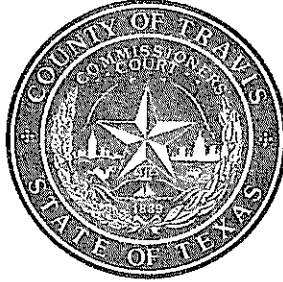


Travis County Commissioners Court #1



# Resolution

- WHEREAS, the Department of Veterans Affairs certifies that Austin, Texas and Travis County are designated by the Veterans Day National Committee as a Regional Site for the Celebration of Veterans Day 2008;
- WHEREAS, the Travis County Veterans' Day Parade Committee has proclaimed "**Women of the Military Past and Present**" as the theme for this year's celebration;
- WHEREAS, women in the U.S. military have always had "a tough road to travel," and we owe a lot to those women who literally broke ground, opened doors, and chose a military career;
- WHEREAS, the terms "WAC"--Women's Army Corps, "WAVE"--Women Accepted for Volunteer Emergency Service, and "WAF"--Women in the Air Force are acronyms and names used from the 1940s until the separate women's branches were eliminated in the mid-1970s;
- WHEREAS, 1.8 million female veterans have served in the Armed Forces, making up 14 percent of all branches of the U.S. Military, of which 150,000 women veterans are from Texas. These facts clearly show that women are veterans too;
- WHEREAS, more than 26,000 females are currently deployed in Iraq or Afghanistan, and close to 195,000 have served since these wars began;

WHEREAS, Travis County government currently employs 775 military Veterans, and it is appropriate that their patriotic and unselfish service be suitably recognized and commemorated. These colleagues are our sons, daughters, husbands, wives, friends, and neighbors, who have, willingly answered the call to service and died so that we may live free in this great republic. These employees have brought honor and distinction to Travis County through their service;

WHEREAS, "Vets Helping Vets" is the motto of the Travis County Veterans Service Office, which is steadfastly committed to serving "One Veteran at a Time."

NOW, THEREFORE, BE IT RESOLVED BY THE TRAVIS COUNTY COMMISSIONERS COURT THAT ALL CITIZENS OF TRAVIS COUNTY ARE URGED TO OBSERVE NOVEMBER 11, 2008 AS

"VETERANS' DAY"

WITH APPROPRIATE PROGRAMS AND ACTIVITIES FOCUSING ON THE ACHIEVEMENTS OF THOSE WHO HAVE SERVED THIS GREAT NATION, ESPECIALLY OUR WOMEN VETERANS, AND SHOWING APPRECIATION FOR THEIR DEDICATION AND SERVICE.

SIGNED AND ENTERED THIS \_\_\_\_\_ DAY OF NOVEMBER, 2008.

\_\_\_\_\_  
SAMUEL T. BISCOE  
COUNTY JUDGE

\_\_\_\_\_  
RON DAVIS  
COMMISSIONER, PRECINCT 1

\_\_\_\_\_  
SARAH ECKHARDT  
COMMISSIONER, PRECINCT 2

\_\_\_\_\_  
GERALD DAUGHERTY  
COMMISSIONER, PRECINCT 3

\_\_\_\_\_  
MARGARET J. GÓMEZ  
COMMISSIONER, PRECINCT 4

2

**Travis County Commissioners Court Agenda Request**

RECEIVED  
COUNTY CLERK'S OFFICE

08 NOV -4 PM 2: 50

Voting Session November 7, 2008  
(Date)

Work Session \_\_\_\_\_  
(Date)

**I. Request:**

Request made by: Alicia Perez, Executive Manager Phone # 854-9343  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney.

Requested text:

Review and approve the immediate release of reimbursement payment to United Health Care for claims paid for participants in the Travis County Employee Health Care Fund for payment of \$889,154.23, for the period of October 24, 2008 to October 30, 2008.

Approved by: \_\_\_\_\_  
Signature of Commissioner or County Judge

**II. Additional Information:**

A. Backup memorandum is attached.

B. Affected agencies and officials.

Linda Moore-Smith	854-9170
Dan Mansour	854-9499
Susan Spataro	854-9125
Christian Smith	854-9465

**III. Required Authorizations: Checked if applicable:**

- \_\_\_\_\_ Planning and Budget Office (854-9106)
- \_\_\_\_\_ Human Resources Management Department (854-9165)
- \_\_\_\_\_ Purchasing Office (854-9700)
- \_\_\_\_\_ County Attorney's Office (854-9415)
- \_\_\_\_\_ County Auditor's Office (854-9125)

**TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS**

**DATE:** November 7, 2008

**TO:** Members of the Travis County Commissioners Court

**FROM:** Dan Mansour, Risk Manager

**COUNTY DEPT.** Human Resources Management Department (HRMD)

**DESCRIPTION:** United Health Care (UHC) (The Third Party Administrator for Travis County's Hospital and Self Insurance Fund) has requested reimbursement for health care claims paid on behalf of Travis County employees and their dependents.

**PERIOD OF PAYMENTS MADE:** October 24, 2008 to October 30, 2008

**REIMBURSEMENT REQUESTED FOR THIS PERIOD:** \$889,154.23

**HRMD RECOMMENDATION:** The Director or Risk Manager has reviewed the reimbursement submitted and concurs with the findings of the audits by the Financial Analyst and the Benefits Contract Administrator and therefore recommends reimbursement of \$889,154.23.

Please see the attached reports for supporting detail information.



TRAVIS COUNTY  
 Last Updated 11-03-08 at 2:43pm  
**RECOMMENDATION FOR TRANSFER OF FUNDS**

DATE: November 7, 2008  
 TO: Susan Spataro, County Auditor  
 FROM: Dan Mansour, Risk Manager  
 COUNTY DEPT.: Human Resources Management Department (HRMD)

United Health Care (UHC) (Travis County's Third Party Administrator for our Self Insured Health Care Fund) has requested reimbursement for health care claim payments made on behalf of Travis County employees and their dependents as follows:

PERIOD OF PAYMENTS PAID:  
 FROM: October 24, 2008  
 TO: October 30, 2008

**REIMBURSEMENT REQUESTED: \$ 889,154.23**

**SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:**

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,167,721.72
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: November 4, 2008	\$ (278,558.66)
Corr October 28, 2008	\$ (9.00)
Adjust to balance per UHC	\$ 0.17
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 889,154.23
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
TRANSFER OF FUNDS REQUESTED:	<u>\$ 889,154.23</u>

The claims have been audited for eligibility and all were eligible in the period covered by the claim.

All claims over \$25,000 (3 this week totaling \$241,152.98) have been audited for data entry accuracy and the following information is correct for each claim audited: date of service, eligibility, nature of service, name of and amount billed by provider, amount billed by date and amount paid by UHC.

Fifteen percent (15%) of all claims under \$25,000 (\$99,289.36) have been audited for data entry accuracy and the following information is correct for each claim identified for this random review: date of service, eligibility, nature of service, name of and amount billed by provider, date and amount paid by UHC. Claims in this random audit met the above requirements but may qualify for more detailed analysis through other resources.

All claims have been reviewed to determine if they have exceeded the \$175,000 stop loss limit. For claims that have exceeded the limit, it has been verified that UHC has complied with the contract. This week credits for stop loss and other reimbursements totaled \$31,818.13.


All claims submitted in this transfer have been audited to confirm accuracy of billing and legitimacy of claim under the service provisions of the health care contract and all are contractually legitimate, legally incurred and accurately billed claims.

I certify that all data listed on this recommendation for transfer of funds is correct and that the payments shown have been made solely for the purpose of health insurance claims.

  
 Linda Moore Smith, Director 11-4-08  
Date

  
 Dan Mansour, Risk Manager 11-4-08  
Date

*unavailable to sign*  
 Cindy Purinton, Benefit Contract Administrator Date

  
 Norman McRee, Financial Analyst 11/3/08  
Date

\*\* Agrees to the total payments for this period per the check register received from UHC. See the final page of this period's check register attached.

**TRAVIS COUNTY  
HOSPITAL AND INSURANCE FUND  
SUPPORTING DETAIL FOR THE  
WEEKLY REIMBURSEMENT REQUEST TO  
COMMISSIONERS COURT  
FOR THE PAYMENT PERIOD  
OCTOBER 24, 2008 TO OCTOBER 30, 2008**

-

- Page 1. Detailed Recommendation to Travis County Auditor for transfer of funds.**
- Page 1a. Unavailable to Sign Document.**
- Page 1b. Explanation of Higher than Normal Reimbursement Amount.**
- Page 2. Notification of amount of request from United Health Care (UHC).**
- Page 3. Last page of the UHC Check Register for the Week.**
- Page 4. List of payments deemed not reimbursable.**
- Page 5. Journal Entry for the reimbursement.**



Last updated 11-06-08 at 2:15pm

## *Human Resources Management Department*

# HRMD

1010 Lavaca Street, 2<sup>nd</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX(512) 854-4203

### MEMORANDUM

**Date:** November 7, 2008

**To:** Susan Spataro, County Auditor

**From:** Dan Mansour, Risk Manager  
Human Resources Management Department

**Subject:** Benefit Contract Administrator Unavailable to  
Sign Recommendation for Transfer of Funds  
For Period October 24, 2008 – October 30, 2008

Cindy Puriton, Benefit Contract Administrator, is out of the office and unavailable to sign the Recommendation for Transfer of Funds document for the period October 24, 2008 – October 30, 2008.

All appropriate reviews and audits have been performed on claims for the above period.



Last Updated 11-06-08 at 2:15pm

## Human Resources Management Department

# HRMD

1010 Lavaca Street, 2<sup>nd</sup> Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

### MEMORANDUM

**Date:** November 7, 2008  
**To:** Commissioners Court  
**From:** Dan Mansour, Risk Manager, HRMD  
**Re:** Explanation of Larger than Normal Health Reimbursement Request  
For the Period of October 24 – October 30, 2008, \$889,154.23

This week's claims reimbursement request of \$889,154.23 includes three claims over \$25,000, totaling \$241,152.98. Travis County will be reimbursed for claims costs for individuals that exceed \$175,000 in the fiscal year. These claims have been audited by HRMD and the individuals are appropriately covered under our health plan.

Also, this week's claims reimbursements include pharmacy charges which are included in reimbursement requests every other week. The total pharmacy charges this week total \$297,634.53, which is consistent with average pharmacy charges.

In conclusion, it appears this week's reimbursement is higher due to the large claims as well as the number of claims included. Last week's claims totaled \$278,558.66, which is lower than normal, and the two week total of \$1,167,721.89, is slightly less than the two week average.

Last Updated 11-06-08 at 2:15pm

TO: NORMAN MCREE  
 FAX NUMBER: (512) 854-3128  
 PHONE: (512) 854-3828

FROM: UNITEDHEALTH GROUP  
 AB5

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

DATE: 2008-10-31 REQUEST AMOUNT: \$1,167,721.72

CUSTOMER ID: 00000701254  
 CONTRACT NUMBER: 00701254 00709445  
 BANK ACCOUNT NUMBER: 0475012038  
 FUNDING ABA NUMBER: 021000021  
 FREQUENCY: FRIDAY INITIATOR: CUST METHOD: ACH BASIS: BALANCE  
 ADVISE FREQUENCY: DAILY

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2008-10-30	\$816,080.22
- REQUIRED BALANCE TO BE MAINTAINED:	\$1,938,718.00
+ PRIOR DAY REQUEST:	\$00.00
<b>- UNDER DEPOSIT:</b>	<b>\$1,122,637.78</b>
+ CURRENT DAY NET CHARGE:	\$45,083.94
+ FUNDING ADJUSTMENTS:	\$00.00
<b>REQUEST AMOUNT:</b>	<b>\$1,167,721.72</b>

ACTIVITY FOR WORK DAY: 2008-10-24

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$349,894.93	\$00.00	\$349,894.93
<b>TOTAL:</b>	<b>\$349,894.93</b>	<b>\$00.00</b>	<b>\$349,894.93</b>

ACTIVITY FOR WORK DAY: 2008-10-27

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$171,306.01	\$00.00	\$171,306.01

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2008\_11\_30

CONTR_NBR	PLN_ID	TRANS_AMT	SRS_DESG_NBR	CHK_NBR	GRP_ID	CLM_ACCT_NBR	ISS_DT	TRANS_TYP_CD	TRANS_DT	WK_END_DT
701254	632	-183.78	NN	1910721	AE		8 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-199.22	NN	1568096	AA		9 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-199.22	NN	1401306	AA		9 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-221.32	NN	1742910	AA		5 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-221.32	NN	1742884	AE		5 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-236.62	NN	1642390	AE		9 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-239.93	NN	1603050	AI		11 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-271.95	NN	1043169	AH		5 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-314.22	NN	1245086	AH		1 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-344.09	NN	1817696	AH		1 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-344.09	NN	1958871	AE		8 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-360.02	NN	1861206	AH		9 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-417.5	NN	1516104	AE		6 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-441.14	NN	1149453	AA		1 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-848.7	US	10998122	AI		11 10/22/2008	50	10/28/2008	11/30/2008
701254	632	-1289.36	NN	1606672	AE		6 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-1391.12	NN	1537985	AH		1 10/30/2008	200	10/27/2008	11/30/2008
701254	632	-5615.01	UV	13747441	AE		1 10/24/2008	50	10/30/2008	11/30/2008
701254	632	-14677	NN	1887585	AE		5 10/30/2008	200	10/27/2008	11/30/2008

889,154.23

# ***Travis County Hospital and Insurance Fund - County Employees***

## ***UHC Payments Deemed Not Reimbursable***

For the payment week ending: 10/30/2008

<i>CONTR_#</i>	<i>TRANS_AMT</i>	<i>SRS</i>	<i>CHK_#</i>	<i>GRP</i>	<i>CLAIM ACCT#</i>	<i>ISS_DATE</i>	<i>TRANS CODE</i>	<i>TRANS_DATE</i>
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***Total:***                 **\$0.00**

**Travis County - Hospital and Self Insurance Fund (526)**

**Journal Entry for the Reimbursement to United Health Care**

For the payment week ending: 11/30/2008

<b>TYPE</b>	<b>MEMBER TYPE</b>	<b>TRANS_AMT</b>
<b>CEPO</b>		
EE	526-1145-522.45-28	47,181.83
RD	526-1145-522.45-29	40.07
RR	526-1145-522.45-29	7,888.37
Total CEPO		\$55,110.27
<b>EPO</b>		
EE	526-1145-522.45-20	166,443.26
RR	526-1145-522.45-21	54,020.28
Total EPO		\$220,463.54
<b>PPO</b>		
EE	526-1145-522.45-25	566,727.30
RR	526-1145-522.45-26	46,853.12
Total PPO		\$613,580.42
Grand Total		\$889,154.23



**Travis County Commissioners Court Agenda Request**

Voting Session 11/07/08  
(Date)

Work Session \_\_\_\_\_  
(Date)

**I. Request made by:**

 Alicia Perez, Executive Manager, Administrative Operations Phone # 854-9343  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

Routine Personnel Actions

Approved by: \_\_\_\_\_  
Signature of Commissioner(s) or County Judge

**II. Additional Information**

- A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight copies of request and backup).
- B. List all of the agencies or official names and telephone numbers that might be affected or be involved with the request. Send a copy of request and backup to each party listed.

**III. Required Authorizations:** Please check if applicable:

\_\_\_\_\_ Planning and Budget Office (854-9106)

\_\_\_\_\_ Human Resources Management Department (854-9165)

\_\_\_\_\_ Purchasing Office (854-9700)

\_\_\_\_\_ County Attorney's Office (854-9415)

\_\_\_\_\_ County Auditor's Office (854-9125)



# HRMD

*Human Resources Management Department*

1010 Lavaca Street, 2<sup>nd</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX(512) 854-4203

**November 7, 2008**

**ITEM # :**

**DATE:** October 29, 2008

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Gerald Daugherty, Commissioner, Precinct 3  
Margaret Gomez, Commissioner, Precinct 4

**VIA:** Alicia Perez, Executive Manager, Administrative Operations

**FROM:** Linda Moore Smith, Director, HRMD 

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 9.**

If you have any questions or comments, please contact me.

LMS/LAS/clr

**Attachments**

cc: Planning and Budget Department  
County Auditor  
County Auditor-Payroll (Certified copy)  
County Clerk (Certified copy)

<b>WEEKLY PERSONNEL AMENDMENTS --- ROUTINE</b>
--

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
<b>Co Agricultural Ext Serv</b>	9	Administrative Asst I	11 / Level 3 / \$28,100.80	11 / Level 3 / \$28,100.80
<b>EMS</b>	15	Helicopter Pilot Sr	25 / Level 1 / \$68,432.00	25 / Level 1 / \$68,432.00
<b>EMS</b>	16	Helicopter Pilot Sr	25 / Level 1 / \$68,432.00	25 / Level 1 / \$68,432.00
<b>Fac Mgmt</b>	19	Custodial Svcs Supv	10 / Level 3 / \$26,249.60	10 / Level 3 / \$26,249.60
<b>Fac Mgmt</b>	154	Building Maint Worker	9 / Level 5 / \$25,875.20	9 / Level 5 / \$25,875.20
<b>Fac Mgmt</b>	155	Building Maint Worker	9 / Level 2 / \$23,836.80	9 / Level 2 / \$23,836.80
<b>JP Pct 2</b>	4	Court Clerk I	13 / Minimum / \$29,501.26	13 / Minimum / \$29,501.26
<b>JP Pct 2</b>	23	Court Clerk I	13 / Minimum / \$29,501.26	13 / Minimum / \$29,501.26
<b>Juvenile Court</b>	437	Juvenile Res Trt Ofcr I**	12 / Level 3 / \$30,056.00	12 / Level 3 / \$30,056.00
<b>Sheriff</b>	153	Counselor**	15 / \$45,151.39	15 / \$45,151.39
<b>Sheriff</b>	273	Cadet**	80 / Step 1 / \$33,750.91	80 / Step 1 / \$33,750.91
<b>Sheriff</b>	315	Cadet**	80 / Step 1 / \$33,750.91	80 / Step 1 / \$33,750.91
<b>Sheriff</b>	1146	Cadet**	80 / Step 1 / \$33,750.91	80 / Step 1 / \$33,750.91
<b>Sheriff</b>	1766	Security Coord	12 / Level 1 / \$28,392.00	12 / Level 1 / \$28,392.00
<b>TCCES</b>	12	Chem Dependency Counselor*	15 / Minimum / \$33,764.43	15 / Minimum / \$33,764.43
<b>TNR</b>	508	Park Maint Worker	7 / \$25,584.00	7 / \$25,584.00
<b>TNR</b>	579	Environmental Program Mgr	24 / Midpoint / \$80,712.32	24 / Midpoint / \$80,712.32
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
County Clerk	20010	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	20057	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20164	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20166	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20168	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20182	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20209	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20241	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20251	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20254	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20324	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20340	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20347	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20396	Elec Clk – Early Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20416	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20436	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20482	Elec Clk – Early Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23021	Elec Clk – Early Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23024	Elec Clk – Early Vting Deputy	10 / \$12.00	10 / \$12.00	02
<b>**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).</b>					

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
County Clerk	23027	Elec Clk – Ery Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23223	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23224	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23227	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23228	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23231	Elec Clk – Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23234	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23235	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23236	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23237	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23238	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23240	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23246	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23249	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
Fac Mgmt	20010	Custodian	5 / \$11.00	5 / \$11.00	02
Fac Mgmt	20025	Groundskeeper	7 / \$11.00	7 / \$11.00	02
Fac Mgmt	20026	Custodian	5 / \$11.00	5 / \$11.00	02
Fac Mgmt	20027	Custodian	5 / \$11.00	5 / \$11.00	02
Probate Court	20006	Law Clerk I	14 / \$17.37	14 / \$17.37	02
Tax Collector	50066	Office Asst	8 / \$10.10	8 / \$10.10	05
<b>**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).</b>					

<b>TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Salary</b>	<b>Comments</b>
<b>County Clerk</b>	Slot 20007 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20664 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20016 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20022 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20028 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20201 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20064 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20594 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20070 / Elec Clk – Operations Clk IV / Grd 11 / \$13.00♦	<b>County Clerk</b>	Slot 20059 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20074 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20597 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20308 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20003 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20447 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20017 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20450 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20626 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20457 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20093 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20459 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20466 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20461 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20491 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20463 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	<b>County Clerk</b>	Slot 20579 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>County Clerk</b>	Slot 20481 / Elec Clk – Operations Clk IV / Grd 11 / \$13.00♦	<b>County Clerk</b>	Slot 20236 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
<b>♦ FY 08 JA Project Pay Grade prior to 10/1/08 implementation</b>				

<b>TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title –Salary</b>	<b>Comments</b>
County Clerk	Slot 20489 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	County Clerk	Slot 20443 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
County Clerk	Slot 20578 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	County Clerk	Slot 20063 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
County Clerk	Slot 20595 / Elec Clk – Operations Clk IV / Grd 11 / \$13.00♦	County Clerk	Slot 20222 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
County Clerk	Slot 20598 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	County Clerk	Slot 20232 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
County Clerk	Slot 20601 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	County Clerk	Slot 23256 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
County Clerk	Slot 20602 / Elec Clk – Operations Clk IV / Grd 14 / \$16.00	County Clerk	Slot 20032 / Elec Clk – Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.
♦ FY 08 JA Project Pay Grade prior to 10/1/08 implementation				

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
Sheriff	837	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1048	Corrections Officer* / Grd 81	Corrections Officer Sr* / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1161	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfcmnt / Grd 74	\$50,219.94	\$55,127.90	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Actual vs Authorized</b>						



<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	1423	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1584	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrcmnt / Grd 74	\$55,446.98	\$62,640.03	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Constable 3</b>	Slot 6 / Court Clerk II / Grd 15 / \$42,396.81	<b>Constable 3</b>	Slot 7 / Office Manager Sr / Grd 21 / \$56,742.40	Employee promoted from pay grade 15 to 21. HRMD reviewed supporting documents. Pay is at level 4.
<b>Constable 3</b>	Slot 16 / Court Clerk I / Grd 13 / \$40,261.12	<b>Constable 3</b>	Slot 6 / Court Clerk II / Grd 15 / \$42,205.49	Promotion. Pay is between midpoint and max of pay grade.
<b>Constable 3</b>	Slot 17 / Court Clerk Asst* / Grd 11 / \$32,391.22	<b>Constable 3</b>	Slot 16 / Court Clerk I / Grd 13 / \$36,138.96	Promotion. Pay is between midpoint and max of pay grade.
<b>Criminal Courts</b>	Slot 22 / Office Specialist / Grd 10 / \$30,399.39	<b>Criminal Courts</b>	Slot 18 / Judicial Aide Spec / Grd 16 / \$38,292.80	Promotion. Pay is between min and midpoint of pay grade.
<b>Fac Mgmt</b>	Slot 36 / Groundkeeper / Grd 7 / \$28,713.78	<b>Fac Mgmt</b>	Slot 52 / Mover / Grd 8 / \$28,713.78	Promotion. Pay is between midpoint and max of pay grade.
<b>ITS</b>	Slot 112 / Customer Support Analyst I / Grd 20 / \$51,757.44	<b>ITS</b>	Slot 72 / Customer Support Analyst II / Grd 22 / \$54,345.31	Promotion. Pay is between min and midpoint of pay grade.
<b>Medical Examiner</b>	Slot 20 / Deputy Medical Examiner I / Grd 98 / \$169,950.00	<b>Medical Examiner</b>	Slot 30 / Deputy Medical Examiner II / Grd 98 / \$174,950.00	Promotion. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>				



<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 243 / Detective Law Enforcement / Grd 75 / \$79,292.93	<b>Sheriff</b>	Slot 1615 / Detective Law Enforcement / Grd 75 / \$79,292.93	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1326 / Victim Counselor* / Grd 15 / \$45,671.35	<b>Sheriff</b>	Slot 1326 / Victim Counselor Sr / Grd 16 / \$47,954.92	Promotion. Pay is between midpoint and max of pay grade.
<b>Sheriff</b>	Slot 1352 / Office Specialist Sr / Grd 12 / \$31,634.57	<b>Sheriff</b>	Slot 411 / Community Liaison / Grd 18 / \$48,825.60	Employee promoted from pay grade 12 to 18. HRMD reviewed supporting documents. Pay is at level 2.
<b>Sheriff</b>	Slot 1516 / Security Coord / Grd 12 / \$29,292.00	<b>Sheriff</b>	Slot 1282 / Cadet / Grd 80 / \$33,750.91	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS) Step 1.
<b>Sheriff</b>	Slot 1615 / Detective Law Enforcement / Grd 75 / \$79,292.93	<b>Sheriff</b>	Slot 373 / Detective Law Enforcement / Grd 75 / \$79,292.93	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1628 / Security Coord / Grd 12 / \$35,835.03	<b>Sheriff</b>	Slot 1427 / Cadet / Grd 80 / \$33,750.91	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS) Step 1.
<b>Sheriff</b>	Slot 1629 / Office Specialist Sr / Grd 12 / \$34,791.29	<b>Sheriff</b>	Slot 726 / Office Specialist Sr / Grd 12 / \$34,791.29	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1713 / Office Specialist Sr / Grd 12 / \$31,633.73	<b>Sheriff</b>	Slot 1209 / Telecomm 9-1-1 Spec* / Grd 14 / \$33,446.40	Promotion. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>				

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 1738 / Cadet* / Grd 80 / \$33,750.91	<b>Sheriff</b>	Slot 1705 / Cadet* / Grd 80 / \$33,750.91	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1739 / Cadet* / Grd 80 / \$33,750.91	<b>Sheriff</b>	Slot 763 / Cadet* / Grd 80 / \$33,750.91	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Tax Collector</b>	Slot 122 / Office Specialist Sr / Grd 12 / \$28,473.10	<b>Tax Collector</b>	Slot 121 / Tax Compliance Ofcr Lead / Grd 14 / \$32,510.40	Promotion. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>				

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

\_\_\_\_\_  
**Ron Davis, Commissioner, Pct. 1**

\_\_\_\_\_  
**Sarah Eckhardt, Commissioner, Pct. 2**

\_\_\_\_\_  
**Gerald Daugherty, Commissioner, Pct. 3**

\_\_\_\_\_  
**Margaret Gomez, Commissioner, Pct. 4**

RECEIVED  
COUNTY JUDGE'S OFFICE

4 ✓

**Travis County Commissioners Court Agenda Request** AM 10:46

Voting Session November 7, 2008  
(Date)

Work Session \_\_\_\_\_  
(Date)

**I. Request**

A. Request made by:

Alicia Perez, Executive Manager, Administrative Operations Phone # 854-9343

Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested text:

APPROVE NEW FY 09 STARFLIGHT POSITIONS FOR SUPPLEMENTAL AVIATION PAY EFFECTIVE NOVEMBER 1, 2008, WHICH INCLUDE DIVISION COMMANDER, DISTRICT COMMANDER, FLIGHT NURSE RN AND FLIGHT PARAMEDIC JOB TITLES.

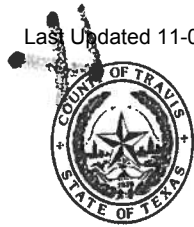
C. Approved by: \_\_\_\_\_  
Signature of Commissioner or County Judge

**II. Additional Information**

- A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight copies of request and backup).
- B. List all of the agencies or official names and telephone numbers that might be affected or be involved with the request. Send a copy of request and backup to each party listed.

