



## Travis County Commissioners Court Agenda Request

**Meeting Date:** December 30, 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

12/30/2013

## AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	198000	580010	Reserves	Allocated Reserves		\$4,141.00	1
		0001	101001	500070	County Judge	Salaries - Temp. Employee	\$3,840.00		
		0001	101001	506010	County Judge	FICA - OASDI	\$238.00		
		0001	101001	506020	County Judge	Medicare	\$56.00		
		0001	101001	506060	County Judge	Worker's Compensation	\$7.00		
A2		0001	198000	580010	Reserves	Allocated Reserves		\$4,141.00	1
		0001	122002	500070	Civil Courts	Salaries - Temp. Employee	\$3,840.00		
		0001	122002	506010	Civil Courts	FICA - OASDI	\$238.00		
		0001	122002	506020	Civil Courts	Medicare	\$56.00		
		0001	122002	506060	Civil Courts	Worker's Compensation	\$7.00		
A3		0001	198000	580010	Reserves	Allocated Reserves		\$4,141.00	1
		0001	131001	500070	Cons. Pct. 1	Salaries - Temp. Employee	\$3,840.00		
		0001	131001	506010	Cons. Pct. 1	FICA - OASDI	\$238.00		
		0001	131001	506020	Cons. Pct. 1	Medicare	\$56.00		
		0001	131001	506060	Cons. Pct. 1	Worker's Compensation	\$7.00		
A4		0001	198000	580010	Reserves	Allocated Reserves		\$4,141.00	1
		0001	157001	500070	Records Mngt.	Salaries - Temp. Employee	\$3,840.00		
		0001	157001	506010	Records Mngt.	FICA - OASDI	\$238.00		
		0001	157001	506020	Records Mngt.	Medicare	\$56.00		
		0001	157001	506060	Records Mngt.	Worker's Compensation	\$7.00		

## TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	103001	500010	Comm. Pct. 2	Salaries-Elected/Appointed Officials		\$3,840.00	1
		0001	103001	500070	Comm. Pct. 2	Salaries-Temp. Employees	\$3,840.00		
T2		0001	111001	500050	HRMD	Salaries-Reg. Employees		\$7,680.00	1
		0001	111001	500070	HRMD	Salaries-Temp. Employees	\$7,680.00		




**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:** December 20, 2013

**RE:** Request to use Allocated Reserve Earmark and Vacancy Savings for the Austin Community College (ACC) Internship Program for the Spring Semester

The FY 2014 Adopted Budget includes an earmark against the Allocated Reserve to assist departments that are unable to internally fund the cost of participating in the ACC Internship Program. The internship program pays selected ACC students \$12 per hour for 20 hours per week for 16 weeks. The estimated cost is \$4,141 per intern, including allowable benefits. The following offices have requested ACC interns.

Department	# of Interns	Internal Funding	Earmark Request
County Judge	1	\$0	\$4,141
Civil Courts	1	0	4,141
Constable, Pct. 1	1	0	4,141
Records Management	1	0	4,141
Commissioner, Pct. 2	1	4,141	0
Human Resources Mgmt.	2	8,282	0
<b>TOTAL</b>	<b>7</b>	<b>\$12,423</b>	<b>\$16,564</b>

The first four offices are requesting funds from the Allocated Reserve earmark. Commissioner, Precinct 2's Office is requesting to use one-time savings from the elected official salary budget to fund the ACC intern. The Commissioner has elected to take an annual salary of \$1 plus benefits, therefore leaving sufficient salary available to fund this one-time request. The Human Resources Management Department (HRMD) likewise is using one-time salary savings to fund two ACC interns. Please note that the cost above for the three internally funded positions includes the cost of benefits. The transfers only include the salary amounts because the benefits amounts are already in the correct accounts.

PBO recommends approval of the attached budget adjustments for the spring 2014 cost to support the program. PBO also recommends decreasing the FY 2014 earmark against the Allocated Reserve for this program to reflect the remaining balance of \$8,178. The remaining balance will allow the County to support 5-6 interns for the portion of the fall 2014 semester

(beginning in August) that will be charged to the FY 2014 budget, assuming that Commissioners Court continues funding this program for FY 2015.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Debbie Maynor, Harve Franklin, HRMD  
The Honorable Sam Biscoe, Travis County Judge  
Melissa Velasquez, County Judge's Office  
The Honorable Bruce Todd, Commissioner, Precinct 2  
Joe Hon, Commissioner, Precinct 2 Office  
Peg Liedtke, Amanda Michael, Civil Courts  
The Honorable Danny Thomas, Constable, Precinct 1  
Gwen Doyle, Constable, Precinct 1 Office

