Travis County Commissioners Court Agenda Request

Meeting Date: July15, 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

7/15/2014

NEW BUDGET

BA#	IO/WBS	FUND	COST CENTER/ SPNSRD PGM	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
N1		0001	159008	422131	EMS	Contractual Services - Software	$18,230.00		1
		0001	159008	510310	EMS	Software	$18,230.00		
N2	101182	2060	145027	511800	Juvenile Prob.	External Placement Prisoners/Juveniles	$75,600.00		5
	101182	2060	145027	410010	Juvenile Prob.	Grant Revenue RRB	$75,600.00		
N3	600790	4049	149027	422080	TNR	Contracted Construction Services	$8,731.99		8
	600790	4049	149027	522030	TNR	Capital Outlay Mtrl - Improvements Other	$8,731.99		
	600820	4049	149027	422080	TNR	Contracted Construction Services	$34,762.00		
	600820	4049	149027	522030	TNR	Contracted Construction Services	$34,762.00		
N4	101696	2025	123001	500050	District Atty.	Salaries - Regular Employee	$143,189.00		11
	101696	2025	123001	503010	District Atty.	Longevity Pay - All Employees	$2,480.00		
	101696	2025	123001	506010	District Atty.	FICA - OASDI	$9,031.00		
	101696	2025	123001	506020	District Atty.	Medicare	$2,112.00		
	101696	2025	123001	506030	District Atty.	Medical Insurance Benefit	$13,904.00		
	101696	2025	123001	506040	District Atty.	Life Insurance	$169.00		
	101696	2025	123001	506050	District Atty.	Retirement Contribution	$18,937.00		
	101696	2025	123001	506060	District Atty.	Worker's Compensation	$284.00		
	101696	2025	123001	410010	District Atty.	Grant Revenue RRB	$190,106.00		

TRANSFERS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
T1		0003	114008	500050	FMD - Expo Ctr	Salaries - Regular Employee		$50,000.00	15
		0003	114008	511530	FMD - Expo Ctr	Building Repairs & Maintenance	$17,550.00		
		0003	114008	511460	FMD - Expo Ctr	Electrical Services	$32,450.00		
T2		0001	114802	522020	Facilities Mngt.	Capital Outlay Mtrl - Buildings		$105,074.00	18
		0001	114800	522020	Facilities Mngt.	Capital Outlay Mtrl - Buildings	$105,074.00		

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Members of Commissioners Court

FROM: Alan Miller, Budget Analyst

DATE: July 7, 2014

RE: Establishing New Budget for Revenue received through Interlocal agreement between Travis County and the Southwest Texas Regional Advisory Council (STRAC)

On August 27, 2013, Commissioners Court approved Item 40 to enter into an interlocal with the Southwest Texas Regional Advisory Council. This interlocal establishes the relationship for a repository for data collection for public safety agencies in Travis County, including the medical first responder, firefighters, hazmat responders, the Fire Marshal's Office, EMS, AFD, Star Flight, and the Office of the Medical Director. The system was designed to provide a unified data system to record and store incident and patient data.

The Emergency Service Districts (ESD) utilize this software. In order to fund their contribution to the system, each Emergency Service District passes their payment through Travis County to be paid to STRAC. The attached budget adjustment of $18,230 will budget the funds received by Travis County from the ESDs to pay STRAC.

Pursuant to the FY 2014 Budget Rules, PBO is submitting this new revenue budget adjustment for Commissioners Court approval so the funds can be budgeted for their intended purpose.

PBO recommends approval of this request.

cc: Leroy Nellis, Jessica Rio, Travis Gatlin, PBO
Danny Hobby, County Executive, Emergency Management
Casey Ping, Program Director, StarFlight
Christine Lego, Emergency Services

EMERGENCY SERVICES

DANNY HOBBY, COUNTY EXECUTIVE MANAGER
P. O. BOX 1748
AUSTIN, TEXAS 78767
(512) 854-4416, FAX (512) 854-4786

Emergency Management
Pete Baldwin, Emergency Mgmt. Coordinator

Fire Marshal
Hershel Lee

Chief Medical Examiner
Dr .David Dolinak

STAR Flight
Program Manager
Casey Ping

MEMORANDUM

To: Travis County Commissioners Court

From: Danny Hobby, County Executive Emergency Services

Date: July 3, 2014

Subject: Establishing New Budget for Revenue Received for the STRAC FireRMS Project

Pursuant to the FY2014 Budget rules, Emergency Services is requesting Commissioner's Court approval for a new budget totaling $18,230.00. This revenue was collected to pay Southwest Texas Regional Advisory Council ("STRAC") for additional software options requested by the Emergency Service Districts per contract #4400001589. Attached you will find the revenue certification, contract, invoice and copy of budget adjustment 400006075 currently in workflow.

