_____

Travis County Commissioners Court Agenda Request

Voting Session: December 01, 2009 (Date) Work Session: _____ (Date)

I. A. Request made by: Sherri E. Fleming Phone: 854-4100
(Signature of Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text:

Consider and take appropriate action on items related to the Program Year 2009 grant agreement for Community Development Block Grant funds provided by the U. S. Department of Housing and Urban Development (HUD):

A. Request to execute the Program Year 2009 grant agreement; and
B. Request to authorize the County Judge to sign the agreement as the certified official.

C. Approved by: _____
Signature of Commissioner(s) or County Judge

_____
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)
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:

Rodney Rhoades, PBO
Travis Gatlin, PBO
Susan A. Spataro, Auditor's Office
Mary Etta Gerhardt, County Attorney's Office
Kimberly Walton, Auditor's Office
Cynthia McDonald, TNR
Janice Cohoon, Auditor's Office
Jason Walker, Purchasing
Joe Gieselman, TNR
DeDe Bell, Auditor's Office
Cyd Grimes, Purchasing
Steven Manilla, TNR
Kathleen Haas, TNR
Jessica Rio, TNR

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV 25 AM 10:07

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
__X__ 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)
__X__ Contract, Agreement, Policy & Procedure

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 Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

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

MEMORANDUM

Date: November 19, 2009

To: Members of the Commissioners Court

Sherri Fleming by [illegible]

From: Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veterans Service

Subject: Community Development Block Grant (CDBG) Program Year 2009 Grant Agreement

Proposed Motion:

Consider and take appropriate action on items related to the Program Year 2009 grant agreement for Community Development Block Grant funds provided by the U. S. Department of Housing and Urban Development (HUD):

A. Request to execute the Program Year 2009 grant agreement; and
B. Request to authorize the County Judge to sign the agreement as the certified official.

Summary and Staff Recommendations:

Staff recommends the approval of the PY 2009 CDBG grant agreement with HUD. This will allow staff to implement the approved PY 2009 Action Plan. The County Attorney's office and Auditor's Office have reviewed and approved moving forward with the execution of the agreement. The HUD letter and grant agreement are attached with a couple of additions. The grantee name and Title were left blank in this agreement so staff added the information as it appeared in previous years. Finally, per the County Attorney's office

request, "by" was added to the signature line. HUD recognizes the County Judge as the certifying official for all transactions unless the Court delegates the responsibility to someone else.

Budgetary and Fiscal Impacts:

Executing the agreement allows the projects approved for PY 2009 to be implemented.

Issues and Opportunities:

Executing the PY 2009 CDBG grant agreement allows Travis County to move forward with spending $866,380 in community development and public service projects.

With the execution of this agreement, the County assumes HUD's responsibility for all environmental reviews with any HUD funding source within the County outside the City of Austin.

Background:

Under the provisions of Title 1 of the Housing and Community Development Act of 1974 (42 USC 5301), the Federal government sponsors a program that provides annual grants to cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, by expanding economic opportunities for low and moderate income persons. HUD approved Travis County's 2006-2010 Consolidated Plan for the CDBG program in December 2006.

U.S. Department of Housing and Urban Development
San Antonio Field Office, Region VI
Office of Community Planning and Development
One Alamo Center
106 South St. Mary's Street, Suite 405
San Antonio, Texas 78205-3601
Phone (210) 475-6820 Fax: (210) 472-6825
www.hud.gov www.espanol.hud.gov

NOV 12 2009

The Honorable Samuel T. Biscoe
Judge of Travis County
314 West 1st Street, Suite 250
Austin, TX 78701

Dear Judge Biscoe:

SUBJECT: Approval of 2009 One-Year Action Plan Submission Community Planning and Development (CDBG) B-09-UC-48-0503

Thank you for your timely submission of the County's Annual Action Plan. The Plan covers the period beginning October 1, 2009 and ending on September 30, 2010. This serves as official approval notification of the plan for the fourth year of the County's five-year Consolidated Plan and Strategy.

This year's grant allocation for the program cited below is approved in the following amount:

PROGRAM : CDBG AMOUNT: $ 866,380

We appreciate the hard work of the County's Community Development staff in producing this year's Action Plan. The two basic regulatory requirements for approval of the plan have been met. The Plan is substantially complete in addressing all regulatory requirements and is consistent with the purposes of the *National Affordable Housing Act.* Our conclusions for approval and the comments cited in this review will be part of the national database within HUD's *Grant Management System (GMS).*

The County's Action Plan included an Executive Summary that presents to the reader a concise but complete description on the use of the program year funding. The Action Plan also presents maps indicating the target area location of potential projects. The citizen participation process, recommendations and comments were reported. In compliance with 24 CFR 91.220 requirements, the Action Plan showed the priority designations, quantitative goals and expected completion dates for each proposed activity. These elements will establish the basis for performance evaluation when the County submits its end of the year CAPER (Consolidated Annual Performance and Evaluation Report). The CAPER must be submitted within 90 days from the end of your program year.

Proposed projects cited in your Consolidated Plan Listing of Proposed Projects to be loaded into HUD' s *Integrated Disbursement and Information System (IDIS)* have been given a preliminary review. However, approval of your Action Plan does not give automatic eligibility

approval to the specific projects identified in the Action Plan or subsequent projects created by amendments. It is the responsibility of each grantee to ensure that each project is eligible and can meet a national objective in accordance with HUD regulations. Grantees are required to properly document and justify each project's eligibility and national objective in its files for future HUD on-site monitoring reviews. Each file should include all elements required in the regulations cited at 24 CFR *570.506, Records to be maintained.* This should include, among other things, agreements, maps indicating service areas and the basis for the determinations, income limits, eligibility documents, etc. Moreover, the County is reminded that under 24 CFR 570.501(b) you must ensure that CDBG funds are used in accordance with all program requirements. The use of designated public agencies, subrecipients, or contractors does not relieve the County of this responsibility.

We want to remind the County that in HUD Headquarters Entitlement CDBG Update #51, dated August 10, 2009, the use of CDBG-R funds and CDBG in the same activity is permissible. However, in order to properly account for each program's funds and accomplishments, HUD is requiring any activity funded with both CDBG-R and regular CDBG or other formula funds to be set up as two separate activities in IDIS, one activity for CDBG and one for CDBG-R. The Office of Block Grant Assistance has also previously recommended that, when CDBG-R funds will be used to expand an activity already funded with regular CDBG funds, CDBG-R funds should be covered by a separate construction contract and/or subrecipient agreement, to ensure that Recovery Act requirements are properly applied (and to ensure that Recovery Act requirements do not get retroactively applied to the original activity funding).

Our Office of Fair Housing and Equal Opportunity (FHEO) reviewed and approved your action plan

We wish to remind the County that certain activities are subject to the provisions of 24 CFR Part *58* (Environmental Review Procedures for the CDBG Program). Funds for such activities may not be obligated or expended unless there is a written release of funds notification from our Field Office. To initiate this process for these activities, the County must submit to our office an executed HUD form 7015.15 - *Request for Release of Funds and Certification.* Only units of general local government can assume responsibility for environmental reviews under 24 CFR Part 58. Sponsors can supply the required information to the responsible entity to prepare the review. If you have any questions or would like assistance proceeding with the environmental assessment, please contact Les Berman, Regional Environmental Officer, at (817) 978-5985.

Enclosed you will find two copies of HUD Form 7082, Funding Approval and Grant Agreement. This document constitutes the contract between the Department of Housing and Urban Development and Travis County. Please execute this document and return one copy to our office within sixty days from the date of this letter. Should there be a need to establish or change the depository account where the grant funds are to be wired, a Director Deposit sign-up from (SF1199A) must be completed by both Travis County and the involved financial institution and mailed to our Field Office.

We note that applicable to water and sewer projects, the County's CDBG Grant Agreement and Funding Approval has a special condition concerning the review procedures under Executive Order (E.O.) 12372, Intergovernmental Review of Federal program, and our Department's implementing regulations (24 CFR Part 52). This condition restricts the obligation

or expenditure of grant funds for the *planning and construction of water and sewer facilities* until after the intergovernmental review process has been completed and the County has received a written release of funds notification from our Department. Once the reviewing agency has issued its determination, we request that a copy of it be provided to our Office as soon as possible. Should there be a subsequent amendment or revision to the grant's activities which includes the expenditure of funds for the planning or construction of water and sewer facilities, the condition requires the County receive a written release of funds notification from our Department before obligating or expending the CDBG funds for such activities. 24 CFR 570.612(b) does **not** apply the requirements of Executive Order 12372 to situations where water and sewer line construction only involves connection of a structure to the lines in the public right-of-way or easement.

Please note that your upcoming Consolidated Annual Performance Report (CAPER) is due on December 31, 2009. The purpose of this report is to show what you have accomplished with CDBG funds and other leveraged funds during the previous Program Year and allows the Department, local officials, and the pubic to arrive at conclusions concerning Travis County's overall performance. We encourage your staff to input data into the IDIS system on a quarterly basis, at least, in order for the IDIS generated reports to produce a complete and up-to-date CAPER and annual performance record. Prior to submitting your CAPER, please double-check all figures shown in your CAPER narrative and charts for consistency and reconciliation with data contained in the IDIS reports.

We look forward to another year of successful collaboration with Travis County. We are pleased that your informal hearing with HUD-HQ on the County's timeliness ratio resulted in no reductions in your 2009-10 grant funding. Please continue to submit monthly progress reports so that any disbursement issues can be readily addressed. If you have any questions or need assistance, please contact Larry Wilkinson, CPD Representative, at 210-475-6800, ext, 2300.

Sincerely,

for Richard Lopez,
Field Office Director

Enclosure

cc: Ms. Sherri Fleming, Executive Manager, TCHHSVS
Ms. Christy Moffett, Senior Planner, TCHHSF

Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

HI-00515R of 20515R

1. Name of Grantee (as shown in item 5 of Standard Form 424)	3. Grantee's 9-digit Tax ID Number	4. Date use of funds may begin (mm/dd/yyyy)
County of Travis	74-6000192	10/01/2009
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)	5a. Project/Grant No. 1	6a. Amount Approved
P.O. Box 1748 Austin, TX 78767	B-09-UC-48-0503	$866,380
	5b. Project/Grant No. 2	6b. Amount Approved
DUNS #: 030908842	5c. Project/Grant No. 3	6c. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name)	Grantee Name
Richard L. Lopez	County of Travis, Tx
Title	Title
ACTING COMMUNITY PLANNING & DEVEL. DIRECTOR.	Travis County Judge
Signature: [signature] Date (mm/dd/yyyy): NOV 12 2009	Signature: By: Date (mm/dd/yyyy): 12/1/09

7. Category of Title I Assistance for this Funding Action (check only one)
- [x] a. Entitlement, Sec 106(b)
- [ ] b. State-Administered, Sec 106(d)(1)
- [ ] c. HUD-Administered Small Cities, Sec 106(d)(2)(B)
- [ ] d. Indian CDBG Programs, Sec 106(a)(1)
- [ ] e. Surplus Urban Renewal Funds, Sec 112(b)
- [ ] f. Special Purpose Grants, Sec 107
- [ ] g. Loan Guarantee, Sec 108

8. Special Conditions (check one)
- [ ] None
- [x] Attached

9a. Date HUD Received Submission (mm/dd/yyyy) 08/13/2009

9b. Date Grantee Notified (mm/dd/yyyy) NOV 12 2009

9c. Date of Start of Program Year (mm/dd/yyyy) 10/01/09

10. check one
- [x] a. Orig. Funding Approval
- [ ] b. Amendment Amendment Number

11. Amount of Community Development Block Grant

	FY (2009)	FY ( )	FY ( )
a. Funds Reserved for this Grantee	866380		
b. Funds now being Approved	866380		
c. Reservation to be Cancelled (11a minus 11b)	0		

12a. Amount of Loan Guarantee Commitment now being Approved

12b. Name and complete Address of Public Agency

Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.

12c. Name of Authorized Official for Designated Public Agency

Title

Signature

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153 176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By

County of Travis, Texas B-09-UC-48-0503

Attachment for FUNDING APPROVAL (Form-7082, Block 8.b)

Executive Order 12372 - SPECIAL CONTRACT CONDITION

Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.

2

Travis County Commissioners Court Agenda Request

Voting Session: December 1, 2009 (Date)

Work Session: _____ (Date)

I. A. Request made by: Sherri E. Fleming Phone: 854-4100
(Signature of Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text:

Consider and take appropriate action on items related the Program Year 2008 Consolidated Annual Performance Evaluation Report for the Community Development Block Grant provided by the U. S. Department of Housing and Urban Development:

A. Receive a summary of the annual performance report;
B. Approve the draft of the Program Year 2008 Consolidated Annual Performance Evaluation Report for public comment.

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

_____
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)

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:

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Janice Cohoon, Auditor's Office
Kimberly Walton, Auditor's Office
Mary Etta Gerhardt, County Attorney's Office
Cyd Grimes, Purchasing Office
Lee Turner, TNR
Travis Gatlin, PBO
Steven Manilla, TNR
Joe Gieselman, TNR
Jason Walker, Purchasing Office
Harvey Davis, HHS/VS
Michael Willard, Austin Habitat
Christy Moffett, HHSVS

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

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COUNTY JUDGE'S OFFICE
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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 Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

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

MEMORANDUM

Date: November 24, 2009

To: Members of the Commissioners Court

Sherri E. Fleming

From: Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veterans Service

Subject: Community Development Block Grant (CDBG) Program Year 2008 Consolidated Annual Performance and Evaluation Report

Proposed Motion:

Consider and take appropriate action on items related the Program Year 2008 Consolidated Annual Performance Evaluation Report for the Community Development Block Grant provided by the U. S. Department of Housing and Urban Development:

A. Receive a summary of the annual performance report;
B. Approve the draft of the Program Year 2008 Consolidated Annual Performance Evaluation Report for public comment.

Summary and Staff Recommendations:

A. As a CDBG urban entitlement, Travis County must compile and publish a report detailing the use of CDBG funds and associated progress and accomplishments for every program year. HUD calls this annual report the Consolidated Annual Performance and Evaluation Report (CAPER).

The CAPER describes the County's CDBG housing and community development activities as well as the County's overall housing and community development

efforts. This year's CAPER corresponds to activities conducted during the 2008 program year spanning October 1, 2008 to September 30, 2009.

Please see the attached draft of the CAPER and a PowerPoint presentation for a summary of the 2008 program year.

B. Staff recommends approval of the attached draft of the PY 2008 CAPER for public comment.

The mandatory public comment period will occur from December 2, 2009 through December 16, 2009. A public hearing will be held on Tuesday, December 8, 2009 at 9 a.m. at the Travis County Commissioners Court.

Final approval of the CAPER by the Travis County Commissioners Court is anticipated to occur on December 22. The CAPER is due to HUD no later than December 30, 2009.

Budgetary and Fiscal Impacts:

No budget impacts are anticipated by this item.

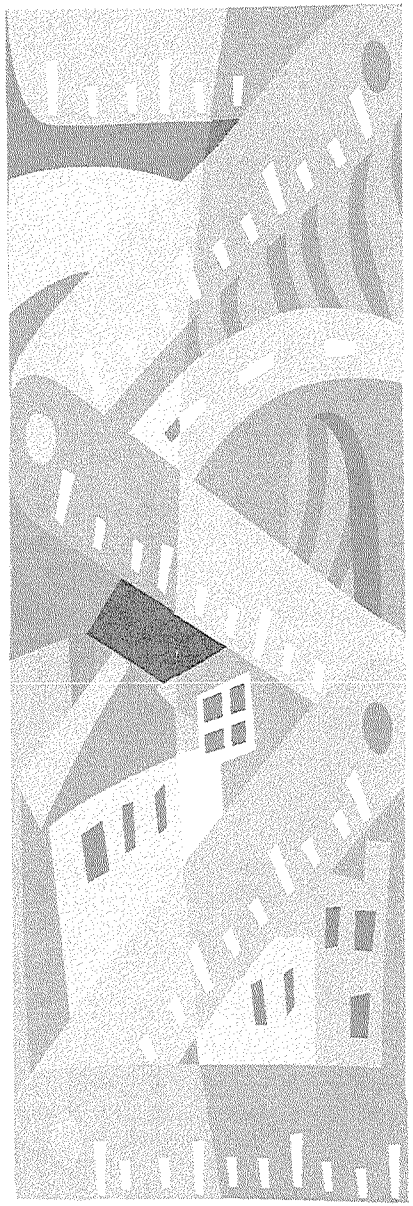
Issues and Opportunities:

- When HUD awards CDBG funds to cities and counties, there is a mandate for CDBG entitlements to address the County's housing, economic and community development needs of the low to- moderate income population. Given that often times the CDBG resources provided are limited, entitlements are expected to work in collaboration with other local funds to tackle the multiple community needs and ensure CDBG funds fall within the jurisdiction's broader efforts. This is the reason why the CAPER documents both CDBG projects as well as the County's efforts as a whole in the relevant areas.
- As part of the mandate from Congress to administer the CDBG program, HUD determines annually whether each CDBG entitlement is carrying out its activities "in a timely manner". HUD conducts an analysis of each entitlement's timeliness of spending 10 months into each grant year. For Travis County, the timeliness test started in August 2007, and will continue to occur every August. The threshold for compliance with timeliness is having no more than 1.5 times the current year's allocation unspent. Travis County's did not meet its first two timeliness test and received a timeliness policy exception from HUD in October 2009. The CDBG office is currently working to improve timeliness and will continue to assess the spending of funds and the progress of projects to ensure compliance for 2010 and beyond.
- The reports in Attachment C of the CAPER include data from HUD's database. Due to the length of these reports, they will only be included in the final CAPER.

.

Background:
Under the provisions of Title 1 of the Housing and Community Development Act of 1974 (42 USC 5301), the federal government, through the U.S Department of Housing and Urban Development (HUD), sponsors the Community Development Block Grant (CDBG), a program that provides annual grants to cities and counties to develop viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities for low and moderate income persons. Since 2006, Travis County has received CDBG funds from HUD on an annual basis.

On October 13, 2009, the Travis County Commissioners Court approved a 15-day public comment period spanning from December 2, 2009, through December 16, 2009, as well as a public hearing on December 8, 2009. Notice of the comment period and public hearing was provided in newspapers of general circulation, through postal and electronic mailings, on the County's website, Facebook, Twitter and the seven Travis County Community Centers.



Travis County Community Development Block Grant (CDBG) Program

Draft of PY08 CDBG Annual Report

Travis County Commissioners Court

Presentation by the Health & Human Services and Veteran Services (HHS & VS) Department

December 1, 2009

PY08 CDBG Summary

CDBG Planning

- Assessed community needs and completed PY09 Action Plan
- Provided technical assistance to neighborhoods
- Planned project for stimulus funding
- Developed procedures manuals for projects
- Developed subrecipient agreements
- Amended actions plans to improve program designs

Project Implementation

- 4 completed projects and 3 projects underway
- 1 project to go out for non-profit selection in the coming months

Program Evaluation

- Submitted HUD reports meeting compliance
- Improved systems and contracts
- Successful monitoring visit from HUD on Labor Standards
- Received a timeliness policy exception from HUD on Oct 09

PY08 CDBG Summary

Local and Regional Planning

- Participated in local planning efforts with Housing Works, Stimulus Funding Housing Sub-Committee, CSH Texas Re-entry Initiative, City of Austin's NHCD, and ECHO

- Worked with HHS/VS Research & Planning and TCHFC to identify scope and breadth of foreclosures

National Advocacy & Training

- Active member of The National Association for County Community and Economic Development (NACCED)

- Ongoing training from HUD and NACCED

Project Update for PY08

as of September 30, 2009

Project	Budgeted	Expended	Update
1. Land Acquisition for Production of New Owner Housing Units	PY06: $250,000 PY07: $195,518 PY08: $500,000	$0	• Property to be acquired by July 2010
2. Homeowner Rehabilitation	PY08: $106,136	$0	• Non-profit to be identified by February 2010
3. Street Improvements in Apache Shores	PY06: $305,000 PY07: $500,000	$60,000 $ 81,381.84	• Design phase 90 % complete • Construction anticipated Jan 2010
4. Road Improvement Design in Lava Lane	PY06: $83,659	$ 36,487.15	• Design is 60 % complete

PY08 Project Update
as of September 30, 2009

Project	Budgeted	Expended	Update
5. Water Improvements in Northridge Acres	PY06: $200,000	$200,000	• Completed. • Benefitted 173 households
6. Expansion of HHS&VS FSS Social Work Services	PY07: $64,000	$64,000	• Benefitted 137 people
	PY08: $64,788	$27,303.78	
7. Water/Wastewater Planning	PY07: $88,727	$88,727	• Preliminary report anticipated in early 2010
	PY08: $108,704	$49,119.53	
8. Administration	PY08: $53,505	$23,279.94	• Completed

Performance Improvements Goals for PY09

1. **Increase efficiencies by**
   - Continue to seek training and technical assistance
   - Continue to develop procedures manuals
   - Evaluate systems and projects to improve compliance

2. **Increase timely spending of funds**
   - Continue with implementation schedule of current projects
   - Recommend funding of PY10 projects that can be implemented in 12 -18 months

Public Comment Period

Public Comment Period:

- Comments are accepted beginning December 2, 2009 at 8:00 a.m. and ending December 16, 2009 at 5:00 p.m.
- A public hearing will be held on December 8, 2009 at the Travis County Commissioners Court at Granger Building at 9:00 a.m.

To access the draft Annual Report:

- Visit **www.co.travis.tx.us/CDBG**
- Visit any of the seven Travis County Community Centers
- Or call 512-854-3460 to request a copy

To submit written comments:

- Mail them to CDBG Program, Travis County HHSVS, P.O. Box 1748, Austin, TX 78767
- Email them to **christy.moffett@co.travis.tx.us**

Travis County

Community Development Block Grant Program:

Improving the affordability, accessibility and sustainability of neighborhoods and community services.

Consolidated Annual Performance and Evaluation Report (CAPER)
Program Year 2008:
October 1, 2008 – September 30, 2009

-Prepared by Travis County Health & Human Services & Veterans Service

Travis County Commissioners Court

Samuel T. Biscoe
Travis County Judge

Ron Davis
County Commissioner, Precinct One

Sarah Eckhardt
County Commissioner, Precinct Two

Karen Huber
County Commissioner, Precinct Three

Margaret Gómez
County Commissioner, Precinct Four

Table of Contents

ACRONYMS 4
INTRODUCTION 5
EXECUTIVE SUMMARY 7

SECTION I: GENERAL QUESTIONS 10

STATUS OF PROJECTS 11
GEOGRAPHIC DISTRIBUTION OF PROJECTS 19
PERFORMANCE EVALUATION OF PROJECTS 21
EXPENDITURES AND LEVERAGED RESOURCES FOR PROGRAM YEAR 2008 25
MANAGING THE PROCESS 28
MONITORING 32
INSTITUTIONAL STRUCTURE AND COORDINATION 34
PUBLIC ENGAGEMENT 37
EVALUATION OF THE CDBG PROGRAM 38

SECTION II: HOUSING AND SERVICES FOR THE HOMELESS 41

CDBG HOUSING INVESTMENTS 42
OVERVIEW OF HOUSING SERVICES SUPPORTED BY TRAVIS COUNTY 43
BARRIERS TO AFFORDABLE HOUSING 45
IMPEDIMENTS TO FAIR HOUSING CHOICE 46
HOMELESS 48
HOME/ AMERICAN DREAM DOWN PAYMENT INITIATIVE (ADDI) 49
EMERGENCY SHELTER GRANT 49
ADDRESSING "WORST CASE" HOUSING NEEDS 49

SECTION III: NON- HOUSING COMMUNITY DEVELOPMENT AND OTHER ACTIONS 51

NON-HOUSING COMMUNITY DEVELOPMENT INVESTMENTS 52
ANTI-POVERTY STRATEGY 54
NON-HOMELESS SPECIAL NEEDS 55
LEAD-BASED PAINT 56
SPECIFIC HOPWA OBJECTIVES 57

APPENDIX A: MAPS 58

APPENDIX B: PUBLIC ENGAGEMENT 62

APPENDIX C: IDIS REPORTS 68

Acronyms

Throughout this report, the reader will come across the following acronyms:

ADA	Americans with Disabilities Act
AI	Analysis of Impediments to Fair Housing Choice
AP	Action Plan
CAPER	Consolidated Annual Performance Evaluation Report
CDBG	Community Development Block Grant
CFR	Code of Federal Regulation
Con-Plan	Consolidated Plan (governs CDBG Programs)
CPD	Community Planning and Development (part of HUD)
CPP	Citizen Participation Plan
EA	Environmental Assessment
ESG	Emergency Shelter Grant
FHA	Federal Housing Administration (part of HUD)
FSS	Family Support Services (a Travis County Social Service Program)
HACT	Housing Authority of Travis County
HHS/VS	Travis County Department of Health and Human Service and Veteran Services
HOME	HOME Investment Partnership Program (HUD Program)
HOPWA	Housing Opportunities for Persons with AIDS (HUD Program)
HTE	Accounting Software used by Travis County
HUD	United States Department of Housing and Urban Development
IDIS	Integrated Disbursement Information System (HUD's Financial Management System)
LMI	Low- and Moderate-Income (80% or below median household income)
MFI	Median Family Income
ORCA	Office of Rural Community Affairs
PY	Program Year
RFP	Request for Proposals
RFQ	Request for Qualifications
TC	Travis County
TCHFC	Travis County Housing Finance Corporation
TxDOT	Texas Department of Transportation
TNR	Travis County Department of Transportation and Natural Resources
URA	Uniform Relocation Act

Introduction

The Community Development Block Grant (CDBG) initiative is a federal grant program administered by the U.S. Department of Housing and Urban Development (HUD). The program provides annual grants to cities and counties to carry out a variety of community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services.

Based on its population, in 2006, Travis County qualified as an urban county, a federal designation which afforded the County the opportunity to apply for CDBG funds. That year, Travis County applied and received CDBG funds for the first time and has continued to receive funding for the past three years. The County's annual allocation is based on a HUD-designed formula that takes into account the county's population size, poverty rate, housing overcrowding, and age of housing.

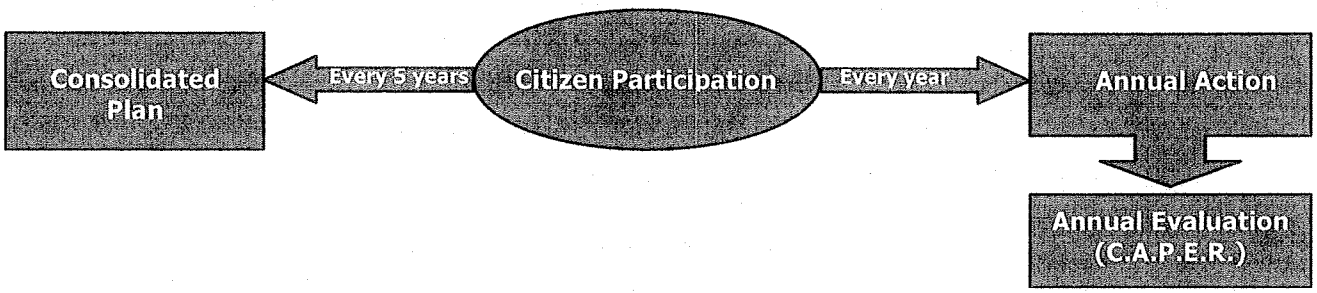
Usage of CDBG funds must meet a variety of parameters set nationally by HUD and locally by the County. Federal regulation requires that a minimum of 70% of the CDBG funds focus on projects for low- to moderate- income residents. Additionally, Travis County's allocation specifically targets residents living in the unincorporated areas of the county and to be eligible, the activities must meet one of the following HUD's national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums and blight; or
- Address other community development needs that present a serious and immediate threat to the health and welfare of the community.

The administration of the CDBG program follows a cycle that includes the drafting of a Consolidated Plan (Con-Plan), an Action Plan (AP), and a Consolidated Annual Evaluation and Performance Report (CAPER). The Con-Plan identifies the County's community and housing needs and outlines the strategies to address those needs over a five year period. The Action Plan defines the specific activities to be undertaken during each program year (PY) to address the priorities established in the Con-Plan. The CAPER is conducted annually to assess yearly accomplishments.

The following figure is a simplified visual representation of the CDBG cycle. As shown, citizen participation has a central role in setting the priorities to be addressed and defining projects to tackle identified needs.

Figure 1: CDBG Cycle



The Travis County Health and Human Services & Veterans Service Department (HHS/VS) is the lead agency designated by the County for the grant administration of the CDBG program and the single point of contact with HUD.

Executive Summary

As a CDBG urban entitlement, Travis County must compile and publish a report detailing the use of CDBG funds and associated progress and accomplishments for every program year. HUD calls this annual report the Consolidated Annual Performance and Evaluation Report (CAPER).

Specifically, the CAPER describes the County's CDBG housing and community development activities as well the County's overall housing and community development efforts. This specific document corresponds to activities conducted during the program year 2008 spanning October 1, 2008 to September 30, 2009.

The CAPER is written to provide HUD with required CDBG information and provide the public an update of the progress made in this initiative. As a result of serving two audiences, the report follows the federal reporting requirements while also presenting information in a format meant to be easily understood by County departments, service providers and residents. The report includes specific outcome performance measures as delineated by HUD's 2005 Community Planning and Development Outcome Performance Measurement System.

Overview of Travis County First Three Program Years

Travis County first received CDBG funds for program year 2006. During the first year, no funds were spent given the numerous processes needed for the start-up of the grant and given an allocation error from HUD which significantly delayed Travis County initial CDBG's operation. During 2007 program year, $144,014.56 were spent with four projects implemented, but no projects were completed.

During the 2008 program year, $486,284.68 was spent in six different projects and progress was made in moving forward with the remaining two and four projects were completed. Of the $2,491,532 budgeted for the past three years, $ 630,299.24 or 25% percent has been spent. Given most of these projects require longer than two years to implement, the impact or the benefits to residents will not be reflected until project close out which may be longer than 12 months for a given project. The following table presents a list of the projects implemented in PY08.

Figure 2: Progress of CDBG Project as of September 30th 2009

Activities	Expected Benefit/ Served in PY08	Year/Amount Allocated		Amount Spent	Status
Production of New Owner Housing Units via Land acquisition and infrastructure development	37/0 Housing Units	PY06	$250,000	$0	**Continuing:** Property to be acquired by July 2010.
		PY07	$195,518	$0	
		PY08*	$500,000	$0	
Homeowner Rehabilitation	20/0 Housing Units	PY08	$106,136	$0	**Continuing:** Non profit to be identified by February 2010.
Street Improvements: Road improvements to substandard roads in Apache Shores	1710/0 People	PY06	$305,000	$ 60,000	**Continuing:** Design phase 90% complete. Construction anticipated January 2010.
		PY07	$500,000	$ 81,381.84	
Street Improvements: Design for Lava Lane Road Improvement	1297/0 People	PY06	$83,659	$ 36,487.15	**Continuing:**. Design is 60% complete.
Water/Sewer Improvements Improvement of water infrastructure in North Ridge Acres	158/173 People	PY06	$200,000	$200,000	**Completed**
Public Services, Other: Family Support Services Social Work Services Expansion – Travis County HHS/VS Program	100/137 People	PY07	$64,000	$64,000	**Completed**
		PY08	$64,788**	$27,303.78	
Planning: Water/ Wastewater improvement planning	N/A	PY07	$88,727	$88,727	**Completed**
		PY08	$108,704**	$49,119.53	Preliminary report anticipated in early 2010 .
Administration & Planning:	N/A	PY08	$53,505**	$ 23,279.94	**Completed**
Total			$ 2,491,532	$630,299.24	

* Infrastructure Support Funds currently being reprogrammed to land acquisition through a substantial amendment.

** Unexpended funds from PY 2008 were rolled over for the next program year.

As a new entitlement, Travis County will continue to work on establishing the systems and procedures to support effective long-term management of the grant and compliance with HUD requirements.

Timely Spending of Funds

As part of the mandate from Congress to administer the CDBG program, HUD determines annually whether each CDBG entitlement is carrying out its activities "in a timely manner". HUD conducts an analysis of each entitlement's timeliness of spending 10 months into each grant year. For Travis County, the timeliness test started in August 2008, and will continue to occur every August. The threshold for compliance with timeliness is having no more than 1.5 times the current year's allocation unspent. Travis County's did not meet its first two timeliness test and received a timeliness policy exception from HUD in October 2009. The CDBG office is currently working to improve timeliness and will continue to assess the spending of funds and the progress of projects to ensure compliance for 2010 and beyond.

Public Participation

During program year 2008, the public had ample opportunity to participate on the development of projects for the 2009 program year. During the months of February and March, 2009, the County held public hearings and solicited proposals for the use of CDBG funds. Solicitation of input and invitation to participate in the public hearings were posted on the County's website and were published in newspapers of general circulation. In addition, notifications by mail and e-mail were sent to service providers, to citizens who had previously attended public hearings, to the community liaison departments of Travis County schools districts and to neighborhood associations. Lastly, two public hearings were held during the month of July, and a 30-day public comment period occurred from the 24th of June through the 23rd of July to solicit final comment on the proposed uses of CDBG funds. The announcements and all the participation material were available in English and Spanish.

Similarly, the public will be provided the opportunity to comment on the draft of the PY08 CAPER. Notice of the public comment period were advertized using the same outreach efforts listed above during the week of November 9, 2009. The draft report will be available to the public for review and to provide written comment from December 2nd through December 16th, 2009, at the seven Travis County community centers as well as the County's website http://www.co.travis.tx.us/cdbg. A public hearing will also be held at the Travis County Commissioners Court on December 8, 2009.

Travis County

Section I: General Questions

Consolidated Annual Performance and Evaluation Report (CAPER)
Program Year 2008:
October 1, 2008 – September 30, 2009

-Prepared by Travis County Health & Human Services & Veterans Service

Status of Projects

Project: Owner Housing: Production of New Units

Activity: Land Acquisition and Public Infrastructure

IDIS #: 7 for PY06, 10 for PY07 and 15 for PY08

Project Description:

Parcels or one large tract of land in unincorporated Travis County will be acquired to build affordable single-family housing for low-income families (25-50% Median Family Income). Single-family housing is defined as a one- to four-family residence. Public hearings will be held to inform the public of the location(s) prior to the purchase of the land. During the selection process, priority will be given to tracts of land near public transportation.

Austin Habitat for Humanity, a local non-profit, will secure funding for the construction of homes on the acquired property. Approximately 37 units of affordable housing will be created. The number of individuals impacted will vary depending upon the families selected for the housing units.

Project Status and Progress to Date:

- A sub-recipient agreement was signed between Travis County and Austin Habitat for Humanity in August 2009.
- Austin Habitat for Humanity identified land for the project but the Commissioners Court did not approve the site due to its proximity to a proposed gravel/sand mine.
- Austin Habitat for Humanity will continue to identify new potential sites for the project. Acquisition of the land is anticipated to take place by July 2010.
- A substantial amendment is taking place in PY09 to reprogram $500,000 from the development of affordable housing through Infrastructure Development to the development of affordable housing though Land Acquisition, resulting in 20 additional units.

Performance Measure:

Affordability for the purpose of creating decent housing.

Activity	Con Plan Priority	Funds Sources	CDBG Funding	Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG funds Expended	Amended Goal/ Actual
Owner Housing	High	CDBG Private	PY06: $250,000 PY07:$195,518 PY08: $500,000	TBD	$ 0	$ 0	37/0 Housing Units

Project: Home Rehabilitation

IDIS #: 16 for PY08

Project Description:

This project will fund home repair and weatherization services to low and moderate income homeowners in the unincorporated areas of Travis County. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. Services will be provided by a non-profit, designated sub-recipient and identified through a formal application process in which it demonstrates the ability to provide services and adhere to federal guidelines. The program will target households at or below 50 percent of the median family income (Please refer to Appendix A for income eligibility guidelines). A maximum of $5,000 of CDBG assistance per year will be provided to a single home.

Project Status and Progress to Date:

- A scope of work for the project has been drafted.
- A Request-for-Services (RFS) process will take place on late 2009/early 2010 to identify a subrecipient.
- A substantial amendment is occurring to change the beneficiaries to 80% MFI and allow a 5 year forgivable loan of up to $24,999 per household.
- It is anticipated services will start to be offered by early 2010.

Performance Measure:

Improving the quality of owner housing

Activity	Con Plan Priority	Funds Sources	CDBG Funding	Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG funds Expended	Amended Goal/ Actual
Home Rehabilitation	High	CDBG	PY08: $106,136	$ 0	$ 0	$ 0	5/0 Housing Units

Project: Street Improvements

Activity: Substandard Roads in Apache Shores

IDIS #: 5 for PY06 and 11 for PY07

Project Description:

This project funds the improvement of a number of substandard roads in Apache Shores, an area identified as a low to moderate income area. The improvements will allow the roads to meet County roadway standards and be accepted onto the County roadway system for future maintenance and traffic safety enforcement.

The scope of work includes: 1) design services; 2) land surveying services; 3) geo-technical services; 4) drainage design services; 4) utility location and relocation coordination services; 5) environmental review and related regulatory permits; 6) acquisition of right of way and easements; and 6) construction.

Project Status and Progress to Date:

- The construction plans are 90% complete. All drainage and roadway repairs have been determined.
- The Environment Review is complete. The report notes that the project has converted to an exempt status and will have no significant impact on the Environment. No further environmental study is required. Temporary and permanent erosion control will be required during and after construction of the project.
- The specifications for this project are complete. The scope of the project has been determined and all material for the improvements has been selected.
- Travis County expects to solicit bids for this project in November or December 2009 and start construction by February 2010.

Performance Measure:

Accessibility for the purpose of creating a suitable living environment.

Activity	Con Plan Priority	Funds Sources	CDBG Funding	Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG Funds Expended	Goal/Actual
Public Facilities	High	CDBG	PY06: $305,000 PY07: $500,000	NA	PY06: $60,000 PY07: $81,381.84	PY06: $60,000 PY07: $81,381.84	1,710/0 People

Project: Street Improvements

Activity: Lava Lane Design

IDIS #: 14

Project Description:

This project will fund the design, engineering and environmental review for the improvement of a portion of Lava Lane, a substandard road in Precinct 4, currently not accepted by the County road maintenance system. The improvements will provide a new durable road that will allow property owners, school busses, mail service providers, and emergency service providers to have all-weather access to the properties. Additionally, the improvements will allow the road to meet County roadway standards and be accepted onto the County system for future maintenance and traffic safety enforcement.

Travis County Transportation and Natural Resources Department (TNR) is the department in charge of managing this project and the design, engineering, and environmental work will be provided by a contracted consultant. The project will benefit 1297 people once construction of the improvements is complete.

Project Status and Progress to Date:

- The interview process has been completed and Rhed Oaks Engineering, Inc. was signed to a professional services agreement to complete the environmental survey and design of the roadway extension.
- A detailed survey of the proposed new roadway and right-of-way was completed by the Travis County Survey Department.
- The construction plans for this project are 60% complete. All drainage and roadway repairs have been determined.
- The Travis County Surveyor is in the process of preparing the documents necessary for Travis County to acquire the right-of-way necessary for the roadway extension. Negotiations with the landowners affected by the acquisitions are expected to begin after environmental clearance is completed.

Performance Measure: N/A

Activity	Con Plan Priority	Funds Sources	CDBG Funding	Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG Funds Expended	Goal/ Actual
Planning	High	CDBG	PY06: $83,659	NA	$36,487.15	$36,487.15	1297/0 People

Project: Water/Sewer Improvements

Activity: North Ridge Acres - Improved municipal water service for NWSC

IDIS #: 6 for PY06

Project description:

This project funds the complete replacement of the North Ridge Water Supply Corporation's (NWSC) water distribution system with a permanent connection to the City of Austin's water system. The North Ridge Acres subdivision is located in both Williamson and Travis Counties near the intersection of the roads FM 1325 and CR 172. One hundred and fifty-eight people in Travis County and approximately 180 people in Williamson County will benefit from this project.

The phases of the project include: (1) the design and construction of a new water system that meets the requirements of the Texas Commission on Environmental Quality and the City of Austin; (2) disconnection from the City of Round Rock fire hydrant which is the current water source; (3) a permanent connection to the City of Austin's water system; and (4) conveyance of the NRWSC to the City of Austin which will provide service and billing for all NRWSC customers.

Project Status and Progress to Date:

- The homes of 173 Travis County residents have been permanently connected to new transmission lines, operated by the City of Austin (they are no longer using the City of Round Rock fire hydrant as their water source).
- All CDBG funds for the project have been expended.
- The project is substantially complete and is considered closed. The paperwork transitioning the system to the City of Austin will be completed in the coming weeks.

Performance Measure:

Availability for the purpose of creating a suitable living environment.

Activity	Con Plan Priority	Fund Sources	CDBG Funding	PY08 Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG Funds Expended	Goal/ Actual
Public Facilities	High	CDBG City of Austin TWDB Travis County ORCA NWSC	PY:06 $200,000	$1,103,297 See leveraged funding section for more details.	$127,702.45	$200,000	158/173 People

Project: Public Services, Other

Activity: HHS/VS Family Support Services Division Social Work Services Expansion

IDIS #: 12 for PY07 and 17 for PY08

Project Description

This program is an internal Travis County Health and Human Services & Veterans Service expansion of existing services. The program is expanding social work services through the work of one social worker who is increasing the capacity to provide case management, information and referral, non-clinical counseling, crisis intervention and outreach to households in the unincorporated areas.

The social worker provides the majority of service provision through home visits in order to reduce transportation barriers. The social worker also works from the Community Centers in Manor and Del Valle, focusing on residents living in the unincorporated areas of precincts 1 and 4. In addition to CDBG funds, this program leverages funds from two other programs called the Youth and Family Assessment Center (YFAC) program and Best Single Source (BSS) funds.

Project Status and Progress to Date:

- Outreached a total of 20 agencies, school districts, churches and neighborhood associations during PY08 to inform community members about the social work services available.
- 137 people benefitted from services provided during PY08. Services included case management, referrals, non-clinical counseling and crisis intervention.
- 9 clients received assistance through the Youth and Family Assessment Center program. All 9 clients reported improved functioning after completing the program.
- 8 Clients were assisted with Best Single Source funds.
- Data on client needs was de-identified and analyzed by CDBG administrative staff to further the knowledge base about the needs of those residing in the unincorporated areas. Refer to the section of Anti-Poverty Strategy for a breakdown of needs encountered by clients.

Performance Measure:

Availability for the purpose of creating a suitable living environment.

Activity	Con Plan Priority	Fund Sources	CDBG Funding	Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG Funds Expended	Goal/ Actual
Public Services	High	CDBG YFAC BSS	PY07: 64,000 PY08: $64,788	$13,907.52 See leveraged funding section for more details.	PY07: $36,989.72 PY08: $27,303.78	PY07: $64,000 PY08: $27,303.78	100/137 People

Project: Planning

Activity: Water/Wastewater Improvement Planning

IDIS #: 13 for PY07 and 18 for PY08

Project Description:

This project funds a Senior Engineer who functions as a Project Manager over two active CDBG-funded street improvement projects in Apache Shores and Lave Lane. The Senior Engineer is also in charge of assessing and providing a report for potential water and wastewater projects to be considered in the future by the Travis County Commissioners Court.

The unincorporated areas whose water/wastewater needs will be assessed for eligibility and potential costs include: Apache Shores , Bluebonnet/Volker Lane , Deer Creek Ranch, FM 969 & FM 973 area, FM 1625 Area, Imperial Valley, Kennedy Ridge, Littig, Manchaca Area, Mt. Chalet, Mountain View Estates, Northridge Acres, Plainview Estates, Plover Place, Rodriguez Road, Hazy Hills, Cardinal Hills Estates and Walnut Place. The project is opened to add additional neighborhoods throughout the program year.

Project Status and Progress to Date:

- Maps of all neighborhoods that have expressed a need for water or wastewater services have been created.
- Design and construction cost estimates have been created for each neighborhood expressing a need for water or wastewater service.
- A draft planning report for Water and Wastewater Improvements for neighborhoods that have contacted the Travis County CDBG office is scheduled to be completed by January 2010.

Performance Measure:

Creating Sustainable Living Environments.

Activity	Con Plan Priority	Fund Sources	CDBG Funding	Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG Funds Expended	Goal/ Actual
Planning	High	CDBG	PY07: $88,727 PY08: $108,704	NA	PY07: $ 44,020.29 PY08: $49,199.53	PY07: $ 88,727 PY08: $49,199.53	15/0 Neighborhoods

Project: Planning & Administration

Activity: Administration

IDIS #: 19 for PY09

Project Description:

The funds allocated for administration will pay for the operating expenses associated with the grant including office supplies, training, contracted services, interpreting, membership and other business related expenses. The funds include $25,000 for a consultant to complete an Analysis of Impediments to Fair Housing Choice in Travis County. This assessment will serve as preparation for the next Consolidated Planning process and will allow the development of a plan to address impediments identified.

Project Status and Progress to Date:

- A scope of work for the Analysis of Impediments to Fair Housing Choice has been drafted.
- A Request-for-Services (RFS) process will take place on late 2009/early 2010 to identify an organization to conduct the study.

Activity	Con Plan Priority	Fund Sources	CDBG Funding	Leveraged Funding	CDBG funds Expended during PY 08	Total CDBG Funds Expended	Goal/ Actual
Planning	High	CDBG Travis County	PY08: $53,505	$142,341	$23,279.94	$23,279.94	N/A

Geographic Distribution of Projects

Since Travis County does not have any consortium cities participating in the use of CDBG funds, all services and planning efforts focus on the unincorporated areas of the county. Additionally, Travis County's CDBG program does not have any designated target areas, however, one of the projects, the Social Service Project, focuses on the county precincts 1 & 4 based on the concentration of low to moderate income residents. These precincts also have a larger minority concentration than other parts of the County. The goal for focusing services in those areas is to improve access to services and quality of life for residents. Refer to the table below for specific descriptions of geographic distribution for each one of the CDBG projects. For a map of the project locations and racial and ethnic concentrations, please refer to *Appendix A: Maps*.

Figure 3: Geographic Distribution of Grant Activity for the Program Year 2008

Project	Location/ Census Tract	
▪ Production of New Owner Housing Units: via land acquisition and infrastructure development	To Be Determined	
▪ Street Improvements: Substandard Road Improvements in Apache Shores	Census Tract: 17.42 Block Group: 1 Including sections of Pima Trail, Crazyhorse Pass, and Whitebead Trail/	
▪ Road Improvement Design	Lava Lane Road, Precinct 4, Census Tract:24.17 Block Group:3	
▪ Public Services, Other: Family Support Services Social Work Services Expansion	Various eligible households in precincts 1 & 4 in the unincorporated areas of Travis County. Specifically residents in the following zip codes have been served: 78617, 78621, 78653, 78701, 78719, 78724, 78725, 78747, 78753, 78754, 78612, 78619	
▪ Housing Rehabilitation	Households residing in the unincorporated areas of the County	
▪ Water/Sewer Improvements: Northridge Acres Water Improvement	Census Tract: 18.51 Block Group: 1 Including sections of Prairie Lane, Summit Drive, Northridge Road, Parkview Drive and Hillside Drive	
▪ Water/Wastewater Improvement planning	**Precinct 1:** FM 969 & FM 973 area, Littig, Imperial Valley, Bluebonnet/Volker Lane, Kennedy Ridge, Plainview Estates, Walnut Place **Precinct 2:** Northridge Acres	**Precinct 3:** Manchaca Area Apache Shores, Mountain View Estates, Mt. Chalet, Deer Creek Ranch, Hazy Hills, Cardinal Hills **Precinct 4:** FM 1625 Area, Rodriguez Road, Manchaca Area Plover Place

Performance Evaluation of Projects

Compliance with CDBG National Objectives

The use of CDBG funds requires selecting eligible projects that meet one of the three national objectives prescribed by HUD. These are 1) benefitting low/moderate income (LMI) persons, 2) addressing slum or blighted areas and 3) addressing an urgent need. All of the projects implemented during the program year 2008 met the national objective of benefiting low/moderate income persons, thereby complying with the additional HUD requirement of spending 70 % of CDBG funds on LMI persons. The CDBG Financial Summary for Program Year 2008 Report located in Appendix C shows 100% of the PY08 expenditures benefited low to moderate income persons.

For an activity to qualify as meeting the low-mod national objective, grantees must certify they are following one of four qualifying categories: area of benefit activities, limited clientele activities, housing activities and job creation or retention activities. An area of benefit (LMA) activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are low-to-moderate income persons. A limited clientele (LMC) activity is one where 51 percent of the beneficiaries have to be LMI persons. Low-mod housing (LMH) applies to activities that aim to provide or improve permanent residential structures which, upon completion, will be occupied by LMI households. A low/mod job (LMJ) creation activity is one designed to create or retain permanent jobs, at least 51 % of which will be made available to or held by LMI persons.

The following table summarizes the category under which each project qualifies to meet the low-mod national objective as well as the specific number of clients served in each target income area. In the cases of projects where no individuals have received services yet, a check mark identifies the anticipated income targets for the clients that will benefit for that project.

Figure 4: Benefit to Low and Moderate Income Persons by Project

Project	National Objective	Low to Moderate Income Target			Total People Served
		Very Low (>30% MFI*)	Low (30.1 to 50% MFI)	Moderate (50.1 to 80% MFI)	
Land Acquisition for Affordable Housing Development	Low/Moderate Income: Housing (LMH)	√	√	√	**0**
Home Rehabilitation	Low/Moderate Income: Housing (LMH)	√	√	√	**0**
Street Improvements in Apache Shores	Low/Moderate Income: Area Benefit (LMA)	√	√	√	**0**
Street Improvements Lava Lane	Low/Moderate Income: Area Benefit* (LMA)	√	√	√	**0**
Public Services, Other – FFS Services	Low/Moderate Income: Limited Clientele (LMC)	**119 persons**	**12 persons**	**6 persons**	**137**
Water/Sewer Improvements	Low/Moderate Income: Area Benefit – Survey (LMA)	**45 persons**	**47 person**	**81 person**	**173**
Water/Wastewater Planning	N/A	√	√	√	**0**
Total persons served		**164**	**59**	**87**	**310**

MFI* = Median Family Income as defined by HUD

Area Benefit*: Both Road Improvement Projects qualify as a Low-Mod Area of Benefit through an Exception Rule Provision or Upper Quartile Criterion permitted by HUD. Travis County's exception rule is 46.2%. To learn more about the Exception rule visit the following site: http://www.hud.gov/offices/cpd/lawsregs/notices/2005/05-06.pdf

Compliance with CONPLAN Goals

CDBG projects must also fit within one of the seven high priority project categories approved by Travis County Commissioners Court for the 2006-2010 period. The following list summarizes those high priorities identified and the corresponding projects implemented during program year 2008.

Figure 5: High Priorities in the 2006-2010 Consolidated Plan and Projects Implemented in PY 2008

High Priorities	Projects
Production of New Owner Housing Units via Land Acquisition	Production of New Owner Housing Units: Land acquisition and Public Infrastructure
Infrastructure for New Housing Developments	
Street and Road Improvements	Street Improvements: Substandard roads in Apache Shores
	Street Improvements: Lava Lane
Water and Sewer Improvements	Water/Wastewater Infrastructure Improvement: North Ridge Acres
Public Services, Other	Family Support Services Social Work Services Expansion –Travis County HHS/VS Program
Owner Occupied Housing Rehabilitation	Home Rehabilitation
Youth Services	None
Administration and Planning	Water/Wastewater Improvement Planning
	Analysis of Impediments to Fair Housing Choice

Assessment of Goals and Objectives

This section articulates the CDBG accomplishments for PY 2008 as they relate to the goals and objectives, spending, overall performance and effective grant management. A total of 3,322 people and 18 neighborhoods are expected to benefit from the projects identified in the PY06, PY07 & PY08 Action Plans. For Program Year 2008, 310 people have benefited from these funds.

It is important to note that in many cases the impact of the projects will not be captured for a number of years, given some of the projects will take 12-60 months to implement and complete. For example, the production of new owner housing units will not be completed until approximately the year 2012. Even though CDBG funds are only expected to support the acquisition of the land, the performance indicator will not be achieved until the houses are fully constructed and the households have purchased the homes. The table summarized below identified the goals and objectives, and the expected and actual number of people served during the past program years

Figure 6: Summary of Specific Objectives (HUD Table 1 C)

Project Title	Specific Objectives	Sources of Funds	Performance Indicators	Year	Target #	Actual #	Percent Completed
SL-1 Availability/Accessibility of Living Environment (Outcome/Objective)							
Street Improvements: Substandard Roads in Apache Shores	Public Facilities	PY06 & 07 CDBG	▪ # People receiving new service, # People receiving improved service, # People served (per LMI levels)	2006	1710	0	0%
				2007	0	0	0%
				2008	0	0	0%
				2009			
				2010			
			Multiyear Goal		1,710	0	0 %
Family Support Services Social Work Services Expansion	Public Services, Other	PY07 CDBG	▪ Number of people who benefited	2006	N/A	N/A	N/A
				2007	100	71	71%
				2008	100	137	137%
				2009			
				2010			
			Multiyear Goal		200	208	104%
Street Improvements: Substandard Road Lava Lane*	Not Applicable	PY 06 CDBG	▪ Number of people who will benefit	2006	N/A	0	N/A
				2007	1297*	0	0%
				2008	0	0	0%
				2009			
				2010			
			Multiyear Goal		1297	0	0 %
Water/Sewer Improvements: Northridge Acres Water Improvements	Public Facilities	Travis County PY06 CDBG & 4 other sources of funds	▪ Number of people who will benefit	2006	158	0	0%
				2007	0	0	0%
				2008	0	173	109%
				2009			
				2010			
			Multiyear Goal		158	173	109%
DH-2 Affordability of Decent Housing (Outcome/Objective)							
Owner Housing - Production of New Units: Land Acquisition	Owner Housing	PY06 & 07& 08 CDBG	▪ Number of housing units constructed	2006	10	0	0%
				2007	7	0	0%
				2008	20	0	0%
				2009			
				2010			
			Multiyear Goal		37	0	0 %
DH-3 Sustainability of Decent Housing							
Homeowner Rehabilitation	Owner Housing	PY 08 CDBG	▪ Number of housing units rehabilitated	2006	N/A	N/A	N/A
				2007	N/A	N/A	N/A
				2008	5	0	0%
				2009			
				2010			
			Multiyear Goal		5	0	0 %
SL-3 Sustainability of Living Environment (Outcome/Objective)							
Planning	Not applicable	PY 07 CDBG	▪ Other – number of neighborhoods assessed	2006	N/A	N/A	N/A
				2007	15	0	0%
				2008	3	0	0%
				2009			
				2010			
			Multiyear Goal		18	0	0 %

* The Lava Lane project is funded out of reprogrammed PY 2006 monies, but was allocated in August 2008 during PY 2007.

The coding system used in the Outcome/Objective rows in the table above follows the numbering system established in the Community Planning and Development Outcome Performance Measurement System. The outcome/objective numbers stand for the following:

Figure 7: Numbering System for Outcome and Objective Coding

Objective	Outcome		
	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Expenditures and Leveraged Resources for Program Year 2008

Overall Expenditures

During PY08, spending occurred in six different projects and progress was made in moving forward with the remaining two. Of the $2,371,022.46 budgeted to the eight activities $486,284.68 or 20.5% was spent per HUD's data management system called, IDIS.

Figure 8: CDBG PY08 Summary Financial Report from IDIS

CDBG Program Year 2008 Summary Financial Report	
Carryover from PY07	$1,537,889.46
PY08 CDBG Entitlement Grant	$ 833,133
Total CDBG Funds Available for PY08	$2,371,022.46
PY08 Funds Committed	$2,371,022.46
PY08 Funds Expended	$ 486,284.68
Carryover to PY09	$1,884,737.40
HUD Timeliness Ratio	2.26

Expenditures per Project

Figure 9 summarizes the budgeted funding, the expended funds and the percent expended in for each of the projects.

Figure 9: Summary of PY08 Expenditures by Project

Project	PY 08 Budgeted Funding Available	Expended as of 09/30/08	Percent Expended	**PY08 Cap Percentages
▪ **Owner Housing: Production of New Units**	PY06: $250,000 PY07: $195,518 PY08: $500,000	$0	0%	N/A
▪ **Home Rehabilitation**	PY08: 106,136	$0	0%	N/A
▪ **Street Improvements**	PY06*: $388,659 PY07: $500,000	$177,868.99	20%	N/A
▪ **Public Services, Other**	PY07: $36,989.72 PY08: $64,788	$64,293.50	63%	7.7%
▪ **Water/Sewer Improvements**	PY06: $127,702.45	$127,702.45	100%	N/A
▪ **Administration & Planning**	PY07: $44,706.71 PY08: $162,209	$116,419.76	56.5%	13.9%
Total	$2,376,708.88	$486,486.70	20.5%	

*Includes $83,659 of reallocated funds from PY 2006 Public Service funding through Action Plan Amendment, August, 2008.

** Regulations require that no more than 20% and 15% of funds of any one grant year be spent on Administration & Planning and Public Services, respectively. This calculation takes the total dollars spend during the program year divided by the program year's allocation amount to determine the percentage of funds spent and to demonstrate compliance.

Timely Spending of Funds

As part of the mandate from Congress to administer the CDBG program, HUD determines annually whether each CDBG entitlement is carrying out its activities "in a timely manner". HUD conducts an analysis of each entitlement's timeliness of spending 10 months into each grant year. For Travis County, the timeliness test started in August 2008, and will continue to occur every August. The threshold for compliance with timeliness is having no more than 1.5 times the current year's allocation unspent. Travis County's did not meet its first two timeliness test and received a timeliness policy exception from HUD in October 2009. The CDBG program is taking actions to address timeliness considerations and will continue to assess the spending of funds and the progress of projects to ensure timely spending.

To address timeliness considerations, for the PY08 Action Plan, CDBG staff recommended the funding of administration and planning at maximum level and the selection of projects that could spend money in 12-18 months. In addition, the CDBG office has identified the extent and underlying causes of the timeliness concerns and has developed a workout plan to improve performance. This plan has been presented to HUD's regional office in San Antonio as well as HUD's office in Washington DC.

Leveraging Resources

Although no matching requirements are mandated for CDBG, during the reporting period, Travis County was successful in using HUD's CDBG funds to leverage additional monies from private and public sources. For the Northridge Acres Water Improvement project, Travis County is partnering with the Texas Water Development Board, Williamson County (CDBG), the Office of Rural Community Affairs, and the City of Austin, each of whom have invested dollars in this project. In addition, Travis County absorbed all of CDBG's administrative and planning costs to maximize the community impact of CDBG funding. The following table summarizes the amount of dollars leveraged:

Figure 10: PY08 Leveraged Resources

Project/Activity Leveraged	Partners	Committed Leveraged Resources	Spent during PY 2008
Water/Sewer Improvements North Ridge Acres	Texas Water Development Board	$ 1,000,000*	$ 576,432
	Williamson County (CDBG)	$ 150,000	$150,000
	Office of Rural Community Affairs	$ 250,000	$250,000
	City of Austin	$ 269,464*	$0
	Travis County General Fund	$ 237,705*	$101,125
	Northridge Water Supply Corporation	$25,740	$25,740
Family Support Services Social Work Services Expansion	Best Single Source (General Fund rent assistance program)	TBD	$1,551.02
	Youth and Family Assessment Center (flexible funding)	TBD	$12,356.50
Administration and Planning of CDBG	Travis County General Fund	TBD	$142,347
	Total Dollars	**$1,932,909**	**$1,259,551.50**

* Other Dollars Spent in Previous Program Years.

Managing the Process

Comprehensive Planning

The Travis County Health and Humans Services and Veterans Service (HHS/VS) Department has a Research and Planning (R&P) Division tasked with much of the comprehensive planning for the Department: both internally and externally with community partners. Issues areas of focus for the R&P Division encompass the full range of the department's services and investments: basic needs, workforce development, child and youth services – with particular emphasis on early childhood education, public health – particularly HIV/AIDS, behavioral health as well as efforts to organize the community around support for the elderly and immigrants. Additionally, the Division provides information services to inform decision making in the HHS/VS Department and across the community. These services include: an annual report of community trends and statistics based on the American Community Survey, periodic surveys of community based organizations, more focused research and analysis upon request.

CDBG makes requests of the R&P Division for technical assistance, as needed, to assist with data collection, resource development and planning in the areas around housing, homelessness and community development. This collaborative effort increases capacity and reduces duplication of planning efforts for the Department.

Over the Program Year 2008, the CDBG staff, and in collaboration with the R&P Division, when noted, have participated in the following comprehensive planning efforts:

Homelessness

CDBG staff represent HHS/VS in the Ending Community Homelessness Coalition (ECHO). This membership provides staff the opportunity to be involved in the issue area, to advocate for the homeless persons found in the unincorporated areas, to identify service strategies and to ensure identified pockets of homeless persons in the unincorporated areas are included in the annual count. CDBG staff participated in the Independent Review Team for the Continuum of Care applications, the Count Committee, the Program & Evaluation Committee and the Annual Count on January 29, 2009.

Resource Development

The R&P Division has a staff person dedicated to monitoring and reviewing grant opportunities. Over the last program year, CDBG staff and R&P kept one another informed about federal, State and local funding streams and new monies that came down though various systems including stimulus funds.

Additionally, CDBG staff is a part of an inter-departmental group which focuses on resource development and grant-related processes.

Affordable Housing

Members CDBG staff have attended several meetings over the last program year related to affordable housing including the meetings with the City of Austin's Neighborhood Community and Housing Development Department, Intergovernmental Stimulus Housing Subcommittee, CSH Texas Re-Entry Best Practices Committee, and City of Austin's housing forums. While there is not a formal planning body which focuses solely on affordable housing, several planning groups and coalitions have housing-related committees due to the cross-cutting nature of the issue area. Staff will continue to attend these meetings as appropriate.

Additionally, the CDBG staff discussed the possibility of collaborative efforts around housing market studies and consolidated planning requirements with the City of Austin and some of the neighboring CDBG entitlements in a five County area in order to reduce costs and look at affordable housing with a regional lens. CDBG staff hopes to continue this conversation in the future.

Foreclosures

During the program year, CDBG, the Travis County Housing Finance Corporation (TCHFC) and R&P purchased foreclosure data, supported TCHFC's Neighborhood Stabilization Program application to the State and began to identify trends and areas of high foreclosures. This data was provided in the PY 2009 Action Plan. We anticipate continuing to work collaboratively through participatory research in this area to ensure a consistent message on the issue.

Water/Wastewater Planning

In response to the citizen participation process and the public's need for water/wastewater public infrastructure, a planning project was established during the program year. Please refer to the "Status of Projects" section of this report for a detailed description of progress made this year in collaboration with TNR, the Travis County's public works department. A preliminary plan is anticipated to be completed in the first quarter of 2010.

Next Consolidated Plan

In anticipation of the next Consolidated Planning cycle, the CDBG office has created a preliminary plan for its development. The 2011-2015 Con-Plan will consist of the following parts: 1) a Community Needs Analysis, 2) a Housing Market Analysis, 3) a Strategic Direction, 4) an Action Plan for PY 2011 and 5) an Analysis of Impediments to Fair Housing Choice.

In 2010, the processes for conducting the housing market analysis, the analysis of impediments to fair housing choice, and other community needs analysis will be initiated. The strategic direction based on analysis and public input will be developed. There will be ample opportunities for the public to provide input and make comments. In 2011, the strategic direction will be ready for the prioritization of PY11 projects, and the Consolidated Plan as well as the PY11 Action Plan will be submitted to HUD in August 2011.

Board, Commission and Association Involvement

Staff from different divisions of the HHS/VS department, including CDBG and R&P staff are currently involved in numerous boards, commissions, associations, and councils, not only to further the understanding of the relationship between the community and the needs of its most vulnerable citizens, but also to be a resource to the community, offering data and analysis, grant-writing skills, contacts with influential businesses, community and government leaders, and knowledge of government-funded program opportunities.

Compliance with Certifications

Travis County carried out all planned actions described in the five year HUD – approved Consolidated Plan, including:

- Pursuing all resources indicated in the Consolidated Plan. Resources include leveraged dollars for grant administration, public services and public infrastructure.
- Travis County provided requested certifications of consistency for HUD programs in a fair and impartial manner.
- Travis County did not hinder the Consolidated Plan implementation through any action or willful inaction.

Anti-Displacement and Relocation

Consistent with the goals and objectives of 24 CFR Part 570.606, Travis County commits to making all reasonable efforts to ensure activities undertaken with federal funds will not cause unnecessary displacement or relocation of persons (families, individuals, businesses, non-profit organizations and farms).

Travis County's policy on displacement, at present, is to not fund projects that displace persons. A more comprehensive Anti-Displacement and Relocation Plan was approved by the Travis County Commissioners Court in PY 2008. Travis County did not purchase, rehabilitate or demolish occupied real property with CDBG funds during PY 2008 program year.

Specific Activities

HUD requires reporting on certain types of activities funded by CDBG. Below is the list of responses to the required questions.

- **Low/Mod Job Activities:** Travis County did not undertake any low/mod job activities during the reporting year and does not have any planned low/mod job activities for the 2008 program year.

- **Low/Mod Limited Clientele Activities:** Travis County planned one low/mod limited clientele activity during the 2008 program year – a public service project. The Social Work Services Expansion project is currently being implemented successfully. Please refer to the table title "Benefit to Low and Moderate Income Persons by Project" to see the breakdown of clients by income level.

- **Housing Rehabilitation:** Travis County funded housing rehabilitation activities during PY 2008, but did not implement or rehabilitate any housing units during the program year.

- **Neighborhood Revitalization Strategies:** Travis County does not currently have any HUD-approved neighborhood revitalization strategy areas.

Fiscal Related Items

HUD requires reporting on certain types of fiscal-related items funded by CDBG. Below is the list of responses to the required questions.

- **Program Income:** Travis County did not receive any program income during the PY 2008 program year.

- **Prior Period Adjustments**: Travis County will need to adjust the following draws from HUD's IDIS database system due to staff erroneously using prior year flags in the system. The error was discovered too late for the flags to be removed. Making these adjustments will allow the County accurately calculate the public service and administration and planning caps.

Summary of Prior Period Adjustments				
Voucher Number	**Project/Activity**	**Date of Draw**	**Grant Number**	**Amount of Adjustment**
1610384	Public Services, Other	11/24/2008	B-06-UC-480503	$8,120.61
1618956	Public Services, Other	12/17/2008	B-06-UC-480503	$5,459.97
			Public Services Subtotal	**$13,580.58**
1610384	Administration & Planning	11/24/2008	B-06-UC-480503	$7,664.38
1618956	Administration & Planning	12/15/2008	B-06-UC-480503	$7771.09
			Administration and Planning Total	**$15,435.47**

- **Loans and Other Receivables:** Travis County did not have any loans or other receivables during the 2008 program year.

- **Lump Sum Agreements:** Travis County did not use any lump sum agreements during the 2008 program year.

Monitoring

As the lead agency for the development and implementation of the Consolidated Plan, the Travis County HHS&VS Department implements standard policies and procedures for monitoring CDBG programs. These monitoring activities ensure compliance with program regulations and compliance with financial requirements. Federal guidelines include: OMB A-110, OMB A-122, 24 CFR Part 570.603 (CDBG Labor Standards), 570.901-906 (CDBG) and the Davis Bacon Act and Contract Work Hours and Safety Standards Act (CDBG).

HHS/VS provides contract administration for community development activities in conjunction with the Transportation and Natural Resources Department, including but not limited to contract negotiations, compliance monitoring, and payment and contract closeout.

Frequency and Results of Monitoring Activity

Sub-recipients
Travis County engaged one sub-recipient in August 2008 for the land acquisition project. A desk review of the environmental assessment by CDBG staff identified a problem with the land of interest, and as a result, site approval was not given. The sub-recipient is currently looking for another piece of property.

Contractors
During the reporting period, Travis County worked with a construction contractor for the Water Improvement project and a design consultants for the Apache Shores and Lava Lane Street Improvement projects. For the construction contract, the Purchasing Office conducted Davis Bacon interviews and collected certified payroll of workers employed for the conduct of the water improvement project, reviewed invoices for accuracy and compliance with both of the executed contracts, and completed the required reports for each project.

Internal Travis County Departments
For CDBG funded projects implemented by Travis County Departments, the CDBG office has instituted controls at key points of the project implementation process to ensure program compliance. The CDBG office:

- Meets with each project manager and relevant project-related staff at regular intervals throughout the implementation period to review project status, implementation, effectiveness of programs, and compliance issues.
- Reviews any request for purchase prior to HHS/VS department approval.
- Reviews all Request of Qualifications, Request for Proposals, Request for Services, Invitations for BID and contracts prior to the release by the Purchasing Department.
- Requests technical assistance from HUD, as needed, on behalf of each project.
- Reviews the results of project environmental reviews, and submits the appropriate paperwork to HUD.
- Verifies and documents target area, and service area eligibility, monitoring documentation in a quarterly basis.
- Reviews CDBG project expenditures on a monthly basis before draw-downs are made.

CDBG staff completed a variety of monitoring tasks for each project. No funds were provided during the program year to sub-recipients; therefore, the summary below identifies the monitoring activities for internal Travis County CDBG projects:

Street Improvements: Substandard Roads in Apache Shores

- Kept in communication with the project manager.
- Reviewed environmental report and completed paperwork for certification of results by the Commissioners Court.
- Reviewed draws prior to requesting reimbursement from IDIS.
- Received quarterly progress report and updated IDIS.

Street Improvements: Lava Lane

- Kept in communication with the project manager.
- Reviewed draws prior to requesting reimbursement from IDIS.
- Received quarterly progress report and updated IDIS.

Water/Wastewater Improvements: Northridge Acres Water Improvements

- Kept in communication with the project manager.
- Forwarded technical assistance requests to HUD as needed.
- Reviewed project implementation after a change in project managers and provided a high level of technical assistance to the project.
- Reviewed pre-audit findings by Consultant and assisted in improving project compliance.

Public Services, Other: Family Support Services Social Work Services Expansion

- Provided technical assistance and work out for service delivery issues as needed.
- Reviewed client files in February 2009 and made recommendations for improvement.
- Reviewed quarterly performance reports.

- Reviewed and approved all Authorizations to Purchase and travel and mileage requests prior to submission to financial services.

Water/Wastewater and Other Project Planning

- Kept in communication with the project manager.
- Provided additional neighborhoods as needs were identified.
- Assisted in the development of the plan and development of the criteria.
- Reviewed quarterly performance update.

Results of Monitoring Efforts

As a result of the monitoring efforts made, staff was able to identify and address potential issues surrounding compliance with different projects and to improve systems and documentation that needed strengthening. Staff provided review and technical assistance to the land acquisition project resulting in site approval not being provided. Technical assistance has also been provided to the public service project, including collaboration on a different file order and stronger documentation to ensure compliance. Another review of client files is scheduled for the first quarter of 2010. The pre-audit of the water improvement project resulted in several contractual changes for future projects to improve compliance with Davis Bacon, Section 3 and suspension and debarment. Additionally, clearer roles and responsibilities across County Departments have been identified to support the contractual changes.

Institutional Structure and Coordination

Effective implementation of projects during the Program Year 2008 involved a variety of key stakeholders. Coordination and collaboration within the Travis County government and between agencies was instrumental in ensuring the needs in the community were addressed effectively. The departments and agencies involved in the implementation of the projects are described below.

Internal Travis County Departments

The CDBG office engaged several Travis County departments to ensure efficient and effective project planning, management, and implementation. Those departments with key roles in the execution of the projects included the Health and Human Services & Veterans Service Department (HHS/VS), the Commissioners Court, the Transportation and Natural Resources Department (TNR), the County Attorney's Office, the County Auditor's Office and the Purchasing Office.

Health and Human Services & Veterans Service Department

The HHS/VS department is the lead county agency responsible for the administration of the

County's CDBG funding. This department has the primary responsibility of assessing community needs, developing the Consolidated Plan and yearly Action Plans, managing project activities in conjunction with other county departments and community partners, administering the finances, and monitoring and reporting. The CDBG office is located in the Executive Manager's Office within HHS/VS. HHS/VS reports to the Travis County Commissioners Court for oversight authority.

The CDBG office worked with the Research and Planning Division (R&P) within HHS/VS in the areas of community planning, data collection, and resource development. The CDBG office will continue to keep R&P informed about HUD funding streams and continue to work collaboratively identifying and sharing relevant data to ensure a consistent message on emerging issues such changing housing needs and foreclosure.

In particular the CDBG office worked with the R&P Division to map and quantify the foreclosures to get a sense of the extent and nature of the problem. The CDBG office will continue to work on better understanding the extent of foreclosures in Travis County, and determine what, if any, continued investments are needed to strengthen the housing market.

Additionally, the Family Support Services (FSS) Division of HHS/VS managed the CDBG public service project. FSS also manages the seven Travis County Community Centers which provide a key access point for the public to access CDBG information. The CDBG office thus works closely with the Division to ensure the public's access to CDBG documents and encourage outreach and citizen engagement through the Centers.

Travis County Commissioners Court

The Commissioners Court is made of four elected commissioners, one to represent each county precinct and the County Judge who serves as the presiding officer. As a group, the Commissioners and County Judge are the chief policy-making and governing body of the county government. The Commissioner's Court made all final decisions about CDBG fund allocations.

Transportation and Natural Resources Department

The Transportation and Natural Resources Department (TNR) and the CDBG office worked closely to coordinate environmental review functions, project planning, implementation and GIS mapping. TNR and CDBG employees have been trained in environmental regulations. This cross training of both departments allows for quality review and peer consultation.

In addition, as part of the project funded with PY07 & PY08 funds, the CDBG office worked closely with a CDBG-funded Senior Engineer the TNR office hired to finalize a preliminary assessment of areas that need water/wastewater improvements. The CDBG office and the Senior Engineer have and will continue to coordinate the preparation of project scopes,

eligibility, cost estimates, and project design. The Senior Engineer also played an active role in the implementation of CDBG projects that are managed by TNR such as the street improvement projects of Apache Shores and Lava Lane.

The County Attorney's Office

The County Attorney's Office creates and reviews legal agreements as well as provides legal advice and consultation. They created templates to assist with CDBG procurement procedures, related consultant services, subsequent construction documents, and templates for sub-recipient agreements. This type of collaboration is expected to continue during the implementation of the PY09 Action Plan.

The County Auditor's Office

The Auditor's Office provides fiscal oversight for the County including the arrangement of the Single Audit. Over the program year, the Grants Division completed quarterly financial reports, reviewed and approved draw-downs from IDIS and reviewed all agreements for fiscal compliance. Additionally, the Auditor's Office will monitor fiscal compliance of sub-recipients. This type of collaboration is expected to continue during the implementation of the PY09 Action Plan.

Purchasing Office

The Purchasing Office manages the CDBG procurement processes for commodities, professional services and construction. The office received a position funded by the Travis County general fund in 2006 to support CDBG and programs of the Texas Department of Transportation (TxDOT) - two new streams of federal funding. This approach supports compliance with common federal standards and promotes efficiencies within the County. In addition, this position ensures compliance with required labor standards and submits related reports to the CDBG office. The collaboration between the two offices is also expected to continue during the implementation of the PY09 Action Plan.

Public Sector and Non-Profits

During the implementation of the PY08 Action Plan, the Travis County CDBG office coordinated with a variety of local non-profits and governmental entities activities related to project and grant management and community planning. The following list provides some examples of the type of engagements the Travis County CDBG office had with the public and other sectors:

- Consultation with other entitlement counties and cities to exchange models for CDBG grant management and project implementation;
- Information exchange and coordination with other implementing agencies on jointly funded projects;

- Coordination of planning efforts for affordable housing and ending homelessness initiatives with local stakeholders including coalitions of non-for-profits, the City of Austin, and regional organizations.

During the implementation of the PY09 Action Plan, additional engagements are anticipated such as:

- Partnerships with local Community Housing and Development Organizations (CHDOs), non-profits, and other community development and housing providers to explore options for community development and public service projects and leverage other federal, state, local and private funding.
- Coordination of planning efforts with the Travis County Housing Authority and Travis County Housing Finance Corporation for affordable housing programs in the unincorporated areas of the county;
- Engagement of other municipalities in Travis County for future collaboration in the areas of community development and housing activities.
- Coordination of planning efforts with different entities in the Austin metropolitan region such as of the City of Austin and other cities in the county, for areas such as combining future efforts in the development of documents such as comprehensive Analysis of Impediments to Fair Housing Choice and a comprehensive Housing Market Study for the county/region.

Consortium Member Cities

At this time, Travis County's jurisdiction does not include consortium member cities.

Public Engagement

Travis County implements a citizen participation process based upon 24 CFR Part 91.105 and the Citizen Participation Plan (CPP) approved by Travis County Commissioners Court on April 11, 2006. The approved CPP identifies the strategies and structure to fully engage the community.

Development of the PY 2009 Action Plan

Travis County held a total of seven public hearings to provide input and comments on the proposed usage of PY09 funding as documented in the PY09 Action Plan. During the months of February and March 2008, the County held five public hearings specifically to solicit input for the use of CDBG funds. In addition, during the months of June and July, Travis County held two public hearings and a 30-day public comment period to solicit final comment on the proposed uses of CDBG funds. For a detailed version of the public participation activities and comments received please refer to the PY09 Action Plan.

PY 2008 CAPER

During the week of November 9, 2009, Travis County published a Public Notice announcing the availability of the PY 2008 CAPER, the public comment period and the public hearing at Travis County Commissioners Court. The notice appeared in several area newspapers that target the unincorporated areas of Travis County. A copy of the notice may be found in *Appendix A* in English (Attachment A) and Spanish (Attachment B). Public notices were also posted at the Travis County Community Centers, Travis County television and on the Travis County Website.

Travis County HHS/VS drafted the CAPER and presented it to the Travis County Commissioners Court on December 1, 2009. After presentation to Travis County Commissioners Court, the CAPER was posted for public review and written comments prior to approval by the Travis County Commissioners Court.

The comment period commences December 2, 2009, and ends December 16, 2009. Additionally, a public hearing was held at Travis County Commissioners Court on December 8, 2009. Comments on the CAPER may be submitted in writing via email or postal mail to the Travis County Health and Human Services & Veterans Service CDBG staff or verbally at the public hearing. The final CAPER will be posted on the Travis County website (www.co.travis.tx.us). Copies of the full document will be available for review at the seven Travis County Community Centers.

