

**Travis County Commissioners Court Agenda Request**Voting Session: June 8, 2010  
(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 the following items related to planning for and the use of Community Development Block Grant funding from the U.S. Department of Housing and Urban Development:

- A. Receive update on the current projects and timeliness;  
B. Receive results of the needs identification from the Spring public engagement process;  
C. Request to approve the potential projects for the Program Year 2010 Action Plan; and  
D. Other Related Items.

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:

Mary Etta Gerhardt, Assistant County Attorney  
Rodney Rhoades, PBO  
Janice Cohoon, Auditor's Office  
Jason Walker, Purchasing  
Christy Moffett, HHS/VS  
Kathleen Haas, HHS/VS  
Laura Peveto, HHS/VS  
Steven Manilla, TNR  
Miguel Gonzales, TCHFC  
Jessica Rio, PBO

Lee Turner, TNR  
Travis Gattin, PBO  
Susan Spataro, Travis County Auditor  
Kimberly Walton, Chief Assistant County Auditor  
Cyd Grimes, Travis County Purchasing Agent  
Jane Prince Maclean, HHS/VS  
Andrea Colunga Bussey, HHS/VS  
Harvey Davis, TCHFC  
Leroy Nellis, PBO

- 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)

- \_\_\_ 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:** June 1, 2010

**To:** Members of the Commissioners Court

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

**Subject:** Community Development Block Grant (CDBG) Annual Progress Update and Program Year 2010 Project Recommendations

**Proposed Motion:**

Consider and take appropriate action on the following items related to planning for and the use of Community Development Block Grant funding from the U.S. Department of Housing and Urban Development:

- A. Receive update on the current projects and timeliness;
- B. Receive results of the needs identification from the Spring public engagement process;
- C. Request to approve the potential projects for the Program Year 2010 Action Plan; and
- D. Other Related Items.

**Summary and Staff Recommendations:**

- A. Staff is currently implementing a total of 8 CDBG projects/programs. Refer to Tab 2 for an update on each project/program.

HUD conducts an assessment of each entitlement's timeliness of spending 10 months into each grant year. For Travis County, the timeliness test occurs at the beginning of every August. The threshold for compliance with timeliness is having no more than 1.5 times the current year's allocation unspent. Consequences for not meeting timeliness include corrective action, sanctions or loss of a percentage of the annual allocation.

The program is currently out of compliance with 24 CFR 570.902 and is under sanctions for timeliness. A workout plan was established to move into compliance by July 2010. Upon review of the workout plan and the current status of projects, it is unlikely that the County will meet its timeliness test in August 2010 with an anticipated ratio of 2.01. Staff is updating HUD

on a regular basis on the program expenditures and anticipates meeting the required spending ratio by September 30, 2010. Refer to Tab 2 for additional information.

- B. During the months of February and March 2010, the public had an opportunity to identify the needs of the unincorporated areas by 1) attending one of five public hearings, 2) turning in a Participation Form or 3) turning in a Project Proposal. During this period:
- A total of 28 people attended the five public hearings
  - 34 Participation Forms were submitted
  - Technical assistance was provided by CDBG staff in the forms of site visits and steps to follow to the neighborhoods Cardinal Hills, Hazy Hills and community organizers in the Del Valle area.
  - 3 project proposals were submitted by Catholic Charities of Central Texas GirlStart and VDC Travis Reserve I, LP.
  - 4 proposals were submitted by Travis County Departments: 2 from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS), one from the Transportation and Natural Resources Department (TNR) and one from the Travis County Housing Finance Corporation (TCHFC).

As in previous years, street improvements, water/wastewater, home repair and youth services continue to be pressing needs identified in the public participation process. For a detailed accounting of feedback received, refer to Tab 3.

- C. Travis County's CDBG allocation for its Program Year 2010 is \$ **\$942,749**. The required Action Plan to inform HUD on how Travis County intends to spend its allocation is due August 15, 2010. A minimum of 65% (\$612,787) of the allocation must be spent on Housing and Community Development projects. Funds for Administration and Planning projects are capped at 20% (\$188,549) as well as Public Services at 15% (\$141,412).

Staff recommends the following projects for funding for PY10. These projects are explained in detail in Tab 4.

### Project Recommendations for PY10

<b>Community Development (must be at least 65 % of Total Allocation)</b>	
<b>1. Street Improvements: Lava Lane</b> Construction phase of improvements of the unaccepted portion of Lava Lane, a road in Precinct 4. This is the last phase of this project. It will be administered by the Travis County Transportation and Natural Resources Department, Public Works Division. The Impact is 1297 people.	\$400,000
<b>3. Homebuyer Assistance</b> Financial assistance to households to purchase homes through Shared Appreciation Gap and Down Payment Assistance. The project will be administered by the Travis County Housing Finance Corporation as a designated sub-recipient. The impact will be to increase affordability for 17 households.	\$285,000
<b>Community Development total (72.7 %):</b>	<b>\$ 685,000</b>
<b>Public Services (capped at 15 % of Total Allocation)</b>	
<b>4. Public Services, Other:</b> Continuation of an internal HHS/VS program through the Family Support Services Division to expand social work services in the unincorporated areas of Precincts 1 & 4. This project will be administered by the Travis County HHS/VS, Family Support Services Division. The Impact will be assistance to 120 individuals	\$69,295
<b>Public Service total (7.3 %):</b>	<b>\$69,295</b>
<b>Administration and Planning (capped at 20 % of Total Allocation)</b>	
<b>6. Administration &amp; Planning</b> The funds allocated for administration will pay for the operating expenses associated with the grant including offices supplies, training, contracted services, interpreting, and other business related expenses. Additionally, the funds will pay for a portion of the salary for the CDBG Planner and a portion of the salary of a TNR Senior Engineer who acts as a project manager for CDBG-funded street and water supply improvement projects.	\$188,454
<b>Administration and Planning Total (20%):</b>	<b>\$188,454</b>
<b>Total award by HUD:</b>	<b>\$942,749</b>

### Alternate Project List for Program Year 2010

This year, staff recommend adopting a list of alternate projects that can be funded in the event that the projects identified for this program year are delayed, canceled, or are performed at a lower cost than the budgeted amount. The Travis County CDBG program would recommend the following projects as alternates: homebuyer assistance, homeowner rehabilitation, or design of Navarro Creek Street Improvements.

Approval by the Commissioner's Court would be required to use an alternate project.



Refer to Tab 4 for the full detail on the alternate projects, a list of other potential high priority projects and project proposals received.

### **Budgetary and Fiscal Impacts:**

- A. HUD has the authority to reduce the annual CDBG allocation for Program Year 2010 due to not meeting timeliness requirements by August 2010. If HUD chooses this course of action, reductions would be based on the amount of unspent funds in excess of the 1.5 spending ratio.
- B. No budgetary impacts.
- C. For PY10, CDBG will continue to need the dollars allocated in the HHS/VS General Fund target budget, which will continue to support the positions of the CDBG Senior Planner and 40% of the CDBG Planner. If the Court approves the grant administrative budget, the grant will support the remaining 60% of the CDBG planner, approximately 60% of the TNR Senior Engineer and all operating expenses.

No matching funds are required for CDBG. Staff anticipates that the grant funds will be available by mid-October 2010. The contract period will be October 1st through September 30th annually.

### **Issues and Opportunities:**

- A. Due to having to find an alternate location site for the land acquisition project, the County's timeliness issue continues, however, once the land is purchased, the County should be in compliance.

HUD is not required to reduce the County's allocation, but should HUD reduce the PY10 allocation, all projects would have to be reassessed and a substantial amendment would need to be completed.

- B. Since CDBG's inception in 2006, the needs of residents in the unincorporated areas have remained consistent with streets, youth services, water and wastewater, and affordable housing and home repairs ranking as top priorities amongst the public.
- C. CDBG staff continually assesses the spending of funds and the progress of projects to ensure timely spending. As a result, the recommendations for projects during the annual selection process may be affected based on the current spending of dollars and previous project allocations. Due to the four month delay in executing the original grant agreement in October 2006 as well as implementation delays, project selection for Program Year 2010 will be key toward our efforts in ensuring timeliness in August 2011.

Although staff usually concentrates on recommending "high priority" projects as established on the 2006-2010 Consolidated Plan in 2006, this year Staff considered a "medium" priority project (homebuyer assistance) that has become of higher priority in the context of the current economic conditions.

For considerations for each project recommended (Refer for more details on these projects as well as the rest of projects considered on Tab 4).

- Street Improvements: Lava Lane: 1) support the last phase of a three-year project, funding the construction of the road improvement, 2) improves the livelihood of a community

allowing land-locked properties to gain access to a safe and decent road and school busses and postal mail delivery to be viable.

- Homebuyer Assistance: 1) benefits households that are finding it more difficult to obtain financing in the current market, 2) ensures affordability and acquisition of the loan by allowing households to put more money down 3) benefits economic recovery by investing in stabilizing the housing market through homebuyer assistance and 4) provides an opportunity for program income which can be reinvested into more homebuyer assistance opportunities.
  
- Public Services, Other: 1) continues to fund a successful project, 2) improves access to households who need the services, 3) allows the County to better understand the needs in the unincorporated areas and work with other service providers to expand services, 4) assists in timeliness achievement through drawing down funds consistently and 5) leverages funds.
  
- Administration & Planning: 1) allows the grant to absorb more of the administrative cost of the program, 2) assists in timeliness achievement through drawing down funds consistently.

Considering the inclusion of alternate projects allows for the pre-planning of unforeseen incidents, and allows the CDBG program to utilize the funds in a timely manner toward pre-identified alternate projects. Resources, including time and money, that would otherwise be used to add or delete projects through the customary Substantial Amendment process described in the Citizen Participation Plan, can be saved. An update to the Citizen Participation would be needed to explain the alternate project process.

### **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.

Originally, Travis County was notified of an allocation estimated at \$2,449,337. The 2006-2010 Consolidated Plan was completed and approved in August of 2006 which acts as the application to HUD and outlines strategic direction for five years and the specific allocation of dollars for the first year's funding. An annual action plan is due each August 15<sup>th</sup>.

In September of 2006, HUD informed Travis County of an error in the entitlement amount. The result was a reduction of funding to the amount of \$838,659. The 2006-2010 Consolidated Plan was disallowed and had to be amended. The amended 2006-2010 Consolidated Plan was approved in December 2006.

# **Power Point Presentation**



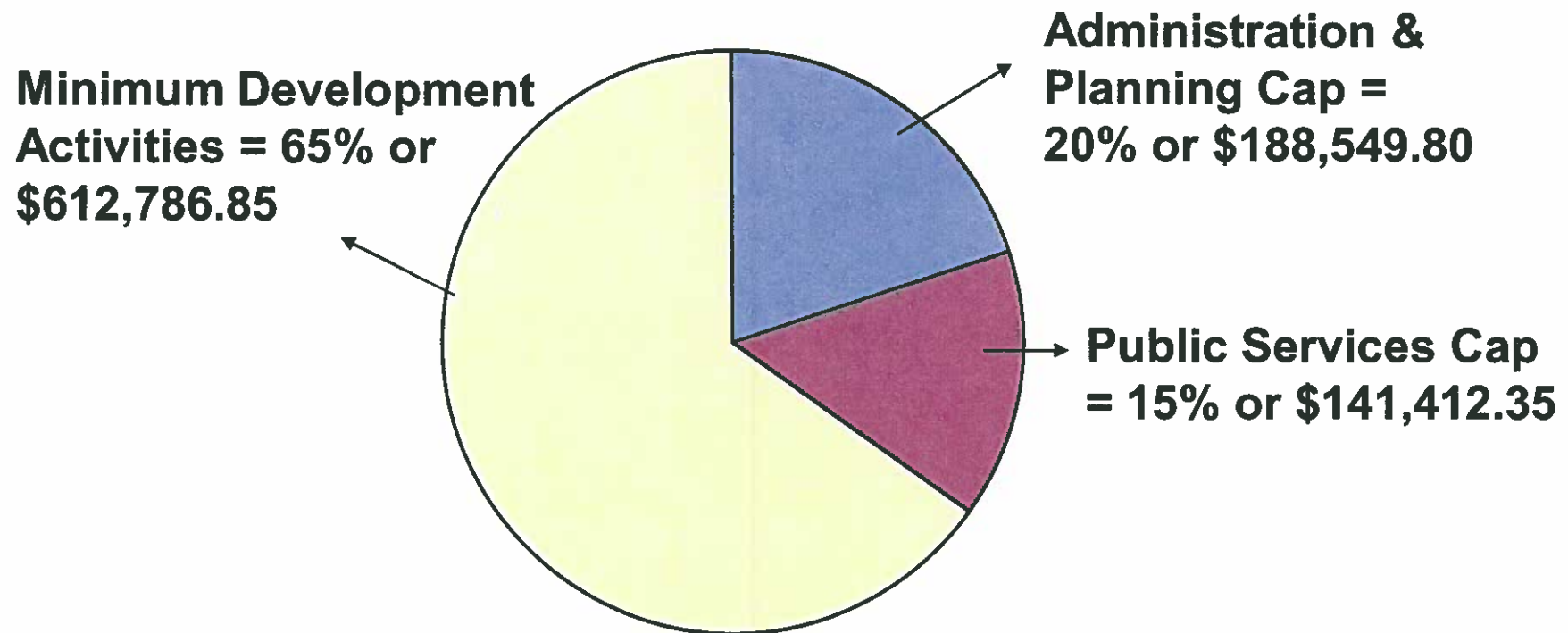
# **Travis County Community Development Block Grant (CDBG) Program**

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## **Recommendations for CDBG Program Year (PY) 2010 Allocations**

Travis County Commissioners Court  
Presentation by the Health & Human Services  
and Veteran Services (HHS & VS)  
June 8, 2010

# **Program Year 2010 Allocation : \$ 942,749**





# CDBG Project Update – June 2010

<b>FSS Social Work Services Expansion</b> <ul style="list-style-type: none"> <li>• Provision of services underway</li> </ul>	75 individuals served in the first 6 months
<b>Apache Shores Street Improvements</b> <ul style="list-style-type: none"> <li>• Construction Underway</li> </ul>	July Completion
<b>Land Acquisition for Affordable Owner Housing Infrastructure Development</b> <ul style="list-style-type: none"> <li>• Land acquisition</li> <li>• Completion of construction of houses</li> </ul>	<ul style="list-style-type: none"> <li>• Sept 2010</li> <li>• Aug 2015</li> </ul>
<b>Street Improvements in Lave Lane</b> <ul style="list-style-type: none"> <li>• Acquisition of Right of Way</li> <li>• Construction Completed</li> </ul>	<ul style="list-style-type: none"> <li>• Fall 2010</li> <li>• Summer 2011</li> </ul>

# CDBG Project Update – June 2010

<b>Homeowner Rehabilitation</b> <ul style="list-style-type: none"> <li>• Non-profit identified &amp; contract in place</li> <li>• Provision of services</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2010</li> <li>• Fall 2010</li> </ul>
<b>Homebuyer Assistance</b> <ul style="list-style-type: none"> <li>• Contract in place</li> <li>• Provision of services</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2010</li> <li>• Summer 2010</li> </ul>
<b>Youth and Family Assessment Center Flex Fund</b> <ul style="list-style-type: none"> <li>• Contract in place &amp; provision of services</li> </ul>	Summer 2010
<b>Administration &amp; Planning</b> <ul style="list-style-type: none"> <li>• Contract in place for Analysis of Impediments to Fair Housing Choice</li> <li>• Reviewing areas for water or wastewater</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2010</li> <li>• Underway</li> </ul>

# Timeliness Overview

- HUD evaluates County timeliness on August 1, 2010.
- Timeliness is achieved by having no more than 1.5 times the current allocation in the line of credit.
- The County is working closely with HUD informing them of updates as compliance by August 1<sup>st</sup> is not likely. Ratio estimated to be about 2.01 on Aug 1<sup>st</sup>.
- Acquisition of Land in Sep 2010 and completion of Apache Shores in the Summer of 2010 will allow the County to meet timeliness by Sept 30, 2010.

# Summary of Participation Process

- Five Public Hearings held = 28 participants
- Participation Forms = 34 submitted
- Project Proposal Forms = 7 submitted
  - 3 proposals from Agencies
  - 4 proposals from TC Departments

## Summary of High Priority Needs/Projects Identified

- Two additional communities with water or wastewater needs
- Three additional road improvement projects
- Rehabilitation of existing housing units
- Other public services: information and referral
- Youth Services: after school program



# Project Scoring Criteria

- Addresses a high priority in the 2006-2010 Consolidated Plan
- Feasibility: Completed in 12-18 months
- Impacts a significant number of people
- Benefits Low to Moderate Income Households
- Leverages funds

Note: Staff also reviewed submitted projects in context with the economic downturn and weakened housing market. Consideration of medium priorities was made if data or trends suggested it was prudent.

# 2006-2010 Consolidated Plan Strategic Direction

## **Goal: Provide a suitable living environment**

### *Project Category:*

- Water/Sewer Improvements
- Street/Road Improvements
- Youth Services
- Other Public Service Needs
- Housing Rehabilitation

## **Goal: Provide decent housing**

### *Project Category:*

- Owner Housing: Production of New Units
- Infrastructure for New Housing Development

# Summary of Recommended Projects

<b>Proposed Projects for PY 2010</b>	<b>Allocation</b>
<b>Street Improvements: Lava Lane</b>	<b>\$400,000</b>
<b>Homebuyer Assistance</b>	<b>\$285,000</b>
<b>Public Services, Other: Social Work Services</b>	<b>\$69,295</b>
<b>CDBG Administration &amp; Planning</b>	<b>\$188,454</b>
<b>Total PY10 Grant</b>	<b>\$942,749</b>

# Recommended PY10 Budget

*Community Development (65% minimum of total allocation)*

<b>Project:</b>	<b>Street Improvements</b>	<b>\$ 400,000</b>
Activity:	Lava Lane	

<b>Project:</b>	<b>Homebuyer Assistance</b>	<b>\$ 285,000</b>
Activity:	Down Payment Assistance & Gap Financing	

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<b>Community Development Total:</b>	<b>\$ 685,000 (72.7%)</b>
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## Recommended PY10 Budget

*Public Services (capped at 15% of total allocation)*

**Project: Public Services, Other \$ 69,295**

**Activity: FSS Social Work Expansion**

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**Public Services Total: \$ 69,295 (7.3%)**



# Recommended PY10 Budget

*Administration & Planning (capped at 20% of total allocation)*

**Project:**                    **Administration & Planning**

Activity:                    Includes HHS .6 FTE and General Operating costs

Includes TNR approx. .6 FTE for Water, Wastewater  
and Other Project Planning

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**Administration & Planning Total:**                    **\$ 188,454 (20%)**

# Summary of Alternate Projects

Proposed Alternate Projects for PY 2010	Allocation
Homebuyer Assistance	Up to \$300,000
Owner Occupied Home Rehabilitation	Up to \$200,000
Street Improvements: Navarro Creek Drive	Up to \$125,000

Alternate Projects are defined as projects that could be considered, if necessary, to replace a slow moving project. Approving this strategy would require amendment to the Citizen Participation Plan.

# Timeline: Development of PY10 Action Plan

- June 8:** Presentation of PY10 projects and consideration of Approval
- June 15** **Deadline: Court project approvals required**
- June 22:** **Deadline: Court approval of Draft PY10 Action Plan**
- Jun 23** 30-day comment period for PY10 Action Plan  
**– Jul 22:** *(Includes two public hearings on June 29<sup>st</sup> and July 13<sup>th</sup> )*
- August 10:** **Deadline: Court approval of PY10 Action Plan required**
- August 13:** **Deadline: PY10 Action Plan Due to HUD**

# **Project Update and Timeliness**

- Implementation schedule for CDBG-funded projects as of June 2010
- CDBG Timeliness Update
- May 2010 Timeliness Report to HUD

Project	Funding Allocated	Updated Timeline
PY 06 Apache Shores Street Improvements	\$305,000	Jul 2010: Construction anticipated to be completed the first week in July.
PY 07 Apache Shores Street Improvements	\$500,000	
PY 06 Land Acquisition for Affordable Housing Development	\$250,000	Jul 2010: Site approval anticipated after Public Comment Period & environmental document completed  Aug 2010: Release of Funds anticipated from HUD  Sept 2010: Austin Habitat closes on property  Aug 2015: Completion of the construction of houses
PY 07 Land Acquisition for Affordable Housing Development	\$ 195,518	
PY08 Land Acquisition for Affordable Housing Development	\$ 500,000	
PY 09 FSS Social Work Services Expansion	\$ 64,000	Oct 2010: Provision of services underway Sept 2010: Funding expended
PY 09 Water/Wastewater Planning	\$45,000	Oct 2010: Provision of services underway Sept 2010: Funding expended
PY08 Homeowner Rehabilitation	\$106,136	Summer 2010: Non-profit identified and under contract Fall 2010: Provision of services
PY09 Homeowner Rehabilitation	\$130,000	

Project	Funding Allocated	Updated Timeline
Planning: Analysis of Impediments to Fair Housing Choice	\$25,000	Summer 2010: Consultant identified and under contract Fall 2010: Analysis completed
PY06 Street Improvements in Lava Lane (design)	\$83,659	Fall 2010: Acquisition of Right of Way  Summer 2011: Construction completed
PY 09 Street Improvements Lava Lane (acquisition ROW)	\$60,000	
PY09 Homebuyer Assistance	\$528,000	Summer 2010: Contract executed and provision of services anticipated
PY09 YFAC Expansion	\$32,100	Summer 2010: Contract executed and provision of services anticipated

## **CDBG Timeliness**

HUD conducts an assessment of each entitlement's timeliness of spending 10 months into each grant year. For Travis County, the timeliness test will occur every August. The threshold for compliance with timeliness is having no more than 1.5 times the current year's allocation unspent.

### **HUD's Timeliness and Grant Reduction Policy**

As part of the mandate from Congress, HUD is required to determine whether CDBG grantees carry out their program in a timely manner. A grantee is considered to be timely, if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant. If the grantee exceeds the amount allowed at that 60-day mark, they are considered to be non-compliant.

If the grantee fails to meet the timeliness requirements, HUD can reduce the grant amount available for the next program year by the exact amount of the credit balance in excess of 1.5 times the annual grant. For example, if a grantee's annual grant is \$1 million and the 60 day ratio is 1.57, the maximum amount of the reduction for its next program year would be \$70,000 ( $1.57 - 1.50 = .07 \times \$1 \text{ million} = \$70,000$ ).

HUD can decide to not reduce the grant if the grantee's delayed spending resulted from factors outside of the grantee's control. Before a grant is reduced, the grantee may have an informal consultation with HUD to demonstrate how significant delays in program implementation were out of their control.

An important aspect of a grant reduction is that it will affect the amount of CDBG funds available for planning and administration. By law, no more than 20% of any grant may be used for these purposes in a given program year. If there is a significant grant reduction or a reduction to zero of a new grant, there will be limited CDBG funds to pay the grantee's administrative costs.

### **Current Timeliness Status**

Presently, the CDBG Program is working under a waiver from HUD as a result of being out of compliance with timeliness in August 2008 and 2009. A monthly report is provided to HUD regarding the County's efforts to achieve compliance. Based on the progress of two projects, the Apache Shores Street Improvements and Land Acquisition for affordable housing development, it is unlikely that the County will achieve timeliness by August 2010 with an estimated ratio of 2.01.

The Apache Shores project will be completed by the first week in July, but the payment of final invoices may occur in mid-August. Additionally, the land acquisition deal will not close until September 2010 due to needed site approval and environmental clearances. The ratio at the end of September is anticipated to be approximately 1.25.




**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERAN SERVICES**

**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:** May 24, 2010  
**To:** Richard Lopez  
HUD Field Office Director and Acting CPD Division Director  
**FROM:**   
Sherri E. Fleming, Executive Manager  
**Subject:** Travis County Health and Human Services and Veteran Services  
May 2010 Update to Timeliness Workout Plan

As requested by the HUD San Antonio CPD office, Travis County is providing its monthly update on its timeliness of spending of CDBG funds as well as its current projections for compliance. The CDBG Office projected that we would be at a ratio of 2.76 by the end of March. The County is at 2.97 as a result of issues related to invoicing and certified payroll corrections for the Apache Shores project.

The Apache Shores street project began construction at the end of March. One bill has been received, but the contractor has been asked to correct their certified payroll prior to payment. Additionally, the contractor agreed to invoice bi-monthly to ensure expedient draw down of funds, but has yet to send in another bill. The Contractor has been made aware of the County's urgency to complete the project and bill on a regular and frequent basis and all County staff involved in the processing of the invoices has been made aware and are making adjustments where feasible to expedite processing.

The land acquisition project is moving forward with advertising the location of the land for public comment, and engaging an environmental consultant to assist with the EA. A couple of issues have been identified that required the County to make the decision to request outside assistance. It is likely that it will be September 2010 before the land will be purchased assuming no insurmountable issues are found with the EA.

The current issues with certified payroll and potential environmental clearance delays for the land acquisition, increase the likelihood that the County will not be in compliance with timeliness by August 1, 2010. Staff will be briefing the Commissioners Court on June 8, 2010, but is aggressively solving problems as they arise to draw down as much funding as possible prior to July 31, 2010.

As always, the County remains committed to achieving compliance with timeliness. Please let me know if you have any questions. We will provide another update by June 22, 2010.



Grantee: Travis County

Contact person: Christy Moffett

Telephone: 854-3460

CDBG Workout Plan

Program Year 2009

Funds Projected/Funds Drawn

Preparation date: January 19, 2010

Original plan date: January 29, 2009

Amended plan date: April 19, 2010

Activity Name/#	Amount Budgeted \$(000)	Amt Drwn as of 9/30/09 \$(000)	Balance as of 09/30/09 \$(000)	Drawdown 10/31/09		Drawdown 11/30/09		Drawdown 12/31/09		Drawdown 1/31/10		Drawdown 02/28/10		Drawdown 03/31/10		Drawdown 4/30/10		Drawdown 5/31/10		Drawdown 06/30/10		Drawdown 07/31/10		Cumulative as of Prep. Date		Undrawn Balance as of Prep. Date
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	
PY 06 Apache Shores Sub Roads/ #5	305,000	60000	245000	0	0	0	0	0	0	0	3283.11	3000	1271.65	3000	2486.91	75000	1510.29	118000	2372.29	200000		34075.8		433075.8	10924.25	234075.75
PY 07 Apache Shores Sub Roads/ # 11	500,000	81381.54	418618.46	0	0	0	0	0	0	0	3452.79	0	1271.65	0	10214.13	0	5757.14	0	2475.67	0		350000		350000	23171.38	395447.08
PY 06 Lava Lane Sub Road	83,659	36487	47172	0	0	0	0	0	0	8000	17039.91	6000	0	10000	0	0	0	0	4142.94	0		0		24000	21182.85	25989.15
PY 06 Land Acq / #7	250,000	0	250000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		7000		7000	0	250000
PY 07 Land Acq / # 10	195,518	0	195518	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		6000		6000	0	195518
PY 08 Home Rehab / #	106136	0	106136	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0	0	106136
PY 08 Infrastructure Affd Housing*	500,000	0	500000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		6000		6000	0	500000
PY 09: Planning	45,000	0	45000	0	0	0	0	0	0	3750	14216	3750	4424.96	3750	2340.37	3750	4260.48	5000	2139.2	5000		4000		29000	27381.01	17618.99
PY 09 Homebuyer Assistance	528,000	0	528000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0	0	528000
PY09: Home Rehabilitation	130,000	0	130000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0	0	130000
PY09: Lava Lane	60,000	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		1000		1000	0	60000
PY09: SW Expansion	74,300	0	74,300	0	0	0	0	0	0	18000	16630.85	6000	5343.41	6000	5264.42	6000	5412.42	6000	5355.42	6000		6000		54000	38006.52	36293.48
PY09: YFAC Expansion	32,100	0	32,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0	0	32100
PY09: Admin	111,280	0	111280	0	0	0	0	0	0	25000	17295.61	10000	5281.08	13000	12800.23	10000	6703.65	10000	5488.8	13000		10000		91000	47569.37	63710.63
Total	2,920,993	177,869	2,743,124	0	0	0	0	0	0	54,750	71,918	28,750	17,593	35,750	33,106	94,750	23,644	139,000	21,974	224,000		424,076		1,001,076	168,235	2,574,889

LOC Balance	2,743,124	2,743,124	2,743,124	2,743,124	2,743,124	2,743,124	2,743,124	2,688,374	2,671,206	2,659,624	2,653,613	2,623,874	2,620,507	2,529,124	2,596,863	2,390,124	2,574,889	2,166,124	2,574,889	1,742,049	2,574,889
Current Grant	866,380																				
Ratio of Balance to Grant	3.17	3.17	3.17	3.17	3.17	3.17	3.17	3.10	3.08	3.07	3.06	3.03	3.02	2.92	3.00	2.76	2.97	2.50		2.01	

\* Substantial Amendment approved 12/15/09 to move to land acquisition.

Travis County CDBG Program					
Project by Project Review for Timeliness					
Program Year 2006					
Name of Funded Activity	Original Amount Funded	Date 1st Contract Was Executed	Date of 1st Draw	Current Remaining Balance	Status of Project
Street Improvements: Apache Shores	\$305,000	7/15/2008	Nov-08	\$234,075.80	<ul style="list-style-type: none"> <li>▪ Underway - completion anticipated in July 2010.</li> <li>▪ Contractor is billing infrequently, but has recently agreed to bi-monthly invoicing.</li> </ul>
Owner Occupied Housing Production of New Units via Land Acquisition	\$250,000	8/19/2009	Anticipated in September 2010	\$250,000.00	<ul style="list-style-type: none"> <li>▪ Letter of Interest executed.</li> <li>▪ Public comment on location of land June 12 through July 12. Have permission from HUD to advertise environmental results concurrently if possible. In process of hiring environmental consultant due to some consultations needed.</li> </ul>
Street Improvements: Lava Lane	\$83,659	4/21/2009	9-Jul	\$25,989.15	<ul style="list-style-type: none"> <li>▪ Design almost complete. RROF received 4/26/10.</li> </ul>

Travis County CDBG Program					
Project by Project Review for Timeliness					
Program Year 2007					
Name of Funded Activity	Original Amount Funded	Date 1st Contract Was Executed	Date of 1st Draw	Current Remaining Balance	Status of Project
Street Improvements: Apache Shores	\$500,000	7/15/2008	Mar-09	395447.10	▪See explanation for Apache Shores project for PY06.
Owner Occupied Housing Production of New Units via Land Acquisition	\$195,518	8/19/2009	Anticipated September 2010	195518.00	▪See explanation for PY06 project.

Travis County CDBG Program					
Project by Project Review for Timeliness					
Program Year 2008					
Name of Funded Activity	Original Amount Funded	Date 1st Contract Was Executed	Date of 1st Draw	Current Remaining Balance	Status of Project
Home Rehabilitation	\$106,136	Summer 2010	N/A	\$106,136.00	<ul style="list-style-type: none"> <li>Scope of work completed.</li> <li>Lead based paint procedures ready.</li> <li>Hold on going out for bid. Prioritizing street and land acquisition to ensure timeliness. Anticipated going out for bid in the Summer 2010.</li> </ul>
Owner Occupied Housing Production of New Units via Land Acquisition	\$500,000	Anticipated June 2010	Anticipated September 2010	\$500,000.00	<ul style="list-style-type: none"> <li>Amendment to contract anticipated in June 2010. See PY 06 Land Acquisition for more details.</li> </ul>

Travis County CDBG Program					
Project by Project Review for Timeliness					
Program Year 2009					
Name of Funded Activity	Original Amount Funded	Date 1st Contract Was Executed	Date of 1st Draw	Current Remaining Balance	Status of Project
Home Rehabilitation	\$130,000	Summer 2010	N/A	\$130,000.00	This allocation will be executed in combination with the PY2008 monies.
Homebuyer Assistance	\$528,000	Anticipated June 2010	N/A	\$528,000.00	<ul style="list-style-type: none"> <li>Prioritizing street and land acquisition projects to ensure timeliness. Contract to be executed in June 2010.</li> </ul>
Public Services, Other: Social Work Expansion	\$74,300	Services in progress since 10/09	1/22/2010	\$36,293.48	<ul style="list-style-type: none"> <li>Services being provided</li> </ul>
Youth Services: Flexible Fund Expansion	\$32,100	Anticipated June 2010	N/A	\$32,100.00	<ul style="list-style-type: none"> <li>Prioritizing street and land acquisition projects to ensure timeliness. Contract anticipated in June 2010.</li> </ul>
Street Improvements: Lava Lane	\$60,000	N/A	N/A	\$60,000.00	<ul style="list-style-type: none"> <li>RROF received 4/26/10. Project Manager had meetings with acquisition team to proceed.</li> </ul>
Planning: Water Wastewater & Other Project Planning	\$45,000	Costs incurred since 10/09	1/22/2010	\$17,618.99	<ul style="list-style-type: none"> <li>Underway</li> </ul>
Administrative Costs	\$111,280	Costs incurred since 10/09	1/22/2010	\$63,710.63	<ul style="list-style-type: none"> <li>Underway</li> </ul>

# **Public Participation and Community Needs Identified for Program Year 2010**

- Summary of Participation Process
- Summary of Public Participation
- Testimonies received during Public Hearing at Commissioners Court

## **1. SUMMARY OF PARTICIPATION PROCESS**

During the months of February and March 2010, the public had an opportunity to identify the needs of the unincorporated areas by 1) attending one of five public hearings, 2) turning in a Participation Form or 3) turning in a Project Proposal form.

### **Public Hearings and Participation Forms**

The purpose of the hearings and participation forms was to obtain the public's input on the community development, housing, and public service needs, as well as potential project ideas to address those needs. The first hearing, held at the Commissioner Courtroom, followed a traditional hearing format, while those held in each of the precincts had an information session followed by facilitated discussion.

The public that could not participate in public hearings had the choice of providing their input by filling out a Participation Form or a Project Proposal Form. These forms were provided to interested parties upon request and were available in both English and Spanish on the Travis County CDBG website.

### **Technical Assistance to Neighborhoods**

Organized residents who identified CDBG eligible projects received technical assistance from CDBG staff in the form of site visits, guidance on project proposals and guidance on understanding CDBG eligible activities and eligible beneficiaries. Specifically CDBG staff provided technical assistance to residents of Cardinal Hills, Hazy Hills and residents from different neighborhoods in the Del Valle area. This marked the second year CDBG staff met with neighborhoods for site/office visits.

### **Advertising**

The opportunity to participate was advertised on the Travis County website ([www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)), the seven community centers and the television channel of Travis County. Advertisements also appeared on newspapers of general circulation including the Manor Messenger, Pflugerville Pflag, Hill Country News, Lake Travis View, North Lake Travis Log, West Lake Picayune, Oak Hill Gazette, The Austin Chronicle and the Spanish language newspapers *Ahora Si* and *El Mundo*. In addition, notifications by mail and e-mail were sent to service providers, to county residents who had previously attended public hearings, to the community liaison departments of schools districts and to neighborhood associations. The announcements were available in English and Spanish.

### **Efforts to broaden Public Participation**

The following efforts were made to broaden public participation:

- Public notices presented the option of requesting an American Sign Language or Spanish interpreter.
- The CDBG website stayed current with documents and announcements of the different participation opportunities.
- The website was re-organized to provide clarity and better navigation for the public.
- The public that could not attend the public hearings had the option to provide their input by filling out a Participation Form or Project Proposal Form.
- To increase the access to information of Spanish-speakers, all the participation forms were available in Spanish, and selected sections of the website were translated into Spanish.
- Notices of opportunities to participate were sent to all neighborhood associations in the unincorporated areas and to school district community liaison departments.

## **2. SUMMARY OF PUBLIC PARTICIPATION**

- A total of 28 people attended the five public hearings
- 34 Participation Forms were submitted
- Technical assistance was provided by CDBG staff in the forms of site visits or office visits and steps to follow to the neighborhood Cardinal Hills and Hazy Hills and one community organizer in the Del Valle area.
- 3 project proposals were submitted by Catholic Charities of Central Texas GirlStart and VDC Travis Reserve I, LP.
- 4 proposals were submitted by Travis County Departments: 2 from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS), one from the Transportation and Natural Resources Department (TNR) and one from the Travis County Housing Finance Corporation (TCHFC).



In this section we will summarize the results from the public hearings and citizen participation forms. The project proposals will be included in another section of the back-up.

The hearings held in each of the precincts consisted of an informational section and two interactive exercises. The informational section contained background information on CDBG eligible activities, citizen participation processes, and project selection criteria. During the first exercise, participants were asked to rank the CDBG priorities for the 2010 program year. During the second exercise, residents were asked to identify their community needs and potential project ideas to address those needs. Residents that filled out a Citizen Participation Form had access to the same information via the form and a power point presentation.

### **Ranking of CDBG Priorities**

Staff provided a list of the CDBG priorities on large pieces of paper on the wall. Participants were asked to rank the priorities by assigning dots with numerical values next to the ones they consider most significant. They were specifically asked to 1) assign 5 points, to the priority that represents to them the most urgent need or most urgent area of investment, 2) assign three points, to a priority that represents to them an urgent need, but not necessarily the most urgent need, and 3) assign 1 point, to the priority that represents to them an important need, but not as urgent need. To provide additional emphasis, participants were allowed to assign more than one dot to a priority area. The results of the ranking for the residents that participated through the precinct public hearings and citizen participation forms were as follows:

**Table 1: Ranking of CDBG Priorities by the Public, Spring 2010**

<b>High Priorities for the 2006-2010 Period</b>	<b>Dots Assigned</b>			<b>Total Points</b>
	<b>Most Urgent (5-point dots)</b>	<b>Urgent (3- point dots)</b>	<b>Important (1-point dots)</b>	
<b>Water/Sewer Improvements</b>	13	11	5	103
<b>Youth Services</b>	9	6	5	68
<b>Other Public Service Needs*</b>	5	8	4	47
<b>Street/Road Improvements</b>	5	4	7	44
<b>Owner Occupied Housing Rehabilitation</b>	2	1	5	18
<b>Infrastructure for New Housing Developments</b>	-	-	3	8
<b>Production of New Owner Housing Units through Land Acquisition</b>	-	2	3	9

\*When explaining to participants the priorities approved by court for the period 2006-2010, it was clarified that the category “Other Public Service Needs” excludes senior services, employment training, child care services, transportation services, substance abuse services, lead services, and lead hazard screening.

**Table 2: Top-Three Needs Ranked by Precincts**

<b>Precinct</b>	<b>Ranking of High-Priority Needs</b>
<b>Precinct 1</b>	<b>No attendance at this Public Hearing</b>
<b>Precinct 2</b>	<b>1. Owner Occupied Housing Rehabilitation</b>
	<b>2. Street/Road Improvements</b>
	<b>3. Production of New Owner Housing Units through Land Acquisition</b>
<b>Precinct 3</b>	<b>1. Street/Road Improvements</b>
	<b>2. Water/Sewer Improvements</b>
	<b>3. Other Public Service Needs</b>
<b>Precinct 4</b>	<b>1. Water/Sewer Improvements</b>
	<b>2. Youth Services</b>
	<b>3. Other Public Service Needs*</b>

\* Other Public Service Needs” excludes senior services, employment training, child care services, transportation services, substance abuse services, lead services, and lead hazard screening.

All participants were given time to identify their specific community needs and project ideas including specific locations, cross streets, and any mitigating factors. The specific needs/projects identified are as follows:

**Table 3: Needs/Projects identified by the Public Spring 2010**

<b>High Priority Needs/Projects Identified</b>	<b>Precinct</b>
<b>Street/Road Improvements</b>	
• Street improvements in Cardinal Hills, Stormy Dr., Ullman Dr., and Pyramid Dr. (Subdivision Units 13, 14, & 15)	<b>3</b>
• Street improvements on Wolf Ln, Elroy Rd, Fangerquist Rd, McAngus Rd & Ross Rd	<b>4</b>
• Streets & sidewalks needed at Burleson Rd & Smith School Dr.	<b>4</b>
<b>Water/Sewer Improvements</b>	
• Wastewater needs in Plainview Estates	<b>1</b>
• Water and wastewater infrastructure needed in Cardinal Hills	<b>3</b>
• Water line needed at Wolf Lane	<b>4</b>
<b>Housing Needs</b>	
• Low income housing needed in Pflugerville	<b>2</b>
• Home repair programs for low income homeowners needed	<b>3</b>
<b>Youth Services</b>	
• Youth services needed in the Ross Rd Area	<b>4</b>
• Proposed project idea: community/cultural arts programs for youth, public art (murals, sculpture, etc.) at the Richard Moya Park	<b>4</b>
• Teen driver education	<b>4</b>

Other Issues Raised	Precinct
<b>Recreational Centers, Community Centers, Parks, Library</b> <ul style="list-style-type: none"> <li>Recreational hall, recycling bins, community hall needed in the FM 969/Hornsby Bend area</li> <li>Public library needed for the Hornsby Bend, FM 969 and Creedmore areas</li> </ul>	1
<ul style="list-style-type: none"> <li>Community Center needed for the FM 973</li> <li>Recreational Center needed for the areas: <ul style="list-style-type: none"> <li>Wolf Ln, Pearce Ln, Ross Rd., Stoney Pt</li> <li>McKinney Falls – East Del Valle</li> <li>FM 812/183 Hwy</li> </ul> </li> <li>Park with play equipment and hike and trails in Creedmore and South East Travis County</li> <li>Community garden needed in Ross Rd</li> </ul>	4
<b>Security</b> <ul style="list-style-type: none"> <li>Increased police presence needed in Plainview/Hornsby Bend</li> <li>Neighborhood watch needed for all</li> </ul>	1
<b>Medical</b> <ul style="list-style-type: none"> <li>Medical Clinic in the FM 969 area with access to transportation</li> </ul>	1
<ul style="list-style-type: none"> <li>Need for a Emergency Medical Services and a hospital closer to Ross Rd</li> </ul>	4
<b>Access to Food</b> <ul style="list-style-type: none"> <li>Need for grocery stores that are close to communities in Creedmore</li> <li>Community kitchens for nutrition</li> </ul>	4
<b>Economic Development</b> <ul style="list-style-type: none"> <li>Water/sewer improvements: Burleson Rd – Create Commercial area</li> </ul>	4
<b>Others</b> <ul style="list-style-type: none"> <li>Community Cleanup needed in the Plainview/ Hornsby Bend area</li> </ul>	1
<ul style="list-style-type: none"> <li>Over-run community center in Pflugerville. Need for medical, emotional, mental health, housing, and employment services</li> </ul>	2
<ul style="list-style-type: none"> <li>Transportation barriers: without public transportation it is difficult for families that have one car or where both parents work and children/youth cannot take public transportation to go to school</li> </ul>	2, 3 & 4
<ul style="list-style-type: none"> <li>Park and Ride needed around FM 812 &amp; Hwy 183</li> </ul>	4
<ul style="list-style-type: none"> <li>Community cleanup needed in Wolf Lane</li> <li>Technology infrastructure needed (band width)</li> <li>Green energy for public services</li> <li>Need for street lighting in Saddle Circle and Reata Dr. In the morning children have to wait for the school bus in the dark and residents are afraid of animals (e.g. snakes) that may bite the children.</li> </ul>	4

### **3. TESTIMONIES RECEIVED DURING PUBLIC HEARING AT COMMISSIONERS COURT**

No comments were presented at the public hearing held at the Commissioners Court held on February 16, 2010.

# Recommendation for Projects

- Overview of Project Selection Process
- Projects Recommended for CDBG PY10 Funding
- High-Priority projects identified by the public during the Spring 2010
- High-Priority projects identified by the public PY06- PY10
- CDBG Project Proposals submitted for PY10

## Project Submission Process

County residents, services providers and County departments had the opportunity to present potential CDBG projects:

- By participating in any of the five public hearings held during the months of February and March, 2010. One of hearings was held at the Travis County Commissioners Court and other four throughout each of the four County precincts.
- Through the submission of a Citizen Participation Form or a Project Proposal Form. Those that were not able to attend public hearings had the choice of filling out any of these two forms by accessing it on the Travis County Website or by requesting it from Travis County CDBG staff.

## Project Scoring Matrix

Travis County CDBG staff considered and weighed all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner.

Second, CDBG staff further evaluated the projects according to the following criteria:

- **Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the seven high priority categories identified in the strategic (consolidated) plan are given a priority.
- **Feasibility of project:** Projects that have the ability to be implemented and completed within 18 months receive a more favorable review. Phased projects for which 12 - 18 months of work would leave an incomplete project with little to no impact are considered with less priority.
- **Impacts a significant number of households:** Project scope and the number of persons benefiting are considered to determine the level of project impact.
- **Benefit to low/moderate-income persons:** Projects that benefit low- and moderate income households receive a more favorable review.
- **Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts receive more favorable review.

Additionally, staff took into consideration the economic downturn affecting Travis County and the nation as whole, further evaluating "medium" priority projects that represented a higher priority in the current times.



**Project # 1: Lava Lane Road Improvement - \$400,000****Project Description:**

This project funds the construction phase of improvements of the unaccepted portion of Lava Lane, a road in Precinct 4. This is the last phase of this project. This project will be administered by the Travis County Transportation and Natural Resources Department, Public Works Division.

Project 1: General Project Information	
<b>CDBG Funding:</b>	\$400,000
<b>Leverage Funding:</b>	Not Applicable
<b>Program Delivery:</b>	Travis County Transportation and Natural Resource Department
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Expected Start/ Completion Date:</b>	May 2011 -September 2011: Construction completed
<b>Location:</b>	Lava Lane, Precinct 4

Project 1: Priority and Performance Measurement Information (HUD –prescribed)			
<b>Priority Need Category:</b>	Infrastructure	<b>Project:</b>	Street Improvements
<b>Eligible Activity:</b>	Street Improvements	<b>Outcome Category</b>	Sustainability
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve quality of public improvements for lower income persons
<b>Citation</b>	570.201 (c)	<b>Accomplishment</b>	1297 Individuals
<b>Eligibility</b>	LMA	<b>Matrix Code</b>	03 K Street Improvements
<b>Priority in the 2006-2010 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	TBD

**Project Considerations:**

- Low to moderate income property owners have an urgent need for improved access for themselves, school busses, mail service, and emergency vehicles. Currently children have to walk to the corner of Coulver and Lava Lane (a busy intersection) for bus service.
- The design phase of the project was initiated in PY08 with PY06 reprogrammed funds and PY09 funds were allocated for the acquisition of property.
- This will be the last phase of the project. Allocating funds on a multi-year basis has allowed for timely spending of funds.

## **Project # 2: Homebuyer Assistance - \$285,000**

### **Project Description:**

In an effort to make housing affordable to “first-time home purchasing” families whose annual household income is under 80 percent of the Area Median Income (AMI), the Travis County Affordable Housing Ownership Program will make Shared Appreciation Gap Financing and Down payment Assistance loans available.

### **Shared Appreciation Gap Financing:**

Households earning 80% or less of the area median income may obtain funds (up to \$30,000) to reduce the sales price to an amount affordable to the household. Actual assistance amount will be calculated based on actual family need. The loan is a 0 % interest, 30-year note with no required annual or monthly payments. Upon resale, refinancing, lease or other transfer of title, the loan must be repaid in full plus a percentage of the house’s appreciation value.

### **Down Payment Assistance:**

Households earning 80% or less of the area median income may obtain funds (\$8,000) to cover down payment and reasonable closing costs. The loan is a 0 % interest, 5 year-note with no required annual or monthly payments. The loan is forgiven at a pro-rata rate of 20% for each year of homeownership. The loan is fully forgiven at the end of 5 years. A minimum house hold investment of \$500 is required.

All households who are interested in assistance through the Travis County Affordable Housing Ownership Program are required to participate in a minimum of eight (8) hours of HUD-certified housing counseling. At the time the homebuyer is approved for the program, the homebuyer must meet with TCHFC staff for a no cost one hour consultation providing a detailed review of the program.

<b>Project 2: General Project Information</b>	
<b>CDBG Funding:</b>	\$285,000
<b>Leverage Funding:</b>	Not applicable
<b>Project Delivery:</b>	Travis County Housing Finance Corporation
<b>Project Oversight:</b>	Travis County Health and Human Services & Veteran Services
<b>Expected Start/ Completion Date:</b>	October 1, 2010 – September 30, 2011
<b>Location:</b>	Unincorporated areas of the County

Project 2: Priority and Performance Measurement Information (HUD –prescribed)			
<b>Priority Need Category:</b>	Homeownership	<b>Project:</b>	Homebuyer Assistance
<b>Eligible Activity:</b>	Direct Homeownership Assistance	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Decent Housing	<b>Specific Objective</b>	Increase the affordability of owner housing
<b>Citation</b>	24 CFR 570.201 (n)	<b>Accomplishment</b>	17 households
<b>Eligibility</b>	LMH	<b>Matrix Code</b>	13, Direct Home Ownership Assistance
<b>Priority in the 2006-2010 Strategic Plan#:</b>	Medium	<b>Travis County HTE #:</b>	TBD

### **Project Considerations:**

- In Travis County, the cost of housing continues to increase at a faster rate than wages or salaries. Stagnant family income and sharply increasing housing costs has placed safe and decent housing outside the reach of many low-income households. Working families with incomes below 80 % of the area median family income experience substantial challenges in acquiring affordable housing that does not create overcrowding (more than 1 .5 persons per room)” for the family.
- At a time when loans are more difficult to get, homebuyer assistance presents an opportunity to not only help homebuyers but also stimulate the economy, stabilize home prices, and revitalize neighborhoods that are negatively affected by foreclosure.
- Although on the 2006-2010 CDBG Consolidated Plan homebuyer assistance is considered a medium priority, the current economic/market conditions call for a reconsideration and funding of this medium priority.
- Provides an opportunity to create program income to support future investments in homebuyer assistance.

**Project # 3: Continuation of FSS Social Work Services Expansion Project - \$69,295****Project Description:**

This program is an internal Travis County Health and Human Services & Veterans Service expansion of existing services. The program will allow the continuation of the PY07, PY08 & PY09 expansion of social work services by one social worker, increasing capacity to provide case management, information and referral, non-clinical counseling, crisis intervention and outreach in the unincorporated areas of precincts 1 and 4. The social worker works at a Travis County HHS&VS facility, however, to reduce transportation barriers, the social worker provides the majority of service provision through home visits.

**Project 3: General Project Information**

<b>CDBG Funding:</b>	\$69,295
<b>Leverage Funding:</b>	Youth and Family Assessment Center (YFAC) Flex Funds – to be determined Best Single Source (BSS) Funds – to be determined
<b>Program Delivery:</b>	Family Support Services (FSS) Division of the Travis County Health and Human Services & Veteran Services
<b>Program Oversight:</b>	Travis County Health and Human Services & Veteran Services
<b>Expected Start/ Completion Date:</b>	September 30, 2010 – October 1, 2011
<b>Location:</b>	Households residing in precincts 1 & 4 of the unincorporated areas of TC

**Project 3: Priority and Performance Measurement Information (HUD –prescribed)**

<b>Priority Need Category:</b>	Public Services, Other	<b>Project:</b>	Social Work Services Program
<b>Eligible Activity:</b>	Public Services	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the availability of services for low/moderate income persons
<b>Citation</b>	570.201 (e)	<b>Accomplishment</b>	120 people
<b>Eligibility</b>	LMC	<b>Matrix Code</b>	05, Public Services (General)
<b>Priority in the 2006-2010 Strategic Plan#:</b>	High	<b>Travis County HTE #:</b>	TDB

**Project Considerations:**

- ♦ Residents of the unincorporated areas of the County have limited access to social services partly because only a limited number of agencies concentrate on rendering services for unincorporated residents and partly because transportation barriers prevent them from getting to and from health and human service agencies. This project thus addresses transportation barriers by using the home-based service model.
- ♦ The work of the Social Worker continues to inform CDBG staff on the nature and extent of unmet needs faced by residents in the unincorporated areas. This information will continue to be of great value in shaping future funding decisions in the unincorporated areas.
- ♦ Assists in addressing timeliness via consistent monthly expenditures
- ♦ Leverages funds used when clients access Best Single Source and YFAC Flex Funds.

### **Project # 4: Administrative & Planning Expenses – \$188,454**

#### **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. Additionally, the funds will pay for a portion of the salary for the CDBG Planner and a portion of the salary of a TNR Senior Engineer who acts as a project manager for CDBG-funded street and water supply improvement projects.

#### **Project 4: General Project Information**

<b>CDBG Funding:</b>	\$188,454
<b>Leverage Funding:</b>	Travis County General Fund = estimated \$ 103,000
<b>Program Delivery:</b>	Travis County Health and Human Service & Veteran Services
<b>Program Oversight:</b>	Travis County Health and Human Service & Veteran Services
<b>Expected Start/ Completion Date:</b>	October 1, 2010 – September 30, 2011
<b>Location:</b>	Not Applicable

#### **Project 4: Priority and Performance Measurement Information (HUD –prescribed)**

<b>Priority Need Category:</b>	Not Applicable	<b>Project:</b>	Program Administration
<b>Eligible Activity:</b>	Administration and Planning	<b>Outcome Category</b>	Not Applicable
<b>Objective Category</b>	Not Applicable	<b>Specific Objective</b>	Not Applicable
<b>Citation</b>	570.206	<b>Accomplishment</b>	Other, Effective administration of the grant
<b>Eligibility</b>	Not Applicable	<b>Matrix Code</b>	21A, General Program Administration
<b>Priority in the 2006-2010 Strategic Plan#:</b>	Not Applicable	<b>Travis County HTE #:</b>	TBD

**Program Considerations:**

- ♦ Assists in addressing timeliness via consistent monthly expenditures.
- ♦ Allows the grant to begin to support more of the costs related to the grant.
- ♦ Leverages an estimated \$103,000 in the general fund dollars to support personnel costs.
- ♦ In previous years, the CDBG Planner's salary had been paid with General Fund dollars. Partially funding this position with grant funds eliminates the need for one time funding budget requests for next year.



## **Alternate Project List for Program Year 2010**

In the event that the projects identified for this program year are delayed, canceled, or are performed at a lower cost than the budgeted amount, the Travis County CDBG program plans to pursue one or more of following projects: homebuyer assistance, homeowner rehabilitation, or design of Navarro Creek Street Improvements.

Planning for such incidents allows the CDBG program to utilize the funds in a timely manner toward pre-identified alternate projects, also saving resources that would otherwise be used to add or delete projects through the customary Substantial Amendment process described in the Citizen Participation Plan. Approval by the Commissioner's Court would be required to use an alternate project.

### **Alternate Project Priority #1: Homebuyer Assistance -**

#### **Project Description:**

In an effort to make housing affordable to "first-time home purchasing" families whose annual household income is at or below 80 percent of the Area Median Income (AMI), the Travis County Affordable Housing Ownership Program will make Shared Appreciation Gap Financing and Down payment Assistance loans available. The project will be administered by the Travis County Housing Finance Corporation (TCHFC) as a designated sub-recipient.

#### **Shared Appreciation Gap Financing:**

Households earning 80% or less of the area median income may obtain funds (up to \$30,000) to reduce the sales price to an amount affordable to the household. Actual assistance amount will be calculated based on actual family need. The loan is a 0 % interest, 30-year note with no required annual or monthly payments. Upon resale, refinancing, lease or other transfer of title, the loan must be repaid in full plus a percentage of the house's appreciation value.

#### **Down Payment Assistance:**

Households earning 80% or less of the area Median Family Income (MFI) may obtain funds (\$8,000) to cover down payment and reasonable closing costs. The loan is a 0 % interest, 5 year-note with no required annual or monthly payments. The loan is forgiven at a pro-rata rate of 20% for each year of homeownership. The loan is fully forgiven at the end of 5 years. A minimum house hold investment of \$500 is required.

All households who are interested in assistance through the Travis County Affordable Housing Ownership Program are required to participate in a minimum of eight (8) hours of HUD-certified housing counseling. At the time the homebuyer is approved for the

program, the homebuyer must meet with TCHFC staff for a no cost one hour consultation providing a detailed review of the program.

<b>Alternate Project Priority 1: General Project Information</b>	
<b>CDBG Funding:</b>	<b>Depends on available funds, but up to \$300,000</b>
<b>Leverage Funding:</b>	Not applicable
<b>Project Delivery:</b>	Travis County Housing Finance Corporation
<b>Project Oversight:</b>	Travis County Health and Human Services & Veteran Services
<b>Expected Start/ Completion Date:</b>	October 1, 2010 – September 30, 2011
<b>Location:</b>	Unincorporated areas of the County

<b>Alternate Project 1: Priority and Performance Measurement Information (HUD – prescribed)</b>			
<b>Priority Need Category:</b>	Homeownership	<b>Project:</b>	Homebuyer Assistance
<b>Eligible Activity:</b>	Direct Homeownership Assistance	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Decent Housing	<b>Specific Objective</b>	Increase the affordability of owner housing
<b>Citation</b>	24 CFR 570.201 (n)	<b>Accomplishment</b>	<b>Approximately 1 house per \$15,000 invested</b>
<b>Eligibility</b>	LMH	<b>Matrix Code</b>	13, Direct Home Ownership Assistance
<b>Priority in the 2006-2010 Strategic Plan#:</b>	Medium	<b>Travis County HTE #:</b>	TBD

### **Project Considerations:**

- In Travis County, the cost of housing continues to increase at a faster rate than wages or salaries. Stagnant family income and sharply increasing housing costs has placed safe and decent housing outside the reach of many low-income households. Working families with incomes below 80 % of the area median family income experience substantial challenges in acquiring affordable housing that does not create overcrowding (more than 1 .5 persons per room)” for the family.
- At a time when loans are more difficult to get, homebuyer assistance presents an opportunity to not only help homebuyers but also stimulate the economy, stabilize home prices, and revitalize neighborhoods that are negatively affected by foreclosure.
- Although on the 2006-2010 CDBG Consolidated Plan homebuyer assistance is considered a medium priority, the current economic/market conditions call for a reconsideration and funding of this medium priority.
- Provides an opportunity to create program income to support future investments in homebuyer assistance.
- Original request was for over \$540,000, but could only partially fund project.

## **Alternate Project Priority # 2: Home Rehabilitation**

### **Project Description:**

This project will fund minor home repair services to move homes towards Housing Quality Standards 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. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

These funds are targeted to homeowners at or below 80% MFI in the unincorporated areas of the county. This project will be either administered by a non-profit, designated as a sub-recipient, identified through a formal application process or by the HHS/VS department.

<b>Alternate Project Priority #2: General Project Information</b>	
<b>CDBG Funding:</b>	<b>Depends on available funds, but up to \$200,000</b>
<b>Leverage Funding:</b>	To be determined
<b>Program Delivery:</b>	Designated sub-recipient or Travis County Health and Human Service and Veterans Service
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Estimated Start/ Completion Date:</b>	Contract in place by November 2009 Program delivery begins January 2010
<b>Location:</b>	Homes in the unincorporated areas of Travis County

### Alternate Project Priority 2: Priority and Performance Measurement Information (HUD –prescribed)

<b>Priority Need Category:</b>	Owner Occupied Housing	<b>Project:</b>	Rehabilitation of existing units
<b>Eligible Activity:</b>	Rehabilitation	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the quality of owner housing
<b>Citation</b>	570.202	<b>Accomplishment</b>	<b>1 unit for every \$24,999 funded</b>
<b>Eligibility</b>	LMH	<b>Matrix Code</b>	14A, Rehabilitation, Single Unit Residential
<b>Priority in the 2006-2010 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	TBD

#### **Project Considerations:**

- The need to repair aging and deteriorating houses in the unincorporated areas of the county is one of the most recurring needs presented in the CDBG public hearings. It is also a need observed first hand by the CDBG social worker who provides services through home visits.
- Currently the County's Housing Service Division is the only agency providing home repair services in the unincorporated areas with the exception of a few small programs that occasionally do home repair outside of city limits. The Housing Service Division currently has a waiting list for home repair services as demand far exceeds availability of services.
- Outsourcing: One area of concern about outsourcing the services is that there might not be agencies that would be interested in doing this work, at present. With the influx of Recovery Act funds, especially those going to weatherization activities, agencies already in this area would want to continue their work within the same geographical parameters they are currently serving (within city limits).
- If after going through procurement of services, there are no submissions of proposals, CDBG staff would alternatively implement this program through the Travis County HHS&VS Housing Division.

### **Alternate Project Priority # 3: Navarro Creek Drive Substandard Road Improvement Project**

#### **Project Description:**

This project funds the design phase, environmental review, and project management time to support the improvement of the unaccepted portion of Navarro Creek, a road in Precinct 4. This will be the first phase of a three-phase project to complete the road improvement. This project will be administered by the Travis County Transportation and Natural Resources Department, Public Works Division.

#### **Alternate Project Priority 3: General Project Information**

<b>CDBG Funding:</b>	Up to \$125,000
<b>Leverage Funding:</b>	Not Applicable
<b>Program Delivery:</b>	Travis County Transportation and Natural Resource Department
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Expected Start/ Completion Date:</b>	Dependent upon when or if funded – approximately 6 months from funding approval date
<b>Location:</b>	Navarro Creek road, Precinct 4

#### **Alternate Project Priority 3: Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Infrastructure	<b>Project:</b>	Street Improvements
<b>Eligible Activity:</b>	Street Improvements	<b>Outcome Category</b>	Sustainability
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve quality of public improvements for lower income persons
<b>Citation</b>	570.201 (c)	<b>Accomplishment</b>	1239 Individuals
<b>Eligibility</b>	LMA	<b>Matrix Code</b>	03 K Street Improvements
<b>Priority in the 2006-2010 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	TBD

### **Project Considerations:**

- Low to moderate income property owners will have access to an improved road allowing school busses, mail service, and emergency vehicles reach their properties.
- The project anticipates needing additional funding for two funding cycles to complete it.
- Approximately 19 parcels of land would need to be acquired to complete, eminent domain might be needed.
- Staff needs to ascertain neighborhood's interest for the project prior to starting.
- A cost estimate associated with taking a portion of the road out of the 100 year flood plain is still needed.
- Allocating funds on a multi-year basis allows for timely spending of funds.

