (250,000)	FM 1626 ROW Purchases
\$ (970,929)	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 \$ (880,000)	TNR	7/16/23	Beginning Balance Fuel
\$120,000 Current Reserve Balance			

Planning Reserve Status (580210)

Amount	Dept Transferred Into	Date	Explanation
\$5,496,000 \$ (50,000)	PBO	5/21/13	Beginning Balance Civil & Family Courthouse Planning Services
\$5,446,000 Current Reserve Balance			

Juvenile Justice TYC (580260)

Amount	Dept Transferred Into	Date	Explanation
\$418,959 \$ (168,959)	Juvenile Probation	8/27/13	Beginning Balance Residential Placement
\$250,000 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 Infrastr.
(\$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 \$ (96,000)	EMS	4/9/13	Beginning Balance Helicopter Mtn/Rpr
\$905,050 Current Reserve Balance			

1115 Waiver Reserve Status (580200)

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000 \$ (1,000,000)	HHS	8/27/13	Beginning Balance Austin Travis County Integral Care local match
\$0 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
\$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.
\$2,941,500	ITS	7/11/13	Transfer back to Unallocated Resv.
\$57,195,853 Current Reserve Balance			