Item 7 LATE BACKUP

Travis County Commissioners Court Agenda Request

Meeting Date: June 17, 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

6/17/2014

NEW BUDGET

BA#	IO/WBS	FUND	COST CENTER/ SPNSRD PGM	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
N1		4050	149029	422390	TNR	Road Work Service Revenue	$2,670,765.38		1
		4050	149029	511973	TNR	Construction Services	$2,670,765.28		
N2	101202	2060	145036	511370	Juvenile Probation	Non Employee Educational Services	$11,056.23		4
	101202	2060	145036	410010	Juvenile Probation	Grant Revenue RBR	$11,056.23		
N3	101663	2036	145027	511800	Juvenile Probation	External Placement Prisoners/Juveniles	$4,269.94		7
	101663	2036	145027	410010	Juvenile Probation	Grant Revenue RBR	$4,269.94		
N4	101663	2036	145027	511800	Juvenile Probation	External Placement Prisoners/Juveniles	$2,416.18		7
	101663	2036	145027	410010	Juvenile Probation	Grant Revenue RBR	$2,416.18		
N5	101663	2036	145027	511800	Juvenile Probation	External Placement Prisoners/Juveniles	$3,208.17		7
	101663	2036	145027	410010	Juvenile Probation	Grant Revenue RBR	$3,208.17		
N6	101663	2036	145027	511800	Juvenile Probation	External Placement Prisoners/Juveniles	$3,726.22		7
	101663	2036	145027	410010	Juvenile Probation	Grant Revenue RBR	$3,726.22		

TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	158010	510210	HHS	Office Furniture		$147.92	16
		0001	158010	506010	HHS	FICA - OASDI	$7.44		
		0001	158010	506050	HHS	Retirement Contribution	$16.40		
		0001	158010	506060	HHS	Worker's Compensation	$2.34		
		0001	158010	506020	HHS	Medicare	$1.74		
		0001	158010	511710	HHS	Cellular Allowance	$120.00		
T2		0001	158024	510210	HHS	Office Furniture		$259.84	16
		0001	158024	506010	HHS	FICA - OASDI	$14.88		
		0001	158024	506050	HHS	Retirement Contribution	$32.80		
		0001	158024	506060	HHS	Worker's Compensation	$4.68		
		0001	158024	506020	HHS	Medicare	$3.48		
		0001	158024	511710	HHS	Cellular Allowance	$240.00		

OTHER

O1	Request from Tax Office to internally fund a Retirement Succession Position	21

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: Leah R. Henderson, Budget Analyst

DATE: June 9, 2014

RE: Certification of Revenue – Parmer Lane – City of Austin – Customer 270095– SAP Invoice #1800006454 – WBS RDCN149000020303

On May 18, 2014 the Commissioner's Court approved an amendment to an Interlocal Agreement with the City of Austin for road improvements on the extension of Parmer Lane. TNR is requesting that $2,670,765.38 be certified as revenue, pursuant to sections 111.0707 and 111.07075 of the Local Government Code.

TNR has submitted a budget adjustment to establish the revenue and expenditure budgets for the additional funds. Pursuant to the FY 2014 Budget Rules, PBO is submitting this new revenue budget adjustment for Commissioners Court approval.

PBO recommends approval of this budget adjustment of $2,670,765.38 in new revenue.

cc: Leroy Nellis, Jessica Rio, Travis Gatlin, PBO
Cynthia McDonald, Donna Williams-Jones, TNR

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: Jessica Rio
Budget Director, Planning and Budget

From: Nicki Riley
County Auditor

Subject: Certification of Revenue – Parmer Lane-City of Austin, Project- #X1L015, SAP Invoice No.- 1800006454, WBS- RDCN 149000020303

Date: May 27, 2014

I hereby certify an additional $2,670,765.38 for the Transportation and Natural Resources Department from the City of Austin. Funds are planned for improvements on Parmer Lane.

The funds should be allocated as follows:

Fund	Fund Center	Account	Account Description	Amount
4050	1490294050	422390	Road Work Service Revenue	$2,670,765.38

If you have any questions, please call.

