



# Travis County Commissioners Court Agenda Request

**Meeting Date:** November 12, 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

11/12/2013

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	198000	580015	Reserves	Unallocated Reserves		\$16,660,000.00	1
		0001	149900	522040	TNR	Cap.Outlay Mtrl-Infrastructure/Impvts	\$16,606,000.00		
A2		0001	198000	580010	Reserves	Allocated Reserves		\$25,000.00	4
		0001	111003	511550	HRMD	Hardware/Software Maint.	\$25,000.00		
A3		0001	135001	500050	Expo. Center	Salaries - Regular Employee		\$1,000.00	7
		0001	135001	506010	Expo. Center	FICA - OASDI		\$62.00	
		0001	135001	506020	Expo. Center	Medicare		\$15.00	
		0001	135001	506050	Expo. Center	Retirement Contribution		\$137.00	
		0001	135001	506060	Expo. Center	Worker's Compensation		\$2.00	
		0001	127003	500050	JP Pct. 2	Salaries - Regular Employee	\$1,000.00		
		0001	127003	506010	JP Pct. 2	FICA - OASDI	\$62.00		
		0001	127003	506020	JP Pct. 2	Medicare	\$15.00		
		0001	127003	506050	JP Pct. 2	Retirement Contribution	\$137.00		
		0001	127003	506060	JP Pct. 2	Worker's Compensation	\$2.00		
A4		0001	130001	500050	JP Pct. 5	Salaries - Regular Employee		\$1,000.00	7
		0001	127003	500050	JP Pct. 2	Salaries - Regular Employee	\$1,000.00		
A5		0001	130001	506010	JP Pct. 5	FICA - OASDI		\$62.00	7
		0001	130001	506020	JP Pct. 5	Medicare		\$15.00	
		0001	130001	506050	JP Pct. 5	Retirement Contribution		\$137.00	
		0001	130001	506060	JP Pct. 5	Worker's Compensation		\$2.00	
		0001	127003	506010	JP Pct. 2	FICA - OASDI	\$62.00		
		0001	127003	506020	JP Pct. 2	Medicare	\$15.00		
		0001	127003	506050	JP Pct. 2	Retirement Contribution	\$137.00		
		0001	127003	506060	JP Pct. 2	Worker's Compensation	\$2.00		

TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	127001	500050	JP. Pct. 2	Salaries - Regular Employee		\$1,000.00	7
		0001	127001	506010	JP. Pct. 2	FICA - OASDI		\$62.00	
		0001	127001	506020	JP. Pct. 2	Medicare		\$15.00	
		0001	127001	506050	JP. Pct. 2	Retirement Contribution		\$137.00	
		0001	127001	506060	JP. Pct. 2	Worker's Compensation		\$2.00	
		0001	127003	500050	JP. Pct. 2	Salaries - Regular Employee	\$1,000.00		
		0001	127003	506010	JP. Pct. 2	FICA - OASDI	\$62.00		
		0001	127003	506020	JP. Pct. 2	Medicare	\$15.00		
		0001	127003	506050	JP. Pct. 2	Retirement Contribution	\$137.00		
		0001	127003	506060	JP. Pct. 2	Worker's Compensation	\$2.00		

OTHER

O1 Request from HHS to temporarily increase a position's hours in the Research and Planning Division



**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 *Travis R. Gatlin*  
**FROM:** Travis R. Gatlin, Assistant Budget Director  
**DATE:** November 5, 2013  
**SUBJECT:** Budget Adjustment Related to FY 2014 Reimbursement Resolution for the Maha Loop Road: Pearce Lane to State Highway 71 Project

The Transportation and Natural Resources Department has placed separately on the agenda a request to approve the issuance of \$16,606,000 of Certificates of Obligation (COs) for the Maha Loop Road: Pearce Lane to State Highway 71 Project and related Interlocal Cooperation Agreement with the Central Texas Regional Mobility Authority (CTRMA). The item also includes a request for a reimbursement resolution for the project. Please see the attached of backup from that item for additional details.