Summary of Citizen Comments on the CAPER

To be provided after the comment period ends.

Evaluation of the CDBG Program

Evaluation of Overall Performance

The Travis County CDBG Program has come a long way since its inception in October 2006, developing the systems that support the management of the grant and compliance with HUD regulations. Although no funds were spent during the first program year and during the second year, funds were spent, but no projects were closed, the third year demonstrated great progress in moving forward to increase impact, performance and spending. The CDBG office will continue to establish the necessary systems in place to ensure program effectiveness.

It's important to note that the CDBG office has had to cope with factors that initially delayed the program implementation. Due to an erroneous funding amount provided by HUD in 2006, the Consolidated Plan was disallowed, requiring a redirection of strategic plans and a substantial amendment to the Consolidated Plan and the PY 2006 Action Plan. The execution of the original grant agreement with HUD was delayed four months. The program continues to feel the impact of the delay especially in the area of timeliness of spending.

Strengths

Over the course of its first three program years, Travis County has gained significant knowledge and experience in the administration of the CDBG program, investing much time in the development of systems for CDBG processes, the collaboration of numerous county departments, and the application of federal regulations. Additionally, staff has sought out training opportunities to increase knowledge of the CDBG staff and staff within County departments. Staff has determined that training, networking and having an excellent understanding of terminology and internal systems strengthen the implementation of projects.

During the program year, staff have evaluated systems put in place as project implementation has occurred, identified weaknesses and put systems and improvements in place to address areas of concern. Staff received a favorable monitoring result after a Labor Standards visit, and are in the process of developing lead based paint procedures for implementation into the appropriate contracts and agreements. With three years past the County, staff are beginning to settle in and move more quickly into the implementation of projects.

Additionally, each County Department involved with CDBG projects is extremely cooperative in communicating status of projects, issues, challenges and resolutions to problems. This level of cooperation allows compliance to be more easily achieved.

Challenges

Project selection and foundation building to support contracted services has proven to be the key barriers to implementing projects and to spending funds timely. With regard to project selection, choosing infrastructure and land acquisition projects were more difficult to implement than anticipated for different reasons. Infrastructure projects take up to 36 months to expend funding. Due to the expensive nature of the infrastructure projects, tying up large amounts of funding for 36 months proves a challenge for achieving timeliness. Land acquisition, on the other hand, can expend large amounts of funding quickly, but the regulations surrounding this type of activity are complicated and take time to learn.

Foundation building is also a key challenge due to the time it takes to understand regulations, build CDBG knowledge within the County, and develop the contracts and other legal documents to support activities. CDBG comes with a reputation of being complicated and

cumbersome; therefore, county staff involved with the program is more cautious before approving items and moving forward with expenditure of funds.

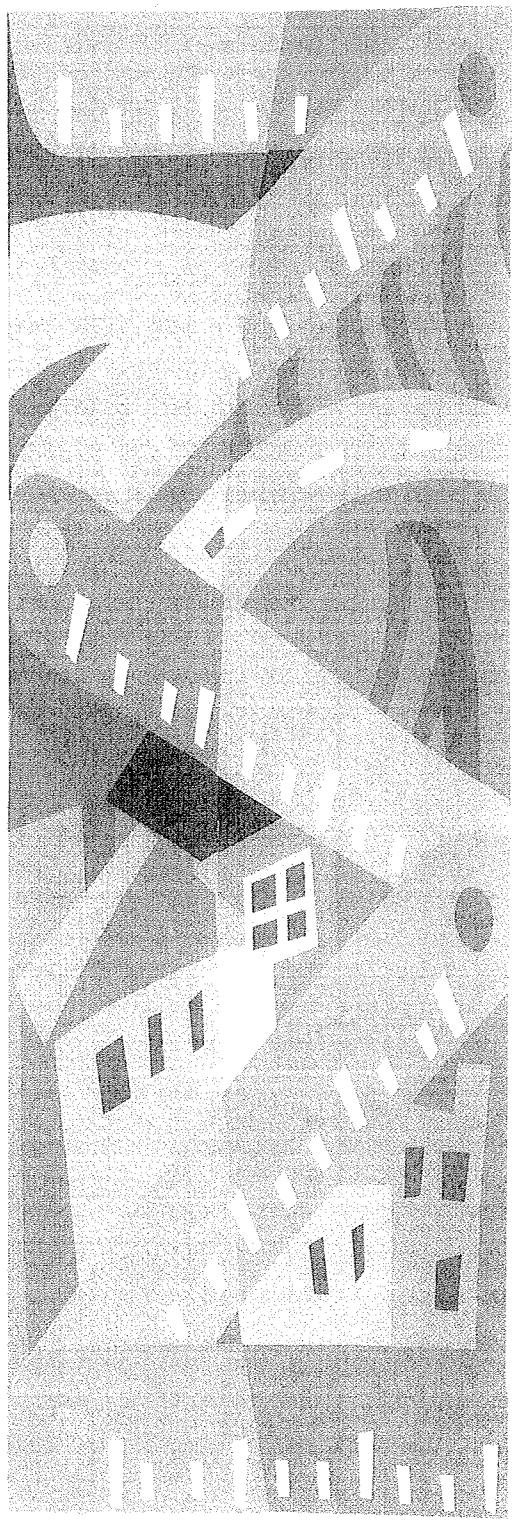
These challenges, in addition to the 4 month delay, have made it difficult to spend money in a timely manner. In hindsight, staff would have provided a variety of high priority categories that allowed for projects which expend funds quickly through County Departments along with more phased implementation of infrastructure projects and the use of experienced consultants to manage the projects.

Goals for Improvement

Staff has identified the following goals for improvement:

1. Continue to look for training opportunities to support knowledge gain to increase grant management skills and CDBG knowledge for County staff.
2. Use consultants to improve project performance with limited CDBG staff expertise or time.
3. Increase knowledge of internal Travis County systems to find the fastest and most efficient ways to implement projects.
4. Fund infrastructure projects in manageable pieces.
5. Fund projects that can be completed within 12-18 months.

Travis County



Section II: Housing and Services for the Homeless

Consolidated Annual Performance and Evaluation Report (CAPER) Program Year 2008:
October 1, 2008 – September 30, 2009

-Prepared by Travis County Health & Human Services & Veterans Service

CDBG Housing Investments

Travis County did not complete any housing units during the reporting period. The CDBG land acquisition project will purchase land for affordable housing development with housing units anticipated on the property on or before 2011. Refer to the project update section of this report to learn more about the specifics of the project.

The following figure – a table required by HUD - identifies the priorities assigned to the housing activities for renters or owners and the populations the County anticipates targeting during the Consolidated Plan period. While priorities and goals have been assigned to housing needs, these represent estimates based on available data. The specific type and level of need in the community is not completely known at this time.

Figure 13: Summary of Housing Priority Needs for 2006-2010 and PY 2008 Accomplishments

Housing Priority Needs and Accomplishments Summary					
Priority Housing Needs (Households)		5 Year Goals	PY 2006 Numbers	PY 2007 Numbers	PY 2008 Numbers
Renter	Small Related	2	0	0	0
		1	0	0	0
		2	0	0	0
	Large Related	0	0	0	0
		1	0	0	0
		1	0	0	0
	Elderly	1	0	0	0
		0	0	0	0
		0	0	0	0
	All Other	1	0	0	0
		1	0	0	0
		2	0	0	0
Owner		20	0	0	0
		15	0	0	0
		31	0	0	0
Special Needs		N/A	N/A	N/A	N/A
Total Goals		68	0	0	0

Overview of Housing Services supported by Travis County

In addition to CDBG, Travis County addressed the housing needs of its residents in PY08 through diverse strategies that included the support of homeless and emergency shelters; transitional, public, assisted, and rental housing; first-time homebuyer programs and owner-occupied assistance programs. These services were either directly delivered by County departments, affiliate entities or by contracted not-for-profit agencies.

Travis County HHS/VS Housing Services

The Travis County Housing Services performs weatherization and home repairs on houses occupied by county residents to improve energy efficiency, the physical living conditions, and safety in these homes. Funding for services comes from the Texas Department of Housing and Community Affairs, the City of Austin and the Travis County General Fund. In the reporting period, a total of 603 county residents received energy saving and emergency repair assistance. The assistance was distributed in the following manner:

- 123 low-income homeowners and renters were helped to meet energy savings through the state-funded Low Income Home Energy Assistance Program (LIHEAP) and a state-funded grant from the Department of Labor.
- 190 very-low and extremely low-income consumers were assisted through the state-funded Comprehensive Energy Assistance Program (CEAP), which replaces or repairs energy using devices such as refrigerators, air conditions and heating systems. This activity aims to improve energy efficiency and reduce heating and cooling costs.
- 180 low-income families were helped with energy saving weatherization.
- 110 individuals received emergency assistance in the form of access ramps and equipment, limited septic system assistance, or gas, heating, and electrical assistance.

Travis County HHS/VS Family Support Services Division

The Family Support Services (FSS) Division provides rent and mortgage assistance as well as utility assistance to stabilize housing for 30 days. Funding for services comes from the Travis County General Fund, the Federal Emergency Management Agency (FEMA), the Comprehensive Energy Assistance Program and a variety of local electric and gas utility providers. The services provided by the FSS division are reported under the Homelessness Prevention section of this report.

Other Travis County HHS/VS Divisions

Other HHS/VS Divisions provide emergency rent or utility assistance on a smaller scale than FSS. These dollars are usually a part of a comprehensive case management program with strategic use of funds for families in need.

Travis County Housing Finance Corporation

Through the Travis County Housing Finance Corporation (TCHFC), Travis County is engaged in a number of efforts to foster and maintain affordable housing. The Corporation provides single-family home ownership opportunities, including down payment assistance to first-time homebuyers who meet certain income requirements. In addition, the Corporation issues tax-exempt bonds to finance the construction or acquisition of multi-family apartments that must provide rental units to certain low and moderate-income families. During the reporting period:

- 39 first-time homebuyers received forgivable loans to purchase homes outside the City of Austin. Loans were made to homebuyers whose incomes were below 80% of the Austin area median family income. The loans were in the amount of either $10,000 or $8,325 and were forgivable over 5 or 10 years. It is estimated that half of the loans were for homes located in the unincorporated areas of Travis County.
- Approximately 10 families who purchased a home in Travis County received 30-year fixed rate mortgages and a 4% down payment grant.
- Approximately 350 families received information about programs in Central Texas to assist them in purchasing a home and 50 families received home buyer education classes.
- Constructed a Visitation Center at the state jail in Eastern Travis County. The Visitation Center was donated to the State of Texas and its cost was $271,370.72. The Center provides shelter and play areas for families waiting to visit inmates at the prison.
- Donated $20,000 to Frameworks CDC to provide foreclosure counseling to Travis County residents who do not live in the City of Austin. Approximately 10 families were assisted in PY0809 who live in the unincorporated parts of the County.

The Housing Authority of Travis County

The Housing Authority of Travis County (HATC) manages three public housing sites, a Section 8 Housing Choice Voucher Program, three Shelter Plus Care Projects and a Lease-Purchase program.

The public housing sites have a total of 105 housing units while the Shelter Plus Care projects provides rental assistance for homeless people with chronic disabilities in the Austin-Travis County area. The program utilizes integrated rental housing and flexible and intensive support services to promote community tenure and independence. These Public Housing and Shelter Plus sites are all located in the incorporated areas of the county.

In the unincorporated areas, HATC administers the Section 8 Housing Choice Voucher Program, assisting very low income, disabled and elderly families or individuals. HATC also operates a Lease-Purchase program, to provide homeownership opportunities for prospective

homebuyers who can afford monthly mortgage payments, but do not have funds for a down payment and/or closing costs or the credit standing to qualify for a loan.

Barriers to Affordable Housing

Many factors impact affordability of the housing stock in the unincorporated areas of Travis County. The high cost of living and the demand for land and housing create a lack of affordable housing for very low- and low-income households. Outlined below are the barriers to affordable housing identified through the 2006-2010 Consolidated Plan's needs assessment, housing market analysis, provider forum and surveys, consultations and public hearings.

Lack of Funding for Affordable Housing

Travis County's Housing Finance Corporation currently has funding and programs in place to increase affordable home ownership through first-time homebuyers down payment assistance and bond programs. While this funding creates opportunities to increase housing affordability, poor credit scores and other factors make it difficult for low to moderate-income families to qualify for mortgage loans.

The majority of Travis County residents with a housing cost burden are renters. Not enough funding exists to subsidize renters to make rents more affordable.

High Cost of Housing, Land and Infrastructure

The high cost of housing, land and infrastructure makes homeownership and rents unaffordable to many of Travis County's low-income families. For residents with low- to moderate-income, the availability of homes at affordable prices is dwindling. The execution of the land acquisition project will assist in addressing this barrier.

Building Codes, Zoning Provisions, Growth Restrictions and Fees

At this time, Travis County does not have any building codes, zoning provisions or growth restrictions in the unincorporated areas. This is largely a function of state statutes that place significant limits on the authority of counties to regulate or restrict development. While less restrictions, codes and provisions initially increase affordable development, it also increases the likelihood for substandard housing and other unsuitable living conditions throughout the unincorporated areas. The Travis County Commissioners Court is currently exploring ways the county can expand its land use authority in the unincorporated areas.

Environmental Regulations

Several state and federal regulations exist to protect the environment including the Endangered Species Act, the National Pollutant Discharge Elimination System and the Wetland regulations. Texas rules include regulation for the installation of septic systems and for development over the Edwards Aquifer. These regulations may increase costs for development, affecting affordability. When possible, land identified for purchase will target areas where environmental costs will not substantially increase the cost of housing.

Addressing Barriers to Affordable Housing

Refer to previous section to see Travis County's investments in promoting affordable housing.

Impediments to Fair Housing Choice

HUD has a commitment to eliminate racial and ethnic segregation, physical and other barriers to persons with disabilities, and other discriminatory practices in the provision of housing. HUD extends the responsibility of affirmatively furthering fair housing to local jurisdictions through a variety of regulations and program requirements.

As an entitlement county receiving CDBG funds from HUD, Travis County must fulfill its fair housing responsibilities by developing an analysis of impediments to fair housing choice and by taking actions to overcome the identified impediments. Given the County's limited history administering the grant (since October 2006), the complexities of conducting a thorough analysis, and the limited staff resources, the CDBG office of Travis County developed a preliminary analysis to lay the ground for a more comprehensive analysis to be conducted by a consultant with PY08 funds. The scope of work and request for proposals for the analysis of impediments are currently being drafted.

The preliminary analysis highlights the impediments identified by the City of Austin in the analysis they published in February, 2005. Since much of the analysis conducted by the city, used county data, the impediments can be expected to hold in other areas of the county including non-incorporated areas. The identified impediments are the following:

- Lack of accessible housing to meet the need of the disabled community throughout the county
- Lack of affordable housing
- Discrimination of minorities in housing rental and sales market
- Misconception by property managers concerning family occupancy standards
- Predatory lending practices

- Disparity in lending practices
- Failure of mortgage lenders to offer products and services to very low-income and minority census tracts people
- Insufficient financial literacy education
- Insufficient income to afford housing

The analysis of impediments that will be conducted with PY08 funds will reveal to what extent the impediments mentioned are applicable to the county as a whole as well as any other impediments that might be unique to the unincorporated areas. The analysis will also include a specific fair housing action plan to address those impediments.

Travis County currently addresses fair housing issues in the following manner:

- The CDBG webpage on the Travis County website now has a page focused solely on fair housing and referrals to report fair housing violations. www.co.travis.tx.us/health_human_services/CDBG/FairHousing/fair_housing.asp
- A TV ad is continuously run by the Travis County television channel referring those that have felt they have experienced housing discrimination to contact the CDBG office for further information.
- Part of the CDBG investments are aimed to increase affordable owner housing.
- CDBG and Travis County General Fund investments are made in basic needs and case management which can address issues such as financial literacy, underemployment, and access to federal benefits. All of these areas can help residents with opportunities to increase their income and their access to housing.
- Funding of social services from the Austin Tenant's Council (ATC) and Texas Rio Grande Legal Aid, Inc. ATC provides information about housing rights and advocacy to protect the housing rights of low income and minority residents of Travis County. Texas Rio Grande Legal Aid, Inc. provides legal assistance to obtain or preserve safe, decent, and affordable housing for clients facing eviction and/or homelessness. During the program year over $150,000 was invested in County General Funds which provided service to over 10,000 people.
- The Family Support Services Division, which operates within HHS/VS, addresses issues of possible fair housing discrimination by referring clients to these organizations.

In spite of these efforts, the County needs to develop a comprehensive action plan to identify and address all of the impediments. The Analysis of Impediments study will allow the County to target efforts to reduce discrimination and barriers to affordable housing through advocacy, policy change and strategic investments.

Homeless

Planning Efforts to End Homelessness

Travis County is a member of the Ending Chronic Homelessness (ECHO) Coalition whose mission is to identify specific strategies and oversee ongoing planning and implementation of a plan to end chronic homelessness in Austin and Travis County. The coalition is comprised of four committees: Planning & Evaluation, Prevention, Exiting, and Event/Community Education. These committees in turn have subcommittees. Regular monthly meetings for each committee/subcommittee are held, and plenary meetings for all ECHO members are held quarterly.

Travis County CDBG staff joined ECHO's Planning and Evaluation Committee during PY07 and since then has participated in a number of subcommittees including the Count and Survey sub-committee in charge of the annual homeless count, the Continuum of Care (CoC) Sub-committee and Independent Review Team that reviews and ranks CoC applications and provides feedback to contracting agencies. Refer to the section on HUD Continuum of CARE (CoC) Funding for further details on CoC.

Homeless Services

During the 2008 program year, Travis County did not target the use of CDBG funds toward homeless efforts. However, Travis County invested $248,119 in general fund dollars via contracts with social service providers targeting the homeless persons in conjunction with the Austin/Travis County ESG grant administration and the Austin/Travis County Plan to End Chronic Homelessness. Services provided include:

- 908 unduplicated clients received case management
- 48 unduplicated clients received supportive housing
- 4,791 adult and children received shelter
- 188 adult and children were placed in transitional housing
- 115,950 bed/nights were offered for emergency shelter.

Homelessness Prevention

A variety of homelessness prevention efforts are made through the Travis County General Fund and other grant sources. HHS/VS invests funds through its Family Support Services Division (FSS) to address housing stability issues including rent, mortgage and utility assistance. During the reporting period, FSS provided over $ 3,800,000 of General Fund and grant assistance dollars to:

- 9,347 individuals with emergency rent/mortgage payments to stabilize housing for 30 days
- 20,632 individuals with utilities to resolve an energy crisis and maintain housing.

HHS/VS invests additional dollars through social service contracts focusing on housing stability.

HUD Continuum of CARE (CoC) Funding

Continuum of Care is a funding mechanism by which HUD awards through a national competition grants for the Supportive Housing Program (SHP), Shelter Plus Care (S+C) and the Section 8 Moderate Rehabilitation Single-Room Occupancy (SRO) Program to states, localities and non-profits organizations.

The SHP program provides funding for the development of transitional housing for homeless individuals with disabilities. The S+C program provides rental assistance for homeless people with chronic disabilities (usually severe mental illness, HIV/AIDS, and chronic drug and/or alcohol dependency). All grantees are required to match their federal funding for rental assistance with equal funding for supportive services. The SRO program provides project-based rent subsidies for occupants of single-room occupancy facilities that have undergone moderate rehabilitation.

The Austin/Travis County received approximately $5 million in HUD Continuum of Care (CoC) funding for the 2008/2009. Part of the funding will focus on projects that qualify as part of the SHP program while the other part will target projects under the S+C programs. Additionally, the CoC received a Samaritan bonus to increase funds for permanent supportive housing.

HOME/ American Dream Down Payment Initiative (ADDI)

Travis County does not receive HOME or ADDI funds at this time.

Emergency Shelter Grant

Travis County does not receive Emergency Shelter Grant funds at this time.

Addressing "Worst Case" Housing Needs

Addressing the housing needs of persons with disabilities and households who live at or below 50% of the Median Family Income (MFI) is critical to ensuring a viable community. HUD defines households with worst case needs as unassisted renters with incomes below 50% of the local area median income who pay more than half of their income for housing or live in severely substandard housing.

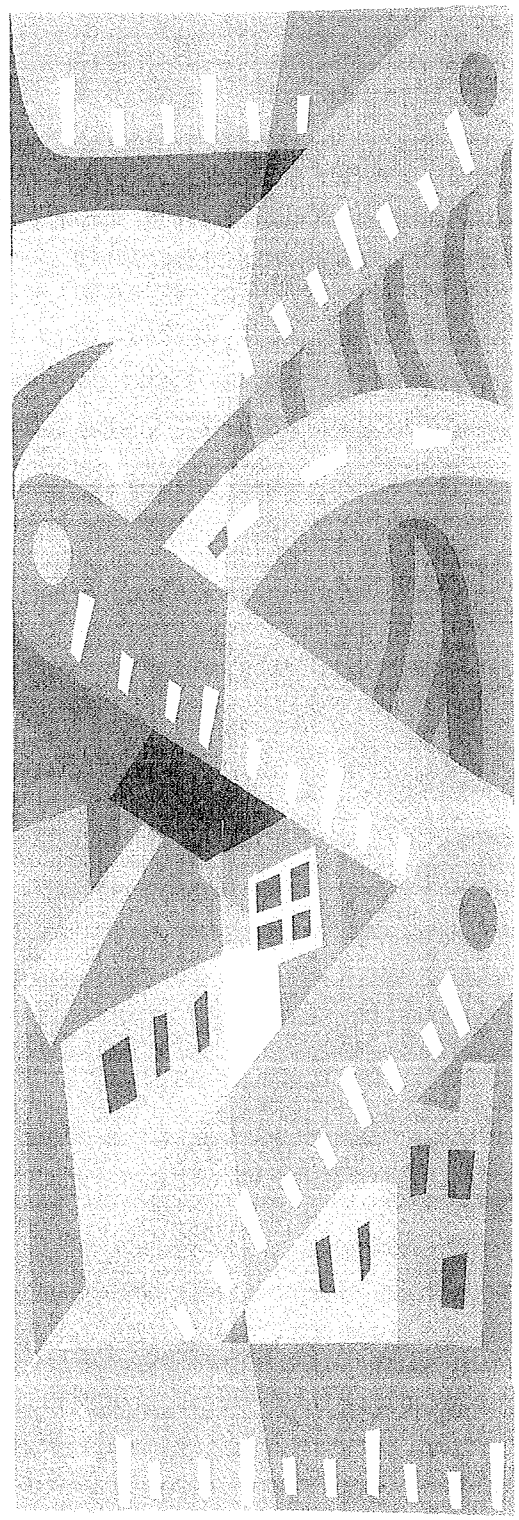
CDBG Efforts

The implementation of the FSS Social Work program this year provided data to demonstrate the housing needs. More than half of the households served thus far, identified having a housing problem (either in need of housing or requiring major housing repairs). The land acquisition project funded with CDBG dollars will purchase land for affordable housing development for very- low income (30% MFI) and low-income (50% MFI) families. Housing units will be built on the property on or before 2011.

Travis County Efforts

The County addresses worst case housing needs in a variety of ways including targeted investments to low income persons. Additionally, Travis County Housing Services performs weatherization and home repairs on houses occupied by county residents to improve energy efficiency, the physical living conditions, and safety in these homes. As pointed out in an earlier section of this report, during the PY08, a total of 603 county residents received energy saving and emergency repair assistance.

Travis County



Section III: Non- Housing Community Development and Other Actions

Consolidated Annual Performance and Evaluation Report (CAPER)
Program Year 2008:
October 1, 2008 – September 30, 2009

-Prepared by Travis County Health & Human Services & Veterans Service

Non-Housing Community Development Investments

Non-Housing Community Development projects include infrastructure, public facilities and public service projects. Out of these three categories Travis County identified infrastructure and public services in their high priorities for the 2006-2010 period. Within the infrastructure category, water and wastewater projects and street improvement projects were prioritized. For public services, youth services and "Other Public Service Needs" were prioritized. Other public service needs encompasses most public services except youth services, senior services, employment training, child care services, transportation services, substance abuse services, health services and lead hazard screening.

Figure 14: Community Development Priorities Identified for the 2006-2010 Consolidated Plan and Program Years 2006 -2008

Area of Priority	Priority Need Level for the 2006 – 2010 period	Projects for PY 06, 07 & 08	Dollars to Address Needs*	Dollars Spent in PY 2006	Dollars Spent in PY 2007	Dollars Spent in PY 2008
Infrastructure						
Water/Sewer Improvements	High	√	$2,500,000	$ 0	$72,297.55	$127,702.45
Street Improvements	High	√	$1,500,000	$ 0	$ 0	$177,868.99
Public Service Needs						
Youth Services	High	√	$250,000	Funds were Relocated	NA	NA
Other Public Service Needs	High	√	$500,000	$ 0	$27,010.28	$64,293.25

* "Dollars to Address Needs" refers to how many dollars it would take to make the problem "go away." This concept is part of a table that is required by HUD. The numbers listed under the "Dollars to Address Needs" are vague estimates made in 2006 that do not necessarily represent actual figures.

During the past three years, CDBG dollars in Community Development have been allocated to support the improvement of a water delivery system, the improvement of substandard roads and the planning of water and wastewater projects. Refer to the figure below for a summary of CDBG investments in community development for 2006-2008.

Figure 15: Overview of Travis County CDBG Investment in Community Development

Table 2B: Community Development Needs/Projects		
Community Development Needs/Projects	**Priority Need Level**	**Budgeted in PY06, PY07 & PY08**
INFRASTRUCTURE		
Water Improvements PY06	High	$ 200,000
Street Improvements PY 06	High	$ 388,659
Street Improvements PY 07	High	$ 500,000
	Total Infrastructure	$1,088,659
PUBLIC SERVICE		
Other Public Service Needs PY 07	High	$ 64,000
Other Public Service Needs PY 08		$ 64,788
	Total Public Service	$ 128,788
ECONOMIC DEVELOPMENT	Low	$ 0
PUBLIC FACILITY	Medium and Low	$ 0
PLANNING		
Water/Wastewater Improvement Planning PY 07	Not applicable	$ 88,727
Water/Wastewater Improvement Planning PY 08	Not applicable	$ 108,704
	Total Planning	$ 197,431
TOTAL CDBG Dollars Invested in Community Development:		**$ 1,414,878**

In addition to CDBG projects, the County's infrastructure department, Transportation and Natural Resources, conducts community development activities in the form of public parks, bridge and drainage projects, storm water management, road maintenance, onsite sewage facilities, transportation planning, and various other projects, totaling approximately $70,639,854 in PY 2008.

Water and Wastewater Needs

Water and wastewater needs have been a recurring need brought up by residents during the last three years in the CDBG public hearings held. As a result of lowering water tables, as well

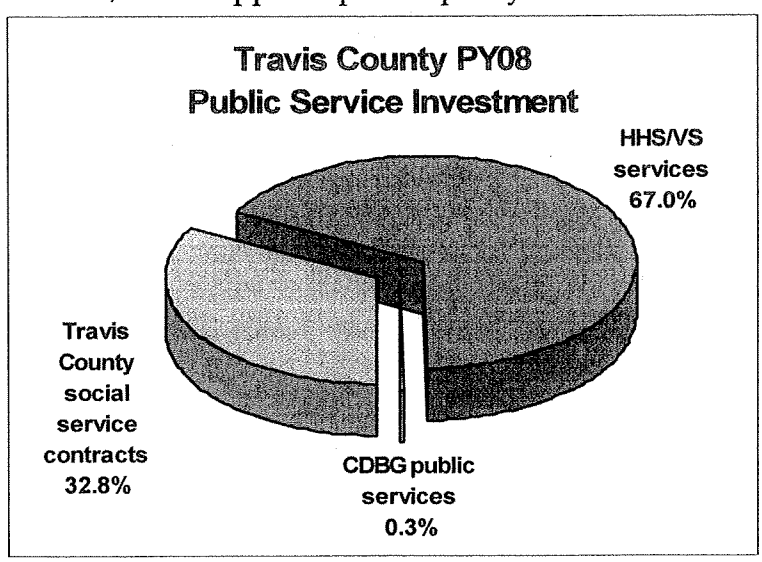
as the development occurring in the South and East areas of the County, families are experiencing a shortage of water in their wells. Some families have to truck in water, while others go without this needed resource. The public infrastructure needed to resolve neighborhoods' access to water is costly and requires strategic planning and the creation of partnerships.

During the reporting period, CDBG funded a water/wastewater study of the neighborhoods that have self-identified a need. When completed, the study will provide the County objective and organized data to determine next steps. The planning will also assist in the development of opportunities to leverage funds with public and private dollars to address identified needs.

Anti-Poverty Strategy

Travis County's lead agency for administering CDBG funds is the Health and Human Services & Veterans Service Department, whose mission is "to work in partnership with the community to promote full development of individual, family, neighborhood, and community potential." The vision of HHS/VS is "optimizing self-sufficiency for families and individuals in safe and healthy communities." Both the mission and vision of HHS/VS are essentially aimed at preventing and ameliorating conditions of poverty in the County.

Travis County operates a number of anti-poverty programs that assist individuals and families on multiple fronts in transitioning from crisis to self-sufficiency. The County carries out its anti-poverty programs both through the direct delivery of services managed by the Health and Human Service and Veteran Service Department and by purchasing services from private and not-for-profit agencies in the community. In addition to the provision of direct services, Travis County continually assesses the poverty and basic needs of county residents, works with stakeholders in facilitating anti-poverty efforts, and supports public policy initiatives that prevent and ameliorate conditions of poverty.



HHS/VS contracts annually with over 40 non-profits in the form of social service contracts. During the 2008 program year $8,352,643 was spent through social service contracts. In addition, during the 2008 program year the Health and Human Services & Veterans Service Department (HHS/VS) provided $17,059,923 in direct public services. The following figure compares the percentages of

Travis County public service investments in PY08 broken down by those contracted out, the CDBG investments and the direct investments delivered by HHS/VS.

HHS/VS began to develop a formal anti-poverty strategy during the 2006 program year. A committee made up of HHS/VS employees from across different divisions met to discuss the development of an anti-poverty strategy led by CDBG staff. In PY09, work will continue to further the development of an official anti-poverty strategy.

CDBG is funding an expansion of a social service program in the unincorporated areas. Through this program, many clients have manifested multiple needs related to housing, health, income and lack of basic services. Housing needs seems of particular importance with more than half of the clients served identifying as a major concern, the lack of affordable housing, or the lack of income to maintain a home. In addition, more than half of the clients served so far identified a lack of basic services nearby as a major obstacle. Additionally, about 20% of the households served have been involved with Adult Protective or Child Protective Services during service provision demonstrating the level of case management need and level of intensity of the cases.

The needs of the residents in the unincorporated areas have not been studied and quantified as much as those that live within the city limits. The work of the social services program will continue to identify those needs and will serve as a starting point for a more thorough needs assessment to be conducted during the development of the next CDBG Consolidated Plan.

Non-Homeless Special Needs

HUD identifies non-homeless special needs populations as elderly, frail elderly, those with severe mental illness, the developmentally disabled, the physically disabled, persons with alcohol and other drug addictions, victims of domestic violence, and persons living with HIV/AIDS. Over the five-year strategic direction of the 2006-2010 Consolidated Plan, no specific goals for CDBG are targeted to address non-homeless special needs.

Travis County's HHS/VS provides services to special needs populations through direct services as well as social service contracts and inter-local agreements with other governmental organizations. Travis County HHS/VS invests in different programs to address public health, substance abuse, indigent health, and mental health needs.

Services for Elderly & Frail Elderly

Travis County funded $169,840 dollars worth of services to the elderly and frail elderly through social service contract investments during the reporting period. Services provided include in-home care services, bill payer services, meals, and case management. In-home

services include assistance with personal hygiene tasks as well as housekeeping, while bill payer services include assistance with finances and money management. There were:

- 4,859 unduplicated clients served
- 648,369 prepared meals provided
- 832 unduplicated clients received case management services
- 168 individuals received in-home services

Services for Persons with Physical Disabilities or Developmental Delays

Through social service contract investments during the reporting period, Travis County funded $222,859 dollars worth of services for persons with physical disabilities and developmental delays. Services centered around employment and job-readiness, case management, early childhood intervention, basic needs assistance, and social/recreational opportunities. A total of 956 unduplicated children and adults were served during the reporting period.

Services for Victims of Domestic Violence

Travis County funded $194,077 dollars worth of services for persons experiencing abuse, neglect, domestic violence, and sexual assault through social service contract investments in the 2009 Fiscal Year (PY08). Services centered around advocacy, crisis management, emergency shelter, transitional housing, and counseling. Approximately 28,164 days of shelter and 789 unduplicated adults and children received services during the reporting period.

Services for Persons Living with HIV/AIDS

In PY08, Travis County funded $235,422 dollars worth of services for persons living with HIV/AIDS (PLWA) through social service contract investments. Services centered around advocacy, crisis management, emergency shelter, transitional housing, and counseling. A total of 13,718 persons received services including case management, primary medical care retention, client advocacy, medication adherence assistance, food bank assistance, nutritional counseling, home health, prevention, and support groups. Additionally, Travis County provided other services through health and public health inter-local agreements.

Lead-Based Paint

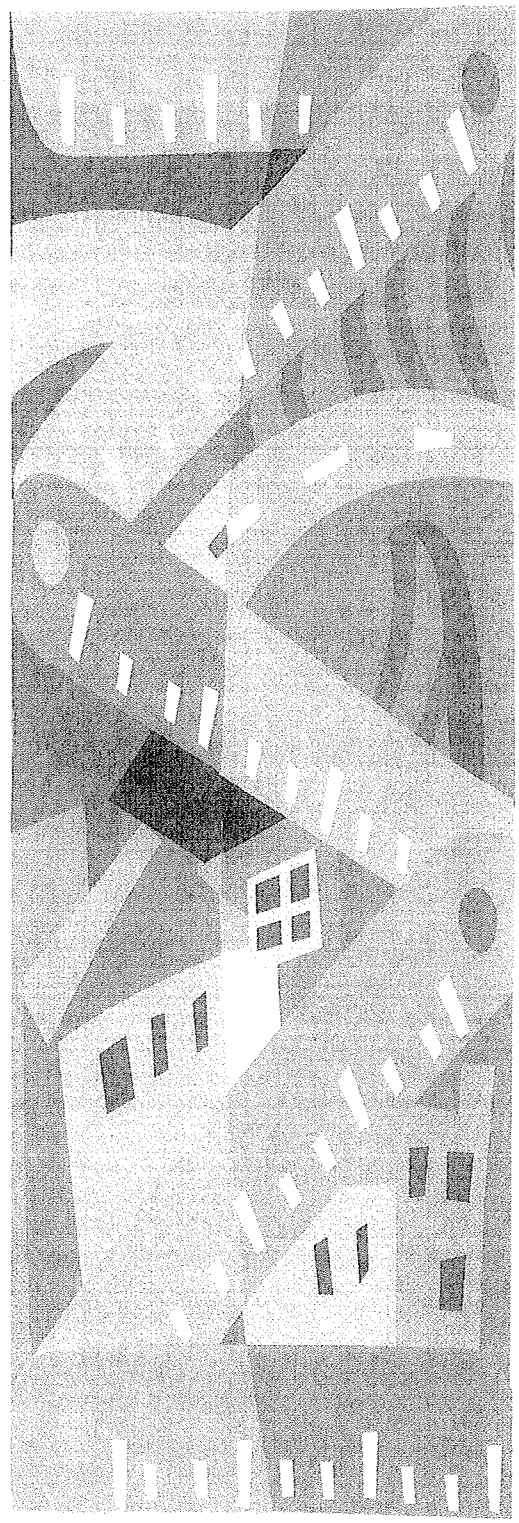
During PY08, the CDBG office began developing a lead-based paint procedures manual for guiding the implementation of the home rehabilitation project. Prior to contracting for the owner occupied rehabilitation program, the County will finish the manual and follow its guidelines to comply with the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September, 1999. The procedures will include notification, identification, and treatment, if necessary.

HHS/VS Housing Services Division, which receives funds through State grant funds and the Travis County General Fund, provides limited lead-based paint remediation on houses built before 1978 where small holes in the wall or similar acts that could cause additional possible lead exposure are made. The Housing Services Division did not conduct any lead based paint remediation during the 2008 program year.

Specific HOPWA Objectives

Travis County does not receive HOPWA funds at this time.

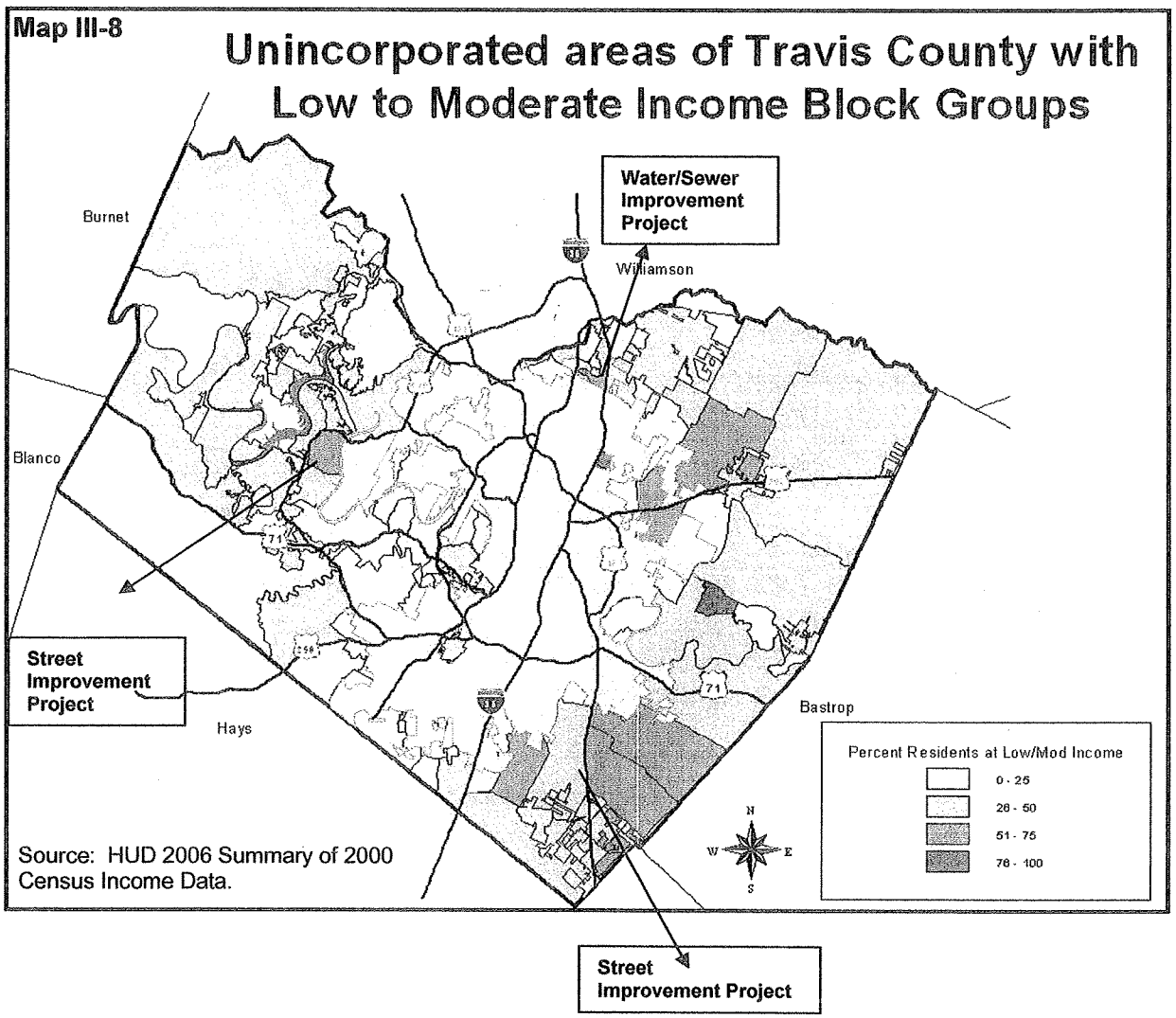
Travis County

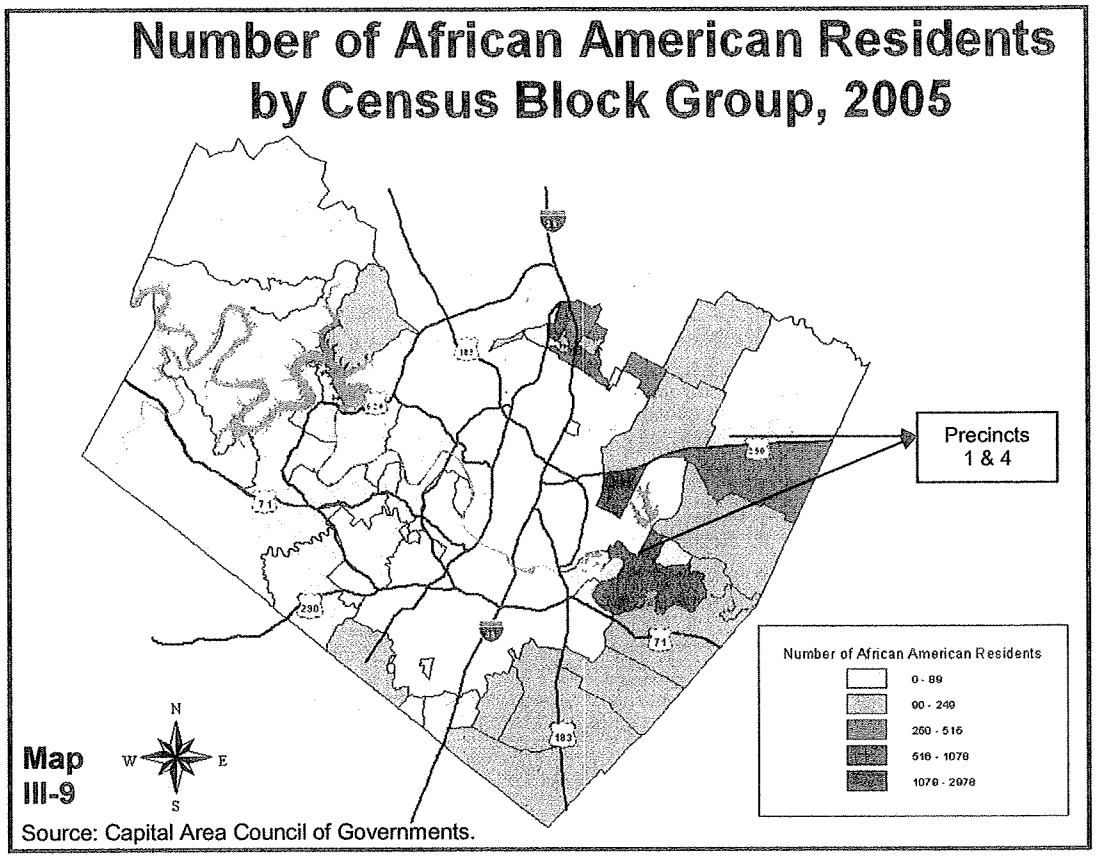


Appendix A: Maps

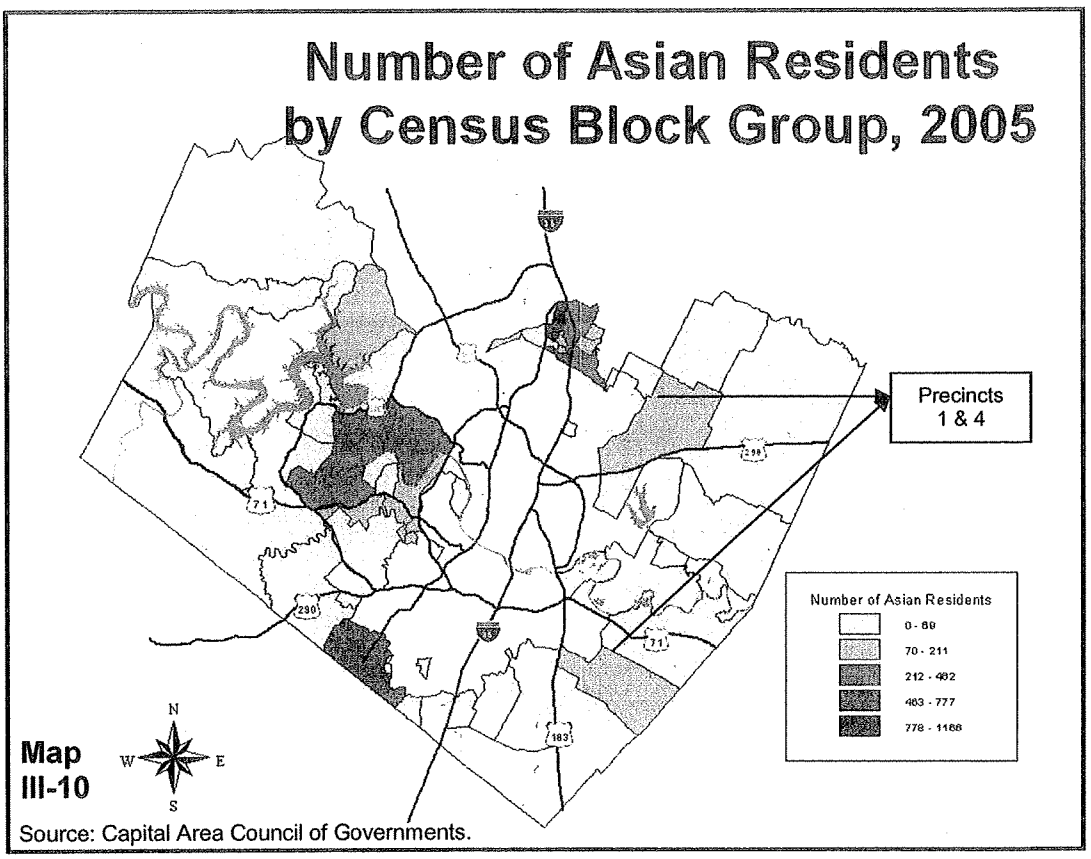
Consolidated Annual Performance and Evaluation Report (CAPER) Program Year 2008:
October 1, 2008 – September 30, 2009

-Prepared by Travis County Health & Human Services & Veterans Service

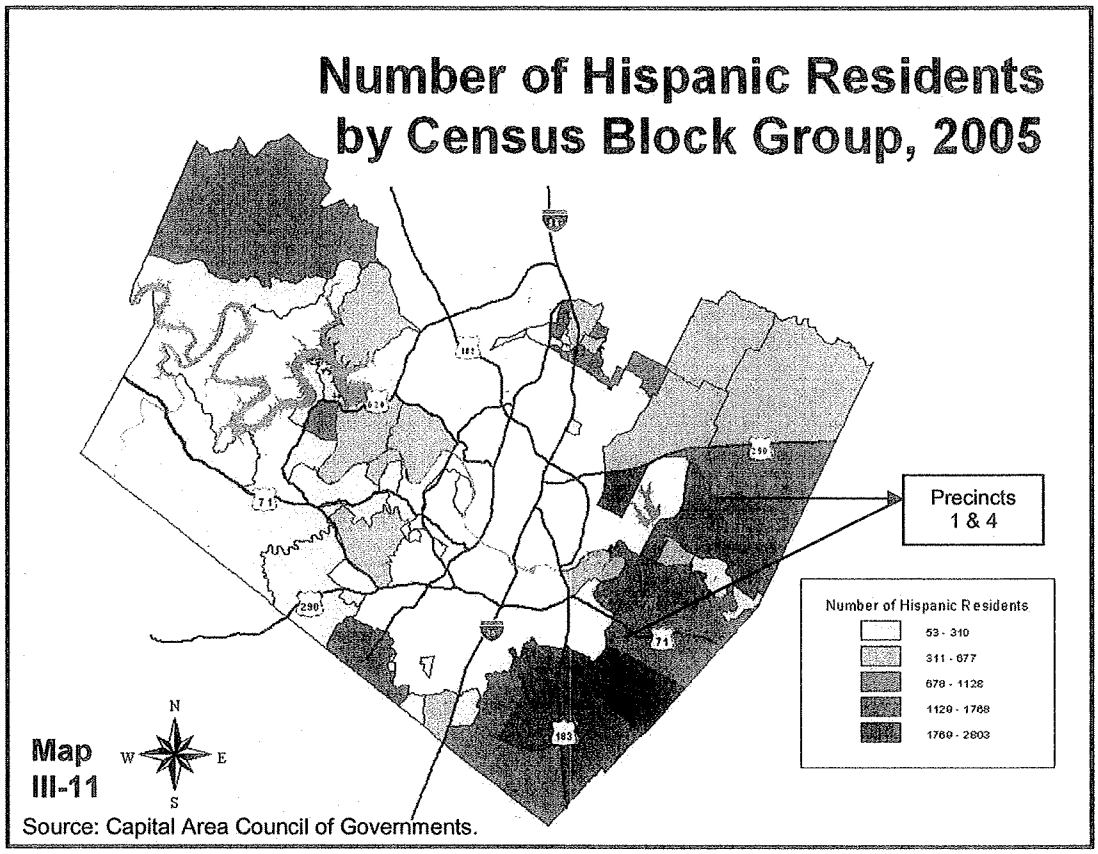

Map III-8
Unincorporated areas of Travis County with Low to Moderate Income Block Groups
Water/Sewer Improvement Project
Burnet
Williamson
Blanco
Street Improvement Project
Hays
Bastrop
Percent Residents at Low/Mod Income
0 - 25
26 - 50
51 - 75
76 - 100
Source: HUD 2006 Summary of 2000 Census Income Data.
Street Improvement Project



Source: Capital Area Council of Governments.

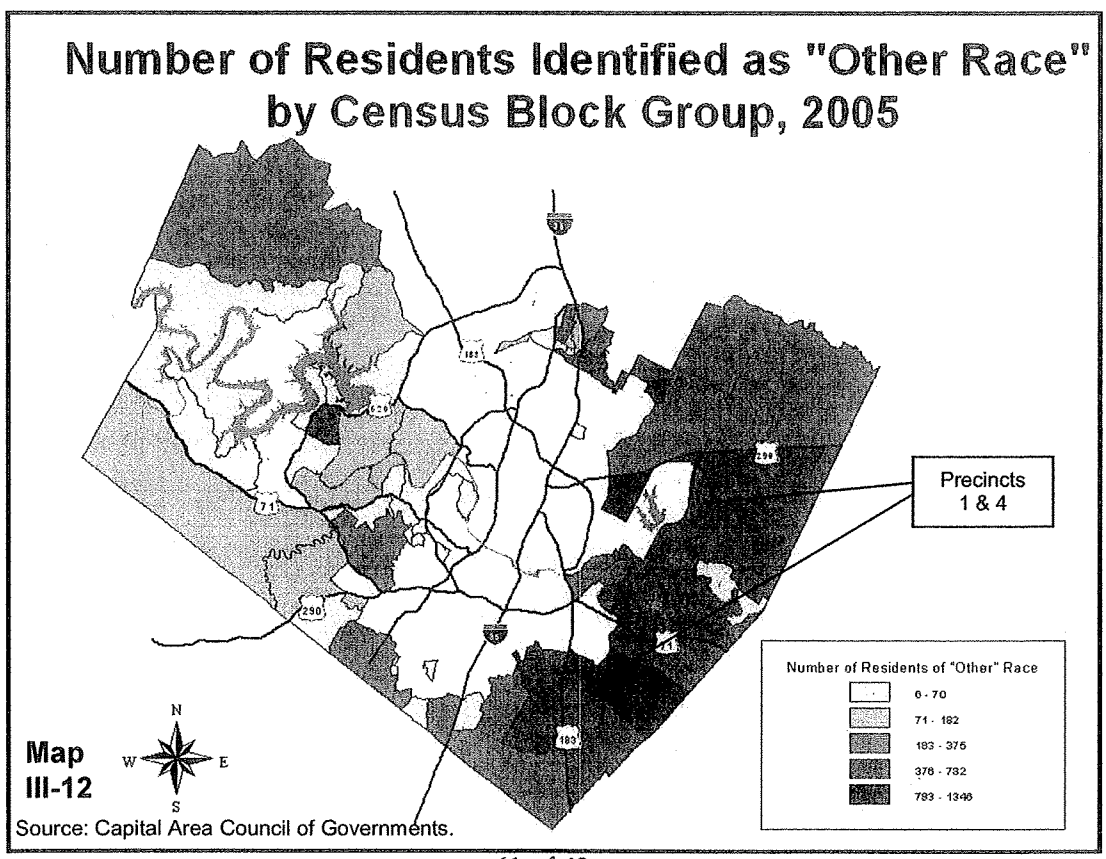


Source: Capital Area Council of Governments.



Map III-11

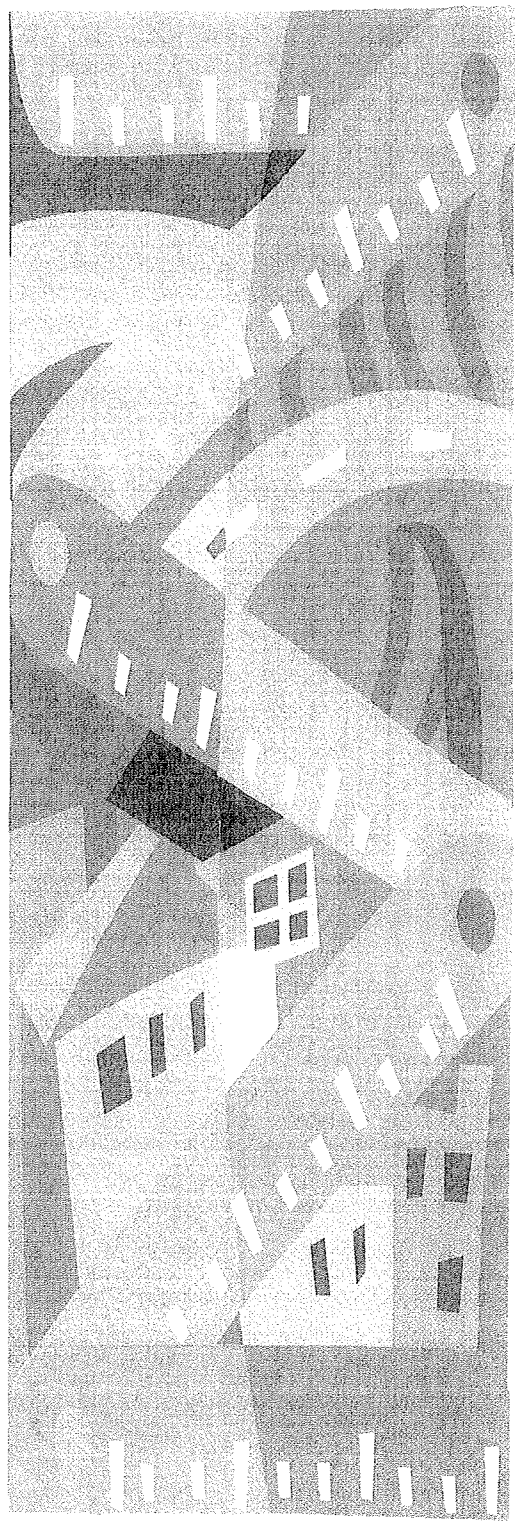
Source: Capital Area Council of Governments.



Map III-12

Source: Capital Area Council of Governments.

Travis County



Appendix B: Public Engagement

Consolidated Annual Performance and Evaluation Report (CAPER) Program Year 2008:
October 1, 2008 – September 30, 2009

-Prepared by Travis County Health & Human Services & Veterans Service

Attachment A

Travis County
Community Development Block Grant (CDBG) Program
Public Notice: Invitation to Comment on the
Draft of the Program Year 2008 CDBG Annual Report

As part of Travis County's ongoing public engagement related to its Community Development Block Grant (CDBG) Program, Travis County will make available to the public its Program Year 2008 CDBG annual report known as the Consolidated Annual Performance and Evaluation Report (CAPER).

The CAPER covers a period from October 1, 2008 to September 30, 2009, and describes progress made in carrying out the CDBG projects. This report will be submitted to the U.S. Department of Housing and Urban Development to meet federal requirements.

Comment Period and Draft Document

Comments will be accepted for 15 days beginning December 2, 2009 at 8:00 a.m. and ending December 16, 2009 at 5:00 p.m. Beginning December 2, 2009, a draft document will be available for download on the Travis County CDBG page www.co.travis.tx.us/CDBG or available for review at any of the seven Travis County Community Centers:

South Rural Community Center	3518 FM 973, Del Valle
Travis County Community Center	15822 Foothills Farm Loop, Bldg D, Pflugerville
West Rural Community Center	8656-A Hwy 71 W., Suite A, Oak Hill
Northwest Rural Community Center	18649 FM 1431, Jonestown
East Rural Community Center	600 W. Carrie Manor, Manor
Palm Square Community Center	100 N. IH-35, Suite 1000, Austin
Post Road Community Center	2201 Post Road, Suite 101, Austin

Public Hearings

The public can provide their comments by attending a Public Hearing scheduled for Tuesday, December 8, 2009 at 9:00 a.m. at Travis County Granger Building, Commissioners Courtroom, 314 W. 11th St, Austin, TX.

Mailing Comments

The public can also mail their comments to: CDBG Program, Travis County, HHSVS P.O. Box 1748, Austin, TX 78767 or or e-mail them to Christy Moffett at christy.moffett@co.travis.tx.us .

Travis County is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Please call 854-3460 for assistance.

Attachment B (Advertisement in Spanish)

Condado de Travis
Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG)
Aviso Público: Invitación para Comentar sobre el Informe Anual del Programa CDBG para el Año Programático 2008

Como parte del proceso continúo de participación ciudadana dirigido por el Condado de Travis en relación al Programa de Subsidio Globales para el Desarrollo Comunitario (CDBG por sus siglas en inglés), el Condado de Travis pondrá a la disponibilidad del público, un borrador del Informe Anual Consolidado de Desempeño y Evaluación (CAPER) del programa CDBG.

El informe de desempeño cubre el período del 1° de Octubre de 2008 al 30 de Septiembre de 2009, y describe los avances de los proyectos CDBG. Conforme a lo establecido por los requisitos federales del programa CDBG, el informe será presentado ante el Departamento de Vivienda y Desarrollo Urbano de EE.UU.

Periodo de Comentario y Documento Preliminar
Los comentarios públicos se aceptarán por un período de 15 días a partir del 2 de Diciembre de 2009 a las 8:00 a.m. hasta el 16 de Diciembre de 2009 a las 5:00 p.m. La versión preliminar del informe estará disponible para ser revisado a partir del 2 de Diciembre de 2009 en la página web www.co.travis.tx.us/CDBG o en los siguientes centros comunitarios:

Centro Comunitario Rural del Sur	3518 FM 973, Del Valle
Centro Comunitario del Condado de Travis	15822 Foothills Farm Loop, Bldg D, Pflugerville
Centro Comunitario Rural del Oeste	8656-A Hwy 71 W., Suite A, Oak Hill
Centro Comunitario Rural del Noroeste	18649 FM 1431, Jonestown
Centro Comunitario Rural del Este	600 W. Carrie Manor, Manor
Centro Comunitario de Palm Square	100 N. IH-35, Suite 1000, Austin
Centro Comunitario de Post Road	2201 Post Road, Suite 101, Austin

Audiencia Pública
El público puede suministrar sus comentarios asistiendo a una Audiencia Pública planificada para el Martes 8 de Diciembre de 2009 a las 9:00 a.m. en la Sala de la Corte Comisionada ubicada en el Edificio Granger del Condado de Travis, en la dirección 314 W. 11th St, Austin, TX.

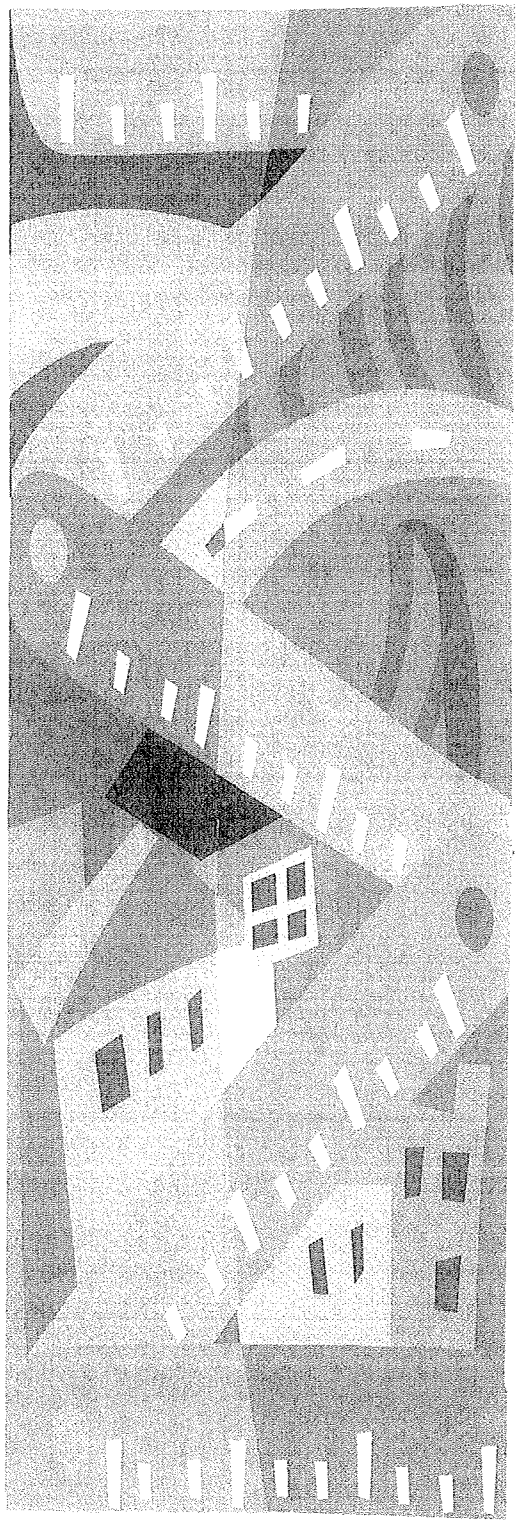
Envío de Comentarios
El público puede enviar sus comentarios por correo postal a la dirección: CDBG Program, Travis County HHSVS P.O. Box 1748, Austin, TX 78767 o por e-mail a Christy Moffett al correo electrónico christy.moffett@co.travis.tx.us

El Condado de Travis está comprometido a cumplir con la Ley de Americanos con Discapacidades (ADA) y con la Sección 504 de la Ley de Rehabilitación de 1973, según su enmienda. Al solicitarlo, se proporcionarán modificaciones razonables e igual acceso a comunicaciones. Si necesita ayuda, por favor llame al 854-3465.

Attachment C
Summary of Public Comments

Comments received during the public comment period will be added in this section.

Travis County



Appendix C: IDIS Reports

Consolidated Annual Performance and Evaluation Report (CAPER) Program Year 2006

October 1, 2006 – September 30, 2007

-Prepared by Travis County Health & Human Services & Veterans Service

The following reports will be added to the final report:

Attachment A: CDBG Financial Summary Report (CO4PR26)

Attachment B: Program Year 2007 Summary of Accomplishments (CO4PR23)

Attachment C: Summary of Consolidated Plan Projects

Attachment D: CDBG Activity Summary Report for Program Year 2007 (CO4PR03)

3

BUDGET AMENDMENTS AND TRANSFERS
FY 2010

COUNTY JUDGE'S OFFICE
09 NOV 25 AM 9:45

12/1/2009

AMENDMENTS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		001	9800	981	9892	Reserves	Allocated Reserves		$ 516,000	1
		001	4530	593	6099	Juv.Prob.	Other Purchased Services	$ 516,000		

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Commissioners Court

Travis R Gatlin

FROM: Travis R. Gatlin, Sr. Planning and Budget Analyst

DATE: November 9, 2009

RE: Restoration of Juvenile Probation's FY 10 One-time Reduction for the Family Preservation Contract due to Changes in Title IV-E Grant Allocations

The FY 10 Adopted Budget includes a one-time reduction in Juvenile Probation's General Fund Budget as the result of shifting the $516,000 Family Preservation contract to the department's Title IV-E grant funds. The contract provides in-home therapy and case management to juveniles and their families. This one-time reduction was proposed by the department as part of their required 5% reduction proposals for the FY 10 Budget Process and was supported by the department and PBO at the time the Preliminary Budget was filed in July. At the time it was believed that there would be sufficient one-time resources within these grant funds for this temporary shift along with covering the existing programs already funded by Title IV-E funds. The reduction was recommended with the understanding that the contract would be moved back to the General Fund once grant resources were no longer available to support the contract. After the Preliminary Budget was filled, the department was informed that there have been recent changes with the allocation of the applicable Title IV-E funds statewide that will result in an approximate 90-95% reduction in the department's annual allocation. These reimbursements have been approximately $2 million per year based on FY 04 to FY 07 allocations. Based on current departmental expenditure projections of existing Title IV-E programs and available grant resources, moving the Family Preservation Contract from the General Fund for FY 10 will have a far greater negative impact than originally anticipated on existing Title IV-E departmental resources.

This information was provided by the department to the Commissioners Court at a Budget Worksession on August 20, 2009. The department also noted at the time that there could likely be significant budget requests presented for FY 11 to move some or all of the existing programs currently being funded by Title IV-E Funds to the General Fund since it appears there will no longer be on-going Title IV-E resources to support these programs. These requests could be between $1 to $2

million and would be considered as a part of the FY 11 budget process. PBO will be including a range of these potential requests in our draft FY 11 parameters for planning purposes. PBO will be working closely with the department on this issue and the continued impact of TYC changes as we prepare for FY 11 and beyond.

The department and PBO discussed this issue near the end of the FY 10 budget process and PBO has been awaiting the attached budget amendment from the department to request funding from the Allocated Reserve for this year's contract. The department's preliminary Target Budget for FY 11 restores the one-time reduction so that funding for the Family Preservation contract should be available in the FY 11 General Fund Budget as in prior years.

PBO recommends approval of the attached amendment in order to continue funding for the program.

cc: Judge Darlene Byrne, 126th District Court
Judge Jeanne Meurer, Juvenile Probation
Estela P. Medina, Chief Juvenile Probation Officer
Sylvia Mendoza, Juvenile Probation
Kimberly Walton, County Auditor's Office
DeDe Bell, County Auditor's Office
Rodney Rhoades, Planning and Budget Office
Leroy Nellis, Planning and Budget Office

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

09 OCT 26 AM 9: 36
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

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

TO: The Honorable Samuel T. Biscoe, County Judge
The Honorable Ron Davis, Commissioner Precinct 1
The Honorable Sarah Eckhardt, Commissioner Precinct 2
The Honorable Karen Huber, Commissioner, Precinct 3
The Honorable Margaret J. Gomez, Commissioner, Precinct 4

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

SUBJECT: Request to transfer funds from Allocated Reserves for the Family Preservation Program.

DATE: October 23, 2009

The Travis County Juvenile Probation Department as part of the FY 10 Budget Process submitted a 5% reduction in budget as requested through the budget process. After review and discussion, PBO recommended the inclusion of one of the proposed reductions, a $516,000 reduction, to move a contract for Family Preservation Services from the General Fund to be paid out of grant funds. Subsequent to the Preliminary Budget, the grant funding sources have further determined a reduction in its projected funding to almost 5% of what was received in FY 08.

With the reduction of Title IV-E grant funds, the proposal to move the Family Preservation contract will have a greater impact on current delivery of services. After additional review and consultation with PBO we request that the funding for the Family Preservation program be maintained in the General Fund.

The Department is therefore requesting a transfer from Allocated Reserves to restore the reduction. The Family Preservation Program provides much needed in-home therapy and case management to juveniles and their families. The loss of this program would adversely impact the continuum of services necessary for the effective management of youth in our care.

Thank you for your consideration of this request.

CC: Judge Darlene Byrne
Judge Jeanne Meurer
Travis Gatlin
Sylvia Mendoza

2515 South Congress Avenue ★ Austin, Texas 78704 ★ (512) 854-7000 Fax: (512) 854-7097

B

Budget Adjustment: 18978

Fyr _ Budget Type: 2010-Reg	Author: 45 - MILLER, ALAN	Created: 10/2/2009 8:17:11 AM
PBO Category: Amendment	Court Date: Tuesday, Nov 17 2009	Dept: RESERVES
Just: Other	Transfer from Allocated Reserves for restoration of Family Preservation Program.	

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			516,000
				516,000

To Account		Project	Amount
001-4530-593-6099	OTHER PURCHASED SERVICES		516,000
			516,000

Approvals	Dept	Approved By	Date Approved
Originator	45	ALAN MILLER	10/2/2009 8:23:31 AM
DepOffice	9	LEROY NELLIS	10/8/2009 10:36:48 AM
DepOfficeTo	0	Automatic	10/13/2009 5:45:01 AM

4

Last Updated 11-25-09 at 3:45pm

Allocated Reserve Status (001-9800-981-9892)

Amount	Dept Transferred Into	Date	Explanation
$6,639,865			Beginning Balance
$6,170	TNR	10/13/09	Canceled Purchase Orders
($2,132)	Cons. Pct. 1	10/7/09	Accruals
$26,483	Various Dept	9/25/09	Canceled Purchase Orders
$1,388	TNR	10/23/09	Canceled Purchase Orders
($2,578,800)	TNR	10/28/09	Reimbursement Resolution for Vehicles
($250,000)	TNR	11/17/09	Comprehensive Plan
($93,003)	Sheriff	11/24/09	SWAP
$3,749,971	**Current Balance**		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
($25,000)	Grant Match MHPD
($26,185)	Grant Match Second Chance
($20,000)	Hazmat
($28,748)	Armored Car Service
($25,000)	Records Storage
($25,000)	Postage
($600,189)	Election Runoff
($60,000)	Deaf Services Temporary Interpreters
($158,855)	Family Drug Treatment Grant
($100,000)	Court Appointed Attorney Fees
($300,000)	Court Appointed Attorney Fees-Capital Cases
($150,000)	County Court-at-Law #8 Court Appointed Atty Fees
($184,266)	Drug Court Grant - Special Populations
($12,877)	Overtime for FACTS Training/Implementation
($8,268)	Overtime for FACTS Training/Implementation
($7,300)	Miscellaneous Recurring Expenses-Operating
($1,731,688)	**Total Possible Future Expenses (Earmarks)**

$2,018,283 Remaining Allocated Reserve Balance After Possible Future Expenditures

Last Updated 11-25-09 at 3:45pm

Capital Acquisition Resources Account Reserve Status (001-9800-981-9891)

Amount	Dept Transferred Into	Date	Explanation
$454,223			Beginning Balance
($11,205)	Sheriff	11/24/09	SWAP
$443,018	**Current Reserve Balance**		

Possible Future Expenses Against CAR Identified During the FY09 Budget Process:

Amount	Explanation
($95,500)	Failing Vehicles
($95,500)	**Total Possible Future Expenses (Earmarks)**

$347,518 Remaining CAR Balance After Possible Future Expenditures

6

Emergency Reserve Status (001-9800-981-9814)

Amount	Dept Transferred Into	Date	Explanation
$4,950,000			Beginning Balance
$4,950,000	**Current Reserve Balance**		

Fuel & Utility Reserve Status (001-9800-981-9819)

Amount	Dept Transferred Into	Date	Explanation
$1,000,000			Beginning Balance
$1,000,000	**Current Reserve Balance**		

Juvenile Justice TYC (001-9800-981-9829)

Amount	Dept Transferred Into	Date	Explanation
$250,000			Beginning Balance
$250,000	**Current Reserve Balance**		

Future Grant Requirements Reserve Status (001-9800-981-9837)

Amount	Dept Transferred Into	Date	Explanation
$500,000			Beginning Balance
$500,000	**Current Reserve Balance**		

Smart Bldg. Facility Maintenance Reserve Status (001-9800-981-9838)

Amount	Dept Transferred Into	Date	Explanation
$43,092			Beginning Balance
$43,092	**Current Reserve Balance**		

Unallocated Reserve Status (001-9800-981-9898)

Amount	Dept Transferred Into	Date	Explanation
$43,812,685			Beginning Balance
$43,812,685	**Current Reserve Balance**		

4

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Please consider the following item for:

12-01-09

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) Grant contract with the Texas Water Development Board for Transportation and Natural Resources to update Travis County's Mitigation Plan (HMP) to reduce loss of life and property due to flood events.

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

TRAVIS COUNTY

12/1/2009

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2010

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 Award	County Match	In-Kind	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #	ARRA
Contracts												
a	49	Flood Mitigation Assistance - Planning Grant	8/28/2009 - 8/31/2011	$30,000	$10,000		$40,000		R	S	9	

PBO Notes:
R - PBO recommends approval.
NR - PBO does not recommend approval
D - PBO recommends item be discussed.

County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload
S - Simple
MC - Moderately Complex
C - Complex
EC - Extremely Complex

FY 2010 Grants Summary Report

Outstanding Grant Applications

The following is a list of grants for which application has been submitted since October 1, 2009, and the notification of award has not yet been received.
page in the document.

Dept	Name of Grant	Grant Term	Grant Award	County Match	In-Kind	Program Total	FTEs	Cm. Ct. Approval Date
49	CAPCOG FY10 Solid Waste Enforcement Grant	12/15/2009 - 08/31/2010	$8,517			$8,517		10/6/2009
24	Formula Grant - Indigent Defense Grants Program	10/1/2009 - 9/30/2010	$430,945			$430,945		10/6/2009
14	American Recovery and Reinvestment Act (ARRA) Competitive Grant for Distributable Renewable Energy Power Generation	12/4/2009- 4/30/2011	$2,000,000	$360,000	$40,000	$2,400,000		10/27/2009
58	RSVP	10/1/2009 - 9/30/2010	$61,281	$6,128		$67,409		11/24/2009
			$2,500,743	$366,128	$40,000	$2,906,871	0	

FY 2010 Grants Approved by Commissioners Court

The following is a list of grants that have been received by Travis County since October 1, 2009

American Recovery and Reinvestment Act (ARRA) and Large Multi-year Grants are bold and italicized. Additional details for these grants are summarized on a separate page in the document.

Dept	Name of Grant	Grant Term	Grant Award	County Match	In-Kind	Program Total	FTEs	Cm. Ct. Approval Date
14	Energy Efficiency and Conservation Block Grants - Recovery (ARRA)	10/2009 - 04/2011	$2,207,900			$2,207,900		10/6/2009
49	TX DoT Advanced Funding Agreement - Howard Lane @ SH130	7/28/2009	$6,000,000	$1,575,000		$7,575,000		10/6/2009
58	2009 Phase 27 ARRA Emergency Food and Shelter Program	04/01/2009 - 12/31/2009	$41,666			$41,666		10/6/2009
19	Underage Drinking Prevention Program	10/01/2008 - 9/30/2011	$193,750	$35,715	$119,504	$348,969	3	10/6/2009
47	Emergency Management Performance Grant	10/01/08 - 9/30/09	$67,200	$67,200		$134,400		10/13/2009
58	Comprehensive Energy Assistance Program (CEAP) Amendment 1	1/1/2009 - 12/31/2009	$3,198,032			$3,198,032		10/13/2009
58	Title IV-E Child Welfare Services	10/1/2009 - 9/30/2010	$57,360	$0	$0	$57,360	1	10/20/2009
59	Travis County STAR Flight Equipment Enhancement	10/1/2009 - 11/30/2011	$75,000	$0	$0	$75,000		10/27/2009
39	Travis County Adult Probation DWI Court	9/1/2009 - 8/31/2010	$210,315	$0	$0	$210,315	1	11/3/2009
22	Family Drug Treatment Court	9/1/2009 - 8/31/2010	$108,350	$0	$0	$108,350	1	11/3/2009
45	Drug Court/In-Home Family Services Grant	9/1/2009 - 8/31/2010	$157,500	$17,500				11/10/2009
45	Residential Substance Abuse Treatment Program	10/1/2009 - 9/30/2010	$102,888	$34,296		$137,184	1.58	11/10/2009
37	2009 Byrne Justice Assistance Grant - Non ARRA	9/17/2009 - 9/30/2012	$100,000			$100,000		11/17/2009
37	2009 Byrne Justice Assistance Grant	3/1/2009 - 2/28/2013	$495,000			$495,000		11/17/2009

23	Texas Commission on Environmental Quality Intergovernmental Cooperative Reimbursement Agreement with Travis County	11/09 - 8/31/2012	$590,797			$590,797	1.75	11/17/2009
49	Onion Creek Greenway, Phase 1 - Urban Outdoor Recreation Grant	8/21/2008 - 8/20/2011	$1,000,000	$1,000,000		$2,000,000		11/17/2009
58	RSVP - Texas Department of Aging and Disability Services (TDADS)	9/1/2009 - 8/31/2010	$23,800	$23,800		$47,600		11/17/2009
58	Veterans' Employment and Training Service (Stand Down Grant)	10/24/2009 - 10/25/2009	$7,000			$7,000		11/17/2009
37	2007 Homeland Security Grant Program - LETPP	10/12/2007 - 2/28/2010	$106,905			$106,905		11/24/2009
			$14,743,463	$2,753,511	$119,504	$17,441,478	9.33	

FY 2010 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Personnel Cost	Operating Transfer	Estimated Total	Filled FTEs	Cm. Ct. Approval Date for Continuation	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
22	Drug Court (State) Program	$5,084	$5,084	$10,168	1	8/18/2009	11/3/2009	Pending from FY 09
45	Residential Substance Abuse Treatment	$8,994	$8,994	$17,988	1	9/22/2009	11/10/2009	Pending from FY 09
22	Drug Court (State) Program	$5,084	$5,084	$10,168	1	10/6/2009	11/3/2009	Pending
	Totals	$19,162	$19,162	$38,324	3			

5

Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY FY 09 - FY 14 PLANNING TOOL FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND LARGE MULTI-YEAR GRANT CONTRACTS

The potential impact in future years to the County is shown for planning purposes only. County funding determinations will be made annually by the Commissioners Court based on the availability funding and progress of the program. ARRA Grants are highlighted in bold.

Future year amounts are estimated if not known and impact amounts may be reduced if additional Non-County funding is identified. Amounts shown in a particular year may not represent the actual grant term allocation since terms may overlap the County's Fiscal Year.