Cc Toby Fariss, Emergency Services
Christine Lego, Emergency Services
Alan Miller, 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

To: Jessica Rio
Budget Director, Planning and Budget

From: Nicki Riley
County Auditor

Subject: Certification of Revenue – STRAC Revenue

Date: June 25, 2014

I hereby certify an additional $18,230.00 from the Emergency Service Districts for optional software not included in the FireRMS project, but part of deployment.

The funds should be allocated as follows:

Fund	Fund Center	Account	Account Description	Amount
0001	1590080001	422131	Contractual Services- Software	$18,230.00

If you have any questions, please call.

NR/ay

cc: Patti Smith, First Assistant County Auditor
Melinda Grahmann, Chief Assistant County Auditor
Kathryn Madden, Financial Reporting Manager
Holly Huff, Financial Analyst – Revenues
Alan Miller, Budget Analyst Sr., PBO
Danny Hobby, Executive Manager, Emergency Services
Christine Lego, Financial Analyst Lead, Emergency Services

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DV

Header Information for Entry Doc Number 400006075

Doc. Number	400006075	Doc. Status	Preposted	FM Area	1000		
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jul 1, 2014		
Value Type	Budget	Version	0	Doc.Type	TRAN		
Budget Type	6	Fiscal Year	2014	Year.Cash.Eff			
Process UI	BALA	Process	BALS	Original.Applic.	BWB	Doc.Family	

Additionnal Data

	Creator	LEGOC	Creation Date	Jul 1, 2014	Creation Time 15:05:19
	Resp. Person	LEGOC X44855	Year Cohort		Public Law

Header Text Revenue/pmt for STRAC Software Options

Legislation

TextName

Lines

Total Document : 18230 USD new revenue & budget

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0001		1590080001	422131	1510	NOT-RELEVANT	NON-FUNDED-PROGRAM	18,230	STRAC Options for ESD's
000002	0001		1590080001	510310	1510	NOT-RELEVANT	NON-FUNDED-PROGRAM	18,230	

Dei July 9, 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: July 15, 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 $75,600 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, Patty Lennon, Daniel Wilson, County Auditor's Office
Travis Gatlin, Diana Ramirez, PBO
Cindy Dreese, 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: July 1, 2014

TO: Leroy Nellis, Interim County Executive

FROM: Nicki Riley, County Auditor

SUBJECT: Certification of Revenue – TJJD Amendment No. EIGHT

I hereby certify $75,600.00 to be used by the Travis County Juvenile Probation Department for the Amendment Number EIGHT, awarded by the Texas Juvenile Justice Department, in the FY'14 Budget.

These funds should be allocated as follows:

Fund # 2060
Internal Order # 101182
Amount $75,600.00

Grant # 800320
Sponsor # 500060

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 854-4705.

cc: Sylvia Mendoza, Financial Manager, Travis County Juvenile Probation
Cindy Dreese, Sr. Financial Analyst, Travis County Juvenile Probation
Aerin Pfaffenberger, Budget Analyst II, PBO
DeDe Bell, Grants Financial Manager, County Auditor
Dan Wilson, Chief Assistant, County Auditor

GM Budget - Approval Process Document used by PFAFFEA

Menu | Back | Exit | Cancel | System | Approve Document | Reject Document | Decide Later | Budget Overview

Document Number 1000002786 | Check OK

Header | Additional Information

Process	Supplement	Currency	USD	Document Status	Preposted
Grant	800320	Document Date	07/07/2014	Reversal Status	Normal
GM Doc Type	61	Budget Version	0	Budget Status	Released
Header Description	amendment 8 - fy14 grant A			Reason Code	

