Travis County Commissioners Court Agenda Request

Meeting Date: June 10, 2014
Prepared By/Phone Number: Yolanda Aleman, (512)854-9106
Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting 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:

Leroy Nellis – 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

6/10/2014

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	198000	580070	Reserves	CAR Reserves		$320,000.00	1
		0001	511890	145001	Juvenile Probation	Other Consulting Services	$320,000.00		

TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	137800	522020	Sheriff's Office	Cap. Outlay Mtrl - Buildings		$43,500.00	5
		0001	137801	510010	Sheriff's Office	Aircft & Boating Supplies & Equipment	$41,643.50		
		0001	137801	511620	Sheriff's Office	Other Equip Repairs & Maintenance	$1,336.50		
		0001	137801	510990	Sheriff's Office	Procurement Shipping	$500.00		
		0001	137801	511820	Sheriff's Office	Non Hzrds Waste Hauling/Removal	$20.00		
T2		0001	108003	500050	Tax Office	Salaries - Regular Employee		$50,000.00	9
		0001	108004	500050	Tax Office	Salaries - Regular Employee		$5,000.00	
		0001	108005	500050	Tax Office	Salaries - Regular Employee		$7,000.00	
		0001	108007	500050	Tax Office	Salaries - Regular Employee		$56,000.00	
		0001	108008	500050	Tax Office	Salaries - Regular Employee		$1,000.00	
		0001	108009	500050	Tax Office	Salaries - Regular Employee		$9,284.00	
		0001	108003	511900	Tax Office	Other Services	$40,000.00		
		0001	108007	510310	Tax Office	Software	$34,600.00		
		0001	108007	510070	Tax Office	Computer Equip & Peripherals	$6,000.00		
		0001	108001	511890	Tax Office	Other Consulting Services	$3,350.00		
		0001	108002	500060	Tax Office	Salaries - Regular Employee	$2,505.00		
		0001	108003	500060	Tax Office	Salaries - Regular Employee	$3,220.00		
		0001	108005	500060	Tax Office	Salaries - Regular Employee	$9,010.00		
		0001	108008	500060	Tax Office	Salaries - Regular Employee	$13,499.00		
		0001	108003	500070	Tax Office	Salaries - Temp. Employee	$15,000.00		
		0001	108003	502015	Tax Office	Extra Hrs Pd Over 40	$1,100.00		

OTHER

O1	Request from District Attorney and County Attorney for eight (8) new positions for compliance with the Morton Act	16
O2	Request from the Civil Courts to create an internally-funded succession position for a Senior Planner position that will become vacant in September	23
O3	Request from Juvenile Probation Department to allow grant costs exceeding the grant budget to be reclassified to its General Fund budget using temporary salary savings	26

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 Pfaffenberger, Budget Analyst

DATE: June 10, 2014

RE: Request to use CAR Reserves Earmark for Juvenile Probation Master Plan

The Juvenile Probation Department is requesting Commissioners Court approval to use the $320,000 Earmark on the Capital Acquisition Resources (CAR) Reserve for a Master Plan study that was recommended for this purpose in the FY 2014 Adopted Budget.

The earmark of $320,000 for a Needs Assessment represents Phase I of a two-part Master Plan study. The department has submitted an FY 2015 budget request of $400,000 for Phase II, which includes Master Plan Development. The total cost of the two-part project is $720,000.

The funds will allow the Juvenile Probation department to execute a needs assessment and master plan for Juvenile Justice facilities. The department will use the study to identify short and long-term strategies that will assist the department and county in making maximum use of the facilities and in providing cost effective programming and services in the community to meet growing community needs. With the level of growth since the current buildings were constructed, the department is quickly running out of space in the Gardner-Betts facility and a new space plan is imperative.

The department has worked with Planning & Budget Office planning staff to draft a scope of work, and is now working with the Purchasing Office to begin the next phases of the project.

PBO recommends approval of this request.

cc: Estela Medina, Chief JPO, Juvenile Probation
Leroy Nellis, Acting County Executive, PBO
Travis Gatlin, Belinda Powell, Diana Ramirez, PBO
Sylvia Mendoza, Juvenile Probation
Jessica Rio, Budget Director, PBO

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704
Phone: (512)854-7000 Fax: (512)854-7097

ESTELA P. MEDINA
Chief Juvenile Probation Officer

TO: Aerin Toussaint
Sr. Budget Analyst
Travis County Planning and Budget Office

FROM: Estela P. Medina
Estela P. Medina
Chief Juvenile Probation Officer

SUBJECT: Request to move Juvenile Probation Allocated Reserves to Juvenile Probation's Budget ($320,000 for Facility Master Plan – Phase I)

DATE: June 3, 2014

The Commissioners Court as part of the adoption of the FY '14 budget approved an earmark in the CAR Reserve in the amount of $320,000 to be set aside in the Juvenile Probation Allocated Reserves for a Facility Masterplan – Phase I budget request as presented by the Juvenile Probation Department.

The study will help identify both short-term and long-term strategies that will assist the department and our Travis County Community in making maximum use of our facilities and in providing cost effective programming and services in our community to meet growing community needs.

In 1996 Travis County through the leadership of the Travis County Juvenile Board and the Travis County Commissioner's Court initiated a feasibility study of the current facilities of the Travis County Juvenile Probation Department. As a result of the study, a masterplan of facilities and services was developed and adopted. The plan included construction of the current W. Jeanne Meurer Intermediate Sanctions Center completed in 2001. In that same year additional detention beds were added raising capacity to 96 in 2001.

In 2006, Travis County purchased property located adjacent to the department located at 2501 S. Congress, which added additional space for the family preservation program, the department's deferred prosecution program and training functions.

The last masterplan completed in 1996 was extremely useful in planning the needs of the department. Since the implementation of that Masterplan, the Juvenile Probation Department needs to update current facility and program needs so as to provide for the needs of Travis County in a proactive manner and for strategic planning efforts for both facility and program development.

The funds approved in FY 14 will be encumbered for use of a contract to be awarded for the Phase 1 Needs Assessment. An RFQ for the services has been prepared by the Planning and Budget Office and will be delivered to the Purchasing Department for release processes.
Our Department will work with both the Planning & Budget Strategic Resource Planning staff and with the Purchasing Department to select a contracted provider for a Needs Assessment and Masterplan update. It is projected that the work on the Phase I Needs Assessment would be completed in early spring of 2015. The work for Phase II, the updated Masterplan, is anticipated to take approximately 6 months. Based on these efforts Phase I and II of the Masterplan are projected to be completed by the end of FY 15.

