



## Travis County Commissioners Court Agenda Request

**Meeting Date:** October 22, 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

FY 2014

10/22/2013

## 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	198000 580010	Reserves	Allocated Reserves		\$23,425.00	1
		0001	131004 501010	Cons. Pct. 1	Salaries - POPS	\$16,562.00		
		0001	131004 506010	Cons. Pct. 1	FICA - OASDI	\$1,027.00		
		0001	131004 506020	Cons. Pct. 1	Medicare	\$240.00		
		0001	131004 506030	Cons. Pct. 1	Medical Insurance Benefit	\$3,117.00		
		0001	131004 506040	Cons. Pct. 1	Life Insurance Benefit	\$33.00		
		0001	131004 506050	Cons. Pct. 1	Retirement Contribution	\$2,224.00		
		0001	131004 506060	Cons. Pct. 1	Worker's Compensation	\$222.00		
A2		0001	198000 580210	Reserves	Civil & Family Justice Center Resv.		\$1,779,411.00	3
		0001	109002 511890	PBO	Other Consulting Services	\$1,779,411.00		

## 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	125001 500070	Probate Court	Salaries - Temporary Employees		\$6,417.00	7
		0001	125001 500050	Probate Court	Salaries - Regular Employees	\$6,417.00		



**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

**DATE:** October 14, 2013

**RE:** Request to use Earmark for Constable Staffing

*Travis R. Gatlin*

Commissioner Daugherty has been working with stakeholders at 5501 Airport on the FY 2014 security staffing plan for this site per the August 20, 2013, direction of the Commissioners Court. The plan should be ready by late November. The extended hour staffing currently in place has an October 31, 2013, end date. In order to avoid a gap in coverage during the plan development, the Commissioner requests a one month extension until the end of November for the four special project workers in the Constable, Precinct One Office. The attached budget amendment totals \$23,425 for the November coverage. The FY 2014 Adopted Budget includes an earmark of \$278,506 for this purpose. The balance of the earmark after approval of the amendment will be \$255,081.

PBO recommends approval.

cc: Leslie Browder, Jessica Rio, Diana Ramirez, Belinda Powell, Alan Miller, William Derryberry, Katie Gipson, PBO  
Todd Osburn, HRMD  
Dana DeBeauvoir, County Clerk  
Susan Bell, County Clerk's Office  
Bruce Elfant, Tax Assessor/Collector  
Tina Morton, Tax Office  
Caryl Colburn, CES  
Constable Danny Thomas, Constable Precinct One  
Gwen Doyle, Constable Precinct One Office

# Header Information for Entry Doc Number

400004189

Doc. Number 400004189 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 10, 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  
 Creator DOYLEG Creation Date Oct 14, 2013 Creation Time 09:04:20  
 Resp. Person Public Law

## Additional Data

Header Text Extension of Four Special Project Workers for Nov

TextName

**Lines** Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120	NOT-RELEVANT	-23,425	
000002	0001		1310040001	501010	1310	NOT-RELEVANT	16,562	
000003	0001		1310040001	506010	1310	NOT-RELEVANT	1,027	
000004	0001		1310040001	506020	1310	NOT-RELEVANT	240	
000005	0001		1310040001	506030	1310	NOT-RELEVANT	3,117	
000006	0001		1310040001	506040	1310	NOT-RELEVANT	33	
000007	0001		1310040001	506050	1310	NOT-RELEVANT	2,224	
000008	0001		1310040001	506060	1310	NOT-RELEVANT	222	



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

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

**MEMORANDUM**

**TO:** Members of Commissioners Court *Marvin R. Mathis*  
**FROM:** Travis R. Gatlin, Assistant Budget Director  
**DATE:** October 9, 2013  
**RE:** Transfer from Civil and Family Justice Center Reserve for Phase I & II of the Program Management Services for the Civil and Family Court House

The FY 2014 Adopted Budget includes a Civil and Family Justice Center Reserve to provide resources for the planning and design of a new Civil and Family Courthouse. The reserve totals \$5,446,000. The Planning and Budget Office is requesting a transfer of \$1,779,411 from this reserve for Phase I & II of the program management services that will be provided by the URS Corporation for the project. Please see the attached memo from Belinda Powell, Strategic Planning Manager, for additional details. The balance of the reserve following the approval of the transfer will be \$3,666,589.

