



Travis County Commissioners Court Agenda Request

Meeting Date: October 21, 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

10/21/2014

AMENDMENTS

<u>BA#</u>	<u>IO/WBS</u>	<u>FUND</u>	<u>COST CENTER</u>	<u>COMMITMENT</u>	<u>Dept.</u>	<u>Line Item</u>	<u>Increase</u>	<u>Decrease</u>	<u>Pg #</u>
A1		0001	198000	580010	Reserves	Allocated Reserves			
		0001	138002	500050	Med. Examiner	Salaries - Regular Employee	\$161,005.00	\$224,412.00	1
		0001	138002	506010	Med. Examiner	FICA - OASDI	\$6,650.00		
		0001	138002	506020	Med. Examiner	FICA - Medicare	\$2,335.00		
		0001	138002	506030	Med. Examiner	Medical Insurance Benefit	\$8,916.00		
		0001	138002	506040	Med. Examiner	Life Insurance	\$91.00		
		0001	138002	506050	Med. Examiner	Retirement Contribution	\$22,009.00		
		0001	138002	506060	Med. Examiner	Worker's Compensation	\$579.00		
		0001	138001	510200	Med. Examiner	Office Equipment	\$400.00		
		0001	138001	510210	Med. Examiner	Office Furniture	\$3,580.00		
		0001	138001	510220	Med. Examiner	Office Supplies	\$600.00		
		0001	138001	510260	Med. Examiner	Safety Supplies & Equipment	\$2,193.00		
		0001	138001	511710	Med. Examiner	Cellular Allowance	\$240.00		
		0001	138001	512030	Med. Examiner	Professional Licenses	\$809.00		
		0001	138001	512040	Med. Examiner	Professional Memberships	\$703.00		
		0001	138001	512090	Med. Examiner	Travel, Lodging, Meals & Other	\$2,700.00		
		0001	138001	520130	Med. Examiner	Capital Outlay-Laboratory Equipment	\$6,945.00		
		0001	112002	510070	ITS	Equipment & peripherals	\$1,450.00		
		0001	112002	510060	ITS	Comm. Supplies & Equipment	\$205.00		
		0001	112002	511550	ITS	Hardware/Software Maintenance	\$67.00		
		0001	112002	511810	ITS	Hardware/Software Install Services	\$1,560.00		
		0001	112002	510310	ITS	Software	\$1,375.00		

OTHER

O1	Ratification of use of Earmark from CAR Reserves for Hamilton Pool Road Project	13
O2	Request from the County Clerk to internally fund a monthly cellular phone allowance for five (5) staff members	14
O3	Request from Emergency Services to internally fund a monthly cellular phone allowance for one (1) staff member	16
O4	Request from the Health and Human Services and Veterans Service to internally fund a monthly cellular phone allowance for two (2) staff members	18

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

October 6, 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 printed name.

Re: Request to use Earmark for Seventh Pathologist in the Medical Examiner's Office

The FY 2015 Adopted Budget includes a \$243,847 earmark placed on the Allocated reserve for a Deputy Medical Examiner II position and related operating expenses. The ME reports that NAME Accreditation is in provisional status and the need for the new pathologist is more immediate than previously thought. The Office has several potential candidates and has the ability to hire in a very short time frame. In addition, TCMEO believes that it would be better to have this position filled before a new Chief Medical Examiner is chosen in order to maintain proper caseload ratios for the pathologists. Please see attached memo from the Office for additional information and justification for immediately filling the position.

The recent out of county autopsy fee increase from \$2,600 to \$2,900 will take effect this fall in which the office expects additional revenue in the long term (a fee increase will normally cause a short term drop in out of county revenue but normally recovers in about a year). PBO recommends approval of this transfer which would create a new Deputy Medical Examiner II position as well as fund 11 months of salary, benefits, equipment and other operating expenses. Office space has been identified for this position. Funds for furniture are requested but no additional funds are needed for space accommodation. The Medical Examiner's Office is requesting \$224,412 of the \$243,847 earmark. PBO also recommends removing the remaining \$19,435 earmark to use for other purposes, if needed.