The Juvenile Probation Department is respectfully requesting approval from Commissioner's Court for the transfer of the $320,000 into the Department's General Fund budget. The department has consulted with PBO regarding the need for this request at this time. The Planning and Budget Office, Strategic Planning Team, is nearing completion of the Scope of Work for the Juvenile Probation Needs Assessment and Master Plan. PBO has requested that the funds be reserved in the SAP system.

Thank you in advance for your consideration in this matter.

CC: Sylvia Mendoza, Financial Manager, TCJPD
Belinda Powell, Strategic Planning Manager, Planning & Budget Office

Document 400005632 Status Preposted Document Year 2014

Header Data | Additional Data

Process: Transfer

Document type: TRAN (Budget Adjustment)

Version: 0

Document Date: 05/30/2014

Payment Budget

Total Sender	320,000.00
Total Receiver	320,000.00

Sender

Fiscal Year: 2014 Period: All

Budget Type: 2 Ongoing Expenditure Budget

Grant: NOT-RELEVANT NOT-RELEVANT

Commitment Item: 580070 Resrv-CAR Allocated

Receiver

Fiscal Year: 2014 Period: All

Budget Type: 2 Ongoing Expenditure Budget

Grant: NOT-RELEVANT NOT-RELEVANT

Commitment Item: 511590 Oth Cslt Sv

Payment Budget

Lines

Master Data | Split | Key Fig.

Line	-/+	Funds Center	Fund	F.Ar	Funded Program	Amount (USD)	DK	Text
000001	-	1980000000	0001	1120	NON-FUNDED-PROGRAM	320,000.00	1	
000002	+	1450010001	0001	1230	NON-FUNDED-PROGRAM	320,000.00	1	

Alex June 5, 2014

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PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Members of Commissioners Court

FROM: Alan Miller, Budget Analyst

DATE: June 3, 2014

RE: Request to reallocate FY 2014 CAR Savings to Replace the Engines on a Lake Patrol Boat that Failed Mid-year.

The Travis County Sheriff's Office Lake Patrol Boat unit #2536 recently suffered engine failure to one of its two engines rendering the ship unusable for the busiest time of the year. Unit #2536, purchased in 2005 and its engines have been in service since that time. As part of the FY 2015 Budget Process, TCSO had requested replacement of the unit's engines. Based on the age of the remaining engine, replacement of both is recommended. Estimated replacement cost of the engines is $43,500.

As part of the FY 2014 Budget, TCSO was authorized to perform roof repair to Building 1 of the Del Valle complex at an estimated cost of $135,000. The work has essentially been completed, pending the payment of the final invoice, which will result in overall project savings of $80,325. The Sheriff is requesting approval to reallocate $43,500 of these savings toward replacement of the boat's engines. TCSO indicates that the remaining project balance may be needed for another project, separate from this request.

Normally PBO would only recommend the use of CAR savings when a project is 100% complete. However the savings indicated by the office is such that the project savings proposed for this reallocation is very likely to occur. The alternative would be to use the CAR reserve, which is currently projecting a negative balance once earmarks are included.

PBO notes that if approved, the Sheriff intends to have the boat operational as soon as possible. PBO recommends approval of the request.

cc: Jessica Rio, Travis Gatlin, PBO
Darren Long, Wes Priddy, Michael Canales, Wallece Sefcik, Maria Wedhorn, TCSO

JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF
P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

DARREN LONG
Major – Law Enforcement

WES PRIDDY
Major – Corrections

MARK SAWA
Major - Administration & Support

Date: June 3, 2014

TO: Alan Miller, Planning and Budget

FROM: Wallace Sefcik, Maintenance Manager

RE: **Request to reallocate funds for the LE Motors and the Building 130 Domestic Water Heater Upgrade.**

Maintenance is requesting to redirect the $43,500.00 in savings from the approved FY 14 capital project Building 1 Resealing of HVAC Smoke Exhaust Vents funded at $135,000. These resources are requested to be reallocated for the immediate need to replace Lake Patrol unit boat motors that recently failed (reference attached memo from Capt. Canales).

An additional savings balance of $36,825 still remains from the Building 1 Project and may be required to complete remaining FY 14 approved projects that are awaiting confirmation of final bids.

TCSO Maintenance concurs with the recommendation of TCSO Finance.

CC: Wes Priddy, Major Corrections
Thomas Perfetto, Building Maintenance Supervisor
Michael Gottner, Captain Corrections
Maria Wedhorn, Financial Analyst Senior
Ron Rizzato, Accountant Associate

JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF
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DARREN LONG
Major – Law Enforcement

WES PRIDDY
Major – Corrections

MARK SAWA
Major - Administration & Support

MEMORANDUM

6/3/2014

TO: **Darren Long 832, Major**
Maria Wedhorn, Financial Analyst

FROM: **Michael J. Canales 1180, Captain**

RE: **Triton Boat Unit 2536**

On June 2, 2014, I received information one of our Patrol Boats has lost one of its engines. Unit 2536 is a 2005 Triton with twin 225 Yamaha engines. These two engines have qualified to be replaced two years ago or from the 7th year of purchase. The strain placed on these engines has caused one engine to fail and I would expect the second engine to be as vulnerable.

On 3/11/2014, a Memorandum was forwarded to Lt. Escribano from Sgt. Rios stating that the replacement of the Triton engines was becoming imperative after the engines had been serviced by LCRA technicians who stated that the engines would most likely not last through this summer.

Now that one of the two engines has failed, this places the boat out of service. The second engine is not sea worthy without a second engine nor can it be trusted due to its age and condition. These two engines were earmarked to be replaced on the FY15 budget.

With this said, I request that monies be reallocated to purchase and replace the two 225 Yamaha Engines with two brand new 250 Yamaha engines as soon as possible.

2 Yamaha F250 Boat Engines to include removal, installation, two new props, warranty registration for total cost of $43,035.96.

Header Information for Entry Doc Number 400005837

Doc. Number	400005837	Doc. Status	Preposted	FM Area	1000		
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 3, 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	MILLERA1	Creation Date	Jun 3, 2014	Creation Time	14:00:28
		Resp. Person		Year Cohort		Public Law	
Header Text				Legislation			
TextName							

Lines

Total Document 0 $43,500 USD

internal reallocation from savings for emergency replacement of boat motors.