The Planning and Budget Office recommends approval.

cc: Leslie Browder, County Executive, Planning and Budget  
Roger Jefferies, County Executive, Justice and Public Safety  
Cyd Grimes, Purchasing Agent  
Nicki Riley, County Auditor  
Jessica Rio, Budget Director  
Diana Ramirez, Assistant Budget Director  
Victoria Ramirez, Budget Analyst I  
Peg Liedtke, Civil Court Administrator  
Roger El Khoury, Director Facilities Management  
John Hille, Assistant County Attorney  
Tom Nuckols, Assistant County Attorney



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

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

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Belinda Powell, Strategic Planning Manager 

**DATE:** October 11, 2013

**RE:** Approve Budget transfer in the amount of \$1,779,411 from the Civil and Family Justice Center Reserve to the Planning & Budget Office to fund Phase I & II services with URS Corporation for Program Management Services for the Civil and Family Court House

On February 13, 2013, the Travis County Purchasing Agent released a Request for Services (RFS) for Program Management Services for the Development of a New Travis County Civil and Family Court House. Responses to the RFS were received on March 27, 2012 and a staff evaluation team reviewed the proposals, short listed candidate teams to be interviewed and subsequently interviewed three teams.

On April 23, 2013, after a presentation from the Purchasing Agent concerning the evaluation team's process and recommendation, the Commissioners Court elected to interview the remaining top two candidates as ranked by the evaluation team. Interviews were held by the Commissioners Court on April 30, 2012. On May 7, 2012, the Commissioners Court announced their selection of URS as the successful team to perform Program Management Services for the project.

Negotiation discussions started with the Commissioners Court May 14, 2013. Direction was given for staff to develop an initial scope of work with URS that would be limited to services needed for the Commissioners Court to finalize their decision regarding the most appropriate construction delivery method for the project. This work was completed on July 23, 2013 when the Commissioners Court approved the use of a Design-Build approach to development of the Civil and Family Court House. Since then staff has worked with URS to develop a contract for Program Management Services for the Civil and Family Court House project.

The contract outlines an expectation that the work will be executed in a series of phases as were described in the RFS. At this time, the contract contemplates the completion of Phase I and Phase II services to carry the project through completion of the project definition. This includes work on development of specifications and expectations for the development and operational performance of the proposed building and refinement of costs estimates to include both construction and operations.

Additionally, Phase II work includes discussions with the Commissioners Court to refine goals and objectives for the project, establish the best positioning of the Court House on the site to consider urban context and need for future growth space, the identification of any real estate objectives to be included in the Court House and/or on the site. These may include such things as leasing space within the Court House to non-profits that support the family and civil court system to other governmental entities, as well as general retail space for food services. Other considerations for the site will be developed related to the refinement of the amount of parking and the specific delivery and management options for parking. Phase II services included in the agreement also cover the management of public engagement to validate and refine the building program and to develop educational materials concerning the project.

### **STAFF RECOMMENDATIONS:**

Based on the negotiated costs for Phase I & II work, staff recommends a transfer of funds, in the amount of \$1,779,411.00, from the Civil and Family Justice Center Reserve be made to the Planning & Budget Office, 1090020001 511890, to fund these services. Please note that the current balance of the Civil and Family Justice Center Reserve is \$5,446,000.

The future phases of work contained in the contract with URS will be initiated by staff after direction to do so and funding is granted by the Commissioners Court.

#### Copies to:

Leslie Browder, County Executive, Planning and Budget  
Roger Jefferies, County Executive, Justice and Public Safety  
Cyd Grimes, Purchasing Agent  
Nicki Riley, County Auditor  
Jessica Rio, Budget Director  
Diana Ramirez, Assistant Budget Director  
Travis Gatlin, Assistant Budget Director  
Peg Liedtke, Civil Court Administrator  
Roger El Khoury, Director Facilities Management  
John Hille, Assistant County Attorney  
Tom Nuckols, Assistant County Attorney

# Header Information for Entry Doc Number

400004224

Doc. Number 400004224 Doc. Status Preposed FM Area 1000  
Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 10, 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  
Creation Date Oct 14, 2013 Creation Time 14:04:21  
Year Cohort Public Law  
Legislation

## Additional Data

Creator GATLINT  
Resp. Person  
Header Text Transfer from Civil CH Reserve for Phase I&II PMS

TextName

## Lines

**Total Document** 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580210	1120 NOT-RELEVANT	NON-FUNDED-PROGRAM	-1,779,411	For Phase I and Phase II Services for Project Mgt
000002	0001		10900020001	511890	1120 NOT-RELEVANT	NON-FUNDED-PROGRAM	1,779,411	For Phase I and Phase II Services for Project Mgt