CC: Danny Hobby, County Executive for Emergency Services,
Dr. Satish Chundru, Acting Chief Medical Examiner,
Sarah Scott, TCMEO,
Darlene Dunn, TCMEO,
Todd Osborn, HRMD
Jessica Rio, PBO
Diana Ramirez, PBO



**TRAVIS COUNTY OFFICE
OF THE MEDICAL EXAMINER**

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www.co.travis.tx.us/medical_examiner

MEMO TO: Jessica Rio
Budget Director, Planning and Budget Office

FROM: Satish Chundru, D.O. *SC*
Travis County Chief Medical Examiner on an Interim Basis

VIA: Danny Hobby
County Executive Emergency Services

IN RE: Creating and Funding a Seventh Pathologist Position at the Travis County
Medical Examiner's Office

DATED: Monday, October 6, 2014

This memo is written in support of creating a seventh forensic pathologist's position for the Travis County Medical Examiner's Office (TCMEO) and to transfer the necessary earmarked funds for the position from Allocated Reserves to the budget of the Travis County Medical Examiner's Office.

The purpose of moving forward on this action is (1) to secure National Association of Medical Examiner (NAME) accreditation, which is currently pending; and (2) to ensure that the workload of the pathologists does not reach a level that would preclude accreditation by NAME now or in the future fiscal year; (3) to make the office attractive for the recruitment of a new permanent Chief Medical Examiner; (4) to decrease the workload and increase the morale of the five existing board-certified forensic pathologists currently working at the office; and (5) to ensure that the quality of the forensic work produced is of the highest possible professional caliber.

1. Background

In 2009, the Travis County Medical Examiner (TCMEO) achieved full National Association of Medical Examiners (NAME) accreditation. The office was re-inspected in June of 2014. At that time, the ratio of autopsies to pathologists constituted a Phase I NAME violation (exceeding 250 autopsies per pathologist per year), which, although undesirable, did not preclude a recommendation for NAME re-accreditation. However, the office foresaw that with the rapid growth of the jurisdiction and the surrounding counties, and a new yearly self-analysis system imposed by NAME, the office would quickly exceed the Phase II limitation of 325 autopsies a year per pathologist, prohibiting continuing accreditation. The office asked during the preparation of the FY 2015 budget for a seventh pathologist position.

Memo to Jessica Rio, Budget Director
TCMEO Seventh Pathologist
October 6, 2014

The NAME inspection (June 20, 2014) went well, and the NAME inspector, Dr. Barbara Wolf, stated verbally that she would recommend the office for full accreditation.¹ The accreditation decision is made by the Inspections and Accreditation Committee of NAME. However, before the final decision on Travis County accreditation was made by the Inspections and Accreditation Committee, David Dolinak, M.D., proffered his resignation as Chief Medical Examiner for Travis County. Dr. Dolinak informed NAME of his impending resignation. Dr. Dolinak's last day in the office was August 18, 2014. Dr. Dolinak, unlike most Chief Medical Examiners, always carried a full autopsy caseload. Dr. Wolf then expressed her concern to the Inspections and Accreditation Committee about the effect of Dr. Dolinak's resignation on the caseload of the remaining pathologists and about the possibility that the caseload per pathologist would begin to exceed 325 autopsies a year.

The Inspections and Accreditation Committee of NAME was later informed by the Travis County Medical Examiner's Office CAO that on September 3, 2014 the Commissioners Court had authorized an earmark for the hiring of a seventh pathologist. However, the Committee has not acted on the office's application for re-accreditation. The application for re-accreditation is still pending.

2. Status of Potential Candidates for the Seventh Pathologist Position

Four forensic pathologists have made known to the office their interest in a position should an opening occur; however, no hiring can take place before a slot position is created, the necessary funds are transferred, and the position is posted for advertisement.

3. Projecting the Future Caseload

Various arguments have been made that the office should attempt to control its caseload rather than expand its pathology staff. Autopsy equivalents for 2010 were 1618, autopsy equivalents for 2011 were 1617, autopsy equivalents for 2012 were 1645 (despite a fee increase in June 2012), autopsy equivalents for 2013 were 1757, and projected autopsy equivalents for calendar year 2014 as testified to by Dr. Dolinak in August 2014 were 1827. Dr. Dolinak also testified that projected autopsy equivalents for 2015 would be 1900.

