



Travis County Commissioners Court Agenda Request

Meeting Date: October 7, 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 2015

10/7/2014

OTHER

O1	Create Transition position in Criminal Justice Planning Department for Mental Health Public Defender	1
O2	Request from County Commissioner Pct. 2 to internally fund an increased monthly cellular phone allowance for his three (3) staff members	3
O3	Request from the Information Technology Services (ITS) department to internally fund a monthly cellular phone allowance for one ITS staff member	5



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

September 26, 2014,

To: Commissioners Court

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

A handwritten signature in black ink, appearing to read "Katie Petersen", with a long horizontal flourish extending to the right.

Re: Request to create transition position for Mental Health Public Defender

Criminal Justice Planning is requesting a transition position for the Mental Health Public Defender position. The current incumbent has been with the office since the beginning of the program. She has submitted a letter to HRMD stating her intent to retire at the end of the year. This position will allow the department to recruit and train a replacement before her retirement.

Although it is early in the fiscal year, the department expects they will have sufficient salary savings to fund this position. For any reason the department comes up short later in the fiscal year, they will work with PBO on a source of funding. This position is unique in the County and requires special skills and experience. PBO concurs that a transition position is warranted for this job in order to provide a smooth transition for the MHPD office.

If approved by Commissioners Court, HRMD will create the succession slot with a November 1 start date and a December 31, 2014 end date and allow the posting of and recruiting for the position to begin immediately.

CC: Roger Jefferies, County Executive for Justice & Public Safety
Jeanette Kinard, Mental Health Public Defender
Mitchell Goertz, CJP
Kristy Vargas, CJP
Todd Osborn, HRMD
Jessica Rio, PBO
Diana Ramirez, PBO



JUSTICE & PUBLIC SAFETY DIVISION

Roger W. Jefferies, County Executive
P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

**Criminal Justice
Planning
Roger W. Jefferies
(512) 854-4415**

**Counseling &
Education Services
Caryl Colburn
(512) 854-9540**

**Juvenile Public
Defender
Kameron D. Johnson
(512) 854-4128**

MEMORANDUM

To: Human Resources Management Department

From: Roger Jefferies, County Executive 

Date: September 11, 2014

Subject: Request for Temporary Transitional Position for Outgoing MHPDO Director

Jeanette Kinard, Mental Health Public Defender Director (MHPD), has submitted her intent to retire effective December 31, 2014. The Criminal Justice Planning Department would like to post her position and fill it by early December. In order to have a seamless transition for her replacement, I am requesting to create a temporary transitional position for Ms. Kinard to move into for the purpose of training the new MHPDO Director for approximately one month prior to her retirement.

The Criminal Justice Planning Department will internally fund this temporary position with temporary and future salary savings for FY15. Ms. Kinard's current salary is \$113,703. The starting pay for her position is \$95,524, if hired at a lower starting rate than Ms. Kinard's position we will be creating permanent salary savings.

If you have any questions, please feel free to contact me at 44759.

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: Travis R. Gatlin, Assistant Budget Director

A handwritten signature in blue ink that reads "Travis R. Gatlin".

DATE: September 30, 2014

RE: Cell Phone Allowance, County Commissioner, Precinct Two

Commissioner Todd is requesting to internally fund an increased monthly cellular allowance for his office's staff members (Positions 30000011, 30000012 & 30000013). Funds are already in the appropriate line items for the proposed allowances.

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

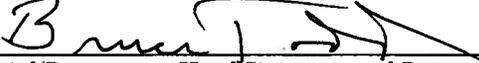
PBO concurs with this request.

cc: Nicki Riley, Travis County Auditor
Brad Bearden, Emergency & Wireless Communication Manager
Scott Diamond, County Auditor's Office
Leroy Nellis, Jessica Rio, Diana Ramirez, PBO

RECEIVED

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.


 Official/Department Head Signature and Date

10/1/14
 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) 00097891 Executive Asst-Elected Official 30000012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(C) 02000745 Executive Asst-Elected Official 30000011	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(C) 00684051 Executive Asst 30000013	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Reviewed by PBO

 9/30/14
 signature and date

Approved by Commissioner's Court

 Date

Processed by Auditor's Office

 signature and date



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

October 1, 2014

To: Commissioners Court

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

A handwritten signature in black ink, appearing to read "Katie Petersen Gipson", is written over the "From:" line.

Re: Cell phone allowance

Information Technology Services (ITS) is requesting to internally fund a monthly cellular allowance for one ITS staff member (position 30000409) 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.