Grant Contracts approved by Commissioners Court

		FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
Dept	Grant Title	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact
Criminal Justice Planning	Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available.	$ 375,000	$ 250,000	$ 250,000	$ 375,000	$ 125,000	$ 500,000	$ -	$ 625,000	$ -	$ 625,000		$ 625,000
Criminal Justice Planning	Office of Parental Representation. *County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and potential savings.*	$ 300,000	$ 307,743	$ 100,000	$ 102,360	$ 50,000	$ 152,360	$ -	$ 152,360	$ -	$ 152,360	$ -	$ 152,360
Criminal Justice Planning	Office of Child Representation. *County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. FY 11 is last year of grant. Impact amounts will be updated to take into account internal reallocations and potential savings.*	$ 300,000	$ 301,812	$ 100,000	$ 102,358	$ 50,000	$ 152,359	$ -	$ 152,359	$ -	$ 152,359	$ -	$ 152,359
Facilities Management	**Energy Efficiency and Conservation Block Grant (ARRA).For Retrofit of the Travis County Executive Office Building HVAC System. One-time grant and includes a $1.2 million County contribution in FY 10 to complete project.**		$ -	$ 2,207,900	$ 1,292,000		$ -		$ -		$ -		$ -
Travis County Sheriff's Office	**2009 Byrne Justice Assistance Grant (ARRA). *One-time grant for one-time capital purchases. Does not require a County match or program to continue after grant term ends on 9/30/12.***	$ -	$ -	$ 123,750	$ -	$ 165,000	$ -	$ 165,000	$ -	$ -	$ -		$ -
Community Supervision and Corrections	**Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations. (ARRA) *Grant will supplement department's state funding to help keep all current probation officer positions. This two year funding goes to the State and there is no County obligation or impact. Full amount of grant is believed to be spent by FY 11.***	$ -	$ -	$ 143,750	$ -	$ 143,750	$ -	$ -	$ -	$ -	$ -	$ -	$ -
District Attorney	Interlocal Agreement for the Austin/Travis County Family Violence Protection Team. *Includes funding for the District Attorney's Office, County Attorney's Office, Travis County Sheriff's Office, and Constable Pct 5. Grant is coordinated by the City of Austin. It is possible that the responsibility to apply for the Grant may fall to the County for FY 11 and beyond.*	$ 342,793	$ -	$ 342,793	$ -	$ 342,793	$ -	$ 342,793	$ -	$ 342,793	$ -	$ 342,793	$ -
Transportation and Natural Resources	**Local Transportation Project - Advanced Funding Agreement (ARRA). ARRA funding to upgrade 4 roads by milling and overlaying roadway. Grant is a one-time grant with the potential for estimated $13,741 contribution from the Road and Bridge Fund.**	$ -	$ -	$ 687,047	$ -	$ -	$ -	$ -	$ -	$ -	$ -		

6

Last Updated 11-25-09 at 3:45pm

Health and Human Services	**2009 Phase 27 ARRA Emergency Food and Shelter Program.** ***The grant is a one-year one-time grant for emergency utility assistance that does not require a County match or program to continue after termination.***	**$ 41,666**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**
Health and Human Services	Americorps. *Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year.*	$ 288,139	$ -	$ 298,297	$ -	$ 298,297	$ -	$ 298,297	$ -	$ 298,297	$ -	$ 281,297	$ -
Health and Human Services	Parenting in Recovery. *FY 09 is Year Two of a Potential Five Year Grant. The full impact will occur in FY 13 when grant funding is no longer available.*	$ 500,000	$ 77,726	$ 500,000	$ 80,000	$ 500,000	$ 80,000	$ 500,000	$ 80,000	$ -	$ 580,000	$ -	$ 580,000
Health and Human Services	Community Development Block Grant ARRA (CDBG-R) *Funds to be used for approx 39 water connections for Plainview Estates.*	$ 90,000	$ -	$ 136,300	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Health and Human Services	Community Development Block Grant (CDBG). *Impact amounts are based on the amounts added for staff added in HHS and County Auditor's Office to support the grant. The Auditor's staff person also supports other large federal grants, but is only listed here for simplification. Actual amounts may vary by year. Assumes grant will continue each year.*	$ 833,133	$ 223,908	$ 866,380	$ 223,908	$ 866,380	$ 223,908	$ 866,380	$ 223,908	$ 866,380	$ 223,908	$ 866,390	$ 223,908
	Totals	**$ 3,070,731**	**$ 1,161,189**	**$ 5,756,217**	**$ 2,175,626**	**$2,541,220**	**$ 1,108,627**	**$ 2,172,470**	**$ 1,233,627**	**$ 1,507,470**	**$ 1,733,627**	**$1,490,480**	**$1,733,627**

County Impact includes the grant match amount that is not internally funded or costs that required a budget increase and the amount that may be required by the County upon termination of the grant. This amount does not include all costs related to the administration of the grant that are incurred by the County. Existing grants with approved contracts for the current year with pending applications for the following year are shown only on the contracts sheet to avoid duplication.

SUMMARY OF APPROVED CONTRACTS AND APPLICATIONS

Combined Totals (Approved Applications Pending Notification + Approved Contracts)	FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact
Approved Applications Pending Notification (Potential Impact)	$ -	$ -	$ 5,598,723	$ 360,000	$2,649,737	$ 101,432	$ 330,116	$ 176,432	$ 246,907	$ 223,880	$ -	$ 506,752
Approved Contracts	$ 3,070,731	$ 1,161,189	$ 5,756,217	$ 2,175,626	$2,541,220	$1,108,627	$ 2,172,470	$ 1,233,627	$ 1,507,470	$ 1,733,627	$1,490,480	$1,733,627
Combined Totals	**$ 3,070,731**	**$ 1,161,189**	**$ 11,354,940**	**$ 2,535,626**	**$5,190,957**	**$1,210,059**	**$ 2,502,586**	**$ 1,410,059**	**$ 1,754,377**	**$ 1,957,507**	**$1,490,480**	**$2,240,379**

Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY FY 09 - FY 14 PLANNING TOOL FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND LARGE MULTI-YEAR GRANT APPLICATIONS

The potential impact in future years to the County is shown for planning purposes only. County funding determinations will be made annually by the Commissioners Court based on the availability funding and progress of the program. ARRA Grants are highlighted in bold.

Future year amounts are estimated if not known and impact amounts may be reduced if additional Non-County funding is identified. Amounts shown in a particular year may not represent the actual grant term allocation since terms may overlap the County's Fiscal Year.

Outstanding Grant Applications

		FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
Dept	Grant Title	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact
Criminal Justice Planning	**Travis County Information Management Strategy for Criminal Justice (ARRA).** ***Includes technology funding for (Constables, Records Management, Adult Probation, Juvenile Probation, Court Administration and Manor Police Department).***	$ -	$ -	$ 877,234	$ -	$ -	$ 26,432	$ -	$ 26,432	$ -	$ 26,432		$ 26,432
Criminal Justice Planning	**National Initiatives: Adjudication Program (ARRA)** ***This grant is for 18 months of funding for an attorney and caseworker in the Mental Health Public Defender's Office. Travis County would be expected to continue this program after grant funding has ended.***	$ -	$ -	$ 150,000	$ -	$ 75,000	$ 75,000	$ -	$ 150,000	$ -	$ 150,000	$ -	$ 150,000
Health and Human Services	**ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households**		$ -	$2,249,447	TBD	$ 2,249,447	TBD		$ -		$ -		$ -
Juvenile Probation	Juvenile Treatment Drug Court Enhancement Grant from OJJDP. *Includes 2 Grant FTE and may require a $82,865 County contribution in FY 13 and the full impact of $130,350 in FY 14. Dept has stated they would seek alternative funding sources and would only request General Fund dollars if other funding was unavailable.*	$ -	$ -	$ 122,222	$ -	$ 125,470	$ -	$ 130,350	$ -	$ 46,937	$ 47,448	$ -	$ 130,350
Juvenile Probation	Juvenile Treatment Drug Court Enhancement Grant from CSAT. *Application must be submitted each year. Resources for treatment services and staff training. Full impact potential in FY 14. Dept has stated they would seek alternative funding sources and would only request General Fund dollars if other funding was unavailable.*	$ -	$ -	$ 199,820	$ -	$ 199,820	$ -	$ 199,766	$ -	$ 199,970	$ -	$ -	$ 199,970
Facilities Management	**American Recovery and Reinvestment Act (ARRA) Competitive Grant for Distributable Renewable Energy Power Generation.** ***Grant is for one-time capital purchases to install solar panels at the Expo Center. Grant ends in 2011, but amounts shown assume full expenditures in FY 10. Expenditures for FY 11 will be updated based on progress of the program.***	$ -	$ -	$2,000,000	$ 360,000	$ -	$ -	$ -	$ -	$ -	$ -		$ -
	Totals	$0	$0	$5,598,723	$360,000	$2,649,737	$101,432	$330,116	$176,432	$246,907	$223,880	$0	$506,752

County Impact includes the grant match amount that is not internally funded or costs that required a budget increase and the amount that may be required by the County upon termination of the grant. This amount does not include all costs related to the administration of the grant that are incurred by the County. Existing grants with approved contracts for the current year with pending applications for the following year are shown only on the contracts sheet to avoid duplication.

GRANT SUMMARY SHEET

Check One:	Application Approval: ☐	Permission to Continue: ☐
	Contract Approval: ☒	Status Report: ☐

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:	8/28/2009	To:	08/31/2011
Grantor:	Texas Water Development Board			
American Recovery and Reinvestment Act (ARRA) Grant	Yes: ☐	No: x		

Check One:	New: ☒	Continuation: ☐	Amendment: ☐
Check One:	One-Time Award: ☒	Ongoing Award: ☐	
Type of Payment:	Advance: ☐	Reimbursement: ☒	

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
Total:	30,000	0	0	10,000	0	40,000
FTEs:						0.00

Auditor's Office Review: x Staff Initials:___MG____

Auditor's Office Comments: This grant is rated as "simple" by the Auditor's Office.

County Attorney's Office Contract Review: x Staff Initials:__JJ_____

Performance Measures Applicable Depart. Measures	**Projected FY 09 Measure**	**Progress To Date:** 12/31/09	3/31/10	6/31/10	9/30/10	**Projected FY 10 Measure**
Prepare Hazard Mitigation Action Plan and update every five years	2005 HMAP complete					2010 HMAP submitted to FEMA
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

PBO Recommendation:

PBO recommends approval of the grant contract. Budget availability for the county match portion has been verified with TNR.

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 have been awarded to update Travis County's Hazard Mitigation Plan (HMP). 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 001-4908-628.40-07.

The cities of Pflugerville, Sunset Valley and Village of the Hills have committed $2,500 each to cost share in plan development. Interlocal Agreements are being drafted to secure these funds. Once executed, the funds may be applied to the match, reducing Travis County's share.

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 HMP 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

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

November 20, 2009

MEMORANDUM

TO: Members of the Commissioners' Court

FROM: Joseph P. Gieselman, Executive Manager

SUBJECT: Flood Mitigation Assistance Planning Grant

Item: Consider grant contract with the Texas Water Development Board for a Flood Mitigation Assistance (FMA) Planning Grant to update Travis County's Hazard Mitigation Plan (HMP) and take appropriate action.

Summary and Staff Recommendation: An FMA Planning Grant has been awarded to update the county's Hazard Mitigation Plan (HMP), which 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 HMPs every five years in order to maintain eligibility for grant funds in future disasters.

Three municipalities will be included in the plan, contingent upon execution of Interlocal Agreements: 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 provides $30,000 in federal funds and requires a 25% match of $10,000. Funds are available for this purpose in TNR's approved FY10 budget, account number 001-4908-628.40-07. The cities of Pflugerville, Sunset Valley and Village of the Hills have each committed $2,500 to cost-share in plan development. These funds will be applied to the match after execution of Interlocal Agreements.

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
Tom Weber, TNR
Stacey Scheffel, TNR
Donna Williams-Jones, TNR
Melinda Mallia, TNR

STATE OF TEXAS

COUNTY OF TRAVIS

TWDB Contract No: 0904831035

Flood Mitigation Assistance

Planning Grant

This Contract (hereinafter "CONTRACT") is entered into by and between the TEXAS WATER DEVELOPMENT BOARD (hereinafter "TWDB"), serving as Grantor for the Federal Emergency Management Administration's (hereinafter "FEMA") Flood Mitigation Assistance program (hereinafter "FMA") and **Travis County** hereinafter ("CONTRACTOR"), the Grantee.

DEFINITIONS: For the purposes of the CONTRACT and this Memorandum of Contract, the following terms or phrases shall have the meaning ascribed therewith:

A. TWDB - The Texas Water Development Board, or its designated representative

B. FEMA – Federal Emergency Management Administration

C. FMA – Flood Mitigation Assistance

D. CONTRACTOR – Travis County

E. EXECUTIVE ADMINISTRATOR - The Executive Administrator for the TWDB or his designated representative

F. PARTICIPANT (S) – Travis County, City of Pflugerville, City of Sunset Valley, and Village of the Hills

G. REQUIRED INTERLOCAL AGREEMENT (S) – None

H. BOARD APPROVAL DATE – November 25, 2008

I. PLANNING AREA – Within the boundaries of Travis County. The planning area is more specifically defined in Exhibit B (the original grant application).

J. DEADLINE FOR CONTRACT EXECUTION – December 11, 2009

K. CONTRACT EFFECTIVE DATE - FEMA APPROVAL DATE, August 28, 2009

L. CONTRACT COMPLETION DATE – August 31, 2011

M. TOTAL PLANNING COSTS – $40,000.00

N. FEDERAL SHARE OF THE TOTAL PLANNING COSTS - Not to exceed the lesser $30,000.00 or seventy-five percent (75%) of the total planning costs.

O. LOCAL SHARE OF THE TOTAL PLANNING COSTS - $10,000.00 or not less than twenty-five percent (25%) of the total planning costs.

P. PAYMENT REQUEST SUBMISSION SCHEDULE – Quarterly

Q. OTHER SPECIAL CONDITIONS AND EXCEPTIONS TO STANDARD AGREEMENT OF THIS CONTRACT – N/A

IN WITNESS WHEREOF, the parties have caused this CONTRACT to be duly executed in duplicate originals.

TEXAS WATER DEVELOPMENT BOARD

_____
J. Kevin Ward
Executive Administrator

Date:_____

TRAVIS COUNTY

_____
The Honorable Samuel T. Biscoe
County Judge

Date:_____

CONTRACT Number: 0904831035

TEXAS WATER DEVELOPMENT BOARD, Grantor
and
TRAVIS COUNTY, Grantee
for
FLOOD MITIGATION ASSISTANCE
Planning Grant

This CONTRACT is entered into by the Texas Water Development Board (TWDB), an agency of the State of Texas, located at 1700 N. Congress Avenue, Austin, Texas and Travis County (CONTRACTOR), a political subdivision of the State of Texas. The TWDB and the CONTRACTOR are the Parties to this the CONTRACT.

ARTICLE I. RECITALS

WHEREAS, the CONTRACTOR applied through the TWDB for a FEMA planning grant under the FMA program to develop a Flood Mitigation Plan for the PLANNING AREA as identified in the original grant application, which is incorporated herein as Exhibit B and made a permanent part of this CONTRACT;

WHEREAS, the CONTRACTOR and PARTICIPANTS will commit cash and/or in-kind services to pay for the LOCAL SHARE OF THE TOTAL PLANNING COSTS;

WHEREAS, the CONTRACTOR is the entity who will act as administrator of the grant and will be responsible for the execution of this CONTRACT;

WHEREAS, on the BOARD APPROVAL DATE, the TWDB approved the CONTRACTOR's application for financial assistance;

NOW, THEREFORE, the TWDB and the CONTRACTOR agree as follows:

ARTICLE II. AGREEMENTS

The United States of America, through the Director of FEMA, has agreed to fund to the CONTRACTOR, through the TWDB, the FEDERAL SHARE OF THE TOTAL PLANNING COSTS. By acceptance of the funds awarded, the CONTRACTOR agrees to abide by the terms and conditions of this CONTRACT as set forth in this document and the documents identified herein and made a part hereof by reference, including the federal laws and rules listed in Exhibit A.

ARTICLE III. SCHEDULE, REPORTS, AND PLAN

1. The period of performance of this CONTRACT shall be from the CONTRACT EFFECTIVE DATE to the CONTRACT COMPLETION DATE, unless otherwise amended.

2. Financial, Quarterly
   The CONTRACTOR shall submit an original and three (3) copies of the Financial Status Report Form 269 (FEMA Form 20-10), to the TWDB's contract manager within thirty (30) days following the end of each quarter of the plan with the exception of the final Financial Status Report, which shall be due ninety (90) days after planning completion. All other reporting requirements in accordance with Section 8 of the General Provisions for Grants and Cooperative Agreements, Exhibit C, are applicable.

3. Performance, Quarterly
   The CONTRACTOR shall submit an original and three (3) copies of the quarterly Performance report (FEMA Form 20-22, Narrative Report Form) and any supporting documentation to the TWDB's contract manager by the fifteenth (15th) day following the end of each quarter. All other reporting requirements in accordance with Section 9 of the General Provisions for Grants and Cooperative Agreements, Exhibit C, are applicable.

4. Performance, Final
   The CONTRACTOR shall submit an original and three (3) copies of a final report (FEMA Form 20-22, Narrative Report Form) and any supporting documentation, which details all the work, performed under the CONTRACT. The report shall be submitted within three (3) months of the PLAN COMPLETION DATE.

5. Draft Flood Mitigation Plan
   The CONTRACTOR will complete the Scope of Work as delineated and described in Exhibit E and will deliver five (5) hard copies and one (1) electronic copy in portable document format (pdf) of the Flood Mitigation Plan to the EXECUTIVE ADMINISTRATOR no later than the PLAN COMPLETION DATE.

6. Final Flood Mitigation Plan
   The CONTRACTOR will complete the Scope of Work as delineated and described in Exhibit E and will deliver five (5) hard copies and one (1) electronic copy in portable document format (pdf) of the Flood Mitigation Plan to the EXECUTIVE ADMINISTRATOR no later than the CONTRACT COMPLETION DATE.

ARTICLE IV. FEDERAL LAWS AND RULES THAT APPLY

FEMA requires all grant recipients to comply with federal laws and rules. These federal laws and rules are listed in Exhibit A, which is incorporated herein and made a permanent part of this CONTRACT. CONTRACTOR will comply with all federal laws and rules listed in Exhibit A. Copies of those federal laws and rules are available upon request.

ARTICLE V. TERMS AND CONDITIONS

The specific terms and conditions of this CONTRACT are as follows:

1. The TWDB shall reimburse the CONTRACTOR for costs determined by FEMA to be allowable, allocable, and reasonable in accordance with OMB Circular A-87.

2. To request reimbursement hereunder, the CONTRACTOR shall complete and submit an FMA Planning Grant Checklist with appropriate documentation and an original Narrative Report Form (FEMA Form 20-22), to the TWDB's contract manager for this CONTRACT. Each request shall show the CONTRACT NUMBER, costs for the billing period, and costs to date.

3. The CONTRACTOR shall follow prior approval requirements found in 44 CFR Section 13.30.

4. The CONTRACTOR shall follow matching or cost sharing requirements found in 44 CFR Section 13.24.

5. The CONTRACTOR shall transfer to the TWDB, for return to FEMA, the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other accounts arising from the performance of this CONTRACT, along with accrued interest, if any. The CONTRACTOR shall take necessary action to effect prompt collection of all monies due or which may become due and to cooperate with the TWDB and FEMA in any claim or suit in connection with the amounts due.

6. No subsequent grants/cooperative agreements, monetary increase amendments or time extension amendments will be approved unless all overdue financial or performance reports have been submitted by the CONTRACTOR to the TWDB. Exceptions to this policy can by approved only by the Assistance Officer at FEMA.

7. By executing this Contract, the CONTRACTOR accepts the authority of the State Auditor's Office, under direction of the legislative audit committee, to conduct audits and investigations in connection with any and all state funds received pursuant to this contract. The CONTRACTOR shall comply with and cooperate in any such investigation or audit. The CONTRACTOR agrees to provide the State Auditor with access to any information the State Auditor considers relevant to the investigation or audit. The CONTRACTOR also agrees to include a provision in any subcontract related to this contract that requires the subcontractor to submit to audits and investigation by the State Auditor's Office in connection with any and all state funds received pursuant to the subcontract.

ARTICLE VI. PLAN DESCRIPTION

1. The CONTRACTOR will prepare a Flood Mitigation Plan for the PLANNING AREA, as delineated and described in Exhibit B, and according to the Scope of Work contained in Exhibit E. As defined by Federal Rules (44 CFR § 78.5), the Flood Mitigation Plan will articulate a comprehensive strategy for implementing technically feasible flood mitigation activities for the area affected by the Plan. Specific elements of the Plan are defined in the above referenced Federal Regulations, and all elements must be addressed or contained within the Plan. As specified in the Federal Regulations, the authority for final approval of the Plan lies with FEMA.

2. The CONTRACTOR will establish formal, direct and continuous liaisons with all other governmental entities having flood protection responsibility within the PLANNING AREA, including, but not limited to, cities, counties, councils of governments, river authorities, and all applicable state agencies, districts, federal agencies, including the appropriate planning directors of the U.S. Army Corps of Engineers, and community leaders in the PLANNING AREA for the purpose of coordinating the Scope of Work and the Flood Mitigation Plan with all existing studies, plans, or activities for the purpose of providing information and obtaining available data for the development of the Flood Mitigation Plan. The planning will be coordinated with the National Flood Insurance Program (NFIP) and all relevant flooding and drainage protection studies and activities, which will also be reviewed as information for the development of this Flood Mitigation Plan.

3. The term of this CONTRACT shall begin, and the CONTRACTOR shall begin performing the obligations hereunder, on the BOARD APPROVAL DATE and shall expire on the CONTRACT COMPLETION DATE. Delivery of a final Flood Mitigation Plan and approval of this Plan by FEMA prior to the CONTRACT COMPLETION DATE shall constitute completion of the terms of this CONTRACT.

4. The CONTRACTOR will complete the Scope of Work and will deliver five (5) hard copies and one (1) electronic copy of the Flood Mitigation Plan to the EXECUTIVE ADMINISTRATOR no later than the PLANNING COMPLETION DATE.

5. The Flood Mitigation Plan will address all elements identified by Federal Regulations (44 CFR Section 78.5). The EXECUTIVE ADMINISTRATOR will review and evaluate the submitted Plan and will either return the Plan to the CONTRACTOR with comments and suggestions for improvement, or will forward the Document to the FEMA Regional Director for final review and approval. Upon approval of the Flood Mitigation Plan by the FEMA Regional Director, Planning Closeout Procedures described in Section No.11 of the Federal Emergency Management Agency General Provisions for Grants and Cooperative Agreements (Exhibit C, incorporated into this CONTRACT) will be initiated.

ARTICLE VII. AMENDMENT, TERMINATION, AND STOP ORDERS

1. If the CONTRACTOR fails to comply with the terms, conditions or standards of this CONTRACT, the TWDB may, upon written notice, temporarily suspend reimbursement payments pending corrective action by the CONTRACTOR or terminate the CONTRACT. Necessary allowable costs that the CONTRACTOR could not reasonably avoid incurring during the period of suspension or after termination will be reimbursed pursuant to this CONTRACT. The TWDB shall then pay the CONTRACTOR (S) promptly that proportion of the prescribed fee, which applies to the work, actually performed under this Contract, less all payments that have been previously made. Thereupon, copies of all work accomplished under this CONTRACT shall be delivered to the TWDB.

2. In addition, this CONTRACT may be terminated if both parties agree that the continuation of the plan would not produce beneficial results commensurate with the further expenditure of funds.

3. If termination of the CONTRACT occurs, the procedures described in Section Nos. 11 and 12 of the Federal Emergency Management Agency General Provisions for Grants and Cooperative Agreements, Exhibit C, which is incorporated into this CONTRACT, will be followed.

ARTICLE VIII. COMPENSATION AND REIMBURSEMENT OF GRANT FUNDS

1. The TWDB agrees to compensate and reimburse the CONTRACTOR (S) in a total amount not to exceed the FEDERAL SHARE OF THE TOTAL PLANNING COSTS for costs incurred and paid by the CONTRACTOR (S) pursuant to performance of this CONTRACT. The CONTRACTOR (S) will contribute local matching funds in sources and amounts defined as the LOCAL SHARE OF THE TOTAL PLANNING COSTS. The TWDB shall reimburse the CONTRACTOR (S) for ninety percent (90%) of FEMA's share of each invoice pending the CONTRACTOR (S)'s performance and FEMA's review and approval, at which time the TWDB shall pay the retained ten percent (10%) to the CONTRACTOR (S).
2. The CONTRACTOR (S) shall submit vouchers and documentation for reimbursement billing according to the VOUCHER SUBMISSION SCHEDULE and in accordance with the approved task and expense budgets contained in Exhibit D to this CONTRACT. At the discretion of the EXECUTIVE ADMINISTRATOR and upon written memorandum to the contract file, the CONTRACTOR (S) has budget flexibility within task and expense budget categories to the extent that the resulting change in amount in any one task or expense category does not exceed 35% of the total amount authorized by this CONTRACT for the task or category to be changed or $5,000 whichever is larger. Larger deviations shall require a formal contract amendment. For all reimbursement billings including any subcontractor's expenses, the EXECUTIVE ADMINISTRATOR must have provided written approval of REQUIRED INTERLOCAL AGREEMENT (S) and contracts or agreements between the CONTRACTOR (S) and the subcontractor. The CONTRACTOR (S) is fully responsible for paying all charges by subcontractors prior to reimbursement by the TWDB.

3. The CONTRACTOR (S) and its subcontractors shall maintain satisfactory financial accounting documents and records, including copies of invoices and receipts, and shall make them available for examination and audit by the EXECUTIVE ADMINISTRATOR. Accounting by the CONTRACTOR (S) and its subcontractors shall be in a manner consistent with generally accepted accounting principles.

4. A progress report and the following documentation which documents the TOTAL PLANNING COSTS for reimbursement by the TWDB to the CONTRACTOR (S) for the FEDERAL SHARE OF THE TOTAL PLANNING COSTS shall be submitted by the CONTRACTOR (S) to the EXECUTIVE ADMINISTRATOR for reimbursement billing:

   A. Summary of total expenses incurred including the following information:
      (1) CONTRACTOR's Vendor Identification Number;
      (2) TWDB CONTRACT Number;
      (3) Total expenses for the billing period; beginning (date) to ending (date);
      (4) Completed FEMA Form 20-10;
      (5) Completed FEMA Form 20-22;
      (6) Total In-kind services;
      (7) Total Services for this period;
      (8) Less LOCAL SHARE OF THE TOTAL PLANNING COSTS for the billing period;
      (9) Total FEDERAL SHARE OF THE TOTAL PLANNING COSTS for the billing period;
      (10) Amount of retainage to be withheld for the billing period;
      (11) Total costs to be reimbursed by the TWDB for the billing period; and
      (12) Certification, signed by the CONTRACTOR(S) authorized representative, that the expenses submitted for the billing period are a true and correct representation of amounts paid for work performed directly related to this contract.

   B. For direct expenses incurred by the CONTRACTOR(S) -- documentation showing the tasks that were performed; the percent and cost of each task completed; a total cost figure for each direct expense category including labor, fringe, overhead, travel, communication and postage, technical and computer services, expendable supplies, printing and reproduction; and

   C. For direct expenses incurred by the CONTRACTOR(S) for outside consulting services -- copies of invoices to the CONTRACTOR(S) showing the tasks that were performed; the percent and cost of each task completed; a total cost figure for each direct expense category including labor, fringe, overhead, travel, communication and postage, technical and computer services, expendable supplies, printing and reproduction; and the total dollar amount due to the consultant; and

D. For travel and subsistence expenses, including such expenses for subcontractors –

(1) names, dates, work locations, time periods at work locations, itemization of subsistence expenses of each employee, limited, however, to travel expenses authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2009, Article IX, Part 5, as amended or superseded;
(2) other transportation costs -- copies of invoices covering tickets for transportation or, if not available, names, dates, and points of travel of individuals; and
(3) all other reimbursable expenses -- invoices or purchase vouchers showing reason for expense with receipts to evidence the amount incurred.

ARTICLE IX. OWNERSHIP, PUBLICATION AND SUBCONTRACTING

1. The TWDB and FEMA shall have unlimited rights to technical or other data resulting directly from the performance of services under this Contract. It is agreed that all reports, drafts of reports, or other material, data, drawings, computer programs and codes associated with this Contract and developed by the CONTRACTOR(S) or its subcontractors pursuant to this Contract shall become the joint property of the CONTRACTOR(S), the TWDB and FEMA. These materials shall not be copyrighted or patented by the CONTRACTOR(S) or by any consultants involved in this Contract unless the EXECUTIVE ADMINISTRATOR approves in writing the right to establish copyright or patent; provided, however, that copyrighting or patenting by the CONTRACTOR(S) or its subcontractors will in no way limit the TWDB or FEMA's access to or right to request and receive or distribute data and information obtained or developed pursuant to this Contract. Any material subject to a TWDB or FEMA copyright and produced by the CONTRACTOR(S), the TWDB or FEMA pursuant to this Contract may be printed by the CONTRACTOR(S) or the TWDB at their own cost and distributed by either at their discretion. The CONTRACTOR(S) may otherwise utilize such material provided under this Contract as it deems necessary and appropriate, including the right to publish and distribute the materials or any parts thereof under its own name, provided that any TWDB or FEMA copyright is appropriately noted on the printed materials.

2. The CONTRACTOR agrees to acknowledge the TWDB in any news releases or other publications relating to the work performed under this CONTRACT.

3. No work herein called for by the CONTRACTOR shall be reimbursed for expenses by the TWDB to the CONTRACTOR without prior written approval by the EXECUTIVE ADMINISTRATOR of the contract or agreement between the CONTRACTOR and its subcontractor. Each subcontract or agreement shall include a detailed budget estimate with specific cost details for each task or specific item of work to be performed by the subcontractor and for each category of reimbursable expenses. The subcontracts shall conform to the terms of the CONTRACT and include provisions that require subcontractor compliance with TWDB rules. The CONTRACTOR must also adhere to all requirements in state law pertaining to the procurement of professional services.

ARTICLE X. NO DEBT AGAINST THE STATE

This CONTRACT shall not be construed as creating any debt by or on behalf of the State of Texas and the TWDB, and all obligations of the State of Texas are subject to the availability of funds. To the extent the performance of this CONTRACT transcends the biennium in which this CONTRACT is entered into, this CONTRACT is specifically contingent upon the continued authority of the TWDB and appropriations therefor.

ARTICLE XI. INSURANCE

For the purposes of this CONTRACT, the CONTRACTOR will be considered an independent contractor and, therefore, solely responsible for liability resulting from negligent acts or omissions. The CONTRACTOR shall obtain all necessary insurance, in the judgment of the CONTRACTOR, to protect itself, from liability arising out of this CONTRACT.

ARTICLE XII. SEVERANCE PROVISION

Should any one or more provisions of this CONTRACT be held to be null, void, voidable, or, for any reason whatsoever, of no force and effect, such provision(s) shall be construed as severable from the remainder of this CONTRACT and shall not affect the validity of all other provisions of this CONTRACT which shall remain in full force and effect.

ARTICLE XIII. CORRESPONDENCE, REPORTS, AND BILLINGS

All correspondence, reports, and billings related to this CONTRACT shall be made to the following addresses:

For the TWDB:

Contract Issues:
Texas Water Development Board
Attention: Contract Administration
P.O. Box 13231
Austin, Texas 78711-3231

Payment Request Submission:
Texas Water Development Board
Attention: Accounts Payable
P.O. Box 13231
Austin, Texas 78711-3231
Email: invoice@twdb.state.tx.us

Physical Address:
Stephen F. Austin State Office Building
1700 N. Congress Avenue
Austin, Texas 78701

For the CONTRACTOR:

Melinda Mallia
Environmental Project Manager
Travis County
P.O. Box 1748
Austin, Texas 78767-1748

EXHIBIT A
Federal Laws and Rules

FEMA, through its Grant Agreement with the Texas Water Development Board, requires all grant recipients to comply with the following federal laws and rules:

1. 44 CFR, Part 13: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. 44 CFR, Part 7: Nondiscrimination in Federal Assistance Programs
3. 44 CFR, Part 10: Environmental Considerations
4. 44 CFR, Part 14: Administration of Grants: Audits of State and Local Governments
5. 44 CFR, Part 17: Government-wide Debarment and Suspension (non-procurement) and Government-wide Requirements for Drug-Free Workplace
6. 44 CFR, Part 18: New Restrictions on Lobbying
7. 44 CFR, Subchapter B - Insurance and Hazard Mitigation
8. 44 CFR, Subchapter C - Fire Prevention and Control
9. 44 CFR, Subchapter D - Disaster Assistance
10. 44 CFR, Subchapter E - Preparedness
11. 31 CFR Section 205.6 - Funding Techniques
12. Public Law 97-258 - Federal Grant and Cooperative Agreement Act of 1997
13. Public Law 101-336 - The Americans with Disabilities Act
14. Executive Order 12372 - Intergovernmental Review of the Federal Emergency Management Agency Programs and Activities
15. OMB Circular A-102 - Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments
16. OMB Circular A-87 - Cost Principles for State and Local Governments
17. OMB Circular A-110 - Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
18. OMB Circular A-21 - Cost Principles for Educational Institutions
19. OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations
20. 20. OMB Circular A-122 - Cost Principles for Non-Profit Organizations
21. OMB Circular A-123 - Internal Control System
22. OMB Circular A-50 - Audit Follow-up
23. FEMA Manual 2700.1 - Advance Financing Payment Systems

EXHIBIT B

Original Planning Grant Application

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
Organize and Coordinate Establish Core Team	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. Responsibilities include coordinating meetings, information and draft plan between and among its members, the stakeholder team and the general public.

Establish Stakeholder Team	**A Stakeholder Committee representing all interested parties to provide relevant information and experience to the draft plan and review the draft plan.**
Risk Assessment, Mitigation Strategy, Incorporation of new jurisdictions, draft and review draft Plan	**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.**
Inform the Public	**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.**
Review the Plan with the State	**Members of the MPC will meet with the State GDEM to review progress and process of plan and to review the draft plan.**
Adopt the Plan	**The County and the participating jurisdictions will formally adopt the plan as part of their governance.**
Maintain the Plan	**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;**

28

- 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:

Attachments	Provided
• 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

    Samuel T. Biscoe, Travis County Judge

16. Date: 11-7-08

Travis County

Flood Mitigation Assistance Program

Applicant Funding Certification

Travis County hereby certifies that we have the capability to meet the financial obligations of the 25 percent cost share under this Flood Mitigation Assistance Program Application. Although not anticipated, if cost overruns occur that cannot be covered by the grant, Travis County has the capability to meet greater than the required 25% cost share.

Authorized Representative: Samuel T. Biscoe

Title: County Judge

Signature: Samuel T. Biscoe

Date: 11-7-08

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

Pflugerville POLICE

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

David Buesing
City Manager
City of Pflugerville

SEP-26-2008 11:30 FROM:CITY OF PFLUGERVILLE 5129904364 TO:99740499 P:2/2
09/26/2008 13:47 AUSTIN / TRAVIS DEM NO.577 0002

32

VILLAGE OF
THE HILLS
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

Dan Roark.

Travis County
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.
1. Coordination and Project Management		
1.a. Organize to prepare the plan	SD	Coordinate the proposed planning effort with Travis County Environmental Project Manager and participating jurisdictions.
1.b. Coordinate with other Agencies	SD + 1 Month	Travis County can take advantage of coordination meetings held by local jurisdictions, Drainage Districts, the Association of Municipal Consulting Engineers (AMCE), Emergency Management Associations, and others. The recommended coordination effort will be itemized so it can be incorporated into current coordination activities.
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. A Flood Hazard Mitigation Plan Questionnaire will be prepared that can be distributed to the public either by direct mail or distributed at Meetings.
3. Hazard Assessment		
3.a. Assess the Hazard	SD + 2 Months	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.
3.b. Assess the Problem	SD + 3 Months	The plan will discuss the number and type of buildings subject to the hazards identified in the hazard assessment. It will also discuss: • The impact of flooding on buildings, infrastructure, and public health and safety; • The need and procedures for warning and evacuating residents and visitors; • Critical facilities, such as hospitals, fire stations, and chemical storage companies; • Areas that provide natural and beneficial functions, such as wetlands; • Development trends and what the future brings for development and redevelopment in the floodplain, the watershed, and natural resource areas; and • Impact of flooding on the community and its economy.
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	The action plan will specify activities appropriate County and

	Months	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.

Data Collection/Work Plan

Work Plan Item	Work Plan Item Details
1. Establish Mitigation Planning Committee	Working with the Project Manager, solicit and select member of private and public sector to serve on the Hazard Mitigation Plan planning committee.
2. Collect Existing Background Materials; Mitigation Planning Committee Meeting #1, Field Visit and Interviews	a. Identify, collect, and review existing historical information about hazard events, public/private disaster data and summaries, regulations, land use/floodplain maps. b. Collect and review existing floodplain/watershed studies and other related documents. c. Contact State for specific requirements and related data. d. Notify State and other agencies. Request participation/review. e. Visit selected Hazard prone areas (Buildings and infrasuucture). f. Conduct on-site/telephone interviews with identified committee members on how hazards are addressed, existing capacity. Identify issues and opportunities for improvement. g. Conduct interviews and request information from new jurisdictions that are participating in the plan. h. Prepare materials for public outreach (newspaper, mailings). i. Facilitate Committee Meeting #1 (introduction, goals). j. Prepare and circulate meeting minutes.
3. Review and Summarize Materials	a. Coordinate County GIS mapping; evaluate floodplain maps and background data on extent of exposure (provided by GIS). b. Prepare summaries of materials collected in Task 2, as appropriate for inclusion in the plan. c. Prepare detailed review of floodplain provisions with recommendations for improved administration and options for higher standards (CRS). d. Circulate summary of interviews and identified issues.
4. Mitigation Planning Committee Meeting #2; Identify Objectives and Tentative Actions	a. Coordinate preparation of selected maps by County GIS. b. Facilitate Committee Meeting #2 (develop goal statement, review full range of possible mitigation actions, match with identified issues). c. Prepare and circulate meeting minutes.

5. Mitigation Planning Committee Meeting #3; Review and Prioritize Mitigation Actions	a. Circulate list of tentative mitigation actions, with background statements and supporting documentation. b. Facilitate Committee Meeting #3 (review and comment of specific actions, develop prioritized ranking of actions). c. Prepare and circulate meeting minutes.
6. Stakeholder Meeting #1	d. Explain the process and progress made by the MPC. e. Outline roles and responsibilities of stakeholders. f. Provide Stakeholders with opportunity to input in relevant sections.
7. Draft Mitigation Plan	a. Prepare draft plan; circulate to Committee, stakeholders, and appropriate Federal/State agencies for comment. b. Address and incorporate comments.
8. Mitigation Planning Committee Meeting #4; Public Presentation of Draft Plan	a. Facilitate Committee Meeting #4 (confirm priority action items; review Final Draft Plan). b. Facilitate/participate in public meetings to present the draft plan and tentative priority actions. c. Address comments; prepare and circulate meeting minutes.
9. Final Mitigation Plan Development and Submittal	a. Incorporate information received from public meeting. b. Prepare Final Plan for presentation to governing body for adoption. c. Submit adopted Mitigation plan to State/FEMA for review and approval. d. Review Monitoring and maintenance of Plan with MPC and begin process.

FEDERAL EMERGENCY MANAGEMENT AGENCY

NARRATIVE STATEMENT

OMB No. 3067-0208
Expires September 30, 1998

PAPERWORK BURDEN DISCLOSURE NOTICE

"Public reporting burden for this form is estimated to average 4.2 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC.

1. [X] PROGRAM NARRATIVE STATEMENT [ ] PERFORMANCE REPORT NARRATIVE

2. PROGRAMS
- [ ] Preparedness
- [x] Mitigation
- [ ] Response
- [ ] Recovery

3. GRANTS
- [ ] PA
- [ ] IFG
- [ ] CC
- [ ] DUA
- [ ] HMGP
- [X] FMA
- [ ] Cora Brown
- [ ] Legal Services
- [ ] Fire Suppression
- [ ] Disaster Housing
- [ ] DRCG (Project Impact)

4. COOPERATIVE AGREEMENTS
- [ ] SLA 100
- [ ] SLA 50 w/o EOC
- [ ] SLA 50 w/ EOC
- [ ] ATT
- [ ] NAPI
- [ ] SARA
- [ ] DPIG
- [ ] NDSP
- [ ] CAP-SSSR
- [ ] MAP
- [ ] FMA PL
- [ ] FMA TA
- [ ] FMA PJ
- [ ] CSEPP w/o EOC
- [ ] CSEPP w/ EOC

5. RECIPIENT
Travis County

6. REPORTING PERIOD

7. CONTROL NUMBER(S)

8. PERFORMING ORGANIZATION
Travis County Transportation and Natural Resources

9. NARRATIVE STATEMENT

A. Objectives and Need:

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 a FEMA-approved all hazards mitigation Plan is required in order for a community to receive FEMA mitigation project grants. Travis County desires to update the current approved plan in place to be able to apply for future FEMA mitigation Grants.

B. Results or Benefit:

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.

C. Approach:

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.

D. Geographic Location:

The proposed plan would address all watersheds and flooding sources within Travis County.

E. Performance Report Activities: Attach additional sheets as necessary. N/A

FEMA Form 20-22, MAY 98

31

FEDERAL EMERGENCY MANAGEMENT AGENCY

BUDGET INFORMATION—NONCONSTRUCTION PROGRAMS

See reverse for Paperwork Burden Disclosure Notice | Page 1 of 4 pages | OMB No. 3067-0288 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	☐ New Budget ☐ 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	FMA Planning				
	CFDA NUMBER	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
	Non-Federal Resources:					
	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

a. Detail on Indirect Cost

Type of Rate (mark "X" in one box) ☐ Provisional-Final ☐ Predetermined ☐ Fixed with Carry-Forward

Rate: % Total Amount of Indirect Cost: _____ Base:

11. Signature of Authorizing Official	12. Name and Title (Type or print)	13. Telephone Number (Area code, Number and Extension)	Date Report Submitted
Samuel T. Biscoe	Samuel T. Biscoe, Travis County Judge	512-854-9555	11-7-08

FEMA Form 20-20, JUL 95

Executive Order 12372 Letter to COG

October 11, 2008

Certified Mail

Betty Voights
Executive Director
Capitol Area Council of Governments
6800 Burleson Road
Building 310, Suite 165
Austin, TX 78744

Dear Ms.Voights:

Jeffrey S. Ward & Associates, Inc., is Travis County's mitigation consultant. Travis County is preparing an application through the Texas Water Development Board, to the Federal Emergency Management Agency for funding assistance from the Flood Mitigation Assistance program to update the Travis County All Hazard Mitigation Plan. In accordance with Executive Order 12372, we are transmitting the SF 424, 20-20, and Narrative Statement. Please review the attached and if you have any comments or concerns, notify one of the two organizations listed below.

Contact information for the Travis County's Official Representative is as follows:

Ms. Melinda Mallia, Environmental Project Manager
Travis County TNR
P.O. Box 1748
Austin, TX 78767
(512) 854-4460

Contact information for the Texas Water Development Board is as follows:

Kevin Ward, Executive Administrator
Texas Water Development Board
P.O. Box 13231 – Capitol Station
Austin, TX 78711-3231

Thank you in advance for your prompt response. If you should have any questions, please feel free to contact Melinda Mallia at the number listed above.

Sincerely,

Jeffrey S. Ward, CFM
Consultant to Travis County

Attachments: SF 424, SF 20-20, and Narrative Statement

List of Political Subdivisions to Which Notice Was Sent

Title	First Name	Last Name	Job Title	Company	Business Address	City	State	Zip
The Honorable	Bruce	Upham	Mayor	City of Bear Creek	PMB244, 6705 W. Hwy 290, Ste. 502	Austin	TX	78735
The Honorable	Bruce	Upham	Mayor	Village of Bear Creek	13012 S. Madrone Tr.	Austin	TX	78737
The Honorable	Will	Wynn	Mayor	City of Austin	P. O. Box 1088	Austin	TX	78767
Mr.	Mike	Talbot	City Manager	City of Bastrop	P. O. Box 427	Bastrop	TX	78602
The Honorable	Terry	Orr	Mayor	City of Bastrop	P. O. Box 427	Bastrop	TX	78602
Mr.	John	Hatchel	City Administrator	City of Bee Cave	4000 Galleria Pkwy	Bee Cave	TX	78738
Mr.	Aaron	Johnson	City Administrator	Village of Briarcliff	402 Sleat Dr.	Briarcliff	TX	78669
The Honorable	Robert	Pigg	Mayor	Village of Briarcliff	402 Sleat Dr.	Briarcliff	TX	78669
Mr.	Robert	Camareno	City Manager	City of Buda	P. O. Box 1218	Buda	TX	78610
Mr.	Jeff	Radke	City Manager	City of Mountain City	P. O. Box 1494	Buda	TX	78610
The Honorable	Bobby	Lane	Mayor	City of Buda	217 Arikara	Buda	TX	78610
The Honorable	LaVerne	McClendon	Mayor	City of Mountain City	P. O. Box 1494	Buda	TX	78610
Ms.	Brenda	Eivens	City Manager	City of Cedar Park	600 N. Bell Blvd.	Cedar Park	TX	78613
The Honorable	Bob	Lemon	Mayor	City of Cedar Park	600 N. Bell Blvd.	Cedar Park	TX	78613
Ms.	Michelle	Fischer	City Administrator	City of Dripping Springs	P. O. Box 384	Dripping Springs	TX	78620
The Honorable	Todd	Purcell	Mayor	City of Dripping Springs	P. O. Box 384	Dripping Springs	TX	78620
Mr.	Jeff	Coffee	City Manager	City of Elgin	P. O. Box 591	Elgin	TX	78621
The	Marc	Holm	Mayor	City of Elgin	310 E. 10th St.	Elgin	TX	78621

Honorable								
The Honorable	Mary	Condon	Mayor	City of Florence	P. O. Box 430	Florence	TX	76527
Mr.	Paul	Brandenburg	City Manager	City of Georgetown	P. O. Box 409	Georgetown	TX	78627
The Honorable	Dan A.	Gattis	County Judge	Williamson County	710 S. Main, Ste. 101	Georgetown	TX	78626
The Honorable	George	Garver	Mayor	City of Georgetown	107 E. 7th St.	Georgetown	TX	78626
The Honorable	Jerry	Lalla	Mayor	City of Granger	P. O. Box 367	Granger	TX	76530
Mr.	Ed	Broussard	City Manager	City of Hutto	401 W. Front St.	Hutto	TX	78634
The Honorable	Kenneth	Love	Mayor	City of Hutto	401 W. Front Street	Hutto	TX	78634
Mr.	Dan	Dodson	City Administrator	City of Jonestown	18649 FM 1431, 4-A	Jonestown	TX	78645
The Honorable	Deane	Armstrong	Mayor	City of Jonestown	18659 FM 1431, Ste. 4-A	Jonestown	TX	78645
Mr.	Thomas	Mattis	City Manager	City of Kyle	P. O. Box 40	Kyle	TX	78640
The Honorable	Miguel	Gonzalez	Mayor	City of Kyle	P. O. Box 40	Kyle	TX	78640
Mr.	Bill	Angelo	City Manager	City of Lago Vista	P. O. Box 4727	Lago Vista	TX	78645
The Honorable	Randy	Kruger	Mayor	City of Lago Vista	P.O. Box 4727	Lago Vista	TX	78645
Mr.	Steve	Jones	City Manager	City of Lakeway	1102 Lohmans Crossing	Lakeway	TX	78734
The Honorable	Steve	Swan	Mayor	City of Lakeway	1102 Lohmans Crossing Dr.	Lakeway	TX	78734
Mr.	Anthony	Johnson	City Manager	City of Leander	P. O. Box 319	Leander	TX	78646
The Honorable	John	Cowman	Mayor	City of Leander	P. O. Box 319	Leander	TX	78646
Mr.	Mel	Yantis	City Manager/Planner	City of Liberty Hill	P. O. Box 1920	Liberty Hill	TX	78642
The Honorable	Connie	Fuller	Mayor	City of Liberty Hill	P. O. Box 1920	Liberty Hill	TX	78642

The Honorable	Jim	Payne	Mayor	Village of San Leanna	P. O. Box 1107	Manchaca	TX	78652
Mr.	Phil	Tate	City Manager	City of Manor	P. O. Box 387	Manor	TX	78653
The Honorable	Joe	Sanchez	Mayor	City of Manor	P. O. Box 387	Manor	TX	78653
The Honorable	Alfred	Vallejo	Mayor	City of Mustang Ridge	12800 Highway 183 S.	Mustang Ridge	TX	78610
The Honorable	Reynell	Smith	Mayor	City of Niederwald	13851 Camino Real	Niederwald	TX	78640
Mr.	David	Buesing	City Manager	City of Pflugerville	P. O. Box 589	Pflugerville	TX	78691
The Honorable	Jeff	Coleman	Mayor	City of Pflugerville	P. O. Box 589	Pflugerville	TX	78691
The Honorable	Rich	Shinn	Mayor	Village of Point Venture	19053 Venture Dr.	Point Venture	TX	78652
Mr.	Don	Ferguson	City Manager	City of Rollingwood	403 Nixon Dr.	Rollingwood	TX	78746
The Honorable	Dale	Dingley	Mayor	City of Rollingwood	403 Nixon Dr.	Rollingwood	TX	78746
Mr.	Jim	Nuse	City Manager	City of Round Rock	221 E. Main St.	Round Rock	TX	78664
Mr.	Rick	Menchaca	City Manager	City of San Marcos	630 E. Hopkins	San Marcos	TX	78666
The Honorable	Liz	Sumter	County Judge	Hays County	111 E. San Antonio #300	San Marcos	TX	78666
The Honorable	Susan Clifford	Narvaiz	Mayor	City of San Marcos	630 E. Hopkins	San Marcos	TX	78666
Mr.	Dennis	Jones	City Administrator	City of Sunset Valley	3205 Jones Road	Sunset Valley	TX	78745
The Honorable	Jeff	Mills	Mayor	City of Sunset Valley	3205 Jones Road	Sunset Valley	TX	78745
Mr.	Frank	Salvato	City Manager	City of Taylor	400 Porter St.	Taylor	TX	76574
The Honorable	Rodney	Hortenstine	Mayor	City of Taylor	400 Porter St.	Taylor	TX	76574
Mr.	Dan	Roark	City Administrator	Village of the Hills	102 Trophy Dr.	The Hills	TX	78738
The Honorable	Virginia	Jones	Mayor	Village of The Hills	102 Trophy Dr.	The Hills	TX	78738

5

The Honorable	Troy	Marx	Mayor	City of Thrall	P. O. Box 346	Thrall	TX	76578
Ms.	Diana T.	Woods	City Administrator	City of Uhland	15 N. Old Spanish Trail	Uhland	TX	78640
The Honorable	Albert	Busse	Mayor	City of Uhland	15 N. Old Spanish Trail	Uhland	TX	78640
The Honorable	Mervin	Walker	Mayor	City of Weir	P. O. Box 264	Weir	TX	78674
Mr.	Robert	Wood	City Administrator	City of West Lake Hills	911 Westlake Dr.	West Lake Hills	TX	78746
The Honorable	Dave	Claunch	Mayor	City of West Lake Hills	911 Westlake Dr.	West Lake Hills	TX	78746-
Mr.	Don	Ferguson	City Administrator	Village of Wimberley	P. O. Box 2027	Wimberley	TX	78676
The Honorable	Tom	Haley	Mayor	Village of Wimberley	P. O. Box 2027	Wimberley	TX	78676

65

Sample of Notification Letter to Political Subdivisions

CERTIFIED MAIL

The Honorable Tom Haley
Mayor
Village of Wimberley
P. O. Box 2027
Wimberley, TX 78676

Dear Mayor Haley:

Jeffrey S. Ward & Associates, Inc., is Travis County's mitigation consultant. Travis County is preparing an application for Flood Mitigation Assistance funding to update a Countywide Flood Mitigation Plan.

As part of the initial planning stages, we are forwarding this letter to you requesting your agency's comments related to the proposed Mitigation Plan. Please respond at your earliest convenience with any potential problems or concerns.

Contact data for Travis County's official Representative is as follows:

Melinda Mallia
Environmental Project Engineer
P.O. Box 1748
Austin, TX 78767
(512) 854-4460

Contact data for the Texas Water Development Board is as follows:

Kevin Ward, Executive Administrator
Texas Water Development Board
P.O. Box 13231 – Capitol Station
Austin, TX 78711-3231

Any comments on the proposed planning must be filed with the Travis County and the Texas Water Development Board within 30 days of the date on which this notice was mailed.

Thank you in advance for your prompt response. If you should have any questions, please feel free to contact Melinda Mallia by phone at (512) 854-4460 or by email at melinda.mallia@co.travis.tx.us.

Sincerely,

Jeffrey S. Ward, CFM

Proof of notification, certified mail to CACOG

Proof of notification, certified mail

45

7008 1300 0001 5257 5581

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Mr. Dan Roark
Village of the Hills
102 Trophy Dr.
The Hills, TX 78738

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The Honorable Virginia Jones
Village of The Hills
102 Trophy Dr.
The Hills, TX 78738

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The Honorable Troy Marx
City of Thrall
P. O. Box 346
Thrall, TX 76578

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Ms. Diana T. Woods
City of Uhland
15 N. Old Spanish Trail
Uhland, TX 78640

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The Honorable Albert Busse
City of Uhland
15 N. Old Spanish Trail
Uhland, TX 78640

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The Honorable Mervin Walker
City of Weir
P. O. Box 264
Weir, TX 78674

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Mr. Robert Wood
City of West Lake Hills
911 Westlake Dr.
West Lake Hills, TX 78746

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The Honorable Dave Claunch
City of West Lake Hills
911 Westlake Dr.
West Lake Hills, TX 78

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The Honorable Tom Haley
Village of Wimberley
P. O. Box 2027
Wimberley, TX 78676

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Mr. Don Ferguson
Village of Wimberley
P. O. Box 2027
Wimberley, TX 78676

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The Honorable Jim Payne
Village of San Leanna
P. O. Box 1107
Manchaca, TX 78652

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The Honorable Connie Fuller
City of Liberty Hill
P. O. Box 1920
Liberty Hill, TX 78642

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Mr. Phil Tate
City of Manor
P. O. Box 387
Manor, TX 78653

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The Honorable Joe Sanchez
City of Manor
P. O. Box 387
Manor, TX 78653

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The Honorable Reynell Smith
City of Niederwald
13851 Camino Real
Niederwald, TX 78640

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The Honorable Alfred Vallejo
City of Mustang Ridge
12800 Highway 183 S.
Mustang Ridge, TX 78610

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City of Pflugerville
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City of Pflugerville
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The Honorable Rich Shinn
Village of Point Venture
19053 Venture Dr.
Point Venture, TX 78652

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Mr. Don Ferguson
City of Rollingwood
409 Nixon Dr.
Rollingwood, TX 78746

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The Honorable Dale Dingley
City of Rollingwood
409 Nixon Dr.
Rollingwood, TX 78746

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Mr. Jim Nuse
City of Round Rock
221 E. Main St.
Round Rock, TX 78664

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Mr. Rick Menchaca
City of San Marcos
630 E. Hopkins
San Marcos, TX 78666

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The Honorable Liz Sumter
Hays County
111 E. San Antonio #300
San Marcos, TX 78666

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The Honorable Susan Clifford Narvaiz
City of San Marcos
630 E. Hopkins
San Marcos, TX 78666

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Mr. Dennis Jones
City of Sunset Valley
3205 Jones Road
Sunset Valley, TX 78745

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The Honorable Jeff Mills
City of Sunset Valley
3205 Jones Road
Sunset Valley, TX 78745

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10/10/2008

Mr. Frank Salvato
City of Taylor
400 Porter St.
Taylor, TX 76574

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10/10/2008

The Honorable Bruce Upham
City of Bear Creek
PMB244, 6705 W. Hwy 290, Ste. 502
Austin, TX 78735

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10/10/2008

The Honorable Will Wynn
City of Austin
P. O. Box 1088
Austin, TX 78767

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7006 0810 0003 6929 0224

Mr. Mike Talbot
City of Bastrop
P. O. Box 427
Bastrop, TX 78602

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7006 0810 0003 6929 0236

The Honorable Terry Orr
City of Bastrop
P. O. Box 427
Bastrop, TX 78602

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7006 0810 0003 6929 0243

Mr. John Hatchel
City of Bee Cave
4000 Gallerie Pkwy
Bee Cave, TX 78738

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7006 0810 0003 6929 0250

Mr. Aaron Johnson
Village of Briarcliff
402 Sleat Dr.
Briarcliff, TX 78669

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7006 0810 0003 6929 0267

Sent To
The Honorable Robert Pigg
Village of Briarcliff
402 Sleat Dr.
Briarcliff, TX 78669

PS Form 3800, June 2002 See Reverse for Instructions

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7006 0810 0003 6929 0274

Mr. Robert Camareno
City of Buda
P. O. Box 1218
Buda, TX 78610

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7006 0810 0003 6929 0281

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7006 0810 0003 6929 0298

The Honorable Bobby Lane
City of Buda
217 Arikara
Buda, TX 78610

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7006 0810 0003 6929 0304

The Honorable LaVerne McClendon
City of Mountain City
P. O. Box 1494
Buda, TX 78610

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City of Cedar Park
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Cedar Park, TX 78613

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7006 0810 0003 6929 0328

The Honorable Bob Lemon
City of Cedar Park
600 N. Bell Blvd.
Cedar Park, TX 78613

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7006 0810 0003 6929 0335

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Ms. Michelle Fischer 10/2008
City of Dripping Springs
P. O. Box 384
Dripping Springs, TX 78620

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The Honorable Todd Purcell
City of Dripping Springs
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Mr. Jeff Coffee
City of Elgin
P. O. Box 591
Elgin, TX 78621

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The Honorable Dan A. Gattis
Williamson County
710 S. Main, Ste. 101
Georgetown, TX 78626

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The Honorable Marc Holm
City of Elgin
310 E. 10th St.
Elgin, TX 78621

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The Honorable Mary Condon
City of Florence
P. O. Box 430
Florence, TX 76527

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PURCELLVILLE VA 20132 10 OCT 2008 USPS 10/10/2008

Mr. Paul Brandenburg
City of Georgetown
P. O. Box 409
Georgetown, TX 78627

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7008 1300 0001 5257 5246

The Honorable George Garver
City of Georgetown
107 E. 7th St.
Georgetown, TX 78626

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7008 1300 0001 5257 5253

The Honorable Jerry Lalla
City of Granger
P. O. Box 367
Granger, TX 76530

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7008 1300 0001 5257 5260

Mr. Ed Broussard
City of Hutto
401 W. Front St.
Hutto, TX 78634

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PURCELLVILLE VA 20132 10 OCT 2008 USPS 10/10/2008

7008 1300 0001 5257 5277

The Honorable Kenneth Love
City of Hutto
401 W. Front Street
Hutto, TX 78634

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7008 1300 0001 5257 5338

The Honorable Randy Kruger
City of Lago Vista
P.O. Box 4727
Lago Vista, TX 78645

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7008 1300 0001 5257 5352

Mr. Steve Jones
City of Lakeway
1102 Lohmans Crossing
Lakeway, TX 78734

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7008 1300 0001 5257 5345

The Honorable Steve Swan
City of Lakeway
1102 Lohmans Crossing Dr.
Lakeway, TX 78734

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7008 1300 0001 5257 5369

Mr. Anthony Johnson
City of Leander
P. O. Box 319
Leander, TX 78646

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7008 1300 0001 5257 5376

The Honorable John Cowman
City of Leander
P. O. Box 319
Leander, TX 78646

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7008 1300 0001 5257 5383

Mr. Mel Yantis
City of Liberty Hill
P. O. Box 1920
Liberty Hill, TX 78642

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Total Postage & Fees	$ 3.12

0025
PURCELLVILLE VA 20132
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USPS
10/10/2008

7008 1300 0001 5257 5284

Mr. Dan Dodson
City of Jonestown
18649 FM 1431, 4-A
Jonestown, TX 78645

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Total Postage & Fees	$ 3.12

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PURCELLVILLE VA 20132
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7008 1300 0001 5257 5297

The Honorable Deane Armstrong
City of Jonestown
18659 FM 1431, Ste. 4-A
Jonestown, TX 78645

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Mr. Thomas Mattos
City of Kyle
P. O. Box 40
Kyle, TX 78640

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The Honorable Rodney Hortenstine
City of Taylor
400 Porter St.
Taylor, TX 76574

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The Honorable Miguel Gonzalez
City of Kyle
P. O. Box 40
Kyle, TX 78640

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Mr. Bill Angelo
City of Lago Vista
P. O. Box 4727
Lago Vista, TX 78645

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7008 1300 0001 5256 4204

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City, State, ZIP+4 Austin TX 78744

EXHIBIT C

FEDERAL EMERGENCY MANAGEMENT AGENCY

GENERAL PROVISIONS

FOR

GRANTS AND COOPERATIVE AGREEMENT

General Provisions

The general provisions which are based upon the requirements of the Office of Management and Budget Circulars A-102 and A-110 are set forth in this section and shall be used verbatim in all discretionary awards.

(1) Definitions

(1) The term "Recipient" refers to the grantee if the legal instruments to which these General Provisions apply is a grant and to the cooperating party if they apply to a cooperative agreement.

(2) The term "instrument" refers to either a grant or a cooperative agreement.

(3) The term "Assistance Officer" (AO) refers to the individual delegated the authority by FEMA to execute and/or administer this instrument.

(2) Amendments

This instrument may be amended at any time by a written modification. Amendment which reflects the rights and obligation of either party shall be executed by both the Government and the recipient. Administrative amendment that do not change the Project Description or impact cost of delivery may be issued unilaterally by the AO.

(3) Cash Depositories

Any money advanced to the recipient under the terms of this instrument must be deposited in a bank with Federal Deposit Insurance Corporation (FDIC) insurance coverage and the balance exceeding the FDIC coverage must be collaterally secured. Consistent with the national goal of expanding opportunities for minority business enterprises, the recipient and its sub-recipients are encouraged to use minority banks (a bank which is owned at least 50 percent by minority group members). A list of minority owned banks can be obtained from the Office of Minority Business Enterprise, Department of Commerce, Washington, D. C. 20202.

(4) Retention and Custodial Requirements for Records

(1) Financial records, supporting documents, statistical records and all other records pertinent to this instrument shall be retained for a period of three years, with the following exceptions:

i. If any litigation, claim or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation claims or audit findings involving the records have been resolved.

ii. Records for nonexpendable property, if any, required with Federal funds shall be retained for three years after its final disposition.

iii. When records are transferred to or maintained by FEMA, the 3-year retention requirement is not applicable to the recipient.

(2) The retention period starts from the date of the submission of the final expenditure report.The recipient may be authorized by the AO to substitute microfilm copies for original records.FEMA will request transfer of certain records to its custody from the recipient when it determines that the records possess long-term retention value. The recipient shall make such transfers as requested. However, to avoid duplicate recordkeeping, FEMA may make arrangements with the recipient to retain records at the point of use, for those that are continuously needed during the progress of the work. The Director of FEMA and the Comptroller General of the United States or any of their duly authorized representatives shall have access to any pertinent books, documents, papers, and records of the recipient and its subcontractors, to make audits, examinations, excerpts and transcripts.

(5) Allowable Cost

(1) For the performance of the work under this instrument, FEMA shall pay the recipient: The cost (hereafter referred to as "allowable cost") determined by the AO to be allowable, allocable and reasonable in accordance with the following and with the terms of this instrument:

1. For colleges and universities: OMB Circular A-21 (FMC 73-8);
2. For State and local governments: OMB Circular A-87 (FMC 74-4);
3. For other nonprofit organizations: OMB Circular A-122 (Federal Procurement Regulations Part 15, Subpart 2):
4. For all other recipients: Federal Procurement Regulations Part 15, Subpart 2.

(6) Program Income

(1) Program income is gross income earned by the recipient from Federally supported activities. Such earnings exclude interest earned on advances and may include, but will not be limited to, income from service fees, and royalties on patents and copyrights.

(2) Interest earned on advances under this instrument shall be remitted to FEMA except for interest earned on advances to recipients who are States or instrumentalities of a State as provided by the intergovernmental Cooperation Act of 1968 (P. L. 90-577) or tribal organizations pursuant to Section 102, 103, or 104 of the Indian Self-Determination Act (P. L. 93-638).

(3) The recipient shall account for all program income which results from this instrument.
(4) Proceeds from the sale of real or personal property either provided by the Federal government or purchased in whole or in part with Federal funds shall be handled in accordance with the General Provision entitled, "Property Management Standards."
(5) Unless provided otherwise in this instrument, the recipient shall have no obligation to the Federal government with respect to royalties received as a result of copyrights or patient produced under this instrument.
(6) All other program income earned during the project period shall be retained by the recipient and unless stated otherwise in this instrument, shall be deducted from the total project costs in determining the net costs on which the Federal share of costs will be based.

(7) **Financial Management Systems**

The recipient shall maintain a financial management system that provides for the following:

(1) Accurate, current, and complete disclosure of the financial results of this instrument in accordance with the General Provision entitled "Financial Reporting Requirements".
(2) Records that identify adequately the source and application of funds for Federally supported activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays and income.
(3) Effective control over and accountability for all funds, property and other assets.
(4) A comparison or actual outlays with budgeted amounts and the relationship of specific performance to costs incurred.
(5) Procedures to minimize the time elapsing between the transfer of funds to the recipient and disbursement by the recipient when advances or letters-of-credit are used.
(6) Procedures for determining reasonableness, allowability and allocability of costs in accordance with provisions of the applicable Federal cost principles and the terms of this instrument.
(7) Accounting records that are supported by source documentation.
(8) Examinations in the form of audits including internal audit. Such audits shall be made by qualified individuals who are sufficiently independent of those who authorize the expenditure of Federal funds to produce unbiased opinions, conclusions or judgments. They shall meet the independence criteria set forth in Chapter 3, Part 3, of the U. S. General Accounting Office publication, "Standards for Audit of Government Organizations Programs, Activities, and Functions." These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms of condition of the instrument.

ec

It is not intended that each Federal Agreement awarded to the recipient be separately examined. Generally, examinations shall be conducted on an organization-wide basis to test the fiscal integrity of financial transactions as well as compliance with the terms and conditions of Federal Agreements. Such tests shall include an appropriate sampling of Federal Agreements. Examinations shall be conducted with reasonable frequency, on a continuing basis or at scheduled intervals, usually annually, but not less frequently than every two years. The frequency of these examinations shall depend upon the nature, size and the complexity of the activity. The examinations do not relieve Federal agencies of their audit responsibilities but may affect the frequency and scope of such audits (See General Provision entitled, "Audit Requirement" for more detailed requirement for A-102 recipients.)

The recipient shall make the results of such audits available to the Government upon request and/or with the final voucher submitted under grants or cooperative agreements.

(9) A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

The recipient shall require its sub-recipients to adopt the standards above except for the requirements in subparagraph (5) regarding the use of the letters-of-credit method and that part of subparagraph (1) regarding reporting forms and frequencies prescribed in the General Provisions entitled "Financial Reporting Requirements".

(8) Financial Reporting Requirements

(1) Recipients shall submit an original and two copies of Financial Status Report (Standard Form 269) 30 days after the completion of each quarter of the project with the exception of a final Financial Status Report which shall be due 90 days after project completion. All reports should be prepared on an accrual basis; however, if the recipient's accounting records are not normally kept on the accrual basis, the recipient shall not be required to convert its accounting system, but shall develop such information through best estimates based on an analysis of the documentation on hand. Reports should be submitted to the AO.

(2) In the event this instrument provides for advances to the recipient the recipient shall submit original and two copies of a Federal Cash Transaction Report (Standard Form 272) 15 working days following the end of each quarter.

(3) The recipient shall use the Request for Advance or Reimbursement (Standard Form 270) when a Letter of Credit is not authorized by this instrument. An original and two copies shall be submitted not more often than monthly to the designated office.

61

(9) Monitoring and Reporting Program Performance

(1) Recipients shall constantly monitor their performance under this grant or cooperative agreement to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. This review shall be made for each program, function, or activity in accordance with the requirements set forth in the Schedule.

(2) Recipients shall submit a quarterly report which includes a brief summary of progress to date, a description of any problem that may impede performance along with proposed corrective action, schedule status of work for subsequent months and the Financial Status Report (or request for advance or reimbursement if used in lieu of the Financial Status Report) required by the General Provision entitled "Financial Reporting Requirement". The report is to be submitted by the 15th day after the end of each 3-month period. No report need be submitted for the final 3 months as they will be covered in the final progress review and/or report which will be submitted 3 months after project completion.

(3) Between the required performance reporting dates, events may occur that have significant impact upon the project or program. In such instances, the recipient shall inform the AO and program office as soon as the following types of conditions become known:

i. Problems, delays, or adverse conditions that will materially affect the ability to attain program objective, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated and any Federal assistance needed to resolve the situation.

ii. Favorable developments or events that enable time schedule to be met sooner than anticipate or more work units to be produced than originally projected.

(4) If any performance review conducted by the recipient discloses the need for change in the budget estimates in accordance with the criteria established in the General Provision entitled "Budget Revision Procedures," the recipient shall submit a request for budget revision.

(10) Budget Revision Procedures

(1) The budget is the approved financial plan for both the federal and non-Federal shares to carry out the purpose of the instrument. This plan is the financial expression of the project or program as approved during the application and award process. It should be related to performance for program evaluation purposes whenever appropriate and required.

(2) FEMA shall not be obligated to reimburse the recipient for outlays (costs) in excess of the Federally funded amount of the instrument unless and until the AO executes an amendment to the instrument which increases the Federally funded amount. The Federally funded amount is the amount obligated on the instrument which may be less than or equal to the budgeted Federal share of the instrument.

(3) This paragraph (3) is applicable only if the recipient is a State, local, or Federally recognized Indian tribal government (as defined by OMB Circular A-102). Recipients shall request prior approvals promptly to the AO when there is reason to believe that a revision will be necessary for any of the following reasons:
   i. Changes in the scope or the objective of the project or programs:
   ii. The need for additional Federal funding:
   iii. The revisions which pertain to the addition of terms requiring approval in accordance with the provisions of OMB Circular A-87.
   iv. Recipients plan to transfer funds allotted for training allowances (direct payments to trainees) to other categories of expense:

(4) This paragraph (4) is applicable only if the recipient is *not* a State, local, or Federally recognized Indian tribal government (as defined by OMB Circular A-102):
   i. Recipients shall request prior approvals promptly from the AO when there is reason to believe that a revision will be necessary for any of the following reasons:
      (A) Changes in the scope of the objective of the project or program.
      (B) The need for additional Federal funding:
      (C) Expenditures that require approval in accordance with applicable cost principles:
      (D) Recipients plan to transfer funds allotted for training allowances (direct payments to trainees) to other categories of expense.
   ii. None of the substantive programmatic work under this instrument may be subcontracted or transferred without prior approval of the AO. This provision does not apply to the purchase of supplies, material, equipment or general support services.

(5) This paragraph (5) is applicable only if specifically required elsewhere in this instrument. The recipient shall not transfer, without the written approval of the AO, funds among cost categories when the cumulative amount of such transfers exceeds or is expected to exceed five percent of the total budget as last approved by the AO. This same criteria shall apply to the cumulative amount of transfers among programs, functions, and activities or "line items" when budgeted separately for an award, except that FEMA shall permit no transfer that would cause any Federal appropriation, or part thereof, to be used for purposed other than those intended.

(6) Recipients shall notify the AO promptly whenever the amount of Federal authorized funds is expected to exceed the needs of the recipient by more than $5,000 or five percent of the Federal award, whichever is greater.

(7) When requesting approval for budget revisions, recipients shall use the budget forms that were used in the application unless another format is authorized by the AO.

(8) Within 30 days from the date of receipt of the request for budget revisions, the AO shall review the request and notify the recipient whether the budget revisions have been approved. If the revision is still under consideration at the end of 30 days, the AO shall inform the recipient in writing as to when the recipient may expect the decision.

(11) Closeout Procedures

(1) The following definitions shall apply:

Closeout – The closeout of this instrument is the process by which FEMA determines that all applicable administrative actions and all required work of the instrument have been completed by the recipient and FEMA.

Date of completion – The date on which all work under the instrument is completed or the date in the award document or any supplement or amendment thereto (including termination notices subject to the General Provision entitled, "Suspension and Termination Procedure"), on which Federal assistance ends.

Disallowed costs – Disallowed costs are those charges to the instrument that the AO determines to be unallowable in accordance with the applicable Federal cost principle or other conditions contained in the instrument.

(2) The parties shall close out this instrument in accordance with the following procedures:

i. Upon request FEMA shall make prompt payments to a recipient for allowable reimbursable costs under the instrument being closed out.

ii. The recipient shall immediately refund any balance of unobligated (unencumbered) funds that FEMA has advanced or paid and that is not authorized by FEMA to be retained by the recipient for use in other instruments.

The AO shall initiate a request for refund if the recipient does not forward the balance within 90 days.

iii. The recipient shall submit to the AO within 90 days after completion of this instrument all financial and other data required as a condition of this instrument. The AO grant extensions when requested by the recipient.

iv. The AO shall make a settlement for any upward or downward adjustments to the Federal share of costs after these reports are received.

v. The recipient shall account for any property acquired with Federal funds or received from the Government, in accordance with the provisions of the General Provision entitled, "Property Management Standards."

vi. In the event a final audit has not been performed prior to the closeout of the instrument, FEMA shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

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(12) Suspension and Termination Procedures

(1) The following definitions shall apply:

Termination - Termination of this instrument means the cancellation of further Federal assistance, in whole or in part, under the instrument at any time prior to the date of completion.

Suspension – The suspension of this instrument is an action by the AO that temporarily suspends Federal assistance under the instrument pending corrective action by the recipient or pending a decision to terminate the instrument by FEMA.

(2) When the recipient has failed to comply with the terms, conditions, or standard to the instrument, the AO may, on reasonable notice to the recipient, suspend the instrument and withhold further payments or prohibit the recipient from incurring additional obligations of funds, pending corrective action by the recipient or a decision to terminate in accordance with paragraph (c). The AO shall allow all necessary and proper costs that the recipient could not reasonably avoid during the period of suspension, provided that they meet the provision of the applicable Federal cost principles.

(3) This instrument may be terminated for cause or convenience.

i. Termination for cause – The AO may terminate this instrument in whole or in part at any time before the date of completion, whenever it is determined that the recipient has failed to comply with the conditions of the instrument.The AO shall promptly notify the recipient in writing of the determination and the reasons for the termination, together with the effective date. Payments made to the recipient or recoveries by FEMA in the event this instrument is terminated for cause shall be in accordance with the legal rights and liabilities of the parties.

ii. Termination for convenience – This instrument may be terminated in whole or in part, when both parties agree that the continuation or the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in the case of partial terminations, the portion to be terminated. The recipient shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The AO shall allow full credit to the recipient for the Federal share of the noncancellable obligations properly incurred by the recipient prior to termination.

(4) The parties shall promptly settle the terminated instrument in accordance with the applicable requirements of the General Provision entitled "Closeout Procedures." In addition, the parties shall execute upon settlement a written amendment setting forth the terms and conditions of the settlement agreement.

(13) Property Management Standards

(1) The following definitions apply for the purpose of this clause.

Real property – Real property means land, including land improvements, structures and appurtenances thereto, but excluding movable machinery and equipment.

Personal property – Personal property means property of any kind except real property. It may be tangible – such as equipment, or intangible – such as patents, inventions and copyrights.

Nonexpendable personal property – Nonexpendable personal property means tangible personal property having a useful life of more than one year and an acquisition cost of $300 or more per unit except that recipients subject to Cost Accounting Standards Boards regulations may use the CASB stated of $500 per unit and useful life of two years. A recipient may use its own definition of nonexpendable personal property provided that the definition would at least include all tangible personal property as defined above.

Expendable personal property – Expendable personal property refers to all tangible personal property other than nonexpendable property.

Excess property – Excess property means property under the control of any Federal agency that as determined by the head thereof, is no longer required for its needs or the discharge of its responsibilities.

Acquisition cost of purchased nonexpendable personal property – Acquisition cost of an item or purchased nonexpendable personal property means the new invoice unit price of the property including the cots of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient's regular accounting practices.

Exempt property – Exempt property means tangible personal property acquired in whole or in part with Federal funds, title to which is vested in the recipient without further obligation to the Federal Government except as provided in subparagraph (4)(I) below. Such unconditional vesting of title will pursuant to any Federal Legislation that provides FEMA with adequate authority.

(2) Real property – If real property is acquired as a requirement of this instrument, the following shall apply:

i. Title to real property shall vest in the recipient, subject to the condition that the recipient shall use the real property for the authorized purpose of the project as long as it is needed.

ii. The recipient shall obtain approval by FEMA for the use of real property in other projects when the recipient determines that the property is no longer needed for the purpose of the original project. Use in other projects shall be limited to those under other Federally sponsored projects. (i.e., grants or other agreements) or programs that have purposes consistent with those authorized for support by FEMA.

iii. When the real property is no longer needed as provided in subparagraphs (i) and (ii) above, the recipient shall request disposition instructions from FEMA or its successor Federal sponsoring agency.

(3) Federally owned nonexpendable personal property – Title to Federally owned property remains vested in the Federal Government. The recipient shall submit annually an inventory listing of Federally owned property in the custody to FEMA. Upon completion of the effort covered by they instrument or when the property is no longer needed, the recipient shall report the property as being available to FEMA for further agency use.

(4) Other nonexpendable property – When other nonexpendable tangible personal property is acquired by a recipient with project funds, title shall vest in the recipient subject to the following conditions:

i. Right to transfer title – For items of nonexpendable personal property having a unit acquisition cost of $1,000 or more. FEMA reserves the right to transfer the title to the Federal Government or a third party.