¹ In her formal report dated July 25, 2014, Dr. Wolf found only three Phase I deficiencies. The most significant is her discussion of the medical examiner caseload from 2012 – 2013. "Based on the 2012 data provided, each medical examiner performed on average the equivalent of 268 autopsies and 7 external examinations, resulting in an average equivalent of 275 autopsies per medical examiner. . . . Data provided during the inspection for 2013 shows that each medical examiner performed on average the equivalent of 284 autopsies and 9 external examinations, resulting in an average equivalent of 293 autopsies per medical examiner." Any number of autopsy equivalents in excess of 250 per pathologist constitutes a Phase I violation of NAME standard G2.j.

Memo to Jessica Rio, Budget Director
 TCME0 Seventh Pathologist
 October 6, 2014

Graph I. Autopsy Equivalents 2010 – 2015
 (Last Quarter of Calendar Year 2014 and All of Calendar Year 2015 Projected)

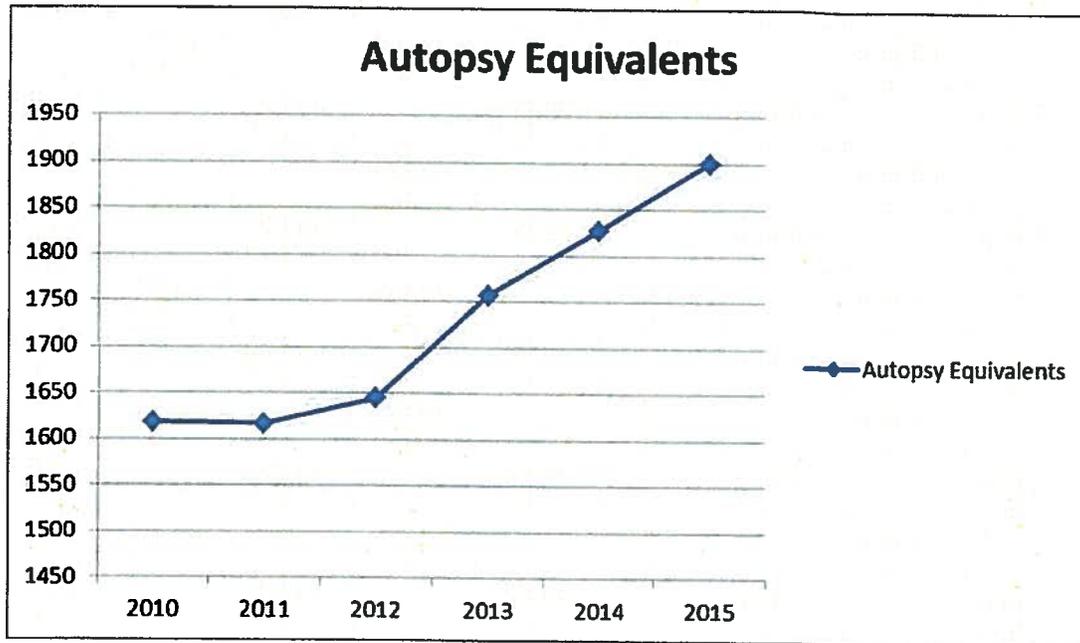


Table I. Data Supporting Graph I

Calendar Year	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Total Autopsy Equivalents	1,1618	1,617	1,645	1,757	1,827	1,900

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October 6, 2014

In terms of predicting caseload, the office is peering through a glass but darkly into the future. August 2014 was a record month for autopsy equivalents at 171 autopsy equivalents. September was one of the more modest months for 2014 at 124 autopsy equivalents.

However, one of the more notable trends of 2014 is that whereas in the past, the number of Travis County autopsies² were roughly equivalent to the total number of cases from all outside counties, since 2012, the number of Travis County autopsies has outpaced the total number of autopsies from all outside counties. For instance, in 2011, there were 788 Travis County autopsies and 787 autopsies from all outside counties. However, in 2012, there were 913 Travis County autopsies and 697 autopsies from all outside counties. In 2013, there were 966 Travis County autopsies and 749 cases from out of county. One could make the argument that the fee increase in 2012 successfully suppressed the out of county autopsies, but those cases were more than made up for by the increase in Travis County autopsies. The trend of Travis County autopsies outpacing out of county autopsies continues in 2014. The inevitable conclusion is that population growth from within Travis County is a stronger pressure on the office than the influx of cases from outside counties.

² In this section, only autopsies, as opposed to *autopsy equivalents*, are discussed. *Autopsy equivalents*, according to NAME standards, are the number of autopsies performed plus the number of bodies given an external examination divided by five. External examinations are referred to as "view outs" and rarely happen in cases referred from another jurisdiction. However, they are a common occurrence in Travis County, and further skew the number of *autopsy equivalents* to cases handled in Travis County.

