



# Travis County Commissioners Court Agenda Request

**Meeting Date:** October 15, 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](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

# BUDGET AMENDMENTS AND TRANSFERS

10/15/2013

## AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
<b><u>FY 2013</u></b>									
A1		8955	198000	580080	Reserves	Fund 8955 Allocated Reserves		\$663,199.00	1
		8955	111004	516510	HRMD	Worker's Comp. Claims-Active Empl	\$663,199.00		
<b><u>FY 2014</u></b>									
A2		0001	198000	580015	Reserves	Unallocated Reserves		\$2,500,000.00	3
		0001	114900	5222020	TNR	Cap. Outlay Mtrl - Buildings	\$2,500,000.00		

## TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	149035	510120	TNR	Fuel/Oil/Lubricants		\$783,687.00	7
		0001	149025	510120	TNR	Fuel/Oil/Lubricants		\$193,666.00	
		0001	149025	510280	TNR	Rd & Hwy Supp. & Equip.		\$121,000.00	
		0001	149025	510340	TNR	Vehicle Supp. & Equip		\$202,674.00	
		0001	149025	511580	TNR	Rd Machinery & Equip Rprs & Maint.		\$54,531.00	
		0001	149020	510250	TNR	Paint Supplies & Equipment	\$302,321.00		
		0001	149020	510300	TNR	Rd. Mtrl - Non Asphaltic	\$188,991.00		
		0001	149020	511820	TNR	Non Hazardous Waste Hauling/Removal	\$799,246.00		
		0001	149020	511960	TNR	Uniform Rental Service	\$65,000.00		
T2		0001	158026	510200	HHS	Office Equipment		\$429.26	11
		0001	158026	506010	HHS	FICA- OASDI	\$22.32		
		0001	158026	506050	HHS	Retirement Contribution	\$34.70		
		0001	158026	506060	HHS	Worker's Compensation	\$7.02		
		0001	158026	506020	HHS	FICA - Medicare	\$5.22		
		0001	158026	511710	HHS	Cellular Allowance	\$360.00		
T3		0001	158023	510200	HHS	Office Equipment		\$429.26	11
		0001	158023	506010	HHS	FICA- OASDI	\$22.32		
		0001	158023	506050	HHS	Retirement Contribution	\$34.70		
		0001	158023	506060	HHS	Worker's Compensation	\$7.02		
		0001	158023	506020	HHS	FICA - Medicare	\$5.22		
		0001	158023	511710	HHS	Cellular Allowance	\$360.00		
T4		0001	158050	510200	HHS	Office Equipment		\$429.26	11
		0001	158050	506010	HHS	FICA- OASDI	\$22.32		
		0001	158050	506050	HHS	Retirement Contribution	\$34.70		
		0001	158050	506060	HHS	Worker's Compensation	\$7.02		
		0001	158050	506020	HHS	FICA - Medicare	\$5.22		
		0001	158050	511710	HHS	Cellular Allowance	\$360.00		

## OTHER

O1 Request from the Tax Office to internally fund a retirement transition position




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

700 Lavaca Street, Ste. 1560  
Austin, Texas 78701

P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Diana A. Ramirez, Assistant Budget Director 

**DATE:** July 25, 2013

**RE:** Request by HRMD for FY 2013 Adjustment to Risk Management Fund (Fund 8955) Allocated Reserve to Account for Required General Ledger Adjustments

Because the Risk Management Fund is a full accrual fund, accounting rules (GASB 10) require that the County record FY 2013 actuarial estimates in the general ledger. These actuarial adjustments have been recorded for the last several years and sometimes require additional budgeted resources to be moved to the operating budget to fund the accruals. To record these accrual estimates, HRMD is requesting that \$663,199 be transferred from the Risk Management Fund's Reserve budget to its Incurred Losses commitment item. This amendment does not affect cash balances; however, it does affect fund balance. For that reason, PBO worked with HRMD and the Auditor's Office while preparing the FY 2013 End of Year Balance Projections and Fifth Revenue Estimate and these estimated amounts were included in the projections. These adjustments were taken into consideration in the development of the FY 2014 Adopted Budget for this special fund so there is no further impact to that budget.

Please note that PBO will be working with HRMD and the Auditor's Office over the fall and winter months to determine whether the worker's compensation rates for the County need to be adjusted. Any recommendations will be brought to Commissioners Court for review and action in the early spring.

