



Travis County Commissioners Court Agenda Request

Meeting Date: January 14, 2014

Prepared By/Phone Number: Yolanda Aleman, (512)854-9106

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, Planning and Budget

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE: Consider and take appropriate action on budget amendments, transfers and discussion items.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:
Please see attached documentation.

STAFF RECOMMENDATIONS: Please see attached documentation.

ISSUES AND OPPORTUNITIES: Please see attached documentation

FISCAL IMPACT AND SOURCE OF FUNDING: Please see attached documentation.

REQUIRED AUTHORIZATIONS:

Leslie Browder – Planning and Budget Office, (512)854-9106

Jessica Rio – Planning and Budget Office, (512)854-9106

David Salazar - County Judge's Office, (512)854-9555

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

BUDGET AMENDMENTS AND TRANSFERS

FY 2014

1/14/2014

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		\$50,000.00	1
		0001	110001	511890	General Admin.	Other Consulting Services	50,000.00		
A2		0001	110001	511890	General Admin.	Other Consulting Services		490,000.00	3
		0001	109002	511890	PBO	Other Consulting Services	490,000.00		



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street
Suite 1560
Austin, Texas 78701

MEMORANDUM

TO: Members of Commissioners Court
FROM: Victoria Ramirez, Budget Analyst *VR*
DATE: January 9, 2014
RE: Allocate Funds for Approved Organizational Review

On December 17, 2013, the Commissioners Court directed the Purchasing Agent to work with Robert Milne, PSPC Consulting, to develop a scope of work for an independent review of Travis County's organizational structure and processes. On January 7, 2014, the Commissioners Court approved the scope of work associated with this project. The attached budget amendment provides resources for the project that will be budgeted in the General Administration Department.

Cost Center	Commitment Item	Amount
1980000000	580010 Allocated Reserves	(\$50,000)
1100010000	511890 Other Consulting Services	\$50,000

The current status of the Allocated Reserve is summarized as follows:

Current Estimated Allocated Reserve Balance	\$10,298,834
<u>Less Future Possible Expenses Previously Identified</u>	<u>(\$1,567,613)</u>
Remaining Allocated Reserve Balance	\$8,731,221

The estimated remaining Allocated Reserve balance after possible future expenditures if this amendment is approved will be \$8,681,221. PBO recommends approval.

cc: Leslie Browder, County Executive, Planning and Budget
Cyd Grimes, Purchasing Agent
David Walch, Purchasing Agent Assistant III, Purchasing Office
Jessica Rio, Budget Director, Planning and Budget
Travis Gatlin, Assistant Budget Director, Planning and Budget
Diana Ramirez, Assistant Budget Director, Planning and Budget
Melissa Velasquez, Executive Assistant, County Judge's Office

Header Information for Entry Doc Number

400004728

Doc. Number 400004728 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2014 Doc. Date Jan 7, 2014
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 Jan 7, 2014 Creation Time 14:41:25
Creator VELASQM
Resp. Person Public Law
Legislation

Additional Data

Header Text

TextName

Lines

Total Document 0 USD 50,000

from allocated Reserve to Gen. Admin

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120	NOT-RELEVANT	-50,000	transfer to Gen Admin for Reorg study
000002	0001		1100010000	511890	1110	NOT-RELEVANT	50,000	transfer into Other Consulting Services

Alvarez Jan 9, 2014



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street
Suite 1560
Austin, Texas 78701

MEMORANDUM

TO: Members of Commissioners Court
FROM: Victoria Ramirez, Budget Analyst *VR*
DATE: January 9, 2014
RE: Allocate Prior-Year Funds for Adult System Needs Analysis and Master Plan Update

During Fiscal Year 2013 year-end close, \$490,000 was encumbered in the General Administration Department to begin the first phase of the Adult System Needs Analysis and Master Plan Update. The goals of this project include a detailed review of the criminal court system, jail operations, and population projections to develop a master plan to meet long-term needs of the adult correctional system in an effective and efficient manner. This project will be completed in two phases, with the first focused on a comprehensive needs analysis and the second on the development of a physical master plan.

The Adult System Needs Analysis and Master Plan Update will be completed with the assistance of a consulting team with expertise in court and jail planning. The first phase of this project can be completed within this allocated budget.

The Planning and Budget Office will be managing the project and is requesting to move the funds to PBO for contract management purposes. This transfer will allow us to move forward with the chosen consulting firm to execute the contract.