Detail Data

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

Line	FM Area	Fund	Sponso...	Sponso...	Gra...	Valid from Date	Valid to Date	Σ Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Program
								151,200.00					
000010	1000	2060	101182	511800	2014	10/01/2013	09/30/2014	75,600.00	1	511800	1450270001	1230	101182
000020	1000	2060	101182	410010	2014	10/01/2013	09/30/2014	75,600.00	1	410010	1450270001	1230	101182

July 8, 2014

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Members of Commissioners Court

FROM: Leah R. Henderson, Budget Analyst

DATE: July 3, 2014

RE: Establishing New Budgets for Revenue Received in Lieu of Parkland Dedication by Transportation and Natural Resources (TNR)

The County Auditor's Office has certified an additional unanticipated new revenue source in lieu of parkland dedication. This source is:

Developer (Owner)	Park	Amount
WS-COS Development, LLC c/o RESIG, LLC and Pulte Group	Milton Reimers Ranch	$8,731.99
WS-COS Development, LLC c/o RESIG, LLC and Pulte Group	Northeast Metro Park	$34,762.00
Total:		**$43,493.99**

TNR has submitted budget adjustments to budget the received 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 item totaling $43,493.99 in new revenue to be used for park purposes. These funds can be used for the acquisition or improvement of parks that will benefit the subdivision connected to the received funds. Funds may also be used at other parks provided the received funds benefit all County residents and have typically supplemented funding for large capital park projects. TNR recommendations for the use of the funds will be brought back as individual projects are identified.

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 – 1) WS-COS Development, LLC c/o RESIG, LLC-Section One Village L Final Plant-Milton Reimers Ranch-I/O 600790

2) Pulte Group-Raceway Single Family Subdivision Sec5 Final Plat-Northeast Metro-I/O 600820

Date: June 25, 2014

I hereby certify an additional $43,493.99 for the Transportation and Natural Resources Department from WS-COS Development, LLC c/o RESIG, LLC and Pulte Group in lieu of parkland dedication. Funds are planned for improvements at Milton Reimers Ranch (I/O 600790), and Northeast Metro Park (I/O 600820).

The funds should be allocated as follows:

Fund	Funds Center	Account	Account Description	Internal Order	Amount	Park	Subdivision
4049	1490274049	422080	Contracted Services	600790	$8,731.99	Milton Reimers	Section One Village L Final Plat
4049	1490274049	422080	Contracted Services	600820	$34,762.00	Northeast Metro	Raceway Single Family Subdivision Sec5 Final Plat
					Total		**$43,493.99**

If you have any questions, please call.

NR/ay

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DL

Process	Cleared Entry	Payment Budget	
		Total Source	43,493.99
		Total Target	43,493.99
Document type	TRAN (Budget Adjustm		
Version	0		
Document Date	06/27/2014		

Source

Fiscal Year	2014	Period	All
Grant	NOT-RELEVANT	NOT-RELEVANT	

Target

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	-	422080	Cntrced Cnstn Sv	1490274049	4049	1630	600790	3	8,731.99	1	Rev Cert Parkland Fe
000002	+	522030	CpOtMt-Imp Oth	1490274049	4049	1630	600790	3	8,731.99	1	Rev Cert Parkland Fe
000003	-	422080	Cntrced Cnstn Sv	1490274049	4049	1630	600820	3	34,762.00	1	Rev Cert Parkland Fe
000004	+	522030	CpOtMt-Imp Oth	1490274049	4049	1630	600820	3	34,762.00	1	Rev Cert Parkland Fe

July 8, 2014

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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: July 9, 2014

RE: Establishing New Grant Budget for Revenue Received by the District Attorney's Office from the Texas Commission on Environmental Quality

Pursuant to the FY 2014 Budget Rules, PBO submits new revenue budget adjustments for Commissioners Court approval. The attached budget adjustment establishes new budget totaling $190,106 for the Environmental Crime Prosecutor Grant in the District Attorney's Office.

The District Attorney's Office receives grant funds from the Texas Commission on Environmental Quality to support the prosecution of felony environmental crimes. This revenue represents year three of a three-year grant. This multiyear grant contract was approved by the Commissioners Court on July 31, 2012; the contract is not required to be presented to Commissioners Court for approval each year. However, to comply with the FY 2014 Budget Rules, the budget for this grant must be approved by the Commissioners Court on an annual basis.

