
Travis County Commissioners Court Agenda RequestVoting Session 2/1/11
(Date)Work Session _____
(Date)

- I. A. Request made by: Steven M. Manilla Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

Receive comments regarding a partial plat vacation in Precinct Two: Partial Plat Vacation of the Pearson Business Center Subdivision (Short form plat – 1 Lot – 5.005 Acres – Bratton Lane - No fiscal required – Water and sewage service to be provided by the City of Austin – City of Austin extra-territorial jurisdiction (ETJ)).

Approved by:

Commissioner Sarah Eckhardt, Precinct Two

- 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:

Michael Hettenhausen: 854-7563Anna Bowlin: 854-7561

- 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 **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.

Travis County Commissioners Court Agenda RequestVoting Session 2/1/11
(Date)Work Session _____
(Date)

I. A. Request made by: Steven M. Manilla Phone # 854-9383
 Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

Consider and take appropriate action on:

A partial plat vacation in Precinct Two: Partial Plat Vacation of the Pearson Business Center Subdivision (Short form plat – 1 Lot – 5.005 Acres – Bratton Lane - No fiscal required – Water and sewage service to be provided by the City of Austin – City of Austin extra-territorial jurisdiction (ETJ)).

Approved by:

Commissioner Sarah Eckhardt, Precinct Two

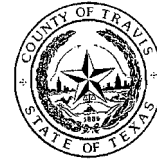
- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight (8) copies of agenda request and backup).
- B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of the Agenda Request and backup to them:

Michael Hettenhausen: 854-7563Anna Bowlin: 854-7561

- 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.



TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, EXECUTIVE MANAGER

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

BACK UP MEMORANDUM

January 18, 2011

TO: Members of the Commissioners Court

THROUGH: Steven M. Manilla, Executive Manager

FROM: Anna Bowlin, Division Director of Development Services

SUBJECT: Partial Plat Vacation of the Pearson Business Center Subdivision,
Precinct Two

PROPOSED MOTION:

Consider and take appropriate action on:

A partial plat vacation in Precinct Two: Partial Plat Vacation of the Pearson Business Center Subdivision (Short form plat – 1 Lot – 5.005 Acres – Bratton Lane - No fiscal required – Water and sewage service to be provided by the City of Austin – City of Austin extra-territorial jurisdiction (ETJ)).

SUMMARY AND STAFF RECOMMENDATION:

The property owners of the Pearson Business Center Subdivision wish to vacate Lot 4 in order to return the 5.005 acres back to raw land. Three acres of the existing Lot 4 will remain unplatted and 1.802 acres will be replatted as a commercial lot with frontage on Bratton Lane. Parkland dedication or fees in lieu of dedication are not required for this vacation. The replat of the lot will be approved administratively per Title 30-2-84(B)(2).

As this application for plat vacation has been approved by the City of Austin Zoning and Platting Commission on January 4, 2011, and meets all City of Austin/Travis County Single Office standards, Single Office staff recommends approval of the partial plat vacation.

ISSUES AND OPPORTUNITIES:

At this time, staff has not received any inquiries from adjacent property owners. As part of the process for plat vacations, a notice of public hearing sign will be placed on the subject property by January 25, 2011. Should the case manager receive any inquiries

once the sign is posted, an addendum to this memorandum will be presented to the Court prior to the public hearing.

BUDGETARY AND FISCAL IMPACT:

None.

REQUIRED AUTHORIZATIONS:

None.

EXHIBITS:

Location map

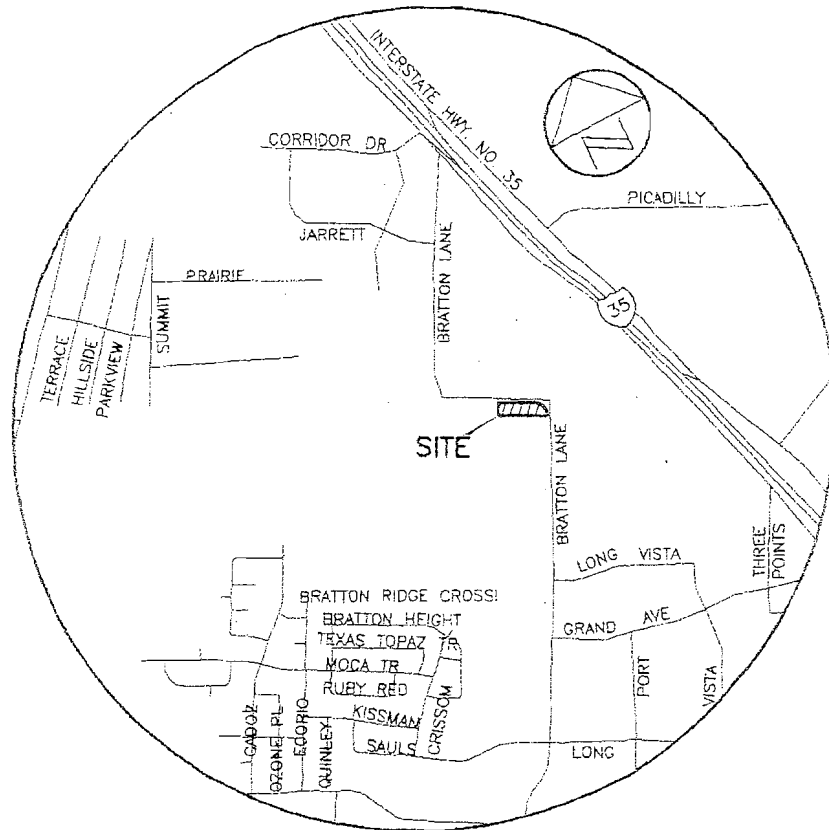
Precinct map

Existing Plat

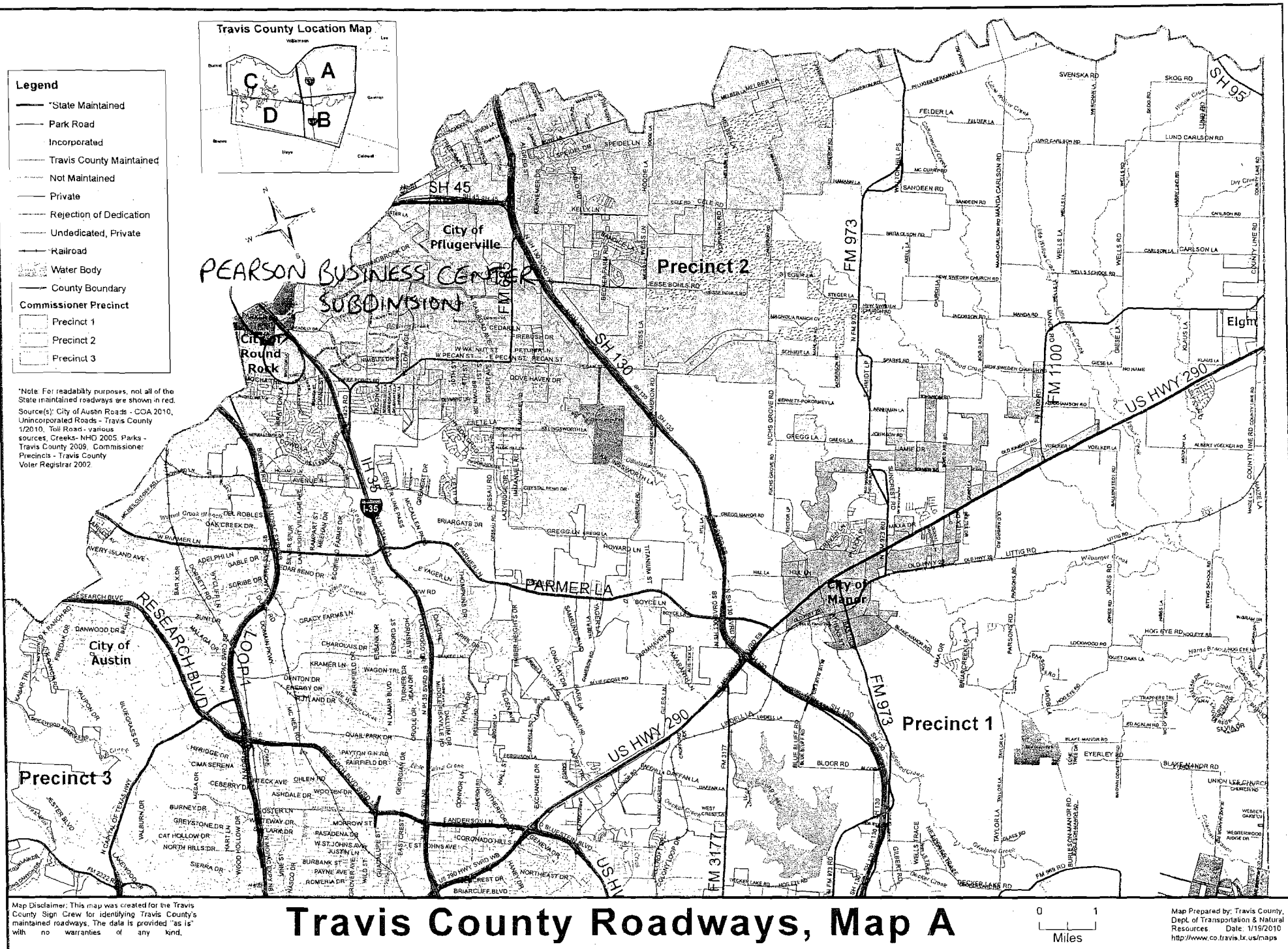
Copy of Partial Plat Vacation Document

AMB: mph

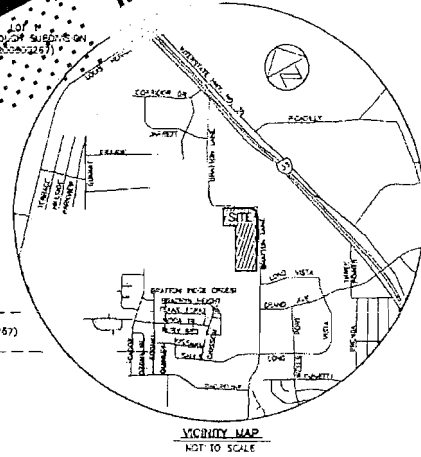
1105



VICINITY MAP
NOT TO SCALE



SIGN HERE



VICINITY MAP
NOT TO SCALE

SCALE IN FEET

A horizontal scale bar with markings at 50, 0, and 100 feet. The bar is divided into two segments by the 0 mark. The left segment is labeled 50 and the right segment is labeled 100. The bar is black with white markings and text.

LEGEND

- 1/2" REBAR FOUND (OR AS NOTED)
- 1/2" REBAR WITH CAP SET
- ⊙ 3/4" IRON PIPE FOUND
- CONCRETE MONUMENT SET
- ✱ COFFIN SPINDLE FOUND
- △ CALCULATED POINT
- ⊗ BENCHMARK LOCATION

LAND USE TABLE

LOT 1: 3.942 AC. COMMERCIAL USE
LOT 2: 5.685 AC. COMMERCIAL USE
LOT 3: 6.414 AC. COMMERCIAL USE
LOT 4: 5.005 AC. COMMERCIAL/WATER QUALITY & DETENTION
TOTAL: 23.053 AC.

BENCHMARK LIST

EW #1: A ALUMINUM DISK IN CONCRETE STAMPED "CHAPARRAL LAND SURVEYING GEODETIC CONTROL JOHN1" +/- 12' WEST OF THE WEST EDGE OF REMAINS OF BRITAIN LAKE +/- 10' SOUTH OF A NORTHEASTLY MAN-HOLE, SOUTH CORNER OF SUBJECT TRACT.
ELEV.=556.93'

EW #2: A ALUMINUM DISK IN CONCRETE STAMPED "CHAPARRAL LAND SURVEYING GEODETIC CONTROL JOHN1" +/- 4' +/- EAST OF THE EAST EDGE OF REMAINS OF BRITAIN LAKE, AT THE W-POINT OF CURVE OF BRATTON LAKE. EAST CORNER OF SUBJECT TRACT.
ELEV.=549.20'

VERTICAL DATUM IS NAHD '82(GEOD) '99) FROM THE TRANS COUNTY/LORA COOPERATIVE MARN NETWORK.

VISTA BUSINESS
PARK SECTION 1
(86/57A)

LINE TABLE		
No.	BEARING	LENGTH
L6	N28°00'52"E	69.34'
L7	S17°08'29"E	75.88'
L8	S17°07'52"E	42.43'
L9	S27°49'40"W	19.04'
L10	N27°50'21"E	59.33'

CURVE TABLE							
NO.	DELTA	RADIUS	TAN	ARC	CHORD	BEARING	(RECORD CHORD)
C1	89°42'34"	146.19'	145.45'	228.89'	206.22'	S17°05'07"E	(S14°53'08"E 204.29')

NELSON MERRILL SURVEY NO. 70

PROJECT NO.:
351-002
DRAWING NO.:
351-002-PL1
PLOT DATE:
06/28/07
PLOT SCALE:
1" = 100'
DRAWN BY:
RCW

Chaparral
Professional Land Surveying, Inc.
Surveying and Mapping
2807 Manchaca Rd., Building 1
Austin, Texas 78704
512-445-1724

SHEET
1 OF 2

EXHIBIT A

PARTIAL VACATION OF "PEARSON BUSINESS CENTER"

THE STATE OF TEXAS

COUNTY OF Travis

WHEREAS, FPA Bratton Associates, L.P., owner (Lots 1-4, Block A, Pearson Business Center Doc. No. 200800003), did heretofore subdivide the same into the subdivision designated Pearson Business Center, the plat of which is recorded in document number 200800003 of the Travis County, Texas Plat Records, and

WHEREAS, the following lots in said subdivision are now owned by the parties indicated, to wit:

<u>LOTS</u>	<u>OWNER</u>
4	FPA Bratton Associates, L.P.
1-4	Mitchel Wong Grantor Retained Annuity Trust
1-4	Rose T. Wong Grantor Retained Annuity Trust

WHEREAS, FPA Bratton Associates, L.P., Mitchel Wong Grantor Retained Annuity Trust and Rose T. Wong Grantor Retained Annuity Trust, who collectively constitute the owners of all original, intact lots in Pearson business Center are desirous of partially vacating said subdivision plat so as to destroy the force and effect of the recording of such subdivision plat insofar and only insofar as the same pertains to Lot 4, Block A only.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That FPA Bratton Associates, L.P., Mitchel Wong Grantor Retained Annuity Trust and Rose T. Wong Grantor Retained Annuity Trust, for and in consideration of the premises and pursuant to the provisions of Chapter 212.013 of the Local Government Code, does hereby vacate Lot 4, Block A only. Said subdivision shall, however, remain in full force and effect as to all other lots in Pearson Business Center.

EXECUTED THE DAYS HEREAFTER NOTED.

DATEOWNER'S SIGNATURE

FPA Bratton Associates, L.P., a Texas limited partnership

By: GF Bratton, LLC, a Texas limited liability company, its general partner

6-14-10By: Michael B. Earl

Michael B. Earl, Manager

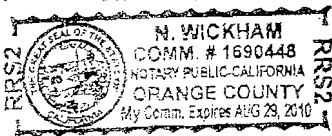
THE STATE OF CALIFORNIA

COUNTY OF ORANGE

On this 14 day of June, 2010 before me, N. Wickham, notary public, personally appeared Michael B. Earl who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.



SEAL

N. Wickham

Printed name: N. Wickham
Notary Public in and for the State of California

DATE

OWNER'S SIGNATURE

6/7/10

Mitchel Wong

Mitchel Wong, Trustee of the Mitchel Wong Grantor Retained Annuity Trust
and Trustee of the Rose T. Wong Grantor Retained Annuity Trust

THE STATE OF TEXAS
COUNTY OF TRAVIS

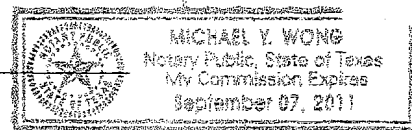
BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Mitchel Wong known to be the person whose name is subscribed to the foregoing instrument as Trustee of the Mitchel Wong Grantor Retained Annuity Trust and Trustee of the Rose T. Wong Grantor Retained Annuity Trust, and he acknowledged to me that he executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS 7th DAY OF June, 2010.

COMPASS PROPERTIES
1009 E. 10th ST., STE 110
AUSTIN, TX 78701

Printed name: Mitchel Wong
Notary Public in and for the State of
Texas

My commission expires:



6/7/10

APPROVAL OF PARTIAL PLAT VACATION

BE IT KNOWN, that on the _____ day of _____, 20____, the Zoning and Platting Commission of the City of Austin, at its regular meeting, did approve the partial vacation of the subdivision known as Pearson Business Center, as recorded in Doc. # 200800003, Travis County Plat Records, upon application therefore by all of the owners of all of the lots in said subdivision.

EXECUTED, this _____ day of _____, 20_____.

Betty Baker, Chairperson
Zoning and Platting Commission
City of Austin
Travis County, Texas

ATTEST:

Teresa Rabago, Executive Secretary
Zoning and Platting Commission of the City of Austin

THE STATE OF TEXAS
COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Betty Baker known to be the person whose name is subscribed to the foregoing instrument as Chairperson of the Zoning and Platting Commission of the City of Austin, Texas, a municipal corporation, and she/he acknowledged to me that she/he executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS _____ DAY OF _____, 20_____.

SEAL

Printed name: _____
Notary Public in and for the State of
Texas

My commission expires: _____

STATE OF TEXAS
COUNTY OF TRAVIS

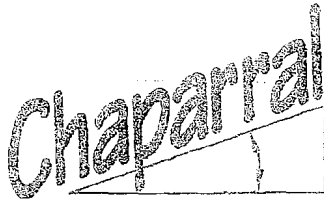
On _____, 20____, the Travis County Commissioners Court approved the partial cancellation of the subdivision known as Pearson Business Center, as recorded in Doc. # 200800003, Travis County Plat Records.

EXECUTED, this _____ day of _____, 20_____.

Dana Debeauvoir, County Clerk
Travis County, Texas

By: _____
Deputy

Return to:
Travis County TNR
Attention: Michael Hettenhausen
P.O. Box 1748
Austin, TX 78767



**Professional Land Surveying, Inc.
Surveying and Mapping**

Office: 512-443-1724
Fax: 512-389-0943

3500 McCall Lane
Austin, Texas 78744

**PEARSON BUSINESS CENTER
LOT 4, BLOCK A
PERIMETER DESCRIPTION**

A DESCRIPTION OF 5.005 ACRES IN THE WILLIAM BRATTON SURVEY NO. 103, TRAVIS COUNTY, TEXAS, BEING ALL OF LOT 4, BLOCK A, PEARSON BUSINESS CENTER, A SUBDIVISION OF RECORD IN DOCUMENT NO. 200800003 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS; SAID 5.005 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a concrete monument found in the south right-of-way line of Bratton Lane (right-of-way width varies) for the northwest corner of said Lot 4, and also being in the north line of an 80.533 acre tract described in Document No. 2006024340 of the Official Public Records of Travis County, Texas;

THENCE with the south and west right-of-way lines of Bratton Lane, also being the north and east lines of said Lot 4, the following three (3) courses and distances:

1. South $61^{\circ}52'06''$ East, a distance of 709.70 feet to a 1/2" rebar with Chaparral cap found;
2. With a curve to the right, an arc distance of 228.89 feet, having a radius of 146.19 feet, a delta angle of $89^{\circ}42'34''$ and a chord which bears South $17^{\circ}05'07''$ East, a distance of 206.22 feet to a 1/2" rebar found;
3. South $27^{\circ}49'40''$ West, a distance of 8.49 feet to a 1/2" rebar with Chaparral cap found for a south corner of said Lot 4, being the northeast corner of Lot 3, said Pearson Business Center subdivision;

THENCE North $62^{\circ}08'29''$ West, with a southwest line of said Lot 4, being the north line of said Lot 3, a distance of 535.69 feet to a 1/2" rebar with Chaparral cap found for an angle point in a southwest line of said Lot 4, being the northwest corner of said Lot 3;

THENCE South $28^{\circ}00'52''$ West, with the southeast line of said Lot 4, being also the northwest line of said Lot 3, a distance of 279.23 feet to a 1/2" rebar with Chaparral cap found for a south corner of said Lot 4;

THENCE North $61^{\circ}59'08''$ West, with a southwest line of said Lot 4, crossing the 80.533 acre tract, a distance of 320.12 feet to a 1/2" rebar with Chaparral cap found for the west corner of said Lot 4;

THENCE North $28^{\circ}00'52''$ East, continuing across the 80.533 acre tract, with the

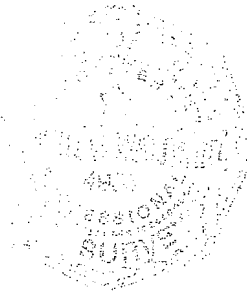
Page 2

northwest line of said Lot 4, a distance of 436.20 feet to the **POINT OF BEGINNING**, containing 5.005 acres of land, more or less.

Surveyed on the ground December 18, 2009. Attachments: Survey Drawing No. 351-002-VAC. Bearing basis is Grid Azimuth for the Texas Central Zone, 1983/93 HARN from LCRA survey network.

Robert C. Waits, Jr. 3-29-10

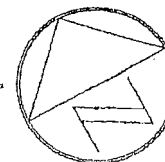
Robert C. Waits, Jr.
Registered Professional Land Surveyor
State of Texas No. 4995



SKETCH TO ACCOMPANY A DESCRIPTION OF 5.005 ACRES IN THE WILLIAM BRATTON SURVEY NO. 103, TRAVIS COUNTY, TEXAS, BEING ALL OF LOT 4, BLOCK A, PEARSON BUSINESS CENTER, A SUBDIVISION OF RECORD IN DOCUMENT NO. 200800003 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS.

BRATTON LANE
(PUBLIC RIGHT-OF-WAY WIDTH VARIES)

1"=100'

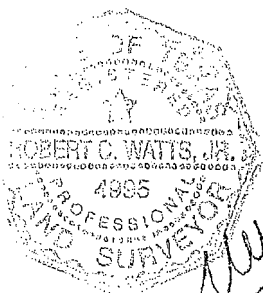


S61°52'06"E 709.70'
(S59°44'58"E)

P.O.B.

5.005 AC. ACRES
APPROX. 218,011 SQ. FT.

LOT 4, BLOCK A
PEARSON BUSINESS CENTER
(200800003)



Watts
3-29-10

N28°00'52"E 436.20'

CH

N61°59'08"W 320.12'

FPA BRATTON ASSOCIATES, L.P.
(REMAINDER OF 80.533 ACRES)
(2006024340)

CH

S28°00'52"W 279.23'

CH

N62°08'29"W 535.69'

LOT 3, BLOCK A
PEARSON BUSINESS CENTER
(200800003)

LEGEND

- 1/2" REBAR FOUND
- CH 1/2" REBAR W/ CHAPARRAL CAP FOUND
- CONCRETE MONUMENT FOUND

CURVE TABLE

NO.	DELTA	RADIUS	TAN	ARC	CHORD	BEARING
C1	89°42'34"	146.19'	145.45'	228.89'	206.22'	S17°05'07"E

S27°49'40"W
8.49'

C1

CH

BRATTON LANE
(PUBLIC RIGHT-OF-WAY WIDTH VARIES)

BEARING BASIS: GRID AZIMUTH FOR TEXAS CENTRAL
ZONE, 1983/93 HARN VALUES FROM LCRA CONTROL
NETWORK.

DATE OF SURVEY: 12/18/09
PLOT DATE: 03/29/10
DRAWING NO.: 351-002-VAC
PROJECT NO.: 351-002
DRAWN BY: RCW/JDB



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Debbie Ties, Fire Marshal's Office, 854-6472

Elected/Appointed Official/Dept. Head: Hershel Lee, Fire Marshal

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON AN ORDER
CONCERNING OUTDOOR BURNING IN THE UNINCORPORATED
AREAS OF TRAVIS COUNTY.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Enter Background/Summary of Request and Attachments here

STAFF RECOMMENDATIONS:

Enter Staff Recommendations here

ISSUES AND OPPORTUNITIES:

Enter Issues and Opportunities here

FISCAL IMPACT AND SOURCE OF FUNDING:

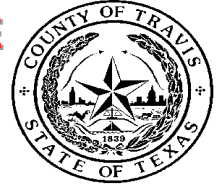
No financial impact.

REQUIRED AUTHORIZATIONS:

Fire Marshal's Office	Hershel Lee	Completed	01/25/2011 1:19 PM
Emergency Services	Danny Hobby	Completed	01/26/2011 11:00 AM
County Judge's Office	Cheryl Aker	Completed	01/26/2011 1:16 PM
Commissioners Court	Cheryl Aker	Pending	

TRAVIS COUNTY FIRE MARSHAL'S OFFICE

5555 AIRPORT BLVD., SUITE 400, AUSTIN, TEXAS 78751
P. O. BOX 1748, AUSTIN, TEXAS 78767
(512) 854-4621, FAX (512) 854-6471



MEMORANDUM

To: Travis County Commissioners Court

From: Hershel Lee, Travis County Fire Marshal

Date: February 1, 2011

Subject: **Order Prohibiting Outdoor Burning in the Unincorporated Areas of Travis County**

At the time of preparation for this agenda item, we are at a point where we should keep a burn ban in place in the unincorporated areas of Travis County. The KBDI in Travis County is currently 354. Local fire departments are still responding to small grass fires.

Weather forecasts indicate the possibility of rainfall over the upcoming weekend. If this rain is received we may be able to recommend that Court lift the burn ban for a week or so. However if the rain does not come as forecast, we will need to ask Court to keep the current ban in place.

The Office of Emergency Management and the Fire Marshal's Office will have a recommendation to make to Court when we arrive for the voting session.

Thank you.

COUNTY OF TRAVIS §

§

STATE OF TEXAS §

**ORDER LIFTING
OUTDOOR BURNING BAN**

WHEREAS, Section 352.081 of the Local Government Code provides that the commissioners court of a county by order may prohibit outdoor burning in the unincorporated area of the county if the commissioners court makes a finding that circumstances present in the unincorporated area create a public safety hazard that would be exacerbated by outdoor burning; and,

WHEREAS, Section 352.081 of the Local Government Code further provides that an order prohibiting outdoor burning shall expire on the date that a determination is made by the commissioners court that the circumstances which necessitated the order no longer exist; and,

WHEREAS, on January 11, 2011, the Travis County Commissioners Court made a finding that circumstances present in the unincorporated area of Travis County created a public safety hazard that would be exacerbated by outdoor burning and approved an Order Prohibiting Outdoor Burning in the unincorporated area of Travis County; and,

WHEREAS, the Travis County Commissioners Court has determined that conditions in the unincorporated area of Travis County have improved as a result of recent rainfall and that the circumstances which necessitated the Order Prohibiting Outdoor Burning no longer exist;

NOW, THEREFORE, the Travis County Commissioners Court hereby LIFTS its Order of January 11, 2011, Prohibiting Outdoor Burning in the unincorporated areas of Travis County. Although conditions in the unincorporated area of Travis County have improved, the Commissioners Court urge all persons to use extreme caution and to obey all laws when burning outdoors.

ORDERED THIS 1ST DAY OF FEBRUARY, 2011.

TRAVIS COUNTY COMMISSIONERS COURT

By: _____
Samuel T. Biscoe, County Judge



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Yolanda Reyes, Planning and Budget Office, 854-9106

Elected/Appointed Official/Dept. Head: Rodney Rhoades, Executive Manager

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on budget amendments, transfers and discussion items.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached documentation.

STAFF RECOMMENDATIONS:

Please see attached documentation.

ISSUES AND OPPORTUNITIES:

Please see attached documentation

FISCAL IMPACT AND SOURCE OF FUNDING:

Please see attached documentation

REQUIRED AUTHORIZATIONS:

Planning and Budget Office	Jessica Rio	Pending
Planning and Budget Office	Leroy Nellis	Pending
Planning and Budget Office	Rodney Rhoades	Pending
Planning and Budget Office		Pending
County Judge's Office	Cheryl Aker	Pending
Commissioners Court	Cheryl Aker	Pending

BUDGET AMENDMENTS AND TRANSFERS

FY 2011

2/1/2011AMENDMENTS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		517	9800	981	9892	Reserves	Fund 517 Allocated Resv		\$ 485,000	1
	KLAV03	517	1405	801	8105	Facilities	Buildings	\$ 485,000		

TRANSFERS

BA#	Project Code	FUND	DEPT/DI V	ACT	ELM/ OBI	Dept.	Allocated Reserves	Increase	Decrease	
T1	KEQ001	517	1404	801	5007	Facilities	Rps-other Equip		\$ 48,682	2
	KP1005	517	1405	801	8105	Facilities	Buildings	\$ 48,628		
T2		001	1405	822	3001	Facilities	Off Equip,Furn		\$ 24,999	2
	KP1005	001	1405	821	8105	Facilities	Buildings	\$ 24,999		

OTHER

O1	Approve cell phone allowance for Criminal Justice Planning employee, Slot 8	6
----	---	---

FUND TRANSFERS

BA#	Project Code	FUND	DEPT/DI V	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
FT1	WPN002	737	0000	255	3101	LCRA Escrow	Arkansas Bend		\$ 22.26	8
		001	4945	339	2010	TNR	Park Fees	\$ 22.26		
FT2	WPN003	737	0000	255	3102	LCRA Escrow	Bob Wentz		\$ 7,805.11	8
		001	4945	339	2010	TNR	Park Fees	\$ 7,805.11		
FT3	WPN004	737	0000	255	3103	LCRA Escrow	Cypress Creek		\$ 2,787.86	8
		001	4945	339	2010	TNR	Park Fees	\$ 2,787.86		
FT4	WPN008	737	0000	255	3104	LCRA Escrow	Hippie Hollow		\$ 29,644.35	8
		001	4945	339	2010	TNR	Park Fees	\$ 29,644.35		
FT5	WPN010	737	0000	255	3105	LCRA Escrow	Mansfield Dam		\$ 23,092.15	8
		001	4945	339	2010	TNR	Park Fees	\$ 23,092.15		
FT6	WPS003	737	0000	255	3106	LCRA Escrow	Pace Bend		\$ 57,885.02	8
		001	4945	339	2010	TNR	Park Fees	\$ 57,885.02		
FT7	WPN013	737	0000	255	3107	LCRA Escrow	Sandy Creek		\$1,251.86	8
		001	4945	339	2010	TNR	Park Fees	\$1,251.86		
FT8	N/A	737	0000	256	4000	LCRA Escrow	Interest		\$ 2,404.35	8
		001	4945	339	2010	TNR	Park Fees	\$ 2,404.35		

Budget Adjustment: 25489

Fyr _ Budget Type: 2011-Bonds

Author: 14 - DRAPER, AMY

Created: 1/24/2011 10:45:18 AM

PBO Category:

Court Date: None

Dept: RESERVES

Just: Other

Transfer funds from reserve account to 700 Lavaca project for external project management

From Account	Acct Desc	Project	Proj Desc	Amount
517-9800-981-9892	ALLOCATED RESERVES			485,000
				485,000
To Account		Project		Amount
517-1405-801-8105	BUILDINGS	KLAV03	700 LAVACA STREET RENOVAT	485,000
				485,000

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	1/24/2011 10:49:42 AM
DepOffice	14	AMY DRAPER	1/24/2011 10:49:42 AM
DepOfficeTo	14	AMY DRAPER	1/24/2011 10:49:44 AM

External project management contract and funding source approved by Commissioners Court on January 18, 2011, agenda item #13. PBO concurs.

DaRanis 1/24/11
George Mullis 1/25/11



PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Members of Commissioners Court

FROM: Diana A. Ramirez, Sr. Budget Analyst *[Signature]* for Diana Ramirez

DATE: January 24, 2011

RE: Request by Facilities Management Department (FMD) to use \$73,627 in savings from two completed CAR-funded capital projects to meet new funding needs for the Precinct One Office Building

FMD is requesting to transfer savings from two completed capital projects to the project budget for the construction and outfitting of the new Precinct One Office Building. The additional funds are needed to fund two items that have changed since the Precinct One Office Building project was budgeted and approved. First, an addendum to the security assessment was issued that recommends additional site security fencing as well as 15 security cameras and associated hardware. The additional cost of the fencing is \$39,696 and the camera system is \$23,726.

Second, three new FTE have been funded in the two Precinct One offices (Justice of the Peace and Constable) since FY 10. Further, new elected officials in each of these offices are requesting new office furniture for the move to the new building. The additional cost of this FF&E is \$9,861. There is a small difference of \$344 that will also be transferred and used if necessary.

The savings proposed to be transferred are from two completed projects: the County Wide Controlled Access project and the CJC Jury Box Replacement project. The savings from these two completed projects are fully realized.

PBO recommends approval of this request as the additional costs could not be known at the time this project's budget was originally approved by Commissioners Court.

cc: Leroy Nellis, Rodney Rhoades, PBO
Roger El Khoury, John Carr, Amy Lambert, Amy Draper, FMD



FACILITIES MANAGEMENT DEPARTMENT

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

RECEIVED

1010 Lavaca Street, Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 474-9661 Fax: (512) 474-9226

TRAVIS COUNTY
PLANNING & BUDGET OFFICE
FMD Project: PCT 06-09B-1N
File: 102

MEMORANDUM

TO: Rodney Rhoades, Executive Manager, Planning and Budget Office

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

FROM: John F. Carr, Administrative Director

DATE: January 20, 2011

SUBJECT: Funding Issue – Precinct One Office Building
Reallocate Savings

Facilities Management Department (FMD) requests your support in obtaining authorization to reallocate available savings from completed projects to provide funds for unbudgeted items described below at the Precinct One Office Building project (KP1005). FMD recommends reallocation \$48,628 in savings from the completed County Wide Controlled Access project (KEQ001) and \$24,999 from the completed CJC Jury Box replacement project. Since FMD completed these projects in a timely manner, this combined savings of \$73,627 is now available to offset the cost of these unbudgeted items without requiring transfers from the reserve accounts.

After the Precinct One project was budgeted and approved, an addendum to the security assessment was issued that added requirements for site security fencing, plus 15 security cameras (9 exterior/6 interior cameras including the associated added digital video recorder and UPS). The costs associated with these security items is \$39,696 for the fencing and \$23,726 for the camera systems. This security addendum is available for your review if needed. In addition, after the project was budgeted and approved, five FTEs were added to the program for which funding has not been provided. This unfunded FFE cost associated with these positions is estimated at \$9,861. The transfer of the available savings identified above of \$73,627 will cover these unfunded security and FFE costs of \$73,283.

The Precinct One Office Building is on schedule for completion in mid March 2011. Please expedite approval of the transfer of these savings to occur on February 1, 2011 so as to not delay the completion of these security items and FFE. Your support in obtaining approval for the reallocation of these available savings is appreciated. Please direct any questions on this request to Roger at 44579 or John at 44772.

COPY TO:

Danny Hobby, Executive Manager, Emergency Services
Amy Draper, CPA, Financial Manager, FMD
Amy Lambert, AIA, LEED AP, Project Manager, FMD
Diana Ramirez, Senior Budget Analyst, PBO

Budget Adjustment: 25491

Fyr _ Budget Type: 2011-Bonds

Author: 14 - DRAPER, AMY

Created: 1/24/2011 10:49:08 AM

PBO Category:

Court Date: None

Dept: FACILITIES MANAGEMENT

Just: Other

Transfer project savings from County Wide Controlled Access project to Pct 1 Office Bldg (additional

From Account	Acct Desc	Project	Proj Desc	Amount
517-1404-801-5007	REPAIRS-OTHER EQUIPMENT	KEQ001	Capital Equipment	48,628
				48,628
To Account		Project		Amount
517-1405-801-8105	BUILDINGS	KP1005 <i>DAK</i>		48,628
				48,628

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	1/24/2011 10:49:50 AM
DepOffice	14	AMY DRAPER	1/24/2011 10:49:51 AM

Draper 1/24/11
Robert Ellis 1/25/11

Budget Adjustment: 25490

Fyr _ Budget Type: 2011-Reg

Author: 14 - DRAPER, AMY

Created: 1/24/2011 10:47:15 AM

PBO Category: Transfer

Court Date: Tuesday, Feb 1 2011

Dept: FACILITIES MANAGEMENT

Just: Other

Transfer project savings from CJC Jury Boxes to Pct 1 Office Bldg (additional security and FFE)

From Account	Acct Desc	Project	Proj Desc	Amount
001-1405-822-3001	OFFICE EQUIP,FURN, & SUPP			24,999
				24,999
To Account		Project		Amount
001-1405-821-8105	BUILDINGS	KP1005	PCT.1 NEW BUILDING	24,999
				24,999


Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	1/24/2011 10:49:47 AM
DepOffice	14	AMY DRAPER	1/24/2011 10:49:48 AM

Draper 1/24/11
Reyes-Telles 1/25/11

CR

Travis County Monthly Cellular Service Allowance REQUEST

FORM Pursuant to Travis County Code, Chapter 10, Wireless Communications Policy, I am submitting this request for additions (A) or changes (C) of monthly cellular service allowances within my Office/Department.


 Official/Department Head Signature and Date

1-11-11
 effective date

NOTE: All requests for new monthly allowances or increases to previously approved monthly allowances must first go through PBO, then be processed through the Auditor's Office. Along with this request form, a budget transfer sheet must be completed for a transfer of funds into line items 2002 (6.2%), 2005 (9.64%), 2006 (1.95 POPS positions), 2007 (1.45%), and the remaining into 4107. Unless the allowance is for a limited time, the budget transfer used to fund the allowance can only be made on an annualized permanent basis.

A cellular service monthly allowance is requested for (A or C, Employee ID #, position title and slot number):	\$10/mo	\$20/mo	\$30/mo
Kristy Vargas, EIN 132221, Executive Assistant, Slot No. 8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Reviewed by PBO


 signature and date 1/19/11

Approved by Commissioner's Court

 Date

Processed by Auditor's Office

 signature and date

Return a copy to: Brad Bearden, Emergency & Wireless Communications Manager
 Travis County Emergency Services Phone 854-4895 Fax 854-4786 Email
 Brad.Bearden@co.travis.tx.us




JUSTICE & PUBLIC SAFETY DIVISION

Roger W. Jefferies, Executive Manager
P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

MEMORANDUM

To: Planning and Budget Office

From: Roger Jefferies, Executive Manager 

Date: January 19, 2011

Re: Cell Phone Allowance for Kristy Vargas

**Criminal Justice
Planning**
Roger W. Jefferies
(512) 854-4415

**Counseling &
Education Services**
Caryl Colburn
(512) 854-9540

**Juvenile Public
Defender**
Kameron D. Johnson
(512) 854-4128

Kristy Vargas is the Executive Assistant for the Justice and Public Safety Division. She uses her personal cell phone for Travis County business. I have found internal funds to cover the costs of a cell phone allowance for Ms. Vargas at a rate of \$30 per month, not to exceed \$360 per year. Budget Adjustment 25344 has been completed and approved to cover the costs associated with this request.

If you have any questions, please feel free to contact me at 854-4415.

FUND TRANSFER FORMDepartment Name: T.N.R.Department Number: 49

Is this request related to a separate agenda item other than Budget Amendments and Transfers?

If yes, please check the appropriate blank below and attach copies of the agenda request and supporting documentation submitted to the County Judge's Office.

☐ Contract Pending
☐ Personnel Amendment
☐ Other, Please Specify:

RECEIVED
11 JAN 18 PM 3:23
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

ALL AMOUNTS MUST BE IN WHOLE DOLLARS

Item #	-----Account Number-----				Project Number	Object Title	Reduction Amount	For PBO Use Only:	
	Fund	Dept/Div.	Act.	Ele/Obj.				Type	PBO Approval Analyst/Manager
1	FROM: 737	- 0000	- 255	- 3101	WPN002	LCRA Escrow Arkansas Bend	\$22.26	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			
2	FROM: 737	- 0000	- 255	- 3102	WPN003	LCRA Escrow Bob Wentz	\$7,805.11	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			
3	FROM: 737	- 0000	- 255	- 3103	WPN004	LCRA Escrow Cypress Creek	\$2,787.86	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			
4	FROM: 737	- 0000	- 255	- 3104	WPN008	LCRA Escrow Hippie Hollow	\$29,644.35	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			
5	FROM: 737	- 0000	- 255	- 3105	WPN010	LCRA Escrow Mansfield Dam	\$23,092.15	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			

Item #'s:

JUSTIFICATION:

x

Needs rebudgeting to meet commodity
code requirements
Other, please specify:

Types of Requests Transfer - TR
 Amendment - AM
 Discussion - DS
 Automatic - AU

FY2011 1st Qtr park revenue & interest transfer totaling \$124,892.96 from the LCRA Escrow Fund to the County's General Fund.
 This submission is in accordance with CC approval of May 17, 1999 considering and approving such quarterly transfers under agenda "Budget Transfers and Amendments".

Signature of Elected/Appointed Official

01/14/11
 Date

Please refer to budget rules for instructions on filling out Budget Adjustment Form

Rev 12/93


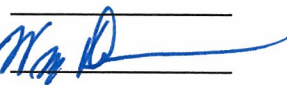

FUND TRANSFER FORM

Department Name: T.N.R. Department Number: 49

Is this request related to a separate agenda item other than Budget Amendments and Transfers?
If yes, please check the appropriate blank below and attach copies of the agenda request and all supporting documentation submitted to the County Judge's Office.