Type of Projects	Project/ Need Details	Area	Precinct	Notes	Status
<b>Water/Sewer Improvements</b>	Access to wastewater needed	<b>Plainview Estates</b>	<b>1</b>	• Would require easement for acquisition likely through the use of eminent domain for a lift station	<b>Planning Needed</b>
<b>Water/Sewer Improvements</b>	Water and Wastewater Infrastructure needed	<b>Cardinal Hills</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Design 1st yr, construction in 1-2 yrs depending on available funds</li> <li>• Planning needed - subdivision has many vacant lots. Would need to determine if affordable housing could be ensured if improvements made.</li> </ul>	<b>Planning Needed</b>
<b>Water/Sewer Improvements</b>	Water and Wastewater Infrastructure needed	<b>Burleson Rd</b>	<b>4</b>	• There appears to be a short section of Burleson Rd that does not have water, but it is in the City of Austin	<b>Not Feasible</b>
<b>Water/Sewer Improvements</b>	Water system needs "re-tooling". Currently in receivership.	<b>Hazy Hills</b>	<b>3</b>	• To date, no work has been identified by the Receiver	<b>Not Feasible</b>
<b>Road/Street Improvements</b>	Improvements needed in Storm Dr., Ullman Dr. and Pyramid Dr. ( Cardinal Hills Subdivision Units 13, 14 & 15)	<b>Cardinal Hills</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Planning needed - subdivision has many vacant lots. Would need to determine if affordable housing could be ensured if improvements made.</li> <li>• Need to determine commercial/residential percentages for eligibility</li> </ul>	<b>Planning Needed</b>
<b>Road/Street Improvements</b>	Improvements needed	<b>Wolf Ln, Fanguerquist Rd, McAngus Rd &amp; Ross Rd.</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• Fanguerquist Rd could be a possible Extension to Ross Rd. All others County Maintained</li> <li>• Area has mostly been annexed so not a recommended area of investment at this time. It is likely before project completion, the area could be on an annexation plan. More investigation needed to determine project feasibility.</li> </ul>	<b>Planning Needed</b>
<b>Road/Street Improvements</b>	Improvements needed	<b>Burleson Rd &amp; Smith School Dr.</b>	<b>4</b>	• City of Austin Roadway	<b>Not Feasible</b>
<b>Housing</b>	Travis County Affordable Ownership Program: Homebuyer assistance	<b>Unincor.</b>	<b>All</b>	<ul style="list-style-type: none"> <li>• In progress from PY09</li> <li>• While a medium priority on the PY06-10 Consolidated Plan, it was funded in PY09 due to high foreclosure numbers in the unincorporated areas. Continued investment recommended to support housing market.</li> </ul>	<b>Candidate for Funding</b>
<b>Housing</b>	Rehabilitation of existing units	<b>Unincor.</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Can be done by contracting out services</li> <li>• Recommended for Alternative Project List</li> </ul>	<b>Candidate for Funding</b>
<b>Housing</b>	VDC Travis Reserve I, LP: construction of 200 affordable rental housing units	<b>Fleischer and IH 35 -Wells Branch Area</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Not a type of project the CDBG program is ready to pursue</li> <li>• The funding request is much higher than what CDBG could support</li> <li>• Rental housing is a medium priority in the PY06-10 Consolidated Plan</li> </ul>	<b>Not Feasible</b>



Type of Projects	Project/ Need Details	Area	Precinct	Notes	Status
<b>Youth Services</b>	HHSVS-FSS: Youth and Family Assessment Center Supportive Services Expansion	<b>Unincor.</b>	<b>1 &amp; 4</b>	<ul style="list-style-type: none"> <li>▪ In progress from PY09</li> <li>▪ Not recommended for funding because the administrative oversight for a request of this size is not cost effective</li> </ul>	<b>Not Recommended for Funding</b>
<b>Youth Services</b>	Girlstart: Science, Technology, Engineering and Math Workshops for girls in the Del Valley ISD	<b>Unincor.</b>	<b>4</b>	<ul style="list-style-type: none"> <li>▪ Not recommended for funding because the administrative oversight for a request of this size is not cost effective</li> </ul>	<b>Not Recommended for Funding</b>
<b>Youth Services</b>	Cultural arts program for youth for Richard Moya Park proposed by Del Valle ISD teacher.	<b>Richard Moya Park</b>	<b>4</b>	Not recommended for funding because it is an individual recommended project without a commitment from the school district or a non-profit to implement.	<b>Not Recommended for Funding</b>
<b>Other Public Services</b>	HHSVS-FSS: Family Support Services Social Work Expansion Project	<b>Unincor. Precinct 1 &amp; 4</b>	<b>1 &amp; 4</b>	<ul style="list-style-type: none"> <li>▪ In progress from PY 09. A successful program meeting goals. Continued need demonstrated.</li> </ul>	<b>Candidate for Funding</b>
<b>Other Public Services</b>	Catholic Charities: Information and Referral Project	<b>Unincor.</b>	<b>G</b>	<ul style="list-style-type: none"> <li>▪ Due to number of contracts and projects that are being managed by the CDBG program, staff are concerned about introducing new sub-recipient agreements during a consolidated planning year.</li> <li>▪ Not recommended for funding.</li> </ul>	<b>Not Recommended for Funding</b>
<b>Planning</b>	TNR: Senior Engineer who oversees infrastructure projects	<b>All precincts</b>	<b>U</b>	<ul style="list-style-type: none"> <li>▪ In progress from PY09. Additional planning needed to determine if projects are feasible and to ready projects for funding in the future.</li> <li>▪ Will be partially funded with project delivery funds available from other CDBG projects.</li> </ul>	<b>Candidate for Funding</b>

Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Water/Sewer Improvements	Failing septic tanks. Desire to have wastewater connected to the City's system.	Walnut Place	1				√		Yes	N	U	U	U	U	U	\$1,750,000 + service connections	• Main line in Walnut Creek Watershed could cause Environmental Assessment Problems • Requires alternate funding	Resource Development Needed
Water/Sewer Improvements	FM 812 & Elroy Rd/ 973 - no water at least once per month. Issues with water lines lasting from 4 hrs to 2 days.	FM 812 & Elroy Rd	4				√		Yes	N	U	U	U	U	U	\$4,750,000 + acquisition	• Problem not evident, possible undersized lines • Plan to replace back to transmission main. • Possible flood plain issues. • Additional resources needed	Resource Development Needed
Water/Sewer Improvements	Lack of public water infrastructure. Water is being purchased (trucked in) by residents.	FM 1625 area	4			√			Yes	N	U	U	U	N	U	2,400,000 + acquisition and service connection	• Area of Benefit not specifically defined. No acquisition included • No specific contact.	Resource Development Needed
Water/Sewer Improvements	Lack of public water and sewer infrastructure	Manchaca	3 or 4			√			Yes	N	U	U	U	N	U	NA	• Mentioned briefly on a public hearing, no contact information provided • after review, no water need identified	Not Feasible
Water/Sewer Improvements	Access to wastewater needed	Plainview Estates	1	√		√		√	Yes	N	40 HH	Y	U	N	U	\$ 1,300,000 + acquisition & service connection	• Would require easement for acquisition likely through the use of eminent domain for a lift station	Planning Needed
Water/Sewer Improvements	Water/Wastewater Infrastructure needed for residents and a new church at N 973/N 969 to Loyola and Decker Lake Road	FM 969 and FM 973 area	1		√				Yes	N	U	U	U	N	U	\$1,000,000	• Multi-jurisdictional project, north side of roadway has been fully annexed by COA. • South side in 2-mile ETJ m Water must be installed before Wastewater. (\$1,750000)	Resource Development & Planning Needed
Water/Sewer Improvements	Wastewater infrastructure need or septic tank repair	Northridge Acres	2	√		√			Yes	N	58 HH	Y	U	N	U	\$2,500,000	• Multi-jurisdictional project. • Estimate includes Williamson County homes	Resource Development & Planning Needed

Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Water/Sewer Improvements	• 8" water main and wastewater system needed • fire hydrants (1 per every 3 houses)	Littig	1	√	√				Yes	N	U	U	U	N	u	NA	• There is water in Littig. The residents were asking for fire flow. • This is not feasible because the water transmission line to Littig cannot handle the flow.	Not Feasible
Water/Sewer Improvements	Expansion Kennedy Ridge water/wastewater system and grinder pumps	Kennedy Ridge	1	√	√				Yes	N	U	U	U	N	u	\$27,000 per unit	• Maintenance plan from water supply corporation needed to manage grinder pumps	Planning Needed
Water/Sewer Improvements	Fire Hydrants - Manville Water will provide pipe – Bluebonnet/Volker Lane Association	Bluebonnet Volker Lane	1	√	√				Yes	N	U	U	U	N	u	U	• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Water/wastewater infrastructure in Apache Shores	Apache Shores	3	√	√				Yes	N	U	Y	U	N	U	U	• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Mt. Chalet	Mt. Chalet	3		√				Yes	N	U	U	U	N	U	U	• This project is not feasible. Homes on Mt. Chalet out of existing pressure plane. Would require pump station and storage.	Planning Needed
Water/Sewer Improvements	Line replacement (water) 6" for fire hydrants (safety) - Deer Creek Ranch	Deer Creek Ranch	3	√	√				Yes	N	U	U	U	N	U	U	• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Need for water/meter hook-up for houses along Rodriguez Rd	Rodriguez Rd	4		√				Yes	N	U	Y	U	N	U	\$345,000	• Refer to Home Repair program • Assume 65 LUEs • No real sense on how many people need to connect	Referral to Currently Funded Program
Water/Sewer Improvements	Wastewater infrastructure need	Imperial Valley	1			√			Yes	N	U	U	U	N	U	\$25,000 per unit	• On Water/Wastewater planning project	Planning Needed

Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Water/Sewer Improvements	Water and Wastewater Infrastructure needed	Cardinal Hills	3					√	Yes	U	1710	Low-Mod %: 50.9	N	Y	2-3 yrs phased	\$725,000	<ul style="list-style-type: none"><li>• Design 1st yr, construction in 1-2 yrs depending on available funds</li><li>• Planning needed - subdivision has many vacant lots. Would need to determine if affordable housing could be ensured if improvements made.</li></ul>	Candidate for Funding
Water/Sewer Improvements	Water and Wastewater Infrastructure needed	Burleson Rd	4					√	Yes	U	U	U	U	U	U	NA	<ul style="list-style-type: none"><li>• There appears to be a short section of Burleson Rd that does not have water, but it is in the City of Austin</li></ul>	Not Feasible
Water/Sewer Improvements	Water system needs "re-tooling". Currently in receivership.	Hazy Hills	3					√	Yes	U	U	U	u	U	u	NA	<ul style="list-style-type: none"><li>• To date, no work has been identified by the Receiver</li></ul>	Not Feasible
Road/Street Improvements	Road improvements needed	Lake Oak Estates	3					√	Yes	N	75 HH	U	U	N	U	\$625,000	<ul style="list-style-type: none"><li>• Primary Surveying needed to determine area eligible.</li><li>• Potentially a multi-jurisdictional project because the area of benefit includes City of Lakeway</li><li>• Possible gentrification of area</li><li>• Based on its proximity to a preserved land, there might be environmental delays</li></ul>	Planning Needed
Road/Street Improvements	Improvements Needed	Navarro Creek Drive	4					√	Yes	N	1239	Low-Mod % 49.7	N	Y	2 yrs phased	\$650,000	<ul style="list-style-type: none"><li>• Navarro Creek Dr is a County Maintained Roadway. There is a private road that pararells part of Navarro Creek Dr. Roadway will be partially in floodplain, improvement would take road out of floodplain</li></ul>	Candidate for Funding

Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Road/Street Improvements	Road improvements needed Deer Creek Ranch near RR12 & Hamilton Pool.-8 miles of deteriorated roads	Deer Creek Ranch	3	√	√		√		Yes	N	U	U	N	N	U	More Information Needed - 6,000,000	• Primary Surveying needed to determine area eligible.	Resource Development & Planning Needed
Road/Street Improvements	Road improvements needed	Lago Rancho	3				√		Yes	N	U	U	N	N	U	\$3,100,000	• Primary Surveying needed to determine area eligible. • Potentially a multi-jurisdictional project because the area of benefit includes City of Lago Vista	Resource Development & Planning Needed
Road/Street Improvements	Road improvements needed: dangerous dirt roads littered with large boulders, pot holes and erosion.	Mountain View	4			√	√		Yes	N	41 people	U	\$20,000 from Vlado Ruzickca	N	U	U	• Further assessment needed into regulations about restrictions on % of development, possible deed restrictions to ensure development of at least 51% low to moderate income area.  • Includes Mountain View Ave Houston St, Beaumont St, Port Arthor St, Texas St, Oklahoma St.	Planning Needed
Road/Street Improvements	Road Improvement	Apache Shores	3	√					Yes	Y	1710	Low-Mod % 50.9	N	N				In Progress
Road/Street Improvements	Need of road expansion/ improvement.	Lava Lane	4			√	√		Yes	Y	1297	Low-Mod %: 47.9	None		31 months	\$687,000	Can be phased by splitting design and construction costs in separate years.	In Progress
Road/Street Improvements	Improvements needed	Hornsby Bend	4	√	√				Yes	N	U	U	U	N	U	More Information Needed	• Planning needed and possible primary surveying • Check to see if county maintained	Planning Needed
Road/Street Improvements	Daisy Drive	Daisy Drive	2		√				Yes	N	U	U	U	N	U	NA	• County Maintained	Not Feasible
Road/Street Improvements	Improvements needed in Stormy Dr., Ullman Dr. and Pyramid Dr. ( Cardinal Hills Subdivision Units 13, 14 & 15)	Cardinal Hills	3					√	Yes	U	1710	Low-Mod %: 47.9	N	Y		\$675,000	• Planning needed -_ subdivision has many vacant lots. Would need to determine if affordable housing could be ensured if improvements made. • Need to determine commercial/residential percentages for eligibility	Planning Needed

Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Road/Street Improvements	Improvements needed	Wolf Ln, Fanguerquist Rd, McAngus Rd & Ross Rd.	4					√	Yes	U	U	U	U	U	U	\$510,000	• Fanguerquist Rd could be a possible Extension to Ross Rd. All others County Maintained • Area has mostly been annexed so not a recommended area of investment at this time. It is likely before project completion, the area could be on an annexation plan. More investigation needed to determine project feasibility.	Planning Needed
Road/Street Improvements	Improvements needed	Burleson Rd & Smith School Dr.	4					√	Yes	U						NA	• City of Austin Roadway	Not Feasible
Housing	Southwest Key Programs: counseling and direct assistance for debris removal and cleaning (acquisition of affordable housing)	Unincor.					√		Yes	N	20 HH	Y	Y	N	Oct 2009 - Sep 2010	\$75,000	• No specific location identified • Other funding sources not secured • Funding needed over two years	Not Feasible
Housing	Homebuyer assistance (Travis County Affordable Ownership Program)	Unincor.					√	√	Yes	Y	35 HH	Y	N	N	Oct 2009 - Sep 2010	\$528,000	• Addresses an emerging critical need	In Progress
Housing	Travis County Affordable Ownership Program: Homebuyer assistance	Unincor.	All				√	√	Yes	Y	35 HH	Y	N	N	Oct 2010 - Sep 2011	\$540,250	• In progress from PY09 • While a medium priority on the PY06-10 Consolidated Plan, it was funded in PY09 due to high foreclosure numbers in the unincorporated areas. Continued investment recommended to support housing market.	Candidate for Funding
Housing	Rehabilitation of existing units	Unincor.	3	√	√	√	√	√	Yes	Y	20 HH	Y	N	Y	March 09-September 09	any amount	• Can be done by contracting out services	In Progress

Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Housing	Rehabilitation of existing units	Unincor.	3					√	Yes	Y		Y	N	Y		any amount	• Can be done by contracting out services • Recommended for Alternative Project List	Candidate for Funding
Housing	Septic tank repair	Imperial Valley	1			√			Yes	N	1-5 HH	u	N	Y	U	U	Refer to Housing Repair Project as needed	Referral to Other Project Type
Housing	VDC Travis Reserve I, LP: construction of 200 affordable rental housing units	Fleischer and IH 35 -Wells Branch Area	2					√	Yes	N	200 HH	Y	\$24,775,437	Y		\$1,775,000	• Not a type of project the CDBG program is ready to pursue • the funding request is much higher than what CDBG could support • Rental housing is a medium priority in the PY06-10 Consolidated Plan	Not Feasible
Housing	Installation of public infrastructure for the construction of affordable housing (AHFH)	Unincor.	TBD			√			Yes	Y	41 HH	Y	Y	Y	Dec 08 - Jul 09	Total = \$1,061,686 CDBG = \$500,000	• Project deleted through substantial amendment in December 2009 • Funds reallocated to land acquisition of developed lots	Reallocated Funding
Housing	Installation of public infrastructure for the construction of affordable housing (AHFH)	Mountain View	3			√			Yes	N	41 people	U	\$20,000 from Vlado Ruzickca	N	U	\$500,000	• Undeveloped area contingent on affordable housing commitment	Planning Needed
Youth Services	HHSVS-FSS: Youth and Family Assessment Center Supportive Services Expansion	Unincor.				√	√		Yes							\$32,100	• PY06 CDBG funds were reallocated to this program but due to HUD's initial allocation error, moneys were reprogrammed	In Progress
Youth Services	HHSVS-FSS: Youth and Family Assessment Center Supportive Services Expansion	Unincor.	1 & 4			√	√	√	Yes	Y	30 ind.	Y		N	Oct 2010 - Sep 2011	\$32,100	• In progress from PY09 • Not recommended for funding because the administrative oversight for a request of this size is not cost effective	Not Recommended for Funding

Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Youth Services	Girlstart: Science, Technology, Engineering and Math Workshops for girls in the Del Valley ISD	Unincor.	4					√	Yes	Y	100 HH	Y	N	N	Oct 2010 - Sep 2011	\$23,750	▪ Not recommended for funding because the administrative oversight for a request of this size is not cost effective	Not Recommended for Funding
Other Public Services	HHSVS-FSS: Family Support Services Social Work Expansion Project	Unincor.			√	√	√		Yes	Y		Y	Y	N	Oct 2009 - Sep 2010	\$69,295	In progress for PY08	In Progress
Youth Services	Cultural arts program for youth for Richard Moya Park proposed by Del Valle ISD teacher.	Richard Moya Park	4					√	Yes								▪ Not recommended for funding because it is an individual recommended project without a commitment from the school district or a non-profit to implement.	Not Recommended for Funding
Other Public Services	HHSVS-FSS: Family Support Services Social Work Expansion Project	Unincor. Precinct 1 & 4	1 & 4		√	√	√	√	Yes	Y	120 ind.	Y	Y	N	Oct 2010 - Sep 2011	\$69,295	▪ In progress from PY 09. A successful program meeting goals. Continued need demonstrated.	Candidate for Funding
Other Public Services	Emergency Grant Program: financial support for persons in Worksource WIA Program	Unincor.				√			Yes								▪ Due to number of contracts and projects that are being managed by the CDBG program, staff are concerned about introducing new sub-recipient agreements during a consolidated planning year.	Not Recommended for Funding
Other Public Services	Adult Education: Computer, General Educational Development (GED), and English as a second language (ESL) classes	Apache Shores, Lakeway, 183 and the 620 area	3			√			Yes	Y	U	Y	U	Y	Oct 2008 - Sep 2009	U	▪ Due to number of contracts and projects that are being managed by the CDBG program, staff are concerned about introducing new sub-recipient agreements during a consolidated planning year.	Not Recommended for Funding
Other Public Services	Financial Education: Homeownership center-financial literacy, homebuyer education (assistance with payment for classes)	Unincor.	G		√				Yes	N	U	Y	U	U	U	U	▪ Due to number of contracts and projects that are being managed by the CDBG program, staff are concerned about introducing new sub-recipient agreements during a consolidated planning year.	Not Recommended for Funding



Type of Projects	Project/ Need Details	Area	Precinct	PY 06	PY 07	PY 08	PY 09	PY 10	CDBG Eligible	Feasi-bility	Impact	Low-Mod Benefit	Leverage funds	Phased	Timeframe for Project	Estimated Cost	Notes	Status
Other Public Services	Literacy classes	Unincor.	G		√	√			Yes	N	U	Y	U	U	U	U	▪ Due to number of contracts and projects that are being managed by the CDBG program, staff are concerned about introducing new sub-recipient agreements during a consolidated planning year.	Not Recommended for Funding
Other Public Services	Adult Education: ESL (English as a second language)	Unincor.	G		√	√			Yes	N	U	Y	U	N	U	U	▪ Due to number of contracts and projects that are being managed by the CDBG program, staff are concerned about introducing new sub-recipient agreements during a consolidated planning year.	Not Recommended for Funding
Other Public Services	Catholic Charities: Information and Referral Project	Unincor.	G					√	Yes		960 ind.	Y	Y	N	Oct 2010 - Sep 2011	\$50,000	▪ Due to number of contracts and projects that are being managed by the CDBG program, staff are concerned about introducing new sub-recipient agreements during a consolidated planning year. ▪ Not recommended for funding.	Not Recommended for Funding
Planning	Extension of funding to TNR Senior Engineer currently hired to conduct feasibility studies of water and sewer infrastructure	All precincts	U			√	√	√	Yes	Y	16 + Neighborhoods	N/A	N	Y	April 08 - at least Sep 30 2011	\$45,000	▪ In progress from PY09	In Progress
Planning	TNR: Senior Engineer who oversees infrastructure projects	All precincts	U			√	√	√	Yes	Y	Project completion	N/A	N	N	Oct 2010 - Sep 2011	\$108,704	▪ In progress from PY09. Additional planning needed to determine if projects are feasible and to ready projects for funding in the future. ▪ Will be partially funded with project delivery funds available from other CDBG projects.	Candidate for Funding

## **CDBG Project Proposals Received for Program Year 2010**

<b>Housing</b>	<p><b>1. Homebuyer Assistance - Travis County Housing Finance Corporation: \$ 540,250</b></p> <p><b>2. Affordable Housing Project – Promotory Pointe: \$ 1,775,000</b></p>
<b>Youth Services</b>	<p><b>3. Youth and Family Assessment Center Supportive Services Expansion - Travis County HHS/VS: \$ 32,100</b></p> <p><b>4. Science, Technology, Engineering and Math Workshops – Girlstart: \$ 23,750</b></p>
<b>Other Public Services</b>	<p><b>5. Social Service Expansion Program – Travis County HHS/VS: \$ 69,295</b></p> <p><b>6. Information and Referral Project – Catholic Charities of Central Texas: \$ 50,000</b></p>
<b>Planning</b>	<p><b>7. Senior Engineer Position - Travis County TNR: \$ 108,708</b></p>



Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

## **CDBG Project Proposal Form (Page 1 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section – attach additional answers in separate paper.

<b>Contact Information</b>	
Provide a proposed project title	<b>Project Title:</b> <b>TRAVIS COUNTY AFFORDABLE HOUSING OWNERSHIP PROGRAM</b>
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> <b>TRAVIS COUNTY HOUSING FINANCE CORPORATION</b>
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> <b>HARVEY DAVIS, MGR.;</b> <b>MIGUEL GONZALEZ, SR. ANALYST</b>
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> <b>P.O. BOX 1748</b> <b>AUSTIN, TX 78767</b> <b>HARVEY.DAVIS@CO.TRAVIS.TX.US</b> <b>MIGUEL.GONZALEZ@CO.TRAVIS.TX.US</b>
Provide the daytime phone number for the contact person.	<b>Phone:</b> <b>512.854.4743</b> <b>512.854.4399</b>
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> – In Travis County, the cost of housing continues to increase at a faster rate than wages or salaries. Stagnant family income and sharply increasing housing costs has placed safe and decent housing outside the reach of many low-income households. Working families with incomes below 80 % of the area median family income experience substantial challenges in acquiring affordable housing that does not create “overcrowding (more than 1.5 persons per room)” for the family.</p>	

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

## **CDBG Project Proposal Form (Page 2 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

### **Project Description**

#### **Project Description – Homeownership Assistance**

##### **Financial Mechanisms**

In an effort to make housing affordable to “first-time home purchasing” families whose annual household income is under 80 percent AMI, the Travis County Affordable Housing Ownership Program will make Shared Appreciation Gap Financing and Down payment Assistance loans available. The two specific financial mechanisms will include:

1. Shared Appreciation Gap Financing ( CDBG: 24 CFR 570.201(n) ): Households earning 80% or less AMI may obtain funds (up to \$30,000) to reduce the sales price to an amount affordable to the household. Actual assistance amount will be calculated based on actual family need. The loan is a 0%-interest, 30-year note with no required annual or monthly payments. Upon resale, refinancing, lease or other transfer of title, the loan must be repaid in full plus a percentage of the house's appreciation value.
2. Down Payment Assistance ( CDBG: 24 CFR 570.201(e) ): Households earning 80% or less AMI may obtain funds (\$8,000) to cover down payment and reasonable closing costs. The loan is a 0%-interest, 5 year note with no required annual or monthly payments. The loan is forgiven at a pro-rata rate of 20% for each year of homeownership. The loan is fully forgiven at the end of 5 years.

A minimum house hold investment of \$500 is required. An individual household may combine the two financial mechanisms if there is a true documented need for such assistance.

##### **Housing Counseling**

All households who are interested in assistance through the Travis County Affordable Housing Ownership Program are required to participate in a minimum of eight (8) hours of HUD certified housing counseling. At the time the homebuyer is approved for the program, the homebuyer must meet with TCHFC staff for a no-cost one hour consultation providing a detailed review of the program.

**Project Location & Service Area** – All proposed activities will be conducted in unincorporated areas within Travis County.

##### **Number of People Impacted -**

Activity Name	Assisted Households
Shared Appreciation Gap Financing (80 % AMI and below)	10
Down payment Assistance (80 % AMI and below)	25
Total Households Assisted (below 80% AMI)	35

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

**CDBG Project Proposal Form (Page 3 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project:</b> <b>\$ 540,250 – Sources and Uses Attached</b>
If known, indicate the amount of CDBG funds requested for PY 2010.	<b>Amount of CDBG funds requested:</b> <b>\$ 540,250</b>
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval.	<b>Amount and Source of Other Funds:</b> <b>NA</b>
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate: NA</b>
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2010 Program Year Cycle is available no earlier than October 1, 2010.	<b>Timeline for Implementation of Project:</b> <b>12-month project timeline</b>

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

### **CDBG Project Proposal Form (Page 4 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Additional Notes and Information</b>	
Answer the question by circling yes or no.	<b>Has this project received Travis County CDBG funding in the past?</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 5px 15px;">Yes</span> <span>No</span> </div>
<b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers.  Anticipate August 2010 contract execution with Travis County for prior CDBG Funding.	
Answer the question by circling yes or no.	<b>Does your organization or Department have experience working with CDBG funds?</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Yes</span> <span style="border: 1px solid black; border-radius: 50%; padding: 5px 15px;">No</span> </div>
<b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.	
Answer the question by circling yes or no.	<b>If the proposed project is not funded in program year 2010, would you like to be considered in future CDBG Program Years?</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 5px 15px;">Yes</span> <span>No</span> </div>
<ul style="list-style-type: none"> <li>• * Indicates items that may not be known.</li> <li>• Technical assistance on project cost estimates may be able to be provided by County staff.</li> </ul>	

**Attachement A - Sources and Uses**  
**PY 2010 CDBG PROJECT PROPOSAL**

**Travis County Housing Finance Corporation**  
**TRAVIS COUNTY AFFORDABLE HOUSING OWNERSHIP PROGRAM**

Sources of the Funds for HBA Program

Travis County CDBG grant	\$ 500,000
Program Delivery Cost	<u>40,250</u>
	.
<b>Total Sources of Funds for HBA Program</b>	<b><u>\$ 540,250</u></b>

Uses of Funds for Program

	<u># of households</u>	<u>Amt per household</u>	
GAP Loans	10	\$ 30,000	\$ 300,000
DPA	25	\$ 8,000	\$ 200,000
Program Delivery Cost	35	\$ 1,000	35,000
Homebuyer Education	35	\$ 150	5,250

**Total Uses of Funds for HBA Program**

**\$ 540,250**

**TRAVIS COUNTY HOUSING FINANCE CORPORATION  
TRAVIS COUNTY AFFORDABLE HOUSING OWNERSHIP PROGRAM  
CDBG PROJECT PROPOSAL FOR PROGRAM YEAR 2010**

	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	TOTAL
<b>GAP LOANS</b>												
Households	0	0	2	1	2	1	1	1	2	0	0	10
Funds to Household	\$ -	\$ -	\$ 60,000	\$ 30,000	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ -	\$ -	\$ 300,000
Homebuyer Education	\$ -	\$ -	\$ 300	\$ 150	\$ 300	\$ 150	\$ 150	\$ 150	\$ 300	\$ -	\$ -	\$ 1,500
<b>GAP LOANS TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,300</b>	<b>\$ 30,150</b>	<b>\$ 60,300</b>	<b>\$ 30,150</b>	<b>\$ 30,150</b>	<b>\$ 30,150</b>	<b>\$ 60,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 301,500</b>
<b>Downpayment Assistance</b>												
Households	0	2	2	2	3	3	4	3	3	2	1	25
Funds to Household	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	\$ 24,000	\$ 24,000	\$ 32,000	\$ 24,000	\$ 24,000	\$ 16,000	\$ 8,000	\$ 200,000
Homebuyer Education	\$ -	\$ 300	\$ 300	\$ 300	\$ 450	\$ 450	\$ 600	\$ 450	\$ 450	\$ 300	\$ 150	\$ 3,750
<b>DPA TOTAL</b>	<b>\$ -</b>	<b>\$ 16,302</b>	<b>\$ 16,302</b>	<b>\$ 16,302</b>	<b>\$ 24,453</b>	<b>\$ 24,453</b>	<b>\$ 32,604</b>	<b>\$ 24,453</b>	<b>\$ 24,453</b>	<b>\$ 16,302</b>	<b>\$ 8,151</b>	<b>\$ 203,750</b>
<b>Program Delivery Costs</b>	<b>\$ 2,000</b>	<b>\$ 2,500</b>	<b>\$ 2,600</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,250</b>	<b>\$ 3,500</b>	<b>\$ 3,800</b>	<b>\$ 3,500</b>	<b>\$ 3,350</b>	<b>\$ 35,000</b>
<b>TOTAL HOUSEHOLDS</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>35</b>
<b>TOTAL COSTS</b>	<b>\$ 2,000</b>	<b>\$ 18,802</b>	<b>\$ 79,202</b>	<b>\$ 49,952</b>	<b>\$ 88,253</b>	<b>\$ 58,103</b>	<b>\$ 66,004</b>	<b>\$ 58,103</b>	<b>\$ 88,553</b>	<b>\$ 19,802</b>	<b>\$ 11,501</b>	<b>\$ 540,250</b>





Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

### **CDBG Project Proposal Form (Page 1 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section – attach additional answers in separate paper.

<b>Contact Information</b>	
Provide a proposed project title	<b>Project Title: Promontory Pointe</b>
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name: VDC Travis Reserve I, LP</b>
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person: Chris Applequist</b>
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> <b>4733 College Park</b> <b>Ste.200</b> <b>San Antonio, TX 78249</b> <b>chris@versadevco.com</b>
Provide the daytime phone number for the contact person.	<b>Phone: (817)501-9577</b>
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>Travis County continues to have a need for safe, affordable, and quality built housing for lower income residents. Due to the limited supply of quality affordable housing in Travis County, most low-income families are forced to live in dilapidated and crime ridden areas. Promontory Pointe will offer these residents safe, quality built, affordable housing along with service enriched amenities.</p>	



Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

**CDBG Project Proposal Form (Page 2 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

Along with offering low-income residents safe, quality-built, affordable housing, Promontory Pointe will offer free service enriched amenities including free child care, health classes, and financial literacy. Common amenities will include a fitness center, computer learning center, community room and pool.

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

Promontory Pointe will be located near Fleischer and IH-35 in the Wells Branch area of Travis County. The community will consist of 200 one-bedroom, two-bedroom, and three-bedroom units. Private streets, which will be named during the platting process, will be constructed on-site. Individuals benefiting from the development will be low-income individuals and families in need of safe, quality-built, affordable housing.

**Number of People Impacted** - Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

We anticipate housing availability for 250-350 people.

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

**CDBG Project Proposal Form (Page 3 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b> <b>\$ 24,775,437</b>
If known, indicate the amount of CDBG funds requested for PY 2010.	<b>Amount of CDBG funds requested:*</b> <b>\$ 1,775,000</b>
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval.	<b>Amount and Source of Other Funds:*</b> <b>Please see attached Sources and Uses.</b>
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:*</b>
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2010 Program Year Cycle is available no earlier than October 1, 2010.	<b>Timeline for Implementation of Project:*</b>  Construction is estimated to start in June 2011. Construction completion is estimated to be October of 2012



Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

**CDBG Project Proposal Form (Page 4 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Additional Notes and Information**

Answer the question by circling yes or no.

**Has this project received Travis County CDBG funding in the past?**

Yes

**No**

**If yes, describe the project's past performance** – Indicate the number of years of funding and details on successes and barriers.

Not applicable

Answer the question by circling yes or no.

**Does your organization or Department have experience working with CDBG funds?**

Yes

**No**

**If yes, describe your organization's past performance** – Indicate the number of years of funding and details on successes and barriers.

Answer the question by circling yes or no.

**If the proposed project is not funded in program year 2009, would you like to be considered in future CDBG Program Years?**

**Yes**

No

- \* Indicates items that may not be known.
- Technical assistance on project cost estimates may be able to be provided by County staff.

## **CDBG Project Proposal Form (Page 1 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section – attach additional answers in separate paper.

<b>Contact Information</b>	
Provide a proposed project title	<b>Project Title:</b> Youth and Family Assessment Center Supportive Services Expansion Project
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Department of Health & Human Services & Veterans Services, Division of Family Support Services
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Jane Prince MacLean
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> 100 N IH 35, Suite 2017, Austin Texas 78701 Jane.prince-maclean@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> <b>854-4143</b>
<b>Description of Problem/Need</b>	

**Problem/Need** - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.

Children, youth and their families in the unincorporated areas of Travis County do not have adequate access to individualized services and supports that address behavioral challenges, and improve functioning in home school and the community. In the unincorporated areas of Travis County, there is limited access to mental health and other supports. Additional barriers to accessing these services are limited public transportation, and a lack of public supports such as libraries, and non-profit agencies. Due to these barriers families are not able to access services in a timely fashion. Therefore the unmet needs of the child or youth can escalate, resulting in a higher level of intervention including involvement with child welfare and/or the juvenile justice system.

In the urban core of Austin, The Youth and Family Assessment Center (YFAC) provides holistic services and supports utilizing the Wraparound approach. This approach is based on the System of Care values, promoted as a best practice by SAMHA (Substance Abuse and Mental Health Administration). These values are: Community Based, Child Centered and Family Focused, and Culturally Competent. Additionally, an identified coordinator partners with the family, and assists them in accessing a County wide network of traditional and non-traditional service providers. These services include individual/family therapy, respite care, mentoring, tutoring, enrichment, parent coaching, etc. These services and supports are designed to improve the functioning of the child/youth and their family, with the goal of reducing future involvement in child welfare, and juvenile justice.

YFAC is part of the Travis County system of care (SOC). This system serves children, youth and their families based on a continuum of mental health needs, acuity and multi-agency involvement. This system of care has many partners including; Child Protective Services, Travis County juvenile probation department, Austin, Del Valle, Manor, Pflugerville independent school districts, Communities in Schools, Travis County Health & Human Services, and Austin Travis County Integral Care. YFAC services are available to children and their families who present with behavioral disorders prior to multi-system involvement. Multi-system involvement refers to a child or youth who is involved with juvenile justice, child welfare, special education, and mental health providers. The Children's Partnership (TCP), another SOC initiative in Travis County has care coordination staff that serve children/youth and their families that attend Del Valle and Manor school districts. Early intervention with children youth and their families before multi-agency involvement reduces the length of service need, and overall costs.

To build on the local assets of the unincorporated areas of precinct 1, and 4 the YFAC model was adapted allowing families to access system of care services and supports through the two Community Centers in Del Valle and Manor areas.

## **CDBG Project Proposal Form (Page 2 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

### **Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

This project proposal would provide flexible funding for services and supports to previously un-served children living in the unincorporated areas of Travis County. Families would access these funds through the Family Support Services Social Workers at the Travis County Community Centers and The Children's Partnership (TCP) care coordinators at Manor or Del Valle ISD.

At the Travis County Community Centers, children identified as needing these services will be enrolled in the YFAC by the FSS social worker. At enrollment service needs are identified and residency and income eligibility are determined. Families' are served until their identified needs are met. As possible, families are linked to available resources. For the children/youth and families served by TCP, enrollment happens after attending the Community Partners for Children meeting where their service needs are matched to this program and eligibility is determined by TCP quality assurance staff.

Each child/youth and family enrolled in either YFAC – FSS or TCP will receive individualized planning, coordination of services and access to the Travis County Provider Network. This network allows families to utilize both traditional and non-traditional service providers to meet their unique needs. The service model is the Wraparound approach; providing home-based services and supports through child and family teams.

This flexible funding is administered through Austin Travis County Integral Care (ATCIC) who serves as the managed services organization (MSO). As the MSO, ATCIC credentials all network providers and provides payment processing for services allowing flexibility in service planning and purchasing. The MSO currently manages multiple funding streams for the various System of Care initiatives. As part of their contractual responsibilities they ensure funding allocation based on child/youth and families eligibility. The services provided by the MSO are funded through a contractor fee of 7%.

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

Only children new to the YFAC-FSS and The Children's Partnership who reside in unincorporated areas of Travis County would be served with these flexible funds. Residency eligibility is determined by Travis County Appraisal District data reviewed by Travis County FSS Case Management Coordinator.

**Number of People Impacted** - Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

30 at risk or multi-system involved children

Estimated that 100% of children and youth served by YFAC-FSS will be low-moderate income or below as demonstrated by FSS or CDBG family income documentation. For children and youth enrolled in The Children's Partnership, income eligibility will be evaluated at enrollment utilizing the CDBG family income documentation or a recipient of ISD free or reduced lunch.

## **CDBG Project Proposal Form (Page 3 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b> \$ 32,100 with in kind costs of Care Coordination provided by TCP partner agencies (Manor and Del Valle ISD, and Travis County HHS&VS)
If known, indicate the amount of CDBG funds requested for PY 2010.	<b>Amount of CDBG funds requested:*</b> \$ 32,100.00
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval.	<b>Amount and Source of Other Funds:*</b> Social Workers and Care Coordinators paid for by partner agencies.
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:*</b> \$30,000 flexible funds for children, youth and their families enrolled in YFAC-FSS or TCP. (estimated \$3,000 average service purchase per child served) \$2,100 contractor fee for provider credentialing, service purchase processing and accounting
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2010 Program Year Cycle is available no earlier than October 1, 2010.	<b>Timeline for Implementation of Project:*</b> Since Social Workers and Care Coordinators are already in place, implementation would occur as new children, youth and families are identified and consent to services that live in the unincorporated areas of Travis County. One requirement for implementation is the execution of a contract with the MSO to provide the provider credentialing, service purchase processing and accounting.



## **CDBG Project Proposal Form (Page 4 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

### **Additional Notes and Information**

Answer the question by circling yes or no.

**Has this project received Travis County CDBG funding in the past?**

**Yes**

**No**

**If yes, describe the project's past performance** – Indicate the number of years of funding and details on successes and barriers.

This project has not funded any families in Project Year 2009 due to a delay in contracting with ATCIC as the MSO. However, the CDBG social Worker has served 9 individuals, and the TCP Care Coordinators in Manor and Del Valle ISD have served 6 children and youth in the unincorporated areas. While these funds will not supplant services provided through other funding sources, they allow an increased number of children, youth and families to be served from the unincorporated areas of Travis County.

Answer the question by circling yes or no.

**Does your organization or Department have experience working with CDBG funds?**

**Yes**

**No**

**If yes, describe your organization's past performance** – Indicate the number of years of funding and details on successes and barriers.

Travis County HHS&VS has experience with two programs that utilize CDBG funding. The first is the Travis County Family Support Services Social Work expansion project that funds the CDBG Social Worker. This position has been serving individuals and families in the unincorporated areas since 2008. YFAC receives CDBG funding from the City of Austin for children, youth and families enrolled in the YFAC Care Coordination program. This program is administered by Travis County HHS&VS Office of Children Services. YFAC has successfully received this funding since 2003, consistently meeting all program goals each funding year.

Answer the question by circling yes or no.

**If the proposed project is not funded in program year 2009, would you like to be considered in future CDBG Program Years?**

**Yes**

**No**

- \* Indicates items that may not be known.
- Technical assistance on project cost estimates may be able to be provided by County staff.



Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

## **CDBG Project Proposal Form (Page 1 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section – attach additional answers in separate paper.

<b>Contact Information</b>	
Provide a proposed project title	<b>Project Title:</b> Girlstart STEM Workshops, expansion to serve schools in Del Valle ISD
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Girlstart
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Tamara Hudgins, Executive Director
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> tamara@girlstart.org
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512-916-4775
<b>Description of Problem/Need</b>	

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

**Problem/Need** - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.

Girlstart STEM Workshops will serve low income, at-risk youth attending rural and semi-rural schools in Del Valle ISD, reaching at least 100 households. The purpose of Girlstart STEM Workshops is to provide Youth Services in the form of educational science and technology workshops that address three critical issues facing our region and nation:

*1. Significant economic and workforce demand for qualified STEM professionals*

It is no longer conjecture that a workforce skilled in science, technology, engineering, and math is necessary for the US to regain a global competitive edge. Innovation and entrepreneurship in these areas present significant economic opportunity for our nation as well as opportunity for improving the lives of our global citizenry. Demand for scientists and engineers in the US is expected to grow four times faster than all other professions in the next decade. However, only 16% of US students currently earn degrees in STEM fields (compared to 50+% of Chinese students).

Girlstart After School addresses this critical issue by preparing and supporting girls to choose STEM majors and careers.

*2. Educational systems are failing our children and youth*

High quality K-12 math and science education is the only way the US will regain a competitive edge for technology, green, or other skilled jobs of today as well as the future. However, our national educational trend is the opposite. In addition, Texas is one of 16 states across the nation where the gap in funding between high- and low-poverty school districts increased between 2000 and 2006. Two thirds of Texas children will not graduate from high school. Among students that do graduate, only 56% of them enroll in college. Our high school graduation rate is currently 41<sup>st</sup> in the nation; nearly 25% of Texas adults do not have a high school diploma (the lowest in the country).

Girlstart After School addresses this critical issue by providing exceptional educational programming for girls, teachers, and families that support STEM learning at the elementary and secondary level, encouraging them to choose a STEM higher education major and career.

*3. Empowering and equipping girls and women to start STEM careers and build a stable future*

In addition to general socioeconomic, racial, and geographic/state-based inequities, girls and women fall even further behind in science and technology education and in the STEM world of work. Although bachelor's degrees as a whole are earned by more women than men, in traditionally male-dominated STEM majors, women earn a fraction of the total number of these degrees. In 2006, women earned 18% of engineering and 21% computer science degrees. As a result, women hold only 12% of the nation's science, engineering, and technology jobs, being primarily relegated to health, education, or even lower paying, less stable sectors such as the service industry.

At the same time, women are more frequently their family's head of household, or co-breadwinner (63.3% of all American families). Women now represent half of the nation's total workforce. As women take on these important economic roles, the educational system must prepare women for jobs that can support a family.

Girlstart After School addresses this critical issue by preparing girls for STEM careers, and empowering girls to make bold and informed choices that have a lasting impact. In all its programming, Girlstart is taking proactive steps to ensure that girls, their families, and their teachers have involvement in high quality STEM educational programs. As a result of Girlstart's efforts, girls gain mastery in STEM subjects, pursue STEM degrees and careers, and support themselves and their future families.

Travis County Community Development Block Grant (CDBG)

Project Proposal Form for Program Year 2010

**CDBG Project Proposal Form (Page 2 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

## Travis County Community Development Block Grant (CDBG)

### Project Proposal Form for Program Year 2010

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

In this proposal, Girlstart respectfully requests consideration of support to provide its Girlstart STEM Workshop program to at-risk and low-income youth at unincorporated Travis County schools, with a specific focus on rural schools in the Del Valle Independent School District. Girlstart STEM Workshops provides K-8 children with a sequential set of lessons throughout the year that increase their competency and interest in science, technology, engineering, and math (STEM) subjects, and develops a pathway to STEM electives, higher ed majors, and career choices. During the 2010-11 school year, Girlstart will provide its STEM Workshops at five schools in Del Valle ISD including Creedmoor, Popham, Hornsby-Dunlap, and Del Valle ESs and Del Valle MS. In these programs, we will be able to reach at least 100 children and their families with high quality STEM programming. Girlstart STEM Workshops represent an intensive intervention where we provide after-school programming for students and Family Science Extravaganzas for students and families.

We will offer the following menu of programmatic elements to each participating school:

#### **STEM Workshops (4 week residency at each school)**

Teaches steps in the Scientific Method (research, hypothesis, data, observation, results, conclusion) through hands-on, inquiry-based learning:

- 4 weekly one-hour onsite sessions after school for up to 20 students
- 1 hour of professional development on informal STEM education for up to 20 teachers
- 1 hands-on activity booth at your science night or day (excludes StarLab)

Workshop curriculum is TEKS-aligned and specialized for 1st-3rd grade, 4th-5th grade, or 6th-8th grade groups. The audience can be either all girls or co-educational as determined by each school. The Texas Essential Knowledge and Skills' first science learning goal for 1<sup>st</sup> through 8<sup>th</sup> graders is to understand and master the scientific method. We accomplish this, and more, within four weeks of programming. In Club Girlstart, groups of children meet each week to participate in an engaging activity that introduces an important science concept. For example, 4<sup>th</sup> and 5<sup>th</sup> grade students study polymers; non-Newtonian fluid; crystals; solar energy; life cycles of plants and animals; night sky discovery; physical and chemical properties; robotics; graphing; scatter plots; and Venn diagrams. In 6<sup>th</sup> grade, participants explore robotics; force and motion; aeronautics; the solar system; food chains; animal anatomy; quality control systems; graphing; scatter plots; and Venn diagrams. 7<sup>th</sup> and 8<sup>th</sup> grade students learn about potential and kinetic energy; moon phases; photosynthesis; fractions; independent and dependent variables; statistics; conversions; geometry; they also do projects in advanced robotics and perform dissections.

#### **Science Extravaganzas**

Provides one Family (Science) Extravaganza event hosted by Girlstart at each school. Program includes: 10 hands-on booths with science activities (materials included) and 3 StarLab presentations for up to 30 students each.

#### **StarLab**

Girlstart's Portable (indoor) Planetarium accommodates up to 30 students per presentation (30 min).

Girlstart STEM Workshop program goals include: 1) to increase participants' understanding of the scientific method; 2) to increase participants' interest in STEM subjects and confidence in conducting STEM activities; and 3) to increase participants' awareness and understanding of STEM careers

#### **The Girlstart Method:**

We intend to achieve the objectives we have outlined by providing an intensive intervention throughout the school year for girls and school communities. Each of our STEM programs are taught through a non-gender-biased pedagogical framework that we call the Girlstart Method. It is unique to Girlstart, and has been articulated in recent years to characterize the specific way that Girlstart approaches its programming. Research further shows that this methodology, based in documented principles of Constructivist teaching, has great value for reaching female, underserved or at-risk populations (including racial and ethnic minority and ESL students), as well as nontraditional learners. Because of this unique Girlstart Method, we believe that our programs fully address critical gaps in extant education models and delivery.

## Travis County Community Development Block Grant (CDBG)

## Project Proposal Form for Program Year 2010

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

Girlstart will provide its STEM Workshop program in at least four Del Valle ISD elementary schools and one middle school in unincorporated Travis County. Partner schools include: Creedmoor, Popham, Hornsby-Dunlap, and Del Valle ESs and Del Valle MS.

**Number of People Impacted** - Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

Girlstart STEM Workshops will reach at least 100 children attending Del Valle schools in the unincorporated areas of Travis County. Research consistently shows that low-income and minority children are least likely to pursue STEM education and careers. Because of this, Girlstart After School is focused on participants who live in low-income or rural environments and are considered "at-risk" of academic failure by the Texas Education Agency. Girlstart After School will serve students attending Creedmoor, Popham, Hornsby-Dunlap, and Del Valle ESs and Del Valle MS. Low-income students at these schools range from 74% to 84%, where 88% to 94% of students are also an ethnic minority. 35% to 40% of the elementary students have Limited English Proficiency. Between 52% and 67% of program participants are classified as at-risk. At-risk children require flexible, appropriate, and sensitive programs that are oriented to their particular needs. Informal learning is ideal for these groups. Our program philosophy and the Girlstart Method ensure that girls have active involvement in direct, formal STEM learning as well as STEM integrated informal programs.

### **CDBG Project Proposal Form (Page 3 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

#### **Project Cost and Timelines**

If known, provide the total project cost and a copy of the cost estimate or budget.

**Estimated Cost of the Project: \***  
**\$23,750**

If known, indicate the amount of CDBG funds requested for PY 2010.

**Amount of CDBG funds requested:\***  
**\$23,750**

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

<p>If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval.</p>	<p><b>Amount and Source of Other Funds:*</b> In 2010-11, Girlstart will deliver its STEM Workshops and after-school programs at elementary, middle, and high schools in Austin, Georgetown, and Taylor ISDs. Travis County CDBG funding will allow us to also offer these programs to Del Valle ISD schools.</p>
<p>If applicable, indicate the source of the cost estimate.</p>	<p><b>Source of the cost estimate:*</b> Girlstart has derived the cost estimate for this program expansion based on the funds it currently needs to provide its present programming to schools in Austin, Georgetown, and Taylor ISDs.</p>
<p>If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2010 Program Year Cycle is available no earlier than October 1, 2010.</p>	<p><b>Timeline for Implementation of Project:*</b></p> <p>October 2010-November 2010 Coordinate with partner schools to enroll participants, train program leaders, prepare materials and curriculum supplies, deliver fall programs at elementary and middle schools, put on Family Science Extravaganzas, perform teacher professional development activities as requested, and perform pre-survey evaluation activities</p> <p>December 2010 Deliver programs, perform mid-year survey, program breaks during winter holidays, finalize spring schedule</p> <p>January 2011 Recruit any necessary mid-year leaders or volunteers, prepare materials and curriculum supplies, launch spring program</p> <p>February 2011-April 2011 Deliver spring programs at elementary and middle schools, put on Family Science Extravaganzas, perform teacher professional development activities as requested, and perform necessary evaluation activities</p> <p>May 2011 Wrap up programs, wrap up activities with parents, perform final year-end survey evaluation activities</p> <p>June 2011-July 2011 Compile survey and evaluation results, prepare program report, maintain relationships with administrators and teachers at host schools for future programs</p>



Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

### **CDBG Project Proposal Form (Page 4 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

#### **Additional Notes and Information**

Answer the question by circling yes or no.

**Has this project received Travis County CDBG funding in the past?**

Yes

☒ No

**If yes, describe the project's past performance** – Indicate the number of years of funding and details on successes and barriers.

Answer the question by circling yes or no.

**Does your organization or Department have experience working with CDBG funds?**

Yes

☒ No

**If yes, describe your organization's past performance** – Indicate the number of years of funding and details on successes and barriers.

Answer the question by circling yes or no.

**If the proposed project is not funded in program year 2009, would you like to be considered in future CDBG Program Years?**

☒ Yes

No

- \* Indicates items that may not be known.
- Technical assistance on project cost estimates may be able to be provided by County staff.





Del Valle Independent School District  
*"Recognized" for Academic Excellence*

**COPY**

**Bernard Blanchard**  
Superintendent

Del Valle Independent School District  
Mr. Bernard Blanchard  
5301 Ross Road  
Del Valle, Texas 78617

March 24, 2010

Christy Moffett, Senior Planner  
CDBG Program  
Travis County HHS/VS  
P.O. Box 1748  
Austin, TX. 78767

Ms. Moffett,

Del Valle ISD

The Del Valle Independent School District (DVISD) covers what is roughly the southeast sector of Travis County. Bound on the north by Manor, on the west by Austin, and on the east and south by the Travis County line, the District contains 174 square miles. The District serves the following eight communities; Pilot Knob, Creedmoor, Webberville, Hornsby Bend, Garfield, Elroy, Mustang Ridge and Montopolis in East Austin. The residents of these eight communities rely on DVISD to provide a vast array of services. Del Valle residents live in an economically depressed area where 82% of students are economically disadvantaged.

Girlstart provides out of school time science, technology, engineering and math (STEM) programming (after school programs, summer camps and science events) for students in the 1<sup>st</sup>-8<sup>th</sup> grades. Their after school programs, which they have provided for many years in Austin ISD, have proven to be very effective. Del Valle ISD would benefit greatly from these programs and we are interested in working with them to support science learning at Del Valle schools. Girlstart's STEM Workshop program will help us improve our students' STEM learning outcomes and help them master the scientific method as well as problem solving skills. We support Girlstart's grant application to the Travis County Community Development Block Grant (CDBG) program as it will enable them to provide beneficial programs to low-income students attending DVISD schools in unincorporated areas of Travis County.

Thank you.

Mr. Bernard Blanchard  
Del Valle ISD Superintendent

/igs

**Superintendent's Office**

## **CDBG Project Proposal Form (Page 1 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section – attach additional answers in separate paper.

<b>Contact Information</b>	
Provide a proposed project title	<b>Project Title:</b> Family Support Services Social Work Expansion Project
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Department of Health & Human Services & Veterans Services, Division of Family Support Services
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Jane Prince MacLean
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> 100 N IH 35, Suite 2017, Austin Texas 78701 Jane.prince-maclean@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> <b>854-4143</b>
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>This program is an internal Travis County Health and Human Services &amp; Veterans Service expansion of existing services. The program continues the expansion of social work services by one social worker, which increased capacity of the Division to provide case management, information and referral, non-clinical counseling, crisis intervention and outreach in the unincorporated areas. The social worker has been officed at the Community Center in Del Valle since PY 2007. The social worker now also has office space at the Community Center in Manor. The social worker will provide services in the communities of precinct one and four.</p> <p>The expansion of the social work staff within Family Support Services reduces the barriers encountered by county residents in unincorporated areas receiving needed social, financial and health services. In addition, dollars from the Travis County General Fund will be used to assist youth identified needing mentoring, tutoring, counseling, skill development and other related support services. This furthers the goal of HHS/VS to make its services available to all residents in need of them. The expansion increased the capacity of social work services to serve a minimum of 120 new individuals.</p>	

## **CDBG Project Proposal Form (Page 2 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

### **Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

This project continues funding one FTE social worker position to provide ongoing case management and linkage services to residents of the unincorporated areas of the County. This social worker has access to flexible funding for at risk children and youth through the YFAC-SS and for emergency financial need through the Best Single Source project as well as through linkage to the Community Centers.

Additionally this social worker provides case management services and interventions to clients who would not otherwise present to the Community Centers for social services. This Social Worker provides outreach efforts to the communities in the unincorporated areas that do not present for services. This project was first approved in PY06, and has been funded since PY07.

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

Services will be continue to be available to residents of unincorporated areas of the County living in precinct 1 and 4, who meet the low moderate low and extremely low income guidelines, and are willing to engage in case management services. Additional community outreach and education will be provided to residents of these areas through community outreach.

**Number of People Impacted** - Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

The CDBG Social Worker serves on average 10 households per month (duplicated across months). Therefore, the annual target remains 120 individuals served.

## **CDBG Project Proposal Form (Page 3 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b> <b>\$69,295</b>
If known, indicate the amount of CDBG funds requested for PY 2009.	<b>Amount of CDBG funds requested:*</b> <b>\$ 69,295</b>
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval.	<b>Amount and Source of Other Funds:*</b> Family Support Services Best Single Source Funding and YFAC-SS funding based on Case Management need. Estimated @ \$14,000 Administrative support from HHS&VS
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:*</b> Please see attached excel budget
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2009 Program Year Cycle is available no earlier than October 1, 2009.	<b>Timeline for Implementation of Project:*</b> Currently implemented, this is an ongoing project

## **CDBG Project Proposal Form (Page 4 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Additional Notes and Information</b>	
Answer the question by circling yes or no.	<b>Has this project received Travis County CDBG funding in the past?</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">Yes</span> <span>No</span> </div>
<b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers. Beginning with 71 individuals in 22 families in FY07 and continuing through FY 2009 with 133 individuals in 75 families were served by the CDBG Social Worker. Over \$12,000 in individualized services were provided to 9 individuals enrolled in YFAC-SS services for at-risk children and youth. Over \$1,500 in rental and utility assistance was provided by the CDBG Social Worker to 8 individuals. These services would not have been provided without the CDBG Social Work Expansion project.	
Answer the question by circling yes or no.	<b>Does your organization or Department have experience working with CDBG funds?</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">Yes</span> <span>No</span> </div>
<b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.  Please see the past performance section for detail of program successes.	
Answer the question by circling yes or no.	<b>If the proposed project is not funded in program year 2009, would you like to be considered in future CDBG Program Years?</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">Yes</span> <span>No</span> </div>
<ul style="list-style-type: none"> <li>* Indicates items that may not be known.</li> <li>Technical assistance on project cost estimates may be able to be provided by County staff.</li> </ul>	

## **CDBG Project Proposal Form (Page 1 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section – attach additional answers in separate paper.

<b>Contact Information</b>	
Provide a proposed project title	<b>Project Title:</b> <b>Access for Travis County - Information and Referral Project</b>
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> <b>Catholic Charities of Central Texas (CCCTX)</b>
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> <b>Rose Marie Linan</b>
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> <b>1817 E. 6<sup>th</sup>. Street, Austin, TX 78702</b> <a href="mailto:rose-marie-linan@austindiocese.org">rose-marie-linan@austindiocese.org</a>
Provide the daytime phone number for the contact person.	<b>Phone:</b> <b>512/651-6129</b>

### **Description of Problem/Need**

**Problem/Need** - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.

The problem to be addressed is hunger and the need for healthcare assistance. In 2008, The Food Research and Action Center wrote that one in six Americans was struggling against hunger. The article notes that the number is likely to be higher because of the recession. Due to the economic downturn, more families qualify for food and healthcare assistance. The U. S. Department of Agriculture estimates that every \$1 in SNAP (Supplemental Nutritional Assistance Program) benefits produces \$1.84 in overall economic activity. In Travis County, the Texas Health and Human Services Commission (HHSC) shows a SNAP caseload of 102,265 for July, 2009 which translates to total SNAP payments of \$11,980,503 which then translates into an overall economic impact of \$22,044,126. HHSC records show that in January 2010, the SNAP caseload was 115,340 with the benefits issued being \$13,344,483 which then translates in to an economic impact of \$24,553,848. These numbers show the affect the recession has had on families in Travis County. Although more families are on benefits, the good news is that money is coming back into the Travis county economy. On March 24, 2010, Ms. Rivera, Director, of the Manor Independent School District (ISD) – Student and Family Support Services, stated that currently in the Manor ISD, 71% of the 6,900 enrolled students are on free or reduced lunches. An article written on September 9, 2009 in Consumer Affairs lists Texas as the state having the highest rate of uninsured. There is a great need to have families obtain assistance from SNAP and Medicaid.

## **CDBG Project Proposal Form (Page 2 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

### **Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

This social service project will provide screening and enrollment services for residents with low and moderate incomes who live in the unincorporated areas of Travis County. Currently, CCCTX addresses these services through the Access for Central Texans (ACT) program which provides access to federal and state benefits. CCCTX has outreach workers who assist individuals in completing the forms and obtaining the needed verifications for SNAP, Medicaid, TANF (Temporary Assistance to Needy Families), CHIP (Children's Health Insurance Program), CHIP Perinatal and Long-term care services for the elderly/disabled. Through this program individuals and families can achieve stability, and work to identify and solve the core problems which are the need for food and healthcare assistance. We are in the fourth year of funding from Texas Health and Human Service Commission allowing CCCTX to screen and enroll families, in Travis County, for benefits. As there is such a large demand for services, the funding received from the state is not sufficient to help the needy families and individuals of Travis County. This project addresses the need for hunger and healthcare assistance by addressing eligibility for these programs. The CCCTX staff have learned the programs well and have become familiar with all of the documents needed to verify eligibility. The outreach worker will assist individuals in obtaining needed verifications and work as advocates for the individuals through the enrollment process. Staff and volunteers will provide follow-up to ensure clients received their benefits. Applications for SNAP will address hunger issues and applications for Medicaid, CHIP, CHIP Perinatal and Long-Term care services will address the need for healthcare assistance.

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

The areas which this project will focus on will be Manor, Del Valle, Jonestown, and Oak Hill if funding permits. CCCTX currently has an outreach worker who travels to Del Valle and another who travels to Jonestown on a limited basis. CCCTX does not have enough funding to support adding staff to cover the areas mentioned. CCCTX will collaborate with the Travis County Health and Human Services to develop a plan to ensure that the services are provided at the community sites assisting the needs of the people.

**Number of People Impacted** - Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

During this project period, 960 individuals will receive one-to-one benefits counseling. 100% of the people served will be low-moderate income. The income of the household will not exceed the federal maximum income limits as established by the U.S. Department of Housing and Urban Development (HUD).

