Travis County Commissioners Court Agenda Request

Meeting Date: January 28, 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

1/28/2014

NEW BUDGET

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
N1		0001	158020	411060	HHS	Title IV E Grant Reimbursment Rev.	$1,965.70		1
		0001	158020	510050	HHS	Clothing & Uniforms	$1,965.70		
N2		0001	158020	411060	HHS	Title IV E Grant Reimbursment Rev	$2,138.07		1
		0001	158020	510050	HHS	Clothing & Uniforms	$2,138.07		

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0125	198000	580010	Reserves	Fund 0125 Allocated Reserves		$1,300.00	6
		0125	126001	512010	JP Pct. 1	Travel Encumbrance	$1,300.00		
A2		0125	198000	580010	Reserves	Fund 0125 Allocated Reserves		$2,600.00	6
		0125	126002	512010	JP Pct. 1	Travel Encumbrance	$2,600.00		
A3		0125	198000	580010	Reserves	Fund 0125 Allocated Reserves		$3,321.74	6
		0125	127002	512090	JP Pct. 2	Travel Lodging Meals & Other	$1,936.74		
		0125	127002	512100	JP Pct. 2	Travel Mileage	$200.00		
		0125	127002	512050	JP Pct. 2	Registration Conference/Seminar	$1,185.00		
A4		0125	198000	580010	JP Pct. 2	Fund 0125 Allocated Reserves		$2,707.42	6
		0125	127002	512090	JP Pct. 2	Travel Lodging Meals & Other	$1,726.92		
		0125	127002	512100	JP Pct. 2	Travel Mileage	$190.50		
		0125	127002	512050	JP Pct. 2	Registration Conference/Seminar	$790.00		
A5		0125	198000	580010	Reserves	Fund 0125 Allocated Reserves		$4,185.00	6
		0125	128002	512050	JP Pct. 3	Registration Conference/Seminar	$1,185.00		
		0125	128002	512090	JP Pct. 3	Travel Lodging Meals & Other	$3,000.00		
A6		0125	198000	580010	Reserves	Fund 0125 Allocated Reserves		$3,060.84	6
		0125	129002	512090	JP Pct. 4	Travel Lodging Meals & Other	$1,675.84		
		0125	129002	512050	JP Pct. 4	Registration Conference/Seminar	$1,185.00		
		0125	129002	512100	JP Pct. 4	Travel Mileage	$200.00		
A7		0125	198000	580010	Reserves	Fund 0125 Allocated Reserves		$2,454.92	6
		0125	130002	512090	JP Pct. 5	Travel Lodging Meals & Other	$1,564.92		
		0125	130002	512100	JP Pct. 5	Travel Mileage	$100.00		
		0125	130002	512050	JP Pct. 5	Registration Conference/Seminar	$790.00		
A8		0001	198000	580010	Reserves	Allocated Reserves		$15,000.00	18
		0001	111009	510030	HRMD	Bldg. Maintenance Supp. & Equip	$1,000.00		
		0001	111009	510060	HRMD	Communication Supplies & Equip.	$2,000.00		
		0001	111009	510200	HRMD	Office Equipment	$2,000.00		
		0001	111009	510210	HRMD	Office Furniture	$2,500.00		
		0001	111009	510220	HRMD	Office Supplies	$2,000.00		
		0001	111009	510240	HRMD	Other Supplies & Equipment	$1,000.00		
		0001	111009	510260	HRMD	Safety Supplies & Equipment	$1,500.00		
		0001	111009	510310	HRMD	Software	$2,000.00		
		0001	111009	510990	HRMD	Procurement Shipping	$1,000.00		

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: January 28, 2014

RE: Establishing New Budget for Revenue Received by Health and Human Services (HHS) related to Title IV E – Foster Care Maintenance

Pursuant to the FY 2014 Budget Rules, PBO submits new revenue budget adjustments for Commissioners Court approval. These two budget adjustments, for third and fourth quarter FY 2012 reimbursements, total $1,965.70 and $2,138.07 respectively, and establish new budget in the General Fund.