☐ Contract Pending
☐ Personnel Amendment
☐ Other, Please Specify:

ALL AMOUNTS MUST BE IN WHOLE DOLLARS

Item #	-----Account Number-----				Project Number	Object Title	Reduction Amount	For PBO Use Only:	
	Fund	Dept/Div.	Act.	Ele/Obj.				Type	PBO Approval Analyst/Manager
6	FROM: 737	- 0000	- 255	- 3106	WPS003	LCRA Escrow Pace Bend	\$57,885.02	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			
7	FROM: 737	- 0000	- 255	- 3107	WPN013	LCRA Escrow Sandy Creek	\$1,251.86	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			
8	FROM: 737	- 0000	- 256	- 4000	N/A	LCRA Escrow Interest	\$2,404.35	FT	
	TO: 001	- 4945	- 339	- 2010		Park Fees			
9	FROM: _____	- _____	- _____	- _____	_____	_____	_____	_____	_____
	TO: _____	- _____	- _____	- _____	_____	_____	_____	_____	_____
10	FROM: _____	- _____	- _____	- _____	_____	_____	_____	_____	_____
	TO: _____	- _____	- _____	- _____	_____	_____	_____	_____	_____

Item #s:

JUSTIFICATION:

x

Needs rebudgeting to meet commodity
code requirements
Other, please specify:

Types of Requests Transfer - TR
 Amendment - AM
 Discussion - DS
 Automatic - AU

Signature on page 1

Signature of Elected/Appointed Official

Date

Please refer to budget rules for instructions on filling out Budget Adjustment Form

Rev 12/93

Transportation & Natural Resources
 LCRA/Travis County Parks
 31-Dec-10

FY 2011 1st Qtr. Transfer to General Fund & CIP

LCRA Parks Escrow Fund Account Number	Park	1st Qtr Revenues 10/1/2010 through 12/31/2010	Adjustments	Less: Pending FY 2011 LCRA Admin. Fee 1st Qtr.	Less: Pending 1st Qtr Trsfr. to the CIP Fund	Amount to Transfer to General Fund Account No. 001-4945-339-2010
737-0000-255-3101	Arkansas Bend	27.00	-	<i>Estimated</i> (0.69)	(4.05)	22.26
737-0000-255-3102	Bob Wentz	9,710.00	-	(448.39)	(1,456.50)	7,805.11
737-0000-255-3103	Cypress Creek	3,531.00	-	(213.49)	(529.65)	2,787.86
737-0000-255-3104	Hippie Hollow	37,194.00	-	(1,970.55)	(5,579.10)	29,644.35
737-0000-255-3105	Mansfield Dam	29,223.00	-	(1,747.40)	(4,383.45)	23,092.15
737-0000-255-3106	Pace Bend	72,087.00	-	(3,388.93)	(10,813.05)	57,885.02
737-0000-255-3107	Sandy Creek	1,530.00	-	(48.64)	(229.50)	1,251.86
	Total:	153,302.00	-	(7,818.09)	(22,995.30)	122,488.61
737-0000-256-4000	Interest	2,404.35	-	-	-	2,404.35
	Total:	\$155,706.35	\$0.00	(7,818.09)	(22,995.30)	\$124,892.96

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

Amount	Dept Transferred Into	Date	Explanation
\$8,953,199			Beginning Balance
(\$18,768)	District Attorney	10/19/10	Family Protection Fund
\$4,443	Various	10/15/10	Canceled Purchase Orders
\$4,051	Various	10/25/10	Canceled Purchase Orders
(\$102,500)	Medical Examiner	10/26/10	Financial Feasibility Study
(\$599,970)	TNR	10/26/10	Hamilton Pool Cleanup Project
(\$3,975)	CJP	10/26/10	ACC Internship Program
(\$5,178)	Civil Courts	10/26/10	ACC Internship Program
\$11,039	Various	11/1/10	Canceled Purchase Orders
(\$230,498)	TNR	11/9/10	McKinney Falls Grant Match
(\$3,500)	Historical Commission	11/9/10	Historical Commission Grant match
\$9,790	Various	11/10/10	Canceled Purchase Orders
(\$168,117)	Facilities	11/23/10	HVAC at EOB
\$3,123	Various	11/23/10	Canceled Purchase Orders
(\$170,000)	Facilities	12/7/10	BEFIT - Data Center
(\$25,100)	Facilities	12/14/10	Land
\$161,390	Various	12/13/10	Canceled Purchase Orders
(\$15,987)	County Attorney	12/14/10	Technical correction of liquidated PO
(\$25,000)	TNR	12/27/2010	Envision Central Texas
\$7,745	Various	1/7/11	Canceled Purchase Orders
(\$17,821)	TNR	1/13/11	Environmental Monitoring @ TXI permitted
\$7,768,366	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$57,465)	Receptionist Position Related Auditor's Office in the 700 Lavaca Building
(\$200,000)	Transition Planning
(\$25,885)	ACC Internship Program
(\$200,000)	Television Cable Service for Travis County
(\$185,439)	Family Drug Treatment Court
(\$184,727)	Drug Court Grant Reserves
(\$21,060)	Cadaver Contract Increase
(\$57,137)	DWI Court Program
(\$20,000)	HAZMAT Allocated Reserves
(\$19,240)	Landfill Leachate Discharge Abatement & Priority 2
(\$25,000)	Cash Match for MHPD Expansion grant
(\$51,494)	MHPD FY 11 Continuation funding
(\$50,000)	Postage and Postage
(\$200,000)	Managed Print Services
(\$255,000)	Workforce Development Pilot Programs
(\$400,000)	Civil Indigent Attorney Fees
(\$300,000)	Indigent Attorney Fees for Capital Cases
(\$200,000)	Transition Planning
(\$70,000)	Redistricting
(\$175,000)	Special Election for Senator Wentworth
(\$250,000)	Conservation Easement
(\$2,947,447)	Total Possible Future Expenses (Earmarks)

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

\$4,820,919 Remaining Allocated Reserve Balance After Possible Future Expenditures

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

Amount	Dept Transferred Into	Date	Explanation
\$496,980 (\$45,000)	Facilities	12/28/10	Beginning Balance EOB - Safety Improvements
\$451,980 Current Reserve Balance			

Possible Future Expenses Against CAR Identified During the FY11 Budget Process:

Amount	Explanation
(\$135,000)	Video Surveillance Phase 2 of 3
(\$95,500)	Failing Vehicles
(\$90,000)	Guardrails
(\$90,000) Total Possible Future Expenses (Earmarks)	

\$361,980 Remaining CAR Balance After Possible Future Expenditures

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

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

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

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

Planning Reserve Status (001-9800-981-9821)

Amount	Dept Transferred Into	Date	Explanation
\$2,100,000			Beginning Balance
\$2,100,000 Current Reserve Balance			

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

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

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

Amount	Dept Transferred Into	Date	Explanation
\$596,369			Beginning Balance
\$596,369 Current Reserve Balance			

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

Amount	Dept Transferred Into	Date	Explanation
\$51,280			Beginning Balance
\$51,280 Current Reserve Balance			

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

Amount	Dept Transferred Into	Date	Explanation
\$48,595,756			Beginning Balance
(\$22,500,000)	Facilities	12/14/10	Land
(\$754,400)	ITS	12/21/10	Equipment
(\$3,948,400)	TNR	12/21/10	Vehicles
\$21,392,956 Current Reserve Balance			

BEFIT Auditor Reserve Status (001-9800-982-9902)

Amount	Dept Transferred Into	Date	Explanation
\$1,099,930			Beginning Balance
(111,697)	ITS	11/9/10	BEFIT Personnel
(920,159)	Auditor	12/7/10	BEFIT Personnel
(68,074)	PBO	12/7/10	BEFIT Personnel
\$0 Current Reserve Balance			



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Travis Gatlin, Planning and Budget Office, 854-9065

Elected/Appointed Official/Dept. Head: Rodney Rhoades, Executive Manager

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Review and approve requests regarding grant programs, applications, contracts and permissions to continue:

- A. New application to the United States Department of Justice, Bureau of Justice Assistance, for a justice and mental health collaboration program to be managed by Criminal Justice Planning;
- B. Biennial Interlocal agreement with the City of Austin, Travis County Sheriff's Office, County Attorney's Office, District Attorney's Office, Constable, Precinct Five, Safeplace and Texas Rio Grande Legal Aid to continue the Family Violence Protection Team Program funded by the United States Department of Justice, Office on Violence Against Women;
- C. Amendment to the contract with the Office of the Governor, Criminal Justice Division, to deobligate unspent funds from the FY 10 award for the Travis County Drug Diversion Court Program in the Criminal Courts;
- D. Amendment to the contract with the Office of the Governor, Criminal Justice Division, to deobligate unspent funds from the FY 10 award for the Travis County Veteran's Court Program in the Criminal Courts; and
- E. Annual submission of the Internal Control Questionnaire to the Department of State Health Services for the FY 11 Title IV-E Program in the Health and Human Services and Veterans Service Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

This week's grant packet includes five items. Item A is an application for a new grant for a one year period that would provide planning resources to identify gaps within the mental health and criminal justice system. Item B is the long standing Interlocal agreement that provides grant resources for the Family Violence Protection Team. Items C and D will deobligate unspent FY 10 grant funds in the Criminal Courts and have been requested by the

grantor. Item E is requesting the annual submission of the Internal Control Questionnaire for the Title IV-E Program in the Health and Human Services and Veterans Service Department. The agreement is automatically renewed each year and the form is a requirement of the program.

STAFF RECOMMENDATIONS:

PBO recommends approval of all items.

ISSUES AND OPPORTUNITIES:

Additional information is provided in each item's grant summary sheet.

FISCAL IMPACT AND SOURCE OF FUNDING:

Item A requires a County match that is met through an In-kind contribution from existing staff. Item B is a long standing grant that includes a County match that is also met through departments' existing budgets. There are no match requirements for Items C and D. The match for Item E is also met through the department's existing budget.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office	Rodney Rhoades	Pending
County Judge's Office	Cheryl Aker	Pending
Commissioners Court	Cheryl Aker	Pending

TRAVIS COUNTY

2/1/2011

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2011

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 #
Applications									
<i>a</i>	55 Justice and Mental Health Collaboration Program	10/1/2011-9/30/2012	\$49,796	\$0	\$19,304	\$69,100 0.75	R	C	10
Contracts									
<i>b</i>	Various Family Violence Protection Team	10/1/2010-9/30/2012	\$699,507	\$168,239	\$0	\$867,746 4.5	R	EC	40
<i>c</i>	24 Travis County Drug Diversion Court	9/1/2009-8/31/2010	\$161,359	\$0	\$0	\$161,359 1	R	MC	56
<i>d</i>	24 Travis County Veteran's Court	4/1/2010-8/31/2010	\$7,387	\$0	\$0	\$7,387 1	R	MC	59
Other Actions									
<i>e</i>	58 FY 11 Title IV-E	10/1/2010-9/30/2011	\$104,196	\$205,013	\$0	\$309,209 0.75	R	C	62

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 2011 Grants Summary Report
Outstanding Grant Applications

The following is a list of grants for which application has been submitted since October 1, 2010, 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
24	Formula Grant - Indigent Defense Grants Program	10/1/2010 - 9/30/2011	\$446,456	\$0	\$0	\$446,456	0	10/12/2010
17	A Cultural Resources Survey of Rural Properties in Eastern Travis County	2/1/2011 - 10/1/2012	* \$8000	\$3,000	\$2,000	\$13,000	0	11/16/2010
49	Section 6 Traditional Grant Proposal - Karst Study	9/1/2011 - 8/31/2013	\$74,976	\$0	\$25,877	\$100,853	0	11/16/2010
19	Underage Drinking Prevention Program	10/1/2011 - 9/30/2014	\$570,783	\$107,145	\$214,701	\$892,629	3	1/4/2011
45	Drug Court and In Home Family Services Grant	9/1/2011 - 8/31/2012	\$181,000	\$20,111	\$0	\$2,011,111	0.24	1/25/2011
45	Juvenile Accountability Block Grant (JABG) Juvenile Assessment Center	9/1/2011 - 8/31/2012	\$126,920	\$14,103	\$0	\$141,023	1.5	1/25/2011
47	Emergency Management Performance Grant	10/1/2010 - 9/30/2011	\$67,200	\$67,200	\$0	\$134,400	3	1/25/2011
			\$1,467,335	\$211,559	\$242,578	\$3,739,472	7.74	

FY 2011 Grants Approved by Commissioners Court

The following is a list of grants that have been received by Travis County since October 1, 2010

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
45	Travis County Eagle Resource Project	09/1/2010 - 8/31/2011	\$49,884	\$0	\$0	\$49,884	0	10/5/2010
58	Atmos Energy Share the Warmth	10/1/2010 - 9/30/2011	\$13,891	\$0	\$0	\$13,891	0	10/12/2010
39	Safe Havens: Supervised Visitation and Safe Exchange Grant Program	10/1/2010 - 9/30/2013	\$400,000	\$0	\$0	\$400,000	0.75	10/12/2010
39	Travis County Adult Probation DWI Court	9/1/2010 - 8/31/2011	\$234,391	\$0	\$0	\$234,391	4	10/26/2010
55	Office of Child Representation	10/1/2010 - 9/30/2011	\$50,000	\$623,000	\$0	\$673,000	8	10/26/2010
55	Office of Parental Representation	10/1/2010 - 9/30/2011	\$50,000	\$623,000	\$0	\$673,000	8	10/26/2010
58	Parenting in Recovery	9/30/2010 - 9/29/2011	\$500,000	\$80,000	\$45,000	\$625,000	1	10/26/2010
45	Juvenile Treatment Drug Court-OJJDP	10/1/2010 - 9/30/2014	\$424,979	\$141,667	\$0	\$566,646	2.5	10/26/2010
45	Juvenile Treatment Drug Court-SAMHSA/CSAT	9/30/2010 - 9/29/2011	\$199,820	\$0	\$0	\$199,820	0	10/26/2010
37	2007 Byrne Justice Assistance Grant (JAG)*	10/1/2006 - 3/31/2011	\$203,845.50	\$0	\$0	\$203,845.50	0	10/26/2010
24	Travis County Veterans's Court	9/1/2010 - 8/31/2011	\$40,000	\$0	\$0	\$40,000	0	11/16/2010
39	Travis County Adult Probation DWI Court	9/30/2010 - 9/29/2013	\$597,908	\$0	\$0	\$597,908	3.45	11/16/2010
58	Communities Putting Prevention to Work (Tobacco Free Worksite Policy)	6/1/2010 - 2/29/2012	\$200,000	\$0	\$0	\$200,000	1.5	11/16/2010

3

Dept	Name of Grant	Grant Term	Grant Award	County Match	In-Kind	Program Total	FTEs	Approval Date
45	Leadership Academy Dual Diagnosis Unit - Residential Substance Abuse Treatment Program	10/1/2010 - 9/30/2011	\$142,535	\$47,512	\$0	\$190,047	1.82	11/23/2010
24	Travis County Veteran's Court	9/1/2010 - 8/31/2011	\$166,003	\$0	\$0	\$166,003	2	11/23/2010
24	Drug Diversion Court	9/1/2010 - 8/31/2011	\$188,422	\$0	\$0	\$188,422	1	11/23/2010
22	Family Drug Treatment Court	9/1/2010 - 8/31/2011	\$119,185	\$0	\$0	\$119,185	1	11/23/2010
37	2010 UASI Grant	8/1/2010 - 7/31/2012	\$475,000	\$0	\$0	\$475,000	0	11/23/2010
37	2010 Byrne Justice Assistance Grant	10/1/2009 - 9/30/2013	\$114,285	\$0	\$0	\$114,285	0	11/23/2010
37	2010 Bryne Justice Assistance Grant	10/1/2009-9/30/2013	\$114,285	\$0	\$0	\$114,285	0	11/23/2010
58	Title IV-E Child Welfare Services	10/1/2010 - 9/30/2011	\$104,195.43	\$205,012.95	\$0	\$309,208.38	0.75	11/30/2010
58	Coming of Age (formerly RSVP) - Texas Department of Aging and Disability Services (DADS)	9/1/2010 - 8/31/2011	\$23,800	\$23,800	\$0	\$47,600	0	11/30/2010
58	Coming of Age (formerly known as RSVP)	10/1/2010 - 9/30/2011	\$63,119	\$18,936	\$0	\$82,055	0.14	11/30/2010
37	State Criminal Alien Assistance Program SCAAP 2010	7/1/2008 - 6/30/2009	\$915,571	\$0	\$0	\$915,571	0	11/30/2010
47	Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Strike Team Coordinator (UASI Award)	8/1/2010 - 7/31/2012	\$350,000	\$0	\$0	\$350,000	1	11/30/2010
47	Hazardous Materials Equipment Purchase and Maintenance (SHSP Award)	8/1/2010 - 7/31/2012	\$40,000	\$0	\$0	\$40,000	0	11/30/2010

Dept	Name of Grant	Grant Term	Grant Award	County Match	In-Kind	Program Total	FTEs	Approval Date
49	Transportation Enhancement Program	11/30/2010-Completion	\$921,922	\$230,498	\$0	\$1,152,420	0	11/30/2010
49	FY11 CAPCOG Travis County Expo Center Recycling Grant	9/1/2010 - 7/31/2011	\$29,590	\$0	\$0	\$29,590	0	12/7/2010
49	CAPCOG FY 10 Solid Waste Enforcement Grant*	9/1/2010 - 7/31/2011	\$20,240	\$0	\$0	\$20,240	0	12/14/2010
58	AmeriCorps*	8/1/2008 - 7/31/2009	\$228,040	\$225,977	\$0	\$454,017	16	12/14/2010
58	Seniors and Volunteers for Childhood Immunization	10/1/2010 - 9/30/2011	\$4,000	\$0	\$0	\$4,000	0.25	12/21/2010
58	DOE Weatherization Assistance Program	4/1/2010 - 3/31/2011	\$186,929	\$0	\$0	\$186,929	0	12/21/2010
37	Homeland Security Grant Program - Urban Area Strategic Initiative (UASI)	9/1/2008 - 1/15/2011	\$136,234.36	\$0	\$0	\$136,234.36	0	12/21/2010
37	2009 COPS LE Technology Grant	3/11/2009 - 3/10/2012	\$300,000	\$0	\$0	\$300,000	0	1/4/2011
24	Formula Grant - Indigent Defense Grant Program	10/1/2010 - 9/30/2011	\$446,456	\$0	\$0	\$446,456	0	1/18/2011
37	Austin/Travis County human Trafficking LE Task Force	1/1/2011 - 9/30/2011	\$15,000	\$0	\$0	\$15,000	0	
59	Capital Area Trauma Regional Advisory Council (CATRAC) EMS County Assistance	4/1/2010 - 8/31/2011	\$6,038	\$0	\$0	\$6,038	0	
37	Recovery Act - STOP Violence Against Women Act*	4/1/2010 - 6/30/2011	\$64,599	\$0	\$0	\$64,599	1	
			\$8,140,167	\$2,219,403	\$45,000	\$10,404,570	49.41	

*Amended from original agreement.

52

FY 2011 Grants Summary Report **Permission to Continue**

List also includes any items from FY 10 that have not yet been fully resolved.

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?
19	Family Violence Accelerated Prosecution Program	\$5,672	\$5,672	\$11,344	1.5	8/17/2010	9/28/2010	In Process
22	Family Drug Treatment Court	\$5,112	\$5,112	\$10,224	1	8/31/2010	11/23/2010	In Process
22	Family Drug Treatment Court	\$5,132	\$5,132	\$10,264	1	9/28/2010	11/23/2010	In Process
19	Family Violence Protection Team	\$22,811	\$22,811	\$45,622	1.5	10/5/2010	Awaiting Contract	No
37	Family Violence Protection Team	\$13,121	\$13,121	\$26,242	2	10/5/2010	Awaiting Contract	No
58	ATCIC - Marguerite Casey Foundation Community and Family Reintegration Project	\$9,600	\$9,600	\$19,200	1	11/23/2010	Awaiting Contract	No
37	Family Violence Protection Team	\$13,121	\$13,121	\$26,242	2	12/7/2010	Awaiting Contract	No
19	Family Violence Protection Team	\$23,589	\$23,589	\$47,178	1.5	12/14/2010	Awaiting Contract	No
23	Family Violence Protection Team	\$21,263	\$21,263	\$42,526	0.5	12/21/2010	Awaiting Contract	No
58	Casey Family Programs Community and Family Reintegration Project	\$10,090	\$10,090	\$20,180	1	12/28/2010	Awaiting Contract	No

FY 2011 Grants Summary Report

Permission to Continue

List also includes any items from FY 10 that have not yet been fully resolved.

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	Comprehensive Energy Assistance Program	\$84,508	\$84,508	\$169,016	0	12/28/2010	Awaiting Contract	No
58	Comprehensive Energy Assistance Program (Operating)*			\$325,000	0	12/28/2010	Awaiting Contract	No
Totals		\$214,019	\$214,019	\$753,038	13			

* 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.

7

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	\$ 250,000	\$ 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	\$ 52,360	\$ -	\$ 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	\$ 301,312	\$ 100,000	\$ 102,358	\$ 50,000	\$ 52,359	\$ -	\$ 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	\$ 2,292,000								
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		\$ -			
Travis County Sheriff's Office/County Attorney's Office	Recovery Act - STOP Violence Against Women Act. TC Expedited Victims Restoration Grant (ARRA). One-time ARRA funding for laptops for TCSO and one-time funding for a Victim Counselor, laptop 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									
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	\$ 77,126	\$ 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	TTBD	\$ 2,187,544	TTBD						
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
Health and Human Services	Community Putting Prevention to Work (Tobacco Free Worksite Policy). Interlocal with the City of Austin to receive ARRA funds to development a tobacco free worksite policy for County facilities. Includes 1.5 FTE to support program. In addition, there are existing resources provided by the State that are available through the employee clinic to help employee to quit tobacco use. Ends Feb 2012.	\$ -		\$ -		\$ 100,000		\$ 100,000		\$ -		\$ -	
Totals		\$ 3,070,731	\$ 1,161,189	\$ 8,619,525	\$ 2,175,626	\$ 4,828,764	\$ 1,135,059	\$ 2,272,470	\$ 1,260,059	\$ 1,507,470	\$ 1,760,059	\$ 1,490,480	\$ 1,760,059

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.

9

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:	Criminal Justice Planning - Dept 55 / Div 00
Contact Person/Title:	Cynthia Finnegan, Sr. Planner
Phone Number:	(512) 854-3277

Grant Title:	Justice and Mental Health Collaboration Program		
Grant Period:	From:	10/1/2011	To: 9/30/2012
Grantor:	US Department of Justice, Office of Justice Program Bureau		
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	County Match	In-Kind	TOTAL
Personnel	\$27,660				\$19,304	\$46,706
Operating	22,046					22,046
Capital Equipment						0
Indirect Costs						0
Total:	\$49,796	\$0	\$0	\$0	\$19,304	\$69,010
FTEs:	.5				.25	.75

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

Performance Measures	Projected FY 11 Measure	Progress To Date:				Projected FY 12 Measure
Applicable Depart. Measures		12/31/10	3/31/11	6/31/11	9/30/11	
Measures For Grant						
Outcome Impact Description						
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

This is a new grant application to fund a study of the mental health and criminal justice system in Travis County. At this time, Criminal Justice Planning is applying for only Phase 1 of the grant. If it successful they will apply for additional funds. The grant requires a match that is satisfied by dedicating time (10 hours per week) of two currently funded FTE. There are no continuing obligations for the County. PBO recommends approval.

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 identify gaps within the mental health and criminal justice system for individuals within the Travis County. Once these gaps are identified, the program will focus on eliminating these gaps through: 1) creation of a uniform data base for information sharing, tracking client, and measuring program outcomes, 2) maximize treatment utilization, 3) determine unmet needs and linkages for females, and 4) develop an evidence based wraparound seamless service plan by leveraging criminal justice/mental health program resources and blending existing support and services for individuals with mental illness and substance use disorders currently within the criminal justice system.

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

At this point, there are no long term funding requirements. Once Phase I of the grant is completed, By grant requirements, the County may be asked to provide an additional 20% match to the grant. At that time, Criminal Justice Planning will either use an in-kind or determine the appropriate funding source within the department.

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

The grant does require a 20% match from the grantee. The match that the department is proposing will be an in-kind match. Both Criminal Justice Planning and Court Administration will each dedicate 1 FTE staff member to serve 5 hours a week in the implementation and progress of this grant project.

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

This grant does not allow for indirect cost allocation.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

The program will discontinue upon the ending of grant funding or completion of Phase I, unless the Court deems the program successful and a necessity. The Court may then choose to continue the program.

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

This is a planning grant application for a one year only period to help coordinate mental health services and the criminal justice system.

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.

This planning proposal is intended to reduce recidivism by coordination among criminal justice agencies and mental health providers by use of formalized Memorandums of Understanding to encourage leveraging limited resources and by keeping mentally ill persons out of the criminal justice system.

BUDGET NARRATIVE SUMMARY

Travis County anticipates the program to cost a total of \$69,010 of which \$49,706 is requested from the United States Department of Justice, Office of Justice, and the remaining \$19,304 would be a Travis County in-kind match. These funds will be used over a one-year period in order to: 1) create a uniform database for information sharing, tracking clients, and program outcomes; 2) maximize mental health treatment utilization; 3) determine unmet needs and needed linkages for females; and 4) develop an evidence based service plan for individuals needing criminal/mental health services.

The funding that Travis County is requesting will be used for one Social Services Program Specialist, contractual services along with a contracted consultant in facilitation and contract negotiations for the Advisory Board, as well as, basic set-up supplies and computer equipment. The Social Services Program Specialist, who would be employed part-time for the length of the grant period of one year, and would participate in program planning and implementation, direct contact with collaborating entities, monitoring of services provided by these entities and other administrative duties required of the Advisory Board. The contracted consultant would lead the Advisory Board in strategic planning for the program, and contract negotiations with collaborating entities. Travis County will also be providing an in-kind match that exceeds grant requirements. The in-kind match consists of two current staff members from Criminal Justice Planning and Court Administrations. These staff members will each provide five hours a week dedicated to the assistance, progress and monitoring of the program objectives.

Travis County anticipates the total program cost to be \$69,010, of which \$49,706 (72.03%) of federal funding, and \$19,304 (27.97%) will be an in-kind match from Travis County. Of the total budget, approximately 68% of the funding will be used on salaries as a direct cost and in-

kind match. The base salary for a part-time Social Services Program Specialist is \$23,140, with \$4,520 in associated fringe benefits; in-kind match consists of \$14,773 in salaries; with associated fringe benefits of \$4,531. Approximately 22% of the budget would be dedicated to contractual services provided by a consultant at \$50.00 per hour at six hours per week. Remaining funding will be expended on one computer, furniture, and supplies. Total operational costs consume 32% of the budgeted funds.

Category	Cost	Item Description
Personnel	\$23,140	Personnel costs are based on the annual part-time salary for one Social Service Program Specialist (20 hrs/wk @ \$22.25/hr).
Fringe	\$ 4,520	Fringe costs are based on the above salary.
Equipment	\$ 2,417	Equipment includes one time costs for the purchase of one PC computer under a Travis County contract with Dell Computers (\$1,417), and furniture (\$1,000).
Supplies	\$219	Miscellaneous supply needs throughout the year (\$219)
Contractual	\$15,600	Contractual costs include: one consultant to provide strategic planning and contract facilitation. (\$50/hr x 7.5 hrs/wk x 52wks)
In-Kind Match	\$19,304	In-kind match includes existing Travis County staff from Criminal Justice Planning and Court Administration. It is estimated that two staff members will each spend 5 hours per week monitoring and assisting with the grant process and progress. The estimated cost for both staff members is \$19,304.
Total Project Cost	\$69,010	Total Project Cost \$69,010 Grantor portion \$49,706 (72.03%) Travis County portion \$19,304 (27.97%)

MENTAL HEALTH/CRIMINAL JUSTICE PLANNING PROJECT (MH/CJPP)

PROJECT ABSTRACT

Current research supports the efforts of providing wraparound services to offenders as an evidence-based (EB) strategy. Travis County has adopted those EB strategies (assessments, curriculums, methods) and has been successful in applying those proven strategies to offender assessment/services. However, demonstrated gaps are identified regarding the following: (a) communication between interagency offices/stakeholders and industry partners, (b) no clear interagency/collaborative plan, and (c) insufficient/limited resources for offenders with mental illness. The innovative strategy proposed in this application will assist in closing those gaps for these underserved offenders. This statement will be further supported in the project narrative that follows.

Travis County Criminal Justice Planning (CJP) is applying for a United States Department of Justice, Office of Justice Programs' Bureau of Justice Assistance solicitation entitled Justice and Mental Health Collaboration Program (CFDA #16.745) to help close these gaps in the current justice system. As the lead agency in collaboration under the attached Letter of Commitment with Austin Travis County Integral Care (ATCIC), CJP is requesting funding of \$49,706 (with a \$19,304 match) over a one-year period under Category I: Planning. Through planning and collaboration Travis County and ATCIC, as well as multiple public and private local entities, can (1) create a uniform data base for information sharing, tracking clients, and measuring program outcomes, (2) maximize treatment utilization, (3) determine unmet needs and linkages for females, and (4) develop an EB wraparound seamless service plan by leveraging criminal justice/mental health program resources and blending existing support and services for the target population. For this project, the target population is individuals diagnosed with an Axis I disorder as set out in the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV-TR) involved in the criminal justice system that have co-occurring substance use disorders. Planning will include a needs assessment for allocation of services, paying particular attention to special needs, including trauma informed care, of justice involved women who are considered to be the most vulnerable population of offenders, and locally un-served or underserved. Implementation of the plan to determine offender needs and risks will enhance early intervention opportunities – the foundation for EB programming which directs resources to proven strategies to promote offender success and to foster public safety. In order to accomplish this vision, the primary goals (deliverables) of the Mental Health/Criminal Justice Planning Project (MH/CJPP) are to: Form a decision making Advisory Board representing public and private entities as well as community service providers and individual advocates who are former offenders or family members of former offenders. **Deliverable:** Advisory Board - Design a Strategic and Collaborative Plan based on existing data, participation from project partners, and input from a community forum that will initiate systemic change. **Deliverable:** Strategic and Collaborative Plan - Develop an Implementation Plan to establish necessary factors in place to execute Phase II of the Mental Health/Criminal Justice Planning Project (MH/CJPP). **Deliverable:** Manual based on evidence-based strategies-transferable to justice system. Create a list of funding sources/streams to continue efforts and sustainability of planning efforts. **Deliverable:** Sustained efforts and adoption of strategies by state agencies.

PROJECT NARRATIVE

1. Statement of the Problem:

Travis County had a 2009 census population of 1,026,158, which is a 26% increase from 2000. In the current economic environment, and as funding for mental health services in Texas is continuing to be cut, a large percentage of persons with mental health and co-occurring disorders have migrated to the criminal justice system. In Austin/Travis County, Texas, criminal defendants with a mental health diagnosis are highly recidivistic. In a study completed as a result of Travis County's selection as the beta test site for the TAPA Center's Cost Simulation Project, 835 arrestees with mental illness during a 3 month time period in 2006/07 were examined for previous arrests during the prior 8 years. Results showed that 12% had been arrested 11 or more times, 33% had been arrested 4 to 10 times and 55% had been arrested 0 to 3 times. Without a coordinated EB cross-system response, many individuals in this population are treated through repeated and costly interactions with public safety, health and human services, medical and law enforcement crisis services with lack of long term success. In FY 2009, there were 62,105 bookings in the Travis County Jail. An increase is projected since there were 19,310 bookings from October 2009 through January 2010. Of this number, 10,191 bookings 1515 (or 15%) met the criteria for Axis I mental illness, as defined by the DSM-IV-TR.

Since 2004, Travis County has responded to the special needs of the target population by creating key components through stakeholder collaborations such as the Mental Health Learning Site, the Mayor's Mental Health Task Force & Monitoring Committee, the Austin Travis County Mental Health Diversion Committee, and the Psychiatric Stakeholders Group. Components address mental health assessments, mental health services and law enforcement, court dockets

and legal representation/prosecution. Despite the numerous specialized programs in place, the current system lacks a coordinated system of care with integrated services for the criminal justice/mental health population and no significant progress has been made at lowering the percentage of defendants booked with mental illness. The following components are in place:

The Travis County Sheriff's Office (TCSO) administers a brief mental health screening to every person booked into jail. If this screening identifies a mental health issue, then another, more comprehensive mental health evaluation is administered by jail counseling staff. Thereafter, TCSO administers the Adult Texas Recommended Assessment Guidelines (Adult-TRAG) promulgated by the Texas Department of State Health Services (DSHS) for local MHMR centers to guide level of care recommendations. This process was developed in 2006/07 through the guidance of Dr. Fred Osher working with Travis County as a Mental Health Learning Site. TCSO maintains all data with diagnosis and TRAG scores for planning utilization.

All felons placed on probation receive a comprehensive assessment through the Adult Probation diagnostic unit. Offenders are administered the Wisconsin Risk Assessment and are classified as High, Medium and Low Risk. In addition, all felons receive a substance abuse assessment (Addiction Severity Index - ASI), and the Strategies for Case Supervision Assessment to identify criminogenic needs. The Diagnostic unit collaborates with the jail and pre-trial services to identify individuals with a mental health issues, as well as defense attorneys, family members, and others. Those with a priority population diagnosis are identified for placement in the Integrated Services Program while under probation supervision. Those needing further assessment receive a psychological evaluation by a licensed psychologist. The diagnostic report is provided to the courts, prosecutor, and defense attorney prior to sentencing. The diagnostic

report is provided to the supervision officer and mental health caseworker to develop a team-based service delivery plan for those with a need for intensive case-management services.

Crisis Intervention Teams/Mental Health Units (CIT) from the Travis County Sheriff's Office and the Austin Police Department are trained, certified and licensed officers who provide crisis intervention services and are liaisons to the mental health system.

ATCIC's Mobile Crisis Outreach Team (MCOT), in collaboration with the CIT, is a medical and mental health professional, which respond immediately on-site where a psychiatric crisis is occurring. MCOT operates 24/7 and provides crisis assessments, interventions, and medication with linkages to other resources to ensure safety and continued well-being.

ATCIC's Psychiatric Emergency Services (PES) is a clinic open 24/7 that provides psychiatric assessment, crisis intervention, linkage with resources, and physician services.

TCSO contracts with ATCIC to provide Community Oriented Correctional Health Services with staff that provide ATCIC clients a continuity of care inside and outside of the jail.

Travis County Pretrial Services screens inmates after booking for eligibility for personal recognizance bonds, manages these bonds and monitors defendants with mental health disorders that are released on personal bond. They participate in the MH Dockets.

The Downtown Austin Community Court, currently implementing improvements with assistance from New York's Center for Court Innovation, is a diversion court for persons arrested for Class C misdemeanors in the downtown and University of Texas area which provides treatment referral and case management services. In FY 2009, approximately 13% of offenders being processed through the Court were females, approximately 36% having an Axis I mental illness diagnosis, 73% being chemically dependent, and 100% being homeless.

The Misdemeanor Special Reduction Docket: Since 2005, all incarcerated misdemeanor

defendants with a mental health diagnosis are placed on this docket. Participants of the staffing team include the Judge, MH Prosecutor, a jail treatment staff representative, Austin Travis County Integral Care (ATCIC), Pretrial Services, MH Wheel Attorneys, Mental Health Public Defender and MHPD caseworkers. Since 2005, average jail bed days for docket participants has been reduced from 28 days to 19 days in 2008. In a comparing this docket with the regular, non-MH reduction docket for the time period May 2008 to 2010, mentally ill defendants cases were dismissed 15 % more often and jail sentences were imposed 22% less often.

The Felony Specialty Docket, instituted in April 2009, hears cases against defendants charged with non-violent felony offenses who have been identified as Axis I diagnosed inmates. Case staffing partners are the same as for the misdemeanor docket. In 2010, the Court had 518 cases disposed; 40% included medication and treatment as part of their disposition, 36% were either reduced to misdemeanor charges or given deferred adjudication and 58% of these defendants suffer from co-occurring substance abuse problem. The average length of stay from arrest to case disposition is 35 days.

Project Recovery is a therapeutic court program limited to 10 homeless male chronic inebriates charged with enhanced (Class B) public intoxication charges (or criminal trespass with a history of PIs). Project Recovery provides substance use disorder and mental health treatment. Since its first admission in November 2006, 60% of the clients have had an Axis I diagnosis. The program resulted from collaboration between the City of Austin, Travis County, Downtown Austin Alliance and ATCIC.

Travis County Mental Health Support Court is for newly sentenced felony offenders placed in the court as an initial probation condition to “support” their treatment or adjustment to probation. Offenders with compliance problems participate in the Court to support medication and

treatment compliance. Those with repeated violations are referred to this court as last effort prior to revocation and prison.

Attorney representation for indigent defendants with mental illness is made through one of two processes. The Mental Health Public Defender's Office (MHPDO) serves approximately 400 indigent clients per year who have a pending misdemeanor offense and at least one major Axis I diagnosis. The office was initially grant funded by the State of Texas Task Force on Indigent Defense in 2007. The MHPDO employs two case managers and two social workers who provide a linkage to community resources. Misdemeanor defendants not represented by the MHPDO and all felony defendants below a 1st degree level with a mental health diagnosis receive a Mental Health "Wheel" Attorney. To be placed on the Mental Health Wheel, attorneys must attend special training regarding mental health issues, such as competency, sanity, and court-ordered mental health treatment.

Both misdemeanor and felony courts have assigned prosecutors dedicated to improving public safety by appreciating the link between mental health and criminal behaviors.

ATCIC's Outpatient Competency Restoration Program provides competency restoration training in a non-restrictive community-based setting for individuals found Incompetent to Stand Trial (IST). ATCIC's The Inn (Crisis Residential) provides 24/7 short-term (less than 10 days) community-based residential treatment medication stabilization, around-the-clock nursing services, psychosocial rehabilitative skills training, case management and group treatment. The Travis County Integrated Services Program is in collaboration with Travis County Adult Probation, the District Courts, Travis County MH Services, and parole. The target population is high risk probationers/parolees with a high degree of function impairment. ANEW is a criminal justice aftercare program that links clients with one of the four major Axis I diagnosis who may

have a co-occurring substance use disorder and who are on probation, parole, or from correctional facilities to qualified health providers. ATCIC's Alameda House is a 90-day residential treatment program for adults with a primary diagnosis of severe and persistent mental illness who may also have a co-occurring substance use diagnosis and involvement with Travis County probation.

Due to limited and fragmented services, advocates scramble with every arrest trying to access services. The only local residential treatment for co-occurring disorders are ATCIC's Alameda House and Project Recovery. Alameda has only 7-8 beds at any time and wait lists are often between 2 and 3 months. Project Recovery is limited to men with misdemeanors. Fortunately, one of the historical problems (besides program funding) of physical facility has been recently ameliorated with ATCIC's purchase of a building which can provide 30 treatment beds. Project Recovery, Alameda and Outpatient Competency Restoration will be housed in this building presenting a unique opportunity to leverage resources. Housing is the other difficult resource to access for this population. Due to criminal histories most of this population cannot avail themselves of public housing or the limited permanent supportive housing (PSH) in existence.

Last year, the Corporation for Supportive Housing completed a study in Austin to determine the need for PSH and made community recommendations. In March 2010, the Austin City Council resolved to utilize existing funding for 350 beds of PSH for this population. Caritas of Austin is also planning PSH beds and interested in partnering with criminal justice. Board and care homes are the usual options for this population. Travis County CJP secured funding for 30 days of transitional housing for MHPD clients beginning October 1, 2010, but high utilization has limited admissions while ongoing funding is explored. While Travis County has multiple, valuable data sources for mental and physical health treatment, law enforcement, and criminal

justice outcomes, no uniform database exists for information sharing, tracking clients, recognizing unmet needs, and/or measuring program outcomes. To maximize treatment utilization, determine unmet needs and linkages, and develop an efficient referral network, data management and access needs to be planned.

2. Project Design and Implementation

The purpose of this application is to request funding needed to pull together a group of stakeholders that support an EB systematic overhaul in Travis County that creates a seamless continuum of care for the target population. A facilitator with strategic planning qualifications is necessary to lead the collaboration and create a strategic action plan for integrated treatment, re-entry services and funding.

Planning will include a needs assessment based on current data for creation and allocation of services, paying particular attention to special needs of justice involved women. Service planning will include stakeholders from the public health and mental health arenas for true integrated health care. Planning will determine whether efficiencies can be achieved by combining or co-locating existing services and programs.

Strategic and Collaborative Plans—with specific goals, objectives, outcomes, and timelines—should be designed to achieve a systemic change. Planning will include a service access system available regardless of the entry point in the criminal justice systems. The following are the specific goals and objectives that need to be achieved to ensure project success as well as formulating the planning activities and expected outcomes.

Goals and Objectives

GOAL 1 - Form a decision making Advisory Board representing public and private entities as well as community service providers and individual advocates who are former offenders or

family members.

Objective 1.1 Establish a strong collaborative Advisory Board committed to developing long and short term plans to create a data base, maximize treatment utilization, determine unmet needs and linkages, and develop a countywide EB wraparound seamless service program for persons with mental health and/or co-occurring disorders who become involved in the criminal justice system.

Objective 1.2 Insure the composition of an Advisory Board with membership that consists of a team of stakeholders that cross over multiple systems, including mental health, substance abuse, law enforcement, pre-trial services, courts, jails, community corrections, housing, health, social services, faith based organizations, consumers, and advocates who will elect a Chair and Vice Chair for project leadership.

Objective 1.3 Structure the Advisory Board as the governing body with its members contributing their knowledge and skills, in planning forums, work groups, and other activities needed to fulfill the project's goals and objectives with the assistance of a data clerk who will maintain a communication list of the project participants as well as be responsible for providing administrative and logistical support for meetings, forums, and project activities.

Objective 1.4 Contract with an outside expert to lead the Advisory Board on strategic planning.

GOAL 2 - Design a Strategic and Collaborative Plan based on existing data, participation from project partners, and input from a community forum that will initiate systemic change.

Objective 2.1 Provide the Advisory Board and consultant with relevant information, feedback, and evaluation regarding community needs for additional mental health/criminal justice/substance abuse programs, including strengths and weakness of existing services, and research-based mental health outreach.

Objective 2.2 Create committees/work groups in an ad hoc environment as needed with each having a designated facilitator who will be responsible for agenda creation and facilitation of the meeting as well as assigning a recorder who will be responsible for maintaining the communication list of the members and recording the work for reporting at the full Advisory Board meetings.

Objective 2.3 The Advisory Board will approve and monitor the progress of the Strategic Plan. The Strategic Plan provides a timeline for the duration of the grant and the Advisory Board will be responsible for checking status of work and progress being made on the goals and objectives. In addition, the Advisory Board will review the project data to monitor progress made towards goals of the project and to determine if adjustments need to be made to the work plan to be able to meet the goals and objectives of the project.

Objective 2.4 The Advisory Board will create and sign a joint MOU which outlines the members' relationships to the project and their responsibilities.

GOAL 3 - Develop an Implementation Plan to establish the necessary factors in place to execute Phase II of the Austin/Travis County Justice and Mental Health Collaborative Project.

Objective 3.1 The Advisory Board will provide a continuing forum in which key decision-makers and policy planners in the criminal justice and mental health systems will collaborate on research and pertinent data to better plan and recommend to agencies policy makers on prioritized approaches to criminal justice and mental health policy and program planning.

Objective 3.2 The Advisory Board will achieve consensus on methods to create efficiencies and improve the effectiveness of services provided to mental health offenders (survey).

Objective 3.3 The Advisory Board will create a manual for the CJ field that documents the roll out process/lists lessons learned.

GOAL 4 - Create a list of funding sources/streams to continue efforts and sustainability of planning efforts.

Objective 4.1 At the onset of the grant funding, form an ad hoc committee that is assigned to develop a strategy to pursue additional funding.

Objective 4.2 Create a policy that ensures administrative adoption of strategies identified in the Collaboration and Strategic Plan.

The planning process will begin with CJP hosting a “kick-off” meeting of stakeholders to begin the consensus building planning process. This meeting will include, but not be limited to, the partners that have committed to participation, services and resources to the MH/CJPP as established in attached letters of support from: National Alliance of Mentally Ill, Downtown Austin Community Court, Ending Chronic Homeless Organization, Austin Police Department, Travis County Sheriffs Department, Travis County and District Attorney Offices, Travis County and the City of Austin Health and Human Services, ATCIC, Downtown Austin Alliance, St. David’s Hospital, Seton University Hospital, Caritas, City of Austin Mayors and Council Members, Travis County Adult Probation, Travis County Reentry Roundtable, Caritas, Frontsteps and the Arch all homeless providers.

Project Strategies: In the first quarter, the Advisory Board will be established, the Chair and Vice Chair will be elected, a data clerk will be hired and an outside expert, familiar with BJA training on strategic planning, will be selected to lead the Board through the planning process. Once the data clerk is hired, data collection will begin with the Board monitoring progress towards goals of the project and to determine if adjustments need to be made to the work plan.

Data Driven Strategies: To collect widespread input from multiple systems and consumers, a community forum will be held and a countywide survey will go out to public and private

agencies/organizations to identify gaps. By executing a joint MOU outlining the relationships and responsibilities to the project, Board members will add their knowledge and experience to information collected from the community and form work groups to carry out the remaining goals and objectives of the project. A Collaborative Plan will be written by the end of the second quarter to promote the execution of an appropriate system wide Memorandum of Understanding, City Council and Commissioners' Court commitments and other assurances of support needed to fulfill the project's purposes.

Impact of Project: Beginning in the third quarter, a committee will be formed to begin Phase II—The Implementation Stage. This committee/work group will be responsible for planning and making recommendations to key justice and mental health decision makers on implementing the elements of the Strategic Plan with specific focus on supports and services for female offenders. Throughout the project, a work group will be formed to seek local, state, and national funding opportunities to sustain the strategies identified in the Collaborative and Strategic Plans. By demonstrating our ability to blend existing programs and leverage existing resources, new funding will more readily be obtained to ensure sustaining the project which will allow stakeholders to augment existing evidence based programs that promote public safety through reduced involvement of persons with mental health and co-occurring substance abuse issues who become involved in the criminal justice system.

Beneficiaries of the project: This project proposes the creation of a countywide plan for the mental health and criminal justice field which is supportive of evidence-based strategies. The lessons learned from this project should be beneficial to other large cities who are struggling with “what to do with the population of offenders with mental illness and co-occurring disorders.” The outcomes from this initiative could assist in developing the tools needed to

create a roll out plan with practical tools that has been proven to be successful as well as documentation of the lessons learned and obstacles overcome that is associated with any such endeavor. A roll-out strategy and plan will be used to develop a manual that could easily be adopted for those in the field that follow in this promising process. Additionally, dissemination efforts will be made in efforts to present both locally and nationally at conferences and an article will be proposed and submitted to national and state journals describing the project.

3. Capabilities and Competencies

Capacity/staffing: The mission of the Criminal Justice Planning (CJP) Department is to support the Travis County Commissioners Court and key stakeholders by providing quality data analysis and facilitating the planning and implementation of countywide initiatives for the enhancement of public safety. The Department staff serves as leaders, liaisons, and facilitators, representing Travis County on several interagency partnerships with various criminal justice-related missions. CJP is comprised of seven professional and one administrative staff member.

Collaboration: CJP manages county programs targeting jail diversion, offender reentry, and indigent defense. With emphasis on improving quality assurance, current work involves the evaluation of additional programs and continuing to improve the management of these programs through the collection and reporting of timely data and using the data to problem solve and to hold stakeholders accountable for reaching goals and objectives. These programs include Austin/Travis County Reentry Roundtable, MHPDO, Offender Workforce Development Program, Office of Child Representation, Office of Parental Representation and Project Recovery. In order to effectively manage the programs, CJP created a criminal justice report card for the Travis County Commissioners Court. In FY09, CJP authored the Byrne/JAG grant and was awarded \$487,359. The grant was the collaborative effort of 11 county departments and

provides management technology. Additionally, CJP has successfully managed grants for the National Institute of Corrections, the Urban Institute, and the Texas Task Force on Indigent Defense. Please see the letters of support, as well as the project goals, objectives, and roles/timelines of collaborated efforts proposed in this application in the attachment section of this document.

Barriers to the project have been the lack of communication between interagency providing services, lack of resources once an offender is diagnosed and the inability to provide services in a timely manner before the offender is released. The strategies to overcome these barriers will be identified in the strategic, collaborative, and sustainability plans. Until that time, the assumption is that by streamlining the (a) diagnosis process, (2) creating identified resources, and (3) creating better communication between collaborators, the result will be a seamless transition for offenders and better services made available resulting in lower mental health offender recidivism rates.

Plan for Collecting the Data Required

The plan for collecting data will be built around a process improvement and accountability-oriented evaluation approach that will review the project's efforts to meet the goals, objectives, and strategies that are identified in this grant application. In addition, a full range of questions needed to assess a program on such criteria as merit, worth, importance, feasibility and equity will be examined. Both qualitative and quantitative assessment methods will be used to cross-check findings. To assure that the process is well documented and stored efficiently, the Advisory Board will designate one part-time staff to perform administrative functions/data collection, as discussed in the Budget Summary. The data person will systematically and

continually document key aspects of project performance. The data will not include reporting to BJA the number of offenders who have or have not received services; however, outputs on partnerships, training and services will be tracked. The Advisory Committee members will rely on CJP to generate statistics that include project-wide reports on defendants that receive court services, the expert contracted to lead the Advisory Board members in creating a strategic plan will review this data. Data from the participating stakeholders will be gathered, as well as existing reports on system needs analysis and mapping. These reports, along with the strategic plan, will allow advisory members to analyze the inputs, outputs and outcomes of the current process and adjust the strategic plan to ensure internal improvements of program services. At the end of the grant period, an in-depth written process evaluation containing a strategic, collaboration and sustainability plan will be submitted, along with a statistical analysis, overview of strengths and weaknesses, and lessons learned from the grant. These findings will be put into a final report and electronically submitted to the BJA. Dissemination of the findings will also be presented in the form of policy reports, presentations to policy/law makers, and presentations by designated Board members. Lastly, a debriefing will be opened to the public and all stakeholders involved. The Advisory Board will be asked to comment on the process and the ability to replicate or reproduce these efforts in another like community. For a more in depth diagram of the data collection and performance measures process, as well as timelines and responsible person, see the attached Table B.

