



Travis County Commissioners Court Agenda Request

Meeting Date: February 18, 2014

Prepared By/Phone Number: Yolanda Aleman, (512)854-9106

Elected/Appointed Official/Dept. Head: Leslie Browder, 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:

Leslie Browder – 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

2/18/2014

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	198000	580070	Reserves	CAR Reserves		\$65,000.00	1
		0001	138800	520130	Med.Examiner	Capital Outlay-Laboratory Equipment	\$65,000.00		
A2		0001	198000	580010	Reserves	Allocated Reserves		\$75,000.00	5
	601002	0001	119001	510200	County Attorney	Office Equipment	\$500.00		
	601002	0001	119001	512090	County Attorney	Travel-Lodging Meals & Other	\$19,000.00		
	601002	0001	119001	512100	County Attorney	Travel - Mileage	\$500.00		
	601002	0001	119001	514130	County Attorney	Court Transcripts	\$15,000.00		
	601002	0001	119001	514140	County Attorney	Expert Witness Testimony Expense	40,000.00		

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

February 10, 2014

To: Commissioners Court

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

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

Re: Request to use Earmark for Headspace Autosampler/Gas Chromatograph in Medical Examiner's Office

The FY 2014 Adopted Budget includes a \$70,000 earmark placed on the Capital Acquisition Resources (CAR) reserve for a piece of toxicology lab equipment called a Headspace Autosampler/Gas Chromatograph in the Medical Examiner's Office. PBO recommended this item as an earmark in an attempt to defer the cost until FY 2015 but made funding available in FY 2014 if the equipment currently in use was failing. The ME reports that the current equipment is not adequately keeping up with demand and affecting turnaround times to the extent that outside entities are criticizing the office's timelines. The Office states that replacement of the equipment is needed as soon as possible and will result in productivity gains. Please see attached memo from the Office for additional information.

PBO recommends approval of this transfer. The Medical Examiner's Office is requesting \$65,000 of the \$70,000 earmark. PBO also recommends removing the remaining \$5,000 earmark to use for other purposes, if needed.

CC: Danny Hobby, County Executive for Emergency Services,
Dr. David Dolinak, Chief Medical Examiner,
Sarah Scott, TCMEO,
Darlene Dunn, TCMEO,
Leslie Browder, PBO
Jessica Rio, PBO
Travis Gatlin, PBO
Diana Ramirez, PBO



**TRAVIS COUNTY OFFICE
OF THE MEDICAL EXAMINER**

1213 Sabine Street PO Box 1748 Austin, TX 78767
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DAVID DOLINAK, MD
Diplomate of American Board of Pathology
CHIEF MEDICAL EXAMINER

SATISH CHUNDRU, DO
Diplomate of American Board of Pathology
DEPUTY CHIEF MEDICAL EXAMINER

KENDALL CROWNS, MD
Diplomate of American Board of Pathology
DEPUTY MEDICAL EXAMINER

LEISHA WOOD, MD
Diplomate of American Board of Pathology
DEPUTY MEDICAL EXAMINER

VICKIE WILLOUGHBY, DO
Diplomate of American Board of Pathology
DEPUTY MEDICAL EXAMINER

KATHERINE S. CALLAHAN, M.D.
Diplomate of American Board of Pathology
DEPUTY MEDICAL EXAMINER

MEMO TO: Leslie Browder
County Executive

Jessica Rio
Budget Director

FROM: Sarah Scott *SS*
Chief Administrative Officer
Travis County M.E.'s Office

VIA: Danny Hobby
County Executive
Emergency Services

David Dolinak, M.D. *(Signature)*
Chief Medical Examiner

IN RE: Critical Need at the Travis County Medical Examiner's Office

DATE: February 10, 2014

The Travis County Medical Examiner's Office is requesting \$65,000.00 from the CAR reserve to purchase the Headspace Autosampler/Gas Chromatograph for the Travis County Medical Examiner's Office's (TCMEO) Forensic Toxicology Laboratory. The equipment is described below.