A previous new budget adjustment for this same purpose was approved by Commissioners Court in May 2013. This grant has a two year window to request reimbursement, so it is not included in the Revenue Estimate. Consequently, Court can expect to see similar revenue certification "new" budget adjustments for this purpose this fiscal year.

The memo from the County Auditor certifying the revenue is attached.

PBO recommends approval of this new revenue budget adjustment.

cc: Leslie Browder, County Executive, PBO
Sherri Fleming, County Executive, HHSVS
Dede Bell, Daniel Wilson, Patty Lennon, County Auditor's Office
John Bradshaw, Kathleen Haas, Doantrang Lam, HHSVS
Travis Gatlin, Diana Ramirez, PBO
Jessica Rio, Budget Director

TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR

TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

To: Leslie Browder, County Executive, Planning and Budgeting

From: Nicki Riley, County Auditor

Date: January 2, 2014

Re: Certification of Revenue – Title IV E – Foster Care Maintenance

I hereby certify $1,965.70 as revenue to be used by the Travis County Health & Human Services for the Title IV E Program.

These funds were awarded by the Texas Department of Family and Protective Services and should be allocated as follows:

Fund 0001	**G/L 411060**
Cost Center 1580200001	**$1,965.70**

In the past, it has been the procedure of the Commissioners' Court to increase the budget for the expenditures upon certification of revenue.

If you have any questions, please call Patty Lennon x 44705..

c.c. John Bradshaw, Contract Specialist, TCDHHS
Daniel Wilson, Chief Assistant, County Auditor
Aerin Toussaint, Analyst, PBO
Dede Bell, Grants Financial Manager, County Auditor
Kathleen Haas, TCHHSVS
Patty Lennon, Grants Financial Analyst

TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR

TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

To: Leslie Browder, County Executive, Planning and Budgeting

From: Nicki Riley, County Auditor

Date: January 2, 2014

Re: Certification of Revenue – Title IV E – Foster Care Maintenance

I hereby certify $2,138.07 as revenue to be used by the Travis County Health & Human Services for the Title IV E Program.

These funds were awarded by the Texas Department of Family and Protective Services and should be allocated as follows:

Fund 0001	**G/L 411060**
Cost Center 1580200001	**$2,138.07**

In the past, it has been the procedure of the Commissioners' Court to increase the budget for the expenditures upon certification of revenue.

If you have any questions, please call Patty Lennon x 44705.

c.c. John Bradshaw, Contract Specialist, TCDHHS
Daniel Wilson, Chief Assistant, County Auditor
Aerin Toussaint, Analyst, PBO
Dede Bell, Grants Financial Manager, County Auditor
Kathleen Haas, TCHHSVS
Patty Lennon, Grants Financial Analyst

Header Information for Entry Doc Number 400004756

Doc. Number	400004756	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 6, 2014
Value Type	Budget	Version	0	Doc.Type	TRAN
Budget Type	1	Fiscal Year	2014	Year.Cash.Eff	
Process UI	BALA	Process	BALS	Original.Applic.	BWB
				Doc.Family	

Additionnal Data

Creator	LAMD	Creation Date	Jan 17, 2014	Creation Time	08:07:35
Resp. Person	DOANTRANG LAM	Year Cohort		Public Law	
Header Text	Title IV-E 4QFY2012 reimbursement	Legislation			
TextName					

Lines

Total Document $1965.70 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1580200001	411060	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,965.7	Title IV-E 4QFY2012 reimbursement
000002	0001		1580200001	510050	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,965.7	

Jan 23, 2014

Header Information for Entry Doc Number 400004755

Doc. Number	400004755	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 6, 2014
Value Type	Budget	Version	0	Doc.Type	TRAN
Budget Type	1	Fiscal Year	2014	Year.Cash.Eff	
Process UI	BALA	Process	BALS	Original.Applic.	BWB
				Doc.Family	

Additionnal Data

Creator	TOUSSAA	Creation Date	Jan 17, 2014	Creation Time	08:06:56
Resp. Person	DOANTRANG LAM	Year Cohort		Public Law	

Header Text Title IV-E reimbursement for 3QFY2012

Legislation

TextName

Lines

Total Document $2,138.07 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1580200001	411060	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,138.07	Title IV-E 3QFY2012 reimbursement
000002	0001		1580200001	510050	1230	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,138.07	

Jan 23, 2014

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court

FROM: Alan Miller, Budget Analyst

DATE: January 23, 2014

RE: Additional information on Request to use the Justice Court Technology Fund (Fund 0125) for resources to attend Odyssey Case Management Training.