## **CDBG Project Proposal Form (Page 3 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b> <b>\$ 50,000.00</b>
If known, indicate the amount of CDBG funds requested for PY 2010.	<b>Amount of CDBG funds requested:*</b> <b>\$ 50,000.00</b>
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval.	<b>Amount and Source of Other Funds:*</b> N/A
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:*</b>
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2010 Program Year Cycle is available no earlier than October 1, 2010.	<b>Timeline for Implementation of Project:*</b>  Project will begin October 1, 2010 and will end on September 30, 2011.



## **CDBG Project Proposal Form (Page 4 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Additional Notes and Information</b>	
Answer the question by circling yes or no.	<b>Has this project received Travis County CDBG funding in the past?</b>  <div style="text-align: center;"> <b>Yes</b>                      <b><u>No</u></b> </div>
<b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers.	
Answer the question by circling yes or no.	<b>Does your organization or Department have experience working with CDBG funds?</b>  <div style="text-align: center;"> <b><u>Yes</u></b>                      <b>No</b> </div>
<b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.  <p>CCCTX received \$11,842 for one year through the City of Round Rock (10/1/07-9/30/08) CDGB program. The program was case management services for Grandparents Raising Grandkids.</p> <p>One of the main barriers or challenges was the lack of referrals to the program in the first several months. Catholic Charities staff provided outreach to numerous schools, churches, and agencies such as Round Rock ISD, Child Protective Services, Round Rock Housing Authority, Kinship Care Coalition, Round Rock Serving Center, senior and neighborhood centers, and other sites where grandparents with limited financial means may be informed of the services. Even with our outreach efforts to advertise the services, referrals and families following through for appointments was low. Near the end of the grant year, CCCTX started receiving more referrals, but by then the program was near the end of the fiscal period.</p> <p>For the clients who were part of the program, this program provided financial stability and a helping hand to work with them on their goals, budget and service plan. With case management and financial assistance from other funding sources, CCCTX was able to prevent homelessness for low-income families.</p>	
Answer the question by circling yes or no.	<b>If the proposed project is not funded in program year 2009, would you like to be considered in future CDBG Program Years?</b>  <div style="text-align: center;"> <b><u>Yes</u></b>                      <b>No</b> </div>
<ul style="list-style-type: none"> <li>• * Indicates items that may not be known.</li> <li>• Technical assistance on project cost estimates may be able to be provided by County staff.</li> </ul>	



Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

## **CDBG Project Proposal Form (Page 1 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section – attach additional answers in separate paper.

<b>Contact Information</b>	
Provide a proposed project title	<b>Project Title:</b> <b>Senior Engineer/Project Manager</b>
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> <b>Transportation and Natural Resources</b>
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> <b>Steve Manilla, P.E.</b>
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> <a href="mailto:steven.manilla@co.travis.tx.us">steven.manilla@co.travis.tx.us</a>
Provide the daytime phone number for the contact person.	<b>Phone:</b> <b>(512) 854-9429</b>
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>The Travis County CDBG program utilizes a Senior Engineer position to function as Project Manager over active CDBG-funded street and water supply improvement projects that will extend beyond October 1, 2010. The Senior Engineer will assess and provide planning for potential transportation, water and wastewater projects to be considered in the future by the Travis County Commissioners Court. Additionally, Travis County is actively pursuing CDBG funding for other street improvement and utility projects that, if approved, will extend the need for a project manager into 2011 and beyond.</p> <p>TNR is requesting continued funding for this position to ensure existing projects are managed effectively through their completion and to assist with evaluating future applications for CDBG funded public works projects and managing approved projects.</p> <p>If this request is not funded, then the workload associated with the CDBG projects would fall to existing engineering staff within TNR. This would result in delays on the various CIP projects currently managed by staff.</p>	

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

**CDBG Project Proposal Form (Page 2 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

The Sr. Engineer position works with the Administrative Staff to evaluate and develop public works projects for the CDBG program. Specific duties include:

- Assist in identifying projects (technical advisor)
- Conduct feasibility studies and analysis of potential projects.
- Determine selection criteria for prioritizing projects.
- Determine scope of projects.
- Develop project schedules, cost estimates, and budgets.
- Prepare preliminary designs.
- Develop construction specifications.
- Negotiate cost and bid items with contractors.
- Serve as project manager (including preparing related agenda packets, monitoring and inspecting work in progress, review testing results, approve change orders, ECT).

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

The Senior Engineer will be officed in the Travis County Transportations and Natural Resources Department, Public Works Division, in Austin, TX. The position will manage all Travis County CDBG funded public works projects and evaluate proposals for future projects throughout Travis County.

**Number of People Impacted** - Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

This position serves multiple persons by developing and managing public works projects that, if funded, will improve the health, safety, and general quality of life for the project beneficiaries

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

### **CDBG Project Proposal Form (Page 3 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

<b>Project Cost and Timelines</b>	
If known, provide the total project cost and a copy of the cost estimate or budget.	<b>Estimated Cost of the Project: *</b>  <b>\$108,708</b>
If known, indicate the amount of CDBG funds requested for PY 2010.	<b>Amount of CDBG funds requested:*</b>  <b>\$108,708</b>
If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval.	<b>Amount and Source of Other Funds:*</b>  <b>N/A</b>
If applicable, indicate the source of the cost estimate.	<b>Source of the cost estimate:*</b>  <b>Travis County Transportation and Natural Resources Financial Services and Public Works Divisions.</b>
If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2010 Program Year Cycle is available no earlier than October 1, 2010.	<b>Timeline for Implementation of Project:*</b>  <b>This position is to be filled by existing staff beginning October 1, 2010.</b>

Travis County Community Development Block Grant (CDBG)  
Project Proposal Form for Program Year 2010

### **CDBG Project Proposal Form (Page 4 of 4)**

Please refer to the Instructions for the Project Proposal Form before filling out this document.

#### **Additional Notes and Information**

**If yes, describe the project's past performance** – Indicate the number of years of funding and details on successes and barriers.

FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.

FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Notice-to-Proceed has been issued.  
We expect project completion by July 15, 2010.

FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Notice-to-Proceed has been issued.  
We expect project completion by July 15, 2010.

FY 2007 – Water /Sewer Planning – \$88,727.

FY 2008 – Water and Sewer Planning \$108,704. Project Management of all FY 2007 and 2008 projects and planning included in this project.

FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.

FY 2009 – Lava Lane Right-of Way Acquisition – 60,000. Acquisition waiting on Environmental Approval.

Answer the question by circling yes or no.

**Does your organization or Department  
have experience working with CDBG  
funds?**

**Yes**

**No**

**If yes, describe your organization's past performance** – Indicate the number of years of funding and details on successes and barriers.

FY 2006 – Northridge Acres Water Distribution System – Project Complete

FY 2006 – Apache Shores Substandard Road Improvements – Notice to Proceed issued

FY 2007 – Water /Sewer Planning and Project Management– \$88,727.

FY 2008 – Water and Sewer Planning and Project Management -

FY 2008 - Lava Lane Roadway Improvements Design - \$83,659.

FY 2009 – Lava Lane Right-of Way Acquisition - \$60,000.

Answer the question by circling yes or no.

**If the proposed project is not funded in  
program year 2010, would you like to be  
considered in future CDBG Program  
Years?**

**Yes**

**No**

- \* Indicates items that may not be known.
- Technical assistance on project cost estimates may be able to be provided by County staff.

## Item #2

### TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Please consider the following item for:

06-08-10

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) New application to the Capital Area Council of Governments for Transportation and Natural Resources and Facilities Management Departments to receive resources to initiate a recycling program for waste generated at the Travis County Exposition Center, and
- b) New application to the Capital Area Council of Governments for Transportation and Natural Resources to receive resources to support the department's existing solid waste enforcement program.

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

6/8/2010

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
<b><i>Applications</i></b>										
a 49	FY 11 CAPCOG Travis County Expo Center Recycling Grant	9/1/2010 - 7/31/2011	\$29,590	\$0	\$0	\$29,590 0	R	S	15	
b 49	CAPCOG FY 11 Solid Waste Enforcement Grant	9/1/2010 - 7/31/2011	\$11,723	\$0	\$0	\$11,723 0	R	S	40	

***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.

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
49	CAPCOG FY10 Solid Waste Enforcement Grant	12/15/2009 - 08/31/2010	\$8,517	\$0	\$0	\$8,517	0	10/6/2009
24	Formula Grant - Indigent Defense Grants Program	10/1/2009 - 9/30/2010	\$430,945	\$0	\$0	\$430,945	0	10/6/2009
14	<b><i>American Recovery and Reinvestment Act (ARRA) Competitive Grant for Distributable Renewable Energy Power Generation</i></b>	<b><i>12/4/2009-4/30/2011</i></b>	<b><i>\$2,000,000</i></b>	<b><i>\$360,000</i></b>	<b><i>\$40,000</i></b>	<b><i>\$2,400,000</i></b>	<b><i>0</i></b>	<b><i>10/27/2009</i></b>
58	RSVP	10/1/2009 - 9/30/2010	\$61,281	\$6,128	\$0	\$67,409	0	11/24/2009
12	BJA Federal SAVNS - Courts Only	11/30/2009 - 3/31/2011	\$22,972	\$0	\$0	\$22,972	0	12/8/2009
49	Transportation Enhancement Program	FY 2011 - FY 2014	\$3,419,066	\$854,766	\$0	\$4,273,832	0	12/8/2009
37	<b><i>Recovery Act - STOP Violence Against Women Act (ARRA) TC Expedited Victim Restoration Grant</i></b>	<b><i>4/1/2010 - 3/31/2011</i></b>	<b><i>\$10,080</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>	<b><i>\$10,080</i></b>	<b><i>0</i></b>	<b><i>12/15/2009</i></b>
37	<b><i>Recovery Act - STOP Violence Against Women Act (ARRA) Amended 12/15/09 application TC Expedited Victim Restoration Grant</i></b>	<b><i>4/1/2010 - 3/31/2011</i></b>	<b><i>\$64,599</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>	<b><i>\$64,559</i></b>	<b><i>1</i></b>	<b><i>12/22/2009</i></b>



47	Emergency Management Performance Grant	10/1/2009 - 9/30/2010	\$67,200	\$67,200	\$0	\$134,400	0	12/29/2009
58	AmeriCorps	8/1/2010 - 7/31/2011	\$295,290	\$164,583	\$104,598	\$564,471	0	1/19/2010
45	JABG (Local) Juvenile Assessment Center	9/1/2010 - 8/31/2011	\$110,115	\$12,235	\$0	\$122,350	1.37	1/26/2010
24	Formula Grant - Indigent Defense Grants Program	10/1/2009 - 9/30/2010	\$430,945	\$0	\$0	\$430,945	0	2/2/2010
45	Juvenile Drug Court and In-Home Family Services	9/1/2010 - 8/31/2011	\$178,200	\$19,800	\$0	\$19,800	0.24	2/9/2010
	Multi Family Violence Protection Team	10/1/2010 - 9/30/2012	\$699,507	\$168,239	\$0	\$867,746	4.5	2/9/2010
37	TXDOT Selective Traffic Enforcement Program - FY2011 STEP Wave	10/1/2010 - 9/30/2011	\$10,702	\$1,925	\$0	\$12,627	0	2/16/2010
45	Grant to Expand Substance Abuse Treatment Capacity for Juvenile Treatment Drug Court	10/1/2010 - 9/30/2011	\$324,830	\$48,289	\$0	\$273,119	3	2/23/2010
24	Travis County Veteran's Court	4/1/2010 - 8/31/2010	\$48,895	\$0	\$0	\$48,895	1	3/2/2010
19	Family Violence Accelerated Prosecution Program	9/12/2010 - 8/31/2011	\$88,948	\$31,220	\$16,675	\$136,843	1.5	3/2/2010
45	Front End Therapeutic Services Program	9/1/2010 - 8/31/2011	\$28,000	\$0	\$0	\$28,000	0	3/2/2010
45	Eagle Resource Project	09/1/2010 - 8/31/2011	\$49,844	\$0	\$0	\$49,884	0	3/2/2010
45	Travis County Eagle Re-Entry Program	10/1/2010 - 9/30/2011	\$382,685	\$0	\$382,685	\$765,370	6.45	3/2/2010
37	TCSO Child Abuse Victim Services Personnel	10/1/2010 - 9/30/2011	\$39,926	\$9,982	\$0	\$49,908	1	3/2/2010

58	Emergency Food and Shelter Program - Phase 28	1/1/2010 - 12/31/2010	\$122,573	\$0	\$0	\$122,573	0	3/9/2010
40	OVW FY 2010 Safe Havens: Supervised Visitation and Safe Exchange	10/1/2010 - 9/30/2013	\$400,000	\$0	\$0	\$400,000	0	3/9/2010
39	Grants to Expand Substance Abuse Treatment Capacity for Adult Drug Courts RFA No. T1-10-011	10/1/2010 - 9/1/2013	\$619,356	\$0	\$0	\$619,365	0	3/9/2010
22	Family Drug Treatment Court (Grant #1974704)	9/1/2010 - 8/31/2011	\$184,981	\$0	\$0	\$184,981	2	3/16/2010
24	Drug Diversion Court	9/1/2010 - 8/31/2011	\$188,422	\$0	\$0	\$188,422	1	3/16/2010
24	Travis County Veteran's Court	9/1/2010 - 8/31/2011	\$206,003	\$0	\$0	\$206,003	2	3/30/2010
39	Travis County Adult Probation DWI Court	9/1/2010 - 8/31/2011	\$234,391	\$0	\$0	\$234,391	1	3/30/2010
<b>55</b>	<b><i>Mental Health Public Defender Expansion Grant</i></b>	<b><i>09/01/2010 - 8/31/2012</i></b>	<b><i>\$200,000</i></b>	<b><i>\$50,000</i></b>	<b><i>\$0</i></b>	<b><i>\$250,000</i></b>	<b><i>2</i></b>	<b><i>4/6/2010</i></b>
45	Travis County COPE (Collaborative Opportunities for Positive Experiences) Expansion Program	10/1/2010 - 9/30/2012	\$199,986	\$0	\$49,998	\$249,984	1.38	4/6/2010
45	Leadership Academy Dual Diagnosis Unit - Residential Substance Abuse Treatment Program	10/01/2010 - 9/30/2011	\$142,535	\$47,512	\$0	\$190,047	1.82	4/6/2010
37	Target & Blue Law Enforcement Grant	10/1/2010 - 9/30/2011	\$2,000	\$0	\$0	\$2,000	0	4/13/2010
58	Parenting in Recovery	9/30/2010 - 9/29/2011	\$500,000	\$0	\$0	\$500,000	1	4/20/2010



37	State Criminal Alien Assistance Program - SCAAP 10	7/1/2008 - 6/30/2009	\$39,278,809	\$0	\$0	\$39,278,809		4/20/2010
58	Travis County Family Drug Treatment Court - Children's Continuum	10/1/2010 - 9/30/2013	\$350,000	\$80,000	\$36,667	\$466,667	1.5	4/27/2010
45	Access and Visitation -Cooperative Parent Program	09/01/2010 - 8/31/2011	\$29,870	\$2,987	\$0	\$32,857	0	5/4/2010
37	SCATTFF - Sheriff's Combined Auto Theft Task Force	9/1/2010 - 8/31/2011	\$655,899	\$319,936	\$0	\$975,835	11	5/4/2010
45	The National School Lunch/Breakfast Program and USDA School Commodity Program	7/1/2010 - 6/30/2011	\$262,600	\$0	\$0	\$262,600	0	5/11/2010
55	Travis County Mental Health Public Defenders Office	10/1/2010 - 9/30/2011	\$125,000	\$500,000	\$0	\$625,000	8	5/11/2010
37	Walmart Local Community Contribution Program	5/26/2010 - 9/30/2010	\$500	\$0	\$0	\$500	0	6/1/2010
			\$52,475,472	\$2,744,802	\$630,623	\$55,572,706	52.76	

## 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	<b><i>Energy Efficiency and Conservation Block Grants - Recovery (ARRA)</i></b>	<b><i>10/2009 - 04/2011</i></b>	<b><i>\$2,207,900</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>	<b><i>\$2,207,900</i></b>	<b><i>0</i></b>	<b><i>10/6/2009</i></b>
49	TX DoT Advanced Funding Agreement - Howard Lane @ SH130	7/28/2009	\$6,000,000	\$1,575,000	\$0	\$7,575,000	0	10/6/2009
58	<b><i>2009 Phase 27 ARRA Emergency Food and Shelter Program</i></b>	<b><i>04/01/2009 - 12/31/2009</i></b>	<b><i>\$41,666</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>	<b><i>\$41,666</i></b>	<b><i>0</i></b>	<b><i>10/6/2009</i></b>
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	\$0	\$134,400	0	10/13/2009
58	Comprehensive Energy Assistance Program (CEAP) Amendment 1	1/1/2009 - 12/31/2009	\$3,198,032	\$0	\$0	\$3,198,032	0	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	0	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	\$0	\$175,000	0	11/10/2009
45	Residential Substance Abuse Treatment Program	10/1/2009 - 9/30/2010	\$102,888	\$34,296	\$0	\$137,184	1.58	11/10/2009
37	2009 Byrne Justice Assistance Grant - Non ARRA	9/17/2009 - 9/30/2012	\$100,000	\$0	\$0	\$100,000	0	11/17/2009

<b>37</b>	<b>2009 Byrne Justice Assistance Grant (ARRA)</b>	<b>3/1/2009 - 2/28/2013</b>	<b>\$495,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$495,000</b>	<b>0</b>	<b>11/17/2009</b>
23	Texas Commission on Environmental Quality Intergovernmental Cooperative Reimbursement Agreement with Travis County	11/09 - 8/31/2012	\$590,797	\$0	\$0.00	\$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	\$0.00	\$2,000,000	0	11/17/2009
58	RSVP - Texas Department of Aging and Disability Services (TDADS)	9/1/2009 - 8/31/2010	\$23,800	\$23,800	\$0	\$47,600	0	11/17/2009
58	Veterans' Employment and Training Service (Stand Down Grant)	10/24/2009 - 10/25/2009	\$7,000	\$0	\$0.00	\$7,000	0	11/17/2009
37	2007 Homeland Security Grant Program - LETPP	10/12/2007 - 2/28/2010	\$106,905	\$0	\$0	\$106,905	0	11/24/2009
49	Flood Mitigation Assistance - Planning Grant	8/28/2009 - 8/31/2011	\$30,000	\$10,000	\$0	\$40,000	0	12/1/2009
37	State Criminal Alien Assistance Program - SCAAP 09	7/1/2007 - 6/30/2008	\$988,279	\$0	\$0	\$988,279	0	12/15/2009
37	Human Trafficking Law Enforcement Task Force	12/1/2009 - 9/30/2010	\$20,000	\$0	\$0	\$20,000	0	12/15/2009
23	Project Safe Neighborhoods	12/1/2009 - 12/31/2010	\$29,410	\$0	\$0	\$29,410	1	1/5/2010
58	RSVP	10/1/2009 - 9/30/2010	\$61,281	\$6,128	\$0	\$67,409	0.5	2/2/2010
58	Atmos Energy Keeping the Warmth Program	2/12/2010 - 1/31/2010	\$25,000	\$0	\$0	\$25,000	0	2/9/2010
49	CAPCOG FY 10 Solid Waste Enforcement Grant	2/16/2010 - 12/31/2010	\$8,517.96	\$0	\$0	\$8,517.96	0	2/16/2010
<b>58</b>	<b>Parenting in Recovery</b>	<b>9/30/2009 - 9/29/2010</b>	<b>\$508,690.70</b>	<b>\$80,000.00</b>	<b>\$45,000.00</b>	<b>\$633,690.70</b>	<b>1</b>	<b>2/23/2010</b>

55	<b>Information Management Strategy for Criminal Justice Edward Byrne Memorial Justice Assistance Formula Grant (ARRA)</b>	<b>10/1/2009 - 9/30/2010</b>	<b>\$487,359</b>	<b>\$0</b>	<b>\$0</b>	<b>\$487,359</b>	<b>0</b>	<b>2/23/2010</b>
58	Comprehensive Energy Assistance Program (CEAP)	1/1/2010 - 12/31/2010	\$2,934,664	\$0	\$0	\$2,934,664	0	3/2/2010
58	<b>ARRA WAP - Weatherization Assistance Program</b>	<b>9/1/2009 - 8/31/2011</b>	<b>\$2,311,350</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,311,350</b>	<b>0</b>	<b>3/2/2010</b>
49	Low Income Vehicle Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program Local Initiative Projects Contract with Texas Commission on Environmental Quality	5/6/2008 - 8/31/2010	\$1,259,730.11	\$0	\$0	\$1,259,730.11	0	3/9/2010
55	Office of Child Representation	10/1/2009 - 9/30/2010	\$239,662	\$443,338	\$0	\$673,000	8	3/16/2010
55	Office of Parental Representation	10/1/2009 - 9/30/2010	\$190,160	\$482,840	\$0	\$673,000	8	3/16/2010
58	SVCI (Seniors and Volunteers for Childhood Immunization)	9/1/2009 - 8/31/2010	\$8,845.20	\$0	\$0	\$8,845.20	0.25	3/30/2010
58	Casey Family Programs Community and	1/1/2010 -	\$80,000	\$0	\$0	\$80,000	1	3/30/2010
58	RSVP	10/1/2009 - 9/30/2010	\$63,119	\$6,312	\$0	\$69,431	0.5	3/30/2010
37	2007 LETTP	10/12/2007 - 2/28/2010	\$99,240	\$0	\$0	\$99,240	0	3/30/2010
58	SVCI (Seniors and Volunteers for Childhood Immunization) Advisory Council	10/1/2009 - 9/30/2010	\$4,000	\$0	\$0	\$4,000	0.25	4/13/2010
58	ARRA WAP - Weatherization Assistance Program	9/1/2009 - 8/31/2011	\$2,311,350	\$0	\$0	\$2,311,350	0	4/13/2010
37	Auto Theft Prevention Authority Supplemental Grant	4/1/2010 - 8/31/2010	\$37,300	\$0	\$0	\$37,300		4/27/2010
58	LIHEAP Weatherization Assistance Program	4/1/2010 - 3/31/2011	\$840,144	\$0	\$0	\$840,144	0	5/25/2010

58	2010 Emergency Food and Shelter Program - 1/1/2010 - Phase 28	12/31/2010	\$111,839	\$0	\$0	\$111,839	0	6/1/2010
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\$27,393,404	\$3,782,129	\$164,504	\$31,330,037	29.83
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## 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	Yes
45	Residential Substance Abuse Treatment	\$8,994	\$8,994	\$17,988	1	9/22/2009	11/10/2009	Yes
22	Drug Court (State) Program	\$5,084	\$5,084	\$10,168	1	10/6/2009	11/3/2009	Yes
58	Casey Family Programs Community and Family Reintegration Project	\$9,726	\$9,726	\$19,452	1	12/22/2009	3/30/2010	Pending
58	*Comprehensive Energy Assistance Grant Program			\$430,000		1/19/2010	3/2/2010	Pending
58	*Department of Energy (DOE) Weatherization Program			\$20,000		5/11/2010		No



# **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?
58	*Low-Income Energy Assistance Program (LIHEAP)			\$30,000		5/11/2010	5/25/2010	No
Totals		\$28,888	\$28,888	\$537,776	4			

\* Request is not a traditional permission to continue. Budget and expenditures will remain in the department's General Fund Budget until the contract is in place and reclassifications against the grant are processed.

# 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 any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 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 any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 301,812	\$ 100,000	\$ 102,358	\$ 50,000	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359
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, County Attorney's Office, District Attorney's Office and Manor Police Department).	\$ -	\$ -	\$ 487,359	\$ -	\$ -	\$ 26,432	\$ -	\$ 26,432	\$ -	\$ 26,432		\$ 26,432
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
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	ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households		\$ -	\$ 2,311,350	TBD	\$ 2,187,544	TBD		\$ -		\$ -		\$ -
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
<b>Totals</b>		<b>\$ 3,070,731</b>	<b>\$ 1,161,189</b>	<b>\$ 8,554,926</b>	<b>\$ 2,175,626</b>	<b>\$ 4,728,764</b>	<b>\$ 1,135,059</b>	<b>\$ 2,172,470</b>	<b>\$ 1,260,059</b>	<b>\$ 1,507,470</b>	<b>\$ 1,760,059</b>	<b>\$1,490,480</b>	<b>\$1,760,059</b>

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)	\$ -	\$ -	\$ 2,164,599	\$ 385,000	\$ 100,000	\$ 25,000	\$ -	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ 125,000
	Approved Contracts	\$ 3,070,731	\$ 1,161,189	\$ 8,554,926	\$ 2,175,626	\$ 4,728,764	\$ 1,135,059	\$ 2,172,470	\$ 1,260,059	\$ 1,507,470	\$ 1,760,059	\$1,490,480	\$1,760,059
	<b>Combined Totals</b>	<b>\$ 3,070,731</b>	<b>\$ 1,161,189</b>	<b>\$ 10,719,525</b>	<b>\$ 2,560,626</b>	<b>\$ 4,828,764</b>	<b>\$ 1,160,059</b>	<b>\$ 2,172,470</b>	<b>\$ 1,385,059</b>	<b>\$ 1,507,470</b>	<b>\$ 1,885,059</b>	<b>\$1,490,480</b>	<b>\$1,885,059</b>

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

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
Travis County Sheriff's Office/County Attorney's Office	Recovery Act - STOP Violence Against Women Act. TC Expedited Victims Restoration Grant. One-time ARRA funding for lap tops for TCSO and one-time funding for a Victim Counselor, lap top computer, and operating expenses for the County Attorney's Office. Grant ends March 2011, but for simplification purposes the award is shown fully in 2010. No County match or commitment after grant ends.	\$ -	\$ -	\$ 64,599	\$ -		\$ -		\$ -		\$ -		\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Criminal Justice Planning	Mental Health Public Defender Expansion Grant Will add two FTE, an attorney and case worker to the office. Travis County would assume the full cost of the FTE after the grant period has ended. This grant is in addition to the current \$625,000 grant with the Texas Task Force on Indigent Defense	\$ -	\$ -	\$ 100,000	\$ 25,000	\$ 100,000	\$ 25,000	\$ -	\$ 125,000	\$ -	\$ 125,000		\$ 125,000
Totals		\$0	\$0	\$2,164,599	\$385,000	\$100,000	\$25,000	\$0	\$125,000	\$0	\$125,000	\$0	\$125,000

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.

1/E

## GRANT SUMMARY SHEET

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

Department/Division:	TNR/Natural Resources and Environmental Quality
Contact Person/Title:	Mickey Roberts/Environmental Specialist Senior
Phone Number:	512-854-6613

Grant Title:	FY11 CAPCOG Travis County Expo Center Recycling Grant		
Grant Period:	From: 9/1/2010	To: 7/31/2011	
Grantor:	Capital Area Council of Governments		
American Recovery and Reinvestment Act (ARRA) Grant	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

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

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						\$0
Operating:		29,590				29,590
Capital Equipment:						0
Indirect Costs:						0
Total:	\$0	\$29,590	\$0	\$0	\$0	\$29,590
FTEs:						0.00

Department	Review	Staff Initials	Comments
County Auditor	<input type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

Performance Measures	Projected FY 10 Measure	Progress To Date:				Projected FY 11 Measure
		12/31/09	3/31/10	6/31/10	9/30/10	
Applicable Depart. Measures						1
Acquire grants for environmental projects						
Measures For Grant						
Obtain equipment and supplies to initiate eventrecycling for events at the Travis County Exposition Center						1
Outcome Impact Description						

**PBO Recommendation:**

*PBO concerns. PBO has confirmed information with FM.*

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

The goal of the grant is to initiate a recycling program for waste generated at the Travis County Exposition Center (EC). Currently, no structured recycling component exists at the EC. Grant funds will be used to purchase a compactor and bins, to be placed at the EC. Existing Facilities Management Department employees will perform recycling collection during events in which no other arrangements for recycling exist. TNR staff will coordinate with Facilities Management Department to track diversion of recyclable material and support County Green Initiative and goals for responsible waste management.

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

Dollars collected from the sale of recyclable material will be used to purchase equipment and supplies necessary to sustain long-term needs for event recycling at the EC. No additional funding requirements are expected.

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

No cash match is required. Personnel and indirect costs are used informally as an in-kind match.

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

Indirect costs are considered an in-kind contribution to the project.

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 will not be discontinued upon discontinuance of grant funding. Additional funding needs will be met through the sale of recyclable material generated during events. No departmental resource needs are expected.

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

This is not a new program.

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

The grant will support efforts by multiple departments to encourage increased recycling rates. The TNR goal to "Manage and protect our natural resources for future generations" is addressed.



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

May 27, 2010

### MEMORANDUM

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

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

**SUBJECT:** CAPCOG FY11 Exposition Center Recycling Grant Application

**Posting:** Consider and take appropriate action on grant application to the Capital Area Council of Governments (CAPCOG) for funds to implement solid waste recycling at the Travis County Exposition Center.

**Summary and Staff Recommendation:** Grant funds in the amount of \$29,590 are requested to initiate a recycling program for events at the Travis County Exposition Center. Funds will be used to purchase a compactor and portable collection bins. The center currently disposes of all waste at the landfill.

The project is a collaborative effort by TNR and Facilities Management as part of the County's Green Initiative. In order to develop a sustainable recycling program, the project commits revenue generated by the sale of recyclables at the Expo Center to pay for equipment and supplies needed to establish a recycling program and purchase permanent collection bins for the center. Staff recommends approval.

**Budgetary and Fiscal Impact:** The grant has a positive fiscal impact. No cash match is required. Indirect costs and personnel time will be used as an in-kind match. Funds generated from the sale of recyclable material will be utilized to support long-term needs of the recycling program.

**Required Authorizations:** Jessica Rio, PBO

**Exhibits:** Grant Application

MSM:JPG:mdr  
CAPCOG FY11 Rec app bak

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cc: Roger El-Khoury, FM  
Christopher Gilmore, CA  
Jessica Rio, PBO  
Michelle Gable, Auditor  
Jon White, TNR  
Tom Weber, TNR  
Christina Jensen, TNR  
Melinda Mallia, TNR  
Mickey Roberts, TNR



**CAPITAL AREA COUNCIL OF GOVERNMENTS  
FY 2010/2011 REGIONAL SOLID WASTE GRANTS PROGRAM**

**FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE**

Applicant: Travis County	Funding Amount Proposed: \$ 29,590
Address: Transportation and Natural Resources Department PO Box 1748 Austin, TX 78767	Phone/Fax: Ph: 512-854-4460 512-854-6613 Fx: 512-854-6474
Contact Person: Melinda Mallia/Mickey Roberts	Email:  <a href="mailto:Melinda.Mallia@co.travis.tx.us">Melinda.Mallia@co.travis.tx.us</a> <a href="mailto:Mickey.Roberts@co.travis.tx.us">Mickey.Roberts@co.travis.tx.us</a>

**Project Category (Choose One Only)**

<input type="checkbox"/> Local Enforcement <input type="checkbox"/> Litter and Illegal Dumping Cleanup and Community Collection Events <input checked="" type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Local Solid Waste Management Plans <input type="checkbox"/> Citizens' Collection Stations and "Small" Registered Transfer Stations <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Technical Studies <input type="checkbox"/> Educational and Training Projects <input type="checkbox"/> Other ( <i>requires CAPCOG and TCEQ authorization</i> )
--

**Signature**

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.	
Signature:	Title: County Judge
Typed/Printed Name: Samuel T. Biscoe	Date Signed: June 8, 2010

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**FOR USE BY CAPCOG**

Date application was received: \_\_\_\_\_

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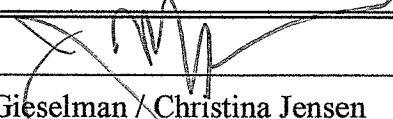
## FORM 2. Authorized Representatives

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from CAPCOG, to manage the work being performed, and to act on behalf of the Applicant for the purposes shown:

1. **Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature:
Typed/Printed Name: Mickey Roberts
Title: Environmental Specialist, Sr
Date: June 8, 2010
Phone: 854-6613
Email: <a href="mailto:Mickey.Roberts@co.travis.tx.us">Mickey.Roberts@co.travis.tx.us</a>

2. **Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

Signature: 
Typed/Printed Name: Joe Gieselman / Christina Jensen
Title: Executive Manager / Grants Accountant
Date: June 8, 2010
Phone: 854-7670
Email: <a href="mailto:Christina.Jensen@co.travis.tx.us">Christina.Jensen@co.travis.tx.us</a>

### **FORM 3. Certifications and Assurances**

#### **Certifications**

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help CAPCOG to ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

**1. Authority to Sign Application**

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

**2. Application Contains No False Statements**

Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The Applicant understands that CAPCOG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

**4. Governmental Status**

Applicant certifies that it is located in the State of Texas and fits within one of the governmental classifications listed below, as determined under state law:

- a. City
- b. County
- c. Public school or school district (not including Universities or post secondary educational institutions)
- d. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities
- e. Council of Governments

**5. Solid Waste Fee Payments**

Applicant certifies that it is not delinquent in payment of solid waste disposal fees owed the State of Texas.

**6. Debarment from State Contracts**

Applicant certifies that it is not barred from participating in state contracts by the Texas General Services Commission (GSC), under the provisions of §2155.077, Government Code, and 1 TAC §113.02, GSC Regulations.

**7. Conformance to Standards**

The Applicant certifies to the best of their knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and the proposed expenditures, conforms to the eligible category standards and allowable expense and funding standards as set forth in the Request for Applications.

**8. Consideration of Private Industry**

The following certification only applies if the project is under one of the following grant categories:

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations

- c. A demonstration project under the Educational and Training Projects category
- d. Other *{If CAPCOG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories will be listed here.}*

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in the Request for Applications and the instructions provided with this application form. Applicant further certifies to the best of their knowledge and ability (after completing Form 5) that the proposed project will promote cooperation between public and private entities, is not otherwise readily available, and will not create a competitive advantage over a private industry that provides recycling or solid waste services.

**9. Consistency with Regional Solid Waste Management Plan**

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan or fiscal year funding plan of CAPCOG.

**10. Technical Feasibility**

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their knowledge and ability all activities are technically feasible and can be satisfactorily completed within the grant period as set forth in the Request for Applications.

**11. Costs Reasonable and Necessary**

Applicant certifies to the best of their knowledge and ability that the proposed project activities in the Scope of Work and the expenses outline in the Budget are reasonable and necessary to accomplish the project objectives, and that the proposed expenses are consistent with the costs of comparable goods and services.

**12. Certification by Law Enforcement Programs**

If the Applicant is a law enforcement entity regulated by Chapter 415 of the Government Code, the Applicant certifies that the authorized agent or agents involved in enforcement activities under the grant are in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and Education (TCLEOSE) pursuant to Chapter 415, Government Code; or that it is in the process of achieving compliance with such rules and any other applicable certifications or requirements. If compliance is pending, a certification from TCLEOSE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

**Assurances**

If the application is approved for funding, the grant funds will be awarded through a contract between the Applicant and CAPCOG. The grant contract will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the grant funds. In order to ensure an understanding by the Applicant of some of the main conditions that will be included in the contract, the Applicant is asked to review the following assurances. By signing this Application, the person acting on behalf of the Applicant indicates their understanding of these conditions and provides assurances that these and other conditions set forth in the grant contract will be adhered to if funding is awarded.

**1. Compliance with Standard Pertaining to Real Property and Equipment**

Applicant provides assurances that, if funded, the Applicant will comply with the contract provisions pertaining to title to and management of real property and equipment. The contract will contain obligations and conditions regarding the use of the equipment and/or facilities (the "property") acquired under the agreement. Included in the provisions are obligations to provide adequate

maintenance and conduct physical property inventories; restrictions and conditions on the use, replacement, sale, or transfer of the property; and obligations to continue to adhere to the provisions that grant funds not be used to create a competitive advantage over private industry, in the use or transfer of the property.

**2. Participation in TCEQ Recycling Surveys and Reporting**

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from CAPCOG or the Texas Commission on Environmental Quality for information on municipal solid waste management activities.

**3. Compliance with Progress and Results Reporting Requirements**

Applicant provides assurances that, if funded, the Applicant will comply with requirements for: reporting on the progress of the project tasks and deliverables; documenting the results of the project and providing those results to CAPCOG on a schedule established by CAPCOG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide CAPCOG with a follow-up results report approximately one year after the end of the grant term.

**4. Financial Management**

Applicant provides assurances that, if funded, the Applicant will comply with contract provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by CAPCOG.

**5. Compliance with Americans with Disabilities Act**

Applicant provides assurances that, if funded, the Applicant will comply with all the applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (Pamph. 1995).

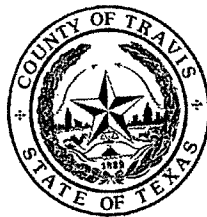
**6. Compliance with the Single Audit Act**

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 et. seq, Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

**7. Compliance with Program and Fiscal Monitoring**

Applicant provides assurances that, if funded, the Applicant will comply with program and fiscal monitoring provisions of the contract, including: providing additional reports or information as may be requested to adequately track the progress of the project; and allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

# ***RESOLUTION***



A RESOLUTION OF TRAVIS COUNTY, TEXAS AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE CAPITAL AREA COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE GRANTS PROGRAM GRANT; AUTHORIZING SAMUEL T. BISCOE, COUNTY JUDGE TO ACT ON BEHALF OF TRAVIS COUNTY IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED, TRAVIS COUNTY WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CAPITAL AREA COUNCIL OF GOVERNMENTS, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the Capital Area Council of Governments is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the CAPCOG's adopted regional solid waste management plan; and

WHEREAS, Travis County in the State of Texas is qualified to apply for grant funds under the Request for Applications.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS:

1. That Samuel T. Biscoe, County Judge is authorized to request grant funding under the Capital Area Council of Governments Request for Applications of the Regional Solid Waste Grants Program and act on behalf of Travis County in all matters related to the grant application and any subsequent grant contract and grant project that may result.
2. That if the project is funded, Travis County will comply with the grant requirements of the Capital Area Council of Governments, Texas Commission on Environmental Quality and the State of Texas.
3. The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
4. That activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

5. That revenue generated by the sale of recyclable materials at the Travis County Exposition Center will be used to purchase receptacles, equipment and supplies needed to establish a permanent, sustainable recycling program for solid waste generated at the Exposition Center.

Introduced, read and passed on this 8<sup>th</sup> day of June, 2010.

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**Samuel T. Biscoe**  
**County Judge**

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**Ron Davis**  
**Commissioner, Precinct One**

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**Sarah Eckhardt**  
**Commissioner, Precinct Two**

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**Karen Huber**  
**Commissioner, Precinct Three**

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**Margaret J. Gómez**  
**Commissioner, Precinct Four**



### FORM 5: Explanation Regarding Private Industry Notification

Applicable to Applicants under the following grant categories:

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Educational and Training Projects category
- d. Other *(If CAPCOG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories should be listed here.)*

#### Form 5a. List of Private Service Providers Notified

Private Service Providers Contacted	Name and Position	Telephone Number	Date Notified
CMC Metal Recycling	Brando Huerta	512-671-0869	5-18-10
ACCO/Allied Waste (paper recycling)	Matt Myers	512-385-7600	5-8-10
Waste Management	Mark Fenske	512-272-6269	5-18-10

#### Form 5b. Summaries of Discussions with Private Industry

*(Refer to Request for Applications and instructions concerning information to include on this form. Attach any written comments or input provided)*

Conservation Coordinator Charles Williams discussed the project with vendors under contract with Travis County to provide waste disposal and recycling services. None of the vendors indicated any issues with the project.

## FORM 6: Project Summary

Please provide a complete project summary. Refer to the Request for Applications, application instructions and scoring criteria when completing these forms. If necessary, attach additional pages for each form.

### Form 6a. Project Description (*Limit Response to 2 Pages, 12 pt font*)

Travis County requests grant funds to create a recycling program to divert approximately one-third of the waste generated at Travis County Exposition Center (Expo Center) from landfill disposal each year. Grant funds are requested to purchase collection receptacles and a compactor.

Last year 102 events were held at the center. The Star of Texas Fair and Rodeo and the Republic of Texas (ROT) Motorcycle Rally were the largest. In 2009, approximately 300,000 people attended the fair, 66,000 attended the rodeo and 60,000 attended the ROT Rally. Another 166,670 attended 100 small-to-medium size events.

Currently, no events at the Travis County Expo Center have a structured recycling component. The collection receptacles to be purchased with this grant are portable units that can be placed in different configurations at the larger events. Revenue generated from the sale of recyclables will be used to purchase permanent collections systems for the Center.

Travis County's Facilities Management Department handles the waste generated at the Expo Center, with the exception of the two largest events. Waste generated at the Star of Texas Fair and Rodeo and ROT Rally is managed by event hosts under contract with Travis County. These hosts have committed to working with Conservation Coordinator Charles Williams to implement recycling at both events.

Waste generated at events typically consists of aluminum cans, corrugated cardboard and plastic bottles related to food and beverage vending. The proposed project will create a sustained recycling effort by adding a compactor to be installed at the Expo Center and 200 recycling collection bins to be placed beside trash cans during events. A compactor is a necessary part of the project, creating a smaller, more manageable waste stream for events that may have thousands of attendees in a given day. The compactor purchased will have the ability to compact cardboard, cans, and plastic bottles, separately. Collections bins are portable, so they can be placed near trash receptacles and strategic areas as appropriate for different events.

Facilities Management will supervise collection, diversion, compacting and waste contract management, with assistance from the Environmental Quality Program in the Transportation and Natural Resources Department. The Facilities Management Director plans to integrate recycling into the center's waste disposal systems using the center's maintenance personnel without the need for additional staff. An existing concrete pad and adjacent three-phase power at the Expo Center will accommodate the compactor.

Emphasis will be placed on collecting and reporting the quantity of materials diverted from the landfills and the revenue generated by these activities. These data will be used to document progress in achieving the committed project goal to recycle 1/3 of the waste-stream.

If funded, the project will serve Goal #13 of the Capital Area Council of Governments (CAPCOG) Regional Solid Waste Management Plan to increase the regional recycling rate. As the Expo Center serves as a venue to events regionally and statewide, recycling services will benefit the entire CAPCOG 10-County region.

**Form 6b. Project Cost Evaluation** *(Limit Response to 1 Page, 12 pt font)*

Provide an evaluation of the costs associated with the proposed project. Refer to the Request for Applications, application instructions and scoring criteria when completing these forms.

All expenses requested in the grant will be used for supplies and equipment needed to implement the first stage of the recycling program at the Expo Center. Travis County will provide personnel time on an in-kind basis.

**Form 6c. Local Commitment** *(Limit Response to 2 Pages, 12 pt font)*

Refer to the Request for Applications, application instructions and scoring criteria when completing these forms.

The Expo Center recycling program is part of a Green Initiative underway in Travis County that includes new program objectives for improving recycling, waste diversion, energy efficiency, and environmental quality.

The proposed project will initiate a sustainable program at the Travis County Expo Center by purchasing the equipment and dedicating staff resources necessary to begin recycling. Revenue generated by the sale of recyclable materials at the center will be used to fund facilities, equipment and supplies for a permanent recycling program.

Travis County has committed one (1) employee full-time as the Conservation Coordinator (Charles Williams), who is responsible for coordination of activities under this grant.

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**Form 6d. Scope of Work** (*Limit Response to 2 Pages, 12 pt font*)

Provide a work program with a schedule of deliverables for the proposed project or program. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the contract agreement, if funded. Once the details of the work program have been negotiated with the Applicant and approved by CAPCOG, the work program will be entered into the grant contract.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:

- Specific task statements with responsible entity identified
- List of deliverables/products/activities under each task
- Schedule of deliverables

**Task 1:** Develop a sustainable, long-term plan for recycling at the Expo Center. Identify location for recycling facilities, long term equipment needs, personnel required, etc.

*Personnel:* Roger El-Khoury, Facilities Management Director  
Charles Williams, TNR Recycling Coordinator  
Mickey Roberts, TNR Grants

*Deliverables:* Expo Center Recycling Plan

*Deadline:* October 2011

**Task 2:** Purchase bins to collect aluminum and plastic at Expo Center Events. These bins will be placed by EC personnel during events.

*Personnel:* Charles Williams, TNR  
Roger A. El Khoury, FMD  
Mickey Roberts, TNR Grants

*Deliverables:* 200 bins

*Deadline:* Two months from contract execution

**Task 3:** Purchase compactor for recycled materials and install at Expo Center. To be installed by contractor, including electrical installation (240 volts, 3-phase) and footings.

*Personnel:* Charles Williams, TNR  
Roger A. El Khoury, FMD  
Mickey Roberts, TNR Grants

*Deliverables:* 1 High Density Compactor Extruder, installed

*Deadline:* Four months from contract execution

**Task 4:** Implement recycling at events. Work with Expo Center personnel to locate bin placement, establish methods for collecting materials during events to prevent overflow, bring materials to site collection point.

*Personnel:* Charles Williams, TNR  
Roger A. El Khoury, FMD

*Deliverables:* Mickey Roberts, TNR Grants  
Operative recycling collection at Expo Center events  
*Deadline:* August 31, 2011

**Task 5:** Coordinate with local contractors to provide central collection bins for recyclables near the compactor site.

*Personnel:* Charles Williams, TNR  
*Deliverables:* Bin placement  
*Deadline:* Four months from contract execution

**Task 6:** Track and report volume of materials recycled.

*Personnel:* Charles Williams, Travis County TNR  
*Deliverables:* Reports from contractors  
Summary Report from Charles Williams  
*Deadline:* August 31, 2011

**Task 7:** Analyze data on recycling volume and develop sustainable, long-term plan for recycling at Expo Center Events.

*Personnel:* Charles Williams, Travis County TNR  
Roger A. El Khoury, FMD  
Mickey Roberts, TNR Grants  
*Deliverables:* Expo Center Recycling Plan  
*Deadline:* August 31, 2011

**Task 8:** Provide reports on project status to CAPCOG as required by contract.

*Personnel:* Mickey Roberts, TNR  
Sydnia Crosbie, TNR Financial Services  
Charles Williams, Travis County TNR  
Roger A. El Khoury, FMD  
*Deliverables:* Progress reports, financial reports  
*Deadline:* As required by contract.

**Form 6e. Consistency with the Regional Solid Waste Management Plan**

*Reference the goals, objectives, and/or recommendations from the Regional Solid Waste Management Plan Volume I that apply to the project, and how the project will assist in implementing the plan. Please refer to the Request for Applications and application instructions.*

**Goal #13 Increase the CAPCOG region recycling rate.**

The proposed project will meet this goal by creating an event recycling program at one the largest venues in the CAPCOG region.

**FORM 6f: Local Commitment of Funds/In-Kind Services**

This form should be completed if the Applicant is contributing any level of funds or in-kind services directly related to the proposed project.

**Cash Contributions, Donations or In-Kind Services:**

In the space below, please explain in detail the contributions to be provided by the Applicant, as directly related to the proposed project:

In-kind, Travis County is committing the following resources to the project:

Charles Williams, Conservation Coordinator for Travis County Transportation and Natural Resources (TNR), will coordinate with Facilities staff, vendors, and the private industry to establish recycling at Expo Center events. Facilities staff will collect, sort and compact the recyclables material. TNR staff will provide support services, including financial processing, tracking and grant administration.

**FORM 7. GRANT BUDGET SUMMARY**

Please provide the following breakdown of the total amount of grant funding being requested.  
**DO NOT include local commitments in the table below:**

Budget Category	Funding Amount
1. Personnel/Salaries	\$
2. Fringe Benefits	\$
3. Travel	\$
4. Supplies	\$ 9,190
5. Equipment	\$ 20,400
6. Construction	\$
7. Contractual	\$
8. Other	\$
9. <b>Total Direct Charges</b> ( <i>sum of 1-8</i> )	<b>\$ 29,590</b>
10. Indirect Charges*	\$
11. <b>Total</b> ( <i>sum of 9 - 10</i> )	<b>\$ 29,590</b>

12. Fringe Benefit Rate:	%	
13. Indirect Cost Rate:	%	
Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied. Please request guidance from CAPCOG staff regarding appropriate calculation of the indirect rate, if applicable.		
<i>Please complete any of the following detailed budget forms that are applicable.</i>		

**FORM 7a: Detailed Personnel/Salaries Expenses**

For each employee to be funded wholly or in part by this grant, complete one of the lines in the table below. Please refer to the definitions provided in the instructions in completing this sheet. If funds are awarded, changes to grant-funded positions must be approved in advance by CAPCOG. Do not include local contributions in the table below.

Position Title	Function	FTE	Status	Monthly Salary
No personnel or salary costs are requested				\$
<b>TOTAL</b> (Must equal Line 1 of the Overall Budget Summary)		\$ 0		

**FORM 7b: Detailed Travel Expenses**

This budget form provides a more detailed breakdown of the total expenses for travel indicated on Line 3 of the Overall Budget Summary. Do not include local contributions in the tables below.

Please describe the types of routine in-region travel expenses expected and purpose for the travel.

Routine In-Region Travel	Purpose of Travel	Estimated Cost
No travel costs requested		\$
		\$

**Non-Routine Travel Expenses**

Date(s)	Purpose & Destination	Person(s)	Estimated Cost
<b>TOTAL TRAVEL EXPENSES</b> (Must equal Line 3 of the Overall Budget Summary)			\$ 0



**FORM 7c: Detailed Supply Expenses**

This budget form provides a more detailed breakdown of the total expenses for supplies indicated on Line 4 of the Overall Budget Summary. Do not include local contributions in the table below. Please list the general types of supplies you expect to purchase with grant funding.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$
Other supplies ( <i>explain below</i> ): No supplies requested (see Other)	\$
<b>TOTAL</b> ( <i>Must equal Line 4 of the Overall Budget Summary</i> )	<b>\$ 0</b>

**FORM 7d: Detailed Equipment Expenses**

All equipment purchases must be pre-approved by CAPCOG. If the specific details of an equipment purchase are known, show that equipment on the list below. If the specific details of the equipment costs are not known at this time, list the general details on this form. The specific details of the equipment will then need to be provided to and approved by CAPCOG before the costs are incurred. Do not include local contributions in the table below.

Equipment (\$5,000 or more per unit) ( <i>Show description, type, model, etc.</i> )	Unit Cost	No. of Units	Total Cost
RAMJET RJ-30 High Density Compactor Extruder	\$ 20,400	1	\$ 20,400
<b>TOTAL</b> ( <i>Must equal Line 5 of the Overall Budget Summary</i> )	<b>\$ 20,400</b>		

**FORM 7e: Detailed Construction Expenses**

All construction projects must be pre-approved by CAPCOG. If the specific details of the construction costs are not known at this time, list the general details on this form. The specific details of the construction will then need to be provided to and approved by CAPCOG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). Do not include local contributions in the table below.

Types of Construction	Subcontracted Yes/No	Estimated Cost
<b>No construction costs requested</b>		\$
<b>TOTAL</b> <i>(Must equal Line 6 of the Overall Budget Summary)</i>		\$ 0

**FORM 7f: Detailed Contractual Expenses**

All contractual expenses must be pre-approved by CAPCOG. If the specific details of the contractual costs are not known at this time, list the general details on this form. The more specific details of the contractual costs will then need to be provided to and approved by CAPCOG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). In addition, the subcontract scope of work must be approved by CAPCOG before work begins. Do not include local contributions in the table below.

Purpose	Contractor(s)	Contract Amount
<b>No contractual costs requested</b>		\$
<b>TOTAL</b> <i>(Must equal Line 7 of the Overall Budget Summary)</i>		\$ 0

**FORM 7g: Detailed Other Expenses****Basic Other Expenses**

<b>Basic Other Expenses</b>	<b>Estimated Cost</b>
Books and reference materials	\$ 0
Postage, telephone, FAX, utilities	\$ 0
Printing/reproduction	\$ 0
Advertising/public notices	\$ 0
Registration fees for training (if approved)	\$ 0
Repair and maintenance	\$ 0
Basic office furnishings	\$ 0
Space and equipment rentals	\$ 0
Signage	\$ 0

**Additional Other Expenses**

The specific details of additional Other category expenses, not included on the list of basic Other expenses, must be pre-approved by CAPCOG. If the specific details of the additional Other expenses are not known at this time, list the general details on this form. The more specific details will then need to be provided to and approved by CAPCOG before the costs are incurred.

<b>Additional Other Expenses</b>	<b>Unit Cost</b>	<b>No. of Units</b>	<b>Total Cost</b>
Computer hardware not listed under the Equipment category ( <i>itemize each expense below including description, type, model, etc.</i> ):	\$		\$ 0
Computer software ( <i>itemize each expense below including description, type, model, etc.</i> ):	\$		\$ 0
Additional Other expenses ( <i>itemize each expense below including description, type, model, etc.</i> ):			
ClearStream Cyclemax Kit (5 blue frames, 10 bags, 5 lids, 10 decals and instructions)	\$ 220	40	\$ 8,800
40x46" Recycling Bags for ClearStream – 5 per roll, 20 rolls per Case	\$ 39	10	\$ 390

<b>TOTAL OTHER EXPENSES</b> ( <i>Must equal Line 8 of the Overall Budget Summary</i> )	<b>\$ 9,190</b>
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## REQUIRED ATTACHMENTS TO THE APPLICATION

1. If indirect costs are included in the project budget, attach the Applicant's latest **indirect cost allocation plan**, including documentation of approval of the plan and the indirect cost rate by the Applicant's Federal Cognizant Agency or State Coordinating Agency.
2. If applicable, attach any written comments submitted by private industry (*see instructions for Form 5*).
3. If the Applicant is a law enforcement entity, and if compliance with TCLEOSE rules is still pending, attach a certification from TCLEOSE to indicate that the Applicant is in the process of achieving compliance with the rules (*see Form 3, Certification No. 11*).

**GRANT SUMMARY SHEET**

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

Department/Division:	TNR/Natural Resources and Environmental Quality
Contact Person/Title:	Mickey Roberts/ Environmental Specialist, Sr.
Phone Number:	512-854-6613

Grant Title:	CAPCOG FY11 Solid Waste Enforcement Grant		
Grant Period:	From:	9/1/2010	To: 7/31/2011
Grantor:	Capital Area Council of Governments		
American Recovery and Reinvestment Act (ARRA) Grant	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

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


Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						\$0
Operating:		11,723				11,723
Capital Equipment:						0
Indirect Costs:						0
Total:	\$0	\$11,723	\$0	\$0	\$0	\$11,723
FTEs:						0.00

Department	Review	Staff Initials	Comments
County Auditor	<input type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

Performance Measures	Projected FY 10 Measure	Progress To Date:				Projected FY 11 Measure
		12/31/09	3/31/10	6/31/10	9/30/10	
Applicable Depart. Measures						
Acquire grants for environmental projects						1
Measures For Grant						
Obtain equipment and supplies for criminal enforcement to curtail illegal dumping						1
Outcome Impact Description						
Tire dumping cases settled or filed						2

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**PBO Recommendation:**

PBO concurs. 

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 in the amount of \$11,723 are requested to support initiatives for curtailing illegal tire dumps and improving sampling analysis capabilities in regional solid waste investigations. Funds will be used to purchase equipment, supplies, and training for a sheriff's detective and two county attorney investigators responsible for solid waste enforcement. The request includes items for updating surveillance systems, supplies for field investigations and evidence collection, and training for personnel.

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

There are no long-term funding requirements required for this grant. The county must use items purchased with grant funds for solid waste enforcement activities.

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

No cash match is required. Personnel and indirect costs are used informally as an in-kind match.

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

Indirect costs are considered an in-kind contribution to the project.

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.

Commitments to solid waste enforcement activities are well established within the respective agencies and support is budgeted on an ongoing basis. The grant is designed to provide supplemental funds to purchase needed equipment for agency personnel.

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

This is not a new program.

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

The grant will support existing environmental enforcement efforts within the County by the agencies listed above. The TNR goal to "Manage and protect our natural resources for future generations" is addressed.

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## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

May 27, 2010

### MEMORANDUM

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

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

**SUBJECT:** CAPCOG FY11 Solid Waste Enforcement Grant Application

**Posting:** Consider and take appropriate action on grant application to the Capital Area Council of Governments (CAPCOG) for solid waste enforcement funding.

**Summary and Staff Recommendation:** Grant funds in the amount of \$11,723 are requested to support initiatives for curtailing illegal tire dumps and improving sampling analysis capabilities in regional solid waste investigations. Funds will be used to purchase equipment, supplies, and training for a sheriff's detective and two county attorney investigators responsible for solid waste enforcement. The request includes items for updating surveillance systems, supplies for field investigations and evidence collection, and training for personnel. Staff recommends approval.

**Budgetary and Fiscal Impact:** The grant has a positive fiscal impact and will be in support of existing programs within two agencies in the County. No cash match is required. Indirect costs and personnel time will be used as an in-kind match.

**Required Authorizations:** Jessica Rio, PBO

**Exhibits:** Grant Application

MSM:JPG:mdr  
CAPCOG FY11 Enf app bak

cc: Christopher Gilmore, CA  
Jessica Rio, PBO  
Michelle Gable, Auditor  
Jon White, TNR  
Tom Weber, TNR  
Christina Jensen, TNR  
Melinda Mallia, TNR  
Mickey Roberts, TNR

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**CAPITAL AREA COUNCIL OF GOVERNMENTS  
FY 2010/2011 REGIONAL SOLID WASTE GRANTS PROGRAM**

**FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE**

Applicant: Travis County	Funding Amount Proposed: \$ 11,723
Address: Transportation and Natural Resources P.O. Box 1748, Austin, TX 78767-1748	Phone/Fax: Ph: 512-854-6613 Fx: 512-854-6474
Contact Person: Melinda Mallia / Mickey Roberts	Email:  <a href="mailto:Melinda.Mallia@co.travis.tx.us">Melinda.Mallia@co.travis.tx.us</a> <a href="mailto:Mickey.Roberts@co.travis.tx.us">Mickey.Roberts@co.travis.tx.us</a>

**Project Category (Choose One Only)**

<input checked="checked" type="checkbox"/> Local Enforcement <input type="checkbox"/> Litter and Illegal Dumping Cleanup and Community Collection Events <input type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Local Solid Waste Management Plans <input type="checkbox"/> Citizens' Collection Stations and "Small" Registered Transfer Stations <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Technical Studies <input type="checkbox"/> Educational and Training Projects <input type="checkbox"/> Other ( <i>requires CAPCOG and TCEQ authorization</i> )
---

**Signature**

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.	
Signature:	Title: County Judge
Typed/Printed Name: Samuel T. Biscoe	Date Signed:

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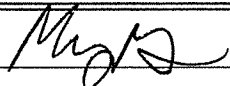
**FOR USE BY CAPCOG**

Date application was received: _____
--------------------------------------

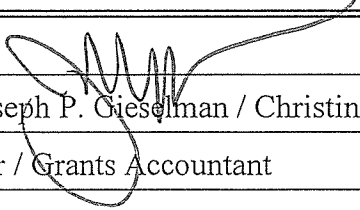
**FORM 2. Authorized Representatives**

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from CAPCOG, to manage the work being performed, and to act on behalf of the Applicant for the purposes shown:

- 1. Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature: 
Typed/Printed Name: Mickey Roberts
Title: Environmental Specialist, Sr.
Date: 6-8-10
Phone: 512-854-6613
Email: Mickey.Roberts@co.travis.tx.us

- 2. Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

Signature: 
Typed/Printed Name: Joseph P. Gieselman / Christina Jensen
Title: Executive Manager / Grants Accountant
Date: 5.28.10
Phone: 512-854-7670
Email: Christina.Jensen@co.travis.tx.us

## FORM 3. Certifications and Assurances

### Certifications

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help CAPCOG to ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

#### **1. Authority to Sign Application**

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

#### **2. Application Contains No False Statements**

Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The Applicant understands that CAPCOG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

#### **4. Governmental Status**

Applicant certifies that it is located in the State of Texas and fits within one of the governmental classifications listed below, as determined under state law:

- a. City
- b. County
- c. Public school or school district (not including Universities or post secondary educational institutions)
- d. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities
- e. Council of Governments

#### **5. Solid Waste Fee Payments**

Applicant certifies that it is not delinquent in payment of solid waste disposal fees owed the State of Texas.

#### **6. Debarment from State Contracts**

Applicant certifies that it is not barred from participating in state contracts by the Texas General Services Commission (GSC), under the provisions of §2155.077, Government Code, and 1 TAC §113.02, GSC Regulations.

#### **7. Conformance to Standards**

The Applicant certifies to the best of their knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and the proposed expenditures, conforms to the eligible category standards and allowable expense and funding standards as set forth in the Request for Applications.

#### **8. Consideration of Private Industry**

The following certification only applies if the project is under one of the following grant categories:

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations

- c. A demonstration project under the Educational and Training Projects category
- d. Other *{If CAPCOG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories will be listed here.}*

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in the Request for Applications and the instructions provided with this application form. Applicant further certifies to the best of their knowledge and ability (after completing Form 5) that the proposed project will promote cooperation between public and private entities, is not otherwise readily available, and will not create a competitive advantage over a private industry that provides recycling or solid waste services.

**9. Consistency with Regional Solid Waste Management Plan**

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan or fiscal year funding plan of CAPCOG.

**10. Technical Feasibility**

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their knowledge and ability all activities are technically feasible and can be satisfactorily completed within the grant period as set forth in the Request for Applications.

**11. Costs Reasonable and Necessary**

Applicant certifies to the best of their knowledge and ability that the proposed project activities in the Scope of Work and the expenses outline in the Budget are reasonable and necessary to accomplish the project objectives, and that the proposed expenses are consistent with the costs of comparable goods and services.

