



Travis County Commissioners Court Agenda Request

Meeting Date: August 12, 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

8/12/2014

NEW BUDGET

BA#	IO/WBS	FUND	COST CENTER/ SPNSRD PGM	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
N1	101520	2036	145027	511800	Juv. Probation	External Placement Prisoners/Juveniles	\$9,362.46		1
	101520	2036	145027	410010	Juv. Probation	Grant Revenue RRB	\$9,362.46		
N2	101520	2036	145027	511800	Juv. Probation	External Placement Prisoners/Juveniles	\$9,060.45		1
	101520	2036	145027	410010	Juv. Probation	Grant Revenue RRB	\$9,060.45		
N3	101520	2036	145027	511800	Juv. Probation	External Placement Prisoners/Juveniles	\$14,345.71		1
	101520	2036	145027	410010	Juv. Probation	Grant Revenue RRB	\$14,345.71		
N4	101202	2060	145038	511370	Juv. Probation	Non Employee Educational Services	\$21,906.00		1
	101202	2060	145038	410010	Juv. Probation	Grant Revenue RRB	\$21,906.00		
N5	600580	0149	158044	422065	HHS	After School Youth Enrichment Services Fee	\$208.00		10
	600580	0149	158044	500050	HHS	Salaries - Regular Employee	\$208.00		
N6	600580	0149	158044	422065	HHS	After School Youth Enrichment Services Fee	\$320.00		10
	600580	0149	158044	500050	HHS	Salaries - Regular Employee	\$320.00		
N7	600580	0149	158044	422065	HHS	After School Youth Enrichment Services Fee	\$1,488.00		10
	600580	0149	158044	500050	HHS	Salaries - Regular Employee	\$1,488.00		
N8	600580	0149	158044	500050	HHS	Salaries - Regular Employee	\$16,368.00		10
	600580	0149	158044	422065	HHS	After School Youth Enrichment Services Fee	\$16,368.00		

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	198000	580010	Reserves	Allocated Reserves		\$8,934.44	19
		0001	131001	502010	Cons. Pct. 1	Overtime	\$8,934.44		
A2		0001	198000	580010	Reserves	Allocated Reserves		\$2,675.21	19
		0001	132001	502010	Cons. Pct. 2	Overtime	\$2,675.21		

OTHER

O1	Request by Human Resources Management Department to create and internally fund a succession position for four months									24
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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: August 12, 2014

RE: Establishing New Budget for Revenue Received by the Juvenile Probation Department related to Title IV E – Federal Foster Care Reimbursement Program (Funds 2036 and 2060)

Pursuant to the FY 2014 Budget Rules, PBO submits new revenue budget adjustments for Commissioners Court approval. The attached three budget adjustments total \$9,362.46, \$9,060.45, \$14,345.71, and \$21,906 respectively, and establish new budget of \$32,768.62 in Fund 2036, and \$21,906 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.

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, Cindy Dreesse, 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, Interim County Executive

From:  Nicki Riley, County Auditor

Date: July 9, 2014

Re: Certification of Revenue – Title IV-E Federal Foster Care Reimbursement Program

I hereby certify \$ 9,362.46 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 # 800349	Amount:	\$ 9,362.46
Sponsor # 500036	I/O # 101520		

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 Pfaffenberger, Budget Analyst, Planning and Budget
Dan Wilson, Chief Assistant County Auditor
Dede Bell, Grants Financial Manager, County Auditor
Grant File

2

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P.O. BOX 1748
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(512) 854-9125
FAX: (512) 854-9164

To: Leroy Nellis, Interim County Executive

From:  Nicki Riley, County Auditor

Date: July 9, 2014

Re: Certification of Revenue – Title IV-E Federal Foster Care Reimbursement Program

I hereby certify \$ 9,060.45 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 # 800349	Amount:	\$ 9,060.45
Sponsor # 500036	I/O # 101520		