The Planning and Budget Office contacted the various JP offices for more information related to how the costs to attend the Tyler Conference in San Antonio were calculated. Each of the Justices of the Peace precincts is sending three persons to the Conference, with the exception of Justice of the Peace, Precinct 5, which is sending two employees. The employees being sent are the Office Managers within the Justices of the Peace and Clerk II employees that oversee the operation of the Odyssey case management system. Precinct 2 has also submitted a request to send the two central accounting positions, which are budgeted in the Office of Justice of the Peace, Precinct 2, but serve all the Justices of the Peace and Constables. These two positions are also primary users of the Odyssey Case Management System. There is slight variation in travel costs based on people traveling together and from different parts of the County, but the major expenses, hotel and registration are calculated uniformly across the requests. In some cases employees are sharing a room.

Most of the Offices have submitted requests for parking or miscellaneous expenses, which will fluctuate based on how spending actually occurs. PBO notes unspent funds would fall to ending fund balance in the special revenue fund.

Below is a table which summarizes the requests from each office.

Office	# of People attending	Hotel	Meals/ Per Diem	Mileage	Parking + Misc	Registration	Total
JP 1	3	$1,933.38	$ 414.00	$ 176.00	$ 191.62	$ 1,185.00	$ 3,900.00
JP 2	3	$1,288.92	$ 414.00	$ 200.00	$ 233.82	$ 1,185.00	$ 3,321.74
Cen. Acct. Staff	2	$1,288.92	$ 276.00	$ 190.50	$ 162.00	$ 790.00	$ 2,707.42
JP 3	3	$1,933.38	$ 414.00	$ 285.60	$ 367.02	$ 1,185.00	$ 4,185.00
JP 4	3	$1,288.92	$ 270.00	$ 200.00	$ 116.92	$ 1,185.00	$ 3,060.84
JP 5	2	$1,288.92	$ 276.00	$ 100.00	$ -	$ 790.00	$ 2,454.92
						Total	$19,629.92

Please let me know if you require any additional information.

cc: Jessica Rio, Travis Gatlin, PBO

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Yvonne Williams, Justice of the Peace Precinct 1& Kitzy Daniels
Glenn Bass, Justice of the Peace Precinct 2 & Cindy Muller
Susan Steeg, Justice of the Peace Precinct 3 & Karen Barland
Raul Gonzalez, Justice of the Peace Precinct 4 & Diana Cantu
Herb Evans, Justice of the Peace Precinct 5 & Heather Kellum

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court

FROM: Alan Miller, Budget Analyst

DATE: January 13, 2014

RE: Request to use the Justice Court Technology Fund (Fund 0125) for resources to attend Odyssey Case Management Training.

FY 2014 is the first full year of implementation of the Odyssey Case Management System in the Justices of the Peace Courts. The annual conference on changes and training on the system is scheduled in April. The Justices of the Peace and Information Technology Services are recommending that the offices send Justices of the Peace staff and the accounting staff that serve all the Justices of the Peace, for training on recent changes and continuing education on the system.

The individual General Fund operating budgets for the Justices of the Peace would be significantly depleted if this expenditure was absorbed within the existing budgets for the offices. However, the Justice Court Technology Fund has available resources that can be used for such training. The Justices of the Peace are requesting a combined total of $19,629.92 from the fund for the training.