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1378000001	522020	1410	NOT-RELEVANT	NON-FUNDED-PROGRAM	-43,500	Twin Engines for LE boat patrol
000002	0001		1378010001	510010	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	41,643.5	Engines
000003	0001		1378010001	511620	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,336.5	labor
000004	0001		1378010001	510990	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	500	freight
000005	0001		1378010001	511820	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	20	Environmental fee

June 5, 2014

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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 Pfaffenberger, Budget Analyst

DATE: June 10, 2014

RE: Request by Tax Office to use Personnel Budget for Operating Needs

The Office of the Tax Assessor-Collector is requesting Commissioners Court approval to transfer a portion of internal temporary salary savings from personnel commitment items to its operating budget, to pay for various one-time midyear projects. In addition, the Tax Office will cover some one-time overtime and termination pay with the proposed transfer. The total cost for the various proposals is $128,284.

Due to vacancies and unforeseen hiring delays, the Tax Office currently exceeds the budgeted departmental salary savings of $123,776. PBO has confirmed that the department is meeting its prorated salary savings (prorated through May 15) and projects that the department will continue to meet the budgeted salary savings after these proposed transfers. Per Travis County Budget Rules, Commissioners Court approval is needed to move funds from the personnel budget to pay for operating expenses.

The Tax Office has made the Commissioners Court aware of issues and challenges that directly relate to increasing workload and associated internal risks. In April, Commissioners Court approved transfers for the Tax Office from temporary salary savings to operating totaling $28,386 for currency counters and electronic reader boards to help prevent cashier error and assist Contact Center staff. The department has identified additional midyear projects that would increase staff productivity and efficiency, and requests the opportunity to use this one-time flexibility to address these priority needs while funds are available within the department. The department has worked with PBO to pare down the list of needs to those that are considered high priority and that PBO supports as one-time uses for unexpected salary savings in the department.

Operating — $83,950:

E-Check Pilot: $40,000
The department is in the process of modifying the contract with Hamer Enterprises to include a reduction to the customer fee for processing check payments online. The reduction to the fee for online customers will cost Travis County an amount not to exceed $40,000. The department is embarking on a one-year pilot project to increase online transactions to ease workload in the Tax Office and help decrease transaction errors. The department has worked with PBO, the County Attorney and the Purchasing Office, and the finalized contract will be brought to Commissioners Court for discussion and approval. This proposal has also been forwarded to ITS for review.

Q-Matic Software Upgrade and Licenses: $30,000/$4,600
The queuing software currently used by the Motor Vehicle and Property Tax Divisions has failed during peak collection periods in the past and is in need of an upgrade. In addition, the department wishes to purchase 10 additional staff licenses for software use. The Tax Office considers this equipment highly necessary to maintain the efficiency of the department and ensure prompt customer service.

High Speed Scanners: $6,000
In FY 2014, the Tax Office requested and received a software/hardware package in order to increase the motor vehicle registration renewal processing ability. The two requested scanners will complement this equipment improvement.

Management Retreat: $3,350
The Tax Office management team will work with an outside vendor to hold a strategic planning retreat. This is the first time in 26 years that the seven-member management team will hold such a retreat. The department will work with a skilled facilitator to create a multi-year strategic plan that will help inform future decisions and guide their large-scale reorganization plans. The department is attempting to make this opportunity cost-effective by meeting locally and bringing in a facilitator rather than paying for multiple employees to attend a training.

Personnel — $44,334:

Termination Pay: $28,234
Three employees retired in FY 2014. The cost of the termination pay for these individuals totals $28,234 and the Tax Office has earmarked a portion of the one-time internal salary savings to cover this payroll expense.

Temporary Employees: $15,000
Historically, the department has hired knowledgeable temporary employees during the summer months to complete various projects in the department. The department wishes to use a portion of the one-time internal salary savings to hire such employees during summer 2014.

Overtime: $1,100
Lastly, the department wishes to cover extended overtime incurred by Tax Office employees in the Property Tax Division, and is projecting an additional need for that purpose.

The table on the following page details the various projects and proposed budget for each in the department.

Amount	Description
Operating-Related Projects – $83,950:	
$40,000	E-Check Underwriting Pilot
$34,600	Q-Matic Software Upgrade and Licenses
$6,000	High Speed Scanners
$3,350	Management Retreat
Personnel-Related Needs – $44,334:	
$44,334	Termination Pay, Temporary Employees, and Overtime
Total:	**$128,284**

PBO has met with the Tax Office numerous times during FY 2014 to discuss budget and midyear needs, plans for reorganization, and opportunities for mitigating risk in the department. The Tax Office has presented many needs, and PBO continues to recommend that they use internal resources to meet needs where possible. PBO supports the Tax Office in their efforts to work creatively within budget constraints and prioritize the requests of the department in order to best present the issues and related needs. PBO has communicated with the department that mid-year budget requests will not be supported. Instead, PBO has requested that the department present their larger departmental requests for consideration during the FY 2015 Budget Process.

PBO recommends approval of this request.

cc: Bruce Elfant, Travis County Tax Assessor-Collector
Leroy Nellis, Acting County Executive, Planning and Budget Office
Travis Gatlin, Diana Ramirez, PBO
Renea Deckard, Dee Lopez, Joe Marshall, Tiffany Seward, Stan Wilson, Tina Morton, Tax Office
Jessica Rio, Budget Director

Bruce Elfant

Tax Assessor – Collector
Voter Registrar

MEMORANDUM

May 16, 2014

TO: Aerin Toussaint

FROM: Tina Morton

RE: Temporary Salary Savings

The Tax Office is requesting to transfer funds from the Personnel budget to Operating, to pay for various one-time projects within the department. Due to a pending reclassification and hiring of supervisory positions approved for the current year, the department has realized one-time personnel savings in FY 2014.

During the FY14 budget process the Tax Office presented a reorganization plan that included a request for additional staffing. The court granted 6.5 FTEs which provided relief as well as budgetary flexibility that allowed the Tax Office to fund one-time needs midyear in FY 2014.

The total needed is $128,284 and will be funded by transfers out of the Regular Employee Salaries account to various other personnel and operating accounts to allow the department to fund these needs internally. The requested transfers are listed below:

$40,000 for E-Check Underwriting
$30,000 for Q-Matic Upgrade
$28,234 for Termination Pay
$15,000 for Temp Salaries
$6,000 for Scanners
$4,600 for Q-Matic Licenses
$3,350 for Management Retreat
$1,100 for Overtime

E-check underwriting – $40,000

Currently the Tax Office property tax software vendor provides electronic check online payment service. This year, in an effort to increase payment by e-check, the vendor agreed to reduce the online fee which resulted in double the amount of taxes paid online from $73.3 million to $141.7 million. To further encourage e-check payment, the vendor and Tax Office negotiated a pilot agreement with guidance from Purchasing for the remainder of FY13 collections calling for a $3 fee. The Tax Office funds $2 and $1 is paid by the taxpayer with a limit of $40,000 in underwritten funds. The new $1 fee took effect March 1st. Payment to the vendor will take place in February 2015 following the January 31st payment deadline.