**12. Certification by Law Enforcement Programs**

If the Applicant is a law enforcement entity regulated by Chapter 415 of the Government Code, the Applicant certifies that the authorized agent or agents involved in enforcement activities under the grant are in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and Education (TCLEOSE) pursuant to Chapter 415, Government Code; or that it is in the process of achieving compliance with such rules and any other applicable certifications or requirements. If compliance is pending, a certification from TCLEOSE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

**Assurances**

If the application is approved for funding, the grant funds will be awarded through a contract between the Applicant and CAPCOG. The grant contract will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the grant funds. In order to ensure an understanding by the Applicant of some of the main conditions that will be included in the contract, the Applicant is asked to review the following assurances. By signing this Application, the person acting on behalf of the Applicant indicates their understanding of these conditions and provides assurances that these and other conditions set forth in the grant contract will be adhered to if funding is awarded.

**1. Compliance with Standard Pertaining to Real Property and Equipment**

Applicant provides assurances that, if funded, the Applicant will comply with the contract provisions pertaining to title to and management of real property and equipment. The contract will contain obligations and conditions regarding the use of the equipment and/or facilities (the "property") acquired under the agreement. Included in the provisions are obligations to provide adequate

maintenance and conduct physical property inventories; restrictions and conditions on the use, replacement, sale, or transfer of the property; and obligations to continue to adhere to the provisions that grant funds not be used to create a competitive advantage over private industry, in the use or transfer of the property.

**2. Participation in TCEQ Recycling Surveys and Reporting**

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from CAPCOG or the Texas Commission on Environmental Quality for information on municipal solid waste management activities.

**3. Compliance with Progress and Results Reporting Requirements**

Applicant provides assurances that, if funded, the Applicant will comply with requirements for: reporting on the progress of the project tasks and deliverables; documenting the results of the project and providing those results to CAPCOG on a schedule established by CAPCOG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide CAPCOG with a follow-up results report approximately one year after the end of the grant term.

**4. Financial Management**

Applicant provides assurances that, if funded, the Applicant will comply with contract provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by CAPCOG.

**5. Compliance with Americans with Disabilities Act**

Applicant provides assurances that, if funded, the Applicant will comply with all the applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (Pamph.1995).

**6. Compliance with the Single Audit Act**

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 et. seq, Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

**7. Compliance with Program and Fiscal Monitoring**

Applicant provides assurances that, if funded, the Applicant will comply with program and fiscal monitoring provisions of the contract, including: providing additional reports or information as may be requested to adequately track the progress of the project; and allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

# *RESOLUTION*



A RESOLUTION OF TRAVIS COUNTY, TEXAS AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE CAPITAL AREA COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE GRANTS PROGRAM GRANT; AUTHORIZING SAMUEL T. BISCOE, COUNTY JUDGE TO ACT ON BEHALF OF TRAVIS COUNTY IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED, TRAVIS COUNTY WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CAPITAL AREA COUNCIL OF GOVERNMENTS, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the Capital Area Council of Governments is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the CAPCOG's adopted regional solid waste management plan; and

WHEREAS, Travis County in the State of Texas is qualified to apply for grant funds under the Request for Applications.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS:

1. That Samuel T. Biscoe, County Judge is authorized to request grant funding under the Capital Area Council of Governments Request for Applications of the Regional Solid Waste Grants Program and act on behalf of Travis County in all matters related to the grant application and any subsequent grant contract and grant project that may result.
2. That if the project is funded, Travis County will comply with the grant requirements of the Capital Area Council of Governments, Texas Commission on Environmental Quality and the State of Texas.
3. The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
4. That activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

Introduced, read and passed on this 8<sup>th</sup> day of June, 2010.

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**Samuel T. Biscoe**  
**County Judge**

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**Ron Davis**  
**Commissioner, Precinct One**

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**Sarah Eckhardt**  
**Commissioner, Precinct Two**

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**Karen Huber**  
**Commissioner, Precinct Three**

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**Margaret J. Gómez**  
**Commissioner, Precinct Four**

### FORM 5: Explanation Regarding Private Industry Notification

Applicable to Applicants under the following grant categories:

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Educational and Training Projects category
- d. Other *(If CAPCOG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories should be listed here.)*

#### Form 5a. List of Private Service Providers Notified

Private Service Providers Contacted	Name and Position	Telephone Number	Date Notified
NOT APPLICABLE TO ENFORCEMENT GRANTS			

#### Form 5b. Summaries of Discussions with Private Industry

*(Refer to Request for Applications and instructions concerning information to include on this form. Attach any written comments or input provided)*

**NOT APPLICABLE TO ENFORCEMENT GRANTS**

## FORM 6: Project Summary

### Form 6a. Project Description *(Limit Response to 2 Pages, 12 pt font)*

Travis County requests grant funds to support two solid waste enforcement initiatives in 2010:

1. Focus Travis County and Regional Enforcement Task Force (RETF) investigational resources on enforcement to curtail illegal tire dumping
2. Enhance sampling analysis capabilities for regional solid waste investigations through the RETF Sample Analysis Program

#### **Tire Dumping Enforcement Initiative**

Illegal dumping of scrap tires is a chronic problem for local governments in Central Texas that has grown steadily more serious since the state tire disposal rebate program ended. Dumped tires are fire hazards, serve as breeding grounds for mosquitoes and other vectors, and pollute our waterways. Laws exist in Texas to address tire dumping, but culprits are difficult to catch and clean-up is expensive. Haulers are required to use licensed and reputable facilities for disposal. However, many business owners lack education and information about proper manifesting and disposal. And most enforcement personnel lack specific training in investigational techniques for illegal tire dumping cases. These conditions contribute to the problem by allowing many of the culprits to cut costs at the public's expense.

Travis County proposes an initiative to address scrap tire dumping in the CAPCOG region by taking the following steps:

- Focus investigational resources on illegal tire disposal cases in Travis County and CAPCOG region, in conjunction with the Regional Enforcement Task Force (RETF)
- Assist local governments in the CAPCOG region and RETF with tire dumping enforcement cases
- Develop and teach a training module on investigational techniques for illegal tire disposal at RETF Intermediate Environmental Law Enforcement Training in 2011
- Conduct an education and outreach program for businesses who accept tires on legal procedures for manifesting and proper disposal

Grant funding will be used to purchase:

- Training for a County Attorney's Office Investigator in advanced evidence gathering
- Digital camcorder and supplies for field investigations and documentation
- Updated software for field notebooks
- Media to copy and distribute educational resources to tire generators and related tire operators

#### **Regional Sampling Program**

In 2009, the CAPCOG Solid Waste Advisory Committee (SWAC) approved the funding for regional sampling analysis services through the RETF. Travis County serves a lead -role in this process by providing investigators trained in sampling protocol to assist enforcement officials region-wide when sampling is beneficial to investigation. To-date, five counties have utilized Travis County's sampling assistance in illegal dumping investigations.



To improve this endeavor, Travis County requests funding to purchase the following items:

- PONAR grab sampling tool and related sampling supplies
- Improved transport containers for samples and equipment

**Texas Environmental Law Enforcement Association**

Funds are requested to send two investigators from the County Attorney's Office and a Detective with the Travis County Sheriff's Office to the Texas Environmental Law Enforcement Association's (TELEA) Annual Training Conference.

**Form 6b. Project Cost Evaluation** (*Limit Response to 1 Page, 12 pt font*)

Project costs will consist of equipment, supplies and training for Travis County enforcement personnel. Travis County has committed all staffing costs on an in-kind basis.

Funding requested to support the Tire Dumping Enforcement Initiative includes training for one investigator from the Travis County Attorney's Office and supplies for RETF training, education, and outreach to scrap tire generators. Costs are minimized through in-kind staffing contributions, and through established training events and networks of the Regional Environmental Task Force (RETF).

Region-wide use of the RETF Sampling Analysis Program demonstrates a need for infrastructure and training to sustain and minimize cost of providing the service. If funded, certified samplers from Travis County will utilize equipment and vehicle outfitting purchased to continue efficiently supporting our regional partners. The requested training conference is offered at a low cost through the Texas Environmental Law Enforcement Association (TELEA) and will further enable enforcement personnel, through certification hours, to continue sampling assistance.

**Form 6c. Local Commitment** (*Limit Response to 2 Pages, 12 pt font*)

Travis County has a long-standing commitment to solid waste enforcement on a local and regional level. Permanent staff positions have been created and sustained, including one (1) prosecutor, two (2) investigators, and one (1) detective assigned to illegal dumping enforcement full-time. Eight (8) additional Travis County staff members assist illegal dumping enforcement efforts part-time by gathering evidence and responding to complaints.

Travis County is committed to sustaining existing programs and developing new initiatives to combat illegal dumping. If funded, this proposal will provide supplies, equipment and training needed to expand sampling analysis services to the County and the CAPCOG region. This initiative will focus on a comprehensive approach to curtailing illegal tire dumping. The deliverables include valuable support for local enforcement officers in surrounding cities and counties to investigate tire dumping and educate local businesses on proper documentation and procedures.

**Form 6d. Scope of Work** *(Limit Response to 2 Pages, 12 pt font)*

**Task 1:** Investigate and prosecute cases in CAPCOG region involving illegal disposal of scrap tires

Personnel: Doug MacDougall, Investigator, Travis County Attorney's Office (TCAO)  
Dennis Rudder, Investigator, TCAO, RETF Vice-President  
Sidney Parker, Detective, Sheriff's Office (TCSO), RETF President  
Neil Kucera, Assistant County Attorney, TCAO

Deliverables: Tire dumps cleaned, complaints addressed, and cases settled or filed

Deadline: Ongoing through grant period

**Task 2:** Assist RETF members with regional tire investigations and prosecution

Personnel: Doug MacDougall, Investigator, Travis County Attorney's Office (TCAO)  
Dennis Rudder, Investigator, TCAO, RETF Vice-President  
Sidney Parker, Detective, TCSO, RETF President  
Neil Kucera, Assistant County Attorney, TCAO

Deliverables: Field visits, investigational assistance to RETF members and meetings with regional enforcement personnel

Deadline: Ongoing through grant period

**Task 3:** Develop and teach RETF training module in investigational techniques for illegal tire disposal enforcement

Personnel: Doug MacDougall, Investigator, TCAO  
Neil Kucera, Assistant County Attorney, TCAO

Deliverable: Presentation at 2011 Intermediate Environmental Law Training

Deadline: Date to be determined

**Task 4:** Assist RETF members with sampling and evidence collection

Personnel: Sidney Parker, Detective, TCSO, RETF President  
Dennis Rudder, Investigator, TCAO, RETF Vice-President  
Doug MacDougall, Investigator, TCAO

Deliverables: Provide certified sampling personnel and investigative assistance needed for solid waste cases in the CAPCOG region

Deadline: Ongoing through grant period

**Task 5:** Attend training on advanced evidence gathering

Personnel: Dennis Rudder, Investigator, TCAO, RETF Vice-President

Deliverables: Assist RETF members with digital evidence gathering

Deadline: Ongoing through grant period

**Task 6:** Purchase equipment, supplies and training registrations in accordance with grant contract requirements and state purchasing law

Personnel: Mickey Roberts, Grants Administration, TNR  
Christina Jensen, Grants Accounting, TNR

Deliverables: Equipment, supplies and training, as shown in detail in the budget  
Deadline: Ongoing through grant period

**Task 7:** Report on grant progress as required by CAPCOG contract

Personnel: Mickey Roberts, Grants Administration, TNR  
Christina Jensen, Grants Accounting, TNR

Deliverables: Progress reports, financial reports, grant billings

Deadline: Quarterly or as required by CAPCOG in contract

**Task 8:** Develop informational material for local tire businesses on proper disposition of scrap tires. Put information on CD and/or written materials and distribute to businesses that haul, store, or dispose of tires.

Personnel: Doug MacDougall, Investigator, TCAO  
Dennis Rudder, Investigator, TCAO

Deliverables: Distribute education and outreach materials to tire-related businesses

Deadline: Ongoing through grant period

#### **Form 6e. Consistency with the Regional Solid Waste Management Plan**

*Reference the goals, objectives, and/or recommendations from the Regional Solid Waste Management Plan Volume I that apply to the project, and how the project will assist in implementing the plan. Please refer to the Request for Applications and application instructions.*

Goal #4 "Continue and enhance current enforcement programs of illegal dumping"

Project will focus on improving enforcement of illegally dumped tires while utilizing and supporting the network of the Regional Environmental Task Force (RETF) to train multiple enforcement agencies throughout the region.

Project will also broaden the ability of Travis County Investigators to perform sampling for illegal dumping investigations, locally and regionally, supporting the efforts of the RETF.

#### **FORM 6f: Local Commitment of Funds/In-Kind Services**

This form should be completed if the Applicant is contributing any level of funds or in-kind services directly related to the proposed project.

Cash Contributions, Donations or In-Kind Services: In the space below, please explain in detail the contributions to be provided by the Applicant, as directly related to the proposed project:

In-kind, Travis County is committing the following resources to the project:

- One (1) Detective from the Sheriff's Office
- Two (2) Investigators from the County Attorney's Office
- One (1) Prosecutor from the County Attorney's Office

## FORM 7. GRANT BUDGET SUMMARY

Please provide the following breakdown of the total amount of grant funding being requested.  
**DO NOT include local commitments in the table below:**

Budget Category	Funding Amount
1. Personnel/Salaries	\$ 0
2. Fringe Benefits	\$ 0
3. Travel	\$ 2,438.00
4. Supplies	\$ 247.00
5. Equipment	\$
6. Construction	\$
7. Contractual	\$
8. Other	\$ 9,038.00
9. <b>Total Direct Charges</b> ( <i>sum of 1-8</i> )	<b>\$ 11,723.00</b>
10. Indirect Charges *	\$
11. <b>Total</b> ( <i>sum of 9 - 10</i> )	<b>\$ 11,723.00</b>

12. Fringe Benefit Rate:	%	
13. Indirect Cost Rate:	%	
Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied. Please request guidance from CAPCOG staff regarding appropriate calculation of the indirect rate, if applicable.		
<i>Please complete any of the following detailed budget forms that are applicable.</i>		

**FORM 7a: Detailed Personnel/Salaries Expenses****(No Personnel Costs/Salaries Requested)****FORM 7b: Detailed Travel Expenses**

This budget form provides a more detailed breakdown of the total expenses for travel indicated on Line 3 of the Overall Budget Summary. Do not include local contributions in the tables below.

Please describe the types of routine in-region travel expenses expected and purpose for the travel.

<b>Routine In-Region Travel</b>	<b>Purpose of Travel</b>	<b>Estimated Cost</b>
		\$

All out-of-state travel expenses and other non-routine travel, such as out-of-region travel to special training or events must be pre-approved by CAPCOG. Complete the following information for all requested non-routine travel, including any out-of-state travel. If those details are not presently known, CAPCOG will need to approve those travel costs before the travel occurs.

**Non-Routine Travel Expenses**

<b>Date(s)</b>	<b>Purpose &amp; Destination</b>	<b>Person(s)</b>	<b>Estimated Cost</b>
TBA	Attend advanced evidence gathering training: Federal Law Enforcement Training Center – Glynco, Georgia	Dennis Rudder, Investigator, Travis County Attorney's Office	\$ 950.00
TBA	Attend 2011 Texas Environmental Law Enforcement Association (TELEA) Annual Training Conference: Bandera, TX	Sidney Parker, TCSO Doug MacDougall, TCAO Dennis Rudder, TCAO	\$ 1,488.00
			\$
<b>TOTAL TRAVEL EXPENSES</b> <i>(Must equal Line 3 of the Overall Budget Summary)</i>		<b>\$ 2,438</b>	

**FORM 7c: Detailed Supply Expenses**

This budget form provides a more detailed breakdown of the total expenses for supplies indicated on Line 4 of the Overall Budget Summary. Do not include local contributions in the table below.

Please list the general types of supplies you expect to purchase with grant funding.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$
Other supplies ( <i>explain below</i> ):  (3) Toner cartridges for HP P1102W Laserjet Mobile Printer	\$ 222.00
(1) Package Compact Disks CD-R (100 count)	\$ 25.00
<b>TOTAL</b> ( <i>Must equal Line 4 of the Overall Budget Summary</i> )	\$ 247.00

**FORM 7d: Detailed Equipment Expenses**

All equipment purchases must be pre-approved by CAPCOG. If the specific details of an equipment purchase are known, show that equipment on the list below. If the specific details of the equipment costs are not known at this time, list the general details on this form. The specific details of the equipment will then need to be provided to and approved by CAPCOG before the costs are incurred. Do not include local contributions in the table below.

Equipment (\$5,000 or more per unit) ( <i>Show description, type, model, etc.</i> )	Unit Cost	No.of Units	Total Cost
No equipment \$5,000 or more requested	\$		\$
<b>TOTAL</b> ( <i>Must equal Line 5 of the Overall Budget Summary</i> )		\$ 0	

**FORM 7e: Detailed Construction Expenses**

All construction projects must be pre-approved by CAPCOG. If the specific details of the construction costs are not known at this time, list the general details on this form. The specific details of the construction will then need to be provided to and approved by CAPCOG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). Do not include local contributions in the table below.

Types of Construction	Subcontracted Yes/No	Estimated Cost
<b>No Construction Costs Requested</b>		\$
<b>TOTAL</b> <i>(Must equal Line 6 of the Overall Budget Summary)</i>		<b>\$ 0</b>

**FORM 7f: Detailed Contractual Expenses**

All contractual expenses must be pre-approved by CAPCOG. If the specific details of the contractual costs are not known at this time, list the general details on this form. The more specific details of the contractual costs will then need to be provided to and approved by CAPCOG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). In addition, the subcontract scope of work must be approved by CAPCOG before work begins. Do not include local contributions in the table below.

Purpose	Contractor(s)	Contract Amount
<b>No Contractual Costs Requested</b>		\$
<b>TOTAL</b> <i>(Must equal Line 7 of the Overall Budget Summary)</i>		<b>\$ 0</b>

**FORM 7g: Detailed Other Expenses**

This budget form provides a more detailed breakdown of the total other expenses indicated on Line 8 of the Overall Budget Summary. *Please note that the final totals are at the bottom of the next page.* Do not include local contributions in the table below.

**Basic Other Expenses**

Please identify the basic "Other" category expenses you expect to incur appropriate to the project.

Basic Other Expenses	Estimated Cost
Books and reference materials	\$
Postage, telephone, FAX, utilities	\$
Printing/reproduction	\$
Advertising/public notices	\$
Registration fees for training (if approved)	
Registration for Dennis Rudder to attend 3-day, First Responder to Digital Evidence Training: Federal Law Enforcement Training Center – Glynco, Georgia	\$ 400.00
Registration for Sidney Parker, Doug MacDougall, and Dennis Rudder to attend 4-day Texas Environmental Law Enforcement Association (TELEA) 2011 Annual Training Conference – Bandera, TX	\$ 240.00
Repair and maintenance	\$
Basic office furnishings	\$
Space and equipment rentals	\$
Signage	\$



### Additional Other Expenses

The specific details of additional Other category expenses, not included on the list of basic Other expenses, must be pre-approved by CAPCOG. If the specific details of the additional Other expenses are not known at this time, list the general details on this form. The more specific details will then need to be provided to and approved by CAPCOG before the costs are incurred. Do not include local contributions in the table below.

Additional Other Expenses	Unit Cost	No. of Units	Total Cost
Computer hardware not listed under the Equipment category ( <i>itemize each expense below including description, type, model, etc.</i> ):			
Universal Card Reader	\$ 30.00	3	\$ 90.00
HP P1102W Laserjet Mobile Printer	\$157.00	3	\$471.00
Extension USB Cable for Mobile Printer	\$15.00	3	\$45.00
GPS Power/Data Interface Cable	\$40.00	3	\$120.00
Computer software ( <i>itemize each expense below including description, type, model, etc.</i> ):			
Terrain Navigator Pro – Software Update	\$ 211.00	3	\$ 633.00
Additional Other expenses ( <i>itemize each expense below including description, type, model, etc.</i> ):			
Sony XR150 Digital Camcorder	\$ 750	1	\$ 750.00
Truck Vault for 2002 Ford Explorer (SEE ATTACHMENT FOR EXAMPLE)	\$ 2770.00	2	\$ 5,540.00
Ponar Grab – “Petite Ponar”: sampling tool for sampling submerged soils (SEE ATTACHMENT)	\$749.00	1	\$749.00

<b>TOTAL OTHER EXPENSES</b> ( <i>Must equal Line 8 of the Overall Budget Summary</i> )	<b>\$ 9,038.00</b>
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## REQUIRED ATTACHMENTS TO THE APPLICATION

1. If indirect costs are included in the project budget, attach the Applicant's latest **indirect cost allocation plan**, including documentation of approval of the plan and the indirect cost rate by the Applicant's Federal Cognizant Agency or State Coordinating Agency.
  2. If applicable, attach any written comments submitted by private industry (*see instructions for Form 5*).
  3. If the Applicant is a law enforcement entity, and if compliance with TCLEOSE rules is still pending, attach a certification from TCLEOSE to indicate that the Applicant is in the process of achieving compliance with the rules (*see Form 3, Certification No. 11*).
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**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

RECEIVED  
COUNTY JUDGE'S OFFICE  
10 JUN -2 PM 3:17

Please consider the following item for:

Voting Session:

June 8, 2010

I. A. Request made by:

Rodney Rhoades, Executive Manager, Planning & Budget (49106)

**CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE PROCESS AND SCHEDULE FOR DEVELOPING THE ADVERTISEMENT FOR THE PUBLIC HEARING TO SET ELECTED OFFICIALS' SALARIES FOR FISCAL YEAR 2011 AND THE CALENDAR FOR ACTION FOR THE REMAINDER OF THE SALARY SETTING PROCESS.**

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

**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 p.m. on Monday for the next week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



## PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

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

**TO:** Members of the Commissioners Court

**FROM:** Jessica Rio, Assistant Budget Director

**DATE:** June 2, 2010

**RE:** **Elected Officials' Salary setting process and calendar of actions**

On June 1, 2010 the Commissioners Court received a report on the status of the Preliminary Budget from Rodney Rhoades, Executive Manager of Planning & Budget and Leroy Nellis, Budget Director. These discussions included the most current information about FY 11 cost increases to both the County and County employees for health benefits and the current effort to include a compensation reserve with sufficient funding for an approximate 2.5% compensation increase in FY 11.

In February 2010, Planning & Budget presented the first Budget Parameters discussion. As a part of that discussion, it was determined that Elected Officials' Salary increases for FY 11 would be matched to rank and file employee increases to the extent possible. Therefore, PBO is recommending that a 2.5% increase be reflected in the FY 11 advertisement for those elected officials not on the judicial pay scale.

A 2.5% pay increase for the elected officials not on the judicial pay scale would cost \$47,068 over last year's budgeted salaries and benefits. PBO is seeking direction from the Commissioners Court on salary level to use in preparing the advertisement for the Public Hearing on the proposed salaries for elected officials. A draft advertisement reflecting the increases outlined above is attached for your consideration.

PBO recommends the Commissioners Court take action to approve advertising the proposed salaries no later than June 22, 2010. As the attached calendar reflects, the advertisement is scheduled to appear in the Austin Chronicle on July 1<sup>st</sup> for a public hearing on the salaries on Tuesday, July 13, 2010. PBO will also post an item for action to set Elected Officials' Salaries on July 13, 2010, during the regular voting session of the Commissioners Court. After the vote, The County Judge's Office will notify the elected officials of the salaries set. This will trigger the statutorily mandated timeframes for filing and considering a salary grievance, if an elected official chooses to file one.

**Cc:** Rodney Rhoades, Leroy Nellis, PBO  
Tracey Calloway, Carlotta Valdez Leavy, HRMD  
Barbara Wilson, John Hille, County Attorney's Office  
Melissa Velasquez, Josie Zavala, County Judge's Office  
Dana DeBeauvoir, Gillian Porter, Brenda Torrez, County Clerk's Office  
Elected Officials

**DRAFT AD for TRAVIS COUNTY, TEXAS**

This notice of maximum proposed salaries and allowances for Travis County elected officials during Fiscal Year 2011 is pursuant to section 152.013 of the Texas Local Government Code. A Public Hearing on the FY 2011 elected officials' salaries and allowances will be held on July 13, 2010, at 9:00 a.m. in the Travis County Commissioners Courtroom, 314 West 11th Street, Austin Texas. This ad reflects the budgeted salaries for the elected officials. All elected officials have the right to decline the salaries set for their office. All persons are invited and may participate in the hearing. Commissioners Court will then set the elected officials' salaries and allowances.

<b>Elected Official<sup>1</sup></b>	<b>FY 10 Budgeted Salary</b>	<b>Proposed % Change</b>	<b>Proposed \$ Change</b>	<b>Proposed FY 11 Salary</b>
District Judge (State Salary) <sup>2,3</sup>	\$125,000.00	0.00%	\$0.00	\$125,000.00
District Judge (County)	<u>15,000.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>15,000.00</u>
District Judge	\$140,000.00	0.00%	\$0.00	\$140,000.00
Court-at-Law Judge (County Salary) <sup>4</sup>	\$140,026.86	0.00%	\$0.00	\$140,026.86
Probate Judge (County Salary) <sup>4</sup>	\$141,026.86	0.00%	\$0.00	\$141,026.86
Probate Judge (Administrative) <sup>5</sup>	<u>33,000.00</u>	<u>0.0%</u>	<u>0.00</u>	<u>33,000.00</u>
Probate Judge	\$174,026.86	0.00%	\$0.00	\$174,026.86
Justice of the Peace 1-5 (County Salary) <sup>6</sup>	\$105,000.00	0.0%	\$0.00	\$105,000.00
District Attorney (State Salary) <sup>2</sup>	\$125,000.00	0.0%	\$0.00	\$125,000.00
District Attorney (County)	<u>33,272.00</u>	<u>2.5%</u>	<u>832.00</u>	<u>34,104.00</u>
District Attorney	\$158,272.00	0.5%	\$832.00	\$159,104.00
County Attorney	\$150,757.00	2.5%	\$3,769.00	\$154,526.00
County Judge <sup>7</sup>	\$108,329.00	2.5%	\$2,709.00	\$111,038.00
County Commissioner 1,2 <sup>8</sup> ,3,4	\$90,109.00	2.5%	\$2,253.00	\$92,362.00
Constable 1-4	\$84,478.00	2.5%	\$2,112.00	\$86,590.00
Constable 5	\$87,938.00	2.5%	\$2,199.00	\$90,137.00
Sheriff	\$124,372.00	2.5%	\$3,110.00	\$127,482.00
District Clerk	\$109,581.00	2.5%	\$2,740.00	\$112,321.00
County Clerk	\$109,581.00	2.5%	\$2,740.00	\$112,321.00
Tax Assessor-Collector	\$109,581.00	2.5%	\$2,740.00	\$112,321.00
County Treasurer	\$87,165.00	2.5%	\$2,180.00	\$89,345.00

1. Travis County pays for health insurance for every county employee and elected official. If a county employee or elected official had and continues to have other health coverage and has continuously declined this county coverage since September 30, 2003, that person may receive an additional \$184.86 per month. This amount may, at that person's option, be added to their total annual FY 11 salary or placed in an IRS approved flexible spending account for the reimbursement of health care or dependent care expenses.
2. The State Salary is the least state compensation received by any of these officials. If these officials have been employed by the state continuously since August 31, 1995, they also receive \$1,026.86 as a "benefit replacement pay" supplement. The Legislature specifically said that this supplement is not "salary," but it is included in the total amount received by these officials for purposes of comparing the salaries of other elected officials.
3. Effective September 1, 2007, if these officials have been an active judge and a member of the Judicial Retirement System of Texas Plan One or Two for at least 16 years, they also receive \$3,840.00 as "judicial longevity pay." The Legislature specifically said that this pay is not "salary," but it is included in the total amount received by these officials for purposes of comparing the salaries of other elected officials.
4. The County Salary is the least compensation received by any of these officials. A supplement of \$3,840.00 based on judicial longevity is added to and part of the salary of an official if the official has been an active county court or probate judge and held an elected judicial position in Travis County for at least 16 years.
5. As of January 1, 2010, the Probate Judge was elected Presiding Judge of the Statutory Probate Judges of Texas for four years. For the

additional duties as Presiding Judge he is paid \$33,000 per year.

6. The County Salary is the least compensation received by any of these officials. A supplement of \$2,880.00 is added to the salary of an official if the official has been an active Justice of the Peace and held an elected judicial position in Travis County for at least 16 years.
7. This includes \$4,800 paid for service on the Travis County Juvenile Board.

## Revised Elected Officials' Salary Setting Calendar

### Fiscal Year 2011 Salaries

CCt receives FY 11 Budget update.	June 1
CCt discusses salaries for elected officials.	June 8 – 22
CCt votes to advertise proposed salaries for elected officials and approves ad for Public Hearing.	<b>June 22</b>
Ad appears in Austin Chronicle.	<b>July 1</b>
CCt holds <b>public hearing</b> on proposed salaries for elected officials.  CCt <b>sets the salaries</b> for elected officials.  County Judge's Office provides written notice of salaries to each elected county and precinct officer.	<b>July 13</b>
Deadline for elected official to file a grievance with the County Judge's Office. (5 business days from Court action and notice).	July 20, 5:00pm
If a grievance is received, the Grievance Committee must be convened within 10 days after the grievance is received to hear the grievance and develop a recommendation. Date ranges are the earliest and latest date a grievance can be reviewed by the Committee, based on the dates of receipt.	July 24 – Aug 30
Commissioners Court considers Committee's decision in regular meeting.	Aug 31
FY 11 Budget Adopted.	Sep 28

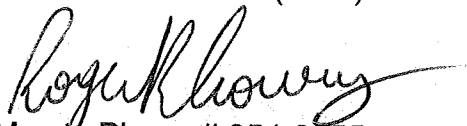
5 ✓

## Travis County Commissioners Court Agenda Request

Voting Session June 8, 2010  
(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 \$801,226.70, for the period of May 21, 2010 to May 27, 2010.

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)

10 JUN -2 AM 10:25  
RECEIVED  
COUNTY JUDGE'S OFFICE



TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: June 8, 2010

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: May 21, 2010 to May 27, 2010

REIMBURSEMENT REQUESTED  
FOR THIS PERIOD: \$801,226.70

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 \$801,226.70.

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  
MAY 21, 2010 TO MAY 27, 2010

-

- 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.

TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: June 8, 2010  
 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: May 21, 2010  
 TO: May 27, 2010

REIMBURSEMENT REQUESTED:

**\$ 801,226.70**

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$	1,290,627.93
bank withdrawal correction	\$	(2,850.00)
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: June 1, 2010	\$	(486,551.40)
Adjust to balance per UHC	\$	0.17
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$	801,226.70
PAYMENTS DEEMED NOT REIMBURSABLE	\$	-
TRANSFER OF FUNDS REQUESTED:	\$	801,226.70

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


All claims over \$25,000 (0 this week totaling \$0.00) 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 (\$121,245.99) 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.

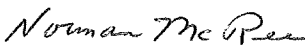
All claims have been reviewed to determine if they have exceeded the \$175,000 stop loss limit. For claims that have exceeded the limit, it has been verified that UHC has complied with the contract. This week credits for stop loss and other reimbursements totaled \$20,696.56.

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.

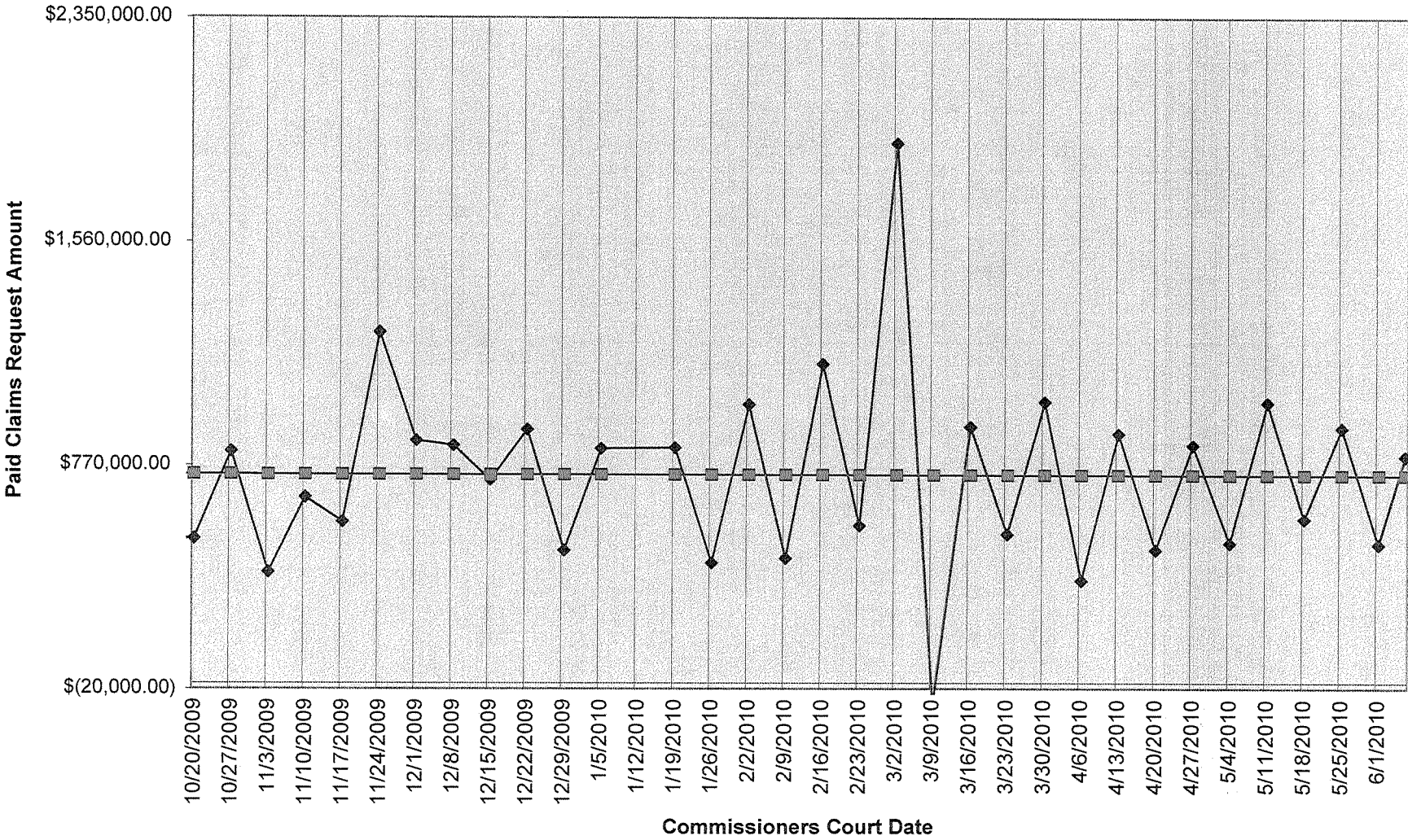
 6-1-10  
 Dan Mansour, Risk Manager Date

 6-1-10  
 Cindy Purinton, Benefit Contract Administrator Date

 6/1/10  
 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 EMPLOYEE BENEFIT PLAN  
FY10 PAID CLAIMS vs WEEKLY CLAIMS BUDGET OF \$734,980.88



# **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
11/20/09-11/26/09	12/8/2009	\$ 839,621.97	\$ 734,960.88	2	\$ 55,007.00
11/27/09-12/03/09	12/15/2009	\$ 715,804.02	\$ 734,960.88	4	\$ 148,691.08
12/04/09-12/10/09	12/22/2009	\$ 897,384.47	\$ 734,960.88	4	\$ 202,013.76
12/11/09-12/17/09	12/29/2009	\$ 464,771.71	\$ 734,960.88	0	\$ -
12/18/09-12/24/09	1/5/2010	\$ 829,110.94	\$ 734,960.88	1	\$ 28,410.00
12/25/09-12/31/09	1/12/2009	\$ 570,023.00	\$ 734,960.88	2	\$ 74,273.56
1/1/10-1/7/10	1/19/2010	\$ 831,839.27	\$ 734,960.88	1	\$ 74,273.56
1/08/10-1/14/10	1/26/2010	\$ 421,088.38	\$ 734,960.88	0	\$ -
1/15/10-1/21/10	2/2/2010	\$ 984,912.81	\$ 734,960.88	3	\$ 212,163.43
1/22/10-1/28/10	2/9/2010	\$ 437,127.76	\$ 734,960.88	0	\$ -
1/29/10-2/4/10	2/16/2010	\$ 1,127,243.08	\$ 734,960.88	4	\$ 300,506.33
2/5/10-2/11/10	2/23/2010	\$ 553,376.57	\$ 734,960.88	2	\$ 130,929.00
2/12/10-2/18/10	3/2/2010	\$ 1,911,218.40	\$ 734,960.88	10	\$ 921,042.22
2/19/10-2/25/10	3/9/2010	\$ (79,012.21)	\$ 734,960.88	3	\$ 116,905.73
2/26/10-3/4/10	3/16/2010	\$ 908,089.12	\$ 734,960.88	2	\$ 75,714.11
3/5/10-3/11/10	3/23/2010	\$ 522,919.47	\$ 734,960.88	1	\$ 54,720.32
3/12/10-3/18/10	3/30/2010	\$ 993,708.79	\$ 734,960.88	4	\$ 122,081.44
3/18/10-3/25/10	4/6/2010	\$ 358,684.00	\$ 734,960.88	0	\$ -
3/26/10-4/1/10	4/13/2010	\$ 882,871.37	\$ 734,960.88	3	\$ 122,334.64
4/2/10-4/8/10	4/20/2010	\$ 466,721.73	\$ 734,960.88	1	\$ 34,670.68
4/9/10-4/15/10	4/27/2010	\$ 841,261.29	\$ 734,960.88	2	\$ 54,607.82
4/16/10-4/22/10	5/4/2010	\$ 491,330.89	\$ 734,960.88	0	\$ -
4/23/10-4/29/10	5/11/2010	\$ 991,213.23	\$ 734,960.88	3	\$ 146,388.40
4/30/10-5/6/10	5/18/2010	\$ 576,874.07	\$ 734,960.88	2	\$ 72,832.36
5/7/10-5/12/10	5/25/2010	\$ 902,612.71	\$ 734,960.88	1	\$ 32,865.00
5/14/10-5/20/10	6/1/2010	\$ 486,551.40	\$ 734,960.88	1	\$ 26,004.75
5/21/10-5/27/10	6/6/2010	\$ 801,226.70	\$ 734,960.88	0	\$ -
	Paid and Budgeted Claims - to date	\$ 24,759,936.27	\$ 24,988,709.92		
	Amount of Difference from Budget		\$ (228,773.65)		
		Not predictive of impact on reserve, intended to show relationship of weekly budget to weekly claims cost.			

**From:** <SIFS FAX@UHC.COM>  
**To:** <NORMAN.MCREE@CO.TRAVIS.TX.US>  
**Date:** 5/28/2010 4:52 AM  
**Subject:** UHC BANKING REPTS/C

CUSTOMERS WHO NORMALLY FUND ON MONDAY WILL BE ASKED TO DO SO ON FRIDAY  
 ACCORDING TO THE MEMORIAL DAY HOLIDAY ACCELERATED SYSTEM FEED SCHEDULE.

**TO:** NORMAN MCREE                      **FROM:** UNITEDHEALTH GROUP  
**FAX NUMBER:** (512) 854-3128                      AB5  
**PHONE:** (512) 854-3828

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

**DATE:** 2010-05-28                      **REQUEST AMOUNT:** \$1,290,627.93

**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

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**CALCULATION OF REQUEST AMOUNT**

+ ENDING BANK ACCOUNT BALANCE FROM: 2010-05-27	\$682,336.87
- REQUIRED BALANCE TO BE MAINTAINED:	\$1,938,718.00
+ PRIOR DAY REQUEST:	\$00.00

= UNDER DEPOSIT:	\$1,256,381.13
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+ CURRENT DAY NET CHARGE:	\$34,246.80
+ FUNDING ADJUSTMENTS:	\$00.00

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<b>REQUEST AMOUNT:</b>	<b>\$1,290,627.93</b>
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**ACTIVITY FOR WORK DAY: 2010-05-21**

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$406,740.89	\$00.00	\$406,740.89
<b>TOTAL:</b>	<b>\$406,740.89</b>	<b>\$00.00</b>	<b>\$406,740.89</b>

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**ACTIVITY FOR WORK DAY: 2010-05-24**

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$142,002.86	\$00.00	\$142,002.86

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2010\_05\_28

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	-211.03	NN	1441002	AH		1 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-214.64	NN	981608	AH		7 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-221.33	NN	SSN0000C	AL		0 5/21/2010	600	5/27/2010	5/28/2010
701254	632	-278.08	NN	SSN0000C	AL		0 5/21/2010	600	5/27/2010	5/28/2010
701254	632	-328.7	NN	1068852	AA		1 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-348.32	NN	SSN0000C	AL		0 5/24/2010	600	5/28/2010	5/28/2010
701254	632	-351.61	NN	1337278	AA		1 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-376.02	NN	1018255	AA		1 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-378.49	NN	1630197	AH		1 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-402.26	NN	1279862	AA		8 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-468.17	NN	1534125	AE		6 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-580.04	NN	SSN0000C	AL		0 5/24/2010	600	5/28/2010	5/28/2010
701254	632	-638.46	NN	SSN0000C	AL		0 5/21/2010	600	5/27/2010	5/28/2010
701254	632	-714.17	NN	1457688	AH		9 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-718.08	NN	1457689	AH		9 5/27/2010	200	5/24/2010	5/28/2010
701254	632	-720.34	UZ	11813140	AI		12 2/5/2010	50	5/24/2010	5/28/2010
701254	632	-775	UX	18447630	AH		7 5/8/2009	50	5/24/2010	5/28/2010
701254	632	-2491.61	NN	SSN0000C	AL		0 5/24/2010	600	5/28/2010	5/28/2010
701254	632	-2732.34	NN	SSN0000C	AL		0 5/20/2010	600	5/26/2010	5/28/2010

801,226.70

***Travis County Hospital and Insurance Fund - County Employees  
UHC Payments Deemed Not Reimbursable***

For the payment week ending: 05/27/2010

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



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

## Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 5/28/2010

TYPE	MEMBER TYPE	TRANS_AMT
<b>CEPO</b>		
	EE	
	526-1145-522.45-28	97,128.61
	RR	
	526-1145-522.45-29	12,670.23
Total CEPO		\$109,798.84
<b>EPO</b>		
	EE	
	526-1145-522.45-20	178,053.56
	RR	
	526-1145-522.45-21	50,213.72
Total EPO		\$228,267.28
<b>PPO</b>		
	EE	
	526-1145-522.45-25	389,897.12
	RR	
	526-1145-522.45-26	73,263.46
Total PPO		\$463,160.58
Grand Total		\$801,226.70

# 6

## Travis County Commissioners Court Agenda Request

Voting Session 6/8/10  
(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

Routine Personnel Actions

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

**II. Additional Information**

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

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

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

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

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

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

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



## HRMD *Human Resources Management Department*

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

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX(512) 854-4203

**June 8, 2010**

**ITEM # :**

**DATE:** May 28, 2010

**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:** Tracey Calloway, Interim Director, HRMD *TLO*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 6.**

If you have any questions or comments, please contact Tracey Calloway at 854-9170 or Todd L. Osburn at 854-2744.

RAE/TC/TLO

### 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
County Atty	121	Law Clerk I (Part-time)	14 / Minimum / \$15,778.26	14 / Minimum / \$15,778.26
County Atty	168	Attorney II**	22 / Level 1 / \$55,848.00	22 / Level 1 / \$55,848.00
Emergency Medical Services	26	Star Flight Nurse RN	23 / \$65,479.20	23 / \$65,479.20
Emergency Services	32	Emergency Wireless Comm Mgr	26 / Level 5 / \$81,744.00	26 / Level 5 / \$81,744.00
Tax Collector	11	Training Education Coord I*	16 / Minimum / \$36,121.07	16 / Minimum / \$36,121.07
Tax Collector	53	Tax Specialist I (Part-time)	12 / Level 2 / \$21,918.00	12 / Level 2 / \$21,918.00
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
District Atty	20019	Office Specialist	10 / \$11.58	10 / \$11.58	02
District Atty	50057	Law Clerk II	18 / \$19.88	18 / \$19.88	05
Medical Examiner	20006	Office Specialist	10 / \$13.50	10 / \$13.50	02
Medical Examiner	20007	Office Specialist	10 / \$13.50	10 / \$13.50	02
Juvenile Probation	50312	Juvenile Detention Ofcr Asst	11 / \$12.39	11 / \$12.39	05
TNR	20107	Natural Resources Tech	16 / \$17.37	16 / \$17.37	02
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	159	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	278	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	392	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	441	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	466	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	481	Corrections Officer* / Grd 81	Corrections Officer Sr* / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	509	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	513	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	528	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	860	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	912	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	994	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	1412	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1482	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1485	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1489	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1495	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1510	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1563	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1663	Cadet* / Grd 80	Corrections Officer* / Grd 81	\$33,750.91	\$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>CAREER LADDERS – NON-POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Juvenile Probation</b>	436	Juvenile Res Trt Ofcr I* / Grd 12	Juvenile Res Trt Ofcr II* / Grd 13	\$28,392.00	\$29,811.60	Career Ladder. Pay is between min and midpoint of pay grade.
<b>Juvenile Probation</b>	437	Juvenile Res Trt Ofcr I* / Grd 12	Juvenile Res Trt Ofcr II* / Grd 13	\$30,056.00	\$31,558.80	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Civil Courts</b>	Slot 84 / Judicial Aide / Grd 15 / Part-time / \$18,949.53	<b>Civil Courts</b>	Slot 84 / Judicial Aide / Grd 15 / Part-time / \$28,424.30	Part-time hours increase. From 20 to 30 hours. Same pay grade. Retains current rate of pay.
<b>ITS</b>	Slot 3 / Business Analyst II* / Grd 23 / \$74,622.92	<b>ITS</b>	Slot 3 / Business Consultant I* / Grd 27 / \$85,176.00	Promotion. Pay is between min and midpoint of pay grade.
<b>Juvenile Probation</b>	Slot 69 / Juvenile Probation Ofcr III / Grd 16 / \$38,292.80	<b>Juvenile Probation</b>	Slot 486 / Juvenile Probation Ofcr III / Grd 16 / \$38,292.80	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Juvenile Probation</b>	Slot 563 / Psychologist / Grd 23 / \$64,979.20	<b>Juvenile Probation</b>	Slot 400 / Psychologist / Grd 23 / \$64,979.20	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

THIS SECTION LEFT BLANK INTENTIONALLY.

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 907 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$61,081.07	<b>Sheriff</b>	Slot 592 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$61,081.07	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

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

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

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

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

\_\_\_\_\_  
**Karen L. Huber, Commissioner, Pct. 3**

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



# TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

7

Voting Session: June 8, 2010

*Roger El Khoury*

I. A. Request made by: Roger A. El Khoury, M.S., P.E., Director, FMD Phone # 854-4579  
(Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested text:

Consider and take appropriate action on request from Ranger Environmental Services, Inc., to install a groundwater monitoring well and buried water transfer pipe on County property at 5021 East Cesar Chavez Street.

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

- II. A. Any backup material to be presented to the court must be 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 by or involved with this request. Send a copy of this Agenda Request and backup to them:

John Hille, Jr., Assistant County Attorney (4-9415)  
Sherri Fleming, Executive Manager, HHS (4-4100)

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  
\_\_\_\_\_ Grant

Human Resources Department (854-9165)

- \_\_\_\_\_ Change in your department's personnel (reorganization, restructuring etc.)

Purchasing Office (854-9700)

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

County Attorney's Office (854-9415)

- X Contract, Agreement, Policy & Procedure

10 JUN - 1 PM 2:28  
RECEIVED  
COUNTY JUDGE'S OFFICE



## FACILITIES MANAGEMENT DEPARTMENT

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

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

### MEMORANDUM

**FMD Project:** WCZT - General

**FILE:** 101

**TO:** Members of the Commissioners Court

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

**DATE:** May 27, 2010

**SUBJECT:** Request for Property Access – 5021 East Cesar Chavez  
Subsurface Assessment and Assist in Remedial Efforts

A handwritten signature in black ink, reading "Roger A. El Khoury", is positioned to the right of the "FROM:" field.

### Proposed Motion:

Consider and take appropriate action on request from Ranger Environmental Services, Inc., to install a groundwater monitoring well and buried water transfer pipe on County property at 5021 East Cesar Chavez Street.

### Summary and Staff Recommendation:

Facilities Management Department (FMD) received a request from Ranger Environmental Services, Inc., (Ranger) for permission to install a groundwater monitoring well and a water transfer pipe on the lot where the Housing Services Weatherization Building is located. Ranger is under contract to Strasburger Enterprises, Inc., (Strasburger) to perform investigation and corrective remediation of the contamination originating from the 5011 East Cesar Chavez property. The Texas Commission of Environmental Quality is requiring Strasburger to perform these addition investigative activities as part on the on-going corrective action process associated with remediation of the contamination from their property. FMD recommends granting approval for Ranger to install the requested groundwater well and water transfer pipe.

### Budgetary and Fiscal Impact:

FY 10 Budget impact: None, all costs will be borne by Strasburger.

### Background:

The request from Ranger is at Exhibit One. Ranger is requesting permission to install a groundwater monitoring well at the back of the County lot. The well will be in the grassy area to the south of the asphalt parking lot behind the Weatherization building. The well is anticipated

to be approximately 50 feet deep and will take approximately 4 hours to install. The well will have a 8" round and bolted well cover, and a locking well cap installed at the surface. Ranger will capture and remove all generated waste soils and water samples from the County site. Ranger will also provide the County with copies of all testing results.

Ranger is also requesting permission to install a groundwater (effluent water) pipe across the back of our property. This line will carry the treated groundwater from the Strasburger property to the City of Austin storm water drain, located at the corner of Shady Lane and Red Bluff drive near the southeast corner of the County property. This pipe will be a buried 2" PVC pipe, that will remain in place until the site remediation is completed. The buried pipe would then be removed from our property. Installation of the buried pipe is anticipated to take approximately 8 hours. FMD concurs with the requested well and transfer pipe and recommends that the Commissioners Court approve the requested actions.

**Required Authorizations:**

County Attorney: John Hille, Jr., Assistant County Attorney  
Planning and Budget: N/A  
Purchasing: N/A

**Exhibit:**

Ranger Environmental Services letter, dated May 18, 2010



May 18, 2010

Mr. Roger El Khoury  
Facilities Management Director  
Travis County  
P.O. Box 1748  
Austin, Texas 78767-1748

RE: Request for Property Access to Perform Subsurface Assessment and Assist  
in Remedial Efforts  
Travis County Housing Services Property  
5021 East Cesar Chavez Street  
Austin, Texas 78703

Dear Mr. El Khoury:

Ranger Environmental Services, Inc. (Ranger) has been retained by Strasburger Enterprises, Inc. (Strasburger) in order to undertake Texas Commission on Environmental Quality (TCEQ) required investigative activities as part of the on-going corrective action process associated with the Strasburger #167 Property. The Strasburger #167 Property is located west of your property at 5011 East Cesar Chavez. The purpose of this letter is to request access to your property to install and sample one groundwater monitoring well and to install a buried effluent water transfer pipe for a remediation system.

***Task 1 – Monitor Well Installation***

The presence of hydrocarbons has been documented in the soil and groundwater beneath the surface of the ground at the Strasburger #167 Property. As part of the corrective action process, the State of Texas, TCEQ requires that the aerial extent of hydrocarbon impacted soil and groundwater be defined. In order to do this, it is necessary that one groundwater monitoring well be placed on your property to allow for soil and/or water testing. We are somewhat flexible as to the exact location of this well, as well as, when this well can be installed. Prior to drilling, a utility one-call will be performed. In addition, we will meet with any of your representatives to ensure that no utility lines are endangered by the drilling operation. It should be

*State of Texas Engineering Firm # F-6160  
Texas Board of Professional Geoscientists #50140*

noted, access to the drilling area will be corded off with safety cones and/or warning tape. Ranger and the subcontracted drilling firm will be working under a site specific health and safety plan with the field work being overseen by a hazardous waste operations emergency response supervisor.

The monitor wells previously installed on the Strasburger #167 Property is 50 feet in depth and is constructed of two-inch diameter PVC pipe. The well is completed flush to the ground with a metal bolt down man-way cover to allow both pedestrian and vehicular crossings. The well to be installed on your property would be completed in a similar manner so as not to disrupt your normal operations. Upon completion of the well installation process, all soils generated during the drilling process would be removed from your property, and the area surrounding the well would be swept to remove any remaining loose soil. The entire monitoring well installation process generally takes approximately 4 hours (barring no unforeseen issues). It should be noted, all costs for the installation and testing of the monitoring well will be borne by Strasburger. In addition, all testing reports, as well as construction diagrams/documents, on the well to be installed will also be provided to you.

Upon your authorization, Ranger will initiate a limited site assessment under the following guidelines:

- Samples and selected cores will be described by a Ranger hydrogeologist or engineer on the basis of lithology, color, texture, and visual and olfactory determination of petroleum hydrocarbons.
- During boring installation, soil samples will be screened with an organic vapor monitor for the presence and concentration of volatile organic vapors. Additionally, Ranger personnel will utilize an explosimeter to monitor for explosive levels of hydrocarbons in select soil samples.
- In order to verify the current soil contaminant concentrations, three soil samples will be collected from the soil boring for laboratory analysis. The select soil samples will be analyzed for BTEX/MTBE compounds using EPA Method 8260 and TPH by EPA Method (TCEQ 1005). Additionally, the soil sample, if it exhibits the maximum TPH concentration (TPH >C12-C28), will also be analyzed for polynuclear aromatic hydrocarbons (PAH).
- The soil samples for chemical analysis are anticipated to be collected from the following intervals:

- 1) The zone of greatest contamination based on field screening results,

**Property Access**

**May 18, 2010**

**Page No. 3**

- 2) The zone immediately above the saturated zone, and  
However, specific site conditions may alter the specific sampling depths.
- All soil cuttings generated during the drilling process will be containerized in 55 gallon drums. The drums will be labeled with source and date information and stored on site. The analytical data obtained during the drilling/sampling process will be utilized in the characterization of the soils for the determination of disposal options.
  - Upon encountering groundwater, the soil boring will be converted to a 2" diameter groundwater monitor well. Completion details for the monitor well are as follows:
  - 2-inch diameter schedule 40 PVC well pipe assembly;
  - Approximately 27.5 feet of well screen consisting of 0.010-inch machine-slotted openings with threaded/flush joint assembly with a sufficient length of riser pipe to reach the surface;
  - Graded silica sand placed in the annular space between the borehole and the casing from the bottom of the hole to a minimum of one foot above the screened interval;
  - 1 to 2 feet of hydrated bentonite pellets placed above the sand pack;
  - Portland cement and powdered bentonite grout mixture placed from the top of the bentonite pack to the surface;
  - well surface completion finished slightly above grade with an 8-inch round and bolted well cover; and a locking well cap.
  - Upon completion of the well installation process, the newly installed monitor well will be developed by removing a minimum of three resident well water volumes or until the fluid is clear of fine-grained sediments. The removed groundwater will be containerized in a new 55-gallon drum and stored on site until the water can be characterized for proper disposal.
  - Please see the Site Map for the proposed monitor well location.

**Property Access**  
**May 18, 2010**  
**Page No. 4**

### ***Task 2 – Installation of Piping for Effluent Water Discharge***

Ranger is in the process of installing a dual phase remediation system on the Strasburger #167 Property. The remediation system will treat groundwater and soil contamination. Ranger is proposing to discharge the recovered and treated groundwater (effluent water) into the City of Austin (City) storm water drain, located at the corner of Shady Lane and Red Bluff Drive and near the southeast corner of your property.

The effluent water will be treated with an oil/water separator, air stripper tower, granulated activated carbon vessels, and a series of in-line bag filters, prior to discharging to the storm water drain. A Texas Pollution Discharge Elimination Permit (TPDES) TXG830000 permit is required with the TCEQ along with a separate City permit. This effluent water is essentially "clean" water approved for this type of discharge permit.

The City requires the effluent water enter the storm water drain directly from a pipe. Therefore, Ranger proposes to install a 2-inch diameter PVC pipe along the southern fence-line of the Strasburger #167 Property and continuing east onto the Travis County Housing Services Property. The PVC pipe would be buried approximately six-inches deep in an approximately six-inch wide trench. The pipe would be installed for approximately 200 linear feet along your property. At the City's storm water drain, located behind the curb at the corner of Shady Land and Red Bluff Drive, the PVC pipe would turn south and terminate. The effluent water would discharge inside the storm water drain concrete structure and no visible PVC piping would be exposed on your property. The PVC line would remain underground until it is no longer needed for site remediation efforts. Once site remediation activities have commenced, the PVC line would be removed from the subsurface and the City storm water drain concrete structure would be properly plugged. The installation process would take approximately 8 hours. Again, all costs associated with the effluent water pipe installation, permitting, and sampling would be borne by Strasburger. Please see the attached map for proposed location details.

### **SCHEDULE**

Ranger is prepared to begin the project upon receipt of Travis County authorization. Taking into consideration drilling rig contractor availability and the need for additional

**Property Access**

**May 18, 2010**

**Page No. 5**

off-site access, Ranger anticipates approximately four weeks will be required to complete the field portion of the proposed monitor well installation. Taking into consideration the City Site Plan approval process, Ranger anticipates several months will be required to complete the field portion of the proposed effluent water piping installation. This schedule could be expedited should certain factors be eliminated.

**ASSUMPTIONS**

This proposal is based upon the following assumptions:

- Ranger will have access to the property during normal business hours.
- Groundwater is encountered during the course of the field activities.
- Hollow stem augur drilling techniques will be utilized during the performance of field activities. Drilling depths will not exceed 50 feet. In addition, it is anticipated that groundwater will be encountered at approximately 40 feet below ground surface.
- No unusual site conditions are encountered during the investigation that would be cause for further action. Examples of such conditions are inclement weather, physical barriers to drilling (trees, mud, etc.), the existence of unforeseen utility conduits, rig mechanical breakdowns, etc. In the event that any utility lines are located or damaged during the course of the field activities, the cost of repair, surface replacement, or potential relocation is beyond the scope of this proposal. It should be noted, because Ranger has no working knowledge of any subsurface piping/tank/utility line locations at the site, Ranger disclaims any responsibility for any damages which may occur as a result of field activities. However, as an attempt to ensure that appropriate precautionary measures are undertaken to safeguard against any unforeseen encounters of this nature, Ranger personnel will meet with you or your representative prior to initiating field activities to discuss and modify, if necessary, proposed boring locations. It should be noted, during the course of the field activities, should any utility lines be damaged, the cost of repair, surface replacement, or potential relocation would be beyond the scope of this proposal and is the responsibility of Strasburger Enterprises, Inc.



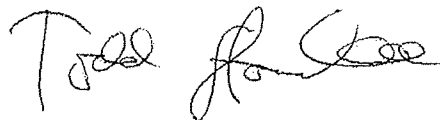
**Property Access**  
**May 18, 2010**  
**Page No. 6**

- In the event that petroleum hydrocarbons in the subsurface cover an area larger than can be delineated by the proposed boring, additional soil borings/monitor wells may need to be installed. These extra services would be considered out of scope and may affect the project schedule. Based upon field observations made during the drilling operations, the drilling depths and/or sample intervals may be amended to further characterize site specific lithology, hydrogeologic conditions, and/or subsurface contaminant conditions.
- It is possible that other monitor wells may be required to be installed by the TCEQ.
- Ranger is working on behalf of Strasburger Enterprises, Inc. and at the direction of the TCEQ. Strasburger Enterprises, Inc. is the responsible party.

Should you have any questions regarding this letter, please feel free to contact me at 512/335-1785 ext. 29.

