Travis County Commissioners Court Agenda Request

Meeting Date: July 8, 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

7/8/2014

NEW BUDGET

BA#	IO/WBS	FUND	COST CENTER/ SPNSRD PGM	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
N1	600580	0149	158044	422065	HHS	Afterschool Youth Enrichment Services Fees	$14,880.00		1
	600580	0149	158044	500050	HHS	Salaries - Regular Employees	$14,880.00		

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	120003	511010	County Clerk	Counseling Services		$14,241.00	4
		0001	157004	512050	Records Mngt.	Registration Conferences & Seminars	$5,600.00		
		0001	157004	512090	Records Mngt.	Travel - Lodging Meals & Other	$8,641.00		
A2		0117	198000	580010	Reserves	Fund 0117 CSCD Equipment Acquisition		$1,122.00	8
		0117	112002	510070	ITS	Computer Equipment & Peripherals	$1,122.00		

TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0001	114802	522020	Facilities Mngt.	Capital Outlay Material - Buildings		$17,500.00	11
		0001	114800	510210	Facilities Mngt.	Office Furniture	$17,500.00		
T2		0001	157008	511730	Records Mngt.	Postal/Freight Out Services		$45,000.00	14
		0001	157002	511650	Records Mngt.	Rent - Office Equipment	$45,000.00		

OTHER

O1	Request from Information Technology Services to internally fund a monthly cellular phone allowance for one staff member.	17
O2	Request from Tax Office to create a Retirement Succession Position	19

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: July 8, 2014

RE: Establishing New Budget for Revenue Received by Health and Human Services (HHS) related to After School Enrichment Services through the Texas AgriLife Extension Service through the Travis County 4-H Capital Project

Pursuant to the FY 2013 Budget Rules, PBO is submitting new revenue budget adjustments for Commissioners Court approval. The attached budget adjustment establishes new budget totaling $14,880 in Special Revenue Fund 0149, After School Youth Enrichment Services.

Previous new budget adjustments for this same purpose were approved by Commissioners Court in FY 2014. Court can expect to see several more of these revenue certification "new" budget adjustments for this special fund this fiscal year because the reimbursement revenue received by this Special Revenue Fund for After School programming has exceeded the FY 2014 budget revenue amount.

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

PBO recommends approval of this new revenue budget amendment.

cc: Sherri Fleming, County Executive, HHSVS
Leroy Nellis, Acting County Executive, PBO
Dede Bell, Patty Lennon, Daniel Wilson, Adrienne Yust, County Auditor's Office
John Bradshaw, Kathleen Haas, Jaclyn Kolar, HHSVS
Travis Gatlin, Diana Ramirez, PBO
Jessica Rio, Budget Director, PBO

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 25, 2014

TO: Leroy Nellis, Acting County Executive

FROM: Nicki Riley, County Auditor

SUBJECT: Certification of Revenue – Travis County CAPITAL AmeriCorps Project FY13/14

I hereby certify $14,880.00 to be used by the Travis County Health & Human Services and Veteran's Services, in the Special Revenue Funds associated with the Travis County CAPITAL AmeriCorp Program FY13/14.

These funds should be allocated as follows:

Fund # 0149
Cost Center # 1580440149
Internal Order # 600580
Amount $14,880.00

NOTE: Deposit # 4100025839

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

cc: Dan Wilson, Chief Assistant, County Auditor
Kathleen Haas, County Executive, TCHHS&VS
John Bradshaw, Contract Compliance, TCHHS&VS
Aerin Pfaffenberger, Budget Analyst II, PBO
DeDe Bell, Grants Financial Manager, County Auditor

Header Information for Entry Doc Number 400006107

Doc. Number	400006107	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jul 2, 2014
Value Type	Budget	Version	0	Doc.Type	TRAN
Budget Type	2	Fiscal Year	2014	Year.Cash.Eff	
Process UI	BALA	Process	BALS	Original.Applic.	BWB
				Doc.Family	

Additionnal Data

Creator	LENNONP	Creation Date	Jul 2, 2014	Creation Time	11:43:04
Resp. Person		Year Cohort		Public Law	
Header Text		Legislation			
TextName					

Lines

Total Document $14,880 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	422065	1530	NOT-RELEVANT	600580	14,880	Rev Cert dated 06.25.14 / deposit 4100025839
000002	0149		1580440149	500050	1530	NOT-RELEVANT	600580	14,880	Rev Cert dated 06.25.14 / deposit 4100025839

July 3, 2014

PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court

FROM: Alan Miller, Planning and Budget Analyst

DATE: June 24, 2014

RE: Request to transfer from the County Clerk to Records Management & Communications Resources (RMCR) to fund OnBase Document Management System (DMS) training.