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

PBO recommends approval of this new revenue budget amendment.

cc: Rosemary Lehmberg, District Attorney
Leroy Nellis, Acting County Executive, Planning and Budget
Nicki Riley, County Auditor
Beverly Evans, Michele Pearson, Stephen Marquez, District Attorney's Office
Jessica Rio, Travis Gatlin, Diana Ramirez, Planning and Budget
Rhett Perry, County Auditor's Office

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

June 30, 2014

TO: Leroy Nellis, Interim County Executive, Planning and Budget

FROM: Nicki Riley, County Auditor

SUBJECT: Certification of Revenue – Travis County Environmental Crime Prosecutors

I hereby certify $190,106.00 to be used by the Travis County District Attorney's Office for the Travis County Environmental Crime Prosecutors Grant in Fiscal Year 2014 Budget.

These funds were awarded by the State of Texas – Texas Commission on Environmental Quality and should be allocated as follows:

Fund #	Sponsor #	Grant #	Order	GL Acct	Rev. Type		Amount
2025	500025	800370	101696	410010	State	$	190,106.00
					Total Revenues	$	190,106.00

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 Rhett Perry at 854-8821.

NR/rp

cc: Dan Wilson, Chief Assistant County Auditor
Katie Petersen Gipson, Budget Analyst, PBO
Beverly Evans, Director of Administration, DA's Office
Stephen Marquez, Sr. Financial Analyst, DA's Office
DeDe Bell, Financial Manager, County Auditor
Rhett Perry, Grants Financial Analyst, County Auditor

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Rosemary Lehmberg ★ Travis County District Attorney
P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9695

DATE: June 26, 2014

TO: Nicki Riley
Travis County Auditor

FROM: Stephen Marquez
Senior Financial Analyst

SUBJECT: Certification of Revenue – Texas Commission on Environmental Quality – 09/01/14 – 8/31/15

Please certify $190,106 as grant revenue. The funding source is an Interlocal agreement between the Texas Commission on Environmental Quality and the Travis County District Attorney's Office.

Once we have received your confirmation of certification, the District Attorney's Office will submit budget adjustment forms to the Planning and Budget Office to set up the appropriate line items associated with this agreement.

If you should have any questions, please feel free to call me at x49900.

Approved by: Beverly Evans
Beverly Evans
Director of Administration

cc: Rhett Perry, Auditor's Office
Victoria Ramirez, PBO

udget - Display Preposted Document used by RAMIREV

Hold | Prepost | Undo | Reverse | Error Log | Budget Overview

nt Number 1000002773 — Check OK

Additional Information

	Enter	Currency	USD	Document Status	Preposted
	800370	Document Date	07/07/2014	Reversal Status	Normal
	B1	Budget Version	0	Budget Status	Released
ption	FY15 TCEQ Budget			Reason Code	

Hierarchy View

d from Dat...	Valid to Date	Sponsored Progra...	Sponsored Cla...	Fund	Σ Net Amount	Posting Date	Text
Expenses					190,106.00		
01/2014	10/31/2015	101696	500050	2025	143,189.00	09/01/2014	
01/2014	10/31/2015	101696	503010	2025	2,480.00	09/01/2014	
01/2014	10/31/2015	101696	506010	2025	9,031.00	09/01/2014	
01/2014	10/31/2015	101696	506020	2025	2,112.00	09/01/2014	
01/2014	10/31/2015	101696	506030	2025	13,904.00	09/01/2014	
01/2014	10/31/2015	101696	506040	2025	169.00	09/01/2014	
01/2014	10/31/2015	101696	506050	2025	18,937.00	09/01/2014	
01/2014	10/31/2015	101696	506060	2025	284.00	09/01/2014	
Revenues					190,106.00		
01/2014	10/31/2015	101696	410010	2025	190,106.00	09/01/2014	

000010 | 2025 | 101696 | 500050 | 09/01/2014 | 10/31/2015 | 143,189.00

Clear Amounts | Show All | Distribution off | Distribution | Automatic Distribution off

r...	Fund	Sponsored Progra...	Sponsored Cla...	Grantee FY	Valid from Dat...	Valid to Date	Σ Amount	Distribution Key	Commitment Ite...	Funds Center	Functional Ar...	Fu
							143,189.00					
E	2025	101696	500050	2015	10/01/2014	09/30/2015	143,189.00	1	500050	1230010001	1210	10

JULY 9, 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: July 7, 2014

RE: Use of salary savings within the Expo Center Fund for operating expenses

Facilities Management is requesting to use salary savings generated by vacant positions to pay for increased utility bills and reimburse their operating budget for funds used for a refund of a canceled event. The higher utility costs are due to rate increases and additional usage due to a colder winter than expected. PBO was aware that additional funds would be needed this fiscal year and concurs with this transfer.