Due to the critical deadlines with CTRMA, the Transportation and Natural Resources Department has requested the attached budget amendment related to the reimbursement resolution totaling \$16,606,000 from the Unallocated Reserve to the Transportation and Natural Resources Department for the expenses required for the project that are anticipated to occur before the debt proceeds are received. The full amount will need to be fully encumbered for the interlocal agreement. We are currently in discussions with CTRMA to determine how funding for the project should be paid to CTRMA. CTRMA has expressed a preference to receive the entire amount of funding upfront, and County staff has proposed making payments over the course of the project based on cash flow needs. We plan to finalize this aspect of the interlocal agreement before next Tuesday after better understanding CTRMA's position and any concerns, and will apprise the Court on status, as well as any changes that might be needed to language in the agreement.

The current balance of the Unallocated Reserve is \$65,585,598 and includes a reduction of \$2,500,000 related to the previously approved reimbursement resolution for the 416<sup>th</sup> W. 11<sup>th</sup> Street Project. The revised balance will be further reduced to \$48,979,598 after approval of this amendment for the Maha Loop Road: Pearce Lane to State Highway 71 Project. It is important to note that the Unallocated Reserve will be replenished once the proceeds from the sale of COs are available and any needed reclassifications are processed. It is estimated that this will occur in the June/July timeframe.

We recommend approval of the budget amendment to expedite the project.

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cc: John Hille, County Attorney's Office  
Nicki Riley, County Auditor  
Melinda Grahmann, Hannah York, County Auditor's Office  
Leslie Browder, Jessica Rio, Diana Ramirez, Alan Miller, Deborah Laudermilk, PBO  
Steven Manilla, Cynthia McDonald, Donna Williams-Jones, Isabelle Lopez, TNR  
Glen Opel, Bond Counsel  
Ladd Pattillo, County's Financial Advisor

# Header Information for Entry Doc Number

400004382

Doc. Number 400004382 Doc. Status Preposted FM Area 1000  
Budget. Cate. Payment Doc. Year 2014 Doc. Date Nov 5, 2013  
Value Type Budget Version 0 Doc. Type TRAN  
Budget Type 3 Fiscal Year 2014 Year. Cash. Eff  
Process UI TRAN Process SEND Original. Applic. BWB Doc. Family  
Creator LOPEZI Creation Date Nov 5, 2013 Creation Time 17:37:29  
Resp. Person ISABELLE LOPEZ Year Cohort Public Law  
Header Text Mv frm Reserv-Maha Loop Road (Pearce Ln-SH71) Reim Legislation

### Additional Data

TextName

### Lines

Total Document 0 16606000 USD

for reimbursement resolution.

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580015	1120	NOT-RELEVANT NON-FUNDED-PROGRAM	-16,606,000	Maha Loop Rd.-CTRMA Reimb. Resolution
000002	.0001		1499000001	522040	1710	NOT-RELEVANT RDCN14900003702	16,606,000	Maha Loop Rd.-CTRMA Reimb. Resolution

~~4211~~ Nov 7, 2013



**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:** November 6, 2013

**RE:** Request from HRMD to use \$25,000 from the Allocated Reserve to pay for the ongoing maintenance agreement for the NeoGov web-based recruitment tool

HRMD is requesting the augmentation of its budget to cover an ongoing expense for a critical software tool. As HRMD details in its memo, attached, the funding for the annual, ongoing maintenance cost for the NeoGov web-based recruitment tool was not requested as part of the FY 2014 budget process. If it had been requested, PBO would have recommended funding for the request because it constitutes maintenance of current effort for the department and the department's existing budget does not have the level of flexibility needed to absorb this cost on an ongoing basis.

Please note that the SAP/BEFIT project budget does not have ongoing resources available to cover this cost, as that budget is reviewed annually and only those costs that are verified by the Auditor's Office and PBO are recommended for funding.