The County Clerk's Office was the first office to implement the OnBase Document Management System. RMCR followed thereafter and was the second department to begin working with the system. To assist RMCR with implementing OnBase, the County Clerk is offering to provide additional funds from the office's General Fund budget allocation to RMCR for three imaging staff to receive OnBase training. The proposed cost of this training is $14,241. Registration costs total $8,400 and travel costs account for the remaining $5,841.

The contract with Hyland requires trained certified OnBase administrators. In order for staff to be able to make needed adjustments. With this training, RMCR will also be able to provide assistance to other departments for their document management needs. This assistance includes the design and creating document workflow solutions within the DMS noted above. RMCR is currently working with County and District Attorneys, who have been replacing paper records with digitized versions since June of 2011. This will require migration from the existing Vista NetDMS system to OnBase. RMCR has also been working with the County Clerk, District and County Attorneys, ITS, the Medical Examiner, and the IJS Steering Committee on this project since February of 2012.

For the FY 2015 Budget, ITS has submitted a budget request to expand the use of the OnBase DMS to the District Clerk's Office, County Attorney's Office, District Attorney's Office and other justice system departments. The estimated cost for this proposal is $1,500,000. The enterprise licenses agreement is currently at the negotiation stage with the Purchasing Office and ITS.

Travis County Budget rules require transfers of funds between departments to be approved by Commissioners Court unless the rules specifically allow such an adjustment to be processed as an automatic budget adjustment. PBO supports the collaboration between the two departments and recommends approval of this request so staff can receive the required training.

cc: Jessica Rio, Travis Gatlin, Katie Gipson, PBO
Susan Bell, Denise Bell, County Clerk's Office
Steve Broberg, Shawn Malone, RMCR

TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES
700 Lavaca Street, Suite 330 PO Box 1748 Austin, TX 78767 Tel: (512) 854-7627 Fax: 854-4560

TO: Alan Miller, Senior Analyst, PBO

FROM: Shawn Malone, Records Services Manager, RMCR

SUBJECT: BA 400005919

Alan, this memo is provided to support a request to transfer $14,241 from the County Clerk's budget into the RMCR department budget for training.

As you know, the County Clerk has procured Hyland OnBase to manage electronic documents. In February of 2011, the IJS Steering Committee voted to make Hyland OnBase the standard document management system County-wide. ITS and RMCR have been working to roll out more instances of OnBase beyond the County Clerk's installation so that other departments (Medical Examiner, for example) can use it.

In the course of expanding the use of OnBase, it has been discovered that additional training for RMCR staff would benefit the County Clerk and other departments. The County Clerk has offered to fund certain classes for RMCR staff, and has entered an appropriate budget adjustment on SAP. Approval of this BA is requested.

If you have any questions, comments or concerns, please let me know. Thanks for your attention to this matter.

Keven - Advanced System Administration class, Jan.13-17	$ 2,800
Airfare	$ 380
Hotel	$ 939
Enterprise rental car	$ 346
Per diem ($46/day)	$ 230

Shawn - System Administration class, Feb.17-21	$ 2,800
Hotel	$ 1,171
Airfare	$ 470
Enterprise rental car	$ 180
Per diem ($46/day)	$ 230

Keven - Workflow Design class, Feb.24-28	$ 2,800
Airfare	$ 380
Hotel	$ 939
Enterprise rental car	$ 346
Per diem ($46/day)	$ 230

TOTAL $ 14,241

Header Information for Entry Doc Number 400005919

Doc. Number	400005919	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 18, 2014
Value Type	Budget	Version	0	Doc.Type	TRAN
Budget Type	1	Fiscal Year	2014	Year.Cash.Eff	
Process UI	TRAN	Process	RECV	Original.Applic.	BWB
				Doc.Family	

Additionnal Data

Creator	BELLD1	Creation Date	Jun 18, 2014	Creation Time	11:27:45
Resp. Person		Year Cohort		Public Law	
Header Text		Legislation			
TextName					