# Header Information for Entry Doc Number

400004653

Doc. Number 400004653 Doc. Status Preposted FM Area 1000  
Budget. Cate. Payment Doc. Year 2014 Doc. Date Dec 18, 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 VELASQM Creation Date Dec 18, 2013 Creation Time 14:06:48  
Resp. Person Public Law  
Legislation

## Additional Data

**Total Document** 4,141 USD

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	-4,141	transfer from Alloc reserve for spring ACC Intern
000002	0001		1010010001	500070	1110	NOT-RELEVANT NON-FUNDED-PROGRAM	3,840	transfer to temp line item for spring ACC intern
000003	0001		1010010001	506010	1110	NOT-RELEVANT NON-FUNDED-PROGRAM	238	
000004	0001		1010010001	506020	1110	NOT-RELEVANT NON-FUNDED-PROGRAM	56	
000005	0001		1010010001	506060	1110	NOT-RELEVANT NON-FUNDED-PROGRAM	7	

# Header Information for Entry Doc Number

400004629

Doc. Number 400004629 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Dec 19, 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 MICHAEA Creation Date Dec 19, 2013 Creation Time 09:38:47  
 Resp. Person Public Law  
 Legislation

## Additional Data

Header Text Spring 2014 ACC Intern

TextName

**Total Document** 4,141 USD

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	-4,141	Spring 2014 ACC Intern
000002	0001		1220020001	500070	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	3,840	Spring 2014 ACC Intern
000003	0001		1220020001	506010	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	238	Spring 2014 ACC Intern
000004	0001		1220020001	506020	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	56	Spring 2014 ACC Intern
000005	0001		1220020001	506060	1220	NOT-RELEVANT NON-FUNDED-PROGRAM	7	Spring 2014 ACC Intern

# Header Information for Entry Doc Number

400004643

Doc. Number 400004643 Doc. Status Preposed FM Area 1000  
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Dec 19, 2013  
 Value Type Budget Version 0 Doc. Type TRAN  
 Budget Type 2 Fiscal Year 2014 Year. Cash. Eff  
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 Creation Date Dec 19, 2013 Creation Time 14:50:07  
 Creator DOYLEG Year Cohort Public Law  
 Resp. Person Legislation

## Additional Data

Header Text

TextName

## Lines

Total Document 4,141 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120	NOT-RELEVANT	-4,141	
000002	0001		1310010001	500070	1310	NOT-RELEVANT	3,840	
000003	0001		1310010001	506010	1310	NOT-RELEVANT	238	
000004	0001		1310010001	506020	1310	NOT-RELEVANT	56	
000005	0001		1310010001	506060	1310	NOT-RELEVANT	7	

# Header Information for Entry Doc Number

400004670

Doc. Number 400004670 Doc. Status Preposed FM Area 1000  
Budget. Cate. Payment Doc. Year 2014 Doc. Date Dec 20, 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 Dec 20, 2013 Creation Time 14:26:29

## Additional Data

Creator ASHBURT Resp. Person  
Year Cohort  
Legislation

Header Text  
TextName

**Lines** Total Document 4,141 USD

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	-4,141	For ACC Intern, per Diana Ramirez 12/20/13
000002	0001		1570010001	500070	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	3,840	
000003	0001		1570010001	506010	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	238	
000004	0001		1570010001	506020	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	56	
000005	0001		1570010601	506060	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	7	



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400004654

Doc. Number 400004654 Doc. Status Preposted FM Area 1000  
Budget. Cate. Payment Doc. Year 2014 Doc. Date Dec 18, 2013  
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Budget Type 2 Fiscal Year 2014 Year. Cash. Eff  
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Creation Date Dec 18, 2013 Creation Time 14:47:05  
Year Cohort Public Law  
Legislation

## Additional Data

Creator HONJ  
Resp. Person  
Year Cohort  
Legislation

Header Text

TextName

## Lines

Total Document USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1030010001	500010	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	-3,840	
000002	0001		1030010001	500070	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	3,840	

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400004634

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Budget. Cate. Payment Doc. Year 2014 Doc. Date Dec 18, 2013  
Value Type Budget Version 0 Doc. Type TRAN  
Budget Type 1 Fiscal Year 2014 Year. Cash. Eff  
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Creation Date Dec 18, 2013 Creation Time 13:34:25  
Creator MCGREEN  
Resp. Person  
Year Cohort  
Legislation

## Additional Data

Creation Date Dec 18, 2013  
Year Cohort  
Legislation

Header Text

TextName

**Lines** **Total Document**  USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1110010001	500070	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	7,680	ACC Interns
000002	0001		1110010001	500050	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	-7,680	ACC Interns