This transfer will not adversely affect the FY 2014 ending fund balance of the Expo Center fund (0003) since these expenses were accounted for in end of year expenditure projections. PBO recommends approval of the transfer.

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

RECEIVED
14 JUL -1 PM 3:06
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

MEMORANDUM

Project No: Expo General
File: 102

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

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

DATE: June 30, 2014

SUBJECT: Funding Issue – Exposition Center – Operating Shortfall

Facilities Management Department (FMD) requests your assistance in obtaining approval to transfer $50,000 of salary savings from the Exposition Center personnel account to cover projected shortfalls in the Exposition Center operating accounts. The funds are needed as follows: $17,550 to replace the Hyundai event refund and $32,450 to cover the shortfall in the utility lines. These costs have been covered, but the maintenance lines are now very low and are not expected to be adequate to cover expenses for the remainder of the fiscal year. The Exposition Center does have salary savings that are available to be transferred to the operating accounts if approved. FMD has loaded budget adjustment # 400006092 into the system for this request.

Please direct any questions on this request to 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

400006093

Doc. Number	400006093	Doc. Status	Preposted	FM Area	1000		
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jun 30, 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	DRAPERA	Creation Date	Jun 30, 2014	Creation Time	10:07:56
Resp. Person	A DRAPER 49040	Year Cohort		Public Law	

Header Text Xfr salary savings to Expo operating/utilities

Legislation

TextName

Lines

Total Document $50,000 USD

Expo ctr transfers

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	0003		1140080003	500050	1610	NOT-RELEVANT	NON-FUNDED-PROGRAM	-50,000	Xfr salary savings to cover Expo operating/utility
000002	0003		1140080003	511530	1610	NOT-RELEVANT	NON-FUNDED-PROGRAM	17,550	Xfr salary savings to cover Expo operating/utility
000003	0003		1140080003	511460	1610	NOT-RELEVANT	NON-FUNDED-PROGRAM	32,450	Xfr salary savings to cover Expo operating/utility

July 9, 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: July 7, 2014

RE: Request to Switch Approved CAR Funding for expansion of District Clerk Passport & I-Jury office at 5501 Airport Blvd.

Facilities Management (FMD) requests to use savings from a project to expand the District Clerk's Passport and I-Jury office located on the second floor of 5501 Airport Blvd. The District Clerk's office is experiencing a high amount of customer traffic related to passport services. Customers are crowding near the elevator and in the hallways outside the office. Please see departmental memo for additional details. There is also a concurrent agenda item posted this week for approval to allocate this space to the District Clerk.

FMD has identified $105,074 in savings from a replacement of acoustic panels in the CJC courtrooms (originally budgeted at $371,450) included in the FY 2014 Adopted Budget to fund this renovation. On June 24, 2014 Commissioners Court approved funding of an air handling unit at the USB Building that utilized $120,000 savings from this project. On July 8, 2014 Commissioners Court approved the use of $17,500 of these savings to purchase security lockers for the lobby of the Executive Office Building. This is the last project that will utilize these project savings. Any remaining funds for the CJC improvement projects will fall to ending fund balance.

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 the customer support issues at the District Clerk's passport office.

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

FMD Project: ABB-46-1R-1R
FILE: 200

TO: Jessica Rio, Budget Director, PBO

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

DATE: July 3, 2014

SUBJECT: Funding Issue - 5501 Airport Boulevard Building
District Clerk I-Jury and Passport Office Relocation

Facilities Management Department (FMD) requests your assistance in obtaining approval to reallocate $105,074 of savings from the completed CJC Energy Efficiency and Various Improvements project in order to fund an urgent new project. This new project is to relocate the District Clerk I-Jury and Passport Office to a new, larger space on the 2nd floor of the 5501 Airport Boulevard. Building. The cost of the renovation, FF&E, ITS, security and moves is $93,521. FMD is requesting to transfer $105,074 which includes $11,553 for contingencies.