PBO recommends approval of this request.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Debbie Maynor, Bill Patterson, Norman McRee, HRMD  
Nicki Riley, Paul Lyon, James Rannefeld, Auditor's Office

# Header Information for Entry Doc Number

400004201

Doc. Number 400004201 Doc. Status Preposed FM Area 1000  
Budget. Cate. Payment Doc. Year 2013 Doc. Date Oct 9, 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 MCREEN Creation Date Oct 10, 2013 Creation Time 08:22:13  
Resp. Person Year Cohort Public Law  
Legislation

## Additional Data

Header Text

TextName

## Lines

Total Document 663,199 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	8955		1980000000	580080	1120 NOT-RELEVANT	NON-FUNDED-PROGRAM	-663,199	Budget Adjustment needed per Auditor for Accruals
000002	8955		1110048955	516510	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	663,199	Budget Adjustment needed per Auditor for Accruals

~~\_\_\_\_\_~~ = 663,199 Oct 10, 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:** October 7, 2013  
**SUBJECT:** Budget Adjustment Related to FY 2014 Reimbursement Resolution for 416 West 11<sup>th</sup> Street

Travis County generally issues Certificates of Obligation and Bonds annually in the spring. This schedule allows the County to present a final CAFR to the rating agencies prior to the issuance of debt. However, many of the approved projects require funding prior to the receipt of proceeds given project timelines. Therefore, the Commissioners Court has traditionally approved a reimbursement resolution and associated budget adjustments for a select group of projects to ensure that time sensitive projects are able to move forward while awaiting the spring issuance and receipt of proceeds.

The Facilities Management Department has submitted a request for a reimbursement resolution for the new County office to be built at 416 West 11<sup>th</sup> Street. The building will provide office space for the District Attorney. This move will make room in the Criminal Justice Center (CJC) complex to permit expansion for additional criminal courtrooms as originally anticipated when the CJC was built in 2000. The FY 2014 Adopted Budget included \$5,167,288 for the project to be funded from the anticipated spring issuance of certificates of obligation. The FY 2014 amount is based on the department's cash flow. Proceeds are anticipated in early summer based on recent issuance schedules. The Planning and Budget Office has placed a separate item on this week's agenda requesting approval of the Reimbursement Resolution.

The reimbursement resolution and related budget amendment totals \$2,500,000 and represents the estimated expense that will need to occur before the debt proceeds are received later in the fiscal year. This amount is requested to be transferred from the Unallocated Reserve to the Facilities Management Department. The department is requesting this amount to avoid any delays in completing this time sensitive project. It is important to note that the Unallocated Reserves will be replenished in the amounts transferred today once the proceeds from the sale of Certificates of Obligation are available and any needed reclassifications are processed. It is estimated that this will occur in the June/July timeframe.

The Unallocated Reserve for FY 2014 is \$68,085,598. PBO recommends the temporary use of the Unallocated Reserve rather than the Allocated Reserve to provide the Commissioners Court with additional flexibility should the Court require a large unanticipated transfer from the Allocated Reserve before the proceeds are received. Approval of the budget adjustment would temporarily reduce the Unallocated Reserve to \$65,585,598 until funds are able to be returned early next summer.

This process has been successful in past years and we recommend approval.

cc: John Hille (County Attorney's Office)  
Roger El-Khoury, John Carr, Amy Draper, (Facilities Management)  
Leslie Browder, Jessica Rio, Diana Ramirez, Deborah Laudermilk (PBO)  
Glen Opel, Bond Counsel  
Ladd Pattillo, County's Financial Advisor  
Patti Smith, Hannah York, Melinda Grahmann (County Auditor's Office)  
Nicki Riley (County Auditor)

# FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director



1010 Lavaca, Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

## MEMORANDUM

Project No: FY 14 Budget  
File: 102

**TO:** Travis Gatlin, Assistant Budget Director, Planning and Budget Office  
**FROM:** Roger A. El Khoury, M.S., P.E., Director  
**DATE:** October 1, 2013  
**SUBJECT:** Reimbursement Resolution – FY 14 FMD Project  
416 W 11<sup>th</sup> Street New Office Building for District Attorney

A handwritten signature in black ink, reading "Roger A. El Khoury", is written over the "FROM:" line of the memorandum.