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 Drees, Sr. Financial Analyst, Juvenile Probation
Aerin Pfaffenberger, Budget Analyst, Planning and Budget
Dan Wilson, Chief Assistant County Auditor
Dede Bell, Grants Financial Manager, County Auditor
Grant File

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

To: Leroy Nellis, Interim County Executive

From:  Nicki Riley, County Auditor

Date: July 30, 2014

Re: Certification of Revenue – Title IV-E Federal Foster Care Reimbursement Program

I hereby certify \$14,345.71 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 # 800349	Amount:	\$14,345.71
Sponsor # 500036	I/O # 101520		

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 Pfaffenberger, Budget Analyst, Planning and Budget
Dan Wilson, Chief Assistant County Auditor
Dede Bell, Grants Financial Manager, County Auditor
Grant File

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

DATE: July 9, 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 \$21,906.00 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 \$21,906.00

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 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

GM Budget - Approval Process Document used by PFAFFEA

Check OK

Document Number: 1000002832

Header Additional Information

Process	Supplement	Currency	USD	Document Status	Preposed
Grant	800349	Document Date	07/24/2014	Reversal Status	Normal
GM Doc Type	B1	Budget Version	0	Budget Status	Released
Header Description	load additnl fy'14 foster care monies				
				Reason Code	

Detail Data

F...	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Amount Di...	Commitment Item	Funds Center	Functi...	Funded Program
							= 48,724.92				
00001	1000	2036	101520	511800	2014	10/01/2013	9,362.46 1	511800	1450270001	1230	101520
00002	1000	2036	101520	410010	2014	10/01/2013	9,362.46 1	410010	1450270001	1230	101520

Handwritten signature and date: August 6, 2014

GM Budget - Approval Process Document used by PFAFFEA

Document Number: 1000002833

Check OK

Header Additional Information

Process Supplement Currency: USD Document Status: Preposted
Grant 800349 Document Date: 07/24/2014 Reversal Status: Normal
GM Doc Type B1 Budget Version: 0 Budget Status: Re Released
Header Description load additml fy'14 foster care monies Reason Code:

Detail Data

...	F...	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Amount	Di...	Commitment Item	Funds Center	Functi...	Funded Program
								18,120.90					
00001	1000	2038	101520	511800	2014	10/01/2013	09/30/2014	9,060.45	1	511800	1450270001	1230	101520
00002	1000	2038	101520	410010	2014	10/01/2013	09/30/2014	9,060.45	1	410010	1450270001	1230	101520

August 6, 2014

[Signature]

Ref Documnt	Ref. Item	Eff Year	VT	Ver	Tran. Crcty	Crcty	SOCC	Grant	Fund	Sp. Prog.	Sp. Class	BuValNbr.	Year	Period	Text	WF State
1000002870	1	SUPL	R1	0	14,345.71	USD	1000	800349	2036	101520	511800	010	2013	12		E
1000002870	2	SUPL	R1	0	14,345.71-	USD	1000	800349	2036	101520	410010	010	2013	12		R
* 1000002870					0.00	USD										
**					0.00	USD										

[Handwritten signature] August 6, 2014

GM Budget - Approval Process Document used by PFAFFEA

Document Number: 1000002631

Header Additional Information

Process Supplement: Currency: USD Document Status: Preposed
Grant Document Date: 07/24/2014 Reversal Status: Normal
GM Doc Type Budget Version: 0 Budget Status: Released
Header Description load additnl fy14 Grant P Reason Code:

Detail Data

F...	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Amount	Dist...	Commitment Item	Funds Center	Functi...	Funded Program
00001	1000	2060	511370	2014	10/01/2013	09/30/2014	21,906.00	1	511370	1450360301	1230	101202
00002	1000	2060	410010	2014	10/01/2013	09/30/2014	21,906.00	1	410010	1450360301	1230	101202

Total Amount: 43,812.00
August 6, 2014



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: August 12, 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 2014 Budget Rules, PBO is submitting new revenue budget adjustments for Commissioners Court approval. The attached budget adjustments, in the amounts of \$208, \$320, \$1,488, and \$16,368 respectively, establish new budget totaling \$18,384 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. The reimbursement revenue received by this Special Revenue Fund for After School programming has exceeded the FY 2014 budget revenue amount.