(5) Use of other tangible nonexpendable property for which the recipient has title.

i. The recipient shall use the property in the project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original project or program, the recipient shall use the property in connection with its other Federally sponsored activities if authorized by FEMA.

ii. Shared use – During the time that nonexempt nonexpendable personal property is held for use on the project or program for which it was acquired, the recipient shall make it available for use on other project or programs if such other use will not interfere with the work on that project. First preference for such other use shall be given to other projects or programs sponsored by FEMA; or to programs sponsored by other Federal agencies. If the property is owned by the Federal Government, use for other activities not sponsored by the Federal Government shall be permissible if authorized by FEMA.

(6) Disposition of other nonexpendable property – When the recipient no longer needs the property as provide in (5) above, the property may be used for there activities in accordance with the following standards:

i. Nonexpendable personal property with a unit acquisition cost of less than $1,000 – The recipient may use the property for other activities without reimbursement to FEMA or sell the property and retain proceeds.

ii. Nonexpendable personal property with a unit acquisition cost of $1,000 or more – The recipient may retain the property for other uses provided that compensation is made to FEMA. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the property. If the recipient has no need for the property and the property has further use value, the recipient shall request disposition instructions from FEMA.

(e)

(7) Property management standards for nonexpendable property – The recipient's property management standards for nonexpendable personal property shall include the following procedural requirements:

i. Property records shall be maintained accurately and shall include:

A. A description of the property;

B. Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number;

C. Source of property, including grant or other agreement number;

D. Whether title vests in the recipient or the Federal Government;

E. Acquisition date (or date received, if the property was furnished by the Federal Government) and cost;

F. Percentage (at end of the budget year) of Federal participation in the cost of the project or program for which the property was acquired. (Not applicable to property furnished by the Federal Government); Location, use and condition of the property and the date the information was reported;

G. Unit acquisition cost;

H. Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal sponsoring agency for its share.

ii. Property owned by the Federal Government must be marked to indicate Federal ownership.

iii. A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determining the cause of the difference. The recipient shall, in connection with the inventory, verify the existence, current use, and continued need for the property.

iv. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of nonexpendable property shall be investigated and fully documented; if the property is owned by the Federal Government, the recipient shall promptly notify FEMA.

v. Adequate maintenance procedures shall be implemented to keep the property in good condition.

vi. Where the recipient is authorized or required to sell the property, proper sales procedures shall be established which provide for competition to the extent practicable and result in the highest possible return.

(8) Expendable personal property – Title to expendable personal property shall vest in the recipient upon acquisition. If there is a residual inventory of such property exceeding $1,000 in aggregate fair market value upon termination or completion of the instrument and the property is not needed for any other Federally sponsored project or program, the recipient shall retain the property for use on nonfederally sponsored activities or sell it, but must in either case compensate FEMA for its share. The amount of completions shall be computed in the same manner as for nonexpendable personal property.

i. Intangible property

A. Inventions and patents – If any program produces patentable items, patent rights, processes, or inventions in the course of work sponsors by the Federal Government, such fact shall be promptly and fully reported to FEMA. Unless there is a prior agreement between the recipient and FEMA on disposition of such items, FEMA shall determine whether protection of the invention or discovery shall be sought. FEMA will also determine how the rights in the inventory or discovery - including rights under any patent issued thereon - shall be allocated and administered in order to protect the public interest consistent with current Government Patent Policy.

B. Copyrights – Except as otherwise provided in the terms and conditions of this instrument, the author or the recipient organization is free to copyright any books, publications, or other copyrightable materials developed in the course or under the instrument. FEMA hereby reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use and to authorize other to use, the work for Government purposes.

(14) Procurement Standards

(1) All recipients shall adhere to the following standards:

i. The recipient shall maintain a code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the awarding and administration of contracts using Federal funds. No employee, officer or agent shall participate in the selection, award or administration of a contract in which Federal funds are used where, to his knowledge, he or his immediate family, partners, or an organization in which he or his immediate family or partner has a financial interest, real or apparent, or other interest in the firm selected for award. The recipients' officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of substantial monetary value from contractors or potential contractors. To the extent permissible by State and local laws, rules and regulations, such standards shall provide for disciplinary actions to be applied for violations of such by the recipients' officers, employees or agents.

ii. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals should be excluded from competing for such procurements. Awards shall be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to the recipient, price and other factors considered. Solicitations shall clearly set forth all requirements that the bidder/offeror must fulfill in order for his/her bid/offer to be evaluated by the recipient. Any and all bids/offers may be rejected when it is in the recipient's interest to do so.

iii. All recipients shall establish procurement procedures that provide for, at a minimum, the following procedural requirements.

(A) Proposed procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.

(B) Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand name or equal" descriptions may be used as a means to define the "Brand," performance, or other salient requirements or procurement; and, when so used the specific features of the named brand which must be met by bidders/offerors shall be clearly specified.

(C) Positive efforts shall be made by the recipient to use small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts using Federal funds.

(D) The type of procuring instruments used, e.g., fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts, shall be determined by the recipient but must be appropriate to the particular procurement and for promoting the best interest of the program involved. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.

(E) Contracts shall be made only with responsible contractors who possess the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration should be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

(F) Review and approval by the AO at the recipient's proposed contracts and related procurement documents is required when the procurement is expected to exceed $10,000 and is to be awarded without competition or any one bid or other is received, the procurement is expected to exceed $10,000 and specifies a "brand name product," or the recipient's procedures or operation fails to comply with this 13/32(n). The provisions of this paragraph are waived in the event the recipient's procurement system has been certified in accordance with the Office of Federal Procurement Policy.

(G) Some form of price or cost analysis should be made in connections with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element at cost to determine reasonableness, allocability and allowability. Costs or prices based on estimated costs for contracts under this instrument shall be allowed only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles.

(H) Procurement records and files for purchases in excess of $10,000 shall include the following:

(1) Basis for contractor selection;

(2) Justification for lack of competition when competitive bids or offers are not obtained;

(3) Basis for award cost or price;

(4) Rationale for the method of procurement; and

(5) Selection of contract type.

(I) A system for contract administration shall be maintained to ensure contractor conformance with terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases.

(2) If the recipient of the instrument is a State or local government or other entity as defined in OMB Circular A-102, it shall adhere to the following standards:

i. Contracting with Small and Minority Firms, Women-Owned Business Enterprises and Labor Surplus Area Firms.

(A) Affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. Affirmative steps shall include the following:

(1) Including qualified small and minority businesses on solicitation lists;

(2) Assuring that small and minority businesses are solicited whenever they are potential sources;

(3) When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation but not to avoid requirements applicable to purchases in excess of $10,000;

(4) Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority businesses;

(5) Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and the Community Services Administration as required;

(6) If any subcontracts are to be let, requiring the prime contractor to take the affirmative steps in 1 through 5 above.

(B) Recipients shall take similar appropriate affirmative action in support of women-owned business enterprises.

(C) Recipients are encouraged to procure goods and services from labor surplus areas.

ii. Procurement under this instrument shall be made by one of the following methods, as described herein: (a) small purchase procedures; (b) competitive sealed bid (formal advertising); (c) competitive negotiations; (d) noncompetitive negotiation.

(A) Small purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in the aggregate not more than $10,000. Recipients shall comply with State or local small purchase dollar limits under $10,000. If small purchase procedures are used for procurement under this instrument, price or rate quotations shall be obtained from an adequate number of qualified sources.

(B) In competitive sealed bids (formal advertising), sealed bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price.

(1) In order for formal advertising to be feasible, appropriate conditions must be present, including, as a minimum, the following:

i. Specification or purchase description is available.

ii. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.

72

iii. The procurement lends itself to a firm-fixed-price contract, and selection of thesuccessful bidder can appropriately be made principally on the basis of price.

(2) If formal advertising is used for a procurement under this instrument, the following requirements shall apply:

i. A sufficient time prior to the date set for opening of bids, bids shall be solicited from an adequate number of known suppliers. In addition, the invitation shall be publicly advertised.

ii. The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.

iii. All bids shall be opened publicly at the time and place stated in the invitation for bids

iv. A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of the recipient indicates that such discounts are generally taken.

v. Any or all bids may be rejected when there are sound documented business reasons in the best interests of the program.

(C) In competitive negotiation, proposals are requested from a number of sources, and the Request for Proposal is publicized, negotiations are normally conducted with more than one of the sources submitting orders, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for a procurement under a grant, the following requirements shall apply:

(1) Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposals shall be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable.

(2) The request for proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.

(3) The recipient shall provide mechanisms for technical evaluation of the proposals received, determination or responsible offerors for the purpose of written or oral discussions, and selection for contract award.

(4) Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors should be notified promptly.

(5) Grantees may utilize competitive negotiation procedures for procurement of Architectural/Engineering professional services, whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

(D) Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is infeasible under small purchase, competitive bidding (formal advertising) or competitive negotiation procedures. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:

(1) The item is available only from a single source;

(2) Public exigency or emergency when the requirement will not permit a delay incident to competitive solicitation;

(3) FEMA authorizes noncompetitive negotiation; or

(4) After solicitation of a number of sources, competition is determined inadequate.

(E) In order to foster greater economy and efficiency, recipients are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

(F) The recipient shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. These provisions shall also be applied to subcontracts.

(1) Contracts in excess of $10,000 shall contain contractual provisions or conditions that will allow for administrative, contractual or legal remedies in instances in which contractors violate or breach contract terms, and provide for such remedial actions as may be appropriate.

(2) All contracts in excess of $10,000 shall contain suitable provisions for termination by the recipient including the manner by which termination will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(3) In all contracts for construction or facility improvement awarded for more than $100,000, recipients shall observe the bonding requirements provided below:

FEMA may accept the bonding policy and requirements of the recipient provided it has made a determination that the Government's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(A) A bid guarantee from each bidder equivalent to five percent of the bid price. The "guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contract documents as may be required within the time specified.

(B) A performance bond on the behalf of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(C) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

(4) All contracts awarded by recipient and its contractors or subgrantees having a value of more than $10,000 ($5,000 Federal share or grants), shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR, Part 60).

(5) All contracts and subgrants in excess of $2,000 for construction or repair awarded by recipient and subrecipients shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874 as supplemented in Department of Labor regulations 29 CFR, Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to FEMA.

(6) When required by the Federal program legislation, all construction contracts awarded by the recipient and subrecipients of more than $2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the AO.

(7) Where applicable, all contracts awarded by recipient in excess of $2,000 for construction contracts and in excess of $2,500 for other contracts that involve the employment of mechanics or laborers, shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workday of 8 hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to his/her health and safety, as determined under construction safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market; contracts for transportation; or transmission of intelligence.

(8) Contracts or agreements, the principal purpose of which is to create, develop or improve products, processes or methods; or for exploration into fields that directly concern public health, safety or welfare; or contracts in the field of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions, patents, copyrights, rights in data and materials generated under the contract or agreements are subject to the regulations issued by FEMA and the recipient.

(9) All negotiated contracts (except those of $10,000 or less) awarded by recipients shall include a provision to the effect that the recipient, FEMA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions. Recipients shall require contractors to maintain all required records for three years after the recipient makes final payment and all pending matters are closed.

(10) Contracts and subgrants or amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 1857 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended. Violations shall be reported to FEMA and the Regional Office of the Environmental Protection Agency.

(11) If the recipient is a State or local government, contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

(15) Audit Requirements

(1) This provision is applicable only if the recipient is a State, local, or Federally recognized Indian tribal government (as defined by OMB Circular A-102).

(2) Cognizant agency is defined as a Federal agency that is assigned audit responsibilities for a particular recipient organization by the Office of Management and Budget.

(3) Recipients shall use their own procedures to arrange for independent audits, and to prescribe the scope of audits, provided that the audits comply with the requirements set forth below. Where contracts are awarded for audit services, the contracts shall include a reference to this provision.

(4) The provisions of this article do not limit the authority of FEMA to make audits of recipient organizations. However, if independent audits arranged for by recipients meet the requirements prescribed below, FEMA shall rely on them, and any additional work shall build upon the work already done.

(5) Audits shall be made in accordance with the General Accounting Office, "Standards for Audit of Governmental Organizations, Programs, Activities and Functions," the Guidelines for Financial and Compliance Audits of Federally Assisted Programs, any compliance supplements approved by OMB, and generally accepted auditing standards established by the American Institute of Certified Public Accountants.

(6) Audits shall include, at a minimum, an examination of the systems of internal control, systems established to ensure compliance with laws and regulations affecting the expenditure of Federal funds, financial transactions and accounts, and financial statements and reports of recipient organizations. These examinations are to determine whether:

i. There is effective control over and proper accounting for revenues, expenditures, assets, and liabilities.

ii. The financial statements are presented fairly in accordance with generally accepted accounting principles

iii. The Federal financial reports (including Financial Status Report, Cash Reports, and claims for advances and reimbursements) contain accurate and reliable financial data; and are presented in accordance with the terms of this instrument, and in accordance with the General provision entitled, "Financial Reporting Requirements," of this instrument.

iv. Federal funds are being expended in accordance with the terms of applicable agreements and those provisions of Federal law or regulations that could have a material effect on the financial statements or on the awards tested.

(7) In order to accomplish the purposes set forth above, a representative number of charges to Federal awards shall be tested. The test shall be representative of (1) the universe of Federal awards received, and (2) a cost categories that materially affect the award. The test is to determine whether the charges:

i. Are necessary and reasonable for the proper administration of the program.

ii. Conform to any limitations or exclusions in the award.

iii. Were given consistent accounting treatment and applied uniformity to both Federally assisted and other activities of the recipient.

iv. Were net of applicable credits.

v. Did not include costs properly chargeable to other Federally assisted programs.

vi. Were properly recorded (i.e., correct amount, date) and supported by source documentation.

vii. Were approved in advance, if subject to prior approval in accordance with OMB Circular A-87.

viii. Were incurred in accordance with competitive purchasing procedures, as set forth in "Procurement Standards" (13.32(n)).

ix. Were allocated equitably to benefiting activities, including non-Federal activities.

(8) Audits usually will be made annually, but not less frequently than every two years.

(9) If the auditor becomes aware of irregularities in the recipient organization, the auditor shall promptly notify the cognizant agency and recipient management officials above the level of involvement. Irregularities include such matters as conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

(10) The audit report shall include:

i. Financial statements including footnotes, of the recipient organization.

ii. The auditor's comments on the financial statement which should:

(A) Identify the statements examined and the period

(B) Identify the various programs under which the organization received Federal funds, and the amount of the awards received

(C) State that the audit was done in accordance with the standards in paragraph 13.32 (g)(8).

(D) Express an opinion as to whether the financial statements are fairly presented in accordance with generally accepted accounting principles. If an unqualified opinion cannot be expressed, state the nature of the qualification.

iii. The auditor's comments on compliance and internal control which should:

(A) Include comments on weaknesses in and noncompliance with the systems of internal control, separately identifying material weaknesses.

(B) Identify the nature and impact of any noted instances of noncompliance with the terms of agreements and those provisions of Federal law or regulations that could have a material effect on the financial statements and reports.

(C) Contain an expression of positive assurance with respect to compliance with requirements for tested items, and negative assurance for untested items.

iv. Comments on the accuracy and completeness of financial reports and claims for advance or reimbursement to Federal agencies.

v. Comments on corrective action taken or planned by the recipient.

(11) Work papers and reports shall be retained for a minimum or three years from the date of the audit report unless the auditor is notified in writing by the cognizant agency of the need to extend the retention period. The audit work papers shall be made available upon request to the cognizant agency or it's designees and the General Accounting Office or its designees.

(12) Recipients shall require subrecipients that are State and local governments or Indian tribal governments to adopt the requirements of paragraphs ("1") through ("11") above. The recipient shall ensure that the subrecipient audit reports are received as required and shall submit the reports to the cognizant agency.

(16) Other Administrative Provisions

The recipient agrees that:

(1) It shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient receives Federal financial assistance and shall immediately take any measures necessary to effectuate this Agreement.

(2) It shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (a) the primary purpose of an instrument is to provide employment of (b) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

(3) It shall comply with the provisions of the Age Discrimination Act of 1975, and in accordance with that Act, shall prohibit discrimination on the basis of age.

(4) It shall comply, to the extent applicable, with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et. seq., which provides that no person in the United States shall, on the basis of sex; be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational programs or activity receiving Federal financial assistance.

(5) It shall comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d, P.L. 93-112), and all requirements imposed by or pursuant to the regulations of the Department of Health, Education and Welfare (45 CFR Parts 80, 81, and 84), promulgated under the foregoing statute. It agrees that, in accordance with the foregoing requirements, no otherwise qualified handicapped person, by reason of handicap, should be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, and that it shall take any measures necessary to effectuate the Agreement.

(6) It shall establish 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.

(7) It shall comply with the flood insurance purchase requirements of Section 102(a) of the Federal Disaster Protection Act of 1973. P.L. 93-234, 87 Stat. 975, approved December 13, 1975, which call for the chase of flood insurance in communities where such insurance is available as a condition for the receipt of Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director of the Federal Emergency Management Agency as an area having special flood hazards.

The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment or subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

(8) It will comply with provisions of Executive Order 11288, relating to the prevention, control, abatement of water pollution.

(9) It shall assist FEMA in its compliance with Executive Order 11988, Flood Plain Management which requires avoidance, to the extent possible, of the long- and short-term adverse impact associated with the occupancy and modification of floodplains and to avoid the direct or indirect support of floodplain development whenever there is a practicable alternative.

(10) It shall ensure, pursuant to Executive Order 11738, that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the instrument are not listed on the Environmental Protection Agency (EPA) list of violating facilities and that it shall notify FEMA of the receipt of any communications from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

(11) It shall comply with the provisions of the National Environmental Policy Act of 1969. (P. L. 91-190), and Executive Order 11514, as amended by Executive Order 11991, which promotes efforts to prevent or eliminate damage to the environment and biosphere and requires an Environmental Impact Statement when plans and programs may affect the quality of the environment.

(12) It shall comply, to the extent applicable, with all the requirements of Section 114 of the Clean Air Act, as amended (42 U.S.C. 1857 et seq., as amended by P.L. 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq., as amended by P.L.. 92-500), respectively, relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder.

(13) It shall assist FEMA in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by FEMA to avoid or mitigate adverse effects upon such properties.

(14) It shall 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 nonprofit organizations.

(15) It shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-648; 42 U.S.C. 4601 et. seq.) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.

The following assurances apply to State and Local Government recipients (A-102):

(16) It shall comply with the provisions of the Hatch Act which limits the political activity of employees.
(17) It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with A-102.

The following assurances are applicable when construction requirements are present:

(18) It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
(19) It will require the facility to be designed to comply with the "American Standard Specification for making Building and Facilities Accessible to, and Usable by the Physically Handicapped," number A117.1-1961, as modified. (41 CFR 101-17.703). The applicant will be responsible for conducting the inspections to ensure compliance with these specifications by the contractor.
(20) It will obtain approval by the appropriate Federal agency on the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the costs of the project, use or space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.
(21) It will cause work on the project to be commended within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and that the project will be prosecuted to completion within reasonable diligence.
(22) It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
(23) It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may require.
(24) It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities

EXHIBIT D
Task Budget

TASK	DESCRIPTION	AMOUNT
Task 1	Organize to prepare the Plan	$1,200.00
Task 2	Recommendations and actions to involve the public and coordination with other agencies	$3,600.00
Task 3	Inventory of existing flood hazards	$9,600.00
Task 4	Identify and evaluate Flood Mitigation Plan goals	$1,000.00
Task 5	Review possible activities, and estimate costs, and funding	$9,600.00
Task 6	Install new elevation bench marks	$9,300.00
Task 7	Prepare the Draft Flood Mitigation Plan	$150.00
Task 8	Submit Draft Plan to TWDB	$150.00
Task 9	Finalize Plan for city council adoption	$2,700.00
Task 10	Establish procedures to implement, evaluate and revise the Plan	$2,700.00
Total		**$40,000.00**

Expense Budget

Expense Category	Total Budget
Salaries and Wages[1]	$0.00
Fringe[2]	$0.00
Travel	$0.00
Subcontractor	$40,000.00
Other Expenses[3]	$0.00
Overhead[4]	$0.00
Profit	$0.00
Total	**$40,000.00**

[1] Salaries and Wages is defined as the cost of salaries of engineers, draftsmen, stenographers, surveymen, clerks, laborers, etc., for time directly chargeable to this contract.
[2] Fringe is defined as the cost of social security contributions, unemployment, excise, and payroll taxes, employment compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable thereto.
[3] Other Expenses is defined to include expendable supplies, communications, reproduction, postage, and costs of public meetings directly chargeable to this CONTRACT.
[4] Overhead is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this contract. These costs shall include the following:

- Indirect salaries, including that portion of the salary of principals and executives that is allocable to general supervision;
- Indirect salary fringe benefits;
- Accounting and legal services related to normal management and business operations;
- Travel costs incurred in the normal course of overall administration of the business;
- Equipment rental;
- Depreciation of furniture, fixtures, equipment, and vehicles;
- Dues, subscriptions, and fees associated with trade, business, technical, and professional organizations;
- Other insurance; Rent and utilities; and Repairs and maintenance of furniture, fixtures, and equipment
- Repairs and maintenance of furniture, fixtures, and equipment

EXHIBIT E

Scope of Work

See Exhibit B, Pages 10 – 12

5

Travis County Commissioners Court Agenda Request

Voting Session December 1, 2009 (Date) Work Session _____ (Date)

I. Request made by:

Roger A. El-Khoury, M.S., P.E., Director, Facilities Mgmt. Phone # 854-9555
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 $857,273.45, for the period of November 13, 2009 to November 19, 2009.

Approved by: _____
Signature of Commissioner or County Judge

II. Additional Information:

A. Backup memorandum is attached.

B. Affected agencies and officials.

Dan Mansour	854-9499
Susan Spataro	854-9125
Rodney Rhoades	854-9106

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)

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV 24 AM 9: 17

TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE:	December 1, 2009
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:	November 13, 2009 to November 19, 2009
REIMBURSEMENT REQUESTED FOR THIS PERIOD:	$857,273.45
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 $857,273.45.

Please see the attached reports for supporting detail information.

TRAVIS COUNTY

HOSPITAL AND INSURANCE FUND

SUPPORTING DETAIL FOR THE

WEEKLY REIMBURSEMENT REQUEST TO

COMMISSIONERS COURT

FOR THE PAYMENT PERIOD

NOVEMBER 13, 2009 TO NOVEMBER 19, 2009

-

Page 1. Detailed Recommendation to Travis County Auditor for transfer of funds.

Page 2. Chart of Weekly Reimbursements Compared to Budget

Page 3. Paid Claims Compared to Budgeted Claims

Page 4. Notification of amount of request from United Health Care (UHC).

Page 5. Last page of the UHC Check Register for the Week.

Page 6. List of payments deemed not reimbursable.

Page 7. Journal Entry for the reimbursement.

RECOMMENDATION FOR TRANSFER OF FUNDS

Last Updated 11-25-09 at 3:45pm

DATE:	December 1, 2009
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:	November 13, 2009
TO:	November 19, 2009

REIMBURSEMENT REQUESTED: $ 857,273.45

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	$	2,095,690.42
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: November 24, 2009	$	(1,238,417.14)
	$	-
Adjust to balance per UHC	$	0.17
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	$	857,273.45
PAYMENTS DEEMED NOT REIMBURSABLE	$	-
TRANSFER OF FUNDS REQUESTED:	$	857,273.45

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 $185,891.08) 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 ($105,842.45) 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 $5,397.50.

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.

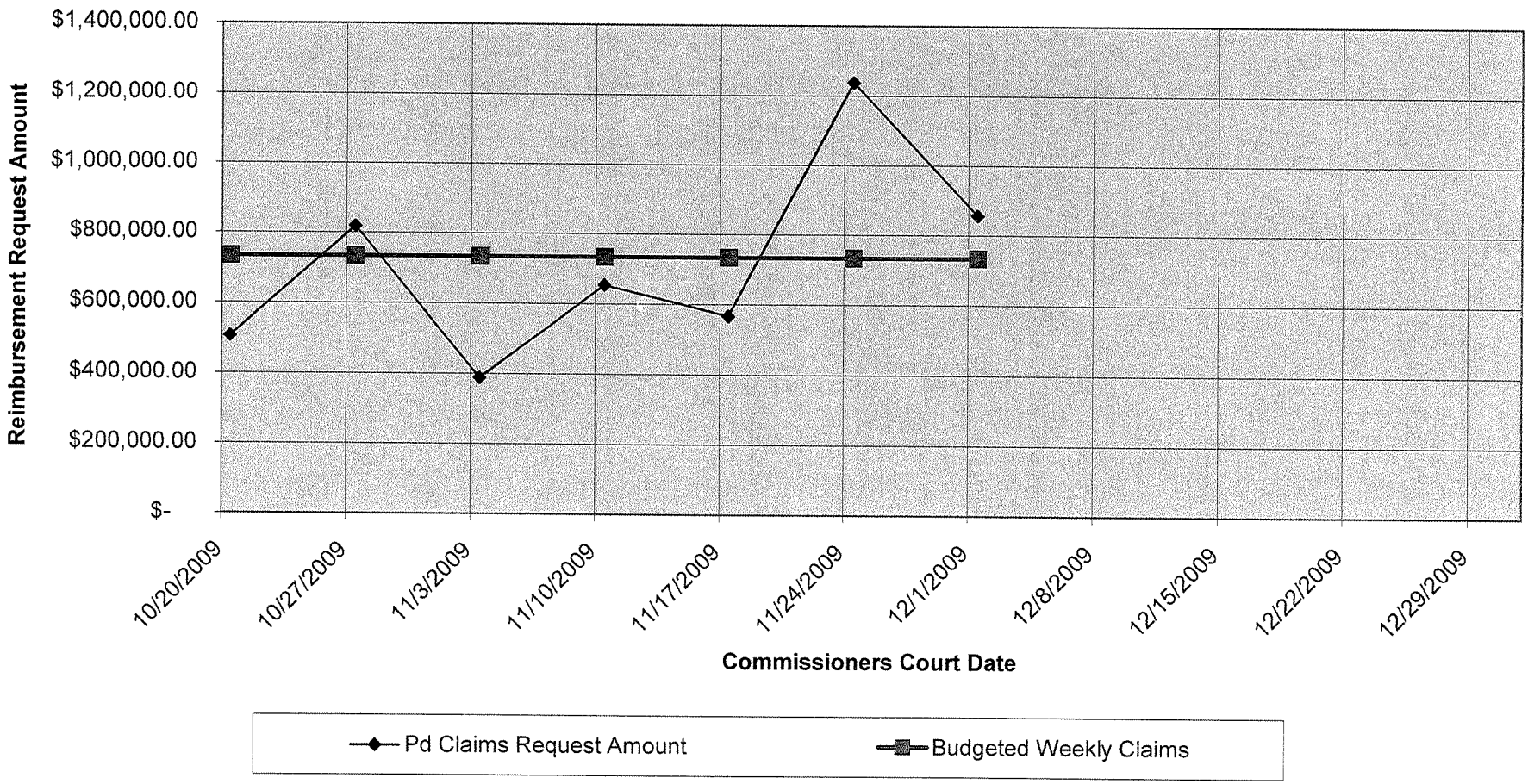
Dan Mansour 11-20-09
Dan Mansour, Risk Manager Date

Cindy Purinton 11-20-09
Cindy Purinton, Benefit Contract Administrator Date

Norman McRee 11/20/09
Norman McRee, Financial Analyst 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 BENEFIT PLAN
FY10 PAID CLAIMS vs WEEKLY CLAIMS BUDGET OF $734,980.88



Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY EMPLOYEE BENEFIT PLAN
FY10 WEEKLY PAID CLAIMS VS WEEKLY BUDGETED AMOUNT

Period	Voting Session Date	Pd Claims Request Amount	Budgeted Weekly Claims	# of Large Claims	Total of Large Claims
10/2/09-10/08/09	10/20/2009	$ 506,983.79	$ 734,980.88	2	$ 84,160.90
10/9/09-10/15/09	10/27/2009	$ 819,076.31	$ 734,980.88	2	$ 66,527.80
10/16/09-10/22/09	11/3/2009	$ 388,581.81	$ 734,960.88	2	$ 81,663.47
10/23/09-10/29/09	11/10/2009	$ 653,822.83	$ 734,960.88	2	$ 58,028.60
10/30/09-11/5/09	11/17/2009	$ 567,206.00	$ 734,960.88	0	$ -
11/6/09-11/12/09	11/24/2009	$ 1,238,417.14	$ 734,960.88	3	$ 185,593.04
11/13/09-11/19/09	12/1/2009	$ 857,273.45	$ 734,960.88	3	$ 185,891.08
	Paid and Budgeted Claims - to date	**$ 5,031,361.33**	**$ 5,144,766.16**		
	Amount Under Budget		**$ (113,404.83)**		

Not predictive of impact on reserve, intended to show relationship of weekly budget to weekly claims cost.

From: <SIFSFAX@UHC.COM>
To: <NORMAN.MCREE@CO.TRAVIS.TX.US>
Date: 11/20/2009 6:13 AM
Subject: UHC BANKING REPTS/C

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: 2009-11-20 REQUEST AMOUNT: $2,095,690.42

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

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2009-11-19	$22,069.58-
- REQUIRED BALANCE TO BE MAINTAINED:	$1,938,718.00
+ PRIOR DAY REQUEST:	$00.00
= UNDER DEPOSIT:	$1,960,787.58
+ CURRENT DAY NET CHARGE:	$134,902.84
+ FUNDING ADJUSTMENTS:	$00.00
REQUEST AMOUNT:	$2,095,690.42

ACTIVITY FOR WORK DAY: 2009-11-13

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	$120,109.91	$00.00	$120,109.91
TOTAL:	$120,109.91	$00.00	$120,109.91

ACTIVITY FOR WORK DAY: 2009-11-16

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	$309,133.23	$00.00	$309,133.23

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2009_11_19

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	$ 1.72	RF	25532155	A	11	11/16/2009	100	11/18/2009	11/19/2009
701254	632	$ 1.72	RF	25532157	A	10	11/16/2009	100	11/18/2009	11/19/2009
701254	632	$ 1.68	RF	22901621	AI	11	11/13/2009	100	11/17/2009	11/19/2009
701254	632	$ 1.60	RF	25545352	A	46	11/16/2009	100	11/18/2009	11/19/2009
701254	632	$ 1.53	UY	39388201	AA	8	10/29/2009	20	11/17/2009	11/19/2009
701254	632	$ 1.40	UY	49636641	AH	9	11/12/2009	700	11/16/2009	11/19/2009
701254	632	$ 1.20	UY	45771933	AA	1	11/6/2009	20	11/17/2009	11/19/2009
701254	632	$ 1.09	UY	45782084	AH	8	11/6/2009	20	11/17/2009	11/19/2009
701254	632	$ 0.71	RF	27692182	AH	1	11/17/2009	100	11/19/2009	11/19/2009
701254	632	$ 0.28	RF	27675201	AH	8	11/17/2009	100	11/19/2009	11/19/2009
701254	632	$ 0.13	RF	28786903	A	11	11/18/2009	100	11/20/2009	11/19/2009
701254	632	$ 0.01	RF	25595288	AH	6	11/16/2009	100	11/18/2009	11/19/2009
701254	632	$ (38.04)	Q6	65003362	AI	15	9/22/2008	50	11/17/2009	11/19/2009
701254	632	$ (75.00)	26	161484	AE	6	11/16/2009	50	11/19/2009	11/19/2009
701254	632	$ (263.20)	UV	23939781	AA	1	11/10/2009	50	11/16/2009	11/19/2009
701254	632	$ (450.77)	RC	48003001	AA	1	11/13/2009	50	11/19/2009	11/19/2009
701254	632	$ (1,226.83)	26	161342	AF	3	11/16/2009	50	11/19/2009	11/19/2009
701254	632	$ (1,317.91)	26	161439	AH	1	11/16/2009	50	11/19/2009	11/19/2009
701254	632	$ (2,025.75)	RC	51637262	AA	8	11/10/2009	50	11/16/2009	11/19/2009

857,273.45

5

Travis County Hospital and Insurance Fund - County Employees

UHC Payments Deemed Not Reimbursable

For the payment week ending: 11/19/2009

CONTR_#	*TRANS_AMT*	*SRS*	*CHK_#*	*GRP*	*CLAIM ACCT#*	*ISS_DATE*	*TRANS CODE*	*TRANS_DATE*

Total: $0.00

9

Travis County - Hospital and Self Insurance Fund (526)

Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 11/19/2009

TYPE		MEMBER TYPE	TRANS_AMT	
CEPO				
	EE			
		526-1145-522.45-28	**118,165.86**	
	RR			
		526-1145-522.45-29	**6,526.62**	
Total CEPO				$124,692.48
EPO				
	EE			
		526-1145-522.45-20	**232,460.62**	
	RR			
		526-1145-522.45-21	**39,379.49**	
Total EPO				$271,840.11
PPO				
	EE			
		526-1145-522.45-25	**442,655.61**	
	RR			
		526-1145-522.45-26	**18,085.25**	
Total PPO				$460,740.86
Grand Total				$857,273.45

#6

Travis County Commissioners Court Agenda Request

Voting Session 12/1/09 (Date) **Work Session** _____ (Date)

I. Request made by:

Roger A. El Khoury, M.S., P.E., Director, Facilities Management Phone # 854-4579
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

A. Routine Personnel Actions

B. Request from Juvenile Probation for Demotion according to Travis County Code § 10.03010

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.

Estela P. Medina, Chief Juvenile Probation Officer, Phone # 854-7069
Todd L. Osburn, Compensation Manager, HRMD Phone # 854-2744

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)

Human Resources Management Department

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

December 1, 2009

ITEM # :

DATE: November 20, 2009

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Sarah Eckhardt, Commissioner, Precinct 2
Karen L. Huber, Commissioner, Precinct 3
Margaret Gomez, Commissioner, Precinct 4

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

FROM: Todd L. Osburn, Compensation Manager, HRMD

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 7.

B. Non-Routine Personnel Action – Pages 4, 8 - 9.
Juvenile Probation requests approval for a demotion which is receiving a pay decrease outside of the policy of 5% for each pay grade that the position is lower than the former position - Travis County Code § 10.03010, from Juvenile Probation Div Dir, PG 25 to Guardian Ad Litem I, PG 16. HRMD has reviewed supporting documentation.

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

RAE/TLO/clr

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

WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

NEW HIRES

Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
Criminal Justice Planning	64	Legal Secretary	15 / Minimum / $33,764.43	15 / Minimum / $33,764.43
Juvenile Probation	231	Cook*	8 / $22,900.80	8 / $22,900.80
Juvenile Probation	491	Custodian Lead	7 / $28,225.60	7 / $28,225.60
Juvenile Probation	526	Accountant Assoc	13 / Level 1 / $30,388.80	13 / Level 1 / $30,388.80
Juvenile Probation	617	Juvenile Res Trt Ofcr I**	12 / Level 2 / $29,224.00	12 / Level 2 / $29,224.00
PBO	18	Financial Analyst Sr*	19 / $48,592.00	19 / $48,592.00

*** Temporary to Regular** **** Actual vs Authorized**

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Criminal Courts	20002	Court Bailiff	10 / $11.58	10 / $11.58	02
District Atty	20044	Court Bailiff	10 / $11.58	10 / $11.58	02
Fac Mgmt	20010	Custodian	5 / $11.00	5 / $11.00	02
HHS	50070	Interpreter Sign Lang IV	22 / $34.00	22 / $34.00	05
Juvenile Probation	50083	Juvenile Res Trt Ofcr Asst*	11 / $12.39	11 / $12.39	05
TCCES	50004	Office Specialist	10 / $11.58	10 / $11.58	05
TCCES	50066	Office Specialist	10 / $11.58	10 / $11.58	05

*** Regular to Temporary** ****Temporary Status Type Codes:** (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	**Slot – Position Title – Grade – Salary**	**Dept. (To)**	**Slot – Position Title – Grade – Salary**	**Comments**
Constable 4	Slot 13 / Deputy Constable* / Grd 61 / $44,956.70	**Constable 4**	Slot 20 / Constable Sergeant / Grd 64 / $66,168.54	Promotion. Peace Officer Pay Scale (POPS).
County Atty	Slot 93 / Office Specialist / Grd 10 / $24,079.54	**Civil Courts**	Slot 139 / Judicial Aide / Grd 15 / $33,800.00	Promotion. Pay is between min and midpoint of pay grade.
HHS	Slot 204 / Case Worker / Grd 15 / $38,820.83	**HHS**	Slot 204 / Case Worker / Grd 15 / $39,985.45	Travis County Code § 10.03012 - Temporary assignment. Additional duties performed. Pay increase is 3%.
Juvenile Probation	Slot 189 / Juvenile Probation Ofcr III / Grd 16 / $42,918.03	**Juvenile Probation**	Slot 44 / Juvenile Probation Ofcr Lead / Grd 17 / $45,063.93	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 571 / Counselor Sr / Grd 16 / $38,361.21	**Juvenile Probation**	Slot 557 / Chem Dependency Counselor Sr / Grd 16 / $38,361.21	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade, retains current pay.
Sheriff	Slot 255 / Cert Peace Officer Sr / Grd 84 / $61,933.04	**Sheriff**	Slot 318 / Cert Peace Officer Sr / Grd 84 / $61,933.04	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 318 / Corrections Officer Sr* / Grd 83 / $42,107.10	**Sheriff**	Slot 255 / Corrections Officer Sr* / Grd 83 / $42,107.10	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1424 / Corrections Officer Sr / Grd 83 / $48,673.04	**Constable 5**	Slot 15 / Deputy Constable* / Grd 61 / $43,210.75	Promotion. Transition from TCSO to Non-TCSO. Peace Office Pay Scale (POPS).
TNR	Slot 103 / Automotive Mechanic* / Grd 12 / $32,928.15	**TNR**	Slot 386 / Automotive Mechanic / Grd 12 / $32,928.15	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
*** Actual vs Authorized**				

NEW JOB CLASSIFICATION		
Position Title / Position #	**FLSA**	**Pay Grade**
Comprehensive Planning Mgr / 25592	E	25
HRMD is providing the attached proposed job description to accompany the Commissioners Court approved new classification of Comprehensive Planning Manager, pay grade 25 on 11/17/09. Required funding verified by PBO. See attached job description, pages 5 - 7.		

SECTION B. NON-ROUTINE PERSONNEL ACTION

NON-ROUTINE – Demotion				
Dept. (From)	**Slot – Position Title – Grade – Salary**	**Dept. (To)**	**Slot – Position Title – Grade – Salary**	**Comments**
Juvenile Probation	Slot 9 / Juvenile Probation Div Dir / Grd 25 / $73,506.28	**Juvenile Probation**	Slot 20 / Guardian Ad Litem I / Grd 16 / $54,181.50	Demotion effective 11/16/09. Pay is adjusted 26.29% instead of 45%, which is 5% per pay grade. Travis County Code § 10.03010.

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

Karen L. Huber, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Comprehensive Planning Manager

JOB CODE:	25592	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	12/01/09

JOB SUMMARY:

Directs development and administration of the Comprehensive Plan for the County's physical development. Develops long-term plans and policies and formulates recommendations related to capital improvement programs, County ordinances, and development regulations in the County's unincorporated areas, including the extraterritorial jurisdiction (ETJ) of municipalities. Directs the development of comprehensive plan elements including transportation, land use, parks and open spaces, storm water management and water quality, and natural resources.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior management/Middle Management job family. This position reports directly to the Executive Manager of Travis County's Transportation and Natural Resources Department. Manages both professional staff and hired consultants working on projects related to the County's Comprehensive Plan. Coordinates with other implementing agencies and County departments, including the Commissioners Court and appointed citizen advisors. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises program personnel, including assigning and reviewing work and overseeing department and employee goals and their implementation. Recommends hiring, training, terminating, and disciplining of employees as necessary.
- Directs current and long-range planning projects related to transportation, land development regulations, the Comprehensive Plan, the development of new County ordinances, and legislative initiatives.
- Coordinates economic development as it relates to planning issues.
- Reviews reports, makes recommendations on policy change requests and presents staff analysis and recommendations at County meetings.
- Answers questions regarding state statutes and County codes, providing supporting materials such as copies, maps, and letters as required.
- Prepares plans in accordance with state law, including timetables, County resolutions, public notices, service plans, analysis and recommendations, ordinances, and exhibits.
- Manages the compilation of demographic, economic and environmental data and makes projections and estimates.
- Maintains up-to-date knowledge of relevant laws and ordinances, including reading and responding to correspondence and technical reports. Prepares reports when necessary.
- Prepares and manages portions of annual departmental budget.
- Works with outside consultants to provide the information needed to conduct analysis and prepare reports.
- Directs the implementation elements of, and updates to the Comprehensive Plan including: the Transportation Plan; Parks and Open Space Plan and Land Use Plan.
- Directs and manages special planning projects.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Comprehensive Planning Manager

JOB CODE:	25592	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	12/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Provides necessary information and reports to various other organizations, including the Commissioners Court and its subcommittee, advisory committees, technical committees and community groups.
- Oversees community development initiatives, including citizen outreach, communication plans, regional planning forums, and inter-agency task forces.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Urban and Regional Planning, Engineering, Public Policy/Administration, Business Administration or a directly related field AND seven (7) years increasingly responsible experience with transportation planning, strategic planning, policy analysis, and program development, including two (2) years senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:
AICP (American Institute of Certified Planners) certified in urban and regional planning or obtainable within one (1) year from hire date.

Preferred:
Master's degree in Urban and Regional Planning, Engineering, Public Policy/Administration, Business Administration or a directly related field AND six (6) years of relevant experience, including two (2) years senior level supervisory or management experience;

Knowledge, Skills, and Abilities:
Knowledge of:

- Methods and practices of long range, advanced, comprehensive, urban and regional planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Modern advanced methods of planning research, data collection and analysis.
- Principles and techniques of planning.
- Supervisory principles, practices and techniques.
- Complex mathematical and analytical methods as used in planning.
- Strategic planning techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Legislative processes.
- Community issues.
- Public administration and governmental agencies.
- Sources of information, current literature, and recent developments.
- Administrative and related business principles.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, project scheduling and management, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Comprehensive Planning Manager

JOB CODE:	25592	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	12/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Selecting, supervising, training, motivating and evaluating interdisciplinary professional employees.
- Developing comprehensive and long-range comprehensive plans in development of innovative solutions.
- Economic analysis, including cost/benefit and marginal analysis.
- Program planning, development and implementation.
- Statistical analysis and policy research.
- Leadership, collaboration and negotiation techniques.
- Problem solving and technical decision-making for developing effective solutions.
- Analyzing and evaluating data, policies and technical issues.
- Setting up systems for conducting analysis and compiling reports.
- Coordinating, developing and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

Ability to:

- Manage a team of experienced interdisciplinary professionals.
- Work in open, participatory, public forums of diverse opinions and values, educated debates and complex issues.
- Coordinate, plan and prioritize programs, projects and activities.
- Plan, assign, supervise, train and review the work of subordinates.
- Initiate and develop projects and programs.
- Apply knowledge to data, policy, and process analysis.
- Perform complex planning, research and analysis.
- Reach sound conclusions and make recommendations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Formulate broad perspectives.
- Interpret planning and program objectives to groups and public.
- Bring together several viewpoints into a balanced position.
- Compile data and write clear and comprehensive reports.
- Maintain appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5–20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

HRMD Human Resources Management Department

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

DATE: November 20, 2009
TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Sarah Eckhardt, Commissioner, Precinct 2
Karen L. Huber, Commissioner, Precinct 3
Margaret Gomez, Commissioner, Precinct 4

VIA: Roger A. El Khoury, M.S., P.E., Director of Facilities Management

FROM: Todd L. Osburn, Compensation Manager, HRMD

SUBJECT: Juvenile Probation, Non-Routine Demotion, Slot 20

TRAVIS COUNTY CODE § 10.03010 DEMOTION

(a) Demotion occurs when an employee is placed in a job assigned a lower pay grade due to performance. The employee's adjusted salary must be decreased and must be no less than minimum and no more than maximum of the new job's pay grade.

(b) The Elected and Appointed Officials and Department Heads have flexibility in determining the amount of pay adjustment. The pay adjustment may be any of the following:

(1) If the employee returns to a job from which he or she was promoted within the last 12 months, the decrease is equivalent to the amount of the promotional increase, or

(2) Decrease of 5% for each pay grade that the position is lower than the former position.

JUVENILE PROBATION DEPARTMENT'S REQUEST

Juvenile Probation is requesting the following action.

•	From:	Slot 9	Juvenile Probation Div Dir	PG 25	$73,506.28
•	To:	Slot 20	Guardian Ad Litem I	PG 16	$54,181.50

Issues

Under current policy, a demotion of nine pay grades would require a 45% reduction in pay. The Department is requesting a decrease of only 26.29%. If policy is adhered, the incumbent's salary will be reduced to $40,428.45 instead of the $54,181.50 requested. Department has indicated that a 45% decrease is excessive and would place the employee in an improper internal equity placement for an employee with over 14 years experience within the Department.

HRMD Recommendation

HRMD concurs with the request made by Juvenile Probation.

Refer to page 9 for Juvenile Probation department's request memorandum.

Thank you for your consideration in this matter. Should you have any questions, please call Todd Osburn at 854-2744.

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVIC
COURT SERVICES
DETENTION SERVICES
DOMESTIC RELATIONS OFFICE
PROBATION SERVICES
RESIDENTIAL SERVICE
JUVENILE JUSTICE ALTERNATIVE EDUCATIC PROGRAM

MEMORANDUM

TO: Todd Osburn, Compensation Manager, Human Resources Management Department

From: Estela P. Medina, Chief Juvenile Probation Officer

Date: November 20, 2009.

Subject: Juvenile Probation Department- Non-Routine Salary Adjustment Slot 20

Reference is made to the attached Personnel Action form. The incumbent received a disciplinary demotion from Juvenile Division Director, Slot 9, Pay Grade 25, to Guardian ad Litem, Slot 20, Pay Grade 16 effective November 9, 2009. The Department requests the employee's annual salary be adjusted to $54,181.50, which is at the maximum of the new Pay Grade at an effective date of November 16, 2009.

The request does not reduce the incumbent's pay by 45%, which is 5% per pay grade pursuant to Travis County Code § 10.03010, Demotion Policy. The proposed salary adjustment however, does not exceed the maximum of the new pay grade. The Department is therefore requesting your consideration and approval of this personnel action.

Thank you for your consideration of this request. Please contact us at 854-7069, if you may need any additional information.

Thank you.

2515 South Congress Avenue ✱ Austin, Texas 78704 ✱ (512) 854-7000 Fax: (512) 854-7097

Item # 7

Travis County Commissioners Court Agenda Request

Meeting Date: December 1, 2009

I. A. Requestor: Judge Biscoe Phone # 854-9555

B. Specific Agenda Language:

CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM LAKE HILLS CHURCH TO USE TRAVIS COUNTY GRANGER PARKING GARAGE AT 12TH AND GUADALUPE ON SUNDAY EVENINGS STARTING DECEMBER 6, 2009.

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.

Roger El Khoury, Facilities	
Tenley Aldredge, Asst. Co. Attorney	

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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.

Cheryl Brown - Parking Garage Request Letter from Lake Hills Church

From: Chad Zunker <czunker@lhc.org>
To: <sam.biscoe@co.travis.tx.us>
Date: 11/19/2009 12:17 PM
Subject: Parking Garage Request Letter from Lake Hills Church
CC: <cheryl.brown@co.travis.tx.us>
Attachments: LHC Parking Garage Request Letter to Judge Biscoe.doc

Dear Judge Biscoe,

Please find attached our letter requesting the opportunity to use the County Parking Garage at 11th & Guadalupe on Sunday evenings starting December 6th. Thank you for your consideration.

Please let me know if you need anything else.

--

Chad Zunker
Downtown Campus Pastor
Lake Hills Church
Austin, Texas
phone: 512.334.9801
website: www.lhc.org

LAKE HILLS CHURCH

November 19, 2009

Dear Judge Biscoe,

My name is Chad Zunker, and I am the campus pastor of Lake Hills Church Downtown. Lake Hills Church is a non-denominational church community that has a main campus out on Bee Caves Road (www.lhc.org). This past year, we launched a second church campus downtown. We have recently agreed to a partnership with Central Christian Church (12th & Guadalupe) where we will be using their beautiful sanctuary to host our church service on Sunday evenings at 5pm starting on December 6th.

We would like to request the opportunity to use the County Parking Garage that sits directly across Guadalupe from Central Christian Church. With a worship service that begins at 5pm, we would love to give our volunteers and churchgoers the opportunity to park inside the garage from 4pm to 7pm. This would create such an easier and more convenient way for our people to be able to attend our church service, especially for those families who will be coming with young kids.

With Central Christian Church, we have promised to treat their facility as if it were our own. We would absolutely make the same commitment with the parking garage.

We appreciate your consideration. Please let me know if you need anything else from us.

God's best,

Chad Zunker

Downtown Campus Pastor

11431 Bee Caves Road; Austin, Texas 78738 □ 512.899.8333 office □ 512.899.8334 fax □
www.lhc.org

LAKE HILLS CHURCH

512.796.0955

chad@lhc.org

#8

Travis County Commissioners Court Agenda Request

Voting Session December 1, 2009
(Date)

I. **Request**

A. Request made by:

Roger EL-Khoury, Director, Facilities Management Phone # 854-4579

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

B. Requested text:

Discuss and take appropriate action regarding the implementation of the Healthy Workplace Program through Farmhouse Delivery.

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).

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 Office (854-9125)**

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09 NOV 24 PM 1:08

Human Resources Management Department

1010 Lavaca, Second Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-312

Backup Memorandum

Date: November 24, 2009
To: Members of the Commissioners Court

From: Wellness Committee 38

Subject: Implement the Healthy Workplace Program through Farmhouse Delivery

Proposed Motion

Discuss and take appropriate action regarding the implementation of the Healthy Workplace Program through Farmhouse Delivery

Summary:

Per Commissioners Court, the Wellness Committee was asked to survey our employees to get their level of interest for the Healthy Workplace Program through Farmhouse Delivery. Of those that participated we received an awesome response of 92.7% who would be interested in the program if approved by Commissioners Court.

Commissioners Court stated they had concerns with employees shopping on county time. The employees go online if they choose to order a fresh bushel basket of produce and fruit. The program will operate on a weekly cycle. Whichever date the County decides will be the ordering date; employees will be able to begin placing orders for the following week through Farmhouse Delivery secured website.

On a designated day of the following week, Farmhouse Delivery will deliver the baskets of produce to the worksite, where they'll be available for pick up during a specified time period. Out of those employees who participated in the survey 61.8% stated they would pick up there order at the Employee Wellness and Health Clinic at 1010 Lavaca. The designated location for the delivery will be in the rear covered parking lot. Delivery locations will be included in a lease between the Travis County and Farmhouse Delivery. This will be the initial implementation, and as the interest level grows there will be options for expanding the program and delivery for those outside of the downtown area.

The Healthy Workplace Program, through Farmhouse Delivery, is a program that buys the highest quality of certified organic fruits and vegetables directly from local farmers. Farmhouse Delivery will deliver straight to the workplace in - season mixed bushel of 7 - 10 items.

Through the Healthy Workplace program, Travis County employees are offered the "seasonal bushel" at the discounted price of $35. The bushel contains enough fruits and vegetables for a week for a family of four, or enough for two weeks for a household of two. This equates to less than $2 per meal per person.

In order to assess ongoing benefits of the Healthy Workplace program, Farmhouse Delivery will design and administer periodic online surveys to determine employee satisfaction, assess quality, and solicit feedback from employees. This is a full-service program provided by Farmhouse Delivery who will manage and implement the program from initial marketing through payment and delivery.

Recommendation:

The Wellness Committee recommendation is to add the Healthy Workplace Program through Farmhouse Delivery as part of our wellness program. Introducing this program to our workforce will help county employees and their families to adopt healthier food choices.

Fiscal Impact:

There is no impact on the county to fund this program. Employees who wish to order produce will be obligated to pay the discount price of $35 a bushel.

Background:

The Wellness Committee has been researching programs to help our employees live an active and healthy lifestyle by bringing in vendors to help them meet their nutritional and fitness needs. Commissioners Court directed the Wellness Committee to provide employees with a variety of wellness programs to encourage our workforce to become healthier and more active.

The benefit of having the Healthy Workplace Program through Farmhouse Delivery is to show employees the importance of nutrition by simply making wiser choices that can improve blood pressure, cholesterol, and blood sugar levels and promote weight management. Advantages of weight loss are a decreased likelihood of disease. By initiating this program the county will have healthier employees who are more productive and miss work less often. This will put our employees and their family members' right on track for prevention or management of chronic disease.

One of the biggest challenges for our employees is finding the time after work to shop for healthier food choices. By bringing farm-fresh produce to the workplace, Farmhouse Delivery removes this barrier and offers employees the benefits of a healthy diet, complete with time-saving recipes, inspiration for eating right, storage tips, and quick-cooking ideas.

Attachments:

I –Summary of the Healthy Workplace Program through Farmhouse Deliver
II – Results of county employee survey on the Healthy Workplace Program through Farmhouse Delivery

Attachment I

FARMHOUSE *delivery*

Healthy Workplace Program

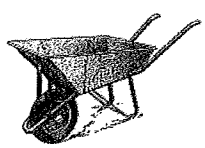
A healthy lifestyle begins with a diet rich in high-quality, fresh, healthy fruits and vegetables. One of the biggest obstacles to a healthy diet is time. Searching out the freshest foods is often time-consuming for busy people. By bringing farm-fresh produce to the workplace, Farmhouse Delivery removes this barrier and offers employees the benefits of a healthy diet, complete with time-saving recipes, inspiration for eating right, storage tips, and quick-cooking ideas. We make it easy by bringing the farm to your workplace!

Farmhouse Delivery buys certified organic and sustainably produced fruits and vegetables directly from local farmers. We choose the best of what's in season to create a mixed "seasonal bushel" of 7-10 items of the highest quality fresh produce, delivered straight to your workplace.

Through our Healthy Workplace Program, employees are offered the "seasonal bushel" at the discounted price of $35. The delivery contains enough fruits and vegetables for a week for a family of four, or enough for two weeks for a household of two. This equates to less than $2 per meal per person!

How It Works:

- Employees place orders online through Farmhouse Delivery's secure ordering system by noon on Friday
- Farmhouse Delivery arrives at the workplace at a pre-determined time the following week to distribute orders
- Employees order as frequently as they like—no commitment or subscription required!



FARMHOUSE *delivery*

Benefits to Employees

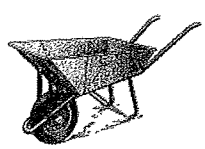
- **A Healthy Lifestyle!** Eating more fruits and vegetables is one of the most positive health habits adults and children can have. People who eat more produce as part of a healthy diet have reduced risks of chronic diseases and are more likely to have a healthy body weight.

- **Convenience & Quality of Life**—Most people know they need to eat more fruits and vegetables, but it isn't always the easy choice. Farmhouse Delivery's Healthy Workplace Program makes fresh fruits and vegetables an easy choice for employees.

- **Exceptional Taste and Freshness**—Local food is fresher and tastes better than food shipped long distances. Local food is picked at the height of ripeness, offering you the best of what is in season, and often reaching you within one day of being harvested.

- **Food Safety**—Produce that is harvested and delivered on the same day is handled by only a few people and this greatly reduces the risk of contamination. When purchasing local food, you know exactly where your food was grown.

- **Quality and Variety**—Farmhouse Delivery buys from a variety of area farmers, ensuring employees receive a wider variety and higher quality than purchasing through a single farmer



FARMHOUSE *delivery*

Benefits to Employers

- **A Healthy Workforce!** Healthy employees are more productive employees who miss work less often. Providing your employees with an environment that makes it easy to eat more fruits and vegetables is a great first step to improving the health of your workforce.

- **Convenience and Service**—Farmhouse Delivery hosts and manages secure ordering site, and manages all logistics from ordering through delivery. Farmhouse Delivery is also more than happy to design and implement all surveys in cooperation with the agency/workplace's HR department to gather information on program's benefits to employees as well as to solicit feedback for fine-tuning logistics and process.

- **Employee Morale**—Farmhouse Delivery's Healthy Workplace program is an added benefit to your employees, with the goal of increasing employee health and morale while reducing turnover. By bringing Farm to Work to your worksite, you are telling your employees that you care about them, their health, and the health of their families.

- **Community Support**—When you offer Farmhouse Delivery's Healthy Workplace Program, you are positioning yourself in a positive light in the community. You are supporting local farmers, increasing quality of life for your employees, protecting the environment, and supporting the local economy as a whole.

FARMHOUSE *delivery*

FAQ's

What is the Farmhouse Delivery Healthy Workplace Program?
Healthy Workplace is a program of Farmhouse Delivery, Austin's only all-local grocery delivery service, which offers employees the opportunity to receive a fresh basket of local produce delivered right to the workplace every week. Each basket contains 7-10 different items of the freshest produce from local farms, and you can order as often or as seldom as you like.

Why should I take advantage of Farm to Work?
By participating in the Farmhouse Delivery Healthy Workplace program, employees have the convenience of fresh, reasonably priced produce, complete with recipes and meal-planning advice, delivered to their worksite.

How does the program work?
The program operates on a weekly cycle. Every Tuesday, all employees will be able to begin placing orders for the following week through a secure website. You will need to place your order by the Friday at noon for that delivery cycle. On a designated day the following week, Farmhouse Delivery will deliver the baskets of produce to the worksite, where they'll be available for pickup during a specified time period. Employees will need to bring a bag or some way to pick up their orders because the baskets get returned to be filled up again for the next week. Orders can be delivered in an insulated cooler bag, available for purchase for $3 at the time of purchase.

How much does it cost to participate in Farm to Work?
The weekly "seasonal bushel" will be $35. All orders will be prepaid through a secure server.

How much produce comes in each basket?
Each basket contains 7-10 items, about 20 pounds, of the freshest available produce for that week. Remember, you can order as often or as little as you'd like. If you find that there is more produce than you can eat in one week, you can order every other week. Talk to other employees about splitting a basket, too!

What kinds of produce can I expect in my basket?
Each Tuesday morning, Farmhouse Delivery will send an email to employees with a general idea of what produce will be included in the next "seasonal bushel." The reminder email, sent out at the end of the week to remind employees of the upcoming

order deadline, will include updated information about what will be included in the "seasonal bushel," and which farms it will be coming from. In addition, employees may refer to the "What's in Season" chart for Central Texas.

What do I need to bring to pick up my basket?
In order for us to verify your order, you will need to present a photo ID or a printed receipt of your order at the pick-up site. You will also need to bring bags to put your produce in. Each week, Farmhouse Delivery will deliver the produce in individual bins. At the drop off site, you will transfer the basket contents to your own bags to take it with you. The bins will remain at the drop-off site so they can be used again for the following week. Your order can be delivered in an insulated bag for an additional $3 at the time of purchase.

What if I placed an order but I need someone else to pick up my basket on the delivery day?
You may have someone else pick up your basket for you. They will need a copy of your printed confirmation receipt.

Who are the farmers?
Each week the "seasonal bushel" list will identify which farmer grew each item included. Here are some of the farmers we work with:
Rain Lily Farm—Owned by Farmhouse Delivery co-founder Stephanie Scherzer, and located in East Austin on Boggy Creek, this small farm grows a wide variety of heirloom vegetables, fruit, and herbs year-round.
Tecolote Farm—Just east of Austin, in Manor, Texas, Katie and David Pitre grow certified organic produce on 10 acres.
Acadian Family Farm—located in Moulton, Texas, Rod Ardoin is a grower committed to sustainability and quality.
Montesino Farm—in Wimberly, Texas, a certified organic farm growing berries, and a wide variety of greens and vegetables.
Lightsey Family Farm—a family-owned orchard in Mexia, Texas, the 'Lightseys have been growing peaches, beries, and pears for generations.
Animal Farm—in Cat Springs, Texas, Gita and Cas Van Der Wal grow gourmet greens, baby vegetables, and a wide variety of other crops.
Ringger Family Farm—in nearby Smithville, the Ringger farm grows delicious squash, onions, greens, tomatoes, and other vegetables to supplement the eggs from their large flock of laying hens.

Is the produce organic?
All of the farmers we buy from are either certified organic, or use sustainable growing methods without chemical fertilizers and pesticides. The source of each item included in the "seasonal bushel" is identified each week on the enclosed "seasonal bushel" list.

How far does the food travel to get here?
Our farmers all grow their food within a 200 mile radius of your workplace.

If I order this week, do I have to order next week?
No. There is no long-term commitment to participate. You can order as often or as little as you like.

What if I can't pick up my basket? Can I get a credit?
Unfortunately, we will be unable to issue a credit or refund. However, you can get someone to pick up your basket for you if they have a copy of your receipt. Unclaimed baskets will not be able to be resold; the produce will be donated to a charitable organization.

Can I choose what items I want in my basket or order a half basket?
Each basket offers you 7-10 items of the freshest produce options available that week. The baskets are assembled before they arrive at the workplace, and due to the large number of customers, it will not be possible to choose which items you want or do not want in each basket. It is not possible to offer a half basket either. A trade box will be available when you pick up your produce to exchange items you don't care for with others who have ordered that week.

How should I store my produce?
Each week's order will include a "seasonal bushel" list that includes quick-cooking ideas, prep tips, and storage instructions.

Where can I get recipe ideas?
In addition to the "seasonal bushel" list, each week's order will include recipes, a meal planning guide, and a link to more recipes online. In addition, free cooking demonstrations and classes are held at Rain Lily Farm in East Austin each Saturday. Afterwards, cooking classes are available by video online.

FARMHOUSE *delivery*

Getting Started

Marketing:

- Farmhouse Delivery will create an announcement email describing the program in detail.
- Farmhouse Delivery will design and administer an initial survey to determine interest at each eligible site.
- For ongoing promotional purposes, Farmhouse Delivery will send out availability emails each week and an order deadline reminder to employees who have registered interest, or create emails for internal distribution by the HR department.
- Farmhouse Delivery will design, create, and distribute posters, fliers, and other promotional materials as approved by the HR department or management

Logistics:

- Farmhouse Delivery will send out an email on Tuesday mornings, alerting employees that the ordering process has opened.
- On Wednesday of the following week, Farmhouse Delivery will arrive and hold the orders in a refrigerated truck to be distributed to employees. Farmhouse Delivery will supply a table and tent (if necessary), as well as an employee to answer questions, distribute orders, and ensure that the pick-up process works smoothly.
- Farmhouse Delivery will create and manage a secure online shopping cart to take and process employee orders by credit or debit card.

Assessment:

- In order to assess ongoing benefits of the Healthy Workplace program, Farmhouse Delivery will design and administer periodic online surveys to determine employee satisfaction, assess quality, and solicit feedback from employees. Any data or informational needs of employer can be included in this optional survey.

Timeline:

- The first step in the process is determining employee interest in participation. Provided the employer has not already done this, Farmhouse Delivery can begin

this assessment immediately.

- Within two weeks of assessing employee interest, Farmhouse Delivery can send out an initial invitation to participate in the program. One week following this, the first availability email will be sent out and the week following that, the first delivery will occur.
- Anticipated length of time needed for full roll-out of program is 30 days.

Attachment I

FARMHOUSE *delivery*

In Season

Late Spring-Fall

Tomatoes
Cherry Tomatoes
Garlic
Potatoes
Onions
Green Beans
Long Beans
Squash
Eggplant
Melons
Peppers
Sweet Corn
Cucumbers
Basil
French Sorrel
Crimson Lamb's Quarters
Figs
Okra
Hard Squash
Pears
Peaches
Blackberries
Shelling Peas
Citrus
Avocadoes
Greenhouse Lettuce
Plums

Winter through Early Spring:

Head Lettuce
Spinach
Lettuce Salad Mix
Tender Greens Mix
Chicory Salad Mix
Arugula
Cilantro
Celery
Celeriac
Chervil
French Sorrel
Carrots
Beets
Broccoli
Cabbage
Cauliflower
Brussels Sprouts
Turnips
Kohlrabi
Hard Squash

Green Garlic
Green Onions
Spring Onions
Daikon Radish
Parsnips
Escarole
Radicchio
Dandelion Greens
Endive Frisee
Parsley
Bunched Greens
(Brussels, mustard, collards, chard, turnip, kale, beet, etc)
Greenhouse Potatoes
Mache
Leeks
Fennel
Fresh Garlic
Strawberries
Asparagus
Citrus
Avocadoes

Travis County Wellness / Healthy Workplace Program **Attachment II**

Q1. Do you purchase fruits and vegetables that are?

Answer Options	Response Percent	Response Count
frozen	9.6%	61
pre-prepared	1.9%	12
fresh	**88.5%**	561
	answered question	634
	skipped question	3

Q2. Do you purchase organic fruits and vegetables when available?

Answer Options	Response Percent	Response Count
Yes	**61.4%**	388
No	38.6%	244
	answered question	632
	skipped question	5

Q3. Based on your shopping habits do you purchase fruits and vegetables

Answer Options	Response Percent	Response Count
Once a week	**65.3%**	413
Twice a week	25.0%	158
Once a month	9.7%	61
	answered question	632
	skipped question	5

Q4. If fresh organic fruit and vegetables could be ordered and deliver once a week to your workplace would yo participate?

Answer Options	Response Percent	Response Count
Yes	**89.1%**	556
No	10.9%	68
	answered question	624
	skipped question	13

Q5. Would you be interested in delivery of fresh, seasonal, local produce?

Answer Options	Response Percent	Response Count
Yes	**93.1%**	557
No	6.9%	41
	answered question	598
	skipped question	39

Q6. If Commissioners Court approved ONLY Saturday pick up would you be participate?

Answer Options	Response Percent	Response Count
Yes	29.9%	178
No	**70.1%**	418
	answered question	596
	skipped question	41

Q7. If Commissioners Court approves this program what day of the week would you prefer to pick up your order?

Answer Options	Response Percent	Response Count
Monday	**36.6%**	205
Tuesday	10.2%	57
Wednesday	11.8%	66
Thursday	10.4%	58
Friday	31.1%	174
	answered question	560
	skipped question	77

Q8. I will be willing to pick up my order at the nearest Employee Wellness and Health Clinic.

Answer Options	Response Percent	Response Count
1010 Lavaca (Main Clinic)	**61.5%**	336
5501 Airport Blvd.	23.6%	129
3518 FM 973 S (Del Valle)	14.8%	81
	answered question	546
	skipped question	91

Q9. In the last month, I have tried at least two kinds of fruits or vegetables that I had never eaten before.

Answer Options	Response Percent	Response Count
Strongly Disagree	**35.5%**	210
Somewhat Disagree	24.5%	145
Not sure	10.3%	61
Somewhat Agree	23.4%	138
Strongly Agree	6.3%	37
	answered question	591
	skipped question	46

Q10. I generally eat a wide variety of produce.

Answer Options	Response Percent	Response Count
Strongly Disagree	5.6%	33
Somewhat Disagree	16.4%	97
Not Sure	2.9%	17
Somewhat Agree	**45.2%**	268
Strongly Agree	30.0%	178
	answered question	593
	skipped question	44

Q11. Would you be interested in this type of program if approved by Commissioners Court?

Answer Options	Response Percent	Response Count
Yes	**92.7%**	548
No	7.3%	43
	answered question	591
	skipped question	46

Q12. In the last month, I have used new recipes and/or preparation methods to prepare dishes that include produce.

Answer Options	Response Percent	Response Count
Strongly Disagree	9.4%	55
Somewhat Disagree	15.1%	88
Not Sure	5.3%	31
Somewhat Agree	**39.5%**	230
Strongly Agree	30.7%	179
	answered question	583
	skipped question	54

Q13. I do not know where the produce I usually purchase / eat is grown.

Answer Options	Response Percent	Response Count
Strongly Disagree	7.9%	46
Somewhat Disagree	19.2%	112
Not Sure	7.5%	44
Somewhat Agree	**35.6%**	208
Strongly Agree	29.8%	174
	answered question	584
	skipped question	53

Q14. Knowing where the produce I purchase is grown is an important factor in my decision to purchase/eat it.

Answer Options	Response Percent	Response Count
Strongly Disagree	8.0%	47
Somewhat Disagree	23.8%	139
Not Sure	18.3%	107
Somewhat Agree	**34.5%**	202
Strongly Agree	15.4%	90
	answered question	585
	skipped question	52

Q15. Do you have a convenient source of locally grown organic fruits and vegetables available to you?

Answer Options	Response Percent	Response Count
Yes	44.9%	260
No	**55.1%**	319
	answered question	579
	skipped question	58

9

AGENDA REQUEST INFORMATION:

- **Session/Date:** Voting Session: December 1, 2009
- **Requested Action: Consider and Take Appropriate Action on the Letter of Agreement with the Capital Area Council of Governments for Participation in the Regional Emergency Notification System.**

PROGRAMMATIC INFORMATION:

- **Points of Contact for additional information: Pete Baldwin, 974-0472**
- **Summary of Program Objective/Staff Recommendation:** The Capital Area Council of Governments (CAPCOG) purchased an Emergency Notification System (ENS) with 2004 Homeland Security Grant Funds. The ENS allows first responders to notify residents by telephone in a specific area due to a potentially dangerous event. An example would be to notify residents next to a river or creek that flooding is imminent and they should evacuate. A recent upgrade to the ENS allows cell phone users to register their number to a specific geographic location and receive the same warning message as those with "land lines". The system can also be used to notify a specific group of people that have been pre-identified either by phone, pager or e-mail. The critical portion of the system is the telephone database. Part of the annual cost is to update the database on a monthly basis. The Travis County Sheriff's Office and the Office of Emergency Management have been trained and have specific personnel identified who are able to activate the system. By spreading the cost over the ten county region, each jurisdiction will have access to the system at a much reduced cost rather than purchasing a stand alone system. The Department of Emergency Services recommends approval of the Letter of Agreement with CAPCOG for the use of the ENS.
- **Additional programmatic issues/concerns**: The FY10 cost is $2,879.00 which has been budgeted by the Department of Emergency Services.
- **Business Opportunities/Impacts:** Participating in the regional ENS project provides Travis County with a much better means of providing information to residents during times of emergencies. Currently, warnings are disseminated through the local broadcast media which will continue but the ENS allows specific information to be delivered to a targeted audience.

Capital Area Council of Governments

P. O. Box 17848
Austin, Texas 78760-7848

6800 Burleson Road
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Austin, Texas 78744

512.916.6000
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www.capcog.org

Bastrop

Blanco

Burnet

Caldwell

Fayette

Hays

Lee

Llano

Travis

Williamson

Counties

October 30, 2009

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV -4 PM 4:09

The Honorable Samuel T. Biscoe
Travis County
314 W. 11th Street
Austin, Texas 78767

Re: Emergency Notification System

Dear Judge Biscoe:

This letter agreement authorizes the Travis County to use the Emergency Notification System provided by the Capital Area Council of Governments under the terms and conditions set out below, for the period of October 1, 2009 to September 30, 2010. This agreement may be extended for up to two additional years unless terminated.

The Travis County agrees to use the Emergency Notification System solely in accordance with CAPCOG's *ENS Policies & Procedures Manual.*

Effective October 1, 2009 the Travis County will be billed $2879 annually to cover the operating expenses associated with use of the Emergency Notification System. Payment to CAPCOG is expected within ninety (90) days of receipt of an invoice. Additionally, CAPCOG will continue to provide free training for designated personnel on use of the Emergency Notification System.

If the Travis County receives a request under the Texas Public Information Act for disclosure of any of the ENS 9-1-1 database information, the Travis County agrees not to disclose the information prior to notification of CAPCOG's Emergency Communications Department in writing within two business days of the receipt of the request so that CAPCOG may advise the Travis County regarding the request.

This agreement authorizes the Travis County use of the Emergency Notification System from October 1, 2009 to September 30, 2010, and may be extended for up to two additional years unless terminated. CAPCOG may terminate this agreement at any time. However, if the Travis County violates CAPCOG's *ENS Policies & Procedures* and does not correct the violation within five business days after CAPCOG gives the Travis County notice of the violation this constitutes grounds for agreement termination. CAPCOG terminates this agreement by notifying the Travis County in writing of its intent to terminate, and the agreement terminates 15 calendar days after the date on the notice. Upon termination, the Travis County agrees to destroy its Emergency Notification System 9-1-1 database information and to certify the destruction in

writing to CAPCOG's Emergency Communications Department within two business days following termination of this agreement.

This letter agreement does not govern the creation or use of a file or folder of emergency numbers by the Travis County *not* derived from the Emergency Notification System 9-1-1 information database.

Each individual signing this agreement on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.

Capital Area Council of Governments	Travis County
_____	_____
Betty Voights Executive Director	
	_____
	_____

Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent
314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

10

Approved by: Cyd V. Grimes 11/23/09 HB

Voting Session: Tuesday, December 1, 2009

REQUESTED ACTION: APPROVE MODIFICATION NO. 2 TO CONTRACT NO. 09K00209LP, FY 2009 HMAC OVERLAY PROJECT, WHEELER COATINGS ASPHALT, L.P. (TNR)

Points of Contact:

Purchasing: J. Lee Perry
Department: TNR, Joseph P. Gieselman, Executive Manager, Don Ward, Division Director
County Attorney (when applicable): John Hille
County Planning and Budget Office: Leroy Nellis
County Auditor's Office: Susan Spataro and 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.

- TNR requests the approval of Change Order number two (2) for the above contract. This Change Order is for the FY 2009 final quantities and sites in precincts 1-4, perform additional paving in Parks Facilities, add four Facilities Management sites, and add roads within Pace Bend Park. This Change Order will increase the contract by $682,726.18 from $2,811,402.76 to $3,494,128.94.

- **Contract Expenditures:** Within the last 6 months $774,595.80 has been spent against this contract.
  ☐ Not applicable

- **Contract-Related Information:**

Award Amount:	$2,402,396.40
Contract Type:	Construction
Contract Period:	Through Completion

Contract Modification Information:

Modification Amount: $682,726.18 (Firm Amount)
Modification Type: Construction
Modification Period: Through Completion

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: N/A

Funding Information:

- ☒ Purchase Requisition in H.T.E.: 480605
- ☒ Funding Account(s): 513-4941-808-8164, 405-4941-808-8164, 506-4945-809-8120, 029-4945-631-8120, and 405-4996-801-8122
- ☒ Total Project Budget: $3,730,708.00
- ☒ Design Budget: $0.00
- ☒ Construction Budget: $3,730,708.00
- ☒ Miscellaneous Budget/ROW: $0.00
- ☒ Contingency: $0.00
- ☒ Comments: N/A

Statutory Verification of Funding:

- ☐ Contract Verification Form: Funds Verified ___ Not Verified ____ by Auditor.
- ☒ Not Applicable

Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY - TNR
Change Order No. Contract

Approval of the following change in the Plans and/or Specifications is requested:

Field Change Request No. 2

Limits: Pct. 2 Ofice Building, Post Road Building, East Rural Community Center, Airport Boulevard Building, Ferguson Rd, Ross Rd, Sprinkle Cut-Off, Sprinkle Rd, Springdale Rd, Timber Hills Dr, Moya Park, Pace Bend Park, and Webberville Park.

Plan Sheet No.

Description:
1 1/2" HMAC Overlay

CONTRACTOR:
Wheeler Coatings, Inc.

This field change is requested for the following reason(s):
The current unit price for asphalt allowed for additional paving in Parks facilities and on proximity areas where work has been previously scheduled. An additional line item was incorporated to meet a facilities requirement and an adjustment for final field quantities.