**Graph II. Autopsies from Travis County
 Versus Total Number of Autopsies from Outside
 Counties**

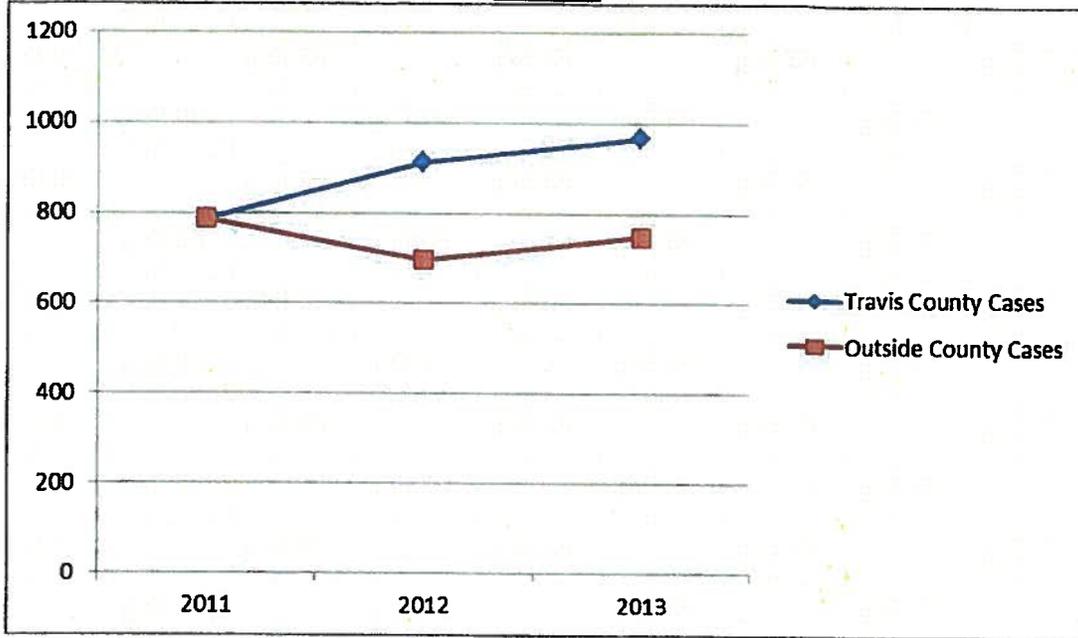


Table II. Data Supporting Graph II

Calendar Year	Number of Travis County Autopsies	Number of Autopsies from All Combined Counties
2011	788	787
2012	913	697
2013	966	749

Also, it must be grasped that a decrease in outside cases created by a fee increase is merely temporary. 2012 saw the last autopsy fee increase, and there were 697 autopsies from out of county. 2013 saw 749 out of county cases. Through September 2014, there have been 580 out-of-county cases. If one divides 580 by 3 (for the three previous quarters in 2014), one would have the result of approximately 193. If one added 193 to 580, one could assume that the out of county cases for 2014 would be 773. On January 1, 2015, the fee for an outside county to obtain an autopsy at the Travis County Medical Examiner's Office will increase from \$2,600 to \$2,900. In 2012, the increase in fees may have caused a momentary drop in autopsy referrals for that calendar year. However, the number of outside autopsies rebounded the following year. Experience has shown that a fee increase has only the most temporary depressant effect

on the total number of cases referred to the Travis County Medical Examiner's Office from outside counties.

4. Estimating Current and Future Autopsy Caseloads

The office is constrained from discussing current and future autopsy caseloads because of the pendency of the NAME accreditation decision and some ambiguity in the NAME standards themselves. In the past, an office could pass a NAME inspection if at the time of inspection (which took place once every five years) the caseload was less than 325 autopsy equivalents per pathologist annually.³ With new yearly self-reporting mechanisms in place, NAME has imposed much tighter scrutiny on fluctuations within an office. It is also unclear what occurs in situations such as the one in Travis County, where the jurisdiction has lost a Chief and is endeavoring to hire a new one. However, it was argued in the budget submission that it could not be expected that the Chief Medical Examiner would always be willing to undertake a full caseload. It is extremely rare that a Chief will accept those working conditions. NAME recognizes this reality.⁴