NR/ay

cc: Patti Smith, First Assistant County Auditor
Kathryn Madden, Financial Reporting Manager
Hannah York, Auditor Financial Analyst
Holly Huff, Financial Analyst – Revenues
Diana Ramirez, Budget Assistant Director, PBO
Leah Henderson, Budget Analyst, PBO
Cynthia McDonald, Financial Manager, TNR
Donna Williams Jones, Sr. Financial Analyst, TNR

005772 Status Preposted Document Year 2014

Additional Data

Cleared Entry

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05/27/2014

2014 Period All

NOT-RELEVANT NOT-RELEVANT

2014 Period All

NOT-RELEVANT NOT-RELEVANT

Payment Budget

Total Source	2,670,765.38
Total Target	2,670,765.38

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Master Data | Split | Key Fig.

Cmmt Item	Citem Name	Funds Center	Fund	F.Ar	Funded Program	Type	Amount (USD)	DK	T
422390	RdWk Sv Rev	1490294050	4050	1710	RDCN1490000020303	3	2,670,765.38	1	R
511973	Cnstn Sv	1490294050	4050	1710	RDCN1490000020303	3	2,670,765.38	1	R

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: June 17, 2014

RE: Establishing New Budget for Revenue Received by the Travis County Juvenile Probation Department related to the Texas Juvenile Justice Department State Aid Grant

Pursuant to the FY 2014 Budget Rules, PBO submits new revenue budget adjustments for Commissioners Court approval. The budget adjustment totals $11,056.23 and establishes new budget in Fund 2060.

This program is funded on a reimbursement basis, 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, when revenue is received by the Juvenile Probation Department.

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

PBO recommends approval of this new revenue budget adjustment.

cc:

Dede Bell, Rhett Perry, Daniel Wilson, County Auditor's Office
Travis Gatlin, Diana Ramirez, PBO
Sylvia Mendoza, Israel Ramirez, Juvenile Probation Department
Leroy Nellis, Interim County Executive, 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

DATE: June 3, 2014

TO: Leroy Nellis, Acting County Executive

FROM: Nicki Riley, County Auditor

SUBJECT: Texas Juvenile Justice Department State Aid Grant FY13/14

I hereby certify $11,056.23 to be used by the Travis County Juvenile Probation, as an increase in award funding from the Texas Juvenile Justice Department. These funds are to be used for services as defined in the award.

These funds should be allocated as follows:

Fund # 2060
Grant # 800324
I/O # 101202
Amount $11,056.23

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

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

cc: Dan Wilson, Chief Assistant, County Auditor
Sylvia Mendoza, Financial Manager, TCJP
Cindy Dreese, Financial Analyst, TCJP
Aerin Toussaint, PBO Analyst
DeDe Bell, Grants Financial Manager, County Auditor

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Document Number: 1000002731

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Header | Additional Information

Process	Supplement	Currency	USD	Document Status	Preposted
Grant	800324	Document Date	06/09/2014	Reversal Status	Normal
GM Doc Type	B1	Budget Version	0	Budget Status	Released
Header Description	addtl rev recd fy14 grant p			Reason Code	

List View | Hierarchy View

Line	Valid from Date	Valid to Date	Sponsored Program	Sponsored Class	Fund	Σ	Net Amount	Posting Date	Text
Class Typ						▪	11,056.23		
000010	09/01/2013	11/30/2014	101202	511370	2060		11,056.23	09/01/2013	
Class Typ						▪	11,056.23		
000020	09/01/2013	11/30/2014	101202	410010	2060		11,056.23	09/01/2013	

Clear Amounts | Show One | Distribution off | Distribution | Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Σ	Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Program
								▪	22,112.46					
000010	1000	2060	101202	511370	2014	10/01/2013	09/30/2014		11,056.23	1	511370	1450360001	1230	101202
000020	1000	2060	101202	410010	2014	10/01/2013	09/30/2014		11,056.23	1	410010	1450360001	1230	101202

June 12, 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 Toussaint, Budget Analyst

DATE: June 17, 2014

RE: Establishing New Budget for Revenue Received by the Juvenile Probation Department related to Title IV E – Federal Enhanced Claims

Pursuant to the FY 2014 Budget Rules, PBO submits new revenue budget adjustments for Commissioners Court approval. The attached three budget adjustments total $4,269.94, $2,416.18, $3,208.17, and $3,726.22 respectively, and establish new budget in Fund 2036, for a total of $13,620.51.

This program is funded on a reimbursement basis, 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, when revenue is received by the Juvenile Probation Department.