BID ITEM NO.	BID ITEM DESCRIPTION	UNIT TYPE	CURRENT CHANGE ORDER QUANTITIES C.O. QTY	UNIT PRICE($)	C.O. AMOUNT	REVISED CONTRACT QUANTITIES QTY	UNIT PRICE($)	NEW AMOUNT	CURRENT CONTRACT QUANTITIES QTY	UNIT PRICE($)	PREVIOUS AMOUNT
1A	Level-up & Site Preparation	Ton	900.00	40.55	36,495.00	1,579.00	$ 40.55	$ 64,028.45	679	$ 40.55	$ 27,533.45
2A	1 1/2" Type C HMAC Overlay	SY	85,715.00	3.59	307,716.85	147,435.00	$ 3.59	$ 529,291.65	61,720	$ 3.59	$ 221,574.80
3A	Unclassified Excavation	CY	95.00	5.00	475.00	183.00	$ 5.00	$ 915.00	88	$ 5.00	$ 440.00
4A	Temporary Pavement Markers	Each	629.00	1.00	629.00	1,208.00	$ 1.00	$ 1,208.00	579	$ 1.00	$ 579.00
1B	Level-up & Site Preparation	Ton	-509.00	41.41	(21,077.69)	154.00	$ 41.41	$ 6,377.14	663	$ 41.41	$ 27,454.83
2B	1 1/2" Type C HMAC Overlay	SY	-46,332.00	3.66	(169,575.12)	13,981.00	$ 3.66	$ 51,170.46	60,313	$ 3.66	$ 220,745.58
3B	Unclassified Excavation	CY	-71.00	5.00	(355.00)	21.00	$ 5.00	$ 105.00	92	$ 5.00	$ 460.00
4B	Temporary Pavement Markers	Each	-469.00	1.00	(469.00)	136.00	$ 1.00	$ 136.00	605	$ 1.00	$ 605.00
1C	Level-up & Site Preparation	Ton	0.00	42.46	-	585.00	$ 42.46	$ 24,839.10	585	$ 42.46	$ 24,839.10
2C	1 1/2" Type C HMAC Overlay	SY	0.00	3.76	-	161,827.00	$ 3.76	$ 608,469.52	161,827	$ 3.76	$ 608,469.52
3C	Unclassified Excavation	CY	0.00	5.00	-	71.00	$ 5.00	$ 355.00	71	$ 5.00	$ 355.00
4C	Temporary Pavement Markers	Each	0.00	1.00	-	1,193.00	$ 1.00	$ 1,193.00	1,193	$ 1.00	$ 1,193.00
1C-HP	Level-up & Site Preparation	Ton	0.00	43.49	-	1,434.00	$ 43.49	$ 62,364.66	1,434	$ 43.49	$ 62,364.66
2C-HP	1 1/2" Type C HMAC Overlay	SY	0.00	3.85	-	130,347.00	$ 3.85	$ 501,835.95	130,347	$ 3.85	$ 501,835.95
3C-HP	Unclassified Excavation	CY	0.00	5.00	-	185.00	$ 5.00	$ 925.00	185	$ 5.00	$ 925.00
4C-HP	Temporary Pavement Markers	Each	0.00	1.00	-	1,222.00	$ 1.00	$ 1,222.00	1,222	$ 1.00	$ 1,222.00
1D	Level-up & Site Preparation	Ton	341.00	40.51	13,813.91	2,640.00	$ 40.51	$ 106,946.40	2,299	$ 40.51	$ 93,132.49
2D	1 1/2" Type C HMAC Overlay	SY	55,447.00	3.59	199,054.73	264,404.00	$ 3.59	$ 949,210.36	208,957	$ 3.59	$ 750,155.63
3D	Unclassified Excavation	CY	57.00	5.00	285.00	349.00	$ 5.00	$ 1,745.00	292	$ 5.00	$ 1,460.00
4D	Temporary Pavement Markers	Each	442.00	1.00	442.00	2,372.00	$ 1.00	$ 2,372.00	1,930	$ 1.00	$ 1,930.00
1E	Level-up & Site Preparation	Ton	0.00	47.61	-	150.00	$ 47.61	$ 7,141.50	150	$ 47.61	$ 7,141.50
2E	1 1/2" Type C HMAC Overlay	SY	19,476.00	4.21	81,993.96	46,976.00	$ 4.21	$ 197,768.96	27,500	$ 4.21	$ 115,775.00
3E	Unclassified Excavation	CY	0.00	5.00	-	150.00	$ 5.00	$ 750.00	150	$ 5.00	$ 750.00
4E	Temporary Pavement Markers	Each	0.00	1.00	-	-	$ 1.00	$ -	-	$ 1.00	$ -
1F	Level-up & Site Preparation	Ton	0.00	46.61	-	150.00	$ 46.61	$ 6,991.50	150	$ 46.61	$ 6,991.50
2F	1 1/2" Type C HMAC Overlay	SY	16,058.00	4.13	66,319.54	48,133.00	$ 4.13	$ 198,789.29	32,075	$ 4.13	$ 132,469.75
3F	Unclassified Excavation	CY	0.00	5.00	-	200.00	$ 5.00	$ 1,000.00	200	$ 5.00	$ 1,000.00
4F	Temporary Pavement Markers	Each	0.00	1.00	-	-	$ 1.00	$ -	-	$ 1.00	$ -
	1 1/2" Overlay of Parking Lots	SY	23,854.00	7.00	166,978.00	23,854.00	$ 7.00	$ 166,978.00			$ -
	TOTAL				$ 682,726.18			$ 3,494,128.94			$ 2,811,402.76

Materials($)
Services($)
TOTAL

NET OVERRUN/(UNDERRUN) $ 682,726.18

TIME Extension: 120 Days

REQUESTED BY:

Contractor Date

RECOMMENDED FOR APPROVAL BY:

Ronald W. Wood 11/10/09
Division Director, Road & Bridge Date

11/10/09
Construction Manager Date

NOTICE to the CONTRACTOR:
This is your authority to proceed with this work at the rates named above.

APPROVED:

Carol B. Joyce 11/18/09
TNR Executive Manager Date

Cyd V. Grimes 11/23/09
Purchasing Agent Date

County Judge Date

Lee 11-19-09

TRANSPORTATION AND NATURAL RESOURCES
JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building, 11th Floor
P. O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

RECEIVED
TRAVIS COUNTY
2009 NOV 18 PM 3:37
PURCHASING
OFFICE

November 12, 2009

MEMORANDUM

TO: Cyd Grimes, Purchasing Agent

FROM: Joseph P. Gieselman, Executive Manager

SUBJECT: Modification #2 – FY09 HMAC Overlay Project
Contract #09K00209LP
PO #424333

TNR requests the approval of change order number two (2) for the above contract. This modification is to:

- adjust for FY 2009 final quantities and sites for Precincts 1 – 4
- perform additional paving in Parks Facilities
- add four (4) Facilities Management sites
- add roads within Pace Bend Park

This change order will increase the contract by $682,726.18 from $2,811,402.76 to $3,494,128.94. The $682,726.18 is encumbered under requisition number 480605. Please see "Exhibit A" for account, commodity/sub-commodity and budget information.

TNR also requests that this change order not be posted as a consent item since we need Court approval to use CO Fund 405 project savings to cover a $16,805 budget shortfall for the Facilities Management locations. There was initially sufficient budget for the Facilities work; however, the budget roll from FY2008 and FY 2009 was less than anticipated due to a delay in processing a $62,472 expenditure reclass for County Crew costs related to the Exposition Center lots. TNR had planned to submit a fund 405 reserve budget transfer to PBO in fiscal year 2009 (for up to the $62,472), however quantities for the change order to the FY2009 overlay contract were not finalized until November 2009. Rather than request a transfer from the fund 405 reserves in FY 2010, TNR recommends using savings already in the fund 405 road overlay expense line item to cover the $16,805 shortfall.

If you have any questions or require additional information, please contact Brunilda Cruz at extension 47679 or Richard Duane at extension 49435.

BC: JPG: bc

Copy: Lee Perry, Purchasing
Jessica Rio, PBO
Don Ward, TNR
Richard Duane, TNR
Brunilda Cruz, TNR

EXHIBIT A
TRAVIS COUNTY - TNR
FY 2009 Overlay Program - Wheeler Coatings Change Order #2

Acccount No.	Project No.	Com/Sub	Account Description	Approved Budget	Costs to Date	Buget Available	Wheeler Coating C.O. #2 Amt	Remaining Balance	Notes
513-4941-808-8164	COR001	968/053	Overlay for Pct 1-4	$ 3,050,000	$ 2,927,937	$ 122,063	$ 122,063	$ -	
405-4941-808-8164	COR001	968/053	Overlay for Pct 1-4	$ 350,000	$ 31,656	$ 318,344	$ 245,372	$ 72,972	
								$ (16,805)	TNR recommends using $16,805 of 405-4941-808-8164 for facilities shortfall,
			Subtotal Pct 1-4	**$ 3,400,000**	**$ 2,959,593**	**$ 440,407**	**$ 367,435**	**$ 56,167**	
506-4945-809-8120	WPE007	988/099	Overlay Webberville Roads/Lots	$ -	$ -	$ -	$ 35,130	$ (35,130)	
506-4945-809-8120	WPE005	988/099	Overlay Moya Roads/Lots	$ 66,537	$ -	$ 66,537	$ 31,190	$ 35,347	
			Subtotal Travis Cty Parks	**$ 66,537**	**$ -**	**$ 66,537**	**$ 66,320**	**$ 217**	
029-4945-631-8120	WPS003	988/099	Overlay Pace Bend Roads/Lots	$ 114,181	$ -	$ 114,181	$ 81,994	$ 32,187	
			Subtotal LCRA Parks	**$ 114,181**	**$ -**	**$ 114,181**	**$ 81,994**	**$ 32,187**	
405-4996-801-8122	KBS001	968/109	Airport Blvd Lot	$ 69,701	$ 10,921	$ 58,780	$ 58,780	$ -	
405-4996-809-8122	KBS001	968/109	Airport Blvd Lot	$ 166,798	$ 62,472	$ 104,326	$ 17,667	$ 86,659	
405-4996-809-8122	COF001	968/109	Pct 2 Office Bldg Lot	$ -	$ 7,267	$ (7,267)	$ 50,869	$ (58,136)	
405-4996-809-8122	COF002	968/109	Post Road Bldg Lot	$ -	$ 3,733	$ (3,733)	$ 26,131	$ (29,864)	
405-4996-809-8122	COF003	968/109	East Rural Comm. Lot	$ -	$ 1,933	$ (1,933)	$ 13,531	$ (15,464)	
			Subtotal Facilities Mgmt Sites	**$ 236,499**	**$ 86,326**	**$ 150,173**	**$ 166,978**	**$ (16,805)**	TNR recommends using $16,805 of 405-4941-808-8164 to cover this short fall (note: shortfall due to budget roll difference from FY 2008 to FY 2009)
							Overall Total for Change Order #2	**$ 682,726**	

S:\CAPITAL IMPROVEMENT PROJECTS (CIP)\CIP INVOICE SUMMARIES\hot mix & f mix\HOT MIX (HMAC)\FY 2009\FY 2009 Change Orders\[Wheeler Coatings Change Order #2_Exhibit A.xls]FY09 Overlay Change Order Bgt

SUMMARY OF SPREADSHEET A & B

AMT TO INCREASE PRECINCT 1 - CO#2 (REQ#480605)	$ 345,315.85
AMT TO INCREASE PRECINCT 4 - CO#2 (REQ#480605)	$ 213,595.64
SUBTOTAL PRECINCT 1&4	$ 558,911.49
AMT TO REDUCE PRECINCT 2 - CO #2 (PO#424333)	$ (191,476.81)
TOTAL AMOUNT PRECINCTS (See Exhibit A)	**$ 367,434.68**

FY 2009 HMAC OVERLAY PROGRAM
PO #424333
CONTRACT #09K00209LP
SPREADSHEET A

AMOUNTS TO BE REDUCED FROM EXISTING CONTRACT

BID ITEM NO.	LINE NO. IN PO	BID ITEM DESCRIPTION	UNIT TYPE	C.O. QTY	UNIT PRICE ($	C.O. AMOUNT	ACCOUNT NUM	PROJ NUM
1B	2	Precinct 2 - Level- Up	TON	(509.00)	41.41	-21,077.69	513-4941-808-8164	COR001
2B	2	Precinct 2 - 1 1/2" Type C Overlay	SY	(46,332.00)	3.66	-169,575.12	513-4941-808-8164	COR001
3B	2	Precinct 2 - Excavation	CY	(71.00)	5.00	-355.00	513-4941-808-8164	COR001
4B	2	Precinct 2 - Temp. Markers	EA	(469.00)	1.00	-469.00	513-4941-808-8164	COR001
	TOTAL FOR LINE #2 - PRECINCT 2					**($191,476.81)**		

OVERALL TOTAL TO BE REDUCED ***($191,476.81)***

Per Project Manager - Road and Bridge; all roads for Precinct 2 included in the FY 2009 Workplan are completed.

FY 2009 HMAC OVERLAY PROGRAM
PO #424333
CONTRACT #09K00209LP
SPREADSHEET B

AMOUNTS TO BE INCREASED FROM EXISTING CONTRACT - REQUISITION #417598

BID ITEM NO.	LINE NO. IN PO	BID ITEM DESCRIPTION	UNIT TYPE	C.O. QTY	UNIT PRICE ($)	C.O. AMOUNT	ACCOUNT NUM	PROJ NUM
1A	1	Precinct 1 - Level- Up	TON	900.00	40.55	36,495.00	513-4941-808-8164	COR001
2A	1	Precinct 1 - 1 1/2" Type C Overlay	SY	85,715.00	3.59	307,716.85	405-4941-808-8164 $222,148.85 513-4941-808-8164 $85,568.00	COR001
3A	1	Precinct 1 - Excavation	CY	95.00	5.00	475.00	405-4941-808-8164	COR001
4A	1	Precinct 1 - Temp. Markers	EA	629.00	1.00	629.00	405-4941-808-8164	COR001
		TOTAL FOR PRECINCT 1				**$345,315.85**		

BID ITEM NO.	LINE NO. IN PO	BID ITEM DESCRIPTION	UNIT TYPE	C.O. QTY	UNIT PRICE ($)	C.O. AMOUNT	ACCOUNT NUM	PROJ NUM
1D	4	Precinct 4 - Level- Up	TON	341.00	40.51	13,813.91	405-4941-808-8164	COR001
2D	4	Precinct 4 - 1 1/2" Type C Overlay	SY	55,447.00	3.59	199,054.73	405-4941-808-8164 $64,472.24 506-4941-808-8164 $114,830.00 513-4941-808-8164 $19,752.49	COR001
3D	4	Precinct 4 - Excavation	CY	57.00	5.00	285.00	513-4941-808-8164	COR001
4D	4	Precinct 4 - Temp. Markers	EA	442.00	1.00	442.00	513-4941-808-8164	COR001
		TOTAL FOR PRECINCT 4				**$213,595.64**		

OVERALL TOTAL TO BE INCREASED **$558,911.49**

****

ACCOUNT INFORMATION

ACCOUNT NO.	PROJECT NO.	AMOUNT	COMM /SUB-COMM
405-4931-808-8164	COR001	$ 301,539.00	968/053
506-4941-808-8164	COR001	$ 114,830.00	968/053
513-4941-808-8164	COR001	$ 142,542.49	968/053
		$ 558,911.49	

Last Updated 11-25-09 at 3:45pm

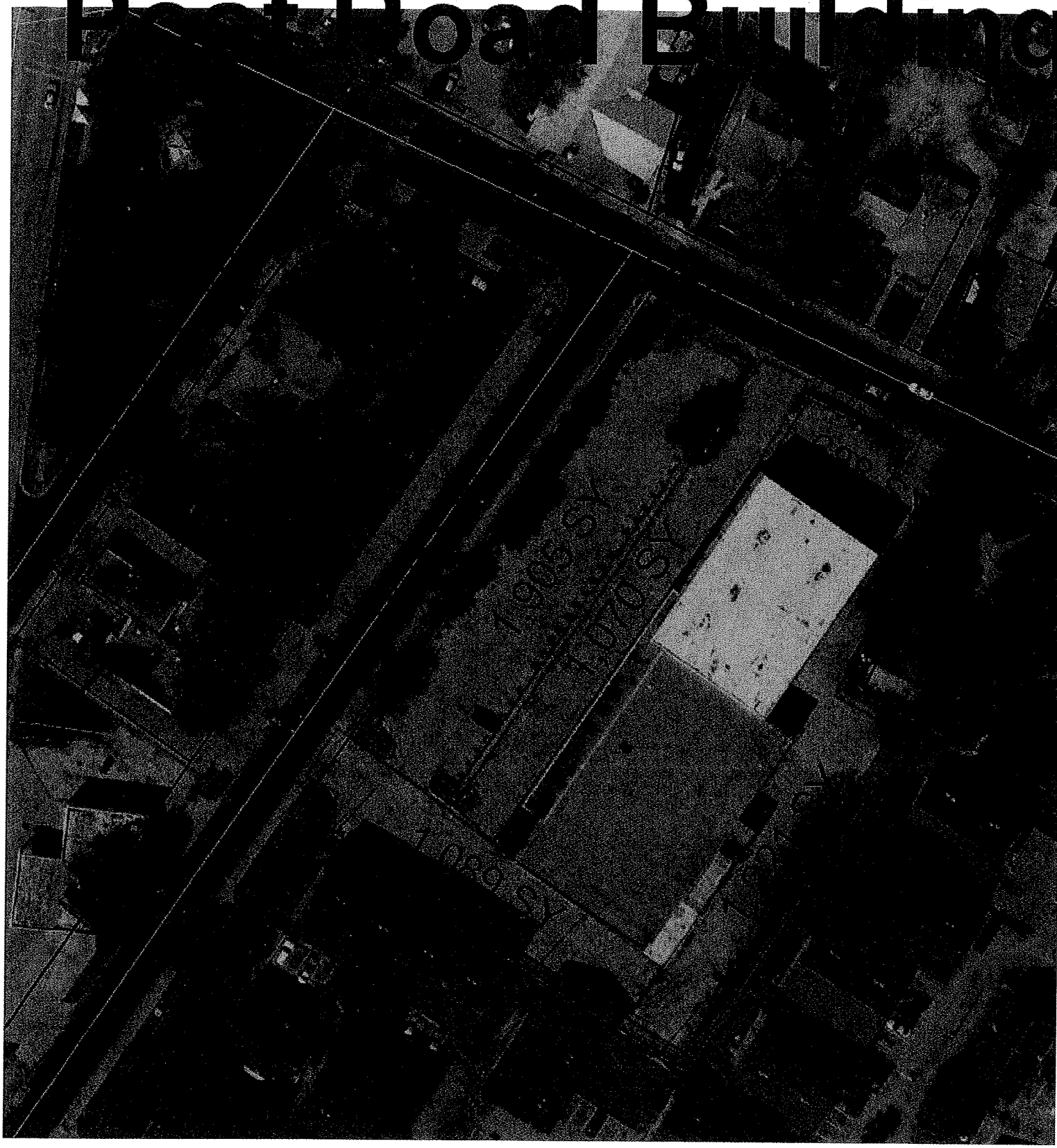
Pct 2 on Burnet Rd

Pct2_offices.shp
To_attac_roads.shp
STATE
INCORPORATED
TRAVIS MAINTAINED
NOT MAINTAINED
PRIVATE
REJECTION OF DEDICATION
UNDEDICATED, PRIVATE
Sh46se(update_cap07).shp
Sh130.shp

N
W E
S

Last Updated 11-25-09 at 3:45pm

Post Road Building



Post_oak_community_center.shp
Texas_road.shp
STATE
INCORPORATED
TRAVIS MAINTAINED
NOT MAINTAINED
PRIVATE
REJECTION OF DEDICATION
UNDEDICATED, PRIVATE
Sh45se(update_sep07).shp
Sh130.shp

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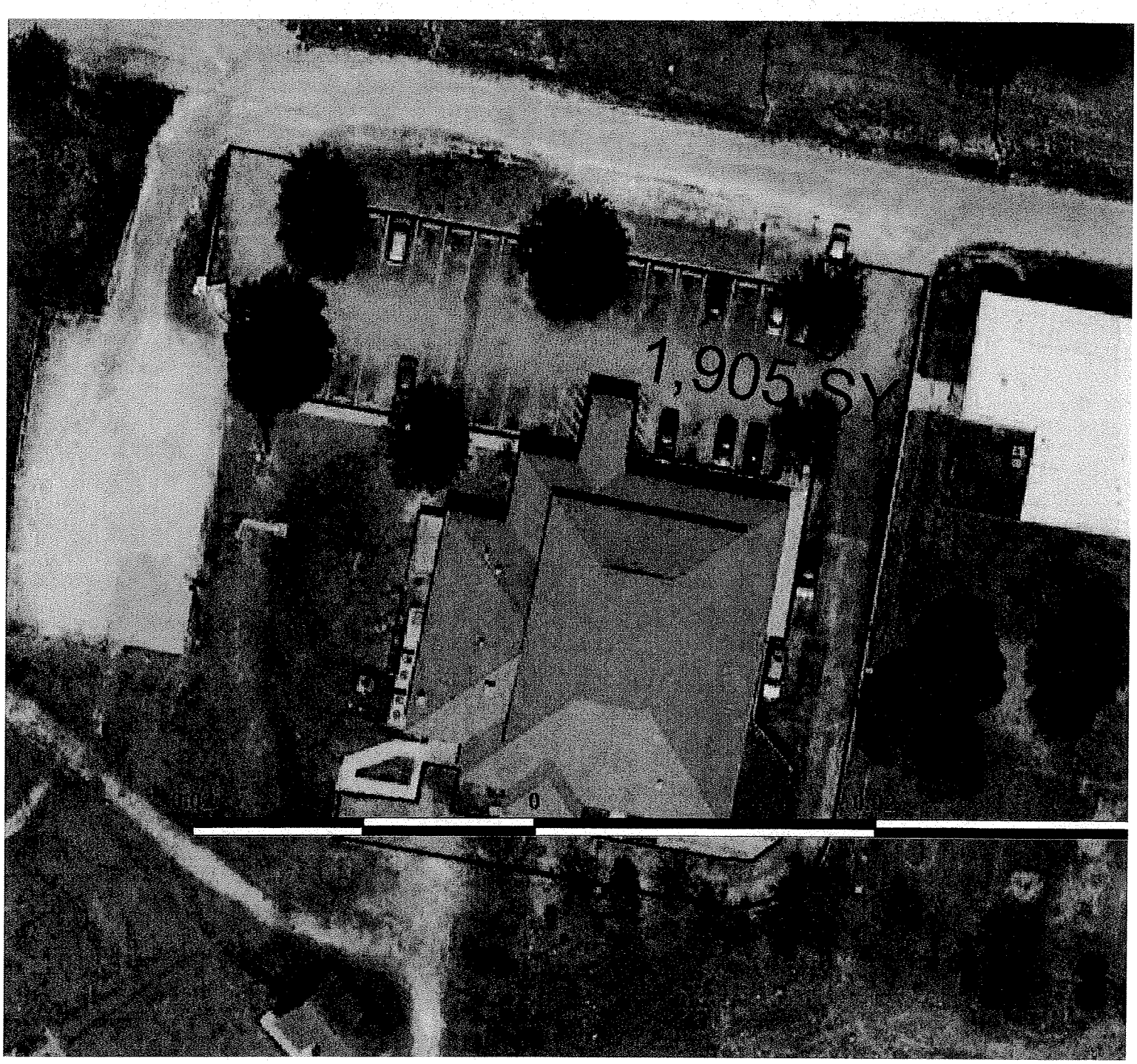
W E
S

Last Updated 11-25-09 at 3:45pm

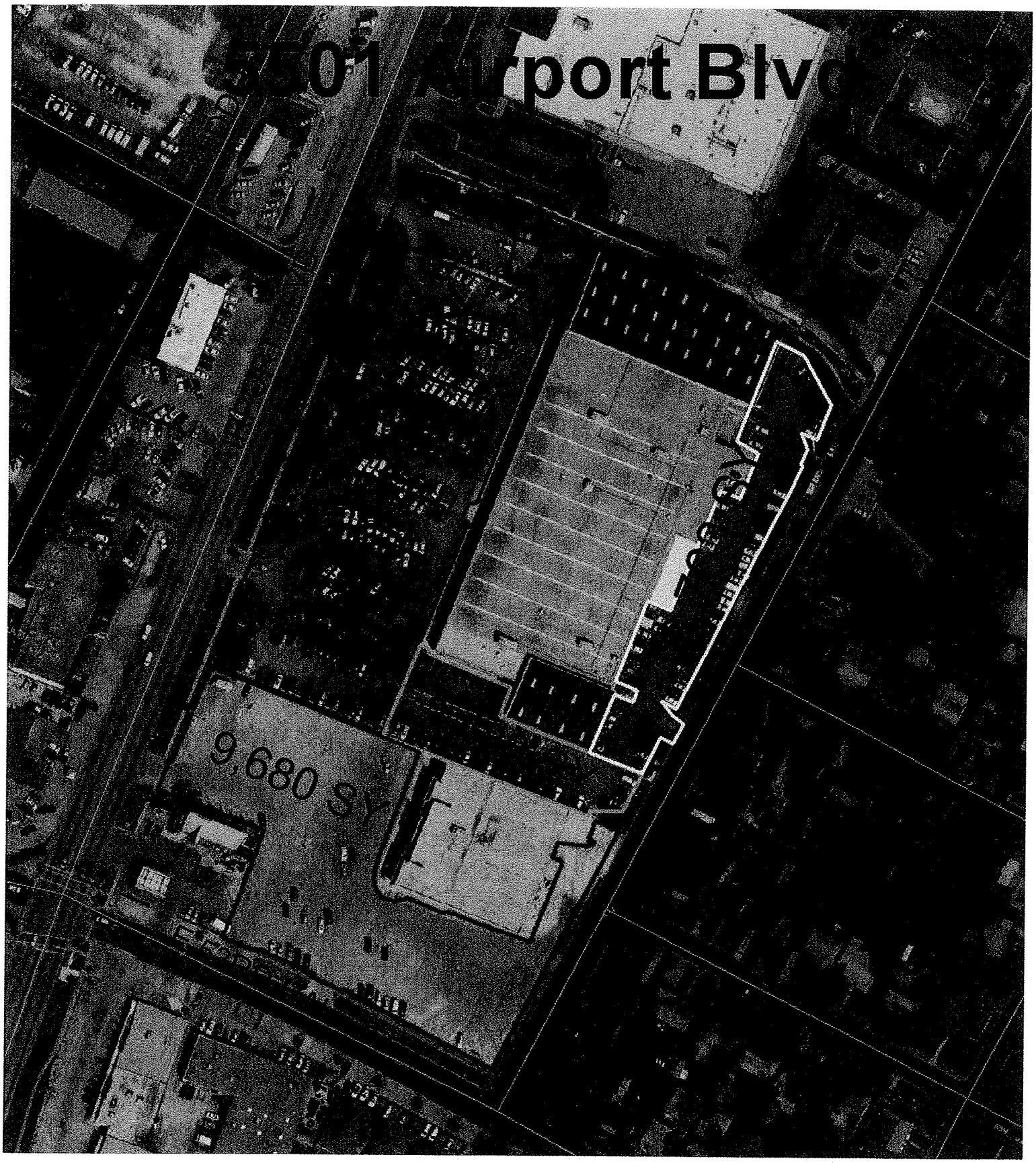
East Rural Center



East_rural_ctr_parking_lot.shp
Tc_atlas_roads.shp
STATE
INCORPORATED
TRAVIS MAINTAINED
NOT MAINTAINED
PRIVATE
REJECTION OF DEDICATION
UNDEDICATED, PRIVATE

N
W E
S

Last Updated 11-25-09 at 3:45pm



Airport_blvd_parking_lot.shp

- Front 10,436 SY
- Side, 2,489 SY
- Back, 3,763 SY
- South, 9,680 SY

N
W E
S

PI625I02 Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY
Purchase Requisition

11/19/09
13:45:58

Number . . . . . : 0000480605
Type . . . . . : 1 PURCHASE REQUISITION
Status . . . . . : INSUFFICIENT FUNDS
Reason . . . . . : 53933 ROAD CIP MOD PO#424333 CONT 09K00209LP
By . . . . . : BRUNILDA CRUZ 854-7679
Date . . . . . : 9/08/09
Vendor . . . . . : 66363 WHEELER COASTING ASPHALT L P
Contract nbr . . . . . :
Ship to . . . . . : Z1 TNR ADMIN - 11TH FLR
Deliver by date . . . . : 9/08/09
Buyer . . . . . :
Fiscal year code . . . : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.
5=Display 8=Item extended description

Opt	**Line#**	**Quantity**	**UOM**	**Description**
_	1	345315.85	DOL	OVERLAY SERVICES PCT 1-4 PRECINCT 1 **********

+

COMMENTS EXIST Total: 874202.99

F3=Exit F7=Alternate view F9=Print
F10=Approval info F12=Cancel F20=Comments

GM200I13 Last Updated 11-25-09 at 3:45pm **TRAVIS COUNTY** 11/19/09
Fiscal Year 2010 **Account Balance Inquiry** 13:47:24

Account number . . . . : 513-4941-808.81-64
Fund . . . . . : 513 L/T CERT OF OBLIG 2009
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)
Division . . . . . : 41 ROAD & BRIDGE MAINTENANCE
Activity basic . . . . : 80 CAPITAL PROJECTS
Sub activity . . . . . : 8 INFRA&ENV SVS (TRANS&RDS)
Element . . . . . : 81 CAPITAL OUTLAY
Object . . . . . : 64 PURCH SVC-INFRASTRCTR RDS

Original budget . . . . . :	0	
Revised budget . . . . . :	853,974	10/01/2009
Actual expenditures - current . :	234,370.32	
Actual expenditures - ytd . . . . :	1,340,766.85-	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	1,838,307.53	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	.00	
Total expenditures & encumbrances:	731,911.00	85.7%
Unencumbered balance . . . . . :	122,063.00	14.3

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

GM200I13 Last Updated 11-25-09 at 3:45pm **TRAVIS COUNTY** 11/19/09
Fiscal Year 2010 **Account Balance Inquiry** 13:47:47

Account number . . . . : 405-4941-808.81-64
Fund . . . . . : 405 L/T CERT OF OBLIG 2006
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)
Division . . . . . : 41 ROAD & BRIDGE MAINTENANCE
Activity basic . . . . : 80 CAPITAL PROJECTS
Sub activity . . . . . : 8 INFRA&ENV SVS (TRANS&RDS)
Element . . . . . : 81 CAPITAL OUTLAY
Object . . . . . : 64 PURCH SVC-INFRASTRCTR RDS

Original budget . . . . . :	0	
Revised budget . . . . . :	549,570	10/01/2009
Actual expenditures - current . :	.00	
Actual expenditures - ytd . . . . :	1,846.75-	
Unposted expenditures . . . . . :	25,201.30	
Encumbered amount . . . . . :	58,274.05	
Unposted encumbrances . . . . . :	25,201.30-	
Pre-encumbrance amount . . . . . :	.00	
Total expenditures & encumbrances:	56,427.30	10.3%
Unencumbered balance . . . . . :	493,142.70	89.7

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

GM200I13 Last Updated 11-25-09 at 3:45pm **TRAVIS COUNTY** 11/19/09
Fiscal Year 2010 **Account Balance Inquiry** 13:48:16

Account number . . . : 506-4945-809.81-20
Fund . . . . . : 506 L/T CERT OF OBLIG, 2007
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)
Division . . . . . : 45 PARK SERVICES
Activity basic . . . . : 80 CAPITAL PROJECTS
Sub activity . . . . . : 9 COMM&ECON DEV (PKS & REC)
Element . . . . . : 81 CAPITAL OUTLAY
Object . . . . . : 20 PURCHD SERV-PARK IMPRVMNT

Original budget . . . . . :	0	
Revised budget . . . . . :	211,354	10/20/2009
Actual expenditures - current . :	.00	
Actual expenditures - ytd . . . . :	.00	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	144,774.24	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	.00	
Total expenditures & encumbrances:	144,774.24	68.5%
Unencumbered balance . . . . . :	66,579.76	31.5

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

GM200113 Last Updated 11-25-09 at 3:45pm **TRAVIS COUNTY** 11/19/09
Fiscal Year 2010 **Account Balance Inquiry** 13:48:38

Account number . . . . : 29-4945-631.81-20
Fund . . . . . : 029 LCRA-TC PARKS CIP FUND
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)
Division . . . . . : 45 PARK SERVICES
Activity basic . . . . : 63 COMM-ECON DEV (PKS & REC)
Sub activity . . . . . : 1 PITD (PARKS)
Element . . . . . : 81 CAPITAL OUTLAY
Object . . . . . : 20 PURCHASED SVCS PARK IMPRV

Original budget . . . . . :	0	
Revised budget . . . . . :	516,249	11/18/2009
Actual expenditures - current . :	.00	
Actual expenditures - ytd . . . . :	861.39-	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	156,822.90	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	15,477.00	
Total expenditures & encumbrances:	171,438.51	33.2%
Unencumbered balance . . . . . :	344,810.49	66.8

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

GM200I13 Last Updated 11-25-09 at 3:45pm **TRAVIS COUNTY** 11/19/09
Fiscal Year 2010 **Account Balance Inquiry** 13:49:01

Account number . . . . : 405-4996-801.81-22
Fund . . . . . : 405 L/T CERT OF OBLIG 2006
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)
Division . . . . . : 96 CAR VEHICLE CENTRAL
Activity basic . . . . : 80 CAPITAL PROJECTS
Sub activity . . . . . : 1 GENERAL GOVERNMENT
Element . . . . . : 81 CAPITAL OUTLAY
Object . . . . . : 22 IMPROV OTHER THAN BLDG

Original budget . . . . . :	0	
Revised budget . . . . . :	69,701	10/01/2009
Actual expenditures - current . :	.00	
Actual expenditures - ytd . . . . :	.00	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	10,921.00	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	10,921.00	
Total expenditures & encumbrances:	21,842.00	31.3%
Unencumbered balance . . . . . :	47,859.00	68.7

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

Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY PURCHASING OFFICE

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

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

Approved by: Cyd V. Grimes 11/23/09 MB

Voting Session: Tuesday, December 1, 2009

REQUESTED ACTION: APPROVE CONTRACT NO. PS090339VR WITH KERRY TATE, COMMUNICATIONS, INC., DBA TATEAUSTINHAHN, FOR CONSULTING AND MARKETING DEVELOPMENT SERVICES. (TNR)

Points of Contact:

Purchasing: Vania Ramaekers
Department: (TNR) Joseph P. Gieselman, Executive Manager;Charles Bergh, Parks Manager
County Attorney (when applicable): Julie Joe
County Planning and Budget Office: Leroy Nellis,
County Auditor's Office: Susan Spataro and Jose Palacios
Other:

RECEIVED COUNTY JUDGE'S OFFICE 09 NOV 23 PM 2:5

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.

On September 3, 2009 the Purchasing Office issued RFS No. P090339-VR, which closed on September 18, 2009. Four proposals were received in response to the solicitation. An Evaluation Committee made up of representatives from TNR Administrative Office, Travis County Parks Management and the Purchasing Office (non-voting member) reviewed and evaluated (scored) the responses. The Evaluation Committee then conducted interviews on October 28, 2009, with the top two firms. The interview scores were added to the evaluation matrix which resulted in TateAustinHahn of Austin, Texas, as the highest-scoring firm. A contract is recommended for approval to TateAustinHahn of Austin, Texas, for the total not-to-exceed amount of $32,000.00 in accordance with Attachment A, Scope of Services, and Attachment B, Fee Schedule, for this contract. This contract becomes effective upon approval of the Commissioners Court and will remain in full force until September 30, 2010. This contract will include an option for renewal for an additional year to ensure completion of the agreed upon deliverables.

- **Contract Expenditures:** Within the last 12 months $0.00 has been spent against this contract.

☒ Not applicable

- **Contract-Related Information:**
  Award Amount: $32,000.00 (Not-to-Exceed)
  Contract Type: (Professional Services Agreement)
  Contract Period: Date of award –September 30, 2010

- **Contract Modification Information:**
  Modification Amount: $0.00 (Firm Amount) (Add'l. comments)
  Modification Type: N/A
  Modification Period:

- **Solicitation-Related Information:**
  Solicitations Sent: 171 Responses Received: 4
  HUB Information: N/A % HUB Subcontractor: 26%

- **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: Award is being recommended to the highest scoring firm, and lowest cost.

- **Funding Information:**
  - ☒ Purchase Requisition in H.T.E.: 400142
  - ☒ Funding Account(s): 001-4945-631-6099
  - ☒ Comments:

- **Statutory Verification of Funding:**
  - ☐ Contract Verification Form: Funds Verified ____ Not Verified _____ by Auditor.

TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building, 11th Floor
P.O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

RECEIVED
TRAVIS COUNTY
PURCHASING OFFICE
10-29-09

October 28, 2009

MEMORANDUM

TO: Cyd Grimes, Purchasing Agent

FROM: Joseph P. Gieselman, Executive Manager

SUBJECT: Place item on the Commissioners' Court Agenda to Award a Contract for the Park's Marketing Plan-RFP 0900339-VR

TNR received and reviewed four (4) proposals for the above referenced item and recommends contract award to the top scoring firm and apparent low bidder, Tate Austin Hahn.

Funds for this proposal are encumbered under requisition number 400142, commodity/sub-commodity 915/073 account number 001-4945-631-6099.

If you have any questions or require additional information, please contact me at 854-9383.

IL:JPG:il

cc: Mike Crawford, County Auditor's Office
Vania Ramaekers, Purchasing Dept.
Charles Bergh, TNR

TRAVIS COUNTY
Purchase Requisition

11/17/09
15:11:25

Number . . . . . : 0000400142
Type . . . . . : 1 PURCHASE REQUISITION
Status . . . . . : AUDITOR APPROVAL
Reason . . . . . : PRE-ENCUMBER FUNDS FOR PARKS MARKETING PLAN
By . . . . . : ISABELLE LOPEZ 854-7675
Date . . . . . : 2/08/07
Vendor . . . . . : UNKNOWN
Contract nbr . . . . . :
Ship to . . . . . : AI AS INDICATED BELOW
Deliver by date . . . : 2/28/07
Buyer . . . . . :
Fiscal year code . . : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.
5=Display 8=Item extended description

Opt	Line#	Quantity	UOM	Description
_	1	32000.00	DOL	MARKETING PLAN FOR TRAVIS COUNTY PARKS

COMMENTS EXIST Total: 32000.00

F3=Exit F7=Alternate view F9=Print
F10=Approval info F12=Cancel F20=Comments

Purchase Requisition Comments

Requisition number . . . : 0000400142
By . . . . . : ISABELLE LOPEZ 854-7675
Requisition date . . . . : 2/08/07

Comments	Sequence #
20070209 RT	1.0
9/17/08 YES, PLEASE. ACCORDING TO THE PARKS	2.0
DIRECTOR, THEY'VE REVISED THE	3.0
SPECIFICATIONS FOR THEIR MARKETING PLAN	4.0
AND HAVE FORWARDED THEM TO PURCHASING.	5.0
THEY ANTICIPATE AWARDING A CONTRACT DURING	6.0
THE FIRST QUARTER IN FY09.	7.0
THE DELAY IN PROCEEDING WITH THIS PLAN WAS	8.0
A RESULT OF THE VACANT PARK'S PROGRAM MGR	9.0
POSITION WHICH STALLED THE PROJECT.ISABELL	10.0
GMC	11.0 +

Press Enter to continue.

F12=Cancel

EVALUATION SUMMARY MATRIX
RFP090339-VR CONSULTING AND MARKETING PLAN
FOR
TRAVIS COUNTY PARKS AND NATURAL AREAS

Ranking #	Vendor Name	Average Written Proposal Score	Average Interview Scores	Total Scores	Cost Proposal
1	Tate Austin and Hahn	3.175	77	80.175	$32,000.00
2	Special Audience	3.425	56	59.425	$34,500.00
3	VOLLMER	1.800	NA	NA	$42,250.00
4	DHT Communications	1.475	NA	NA	$114,200.00

EVALUATION MATRIX FOR INTERVIEW SESSION

RFP- 090339-VR Consulting and Marketing Plan for Travis County Parks and Natural Areas

		Member A (CB)			Member B (KN)			Member C (RA)			Member D (SC)			Average Score	
Q. #	Total Points	Tate Austin Hahn	Special Audience		Tate Austin Hahn	Special Audience		Tate Austin Hahn	Special Audience		Tate Austin Hahn	Special Audience		Tate Austin Hahn	Special Audience
1	10	9	3		8	5		8	8		9	7		8.5	5.75
2	10	9	3		7	5		7	6		9	7		8	5.25
3	10	9	7		8	5		8	7		8	6		8.25	6.25
4	10	9	3		4	7		9	7		4	6		6.5	5.75
5	10	9	3		9	0		5	5		8	3		7.75	2.75
6	10	9	3		8	5		9	7		8	6		8.5	5.25
7	10	9	3		8	7		8	7		8	7		8.25	6
8	10	9	7		8	8		8	7		8	7		8.25	7.25
9	10	9	7		0	0		10	9		7	8		6.5	6
10	10	9	7		0	0		10	9		7	7		6.5	5.75
Totals	**100**													**77**	**56**

Last Updated 11-25-09 at 3:45pm

EVALUATION CRITERIA MATRIX

RFP- 090339-VR Consulting and Marketing Plan for Travis County Parks and Natural Areas

(Cumulative Scoring, First Round of Firm Selections)

October 8, 2009 Team Combine Scores

Item	Firms and Evaluation Criteria	Member A (CB)	Member B (KN)	Member C (RA)	Member D (SC)	Total Score	Average Score
	Vendor 1-Tate Austin Hahn						
2.1	Creativeness and Responsiveness of firm's proposal to produce a cost effective marketing plan for the park system.	0.600	0.900	0.900	0.900		
2.2	Price	1.000	1.000	1.000	1.000		
2.3	Understanding of current recreational market and trends,current Travis County Parks and Natural Areas System, and other systems in the metropolitan area.	0.400	0.400	0.600	0.800		
2.4	Qualifications of firm and individuals assigned to the project	0.200	0.200	0.300	0.300		
2.5	Quality of Experience	0.200	0.200	0.300	0.300		
2.6	Quality of marketing sample plans submitted	0.300	0.400	0.300	0.200		
	TOTALS	**2.700**	**3.100**	**3.400**	**3.500**	12.700	**3.175**
	Vendor 2-Special Audience						
2.1	Creativeness and Responsiveness of firm's proposal to produce a cost effective marketing plan for the park system.	1.200	0.900	0.900	1.200		
2.2	Price	0.800	0.800	0.800	0.800		
2.3	Understanding of current recreational market and trends,current Travis County Parks and Natural Areas System, and other systems in the metropolitan area.	0.600	0.600	0.600	0.600		
2.4	Qualifications of firm and individuals assigned to the project	0.300	0.300	0.300	0.300		
2.5	Quality of Experience	0.300	0.300	0.300	0.400		
2.6	Quality of marketing sample plans submitted	0.300	0.300	0.300	0.500		
	TOTALS	**3.500**	**3.200**	**3.200**	**3.800**	13.700	**3.425**
	Vendor 3-VOLLMER						
2.1	Creativeness and Responsiveness of firm's proposal to produce a cost effective marketing plan for the park system.	0.600	0.600	0.600	0.600		
2.2	Price	0.400	0.400	0.400	0.400		
2.3	Understanding of current recreational market and trends,current Travis County Parks and Natural Areas System, and other systems in the metropolitan area.	0.200	0.200	0.200	0.200		
2.4	Qualifications of firm and individuals assigned to the project	0.200	0.200	0.200	0.200		
2.5	Quality of Experience	0.200	0.200	0.200	0.200		
2.6	Quality of marketing sample plans submitted	0.200	0.200	0.200	0.200		
	TOTALS	**1.800**	**1.800**	**1.800**	**1.800**	7.200	**1.800**
	Vendor 4- DHT Communications						
2.1	Creativeness and Responsiveness of firm's proposal to produce a cost effective marketing plan for the park system.	0.300	0.300	0.600	0.600		
2.2	Price	0.000	0.000	0.000	0.000		
2.3	Understanding of current recreational market and trends,current Travis County Parks and Natural Areas System, and other systems in the metropolitan area.	0.200	0.200	0.200	0.200		
2.4	Qualifications of firm and individuals assigned to the project	0.300	0.300	0.200	0.200		
2.5	Quality of Experience	0.300	0.300	0.300	0.300		
2.6	Quality of marketing sample plans submitted	0.200	0.300	0.300	0.300		
	TOTALS	**1.300**	**1.400**	**1.600**	**1.600**	5.900	**1.475**

Draft

AGREEMENT
BETWEEN
TRAVIS COUNTY

AND

KERRY TATE COMMUNICATIONS, INC. DBA TATEAUSTINHAHN

FOR
CONSULTING & MARKETING DEVELOPMENT SERVICES

FOR
TRAVIS COUNTY PARKS AND NATURAL AREAS

CONTRACT NO. PS090339-VR

Travis County Purchasing Office

Draft

39.0 CERTIFICATE OF CONSULTANT. The CONSULTANT certifies that neither the CONSULTANT nor any members of the CONSULTANT's firm has:

39.1 Employed or retained for a commission, percentage, brokerage, contingency fee, or other consideration, any firm or person (other than a bonafide employee working solely for the CONSULTANT) to solicit or secure the services provided by this Agreement.

39.2 Agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person other than in connection with carrying out the services to be performed under this Agreement.

39.3 Paid or agreed to pay to any firm, organization, or person (other than bonafide employees working solely for the CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the services provided under this Agreement.

39.4 The CONSULTANT further agrees that this certification may be furnished to any local, state or federal governmental agencies in connection with this Agreement and for those portions of the Project involving participation of agency grant funds and is subject to all applicable state and federal, criminal and civil laws.

40.0 PURCHASING AGENT AUTHORITY.

This Agreement has been competed though a request for proposal (RFP), which is authorized by Section 262.030, of the Local Government Code as amended by HB 3517.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the later date set forth below (the "Effective Date").

THE CONSULTANT:
KERRY TATE COMMUNICATIONS, INC.
DBA TATEAUSTINHAHN
By: _____
Printed Name: JEFF HAHN
Title: PRINCIPAL
By Authorized Representative

Date: 11.19.09

TRAVIS COUNTY:

By: _____
Samuel T. Biscoe
Travis County Judge

Date: _____

AVAILABILITY OF FUNDS CONFIRMED: By: _____
Susan Spataro, Travis County Auditor

APPROVED AS TO FORM:
By: _____
Cyd V. Grimes, C.P.M.
Travis County Purchasing Agent

APPROVED AS TO FORM:
By: _____
Julie Joe
Assistant County Attorney

12

TRAVIS COUNTY PURCHASING OFFICE

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

314 W. 11th, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: Cyd V. Grimes 11/23/0

Voting Session: Tuesday, December 1, 2009

REQUESTED ACTION: APPROVE MODIFICATION NO. 7 TO INTERLOCAL IL030285LC, CITY OF AUSTIN, FOR THE OPERATION AND MAINTENANCE OF THE COMBINED TRANSPORTATION, EMERGENCY & COMMUNICATIONS CENTER (CTECC). (EMERGENCY SERVICES)

Points of Contact:

Purchasing: Lori Clyde, 854-4205
Department: TCES, Danny Hobby, 854-4416; Toby Fariss, 854-4762; TCOEM, Pete Baldwin, 974-0472
County Attorney (when applicable): John Hille
County Planning and Budget Office: Leroy Nellis
County Auditor's Office: Susan Spataro and 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 Interlocal provides for the operation and maintenance of the Combined Transportation & Emergency Communications Center (CTECC).

Emergency Services recommends approval of Modification No. 7 to the CTECC O & M ILA. Given that this operations & maintenance agreement automatically renews annually, this requested action will be an internal administrative change to confirm contractual spending authority for Travis County's portion of the budget in the amount of $1,581,166 as outlined in Exhibit B, the FY10 CTECC O&M budget.

Modification No. 6, approved in Commissioners Court October 28, 2008, was to confirm and approve Travis County's portion of the FY09 budget.

Modification No. 5, approved in Commissioners Court January 29, 2008, was to confirm and approve Travis County's portion of the FY08 budget.

Modification No. 4, approved in Commissioners Court January 9, 2007, was to confirm and approve Travis County's portion of the FY07 budget.

Modification No. 3, approved in Commissioners Court October 25, 2005, was to confirm and approve Travis County's portion of the FY06 budget.

Modification No. 2, approved in Commissioners Court December 21, 2004, was to confirm and approve Travis County's portion of the FY05 budget.

Modification No. 1, approved in Commissioners Court February 10, 2004, was to confirm and approve Travis County's portion of the FY04 budget.

- **Contract Expenditures:** Within the last 12 months $1,725,952.00 has been spent against this contract.

- **Contract Modification Information:**
  Modification Amount: $1,581,166 Estimated amount
  Modification Type: Approval to spend amount budgeted for CTECC O&M
  Modification Period: October 1, 2009 through September 30, 2010

- **Funding Information:**
  ☒ Purchase Requisition in H.T.E.: 484275
  ☒ Funding Account(s) 001-4705-579-5004, 001-4705-823-5004
  ☐ Comments:

- **Statutory Verification of Funding:**
  ☐ Contract Verification Form: Funds Verified ____ Not Verified ____ by Auditor.

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

Chief Medical Examiner
Dr. David Dolinak

STAR Flight
Casey Ping, Program Manager

Technology & Communications

To: Travis County Commissioners Court

Via: Cyd Grimes, Purchasing Agent

From: Danny Hobby, Emergency Services Executive Manager

Date: November 2, 2009

Subject: CTECC O&M Expense Authority for FY-2010, Contract Year Eight

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Proposed Motion:

APPROVE MODIFICATION NUMBER SEVEN TO AUTOMATIC-RENEWAL CONTRACT IL030285LC, INTERLOCAL AGREEMENT WITH THE CITY OF AUSTIN FOR THE OPERATION AND MAINTENANCE OF THE COMBINED TRANSPORTATION, EMERGENCY & COMMUNICATIONS CENTER ("CTECC") IN FY-2010. (TCES)

Summary & Staff Recommendation:

The CTECC program is an interlocal cooperative effort involving partners from the City of Austin, Texas Department of Transportation, Capital Metro, and Travis County. All four entities, along with citizens of central Texas currently benefit from ongoing operations at CTECC. The facility houses regional public safety/service systems related to two-way radio communications, computer-aided dispatch, 9-1-1, mobile data, joint emergency operations, and intelligent transportation. County emergency management activities presently operate out of CTECC, as do Sheriff dispatch functions.

The Travis County Emergency Services ("TCES") recommendation is to approve the contract modification. Given that this agreement automatically renews annually, the requested action will be an internal administrative change for informational purposes and to confirm contractual spending authority for Travis County's portion of the shared program budget this fiscal year.

County representatives on the Operating and Governing Boards, the CTECC General Manager, and other county resource staff support the recommendation.

Commissioners Court previously approved a similar item as Modification No. 6 for FY-2009.

There appear to be no issues or concerns with approving the requested action, as this is a routine and expected item that typically occurs each fall.

Budgetary Impact:

The necessary funding of $1,581,166 for Travis County's FY-2010 CTECC O&M share is a budgeted expense included in the 001-4705-579-5004 and 001-4705-823-5004 accounts for TCES.

Travis County's approved FY-2009 CTECC O&M budget was $1,725,952, a difference of about 9%. The FY-2010 obligation is a decrease.

Attachment(s):

Final Approved FY-2010 CTECC Operations & Maintenance Budget – Exhibit B
Travis County Purchase Requisition 484275

Cc:

Board Members –	Capt. Paul Knight, TCSO; Pete Baldwin, TCOEM
Audit –	Jose Palacios, Kapp Schwebke
Legal –	Barbara Wilson
PBO –	Randy Lott
Purchasing –	Bonnie Floyd, Lori Clyde
TCES –	Charles Brotherton, Christine Lego, Toby Fariss (TF)

PURCHASE REQUISITION NBR: 0000484275

REQUISITION BY: CULLENJ 44751

STATUS: AUDITOR APPROVAL
REASON: FY 10 CTECC OPS & MAINTENANCE IL030285LC HOLDER

DATE: 10/14/09

SHIP TO LOCATION: EMERGENCY SERVICES

SUGGESTED VENDOR: 53547 CITY OF AUSTIN

DELIVER BY DATE: 10/15/09

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	FY10 CTECC OPER & MAINT EXPENSE NTE $1,581,166.00 COMMODITY: BLDG MAINT & REPAIRS SVCS SUBCOMMOD: GEN BLDG MAINT & REPAIR	1581166.00	DOL	1.0000	1581166.00	

REQUISITION TOTAL: 1581166.00

ACCOUNT INFORMATION

LINE #	ACCOUNT		PROJECT	%	AMOUNT
1	00147055795004	REPR & MTNC-SERVCS PURCHD REPRS-BLDG STRUCT & EQUIP		96.61	1527596.00
1	00147058235004	REPR & MTNC-SERVCS PURCHD REPRS-BLDG STRUCT & EQUIP		3.39	53570.00
					1581166.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

Last Updated 11-25-09 at 3:45pm

GM200I13 **TRAVIS COUNTY** 11/20/09

Fiscal Year 2010 **Account Balance Inquiry** 16:32:58

```
  Account number . . . :   1-4705-579.50-04
  Fund . . . . . . . . : 001  GENERAL FUND
  Department . . . . . :  47  EMERGENCY SERVICES
  Division . . . . . . :  05  TECHNOLOGY/COMMUNICATIONS
  Activity basic . . . :  57  PUBLIC SAFETY (LAW ENF)
  Sub activity . . . . :   9  EMERGENCY SERVICES
  Element . . . . . . :  50  REPR & MTNC-SERVCS PURCHD
  Object . . . . . . . :  04  REPRS-BLDG STRUCT & EQUIP

  Original budget . . . . . . . . :       1,586,919
  Revised budget . . . . . . . . . :       1,888,520   10/01/2009
  Actual expenditures - current . :                .00
  Actual expenditures - ytd . . . :         193,681.50-
  Unposted expenditures . . . . . :                .00
  Encumbered amount . . . . . . . :         495,282.25
  Unposted encumbrances . . . . . :                .00
  Pre-encumbrance amount . . . . . :       1,527,596.00
  Total expenditures & encumbrances:       1,829,196.75    96.9%
  Unencumbered balance . . . . . . :          59,323.25     3.1
```

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

Last Updated 11-25-09 at 3:45pm

GM200I13 **TRAVIS COUNTY** 11/20/09

Fiscal Year 2010 **Account Balance Inquiry** 16:33:04

Account number . . . . : 1-4705-823.50-04
Fund . . . . . : 001 GENERAL FUND
Department . . . . . : 47 EMERGENCY SERVICES
Division . . . . . : 05 TECHNOLOGY/COMMUNICATIONS
Activity basic . . . . : 82 CAPITAL AQUISITION FUNDS
Sub activity . . . . . : 3 PUBLIC SAFETY (LAW ENF)
Element . . . . . : 50 REPR & MTNC-SERVCS PURCHD
Object . . . . . : 04 REPRS-BLDG STRUCT & EQUIP

Original budget . . . . . :	53,570	
Revised budget . . . . . :	80,077	10/01/2009
Actual expenditures - current . :	.00	
Actual expenditures - ytd . . . . :	16,956.29-	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	43,462.84	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	53,570.00	
Total expenditures & encumbrances:	80,076.55	100.0%
Unencumbered balance . . . . . :	.45	0.0

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

MODIFICATION OF CONTRACT NUMBER: IL030285LC CTECC O&M AGREEMENT

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Lori Clyde TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: **November 19, 2009**
ISSUED TO: **City of Austin** **P.O. Box 1088** **Austin, TX 78767-1088**	MODIFICATION NO.: **7**	EXECUTED DATE OF ORIGINAL CONTRACT: October 10, 2002

ORIGINAL CONTRACT TERM DATES: **October 10,2002-September 30, 2003** CURRENT CONTRACT TERM DATES: **October 1, 2009-September 30, 2010**

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: $ 886,960 Current Modified Amount $ 1,581,166.00.

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.

Replace Exhibit B, Estimated Operation Budget for FY09 with the attached Exhibit B, Estimated Operation Budget for FY10.

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	☐ DBA ☐ CORPORATION ☐ OTHER DATE:
TRAVIS COUNTY, TEXAS BY: Cyd V. Grimes CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: 11/23/09
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:

Combined Transportation and Emergency Communications Center (CTECC) Operating Budget - Exhibit B

FY2010

FINAL APPROVED

ALLOCATION	COA	Travis County	TXDOT	CMTA	TOTAL
BUC %	80.000%	20.000%	0.000%	0.000%	100.000%
CAD %	81.500%	17.000%	1.500%	0.000%	100.000%
COA %	100.000%	0.000%	0.000%	0.000%	100.000%
Direct $ (L.D.)	72.995%	12.992%	10.004%	4.009%	100.000%
Direct $ (PORT)	62.130%	12.129%	21.302%	4.439%	100.000%
Employee %	73.000%	13.000%	10.000%	4.000%	100.000%
EOC %	66.670%	33.330%	0.000%	0.000%	100.000%
Equal %	25.000%	25.000%	25.000%	25.000%	100.000%
GM %	37.250%	27.450%	17.650%	17.650%	100.000%
Help Desk %	0.000%	82.927%	0.000%	17.073%	100.000%
Lease %	63.110%	14.060%	21.330%	1.500%	100.000%
Port %	50.000%	20.000%	20.000%	10.000%	100.000%
TC Mobile %	0.000%	100.000%	0.000%	0.000%	100.000%
Tech %	65.000%	25.000%	0.000%	10.000%	100.000%
TXDOT %	0.000%	0.000%	100.000%	0.000%	100.000%
Video Wall %	25.000%	0.000%	75.000%	0.000%	100.000%

FY2010

FINAL APPROVED

Code / Definition	Base Salary	Fringes	COA	Travis County	TXDOT	CMTA	TOTAL	NOTES	ALLOCATION
[illegible]									
(1) General Manager	98634	26,165	31,200	31,200	31,200	31,200	124,799		Equal %
(1) Asst. General Manager	94474	25,514	77,992	29,997	-	11,999	119,988		Tech %
(1) Administartive Specialist	42266	17,344	14,902	14,902	14,902	14,902	59,609		Equal %
[illegible] SUPPORT									
(2) Sys/Network Admin Sr	151,341	45,143	127,714	49,121	-	19,648	196,484		Tech %
(1) System Support Tech	51,002	18,711	45,313	17,428	-	6,971	69,712		Tech %
(2) Sys/Network Admin	115,398	39,518	100,696	38,729	-	15,492	154,916		Tech %
[illegible] - CAD									
(2) Prog Analyst Sr	141,981	43,678	151,312	31,562	2,785	-	185,659		CAD %
(1) Sys/Net Supervisor	84,781	23,997	88,654	18,492	1,632	-	108,778		CAD %
(4) Systems Support Tech Sr	231,462	79,140	253,141	52,802	4,659	-	310,602		CAD %
(3) Systems Support Tech	129,646	52,477	148,430	30,961	2,732	-	182,123		CAD %
(1) Database Admin (DBA)	84,323	23,926	88,223	18,402	1,624	-	108,249		CAD %
(1) GIS Analyst	42,120	17,821	48,852	10,190	899	-	59,941		CAD %
(1) GIS Analyst Sr	56,534	19,577	62,030	12,939	1,142	-	76,111		CAD %
Total; Shared / CAD Personnel:			**$ 1,238,459**	**$ 356,726**	**$ 61,574**	**$ 100,212**	**$ 1,756,971**		
[illegible]									
[illegible]									
(2) Sys/Network Admin Sr	161,637	46,754	208,391	-	-	-	208,391		COA %
(2) Sys/Network Admin	117,104	39,785	156,889	-	-	-	156,889		COA %
(1) System Support Tech Sr	60,174	20,146	80,321	-	-	-	80,321		COA %
(7) System Support Tech	358,675	131,236	489,911	-	-	-	489,911		COA %
(1) Sys/Net Supervisor	-	-	-	-	-	-	-	*COA budget reduction	COA %
Total; APD Support Personnel:			**$ 935,511**	**$ -**	**$ -**	**$ -**	**$ 935,511**		
[illegible]									
(2) Sys/Network Admin	143,416	43,903	187,319	-	-	-	187,319		COA %
(1) System Support Tech Sr	56,368	19,551	75,919	-	-	-	75,919		COA %
(2) System Support Tech	93,621	36,110	129,730	-	-	-	129,730		COA %
(1) Prog Analyst	70,470	21,758	92,228	-	-	-	92,228		COA %
(1) Sys/Net Supervisor	72,488	22,073	94,561	-	-	-	94,561		COA %
Total; AFD/EMS Support Personnel:			**$ 579,757**	**$ -**	**$ -**	**$ -**	**$ 579,757**		
[illegible] / MISCELLANEOUS									
Overtime - Tech	11,915	1,865	8,957	3,445	-	1,378	13,780	Tech/IT Specific Overtime	Tech %
Overtime - CAD	13,490	2,111	12,715	2,652	234	-	15,601	CAD Specific Overtime	CAD %
Sm.City Mobile Support (TBD)		-	-	-	-	-	-	ESD - Sm. City Mobile Support > TBD Reimbursement (CAD %)	CAD %
Total; Other / Miscellaneous:			**$ 21,672**	**$ 6,097**	**$ 234**	**$ 1,378**	**$ 29,381**		
Totals; All Personnel:			**$ 2,775,399**	**$ 362,823**	**$ 61,808**	**$ 101,590**	**$ 3,301,620**		

Combined Transportation and Emergency Communications Center (CTECC) Operating Budget - Exhibit B

Code / Definition		COA	Travis County	TXDOT	CMTA	TOTAL	NOTES	ALLOCATION
5675	Security - Travis Co.	220,000	220,000	220,000	220,000	880,000	TCSO LE-Security	Equal %
5675	Security - System Maintenance	4,868	4,868	4,868	4,868	19,472	Annual Security System (ESAS) Maintenance	Equal %
5860	Services-Other	-	-	-	-	-	Misc. & Other - COA	COA %
6121	Rent - 911 Backup Center	40,800	10,200	-	-	51,000	CAPCOG Billed Rent (inc. supplemental rent expenses)	BUC %
6124	Rental - Copy Machines	6,500	2,500	-	1,000	10,000	Copiers - Maintenance & Usage	Tech %
6160	Electric Services	290,306	64,676	98,118	6,900	460,000	Electric Service	Lease %
6165	Water Service	11,315	2,015	1,550	620	15,500	Water Service	Employee %
6170	WW Service	5,402	962	740	296	7,400	Waste Water Service	Employee %
6174	Drainage Fee Expense	7,119	1,586	2,406	169	11,280	Drainage expenses	Lease %
6175	Garbage/Refuse Collection	1,460	260	200	80	2,000	Street cleaning fees & Garbage Collection	Employee %
6203	CTM Services	-	47,158	-	9,709	56,867	Help desk, Internet, network services (Help Desk % - TC/CMTA)	Help Desk %
6203	Telephone Support-shared ports	36,420	6,486	4,989	1,996	49,890	Phone Support - CTM Voice Operations (Shared Ports)	Employee %
6203	Telephone Support-shared EOC ports	21,992	10,995	-	-	32,987	Phone Support - CTM Voice Operations (EOC Ports)	EOC %
6203	Telephone Support-direct port costs	34,294	6,695	11,758	2,450	55,197	Phone Support - CTM Voice Operations (Direct Ports)	Direct $ (PORT)
6203	Financial Support	17,452	17,452	17,452	17,452	69,808	CTM/CTECC Financial Support	Equal %
6327	Insurance - FireFlood Extended Coverage	64,500	-	-	-	64,500	Insurance COA 100%	COA %
6383	Facility Management	740,959	165,075	250,430	17,611	1,174,076	Facility Related / FMS	Lease %
6383	911 Backup Center Facility Management	76,880	19,220	-	-	96,100	911 Backup Center - Facility Related / FMS (COA 80% / TC 20%)	BUC %
6387	Maintenance Hardware - CTECC	47,709	35,157	22,606	22,606	128,078	CTECC Admin Server & LAN Maintenance	GM %
6387	Maintenance Hardware - 911 BUC	16,115	4,029	-	-	20,144	911 BUC Server & LAN Maintenance	BUC %
6387	Maintenance Hardware - APD/AFD/EMS (COA)	51,987	-	-	-	51,987	APD / AFD / EMS Servers, LAN, & Printer Maint (COA only)	COA %
6389	Maintenance Hardware - Video Wall	32,500	-	97,500	-	130,000	Video Wall - COA 25% / TXDOT 75%	Video Wall %
6392	Premium Power Maintenance	276,594	61,621	93,484	6,574	438,273	Premium Power	Lease %
6398	Chilled Water Maintenance	261,257	58,207	88,303	6,210	413,987	Chilled Water	Lease %
6404	Telephone - Base Cost (CTECC)	113,878	45,551	45,551	22,776	227,755	Vendor Telephone Expenses - CTECC Shared	Port %
6404	Telephone - Base Cost (911 Backup)	141,200	35,300	-	-	176,500	Vendor Telephone Expenses - 911 Backup Center	BUC %
6405	Telephone - Long Distance	7,453	1,326	1,021	409	10,210	Vendor Long Distance Telephone (Direct Costs)	Direct $ (L.D.)
6406	Telephone - Equipment / Maintenance	15,000	6,000	6,000	3,000	30,000	Vendor Telephone Maintenance (PBX / Nortel)	Port %
6407	Telephone - Celluar Services	1,625	625	-	250	2,500	Tech Related Connectivity Service (AirCards)	Tech %
6407	Telephone - Celluar Services	1,625	625	-	250	2,500	Tech Cell Phone Service	Tech %
6415	Postage	13	13	13	13	50	USPS Postage / Standard Class Mail	Equal %
6416	Priority Mail/Parcel Services	13	13	13	13	50	Expedited Mail Services / Parcels	Equal %
6452	Printing/Binding/Photographic Repro.	93	69	44	44	250	Reproduction of documentation and reports	GM %
6531	Seminar / Training Fees (Equal)	1,250	1,250	1,250	1,250	5,000	Management Staff Training	Equal %
6531	Seminar / Training Fees (Tech)	13,325	5,125	-	2,050	20,500	Tech Training	Tech %
6531	Seminar / Training Fees (CAD)	4,686	978	86	-	5,750	CAD Training	CAD %
6531	Seminar / Training Fees (APD RMS)	18,250	-	-	-	18,250	APD (Police) RMS Training	COA %
6531	Seminar / Training Fees (AFD/EMS RMS)	8,000	-	-	-	8,000	AFD/EMS RMS Training	COA %
6532	Travel - Training (Equal)	938	938	938	938	3,750	Management Staff Training - Travel	Equal %
6532	Travel - Training (Tech)	7,475	2,875	-	1,150	11,500	Tech Training - Travel	Tech %
6532	Travel - Training (CAD)	10,799	2,253	199	-	13,250	CAD Training - Travel	CAD %
6532	Travel - Training (APD RMS)	30,000	-	-	-	30,000	APD (Police) RMS Training - Travel	COA %
6532	Travel - Training (AFD/EMS RMS)	10,000	-	-	-	10,000	AFD/EMS RMS Training - Travel	COA %
6551	Mileage Reimbursements	406	156	-	63	625	For Technical Related (Non-Management) Staff	Tech %
6551	Mileage Reimbursements	156	156	156	156	625	For non-technical Staff (Management Staff)	Equal %
6558	Professional registration	200	-	-	-	200	Professional Affiliations (COA)	COA %
6561	Parking Costs	37	27	18	18	100	Parking Cost Allotment	GM %
6633	Subscriptions	13	13	13	13	50	Trade magazines / Current Publications	Equal %
TBD	Lease Reimbursement	-	-	-	-	-	Leased Space > TBD Reimbursement (Lease %)	Lease %
	Totals; Contractuals:	**$ 2,652,873**	**$ 842,452**	**$ 969,705**	**$ 350,931**	**$ 4,815,961**		

Combined Transportation and Emergency Communications Center (CTECC) Operating Budget - Exhibit B

Code	Definition	COA	Travis County	TXDOT	CMTA	TOTAL	NOTES	ALLOCATION
6388	Maintenance - Computer Software - AFD/EMS	33,858	-	-	-	33,858	AFD/EMS RMS & Other (COA 100%)	COA %
6388	Maintenance - Computer Software - APD	33,250	-	-	-	33,250	APD RMS & Other (COA 100%)	COA %
6388	Maintenance - Computer Software	-	6,930	-	-	6,930	TCSO Mobile Text-to-Voice Support/Maint.	TC Mobile %
6388	Maintenance - WebEOC	14,601	7,299	-	-	21,900	WebEOC - Silver Level Maint. (66.67% COA / 33.33% TC)	EOC %
6388	Maintenance - Back-Up Center - EOC	8,000	4,000	-	-	12,000	Proposed EOC Back up center (66.67%% COA / 33.33% TC)	EOC %
6388	Maintenance - Computer Software	21,873	8,413	-	3,365	33,650	Admin / shared IT software systems license renewals	Tech %
6388	Maintenance - 911 Backup Center CAD	55,200	13,800	-	-	69,000	911 Backup Center CAD (80% COA / 20% TC)	BUC %
6388	Maintenance - CAD System Expenses	885,392	184,683	16,296	-	1,086,371	TriTech Maintenance / CAD System Maintenance	CAD %
6389	Maintenance - Other Equipment - AFD/EMS	100,000	-	-	-	100,000	AFD/EMS FDM Server Maint.	COA %
6389	Maintenance - Other Equipment - APD	300,417	-	-	-	300,417	APD - Versaterm RMS & IBM Server Maint.	COA %
6389	Maintenance - Other Equip.- Shared A/V	22,089	4,921	7,466	525	35,000	Shared Projectors / A/V Equipment Maint.	Lease %
	Totals; Systems:	**$ 1,474,679**	**$ 230,045**	**$ 23,761**	**$ 3,890**	**$ 1,732,376**		

Code	Definition	COA	Travis County	TXDOT	CMTA	TOTAL	NOTES	ALLOCATION
7454	Educational/Promotional	-	-	-	-	-	Misc. Educational / Promotional	GM %
7482	Food/Ice	500	-	-	-	500	Food/Ice Related (Req'd for Vending Fund Usgae/Chargebacks)	COA %
7486	Books-Library	715	275	-	110	1,100	Reference books for technical staff	Tech %
7500	Office Supplies	7,450	5,490	3,530	3,530	20,000	Office Supplies & AV Projector Bulbs	GM %
7510	Computer Supplies	2,356	1,736	1,116	1,116	6,325	Printer Cartridges	GM %
7580	Computer Software	3,353	2,471	1,589	1,589	9,000	Shared Software & Software for new employees.	GM %
7600	Small Tools/Minor Equipment	11,050	4,250	-	1,700	17,000	Small tools & Equipment	Tech %
7610	Minor Computer Hardware	10,400	4,000	-	1,600	16,000	Sm. Computer Hardware for desktops, printers, peripherals	Tech %
	Totals; Commodities:	**$ 35,824**	**$ 18,222**	**$ 6,235**	**$ 9,645**	**$ 69,925**		
	Total Operating Budget:	**$ 6,938,775**	**$ 1,453,542**	**$ 1,061,509**	**$ 466,056**	**$ 9,919,882**		

Code	Definition	COA	Travis County	TXDOT	CMTA	TOTAL	NOTES	ALLOCATION
9043 / 9045	Capital Budget - Electronics, software, servers, printers,etc.	866,970	118,485	1,995	7,500	994,950	Reference Capital by Agency Sheet	MANUAL ENTRY
9056	Capital Budget - FFE / Furnishings	41,022	9,139	13,865	975	65,000	FF&E - Furnishings, Fixtures, Equip. (As Req'd or per Partner)	Lease %
	Total Capital Budget:	**$ 907,992**	**$ 127,624**	**$ 15,860**	**$ 8,475**	**$ 1,059,950**		
	Grand Totals; CTECC Budget:	**$ 7,846,767**	**$ 1,581,166**	**$ 1,077,368**	**$ 474,531**	**$ 10,979,832**	**< GRAND TOTALS ARE NOT TO EXCEED AMOUNTS - NO BY LINE CAP ***	

* Per CTECC Governing Board Meeting & Minutes, April 16, 2008

BUC %	Backup Center - COA 80% / TC 20%
CAD %	Weighted average of Party's use of CAD staff / resources
COA %	100% City of Austin (COA) expense
Direct $ **	Direct Costs - Direct Agency Costs - **Unique - use appropriate direct costs in Allocation array cells to determine approximate budgeted percentage
Employee %	Party's FTEs to total of all FTEs within CTECC
EOC %	Emergency Operations Center Ports or EOC Related Activity - COA 66.67% / TC 33.33%
Equal %	Even distribution of expense
GM Staff %	Weighted average of Party's use of City CTECC staff
Help Desk % (CTM Svcs)	TC: 34 wrk stations; CMTA: 7 wrk stations > @ $1,387 for I-net, helpdesk, virus, e-mail, GAATN
Lease %	Based on Party's lease payment percentage
Port %	Base Telephone Ports - Based upon agency share of port/phone extensions (Micro Call summaries)
TC Mobile %	Travis County Mobile Support - TC 100%
Tech %	Weighted average of Party's use of technical staff
TXDOT %	TXDOT 100%
Video Wall %	Video Wall - COA 25% / TXDOT 75%

13

TRAVIS COUNTY PURCHASING OFFICE

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

314 W. 11th, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: Cyd V. Grimes 11/23/09

Voting Session: Tuesday, December 1, 2009

REQUESTED ACTION: APPROVE MODIFICATION NO. 6 TO INTERLOCAL IL040167LC, CITY OF AUSTIN, FOR THE OPERATION AND MAINTENANCE OF THE REGIONAL RADIO SYSTEM (RRS). (EMERGENCY SERVICES)

Points of Contact:

Purchasing: Lori Clyde, 854-4205
Department: TCES, Danny Hobby, 854-4416, Toby Fariss, 854-4762
County Attorney (when applicable): John Hille
County Planning and Budget Office: Leroy Nellis
County Auditor's Office: Susan Spataro and 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 Interlocal provides for the operation and maintenance of the Regional Radio System (RRS).

The RRS program is an interlocal cooperative effort involving partners from the City of Austin, University of Texas at Austin, Austin ISD, Capital Metro, Travis County and the State of Texas via its Legislative Council and House of Representatives. All six entities, along with citizens of central Texas currently benefit from the interoperability of voice and data communications made available by the RRS. This radio system enables public safety/ service agencies to communicate and cooperate with each other, allowing for direct access to, and exchange, of data.

Emergency Services recommends approval of Modification No. 6 to the RRS O & M ILA. Given that this operations & maintenance agreement automatically renews annually, the requested action will be an internal administrative change to confirm contractual spending authority for Travis County's portion of the budget in the amount of $952,857 as outlined in Exhibit G, of the RRS Interlocal Agreement for the Operation and Maintenance of the Regional Radio System FY10 RRS O&M Budget. This is a routine and expected item occurring every fall.

Modification No. 5, approved in Commissioners Court, October 28, 2008, was to confirm and approve Travis County's portion of the FY09 budget.

Modification No. 4, approved in Commissioners Court, October 30, 2007, was to confirm and approve Travis County's portion of the FY08 budget.

Modification No. 3, approved in Commissioners Court November 7, 2006, was to confirm and approve Travis County's portion of the FY07 budget.

Modification No. 2, approved in Commissioners Court October 25, 2005, was to confirm and approve Travis County's portion of the FY06 budget.

Modification No. 1, approved in Commissioners Court December 21, 2004, was to confirm and approve Travis County's portion of the FY05 budget.

- **Contract Expenditures:** Within the last 12 months $952,857.00 has been spent against this contract.

- **Contract Modification Information:**
  Modification Amount: $952,857 Estimated amount
  Modification Type: Approval to spend amount budgeted for RRS O&M
  Modification Period: October 1, 2009 through September 30, 2010

- **Funding Information:**
  ☒ Purchase Requisition in H.T.E.: 484257
  ☒ Funding Account(s) 001-4705-579-5001
  ☐ Comments:

- **Statutory Verification of Funding:**
  ☐ Contract Verification Form: Funds Verified ____ Not Verified ____ by Auditor.

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

Chief Medical Examiner
Dr. David Dolinak

STAR Flight
Casey Ping, Program Manager

Technology & Communications

To: Travis County Commissioners Court

Via: Cyd Grimes, Purchasing Agent

From: Danny Hobby, Emergency Services Executive Manager

Date: November 2, 2009

Subject: RRS O&M Expense Authority for FY-2010, Contract Year Seven

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Proposed Motion:

APPROVE MODIFICATION NUMBER SIX TO AUTOMATIC-RENEWAL CONTRACT IL040167LC, INTERLOCAL AGREEMENT WITH THE CITY OF AUSTIN FOR THE OPERATION AND MAINTENANCE OF THE REGIONAL RADIO SYSTEM ("RRS") IN FY-2010. (TCES)

Summary & Staff Recommendation:

The RRS program is a cooperative effort involving partners from the City of Austin, University of Texas at Austin, Austin Independent School District, Capital Metro, Travis County, and the State of Texas via its Legislative Council and House of Representatives. This radio system enables public safety/service agencies to communicate and cooperate with each other by allowing for direct access to information and the beneficial exchange of it.

The Travis County Emergency Services ("TCES") recommendation is to approve the contract modification. Given that this agreement automatically renews annually, the requested action will be an internal administrative change for informational purposes and to confirm contractual spending authority for Travis County's portion of the shared program budget this fiscal year.

County representatives on the Operating and Governing Boards, the RRS Program Manager, and other county resource staff support the recommendation.

Commissioners Court previously approved a similar item as Modification No. 5 for FY-2009.

There appear to be no issues or concerns with approving the requested action, as this is a routine and expected item that typically occurs each fall.

Budgetary Impact:

The necessary funding of $952,857 for Travis County's FY-2010 RRS O&M share is a budgeted expense included in the 001-4705-579-5001 account for TCES.

Travis County's approved FY-2009 RRS O&M budget was $952,857. The FY-2010 obligation is the same as last year.

Attachment(s):

Final Approved FY-2010 RRS Operations & Maintenance Budget – Exhibit G
Travis County Purchase Requisition 484257

Cc:

Board Members –	Mike Joyce, TNR; Lt. Robert Mills, TCSO; Pete Baldwin, TCOEM
Audit –	Jose Palacios, Kapp Schwebke
Legal –	Barbara Wilson
PBO –	Randy Lott
Purchasing –	Lori Clyde, Bonnie Floyd
TCES –	Charles Brotherton, Christine Lego, Toby Fariss (TF)

PURCHASE REQUISITION NBR: 0000484257

REQUISITION BY: CULLENJ X 44751

STATUS: AUDITOR APPROVAL
REASON: FY 10 RRS OPERATING & MAINTENACE IL040167LC HOLDER

DATE: 10/13/09

SHIP TO LOCATION: EMERGENCY SERVICES

SUGGESTED VENDOR: 53547 CITY OF AUSTIN

DELIVER BY DATE: 10/13/09

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	FY10 RRS OPER & MAINT EXPENSE NTE $952,857.00 COMMODITY: EQUIP MAINT RPR- RADIO/TV SUBCOMMOD: COMMUNICATIONS MAINTENANC	952857.00	DOL	1.0000	952857.00	

REQUISITION TOTAL: 952857.00

ACCOUNT INFORMATION

LINE #	ACCOUNT		PROJECT	%	AMOUNT
1	00147055795001	REPR & MTNC-SERVCS PURCHD MAINTENANCE AGREEMENTS		100.00	952857.00
					952857.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

GM200I13 Last Updated 11-25-09 at 3:45pm

TRAVIS COUNTY

11/20/09
16:27:49

Fiscal Year 2010

Account Balance Inquiry

```
  Account number . . . :   1-4705-579.50-01
  Fund . . . . . . . . : 001  GENERAL FUND
  Department . . . . . :  47  EMERGENCY SERVICES
  Division . . . . . . :  05  TECHNOLOGY/COMMUNICATIONS
  Activity basic . . . :  57  PUBLIC SAFETY (LAW ENF)
  Sub activity . . . . :   9  EMERGENCY SERVICES
  Element  . . . . . . :  50  REPR & MTNC-SERVCS PURCHD
  Object . . . . . . . :  01  MAINTENANCE AGREEMENTS

  Original budget  . . . . . . . . :          979,857

  Actual expenditures - current  . :              .00
  Actual expenditures - ytd  . . . :              .00
  Unposted expenditures  . . . . . :              .00
  Encumbered amount  . . . . . . . :              .00
  Unposted encumbrances  . . . . . :              .00
  Pre-encumbrance amount . . . . . :          952,857.00
  Total expenditures & encumbrances:          952,857.00    97.2%
  Unencumbered balance . . . . . . :           27,000.00     2.8
```

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

~~Last Updated 11-25-09 at 3:45pm~~

MODIFICATION OF CONTRACT NUMBER: IL040167LC Regional Radio System (RRS) O&M

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Lori Clyde TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: **November 20, 2009**
ISSUED TO: **City of Austin** **P.O. Box 1088** **Austin, TX 78767-1088**	MODIFICATION NO.: **6**	EXECUTED DATE OF ORIGINAL CONTRACT: January 20, 2004

ORIGINAL CONTRACT TERM DATES: **January 20,2004-September 30, 2004** CURRENT CONTRACT TERM DATES: **October 1, 2009-September 30, 2010**

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: $ 404,888.00 Current Modified Amount $ 952,857.00.