Memos from the County Auditor certifying the revenue are 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

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COUNTY AUDITOR



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

DATE: July 15, 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 \$208.00 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 \$208.00

NOTE: Deposit # 4100026237

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

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

DATE: July 28, 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 \$320.00 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 \$320.00

NOTE: Deposit # 4100027017

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

12

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

DATE: July 9, 2014
TO: Laroy Nellis, Acting County Executive
FROM:  Nicki Riley, County Auditor
SUBJECT: Certification of Revenue – Travis County CAPITAL AmeriCorps Project
FY13/14

I hereby certify \$1,488.00 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 \$1,488.00

NOTE: Deposit # 4100026301

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

B

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

DATE: July 31, 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 \$16,368.00 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 \$16,368.00

NOTE: Deposit # 4100027231

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

400006234

Doc. Number 400006234 Doc. Status Preposted FM Area 1000
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Jul 30, 2014
 Value Type Budget Version 0 Doc. Type TRAN
 Budget Type 1 Fiscal Year 2014 Year. Cash. Eff
 Process UI BALA Process BALS Original. Applic. BWB Doc. Family
 Creator LENNONP Creation Date Jul 30, 2014 Creation Time 15:33:39
 Resp. Person Year Cohort Public Law
 Legislation

Additional Data

Header Text
 TextName

Total Document 208 USD *new budget*

Lines

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	422065	1530 NOT-RELEVANT	600580	208	REV CERT 07/15/14 DEP # 4100026237
000002	0149		1580440149	500050	1530 NOT-RELEVANT	600580	208	REV CERT 07/15/14 DEPT # 4100026237

Δ i Aug. 6, 2014

Header Information for Entry Doc Number

400006235

Doc. Number 400006235 Doc. Status Preposted FM Area 1000
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Jul 30, 2014
 Value Type Budget Version 0 Doc. Type TRAN
 Budget Type 1 Fiscal Year 2014 Year. Cash. Eff
 Process UI BALA Process BALS Original. Applic. BWB Doc. Family
 Creator LENNONP Creation Date Jul 30, 2014 Creation Time 15:33:54
 Resp. Person Year Cohort Public Law
 Legislation

Additional Data

Header Text
 TextName

Lines Total Document USD *new budget*

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	422065	1530 NOT-RELEVANT	600580	320	REV CERT 7/28/14 DEP # 4100027017
000002	0149		1580440149	500050	1530 NOT-RELEVANT	600580	320	REV CERT 7/28/14 DEP # 4100027017

A = Aug 6, 14

Header Information for Entry Doc Number

400006233

Doc. Number 400006233 Doc. Status Preposted FM Area 1000
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Jul 30, 2014
 Value Type Budget Version 0 Doc. Type TRAN
 Budget Type 1 Fiscal Year 2014 Year.Cash.Eff
 Process UI BALA Process BALS Original.Applic. BWB Doc.Family
 Creation Date Jul 30, 2014 Creation Time 15:33:23
 Creator LENNONP
 Resp. Person Public Law
 Legislation

Additional Data

Total Document 1488 USD *new budget*

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	422065	1530 NOT-RELEVANT	600580	1,488	REV CERT DATED 07/09/14 DEP # 4100026301
000002	0149		1580440149	500050	1530 NOT-RELEVANT	600580	1,488	REV CERT DATED 07/09/14 DEP # 4100026301

De - Aug 6, 2014



Header Information for Entry Doc Number

400006333

Doc. Number 400006333 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2014 Doc. Date Aug 1, 2014
Value Type Budget Version 0 Doc. Type TRAN
Budget Type 1 Fiscal Year 2014 Year. Cash. Eff
Process UI BALA Process BALT Original. Applic. BWB Doc. Family

Additional Data

Creator LENNONP Creation Date Aug 1, 2014 Creation Time 17:11:51
Resp. Person PATTY LENNON Year Cohort Public Law

Header Text Increase Rev/Exp budget for additn'l cash received

TextName

Lines

Total Document 16,368.