Sincerely,

**RANGER ENVIRONMENTAL SERVICES, INC.**



Todd Standlee, CAPM  
Project Manager

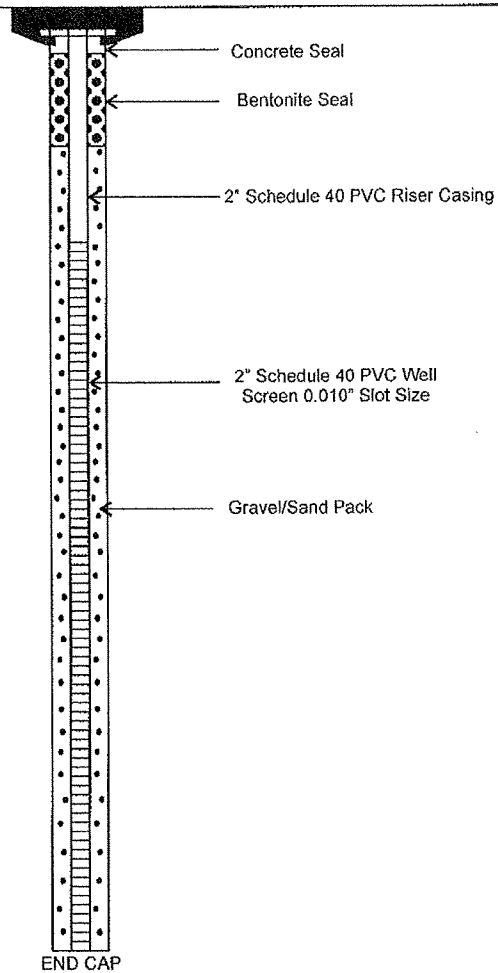
TBS/dea

Attachments – Site Map  
Typical Well Construction Diagram  
Typical Trench View Diagram

CC: Ms. Twila Coley- Strasburger Enterprises, Inc.  
Mr. John Carr – Travis County, Maintenance Division Manager

GROUND SURFACE

MONITOR WELL  
COMPLETION



NOT TO SCALE

**RANGER ENVIRONMENTAL SERVICES, INC.**

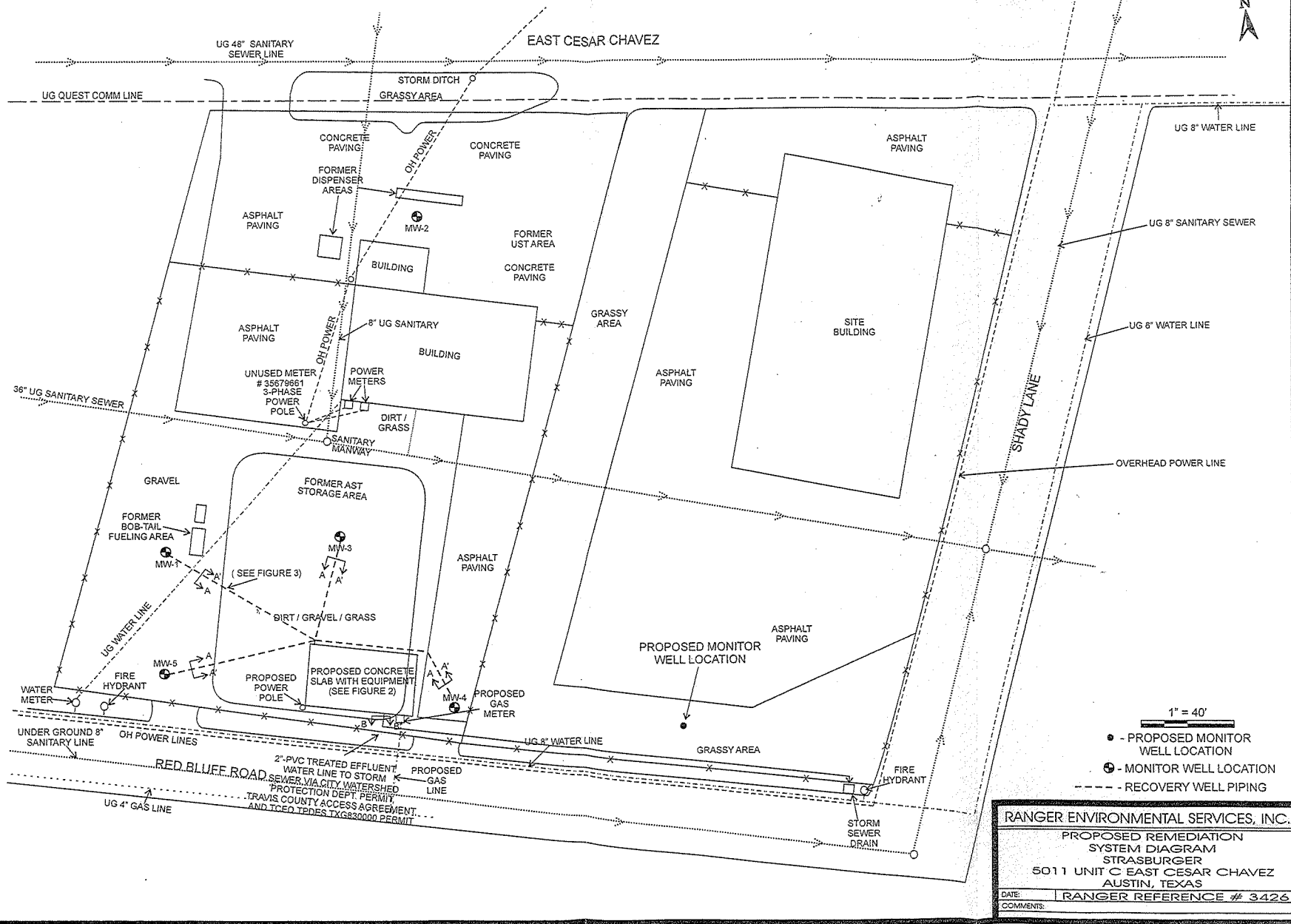
TYPICAL WELL CONSTRUCTION DIAGRAM

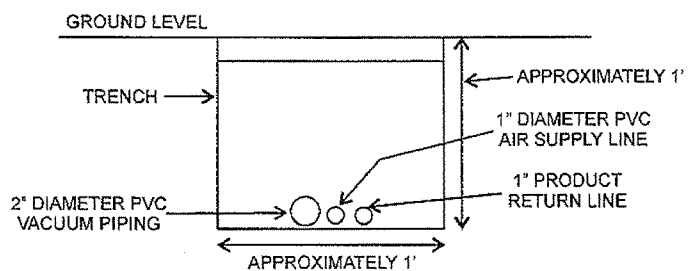
STRASBURGER #167

5011 UNIT C EAST CESAR CHAVEZ  
AUSTIN, TEXAS

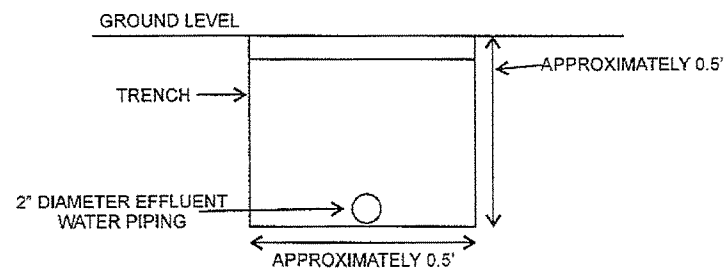
DATE: | RANGER REFERENCE # 3426

COMMENTS:





TYPICAL TRENCH  
VIEW A-A'



TYPICAL TRENCH  
VIEW B-B'

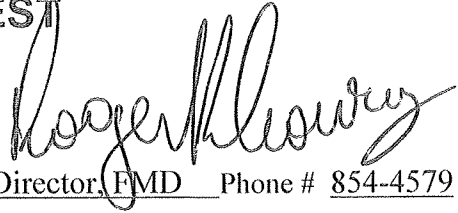
RANGER ENVIRONMENTAL SERVICES, INC.

FIGURE 3  
TYPICAL TRENCH VIEWS  
STRASBURGER,  
5011 UNIT C EAST CESAR CHAVEZ  
AUSTIN, TEXAS

DATE: | RANGER REFERENCE # 3426  
COMMENTS:

# TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

8



Voting Session: June 8, 2010

I. A. Request made by: Roger A. El Khoury, M.S., P.E., Director, FMD Phone # 854-4579  
(Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested text:

Consider and take appropriate action regarding a request from Manos de Cristo to use the 5335 Airport Boulevard Building for their annual Back-To-School Program and a request to waive all fees for the use of the facility from July 26, 2010 through August 16, 2010.

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

- II. A. Any backup material to be presented to the court must be 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 by or involved with this request. Send a copy of this Agenda Request and backup to them:

John Hille, Jr., Director of Transactions, County Attorney, 854-9642  
Tenley Aldredge, Assistant County Attorney, 854-9450

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  
\_\_\_\_\_ Grant

Human Resources Department (854-9165)

- \_\_\_\_\_ Change in your department's personnel (reorganization, restructuring etc.)

Purchasing Office (854-9700)

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

County Attorney's Office (854-9415)

- X Contract, Agreement, Policy & Procedure

10 JUN - 1 PM 2:28

RECEIVED  
COUNTY JUDGE'S OFFICE



## FACILITIES MANAGEMENT DEPARTMENT

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

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

### MEMORANDUM

**FMD Project:** ABB35 - General  
**FILE:** 101

**TO:** Members of the Commissioners Court

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

**DATE:** May 28, 2010

**SUBJECT:** Use of 5335 Airport Boulevard Building  
Manos de Cristo's 2010 Back-To-School Program  
Request for Waiver of Fees

A handwritten signature in black ink, reading "Roger A. El Khoury", is positioned to the right of the "FROM:" field.

### Proposed Motion:

Consider and take appropriate action regarding a request from Manos de Cristo to use the 5335 Airport Boulevard Building for their annual Back-To-School Program and a request to waive all fees for use of the facility from July 26, 2010 through August 16, 2010.

### Summary and Staff Recommendation:

Facilities Management Department (FMD) received a letter from Ms. Julie Ballesteros, Executive Director of Manos de Cristo requesting approval to use the old Chair King building located at 5335 Airport Boulevard for their annual Back-To-School Program. In 2009 the Commissioners Court approved Manos de Cristo to use the facility for their annual Back-To-School program. The Commissioners Court originally approved the request to use the facility but indicated a desire to seek reimbursement of utility costs. Manos came to Commissioners Court the following week, July 7, 2009, and asked the Court to waive the utility reimbursement and other fees, which was approved. Exhibit One is the letter from Ms. Ballesteros in which she requests permission to use the facility and also to waive fees for this annual program. FMD estimates the utility costs for this year program to be \$2,100 based on the number of days requested. At Exhibit Two is a license agreement for the use of the facility, which is based on the agreement approved for 2009. The dates requested for this year program are from Monday, July 26, 2010 through Monday, August 16, 2010 (they contacted us after the initial request and asked for the additional day of August 16<sup>th</sup>). At this time there are no other requests for use of the facility during these dates.

### Budgetary and Fiscal Impact:

Cost of utilities – estimated at \$2,100

**Background:**

In 2009 Manos was able to help more than 1,000 families by processing an average of 200 children a day at the County facility. This year Manos anticipates they can reach approximately 2,200 children. Manos and volunteers will staff the facility for the Back-To School program and provide the necessary cleanup and security for the event. They have also provided insurance coverage showing Travis County as an additional insured.

**Required Authorizations:**

County Attorney: Tenley Aldredge, Assistant County Attorney

Planning and Budget: N/A

Purchasing: N/A

**Exhibits:**

1. Manos de Cristo ltr, undated
2. License Agreement



# Manos de Cristo

Love in Action • Amor en Acción

TRAVIS COUNTY - FMD  
RECEIVED

MAY 05 2010

INITIAL \_\_\_\_\_

Lee Polson  
Board President

Board Members:

Jeff Azulay

Dr. Cheryl Banks

Dr. Dennis Brender

Beverly Chasse

Carmina Eaton

Eric Faulk

Dr. David Ferguson

Susie Foy

Beverly Harlan

Jim Marroquin

Dick Miller

Kate Norman

Roy Rushing

Tom Scott

Leslie Thorne

Elisabeth Wright

Mr. Roger El Khoury  
Director of Facilities Management  
Travis County  
1010 Lavaca Street, Suite 400  
Austin, TX 78701

Dear Mr. El Khoury,

On behalf of Manos de Cristo and the children served during our 2009 Back-To-School (BTS) program, I would like to extend my sincerest thanks and appreciation for your support and for Judge Biscoe's and the County Commissioners' donation of the use of 5335 Airport Blvd. for BTS. This space was critical in enabling us to prepare thousands of children for a new school year and in ensuring a safe and positive experience for the thousands of children and families directly involved. I invite Travis County to again donate the use of this building to help Manos repeat last year's amazing success.

At Manos, we recognize that children who come to school feeling prepared on the first day of school are more likely to have a successful school year. We provide a backpack with school supplies and new clothing to give children a positive start to school and encourage academic achievement. With your continued partnership, we can directly affect and empower the lives of 2,200 children and again provide the opportunity for partner agencies to connect with families in need. Together with volunteers, donors, partner agencies, and Travis County, we will be able to prepare thousands of low-income, at-risk children for school.

Without the large building for BTS in 2009, it may not have been possible to reach such a high number of children. Because of the donated use of 5335 Airport Blvd., Manos helped more than 1,000 families by processing an average of *200 children a day*. The facility provided much needed space for clothing, school supplies, changing rooms, and staging areas, and it allowed Manos staff and volunteers to create a positive, comfortable, and relaxed environment for the children in the program. Manos was also able to utilize the space to collaborate with other agencies such as Big Brothers Big Sisters, Child Inc., Lifeworks, and the Travis County Attorney's Underage Drinking Prevention Program by inviting them to educate and talk to families in the program and to provide materials for the families.

These children are the future of Travis County and a reflection of who we are as a community. I thank you for your generous support of last year's program, and I ask \_\_\_\_\_

4911 Harmon Ave. • Austin Texas 78751 • (p): 512 477-7454 • (f): 512 477-4324 • [www.manosdecristo.org](http://www.manosdecristo.org)



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the Presbyterian Church

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United Way Capital Area



for your consideration of our request for the use of the County's 5335 Airport Blvd. facility with rental, maintenance, and utility fees waived for Manos de Cristo's 2010 Back-To-School program. This year, Manos asks that Judge Biscoe and the Travis County Commissioners Court consider allowing Manos the use of 5335 Airport Blvd. for 19 days, July 26 – August 15, 2010, which will provide Manos time to set up, distribute, and clean up for BTS.

I appreciate the Courts' consideration of our request, and I look forward to Judge Biscoe and the County Commissioners joining us to support the children of our community who are most in need as they begin the 2010-2011 school year. Please contact me with any questions about Manos de Cristo or our Back-to-School program.

Sincerely,

Julie Ballesteros,  
Executive Director

## LICENSE AGREEMENT

STATE OF TEXAS           §  
                                  §  
COUNTY OF TRAVIS       §

This License Agreement (this "Agreement") is made and entered into by and between Travis County, Texas, a political subdivision of the State of Texas ("County") and Manos de Cristo, a Texas non-profit § 501(c)(3) organization formed and operating under the laws of the State of Texas ("Licensee").

### WITNESSETH

THAT WHEREAS, County is the owner of that certain tract of real property having a street address of 5335 Airport Blvd., Austin, Texas 78752, and locally known as the "Chair King" building and parking lot (the "Property"); and

WHEREAS, Licensee provides indigent care to children within Travis County, specifically, providing school supplies to more than 2,000 children during the Term of the License; and

WHEREAS, Licensee desires to exercise certain rights and privileges in and on the Property in conjunction with Licensee's annual "back-to-school" assistance program, and County desires to grant such permission to Licensee under the terms and conditions set forth herein.

NOW, THEREFORE, County and Licensee, in consideration of the mutual promises herein expressed and the compensation herein agreed to be paid, covenant and agree to and with each other as follows:

#### 1.0 GRANT OF LICENSE

1.1 County hereby grants a License to Licensee, its employees, agents, independent contractors, and suppliers to enter and use the Property in connection with Licensee's annual "back-to-school" assistance program (the "Event"), which aims to provide school supplies, clothing and other school-related accessories to needy Austin-area schoolchildren and their families (the "License").

1.2 If applicable, all exhibition, distribution and advertising products and services created or produced in connection with Licensee's Event shall be the sole property of Licensee, without exception and in perpetuity, and may be exploited in all media and markets and in all forms, whether known, unknown, or hereafter created. The License includes the right to bring onto the Property and to utilize thereon personnel, personal property including its own furniture, materials and equipment,

including but not limited to exhibition and promotional materials and similar products during the term of the License.

1.3 Licensee agrees to make no structural changes to any portion of the Property licensed hereunder. However, the License allows for superficial preparation to be made to the Property to facilitate Licensee's Event needs. Licensee agrees to leave the Property in the same and as good a condition as when it was received, normal wear and tear excepted, as determined by existing County policy.

1.4 Licensee acknowledges and agrees that Licensee shall be solely responsible at all times for the actions and the safety of those persons utilizing the Property under this Agreement, including, without limitation, protecting such persons from injury or death and protecting County's property and the property of such persons from loss or damage. **NO SMOKING IS ALLOWED IN THE BUILDING.** Licensee shall prevent anyone from sleeping overnight on the Property. Licensee may allow a security guard to remain on the Property at all appropriate times. Licensee shall insure the Building is locked upon completion of its use each day. Facilities Management Department will check property to assure it is securely locked and inform Licensee if any security breaches were found.

1.5 Licensee shall provide, at its own additional expense, its own procedure, during Licensee's use of the Property as reasonably necessary to ensure the safety and integrity of the persons and property brought onto the Property for the purposes authorized under this Agreement.

## 2.0 TERM OF LICENSE

2.1 The License is granted for a three-week period, beginning on Monday, July 26, 2010 at 6:00 a.m. and terminating at approximately midnight on Monday, August 16, 2010; provided, however, such term is subject to postponement and/or rescheduling due to any cause or reason beyond the control of Licensee or as determined to be necessary or convenient by County.

## 3.0 PAYMENT TO COUNTY

3.1 In consideration of the License granted hereunder, Licensee shall pay to Travis County the sum of TEN DOLLARS NO/100 (\$10.00) and other good and valuable consideration, including the aid to indigents in the County. Licensee shall be solely responsible for performing custodial services on a daily basis and providing all necessary items for the restrooms such as hand soap, toilet paper, etc., in and on the Property using Licensee's own volunteer personnel, and such services shall be performed to County's satisfaction. County reserves the right to charge Licensee County's standard custodial fees in the event Licensee fails to perform the custodial services as set forth herein.

#### 4.0 PERMITS

4.1 Licensee shall be solely responsible for the costs and the securing of any permits required by the City of Austin or other local governmental entities, if any, for use of the Property under this Agreement.

#### 5.0 USE AND REPAIRS

5.1 Licensee shall not use the Property for any purpose other than that set forth herein. Further, Licensee shall repair or replace any damage to the Property caused by Licensee.

5.2 LICENSEE ACKNOWLEDGES AND AGREES THAT HAVING BEEN GIVEN THE OPPORTUNITY TO INSPECT THE PROPERTY PRIOR TO EXECUTION OF THIS AGREEMENT, LICENSEE IS RELYING SOLELY ON ITS OWN INVESTIGATION OF THE PROPERTY AND NOT ON ANY INFORMATION PROVIDED OR TO BE PROVIDED BY LICENSOR. LICENSEE AGREES TO ACCEPT THE PROPERTY "AS-IS" AND WITH ALL FAULTS AND WAIVES ALL OBJECTIONS OR CLAIMS IN THIS REGARD AGAINST LICENSOR (INCLUDING BUT NOT LIMITED TO ANY RIGHT OR CLAIM OF CONTRIBUTION) ARISING FROM OR RELATED TO THE PROPERTY OR TO ANY HAZARDOUS MATERIALS ON THE PROPERTY. LICENSOR WILL NOT BE LIABLE OR BOUND IN ANY MANNER BY ANY VERBAL OR WRITTEN STATEMENTS, REPRESENTATIONS OR INFORMATION PERTAINING TO THE PROPERTY, OR THE OPERATION THEREOF FURNISHED BY ANY REAL ESTATE BROKER, AGENT, EMPLOYEE, SERVANT OR OTHER PERSON. LICENSEE FURTHER ACKNOWLEDGES AND AGREES THAT TO THE MAXIMUM EXTENT PERMITTED BY LAW, THE USE OF THE PROPERTY AS PROVIDED FOR HEREIN IS MADE ON AN "AS-IS" CONDITION AND BASIS WITH ALL FAULTS. IT IS UNDERSTOOD AND AGREED THAT THE CONSIDERATION FOR THE USE OF THE PROPERTY HAS BEEN NEGOTIATED TO REFLECT THAT ALL OF THE PROPERTY IS LICENSED BY LICENSOR AND ACCEPTED BY LICENSEE IN THE "AS-IS" CONDITION. THIS ACCEPTANCE BY THE LICENSEE SHALL BE AN ACKNOWLEDGMENT THAT THERE IS NO LANDLORD/TENANT RELATIONSHIP ESTABLISHED BETWEEN LICENSOR AND LICENSEE. LICENSEE HAS NO EXPECTATION OF WARRANTIES AS TO USE OR HABITABILITY OF THE PROPERTY.

#### 6.0 CONTROL OF TRAVIS COUNTY

6.1 Licensee shall at all times obey the direction and commands of the Travis County Sheriff and the Director of Facilities Management Department, or their designated representatives, while on or in the vicinity of the Property.

6.2 Any disregard of the directions, restrictions, rules or regulations referenced in this Section 6 shall be grounds for immediate revocation of the License granted hereunder.

## 7.0 INDEMNIFICATION

7.1 LICENSEE AGREES TO AND SHALL INDEMNIFY, SAVE AND HOLD HARMLESS, AND DEFEND COUNTY, ITS AGENTS, OFFICIALS AND EMPLOYEES FROM ANY AND ALL NEGLIGENCE, LIABILITY, LOSS, COSTS, CLAIMS, INCLUDING ATTORNEYS FEES, OR EXPENSES OF WHATEVER TYPE OR NATURE FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE, ARISING IN WHOLE OR IN PART OUT OF ANY AND ALL ACTS OF COMMISSION OR OMISSION OF LICENSEE, ITS AGENTS OR EMPLOYEES, ARISING OUT OF IN CONNECTION WITH THIS AGREEMENT OR LICENSEE'S USE OF THE PROPERTY FOR WHICH A CLAIM, INCLUDING ATTORNEYS FEES, DEMAND, SUIT OR OTHER ACTION IS MADE OR BROUGHT BY ANY PERSON, FIRM, CORPORATION, OR OTHER ENTITY AGAINST LICENSEE OR COUNTY.

7.2 Licensee shall not discharge, leak, or emit, or permit to be discharged, leaked, or emitted, any material into the atmosphere, ground, sewer system, or any body of water, if that material (as is reasonably determined by the Licensors, or any governmental authority) does or may pollute or contaminate the same, or may adversely affect (i) health, welfare, or safety of persons, whether located on the Premises or elsewhere, or (ii) the condition, use or enjoyment of the building or any other real or personal property. Licensee shall immediately notify Licensors of any release of any Hazardous Material on or near the Premises whether or not such release is in a quantity that would otherwise be reportable to a public agency and shall also comply with the notification requirements of any applicable state, local, or federal law or regulation.

## 8.0 INSURANCE

8.1 Without in any way limiting the liability of Licensee or its obligations under this Agreement, Licensee agrees to maintain during the term of the License Commercial General Liability Insurance with combined minimum bodily injury and property damage limits of \$600,000 per occurrence and \$1,000,000 in the aggregate, with Travis County named as an additional insured. Licensee has provided County with a certificate from its carrier evidencing such insurance, which certificate is attached hereto as **Exhibit "A"** and made a part hereof.

## 9.0 NON-ASSIGNMENT OF RIGHTS

9.1 Licensee may not assign, sublet or transfer its interest in this Agreement or any portion or right thereof without the prior written consent of County; provided, however, Licensee shall have the right to grant, assign and transfer all or any part of its right, title and interest in any copyrights, rights of publicity, trademarks and all other legal interests and rights acquired by Licensee in connection with the Event.

## 10.0 AMENDMENTS

10.1 This Agreement may be amended only by written instrument signed by both County and Licensee. IT IS EXPRESSLY ACKNOWLEDGED BY LICENSEE THAT NO OFFICER, AGENT, REPRESENTATIVE OR EMPLOYEE OF TRAVIS COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO MODIFY OR AMEND THE TERMS OF THIS AGREEMENT UNLESS EXPRESSLY GRANTED THAT SPECIFIC AUTHORITY BY THE COMMISSIONERS COURT OF TRAVIS COUNTY.

## 11.0 SAFETY

11.1 County reserves the right to prohibit persons from driving on, entering or otherwise using the Property at any time safety may be a concern.

## 12.0 NON-WAIVER AND RESERVATION OF RIGHTS

12.1 No act or omission by Licensor may constitute or be construed as a waiver of any breach or default of Licensee which then exists or may subsequently exist. The failure of either party to exercise any right or privilege granted in this Agreement shall not be construed as a waiver of that right or privilege.

12.2 All rights of Licensor under this Agreement are specifically reserved and any act or omission shall not impair or prejudice any remedy or right of Licensor under it. Any right or remedy stated in this Agreement shall not preclude the exercise of any other right or remedy under this Agreement, the law or at equity, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.

## 13.0 VENUE AND CHOICE OF LAW

13.1 The obligations and undertakings of each of the parties to this Agreement are performable in Travis County, Texas, and this Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute arising out of this Agreement will lie in the appropriate court of Travis County, Texas.

## 14.0 NOTICES

14.1 Written Notice. Any notice required or permitted to be given under this Agreement by one Party to the other shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the address set forth in this section for the Party to whom the notice is given, or on the third day following mailing if placed in the United States Mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the Party at the address hereinafter specified.

14.2 Licensee Address. The address of Licensee for all purposes under this Agreement shall be:

Julie M. Ballesteros  
Executive Director  
Manos de Cristo  
4911 Harmon Avenue  
Austin, Texas 78751  
(512) 477-7454

14.3 Licensor Address. The address of Licensor for all purposes and all notices under this Agreement shall be:

Honorable Samuel T. Biscoe (or successor in office)  
Travis County Judge  
P.O. Box 1748  
Austin, Texas 78767

With copy to:

Roger A. El Khoury, M.S., P.E.  
Director, Travis County Facilities Management Dept.  
P.O. Box 1748  
Austin, Texas 78767

14.4 Change of Address. Each Party may change the address for notice to it by giving notice of the change in compliance with this Section.

## 15.0 MEDIATION

15.1 When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in §154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

## 16.0 SEVERABILITY

16.1 If any portion or portions of this Agreement are ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of it shall remain valid and binding.

## 17.0 ENTIRETY OF AGREEMENT

17.1 This Agreement represents the sole, entire and integrated Agreement between County and Licensee with respect to the subject matter herein and supersedes all prior negotiations, representatives, or agreements either oral or written.

IN WITNESS WHEREOF, Licenser and Licensee have duly executed this Agreement effective as of the later date set forth below (the "Effective Date").

TRAVIS COUNTY, TEXAS

LICENSEE: MANOS DE CRISTO

By: \_\_\_\_\_

Samuel T. Biscoe  
Travis County Judge

Date: \_\_\_\_\_

By: \_\_\_\_\_

*Julie M. Ballesteros*  
Julie M. Ballesteros

Title: Executive Director

Date: 5/26/10



**Exhibit A**  
**Insurance Certificate**  
**(attached)**



# Certificate of Insurance

This certifies that

- ☐ State Farm Fire and Casualty Company, Bloomington, Illinois  
☐ State Farm General Insurance Company, Bloomington, Illinois  
☐ State Farm Fire and Casualty Company, Aurora, Ontario  
☐ State Farm Florida Insurance Company, Winter Haven, Florida  
☒ State Farm Lloyds, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Policyholder **Manos de Cristo Inc.**  
 Address of policyholder **4911 Harmon Ave, Austin, TX 78751-2710**  
 Location of operations \_\_\_\_\_  
 Description of operations \_\_\_\_\_

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

Policy Number	Type of Insurance	Policy Period		Limits of Liability (at beginning of policy period)	
90-BB-T326-0	Comprehensive	07/15/09	07/15/11	BODILY INJURY AND PROPERTY DAMAGE	
	Business Liability				
	This insurance includes:				
	<input type="checkbox"/> Products - Completed Operations				
	<input type="checkbox"/> Contractual Liability				
	<input type="checkbox"/> Personal Injury			Each Occurrence	\$ 1,000,000.00
	<input type="checkbox"/> Advertising Injury			General Aggregate	\$ 2,000,000.00
				Product - Completed Operations Aggregate	\$ 2,000,000.00
Policy Number	EXCESS LIABILITY	Effective Date	Expiration Date	BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)	
	<input type="checkbox"/> Umbrella			Each Occurrence	\$
	<input type="checkbox"/> Other			Aggregate	\$
		Policy Period		Part I - Workers Compensation - Statutory	
		Effective Date	Expiration Date	Part II - Employers Liability	
	Workers' Compensation and Employers Liability			Each Accident	\$
				Disease - Each Employee	\$
				Disease - Policy Limit	\$
Policy Number	Type of Insurance	Effective Date	Expiration Date	Limits of Liability (at beginning of policy period)	

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

Name and Address of Certification Holder

Travis County  
 5335 Airport Blvd  
 Austin, Tx

If any of the described policies are canceled before their expiration date, State Farm® will try to mail a written notice to the certificate holder 30 days before cancellation. If we fail to mail such notice, no obligation of liability will be imposed on State Farm or its agents or representatives.

Signature of Authorized Representative

Agent 05/26/2010

Title Date

Carmina Eaton

Agent Name

Telephone Number 244-6641

Agent's Code Stamp

Agent Code

AFO Code

9

## Travis County Commissioners Court Agenda Request

Voting Session June 8, 2010  
(Date)

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

### I. Request made by:

Roger Jefferies, Executive Manager, Justice and Public Safety Phone # 854-4415  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney.

Requested text:



**Approve the use of County funds to reimburse travel costs for three finalists interviewing for the HRMD Director position.**

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)




## Human Resources Management Department

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

### MEMORANDUM

To: Members of the Commissioners Court

From: Roger Jefferies, Executive Manager, CJP, OPT Member  
Tracey Calloway, Interim Director, HRMD 

Re: Approval to Reimburse HRMD Director Finalists for Travel Costs

Date: June 2, 2010

#### **Proposed Motion**

Approve the use of County funds to reimburse travel costs for three finalists interviewing for the HRMD Director position.

#### **Summary**

Three finalists will be traveling some distances to interview for the HRMD Director position. Travel costs may include airfare, use of personal auto, auto rental, hotel, cost of meals, as well as incidentals.

#### **Background**

Travis County Budget Rule #13 allows Commissioners Court to approve the use of County funds to pay for travel arrangements and food/non-alcoholic beverages to entertain applicants when recruiting nationally for top level positions. The approval must be granted prior to the travel for the applicant to be reimbursed. Job applicants are reimbursed at the same rates used for current County personnel.

#### **Financial Impact**

Travel costs are estimated to be around \$2,500 total for the three applicants. PBO has confirmed that sufficient funds are available in HRMD's travel, meals, and lodging account.

#### **Recommendation**

Approve reimbursement of travel costs to interview the three finalists for the HRMD Director position.



## TRAVIS COUNTY PURCHASING OFFICE

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

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

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

*Cyd V. Grimes 5/27/10*

**Voting Session: Tuesday, June 8, 2010**

**REQUESTED ACTION:** APPROVE TWO-MONTH EXTENSION (MODIFICATION NO. 3) TO CONTRACT NO. PS090234RE, WORKSOURCE, DBA WORKFORCE SOLUTIONS - CAPITAL AREA WORKFORCE BOARD, GAINFUL EMPLOYMENT MODEL. (HHS&VS)

---

***Points of Contact:***

**Purchasing:** Elizabeth Corey, Marvin Brice

**Department:** HHS&VS, Sherri Fleming

**County Attorney:** Mary Etta Gerhardt

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

**County Auditor's Office:** Susan Spartaro And Jose Palacios

- **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.

Through this Contract, participants receive short- to moderate-term job training and adult education services.

This Modification No. 3 will allow the continuation of services without any changes in the amount of Contract Funds or in the services to be provided. When the Contract began, on April 1, 2009, the Contractor was not able to fill a key position for a short period of time, and later in the year had to refill the same position. Thus, there is approximately two months of salary savings, adequate for use during this two-month extension.

Modification No. 2 replaced the program budget.

Modification No. 1 replaced the program budget.

- **Contract Expenditures:** Within the last 12 months \$77,324.51 has been spent against this contract.

➤ **Contract-Related Information:**

Award Amount: \$175,000 (Fixed Amount)

Contract Type: Professional Services

Contract Period: April 1, 2009 – June 30, 2010

➤ **Contract Modification Information:**

Modification Amount: \$0

Modification Type: N/A

Modification Period: N/A

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: N/A

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

☐ Award has been protested; interested parties have been notified.

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

☐ Comments:

➤ **Funding Information:**

☐ Purchase Requisition in H.T.E.:

☐ Funding Account(s):

☐ Comments:

➤ **Statutory Verification of Funding:**

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

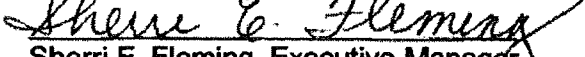


**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERAN SERVICES  
100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767**

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

**DATE:** May 11, 2010

**TO:** Cyd Grimes, Purchasing Agent

**FROM:**   
Sherri E. Fleming, Executive Manager  
Travis County Health and Human Services and Veteran Services

**Subject:** Contract extension

I am requesting an extension of the Workforce Solutions Gainful Employment Model contract by two months; from June 30, 2010 to August 31, 2010. This is a one-time contract that needs additional time to complete their work statement.

The contract start date was April 1, 2009. The program experienced a delay in filling a key position then had to refill the position late last summer. As a result, there is approximately two months of salary savings to extend the position through August. The output/outcome performance measures for the contract include "contract totals" and "program totals". The "contract totals" can be met by June 30, 2010, the current end of the contract. The "program totals" include goals for participants completing training after the contract is over. Having the Client Manager available through the end of August to provide case management services to those enrolled in training and to provide job search assistance to those completing training this summer will assist in meeting all of the output/outcome goals.

Please let me know if you have any questions or require additional information.

Cc: Lawrence Lyman, Planning Manager, HHS  
Travis Gatlin, PBO

**MODIFICATION OF CONTRACT NUMBER: PS090234RE – GEM (Gainful Employment Model) Page 1 of 3 Pages**

ISSUED BY:	PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Elizabeth Corey TEL NO: (512) 854-9853 FAX NO: (512) 854-9185	DATE PREPARED: <b>May 13, 2010</b>
ISSUED TO:	WorkSource dba Workforce Solutions -- Capital Area Workforce Board 6505 Airport Boulevard, Suite 101E Austin, Texas 78752	MODIFICATION NO.:  <b>3</b>	EXECUTED DATE OF ORIGINAL CONTRACT:  <b>April 1, 2009</b>

ORIGINAL CONTRACT TERM DATES: April 1, 2009 – June 30, 2010CURRENT CONTRACT TERM DATES: April 1, 2009 – August 31, 2010**FOR TRAVIS COUNTY INTERNAL USE ONLY:**Original Contract Amount: \$175,000Current Modified Amount \$ (N/A)

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

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

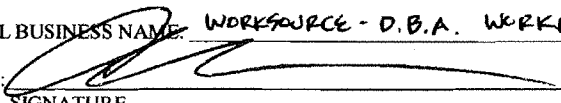
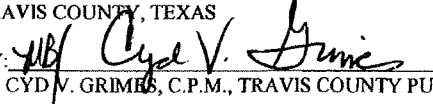
- 1) Contract is extended for an additional two-month period, through August 31, 2010.

The Contract is amended according to the terms of the attachment to this Modification, all of which is hereby made a part of the Contract and constitutes promised performances by the Contractor in accordance with all terms of the Contract, as amended.

**Note to Vendor/City:**

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

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

LEGAL BUSINESS NAME: <u>WORKSOURCE - D.B.A. WORKFORCE SOLUTIONS - CAPITAL AREA WORKFORCE BOARD</u>	<input checked="" type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY:  SIGNATURE	DATE: <u>5-18-10</u>
BY: <u>ALAN D. MILLER</u> PRINT NAME	
TITLE: <u>EXECUTIVE DIRECTOR</u> ITS DULY AUTHORIZED AGENT	
TRAVIS COUNTY, TEXAS BY:  CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: <u>5/28/10</u>
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE: _____



**AMENDMENT OF CONTRACT BETWEEN**  
**TRAVIS COUNTY AND**  
**WORKFORCE SOLUTIONS - CAPITAL AREA WORKFORCE BOARD**  
**(Gainful Employment Model)**

This Amendment of Contract ("Amendment") is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County") and Workforce Solutions - Capital Area Workforce Board ("Contractor").

County and Contractor entered into an agreement ("Contract"), the Initial Contract Term of which began April 1, 2009, and terminates June 30, 2010 ("Initial Term").

Contractor agreed to provide personal and professional services for the care of indigents and other qualified recipients in accordance with the terms of the Contract, thus providing services which further a public purpose.

The Contract provided for amendment of the agreement by the written agreement of the Parties.

Pursuant to the terms of the Contract, the Contract has been previously amended by written consent of the Parties.

County and Contractor desire to amend the Contract to reflect certain mutually agreed upon changes in the Contract.

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

**1.0 CONTRACT TERM**

1.1 **Initial Term.** The Contract was agreed to be in force for the Initial Term which began April 1, 2009, and terminates on June 30, 2010.

1.2 **Amended Term.** In order to continue the provision of services through the completion of the tasks set forth in the Contract, without any changes in the amount of Contract Funds or services to be provided, the Parties agree to extend the Contract for an additional two (2) months, or through August 31, 2010. The Parties understand and agree that this extension of time is necessary to allow for the completion of services due to the inability of Contractor to begin providing full services at the anticipated time.

**2.0 INCORPORATION**

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

**3.0     EFFECTIVE DATE**

3.1     This Amendment is effective May 1, 2010, when it is approved and signed by both of the Parties, and is effective for the Initial Term. This Contract, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.



# TRAVIS COUNTY PURCHASING OFFICE

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

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

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

*Cyd V. Grimes 5/27/10*

**Voting Session: Tuesday, June 8, 2010**

**REQUESTED ACTION:** APPROVE ISSUANCE OF JOB ORDER NO. 71, MINOR CONSTRUCTION AND RENOVATION SERVICES, CONTRACT 07K00307RV, ARCHITECTURAL HABITAT OF AUSTIN, INC. (FM)

## ***Points of Contact:***

**Purchasing:** Richard Villareal, Marvin Brice

**Department:** Facilities Management, Roger A. El Khoury, M.S., P.E., Director; Amy Lambert, AIA, LEED AP, Project Manager

**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.

Facilities Management requests approval for issuance of Job Order No. 71 to Architectural Habitat of Austin, Inc. This job order is issued to prepare the Heman Marion Sweatt Courthouse-53<sup>rd</sup> District Court for renovation. Renovation to courtrooms 210 and 514, judge's chambers, jury rooms and restrooms will include the demolition of drywall and framing, millwork, painting, plumbing, electrical and fire alarm/sprinkler system installation, among other services.

Upon approval, Job Order No. 71 will be issued at the total negotiated cost of \$47,968.79.

- **Contract Expenditures:** Within the last 12 months, \$1,878,458.11 has been spent against this contract.
- **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: Vendor is a HUB

% HUB Subcontractor: N/A

RECEIVED  
COUNTY JUDGES OFFICE  
10 JUN - 1 PM 3:00

➤ **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.: (Req. No. 500432)
- ☒ Funding Account(s): 001-1405-822-5004
- ☒ Total Project Budget: \$50,168.79
- ☒ Construction Budget: \$47,968.79
- ☒ Contingency Budget: \$2,200.00
- ☐ Comments:

➤ **Statutory Verification of Funding:**

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



Rich  
5-21-10  
WB

## FACILITIES MANAGEMENT DEPARTMENT

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

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

### MEMORANDUM

**FMD Project:** TCCH-64-10R-4R

**FILE:** 703

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

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

**FROM:** Amy Lambert, AIA, LEED AP, Project Manager

**DATE:** May 19, 2010

**SUBJECT:** HMS Travis County Courthouse  
Minor Construction and Renovation Project, Job Order No. 71 Request  
Contract: 07K00307RV

*Roger El Khoury*  
*Amy Lambert*

PURCHASING  
OFFICE

2010 MAY 21 AM 9:25

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TRAVIS COUNTY

Facilities Management Department recommends issuance of two purchase orders under the Minor Construction and Renovation Contract, one for Job Order No. 71 in the amount of \$47,968.79 to Architectural Habitat Construction, Inc. for minor construction and renovation at the HMS Travis County Courthouse. The project scope includes restroom remodels for District Judges' suites; and jury room upgrades for District Courts. A proposal from Architectural Habitat has been reviewed and found to be fair and reasonable. Facilities Management Department recommends approval.

Funds for this Job Order are in account number 001-1405-822-5004 and are encumbered under the requisition number 500432 is attached. The performance period will be 60 days from issuance of a Notice to Proceed.

In accordance with the procedure to secure approval for these Job Orders this request is being forwarded along with the supporting documents for Commissioners Court approval on June 1, 2010. If approved, please issue Job Order No. 71 to Architectural Habitat. Please call Amy Lambert, AIA, at 46409 if you have any questions.

### ATTACHMENT:

- 1) Proposal from Architectural Habitat
- 2) HTE print-out

### COPY TO:

Amy Draper, CPA, Financial Manager, FMD  
Richard Villareal, Purchasing Agent Assistant IV

**PROJECT : COURTHOUSE VARIOUS IMPROVEMENTS** ARCHITECTURAL HABITAT  
ATTN: AMY LAMBERT 1707 WEST KOENIG LANE  
AUSTIN TX. 78756  
458-2190

FILE CCRR4  
DATE 5-11-10  
REVISED 5-19-10

ITEM	AMOUNT
<b>COURTROOM 210</b>	
SUPERVISION	\$ 320.00
DUMPSTER	\$ 50.00
PROTECTION	\$ 50.00
CARPET DEMO	IN CARPET
DEMO SEATS	IN MILLWORK
PLATFORM	\$ 1,960.00
CARPET/BASE	\$ 775.00
INSTALL SEATS	IN MILLWORK
CLEAN-UP	\$ 100.00
<b>SUBTOTAL</b>	<b>\$ 3,255.00</b>

**SEATS DELIVERY BY OTHERS**

**JUDGES OFFICE/JURY RESTROOMS**

SUPERVISION	\$ 2,400.00
DUMPSTER	\$ 300.00
PROTECTION	\$ 350.00
DEMO WALLS	IN DRYWALL/ACOU.
DEMO SUBSTRATE	IN DRYWALL/ACOU.
PATCH SUBSTRATE	IN DRYWALL/ACOU.
REMOVE/REPLACE ACC,S	IN DRYWALL/ACOU.
DEMO CERAMIC FLOOR/WAINSCOT	IN CT
DRYWALL/ACOUSTIC	\$ 3,485.00
CERAMIC TILE/CARPET/BASE	\$ 5,565.00
DRS/FRMS/HDW	\$ 770.00
PLUMBING	\$ 4,351.00
ELECTRICAL	\$ 2,392.00
PAINT	\$ 1,295.00
GRAB BARS	IN DRYWALL/ACOU.
MIRROR/HOOK/SHELF	IN DRYWALL/ACOU.
SPRINKLER	\$ 824.00
FIRE ALARM	\$ 625.00
AC GRILLS	\$ 500.00
CLEAN-UP	\$ 400.00
<b>SUBTOTAL</b>	<b>\$ 23,257.00</b>

**JUDGES RESTROOM 507D**

SUPERVISION	\$ 800.00
DUMPSTER	\$ 100.00
PROTECTION	\$ 75.00
REMOVE/REPLACE ACC,S	IN CEILING

DEMO CERAMIC FLOOR/WAINSCOT

CERAMIC TILE	\$	3,279.00
PLUMBING	\$	2,604.00
ELECTRICAL	\$	991.00
PAINT	\$	266.00
MIRROR/HOOK		IN CEILING
DEMO/REPLACE CEILING	\$	946.00
CLEAN GRILL	\$	50.00
CLEAN-UP	\$	200.00

**SUBTOTAL** \$ **9,311.00**

EXCLUDE STUB WALL DEMO  
NON HANDICAP TOILET

**JURY ROOM 512C**

SUPERVISION	\$	120.00
MILLWORK	\$	1,480.00
BASE	\$	75.00
ELECTRICAL	\$	358.00
CLEAN-UP	\$	50.00

**SUBTOTAL** \$ **2,083.00**

**COURTROOM 514**

SUPERVISION	\$	240.00
MILLWORK	\$	275.00
BASE	\$	45.00
PAINT	\$	520.00
CLEAN-UP	\$	50.00

**SUBTOTAL** \$ **1,130.00**

**JURYROOM 500F**

SUPERVISION	\$	120.00
MILLWORK	\$	1,340.00
BASE	\$	50.00
PLUMBING	\$	1,640.00
ELECTRICAL	\$	358.00
PAINT	\$	98.00
CLEAN-UP	\$	50.00

**SUBTOTAL** \$ **2,146.00**

SUBTOTAL	\$	41,182.00
O/P	\$	4,941.84
SUBTOTAL	\$	46,123.84
BOND	\$	1,844.95
TOTAL	\$	47,968.79

PURCHASE REQUISITION NBR: 0000500432

REQUISITION BY: ANGELA DAVIS 854-9084      STATUS: READY FOR BUYER PROCESS      DATE: 5/13/10  
REASON: ROUTINE CONTRACT 07K00307RV (TCCH CIV DIST CRTS)  
SHIP TO LOCATION: FACILITIES MANAGEMENT      SUGGESTED VENDOR: 9584 ARCHITECTURAL HABITAT AUSTIN      DELIVER BY DATE: 7/15/10

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	CONSTRUCTION SERVICES FOR CIVIL DISTRICT COURTS IN VARIOUS ROOMS AT THE COURTHOUSE, TO INCLUDE JURY RM. 512, COURTROOM 514,210, RESTROOM 507, JUDGES SUITE 500,500F JOB ORDER NO. 71 COMMODITY: BLDG MAINT & REPAIRS SVCS SUBCOMMOD: REMODELING & ALTERNATIONS	45570.35	JOB	1.0000	45570.35	
2	RETAINAGE 5% COMMODITY: BLDG MAINT & REPAIRS SVCS SUBCOMMOD: RETAINAGE	2398.44	DOL	1.0000	2398.44	
REQUISITION TOTAL:					47968.79	

A C C O U N T   I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00114058225004	REPR & MTNC-SERVCS PURCHD REPRS-BLDG STRUCT & EQUIP	100.00	45570.35
2	00114058225004	REPR & MTNC-SERVCS PURCHD REPRS-BLDG STRUCT & EQUIP	100.00	2398.44
				47968.79

REQUISITION IS IN THE CURRENT FISCAL YEAR.





## TRAVIS COUNTY PURCHASING OFFICE

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

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

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

*Cyd V. Grimes 6/1/10*

**Voting Session: Tuesday, June 8, 2010**

**REQUESTED ACTION:** APPROVE CONTRACT AWARD FOR 290 EAST LANDFILL OPERATIONS AND MAINTENANCE, IFB #B100191-LD, TO THE LOW BIDDER, SCS FIELD SERVICES (TNR)

---

**Points of Contact:**

**Purchasing:** Loren Breland, 854-4854

**Department:** TNR, Joe Gieselman, Executive Manager, Christina Jensen, Keith Coburn 854-9383

**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 contract will provide operation and maintenance services at the closed 290 East Landfill for TNR.

Two bids were received on May 10, 2010. TNR has reviewed the bids and recommends award to the low bidder, SCS Field Services. SCS Field Services is the current contractor and has been since March 2001.

- **Contract Expenditures:** Within the last 12 months \$40,900.61 has been spent against this requirement.

- **Contract-Related Information:**

Award Amount:

Contract Type: Annual Contract

Contract Period: June 22, 2010 to June 21, 2011

➤ **Contract Modification Information:**

Modification Amount: \$0.00

Modification Type: N/A

Modification Period:

➤ **Solicitation-Related Information:**

Solicitations Sent: 44

Responses Received: 2

HUB Information: Not Applicable

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

☐ Award has been protested; interested parties have been notified.

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

☐ Comments:

➤ **Funding Information:**

☒ Purchase Requisition 501526 entered in H.T.E.

☒ Funding Account(s): 001-4985-621-6099

☐ Comments:

➤ **Statutory Verification of Funding:**

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

➤ APPROVED ( )

DISAPPROVED ( )

BY COMMISSIONERS COURT ON:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY JUDGE



**TRANSPORTATION AND NATURAL RESOURCES**  
**JOSEPH P. GIESELMAN, EXECUTIVE MANAGER**

411 West 13<sup>th</sup> Street  
Executive Office Building, 11<sup>th</sup> Floor  
P. O. Box 1748  
Austin, Texas 78767  
(512) 473-9383  
FAX (512) 708-4697

RECEIVED  
TRAVIS COUNTY  
MAY 26 AM 8:23  
PURCHASING  
OFFICE

May 25, 2010

**MEMORANDUM**

**TO:** Cyd Grimes, County Purchasing Agent  
*Carol G. Gieselman*  
**FROM:** Joseph P. Gieselman, Executive Manager  
**SUBJECT:** Award of Solicitation **B100191-LD**  
**290 East Landfill Operation and Maintenance**

TNR recommends that Travis County award the above referenced solicitation to SCS Field Services.

The commodity/sub-commodity code for this contract is 962/096. The budget line is 001-4985-621-6099.

If you need additional information, please contact Christina Jensen at 854-7670.

*JPG* CJ:JPG:cj

## Bid #B100191-LD - 290 EAST LANDFILL OPERATION & MAINTENANCE

Creation Date **Apr 12, 2010**End Date **May 10, 2010 3:00:00 PM CDT**Start Date **Apr 19, 2010 3:11:35 PM CDT**Awarded Date **Not Yet Awarded**

<b>B100191-LD-1-01 Section A - Scheduled Operation and Maintenance: Environmental, Health, and Safety (EHS) Plan</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
SCS Field Services	First Offer - \$300.00	1 / each	\$300.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
American Safety & Environmental Services	First Offer - \$500.00	1 / each	\$500.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-1-02 Section A - Scheduled Operation and Maintenance: Leachate collection system operation, monthly</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
American Safety & Environmental Services	First Offer - \$1,000.00	12 / each	\$12,000.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
SCS Field Services	First Offer - \$2,200.00	12 / each	\$26,400.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-1-03 Section A - Scheduled Operation and Maintenance: Leachate sampling, Laboratory/analysis, and Reporting</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
American Safety & Environmental Services	First Offer - \$1,200.00	2 / each	\$2,400.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
SCS Field Services	First Offer - \$1,375.00	2 / each	\$2,750.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-1-04 Section A - Scheduled Operation and Maintenance: Well inspection and reporting, monthly</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
SCS Field Services	First Offer - \$350.00	12 / each	\$4,200.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
American Safety & Environmental Services	First Offer - \$1,000.00	12 / each	\$12,000.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-1-05 Section A - Scheduled Operation and Maintenance: Collection system pipeline valves inspection, annual</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
SCS Field Services	First Offer - \$130.00	1 / each	\$130.00		Y
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			

<b>Agency Notes:</b>	<b>Supplier Notes:</b>				
American Safety & Environmental Services	First Offer - \$1,500.00	1 / each	\$1,500.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				

<b>B100191-LD-1-06 Section A - Scheduled Operation and Maintenance: Collection system pipeline inspection, annual</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
SCS Field Services	First Offer - \$130.00	1 / each	\$130.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				
American Safety & Environmental Services	First Offer - \$2,500.00	1 / each	\$2,500.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				

<b>B100191-LD-1-07 Section A - Scheduled Operation and Maintenance: Leachate tank, pumps, and force main valves inspection and reporting</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
SCS Field Services	First Offer - \$150.00	12 / each	\$1,800.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				
American Safety & Environmental Services	First Offer - \$1,200.00	12 / each	\$14,400.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				

<b>B100191-LD-1-08 Section A - Scheduled Operation and Maintenance: Lubricate pumps, semi-annual</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
SCS Field Services	First Offer - \$75.00	2 / each	\$150.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				
American Safety & Environmental Services	First Offer - \$2,500.00	2 / each	\$5,000.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				

<b>B100191-LD-1-09 Section A - Scheduled Operation and Maintenance: Tank high level float alarm/telemetry test, annual</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
SCS Field Services	First Offer - \$200.00	1 / each	\$200.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				
American Safety & Environmental Services	First Offer - \$5,000.00	1 / each	\$5,000.00		Y
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>				
<b>Agency Notes:</b>	<b>Supplier Notes:</b>				

<b>B100191-LD-1-10 Section A - Scheduled Operation and Maintenance: Inspect roads, fencing, gates, surface and vegetation, monthly.</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
SCS Field Services	First Offer - \$150.00	12 / each	\$1,800.00		Y

<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>
<b>Agency Notes:</b>	<b>Supplier Notes:</b>
American Safety & Environmental Services	First Offer - \$550.00
12 / each	\$6,600.00
<b>Agency Product Code:</b>	<b>Supplier Product Code:</b>
<b>Agency Notes:</b>	<b>Supplier Notes:</b>

B100191-LD-1-11 Section A - Scheduled Operation and Maintenance: Access road asphalt, annual					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
American Safety & Environmental Services	First Offer - \$40.00	120 / ton	\$4,800.00		Y
Agency Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
SCS Field Services	First Offer - \$175.00	120 / ton	\$21,000.00		Y
Agency Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			

<b>B100191-LD-1-12 Section A - Scheduled Operation and Maintenance: Access road edges herbicide (Round up), annual</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
<u>SCS Field Services</u>	First Offer - \$0.24	5000 / linear foot	\$1,200.00		<b>Y</b>
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
<u>American Safety &amp; Environmental Services</u>	First Offer - \$2.50	5000 / linear foot	\$12,500.00		<b>Y</b>
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-1-13 Section A - Scheduled Operation and Maintenance: Access road emulsified asphalt (AEP), annual</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
<u>SCS Field Services</u>	First Offer - \$1.45	6500 / gallon	\$9,425.00		<b>Y</b>
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			
<u>American Safety &amp; Environmental Services</u>	First Offer - \$3.00	6500 / gallon	\$19,500.00		<b>Y</b>
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			

B100191-LD-1-14 Section A - Scheduled Operation and Maintenance: Mowing, three times a year						
Supplier	Unit Price		Qty/Unit	Total Price	Attch.	Docs
American Safety & Environmental Services	First Offer - \$3,500.00		3 / each	\$10,500.00		Y
Agency Product Code:			Supplier Product Code:			
Agency Notes:			Supplier Notes:			
SCS Field Services	First Offer - \$4,470.00		3 / each	\$13,410.00		Y
Agency Product Code:			Supplier Product Code:			
Agency Notes:			Supplier Notes:			
			Unit price includes grass/weed control around wells, manholes, and pump/tank station in conjunction with mowing event			

<b>B100191-LD-1-15 Section A - Scheduled Operation and Maintenance: Herbicide (Round up) control of giant cane</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>

SCS Field Services	First Offer - \$0.20	3500 / square yard	\$700.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
American Safety & Environmental Services	First Offer - \$1.50	3500 / square yard	\$5,250.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-2-01 Section B - Unscheduled Maintenance and Repairs: Refurbish well</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
SCS Field Services	First Offer - \$780.00	6 / each	\$4,680.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
American Safety & Environmental Services	First Offer - \$1,250.00	6 / each	\$7,500.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-2-02 Section B - Unscheduled Maintenance and Repairs: Refurbish submersible pump</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
SCS Field Services	First Offer - \$690.00	6 / each	\$4,140.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
American Safety & Environmental Services	First Offer - \$1,500.00	6 / each	\$9,000.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-2-03 Section B - Unscheduled Maintenance and Repairs: Install new submersible well pump</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
SCS Field Services	First Offer - \$1,500.00	2 / each	\$3,000.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
American Safety & Environmental Services	First Offer - \$2,000.00	2 / each	\$4,000.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-2-04 Section B - Unscheduled Maintenance and Repairs: Install new leachate tank pump</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
American Safety & Environmental Services	First Offer - \$2,500.00	1 / each	\$2,500.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
SCS Field Services	First Offer - \$3,000.00	1 / each	\$3,000.00		Y
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

<b>B100191-LD-3-01 Section C - Labor and Parts: Labor- Regular Time Hourly Cost</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
American Safety & Environmental Services	First Offer - \$22.50	1 / hour	\$22.50		Y
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			

<b>Agency Notes:</b>		<b>Supplier Notes:</b>			
<u>SCS Field Services</u>	First Offer - \$116.00	1 / hour	\$116.00		<b>Y</b>
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			

<b>B100191-LD-3-02 Section C - Labor and Parts: Labor- Emergency Time Hourly Cost</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<u>American Safety &amp; Environmental Services</u>	First Offer - \$32.50	1 / hour	\$32.50		<b>Y</b>
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			
<u>SCS Field Services</u>	First Offer - \$150.00	1 / hour	\$150.00		<b>Y</b>
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			

<b>B100191-LD-3-03 Section C - Labor and Parts: Repair/replacement Part cost percentage</b>					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<u>SCS Field Services</u>	First Offer - 7.00%	1 / percentage	7.00%		<b>Y</b>
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			
<u>American Safety &amp; Environmental Services</u>	First Offer - 2.00%	1 / percentage	2.00%		<b>Y</b>
<b>Agency Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			

**Supplier Totals**

<b>SCS Field Services</b>		<b>\$98,681.00 (22/22 items)</b>
Bid Contact	<b>Rusty Fusilier</b> <b>rfusilier@scsfieldservices.com</b> <b>Ph 512-440-1888</b>	Address <b>3809 S. 2nd Street</b> <b>Suite C400</b> <b>Austin, TX 78704</b>
Bid Notes	<p><b>Below is a response to questions on the supplier response form concerning environmental compliance and safety records:</b></p> <p><b>On July 17, 2008, five NOV's were issued to SCS Engineers ("SCS") by the County of San Diego, California, Air Pollution Control District. The NOV's related to five landfills in San Diego County and involved record keeping and inspection of monitoring wells. The NOV's were disposed of pursuant to a Settlement Agreement between the County and SCS by which SCS did not admit liability or violation of any laws. No penalties were assessed A settlement payment was made.</b></p> <p><b>The events giving rise to the NOV's were the unauthorized acts of a rogue employee who was immediately terminated and has plead guilty in a criminal proceeding brought against him.</b></p> <p><b>Subsequent to the NOV's, the County extended its contract with SCS for services at the subject landfills.</b></p>	
<b>Agency Notes:</b>	<p><b>Supplier Notes:</b></p> <p>Below is a response to questions on the supplier response form concerning environmental compliance and safety records:</p> <p>On July 17, 2008, five NOV's were issued to SCS Engineers ("SCS") by the County of San Diego, California, Air Pollution Control District. The NOV's related to five landfills in San Diego County and involved record keeping and inspection of monitoring</p>	



wells. The NOV's were disposed of pursuant to a Settlement Agreement between the County and SCS by which SCS did not admit liability or violation of any laws. No penalties were assessed A settlement payment was made.

The events giving rise to the NOV's were the unauthorized acts of a rogue employee who was immediately terminated and has plead guilty in a criminal proceeding brought against him.

Subsequent to the NOV's, the County extended its contract with SCS for services at the subject landfills.

**American Safety & Environmental Services****\$137,505.00 (22/22 items)**

Bid Contact **Charles Robinson**  
**kilgoreenergy@aol.com**  
**Ph 903-812-0687**

Address **1102 East North St.**  
**Kilgore, TX 75662**

Qualifications **SB**

**Agency Notes:**

**Supplier Notes:**

**\*\***

GM200I13

## TRAVIS COUNTY

5/27/10

Fiscal Year 2010

## Account Balance Inquiry

14:56:57

Account number . . . : 1-4985-621.60-99  
 Fund . . . . . : 001 GENERAL FUND  
 Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
 Division . . . . . : 85 CUSTOMER SERVICES  
 Activity basic . . . . : 62 INFRA-ENV SCVS (TRNS&RDS)  
 Sub activity . . . . . : 1 TNR (TRANS & NATRL RESRC)  
 Element . . . . . : 60 OTHER PURCHASED SERVICES  
 Object . . . . . : 99 OTHER PURCHASED SERVICES

Original budget . . . . .	98,378	
Revised budget . . . . .	146,300	04/30/2010
Actual expenditures - current . . .	5,530.00	
Actual expenditures - ytd . . . .	20,547.64	
Unposted expenditures . . . . .	.00	
Encumbered amount . . . . .	44,055.38	
Unposted encumbrances . . . . .	.00	
Pre-encumbrance amount . . . . .	29,560.00	
Total expenditures & encumbrances:	99,693.02	68.1%
Unencumbered balance . . . . .	46,606.98	31.9

F5=Encumbrances F7=Project data

F8=Misc inquiry

F10=Detail trans F11=Acct activity list

F12=Cancel

F24=More keys

PI625I02

**TRAVIS COUNTY**  
**Purchase Requisition**

6/01/10  
 10:01:56

Number . . . . . : 0000501526  
 Type . . . . . : 1 PURCHASE REQUISITION  
 Status . . . . . : READY FOR BUYER PROCESS  
 Reason . . . . . : PRE-ENCUMBER FUNDS/NEW CONTRACT SERV. JULY-SEPT 10  
 By . . . . . : LYNDA LISCANO 854-9383  
 Date . . . . . : 5/27/10  
 Vendor . . . . . : 53391 SCS FIELD SERVICES  
 Contract nbr . . . . . :  
 Ship to . . . . . : AI AS INDICATED BELOW  
 Deliver by date . . . . : 5/27/10  
 Buyer . . . . . : LD LOREN BRELAND  
 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	3.00	EA	LEACHATE COLLECTION SYSTEM MONTHLY MONITORING
2	1.00	EA	LEACHATE SAMPLING, SEMI ANNUAL
3	3.00	EA	WELL INSPECTION AND REPORTING

+

COMMENTS EXIST

Total: 9810.00

F3=Exit F7=Alternate view

F9=Print

F10=Approval info F12=Cancel F20=Comments



## TRAVIS COUNTY PURCHASING OFFICE

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

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9187

13

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

*Cyd V. Grimes 6/1/10*

**Voting Session: Tuesday, June 8, 2010**

**REQUESTED ACTION:** DECLARE CERTAIN VEHICLES AND EQUIPMENT AS SURPLUS PROPERTY AND SELL AT PUBLIC AUCTION PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE. (FIXED ASSETS)

### ***Points of Contact:***

**Purchasing:** Dan Rollie, Fixed Assets Warehouse Mgr., and Patricia Estrada, Administration

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

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

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

**Other:** N/A

- **Purchasing Recommendation and Comments:** Purchasing recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes. The Purchasing Office has no issues and concerns.
- Pursuant to Section 263.151, declare certain vehicles and equipment as Surplus Property. All vehicles will be sold at public auction.