The office has emphasized both in its budget submission and in arguments before the Commissioners Court that the office was coming dangerously close to exceeding the 325 autopsy equivalents that would preclude NAME accreditation by failing to hire a seventh pathologist. With NAME accreditation hanging in the balance, the office prefers not to project figures that would constitute admissions of NAME Phase II deficiencies. The current situation is that the projected autopsy load for 2014 is 1827. For the last five months of the 2014, five pathologists are splitting that heavy caseload.⁵ The office would respectfully point out that it would be far better for Travis County to move away from a situation where it was in a perpetual

³ As Dr. Wolf noted in her formal July 25, 2014 report, the inexorable growth in the number of autopsy equivalents in the jurisdiction was grasped by NAME. "A review of the Office's annual reports over recent years shows a consistent increase in the workload for . . . the autopsy staff . . . It is clear that the continuation of the high quality work of the Travis County Medical Examiner's Office will therefore . . . necessitate the creation of positions for additional personnel including a medical examiner . . . Hopefully, the funds will be provided for these positions in the near future."

⁴ In a footnote to the NAME standard discussing the limitations on autopsy equivalents per pathologist, NAME states "For the purposes of calculating the autopsies per pathologist . . . the administrative and leadership department duties of the department chief should be considered. In large and complex offices the chief may spend almost all of his or her time in non-autopsy activities; in some instances, that position should be eliminated from the fractional denominator. By contrast in a small office or in an office organized so that administrative duties are not a substantial burden it may be appropriate to make only a modest reduction of the fractional denominator." In Travis County, the new Chief will supervise at least five pathologists and oversee the construction of a new facility. Obviously, a full autopsy load would not be appropriate.

⁵ If one divided 1827 autopsy equivalents by 12 (for each month of the year), the result is 152. That figure could then be divided by five; the current number of pathologists, and the result would be 30.4, which is approximately the number of autopsy equivalents the current pathology staff is carrying per month. If one were to engage in a theoretical exercise about the effect of Dr. Dolinak's absence, the 30.4 autopsy equivalents a month could be multiplied by 12, resulting in 364.8 autopsy equivalents per year per pathologist. One can easily see from this exercise the source of NAME's concern about the office's caseload and the reason the accreditation is in limbo.

Memo to Jessica Rio, Budget Director
TCMEO Seventh Pathologist
October 6, 2014

cliffhanger by skirting the 325 autopsy equivalent caseload number. Travis County should recognize that the office has for years been forced into a situation where it routinely commits a Phase I NAME violation by exceeding 250 autopsy equivalents a year. There is no other area of operation of the Travis County Medical Examiner's Office where a Phase I violation of NAME standards is simply countenanced. NAME has imposed restrictions on the number of autopsy equivalents that can be performed a year for a simple reason: quality declines when a pathologist is overworked. Even if the caseload of the office falls dramatically, it would be surprising if the caseload per pathologist was less than 250 autopsy equivalents a year, which is where ideally the office should be at. Anyone who thinks it is likely that the office runs the risk of being overstaffed by hiring a seventh pathologist is not acknowledging the rapidity of growth within Travis County itself.

5. Should the Hiring of a Seventh Pathologist Await the Hiring of a New Chief?

A few people have made the argument that the hiring of a new pathologist should await the hiring of a new Chief Medical Examiner, so that the new Chief would have input into the decision on the selection of a pathologist.

Most Chiefs don't go into positions (except when a major overhaul in a jurisdiction is needed) expecting to do a lot of initial hiring. Because the pool of qualified candidates is so small, a new Chief would likely be pleased to have a full staff of board-certified forensic pathologists with whom to work as he or she mastered the learning curve of running a new office and supervising the construction of a new facility. When the office is contending with the possibility of a drop from full NAME accreditation to provisional NAME accreditation, it would be a blow to the prestige of the office and could constitute an impediment to finding the right permanent Chief.

Because the provisional accreditation would be based on the overworking of the pathology staff, a new Chief coming into that situation would (1) feel pressure to hire a new pathologist immediately; (2) fear finding a demoralized and worn-out staff; (3) be uncertain of the commitment of the jurisdiction to consistent adequate funding of the office over the length of his or her tenure; and (4) be uncertain as to how much of a caseload would fall on him or herself until the situation was rectified.