Headspace Autosampler/Gas Chromatograph. The TCMEO requested that this item, costing \$65,000, be funded in the FY 2014 budget. As the office's caseload has steadily increased, the toxicologists have found the Headspace Autosampler/Gas Chromatograph to be an item that is of growing necessity. The outcome of TCMEO negotiations with PBO in FY 2014 was that the machine might be able to be funded later on in the budget year, possibly from unallocated reserves.

Leslie Browder
Jessica Rio
February 10, 2014

Rationale of Need. The Toxicology Laboratory is required to analyze ethanol (alcohol) and other volatile compounds in approximately 90% of our cases. The current toxicology instrumentation consists of two systems: one which is sixteen years old and the other which is eight years old. Unfortunately, the newer system is less reliable. One criticism leveled against the laboratory from outside entities is turn-around time. Both systems could be replaced with a single Headspace Autosampler/Gas Chromatograph and the laboratory would make significant productivity gains.

The TCMEO is finding that its caseload is growing at a rate slightly higher than anticipated. The recent increases in caseload tend to indicate that the caseload of the TCMEO will exceed projections made during budget planning for FY 2014.

To enable the Toxicology Laboratory to keep pace with the expanding caseload, productivity gains are needed. The Headspace Autosampler/Gas Chromatograph will result in significant Toxicology Laboratory productivity gains with no additional personnel and will also consolidate laboratory equipment.

cc: Brad Hall, Ph.D.
Katie Gipson
Darlene Dunn

Header Information for Entry Doc Number

400004980

Doc. Number 400004980 Doc. Status Preposted FM Area 1000
Budget. Cate. Payment Doc. Year 2014 Doc. Date Feb 10, 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
Creation Date Feb 12, 2014 Creation Time 12:43:51
Resp. Person Public Law
Legislation

Additional Data

Creator DUNND
Year Cohort
Creation Date Feb 12, 2014
Year Cohort
Creation Time 12:43:51
Resp. Person
Legislation

Header Text

TextName

Lines

Total Document 0 USD from CAR Reserves (earmark)

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580070	1120	NOT-RELEVANT NON-FUNDED-PROGRAM	-65,000	Headspace Autosampler/Gas Chromatograph
000002	0001		1388000001	520130	1310	NOT-RELEVANT NON-FUNDED-PROGRAM	65,000	Headspace Autosampler/Gas Chromatograph

~~_____~~ Ali n February 13, 2014



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca Street
Suite 1560
Austin, Texas 78701

MEMORANDUM

TO: Members of Commissioners Court
FROM: Victoria Ramirez, Budget Analyst *VR*
DATE: February 13, 2014
RE: County Attorney Request from Allocated Reserves for MERS Case Expenses

On March 5, 2013, the Commissioners Court authorized the County Attorney's Office to file suit against Mortgage Electronic Registration Systems, Inc. (MERS), a mortgage-recording firm that helps lenders avoid paying county recording fees. Travis County, along with several Texas urban counties and other interested parties, will prosecute the case in Nueces County. Midyear in Fiscal Year 2013, the Commissioners Court allocated one-time resources in the County Attorney's Office for 4.0 new FTEs to be dedicated to the suit. During the Fiscal Year 2014 budget development process, \$361,369 (\$354,587 in personnel and \$6,782 in operating) was added, again on a one-time basis, to the budget of the County Attorney's Office to continue to dedicate resources to this lawsuit. These FTEs will be reconsidered on an annual basis throughout the duration of the legal action.

The County Attorney's Office anticipates incurring additional operating expenditures of \$75,000 in Fiscal Year 2014 related to this lawsuit. This total includes \$40,000 in fees related to bringing in expert witnesses to testify in the case, \$19,500 in travel and mileage expenses to the venue in Nueces County, and \$15,500 in fees for court reporters, videographers, and other courtroom expenses as shown below.

Cost Center	Fund	Commitment Item	Amount
1980000000	0001	580010 Allocated Reserves	(\$75,000)
1190010001	0001	514140 Expert Witness Testimony	\$40,000
1190010001	0001	512090 Travel - Lodging, Meals, and Other	\$19,000
1190010001	0001	514130 Court Transcripts	\$15,000
1190010001	0001	512100 Travel - Mileage	\$500
1190010001	0001	510200 Office Equipment	\$500

The County Attorney's Office has noted that in past cases of this nature, such as the lawsuit against two development companies to protect Hamilton Pool in 2007, Commissioners Court has allocated any needed resources to the department's budget prior to their incurring any expenses. Therefore, the County Attorney's Office has submitted a request to use \$75,000 from the General Fund Allocated Reserve to cover the requirements for this fiscal year. An internal order, IO 601002, has been created in the County's financial system to isolate and track those expenditures.