**III. Required Authorizations: Please check if applicable:**

- \_\_\_\_\_ Planning and Budget Office (854-9106)
- \_\_\_\_\_ Human Resources Management Department (854-9165)
- \_\_\_\_\_ Purchasing Office (854-9700)
- \_\_\_\_\_ County Attorney's Office (854-9415)
- \_\_\_\_\_ County Auditor's Office (854-9125)



# HRMD Human Resources Management

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1010 Lavaca, 2<sup>nd</sup> Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

## MEMORANDUM

DATE: November 7, 2008  
TO: Members of the Commissioners Court  
VIA: Alicia Perez, Executive Manager, Administrative Operations  
FROM: Linda Moore Smith, Human Resources Management Director *LS*  
SUBJECT: STAR Flight Program - Supplemental Aviation Pay Practices

### Proposed Motion

APPROVE NEW FY 09 STARFLIGHT POSITIONS FOR SUPPLEMENTAL AVIATION PAY EFFECTIVE NOVEMBER 1, 2008, WHICH INCLUDE DIVISION COMMANDER, DISTRICT COMMANDER, FLIGHT NURSE RN AND FLIGHT PARAMEDIC JOB TITLES.

### Staff Recommendations

The Human Resources Management Department (HRMD) recommends approval of the proposed motion. The Court's approval will allow continuation of supplemental pay received by flight personnel prior to becoming Travis County employees, effective October 1, 2008.

See Page 2 – Table 1. STAR Flight Program - Supplemental Aviation Pay Program

### Summary

In order to maintain pay parity among flight personnel, HRMD supports the Emergency Services Department's request to add the job titles identified above to the list of approved job titles to receive supplemental aviation pay. The Executive Manager of Emergency Services will ensure the development of a plan to judiciously manage and monitor hours worked, safety, and any related fiscal impacts.

See Page 3 – 10/24/08 Memo – Aviation Pay Rates and Practices Revisions

### Background

Supplemental aviation pay for flight personnel was initially approved by the Commissioners Court on August 17, 2004. On July 10, 2007 the supplemental pay program was clarified, which resulted in Court approved exceptions to Travis County (TC) Codes § 10.004 Exempt or Non-Exempt (Fair Labor Standards Act/FLSA) Status of Positions; and, 10.043 Holidays.

See Page 2 – Table 2. Policy Exceptions for Supplemental Aviation Pay Program

Table 1. STARFlight Program - Supplemental Aviation Pay Program

Supplemental Pay Practice	Job Titles	Policy Exception
<ul style="list-style-type: none"> <li>• 1.5x Premium Overtime</li> <li>• 1.0x Standard Overtime</li> <li>• Comp Time</li> <li>• On-Call 1.0x</li> <li>• Call-Back 1.5x</li> <li>• 1.0 x Scheduled Holidays</li> </ul>	<p><u>FLSA Non-Exempt</u></p> <ul style="list-style-type: none"> <li>• Helicopter Maintenance Mech Sr</li> <li>• Helicopter Pilot</li> <li>• Helicopter Pilot Sr</li> <li>• Flight Paramedic</li> <li>• Flight Nurse RN</li> </ul>	<p>TC Code § 10.004                      Exempt or Non-Exempt                      Status of Positions</p>
<b>FLSA Exempt</b>		
<ul style="list-style-type: none"> <li>• 1.0x Scheduled Holidays</li> <li>• 1.0x Additional Hours</li> </ul>	<ul style="list-style-type: none"> <li>• Helicopter Maintenance Mgr</li> <li>• Helicopter Pilot Chief/Flight Instructor</li> <li>• Helicopter Operations Div Dir</li> <li>• District Commander</li> <li>• Division Commander</li> </ul>	<p>TC Codes § 10.004 and                      10.043, Exempt or Non-                      Exempt Status of                      Positions; and, Holidays.</p>

Table 2. Policy Exceptions for Supplemental Aviation Pay Program

<p><u>Commissioners Court approved 6/28/89 and 8/17/04:</u></p> <ol style="list-style-type: none"> <li>1. TC Code §10.043. Non-Exempt employees may accrue a Holiday credit.                      Exception: Non-Exempt and Exempt aviation employees receive payment for Holiday Hours worked.</li> <li>2. TC Code §10.004. Exempt employees are not eligible for overtime pay.                      Exception: Exempt aviation employees receive payment for Additional Hours worked.</li> </ol> <p><u>Commissioners Court approved 7/10/07:</u></p> <ol style="list-style-type: none"> <li>1. Regular nonexempt and exempt aviation employees who are required by their supervisor to work on a holiday receive holiday pay on an hour for hour basis for scheduled hours worked in addition to pay for the hours worked.</li> <li>2. Regular nonexempt and exempt aviation employees whose regularly scheduled days off fall on a holiday accrue non-designated holiday time credit on an hour for hour basis for scheduled hours. This credit may be used at a later date.</li> </ol>
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If additional information is required, please contact Linda Moore Smith, extension 49170.



# EMERGENCY SERVICES

**DANNY HOBBY, EXECUTIVE MANAGER**  
P.O.Box 1748 , AUSTIN, TEXAS 78767  
(512) 854-4416, FAX (512) 854-4786

*Emergency Management  
Pete Baldwin, Emergency Mgmt.  
Coordinator*

*Fire Marshal  
Brad Beauchamp, Interim Fire  
Marshal*

*Medical Examiner  
Dr. David Dolinak*

*STAR Flight  
Casey Ping, Program Manager*

## MEMORANDUM

**To:** Linda Moore Smith, Director HRMD  
**From:** Danny Hobby, Executive Manager Emergency Services  
**Date:** October 24, 2008  
**Subject:** Aviation Pay Rates and Practices Revisions

I would like to request your assistance in preparing for Court action a revised pay rates and practices chart regarding aviation pay for STAR Flight medical personnel. Past actions by the Court have been to address the county Director of Aviation Operations, Director of Maintenance, Chief Pilot, pilots and mechanics pay rates and practices. These requested revisions are necessary to keep the continuity of pay practices the same for the STAR Flight medical and management transition jobs and personnel and the current STAR Flight personnel. There are no changes recommended for the current STAR Flight personnel pay rates and practices.

Please note that the medical personnel that have transitioned over to the county did receive these rates and pay practices when employed with the City of Austin, so this will not be change for them in how they are used to receiving pay.

As previously discussed with Commissioners Court I will direct STAR Flight management staff to develop a management plan and hours worked plan, including reporting, to monitor the scheduling of hours, management of hours worked, safety related issues and related fiscal impact. They will be directed to be accountable to report back to me every quarter and I will report back to CC every 6 months.

I look forward in working with HRMD and the Auditor's Office regarding FLSA and timesheet training.

Thank you for you assistance and support in this matter.

3

Last Updated 11-06-08 at 2:15pm

**From:** Linda Moore Smith  
**To:** Alicia Perez; Jim Boyd; Lynn Harper  
**CC:** Carlotta Valdez Leavy; Charles Vaughn; Cynthia Lam-Roldan; Danny Hobb...  
**Date:** 10/29/2008 2:34 PM  
**Subject:** CC 11 7 08 STAR Flight Aviation Pay Agenda Item  
**Attachments:** Agenda Cover VS 11-07-08 Starflight Aviation Pay.doc;  
STARFlight Supp Pay M  
emo CC 11 7 08 FINAL.doc; Starflight Danny's Memo 11 7 08.doc

Alicia,

Per my conversation with you on yesterday, please see attached Court back-up documents related to Star Flight Supplemental Aviation Pay to be effective 11/1/08. The Court's action on this item is needed on 11/7/08 to allow flight personnel to be compensated for work 11/11/08 (Veteran's holiday).

HR has worked with Danny and Star Flight personnel on this item. Danny's memo that requests this HR service is attached to the back-up materials.

FYI, this is not a new pay program. It simply extends the existing pay program to include the new Star Flight positions that came onboard effective 10/1/08. Bottom line: It should be a rather straight forward item.

Of course, Danny is aware that we are submitting this item; therefore, he may respond to any inquiries that may surface in agenda setting meeting.

It is my understanding that 11/7/08 agenda items are due in the Judge's Office on Monday, 11/3/08. The signed back-up will be delivered to your office today, Wednesday, 10/29/08.

Please let me know if you have questions.

Linda



06-08 at 2:15pm

# TRAVIS COUNTY PURCHASING OFFICE

***Cyd V. Grimes, C.P.M., Purchasing Agent***

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: \_\_\_\_\_

*Cyd V. Grimes 10/28/08 MB*

**Voting Session: Tuesday, November 07, 2008**

**REQUESTED ACTION: CONSIDER AND TAKE APPROPRIATE ACTION REGARDING SEXUAL ASSAULT NURSE EXAMINER (SANE) CONTRACT SERVICES:**

- A) APPROVE MODIFICATION NO. 5 TO CONTRACT PS070028JT, AUSTIN TRAVIS COUNTY SANE, INC.
- B) APPROVE MODIFICATION NO. 2 (TERMINATION NOTICE), TO CONTRACT PS070034JT, LADONNA K. SHIRLEY.
- C) APPROVE MODIFICATION NO.1 (TERMINATION NOTICE), TO CONTRACT PS080187VR, SUSAN HARRIS.
- D) APPROVE MODIFICATION NO. 2 TO CONTRACT PS070029JT, CAROLYN DALE.
- E) APPROVE MODIFICATION NO.2 TO CONTRACT PS070030JT, CHRISTIE KREMER.
- F) APPROVE MODIFICATION NO. 3 TO CONTRACT PS070031JT, JULIE GIBBS.
- G) APPROVE MODIFICATION NO.2 TO CONTRACT PS070033JT, LINDA SIFUENTES.
- H) APPROVED MODIFICATION NO. 2 TO CONTRACT PS070176JT, ANNE MARTIN.
- I) APPROVED MODIFICATION NO. 2 TO CONTRACT PS070177JT, RACHAEL HERRERA.
- J) APPROVED MODIFICATION NO. 1 TO CONTRACT PS070334VR, JENNY BLACK.
- K) APPROVED MODIFICATION NO. 1 TO CONTRACT PS070335VR, KATHLEEN GANN. (SHERIFF'S OFFICE)

***Points of Contact:***

**Purchasing:** Vania Ramaekers

**Department:** (SHERIFF'S OFFICE) Sheriff Greg Hamilton, Francisco Ordaz, Mary Swanson, Scott Burroughs

**County Attorney (when applicable):** Jim Connolly

**County Planning and Budget Office:** Leroy Nellis

**County Auditor's Office:** Susan Spataro and Jose Palacios

**Other:** N/A



**Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

The SANE administrative contract manages the approved list of certified nurses to be used by the Sheriff's Office in the event that these specialized nursing services are needed. Modification No.5 (Item A above) to contract PS070028JT replaces Attachment F, which is the updated list of certified nurses for FY2009.

These contracts are for professional services and therefore exempt from competitive bidding and competitive proposal requirements in the County Purchasing Act, TEX. LOC. GOVT CODE ANN. SEC. 262.023. An exemption order for medical services was approved by the court on September 12, 2000.

Modification No. 2 to contract PS070034JT and Modification No.1 to contract PS080187JT (Items B and C above) terminates the contracts with nurses no longer available for these specialized services.

Modifications have been drafted and will serve as official notification to the contractors of Travis County's intent to terminate these contracts effective thirty (30) days from receipt of modification. Draft copies are attached for court review.

Modifications to the remainder of the active nurses contracts (Items D thru K above) are replacing the current fee schedule to add additional exams fees as set by the OAG.

The Office of the Attorney General (OAG) sets the rates that may be charged for these services. In addition, such services are reimbursable by the OAG, up to a maximum \$700 per occurrence with a correctly submitted form.

- **Contract Expenditures:** Within the last 12 months \$17,541.00 has been spent against these contracts.

Not applicable

- **Contract-Related Information:**

Award Amount: AS NEEDED BASIS  
Contract Type: (Professional Services Agreement)  
Contract Period: 08/14/07 - 9/30/09 (auto renewal)

- **Contract Modification Information:**

Modification Amount: \$0.00 (Firm Amount) (Add'l. comments)  
Modification Type: N/A  
Modification Period:

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: Not Applicable

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: N/A

Funding Account(s): 001-3725-563-6313

Comments: On an as needed basis

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified \_\_\_\_ Not Verified \_\_\_\_ by Auditor.



Greg Hamilton, Travis County Sheriff

# MEMORANDUM

**DATE:** October 3, 2008

**TO:** Scott Burroughs, Major, Sheriff's Office

**THROUGH:** Francisco Ordaz, Finance Director, Sheriff's Office *F*

**FROM:** Mary Swanson, Lead Accountant, Sheriff's Office *MS*

**SUBJECT:** Austin/Travis County Sexual Assault/Forensic Nurse Examiners

The purpose of this memorandum is to request your approval for the attached update of the Austin/Travis County Sexual Assault/Forensic Nurse Examiners contract list. Attached you will find the following documentation:

1. An email from Carolyn Dale referencing the updated SANE roster.
2. The updated Austin/Travis County Sexual Assault/Forensic Nurse Examiners roster dated 10/1/08.

If you have any questions, please contact Mary Swanson at 512-854-9873.

Approved *Scott Burroughs* 10/03/08  
Signature Date

Denied \_\_\_\_\_  
Signature Date

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TRAVIS COUNTY  
PURCHASING  
OFFICE  
OCT - 3 PM 1:04

**MODIFICATION OF CONTRACT NUMBER: PS070028JT - (SANE) Sexual Assault Nurse Examiners Services** PAGE 1 OF 3 PAGES

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Vania Ramaekers</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 08, 2008</b>
ISSUED TO: Austin Travis County Sexual Assault Nurses Examiners Attn: Carolyn Dale 900 E. 30 <sup>th</sup> Street Suite 206 Austin, Texas 78705	MODIFICATION NO.: <b>5</b>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006

ORIGINAL CONTRACT TERM DATES: 11/27/06 -09/30/07 CURRENT CONTRACT TERM DATES: 10/01/08 -Until Terminated

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1.) In accordance with Section 7.0, Amendments, this contract is modified as follows:

A) Attachment F of the contract is hereby deleted in its entirety and replaced with the revised Attachment F dated 10/08/08.

B) Attachment B - Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

RECEIVED  
 TRAVIS COUNTY  
 2008 OCT 17 AM 9:40  
 PURCHASING  
 OFFICE

**Note to Vendor:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>ATC SANE</u>	<input type="checkbox"/> DBA
BY: <u>[Signature]</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Carolyn Dale</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: <u>President</u> ITS DULY AUTHORIZED AGENT	DATE: <u>16 Oct 08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>10/28/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**ATTACHMENT F**  
**REVISED**  
**AUSTIN/TRAVIS COUNTY SEXUAL ASSAULT/FORENSIC**  
**NURSE EXAMINERS**  
**(10/08/08)**

Name	Title	Home	Cell	Pager	E Mail
Dale, Carolyn PS070029JT	RN, MA, SANE-A		512-750-9568		carolyndale@hotmail.com
Kremer, Christie PS070030JT	RN, MSN, SANE-A	512-836-7838	512-415-6143		ckremer@austin.rr.com
Gibbs, Julie PS070031JT	RN, SANE-A		512-203-0566		jgibbsrn@hotmail.com
Sifuentes, Linda PS070033JT	RN, SANE		512-785-2349	314-3862	<u>procardia1@aol.com</u>
Martin, Anne PS070176JT	RN, MSN, MSSW, SANE	512-327-5676	512-632-0623		eawm1@msn.com
Herrera, Rachael PS070177JT	RN, SANE	512-260-9242	512-636-9124		<u>rachaelherrera@sbcglobal.net</u>
Black, Jenny PS070334VR	RN, SANE	512-339-4437	512-203-6416		madrona@texas.net
Gann, Kathleen PS070335VR	RN, SANE-A		512-917-0415		katgann1@austin.rr.com

**ATTACHMENT B  
FEE SCHEDULE  
Revised as 10/8/2008  
PAYMENT FOR SERVICES**

**A. Sexual Assault Exams**

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
99000	\$20.00	Specimen Handling
36415	\$20.00	Venipuncture
99050	\$20.00	After Hours (4:30PM-10:00PM Mon-Sat)
99056	\$39.00	Sunday or Holiday
99052	\$39.00	Night Hours (10:00PM-8:00AM Mon-Sat)
99170	\$128.00	Anogenital Exam
99199	\$100.00	Anogenital exam utilizing digital photography (high resolution) in adult females, adult males, or children suspected of trauma.

In addition to the above CPT Codes, other CPT Codes approved by the Office of Attorney General for the purposes of a SANE exam will be paid at the current reimbursement rate set by the Office of Attorney General.

- B. Sexual Assault Examination (Call-out with no exam performed), the sum of two hundred dollars (\$200.00).
- C. Suspect Examination, (Including collection of Blood/Body Fluid), the sum of one hundred seventy-five dollars (\$175.00).
- D. Suspect Examination (Call-out with no examination performed), the sum of seventy-five dollars \$75.00.
- E. Forensic Evaluation, the sum of one hundred fifty dollars (\$150.00).
- F. Forensic Evaluation (Call-out with no examination performed), the sum of one hundred fifty dollars (\$150.00).
- G. Blood/Body Fluid Collection ONLY, (From suspect), the sum of one hundred dollars (\$100.00).
- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).

**MODIFICATION OF CONTRACT NUMBER: PS070034JT - (SANE) Sexual Assault Nurse Examiners Services** **PAGE 1 OF 1 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 06, 2008</b>
ISSUED TO: LaDonna K. Shirley 2506 Beverly cove Leander, Texas 78641	MODIFICATION NO.: <p style="text-align: center;"><b>2</b></p>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006
ORIGINAL CONTRACT TERM DATES: <u>11/27/06 -09/30/07</u>		CURRENT CONTRACT TERM DATES: <u>11/27/06 -09/30/07</u>

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ As Needed                      Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

A. Pursuant to section 6 "Termination," the above referenced contract may be terminated by either party at any time by giving thirty (30) days written notice to the other party hereto of the intention to terminate.

B. This modification serves as official notification that subject contract is hereby terminated effective thirty (30) days from receipt of this notice.

**Note to Vendor:**

[ ] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 [X] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____  BY: _____ SIGNATURE  BY: _____ PRINT NAME  TITLE: _____ ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER  DATE: _____
--	---

TRAVIS COUNTY, TEXAS BY: <u>Cyd V. Grimes</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: <u>10/28/08</u>
---	--------------------------

TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE: _____
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**MODIFICATION OF CONTRACT NUMBER: PS080187VR – (SANE) Sexual Assault Nurse Examiners Services** PAGE 1 OF 1 PAGES

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 06, 2008</b>
ISSUED TO: Susan Harris 7400 Danwood Drive Austin, Texas 78759	MODIFICATION NO.: <p style="text-align: center;"><b>1</b></p>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006
ORIGINAL CONTRACT TERM DATES: <u>04/29/08 – 9/30/08</u>		CURRENT CONTRACT TERM DATES: <u>10/01/08 – Until Terminated</u>

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
 Original Contract Amount: \$ As Needed                      Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

A. Pursuant to section 6 “Termination,” the above referenced contract may be terminated by either party at any time by giving thirty (30) days written notice to the other party hereto of the intention to terminate.

B. This modification serves as official notification that subject contract is hereby terminated effective thirty (30) days from receipt of this notice.

**Note to Vendor:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____  BY: _____ SIGNATURE  BY: _____ PRINT NAME  TITLE: _____ ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER  DATE: _____
--	---

TRAVIS COUNTY, TEXAS BY: <u>Cyd V. Grimes</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: <u>10/28/08</u>
---	--------------------------

TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE: _____
--	-------------



**MODIFICATION OF CONTRACT NUMBER: PS070029JT - (SANE) Sexual Assault Nurse Examiners Services** PAGE 1 OF 2 PAGES

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Vania Ramaekers</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 08, 2008</b>
---	--	---

ISSUED TO: Carolyn Dale 112 Sentry Point Hutto, Texas 78634	MODIFICATION NO.: <b>2</b>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006
--	-------------------------------	--

ORIGINAL CONTRACT TERM DATES: 11/27/06 -09/30/07 CURRENT CONTRACT TERM DATES: 10/01/08 -Until Terminated

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1.) In accordance with Section 7.0, Amendments, this contract is hereby modified as follows:

A) Attachment B – Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

**Note to Vendor:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____	<input type="checkbox"/> DBA
BY: <u>Carolyn Dale, RN, SANE-A</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>CAROLYN DALE</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: <u>RN, SANE-A</u> ITS DULY AUTHORIZED AGENT	DATE: <u>16 Oct -08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>Cyd V. Grimes</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>10/28/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**ATTACHMENT B  
 FEE SCHEDULE  
 Revised as 10/8/2008  
 PAYMENT FOR SERVICES**

**A. Sexual Assault Exams**

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
99000	\$20.00	Specimen Handling
36415	\$20.00	Venipuncture
99050	\$20.00	After Hours (4:30PM-10:00PM Mon-Sat)
99056	\$39.00	Sunday or Holiday
99052	\$39.00	Night Hours (10:00PM-8:00AM Mon-Sat)
99170	\$128.00	Anogenital Exam
99199	\$100.00	Anogenital exam utilizing digital photography (high resolution) in adult females, adult males, or children suspected of trauma.

In addition to the above CPT Codes, other CPT Codes approved by the Office of Attorney General for the purposes of a SANE exam will be paid at the current reimbursement rate set by the Office of Attorney General.

- B. Sexual Assault Examination (Call-out with no exam performed), the sum of two hundred dollars (\$200.00).
- C. Suspect Examination, (Including collection of Blood/Body Fluid), the sum of one hundred seventy-five dollars (\$175.00).
- D. Suspect Examination (Call-out with no examination performed), the sum of seventy-five dollars \$75.00.
- E. Forensic Evaluation, the sum of one hundred fifty dollars (\$150.00).
- F. Forensic Evaluation (Call-out with no examination performed), the sum of one hundred fifty dollars (\$150.00).
- G. Blood/Body Fluid Collection ONLY, (From suspect), the sum of one hundred dollars (\$100.00).
- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).

**MODIFICATION OF CONTRACT NUMBER: PS070030JT - (SANE) Sexual Assault Nurse Examiners**

Services PAGE 1 OF 2 PAGES

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <del>Verna Ramackers</del> TEL NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 08, 2008</b>
---	---	---

ISSUED TO: Christine Kremer 6409 Treadwell Blvd. Austin, Texas 78757	MODIFICATION NO.: 2	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006
---	------------------------	--

ORIGINAL CONTRACT TERM DATES: 11/27/06 -09/30/07 CURRENT CONTRACT TERM DATES: 10/01/08 -Until Terminated

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

- 1.) In accordance with Section 7.0, Amendments, this contract is hereby modified as follows:
- A) Attachment B – Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

**Note to Vendor:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Christine Kremer</u>	<input type="checkbox"/> DBA
BY: <u>[Signature]</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Christine Kremer</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: <u>Sole Proprietor</u> ITS DULY AUTHORIZED AGENT	DATE: <u>10/14/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>10/28/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**ATTACHMENT B  
FEE SCHEDULE  
Revised as 10/8/2008  
PAYMENT FOR SERVICES**

**A. Sexual Assault Exams**

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
99000	\$20.00	Specimen Handling
36415	\$20.00	Venipuncture
99050	\$20.00	After Hours (4:30PM-10:00PM Mon-Sat)
99056	\$39.00	Sunday or Holiday
99052	\$39.00	Night Hours (10:00PM-8:00AM Mon-Sat)
99170	\$128.00	Anogenital Exam
99199	\$100.00	Anogenital exam utilizing digital photography (high resolution) in adult females, adult males, or children suspected of trauma.

In addition to the above CPT Codes, other CPT Codes approved by the Office of Attorney General for the purposes of a SANE exam will be paid at the current reimbursement rate set by the Office of Attorney General.

- B. Sexual Assault Examination (Call-out with no exam performed), the sum of two hundred dollars (\$200.00).
- C. Suspect Examination, (Including collection of Blood/Body Fluid), the sum of one hundred seventy-five dollars (\$175.00).
- D. Suspect Examination (Call-out with no examination performed), the sum of seventy-five dollars \$75.00.
- E. Forensic Evaluation, the sum of one hundred fifty dollars (\$150.00).
- F. Forensic Evaluation (Call-out with no examination performed), the sum of one hundred fifty dollars (\$150.00).
- G. Blood/Body Fluid Collection ONLY, (From suspect), the sum of one hundred dollars (\$100.00).
- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).

**MODIFICATION OF CONTRACT NUMBER: PS070031JT - (SANE) Sexual Assault Nurse Examiners Services PAGE 1 OF 2 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Vania Ramaekers</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 08, 2008</b>
ISSUED TO: Julie Gibbs P.O. Box 1698 Buda, Texas 78610	MODIFICATION NO.: <b>3</b>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006

ORIGINAL CONTRACT TERM DATES: 11/27/06 -09/30/07 CURRENT CONTRACT TERM DATES: 10/01/08 -Until Terminated

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1.) In accordance with Section 7.0, Amendments, this contract is hereby modified as follows:

A) Attachment B – Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

**Note to Vendor:**  
[X] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
[ ] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Julie Gibbs</u>	<input type="checkbox"/> DBA
BY: <u>Julie Gibbs</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Julie Gibbs</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: <u>Registered Nurse, Sane</u> ITS DULY AUTHORIZED AGENT	DATE: <u>10/14/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>Cyd V. Primes</u> CYD V. PRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>10/28/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

RECEIVED  
TRAVIS COUNTY

2008 OCT 22 AM 10:04

ATTACHMENT B  
FEE SCHEDULE

Revised as 10/8/2008

PURCHASING  
OFFICE

PAYMENT FOR SERVICES

A. Sexual Assault Exams

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
99000	\$20.00	Specimen Handling
36415	\$20.00	Venipuncture
99050	\$20.00	After Hours (4:30PM-10:00PM Mon-Sat)
99056	\$39.00	Sunday or Holiday
99052	\$39.00	Night Hours (10:00PM-8:00AM Mon-Sat)
99170	\$128.00	Anogenital Exam
99199	\$100.00	Anogenital exam utilizing digital photography (high resolution) in adult females, adult males, or children suspected of trauma.

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- D. Suspect Examination (Call-out with no examination performed), the sum of seventy-five dollars \$75.00.
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- F. Forensic Evaluation (Call-out with no examination performed), the sum of one hundred fifty dollars (\$150.00).
- G. Blood/Body Fluid Collection ONLY, (From suspect), the sum of one hundred dollars (\$100.00).
- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).