Facilities Management Department (FMD) requests approval of a reimbursement resolution to provide funding by October 15, 2013 for Architectural/Engineering (A/E) services, city and TDI.R plans review fees, CMAR preconstruction fees, commissioning and reimbursables on the subject project. The FY 14 budget included \$5,167,288 of funding for the FY 14 portion of this project which is proposed to be funded with Certificates of Obligations (CO). To maintain the project schedule, funding must be in place by October 15, 2013 to permit award of the contract for A/E services. FMD requests approval for \$2,500,000 in the reimbursement resolution for this purpose. The remaining \$2,667,288 of FY 14 funding can wait until the CO proceeds are available.

Please contact me at 44579 if you have any questions on this request. Your assistance is greatly appreciated.

### COPY TO:

Leslie Browder, County Executive, PBO  
John Carr, Administrative Director, FMD  
Amy Draper, CPA, Financial Manager, FMD  
Jessica Rio, Budget Director, PBO  
Diana Ramirez, Assistant Budget Director, PBO

# Header Information for Entry Doc Number

400004153

Doc. Number 400004153 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 2 Fiscal Year 2014 Year. Cash. Eff  
 Process UI TRAN Process SEND Original. Applic. BWB Doc. Family  
 Creation Date Oct 2, 2013 Creation Time 15:46:50  
 Creator DRAPER A Year Cohort Public Law  
 Resp. Person A DRAPER 49040 Legislation

## Additional Data

Header Text Reimbursement Resolution FY14 416 W 11th St

TextName

**Total Document** 0 USD  
 2,500,000

*for Reimbursement Resolution*

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580015	1120	NOT-RELEVANT NON-FUNDED-PROGRAM	-2,500,000	Reimbursement Resolution FY14 416 W 11th St
000002	0001		1149000001	522020	1140	NOT-RELEVANT NON-FUNDED-PROGRAM	2,500,000	Reimbursement Resolution FY14 416 W 11th St

*AD* *Oct 10, 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:** October 8, 2013  
**RE:** Transfer from Transportation and Natural Resources Fleet Services line items to Road Maintenance Line items.

In recent years, the Road and Bridge Fund has received increased support from the General Fund due to reductions in revenue received by the Road and Bridge Fund. These reductions have been due to numerous reasons such as a change in the law effective in FY 2005 that gradually shifted automobile registration revenue from the Road and Bridge Fund to the General Fund.

As part of the FY 2014 budget process PBO identified a shortfall in the Road and Bridge Fund for Transportation and Natural Resources (TNR). In order to maintain a constant funding level as compared to FY 2013, PBO recommended costs budgeted within the Road and Bridge Fund be moved to the General Fund. The funds identified in the FY 2014 Adopted Budget were fuel and road services fleet expenses and a total of \$1,355,558 was reduced from these lines in the Road and Bridge Fund and a corresponding amount added to the General Fund.

After the budget was adopted, it was identified that it would be more beneficial to keep the fleet services costs in the Road and Bridge Fund separate from the funds in the General Fund. The department instead identified other expenses in the routine road maintenance lines in the Road and Bridge Fund to reduce instead of the fleet services lines. Through a separate budget adjustment, TNR has moved funds within the Road and Bridge Fund from routine road maintenance, into the Road and Bridge Fleet Services Division. This budget adjustment proposed for Court would align the General Fund TNR budget with this new configuration. The impact to the General Fund is cost neutral.

These transfers have been presented to Court to inform you of the proposed change to what was proposed in the FY 2014 budget and because the transfers involve a centrally budgeted line item. These changes do not have a programmatic impact and PBO recommends approval.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Steve Manilla, Carol Joseph, Cynthia McDonald, Sydnie Crosbie, TNR

**TRANSPORTATION AND NATURAL RESOURCES**

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

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700 Lavaca Street-5<sup>th</sup> Floor  
Travis County Administration Building  
PO Box 1748  
Austin, Texas 78767  
Phone: (512) 854-9383  
Fax: (512) 854-4697

**MEMORANDUM**

TO: Alan Miller, PBO Analyst  
FROM: *Cynthia McDonald*  
Cynthia McDonald, Financial Manager, TNR  
DATE: October 7, 2013  
SUBJECT: Transfer from Centralized Line Item

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This memo is to request approval of budget transfer 400004181 to realign the budget within TNR's Centralized Fleet division. It is in conjunction with budget transfer 400004157 which was approved and posted on October 7<sup>th</sup>, 2013. This is a functional correction that has no programmatic impact when both transfers are approved. Budget rules require the approval of Commissioners Court for such transfers.

