



Travis County Commissioners Court Agenda Request

Meeting Date: October 8, 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.

10/8/2013

NEW BUDGET

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
N1		4050	149030	522040	TNR	Cap.Outlay Mtrl-Infras/Impvts	\$159,175.50		1
		4050	149030	481000	TNR	Other Revenue	\$159,175.50		

OTHER

O1 Request to internally fund a monthly cellular allowance for two Informaton Technology Services staff members and two Travis County Medical Examiner's Office staff members 4

cc: Leslie Browder, Jèssica Rio, Travis Gatlin, PBO
Cynthia McDonald, Donna Williams-Jones, TNR

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

To: Leslie Browder
County Executive, Planning and Budget

From: *NR* Nicki Riley
County Auditor

Subject: Certification of Revenue – Bee Creek Road Improvements

Date: October 2, 2013

I hereby certify \$159,075.50 as additional revenue to be used by the Transportation and Natural Resources Department for Bee Creek Road Improvements. This amount represents Lake Travis Independent School District's payment under an Interlocal agreement between Lake Travis Independent School District and Travis County

The funds should be allocated as follows:

<u>Fund</u>	<u>Fund Center</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
4050	1490304050	481000	Other Revenue	\$159,175.50

If you have any questions, please call.

NR/ay

cc: Paul S. Lyon, First Assistant County Auditor *PL*
Patti Smith, Chief Assistant County Auditor
Hannah York, Auditor Financial Analyst
Tracy LeBlanc, Financial Analyst – Revenues
Jessica Rio, Budget Director, PBO
Cynthia McDonald, Financial Manager, TNR
Donna Williams-Jones, Sr. Financial Analyst, TNR

Header Information for Entry Doc Number

400004163

Doc. Number 400004163 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 2, 2013
Value Type Budget Version 0 Doc. Type TRAN
Budget Type 3 Fiscal Year 2014 Year. Cash. Eff
Process UI BALA Process BALT Original. Applic. BWB Doc. Family
Creator WILLIAD Creation Date Oct 2, 2013 Creation Time 14:13:29
Resp. Person DONNA WILLIAMS JONES Year Cohort Public Law
Legislation

Additional Data

Header Text New Bgt Bee Creek Rd Lake Travis ISD Funds

TextName

Lines

~~310,354~~ Total Document 159,175.50 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	4050		1490304050	522040	1710	NOT-RELEVANT RDCN14900000814	159,175.5	New Bgt Funds from Lake Travis ISD Bee Creek
000002	4050		1490304050	481000	1710	NOT-RELEVANT RDCN14900000814	159,175.5	New Bgt Funds from Lake Travis ISD Bee Creek

Handwritten signature and scribbles



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

September 30, 2013,

To: Commissioners Court

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

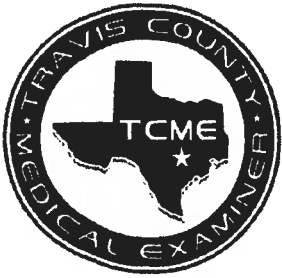
Re: Cell phone allowances

Information Technology Services (ITS) and Travis County Medical Examiner's Office (TCMEO) are requesting to internally fund a monthly cellular allowance for two ITS staff members (positions 30000384 & 30000387) and two TCMEO staff members (positions 30050226 & 30003445) who use 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. Please note that the wireless policy will be reviewed by Commissioners Court this fall. It is possible that future cell phone allowance requests will not require Commissioner Court-level approval.

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
Randy Lott, ITS
Leslie Browder, PBO
Jessica Rio, PBO



**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, DC
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, DC
Diplomate of American Board of Pathology;
DEPUTY MEDICAL EXAMINER

KATHERINE S. CALLAHAN, MD
Diplomate of American Board of Pathology;
DEPUTY MEDICAL EXAMINER

DATE: September 23, 2013

TO: Brooke Greenfeder, County Auditor's Office
Katie Peterson Gibson, Planning and Budget Office

FROM: David Dolinak, MD *(signature)*

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 staff pathologists. We would like to add Katherine S. Callahan, Employee Number 2000836 to the list of employees currently receiving cellular phone allowance. Her normal workdays are Monday through Friday and frequently work weekends and holidays during the day. Our staff pathologists must be contacted on a recurrent basis at any hour of the day or night and respond in an expeditious time frame.