PBO recommends approval of this budget request. In addition, PBO recommends that the annual software maintenance cost be added to HRMD's FY 2015 Target Budget on an ongoing basis.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Debbie Maynor, Kim Austin-Smith, Norman McRee, HRMD



# HRMD

## *Human Resources Management Department*

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700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

To: Diana Ramirez,  
From: Kim Austin-Smith, HR Manager  
Debbie L. Maynor, HRMD Director  
From: Subject NEOGOV  
Date: November 5, 2013

NEOGOVS was implemented in 2010 as a paperless web based recruitment tool prior to the implementation of the SAP system. Prior to this Travis County utilized a paper application system which was found to be cumbersome and inefficient. After implementation, it was my understanding that there were no available funds to pay for the system annual maintenance cost. The NEOGOVS system is available for use for recruitment for all Travis County departments however the temporary solution to pay the \$25,000 annual maintenance cost was to have the annual maintenance cost debited as an expense from the HRMD budget. HRMD utilized funds from the training budget to cover this expense.

Subsequent to the purchase of NEOGOVS, the county implemented an enterprise software solution, SAP. SAP included a module for online recruitment that was believed would replace NEOGOVS. However, in 2012, a review of the SAP recruitment module capabilities resulted in a decision to continue using NEOGOVS as the County's online employment software and to not implement the recruitment tool that was available in SAP. It was determined that NEOGOVS was more functional and efficient in providing automated recruitment support for the County than the recruitment software available via SAP. HRMD was to request additional funding of \$25,000 to pay for the NEOGOVS maintenance agreement for FY 2014 during the budget process.

It appears that during the vacancy of the HRMD Director position, no action was taken to request the additional funding in the HRMD budget to fund the NEOGOVS maintenance fee. Payment of this fee from the HRMD budget was a temporary solution for FY 2013. This expense is not sustainable with the current HRMD Budget. Continued depletion of training dollars to fund this ongoing annual expense adversely impacts the ability to make training available to sustain and develop Travis County employees. This budget amendment is requested to fund the payment of the \$25,000 for the NEOGOVS maintenance fee for FY14. Future budgets for HRMD will include a request for this funding for each fiscal year.

# Header Information for Entry Doc Number

400004334

Doc. Number 400004334 Doc. Status Preposed FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 30, 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 MCREEN Creation Date Oct 30, 2013 Creation Time 11:12:18  
 Resp. Person Year Cohort Public Law  
 Legislation

Header Text  
 TextName

**Lines**  
 Total Document \$25,000 - USD *from allocated to HKMD*

*ALR 17007 2013*

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120	NOT-RELEVANT NON-FUNDED-PROGRAM	-25,000	Trf from reserve to HR for NEOGOV annual maint fee
000002	0001		1110030001	511550	1110	NOT-RELEVANT NON-FUNDED-PROGRAM	25,000	Trf from reserve to HR for NEOGOV annual maint fee



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

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

**MEMORANDUM**

**TO:** Commissioners Court

**FROM:** Alan Miller, Planning and Budget Analyst 

**DATE:** October 28, 2013

**RE:** Request to transfer funds from Justice of the Peace, Precinct #2, Justice of the Peace, Precinct #5 & Constable #5 to fund pay increase for Lead Financial Analyst serving all Justices of the Peace and Constable offices.

The Justices of the Peace and Constables have a centralized accounting unit that serves all of these offices. This unit is budgeted as Divisions 3 and 4 within the office of Justice of the Peace, Precinct 2. Two of the Justices of the Peace, Precincts 2 and 5 as well as Constable Precinct 5 have identified permanent salary savings to give the manager of the unit, a Lead Financial Analyst a \$3,000 pay increase. Almost all of the Justices of the Peace and Constables Offices concur with the pay increase. Constable #3 was out of the office and has not indicated an opinion.

The offices are working with HRMD to implement the salary increase. These transfers reallocate the necessary resources to fund the salary and benefits associated with the increase. HRMD has indicated that the change is a routine item and will be presented once the funding is in place.