**APPROVED ( ) DISAPPROVED ( )**

**BY COMMISSIONERS COURT ON**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**COUNTY JUDGE**



TAG#	E-ASSET LOT #	UNIT#	AQ.	YEAR	DESCRIPTION	SERIAL	COST	INS	DEPT	DIV	ASSET	LOC	STA	ACT
106387	2244	2215	PO	2002	POLICE MTRCL BMW	WB10499A2ZE88063	\$17,995.00	\$0.00	37	25	57690	TCAUC2	A	813
119764	2243	2306	PO	2002	POLICE MTRCL BMW	WB10499A2ZE88791	\$17,995.00	\$0.00	37	25	61009	TCAUC2	A	813
125746	2239	2690	PO	2006	POLICE MTRCL BMW	WB10499A06ZE96278	\$20,020.00	\$0.00	37	25	77191	TCAUC2	A	823
125747	2240	2691	PO	2006	POLICE MTRCL BMW	WB10499A06ZE96281	\$20,020.00	\$0.00	37	25	77192	TCAUC2	A	823
125752	2241	2696	PO	2006	POLICE MTRCL BMW	WB10499176ZE96293	\$20,020.00	\$0.00	37	25	77451	TCAUC2	A	823
125753	2242	2697	PO	2006	POLICE MTRCL BMW	WB10499A567E96292	\$20,020.00	\$0.00	37	25	77452	TCAUC2	A	823
60113	2245	-	PO	1982	LOADER RUBBER TIRE	9149627	\$108,533.00	\$0.00	49	52	6410	TCAUC2	A	501

# 14Travis County Commissioners Court Agenda RequestVoting Session 6/8/10  
(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 the request to use Alternative Fiscal for Waterford on Lake Travis, Section Five - a subdivision in Precinct 2.**

- C. Approved by: \_\_\_\_\_  
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

John Hille

- 854-9415

Don Grigsby - 854-9383

Joe Arriaga

- 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)

\_\_\_\_\_ 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

### MEMORANDUM

Date: May 17, 2010

TO: Members of the Commissioners Court

THROUGH: Joseph P. Gieselman, Executive Manager

FROM: Anna Bowlin, Division Director - Development Services

SUBJECT: Consider and take appropriate action on the request to use Alternative Fiscal for Waterford on Lake Travis, Section Five - a subdivision in Precinct 3.

#### Summary and Staff Recommendation:

The developer of the subject subdivision requests to have the plat held in abeyance while the street and drainage facilities are constructed. Staff recommends approval of the proposed motion.

#### Budgetary and Fiscal Impacts:

There are no budgetary and/or fiscal impacts. Fiscal is posted for restoration of disturbed areas should construction not be completed.

#### Issues and Opportunities:

Under Alternative Fiscal the Executive Manager of TNR holds the plat in abeyance and, upon completion of the items listed below, the Executive Manager of Transportation and Natural Resources Department authorizes the issuance of a Basic Development Permits for construction of streets and drainage facilities.

#### *Plat Status*

Staff has reviewed the plat and all comments have been addressed. The plat meets current standards and has everything in place such that it could be recommended for approval and recordation at this time.

#### *Revegetation/Erosion Control Fiscal*

The fiscal for restoration, in the amount of \$53,031.50, has been posted with Travis County in the form of a letter of credit.

#### *Boundary/through Street Fiscal*

Boundary street fiscal is not required.

Page 2

May 17, 2010

*Access to Publicly Maintained Road*

Waterford on Lake Travis, Section Five takes access from Lohman Ford Road, which is accepted for maintenance by Travis County.

*Waste Water Service*

Wastewater service for this subdivision will be provided by Travis County Municipal Utility District No. 10.

*Construction Plans and Engineer's Estimate of Construction Cost Approved*

All Comments by Travis County staff have been addressed and reviewer is prepared to sign cover sheets of plans and issue Permit #09-2180. The estimated cost of the improvements includes all costs related (including temporary erosion controls, etc.) to construct all streets and drainage facilities, including all structures contributing to the total detention required. The current estimate of the construction cost for all internal improvements is approximately \$606,597.50.

The developer has signed the attached statement acknowledging that this action does not imply or guarantee plat approval by the Commissioners Court and that he/she understands the constraints related to the use of Alternate Fiscal. An additional document is now required – Extension of Sixty-Day Period for Completed Plat Application Final Action.

**Background:**

Waterford on Lake Travis, Section Five covers 43.536 acres, contains 34 total lots, and has approximately 1,589 linear feet of private streets.

**Required Authorizations:**

No additional authorizations are required.

**Exhibits:**

Alternate Fiscal Acknowledgment

Exhibit "A"

Extension of Sixty-day Period

Maps

PS:AB:ps

1102 Waterford on Lake Travis, Section Five



STATE OF TEXAS           §

COUNTY OF TRAVIS       §

TO THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS:

The undersigned Owner proposes to subdivide that certain tract of land more particularly described in **Exhibit "A"**, which is attached hereto and made a part hereof. The Owner requests that Travis County's Transportation and Natural Resources Department ("TNR") hold the proposed plat of land in abeyance until all of the proposed subdivision improvements have been constructed to Travis County Standards for the Construction of Streets and Drainage in Subdivisions (the "Standards") to the satisfaction of the Executive Manager of TNR. In order to qualify for this Alternative Fiscal Policy, the proposed subdivision must meet the access criteria set forth in the Standards.

Under this Policy, the Owner is not required to post fiscal Security to secure the construction of the Improvements, but is required to obtain a Travis County Development Permit. The owner will be required to post fiscal for boundary streets improvements if they are not to be completed during the construction of the Improvements. Additionally, the Owner shall file Security with the submitted Final Plat to secure restoration of disturbed areas should construction not be completed.

Upon satisfactory completion of the Improvements, the submitted plat shall be forwarded by TNR to the Commissioners Court for approval and recording.

If the Owner elects to proceed under this option, the Owner acknowledges and agrees that, until the plat is filed, the Owner may not use the proposed subdivision's description in a contract to convey real property, unless the conveyance is expressly contingent on the recording and approval of the final plat and the purchaser is not given the use or the occupancy of the real property before the recording of the final plat, under penalty of prosecution under Section 12.002 of the Texas Property Code. In addition, the approval of Alternative Fiscal in no way constitutes approval of the proposed plat.

If the plat is to be approved and filed, the Owner must post Security in the amount of 10% of the cost of the completed Improvements to secure the performance of the construction of the Improvements for one year from the date of the approval of the plat and acceptance of the construction by the County.

Alternative Fiscal

Executed this 22<sup>nd</sup> day of April, 2010.

OWNER: HA Waterford Investors LP

By: 

Name: Jeff Williams

Title: Vice President

Authorized Representative

8235 Douglas Avenue, Suite 1300

Address

Dallas, Texas 75225

City, State

(214) 706-3223

Phone

(214) 706-3251

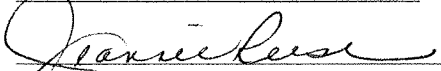
Fax

### ACKNOWLEDGEMENT

STATE OF TEXAS §

DALLAS  
COUNTY OF ~~TRAVIS~~ §

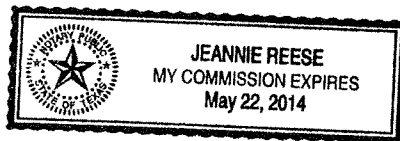
This instrument was acknowledged before me on the 22<sup>nd</sup> day of April, 2010, by JEFF WILLIAMS in the capacity stated herein.



Notary Public in and for the State of Texas

JEANNIE REESE

Printed or typed name of notary



My Commission Expires: May 22, 2014

TRAVIS COUNTY, TEXAS:

By: \_\_\_\_\_  
County Judge

ACKNOWLEDGEMENT

STATE OF TEXAS       §

COUNTY OF TRAVIS    §

This instrument was acknowledged before me by County Judge Samuel T. Biscoe, on the \_\_\_\_\_  
day of \_\_\_\_\_, 2010, in the capacity stated herein.

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
Printed or typed name of notary  
My commission expires: \_\_\_\_\_

Alternative Fiscal

## **EXHIBIT "A"**

That certain tract of land described as Waterford on Lake Travis Section Five subdivision is 43.536 acres, being a portion of that same tract of land described in Document No. 2009162207 of the Real Property Records of Travis County, Texas, as delineated on a plat under the same name which will be held in abeyance until approval is granted by the Travis County Commissioners' Court.

**EXHIBIT 82.201(C)  
EXTENSION OF SIXTY-DAY PERIOD FOR  
COMPLETED PLAT APPLICATION FINAL ACTION**

Date: May 13, 2010

Owner's Name and Address: HA Waterford Investors, LP  
8235 Douglas Ave., Suite 1300  
Dallas, TX 75225

Proposed Subdivision Name and Legal Description (the "Property"):

Waterford on Lake Travis Section 5, 43.536 acres out of Ed Pearson Survey No. 142  
Abstract No. 2616

The undersigned Owner and the Executive Manager of Travis County Transportation and Natural Resources Department hereby agree that the sixty (60) day period for final action to be taken on a Completed Plat Application for the Property is hereby extended by mutual agreement and without compulsion until the date that all subdivision requirements have been met to Travis County standards to the satisfaction of the Executive Manager of TNR.

Executed and affective as of the date set forth below.

Owner: HA Waterford Investors, LP

By: 

Name: Jeff Williams

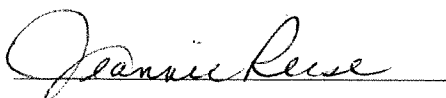
Title: Vice President

Authorized Representative

**ACKNOWLEDGEMENT**

STATE OF TEXAS  
COUNTY OF ~~TRAVIS~~ DALLAS

This instrument was acknowledged before me on the 13<sup>th</sup> day of May, 2010, by JEFF WILLIAMS of DALLAS County, Texas known to me personally or on the basis of an approved form of identification, in the capacity stated.



My Commission Expires:

Notary Public, State of Texas  
(Printed Name of Notary)

May 22, 2014

EXTENSION OF SIXTY DAY PERIOD



EXHIBIT 82.201(C)  
EXTENSION OF SIXTY DAY PERIOD – PAGE 2 OF 2

Travis County

By: \_\_\_\_\_

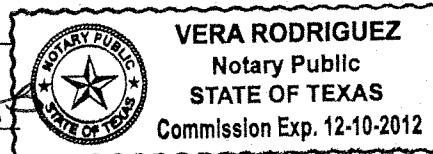
Executive Manager  
Travis County Transportation and Natural Resources Department

ACKNOWLEDGEMENT

STATE OF TEXAS  
COUNTY OF TRAVIS

This instrument was acknowledged before me on the 19<sup>th</sup> day of May,  
2010, by Joseph Gieselman of Travis County, Texas known to me personally  
or on the basis of an approved form of identification, in the capacity stated.

\_\_\_\_\_  
Notary Public, State of Texas



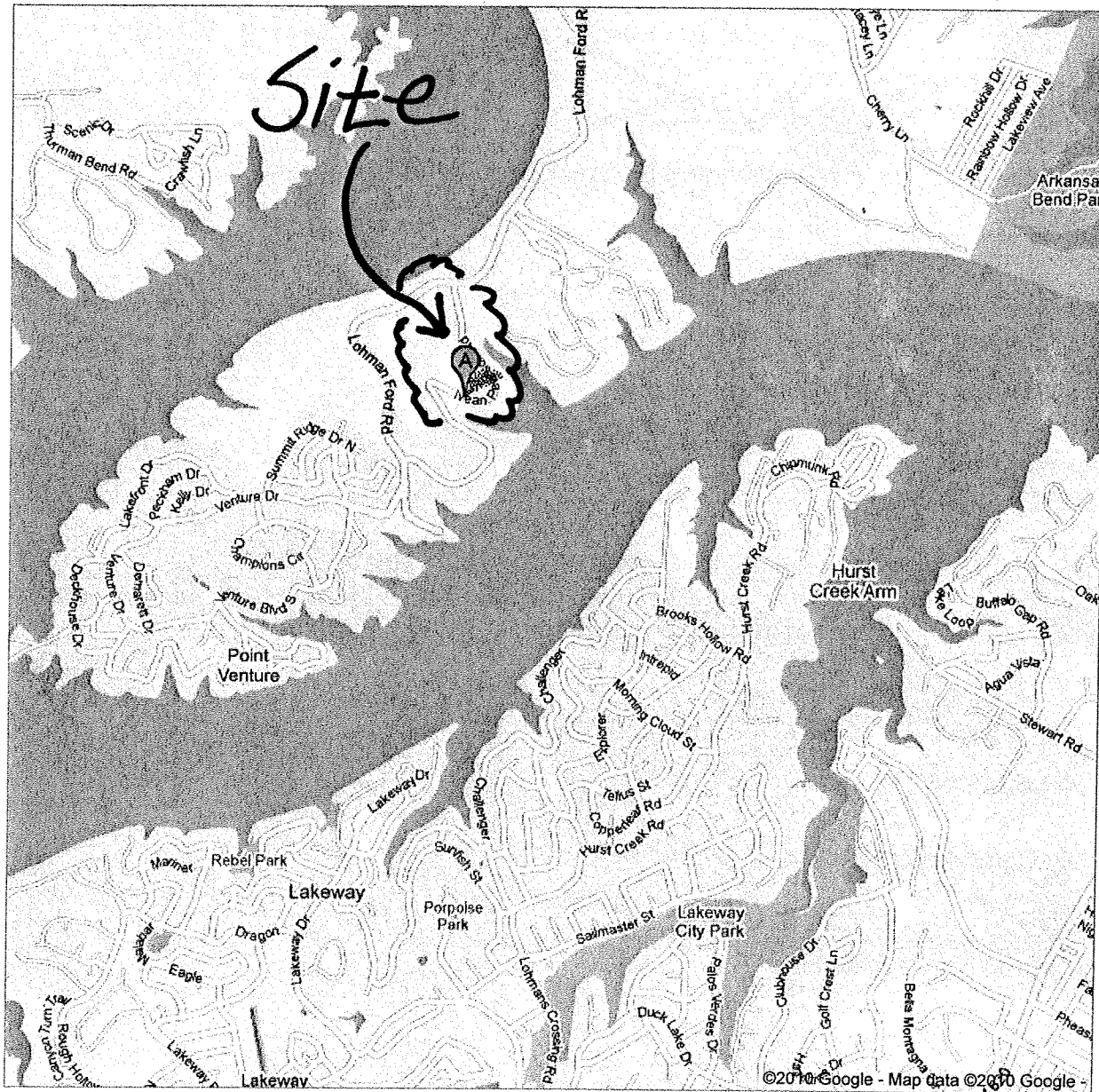
My Commission Expires: 12-10-2012.

Vera Rodriguez  
(Printed Name of Notary)

Google maps

Address Ivean Pearson Rd  
Travis Northwest, TX 78645

Notes Request to use the County approved alternative fiscal agreement for the development of Waterford on Lake Travis, Section Five. Commissioner Karen Huber, Precinct 3.



# VIEWLET TOWN ON LAKE TRAVIS, SECTION FIVE

Site



REVISIONS

03/23/2004 GWR

JURISDICTIONS

LAGO VISTA ISO

LAKE TRAVIS ISO

WCD POINT VENTURE

TCCSD NO. 1, 6 & 8

TCMUD NO. 10

VILLAGE OF POINT VENTURE

TRAVIS COUNTY

TRAVIS CENTRAL APPRAISAL DISTRICT

P.O. Box 149012

Austin, Tx 78714

Internet Address [WWW.TRAVISCAD.ORG](http://WWW.TRAVISCAD.ORG)

Main Telephone Number (512)834-9317

Fax Number (512)836-3328

Appraisal Information (512)834-9138

TOD (512)836-3328

1"=100' MAP REFERENCES

15478	15476	15473
15478	15276	15273
15078	15076	15073

MAP NO.

15177

15987	15977	15967
15987	15977	15967
14287	14277	14267

updated 6-4-10 at 12:17pm



**AGENDA REQUEST**

VS #

**15**Please consider the following item for voting session 06/08/2010

- I. A. Request made by: Commissioner Ron Davis & Judge Samuel T. Biscoe  
Phone No. 854-9111
- B. Requested Text: CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO DISTRIBUTE FLIERS WITH THE JUNE 15<sup>TH</sup> PAYROLL CHECKS ANNOUNCING THE TRAVIS COUNTY/CITY OF AUSTIN EMANCIPATION DAY – JUNETEENTH CELEBRATION ON JUNE 18, 2010. (JUDGE BISCOE AND COMMISSIONER DAVIS)

C. Approved by: \_\_\_\_\_ Signature of Judge  
or Commissioner (Ron Davis, Commissioner, Pct. 1 &  
Samuel T. Biscoe, County Judge)

- 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 Eight copies).

- B. Have the agencies affected by this request been invited to attend the Voting Session?  
YES X NO

Please list those contacted and their phone numbers:

**Sue Spears – 854-4857**

**Cheryl Brown – 854-9556**

III. PERSONNEL

A change in your department's personnel. ( reclass., etc.)

IV. BUDGET REQUEST:

If your request involves any of the following please check:

- \_\_\_ Additional funding for your department  
\_\_\_ Transfer of funds within your department budget  
\_\_\_ A change in your department's personnel

The County Personnel (854-9165) and/or Budget and Research Office (854-9106) must be notified prior to 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 5:00 p.m. on Monday for the next week's meeting.

RECEIVED  
COUNTY JUDGE'S OFFICE  
10 MAY 27 AM 8:58

# **JUNETEENTH CELEBRATION 2010**

**JOIN US AT THE WOOLDRIDGE PARK PLAZA ON  
FRIDAY, JUNE 18, 2010  
FROM 11 A.M. TO 2 P.M.  
FOR OUR 21ST ANNUAL TRAVIS COUNTY & CITY OF AUSTIN EMPLOYEES  
JUNETEENTH CELEBRATION**

**"TEXAS EMANCIPATION DAY"**

**HOSTED BY**

**TRAVIS COUNTY JUDGE SAMUEL T. BISCOE**

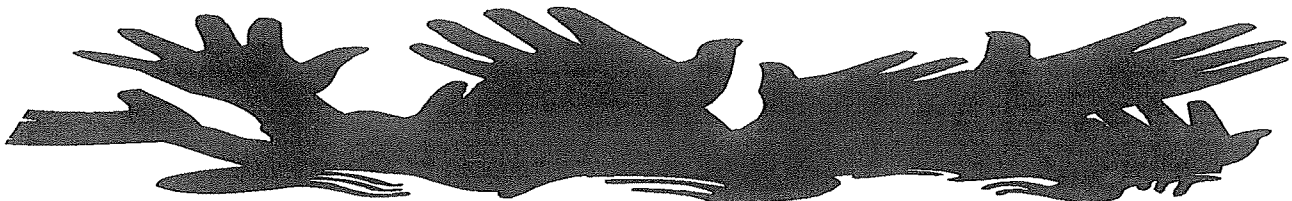
**&**

**COMMISSIONER RON DAVIS**



*There will be several food booths selling a variety of ethnic & cultural delights,  
in addition to arts, crafts and fashion accessories.*

***Juneteenth Committee Co-Chairs: Cheryl Brown 854-9556 & Sue Spears 854-4857***



## Travis County Commissioners Court Agenda Request

Meeting Date: June 8, 2010

I. A. Requestor: Estela P. Medina

Phone# 854-7069

B. Specific Agenda Language:

Consider and take appropriate action. Request approval for two non-county employee travel expenses to be paid by Juvenile Probation Department.

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.

Estela P. Medina Juvenile Probation Dep. X-47069	Susan Spataro Co. Auditor x-9125
---	-------------------------------------

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.

RECEIVED  
COUNTY JUDGE'S OFFICE  
10 MAY 26 PM 4:32



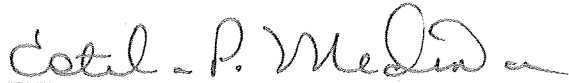
# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA  
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES  
COURT SERVICES  
DETENTION SERVICES  
PROBATION SERVICES  
RESIDENTIAL SERVICES  
SUBSTANCE ABUSE SERVICES  
DOMESTIC RELATIONS OFFICE

## MEMORANDUM

**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 Gomez, Commissioner, Precinct 4

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

**SUBJECT:** Approval for Payment of Non-County Employee Travel Expense

**DATE:** May 26, 2010

2010 MAY 26 AM 11:51  
RECEIVED  
COUNTY JUDGES OFFICE  
10 MAY 26 PM 4:32

The Travis County Juvenile Probation Department has been selected as one of eleven sites nationally, to participate in an initiative focused on the development of a best practice model for supervising children who are involved in both the Child Protective System and the Juvenile Justice System. This joint initiative includes participation with Georgetown University in Washington, D.C.

As part of the process, CPS and Juvenile Probation are required to send a team of executive leaders to Georgetown University for a three day training conference in June, 2010. It is the request of Juvenile Probation to be able to pay for the travel expenses for the two members of the team representing CPS.

The Travis County Budget Rules indicate that travel expenditures for non-County employees or volunteers, for professional development, must be approved by Commissioner's Court prior to the actual travel, unless the department has a policy that has been previously approved by Commissioner's Court.

The Department would like to request approval from Commissioner's Court to use Juvenile Probation Department funds for two CPS/state employees for travel, lodging, meals and



transportation related to this required training. The proposed cost for the two employees is approximately \$2,700 for both.

Thank you for your consideration of this request. Please let us know if we can provide you with any additional information.

CC: Susan Spataro  
Judge Darlene Byrne  
Judge W. Jeanne Meurer  
Travis Gatlin  
Jose Palacios  
Sylvia Mendoza  
Barbara Swift

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

Please consider the following item for

*June 8, 2010*

CONSIDER AND TAKE APPROPRIATE ACTION ON A REQUEST TO APPROVE A CONTRACT BETWEEN TRAVIS COUNTY ACTING THROUGH ITS DOMESTIC RELATIONS OFFICE AND DIVERSYS LEARNING, INC. TO LICENSE COOPERATIVE PARENTING PROGRAM MATERIALS AND TO DEVELOP INTERACTIVE, ON-LINE PARENTING CLASSES.

I. A. Request made by: Travis County Juvenile Probation Department

Estela P. Medina, Chief Juvenile Probation Officer

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:

Tenley Aldrege, County Attorney's Office

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 JUDGES OFFICE  
10 MAY 26 PM 4:24



# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA  
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES  
COURT SERVICES  
DETENTION SERVICES  
PROBATION SERVICES  
RESIDENTIAL SERVICES  
SUBSTANCE ABUSE SERVICES  
DOMESTIC RELATIONS OFFICE

## MEMORANDUM

**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 Gomez, Commissioner, Precinct 4

**FROM:**

A handwritten signature in cursive script, reading "Estela P. Medina".

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

**SUBJECT:** PROPOSED CONTRACT BETWEEN THE TRAVIS COUNTY DOMESTIC RELATIONS OFFICE AND DIVERSYS LEARNING, INC. TO LICENSE COOPERATIVE PARENTING PROGRAM MATERIALS AND TO DEVELOP INTERACTIVE, ON-LINE PARENTING CLASSES.

**DATE:** May 25, 2010

At their duly noticed meeting on March 31, 2010, the Travis County Juvenile Board approved and authorized the Domestic Relations Office to license its Cooperative Parenting Program curriculum materials and jointly develop an interactive online parenting course with Diversys Learning, Inc. Enclosed please find a proposed contract between Travis County and Diversys Learning, Inc. consistent with this authorization.

This proposed contract is the formalization of a project to develop interactive multimedia educational and training e-courses. The project is intended to provide convenient, easily accessible and cost-effective means of complying with court-ordered parenting classes and recommendations made by the Travis County Domestic Relations Office (DRO). Through this project, the Domestic Relations Office intends to use this methodology to provide information to help parents understand the effects of separation and divorce on children and to promote positive and cooperative parenting practices aimed at helping children's healthy adjustment and development during and after divorce. The proposed online e-course will provide an option to satisfy a court ordered parenting class requirement in addition to the option of attending a centralized in-person training format currently being used. The addition of this option for



satisfying a court ordered parenting class requirement will not change the availability of in-person courses offered by DRO.

The proposed contract is a revenue generating agreement that involves a monthly licensing fee payable to Travis County from Diversys Learning, Inc. based on 13.5% of Net Sales generated by Diversys. The online learning courses developed pursuant to this agreement will be marketed by Diversys nationwide with credit given to Travis County as the author and owner of the course content. Travis County will receive revenue for each on-line registrant no matter where they enroll and, based on the aforementioned reimbursement formula applied to the online course cost of \$60.00, Travis County could earn up to \$8.10 per registrant.

We are respectfully requesting that the contract be placed on the next available agenda for review and approval by the Commissioners Court.

Please advise of any questions you may have. We appreciate your support.

EPM:dt  
Enclosures

CC: Judge Darlene Byrne, Chair, Travis County Juvenile Board



**CONTRACT BETWEEN TRAVIS COUNTY AND DIVERSYS LEARNING, INC. TO  
LICENSE DRO COOPERATIVE PARENTING PROGRAM MATERIALS AND  
JOINTLY DEVELOP INTERACTIVE ONLINE CURRICULUM**

This Contract is made and entered into by and between Travis County, a political subdivision of the State of Texas, acting through its Domestic Relations Office ("Travis County" or, sometimes, "DRO"), and Diversys Learning, Inc., a Texas corporation ("Diversys" or "DL") (the "Parties")

**Recitals**

A. The Travis County Domestic Relations Office has developed a comprehensive curriculum and lesson plan in connection with that department's Cooperative Parenting Program and, specifically, with that program's parental training course entitled "Cooperative Parenting" (the "Cooperative Parenting Program" or "Program"); and

B. Travis County is the sole and exclusive owner of all copyright, title, trademarks and all other intellectual property and proprietary rights in and to the curriculum content and lesson plan described above (the "County Property") ; and

C. DL is engaged in the development of interactive multimedia educational and training e-courses, and desires to obtain the rights to incorporate the County Property and develop them into one or more new interactive multimedia e-course(s) (the "Project"), and DRO desires to grant such rights in the form of a license to use the County Property, subject to the terms of this Contract; and

D. The Project would benefit Travis County families under the supervision of the District Courts of Travis County and the DRO by providing a convenient, easily accessible and cost-effective means of complying with court-ordered parenting classes or recommendations made by DRO or other domestic relations offices or attorneys. It is the stated goal of the Parties to provide information to help parents understand the effects of separation/divorce on children; to raise awareness of the need for ongoing meaningful relationships between children and both parents following family breakup; to promote positive parenting practices aimed at helping children's healthy adjustment and development during and after divorce and to promote cooperative, shared parenting between separated, divorced or never married parents.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the sufficiency of which is hereby acknowledged, the parties agree as follows:

**1.0 TERM**

1.1 This Agreement shall commence on the Effective Date and will continue, unless sooner terminated, for a period of three (3) years (the "Initial Term"). Upon expiration of the Initial

Term, this Agreement shall automatically renew for one additional two (2)-year term (the "Renewal Term") unless or until terminated by either Party as provided in Section 8.0 below.

## 2.0 DIVERSYS OBLIGATIONS

2.1 License Fee. In consideration of the License granted hereunder, Diversys shall pay to County a monthly licensing fee (the "License Fee") as follows:

Thirteen and one-half percent (13.5%) of Diversys Net Sales, as defined below, of online learning courses containing subject matter or course content developed pursuant to this Agreement, sold through any Diversys portal(s), including the Website. "Net Sales" means revenue generated from gross sales during the term of this Agreement of online learning courses containing subject matter or course content developed pursuant to this Agreement less all Deductions. "Deductions" means third-party royalties, credit card transaction fees, customer refunds and card services chargeback fees associated with the sales of online learning courses containing subject matter or course content developed pursuant to this Agreement.

2.2 Reconciliation and Distribution. Diversys shall reconcile the monthly financial transactions made through the Website. Upon completion of each monthly reconciliation, but in no event later than the 22<sup>nd</sup> day of the following month, Diversys shall remit to County the License Fee. The Parties acknowledge and agree that Diversys is entitled to retain all revenue other than the License Fee.

2.3 Spanish Language Classes. In the event a parent interested in enrolling in the Program requires that all courses comprising the Program be delivered in Spanish, and demonstrates (to the satisfaction of DRO) an inability to pay the Program fees, Diversys, upon DRO's request, agrees each year in which this Agreement remains in effect to waive such fees for the first three (3) eligible parents. Thereafter, Diversys will continue to refrain from charging eligible parents the Spanish language course fees if DRO so requests, but will look solely to County for remission of such fees, at a discounted rate of 50%. To that end, County agrees that Diversys may offset the monthly License Fees paid to County as specified above by those Spanish language course fees (discounted as provided above) over and above the first three courses to be provided *gratis*.

2.4 In addition to the License Fee, Diversys shall provide to County the following services:

2.4.1 Website: Diversys agrees to develop, launch and maintain an online learning website, hereafter called the "Website", for the purpose of delivering the online Parenting Program, and other training programs comprising the Project, to the general public. Diversys agrees to provide DRO an active web link to the Website for positioning on the Travis County DRO website.

2.4.2 Support Services: Diversys agrees to provide computer technical support services in the form of a "priority support form" that may be completed by all parents enrolled in the Website. Diversys expressly declines any obligation to provide legal advice or responses to

questions requiring legal expertise; these shall be forwarded to DRO for response and/or resolution. Diversys does not guarantee that all computer technical support issues will be positively resolved in every instance, but it will use best efforts to do so through available Diversys resources. Parent computer technical support shall be available Monday thru Friday from 8am to 6pm central time via email and/or electronic priority support requests through the Website.

2.4.3 Credit to County. Diversys agrees to include credit lines in the Diversys e-courses recognizing Travis County DRO's program development contributions.

### 3.0 TRAVIS COUNTY OBLIGATIONS

3.1 Grant of License. Subject to the terms of this Agreement, County hereby grants to Diversys, and Diversys hereby accepts, a nonexclusive, nontransferable, limited and revocable license to access and use the County Property for the sole purpose of developing interactive educational and training e-courses as described herein (the "License"). The County Property shall be provided in the form and manner necessary for the production of web-based learning modules. The format can include: (i) electronic files such as PowerPoint™, MS Word®, and PDF; (ii) video or presentation clips (source); or (iii) manuals, books, or other hard copy samples.

3.2 License Scope. The License includes the following rights and is subject to the following conditions and restrictions:

3.2.1 Diversys understands and agrees that the License granted is a license only, not a sale, that its rights hereunder are those of a licensed user only, and that neither the copyright nor any other intellectual property or proprietary right is being transferred, assigned or otherwise granted. Although Diversys may make copies of the County Property as reasonably necessary to further the Project objectives and facilitate the Project activities, Diversys must reproduce and include the County's copyright or any other proprietary notice (if any) on any such back-up copies. All governmental seals, logos and names appearing on or in the County Property, or on materials provided therewith, are proprietary to County, and Diversys agrees not to remove any such proprietary notices or labels.

3.2.2 Diversys may not sell, rent, lease or lend the County Property, except as provided herein. Diversys' right to modify the County Property, described below, may be immediately revoked if the modifications contain any content that, in the opinion of the Travis County Commissioners Court, DRO, or any of their designated representatives, is obscene, offensive, defamatory, harassing, malicious or that would reflect adversely on the reputation and dignity of Travis County.

3.2.3 Diversys shall exercise a commercially reasonable level of care to safeguard the County Property against improper or unauthorized use, reproduction, modification, distribution or disclosure and shall not, without the prior written consent of County, disclose or make available to any person, or use for its own or any other person's benefit, other than as necessary in exercising its rights under this Agreement.

3.2.4 Diversys understands and agrees that County grants no warranties, either express or implied, with respect to the County Property, which is provided "AS IS". Travis County disclaims all implied warranties, including without limitation the warranties of merchantability, suitability or fitness for a particular purpose, title, non-infringement, or results.

#### 4.0 INTELLECTUAL PROPERTY

4.1 Ownership of County Property. The Parties agree that, unless otherwise agreed by the Parties in writing: (i) Diversys has no ownership or rights in or to the County Property or any other courses, files or intellectual property owned by County at the time of execution of this Agreement; and (ii) County shall retain all right, title and interest in and to all applicable copyrights, trade secrets, patent and other intellectual and proprietary rights in the County Property and to all legally protectable elements therein, whether or not developed by County or any contractor, subcontractor or agent for County and regardless of the form or media in or on which the County Property may exist.

4.2 Right to Create Derivative Works; Ownership. The Parties expressly agree that, subject to the approval procedures described below, the License includes the right of Diversys to independently alter, modify, enhance or otherwise create Derivative Works based on the County Property for the sole and exclusive purpose of furthering the Project objectives and facilitating the Project activities. "Derivate Works" means any work sufficiently based on the County Property such that copying it without permission would infringe the copyright of the County Property. Diversys shall be the owner of any such Derivative Works.

4.3 Ownership of Diversys Property. Diversys shall retain all right, title and interest in and to course content, files, materials and intellectual property that are provided by Diversys or developed pursuant to this Agreement, unless the Parties agree otherwise in writing. County understands and agrees that, excluding the County Property or as otherwise agreed by the Parties in writing, County has no ownership or rights to any courses, files or intellectual property owned by Diversys at the time of execution of this Agreement or developed as Derivative Works pursuant to this Agreement. For certainty, and without limitation, Diversys and County agree that Diversys shall have ownership and all rights to any Flash™ files, and the content contained therein developed in conjunction with this Agreement. The Parties further agree that Diversys is and shall remain the sole and exclusive owner of the Website and all related hardware, software source code, course files and technologies used to deliver online courses via the Website. The Website, including the domain name and the source is the property of Diversys, and all upgrades or updates to the Website are the property of Diversys. Except for the County Property, all applicable copyrights, trade secrets, patent and other intellectual and proprietary rights in the Website are the property of Diversys.

4.4 Cooperation. The Parties agree to cooperate with each other and sign such documents as are reasonably required to effectuate the above allocation of rights.

4.5 County Right of Approval of Content. Diversys will maintain and make available for County's inspection, comment and approval all modified elements, segments, or portions of the

County Property created by Diversys under this Agreement. Diversys will submit to DRO advance copies of any pre-release, pre-launch versions of the web-based learning modules produced under this Agreement. Within five (5) business days after such submission, DRO will notify Diversys in writing of any scenes, elements, footage or other content to which DRO objects or that DRO requests to be changed, and the Parties will confer to discuss such objections and revisions and, in a spirit of cooperation and using best efforts, endeavor to revise the content until DRO and Diversys are both satisfied that the content is acceptable and consistent with the stated Project objectives and with this Agreement. Any content to which DRO continues to object shall be excluded from the final learning module. If DRO fails to notify Diversys in the time stated herein, the submitted modules, and all content therein, shall be deemed approved for inclusion in the final e-course.

Notwithstanding the foregoing, Diversys reserves the right to maintain, and update as necessary, the content of any and all programs related to the obligations of Diversys under this Agreement for the purpose of remaining compliant with any and all state regulatory bodies. Diversys agrees that before releasing any course updates or content changes, Diversys will provide prior notification to DRO and obtain DRO's written consent to such updates or changes, which consent shall not be unreasonably withheld.

## 5.0 CONFIDENTIAL INFORMATION; TPIA

5.1 Confidential Information. The Parties acknowledge and agree that each Party may provide to the other certain information that is considered confidential, proprietary and/or otherwise not subject to disclosure to third parties (the "Confidential Information"). The Parties shall clearly designate "Confidential" all such Confidential Information. Each Party agrees to hold such Confidential Information in strict confidence using the same standard of care as it uses to protect its own Confidential Information but not less than a reasonable standard of care, and shall not disclose such Confidential Information for any purpose except as necessary to fulfill its obligations under this Agreement, or except as required by law. Each Party shall further limit access to such Confidential information to such of its employees, agents and contractors who need such access to fulfill its obligations under this Agreement, and shall require its employees, agents and contractors who have access to such Confidential Information to abide by the confidentiality provisions of this Agreement.

5.2 Texas Public Information Act. Notwithstanding the foregoing, disclosure of any information obtained by either Party or any of its officials, employees, agents or representatives in connection with this Agreement shall be subject to the provisions of the Texas Public Information Act and all legal authorities relating thereto, including but not limited to opinions, decisions and letter rulings issued by the State Attorney General's Office.

## 6.0 COUNTY ACCESS

6.1 Diversys shall maintain and make available all books, documents, and other evidence pertinent to the fees payable under this Agreement for inspection, audit or reproduction by any authorized representative of County to the extent this detail will properly reflect these costs and expenses. These include all costs, both direct and indirect costs, cost of labor, material, equipment, supplies, and services, and all other costs and expenses of whatever nature relating to

the activities to be performed under this Agreement and that are taken into consideration in calculating the License Fee. All required records shall be maintained until an audit is completed and all required questions arising therefrom are resolved, or three (3) years after expiration of this Agreement, whichever occurs first; however, the records shall be retained beyond the third year if an audit is in progress or the findings of a completed audit have not been resolved satisfactorily.

## 7.0 INDEMNIFICATION

**7.1 Diversys agrees to and shall indemnify and hold harmless County and its officials, agents, and employees, from and against any and all claims, losses, damages, actions, suits, and liability of any kind whether meritorious or not, including without limitation all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising in whole or in part from any negligent act, negligent error or negligent omission of Diversys or any of its employees, agents, representatives, or subcontractors ON ACCOUNT OF, ARISING OR RESULTING FROM , DIRECTLY OR INDIRECTLY, THE PERFORMANCE OF THIS AGREEMENT.**

**7.2 Diversys agrees to and shall indemnify, save and hold harmless County, its officers, agents and employees from all claims, losses, damages, causes of action and liability of every kind including expenses of litigation, court costs and attorney fees for damages to any person or property arising in connection with any alleged or actual infringement of existing copyrights, patents, trade secrets, licenses and other proprietary or intellectual property rights applicable to materials used in this Agreement. In the event that an infringement suit or proceeding arises, or any claim is brought by any person, firm, corporation, or other entity against Diversys, Diversys shall give written notice to County of the following information: (i) the existence of the claim, or other action, within ten (10) working days after being notified of it; (ii) the name and address of the person, firm, corporation or other entity that made a claim, or that instituted any type of action or proceeding; (iii) the alleged basis of the claim, action or proceeding; (iv) the court or administrative tribunal, if any, where the claim, action or proceeding was instituted; and (v) the name or names of any person against whom this claim is being made. Except as otherwise directed, Diversys shall furnish to County copies of all pertinent papers received by Diversys with respect to making these claims or actions and all court pleadings related to the defense of these claims or actions.**

## 8.0 TERMINATION

**8.1 Either party may terminate this Agreement by providing thirty (30) days written notice to the other party of its desire to terminate and stating the effective date of termination. Upon any termination or expiration of this Agreement, and if requested by County, Diversys agrees to immediately return all copies of the County Property to County, regardless of the medium or media on which the code is stored.**

**8.2 This Agreement, together with the License granted hereunder, shall automatically terminate if Diversys fails to prepare and deploy a fully operational interactive multimedia e-**

course based on the County Property (derivative work), as described herein, within one (1) year from the Effective Date. Upon such automatic termination, Diversys shall comply with the County Property return obligations described above.

8.3 This Agreement may be also terminated by either Party with thirty (30) days' written notice to the other Party if: (i) a Party commits any material breach of one or more Sections of this Agreement; or (ii) either Party dissolves, files for bankruptcy, or otherwise ceases business operations generally or as relates to the subject matter of this Agreement.

## 9.0 NOTICES

9.1 All notices and other communications under this Agreement must be in writing and will be deemed to have been given if delivered personally, sent by facsimile (with confirmation), mailed by certified mail, return receipt requested, postage prepaid, or delivered by an overnight delivery service (with confirmation) to the Parties at the following addresses or facsimile numbers (or at such other address or facsimile number as a Party may designate by like notice to the other Party):

If to Diversys Learning, Inc., then to:

Attn: Scott Bailey  
Diversys Learning, Inc.  
1101 Arrow Point Drive, Suite 302  
Cedar Park, TX 78613  
Phone: (512) 343-2600 x 103  
Facsimile No.: (512) 692-1892

If to Travis County, then to:

Samuel T. Biscoe  
Travis County Judge  
P.O. Box 1748  
Austin, TX 78767

With copy to:

Mark Ashworth, LCSW, LMFT  
Family Court Services Manager  
Travis County Domestic Relations  
Phone 512-854-9623 / Fax 512-854-9818  
P.O. Box 1495, 1010 Lavaca Street, Austin TX 78767

Any notice or other communication will be deemed to be given (a) on the date of personal delivery, (b) at the expiration of the third day after the date of deposit in the United States mail, or (c) on the date of confirmed delivery by facsimile or overnight delivery service.

## 10.0 NON-WAIVER AND RESERVATION OF RIGHTS

10.1 No act or omission by either Party may constitute or be construed as a waiver of any breach or default of the other Party that then exists or may subsequently exist. The failure of either Party to exercise any right or privilege granted in this Agreement shall not be construed as a waiver of that right or privilege.

10.2 All rights of County under this Agreement are specifically reserved and any act or omission shall not impair or prejudice any remedy or right of County hereunder. Any right or remedy stated in this Agreement shall not preclude the exercise of any other right or remedy under this Agreement, the law or at equity, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.

#### 11.0 ASSIGNMENT

All of the terms, covenants, representations, warranties, and conditions of this Agreement shall be binding upon, and inure to the benefit of and be enforceable by, County and Diversys, but neither this Agreement nor the rights and obligations of any of the Parties hereunder shall be assigned or otherwise transferred to any individual, corporation, partnership, joint venture, association, joint stock company, trust, unincorporated organization, or government (or agency or political subdivision thereof) without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

#### 12.0 AMENDMENT

12.1 This Agreement may be amended only by written instrument signed by both Parties. IT IS EXPRESSLY ACKNOWLEDGED BY LICENSEE THAT NO OFFICER, AGENT, REPRESENTATIVE OR EMPLOYEE OF TRAVIS COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO MODIFY OR AMEND THE TERMS OF THIS AGREEMENT UNLESS EXPRESSLY GRANTED THAT SPECIFIC AUTHORITY BY THE COMMISSIONERS COURT OF TRAVIS COUNTY.

#### 13.0 MEDIATION

13.1 When mediation is acceptable to both Parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or someone appointed by the Court having jurisdiction, as the provider of mediators for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both Parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

#### 14.0 FUNDING OUT

14.1 Despite anything to the contrary in this Agreement, if, during budget planning and adoption, the Travis County Commissioners Court fails to provide funding for this Agreement for the following fiscal year of Travis County, County may terminate this Agreement without



any liability whatsoever after giving Contractor thirty (30) calendar days written notice that this Agreement is terminated due to the failure to fund it.

## 15.0 FACSIMILE SIGNATURES

15.1 Facsimile transmission of any signed original document, and retransmission of any signed facsimile transmission, will be the same as delivery of an original. At the request of any Party, the Parties will confirm facsimile transmitted signatures by signing an original document.

## 16.0 EXPENSES

16.1 Except as otherwise expressly provided in this Agreement, each Party to this Agreement will bear the Party's own expenses in connection with the preparation, execution, and performance of this Agreement and the transactions contemplated by this Agreement.

## 17.0 SEVERABILITY

17.1 If any portion of this Agreement is ruled invalid, illegal, or unenforceable in any respect for any reason by a court of competent jurisdiction, the remainder of it shall remain valid and binding.

## 18.0 FORFEITURE OF CONTRACT:

18.1 If Diversys has done business with a Key Contracting Person, listed in Attachment A to the Ethics Affidavit attached hereto as **Exhibit 1** and made a part hereof for all purposes, during the 365-day period immediately prior to the date of execution of this Agreement by Diversys or does business with any such Key Contracting Person at any time after the date of execution of this Agreement by Diversys and prior to full performance of this Agreement, Diversys shall forfeit all benefits of this Agreement, and County shall retain all benefits of and performance under this Agreement and recover all consideration, or the value of all consideration, paid to Diversys pursuant to this Agreement; provided, however, that this section may be waived by the Travis County Commissioners Court pursuant to Section 3(g) of the Travis County Ethics Policy. In Attachment B to **Exhibit 1**, Diversys has submitted the names of any Key Contracting Persons with whom Diversys has done business during the 365-day period immediately preceding the execution of this Agreement for the Court's contemporaneous consideration with this Agreement.

18.1.2 "Has done business" and "does business" mean:

18.1.2.1 paying or receiving in any calendar year any money or valuable thing which is worth more than \$250 in the aggregate in exchange for personal services or for the purchase of any property or property interest, either real or personal, either legal or equitable; or,

18.1.2.2 loaning or receiving a loan of money; or goods or otherwise creating or having in existence any legal obligation or debt with a value of more than \$250 in the aggregate in a calendar year;

but does not include

18.1.2.3 any retail transaction for goods or services sold to a Key Contracting Person at a posted, published, or marked price available to the public,

18.1.2.4 any financial services product sold to a Key Contracting Person for personal, family or household purposes in accordance with pricing guidelines applicable to similarly situated individuals with similar risks as determined by Diversys in the ordinary course of its business; and

18.1.2.5 a transaction for a financial service or insurance coverage made on behalf of Diversys if Diversys is a national or multinational corporation by an agent, employee or other representative of Diversys who does not know and is not in a position that he or she should have known about this Agreement.

## 19.0 CONFLICT OF INTEREST QUESTIONNAIRE

19.1 If required under Chapter 176 Texas Local Government Code, Diversys shall file a completed Conflict of Interest Questionnaire in accordance with the requirements of that Chapter . Within the applicable, authorized time period prescribed in Chapter 176, Diversys shall file the completed Conflict of Interest Questionnaire with the Travis County Clerk, Recording Division, 5501 Airport Blvd., Austin, Texas 78751. Diversys shall file an updated, completed questionnaire with the Travis County Clerk not later than the seventh (7th) business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate. Diversys should note that the law requires that the County provide access to a filed Questionnaire on the official Travis County Internet website. However, the law does not require that the County release information which is excepted from disclosure under the Texas Public Information Act. As between County and Diversys, Diversys shall be solely responsible for the preparation of its Conflict of Interest Questionnaire, the accuracy and completeness of the content contained therein and ensuring compliance with all applicable requirements of Chapter 176, Local Government Code.

## 20.0 INSURANCE REQUIREMENTS

20.1 Diversys agrees during the performance of the services under this Agreement to comply with the insurance requirements set forth in **Exhibit 2**, attached hereto and made a part hereof.

## 21.0 VENUE AND CHOICE OF LAW

21.1 All obligations and undertakings permitted or required under this Agreement are performable in Travis County, Texas. This Agreement is governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute arising out of this Agreement will lie in the appropriate court of Travis County, Texas

## 22.0 SIGNATURE AUTHORITY; ABILITY TO PERFORM

22.1 The individual signing this Agreement on behalf of Diversys, or representing him/herself as signing this Agreement on behalf of Diversys, does hereby represent, warrant and guarantee that he/she has been duly authorized by Diversys Learning, Inc. to sign this Agreement on behalf of Diversys and to bind Diversys validly and legally to all terms, performances, and provisions in this Agreement.

22.2 Both Parties represent and warrant that each has the right to perform the services required under and pursuant to this Agreement without violation of obligations to others, and that each has the right to disclose to the other all necessary information for the performance of services under and pursuant to this Agreement.

### 23.0 ENTIRE AGREEMENT

23.1 This Agreement represents the sole, entire and integrated Agreement between Diversys and County with respect to the subject matter herein and supersedes any and all prior negotiations, representations or agreements, either oral or written.

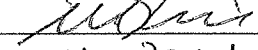
**IN WITNESS WHEREOF**, the Parties have entered into this Agreement effective as of the later date set forth below (the "Effective Date").

TRAVIS COUNTY

By: \_\_\_\_\_  
Samuel T. Biscoe  
Travis County Judge

\_\_\_\_\_  
Date

DIVERSYS LEARNING, INC.

By:   
Title: Vice President

1/14/09  
Date

EXHIBIT 1

ETHICS AFFIDAVIT

STATE OF TEXAS }  
COUNTY OF TRAVIS }

Date: 1.14.2010

Name of Affiant: Kelly Bailey

Title of Affiant: owner/vic president

Business Name: Diversys Learning Inc

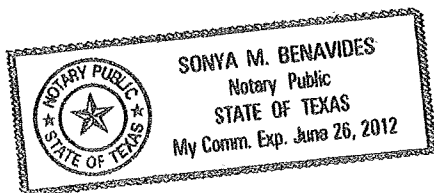
County of Business: Williamson

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by DIVERSYS to make this affidavit for DIVERSYS.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. DIVERSYS has received the list of Key Contracting Persons associated with this Agreement, which is attached to this affidavit as Attachment A.
5. Affiant has personally read Attachment A to this Affidavit.
6. Affiant has no knowledge of any Key Contracting Person on Attachment A with whom DIVERSYS is doing business or has done business during the 365-day period immediately before the date of this affidavit whose name is not disclosed in Attachment B to this Affidavit.

Kelly Kris Bailey  
Signature of Affiant

by Kelly Bailey AND SWORN TO before me  
on January 14, 2010  
Notary Public, State of Texas



Sonya Benavides  
Typed or printed name of notary  
My commission expires: June 26, 2012

**EXHIBIT 1 – Attachment A**  
**LIST OF KEY CONTRACTING PERSONS**  
November 5, 2009

**CURRENT**

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Name of Business Individual is Associated</u>
County Judge.....	Samuel T. Biscoe	
County Judge (Spouse) ....	Donalyn Thompson-Biscoe....	MHMR
Executive Assistant .....	Cheryl Brown	
Executive Assistant.....	Nicole Grant*	
Executive Assistant.....	Melissa Velásquez	
Executive Assistant.....	Josie Z. Zavala	
Commissioner, Precinct 1 .....	Ron Davis	
Commissioner, Precinct 1 (Spouse).....	Annie Davis.....	Seton Hospital
Executive Assistant.....	Chris Fanuel	
Executive Assistant.....	Felicitas Chavez	
Commissioner, Precinct 2 .....	Sarah Eckhardt	
Commissioner, Precinct 2 (Spouse).....	Kurt Sauer .....	Daffer McDonald, LLP
Executive Assistant .....	Loretta Farb	
Executive Assistant .....	Joe Hon*	
Executive Assistant .....	Peter Einhorn	
Commissioner, Precinct 3 .....	Karen Huber*	
Commissioner, Precinct 3 (Spouse) .....	Leonard Huber	Retired
Executive Assistant.....	Garry Brown*	
Executive Assistant.....	Kelly Darby*	
Commissioner, Precinct 4 .....	Margaret Gomez	
Executive Assistant.....	Edith Moreida	
Executive Assistant.....	Norma Guerra	
Special Assistant to Comm. Court ..	Christian Smith*	
County Treasurer .....	Dolores Ortega-Carter	
County Auditor ..	Susan Spataro	
Executive Manager, Administrative.	Vacant	
Executive Manager, Budget & Planning.....	Rodney Rhoades	
Exec Manager, Emergency Services .....	Danny Hobby	
Exec Manager, Health/Human Services .....	Sherri E. Fleming	
Executive Manager, TNR .....	Joseph Gieselman	
Exec Manager, Criminal Justice Planning	Roger Jeffries	
Travis County Attorney ..	David Escamilla	
First Assistant County Attorney .....	Steve Capelle*	
Executive Assistant, Civil Division...	Jim Collins	
Director, Transactions Division .....	John Hille	
Attorney, Transactions Division .....	Tamara Armstrong	
Attorney, Transactions Division .....	Daniel Bradford*	
Attorney, Transactions Division .....	Mary Etta Gerhardt	
Attorney, Transactions Division .....	Barbara Wilson	
Attorney, Transactions Division .....	Jim Connolly	
Attorney, Transactions Division .....	Tenley Aldredge	
Attorney, Transactions Division .....	Julie Joe	
Attorney, Transactions Division .....	Christopher Gilmore	
Attorney, Transactions Division .....	Vacant	
Attorney, Transactions Division .....	Sarah Churchill	
Purchasing Agent .....	Cyd Grimes, C.P.M.	
Assistant Purchasing Agent .....	Marvin Brice, CPPB	
Assistant Purchasing Agent.....	Bonnie Floyd, CPPO, CPPB, CTPM	

**CURRENT - continued**

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Name of Business Individual is Associated</u>
Purchasing Agent Assistant IV.....	Diana Gonzalez	
Purchasing Agent Assistant IV.....	Lee Perry	
Purchasing Agent Assistant IV.....	Jason Walker	
Purchasing Agent Assistant IV.....	Richard Villareal	
Purchasing Agent Assistant IV.....	Oralia Jones, CPPB	
Purchasing Agent Assistant IV.....	Lori Clyde, CPPB	
Purchasing Agent Assistant IV.....	Scott Wilson	
Purchasing Agent Assistant IV.....	Jorge Talavera, CPPB	
Purchasing Agent Assistant IV.....	George R. Monnat, C.P.M., A.P.P.*	
Purchasing Agent Assistant III.....	Vania Ramaekers, CPPB	
Purchasing Agent Assistant III.....	Michael Long, CPPB	
Purchasing Agent Assistant III.....	Rebecca Gardner	
Purchasing Agent Assistant III.....	Rosalinda Garcia	
Purchasing Agent Assistant III.....	Loren Breland	
Purchasing Agent Assistant III.....	David Walch*	
Purchasing Agent Assistant II.....	Donald E. Rollack	
Purchasing Agent Assistant II.....	Nancy Barchus, CPPB	
HUB Coordinator.....	Sylvia Lopez	
HUB Specialist.....	Betty Chapa	
HUB Specialist.....	Jerome Guerrero	
Purchasing Business Analyst.....	Scott Worthington	

**FORMER EMPLOYEES**

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Date of Expiration</u>
Commissioner, Precinct 3.....	Gerald Daugherty.....	12/31/09
Executive Assistant.....	Robert Moore.....	12/31/09
Executive Assistant.....	Martin Zamzow.....	12/31/09
First Assistant County Attorney.....	Randy Leavitt.....	1/23/10
Attorney, Transactions Division.....	Stacy Wilson.....	7/06/10
Executive Manager, Administrative.....	Alicia Perez.....	9/01/10

\* - Identifies employees who have been in that position less than a year.

**ATTACHMENT B TO EXHIBIT 1**  
**DISCLOSURE**

DIVERSYS acknowledges that DIVERSYS is doing business or has done business during the 365-day period immediately prior to the date on which this Agreement is signed with the following Key Contracting Persons and warrants that these are the only such Key Contracting Persons:

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If no one is listed above, DIVERSYS warrants that DIVERSYS is not doing business and has not done business during the 365-day period immediately prior to the date on which this contract is signed with any Key Contracting Person.

EXHIBIT 2

INSURANCE REQUIREMENTS

During the life of this Agreement, Diversys agrees to provide and maintain the following insurance:

- A. Worker's Compensation in accordance with statutory requirements.
- B. Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage limits of \$400,000 per occurrence and \$1,000,000 in the aggregate, including coverage on the same for independent subcontractor(s). TRAVIS COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.
- C. Automobile Liability Insurance for all owned non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage limits of \$400,000 per occurrence and \$1,000,000 in the aggregate. Diversys shall require any subcontractor(s) to provide Automobile Liability Insurance in the same minimum amounts.
- D. Professional Liability Errors and Omissions Insurance in the amount of \$500,000.00.

Diversys shall not commence any field work under this Agreement until it has obtained all required insurance and such insurance has been submitted to the Purchasing Agent. Diversys shall not allow any subcontractor(s) to commence work to be performed in connection with this Agreement until all required insurance has been obtained. Approval of the insurance by the COUNTY shall not relieve or decrease the liability of Diversys hereunder.

The required insurance must be written by a company approved to do business in the State of Texas at the time the policy is issued. Diversys shall furnish the COUNTY with a certification of coverage issued by the insurer. The insurance company shall be subject to the approval of the COUNTY. Diversys shall not cause any insurance to be canceled nor permit any insurance to lapse. ALL INSURANCE CERTIFICATES SHALL INCLUDE A CLAUSE TO THE EFFECT THAT THE POLICY SHALL NOT BE CANCELED OR REDUCED, RESTRICTED OR LIMITED UNTIL TEN (10) DAYS AFTER THE COUNTY HAS RECEIVED WRITTEN NOTICE AS EVIDENCED BY RETURN RECEIPT OF REGISTERED OR CERTIFIED LETTER.



<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		OP ID RF DIVER-4	DATE (MM/DD/YYYY) 01/11/10
<b>PRODUCER</b>  William Gammon Insurance 1615 Guadalupe Austin TX 78701 Phone: 512-477-6745		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b>  Diversys Learning, Inc. Lenen, Inc. Kelly Bailey 1101 Arrow Point Drvie #302 Cedar Park TX 78613		<b>INSURERS AFFORDING COVERAGE</b>  INSURER A: Hartford Lloyds Ins. Co INSURER B: Hartford Insurance Co INSURER C: Hartford Fire Ins. Co INSURER D: INSURER E:	<b>NAIC #</b>  38253

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY	65SBATN5873	09/01/09	09/01/10	EACH OCCURRENCE	
		COMMERCIAL GENERAL LIABILITY				\$ 1000000	
		CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300000
		<input checked="" type="checkbox"/> Business Owners				MED EXP (Any one person)	\$ 10000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV INJURY	\$ 1000000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				GENERAL AGGREGATE	\$ 2000000
						PRODUCTS - COMP/OP AGG	\$ 2000000
A		AUTOMOBILE LIABILITY	65SBATN5873	09/01/09	09/01/10	COMBINED SINGLE LIMIT (Ea accident)	\$ 1000000
		ANY AUTO					
		ALL OWNED AUTOS					
		SCHEDULED AUTOS					
		<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY (Per person)	\$
		<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
							\$
		DEDUCTIBLE					\$
		RETENTION \$					\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	65WBPC08157	05/20/09	05/20/10	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 1000000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 1000000
						E.L. DISEASE - POLICY LIMIT	\$ 1000000
C		OTHER				"Glitch"	1,000,000
		Technology E&O	HK000401070107	01/05/10	09/01/10	Aggregate	2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Travis County Domestic Relations is named as an Additional Insured excluding Workers' Compensation and Employers' Liability as required by written contract but limited to the operations of the Insured under said contract, and always subject to the policy terms, conditions and exclusions.

**CERTIFICATE HOLDER**

Travis County Domestic Relatio  
 Family Court Services Manager  
 Mark Ashworth, LCSW, LMFT  
 P.O. Box 1495  
 Austin TX 78767

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Sandy Haire

## **ASSIGNMENT OF RIGHTS**

**STATE OF TEXAS                   §**  
  **§**  
**COUNTY OF TRAVIS           §**

In consideration of the sum of One Dollar and other good and valuable consideration received from Travis County, Texas, a political subdivision of the State of Texas ("Assignee" or "Travis County") the receipt and sufficiency of which are hereby acknowledged, I, Mary Beth Metcalf ("Assignor"), do hereby sell, assign, transfer and set over to Travis County all of my right, title and interest (including the copyright and all rights to secure renewals and extensions of the copyright) in and to those certain lesson plans, training materials and other Cooperative Parenting Program curriculum documents (the "Materials") that I developed and authored during the course of my employment with the Travis County Domestic Relations Office. A copy of the Materials are attached hereto and made a part hereof for all purposes. This sale, assignment and transfer is made in perpetuity, including the absolute right to use the Materials in any form, in any medium, and for any purpose.

I have not sold, assigned or transferred, or in any manner encumbered, the Materials prior to the date of execution of this agreement and I agree that I will not sell, assign, transfer or encumber the Materials at any time in the future.

This assignment and bill of sale shall be transferable to, and for the benefit of, the successors and assigns of Travis County.

This Assignment of Rights shall be effective as of the later date set forth below (the "Effective Date").

**ASSIGNOR:**

By: Mary Beth Metcalf  
Name: Mary Beth Metcalf  
Date: 10-5-09

**ACKNOWLEDGEMENT**

STATE OF TEXAS       §  
                                  §  
COUNTY OF TRAVIS   §

The foregoing Assignment of Rights was acknowledged before me on  
October 5, 2009, by MARY BETH METCALF.

  
NOTARY PUBLIC, STATE OF TEXAS



**ASSIGNEE:**

TRAVIS COUNTY, TEXAS,  
a Texas county

By: \_\_\_\_\_

Samuel T. Biscoe

Title: Travis County Judge

**ACKNOWLEDGEMENT**

STATE OF TEXAS       §  
                                  §  
COUNTY OF TRAVIS   §

This instrument was acknowledged before me on \_\_\_\_\_,  
2009, by Samuel T. Biscoe, the County Judge of **TRAVIS COUNTY,**  
**TEXAS**, a Texas county, on behalf of said county.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

Please consider the following item for: (fill in date of meeting)

DATE OF VOTING SESSION: 6/8/10A. REQUEST MADE BY: SARAH ECKHARDT  
(Elected/Appointed Official/Executive Mgr/County Attorney)

B. REQUESTED TEXT:

**CONSIDER AND TAKE APPROPRIATE ACTION ON THE CREATION OF A WORKING GROUP TO REVIEW LOCAL TAX POLICY FOR TRAVIS COUNTY AND MAKE SPECIFIC RECOMMENDATIONS TO THE COMMISSIONERS COURT.**  
\_\_\_\_\_  
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:

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 &amp; 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.

RECEIVED  
COUNTY JUDGE'S OFFICE  
10 JUN -1 PM 3:03



## **SARAH ECKHARDT**

TRAVIS COUNTY COMMISSIONER PRECINCT 2

TRAVIS COUNTY ADMINISTRATION BUILDING  
P.O. BOX 1748 ROOM 500  
AUSTIN, TEXAS 78767  
(512) 854-9222

June 8, 2010

To: Judge Sam Biscoe & the Travis County Commissioners Court

From: Commissioner Sarah Eckhardt

RE: Local Tax Policy Working Group

In light of the probability that property taxes will be rising for Travis County, the City of Austin, and AISD, we should consider investigating every tool at our disposal for structuring our property tax system in a way which provides the most relief to those among us least able to pay their taxes. While we have some tools deployed, there have been reasonable questions raised as to their effectiveness individually and in concert. There have also been suggestions for additional tools not yet deployed by Travis County. I suggest consideration of the following:

- **Appoint a working group** with a high degree of collective expertise and real world experience who can work fast to identify practical options in the present while also being creative about long term aspirations. The group would work together on specific charges with firm delivery dates after which the team would be discharged.
- **Charge the Working Group with the following:**
  1. Identify all options under current law that are currently deployed or could be deployed to better align property owners' wealth with tax burden;
  2. Analyze how deployment of existing tools (whether currently utilized or not) could better alleviate the burdens on those least able to afford it, including but not limited to:
    - a. Homestead exemption
    - b. Over 65 discount
    - c. Disability discount
    - d. Historic exemption
    - e. Non-profit land banks
  3. Make practical and politically mindful recommendation to the Court for near term policy implementation to better align wealth with burden;
  4. Identify possible legislative action to improve or add to the tools available to better align wealth with burden; and.
  5. Make recommendation to the Court for consideration of long range policy goals with regard to better alignment between wealth and burden.
- **Timeframe –**
  - Request of Working Group to return to the Court with Items 1-3 by August 15

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

Please consider the following item for: (fill in date of meeting)

DATE OF VOTING SESSION: 6/8/10A. REQUEST MADE BY: SARAH ECKHARDT  
(Elected/Appointed Official/Executive Mgr/County Attorney)

B. REQUESTED TEXT:

DISCUSS AND TAKE APPROPRIATE ACTION ON THE CREATION OF A PROCESS FOR MAKING AN APPOINTMENT TO THE CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO) TRANSPORTATION POLICY BOARD TO FILL THE FOURTH SLOT ALLOTTED TO THE COMMISSIONERS COURT.