Another point is that in the practice of forensic medicine, forensic pathologists don't ordinarily bring other doctors with them when they take on a Chief's position. Hiring a forensic pathologist is not considered a desirable administrative exercise because these individuals are so difficult to recruit. Since the office has four candidates who are interested in interviewing, the office should take advantage of the opportunity, preserve the accreditation, and relieve the pressure of the five remaining board-certified pathologists. It should be obvious that a fully staffed, NAME accredited office would be more likely to attract quality Chief Medical Examiner candidates than an office in other circumstances.

6. Funding the Seventh Pathologist

On September 3, 2014, the Commissioners Court set aside an earmark for the office for funding a seventh pathologist of \$243,847.⁶ PBO has made the following calculations for funding the seventh pathologist, assuming a start date on or about November 1, 2014:

Cost Center	G/L	Sal	
1380020001	500050	\$ 161,005	11 mos
1380020001	504010	\$ 6,650	
1380020001	504020	\$ 2,335	
1380020001	504030	\$ 8,916	
1380020001	504040	\$ 91	
1380020001	506050	\$ 22,009	
1380020001	506060	\$ 580	
		\$ 201,585	
		OP	
1380010001	510200	\$ 400	One time office equipment
1380010001	510210	\$ 3,580	One time furniture
1380010001	510220	\$ 600	
1380010001	510260	\$ 2,193	
1380010001	511710	\$ 240	
1380010001	512030	\$ 809	
1380010001	512040	\$ 703	
1380010001	512090	\$ 2,700	
1380010001	520130	\$ 6,945	one time microscope
		\$ 18,170	
		ITS	
11200200001	510070	\$ 1,450	
11200200001	510060	\$ 205	
11200200001	510310	\$ 1,375	
11200200001	511550	\$ 67	
11200200001	511810	\$ 1,560	
		\$ 4,657	computer & phone
Total		\$ 224,412	

No new space needs to be created for the position to be filled. Existing space needs repainting and new furniture. No construction is involved.

⁶ Given the total earmark of \$243,847, the beginning salary of the new Deputy Medical Examiner II could be upwardly adjusted by a few thousand dollars from the figures worked out below by the Planning and Budget Office.

Memo to Jessica Rio, Budget Director
TCMEO Seventh Pathologist
October 6, 2014

Conclusion

For the reasons state above, the Travis County Medical Examiner respectfully requests (1) a new slot position for a Deputy Medical Examiner II be created by HRMD, and (2) at a minimum, the above funds be transferred from Allocated Reserves to the budget of the Travis County Medical Examiner's Office in order to absorb the expense of hiring a new Deputy Medical Examiner II.

cc: Leroy Nellis, Interim County Executive, Planning and Budget Office
Debbie Maynor, Director, HRMD
Todd Osburn, Compensation Manager, HRMD
Sarah Scott, CAO, Travis County Medical Examiner's Office
Katie Petersen Gipson, Analyst, Planning and Budget Office

Header Information for Entry Doc Number

400007134

Doc. Number 400007134

Doc. Status Preposted

FM Area 1000

Budget. Cate. Payment

Doc. Year 2015

Doc. Date Oct 6, 2014

Value Type Budget

Version 0

Doc. Type TRAN

Budget Type 1

Fiscal Year 2015

Year. Cash Eff

Process UI TRAN

Process SEND

Original. Applic. BWB

Doc. Family

Additional Data

Creator

DUNND

Creation Date Oct 16, 2014

Creation Time 15:33:13

Resp. Person

Year Cohort

Public Law

Header Text

TextName

Lines

Total Document 0 \$224,412 USD

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	-224,412	7th Forensic Pathologists, including accessories
000002	0001		1380020001	500050	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	161,005	Salary for 7th pathologist
000003	0001		1380020001	506010	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	6,650	Salary Savings-Perm Empl
000004	0001		1380020001	506020	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	2,335	Medical Insurance
000005	0001		1380020001	506030	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	8,916	Benefit
000006	0001		1380020001	506040	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	91	FICA
000007	0001		1380020001	506050	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	22,009	Retirement Contribution
000008	0001		1380020001	506060	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	579	Worker's Compensation