**MODIFICATION OF CONTRACT**

**CONTRACT NUMBER: PS070033JT - (SANE) ex Assault Nurse Examiners Services PAGE 1 OF 2 PAGES**

ISSUED BY: PURCHASING OFFICE  
314 W. 11TH ST., RM 400  
AUSTIN, TX 78701

PURCHASING AGENT ASST: **Vania Ramaekers**  
TEL. NO: (512) 854-9700  
FAX NO: (512) 854-9185

DATE PREPARED:  
**October 08, 2008**

ISSUED TO:  
Linda Sifuentes  
1219 Swenson Farms Blvd.  
Pflugerville, Texas 78660

MODIFICATION NO.:  
**2**

EXECUTED DATE OF ORIGINAL CONTRACT:  
November 27, 2006

ORIGINAL CONTRACT TERM DATES: 11/27/06 -09/30/07 CURRENT CONTRACT TERM DATES: 10/01/08 -Until Terminated

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

- 1.) In accordance with Section 7.0, Amendments, this contract is hereby modified as follows:
- A) Attachment B – Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

**Note to Vendor:**

Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: Linda Sifuentes  
 BY: Linda Sifuentes  
 SIGNATURE  
 BY: Linda Sifuentes RW  
 PRINT NAME  
 TITLE: RW SANE  
 ITS DULY AUTHORIZED AGENT

DBA  
 CORPORATION  
 OTHER

DATE:  
10-11-08

TRAVIS COUNTY, TEXAS  
 BY: Cyd V. Grimes  
 CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT

DATE:  
10/28/08

TRAVIS COUNTY, TEXAS  
 BY: \_\_\_\_\_  
 SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE:

ATTACHMENT B  
FEE SCHEDULE  
**Revised as 10/8/2008**  
PAYMENT FOR SERVICES

A. Sexual Assault Exams

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
99000	\$20.00	Specimen Handling
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99199	\$100.00	Anogenital exam utilizing digital photography (high resolution) in adult females, adult males, or children suspected of trauma.

In addition to the above CPT Codes, other CPT Codes approved by the Office of Attorney General for the purposes of a SANE exam will be paid at the current reimbursement rate set by the Office of Attorney General.

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- C. Suspect Examination, (Including collection of Blood/Body Fluid), the sum of one hundred seventy-five dollars (\$175.00).
- D. Suspect Examination (Call-out with no examination performed), the sum of seventy-five dollars \$75.00.
- E. Forensic Evaluation, the sum of one hundred fifty dollars (\$150.00).
- F. Forensic Evaluation (Call-out with no examination performed), the sum of one hundred fifty dollars (\$150.00).
- G. Blood/Body Fluid Collection ONLY, (From suspect), the sum of one hundred dollars (\$100.00).
- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).



**MODIFICATION OF CONTRACT NUMBER: PS070176JT – (SANE) Sexual Assault Nurse Examiners Services PAGE 1 OF 2 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Vania Ramaekers</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 08, 2008</b>
---	--	---

ISSUED TO: Anne Martin 506 Spiller Lane Austin, Texas 78746	MODIFICATION NO.: <b>2</b>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006
--	-------------------------------	--

ORIGINAL CONTRACT TERM DATES: 11/27/06 -09/30/07 CURRENT CONTRACT TERM DATES: 10/01/08 -Until Terminated

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1.) In accordance with Section 7.0, Amendments, this contract is hereby modified as follows:

A) Attachment B – Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

**Note to Vendor:**  
[X] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
[ ] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Anne Martin</u>	<input type="checkbox"/> DBA
BY: <u>Anne Martin</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Anne Martin</u> PRINT NAME	<input checked="" type="checkbox"/> OTHER
TITLE: <u>Anne N RN, CA -SANE</u> ITS DULY AUTHORIZED AGENT	DATE: <u>10/17/2008</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>Cyd V. Grimes</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>10/28/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

RECEIVED PS070176JT  
TRAVIS COUNTY

ATTACHMENT B

FEE SCHEDULE

2008 OCT 17 AM 11:30

Revised as 10/8/2008

PAYMENT FOR SERVICES

PURCHASING  
OFFICE

A. Sexual Assault Exams

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
99000	\$20.00	Specimen Handling
36415	\$20.00	Venipuncture
99050	\$20.00	After Hours (4:30PM-10:00PM Mon-Sat)
99056	\$39.00	Sunday or Holiday
99052	\$39.00	Night Hours (10:00PM-8:00AM Mon-Sat)
99170	\$128.00	Anogenital Exam
99199	\$100.00	Anogenital exam utilizing digital photography (high resolution) in adult females, adult males, or children suspected of trauma.

In addition to the above CPT Codes, other CPT Codes approved by the Office of Attorney General for the purposes of a SANE exam will be paid at the current reimbursement rate set by the Office of Attorney General.

- B. Sexual Assault Examination (Call-out with no exam performed), the sum of two hundred dollars (\$200.00).
- C. Suspect Examination, (Including collection of Blood/Body Fluid), the sum of one hundred seventy-five dollars (\$175.00).
- D. Suspect Examination (Call-out with no examination performed), the sum of seventy-five dollars \$75.00.
- E. Forensic Evaluation, the sum of one hundred fifty dollars (\$150.00).
- F. Forensic Evaluation (Call-out with no examination performed), the sum of one hundred fifty dollars (\$150.00).
- G. Blood/Body Fluid Collection ONLY, (From suspect), the sum of one hundred dollars (\$100.00).
- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).

**MODIFICATION OF CONTRACT NUMBER: PS070177JT - (SANE) Sexual Assault Nurse Examiners**

**Services PAGE 1 OF 2 PAGES**

RECEIVED  
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ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT-ASST: <u>Yania Ramaekers</u> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 08, 2008</b>
ISSUED TO: Rachael Herrerra 107 South Treasure Oaks Austin, Texas 78641	MODIFICATION NO. <u>2</u>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006
ORIGINAL CONTRACT TERM DATES: <u>11/27/06 -09/30/07</u>		CURRENT CONTRACT TERM DATES: <u>10/01/08 -Until Terminated</u>

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
 Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1.) In accordance with Section 7.0, Amendments, this contract is hereby modified as follows:

A) Attachment B – Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

**Note to Vendor:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Austin / Travis County SANE</u>	<input type="checkbox"/> DBA
BY: <u>Rachael Herrerra, RN SANE</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Rachael Herrerra, RN SANE</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: <u>RN SANE</u> ITS DULY AUTHORIZED AGENT	DATE: <u>10-17-08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>Cyd V. Grimes</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>10/28/08</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**ATTACHMENT B  
FEE SCHEDULE  
Revised as 10/8/2008  
PAYMENT FOR SERVICES**

**A. Sexual Assault Exams**

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
99000	\$20.00	Specimen Handling
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- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).

**MODIFICATION OF CONTRACT NUMBER: PS070334JT – (SANE) Sexual Assault Nurse Examiners**

Services

PAGE 1 OF 2 PAGES

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Vania Ramaekers</b> TEL NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 08, 2008</b>
ISSUED TO: Jenny Black 11914 SkyWest Austin, Texas 78758	MODIFICATION NO.: <b>1</b>	EXECUTED DATE OF ORIGINAL CONTRACT: November 27, 2006
ORIGINAL CONTRACT TERM DATES: <u>11/27/06 -09/30/07</u>		CURRENT CONTRACT TERM DATES: <u>10/01/08 -Until Terminated</u>

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1.) In accordance with Section 7.0, Amendments, this contract is hereby modified as follows:

A) Attachment B – Fee schedule of the contract is hereby deleted in its entirety and replaced with the revised attachment B dated 10/08/08.

**Note to Vendor:**  
[X] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
[ ] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Jenny Black</u>	<input type="checkbox"/> DBA
BY: <u>J Black</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>J Black</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: _____ ITS DULY AUTHORIZED AGENT	DATE: <u>10/11/08</u>
TRAVIS COUNTY, TEXAS BY: <u>Cyd V. Grimes</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: <u>10/28/08</u>
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE: _____

**ATTACHMENT B  
FEE SCHEDULE  
Revised as 10/8/2008  
PAYMENT FOR SERVICES**

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 PURCHASING  
 OFFICE

**A. Sexual Assault Exams**

CPT Codes	Amount	Description
99285	\$195.00	Sexual Assault Exam, without use of colposcopy
99499	\$106.00	Evaluation & Management
57542	\$233.00	Sexual Assault Exam, with use of colposcopy
46600	\$71.00	Anoscopy
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**MODIFICATION OF CONTRACT NUMBER: PS070335JT - (SANE) Sexual Assault Nurse Examiners**

Services

PAGE 1 OF 2 PAGES

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TRAVIS COUNTY

ISSUED BY: PURCHASING OFFICE  
314 W. 11TH ST., RM 400  
AUSTIN, TX 78701

PURCHASING AGENT ASST: Vania Ramaekers  
TEL NO: (512) 854-9700  
FAX NO: (512) 854-9185

DATE PREPARED:  
**October 08, 2008**

ISSUED TO:  
Kathleen Gann  
109 Awehi Court  
Bastrop, Texas 78602

MODIFICATION NO.: 1  
**PURCHASING OFFICE**

EXECUTED DATE OF ORIGINAL CONTRACT:  
November 27, 2006

ORIGINAL CONTRACT TERM DATES: 11/27/06 -09/30/07

CURRENT CONTRACT TERM DATES: 10/01/08 -Until Terminated

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ As Needed Current Modified Amount \$ N/A

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**Note to Vendor:**

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DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: Austin Travis County SANE'S  
BY: Kathleen Gann  
SIGNATURE  
BY: Kathleen Gann  
PRINT NAME  
TITLE: RN SANE  
ITS DULY AUTHORIZED AGENT

DBA  
 CORPORATION  
 OTHER

DATE:  
10/15/08

TRAVIS COUNTY, TEXAS  
BY: Cyd V. Grimes  
CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT

DATE:  
10/28/08

TRAVIS COUNTY, TEXAS  
BY: \_\_\_\_\_  
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE:

**ATTACHMENT B  
FEE SCHEDULE  
Revised as 10/8/2008  
PAYMENT FOR SERVICES**

**A. Sexual Assault Exams**

CPT Codes	Amount	Description
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- H. Blood/Body Fluid Collection ONLY, (Call-out with no examination performed), the sum of seventy five dollars (\$75.00).





# TRAVIS COUNTY PURCHASING OFFICE

***Cyd V. Grimes, C.P.M., Purchasing Agent***

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

6

Approved by: \_\_\_\_\_

*Cyd V. Grimes 10/30/08 YMB*

**Voting Session: Friday, November 7, 2008**

**REQUESTED ACTION:** APPROVE MODIFICATION NO. 5 TO INTERLOCAL AGREEMENT NO. IL060341RE, WITH TRAVIS COUNTY MHMR, FOR SUBSTANCE ABUSE SERVICES. (HHS & VS)

***Points of Contact:***

- Purchasing:** Rebecca Gardner
- Department:** HHS, Sherri Fleming, Executive Manager
- County Attorney (when applicable):** Mary Etta Gerhardt
- County Planning and Budget Office:** Leroy Nellis
- County Auditor's Office:** Susan Spataro, Jose Palacios
- Other:**

➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

This agreement between Travis County, the City of Austin and Austin Travis County Mental Health and Mental Retardation (ATCMHMR) is for the provision of substance abuse treatment services. Under the agreement, ATCMHMR manages a network, which provides comprehensive clinical assessment, intervention services, residential treatment, day treatment, detoxification, and outpatient and continuing care services. Clients are linked or referred to case management and other support services as part of the treatment process.

This modification number 5 increases the County funding from \$906,114 to \$1,036,419 an increase of \$130,305. These funds are paid through the Parenting in Recovery grant which provides flexible, comprehensive services for families in the child welfare system as a result of methamphetamine or other substance dependence.

Modification number 4 increased the County funds from \$611,799 to \$906,114, an increase of \$294,315.

Modification number 3 renewed the agreement for an additional twelve month period from January 1, 2008 through December 31, 2008.

Modification number 2 renewed the agreement for an additional twelve month period from January 1, 2007 through December 31, 2007.

Modification number 1 increased the City of Austin's funding to the 2006 contract by \$5,122.00

➤ **Contract-Related Information:**

Award Amount: \$611,799- County, \$895,352- City (\$1,507,151 total contract amount)  
Contract Type: Professional Services  
Contract Period: January 1, 2006-December 31, 2006

➤ **Contract Modification Information:**

Modification Amount: \$1,036,419 County, \$937,043-City (total of \$1,937,462)  
Modification Type: Bilateral  
Modification Period: January 1, 2008-December 31, 2008

**Contract Expenditures:** Within the past 8 months \$604,076.00 has been spent against this contract.

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A Responses Received: N/A  
HUB Information: N/A % HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

- Award has been protested; interested parties have been notified.
- Award is not to the lowest bidder; interested parties have been notified.
- Comments

➤ **Funding Information:**

- Purchase Requisition in H.T.E.: **to be entered once grant funds are certified by auditor**
- Funding Account(s):
- Comments:

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified Not Verified X by Auditor.



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

**Sherri E. Fleming  
Executive Manager  
(512) 854-4100  
Fax (512) 854-4115**

**DATE:** October 22, 2008  
**TO:** Members of the Commissioners Court  
**FROM:** *Sherri Fleming by [Signature]*  
Sherri E. Fleming, Executive Manager  
Travis County Health and Human Services and Veterans Service  
**SUBJECT:** 2008 MHMR SAMSO interlocal amendment

**Proposed Motion:**

Consider and take appropriate action to approve an amendment providing additional Parenting in Recovery grant funds for the 2008 interlocal agreement between Travis County, the City of Austin and Austin Travis County Mental Health and Mental Retardation for substance dependence treatment services.

**Summary and Staff Recommendations:**

Travis County, the City of Austin and Austin Travis County Mental Health and Mental Retardation (ATCMHMR) have a three-way interlocal agreement for the provision of substance abuse treatment services. Under the agreement, ATCMHMR manages a network which provides comprehensive clinical assessment, intervention services, residential treatment, day treatment, detoxification, and outpatient and continuing care services for clients referred by the City of Austin and Travis County.

Starting in FY'08, Travis County received a five-year, \$500,000 per year grant from the U.S. Department of Health and Human Services for the Parenting in Recovery project. This project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence.

The court approved an amendment adding \$294,315 from the FY'08 Parenting in Recovery grant to the interlocal on 2/26/08. This money paid for services through 9/29/08. The contract needs to be amended again to add \$130,305 from the FY'09

Parenting in Recovery grant to pay for services through the end of December. (The interlocal follows the calendar year while the FY'09 grant runs from 9/30/08 - 9/29/09. The remainder of the FY'09 grant money will be added to the 2009 interlocal.)

TCHHSVS staff recommends approving this amendment.

**Budgetary and Fiscal Impact:**

Travis County provides \$611,799 from the General Fund for this interlocal and the city provides \$937,043. The \$294,315 in FY'08 grant funds and \$130,305 in FY'09 grant funds brings the total county funding for calendar year 2008 to \$1,036,419. The contract number is IL060341RE.

**Issues and Opportunities:**

Austin Recovery was named in the Parenting in Recovery grant proposal as the agency best qualified to provide substance abuse treatment services for families because of its comprehensive drug treatment facility which provides detoxification, short- and long-term treatment for men and women, a women's and children's program, and outpatient services.

TCHHSVS staff decided to pass the grant funds through the interlocal rather than through a new contract with Austin Recovery for the following reasons:

- Austin Recovery is currently a member of the network of agencies providing services under the MHMR SAMSO interlocal; and
- ATCMHMR has the internal controls in place to make sure the grant money is spent according to grant requirements.

**Background:**

The Administration for Children and Families within the U.S. Department of Health and Human Services has awarded 53 regional partnership grants designed to enhance the safety of children who are in an out-of-home placement or at risk of being put in an out-of-home placement due to a parent's or caretaker's methamphetamine or other substance dependence.

Cc: Jim Lehrman, Director, Office of Children's Services, TCHHSVS  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Janice Cohoon, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Rodney Rhoades, Executive Manager, Planning and Budget Office  
Travis Gatlin, Analyst, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent  
Rebecca Gardner, Assistant Purchasing Agent, Travis County Purchasing Office

**MODIFICATION OF CONTRACT NUMBER: IL060341RE, Substance Abuse Services Page 1 of 13**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Rebecca Gardner</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 23, 2008</b>
ISSUED TO: <b>Austin/Travis County MHMR P.O. Box 3548 Austin, TX 78764-3548</b>	MODIFICATION NO.: <b>5</b>	EXECUTED DATE OF ORIGINAL CONTRACT: <b>January 1, 2006</b>

ORIGINAL CONTRACT TERM DATES: January 1, 2006-December 31, 2006      CURRENT CONTRACT TERM DATES: January 1, 2008-December 31, 2008

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$1,507,151.00      Current Modified Amount \$1,973,462.00

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The above referenced contract is hereby modified to reflect the following changes, as well as those more completely set forth in the attachment:

1. Funding is increased as follows:

From:	To:
County: \$906,114.00	County: \$1,036,419.00
City: \$937,043.00	City: \$937,043.00

Contract funds are not to exceed \$1,973,462.00 for the 2008 term.

- Substitute Exhibit I "Amended 2008 Renewal Term Performance Measures and Budget as attached to this modification for the original "2008 Renewal Term Performance Measures and Budget".
- The Contract is amended according to the terms of the attachment to this Modification, all of which are hereby made a part of the Contract and constitute promised performances by the Contractor in accordance with all terms of the Contract, as amended.
- The changes in this Modification are effective upon signature by both parties.

**Note to Vendor/City:**

Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.

DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>ATCMHMR</u>	<input type="checkbox"/> DBA
BY: <u>[Signature]</u>	<input type="checkbox"/> CORPORATION
SIGNATURE	<input type="checkbox"/> OTHER
BY: <u>DAVID EVANS</u>	DATE: <u>10/27/08</u>
PRINT NAME	
TITLE: <u>Executive Director</u>	
ITS DULY AUTHORIZED AGENT	

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u>	<u>10/30/08</u>
CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	

TRAVIS COUNTY, TEXAS	DATE:
BY: _____	
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

CITY OF AUSTIN, TEXAS	DATE:
BY: _____	
TOBY FUTRELL OR DESIGNEE, AUSTIN CITY MANAGER	

IL060341 Be  
Mod 5  
Page 2 of 1

**AMENDMENT OF INTERLOCAL COOPERATION AGREEMENT**  
**BETWEEN TRAVIS COUNTY,**  
**THE CITY OF AUSTIN AND**  
**THE AUSTIN TRAVIS COUNTY MENTAL HEALTH MENTAL RETARDATION CENTER FOR**  
**SUBSTANCE ABUSE TREATMENT AND**  
**RELATED BEHAVIORAL HEALTHCARE AND SUPPORT SERVICES**  
**TO ADD PARENTING IN RECOVERY SERVICES**

This Amendment ("Amendment") of Interlocal Agreement is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County"), The City of Austin, a municipal corporation and political subdivision of the State of Texas ("City") and Austin Travis County Mental Health Mental Retardation Center ("Center").

County, City and Center entered into an agreement to provide mental health, mental retardation and substance abuse services for indigent citizens and other eligible clients ("Agreement") the Initial Term of which began January 1, 2006, and terminated December 31, 2006 ("Initial Agreement Term").

Under the Agreement, Center agreed to provide personal and professional services for the care of indigents and other qualified recipients and for public health education and information related to mental health, mental retardation and substance abuse services in accordance with the terms of the Agreement, thus providing services which further a public purpose.

The Agreement provided for renewal and amendment of the agreement by the written agreement of the Parties.

Pursuant to the terms of the Agreement, the Agreement has been renewed for additional terms continuing through December 31, 2008.

County, City and Center previously amended the Agreement to add County funds relating to the County's Parenting in Recovery Grant ("Grant Amendment") to cover services to be provided from the effective date of February 11, 2008 through the end of the current Agreement Term beginning January 1, 2008, and continuing through December 31, 2008 (" '08 Renewal Term").

County, City and Center desire to amend the Agreement to reflect certain mutually agreed upon changes in the Agreement.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to amend the Agreement as follows:

**1.0 GENERAL TERMS.**

1.1 2008 Renewal Term. The Parties acknowledge and agree that, pursuant to Section 2.2, "Renewal Term(s)," the Agreement has been renewed for an additional term beginning January 1, 2008, and terminating December 31, 2008 ("2008 Renewal Term") and amended by written agreement of the Parties ("2008 Renewal/Amendment").

1.2 Parenting in Recovery Grant. The Parties agree that the Agreement was previously amended to add County funds relating to the County's Parenting in Recover ("PIR") Grant to cover services to be provided from the effective date of that amendment of February 11, 2008 through the end of the current Agreement Term beginning January 1, 2008, and continuing through December 31, 2008 (" '08 Renewal Term").

1.3 Amendment Term. The Parties agree that the terms of this Amendment will cover services provided from September 30, 2008, through December 31, 2008 ("Amendment Term"). This money will be County Funds received by County through the PIR Grant during the '09 grant fiscal year (beginning September 30, 2008, and continuing through September 29, 2009).

**2.0 ENTIRE AGREEMENT**

**2.1 Attachments.**

2.1.1 Attachment A - Work Statement. The Parties agree that, as to the 2008 Renewal Term, Attachment A-08, "2008 Renewal Term Work Statement, Performance Measures and Budget," as set forth in the 2008 Renewal/Amendment, the portions related to the Performance Measures and Budget will be deleted and "Amended 2008 Renewal Term Performance Measures and Budget," attached to this Amendment as Exhibit 1, will be substituted and apply to performance during the 2008 Renewal Term. The Work Statement remains unchanged by this Amendment. All attachments to this Amendment are incorporated into this Agreement as if recited verbatim herein.

2.1.2 Attachment A - Budget.

(a) The Parties agree to amend the County total by adding One Hundred Thirty Thousand, Three Hundred and Five Dollars (\$130,305.00), for a total amount in Grant Funds of Four Hundred Twenty-Four Thousand, Six Hundred and Twenty Dollars (\$424,620.00). The source for the additional \$130,305.00 will be the fiscal year '09 Grant Funds.

(b) The Parties agree that the new total for the maximum funds allowed under the Agreement will be as set forth in Exhibit 1 of this Amendment.

**3.0 FINANCIAL PROVISIONS**

3.1 Grant Activities. The Parties agree to amend Section 3.3, "Grant Activities," by increasing the amount of Grant Funds provided by County by an additional One Hundred Thirty Thousand, Three Hundred and Five Dollars (\$130,305.00), for a total amount in Grant Funds of Four Hundred Twenty-Four Thousand, Six Hundred and Twenty Dollars (\$424,620.00).

3.2 Maximum Funds. The Parties agree to amend Section 13.1.1(a) by increasing the amount of County funds by an additional One Hundred Thirty Thousand, Three Hundred and Five Dollars (\$130,305.00), resulting in the following new totals:

County	<u>\$1,036,419.00</u>
City	<u>\$ 937,043.00</u>
TOTAL	<u>\$1,973,462.00</u>

The County's agreed funding total as stated above includes \$424,620.00 provided through the Grant. Should Grant funding be withdrawn or otherwise not provided to the County, the County's not-to-exceed amount shall be reduced accordingly. County shall notify Center in writing of any decrease in Grant funds, and shall not be responsible for payment of any expenses incurred for Grant activities provided by Center after such notice.

3.3 Fiscal Year Limitations. The requirements related to fiscal year limitations on County funds set forth in Section 13.1.2(a) - "Amended 2008 Renewal Term Fiscal Year Limitation," will be amended by deleting subsections (i) - (iv), County, and substituting the following:

	County		
(i)	January 1, 2008 - September 30, 2008	(75% of total)	\$458,849.25
(ii)	October 1, 2008 - December 31, 2008	(25% of total)	\$152,949.75
(iii)	January 1, 2008 - September 29, 2008	(FY '08 Grant)	\$294,315.00
(iv)	September 30, 2008 - December 31, 2008	(FY '09 Grant)	\$130,305.00

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The County funding set forth in the spending limitations in subsections (i) and (ii) above reflects funding provided from the County's General Fund only. Grant funds referenced in subsections (iii) and (iv) will be expended according to the terms of the Grant.

All provisions of Section 13.1.2(a) not changed in this Section 3.3 shall remain the same and in full force and effect.

#### 4.0 INCORPORATION

4.1 County, City and Center hereby incorporate the Agreement into this Amendment. Except for the changes made in this Amendment, County, City and Contractor hereby ratify all the terms and conditions of the Amended as amended. The Agreement, as amended, with the changes made in this Amendment constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

4.2 The Parties agree that all requirements and obligations of the Agreement, as amended, which have not been specifically changed by this Amendment which make reference to the Agreement Period prior to this Amendment apply in the same manner to performance by the Parties during the 2008 Renewal Term of the Agreement as amended.

#### 5.0 EFFECTIVE DATE

6.1 This Amendment is effective September 30, 2008, when it is approved and signed by all Parties. This Agreement, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.



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**EXHIBIT 1**  
**ATTACHMENT A-08**  
**AMENDED 2008 RENEWAL TERM**  
**PERFORMANCE MEASURES AND BUDGET**

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2008 RENEWAL TERM AMENDED BUDGET

SUBSTANCE ABUSE MSO

**F. Budget Funding Sources and Distribution**

FUNDING SOURCES:

CITY OF AUSTIN .....	\$627,043.00
TRAVIS COUNTY .....	\$611,799.00
TRAVIS COUNTY (FY'08 GRANT FUNDS) .....	\$294,315.00
TRAVIS COUNTY (FY'09 GRANT FUNDS) .....	\$130,305.00
COMMUNITY COURT.....	\$310,000.00
TOTAL.....	\$1,973,462.00

DISTRIBUTION:

**I. Homeless, High Risk Women & Youth , and Community Court Target Populations**

MSO SERVICES.....12%  
Maximum .....\$185,861.00 (12% x \$1,548,842.00)

DIRECT SERVICES (through Providers).....88%  
Maximum: .....\$1,362,981.00 (88% x \$1,548,842.00)

Youth Services. \$ 135,000 of Travis County's contribution to this Agreement will be used exclusively for youth services, as described in Section III.D of the 2008 Renewal Term Work Statement, "Description of Required Services for High-Risk Youth."

**II. Parenting In Recovery Target Population (Travis County FY'08 Grant Funds)**

MSO SERVICES.....5 %  
Maximum .....\$14,015.00 (5 % x \$280,300.00)

DIRECT SERVICES (through Providers)  
Maximum: .....\$280,300.00

**III. Parenting In Recovery Target Population (Travis County FY'09 Grant Funds)**

MSO SERVICES.....5 %  
Maximum .....\$6,205.00 (5 % x \$124,100.00)

DIRECT SERVICES (through Providers)  
Maximum: .....\$124,100.00

**2. Maximum Total Contract Funds – 2008 Renewal Term**

A maximum total amount of contract funds in the amount of \$1,973,462.00 ("Contract Funds") is available during the 2008 Renewal Term (January 1, 2008 – December 31, 2008), with the exception of the Parenting in Recovery Grant funds which are available according to the terms of the Grant.

**3. Contract Funds – ATCMHMR**

**I. Homeless, High Risk Women & Youth, and Community Court Target Populations**

- ATCMHMR may receive a maximum of 12% of the total amount of non-Grant Contract Funds, or up to \$185,861.00, for the satisfactory implementation and provision of MSO services for the 2008 Renewal Term of this Agreement.

ATCMHMR will be reimbursed for MSO services by requesting an MSO charge of 13.636345% of the total amount of accurate, approved claims (for direct services provided to Eligible Clients under this agreement) for each calendar month of the

2008 Renewal Term up to the annual maximum payment of \$185,861.00 for MSO services for the 2008 Renewal Term.

**II. Parenting In Recovery Target Population (Travis County FY'08 Grant Funds)**

- ATCMHMR may receive a maximum of 5% of the total amount of Contract Funds provided by Grant money for direct services, or up to \$14,015.00, for the satisfactory implementation and provision of MSO services for the 2008 Renewal Term of this Agreement.