USD new budget

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0149		1580440149	500050	1530 NOT-RELEVANT	600580	16,368	Rev Cert 7/31/14 Deposit 4100027231
000002	0149		1580440149	422065	1530 NOT-RELEVANT	600580	16,368	Rev Cert 7/31/14 Deposit 4100027231

Ami Aug 4, 2014

28

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: August 12, 2014

RE: Request to Transfer Funds from Allocated Reserve to Constable One and Constable Two Offices for Overtime Expenses Incurred from the Austin Urban Music Festival

A handwritten signature in black ink, appearing to be "Aerin-Renee Pfaffenberger".

On February 28, 2014, the Commissioners Court approved Travis County constable offices to assist the Austin Urban Music Festival by providing security for the two-day event on Auditorium Shores. Deputies from the Constable Precinct One and Precinct Two Offices worked overtime hours at the festival to provide security for the event on March 28 and 29, 2014.

Commissioners Court agreed to provide budgetary support for any constable's office that worked overtime at the music festival and exhausted its overtime budget as a result of this work. Court direction was that the office should first work with PBO to cover the gap with internal funds, and, if there was not sufficient balance to cover a shortfall, the Court would work with the office to cover any shortfall resulting from security provided for this event.

PBO has worked with the constables offices to identify and internally correct budget overages in the department caused by this and other overtime work within the offices. PBO has worked with the Auditor's Office Payroll staff to isolate the overtime costs associated with the security provided for the Austin Urban Music Festival. Both the Constable Precinct One and Precinct Two offices have historically had little turnover and have thus lost the flexibility to internally fund more expenses of this nature for FY 2014.

Therefore, per Court's direction, PBO recommends that transfers from the Allocated Reserve of \$8,934.44 and \$2,675.21 should be transferred to the Constable One and Precinct Two offices to reimburse the overtime worked for this event.

cc: The Honorable Danny Thomas, Constable Precinct One
The Honorable Adan Ballesteros, Constable Precinct Two
Leroy Nellis, Acting County Executive, Planning and Budget Office

Gwen Doyle, Willie Madison, John Sisson, Constable Precinct One Office

Bryon Curtis, George Morales, Constable Precinct Two Office

Travis Gatlin, Diana Ramirez, Planning and Budget Office

Jessica Rio, Budget Director, Planning and Budget Office



SAMUEL T. BISCOE
COUNTY JUDGE

TRAVIS COUNTY ADMINISTRATION BUILDING
700 Lavaca, P.O. BOX 1748 ROOM 2.700
AUSTIN, TEXAS 78767
(512) 854-9555
(512) 854-9535 FAX

MEMORANDUM

TO: Travis County Commissioners Court Members

FROM: Sam Biscoe, County Judge *S TB*

DATE: February 28, 2014

RE: Request to Assist Austin Urban Music Festival on March 28 and 29, 2014 - Agenda Item 24

In recent years, our Constables have assisted the Austin Urban Music Festival by authorizing a few deputies to collaborate with the Austin Police Department to provide security for the festival on Auditorium Shores. The Court has previously provided budget support in the following manner:

1. if overtime is used by deputies to meet this request, the department will look internally to fund it;
2. if the department's overtime budget is exhausted before the end of the fiscal year, PBO and the Court will work with the Constable to identify internal line items to cover the gap; or
3. if internal line items do not contain sufficient balances to cover an overtime shortfall, then the Court would work with the department to cover any shortfall resulting from security provided for this event.

Historically, participating Constables have been able to fund this request internally; however, given recent years' tight budgets, additional budget protection may be necessary.

Travis County Constables are working with the Urban Music Festival representatives to determine security needs and what deputies will be provided. A cost estimate based on the information will be available for our meeting on Tuesday.