Lines

Total Document 14,241 USD from Co. Clerk to RMCR

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1570040001	512050	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	5,600	RMCR travel
000002	0001		1570040001	512090	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	8,641	
000003	0001		1200030001	511010	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-14,241	

July 3, 2014

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street, Ste. 1560
Austin, Texas 78701

P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Members of Commissioners Court

FROM: Katie Petersen Gipson, Sr. Budget Analyst

DATE: June 27, 2014

RE: Request to spend balance of Community Supervision and Corrections Department (CSCD) Equipment Acquisition Fund

The CSCD Equipment Acquisition Fund (0117) was established in 1995 to account for a fee paid by the State of Texas to the County to offset the computer hardware and software costs incurred by the County on behalf of CSCD. The State stopped paying this fee to the County in 2000. Most of the balance of this fund has been spent since 2000 but there has been a small amount left in fund balance in the last several years that has yet to be expended. The total in this fund for FY 2014 is $1,122, comprised solely of beginning fund balance.

CSCD has identified a purchase, a replacement printer, which will spend out the balance of this fund. After the purchase is complete, the Auditor's Office will close out this fund since there is no ongoing revenue associated with it. PBO concurs with this request. The printer's total cost is $1,260 and the difference of $138 will be paid for with funds in the Centralized Computer Services department.

cc: Jessica Rio, PBO
Diana Ramirez, PBO
Victoria Ramirez, PBO
Kathryn Madden, Auditor's Office
David Jungerman, Auditor's Office
Cameron Van Noy, Auditor's Office
Daniel Wilson, Auditor's Office
Adrienne Yust, Auditor's Office
Catherine Sefcik, Auditor's Office
Robert Klepac, CSCD
Sheryl Holder, ITS

ADULT PROBATION DEPARTMENT

of Travis County

Central Unit	North Unit	Mental Health Unit	South Unit	SMART
411 W. 13th Street, Suite 400	10409 Burnet Rd	4920 IH 35 North	4011 McKinney Falls Pkwy	3404 S FM 973
Austin, TX 78701	Austin, TX 78758	Suite 110	Suite 1300	Del Valle, TX
512-854-4600	512-854-9775	Austin, TX 78751	Austin, TX 78744	78617
512-854-4606 Fax	512-854-4533 Fax	512-854-1800	512-854-CSCD (2723)	512-854-3150
		512-854-4612 Fax	512-854-4612 Fax	512-247-5567 Fax

Mailing Address: PO Box 2245 Austin, Texas 78768-2245
www.co.travis.tx.us/AdultProbation
Voice Response System: 512-495-6563 or 1-800-451-3887

Charles R. Robinson, Director
Rosie Ramón-Durán, Assistant Director

MEMORANDUM

TO: Victoria Ramirez, PBO

FROM: Bob Klepac, Director of Administrative Services

DATE: June 18, 2014

SUBJECT: Fund 0117

Please transfer $1,122 from fund 0117 to ITS for the purchase of a printer in this Fiscal Year.

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Header Information for Entry Doc Number 400005969

Doc. Number	400005969	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 18, 2014
Value Type	Budget	Version	0	Doc.Type	TRAN
Budget Type	3	Fiscal Year	2014	Year.Cash.Eff	
Process UI	TRAN	Process	SEND	Original.Applic.	BWB
				Doc.Family	

Additionnal Data

Creator	HOLDERS	Creation Date	Jun 20, 2014	Creation Time	08:03:15
Resp. Person		Year Cohort		Public Law	
Header Text	Replace FY14 eligible printer in CSCD	Legislation			
TextName					

Lines

Total Document $1,122 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0117		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-1,122	Replace FY14 eligible printer in CSCD
000002	0117		1120020117	510070	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	1,122	Replace FY14 eligible printer in CSCD

July 3, 2014

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PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street, Ste. 1560
Austin, Texas 78701

P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Members of Commissioners Court

FROM: Katie Petersen Gipson, Sr. Budget Analyst

DATE: June 27, 2014

RE: Request to Switch Approved CAR Funding for EOB FF & E purchase

Facilities Management department (FMD) is in the midst of remodeling the lobby of the Executive Office Building (EOB). The entire EOB is being renovated to become the permanent home for administration and case management for Adult Probation and Pretrial Services. With Pretrial Services relocation, there is a need for more security lockers that clients may use to store their personal items when visiting the building.