Since this reallocation will fund a permanent change, if approved, PBO will adjust the ongoing budget targets for the offices to reflect the change.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, William Derryberry, PBO  
Todd Osborne, HRMD  
Judge Glen Bass, Justice of the Peace, Precinct 2  
Cindy Muller, Angelia Torres, Justice of the Peace, Precinct 2's Office  
Judge Herb Evans, Justice of the Peace, Precinct 5  
Heather Kellum, Justice of the Peace, Precinct 5's Office  
Constable Carlos Lopez, Constable, Precinct 5  
Cinda Kortan, Constable Precinct 5s, Office

DATE: October 23, 2013

TO: Cynthia Lam-Roldan  
HR Analyst, HRMD Compensation  
Alan Miller,  
Budget Analyst, PBO

FROM: Judge Herb Evans  
Justice of the Peace, Precinct Five  
Heather M. Kellum  
Officer Manager, JP5



SUBJECT: Slot #30001630 / Budget Transfer

This request is for a budget transfer of permanent salary savings for Position # 30001630 from JP5 to JP2 for the Financial Analyst Lead shared by all JP's and Constables. This employee has more than met the challenge of additional duties and an increased workload that must be recognized with what salary savings we currently have available.

If any questions, please do not hesitate to contact us at 854-9048. Thanks for your assistance in the matter.



Office of the Constable,  
Pct. 5  
Travis County, Texas

# Memo

To: Todd Osburn, HRMD Compensation Manager  
William Derryberry, PBO Analyst  
From: Carlos B. Lopez, Constable, Pct. 5 *CL*  
Cinda Kortan, Division Manager *CK*  
Date: October 28, 2013  
RE: Position # 30001630 Budget Transfer

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This request is for a budget adjustment of permanent salary savings for Position #30001360 from CN5 to JP2 for the Financial Analyst Lead shared by all JP's and Constables offices. This employee has more than met the challenge of additional duties and an increased workload. Below is a breakdown of funds to be transferred:

Salary - \$1,000  
SS - \$62  
Medicare - \$15  
Retirement - \$137  
WC - \$2  
TOTAL - \$1,216

If you have any questions, please feel free to contact me at 512-854-9298.

Thank you for your assistance in this matter.

# Header Information for Entry Doc Number

400004351

Doc. Number 400004351      Doc. Status Preposed      FM Area 1000

Budget. Cate. Payment      Doc. Year 2014      Doc. Date Oct 28, 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

## Additional Data

Creator MILLERA1      Creation Date Oct 28, 2013      Creation Time 15:07:55

Resp. Person      Year Cohort      Public Law

Legislation

Header Text

TextName

## Lines

Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1350010001	500050	1310	NOT-RELEVANT	-1,000	Salary Adjustment for Position #30001630
000002	0001		1350010001	506010	1310	NOT-RELEVANT	-62	Social Security
000003	0001		1350010001	506020	1310	NOT-RELEVANT	-15	Medicare
000004	0001		1350010001	506050	1310	NOT-RELEVANT	-137	Retirement
000005	0001		1350010001	506060	1310	NOT-RELEVANT	-2	Workers Comp
000006	0001		1270030001	500050	1220	NOT-RELEVANT	1,000	Salary increase for Position #30001630
000007	0001		1270030001	506010	1220	NOT-RELEVANT	62	Social security
000008	0001		1270030001	506020	1220	NOT-RELEVANT	15	Medicare

*[Handwritten signature]*  
 NOV 7, 2013

Line	Fund	Fund center	Comm. Item	FuncArea	Grant	Funded Program	Local Amount	Line Text
000009	0001		1270030001	506050	1220	NOT-RELEVANT	NON-FUNDED-PROGRAM	137 Retirement
000010	0001		1270030001	506060	1220	NOT-RELEVANT	NON-FUNDED-PROGRAM	2 WC

# Header Information for Entry Doc Number

400004280

Doc. Number 400004280 Doc. Status Preposed FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Oct 23, 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 MILLERA1 Creation Date Oct 28, 2013 Creation Time 15:03:47  
 Resp. Person Year Cohort Public Law  
 Legislation

## Additional Data

Header Text  
 TextName

Total Document  USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1300010001	500050	1220	NOT-RELEVANT	-1,000	Transfer Permanent Salary Savings from JP5 to JP2
000002	0001		1270030001	500050	1220	NOT-RELEVANT	1,000	Transfer Permanent Salary Savings from JP5 to JP2