Separation Pay – $28,234

Three long-time employees have retired in FY 2014. The Tax Office will be able to fund the total amount to cover separation pay using temporary salary savings.

Management Retreat – $3,350

For the first time in 26 years, the Tax Office management team will participate in a retreat for the purpose of launching a multi-year strategic plan. Funds to cover the 2014 retreat total $3,350 and will be funded by temporary salary savings.

Overtime – $1,100

Due to changes in the law, transaction duration for delinquent property tax pay agreements has increased, resulting in extra time worked after 5:30, the Tax Office closing time. Customers are accepted into the office up until closing time and the overtime worked occurred mostly in February of this year. At this time the overtime fund is ($847.53). Anticipating a modest amount of overtime funds needed for the remainder of the year, the request is made here to use $1100 in temporary salary savings to cover the negative balance and overtime worked between now and the end of the year.

Temporary Employees – $15,000

During the summer months experienced temporary employees are brought in to handle special projects including the following:

- Filing lawsuits
- Database management
- Skip tracing

The request is made to dedicate $15,000 from temporary salary savings to support these efforts.

Q-matic Software Upgrade – $30,000

Q-matic is the name of the queuing system used in the main Tax Office lobby for motor vehicle and property tax customers. The current software is the original version, and, while it is maintained, there are no updates. That means whatever improvements became available with newer versions have not been implemented at the Tax Office. Since the Q-matic system has failed during critical collection periods over the past two years, it is necessary to purchase the next version of the software. The cost is $30,000.

Q-matic Licenses – $4,600

The Q-matic license cost is $460 per user. Ten licenses are needed totaling $4600 to be funded by temporary salary savings. Licenses are for 6 employees in the Vehicles Division and 4 in the Voter Registration Division.

High Speed Scanners – $6,000

Two high speed scanners are needed to complement the FY14 approved software / hardware, RT Lawrence which is designed to speed up the processing of vehicle registration renewals to 190 per minute. We request a total of $6000 ($3000 per scanner) to be funded from temporary salary savings.

Document 4000056870 Status Preposted Document Year 2014

Header Data | Additional Data

Process: Transfer

Document type: TRAN (Budget Adjustment)

Version: 0

Document Date: 05/28/2014

Payment Budget

Total Sender 128,284.00

Total Receiver 128,284.00

Sender

Fiscal Year: 2014 Period: All

Grant: NOT-RELEVANT NOT-RELEVANT

Receiver

Fiscal Year: 2014 Period: All

Grant: NOT-RELEVANT NOT-RELEVANT

Payment Budget

Lines

Master Data | Split | Key Fig.

Line	-/+	Cmmt Item	Commitment Item Name	Funds Center	Fund	F.Ar	Funded Program	Type	Amount (USD)	DK	Text
000001	-	500050	Sal-Reg Emp	1080030001	0001	1130	NON-FUNDED-PROGRAM	1	50,000.00	1	Temp Salary Saving for CC Court Approval 6/3/14
000002	-	500050	Sal-Reg Emp	1080040001	0001	1210	NON-FUNDED-PROGRAM	1	5,000.00	1	
000003	-	500050	Sal-Reg Emp	1080050001	0001	1210	NON-FUNDED-PROGRAM	1	7,000.00	1	
000004	-	500050	Sal-Reg Emp	1080070001	0001	1130	NON-FUNDED-PROGRAM	1	56,000.00	1	
000005	-	500050	Sal-Reg Emp	1080080001	0001	1130	NON-FUNDED-PROGRAM	1	1,000.00	1	
000006	-	500050	Sal-Reg Emp	1080090001	0001	1130	NON-FUNDED-PROGRAM	1	9,284.00	1	
000007	+	511900	Oth Sv	1080030001	0001	1130	NON-FUNDED-PROGRAM	1	40,000.00	1	
000008	+	510310	Software	1080070001	0001	1130	NON-FUNDED-PROGRAM	1	34,600.00	1	
000009	+	510070	CmpEqp & Peripherals	1080070001	0001	1130	NON-FUNDED-PROGRAM	1	6,000.00	1	
000010	+	511890	Oth Cslt Sv	1080010001	0001	1130	NON-FUNDED-PROGRAM	1	3,350.00	1	
000011	+	500060	Sal-Term Pay Reg Emp	1080020001	0001	1130	NON-FUNDED-PROGRAM	1	2,505.00	1	
000012	+	500060	Sal-Term Pay Reg Emp	1080030001	0001	1130	NON-FUNDED-PROGRAM	1	3,220.00	1	
000013	+	500060	Sal-Term Pay Reg Emp	1080050001	0001	1210	NON-FUNDED-PROGRAM	1	9,010.00	1	
000014	+	500060	Sal-Term Pay Reg Emp	1080080001	0001	1130	NON-FUNDED-PROGRAM	1	13,499.00	1	
000015	+	500070	Sal-Temp Emp	1080030001	0001	1130	NON-FUNDED-PROGRAM	1	15,000.00	1	
000016	+	502015	Extra Hrs Pd Over 40	1080030001	0001	1130	NON-FUNDED-PROGRAM	1	1,100.00	1	

June 5, 2014

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca, Suite 1560
Austin, Texas 78701

MEMORANDUM

TO: Members of Commissioners Court

FROM: Victoria Ramirez, Budget Analyst VR

DATE: May 30, 2014

RE: Requests from the District Attorney and the County Attorney to Create a Total of Eight New Positions for Michael Morton Act Compliance

History

The 83rd Texas Legislature passed Senate Bill 1611, commonly known as the Michael Morton Act, which enhanced the required discovery procedures for County Attorney's Offices and District Attorney's Offices in counties across the state. The Act requires that the prosecution proactively provide to the defense an electronic record of every piece of evidence obtained in each case. The prosecution must also track and index an account of the contents of every item and then compile this information into a master list of evidence which must be agreed upon by each party to the case. The master list is entered into the court record prior to the disposition of every case, whether or not the case goes to trial. These requirements are in place for every offense committed on or after January 1, 2014.

In the Fiscal Note for S.B. 1611, the Legislative Budget Board wrote that "[n]o significant fiscal implication to units of local government is anticipated." However, since then, Travis County and several other entities have found that provisions of the Morton Act have forced costly, time-intensive changes in the discovery process. Rob Kepple of the Texas District and County Attorneys Association (TDCAA) noted to the Texas Tribune in a May 29, 2014 article that urban counties may have to hire personnel and invest in technological resources to streamline the process of handing over documents to criminal defense attorneys. Although Travis County already practiced open file discovery prior to the Morton Act, the new provisions also require a degree of documentation of that discovery that is time-consuming and demanding because of the depth of the investigations in the District Attorney's Office and because of the large volume of cases in the County Attorney's Office.