Header Information for Entry Doc Number

400006302

Doc. Number 400006302 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2014 Doc. Date Aug 4, 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
Creator DOYLEG Creation Date Aug 5, 2014 Creation Time 10:19:14
Resp. Person Year Cohort Public Law
Legislation

Additional Data

Total Document 8934.44 USD from Allocated Reserves to Constable Pct 1 for Over time related to festival.

Lines

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120 NOT-RELEVANT	NON-FUNDED-PROGRAM	-8,934.44	
000002	0001		1310010001	502010	1310 NOT-RELEVANT	NON-FUNDED-PROGRAM	8,934.44	

~~_____~~ is Aug 6, 2014

Header Information for Entry Doc Number

40000

Doc. Number 400 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2014 Doc. Date Aug 4, 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

Additional Data

Creator CURTISB Creation Date Aug 4, 2014 Creation Time 12:16:27
Resp. Person Year Cohort Public Law
Legislation

Header Text

TextName

Lines

Total Document 2675.21

USD from Allocated Reserve
to Constible Pct. 2 for
Overtime related to festival.

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120 NOT-RELEVANT	NON-FUNDED-PROGRAM	-2,675.21	
000002	0001		1320010001	500010	1310 NOT-RELEVANT	NON-FUNDED-PROGRAM	2,675.21	TO COVER URBANFEST HOURS

~~_____~~ A in Aug 6, 2014



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street, Ste. 1560
Austin, Texas 78701

P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Members of Commissioners Court

FROM: Diana A. Ramirez, Assistant Budget Director 

DATE: August 4, 2014

RE: Request by HRMD to create an internally-funded succession position for retiring long-term Financial Analyst

HRMD is requesting to internally fund a succession position for a 30-year County employee who is retiring at the end of 2014. The incumbent in this financial analyst position has been managing the financial reporting for the Employee Health Insurance Fund since its inception. HRMD requests that this position be effective from September 1, 2014 through December 31, 2014. This will allow the department to recruit and train a replacement before the incumbent retires. In addition, the department is requesting that it be allowed to post the position beginning this month in order to have sufficient time to go through the recruiting process.

PBO has verified that there is sufficient salary savings in the Employee Health Insurance Fund in FY 2014 and that there will be sufficient savings in the fund through the first quarter of FY 2015 to internally fund the succession position. The work that this position does is critical to management of this special fund and is integral to the work of the Auditor's Office and PBO.

PBO recommends approval of this request for the following reasons:

1. The incumbent has tendered his official retirement letter with a retirement date.
2. The position is unique and requires specialized skills and experience. It is the only position of its kind in the county and is unique in the workplace in general.
3. The succession term is 120 days.
4. HRMD has identified resources within its budget for the FY 2014 and FY 2015 costs.

If approved by Commissioners Court, HRMD's Compensation Division will create the succession slot with a September 1 start date and a December 31 end date and allow the posting of and recruiting for the position to begin immediately.

cc: Leroy Nellis, Jessica Rio, Travis Gatlin, PBO
Debbie Maynor, Norman McRee, Todd Osburn, John Rabb, HRMD
James Rannefeld, Auditor's Office



Human Resources Management Department

700 Lavaca St. Suite 420

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX(512) 854-3128

Memorandum

Date: July 30, 2014

To: Diana Ramirez, Planning and Budget Analyst

From: Debbie L. Maynor, Director of Human Resources Management

Re: Transition Position for Financial Analyst, HRMD

The Human Resources Management Department has one Financial Analyst (1) position, Grade 25, which is primarily responsible for managing the financial reporting for the Travis County Employee Health Insurance Fund; this includes financial analysis, claims auditing, and monitoring billing for contract compliance. The incumbent for this position, Norman Mcree, has been in this position since March of 1998 and has been with Travis County for more than 30 years. Mr. Mcree has submitted his intent to retire from this position and Travis County to be effective December 31, 2014.