Recently, the U.S. Postal Service has eliminated the passport service from post offices. As a result the passport service being offered by the District Clerk at the 5501 Airport Boulevard and the HMSTC Courthouse locations are being overwhelmed by customers seeking to renew or obtain new passports. The wait times have increased to over an hour and the additional customers, particularly at the Airport Boulevard location, are crowding the elevator lobby, employee break room and hallways outside the Wellness Clinic and Emergency Management Services offices.

FMD has designed a larger space that can be constructed in a vacant area at the back of the 2nd floor. This design has been endorsed by the District Clerk. The relocation is intended to combine the courthouse and the Airport Boulevard offices into a single point of service. It will benefit the County users on the floor by moving the customers into an enclosed waiting room and will return the break room to employee use. The new waiting area will also improve the customer service experience.

FMD has loaded budget adjustment # 400006120 into the system for this request. Approval for the space reassignment will be sought from the Commissioners Court at the July 15, 2014 voting session. Please direct 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
Kim Nguyen, AIA, LEED AP BD+C, Sr. Architectural Associate, FMD

Header Information for Entry Doc Number 400006120

Doc. Number	400006120	Doc. Status	Preposted	FM Area	1000		
Budget. Cate.	Payment	Doc.Year	2014	Doc.Date	Jul 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	DRAPERA	Creation Date	Jul 7, 2014	Creation Time	08:09:49
		Resp. Person	A DRAPER 49040	Year Cohort		Public Law	

Header Text Xfr CJC Improv savings to Passport Office @ ABB

Legislation

TextName

Lines

Total Document 0 105074 USD CAR funding for passport office

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	-105,074	Xfr CJC Improv savings to Passport Office @ ABB
000002	0001		1148000001	522020	1140	NOT-RELEVANT	NON-FUNDED-PROGRAM	105,074	Xfr CJC Improv savings to Passport Office @ ABB

July 9, 2014

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Allocated Reserve Status (580010)

Amount	Dept Transferred Into	Date	Explanation
10,718,725.00			Beginning Balance
13,799.02	Allocated Reserve	10/8/13	Liquidated Purchase Orders-Various Depts
7,350.74	Allocated Reserve	10/15/13	Liquidated Purchase Orders-Various Depts
(23,425.00)	Constable Pct. 1	10/22/13	Constable Staffing @ 5501 Airport
5,352.82	Allocated Reserve	10/22/13	Liquidated Purchase Orders-Various Depts
2,506.95	Allocated Reserve	10/29/13	Liquidated Purchase Orders-Various Depts
(8,018.00)	FMD	11/5/13	Security Fencing Project
(19,327.00)	Sheriff's Office	11/5/13	TCSO Deputy for County Court-at-Law #8
3,478.13	Allocated Reserve	11/5/13	Liquidated Purchase Orders-Various Depts
(25,000.00)	HRMD	11/12/13	NeoGov Maintenance Agreement
150.00	Allocated Reserve	11/12/13	Liquidated Purchase Orders-Various Depts
(28,482.00)	Probate Court	11/19/13	Probate Judge's Additional Pay
23,517.75	Allocated Reserve	11/19/13	Liquidated Purchase Orders-Various Depts
(59,065.00)	Constable Pct. 1	11/26/13	Constable Staffing @ 5501 Airport
(25,000.00)	FMD	11/26/13	Constable Staffing @ 5501 Airport
(339,552.38)	Purchasing	11/26/13	Disparity Study
18,954.85	Allocated Reserve	11/27/13	Liquidated Purchase Orders-Various Depts
32,868.06	Allocated Reserve	12/20/13	Liquidated Purchase Orders-Various Depts
(4,141.00)	County Judge	12/30/13	ACC Internship Program
(4,141.00)	Civil Courts	12/30/13	ACC Internship Program
(4,141.00)	Cons. Pct. 1	12/30/13	ACC Internship Program
(4,141.00)	Records Mngt.	12/30/13	ACC Internship Program
2,128.88	Allocated Reserve	1/7/14	Liquidated Purchase Orders-Various Depts
(50,000.00)	General Adminstration	1/14/14	Organizational Review
33,203.06	Allocated Reserve	1/22/14	Liquidated Purchase Orders-Various Depts
(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
(180,019.00)	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
13,776.41	Allocated Reserve	7/2/14	Liquidated Purchase Orders-Various Depts
5,935,402.83	**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)**

$4,418,999 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**		