*[Handwritten signature]* Nov 7, 2013

# Header Information for Entry Doc Number

400004341

Doc. Number 400004341

Doc. Status Preposed

FM Area 1000

Budget. Cate. Payment

Doc. Year 2014

Doc. Date Oct 28, 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

## Additional Data

Creator MILLERA1

Creation Date Oct 28, 2013

Creation Time 14:55:35

Resp. Person

Year Cohort

Public Law

Header Text

Legislation

TextName

## Lines

Total Document

0

USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1300010001	506010	1220	NOT-RELEVANT	-62	Transfer FICA for BA 0400004280
000002	0001		1300010001	506020	1220	NOT-RELEVANT	-15	Transfer FICA for BA 0400004280
000003	0001		1300010001	506050	1220	NOT-RELEVANT	-137	Transfer FICA for BA 0400004280
000004	0001		1300010001	506060	1220	NOT-RELEVANT	-2	Transfer FICA for BA 0400004280
000005	0001		1270030001	506010	1220	NOT-RELEVANT	62	Transfer FICA for BA 0400004280
000006	0001		1270030001	506020	1220	NOT-RELEVANT	15	Transfer FICA for BA 0400004280
000007	0001		1270030001	506050	1220	NOT-RELEVANT	137	Transfer FICA for BA 0400004280
000008	0001		1270030001	506060	1220	NOT-RELEVANT	2	Transfer FICA for BA 0400004280

Nov 7, 2013

3

# Header Information for Entry Doc Number

400004324

Doc. Number 400004324      Doc. Status Preposed      FM Area 1000

Budget. Cate. Payment      Doc. Year 2014      Doc. Date Oct 28, 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

## Additional Data

Creator MILLERA1      Creation Date Oct 28, 2013      Creation Time 15:05:45

Resp. Person      Year Cohort      Public Law

Legislation

Header Text Pay increase for Lead Financial Analyst

TextName

## Lines

Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1270010001	500050	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	-1,000	Transfer From Unallocated Salaries to Accting Div
000002	0001		1270030001	500050	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	1,000	Transfer To Accting Div from Unallocated Salaries
000003	0001		1270010001	506010	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	-62	Transfer Taxes From Unallocated Sal to Accting Div
000004	0001		1270030001	506010	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	62	Transfer Taxes To Accting Div from Unallocated Sal
000005	0001		1270010001	506020	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	-15	Transfer Taxes From Unallocated Sal to Accting Div
000006	0001		1270010001	506020	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	15	Transfer Taxes To Accting Div from Unallocated Sal
000007	0001		1270010001	506050	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	-137	Transfer Taxes From Unallocated Sal to Accting Div
000008	0001		1270030001	506050	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	137	Transfer Taxes To Accting Div from Unallocated Sal

*See Nov 7, 2013*

IF

Line	Fund	Funds Center	Comm. Item	FuncArea	Grant	Funded Program	Local Amount	Line Text
000009	0001		1270010001	506060	1220	NOT-RELEVANT	NON-FUNDED-PROGRAM	-2
000010	0001		1270030001	506060	1220	NOT-RELEVANT	NON-FUNDED-PROGRAM	2

Transfer Taxes From Unallocated Sal to Accting Div

Transfer Taxes To Accting Div from Unallocated Sal

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



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

**MEMORANDUM**

**TO:** Members of Commissioners Court  
**FROM:** Aerin-Renee Toussaint, Budget Analyst  
**DATE:** November 7, 2013  
**RE:** HHSVS Temporary Increase of FTE

The Health and Human Services and Veterans Service Department is requesting Commissioners Court approval to temporarily increase the hours worked for a position in the Research and Planning Division. This position, a 0.75 FTE Planner Sr, would be increased to a 1.0 FTE for a period of at least three months. The department can internally fund this temporary increase because two other positions in the department are temporarily working reduced hours.

The employee in this position will add significant value to the division by working additional hours, since the workload of this office is significant. One of the major projects related to this division is the forthcoming competitive bidding process for County Social Services investments that was approved in the FY 2014 Adopted Budget.