FMD has identified $17,500 in savings from a CJC improvements project (originally budgeted at $371,450) included in the FY 2014 Adopted Budget to fund these lockers. Replacement of acoustic panels in the courtrooms is no longer needed because the Judges agreed that cleaning the existing soiled panels was more cost effective. Commissioners Court approved funding of an air handling unit at the USB Building on June 24, 2014 that also utilized $120,000 savings from this project.

The FY 2014 Budget Rules require Commissioners Court approval if CAR funds are used for a different purpose than originally intended. PBO recommends approval to change this project to address this security issue at EOB and prevent delay of Pretrial Services relocation into the building.

cc: Leroy Nellis, County Executive for Planning & Budget
Jessica Rio, PBO
Diana Ramirez, PBO
Roger El-Khoury, FMD
John Carr, FMD
Amy Draper, FMD

FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

Project No: EOB-17-13C-3R
File: 102

TO: Jessica Rio, Budget Director, Planning and Budget Office

FROM: Roger A. El Khoury, M.S., P.E., Director

DATE: June 25, 2014

SUBJECT: Funding Issue – EOB Security Lockers

Facilities Management Department (FMD) requests your assistance in obtaining approval to reallocate savings from the completed CJC - Energy Efficiency and Various Improvements project to provide security lockers for the EOB Lobby. Due to the relocation of additional Adult Probation divisions to the EOB in August, there is a pressing need to provide more security lockers for clients to store personal items that are not allowed to be carried into the building. Funding has not been previously provided for this purpose. FMD has savings from the completed CJC – Energy Efficiency and Various Improvements project.

FMD is requesting that $17,500 of the realized savings on this project be reallocated to fund the 60 storage lockers required for the EOB lobby. FMD has loaded budget adjustment #400006053 into the system for this request.

Please direct any questions on this request to John Carr at 44772 or Amy Draper at 49040. Thank you for your assistance with this request.

COPY TO:
Leroy Nellis, Acting County Executive, PBO
Katie Gipson, Senior Budget Analyst, PBO
John Carr, Administrative Director, FMD
Amy Draper, CPA, Financial Manager, FMD
Rick Avery, AIA, Systems Project Manager, FMD

Header Information for Entry Doc Number 400006053

Doc. Number	400006053	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 25, 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	DRAPERA	Creation Date	Jun 25, 2014	Creation Time	16:08:20
Resp. Person	A DRAPER 49040	Year Cohort		Public Law	
Header Text	Xfr CJC-Energy Effic/Improv to EOB-security locker	Legislation			
TextName					

Lines

Total Document $17,500 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1148020001	522020	1210	NOT-RELEVANT	NON-FUNDED-PROGRAM	-17,500	Xfr CJC-Energy Effic/Improv to EOB-security locker
000002	0001		1148000001	510210	1140	NOT-RELEVANT	NON-FUNDED-PROGRAM	17,500	Xfr CJC-Energy Effic/Improv to EOB-security locker

July 3, 2014

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street, Ste. 1560
Austin, Texas 78701

P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Members of Commissioners Court

FROM: Katie Petersen Gipson, Sr. Budget Analyst

DATE: June 27, 2014

RE: Request from central budgeted line item for shortfall in copier rental

Records Management (RMCR) is requesting to move $45,000 from the centrally budgeted postage line item to their copier rental line item in order to fund a shortfall created by excess copies. Leased multifunction copiers come with a copy allowance and if departments exceed that allowance, the County is charged the difference. Currently overages are about $6,500 per month.

In FY 2013, RMCR came to Commissioners Court with an identical request for $80,000 that was approved on July 16, 2013. For the FY 2014 budget, $40,000 was added to the copier line item for this purpose; however the charges continue to grow. To help mitigate the increase in overage charges in FY 2015, RMCR is requesting a report from Xerox that will identify the departments that are the heaviest users of their copiers. Secondly, RMCR is in discussion with Xerox and Purchasing to possibly modify the contract that would not use copier allowances or increase them. RMCR and PBO do not want to discourage the use of these copiers since they can print less expensively than network printers. However, RMCR and PBO do wish to encourage more prudent printing practices among the departments.