The position held by Mr. Mcree is unique to the department; the duties and responsibilities require that the individual have experience in financial analysis, accounting or budgeting analysis. There is no other position in the Human Resources Management department where these skills are required; thus no one in the department has the knowledge, skills and experience to promote or transfer into the Financial Analyst position.

In preparation for Mr. Mcree's retirement this memorandum is to request the creation of a transition slot for Mr. Mcree. Authorization of the transition slot will allow an appropriate amount of time for an effective recruitment and selection process and the training of a qualified individual to assume the duties and responsibilities of this position prior to Mr. Mcree's retirement. As Mr. Mcree has been in this position for over 15 years, bringing his replacement on board before he leaves the organization will ensure there is an efficient and effective transition of knowledge, processes and procedures.

This position is requested to be effective September 1, 2014-December 31, 2014 to be funded from the Employee Health Fund. The department can cover the expenditure for this position through salary savings. Approval of the requested transition slot will ensure that the organization has on hand an individual ready and trained prior to December 31st.

Cc: Leroy Nellis, County Executive for Planning and Budget
Jessica Rio, Budget Director
Todd Osburn, Compensation Manager

25

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-Variou Depts
7,350.74	Allocated Reserve	10/15/13	Liquidated Purchase Orders-Variou 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-Variou Depts
2,506.95	Allocated Reserve	10/29/13	Liquidated Purchase Orders-Variou 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-Variou Depts
(25,000.00)	HRMD	11/12/13	NeoGov Maintenance Agreement
150.00	Allocated Reserve	11/12/13	Liquidated Purchase Orders-Variou 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-Variou 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-Variou Depts
32,868.06	Allocated Reserve	12/20/13	Liquidated Purchase Orders-Variou 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-Variou Depts
(50,000.00)	General Administration	1/14/14	Organizational Review
33,203.06	Allocated Reserve	1/22/14	Liquidated Purchase Orders-Variou 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-Variou Depts
8,602.20	Allocated Reserve	1/29/14	Liquidated Purchase Orders-Variou 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-Variou 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-Variou 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-Variou 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-Variou Depts
5,621.75	Allocated Reserve	4/8/14	Liquidated Purchase Orders-Variou 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-Variou Depts
5,359.28	Allocated Reserve	4/28/14	Liquidated Purchase Orders-Variou Depts
(20,000.00)	TNR	4/29/14	Maha Loop Right of Way
23,220.14	Allocated Reserve	5/5/14	Liquidated Purchase Orders-Variou Depts
90,039.51	Allocated Reserve	5/13/14	Liquidated Purchase Orders-Variou Depts
19,524.42	Allocated Reserve	5/21/14	Liquidated Purchase Orders-Variou 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-Variou Depts
(60,000.00)	Criminal Courts	6/3/14	Legally mandated services
29,305.23	Allocated Reserve	6/5/14	Liquidated Purchase Orders-Variou Depts
36.08	Allocated Reserve	6/10/14	Liquidated Purchase Orders-Variou Depts
12,562.71	Allocated Reserve	6/13/14	Liquidated Purchase Orders-Variou 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-Variou Depts
13,501.00	Allocated Reserve	6/30/14	Liquidated Purchase Orders-Variou Depts
13,776.41	Allocated Reserve	7/2/14	Liquidated Purchase Orders-Variou Depts
23,399.58	Allocated Reserve	7/14/14	Liquidated Purchase Orders-Variou Depts
(40,000.00)	Sheriff's Office	7/22/14	Additional Fencing & Repairs
(49,500.00)	Cons. Pct. 3	7/22/14	Parking Mobility Pilot Program
28,223.85	Allocated Reserve	8/4/14	Liquidated Purchase Orders-Variou Depts
5,871,836.56	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)
\$4,355,433	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
\$ (106,450)	EMS	7/22/14	Hoist purchase
\$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 Metropolitan 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
1,774,058.00	TNR	7/31/14	Reverse RR for EOB Renovations Floors 4 - 11
\$512,400	TNR	7/31/14	Reverse RR for Collier Evidence Warehouse Expansion
\$56,094,555 Current Reserve Balance			