Sufficient funding exists within our current budget to pay Ms. Callahan a cellular phone allowance. Funding was allocated at the beginning of FY13 for her to receive an allowance for the entire fiscal year.

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

We would like the effective date to be September 16, 2013.

Your consideration is greatly appreciated.

**TRAVIS COUNTY MONTHLY CELLULAR 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 telephone allowances within my Office/Department.

(Signature)
Official/Department Head Signature and Date

9/24/13
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 cell phone monthly allowance is requested for: (A or C, Employee ID #, position title and slot number)	\$10/mo	\$20/mo	\$30/mo
A, 2000836, DEPUTY ME 1, POSITION 30050226		↓	

Comments:

Reviewed by PBO

(Signature) 9/30/13
signature and date

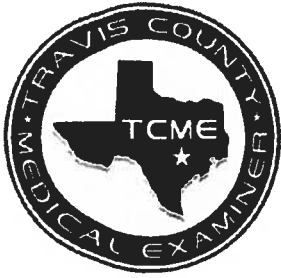
Approved by Commissioner's Court

_____ Date

Processed by Auditor's Office

_____ signature and date

Return a copy to: Chuck Brotherton, Emergency & Wireless Communications Manager
Travis County Emergency Services
Phone 854-4895
Fax 854-4786
Email Charles.Brotherton@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, DC
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, DC
Diplomate of American Board of Pathology;
DEPUTY MEDICAL EXAMINER

KATHERINE S. CALLAHAN, MD
Diplomate of American Board of Pathology;
DEPUTY MEDICAL EXAMINER

DATE: September 11, 2013

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

FROM: David Dolinak, MD

David Dolinak
9/12/13

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 Joani L. Mendoza, Employee ID Number 02000821 to the list of employees currently receiving cellular phone allowance. As a Forensic Medical Examiner Investigator, Ms. Mendoza 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. Mendoza a cellular phone allowance. Ms. Mendoza has been hired to replace Kimberly Guajardo 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. Mendoza for the current fiscal year and all subsequent fiscal years.

We would like the effective date to be Sept.15, 2013.

Your consideration is greatly appreciated.

TRAVIS COUNTY CELLULAR 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 cellular telephone allowances within my Office/Department.

[Signature]
Official/Department Head Signature and Date

9/12/13
effective date

Note: All requests for new allowances or increases to previously approved allowances must first go through PBO and then processed through the Auditor's Office. Along with this request form a budget transfer sheet should 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 period of time, the budget transfer used to fund the allowance can only be made on an annualized permanent basis.

A Cell Phone Allowance Is Requested For:	\$10	\$20	\$30
(A or C, Employee ID #, Position title and slot number)			
A, 02000321, FORENSIC ME INVESTIGATOR I, POSITION 30003475		J	

Comments:

Reviewed by PBO

[Signature] 9/20/13
Signature & date

Approved By Commissioners Court

date

Processed by Auditors Office

Signature & date

Cc dantny.hobby@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.

[Handwritten Signature]
 Official/Department Head Signature and Date

10/1/13
 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
589071, NOOPUR GUPTA, System Engineer II <i>pos 3060787</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
742193, GARY Pannell, System Architect I <i>pos # 30000384</i>	<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"/>

Comments:

Reviewed by PBO

[Handwritten Signature] 9/30/13
 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

Allocated Reserve Status (580010)

Amount	Dept Transferred Into	Date	Explanation
\$10,718,725			Beginning Balance
\$10,718,725	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$310,200)	Records Management - Postage Cost of City of Austin Redistricting
(\$278,506)	Constables - Airport Staffing
(\$275,000)	Civil Courts-Legally Mandated Fees- Civil Indigent Attorney Fees
(\$228,552)	Criminal Courts - Veterans Court
(\$175,000)	Criminal Courts-Legally Mandated Fees - Attorney Fees for Capital Cases
(\$150,000)	Human Resources - Tuition Reimbursement Program
(\$144,233)	Civil Courts - Family Drug Treatment Court
(\$62,350)	Criminal Justice Planning - Paralegal for OPR
(\$65,291)	Criminal Justice Planning - Paralegal for OCR
(\$38,972)	Criminal Courts - Bailiff Transition to Sheriff's Office
(\$35,000)	Criminal Courts-Legally Mandated Fees - Forced Medication Hearings
(\$33,130)	Human Resources - Travis County/Austin Community College Internship Program
(\$33,000)	Civil Courts-Legally Mandated Fees - Foreign Language Court Interpreters
(\$28,482)	Probate Court - Administrative Judge Pay
(\$25,000)	Human Resources - ADA Program Funding
(\$19,600)	Pretrial Services - Electronic Monitoring Services
(\$1,902,316)	Total Possible Future Expenses (Earmarks)
\$8,816,409	Remaining Allocated Reserve Balance After Possible Future Expenditures