Line	Fund	Funds Center	Comm. Item	Func Area	Grant	Funded Program	Local Amount	Line Text
000009	0001		1380010001	510200	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Office Equipment 400
000010	0001		1380010001	510210	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Office Furniture 3,580
000011	0001		1380010001	510220	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Office Supplies 600
000012	0001		1380010001	510260	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Safety Supplies & Equipment 2,193
000013	0001		1380010001	511710	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Cellular Allowance 240
000014	0001		1380010001	512030	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Professional Licenses 809
000015	0001		1380010001	512040	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Professional Memberships 703
000016	0001		1380010001	512090	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Travel, Lodging, Meals & Others 2,700
000017	0001		1380010001	520130	1310	NOT-RELEVANT	NON-FUNDED-PROGRAM	Microscope 6,945
000018	0001		1120020001	510070	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	Computer 1,450
000019	0001		1120020001	510060	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	Communication Equipment 205
000020	0001		1120020001	511550	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	Port Maintenance 67
000021	0001		1120020001	511810	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	Voice & Data Cabling 1,560
000022	0001		1120020001	510310	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	Software 1,375

~~_____~~ *Ann* October 15, 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: Leah R. Henderson, Budget Analyst
DATE: October 14, 2014
RE: Ratification to use Earmark from CAR Reserve for Hamilton Pool Road Project

The FY 2015 Adopted Budget includes a \$500,000 earmark against the Capital Acquisitions Reserve (CAR) for a Hamilton Pool Road project. On Tuesday, October 14, 2014, Commissioners Court approved a motion that directed the Transportation and Natural Resources (TNR) Department to enter into an Advance Funding Agreement with the Texas Department of Transportation for roadway safety improvements on Hamilton Pool Road and Crumley Ranch Road. This project will widen existing Hamilton Pool Road and provide a safer route for visitors to the Travis County Park.

The Commissioners Court also approved a budget amendment to transfer the \$500,000 from the CAR reserve to TNR for the agreement. The Court requested that this be brought back under PBO's budget amendments and transfers as a ratification.

PBO recommends approval of the ratification.

cc: Leroy Nellis, Jessica Rio, Diana Ramirez, Travis Gatlin, PBO
Steve Manilla, Cynthia McDonald, Donna Williams-Jones, TNR

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



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

October 3, 2014

To: Commissioners Court

From: Alan Miller, Sr. Planning & Budget Analyst

Re: Additional Cell Phone Allowances in the County Clerk's Office.

The County Clerk is requesting to internally fund a monthly cellular allowance for five staff members (positions 30000921, 30000927, 30000946, 30000923 & 30000924) 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.

Budget adjustment 400007155 has been submitted by the department to internally fund the cost of these additional cellular allowances. PBO concurs with this request.

CC: Susan Bell, Denice Bell, County Clerk's Office
Jessica Rio, Travis Gatlin, 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.



 Official/Department Head Signature and Date

08/01/2014
 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
Robert Trautman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jennifer Francis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quincy Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cedrick McCallon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jordan Jackson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:
 BA 400007155

Reviewed by PBO

 10/6/14
 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 6, 2014

To: Commissioners Court

From: Alan Miller, Sr. Planning & Budget Analyst *AM*

Re: Additional Cell Phone Allowance in Emergency Services.

Emergency Services is requesting to internally fund a monthly cellular allowance for one staff member (position 30004592) who uses his 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.

No budget adjustment is necessary as the department has sufficient funding within its existing budget. PBO concurs with this request.

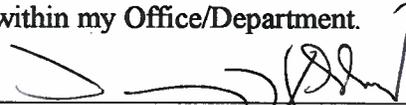
CC: Christine Lego, Emergency Services
Jessica Rio, Travis Gatlin, PBO

RECEIVED

OCT 26 PM 1:39
 TRAVIS COUNTY
 PLANNING & BUDGET OFFICE

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.

Addition

A cellular service monthly allowance is requested for (A or C, Employee ID #, position title and slot number):	\$10/mo	\$20/mo	\$30/mo
Gary Howell, #2002840, FM III, 30004592	<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

 10/6/14

 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



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: October 21, 2014

RE: Cell Phone Allowance, Health and Human Services and Veterans Service

The Health and Human Services and Veterans Service Department is requesting to internally fund a monthly cellular allowance for two staff members (Position 300005387 and 300005424) who use their personal phones 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 this item on the Commissioners Court agenda for approval.

Two internal budget transfers (Document #400007210 and 400007194) are also being processed to fund the cell phone allowance within the department.