4. Plan for Measuring Project Success to Inform Plan for Sustainment

The MH/CJPP plan for measuring project success begins with the measurement of the goals and objectives attained as reported in this application. The central thrust is to foster improvement and accountability of the approaches and project decisions. The attached table describes the method

of measurement for each objective listed as well as how CJP intends to report and measure the impact of the grant funds. The project's sustainment plan includes the number of collaborations that will assist in continuing the program in the absence of federal funding. The ad hoc committee assigned to sustainability efforts will identify alternative sources of funding at the onset of the grant and will be an ongoing effort throughout the grant funded year. A further explanation of this plan and of those responsible for its implementations can be found in Table B.

30

ATTACHMENTS

TIMELINE

Goals/Objectives	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Goal 1				
Objective 1.1				
Objective 1.2				
Objective 1.3				
Objective 1.4				
Goal 2				
Objective 2.1				
Objective 2.2				
Objective 2.3				
Objective 2.4				
Goal 3				
Objective 3.1				
Objective 3.2				
Objective 3.3				
Goal 4				
Objective 4.1				
Objective 4.2				

TABLE A

Objectives	Performance Measures	Project Provides
1.1 Establish a strong collaborative Advisory Board committed to developing long and short term plans	Percentage of Board Members who were invited to participate in the collaborative effort Members who actually made the commitment to the project	Names and roles of Board Members
1.2 Insure the composition of an inclusive Advisory Board with an elected Chair and Vice Chair	Percentage of community members, substance abuse providers, courts, jails, community corrections, housing, health and social service providers who are Members.	Number and diversity of Advisory Board Members who have signed MOU
1.3 Structure the Advisory Board as the governing body with its members contributing their knowledge, skills, and life experiences and identify data clerk	Number of entities who have agreed to be collaborative partners	Number and affiliations of Board Members and Demographics of Board Members
1.4 Contract with an outside expert to lead Board on strategic planning.	Identify data collection person Take three bids from outside experts who specialize in strategic planning, review if expert is HUB certified with City of Austin	Hired data collection person Contract with strategic plan expert Percentage of Board members who participated in strategic planning

Objectives	Performance Measures	Project Provides
2.1 Provide the Advisory Board/consultant with relevant information, feedback, and evaluation	Advisory Board assigns task of creating a needs assessment specific to MH court and gap analysis of services to outside expert (feedback from survey/forum). Advisory Board assigns two members to assist in data collection.	Forum held and countywide survey administered to providers/stakeholders/target population, etc. Strategic plan that focuses on gaps in services
2.2 Committees/work groups will be created in an ad hoc environment with designated facilitator and a recorder	Committees/work groups will be assigned for data collection and any other target areas that the outside expert and Advisory Chair recommend.	Flow chart of the Advisory Board and Ad hoc committees submitted/provided
2.3 The Advisory Board is responsible for approving and monitoring the progress of the Strategic Plan.	The Advisory Board votes on final Strategic Plans and edits/additions made	Final Strategic Plan is in place
2.4 The Advisory Board will create and sign a joint MOU which outlines the members' relationships to the project and their responsibilities.	Ten or more MOU's will be in place with service providers, CJ, etc. The new collaborators will be encouraged to assist in closing the identified gaps in services	MOU's are provided

<p>3.1 The Advisory Board will provide a continuing forum to better plan and recommend to agencies policy makers on prioritized approaches to CJ policy and program planning.</p> <p>3.2 The Advisory Board will achieve consensus on methods to create efficiencies and improve the effectiveness of services provided to MH/CJ female offenders (countrywide survey sent to public and private agencies/organizations)</p> <p>3.3 The Advisory Board will create a manual for the that documents the roll out process/lists lessons learned</p>	<p>A brief will be written by one of the Ad hoc committees that include current data as a plan to close the gaps in services.</p> <p>The Strategic plan will be broken down into priority categories/one category is effectiveness of existing services for female offenders and resource requirements.</p> <p>The Ad hoc committee designated for writing/compiling manual. Data clerk staff will assist</p>	<p>The brief will be submitted in the form of an interim report and will be included in the final report to BJA.</p> <p>Anticipated outcomes, budget needs, and success factors will be reported on based on survey findings as well as CJP data</p> <p>Field based manual on process, disseminate findings at local/national conferences. Submit to journals.</p>
<p>4.1 At the onset of the Grant funding, form an ad hoc committee that is assigned to develop a strategy to pursue additional funding.</p> <p>4.2 Create a policy that ensures administrative adoption of strategies identified in collaboration and strategic plan.</p>	<p>Ad hoc members begin work on community-coalition approach to sustainability. A written plan that describes continued funding through a wide range of agencies and institutions is created.</p> <p>Sustainability Ad hoc group work collaboratively with policy makers on adoption of Advisory Board Members recommendations to create systemic change and institutionalize the efforts made by this Board</p>	<p>A sustainability plan is formalized</p> <p>Funding of efforts continue beyond grant funding year</p>

TABLE B

Planning Goals	Action Steps	Responsibility	Time Frame	Performance Measures
Goal 1: Form a decision making Advisory Board representing public and private entities as well as community service providers and individual advocates who are former offenders or family members of former offenders.	Form Advisory Board	Travis County Criminal Justice Planning (CJP)	Oct. 1 2011 and on-going	Create key member list of possible Board Members
	Conduct eight Advisory Board meetings that include two evening meetings scheduled for public input in a variety of communities across Travis County.			Commence Advisory Board Meetings Begin documentation of Members names and affiliations
	Hire outside expert/consultant to gather and begin to analyze data. This expert will lead the Board in creating a strategic plan. Select data entry clerk - part-time	Court administrator & data entry clerk	October, 2011	Contract in place
	Ensure data supports proposed strategic plan. Recruit collaborative members	Consultant and Advisory Board	November, 2011	Data supports program plan, sign 10 or more MOU's/ survey feedback reviewed

	Complete and submit strategic plan to CJP and TC criminal courts for approval	CJP and Criminal Courts	November/Dec., 2011	Comprehensive strategic plan document submitted
Goal 2: Design a Strategic and Collaborative Plan based on existing data, participation from program partners, and input from a community forum that will initiate systemic change.	Provide training for Advisory Board members to strengthen skills and practices related to information sharing (communication) and strategies to create change.	Advisory Board and consultant	On-going	Training/communication plan complete with topics, dates, names of presenters and attendees - administer pre and post surveys
	Review current policies, offender criteria placement and regulations that could be barriers to success.	Advisory Board and consultant	November, 2011	Advisory Board during Strategic Planning
	Create countywide survey Timely and accurate reporting to TCJP and Criminal court	Advisory Board and consultant	Semi Annually	Maintain file of submitted reports

Goal 3: Develop an Implementation Plan to establish necessary factors in place to execute Phase II of the Mental Health Criminal Justice Planning Project	Utilize plan to determine best method for seamless continuum of care.	Advisory Board Members	November - December 2011	Finalized Implementation plan in place w/ partners.
	Inform the community of program progress via newsletter or community presentation	Advisory Board	November, 2011	Finalize dissemination of findings plan Presentation delivered, survey administered to attendees
	Progress reports/manual to key stakeholders	Advisory Board and consultant	Monthly and on-going to end	Create a manual for the field that documents roll out plan. Deliver to stake-holders and funding source
Goal 4: Create a list of funding sources/streams to continue efforts and sustainability of planning efforts	Advisory Board Members, community stakeholders, and collaborative partners designate select ad hoc team to research funding sources	3-5 Advisory ad hoc Board Members	Oct. 1 2011 and on-going	Secure funds for implementation and expansion of services
	Engage and review community partners/history in actively pursuing funding	Ad hoc group	Oct. 1 2011 and on going	Community has met and agreed to help pursue funding/MOU's
	Identify key partners/advocates and existing resources and programs	Ad hoc group and key partners	Oct. 1 2011 and on going	Partners/collaborators have met and agreed to help pursue funding/MOU's, etc.
	Leverage partnerships to collaborate on joint grant writing for state and federal funding	Ad hoc group	Oct. 1 2011 and on-going	Secure funds for implementation and expansion of services



January 18, 2011

RE: Letter of Commitment – Justice and Mental Health Collaboration Program
(CFDA #16.745)

Austin Travis County Integral Care (ATCIC) is a full collaborator and committed as the local mental health authority for the City of Austin and the County of Travis, to work with Travis County Criminal Justice Planning (CJP) as applicant for a United States Department of Justice, Office of Justice Programs' Bureau of Justice Assistance solicitation. ATCIC is please to support this grant as well as multiple public and private local entities to (1) create a uniform data base for information sharing, tracking clients, and measuring program outcomes, (2) maximize treatment utilization, (3) determine unmet needs and linkages for females, and (4) develop an evidence-based wrap around seamless service plan by leveraging criminal justice/mental health program resources and blending existing support and services for the target population of individuals involved in the criminal justice system that have mental health and/or substance use disorders, with specific focus on females diagnosed with an Axis 1 disorder as set out in the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV-TR).

ATCIC is excited about this community collaborative and sees this funding as an opportunity to expand and enhance services to vulnerable populations in Austin and Travis County.

Sincerely,

David Evans, Executive Director
Austin Travis County Integral Care

GRANT SUMMARY SHEET

Check One:	Application Approval:	Permission to Continue:
	Contract Approval: x	Status Report:

Department/Division:	County Attorney's Office, Sheriff's Office, District Attorney's Office		
Contact Person/Title:	Mack Martinez, CA; Karen Maxwell, TCSO; Vicki Skinner, DA		
Phone Number:	854-9658	854-7508	854-9522

Grant Title:	Family Violence Protection Team		
Grant Period:	From:	10/1/2010	To: 9/30/2012
Grantor:	VAWA/US Department of Justice		
American Recovery and Reinvestment Act (ARRA) Grant	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

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

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:	\$699,507			\$168,239		\$867,746
Operating:						0
Capital Equipment:						0
Indirect Costs:						0
Total:	\$699,507	\$0	\$0	\$168,239	\$0	\$867,746
FTEs:	4.50					4.50

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

Performance Measures	Projected FY 11 Measure	Progress To Date:				Projected FY 12 Measure
Applicable Depart. Measures		12/31/10	3/31/11	6/31/11	9/30/11	
# of felony family violence cases indicted (DA)	800					800
% of felony family violence cases completed (DA)	90%					90%
# of felony family violence strangulation cases indicted (DA)	100					110
# of protective orders filed (CA)	710					710
Measures For Grant						
# of felony family violence cases staffed with law enforcement (DA)	400					420

# family violence victims served (SO)	1300					1300
Outcome Impact Description	The co-location of the prosecutors with team members who have specialized family violence case expertise allows for effective and efficient staffing and review of more cases than would be possible for an intake prosecutor with a general caseload.					
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

This is a multi-departmental inter-local agreement with the City of Austin in order to continue the Family Violence Protection team program. The grant match is fully budgeted in the Sheriff's department budget. There are no other continuing obligations for the County. PBO recommends approval.

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?

This request is for approval of a new interlocal with the City of Austin to continue funding for the Austin/Travis County Family Violence Protection Team. The funding source for the interlocal is from a grant award to the City of Austin from the U.S. Department of Justice, Office on Violence Against Women, Community-Defined Solutions to Violence Against Women Program.

The Family Violence Protection Team (FVPT) was founded in 1997 to create a comprehensive and coordinated approach to family violence. FVPT members include the Austin Police Department, Travis County Sheriff's Office, Travis County District Attorney's Office, Travis County Attorney's Office, Travis County Constable's Office Precinct 5, SafePlace, and the Texas RioGrande Legal Aid. The City of Austin received a grant in 1997 that provided funding for most of the partners. In 2001, the City received a continuation grant that added funding to provide a part-time Assistant District Attorney.

In FY05, the City of Austin received a new Grant to Encourage Arrest Policies to continue FVPT's work in developing and strengthening effective responses to violence against women and encouraging the treatment of domestic violence and sexual assault as serious violations of criminal law. In addition to the full-time Assistant County Attorney and the half-time Assistant District Attorney funded by the previous grant, the new grant included funding for a half-time Assistant County Attorney and a Detective in the Sheriff's Office. The City of Austin later received a supplemental budget award that continued the grant funding for these positions through September 30, 2008. In FY09 the grant was further enhanced with the addition of a victim witness counselor in the Sheriff's Office and an overtime allotment for the Constables Precinct 5 to serve temporary ex parte protective orders represented by the Travis County Attorney's Office.

The City of Austin has received a grant award for FY11-FY12 that includes funding for the following Travis County participants in FVPT:

- 1) Sheriff – 1FTE detective - \$72,252 (34% grant funding/66% County funding)
1 FTE victim counselor - \$85,203 (75% grant funding/25% County funding)
- 2) County Attorney – 1.5 FTE attorneys - \$281,634
- 3) District Attorney - .5 FTE intake family violence attorney - \$130,418
.5 FTE intake family violence strangulation case attorney - \$124,000
- 4) Constable Precinct 5 – constable overtime pay - \$6,000

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

None.

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

The Sheriff's Office has budgeted funds to cover the remainder of the amount required for the FTE positions that are only partially funded by the grant.

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

Only salary and fringe benefits are allowed in the grant.

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.

There is no County commitment to funding if the grant is discontinued. The work of the team would have to be absorbed back into the large general caseloads and handled by staff who do not have time to give specialized attention to domestic violence cases.

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

This is not a new program but a continuation and expansion of services previously provided by the Family Violence Protection Team.

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 full-time assistant county attorneys provide a comprehensive program for civil enforcement of protective orders and file and prosecute contempt cases for violations of the orders. The full-time Sheriff's Office detective investigates family violence cases that fall within the County's jurisdiction, provides assistance to the smaller municipalities and trains victim services and law enforcement personnel. The full-time victim counselor provides service referrals, safety planning and assistance for victims of domestic violence, sexual assault and stalking. Precinct 5 Constables serve Temporary Ex Parte Protective Orders represented by the Travis County Attorney's Office and remove the respondent from the premises as ordered or provide standby assistance to the victim as needed. A part-time assistant district attorney staffs felony domestic violence cases with APD and TCSO law enforcement officers, presents felony family violence cases to the Grand Jury and participates in training for law enforcement, prosecutors, victim advocate groups and the community.

New grant funding was awarded for another part-time assistant district attorney. This attorney will screen cases alleging strangulation, prepare and present strangulation cases to the Grand Jury and assist in the prosecution of those cases in District Court. The new law that enhances penalties for assaulting a family member by strangulation of suffocation will increase the workload of the District Attorney's Family Justice Division.

The work of the assistant county attorneys is tied to three of the County Attorney's Office program measures: total protective order enforcement actions filed and number of assault family

violence violation of protective order cases filed. The work of the detective in the Sheriff's Office allows for the incorporation of smaller agencies into the Family Violence Protection Team and adds valuable investigative assistance. The key program measure impacted by the victim counselor is the number of crime victims served. The work of the assistant district attorneys on the grant impacts these District Attorney's Office program measures: number of family violence indicted and % of family violence cases completed, # of felony family violence strangulation cases indicted, % of felony family violence strangulation cases completed.

**INTERLOCAL AGREEMENT FOR THE AUSTIN/TRAVIS COUNTY
FAMILY VIOLENCE PROTECTION TEAM
COMMUNITY-DEFINED SOLUTIONS TO VIOLENCE AGAINST WOMEN
PROGRAM**

State of Texas

County of Travis

This Agreement is made and entered into by and between the City of Austin (the "City") and Travis County (the "County"), hereinafter collectively referred to as the "Parties", pursuant to the Interlocal Cooperation Act, Texas Government Code Chapter 791.

WHEREAS, criminal activity involving the domestic violence continues to threaten the lives of victims and harm the quality of life in the City of Austin and Travis County; and

WHEREAS, the Parties desire to address this problem by coordinating their investigative efforts towards identifying domestic violence victims and bringing the perpetrators to justice;

WHEREAS, the Parties recognize that the U.S. Department of Justice, Office on Violence Against Women, Community-Defined Solutions to Violence Against Women Program allows the City of Austin to serve as the fiscal agent for this grant-funded program and supports the Austin/Travis County Family Violence Protection Team (the "Team");

NOW, THEREFORE, the Parties agree as follows:

**I.
PAYMENT AND SERVICES**

The City agrees to and shall pay to the County funds for the period of October 1, 2010 through September 30, 2012 for the purpose of reimbursing the County for personnel, fringe, and overtime costs incurred while working to assist victims of domestic violence in conjunction with partner agencies of the Austin/Travis County Family Violence Protection Team. Reimbursement will be limited to domestic violence cases investigated by the Team.

During the term of this Agreement, City will reimburse the County based on invoices submitted for actual expenses, not to exceed \$699,507. This amount may be increased to include reimbursement for Team approved grant funded training. The Family Violence Protection Team Supervisors will determine which Team members will attend grant-funded training during the 2-year grant period. County Team members selected to attend grant-funded training will make their travel arrangements in accordance with the County travel policy. Should the County not have an official travel policy on file and available for review upon request, the County will follow the City of Austin travel policy to complete travel arrangements. A copy of this City policy is available upon request.

As a subrecipient and or subawardee of the Grant, Travis County agrees to adhere to all applicable special conditions listed in the official grant award document (Attachment A). Special conditions 1 – 7 and 14 – 17 are general requirements attached to all federal grants awarded by

the Office on Violence Against Women. The City of Austin assumes primary responsibility for special conditions 10 – 13 and 18 – 20; however, the completion of each will require the submission of performance measure data and other program information by Travis County. The Office on Violence Against Women has released special condition 25, while the release of special condition 23 is pending. The City of Austin understands that Travis County will adhere to an accounting basis that complies with State financial laws and the State constitution and follows OMB A-87 and Uniform Grant Management Standards (UGMS).

The City of Austin Community-Defined Solutions to Violence Against Women Program approved grant budget includes funding for six County positions and overtime for County Constables. It is the expectation of the Parties that all full and part time team members funded by this grant will represent their respective departments at all meetings of the Family Violence Protection Team. Any changes in the County's participation shall be discussed with the City as well as the Family Violence Protection Team. The Parties agree to communicate with regard to issues of work performance and to resolve such issues by mutual agreement.

Department	Position	Funding Source	Funding Amount
Travis Co Sheriff's Office (TCSO)	1.0 FTE Victim Counselor (full-time position)	75% funded by grant	\$85,203
Travis Co Sheriff's Office (TCSO)	1.0 FTE Detective (full-time position)	34% funded by grant 66% funded by County	\$72,252
Travis Co Attorney's Office (TCOA)	1.0 FTE Protective Order Attorney (full-time position)	100% funded by grant	\$177,832
Travis Co Attorney's Office (TCOA)	.5 FTE Intake Prosecuting Attorney (half-time position)	80% funded by grant 20% funded by County	\$103,802
Travis Co District Attorney's Office (TCDA)	.5 FTE Intake Assistant District Attorney (half-time position)	100% funded by grant	\$130,418
Travis Co District Attorney's Office (TCDA)	.5 FTE Strangulation Assistant District Attorney (half-time position)	100% funded by grant	\$124,000
Travis Co Constable Precinct 5 (Constable)	Constable Overtime	100% funded by grant	\$6,000

Travis County Sheriff's Office

Grant-Funded Position: 1.0 FTE Victim Counselor

The County agrees to and shall make available a full-time (1.0 FTE) Travis County Sheriff's Office Victim Counselor to provide counseling, service referrals, and safety planning to victims of domestic violence and stalking through the Austin/Travis County Family Violence Protection Team. The counselor will work directly with police detectives to follow-up on reported incidents of family violence and stalking. In the initial visit, the counselor will assess the situation, inform

the victim of the possible courses of action, and refer the victim to additional services including legal assistance, advocacy, shelter, and/or long-term counseling. The development of a safety plan is a particularly important element in the follow-up with victims who are being stalked. The victim services counselor will offer more than the one crisis intervention session as appropriate.

Grant Funded Position: 1.0 FTE Detective

The County agrees to and shall make available a full-time (1.0 FTE) TCSO Detective to investigate family violence cases that fall within the county's jurisdiction and to provide assistance to the smaller municipalities in implementing "pro-arrest" protocols and improved techniques for collecting evidence. The detective will also prepare/update a domestic violence curriculum and train victim services and law enforcement personnel throughout the service area of the FVPT, as well as in neighboring jurisdictions.

Travis County Attorney's Office

Grant-Funded Positions: 1.5 FTE Assistant County Attorneys (1.0 FTE Protective Order Attorney and .5 FTE Intake Prosecuting Attorney)

The County agrees to and shall make available one full-time (1.0 FTE) protective order Assistant County Attorney to implement a comprehensive program for civil enforcement of protective orders, and file and prosecute contempt cases for violations of the orders. The County also agrees to and shall make available one half-time (.5 FTE) Intake Prosecuting Attorney who will be located at the Team 20 hours per week to staff misdemeanor cases with law enforcement officers and meet with victims who appear at the Team seeking protective orders.

Travis County District Attorney's Office

Grant-Funded Position: .5 FTE Assistant District Attorney (Intake)

The County agrees to and shall make available a part-time (.5 FTE) Assistant District Attorney to prepare felony domestic violence cases for presentation to the Grand Jury for indictment.

Travis County District Attorney's Office

Grant-Funded Position: .5 FTE Assistant District Attorney (Strangulation)

The County agrees to and shall make available a part-time (.5 FTE) Assistant District Attorney to prepare felony strangulation cases for presentation to the Grand Jury for indictment.

Travis County Constable Precinct 5

Grant-Funded Position: Overtime funding for Constables

The County agrees to and shall make available Precinct 5 Constables to serve Temporary Ex Parte Protective Orders represented by the Travis County Attorney's Office. After serving each protective order, the constables will remove the respondent from the premises as ordered or will provide standby assistance to the victim as needed. The overtime rate charged by the County will be consistent with the actual rate received by the sworn personnel assigned to the investigations.

The County will submit all statistics and other data for grant performance measures to the APD Victim Counselor in a specified format by the 15th calendar day following the end of the reporting period. The data must be prepared and emailed to the APD Victim Counselor assigned to the Team in accordance with the below schedule. The APD Victim Service Counselor assigned to the Team will complete all progress reports required by the grantor.

PERFORMANCE MEASURE DATA

TIME PERIOD	DUE DATE
October 1, 2010 – December 31, 2010	January 15, 2011
January 1, 2011 – June 30, 2011	July 15, 2011
July 1, 2011 – December 31, 2011	January 15, 2012
January 1, 2012 – June 30, 2012	July 15, 2012
July 1, 2012 – September 30, 2012	October 15, 2012

II.

LEGAL RESPONSIBILITIES

It is expressly understood and agreed that in the execution of this Agreement, no party waives, nor shall be deemed to waive, any immunity or defense otherwise available to it against any claims arising in the exercise of governmental powers and functions.

III.

TERM AND COMMENCEMENT

This agreement shall be in effect when it has been executed by all parties and shall continue in full force and effect through the underlying grant expiration date (September 30, 2012) or the date the interlocal funds have been completely spent if that date is reached prior to the grant expiration date.

IV.

LEGAL CONSTRUCTION

If any one or more of the provisions of this Agreement is held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision and the Agreement will be construed without the invalid, illegal or unenforceable provision.

V.

TERMINATION

This Agreement may be terminated by either party by giving ninety (90) days' written notice to the other party of its intention to terminate.

VI.

PAYMENTS

The City shall make payments for the performance of the services under this Agreement with grant funding from the U.S. Department of Justice, Office on Violence Against Women. The City agrees to reimburse the County an amount not to exceed six hundred ninety-nine thousand, five hundred seven dollars (\$699,507) in order to defray the actual personnel, fringe, and overtime costs incurred by reason of performance of this contract. The City also agrees to reimburse the County for Team approved grant-funded training.

The County will submit one invoice per month for the duration of the project. Each invoice will include documentation of actual expenses, with timesheets. The invoice will request reimbursement for the Travis County Sheriff's Office, the Travis County Attorney's Office, the Travis County District Attorney's Office, and the Travis County Constable, and will be submitted to the City of Austin by the fifteenth of each month, for services rendered during the previous month. The City of Austin will reimburse Travis County the invoiced amount from grant funds received by the U.S. Department of Justice, Office on Violence Against Women. All proper invoices received by the City will be paid within 30 days of the City's receipt of invoice. All invoices, with applicable backup documentation, will be submitted via email to APD Purchasing at Alberto.Banda@ci.austin.tx.us; APD Finance at Aphra.Delgado@ci.austin.tx.us; and, APD Grants Management at COAgrants@ci.austin.tx.us.

VII.

NOTICE

Any notice given hereunder by any party to the other party shall be in writing and may be affected by personal delivery in writing or by registered or certified mail, return receipt requested. Notice will be provided to the following persons or their successors:

City of Austin: Art Acevedo
Chief of Police
Austin Police Department
P.O. Box 689001
Austin, Texas 78768-9001

Mark A. Ott
City Manager
P.O. Box 1088
Austin, Texas 78767

Travis County: Greg Hamilton
Travis County Sheriff
P.O. Box 1748
Austin, Texas 78767

Samuel T. Biscoe
Travis County Judge
P.O. Box 1748
Austin, Texas 78767

Rosemary Lehmberg
Travis County District Attorney
P.O. Box 1748
Austin, Texas 78767

David Escamilla
Travis County Attorney
P.O. Box 1748
Austin, Texas 78767

Bruce Elfant

Travis County Constable Precinct 5
P.O. Box 1748
Austin, Texas 78767

Either party may change its address for service by appropriate notice to these officers shown above.

VIII.

ENTIRE AGREEMENT

This is the complete and entire Agreement between the parties with respect to the matters herein and supersedes all prior negotiations, agreements, representations, and understandings, if any. This Agreement may not be modified, discharged, or changed in any respect whatsoever except by a further agreement in writing and approved by both parties.

IX.

ADDITIONAL AGREEMENTS

The Parties agree to execute such other and further instruments and documents as are or may become necessary or convenient to carry out the purposes of this Agreement.

X.

APPLICABLE LAW

This Agreement shall be construed under the laws of the State of Texas. Any suits relating to this Agreement will be filed in a district court of Travis County, Texas.

XI.

NO THIRD PARTY RIGHTS

Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

COUNTY OF TRAVIS

CITY OF AUSTIN

Samuel T. Biscoe, County Judge
Date: _____

Mark A. Ott, City Manager
Date: _____

Greg Hamilton, Sheriff
Date: _____

Rosemary Lehmberg, Travis County District Attorney
Date: _____

David Escamilla, Travis County Attorney
Date: _____

Bruce Elfant, Travis County Constable Precinct 5
Date: _____

Attachment A



Department of Justice
Office on Violence Against Women

**AWARD CONTINUATION
SHEET**
Grant

PAGE 3 OF 5

PROJECT NUMBER 2010-WE-AX-0030

AWARD DATE 09/15/2010

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of DOJ grant funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of OVW, in order to avoid violation of 18 USC § 1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.

52



Department of Justice
Office on Violence Against Women

AWARD CONTINUATION SHEET

PAGE 3 OF 5

Grant

PROJECT NUMBER 2010-WE-AX-0030

AWARD DATE 09/15/2010

SPECIAL CONDITIONS

7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. The grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.
9. The Director of OVW, upon a finding that there has been substantial failure by the grantee to comply with applicable laws, regulations, and/or the terms and conditions of the grant or cooperative agreement, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the grant or cooperative agreement, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.
10. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit semi-annual electronic progress reports on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of persons served; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of protection orders issued; and 5) number of victim advocates supported by grant funding.
11. The grantee agrees to submit semiannual progress reports that describe project activities during the reporting period. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1-June 30 and July 1 - December 31 for the duration of the award. Future awards may be withheld if progress reports are delinquent. Grantees are required to submit this information online, through the Grants Management System (GMS), on the semi-annual progress report for the relevant OVW grant programs.
12. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end of the award. The Final Progress Report should be submitted to the Office on Violence Against Women through the Grants Management System with the Report Type indicated as "Final".
13. The recipient agrees that it will submit quarterly financial status reports to OVW on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.



Department of Justice
Office on Violence Against Women

**AWARD CONTINUATION
SHEET**
Grant

PAGE 4 OF 5

PROJECT NUMBER 2010-WE-AX-0030

AWARD DATE 09/15/2010

SPECIAL CONDITIONS

14. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:
 - (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
 - (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.
15. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.
16. The grantee agrees that funds will not be used for prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). The grantee may use funds to provide outreach regarding the specific services offered under the grant.
17. The grantee agrees to use grant funds to strengthen legal advocacy service programs for victims of domestic violence, dating violence, sexual assault and stalking, including strengthening assistance to such victims in immigration matters. Grant funds may not be used to provide long-term or short-term legal representation.
18. The grantee agrees to submit for OVW review and approval any anticipated addition of, removal of, or change in collaborating partner agencies or individuals who are signatories of the Memorandum of Understanding, and if applicable, the Internal Memorandum of Agreement.
19. The grantee agrees to allocate project funds as designated by the Office on Violence Against Women for allowable costs to participate in OVW-sponsored technical assistance. Funds designated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval of OVW and the issuance of a Grant Adjustment Notice (GAN) permitting such use. Technical assistance includes, but is not limited to, peer-to-peer consultations, focus groups, mentoring site visits, conferences and workshops conducted by OVW-designated technical assistance providers or OVW-designated consultants and contractors.
20. As a first time grant recipient under this grant program, the grantee agrees to send its project coordinator to an OVW technical assistance new grantee orientation seminar. Additionally, if there is a change in the project coordinator during the grant period, the grantee agrees to send the new project coordinator, regardless of prior experience with this or any other federal grant, to an OVW technical assistance new grantee orientation seminar.



Department of Justice
Office on Violence Against Women

**AWARD CONTINUATION
SHEET**
Grant

PAGE 3 OF 3

PROJECT NUMBER 2010-WE-AW-0030

AWARD DATE 09/13/2010

SPECIAL CONDITIONS

21. The grantee will provide the Office on Violence Against Women (OVW) with the agenda for any training seminars, workshops, or conferences not sponsored by OVW that project staff propose to attend using grant funds. The grantee must receive prior approval from OVW before using OVW grant funds to attend any training, workshops, or conferences not sponsored by OVW. To request approval, grantees must submit a Grant Adjustment Notice (GAN) request through the grants management system to OVW with a copy of the event's brochure, curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The GAN request should be submitted to OVW at least 20 days before registration for the event is due. Approval to attend non-OVW sponsored programs will be given on a case-by-case basis.
22. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds.
23. Pursuant to 42 USC 3796hh(d), the grantee understands that 5% of this award is being withheld and that it may not obligate, expend or drawdown that 5% unless, by the period ending on the date on which the next session of the State legislature ends, the State or unit of local government, --
 - (1) certifies that it has a law or regulation that requires -
 - (A) the State or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours after the date on which the information or indictment is presented;
 - (B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and
 - (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B).

The "next session of the State legislature" means the next session after the date on which the application for this award was submitted.

If the grantee submits a certification, a Grant Adjustment Notice (GAN) will be issued, and the funds will become available for drawdown. If, by the date on which the next session of the State legislature ends, the grantee is not in compliance with this provision, the withheld funds will be deobligated from the amount of funds awarded for this award period.

If the grantee is an Indian Tribe, it should contact OVW to determine whether it falls within the definition of "unit of local government" as defined by 42 USC § 3791. If it does not, a GAN will be issued and the condition will be removed.

24. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
25. The recipient's budget is pending approval; therefore the recipient may not drawdown funds until the Office on Violence Against Women, Grants Financial Management Division has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition. Any obligations or expenditures incurred by the recipient prior to the budget being approved are made at the recipient's own risk.

55

GRANT SUMMARY SHEET

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

Department/Division:	Criminal Courts - Drug Court #2430
Contact Person:	Debra Hale
Title:	Court Management Director
Phone Number:	(512) 854-9432

Grant Title:	Drug Diversion Court		
Grant Period:	From:	9/1/2009	To: 8/31/2010
Grantor:	Office of the Governor Criminal Justice Division		

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

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel	0	\$55,794.07	0	0	0	\$5,5794.07
Operating	0	\$102,401.01	0	0	0	\$102,401.01
Capital Equipment	0	0	0	0	0	0
Indirect Costs	0	\$3,163.90	0	0	0	\$3,163.90
Total	0	\$161,358.98	0	0	0	\$161,358.98
FTEs		1.00	0.00	0.00	0.00	1.00

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
Applicable Depart. Measures		12/31/08	3/31/09	6/30/09	9/30/09	
# of people assessed for eligibility to participate in the program.	2,380	604	1,190	1936	2,380	2,380
# of new enrollments in the program.	148	37	74	120	148	148
# of participants that have graduated from the program.	58	13	29	56	68	68
Measures For Grant						
Provide intensive case management for African Amercian participants.	50	50	50	50	50	50
Provide intensive case management for dually diagnosed participants.	25	25	25	25	25	25

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

PBO Recommendation:

This request is to de-obligate \$14,686.02 in grant funds that were awarded to the Criminal Courts department by the Office of the Governor, Criminal Justice Division. The original grant amount awarded was \$176,045. The contract was originally approved by Commissioners Court on September 15, 2009. Based on individual circumstances, sometimes it is not possible for a department to spend out the full grant award. PBO recommends approval of this request.

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 Criminal Justice Division (CJD) of the Governor's Office announced the availability of ongoing funds for eligible drug court programs. Eligible applicants are counties in Texas that have incorporated the ten essential characteristics as outlined in section 469.001 Health and Safety Code. This grant is available to jurisdictions to improve the delivery of services or to enhance the existing Drug Court Program with additional services that will allow the Travis County Drug Court to more fully meet the goals of the Drug Court Program.

The Travis County Drug Court Program has been awarded this CJD Enhancement Grant for the past nine years. The primary focus of this grant is to provide enhanced treatment and case management services for high risk drug offenders. For FY10, mileage reimbursement funds were requested in order to conduct outreach activities to support/recruit high risk offenders. However, 88% of the mileage line item (\$4,480.42) was unspent because we were only able to certify mileage used for trips to the Del Valle Correctional Complex supporting the goals of the grant. The other line items which contained unspent funds were; Personnel (\$1,887.93), and Contract and Professional Services (\$8,029.57). A total of \$14,686.02 needs to be de-obligated in unspent grant award. The amount to be de-obligated represents 8.3% of the total grant award.

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

The County is not obligated to maintain the expenditure level requested in the grant.

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.

A County match is not required.

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

Yes, the grant allows a 2% indirect cost reimbursement.

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.

No, the Drug Court program will not discontinue upon discontinuance of grant funding. If the grant is not awarded, the department may request to incorporate the grant funded FTE into the County Budget. If, however, funding for enhanced treatment and case management services is unavailable, the department would reduce the static capacity, which could create a waiting list for potential participants and discontinue services for specialized populations (or look for other funding sources).

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

The Travis County Drug Court /SHORT program is not a new program. We are asking to enhance services for two specific target populations.

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.

This ongoing grant will allow the Drug Court program to continue to serve two specific populations which typically do not receive drug treatment services. A specialized population of up to 50 African American offenders will continue to receive intensive case management from Clean Investments and the grant funded Chemical Dependency Counselor. Due to the need for specialized mental health services, 25 dually diagnosed individuals will continue to receive intensive case management services from MHMR. A total of 10 dually diagnosed clients will receive intensive outpatient treatment services from MHMR (funded through the general fund).

GRANT SUMMARY SHEET

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

Department/Division:	Travis County Criminal Courts
Contact Person/Title:	Debra Hale, Director of Court Management
Phone Number:	(512) 854-9224

Grant Title:	Travis County Veteran's Court		
Grant Period:	From:	4/1/2010	To: 8/31/2010
Grantor:	Governor's Office, Criminal Justice Division		
American Recovery and Reinvestment Act (ARRA) Grant:	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>		

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

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:	1,720.47					1,720.47
Operating:	5,521.44					5,521.44
Capital Equipment:	0					0
Indirect Costs:	144.84					144.84
Total:	\$7,386.75	0	0	0	0	\$7,386.75
FTEs:	1.00					1.00

Auditor's Office Review: ☒Staff Initials: MN**Auditor's Office Comments:** _____**County Attorney's Office Contract Review:** ☒Staff Initials: JC

Performance Measures Applicable Depart. Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/09	3/1/10	6/30/10	8/31/10	
# of defendants assessed for eligibility for court	N/A	N/A	N/A	N/A	N/A	N/A
# of defendants accepted into court	N/A	N/A	N/A	N/A	N/A	N/A
Measures For Grant						
Provide linkage to appropriate treatment for identified veterans	N/A	N/A	N/A	N/A	N/A	N/A
Outcome Impact Description						
At least 10 identified veterans will receive treatment and services through the VA while prosecution is deferred to better serve the ends of justice.	N/A	N/A	N/A	N/A	N/A	N/A

PBO Recommendation:

This request is for the de-obligation of \$41,508.25 related to the grant award from the Governor's Office, Criminal Justice Division for the establishment of a Veterans' Court in Travis County. The original grant amount awarded was \$48,895. Only \$7,386.75 of the award was spent by the County and reimbursed by the state because of the state's delay in finalizing the contract award. The grant application was approved by Commissioners Court on March 2, 2010 with a grant period starting April 1, 2010. However, the Governor's office did not award the contract until May 26, 2010. The contract was approved by Court on June 15, 2010. Since the position that this grant award was funding could not be advertised or hired until the contract was approved, additional delays in hiring resulted in only a small portion of the grant award being expended during the grant contract period.

PBO concurs with this request and recommends approval.

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?

It is the goal of the Veterans court to link non-violent misdemeanor defendants to VA services, monitor their treatment compliance, and divert them from further criminal sanctions. The Travis County Criminal Courts were provided a partial year FY10 grant award from the Governor's Office in order to begin the implementation of the Veterans Court Program. The grant was accepted by Travis County on June 15, 2010 and the revenue for this partial grant award was certified June 22, 2010. The recruitment process could not begin for the Veterans Court Program Manager prior to these dates. The Veterans Court Program Manager was hired effective August 23, 2010, however, the State Fiscal year and the grant award period both ended on August 31, 2010. The short implementation time did not allow utilization of the entire award. So, approval is needed to de-obligate \$41,508.25 in unspent grant award.

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

There is a commitment to apply for continued funding. Travis County has already been awarded an FY 2011 grant for this court. This Department will continue to apply for grants annually in order to operate the Veterans Court Program. There are no long term County funding requirements of the grant.

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.

There is no county match for this grant.

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

Yes, there are indirect costs allowable at 2%.

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.

Yes, this program will discontinue without grant funding. We will request additional funding from the Governor's Office for FY 2011.

660

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

The Travis County Veterans Intervention Project Jail Survey report published in July, 2009 indicates that about 150 veterans are incarcerated in the Travis County Jail at any one time. About one-third of these veterans were arrested more than once during the 90-day survey period. It is anticipated that an increasing number of veterans will be returning from deployment to central Texas. It is hoped that with the collaboration of the local veteran's service delivery system and our Courts, this group of veterans can address their treatment needs and decrease the likelihood of their return to our jail.

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.

This court docket will be an additional docket scheduled in County Court at Law #4 once a week. Although there are specialty dockets for defendants with mental health or substance abuse issues, the unique treatment needs of this target population has not been previously addressed.

GRANT SUMMARY SHEET

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

Department/Division:	Travis County Health and Human Services and Veterans Service
Contact Person/Title:	John C. Bradshaw/ Contract Specialist
Phone Number:	854-4277

Grant Title:	Title IV-E Child Welfare Services		
Grant Period:	From: 10/1/2010	To: 9/30/2011	
Grantor:	Texas Department of Family and Protective Services		
American Recovery and Reinvestment Act (ARRA) Grant:	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

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

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel	\$9,287.95	\$0.00	\$0.00	\$30,836.24	\$0.00	\$40,124.19
Operating	\$76,183.31	\$0.00	\$0.00	\$38,296.69	\$0.00	\$114,480.00
Capital Equipment	\$0.00			\$0.00		\$0.00
Indirect Costs	\$18,724.17	\$0.00	\$0.00	\$135,880.02	\$0.00	\$154,604.19
Total	\$104,195.43	\$0.00	\$0.00	\$205,012.95	\$0.00	\$309,208.38
FTEs:	0.75					0.75

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

Performance Measures	Projected FY 11 Measure	Progress To Date:				Projected FY 12 Measure
Applicable Depart. Measures		12/31/10	3/31/11	6/31/11	9/30/11	
Number of Child Protective Services petitions filed	285					285
Number of children in conservatorship per month	900					900
Number of new children entering care	350					350
Measures For Grant						
Number of youth in foster care served by the contract	184					184

62

Outcome Impact Description	This ensures that youth in foster care receive all necessary services and support. (Note: Title IV-E eligible children account for a portion of the departmental outputs listed above. The grant contract does not contain performance measures.)					
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

The action being requested of Commissioners Court today is the approval of the Title IV-E Child Welfare Services Internal Control Structure Questionnaire. This questionnaire is usually submitted with the contract budget and certifications but it took longer than expected to complete. The questionnaire covers the following county policies and practices: financial position, general/accounting controls, personnel, travel, equipment, and subcontractors.

PBO recommends Commissioners Court approval of the questionnaire and its submission to the Texas Department of Family and Protective Services.

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 Texas Dept. of Family and Protective Services (DFPS) pools certain foster care expenditures made by Texas counties in order to receive federal reimbursement money for the state under Title IV-E of the Federal Social Security Act. The counties, in turn, receive a percentage of this money based on their expenditures for foster care. Travis County submits quarterly requests for reimbursement to DFPS. These funds enhance an existing program.

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

The contract with DFPS requires Travis County to continue a Child Welfare Board; provide adequate funding for the care of any child in need of protective placement who is under the conservatorship of DFPS and not eligible for Title IV-E foster care or state-paid foster care and/or Medicaid; provide adequate funds for medical care not covered by Medicaid; and maintain total net child welfare expenditures at a sufficient level.

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

The match is provided by the current budget for the Accountant Associate who puts together the Title IV-E billings. No additional county funds are required.

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

Yes.

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.

No. The county would still have to spend money for foster care even if this reimbursement program were not available.

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

NA.

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 contract with DFPS will allow Travis County to recover some of the costs associated with providing foster care. The appropriate departmental output measures apply to this grant.

64




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

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

DATE: December 20, 2010

TO: Members of the Commissioners Court

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

SUBJECT: Title IV-E Child Welfare Services Internal Control Structure
Questionnaire

Proposed Motion:

Consider and take appropriate action to approve the Internal Control Structure Questionnaire (ICSQ) for the FY'11 Title IV-E Child Welfare Services Contract with the Texas Department of Family and Protective Services.

Summary and Staff Recommendations:

The Title IV-E Child Welfare Services Contract is part of a mutually undertaken child welfare program by Travis County and the Texas Department of Family and Protective Services (DFPS). Travis County receives partial reimbursement for eligible expenditures related to children in foster care under the oversight of the Travis County Child Protective Services Board.

DFPS pools certain foster care expenditures made by Texas counties in order to receive federal reimbursement money under Title IV-E of the Federal Social Security Act. Title IV-E was established for the purpose of enabling each state to provide, in appropriate cases, foster care, adoption assistance and transitional independent living programs for children who otherwise would have been eligible for Aid to Families with Dependent Children (AFDC) assistance as the program existed on July 16, 1996. The

WS

federal reimbursement rate determines the amount counties receive. This rate changes each fiscal year. The rate for FY'10 was 66.73%.

Travis County Health and Human Services and Veterans Service (TCHHSVS) can receive up to \$104,195 in federal reimbursements during FY'11 depending on what it spends on Title IV-E eligible children. (This figure is based on an estimate of the amount of TCHHSVS staff time spent administering the Title IV-E program as well as the reimbursement for foster care maintenance expenditures and indirect costs.)

The contract automatically renews each fiscal year through 9/30/12. Certain answers in the ICSQ were updated for FY'11.

TCHHSVS staff recommends approving the ICSQ.

Budgetary and Fiscal Impact:

This contract is required to establish a mechanism for reimbursement of certain eligible foster care expenditures. TCHHSVS prepares a claim for DFPS at the end of each quarter based on expenditures for Title IV-E eligible foster children in the county and sends it to the County Auditor for review. TCHHSVS then submits the claim to DFPS. The funds are sent to the county and certified to be used by the Child Protective Services Board to meet the needs of the growing foster care population. The FY'11 contract runs from 10/1/10 – 9/30/11.

Issues and Opportunities:

This contract allows Travis County to be reimbursed for a portion of its expenditures for those children in foster care who are Title IV-E eligible.

Background:

Travis County has submitted claims for reimbursement under this contract since FY'99.

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

66

Internal Control Certification (ICC)**Contractor:** Travis County CWB**DFPS Contract Number(s):** 23380186

Please note that an ICC can only be used to certify an ICSQ that is not older than four fiscal years (current and 1st three prior fiscal years).

1. Please initial and date next to the appropriate box after reviewing the applicable section of the ICSQ being certified:

Sal **FINANCIAL POSITION** - Review for changes to accounting procedures and financial stability.

Sal **GENERAL/ACCOUNTING CONTROLS** - Review for changes to allocations plans, if applicable; Chart of Accounts; information on contracts/programs administered; any changes to accounting system, etc.

Sal **PERSONNEL** - Review for changes to personnel and payroll practices.

Sal **TRAVEL** - Review for changes to travel policy.

Sal **EQUIPMENT** - Review for changes to capitalization threshold and inventory.

Sal **SUBCONTRACTORS** - Review for changes in procurement and/or monitoring procedures.

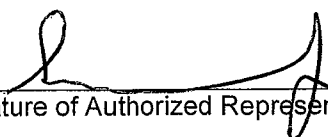
NA **RELATED PARTY TRANSACTIONS** - Review for changes of related parties in organization and updated lease information.

NA **ALLOCATION** - This Section is specific to State Agencies and Universities only. Review for updated allocation plans and person who certifies the plan, and updated Certification of Match funds procedure.