These funds are primarily used for replacement computers and a staff person to provide technology assistance to the JPs. The reserve for this fund after the proposed adjustment is $329,633.08. PBO recommends approval of this request.

cc: Jessica Rio, Travis Gatlin, PBO
Yvonne Williams, Justice of the Peace Precinct 1& Kitzy Daniels
Glenn Bass, Justice of the Peace Precinct 2 & Cindy Muller
Susan Steeg, Justice of the Peace Precinct 3 & Karen Barland
Raul Gonzalez, Justice of the Peace Precinct 4 & Diana Cantu
Herb Evans, Justice of the Peace Precinct 5 & Heather Kellum

JUDGE GLENN BASS

JUSTICE OF THE PEACE, PRECINCT TWO
TRAVIS COUNTY, TEXAS
10409 Burnet Road, Suite 180, Austin, Texas 78758

Criminal Division ***512-854-4545***
Fax: 512-854-4535
Civil Division ***512-854-6367***

Date: January 09, 2014

To: Honorable Sam Biscoe, Travis County Judge
Honorable Ron Davis, Commissioner Precinct 1
Honorable Bruce Todd, Commissioner Precinct 2
Honorable Gerald Daugherty, Commissioner Precinct 3
Honorable Margaret Gomez, Commissioner Precinct 4
Alan Miller, PBC

From: Judge Glenn Bass, Justice of the Peace, Precinct 2

Subject: Request Funds to Send Staff to Tyler 2014 Conference

JP2 would like to request $3,350.00 in funds from the Technology Fund to send 3 staff members to the Tyler Connect 2014 Conference in San Antonio, Texas from April 13 – April 16, 2014.

To: Hon. Sam Biscoe, County Judge
Hon. Ron Davis, Commissioner, Precinct One
Hon. Bruce Todd, Commissioner, Precinct Two
Hon. Gerald Daugherty, Commissioner, Precinct Three
Hon. Margaret Gomez, Commissioner, Precinct Four
Alan Miller, PBO

From: Herb Evans, Justice of the Peace, Precinct Five

Date: January 9, 2014

Re: Request Funds to Send Staff to Tyler 2014 Conference

JP5 would like to request $2,500.00 in funds from the Technology Fund to send two staff members to the Tyler Connect 2014 conference in San Antonio, Texas from April 13-16, 2014.

The purpose of this conference is to network with other counties currently using the Odyssey system and discuss best practices and lessons learned, to continue to educate staff on the system and it's functionality as upgrades and changes are made, and to prepare us for what is coming in the future as the needs continue to change and evolve. The topics for this conference include Case Manager 2014 and Beyond, E-Filing, Best Practices, Preparing for Releases, as well as information on new Financial Features.

Header Information for Entry Doc Number 400004784

Doc. Number	400004784	Doc. Status	Preposted	FM Area	1000		
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 13, 2014		
Value Type	Budget	Version	0	Doc.Type	TRAN		
Budget Type	1	Fiscal Year	2014	Year.Cash.Eff			
Process UI	TRAN	Process	RECV	Original.Applic.	BWB	Doc.Family	

Additionnal Data

Creator	DANIELK1	Creation Date	Jan 13, 2014	Creation Time	09:35:18
Resp. Person	KITZY DANIELS	Year Cohort		Public Law	

Header Text Trasfer from Tech Fund - Odyssey Training

Legislation

TextName

Lines

Total Document 0 1,300 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0125		1260010125	512010	1220	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,300	
000002	0125		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-1,300	

Jan 15, 2014

Header Information for Entry Doc Number 400004785

Doc. Number	400004785	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 13, 2014
Value Type	Budget	Version	0	Doc.Type	TRAN
Budget Type	1	Fiscal Year	2014	Year.Cash.Eff	
Process UI	TRAN	Process	RECV	Original.Applic.	BWB
Doc.Family					

Additionnal Data

Creator	DANIELK1	Creation Date	Jan 13, 2014	Creation Time	09:50:28
Resp. Person	KITZY DANIELS	Year Cohort		Public Law	