The Commissioners Court may wish to consider requesting the assistance of Deece Eckstein, the County's Intergovernmental Relations Coordinator, to examine any possible upcoming legislative changes that would preserve the substance of the Morton Act but could impact the dramatic increase in workload noted below.

District Attorney Request

In the months since the Morton Act has been in effect, the District Attorney's Office has noted a large workload increase for their entire staff. The wide range of complexity across different types of cases causes large variances in the typical amount of time spent on the initial discovery process. A simple, nonviolent case may take about an hour; discovery for a violent offense can take anywhere from two to eight hours for a paralegal to complete. The District Attorney reports that four employees in the Intake Division are spending approximately 30% of their time on discovery procedures, an increase from less than 5% prior to

the Morton Act. In addition, the District Attorney has reallocated a records analyst position to focus on discovery full-time.

The District Attorney is requesting additional staff to support the higher workload resulting from the requirements of the Act. Although the District Attorney's Office has requested eight paralegals and one office specialist in their Fiscal Year 2015 budget submission, they have come forward midyear to request four of those paralegals to be able to keep up with the caseload over the summer.

County Attorney Request

Like the District Attorney, the County Attorney has experienced an increase in workload as a result of the Morton Act. Whereas the District Attorney's Office has fewer cases that tend to produce greater amounts of evidence, the County Attorney's Office has a much higher volume of cases for which the initial discovery process may take less time. The County Attorney's Office filed more than 33,000 misdemeanor cases in FY 2013 and appears on track to file at least 31,000 in FY 2014. The case management and documentation workload that is necessary to complete for every case has caused a burden that cannot be absorbed by existing staff.

The County Attorney is requesting additional staff to support the higher workload resulting from the requirements of the Act. Although the County Attorney's Office has requested eight new positions in their FY 2015 budget submission, they have come forward midyear to request four of those positions to be able to keep up with the caseload over the summer. The request is for two paralegals, one office manager, and one evidence technician. The Planning and Budget Office has discussed this request with the Human Resources Management Department and confirmed that these types of positions are a good fit for the work required in the County Attorney's Office.

Recommendations

The estimated annual cost of hiring four new positions in the District Attorney's Office is $243,805 in ongoing personnel expenditures and $1,000 in ongoing operating expenditures. For the remainder of FY 2014, the District Attorney proposes using $81,268 in temporary salary savings to cover the salaries and benefits for the four positions requested midyear. This amount in savings will be sufficient for four paralegals for four months and PBO has confirmed that one-time salary savings are available in the District Attorney's Office for this purpose. In addition, the District Attorney has a small surplus of computer/telecommunications equipment that can be used for these positions. The District Attorney does not expect to incur any other operating expenses in FY 2014 associated with the requested positions, but will internally fund any that may become necessary. PBO understands that there are temporary space accommodations on the second floor of the Criminal Justice Center in the District Attorney's law library for the requested four paralegals. PBO notes that it is yet to be determined where the additional five FTEs related to the Morton Act requested as part of the budget process will be housed, as well as a new trial team to be requested in FY 2016 for the new 450th District Court.

The estimated annual cost of hiring four new positions in the County Attorney's Office is $255,809 in ongoing personnel expenditures, $14,592 in one-time operating expenditures, and $24,984 in one-time computer/telecommunications equipment. The County Attorney proposes using $74,611 in temporary salary savings to cover the salary and benefits for the four positions requested midyear. This amount in savings will be sufficient for these positions for 3.5 months and PBO has confirmed that one-time salary savings are available in the County Attorney's Office for this purpose. PBO notes that there are also salary savings available to cover the one-time operating start-up costs listed above, which total $39,576, should the County Attorney wish to come forward with a budget amendment requesting the transfer of salary savings

to operating line items. Such a transfer would require Commissioners Court approval. PBO has confirmed with the department that space is available for the four positions in the County Attorney's Office.

PBO has discussed the request with the offices and observed the effects of the enhanced requirements first-hand. Interacting with various law enforcement jurisdictions and their differing evidentiary systems, while implementing a uniform system of tracking and indexing every case, has significantly expanded the scope of the discovery-related work required of the District Attorney's and County Attorney's Offices. PBO applauds both offices in their continued work with law enforcement agencies to better document these cases in order for the County to be able to process them more efficiently.

PBO does not generally support the addition of staff midyear and has, over the years, made the case that the budget process is the appropriate place to evaluate programmatic requests within a countywide context. However, there are circumstances that call for exceptions to that general philosophy due to emergencies and/or new requirements that produce measurable increases in workload that could then impact the efficiency, in this case, of the County's justice system. Therefore, PBO supports this midyear request for additional resources to carry out the offices' expanding workloads.

If approved by the Commissioners Court, PBO will recommend that the District Attorney's four new positions and the County Attorney's four new positions be included with one-time resources in the FY 2015 Preliminary Budget to be able to then review their impact prior to the FY 2016 budget process. The remaining portions of the offices' FY 2015 budget requests related to the Morton Act – five additional positions in the District Attorney's Office and four additional in the County Attorney's Office – will be assessed during this summer's budget process and a PBO recommendation is forthcoming. However, it is unlikely, given current resource availability, that any further FTEs related to these requests will be recommended for inclusion in the Preliminary Budget.

If these midyear positions are approved, PBO will continue to work with the District Attorney's and County Attorney's Offices for the duration of FY 2014 to discern what effect the new positions have had upon workload management and recommend a course of action for continuing to handle this workload driver during the FY 2015 budget process. With the prosecutor module of the Conference of Urban Counties (CUC) TechShare project expected to be ready in January 2015, PBO would like to examine the expected impact of this technological enhancement on the cataloguing portion of the discovery process prior to the addition of permanent FTEs. There is speculation that the new module might at least automate the generation of the master list that is entered into the court record.