2. I have reviewed the Internal Control Structure Questionnaire and supporting documentation originally certified by our organization on 10/20/2009, and re-certify one of the following:

☒ The ICSQ and supporting documentation remains true and accurate, with no exceptions.

☐ The ICSQ and supporting documentation remains true and accurate, with the exception of changes indicated on the attached documents. (Please indicate the applicable contract number, corresponding ICSQ number and how changed.)


Signature of Authorized Representative

Susan Spataro
Printed/Typed Name

1-6-2011
Date

Travis County Auditor
Title

67

**Internal Control Structure Questionnaire (ICSQ)
for Title IV-E County ≥ \$25,000****Contractor Name:** Travis County (CWS) - Title
IV-E**DFPS Contract #:** 23380186**Current Contract Period:** 10/1/2010-9/30/2011**Contract Manager:** Charlah Love**Please refer to instructions at end of this questionnaire.****SECTION I: FINANCIAL POSITION**

(This section should be answered about your organization as a whole.)

1.	<p>Please describe the accounting system in place (e.g., accrual, cash, or modified accrual).</p> <p><u>The County follows the statutory basis of accounting provided by the State in Chapter 2264, Texas Government Code, financial accounting and reporting. The county's system is set up in accordance with an accounting basis that complies with State financial laws and State constitution and follows OMB A-87 & OMB A-133.</u></p>	
2.	<p>Do you complete yearly financial statements (e.g., Balance Sheet, Income Statement, Other)?</p> <p><i>If yes, please list the name of the person responsible for preparing the annual financial statements below and attach copy of your most "current" statements and mark it ATTACHMENT#I-2.</i></p> <p>Person responsible for annual financial statements.</p> <p><u>Nicky Riley - Financial Manager - Reporting</u></p> <p><i>If no, please provide any manual or automated information maintained regarding your "current" financial position (e.g., assets versus liabilities) and mark it ATTACHMENT #I-2.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>Are your accounting and financial system operations "audited" at regular intervals by an independent auditor (CPA, State Public Accountant, and Office of State Auditor)? Note that this is not referring to compliance monitoring performed by State Contract Managers.</p> <p><i>If yes, how often and who audits your records?</i></p> <p><u>Yearly Audit – Atchley & Associates, LLP. Single Audit Report provided to DFPS's Ardell Ray/Charlah Love on 04/01/2010</u></p> <p><i>Also, if yes, please provide a copy of your most current "audit" performed of your agency and mark it ATTACHMENT #I-3.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION II: INTERNAL CONTROLS**II. A. GENERAL/ACCOUNTING CONTROLS**

(This section should be answered about your organization as a whole. When a question mentions "contracts," it is referring to all of your contracts with DFPS and with any other state agencies, as well as any grants you might have.)

1.	<p>Do you have more than one contract with DFPS?</p> <p><i>If yes, please attach a list of all of your DFPS contracts, including type of service, contract number, and dollar amount of contract. Mark this list ATTACHMENT #II-1.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Do you have contracts with other Texas state agencies (e.g., Texas Youth</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	<p>Commission, Texas Juvenile Probation Commission, Texas Education Agency, etc.)?</p> <p><i>If yes, please attach a list of all your contracts with other state agencies, including the state agency name, type of service provided under the contract, dollar amount, and name and telephone number of state agency contact person for the contract. Mark this list ATTACHMENT #II-2.</i></p>	
3.	<p>Do you maintain contract files for each of your DFPS contracts?</p> <p>If yes, do the contract files contain:</p> <p>a. The approved contract with all attachments?</p> <p>b. Copies of contract amendments?</p> <p>c. Billing documents?</p> <p>d. Related correspondence?</p> <p>e. Copies of subcontracts?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
4.	<p>a. Are all expenditures that are reported and/or billed as DFPS costs reconciled with your general ledger?</p> <p>If no, please provide a written explanation below as to why such expenditures are not reconciled to your general ledger.</p> <p>_____</p> <p>b. Is the general ledger kept up-to-date and balanced at least monthly?</p> <p>If not monthly, please specify frequency.</p> <p>_____</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
5.	<p>Do you maintain a separate general ledger account for:</p> <p>a. Deposits for each contract's funds?</p> <p>b. Disbursement of each contract's funds?</p> <p><i>Please provide a copy of your chart of accounts, along with an explanation of how your accounting system identifies contract revenues and expenditures separately for each contract. Mark it ATTACHMENT #II-5.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
6.	Are billings submitted within the time frame specified in the DFPS contract?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7.	<p>How do you allocate shared costs between contracts and/or programs?</p> <p><i>Please attach a detailed explanation, and mark it ATTACHMENT #II-7.</i></p>	
8.	Are costs and expenditures controlled based on budget line items for cost reimbursement and budget-based unit rate contracts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.	Do you authorize separate individuals to:	

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	<p>a. Sign checks? Indicate name(s) and title(s). <u>Susan A Spataro, County Auditor; Dana DeBeauvoir, County Clerk;</u></p> <p><u>Dolores-Ortega Carter, Treasurer</u></p> <p>b. Approve purchase orders and vouchers? Indicate name(s) and title(s). <u>See the attached Purchasing Process, Policy & Responsibilities and Procurement Methods for contracts > \$25,000. See ATTACHMENT #II-9b.</u></p> <p>c. Prepare checks? Indicate name(s) and title(s). <u>Jason Niedzwiedz – Financial Analyst & Mike Crawford – Senior Financial Analyst.</u></p> <p>d. Record accounting transactions? Indicate name(s) and title(s). <u>Holly Huff, Tracy LeBlanc, Tristan Whitmire, Joshua Kubiak, Travis Lee, Alexindria Easton, Paula Beatty – Associate Auditors.</u></p> <p>e. Reconcile bank accounts to internal check registers? Indicate name(s) and title(s). <u>Sandy Hendrix – Financial Analyst</u></p> <p>f. Maintain an inventory? Indicate name(s) and title(s). <u>Ron Dube – Purchasing Fixed Asset Manager</u></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
10.	<p>Is your accounting system automated? If no, skip to Question #18.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
11.	<p>Who has access to the accounting system? Specify name(s) and title(s) below. <u>All authorized personnel in the Travis County has access to the H.T.E. Automated Accounting System, ranging from Inquiry, to Purchasing, to Data Entry and producing required and necessary reports.</u></p>	

70

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

12.	<p>Please specify the name(s) and title(s) below for the individuals responsible for updating, changing and deleting accounting information:</p> <p>Updating: <u>Jose Palacios – Chief Assistant County Auditor, Mike Crawford – Senior Financial Analyst, Hannah York – Senior Financial Analyst, Sandy Hendrix, Financial Analyst, Jason Niedzwiedz, Financial Analyst</u></p> <hr/> <p>Changing: <u>Same as Above</u></p> <hr/> <p>Deleting: <u>Jose Palacios – Chief Assistant County Auditor, Mike Crawford – Senior Financial Analyst, Hannah York – Senior Financial Analyst</u></p> <hr/>	
13.	<p>How is the accounting system secured and/or protected? Please explain.</p> <p><u>The accounting system is secured via Passwords, which are changed every 90 days.</u></p> <hr/>	
14.	<p>Explain below the process (initiation, review, approval, etc.) for making updates, changes, deletions, and year end adjustments to the accounting system.</p> <p><u>Associate Auditors & Financial Analysts initiate the AP & Journal Entries, Financial Analysts review and audit, other Financial Analysts update and post those entries.</u></p> <hr/>	
15.	<p>Are there controls to provide reasonable assurance that transactions are not lost, duplicated, or added before and after data entry and editing?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
16.	<p>Are there controls to provide reasonable assurance that transactions with errors are rejected from further processing (e.g., prevented from updating the files/database)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

17.	<p>Is the data entered into the accounting system verified?</p> <p>If yes, please specify whom (name and title) is/are responsible for verifying the data, and how the verification is done.</p> <p><u>Month End Reports, Jose Palacios – Chief Assistant County Auditor, Mike Crawford – Senior Financial Analyst</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18.	<p>a. Do purchase orders/requisitions require specific approvals from authorized individuals in the requesting department?</p> <p>b. What additional internal controls and approvals are in place within your organization to ensure payments made are valid and authorized?</p> <p><u>Items are required to be received in H.T.E., automated accounting system, prior to processing the payments.</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19.	<p>Are all checks pre-numbered and accounted for?</p> <p>If no, please explain.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
20.	<p>Is there any additional review or special approval required for checks exceeding a specific dollar amount?</p> <p>If yes, please specify the dollar limits, name(s) and title(s) of responsible staff below.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
21.	<p>Are voided checks marked "VOID" to prevent reuse?</p> <p>If no, please explain:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	<p>Are voided checks kept with canceled checks?</p> <p>If no, please explain:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23.	<p>Are unused checks adequately safeguarded and in the custody of a person who does not manually sign checks, control the use of facsimile signature plates or operate the facsimile signature machine?</p> <p>Indicate name and title of person below who has custody of unused checks.</p> <p><u>Unused checks are stored at the Auditor's office. The custody of the key to the unused check closet is with Jason Niedzwiedz, Financial Analyst, and he has one of the two facsimile signature plates. The other facsimile signature plate is with the Treasurer's office, Senior Financial Analyst – Rhonda Ambrose.</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

72

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County \geq \$25,000

24.	<p>If a check -signing machine is used, are the facsimile signature plates properly safeguarded?</p> <p>If no, please explain below.</p> <p>_____</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25.	<p>Is the person receiving cash prohibited from signing checks, reconciling bank accounts, and accessing other accounting records?</p> <p>Indicate name and title below of person receiving cash.</p> <p><u>Person receiving cash in the Treasurer's Office is Michael Rendon, Accounting Clerk. He does not sign checks, reconcile accounts or access other accounting records.</u></p> <p>_____</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

26.	Is the drafting of checks to "CASH" prohibited? If no, please explain: _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
27.	Is the practice of signing blank checks prohibited? If no, please explain: _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
28.	Are all disbursements approved prior to payment? If no, please explain: _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
29.	Are all disbursements (excluding petty cash) made by check? If no, what other means do you use to make disbursements. <u>ACH Transactions and Wire Transfers</u> _____ Is a check register (disbursement journal) used to record disbursements and maintain balances? If no, how are disbursements and balances tracked? _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
30.	Are purchase orders/requisitions controlled in such a way that they can all be accounted for (e.g., by sequential pre-numbering, by entry in a register, etc.)? <i>If yes, please attach an explanation and mark it ATTACHMENT #II-30.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
31.	Are supporting documents (invoices, receipts, approvals, receiving reports, canceled checks, etc.) maintained with each disbursement and/or clearly referenced for easy location and retrieval? Please comment on where and how supporting records are kept and filed (e.g., filed by check number, month of payment, etc). <u>All supporting documents (invoices, receipts, approvals, receiving reports cancelled checks, etc.) are filed by check number in the auditor's office file room. The supporting documents from prior fiscal years are stored at an offsite storage location.</u> _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
32.	Do supporting documents accompany checks for the check signer's signature?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
33.	Are supporting documents marked when paid to prevent reuse or duplication of payment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County \geq \$25,000

34.	Are invoices marked to identify allocation of payment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
35.	For your DFPS contracts, do you have procedures to identify costs and expenditures not allowable under federal and/or state regulations? <i>If so, please attach an explanation of your system for identifying unallowable costs/expenditures and mark it ATTACHMENT #II-35.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
36.	Are all bank accounts reconciled monthly? If not, how often? _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

II. B. PERSONNEL

37.	Do you have on file authorizations covering rates of pay, withholding and deductions for each employee? If no, please explain. _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
38.	Do any employees work overtime? <i>If yes, please attach a copy of your overtime policy and mark it ATTACHMENT#II-38</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
39.	Do you have written job descriptions with set salary levels for each employee? If no, please explain. _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
40.	Does your policy require individual daily time and attendance records for personnel (part-time, full-time, and/or in-kind volunteers) delivering services under your DFPS contract(s)? If no, please explain. _____ If yes, do the time and attendance records contain the following: a. Employee's name? b. Position/title? c. Total daily hours worked? d. Daily hours charged directly to each contract? e. Employee's signature and/or supervisor's signature?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
41.	a. Are you current with your payroll taxes? b. Do you pay taxes directly? If no, please explain and indicate name of withholding agent. _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
42.	Do you have written personnel policies?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

75

**Internal Control Structure Questionnaire (ICSQ)
for Title IV-E County \geq \$25,000**

	<p>If yes, are they distributed to all employees?</p> <p>Do your personnel policies include:</p> <p>a. Hiring policies?</p> <p>b. Performance evaluations?</p> <p>c. Termination policies?</p> <p>d. Vacation and/or other authorized absences?</p> <p>e. Possible conflict of interest?</p> <p>f. Nepotism policies?</p> <p>g. Related-party policies?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
43.	<p>a. For DFPS cost reimbursement contracts and budget-based unit rate contracts, does the amount of salary being paid to each employee agree with the approved budget?</p> <p>b. If only a portion of any employee's salary is charged to DFPS (i.e., allocated) is that portion supported by an allowable and equitable allocation method?</p> <p>If yes, please explain allocation method(s) used.</p> <p><u>Hours charged to DFPS are tracked separately and allocated as a percentage of total hours worked for each pay period.</u></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
II. C. TRAVEL		
44.	<p>Are expenditures for travel substantiated by travel vouchers, travel logs and/or other supporting documentation?</p> <p>If yes, do travel vouchers/logs contain the following information:</p> <p>a. Name of employee?</p> <p>b. Travel destination (to and from)</p> <p>c. Private car mileage? (to and from destination for each trip)</p> <p>d. Date and time of departure and return?</p> <p>e. Purpose of trip?</p> <p>f. Signature of employee?</p> <p>g. Approval of supervisor?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
45.	<p>Are travel expenditures under DFPS contracts billed to DFPS at, or below, rates and limitations established by state travel requirements for meals, lodging and mileage?</p> <p>If no, please explain:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
46.	Is out-of-state travel for DFPS projects approved by the DFPS contract manager?	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County \geq \$25,000

II. D. EQUIPMENT(If your agency as a whole does not purchase equipment with federal funds, skip to Section II. E. and mark here. ☐ N/A)

47.	Has equipment been directly purchased with DFPS funds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
48.	<p>Please specify the level of capitalization used by your organization and provide definition of what your organization classifies as equipment.</p> <p>Dollar Amount: <u>\$5,000.00</u></p> <p>Definition of Equipment: <u>Fixed & Tangible assets used for the benefit of the county for more than one year from date asset first rendered service.</u></p>	
49.	<p>Were all of the equipment items purchased and billed to DFPS included in your DFPS budget?</p> <p>If no, please list the equipment below, and include total acquisition cost.</p> <p>_____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

77

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

50.	For equipment that was directly purchased and billed to DFPS, but not detailed in the budget, was prior written approval obtained from your DFPS contract manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
51.	Are all equipment items, purchased with DFPS funds, tagged for the purpose of internal tracking and inventorying? Note: Since the equipment does not belong to DFPS, contractors are not to tag the equipment as "State of Texas" or "DFPS Property".	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
52.	Do you conduct a physical inventory of capital equipment purchased with federal funds? If yes, how often? <u>Annually</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
53.	Are inventory records maintained to include: the description of the item, the serial number, funding source, the acquisition cost, the acquisition date and the inventory number? <i>Attach a copy of your inventory records for equipment purchases made with DFPS funds and mark it ATTACHMENT #II-59.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
54.	Has any equipment purchased in whole or in part with DFPS funds been disposed of? If yes, was the DFPS contract manager's approval obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
55.	a. Is equipment purchased with DFPS funds being used by employees paid with DFPS funds? If no, please explain: _____ b. Is equipment purchased with DFPS funds being used as outlined in the contract? If no, please explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

II. E. SUBCONTRACTORS

56.	a. Do you subcontract DFPS contracted services? (If your agency as a whole does not utilize subcontractors, mark N/A and skip to Section II F.) b. If yes, what percentage of the work required by your contract do you estimate will be subcontracted? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
57.	Do you maintain written contracts with all your subcontractors? If no, please explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Internal Control Structure Questionnaire (ICSQ)
for Title IV-E County \geq \$25,000**

58.	<p>Within your organization, who is responsible for reviewing and approving subcontracts, prior to execution? Provide name(s) and title(s) below.</p> <hr/>
-----	---

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

59.	Does each subcontract agreement include: a. All parties to the contract? b. Scope of work? c. When services are to be performed? d. Rate of pay? e. Measurable method of payment? f. Termination clause? g. Performance measures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
60.	Do all your subcontracts for services under your DFPS contract(s) (e.g., direct services to clients) either include the terms required by your DFPS contract or reference the required terms? If no, please explain. _____ <i>Please attach a copy of your subcontract agreement and mark it ATTACHMENT #II-60.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
61.	Do you have procedures in place to monitor that services under your DFPS contract(s) are being delivered and paid by subcontractors as required by your DFPS contract(s)? <i>If yes, please attach a copy of your service monitoring procedures and mark it ATTACHMENT #II-61.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
62.	a. Do you competitively procure your subcontractors? b. If you have any DFPS contracts for \$100,000 or more, do you make a good faith effort to subcontract with Historically Underutilized Businesses (HUBS)? If no or n/a, please explain. _____ <i>Please attach an explanation of your subcontractor procurement policies and procedures and mark it ATTACHMENT #II-62.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
63.	Have all subcontracts for services under your DFPS contract (e.g., direct services to clients) been approved by your DFPS contract manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SECTION II. F: TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

(This section pertains only to any **County Title IV-E Child Welfare Services Contracts** that the county may have with DFPS. Provide answers only as they relate to that contract. This section does not pertain to any **Title IV-E County Legal Services Contract** the county may have with DFPS.) For purposes of this section the terms County and County Child Welfare Board are synonymous.

64.	If administrative costs will be claimed, has the county submitted an administrative budget to DFPS for review and approval?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
65.	If any administrative costs claimed under the contract are shared with other contracts (both DFPS and non-DFPS), has the county submitted a cost allocation plan to DFPS for review and approval?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	<i>If no, please describe your allocation process and mark as ATTACHMENT #II-65.</i>	
66.	<p>Does the County Child Welfare Board have a process that DFPS Caseworkers must follow in order to obtain assistance from the County Child Welfare Board for a Foster Child?</p> <p>a). If yes, is the above policy a written (published) policy?</p> <p><i>Attach a description of the process or a copy of the written policy and mark as ATTACHMENT #II-66.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
67.	<p>Has/have the county Title IV-E contract(s) been audited by county internal or external auditors?</p> <p>If yes, provide fiscal period and date of audit. <u>Fiscal Period 09/30/2008; Date of Audit 03/30/2009</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
68.	<p>Do the Region and the county conduct an annual review of the county Title IV-E contracts?</p> <p>If yes, provide date of last review. <u>Attachment #II - 68</u></p> <p>Note: An annual review of the contract is specified in the contract.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
69.	<p>How does the Child Welfare Board pay for the supplemental child-care expenses?</p> <p><i>Provide a description of the process and name and/or position of responsible person/staff and mark it as ATTACHMENT #II-69.</i></p>	
70.	<p>What back-up documentation does the county maintain to support Title IV-E reimbursements?</p> <p><i>Provide a description of the documentation and mark it as ATTACHMENT #II-70.</i></p>	
71.	<p>Who maintains the documentation within the county (e.g., Child Welfare Board, County Auditor, Other)?</p> <p>Provide the name of the county department or name and/or position of responsible person/staff.</p> <p><u>Travis County Health and Human Services and Veteran's Service</u></p> <p><u>Travis County Auditor</u></p>	
72.	<p>Who creates the County Title IV-E Claims Voucher (Quarterly Billing)?</p> <p>Provide the name and/or position of responsible person/staff.</p> <p><u>Doantrang Lam - Associate Accountant</u></p>	
73.	<p>Does the county's bookkeeping process, including the preparation of the Quarterly Billing, exclude involvement by a DFPS staff bookkeeper or accountant?</p> <p><i>If no, provide a description of the DFPS bookkeeper or accountant's role in the process and mark it ATTACHMENT #II-73.</i></p> <p>Note: As per DFPS policy, DFPS staff cannot have any bookkeeping function in</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

81

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	relation to Title IV-E CWB contracts.	
74.	<p>Who, within the county, signs the County Title IV-E Claims Voucher (Form 4116 – State of Texas Purchase Voucher Quarterly Billing)?</p> <p>Provide the name and/or position of the responsible person/staff.</p> <p><u>Executive Director of Travis County Health and Human Services and Veterans Service</u></p>	
75.	<p>How does the county ensure the County Title IV-E Claims Voucher is reconciled with the county's general ledger?</p> <p><u>All valid Purchase Orders are logged on a spreadsheet and reviewed for proper payment against the General Ledger prior to the quarterly billing.</u></p>	
76.	<p>Does the county have a process to ensure that all expenditures claimed are allowable expenditures?</p> <p><i>If yes, attach a short description of the process and mark it ATTACHMENT #II-76.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
77.	<p>Does the county have a process to ensure that all raised or donated funds used as certified match for the County Title IV-E Claims Voucher are unrestricted funds?</p> <p><i>If yes, attach a short description of the process and mark it ATTACHMENT #II-77.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
78.	<p>How does the county know which children are IV-E eligible?</p> <p>Provide a description of the process and the name and/or position of responsible person/staff and mark it as ATTACHMENT #II-78.</p>	
79.	<p>If a person other than the County Judge or County Auditor has signature authority, has the county provided DFPS with a document clearly naming the persons authorized to act on behalf of the county on matters concerning the county Title IV-E contract? (e.g., person authorized to sign vouchers, responsible County Child Welfare Board staff).</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION

Signed by an individual legally responsible for the conduct of the contractor.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED HEREIN IS TRUE, CORRECT, AND COMPLETE.

Signature

Date

By Samuel T. Biscoe

Travis County Judge

Printed/Typed Name

Title

**Internal Control Structure Questionnaire (ICSQ)
for Title IV-E County \geq \$25,000**

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

Instructions for Submitting

A current "up-to-date" Internal Control Structure Questionnaire is required to be submitted with each new proposal to contract with the Agency, DFPS. If you have never submitted a previous ICSQ, you will need to complete the attached ICSQ.

However, if you have other contracts/proposals with DFPS, you are only required to submit one ICSQ for those contracts that share or abide by the same controls. Therefore, if you have submitted an ICSQ with a different proposal (within the past year), and the same control structure applies to this contract, you may submit a "copy" of that ICSQ as long as it is current and applicable to this contract, and covers all sections on this ICSQ. If not all sections are covered, you will need to complete the applicable sections on this ICSQ and submit this ICSQ along with the "copy" of the previously submitted ICSQ.

No two-sided copies will be accepted. No pamphlets or books will be accepted. Responses must be typed or printed. Any response that requires an attachment should reference the attachment number in the response and the attachment must be clearly numbered.

Instructions for Completing

Every agency, organization, university, and/or other business entity should have internal controls in place. Internal controls basically ensure that assets (such as cash and equipment) are safeguarded, that expenditure transactions (such as purchases) are authorized, and that financial data are accurately recorded. Another way of saying this is that a system of internal controls assures that assets that belong to the business are received when tendered, are protected while in the custody of the business, and are used only for authorized business purposes.

A system of internal controls is not designed primarily to detect errors but rather to reduce the opportunity for errors or dishonesty to occur. In an effective system of internal controls, no one person should carry out all phases of a business transaction from beginning to end. For example, if one person were permitted to order supplies, receive the supplies, write a check to pay for the supplies, and record the transaction in the accounting records, there would be no protection against either fraud or errors.

Internal controls consist of the policies and procedures that a business develops and implements to minimize risk. To determine if a business has internal controls, numerous questions can be asked regarding the business' processes/procedures for handling cash receipts, cash disbursements, physical inventory, and file maintenance, etc. In addition, the ICSQ has questions that are specific to state and federal regulations/guidelines.

A system of internal controls frequently may be improved by physical safeguards (acting as compensatory controls). Computers help to improve the efficiency and accuracy of record keeping functions. Cash registers, safes, and pre-numbered business forms are very helpful in safeguarding cash and establishing responsibility for it. Any system of internal controls must be supervised with care if it is to function effectively.

The cost of a system of internal controls must be balanced against the benefit to be derived in preventing errors and losses.

The ICSQ has been divided into several sections, covering the below purposes as follows:

SECTION I: FINANCIAL POSITION (This section is self-explanatory.)

SECTION II: INTERNAL CONTROLS

This section mainly addresses Internal Controls as described below:

II. A. GENERAL/ ACCOUNTING CONTROLS

The general section basically addresses file maintenance and the contractor's responsibility to meet contract terms and/or state/federal regulations.

Accounting controls are concerned with the safeguarding of assets (cash and fixed assets) and the reliability of financial records. The objective sought in the control of cash receipts is to assure that all cash that is receivable by the business is collected and recorded without loss. The system of controlling cash payments should be designed to ensure that no unauthorized payments are made. Control is accomplished by division of responsibility to achieve independent verification of cash transactions without duplication of effort.

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

Number 3:

An element of a good file maintenance process is a systematic filing approach for the numerous documents that flow through a business. A systematic filing approach decreases the risk of losing documents, having documents that pertain to the same issues placed in several locations, and not knowing what changes have occurred related to similar issues. Therefore, a business should have contract files that include the information enumerated in Number 3.

Number 4:

All costs that are reported and/or billed as DFPS costs should be reconciled with the general ledger (the book or file that contains all or groups of the organization's accounts).

Number 5:

The accounting system used must adequately identify the receipt and expenditures of funds separately for each contract and/or source of funds. Direct costs for each contract must be clearly identified by the accounting system (consider: How are travel expenses recorded when traveling for the DFPS contract?).

Separate general ledger account numbers for revenues and expenses incurred under the contract should be evident.

For example:

400 - 699 Support and Revenue Accounts

- 401 DFPS revenue - DFPS Guardianship Services
- 402 DFPS revenue - STAR contract
- 403 DFPS revenue - DFPS Parenting Training

700 - 999 Expenses

- 700 - 709 Salaries
- 700 Salaries - DFPS Guardianship Services
- 701 Salaries - STAR contract
- 702 Salaries - DFPS Parenting Training

810 - 819 Supplies

- 811 Consumable Supplies - DFPS Guardianship Services
- 812 Consumable Supplies - DFPS Parenting Training
- 813 Consumable Supplies - Star Contract

Number 7:

Costs should be allocated in accordance with relative benefits or other equitable relationship.

Number 8:

Total expenditures for DFPS contracts must be monitored against the total contract budget (Form 2030). For example there must be a system for monitoring the expenditures for salaries against the contract budget category for salaries.

Numbers 11-17:

These questions should only be answered if the accounting system is automated.

Number 18:

This is good business practice. Authorized individuals for departments should be required to approve purchases made on behalf of their department.

Number 19:

This helps to control disbursements of checks.

Numbers 31:

If the supporting documents are not maintained with each disbursement, the supporting documents should be numbered, clearly referenced, and filed for easy retrieval. Work papers are necessary to provide documentation during monitoring visits and/or audits.

Numbers 32-33:

These procedures are good business practices and aid in accurate record keeping, since it is easier to remember what happened last month rather than what happened months ago.

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

Number 34:

This is extremely important if an invoice is allocated to more than one funding source.

Number 35:

Contractors should know how to access or obtain copies of the Texas Administrative Code (TAC) and applicable Office of Management and Budget (OMB) Circulars.

II. B. PERSONNEL

Businesses should have written personnel policies available to all employees. The policies need to be consistently applied. These written personnel policies should include the business' policies concerning benefits. Questions to be asked: Do all employees have the same fringe benefits? Do some employees have more benefits than others? Are the benefits consistent with the personnel policies?

Number 43:

OMB Circular A-122, Attachment B, Paragraph 7, subparagraph "m" (revised June 1, 1998) and OMB Circular A-87, Attachment B, Paragraph 11, subparagraph "h" (revised August 29, 1997) address documentation necessary to support salaries and wages. These circulars further state that the allocation of direct service delivery staff salaries between programs and/or contracts must be documented.

II. C. TRAVEL (Travel Costs Paid with DFPS Funds)

Number 44:

Supporting documentation would be receipts required for parking fees, hotels, taxis, and airfare.

Number 45:

Travel must be in conformance with the state travel requirements and rates for lodging, meals, and personal vehicle mileage. Limitations for out-of-state meals and hotels can be obtained by telephoning the Texas Comptroller's Office in Austin at 512/475-0966. A free copy of the Comptroller's Travel Allowance Guide (TAG) can be obtained by telephoning the Texas Comptroller's Office in Austin at 512/475-0966 or on the Internet:

<http://window.state.tx.us/comptrol/san/fm.notices.date.html/fm02/fm02-09b.html>

Number 46:

The approval must be in writing and maintained with the travel voucher/travel log. The budget narrative should also have included a reference to out-of-state travel costs.

II. D. EQUIPMENT

Numbers 47-55:

Equipment is defined in 45 Code of Federal Regulations (CFR) Part 74 and the Office of Federal Financial Management, Office of Management and Budget (OMB) Circulars.

Equipment purchased through the contract is subject to an equitable claim by the state (DFPS).

The disposition of all equipment purchased with federal funds must be made according to appropriate regulations and departmental policies, as per OMB Circular A-110, Section 33 (G). No disposition should take place without prior notification to DFPS contract management.

Question #52 is a federal requirement that a physical inventory be taken at least once every two years for equipment acquired with federal funds.

II. E. SUBCONTRACTORS

Number 56:

This section must be completed if use of subcontractors is indicated on the current Form 2046 (Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts) on file.

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

Number 58:

These individuals should be qualified and or trained and hold an appropriate position that allows decision making at the level required as per the contractor's purchasing policy.

Number 60:

Any subcontract for direct services must either state or include all the terms and conditions of the prime contract for subcontractors.

Number 61:

Contractor oversight should be sufficient to ensure that subcontractors consistently provide quality services by measuring performance against well-documented expectations. The subcontract monitoring procedures review process will check for sound monitoring practices and sound business practices. The monitoring function should focus on the outcomes of services provided with an appropriate emphasis on contract monitoring in proportion to the amount/extent of the contracted services. Procedures would adequately describe who is responsible for monitoring, how often monitoring would occur, the monitoring process to include follow-up that requires corrective action as a result of monitoring reviews, and clearly defined termination procedures. Good business practice would include an ongoing system for checking the background/credentials of potential and existing contractors and that funds are spent appropriately.

Number 62:

Procurement policies and procedures should reflect a system in which the best subcontractor is fairly and objectively selected. Procedures should clearly identify which method of contractor selection is utilized for the different types of procurements (thresholds for competitive bidding, negotiation with individual). (OMB Circular A-110, Sections 40-48.)

The contractor selection process would include established criteria to evaluate potential contractors, ranking method, and the consideration of past performance factors.

DFPS is committed to encouraging participation and increased opportunities for minority and women-owned businesses, including non-profit businesses that cannot be certified by the General Services Commission as a HUB. DFPS requires contractors who have contracts with DFPS of \$100,000 or more to do the same.

A good faith effort requires that contractors maintain documentation in purchase and contract files of their efforts to utilize HUBs. When HUB bidders are not solicited or selected, documentation should clearly state the reason. Contractors who have contracts with DFPS of \$100,000 or more are required to have a HUB Subcontracting Plan that documents either:

- a) That contractor does not plan to subcontract any components of the DFPS contract, or
- b) That contractor does plan to subcontract and includes at minimum the contractor's written policy/procedures for subcontracting and contractor's methods for soliciting and selecting subcontractors.

Number 63:

This item addresses the contract term, which requires that subcontracts for services delivered under the contract be approved by the Department. Services refer to all services required to be delivered under the contract. The completion of a Subcontractor Documentation Form is required for all subcontractors.

II. F. TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

This section captures county policy and procedure specific to any Title IV-E Child Welfare Services Contract the county may have with DFPS. This section helps DFPS contract staff to understand the county Child Welfare Board operations and is used in the determination of appropriate monitoring efforts.

Number 24:

If applicable, costs should be allocated in accordance with relative benefits or other equitable relationship.

Number 34:

All costs that are reported and/or billed as DFPS costs should be reconciled with the general ledger (the book or file that contains all or groups of the organization's accounts).

Number 35:

Contractors should know how to access or obtain copies of the Texas Administrative Code (TAC) and applicable Office of Management and Budget (OMB) Circulars.

Attachment #II-1

Travis County DFPS Contracts
Fiscal Year Ending 09/30/2009

	Contract Number	Dollar Amount	Contact Person Name	Phone Number
U. S. Department of Health and Human Services				
Passed Through Texas Department of Family and Protective Services:				
Title IV-E Foster Care Maintenance	23361156	13,823	Charlah Love	512 834 3431
Title IV-E Foster Care Maintenance	23361156	(23,978)	Charlah Love	512 834 3431
Title IV-E Legal	2007074028	75,788	Charlah Love	512 834 3431
Title IV-E Legal	23380187	277,694	Charlah Love	512 834 3431
Passed Through Texas Department of Family and Protective Services, then Texas Juvenile Probation				
Enhanced Administrative Claims	TJPC-2003-227	11,733	Annie Collier	512 424 6694
Enhanced Administrative Claims	TJPC-2005-227	10,182	Annie Collier	512 424 6694
Enhanced Administrative Claims	TJPC-2006-227	1,597,960	Annie Collier	512 424 6694
Enhanced Administrative Claims	TJPC-2007-227	368,103	Annie Collier	512 424 6694
Title IV-E - Foster Care	TJPC-2006-227	858	Annie Collier	512 424 6694
Title IV-E - Foster Care	TJPC-2007-227	12,480	Annie Collier	512 424 6694
Title IV-E - Foster Care	TJPC-2008-227	144,209	Annie Collier	512 424 6694
Title IV-E - Foster Care	TJPC-2009-227	240,721	Annie Collier	512 424 6694
Texas Department of Family and Protective Services				
DFPS Community & Family Reintegration Project	23457761	50,066	Charlah Love	512 834 3431



Attachment #II-2 (p. 1 of 2)

Travis County Contracts with Other State Agencies
Fiscal Year Ending 09/30/2009

	Contract Number	Dollar Amount	Name	Phone Number
Office of the Governor -- Criminal Justice Division				
Drug Diversion Court	SF-09-A10-16043-08	154,056	Judy Swizer	512 463 1919
Drug Diversion Court	SF-10-A10-16043-09	4,705	Judy Swizer	512 463 1919
Family Drug Treatment Court	DC-08-A10-19747-01	97,394	Judy Swizer	512 463 1919
FY09 DWI Court	2067201	161,035	Judy Swizer	512 463 1919
State Forfeited Property	N/A	97,894	Judy Swizer	512 463 1919
Texas Department of Transportation				
Sheriff's Combined Auto Theft Task Force	SA-T01-10069-08	(1,161)	Charles Caldwell	512 416 4608
Sheriff's Combined Auto Theft Task Force	SA-T01-10069-09	681,495	Charles Caldwell	512 416 4608
Sheriff's Combined Auto Theft Task Force	SA-T01-10069-10	53,820	Charles Caldwell	512 416 4608
Texas Department of State Health Services				
Passed Through The University of North Texas: Seniors and Volunteers for Childhood Immunization	G72135-04	8,845	Sheila Baird	940 565 4430
Office of the Attorney General				
Statewide Automated Victim Notification Service	1012939	2,151	Gary Walker	512 936 1236
Victim Assistance Liason	801993.01	35,880	Reedy Spigner	512 936 1653
Victim Assistance Liason	1014554	3,364	Reedy Spigner	512 936 1653
Texas Commission on Environmental Quality				
Low Income Repair, Retrofit & Replacement (LIRAP)	582-6-55082-15	2,823,789	Liz Day	512 239 6887
Low Income Repair, Retrofit & Replacement (LIRAP)	582-8-89964	502,538	Liz Day	512 239 6887
Passed Through Capital Area Council of Governments:				
Solid Waste Enforcement	07-12-G10	82	Keith Hilmers	512 916 6185
Solid Waste Enforcement	07-12-G11	654	Keith Hilmers	512 916 6185
Solid Waste Enforcement	07-12-G20	28,357	Keith Hilmers	512 916 6185
Office of Court Administration - Task Force on Indigent Defense				
Indigent Defense Discretionary Grant Program	212-07-D08	1,671	Bryan Wilson	512 463 9352
Indigent Defense Discretionary Grant Program	212-79-D08	591,865	Bryan Wilson	512 463 9352
Indigent Defense Formula Grant Program	212-09-227	429,859	Carol Conner	512 936 7561
Texas Parks and Wildlife Department				
East Metro Park	50-00338	23,265	Neil Carter	512 389 4641
Texas Water Development Board				
Flood Mitigation Assistance Planning	704830722	541	Phyllis Thomas	512 463 5077
Small Community Hardship Program	04-82	120,069	Mark Hall	512 463 8489

Attachment #II-2 (p. 2 of 2)

Travis County Contracts with Other State Agencies
Fiscal Year Ending 08/31/2009

	Contract Number	Dollar Amount	Contact Person	
			Name	Phone Number
Texas Department of Criminal Justice - Community Justice Assistance Division				
Community Supervision and Corrections Department	N/A	19,890,491	Marcia Roberts	512 463 8266
Texas Juvenile Probation Commission				
State Financial Assistance Contract	TJPC-A-2009-227	382,695	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-P-2009-227	376,416	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-G-2009-227	95,104	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-H-2009-227	887,163	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-M-2009-227	153,725	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-O-2009-227	107,484	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-P-2009-227	297,514	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-U-2009-227	225,000	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-V-2008-227	290,791	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-V-2009-227	124,953	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-W-2009-227	75,000	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-X-2009-227	157,830	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-Y-2009-227	901,639	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-Z-2009-227	558,600	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-E-2003-227	11,733	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-E-2004-227	24,458	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-E-2005-227	2,245	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-E-2006-227	1,696,996	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-E-2007-227	257,561	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-E-2008-227	144,209	Judy Ybarbo	512 424 6700
State Financial Assistance Contract	TJPC-E-2009-227	240,722	Judy Ybarbo	512 424 6700
Total State Financial Assistance Contract		7,011,838		

90

ATTACHMENT #II-5

Chart of Accounts

ABC – DEFG – HIJ – KLMN

ABC = Fund number

DE = Department #

FG = Division #

HI = Activity #

J = Sub-activity #

KL = Element #

MN = Object #

EX: 173 – 2372 – 322 – 2010

Fund : 173 PUBLIC INTEGRITY UNIT

Department : 23 DISTRICT ATTORNEY

Division : 72 GENERAL STATE

Activity basic : 32 INTERGOVERNMENTAL REVENUE

Sub activity : 2 JUSTICE SYSTEM

Element : 20 STATE INTERGOV REVENUE

Object : 10 STATE GRANTS

ATTACHMENT # II-7

The method of allocating costs between programs and/or contracts varies depending on the restrictions, regulations, limitations, or requirements within each contract for the programs.

Attachment #II-9b

Travis County DFPS

Purchasing Policy and Procedures Manual**Purchasing Process, Policy, Roles and Responsibilities****Chapter 5: Purchasing Process, Policy, Roles and Responsibilities****Purchasing Process**

The general purchasing process as outlined in Exhibit 3 contains several stages with responsibilities that are often designated by statute. It begins with requirements planning and identification and culminates with the receipt of and payment for goods and services.

Exhibit 3: Purchasing Process

Step	Performed By:
Identify requirements and obtain budget	User Department ("Department") (Purchasing Office may assist)
Define/finalize requirements	Department and Purchasing Office
Submit electronic requisition outlining requirements to Purchasing	Department
Solicit, advertise, and generate Purchase Orders and Contracts from requisition and send to vendor	Purchasing
Deliver good/service as outlined in contract and submit invoice	Vendor
Receive good/service and verify completeness against contract	Department (Purchasing Office coordinates, especially for fixed assets)
Electronically receive item in H.T.E. system and submit original invoice to Auditor's Office	Department
Match received amount with invoice and audit	Auditor
Submit payment claim to Commissioners Court for approval	Auditor
Approve payment of claim	Commissioners Court
Disburse payment of claim	County Treasurer

User Do's and Don'ts

Coordination among many County departments and Offices is necessary for the process to work smoothly. To avoid delays and comply with County policy and state law, user departments should remember the following:

- **Do not authorize the purchase of any goods or services.**
- **Do not purchase any goods or services for your own personal benefit.**
- **Do not obligate the purchase of goods that are delivered for use on a trial basis.**
- **Do not commit to acquire goods or services without an authorized purchase order.** Anyone obligating an expenditure of funds for goods or services before securing a purchase order may be held personally responsible for the payment.
- **Adhere to the County Purchasing Code of Ethics and avoid activities and behaviors that are unethical or create a conflict of interest or the perception of a conflict of interest.** Examples of activities that are inappropriate include:
 - soliciting or accepting gratuities of any kind from present or potential contractors which might influence or appear to influence a purchasing decision;
 - failing to disclose in writing to the Purchasing Agent a conflict of interest and not removing yourself from the procurement process when there is a conflict; and
 - disclosing confidential proprietary information from solicitations to other vendors or using the information for personal gain.

1 of 2 ⁹³

Purchasing Policy and Procedures Manual

Competitively Solicited Purchases Exceeding \$25,000

Exhibit 6: Procurement Methods

Procurement Method	Use When	Advantages	Disadvantages
Competitive Bids (Invitation for Bids)	Adequate competition exists. The product or service is available from more than one source.	Award process is simpler. Award is made to the lowest responsive, responsible bidder providing the best value to the County.	Defined specifications may be difficult to develop. Does not encourage innovative solutions.
Competitive Proposals (Request for Proposals, Request for Offer)	When factors other than price are evaluated. When negotiations are desired. Vendor is expected to provide innovative ideas.	Allow factors other than price to be considered. Allows for customized proposals suggesting different approaches to the same business need. Allows for negotiations in order to obtain the best value for the County.	RFPs can only be used for high technology goods and services, landscape maintenance, travel management and recycling. Lead times for procurement may be greater. Evaluations are more complex and subjective.
Request for Information	There is insufficient information to write specifications for any procurement method.	Provides information to prepare a complete bid or proposal document. Allows the business community to have input into the solicitation document based on current industry practices and market factors. Informs County of any potential problems early in the procurement.	Lengthens the procurement process.
Request for Qualification [This method is required by statute (e.g. Professional Services)]	Selection is made solely on the skills and qualifications of the contractor. Price is not a factor until after a vendor is selected.	Emphasizes the competency of the proposed contractors	Contractor is selected before price is negotiated.

94
2 of 2

Attachment #II-30

Travis County

Purchase Orders / Requisition numbers are generated by the automated accounting system. The various department leads have to approve the Purchase Orders in order for the invoice to be generated. The invoices can not be paid unless the items are received. Authorization at department level is needed to process an invoice.

as

Attachment # II-35

Travis County

Identify procedures to isolate DFPS costs & expenditures not allowed under the Federal and State regulations:

The Auditor's Office creates only those line items for which the grant budget is authorized to receive actual expenditures.

Attachment #II-38

Travis County

Conditions of work

§ 10.002 Hours of Work

- (a) An Elected Official or the Commissioners Court, through the appropriate Department Head, may establish reasonable work hours, safety regulations, and working conditions necessary to the county's successful discharge of its service and work requirements.
- (b) The County Judge, or his or her designee, has the authority to direct the county workforce not to report to work if emergency situations such as an unsafe work environment or weather conditions compromise the safety of the employees. Regular employees will be granted leave with pay and, therefore, their personal benefits will not be impacted.
- (c) Regular county office hours are from 8 A.M. to 5 P.M., Monday through Friday, with the exception of those departments or offices whose mission requires 24-hour operations or alternate work schedules. However, the Commissioners Court encourages Elected Officials and Department Heads to implement flex time schedules for their employees where it is feasible and can be done within the operating budget, without impacting service delivery. Only with written authorization and instructions from the Elected Official or Department Head can an employee begin a flexible work schedule.

§ 10.003 Exempt or Non-Exempt Status of Positions

- (a) All county positions shall be classified by the Human Resources Management Department as either exempt or non-exempt in accordance with the Fair Labor Standards Act and the Department of Labor regulations and guidelines, based on the duties and responsibilities in the job description.

§ 10.004 Overtime or Compensatory Time

- (a) When the work done is assigned and authorized by the supervisor, non-exempt employees are eligible for overtime compensation, or compensatory time, at the rate of one and one-half hours for each approved hour worked in excess of 40 productive hours per week. Employees who work in excess of 40 productive hours in a week without authorization may be subject to disciplinary action. For the purpose of computing productive hours, time away from the job during the work week, for reasons such as vacation, illness, or other approved absences will not be included in calculating the number of hours actually worked in a work week, because only hours associated with productive time count towards the calculation of overtime or compensatory time.
- (b) Exempt employees are not eligible for overtime pay. At the discretion of the Elected Official or Department Head, time off at a rate no greater than hour for hour, may be granted to exempt employees for time worked beyond 40 hours per week. This time may not be converted to pay during the course of employment or upon separation.

Attachment #II-38

Travis County

- (c) Non-exempt employees may not accrue more than 60 hours of compensatory time. (The 40 hours worked will be the employee's pay rate multiplied by one and one-half.) Any accrued compensatory time greater than 60 hours will be automatically paid.
- (d) Upon separation, non-exempt employees will be paid for any compensatory time worked and not previously taken or paid.

§ 10.005 Solicitation

- (a) An employee shall not be forced to contribute to any fund or collection. No solicitation or office collection may proceed without the approval of the Elected Official or Department Head.

§ 10.006 Political Involvement

- (a) Employees are encouraged to vote on Election Day. Elected Officials and Department Heads shall grant a reasonable amount of time off, at full pay, to employees who wish to vote during working hours. However, employees are encouraged to vote during extended voting hours or absentee to avoid taking time away from work duties, if possible.
- (b) Employees are not allowed to perform or be involved in political campaigning or related activities during their working hours, while in county uniform, or while using county property. Employees may be granted leave of absence without pay, if approved by the Elected Official or Department Head, to pursue elected public office and may be reinstated according to leave of absence policies.
- (c) Employees shall not be required to participate in political campaigns or related activities as a condition to obtain, retain, or advance in employment. Additionally, employees shall not be disciplined, terminated, nor deprived of their employment for refusal to participate in political activities, or for participating in political activities while off duty and out of uniform.