Memos from the County Auditor certifying the revenue are attached.

PBO recommends approval of this new revenue budget adjustment.

cc: Leroy Nellis, Interim County Executive, PBO
Nicki Riley, County Auditor
Dede Bell, Patty Lennon, Daniel Wilson, County Auditor's Office
Travis Gatlin, Diana Ramirez, PBO
Sylvia Mendoza, Israel Ramirez, Juvenile Probation Department
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: Leroy Nellis, Acting County Executive

From: Nicki Riley, County Auditor

Date: May 31, 2014

Re: Certification of Revenue – Title IV-E Federal Enhanced Admin Claims FY14

I hereby certify **$ 4,269.94** as additional revenue to be used by the Juvenile Board of Travis County.

These funds were awarded by the Texas Juvenile Justice Department to allow juvenile boards to recoup federal monies for eligible juvenile probation children related to the Title IV-E program.

Fund # 2036	**Grant # 800360**	**Amount:**	**$ 4,269.94**
Sponsor # 500036	**I/O # 101663**		

In the past, it has been the procedure of the Commissioners Court to increase the budget by the amount of the newly certified revenue.

If you have any questions, please call Patty Lennon, x44705.

cc: Sylvia Mendoza, Financial Manager, Juvenile Probation
Cindy Dreese, Sr. Financial Analyst, Juvenile Probation
Aerin Toussaint, Budget Analyst, Planning and Budget
Dan Wilson, Chief Assistant County Auditor
Dede Bell, Grants Financial Manager, County Auditor
Grant File

TRAVIS COUNTY
AUDITOR'S OFFICE

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FAX: (512) 854-9164

To: Leroy Nellis, Acting County Executive

From: Nicki Riley, County Auditor

Date: May 31, 2014

Re: Certification of Revenue – Title IV-E Federal Enhanced Admin Claims FY14

I hereby certify **$ 2,416.18** as additional revenue to be used by the Juvenile Board of Travis County.

These funds were awarded by the Texas Juvenile Justice Department to allow juvenile boards to recoup federal monies for eligible juvenile probation children related to the Title IV-E program.

Fund # 2036	**Grant # 800360**	**Amount:**	**$ 2,416.18**
Sponsor # 500036	**I/O # 101663**		

In the past, it has been the procedure of the Commissioners Court to increase the budget by the amount of the newly certified revenue.

If you have any questions, please call Patty Lennon, x44705.

cc: Sylvia Mendoza, Financial Manager, Juvenile Probation
Cindy Dreese, Sr. Financial Analyst, Juvenile Probation
Aerin Toussaint, Budget Analyst, Planning and Budget
Dan Wilson, Chief Assistant County Auditor
Dede Bell, Grants Financial Manager, County Auditor
Grant File

TRAVIS COUNTY
AUDITOR'S OFFICE

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COUNTY AUDITOR

TRAVIS COUNTY
ADMINISTRATION
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AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

To: Leroy Nellis, Acting County Executive

From: Nicki Riley, County Auditor

Date: May 31, 2014

Re: Certification of Revenue – Title IV-E Federal Enhanced Admin Claims FY14

I hereby certify **$ 3,208.17** as additional revenue to be used by the Juvenile Board of Travis County.

These funds were awarded by the Texas Juvenile Justice Department to allow juvenile boards to recoup federal monies for eligible juvenile probation children related to the Title IV-E program.

Fund # 2036	**Grant # 800360**	**Amount:**	**$ 3,208.17**
Sponsor # 500036	**I/O # 101663**		

In the past, it has been the procedure of the Commissioners Court to increase the budget by the amount of the newly certified revenue.

If you have any questions, please call Patty Lennon, x44705.

cc: Sylvia Mendoza, Financial Manager, Juvenile Probation
Cindy Dreese, Sr. Financial Analyst, Juvenile Probation
Aerin Toussaint, Budget Analyst, Planning and Budget
Dan Wilson, Chief Assistant County Auditor
Dede Bell, Grants Financial Manager, County Auditor
Grant File

TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR

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

To: Leroy Nellis, Acting County Executive

From: Nicki Riley, County Auditor

Date: May 31, 2014

Re: Certification of Revenue – Title IV-E Federal Enhanced Admin Claims FY14

I hereby certify **$ 3,726.22** as additional revenue to be used by the Juvenile Board of Travis County.