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.

Replace Exhibit G, RRS Interlocal Agreement for the Operation and Maintenance of the Regional Radio System Budget for FY08 with the attached Exhibit G, RRS Interlocal Agreement for the Operation and Maintenance of the Regional Radio System FY10 RRS O&M Budget.

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	☐ DBA ☐ CORPORATION ☐ OTHER DATE:
TRAVIS COUNTY, TEXAS BY: Cyd V. Grimes CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: 11/23/09
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:

City of Austin - Wireless Communication Services
RRS Interlocal Agreement for the Operation and Maintenance of The Regional Radio System - Exhibit G
- For the Interlocal Agreement fiscal year, October 1, 2009 - September 30, 2010 (FY10)
******FINAL***APPROVED******

	FTE Summary 2009-10	Operations/ Warranty 2009-10	FY10 Inter-Local Share 44.32%	FY10 COA Share 55.68%	Travis County 26.99%	AISD 7.46%	Capital Metro 5.54%	UT Austin 3.64%	TX Legislative Council /House of Reps 0.69%	Total Allocated 100.00%
Trunked Radio Manager	1.0	95,007	42,106	52,901	25,641	7,088	5,263	3,458	656	95,007
Radio Technician V	1.0	83,774	37,129	46,645	22,611	6,250	4,641	3,049	578	83,774
Radio Technician V	1.0	81,671	36,197	45,474	22,042	6,093	4,525	2,973	564	81,671
Administrative Senior	0.50	22,398	9,927	12,471	6,045	1,670	1,242	815	155	22,398
Stores Specialist Senior	0.50	22,200	9,839	12,361	5,992	1,656	1,230	808	153	22,200
Stores Specialist Senior	0.50	22,064	9,779	12,285	5,955	1,646	1,223	803	152	22,064
Overtime		15,000	6,648	8,352	4,049	1,118	831	546	104	15,000
Total Personnel Salaries		**342,114**	**151,625**	**190,489**	**92,335**	**25,521**	**18,955**	**12,452**	**2,362**	**342,114**
APCO, MTUG Membership		300	133	167	81	22	17	11	2	300
Fleet Maintenance & Fuel		11,180	4,955	6,225	3,017	834	619	408	77	11,180
Wireless Comm Equipmet		1,800	798	1,002	486	134	100	66	12	1,800
Tower Leases		213,000	94,402	118,598	57,489	15,890	11,800	7,754	1,469	213,000
Tower Utilities		155,222	68,794	86,428	41,894	11,580	8,599	5,650	1,071	155,222
Tower Phone Lines		500	222	278	135	37	28	19	3	500
Security and Monitoring		50,653	22,449	28,204	13,671	3,779	2,805	1,844	350	50,653
Tower Site Maintenance		15,000	6,648	8,352	4,049	1,119	831	546	103	15,000
Tower Inspection Contract		25,000	11,080	13,920	6,748	1,865	1,385	910	172	25,000
Tower Climbing Crew contract		20,000	8,864	11,136	5,398	1,492	1,108	728	138	20,000
Dictaphone Recording System Maintenance		60,000	26,592	33,408	16,194	4,476	3,324	2,184	414	60,000
Generator Preventative Maintenance		20,000	8,864	11,136	5,397	1,492	1,109	728	138	20,000
Motorola Maintenance Contract		2,295,639	1,017,427	1,278,212	619,593	171,255	127,178	83,561	15,840	2,295,639
EM Software Maintenance Fee		1,000	443	557	270	75	55	36	7	1,000

	FTE Summary 2009-10	Operations/ Warranty 2009-10	FY10 Inter-Local Share 44.32%	FY10 COA Share 55.68%	Travis County 26.99%	AISD 7.46%	Capital Metro 5.54%	UT Austin 3.64%	TX Legislative Council /House of Reps 0.69%	Total Allocated 100.00%
Test Equipment Support		5,000	2,216	2,784	1,350	373	277	181	35	5,000
Internal WCSD Service		288,000	127,642	160,358	77,732	21,485	15,955	10,483	1,987	288,000
Mileage Reimbursement		5,000	2,216	2,784	1,350	372	277	182	35	5,000
Copier Rental		1,000	443	557	270	75	55	36	7	1,000
Total Contractuals		**3,168,294**	**1,404,188**	**1,764,106**	**855,124**	**236,355**	**175,522**	**115,327**	**21,860**	**3,168,294**
Travel/Training		20,000	8,864	11,136	5,398	1,492	1,108	728	138	20,000
Total Commodities		**20,000**	**8,864**	**11,136**	**5,398**	**1,492**	**1,108**	**728**	**138**	**20,000**
Total Requirements		**3,530,408**	**1,564,677**	**1,965,731**	**952,857**	**263,368**	**195,585**	**128,507**	**24,360**	**3,530,408**

Note: RRS Partner percentages have been rounded to two decimal places. The actual amount owed by each Partner for FY10 is shown at the bottom of the Partner column in the row entitled "Total Requirements."

16

Travis County Commissioners Court Agenda Request

Voting Session: 12/01/09 (Date) Work Session: _____

I. A. Request made by: Joseph P. Gieselman Phone #: 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:
Consider and take appropriate action on the TNR Road and Bridge Fiscal Year 2009-10 Workplan including Road Maintenance, Parks and Facilities Projects.

C. Approved by: _____
County Judge and Commissioners' Court

II. A. Backup memorandum and exhibits should be attached and submitted with the Agenda Request (original and eight (8) 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 the Agenda Request and backup to them:

Don Ward	- 854-9383		
David Greear	-854-9383		
Howard Herrin	-854-9383	Scott Lambert	- 854-9383
Geena Rohan	-854-9383		
Jessica Rio-PBO	-854-4455		
Cynthia McDonald	-854-4239		
Charles Bergh	-854-9408		
Roger El Khoury	-854-4579		

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COUNTY JUDGE'S OFFICE
09 NOV 20 PM 4:06

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)
- ☐ Additional or reduced funding for any department or for any purpose
- ☐ Transfer of existing funds within or between any line item budget
- ☐ Grant

Human Resources Management 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 and 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 Monday for the following week's meeting. Late or incomplete requests will be deferred.

TRANSPORTATION AND NATURAL RESOURCES
JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building, 11th Floor
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Austin, Texas 78767
(512) 473-9383
FAX (512) 708-4697

November 20, 2009

MEMORANDUM

TO: Members of the Commissioners' Court
Planning & Budget Office

THROUGH: Joseph P. Gieselman, Executive Manager, TNR

FROM: Donald W. Ward, P.E., Director Road Maintenance and Fleet Services

SUBJECT: Consider and take appropriate action on the TNR Road Maintenance Fiscal Year 2009-10 Workplan including Road Maintenance, Parks and Facilities Projects.

Proposed Motion:

Consider and take appropriate action on the TNR Road Maintenance Fiscal Year 2009-10 Workplan including Road Maintenance, Parks and Facilities Projects

Summary and Recommendation:

TNR staff compiled the proposed FY 2009-10 Workplan based on the recommendations of the 2004 Pavement Condition Survey Report prepared by Fugro Consultants LP, updated pavement management conditions by Road Maintenance personnel, field review of the projects and constituent requests. The project lists were inspected in the field by TNR Road Maintenance staff to ensure the recommended treatments were appropriate and, if deemed necessary, modifications were made to the list based on the field inspection, maintenance history, and proximity.

During the later part of FY 2008, the rising cost of asphalt dramatically impacted the operations of Road Maintenance in that a reduction would be necessary in the future mileage of roadways/projects that are routinely maintained by overlays, surface treatments and reconstruction. Road Maintenance has been able to maintain the Court mandated 75% of Arterials in "Good to Fair" condition and 70% of all other roadways in "Good to Fair" condition at the present time. A new roadway survey will be completed within the next few months and this information will assist in providing a more current assessment of the roadway conditions.

Additionally, for the past several years the Eastern portion of Travis County has experienced dramatic developmental growth and the construction of SH 130. Unfortunately the impact of these two conditions has had a major impact on the roadway system in this area of the County.

Road Maintenance staff has analyzed a corridor five miles on either side of SH 130 and have found a significant lowering of the Overall Condition Index (OCI) which rates the condition of the roadway based upon numerous deterioration parameters. The roadway system is experiencing a decrease in numerous areas from "Good to Fair" to "Marginal to Poor" in 2 years or less. Significant resources have been spent and will need to be expended in this corridor to maintain the "Good to Fair" condition as stipulated in the 2005 TNR Strategic Plan approved by Court. As part of TNR's FY 2009-2010 Workplan, Road Maintenance will be continue utilizing Alternative Paving Techniques including the use of recycled asphalt, asphalt rejuvenation and warm mix asphalt to achieve extended longevity, reduce unsafe roadway conditions and to improve the overall OCI for many roadways throughout the County.

Budgetary and Fiscal Impact:

The most recent unit costs for each category of roadway improvement was used to prepare the lists based on the Court approved budget for that category for FY 2009-10.

Issues and Opportunities:

Because current estimated costs are based on last year's project costs, TNR is not currently recommending that any potential savings be used for other projects until the true savings are realized.

Background:

In December 2004, Fugro submitted its final report for the 2004 Pavement Condition Survey of all Travis County roads to the Court. TNR extracted the proposed FY 2009-10 paving list from the recommended five-year paving Plan. Although the list is project specific, the recommendations are primarily at the network level, and therefore, must be field verified, and checked against the county's maintenance history database. As a result, TNR staff had to make modifications to the list by deleting and adding projects based on priority. The proposed list includes approximately 59 miles of Surface Treatment, 10 miles of Reconstruction/Rehabilitation, 40 miles of HMAC Overlay, 22 miles of Alternative Paving and various Drainage projects and numerous Pedestrian Way (sidewalk) projects.

cc: Charles Bergh, TNR
Roger El Khoury
Donna Williams-Jones, TNR
Central File

TRANSPORTATION
&
NATURAL RESOURCES DEPARTMENT

ROAD MAINTENANCE

FY 2010

WORK PLAN
&
PROGRAM OBJECTIVES

TABLE OF CONTENTS

Road Maintenance Program Structure 3

Performance Measures 6

SECTION 1 . . . . . **8**

4105 - Rehabilitation/Reconstruction 11

4110 - Surface Treatment 13

4111 – Edge and Shoulder Restoration 17

4112/4113 - Patching / Crack Seal 18

4114 - HMAC Overlay 19

4115 - Signs/Barricade Maintenance 25

4116 - Roadway Striping 26

4118 - Traffic Engineering 27

4120 - Secondary Drainage 28

4121 - Drainage Structure Rehabilitation 29

4125 - ROW Vegetation Control 30

4127 - Work Order Response 32

4128 - Pedestrian Way Maintenance 33

SECTION 2 . . . . . **36**

4305 - Sign Fabrication 38

SECTION 3 . . . . . **39**

8505 - Dispatch & Program Operations 41

8510 - Solid Waste Management 42

8515 - Emergency Response 43

8520 - Precinct Services 44

8525 - International Cemetery 45

8530 - CSR Support Services 46

SECTION 4 . . . . . **47**

9110 - Emergency Service Districts Fleet Services 48

9115 - On Site Sewage Facilities 48

9120 - Road and Bridge Maintenance 48

Road Maintenance Program Structure

The Road Maintenance Division will assign resources in program areas to respond and complete customer requests and to meet annual work plan objectives. Resources will be assigned to core or countywide elements at each service center to perform maintenance, or services for roadways, right-of-ways, traffic control, and customer service issues.

Roadway Maintenance Program

Roadway Elements

4105 - Roadway Reconstruction/Rehabilitation	County Wide Element
4110 - Paving (Surface Treatment)	County Wide Element
4111 - Edge and Shoulder Restoration	County Wide Element
4112 - Roadway Patching & Crack Sealing	Core Element
4114 - HMAC Overlay/Alternative Paving Treatment	Contracted Services
4128 – Pedestrian Way Maintenance (Sidewalks and Trails)	County Wide Element/ Contracted Services

Right-of-Way Maintenance Program

ROW Elements

4120 - Secondary Drainage Maintenance	Core Element
4121 - Drainage Structure Rehabilitation	Core Element
4125 - Mowing, Brush & Vegetation Control	Core Element
4127 - Work Order Response	Core Element

Traffic Control

All Traffic Engineering, sign fabrication, installation and maintenance of traffic control devices (traffic signs) including asphalt markings (striping).

Traffic Elements

4305 - Sign Fabrication	County Wide Element
4115 - Sign Maintenance	Core Element
4116 - Pavement Striping/Markings	County Wide Element
4118 - Traffic Engineering & Traffic Safety	County Wide Element

Customer Service

All services in support to other elements and external customer requests.

Customer Service Elements

8305 - Work Request & Dispatch Operations	County Wide Element
8510 - Solid Waste Management/Transfer	County Wide Element
8515 - Emergency Response (24 hr. Response)	Core Element
8520 - Precinct Services (Commodity Delivery & Admin. Svcs)	Core Element
8525 - Indigent Burial	County Wide Element
8530 - CSR Support Services	County Wide Element

County Wide Elements will respond to work plan and customer requests throughout the county with human resources for these elements based at a specified service center.

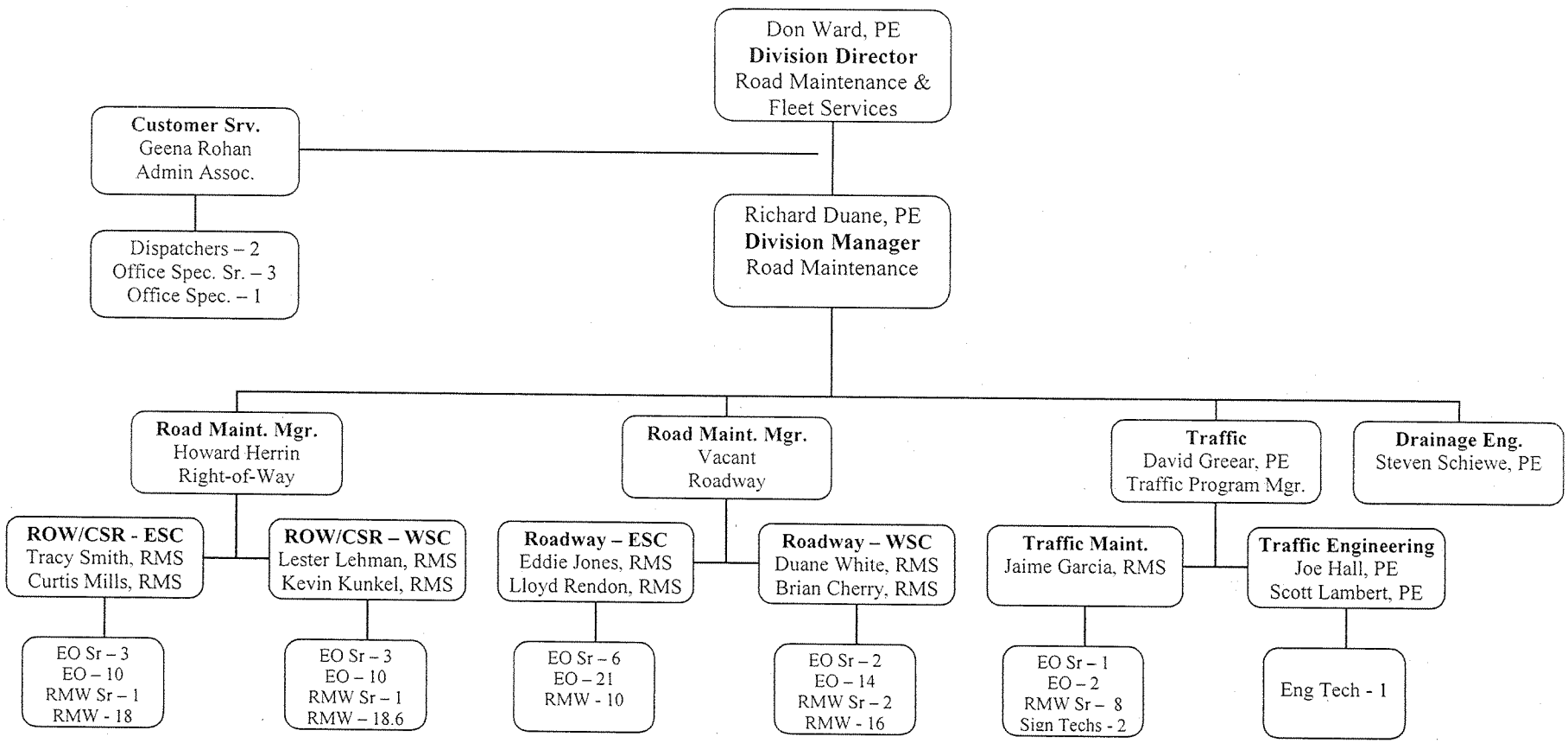
Core Elements will respond to work plan and customer requests at each service center with human resources for these elements based at each service center.

Road Maintenance Human Resource Allocation

Program & Location Assignment						
	Road Maintenance East Service Area Precincts 1, 2, 4		Road Maintenance West Service Area Precinct 3		Traffic Control & Customer Service	Mgt & Admin
Job Descriptions	**Roadway ESC**	**ROW ESC**	**Roadway WSC**	**ROW WSC**	**All Facilities**	**EOB**
Road Maintenance Worker	15	15	11	16	5.6 (Cem/SWT/CSR)	
Road Maintenance Worker Sr	1	1	1	1	8 (TC)	
Equipment Operators	21	10	14	10	2 (TC)	
Equipment Operators Sr	6	3	2	3	1 (TC)	
Sign Fabricators					2 (TC)	
Road Maintenance Supervisor	2	2	2	2	1 (TC)	
Dispatchers					2 (WSC)	
Office Specialist					1 (WSC)	
Office Specialist Sr					3 (All Fac)	
Administrative Associate						1
Engineering Tech					1 (EOB)	
Engineer (Traffic/Drainage)					3 (EOB)	
Road Maintenance Managers		1	1			
Traffic Program Manager						1
Division Manager						1
Division Director						1
Totals:	**45**	**32**	**31**	**32**	**29.6**	**4**
Total All Programs in Division:						**173.6**

Road Maintenance Assignments

The following chart indicates the Road Maintenance management and supervisory staff assignments. Road Maintenance Managers are responsible for direct management of all resources assigned to core and countywide elements in their service areas. Road Maintenance Supervisors are responsible for supervisory resources within their assigned elements.



Last Updated 11-25-09 at 3:45pm

Performance Measures

PROGRAMS	OUTPUT MEASURES

ROADWAY MAINTENANCE ELEMENTS

4105 Road Reconstruction/Rehabilitation

Spot Reconstruction	4.14 miles
Rehabilitation	6.04 miles
Total	10.18 miles

4110 Surface Treatment

Surface Treatment (Chip Seal application) to identified projects (2004 Pavement Management Survey used to identify projects)	58.83 miles

4111 Edge Shoulder Restoration	30.00 miles
4112 Pothole Patching	125.00 miles
4113 Crack Sealing	75.00 miles

4114 Hot Mix Asphalt Concrete (HMAC) Overlay

1-1/2" Type "C" HMAC Overlay on identified roadway projects	40.65 miles
Alternate Pavement Treatments (Rejuvenate) projects	22.43 miles

4128 Pedestrian Way Maintenance

Repair non-compliant sidewalk/driveway locations	104 each
Construct new sidewalks	350 feet
Contracted Services repair of non-compliant sidewalks	130 each
Contracted Services replacement of non-compliant curb ramps	44 each
Contracted Services construct new sidewalks	3,665 feet

RIGHT-OF-WAY MAINTENANCE ELEMENTS

4120 Secondary Drainage

Drainage projects <500 hours	350 projects
Drainage projects >500 hours	5 projects

4121 Drainage Structure Rehabilitation	TBD

4125 ROW Vegetation Control

ROW Mowing	2700 miles
ROW Brush Clearing	100 miles
ROW Herbicide Application	100 miles

4127 Work Order Response

Dead Animal Pickup	300 responses
Litter Response	500 responses

TRAFFIC CONTROL MAINTENANCE ELEMENTS

4305 Sign Fabrication ..... 6500 units

4115 Sign & Barricade Maintenance ..... 6500 devices

4116 Roadway Striping ..... 450.76 miles

4118 Traffic Engineering ..... 210 responses

CUSTOMER SERVICE ELEMENTS

8505 Dispatch & Program Operations

Receive/Enter Work Requests ..... 1000 requests
Coordinates Purchase Requisitions for Road Maintenance Materials ..... 150 requests

8510 Solid Waste Management ..... TBD

8515 Emergency / Disaster Response ..... 125 responses

8520 Precinct Services & Administrative Support

Commodity Delivery ..... 1 per week

8525 International Cemetery

Provide services for indigent burials ..... 96 per year
Provide maintenance for entire cemetery ..... 7.50 acres

8530 CSR Support Services

Sight distance mowed ..... 100 responses
ROW litter responses ..... 75 responses
ROW litter responses (Weekend) ..... 325 responses
Brush control projects ..... 50 responses

SECTION 1

ROAD
&
BRIDGE

PROGRAM 41

Transportation & Natural Resources
Road Maintenance Division

Goals

In support of the division's strategic plan of providing a cost effective, efficient and safe roadway system: Maintain 70% of accepted roads in fair or better condition, as measured by Pavement Management (PM) condition surveys.

- Maintain 75% of arterial and collector roads in fair or better condition as measured by PM condition surveys.
- Manage and operate the County transportation system to accepted practices of the American Public Works Association (APWA).

Objective

To provide cost effective, efficient and safe roadways through rehabilitation, reconstruction, surface treatment, unpaved road maintenance, pothole patching, crack sealing and HMAC overlay to failed sections of accepted roadways; to provide preventive and reactive maintenance through the use of traffic control and pavement marking devices; to provide engineering review for traffic impact analysis studies, traffic control plans, utility cuts plans, and to respond to constituent requests regarding traffic issues in compliance with department standards.

Progress Review & Tracking

Progress review will be followed closely with end of the month and quarterly reports.

- Quarterly report dates are 01/15/10, 04/15/10, 07/15/10 and 10/15/10.
- Baselines for these projects will be scheduled and tracked utilizing HTE, MS Project, Access and Excel.

Support Staff & Their Contribution

Planning & Engineering

- Develop annual project list, respond to and recommend project and roadway design modifications and review, survey and update the Geographic Information System (GIS) database for completed projects.

Traffic Engineering

- Assure compliance with Texas Manual on Uniform Traffic Control Devices (TxMUTCD) and Texas Transportation Code.

Financial Services

- Develop materials and service contracts and process Purchase Request Form's (PRF's) and contract invoices to meet program demands.

TNR Dispatch

- Coordinate materials delivery and provide liaison with financial services for processing.

TNR Sign Shop

- Manufacture regulatory and non-regulatory signs for maintenance operations.

Identified Roadway Project Lists

All roadway projects that are listed in this work plan have been recommended for their identified improvements through the 2004 Pavement Management condition survey. Each project will be evaluated before final determination of final maintenance application is scheduled or performed. Some projects may be dropped or postponed and new projects may be added as needed.

Unidentified projects not listed at this time may be added to the project list as they are recognized. These projects would include roads/streets in proximity to scheduled projects or other projects *approved by the Division Director.*

Transportation & Natural Resources Service Life and Costs For Reconstruction/ Spot Reconstruction/ Rehabilitation and Surface Treatment Types

Treatment Type	Description	Initial In-house Cost/mile (TNR crew)	Out-source cost/mile	Maximum Service Life
Bond Reconstruction Recon R1	Remove and discard existing paving materials, Stabilize sub grade to 12", add 12"-24" of flexible base, cover with 2"-4" HMAC; may include Geotextile. Two course at 12 years.	Not feasible with existing resources	$650,000 to $850,000	20 years
Bond Reconstruction Recon R2	Remove and discard existing paving materials, stabilize sub grade up to 12", add 8"-12" flexible base, cover with 2" HMAC. Thin overlay in 12 years.	Not feasible with existing resources	$550,000 to $650,000	20 years
Spot Recon.	Recycle existing materials in-place, add 6" -10" of flexible base, inject oil, and cover with two-course chip seal.	$225,000	$300,000 to $400,000	10 years
In-House Rehab.	Recycle existing paving materials in-place, inject 6" of oil, add 2"-4" flexible Base and cover with two course chip seal.	$170,000	$225,000 to $325,000	8 years
Overlay IVA	Level up existing surface with HMAC; add 1 ½" HMAC surface.	Not feasible with existing resources	$77,000	5-7 years
Type "F"	Apply ¾" thick Type "F" mix to existing surface.	Not feasible with existing resources	$35,000	4-5 years
Seal IV	Level up existing surface with HMAC, add two course chip seal.	$58,000		5-7 years
Seal IID	Grade and oil, add two course chip seal to existing surface.	$36,000		3-5 years
Seal IIB	Apply two course chip seal to existing surface.	$32,000		3-5 years
Seal IIC	Apply single course trap rock to existing surface.	$21,000		3-5 years
Seal IIA	Apply single course chip seal to existing surface.	$16,000		3-5 years

4105 - Rehabilitation/Reconstruction

This element is a countywide roadway maintenance element. Resources will be available at the East Service Center to respond to projects in all service areas.

Actions:

- To complete approximately **4.14 miles** of Spot Reconstruction.
  (Excavate and remove failed portions to full depth and replace with new HMAC materials).

- To complete approximately **6.04 miles** of Rehabilitation.
  (Recycle existing roadway materials, profile roadway, add new base materials as required, and apply HMAC/Surface Treatment for new travel surface).

Performance Monitors and Measures:

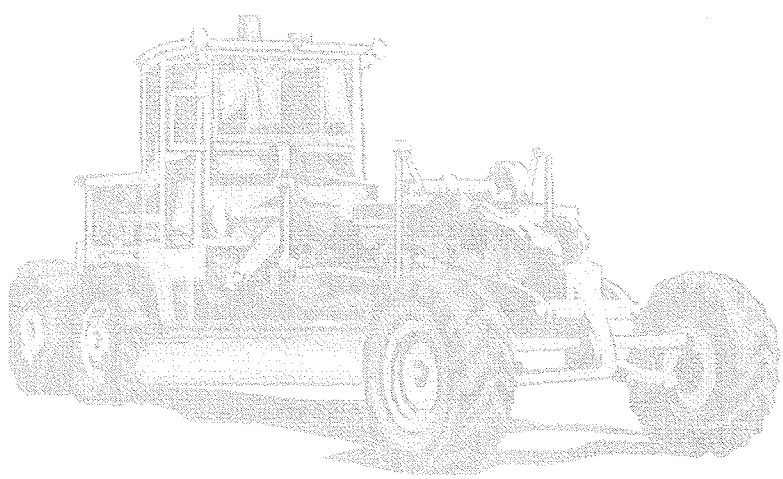
- Completion of all projects that are identified in the work plan as determined by the pavement management system.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other right-of-way (ROW) improvements, and comply with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Human resources assigned are measured for performance achievement on attainment of established schedules for phased completions and adherence to overall established schedules.

Complete construction phases on schedule:

- Site Prep & Geo-Technical Assessment (Drainage Rehabilitation)
- Recycle and Sub-grade Process (Base Receipt and Process)
- Final Grade & Prime (Final Paved Surface)

Staff Assignment & Time Investment:

Element Manager:	Vacant	15%
Element Supervisor:	Eddie Jones	80%
Team Leaders:	Jeremy Featherson/ John Smith/ Arnold Hewitt	100%
Team Members:	14 - EO's 5 - RMW's	100%
Engineer:	Scott Lambert	15%



Spot Reconstruction

Pct	Fac ID	Road Name	Begin	Ending	Miles
1	J11900	BURLESON-MANOR RD	5000' N of FM 969 RD	BLAKE-MANOR RD	1.46
1	J11900	BURLESON-MANOR RD	FM 969 RD	5000' N of FM 969 RD	0.95
1	L11510	GREGG MANOR RD	SH 130 SVC RD	FUCHS GROVE RD	1.07
1	L11510	GREGG MANOR RD	FUCHS GROVE RD	RECTOR LP	0.33
2	O09512	MONTORO DR	NOYA DR	CUL-DE-SAC	0.33
					4.14

Rehabilitation

Pct	Fac ID	Road Name	Begin	Ending	Miles
1	L10601	FARMHAVEN RD	625' E OF ST MERRYN	BOYCE LN	0.44
1	L11000	FUCHS GROVE RD	GREGG MANOR RD	RECTOR LP	0.58
1	L11000	FUCHS GROVE RD	RECTOR LP	GREGG LN	1.05
1	L11000	FUCHS GROVE RD	GREGG LN	CAMERON RD	1.04
1	M10700	GREGG LN	HOWARD LN (NEW)	252' W OF HARRIS BRANCH BLVD	0.45
1	J12110	HOG EYE RD	BITTING SCHOOL	INGRID DR	0.57
1	J12110	HOG EYE RD	INGRID DR	LUCINDA DR	0.44
1	M11100	SCHMIDT LN	CAMERON RD	FM 973	1.47
					6.04

4110 - Surface Treatment

This element is a countywide roadway maintenance element. Resources will be available at the West Service Center to respond to projects in all service areas.

Actions:

- Prepare eligible roads for Surface Treatment.
- To complete **58.83 miles** Surface Treatment including conversion roads, spot reconstruction roads and rehabilitation roads

Performance Monitors and Measures:

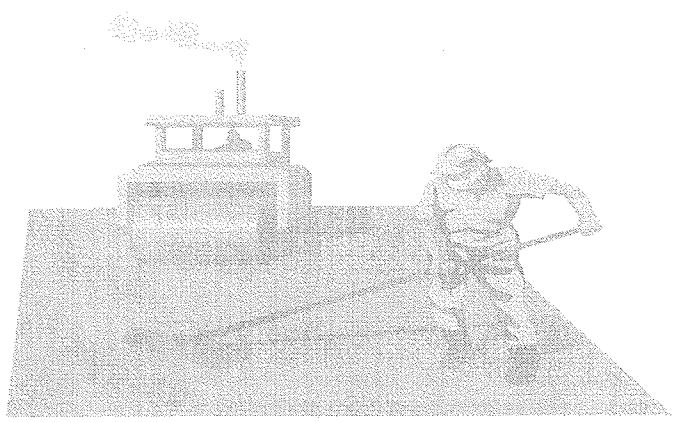
- Completion of all projects that are identified in the work plan derived by the pavement management system.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Human resources assigned are measured for performance achievement on attainment of established schedules for phased completions and adherence to overall established schedules.

Complete construction phases on schedule:

- Prepare roads for Surface Treatment applications.
- Pave 26.12 miles in Precinct One
- Pave 3.11 miles in Precinct Two
- Pave 12.98 miles in Precinct Three
- Pave 16.62 miles in Precinct Four

Staff Assignment & Time Investment:

Element Manager:	Vacant	15%
Element Supervisor:	Duane White	80%
Team Leaders:	Vacant /Jayson Collins	100%
Team Members:	14 - EO's 2 - RMW's	100%
Engineer:	Scott Lambert	15%



Surface Treatment

Pct	Fac ID	Road Name	Begin	Ending	Miles
1	L11801	ARMSTRONG AVE	NEW KATY LN	US 290 E	0.28
1	L10101	BALES ST	HULSEY RD	FAY ST	0.18
1	J11500	BLOOR RD	BLUE BLUFF RD	FM 973 RD	1.63
1	J11500	BOBWAR ST	END	CUL-DE-SAC	0.06
1	J11900	* BURLESON-MANOR R	5000' N OF FM 969	BLAKE –MANOR RD	1.46
1	J11900	* BURLESON-MANOR RD	FM 969 RD	5000' N OF FM 969	0.95
1	L11803	CEDAR ST	HWY 290	ARMSTRONG AVE	0.36
1	M10007	CROOKED CREEK DR	CUL-DE-SAC	CRYSTAL BEND DR	0.16
1	M10005	CRYSTAL BEND DR	DESSAU RD	2701 CTYSTAL BEND DR	0.94
1	G11102	DECKER CREEK CV	CUL-DE-SAC	DECKER CREEKD DR	0.08
1	N09401	DELAHUNTY LN	END	OLD AUS-PFLUG	0.56
1	G11500	DUNLAP RD	HUNTERS BEND RD	FM 969 RD	1.12
1	K13503	EDWARD ST	LITTIG RD	END	0.07
1	H10201	ESQUIRE ACRES LA	J M HOLLOWAY LA	BLUE BLUFF RD	0.14
1	H12002	EYERLEY RD	CUL-DE-SAC	BROWN CEMETERY	0.65
1	L10601	* FARMHAVEN RD	625' E OF ST. MERRYN	BOYCE LN	0.44
1	L10103	FAY ST	BOBWAR ST	RYDEN ST	0.19
1	L10103	FAY ST	DEAD-END (SOUTH)	BOBWAR ST	0.04
1	L10103	FAY ST	RYDEN ST	DEAD-END (NORTH)	0.04
1	L11000	* FUCHS GROVE RD	GREGG MANOR RD	RECTOR LP	0.58
1	L11000	* FUCHS GROVE RD	RECTOR LP	GREGG LN	1.05
1	L11000	* FUCHS GROVE RD	GREGG LN	CAMERON RD	1.04
1	G10504	GARDEN GROVE DR	FM 973 RD	END	0.32
1	G10505	GARDEN MEADOW RD	WATERMELON WAY	GREEN PASTURES	0.24
1	G10502	GREEN LEAF DR	CUL-DE-SAC	END	0.09
1	G10503	GREEN PASTURES DR	150' N GARDEN GATE	GARDEN GROVE DR	0.15
1	M10700	* GREGG LN	HOWARD LN (NEW)	252' W OF HARRIS BRANCH BLVD	.45
1	L11510	GREGG MANOR RD	RECTOR LP	MANOR CLL	0.10
1	L11510	* GREGG MANOR RD	SH 130 SVC RD	FUCHS GROVE RD	1.07
1	L11510	* GREGG MANOR RD	FUCHS GROVE RD	RECTOR LP	0.33
1	J12200	HIBBS LN	HOGEYE RD	END OF MAINTENANCE	0.75
1	J12110	* HOG EYE RD	BITTING SCHOOL	INGRID DR	0.57
1	J12110	* HOG EYE RD	INGRID DR	LUCINDA DR	0.44
1	L10105	HULSEY RD	YAGER LN	END	0.24
1	H10202	J M HOLLOWAY LA	ESQUIRE ACRES LA	DECKER LAKE RD	0.47
1	L11300	JOHNSON RD	FM 973 RD	ROSE HILL RD	0.29
1	L11300	JOHNSON RD	ROSE HILL RD	JOHNSON TRL	0.15
1	L11300	JOHNSON RD	JOHNSON TRL	BOIS D ARC RD	1.63
1	M11902	JOHNSON TRL	JOHNSON RD	ARNHAMN LA	0.29
1	M10008	LAZYRIDGE DR	OLD GREGG LN	CRYSTAL BND	0.41
1	G11501	MILO RD	DUNLAP RD	DEAD END	0.37
1	K13507	MORROW ST	END	JACKSON ST	0.16
1	L11805	NEW KATY LN	ARMSTRONG AVE	ARMSTRONG AVE	0.30
1	M10003	OLD GREGG LN	GREGG LN	DESSAU RD	0.57
1	G10401	PLAIN VIEW DR	HUNTERS BEND RD	HUNTERS BEND RD	0.15
1	L10104	RYDEN ST	BALES ST	FAY ST	0.21
1	N12200	SANDEEN RD	BRITA OSLSEN RD	MANDA CARLSON RD	0.95
1	M11100	SCHMIDT LN	FM 973	SCHMIDT LOOP	0.15

Pct	Fac ID	Road Name	Begin	Ending	Miles
1	M11100	* SCHMIDT LN	CAERON RD	FM 973	1.47
1	G11100	TWIN CREEK MEADOWS DR	DECKER CREEK DR	DECKER CREEK DR	0.21
1	G10507	WATERMELON WAY	GARDEN GATE DR	GARDEN GROVE DR	0.11
1	H11000	WELLS TRC	DECKER LAKE RD	END	0.68
1	K13504	WESLEY ST	LITTIG RD	MORROW ST	0.06
1	M09901	YAGER LN	PARMER LN	AUSTIN CL	0.12
1	M09901	YAGER LN	AUSTIN CLL	AUSTIN CLL	0.60
				PCT 1 TOTAL	**26.12**
2	N09312	BARBERGALE ST	ORA LN	FM 1825 RD	0.31
2	G10402	CLEAR VIEW DR	PLAN VIEW DR	END	0.19
2	N09310	DEMARET ST	ORA LN	FM 1825 RD	0.20
2	N10600	KILLINGSWORTH LN	IMMANUEL RD	WELLS BRANCH PKWY	0.57
2	M10004	LONG MEADOW DR	LAZYRIDGE DR	CRYSTAL BEND DR	0.23
2	N09308	MANGRUM ST	ORA LN	FM 1825 RD	0.26
2	N09307	MASSENGALE ST	ORA LN	FM 1825 RD	0.28
2	N08400	MC NEIL DR	AUSTIN CLL	MC NEIL MERRILL	0.40
2	N09311	ORA LN	AUSTIN CLL	ROXANNE'S RUN	0.33
2	N09300	PATRICK PL	DELAHUNTY	END	0.11
2	N09309	RANSOM ST	ORA LN	FM 1825 RD	0.23
				PCT 2 TOTAL	**3.11**
3	F04403	ANTLER BEND RD	CUL-DE-SAC	SOUTH WEST OAKS	0.28
3	G05314	BRIGHT STAR LN	SUMMER SKY DR	MURMURING CK	0.45
3	G05313	CLEAR NIGHT DR	AUSTIN CLL	MIDWOOD PKWY	0.21
3	M05809	CLOUDY RIDGE RD	FM 620	CUL-DE-SAC	0.60
3	G05315	DAWNING CT	MIDWOOD PKWY	CUL-DE-SAC	0.12
3	G05803	DEER HAVEN RD	SOUTH VIEW RD	CREST VIEW RD	0.25
3	M02100	FALL CREEK RD	HWY 71	TRAV - BLANCO CO	0.91
3	M05808	FALLEN TIMBER DR	CLOUDY RIDGE RD	CUL-DE-SAC	0.11
3	T04805	FAWN DR	FULKES LN	SHELL HILL CV	0.54
3	T04805	FAWN DR	SHELL HILL CV	ROCK CLIFF DR	0.93
3	G05805	FEATHER HILL RD	SOUTH VIEW RD	CREST VIEW RD	0.27
3	F05000	FRIAR VILLA DR	SPRING VALLEY RD	END	0.25
3	T04810	HOOT OWL CT	FAWN DR	CUL-DE-SAC	0.06
3	G05303	LAURALAN DR	CLAXTON DR	PITTER PAT LN	0.41
3	R05602	LIVE OAK	DEAD END	DEAD END	0.20
3	G05312	MIDWOOD PKWY	MURMURING CREEK DR	AUSTIN CLL	0.57
3	G05204	MURMURING CREEK DR	THOMAS SPGS	CUL-DE-SAC	0.71
3	R05604	OAK CANYON	DEAD END	DEAD END	0.15
3	E07023	OAK VALLEY RD	OLD MANCHACA RD	DEAD END (EAST)	0.20
3	G05802	OAK VALLEY RD	SOUTH VIEW RD	CREST VIEW RD	0.19
3	M04601	OVERLOOK CIR	TIMBERLINE DR	TIMBERLINE DR	0.14
3	G05800	PUTT RD	CREST VIEW RD	SAN DIEGO RD	0.13
3	T04704	RANCH CV	RANCH RD	END	0.09
3	T04807	RANCH RD	SUMMIT VIEW DR	ROCK CLIFF DR	0.54
3	T04807	RANCH RD	ROCK CLIFF DR	DEAD END	0.42
3	T04703	ROCK CLIFF DR	RANCH RD	FAWN DR	0.63
3	R05601	SHADY MOUNTAIN RD	NAMELESS RD	BARRICADE (DEAD END)	0.59
3	F04401	SIGNAL HILL DR	RIM ROCK TRL	US HWY 290	0.22
3	F04402	SOUTH WEST OAKS	US HWY 290	CUL-DE-SAC	0.71

Pct	Fac ID	Road Name	Begin	Ending	Miles
3	R05603	SPANISH OAK	DEAD END	DEAD END	0.20
3	G05310	STREAMSIDE DR	MIDWOOD PKWY	CUL-DE-SAC	0.13
3	G05316	SUMMER SKY DR	CUL-DE-SAC	MIDWOOD PKWY	0.19
3	G05804	WEST VIEW RD	SOUTH VIEW RD	CUL-DE-SAC	0.40
3	M05810	WINDY HARBOR DR	CLOUDY RIDGE DR	CUL-DE-SAC	0.27
3	E06305	WYLDWOOD RD	END	BRODIE LN	0.91
				PCT 3 TOTAL	**12.98**
4	F11501	ALBERT BROWN DR	HWY 71	GREENWOOD	0.55
4	B09203	BULLET PASS	CULDESAC	CULDESAC	0.15
4	F09506	CHARLES GOODNIGHT TRL	MCKINNEY FLS	SHAW LN	0.15
4	D09204	CITATION AVE	CULDESAC	CULDESAC	0.38
4	G11900	CITATION DR	WHIRAWAY DR	MAN-O-WAN DR	1.03
4	G11900	CITATION DR	RIVER TIMBER DR	WHIRLAWAY DR	0.68
4	E09102	COLTON RD	US HWY 183	HILLMORE DR	0.43
4	G09700	DALTON LN	HERGOTZ LN	HWY 71	0.74
4	F10800	DOCTOR SCOTT DR	CUL-DE-SAC	HWY 71	0.69
4	B09410	DOYLE RD	FM 812 RD	HOKANSON RD	1.24
4	G09300	EDWIN LN	RAMIREZ LN	HERGOTZ LN	0.70
4	F11502	GREENWOOD DR	ALBERT BROWN DR	CALDWELL LN	0.45
4	F11502	GREENWOOD DR	END	ALBERT BROWN RD	0.01
4	G09101	HERGOTZ LN	RAMIREZ LN	CUL-DE-SAC	0.25
4	G09101	HERGOTZ LN	DALTON LN	RAMIREZ LN	0.46
4	G09101	HERGOTZ LN	EDWIN LN	DALTON LN	0.34
4	G09101	HERGOTZ LN	1000' PAST THOM	EDWIN LN	0.97
4	F11503	HOUSTON LN	DEAD END	GREENWOOD DR	0.34
4	E09605	LAVA HILL RD	US HWY 183	CUL-DE-SAC	0.27
4	B09700	LAWS RD	EVELYN RD	US HWY 183	1.04
4	D09201	MAN O WAR AVE	FM 973 RD	CITATION AVE	0.19
4	F09503	MARLIN CV	SHALLOWBROOK TRL	CUL-DE-SAC	0.04
4	D10501	PILAND TRIANGLE	FM 812 RD	FM 812 RD	0.45
4	B09202	PISTOL PASS CIR	REATA DR	CUL-DE-SAC	0.07
4	D09202	PONDER LN	MAN O WAR AVE	CITATION AVE	0.23
4	G09301	RAMIREZ LN	EDWIN LN	HERGOTZ LN	0.88
4	B09200	REATA DR	BULLET PASS	EVELYLN RD	0.49
4	D09203	RUIDOSA ST	MAN O WAR AVE	CITATION AVE	0.15
4	B09201	SADDLE CIR	CUL-DE-SAC	CUL-DE-SAC	0.14
4	G09701	SHERMAN RD	DALTON LN	END	0.19
4	E07309	SLAUGHTER LN	OLD LOCHHART RD	CLL AUSTIN	1.08
4	F09504	SOUTHGATE	CUL-DE-SAC	SHALLOWBROOK TRL	0.11
4	C09202	SUNFLOWER DR	VON QUINTUS RD	LOW WATER CROSS	0.22
4	G09100	THOMPSON LN	AUSTIN CLL	HERGOTZ LN	0.36
4	D09303	TOWERY LN	END	MC ANGUS RD	0.34
4	F11200	VICTORINE LN	CALDWL	CUL-DE-SAC	0.57
4	C10101	WILLIFORD LN	FM 812 RD	END	0.24
				PCT 4 TOTAL	**16.62**
				ALL PCTS TOTAL	**58.83**

*** = to be started after Spot Reconstruction/Rehabilitation work is completed.**

4111 – Edge and Shoulder Restoration

This element will function as a county wide element. Resources will be available at the East Service Center to respond to projects in all service areas.

Actions:

- To complete approximately **30 miles** on accepted roads.

Performance Monitors and Measures:

- Completion of all projects that are identified through the pavement management system, work order response, and an evaluation by traffic personnel.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Human resources assigned are measured for performance achievement on attainment of established schedules for phased completions. Adherence to established schedules.

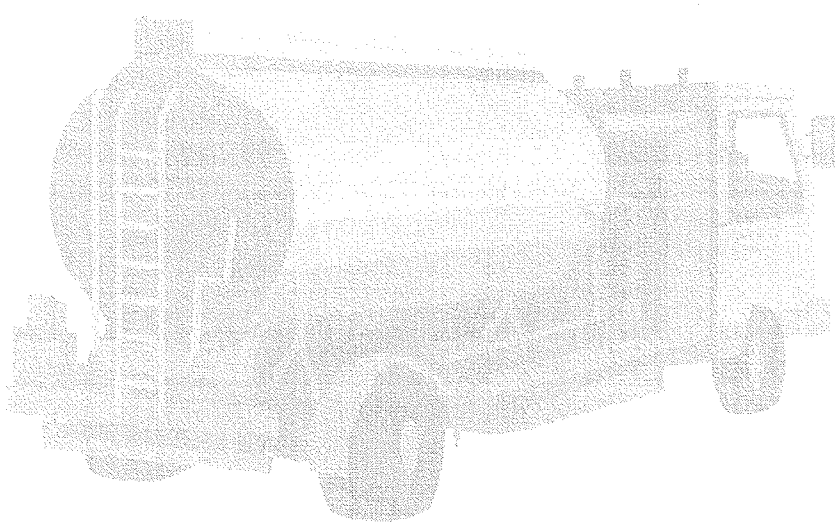
Complete maintenance applications on schedule:

Restore 30 miles:

- East Region target – **25 miles**
- West Region target – **5 miles**

Staff Assignment & Time Investment:

Element Managers:	Vacant	10%
Element Supervisors:	Lloyd Rendon	60%
Team Leaders:	Kevin James	100%
Team Members:	3 - EO's 3 - RMW's	100%



4112/4113 - Patching / Crack Seal

This element will function as a core element. Resources will be available at each service center to respond to projects in the service area.

Actions:

- To complete patch operations on **125 miles** on accepted roadways.
- To complete crack sealing operations on **75 miles** on accepted roadways
- Crack seal parks and facility projects as requested and funded.

Performance Monitors and Measures:

- Completion of all projects that are identified in the work plan derived by the pavement management system.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Human resources assigned are measured for performance achievement on attainment of established response times for external work request and proactive response schedules.

Complete maintenance applications on schedule:

Patch 125 miles:

- East Region target – **65 miles**
- West Region target – **60 miles**

Crack Seal 75 miles:

- East Region target – **50 miles**
- West Region target – **25 miles**

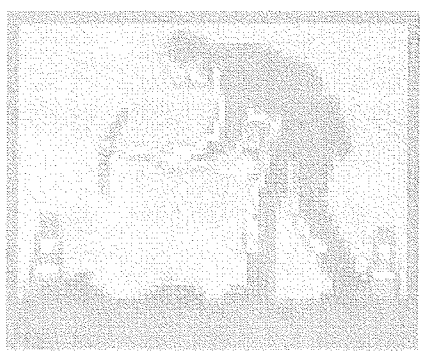
Projects are identified based on need and will change as conditions warrant and new projects are identified.

Minimum Completion Times (includes 5 day response time):

- East Region **8 days**
- West Region **6 days**

Staff Assignment & Time Investment:

Element Manager:	Vacant	10%
Element Supervisor:	Brian Cherry	90%
Team Leaders:	Eddie Blake, East / Quincy Stiles, West	100%
Team Members:	14 - RMW's	100%
Engineer:	Scott Lambert	5%



4114 – HMAC Overlay/ Alternative Paving Treatments

This element is a countywide roadway maintenance element. Most work completed within this element will be administered through contracted services. The Division Manager will coordinate with financial services and the purchasing office to administer contracts.

Actions:

- To complete approximately **40.65 miles** of 1 ½" Type "C" Overlays.
  - Precinct One – 17.94 miles
  - Precinct Two – 5.70 miles
  - Precinct Three – 9.30 miles
  - Precinct Four – 7.71 miles
- To complete selected Parks and Facility Projects subject to funding.
- To complete **22.43 miles** of Alternative Paving- Asphalt Rejuvenation

Performance Monitors and Measures:

- Completion of all projects that are identified in the work plan derived by the pavement management system.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Adherence to established schedules.

Prepare FY09 HMAC Overlay Contracts:

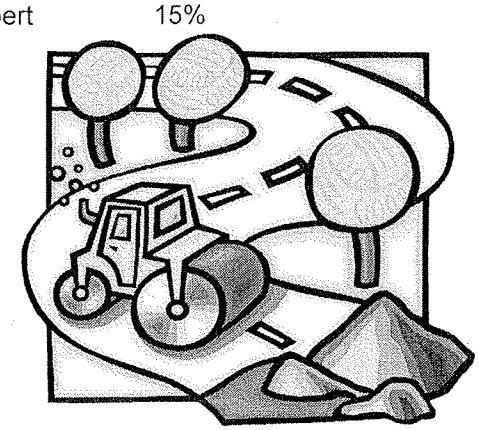
- 1 ½" Type "C" Overlay Program
- Advertise contracts by: **01/15/10**

Administer 1-1/2" Type "C" Overlay Contract:

- Begin overlay applications by: **03/15/10**
- Complete overlay applications by: **09/30/10**

Staff Assignment & Time Investment:

Division Manager:	Richard Duane	25%
Element Manager:	Vacant	10%
Engineer	Scott Lambert	15%



1 ½" Type "C" Mix

Pct	Fac ID	Road Name	Begin	Ending	Miles
1	K13100	ALBERT VOELKER RD	US HWY 290	COUNTY LINE RD	2.61
1	J12700	ANN SHOWERS DR	TRISTAM LN	SIGRID DR	0.68
1	L12900	BALLERSTEDT RD	LITTIG RD	VOELKER LN	1.69
1	K11700	BARKER HILLS DR	BLAKE-MANOR RD	CUL-DE-SAC	0.29
1	G12100	BLAKE-MANOR RD	LONE TREE DR	LOCKWOOD SPRINGS RD	0.81
1	H10120	BLUE BLUFF RD	FM 969 RD	CATHERINE DR	0.52
1	H10120	BLUE BLUFF RD	CATHERINE DR	ESQUIRE ACRES LN	0.48
1	H10120	BLUE BLUFF RD	ESQUIRE ACRES LN	DECKER LAKE RD	0.38
1	L09910	CAMERON RD	GREGG LN	KILLINGSWORTH LN	1.07
1	J10700	HOG EYE RD	DECKER LN	IMPERIAL DRIVE NORTH	0.72
1	K10700	LINDELL LN	1 MILE E OF DECKER LN	BLUE BLUFF RD	0.32
1	K10700	LINDELL LN	DECKER LN	1 MILE E OF DECKER LN	0.79
1	K12000	LITTIG RD	JONES RD	BALLERSTEDT RD	0.84
1	K12000	LITTIG RD	BALLERSTEDT	EDWARD ST	1.33
1	K12000	LITTIG RD	EDWARD ST	BITTING SCHOOL	1.35
1	K10510	OLD MANOR RD	SPRINGDALE RD	COMMERCIAL PARK	0.45
1	K10510	OLD MANOR RD	COMMERCIAL PARK	KARLING DR	0.88
1	K10510	OLD MANOR RD	KARLING DR	JOHNNY MORRIS	0.86
1	K12010	PARSONS RD	WILBARGER CK	LITTIG RD	1.87
				PCT 1 TOTAL	**17.94**
2	O09500	BRATTON LN	LONG VISTA DR	IH 35	1.16
2	O11900	ENGELMANN LN	CAMERON RD	MELBER LN	2.40
2	O11900	ENGELMANN LN	MELBER LN	TRAVIS WMSON CO	0.46
2	P11600	JAKES HILL RD	ROWE LN	TRAVIS-WMSON CO	0.51
2	O09512	MONTORO DR	NOYA DR	CUL-DE-SAC	0.33
2	P10200	PRIEM LN	GATTIS SCHOOL RD	MAPLE VISTA DR	0.25
2	P10200	PRIEM LN	MAPLE VISTA DR	FRANKIE LN	0.48
2	P10200	PRIEM LN	FRANKIE LN	FM 685 RD	0.11
				PCT 2 TOTAL	**5.70**
3	J03900	CRUMLEY RANCH RD	HAMILTON POOL	END TRV CO MAINTENANC	4.95
3	E06803	EVENTIDE LN	ACCOMAC DR	AUSTIN CLL	0.19
3	M05602	HUDSON BEND RD	FM 620 RD	ROCKY RIDGE RD	2.61
3	L06800	LOVE BIRD CV	LOVE BIRD LN	CUL-DE-SAC	0.04
3	L05303	MONTVIEW DR	FRITZ HUGES PARK	CUL-DE-SAC	0.49
3	G05400	MOWINKLE DR	AUSTIN CLL	CIRCLE DR	0.75
3	E06802	TWILIGHT TRL	EVENTIDE LN	BRODIE LN	0.27
				PCT 3 TOTAL	**9.30**
4	B08010	CRANE RD	WRIGHT RD	TURNERSVILLE RD	0.61
4	B08000	PALMER RD	FM 1327	TURNERSVILLE RD	1.25
4	C10100	PETERSON RD	FM 812 RD	HOKANSON RD	1.11
4	C09810	VON QUINTUS RD	BLOCKER LN	MAHA LOOP RD	1.14
4	C09810	VON QUINTUS RD	MAHA LOOP RD	BECKER LN	0.39
4	D11100	WOLF LN	MEURER	US HWY 71	1.80
4	C08600	WRIGHT RD	CREEDMORE CLL	TURNERSVILLE RD	1.41
				PCT 4 TOTAL	**7.71**
				ALL PCTS TOTAL	**40.65**

Parks (LCRA) Projects**

Pct	Park	Details	Area (Sq Ft)	Type
3	LCRA/PACE BEND PARK	GRISHAM TRAIL	34,531	C- Mix

(**These projects are subject to funding)

Travis County Parks Projects**

Pct	Park Name	Details	Area (Sq Yds)	Type
2	NORTHEAST METRO	South Access Roadway	2,936	C-Mix
2	NORTHEAST METRO	East barn parking lot	897	C-Mix
2	NORTHEAST METRO	Between east barns	128	C-Mix
2	NORTHEAST METRO	West barn driveway to back	393	C-Mix
2	NORTHEAST METRO	South driveway	347	C-Mix
3	BOB WENTZ (TC Romberg)	BW Parking 2 RD	589	C-Mix
3	BOB WENTZ (TC Romberg)	BW Branch Road	880	C-Mix
3	BOB WENTZ (TC Romberg)	BW Camp Rd	3,995	C-Mix
3	BOB WENTZ (TC Romberg)	BW Circle	592	C-Mix
3	BOB WENTZ (TC Romberg)	BW Cut off	635	C-Mix
3	BOB WENTZ (TC Romberg)	BW Gazebo Road	1,944	C-Mix
3	BOB WENTZ (TC Romberg)	BW Residence Road	997	C-Mix
1	EAST METRO	Parking Areas	2,333	C-Mix

(**These projects are subject to funding)

Facilities / Correction Complex Projects**

Pct	Road Name	Details	Area (Sq Yds)	Type
4	TC CORRECTIONAL COMPLEX	Main entrance off 973	375	C-Mix
4	TC CORRECTIONAL COMPLEX	In front of Bldg 50	7,200	C-Mix
4	TC CORRECTIONAL COMPLEX	Next to Bldg 104	1,926	C-Mix
4	TC CORRECTIONAL COMPLEX	Next to Bldg 210	2,410	C-Mix
4	TC CORRECTIONAL COMPLEX	Next to Bldg 320	3,330	C-Mix
4	TC CORRECTIONAL COMPLEX	Next to Bldg 315	105	C-Mix

(**These projects are subject to funding)

Rejuvenation

Pct	Fac ID	Road Name	Begin	Ending	Miles
1	N10502	ALDERMINSTER LN	TUDORHOUSE RD	SLEEPYTIME TRL	0.12
1	N09414	ANTIGUE HERITAGE DR	END	OLYMPIC DR	0.16
1	N09419	ANTIQUE FINISH DR	LANTERN DR	END	0.15
1	N10505	CEYLON TEA CIR	SUMATRA LN	TUDORHOUSE RD	0.31
1	N09420	FRIENDSHIP QUILT LN	ANTIQUE FINIHS DR	END	0.18
1	N10504	HARCOURT HOUSE LN	TUDORHOUSE RD	END	0.25
1	N09418	LANTERN DR	END	TWISTED FENCE DR	0.41
1	N10009	LOW BRIM CV	END	OLYMPIC DR	0.04
1	N09417	MELTED CANDLE CV	PLOWSHARE DR	END	0.07
1	N09913	NESTLE CT	TUDORHOUSE RD	END	0.02
1	N09416	PLOWSHARE DR	FRIENDSHIP QUILT LN	TWISTED FENCE DR	0.17
1	N09411	POLISHED STONE CV	END	OLYMPIC DR	0.04
1	N10010	ROCKING SPUR CV	END	OLYMPIC DR	0.06
1	N09422	SADDLEGIRTH LN	FRIENSHIP QUILT LN	SMOOTHING IRON DR	0.08
1	N09912	SLEEPYTIME TRL	TUDORHOUSE RD	LEMONGRASS LN	0.29
1	N09421	SMOOTHING IRON DR	PLOWSHARE DR	LANTERN DR	0.12
1	N09410	STAPLE CV	ANTIGUE HERITAGE DR	END	0.02
1	N09423	TAPESTRY CV	ANTIQUE FINISH DR	END	0.04
1	N10506	TEA ROOM CV	END	TUDORHOUSE RD	0.03
1	N10503	TEACUP LN	TUDORHOUSE RD	SLEEPYTIME TRL	0.08
1	N09424	THAYER CV	PLOWSHARE DR	END	0.02
1	N09415	TWISTED FENCE DR	ANTIGUE HERITAGE DR	LANTERN DR	0.18
				PCT 1 TOTAL	**2.84**
2	N09115	BIG HOLLOW DR	ALPHA COLLIER DR	YELLOW LEAF TRL	0.18
2	N09118	MOONSEED CV	YELLOW LEAF TRL	CUL-DE-SAC	0.02
2	N09147	PLOVERVILLE LN	WELLS PORT DR	CERVIN BLVD	0.19
2	N09114	QUIET WOOD DR	ALPHA COLLIER DR	YELLOW LEAF TRL	0.14
2	N09149	RENAISSANCE CT	WELLS BR	END	0.09
2	O09605	RICK WHINERY DR	END	WELLS PORT DR	0.24
2	N09123	SPICE BERRY CV	ALPHA COLLIER DR	CUL-DE-SAC	0.03
2	N10518	SUMATRA LN	END	TUDORHOUSE RD	0.06
2	N09112	YELLOWLEAF TRL	ALPHA COLLIER DR	BIG HOLLOW DR	0.15
2	N09112	YELLOWLEAF TRL	QUIET WOOD DR	BIG HOLLOW DR	0.05
				PCT 2 TOTAL	**1.15**
3	O06700	ALDWORTH DR	TWIN CREEKS CLUB DR	CUL-DE-SAC (WEST)	0.22
3	H07111	ALLEN RD	WESTBANK DR	CAMP CRAFT RD	0.31
3	O06711	ALLERFORD CT	FARLEIGH LN	CUL-DE-SAC (NORTH)	0.07
3	E06808	ALOYSIA DR	CUL-DE-SAC	SESBANIA DR	0.18
3	D06200	BARKER HOLLOW CV	BARKER HOLLOW PASS	CUL-DE-SAC	0.10
3	D06201	BARKER HOLLOW PASS	EDWARDS HOLW	LOST OASIS	0.51
3	O06321	BARSHAM CT	TATTLER DR	CUL-DE-SAC (EAST)	0.04
3	D06202	BEAR HOLLOW CV	CUL-DE-SAC	BARKER HOLLOW PASS	0.04
3	D06203	BEARS DEN CT	BARHER HOLLOW PASS	CUL-DE-SAC	0.06
3	O06320	BEELEIGH CT	BINDON DR	CUL-DE-SAC (EAST)	0.08
3	O06319	BINDON DR	TATTLER DR	TWIN CREEKS CLUB DR	0.24
3	D06205	BLACK MESA CV	BLACK MESA HW	CUL-DE-SAC	0.03
3	E06611	BLACK MESA HW	LOST OASIS HW	RED MESA HW	0.23
3	O06715	BONNYRIGG CT	KINLOCH DR	CUL-DE-SAC (NORTH)	0.06

Last Updated 11-25-09 at 3:45pm

Pct	Fac ID	Road Name	Begin	Ending	Miles
3	K06714	BRANDON WAY	MARLY WAY	END	0.92
3	O09851	BRINDISI WY	FM 2769 RD	CASTELLANO WY	0.16
3	P06706	BRUBECK BND	LOVETT LN	HORNE DR	0.14
3	E06616	BUFFALO GROVE CV	LOST OASIS HW	CUL-DE-SAC	0.03
3	H07101	CAMP CRAFT RD	KONSTANTY CIR	WESTBANK DR	0.25
3	O06844	CAMPBASSO PL	FIORELLINO PL	ARGENTO PL	0.05
3	O06221	CAPARZO DR	GRANDFALLS DR	PURPLE SAGE DR	0.15
3	L05901	CAPELLA TRL	QUINLAN PARK RD	CUL-DE-SAC (EAST)	0.39
3	O06216	COPFORD LN	SPIDERWORT DR	CUL-DE-SAC (WEST)	0.18
3	E06102	CARNELIAN DR	REYNOSA	COTULLN	0.18
3	H06122	CORALVINE CV	LOST CREEK BLVD	CUL-DE-SAC	0.03
3	E06101	COTULLA DR	LOST OASIS HOLW	REYNOSA	0.28
3	L05908	COUNTRY TRAILS LN	QUINLAN PARK RD	RIO MESA DR	0.06
3	J06701	CRYSTAL CREEK CIR	CUL-DE-SAC	CRYSTAL CREEK DR	0.09
3	J06200	CRYSTAL CREEK DR	CRITTER CYN	CUL-DE-SAC	0.30
3	O06839	CULVER CLIFF LN	TERLINGUA DR	DANCIGAR LN	0.11
3	O06834	DANCIGAR LN	TWIN CREEKS CLUB DR	IZORO BEND	0.20
3	O06329	DARTFORD BEND	DERVINGHAM DR	GUARA DR	0.26
3	G05619	DERECHO BND	DECHERO DRIVE	DECHERO DRIVE	0.44
3	O06328	DERVINGHAM DR	TWIN CREEKS CLUB DR	GUARA DR	0.13
3	O06842	DI SANTIS PL	FIORELLINO PL	ARGENTO PL	0.06
3	O06713	DUNBAR CT	LOTHIAN DR	CUL-DE-SAC (WEST)	0.04
3	O06317	DURLSTON CT	CUL-DE-SAC (WEST)	CUL-DE-SAC (EAST)	0.11
3	H07113	EASY ST	CUL-DE-SAC	ALLEN RD	0.10
3	O06218	EBBSFLEET DR	CUL-DE-SAC (NORTH)	TWIN CREEKS CLUB DR	0.26
3	E06612	EDWARDS HOLLOW CV	EDWARDS HOLW	CUL-DE-SAC	0.08
3	E06718	ESPERANZA DR	REYNOSA DR	TECATE TRL	0.22
3	O06847	FARLEIGH LN	TWIN CREEKS CLUB DR	WELTON CLIFF DR	0.06
3	O06325	FALMER CT	BINDON DR	CUL-DE-SAC (EAST)	0.09
3	O06710	FARRINGTON CT	WELTON CLIFF DR	CUL-DE-SAC (EAST)	0.10
3	N06401	FOUNDATION RD	BOULDER LN	FM 620 RD	0.57
3	O06210	GRANDFALLS DR	ANDERSON MILL RD	CAPARZO DR	0.10
3	O06846	GUARA CT	GUARA DR	CUL-DE-SAC (SOUTH)	0.02
3	O06845	GUARA DR	DERVINGHAM DR	DARTFORD BEND	0.20
3	E06103	HELENIA DR	LOST OASIS	END	0.02
3	E06720	INDIAN POINT DR	BRODIE LN	CENSUS BLK BDRY	0.45
3	O06833	IZORO BEND	TWIN CREEKS CLUB DR	FARLEIGH LN	0.44
3	F05308	KALI CV	SILVER MTN	CUL-DE-SAC	0.06
3	G05308	KATHLEEN DR	PITTER PAT LN	WILLIAMSON CK	0.10
3	O06714	KINLOCH DR	MORAY LN	LOTHIAN DR	0.13
3	J06901	KING ARTHUR CT	CANYON RIM DR	END	0.12
3	O06217	KITTIWAKE LN	COPFORD LN	EBBSFLEET DR	0.17
3	O06708	KOPPERL CT	CULVER CLIFF LN	CUL-DE-SAC (WEST)	0.05
3	G04700	LONG BRANCH DR	SLEEPY HOLW	WINDING CK	0.30
3	G04700	LONG BRANCH DR	LONG BRANCH DR	SLEEPY HOLW	0.64
3	G04700	LONG BRANCH DR	WHITE TAIL TRL	LONG BRANCH DR	0.13
3	G04700	LONG BRANCH DR	FITZHUGH RD	WHITE TAIL TRL	0.53
3	O06712	LOTHIAN DR	FARLEIGH LN	CUL-DE-SAC (SOUTH)	0.21
3	O06835	MINGUS DR	TERLINGUA DR	TIVOLI DR	0.16

Last Updated 11-25-09 at 3:45pm

Pct	Fac ID	Road Name	Begin	Ending	Miles
3	H06109	MISSION CREEK CV	MISSION CREEK DR	CUL-DE-SAC	0.05
3	H06103	MISSION CREEK DR	CULDESAC	CULDESAC	0.22
3	J06308	NEWHALL LN	FM 2244	CUL-DE-SAC	0.28
3	G05603	OLIVER DR	US HWY 290	OLIVER CEMETERY	0.28
3	O06229	PAINTERS PASS	ZEPPELIN DR	RITTERS DR	0.04
3	O06330	PIPIT CT	DARTFORD BEND	CUL-DE-SAC (NORTH)	0.03
3	L06034	PORTOBELLA DR	QUINLAN PARK RD	PORTOFINO DR	0.35
3	L06042	PORTOFINO CT	PORTOFINO DR	CUL-DE-SAC (NORTH)	0.06
3	L06035	PORTOFINO DR	MIRA-VISTA DR	CUL-DE-SAC (EAST)	0.35
3	O06323	POWDERHAM LN	EBBSFLEET DR	CUL-DE-SAC (EAST)	0.24
3	G05712	RAMBLE THREE ST	HONEYCOMB DR	END	0.31
3	E06609	RED MESA HW	LOST OASIS HW	END	0.29
3	O06226	RITTER DR	GREER DR	MANCUSO BEND	0.16
3	E06200	RIVER FOREST DR	APACHE FOREST DR	KELLYWOOD DR	0.12
3	D06204	RIVER ROCK CT	BARKER HOLLOW PASS	CUL-DE-SAC	0.08
3	E06100	SABINAL MESA DR	END	REYNOSA DR	0.14
3	E07501	SANDERS ST	OLD MANCHACA RD	MARGRA LN	0.21
3	O06837	SHIRO LN	IZORO BEND	TIVOLI DR	0.05
3	F05309	SILVER MOUNTAIN CV	SILVER MTN	CUL-DE-SAC	0.15
3	F05307	SILVER MOUNTAIN DR	YOUNG	CUL-DE-SAC	0.34
3	O06203	SPIDERWORT DR	ZAMBIA DR	COPFORD LN	0.03
3	O06324	SPOONBILL CT	POWDERHAM LN	CUL-DE-SAC (SOUTH)	0.05
3	E06301	SQUIRREL HW	END	BRODIE LN	0.35
3	H06113	SWEET AUTUMN CV	CUL-DE-SAC	LOST CREEK BLVD	0.10
3	O06318	TATTLER DR	DURLSTON CT	CUL-DE-SAC (SOUTH)	0.28
3	E06715	TECATE TRL	CAPISTRANO TRL	END	0.31
3	O06707	TERLINGUA DR	MINGUS DR	CUL-DE-SAC (WEST)	0.17
3	O06836	TIVOLI DR	CUL-DE-SAC (NORTH)	MINGUS DR	0.12
3	L05907	VIA CORDOVA CT	SALIDA DEL SOL PASS	CUL-DE-SAC (NORTH)	0.06
3	O06701	WELTON CLIFF DR	ALDWORTH DR	CUL-DE-SAC (SOUTH)	0.37
3	O06703	YALDING DR	WELTON CLIFF DR	ALDWORTH DR	0.21
3	F05302	YOUNG LN	LEWIS MTN	CUL-DE-SAC	0.56
3	O06838	ZENNOR CT	IZORO BEND	CUL-DE-SAC (EAST)	0.04
				PCT 3 TOTAL	**18.44**
				ALL PCTS TOTAL	**22.43**

4115 - Signs/Barricade Maintenance

This element will function as a core element. Resources will be available at each service center to respond to projects internal to the service area.

Actions:

- Inspect, maintain and install approximately **6500 devices**.

Performance Monitors and Measures:

Maintain and install traffic signs & devices in compliance with the 2006 TxMUTCD.

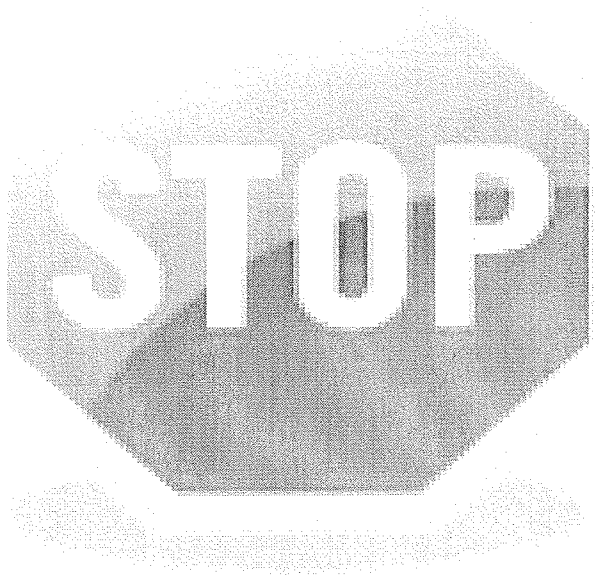
- Provide preventative and responsive maintenance to all traffic control devices on accepted roadways.
- All signs replaced and all new signs installations shall be "crash worthy" in accordance with the National Cooperative Highway Research Program (NCHRP) Report 350, "Recommended Procedures for the Safety Performance Evaluations of Highway Features."
- Human resources assigned are measured for performance achievement on attainment of established response times for external work requests and total devices.

Minimum Response Times:

- Emergency Responses (Regulatory): **2 hours**
- Other Regulatory Devices: **5 days**
- Non-Regulatory Devices: **10 days**

Staff Assignment & Time Investment:

Program Manager:	David Greear	20%
Element Supervisor:	Jaime Garcia	30%
Team Members:	6 – RMW Sr's	100%
	2 – RMW Sr's	50%



4116 - Roadway Striping

This element is a countywide roadway maintenance element. Resources will be available at the West Service Center to respond to projects in all service areas.

Actions:

- Re-paint centerline and edgeline striping for **450.76 miles** of striped roadways within the County.
- Repaint all non-thermoplastic pavement legends and crosswalks annually.
- Maintain all thermoplastic legends and crosswalks on an as-needed basis.
- Install new and maintain existing raised pavement markers as needed.
- Layout and stripe individualized striping plans as directed by the traffic engineering department.
- Restripe Parks and Facilities parking lots and roads upon transfer of funds on a job by job basis.

Performance Monitors and Measures:

- Maintain traffic asphalt markings and legends in compliance with 2006 TxMUTCD.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Human resources assigned are measured for performance achievement on attainment of established schedules for phased completions and adherence to established schedules.

Complete re-striping phases on schedule:

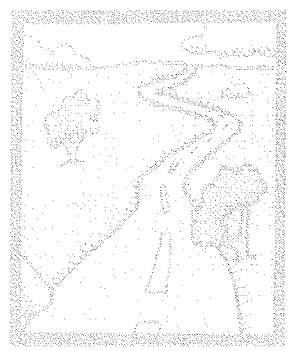
- Schedule striping to coincide with proposed pavement maintenance and rehabilitation projects.
- All other striping is scheduled as indicated below in rotation through the County.

Staff Assignment & Time Investment:

Program Manager:	David Greear	20%
Element Supervisor:	Jaime Garcia	30%
Team Leader:	Steve Etheridge	100%
Team Members:	2 – EO's	100%
	2 – RMW Sr's	50%

Schedule:

Location	Miles	Start Date	Finish Date
Precinct 1 and Overlay/Chip Seal Roads	124.07	4/26/10	9/30/09
Precinct 2	35.98	3/29/10	4/23/10
Precinct 3	178.29	11/16/09	3/26/10
Parks/Facilities	30.00*		
Precinct 4	82.42	10/05/09	11/13/09
Total Mileage	**450.76**		



*equivalent in mileage for 10 days of labor to restripe parking lots

4118 - Traffic Engineering

This element is a countywide roadway maintenance element. Resources will be available at the Executive Office Building to respond to requests from all service areas.

Actions:

- Respond to approximately **210** constituent requests regarding traffic issues from all service areas.

Performance Monitors and Measures:

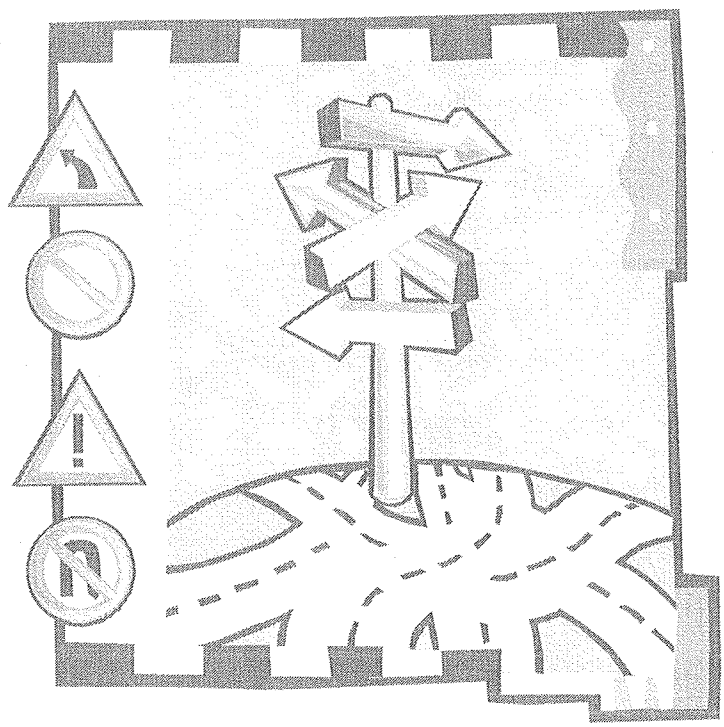
- Respond to constituent requests regarding traffic issues from all service areas within a timely manner.
- Prepare signal warrant studies, all-way stop studies, school zone studies, ball bank analyses, and speed limit studies. All studies must be in compliance with the 2006 TxMUTCD.
- Prepare work orders for required signing and/or striping based on engineering analysis.
- Provide engineering review for traffic impact analysis, traffic control plans & utility cuts.
- Human resources assigned are measured for performance achievement on attainment of established schedules for phased completions. Adherence to established schedules.

Minimum Response Times:

- Field inspect and respond: **2 weeks**
- Complete engineering studies: **8 weeks**

Staff Assignment & Time Investment:

Program Manager:	David Greear	30%
Team Members:	Scott Lambert	35%
	Joe Hall	100%
	Jaime Mancillas	100%



4120 - Secondary Drainage

This element will function as a core right-of-way maintenance element. Resources will be available at each service center to respond to projects internal to the service area.

Actions:

- Implement standards and concepts utilizing the Texas Pollutant Discharge Elimination System (TPDES) requirements.
- Complete **350** drainage projects <500 hours.
- Complete **5** drainage projects >500 hours.
- Complete drainage rehabilitation projects that are identified for internal staff assignment and in-house completions.

Performance Monitors and Measures:

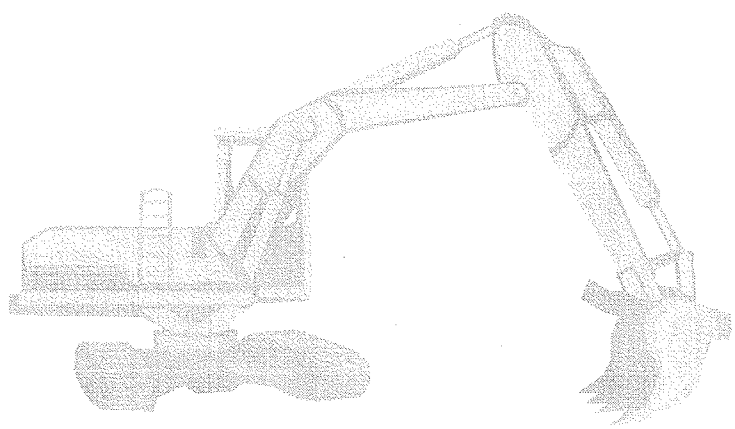
- Evaluate, stage resources & locate utilities.
- Human Resources assigned are measured for performance achievement on attainment of established response times for external work requests and adherence to established schedules.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.