§ 10.007 Outside Employment

- (a) Employees shall not engage in other business or employment during the hours they are scheduled to work for the county. Employees under the commissioners court may be employed at times other than the hours they are working for the county in any capacity in a business, trade, occupation or profession as long as that employment does not interfere with their county duties and does not represent a conflict of interest, as determined by the employee's department head. Employees may notify their elected official or department head of outside employment that represents a potential conflict of interest.

§ 10.008 Firearms or Other Deadly Weapons [Adopted: February 6, 1996]

- (a) Chapter 66 of the Travis County Code, which is attached, prohibits the carrying of a firearm or other deadly weapon on one's person while that person is on the premises of the

Chapter 27. Travis County Capital Asset Guide

§ 27.405 Preservation Costs

Preservation costs are generally considered to be those outlays that extend the useful life of an asset beyond its original estimated useful life, but do not increase the capacity or efficiency of the asset. Preservation costs should be capitalized if the asset is depreciated.

§ 27.406 Additions and Improvements

Additions and improvements are those capital outlays that increase the capacity or efficiency of the asset. A change in capacity increases the level of service provided by an asset. For example, additional lanes can be added to a road, or the weight capacity of a bridge could be increased. A change in efficiency maintains the same service level, but at a reduced cost, for example, a computer controlled traffic signal that reduces servicing costs because it requires minimal servicing compared to older electro-mechanically controlled models. The cost of additions and improvements should be capitalized.

§ 27.407 Depreciation

On March 20, 2001, Commissioners Court adopted, for financial reporting purposes, the depreciation approach for infrastructure assets. The depreciation method will be determined by the County Auditor's Office for all infrastructure assets.

§ 27.408 Capitalization Threshold

The capitalization threshold for infrastructure constructed, purchased, or donated is \$5,000. Examples of infrastructure assets:

- (1) Roads, streets, curbs, gutters, sidewalks, fire hydrants
- (2) Bridges
- (3) Waterway improvements such as docks, bulkheads, erosion control improvements
- (4) Dam, drainage facility
- (5) Radio or television transmitting tower
- (6) Electric, water and gas (main lines and distribution lines, tunnels)
- (7) Fiber optic and telephone distribution systems (between buildings)
- (8) Light system (traffic, outdoor, street, etc.)
- (9) Signage

Subchapter F. Capital Asset Categories – Machinery, Equipment, and Other Assets

§ 27.501 Machinery, Equipment, and Other Assets Definition

Fixed or movable tangible assets used for operations of the County and benefit the County for more than one year from the date the asset first renders service. Improvements or additions to existing personal property should be capitalized if they materially increase the value, life, efficiency, or capacity of the asset. This category includes the following:

Chapter 27. Travis County Capital Asset Guide

(a) **Machinery, Equipment, and Furniture**

Machinery includes such items as bulldozers, cement mixers, and hoists. Equipment includes such items as automobiles, trucks, radios, computers, and safety items. Furniture and fixtures includes desks, chairs, tables, service counters, lamps, and bookcases.

(b) **Computer software**

Current policies relating to the capitalization of computer software for the County will not change. The capital threshold has changed for software (see section 27.504)

(c) **Library books and reference materials of an academic, professional, or research library.**

A library book is an academic, professional, or research composition bound into a separate volume and identifiable as a separate copyrighted unit. Library reference materials are information sources other than books which include journals, periodicals, microforms, audio/visual media, computer-based information, manuscripts, maps, documents, and similar items which provide information essential to the learning process or which enhance the quality of academic, professional or research libraries. Some books have a cultural, aesthetic, or historical value, and efforts are usually applied to protect and preserve these assets in a manner greater than that for similar assets without such cultural, aesthetic, or historical value.

(d) **Works of art and historical treasures**

Works of art and historical collections or individual items of significance that are owned by the County which are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service. These assets generally have to be capitalized at their historical cost (or estimated fair market value at the date of donation), whether they are held as individual items or in collections.

§ 27.502 Jointly Funded Machinery, Equipment, and Other Assets

Machinery, equipment and other assets paid for jointly by the County and other governmental entities should be capitalized by the entity responsible for future maintenance. The county offices and departments responsible for future maintenance must provide the County Auditor and Purchasing Agent with all information required to allow the asset to be recorded and depreciated according to Generally Accepted Accounting Principles. County offices and departments should consult in advance with the County Auditor when the County will pay for both partial ownership and partial maintenance of a capital asset. The County Auditor will determine the required accounting procedures.

§ 27.503 Depreciation

The depreciation method will be determined by the County Auditor's Office for all machinery, equipment, and other assets that are subject to depreciation.

Note: Professional, academic and research library books and materials are considered inexhaustible assets and should not be depreciated. These library books and materials have an economic benefit or service potential that is used up slowly, and their estimated useful lives are extraordinarily long.

Attachment #II-48

Travis County

Chapter 27. Travis County Capital Asset Guide

Note: Exhaustible works of art and historical treasures items whose useful lives are diminished by display or educational or research applications should be depreciated. Inexhaustible work of arts and historical treasures items should not be depreciated as the economic benefit or service potential is used up so slowly that the estimated useful lives are extraordinarily long.

§ 27.504 Capitalization Threshold

The capitalization threshold for machinery, equipment, and other assets constructed, purchased, or donated is \$5,000 and should include such costs as:

- (1) Freight charges
- (2) Handling and storage charges
- (3) Original contract or invoice price
- (4) In-transit insurance charges
- (5) Sales, use, and other taxes imposed on the acquisition
- (6) Installation charges
- (7) Charges for testing and preparation for use
- (8) Cost reconditioning used items when purchased
- (9) Parts and labor associated with construction of equipment

Note: Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

Subchapter G. Capital Asset Categories – Leasehold Improvements

§ 27.601 Leasehold Improvements Definition

- (a) Leasehold improvements include construction of improvements made to existing structures by the lessee, who has the right to use the improvements over the term of the lease. These improvements *will revert to the lessor* at the expiration of the lease. Moveable equipment or office furniture that is not attached to the leased property is not considered a leasehold improvement. Leasehold improvements do not have a residual value. Leasehold improvements should be capitalized as a Building Improvement.
- (b) The County office or department responsible for coordinating a leasehold improvement must provide the County Auditor with the following information:
 - (1) The date the improvement is placed in service
 - (2) The cost or fair market value
 - (3) The estimated useful life and the remaining life of the lease
 - (4) Any ancillary charges required to place the improvement into service

101

APPENDIX B

TRAVIS COUNTY CHILDREN'S PROTECTIVE SERVICES BOARD BUDGET POLICY AND PROCEDURES

Attachment #II-66
 Travis County

These policies are intended to provide guidance and direction to the staff of Region 7 of the Texas Department of Family and Protective Services, who are responsible for services in Travis County, regarding the use of appropriate payment mechanisms and the coordination of funding streams available to support the protective services program. Where appropriate, the DFPS administrative staff will establish certification mechanisms and/or checks and balances to indicate that these directives of the Board will be observed.

It is the intent of the Board that **all other potential funding streams** (Federal, State or other applicable County social service programs) be explored and deemed ineligible before County General Revenue dollars that are appropriated to the Travis County Children's Protective Services Board can be utilized for payment of expenditures. **If the request falls within the spending limitations and guidelines, and funds are sufficient to cover the request, DFPS staff has approval authority.** However, DFPS Program Directors should use appropriate discretion, and bring forward any unusual requests. **Requests exceeding the proscribed spending limits/guidelines must be presented to the Board for their approval.**

The following table explains spending limitations and guidelines for specific requests:

DESCRIPTION	ACCOUNT NUMBER	SPENDING LIMITS	DESCRIPTIONS & SPENDING GUIDELINES
DAILY LIVING:			
Clothing, Uniforms	30-35	\$500 per child per year	Intended for costs of the day- to-day support of children in foster care or placed with relatives.
Textiles, Linen	30-34	\$75 per request not to exceed total of \$225 in a year without Board approval	
Educ, Commun., EQ& Supp	30-13	\$50 per child per year	Intended for costs of the day -today support of children in foster care or placed with relatives. Gifts will be provided for special occasions during the year and at significant times in the duration of the child's foster care placement (Birthdays, Graduation, Christmas, and other special events).
Gifts	62-09	\$30 for Birthdays per child per year \$30 for Christmas per child per year \$300 for Graduations per child per year \$50 for Special Events per child per year	

Adopted on March 20, 2001
Revised on August 15, 2009

102

APPENDIX B**HEALTH CARE:**

Drug & Pharmaceutical Supplies	30-52	\$100	<ul style="list-style-type: none"> Personal insurance, Medicaid/ Title XIX, CHIP, or MAP must be exhausted before related expenditures may be paid from the Travis County Children's Protective Services Board Budget. Requests for psychological/psychiatric evaluations and therapy must fall within the state contract rates (see attached). Requests for therapy are limited to 8 sessions at a time (not to exceed the \$850 limit unless received prior board approval). Requests to continue therapy beyond 8 sessions must be made to the board and include progress reports from the provider in the request.
Dentists	40-09	\$200	
Physicians	40-15	\$200	
Medical Exams/ Victims	63-13	\$500	
Medical Care – Indigents	62-72	\$500	
Medical Services	60-33	\$500	
Psychiatrist/ Psychologist – this line item will include payment for therapy sessions	63-15	\$850 \$1250 Neuropsychological one per child/adult per fiscal year – only authorized to process a total of 6 requests in a year without direct board approval	

CHILD CARE:

Child Care Discretionary (Day Care)	62-03	CCS Rates	<ul style="list-style-type: none"> All requests for day care must fall within approved CCS guidelines and rates.
Child Care Local Funding – Discretionary (Overnight care)	62-04	Level of Care Rates	<ul style="list-style-type: none"> Emergency placements for children who are returned to a parent or conservator prior to DFPS obtaining court ordered conservatorship. Requests must fall within State level of care rates.

DIRECT SERVICE SUPPORT:

Transport – Indigents	62-51	\$150 per client per year Up to \$1500 per year for the purchase of City bus passes	Available to assist staff with case progress.
Other Purchased Services	60-99	\$400	Driver's ed., summer camp and day camp, birth certificates, summer school, and other expenses specifically for children in care.

ADMINISTRATIVE EXPENSES:

Volunteer Recruitment	62-83	\$500	These line items will be expended for recruitment purposes.
-----------------------	-------	-------	---

ALL ITEMS BELOW NEED BOARD APPORVAL BEFORE REQUEST CAN BE PROCESSED:

2-20-11
103

APPENDIX B

Textiles, Linen	62-04	Any amount over \$225 Board approval needed.	Available to assist staff with case progress.
Drug & Pharmaceutical Supplies	62-22	Any amount over \$100 Board approval needed.	<ul style="list-style-type: none"> Intended for costs of the day- to-day support of children in foster care, placed with relatives or to avoid removal. Intended for Caseworker to do testing on site.
Beds and portable cribs	62-99	Any amount needs Board approval	
Toys	62-99	Any amount needs Board approval	
Safety seats, Strollers	62-99	Any amount needs Board approval	<ul style="list-style-type: none"> Intended for costs of the day- to-day support of children in foster care, placed with relatives or to avoid removal.
Transport – Indigents	62-51	Any amount over \$1500 for city bus passes needs Board approval	
Edu, Comm., EQ, books & Supp	62-04	Any bulk purchase needs Board approval	<ul style="list-style-type: none"> Intended for costs of the day- to-day support of children in foster care, placed with relatives or to avoid removal.

3 of 3
 10/1

Travis County

Ellen Heath - RE: ICSQ Pages 7-12

From: "LOVE, CHARLAH" <CHARLAH.LOVE@dfps.state.tx.us>
To: "John Bradshaw" <John.Bradshaw@co.travis.tx.us>
Date: 10/1/2009 3:38 PM
Subject: RE: ICSQ Pages 7-12

The annual review is not listed in the contract. It's a chance for the county to look at services they are providing and to see if you are wanting to add additional services to your contract.

From: John Bradshaw [mailto:John.Bradshaw@co.travis.tx.us]
Sent: Wednesday, September 30, 2009 3:25 PM
To: LOVE, CHARLAH
Subject: RE: ICSQ Pages 7-12

Does this mean the annual review is no longer a requirement if it is not in the contract?

I will get the budget form back to you soon.

>>> "LOVE, CHARLAH" <CHARLAH.LOVE@dfps.state.tx.us> 9/30/2009 11:45 AM >>>

The most current contract does not address the annual review.

I had forgotten that you had notated on your last budget form that you would be billing for an Accountant position. I am going to include the Budget For Title IV-E County Contracts in this email. Could you please complete this form as well.

Thanks
Charlah

From: John Bradshaw [mailto:John.Bradshaw@co.travis.tx.us]
Sent: Wednesday, September 30, 2009 10:08 AM
To: LOVE, CHARLAH
Subject: RE: ICSQ Pages 7-12

I will check with Jim Lehrman on this. Do you know where in the contract the annual review language is located?

>>> "LOVE, CHARLAH" <CHARLAH.LOVE@dfps.state.tx.us> 9/30/2009 10:00 AM >>>

Hi John,

I checked with Ardell on this and she says that question 68 has to do with the county looking at the services they are providing and if they are wanting to add additional services. On the last ICSQ, for question 68 you (or someone) had notated August 2006.

Thanks
Charlah

From: John Bradshaw [mailto:John.Bradshaw@co.travis.tx.us]
Sent: Tuesday, September 29, 2009 3:11 PM
To: LOVE, CHARLAH
Subject: Re: ICSQ Pages 7-12

Charlah,

I have been reviewing the ICSQ and am not sure what question 68 is asking. What type of review is required? I cannot find the annual review requirement in the contract. Can you help with this?

John

105

Attachments II-69, II-70, II-76 and II-78

Travis County

II-69

A caseworker fills out a board request that follows the same procedure as any other requisition. Travis County pays the child care provider directly.

II-70

The Associate Accountant preparing the claims requests a Title IV-E report from DFPS each month.

II-76

Two staff members from Travis County Health and Human Services and Veterans Service, the Associate Accountant preparing the claims and a Contract Specialist, review the claims before submitting them to the Travis County Auditor for review. The claims are then sent to DFPS.

II-78

The Associate Accountant checks each client's name against the IMPACT database maintained at DFPS to determine eligibility. The Associate Accountant also requests a Title IV-E report from DFPS each month.



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Yolanda Reyes, Planning and Budget Office, 854-9106

Elected/Appointed Official/Dept. Head: Rodney Rhoades, Executive Manager

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Update on Waller Creek Tunnel Project and Amendment No. 1 to the Waller Creek Tax Increment Financing Reinvestment Zone No. 17 Project and Financing Plan.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

See attached documentation.

STAFF RECOMMENDATIONS:

See attached documentation.

ISSUES AND OPPORTUNITIES:

See attached documentation.

FISCAL IMPACT AND SOURCE OF FUNDING:

See attached documentation.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office	Rodney Rhoades	Pending
County Judge's Office	Cheryl Aker	Pending
Commissioners Court	Cheryl Aker	Pending

Waller Creek Tunnel

Project and Financing Plan Update

*Travis County Commissioners Court
February 1, 2011*



Presentation Outline

- Project Plan
 - Design Status
 - Planning
 - Budget
- Financing Plan
 - Recap of 2007 Plan
 - 2011 Update
- Amendment Process and Timeline

Tunnel Project Scope

➤ Tunnel Dimensions

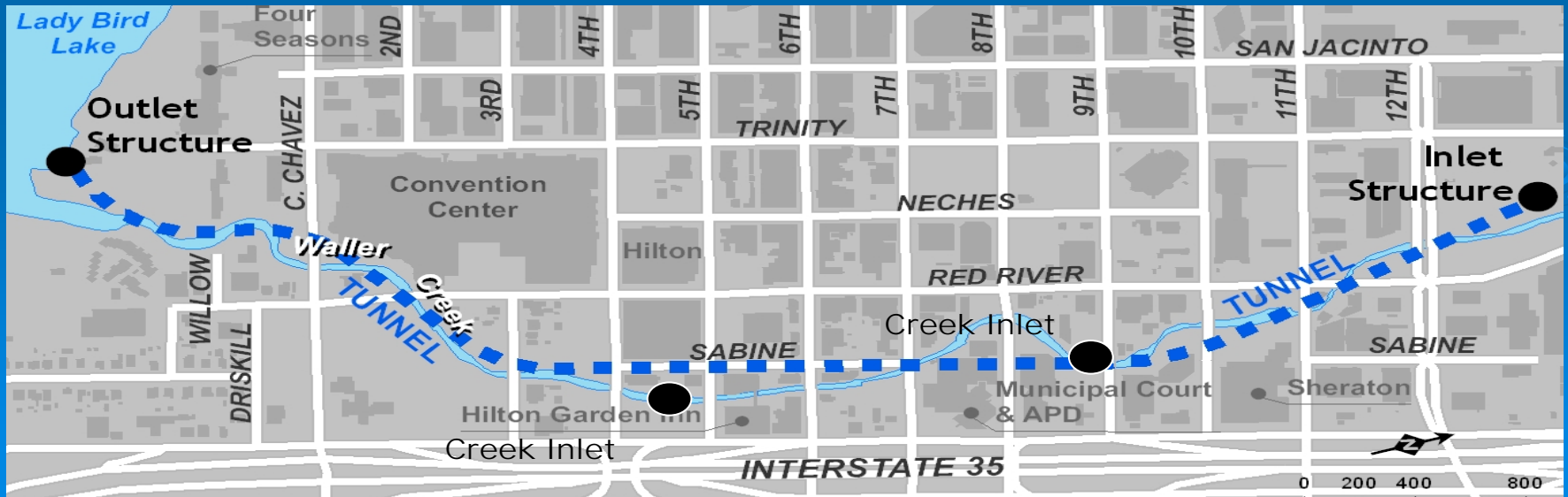
- Approximately 5,600 feet in length
- Average diameter of 24 feet
- 60-70 feet underground

➤ Surface Structures

- Inlet at Waterloo Park
- Two Creek Side Tunnel Inlets
- Outlet at Lady Bird Lake

➤ Surface Amenities

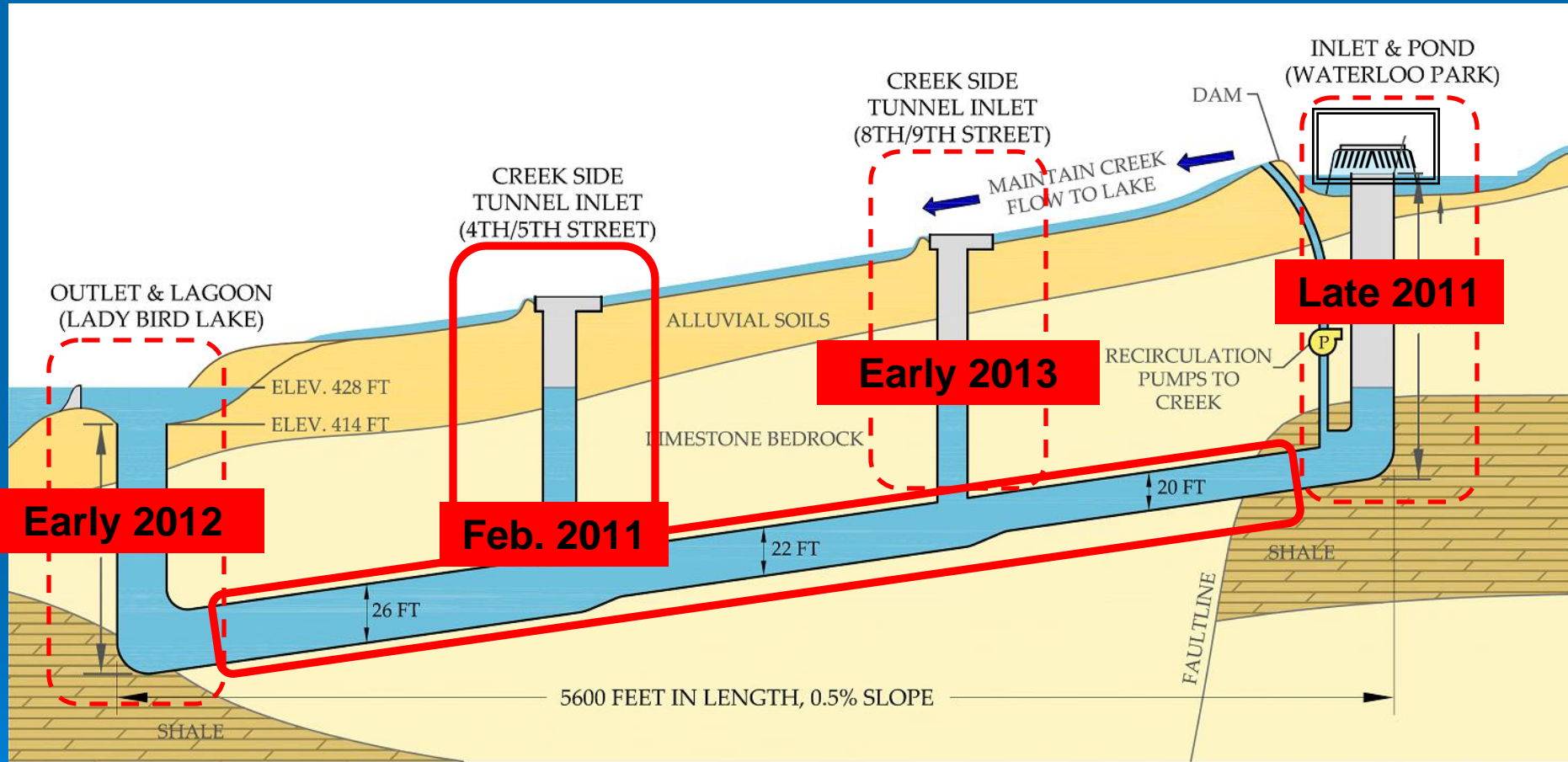
- Waterloo Park Restoration
- New Boat House/Restrooms
- Upgraded Bridge on Lady Bird Lake



Project Status

- **Bridge Upgrade (Outlet)** **Construction**
- **PARD Boathouse** **Construction**
- **Tunnel/4th St. Inlet** **Bids Received**
- **Inlet Facility** **Design/Permitting**
- **Outlet Facility** **Design**
- **8th St. Creek Inlet** **Design**
- **Waterloo Park Restoration** **Design**

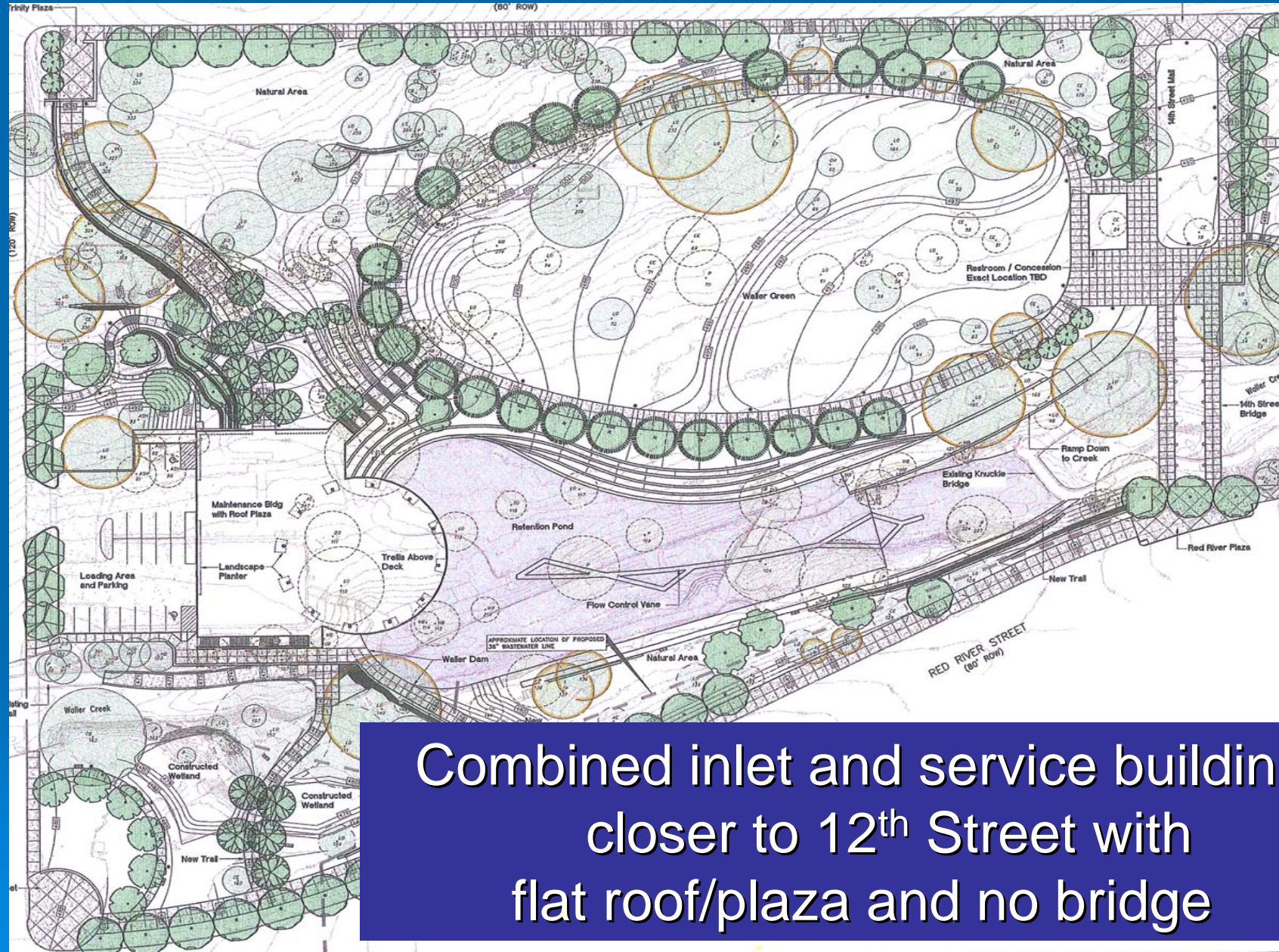
Major Tunnel Contracts



Inlet (Waterloo Park)



Waterloo Park Layout



Combined inlet and service building
closer to 12th Street with
flat roof/plaza and no bridge



North View – From Park

Current Inlet Design

Phase 2 Park Improvements

Shading Structure

Landscaping/Trees

Solar panels

Paths, Lighting and
Benches

Creek Side Inlets

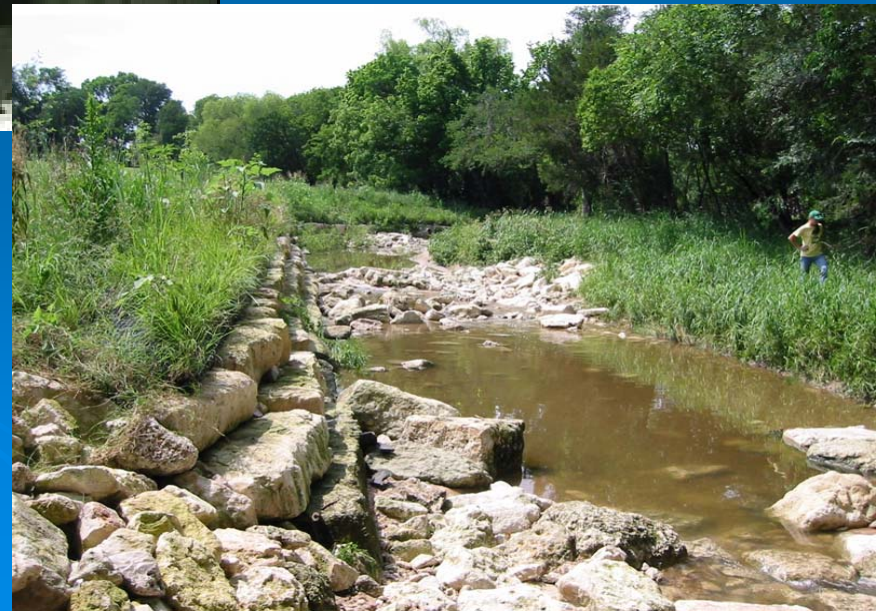


Creek Side Inlet Design



Natural Stream
Restoration

Replaced manufactured rock
with limestone and native plants

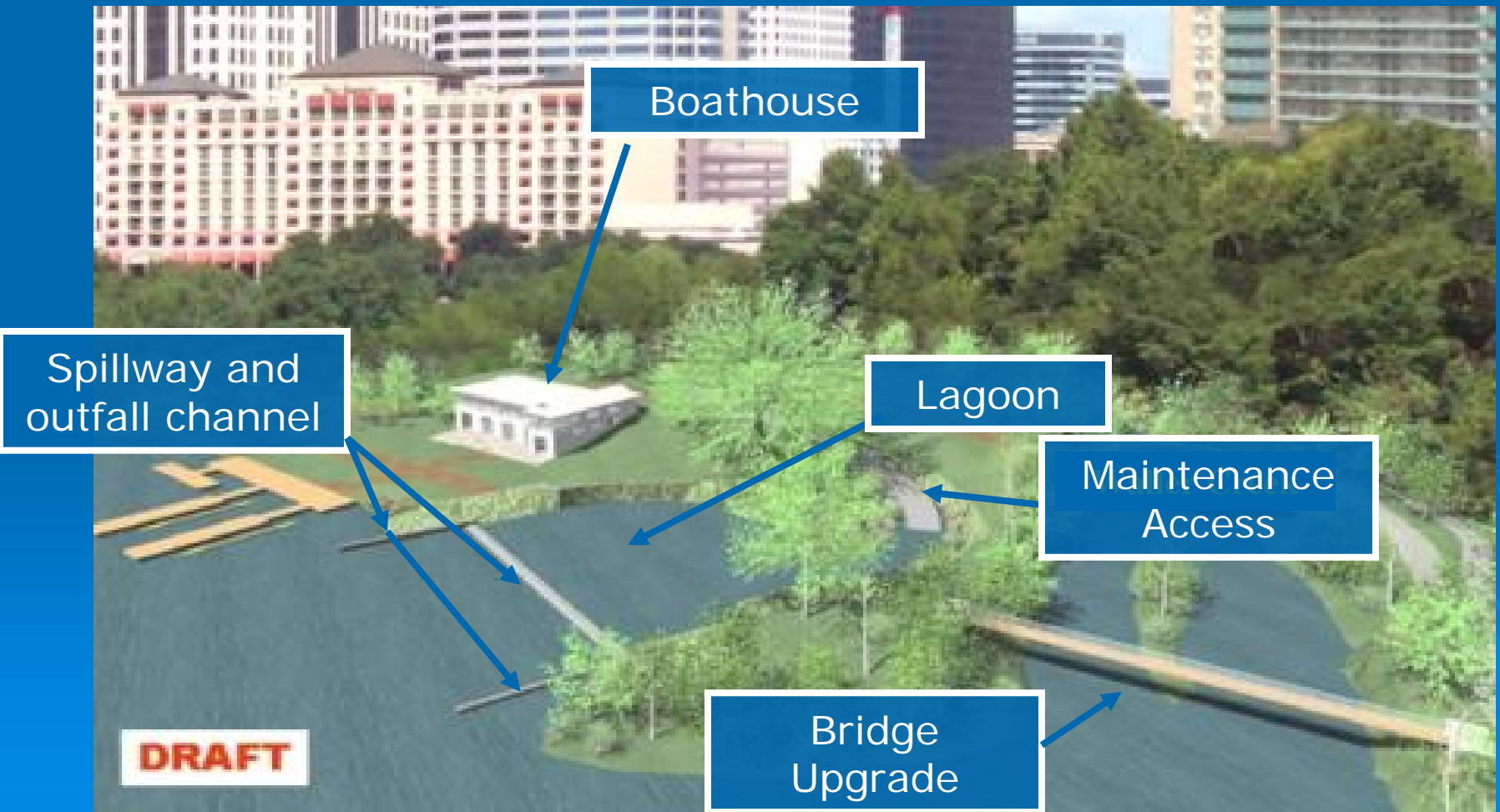


Outlet (Lady Bird Lake)



Tunnel Outlet Design

Final design retains natural character and favors native materials and landscaping (no amphitheater)



Planning Framework

Project Plan to include descriptions of City planning and regulatory framework

- Waller Creek District Master Plan
- Comprehensive Plan
- Building Code Updates

Project Budget

2007-08 TIF Plan

Cost (2006 dollars) \$127.5 M

Inflation (to 2010) \$ 9.3 M

Cost (2010 dollars) \$136.8 M

Single Construction Package

Construction Start – June 2010

2011 TIF Plan Update

Cost (2010 dollars) \$137.8 M

Inflation (to Bid) \$ 6.2 M

Cost (at Bid) \$ 144.0 M

Multiple Construction Packages

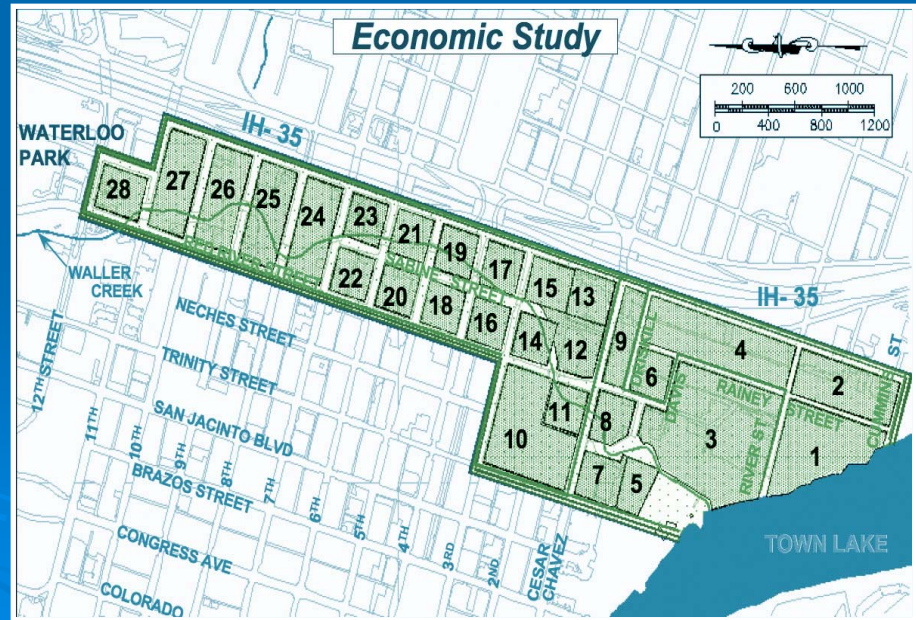
Staggered Construction Starts

First Construction Start – June 2010

Waller Creek

Tax Increment Financing Plan

- TIF was established on June 21, 2007 with 20-year duration.
- City and County adopted project and financing plan in 2008.
- City will contribute 100% of their tax increment and the County will contribute 50%.
- The City will issue debt to finance the design and construction of the tunnel to be reimbursed through proceeds of the TIF.
- Other revenue sources to help cover cost of O&M, provide back-up funding.



Financing Update

Process

- Updated market research used to project future property values within the TIF
 - Reflects approved Waller Creek master plan
- Evaluation of other funding sources to supplement TIF revenue

Financing Update

- Tunnel operations and maintenance
 - Drainage Utility can provide a temporary or permanent funding source after completion of tunnel.
 - Minimal impact on the affordability of future drainage fees
- Updated, lower debt service costs
 - Additional interest earnings reduce costs to be financed with debt
 - Bond sales phased to more closely match project spending
 - Lower interest environment
 - Build America Bonds subsidies
- Excess earnings from the Hilton hotel project expected to be available again as convention activity improves

Estimated Net Project Costs

Current Outlook	Dollars in Millions
Tunnel, including inflation	\$146.6
Less: 1999 bond proceeds	(34.0)
Less: Other funding sources	(6.5)
Amount to be financed	\$106.1

TIF Plan

Amendment Process and Timeline

➤ December 2010

- Notification to taxing entities of intention to amend/update project and financing plan

➤ January/February 2011

- Presentations to Travis County and AISD regarding proposed TIF amendment
- Public notice of planned public hearing

➤ February 2011

- Public hearing
- Meeting of TIF Board to consider amendment
- Consideration by City Council and Commissioners' Court

Questions?



Travis County Commissioners Court Agenda Request

Voting Session February 1, 2011 Work Session _____
(Date) (Date)

I. Request made by:


Rodney Rhoades, Executive Manager, Planning and Budget Phone # 854-4718
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 \$1,230,988.94, for the period of January 14 to January 20, 2011.

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)

TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: February 1, 2011

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: January 14, 2011 to January 20, 2011

REIMBURSEMENT REQUESTED
FOR THIS PERIOD: \$1,230,988.94

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 \$1,230,988.94.

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
JANUARY 14, 2011 TO JANUARY 20, 2011

-

- Page 1. Detailed Recommendation to Travis County Auditor for transfer of funds.
- Page 1a. Explanation of Higher than Normal Reimbursement Amount.
- 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: February 1, 2011
 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: January 14, 2011
 TO: January 20, 2011

REIMBURSEMENT REQUESTED:

\$ 1,230,988.94

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,888,307.19
bank withdrawal correction	\$ (2,850.00)
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY	
COMMISSIONERS COURT: January 25, 2011	\$ (654,603.52)
January 18, 2011	\$ -
October 5, 2010 adj	\$ 135.10
Adjust to balance per UHC	\$ 0.17
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 1,230,988.94
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
TRANSFER OF FUNDS REQUESTED:	\$ 1,230,988.94

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

All claims over \$25,000 (6 this week totaling \$401,934.99) 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 (\$129,217.84) 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 \$200,000 stop loss limit. For claims that have exceeded the limit, it has been verified that UHC has complied with the contract. This week credits for stop loss and other reimbursements totaled (\$31,688.26).

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.

Diane Blankenship 1/24/11
 Diane Blankenship, Director, HRMD Date

Dan Mansour 1-24-11
 Dan Mansour, Risk Manager Date

Cindy Purinton 1-24-11
 Cindy Purinton, Benefit Contract Administrator Date

Norman McRee 1/24/11
 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.



Human Resources Management Department



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

MEMORANDUM

Date: February 1, 2011

To: Commissioners Court

From: Dan Mansour, Risk Manager, HRMD

Re: Explanation of Larger than Normal Health Reimbursement Request
For the Period of January 14 – 20, 2011,
\$1,230,988.94

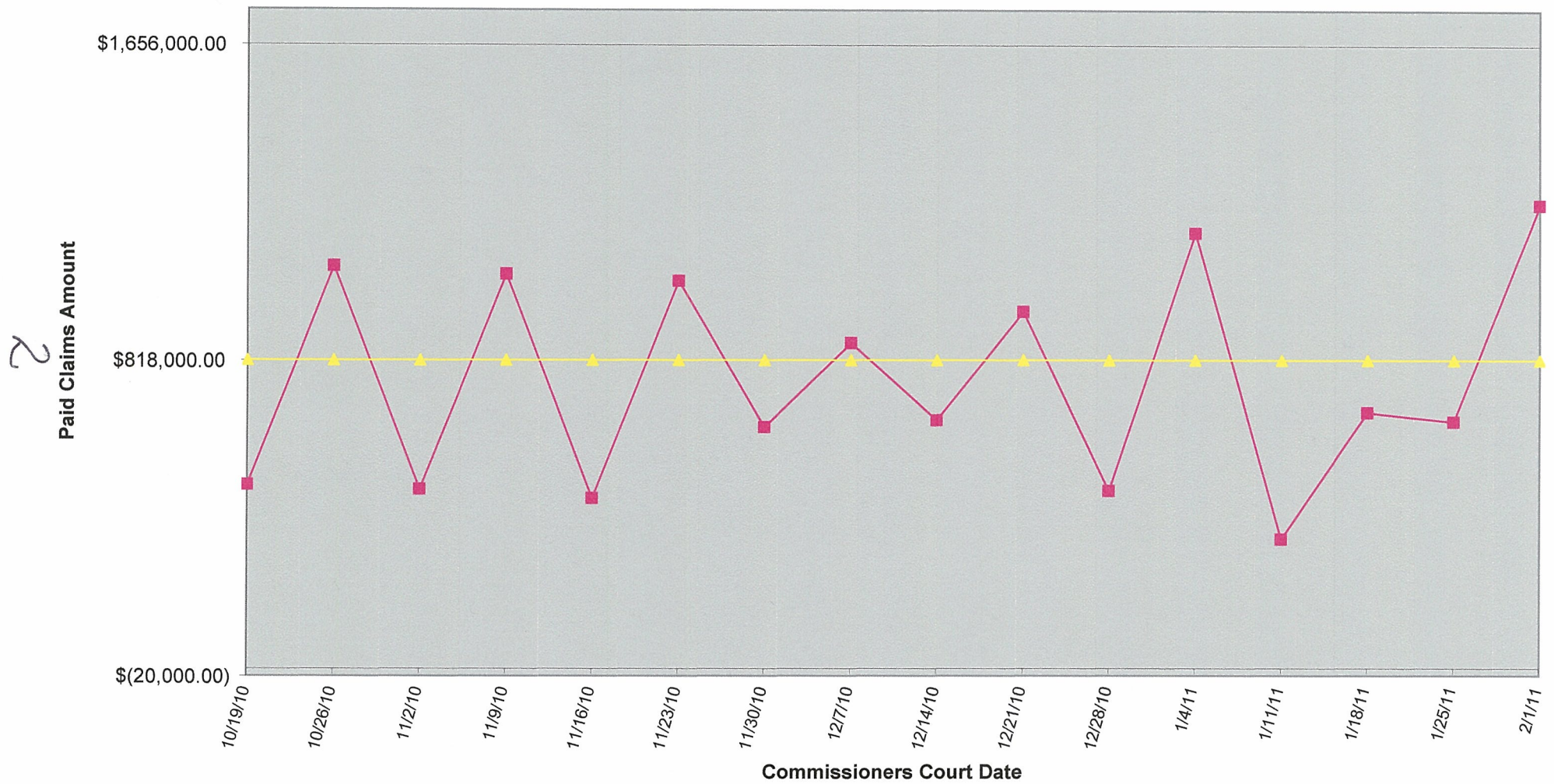
This week's claims reimbursement request of \$1,230,988.94 includes six claims over \$25,000, totaling \$401,934.99. In addition there are sixteen claims over \$5,000, which total \$124,235.44. There are a total of 5,911 claims included this week.

Pharmacy charges are included in reimbursements every other week. Pharmacy charges included in this week's reimbursement of \$363,498.96 are about average.

It appears this week's reimbursement is higher due to the number of larger claims, the inclusion of pharmacy charges, as well as the overall number of claims included.

la.

Travis County Employee Benefit Plan FY11 Paid Claims vs Weekly Claims Budget of \$818,811.85



From: <SIFSAX@UHC.COM>
To: <NORMAN.MCREE@CO.TRAVIS.TX.US>
Date: 1/21/2011 4:28 AM
Subject: UHC BANKING REPTS/C

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: 2011-01-21 REQUEST AMOUNT: \$1,888,307.19

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

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2011-01-20	\$275,285.69
- REQUIRED BALANCE TO BE MAINTAINED:	\$1,938,718.00
+ PRIOR DAY REQUEST:	\$00.00
= UNDER DEPOSIT:	\$1,663,432.31
+ CURRENT DAY NET CHARGE:	\$224,874.88
+ FUNDING ADJUSTMENTS:	\$00.00
REQUEST AMOUNT:	\$1,888,307.19

ACTIVITY FOR WORK DAY: 2011-01-14

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$83,352.28	\$00.00	\$83,352.28
5972	\$295.35	\$00.00	\$295.35
TOTAL:	\$83,647.63	\$00.00	\$83,647.63

ACTIVITY FOR WORK DAY: 2011-01-18

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$856,207.72	\$00.00	\$856,207.72

4

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2011_01_20

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	-198.83	NN	1312737	AH		1	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-208.4	RJ	55806630	AH		1	8/2/2010	50	1/20/2011	1/20/2011
701254	632	-227.2	RI	72586790	AA		8	6/17/2010	50	1/18/2011	1/20/2011
701254	632	-247.18	NN	1383364	AH		6	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-247.25	NN	1334444	AH		9	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-251.52	NN	1448546	AH		1	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-313.26	NN	1376479	AH		1	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-318.7	NN	1287561	AA		8	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-376.02	NN	1055960	AA		1	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-411.87	UU	46739450	AH		7	4/25/2008	50	1/19/2011	1/20/2011
701254	632	-415.05	NN	1636685	AE		8	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-581	UZ	74805410	AA		1	1/12/2011	50	1/19/2011	1/20/2011
701254	632	-716.9		26	219097	AH	9	1/14/2011	50	1/20/2011	1/20/2011
701254	632	-1000		26	217485	AH	1	1/14/2011	50	1/20/2011	1/20/2011
701254	632	-1785.05		26	219249	AH	9	1/14/2011	50	1/20/2011	1/20/2011
701254	632	-2166.39		26	219248	AH	9	1/14/2011	50	1/20/2011	1/20/2011
701254	632	-2692.46		26	219250	AH	9	1/14/2011	50	1/20/2011	1/20/2011
701254	632	-2840.91	NN		1429016	AH	7	1/20/2011	200	1/19/2011	1/20/2011
701254	632	-8300		26	219224	AA	1	1/14/2011	50	1/20/2011	1/20/2011

1,230,988.94

Travis County Hospital and Insurance Fund - County Employees UHC Payments Deemed Not Reimbursable

For the payment week ending: 01/20/2011

<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>
----------------	------------------	------------	--------------	------------	------------------------	-----------------	-----------------------	-------------------

Total: \$0.00

9

Travis County - Hospital and Self Insurance Fund (526)

Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 1/20/2011

TYPE	MEMBER TYPE	TRANS_AMT
CEPO		
	EE	
	526-1145-522.45-28	106,727.35
	RR	
	526-1145-522.45-29	13,190.31
Total CEPO		\$119,917.66
EPO		
	EE	
	526-1145-522.45-20	375,532.29
	RR	
	526-1145-522.45-21	40,795.12
Total EPO		\$416,327.41
PPO		
	EE	
	526-1145-522.45-25	618,479.18
	RR	
	526-1145-522.45-26	76,264.69
Total PPO		\$694,743.87
Grand Total		\$1,230,988.94

Travis County Commissioners Court Agenda Request

Voting Session 2/1/11
(Date)

Work Session _____
(Date)

I. Request made by:

Rodney Rhoades, Executive Manager, Planning and Budget Phone # 854-9106
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

Consider and take appropriate action on proposed routine personnel amendments.