**Allocated Reserve Status (580010)**

Amount	Dept Transferred Into	Date	Explanation
10,718,725.00			Beginning Balance
13,799.02	Allocated Reserve	10/8/13	Liquidated Purchase Orders-Variou Depts
7,350.74	Allocated Reserve	10/15/13	Liquidated Purchase Orders-Variou Depts
(23,425.00)	Constable Pct. 1	10/22/13	Constable Staffing @ 5501 Airport
5,352.82	Allocated Reserve	10/22/13	Liquidated Purchase Orders-Variou Depts
2,506.95	Allocated Reserve	10/29/13	Liquidated Purchase Orders-Variou Depts
(8,018.00)	FMD	11/5/13	Security Fencing Project
(19,327.00)	Sheriff's Office	11/5/13	TCSO Deputy for County Court-at-Law #8
3,478.13	Allocated Reserve	11/5/13	Liquidated Purchase Orders-Variou Depts
(25,000.00)	HRMD	11/12/13	NeoGov Maintenance Agreement
150.00	Allocated Reserve	11/12/13	Liquidated Purchase Orders-Variou Depts
(28,482.00)	Probate Court	11/19/13	Probate Judge's Additional Pay
23,517.75	Allocated Reserve	11/19/13	Liquidated Purchase Orders-Variou Depts
(59,065.00)	Constable Pct. 1	11/26/13	Constable Staffing @ 5501 Airport
(25,000.00)	FMD	11/26/13	Constable Staffing @ 5501 Airport
(339,552.38)	Purchasing	11/26/13	Disparity Study
18,954.85	Allocated Reserve	11/27/13	Liquidated Purchase Orders-Variou Depts
32,868.06	Allocated Reserve	12/20/13	Liquidated Purchase Orders-Variou Depts
<b>10,298,833.94</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
(\$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
(\$19,645)	Criminal Courts - Bailiff Transition to Sheriff's Office
(\$35,000)	Criminal Courts-Legally Mandated Fees - Forced Medication Hearings
(\$24,742)	Human Resources - Travis County/Austin Community College Internship Program
(\$33,000)	Civil Courts-Legally Mandated Fees - Foreign Language Court Interpreters
(\$25,000)	Human Resources - ADA Program Funding
(\$19,600)	Pretrial Services - Electronic Monitoring Services
<b>(\$1,567,613)</b>	<b>Total Possible Future Expenses (Earmarks)</b>

**\$8,731,221 Remaining Allocated Reserve Balance After Possible Future Expenditures**

**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
(\$135,828)	ITS	10/29/13	EOB Renovations
(\$12,488)	ITS	11/19/13	Computers for Automated Assessment Tools
(\$226,779)	ITS	12/10/13	EOB Renovations
<b>2,056,222 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
(\$37,392)	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
(\$15,798)	Criminal Justice Planning - Paralegal for OCR
(\$5,798)	Criminal Justice Planning - Paralegal for OPR
(\$1,346,738)	<b>Total Possible Future Expenses (Earmarks)</b>
\$709,484	<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
\$ (1,779,411)	PBO	10/22/13	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 (\$406,090)	HHS	12/3/13	Beginning Balance City of Austin Public Health Services & Animal Services
<b>\$1,544,218 Current Reserve Balance</b>			

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

Amount	Dept Transferred Into	Date	Explanation
\$1,155,025 \$ (322,172)	HHSVS	12/17/13	Beginning Balance Collaborative Afterschool Program
<b>\$832,853 Current Reserve Balance</b>			

**Sheriff's Office Overtime Reserve Status (580330)**

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

**Unallocated Reserve Status (580015)**

Amount	Dept Transferred Into	Date	Explanation
\$68,085,598			Beginning Balance
(\$2,500,000)	TNR	10/15/13	Reimbursement Resolution for 416 W. 11th Street
(\$16,606,000)	TNR	11/12/13	Reimbursement Resolution for Maha Loop Road: Pearce Lane
(\$5,230,741)	TNR	11/26/13	Reimbursement Resolution for Vehicle and Heavy Equipment
(\$2,480,000)	TNR	11/26/13	Reimbursement Resolution for New Entrance for NE Metropolitan Park
(\$1,774,058)	FMD	11/26/13	Reimbursement Resolution for EOB Renovations Floors 4 - 11
(\$512,400)	FMD	11/26/13	Reimbursement Resolution for Collier Evidence Warehouse Expansion
(\$1,095,302)	ITS	11/26/13	Reimbursement Resolution for TechShare Software Source Code/AMCAD Enterprise License
(\$250,000)	ITS	11/26/13	Reimbursement Resolution for Information Security Appliance
(\$435,000)	TCSO	11/26/13	Reimbursement Resolution for Phase II of the Perimeter Security Fence Upgrade at Correctional Complex
<b>\$37,202,097 Current Reserve Balance</b>			