Complete Construction Phases on Schedule:

- Place erosion control devices.
- Rehab existing structure.
- Repair the affected roadway.
- Remove erosion control devices.

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	15%
Element Supervisors:	Tracy Smith, East / Lester Lehman, West	50%
Team Leaders:	Charles Foradory, Danny Zieger, East	100%
	Victor Sequeira, Matthew Gibson, West	100%
	Mike Sanders, East / Doug Todd, West	100%
Team Members:	18 - EO's 16 - RMW's	100%
Engineer:	Steve Schiewe	50%



4121 - Drainage Structure Rehabilitation

This element will function as a core right-of-way maintenance element. Resources will be available at each service center to respond to projects internal to the service area.

Actions:

- Implement standards and concepts utilizing TPDES requirements.
- Complete drainage rehabilitation projects as identified from work requests in secondary drainage.
- Complete comprehensive countywide drainage study.

Performance Monitors and Measures:

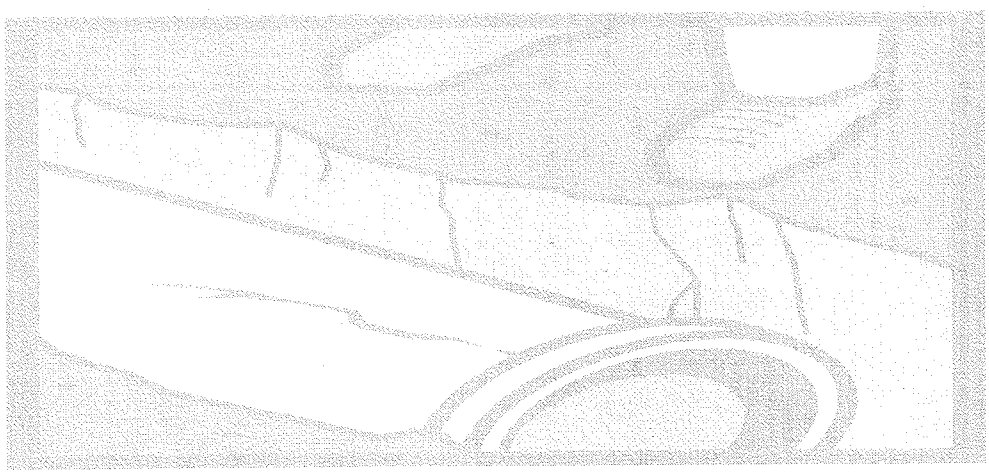
- Evaluate, stage resources & complete improvements.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Human resources are shared between this program and Program 4120 Secondary Drainage.

Complete Construction Phases on Schedule:

- Place erosion control devices.
- Rehab existing structure.
- Repair the affected roadway.
- Remove erosion control devices.

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	10%
Element Supervisors:	Tracy Smith, East / Lester Lehman, West	30%
Engineer:	Steve Schiewe	50%



4125 - ROW Vegetation Control

This element will function as a core element at each service center to respond to projects internal to each service area.

Actions:

- Complete **2700 miles** of ROW strip mowing.
- Complete **100 miles** of herbicide application.
- Complete **100 miles** of brush trimming.

Performance Monitors and Measures:

- Meet or exceed the Federal and Sate environmental laws and County policies.
- Evaluate, stage resources & complete improvements.
- Assure a standard of quality on all projects by utilizing accepted industry standards for maintenance and construction of public roadways and other ROW improvements, and complying with Travis County's accepted standards for road maintenance on accepted roads as amended in 2002.
- Human resources assigned are measured for performance achievement on attainment of established response times for external work requests and to adherence to the established mowing rotation schedule.

Response Times for Zone Area Mowing & Line-of-Sight Response Request:

- Line-of-Site responses: **3 days**
- Zone mowing operations in each precinct are scheduled by proximity locations and annualized rotation:
  East – 3 cycles per year / **West** – 3 cycles per year.

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	10%
Element Supervisors:	Curtis Mills, East / Kevin Kunkel, West	45%
Team Leaders:	Corris Vilaire, East / Bryan Meredith, West	100%
Team Members:	16 - RMW's	100%

FY 10 Vegetation Control

Mowing Schedule

Location	FIRST CUT		SECOND CUT		THIRD CUT	
	From	To	From	To	From	To
PCT 1						
Zone A	05-17-10	06-01-10	07-14-10	07-27-10	09-09-10	09-22-10
Zone B	06-01-10	06-14-10	07-28-10	08-10-10	09-23-10	10-06-10
Zone C	06-15-10	06-28-10	08-11-10	08-24-10	10-01-10	10-20-10
Zone D	06-29-10	07-13-10	08-25-10	09-08-10	10-21-10	11-03-10
PCT 2						
Zone A	05-17-10	05-21-10	06-30-10	07-07-10	08-18-10	08-23-10
Zone B	05-24-10	06-01-10	07-08-10	07-14-10	08-25-10	08-30-10
Zone C	06-01-10	06-07-10	07-15-10	07-21-10	09-02-10	09-08-10
Zone D	06-07-10	06-14-10	07-22-10	07-28-10	09-09-10	09-15-10
WSC/PCT 3						
North						
Zone A	05-17-10	06-04-10	07-06-10	07-26-10	08-30-10	09-17-10
Zone B	06-08-10	06-28-10	07-28-10	08-17-10	09-21-10	10-11-10
Zone C	05-17-10	05-31-10	07-06-10	07-20-10	08-30-10	09-13-10
Zone D	06-02-10	06-29-10	07-22-10	08-18-10	09-15-10	10-12-10
South						
Zone A	05-17-10	06-03-10	07-06-10	07-23-10	08-30-10	09-16-10
Zone B	06-07-10	07-02-10	07-27-10	08-23-10	09-20-10	10-15-10
Zone C	05-17-10	06-08-10	07-06-10	07-28-10	08-30-10	09-21-10
Zone D	06-10-10	07-02-10	07-30-10	08-23-10	09-23-10	10-15-10
PCT 4						
Zone A	05-17-10	06-01-10	07-14-10	07-26-10	09-09-10	09-22-10
Zone B	06-01-10	06-14-10	07-28-10	08-09-10	09-23-10	10-06-10
Zone C	06-14-10	06-28-10	08-11-10	08-23-10	10-01-10	10-20-10
Zone D	06-28-10	07-12-10	08-25-10	09-08-10	10-21-10	11-03-10

Herbicide Applications Schedule

TASK	DURATION (in days)	START	END
TEAM #1 and #2	155	Mon 3/08/10	Fri 10/08/10
Spray Application			
PCT. 4 – Spray Application	15		
PCT. 1 – Spray Application	15		
PCT. 2 – Spray Application	10		
Spot Application- Summer			
PCT. 4	10		
PCT. 1	10		
PCT. 3	10		
PCT. 2	10		
Spot Application - Fall			
PCT. 4	10		
PCT. 1	10		
PCT. 3	10		
Type C Overlay	15		
Chip Seal Program			
PCT. 3	10		
PCT. 2	5		
PCT. 4	5		
PCT. 1	10		

4127 - Work Order Response

This element will function as a core element. Resources will be available at each service center to respond to projects internal to each service area.

Actions:

- Support Community Service Restitution programs with equipment and personnel on larger projects.
- Respond to **500** miscellaneous work requests on accepted ROW's and complete Christmas tree recycling in January.
- Respond to requests for the removal and disposal of **300** dead animals on accepted ROW's.

Performance Monitors and Measures:

- Evaluate, stage resources & complete all requested responses on County ROW's.
- Human resources assigned are measured for performance achievement on attainment of established response times for external work requests and to adherence to the established mowing rotation schedule.

Minimum Response Times:

- Dead animals: **2 days**
- Litter requests: **10 days**

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	10%
Element Supervisor:	Curtis Mills, East	10%
	Kevin Kunkel, West	10%
	Jaime Garcia, Traffic (Dead animal response)	5%
Team Members:	2- EO's	100%
	(CSR – Trustee's, Probation resources)	50%

4128 - Pedestrian Way Maintenance

This element is a county wide roadway maintenance element. Work will be completed utilizing both county crews as well as contracted services. The Traffic Engineering section will coordinate and administer outside contracts.

Actions:

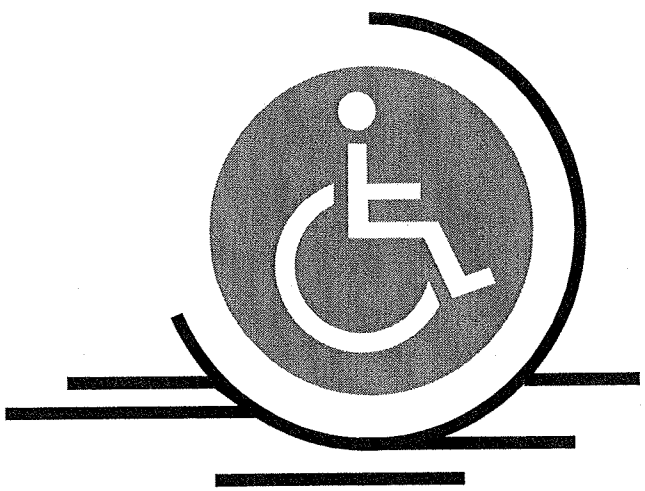
- Install curb ramps at all locations where sidewalks cross curb lines.
- Bring non-ADA compliant sidewalks, driveways, and curb ramps into compliance.
- Provide ADA compliant pedestrian routes near schools and pedestrian generators.
- Bring non-ADA compliant sidewalks into compliance along roadways scheduled for overlays and reconstruction.

Performance Monitors and Measures:

- Repair and replace sidewalks with cross slopes over 2%, and any elevation changes of more than ¼". Replace any curb ramps with slopes greater than 12:1 and landings of less than 4 feet by 4 feet.
- Sidewalks repaired using County crews will be managed by the pedestrian way road maintenance supervisor utilizing a bid time process.
- Sidewalks repaired using contracted services will be managed by the Traffic Engineering section.
- See attached FY10 Project listing for sidewalks repaired using both contracted services as well as County Crews.
- Individual constituent requests will be reviewed, evaluated, and completed by County crews.

Staff Assignment & Time Investment:

Program Manager/Contract Services:	David Greear	10%
Manager Field Services:	Vacant	15%
Element Supervisor:	Lloyd Rendon	30%
Engineer:	Scott Lambert	15%
Team Leader:	Gabriel Rebollar / David Reyes	100%
Team Members:	4 – EO's / 2 – RMW's	100%



ADA Sidewalk Repair Projects

FY10 Sidewalk Repair Projects

The FY10 ADA Sidewalk Repair list is based on criteria outlined in the 2007 Transition Plan for bringing sidewalks into compliance with the Americans with Disabilities Act.

COMPLETED BY COUNTY CREWS					
Closest ADA Feature	**Roadway Limits**	**Replace Curb Ramp**	**New Sidewalk**	**Repair Sidewalk (EA)**	**Total Sidewalk (LF)**
Austin's Colony MS					
Sojourner Street	Castleman to Sandifer			15	300'
Castleman Drive	Sojourner to Kincheloe		50'	5	150'
Fallenash Drive	Sojourner to Kincheloe			3	60'
Plain View Drive	Sojourner to Hunters Bend			2	40'
Kincheloe Street	Sojourner to Castelman			4	80'
Levering Street	Sojourner to Hunters Bend			4	80'
Rosseau Street	Sojourner to Hunters Bend			7	140'
Vandever Street	Sojourner to Hunters Bend			5	100'
Westall Street	Sojourner to Hunters Bend			2	40'
Highsmith Street	Sojourner to Ayala			12	240'
Varrelman Street	Sojourner to Ayala			7	140'
Rumfeldt Street	Hunters Bend to Ayala			6	120'
Sandifer Street	Sojourner to Hunters Bend			3	60'
	Total:		**50'**	**75**	**1,550'**
Gus Garcia Middle School					
Point North Drive	Johnny Morris to Breezy Hill		250'	4	330'
Compass Drive	Point North Dr to Breezy Hill		50'	3	110'
Starcrest Lane	Compass Drive to Point North Dr			2	40'
Northview Lane	Compass Drive to Point North Dr			2	40'
Breezy Hill Drive	Johnny Morris to end			2	40'
	Total:		**300'**	**13**	**560'**
Cypress Elementary					
Dagama Drive	Cortez Dr to Williamson County line			3	60'
Cortez Drive	Granger La to London La			2	40'
Granger Lane	Cortez Dr to Primwood Path			3	60'
London Lane	Cortez Dr to Primwood Path			3	60'
Hannah Kay Lane	Granger La to London La			2	40'
Rathlin Drive	Granger La to London La			2	40'
Cashell Wood Dr	Anderson Mill Rd to Primwood Path			1	20'
	Total:			**16**	**320'**
	County Crew TOTAL		**350'**	**104**	**2430'**

COMPLETED BY CONTRACT SERVICES

Closest ADA Feature	Roadway Limits	Replace Curb Ramp	New Sidewalk	Repair Sidewalk	Total Sidewalk (LF)
Steiner Ranch					
Steiner Elementary					
Steiner Ranch Blvd	@ Quinlan Park Blvd (NW corner)		50	1	70'
River Ridge Elementary					
Quinlan Park Road	Bella Mar to school property		865'		865'
	Total:		**915'**	**1**	**935'**
Austin's Colony (CIP)					
Hunters Bend Road	FM 969 to Austins Colony Blvd	9	2,750'		2,750'
	Total:	**9**	**2,750'**		**2,750'**
In response to Asphaltic Overlay (CIP)					
Wells Branch Parkway	Mopac to IH 35	27		61	1,220'
Thermal Drive	Wells Branch to Howard Lane	8		39	780'
	Total:	**35**		**100**	**2,000'**
Noya Drive section					
Montoro Drive	Noya Drive to end			15	300'
Yora Drive	Merrilltown Rd to Montoro Dr			7	140'
Noya Drive	Merrilltown Rd to Montoro Dr			7	140'
	Total:			**29**	**580'**
	Contracted Services TOTAL	**44**	**3,665'**	**130**	**6,265'**

SECTION 2

ROAD
&
BRIDGE

PROGRAM 43

SIGN FABRICATION

Transportation & Natural Resources
Sign Fabrication Division

Goals

In support of the division's strategic plan of providing a cost effective, efficient and safe transportation system:

- Reduce cycle time in responding to external customer requests, as measured by the work request system.
- Meet or exceed the Federal and State environmental laws and County policies.

Objective

- To fabricate signs and ROW traffic control devices for all departments in compliance with the Division operating standards.

Progress Review & Tracking

Progress review will be followed closely with end of the month and quarterly reports.

- Quarterly report dates are 1/15/10, 4/15/10, 7/15/10 and 10/15/10.
- Monthly excel reports will be utilized to determine the percentage of constituents we are responding to within the minimum dedicated timeframes.

Support Staff & Their Contribution

Engineering Services

- Respond to requests concerning compliance issues related to traffic sign fabrications.

Financial Services

- Review and update materials and service contracts for related programs. Process PRF's and contract invoices to meet program demands.

4305 - Sign Fabrication

This element is a countywide customer services element. Resources will be available at Smith Road facility to respond to requests from all departments. The Road Maintenance Supervisor for traffic control will coordinate the resources for this element.

Actions:

- Fabricate **6500** signs and ROW traffic control devices for Road Maintenance Division.
- Fabricate signs and other graphics for other departments in compliance with the Division's operating standards.

Performance Monitors and Measures:

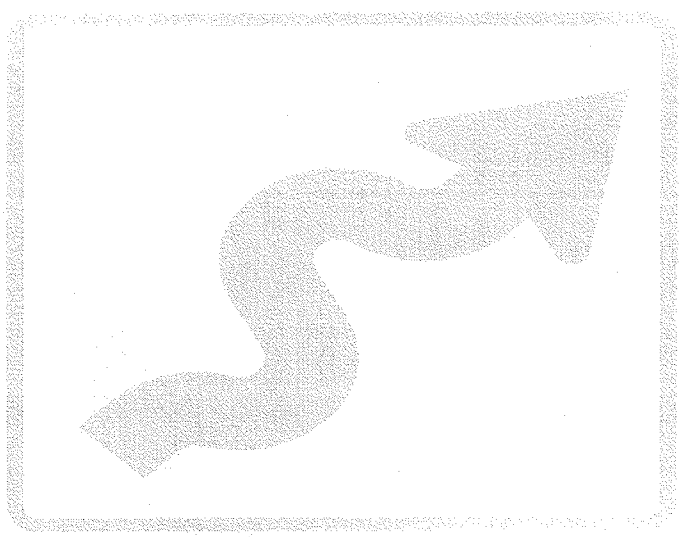
- Fabricate traffic signs & devices in compliance with the 2006 TxMUTCD.
- Provide responsive fabrication for all traffic control devices on accepted roadways.
- Provide responsive fabrication of sign requests from all departments within the County. Any "non-standard" sign requests will require a budget transfer for material costs.
- Provide responsive services for the application of motor vehicle decals provided through Fleet Services.
- Human resources assigned are measured for performance achievement on attainment of established response times for all work requests and total devices.

Minimum Response Times:

- Standard: **3 days**
- Customized: **10 days**

Staff Assignment & Time Investment:

Program Manager:	David Greear	20%
Element Supervisor:	Jaime Garcia	25%
Team Members:	2 - Sign Fabricators	100%



SECTION 3

ROAD
&
BRIDGE

PROGRAM 85

CUSTOMER SERVICE

Transportation & Natural Resources
Customer Service Division

Goals

In support of the division's strategic plan of providing a cost effective, efficient and safe transportation system:

- Maintain all accepted roads in fair or better condition, as measured by PM condition surveys.
- Manage and operate the County transportation system to certification standards of the APWA.
- Reduce cycle time in responding to external customer requests, as measured by the work request system.
- To manage an effective after-hours response to existing road, drainage systems, and other emergency operations on accepted roadways and easements.
- To provide administrative service support to the service centers by responding to external customer requests.
- To meet or exceed the Federal, State and County policies.

Objective

- To provide a central point of contact for all internal and external requests for services and distribution to those requests to the appropriate divisions within the department.

Progress Review & Tracking

Progress review will be followed closely with end of the month and quarterly reports.

- Quarterly report dates are 01/15/10, 04/15/10, 07/15/10 and 10/15/10.
- HTE and excel reports will be utilized to determine the percentage of customers TNR is responding to within the minimum dedicated timeframes.

Support Staff & Their Contribution

Engineering

- Provides limited record keeping, surveying and administrative support for identifying plots at the International Cemetery.

Human Services

- Notifies TNR staff of scheduling and tracking inventories on requested deliveries.

Financial Services

- Review and update materials and service contracts for related programs. Process PRF's and contract invoices to meet program demands.
- Provides support services for time-sheet coordination.

TNR Dispatch

- Provides radio support services and documents all resources for after-hours call-outs.

Administrative Services

- Provides support services for employee related issues.

8505 - Dispatch & Program Operations

This element is a countywide customer services element. Resources will be available at the TNR operations (Dispatch) center to respond to all requests.

Actions:

- To provide a central point of contact for all internal and external requests for services and distribute those requests to the appropriate divisions within the department.

Performance Monitors and Measures:

- Maintain and document phone & radio communications with department staff.
- Receive, process and respond to approximately **1000** work requests for service.
- Receive request and submit approximately **150** purchase requisitions for road maintenance materials.

Minimum Response Times:

- Requests: **1 day**

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	5%
Element Supervisor:	Geena Rohan	50%
Team Members:	2 – Dispatchers	100%

8510 – Solid Waste Management

This element will function as a countywide customer service element. Resources which service the Northwest quadrant of Travis County will be available at FM 1431 and will coordinate the resources for this element.

Actions:

- To receive, compact and provide solid waste transfer services for residential refuse only.
- To serve as a recycle station for non-commercial/industrial recyclables, as part of a regional solid waste operation.

Performance Monitors and Measures:

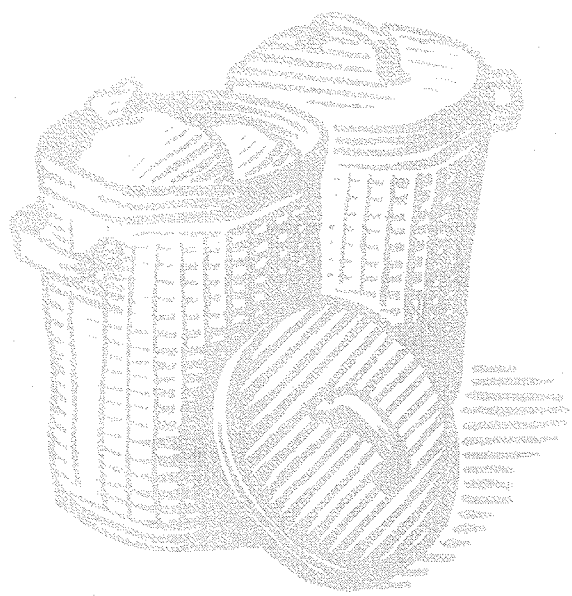
- Recyclables - TBD
- All received solid waste transferred daily.

Minimum Response Times:

- Requests: **Upon Receipt**

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	5%
Element Supervisor:	Kevin Kunkel	10%
Team Leader:	George Cloud	60%
Team Members:	1 – Office Specialist Sr.	5%



8515 - Emergency Response

This element will function as a core customer services element. Resources will be available at each service center to respond to emergencies in each service area. The Road Maintenance Manager from each service area will coordinate the resources for this element.

Actions:

- Effective after-hours response to existing roads, drainage systems, and other emergency operations on accepted roadways and easements.
- Effective responses to existing roads, drainage systems, and other emergency operations on accepted roadways and easements as needed during operation hours.
- Reduce cycle time in responding to external customer requests, as measured by the work request system.

Performance Monitors and Measures:

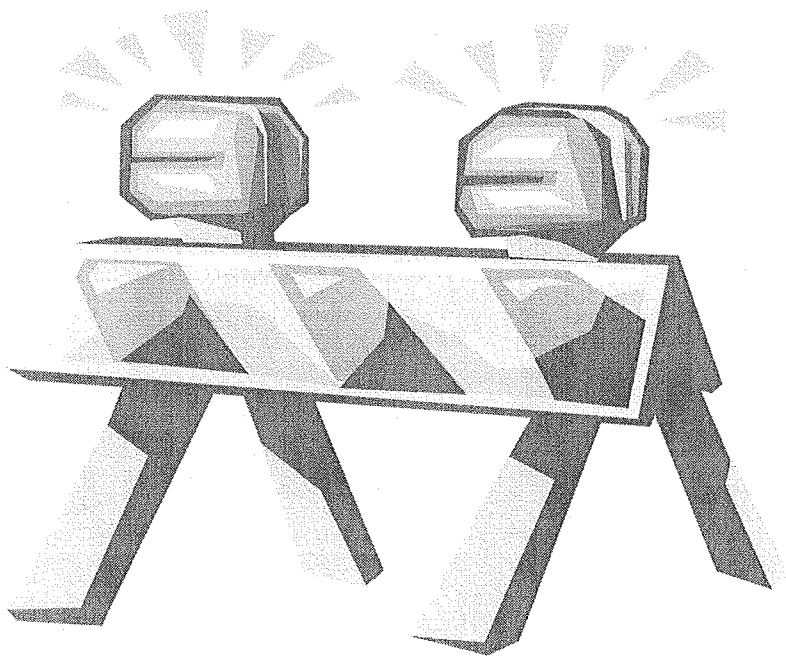
- Respond to approximately **125** after-hour calls.
- Respond to emergency responses during business hours as needed.

Minimum Response Times:

- **2 Hours**

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	5%
Element Supervisors:	Road Maintenance Supervisors	10%
West Coordinator:	Lester Lehman	5%
East Coordinator:	Brian Cherry	5%
Dispatch Operations	2 – Dispatchers & 1 Administrative Associate	5%
Team Members:	24 - Primary contacts consisting of various EO/RMW's slots	100%



8520 - Precinct Services

This element will function as a core customer services element. Resources will be available at each service center to respond to requests internal to each service area.

Actions:

- Provide administrative service support to the service center and assist the Travis County Human Services Department in transporting commodities to the Travis County rural centers.

Performance Monitors and Measures:

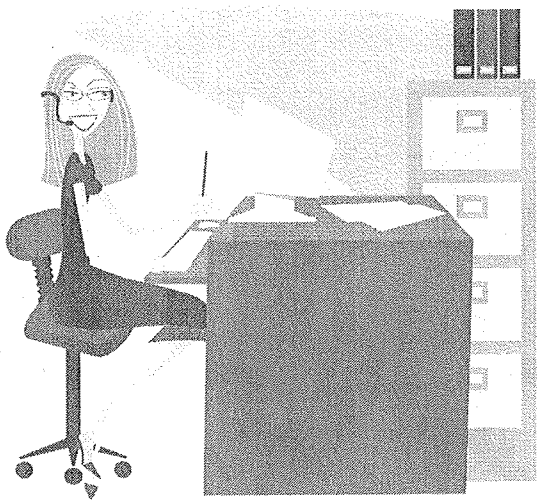
- Respond **weekly** to deliver commodities to the Travis County rural centers.
- Provide **daily** administrative support to the supervisors at the service center.
- Process Daily Job Reports (DJR's) for all elements by the following day of receipt.

Minimum Response Times:

- **On Demand or As Required**

Staff Assignment & Time Investment:

Element Managers:	Howard Herrin	5%
Element Supervisors:	Geena Rohan, Administrative Associate	40%
	Curtis Mills, Road Maintenance Supervisor	5%
Team Members:	3 – Office Specialist Sr	80%
	1 – Office Specialist	80%



8525 - International Cemetery

This element will function as a countywide element. Resources will be available within the customer services program to maintain the grounds and provide services for indigent burial at the International Cemetery. The Road Maintenance Supervisor at the East service center will coordinate the resources for this element.

Actions:

- Prepare an average of **8** burial sites each month.
- Maintain the entire cemetery grounds.

Performance Monitors and Measures:

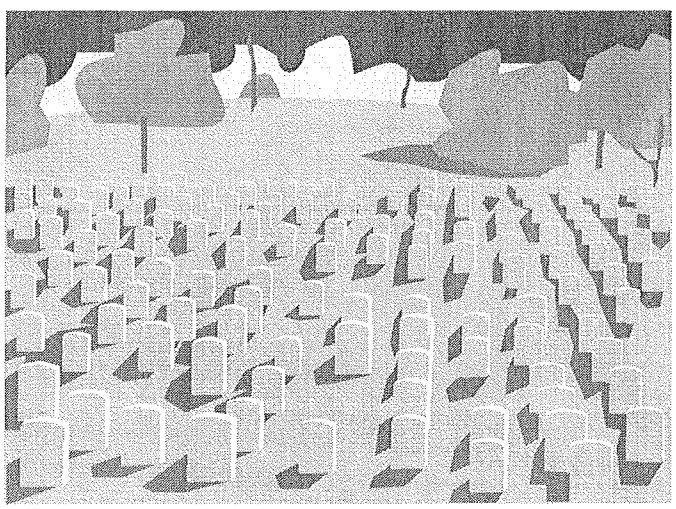
- As required (Estimated - 96 Burials)
- Required maintenance of grounds and timeliness of burials

Minimum Response Times:

- **Weekly maintenance schedule**.

Staff Assignment & Time Investment:

• Element Manager:	Howard Herrin,	5%
• Element Supervisor:	Curtis Mills	10%
• Team Members:	1 - RMW	100%
	1 – Office Specialist Sr.	5%



8530 - CSR Support Services

This element will function as a countywide customer service element. Resources will be available at both service centers to respond to projects. The Road Maintenance Supervisors at both service centers coordinate all resources for this element

Actions:

- Maintain all accepted roads in fair or better condition, as measured by PM condition surveys.
- Reduce cycle time in responding to external customer requests, as measured by the work request system.

Performance Monitors and Measures:

- Complete approximately **100** line-of-site responses.
- Complete approximately **75** responses for ROW litter removal.
- Complete approximately **325** responses for ROW weekend litter removal.
- Complete approximately **50** brush control responses.

Minimum Response Times:

- Requests: **10 days**

Staff Assignment & Time Investment:

Element Manager:	Howard Herrin	10%
Element Supervisors:	Kevin Kunkel - West	15%
	Curtis Mills – East	15%
Team Members:	4 – RMW's	100%
	(CSR – Trustee's, Probation resources)	50%

SECTION 4

ROAD
&
BRIDGE

SERVICE TO
OTHER
GOVERNMENTS
&
AGENCIES

9110 - Emergency Service Districts Fleet Services

Objective

- To provide preventive maintenance and repairs to emergency response vehicles and equipment through inter-local agreements entered into between Travis County and Emergency Service Districts.

Scope

- Program resources will be dedicated to preventive maintenance and repair of emergency response vehicles.

Deliverable

- Budgeted resources will be dedicated to performing preventive maintenance services and repairs.

Program Budget

Major line items affected by this program are as follows:

- **9121** - Parts
- **9123** - Fuel
- **9103** - Outside Repair

9115 - On Site Sewage Facilities

Objective

- Provide on-site wastewater system permits and inspections to communities that have inter-local agreements with Travis County.

Deliverable

- Provide on-site wastewater system permitting and inspecting for the Cities of *Rollingwood* and *San Leanna* as per the inter-local agreement.

9120 - Road and Bridge Maintenance

Objective

- Pave roadways within communities that have inter-local agreements with Travis County.
- Provide road maintenance & other services to agencies by cost reimbursements.

Deliverable

- Pave roadways within City of *Lakeway*, City of *Lago Vista*, Village of *San Leanna* and *Point Venture* as per the inter-local agreement.

17

TRAVIS COUNTY COMMISSIONERS' COURT AGENDA REQUEST

Voting Session: December 1, 2009 Work Session: _____

I. A. Request made by: Joseph P. Gieselman Phone # 854-9383
Executive Manager, TNR

B. Requested Text:

REVIEW AND APPROVE REVISIONS TO FEES BY THE TRANSPORTATION AND NATURAL RESOURCES DEPARTMENT, TO BE EFFECTIVE JANUARY 1, 2010, INCLUDING:

A. ASSESSMENT OF INCREASED FEES FOR RECOVERY OF TRAVIS COUNTY STORM WATER MANAGEMENT PROGRAM AND DEVELOPMENT REVIEW COSTS; AND

B. INCREASES IN ON-SITE WASTEWATER FEES.

C. Approved by: _____
Signature of Commissioner(s) or County Judge

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV 2 PM 4:05

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 the agencies or officials names and telephone numbers that might be affected or involved with the request. Send a copy of this Agenda Request and backup to them:

TNR: Jon White, Thomas Weber, Adele Noel, Don Ward, Mike Joyce

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (473-9106)
__x__ Additional funding for any department or for any purpose
_____ Transfer of existing funds within or between any 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)
__X__ Contract, Agreement, Policy & Procedure

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 Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

TRANSPORTATION AND NATURAL RESOURCES
JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

December 1, 2009

MEMORANDUM

TO: Members of the Commissioners' Court

FROM: Joseph P. Gieselman, Executive Manager, TNR

SUBJECT: Revision and Increases in TNR Fees

Proposed Motion: Review and Approve Revisions to Fees by the Transportation and Natural Resources Department, to be Effective January 1, 2010, Including:

A. Assessment of Increased Fees for Recovery of Travis County Storm Water Management Program and Development Review Costs; and

B. Increases in On-Site Wastewater Fees.

Summary and Staff Recommendations: This memo summarizes the final recommendations of TNR on proposed development permit application fees to support the Storm Water Management Program (SWMP) and Development Review Program and final recommendations for fees for the On-Site Wastewater Program. These recommendations are modified from proposals presented to the Commissioners' Court and public hearing on October 20, 2009. Since that time, TNR reviewed concerns raised by stakeholders and convened two meetings with interested parties to discuss and resolve concerns.

Development Application Fee Increases. TNR recommends the following schedule and phasing of fee increases:

Phase 1

- Effective January 1, 2010, increase existing fees by 20% for residential and non-residential A/B permits, utility permits, and driveway permits within all unincorporated areas of Travis County.
- Effective January 1, 2010, increase existing fees by 10% for preliminary plans, final plat, and construction plan applications in all unincorporated areas of Travis County, except for the ETJ of the City of Austin.

Phase 2

- Effective June 1, 2010, increase fees an additional 10% for residential and non-residential A/B permits, utility permits, and driveway permits within all unincorporated areas of Travis County.
- Effective June 1, 2010, increase fees an additional 10% for preliminary plans, final plat, and construction plan applications in all unincorporated areas of Travis County, except for the ETJ of the City of Austin.

Discussion: The total increase in fees once Phase 1 and Phase 2 are completed will be a 30% increase for residential and non-residential A/B permits, utility permits, and driveway permits, a 20% increase for preliminary plans, final plat, and construction plant applications, and no increase for amended/vacated plat applications. The increases would achieve a higher cost recovery of TNR services provided to applicants for all permit types, but by variable rates of increase depending on permit type. If approved, the increases will be the first ever cost recovery for the Travis County SWMP activities. Table 1 describes the fee rates currently and upon implementation of the two-phase increases. Table 1 also shows cost recovery achieved after Phase 2 is implemented.

TNR offers two additional recommendations relating to development application fees:

1) TNR should develop a cost of services study after Phase 2 increases are in effect, to update previous analyses to determine cost recovery needs for the development review and storm water management programs. The cost of services study could be conducted in-house, using contracted professional services, or some combination thereof. This additional effort would have the benefit of objectively demonstrating to all stakeholders and members of the public what these TNR programs cost.
2) TNR recommends that future fee increases be more frequent or cyclical, implementing smaller increases regularly over time. Stakeholders who must pay the application fees indicate this would be easier for their businesses to accommodate financially.

On-Site Wastewater Program Fee Increases. TNR recommends adopting the fee increases and other revisions to the fees and program policies, as proposed and previously discussed with the Commissioners' Court. TNR proposes these fee changes go into effect on January 1, 2010. Table 2 describes the fee rates currently and upon implementation of the increases. TNR has not received any public comment or opposition on these changes since proposed. As discussed in detail when these increases were proposed, services provided by Travis County to manage the On-Site Wastewater Program have risen substantially since these fees were last increased in the mid-1990s.

Background: TNR programs deliver quality service to County citizens and the regulated community. Our programs work in concert to help ensure land development activities reduce water pollution so that Travis County streams and lakes maintain desirable water quality. Development reviews also ensure applications address regulations that maintain the high quality of life residents of the County expect, such as adequate streets, drainage, traffic safety, and avoidance of construction in flood-prone areas. However, these services are provided at a substantial cost of staff time and operating funds. The SWMP requirements were established by the Texas Commission on Environmental Quality (TCEQ) and U.S. Environmental Protection

Agency. The program requirements of Travis County are an unfunded mandate from the state and federal governments. In response to these resource demands, TNR proposed increases in fees would bring new revenue to Travis County at a time when incoming general fund revenue from property tax collections is adversely affected by a substantial economic downturn.

Issues & Opportunities: TNR recommends that the other two proposed SWMP fees (Storm Water Maintenance Fee and General Drainage Fee) be studied further before finalization. Representatives of area home builders are concerned with the capability of a homeowner association (HOA) to effectively manage and maintain permanent storm water controls, and to pay annual maintenance fees to the County for each control that is built. Study of this issue could include reviewing how controls are maintained and overseen by other jurisdictions (Austin, LCRA, Harris County). A question has been raised asking if it would be simpler if the county maintained residential subdivision permanent controls, instead of a HOA. Also, it may be appropriate to await implementation of maintenance requirements and fees until inter-local agreements relating to the SWMP are executed between Travis County, LCRA, and Austin.

Concerns have also been raised with the General Drainage Fee proposal. This proposal would pay for SWMP costs un-associated with development applications. There is concern that the proposal excluded many classifications of property even though all landowners are responsible to some degree for the quality of storm water discharges. This fee would be collected from property owners, so some have questioned whether it was necessary to create a separate revenue stream. In other words, maybe it is appropriate for general revenue and property taxes to continue to fund the SWMP without setting up a separate system of collection.

Fiscal & Budgetary Impacts: The fee proposals would provide Travis County additional revenue. Development-related fee increases would provide 30% greater annual revenue. Atypical years like FY2010 would generate significantly less when development activity is lower. The On-Site Wastewater fee increases and revisions would bring additional revenue of $75,000 in a typical year.

Required Authorizations:
Planning & Budget Office
County Attorney's Office
Blain Keith, Jr., County Auditor's Office

cc: Anna Bowlin, Development Services Div. Dir.
Stacey Scheffel, Development Services Program Mgr.
Jon A. White, NREQ Division Dir.
Thomas Weber, Environmental Quality Program Mgr.
Dave Fowler, Storm Water Project Manager

TABLE 1 – DEVELOPMENT FEES				
Development Permit Type	**Typical Existing Fee**	**Typical New Fee (Median of TNR applications)**		**Cost Recovery after Phase 2**
		Phase 1 - 20% increase (10% for Permit; 10% for Stormwater Programs)	**Phase 2 (10% increase for Stormwater Program)**	
Residential A <1 ac	$37	$45	$50	49%
Residential A > 1 ac	$37	$45	$50	30%
Residential B < 1 ac	$78	$95	$105	7%
Residential B > 1 ac	$78	$95	$105	7%
Non-Residential A & B	$341 *($26 + $1.05 per $1000 valuation)*	$410 *($32 + $1.25 per $1000 valuation)*	$450 *($45 + $1.35 per $1000 valuation)*	44%
Utility (road cut)	$105	$115	$115	23%
Utility (ROW cut)	$105	$125	$140	25%
Driveway (curb/gutter)	$41	$50	$55	62%
Driveway (rural)	$41	$50	$55	38%
Plat Application Type	**Typical Existing Fee**	**Phase 1 (10% increase for storm water; no additional for Permit Program)**	**Phase 2 (10% increase for storm water; no additional for Permit Program)**	
Preliminary Plan*	$2490 *($250/plat <10 ac + $32/ac)*	$2740 *($290/plat <10 acre + $35/acre)*	$2990 *($330/plat <10 acre +$38/acre)*	59%
Final Plat (short form)*	$2350	$2585	$2600	61%
Final Plat (long form)*	$3114 *($34/acre $44/lot)*	$3425 *($36/acre + $49/lot)*	$3736 *($38/acre + $54/lot)*	94%
Construction Plan*	$3068 *($32/ac + $44/lot)*	$3349 *($35/acre +$48/lot)*	$3683 *($38/acre + $53/lot)*	63%
Amend/Vacated Plat*	$720	$720	$720	49%

* Signifies that fee increase for these type applications are not applicable in City of Austin ETJ.

TABLE 2 – ON-SITE WASTEWATER FEES		
Type Proposal	**Current Fee**	**Fee Effective Jan. 1, 2010**
Engineered Permit up to 500 gpd	$450	$495
Engineered Permit up to 500 gpd	$450	$495 + $50 for each 500 gpd over 500 gpd
Standard Permit up to 500 gpd	$250	$275
Standard Permit over 500 gpd	$250	$275 + $50 for each 500 gpd over 500 gpd
Engineered Adjustment	$200	$200
Permit Renewal	$50	$55
Re-Application Fee	0	$10 to 100% of the original fee
Re-Inspection Fee	$60	$66
Maintenance Contract Fee	0	$100 paid at time of application
Septic Subdivision Fee	$25 per first 4 lots + $5 per lot over 4	$200 per plat + $25 for each lot over 4 lots

18

Travis County Commissioners Court Agenda Request

Voting Session 12/1/2009 (Date) Work Session _____ (Date)

I. A. Request made by: Joseph P. Gieselman Phone # 854-9383
Executive Manager, TNR

B. Requested Text: **Consider and take appropriate action on a Cash Security Agreement with Streetman Homes for sidewalk fiscal for West Cypress Hills Sec 2 Lot 22 Block 9 in Precinct 3.**

C. Approved by: Karen Huber
Commissioner Karen Huber, Precinct 3

II. A. Is backup material attached*: Yes X No
*Any backup material to be presented to the court must be submitted with this Agenda Request (original and 8 copies).

B. Have the agencies affected by this request been invited to attend the Work Session?

Yes X No _____ Please list those contacted and their phone numbers:

Anna Bowlin – 854-9383
Stacey Scheffel – 854-9383
Tim Pautsch – 854-9383

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV 24 AM 9:08

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 should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
(512) 473-9383
FAX (512) 708-4649

MEMORANDUM

DATE: November 13th 2009

TO: Members of the Commissioners Court

THROUGH: Joseph P. Gieselman, Executive Manager

FROM: Anna M. Bowlin, Division Director, Development Services

SUBJECT: Cash Security Agreements for sidewalks on lots in West Cypress Hills.

Summary and Staff Recommendation:
Streetman Homes, proposes to use these Cash Security Agreement, as follows: Ph 1 Sec. 2 Lot 22 Block 9 $1,416.00 Permit #09-1783, to post sidewalk fiscal where the sidewalks have not been completed, in this subdivision.

Budgetary and Fiscal Impacts:
There are no budgetary and/or fiscal impacts as this is fiscal posted for a development.

Required Authorizations:
The form of the Cash Security Agreement is from the Standards for Construction of Streets and Drainage in Subdivisions that were in place before August 28, 1997.

Exhibits:
Cash Security Agreements (1)
Map

TP:AMB:tp

1102 West Cypress Hills Phase 1 Sec. 2

RECEIVED
NOV 03 2009
TNR

Request
from
STREETMAN HOMES, Ltd., L.L.P.
4407 Bee Cave Rd. #212
Austin, TX 78746

TO: Travis County 411 West 13th 8Th Floor Austin, TX 78767 ATTN: Tim Pautsch	**FROM:** Kathy Rhoades phone: (512) 329-9966 fax: (512) 329-9928
DATE: 11/2/09	

Message:

Please post for sidewalk fiscal for the following addresses in West Cypress Hills:

Street Address	Lot/Block/Phase/Section	Subdivision
5528 Wild Foxglove	22 / 9 / 1 / Sec. 2	W. Cypress Hills

You can call me at the above number if you need any additional information.

THANK YOU!
KATHY RHOADES

§ 82,1006. EXHIBIT 82.401 (C)

(c) CASH SECURITY AGREEMENT

TO:	Travis County, Texas
DEVELOPER/BUILDER:	Streetman Homes, Ltd., LLP
ESCROW AGENT:	Travis County Treasurer
AMOUNT OF SECURITY:	$1416.00
SUBDIVISION:	West Cypress Hills
DATE OF POSTING:	November 2, 2009
EXPIRATION DATE:	Three Years, or more from Date of Posting

The ESCROW AGENT shall duly honor all drafts drawn and presented in accordance with this Agreement. Travis County may draw on the account of the DEVELOPER/BUILDER up to the aggregate AMOUNT OF SECURITY upon presentation of a draft signed by the County Judge that the following condition exists:

The county considers such a drawing on this Security necessary to complete all or part of the SUBDIVISION Sidewalks. No further substantiation of the necessity of the draw is required by this Agreement.

This Agreement is conditioned on the performance of the duties of the DEVELOPER/ BUILDER to provide for the construction and completion of the Sidewalk Improvements in the SUBDIVISION to current Travis County Standards for Construction of Streets and Drainage in Subdivisions (the "Standards"), so that the Sidewalk Improvements are performing to the Standards upon the approval of the construction of the Sidewalk Improvements, and the acceptance of the Sidewalk Improvements by the Executive Manager of TNR or his designated representative. The DEVELOPER/ BUILDER shall prove that the sidewalk is built to Texas Accessibility Standards by submitting an approved inspection letter from a Registered Accessibility Specialist.

If this document needs to be renewed, it will be renewed at the then current rate for Sidewalks required by Travis County. In no case shall the amount of Security be less that the amount it would cost the County to complete the work if it becomes necessary.

Partial drafts and reductions in the amount of Security are permitted. Drafts will be honored within five calendar days of presentment. In lieu of drawing on the Security, the County, in its discretion, may accept a substitute Security in the then current amount of the estimated cost of constructing the Improvements. This Agreement may be revoked only by written consent of the DEVELOPER/BUILDER and the County.

The DEVELOPER/BUILDER must indicate by signing the appropriate line, below, whether or not he wishes the escrowed funds to be invested and interest paid at the rate Travis County receives for its 90-day accounts. If so, he will be charged $25.00 investment fee for every 90 days. The minimum amount of cash security that will be considered for investment is Two Thousand Dollars ($2,000.00).

DEVELOPER/BUILDER COMPANY NAME & ADDRESS

BY: Streetman Homes, Ltd., LLP 4407 Bee Cave Rd, Suite 212, Austin, TX 78746

PRINT: Kathy Rhoades

TITLE: Production Manager

PHONE: 512-329-9966

SIGN ONLY ONE

Invest funds with interest paid at the rate Travis County receives for its 90-day accounts and be charged a $25.00 investment fee for every 90 days.

Name Date

Funds shall not be invested and no interest shall be accrued to the Developer/Builder.

Kathy Rhoades 11/2/09
Name Date

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: _____
Date

COUNTY JUDGE, TRAVIS COUNTY, TEXAS

Date

Last Updated 11-25-09 at 3:45pm

Vendor: 99689 TRAVIS COUNTY NATURAL Date: 10/30/2009 Check No: 00035047

Invoice	Date	Description	Gross Amt	Adjusts	Net Amount
5528wildsw	10/26/09	sidewalk fiscal	1416.00	0.00	1416.00
5528wildsw		5528 Wild Foxglove Road wch02 West Cypress Hills - 70's			

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NOV 03 2009
TNR

Check Subtotal ----------->>	1416.00	0.00	1416.00

STREETMAN HOMES, Ltd., L.L.P
4407 BEE CAVES ROAD, SUITE 212
AUSTIN, TEXAS 78746

Citibank TX, NA

No. 035047

DATE 10/30/2009

CHECK AMOUNT $*******1,416.00

PAY ONE THOUSAND FOUR HUNDRED SIXTEEN DOLLARS AND ZERO CENTS**********

STREETMAN HOMES, Ltd., L.L.P

TO THE ORDER OF
TRAVIS COUNTY NATURAL
RESOURCES
P O BOX 1748
AUSTIN, TX 78767

⑈035047⑈ ⑆113193532⑆ 03 2961284 9⑈

2006000222

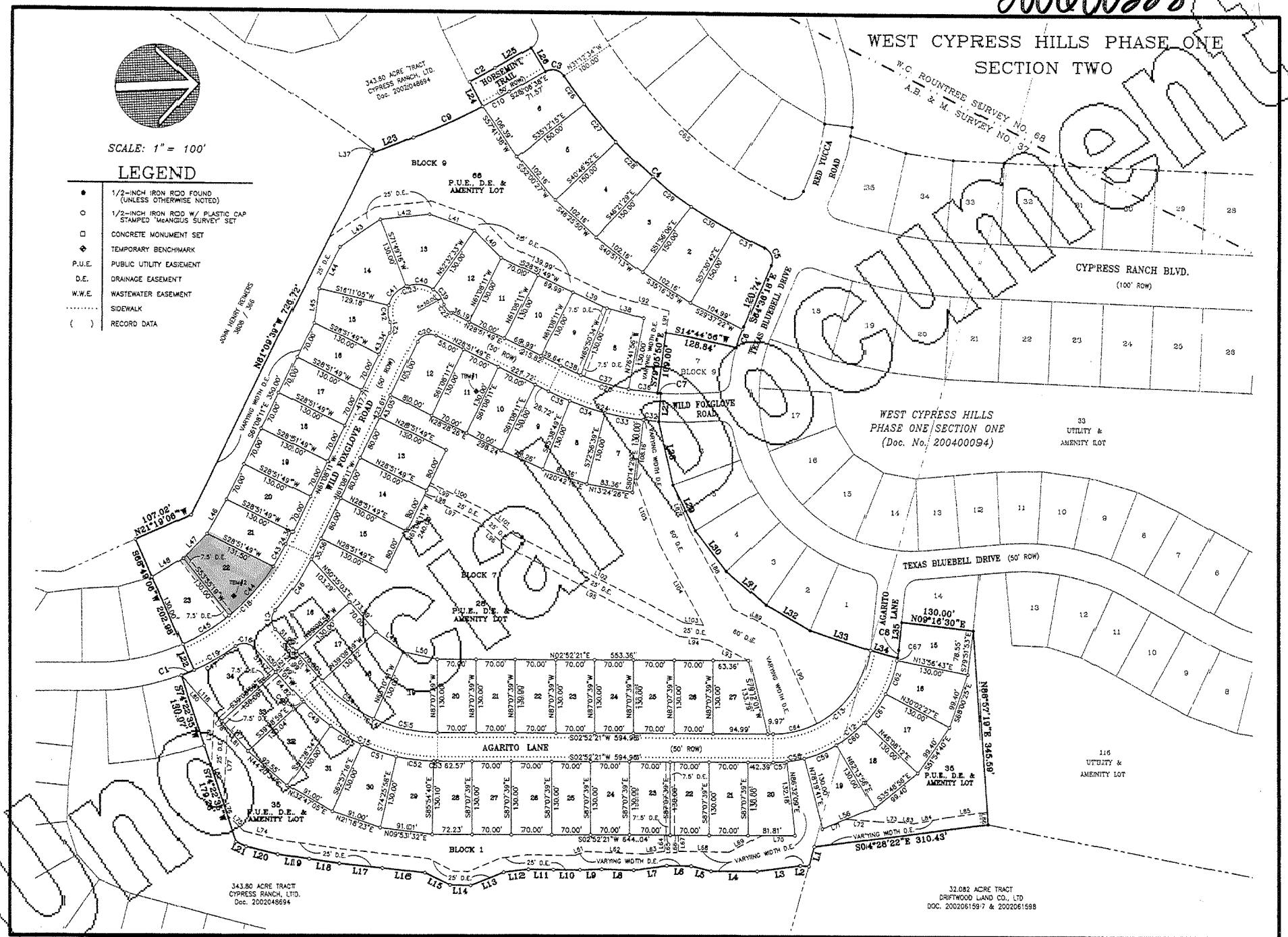
WEST CYPRESS HILLS PHASE ONE
SECTION TWO

W.C. ROUNTREE SURVEY NO. 68
A.B. & M. SURVEY NO. 3

SCALE: 1" = 100'

LEGEND

●	1/2-INCH IRON ROD FOUND (UNLESS OTHERWISE NOTED)
○	1/2-INCH IRON ROD W/ PLASTIC CAP STAMPED "McANGUS SURVEY" SET
□	CONCRETE MONUMENT SET
◆	TEMPORARY BENCHMARK
P.U.E.	PUBLIC UTILITY EASEMENT
D.E.	DRAINAGE EASEMENT
W.W.E.	WASTEWATER EASEMENT
·····	SIDEWALK
( )	RECORD DATA



Unofficial Document

PHOTOGRAPHIC SIMILAR

Item # 19

Travis County Commissioners Court Agenda Request

Meeting Date: December 1, 2009

I. A. Requestor: Judge Biscoe Phone # 854-9555

B. Specific Agenda Language:

CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FOR TRAVIS COUNTY POSITION ON TEXAS DEPARTMENT OF TRANSPORTATION PLANS REGARDING IMPROVEMENT TO FM 1626 FROM FM 967 IN HAYS COUNTY TO BRODIE LANE IN TRAVIS COUNTY.

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.

Joe Gieselman, TNR	

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COUNTY JUDGE'S OFFICE
09 NOV 25 PM 12: 39

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.

NOTICE OF PUBLIC HEARING
Farm-to-Market Road 1626
From Farm-to-Market Road 967 to Brodie Lane
Hays and Travis Counties

On Tuesday, December 8, 2009, the Texas Department of Transportation (TxDOT) will conduct a Public Hearing to discuss plans to improve Farm-to-Market Road (FM) 1626 from FM 967 in Hays County to Brodie Lane in Travis County.

The Public Hearing will be held at Elm Grove Elementary School located at 801 FM 1626 in Buda, Texas. The Public Hearing will begin with an open house from 6:00 p.m. to 6:30 p.m. During this time, displays of the proposed improvements and other project information will be available for review. Project team members will be available during this time to answer questions. At 6:30 p.m., presentations will be given, followed by a public comment period.

Within the proposed project limits, existing FM 1626 has an overall pavement width that varies from 22 to 28 feet which accommodates two 11-foot travel lanes with shoulders that vary in width from 0 to 3 feet. The existing usual right-of-way width varies from 80 to 100 feet. The purpose of the proposed project is to improve the safety and mobility on FM 1626. The need for the proposed project is to address the increasing traffic volume and accident rate on this segment of FM 1626. The proposed project is included in the Capital Area Metropolitan Planning Organization (CAMPO) 2030 Transportation Improvement Program (adopted June 6, 2005).

Proposed improvements include widening FM 1626 to an overall pavement width of 82 feet that would consist of four 12-foot travel lanes (two in each direction), a 14-foot continuous left turn lane, and 10-foot shoulders. The proposed usual right-of-way width would be 160 feet.

Although no residential or commercial relocations are anticipated at this time, the acquisition of properties and relocation assistance for displaced residential and business property owners would be conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Information about TxDOT's right-of-way acquisition and relocation assistance program will be available at the Public Hearing.

There is no potential habitat for federal and/or state listed endangered or threatened species within the project limits. The proposed project would encroach upon a floodplain but would not encroach upon a wetland or sole-source aquifer recharge zone. Potential impacts to waters of the U.S. would be permitted by U.S. Army Corps of Engineers Nationwide Permits for Linear

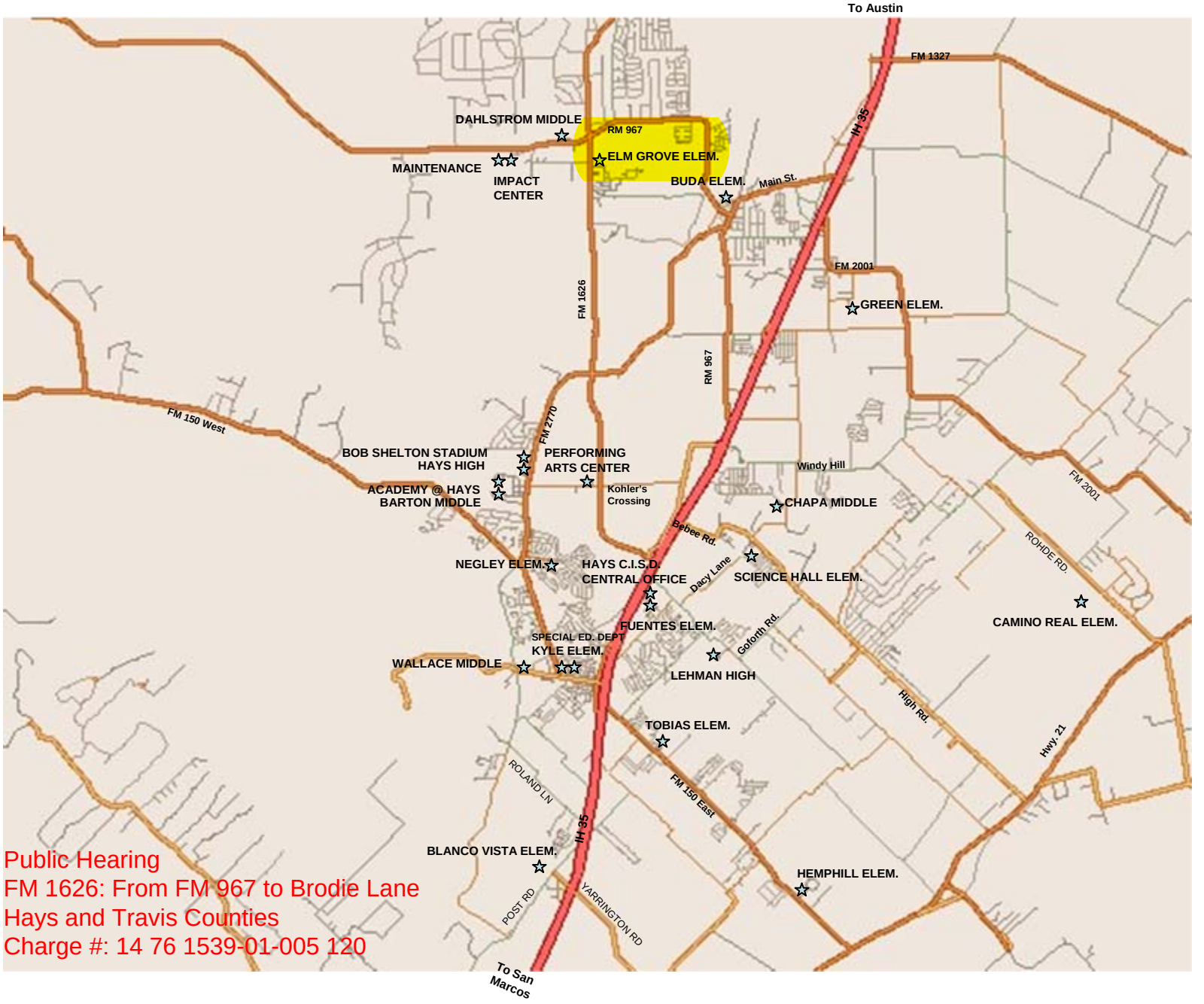
Transportation Crossings. Portions of the proposed project are located over the Edwards Aquifer Recharge Zone and would require a Water Pollution Abatement Plan approved by the Texas Commission on Environmental Quality prior to construction. The proposed project would not require the acquisition of public land designated and used as a park, recreation area, wildlife refuge, historic or cultural site, or scientific area.

The draft environmental document, design schematics, and other information concerning the project are available for review at the TxDOT South Travis Area Office located at 9725 S. IH 35 or at the TxDOT District Office located at 7901 N. IH 35. These will also be available for review at the Public Hearing.

The Public Hearing will be conducted in English. Persons interested in attending the Public Hearing who require auxiliary aids or services, such as interpreters, are requested to contact Dennis Nielsen at (512) 832-7056 at least five business days prior to the Public Hearing so that appropriate arrangements may be made. TxDOT will make every reasonable effort to accommodate communication or accessibility needs.

All interested citizens are encouraged to attend the Public Hearing and provide input on the project. Verbal and written comments may be presented at the Public Hearing. Written comments not submitted at the Public Hearing may also be submitted to: TxDOT Austin District Environmental Coordinator, Texas Department of Transportation, P.O. Box 15426, Austin, Texas 78761-5426. All comments received by Friday, December 18, 2009, will be included in the official Public Hearing record.

Last Updated 11-25-09 at 3:45pm



Public Hearing
FM 1626: From FM 967 to Brodie Lane
Hays and Travis Counties
Charge #: 14 76 1539-01-005 120

PROPOSED TYPICAL SECTION
STA. 133+00.00 (A) TO STA. 144+00.00 (A)
STA. 168+00.00 (A) TO STA. 264+84.12 (A)
4" TOPSOIL & SEEDING
2" TY "C" ACP
3" TY "B" ACP
8" FLEXIBLE BASE
9" MIN. LIME STABILIZED SUBGRADE WHERE PVR >2"
FUNCT. CLASS.: MAJOR COLLECTOR
DESIGN SPEED: 60 MPH
CURRENT ADT: 12,800 (2004)
PROJECTED ADT: 20,400 (2024)
NOT A BIDDING DOCUMENT
DATE
PRELIMINARY DESIGN SCHEMATIC
FM 1626
LIMITS: RM 967 TO BRODIE LANE
HAYS AND TRAVIS COUNTIES
CSJ 1539-01-005 AND 1539-02-018
DATE: SEPTEMBER 16, 2005
DESIGN/DRAWING: MWM/MWM
ROLL: 1 OF 1
©2005 Texas Department of Transportation
AUSTIN DISTRICT
SOUTH TRAVIS/HAYS COUNTY AREA OFFICE
SCALE: HORIZONTAL 1"=100'
VERTICAL 1"=10'
0 100' 200'
FILE: T:\DATA\Design\153901005\Schematic\09*16*05\09*16*05*1626schem.dgn

Item # 21

Travis County Commissioners Court Agenda Request

Meeting Date: December 1, 2009

I. A. Requestor: Judge Biscoe Phone # 854-9555

B. Specific Agenda Language:

RECEIVE PRESENTATION FROM ENVISION CENTRAL TEXAS REGARDING THE CENTRAL TEXAS GREENPRINT FOR GROWTH.

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.

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV 25 PM 2:22

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.

Melissa Velasquez - Requesting a presentation by Envision Central Texas to Travis County Commissioners Court on 12/1/09

From: "Miller, Diane" <dmiller@envisioncentraltexas.org>
To: "Biscoe, Sam" <sam.biscoe@co.travis.tx.us>
Date: 11/2/2009 3:16 PM
Subject: Requesting a presentation by Envision Central Texas to Travis County Commissioners Court on 12/1/09
CC: <melissa.velasquez@co.travis.tx.us>, "Josie Zavala" <Josie.Zavala@co.travis.tx.us>
Attachments: Greenprint Mkt-final.pdf

Dear Judge Biscoe:

Envision Central Texas, in partnership with the Capital Area Council of Governments, the Trust for Public Land, and stakeholders in Bastrop, Caldwell and Hays Counties, has just completed the Central Texas Greenprint for Growth. This builds on the Travis County Greenprint done in 2006 and provides a more comprehensive perspective on green infrastructure priorities in the region. As you know, The Greenprint is a tool for balancing sustainable conservation goals with the infrastructure requirements of our rapidly urbanizing region. The process utilized stakeholder input and Geographic Information Systems to identify conservation priorities, such as preserving water quality and creating recreational opportunitites, that reflect each community's diverse interests and values. By highlighting opportunities for conservation, the final report and map can be used to identify infrastructure corridors which support growth while minimizing impact on conservation priorities and illuminate critical conservation areas and potential sites for new parks and recreational facilities, all which will help us meet the needs of our growing population and preserve our region's unique identity.

The team from ECT, CAPCOG and TPL would like to make a brief (10 minute) presentation to the Travis County Commissioners Court in order to provide you with information about this expanded Central Texas Greenprint and how the Travis County Greenprint weaves in to this more recent work to provide a powerful regional picture of our conservation opportunties. We realize that some of the court members will be out in the coming weeks, and with the Thanksgiving holiday approaching, we'd like to request that we make this presentation on December 2nd, 2009, if that suits your scheduled agenda.

Attached is a brief write up about the Central Texas Greenprint along with a picture of the regional map for your review. I look forward to hearing back from you regarding this request to present to the Commissioner's Court and if the December 2nd date will work.

Thanks so much for your consideration of this request!

Sincerely,

Diane Miller

Diane Miller
Assistant Director
Envision Central Texas
Address: 6800 Burleson Road, Bldg. 310, Ste. 165, Austin, TX 78744
Phone: (512) 916-6037
Fax: (512) 916-6001
Email: dmiller@envisioncentraltexas.org
www.envisioncentraltexas.org

The Central Texas Greenprint for Growth:
A Regional Action Plan for Conservation and Economic Opportunity

A Green Vision for Central Texas

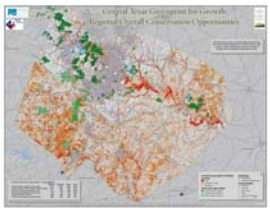
Central Texas is one of the fastest growing regions in the country. In fact, experts estimate that in twenty years, the population will increase by another million. **A big part of what makes the region so attractive is its natural amenities:** lakes and rivers, farms and ranches, nature preserves, parks and hike and bike trails. The unique heritage and natural beauty of the area contribute directly to its lauded economic vitality, fostering the kind of livable communities that attract the very best businesses and jobs.

Working with the region's citizens from 2002-2004, Envision Central Texas (ECT) created a vision for how we would like our region to grow in the future. Overwhelmingly, citizens expressed a desire to protect and preserve the environment, natural resources, water and air quality, recreational areas and other important elements that will ensure future generations enjoy the quality of life we have today. Rather than simply reacting to growth and sprawl or settling for what land is left after development occurs, **this vision advocates proactively planning for a *green infrastructure*** that is as important to our future as power lines, wastewater treatment facilities and roads.

What is Greenprinting?

To help identify this valuable *green infrastructure* for Central Texas, ECT formed a partnership with the Capital Area Council of Governments (CAPCOG) and the Trust for Public Land (TPL), to complete a *Greenprint for Growth* for the region. **This proactive planning tool uses a sophisticated computer model** that takes multiple Geographic Information Systems (GIS) layers of information about a specific area and integrates this data with local conservation goals to help communities make strategic, objective decisions about land conservation and development priorities. Greenprinting has been used successfully around the country, helping preserve an area's natural environment and character, identifying lands whose protection could meet **multiple conservation priorities**, and helping diverse community members **reach common ground** on conservation priorities as well as development and infrastructure goals.

How Does Greenprinting Work?



The Greenprinting process engages community leaders in a collaborative effort to define conservation priorities and establish criteria that reflect locally distinctive resources and objectives. Then, using state-of-the-art GIS models, the Greenprint analyzes this community-based data and **generates maps and reports that provide unique insights for formulating conservation acquisition strategies or development goals.** The maps show color-coded areas that best meet the priorities defined by the community and makes the determination of conservation targets a much more scientific process. .

Why Create a Central Texas Greenprint?

In October 2009, the Greenprinting process was completed in Bastrop, Caldwell, Hays and Travis Counties. These **integrated, interactive green infrastructure maps are invaluable tools** to identify and preserve critical open space for trails, parks, habitats as well as understand which land is most appropriate for development. The regional nature of this Greenprint helps to identify synergies between jurisdictions and develop strategies to support collective and individual county land protection plans.

The interactive Greenprint maps are available on the Information Clearinghouse at www.capcog.org. Other materials that are available are a printed report or pdf of the *Central Texas Greenprint for Growth: A Regional Action Plan for Conservation and Economic Opportunity*, a report or pdf of the *Travis County Greenprint for Growth*, and three, summary Greenprint brochures for Bastrop County, Caldwell County and Hays County. The Central Texas Greenprint for Growth initiative was made possible by contributions and grants from the Federal Highway Administration, the Shield Ayres Foundation, the Lower Colorado River Authority, University of Texas at Austin, Barton Springs-Edwards Aquifer Conservation District, Guadalupe-Blanco River Authority and Bastrop, Caldwell, Hays and Travis Counties. To download materials, visit the Resources Section at www.envisioncentraltexas.org or www.capcog.org or, if you have questions email dmiller@envisioncentraltexas.org.

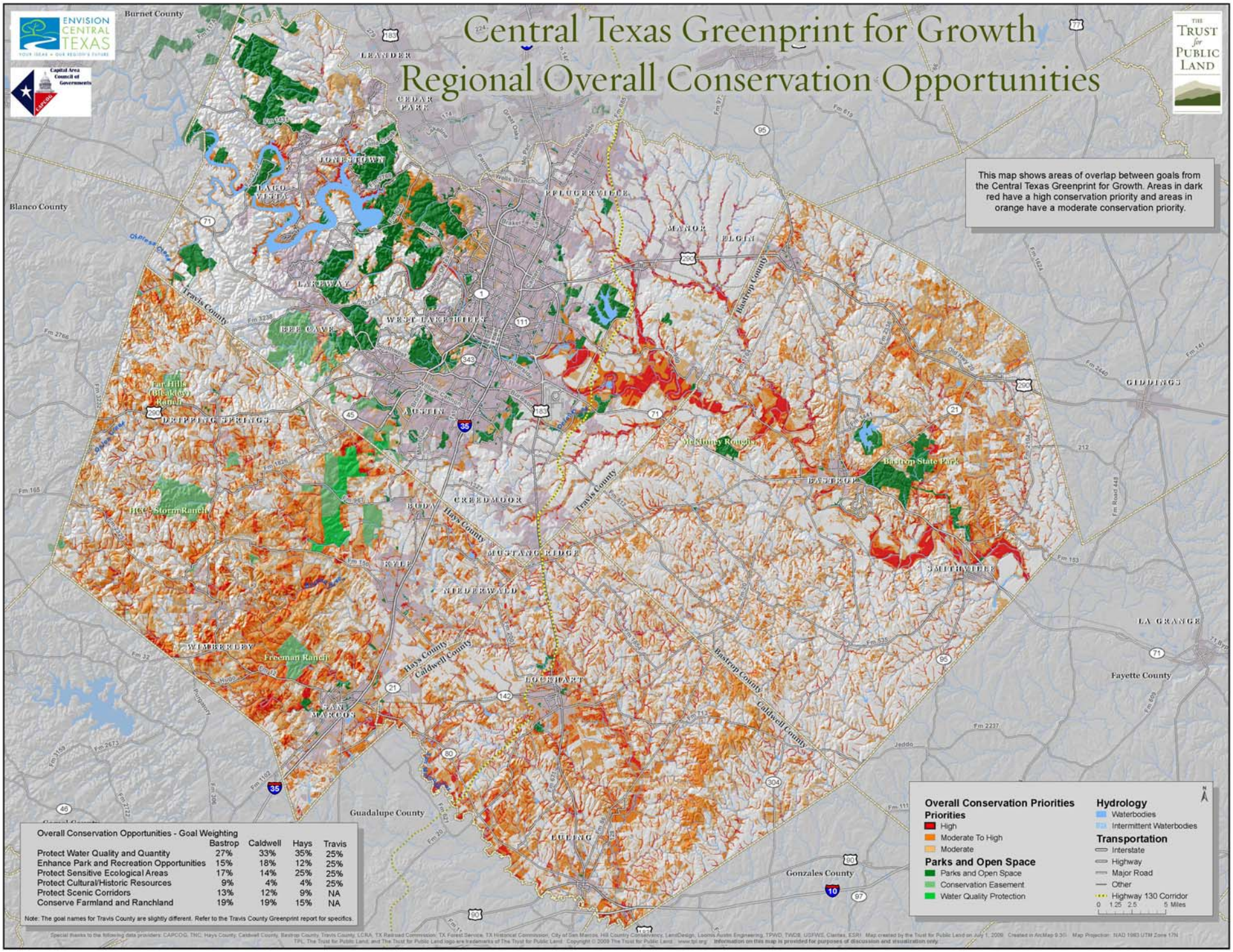
Central Texas Greenprint for Growth
Regional Overall Conservation Opportunities

ENVISION CENTRAL TEXAS — YOUR IDEAS + OUR REGION'S FUTURE

Capital Area Council of Governments — CAPCOG

THE TRUST for PUBLIC LAND

This map shows areas of overlap between goals from the Central Texas Greenprint for Growth. Areas in dark red have a high conservation priority and areas in orange have a moderate conservation priority.



Last Updated 11-25-09 at 3:45pm

WS# ____
VS# 24

TRAVIS COUNTY COMMISSIONER COURT
AGENDA REQUEST

Please consider the following item for: Voting Session December 1, 2009.

I. A. Request made by County Auditor's Office, telephone number 854-9125.

B. Requested text: Revenue and expenditure reports for the month of October 2009.

C. Approved by: _____.
Signature of Commissioner or Judge.

II. A. Copies of reports delivered to Commissioners on November 23, 2009.

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 :

_____

_____

_____

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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 mist 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.

Item # 25

Travis County Commissioners' Court Agenda Request

Meeting Date: December 1, 2009

I. A. Requestor: DEECE ECKSTEIN, IGR Phone # 854-9754

B. Specific Agenda Wording:

CONSIDER AND TAKE APPROPRIATE ACTION ON TRAVIS COUNTY ACTIVITIES SURROUNDING THE 2010 CENSUS, INCLUDING:

A. UPDATE ON ACTIVITIES OF THE AUSTIN-TRAVIS COUNTY COMPLETE COUNT COMMITTEE;
B. APPROVAL OF TRAVIS COUNTY 2010 CENSUS PARTNERSHIP AGREEMENT FORM; AND
C. APPROVAL OF REQUEST TO FILE PARTNERSHIP SUPPORT PROGRAM PROPOSAL WITH THE U.S. CENSUS BUREAU.

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.

SEE LIST BELOW	

III. Required Authorizations: Please check if applicable:

NONE APPLICABLE.

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NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

Rodney Rhoades, Executive Manager
Planning and Budget Office
Phone: 854-9106
Email: rodney.rhoades@co.travis.tx.us

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.

Item # _____

Sherri Fleming, Executive Manager
Health and Human Services
Phone: 854-4101
Email: Sherri.Fleming@co.travis.tx.us

Cyd Grimes
Purchasing Agent
Phone: 854-9700
Email: CYD.GRIMES@co.travis.tx.us

David Escamilla
County Attorney
Phone: 854-9415
Email: David.Escamilla@co.travis.tx.us

Nelda Wells Spears
County Tax Assessor-Collector
Phone: 854-9473
Email: Nelda.Spears@co.travis.tx.us

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.

MEMO

☐ For Your Information
☑ Action Required

TO: **Travis County Commissioners Court**

FROM: Deece Eckstein, Coordinator, IGR

DATE: Wednesday, November 25, 2009

RE: **Travis County participation in the 2010 U.S. Census**

SUMMARY AND IGR RECOMMENDATION

IGR recommends that the Court:

1. Approve the attached Census 2010 Partnership Agreement Form
2. Approve the attached Partnership Support Program Application for a grant of not more than $3,000 in support of Travis County outreach efforts for the 2010 Census.

Complete Count Committee Update:

Both the County and the City of Austin have completed their appointments to the Austin-Travis County Complete Count Committee (CCC). Members of the CCC have completed their Census Bureau-required training. The Steering Committee will have its first planning meeting on Monday, December 7.

The role of the CCC is to organize and execute efforts to educate and motivate residents in Travis County, particularly the hard-to-count populations, to participate in the 2010 Census. In addition to its own efforts, the CCC coordinates efforts by other groups and entities to ensure the most effective use of resources. Travis County is one of those entities.

The US Census Bureau has asked Travis County to sign a partnership agreement with the Census Bureau, setting forth the ways in which we will support census efforts in the community. Partnership status also allows us to request a modest grant from the Census Bureau to fund some of our outreach efforts.

One strategy we will use to promote the Census is to print and distribute tri-fold brochures that explain the process and address commonly-held misconceptions about the process. These brochures will be distributed in February and March through the County's extensive network of community centers, satellite offices and health clinics.

Budgetary and Fiscal Impacts:

The Census Bureau will make grants of not more than $2,999 for goods or $2,499 for services for activities that will support Census 2010 outreach efforts. The deadline for grant applications in Tuesday, December 1, 2009.

IGR staff has contacted a vendor, who is preparing an estimate that will be available on Monday, November 30, 2009, and that will be included in the final grant application presented to the Court on December 1.

Issues and Opportunities:

In support of the efforts of the US Census, the Travis County Commissioners Court has committed to facilitating opportunities with the US Census that will arise from an accurate count of all County residents.

IGR is currently soliciting bids from a printing company to print tri-fold brochures which will be distributed through the County's network of offices. The brochures will be distributed through the network of locations operated by Travis County to serve its residents. A listing of those locations is at the end of this memo.

Background:

The US Census occurs every decade. Its purpose is to obtain population and demographic information about the United States. That data is used to allocate approximately $400 billion a year – up to $4 trillion a decade – in government resources among individuals and communities throughout the land. Just a few examples:

- ✯ Title I grants to school districts
- ✯ Public transportation and mass transit programs
- ✯ Emergency food and shelter programs
- ✯ Head Start
- ✯ Women, Infants and Children (WIC) food assistance program
- ✯ Programs for the elderly

New census data is also used for reapportionment, that is, the allocation of congressional seats among the various states. Texas is expected to pick up at least three congressional seats in this decade's reapportionment.

Reapportionment then leads to redistricting, as congressional, legislative, and even local government districts are redrawn to reflect new population data. For example, Travis County will redraw the lines for its county commissioner precincts based on the new census data.

For obvious reasons, an accurate census count is important to Travis County and its residents. Because some sectors of the Travis County population are at risk for being undercounted – e.g., college students, the homeless, non-English-preferring populations and immigrants – the County has taken a proactive approach to the Census.

cc: Sherri E. Fleming, Executive Manager, TCHHS&VS
Rodney Rhoades, Executive Manager, PBO
Travis Gatlin, Budget Analyst, PBO
Cyd Grimes, Purchasing Agent
Nelda Wells Spears, Tax Assessor-Collector

TRAVIS COUNTY FACILITIES TO BE USED FOR DISTRIBUTION OF 2010 CENSUS-RELATED MATERIALS

Tax Office:

Travis County Assessor/Collector
5501 Airport Boulevard
Austin, Texas 78751-1410

Satellite Tax Offices:

East Austin:
4705 Heflin Ln 78721-1521 (Springdale at MLK) drive through service available

Southeast near Austin-Bergstrom Airport
4011 McKinney Falls Pkwy
Austin, Texas 78744-4103 drive through service available

Pflugerville
15822 Foothill Farms Loop
Pflugerville, Texas 78660-3422 drive through service available

Oak Hill
8656 Hwy 71W
Austin, Texas 78735

Community Centers:

Del Valle: South Community Center
3518 FM 973 S.
Del Valle, Texas, 78617
Phone 247-4407
Fax 247-3108

7:30am - 5:00pm, M-F

Jonestown: Northwest Rural Community Center
18649 FM 1431 Ste. 6A
Jonestown, Texas, 78645
Phone 267-3245
Fax 267-2659
7:45am - 5:00pm, M-F

Manor: East Rural Community Center
600 W. Carrie Manor St.
Manor, Texas, 78653
Phone 272-5561
Fax 272-8750
8:00am - 5:00pm, M-F

Oak Hill: West Rural Community Center
8656 W. Hwy. 71
Oak Hill, Texas, 78735
Phone 854-2130
Fax: 854-2145
8:00am - 5:00pm, M-F

Pflugerville: North Rural Community Center
15822 Foothill Farm Loop
Pflugerville, Texas, 78660
Phone 251-4168
Fax 251-8734
M-F 8:00am - 5:00pm, M-F

Health & Wellness Clinics:

North Clinic
Dr. Lynn Stewart

5501 Airport Blvd.
Front Desk 854-7998

Main Clinic
Dr. Margaret Brown
1010 Lavaca St., 2nd Floor
Administrative Assistant
Iman Hammoudeh 854-5509

South Clinic
Del Valle
Del Valle, Texas
Phone 247-9191

Veteran's Services Office:

100 N. IH35, # 2400
Suite 510
Austin, TX 78701
Phone: (512) 854-9340
Fax: (512) 854-4453

Item # 26

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Please consider the following item for **VOTING SESSION**: **December 1, 2009**

RECEIVED COUNTY JUDGE'S OFFICE 09 NOV 23 PM 12:05

A. REQUEST MADE BY: **Sheriff Greg Hamilton**
(Elected/Appointed Official/Executive Mgr/County Attorney)

REQUESTED TEXT:

Vote and approve to increase the Auto Theft Unit petty cash for confidential funds from $700-$1,500. The Auto Burglary and Theft Prevention Authority has approved $5,000 for the Grant 2010 cycle.