Capital Acquisition Resources Account Reserve Status (580070)

CAR RESERVE TRANSFERS

Amount	Dept Transferred Into	Date	Explanation
\$2,431,317			Beginning Balance
\$2,431,317 Current Reserve Balance			

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
(\$500,000)	Transportation and Natural Resources - Road Materials
(\$400,000)	Information Technology Services - Support for Facilities Remodel/Construction Projects
(\$320,000)	Juvenile Probation - Juvenile Probation Master Plan
(\$192,750)	Transportation and Natural Resources - Failing Vehicles
(\$100,000)	Transportation and Natural Resources - Guardrail Replacement
(\$70,000)	Medical Examiner - Replacement Headspace Auto Sampler – Gas Chromatograph
(\$55,000)	Emergency Services (StarFlight) - STAR Flight Maintenance
(\$50,000)	Transportation and Natural Resources - ADA Sidewalk Upgrades
(\$19,074)	Counseling and Education - Computers for Automated Assessments
(\$15,798)	Criminal Justice Planning - Paralegal for OCR
(\$5,798)	Criminal Justice Planning - Paralegal for OPR
(\$1,728,420)	Total Possible Future Expenses (Earmarks)
\$702,897	Remaining CAR Reserve Balance After Possible Future Expenditures

Reserve for Emergencies and Contingencies Status (580120)

Amount	Dept Transferred Into	Date	Explanation
\$5,000,000			Beginning Balance
\$5,000,000 Current Reserve Balance			

Fuel & Utilities Reserve Status (580130)

Amount	Dept Transferred Into	Date	Explanation
\$300,000			Beginning Balance
\$300,000 Current Reserve Balance			

Civil and Family Justice Center (Planning) Reserve Status (580210)

Amount	Dept Transferred Into	Date	Explanation
\$5,446,000			Beginning Balance
\$5,446,000 Current Reserve Balance			

Juvenile Justice Reserve Status (580260)

Amount	Dept Transferred Into	Date	Explanation
\$504,726			Beginning Balance
\$504,726 Current Reserve Balance			

Smart Building Maintenance Reserve Status (580240)

Amount	Dept Transferred Into	Date	Explanation
\$297,948			Beginning Balance
\$297,948 Current Reserve Balance			

Reserve for Replacement of Integrated Justice Systems Status (580160)

Amount	Dept Transferred Into	Date	Explanation
\$5,235,265			Beginning Balance
\$5,235,265 Current Reserve Balance			

Reserve for State Funding Cuts Status (580310)

Amount	Dept Transferred Into	Date	Explanation
\$250,000			Beginning Balance
\$250,000 Current Reserve Balance			

STAR Flight Maintenance Reserve Status (580320)

Amount	Dept Transferred Into	Date	Explanation
\$1,995,050			Beginning Balance
\$1,995,050 Current Reserve Balance			

Reserve for 1115 Waiver Participation Status (580200)

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

Reserve for Interlocal Agreements Status (580200)

Amount	Dept Transferred Into	Date	Explanation
\$1,950,308			Beginning Balance
\$1,950,308 Current Reserve Balance			

Reserve for External Social Services Contracts Status (580200)

Amount	Dept Transferred Into	Date	Explanation
\$1,155,025			Beginning Balance
\$1,155,025 Current Reserve Balance			

Sheriff's Office Overtime Reserve Status (580200)

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

Unallocated Reserve Status (580015)

Amount	Dept Transferred Into	Date	Explanation
\$68,085,598			Beginning Balance
\$68,085,598 Current Reserve Balance			