



**TRAVIS COUNTY OFFICE  
OF THE MEDICAL EXAMINER**

1213 Sabine Street PO Box 1748 Austin, TX 78767  
Tel: (512) 854-9599 Fax: (512) 854-9044  
[www.co.travis.tx.us/medical\\_examiner](http://www.co.travis.tx.us/medical_examiner)

**AGENDA REQUEST**

**Meeting Date:** November 18, 2014

**Prepared By/Phone Number:** Sarah Scott/854-6885

**Elected/Appointed Official/Dept. Head:** Danny Hobby, County Executive, Emergency Services

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE:**

**Approve the use of County funds to reimburse travel costs to candidates interviewing for the Chief Medical Examiner position.**

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Candidates from outside the Austin area have been asked to interview for the Chief Medical Examiner position. Travel costs may include airfare, personal auto expenses, auto rental, hotel, cost of meals, as well as incidentals.

**STAFF RECOMMENDATIONS:**

Approve reimbursement of travel costs to interview candidates for the Chief Medical Examiner position.

**ISSUES AND OPPORTUNITIES:**

The Planning & Budget Office has confirmed that sufficient funds are available to pay travel costs.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

See Attached.

**REQUIRED AUTHORIZATIONS:**

Danny Hobby 854-4416

Debbie Maynor 854-9170

Nicki Riley 854-9125



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**BACKUP MEMORANDUM**

**DATE:** November 10, 2014

**TO:** Members of the Commissioners Court

**VIA:** Danny Hobby, County Executive, Emergency Services

**FROM:** Sarah Scott, Chief Administrative Officer, Travis County Medical Examiner's Office

**SUBJECT:** Approval to Reimburse Chief Medical Examiner Candidates for Travel Costs

**Proposed Motion:**

Approve the use of County funds to reimburse travel cost for candidates not in the Austin area interviewing for the Chief Medical Examiner position.

**Summary:**

The candidates will be traveling to interview for the Chief Medical Examiner position. Travel costs may include airfare, use of personal auto (including mileage), auto rental, hotel, cost of meals, as well as incidentals.

**Budgetary and Fiscal Impact:**

Travis County Budget Rule #14 allows Commissioners Court to approve the use of County funds to pay for travel arrangements and food/non-alcoholic beverages to entertain applicants when recruiting nationally for top level positions. The approval must be granted prior

to the travel for the applicant to be reimbursed. Job applicants are reimbursed at the same rates used for current County personnel.

Travel costs are estimated to be around \$3,300 total. Funds will be paid from the Medical Examiner's Office budget account for travel, meals and lodging.

**Recommendation**

Approve reimbursement of travel costs to interview candidates for the Chief Medical Examiner position.