Cost Center	Commitment Item	Amount
1100010000	511890 Other Consulting Services	(\$490,000)
1090020001	511890 Other Consulting Services	\$490,000

PBO has verified that the \$490,000 funds reservation from Fiscal Year 2013 has been liquidated, and funds are available to be transferred as requested. PBO recommends approval.

cc: Leslie Browder, County Executive, Planning and Budget
Belinda Powell, Strategic Planning Manager, Planning and Budget
Mark Gilbert, Senior Planner, Planning and Budget
Jessica Rio, Budget Director, Planning and Budget
Travis Gatlin, Assistant Budget Director, Planning and Budget
Diana Ramirez, Assistant Budget Director, Planning and Budget
Melissa Velasquez, Executive Assistant, County Judge's Office

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

MEMORANDUM

January 7, 2014

To: Victoria Ramirez, Budget Analyst, PBO

From: Mark Gilbert, Planner, PBO

Re: Fund 300000721 Liquidation and transfer

Victoria,

I need your assistance with a funds reservation and transfer. Staff has recently negotiated a final price with the preferred consulting firm for the Adult System Needs Analysis and Master Plan Update and is ready to move forward with the budget transfer. I believe the next step is to liquidate the funds reservation (300000721) completed by Melissa Velasquez and release those funds for use to Fund 1090020001, Cl 511890, transferring them from General Administration to Planning & Budget for project management. If you need any additional information, please let me know.

Thank you,

Mark Gilbert

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Header Information for Entry Doc Number

400004757

Doc. Number 400004757 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2014 Doc. Date Jan 7, 2014
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 VELASQM Creation Date Jan 7, 2014 Creation Time 15:42:14
Resp. Person Year Cohort Public Law
Legislation

Header Text

TextName

Lines

Total Document 0 490,000 USD from Gen Admin to PBO

Same purpose.

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1100010000	511890	1110 NOT-RELEVANT	NON-FUNDED-PROGRAM	-490,000	transfer adult system needs analysis to PBO
000002	0001		1090020001	511890	1120 NOT-RELEVANT	NON-FUNDED-PROGRAM	490,000	transfer from Gen Admin from funds res 300000721

 M. Jan 9, 2014

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
(4,141.00)	County Judge	12/30/13	ACC Internship Program
(4,141.00)	Civil Courts	12/30/13	ACC Internship Program
(4,141.00)	Cons. Pct. 1	12/30/13	ACC Internship Program
(4,141.00)	Records Mngt.	12/30/13	ACC Internship Program
2,128.88	Allocated Reserve	1/7/14	Liquidated Purchase Orders-Variou Depts
10,284,398.82	Current Balance		

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
(\$8,178)	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
(\$1,551,049)	Total Possible Future Expenses (Earmarks)

\$8,733,350 Remaining Allocated Reserve Balance After Possible Future Expenditures

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Capital Acquisition Resources Account Reserve Status (580070)

CAR RESERVE TRANSFERS

Amount	Dept Transferred Into	Date	Explanation
\$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
2,056,222 Current Reserve Balance			

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
(\$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)	Total Possible Future Expenses (Earmarks)
\$709,484	Remaining CAR Reserve Balance After Possible Future Expenditures

Reserve for Emergencies and Contingencies Status (580120)

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

Fuel & Utilities Reserve Status (580130)

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

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

Amount	Dept Transferred Into	Date	Explanation
\$5,446,000			Beginning Balance
\$ (1,779,411)	PBO	10/22/13	Phase I & II
\$3,666,589 Current Reserve Balance			

Juvenile Justice Reserve Status (580260)

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

Smart Building Maintenance Reserve Status (580240)

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

Reserve for Replacement of Integrated Justice Systems Status (580160)

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

Reserve for State Funding Cuts Status (580310)

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

STAR Flight Maintenance Reserve Status (580320)

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

Reserve for 1115 Waiver Participation Status (580200)

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

Reserve for Interlocal Agreements Status (580200)

Amount	Dept Transferred Into	Date	Explanation
\$1,950,308 (\$406,090)	HHSVS	12/3/13	Beginning Balance City of Austin Public Health Services & Animal Services
\$1,544,218 Current Reserve Balance			

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
\$832,853 Current Reserve Balance			

Sheriff's Office Overtime Reserve Status (580330)

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

Unallocated Reserve Status (580015)

Amount	Dept Transferred Into	Date	Explanation
\$68,085,598			Beginning Balance
(\$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
\$37,202,097 Current Reserve Balance			