PBO will also work with the District Attorney and County Attorney in seeking out solutions from other Texas urban counties, the CUC, TDCAA, and other entities recently affected by the Morton Act. PBO recommends approval of the District Attorney's request to create four new positions, the County Attorney's request to create four new positions, and for each office to internally fund their positions for the duration of FY 2014.

cc: David Escamilla, County Attorney
Rosemary Lehmberg, District Attorney
Leroy Nellis, Jessica Rio, Travis Gatlin, Diana Ramirez, Planning and Budget
James Collins, Chantelle Abruzzo, Vicki Ashley, Kelly Gourley, County Attorney's Office
Beverly Evans, Michele Pearson, John Neal, Robert Smith, Gary Cobb, District Attorney's Office
Deece Eckstein, Julie Wheeler, Intergovernmental Relations Office
Todd Osburn, Human Resources Management Department

LEGISLATIVE BUDGET BOARD
Austin, Texas

FISCAL NOTE, 83RD LEGISLATIVE REGULAR SESSION

April 28, 2013

TO: Honorable Tryon D. Lewis, Chair, House Committee on Judiciary & Civil Jurisprudence

FROM: Ursula Parks, Director, Legislative Budget Board

IN RE: **SB1611** by Ellis (Relating to discovery in a criminal case.), **As Engrossed**

No significant fiscal implication to the State is anticipated.

The bill would amend the Code of Criminal Procedure as it relates to discovery in certain criminal cases. The bill authorizes electronic provision or duplication of certain legal documents in the discovery process. The bill specifies that to the extent of any conflict, the provisions of the bill prevail over the Public Information Act. The Office of Court Administration does not anticipate any significant fiscal impact resulting from the bill and no significant fiscal impact to the state is anticipated. The bill would take effect January 1, 2014.

Local Government Impact

No significant fiscal implication to units of local government is anticipated.

Source Agencies: 212 Office of Court Administration, Texas Judicial Council
LBB Staff: UP, CL, ZS, AM, ESi

Rosemary Lehmberg ★ Travis County District Attorney
P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9534
e-mail: district.attorney@co.travis.tx.us • www.traviscountyda.org

MEMORANDUM

TO: Jessica Rio, Planning & Budget Office
Victoria Ramirez, Planning & Budget Office

FROM: Rosemary Lehmberg RL

DATE: May 16, 2014

SUBJECT: Michael Morton Act/ New Discovery Laws

The District Attorney's Office requests approval to use FY14 salary savings to cover the salary and benefits for four paralegals for four months (June through September 2014). Our office is requesting the immediate employment of four paralegal positions to fulfill the statutorily mandated duties and responsibilities required by the Michael Morton Act, Article 39.14, Texas Code of Criminal Procedure.

The Act requires that for every offense committed on or after January 1, 2014, the State must provide to the defense, in electronic form, every single document, item or piece of information, such as offense reports, witness statements, photos, interviews, etc. This also needs to be accurately tracked, indexed and produced with a receipt. These receipts must also be compiled into a master list for every single case. This includes all cases, whether they go to trial or not. Finally, the master list is acknowledged and signed by each party and entered into the official court record prior to any disposition of the case.

Failure to comply with the Morton Act can result in cases being brought back for appeal and costly lawsuits against the County. Failure to comply by prosecutors can result in sanctions by the State Bar, including disbarment.

We are requesting eight paralegal positions and one office specialist in our FY15 budget, but due to the critical need at this time and the foreseen inability to meet the requirements and responsibilities of the new legislation with current staff, we are requesting four of the paralegals now. When Commissioners Court approves this plan we can begin the posting of the positions and the immediate hiring process.

Please let me know if you would like any additional information.

DAVID A. ESCAMILLA
COUNTY ATTORNEY

County of Travis
STATE OF TEXAS

P.O. BOX 1748
AUSTIN, TEXAS 78767
(512) 854-9415

May 23, 2014

Jessica Rio
Planning & Budget Office
P. O. Box 1748
Austin, Texas 78767

Re: Michael Morton Act Compliance Request

Dear Ms. ~~Rio~~, Jessica

The County Attorney's Office requests approval to use $88,628 in FY14 salary savings to cover the salary and benefits for two (2) Paralegals, one (1) Office Manager, Sr., and one (1) Evidence Technician for 3.5 months (June 15, 2014 through September 30, 2014). We are requesting these four (4) FTE's to fulfill the statutorily mandated duties and responsibilities required by the Michael Morton Act, Art. 39.14, Texas Code of Criminal Procedure.

The Travis County Attorney's Office has had for many years a policy of open discovery in criminal cases. This means that the Travis County Attorney already complies and has always complied with the substance of the Michael Morton Act. This request relates only to the additional documentation required by the new law.

The Travis County Attorney's Office filed 33,786 misdemeanor cases in FY13. With the enhanced evidence collection, discovery requirements, and documentation now mandated by the Morton Act in every case, there is an extreme increase in the case management and record keeping workload that the prosecution must complete in order to comply.

The Morton Act mandates additional statutory requirements for the prosecution to seek out and disclose to the defense all information of any type that is not otherwise privileged that constitutes or contains evidence that is material to any matter involved in the case that is exculpatory, mitigating, or impeachment evidence, that might negate the guilt of the accused or mitigate punishment, and that is in the possession, custody, or control of the state and/or any person under contract with the state. Information possessed or known by any member of law enforcement, jail staff, court staff, witnesses, victims, or prosecutor support staff is deemed to be known by the state, whether or not the prosecutor has actual knowledge of the

information. The Morton Act further states that "if at any time before, during, or after trial, the state discovers any additional document, item, or information required to be disclosed ... the state shall promptly disclose" such evidence to the defendant, which places on the prosecution a continuing duty to search for favorable evidence even after disposition of the case.

Finally, prior to every plea of guilty or no contest and before any trial, the Morton Act requires each party to acknowledge in writing or on the record in open court the disclosure, receipt, and list of all documents, items, and information provided to the defendant. The Morton Act requires the state to produce and permit the defense to inspect, electronically duplicate, copy, or photograph the listed evidence. Best practices will require the creation of a manifest or inventory of all items of evidence as they are discovered and received by the County Attorney's Office, to be updated and documented each and every time an item of evidence is produced to the defense, resulting in a master list of all evidence produced in every case that will then be acknowledged and signed by each party and entered into the official court record prior to any disposition of the case. Failure to fully comply with the Morton Act can result in wrongful convictions, cases being reversed on appeal, and costly lawsuits against the county. Prosecutors who fail to comply may face sanctions by the State Bar Association, including disbarment, contempt of court, and possible criminal charges resulting in jail or prison time.

We are requesting six (6) Paralegals, one (1) Office Manager, Sr., and one (1) Evidence Technician in our FY15 budget, but due to the critical need at this time and the anticipated inability to fully meet the requirements and responsibilities of the new legislation with current staff, we are requesting four (4) of the FTE's now. When Commissioners Court approves this plan we can begin posting the positions and the immediate hiring process.

Please let me know if you would like any additional information.