It would be very difficult for the County Attorney's Office to internally absorb these additional expenses within their Fiscal Year 2014 budget. Therefore, we recommend approval of the attached budget

amendment. Any funds not used by the end of Fiscal Year 2014 for this lawsuit will fall to fund balance. The Planning and Budget Office will work to determine if there will be any resources required for this legal action that will need to be addressed as a part of the Fiscal Year 2015 budget process.

cc: Leslie Browder, County Executive, Planning and Budget Office
David Escamilla, County Attorney
Steve Capelle, Attorney Deputy Chief Senior, County Attorney's Office
James Collins, Attorney Deputy Chief Senior, County Attorney's Office
Jessica Rio, Budget Director, Planning and Budget Office
Travis Gatlin, Assistant Budget Director, Planning and Budget Office
Diana Ramirez, Assistant Budget Director, Planning and Budget Office
Sherine Thomas, Litigation Division Director, County Attorney's Office
Amanda Valdes, Legal Services Program Manager, County Attorney's Office

Header Information for Entry Doc Number

400005005

Doc. Number 400005005 Doc. Status Preposted FM Area 1000
 Budget. Cate. Payment Doc. Year 2014 Doc. Date Feb 13, 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
 Creator VALDESA Creation Date Feb 13, 2014 Creation Time 14:56:54
 Resp. Person Year Cohort Public Law
 Legislation

Additional Data

Header Text

TextName

Lines

Total Document 0 75,000 USD from Allocated Reserves to Co. atten for MERS expenses.

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120 NOT-RELEVANT	NON-FUNDED-PROGRAM	-75,000	For MERS litigation appd by CCrt (trial in CC)
000002	0001		1190010001	510200	1220 NOT-RELEVANT	601002	500	Supplies
000003	0001		1190010001	512090	1220 NOT-RELEVANT	601002	19,000	Travel, Meals, Lodging
000004	0001		1190010001	512100	1220 NOT-RELEVANT	601002	500	Mileage
000005	0001		1190010001	514130	1220 NOT-RELEVANT	601002	15,000	Court Reporters/Videographers
000006	0001		1190010001	514140	1220 NOT-RELEVANT	601002	40,000	Expert Witness fees

De - February 13, 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-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
10,201,628.11	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	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
(\$19,645)	Criminal Courts - Bailiff Transition to Sheriff's Office
(\$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
(\$1,536,049)	Total Possible Future Expenses (Earmarks)
\$8,665,579	Remaining Allocated Reserve Balance After Possible Future Expenditures

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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
1,959,714 Current Reserve Balance			

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
(\$500,000)	Transportation and Natural Resources - Road Materials
(\$320,000)	Juvenile Probation - Juvenile Probation Master Plan
(\$192,750)	Transportation and Natural Resources - Failing Vehicles
(\$100,000)	Transportation and Natural Resources - Guardrail Replacement
(\$70,000)	Medical Examiner - Replacement Headspace Auto Sampler – Gas Chromatograph
(\$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
(\$1,274,546)	Total Possible Future Expenses (Earmarks)
\$685,168	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 (1,779,411.00)	PBO	10/22/13	Beginning Balance Phase I & II
\$3,666,589 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
\$297,948 Current Reserve Balance			

Reserve for Replacement of Integrated Justice Systems Status (580160)

Amount	Dept Transferred Into	Date	Explanation
5,235,265.00			Beginning Balance
\$5,235,265 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
\$1,995,050 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 (406,090.00)	HHSVS	12/3/13	Beginning Balance 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 (322,172.00) (500,000.00)	HHSVS HHSVS	12/17/13 1/21/14	Beginning Balance Collaborative Afterschool Program Collaborative Afterschool Program
\$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)	TNR	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
\$37,202,097 Current Reserve Balance			

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