These funds were awarded by the Texas Juvenile Justice Department to allow juvenile boards to recoup federal monies for eligible juvenile probation children related to the Title IV-E program.

Fund # 2036	**Grant # 800360**	**Amount:**	**$ 3,726.22**
Sponsor # 500036	**I/O # 101663**		

In the past, it has been the procedure of the Commissioners Court to increase the budget by the amount of the newly certified revenue.

If you have any questions, please call Patty Lennon, x44705.

cc: Sylvia Mendoza, Financial Manager, Juvenile Probation
Cindy Dreese, Sr. Financial Analyst, Juvenile Probation
Aerin Toussaint, Budget Analyst, Planning and Budget
Dan Wilson, Chief Assistant County Auditor
Dede Bell, Grants Financial Manager, County Auditor
Grant File

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Document Number: 1000002732

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Header | Additional Information

Process	Supplement	Currency	USD	Document Status	Preposted
Grant	500360	Document Date	06/09/2014	Reversal Status	Normal
GM Doc Type	81	Budget Version	0	Budget Status	Released
Header Description	rev recd fy14 ive enhanced			Reason Code	

List View | Hierarchy View

Line	Valid from Date	Valid to Date	Sponsored Program	Sponsored Class	Fund	Σ	Net Amount	Posting Date	Text
Class Typ						▪	4,269.94		
000010	10/01/2013	09/30/2016	101663	511800	2036		4,269.94	10/01/2013	
Class Typ						▪	4,269.94		
000020	10/01/2013	09/30/2016	101663	410010	2036		4,269.94	10/01/2013	

Clear Amounts | Show One | Distribution off | Distribution on | Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Σ	Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Program
								▪	8,539.88					
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000020	1000	2036	101663	410010	2014	10/01/2013	09/30/2014		4,269.94	1	410010	1450270001	1230	101663

June 12, 2014

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Process	Supplement	Currency	USD	Document Status	Preposted
Grant	800360	Document Date	06/09/2014	Reversal Status	Normal
GM Doc Type	B1	Budget Version	0	Budget Status	Released
Header Description	rev reod fy14 ive enhanced			Reason Code	

List View | Hierarchy View

Line	Valid from Date	Valid to Date	Sponsored Program	Sponsored Class	Fund	Σ	Net Amount	Posting Date	Text
Class Typ						▪	2,416.18		
000010	10/01/2013	09/30/2016	101663	511800	2036		2,416.18	10/01/2013	
Class Typ						▪	2,416.18		
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Clear Amounts | Show One | Distribution off | Distribution | Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Σ	Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Program
								▪	4,832.36					
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000020	1000	2036	101663	410010	2014	10/01/2013	09/30/2014		2,416.18	1	410010	1450270001	1230	101663

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Document Number: 1000002734

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Header | Additional Information

Process	Supplement	Currency	USD	Document Status	Preposted
Grant	600360	Document Date	06/09/2014	Reversal Status	Normal
GM Doc Type	B1	Budget Version	0	Budget Status	Released
Header Description	rev recd fy14 ive enhanced			Reason Code	

List View | Hierarchy View

Line	Valid from Date	Valid to Date	Sponsored Program	Sponsored Class	Fund	Σ	Net Amount	Posting Date	Text
Class Typ						•	3,208.17		
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Class Typ						•	3,208.17		
000020	10/01/2013	09/30/2016	101663	410010	2036		3,208.17	10/01/2013	

Clear Amounts | Show One | Distribution off | Distribution | Automatic Distribution off

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Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Σ	Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Program
								•	6,416.34					
000010	1000	2036	101663	511800	2014	10/01/2013	09/30/2014		3,208.17	1	511800	1450270001	1230	101663
000020	1000	2036	101663	410010	2014	10/01/2013	09/30/2014		3,208.17	1	410010	1450270001	1230	101663

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Document Number: 1000002735

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Process	Supplement	Currency	USD	Document Status	Preposted
Grant	800360	Document Date	06/09/2014	Reversal Status	Normal
GM Doc Type	B1	Budget Version	0	Budget Status	Released
Header Description	rev reod fy14 ive enhanced			Reason Code	