Budget transfer 400004157 for a total of \$1,355,558 was processed as an automatic because it was allowable per the budget rules and TNR was without available funds to purchase automotive parts. Funds were moved from the Road Maintenance program to Fleet in the Road and Bridge Fund per the budget rules. This transfer for the same amount moves the funds from the Centralized Fleet division back to the Road Maintenance program within the General Fund.

If you have any questions or require additional information please contact Sydnia Crosbie at extension 47682.

# Header Information for Entry Doc Number

400004181

Doc. Number 400004181 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 3, 2013  
 Value Type Budget Version 0 Doc. Type TRAN  
 Budget Type 1 Fiscal Year 2014 Year. Cash. Eff  
 Process UI TRAN Process SEND Original. Applic. BWB Doc. Family

## Additional Data

Creator JENSENC Creation Date Oct 8, 2013 Creation Time 07:33:02  
 Resp. Person Year Cohort Public Law  
 Legislation

Header Text

TextName

## Lines

Total Document 0 USD

*RE=Alli Oct 10, 2013*

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1490350001	510120	1710	NOT-RELEVANT	-783,687	Re-Align FY14 Fleet Budget
000002	0001		1490250001	510120	1710	NOT-RELEVANT	-193,666	Re-Align FY14 Fleet Budget
000003	0001		1490250001	510280	1710	NOT-RELEVANT	-121,000	Re-Align FY14 Fleet Budget
000004	0001		1490250001	510340	1710	NOT-RELEVANT	-202,674	Re-Align FY14 Fleet Budget
000005	0001		1490250001	511580	1710	NOT-RELEVANT	-54,531	Re-Align FY14 Fleet Budget
000006	0001		1490200001	510250	1710	NOT-RELEVANT	302,321	Re-Align FY14 Fleet Budget
000007	0001		1490200001	510300	1710	NOT-RELEVANT	188,991	Re-Align FY14 Fleet Budget
000008	0001		1490200001	511820	1710	NOT-RELEVANT	799,246	Re-Align FY14 Fleet Budget

Line	Fund	Funds center	Comm. Item	FuncArea	Grant	Funded Program	Local Amount	Line Text
000009	0001		1490200001	511960	1710	NOT-RELEVANT	NON-FUNDED-PROGRAM	65,000

Re-Align FY14 Fleet Budget


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



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

**TO:** Members of Commissioners Court

**From:** Aerin-Renee Toussaint, Budget Analyst



**DATE:** October 8, 2013

**RE:** Cell Phone Allowance, HHSVS

The Health and Human Services and Veterans Service Department is requesting to internally fund a monthly cellular allowance for three staff members (Positions 30005360, 30005378, and 30005385) 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.

A total of \$1,287.78 is being transferred internally to fund the cell phone allowances within the department. Documentation for the applicable budget transfers is attached.

PBO concurs with this request.

**cc:** Leslie Browder, County Executive, PBO  
Sherri Fleming, County Executive, HHSVS  
Nicki Riley, Travis County Auditor  
Brad Bearden, Emergency & Wireless Communication Manager  
Scott Diamond, Auditor's Office  
Travis Gatlin, Diana Ramirez, PBO  
Kathleen Haas, Caula McMarion, HHSVS  
Jessica Rio, Travis County Budget Director



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE**

100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767

Sherri E. Fleming, County Executive  
(512) 854-4100

**DATE:** October 3, 2013

**TO:** Aerin Toussaint, Budget Analyst, Planning and Budget Office

**FROM:**

*Sherri E. Fleming*

Sherri E. Fleming, County Executive  
Travis County Health and Human Services and Veterans Service

**SUBJECT:** Health and Human Services and Veterans Service Cellular Phone Allowance Request

**Proposed Motion:** Consider and take appropriate action to approve the cellular phone allowance request for the following employees: # 5360, # 5378, # 5385

**Summary:** The employees listed above are frequently in the field and away from routine telephone communication. The use of cellular phones is pertinent to performing their job functions. The department is requesting authorization of the cell phone allowance for these employees following Chapter 39.032 of the Travis County Wireless Communications Policy. The HHSVS County Executive has approved the request form to establish the monthly cellular allowance for these employees.