Sincerely,

David A. Escamilla
Travis County Attorney

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca, Suite 1560
Austin, Texas 78701

MEMORANDUM

TO: Members of Commissioners Court

FROM: Victoria Ramirez, Budget Analyst VR

DATE: June 4, 2014

RE: Request from the Civil Courts to Create an Internally-Funded Succession Position

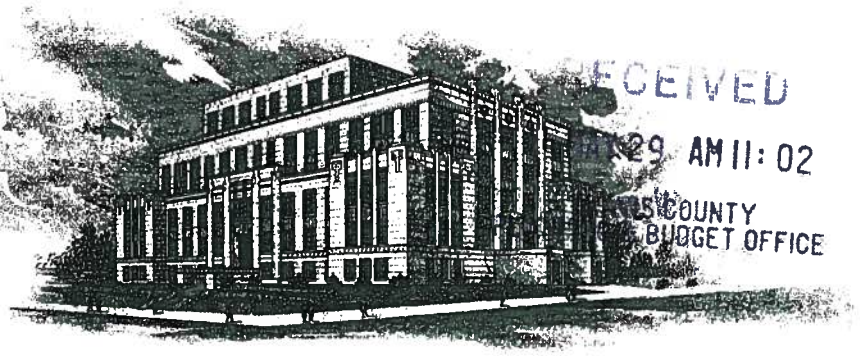
The Civil Courts are requesting Commissioners Court approval to create a 3.5-month succession position due to the upcoming retirement of the Family Law Docket Manager (SAP Position #30001247). Creation of a temporary succession position will allow the Civil Courts to recruit a replacement and allow time for the incumbent to be trained on the operations of this highly specialized court docket prior to the employee's retirement on September 30, 2014.

If the requested succession position is approved, the Civil Courts will begin recruiting the Family Law Docket Manager's replacement immediately. The retiring employee has 28 years of institutional knowledge of the Civil Courts' daily operations. To ensure a smooth transition in operations, the Courts hope to have a training period of at least two months for the incumbent.

If a replacement is hired in mid-June, the estimated cost of a transition position for the retiree through September 30 is $26,009 in salary and benefits. PBO has confirmed that the Civil Courts have sufficient temporary salary savings due to a vacancy to be able to internally fund this request. PBO recommends approval of this internally funded succession position.

cc: Lora J. Livingston, Local Administrative Judge, Civil Courts
Leroy Nellis, Jessica Rio, Travis Gatlin, Diana Ramirez, Planning and Budget
Peg Liedtke, Amanda Michael, Civil Courts
Todd Osburn, Human Resources Management Department

County of Travis
STATE OF TEXAS



RECEIVED
2014 MAY 29 AM 11:02
TRAVIS COUNTY
BUDGET OFFICE

To: Victoria Ramirez, Budget Analyst, Planning and Budget Office

From: _____
Lora J. Livingston, Local Administrative Judge, Civil Courts

Date: May 28, 2014

Reference: Request for Internally-Funded Succession Slot

CC: Jessica Rio, Budget Director
Peg Liedtke, Civil Courts Director

The Civil Courts are requesting approval to create a succession slot from June 16, 2014, through September 30, 2014, to facilitate training the replacement of the Senior Planner position (SAP Position #30001247). The incumbent will be retiring from Travis County employment at the end of September. She has been working for the Civil Courts for 28 years and for the last 10 years has been running the Family Law Docket. Her skill set and knowledge are critical to the daily operation of the Travis County Family Law Docket.

Having the new hire trained for a minimum of two months prior to the retirement of the current employee is critical to ensure the smooth functioning of the Family Law Docket which affects the Civil Associate Judges, the Civil District Judges, and the Civil County Court at Law Judges.

The Civil Courts have sufficient temporary salary savings from a vacant Judicial Aide position (SAP Position #30001252) to cover the cost of the transition slot estimated at $18,697. Thank you very much for your consideration of this request. Please feel free to contact me or the Civil Courts Director, Peg Liedtke, with your questions.

Salary Needed for Senior Planner Succession Position

(June 16, 2014 thru September 30, 2014)

Current Pay Period Salary	Number of Pay Periods	Total Salary Needed
$2,671.06	7	$18,697.42

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 Pfaffenberger, Budget Analyst

DATE: June 10, 2014

RE: Request to Use General Fund Dollars to Pay for Grant-Funded FTE on a Short-Term Basis

The Juvenile Probation Department is requesting Commissioners Court permission to use temporary salary savings in its General Fund budget to pay for a grant funded employee on a one-time, short-term basis.

The department reports that a grant awarded to the department by the Meadows Foundation does not have sufficient budget remaining to cover the personnel expenditures related to the grant. The grant term is from July 1, 2013 through June 30, 2014 and was approved with a budget of $35,000. The grant funds part of the department's Pre-Doctoral Psychology Internship Program.

PBO was informed last week that the grant is nearly out of funds and has a current balance of approximately $200. The department is requesting that $5,335 of General Fund budget be used to pay for the final three pay periods of the grant term: June 15, June 30, and July 15. There is little option at this time except to allow the department to use General Fund resources to pay for these unbudgeted expenses. The grant award for year two of the Meadows Foundation grant was approved by Commissioners Court in December 2013, and was increased to $44,000 to reflect the actual salary of the employee that is funded by this grant.

The department has also indicated that two additional grants may need to use General Fund dollars to supplement a shortfall in grant dollars before the end of the program year (i.e., later this fiscal year). PBO is concerned about these additional, unanticipated grant budget overruns and their impact to the General Fund.

For the two additional grants, it appears that there may be sufficient time available to address the issues in a more proactive manner. PBO and the Auditor's Office recommend that the department work with our two offices to identify appropriate options to pursue including requesting additional funding from the Grantor and cutting future expenditures in the subject grants.

This situation has brought to light that there are improvements that need to be made to the County's grant process to better inform departments of the rules associated with grant funded programs and grant funded positions. Therefore, PBO is proposing to work with the Auditor's Office and HRMD over the next several months to review and strengthen the budget rules governing the grant process and the Personnel Action process. This will allow the Commissioners Court to have the opportunity to consider alternatives to the General Fund absorbing the budget impact of such problems.