List View | Hierarchy View

Line	Valid from Date	Valid to Date	Sponsored Program	Sponsored Class	Fund	Σ	Net Amount	Posting Date	Text
Class Typ						▪	3,726.22		
000010	10/01/2013	09/30/2016	101663	511800	2036		3,726.22	10/01/2013	
Class Typ						▪	3,726.22		
000020	10/01/2013	09/30/2016	101663	410010	2036		3,726.22	10/01/2013	

Clear Amounts | Show One | Distribution off | Distribution | Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Σ	Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Program
								▪	7,452.44					
000010	1000	2036	101663	511800	2014	10/01/2013	09/30/2014		3,726.22	1	511800	1450270001	1230	101663
000020	1000	2036	101663	410010	2014	10/01/2013	09/30/2014		3,726.22	1	410010	1450270001	1230	101663

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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 Toussaint, Budget Analyst

DATE: June 17, 2014

RE: Cell Phone Allowance, HHSVS

The Health and Human Services and Veterans Service Department is requesting to internally fund a monthly cellular allowance for four staff members (Positions 300005965, 30005365, 30006002 and 30005366) who use their personal phone for a significant amount of work-related business.

According to Travis County Code Chapter 39 of the Wireless Communications Policy, PBO is required to place the item on the Commissioners Court agenda.

A total of $443.76 is being transferred internally to fund the cell phone allowances within the department. One of the cellular allowance amounts is being funded from a surplus from a previous employee's cellphone stipend, so no transfer is needed. Documentation for the applicable budget transfers is attached.

PBO concurs with this request.

cc: Sherri Fleming, County Executive, HHSVS
Leroy Nellis, Interim County Executive for Planning and Budget
Nicki Riley, Travis County Auditor
Brad Bearden, Emergency & Wireless Communication Manager
Scott Diamond, County Auditor's Office
Travis Gatlin, Diana Ramirez, PBO
Kathleen Haas, Caula McMarion, HHSVS
Jessica Rio, Travis County Budget Director

16

TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767

Sherri E. Fleming, County Executive
(512) 854-4100

DATE: June 9, 2014

TO: Aerin Pfaffenberger, Budget Analyst, Planning and Budget Office

FROM: Sherri E. Fleming
Sherri E. Fleming, County Executive
Travis County Health and Human Services and Veterans Service

SUBJECT: Health and Human Services and Veterans Service Cellular Phone Allowance Request

Proposed Motion: Consider and take appropriate action to approve the cellular phone allowance request

Summary: The employees listed above are frequently in the field and away from routine telephone communication. The use of cellular phones is pertinent to performing their job functions. The department is requesting authorization of the cell phone allowance for these employees following Chapter 39.032 of the Travis County Wireless Communications Policy. The HHSVS County Executive has approved the request form to establish the monthly cellular allowance for this employee.

Budgetary and Fiscal Impact: The FY'2014 funds are set aside in cost centers 1580140001; 1580240001; and 1580210001 (Grant 800190, I/O #100081).

These monthly amounts are supplemental income as processed through the payroll system, included in the employee's gross income and subject to standard payroll withholding for federal taxation and retirement contributions.

cc: Leroy Nellis, Acting County Executive, Planning and Budget
Brad Bearden, Emergency & Wireless Communications Manager
Nicki Riley, Travis County Auditor
Scott Diamond. Travis County Auditor Payroll
Caula McMarion, HHSVS Accountant
Kathleen Haas, HHSVS Finance Manager

Rev. 6-22-2010

Travis County Monthly Cellular Service Allowance REQUEST FORM

Pursuant to Travis County Code, Chapter 39, Wireless Communications Policy, I am submitting this request for additions (A) or changes (C) of monthly cellular service allowances within my Office/Department.

Sherri E. Fleming — *Official/Department Head Signature and Date*

6/9/14 — *effective date*

NOTE: All requests for new monthly allowances or increases to previously approved monthly allowances must first go through PBO, and then be processed through the Auditor's Office. Along with this request form, a budget transfer sheet must be completed for a transfer of funds into line items 506010 (6.2%), 506050 (13.67%), 506060 (1.95 POPS positions), 506020 (1.45%), and the remaining into 511710. Unless the allowance is for a limited time, the budget transfer used to fund the allowance can only be made on an annualized permanent basis.

