

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize the Treasurer's Office to transfer funds to the Information Technology budget to purchase a replacement computer for the Assistant Treasurer and transfer the used computer to the Juvenile Detention Center for time keeping purposes.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	June 18, 2013	\$1,200.00

LINE ITEM NUMBER

001-680-00.5712_400 Computer Equipment

AUDITOR USE ONLY

AUDITOR COMMENTS:

See attached budget amendment.

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
TUTTLE/MCGILL	COBB	N/A

SUMMARY

The Treasurer would like to purchase a new computer for her Assistant Treasurer and move the used computer to the Juvenile Detention Center as a time keeping kiosk for the detention officers. Currently, their employees clock in and out on the Novatime system. Because the detention staff do not have computers, to request time off employees have to fill out a form and give it to the Assistant Facility Administrator who then approves the time and enters it into Novatime.

Moving a computer to their facility will allow the detention staff to SUBMIT their timesheet electronically which is now required by the Treasurer's Office (to obtain their electronic signature) as well as enter their leave requests. Savings within the Treasurer's Office budget has been identified to fund this amendment.

Budget Amendment	
001-620-00.5391 - Treasurer - Miscellaneous	(\$ 700.00)
001-620-00.5501 - Treasurer - Travel	(\$ 500.00)
001-680-00.5712_400 - IT - Computer Eqpt_Operating	\$1,200.00

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FILED:

HAYS COUNTY COMMISSIONERS' COURT
Resolution # 29003 VOL V PG 170

Dept G/L Account Number	Account Description	Appropriation Before Amendment	Increase	Decrease	Appropriation After Amendment
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ROAD & BRIDGE GENERAL FUND (020):

Agenda Item #8:

RPTP (710):

020-710-00.5719_400	Misc Eqpt_Operating	12,000	631		12,631
020-710-00.5271	Fuel	600,000		(631)	599,369

*Amend for 55-gallon agitator kit for striping unit.

GENERAL FUND (001):

Agenda Item #10:

Sheriff (618):

Account Number	Account Description	Appropriation	Increase	Decrease	Appropriation
001-618-00.4610	Contributions	1,931		(Revenue) 50	1,981
001-618-00.5391	Miscellaneous	2,731	50		2,781

*Accept donation for National Telecommunicator Week and budget expense.

SHERIFF SPECIAL PROJECTS FUND (052):

Agenda Item #11:

Sheriff (618):

052-618-00.5719_400	Misc Eqpt_Operating	0	960		960
052-618-00.5222	Crime Prevention	7,350		(960)	6,390

*Amend for purchase of presentation board for community outreach projects.

GENERAL FUND (001):

Agenda Item #12:

Treasurer (620):

001-680-00.5712_400	IT-Computer Eqpt_Operating	105,920	1,200		107,120
001-620-00.5391	Treasurer-Miscellaneous	1,000		(700)	300
001-620-00.5501	Treasurer-Travel	1,200		(500)	700

*Move funds from Treasurer to IT for computer replacement/transfer used computer to JDC for timekeeping kiosk.

Agenda Item #13:

Extension (660):

001-660-00.5551	Continuing Education	1,500	300		1,800
001-660-00.5211	Office Supplies	4,600		(300)	4,300

*Amend for summer education and community outreach programs.