ATCMHMR will be reimbursed for MSO services by requesting an MSO charge of 4.7619% of the total amount of accurate, approved claims (for direct services provided to Eligible Clients under this agreement) during the months of January through September of the 2008 Renewal Term up to a maximum payment of \$14,015.00 for MSO services.

**III. Parenting In Recovery Target Population (Travis County FY'09 Grant Funds)**

- ATCMHMR may receive a maximum of 5% of the total amount of Contract Funds provided by FY'09 Grant money for direct services, or up to \$6,205.00, for the satisfactory implementation and provision of MSO services for the FY'09 Grant money included in the 2008 Renewal Term of this Agreement.

ATCMHMR will be reimbursed for MSO services by requesting an MSO charge of 4.7619% of the total amount of accurate, approved claims (for direct services provided to Eligible Clients under this agreement) during the months of October through December of the 2008 Renewal Term up to a maximum payment of \$6,205.00 for MSO services.

***a. Contract Funds – Network Service Providers***

Network Providers. ATCMHMR will negotiate contracts with fee-for-service rates with each of the community-based Network service providers for the 2008 Renewal Term. Costs of Services provided by those providers will be paid for by ATCMHMR using Direct Service Contract Funds in an amount not to exceed the amount shown above in the 2008 Renewal Term Work Statement (up to \$1,767,381.00) to the Network service providers based on the Services they provide under this Agreement and in accordance with this Work Statement. All such contracts shall provide for monitoring and audit of submitted claims and contract compliance by County for services receiving County general or Grant funds. Contracts with providers receiving Grant funds shall incorporate the Grant agreement and all applicable terms of this Amendment as a term and condition.

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**b. Request for Payment and Status of Funds**

Request for Payment:

Per the terms and conditions of this Interlocal Agreement, ATCMHMR will file a complete and correct (as determined by City and County) Request for Payment and Status of Funds Report ("Request for Payment") with the Department within twenty (20) days of the end of each month in which treatment services were delivered to Eligible Clients. The Request will itemize, in detail and per Department specifications, Services provided to Eligible Clients and associated costs. The Request for Payment will distinguish clients served according to funding source such that Grant services and other Agreement services are separated and identified to ensure proper accounting application.

In addition, ATCMHMR, as the MSO, may request

1. for **Homeless, High Risk Women & Youth, and Community Court Target Populations**, 13.636345% (as an MSO charge) of the total amount of approved claims submitted for reimbursement each month, up to the annual maximum amount of \$185,861.00 for MSO services, and
2. for **Parenting In Recovery Target Population**, 4.7619% (as an MSO charge) of the total amount of approved claims submitted for reimbursement each month, up to a maximum amount of \$14,015.00 for MSO services for the months of January through September of the 2008 Renewal Term.
3. for **Parenting In Recovery Target Population**, 4.7619% (as an MSO charge) of the total amount of approved claims submitted for reimbursement each month, up to a maximum amount of \$6,205.00 for MSO services for the months of October through December of the 2008 Renewal Term.

The ATCMHMR will add the MSO charges to the service reimbursement amount for a total Request for Payment amount.

Target Population Obligations: During the 2008 Renewal Term, ATCMHMR will provide documentation with each monthly Request for Payment showing the amount expended for Services provided as a direct service to each target

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Page 9 of 11

population. The Center will cooperate with Department throughout the 2008 Renewal Term in allocating City and County Contract Funds for designated target populations, as required by City and County.

**c. *Fee-for-Service Rates***

*Provider Rates:* During the 2008 Renewal Term, all service providers will be reimbursed (for Services delivered to Eligible Clients from January 1, 2008, through December 31, 2008) on a fee-for-service payment arrangement, based on approved claims for Services delivered to Eligible Clients under this Agreement. As of January 1, 2008, fee-for-service rates will be paid to the Network service providers for services and rates as agreed upon and approved by the Department and Center. Rates may need to be adjusted at times, contingent upon written approval of the Department, based on market and cost factors and as recommended by ATCMHMR and approved by Department.

*Rate Setting:* With respect to rate-setting in general under this Agreement, the Center will assist providers with rate development with all rates subject to Department approval. The Center will submit all rate requests (e.g. for new Services, new providers, and/or rate changes) to the Department in writing, with complete supporting documentation to explain the basis for the rate calculation and to justify the rate requested. These requests by Center must be fully negotiated with the provider and submitted to the Department for approval in a timely manner such that Department approval might be reasonably obtained prior to the effective date of the specific written approval/authorization by the Department.

*Youth Services:* Distribution of \$135,000 in funding from Travis County HHS/VS for Substance Abuse intervention and treatment services to youth. Priority will be given to referrals from the Youth and Family Assessment Center and The Children's Partnership.

**d. *Service Estimates and Network Expansion***

*Service Estimates:* A budgeted minimum estimate of direct services funding to each Target Population for the 2008 Renewal Term is shown below. The Center will review claims paid, data and service levels at least quarterly and make adjustments to the actual service level budgeting, notifying the Department within 30 days of making any such adjustment. Department may, at any time, request a review of such adjustments, and ATCMHMR will work with Department if Department determines that the adjustments being made may warrant discussion and/or change. The unassigned direct service funds shown below may be used for purchasing additional Services from current network providers and, contingent upon Department approval, for exceptional referrals for needed Services outside the network and/or for purchasing Services from providers not yet recruited into the network.

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**Initial Budgeted Minimum Direct Service Level Estimates for 2008**

Target Population	Amount
Homeless/At Risk Women	\$967,381
Community Court	\$272,800
Youth Treatment Services	\$118,800
Incentives for Eligible Clients Follow-up Surveys	\$4,000
Parenting In Recovery	\$404,400
TOTAL	\$1,767,381.00

NOTE: As mentioned above, the "Proposed Service Levels" (shown in the chart above) are estimates and subject to periodic adjustments by Center during the contract term, as necessary, in order to maximize access to appropriate services for Eligible Clients to be served under this Agreement during 2008.

Network Expansion: The need for service network expansion will be evaluated by ATCMHMR on an ongoing basis in order to ensure adequate service capacity, access to Services, and availability of the continuum of Services required by City and County for Eligible Clients under this Agreement. Center will make written recommendations to the Department as necessary and obtain Department approval in writing within 30 days.

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**ATTACHMENT B-08  
2008 RENEWAL TERM PERFORMANCE MEASURES  
SUBSTANCE ABUSE MSO**

**A. Service Outputs**

ATCMHMR will collect and report to the Department the following service outputs:

1. **Number of Unduplicated Clients Served**

a. **Information Required for Unduplicated Clients Served**

This will be reported by treatment provider and will include the following demographic information for each Eligible Client: gender, ethnicity, age, income status (percent of federal poverty level), zip code of residence (if available), and county of residence (which must be Austin/Travis County).

Referral Source (for each client, by target population) will also be reported.

For all homeless adult Eligible Client served, Center will report the number served who were "literally homeless" and "marginally homeless" (as defined in this Agreement).

ATCMHMR also will report, by treatment provider, the number of Eligible Clients receiving treatment services who were engaged in case management services (external to the treatment provider network) as well, i.e., out of the total number of unduplicated Eligible Clients served.

b. **Estimated Number of Unduplicated Eligible Clients to be Served**

It is estimated that, during the 2008 Renewal Term, approximately 673 unduplicated Eligible Clients will be served collectively from the homeless adult, high-risk women and high-risk youth target populations; plus approximately 118 unduplicated Eligible Clients referred by Downtown Austin Community Court; and approximately 32 unduplicated Eligible Clients referred by Parenting In Recovery. The total number of unduplicated Eligible Clients served during the year will depend on a number of variables, such as: (1) individual intervention/treatment needs (per clinical assessment); (2) treatment retention (per level of service and across the service continuum); (3) linkages between network providers; (4) service capacities available (at time of need); and (5) number of clients referred by Community Court; and (6) number of clients referred by Parenting In Recovery.

2. **Units of Service Provided**

This will be reported by type of service (in the continuum of services) for each target population: e.g., number of initial assessments completed, number of residential detoxification treatment days provided, number of intensive Residential treatment days provided, number of hours of treatment provided for Supportive Outpatient services, etc.

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Units of service provided are dependent upon several factors such as: (1) level(s) of service required by individual Eligible Clients and (2) length of stay at the different service levels (to be impacted by Utilization Management guidelines, individual client needs, and treatment retention).

3. **Funding Expended**

Funding expended by population (adult and youth) will be reported, to include projected expenditures (by population) for the contract period.

B. **Client Outcomes**

ATCMHMR will collect and report to the Department the following client outcomes for the 2008 Renewal Term. Performance targets for these outcomes are shown below, specific to the particular target populations to be served under this Agreement.

<u>Measure</u>	<u>Target Percentage</u>
1. <i>Program Completion Rate</i> (Treatment Retention). DSHS definition of "successful program completion" will be used for this measure.....	66%
2. <i>Eligible Clients who completed detox services, who were referred to a subsequent level of treatment services</i> .....	100%
3. <i>Eligible Clients discharged to a stable housing situation</i> .....	80%
4. <i>Eligible Clients employed or in school or training at discharge</i> .....	55%
5. <i>Eligible Clients satisfied with clinical services received</i> .....	95%
6. <i>Eligible Client abstinence at 60-day follow-up. (non detox)</i> .....	70%
7. <i>Eligible Clients employed or in school or training at 60-day follow-up</i> .....	60%
8. <i>Eligible Clients living in a stable housing situation at 60-day follow-up</i> .....	85%
9. <i>Reduction in criminal behavior (charges/arrests) at 60-day follow-up</i> .....	90%

C. **Managed Care "Systems" Outcomes**

These systems outcomes include the major benefits expected, over time, from the managed care arrangement described in this Agreement. Center will be responsible for closely monitoring these indicators throughout the year to: (1) identify areas for improvement and (2) implement systems changes, as necessary, to promote the efficiency and effectiveness of the managed care network arrangement.



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ATCMHMR will collect and report to the Department the following systems outcomes:

1. **Improved Client Access to Services**

This will be measured in two ways. First, the length of time from the time of request for assessment or services to benefit authorization by Center. The target is 85% of request will be authorized in 48 hours. Second, it will be measured by the length of time from benefit authorization by Center to Eligible Client assessment or admission to service. The target is 100% of assessments or admissions to services will occur within 1 day or retroactively. MSO will report quarterly.

2. **Eligible Client Need to Level of Care and Length of Stay**

This will include a review of Utilization Management decisions by the MSO per client records and reconciliation of authorization, claims and eligible client records. MSO Provider Relations will provide the results biannually.

3. **Annual Network Provider Satisfaction with Center services**

This will include consideration of such factors as ease of communicating with the MSO; promptness of benefit authorizations; appropriateness of benefit authorizations; general customer service, etc. Center will report detailed breakdowns of responses to network provider satisfaction survey questions annually. The target is 90% of those that complete the survey will indicate satisfaction with Center service.

4. **Improvements in Network Continuum of Services**

This information will be provided in narrative form by the Center annually. This area will include, but is not limited to, the Center's identification and closing of gaps in care; capacity obstacles addressed and remedied or improved; Center's efforts with respect to Network development and marketing or community integration of the service system operated under this Agreement, etc.

Center will report (in narrative form) monitoring activities of providers including number of monitoring visits per provider, summaries of findings and corrective actions taken to address under-performance. This is reported bi-annually.

**D. Center Services Outside the Agreement**

Client services provided by ATCMHMR which are not considered to be reimbursable costs under this Agreement will not be counted in the service measures for this Agreement, but may be counted in the service measures for Center under other Agreements between County, City and Center for the purchase of direct client services, as determined by City and County to be appropriate under the terms of those agreements. Center agrees to report to City and/or County under the terms of the relevant agreement any services that are provided as a result of provision of services to Eligible Clients served through this Agreement.



# TRAVIS COUNTY PURCHASING OFFICE

**Cyd V. Grimes, C.P.M., Purchasing Agent**

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

7

Approved by: \_\_\_\_\_

*Cyd V. Grimes* 10/31/08

**Voting Session: Tuesday, November 7, 2008**

**REQUESTED ACTION:** APPROVE TWELVE-MONTH EXTENSION (MODIFICATION NO. 8) TO CONTRACT NO. 03T000580J, ALLIANCE WORK PARTNERS, FOR THE EMPLOYEE ASSISTANCE PROGRAM FOR TRAVIS COUNTY EMPLOYEES. (HRMD)

**Points of Contact:**

**Purchasing:** Oralia Jones, 854-4204

**Department:** Linda Moore-Smith, HRMD Director, 854-9165 Alicia Perez, Executive Manager, 854-9342

**County Attorney (when applicable):** Barbara Wilson, 854-9567

**County Planning and Budget Office:** Leroy Nellis

**County Auditor's Office:** Susan Spataro and Jose Palacios

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- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

The contract provides the Employee Assistance Program (EAP) for Travis County employees. The Commissioners Court approved the contract for the Employee Assistance Program on November 19, 2002.

The modification will extend the contract for the Employee Assistance Program with Alliance Work Partners, for an additional twelve (12) months, through November 30, 2009. The contract extension is permitted pursuant to Paragraph 2.2, of the contract, entitled "Term of Contract". On September 5, 2006, the Commissioners Court ordered this contract exempt from the County Purchasing Act. The rate will increase from \$1.1025 to \$1.13 per employee per month for EAP services with up to five (5) visits per incident. This is the first increase since the award of the contract on November 19, 2002.

Modification No. 7 was previously issued to extend the contract period for an additional twelve (12) months, through November 30, 2008. It was approved by the Commissioners Court on November 27, 2007.

Modification No. 6 was previously issued to extend the contract period for an additional twelve (12) months, through November 30, 2007. It was approved by the Commissioners Court on October 16, 2006.

Modification No. 5 was previously issued to extend the contract period for an additional twelve (12) months, through November 30, 2006. It was approved by the Commissioners Court on November 22, 2005.

Modification No. 4 was previously issued to extend the contract period for an additional twelve (12) months, through November 30, 2005. It was approved by the Commissioners Court on September 21, 2004.

Modification No. 3 was previously issued to incorporate an Assignment of Contract that changed the company name from Workers Assistance Program to Alliance Work Partners. It was approved by the Commissioners Court on June 29, 2004.

Modification No. 2 was previously issued to extend the contract period for an additional twelve (12) months, through November 30, 2004. It was approved by the Commissioners Court on October 14, 2003.

Administrative Modification No. 1 was issued on December 10, 2002, to correct the contract number.

➤ **Contract Expenditures:** Within the last 12 months \$52,920.00 has been spent against this contract.

➤ **Funding Information:**

- Purchase Requisition in H.T.E.: 455159
- Funding Account(s): 001-1130-522-6401
- Comments:

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified \_\_\_\_ Not Verified \_\_\_\_ by Auditor.



# Human Resources Management Department

1010 Lavaca Street, 2<sup>nd</sup> Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX (512) 854-482

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PURCHASING  
OFFICE  
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## MEMORANDUM

DATE: September 2, 2008

TO: ✓ Cyd Grimes, County Purchasing Agent  
Lolly Jones, Purchasing Agent Assistant IV

FROM: Linda Moore Smith, Director, Human Resources Management Department *LS*

SUBJECT: **Contract No. 03T00058OJ, Employee Assistance Program**

The Human Resources Management Department (HRMD) has reviewed and evaluated the above reference contract. It has been determined that the professional services related to the Employee Assistance Program, Contract Number 03T00058OJ, have been provided at a level that merits the contract's extension, as well as the \$0.03 per employee per month requested rate increase.

The vendor proposes an increase from \$1.1025 to \$1.13 per employee per month for EAP services, with up to five (5) visits per incident; and, includes 100 hours of training per year. This service has been included in the FY 09 budget.

The current \$1.10 per employee per month rate has not increased since Travis County entered this professional services relationship twelve years ago. Although the rate has not increased, Travis County employees and managers continue to benefit from the quality of counseling, mediation and training services.

Please initiate the extension of this contract to the next option year ending November 30, 2009. The contract will continue to be funded from the fourteen digit account number 001-1130-522-6401.

cc: Alicia Perez, Executive Manager

Dan Mansour, Risk/Benefits Manager

tjr



# Fax

*Premiere Workplace Services EAP and Wellness Solutions*

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<b>To:</b> Ms. Linda Moore-Smith	<b>Fax:</b> 512-854-4827
<b>Company:</b> Travis County	<b>Date:</b> August 26, 2008
<b>From:</b> Tami Calderon	<b>Number of Pages:</b> 1 (including cover sheet)

**Re:** MOU: Renewal of Travis County and Alliance Work Partners Agreement

Attention: Ms. Linda Moore-Smith and Mr. Cyd Grimes

**Comments:** Dear Ms. Linda Moore-Smith and Mr. Cyd Grimes,

Per our conversation and your request, please accept this memo as confirmation we are very pleased to continue our service agreement with Travis County for the fee of \$1.13 PEPM and based on a fixed count of 4,000 employees. This agreement includes 100 hours of training per year.

It is a privilege to serve you! Please call with any questions or concerns.

Thank you,

A handwritten signature in black ink that reads "Tami Calderon". The signature is fluid and cursive, written over the printed name.

Tami Calderon  
Director of Account Management  
Alliance Work Partners, WAP  
512-328-8519, ext. 1119

Notice: The information contained in this fax is confidential and may be legally privileged. It is intended only for the use of the individuals or entities named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or forwarding of this fax is strictly prohibited. If you have received this fax in error, please notify us immediately by telephone and return the message to the address below. You will be reimbursed for the postage. Thank you.

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*Alliance Work Partners is a professional service of Workers Assistance Program, Inc.  
2525 Wallingwood Drive, Bldg 5 - Austin, Texas 78746 • Telephone 512-328-8519*

Last Updated 11-06-08 at 2:15pm

PURCHASE REQUISITION NBR: 0000455159

REQUISITION BY: NORMAN MCREE 854-4821

STATUS: AUDITOR APPROVAL  
REASON: EMPLOYEE ASSISTANCE PROGRAM

DATE: 10/30/08

SHIP TO LOCATION: HUMAN RESOURCES MGT.

SUGGESTED VENDOR: 62946 ALLIANCE WORK PARTNERS

DELIVER BY DATE: 10/30/08

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	EMPLOYEE ASSISTANCE PROGRAM COMMODITY: MISC. PROFESSIONAL SVCS SUBCOMMOD: EMPLOYEE ASSISTANCE PRG	12.00	JOB	4520.0000	54240.00	
REQUISITION TOTAL:					54240.00	

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00111305226401	EMPLOYEE TRANG & ASSISTNC EMPLOYEE ASSISTANCE PROG	100.00	54240.00
				54240.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

ISSUED BY: Last Updated: 11/06/08 at 2:15pm 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Oralia Jones</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>October 28, 2008</b>
ISSUED TO: <b>Alliance Work Partners</b> <b>Attn: Terrance R. Cowan</b> <b>2525 Wallingwood Dr. Bldg. 5</b> <b>Austin, Texas 78746</b>	MODIFICATION NO.: <p style="text-align: center; font-size: 1.2em;"><b>8</b></p>	EXECUTED DATE OF ORIGINAL CONTRACT: <p style="text-align: center;"><b>November 19, 2002</b></p>

ORIGINAL CONTRACT TERM DATES: 12/1/2002—11/30/2003      CURRENT CONTRACT TERM DATES: 12/1/2008—11/30/2009

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
 Original Contract Amount: \$ 49,971.00      Current Modified Amount \$ 54,240.00

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Recitals**

County Commissioners Court has reviewed the services provided under this contract and found that the services are professional services. On September 5, 2006, Commissioners Court ordered this contract exempt from the County Purchasing Act as professional services. In modification 6 the contract was amended to allow County to exercise annual options.

**Agreement**

County exercises its sixth option to extend this contract for one additional year. The sixth option commences December 1, 2008. During the sixth option year, County selects five as the maximum number of visits allowed per incident. During the sixth option year, County shall pay Contractor \$1.13 per employee per month for full Employee Assistance Program Services with up to five (5) visits per incident.

County and Contractor incorporate the Contract and all prior modifications into this modification. Except for the changes made in this Modification Eight, County and Contractor hereby ratify all of the terms and conditions of the contract. This modification is effective on the date of on which it is approved by the Commissioners Court.

**Note to Vendor:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

<b>Alliance Work Partners</b>  BY: _____ SIGNATURE PRINT NAME: _____ TITLE: Policy Registrar, ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER  DATE: _____
--	---

TRAVIS COUNTY, TEXAS  BY: _____ CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: _____
--	-------------

TRAVIS COUNTY, TEXAS  BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE: _____
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**TRAVIS COUNTY PURCHASING OFFICE**

***Cyd V. Grimes, C.P.M., Purchasing Agent***

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

8

*Cyd V. Grimes* 11/5/08  
*MB*

Approved by: \_\_\_\_\_

**Voting Session: Tuesday, November 07, 2008**

**REQUESTED ACTION:** APPROVE CONTRACT NO. PS090061VR, MARIANNE METZNER, LPC, TO PROVIDE PROFESSIONAL VISITATION SERVICES FOR THE DOMESTIC RELATIONS OFFICE (JUVENILE PROBATION).

***Points of Contact:***

**Purchasing:** Vania Ramaekers

**Department:** (Juvenile Probation) Estela Medina, Chief Juvenile Probation Officer;  
Sylvia Mendoza

**County Attorney (when applicable):** Jim Connolly

**County Planning and Budget Office:** Leroy Nellis

**County Auditor's Office:** Susan Spataro and Jose Palacios

**Other:** (Domestic Relations Office) Cecelia Burke, Director

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- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

This agreement is for the provision of professional visitation services for the Domestic Relations Office within the Juvenile Probation Department. Travis County Currently has 11 active professional visitation services contracts throughout the Austin area which are used on an as needed basis according to the specific needs of the youth and parents being referred for these services by the courts.

On August 5, 2008, the Court approved the exemption order for Professional Visitation Services, in order to authorize the Purchasing Office and the Department to enter into contracts with qualified providers. Approval of this contract will add Marianne Metzner to the current list of active providers. Travis County will pay \$200.00 per month per family for neutral exchanges, \$100.00 per hour for supervised visits and \$125.00 per hour for therapeutic supervision visits.

Juvenile Probation has approximately \$65,000.00 budgeted in FY09 for these types of services.

- **Contract Expenditures:** Within the last 12 months \$0.00 has been spent against this contract.  
 Not applicable

- **Contract-Related Information:**



Award Amount: NA

Contract Type: Professional Services

Contract Period: 11/07/08 – 9/30/09 (auto renewal)

➤ **Contract Modification Information:**

Modification Amount: \$0.00 (Firm Amount) (Add'l. comments)

Modification Type: N/A

Modification Period: NA

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: NA

HUB Information: Not Applicable

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: N/A

Funding Account(s): 001-4560-593-6099

Comments: as needed basis contracts

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified \_\_\_\_ Not Verified \_\_\_\_ by Auditor.

# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

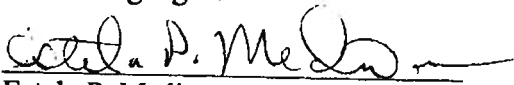


**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES  
COURT SERVICES  
DETENTION SERVICES  
PROBATION SERVICES  
RESIDENTIAL SERVICES  
SUBSTANCE ABUSE SERVICES  
DOMESTIC RELATIONS OFFICE  
JUVENILE JUSTICE  
ALTERNATIVE EDUCATION  
PROGRAM

**DATE:** October 27, 2008

**TO:** Cyd Grimes  
Purchasing Agent

**FROM:**   
Estela P. Medina  
Chief Juvenile Probation Officer

**RE:** Additional Visitation Services Providers List

Travis County Juvenile Probation Department (DRO) is interested in entering into a contract with Mariane Metzger for additional visitation services. Ms. Metzger has met all of the department's requirements for these services.

The following details the funding line item to be used for this contract:

**Account Number: 001-4560-593-6099**

If you need additional information in order to proceed, please do not hesitate to contact me.

cc: Sylvia Mendoza  
Alan Miller  
Cecelia Burke

EPM:gc

Account Balance Inquiry

Last Updated 11-06-08 at 2:15pm

Account number . . . . . : 1-4560-593.60-99  
Fund . . . . . : 001 GENERAL FUND  
Department . . . . . : 45 JUVENILE PROBATION  
Division . . . . . : 60 DOMESTIC RELATIONS  
Activity basic . . . . . : 59 JUSTICE SYSTM (JUV SRVCS)  
Sub activity . . . . . : 3 JUVENILE PROBATION  
Element . . . . . : 60 OTHER PURCHASED SERVICES  
Object . . . . . : 99 OTHER PURCHASED SERVICES

Original budget . . . . . : 86,732  
Revised budget . . . . . : 105,485 10/01/2008  
Actual expenditures - current . . . . . : 4,500.65-  
Actual expenditures - ytd . . . . . : .00  
Unposted expenditures . . . . . : .00  
Encumbered amount . . . . . : 21,252.74  
Unposted encumbrances . . . . . : .00  
Pre-encumbrance amount . . . . . : .00  
Total expenditures & encumbrances: 16,752.09 15.9%  
Unencumbered balance . . . . . : 88,732.91 84.1

**F5=Encumbrances      F7=Project data      F8=Misc inquiry**  
**F10=Detail trans      F11=Acct activity list      F12=Cancel      F24=More keys**

**ORDER EXEMPTING PURCHASE OF  
PROFESSIONAL VISITATION SERVICES  
FROM COMPETITIVE PROPOSAL REQUIREMENTS OF THE  
COUNTY PURCHASING ACT**

**WHEREAS**, the Commissioners Court of Travis County has the authority to exempt the purchase of personal or professional services from the bidding requirements of the County Purchasing Act, TEX. LOC. GOVT. CODE ANN. sec. 262.023, and

**WHEREAS**, the County desires to enter into a contract with a licensed professional individuals or facilities to provide Professional Visitation Services for Travis County, and

**WHEREAS**, these are personal services requiring special training, skills, licensing and experience,

**NOW, THEREFORE**, the Commissioners Court of Travis County hereby orders that the purchase of Professional Visitation Services is exempted from the requirements of the County Purchasing Act for competitive proposals pursuant to TEX. LOC. GOVT. CODE ANN., section 262.024(a)(4), as this contract is for professional services.

Signed and entered this 5<sup>th</sup> day of August, 2008.

Samuel T. Biscoe  
Samuel T. Biscoe, County Judge

Ron Davis  
Ron Davis  
Commissioner, Precinct 1

Sarah Eckhardt  
Sarah Eckhardt  
Commissioner, Precinct 2

Gerald Daugherty  
Gerald Daugherty  
Commissioner, Precinct 3

Margaret J. Gomez  
Margaret J. Gomez  
Commissioner, Precinct 4

RECEIVED  
TRAVIS COUNTY  
2008 AUG -7 AM 9:31  
PURCHASING  
OFFICE



# TRAVIS COUNTY PURCHASING OFFICE

***Cyd V. Grimes, C.P.M., Purchasing Agent***

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

9

Approved by: \_\_\_\_\_

*Cyd V. Grimes* 10/31/08  
WB

**Voting Session: Tuesday, November 7, 2008**

**REQUESTED ACTION:** APPROVE MODIFICATION NO. 9 TO CONTRACT NO. 07K00254RV, STEWART BUILDERS, LTD., FOR CONSTRUCTION OF NEW BUILDINGS FOR THE TNR EASTSIDE SERVICE CENTER. (FACILITIES MANAGEMENT)

***Points of Contact:***

**Purchasing:** Richard Villareal

**Department:** Facilities Management, Roger A. El Khoury, M.S., P.E., Director; Carolyn O'Hara, R.A.; TNR, Joseph P. Gieselman, Executive Manager; Donald W. Ward, P.E., Director, Road Maintenance and Fleet Services

**County Attorney (when applicable):** John Hille

**County Planning and Budget Office:** Leroy Nellis

**County Auditor's Office:** Susan Spataro and Jose Palacios

**Other:** Alicia Perez, Executive Manager, Administrative Operations

➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

This contract requires the vendor to provide all labor and materials necessary for the construction of the Fleet Service Building, Warehouse/Sign Shop Building, Administrative/Town Hall Building, Covered Structure A and Covered Structure B at the TNR Eastside Service Center.