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

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.

PLANNING & BUDGET OFFICE

[Handwritten Signature]
 Official/Department Head Signature and Date

10/1/2014
 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
A, 302115, Customer Support Tech Slot # 30000409	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Reviewed by PBO

[Handwritten Signature] 10/1/14
 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

Allocated Reserve Status (580010)

Amount	Dept Transferred Into	Date	Explanation
15,227,297.00			Beginning Balance
15,227,297.00	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

	Explanation
(\$200,000)	Criminal Courts - Legally Mandated Fees
(\$35,000)	Criminal Courts - Bailiff Transition to TCSO
(\$70,000)	Criminal Courts - Legally Mandated Fees
(\$18,010)	District Attorney - Environment Protection Unit
(\$325,000)	Emergency Medical Services - STAR Flight Air Communication Specialist
(\$417,087)	General Administration - Travis Central Appraisal District
(\$50,000)	General Administration - Waller Creek TIF
(\$20,000)	Human Resources - Tuition Reimbursement Program
(\$20,000)	Human Resources - ACC Internship Program
(\$243,847)	Medical Examiner's Office - Deputy Medical Examiner
(\$125,000)	Planning and Budget Office - Civil and Family Justice Center
(\$45,983)	Purchasing Office - HUB Program Specialist
(\$300,000)	Sheriff's Office - Inmate Operating Costs
(\$4,000,000)	Transportation and Natural Resources - West Service Center
(\$95,490)	Transportation and Natural Resources - Road Maintenance Operating Supplement
(\$500,000)	Transportation and Natural Resources - MCE - Fleet Non-Fuel Line Items
(\$160,000)	Transportation and Natural Resources - Park Forestry Services
(\$50,000)	Transportation and Natural Resources - Transit Pass Program
(\$40,227)	Transportation and Natural Resources - Work Order System Additional Funding
(\$250,000)	Undesignated - 450th District Court Start-Up Costs
(\$200,000)	Undesignated - Contracted Security Services
(\$7,165,644)	Total Possible Future Expenses (Earmarks)
\$8,061,653	Remaining Allocated Reserve Balance After Possible Future Expenditures

Capital Acquisition Resources Account Reserve Status (580070)

CAR RESERVE TRANSFERS

Amount	Dept Transferred Into	Date	Explanation
2,572,379			Beginning Balance
2,572,379 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)
\$1,687,833	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
798,779.00			Beginning Balance
\$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
363,033.00			Beginning Balance
\$363,033 Current Reserve Balance			

Reserve for Replacement of Integrated Justice Systems Status (580160)

Amount	Dept Transferred Into	Date	Explanation
5,047,525.00			Beginning Balance
\$5,047,525 Current Reserve Balance			

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
798,779.00			Beginning Balance
\$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
363,033.00			Beginning Balance
\$363,033 Current Reserve Balance			

Reserve for Replacement of Integrated Justice Systems Status (580160)

Amount	Dept Transferred Into	Date	Explanation
5,047,525.00			Beginning Balance
\$5,047,525 Current Reserve Balance			

Reserve for State Funding Cuts Status (580310)

Amount	Dept Transferred Into	Date	Explanation
500,000.00			Beginning Balance
\$500,000 Current Reserve Balance			

STAR Flight Maintenance Reserve Status (580320)

Amount	Dept Transferred Into	Date	Explanation
992,259.00			Beginning Balance
\$ 992,259 Current Reserve Balance			

Reserve for Interlocal Agreements Status (580200)

Amount	Dept Transferred Into	Date	Explanation
2,147,424.00			Beginning Balance
\$2,147,424 Current Reserve Balance			

Annualization Reserve (580200)

Amount	Dept Transferred Into	Date	Explanation
714,606.00			Beginning Balance
\$714,606 Current Reserve Balance			

Sheriff's Office Overtime Reserve Status (580330)

Amount	Dept Transferred Into	Date	Explanation
1,715,000.00			Beginning Balance
\$1,715,000 Current Reserve Balance			

Future Grants Requirements Reserve (580140)

Amount	Dept Transferred Into	Date	Explanation
550,000.00			Beginning Balance
\$550,000 Current Reserve Balance			

Unallocated Reserve Status (580015)

Amount	Dept Transferred Into	Date	Explanation
71,722,124.00 (12,500,000.00)	TNR	9/30/14	Beginning Balance Reimbursement Resolution for St Hwy 45 SW between Loop 1 (MOPAC) and FM 1626
\$ 59,222,124 Current Reserve Balance			