  
 \_\_\_\_\_  
 COUNTY JUDGE OR COMMISSIONER

 RECEIVED  
 COUNTY JUDGE'S OFFICE  
 JUN - 1 PM 4:51

- 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:

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 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.

# 20**Travis County Commissioners Court Agenda Request**

**Voting Session** June 8, 2010 **Work Session** \_\_\_\_\_  
(Date) (Date)

A. Request made by Nelda Wells Spears, Tax Assessor-Collector Phone 854-9742

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

**B. Request Text:**

CONSIDER AND TAKE APPROPRIATE ACTION ON ASSUMPTIONS FOR TRAVIS COUNTY REGARDING THE FOLLOWING:

A. PROPERTY TAX CONSIDERATIONS AND

B. 2010 PARCEL RATE FEES. (TAX ASSESSOR-COLLECTOR)

CONSIDER AND TAKE APPROPRIATE ACTION ON PROPERTY TAX RATE CONSIDERATIONS FOR THE TRAVIS COUNTY BEE CAVE ROAD DISTRICT #1. (TAX ASSESSOR-COLLECTOR)

CONSIDER AND TAKE APPROPRIATE ACTION ON PROPERTY TAX RATE CONSIDERATIONS FOR THE NORTHWEST TRAVIS COUNTY ROAD DISTRICT #3 (GOLDEN TRIANGLE). (TAX ASSESSOR-COLLECTOR)

CONSIDER AND TAKE APPROPRIATE ACTION ON PROPERTY TAX RATE CONSIDERATIONS FOR THE TRAVIS COUNTY HEALTHCARE DISTRICT. (TAX ASSESSOR-COLLECTOR)

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

- I. A. Backup memorandum and exhibits should be attached and submitted with this  
II.

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





5501 AIRPORT BOULEVARD  
AUSTIN, TX 78751  
(512) 854-9473

TRAVIS COUNTY TAX OFFICE  
NELDA WELLS SPEARS  
TAX ASSESSOR AND COLLECTOR

May 28, 2010

MEMORANDUM FOR THE COUNTY JUDGE SAM BISCOE  
PRECINCT 1, COMMISSIONER RON DAVIS  
PRECINCT 2, COMMISSIONER SARAH ECKHARDT  
PRECINCT 3, COMMISSIONER KAREN HUBER  
PRECINCT 4, COMMISSIONER MARGARET GÓMEZ

FROM: Nelda Wells Spears, Tax Assessor-Collector

SUBJECT: Property Tax Rate Considerations and 2010 Parcel Fee Rate

---

**1. Property Tax Rate Considerations**

Each year there are several items the Commissioners Court must consider when establishing tax rates and budget forecasts for Travis County, Travis County Bee Cave Road District #1, NW Travis County Road District #3 and Travis County Healthcare District. We and the Planning and Budget Office recommend the Court adopt the following parameters:

- Anticipated Collection Rate (for Effective Tax Rate Calculations): 100% (lower estimates may be used only with justification).
- Optional Homestead Exemptions: \$65,000 for the disabled and over 65, and at \$5000 or 20% (whichever is greater) for all homesteads. No exemptions for the road districts.
- Historical Exemptions: Currently 100% on the structure and 50% on the land for residences or non-profit agencies; and half that for all other historical properties. Recommended changes to be discussed by the Planning and Budget Office. No exemptions for the road districts.
- Debt Buy Down: The debt service (and resulting debt rate) may be reduced using year-end or reserve balances from the bond or general fund. We recommend no buy down of the debt rate for either the Road Districts or Healthcare District. The debt service for the County will be discussed on a later date.

## 2. 2010 Parcel Fee Rate

In accordance with Texas Property Tax Code, Sec.6.23, 6.24, and 6.27, we have attempted to fairly allocate expenses incurred while assessing and collecting for all taxing jurisdictions involved in Travis County's consolidated collection program for the 2010 tax year. Per the costing model used in years past, these tax collection expenses include:

- ACCOUNTING - Reconciliation of collections; report and fund disbursements.
- DELINQUENT COLLECTIONS - Administrative and legal costs to research, process, and collect delinquent taxes.
- EFFECTIVE TAX RATE AD - Newspaper publication notices required by Texas Property Tax Code Sec.26.04 (e).
- EFFECTIVE TAX RATE CALCULATIONS - Compilation and calculation of information required by Texas Property Tax Code Sec.26.04.
- INFORMATION SYSTEMS - ITS labor support costs.
- COMPUTER/RPD RECURRING - Annual maintenance supplies, printing and licensing costs.
- COMPUTER/RPD COST - AS/400 and RPD systems annualized costs based on a three to five year pay out.

The fair sharing of costs allocated to the jurisdictions is solely based on the relative number of parcels. The allocated expenses and per parcel fee calculation are shown on the attached.

**The Planning and Budget Office recommends the Court adopt the calculated 2010 parcel fee rate of \$1.11. The current parcel fee rate is \$1.03.**

If my staff or I can be of further assistance, please do not hesitate to call me at 4-9742.

Attachment: Tax Year 2010 Parcel Rate Calculations

NWS/td

cc: Rodney Rhoades, Executive Manager, Planning and Budget  
Susan Spataro, County Auditor  
Carolyn Konecny, Travis County Healthcare District  
Michael Heath, Advanced Certified Paralegal, Transactions

# TAX YEAR 2010 PARCEL RATE CALCULATIONS

Prepared by the Travis County Tax Office

## PROPERTY TAX COLLECTION EXPENSES (Jurisdiction Allocation)

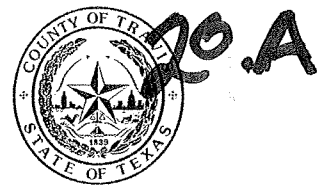
Accounting	\$	125,974
Delinquent Collections		
Compliance Division	\$	559,241
Legal (Atty ad litem) & Tax Sale Costs	\$	27,250
County Attorney Collections Division	\$	753,184
Effective Tax Rate Ad	\$	13,018
Effective Tax Rate Calculations	\$	19,086
Information Systems Labor Support	\$	36,899
Computer/RPD System Annual Upkeep	\$	93,922
Computer System Cost	\$	31,521
RPD System Cost	\$	33,601
<b>TOTAL ALLOCATED COLLECTION COSTS</b>	<b>\$</b>	<b>1,693,694</b>

## PER PARCEL RATE CALCULATION (Jurisdictions other than Travis County)

1,525,135 Parcel Count ÷ Costs = \$ 1.11

## PARCEL RATE REVENUES (Revenue may differ from costs due to rounding)

Parcel Rate x Parcel Count = \$ 1,692,900



# PLANNING AND BUDGET OFFICE

## TRAVIS COUNTY, TEXAS

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

May 27, 2010

### MEMO

#### ADDITIONAL BACKUP TO AGENDA ITEM 20

To: Members of the Commissioners Court  
From: Rodney Rhoades, Executive Manager Planning & Budget Office  
Re: Travis County Policy on Historical Exemptions

#### Current Exemption Policy

Beginning in the 1970's, the City of Austin has given a historic property exemption for residential property on 100% of a historic structure and 50% of the land. For commercial property the exemption is 50% of the structure and 25% of the land. There is a "cap" on the tax bill of owner-occupied historic residential properties added to the historic property list after December 1, 2004. The cap is \$2000 or 50% of the property tax bill, whichever generates more revenue. The City of Austin does not impose a cap on commercial property.

Travis County has the same historic property exemption but does not cap the tax bill. The county began giving historic exemptions in 1981. Travis County also gives residential property owners a 20% homestead exemption which the City does not, as well as a larger Over 65 and Disabled exemptions. Our current exemption policy, coupled with the Historical exemption, has led to some high-value properties having little or no taxable value. For example, a historic property may have an assessed value of \$100,000 for the structure and \$400,000 for the land, for a total value of \$500,000. In addition to the historical exemption, this property receives the homestead and Over 65 exemptions. The table below shows the difference in taxes when this property is given the historical exemption:

Exemption & Tax	Historic Residential Property	Non-Historic Residential Property
Assessed Value	\$500,000	\$500,000
20% Homestead Exemption	Less \$100,000	Less \$100,000
Over 65 Exemption	Less \$65,000	Less \$65,000
Historical Exemption	Less \$300,000	\$0
Taxable Value	\$35,000	\$335,000
Property Tax Due (2009 tax rate of .4215)	\$147	\$1412

This taxable value would have brought in \$628 in tax revenue using the Travis County tax rate. While Travis County could not limit the homestead exemption, it could limit the historical exemption of a property so that the County taxable value would not be less than the City of Austin's taxable value.

### **Policies of other Urban Counties**

PBO conducted a survey of the other Texas urban counties and cities and their policy toward historical exemptions. El Paso does not have any historical exemptions; Houston exempts 100% of the structure. City of Dallas offers exemptions on a case by case basis. On rehabilitated properties, San Antonio gives either a ten year tax freeze on the pre-renovation value or 5 years of 0% taxes, followed by 5 years of 50% off the city tax bill. Commercial properties get 5 years of 0% and 5 years 50% off. Fort Worth will freeze a property tax rates at pre-renovation levels, of which 30% of the property abatement must go towards renovation.

Harris, Dallas, Bexar and El Paso Counties do not offer an historical exemption. Tarrant County is the only other large urban County to offer an exemption. The exemption is offered to properties on a case by case basis, usually limited to multi-family or commercial developments in which the owners are actively renovating the building. The exemption ranges from 25% to 75% of the tax bill depending on the area in which the project is located (higher exemptions are offered for low income areas). Each eligible property is approved by Commissioners Court and not automatically renewed each year.

### **Policy Recommendation**

PBO recommends that effective January 1, 2011, Travis County limit the historical exemption to the amount equal to the taxable value a property would receive under the exemption rules for the City of Austin. This would allow the County to recover more revenue while allowing properties to continue to receive an exemption in order to maintain historic property.

Cc: Susan Spataro, Travis County Auditor,  
Dusty Knight, Travis County Tax Office  
Tien Dao, Travis County Tax Office

2. Retain sufficient integrity of materials and design to convey its historic appearance; and
3. Be individually listed in the National Register of Historic Places, designated a Recorded Texas Historic Landmark, State Archeological Landmark, or National Historic Landmark, OR
4. Be significant in at least two of the following categories:

**A. Architecture:** The property:

- § Embodies the distinguishing characteristics of a recognized architectural style, type, or method of construction; or
- § Represents technological innovation in design and/or construction; or
- § Contains features representing ethnic or folk art, architecture or construction; or
- § Represents a rare example of an architectural style; or
- § Serves as a representative example of the work of an architect, builder, or artisan who significantly contributed to the development of the city, state, or nation.

**B. Historical Associations:** The property:

- § Has significant associations with persons, groups, institutions, businesses, or events of historical importance which contributed to the history of the city, state or nation; or
- § Represents a significant portrayal of the environment of a group of people in a historic time.

**C. Archeology**

The property has, or is expected to yield significant data concerning the human history or prehistory of the region.

**D. Community Value**

The property has a unique location or physical characteristic that represents an established and familiar visual feature of the neighborhood or the city, and contributes to the character or image of the city.

**E. Landscape Feature**

The property is a significant natural or designed landscape or landscape feature with artistic, aesthetic, cultural, or historical value to the city.

**City Property Tax Exemptions for Austin Landmark Properties**

A property must be a designated city historic landmark in good repair to qualify for the property tax exemption.

- § Exemption for owner-occupied residential properties designated prior to December 1, 2004

100% of the value of the structure  
50% of the value of the land

- § Exemption for owner-occupied residential properties designated after December 1, 2004, and properties which change ownership after December 1, 2004:

For more information, please contact the City Historic Preservation Office at 974-3530 or e-mail the City Historic Preservation Officer at [steve.sadowsky@ci.austin.tx.us](mailto:steve.sadowsky@ci.austin.tx.us).

Travis County Commissioners' Court Agenda RequestVoting Session: June 8, 2010  
(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 8.6 acres of land on Fisher Hollow Trail, in connection with the Balcones Canyonlands Conservation Plan and take appropriate action. (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
Craig C. Smith	854-9415	Melinda Mallia	854-9383
Rose Farmer	854-9383	Jennifer Brown	854-9383
Greg Chico	854-4659	Lisa Dean	854-7616

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 &amp; 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.

RECEIVED  
COUNTY JUDGES OFFICE  
10 JUN -1 PM 3:49



# TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

25 ✓

Voting Session: June 8, 2010

I. A. Request made by: Roger A. El Khoury, M.S., P.E., Director, FMD Phone # 854-4579  
(Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested text:

Consider and take appropriate action regarding issues associated with the potential sale of County-owned land off FM 969 in East Austin to the City of Austin. (Exec Session Gov't Code Ann 551.071 & 551.072)

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

- II. A. Any backup material to be presented to the court must be 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 by or involved with this request. Send a copy of this Agenda Request and backup to them:

John Hille, Jr., Assistant County Attorney, (49415)

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  
\_\_\_\_\_ Grant

Human Resources Department (854-9165)

\_\_\_\_\_ Change in your department's personnel (reorganization, restructuring etc.)

Purchasing Office (854-9700)

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

County Attorney's Office (854-9415)

X Contract, Agreement, Policy & Procedure

10 JUN -2 AM 10:25  
RECEIVED  
COUNTY JUDGES OFFICE

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**


Please consider the following item for: **10 JUN -1 AM 9:50**

**DATE OF VOTING SESSION: June 8, 2010**

**A. REQUEST MADE BY: Commissioner Sarah Eckhardt, Precinct 2**

**B. REQUESTED TEXT:**

CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO RE-APPOINT MILBREY R. RANEY TO SERVE AS A PRECINCT TWO APPOINTEE TO THE TRAVIS COUNTY CHILDREN'S PROTECTIVE SERVICES BOARD EFFECTIVE IMMEDIATELY THROUGH JUNE 2013. (COMMISSIONER ECKHARDT)

  
**Commissioner Sarah Eckhardt, Precinct 2**

- 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:**

**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 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.

*Milbrey E. Raney  
4911 Strass Drive  
Austin, Texas 78731  
512-461-4991*

March 12, 2010

Dear Commissioner Eckhardt:

I am writing to express my eagerness to continue to serve on the Child Protective Services Board of Travis County.

Since my first board meeting in October of 2006, I have worked diligently to further the mission of the CPS Board both internally and in our community. For example, I have served on our Budget Committee; chaired our Outreach and Advocacy Committee; chaired our "Adopt a Unit" support to Travis County CPS' Family Based Safety Services Unit; and have been our Vice President from October, 2008 to the present (which includes active participation on our Executive Committee). Additionally, I have represented the Board for the past two years on both the Austin Bar Association's Core Committee for Adoption Day and the Travis County Model Court Collaborative Council.

In addition to these official responsibilities, I was very happy to further the goals of the Board by working diligently on a major overhaul of our 2007-2008 Annual Report and drafting the initial text of our County-sponsored website. Additionally, I secured a number of guest speakers for our monthly meetings to increase the communication between and education of both our board members and these guests. These presenters included Judge Darlene Byrne; Judge Ronda Hurley; and the lead attorneys in both the Office of Child Representation and the Office of Parental Representation. I also met separately on behalf of the Board along with our CPS Liaison with both OPC and OPR attorneys last summer in order to follow up on a comment which you had made to me during our presentation of our Annual Report to the Commissioner's Court.

If I am fortunate enough to be reappointed, my goal is to continue to use my connections in the family law community to the benefit of our county's most vulnerable families. For example, I am designing a legal training for the FBSS staff in response to their request. If this is successful, I would like to present this training on a regular basis. Also, I would like to use our Outreach and Advocacy Committee to partner with other local agencies to respond to CPS families' needs (for example, accessing dependable transportation in order to participate in court-ordered services).

Finally, I fully understand the time commitment involved in being an active Board member, and am completely willing and able to meet this. In my nearly three and a half years as a Travis County CPS Board member, I have only missed two meetings.

Please do not hesitate to contact me if you should have any questions or need any additional information. Thank you very much for the opportunity to continue to serve Travis County's families.

Sincerely,

Milbrey E. Raney

**MILBREY E. RANEY**  
Texas State Bar No. 00795604  
P. O. Box 302367  
Austin, Texas 78703  
(512) 461-4991

## **EDUCATION**

### University of Texas School of Law, Austin, Texas (1992-1995)

Juris Doctorate, 1995  
Children's Rights Clinic, Summer 1994  
Juvenile Justice Clinic, Spring 1995

### Davidson College, Davidson, North Carolina (1985-1989)

Bachelor of Arts in Psychology  
- Minor in French language and culture (3rd Year of Study in Montpellier, France)  
- Active member of many volunteer organizations, including Habitat for Humanity and Davidson College Chorus  
- Co-Director, Davidson College Dance Troupe (1986-1987)

## **PUBLICATION**

### Texas Journal of Women and the Law, Austin, Texas

Associate Editor, 1993-1994  
Co-Editor in Chief, May, 1994-December, 1995

## **AWARDS**

### Texas Law Fellowship, Austin, Texas (Summer, 1993)

Public Interest clerkship by UT Law Alumni faculty and students.  
Protective Orders: legal research, assistance to County Attorneys, Court accompaniment for victims, developed information packet for Pro Se Petitioners.  
Center for Battered Woman and Woman's Advocacy Project.

### Thomas J. Watson Fellowship (1989-1990)

IBM-sponsored award in a national competition for independent study abroad for one year. Self-designed and self-implemented project: "Sexual Violence as Social Issue in Quebec, France, and Martinique." Extensive research and traveling.

## **EMPLOYMENT HISTORY**

October, 2000-present

Law Office of Milbrey E. Raney  
P.O. Box 302367

Sole Proprietor  
(Exclusively Family)

qualifications for CPS Docket appointments and to design and implement CLE accordingly

Family Law Bar Section, Travis County (Member at Large, 2002 - 2004; Secretary, 2004-2005)

Child Support Task Force (1998-1999 Member, 2000-2002, Co-Director)  
Member and Editor of Final Report

Public Policy Committee, Texas Council on Family Violence (1994 to 2002)

Amicus Brief Committee, Texas Council on Family Violence (1997 to 2002)

Travis County Women Lawyers (1996 to Present)

Member

Chair, Speaker's Bureau (1997 to 1999)

TYLA Committees (May 1996 to December 1997)

Domestic Violence; Minority Involvement: Juvenile Justice

Women's Law Caucus (1992 to 1995)

Served as Committee Member and Co-President in 1993

Judicial Study on the Effectiveness of Protective Orders (1992-1994)

Co-Coordinator and researcher. Initiated by request of three Travis County Judges. For educational purposes and to improve legal services locally and across Texas.

Resident Night Manager, Shelter for Help in Emergency 1990-1992

Completed a 30-hour training course on crisis intervention and domestic violence issues. Responsible for intake, house management and security, 24-hour Domestic Violence Hotline, and crisis intervention with adult and child residents.



## Application for Appointment

Board/Commission:

Name (Last, First, Middle): <b>RANEY, MILBREY E.</b>	
Home Address (Street, City, Zip): <b>4911 STRASS Drive Austin TX 78731</b>	Home Phone: <b>4525376</b>
Mailing Address (Street, City, Zip): <b>Same</b>	Cell Phone: <b>461 4991</b>
Employer: <b>self</b>	Email: <b>mraneym@raneylaw.com</b>
Occupation: <b>Attorney</b>	FAX Number:

Are you a Travis County Resident?

☒ Yes

☐ No

What Precinct do you live in?

☐ Precinct 1

☒ Precinct 2

☐ Precinct 3

☐ Precinct 4

How much time can you devote each month?

☐ 5-8 hours

☐ 13-16 hours

☐ 9-12 hours

☒ More than 16 hours

### Skills and Experience:

☐ Advertising

☒ Finance/ Budget

☐ Marketing

☐ Administration Management

☐ Fund Raising

☐ Operations

☐ Child Care

☐ Government

☐ Public Relations

☐ Consulting

☐ Health Care

☐ Public Safety

☐ Education

☐ Human Resources

☐ Public Speaking

☐ Event Planning

☒ Legal

☐ Sales

☐ Writing/ Communication

☒ Other: Experience as CPS Board member since 10/2006  
Vice President of CPS Board since 10/2008

Attorney on CPS docket for parents and children  
1996 - 2006



## Application for Appointment

Please describe your interest in serving on the Board/Commission and any qualifications, areas of expertise or special interests that relate to your possible appointment. Please specify any other board appointments (past or present) and length of service, if applicable.

• Please see attached.

• References:

Deborah Rizari, CPS Board Chair, 791-5331

Laurie Seemeth, former CPS Board Member,  
925-5350

Ron Hubbard, CPS Board Treasurer,  
972-5028

Please submit your resume with this application, with references and contact information.

I agree to file with the County Judge the attached non-conflict of interest affidavit prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during my tenure on a county board.

Signature: \_\_\_\_\_

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Date: \_\_\_\_\_

3/10/10

## NON-CONFLICT OF INTEREST AFFIDAVIT

### DEFINITION:


"No County appointed official, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence of judgment or action in the performance of his/her official duties."

Know All Men by These Present

Milbrey E Raney has read and understands the definition shown above as it relates to any possible conflict of interest.

The undersigned makes this affidavit as specified to clearly state that his/her appointment to Travis County CPS Board of Directors will not create a conflict of interest on his/her part or on the part of any immediate family member.

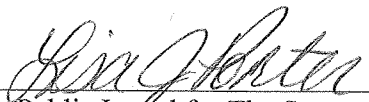
In witness thereof, the undersigned has signed and sealed this instrument on this the 12<sup>th</sup> day of March 2010.

  
\_\_\_\_\_  
Signature of Appointee

March 12, 2010  
\_\_\_\_\_  
Date

Personally appeared before the undersigned, Milbrey Raney, who after being duly sworn, deposes and states that the facts stated in the above affidavit are true. Signed on this 12 day of March 2010.



  
\_\_\_\_\_  
Notary Public In and for The State of  
Texas LISA J. PORTER



C4

## Travis County Commissioners Court Agenda Request

Voting Session Tuesday, June 8, 2010 Work Session \_\_\_\_\_  
(Date) (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 May 25, 2010**

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 MAY 25, 2010

### TRAVIS COUNTY COMMISSIONERS' COURT

On Tuesday, the 25<sup>th</sup> day of May 2010, the Commissioners' Court convened the Voting Session at 9:13 AM in the Commissioners' Courtroom, 1<sup>st</sup> Floor of the Ned Granger Administration Building, 314 West 11<sup>th</sup> Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Commissioners Court record notes that Precinct Four Commissioner Margaret Gómez was not present during this Voting Session.

The Commissioners Court recessed the Voting Session at 11:59 AM.

The Commissioners Court, meeting as the Travis County Bee Cave Road District #1 (Galleria), convened at 1:38 PM and adjourned at 1:38 PM.

The Commissioners Court, meeting as the Travis County Housing Finance Corporation, convened at 1:38 PM and adjourned at 1:41 PM.

The Commissioners Court reconvened the Voting Session at 1:41 PM.

The Commissioners Court retired to Executive Session at 2:31 PM.

The Commissioners Court reconvened the Voting Session at 5:17 PM.

The Commissioners Court adjourned the Voting Session at 5:20 PM.

**PUBLIC HEARINGS**

1. RECEIVE COMMENTS REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: REVISED PLAT OF LOTS 23 AND 24, TRES VISTAS SUBDIVISION (2 TOTAL LOTS). (COMMISSIONER HUBER) (ACTION ITEM #8) (9:13 AM)

**Clerk's Note:** This Item is a public hearing to receive comments. Please refer to Agenda Item 8 for a summary of the action item.

**Motion by** Commissioner Davis **and seconded by** Commissioner Eckhardt to open the public hearing.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

**Members of the Court heard from:** Anna Bowlin, Division Director, Engineering Services, Transportation and Natural Resources (TNR).

**Motion by** Commissioner Davis **and seconded by** Commissioner Huber to close the public hearing.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

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 11 AND 12, BLOCK G OF APACHE SHORES, SECTION 7 SUBDIVISION.  
(COMMISSIONER HUBER) (ACTION ITEM #9) (9:14 AM)

**Clerk's Note:** This Item is a public hearing to receive comments. Please refer to Agenda Item 9 for a summary of the action item.

**Motion by** Commissioner Huber **and seconded by** Commissioner Davis 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	absent

**Members of the Court heard from:** Anna Bowlin, Division Director, Engineering Services, TNR.

**Motion by** Commissioner Huber **and seconded by** Commissioner Eckhardt 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	absent

## **CITIZENS COMMUNICATION**

**Members of the Court heard from:** Gus Peña, Travis County Resident; Kenneth Snyder, Northridge Acres Resident; Maurice Priest, Travis County Resident; Ms. Phillip A. Dick, Travis County Resident; and Ronnie Gjemre, Travis County Resident. (9:15 AM)

**CONSENT ITEMS**

**Members of the Court heard from:** Ronnie Gjemre, Travis County Resident.

**Motion by** Commissioner Davis **and seconded by** Commissioner Huber to approve the following Consent Items: C1-C5 and Items 8, 9, 11, 12, 13, 14, 15.A-C, 18, 19, 20, 21, 23, 25, 26, 27, 28, and 30. (9:33 AM)

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

- C1. RECEIVE BIDS FROM COUNTY PURCHASING AGENT.
- C2. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST COUNTY FUNDS.
- C3. APPROVE MINUTES FOR VOTING SESSION OF MAY 4, 2010.
- C4. APPROVE MINUTES FOR VOTING SESSION OF MAY 11, 2010.
- C5. APPROVE SETTING A PUBLIC HEARING ON JUNE 15, 2010 TO RECEIVE COMMENTS REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE PORTIONS OF TWO FIVE FOOT WIDE PUBLIC UTILITY AND DRAINAGE EASEMENTS, EACH BEING LOCATED ALONG THE SIDE LOT LINES OF LOT 44 WITHIN CAMELOT, SECTION THREE SUBDIVISION. (COMMISSIONER HUBER)

**INTRODUCTIONS**

- 3. INTRODUCTION OF LORI KENNEDY AS NEW MANAGING ATTORNEY FOR THE OFFICE OF PARENTAL REPRESENTATION. (9:36 AM)

**Members of the Court heard from:** Roger Jefferies, Executive Manager, Justice and Public Safety (JPS); Lori Kennedy, Managing Attorney, Office of Parental Representation; and Gus Peña, Travis County Resident.

Discussion only. No formal action taken.

**RESOLUTIONS AND PROCLAMATIONS**

4. APPROVE PROCLAMATION DECLARING FRIDAY, MAY 28, 2010 AS THE "JOHNSTON HIGH SCHOOL 18 MEMORIAL DAY" IN HONOR OF THE YOUNG MEN THAT SACRIFICED THEIR LIVES WHILE IN SERVICE TO THEIR COUNTRY DURING THE WAR IN VIET NAM. (COMMISSIONER GÓMEZ) (9:40 AM)

**Members of the Court heard from:** Dan Arellano, Chair, Johnston High 18 Memorial Committee; and Gus Peña, Travis County Resident.

**Motion by Judge Biscoe and seconded by Commissioner Davis** to approve the Proclamation in Item 4.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

5. CONSIDER AND TAKE APPROPRIATE ACTION ON A PROCLAMATION HONORING THE CITY OF LAGO VISTA UPON THEIR 25<sup>TH</sup> ANNIVERSARY AS AN INCORPORATED CITY. (COMMISSIONER HUBER) (9:47 AM)

**Members of the Court heard from:** Randy Kruger, Mayor, City of Lago Vista; Ron Smith, Councilmember, City of Lago Vista; D'Anne Gloris, Councilmember, City of Lago Vista; Bill Angelo, City Manager, City of Lago Vista; Bob Bradley, Councilmember, City of Lago Vista; Darrel Hunt, Councilmember, City of Lago Vista; and Ronnie Gjemre, Travis County Resident.

**Motion by Commissioner Huber and seconded by Commissioner Davis** to approve the Proclamation in Item 5.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

6. APPROVE RESOLUTION URGING ALL CITIZENS TO RECOGNIZE  
MEMORIAL DAY. (JUDGE BISCOE) (9:53 AM)

**Members of the Court heard from:** Olie Pope, Director, Veterans' Services, Travis County Health and Human Services (TCHHS); James (Red) Towers, District 28 Commander, Veterans of Foreign Wars (VFW); and Ronnie Gjemre, Travis County Resident.

**Motion by Judge Biscoe and seconded by Commissioner Davis** to approve the Resolution in Item 6.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

7. APPROVE RESOLUTION RECOGNIZING THE 38<sup>TH</sup> YEAR OF THE RETIRED  
AND SENIOR VOLUNTEER PROGRAM. (JUDGE BISCOE) (10:05 AM)

**Members of the Court heard from:** Deborah E. Britton, Director, Community Services Division, Travis County Health, Human Services, and Veterans' Services (TCHHS&VS); and Fred Lugo, Director, Travis County Retired Senior Volunteer Program (RSVP).

**Motion by Judge Biscoe and seconded by Commissioner Huber** to approve the Resolution in Item 7.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

## TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS

8. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: REVISED PLAT OF LOTS 23 AND 24, TRES VISTAS SUBDIVISION (2 TOTAL LOTS). (COMMISSIONER HUBER) (9:33 AM)

**Clerk's Note:** Item 8 is the action item for the public hearing on Agenda Item 1.

**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.

9. 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 11 AND 12, BLOCK G OF APACHE SHORES, SECTION 7 SUBDIVISION. (COMMISSIONER HUBER) (9:33 AM)

**Clerk's Note:** Item 9 is the action item for the public hearing on Agenda Item 2.

**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. CONSIDER AND TAKE APPROPRIATE ACTION ON THE USE OF THE LOCAL INITIATIVE PROGRAM GRANT TO PAY FOR AN ALTERNATIVE FUELED/HYBRID VEHICLE. (10:11 AM)

**Members of the Court heard from:** Ronnie Gjemre, Travis County Resident; Adele Noel, Air Quality Project Manager, TNR; Maurice Priest, Travis County Resident; and Jon White, Natural Resources Program Manager, TNR.

**Motion by Judge Biscoe and seconded by Commissioner Huber to approve Item 10.**

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent



11. CONSIDER AND TAKE APPROPRIATE ACTION ON A PLAT FOR RECORDING IN PRECINCT THREE: THE COVES AT SKY RANCH PHASE 1 (16 TOTAL LOTS), AND A SUBDIVISION CONSTRUCTION AGREEMENT WITH HINMAN DEVELOPMENT COMPANY, L.L.C. (COMMISSIONER HUBER) (9:33 AM)

**Clerk's Note:** Item 11 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

12. CONSIDER AND TAKE APPROPRIATE ACTION ON AMENDMENT NO. 1 TO THE ELROY ROAD PARTICIPATION AGREEMENT FOR ADDITIONAL PROFESSIONAL SERVICES AND FENCING PROVIDED BY SR DEVELOPMENT ON THE ELROY ROAD 2001 BOND PROJECT. (COMMISSIONER GÓMEZ) (9:33 AM)

**Clerk's Note:** Item 12 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

13. CONSIDER AND TAKE APPROPRIATE ACTION ON THE TRAVIS COUNTY SUBDIVISION FEE CALCULATION FORM FOR DEVELOPMENT APPLICATIONS OUTSIDE THE CITY OF AUSTIN EXTRATERRITORIAL JURISDICTION, FEES WHICH WERE PREVIOUSLY APPROVED BY THE COMMISSIONERS COURT. (9:33 AM)

**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 REGARDING A REQUEST FROM THE SOLE ADJOINING PROPERTY OWNER, SCHMIDT INVESTMENTS, LTD., FOR PURCHASE OF 1.488 ACRES OF UNUSED, EXCESS, ABANDONED STATE HIGHWAY 20 RIGHT OF WAY, LOCATED ALONG U.S. HIGHWAY 290 WEST IN PRECINCT THREE, AND APPOINTMENT OF A COMMISSIONER OF SALE FOR THE PROPOSED TRANSACTION. (COMMISSIONER HUBER) (9:33 AM)

**Clerk's Note:** Item 14 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**Clerk's Note:** The County Judge noted that by approving Item 14 the Court has appointed Commissioner Karen Huber to be the Commissioner of Sale.

HEALTH AND HUMAN SERVICES DEPT. ITEMS

15. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING ITEMS RELATED TO PLANNING FOR THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS AVAILABLE FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR PROGRAM YEAR 2010:  
(9:33 AM)
- A. REQUEST TO SET JUNE 23, 2010 THROUGH JULY 22, 2010 AS THE 30-DAY PUBLIC COMMENT PERIOD FOR THE PUBLIC TO REVIEW THE DRAFT OF THE ACTION PLAN;
  - B. REQUEST TO SET PUBLIC HEARINGS ON JUNE 29, 2010 AND JULY 13, 2010 TO RECEIVE COMMENT ON THE ACTION PLAN; AND
  - C. REQUEST TO APPROVE THE ADVERTISEMENTS ANNOUNCING THE PUBLIC HEARING DATES AND THE 30-DAY PUBLIC COMMENTS PERIOD TO BE PLACED IN NEWSPAPERS OF GENERAL CIRCULATION.

**Clerk's Note:** Items 15.A-C approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

16. RECEIVE STATUS REPORT FROM TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERAN SERVICES ON ANIMAL CONTROL SERVICES.  
(10:16 AM)

**Members of the Court heard from:** Sherri Fleming, Executive Manager, TCHHS&VS; Ronnie Gjemre, Travis County Resident; and Ana Almaguel, Planner, TCHHS&VS.

Discussion only. No formal action taken.

PLANNING AND BUDGET DEPT. ITEMS

17. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING 700 LAVACA STREET PROPERTY: (11:20 AM)

- A. DESIGNATE LOCATION OF COMMISSIONERS COURT OFFICES WITHIN THE BUILDING; AND

**Members of the Court heard from:** Roger El Khoury, Director, Facilities Management; Jim Barr, Senior Project Manager, Facilities Management; and Ken Gaede, Project Manager, Facilities Management.

Discussion only. No formal action taken.

Item 17.A to be reposted on June 1, 2010.

17. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING 700 LAVACA STREET PROPERTY: (2:31 PM) (5:17 PM)

- B. DELEGATE TO CORE TEAM AUTHORITY TO NEGOTIATE TRANSITIONAL LEASE TERMS WITH TENANTS. (THESE ITEMS MAY BE TAKEN INTO EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN. 551.071, CONSULTATION WITH ATTORNEY, AND GOV'T. CODE ANN. 551.072, REAL PROPERTY)

**Clerk's Note:** Judge Biscoe announced that Item 17.B 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 authorize a team to work with the broker, Keith Zimmerman, to negotiate transitional lease terms with tenants at 700 Lavaca Street.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

18. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (9:33 AM)

**Clerk's Note:** Item 18 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**Clerk's Note:** The County Judge noted that by approving Item 1 the Court authorized the change in Transfer Item T2 requested by the Planning and Budget Office (PBO).

19. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING ANNUAL CONTRACT WITH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS FOR HEALTH AND HUMAN SERVICES AND VETERANS SERVICES TO CONTINUE TO PROVIDE WEATHERIZATION REPAIRS FOR LOW INCOME HOUSEHOLDS THROUGH THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM WEATHERIZATION PROGRAM. (9:33 AM)

**Clerk's Note:** Item 19 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

### **ADMINISTRATIVE OPERATIONS ITEMS**

20. 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 \$902,612.71 FOR THE PERIOD OF MAY 7 TO MAY 13, 2010. (9:33 AM)

**Clerk's Note:** Item 20 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

21. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED ROUTINE PERSONNEL AMENDMENTS. (9:33 AM)

**Clerk's Note:** Item 21 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**22. DISCUSS AND TAKE APPROPRIATE ACTION ON TRAVIS COUNTY  
EMPLOYEE BENEFIT PLAN: (1:49 PM)**

- A. REVISED DEFINITIONS OF DEPENDENTS;**
- B. DOCUMENTATION REQUIRED TO SUBSTANTIATE DEPENDENT  
COVERAGE; AND**
- C. DEPENDENT AUDIT PROCESS AND VENDOR.**

**Clerk's Note:** Items 22.A-C are associated with one another and were called for concurrent discussion.

**Clerk's Note:** The Court discussed giving tentative approval on Items 22.A-C for presentation to employees at the Public Hearing on June 16, 2010 at 4:30 PM. Final approval will be given after the Public Hearing.

**Members of the Court heard from:** Dan Mansour, Risk and Benefits Manager, Human Resources Management Department (HRMD); Cindy Purinton, Benefit Administrator, HRMD; and Cyd Grimes, Travis County Purchasing Agent.

**Motion by Judge Biscoe and seconded by Commissioner Davis** to tentatively approve Items 22.A-C.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

**23. CONSIDER AND TAKE APPROPRIATE ACTION ON EXTENSION  
AGREEMENT FOR AND RATIFICATION OF INTERLOCAL AGREEMENT FOR  
ENERGY SERVICES BETWEEN AUSTIN ENERGY AND TRAVIS COUNTY.  
(9:33 AM)**

**Clerk's Note:** Item 23 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

## PURCHASING OFFICE ITEMS

24. AUTHORIZE PURCHASING AGENT TO COMMENCE NEGOTIATIONS WITH THE MOST HIGHLY QUALIFIED FIRM, HUITT-ZOLLARS, INC., RFQ NO. Q100091-LP, PROFESSIONAL ENGINEERING SERVICES FOR HAMILTON POOL ROAD IMPROVEMENTS. (10:43 AM)

**Members of the Court heard from:** Marvin Brice, Construction Procurement Management, Purchasing; Hugh Winkler, Travis County Resident; Nell Penridge, Travis County Resident; Steve Manilla, Director, Public Works, TNR; and Maura Uric, Travis County Resident .

Discussion only. No formal action taken.

Item 24 to be reposted on June 1, 2010.

25. APPROVE CONTRACT AWARD FOR COPY PAPER, IFB NO. B100141-LD, TO THE LOW BIDDER, UNISOURCE. (9:33 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. APPROVE CONTRACT AWARD FOR TEMPORARY EMERGENCY RESIDENTIAL HOUSING SERVICES, RFS NO. S100126-DW, TO THE THREE QUALIFIED RESPONDENTS, SOUTHERN CORRECTIONS OF AUSTIN, L.L.C., (PS100126DW); BURKES SUPERVISED LIVING CENTER (PS100196DW) AND A NEW ENTRY (PS100197DW). (9:33 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. APPROVE CONTRACT AWARD FOR NEW PRECINCT ONE OFFICE BUILDING, IFB NO. B100034-DG, TO THE LOW RESPONSIVE BIDDER, WORKMAN COMMERCIAL CONSTRUCTION, LTD. (9:33 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. APPROVE CONTRACT AWARD FOR PROFESSIONAL MECHANICAL, ELECTRICAL, PLUMBING AND FIRE ALARM/FIRE SUPPRESSION SPRINKLERS SYSTEMS FOR TRAVIS COUNTY ADMINISTRATION BUILDING AT 700 LAVACA STREET TO BURY+PARTNERS, INC. (9:33 AM)

**Clerk's Note:** Item 28 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

### **OTHER ITEMS**

29. RECEIVE AND DISCUSS AS NECESSARY THE FIRST REVENUE ESTIMATE FOR THE FISCAL YEAR 2011 BUDGET PROCESS. (1:41 PM)

**Members of the Court heard from:** Blain Keith, Chief Assistant County Auditor, Travis County Auditor's Office.

Discussion only. No formal action taken.

30. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM THE TRAVIS COUNTY SHERIFF'S OFFICE TRAINING ACADEMY FOR USE OF THREE PARKING AREAS AT THE TRAVIS COUNTY EXPOSITION CENTER FROM AUGUST 16 THROUGH 19, 2010 TO CONDUCT BASIC PEACE OFFICER COURSE LAW ENFORCEMENT DRIVER TRAINING. (9:33 AM)

**Clerk's Note:** Item 30 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**31. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:  
(2:15 PM)**

- A. RECEIVE UPDATE FROM THE TRAVIS COUNTY EFFICIENCY COMMITTEE;**
- B. RECEIVE UPDATE FROM THE TRAVIS COUNTY GREEN COMMITTEE;  
AND**
- C. PROVIDE DIRECTION FOR NEXT STEPS. (COMMISSIONER ECKHARDT)**

**Clerk's Note:** Items 31.A-C are associated with one another and were called for concurrent discussion.

**Members of the Court heard from:** Rodney Rhoades, Executive Manager, Planning and Budget Office (PBO); and Jon White, Natural Resources Program Manager, TNR.

Discussion only. No formal action taken.

**EXECUTIVE SESSION ITEMS**

Note 1 Gov't Code Ann 551.071, Consultation with Attorney

Note 2 Gov't Code Ann 551.072, Real Property

Note 3 Gov't Code Ann 551.074, Personnel Matters

Note 4 Gov't Code Ann 551.087, Economic Development Negotiations

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.

**32. DISCUSS AND TAKE APPROPRIATE ACTION ON ECONOMIC  
DEVELOPMENT PROJECT IN PRECINCT ONE. <sup>4</sup> (2:31 PM) (5:17 PM)**

**Clerk's Note:** Judge Biscoe announced that Item 32 would be considered in Executive Session pursuant Gov't Code Ann 551.087, Economic Development Negotiations.

Discussion only. No formal action taken.

Item 32 to be reposted on June 1, 2010.



33. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE POTENTIAL PURCHASE OF REAL ESTATE IN CENTRAL AUSTIN. <sup>1</sup>  
(2:31 PM) (5:18 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.

Discussion only. No formal action taken.

Item 33 to be reposted on June 1, 2010.

34. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE POTENTIAL PURCHASE OF REAL ESTATE FROM TRAVIS REALTY CORP. FOR PROPERTY LOCATED AT 700 LAVACA STREET. <sup>1 AND 2</sup> (2:31 PM)  
(5:18 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.

Discussion only. No formal action taken.

Item 34 to be reposted on June 1, 2010.

35. CONSIDER AND TAKE APPROPRIATE ACTION ON ACQUISITION OF APPROXIMATELY 15.0 ACRES OF LAND ON FISHER HOLLOW OWNED BY JAVIER SALDIVAR, IN CONNECTION WITH THE BALCONES CANYONLANDS CONSERVATION PLAN. (COMMISSIONER HUBER) <sup>2</sup>  
(2:31 PM) (5:18 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.

**Motion by** Commissioner Huber **and seconded by** Commissioner Eckhardt to approve that acquisition.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

**Clerk's Note:** The County Judge noted that land would be acquired for \$390,000.00.

36. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING SELECTION OF AND FUNDING MECHANISMS FOR PURCHASE OF OPEN SPACE LAND IN PRECINCT ONE. (COMMISSIONER DAVIS) <sup>1 AND 2</sup> (2:31 PM) (5:19 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 and Gov't. Code Ann. 551.072, Real Property.

Discussion only. No formal action taken.

37. RECEIVE BRIEFING FROM RETAINED OUTSIDE COUNSEL AND TAKE APPROPRIATE ACTION REGARDING CAUSE NO. A-09-CA-280-LY; J. ADAN BALLESTEROS VS. TRAVIS COUNTY, TEXAS AND BOB VANN; IN THE UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF TEXAS, AUSTIN DIVISION, AND RESPOND TO ANY OFFERS TO COMPROMISE CLAIM. <sup>1</sup> (2:31 PM) (5:20 PM)

**Clerk's Note:** Judge Biscoe announced that Item 37 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

**Motion by Commissioner Eckhardt and seconded by Commissioner Davis** that we go with the first option discussed with counsel, Option A.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

38. CONSIDER AND TAKE APPROPRIATE ACTION ON ACQUISITION OF APPROXIMATELY 25.0 ACRES OF LAND ON LIME CREEK ROAD, IN CONNECTION WITH THE BALCONES CANYONLANDS CONSERVATION PLAN. <sup>2</sup> (2:31 PM) (5:20 PM)

**Clerk's Note:** Judge Biscoe announced that Item 38 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 Davis that we purchase the land for the amount of \$350,000.00.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

**Clerk's Note:** The County Judge noted that the Court would be purchasing the land from Independent Bank.

39. RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION REGARDING DIRECTOR OF TRAVIS COUNTY EXPOSITION CENTER. <sup>3</sup> (2:31 PM) (5:20 PM)

**Clerk's Note:** Judge Biscoe announced that Item 39 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.074, Personnel Matters.

Discussion only. No formal action taken.

**Samuel T. Biscoe, Travis County Judge**

#

C5

**Travis County Commissioners Court Agenda Request**Voting Session 6/08/10  
(Date)Work Session \_\_\_\_\_  
(Date)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 approving the setting of a Public Hearing on June 29, 2010, to receive comments regarding a request to authorize the filing of an instrument to vacate three portions of Old Highway 20 South, Precinct 3.**C. Approved by: Karen Huber  
Commissioner Karen Huber, Precinct One

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:

Chris Gilmore: 854-9415 Mike Martino: 854-4659  
Anna Bowlin: 854-7561 Austin American Statesman

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  
☐ GrantHuman Resources Department (854-9165)☐ A change in your department's personnel (reclassifications, etc.)Purchasing Office (854-9700)☐ Bid, Purchase Contract, Request for Proposal, ProcurementCounty Attorney's Office (854-9415)☐ Contract, Agreement, Policy & Procedure**AGENDA REQUEST DEADLINE:** This Agenda Request complete with backup memorandum and exhibits **MUST** be submitted to the County Judge's Office no later than 5:00 p.m. on Tuesday for the following week's meeting. Late or incomplete requests will be deferred.RECEIVED  
COUNTY JUDGE'S OFFICE  
10 JUN -1 PM 3:49



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

### MEMORANDUM

DATE: May 19, 2010

TO: Members of the Commissioners' Court

THROUGH: Joseph P. Gieselman, Executive Manager

FROM: Anna Bowlin, Division Director of Development Services

MOTION: Consider and take appropriate action on approving the setting of a public hearing on June 29, 2010, to receive comments regarding a request to authorize the filing of an instrument to vacate three portions of Old Highway 20 South, in Precinct 3.

#### **Summary and Staff Recommendation:**

Travis County Commissioners' Court abandoned a portion of this right-of-way in 1958. However, abandoned simply means that the County abandons all County interest in the right-of-way, but it still remains a right-of-way. Additionally, in 1980, when an employee of Travis County asked the State Department of Highways and Transportation to relinquish the right-of-way, the Highway Department refused.

Now three property owners have received Texas Transportation Commission Minute Orders and Quitclaim Deeds from Rick Perry Governor of Texas releasing all State interest in the old state right-of-way which crosses their property. This allows Travis County to vacate the right-of-way to the property owners.

Additionally, Travis County owns, in fee, a portion of the right-of-way of Old Highway 20, also known as US 290 South, as it crosses the property owned by Robert Schmidt. That portion is to be approved for sale to Robert Schmidt by the action of the Commissioners' Court on May 25, 2010. This action allows Travis County to complete the vacation of the dedicated right-of-way across Mr. Schmidt's property. The other two property owners, Mr. and Mrs. Gerald Powell and Ms. Carroccio, only have dedicated right-of-way across their property to be vacated.

#### **Issues and Opportunities:**

In some cases the property owners have tried for years to have this right-of-way removed from their property. Additionally, now that the process is established, there are three other property owners who may follow this process to remove this encumbrance from their property.

#### **Budgetary and Fiscal Impact:**

None.

May 19, 2010

Page 2

**Required Authorizations:**

None.

**Exhibits: Only copies of some of the items are included at this time.**

**Schmidt:**

Letter of Request

Minute Order

Quitclaim Deed

Order of Vacation

Field Notes and Sketch

Letters from neighbors

Letters from utility companies

Location Map

**Powell:**

Letter of Request

Minute Order

Quitclaim Deed

Order of Vacation

Field Notes and Sketch

Letters from neighbors

Letters from utility companies

Location Map

**Carroccio:**

Letter of Request

Minute Order

Quitclaim Deed

Order of Vacation

Field Notes and Sketch

Letters from neighbors

Letters from utility companies

Location Map

DV:AB:dv

4100 Old Hwy 20 ROW vacation

10-ROW-01

TEXAS TRANSPORTATION COMMISSION

TRAVIS County

MINUTE ORDER

Page 1 of 1

AUSTIN District

In TRAVIS COUNTY, on US 290, the State of Texas used certain land to which there is no record title in the name of the state or county.

Portions of the land (surplus land), described in Exhibit A and Exhibit B, are no longer needed for a state highway purpose.

In accordance with V.T.C.A., Transportation Code, Chapter 202, Subchapter B, the Texas Transportation Commission (commission) may recommend the quitclaim of property to which there is no record title to abutting property owners at the request of the county or municipality.

Schmidt Investments, Ltd., a Texas limited partnership, is the abutting landowner to the surplus land described in Exhibit A and has requested that the surplus land be quitclaimed to the partnership.


Gerald D. Powell and wife, Bettina M. Powell, are the abutting landowners to the surplus land described in Exhibit B and have requested that the surplus land be quitclaimed to them.

The county has requested that the surplus land be quitclaimed to the abutting landowners.

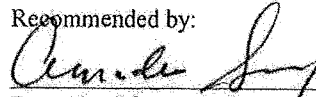
It is the opinion of the commission that it is proper and correct that the state quitclaim its rights and interest in the surplus land to the abutting landowners.

NOW, THEREFORE, the commission finds that the surplus land is no longer needed for a state highway purpose and recommends, subject to approval by the attorney general, that the Governor of Texas execute a proper instrument quitclaiming all of the state's rights and interest in the surplus land described in Exhibit A to Schmidt Investments, Ltd., a Texas limited partnership, and a proper instrument quitclaiming all of the state's rights and interest in the surplus land described in Exhibit B to Gerald D. Powell and wife, Bettina M. Powell.

Submitted and reviewed by:

  
\_\_\_\_\_  
Director, Right of Way Division

Recommended by:

  
\_\_\_\_\_  
Executive Director

**111956 AUG 27 09**

Minute  
Number

Date  
Passed



**SCHMIDT INVESTMENTS, LTD.  
3422 SOUTH LAMAR BLVD.  
AUSTIN, TEXAS 78704  
(512) 750-6431 Tel.  
(512) 447-5451 Fax.  
mail@schmidt-denn.net**

March 29, 2010

Mike Martino, Right-of-Way Agent  
Travis County, TNR  
411 West 13<sup>th</sup> Street, 10<sup>th</sup> floor  
P. O. Box 1748  
Austin, TX 78767

**Re.: The abandoned SH 20 prescriptive easement crossing the front of our property, located at the northwest corner of Scenic Brook Drive and US 290 West, including the 1.488 acre "Fritz Koerner to County Judge, Vol. 361, Page 103, May 10, 1924" deeded portion of said ROW located within the prescriptive easement**

Dear Mike:

This letter is our formal application to the Travis County Commissioners Court to vacate the above referenced prescriptive easement, including our request to purchase the deeded portion of that easement for the amount recommended by the appraiser. We would like to formally vacate this abandoned roadway so we can perfect our title to this property.

Enclosed please find the following documents to complete our application:

1. Submittal Fee check for \$680.00.
2. Letter from Gerry Powell, the property owner adjacent to the easement, stating that he has no objection to the vacation.
3. Letter from Pedernales Electric Co-op stating that they have no objection to the vacation of the easement.
4. Letter from AT&T stating that they have no objection to the vacation of the easement.
5. Easement Requirement Statement For Vacation of Property form from Time Warner Cable-Central Texas certifying that they have no objection.
6. Easement Requirement Statement For Vacation of Property form from Texas Gas Service certifying that they have no objection.
7. Letter from City of Austin Water and Wastewater Utilities stating that they have no objection to the vacation of the old roadway easement.
8. Easement Requirement Statement For Vacation Of Right-Of-Way form from the City of Austin Development Services Department certifying that they have no objection.

Mike Martino, Right-of-Way Agent  
March 29, 2010  
Page 2

I believe you already have all the title, survey, and appraisal documents you need. If there is anything else you need to complete this application please let me know and I will supply it immediately.

If it is convenient for you, we can close this transaction at our title company:

Elizabeth Young, Commercial Escrow Officer

Gracy Title

100 Congress Ave., Suite 100

Austin, TX 78701

(512) 322-8728 Tel.

(512) 472-3101 Fax.

Thank you so much for your help in expediting this matter.

Yours very truly,

  
Robert Schmidt



DEED

2009173954

9 PGS

9

**QUITCLAIM DEED****STATE OF TEXAS**

§

**COUNTY OF TRAVIS**

§

§

In TRAVIS COUNTY, on US 290, the State of Texas used certain land to which there is no record title in the name of the state or county.

A portion of the land, described in Exhibit A, is no longer needed for a state highway purpose.

In accordance with V.T.C.A., Transportation Code, Chapter 202, Subchapter B, the Texas Transportation Commission may recommend the quitclaim of property to which there is no record title to abutting property owners at the request of the county or municipality.

Schmidt Investments, Ltd., a Texas limited partnership, is the abutting landowner to the surplus land and has requested that the surplus land be quitclaimed to the partnership.

The county has requested that the surplus land be quitclaimed to the abutting landowner.

The Texas Transportation Commission at its meeting on August 27, 2009, as shown by the official minutes of the Texas Transportation Commission, passed Minute No. 111956 recommending, subject to approval by the Attorney General, that the Governor of Texas execute a proper instrument quitclaiming to

**SCHMIDT INVESTMENTS, LTD., A TEXAS LIMITED PARTNERSHIP**

hereinafter referred to as Grantee, whether one or more, the State's interest in the surplus land in consideration of the foregoing premises as authorized by V.T.C.A., Transportation Code, Chapter 202, Subchapter B;

NOW, THEREFORE, I, RICK PERRY, GOVERNOR OF THE STATE OF TEXAS, by virtue of the power vested in me by law and in accordance with the laws of the State of Texas, for and in consideration of the foregoing premises, and other good and valuable consideration, the receipt of which is hereby acknowledged, have RELEASED, REMISED and QUITCLAIMED and do by these presents RELEASE, REMISE and QUITCLAIM unto

**SCHMIDT INVESTMENTS, LTD., A TEXAS LIMITED PARTNERSHIP**

the State's interest in that certain tract or parcel of land situated in Travis County, Texas, which is more particularly described in Exhibit A.

This quitclaim is made subject to the continued rights of existing utilities, if any, as provided by law, and any required adjustment will be at no cost to the State. In addition, this quitclaim is subject to all matters of public record and to all easements, leases, agreements or licenses, or other interests which affect the property, and to any matter which would be disclosed by title examination, survey, investigation or inquiry, including but not limited to the rights of parties in possession.

**THIS QUITCLAIM OF THE PROPERTY IS MADE ON AN "AS IS" BASIS, WITH ALL FAULTS AND WITH ANY AND ALL LATENT AND PATENT DEFECTS. BY ACCEPTANCE HEREOF, GRANTEE ACKNOWLEDGES THAT GRANTEE HAS NOT RELIED UPON ANY COVENANT, REPRESENTATION OR WARRANTY, ORAL OR WRITTEN, EXPRESS OR**

IMPLIED, BY GRANTOR OR BY ANY REPRESENTATIVE OF GRANTOR WITH RESPECT TO THE PROPERTY, AND THAT NEITHER GRANTOR NOR ANY REPRESENTATIVE OF GRANTOR HAS MADE ANY COVENANT, REPRESENTATION OR WARRANTY, ORAL OR WRITTEN, EXPRESS OR IMPLIED, OF MERCHANTABILITY, MARKETABILITY, PHYSICAL CONDITION, PRESENCE OF HAZARDOUS MATERIALS, VALUATION, UTILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. GRANTEE ACKNOWLEDGES AND AGREES THAT GRANTEE HAS INSPECTED THE PROPERTY AND THE PHYSICAL AND TOPOGRAPHIC CONDITION OF THE PROPERTY AND ACCEPTS QUIETCLAIM TO THE PROPERTY "AS IS" IN ITS EXISTING PHYSICAL AND TOPOGRAPHIC CONDITION AND THAT GRANTEE IS RELYING ON GRANTEE'S OWN EXAMINATION OF THE PROPERTY.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in any wise belonging unto said Grantee and Grantee's heirs, successors and/or assigns forever, subject to the reservations and exceptions described herein.

IN TESTIMONY WHEREOF, I have caused the Seal of the State to be affixed.

Executed this the 22nd day of September, 2009.



Rick Perry

RICK PERRY  
GOVERNOR OF TEXAS

Recommended for Approval:

Amadeo Saenz, Jr.

Amadeo Saenz, Jr. P.E.  
Executive Director

Attest:

Hope Andrade

Hope Andrade  
Secretary of State

Approved:

Greg Abbott  
Attorney General

By:

Anthony J. Blasi

Anthony J. Blasi  
Assistant Attorney General

NOTE TO COUNTY CLERK: PROPERTY CODE § 12.006 AUTHORIZES THE RECORDATION OF THIS INSTRUMENT WITHOUT ACKNOWLEDGMENT OR FURTHER PROOF OF THE SIGNATURE OF THE GOVERNOR.

*Field notes and map of entire easement  
to be vacated*

3.094 ACRES  
ABANDONED STATE HIGHWAY 20  
SCHMIDT INVESTMENTS, LTD.

FN. NO. 09-047(AJM)  
FEBRUARY 25, 2009  
BPI JOB NO. 1212-12

#### DESCRIPTION

OF 3.094 ACRES OF LAND BEING A PORTION OF THAT CERTAIN 9.803 ACRE TRACT OF LAND CONVEYED TO ROBERT M. SCHMIDT, ET. AL., BY DEED OF RECORD IN VOLUME 12946, PAGE 1836, AND THAT CERTAIN 30.98 ACRE TRACT OF LAND CONVEYED TO ROBERT M. SCHMIDT, ET. AL., BY DEED OF RECORD IN VOLUME 12946, PAGE 1939, BOTH OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS; SAID 3.094 ACRE TRACT ALSO BEING A PORTION OF THE ABANDONED STATE HIGHWAY 20 RIGHT-OF-WAY AS SHOWN ON A 1932 TRAVIS COUNTY RIGHT-OF-WAY MAP; SAID 3.094 ACRE OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**COMMENCING**, at a concrete highway monument found at an angle point in the northerly right-of-way line of U.S. Highway 290 (R.O.W. width varies) being at Highway Station 243+00, 60.0' Lt., same being an angle point in the southerly line of said 30.98 acre tract;

**THENCE**, N68°51'44"W, along a portion of the common line of U.S. Highway 290 and said 30.98 acre tract, a distance of 112.86 feet to a calculated point at or near a fence post at the most southeasterly corner of Lot 15, Forest Park, a subdivision of record in Book 75, Page 245 of the Plat Records of Travis County, Texas, same being the southwesterly corner of said 30.98 acre tract, from which a concrete highway monument found at the point of curvature in the northerly line of U.S. Highway 290, being the southerly line of said Lot 15, being at Highway Station 241+08.5, 70.0 Lt. bears N68°51'44"W, a distance of 79.56 feet;

**THENCE**, N22°04'42"E, leaving the northerly line of U.S. Highway 290, with a wire fence generally located along the common line of said Lot 15 and said 30.98 acre tract, a distance of 30.51 feet to a point in the calculated southerly line of Abandoned State Highway 20 (70' R.O.W.) for the **POINT OF BEGINNING** and southwesterly corner hereof;

**THENCE**, N22°04'42"E, leaving the calculated southerly line of Abandoned State Highway 20, and continuing along a portion of said wire fence generally located with the common line of said Lot 15 and said 30.98 acre tract, a distance of 70.50 feet to a point in the calculated northerly line of Abandoned State Highway 20, for the northwesterly corner hereof, from which a 3/8 inch iron rod found at an angle point in the easterly line of said Lot 15 bears N22°04'42"E, a distance of 49.58 feet;

FN 09-047 (AJM)  
FEBRUARY 25, 2009  
PAGE 2 OF 3

**THENCE**, leaving the fenced easterly line of said Lot 15, over and across said 30.98 acre tract and said 9.803 acre tract, with the calculated northerly line of Abandoned State Highway 20, the following two (2) courses and distances:

- 1) S74°46'10"E, a distance of 1474.29 feet to the point of curvature of a tangent curve to the right;
- 2) Along said tangent curve to the right, having a radius of 1467.70, a central angle of 17°44'08", an arc length of 454.32 feet and a chord which bears, S65°54'10"E, a distance of 452.51 feet to the end of said curve, being a point in the calculated westerly right-of-way line of Scenic Brook Drive (50' R.O.W.), formerly Phoenix Drive, same being the easterly line of said 9.803 acre tract, for the northeasterly corner hereof, from which a 1/2 inch iron rod found at the intersection of the southerly right-of-way line of Haskell Drive (50' R.O.W.) and the easterly line right-of-way line of Scenic Brook Drive, same also being the northwesterly corner of Lot 1, Westoak Section Three, a subdivision of record in Book 19, Page 61 of said Plat Records, bears N27°57'13"E, a distance of 197.03 feet and S62°02'47"E, a distance of 50.00 feet;

**THENCE**, S27°57'13"W, leaving the calculated northerly line of Abandoned State Highway 20, along a portion of said westerly line of Scenic Brook Drive, same being the easterly line of said 9.803 acre tract, a distance of 70.28 feet to the calculated southerly line of Abandoned State Highway 20, for the southeasterly corner hereof and the beginning of a non-tangent curve to the left, from which a railroad spike found at the intersection of the easterly right-of-way line of Scenic Brook Drive and the northerly right-of-way line of U.S. Highway 290, same also being the southwesterly corner of said Lot 1, Westoak Section Three, bears S27°57'13"W, a distance of 33.55 feet, and S81°25'46"E, a distance of 53.00 feet, and also from which a concrete highway monument found at an angle point in the northerly right-of-way line of U.S. Highway 290 being at Highway Station 259+00, 60.0' Lt., bears S27°57'13"W, a distance of 33.55 feet, and N81°25'46"W, a distance of 202.51 feet;

**THENCE**, leaving the westerly line of Scenic Brook Drive, over and across said 30.98 acre tract and said 9.803 acre tract, with the calculated southerly line of Abandoned State Highway 20, the following two (2) courses and distances:

- 1) Along said non-tangent curve to the left, having a radius of 1397.70, a central angle of 17°59'14", an arc length of 438.79 feet and a chord which bears, N65°46'37"W, a distance of 436.99 feet to the end of said curve;


FN 09-047(AJM)  
FEBRUARY 25, 2009  
PAGE 3 OF 3

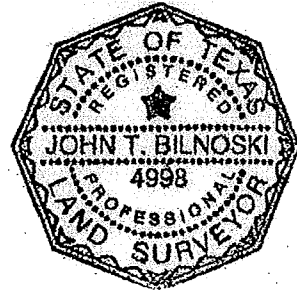
- 2) N74°46'10"W, a distance of 1482.70 feet to the **POINT OF BEGINNING** containing an area of 3.094 acres (134,753 sq. ft.) of land, more or less, within these metes and bounds;

**BEARING BASIS:** THE BASIS OF BEARING IS REFERENCED TO THE TEXAS COORDINATE SYSTEM, NAD83(93), CENTRAL ZONE UTILIZING LCRA GPS CONTROL MONUMENTS A0N2, E164 AND 171.