PBO has assumed that these funds would be spent when determining ending fund balances so this adjustment will not impact the FY 2015 budget. PBO recommends approval of this request.

cc: Jessica Rio, PBO
Diana Ramirez, PBO
Steven Broberg, RMCR
Tom Ashburn, RMCR

TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES
700 Lavaca St., Suite 330 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9575 Fax: 854-4560

MEMORANDUM

TO: Katie Gipson, PBO Analyst

FROM: Steven Broberg, RMCR Director

DATE: June 26, 2014

SUBJECT: **Transfer from Centralized Line Item**

This memo is to request approval of budget transfer 400006043 between centrally budgeted line items. Budget rules require the approval of Commissioners Court for such transfers. RMCR projects a shortfall in 1570020001/511650, the equipment rental line item, which includes copy machines, mailing equipment, and print shop equipment. Copier leases include a monthly allowance of copies and the County is charged for copies in excess of that allowance. RMCR pays the monthly overage charges since the County doesn't have a mechanism to charge departments. Further complicating this is that many copiers are shared. Overage charges currently average $6,500 per month. The result is RMCR needs $45,000 to cover expenses through the FY2014 year end. RMCR has identified savings in the postage line item to internally fund the transfer.

RMCR is compiling a report of overage charges by department and will work with Purchasing and Xerox to possibly change the allowances or move to an aggregate system. RMCR has met with PBO to address these issues for FY2015.

Header Information for Entry Doc Number 400006043

Doc. Number	400006043	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 26, 2014
Value Type	Budget	Version	0	Doc.Type	TRAN
Budget Type	2	Fiscal Year	2014	Year.Cash.Eff	
Process UI	TRAN	Process	SEND	Original.Applic.	BWB
				Doc.Family	

Additionnal Data

Creator	ASHBURT	Creation Date	Jun 26, 2014	Creation Time	11:30:55
Resp. Person		Year Cohort		Public Law	
Header Text		Legislation			
TextName					

Lines

Total Document $45,000 USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1570080001	511730	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-45,000	To Fund Copiers though FYE 2014
000002	0001		1570020001	511650	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	45,000	

July 3, 2014

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PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

June 26, 2014

To: Commissioners Court

From: Katie Petersen Gipson, Sr. Planning & Budget Analyst

Re: Cell phone allowance

Information Technology Services (ITS) is requesting to internally fund a monthly cellular allowance for one ITS staff member (position 30000429) 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. Please note that the wireless policy will be reviewed by Commissioners Court in the near future. It is possible that future cell phone allowance requests will not require Commissioner Court-level approval.

PBO concurs with this request. No actual budget transfer is needed at this time because there is sufficient funding in the appropriate line items.

CC: Tanya Acevedo, Chief Information Officer
Randy Lott, ITS
Jessica Rio, PBO

17

Rev. 6-22-2010

RECEIVED
14 JUN 23 AM 10:17
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

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.

Marilyn Acevedo
Official/Department Head Signature and Date

6/17/2014
effective date

NOTE: All requests for new monthly allowances or increases to previously approved monthly allowances must first go through PBO, 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 2002 (6.2%), 2005 (9.64%), 2006 (1.95 POPS positions), 2007 (1.45%), and the remaining into 4107. 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**
C, 623833, Network Engineer I	☐	☐	☑
Jesse Gutierrez	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

Comments:

Reviewed by PBO — 6/26/14
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

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: July 8, 2014

RE: Request from Tax Office to Create a Retirement Succession Position

The Tax Office has received notice that the Voter Registration Division Director is retiring effective May 31, 2015. Tax Office management desires to have a seamless transition for the Division Director position. The proposed succession position will be effective from the hire date, and will be created with an end date of May 31, 2015. This 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 Voter Registration Division Director to train the replacement. The incumbent has more than 23 years of institutional knowledge of the Voter Registration process for Travis County, and this key position is crucial to the work of the Tax Office as the Voter Registrar of Travis County.

Historically, PBO has recommended that departments internally fund succession positions when sufficient internal savings exist. The Tax Office funded another succession position in FY 2014, using one-time salary savings in the department. The Tax Office Succession Plan proposes hiring the new Division Director with a start date of September 1, 2014. Current PBO projections show that the Tax Office could likely fund one month of the succession position, at a cost of $10,627 ($8,069 in salary and $2,558 in related benefits) in FY 2014 using temporary salary savings. The office will likely meet its budgeted salary savings, but if this is not the case, PBO will work with the Auditor's Office at year end to make the appropriate transfers. This recommendation 1) allows the department to recruit a new Voter Registration Division Director this summer and 2) protects the Allocated Reserves, given that we are unsure of the salary and benefits that will be negotiated with any potential candidate.