The proposed modification requires minor changes to the project which include IT-related changes in the sign shop, relocation of a waterline connection from the Town Hall to the Admin. Bldg., installation of bollards at the fuel station, installation of acoustic tile ceilings in 5 rooms in the Admin. Bldg. and various other changes. Included is a cost savings of \$12,000.000 for the use of conventional HVAC DX Split systems in the Administrative/Town Hall building. It increases the contract by \$166.00, from \$5,503,564.28 to \$5,503,730.28. Due to the fact that the 25% threshold was exceeded by a previous modification (No. 4), each subsequent modification requires court approval.

Modification No. 8 was issued to provide a concrete slab for the fuel station and includes other minor changes to the project. It increased the contract by \$34,270.75, from \$5,469,293.53 to \$5,503,564.28.

Modification No. 7 was issued to provide equipment, installation and material for a fuel station and included other minor changes to the Fleet Service Building. It increased the contract by \$285,701.75, from \$5,183,591.78 to \$5,469,293.53.

Modification No. 6 was issued to provide mechanical and framing changes to support air handler in the Fleet Service Building and included other minor changes to the Administrative/Town Hall Building. It increased the contract by \$16,612.00, from \$5,166,979.78 to \$5,183,591.78.

Modification No. 5 was issued to provide chain link fencing and steel grating for various locations and included other minor changes to the work. It increased the contract by \$3,216.78, from \$5,163,763.00 to \$5,166,979.78.

Modification No. 4 was issued to add the Administrative/Town Hall Building. It increased the contract by \$1,224,269.00, from \$3,939,494.00 to \$5,163,763.00.

Modification No. 3 was issued to provide an interior door and add safety railing at the warehouse. It increased the contract by \$3,272.00, from \$3,936,222.00 to \$3,939,494.00.

Modification No. 2 was issued to add two on-site septic facilities. It increased the contract by \$49,665.00, from \$3,886,557.00 to \$3,936,222.00.

Modification No. 1 was issued to add parking lot lighting and made minor changes to the work including sign shop roofing finishing, overhead ceiling door painting and revisions to the vehicle parking structures. It increased the contract by \$98,557.00, from \$3,788,000.00 to \$3,886,557.00.

➤ **Contract Expenditures:** Within the last 12 months \$4,545,495.57 has been spent against this contract.

➤ **Contract Modification Information:**

Modification Amount: \$166.00

Modification Type: Construction

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: Requisition No. 454926

Funding Account(s): 506-1405-801-8105

Comments:

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified \_\_\_\_\_ Not Verified \_\_\_\_\_ by Auditor.



Rich  
10.6.08  
AB

# FACILITIES MANAGEMENT DEPARTMENT

**Roger A. El Khoury, M.S., P.E., Director**

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

## MEMORANDUM

**FMD Project:** ESCC-01-06C-1N

**FILE:** 802

**TO:** Cyd V. Grimes, CPM, Purchasing Agent

**VIA:** Roger A. El Khoury, M.S., P.E., Director

**FROM:** Carolyn O'Hara, A.I.A., Project Manager

**DATE:** October 6, 2008

**SUBJECT:** Eastside Service Center Project  
Contract Modification Number Nine, Stewart Builders, Ltd  
Contract Number 07K00254RV

RECEIVED  
TRAVIS COUNTY  
PURCHASING  
OFFICE  
2008 OCT -6 AM 11:29

This Contract Modification Number Nine is for changes to the construction work at Eastside Service Center Project as described in the attached documentation.

This Contract Modification will increase the contract by \$166 from \$5,503,564.28 to \$5,503,730.28 and will not increase the project schedule. Facilities Management Department (FMD) has reviewed and negotiated the cost and time for this Contract Modification and has determined that the cost and time are fair and reasonable. Facilities Management Department recommends approval.

In accordance with the procedure to secure the approval of this Contract Modification this request is being forwarded along with the supporting documents for Commissioners Court approval on October 14, 2008. If approved, please issue a fully executed Contract Modification Number Nine to Stewart Builders, Ltd. Please call Carolyn O'Hara, AIA, at extension 44285 if you have any questions.

### ATTACHMENTS:

1. Three signed originals of Contract Modification Number Nine
2. Supporting documents

### COPY TO:

- Alicia Perez, Executive Manager, Administrative Operations
- Amy Draper, CPA, Financial Manager, FMD
- Ben Noack, Architectural Associate, FMD
- Richard Villareal, Purchasing Agent Assistant, Purchasing Office

PURCHASE REQUISITION NBR: 0000454926

REQUISITION BY: AMY DRAPER 854-9040

STATUS: READY FOR BUYER PROCESS  
 REASON: MOD #8 PO 373866-EASTSIDE SVC CENTER ATTN: VILLARD

DATE: 10/28/08

SHIP TO LOCATION: FACILITIES MANAGEMENT

SUGGESTED VENDOR: 69550 STEWART BUILDERS INC

DELIVER BY DATE: 12/31/08

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	CONSTRUCTION OF NEW BLDGSTNR EASTSIDE SERVICE CNTR MOD #9 - CP #42, 44, 46, 47-3, 48, 50 - 53, 55 COMMODITY: BUILDING CONSTRUCT SVCS SUBCOMMOD: GEN BUILDING CONSTRUCTION INVENTORY BUILDING: FE STOCK NO: 909-049-00089	157.70	DOL	1.0000	157.70	
2	RETAINAGE-TNR EASTSIDE SERVICE CENTER MOD #9 - CP #42, 44, 46, 47-3, 48, 50 - 53, 55 COMMODITY: BUILDING CONSTRUCT SVCS SUBCOMMOD: RETAINAGE BLDG CONSTRUCT INVENTORY BUILDING: FE STOCK NO: 909-098-00052	8.30	DOL	1.0000	8.30	
REQUISITION TOTAL:						166.00

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	CAPITAL OUTLAY BUILDINGS	CAPITAL OUTLAY BUILDINGS	PROJECT	AMOUNT
1	50614058018105			XESCC01 Eastside Service Center	100.00
2	50614058018105			XESCC01 Eastside Service Center	8.30
					166.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.



# TRAVIS COUNTY CONSTRUCTION CHANGE ORDER

**CHANGE ORDER No. 9:**

**DATE:** October 6, 2008

**CONTRACTOR:**

Stewart Builders, Ltd.  
35 County Rd 150  
Georgetown, TX 78626

**PROJECT:**

Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**ISSUED BY:**

Travis County Purchasing Office  
314 West 11th Street, Rm. 400  
Austin, TX 78701  
(512) 854-9700 / Fax (512) 854-9185

**PROJECT MANAGER:**

Facilities Management  
1010 Lavaca St., Suite 400  
Austin, TX 78701  
(512) 854-9661 / Fax (512) 854-9226

**DESCRIPTION OF CHANGES:**

1. Pursuant to the Texas Local Government Code Section 262.031, the County and the Contractor hereby modify the Construction Contract (including plans and specifications), in accordance with the changes outlined in the following pages attached to this modification, incorporated herein as if set out at length.
2. The Contractor agrees to provide supervision, labor and material in general compliance with the contract documents and as specifically described in the attachments. This Change to the Work includes:

(As listed on following page)

Except as provided herein, all terms, conditions, and provisions of the above referenced contract as heretofore amended, remain unchanged and in full force and effect. Contractor agrees that by executing this Change Order he has been fully compensated for the Work (cost and schedule impact) that is the subject of this Change Order. Contractor agrees to make no further claim, by any type of remedy, in relation to this Modification.

<b>Cost/Schedule Impact:</b>	<b>Increase: \$166.00</b>	<b>Decrease: \$0</b>	<b>Add: 0 Days</b>
------------------------------	---------------------------	----------------------	--------------------

The original Contract Sum was	\$	3,788,000.00
Net change by previously authorized Change Orders	\$	1,715,564.28
The total contract sum prior to this Change Order No. 9	\$	5,503,564.28
The total contract sum will be <b>increased</b> by this Change Order	\$	166.00
The total contract sum including this Change Order No. 9	\$	5,503,730.28
The Contract Time will be: <b>unchanged</b>		0 days
The Substantial Completion Date for the Project as of this Change Order is		<b>November 20, 2008.</b>

AGREED TO: Stewart Builders, Ltd.

Signed: [Signature] 10/6/08  
 By: John Miles Date  
 Contractor Project Manager

RECOMMENDED BY: Facilities Management

Signed: [Signature] 10/6/08  
 By: Roger A. El Khoury, M.S., P.E. Date  
 Director of Facilities Management

RECOMMENDED BY: Facilities Management

Signed: [Signature] 10/6/08  
 By: Carolyn O'Hara, R.A. Date  
 Travis Co. Project Manager

AUTHORIZED BY: Travis Co. Purchasing Office

Signed: [Signature] 10/3/08  
 By: Cyd V. Grimes, C.P.M. Date  
 Purchasing Agent

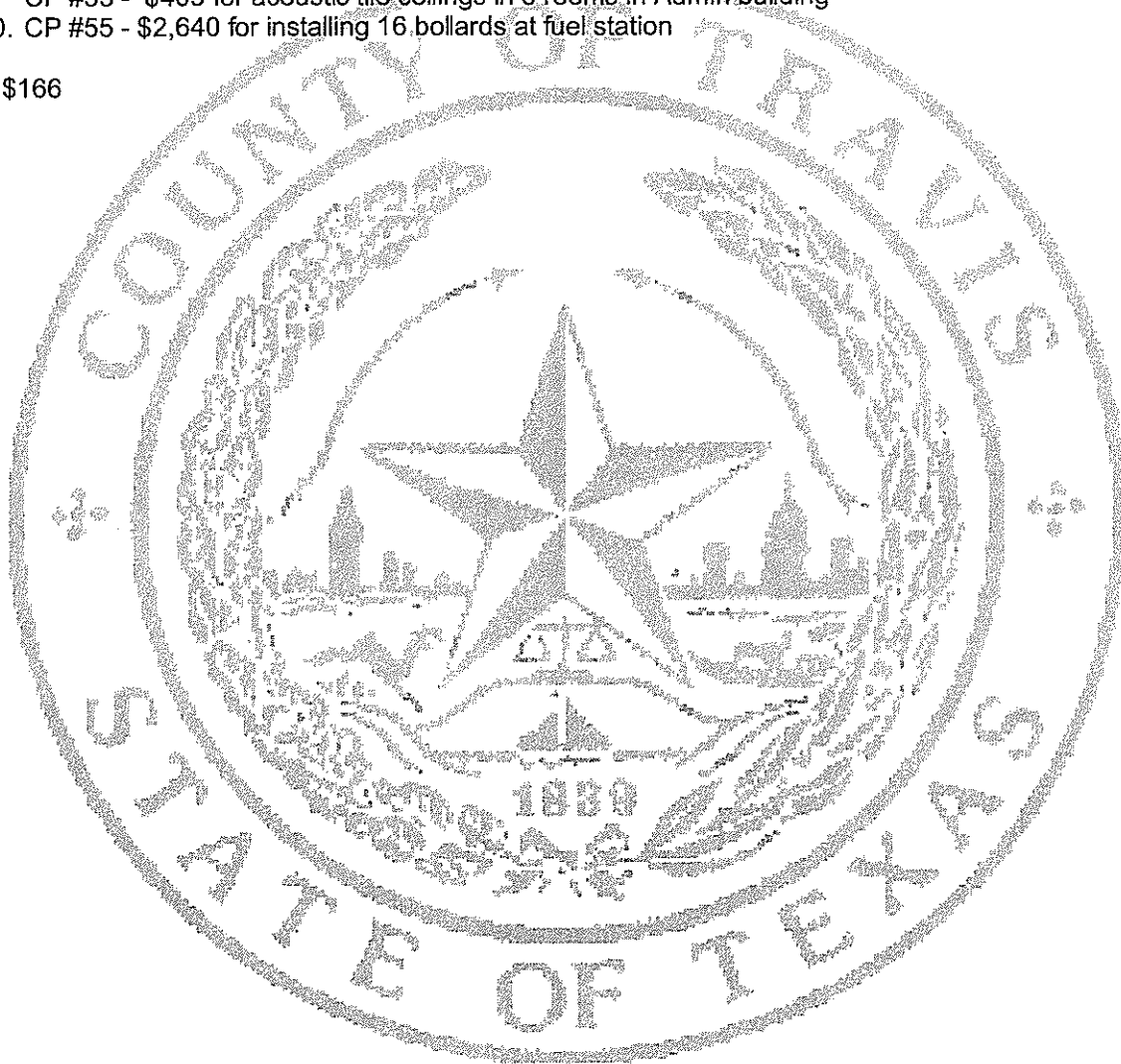
APPROVED BY: Travis Co. Commissioners Court

Signed: \_\_\_\_\_  
 By: Samuel T. Briscoe Date  
 County Judge

List of Change Order #9 Items includes:

1. CP #42 – (12,000) credit for HVAC in Admin building
2. CP #44 - \$2192 for Generator Rental. Provision of temporary power by means of a rented Generator for essential construction Fleet Building activities, for August charge.
3. CP #46 - \$493 for sound batt insulation above Admin offices beneath HVAC units
4. CP #47-3 – \$3048 Water Line Town Hall to Admin Bldg
5. CP #48 - \$468 for providing power to Fleet work bay water fountains
6. CP #50 - \$1617 for 2x2" IT conduits Fleet to Fuel Station
7. CP #51 - \$2525 for IT-related changes in the Sign Shop
8. CP #52 – (1226) for carpet over area of concrete patch , in Admin building hallway
9. CP #53 - \$409 for acoustic tile ceilings in 5 rooms in Admin building
10. CP #55 - \$2,640 for installing 16 bollards at fuel station

Total: \$166



**Stewart Builders, Inc.**

General Contractor · Construction Managers

**COST PROPOSAL #42**

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:** Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:** 8/22/2008

**Description:**

Credit due to addition VE of HVAC in Administration and Town Hall Buildings. Buildings now use conventional DX Split systems and a reduced tonnage in Town Hall.

**Total This Cost Proposal**

\$ (12,000)

Original Contract Sum

N/A

Total Previously Approved Change Orders

N/A

Total Contract Sum Prior To This Cost Proposal

N/A

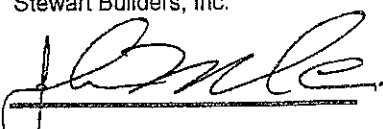
Revised Contract Sum Including This Cost Proposal

N/A

Additional Time Required

0 days

**CONTRACTOR:**  
Stewart Builders, Inc.

  
John Miles  
Project Manager

**Stewart Builders, Inc.**

General Contractor · Construction Managers

**COST PROPOSAL #44**

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:** Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:** 9/2/2008

**Description:**

Temp power generator used on project for month of August, 2008  
No power on-site. Power provided by rental generator.  
Generator rented from Keystone Concrete.  
Time and a 1/2 (1.5) rate - between 160 - 320 hours 320 hours

<b>Total This Cost Proposal</b>	<b>\$ 2,192</b>
---------------------------------	-----------------

Original Contract Sum	<u>N/A</u>
Total Previously Approved Change Orders	<u>N/A</u>
Total Contract Sum Prior To This Cost Proposal	<u>N/A</u>
Revised Contract Sum Including This Cost Proposal	<u>N/A</u>
Additional Time Required	<u>0</u> days

**CONTRACTOR:**  
Stewart Builders, Inc.



John Miles  
Project Manager

### Stewart Builders, Inc.

General Contractor • Construction Managers

## COST PROPOSAL #46

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:** Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:** 9/3/2008

**Description:**

Install R-11 sound batt insulation on ceiling tiles above Open Office #115, Mgr #127, and Break Room #126.  
Sound batts to help reduce noise from HVAC units suspended above ceiling.

**Total This Cost Proposal** \$ 493

Original Contract Sum N/A

Total Previously Approved Change Orders N/A

Total Contract Sum Prior To This Cost Proposal N/A

Revised Contract Sum Including This Cost Proposal N/A

Additional Time Required 0 days

**CONTRACTOR:**  
Stewart Builders, Inc.



John Miles  
Project Manager

# Stewart Builders, Inc.

General Contractor • Construction Managers

## COST PROPOSAL #47 - 3

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:**

Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:**

9/22/2008

**Description:**

Relocate waterline that connects the Town Hall building to Admin building from overhead per PA-2.1 to underground between Men #106 and Mgr #135. Pipe to penetrate exterior walls at approx. 12" above grade and go underground. Includes specified fiberglass insulation and aluminum jacketing where pipe is exposed to outside. **Does NOT include Heat Trace.** Includes shut-off valve below grade and valve box between Town Hall and Admin to isolate Admin building if necessary.

<b>Total This Cost Proposal</b>	<b>\$ 3,048</b>
---------------------------------	-----------------

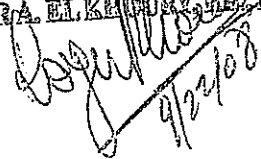
Original Contract Sum	N/A
Total Previously Approved Change Orders	N/A
Total Contract Sum Prior To This Cost Proposal	N/A
Revised Contract Sum Including This Cost Proposal	N/A
Additional Time Required	0 days

# APPROVED

**CONTRACTOR:**

Stewart Builders, Inc.  
  
John Miles  
Project Manager

TRAVIS COUNTY  
FACILITIES MANAGEMENT DEPARTMENT  
OWNER:  
Travis County Facilities Management  
ROGER A. EL KHOURY, PE, DIRECTOR

  
9/22/08

Roger El Khoury, PE  
Director

### Stewart Builders, Inc.

General Contractor · Construction Managers

## COST PROPOSAL #48

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:**

Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:**

9/17/2008

**Description:**

Add 1 outlet at each drinking fountain in Fleet building to allow fountains to be plugged in. Current outlets shown on plans and installed are too high for fountain cords to reach. Outlets to be installed on back of fountains and fed from existing outlet on adjacent columns; circuits PC1-16 and PC3-41.

**Total This Cost Proposal** \$ 468

Original Contract Sum N/A


Total Previously Approved Change Orders N/A

Total Contract Sum Prior To This Cost Proposal N/A


Revised Contract Sum Including This Cost Proposal N/A

Additional Time Required 0 days

**CONTRACTOR:**  
Stewart Builders, Inc.

  
John Miles  
Project Manager

**OWNER:**  
Travis County Facilities Management

  
Roger El Khoury, PE  
Director

**Stewart Builders, Inc.**

General Contractor · Construction Managers

**COST PROPOSAL #50 REVISED**

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:** Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:** 9/22/2008

**Description:**

Install 2 - 2" PVC conduits from Fuel Station metal building to the outside end of Fleet building.  
Conduits to stub-up inside the metal building.  
Conduits to stub-up outside of the Fleet building approx 6" above finish floor, with temporary caps.  
Installation through exterior wall and into building by others.  
**This CP is Time Critical. Slab to be poured the week of 10/6/08.**  
Pricing based on Segura's unit pricing of \$9.80/lf for single 2" conduit.

**Total This Cost Proposal** \$ 1,617

Original Contract Sum N/A

Total Previously Approved Change Orders N/A

Total Contract Sum Prior To This Cost Proposal N/A


Revised Contract Sum Including This Cost Proposal N/A

Additional Time Required 0 days

**CONTRACTOR:**  
Stewart Builders, Inc.

  
John Miles  
Project Manager

**OWNER:**  
Travis County Facilities Management

  
Roger El Khoury, PE  
Director



# Stewart Builders, Inc.

General Contractor · Construction Managers

## COST PROPOSAL #51

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:** Carolyn O'Hara, Architect

Travis County Facilities Maintenance

**Date:** 9/17/2008

**Description:**

Move IDF room from IDF/Elec #106 to Closet #105 in Sign Shop. IT equipment will not fit in IDF/Elec Room #106.  
Add 1 quad dedicated outlet to the END (short) wall, locate 6' AFF  
Add plywood to end wall between 3 and 7' AFF  
Re-route conduits in the adjacent Electrical room to 24" AFF into the Closet and maintain fire-rated separation in the electrical room.  
Will use metal "gutter" to transition conduit into wall in Electrical Room.  
Move wall-mounted AC unit from electrical room to similar location in Closet

**Total This Cost Proposal** \$ 2,525

Original Contract Sum N/A

Total Previously Approved Change Orders N/A

Total Contract Sum Prior To This Cost Proposal N/A

Revised Contract Sum Including This Cost Proposal N/A

Additional Time Required 0 days

**APPROVED**

TRAVIS COUNTY  
FACILITIES MANAGEMENT DEPARTMENT  
ROGER A. EL KHOURY, P.E., DIRECTOR

**CONTRACTOR:**

Stewart Builders, Inc.

John Miles  
Project Manager

**OWNER:**

Travis County Facilities Management

Roger El Khoury, PE  
Director

**Stewart Builders, Inc.**

General Contractor · Construction Managers

**COST PROPOSAL #52**

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:**

Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:**

9/22/2008

**Description:**

CREDIT issued to Travis County due to concrete patch in Admin building floor. Concrete patch does not match finish or color of remainder of slab in hallways. Credit offered to Travis County based on cost to carpet Corridors in Fire Tunnel. See attached highlighted are of carpet. This carpet will cover the concrete patch and all connected areas not separated by a door.

Carpet selection provided by TCFM, attached. Credit based on 675 square feet of carpet area.

Acceptance of this Cost Proposal relieves Stewart Builders of any further appearance liabilities due to this issue.

<b>Total This Cost Proposal</b>	<b>CREDIT</b>	<b>\$</b>	<b>(1,226)</b>
---------------------------------	---------------	-----------	----------------

Original Contract Sum N/A

Total Previously Approved Change Orders N/A

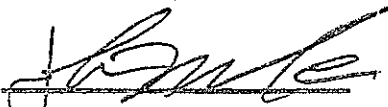
Total Contract Sum Prior To This Cost Proposal N/A

Revised Contract Sum Including This Cost Proposal N/A

Additional Time Required 0 days

**CONTRACTOR:**

Stewart Builders, Inc.



John Miles  
Project Manager

**OWNER:**

Travis County Facilities Management

Roger El Khoury, PE  
Director

### Stewart Builders, Inc.

General Contractor · Construction Managers

## COST PROPOSAL #53

**Contractor:**

Stewart Builders, Inc.  
35 County Road 150  
Georgetown, Texas 78626

**Project:**

TNR Eastside Service Center  
Bid No. B070254-RV  
Contract No. 07K00254RV

**To:** Carolyn O'Hara, Architect  
Travis County Facilities Maintenance

**Date:** 9/23/2008

**Description:**

Install acoustic grid ceiling in rooms 102, 112, 119, 122, 128.  
Gyp ceiling not required in room 102, ceiling type not specified in other rooms.

**Total This Cost Proposal** \$ 409

Original Contract Sum N/A

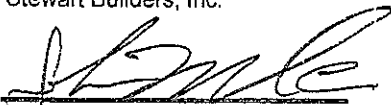
Total Previously Approved Change Orders N/A

Total Contract Sum Prior To This Cost Proposal N/A

Revised Contract Sum Including This Cost Proposal N/A

Additional Time Required 0 days

**CONTRACTOR:**  
Stewart Builders, Inc.



John Miles  
Project Manager

**OWNER:**  
Travis County Facilities Management

Roger El Khoury, PE  
Director

List of Change Order #9 Items includes:

1. CP #42 – (12,000) credit for HVAC in Admin building
2. CP #43 - rejected Fleet bollard \$425
3. CP #44 - \$2192 for Generator Rental. Provision of temporary power by means of a rented Generator for essential construction Fleet Building activities, for August charge.
4. CP #45 - rejected \$1159 Fleet sinks
5. CP #46 - \$493 for sound batt insulation above Admin offices beneath HVAC units
6. CP #47-3 \$3048 Water Line Town Hall to Admin Bldg (Option 3 - underground install, w/o heat trace)
7. CP #48 - \$468 for providing power to Fleet work bay water fountains
8. CP #49 – rejected \$45,798 electrical for Fleet lifts
9. CP #50 - \$1617 for 2x2" IT conduits at Fleet to fuel
10. CP #51 - \$2525 for IT-related changes in the Sign Shop
11. CP #52 – (1226) for carpet to cover concrete patch in Admin hallway
12. CP #53 - \$409 for acoustic tile ceiling at 5 rooms in Admin building

Total: \$(2474) credit

OR:

Credits: (\$13,226)

Costs: - \$10,752

= (\$2474) net credit





//

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

COUNTY JUDGE'S OFFICE

Please consider the following item for:  
11-07-08

08 NOV -3 AM 9:55

I. A. Request made by: Planning & Budget Office

Review and approve requests regarding grant proposals, applications, contracts, and permissions to continue, and take other appropriate actions:

- a) Approve grant application with the Texas Water Development Board for a Flood Mitigation Assistance Planning Grant for Transportation and Natural Resources, to update Travis County's Hazard Mitigation Action Plan (HMAP).
- b) Approve grant contract to the Office of Governor of Texas, Criminal Justice Division for an Internal Affairs software upgrade grant for the Sheriff's Office to replace their existing Office of Internal Affairs databases.

Approved by:

\_\_\_\_\_  
Signature of Commissioner(s) or County Judge

- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).
- B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable:

**Planning and Budget Office (854-9106)**

- \_\_\_\_\_ Additional funding for any department or for any purpose
- \_\_\_\_\_ Transfer of existing funds within or between any line item budget
- \_\_\_\_\_ Grant

**Human Resources Department (854-9165)**

- \_\_\_\_\_ A change in your department's personnel (reclassifications, etc.)