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

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700 Lavaca Street  
Suite 1560  
Austin, Texas 78701

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Victoria Ramirez, Budget Analyst *VR*

**DATE:** October 8, 2013

**RE:** Request from the Probate Court to Internally Fund the Revised Start Date for a New Business Analyst II Position

On September 4, 2013, as part of the Fiscal Year 2014 Budget mark-up process, the Commissioners Court approved a three-month hiring delay for new positions added to several County departments in the FY 2014 Preliminary Budget. The Court delayed the start dates of new positions from October 1, 2013 to January 1, 2014 as a cost-saving measure. One of these delayed positions was a Business Analyst II in the Probate Court. Based on the operational needs of the department, the Probate Court requests that the start date for their new Business Analyst II be moved up from January 1, 2014 to November 16, 2013. The Probate Court Administrator worked with the Planning and Budget Office to verify that they will be able to internally fund the salary and benefits associated with this earlier start date.

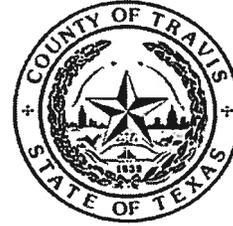
The revised start date will allow the Business Analyst II to focus on managing the Probate Court's role in preparing for a new Document Management System (DMS) in the County Clerk's Office, as well as prepare for a newly legislated eFiling mandate taking effect January 1, 2014 which will involve testing and training this fall. The Probate Court Auditor is currently managing these projects and the revised start date will allow the Probate Court Auditor position to focus on their assigned job duties rather than share time between auditing functions and managing technical projects.

The Planning and Budget Office supports the revised start date given the unique needs of the Probate Court due to external deadlines for forthcoming technical projects. We recommend approval.

cc: Leslie Browder, County Executive, Planning and Budget  
The Honorable Guy Herman, Presiding Judge, Probate Court  
Christy Nisbett, Court Administrator, Probate Court  
Jessica Rio, Budget Director, Planning and Budget  
Travis Gatlin, Assistant Budget Director, Planning and Budget

# Judge Guy Herman

TRAVIS COUNTY PROBATE COURT NO. 1  
1000 Guadalupe Street – P.O. Box 1748  
Travis County Courthouse, Room 217  
Austin, Texas 78767



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To: Victoria Ramirez, Planning and Budget Analyst  
From: Guy Herman, Presiding Judge, Travis County Probate Court No. 1  
Subject: Budget Adjustments to enable a November 16, 2013 start date for the Probate Court's new Business Analyst II position  
Date: October 2, 2013

As you and my Court Administrator have discussed, the business needs of the Probate Court require that we have a start date of November 16, 2013 instead of January 1, 2014 for our new Business Analyst II position.

The Probate Court will be able to internally fund the earlier start date. To accomplish this, the Probate Court is requesting that \$6,417 be transferred within funds center 1250010001 as follows:

- transferred from the Salaries – Temporary Employees commitment item, #500070
- to the Salaries – Regular Employees commitment item, #500050

We appreciate your assistance. A further-delayed start date for the new Business Analyst II position would have a significant negative impact on the Court and its statutorily required services given the timing of several new technology projects over which the Probate Court has no control.

# Header Information for Entry Doc Number

400004136

Doc. Number 400004136 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 4, 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  
 Creator NISBETC Creation Date Oct 4, 2013 Creation Time 10:34:42  
 Resp. Person Public Law

## Additional Data

Header Text To fund earlier start date for new BA II position

TextName

Lines **Total Document** 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1250010001	500070	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	-6,417	To fund earlier start date for new BA II position
000002	0001		1250010001	500050	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	6,417	

**Allocated Reserve Status (580010)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$10,718,725			Beginning Balance
\$6,750	Various	10/7/13	Liquidated Purchase Orders
\$10,640	Various	10/14/13	Liquidated Purchase Orders
<b>\$10,736,115</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>\$8,833,799</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 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)	<b>Total Possible Future Expenses (Earmarks)</b>
<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)**

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

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

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

**Reserve for 1115 Waiver Participation 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>			

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

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

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

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$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 (\$2,500,000)	TNR	10/15/13	Beginning Balance Reimbursement Resolution for 416 W. 11th Street
<b>\$65,585,598 Current Reserve Balance</b>			