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, 2nd Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX(512) 854-4203

February 1, 2011

ITEM # :

DATE: January 21, 2011

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: Rodney Rhoades, Executive Manager, Planning and Budget

FROM: Diane Blankenship, Director, HRMD

SUBJECT: Weekly Personnel Amendments

A handwritten signature in black ink, appearing to be "DB", is written over the "FROM:" line.

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 4.

If you have any questions or comments, please contact Diane Blankenship at 854-9170 or Todd L. Osburn at 854-2744.

RR/DB/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	20	Attorney I**	21 / Minimum / \$51,934.48	21 / Minimum / \$51,934.48
Criminal Courts	98	Court Bailiff	10 / Level 4 / \$27,643.20	10 / Level 4 / \$27,643.20
District Atty	90	Legal Secretary	15 / Level 3 / \$37,710.40	15 / Level 3 / \$37,710.40
District Clerk	60003	Court Clerk Asst*	11 / Level 2 / \$27,996.80	11 / Level 2 / \$27,996.80
JP Pct 4	60003	Court Clerk Asst	11 / Minimum / \$26,417.46	11 / Minimum / \$26,417.46
Sheriff	1360	HVAC Refrig Mechanic	15 / Midpoint / \$43,260.67	15 / Midpoint / \$43,260.67
Sheriff	1816	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1821	Office Specialist Sr	12 / Level 4 / \$31,657.60	12 / Level 4 / \$31,657.60
TNR	599	Risk / Safety Spec I	18 / Minimum / \$42,382.08	18 / Minimum / \$42,382.08
* 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	20047	Office Specialist	10 / \$11.87	10 / \$11.87	02
Records Mang & Comm Resrc	50011	Office Specialist	10 / \$11.87	10 / \$11.87	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

THIS SECTION LEFT BLANK INTENTIONALLY.

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	150	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrmnt / Grd 74	\$54,625.38	\$61,009.10	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	290	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	463	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1522	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
* Actual vs Authorized						

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Fac Mgmt	Slot 55 / Custodian / Grd 5 / \$24,960.00	Fac Mgmt	Slot 85 / Building Maint Worker / Grd 9 / \$26,644.80	Promotion. Pay is between min and midpoint of pay grade.
Fac Mgmt	Slot 131 / Groundskeeper / Grd 7 / \$27,999.07	Fac Mgmt	Slot 52 / Mover / Grd 8 / \$29,399.02	Promotion. Pay is between midpoint and max of pay grade.
ITS	Slot 23 / Systems Engineer II / Grd 25 / \$71,190.77	ITS	Slot 101 / Systems Engineer III / Grd 27 / \$78,000.00	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 41 / Computer Operator I* / Grd 15 / \$36,181.50	ITS	Slot 41 / Computer Operator II / Grd 17 / \$39,799.65	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 70 / Network Engineer III* / Grd 27 / \$81,499.69	ITS	Slot 70 / Network Architect I / Grd 28 / \$87,612.17	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 126 / Customer Support Analyst I* / Grd 20 / \$50,736.36	ITS	Slot 126 / Business Analyst I / Grd 21 / \$55,810.00	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 127 / Business Analyst II / Grd 23 / \$70,244.34	ITS	Slot 135 / Business Analyst III / Grd 25 / \$77,268.77	Promotion. Pay is between min and midpoint of pay grade.
* Actual vs Authorized				

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
ITS	Slot 132 / Systems Architect I / Grd 28 / \$83,425.78	ITS	Slot 5 / Systems Mgr* / Grd 29 / \$91,768.36	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 135 / Business Analyst III / Grd 25 / \$70,138.70	ITS	Slot 118 / Project Mgr I / Grd 27 / \$77,956.53	Promotion. Pay is at minimum of pay grade.
Sheriff	Slot 625 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$55,201.33	Sheriff	Slot 1106 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$55,201.33	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1106 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$53,895.50	Sheriff	Slot 625 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$53,895.50	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
* Actual vs Authorized				

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

Voting Session 2/1/11
(Date)

Work Session _____
(Date)

I. Request made by:


Rodney Rhoades, Executive Manager, Planning & Budget Phone # 854-8679

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

Requested Text:

Discuss and take appropriate action for Hazardous Material Coordinator job description.

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.

Rodney Rhoades, Executive Manager, Planning & Budget, Phone # 854-9106
Diane Blankenship, Director, HRMD, Phone # 854-9170
Todd Osburn, Compensation Manager, HRMD, Phone # 854-2744
Danny Hobby, Executive Manager, Emergency Services, Phone # 854-4416

II. Required Authorizations: Please check if applicable:

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



Human Resources Management

1010 Lavaca, 2nd Floor

• P.O. Box 1748

• Austin, Texas 78701

• (512) 854-9165

MEMORANDUM

DATE: January 24, 2011

TO: Members of the Commissioners Court

VIA: Rodney Rhoades, Executive Manager, Planning & Budget

FROM: Diane Blankenship, Director of Human Resources
Todd Osburn, Compensation Manager TLO

SUBJECT: Hazardous Material Coordinator Job Description

A handwritten signature in black ink, appearing to be "Diane Blankenship", is written over the "VIA" and "FROM" lines of the memorandum.

Discussion:

On November 30, 2010, Commissioners Court approved a contract with the Texas Department of Public Safety to receive a grant from the Department of Homeland Security to secure resources for the creation of a Travis County Chemical, Biological, Nuclear, Explosive, Strike Team Coordinator to enhance an existing program within Emergency Services (Agenda Item 16E). The position is scheduled to be funded through the grant until July 31, 2012.

Emergency Services has worked with HRMD on drafting a job classification description for this grant-funded position. Additionally, HRMD conducted market analysis for the proposed job classification and recommends that the job title be Hazardous Material Coordinator and placed in Pay Grade 20 of the Classified Pay Scale. The position description is attached to this memo.

Per Travis County Code §10.025(c), all County positions must be assigned an appropriate classification and pay range prior to use. Emergency Services is in agreement with HRMD in respect to the title, pay grade, FLSA status, and job classification description.

Recommendation:

HRMD recommends approval of this job classification description.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **Hazardous Material Coordinator**

JOB CODE: 20XXX
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 1-5-11

JOB SUMMARY:

Serves as the Coordinator for the Travis County Chemical Biological Radiological Nuclear Explosive (CBRNE) Strike Team. Under general direction reports to the Travis County Emergency Management Coordinator, serves as a liaison to the Capital Area Fire Chief's Association. Develops and maintains funding sources, strategic planning, and coordination of Homeland Security activities in Travis County. Develops innovative, cost effective, and comprehensive hazmat response procedures that are responsive to the changing needs of service area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. The Hazardous Materials Coordinator is distinguished from other program manager classifications by the incumbent's specialization in coordinating and organizing hazardous materials operations, requiring a thorough knowledge of and training in hazardous materials response and operating procedures, training requirements and federal, state and local laws governing hazardous materials. This classification may require a flexible work schedule in order to meet the needs of the department. This classification may require work in secure facilities.

DUTIES AND RESPONSIBILITIES:

- Responds to the Incident Command Post or to the Austin/Travis County Emergency Operations Command as requested by Incident Commander or Emergency Management Coordinator assisting Incident Command during complex emergency incidents and acts as Travis County's Emergency Management liaison with expertise in hazardous materials response, control, and mitigation.
- Assists with on-site analysis of hazardous material samples.
- Serves as a liaison to the Travis County Departments, Capital Area Planning Council, Capital Area Fire Chief's Association, Federal and State Homeland Security Departments as directed by the Travis County Emergency Management Coordinator.
- Evaluates and coordinates weapons of mass destruction and hazmat training needs for County agencies and CBRNE Strike Team.
- Manages inventory of all hazmat equipment, assesses and formulates maintenance and repair needs, prioritizes purchasing and issuing of inventory.
- Assists in managing the Homeland Security Grants. Researches and makes recommendations on all future Homeland Security Grant funding sources.
- Reviews expenditures, expense reports, requisitions for equipment procurement, and develops RFP's to assist in the bidding process.
- Maintains all required certifications, communicates with the public and news media, and ensures compliance with all federal and state regulations regarding hazardous materials regulations.
- Maintains Travis County hazmat records and assists local fire departments with inspections and risk analysis of potential hazmat emergencies, hazmat sites, and assists in the development of operational plans for hazmat incidents. Oversees the Travis County Hazardous Materials Disposal Contract.
- Maintains operational response protocols dealing with Homeland Security that affect the hazmat operations in Travis County.
- Prepares various reports to fulfill documentation requirements and ensures all local, state, and federal laws are being met in regards to hazmat for Travis County.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **Hazardous Material Coordinator**

JOB CODE: 20XXX
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 1-5-11

DUTIES AND RESPONSIBILITIES: (Cont.)

- Attends appropriate meetings with local, state and federal government agencies.
- Inspects records of all hazmat incident operations and required operational reports.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Emergency Management, Public Policy/Administration, Government, Business Administration, Fire Science or a related field and six years increasingly responsible experience with strategic planning, hazmat operations, project management or program development, including two or more years of supervisory experience.

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Class C Driver's License.

Certification as a HazMat Technician either by the Texas Commission on Fire Protection or OSHA Code Section 1910.120. Required to carry a pager and cellular telephone.

Preferred:

Five or more years of HazMat Team experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- Public Administration and governmental agencies.
- National Incident Management System (NIMS).
- Legislative process.
- Principles and techniques of planning.
- Modern planning research methods, data collections and analysis.
- Strategic planning techniques.
- Purchasing and RFP process.
- Budgeting processes.
- Federal, State and Local applicable laws, regulatory codes.
- Hazardous waste operations and emergency response including OSHA Code Section 1910.120.
- Computer equipment and related software applications to include word processing, spreadsheets, and databases.
- Supervisory principles, practices and techniques.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Developing short-range and long-range comprehensive plans in development of innovative solutions.
- Planning, developing, and implementing programs.
- Both verbal and written communication.
- Coordinating, developing, and making presentations.
- Coordinating work with others.
- Conducting interviews and group meetings.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Hazardous Material Coordinator

JOB CODE: 20XXX
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 1-5-11

MINIMUM REQUIREMENTS: (Cont.)**Ability to:**

- Manage time well and perform multiple tasks, and organize diverse activities.
- Reach sound conclusions and make recommendations.
- Formulate broad perspectives.
- Operate a computer including word processing, spreadsheets and databases.
- Compile data and information into clear and comprehensive reports.
- Maintain appropriate records.
- Establish and maintain effective working relationships with departmental clientele, outside agencies, other county staff and officials, and the general public.
- Initiate and develop projects and programs.
- Work under unique and challenging situations.
- Speak and conduct media briefings.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include lifting/carrying 5-50 pounds occasionally; visual acuity; speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, and basic office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, reaching, occasional indoor/outdoor activities carrying and lifting of moderately heavy equipment, boxes, etc. Incumbent may be exposed to potentially hazardous materials.

<p>This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.</p>

Travis County Commissioners Court Agenda Request

Voting Session: February 01, 2011
(Date)

Work Session _____
(Date)

I. Request made by:

Rodney Rhoades, Executive Manager, Planning and Budget Phone # 854-9106
Signature of Elected Official/Appointed Official/Executive Manager/ County Attorney

Requested text:

- A. Review and approve tuition refunds for employees who have completed classes in accordance with Tuition Reimbursement Policy §10.021
- B. Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

Approved by: _____
Signature of Commissioner or County Judge

II. Additional Information

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

III. Required Authorizations: Please check if applicable:

- X **Planning and Budget Office (854-9106)**
- X **Human Resources Management Department (854-9165)**
- _____ **Purchasing Office (854-9700)**
- _____ **County Attorney's Office (854-9415)**
- X **County Auditor's Office (854-9125)**
- X **County Treasurer's Office (854-9365)**



Human Resources Management Department



1010 Lavaca, 2nd Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-4203

BACKUP MEMORANDUM

DATE: January 21, 2011

TO: Members of the Commissioners Court

VIA: Rodney Rhoades, Executive Manager, Planning and Budget

FROM: Diane Blankenship, Director, HRMD

SUBJECT: Tuition Refund Program Reimbursements

Proposed Motion:

- a) Review and approve tuition refunds for employees who have completed classes in accordance with the Tuition Reimbursement Policy §10.021.
- b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

Summary and Staff Recommendation:

A total of seventy (70) requests for Fall 2010 semester are listed on the attached spreadsheet. HRMD recommends approval.

The Tuition Refund Program is an employee benefit approved by the Commissioners Court. The Human Resources Management Department has confirmed that employees listed have met the established criteria for reimbursement. Each employee's file consists of:

- the tuition reimbursement form
- a course description
- fee receipt
- official grade

Budgetary and Fiscal Impact:

A total of \$42,440.00 was budgeted in line item 001-1130-522.6402 for Fiscal Year 2011 Tuition Reimbursement. The total refund amount requested for your approval is \$19,710.40.

FA 2010 Req

	Semester	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
1	FA-001	Anderson	Jeff	TCSO	Sergeant	77029	Professional Communication	American Government	300.00
2	FA-002	Alvarez	James	HRMD	Risk Specialist Asst	74589	College Algebra		300.00
3	FA-003	Barney	Anne	TCSO	Telecom 911 Specialist	NEW	Spanish	Communication	300.00
4	FA-004	Bauer	Eileen	TCSO	Corrections Ofcr, Sr	77737	Juvenile Justice Systems	Ethics in Criminal Justice	300.00
5	FA-005	Bethel	Clinton	TCCC	Corrections Ofcr	75189	Simulation Design		300.00
6	FA-006	Bolden	Yvonne	Tax Office	Tax Specialist III	67238	The Criminal Justice System		300.00
7	FA-007	Brooks	Janie	Fire Marshal	Assist Deputy II	NEW	Emergency Management		300.00
8	FA-008	Browning	Gary	TNR	Equipment Operator	30480	Fundamentals of Photography	Photo Digital Imaging	300.00
9	FA-009	Caldwell	Ashley	Criminal Courts	Office Specialist	77738	Constitutional Criminal Procedure	World Justice Systems	300.00
10	FA-010	Cartwright	Amanda	County Clerk	Court Clerk I	77739	Business Writing		300.00
11	FA-011	Chambers	Rodney	Office Specialist	Records Management	NEW	Foundations of Organizational Leadership		300.00
12	FA-012	Chavira	Maria	Pretrial Services	Pretrial Officer II	NEW	Advanced Research in Crim Justice	Sex Offender and the Crim Just Sys	300.00
13	FA-013	Doane	Karen	Tax Office	Accountant Sr	77031	Tx State & Local Government	US History	278.40
14	FA-014	Duval	Karen	County Attny	Paralegal	68369	Principles in Accounting	College Mathematics	300.00
15	FA-015	Ervin	Isabelle	County Clerk	Court Clerk I	NEW	Financial Concepts	Managerial Communications	300.00
16	FA-016	Ervin	Kenneth	County Attny	Attorney III	NEW	Personal Computing		139.20
17	FA-017	Elizondo	Priscela	Civil Courts	Judicial aide	77741	Legal Writing	Evidence	224.80
18	FA-018	Freeman	Kimberlea	TCSO	Telecom 911 Spec, Sr.	NEW	Supervision and Leadership		300.00
19	FA-019	Fries	Jennifer	District Clerk	Court Clerk II	NEW	Criminal Procedure		300.00
20	FA-020	Garnett	Zetta	HRMD	Benefits Assistant	63567	Business Law I		300.00
21	FA-021	Gilkes	Yonnette	JP 4	Court Clerk I	53231	U.S. History	Intermediate Algebra	278.40
22	FA-022	Gomez	Amanda	Cnty Attorney	Office Specialist	73335	Business Computer Applications	History II	288.00
23	FA-023	Gonzales	San Juana	HHS	Contract Compliance Sp	NEW	Organizational Behavior	Quality in Health Care Admin.	300.00
24	FA-024	Guartuche	Lisa	Pretrial Services	Pretrial Officer II	77034	American Crimes & Criminals	Police Murdered	300.00
25	FA-025	Hamilton	Bernard	TCSO	Corrections Officer, Sr	NEW	Legal Aspects	Intro to Philosophy	278.40
26	FA-026	Hart	Lessie	TCSO	Office Specialist, Sr	NEW	Medical Terminology	Learning Framework	300.00
27	FA-027	Herrera IV	Albert	TCSO	Security Coordinator	56125	Intro to Speech Communication		175.20
28	FA-028	Hill	Tracy C	TCSO	Corrections Officer, Sr	69390	General Physics		300.00
29	FA-029	Hollyfield	Tyson	TNR	Road Maint Workr	123151	World/Regional Geography		139.20
30	FA-030	Hooker	Michelle	Juv Prob	JDO II	NEW	Counseling Theory	Comparative Criminal Justice	300.00
31	FA-031	Jennings	Andrea	TCCES	Office Specialist, Sr	72475	Ethics in Criminal Justice		300.00
32	FA-032	Johnson-Allcorn	Jennifer	County Clerk	Court Clerk I	NEW	Evidence	Legal Writing	278.40
33	FA-033	Johnson	Kevin	CSCD	Probation Officer II	NEW	Public Personnel Administration		300.00
34	FA-034	Johnston	Samantha	TCSO	Corrections Officer, Sr	NEW	Spanish I		300.00
35	FA-035	Koenig	Casey	Juv Prob	JDO III	61248	Legal & Ethical Issues in Human Ser	Adult Learning	300.00
36	FA-036	Kubiak	Joshua	Auditor	Auditor I	77743	Intermediate Accounting I		300.00
37	FA-037	Levisay	Jacklyn	CSCD	Probation Officer	70693	Advanced Research Methods in Criminal Justice		300.00

FA 2010 Req

38	FA-038	Loa	Talisha	Constable 2	Court Clerk I	75938	Research & Evaluation II	Finance for Business	300.00
39	FA-039	McKay	Gregory	TCSO	Corrections Officer	75196	Crime in America	Ethics in Criminal Justice	278.40
40	FA-040	Martinez	David	County Clerk	Court Clerk II	NEW	Legal Writing	Evidence	278.40
41	FA-041	Martinez	Mai Kim	Tax Office	Business Analyst I	77745	Organizational Leadership		300.00
42	FA-042	Medina	Elizabeth	District Clerk	Records Analyst Assoc	NEW	English Composition II	Cultural Geography	278.40
43	FA-043	Mirelez	Joanie	District Attny	Court Clerk I	77037	Criminal Procedure	Interpersonal Communication	300.00
44	FA-044	Mitchum	Gregory	TCSO	Peace Officer, Sr.	NEW	Leadership	Principles of Management	300.00
45	FA-045	Nichols	Charmaine	Juv Prob	Administrative Assoc.	NEW	Business and Prof Communication		139.20
46	FA-046	Nilsen	Kristine	HRMD	HR Specialist, Sr	73340	Public Relations and Policy	Business Ethics	300.00
47	FA-047	Noble	Angel	CSCD	Probation Officer II	NEW	Educating Students with Mild Disabilities		300.00
48	FA-048	Padilla	Vicki	Criminal Courts	Judicial aide	NEW	Leadership Theory/Group Perform	Group Communication/Team Bldg	300.00
49	FA-049	Parrish	Timothy	TCSO	Corrections Officer, Sr	73341	U.S. Government	Intro to Literature	278.40
50	FA-050	Paz	Pamela	TCSO	Corrections Officer, Sr	74370	Spanish Advanced Composition		300.00
51	FA-051	Pfeiffer	Meghann	Civil Courts	Judicial aide	NEW	Intro to Para Legal		139.20
52	FA-052	Pierce	Christa	TCSO	Victim Counselor	66269	American Judicial System	Institutional Corrections	300.00
53	FA-053	Reed	Daryl	Juv Prob	JPO Assistant	NEW	Victimology	Drugs and Alcohol in Crim Justice	300.00
54	FA-054	Rodriguez	Limbania	County Attny	Legal Secretary	77039	U.S. History II	U.S. Government	278.40
55	FA-055	Shepard	Jennifer	Juv Prob	RTO III	70907	Social Institutions	Intro to Guidance and Counseling	300.00
56	FA-056	Stokes	Jacob	Civil Courts	Court Operations Officer	NEW	Futures of Criminal Justice		300.00
57	FA-057	Taylor	Stephanie	TCCES	Chem Depend Coun, Sr	77748	Government	Intro to Speech Communication	278.40
58	FA-058	Terranova	Victoria	Pretrial Services	Pretrial Officer II	NEW	Administration of Justice	Criminology	300.00
59	FA-059	Valdez	Alejandrina	Juv Prob	JPO III	77041	Abnormal Human Behavior	Counseling Diverse Populations	300.00
60	FA-060	Van Pelt	Pamela	ITS	Business Analyst II	NEW	Accounting for Mgt Decisions	Corporate Enterprise Management	300.00
61	FA-061	Villanueva	Annette	JP 4	Court Clerk I	NEW	Intro to Business Communication		300.00
62	FA-062	Waggoner	Nicole	District Attny	Legal Secretary	77749	Legal Drafting	Legal Theory & Analysis	300.00
63	FA-063	Walter	Eva	TCSO	Office Specialist, Sr	75935	Business Math	Personal Computing	278.40
64	FA-064	Wingate	Daniel	CSCD	Probation Officer II	NEW	Problems in Research Method	Public Management & Ethics	300.00
		Carry-overs							
65	FA-065	Freeman	Kimberlea	TCSO	Telecom 911 Spec, Sr.	NEW	Cultural Diversity	Environmental Science	300.00
66	FA-066	Hamilton	Bernard	TCSO	Corrections Officer, Sr	NEW	Texas State & Local Government		139.20
67	FA-067	Johnson-Allcorn	Jennifer	County Clerk	Court Clerk I	NEW	Contracts	Intro to Paralegal Studies	264.00
68	FA-068	Loa	Talisha	Constable 2	Court Clerk I	75938	Critical Thinking	Research & Statistics I	300.00
69	FA-069	Reed	Daryl	Juv Prob	JPO Assistant	NEW	Criminal Investigation	Juvenile Justice & Delinquency	300.00
70	FA-070	Shepard	Jennifer	Juv Prob	RTO III	70907	Human Growth and Development		300.00
								Amount to Pay	\$19,710.40



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session
 Prepared By: Diane Blankenship, Human Resources Management, 854-9170
 Elected/Appointed Official/Dept. Head: Diane Blankenship, HR Director
 Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Discuss and take appropriate action regarding Executive Managers and the following Human Resources Management Department items: A. Adding pay grades 33, 34, and 35 to the classified pay structure; B. Approving the revised job descriptions for the Executive Managers, including job titles, duties, and grading; C. Establishing a salary review and pay adjustment schedule for the Executive Managers, to bring them in line with the market D. Establishing a performance review schedule for the Executive Managers; and E. Other related items

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Enter Background/Summary of Request and Attachments here

STAFF RECOMMENDATIONS:

Enter Staff Recommendations here

ISSUES AND OPPORTUNITIES:

Enter Issues and Opportunities here

FISCAL IMPACT AND SOURCE OF FUNDING:

None

REQUIRED AUTHORIZATIONS:

Human Resources Management	Diane Blankenship	Completed	01/18/2011 2:05 PM
Planning and Budget Office	Rodney Rhoades	Pending	
Human Resources Management	Diane Blankenship	Completed	01/18/2011 2:05 PM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



Human Resources Management Department

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

MEMORANDUM

DATE: January 25, 2011

TO: Members of the Commissioners Court

VIA: Rodney Rhoades, Executive Manager, Planning & Budget Office

FROM: Diane Blankenship, HRMD Director

SUBJECT: Executive Managers Compensation and Job Descriptions

Proposed Motion:

Discuss and take appropriate action regarding Executive Managers and the following Human Resources Management Department items:

- A. Adding additional pay grades 33, 34 and 35 to the Classified Pay Structure.
- B. Approving the revised job descriptions for the Executive Managers, including job titles, duties and grading.
- C. Establishing a salary review schedule and pay adjustments for the Executive managers to bring them in line with the market.
- D. Establishing a performance review schedule for the Executive Managers.
- E. Other related item.

Travis County Commissioners Court Agenda Request

Voting Session: February 1, 2011
(Date)

Work Session: _____
(Date)

I. Request made by:

A. Rodney Rhoades, Executive Manager Planning and Budget Phone # 854-9106
Signature of Elected Official/Appointed Official/Executive Manager/ County Attorney

B. Requested text:

Discuss and take appropriate action regarding Executive Managers and the following Human Resources Management Department Items:

A. Adding additional Pay Grades 33, 34, and 35 to the Classified Pay Structure.

B. Approving the revised job description for the Executive Managers, including job titles, duties and grading.

C. Establishing a salary review schedule and pay adjustments for the Executive Managers to bring them in line with the market.

D. Establishing a performance review schedule for the Executive Managers.

E. Other related items.

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

II. Additional Information

A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight copies of request and backup).

B. List all of the agencies or official names and telephone numbers that might be affected or be involved with the request. Send a copy of request and backup to each party listed.

III. Required Authorizations: Please check if applicable:

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

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

_____ **Purchasing Office (854-9700)**

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

_____ **County Auditor's Office (854-9125)**

_____ **County Treasurer's Office (854-9365)**

EXECUTIVE MANAGER COMPENSATION IN TRAVIS COUNTY

Introduction:

HRMD's Compensation Division was asked to provide a recommendation for Executive Manager compensation for the Court's work session scheduled January 20, 2011. For this assignment, the focus of the analysis will be concentrated on the pay grade assignment of the job classifications rather than recommendations for individuals holding these positions.

Background:

Executive Managers report directly to Commissioners Court and advise the Court on all matters within their spheres of responsibility. Historically, the County has had six Executive Manager positions, one each in each of the following areas:

- Administrative Operations
- Planning & Budget
- Transportation & Natural Resources
- Health & Human Services
- Emergency Services
- Justice & Public Safety

The Executive Manager of Administrative Operations position has been officially vacant since September 1, 2009. On November 16, 2010, Commissioners Court created an Executive Manager of Information Technology Services (ITS) position and an IT Advisory Board. Additionally the Human Resources Management Department (HRMD) was moved under the direction of the Executive Manager of Planning & Budget, while Facilities Management was temporarily moved under the direction of the Executive Manager of Emergency Services. No action was taken officially on the Records Management Department, so their place in the organizational structure is unclear.

Market History

The last comprehensive examination of Executive Manager compensation took place in FY 07 as part of the Job Analysis Project that took place in that fiscal year. The results of that analysis are shown in Table 1 below.

Table 1
Executive Managers
Market Data – FY 07

Title	Market Average FY 07	PG Placement	Actual Implementation Placement
Executive Manager – TNR	\$147,444	33	32
Executive Manager - Planning & Budget	\$147,115	33	32
Executive Manager – Justice & Public Safety	\$147,325	33	32
Executive Manager - Emergency Services	\$144,113	33	32
Executive Manager – HHS	\$141,861	32	32
Average	\$145,572	33	32

As seen in the table, the market average for Executive Manager varied slightly by discipline. At the time, the data suggested that the market average for all Executive Managers would have been higher than PG 32, which is the highest grade on the Classified Pay Scale. Based on the data, it would have been necessary to increase the number of grades to 33 to properly place these jobs on the Classified Pay Scale. In FY 07, HRMD recommended keeping the Executive Manager positions in PG 32, and the Court concurred.

Issues and Opportunities

Several significant issues are present for the analysis. For the Administrative Operations position, it is not possible to determine the scope of the job at this time due to the reallocation of reporting departments. Additionally, the Information Technology position will not have an approved job description until review by the IT Advisory Board and ratification by the court. Therefore, no analysis was conducted for these positions in this review.

For the remaining positions, the most significant issue is appropriate job matching. The Executive Manager position used by Travis County is not common in Texas county government. Where similar level positions exist, the mix of services overseen by the incumbents rarely match with the service mix overseen by the Executive Managers in Travis County. Under

these conditions, HRMD must select the closest matching positions while acknowledging that the matches are not exact.

Finally, Travis County has historically placed all Executive Managers in the same pay grade even though market variations have existed. This decision may reflect a philosophical emphasis on internal equity among these positions, despite differences that may exist in the market.

Market Definition

HRMD defined the market for Executive Managers as approved public sector peers. Listed below are the public sector peers used in the analysis:

- Bexar County
- Dallas County
- Harris County
- Tarrant County
- City of Austin
- City of Ft. Worth
- City of Houston
- City of San Antonio
- City of Round Rock

Given the nature of the services that county government provides, it is doubtful if meaningful private sector matches could be found for the Health & Human Services, Emergency Services, and Justice & Public Safety positions. Conceptually, matches could exist for Transportation & Natural Resources and for Planning & Budget, but for purposes of this analysis the data was limited to public sector sources.

Data Analysis

The results of the market analysis are presented in Table 2. As seen in the table, Planning & Budget and Transportation & Natural Resources had the highest market averages. The other three positions (Justice & Public Safety, Emergency Services, and Health & Human Services cluster together at a fairly significant lower level. The overall average for these positions has increased by approximately nine percent since the last analysis was conducted in FY 2007.

All of the positions reviewed would be priced well outside the scope of the current pay grade 32, which has a midpoint of \$142,195.04. To

accommodate the market data, it would be necessary to create additional pay ranges above pay grade 32.

Table 2
Executive Managers
Market Data – FY 11

Title	Market Average FY 11	PG Placement
Executive Manager - TNR	\$164,809	34
Executive Manager - Planning & Budget	\$163,419	34
Executive Manager - Justice & Public Safety	\$153,441	33
Executive Manager - Emergency Services	\$155,271	33
Executive Manager - HHS	\$156,591	33
Average	\$158,706	34

Table 2 shows the placement of the respective jobs if the current classified pay scale was extended in a manner similar to the current pay scale. It would be necessary to add at least two additional pay grades (33 and 34) to accommodate the positions at current market rates. If the Court decided to place all Executive Managers in the same pay grade, as it has done in the past, the recommended pay grade would be pay grade 34.

Table 3 shows what the top end of the classified pay scale would look like if additional pay grades were added to the current classified pay scale. For illustrative purposes, pay grades 32 through 35 are shown.

Conclusion

The data analysis reveals that the overall market for existing Executive Manager positions has increased by approximately nine percent since the last market analysis for these positions was conducted in FY 2007. Without question, the data show that the Executive Manager positions are behind market, the extent to which they are behind market varies by title.

The current classified pay scale would not be adequate to accommodate these positions at the current market pay rates. Given that some jobs are already classified in the same pay grades as those to whom they report (for

example, the Director of Public Works is already in the same pay grade as the Executive Manager of T&R), it seems critical to expand the current classified pay scale at the upper range.

Table 3
Extended Classified Pay Scale
Pay Grades 32 – 35

PG		Minimum	Midpoint	Maximum
32	Hourly	\$52.5869	\$68.3630	\$84.1390
	Monthly	\$9,115.06	\$11,849.59	\$14,584.09
	Annual	\$109,380.75	\$142,195.04	\$170,740.75
33	Hourly	\$56.2680	\$73.1484	\$87.8330
	Monthly	\$9,753.12	\$12,679.06	\$15,224.38
	Annual	\$117,037.40	\$152,148.69	\$182,692.60
34	Hourly	\$60.2067	\$78.2688	\$93.9813
	Monthly	\$10,435.84	\$13,566.59	\$16,290.09
	Annual	\$125,230.02	\$162,799.10	\$195,481.08
35	Hourly	\$64.4212	\$83.7476	\$100.5600
	Monthly	\$11,166.34	\$14,516.25	\$17,430.40
	Annual	\$133,996.12	\$174,195.04	\$209,164.76

HRMD is currently in the process of conducting a comprehensive classification and compensation study for all classified jobs. That the current pay scale will need to be extended at the upper range is not unexpected, and would be necessary if Commissioners Court took action to adjust the pay grades of the Executive Managers. Under such conditions, HRMD would recommend adding pay grades 33 through 35 to accommodate the upward growth of salaries of top executive level jobs. Whether this action should take place immediately or wait until completion of HRMD's overall analysis can only be made by the Court itself.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Emergency Services

JOB CODE: 266
PAY GRADE: 33

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

JOB SUMMARY:

Serves under general policy direction from the Commissioners Court. Provides executive direction and manages a broad range of functions relating to Emergency Services, the Office of Emergency Management, Emergency Medical Services, Technology and Communications, Medical Examiner's Office, and Fire Marshall's Office. Directs the planning, financial, and administrative functions of the department. Oversees an internal work force of Travis County employees as well as coordinates with other governmental entities to ensure that contracted services and interlocal agreements meet the needs of Travis County residents. Develops and interprets policy and procedures. Interacts with constituents and other governmental entities. Sets the standards for best management practices. Provides demand-responsive support to the Commissioners Court on complex issues, and manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating budget. Works collaboratively with other Travis County Executives to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning. Operates as the direct supervisor for all department heads and appointed officials within the Emergency Services functional areas.

Deleted: Managers

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Executive job family; appointed by the Commissioners Court, the incumbent serves as the chief executive for the Emergency Services functional areas and is the chief liaison between the Commissioners Court and these functional areas. The County Executive for Emergency Services serves as member of the county executive management team and may serve as the Court's designee in matters related to Emergency Services.

Deleted: Managers

Deleted: Manager

AREAS OF MANAGEMENT

- Emergency Services: enhancing the safety and security of Travis County residents and visitors by coordinating emergency medical services, first responder services, emergency services districts, small cities/villages, investigatory, and communication services both within the County and with partner providers
- Emergency Medical Services: including the delivery of EMS services by ground and air, coordinating with partner providers
- Technology and Communications: including oversight of the wireless communication systems, which support Emergency Services staff and partner providers
- Medical Examiner's Office: including oversight of staff and administration to ensure that the Medical Examiner's Office meets the statutory requirements
- Fire Marshall's Office: including oversight of administration and staff to ensure the enforcement of the statutory requirements including the Fire Code
- Office of Emergency Management: including the delivery and coordination of emergency assistance during events and disasters in the local area and surrounding counties, working with partner agencies in relief efforts
- Any other areas assigned by the Commissioners Court.

DUTIES AND RESPONSIBILITIES:

As the Chief Executive in the Emergency Services functional area, the County Executive is responsible for:

Deleted: Manager

- Policy development (both recommended to the Court for approval or at the direction of the Court), review, implementation and management
- Program and project development, review, implementation and management
- Budgeting development, review, implementation and management. Contract negotiations, development, and monitoring.
- Hiring authority, firing authority, performance management, policy adherence, and grievance matters
- Interaction with the public, other governmental agencies, organizations (both for-profit and not-for-profit), and other concerned citizens

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Emergency Services

JOB CODE: 266
PAY GRADE: 33**FLSA STATUS:** Exempt
LAST REVISED: 02/01/11

- Collaborative interaction with Travis County elected and appointed officials, department heads, and officials from other governmental agencies
- Short range and long range planning, both within the functional areas of Emergency Services and for the County as a whole, as a member of the Executive Management Team
- Compliance with Federal, State, and Local codes, county policies, and directives from the Commissioners Court

MINIMUM REQUIREMENTS:**Education and Experience:**

- Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Emergency Services.

AND

- Eight (8) years of professional management and leadership experience with Emergency Services Programs at the executive level of state and local government, or public sector management/administration;
- Five (5) years senior administrative level experience and supervision of managerial and professional work activities with responsibility for developing, implementing, and managing goals and objectives with significant organizational impact; developing work plans and/or strategic plans, and developing operating and capital budgets.

Licenses, Registrations, Certifications, or Special Requirements:

- Valid Texas Driver's License.

Preferred:

- Master's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Emergency Services.

Knowledge, Skills, and Abilities:**Demonstrated Knowledge of:**

- Theory, principles, policies, practices and techniques relating to the functional areas, including emergency services, personnel management, managerial accounting, natural resource management, and risk management.
- Theory, principles, policies, practices and techniques relating to public administration at the executive level including budgeting from various funding sources, complex contract negotiations and administration, planning, communication and presentations, research and systems analysis;
- Federal, State, Local and County applicable laws, codes, rules, regulations and guidelines.
- Computer equipment and software packages related to functional areas and executive management.
- Problem solving, technical analysis, modeling and statistical analysis, alternatives analysis.
- Business letter writing, grammar and punctuation, and report preparation.

Demonstrated Skill in:

- Collaboration, such as consensus-building, management of cross-functional teams, dispute resolution and negotiation
- Communication, orally and in writing, with small and large, diverse groups
- Leadership and Management of a diverse group of employees, including service, clerical, professional and management level employees
- Critical thinking, such as problem-solving, decision-making, and exercising independent judgment and business acumen
- Project management and coordination, on an executive level, with internal employees, outside contractors, and other stakeholders

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Emergency Services

JOB CODE: 266
PAY GRADE: 33

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

Demonstrated Ability to:

- Lead and manage employees respectfully at all levels within span of control.
- Develop short range and long term plans to meet and facilitate the vision set by the Commissioners Court; effectively communicate the vision, plans and goals to employees at all levels within span of control
- Maintain professional ethics and personal integrity, representing the County in a professional manner
- Direct and interpret quantitative, financial and systems analysis of business problems.
- Develop or lead others in developing or changing programs to foster increased efficiency and effectiveness.
- Evaluate impact of a policy, procedure, plan and/or program, by itself and in relationship to other policies, procedures, plans or programs.
- Work in diverse, decentralized, multi-faceted organization.
- Create and successfully manage organizational change.
- Develop and interpret policies, procedures, codes, ordinances, regulations, laws and contracts.
- Write complex reports and business correspondence, including graphs and charts.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.
- Negotiate conflict and create collaborative solutions.
- Negotiate complex contracts with public and private sector partners to share or leverage resources
- Develop and evaluate legislative initiatives to improve the effectiveness and efficiency of business operations and/or enhance regulatory powers for the better good of County residents.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, listening, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, extreme ambient temperatures, stress, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential functions.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Health and Human Services (HHS)

JOB CODE: 269
PAY GRADE: 33

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

JOB SUMMARY:

Serves under general policy direction from the Commissioners Court. Provides executive direction and manages a broad range of functions relating to the administration of the various HHS departments. Develops, interprets, and administers policy for elected and appointed officials. Provides highly responsible and complex management and administrative support to the Commissioners Court. Manages multiple departments through subordinate management;

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Executive job family; appointed by the Commissioners Court, the incumbent serves as the chief executive for the Health and Human Services functional areas and is the chief liaison between the Commissioners Court and these functional areas. The County Executive for HHS serves as member of the county's executive management team and may serve as the Court's designee in matters related to Health and Human Services.

AREAS OF MANAGEMENT

- Health and Human Services Department: to include Administrative Services and Research and Planning
- Community Services: to include Services for the Deaf and Hard of Hearing, Retired and Senior Volunteer Program, Summer Youth Employment Program, Neighborhood Conference Committee, Graffiti Abatement Program, Community Liaison Program, and Housing Services
- Family Support Services: to include Rent, Mortgage and Utility Assistance, Indigent Burial Program, and the Air Check Program
- Office of Children's Services: to include TRIAD, Children FIRST, the Children's Partnership, the Parenting in Recovery Grant, the CPS Reintegration Program, the Youth and Family Assessment Center, the Healthy Families Program, assistance/support of the Travis County Children's Protective Services Board, and management of the Community Partners for Children
- Veterans Services Office: to include providing direct and general support to eligible veterans, dependents and survivors in obtaining all benefits to which they are entitled.
- Texas AgriLife Extension: to include development and delivery of a research-based system of informal education utilizing available resources in agriculture, human capital and leadership, and community economic development
- Any other areas assigned by the Commissioners Court.

DUTIES AND RESPONSIBILITIES:

As the Chief Executive in the Health and Human Services functional areas, the County Executive is responsible for:

- Policy development (both recommended to the Court for approval or at the direction of the Court), review, implementation and management
- Program and project development, review, implementation and management
- Budgeting development, review, implementation and management. Contract negotiations, development, and monitoring.
- Hiring authority, firing authority, performance management, policy adherence, and grievance matters
- Interaction with the public, other governmental agencies, organizations (both for-profit and not-for-profit), and other concerned citizens
- Collaborative interaction with Travis County elected and appointed officials, department heads, and officials from other governmental agencies
- Short range and long range planning, both within the functional areas of Health and Human Services and for the County

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Health and Human Services (HHS)

JOB CODE: 269
PAY GRADE: 33

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

as a whole, as a member of the Executive Management Team

- Compliance with Federal, State, and Local codes, county policies, and directives from the Commissioners Court

MINIMUM REQUIREMENTS:

Education and Experience:

- Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Health and Human Services.

AND

- Eight (8) years of professional management and leadership experience, at least two of which within a Health and Human Services administrative area, at the executive level of state and local government, or public sector management/administration;
- Five (5) years senior administrative level experience and supervision of managerial and professional work activities with responsibility for developing, implementing, and managing goals and objectives with significant organizational impact;
- Valid Texas Driver's License.

Preferred:

- Master's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Health and Human Services

Knowledge, Skills, and Abilities:

Demonstrated Knowledge of:

- Theory, principles, policies, practices and techniques relating to the functional areas within HHS, including personnel management, managerial accounting, and risk management.
- Theory, principles, policies, practices and techniques relating to public administration at the executive level including budgeting from various funding sources, complex contract negotiations and administration, planning, communication and presentations, research and systems analysis;
- Federal, State, Local and County applicable laws, codes, rules, regulations and guidelines.
- Computer equipment and software packages related to functional areas and executive management.
- Problem solving, report analysis,
- Business letter writing, grammar and punctuation, and report preparation.

Demonstrated Skill in:

- Collaboration, such as consensus-building, management of cross-functional teams, dispute resolution and negotiation
- Communication, orally and in writing, with small and large, diverse groups
- Leadership and Management of a diverse group of employees, including service, clerical, professional and management level employees
- Critical thinking, such as problem-solving, decision-making, and exercising independent judgment and business acumen
- Project management and coordination, on an executive level, with internal employees, outside providers, and other stakeholders

Demonstrated Ability to:

- Lead and manage employees respectfully at all levels within span of control.
- Develop short range and long term plans to meet and facilitate the vision set by the Commissioners Court; effectively communicate the vision, plans and goals to employees at all levels within span of control
- Maintain professional ethics and personal integrity, representing the County in a professional manner

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Health and Human Services (HHS)

JOB CODE: 269
PAY GRADE: 33

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

- Read and interpret geographic-related documents including, maps, engineering plans and specification, site and sub-division plans, and spatial analysis of geographic information.
- Direct and interpret quantitative, financial and systems analysis of business problems.
- Develop or lead others in development of programs which foster increased efficiency and effectiveness.
- Evaluate impact of a policy, procedure, plan and/or program, by itself and in relationship to other policies, procedures, plans or programs.
- Work in diverse, decentralized, multi-faceted organization.
- Create and successfully manage organizational change.
- Develop and interpret policies, procedures, codes, ordinances, regulations, laws and contracts.
- Write complex reports and business correspondence, including graphs, charts and other geographic information analysis.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.
- Negotiate conflict and create collaborative solutions.
- Negotiate complex contracts with public and private sector partners to utilize, share and/or leverage resources
- Develop and evaluate legislative initiatives to improve the effectiveness and efficiency of business operations and/or enhance regulatory powers for the better good of County residents.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, listening, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, extreme ambient temperatures, stress, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential functions.

--

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Justice & Public Safety

JOB CODE: 265
PAY GRADE: 33

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

JOB SUMMARY:

Serves under general policy direction from the Commissioners Court. Operates as Direct Supervisor for Department Heads for the Travis County Counseling and Education Services Department, the Juvenile Public Defender, the Mental Health Public Defender Office, the Office of Child Representation, and the Office of Parental Representation. Operates as Department Head for the Criminal Justice Planning Department. Manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating and capital budgets. Directs administrative work relating to a broad range of County management issues in the justice and public safety arena. Advises the Commissioners Court on matters pertaining to justice and public safety issues. Works with other independently elected or appointed officials in the County, City, State and community on matters pertaining to the justice system and public safety. Serves as primary liaison between Commissioners Court and justice organizations, entities, and jurisdictions in the justice and public safety arena. Works collaboratively with other Travis County Executives to achieve the goals and objectives of the Commissioners Court.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Executive job family; appointed by the Commissioners Court, the incumbent serves as the chief executive for the Justice and Public Safety functional areas and is the chief liaison between the Commissioners Court and these functional areas. The County Executive for JPS serves as member of the county's executive management team and may serve as the Court's designee in matters related to Justice and Public Safety.

AREAS OF MANAGEMENT –

- Research, planning, evaluation, and program development for the Travis County justice community including law enforcement, corrections, prosecution, defense, the courts, probation, community groups, and state criminal justice.
- Assessments, programs, and case management for pretrial defendants through the Counseling and Education Services Department.
- Legal representation and services for four specialized public defender offices serving juvenile and mentally ill indigent defendants in criminal courts, and children and parents in abuse and neglect cases in the civil courts.
- Comprehensive planning through multi-agency collaborations around the local jail population, central booking process, justice technology, prisoner reentry, and law enforcement to reduce crime and enhance public safety.
- Programs and planning for prisoner reentry, at-risk youth, drug lab capacity, safe family visitation, crime victims, jail population reduction, justice performance measurement, and dissemination of evidence based practices for the local criminal justice community.
- Any other areas assigned by the Commissioners Court.