**Budgetary and Fiscal Impact:** The FY'2014 funds have been set aside in each division/program line item budget.

These monthly amounts are supplemental income as processed through the payroll system, included in the employee's gross income and subject to standard payroll withholding for federal taxation and retirement contributions.

cc: Leslie Browder, County Executive, Planning and Budget  
Brad Bearden, Emergency & Wireless Communications Manager  
Nicki Riley, Travis County Auditor  
Scott Diamond, Travis County Auditor Payroll  
Kathleen Haas, HHS&VS Finance Manager

## 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.

*Sheri E. Fleming*  
 Official/Department Head Signature and Date

10/3/13  
 effective date

NOTE: All requests for new monthly allowances or increases to previously approved monthly allowances must first go through PBO, and 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, #30005360, Social Services Program Admin.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A, #30005237, Case Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A, # 30005385, Social Services Mgr.,	<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"/>

**Comments:**  
 Requesting that cell phone allowance be set up for two new employees Laura Smith and Florestela Martino effective July 30, 2013.

Reviewed by PBO

\_\_\_\_\_  
*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](mailto:Brad.Bearden@co.travis.tx.us)

# Header Information for Entry Doc Number

400004165

Doc. Number 400004165 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 3, 2013  
 Value Type Budget Version 0 Doc. Type TRAN  
 Budget Type 1 Fiscal Year 2014 Year. Cash. Eff  
 Process UI TRAN Process SEND Original. Applic. BWB Doc. Family  
 Creator MCMARIC Creation Date Oct 8, 2013 Creation Time 16:17:44  
 Resp. Person Year Cohort Public Law  
 Legislation

## Additional Data

Header Text Cell phone allowance ~~2014~~ FY14

TextName

## Lines

Total Document 429.26 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area Grant	Funded Program	Local Amount	Text Line
000001	0001		1580260001	510200	1530	NOT-RELEVANT	-429.26	To cover cell phone allowance for FY2014 <del>CR</del>
000002	0001		1580260001	506010	1530	NOT-RELEVANT	22.32	
000003	0001		1580260001	506050	1530	NOT-RELEVANT	34.7	
000004	0001		1580260001	506060	1530	NOT-RELEVANT	7.02	
000005	0001		1580260001	506020	1530	NOT-RELEVANT	5.22	
000006	0001		1580260001	511710	1530	NOT-RELEVANT	360	

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# Header Information for Entry Doc Number

400004166

Doc. Number 400004166 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 3, 2013  
 Value Type Budget Version 0 Doc. Type TRAN  
 Budget Type 1 Fiscal Year 2014 Year.Cash.Eff  
 Process UI TRAN Process SEND Original.Applic. BWB Doc.Family  
 Creator MCMARIC Creation Date Oct 8, 2013 Creation Time 16:17:27  
 Resp. Person Year Cohort Public Law  
 Legislation

## Additional Data

Header Text To cover cell phone allowance ~~400004166~~ FY14

TextName

**Lines** Total Document 429.26 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area	Grant	Funded Program	Local Amount	Text Line
000001	0001		1580230001	510200	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	-429.26	To cover cell phone allowance
000002	0001		1580230001	506010	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	22.32	
000003	0001		1580230001	506050	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	34.7	
000004	0001		1580230001	506060	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	7.02	
000005	0001		1580230001	506020	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	5.22	
000006	0001		1580230001	511710	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	360	

~~\_\_\_\_\_~~ A 9 n Oct 10, 2013



**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:** October 8, 2013  
**RE:** Request from Tax Office to Internally Fund a Retirement Transition Position

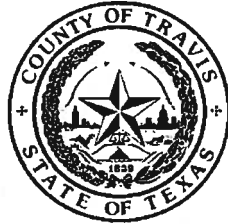
The Tax Office has received notice that the GIS Coordinator in the Voter Registration Division is retiring effective February 28, 2014. The incumbent has more than 30 years of institutional knowledge of the voter registration system, and this key position is crucial to the work of the Tax Office as the Voter Registrar of Travis County.

Tax Office management desires to have a seamless transition for the GIS Coordinator position, and has worked with HRMD to prepare a work plan for a three-month transition period. The transition position will be effective from December 1, 2013 to February 28, 2014, and will be created with an end date. This will allow the office to move the retiring supervisor to the transition position, post and hire the permanent position, and allow the retiring supervisor to train the replacement.