Header Text Transfer from Tech Fund - Odyssey training

Legislation

TextName

Lines

Total Document 0 2600 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0125		1260020125	512010	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,600	
000002	0125		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-2,600	

Jan 15, 2014

Header Information for Entry Doc Number 400004772

Doc. Number	400004772	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 10, 2014
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	

Additionnal Data

Creator	TORRESA	Creation Date	Jan 10, 2014	Creation Time	15:15:35
Resp. Person		Year Cohort		Public Law	
Header Text	To attend Odyssey conf.	Legislation			
TextName					

Lines

Total Document 0 3321.74 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0125		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-3,321.74	transfer from non-funded program
000002	0125		1270020125	512090	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,936.74	transfer to non-funded program
000003	0125		1270020125	512100	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	200	transfer to non-funded program
000004	0125		1270020125	512050	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,185	transfer to non-funded program

Jan 15 2014

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Header Information for Entry Doc Number 400004831

Doc. Number	400004831	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 16, 2014
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	

Additionnal Data

		Creator	TORRESA	Creation Date	Jan 16, 2014
		Creation Time	10:53:22		
		Resp. Person		Year Cohort	
		Public Law			
Header Text				Legislation	
TextName					

Lines

Total Document 0 2707.42 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0125		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-2,707.42	TRANSFER FROM NON-FUNDED PROGRAM
000002	0125		1270020125	512090	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,726.92	TRANSFER TO FUNDED PROGRAM
000003	0125		1270020125	512100	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	190.5	TRANSFER TO FUNDED PROGRAM
000004	0125		1270020125	512050	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	790	TRANSFER TO FUNDED PROGRAM

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Jan 16, 2014

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Header Information for Entry Doc Number 400004739

Doc. Number	400004739	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 11, 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

Additionnal Data

Creator	BARLANK	Creation Date	Jan 11, 2014	Creation Time	13:03:58
Resp. Person		Year Cohort		Public Law	
Header Text		Legislation			
TextName					

Lines

Total Document 0 4185 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0125		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-4,185	
000002	0125		1280020125	512050	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,185	
000003	0125		1280020125	512090	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	3,000	

Jan 15, 2014

Header Information for Entry Doc Number 400004811

Doc. Number	400004811	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 13, 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	

Additionnal Data

Creator	CANTUD	Creation Date	Jan 13, 2014	Creation Time	12:29:26
Resp. Person		Year Cohort		Public Law	
Header Text		Legislation			
TextName					

Lines

Total Document 0 3060.84 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0125		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-3,060.84	
000002	0125		1290020125	512090	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,675.84	
000003	0125		1290020125	512050	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,185	
000004	0125		1290020125	512100	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	200	

Jan 15, 2014

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Header Information for Entry Doc Number 400004736

Doc. Number	400004736	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 9, 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	

Additionnal Data

Creator	KELLUMH	Creation Date	Jan 10, 2014	Creation Time	14:52:16
Resp. Person		Year Cohort		Public Law	
Header Text	Transfer for Travel using Spec Rev Fund	Legislation			
TextName					

Lines

Total Document 0 2454.92 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0125		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-2,454.92	Transfer Tech Funds JP5 to pay Tyler Conf 2014
000002	0125		1300020125	512090	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,564.92	Transfer Tech Funds JP5 to pay Tyler Conf 2014
000003	0125		1300020125	512100	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	100	Transfer Tech Funds JP5 to pay Tyler Conf 2014
000004	0125		1300020125	512050	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	790	Transfer Tech Funds JP5 to pay Tyler Conf 2014

Jan 15, 2014

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: January 21, 2014

RE: Request by Human Resources Management to transfer $15,000 from the Allocated Reserve Earmark to respond to accommodation requests related to the Americans with Disabilities Act

The FY 2014 Adopted Budget includes an Earmark against the Allocated Reserve totaling $25,000 for projected budget needed to fund accommodation requests made under the Americans with Disabilities Act as amended in 2008. As described in the attached memo written by Bill Paterson, Travis County's Risk Manager, the requested funds will be used to provide reasonable accommodation to Travis County employees.