DUTIES AND RESPONSIBILITIES –

As the Chief Executive in the Justice and Public Safety functional area, the County Executive is responsible for:

- Policy development (both recommended to the Court for approval or at the direction of the Court), review, implementation and management
- Program and project development, review, implementation and management

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Justice & Public Safety

JOB CODE: 265
PAY GRADE: 33

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

- Budgeting development, review, implementation and management. Contract negotiations, development, and monitoring.
- Hiring authority, firing authority, performance management, policy adherence, and grievance matters
- Interaction with the public, other governmental agencies, organizations (both for-profit and not-for-profit), and other concerned citizens
- Collaborative interaction with Travis County elected and appointed officials, department heads, and officials from other governmental agencies
- Short range and long range planning, both within the functional areas of Health and Human Services and for the County as a whole, as a member of the Executive Management Team
- Compliance with Federal, State, and Local codes, county policies, and directives from the Commissioners Court

MINIMUM REQUIREMENTS –

Education and Experience:

- Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Justice and Public Safety.

AND

- Eight (8) years of professional management and leadership experience with Justice and Public Safety Programs at the executive level of state and local government, or public sector management/administration;
- Five (5) years senior administrative level experience and supervision of managerial and professional work activities with responsibility for developing, implementing, and managing goals and objectives with significant organizational impact; developing work plans and/or strategic plans, and developing operating and capital budgets.

Licenses, Registrations, Certifications, or Special Requirements:

- Valid Texas Driver's License.

Preferred:

- Master's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Justice and Public Safety.

Knowledge, Skills, and Abilities:

Demonstrated Knowledge of:

- Evidence based justice system programs, policies, and procedures.
- Theory, principles, policies, practices and techniques relating to public administration at the executive level including budgeting from various funding sources, complex contract administration, planning, communication and presentations, research and systems
- Federal, State, Local and County applicable laws, codes, rules, regulations and guidelines.
- Computer equipment and software packages related to functional areas and executive management.
- Business letter writing, grammar and punctuation, and report preparation.

Demonstrated Skill in:

- Collaboration, such as consensus-building, management of cross-functional teams, dispute resolution and negotiation
- Communication, orally and in writing, with small and large, diverse groups

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **County Executive, Justice & Public Safety**

JOB CODE: 265

FLSA STATUS: Exempt

PAY GRADE: 33

LAST REVISED: 02/01/11

-
-
- Leadership and Management of a diverse group of employees, including service, clerical, professional and management level employees
 - Critical thinking, such as problem-solving, decision-making, and exercising independent judgment and business acumen
 - Project management and coordination, on an executive level, with internal employees, outside contractors, and other stakeholders

Demonstrated Ability to:

- Lead and manage employees respectfully at all levels within span of control.
- Develop short range and long term plans to meet and facilitate the vision set by the Commissioners Court; effectively communicate the vision, plans and goals to employees at all levels within span of control
- Maintain professional ethics and personal integrity, representing the County in a professional manner
- Direct and interpret quantitative, financial and systems analysis of business problems.
- Develop or lead others in development of programs which foster increased efficiency and effectiveness.
- Evaluate impact of a policy, procedure, plan and/or program, by itself and in relationship to other policies, procedures, plans or programs.
- Work in diverse, decentralized, multi-faceted organization.
- Create and successfully manage organizational change.
- Develop and interpret policies, procedures, codes, ordinances, regulations, laws and contracts.
- Write complex reports and business correspondence, including graphs, charts and other geographic information analysis.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with County Executives, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.
- Negotiate conflict and create collaborative solutions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential functions.

--

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Planning and Budget

JOB CODE: 271
PAY GRADE: 34

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

JOB SUMMARY:

Serves under the general policy direction from the Commissioners Court. Directs administrative work relating to a broad range of County management issues. Administratively responsible for countywide development and recommendation for resource allocation policies and procedures, rules, schedules, guidelines and practices. Directs the Directors of Planning and Budget, Human Resources and other Managers within the Planning and Budget functional areas, develops and interprets policy for elected and appointed officials, department heads, constituents and other governmental entities, and sets the standard for best management practices. Provides highly responsible and complex administrative support to the Commissioners Court, and manages department directors through subordinate staff to ensure completion of performance mission and objectives in compliance with operating and capital budget as well as other management areas. Works collaboratively with other Travis County Executives to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Executive job family; appointed by the Commissioners Court, the incumbent serves as the chief executive for the Planning and Budget Office functional areas and is the chief liaison between the Commissioners Court and these functional areas. The County Executive for PBO serves as member of the county's executive management team and may serve as the Court's designee in matters related to Planning and Budget Office.

AREAS OF MANAGEMENT:

- County Budget: oversees, through subordinate management the preparation and administration of Travis County's overall budget, ensuring that resources are dispersed equitably and effectively to meet the county's mission and goals
- Strategic Planning: Oversees the development of the County's strategic plan, coordinating departments and resources, and collaborating closely with the Executive Management team.
- Human Resources: oversees, through subordinate management, the administration of the Human Resources functions for the County, including compensation, benefits, employee relations, staffing, organizational development, risk management, and HRIS administration.
- County Corporations: Oversees the administration of county corporations, as directed by Commissioners Court.
- Transition and Succession Planning: Ensures long-term workforce readiness by coordinating budget resources and human resources planning
- Any other areas assigned by the Commissioners Court.

DUTIES AND RESPONSIBILITIES:

As the Chief Executive in the Planning and Budget functional areas, the County Executive is responsible for:

- Policy development (both recommended to the Court for approval or at the direction of the Court), review, implementation and management
- Program and project development, review, implementation and management
- Budgeting development, review, implementation and management. Contract negotiations, development, and monitoring.
- Hiring authority, firing authority, performance management, policy adherence, and grievance matters
- Interaction with the public, other governmental agencies, organizations (both for-profit and not-for-profit), and other concerned citizens
- Collaborative interaction with Travis County elected and appointed officials, department heads, and officials from other

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Planning and Budget

JOB CODE: 271
PAY GRADE: 34

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

governmental agencies

- Short range and long range planning, both within the functional areas of Administration and Resource Management and for the County as a whole, as a member of the Executive Management Team
- Compliance with Federal, State, and Local codes, county policies, and directives from the Commissioners Court

MINIMUM REQUIREMENTS:

Education and Experience:

- Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within the Planning and Budget Office.

AND

- Eight (8) years of professional management and leadership experience with Finance, Planning, Budget, and/or Human Resources at the executive level of state and local government, or public sector management/administration;
- Five (5) years senior administrative level experience and supervision of managerial and professional work activities with responsibility for developing, implementing, and managing goals and objectives with significant organizational impact; developing work plans and/or strategic plans, and developing operating and capital budgets.

Licenses, Registrations, Certifications, or Special Requirements:

- Valid Texas Driver's License.

Preferred:

- Master's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within the Planning and Budget Office.

Knowledge, Skills, and Abilities:

Demonstrated Knowledge of:

- Theory, principles, policies, practices and techniques relating to the functional areas, including strategic planning, personnel management, budgeting, managerial accounting, and risk management.
- Theory, principles, policies, practices and techniques relating to public administration at the executive level including budgeting from various funding sources, complex contract negotiations and administration, planning, communication and presentations, research and systems analysis.
- Federal, State, Local and County applicable laws, codes, rules, regulations and guidelines.
- Computer equipment and software packages related to functional areas and executive management.
- Problem solving, technical analysis, modeling and statistical analysis, alternatives analysis.
- Business letter writing, grammar and punctuation, and report preparation.

Demonstrated Skill in:

- Collaboration, such as consensus-building, management of cross-functional teams, dispute resolution and negotiation
- Communication, orally and in writing, with small and large, diverse groups
- Leadership and Management of a diverse group of employees, including service, clerical, professional and management level employees
- Critical thinking, such as problem-solving, decision-making, and exercising independent judgment and business acumen
- Project management and coordination, on an executive level, with internal employees, outside contractors, and other stakeholders

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Planning and Budget

JOB CODE: 271
PAY GRADE: 34

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

Demonstrated Ability to:

- Lead and manage employees respectfully at all levels within span of control.
- Develop short range and long term plans to meet and facilitate the vision set by the Commissioners Court; effectively communicate the vision, plans and goals to employees at all levels within span of control
- Maintain professional ethics and personal integrity, representing the County in a professional manner
- Direct and interpret quantitative, financial and systems analysis of business problems.
- Develop or lead others in developing or changing programs to foster increased efficiency and effectiveness.
- Evaluate impact of a policy, procedure, plan and/or program, by itself and in relationship to other policies, procedures, plans or programs.
- Work in diverse, decentralized, multi-faceted organization.
- Create and successfully manage organizational change.
- Develop and interpret policies, procedures, codes, ordinances, regulations, laws and contracts.
- Write complex reports and business correspondence, including graphs and charts.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.
- Negotiate conflict and create collaborative solutions.
- Negotiate complex contracts with public and private sector partners to share or leverage resources
- Develop and evaluate legislative initiatives to improve the effectiveness and efficiency of business operations and/or enhance regulatory powers for the better good of County residents.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, listening, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, extreme ambient temperatures, stress, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential functions.

--

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Transportation and Natural Resources (TNR)

JOB CODE: 272
PAY GRADE: 34

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

JOB SUMMARY:

Serves under general policy direction from the Commissioners Court. Provides executive direction and manages a broad range of functions relating to infrastructure within the unincorporated area of a metropolitan, Texas county, including roads, bridges, parks, open space, endangered species preserves, landfills, and a cemetery. Directs work related to comprehensive urban planning and the regulation of land development, solid waste siting, on-site sewage, and stormwater management, and environmental programs. Manages the purchase and maintenance of the county's fleet. Directs the planning, financial, and administrative functions of the department. Oversees a diverse work force of over 400 employees and supervises a senior management team. Develops and interprets policy and procedures. Interacts with constituents and other governmental entities. Sets the standards for best management practices. Provides demand-responsive support to the Commissioners Court on complex issues, and manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating and capital budgets. Works collaboratively with other Travis County Executives to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Executive job family; appointed by the Commissioners Court, the incumbent serves as the chief executive for the Transportation and Natural Resources functional areas and is the chief liaison between the Commissioners Court and these functional areas. The County Executive for TNR serves as member of the county's executive management team and may serve as the Court's designee in matters related to Transportation and Natural Resources.

AREAS OF MANAGEMENT

- County Infrastructure: public works, roads, bridges, drainage, right of way, parks, open spaces, preserves, cemetery, and maintenance of closed landfills
- Comprehensive Planning, Regulation and Enforcement: subdivisions and land development review and permitting, on-site sewage, floodplain management, landfill siting,
- Natural Resource Management: air quality, water quality, storm water management, endangered species preservation, solid waste policy and recycling,
- Countywide Fleet Purchases and Maintenance: law enforcement, vehicles, heavy equipment, and fuel management.
- Real estate, engineering, land surveying, project management, financial and budgeting, urban planning, environmental analysis, land management, human resource management, and program administration
- Any other areas assigned by the Commissioners Court.

DUTIES AND RESPONSIBILITIES:

As the Chief Executive in the Transportation and Natural Resources functional area, the County Executive is responsible for:

- Policy development (both recommended to the Court for approval or at the direction of the Court), review, implementation and management
- Program and project development, review, implementation and management
- Budgeting development, review, implementation and management. Contract negotiations, development, and monitoring.
- Hiring authority, firing authority, performance management, policy adherence, and grievance matters
- Interaction with the public, other governmental agencies, organizations (both for-profit and not-for-profit), and other concerned citizens
- Collaborative interaction with Travis County elected and appointed officials, department heads, and officials from other governmental agencies
- Short range and long range planning, both within the functional areas of Transportation and Natural Resources and for

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Transportation and Natural Resources (TNR)

JOB CODE: 272
PAY GRADE: 34

FLSA STATUS: Exempt
LAST REVISED: 02/01/11

the County as a whole, as a member of the Executive Management Team

- Compliance with Federal, State, and Local codes, county policies, and directives from the Commissioners Court

MINIMUM REQUIREMENTS:

Education and Experience:

- Bachelor's degree in Civil Engineering, Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Transportation and Natural Resources

AND

- Eight (8) years of professional management and leadership experience with Capital Improvement Programs, Regulatory Programs, and/or Natural Resource Protection and Preservation Programs at the executive level of state and local government, or public sector management/administration;
- Five (5) years senior administrative level experience and supervision of managerial and professional work activities with responsibility for developing, implementing, and managing goals and objectives with significant organizational impact;
- Valid Texas Driver's License.

Preferred:

- Master's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Transportation and Natural Resources
- Professional Engineer (P.E.) or related design professional authorized to practice in the State of Texas.

Knowledge, Skills, and Abilities:

Demonstrated Knowledge of:

- Theory, principles, policies, practices and techniques relating to the functional areas, including urban planning, civil engineering, construction, street maintenance, fleet and equipment maintenance, personnel management (, managerial accounting, natural resource management, and risk management.
- Theory, principles, policies, practices and techniques relating to public administration at the executive level including budgeting from various funding sources, complex contract negotiations and administration, planning, communication and presentations, research and systems analysis;
- Federal, State, Local and County applicable laws, codes, rules, regulations and guidelines.
- Computer equipment and software packages related to functional areas and executive management.
- Problem solving, technical analysis, modeling and statistical analysis, alternatives analysis, and value engineering.
- Business letter writing, grammar and punctuation, and report preparation.

Demonstrated Skill in:

- Collaboration, such as consensus-building, management of cross-functional teams, dispute resolution and negotiation
- Communication, orally and in writing, with small and large, diverse groups
- Leadership and Management of a diverse group of employees, including service, clerical, professional and management level employees
- Critical thinking, such as problem-solving, decision-making, and exercising independent judgment and business acumen
- Project management and coordination, on an executive level, with internal employees, outside contractors, and other stakeholders

Demonstrated Ability to:

- Lead and manage employees respectfully at all levels within span of control.
- Develop short range and long term plans to meet and facilitate the vision set by the Commissioners Court; effectively

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: County Executive, Transportation and Natural Resources (TNR)

JOB CODE: 272**FLSA STATUS:** Exempt**PAY GRADE:** 34**LAST REVISED:** 02/01/11

communicate the vision, plans and goals to employees at all levels within span of control

- Maintain professional ethics and personal integrity, representing the County in a professional manner
- Read and interpret geographic-related documents including, maps, engineering plans and specification, site and sub-division plans, and spatial analysis of geographic information.
- Direct and interpret quantitative, financial and systems analysis of business problems.
- Develop or lead others in development of programs which foster increased efficiency and effectiveness.
- Evaluate impact of a policy, procedure, plan and/or program, by itself and in relationship to other policies, procedures, plans or programs.
- Work in diverse, decentralized, multi-faceted organization.
- Create and successfully manage organizational change.
- Develop and interpret policies, procedures, codes, ordinances, regulations, laws and contracts.
- Write complex reports and business correspondence, including graphs, charts and other geographic information analysis.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.
- Negotiate conflict and create collaborative solutions.
- Negotiate complex contracts with public and private sector partners to acquire real property, cost share capital improvement projects, and share or leverage resources
- Develop and evaluate legislative initiatives to improve the effectiveness and efficiency of business operations and/or enhance regulatory powers for the better good of County residents.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, listening, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, extreme ambient temperatures, stress, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential functions.

--



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Cindy Purinton, Human Resources Management, 854-9626

Elected/Appointed Official/Dept. Head: Diane Blankenship, HR Director

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Receive final report on the Travis County Employee Hospital and Insurance Fund Dependent Audit and authorize termination of coverage for all unverified dependents effective back to October 1, 2010.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

In May of 2010 the Commissioners Court approved an audit on dependents enrolled in the County's group benefit plans. This was the first such audit for the Travis County benefit plan. Sagebrush Solutions to perform the audit scheduled to begin after open enrollment in August so employees would have a chance to "self audit" and confirm their dependents.

Employees were notified multiple times starting in May that an audit was coming. Many messages were sent during open enrollment to remind employees to check their dependents they had listed. In mid September the audit commenced and continued through Nov 19. On Nov 19th Sagebrush closed the audit portal however they did inform us that a significant number of dependents that had not been verified (approximately 867 unverified dependents). Employees were notified by email that they had one last opportunity to complete this task or their dependents would be removed from all benefit coverage effective Oct.1, 2010.

Sagebrush produced the final audit report for the County that was discussed with the Commissioners Court on Dec 28th. The Court agreed to staff's request allowing a 10 day period, ending COB January 21st, for HRMD to contact the remaining delinquent employees to submit eligibility verification documents. The remaining number of pending contacts as of 1-26-2011:

46 Employees enrolling 58 dependents, of which 33 have life only coverage and 25 have medical/dental etc.

309 dependents have been dropped thus far from their coverages. Of the 309 dependents 34 had medical coverage.

STAFF RECOMMENDATIONS:

Staff recommends termination of coverage for all employee dependents not verified during the audit or reconciliation period effective Oct. 1, 2010.

ISSUES AND OPPORTUNITIES:

Employees may become responsible for any medical, vision or dental claims paid with dates of service after October 1, 2010 on unverified dependents.

The audit also presented an opportunity for employees to drop dependents who otherwise, without a qualified change in status, would remain covered until the next open enrollment.

FISCAL IMPACT AND SOURCE OF FUNDING:

The average claim cost of a dependent (\$266.26 in FY10) by 34 dependents dropped from the medical plan, the estimated annual savings would be approximately \$108,634.08. If the Court approves termination of the remaining 25 dependents with medical coverage the annual savings would increase by \$79,878., for a total savings of \$188,512.08.

REQUIRED AUTHORIZATIONS:

Human Resources Management	Dan Mansour	Completed	01/26/2011 11:19 AM
Human Resources Management	Diane Blankenship	Completed	01/26/2011 11:18 AM
Planning and Budget Office	Rodney Rhoades	Pending	01/26/2011 10:50 AM
County Judge's Office	Cheryl Aker	Pending	01/26/2011 10:50 AM
Commissioners Court	Cheryl Aker	Pending	

Dependent Audit Reconciliation as of 1-26-11

Number of Employees remaining incomplete:	46
Number with dependent life insurance only:	24
Number with dependent medical and/or dental	22
Number of Dependents remaining incomplete:	58
Number with dependent life insurance only:	33
Number with dependent medical and/or dental	25
Number of Drops since audit began:	309
(of these 136 were during reconciliation)	



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Nancy Barchus, Purchasing, 854-9764

Elected/Appointed Official/Dept. Head: Cyd Grimes, Purchasing Agent

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Approve Contract Award for Storm and Mobile Home Replacement Windows, IFB No. B110002-NB, to the Low Bidders:

A) Lowes Home Improvement:

Items: 1,2,3,4,5,6,20

B) Exide Inc:

Items: 8,9,10,11,12,13,14,15,16,17,18,19

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

This contract will provide Storm and Mobile Home Replacement Windows to the Housing and Weatherization Services Division of Travis County Health and Human Services Department.

On October 26, 2010, IFB # B110002-NB, Storm and Mobile Home Replacement Windows, was issued through BidSync. Two (2) bids were received on November 15, 2010. The Purchasing Office concurs with The Health and Human Services Department's recommendation to award contracts to the low responsive bidders, Lowes Home Improvement and Exide, Inc.

Items are awarded on a line item basis per Special Provisions, D. Method of Award. Items 7, 21 and 22, Sill Expanders were no bid.

Contract Expenditures: Within the last 12 months \$26,261.12 has been spent against this requirement.

Contract-Related Information:

Award Amount: Estimated requirements, as needed basis

Contract Type: Annual

Contract Period: February 1, 2011 through January 31, 2012

Solicitation-Related Information:

Solicitations Sent: 378

Responses Received: 2

HUB Information:

% HUB Subcontractor:

Special Contract Considerations:

NA Award has been protested; interested parties have been notified.

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

___ Comments:

• **Funding Information:**

Purchase Requisition in H.T.E.:

Funding Account(s): 001-5857-611-6277/6278, 131-5857-611-277/6278, 149-5857-611-6277/6278, 141-5854-611-6277/6278

Comments:

REQUIRED AUTHORIZATIONS:

Purchasing	Bonnie Floyd	Completed	01/26/2011 10:53 AM
Purchasing	Cyd Grimes	Completed	01/26/2011 1:09 PM
Purchasing Admin Support Group	Juan Gonzalez	Completed	01/26/2011 1:10 PM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**Bid Tabulation Packet
for
Solicitation B110002-NB**

STORM AND MOBILE HOME REPLACEMENT WINDOWS



Travis County

Bid #B110002-NB - STORM AND MOBILE HOME REPLACEMENT WINDOWS

Creation Date **Aug 25, 2010**End Date **Nov 15, 2010 12:00:00 PM CST**Start Date **Oct 26, 2010 10:44:54 AM CDT**Awarded Date **Not Yet Awarded**


B110002-NB-1-01 Verticle Operation Storm Windows with Screen					
Supplier		Unit Price	Qty/Unit	Total Price	Attch. Docs
Lowes Home Improvement	<input checked="" type="checkbox"/>	First Offer - \$1.58	22000 / united inch	\$34,760.00	Y
Agency Product Code: Agency Notes:			Supplier Product Code: Supplier Notes: Manufacturer: Larson Part Number: L202 Warranty: Limited Lifetime		


B110002-NB-1-02 Horizontal Operation Storm Windows with Screen					
Supplier		Unit Price	Qty/Unit	Total Price	Attch. Docs
Lowes Home Improvement	<input checked="" type="checkbox"/>	First Offer - \$1.77	22000 / united inch	\$38,940.00	Y
Agency Product Code: Agency Notes:			Supplier Product Code: Supplier Notes: Manufacturer: Larson Part Number: L602 Warranty: Limited Lifetime		


B110002-NB-1-03 Vertical Operation Storm Windows with Full Solar Screen					
Supplier		Unit Price	Qty/Unit	Total Price	Attch. Docs
Lowes Home Improvement	<input checked="" type="checkbox"/>	First Offer - \$2.01	22000 / united inch	\$44,220.00	Y
Agency Product Code: Agency Notes:			Supplier Product Code: Supplier Notes: Manufacturer: Larson Part Number: L202 Warranty: Limited Lifetime		


B110002-NB-1-04 Horizontal Operation Storm Windows with Full Solar Screen					
Supplier		Unit Price	Qty/Unit	Total Price	Attch. Docs
Lowes Home Improvement	<input checked="" type="checkbox"/>	First Offer - \$2.19	22000 / united inch	\$48,180.00	Y
Agency Product Code: Agency Notes:			Supplier Product Code: Supplier Notes: Manufacturer: Larson Part Number: L602 Warranty: Limited Lifetime		


B110002-NB-1-05 Storm Windows, Painted Frame, with Half Aluminum Screen					
Supplier		Unit Price	Qty/Unit	Total Price	Attch. Docs
Lowes Home Improvement	<input checked="" type="checkbox"/>	First Offer - \$1.58	22000 / united inch	\$34,760.00	Y
Agency Product Code: Agency Notes:			Supplier Product Code: Supplier Notes: Manufacturer: Larson Part Number: L202 Warranty: Limited Lifetime		


B110002-NB-1-06 Storm Windows, Painted Frame, with Full Solar Screen					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$2.01	22000 / united inch	\$44,220.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Larson Part Number: L202 Warranty: Limited Lifetime			


B110002-NB-1-07 Interior Storm Window Without Screens					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$0.00	22000 / united inch	\$0.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Vinyl or wood Part Number: Warranty:			

B110002-NB-1-08 Primary Window with Half Screen Double Glazed/Thermal Pane with Low E-glass					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$1.09	22000 / united inch	\$23,980.00	Y	Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 450/451 Series Warranty: Lifetime Series 450 designates single hung. Series 451 designates slider window. Please specify use so window can be manufactured in accordance with replacement, new construction or mobile home requirements.			
Lowes Home Improvement	 First Offer - \$1.68	22000 / united inch	\$36,960.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: MI Windows Part Number: 3000 TX Warranty: 20 Year			


B110002-NB-1-09 Primary Window with Half Screen Double Glazed/Thermal Pane with Low E-glass					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$1.09	22000 / united inch	\$23,980.00	Y	Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 450/451 Series Warranty: Lifetime Series 450 designates single hung. Series 451 designates slider window. Please specify use so window can be manufactured in accordance with replacement, new construction or mobile home requirements.			
Lowes Home Improvement	 First Offer - \$1.68	22000 / united inch	\$36,960.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: MI Windows Part Number: 3000 TX Warranty: 20 Year			


B110002-NB-1-10 Picture Window with Double Glazed/Thermal Pane with Low E-glass (standard)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$0.99	22000 / united inch	\$21,780.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 452 Series Warranty: Lifetime Please specify use so window can be manufactured in accordance with replacement, new construction or mobile home requirements.			
Lowes Home Improvement	 First Offer - \$1.86	22000 / united inch	\$40,920.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Limited Lifetime Part Number: 3000TX Warranty: 20 Year			


B110002-NB-1-11 Picture Window with Double Glazed/Thermal Pane with Low E-glass (nail fins)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$0.99	22000 / united inch	\$21,780.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 452 Series Warranty: Lifetime			
Lowes Home Improvement	 First Offer - \$1.54	22000 / united inch	\$33,880.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Mi Windows Part Number: 3000TX Warranty: 20 Year			


B110002-NB-1-12 Picture Window with Double Glazed/Thermal Pane with Low E-glass (standard)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$0.99	22000 / united inch	\$21,780.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 452 Series Warranty: Lifetime			
Lowes Home Improvement	 First Offer - \$1.72	22000 / united inch	\$37,840.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: MI Windows Part Number: 3000TX Warranty: 20 Year			

B110002-NB-1-13 Picture Window with Double Glazed/Thermal Pane with Low E-glass (Nail Fin)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$0.99	22000 / united inch	\$21,780.00		Y
Agency Product Code:		Supplier Product Code:			


Agency Notes:		Supplier Notes: Manufacturer: Maritech Windows Part Number: 452 Series Warranty: Lifetime			
Lowes Home Improvement	 First Offer - \$1.54	22000 / united inch	\$33,880.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: MI Windows Part Number: 3000TX Warranty: 20 Year			


B110002-NB-1-14 Mobile Home Window w/Screen, Double Glazed/Thermal Pane w/Low E-glass (standard)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$0.00	11250 / united inch	\$0.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Part Number: Warranty:			
Exide Inc.	First Offer - \$1.09	11250 / united inch	\$12,262.50		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 450/451 Series Warranty: Lifetime 450 Series designates single hung. 451 Series designates slider window.			


B110002-NB-1-15 Mobile Home Window w/Screen, Double Glazed/Thermal Pane w/Low E-glass (nail fin)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$0.00	22000 / united inch	\$0.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Part Number: Warranty:			
Exide Inc.	First Offer - \$1.09	22000 / united inch	\$23,980.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 450/451 Series Warranty: Lifetime 450 Series designates single hung. 451 Series designates slider window.			


B110002-NB-1-16 Mobile Home Window w/Screen, Double Glazed/Thermal Pane w/Low E-glass (standard)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$0.00	11250 / united inch	\$0.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Part Number: Warranty:			


Exide Inc.	First Offer - \$1.09	11250 / united inch	\$12,262.50		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 450/451 Series Warranty: Lifetime 450 Series designates single hung. 451 Series designates slider window.			


B110002-NB-1-17 Mobile Home Window w/Screen, Double Glazed/Thermal Pane w/Low E-glass (nail fin)					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$0.00	22000 / united inch	\$0.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Part Number: Warranty:			
Exide Inc.	First Offer - \$1.09	22000 / united inch	\$23,980.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Manufacturer: Maritech Windows Part Number: 450/451 Series Warranty: Lifetime 450 Series designates single hung. 451 Series designates slider window.			

B110002-NB-1-18 Window Tee Mullion					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$1.00	22000 / each	\$22,000.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Priced per foot.			
Lowes Home Improvement	 First Offer - \$4.91	22000 / each	\$108,020.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			

B110002-NB-1-19 Window Tee Mullion					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Exide Inc.	First Offer - \$1.00	22000 / each	\$22,000.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Priced per foot.			
Lowes Home Improvement	 First Offer - \$7.36	22000 / each	\$161,920.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			

B110002-NB-1-20 Replacement Window Locks					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$2.95	22000 / each	\$64,900.00		Y
Agency Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			

B110002-NB-1-21 Sill Expanders					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$0.00	22000 / each	\$0.00		Y
Agency Product Code: Agency Notes:			Supplier Product Code: Supplier Notes:		

B110002-NB-1-22 Sill Expanders					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Lowes Home Improvement	 First Offer - \$0.00	22000 / each	\$0.00		Y
Agency Product Code: Agency Notes:			Supplier Product Code: Supplier Notes:		

Supplier Totals

Lowes Home Improvement		\$800,360.00 (22/22 items)
Bid Contact Michael Rodriguez michael.rodriguez@store.lowes.com Ph 512-441-0329 Fax 512-383-9216	Address 5510 S. IH 35 Bldg A Austin, TX 78745	
Agency Notes:		Supplier Notes:
Exide Inc.		\$251,565.00 (12/22 items)
Bid Contact Mike Countiss mike@exideinc.com Ph 512-693-1714 Fax 888-693-4125	Address 8417 Priest River Dr. Round Rock, TX 78681	
Qualifications SB		
Agency Notes:		Supplier Notes:

**



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

RECEIVED
TRAVIS COUNTY
2011 JAN 14 AM 8:33
PURCHASING
OFFICE

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

MEMORANDUM

DATE: January 13, 2011

TO: Cyd V. Grimes, C.P.M.
Travis County Purchasing Agent

THROUGH Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and & Veterans Service

FROM: Lance Pearson, Travis County Housing Services Manager

SUBJECT: Recommendation for award of Storm and Mobile Home Replacement
Windows, IFB B110002-NB

Housing Services has reviewed the (IFB) Invitation for Contract B110002-NB, Storm and Mobile Home Replace Windows and recommends contract be awarded as follows:

Lowes Home Improvement:

Items: #1 Vertical Operation Storm Windows with Screen, #2 Horizontal Operation Storm Windows with Screen, #3 Vertical Operation Storm Windows with Full Solar Screen, #4 Horizontal Operation Storm Windows with Full Solar Screen, #5 Storm Windows, Painted Frame with Half Aluminum Screen, #6 Storm Windows, Painted Frame, with Full Solar Screen, #20 Replacement Window Locks.

Exide Inc:

Items: #8 Primary Window with Half Screen Double Glazed/Thermal Pane with Low E-glass, #9 Primary Window with Half Screen Double Glazed/Thermal Pane with Low E-glass, #10 Picture Window with Double Glazed/Thermal Pane with Low E-glass (standard), #11 Picture Window with Double Glazed/Thermal Pane with Low E-glass (nail fins), #12 Picture Window with Double Glazed/Thermal Pane with Low E-glass (standard), #13 Picture Window with Double Glazed/Thermal Pane with Low E-glass (Nail Fin), #14 Mobile Home Window

w/Screen, Double Glazed/Thermal Pane w/Low E-glass, #15 Mobile Home Window w/Screen, Double Glazed/Thermal Pane w/Low E-glass (Nail Fin), #16 Mobile Home Window w/Screen, Double Glazed/Thermal Pane w/Low E-glass (Standard), #17 Mobile Home Window w/Screen, Double Glazed/Thermal Pane w/Low E-glass (nail Fin), #18 Window Tee Mullion, #19 Window Tee Mullion.

Items #21 and #22, Sill Expanders, were no bid.

The requested information is listed below:

Account Numbers: 001-5857-611-6277/6278 - General Fund
131-5857-611-6277/6278 – DOE
149-5857-611-6277/6278 – LIHEAP
141-5854-611-6277/6278 - CEAP
Commodity Code -- 952
Sub-commodity Code -- 080

The employees who will be involved with the procurement are Lance Pearson, Housing Manager, Raymond Martinez, Purchasing Assistant; David Notario, Home Repair Supervisor, Terry Harrell, Home Repair Supervisor, and Martin Zamzow, ARRA. Please feel free to contact me at 854-7257 should you require any additional information.

XC: Michelle Small, Housing Services
Nancy Barchus, Purchaser, Travis County Purchasing Office
Deborah Britton, Community Services Division Director
Kendra Tolliver, Finance

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
11:26:09

Fiscal Year	:	2011
Account number	:	1-5857-611.62-77
Fund	:	001 GENERAL FUND
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	57 HOUSING SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	77 CONTRACTED SERVCS-HOUSING

Budget	:	323,466
Encumbered amount	:	95,016.95
Pre-encumbered amount	:	.00
Expenditures	:	225,741.46
Total expenditures	:	320,758.41
Balance	:	2,707.59

Press Enter to continue.**F3=Exit F12=Cancel**

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
15:13:46

Fiscal Year	:	2011
Account number	:	1-5857-611.62-78
Fund	:	001 GENERAL FUND
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	57 HOUSING SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	78 SUPPLIES - HOUSING GRANT
Budget	:	52,876
Encumbered amount	:	11,969.82
Pre-encumbered amount	:	.00
Expenditures	:	20,916.02
Total expenditures	:	32,885.84
Balance	:	19,990.16

Press Enter to continue.**F3=Exit F12=Cancel**

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
15:14:28

Fiscal Year	:	2011
Account number	:	131-5857-611.62-77
Fund	:	131 HOUSING
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	57 HOUSING SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	77 CONTRACTED SERVCS-HOUSING

Budget	:	2,484,674
Encumbered amount	:	1,199,063.30
Pre-encumbered amount	:	29,537.34
Expenditures	:	481,485.55
Total expenditures	:	1,710,086.19
Balance	:	774,587.81

Press Enter to continue.**F3=Exit F12=Cancel**

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
15:14:47

Fiscal Year	:	2011
Account number	:	131-5857-611.62-78
Fund	:	131 HOUSING
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	57 HOUSING SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	78 SUPPLIES - HOUSING GRANT

Budget	:	43,559
Encumbered amount	:	1,931.00
Pre-encumbered amount	:	.00
Expenditures	:	329.20
Total expenditures	:	2,260.20
Balance	:	41,298.80

Press Enter to continue.**F3=Exit F12=Cancel**

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
15:15:01

Fiscal Year	:	2011
Account number	:	149-5857-611.62-77
Fund	:	149 HOUSING
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	57 HOUSING SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	77 CONTRACTED SERVCS-HOUSING

Budget	:	205,870
Encumbered amount	:	69,054.16
Pre-encumbered amount	:	243.86
Expenditures	:	16,989.00
Total expenditures	:	86,287.02
Balance	:	119,582.98

Press Enter to continue.**F3=Exit F12=Cancel**

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
15:15:16

Fiscal Year	:	2011
Account number	:	149-5857-611.62-78
Fund	:	149 HOUSING
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	57 HOUSING SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	78 SUPPLIES - HOUSING GRANT

Budget	:	278,651
Encumbered amount	:	4,901.95
Pre-encumbered amount	:	.00
Expenditures	:	46,435.28
Total expenditures	:	51,337.23
Balance	:	227,313.77

Press Enter to continue.**F3=Exit F12=Cancel**

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
15:15:29

Fiscal Year	:	2011
Account number	:	141-5854-611.62-77
Fund	:	141 CEAP (COMP ENGRY ASST PR)
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	54 FAMILY SUPPORT SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	77 CONTRACTED SERVCS-HOUSING

Budget	:	148,928
Encumbered amount	:	33,187.16
Pre-encumbered amount	:	.00
Expenditures	:	17,413.08
Total expenditures	:	50,600.24
Balance	:	98,327.76

Press Enter to continue.**F3=Exit F12=Cancel**

PI655I01

TRAVIS COUNTY
Account Balance Inquiry1/19/11
15:15:43

Fiscal Year	:	2011
Account number	:	141-5854-611.62-78
Fund	:	141 CEAP (COMP ENGRY ASST PR)
Department	:	58 HEALTH & HUMAN SERVICES
Division	:	54 FAMILY SUPPORT SERVICES
Basic activity	:	61 HEALTH-HUM SVCS (HUM SVC)
Sub activity	:	1 HUMAN SERVICES
Element	:	62 HUMAN SERVICES
Object	:	78 SUPPLIES - HOUSING GRANT
Budget	:	66,417
Encumbered amount	:	.00
Pre-encumbered amount	:	.00
Expenditures	:	12,008.31
Total expenditures	:	12,008.31
Balance	:	54,408.69

Press Enter to continue.**F3=Exit F12=Cancel**



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Ron Dube, Purchasing, 854-6458

Elected/Appointed Official/Dept. Head: Cyd Grimes, Purchasing Agent

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Pursuant to Section 263.151 of the Texas Local Government Code, declare list of certain equipment as Surplus Property and sell at Public Auction.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

The court will note that Facilities Management has replaced seating at the Expo Center and would like to declare 1,180 seating units surplus and sell at public auction.

REQUIRED AUTHORIZATIONS:

Purchasing	Bonnie Floyd	Completed	01/26/2011 9:28 AM
Purchasing	Cyd Grimes	Completed	01/26/2011 1:11 PM
Purchasing Admin Support Group	Juan Gonzalez	Completed	01/26/2011 1:12 PM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



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: EXPO-20-10F-1R

FILE: 1002

TO: Cyd V. Grimes, CPM, Purchasing Agent

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

FROM: Kim Nguyen, AIA, LEED AP, Sr. Architectural Associate

DATE: January 6, 2011

SUBJECT: Exposition Center Arena Stadium Seating Replacement Project
Surplus Seating Auction Request

This is to request the stadium seating removed from the Exposition Center Arena Stadium be declared as surplus and sold on site at the Exposition Center. Of the actual 1,202 seating units removed, 1,180 seats are available for sale. Exposition staff will retain the remaining 22 seats for spare parts.

Please call Kim Nguyen at extension 45967 if you have any questions.

ATTACHMENTS:

1. Supporting documents

COPY TO:

Richard Villareal, Purchasing Agent Assistant IV, TCPO

Lloyd Evans, Maintenance Division Director, TCFMD







Travis County Commissioners Court Agenda RequestVoting Session 2/1/11
(Date)Work Session _____
(Date)I. A. Request made by: Steve M. Manilla Phone # 854-9383
Executive Manager

B. Requested Text:

Consider and take appropriate action on:**A plat for recording in Precinct Two: Mansell Subdivision Final Plat (Final Plat – One lot - 1.977 acres – Engelmann Lane).**

Approved by:

Commissioner Sarah Eckhardt, Precinct Two

- 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:

Michael Hettenhausen: 854-7563 Anna Bowlin: 854-7561

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.)

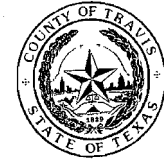
Purchasing Office (854-9700)

____ 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 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.



TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., EXECUTIVE MANAGER

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

BACK-UP MEMORANDUM

January 20, 2011

TO: Members of the Commissioners Court

THROUGH:  Steven M. Manilla, Executive Manager

FROM: Anna Bowlin, Division Director of Development Services

SUBJECT: Mansell Subdivision Final Plat, Precinct Two

Consider and take appropriate action on:

A plat for recording in Precinct Two: Mansell Subdivision Final Plat (Final Plat – One lot - 1.977 acres – Engelmann Lane).

SUMMARY AND STAFF RECOMMENDATION:

This subdivision consists of one single-family residential lot on 1.977 acres. Water service will be provided by Manville Water Supply Corporation and sewage service will be provided by on-site wastewater facilities. There are no public or private streets proposed with this final plat; all lots are platted from the existing Engelmann Lane. No fiscal is required for this short form final plat. The property is located within the City of Pflugerville extra-territorial jurisdiction (ETJ)).

As this final plat application meets all Travis County standards and has been approved by the City of Pflugerville, Transportation and Natural Resources staff recommends approval of the plat.

ISSUES AND OPPORTUNITIES:

At this time, staff has not received any inquiries from adjacent property owners. Should the case manager receive any inquiries prior to Court, an addendum to this memorandum will be presented to the Court.

BUDGETARY AND FISCAL IMPACT:

None.

REQUIRED AUTHORIZATIONS:

None.

FEES:

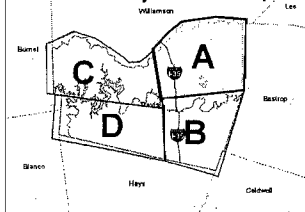
Parkland fees have been paid to Travis County in the amount of \$911.00 as the closest park is Northeast Metro Park. Subdivision review fees of \$3,164.00 were paid on September 3, 2010 (receipt number 57).

EXHIBITS:

Precinct map
Location map
Proposed Final Plat

AB: mh
1105

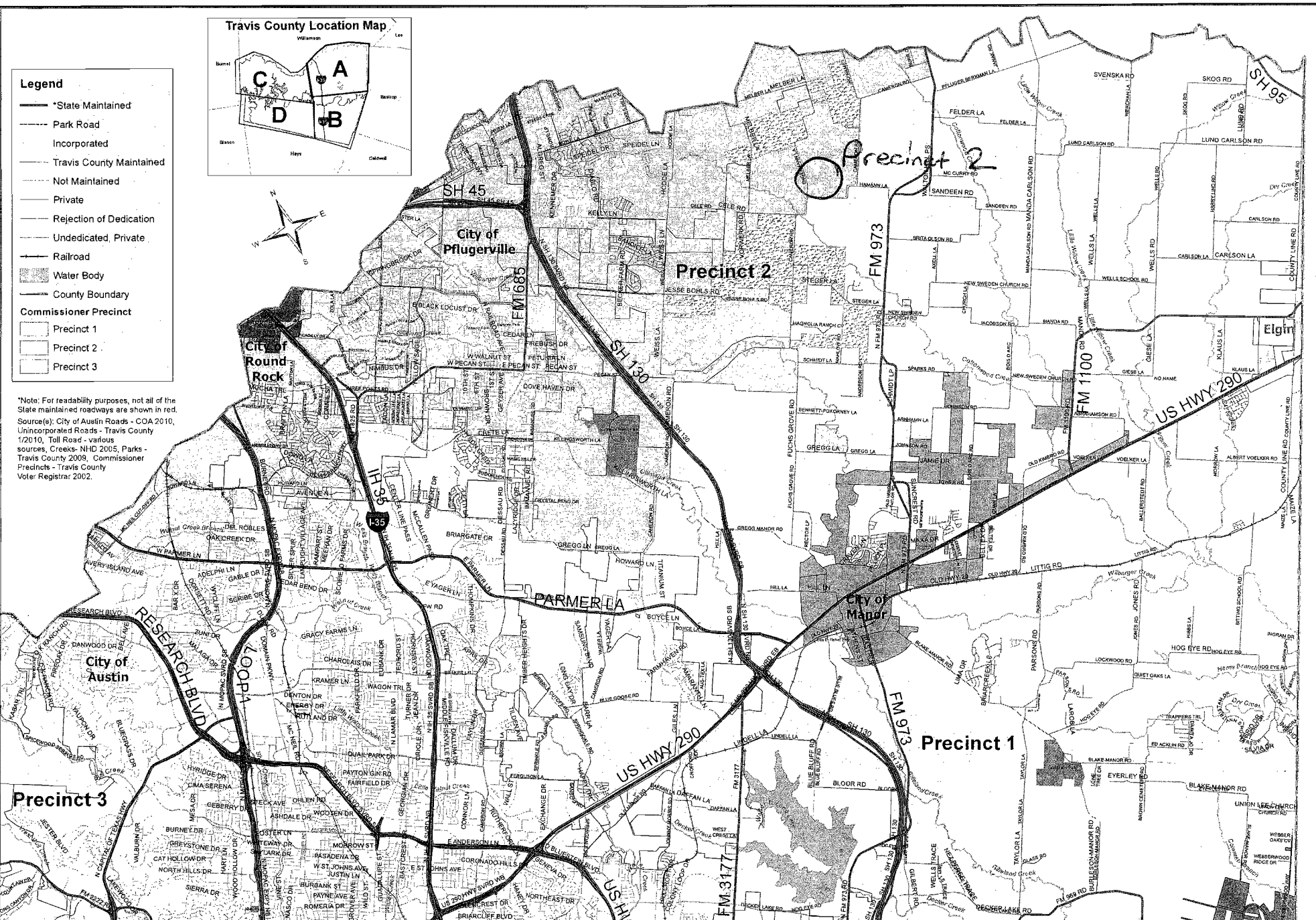
Travis County Location Map



Legend

- *State Maintained
- Park Road
- Incorporated
- Travis County Maintained
- Not Maintained
- Private
- Rejection of Dedication
- Undedicated, Private
- Railroad
- Water Body
- County Boundary
- Commissioner Precinct
 - Precinct 1
 - Precinct 2
 - Precinct 3

*Note: For readability purposes, not all of the State maintained roadways are shown in red. Source(s): City of Austin Roads - COA 2010, Unincorporated Roads - Travis County 1/2010, Toll Road - various sources, Creeks - NHD 2005, Parks - Travis County 2009, Commissioner Precincts - Travis County Voter Registrar 2002.