**Purchasing Office (854-9700)**

- \_\_\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement

**County Attorney's Office (854-9415)**

- \_\_\_\_\_ Contract, Agreement, Policy & Procedure

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE  
 FY 2009

*The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.*

Dept	Grant Title	Grant Period	Grant Amount	County Match	Indirect Costs	FTEs	Notes	Page #
<b>Applications</b>								
a 49	Flood Mitigation Assistance Planning Grant	12/1/2008 - 11/30/2009	\$30,000	\$10,000			1	6
<b>Contracts</b>								
b 37	Internal Affairs Software Upgrade	9/1/2008 - 5/31/2009	\$50,000				1	41

**Notes:**

- 1 PBO recommends approval.
- 2 PBO does not recommend approval
- 3 Please see PBO recommendation for more information



**FY 2009 Grants Summary Report**  
**Outstanding Grant Applications**

*The following is a list of grants for which application has been made and notification of award has not yet been received.*

<b>Name of Grant</b>	<b>Grant Amount</b>	<b>County Match</b>	<b>Local Funds (Donation)</b>	<b>FTEs</b>	<b>Cm. Ct. Approval Date</b>
AmeriCorp	\$301,429	\$281,599		20	10/14/2008
	\$301,429	\$281,599		20	

2

### FY 2009 Grants Approved by Commissioners Court

*The following is a list of grants that have been received by Travis County since October 1, 2008*

Dept	Name of Grant	Grant Amount	County Match	Indirect Costs	FTEs	Cm. Ct. Approval Date
47	Emergency Management Performance Grant	\$67,200	\$67,200			10/7/2008
58	AmeriCorps	\$288,139.00	\$223,358		16	10/28/2008
45	Juvenile Justice and Delinquency Prevention (JJDP)- Intensive In-Home Family Services Grant	\$24,864.00	\$223,358			11/4/2008
58	Parenting in Recovery	\$500,000	\$91,203		1	11/4/2008
40	OVW FY08 Safe Havens: Supervised Visitation and Safe Exchange Grant Program	\$199,320				11/4/2008
		\$1,079,523	\$605,119		17	

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## FY 2009 Grants Summary Report

### Amended Grant Applications

Dept	Name of Grant	Original Grant Amount	Amendment Amount	Total Revised	Total FTEs Associated	Cm. Ct. Approval Date
55	Travis County Mental Health Public Defenders Office	\$ 330,776	\$ 44,224		8.00	10/7/2008
<b>Total Outstanding</b>		<b>\$ 330,776</b>	<b>\$ 44,224</b>		<b>8.00</b>	

\* Original Grant Column shows Beginning FY'08 Amount

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## FY 2009 Grants Summary Report

### Permission to Continue

Dept	Name of Grant	Original Grant Amount	Original County Match	Continuation Amount Total	Total FTEs	Cm. Ct. Original Approval Date	Cm. Ct. Approval Date for Continuation
22	Drug Court Program	\$84,419.75			1		10/14/2008
24	Drug Diversion Court	\$188,474.00			1		10/21/2008
<b>Total Outstanding</b>		<b>\$272,893.75</b>	<b>\$ -</b>		<b>2.00</b>		

GR

### GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

Department/Division:	TNR- Natural Resources and Environmental Quality
Contact Person/Title:	Melinda Mallia, Environmental Project Manager
Phone Number:	512 854-4460

Grant Title:	Flood Mitigation Assistance Planning Grant		
Grant Period:	From:	12/1/2008	To: 11/30/2009
Grantor:	Texas Water Development Board		

Check One:	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
Type of Payment:	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:						0
Operating:	30,000			10,000		40,000
Capital Equipment:						0
Indirect Costs:						0
<b>Total:</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>40,000</b>
FTEs:						0.00

Auditor's Office Review: <input checked="" type="checkbox"/>	Staff Initials: <u>MG</u>
Auditor's Office Comments:	
County Attorney's Office Contract Review: <input type="checkbox"/>	Staff Initials: _____

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures						
Prepare Hazard Mitigation Action Plan and update every five years	2005 HMAP					2010 HMAP
Measures For Grant						
Outcome Impact Description						
Update Hazard Mitigation Action Plan to TWDB and FEMA standards	1 HMAP submitted to TWDB & FEMA					1 HMAP approved by TWDB & FEMA

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**PBO Recommendation:**

PBO concurs with this grant application for TNR. PBO notes that the department has identified \$10,000 for the required grant match in TNR's General Fund budget.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

Grant funds are requested to update Travis County's Hazard Mitigation Action Plan (HMAP). FEMA requires local governments to update these plans every five years in order to maintain eligibility for grant funds. The update will focus primarily on the mitigation actions that can be taken to reduce losses of life and property due to flood events.

Three municipalities have asked to be included in the plan: Village of the Hills, the City of Sunset Valley and the City of Pflugerville. At least one representative from each of these local governments will participate as a member of the planning committee.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

No long-term funding commitments are required beyond the match.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

The grant requires a 25% match of \$10,000. Funds are available for this purpose in TNR's approved FY09 budget, account number 001-4908-628-4007.

The cities of Pflugerville, Sunset Valley and Village of the Hills have committed \$2,500 each to cost share in plan development. These funds may be applied to the match, reducing Travis County's share, when they are received.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No, the grant does not have an indirect cost allocation.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If

(2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

The program to develop and obtain approval of updated HMAP will discontinue upon completion of the grant.

6. If this is a new program, please provide information why the County should expand into this area.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

Updating the HMAP will provide Travis County with the information needed to mitigate effectively for natural hazards and preserve the county's ability to obtain federal funds after disasters.



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-9436

October 23, 2008

### MEMORANDUM

**TO:** Members of the Commissioners' Court

**FROM:** Joseph P. Gieselman, Executive Manager

**SUBJECT:** Flood Mitigation Assistance Planning Grant

**Item:** Consider application to the Texas Water Development Board for a Flood Mitigation Assistance (FMA) Planning Grant to be used to update Travis County's Hazard Mitigation Action Plan (HMAP) and take appropriate action.

**Summary and Staff Recommendation:** FMA Planning Grant funds in the amount of \$30,000 are requested to update the county's Hazard Mitigation Action Plan (HMAP). The plan addresses natural hazards and identifies mitigation measures that will be taken to reduce loss of life and property due to natural disasters such as flood, fire, tornado or ice storms. The Federal Emergency Management Agency (FEMA) requires local governments to update HMAPs every five years in order to maintain eligibility for grant funds in future disasters.

Three municipalities have asked to be included in the plan: Village of the Hills, the City of Sunset Valley and the City of Pflugerville. At least one representative from each of these local governments will participate as a member of the planning committee.

Staff recommends approval.

**Budgetary and Fiscal Impact:** The grant requires a 25% match of \$10,000. Funds are available for this purpose in TNR's approved FY09 budget, account number 001-4908-628-4007.

The cities of Pflugerville, Sunset Valley and Village of the Hills have each committed \$2,500 to cost-share in plan development. These funds may be applied to the match, reducing Travis County's commitment, when they are received.

**Background:** Travis County's first HMAP was approved by the FEMA in February 2005. FMA grant funds were used to develop the flood portion of the plan and general funds paid for the sections addressing other natural hazards, such as fire, tornado and ice storm.



**Required Authorizations:** Jessica Rio, PBO

**Exhibits:** FMA Planning Grant Application

MSM:JPG:msm

0804 FMA Grant FY09

cc: Chris Gilmore, County Attorney  
Michelle Gable, Auditor  
Jessica Rio, PBO  
Pete Baldwin, TCDES  
Stacy Moore, TCDES  
Jon White, TNR  
Stacey Scheffel, TNR  
Tom Weber, TNR  
Donna Williams-Jones, TNR  
Melinda Mallia, TNR

# Travis County

## FLOOD MITIGATION ASSISTANCE (FMA) PROGRAM PLANNING GRANT APPLICATION

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION:  Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction  Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: **Travis County TNR** Organizational Unit:

Address (give city, county, state, and zip code):  
**P.O. Box 1748  
Austin, TX 78767**

Name and telephone number of person to be contacted on matters involving this application (give area code):  
**Mellinda Mallia (512) 854-4460**

6. EMPLOYER IDENTIFICATION NUMBER (EIN):  
**74 - 6000192**

7. TYPE OF APPLICANT: (enter appropriate letter in box) **B**

8. TYPE OF APPLICATION:  
 New  Continuation  Revision

If Revision, enter appropriate letter(s) in box(es)  
A. Increase Award B. Decrease Award C. Increase Duration  
D. Decrease Duration Other (specify):

A. State H. Independent School Dist.  
B. County I. State Controlled Institution of Higher Learning  
C. Municipal J. Private University  
D. Township K. Indian Tribe  
E. Interstate L. Individual  
F. Intermunicipal M. Profit Organization  
G. Special District N. Other (Specify)

9. NAME OF FEDERAL AGENCY:  
**Federal Emergency Management Agency**

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  
**97 - 029**

TITLE: **Flood Mitigation Assistance**

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  
**Flood Mitigation portion of the Hazard Mitigation Plan Updated and to add three jurisdictions to the Plan.**

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):  
**Travis County, City of Pflugerville, City of Sunset Valley and Village of the Hills, TX**

13. PROPOSED PROJECT: Start Date: **Grant Award** Ending Date: **GA + 6 Mos**

14. CONGRESSIONAL DISTRICTS OF:  
a. Applicant: **Travis County** b. Project: **Planning Grant**

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?  a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:  DATE: <b>10-2008</b>  b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$ 30,000.00 .00	
b. Applicant	\$ 10,000.00 .00	
c. State	\$ .00	
d. Local	\$ .00	
e. Other	\$ .00	
f. Program Income	\$ .00	
g. TOTAL	\$ 40,000.00 .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative <b>Samuel T. Biscoe</b>	b. Title <b>Travis County Judge</b>	c. Telephone Number <b>512-854-9555</b>
d. Signature of Authorized Representative		e. Date Signed

FEDERAL EMERGENCY MANAGEMENT AGENCY BUDGET INFORMATION--NONCONSTRUCTION PROGRAMS				See reverse for Paperwork Burden Disclosure Notice	Page 1 of 4 pages	OMB No. 3067-0206 Expires June 30, 1998
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED Federal Emergency Management Agency		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED 97-029		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Travis County TNR P.O. Box 1748 Austin, TX 78767		
4. EMPLOYER IDENTIFICATION 74-6000192		5. RECIPIENT ACCOUNT NUMBER OR I.D. NO.		6. BUDGET PERIOD (Month, Day, Year) Beginning Date: Ending Date:		7. Mark "X" in Appropriate Box <input type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:
8. FEDERAL RATE SHARING (%)		75.0 %	100.0 %	%	%	Total
9. PROGRAM ACRONYM CFDA NUMBER		FMA Planning 97.029				
10.  Object Class	a. Personnel	0.00	0.00	0.00	0.00	0.00
	b. Fringe Benefits	0.00	0.00	0.00	0.00	0.00
	c. Travel	0.00	0.00	0.00	0.00	0.00
	d. Equipment	0.00	0.00	0.00	0.00	0.00
	e. Supplies	0.00	0.00	0.00	0.00	0.00
	f. Contractual	40,000.00	0.00	0.00	0.00	40,000.00
	g. Construction	0.00	0.00	0.00	0.00	0.00
	h. Other	0.00	0.00	0.00	0.00	0.00
	i. Total Direct Charges (10a to 10h)	40,000.00	0.00	0.00	0.00	40,000.00
	j. Indirect Charges	0.00	0.00	0.00	0.00	0.00
	k. Total (Sum of 10i & 10j)	40,000.00	0.00	0.00	0.00	40,000.00
Source	l. Federal Share	30,000.00				30,000.00
	<i>Non-Federal Resources:</i>					
	m. Applicant	10,000.00				10,000.00
	n. State					
	o. Local					
	p. Other Sources					
q. Total (Sum of 10l to 10p)	40,000.00				40,000.00	
Income	r. Program Income					
Indirect Cost	s. Detail on Indirect Cost Type of Rate (mark "X" in one box) <input type="checkbox"/> Provisional-Final <input type="checkbox"/> Predetermined <input type="checkbox"/> Fixed with Carry-Forward Rate: % Total Amount of Indirect Cost: _____ Base: _____					
11. Signature of Authorizing Official		12. Name and Title (Type or print) Samuel T. Biscoe, Travis County Judge		13. Telephone Number (Area code, Number and Extension) 512-854-9555		Date Report Submitted

3

FEDERAL EMERGENCY MANAGEMENT AGENCY  
**SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS**

*O.M.B. No. 3067-0206*  
*Expires February 29, 2004*

FOR  
 FY 2009

CA FOR (Name of Applicant)  
 Travis County TNR

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- Part I  FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II  FEMA Form 20-16B, Assurances-Construction Programs
- Part III  FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV  SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Samuel T. Biscoe

Travis County Judge

\_\_\_\_\_  
 Typed Name of Authorized Representative

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

**Paperwork Burden Disclosure Notice**

"Public reporting burden for this form is estimated to average 1.7 hours per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0206). You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Please do not send your completed form to the above address.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
 CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
 OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

Standard Form LLL, "Disclosure of Lobbying Activities" attached.  
*(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)*

**2. DEBARMENT, SUSPENSION, AND OTHER  
 RESPONSIBILITY MATTERS  
 (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or shall shall attached an explanation to this application.

**3. DRUG-FREE WORKPLACE  
 (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17, Sections 17.615 and 17.620:

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions tht will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;



(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

8. the grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

**Travis County TNR**

---

**1411 W. 13th Street**

---

**Austin, TX 78767**

---

Check  if there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

---



Last Updated 11-06-08 at 2:15pm



**Sunset Valley Police Department**  
3205 Jones Road Sunset Valley, Texas 78745  
Ph. (512) 892-1384 Fax (512) 891-9108

---

**Trisha H. Houston, L.C.C.**  
*Chief of Police*

September 24, 2008

Dear Stacy Moore-Guajardo,

The City of Sunset Valley chooses to join in Travis County's HMAP grant process and your commitment of the \$2500 match through PO#8048.

Thank you for this opportunity.

Sincerely,

Trisha Houston  
Chief of Police



102 Trophy Drive • The Hills, Texas 78738  
(512) 261-6281 • Fax (512) 261-4810

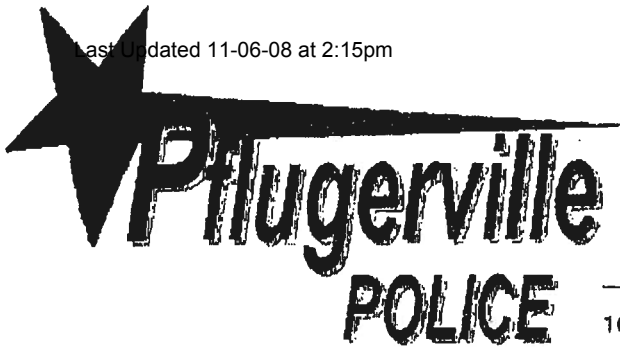
August 20, 2008

It is the understanding that the community of the Village of The Hills be included in Travis County's FMA grant process in order to be added to the existing FEMA approved 2005 Hazard Mitigation Action Plan. The Village of The Hills is committing \$2,500 of our community's funds to meet our obligation for the 25% match towards the grant.

Sincerely

A handwritten signature in black ink, appearing to read "Dan Roark". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dan Roark.



RECEIVED

OCT 02 2008

TNR

Chief of Police  
CHARLES HOOKER  
Tel. (512) 251-4004  
Fax (512) 251-0883

1611 East Pfennig Lane • P.O. Box 679 • Pflugerville, Texas 78691-0679  
www.cityofpflugerville.com

Travis County Office of Emergency Management

The City of Pflugerville would like to join Travis County's HMAP initiative. Please consider this letter our commitment to the program. We will cover our portion of the cost, \$2500.00, associated with the initiative. If you have any questions please feel free to contact our Chief of Police, Charles Hooker, at (512) 670-5522. We request notification of any meeting involving the Travis County HMAP initiative.

Sincerely,

David Buesing  
City Manager  
City of Pflugerville

## Subgrant Planning Application

**Application Title:** Travis County FMA Planning Grant

**Subgrant Applicant:** Travis County TNR

**Application Number:**

**Application Year:** 2009

**Grant Type:** Planning Application

**Address:** P.O. Box 1748, Austin, TX 78767-1748

Contact Information

Point of Contact Information

Title Ms.  
First Name Melinda  
Middle Initial  
Last Name Mallia  
Title Environmental Project Manger  
Agency/Organization Travis County TNR  
Address 1 P.O. Box 1748  
Address 2  
City Austin  
State TX  
ZIP 78767 - 1748  
Phone 512-854-4460 Ext.  
Fax 512-854-6474  
Email melinda.mallia@co.travis.tx.us

Alternate Point of Contact Information

Title Ms.  
First Name Stacey  
Middle Initial  
Last Name Scheffel  
Title Flood Plain Administrator  
Agency/Organization Travis County TNR  
Address 1 P.O. Box 1748  
Address 2  
City Austin  
State TX  
ZIP 78767 - 1748  
Phone 512-854-7565 Ext.  
Fax 512-854-4649  
Email stacey.scheffel@co.travis.tx.us

Community Information

Please provide the name of each community that will benefit from this mitigation activity.

State	County Code	Community Name	CID Number	CRS Community	CRS Rating	State Legislative District	US Congressional District
TX	481026_QBM0Z0E2V	<u>TRAVIS COUNTY*</u>	481026	N		481026	21

State	TX						
Community Name	TRAVIS COUNTY*						
County Name	TEXAS						
County Code	TRAVIS COUNTY						
City Code	481026						
<u>FIPS Code</u>	453						<a href="#">Help</a>
<u>CID Number</u>	481026						<a href="#">Help</a>
<u>CRS Community</u>	N						
<u>CRS Rating</u>							
State Legislative District	481026						
US Congressional District	21						
<u>FIRM or FHBM available?</u>	Yes						
<u>Community Status</u>	PARTICIPATING						<a href="#">Help</a>
Community participates in <u>NFIP?</u>	Yes						
Date entered in NFIP	01-29-1976						
Date of most recent <u>Community Assistance Visit (CAV)?</u>	03-02-2007						<a href="#">Help</a>



Mitigation Plan Information

What is the name of the plan?	Travis County, TX Local Hazard Mitigation Plan	Yes
What is the type of plan?	Local Multihazard Mitigation Plan	
When was the current multihazard mitigation plan approved by FEMA?	02-07-2005	

No

If Yes, please provide the following information.

Plan Name	Plan Type	Attachment
-----------	-----------	------------

If you would like to make any comments, please enter them below.

To attach documents, click the *Attachments* button below.

### Problem Description

Describe the geographic area(s) to be covered by the plan. Attach geographical/topographical maps as necessary.

The updated plan will cover the unincorporated areas of Travis County and the following incorporated local jurisdictions within the County: City of Pflugerville, City of Sunset Valley and the Village of the Hills. Travis County is located in Central Texas, 150 miles inland from the Gulf of Mexico. The County's geographic features are relatively diverse. The northern and western portions are characterized by the hilly and rugged topography of the Edwards Plateau and the Balcones Escarpment. The remainder of the County is characterized by the gently rolling hills and plains of the Blackland Prairies to the east and the Gulf Coast Plains to the south. Travis County consists of 1,024.8 square miles (including incorporated areas). The hilly topography of the far western part of the County limits new development, leading to greater activity in those areas which contain more land that is subject to flooding.

Attachments:

### Hazard Type

Identify the source(s) of hazards specific to the geographic area to be addressed in the plan.

Hazards	Source of Hazard
Flood	Since the approval of the original plan, there have been no events other than flooding that have impacted Travis County. Therefore, this plan will focus solely on updating the flood hazards.

If you would like to make any comments, please enter them below.

Attachments:

#### Scope of Work

Describe the plan development process. (If updating an existing plan, please indicate here.)

Travis County is updating the 2005 Approved Hazard Mitigation Plan. Since the Plan was approved, there has only been flooding events in the County. Therefore the County will only update the flood portion of the Plan. In addition, the Plan will include three jurisdictions that did not participate in the original Plan – City of Pflugerville, Sunset Valley and Village of the Hills. Travis County plans to follow the same process used to develop the original plan that was closely modeled on the FEMA "How-To" series for hazard mitigation planning. That process is outlined below: Planning Process Organize and Coordinate Establish Core Team Establish Stakeholder Team Risk Assessment, Mitigation Strategy, Incorporation of new jurisdictions, draft and review draft Plan Inform the Public Review the Plan with the State Adopt the Plan Maintain the Plan The detailed scope of work outlining the development process is attached.

If you would like to make any comments, please enter them below.

See attached scope of work.

Attachments:

[Travis County Scope of Work.doc](#)

Mitigation Activity Information

What type of activity are you proposing?

[Help](#)

91.1 - Local Multihazard Mitigation Plan

Title of your proposed activity:

Travis County FMA Planning Grant

If you would like to make any comments, please enter them below.

Attachments:

**Flood Mitigation Plan Development Scope of Work and schedule**

SCOPE OF WORK – TASK	TARGET START DATE	TASK DETAILS
FMA planning grant approval	Start Date (SD)	FMA approves the multi-jurisdiction planning grant.
<p>1. Coordination and Project Management</p> <p>1.a. Organize to prepare the plan</p> <p>1.b. Coordinate with other Agencies</p>	<p>SD</p> <p>SD + 1 Month</p>	<p>Coordinate the proposed planning effort with Travis County Environmental Project Manager and participating jurisdictions.</p> <p>Travis County can take advantage of coordination meetings held by local jurisdictions, Drainage Districts, Emergency Management Associations, and others. The recommended coordination effort will be itemized so it can be incorporated into current coordination activities.</p>
2. Public Participation	SD + 1 Month	Documents will be prepared to brief n the planning process and to establish a method for the public to provide input into the planning process.
<p>3. Hazard Assessment</p> <p>3.a. Assess the Hazard</p> <p>3.b. Assess the Problem</p>	<p>SD + 2 Months</p> <p>SD + 3 Months</p>	<p>Collect and incorporate previous hazards information that may be available. Include map and description of known flood hazards and/or repetitive loss areas, and discuss past floods.</p> <p>The plan will discuss the number and type of buildings subject to the hazards identified in the hazard assessment. It will also discuss:</p> <ul style="list-style-type: none"> <li>• The impact of flooding on buildings, infrastructure, and public health and safety;</li> <li>• The need and procedures for warning and evacuating residents and visitors;</li> <li>• Critical facilities, such as hospitals, fire stations, and chemical storage companies;</li> <li>• Areas that provide natural and beneficial functions, such as wetlands;</li> <li>• Development trends and what the future brings for development and redevelopment in the floodplain, the watershed, and natural resource areas; and</li> <li>• Impact of flooding on the community and its economy.</li> </ul>
4. Mitigation Strategy: Goals, objectives and actions	SD + 3 Months	The plan will include a statement of the Jurisdiction’s floodplain management program’s goals and begin to outline objectives and actions.
5. Possible Alternatives	SD + 4 Months	The plan will describe all potential mitigation activities that were considered and note why they are or are not recommended.
6. Action plan	SD + 4 Months	The action plan will specify activities appropriate County and jurisdiction resources, flood hazard, and vulnerable properties. It will

		recommend who will do what, and how it will be financed.
7.Prepare Document		
7.a. Review and revise draft plan	SD + 5 Months	Hold public meetings to review the Flood Mitigation Plan and incorporate relevant comments.
7.a. Adopt the Plan	SD + 5 Months	County and participating jurisdictions approve and adopt the plan.
7.b. Implement, evaluate, and revise the plan	SD + 5 Months	The plan will show County procedures for monitoring implementation, reviewing progress, and recommending revisions to the plan in an annual evaluation report.
Submit the plan to FEMA for approval	SD + 5-6 Months	Submit the plan to State and FEMA for review and approval.

[Help](#)

Cost Estimate					
Item Name	Subgrant Budget Class	Unit Quantity	Unit of Measure	Unit Cost (\$)	Cost Estimate (\$)
Contractor Plan Development	Contractual	1.00	Each	\$ 40,000.00	\$ 40,000.00
Total Cost Estimate					\$ 40,000.00

Match Sources

Activity Cost Estimate	\$ 40,000.00	
Federal Share Percentage	75%	
Non-Federal Share Percentage	25%	
	Dollars	Percentage
Proposed Federal Share	\$ 30,000.00	75%
Proposed Non-Federal Share	\$ 10,000.00	25%

Matching Funds

Source Agency	Name of Source Agency	Funding Type	Amount (\$)	Action
Local Agency Funding	General Funds of Participating Jurisdictions	Administration	\$ 10,000.00	<a href="#">View Details</a>
<b>Grand Total</b>			<b>\$ 10,000.00</b>	

If you would like to make any comments, please enter them below.

Attachments

- [Pflugerville HMAP commitment ltr.pdf](#)
- [VillageofHills.pdf](#)
- [Sunset Valley ltr.pdf](#)

Funding Source	Local Agency Funding
Name of Funding Source	General Funds of Participating Jurisdictions
Funding Type	Administration
Amount	\$ 10,000.00
Date of availability	10-15-2008
Funds commitment letter date	10-15-2008
Attachment (funds commitment letter)	



Cost Effectiveness Information

Amendment Number	0
Community	TRAVIS COUNTY* (481026)
Net Present Value of Project Benefits (A)	\$ 0
Total Project Cost Estimate (B)	\$ 0
Benefit Cost Ratio (A/B)	
Analysis Type	Exempt
Exempt Type	Plans
Reviewer's Name	
BCA Performed by	
Analysis Date	
Comments	

Evaluation Information

By checking the *Not Applicable* box and not providing the information in this section, I understand that this application may not be selected for the Pre-Disaster Mitigation - Competitive Grant Program.

Complete

Not applicable

Comments and Attachments

Name of Section	Comment	Attachment	Date Attached
Scope of Work	See attached scope of work.	<a href="#">Travis County Scope of Work.doc</a>	10-03-2008
		<a href="#">Sunset Valley ltr.pdf</a>	10-20-2008
Match Sources		<a href="#">Pflugerville HMAP commitment ltr.pdf</a>	10-03-2008
		<a href="#">VillageofHills.pdf</a>	10-03-2008

## Travis County

### FLOOD MITIGATION ASSISTANCE (FMA) PROGRAM PLANNING GRANT APPLICATION

1. Name of Applicant: **Travis County**  
Vendor identification number (federal tax number): **74-6000192**
2. Address: **Travis County TNR  
P.O. Box 1748  
Austin, TX 78767 - 1748**
3. Demonstrate that the applicant has the legal authority to plan for and control flooding, and has zoning and building code jurisdiction over the planning area:  
**Travis County Commissioners Court has the legal authority to plan for and control flooding. Zoning and building code jurisdiction resides with various Cities within Travis County. Where practical and applicable, these Cities will be asked to participate on the Planning Committee Team.**
4. Is the applicant a current (not on probation) NFIP participating community? (Yes or No), and what is the CRS rating of the applicant?  
**Travis County participates in the National Flood Insurance Program (CID 481026), and is in good standing. For the purposes of the Flood Mitigation Assistance Program, Travis County meets the definition of a community.**  
**The Cities of Pflugerville (CID 481028), Sunset Valley (CID481127) and Villages of the Hills (CID 480063) participate in the National Flood Insurance Program and are in good standing. For the purposes of the Flood Mitigation Assistance Program, these Cities and Villages meet the definition of a community.**  
**Travis County participates in the Community Rating System (CRS) and has a rating of 10.**
5. Point-of-Contact or Official Representative: **Melinda Mallia, Environmental Project Manger**
6. Phone Number: **512-854-4460**
7. Fax Number: **512-854-6474**
8. Project Narrative:  
**The objective of obtaining a FMA Planning Grant is to update the flood portion of the 2005 approved Hazard Mitigation Plan and to incorporate three jurisdictions that are within the incorporated Travis County but did not participate in the original hazard mitigation plan. The County recognizes that under Section 1366, a FEMA-approved Flood Mitigation Plan is required in order for a community to receive a FMA project grant.**

Travis County desires to update the current approved plan in place to be able to apply for future FMA Project Grants.