This program is administered in the same fashion as the ergonomic program; the cost of the accommodation is shared equally by HRMD and the requesting department. HRMD has received four accommodation requests this fiscal year at a cost of $4,000-$5,000 each, the cost of which will be split equally with the requesting department. The $15,000 being requested will cover HRMD's portion of the costs and leave $5,000-$7,000 available in HRMD's budget for new accommodation requests. In addition, a balance of $10,000 will be left on the Earmark against the Allocated Reserve for use later in the fiscal year, if necessary.

PBO expects that HRMD will submit a budget request during the FY 2015 budget process to add some amount to the department's ongoing budget to sustain this program into the future.

PBO recommends approval of this request.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO
Debbie Maynor, Bill Paterson, Donna Stirman, HRMD

Human Resources Management Department

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Memorandum

January 10, 2014

To: Diana Ramirez, PBO

From: Bill Paterson

Re: ADA Budget Funds

During the FY 14 budget process we identified the need for funding for internal ADA accommodation requests. Previously the funding of a request for accommodation would fall to the employing department who may or may not have funds available to initiate the accommodation. A delay or lack of action could open the door for intervention from the EEOC and DOJ.

Funds were earmarked for use for ADA internal requests in the FY 14 Risk Fund Budget. We have received four requests to date in FY 14 and we are in the process providing reasonable accommodation to the individuals. The estimated cost for these accommodations, without going into the details of the individual requests, is between $4,000 and $5,000. At this time I would like to request the transfer of $15,000 of the earmarked funds to an account for ADA in the Risk Management line items.

The administration of the funds will be the same as the fund administration for the Ergonomic program. Once a recommendation/request has been found both valid and reasonable by all parties, Risk Management will approve the action. The action is then funded in half by the department and half by Risk Management from the appropriate line item.

We are striving to comply with the letter of the law as well as the spirit of The Americans with Disabilities Act (ADA) as amended in 2008 (now ADAAA) in addition to the current Travis County ADA policy. Sadly Congress left a majority of the rule development up to the courts as cases are brought before them. As court rulings determine the breadth of coverage we will update the ADAAA program for Travis County accordingly.

Sincerely;

William F Paterson ARM
Risk Manager

Header Information for Entry Doc Number 400004850

Doc. Number	400004850	Doc. Status	Preposted	FM Area	1000		
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jan 17, 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	

Additionnal Data

Creator	SOLANOM	Creation Date	Jan 17, 2014	Creation Time	14:27:14
Resp. Person	MARGIE SOLANO	Year Cohort		Public Law	
Header Text		Legislation			
TextName					

Lines

Total Document 15,000 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	-15,000	
000002	0001		1110090001	510030	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,000	
000003	0001		1110090001	510060	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,000	
000004	0001		1110090001	510200	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,000	
000005	0001		1110090001	510210	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,500	
000006	0001		1110090001	510220	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,000	
000007	0001		1110090001	510240	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,000	
000008	0001		1110090001	510260	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,500	

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Line	fund	Funds center	Comm.Item	FuncArea	Grant	Funded Program	Local Amounr	Line Text
000009	0001		1110090001	510310	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,000
000010	0001		1110090001	510990	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,000

Jan 23, 2014

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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-Various Depts
7,350.74	Allocated Reserve	10/15/13	Liquidated Purchase Orders-Various 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-Various Depts
2,506.95	Allocated Reserve	10/29/13	Liquidated Purchase Orders-Various 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-Various Depts
(25,000.00)	HRMD	11/12/13	NeoGov Maintenance Agreement
150.00	Allocated Reserve	11/12/13	Liquidated Purchase Orders-Various 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-Various 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-Various Depts
32,868.06	Allocated Reserve	12/20/13	Liquidated Purchase Orders-Various 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-Various Depts
(50,000.00)	General Adminstration	1/14/14	Organizational Review
33,203.06	Allocated Reserve	1/22/14	Liquidated Purchase Orders-Various Depts
10,267,601.88	**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)**