The department has consulted PBO, HRMD, and the Payroll Division of the Auditor's Office for this proposal, and will continue to work with the appropriate support departments to execute this temporary increase.

PBO recommends approval of this request.

**cc:** Leslie Browder, County Executive, PBO  
Sherri E. Fleming, County Executive, HHSVS  
Travis Gatlin, Diana Ramirez, PBO  
Yvette Rugely-Craig, Nancy Goodman Gill, Kathleen Haas, Blanca Leahy, HHSVS  
Jessica Rio, Budget Director



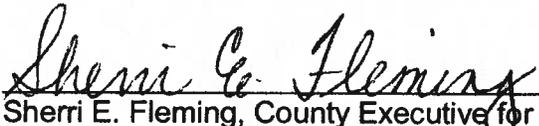
**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
And VETERANS SERVICE  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
County Executive  
Office: (512) 854-4100  
Fax: (512) 279-2197**

**MEMORANDUM**

**Date:** November 5, 2013

**To:** Todd Osburn, Compensation Manager,  
Travis County Human Resources Department

**From:**   
Sherri E. Fleming, County Executive for  
Travis County Health and Human Services and Veterans Service

**Subject:** Increase FTE – Research and Planning Division

Travis County Health & Human Services/Veterans Service requests consideration and appropriate action be taken to temporarily increase hours for position number 30005397, Planner Sr, PG 21, .75 FTE to 1.0 FTE to support the Research and Planning Division.

The Research and Planning Division is currently managing a full and complex project load. In addition to ongoing projects related to annual data products, issue area planning and collaboration, and investment performance tracking, the Division is conducting multiple processes to plan for newly-expanded social service investments in FY14 and FY15. These processes (in which, staff will prepare and implement sound funding strategies) require a short-term increase in Division workload. Division leadership estimates a minimum of 3 month workload increase.

HHS&VS makes this recommendation with the input and support of PBO and HRMD. Upon completion, this slot would revert back to its original .75 FTE.

Salary savings have been identified from positions 30005395, Planner Sr, PG 21 and 30005400, Planner Sr, PG 21 to cover the costs. These positions are budgeted at full-time and the incumbents are currently working part-time.

**Cc: Aerin Toussaint, Planning and Budget Analyst, Planning and Budget Office  
Nancy Goodman Gill, Human Resources Manager, TCHHSVS  
Kathleen Haas, Finance Manager, TCHHSVS  
Blanca Leahy, HHS Division Director, TCHHSVS**

**Allocated Reserve Status (580010)**

Amount	Dept Transferred Into	Date	Explanation
\$10,718,725			Beginning Balance
\$6,750	Various	10/7/13	Liquidated Purchase Orders
\$10,640	Various	10/14/13	Liquidated Purchase Orders
(\$23,425)	Cons. Pct. 1	10/22/13	Constable Staffing @ 5501 Airport
\$8,367	Various	10/22/13	Liquidated Purchase Orders
\$2,541	Various	10/29/13	Liquidated Purchase Orders
\$1,901	Various	10/31/13	Liquidated Purchase Orders
(\$8,018)	FMD	11/5/13	Security Fencing Project
(\$19,327)	Sheriff's Office	11/5/13	TCSO Deputy for County Court-at-Law #8
<b>\$10,698,154</b>	<b>Current Balance</b>		

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

Amount	Explanation
(\$310,200)	Records Management - Postage Cost of City of Austin Redistricting
(\$255,081)	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>(\$1,878,891)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$8,819,263</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 (\$135,828)	ITS	10/29/13	Beginning Balance EOB Renovations
<b>\$2,295,489 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
(\$264,172)	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
(\$1,592,592)	Total Possible Future Expenses (Earmarks)

**\$702,897 Remaining CAR Reserve Balance After Possible Future Expenditures**

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**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 \$ (1,779,411)	PBO	10/22/13	Beginning Balance Phase I & II
<b>\$3,666,589 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 (\$2,500,000)	TNR	10/15/13	Beginning Balance Reimbursement Resolution for 416 W. 11th Street
<b>\$65,585,598 Current Reserve Balance</b>			