Since the original Plan was approved in 2005, Travis County has issued a County Bond fund and has received a PDM and FMA grant from FEMA to implement voluntary acquisition of flood damaged home programs, mitigating several properties from the repetitively loss list. In addition, many homes within the County have received group flood insurance policies as part of the Individual and Family Grant program from prior disasters. Within the communities that are covered by this plan update, there are 100 repetitive loss homes, 24 of which are on the severe repetitive loss list. These homes would be the first to be included on a future FEMA Project Grant application(s).

In September, 2008, Travis County Flood maps were updated which has increased the number of properties located within a floodway or floodplain. Travis County continues to conduct outreach programs to encourage property owners in Floodplains and Floodways to obtain flood insurance. Given this increase in properties and the already large number of at risk NFIP insured and insurable structures, FMA Project Grant(s) would allow Travis County to reduce or eliminate future claims under the National Flood Insurance Program.

Travis County also is evaluating a multitude of structural and non-structural alternatives that, when implemented, will prevent future insured, flood losses and reduce loss of life. Travis County, the Cities of Pflugerville, Sunset Valley, the Villages of the Hills and NFIP could potentially benefit from the mitigation projects under consideration. These projects would be considered for inclusion in any future FEMA Project Grant Application(s). Given that there are a large number of at risk NFIP insured and insurable structures within the area of responsibility, FEMA Project Grant(s) would allow Travis County and the participating jurisdictions to reduce, or in some cases, eliminate future claims under the National Flood Insurance Program.

Travis County plans to follow the same process used to develop the original plan that was closely modeled on the FEMA "How-To" series for hazard mitigation planning. That process is outlined in Table 1.

Table 1: Planning Process

Process	Responsibility in the Planning Process
<p>Organize and Coordinate</p> <p>Establish Core Team</p>	<p>A Mitigation Planning Committee (MPC) of County and Jurisdiction experts will be formed to provide support to the draft plan based on experience, history and expertise.</p> <p>Responsibilities include coordinating meetings, information and draft plan between and among its members, the stakeholder team and the general public.</p>

<b>Establish Stakeholder Team</b>	A Stakeholder Committee representing all interested parties to provide relevant information and experience to the draft plan and review the draft plan.
<b>Risk Assessment, Mitigation Strategy, Incorporation of new jurisdictions, draft and review draft Plan</b>	The MPC will lead and coordinate effort to identifying hazards; review how hazards are addressed; assess risk; establish mitigation goals, strategies and actions and draft the plan. The MPC also will ensure that the stakeholder team and the public have the opportunity to review and provide comment to the draft plan.
<b>Inform the Public</b>	Hold public meetings to introduce the planning process to interested citizens and solicit comments, present the draft plan for public review and comment, and present the final plan to the public. All public meetings will be advertized in various media and with advance notice. A copy of the draft and final plan will be made available to the public.
<b>Review the Plan with the State</b>	Members of the MPC will meet with the State GDEM to review progress and process of plan and to review the draft plan.
<b>Adopt the Plan</b>	The County and the participating jurisdictions will formally adopt the plan as part of their governance.
<b>Maintain the Plan</b>	The County and the participating jurisdictions will determine how best to maintain the plan.

See Attachment for an itemized Scope of Work and detailed work plan. Form 20-20 with a budget breakdown by category is also attached.

9. Proof of Notification:

Travis County has notified all local political subdivisions (as per 31 TAC 355.8) in the proposed planning area by certified mail that an application for FMA planning grant assistance is being filed with the Texas Water Development Board. Please reference the attached list of Political Subdivision to which notice was sent. One copy of the notice mailed to the affected political subdivisions, a list of political subdivisions to which notice was sent, and the date the notice was sent are also attached. The notification includes the following:

- Name and address of applicant and applicants official representative;
- Brief description of proposed planning area;
- Purpose of the proposed planning;

- **Texas Water Development Board Executive Administrator's name and address; and**
- **Statement that any comments on the proposed planning must be filed with the applicant and the Texas Water Development Board Executive Administrator within 30 days of the date on which the notice was mailed.**

10. The following are attachments to the application:

<b>Attachments</b>	<b>Provided</b>
• Federal form 424	Yes
• Form 20-22 and attached narrative statement	Yes
• Form 20-16, 20-16A, 20-16C	Yes
• Disclosure of Lobbying Activities	N/A
• Form 20-20	Yes
• List of Political Subdivisions to which notice was sent	Yes
• Sample Letter sent to Political Subdivisions	Yes
• Executive Order 12372 Letter to CACOG	Yes
• Proof of notification to COG and Political Subdivisions	Yes
• Scope of Work	

11. Has applicant ever received an FMA planning grant before? **Yes**

If so, when? **FY 2002**

Amount? **\$34,613.00**

12. Estimated Cost: **\$ 40,000**

13. FEMA Funding Requested: **\$ 30,000**

14. How Does Applicant Propose to Finance Non-Federal Share of Project?

**Travis County will be responsible for the local match. The three participating jurisdictions will contribute financially to the plan development and these contributions may be counted toward local match.**

15. Signature: \_\_\_\_\_

Samuel T. Biscoe, Travis County Judge

16. Date: \_\_\_\_\_

### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Sheriff's Office
<b>Contact Person/Title:</b>	Karen Maxwell
<b>Phone Number:</b>	854-7508

<b>Grant Title:</b>	Internal Affairs Software Upgrade		
<b>Grant Period:</b>	From:	9/1/2008	To: 05/31/2009
<b>Grantor:</b>	Office of Governor of Texas, Criminal Justice Division		

<b>Check One:</b>	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:						0
Capital Equipment:		50,000				50,000
Indirect Costs:						0
<b>Total:</b>	0	50,000	0	0	0	50,000
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>NS</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>JC</u>

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures						
N/A						
<b>Measures For Grant</b>						
Train Staff on New Software						7
Outcome Impact Description	Replace IA Database Software; Convert existing data into new system; Train (7) staff on new system					
Outcome Impact Description	Converting data currently located in two separate database systems will allow for more efficient maintenance and data retrieval.					



Outcome Impact Description	This new technology will allow for early warning notifications and the ability to document and track investigations through the chain of command review process.					

**PBO Recommendation:** The 2008 Office of the Governor of Texas Criminal Justice Division (OGCJD) Internal Affairs Software Upgrade (IASU) Grant will allow replacement of the Sheriff's Office Internal Affairs existing two databases from 1995, into one consolidated system using current technology. TCSO has coordinated planning with ITS for the IASU and they will fund any ongoing licensing and/or maintenance costs for this software. There is no grant match requirement, and this is a one-time grant award with no match or financial obligation required of the County. PBO concurs with acceptance of this grant.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

The goal of this proposal is to upgrade and enhance the Internal Affairs Section of the Travis County Sheriff's Office by utilizing contemporary technology to replace outdated and inefficient database software.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

None

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

No match required.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

N/A

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

N/A

6. If this is a new program, please provide information why the County should expand into this area.

Having a technologically advanced internal affairs section capable of efficiently investigating citizen concerns regarding the Sheriff's Office is in the best interests of both our agency and the County.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

The Travis County Sheriff's Office has a long history of serving the citizens of Travis County and the agency in order to maintain and encourage ethical and responsible employees. This software upgrade would provide additional efficiency in record-keeping and tracking and would provide new abilities to take a proactive stance in monitoring behavior trends.



## GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
www.tcsheriff.org

JAMES N. SYLVESTER  
Chief Deputy

DAVID BALAGIA  
Major - Corrections


SCOTT BURROUGHS  
Major - Law Enforcement

DARREN LONG  
Major - Administration & Support

October 23, 2008

### MEMORANDUM

**TO:** Honorable Sam Biscoe, County Judge  
Honorable Ron Davis, Commissioner, Precinct 1  
Honorable Sarah Eckhardt, Commissioner, Precinct 2  
Honorable Gerald Daugherty, Commissioner, Precinct 3  
Honorable Margaret Gómez, Commissioner, Precinct 4

**FROM:** Karen Maxwell, Research and Planning 

**SUBJECT:** Office of the Governor of Texas, Criminal Justice Division Grant Award to Upgrade and Enhance Internal Affairs Software

We are pleased to advise the Court that the Travis County Sheriff's Office has been awarded a grant in the amount of \$50,000 from the Office of the Governor of Texas, Criminal Justice Division for fiscal year 2009. You approved our application for this grant on September 2, 2008<sup>1</sup>, and at this time, we ask that you approve acceptance of this grant award. The Auditor's Office has had an opportunity to review the language of the contract regarding independent audits and has approved the acceptance.

These funds will be used to upgrade our internal affairs case management software and merge data from two existing databases into one consolidated system which will allow for several enhancements, including more efficient use and maintenance, an early warning notification process, detailed statistical case information, and a computerized tracking system to monitor investigations through the chain of command review process.

This project involves the purchase of software, hardware if necessary, data conversion of the old information into the new system, and any technical training and support needed for initial implementation. Given the nature of the project, we have already engaged ITS in planning and discussion.

---

<sup>1</sup> Item 19a approved application on consent, September 2, 2008.

Certainly we all recognize the importance of maintaining ethics and standards for each of our members, and an effective and efficient internal affairs section is critical to our ability to police ourselves and be responsive to any concerns the public might bring forward regarding such matters; therefore, your continued support and acceptance of this grant award is appreciated.

Please do not hesitate to call me at extension 47508 if you have any questions or comments.

xc: Michael Hemby, R&P Manager  
File

OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION  
STATEMENT OF GRANT AWARD

**Grant Number:** DJ-05-A10-20880-01  
**Program Fund:** DJ-16.738 Edward Byrne Memorial Justice Assistance Grant Program  
**Grantee Name:** PREVIEW - Travis County - PREVIEW -  
**Project Title:** Internal Affairs Software Upgrade  
**Grant Period:** 09/01/2008 - 05/31/2009  
**Liquidation Date:** 08/29/2009  
**Date Awarded:** 10/21/2008  
**CJD Grant Manager:** Judy Switzer

<b>CJD Award Amount:</b>	\$50,000.00
<b>Grantee Cash Match:</b>	\$0.00
<b>Grantee In Kind Match:</b>	\$0.00
<b>Total Project Cost:</b>	\$50,000.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

**Condition(s) of Funding and Other Fund-Specific Requirement(s):**

1

2



State of Texas  
Office of the Governor  
Criminal Justice Division

Rick Perry  
Governor

Memorandum

**To:** CJD Grant Recipients  
**From:** Angie Martin, Director of Programs and Grant Administration  
**Contact:** (512) 463-1919  
**Re:** Grantee Responsibilities  
**Date Awarded:** October 21, 2008

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://cjdonline.governor.state.tx.us>:

**Financial Reporting** – Financial Status Reports will be submitted to CJD via eGrants. Financial Status Reports may be submitted monthly but must be submitted at least quarterly. Financial Status Reports are due after each calendar quarter, regardless of when the grant was awarded. Due dates are:

April 22 (January-March quarter)  
July 22 (April-June quarter)  
October 22 (July-September quarter)  
January 22 (October-December quarter)

The final Financial Status Report should be submitted to CJD on or before the grant liquidation date or funds will lapse and CJD will provide them as grants to others who need the funding.

**Payment Authorization** – Payments will be generated based on expenditures reported in the Financial Status Reports. Upon CJD approval of the Financial Status Report, a payment will be issued through direct deposit or a state warrant.

**Generated Program Income** – Any income generated as a direct result of the grant activities should be reported to CJD through the Financial Status Report and grant adjustment processes. Program income should be expended prior to seeking payments from CJD. Program income must be accounted and used for the purposes of the grant activities as awarded.

**Grant Funded Personnel** – Staff whose salaries are supported by this award should be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by CJD.

**Project Changes** – Grantees may submit a request for grant adjustment via eGrants for any proposed budgetary or programmatic changes, including updating contact information for grant officials.

**Equipment** – Equipment purchased with grant funds should be used for the purpose of the grant and as approved by CJD. An inventory report should be kept on file containing all equipment purchased with any grant funds during the grant period. This report must agree with the approved grant budget and the final Financial Status Report.

**Fidelity Bond** – Each nonprofit corporation receiving funds from CJD will obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and/or theft of the entire amount of grant funds. The fidelity bond should cover at least the CJD grant period.

**Required Notifications** – Grantees should immediately notify CJD in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees shall notify the local prosecutor's office of any possible criminal violations. Grantees should immediately notify CJD in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD. If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgment or order to CJD.

**Project Effectiveness** – Grantees should regularly evaluate the effectiveness of their projects. This includes a reassessment of project activities and services to determine whether they continue to be effective. Grantees must show that their activities and services effectively address and achieve the project's stated purpose.

**Programmatic Reporting** – Grantees will submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by CJD, or its designee. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.

**Monitoring** – Grantees should readily make available to CJD or its agents all requested records. CJD may make unannounced monitoring visits at any time. The grantee should make every effort to resolve all issues, findings, or actions identified by CJD within the time frame specified by CJD.

**Audit Requirements** – Grantees expending over \$500,000 in state or federal grant funds during the fiscal year are subject to the Single Audit requirements set forth in OMB Circular No. A at <http://www.whitehouse.gov/omb/circulars/index.html> and the State Single Audit Circular issued under the Uniform Grant Management Standards (UGMS) at <http://www.governor.state.tx.us/divisions/stategrants/guidelines>. Grantees should submit to CJD copies of the results of any single audit conducted in accordance with OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> or in accordance with the State Single Audit Circular issued under UGMS, within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

**Supplanting** – Awarded funds should be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil and/or criminal penalties. Please contact us if you have any questions about supplanting.

**Conflict of Interest** – Grantees should have in place established safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

**Contracting and Procurement** – Grantees should follow their established policy and best practices for procuring goods and/or services with grant funds. Contracts should be routinely monitored for delivery of services and/or goods. When a contractual or equipment procurement is in excess of \$100,000, grantees will submit a Procurement Questionnaire <http://www.governor.state.tx.us/divisions/cjd/formsapps/view> to CJD for approval prior to procurement.

**Travel** – Grantees should follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established policies regarding in-state and out-of-state travel, grantee will use the travel guidelines established for state employees.

**Uniform Crime Reporting** – Local units of governments receiving funds from CJD should comply with all requirements for uniform crime reporting and will ensure that prompt reporting will remain current throughout the grant period.

**Limited English Proficiency** – Grantees should take reasonable steps to ensure that persons with limited English proficiency have meaningful access to services. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. Additional information on this requirement can be found at <http://www.lep.gov>.

**Law Enforcement Programs** – Law enforcement programs receiving funds from CJD must be in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education.



**ITEM # 12**

STATE OF TEXAS            )  
                                  )  
COUNTY OF TRAVIS        )

Whereas, it appears to the Commissioners Court of Travis County, Texas that there are sufficient funds on hand over and above those of immediate need for operating demand,

Now, Therefore, the Commissioners Court hereby orders

- 1.) that the County Treasurer of Travis County, Texas execute the investment of these funds in the total amount of \$954,265.29 in legally authorized securities as stipulated in the Travis County Investment Policy for the periods as indicated in Attachment A which consists of 10 pages.
- 2.) that the County Treasurer take and hold in safekeeping these investment instruments, relinquishing same only by order of the Court or for surrender at maturity.

Date:            November 7, 2008

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
COMMISSIONER, PRECINCT 1

\_\_\_\_\_  
COMMISSIONER, PRECINCT 2

\_\_\_\_\_  
COMMISSIONER, PRECINCT 3

\_\_\_\_\_  
COMMISSIONER, PRECINCT 4

# ATTACHMENT A

TRAVIS COUNTY  
INVESTMENT DEPARTMENT  
SECURITY TRANSACTION FORM

DATE: 11/06/2008  
\_\_\_\_\_  
TIME: 9:30  
\_\_\_\_\_

The following transaction was executed on behalf of Travis County:

DESCRIPTION:	TEXPOOL	FUND NAME:	INTEREST & SINKING
PAR VALUE:	13,000.00	SAFEKEEPING NO:	N/A
CPN/DISC RATE:	N/A	PRICE:	100%
MATURITY DATE	N/A	BOND EQ. YIELD:	1.8881%
PRINCIPAL:	13,000.00	PURCHASED THRU:	TEXPOOL
ACCRUED INT:	N/A	BROKER:	N/A
TOTAL DUE:	13,000.00	CUSIP #:	N/A
TRADE DATE:	11/06/2008	SETTLEMENT DATE:	11/06/2008

AUTHORIZED BY:   
CASH/INVESTMENT MANAGER

# ATTACHMENT A

DESCRIPTION: TEXPOOL

PAR VALUE:\$13,000.00

SETTLEMENT DATE:11/06/2008

INTEREST RATE:1.8881

FUND#	FUND NAME	AMOUNT INVESTED
394	CONS.DEBT SERVICE	\$13,000.00

TOTAL DUE: \$13,000.00

TRAVIS COUNTY  
 INVESTMENT DEPARTMENT  
 SECURITY TRANSACTION FORM

DATE: 11/06/2008  
 TIME: 9:30

The following transaction was executed on behalf of Travis County:

DESCRIPTION:	TEXPOOL	FUND NAME:	POOLED BOND
PAR VALUE:	23,265.29	SAFEKEEPING NO:	N/A
CPN/DISC RATE:	N/A	PRICE:	100%
MATURITY DATE	N/A	BOND EQ. YIELD:	1.8881%
PRINCIPAL:	23,265.29	PURCHASED THRU:	TEXPOOL
ACCRUED INT:	N/A	BROKER:	N/A
TOTAL DUE:	23,265.29	CUSIP #:	N/A
TRADE DATE:	11/06/2008	SETTLEMENT DATE:	11/06/2008

AUTHORIZED BY:

  
 CASH/INVESTMENT MANAGER

# ATTACHMENT A

DESCRIPTION: TEXPOOL

PAR VALUE:\$23,265.29

SETTLEMENT DATE:11/06/2008

INTEREST RATE:1.8881

FUND#	FUND NAME	AMOUNT INVESTED
897	POOLED BOND FUND	\$23,265.29

TOTAL DUE: \$23,265.29

TRAVIS COUNTY  
 INVESTMENT DEPARTMENT  
 SECURITY TRANSACTION FORM

DATE: 11/05/2008  
 TIME: 9:30

The following transaction was executed on behalf of Travis County:

DESCRIPTION:	TEXPOOL	FUND NAME:	INTEREST & SINKING
PAR VALUE:	13,000.00	SAFEKEEPING NO:	N/A
CPN/DISC RATE:	N/A	PRICE:	100%
MATURITY DATE	N/A	BOND EQ. YIELD:	1.9044%
PRINCIPAL:	13,000.00	PURCHASED THRU:	TEXPOOL
ACCRUED INT:	N/A	BROKER:	N/A
TOTAL DUE:	13,000.00	CUSIP #:	N/A
TRADE DATE:	11/05/2008	SETTLEMENT DATE:	11/05/2008

AUTHORIZED BY:

*Mary E Mayes*  
 CASH/INVESTMENT MANAGER

# ATTACHMENT A

DESCRIPTION: TEXPOOL

PAR VALUE:\$13,000.00

SETTLEMENT DATE:11/05/2008

INTEREST RATE:1.9044

FUND#	FUND NAME	AMOUNT INVESTED
394	CONS.DEBT SERVICE	\$13,000.00

TOTAL DUE: \$13,000.00

TRAVIS COUNTY  
 INVESTMENT DEPARTMENT  
 SECURITY TRANSACTION FORM

DATE: 11/04/2008  
 \_\_\_\_\_  
 TIME: 9:30  
 \_\_\_\_\_

The following transaction was executed on behalf of Travis County:

DESCRIPTION:	TexasDAILY	FUND NAME:	OPERATING ACCOUNT
PAR VALUE:	\$ 887,000.00	SAFEKEEPING NO:	N/A
CPN/DISC RATE:	N/A	PRICE:	100%
MATURITY DATE:	N/A	BOND EQ. YIELD:	2.45%
PRINCIPAL:	\$ 887,000.00	PURCHASED THROUGH:	TexasDAILY
ACCRUED INT:	N/A	BROKER:	N/A
TOTAL DUE:	\$ 887,000.00 =====	CUSIP #:	N/A
TRADE DATE:	11/04/2008	SETTLEMENT DATE:	11/04/2008

AUTHORIZED BY:

  
 CASH/INVESTMENT MANAGER



# ATTACHMENT A

DESCRIPTION: TexasDAILY

PAR VALUE:\$887,000.00

SETTLEMENT DATE:'11/04/2008

INTEREST RATE:2.45

FUND#	FUND NAME	AMOUNT INVESTED
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899	OPERATING ACCOUNT	\$887,000.00
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TOTAL DUE:		\$887,000.00
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TRAVIS COUNTY  
 INVESTMENT DEPARTMENT  
 SECURITY TRANSACTION FORM

DATE: 11/04/2008  
 TIME: 9:30

The following transaction was executed on behalf of Travis County:

DESCRIPTION:	TEXPOOL	FUND NAME:	INTEREST & SINKING
PAR VALUE:	18,000.00	SAFEKEEPING NO:	N/A
CPN/DISC RATE:	N/A	PRICE:	100%
MATURITY DATE	N/A	BOND EQ. YIELD:	1.8756%
PRINCIPAL:	18,000.00	PURCHASED THRU:	TEXPOOL
ACCRUED INT:	N/A	BROKER:	N/A
TOTAL DUE:	18,000.00	CUSIP #:	N/A
TRADE DATE:	11/04/2008	SETTLEMENT DATE:	11/04/2008

AUTHORIZED BY:   
 CASH/INVESTMENT MANAGER

DESCRIPTION: TEXPOOL

PAR VALUE:\$18,000.00

SETTLEMENT DATE:11/04/2008

INTEREST RATE:1.8756

FUND#	FUND NAME	AMOUNT INVESTED
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394	CONS.DEBT SERVICE	\$18,000.00
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TOTAL DUE:		\$18,000.00
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## TRAVIS COUNTY INVESTMENT REPORT

## PORTFOLIO STATISTICS

DATE: November 6, 2008

By Fund Type		
Operating	\$ 235,135,316.39	55.32%
Debt Service	15,622,304.80	3.68%
Pooled Bond Fund	174,255,648.80	40.99%
Other	65,992.35	0.02%
Total Portfolio	<u>\$ 425,079,262.34</u>	<u>100.00%</u>
By Security Type		
Operating-		
Government Agencies	\$ 169,285,463.85	71.99%
Government Treasuries	9,942,951.76	4.23%
Certificates of Deposit	2,143.92	0.00%
TexasDAILY	39,738,950.39	16.90%
TexSTAR	3,751,904.26	1.60%
TexPool	12,413,902.21	5.28%
Total	<u>\$ 235,135,316.39</u>	<u>100.00%</u>
Debt Service-		
Government Agencies	9,746,490.00	62.39%
TexSTAR	2,042,753.13	13.08%
TexPool	3,833,061.67	24.54%
Total	<u>\$ 15,622,304.80</u>	<u>100.00%</u>
Pooled Bond Fund-		
Government Agencies	\$ 126,627,707.68	72.67%
Government Treasuries	15,837,491.33	9.09%
TexSTAR	2,597,311.61	1.49%
TexPool	29,193,138.18	16.75%
Total	<u>\$ 174,255,648.80</u>	<u>100.00%</u>
Other-		
Certificates of Deposit	\$ 65,992.35	100.00%
	<u>\$ 65,992.35</u>	<u>100.00%</u>

<u>Summary</u>	<u>Investment</u>	<u>Actual</u>	<u>Guidelines</u>
Combined Portfolio-			
Certificates of Deposit	\$ 68,136.27	0.02%	50.00%
Government Agencies	305,659,661.53	71.91%	75.00%
Government Treasuries	25,780,443.09	6.06%	100.00%
Texas DAILY	39,738,950.39	9.35%	20.00%
TexSTAR	8,391,969.00	1.97%	20.00%
TexPool	45,440,102.06	10.69%	60.00%
Total	<u>\$ 425,079,262.34</u>	<u>100.00%</u>	



**TRAVIS COUNTY COMMISSIONER COURT  
AGENDA REQUEST**

Please consider the following item for: Voting Session November 7, 2008.

- I. A. Request made by County Auditor's Office, telephone number 854-9125.
- B. Requested text: Revenue and expenditure reports for the month of September 2008.
- C. Approved by: \_\_\_\_\_  
Signature of Commissioner or Judge.

- II. A. Copies reports delivered to Commissioners on October 30, 2008.
- B. Have the agencies affected by this request been invited to attend the work session?  
Yes \_\_\_ No X Please list those contacted and their phone numbers :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. PERSONNEL:

\_\_\_ A change in your department personnel. (Reclassifications, etc.)

IV. BUDGET REQUESTS:

If your request involves any of the following, please check appropriately:

- \_\_\_ Additional funding for your department.
- \_\_\_ Transfer of funds within your department budget.
- \_\_\_ A change in your department's personnel.

The County Human Resource Management Department, and / or the Planning and Budget Office must be notified prior to the submission of this agenda request.

**AGENDA REQUEST DEADLINES**

All agenda requests and supporting materials must be submitted to the County Judge's Office in writing by 5 p.m. on Tuesdays for the following week's meeting.

08 OCT 29 PM 3:52  
RECEIVED  
COUNTY JUDGE'S OFFICE



TRAVIS COUNTY COMMISSIONER'S COURT  
AGENDA REQUEST

Please consider the following item for Voting Session on: November 7, 2008

I. A. Request made by: Sheriff Greg Hamilton  Phone No. 854-9788

B. Requested Text:

**Consider and Approve for the Travis County Sheriff's Office Detective Chris Orton and Ramon Lopez to take an assigned county vehicles to Shreveport, Louisiana for Cruelty to Animals training.**

C. Approved by: \_\_\_\_\_  
Signature of Commissioner or Judge

II. A. Is backup material attached \*: Yes  No

\*Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies).

B. Have the agencies affected by this request been invited to attend the work session? Yes  No

Please list those contacted and their phone numbers:  
Mike Joyce, TNR 854-93873

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. PERSONNEL  
A change in your department's personnel (reclass., etc.).

IV. BUDGET REQUEST:  
If your request involves funding for your department please check:

- Additional funding for your department
- Transfer of funds within your department budget
- A change in your department's personnel

RECEIVED  
COUNTY JUDGE'S OFFICE  
08 OCT 24 AM 11:46

The County Personnel (854-9165) and / or the Budget and Research Office (854-9171) must be notified before submission of this agenda request.

AGENDA REQUEST DEADLINE

All Agenda Requests and supporting materials must be submitted to the County Judge's Office in writing by 5:00 p.m. on Monday for the next week's meeting.



JAMES N. SYLVESTER  
Chief Deputy

# GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
[www.tcsheriff.org](http://www.tcsheriff.org)

DARREN LONG  
Major - Corrections

SCOTT BURROUGHS  
Major - Law Enforcement

MARK SAWA  
Major - Administration & Support

October 22, 2008

To: Travis County Judge Sam Biscoe  
Commissioner Ron Davis, Precinct 1  
Commissioner Sarah Eckhardt, Precinct 2  
Commissioner Gerald Daugherty, Precinct 3  
Commissioner Margaret Gomez, Precinct 4

From: Sheriff Greg Hamilton for Captain Cyril Friday

Subject: Request to utilize county vehicle – out of state training

Commissioners:

The Travis County Sheriff's Office is often tasked with investigating Cruelty to Animal cases. These cases are unique in nature and to date our detectives have had no formal training on the subject. Two of our detectives have been tasked with the assignment of investigating these cases and have requested to travel to Shreveport, Louisiana for training.