COUNTY JUDGE OR COMMISSIONER

A. Any backup material to be presented to the Court must be submitted with this Agenda Request (Original(s) & 8 copies).

B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. The originating department should send a copy of this Agenda Request and backup to them:

Sergeant Tommy Wooley 786-2306 and Michael Wickern (auditor)

REQUIRED AUTHORIZATIONS: PLEASE CHECK IF APPLICABLE:

_____**Additional funding for any department or for any purpose**
_____**Transfer of existing funds within or between any line item budget**
_____**Grant**

PURCHASING OFFICE (854-9700)

_____**Bid, Purchase Contract, Request for Proposals**

COUNTY ATTORNEY'S OFFICE (854-9415)

_____**Contract, Agreement, Policy & Procedure**

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesday at 12:00 p.m. for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.

REQUEST FOR ADJUSTMENT TO CHANGE FUND OR PETTY CASH FUND

Office/Department: Travis County Sheriff's Office/Auto Theft Unit

Request for Adjustment to ***(1) Change Fund*** ***(2) Petty Cash Fund*** ***(Circle one only)***

Current Balance:	$ 700.00	(a)	This should include total funds held for the office/department
Requested Increase:	$ 800.00	(b)	Please provide justification for requested increase in the space provided. Also, please provide source of funds to be used to establish increase.
Requested Decrease:	$ ( )	(c)	Please provide justification for requested decrease. Also, please provide a copy of deposit warrant issued by County Treasurer's Office
Revised Balance:	$ 1,500.00	(d)	Amount to be presented to Commissioners' Court for approval

Justification for Adjustment: (attach supporting documentation as necessary)

____ Establish new fund (provide details)

XX Increase current fund (provide documentation of increased requirements)

____ Decrease current fund

____ Seasonal increase in collections (provide documentation of increased requirements)

____ Seasonal reduction in collections

____ Eliminate fund -- no longer needed

____ Other

The Sheriff's Combined Auto Theft Task Force received grant funds from the Autobmobile Burglary and Theft Prevention Authority for FY2010 which included Confidential Funds for the following cases.
1) Undercover/Surveillance use including expenses that are incurrred during an approved operation
2) Informant payments includes expenses for meals, drinks and lodging when necessary for the security of the operation

The Grant states that the Task Force Sergeant will determine payment for information based upon the type of crime, quantity of information

Signature: Elected/Appointed Official or Designee — Date: 9/15/09

Request Approved X — Request Denied ____

Signature: County Auditor or Designee — Date: 10/26/2009

Comments
Approval contingent on TCSO requesting reimbursement at least monthly.

Texas Burglary and Automobile Theft Prevention Authority
Approved Budget Summary

Grant Number: SA--T01-10069-10 **Region:** 1200
Grantee: Travis County **Date:** 06/24/09
Project Title: Sheriff's Combined Auto Theft Task Force (SCATTF)
Grant Period: 09/01/2009 to 08/31/2010
Funding Source: Auto Burglary & Theft Prevention Authority

	ABTPA	Cash Match	In-Kind	TOTAL
A. Personnel:	$600,501	$324,862		$925,363
B. Contractual:				$0
C. Travel:	$6,078			$6,078
D. Equipment:				$0
E. Supplies:	$27,552			$27,552
F. Indirect:				$0
Total:	$634,131	$324,862	$0	$958,993

Budget Detail:

A. Sergeant 100% $87,028; Field Agent-Bastrop 100% $46,500;Field Agent-Colorado Co. 100% $38,880; Field Agent-Comal Co. 100% $63,149; Field Agent-Guadalupe Co 100% $47,418; Field Agent-Hays Co. 100% $63,181; Field Agent-Travis Co. 100% $79,293; Field Agent-Travis Co. 100% $79,293; Field Agent-Wharton Co. 100% $48,603; Public Awareness Coordinator 100% $37,156; Overtime $10,000

C. In-State
TAVTI Conference $5,903; Dallas Auto Show $175

E. Fuel/Maint. PA Vehicle $7,456; Cell Phones $3,696; CI Funds $5,000; Air Cards for Computers $5,400; PA Funds $6,000

31

Travis County Commissioners Court Agenda Request

Voting Session 12 / 1 / 09 (Date) Work Session _____ (Date)

I. A. Request made by: Joseph P. Gieselman, TNR Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

Consider and take appropriate action on the possible disposition of 0.733 acres (31,949 square feet) of unused, excess right-of-way adjacent to the TCESD Fire Station #4 on Hunters Bend Road, as requested by the Travis County Emergency Services District #4 in Precinct One.
(Executive Session 1 & 2)

C. Approved by: _____
Commissioner Ron Davis, Precinct 1

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight (8) 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 the Agenda Request and backup to them:

Joseph P. Gieselman, TNR	854-9383	Dee Heap, TNR	854-7647
Steve Manilla, P.E., TNR	854-9429	Donna Williams-Jones TNR	854-9383
Greg Chico, TNR	854-4659	Chris Gilmore, Asst. CA	854-9435

2009 NOV 19 AM 8:36
COMMISSIONERS OFFICE
TRAVIS COUNTY

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)

__X__ 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 Monday for the following week's meeting. Late or incomplete requests will be deferred.

TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building, 11th Floor
P.O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

COURT DATE: 12 – 1 – 09

AGENDA ITEM #

MEMORANDUM

DATE: November 16, 2009

TO: Members of the Commissioners' Court

FROM: Joseph P. Gieselman, Executive Manager

SUBJECT: Request from Travis County Emergency Services District #4 to purchase 0.733 acres (31,949 square feet) of unused, excess right-of-way from Travis County

SUMMARY OF BRIEFING AND STAFF RECOMMENDATION

On March 10, 2009 Commissioners Court authorized and directed County TNR staff to follow the approved steps for consideration of selling excess right-of-way to the Travis County Emergency Services District #4 (ESD4). An excerpt of minutes for this item is attached as Exhibit "A". The right-of-way ESD4 wishes to acquire is a crescent-shaped portion of land adjacent to their fire station on Hunters Bend Road – just south of FM 969. The elongated parcel comprises 31,949 square feet (0.733 acres), and is depicted in Exhibit "B". Over the past several months, ESD4 worked to satisfy preliminary requirements for their purchase of the right-of-way.

TNR staff determined that this section of former roadway is not used, needed, or desired by Travis County or the general public for any purpose. At ESD4 expense, the land area was recently appraised by Mr. John Coleman, MAI, of the Aegis Group, Inc., with a fair market value of $16,000. A survey of various public use possibilities was undertaken by ROW staff, and based upon such review, TNR recommends sale of the property. Additionally, all adjoining property owners have been notified and have declined (in writing) any interest in purchasing a proportional share of the right-of-way. All required advertisement / notification in a local newspaper of the proposed sale has been completed by ESD4.

ESD4 has satisfactorily completed all steps as proscribed by Texas law and Travis County's policies and procedures; enabling ESD4 to continue with the acquisition with Court approval at the appraised value of $16,000. This contemplated sale would be via a Deed without Warranty, and without title company settlement or any expense to Travis County. TNR recommends approval of this proposed sale, and conveyance of the property to ESD4 for $16,000.

FISCAL AND BUDGETARY IMPACT

If sold, Travis County general fund would receive $16,000 for the unused, excess right-of-way, would return the property to the tax rolls, and would no longer have maintenance responsibility or costs, or liability.

ISSUES AND OPPORTUNITIES

TNR staff views this proposed sale as appropriate and in the best interest of the general public, as an opportunity to assist residents in the area with regard to provision of emergency services, and prudent stewardship of County resources / assets.

REQUIRED AUTHORIZATION County Attorney – Chris Gilmore

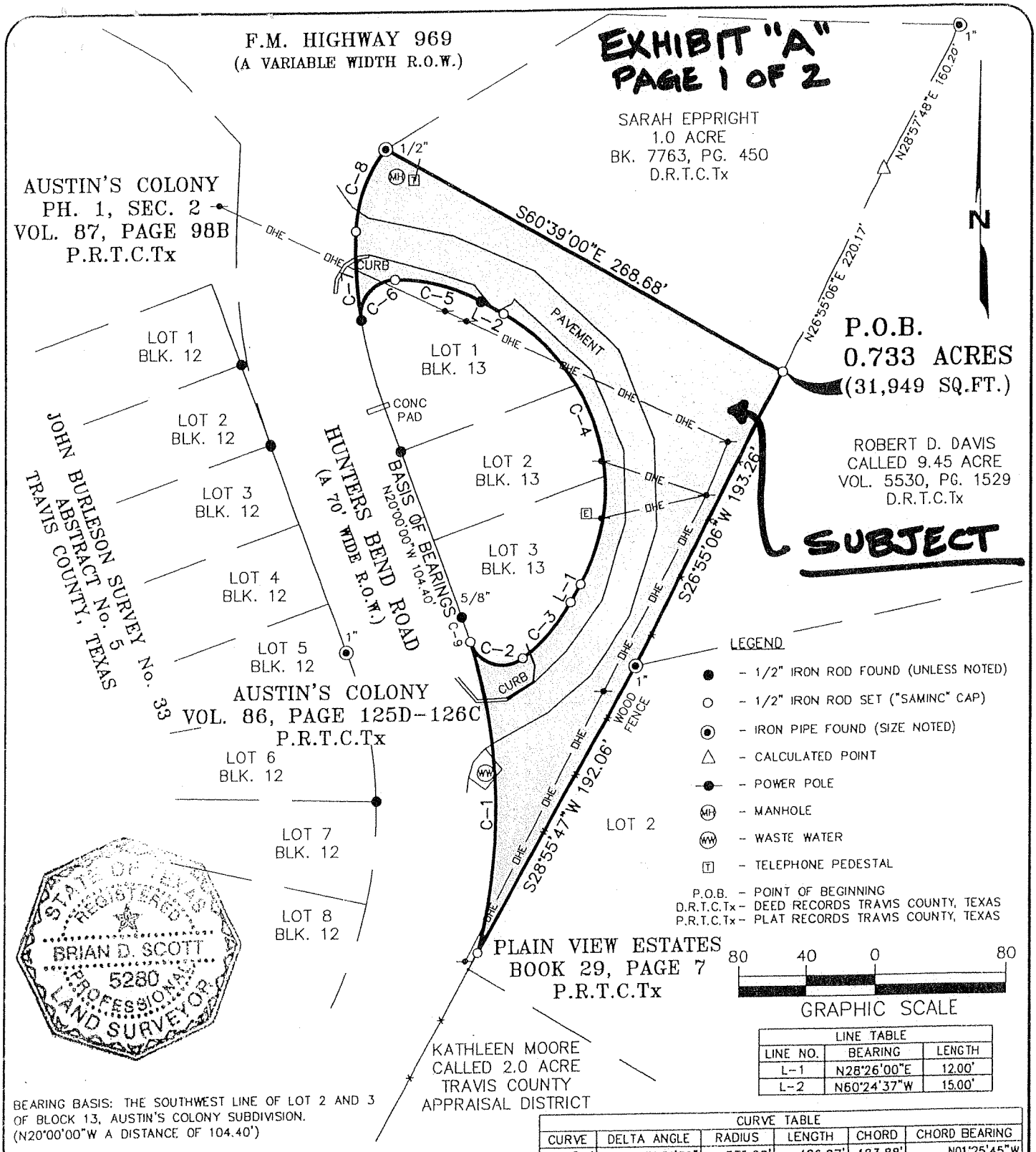
EXHIBITS
(A) Surveyor's sketch and plat map depicting the subject tract sought by ESD4
(B) Certified Minutes (dated 3-10-09)
(C) Area maps identifying approximate location of subject site
(D) Appraisal Information – Summary of Salient Facts and Conclusions

copy: Steve Manilla, P.E., Public Works Director
Greg Chico, Right-of-Way Manager
Dee Heap, Right-of-Way Negotiator
Donna Williams-Jones, TNR, Senior Financial Analyst

JPG/gc

c:\alldocs\ccmm163.doc

EXHIBIT "A"
PAGE 1 OF 2



LINE TABLE		
LINE NO.	BEARING	LENGTH
L-1	N28°26'00"E	12.00'
L-2	N60°24'37"W	15.00'

BEARING BASIS: THE SOUTHWEST LINE OF LOT 2 AND 3 OF BLOCK 13, AUSTIN'S COLONY SUBDIVISION. (N20°00'00"W A DISTANCE OF 104.40')

CURVE TABLE					
CURVE	DELTA ANGLE	RADIUS	LENGTH	CHORD	CHORD BEARING
C-1	31°51'30"	335.00'	186.27'	183.88'	N01°25'45"W
C-2	109°18'29"	20.00'	38.16'	32.63'	S72°00'45"E
C-3	24°53'53"	100.00'	43.46'	43.11'	N40°53'04"E
C-4	88°50'27"	118.37'	183.55'	165.70'	N15°59'27"W
C-5	30°03'11"	100.00'	52.45'	51.85'	N75°26'13"W
C-6	98°34'09"	20.00'	34.41'	30.32'	S40°15'07"W
C-7	11°10'10"	265.00'	51.66'	51.58'	N03°26'52"W
C-8	36°14'32"	80.76'	51.08'	50.23'	N20°15'29"E
C-9	2°38'59"	335.00'	15.49'	15.49'	N18°41'00"W

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION AND THAT THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

12/5/08
DATE

BRIAN D. SCOTT
REGISTERED PROFESSIONAL LAND SURVEYOR
NO. 5280 - STATE OF TEXAS

REVIEWED BY:

PROJECT:	TRAVIS COUNTY ESD #4
JOB NUMBER:	28167-08
DATE:	11/04/2008
SURVEYOR:	BDS
PARTY CHIEF:	JSB
FIELDBOOK:	6189
FIELDNOTE:	FN5028-REV1
TECHNICIAN:	MDL
DRAWING:	FN5028-REV1.DWG
SCALE:	1"=80'

SAM INC.
SURVEYING•AERIAL MAPPING•ENGINEERING

5508 WEST HIGHWAY 290
BUILDING B AUSTIN TEXAS,
78735 (512) 447-0575
FAX: (512) 326-3029
EMAIL: SAM@SAMINCAUS.COM

TRAVIS COUNTY, ESD #4
SKETCH TO ACCOMPANY
FIELD NOTE No. 5024
PAGE 3 OF 3

Last Updated 11-25-09 at 3:45pm

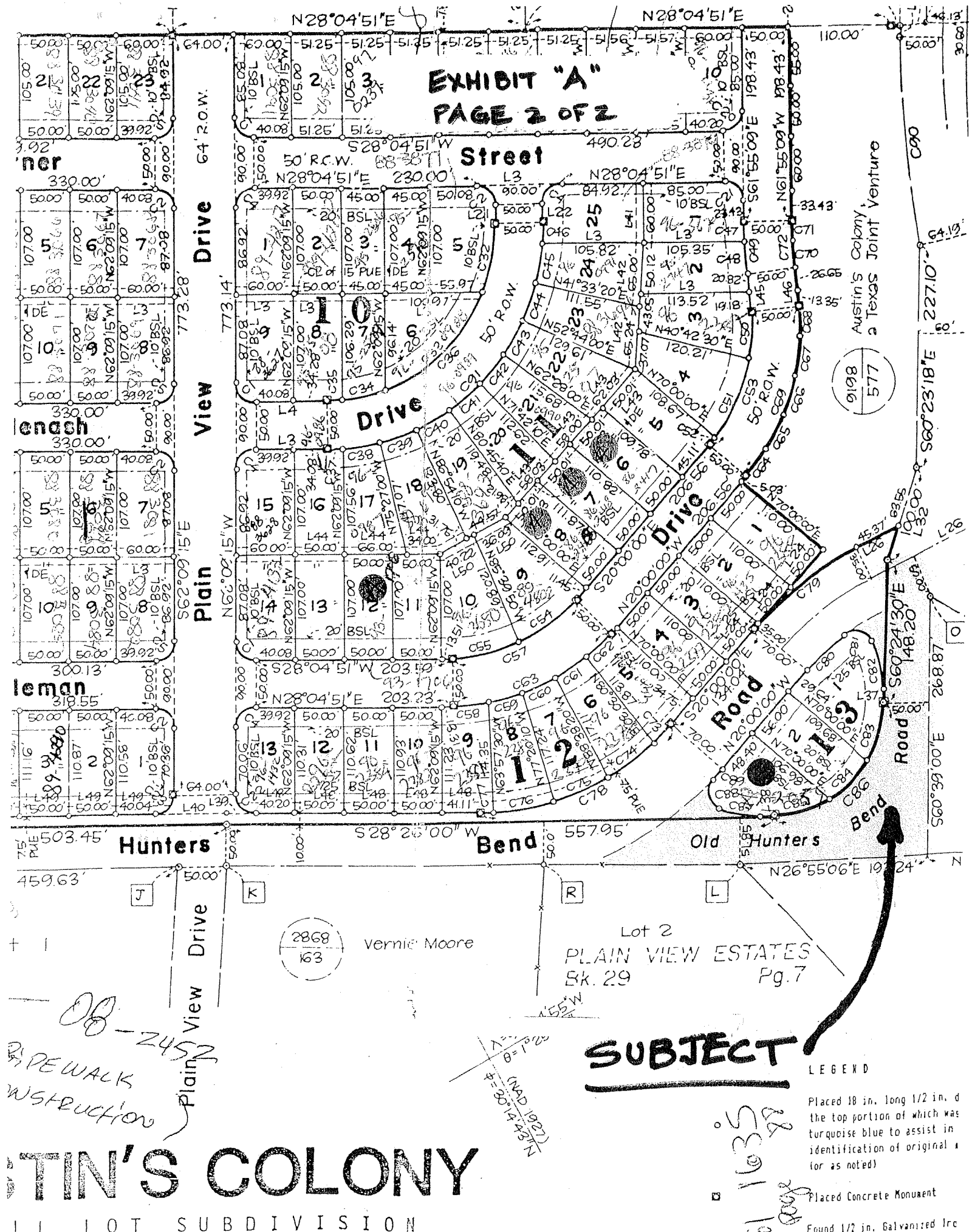


EXHIBIT "B"

CERTIFIED MINUTES EXCERPT

The Travis County Commissioners' Court convened on March 10, 2009. The following Item was considered:

29. CONSIDER AND TAKE APPROPRIATE ACTION ON THE POSSIBLE DISPOSITION OF 0.733 ACRES (31,949 SQUARE FEET) OF UNUSED, EXCESS RIGHT-OF-WAY ADJACENT TO THE TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4 FIRE STATION ON HUNTERS BEND ROAD, AS REQUESTED BY THE TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4. (COMMISSIONER DAVIS) [1 AND 2] (10:01 AM) (1:55 PM) (4:18 PM)

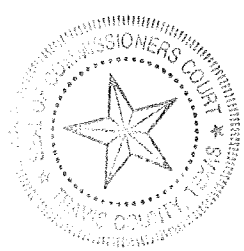
Clerk's Note: Judge Biscoe announced that Item 29 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez that we authorize County Staff to proceed with this matter, to follow the steps that they outlined for us; and to indicate that Commissioner Davis will be the Commissioner for the sale of this property; and if after we communicate that to Commissioner Davis, if he has other plans, we will put that back on the Court's agenda.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	absent
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

I, Dana DeBeauvoir, County Clerk and Ex-Officio Clerk of the Commissioners' Court of Travis County, Texas, do hereby certify that the above is correct information from the Proceedings of the Commissioners' Court of Travis County, Texas.

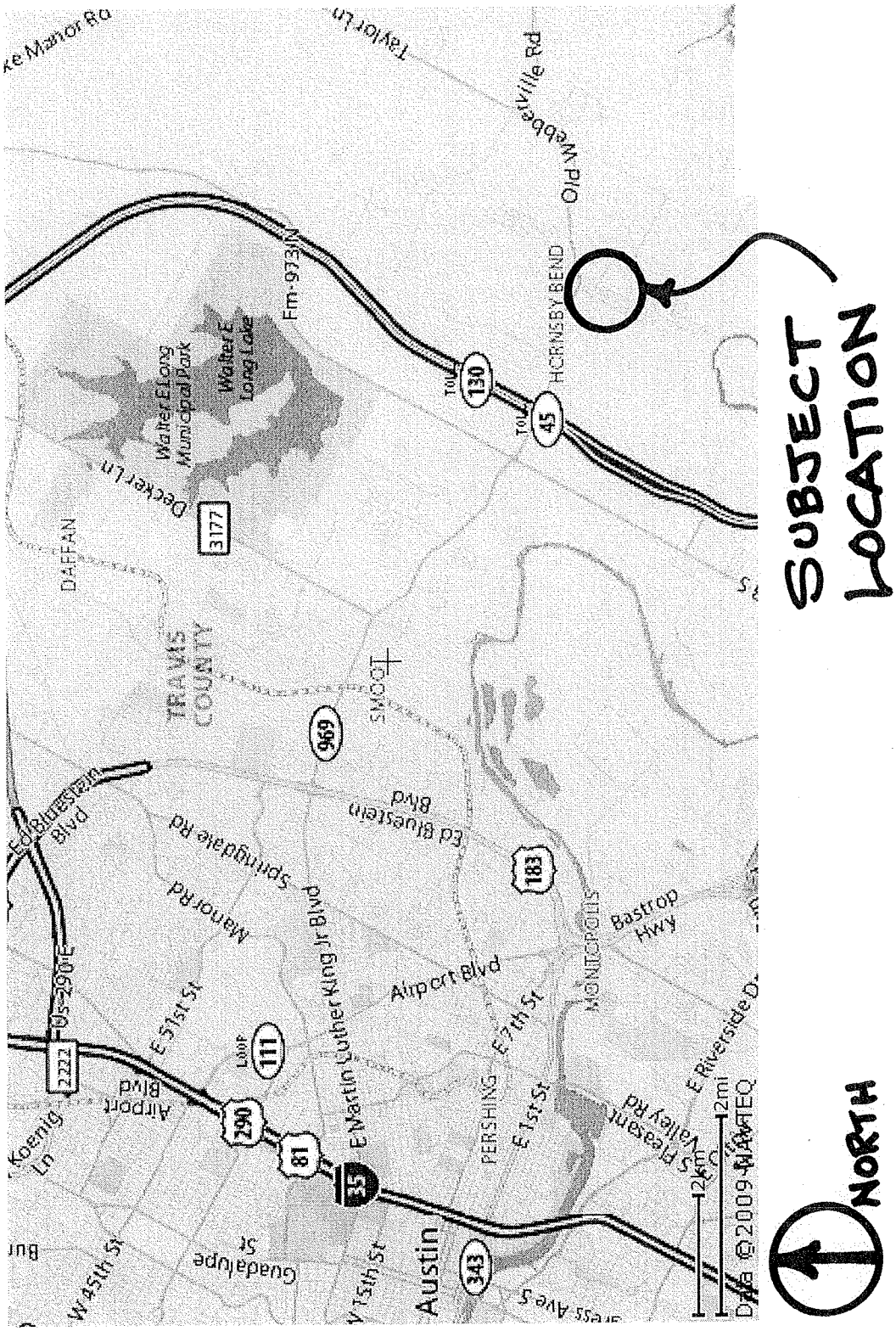
Witness my hand and seal, this the 11th day of March, 2009.



DANA DeBEAUVOIR
County Clerk and Ex-Officio Clerk
of the Commissioners' Court of
Travis County, Texas

By: Gillian Porter
Gillian Porter, Deputy

EXHIBIT "C"



SUBJECT LOCATION

NORTH

SUMMARY OF SALIENT FACTS AND CONCLUSIONS

Subject Property:	The subject property is a 0.733 acre tract of land (31,949 square feet) located along the northeast line of Hunters Bend Road, south of FM 969 in Austin, Texas. The subject represents an abandoned right of way previously known as Old Hunters Bend Road. The topography of the site is generally level to slightly sloping to the east. The subject property is currently vacant with the only improvements to the site consisting of an asphalt paved roadway in poor condition. This is not considered to contribute to value.
Subject Legal Description:	0.733 acres out of the John Burleson Survey No. 33, Abstract No. 5 in Travis County, Texas.
Property Rights Appraised:	Fee simple interest
Effective Date of Appraisal:	June 1, 2009
Date of Inspection:	June 1, 2009
Date of Appraisal Report:	June 9, 2009
Whole Property Size:	0.733 acres (subject)
TCAD Parcel ID Numbers:	Not assigned (subject)
Floodplain:	None per Austin GIS.
Zoning:	None, City of Austin 5-mile ETJ
Improvements/Current Use:	The subject property is currently vacant with the only improvements to the site consisting of an asphalt paved roadway in disrepair. This is not considered to contribute to value.
Utilities:	All utilities are available to the subject property
Highest and Best Use as though Vacant:	Future Residential development
Final Opinion of Market Value:	**$16,000**

33

Travis County Commissioners Court Agenda Request

Voting Session: December 1, 2009 (Date) Work Session _____ (Date)

I. A. Request made by: Joseph P. Gieselman, Executive Manager Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Consider and take appropriate action on a proposed acquisition of approximately 9 acres of land near Lime Creek Road in northwestern Travis County for inclusion in the Balcones Canyonlands Conservation Preserve (Executive session pursuant to Tex. Gov't Code Section 551.072.).

C. Approved by: Karen Huber
Karen Huber, Commissioner Precinct 3

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight (8) 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:

John Hille	854-9415	Jon White	854-9383
Melinda Mallia	854-9383	Rose Farmer	854-9383
Jennifer Brown	219-6190 xt.5	Lisa Dean	854-7646
Greg Chico	854-4659		

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)

_X_ Contract, Agreement, Policy & Procedure

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV 24 AM 9:08

AGENDA REQUEST DEADLINE: This Agenda Request complete with the backup memorandum and exhibits should be submitted to the County Judges Office no later than 5:00 PM on Monday for the following weeks meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

34

Travis County Commissioners Court Agenda Request

Voting Session 12/01/09 Work Session _____ (Date)

1. A. Request made by: Commissioner Karen Huber and County Attorney (John C. Hille, Jr.) Phone # 854-9513

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

Karen Huber

Commissioner Huber

B. Requested Text: Consider and take appropriate action on acquisition of approximately 260.4 acres of land owned by New Life International in connection with the Balcones Canyonlands Conservation Plan. (Executive Session also, pursuant to Tex. Gov't Code §551.071 and §551.072)

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:

Mr. Joe Gieselman, Ex. Mgr., TNR	854-9383
Ms. Rose Farmer, Div. Dir., TNR	854-9437
Mr. John C. Hille, Jr., Div. Dir., TCAO	854-9513

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 09 NOV 24 AM 9:08

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 Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

216948-1

35

Travis County Commissioners Court Agenda Request

Voting Session: December 1, 2009 (Date) Work Session _____ (Date)

I. A. Request made by: Joseph P. Gieselman, Executive Manager Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Consider and take appropriate action on acquisition of approximately 17.374 acres of land owned by James William and Nancy Richards in connection with the Balcones Canyonlands Conservation Plan. (Executive session pursuant to Tex. Gov't Code Section 551.072.)

C. Approved by: Karen Huber
Karen Huber, Commissioner Precinct 3

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight (8) 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:

John Hille	854-9415	Jon White	854-9383
Melinda Mallia	854-9383	Rose Farmer	854-9383
Jennifer Brown	219-6190 xt.5	Mike Martino	854-7646

RECEIVED
COUNTY JUDGE'S OFFICE
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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)

__X__ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with the backup memorandum and exhibits should be submitted to the County Judges Office no later than 5:00 PM on Monday for the following weeks meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

36

Travis County Commissioners Court Agenda Request

Voting Session: Dec 1, 2009 (Date) Work Session _____ (Date)

I. A. Request made by: Joseph P. Gieselman, Executive Manager Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Consider and take appropriate action on purchase contract with Jack Bow for the acquisition of property on Hedgerow Place. (Executive session pursuant to Tex. Gov't Code Section 551.072.)

C. Approved by: Margaret Gomez
Margaret Gomez, Commissioner Precinct 4

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight (8) 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:

Melinda Mallia, TNR	854-9383	Charles Bergh, TNR	854-9383
Julie Joe, CA	854-9415	Jon White, TNR	854-9383
Chris Gilmore, CA	854-9415	Tom Weber, TNR	854-9383

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)

__X__ Contract, Agreement, Policy & Procedure

RECEIVED
COUNTY JUDGE'S OFFICE
09 NOV 24 AM 11:08

AGENDA REQUEST DEADLINE: This Agenda Request complete with the backup memorandum and exhibits should be submitted to the County Judges Office no later than 5:00 PM on Monday for the following weeks meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

TRAVIS COUNTY PURCHASING OFFICE
Cyd V. Grimes, C.P.M., Purchasing Agent
314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

37

Approved by: Cyd V. Grimes 11/24/09 MB

Voting Session: Tuesday, November 24, 2009

REQUESTED ACTION: APPROVE MODIFICATION NO. 3 TO CONTRACT NO. PS070371JW, ESPEY CONSULTANTS, INC., CONSULTING SERVICES FOR HAMILTON POOL POLLUTION (COUNTY ATTORNEY)

Points of Contact:

Purchasing: Jason G. Walker
Department: (TNR), Joe Gieselman, Executive Manager; Charles Bergh; Jon White
County Attorney (when applicable): John Hille; Steve Capelle; Sherine Thomas
County Planning and Budget Office: Leroy Nellis
County Auditor's Office: Susan Spataro, Jose Palacios
Other:

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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.

At the development known as The Ranches at Hamilton Pool, inadequate and improper erosion controls resulted in a massive, uncontrolled discharge of sediment to Hamilton Creek upstream of Hamilton pool during a rain event on May 31, 2007. The downstream waters of the construction site were transformed into a dense, milky brown flowage, where then the opaque pool, with its natural bottom, became buried by several feet of sediment.

As a result of these circumstances, Travis County, the State of Texas, Hays County, and several affected landowners joined together to file a civil lawsuit against the developers, including their contractors. The settlement agreement, for which the developer will pay the plaintiffs $3.5 million, of which $2.1 million will be to Travis County to offset the costs necessary to cleanup the creek as well as Hamilton Pool.

The cleanup will occur in two separate phases. The first phase will be the cleanup of the creek upstream of Hamilton Pool. This phase is the most important part of the entire process, due to the ongoing source of sediment in the upper reaches of the watershed. It is currently estimated to take between 5 and 6 months to complete this phase. The second phase will be the cleanup of Hamilton Pool itself. Such cleanup will require divers and is currently estimated to take 45 days to complete.

With the endangered Golden-cheeked Warbler nesting season beginning around March 1, 2010, the completion of their nesting season is not in jeopardy of being disrupted. The first phase cleanup is anticipated to be completed prior to the nesting season beginning, and then the second phase cleanup will be delayed for a few months, until the end of August 2010, allowing the nesting season to complete itself.

With this modification number 3, contract number PS070371JW is modified to include additional contract provisions, along with the inclusion of the Scope of Services for the restoration of Hamilton Pool and its receiving tributaries. The contract not to exeed amount is changed from $11,000.00 to $1,510,498.65, an increase of $1,499.498.65. This amount is the amount necessary for the first phase only at this time. Execution of the second phase is contingent upon funds availability, for which a subsequent contract modification will be required in order to increase the contact not to exceed amount, and shall not commence without issuance of a written Notice to Proceed issued by the Purchasing Agent.

- **Contract Expenditures:** Within the last 12 months $0.00 has been spent against this contract.

☐ Not applicable

- **Contract-Related Information:**

Award Amount: $11,000.00 (Not-to-Exceed)
Contract Type: (Professional Services Agreement)
Contract Period: 8/28/07 - 9/30/08

- **Contract Modification Information:**

Modification Amount: $1,499,498.65 (See Additional Procurement Comments)
Modification Type: N/A
Modification Period: 10/1/09 - 9/30/10

- **Solicitation-Related Information:**

Solicitations Sent: N/A Responses Received: N/A
HUB Information: Vendor is not a HUB % 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.: 486055

☒ Funding Account(s): 001-4908-628-6099
☐ Comments:

- **Statutory Verification of Funding:**
  ☒ Contract Verification Form: Funds Verified ___ Not Verified _X_ by Auditor.

TRANSPORTATION AND NATURAL RESOURCES
JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building
P.O. Box 1748
Austin, Texas 78767
(512) 473-9383
FAX (512) 854-9436

AGENDA ITEM #24

October 29, 2009

October 16, 2009

MEMORANDUM

TO: Members of the Commissioners' Court

FROM: Joseph P. Gieselman, Executive Manager, TNR

SUBJECT: Hamilton Creek and Pool Clean Up

Agenda Item: Consider and take appropriate action to authorize the Purchasing Office to negotiate a modification to Contract #PS070371JW with Espey Consultants Inc. for the multi-phased clean up of Hamilton Creek and Pool and to identify the funding source for the Phase One.

Summary and Staff Recommendation:

During and after a rain event on May 31, 2007 inadequate and improper erosion controls at a development known as The Ranches at Hamilton Pool resulted in a massive, uncontrolled discharge of sediment to Hamilton Creek upstream of Hamilton Pool. The discharge transformed the clear waters downstream of the construction site into a dense, milky brown flowage. Hamilton Pool, the world famous natural grotto renowned for the deep clarity of its waters, was rendered a turbid, murky, nearly opaque pool with its natural bottom buried by several feet of sediment.

The incident introduced an extraordinary amount of unconsolidated sediment into a stream normally characterized by a rocky, pebbly bottom. Sediments ranging from gravels to ultra-fine pulverized silts and clays filled natural holes in the stream several feet deep. Fine sediments densely clogged the natural interstices between stream bed rocks, pebbles and sands and the finest sediments left a resistant coat that covered everything the flood waters touched. Long after the initial floodwaters receded, the residual erosive deposits remain highly susceptible to being remobilized with every rain and making the naturally clear stream waters milky brown.

Hamilton Pool is no longer the deep, clear natural wonder it once was. Sediment bars throughout the watercourse have become sites for establishment of invasive vegetation that threatens to transform the nature and quality of the stream permanently.

Travis County, the State of Texas, Hays County and several affected landowners joined together in a civil lawsuit against the developers and their contractors seeking penalties and damages. That civil lawsuit has resulted in a settlement agreement under which the developers will pay $3.5 million to the plaintiffs. The settlement includes payment of $2.1 million to Travis County to defray the costs of cleanup of the creek and Hamilton Pool. Payment is expected sometime before the end of the calendar year.

Cleanup is expected to take several months and will involve removing sediments from the creek bed above Hamilton Pool followed by removal of sediments trapped in the pool and finally filtration of the pool itself over a 6 week period to eliminate the finest sediments that are currently making the pool cloudy. The stream work must be done first because the materials deposited upstream are susceptible to being transported to the pool. An additional complication is that the pool filtering must be complete by March 1 or it must be delayed until September because of potential adverse impacts on nesting of the endangered Golden-cheeked Warbler. The pool filtration must begin by January 15 or it must be delayed until after the Golden-cheeked Warbler nesting season is over at the end of August. If the prerequisite creek bed cleanup takes several months, as predicted, there is no time to lose.

With every rainfall, the eroded sediment load in the streambed is mobilized, adversely affecting water quality downstream. Delays in cleanup will allow greater establishment of invasive vegetation on sediment deposits. The resistant layer of fine sediments in the creek bed forms a barrier to gas exchange for streambed organisms essential to the health of the stream and downstream waters. Long-range weather forecasts indicate an El Niño weather cycle with greater rainfall than usual which may complicate cleanup efforts. The longer we wait the more permanent the impacts of the sediment.

Staff recommends proceeding with the cleanup process in two separate phases:

Phase I – Removal of sediments from the creek bed upstream of Hamilton Pool. This is a labor-intensive effort that includes excavation of sediments from clogged pools and sweeping, flushing, scraping etc. as feasible along the 4 miles between the sediment source and the Pool. The preliminary estimate is that this work may take 5-6 months, which makes it unlikely that this work could be completed in time to also get Phase II done before the Golden-cheeked Warbler nesting season begins on March 1. Phase I is the most pressing part of the cleanup project because it will address the ongoing source of sediment in the upper reaches of the watershed which must be completed before Phase II. Phase I should commence as soon as practicable.

Phase II – Cleanup of Hamilton Pool itself. Work in the pool will include removing the thick sediment layer deposited at the bottom of the pool followed by filtering the fine sediments from the pool waters using heavy duty filtering equipment. Work in the

pool will require the use of divers and is expected to last at least 45 days. Since it is unlikely Phase I will be complete in time to allow 45 days of filtering before March 1, it appears Phase II may be delayed until September. As long as Phase I is completed in a timely manner (to control and eliminate ongoing sources of sediment in the upper reaches of the watershed), Phase II can be delayed for a few months.

Staff further recommends that the Court authorize the Purchasing Office to negotiate with Espey Consulting, Inc. to modify the County's existing contract with Espey and develop a revised budget for the cleanup. The modified contract would enable Espey to serve as prime contractor on the cleanup project and to expedite the work in Phase I. Espey has unique experience with this site, as the County's consultant during litigation, and has experience with a similar cleanup in Hays County at Dead Man's Hole.

Fiscal and Budgetary Impact:

The request is for advancement of funds from the Risk Management Fund, to expedite Phase I of the Hamilton Creek cleanup.

Based on a 2008 estimate prepared by Espey Consultants, Inc. in support of the civil litigation, the total cleanup of Hamilton Creek and Hamilton Pool was projected at approximately $2,144,000±. Approximately $1.5 million of this was for creek cleanup and related project management, with the $0.6 million balance for cleanup of Hamilton Pool itself and related project management and reporting. This amount served as the basis for the settlement framework. Updated estimates reflecting altered conditions after another year of delay in the cleanup are currently in development.

The civil lawsuit settlement agreement will provide $2.1 million to Travis County for the cleanup effort. Actual disbursement of the settlement funds may yet be delayed from several weeks to several months. At present, disbursement of settlement funds is expected sometime in the next 2-3 months. However, there is an urgent need to begin cleanup as soon as possible. The staff recommendation is to advance funds now to cover costs of Phase I of the cleanup (described above). Upon disbursement of the settlement funds, the Risk Management Fund would be reimbursed in full from the settlement funds. Phase II of the cleanup project could then also proceed, using the settlement funds, as soon as the prerequisite elements of Phase I were completed.

Issues and Opportunities:

1. **Impacts of delayed cleanup.** With every rainfall, the sediment load in the streambed is mobilized, adversely affecting water quality downstream. This is a chronic discharge. Delay in cleanup of the creek bed will also allow establishment of invasive vegetation on sediment deposits in the creek bed. The longer the delay, the more established this vegetation will become. In addition, the sediment deposits will serve to impede flow and to introduce more nutrients into the stream both through mineral weathering as well as by trapping detritus. The riffled, oligotrophic first order stream that once was will be

transformed into a languid, high nutrient waterway. The resistant layer of fine sediments in the creek bed also acts as a barrier to gas exchange for streambed organisms essential to the health of the stream and downstream waters. Delays in cleanup will mean that the current condition of Hamilton Pool will not be corrected and may exacerbate long-term effects on the pool.

2. **El Niño Weather Pattern.** Long-range weather forecasts indicate that an El Niño weather cycle has begun with greater rainfall than usual expected in the coming winter season. Rains will continue to mobilize sediments and wet conditions may complicate cleanup efforts.
3. **Golden-cheeked Warbler Impacts.** Hamilton Pool is part of the Balcones Canyonlands Preserve, a preserve for the management and protection of 8 endangered species and 27 species of concern in western Travis County. The Hamilton Pool Preserve is habitat for one of these endangered species, the Golden-cheeked Warbler. The warbler's nesting season extends from around March 1 until August 31. During this period no activity may be undertaken which would take habitat or otherwise interfere with the birds. Cleanup at Hamilton Pool must be delayed until the Phase I creek cleanup work is largely completed. The pool cleanup work must be completed either before the Golden-cheeked Warbler nesting season begins or it must be delayed until after the nesting season is over. (The filter presses and air compressors used in the pool cleanup produce substantial noise that will interfere with the birds.) If Phase I can be completed by January 15, it may be possible to complete the pool filtration by the start of the warbler nesting season. Otherwise, the pool cleanup must be delayed.
4. **Creek Cleanup Activities on Private Lands and On Lands within Hays County.** A portion of the creek bed cleanup in Phase I is on a stretch of stream located within Hays County on lands owned by the Ranches at Hamilton Pool. A license agreement may be needed to complete work in this area. Similarly, there may be a need for license agreements to access private lands along the creek for purpose of creek bed cleanup. These owners are likely to be cooperative as they joined Travis County in the lawsuit.
5. **Risk Associated with the Settlement Agreement Payment.** Final disbursement of the settlement agreement payment may be delayed for several weeks to several months. At present, final disbursement is expected by the end of 2009. If the parties responsible for those payments (or their insurance companies) experience financial setbacks and declare bankruptcy, the funds may not be forthcoming in a timely manner or may be tied up in bankruptcy proceedings. This is unlikely, but possible. The County could then have other options for collecting on the settlement agreement. In the meantime however, the need for timely cleanup is pressing. Accordingly, staff recommends that the County advance funds, but only for the most pressing portion of the cleanup, i.e. Phase I.
6. **Sediment Disposal Locations.** Appropriate disposal sites for excavated and recovered sediments must be identified. Transport, disposal and stabilization of the recovered sediments may constitute an additional cost that has not yet been fully incorporated into project cost estimates.
7. **Possible Decreased Costs Due to Natural Processes.** The elapsed time since the erosion event has had adverse effects on the stream and Hamilton Pool, but may also have allowed materials to be naturally transported within the watershed in such a way that there will be some cost savings on the final cleanup. This is by no means certain. It

is also possible that any cost savings from natural flushing will be offset by adverse effects associated with the delay in cleanup. Evaluating changes in condition of the stream since the 2008 cost projection will be an early task in Phase I of the cleanup.

cc: M. Brice, Purchasing
J. Walker, Purchasing
C. Grimes, Purchasing
R. Rhoades, PBO
D. Mansour, HRMD
S. Spataro, County Auditor
D. Warner, County Auditor's Office
S. Thomas, County Attorney
S. Capelle, County Attorney
J. Hille, County Attorney
C. Bergh, TNR
J. White, TNR
R. Farmer, TNR

Last Updated 11-25-09 at 3:45pm

GM200I13 TRAVIS COUNTY 11/20/09
Fiscal Year 2010 Account Balance Inquiry 12:10:40

Account number . . . . :	1-4908-628.60-99	
Fund . . . . . :	001	GENERAL FUND
Department . . . . . :	49	TNR (TRANS & NATRL RESRC)
Division . . . . . :	08	ENVIRONMENTAL SERVICES
Activity basic . . . . :	62	INFRA-ENV SCVS (TRNS&RDS)
Sub activity . . . . . :	8	ENVIRONMENTAL ANALYSIS
Element . . . . . :	60	OTHER PURCHASED SERVICES
Object . . . . . :	99	OTHER PURCHASED SERVICES

Original budget . . . . . :	120,726	
Actual expenditures - current . :	.00	
Actual expenditures - ytd . . . :	1,500,000.00-	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	.00	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	1,499,498.65	
Total expenditures & encumbrances:	501.35-	0.4%
Unencumbered balance . . . . . :	121,227.35	100.4

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

TRAVIS COUNTY
Pre-Encumbrance Detail

Account number: 01-4908-628-60.99
OTHER PURCHASED SERVICES / OTHER PURCHASED SERVICE

Position to . . . . Requisition number _____
or Po number . . . . _____

Type selections, press Enter.
1=Select

Opt	Requisition Number	Purchase Order	Amount	Year	Project
_	0000486055		1,499,498.65	2010	

F12=Cancel

Last Updated 11-25-09 at 3:45pm

PURCHASE REQUISITION NBR: 0000486055

STATUS: AUDITOR APPROVAL

REQUISITION BY: DONNA WILLIAMS 854-7677 REASON: ENC. $$ PENDING AWARD ATTN: JASON WALKER DATE: 11/04/09

SHIP TO LOCATION: TNR ADMIN - 11TH FLR SUGGESTED VENDOR: 123126 ESPEY CONSULTANTS INC DELIVER BY DATE: 11/04/09

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	RESTORATION OF HAMILTON POOL AND ITS RECEIVING TRIBUTARIES. PHASE I OF CREEK AND POOL CLEAN-UP. COMMODITY: MISC. PROFESSIONAL SVCS SUBCOMMOD: ENVIRONMENTAL IMPACT	1499498.65	DOL	1.0000	1499498.65	

REQUISITION TOTAL: 1499498.65

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

LINE #	ACCOUNT		PROJECT	%	AMOUNT
1	00149086286099	OTHER PURCHASED SERVICES OTHER PURCHASED SERVICES		100.00	1499498.65
					1499498.65

REQUISITION IS IN THE CURRENT FISCAL YEAR.

REQUISITION COMMENTS:

2009 RT COURT

C2

Travis County Commissioners Court Agenda Request

Voting Session **Tuesday, December 1, 2009** (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 November 17, 2009

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 NOVEMBER 17, 2009

TRAVIS COUNTY COMMISSIONERS' COURT

On Tuesday, the 17th day of November 2009, the Commissioners' Court convened the Voting Session at 9:12 AM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Commissioners Court recessed the Voting Session at 12:21 PM.

The Commissioners Court, meeting as the Travis County Housing Finance Corporation, convened at 2:11 PM and adjourned at 2:42 PM.

The Commissioners Court reconvened the Voting Session at 2:43 PM.

The Commissioners Court retired to Executive Session at 3:36 PM.

The Commissioners Court reconvened the Voting Session at 6:39 PM.

The Commissioners Court adjourned the Voting Session at 6:45 PM.

PUBLIC HEARINGS

1. RECEIVE COMMENTS REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE EIGHT FIVE-FOOT DRAINAGE EASEMENTS LOCATED ON LOTS 1 AND 2 WITHIN BLOCK 48 OF AUSTIN LAKE HILLS, SECTION ONE AND LOTS 3 AND 20 WITHIN BLOCK 48 OF AUSTIN LAKE HILLS, SECTION THREE SUBDIVISIONS. (COMMISSIONER HUBER) (ACTION ITEM #12) (9:13 AM)

Clerk's Note: This Item is a public hearing to receive comments. Please refer to Agenda Item 12 for a summary of the action item.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to open the public hearing.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Members of the Court heard from: Anna Bowlin, Division Director, Engineering Services, Transportation and Natural Resources (TNR).

Motion by Judge Biscoe **and seconded by** Commissioner Huber to close the public hearing.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

2. RECEIVE COMMENTS REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE TWO FIVE-FOOT PUBLIC UTILITY EASEMENTS LOCATED ALONG THE COMMON LOT LINE OF LOTS 44 AND 45, BLOCK N OF APACHE SHORES, SECTION FIVE SUBDIVISION. (COMMISSIONER HUBER) (ACTION ITEM #13) (9:15 AM)

Clerk's Note: This Item is a public hearing to receive comments. Please refer to Agenda Item 13 for a summary of the action item.

Motion by Commissioner Davis **and seconded by** Commissioner Gómez to open the public hearing.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Members of the Court heard from: Anna Bowlin, Division Director, Engineering Services, TNR.

Motion by Commissioner Huber **and seconded by** Commissioner Gómez to close the public hearing.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

CITIZENS COMMUNICATION

Members of the Court heard from: Cindy Purinton, Benefit Administrator, Human Resources Management Department (HRMD); Brian Hopkins, Austin Toros; Gus Peña, Travis County Resident; Ronnie Gjemre, Travis County Resident; Jimmy Castro, Travis County Resident; Paul Avina, Travis County Resident; Dan Mansour, Risk and Benefits Manager, HRMD; and Maurice Priest, Travis County Resident. (9:16 AM)

CONSENT ITEMS

Motion by Commissioner Gómez **and seconded by** Commissioner Huber to approve the following Consent Items: C1-C5 and Items 6, 7, 8, 9, 12, 13, 15, 16, 25, 26, and 27.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

C1. RECEIVE BIDS FROM COUNTY PURCHASING AGENT.

C2. APPROVE COMMISSIONERS COURT MINUTES FOR VOTING SESSION OF NOVEMBER 3, 2009.

C3. REAPPOINT REGGIE WILLIAMS AS FIRE COMMISSIONER TO THE BOARD OF EMERGENCY SERVICES DISTRICT NO. 4 EFFECTIVE IMMEDIATELY TO DECEMBER 31, 2011. (COMMISSIONER DAVIS)

C4. APPROVE SETTING A PUBLIC HEARING DATE ON DECEMBER 8, 2009 TO RECEIVE COMMENTS REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: RESUBDIVISION OF LOT 1, BLOCK A, LAKEWIND ESTATES, SECTION 1 SUBDIVISION (1 TOTAL LOT). (COMMISSIONER HUBER)

C5. APPROVE SETTING A PUBLIC HEARING DATE ON DECEMBER 22, 2009 TO RECEIVE COMMENTS REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: REVISED PLAT OF LOTS 21 AND 22, BLOCK B, ANGEL BAY SUBDIVISION (1 TOTAL). (COMMISSIONER HUBER)

INTRODUCTIONS

3. INTRODUCTION OF BETH DEVERY, CHESTER BEAVER AND KAY BROCK TO COMMISSIONERS COURT BY THE COUNTY ATTORNEY'S OFFICE. (JUDGE BISCOE) (9:36 AM)

Members of the Court heard from: James W. Collins, Executive Assistant, Travis County Attorney's Office; and Kay Brock, Assistant County Attorney.

Discussion only. No formal action taken.

RESOLUTIONS AND PROCLAMATIONS

4. APPROVE RESOLUTION RECOGNIZING TERRY LOVE FOR HIS MANY YEARS OF SERVICE WITH TRAVIS COUNTY TRANSPORTATION AND NATURAL RESOURCES ROAD MAINTENANCE AND TO THE RESIDENTS OF TRAVIS COUNTY. (JUDGE BISCOE) (9:41 AM)

Members of the Court heard from: Don Ward, Director, Road Maintenance and Fleet Services, TNR; Joe Gieselman, Executive Manager, TNR; Terry Love, TNR; and Jimmy Castro, Travis County Resident.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to approve the Resolution in Item 4.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

SPECIAL ITEMS

5. RECEIVE PRESENTATION FROM NELSON E. LINDER, PRESIDENT OF THE AUSTIN CHAPTER OF THE NAACP, REGARDING RESPONSE BY DISTRICT ATTORNEY AND TRAVIS COUNTY TO THE USE OF DEADLY FORCE BY AREA LAW ENFORCEMENT OFFICERS. (JUDGE BISCOE) (9:50 AM)

Members of the Court heard from: Nelson Linder, President, Austin Area, National Association for the Advancement of Colored People (NAACP); Ronnie Gjemre, Travis County Resident; and Maurice Priest, Travis County Resident.

Discussion only. No formal action taken.

ADMINISTRATIVE OPERATIONS ITEMS

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 $567,206.00 FOR THE PERIOD OF OCTOBER 30 TO NOVEMBER 5, 2009. (9:35 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 PROPOSED ROUTINE PERSONNEL AMENDMENTS. (9:35 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.

JUSTICE AND PUBLIC SAFETY ITEMS

8. CONSIDER AND TAKE APPROPRIATE ACTION ON LICENSE AGREEMENT BETWEEN CITY OF MANOR AND TRAVIS COUNTY FOR MANOR EMS POST LOCATION TO PROVIDE BETTER PLACEMENT OF AMBULANCE. (9:35 AM)

Clerk's Note: Item 8 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

9. APPROVE CONTRACT AWARD FOR JANITORIAL SERVICES, TRANSPORTATION AND NATURAL RESOURCES SATELLITES, IFB NO. B100027-LD, TO THE LOW BIDDER, INTERNATIONAL BUSINESS SERVICES. (9:35 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.

10. APPROVE MODIFICATION NO. 3 TO CONTRACT NO. PS070371JW, ESPEY CONSULTANTS, INC., CONSULTING SERVICES FOR HAMILTON CREEK AND POOL CLEANUP. (9:13 AM)

Item 10 postponed until November 24, 2009.

11. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING CHANGES TO THE TRAVIS COUNTY CODE: (9:13 AM)

A. ORDER TO REPLACE CHAPTER 32, TRAVIS COUNTY PURCHASING AND PROCEDURES MANUAL; AND

B. ORDER TO AMEND SECTION 4.6.1 OF CHAPTER 33, FIXED ASSET PROCEDURE MANUAL.

Items 11.A&B postponed until November 24, 2009.

TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS

12. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE EIGHT FIVE-FOOT DRAINAGE EASEMENTS LOCATED ON LOTS 1 AND 2 WITHIN BLOCK 48 OF AUSTIN LAKE HILLS, SECTION ONE AND LOTS 3 AND 20 WITHIN BLOCK 48 OF AUSTIN LAKE HILLS, SECTION THREE SUBDIVISIONS. (COMMISSIONER HUBER) (9:35 AM)

Clerk's Note: Item 12 is the action item for the public hearing on Agenda Item 1.

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. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE TWO FIVE-FOOT PUBLIC UTILITY EASEMENTS LOCATED ALONG THE COMMON LOT LINE OF LOTS 44 AND 45, BLOCK N OF APACHE SHORES, SECTION FIVE SUBDIVISION. (COMMISSIONER HUBER) (9:35 AM)

Clerk's Note: Item 13 is the action item for the public hearing on Agenda Item 2.

Clerk's Note: Item 13 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

14. CONSIDER AND TAKE APPROPRIATE ACTION ON A NEW PROGRAM: TRAVIS COUNTY WHEELS, ACCEPT DONATION OF ITEMS FOR THE PROGRAM AND ADD THE BIKES TO THE ASSET INVENTORY. (COMMISSIONER ECKHARDT) (10:10 AM) (3:36 PM) (6:40 PM)

Clerk's Note: Judge Biscoe announced that Item 14 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Members of the Court heard from: Adele Noel, Air Quality Project Manager, TNR; Christopher Gilmore, Assistant County Attorney; Julie Joe, Assistant County Attorney; Joe Gieselman, Executive Manager, TNR; Ronnie Gjemre, Travis County Resident; and John Hille, Assistant County Attorney.

Discussion only. No formal action taken.

Item 14 to be reposted on November 24, 2009.

15. CONSIDER AND TAKE APPROPRIATE ACTION ON A FINAL PLAT FOR RECORDING IN PRECINCT THREE: STONERIDGE ESTATES SUBDIVISION (5 TOTAL LOTS). (COMMISSIONER HUBER) (9:35 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.

16. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING AN AMENDED CONSERVATION EASEMENT AGREEMENT WITH THE CHAUTAUQUA FOUNDATION, INC. TRANSFERRING DEVELOPMENT RIGHTS ON THREE LOTS IN THE FLOODPLAIN. (COMMISSIONER DAVIS) (9:35 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 FOLLOWING REQUESTS REGARDING TITLE 30, JOINT TRAVIS COUNTY/CITY OF AUSTIN SUBDIVISION CODE FOR THE EXTRATERRITORIAL JURISDICTION: (3:13 PM)

    A. DISCUSS DETENTION BASIN AND WATER QUALITY CONTROL INSPECTION AND MAINTENANCE AMENDMENTS; AND

    B. SET A PUBLIC HEARING ON DECEMBER 15, 2009 TO RECEIVE COMMENTS REGARDING AMENDMENTS TO THE CODE.

Clerk's Note: Items 17.A&B are associated with one another and were called for concurrent discussion.

Members of the Court heard from: Anna Bowlin, Division Director, Engineering Services, TNR.

Motion by Judge Biscoe **and seconded by** Commissioner Huber to approve Item 17.B.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Item 17.A discussion only. No formal action taken.

18. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING: (3:18 PM)

A. CHARTER FOR COURT'S SUBCOMMITTEE ON THE COUNTY COMPREHENSIVE PLAN;

B. APPOINT TWO MEMBERS OF THE COMMISSIONERS COURT TO SERVE AS COMPREHENSIVE PLAN SUBCOMMITTEE; AND

C. RECLASSIFICATION OF TRANSPORTATION AND NATURAL RESOURCES SLOT NO. 327 TO COMPREHENSIVE PLANNING MANAGER, AND SLOT NO. 456 TO SENIOR PLANNER.

Clerk's Note: Items 18.A-C are associated with one another and were called for concurrent discussion.

Members of the Court heard from: Joe Gieselman, Executive Manager, TNR; and Sherri Fleming, Executive Manager, Travis County Health, Human Services, and Veterans' Services (TCHHS&VS).

Clerk's Note: The Court discussed a charge for the subcommittee.

Motion by Judge Biscoe **and seconded by** Commissioner Davis to approve the recommended charge.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Clerk's Note: The Court discussed appointing two Commissioners Court members to serve as the Comprehensive Plan Subcommittee.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to appoint Commissioner Eckhardt and Commissioner Huber to the subcommittee.

Withdrawal of the Previous Motion and second was made by Judge Biscoe **and** Commissioner Gómez.

ITEM 18 CONTINUED

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to approve Item 18.C.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Item 18.B discussion only. No formal action taken.

Item 18.B to be reposted November 24, 2009.

19. CONSIDER AND TAKE APPROPRIATE ACTION ON A CASH SECURITY AGREEMENT WITH STREETMAN HOMES FOR SIDEWALK FISCAL FOR WEST CYPRESS HILLS SECTION 2, LOT 12, BLOCK 7 SUBDIVISION. (COMMISSIONER HUBER) (3:35 PM)

Motion by Judge Biscoe **and seconded by** Commissioner Huber to approve Item 19.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

20. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING WHISPER VALLEY VARIANCE REQUESTS. (COMMISSIONER DAVIS) (11:39 AM)

Members of the Court heard from: Anna Bowlin, Division Director, Engineering Services, TNR; Joe Gieselman, Executive Manager, TNR; Germaine Swenson, Vice-President, Park Springs Neighborhood Association; and Steven Metcalfe, Partner, Drenner & Golden Stuart Wolff representing Taurus of Texas, LLC.

Discussion only. No formal action taken.

Item 20 to be reposted December 15, 2009.

HEALTH AND HUMAN SERVICES DEPT. ITEMS

21. RECEIVE BRIEFING FROM HEALTH AND HUMAN SERVICES ON THE AMERICAN REINVESTMENT AND RECOVERY ACT WEATHERIZATION ASSISTANCE PROGRAM, AND TAKE APPROPRIATE ACTION. (2:43 PM)

Members of the Court heard from: Sherri Fleming, Executive Manager, TCHHS&VS; Deborah E. Britton, Director, Community Services Division, TCHHS&VS; and Andrea Colunga Bussey, Division Director, Family Support Services, TCHHS&VS.

Discussion only. No formal action taken.

PLANNING AND BUDGET DEPT. ITEMS

22. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (3:33 PM)

Members of the Court heard from: Rodney Rhoades, Executive Manager, Planning and Budget Office (PBO); and Jessica Rio, Assistant Budget Manager, PBO.

Motion by Commissioner Gómez **and seconded by** Commissioner Davis to approve Item 22.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

23. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE: (9:49 AM)

A. GRANT CONTRACT WITH THE U.S. DEPARTMENT OF JUSTICE FOR THE SHERIFF'S OFFICE TO PROVIDE A NEW TURNING TARGET SYSTEM FOR THE FIRING RANGE, MOBILE COMMAND AND CRIME SCENE SHELTERS;

B. GRANT CONTRACT WITH THE U.S. DEPARTMENT OF JUSTICE - BUREAU OF JUSTICE ASSISTANCE FOR THE SHERIFF'S OFFICE TO CONTINUE AND COMPLETE TECHNOLOGY ENHANCEMENTS AND PERSONAL SAFETY RELATED DEVICES;

C. GRANT CONTRACT WITH THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY FOR THE DISTRICT ATTORNEY'S OFFICE TO FUND NEW PERSONNEL TO WORK SOLELY ON THE PROSECUTION OF ENVIRONMENTAL CRIMES;

D. GRANT CONTRACT WITH THE TEXAS PARKS AND WILDLIFE DEPARTMENT FOR TRANSPORTATION AND NATURAL RESOURCES DEPARTMENT TO ACQUIRE AND DEVELOP THE FIRST PHASE OF THE ONION CREEK GREENWAY IN PRECINCT FOUR;

E. GRANT CONTRACT WITH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE FOR HEALTH AND HUMAN SERVICES TON CONTINUE TO RECEIVE FUNDS TO SUPPORT THE RETIRED AND SENIORS VOLUNTEER PROGRAM; AND

F. GRANT CONTRACT WITH THE DEPARTMENT OF LABOR FOR HEALTH AND HUMAN SERVICES AND VETERANS SERVICES TO RECEIVE GRANT RESOURCES FOR A RECENTLY HOSTED STAND DOWN EVENT FOR HOMELESS VETERANS THAT OFFERED A VARIETY OF SERVICES AND REFERRALS TO ENHANCE EMPLOYMENT AND TRAINING OPPORTUNITIES AND PROMOTE SELF-SUSTAINMENT.

Clerk's Note: Items 23.A-F are associated with one another and were called for concurrent discussion.

ITEM 23 CONTINUED

Motion by Commissioner Gómez **and seconded by** Commissioner Davis to approve Items 23.A-F.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

24. CONSIDER AND TAKE APPROPRIATE ACTION ON DOWNTOWN MASTER PLAN NEEDS ANALYSIS, STAFFING PROJECTIONS AND ADJACENCY REQUIREMENTS FOR COUNTY OFFICES AND DEPARTMENTS. (10:35 AM)

Members of the Court heard from: Christian Smith, Special Assistant to the Commissioners Court; Steven Coulston, Vice President, Planning, Broaddus and Associates; and Belinda Powell, Capital Planning Coordinator, PBO.

Motion by Commissioner Eckhardt **and seconded by** Commissioner Huber to approve Item 24.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	abstain
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Clerk's Note: By passing the Motion for Item 24 the Commissioners Court approved the staffing projections and approve the adjacency matrix.

OTHER ITEMS

25. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST COUNTY FUNDS. (9:35 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 THE EQUITABLE SHARING AGREEMENT AND CERTIFICATION FOR FEDERAL FORFEITURE PROCEEDS AND THE CHAPTER 59.06 CODE OF CRIMINAL PROCEDURE ASSET FORFEITURE REPORT AND CERTIFICATION. (9:35 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 THE APPOINTMENT OF STEVE SCHEFFE TO THE BOARD OF THE EMERGENCY SERVICES DISTRICT NO. 9, TERM EFFECTIVE IMMEDIATELY TO DECEMBER 31, 2010. (COMMISSIONER HUBER) (9:35 AM)

Clerk's Note: Item 27 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

28. DISCUSS AND TAKE APPROPRIATE ACTION ON ISSUES REGARDING COUNTY ORGANIZATIONAL DESIGN AND HUMAN RESOURCES MANAGEMENT DEPARTMENT (HRMD), INCLUDING: (11:15 AM)

    A. DUTIES AND JOB DESCRIPTION OF INTERIM DIRECTOR OF HRMD;

    B. REPORTING ASSIGNMENT FOR INTERIM DIRECTOR OF HRMD;

    C. RECOMMENDATION FROM THE ORGANIZATIONAL PLANNING TEAM OF JOB DUTIES AND A JOB DESCRIPTION FOR THE PERMANENT DIRECTOR OF HRMD AND TIMETABLE FOR SUCH WORK; AND

    D. MEMBERSHIP OF THE ORGANIZATIONAL PLANNING TEAM.

Clerk's Note: Items 28.A-D are associated with one another and were called for concurrent discussion.

Members of the Court heard from: Sherri Fleming, Executive Manager, TCHHS&VS; Rodney Rhoades, Executive Manager, PBO; Danny Hobby, Executive Manager, Travis County Emergency Services; and Susan Spataro, Travis County Auditor.

Clerk's Note: The Court discussed job duties and job description for the Interim Director of HRMD.

Motion by Judge Biscoe **and seconded by** Commissioner Huber to approve the job duties and the preferred qualifications; and request the team to work with HRMD and outside consultants who are available between now and next Tuesday, November 24, 2009 so that the Court can respond to a recommended job description and posting language Tuesday, November 24, 2009; and any other actions consistent with the spirit of this Motion.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	no
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

ITEM 28 CONTINUED

Clerk's Note: The Court discussed the reporting assignment for the Interim Director of HRMD.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez that the Interim Director report to the HRMD subcommittee, which is Commissioner Gomez and the County Judge; and that we approve the communicational flow chart provided by the team as part of our backup today.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	no
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Clerk's Note: The Court discussed membership of the Organizational Planning Team.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez that we leave the composition of the Organizational Team as it is; that we appoint our County Auditor to serve as a liaison between the team and Roger El Khoury, Director, Facilities Management, Joe Harlow, Chief Technology Officer, Information and Telecommunications Systems, and Steven Broberg, Director, Records Management and Communication Resources (RMCR), with the intention to provide maximum opportunity to the team's work; and that if it looks like this is not working as we planned for it to, then the matter be brought back to the Court for further action.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	no
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Item 28.C was discussion only, no formal action taken.

Item 28.C to be reposted on December 15, 2009.

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.

29. RECEIVE BRIEFING FROM THE COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION IN TRAVIS COUNTY, ET AL V. R.E. RAWLS LUMBER CO. INC. (ROBERT M. ADAMS RESALE DEED). [1] (3:36 PM) (6:40 PM)

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.

Motion by Judge Biscoe **and seconded by** Commissioner Eckhardt that we authorize the County Judge to execute the prepared tax resale deed in which this land is deeded to Robert M. Adams, who has paid Travis County the sum of $3,490.00 in cash.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	absent

30. RECEIVE BRIEFING FROM THE COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION IN TRAVIS COUNTY, ET AL V. ARTHUR AND MAGGIE BYNUM (KRISTINE SUZANNE SHAW RESALE DEED). [1] (3:36 PM) (6:41 PM)

Clerk's Note: Judge Biscoe announced that Item 30 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Motion by Judge Biscoe **and seconded by** Commissioner Eckhardt that we authorize the County Judge to sign the proposed tax resale deed to Kristine Suzanne Shaw, who has paid Travis County the sum of $44,915.00 in cash.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	no
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	absent

31. CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING THE SETTLEMENT OFFER REGARDING PAYMENT FOR STAR FLIGHT SERVICES RENDERED TO KIMBERLY CLIFFORD. [1] (9:13 AM)

Clerk's Note: Judge Biscoe announced that Item 31 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Item 31 postponed until November 24, 2009.

32. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED AMENDMENTS TO SUBLEASE AGREEMENT AND CONCESSIONS CONTRACT BETWEEN TRAVIS COUNTY AND THE STAR OF TEXAS FAIR & RODEO. (COMMISSIONER HUBER) [1 AND 2] (3:36 PM) (6:41 PM)

Clerk's Note: Judge Biscoe announced that Item 32 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

Motion by Commissioner Huber **and seconded by** Commissioner that the Court authorize Legal to submit the proposed amendments to the sublease agreement and the concessions contract between Travis County and the Star of Texas Fair and Rodeo to the Star of Texas Fair and Rodeo.

A Friendly Amendment to the previous Motion was offered by Commissioner Davis that one of the Star of Texas Rodeo representatives calls my office for further discussion.

Acceptance of the Friendly Amendment was made by Commissioner Huber.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	absent

33. CONSIDER AND TAKE APPROPRIATE ACTION ON A PROPOSAL FROM THE HOUSING AUTHORITY OF TRAVIS COUNTY TO PROVIDE LEASE SPACE TO TRAVIS COUNTY AT A NORTH AUSTIN LOCATION. 1 AND 2 (3:36 PM) (6:44 PM)

Clerk's Note: Judge Biscoe announced that Item 33 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

Motion by Judge Biscoe **and seconded by** Commissioner Davis that we direct Staff to proceed with putting together an appropriate agreement, plus give additional thought to how the County would use this space; and we will have it back on the Court's agenda in three weeks, December 8, 2009, unless it is ready before that date.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	absent

Item 33 to be reposted December 8, 2009.

34. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE POTENTIAL PURCHASE OF REAL ESTATE ALONG AIRPORT BOULEVARD. 1 AND 2 (3:36 PM) (6:42 PM)

Clerk's Note: Judge Biscoe announced that Item 34 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

Motion by Judge Biscoe **and seconded by** Commissioner Davis that we reject the counteroffer from the owner of property, and that we submit another counter from Travis County, in which we state the $750,000.00, with a lease back for 24 months at $500.00 per month.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	absent

35. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE POTENTIAL PURCHASE OF REAL ESTATE IN CENTRAL AUSTIN AREA. [1] AND [2] (3:36 PM) (6:43 PM)

Clerk's Note: Judge Biscoe announced that Item 35 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

Discussion only. No formal action taken.

Item 35 to be reposted on November 24, 2009.

36. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND GIVE DIRECTION REGARDING APPLICATION OF TXI FOR A DEVELOPMENT PERMIT. [1] (3:36 PM) (6:43 PM)

Clerk's Note: Judge Biscoe announced that Item 36 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

No action required on Item 36.

Item 36 to be reposted November 24, 2009.

ADJOURNMENT

Motion by Commissioner Davis **and seconded by** Commissioner Huber to adjourn the Voting Session. (6:45 PM)

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	absent

MINUTES APPROVED BY THE COMMISSIONERS' COURT

_____

Date of Approval

_____

Samuel T. Biscoe, Travis County Judge

Agenda Item No. 1

CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
AGENDA REQUEST

Work Session _____ Voting Session December 1, 2009 Executive Session __
Date Date Date

I. A. Request made by: Samuel T. Biscoe, President
Elected Official

B. Requested Text: Consider and take appropriate action on request to approve minutes of Board of Directors meetings of August 11 and September 22, 2009.

Approved by: _____
Signature of Samuel T. Biscoe, President

II. A. Any backup material to be presented to the court must be 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 by or involved with this request. Send a copy of this Agenda Request and backup to them:

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
___ 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: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION HELD ON TUESDAY, AUGUST 11, 2009

A regular meeting of the CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, August 11, 2009, at 1:47 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST BY DEPOSITORY BANK TO EXECUTE THE FOLLOWING: A. FORM W-9; B. CERTIFICATE REGARDING ACCOUNTS; AND C. CERTIFICATE OF INCUMBENCY.**

   The Board heard from: Harvey Davis, Manager;

   Motion: President Biscoe moved to approve the contract. Director Gomez seconded the motion.

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	abstains

ADJOURN

The meeting was adjourned at 1:49 p.m.

_____

Margaret Gomez, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION HELD ON TUESDAY, SEPTEMBER 22, 2009

A regular meeting of the CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, September 22, 2009, at 1:51 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF JUNE 23 AND JULY 7, 2009.**

   The Board heard from: Harvey Davis, Manager;

   Motion: Director Gomez moved to approve the request
   Director Eckhardt seconded the motion

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	not voting

2. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE BUDGET FOR FISCAL YEAR 2010.**

   The Board heard from: Harvey Davis, Manager;

   Motion: Director Gomez moved to approve the budget.
   Director Eckhardt seconded the motion.

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

ADJOURN

The meeting was adjourned at 1:53 p.m.

_____

Margaret Gomez, Secretary

Agenda Item No. 1

TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION
AGENDA REQUEST

Work Session _____ Voting Session December 1, 2009 Executive Session _____
Date Date Date

I. A. Request made by: Samuel T. Biscoe, President
Elected Official

B. Requested Text: Consider and take appropriate action on request to approve minutes of Board of Director meeting of September 22, 2009.

Approved by: _____
Signature of Samuel T. Biscoe, President

II. A. Any backup material to be presented to the court must be 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 by or involved with this request. Send a copy of this Agenda Request and backup to them:

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
___ 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: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF TRAVIS COUNTY CULTURAL EDUCATION FACILIITES FINANCE CORPORATION HELD ON TUESDAY, SEPTEMBER 22, 2009

A regular meeting of the TRAVIS COUNTY CULTURAL EDUCATION FACILIITES FINANCE CORPORATION Board of Directors was held on Tuesday, September 22, 2009, at 1:51 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary; and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF JUNE 23 AND JULY 7, 2009.**

   The Board heard from: Harvey Davis, Manager;

   Motion: Director Gomez moved to approve the request
   Director Eckhardt seconded the motion

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	not voting

2. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE BUDGET FOR FISCAL YEAR 2010.**

   The Board heard from: Harvey Davis, Manager;

   Motion: Director Gomez moved to approve the budget.
   Director Eckhardt seconded the motion.

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

ADJOURN

The meeting was adjourned at 1:53 p.m.

_____

Margaret Gomez, Secretary

Agenda Item No. [redacted]

TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
AGENDA REQUEST

Work Session _____ Voting Session December 1, 2009 Executive Session _____
Date Date Date

I. A. Request made by: Samuel T. Biscoe, President
Elected Official

B. Requested Text: Consider and take appropriate action on request to approve minutes of Board of Director meetings of June 23, July 7, July 21, August 11, August 18, September 22, and September 29, 2009.

Approved by: _____
Signature of Samuel T. Biscoe, President

II. A. Any backup material to be presented to the court must be 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 by or involved with this request. Send a copy of this Agenda Request and backup to them:

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
___ 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: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION HELD ON TUESDAY, JUNE 23, 2009

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, June 23, 2009, at 1:41 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, and Secretary Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON CONFIRMING NON-RENEWAL OF CONTRACT FOR EXTERNAL AUDIT SERVICES FOR 2009 FISCAL YEAR FOR TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**

The Board heard from: Miguel Gonzalez, Sr. Financial Analyst

Motion: Director Eckhardt moved to approve the action
Director Huber seconded the motion.

Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

2. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF APRIL 14 AND MAY 12, 2009.**

The Board heard from: Miguel Gonzalez, Sr. Financial Analyst

Motion: Director Gomez moved to approve the agreement.
Director Huber seconded the motion.

Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

ADJOURN

The meeting was adjourned at 1:48 p.m.

_____

Margaret Gomez, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION HELD ON TUESDAY, JULY 7, 2009

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, July 7, 2009, at 1:41 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE CONTRACT FOR ANNUAL INDEPENDENT EXTERNAL AUDIT SERVICES TO LOCKHART, ATCHLEY & ASSOCIATES, LLP.**

   The Board heard from: Harvey Davis, Manager

   Motion: Director Davis moved to approve the contract. Director Gomez seconded the motion.

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

ADJOURN

The meeting was adjourned at 1:42 p.m.

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Margaret Gomez, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION HELD ON TUESDAY, JULY 21, 2009

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, July 21, 2009, at 1:41 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary. Sarah Eckhardt, Vice President was absent.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE TWO INVOICES FROM THE WELLNESS BUDGET.**

The Board heard from: Harvey Davis, Manager;
Ms. Zetta Garnett, Wellness Committee.

Motion: Director Davis moved to approve the contract.
Director Gomez seconded the motion.

Motion carried:

Director Biscoe	yes
Director Eckhardt	absent
Director Huber	yes
Director Gomez	yes
Director Davis	yes

Staff Note: Group exercise trainers invoice detail: $550 – Lee McCormick, $400 – Emerson Trager.

2. **CONSIDER AND TAKE APPROPRIATE ON REQUEST TO APPROVE SUBORDINATION AGREEMENT BETWEEN WELLS FARGO BANK, PB, AUSTIN RIDGE, LLC, MF AUSTIN RIDGE, LLC, CITY OF AUSTIN AND TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION.**

The Board heard from: Harvey Davis, Manager

Motion: Director Davis moved to approve the subordination agreement.
Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	absent
	Director Huber	yes
	Director Gomez	yes
	Director Davis	yes

ADJOURN

The meeting was adjourned at 1:45 p.m.

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Margaret Gomez, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION HELD ON TUESDAY, AUGUST 11, 2009

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, August 11, 2009, at 1:47 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST BY DEPOSITORY BANK TO EXECUTE THE FOLLOWING: A. FORM W-9; B. CERTIFICATE REGARDING ACCOUNTS; AND C. CERTIFICATE OF INCUMBENCY.**

   The Board heard from: Harvey Davis, Manager;

   Motion: President Biscoe moved to approve the contract. Director Gomez seconded the motion.

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	abstains

ADJOURN

The meeting was adjourned at 1:49 p.m.

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Margaret Gomez, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION HELD ON TUESDAY, AUGUST 18, 2009

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, August 18, 2009, at 1:44 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON TO APPROVE TWO INVOICES FROM THE WELLNESS BUDGET**

The Board heard from: Harvey Davis, Manager;

Motion: President Biscoe moved to approve the contract. Director Eckhardt seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Huber	yes
	Director Gomez	yes
	Director Davis	yes

Staff Note: The two invoices total $1,900.

ADJOURN

The meeting was adjourned at 1:45 p.m.

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Margaret Gomez, Secretary

MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
HELD ON TUESDAY, SEPTEMBER 22, 2009

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, September 22, 2009, at 1:49 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Margaret Gomez, Secretary Ron Davis, Assistant Secretary was temporally off the dais for the meeting.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE BUDGET FOR FISCAL YEAR 2010.**

   The Board heard from: Harvey Davis, Manager;

   Motion: Director Eckhardt moved to approve the contract.
   Director Gomez seconded the motion.

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	absent

2. **CONSIDER AND TAKE APPROPRIATE ON REQUEST TO FOR THE 2009 BROWN SANTA 5K AND KID'S K ON SUNDAY, DECEMBER 6, 2009**

   The Board heard from: Harvey Davis, Manager

   Motion: Director Gomez moved to approve the request
   Director Huber seconded the motion.

   Motion carried:

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	absent

ADJOURN

The meeting was adjourned at 1:52 p.m.

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Margaret Gomez, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION HELD ON TUESDAY, SEPTEMBER 29, 2009

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, September 29, 2009, at 1:57 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON TO APPROVE PAYMENT RELATED TO GRANT AGREEMENT WITH SOUTHWEST KEY PROGRAMS, INC.**

The Board heard from: Miguel Gonzalez, Sr. Financial Analyst

Motion: Director Gomez moved to approve the contract.
Director Davis seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Huber	yes
	Director Gomez	yes
	Director Davis	yes

Staff Note: The payment is $100,000.

ADJOURN

The meeting was adjourned at 1:59 p.m.

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Margaret Gomez, Secretary