PBO has recommends that departments internally fund such transition positions. The Tax Office has identified temporary salary savings in the department due to recent turnover and new positions that have not yet been filled, and PBO confirms that the department has sufficient temporary savings to fund this one-time need.

PBO and HRMD have worked with the department to create and cost the transition plan, and both departments approve of this request.

**cc:** Leslie Browder, County Executive, PBO  
Bruce Elfant, Tax Assessor-Collector  
Christopher deMers, Todd L. Osburn, HRMD  
Travis Gatlin, Diana Ramirez, PBO  
Dee Lopez, Tina Morton, Tax Office  
Jessica Rio, Budget Director



**Bruce Elfant**  
TAX ASSESSOR-COLLECTOR  
VOTER REGISTRAR

5501 Airport Blvd  
AUSTIN, TX 78751  
(512) 854-9473

## MEMORANDUM

October 8, 2013

TO: Aerin Toussaint, PBO  
FROM: Dee Lopez, Tax Office *dl*  
RE: Transitional Plan – Slot 69

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Melinda Avey, our GIS Coordinator tendered her resignation effective February 28, 2014 after 32 years of serving Travis County voters. She is a valued member of our staff leaving with a vast institutional knowledge of the voter registration system.

There are many issues that we will face prior to and after Melinda's departure. Within the next year, we will encounter the redistricting of City of Austin single member districts, the November constitutional amendment election, preparing for the December runoff election, preparing for the March primary and runoff elections, preparing for the May joint election and June runoff election, and finally issuance of renewal voter certificates in December for the 2014-2015 election cycle.

It is vital that there be no interruption to the GIS work required to prepare for the upcoming elections and voter certificates. In order to provide a smooth transition, I recommend the following Transitional plan as recommended by HR. The Tax office is internally funding the transition slot/ position.

1. October 15-31, 2013 – Post the GIS Coordinator (internal) and GIS Analyst (external)
2. By November 30, 2013 – Hire both positions. Move Melinda to transitional slot.
3. December 1, 2013 – Transitional period begins
4. February 28, 2014 – Transitional period ends

Please let me know if you have questions or would like additional information.

**Allocated Reserve Status (580010)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$10,718,725	Various	10/7/13	Beginning Balance
\$6,750			Liquidated Purchase Orders
<b>\$10,725,475</b>	<b>Current Balance</b>		

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

<b>Amount</b>	<b>Explanation</b>
(\$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
<b>(\$1,902,316)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$8,823,159</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>
\$2,431,317			Beginning Balance
<b>\$2,431,317</b>	<b>Current Reserve Balance</b>		

**Possible Future Expenses Against CAR Reserves Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
(\$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)
<b>\$702,897</b>	<b>Remaining CAR Reserve Balance After Possible Future Expenditures</b>

**Reserve for Emergencies and Contingencies Status (580120)**

Amount	Dept Transferred Into	Date	Explanation
\$5,000,000			Beginning Balance
<b>\$5,000,000 Current Reserve Balance</b>			

**Fuel & Utilities Reserve Status (580130)**

Amount	Dept Transferred Into	Date	Explanation
\$300,000			Beginning Balance
<b>\$300,000 Current Reserve Balance</b>			

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

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

**Juvenile Justice Reserve Status (580260)**

Amount	Dept Transferred Into	Date	Explanation
\$504,726			Beginning Balance
<b>\$504,726 Current Reserve Balance</b>			

**Smart Building Maintenance Reserve Status (580240)**

Amount	Dept Transferred Into	Date	Explanation
\$297,948			Beginning Balance
<b>\$297,948 Current Reserve Balance</b>			

**Reserve for Replacement of Integrated Justice Systems Status (580160)**

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

**Reserve for State Funding Cuts Status (580310)**

Amount	Dept Transferred Into	Date	Explanation
\$250,000			Beginning Balance
<b>\$250,000 Current Reserve Balance</b>			

**STAR Flight Maintenance Reserve Status (580320)**

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

**Reserve for 1115 Waiver Participation Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
<b>\$1,000,000 Current Reserve Balance</b>			

**Reserve for Interlocal Agreements Status (580200)**

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

**Reserve for External Social Services Contracts Status (580200)**

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



**Sheriff's Office Overtime Reserve Status (580200)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$1,000,000			Beginning Balance
<b>\$1,000,000 Current Reserve Balance</b>			

**Unallocated Reserve Status (580015)**

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