I, JOHN T. BILNOSKI, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY STATE THAT THIS DESCRIPTION IS BASED UPON A SURVEY MADE ON THE GROUND BY BURY+PARTNERS, INC. UNDER MY DIRECTION AND SUPERVISION. A SURVEY EXHIBIT WAS PREPARED TO ACCOMPANY THIS DESCRIPTION.

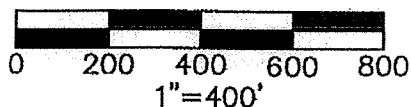
BURY + PARTNERS, INC.  
ENGINEERING-SOLUTIONS  
221 WEST SIXTH ST., SUITE 600  
AUSTIN, TEXAS 78701

  
2/25/09  
JOHN T. BILNOSKI, R.P.L.S.  
NO. 4998  
STATE OF TEXAS

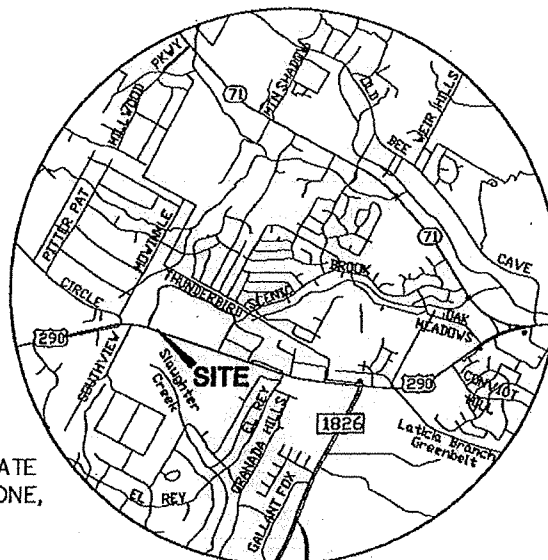
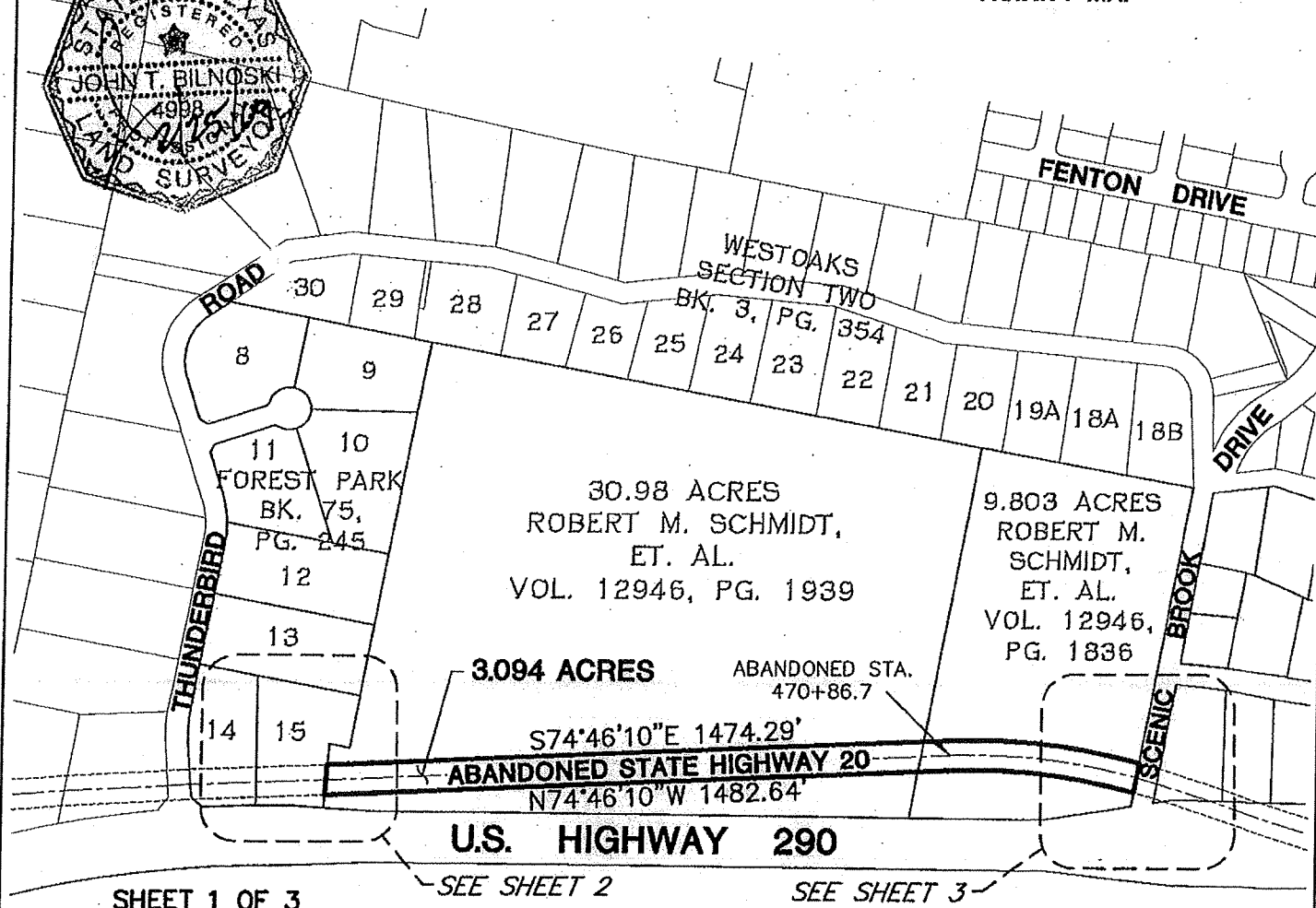
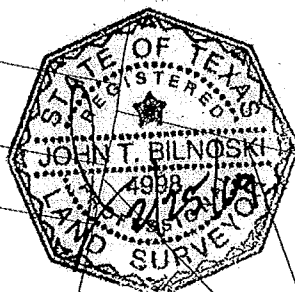


**SURVEY NOTE:**

THE ABANDONED STATE HIGHWAY 20 RIGHT-OF-WAY SHOWN HEREON IS BASED ON A 1932 TRAVIS COUNTY COUNTY RIGHT-OF-WAY MAP AND A TxDOT 1956 U.S. HIGHWAY 290 RIGHT-OF-WAY MAP AND FIELD LOCATIONS OF A COMBINATION OF OLD FENCE POSTS ON THE NORTH AND SOUTH SIDES OF AN OLD ROAD BED, NAILS FOUND ALONG THE CENTER OF THE REMAINS OF PAVING AND AN OLD CULVERT FOUND ON SITE.

**BEARING BASIS**

THE BASIS OF BEARINGS SHOWN HEREON IS THE TEXAS COORDINATE SYSTEM, NAD83(93) CENTRAL ZONE, REFERENCED TO LCRA GPS CONTROL MONUMENTS: AON2, E169 AND E171.

**VICINITY MAP**

**Bury+Partners**  
ENGINEERING SOLUTIONS  
221 West Sixth Street, Suite 600  
Austin, Texas 78701  
Tel. (512)328-0011 Fax (512)328-0326  
Bury+Partners, Inc. ©Copyright 2009

**SKETCH TO ACCOMPANY DESCRIPTION**  
OF 3.094 ACRES OF LAND BEING A PORTION OF THAT CERTAIN 9.803 ACRE TRACT OF LAND CONVEYED TO ROBERT M. SCHMIDT, ET. AL., BY DEED OF RECORD IN VOLUME 12946, PAGE 1836 AND THAT CERTAIN 30.98 ACRE TRACT OF LAND CONVEYED TO ROBERT M. SCHMIDT, ET. AL., BY DEED OF RECORD IN VOLUME 12946, PAGE 1939, BOTH OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.

**SCHMIDT  
INVESTMENTS,  
LTD.**

DATE: 02/25/09 FILE: H:\1212\12\121212EX2.dwg

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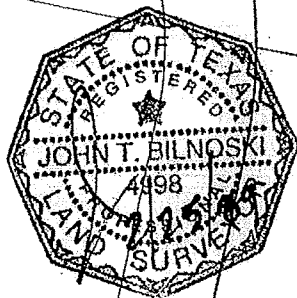
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10



12

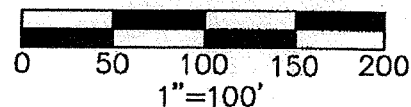
FOREST PARK  
BK. 75, PG. 245

13

THUNDERBIRD ROAD  
(50' WIDTH R.O.W.)

14

15



30.98 ACRES  
ROBERT M. SCHMIDT,  
ET. AL.  
VOL. 12946, PG. 1939

ABANDONED  
STATE HIGHWAY 20  
(70' WIDE R.O.W.)

P.O.B.

S74°46'10"E 1474.29'

ABANDONED  
STA. 484+65.2

CALCULATED CENTERLINE

N74°46'10"W 1482.70'

LINE TABLE

LINE	BEARING	LENGTH
L1	N68°51'44"W	112.86
L2	N68°51'44"W	79.56
L3	N22°04'42"E	30.51
L4	N22°04'42"E	70.50
L5	N22°04'42"E	49.58

STA. 241+08.5  
70.0' LT.

**U.S. HIGHWAY 290**

(R.O.W. WIDTH VARIES)

P.O.C.

STA. 243+00  
60.0' LT.

SHEET 2 OF 3

**Bury+Partners**  
ENGINEERING SOLUTIONS  
221 West Sixth Street, Suite 600  
Austin, Texas 78701  
Tel. (512)328-0011 Fax (512)328-0325  
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**SCHMIDT  
INVESTMENTS,  
LTD.**

DATE: 02/25/09

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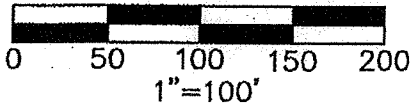
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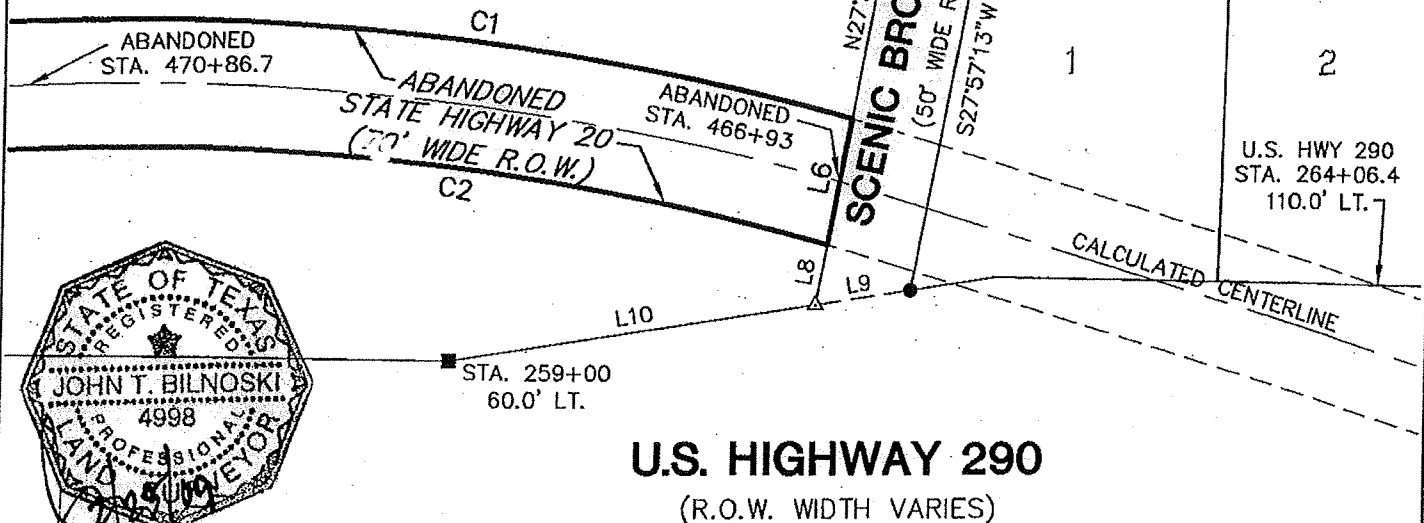
PROJ. No: 1212-12

# LEGEND

- 1/2" IRON ROD FOUND  
(UNLESS NOTED OTHERWISE)
- CONCRETE MONUMENT FOUND
- △ CALCULATED POINT
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT



9.803 ACRES  
ROBERT M. SCHMIDT,  
ET. AL.  
VOL. 12946, PG. 1836



## LINE TABLE

LINE	BEARING	LENGTH
L6	S27°57'13"W	70.28
L7	S62°02'47"E	50.00
L8	S27°57'13"W	33.55
L9	S81°25'46"E	53.00
L10	N81°25'46"W	202.51

## CURVE TABLE

No.	Delta	Radius	Arc Length	Chord Length	Chord Bearing
C1	17°44'08"	1467.70	454.32	452.51	S65°54'10"E
C2	17°59'14"	1397.70	438.79	436.99	N65°46'37"W

SHEET 3 OF 3

**Bury+Partners**  
ENGINEERING SOLUTIONS  
221 West Sixth Street, Suite 600  
Austin, Texas 78701  
Tel. (512)328-0011 Fax (512)328-0325  
Bury+Partners, Inc. ©Copyright 2009

**SKETCH TO ACCOMPANY DESCRIPTION**  
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**SCHMIDT  
INVESTMENTS,  
LTD.**

DATE: 02/25/09

FILE: H:\1212\12\121212EX2.dwg

FN No.: FN07-047(AJM)

DRAWN BY: AJM

PROJ. No: 1212-12

Gerry Powell  
8504 Highway 290 West  
Austin, TX 78736  
(512)296-5424  
gpowell001@austin.rr.com

March 22, 2010

Travis County Commissioners' Court

We, Gerald D. and Bettina M. Powell, owners of 8504 Highway 290 West, Austin, TX 78736, Forest Park Lot 15, a subdivision of record in book 75 page 245 of the plat records of Travis County, request the old portion of Highway 20 that bisects our lot be vacated in accordance with Travis County Code 82.801.

This old R-O-W was abandoned by Travis County Commissioners' Court Aug. 11, 1958. This old R-O-W is not in use by the public and is located entirely within our private property.

attachments:

Title policy

quitclaim by State of Texas with survey attached

Forest Park subdivision plat, book 75, page 245

agreement of utilities serving the area

agreement of the COA ETJ

agreement of adjacent landowners

non-refundable fee of \$680

*Gerry Powell* 3-29-10  
*Bettina M. Powell*

ORIGINAL  
FILED FOR RECORD

**QUITCLAIM DEED**

STATE OF TEXAS       §  
                                  §  
COUNTY OF TRAVIS   §

In TRAVIS COUNTY, on US 290, the State of Texas used certain land to which there is no record title in the name of the state or county.

A portion of the land, described in Exhibit A, is no longer needed for a state highway purpose.

In accordance with V.T.C.A., Transportation Code, Chapter 202, Subchapter B, the Texas Transportation Commission may recommend the quitclaim of property to which there is no record title to abutting property owners at the request of the county or municipality.

Gerald D. Powell and wife, Bettina M. Powell, are the abutting landowners to the surplus land and have requested that the surplus land be quitclaimed to them.

The county has requested that the surplus land be quitclaimed to the abutting landowners.

The Texas Transportation Commission at its meeting on August 27, 2009, as shown by the official minutes of the Texas Transportation Commission, passed Minute No. 111956 recommending, subject to approval by the Attorney General, that the Governor of Texas execute a proper instrument quitclaiming to

**GERALD D. POWELL and wife, BETTINA M. POWELL**

hereinafter referred to as Grantee, whether one or more, the State's interest in the surplus land in consideration of the foregoing premises as authorized by V.T.C.A., Transportation Code, Chapter 202, Subchapter B;

NOW, THEREFORE, I, RICK PERRY, GOVERNOR OF THE STATE OF TEXAS, by virtue of the power vested in me by law and in accordance with the laws of the State of Texas, for and in consideration of the foregoing premises, and other good and valuable consideration, the receipt of which is hereby acknowledged, have RELEASED, REMISED and QUITCLAIMED and do by these presents RELEASE, REMISE and QUITCLAIM unto

**GERALD D. POWELL and wife, BETTINA M. POWELL**

the State's interest in that certain tract or parcel of land situated in Travis County, Texas, which is more particularly described in Exhibit A.

This quitclaim is made subject to the continued rights of existing utilities, if any, as provided by law, and any required adjustment will be at no cost to the State. In addition, this quitclaim is subject to all matters of public record and to all easements, leases, agreements or licenses, or other interests which affect the property, and to any matter which would be disclosed by title examination, survey, investigation or inquiry, including but not limited to the rights of parties in possession.

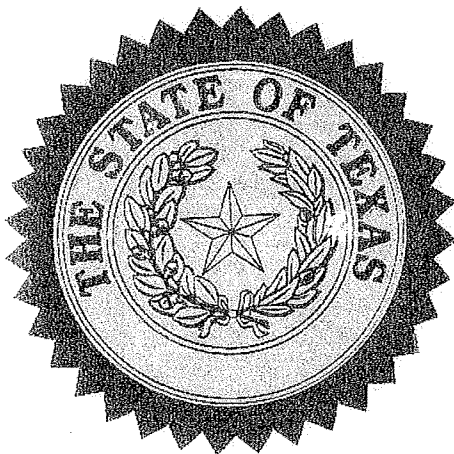
**THIS QUITCLAIM OF THE PROPERTY IS MADE ON AN "AS IS" BASIS, WITH ALL FAULTS AND WITH ANY AND ALL LATENT AND PATENT DEFECTS. BY ACCEPTANCE HEREOF, GRANTEE ACKNOWLEDGES THAT GRANTEE HAS NOT RELIED UPON ANY COVENANT, REPRESENTATION OR WARRANTY, ORAL OR WRITTEN, EXPRESS OR**

IMPLIED, BY GRANTOR OR BY ANY REPRESENTATIVE OF GRANTOR WITH RESPECT TO THE PROPERTY, AND THAT NEITHER GRANTOR NOR ANY REPRESENTATIVE OF GRANTOR HAS MADE ANY COVENANT, REPRESENTATION OR WARRANTY, ORAL OR WRITTEN, EXPRESS OR IMPLIED, OF MERCHANTABILITY, MARKETABILITY, PHYSICAL CONDITION, PRESENCE OF HAZARDOUS MATERIALS, VALUATION, UTILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. GRANTEE ACKNOWLEDGES AND AGREES THAT GRANTEE HAS INSPECTED THE PROPERTY AND THE PHYSICAL AND TOPOGRAPHIC CONDITION OF THE PROPERTY AND ACCEPTS QUITCLAIM TO THE PROPERTY "AS IS" IN ITS EXISTING PHYSICAL AND TOPOGRAPHIC CONDITION AND THAT GRANTEE IS RELYING ON GRANTEE'S OWN EXAMINATION OF THE PROPERTY.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in any wise belonging unto said Grantee and Grantee's heirs, successors and/or assigns forever, subject to the reservations and exceptions described herein.

IN TESTIMONY WHEREOF, I have caused the Seal of the State to be affixed.

Executed this the 22nd day of September, 2009.



Rick Perry  
RICK PERRY  
GOVERNOR OF TEXAS

Recommended for Approval:

Amadeo Saenz, Jr.  
Amadeo Saenz, Jr., F.E.  
Executive Director

Attest:

Hope Andrade  
Hope Andrade  
Secretary of State

Approved:

Greg Abbott  
Attorney General

By: Anthony J. Blazi  
Anthony J. Blazi  
Assistant Attorney General

NOTE TO COUNTY CLERK: PROPERTY CODE § 12.006 AUTHORIZES THE RECORDATION OF THIS INSTRUMENT WITHOUT ACKNOWLEDGMENT OR FURTHER PROOF OF THE SIGNATURE OF THE GOVERNOR.

0.264 ACRE  
ABANDONED STATE HIGHWAY 20  
LOT 15 FOREST PARK SUBDIVISION

FN. NO. 09-046(AJM)  
FEBRUARY 25, 2009  
BPI JOB NO. 1212-12

DESCRIPTION

OF A 0.264 ACRE TRACT OF LAND SITUATED IN TRAVIS COUNTY TEXAS, BEING A PORTION OF LOT 15 FOREST PARK, A SUBDIVISION OF RECORD IN BOOK 75, PAGE 245 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS; SAID LOT 15 HAVING BEEN CONVEYED TO GERALD D. POWELL BY WARRANTY DEED OF RECORD IN VOLUME 7006, PAGE 1254 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS; SAID 0.264 ACRE TRACT ALSO BEING A PORTION OF THE ABANDONED STATE HIGHWAY 20 RIGHT-OF-WAY AS SHOWN ON A 1932 TRAVIS COUNTY RIGHT-OF-WAY MAP; SAID 0.264 ACRE OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING, at a concrete highway monument found at an angle point in the northerly right-of-way line of U.S. Highway 290 (R.O.W. width varies) being at Highway Station 243+00, 60.0' Lt., same being an angle point in the southerly line of that called 30.98 acre tract of land conveyed to Robert M. Schmidt, et.al., by Warranty Deed of record in Volume 12946, Page 1939 of the Real Property Records of Travis County, Texas;

THENCE, N68°51'44"W, continuing along a portion of the common line of U.S. Highway 290 and said 30.98 acre tract, a distance of 112.86 feet to a calculated point at or near a fence post at the most southeasterly corner of said Lot 15, Forest Park, same being the southwesterly corner of said 30.98 acre tract, from which a concrete highway monument found at the point of curvature in the northerly line of U.S. Highway 290, being the southerly line of said Lot 15, same being at Highway Station 241+08.5, 70.00 Lt. bears N68°51'44"W, a distance of 79.56 feet;

THENCE, N22°04'42"E, leaving the northerly line of U.S. Highway 290, with a wire fence generally located along the common line of said Lot 15 and said 30.98 acre tract, a distance of 30.51 feet to a point in the calculated southerly line of Abandoned State Highway 20 (70' R.O.W.) for the POINT OF BEGINNING and southeasterly corner hereof;

THENCE, N74°46'10"W, leaving the westerly line of said 30.98 acre tract, over and across said Lot 15, along a portion of the calculated southerly right-of-way line of said Abandoned State Highway 20, a distance of 161.89 feet to a point in the fenced westerly line of said Lot 15, same being in the easterly line of Lot 14 of said Forest Park, for the southwesterly corner hereof, from which a 1/2 inch iron rod found in the curving northerly line of U.S. Highway 290, being the southwesterly corner of said Lot 15 bears S17°54'41"W, a distance of 18.79 feet;

EXHIBIT A

FN 09-046(AJM)  
FEBRUARY 25, 2009  
PAGE 2 OF 2

THENCE, N17°54'41"E, leaving the calculated southerly line of Abandoned State Highway 20, with a wire fence generally located along the common line of said Lots 14 and 15, a distance of 70.08 feet to a point in the calculated northerly line of Abandoned State Highway 20 for the northwesterly corner hereof;


THENCE, S74°46'10"E, leaving the westerly line of said Lot 14, over and across said Lot 15, along a portion of the calculated northerly right-of-way line of said Abandoned State Highway 20, a distance of 167.02 feet to a point in the fenced easterly line of said Lot 15, same being in the westerly line of said 30.98 acre tract, for the northeasterly corner hereof, from which a 3/8 inch iron rod found at an angle point in the easterly line of said Lot 15 bears N22°04'42"E, a distance of 49.58 feet;

THENCE, S22°04'42"W, along a portion of said wire fence generally located along the common line of said Lot 15 and said 30.98 acre tract, a distance of 70.50 feet to the POINT OF BEGINNING containing an area of 0.264 acre (11,512 sq. ft.) of land, more or less, within these metes and bounds;

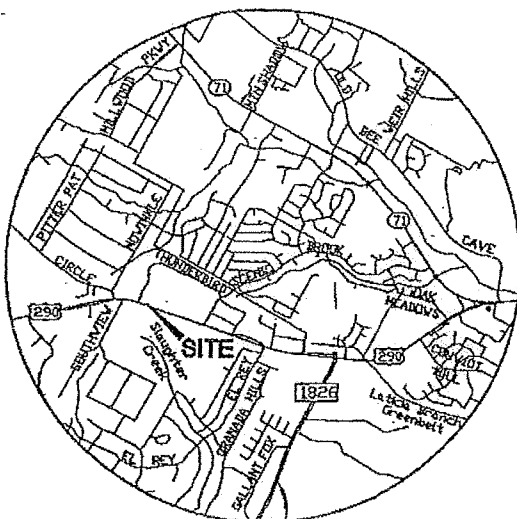
BEARING BASIS: THE BASIS OF BEARING IS REFERENCED TO THE TEXAS COORDINATE SYSTEM, NAD83(93), CENTRAL ZONE UTILIZING LCRA GPS CONTROL MONUMENTS A0N2, E164 AND 171.

I, JOHN T. BILNOSKI, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY STATE THAT THIS DESCRIPTION IS BASED UPON A SURVEY MADE ON THE GROUND BY BURY+PARTNERS, INC. UNDER MY DIRECTION AND SUPERVISION. A SURVEY EXHIBIT WAS PREPARED TO ACCOMPANY THIS DESCRIPTION.

BURY + PARTNERS, INC.  
ENGINEERING-SOLUTIONS  
221 WEST SIXTH ST., SUITE 600  
AUSTIN, TEXAS 78701

  
2/25/09  
JOHN T. BILNOSKI, R.P.L.S.  
NO. 4998  
STATE OF TEXAS





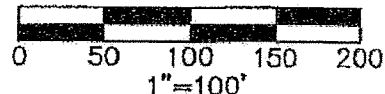
VICINITY MAP

## LINE TABLE

LINE	BEARING	LENGTH
L1	N68°51'44"W	112.86
L2	N68°51'44"W	79.56
L3	N22°04'42"E	30.51
L4	S17°54'41"W	18.79
L5	N17°54'41"E	70.08
L6	N22°04'42"E	49.58
L7	S22°04'42"W	70.50

## BEARING BASIS

THE BASIS OF BEARINGS SHOWN HEREON IS THE TEXAS COORDINATE SYSTEM, NAD83(93) CENTRAL ZONE, REFERENCED TO LCRA GPS CONTROL MONUMENTS: AON2, E169 AND E171.



## SURVEY NOTE:

THE ABANDONED STATE HIGHWAY 20 RIGHT-OF-WAY SHOWN HEREON IS BASED ON A 1932 TRAVIS COUNTY COUNTY RIGHT-OF-WAY MAP AND A TxDOT 1956 U.S. HIGHWAY 290 RIGHT-OF-WAY MAP AND FIELD LOCATIONS OF A COMBINATION OF OLD FENCE POSTS ON THE NORTH AND SOUTH SIDES OF AN OLD ROAD BED, NAILS FOUND ALONG THE CENTER OF THE REMAINS OF PAVING AND AN OLD CULVERT FOUND ON THE ADJOINING 30.98 ACRE TRACT.

30.98 ACRES  
ROBERT M. SCHMIDT,  
ET. AL.  
VOL. 12946, PG. 1939

THUNDERBIRD ROAD  
(50' WIDTH R.O.W.)

14

FOREST PARK  
BK. 75, PG. 245

15

GERALD D. POWELL  
VOL. 7006, PG. 1254

0.264 ACRE  
(11,512 SQ. FT.)

CALCULATED CENTERLINE

ABANDONED  
STA. 486+29.6

S74°46'10"E 167.02'

ABANDONED  
STA. 484+65.2

ABANDONED  
STATE HIGHWAY 20  
(70' WIDE R.O.W.)

P.O.B.

N74°46'10"W 161.89'

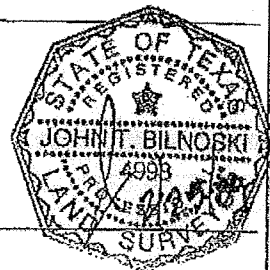
## LEGEND

- 1/2" IRON ROD FOUND  
(UNLESS NOTED OTHERWISE)
- CONCRETE MONUMENT FOUND
- △ CALCULATED POINT
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT

STA. 241+08.5  
70.0' LT.

U.S. HIGHWAY 290  
(R.O.W. WIDTH VARIES)

P.O.C.  
STA. 243+00  
60.0' LT.



**Bury+Partners**  
ENGINEERING SOLUTIONS  
221 West Sixth Street, Suite 600  
Austin, Texas 78701  
Tel. (512)323-0011 Fax (512)323-0325  
Bury+Partners, Inc. ©Copyright 2009

SKETCH TO ACCOMPANY DESCRIPTION  
A 0.264 ACRE TRACT OF LAND BEING A PORTION OF  
LOT 15, FOREST PARK, A SUBDIVISION OF RECORD IN  
BOOK 75, PAGE 245 OF THE PLAT RECORDS OF  
TRAVIS COUNTY, TEXAS.

LOT 15  
FOREST PARK  
SUBDIVISION

DATE: 02/25/09 FILE: H:\1212\12\121212EX1.dwg

FN No.: FN07-046(AJM)

DRAWN BY: AJM

PROJ. No: 1212-12



Grantee's Mailing Address and Return to:

Gerald D. Powell and Bettina M. Powell  
8504 Highway 290 West  
Austin, Texas 78736

## FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

*Dana DeBeauvoir*

2009 Oct 12 01:10 PM 2009171034

GONZALESM \$40.00

DANA DEBEAUVOIR COUNTY CLERK

TRAVIS COUNTY TEXAS

TRAVIS COUNTY CLERK  
P.O. BOX 149325  
AUSTIN, TX 78714-9325  
(512) 854-9188

ISSUED TO: GERALD POWELL

RECEIPT # 078357  
DATE 10/12/2009 01:10:22 PM

DOCUMENT #	PGS	FEE
2009171034	7	40.00
DEED		

Total Amount Due \$40.00

CASH 40.00

Total Payments: \$40.00

HAVE A NICE DAY  
INDEXES AVAILABLE  
[HTTP://DEED.CO.TRAVIS.TX.US](http://deed.co.travis.tx.us)  
DANA DEBEAUVOIR  
COUNTY CLERK  
Deputy: GONZALES

**Jennifer S. Riggs**  
*Board Certified in Administrative Law  
Texas Board of Legal Specialization*  
jriggs@r-alaw.com

**Jason Ray**  
*Board Certified in Administrative Law  
Texas Board of Legal Specialization*  
512 457-9812 – direct line  
jray@r-alaw.com

**RIGGS ALESHIRE & RAY**  
A PROFESSIONAL CORPORATION  
ATTORNEYS AND COUNSELORS

700 LAVACA ST., SUITE 920  
AUSTIN, TEXAS 78701  
512 457-9806 TELEPHONE  
512 457-9066 FACSIMILE

**Bill Aleshire**  
*Member, College of  
The State Bar of Texas*  
aleshire@r-alaw.com

**Laura Diamond**  
*Member, College of  
The State Bar of Texas*  
512 457-9831 – direct line  
ldiamond@r-alaw.com

May 14, 2010

Darla Vasterling  
Transportation & Natural Resources  
Travis County  
411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767

Re: Request for Vacation of Right-of-Way by Cindy Carroccio

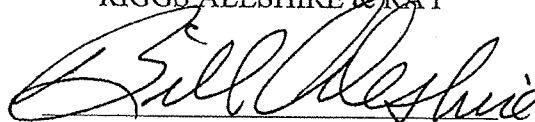
Dear Ms. Vasterling,

Our client, Cindy Banks Carroccio, is the owner of the following property:

Lot 2, FOREST PARK, a subdivision in Travis County, Texas, according to the map or plat of record in Volume 75, Page 245, Plat Records of Travis County, Texas.

She requests that Travis County formally vacate its interest, if any, in the right-of-way on her property. The Texas Department of Transportation has provided a quitclaim of its interest in this right-of-way. The right-of-way is not needed by Travis County, the State of Texas, or any utility. If you have any questions, you may contact me at 512 457-9838 or email me at Aleshire@R-ALaw.com.

Sincerely,  
RIGGS ALESHIRE & RAY



Bill Aleshire

Cc: Cindy Carroccio

TEXAS TRANSPORTATION COMMISSION

TRAVIS County

MINUTE ORDER

Page 1 of 1

AUSTIN District

In TRAVIS COUNTY, on US 290, the State of Texas used certain land to which there is no record title in the name of the state or county.

A portion of the land (surplus land), described in Exhibit A, is no longer needed for a state highway purpose.

In accordance with V.T.C.A., Transportation Code, Chapter 202, Subchapter B, the Texas Transportation Commission (commission) may recommend the quitclaim of property to which there is no record title to abutting property owners at the request of the county or municipality.

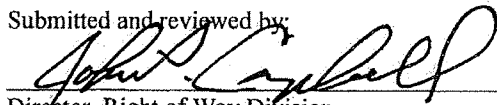
Cindy Banks Carroccio is the abutting landowner and has requested that the surplus land be quitclaimed to her.

The county has requested that the surplus land be quitclaimed to the abutting landowner.

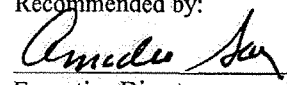
It is the opinion of the commission that it is proper and correct that the state quitclaim its rights and interest in the surplus land to the abutting landowner.

NOW, THEREFORE, the commission finds that the surplus land is no longer needed for a state highway purpose and recommends, subject to approval by the attorney general, that the Governor of Texas execute a proper instrument quitclaiming all of the state's rights and interest in the surplus land to Cindy Banks Carroccio.

Submitted and reviewed by:

  
Director, Right of Way Division

Recommended by:

  
Executive Director

**112138 JAN 28 10**

Minute  
Number

Date  
Passed



DEED

2010061797

6 PGS

# QUITCLAIM DEED

STATE OF TEXAS

§

COUNTY OF TRAVIS

§

§

DB  
6

In TRAVIS COUNTY, on US 290, the State of Texas used certain land to which there is no record title in the name of the state or county.

A portion of the land, described in Exhibit A, is no longer needed for a state highway purpose.

In accordance with V.T.C.A., Transportation Code, Chapter 202, Subchapter B, the Texas Transportation Commission may recommend the quitclaim of property to which there is no record title to abutting property owners at the request of the county or municipality:

Cindy Banks Carroccio is the abutting landowner and has requested that the surplus land be quitclaimed to her.

The county has requested that the surplus land be quitclaimed to the abutting landowner.

The Texas Transportation Commission at its meeting on January 28, 2010, as shown by the official minutes of the Texas Transportation Commission, passed Minute No. 112138 recommending, subject to approval by the Attorney General, that the Governor of Texas execute a proper instrument quitclaiming to

## CINDY BANKS CARROCCIO

hereinafter referred to as Grantee, whether one or more, the State's interest in the surplus land in consideration of the foregoing premises as authorized by V.T.C.A., Transportation Code, Chapter 202, Subchapter B;

NOW, THEREFORE, I, RICK PERRY, GOVERNOR OF THE STATE OF TEXAS, by virtue of the power vested in me by law and in accordance with the laws of the State of Texas, for and in consideration of the foregoing premises, and other good and valuable consideration, the receipt of which is hereby acknowledged, have RELEASED, REMISED and QUITCLAIMED and do by these presents RELEASE, REMISE and QUITCLAIM unto

## CINDY BANKS CARROCCIO

the State's interest in that certain tract or parcel of land situated in Travis County, Texas, which is more particularly described in Exhibit A.

This quitclaim is made subject to the continued rights of existing utilities, if any, as provided by law, and any required adjustment will be at no cost to the State. In addition, this quitclaim is subject to all matters of public record and to all easements, leases, agreements or licenses, or other interests which affect the property, and to any matter which would be disclosed by title examination, survey, investigation or inquiry, including but not limited to the rights of parties in possession.

**THIS QUITCLAIM OF THE PROPERTY IS MADE ON AN "AS IS" BASIS, WITH ALL FAULTS AND WITH ANY AND ALL LATENT AND PATENT DEFECTS. BY ACCEPTANCE HEREOF, GRANTEE ACKNOWLEDGES THAT GRANTEE HAS NOT RELIED UPON ANY COVENANT, REPRESENTATION OR WARRANTY, ORAL OR WRITTEN, EXPRESS OR**

3

IMPLIED, BY GRANTOR OR BY ANY REPRESENTATIVE OF GRANTOR WITH RESPECT TO THE PROPERTY, AND THAT NEITHER GRANTOR NOR ANY REPRESENTATIVE OF GRANTOR HAS MADE ANY COVENANT, REPRESENTATION OR WARRANTY, ORAL OR WRITTEN, EXPRESS OR IMPLIED, OF MERCHANTABILITY, MARKETABILITY, PHYSICAL CONDITION, PRESENCE OF HAZARDOUS MATERIALS, VALUATION, UTILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. GRANTEE ACKNOWLEDGES AND AGREES THAT GRANTEE HAS INSPECTED THE PROPERTY AND THE PHYSICAL AND TOPOGRAPHIC CONDITION OF THE PROPERTY AND ACCEPTS QUITCLAIM TO THE PROPERTY "AS IS" IN ITS EXISTING PHYSICAL AND TOPOGRAPHIC CONDITION AND THAT GRANTEE IS RELYING ON GRANTEE'S OWN EXAMINATION OF THE PROPERTY.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in any wise belonging unto said Grantee and Grantee's heirs, successors and/or assigns forever, subject to the reservations and exceptions described herein.

IN TESTIMONY WHEREOF, I have caused the Seal of the State to be affixed.

Executed this the 9<sup>th</sup> day of MARCH, 2010.



RICK PERRY  
RICK PERRY  
GOVERNOR OF TEXAS

Recommended for Approval:

Amadeo Saenz, Jr.  
Amadeo Saenz, Jr., P.E.  
Executive Director

Attest:

Hope Andrade  
Hope Andrade  
Secretary of State

Approved:

Greg Abbott  
Attorney General

By: Anthony J. Blazi  
Anthony J. Blazi  
Assistant Attorney General

NOTE TO COUNTY CLERK: PROPERTY CODE § 12.006 AUTHORIZES THE RECORDATION OF THIS INSTRUMENT WITHOUT ACKNOWLEDGMENT OR FURTHER PROOF OF THE SIGNATURE OF THE GOVERNOR.

EXHIBIT "A"

State of Texas  
to  
Cindy Banks Carroccio  
(Abandoned Highway Vacation)  
(Old State Highway 20)

**FIELD NOTES**

ALL THAT CERTAIN PARCEL OR TRACT OF LAND OUT OF THE PETER MATSON SURVEY NO. 619, TRAVIS COUNTY, TEXAS; BEING A PORTION OF THE ABANDONED RIGHT-OF-WAY OF STATE HIGHWAY 20, AS VACATED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS; ALSO BEING A PORTION OF LOT 2, FOREST PARK, A SUBDIVISION AS RECORDED IN BOOK 75, PAGE 245 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS; SAID LOT 2 BEING CONVEYED TO CINDY BANKS CARROCIO BY SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2005172034 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 5/8" iron rod found on the curving north right-of-way line of U.S. Highway 290 at the southwest corner of the above described Lot 2; Thence, with the west line of said Lot 2, N28°11'46"E a distance of 49.17 feet to a point on the south right-of-way line of the abandoned State Highway 20, being at Station 490+82.7, 35' left of said highway, for the southwest corner and POINT OF BEGINNING of the herein described parcel;

THENCE, continuing with the west line of said Lot 2, N28°11'46"E a distance of 71.79 feet to a point on the north right-of-way line of the abandoned State Highway 20 for the northwest corner of this tract;

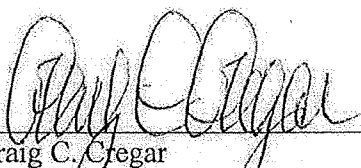
THENCE, with the north right-of-way line of the abandoned State Highway 20, S74°37'16"E a distance of 230.66 feet to a point at the intersection with the west right-of-way line of Thunderbird Road for the northeast corner of this tract;

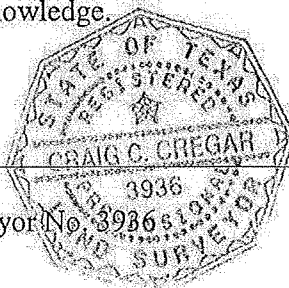
THENCE, with the west right-of-way line of Thunderbird Road, the following two (2) courses:

- 1) S13°16'33"W a distance of 69.66 feet to a ½" iron rod found at an angle point;  
and
- 2) Along the cutback to the north right-of-way line of U.S. Highway 290,  
S57°59'33"W a distance of 0.53 feet to a point at the intersection with the south  
right-of-way line of the abandoned State Highway 20 for the southeast corner of  
this tract;

THENCE, with the south right-of-way line of the abandoned State Highway 20,  
N74°37'16"W a distance of 248.79 feet to the POINT OF BEGINNING, and containing  
0.386 acre (16,794 square feet) of land, more or less

I HEREBY CERTIFY that these notes were prepared by Terra Firma Land Surveying  
from a survey made on the ground on September 23, 2009 under my supervision and are  
true and correct to the best of my knowledge.

  
\_\_\_\_\_  
Craig C. Cregar



\_\_\_\_\_  
Date 10/9/09

Client: Cindy Carroccio  
Date: October 2, 2009  
WO No.: 0A582-002-01/001  
FB: 608  
File: J:\PROJECTS...OA582-002-01-001.CRD

#### BASIS OF BEARINGS:

The Basis of Bearings is referenced to the Texas State Plane Coordinate System,  
NAD83, Central Zone, as tied to LCRA monuments A0N2, E164 and 171.

# SKETCH TO ACCOMPANY FIELD NOTES

SCALE 1" = 100'

## LEGEND

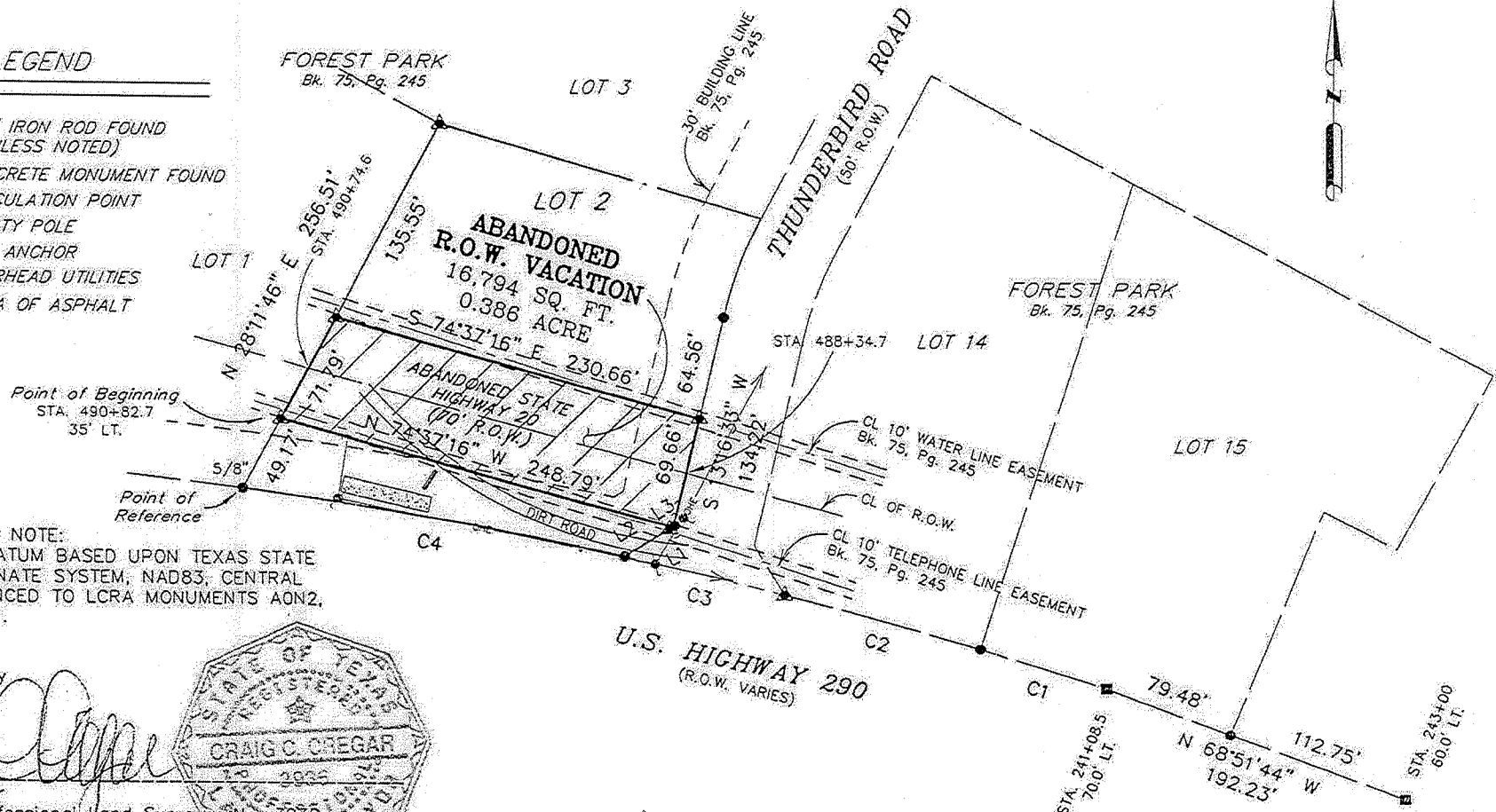
- 1/2" IRON ROD FOUND (UNLESS NOTED)
- CONCRETE MONUMENT FOUND
- △ CALCULATION POINT
- ⊙ UTILITY POLE
- ⊙ GUY ANCHOR
- OHE — OVERHEAD UTILITIES
- ▨ AREA OF ASPHALT

## CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	2934.79'	80.47'	80.47'	N 72°33'47" W
C2	2934.79'	124.86'	124.85'	N 74°35'41" W
C3	2934.79'	99.99'	99.99'	N 76°46'13" W
C4	2934.79'	237.51'	237.44'	N 80°04'43" W

## LINE TABLE

LINE	BEARING	DISTANCE
L1	S 57°59'33" W	34.99'
L2	N 57°59'33" E	34.46'
L3	N 57°59'33" E	0.53'



BEARING BASIS NOTE:  
HORIZONTAL DATUM BASED UPON TEXAS STATE  
PLANE COORDINATE SYSTEM, NAD83, CENTRAL  
ZONE, REFERENCED TO LCRA MONUMENTS A0N2,  
E169 AND E171.

As Surveyed By

Craig C. Gregor  
Registered Professional Land Surveyor No. 3956  
Date: September 23, 2009



Client : Cindy Corroccio  
Date : October 1, 2009  
Office : C. Gregor, J. Nobles, M. Carney  
Crew : R. Meyer, B. Rigby  
F.B. : 608/64  
Job No : 0A582-002-01/001  
Disk : J:\Projects\A582\002-01\Survey\Dwg\ROW Vac. Sketch.dwg  
J:\Projects\A582\002-01\Survey\Points\0A582-002-01-001.crd

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This survey is also an unpublished work protected under the copyright laws of the United States of America. If this work becomes published, the following notice shall apply:

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Terra Firma Land Surveying.  
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**terra firma** LAND SURVEYING

1701 Directors Boulevard, Suite 400 • Austin, Texas 78744 • 512/328-8373 • Fax: 512/445-2286



**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session June 8, 2010 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 (1) Release of Lien on a HOME down payment assistance loan, and (2) reimbursement payment to Texas Department of Housing and Community Affairs due to repayment in full of a HOME down payment assistance loan.

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.

**Travis County Housing Finance Corporation**

**Memo**

**June 8, 2010**

**To: Board of Directors**

**From: Harvey L. Davis**



**Re: Reimbursement to TDHCA – Jose Zapata (Project #36662000-05)**

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I request approval to reimburse the Texas Department of Housing and Community Affairs (TDHCA) \$1,674 and to release our lien on Jose Zapata's home located at 5306 Overbrook Dr., Austin, Texas 78723. Mr. Zapata has sold his home and was required by the Deed of Trust to repay the HOME loan. Gracy Title Co. repaid the loan on May 20, 2010 and requests that we execute the attached Release of Lien. The non-interest-bearing loan was made in November 1996, to assist Mr. Zapata in the purchase of his first home.

The Corporation is required to reimburse TDHCA per our HOME contract. The Board approved the contract on December 19, 1995.

Cliff Blount reviewed the Release of Lien.

cc: Leroy Nellis, Budget Director  
Cliff Blount, Esq.  
Mary Mayes  
Mike Gonzalez

## TRAVIS COUNTY HOUSING FINANCE CORPORATION

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TRAVIS COUNTY ADMINISTRATION BUILDING  
P.O. Box 1748  
(512) 854-4743

314 W. 11TH STREET - ROOM 540  
AUSTIN, TEXAS 78767  
Fax (512) 854-4210

---

### E-Mail FORM

**TO:** Ellen  
**DEPT:** Gracy Title  
**PHONE:** (512) 795-8434  
**FAX:** (512) 795-9062  
**SUBJECT:** Jose Zapata

**FROM:** Harvey Davis  
**PHONE:** (512) 854-4743  
**FAX:** (512) 854-4210  
**DATE:** April 9, 2010  
**NUMBER OF PAGES:** 1

---

The payoff amount of the lien for Jose Zapata is \$1,674.00.

Please send payment and release of lien to:

Travis County Housing Finance Corporation  
Attn: Harvey L. Davis  
314 W. 11<sup>th</sup> Street, Room 540  
Austin, Texas 78701



12515-8 Research Blvd., Ste.120  
Austin, Texas 78759  
Phone:(512) 795-8434 Fax:(512) 795-9062

May 20, 2010

Travis County Housing

Re: File No: 1002284  
Property: 5306 Overbrook Drive Austin Texas 78723  
Borrower: Jose Zapata  
Loan No.

To Whom It May Concern:

Funds in the amount of representing payoff of the above captioned loan have been sent by wire or are enclosed. The amount of this payoff has been determined in accordance with the payoff statement included herein.

Please forward the executed Release/Transfer of said loan to our release processing dept:

**Gracy Title, a Stewart Company**  
**Attn: Release Processing Dept.**  
**100 Congress Avenue, Ste 100**  
**Austin, TX 78701**

All other documents and escrow refunds, if any, should be returned to the borrower at the following address: 5808 Manor Rd., Austin, Texas 78723

If you should have any questions, please contact the undersigned immediately.

Sincerely,

Gracy Title, a Stewart company

By: \_\_\_\_\_  
Name: Ellen Banks  
Title: Escrow Assistant

Encl.

### Release of Lien

Date: \_\_\_\_\_, 2010

Holder of Note and Lien: Travis County Housing Finance Corporation

Holder's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

#### Note

Date: November 5, 1996

Original principal amount: One Thousand Six Hundred Seventy Four and No/100  
Dollars (\$1,674.00)

Borrower: Jose Zapata

Lender: Travis County Housing Finance Corporation

Note and Lien Are Described in the Following Documents:

Deed of Trust dated November 5, 1996, recorded in Volume 12809, Page 1615,  
Subordination Agreement to Financial Institution Loan Instruments recorded in Volume  
12814, Page 1288, both of the Real Property Records of Travis County, Texas.

#### Property (including any improvements):

Lot 36 of MANOR HILLS, SEC. 5, a subdivision in Travis County, Texas, according to  
the map or plat, of record in Volume 7, Page 149, of the Plat Records of Travis County,  
Texas.

Holder of Note and Lien is the owner and holder of the Note and Lien described above.

For value received, Holder of Note and Lien releases the Property from the Lien.

Holder of Note and Lien expressly waives and releases all present and future rights to  
establish or enforce the Lien as security for payment of any future or other indebtedness.

When the context requires, singular nouns and pronouns include the plural.

Travis County Housing Finance Corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF )

COUNTY OF )

This instrument was acknowledged before me on \_\_\_\_\_, 2010 by  
\_\_\_\_\_ as \_\_\_\_\_ of  
Travis County Housing Finance Corporation, a \_\_\_\_\_,  
on behalf of said \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of

After Recording Return To:

**Travis County Housing Finance Corporation  
314 West 11th Street, Room 540  
PO Box 1748  
Austin, Texas 78767  
Telephone: (512) 854-4743  
Fax: (512) 854-4210**

June 8, 2010

Texas Department of Housing and Community Affairs  
Attn: Gracie Garcia, Loan Servicing Dept.  
P.O. Box 13941  
Austin, Texas 78711-3941

Re: HOME Contract 534287: Refund of Payment Received on Project 36662000-05

Dear Ms. Garcia:

The attached check represents a repayment of a payment received by our office regarding a loan processed under the TCHFC HOME Down Payment Assistance Program.

Jose Zapata, the recipient of the Down Payment Assistance, recently repaid the loan. Therefore, we are refunding your payment in the amount of \$1,674.00.

Please call me at (512) 854-4743 if you need further information. Thank you for your assistance.

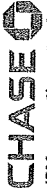
Sincerely,

Harvey L. Davis  
Manager

DEPOSIT TICKET

32-61  
1110

TRAVIS COUNTY HOUSING FINANCE CORP.  
DOWN PAYMENT ASSISTANCE  
314 W 11TH ST., RM. 540  
AUSTIN, TX 78701



JPMorgan Chase Bank, N.A.  
Dallas, Texas 75201  
www.Chase.com

updated 6-4-10 at 12:12pm

DATE

5-27-10

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	DOLLARS	CENTS
COIN		
CHECKS LIST EACH SEPARATELY		
1 <i>Gracy</i>	1	594
2		00
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
TOTAL HERE		1594 00

PLEASE  
REENTER  
TOTAL HERE

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

⑆520101023⑆

1826014142⑈

\$

1674.00

THE FACE OF THIS DOCUMENT CONTAINS A VOID PANTOGRAPH. ADDITIONAL SECURITY FEATURES DETAILED ON BACK

Gracy Title, a Stewart Company  
Escrow Account  
12515-8 Research Blvd., Ste.120  
Austin, TX 78759  
(512) 795-8434

Wells Fargo bank

115-8676

5/17/2010

One Thousand Six Hundred Seventy Four and 00/100 Dollars

\$ \*\*\*\*\$1,674.00

Pay

Travis County Housing Finance

GF #: 1002284

*[Signature]*

⑆1158676⑆ ⑆111900659⑆ 4231263833⑈



**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session June 8, 2010 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 two invoices from the wellness budget.

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:

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- \_\_\_\_\_ 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

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## TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION

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DATE: June 8, 2010

TO: Board of Directors

FROM: Harvey L. Davis, Manager



SUBJECT: Wellness Program

### **Summary and Background Information:**

The wellness program requests Board approval to pay two invoices:

\$1,000 for twenty, 30 minute strength and conditioning training sessions, and  
\$25.01 for education health classes supplies

The funds come from the \$30,688.40 earmark balance for the wellness program.

cc: Rodney Rhoades, Executive Manager, Planning and Budget  
Dan Mansour, Risk and Benefits Manager  
Leroy Nellis, Budget Manager  
Mary Mayes, Assistant Manager  
Miguel Gonzalez, Sr. Financial Analyst



# Human Resources Management Department

10 MAY 28 PM 12:09

1010 Lavaca Street

• P.O. Box 1748

• Austin, Texas 78767

PLANNING & BUDGET OFFICE  
(512) 854-9165 / FAX (512) 854-9757

May 26, 2010

TO: Harvey Davis, Corporations Administrator

FROM: Dan Mansour, Risk and Benefits Manager *DM*

SUBJECT: Wellness Program Expense

Please prepare an agenda item to approve payment for the onsite Group exercise trainer. This is for 20 units, 30 minute sessions Strength & Conditioning Training program put in place for our employees to get active and stay fit.

Per the attached invoice, I am requesting a check to be issued as follow:

Lee McCormick \$ 1000.00 (20 units @ \$50)

Please let me know if you need additional information.

**DYNAMIC SPEED***"Hard Work Pays- Off"*

14400A Charles Dickens Dr.  
 Pflugerville, Tx 78660  
 512.748.8470  
 512.669.9938

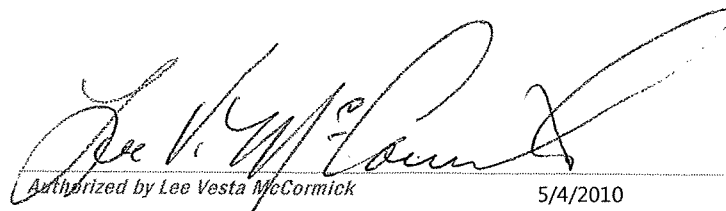
**INVOICE**

TO:  
 Travis County Human Resource  
 1010 Lavaca St.  
 Austin, TX  
 512.854.9239

HOURS	DESCRIPTION	UNIT PRICE	TOTAL
13.5	20 sessions Strength & Conditioning Training (20, 30 min. sessions) Cpt 97545 (March 29 <sup>th</sup> - May 31 <sup>st</sup> 2010)	20 units @\$50	\$1,000.00

<b>SUBTOTAL</b>	
<b>SALES TAX</b>	0.0
<b>SHIPPING AND HANDLING</b>	0.0
<b>OTHER</b>	
<b>TOTAL</b>	<b>\$1,000.00</b>

1. Copies of invoice will be updated monthly.
2. Unit price can be adjusted in accordance with the number of employees, entering the program.
3. Please notify me immediately if employee number changes and more units are needed.
4. Send all correspondence to:  
 Lee Vesta McCormick  
 14400A Charles Dickens Dr.  
 Pflugerville, Tx 78660  
 512.748.8470  
 512.669.9938

  
 Authorized by Lee Vesta McCormick  
 5/4/2010



# Human Resources Management Department

RECEIVED

10 MAY 13 AM 11:15

COUNTY  
BUDGET OFFICE

1010 Lavaca

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX(512) 854-9757

May 11, 2010

TO: Harvey Davis, Corporations Administrator

FROM: Dan Mansour, Risk and Benefits Manager *Dan*

SUBJECT: Reimbursement of Wellness Expense

Attached are receipts for purchases related to wellness events submitted for reimbursements.

Reimbursement To	Event or Wellness Function	Amount
Dan Mansour	HR Health Education Classes	\$25.01

Please let me know if you need additional information.

Walmart  
Save money. Live better.

Walmart  
MANAGER ALAN MARTINDALE  
(512) 837-9886  
AUSTIN, TX

ST# 3569 OP# 00002423 TE# 04 TR# 07989  
SNICKERS 00400000263 F 1.00 X  
COKE 004900005010 F 1.00 X  
AVOCADO HASS 000000004046KF  
WAS 0.50 YOU SAVED 0.05  
2 AT 1 FOR 0.45  
17 FL OZ 007874242794 F 0.90 0  
CK LBD BACON 006370000031 F 3.54 0  
CHPP SHINACH 007056087280 F 2.12 0  
BLUE BELL 007189905101 F 1.78 0  
SD RCE/BEAN 002580002360 F 2.00 0  
SD CANAD BRC 002580002031 F 1.80 0  
CANDLA OIL 002700069026 F 2.48 0  
RITOS 002840008409 F 1.98 0  
WAS 2.48 YOU SAVED 0.70  
FORTILLAS 070396500685 F 1.78 0  
ALMONDS 004157001590 F 2.68 0  
SUBTOTAL 24.84  
TAX 1 8.250 % 0.17  
TOTAL 25.01  
DEBIT TEND 25.01  
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY  
ACCOUNT : 0514  
25.01 TOTAL PURCHASE  
REF # 009800148665  
NETWORK ID: 0076 APPR CODE 350740  
04/08/10 08:05:16

# ITEMS SOLD 14  
TC# 4613 0644 2824 2072 5399  
Tax Prep in store at Jackson Hewitt  
and \$3 Check Cashing at Walmart  
04/08/10