PBO concurs with this request.

cc: Sherri Fleming, County Executive, HHSVS
Leroy Nellis, Interim County Executive for Planning and Budget
Nicki Riley, Travis County Auditor
Brad Bearden, Emergency & Wireless Communication Manager
Scott Diamond, County Auditor's Office
Travis Gatlin, Diana Ramirez, PBO
Kathleen Haas, Caula McMarion, HHSVS
Jessica Rio, Travis County Budget Director



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming, County Executive
(512) 854-4100**

DATE: October 9, 2014

TO: Aerin Pfaffenberger, Budget Analyst, Planning and Budget Office

FROM:

Sherri E. Fleming
Sherri E. Fleming, County Executive

Travis County Health and Human Services and Veterans Service

SUBJECT: Health and Human Services and Veterans Service Cellular Phone Allowance Request

Proposed Motion: Consider and take appropriate action to approve the cellular phone allowance request for Deborah Britton and Kirsten Siegfried.

Summary: The employees listed above are frequently in the field and away from routine telephone communication. The use of cellular phones is pertinent to performing their job functions. The department is requesting authorization of the cell phone allowance for these employees following Chapter 39.032 of the Travis County Wireless Communications Policy. The HHSVS County Executive has approved the request to establish the monthly cellular allowance.

Budgetary and Fiscal Impact: FY'2015 funds are set aside for ~~Deborah Britton~~ BA# 400007194, cost centers 1580270001 and for ~~Kirsten Siegfried~~; BA # 400007210, cost center 1580100001.

These monthly amounts are supplemental income as processed through the payroll system, included in the employee's gross income and subject to standard payroll withholding for federal taxation and retirement contributions.

cc: Leroy Nellis, Acting County Executive, Planning and Budget
Brad Bearden, Emergency & Wireless Communications Manager
Nicki Riley, Travis County Auditor
Scott Diamond, Travis County Auditor Payroll
Caula McMarion, HHSVS Accountant
Kathleen Haas, HHSVS Finance Manager

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.

Sherie E. Fleming
Official/Department Head Signature and Date

10/13/14
effective date

NOTE: All requests for new monthly allowances or increases to previously approved monthly allowances must first go through PBO, and 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 506010 (6.2%), 506050 (13.67%), 506060 (1.95 POPS positions), 506020 (1.45%), and the remaining into 511710. 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, #137337, HHS Division Director, #30005387	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A, 2002877, HHS Division Director, #30005424	<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"/>

Comments:

Reviewed by PBO

Ar. Pyle 10-15-2014
Signature and date

Approved by Commissioner's Court

_____ *Date*

Processed by Auditor's Office

_____ *Signature and date*

Allocated Reserve Status (580010)

Amount	Dept Transferred Into	Date	Explanation
15,227,297.00			Beginning Balance
899.71	Allocated Reserves	10/3/14	Liquidated Purchase Orders - Various
2,205.31	Allocated Reserves	10/8/14	Liquidated Purchase Orders - Various
15,230,402.02	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 - Work Order System Additional Funding
(\$500,000)	Transportation and Natural Resources - Road Maintenance Operating Supplement
(\$160,000)	Transportation and Natural Resources - MCE Fleet Non-Fuel Line Items
(\$50,000)	Transportation and Natural Resources - Park Forestry Services
(\$40,227)	Transportation and Natural Resources - Transit Pass Program
(\$250,000)	Undesignated - 450th District Court Start-Up Costs
(\$200,000)	Undesignated - Contracted Security Services

(\$7,165,644) Total Possible Future Expenses (Earmarks)

\$8,064,758 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 (500,000)	TNR	10/14/14	Beginning Balance Hamilton Pool Road
2,072,379 Current Reserve Balance			

Possible Future Expenses Against CAR Reserves Previously Identified:

Amount	Explanation
(\$70,000)	Civil Courts - Audio Visual and Judges Workbench
(\$200,000)	Information Technology Services - Network End of Life Equipment
(\$400,000)	Juvenile Probation - Master Plan Phase II
(\$100,000)	Transportation and Natural Resources - Sidewalks - ADA Upgrades
(\$50,000)	Transportation and Natural Resources - Guardrail - New Installations
(\$192,750)	Transportation and Natural Resources - Failing Vehicles
(\$7,200)	Transportation and Natural Resources - Sandy Creek Park Proceeds
(\$1,019,950)	Total Possible Future Expenses (Earmarks)
\$1,052,429	Remaining CAR Reserve Balance After Possible Future Expenditures

22

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			