The training is from November 10 through November 14. We are requesting permission from the court to utilize a county vehicle for the travel to Shreveport, Louisiana. Traveling by vehicle would be the most cost efficient method of travel.

Thank you in advance for your consideration in this matter. If you have any questions feel free to contact Captain Cyril Friday at 854-9776 or Sergeant Richard Hale at 512-854-7419.



*Safety, Integrity, Tradition of Service*



### Travis County Commissioners' Court Agenda Request

Meeting Date: NOVEMBER 7, 2008

I. A. Requestor: Judge Biscoe Phone # 854-9555

B. Specific Agenda Wording:

APPROVE ELECTED OFFICIAL BOND FOR CARLOS HUMBERTO BARRERA,  
JUDGE OF COUNTY COURT AT LAW NO. 8

C. Sponsor: \_\_\_\_\_  
County Commissioner or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request.

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request.


III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

Human Resources Department (854-9165)

- A change in your department's personnel (reclassifications, etc.)

Purchasing Office (854-9700)

- Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

- Contract, Agreement, Travis County Code - Policy & Procedure

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 p.m. for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.



**Merchants  
Bonding  
Company**

**HOME OFFICE**  
2100 FLEUR DRIVE  
DES MOINES, IOWA 50321-1158  
(515) 243-8171  
FAX (515) 243-0344

**AUSTIN OFFICE**  
P. O. BOX 26720  
AUSTIN, TEXAS 78755  
(512) 343-9033  
FAX (512) 343-8363

**TEXAS OFFICIAL BOND AND OATH  
FOR COUNTY JUDGE**

THE STATE OF TEXAS

County of Travis

Bond No. TX 625484

KNOW ALL PERSONS BY THESE PRESENTS:

That we, Carlos Humberto Barrera, as Principal, and the MERCHANTS BONDING COMPANY (Mutual), a corporation duly licensed to do business in the State of Texas, as Surety, are held and firmly bound unto the County Treasurer of the County of Travis, State of Texas, his/her successors in office, in the sum of Ten Thousand Dollars (\$10,000.00).

THE CONDITION OF THE ABOVE OBLIGATION is such, that, whereas, the above bounden Principal was on the 7th day of November, 2008, duly Appointed to the office of County Judge in and for Travis County in the State of Texas, for a term of 4 year(s), commencing on the 7th day of November, 2008.

Now, therefore, if the said Principal shall well and faithfully perform and discharge all the duties required of him/her by law as the aforesaid officer, and shall pay all money that comes into his/her hands as county judge to the person or officer entitled to it; pay to the county all money illegally paid to him/her out of county funds; and not vote or consent to pay out county funds for other than lawful purposes, then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that regardless of the number of years this bond may remain in force and the number of claims which may be made against this bond, the liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits, or actions under this bond shall not exceed the amount stated above. Any revision of the bond amount shall not be cumulative.

PROVIDED, FURTHER, that this bond may be canceled by the Surety by sending written notice to the party to whom this bond is payable stating that, not less than thirty (30) days thereafter, the Surety's liability hereunder shall terminate as to subsequent acts of the Principal.

Dated this 6th day of November, 2008.

Carlos Humberto Barrera  
Principal

By: [Signature]  
Carlos Humberto Barrera

Merchants Bonding Company (Mutual)

By: [Signature]  
Carla D. White Attorney-in-Fact

**ACKNOWLEDGEMENT OF PRINCIPAL**

THE STATE OF TEXAS

County of Travis

Before me, Melissa Velasquez, a notary public, on this day personally appeared Carlos Humberto Barrera known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, at 11:01 am this 6th day of November, 2008.



Melissa Velasquez  
Travis County, Texas.

OATH OF OFFICE  
(COUNTY COMMISSIONERS and COUNTY JUDGE)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of \_\_\_\_\_ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm) that I have not directly nor indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected; and I furthermore solemnly swear (or affirm) that I will not be, directly or indirectly, interested in any contract with or claim against the County, except such contracts or claims as are expressly authorized by law and except such warrants as may issue to me as fees of office. So help me God.

Signed \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_, Texas, this \_\_\_\_\_ day of \_\_\_\_\_.

SEAL \_\_\_\_\_ County, Texas

THE STATE OF TEXAS } ss  
County of \_\_\_\_\_

The foregoing bond of \_\_\_\_\_ as \_\_\_\_\_ in and for \_\_\_\_\_ County and State of Texas, this day approved in open Commissioner's Court.

ATTEST:

Date \_\_\_\_\_

\_\_\_\_\_  
Clerk  
County Court \_\_\_\_\_ County

\_\_\_\_\_  
County Judge,  
\_\_\_\_\_ County, Texas

THE STATE OF TEXAS } ss  
County of \_\_\_\_\_

I, \_\_\_\_\_, County Clerk, in and for said County, do hereby certify that the foregoing Bond dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, with its certificates of authentication, was filed for record in my office the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and duly recorded the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., in the Records of Official Bonds of said County in Volume \_\_\_\_\_, on page \_\_\_\_\_.

WITNESS my hand and the seal of the County Court of said County, at office in \_\_\_\_\_, Texas, the day and year last above written.

\_\_\_\_\_  
Clerk

By \_\_\_\_\_ Deputy County Court \_\_\_\_\_ County

# Merchants Bonding Company (Mutual)

## POWER OF ATTORNEY

Bond #: TX 625484

Know All Persons By These Presents, that the MERCHANTS BONDING COMPANY (MUTUAL), a corporation duly organized under the laws of the State of Iowa, and having its principal office in the City of Des Moines, County of Polk, State of Iowa, hath made, constituted and appointed, and does by these presents make, constitute and appoint

**Carla D. White**

of **BEAUMONT** and State of **TX** its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to sign, execute, acknowledge and deliver in its behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

**FIFTY THOUSAND (\$50,000.00) DOLLARS**

and to bind the MERCHANTS BONDING COMPANY (MUTUAL) thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the MERCHANTS BONDING COMPANY (MUTUAL), and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following Amended Substituted and Restated By-Laws adopted by the Board of Directors of the MERCHANTS BONDING COMPANY (MUTUAL) on November 16, 2002.

ARTICLE II, SECTION 8 - The Chairman of the Board or President or any Vice President or Secretary shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

ARTICLE II, SECTION 9 - The signature of any authorized officer and the Seal of the Company may be affixed by facsimile to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed.

In Witness Whereof, MERCHANTS BONDING COMPANY (MUTUAL) has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this 1st day of January, 2008.



MERCHANTS BONDING COMPANY (MUTUAL)

By *Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF POLK ss.

On this 1st day of January, 2008 before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL), the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.

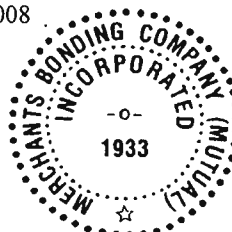


*Cindy Smyth*  
Notary Public, Polk County, Iowa

STATE OF IOWA  
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL), do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said MERCHANTS BONDING COMPANY (MUTUAL), which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Company on this 6th day of November, 2008.



*William Warner Jr.*  
Secretary

16

Travis County Commissioners Court Agenda Request

Voting Session 11/7/2008  
(Date)

Work Session 11/11/2008  
(Date)

I. A. Request made by: COUNTY ATTORNEY –Assistant County Attorney, Leslie W. Dippel Phone # 854-9841  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney *lmd*

B. Requested Text: RECEIVE BRIEFING FROM COUNTY ATTORNEY AND/OR TAKE APPROPRIATE ACTION CONCERNING THE EXTENSION OF ADMINISTRATIVE LEAVE WITH PAY FOR EMPLOYEE, SLOT 486313. PURSUANT TO TEX. GOV'T CODE ANN. 551.071 and 551.074.

C. Approved by: \_\_\_\_\_  
Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

Client: Estela P. Medina 854-7069

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (473-9106)  
 Additional funding for any department or for any purpose  
 Transfer of existing funds within or between any line item budget  
 Grant

Human Resources Department (473-9165)  
 A change in your department's personnel (reclassification, etc.)

Purchasing Office (473-9700)  
 Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)  
 Contract, Agreement, Policy & Procedure

RECEIVED  
COUNTY JUDGE'S OFFICE  
08 OCT 30 PM 4: 17

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Monday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

17

Travis County Commissioners Court Agenda Request

Voting Session 11/7/2008  
(Date)

Work Session ~~11/11/2008~~  
(Date)

I. A. Request made by: COUNTY ATTORNEY –Assistant County Attorney, Leslie W. Dippel Phone # 854-9841  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: RECEIVE BRIEFING FROM COUNTY ATTORNEY AND/OR TAKE APPROPRIATE ACTION CONCERNING THE EXTENSION OF ADMINISTRATIVE LEAVE WITH PAY FOR EMPLOYEE, SLOT 141078. PURSUANT TO TEX. GOV'T CODE ANN. 551.071 and 551.074.

C. Approved by: \_\_\_\_\_  
Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

Client: Estela P. Medina 854-7069

III. Required Authorizations: Please check if applicable:

- \_\_\_\_\_ Planning and Budget Office (473-9106)
- \_\_\_\_\_ Additional funding for any department or for any purpose
- \_\_\_\_\_ Transfer of existing funds within or between any line item budget
- \_\_\_\_\_ Grant
- \_\_\_\_\_ Human Resources Department (473-9165)
- \_\_\_\_\_ A change in your department's personnel (reclassification, etc.)
- \_\_\_\_\_ Purchasing Office (473-9700)
- \_\_\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement
- \_\_\_\_\_ County Attorney's Office (473-9415)
- \_\_\_\_\_ Contract, Agreement, Policy & Procedure

RECEIVED  
COUNTY JUDGE'S OFFICE  
08 OCT 30 PM 4: 17

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Monday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

18

### Travis County Commissioners' Court Agenda Request

Voting Session November 7, 2008

Work Session \_\_\_\_\_

I. A. Request made by: Joseph P. Gieselman, Executive Manager Phone # 854-9383

B. Requested Text: **Consider and take appropriate action on a proposal to acquire open space parkland along Onion Creek near SH 71 East with 2005 authorized bond funds, located in Precinct Four (Executive Session 1 & 2).**

C. Approved by \_\_\_\_\_  
Commissioner Gomez, Precinct #4

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request.

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of the Agenda Request and backup to the following:

Joe Gieselman, TNR  
Charles Bergh, TNR  
Steve Manilla, TNR  
Greg Chico, TNR  
Lisa Dean, TNR

Wendy Scaperotta, TNR  
Donna Williams-Jones, TRN

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (473-9106)

- \_\_\_ Additional funding for any department or for any purpose
- \_\_\_ Transfer of existing funds within or between any line item budget
- \_\_\_ Grant:

Human Resources Department (473-9165)

- \_\_\_ A change in your department's personnel (reclassifications, etc.)

Purchasing Office (473-9700)

- \_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)

- Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits MUST be submitted to the County Judge's Office no later than 5:00 p.m. on Tuesday for the following week's meeting. Late or incomplete requests will be deferred.

C2

Travis County Commissioners Court Agenda Request

Voting Session Friday, November 7, 2008  
(Date)

Work Session \_\_\_\_\_  
(Date)

I. A. Request made by: Gillian Porter Phone: 854-4722  
Commissioners Court Specialist  
Commissioners Court Minutes/County Clerk's Office

B. Requested Text: **Approve the Commissioners Court Minutes for the  
Voting Session of October 21, 2008**

C. Approved By:   
Dana DeBeauvoir, Travis County Clerk

II. A. Backup memorandum and exhibits should be attached and submitted with this  
Agenda Request (Original and eight copies)

B. Please list all of the agencies or officials' names and telephone numbers that might be  
affected or be involved with the request. Send a copy of this Agenda Request and  
backup to them.

III. Is back-up material attached? YES

AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum  
and exhibits, should be submitted to the County Judge's Office no later than 12:00 PM on  
Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the  
next meeting.



## MINUTES OF MEETING OCTOBER 21, 2008

### TRAVIS COUNTY COMMISSIONERS' COURT

On Tuesday, the 21<sup>st</sup> day of October 2008, the Commissioners' Court convened the Voting Session at 9:19 AM in the Commissioners' Courtroom, 1<sup>st</sup> Floor of the Ned Granger Administration Building, 314 West 11<sup>th</sup> Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Commissioners Court retired to Executive Session at 10:50 AM.

The Commissioners Court reconvened the Voting Session at 11:54 AM.

The Commissioners Court adjourned the Voting Session at 12:10 PM.

The Commissioners Court, meeting as the Travis County Housing Finance Corporation, convened at 12:10 PM and adjourned at 12:14 PM.

**Clerk's Note:** The Court noted that since Veteran's Day falls on Tuesday, November 11, 2008 the regularly scheduled voting session for that week will be held on Friday, November 7, 2008. There will also be a limited voting session on Election Day, Tuesday, November 4, 2008.



### CITIZENS COMMUNICATION

**Members of the Court heard from:** Francis Martinez, Member, Cristo Rey Catholic Church; Gavino Fernandez, Deputy Chairman, District 7, League of United Latin American Citizens (LULAC); Ronnie Gjemre, Travis County Resident; Vicky Karp, VoteRescue; Karen Renick, Founder, VoteRescue; Jon White, Natural Resources Program Manager, Transportation and Natural Resources (TNR); Tom Webber, Environmental Quality Program Manager, TNR; Mona Gonzalez, Founder and Executive Director, River City Youth Foundation; Tim Lafuente, Firefighter, Austin Fire Department; Eli Santiago, Firefighter, Austin Fire Department; James Doyle, Firefighter, Austin Fire Department; and Jennifer Gale, Travis County Resident. (9:38 AM)

### CONSENT ITEMS

**Motion by Commissioner Gómez and seconded by Commissioner Davis** to approve the following Consent Item: C1 and Items 4, 5, 6, 7, 9, 11, 12, 14, 15, 16, 18, 20, 21, 23, 25, and 26. (10:07 AM)

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

C1. RECEIVE BIDS FROM COUNTY PURCHASING AGENT.

**SPECIAL ITEMS**

2. CONSIDER AND TAKE APPROPRIATE ACTION ON AN ORDER PROHIBITING OUTDOOR BURNING IN THE UNINCORPORATED AREAS OF TRAVIS COUNTY. (10:10 AM)

**Members of the Court heard from:** Pete Baldwin, Emergency Management Coordinator, Travis County Emergency Services.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve the order extending the burn ban.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**PLANNING AND BUDGET DEPT. ITEMS**

3. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (9:19 AM)

Item 3 not needed.

4. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FOR PERMISSION TO CONTINUE THE DRUG COURT PROGRAM GRANT FROM THE OFFICE OF THE GOVERNOR CRIMINAL JUSTICE DIVISION FOR CRIMINAL COURTS THROUGH THE END OF NOVEMBER 2008, WHICH ALLOWS CONTINUATION OF THE GRANT PROGRAM UNTIL A FULLY EXECUTED CONTRACT CAN BE COMPLETED. (10:07 AM)

**Clerk's Note:** Item 4 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**ADMINISTRATIVE OPERATIONS ITEMS**

5. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED ROUTINE PERSONNEL AMENDMENTS. (10:07 AM)

**Clerk's Note:** Item 5 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

6. REVIEW AND APPROVE THE IMMEDIATE RELEASE OF REIMBURSEMENT PAYMENT TO UNITED HEALTH CARE FOR CLAIMS PAID FOR PARTICIPANTS IN THE TRAVIS COUNTY EMPLOYEE HEALTH CARE FUND FOR PAYMENT OF \$335,512.06 FOR THE PERIOD OF OCTOBER 3 TO 9, 2008. (10:07 AM)

**Clerk's Note:** Item 6 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

7. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO AWARD FUNDS FOR ONE TRAVIS COUNTY EMPLOYEE TO PARTICIPATE IN LEADERSHIP AUSTIN TRAINING IN ACCORDANCE WITH CHAPTER 16 OF THE TRAVIS COUNTY CODE. (10:07 AM)

**Clerk's Note:** Item 7 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

8. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING LEASE SPACE FOR THE INFORMATION AND TELECOMMUNICATIONS SYSTEMS DEPARTMENT APPLICATIONS DEVELOPMENT TEAM. (10:19 AM)

**Members of the Court heard from:** Roger El Khoury, Director, Facilities Management; Judy Pittsford, Project Manager, Information and Telecommunications Systems (ITS); and Travis Gatlin, Budget Analyst, Planning and Budget Office (PBO).

Discussion only. No formal action taken.

Item 8 to be reposted on October 28, 2008.

9. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE ALLOCATION OF SPACE AT 910 LAVACA BUILDING TO BETTER ENTERPRISE FINANCIAL INFORMATION FOR TRAVIS COUNTY (BEFIT). (10:07 AM)

**Clerk's Note:** Item 9 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**PURCHASING OFFICE ITEMS**

10. APPROVE MODIFICATION NO. 5 TO CONTRACT NO. 05T00291OJ, GENERAL SECURITY SERVICES CORPORATION, FOR ELECTRONIC MONITORING. (PRETRIAL SERVICES, JUVENILE PROBATION, COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT) (10:14 AM)

**Members of the Court heard from:** Bonnie Floyd, Assistant Purchasing Agent.

**Motion by** Commissioner Gómez **and seconded by** Commissioner Davis to approve Item 10.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

11. APPROVE MODIFICATION NO. 2 TO CONTRACT NO. 07T00258DR, AUSTIN CRUSHED STONE, FOR FLEXIBLE BASE MATERIALS. (TRANSPORTATION AND NATURAL RESOURCES) (10:07 AM)

**Clerk's Note:** Item 11 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

12. APPROVE CONTRACT AWARD FOR CONCENTRATED ORGANIC GROWTH MEDIUM, IFB NO. B090016LD, TO THE SOLE BIDDER, UAP PROFESSIONAL PRODUCTS. (TRANSPORTATION AND NATURAL RESOURCES) (10:07 AM)

**Clerk's Note:** Item 12 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

13. DECLARE CERTAIN VEHICLES AND EQUIPMENT AS SURPLUS PROPERTY AND SELL AT PUBLIC AUCTION PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE. (FIXED ASSETS) (10:15 AM)

**Members of the Court heard from:** Ron Dube, Fixed Asset Manager, Purchasing; Bonnie Floyd, Assistant Purchasing Agent; and Travis Gatlin, Budget Analyst, PBO.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve Item 13.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

14. APPROVE MODIFICATION NO. 5 TO CONTRACT NO. 05C00287BF, AMERICAN EUROCOPTER CORPORATION, FOR EXTENSION OF BARRIER FILTER INSTALLATION. (STAR FLIGHT, EMERGENCY SERVICES) (10:07 AM)

**Clerk's Note:** Item 14 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**Clerk's Note:** The County Judge noted that by modifying contract 05C00287BF there will be an extension until February 28, 2009, for installation of the barrier filtration system.

15. APPROVE TWELVE-MONTH EXTENSION (MODIFICATION NO. 1) TO INTERLOCAL AGREEMENT NO. IL080201RE, CITY OF AUSTIN, FOR WEATHERIZATION SERVICES. (HEALTH AND HUMAN SERVICES AND VETERANS SERVICE) (10:07 AM)

**Clerk's Note:** Item 15 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS**

- 16. CONSIDER AND TAKE APPROPRIATE ACTION ON A PLAT FOR RECORDING IN PRECINCT TWO: AVALON PHASE 4 FINAL PLAT (90 TOTAL LOTS), AND A SUBDIVISION CONSTRUCTION AGREEMENT WITH KM AVALON, LTD. (COMMISSIONER ECKHARDT) (10:07 AM)

**Clerk's Note:** Item 16 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

- 17. CONSIDER AND TAKE APPROPRIATE ACTION ON THE REVISED AMENDMENT NO. 1 TO THE ADVANCE FUNDING AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR GILLELAND CREEK TRAIL PHASE III, A SURFACE TRANSPORTATION PROGRAM METROPOLITAN MOBILITY PROJECT IN PRECINCT TWO. (COMMISSIONER ECKHARDT) (10:43 AM)

**Members of the Court heard from:** Steve Manilla, Director, Public Works, TNR.

**Motion by** Commissioner Eckhardt **and seconded by** Commissioner Gómez to approve Item 17.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

- 18. CONSIDER AND TAKE APPROPRIATE ACTION ON A REQUEST FOR A VARIANCE FROM TITLE 30-3-191, SIDEWALK INSTALLATION IN SUBDIVISIONS, REQUIRES NEW SUBDIVISIONS TO CONSTRUCT SIDEWALKS, FOR THE BUTTROSS FARMS SUBDIVISION IN PRECINCT FOUR. (COMMISSIONER GÓMEZ) (10:07 AM)

**Clerk's Note:** Item 18 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.



19. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FUNDING AND THE EXTENSION OF CONTRACT NO. IL070209VR FOR REGIONAL PLANNING/STUDYING WITH ENVISION CENTRAL TEXAS. (10:45 AM)

**Members of the Court heard from:** Joe Gieselman, Executive Manager, TNR.

Discussion only. No formal action taken.

Item 19 to be reposted October 28, 2008.

20. CONSIDER AND TAKE APPROPRIATE ACTION ON A SUBDIVISION CONSTRUCTION AGREEMENT WITH ANGELISLE, L.P. FOR A PORTION OF HILL TOP MANOR, A SUBDIVISION IN PRECINCT THREE. (COMMISSIONER DAUGHERTY) (10:07 AM)

**Clerk's Note:** Item 20 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

21. CONSIDER AND TAKE APPROPRIATE ACTION ON A PLAT FOR RECORDING IN PRECINCT THREE: BARTON CREEK AT TWIN CREEKS (1 TOTAL LOT). (COMMISSIONER DAUGHERTY) (10:07 AM)

**Clerk's Note:** Item 21 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.



**ITEM 22 CONTINUED**

22. CONSIDER AND TAKE APPROPRIATE ACTION ON ITEMS RELATED TO THE PROGRAM YEAR 2007 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROVIDED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD): (10:13 AM)

C. REQUEST TO APPROVE THE ADVERTISEMENTS ANNOUNCING, IN NEWSPAPERS OF GENERAL CIRCULATION, THE PUBLIC HEARING DATE AND THE 15-DAY PUBLIC COMMENT PERIOD.

**Members of the Court heard from:** Christy Moffett, Social Services Manager, Travis County Health and Human Services (TCHHS).

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve Item 22.C.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**OTHER ITEMS**

23. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST COUNTY FUNDS. (10:07 AM)

**Clerk's Note:** Item 23 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

24. CONSIDER AND TAKE APPROPRIATE ACTION ON A MEMORANDUM OF AGREEMENT BETWEEN TRAVIS COUNTY AND SORENSON COMMUNICATIONS, INC. TO PROVIDE COMMUNICATION SERVICES FOR THE DEAF AND HARD OF HEARING. (10:49 AM)

**Members of the Court heard from:** Darren Long, Major, Travis County Sheriff's Office (TCSO).

**Motion by** Commissioner Gómez **and seconded by** Commissioner Eckhardt to approve Item 24.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

25. CONSIDER AND TAKE APPROPRIATE ACTION ON APPLICATION TO TEXAS COMMISSION ON JAIL STANDARDS FOR VARIANCE AND SUPPORTING MATERIAL TO DECREASE OUR VARIANCE BY 16 BEDS AND MAINTAIN 801 VARIANCE BEDS FOR THE NEXT 12 MONTHS. (10:07 AM)

**Clerk's Note:** Item 25 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

26. CONSIDER AND TAKE APPROPRIATE ACTION ON AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY TO PROVIDE 200 NEW BATTERIES FOR TRAVIS COUNTY'S E-SLATE VOTING MACHINES. (10:07 AM)

**Clerk's Note:** Item 26 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

27. CONSIDER AND TAKE APPROPRIATE ACTION ON ISSUES RELATED TO THE CONDUCT OF THE NOVEMBER 4, 2008 JOINT GENERAL AND SPECIAL ELECTIONS. (11:56 AM)

**Members of the Court heard from:** Dana DeBeauvoir, Travis County Clerk.

Discussion only. No formal action taken.

## EXECUTIVE SESSION ITEMS

Note 1 Gov't Code Ann 551.071, Consultation with Attorney

Note 2 Gov't Code Ann 551.072, Real Property

Note 3 Gov't Code Ann 551.074, Personnel Matters

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

28. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION CONCERNING THE EXTENSION OF ADMINISTRATIVE LEAVE WITH PAY FOR HUMAN RESOURCES MANAGEMENT DEPARTMENT EMPLOYEE, SLOT 2. <sup>1 AND 3</sup> (10:50 AM) (11:54 AM)

**Clerk's Note:** Judge Biscoe announced that Item 28 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.074, Personnel Matters.

Discussion only. No formal action taken.

29. RECEIVE LEGAL BRIEFING AND TAKE APPROPRIATE ACTION REGARDING CONTRACT FOR THIRD PARTY ADMINISTRATION OF TRAVIS COUNTY SECTION 457 DEFERRED COMPENSATION PLAN WITH NATIONWIDE RETIREMENT SOLUTIONS. <sup>1</sup> (10:50 AM) (11:54 AM)

**Clerk's Note:** Judge Biscoe announced that Item 29 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Discussion only. No formal action taken.

Item 29 to be reposted October 28, 2008.









C2

**Travis County Commissioners Court Agenda Request**

Voting Session Friday, November 7, 2008  
(Date)

Work Session \_\_\_\_\_  
(Date)

I. A. Request made by: Gillian Porter Phone: 854-4722  
Commissioners Court Specialist  
Commissioners Court Minutes/County Clerk's Office

B. Requested Text: **Approve the Commissioners Court Minutes for the  
Special Voting Session of October 30, 2008**

C. Approved By:   
Dana DeBeauvoir, Travis County Clerk

- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies)
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them.

III. Is back-up material attached? YES

AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum and exhibits, should be submitted to the County Judge's Office no later than 12:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next meeting.

## MINUTES OF MEETING OCTOBER 30, 2008

### TRAVIS COUNTY COMMISSIONERS' COURT

On Thursday, the 30<sup>th</sup> day of October 2008, the Commissioners' Court convened the Special Voting Session at 1:37 PM in the Commissioners' Courtroom, 1<sup>st</sup> Floor of the Ned Granger Administration Building, 314 West 11<sup>th</sup> Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputies Gillian Porter and Robert Resnick.

The Commissioners Court adjourned the Voting Session at 5:12 PM.

1. A. CONDUCT OF INTERVIEWS OF FINALISTS RECOMMENDED FOR INTERGOVERNMENTAL RELATIONS COORDINATOR: (1:37 PM)
  1. DEECE ECKSTEIN;
  2. LISA BARSUMIAN;
  3. JIM TERRELL;
  4. GRAHAM KEEVER; AND
  5. THOMAS TAGLIABUE.
- B. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE SELECTION OF PERSON TO FILL INTERGOVERNMENTAL RELATIONS COORDINATOR POSITION. (THIS ITEM WILL BE DISCUSSED IN EXECUTIVE SESSION PURSUANT TO GOV'T CODE ANN. 551.074, PERSONNEL MATTERS)

**Clerk's Note:** Judge Biscoe announced that Items 1.A&B would be considered in Executive Session pursuant to Gov't. Code Ann. 551.074, Personnel Matters.

**Clerk's Note:** Items 1.A&B are associated with one another and were called for concurrent discussion.