A cellular service monthly allowance is requested for (A or C, Employee ID #, position title and slot number):	**$10/mo**	**$20/mo**	**$30/mo**
A, #30005365, Case Worker, #2002167	☐	☐	X
A, #30005366, Case Worker, #2002166	☐	☐	X
A, #30005965, Social Worker, #2001609	☐	☐	X
A, #30006002, Social Service Asst., #2002165	☐	☐	X
	☐	☐	☐
	☐	☐	☐

Comments:

Reviewed by PBO — 6/10/2014

Signature and date

Approved by Commissioner's Court

Date

Processed by Auditor's Office

Signature and date

Return a copy to: Brad Bearden, Emergency & Wireless Communications Manager
Travis County Emergency Services Phone 854-4895 Fax 854-4786 Email
Brad.Bearden@co.travis.tx.us

Header Information for Entry Doc Number 400005900

Doc. Number	400005900	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 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	MCMARIC	Creation Date	Jun 9, 2014	Creation Time	11:45:55
Resp. Person		Year Cohort		Public Law	
Header Text	Cover cell phone allowance for J. Bellisle	Legislation			
TextName					

Lines

Total Document 0 147.92 USD for cell phone allowance in HHS

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1580100001	510210	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	-147.92	To cover cell phone allowance
000002	0001		1580100001	506010	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	7.44	
000003	0001		1580100001	506050	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	16.4	
000004	0001		1580100001	506060	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	2.34	
000005	0001		1580100001	506020	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	1.74	
000006	0001		1580100001	511710	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	120	

June 12, 14

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Header Information for Entry Doc Number 400005932

Doc. Number	400005932	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 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	MCMARIC	Creation Date	Jun 10, 2014	Creation Time	13:41:47
Resp. Person		Year Cohort		Public Law	
Header Text	For cell phone allowance L. Taylor/J. Smith	Legislation			
TextName					

Lines

Total Document 0 295.84 USD for cell phone allowance in HHS

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1580240001	510210	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	-295.84	Tsf cell phone allowance
000002	0001		1580240001	506010	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	14.88	
000003	0001		1580240001	506050	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	32.8	
000004	0001		1580240001	506060	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	4.68	
000005	0001		1580240001	506020	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	3.48	
000006	0001		1580240001	511710	1530	NOT-RELEVANT	NON-FUNDED-PROGRAM	240	

June 12, 14

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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 17, 2014

RE: Request from Tax Office to Internally Fund a Retirement Transition Position

The Tax Office has received notice that an Associate Deputy in the office is retiring effective April 30, 2015. The incumbent has more than 35 years of institutional knowledge of the Property Tax process for Travis County, and this key position is crucial to the work of the Tax Office as the property tax collection entity of Travis County.

Tax Office management desires to have a seamless transition for the Associate Deputy position, and is working with HRMD to prepare a work plan for a ten-month succession period. The succession position will be effective from July 1, 2014 to April 30, 2015, and will be created with an end date. The succession plan will allow the office to move the retiring individual to the succession position, post and hire the permanent position, and allow the retiring Associate Deputy to train the replacement. The Tax Office also has a proposal to fill subsequent vacancies created by planned promotions within the office as a result of the retirement.

Historically, PBO has recommended that departments internally fund succession positions. The Tax Office has identified temporary salary savings in the department due to recent turnover and new positions that have not yet been filled, and PBO confirms that the department has sufficient temporary savings to fund this one-time need in FY 2014 (July 1 – September 30). Should the proposed promotions occur in the office, the Tax Office may need to fill vacancies for entry-level positions following the implementation of their succession plan. An initial PBO estimate shows that for FY 2015 these actions might require an additional $10,609 in salaries and $2,283 in related fringe benefits for a total one-time cost of $12,892 over the current salary budget.

The Tax Office has consistently worked to fund departmental needs internally, and it is likely that the office will be able to internally fund the one-time personnel needs in FY 2015. PBO will work

with the department to carefully monitor the personnel budget in FY 2015. If the Tax Office discovers a midyear need for additional salary resources, PBO will work with the office to find a funding solution if it is determined that the need is directly related to the succession plan. Because of the crucial role of this position in Travis County, PBO would support the use of reserves to cover such a shortfall.