PBO has not yet estimated the cost of the Voter Registration succession position, because the length of time needed for the succession period and proposed salary of the position depends on the recruiting process. The total salary needed from October 1 to May 31 would not exceed that of

the incumbent, which is $86,949 ($64,547 in salary and $22,402 in related fringe benefits). PBO recommends that once a viable candidate has been identified after a nationwide search, the additional necessary one-time funding be added to the Tax Office's FY 2015 budget through the FY 2015 changes list, with Commissioners Court approval in September. PBO recommends approval of the creation of the succession position now and the posting of the Voter Registration Division Director position to allow the Tax Office to begin the recruiting process.

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 30, 2014

TO: Aerin Pfaffenberger, PBO

FROM: Tina Morton, Tax Office

RE: Transitional Plan – Position 11356

Dolores Lopez, Voter Registration Division Director and Tax Office veteran of 23 years submitted her resignation effective May 31, 2015. Ms. Lopez 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. Lopez's retirement date:

- Shop upgrade to ESRI ArcGIS 10 for Desktop (software)
- Establishment of ESRI ArcGIS 10 for Server (software)
- Retool process for jurisdiction boundary reviews and sign-offs
- Develop various web maps for internal and external use
- Train and recertify Travis County's 3,400 Volunteer Deputy Registrars
- Establish the VR Community Partnership Foundation Program
- Monitor Chapter 19 expenditures
- Create workflow, promotion, training and maintenance for SB910 EZVote module
- Redesign automation module and enhancements for Texas.gov module
- Design enhancements and promotion for Department of Public Safety module
- Conduct data analysis for 2014 Purge, November Gubernatorial, December Run-off and May, 2015 Elections
- Collaborate with ITS on data request portal

To minimize the void created by her departure, the Tax Office requests the creation of a transition position. This position will shadow Ms. Lopez for the coming months and take

advantage of all learning opportunities to ensure a smooth transition for this key position in the Tax Office. The transition process will follow these steps:

1. July 1 – July 31, 2014: posting period
2. August 1 – August 31, 2014: conduct interviews
3. September 1, 2014 – May 31, 2015: succession period

Please contact me if you have any questions or concerns.

BRUCE ELFANT

TAX ASSESSOR - COLLECTOR
VOTER REGISTRAR

June 23, 2014

To: Bruce Elfant and Tina Morton

From: Dolores D. Lopez

Re: Notice to Retire

Dear Bruce and Tina,

Please accept my notice to retire from the Travis County Tax office effective on May 31, 2015. I am providing advanced notice to allow a smooth transition for my successor and to teach intricate election law and procedures for the following upcoming elections: November 2014 Gubernatorial, December 2014 runoff and the May 2015 spring election.

I have had the pleasure of working with three Tax Assessor-Collectors and Voter Registrars during my exemplary career. Together we achieved first-ever systems through embracing technological standards by fully automating the registration process including DPS and TEAM data, removing antiquated filing systems, scanning and imaging over seven million records, implementation of an audit system, integrating a GIS system and team model, and a robust volunteer deputy and outreach program. Within the next year, all members of the voter registration division will have achieved the Certified Election Registration Administrator designation – the only metropolitan county with all staff achieving this status. I hope you agree that I leave the Tax office a much better place than when I began employment in 1991.

My staff has worked tirelessly for 23 years to provide Travis county citizens the best voting experience of any county in Texas and we continue to serve as a model for other Texas counties. I am extremely proud of our accomplishments!

I leave the Tax office with a heavy heart and wish you both the absolute best.

5501 AIRPORT BLVD., AUSTIN, TEXAS 78751 512 854-9473 BRUCE.ELFANT@CO.TRAVIS.TX.US

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
12,562.71	Allocated Reserve	6/13/14	Liquidated Purchase Orders-Various Depts
(52,960.00)	Medical Examiner	6/24/14	Cadaver Contract
(180,109.00)	Emergency Services	6/24/14	Pilot Fire Detection Program in western Travis County
51,526.79	Allocated Reserve	6/24/14	Liquidated Purchase Orders-Various Depts
13,501.00	Allocated Reserve	6/30/14	Liquidated Purchase Orders-Various Depts
5,921,536.42	**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)**

$4,405,132 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	Early Childhood Services
$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**		