The Juvenile Probation Department has already indicated that it is planning to request the use of temporary salary savings in its departmental General Fund budget to help cover high program costs in the department in FY 2014 not associated with this grant program. PBO confirms that the department is currently meeting its General Fund budgeted salary savings of -$279,004. If Commissioners Court approves this transfer, payroll costs for the associated FTE will be reclassified to the General Fund to cover these needs for the pay periods mentioned above. With this transfer, the department will continue to meet the budgeted salary savings, and will have a projected remainder of nearly $410,000 in salary budget at year-end. PBO will continue to work to adjust General Fund end-of-year expenditure projections for the ending fund balance accordingly, should this and other requests to internally fund increased costs be approved.

cc: Estela Medina, Chief JPO, Juvenile Probation Department
Leroy Nellis, Acting County Executive, PBO
Nicki Riley, County Auditor
Dede Bell, Rhett Perry, County Auditor's Office
Travis Gatlin, Diana Ramirez, PBO
Sylvia Mendoza, Israel Ramirez, Juvenile Probation Department
Debbie Maynor, Todd L. Osburn, HRMD
Jessica Rio, Budget Director, Planning and Budget Office

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704
Phone: (512)854-7000 Fax: (512)854-7097

ESTELA P. MEDINA
Chief Juvenile Probation Officer

RECEIVED
14 JUN -3 PM 2:02
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

TO: Aerin Toussaint
Budget Analyst II

FROM: Estela P Medina
Estela P. Medina
Chief Juvenile Probation Officer

RE: Request for use of salary savings

DATE: June 3 , 2014

The Travis County Juvenile Probation Department is requesting the use of salary savings to cover additional personnel expense incurred on the Meadows Foundation Grant due to an anticipated a budget shortfall. The anticipated shortfall was noted on the Grant Master Data Request during the application phase of the grant. At this time, the department has estimated that a total of $5,307 will be needed to cover the shortfall. This amount represents the last 3 pay periods of the grant ending on July 31, 2014.

At the time of application submission, the grant budget was for 1 temporary FTE funded at $35,000. A subsequent request to Commissioners Court was approved to convert the FTE from Temporary status to Full-time status. The approved conversion to fulltime status increased county mandated benefits that were not covered by the original grant budget. This change was approved by the Grantor and accepted by the Commissioners Court.

If you need additional information to process this request, please contact Sylvia Mendoza at 854-7008 or Israel Ramirez at 854-7002.

cc: Sylvia Mendoza

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
(15,000.00)	HRMD	1/28/14	ADA Program Funding
(22,100.00)	TNR	1/28/14	CAPCOG
20,293.84	Allocated Reserve	1/28/14	Liquidated Purchase Orders-Various Depts
8,602.20	Allocated Reserve	1/29/14	Liquidated Purchase Orders-Various Depts
(20,086.00)	Sheriff's Office	2/4/14	TCSO Deputy for County Court-at-Law #6
(38,883.16)	Probate Court	2/11/14	Family Eldercare Guardianship Contract
1,199.35	Allocated Reserve	2/11/14	Liquidated Purchase Orders-Various Depts
(75,000.00)	County Attorney	2/18/14	MERS Case Expenses
(1,186,224.00)	TNR	2/18/14	Buyouts for Onion Creek and Other Areas
21,349.37	Allocated Reserve	3/7/14	Liquidated Purchase Orders-Various Depts
(2,500,000.00)	TNR	3/18/14	Reimbursement Resolution for State Highway 45 Southwest between Loop 1 (MOPAC) and FM 1626
(472,000.00)	TNR	3/25/14	Repair Water Quality Control & Flood Detention Structures damaged in the October, 2013 Flood
13,395.38	Allocated Reserve	3/24/14	Liquidated Purchase Orders-Various Depts
4,141.00	County Judge	4/1/14	Reimbursement of unused funds for ACC Internship Program
10,551.26	Allocated Reserve	4/1/14	Liquidated Purchase Orders-Various Depts
5,621.75	Allocated Reserve	4/8/14	Liquidated Purchase Orders-Various Depts
(25,000.00)	County Attorney	4/15/14	Legal Services

Allocated Reserve Status (580010)

1,048.88	Allocated Reserve	4/17/14	Liquidated Purchase Orders-Various Depts
5,359.28	Allocated Reserve	4/28/14	Liquidated Purchase Orders-Various Depts
(20,000.00)	TNR	4/29/14	Maha Loop Right of Way
23,220.14	Allocated Reserve	5/5/14	Liquidated Purchase Orders-Various Depts
115,729.21	Allocated Reserve	5/13/14	Liquidated Purchase Orders-Various Depts
19,524.42	Allocated Reserve	5/21/14	Liquidated Purchase Orders-Various Depts
(7,500.00)	Historical Commission	5/27/14	County match Historical Comm. Grant Award
(32,071.00)	County Attorney	5/27/14	Create 2 new position in County Atty. Office.
3,899.81	Allocated Reserve	5/27/14	Liquidated Purchase Orders-Various Depts
(60,000.00)	Criminal Courts	6/3/14	Legally mandated services
262.77	Allocated Reserve	6/3/14	Liquidated Purchase Orders-Various Depts
6,047,936.38	**Current Balance**		

Possible Future Expenses Against Allocated Reserve Previously Identified:

	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
($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
($10,000)	Human Resources - ADA Program Funding
($19,600)	Pretrial Services - Electronic Monitoring Services
($1,516,404)	**Total Possible Future Expenses (Earmarks)**

$4,531,532 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
(61,707)	ITS	2/4/14	EOB Renovations
(34,800)	Emergency Services	2/11/14	Starflight Maintenance
(65,000)	Medical Examiner	2/18/14	Replacement Headspace Auto Sampler - Gas Chromatograph
(84,000)	District Clerk	5/6/14	Scanning Equipment
(757,654)	ITS	5/13/14	Complete FY 2014 FMD Projects
1,053,060	**Current Reserve Balance**		

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
($500,000)	Transportation and Natural Resources - Road Materials
($320,000)	Juvenile Probation - Juvenile Probation Master Plan
($192,750)	Transportation and Natural Resources - Failing Vehicles
($100,000)	Transportation and Natural Resources - Guardrail Replacement
($20,200)	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
($1,204,546)	Total Possible Future Expenses (Earmarks)
($151,486)	***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
(2,673,810.00)	PBO	4/8/14	IR/CA Contract
(194,000.00)	PBO	6/3/14	Site Related Investigations for Due Diligence Items
$798,779	**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
($27,031)	FMD	4/15/14	Maintenance Expenditures for SMART facility
$270,917	**Current Reserve Balance**		

Reserve for Replacement of Integrated Justice Systems Status (580160)

Amount	Dept Transferred Into	Date	Explanation
5,235,265.00			Beginning Balance
($2,315,079)	ITS	3/25/14	CUC TechShare
$2,920,186	**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
$ (564,341)	EMS	4/15/14	Additional repairs needed
$ 640,000	EMS	4/15/14	Seton Donation Installment
$2,070,709	**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)	FMD	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**		