PBO and HRMD have worked with the department to create and cost the succession plan, and both departments recommend approval of this request.

cc: Bruce Elfant, Travis County Tax Assessor-Collector
Leroy Nellis, Acting County Executive, PBO
Travis Gatlin, Diana Ramirez, PBO
Tina Morton, Tax Office
Todd Osburn, HRMD
Jessica Rio, Budget Director

Bruce Elfant

Tax Assessor – Collector
Voter Registrar

MEMORANDUM

June 4, 2014

TO: Aerin Pfaffenberger, PBO

FROM: Tina Morton, Tax Office

RE: Transitional Plan – Position 30000138

Renea Deckard, Associate Deputy and Tax Office veteran of 35 years submitted her resignation effective April 30, 2015. Ms. Deckard is a highly-valued leader in the Tax Office and her departure will create a tremendous challenge in succession planning.

These specific areas must be addressed prior to and after Ms. Deckard's retirement date:

- eTax Property Tax Software Conversion
- Property Tax Refund Process Software Module
- Property Tax Delinquent Workflow Software Module
- Documenting Historical Importance of Annual Operations including Truth In Taxation, Creation of New Tax Rolls, Supplementing Tax Rolls, Current and Delinquent Billing Processes and Delinquent Collections
- Tracking Budget Items
- Data Analysis including Collection of Court Fines and Fees, Property Tax Revenue Distribution and Tracking Collections for 115 Taxing Jurisdictions
- Audits by the Office of Court Administration
- Contracts for Third Party Court Fines and Fees Collectors

To minimize the void created by her departure, the Tax Office requests the creation of a transition position. This position will shadow Ms. Deckard for the coming months and take advantage of all learning opportunities to ensure a smooth transition for this key position in the Tax Office.

1. July 1 hire new Associate Deputy (position 30000138)
2. July 1, 2014 – April 30, 2015 assign Renea Deckard (position 30000137) to transition position
3. June 15 -- promote Tax Specialist III (position 30000140) to Tax Supervisor currently filled by position 3000138.
4. June 15 – June 30 – Post Tax Specialist III position (internal)
5. June 30 – July 15 -- Hire Tax Specialist III currently filled by position 30000140.

Please contact me if you have any questions or concerns.

Renea Deckard
4005 Lone Oak Trail
Round Rock, TX 78681
reneadeckard@aol.com

June 2, 2014

Dear Bruce & Tina,

Please accept this as my notice of resignation from my position as Associate Deputy. My last day of employment will be April 30, 2015. As you both know my plans are to retire; and, enjoy life spending more time with my family. The seven Tax Supervisors and Business Consultant currently under my direction are extraordinary employees; and, will see the Tax Office into the future.

Over the last five years I have contemplated on when to actually set a retirement date. I have been eligible for some time, but under careful evaluation of my finances and consideration of the time of my life; felt that 2015 was appropriate. My anniversary date with the Travis County is April 15th; at that time, I will have served Travis County for 36 years. This will take you past the '2014 Tax Peak' and should help allow for a smooth transition.

I have worked under some remarkable people who have mentored me and gave me chances to further my career. I stumbled upon this career working for Tolly Moore Bell County's Tax Assessor-Collector. When I needed to relocate to Austin, Mr. Moore was gracious enough to give me a letter of recommendation, which convinced Bill Burnett, Travis County's Tax Assessor Collector to hire me immediately. Since that time, I have worked with five additional Tax Assessor-Collectors who gave me the opportunity to learn, and allowed me to advance my career. I never thought I would spend over 36 years in the field of collecting taxes, but feel very privileged.

I leave Travis County with many memories and feeling fortunate to not only have worked with great people, but thankful that I stumbled into this career working for a superb county who has seen fit to take care of their employees.

Thank you both for all of your support,

Renea

Renea

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
29,305.23	Allocated Reserve	6/5/14	Liquidated Purchase Orders-Various Depts
36.08	Allocated Reserve	6/10/14	Liquidated Purchase Orders-Various Depts
6,077,014.92	**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)**

$4,560,611 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
(320,000)	Juvenile Probation	6/10/14	Juvenile Probation Master Plan
733,060	**Current Reserve Balance**		

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
($500,000)	Transportation and Natural Resources - Road Materials
($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
($884,546)	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
16,606,000.00	TNR	5/20/14	Reverse RR for Maha Loop Road: Pearce Lane
$53,808,097	**Current Reserve Balance**		