$8,716,553 Remaining Allocated Reserve Balance After Possible Future Expenditures

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
(12,489)	ITS	11/19/13	Computers for Automated Assessment Tools
(226,779)	ITS	12/10/13	EOB Renovations
2,056,221	**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)
$709,483	***Remaining CAR Reserve Balance After Possible Future Expenditures***

Reserve for Emergencies and Contingencies Status (580120)

Amount	Dept Transferred Into	Date	Explanation
5,000,000.00			Beginning Balance
$5,000,000	**Current Reserve Balance**		

Fuel & Utilities Reserve Status (580130)

Amount	Dept Transferred Into	Date	Explanation
300,000.00			Beginning Balance
$300,000	**Current Reserve Balance**		

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

Amount	Dept Transferred Into	Date	Explanation
5,446,000.00			Beginning Balance
(1,779,411.00)	PBO	10/22/13	Phase I & II
$3,666,589	**Current Reserve Balance**		

Juvenile Justice Reserve Status (580260)

Amount	Dept Transferred Into	Date	Explanation
504,726.00			Beginning Balance
$504,726	**Current Reserve Balance**		

Smart Building Maintenance Reserve Status (580240)

Amount	Dept Transferred Into	Date	Explanation
297,948.00			Beginning Balance
$297,948	**Current Reserve Balance**		

Reserve for Replacement of Integrated Justice Systems Status (580160)

Amount	Dept Transferred Into	Date	Explanation
5,235,265.00			Beginning Balance
$5,235,265	**Current Reserve Balance**		

Reserve for State Funding Cuts Status (580310)

Amount	Dept Transferred Into	Date	Explanation
250,000.00			Beginning Balance
$250,000	**Current Reserve Balance**		

STAR Flight Maintenance Reserve Status (580320)

Amount	Dept Transferred Into	Date	Explanation
1,995,050.00			Beginning Balance
$1,995,050	**Current Reserve Balance**		

Reserve for 1115 Waiver Participation Status (580200)

Amount	Dept Transferred Into	Date	Explanation
1,000,000.00			Beginning Balance
$1,000,000	**Current Reserve Balance**		

Reserve for Interlocal Agreements Status (580200)

Amount	Dept Transferred Into	Date	Explanation
1,950,308.00			Beginning Balance
(406,090.00)	HHSVS	12/3/13	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
1,155,025.00			Beginning Balance
(322,172.00)	HHSVS	12/17/13	Collaborative Afterschool Program
(500,000.00)	HHSVS	1/21/14	Collaborative Afterschool Program
$332,853	**Current Reserve Balance**		

Sheriff's Office Overtime Reserve Status (580330)

Amount	Dept Transferred Into	Date	Explanation
1,000,000.00			Beginning Balance
$1,000,000	**Current Reserve Balance**		

Unallocated Reserve Status (580015)

Amount	Dept Transferred Into	Date	Explanation
68,085,598.00			Beginning Balance
(2,500,000.00)	TNR	10/15/13	Reimbursement Resolution for 416 W. 11th Street
(16,606,000.00)	TNR	11/12/13	Reimbursement Resolution for Maha Loop Road: Pearce Lane
(5,230,741.00)	TNR	11/26/13	Reimbursement Resolution for Vehicle and Heavy Equipment
(2,480,000.00)	TNR	11/26/13	Reimbursement Resolution for New Entrance for NE Metropolitian Park
(1,774,058.00)	FMD	11/26/13	Reimbursement Resolution for EOB Renovations Floors 4 - 11
(512,400.00)	FMD	11/26/13	Reimbursement Resolution for Collier Evidence Warehouse Expansion
(1,095,302.00)	ITS	11/26/13	Reimbursement Resolution for TechShare Software Source Code/AMCAD Enterprise License
(250,000.00)	ITS	11/26/13	Reimbursement Resolution for Information Security Appliance
(435,000.00)	TCSO	11/26/13	Reimbursement Resolution for Phase II of the Perimeter Security Fence Upgrade at Correctional Complex
$37,202,097	**Current Reserve Balance**		