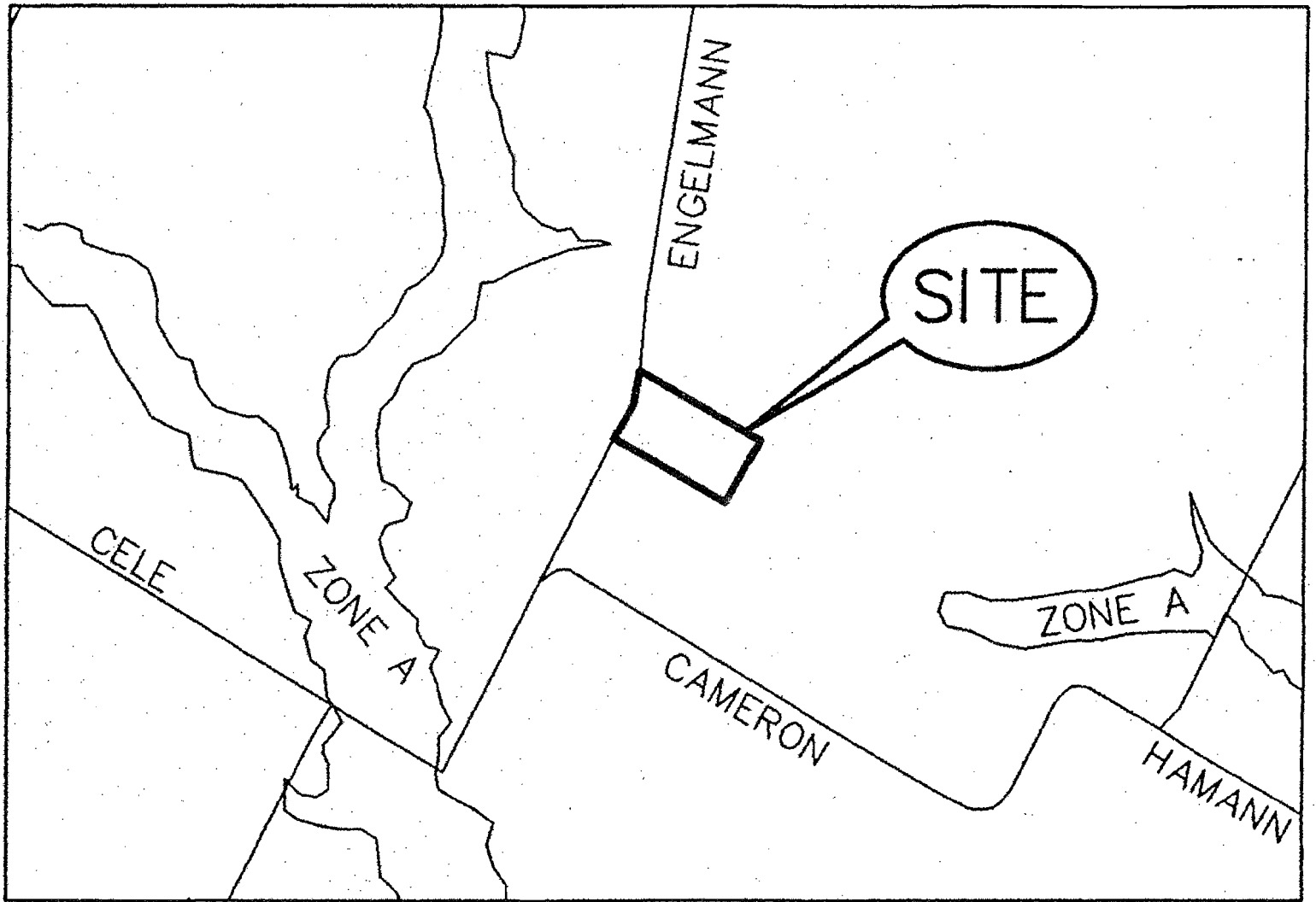


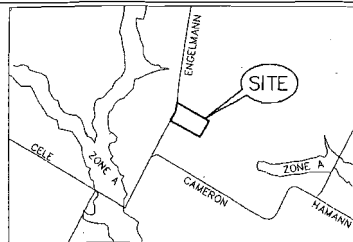
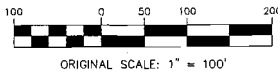
Map Disclaimer: This map was created for the Travis County Sign Crew for identifying Travis County's maintained roadways. The data is provided "as is" with no warranties of any kind.

Travis County Roadways, Map A

0 1
Miles

Map Prepared by: Travis County,
Dept. of Transportation & Natural
Resources. Date: 1/19/2010
<http://www.co.travis.tx.us/maps>



SITE LOCATION MAP
(N.T.S.)

ORIGINAL SCALE: 1" = 100'

MINOR PLAT OF:
MANSELL SUBDIVISION1.977 ACRES OF LAND OUT OF THE J.H. DENSON SURVEY NO. 36, ABSTRACT NO. 234 AND
THE J.P. KEMPE SURVEY NO. 24, ABSTRACT NO. 463, TRAVIS COUNTY, TEXASSTATE OF TEXAS
COUNTY OF TRAVIS

KNOW ALL MEN BY THESE PRESENTS: THAT WE, TRAVIS MANSELL AND SHARON L. MANSELL, OWNERS OF 1.977 ACRES OF LAND, MORE OR LESS, OUT OF THE J.H. DENSON SURVEY NO. 36, ABSTRACT NO. 234 AND THE J.P. KEMPE SURVEY NO. 24, ABSTRACT NO. 463 IN TRAVIS COUNTY, TEXAS, CONVEYED BY DEED RECORDED IN DOC. NO. 2008015430, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY DO HEREBY SUBDIVIDE SAID 1.977 ACRES OF LAND AS PRESCRIBED IN CHAPTER 212 AND 232, LOCAL GOVERNMENT CODE, V.A.C.T.S. IN ACCORDANCE WITH THE ATTACHED PLAT TO BE KNOWN AS:

MANSELL SUBDIVISION

AND DO HEREBY DEDICATE TO THE PUBLIC FOREVER, ALL STREETS, AND EASEMENTS AS SHOWN HEREON, FOR THE PURPOSE AND CONSIDERATION HEREIN EXPRESSED SUBJECT TO ANY COVENANTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS 16 DAY OF January, 2011 A.D.

TRAVIS MANSELL
3351 KILLINGSWORTH LANE #455
PFLUGERVILLE, TEXAS 78660

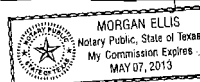
SHARON L. MANSELL
3351 KILLINGSWORTH LANE #455
PFLUGERVILLE, TEXAS 78660

STATE OF TEXAS COUNTY OF TRAVIS

BEFORE ME THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED TRAVIS MANSELL AND SHARON L. MANSELL, KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE 16 DAY OF January, 2011 A.D.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS



TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM NOTES:

1. NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR A PRIVATE ON-SITE WASTEWATER (SEPTIC) SYSTEM THAT HAS BEEN APPROVED AND LICENSED FOR OPERATION BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM.
2. NO ON-SITE WASTEWATER SYSTEM MAY BE INSTALLED WITHIN 100 FEET OF A PRIVATE WATER WELL NOR MAY AN ON-SITE WASTEWATER DISPOSAL SYSTEM BE INSTALLED WITHIN 150 FEET OF A PUBLIC WELL.
3. NO CONSTRUCTION MAY BEGIN ON ANY LOT IN THIS SUBDIVISION UNTIL PLANS FOR A PRIVATE ON-SITE SEWAGE DISPOSAL SYSTEM ARE APPROVED BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM.
4. DEVELOPMENT ON EACH LOT IN THIS SHALL BE IN COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE STATE OF TEXAS ADMINISTRATIVE CODE CHAPTER 285 AND CHAPTER 48 OF THE TRAVIS COUNTY CODE THAT ARE IN EFFECT AT THE TIME OF CONSTRUCTION.
5. RESIDENTIAL LOTS IN THIS SUBDIVISION ARE RESTRICTED TO ONE SINGLE FAMILY DWELLING AND APPURTENANT STRUCTURES PER ACRE.
6. THESE RESTRICTIONS ARE ENFORCEABLE BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM.

STACEY SCHEFFEL, D.R., PROGRAM MANAGER

ON-SITE WASTEWATER, TRAVIS COUNTY TNR

1/13/2011

DATE

COMMISSIONER'S COURT RESOLUTION:

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION ENDING ON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR THE SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT TRAFFIC CONTROL SIGNS, SUCH AS SPEED LIMIT, STOP SIGNS, AND YIELD SIGNS, WHICH IS CONSIDERED TO BE A PART OF THE DEVELOPER'S CONSTRUCTION.

THE STATE LEGISLATURE HAS LIMITED THE AUTHORITY OF COUNTY GOVERNMENTS TO REGULATE LAND USE IN THE UNINCORPORATED AREAS. AT THE TIME THIS PLAT WAS APPROVED, SECTION 232.101(9) OF THE LOCAL GOVERNMENT CODE PROHIBITS TEXAS COUNTIES, UNLESS OTHERWISE AUTHORIZED BY STATE LAW, FROM REGULATING THE USE OF ANY BUILDING OR PROPERTY FOR BUSINESS, INDUSTRIAL, RESIDENTIAL, OR OTHER PURPOSES, THE BULK, HEIGHT, OR NUMBER OF BUILDINGS CONSTRUCTED ON A PARTICULAR TRACT OF LAND; THE SIZE OF A BUILDING THAT CAN BE CONSTRUCTED ON A PARTICULAR TRACT OF LAND, INCLUDING WITHOUT LIMITATION AND RESTRICTION ON THE RATIO OF BUILDING FLOOR SPACE TO THE LAND SQUARE FOOTAGE; AND THE NUMBER OF RESIDENTIAL UNITS THAT CAN BE BUILT PER ACRE OF LAND, UNLESS CONTAINED IN RESTRICTIVE COVENANTS APPLICABLE TO THIS SUBDIVISION. TRAVIS COUNTY MAY NOT, AT THE TIME THIS PLAT WAS APPROVED, RESTRICT OR PROHIBIT ADVERSE LAND USES OR IN THE VICINITY OF LOTS IN THIS SUBDIVISION.

REVISIONS		
DATE	BY	REASON

ATS Job #100526115
Client: United Bill Homes
Date of Field Work: 06/18/20**SHEET 1 OF 1**

GENERAL NOTES:

1. THIS PLAT LIES WITHIN THE CITY OF PFLUGERVILLE, ETJ.
2. NO OBJECTS INCLUDING BUT NOT LIMITED TO BUILDINGS, FENCES, OR LANDSCAPING SHALL BE ALLOWED IN A DRAINAGE EASEMENT.
3. THE PROPERTY OWNER SHALL PROVIDE ACCESS TO DRAINAGE AND UTILITY EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS FOR INSPECTION, OPERATION, AND MAINTENANCE.
4. ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS/HER ASSIGNS.
5. STREETLIGHTS SHALL BE INSTALLED AND OPERATIONAL BY THE SUBDIVIDER WITH PUBLIC IMPROVEMENTS PER ALL CITY OF PFLUGERVILLE STANDARDS. A STREET LIGHTING PLAN SHALL BE APPROVED BY THE APPLICABLE ELECTRIC UTILITY PROVIDER AS WELL AS THE CITY OF PFLUGERVILLE.
6. ALL (NEW) TELEPHONE AND CABLE TELEVISION UTILITY LINES AND ALL ELECTRIC UTILITY LATERAL AND SERVICE LINES AND WIRES SHALL BE PLACED UNDERGROUND, EXCEPT AS OTHERWISE HEREIN PROVIDED.
7. WHERE EXISTING OVERHEAD ELECTRICAL SERVICE EXISTS, ELECTRIC UTILITY SERVICE LINES FOR STREET OR SITE LIGHTING SHALL BE PLACED UNDERGROUND.
8. ALL ELECTRICAL, CABLE TELEVISION, AND TELEPHONE SUPPORT EQUIPMENT (TRANSFORMERS, AMPLIFIERS, SWITCHING DEVICES, ETC.) NECESSARY FOR UNDERGROUND INSTALLATIONS IN SUBDIVISIONS SHALL BE PAD MOUNTED OR PLACED UNDERGROUND IN A PUBLIC UTILITY EASEMENT RATHER THAN A RIGHT-OF-WAY.
9. TREE PRESERVATION STANDARDS OF THE CITY OF PFLUGERVILLE SHALL APPLY.
10. THIS SUBDIVISION IS SUBJECT TO TEXAS POWER AND LIGHT COMPANY & SOUTHWESTERN BELL TELEPHONE COMPANY EASEMENT OF UNDEFINED WIDTH ALONG THE EXISTING OVERHEAD ELECTRIC LINE (7025/7760).
11. THIS SUBDIVISION IS SUBJECT TO MANVILLE WATER SUPPLY CORPORATION 15' WATERLINE EASEMENT CENTERED ON THE PIPE LINE AS INSTALLED (4823/1873).
12. A 10' (TEN) PUBLIC UTILITY EASEMENT (PUE) IS HEREBY DEDICATED ALONG THE ROW OF ENGLEMAN LANE PER COP UDC 15(X)(9)(c).
13. THIS SUBDIVISION IS LIMITED TO 20% IMPERVIOUS COVER.

THIS PROPERTY IS LOCATED WITHIN THE CITY OF PFLUGERVILLE'S EXTRA-TERRITORIAL JURISDICTION ON THIS THE ____ DAY OF ____, 20__.

CITY CERTIFICATION - MINOR PLAT

APPROVED THIS ____ DAY OF ____, 20__, BY THE PLANNING DIRECTOR OF THE CITY OF PFLUGERVILLE, TEXAS ON BEHALF OF THE CITY OF PFLUGERVILLE.

TREV FLETCHER
CITY OF PFLUGERVILLE
PLANNING DIRECTORSTATE OF TEXAS
COUNTY OF TRAVIS

I, DANA DEBEAUVOR, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE ____ DAY OF ____, 20__ A.D., THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY THE ____ DAY OF ____, 20__ A.D.

DANA DEBEAUVOR, COUNTY CLERK
TRAVIS COUNTY, TEXASDEPUTY
STATE OF TEXAS
COUNTY OF TRAVIS

I, DANA DEBEAUVOR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF ____, 20__ A.D. AT ____ O'CLOCK ____ M. OF SAID COUNTY AND STATE IN DOCUMENT NO. ____, OFFICIAL RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS THE ____ DAY OF ____, 20__ A.D.

DANA DEBEAUVOR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

ATTEST:

DEPUTY

KAREN THOMPSON, CITY SECRETARY

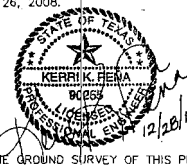
FLOODPLAIN NOTE:

NO PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) #48453 C 0285H, TRAVIS COUNTY, TEXAS, DATED SEPTEMBER 26, 2008.

KERRIK PENA, P.E. NO. 5738
ATS ENGINEERS, INSPECTORS & SURVEYORS
912 S. CAPITAL OF TX HWY, STE 450
AUSTIN, TEXAS 78746

SURVEYORS CERTIFICATION

THIS PLAT WAS PREPARED FROM AN ACTUAL ON THE GROUND SURVEY OF THIS PROPERTY PERFORMED UNDER MY SUPERVISION WITH ALL CORNER MONUMENTS PROPERLY PLACED AND IS ACCURATE AND COMPLETE IN COMPLIANCE WITH THE CITY OF PFLUGERVILLE SUBDIVISION CODE

PAUL UTTERBACK, RPLS NO. 5738
ATS ENGINEERS, INSPECTORS & SURVEYORS
912 S. CAPITAL OF TX HWY, STE 450
AUSTIN, TEXAS 78746

Travis County Commissioners Court Agenda RequestVoting Session 2/1/11
(Date)Work Session _____
(Date)

- I. A. Request made by: Steven Manilla Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

Consider and take appropriate action on the permanent traffic improvements on FM 620 at Quinlan Park and Marshall Ford Road in Precinct Three:

A. Indemnification Agreement with Property Development Centers LLC for funding of improvements; and

B. Advanced Funding Agreement for Voluntary Transportation Improvement Projects with the State of Texas and Travis County.

C. Approved by:

Commissioner Karen Huber, Precinct Three

- 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:

Anna Bowlin: 854-7561

Donna Williams-Jones: 854-7677

- 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 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.



TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, PE, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767

January 20, 2011

MEMORANDUM

TO: Members of the Commissioners Court

THROUGH: Steven Manilla, PE, Executive Manager, TNR

FROM: Anna Bowlin, A.I.C.P.
Program Manager, Development Services

SUBJECT: Advanced Funding Agreement and Indemnification Agreement for traffic improvements at RM 620 at Quinlan Park and Marshall Ford Road

SUMMARY AND STAFF RECOMMENDATION:

Property Development Centers LLC is the developer of a proposed retail shopping center consisting of approximately 150,000 square foot retail space anchored by a 60,000 square foot Randalls grocery store. Project is located on 61 acre tract which is located at the intersection of RM 620 at Quinlan Park Road across from Marshall Ford Road.

TxDOT has prepared an AFA for the improvements on RM 620 related to the development of the new shopping center. TxDOT does not accept fiscal directly from the development community, instead requiring the fiscal to be passed through a local jurisdiction. TxDOT requires the local jurisdiction to sign an Advanced Funding Agreement, making that jurisdiction the responsible party for the project costs. The project improvements include construction of a dual left turn lane, two right turn deceleration lanes and signal upgrades on RM 620 at Quinlan Park and Marshall Ford Roads. When Travis County is asked to sign an AFA, it requires the developers to sign Indemnification Agreement. The Indemnification Agreement passes the obligations and liabilities that the AFA placed on the County back to the developer. The developer's estimated cost of this project is \$750,000 with \$200,000 of that amount to be paid by the developer directly to the consultants for project design. TNR staff recommends this motion.

BUDGETARY AND FISCAL IMPACT:

None.

REQUIRED AUTHORIZATIONS:

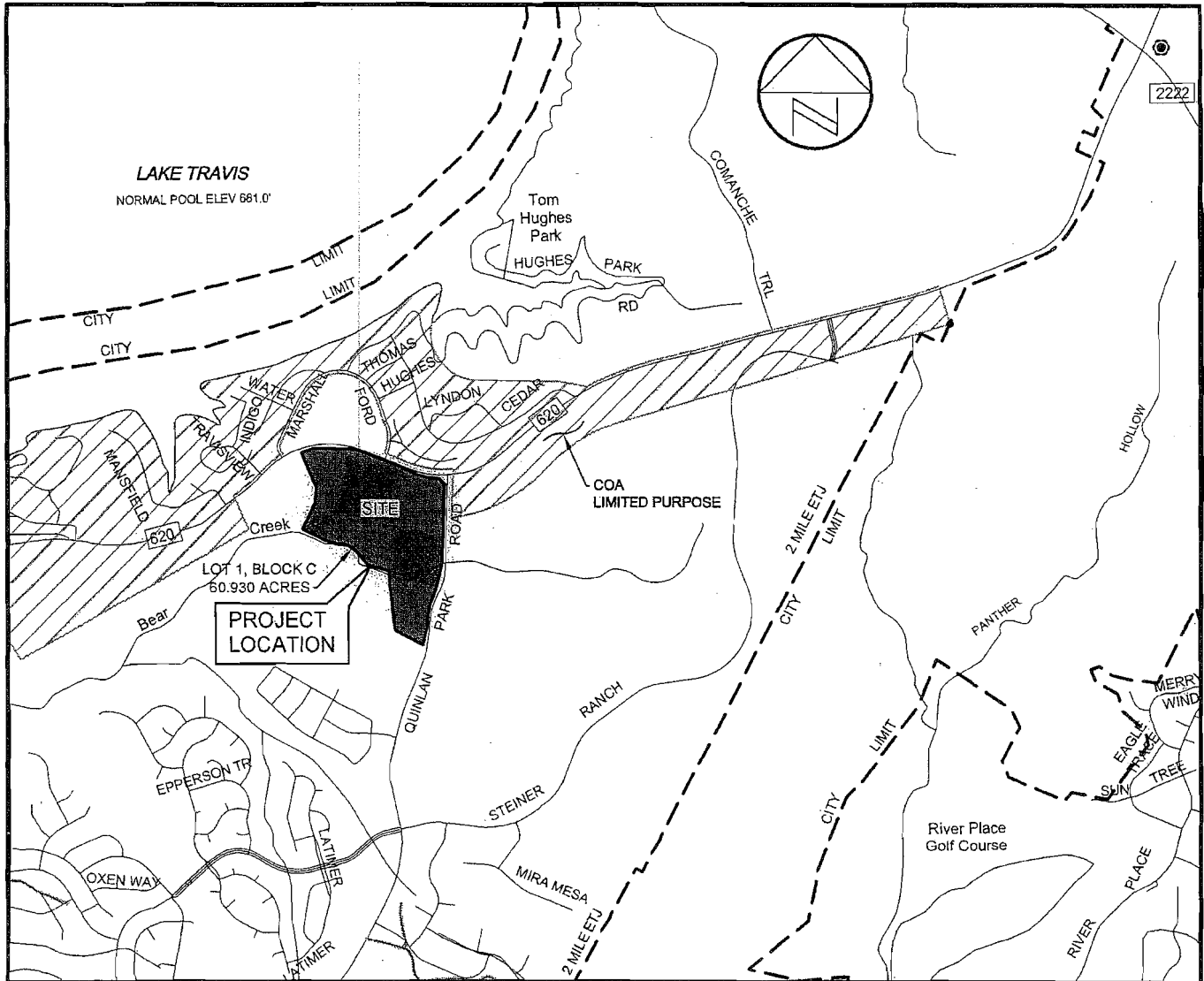
None.

EXHIBITS:

Location map, Indemnification Agreement, Advanced Funding Agreement

AMB:ab

1105



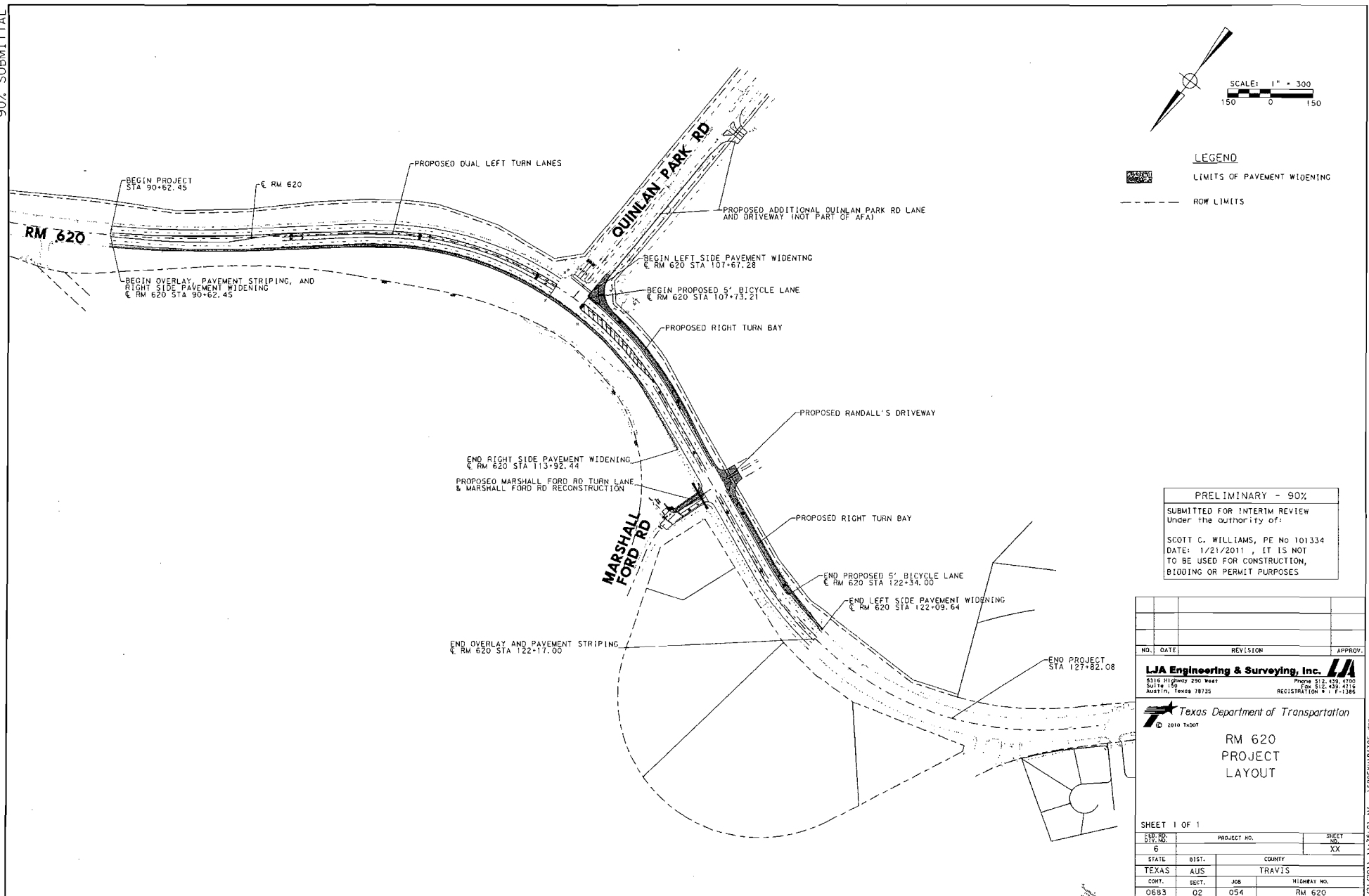
LOCATION MAP

(N.T.S.)

GRID NO. B-32

MAPSCO PAGE 491L, M

90% SUBMITTAL



1/21/2011 11:35:01 AM...\\S0604181\B105.dgn

Indemnification Agreement

This Indemnification Agreement ("Agreement") is entered into by and between Property Development Centers LLC, a Delaware limited liability company ("DEVELOPER"), and Travis County, Texas, a political subdivision of the State of Texas ("COUNTY"), hereinafter collectively referred to as the "Parties".

WHEREAS, the DEVELOPER and the Texas Department of Transportation ("TxDOT") have agreed to construct or install the improvements to the state highway system described in the Advanced Funding Agreement ("AFA") between the COUNTY and TxDOT, which is attached hereto as Exhibit A and incorporated herein for all purposes (the "Project"); and

WHEREAS the DEVELOPER has agreed with TxDOT to pay all costs of the Project; and

WHEREAS, because TxDOT's policy is to accept money for projects to improve state highways only from local governments, the DEVELOPER has requested that the COUNTY accept payment from the DEVELOPER and pass it through to TxDOT pursuant to, and in accordance with, the AFA; and

WHEREAS, to induce the COUNTY to enter into the AFA and for other consideration, the DEVELOPER has agreed to assume the obligations and liability that TxDOT imposes on the COUNTY pursuant to the AFA;

NOW, THEREFORE, the Parties agree as follows:

The DEVELOPER and the COUNTY anticipate that the COUNTY and TxDOT will enter into the AFA.

Prior to the COUNTY executing the AFA, the DEVELOPER shall:

pay the COUNTY the amount estimated by TxDOT \$550,000.00, and any other sums the AFA may specify as the COUNTY's share of the projects total cost ("Estimated Costs"); and

either pay in cash, or post with the COUNTY in a form acceptable to the COUNTY a letter of credit or bond for an additional amount equal to 10% of the Estimated Costs ("Fiscal Security"). The COUNTY may draw fully or partially on the Fiscal Security to satisfy any of the DEVELOPER's obligations under this Agreement, but only if DEVELOPER fails to pay any additional monetary sums or perform any act due and owing hereunder within ten (10) days after receiving a written request for such payment or performance from the COUNTY. The posting of Fiscal Security does not in any way limit the DEVELOPER's liability or obligation under this Agreement to pay any sum in excess of the Fiscal Security.

The DEVELOPER and the COUNTY agree that, if the COUNTY and TxDOT execute an AFA on substantially the same terms as that attached here as Exhibit A, then:

The COUNTY shall pay to TxDOT the Estimated Total Cost of Project to TxDOT pursuant to the AFA; and

The DEVELOPER shall:

perform all work, mitigation, or remediation, and produce and provide to TxDOT all plans, specifications, designs, schedules, estimates, permits, approvals, clearances, maps, property descriptions, or other data, documentation or work products that TxDOT asserts that the AFA obligates the COUNTY to produce, perform or provide; and

within 10 days of a written request from the COUNTY, pay to the COUNTY all monetary sums and indemnify the COUNTY against any and all claims of whatever kind or character for which TxDOT asserts that the COUNTY is liable or obligated to pay under the AFA.

This is an unconditional agreement to indemnify the COUNTY for any liability or obligation that TxDOT asserts or imposes upon the COUNTY under the AFA. If TxDOT asserts that the COUNTY is obligated to perform an act or pay a sum under the AFA, the COUNTY shall not be required to deny, challenge, or litigate that obligation or requirement prior to imposing it upon the DEVELOPER, drawing upon the Fiscal Security, or otherwise enforcing this agreement, and the DEVELOPER may not assert the failure or refusal of the COUNTY to so deny, challenge, or litigate as a defense or condition to meeting the requirements of this Agreement.

Upon TxDOT notifying the COUNTY in writing that the project is complete and that the COUNTY has no more obligations to TxDOT under the AFA, the COUNTY shall release any remaining Fiscal Security and refund to the DEVELOPER any of the Estimated Costs or other money that TxDOT refunds to the COUNTY under the AFA

Miscellaneous

- (a) Any notice given hereunder by any Party to another must be in writing and may be effected by personal delivery or by certified mail, return receipt requested, when mailed to the appropriate addresses specified, with copies, as noted below:

County: Joe Gieselman (or successor)
Executive Manager, TNR
PO BOX 1748
Austin, TX 78767

Copy to: David Escamilla (or successor)
Travis County Attorney
PO BOX 1748
Austin, TX 78767
Attn: File No. 163.1599

Developer: Property Development Centers LLC

c/o Safeway Inc.

5918 Stoneridge Mall Road

Pleasanton, CA 94588

Attn: Construction Project Manager (#88-2987)

Copy to: Safeway Inc.

5918 Stoneridge Mall Road

Pleasanton, CA 94588

Attention: Real Estate Law Department (#88-2987)

The Parties may change their respective address for purposes of giving notice by giving at least five days written notice of the new address to the other Party. If any date or period provided in the Agreement ends on a Saturday, Sunday, or legal holiday, the applicable period shall be extended to the next business day.

(b) As used in this Agreement, whenever the context so indicates, the masculine, feminine, or neuter gender and the singular or plural number will each be deemed to include the others.

(c) This Agreement contains the complete and entire Agreement between the Parties respecting the Project, and supersedes all prior negotiations, agreement, representations, and understanding, if any, between the Parties. This Agreement may not be modified, discharged, or changed except by a further written agreement, duly executed by the Parties. However, any consent, waiver, approval, or any other authorization will be effective if signed by the Party granting or making such consent, waiver, approval, or authorization.

(d) No official, representative, agent, or employee of the County has any authority to modify this Agreement, except pursuant to such express authority as may be granted by the commissioners' court of the County.

(e) The Parties agree to execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the purposes of this Agreement.

(f) If performance by any Party of any obligation under this Agreement is interrupted or delayed by reason of unforeseeable event beyond its control, whether such event is an act of God or the common enemy, or the result of war, riot, civil commotion, sovereign conduct other than acts of the County under this Agreement, or the act or conduct of any person or persons not a party or privy hereto, then such Party will be excused from such performance for such period of time as may be necessary after such occurrence to remedy the effects thereof.

(g) To the extent allowed by law, each Party will be responsible for, and will indemnify and hold harmless the other Parties, their officers, agents, and employees, from any and all

claims, losses, damages, causes of action, lawsuits, or liability resulting from, the indemnifying Party's acts or omissions of negligence or misconduct or in breach of this Agreement, including but not limited to claims for liquidated damages, delay damages, demobilization or remobilization costs, or claims arising from inadequacies, insufficiencies, or mistakes in the plans and specifications and other work products or any other materials or services a Party provides under this Agreement. Each Party will promptly notify the other of any claim asserted by or against it for damages or other relief in connection with this Agreement.

(h) The Parties acknowledge that in the event of default or any obligation under this Agreement, remedies at law will be inadequate and that, in addition to any other remedy at law or in equity, each Party will be entitled to seek specific performance of this Agreement. The DEVELOPER agrees to pay and the COUNTY shall be entitled to recover reasonable attorney's fees and other collection costs if after receiving a written notice of a payment or performance default hereunder from the COUNTY describing such default in reasonable detail and stating that the COUNTY intends to refer collection of a sum owed under or enforcement of this Agreement to an attorney, DEVELOPER fails to cure such default within ten (10) days after receiving such notice.

(i) This Agreement will be construed under the laws of the State of Texas and all obligations of the Parties hereunder are performable in Travis County, Texas. Any suit pursued relating to this Agreement will be filed in a court of Travis County, Texas.

(j) Any clause, sentence, provision, paragraph, or article of this Agreement held by a court of competent jurisdiction to be invalid, illegal, or ineffective will not impair, invalidate, or nullify the remainder of this Agreement, but the effect thereof will be confined to the clause, sentence, provision, paragraph, or article so held to be invalid, illegal, or ineffective.

(k) Subject to the immediately succeeding sentence, this Agreement will be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, successors, and assigns. No Party may assign its rights or obligations under this Agreement without the written consent of the other Party.

(l) Except as otherwise expressly provided herein, nothing in this Agreement, express or implied, is intended to confer upon any person, other than the Parties hereto, any benefits, right, or remedies under, or by reason of this agreement.

(m) This Agreement is effective upon execution by all Parties. This Agreement may be executed simultaneously in one or several counterparts, each of which will be deemed an original, and all of which together will constitute one and the same instrument. The terms of this Agreement will become binding upon each Party from and after the time that it executes a copy hereof. In like manner, from and after the time it executes a consent or other document authorized or required by the terms of this Agreement, such consent or other document will be binding on each party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in, multiple copies, each of equal dignity, on this ____ day of January, 2011.

TRAVIS COUNTY, TEXAS

By:

Samuel T. Biscoe, County Judge

Date:

DEVELOPER:

PROPERTY DEVELOPMENT CENTERS LLC,
a Delaware limited liability company

By: Safeway Inc.,
a Delaware corporation,
its Sole and Managing Manager

By:




Assistant Vice President

By:



Assistant Secretary

Form Approved 

CSJ # 0683-02-054
District # 12 – Austin
Code Chart 64 # 50227
Project: RM 620 at Quinlan Park
& Marshall Ford Roads
Federal Highway Administration
CFDA#: N/A

THE STATE OF TEXAS §

THE COUNTY OF TRAVIS §

 **ORIGINAL**

**ADVANCE FUNDING AGREEMENT FOR VOLUNTARY
LOCAL GOVERNMENT CONTRIBUTIONS
TO TRANSPORTATION IMPROVEMENT
PROJECTS WITH NO REQUIRED MATCH
CATEGORY 10 PROJECT
ON-SYSTEM**

THIS AGREEMENT IS MADE BY AND BETWEEN the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State", and Travis County, acting by and through its duly authorized officials, hereinafter called the "Local Government."

WITNESSETH

WHEREAS, Transportation Code, Chapters 201, 221, 227, and 361, authorize the State to lay out, construct, maintain, and operate a system of streets, roads, and highways that comprise the State Highway System; and,

WHEREAS, Government Code, Chapter 791, and Transportation Code, §201.209 and Chapter 221, authorize the State to contract with municipalities and political subdivisions; and,

WHEREAS, Commission Minute Order Number 112237 authorizes the State to undertake and complete a highway improvement generally described as intersection improvements; and,

WHEREAS, the Local Government has requested that the State allow the Local Government to participate in said improvement by funding that portion of the improvement described as the construction of a dual left turn lane, two right turn deceleration lanes and signal upgrades on RM 620 at Quinlan Park and Marshall Ford Roads in Travis County, hereinafter called the "Project"; and,

WHEREAS, the State has determined that such participation is in the best interest of the citizens of the State;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, the State and the Local Government do agree as follows:

AGREEMENT

Article 1. Time Period Covered

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed, and the State and the Local Government will consider it to be in full force and effect until the Project described herein has been completed and accepted by all parties or unless terminated, as hereinafter provided.

CSJ # 0683-02-054
District # 12 – Austin
Code Chart 64 # 50227
Project: RM 620 at Quinlan Park
& Marshall Ford Roads
Federal Highway Administration
CFDA#: N/A

Article 2. Project Funding and Work Responsibilities

The State will authorize the performance of only those Project items of work which the Local Government has requested and has agreed to pay for as described in Attachment A, Payment Provision and Work Responsibilities which is attached to and made a part of this contract.

In addition to identifying those items of work paid for by payments to the State, Attachment A, Payment Provision and Work Responsibilities, also specifies those Project items of work that are the responsibility of the Local Government and will be carried out and completed by the Local Government, at no cost to the State.

At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction costs.

In the event that the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.

Whenever funds are paid by the Local Government to the State under this Agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation Trust Fund." The check or warrant shall be deposited by the State in an escrow account to be managed by the State. Funds in the escrow account may only be applied by the State to the Project. If, after final Project accounting, excess funds remain in the escrow account, those funds shall be returned to the Local Government.

Article 3. Right of Access

If the Local Government is the owner of any part of the Project site, the Local Government shall permit the State or its authorized representative access to the site to perform any activities required to execute the work.

Article 4. Adjustments Outside the Project Site

The Local Government will provide for all necessary right-of-way and utility adjustments needed for performance of the work on sites not owned or to be acquired by the State.

Article 5. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 6. Document and Information Exchange

The Local Government agrees to electronically deliver to the State all general notes, specifications, contract provision requirements and related documentation in a Microsoft® Word or similar document. If requested by the State, the Local Government will use the State's document template. The Local Government shall also provide a detailed construction time estimate including types of activities and month in the format required by the State. This requirement applies whether the local government creates the documents with its own forces or by hiring a consultant or professional provider. At the

CSJ # 0683-02-054
District # 12 – Austin
Code Chart 64 # 50227
Project: RM 620 at Quinlan Park
& Marshall Ford Roads
Federal Highway Administration
CFDA#: N/A

request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

Article 7. Interest

The State will not pay interest on funds provided by the Local Government. Funds provided by the Local Government will be deposited into, and retained in, the State Treasury.

Article 8. Inspection and Conduct of Work

Unless otherwise specifically stated in Attachment A, Payment Provision and Work Responsibilities, to this contract, the State will supervise and inspect all work performed hereunder and provide such engineering inspection and testing services as may be required to ensure that the Project is accomplished in accordance with the approved plans and specifications. All correspondence and instructions to the contractor performing the work will be the sole responsibility of the State. Unless otherwise specifically stated in Attachment A to this contract, all work will be performed in accordance with the *Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges* adopted by the State and incorporated herein by reference, or special specifications approved by the State.

Article 9. Increased Costs

In the event it is determined that the funding provided by the Local Government will be insufficient to cover the State's cost for performance of the Local Government's requested work, the Local Government will pay to the State the additional funds necessary to cover the anticipated additional cost. The State shall send the Local Government a written notification stating the amount of additional funding needed and stating the reasons for the needed additional funds. The Local Government shall pay the funds to the State within 30 days of the written notification, unless otherwise agreed to by all parties to this agreement. If the Local Government cannot pay the additional funds, this contract shall be mutually terminated in accord with Article 11 - Termination. If this is a fixed price agreement as specified in Attachment A, Payment Provision and Work Responsibilities, this provision shall only apply in the event changed site conditions are discovered or as mutually agreed upon by the State and the Local Government.

If any existing or future local ordinances, commissioners court orders, rules, policies, or other directives, including but not limited to outdoor advertising billboards and storm water drainage facility requirements, are more restrictive than State or Federal Regulations, or if any other locally proposed changes, including but not limited to plats or replats, result in increased costs, then any increased costs associated with the ordinances or changes will be paid by the local government. The cost of providing right of way acquired by the State shall mean the total expenses in acquiring the property interests either through negotiations or eminent domain proceedings, including but not limited to expenses related to relocation, removal, and adjustment of eligible utilities.

Article 10. Maintenance

Upon completion of the Project, the State will assume responsibility for the maintenance of the completed Project unless otherwise specified in Attachment A to this agreement.

Article 11. Termination

This agreement may be terminated in the following manner:

- ♦ by mutual written agreement and consent of both parties;

CSJ # 0683-02-054
District # 12 – Austin
Code Chart 64 # 50227
Project: RM 620 at Quinlan Park
& Marshall Ford Roads
Federal Highway Administration
CFDA#: N/A

- ♦ by either party upon the failure of the other party to fulfill the obligations set forth herein;
- ♦ by the State if it determines that the performance of the Project is not in the best interest of the State.

If the agreement is terminated in accordance with the above provisions, the Local Government will be responsible for the payment of Project costs incurred by the State on behalf of the Local Government up to the time of termination.

- ♦ Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due to the Local Government, the State, or the Federal Government will be promptly paid by the owing party.

Article 12. Notices

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid or sent by electronic mail, (electronic notice being permitted to the extent permitted by law but only after a separate written consent of the parties), addressed to such party at the following addresses:

Local Government:	State:
County Judge	Director of Contract Services
Travis County	Texas Department of Transportation
314 W. 11th Street	125 E. 11th Street
Austin, Texas 78767	Austin, Texas 78701

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

Article 13. Sole Agreement

In the event the terms of the agreement are in conflict with the provisions of any other existing agreements between the Local Government and the State, the latest agreement shall take precedence over the other agreements in matters related to the Project.

Article 14. Successors and Assigns

The State and the Local Government each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of such other party in respect to all covenants of this agreement.

Article 15. Amendments

By mutual written consent of the parties, this contract may be amended prior to its expiration.

Article 16. State Auditor

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of

CSJ # 0683-02-054
District # 12 – Austin
Code Chart 64 # 50227
Project: RM 620 at Quinlan Park
& Marshall Ford Roads
Federal Highway Administration
CFDA#: N/A

funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

Article 17. Insurance

If this agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

Article 18. Signatory Warranty

The signatories to this agreement warrant that each has the authority to enter into this agreement on behalf of the party they represent.

IN WITNESS WHEREOF, THE STATE AND THE LOCAL GOVERNMENT have executed duplicate counterparts to effectuate this agreement.

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____ Date _____
Cathy T. Floyd, CPA
South Regional Support Center Director

THE LOCAL GOVERNMENT

Name of the Local Government _____ Travis County

By _____ Date _____

Typed or Printed Name and Title _____

CSJ # 0683-02-054
 District # 12 – Austin
 Code Chart 64 # 50227
 Project: RM 620 at Quinlan Park
 & Marshall Ford Roads
 Federal Highway Administration
 CFDA#: N/A

ATTACHMENT A

Payment Provision and Work Responsibilities

Description	Total Estimated Cost	Federal Participation		State Participation		Local Participation	
		%	Cost	%	Cost	%	Cost
PE (By LG)	\$200,000	0%	\$0	0%	\$0	100%	\$200,000
Construction (By LG)	\$550,000	0%	\$0	0%	\$0	100%	\$550,000
Subtotal	\$750,000		\$0		\$0		\$550,000
PE Direct State Costs (14.5%)	\$29,000	0%	\$0	100%	\$29,000	0%	\$0
Construction Direct State Costs (14.5%)	\$79,750	0%	\$0	100%	\$79,750	0%	\$0
Indirect State Costs (6.2%)	\$46,500	0%	\$0	100%	\$46,500	0%	\$0
TOTAL	\$951,750		\$0		\$155,250		\$750,000

It is further understood that the State will include only those items for the improvements requested and required by the Local Government. This is an estimate. The final amount of Local Government participation will be based on actual costs.

Work Responsibilities

Environmental Requirements

- A. The Local Government shall be responsible for identification of all environmental issues associated with this project and shall be responsible for preparation of the appropriate environmental documentation necessary to secure environmental clearance for the Project. Preparation and coordination of the environmental documentation shall be through the TxDOT Austin District Environmental Coordinator at (512) 832-7168.
- B. To the extent required to complete the Project, the Local Government will be responsible for the mitigation and remediation of any environmental problems associated with the development of the Project. All costs associated with the remediation of the environmental problems will be the responsibility of the Local Government.
- C. The Local Government shall provide to the State written documentation from the appropriate regulatory agency(s) that all environmental clearances have been obtained, prior to the State advertising for bids.

Engineering Services

- A. The Local Government shall prepare or cause to be prepared the engineering plans, specifications, and estimates (PS&E) necessary for the development of the Project. The PS&E shall be prepared in accordance with all applicable laws, policies and regulations, deemed necessary by the State.

CSJ # 0683-02-054
District # 12 – Austin
Code Chart 64 # 50227
Project: RM 620 at Quinlan Park
& Marshall Ford Roads
Federal Highway Administration
CFDA#: N/A

- B. The design shall conform to the Texas Department of Transportation *Roadway Design Manual*, the Texas Accessibility Standards and any applicable State design criteria, and engineering plans shall be developed in accordance with the current edition of the *Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges* and the special specifications and special provisions related thereto. A project development schedule of design activities shall be supplied to the TxDOT Georgetown Area Engineer office upon initiation of the Project. Design reviews shall be held for 30%, 60%, 90% and 100% plans in accordance with the Austin District's Project Development Review Process or under a previously approved schedule.
- C. The Local Government shall submit a copy of the redlined plans provided by the State with all applicable plan submittals to indicate that QC/QA was undertaken.
- D. The Local Government shall submit the completed PS&E to the State for review and approval four months prior to the State's anticipated bid opening date. The project shall not be scheduled for receipt of bids until all necessary right of way has been acquired, required utilities adjusted and environmental cleared.

Utilities

The Local Government shall be responsible for the adjustment, removal, or relocation of utility facilities for the defined work in accordance with applicable State laws, regulations, rules, policies, and procedures, including any cost to the State of a delay resulting from the Local Government's failure to ensure that utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. The Local Government must obtain advance approval for any variance from established procedures. The Local Government shall provide a certification stating that the Local Government has completed the adjustment of all utilities that must be adjusted before construction is completed.

Construction Responsibilities

- A. The State shall advertise for construction bids, issue bid proposals, receive and tabulate the bids and award and administer the contract for construction of the Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements, amendments, or additional work orders, which may become necessary subsequent to the award of the construction contract.
- B. The State will use its approved contract letting and award procedures to let and award the construction contract. At its option, the State may submit the Project for pricing and execution as a change order into a currently active State let roadway improvement project.
- C. The State will award the contract up to a cost equal to 20% over the Latest Engineers Estimate. The Local Government shall be responsible for 100% of the construction costs of any contract so awarded.

Travis County Commissioners' Court Agenda Request

Meeting Date: February 1, 2011

I. A. Requestor: DEECE ECKSTEIN, IGR Phone # 854-9754

B. Specific Agenda Wording:

CONSIDER AND TAKE APPROPRIATE ACTION ON LEGISLATIVE MATTERS, INCLUDING:

- A. UPDATE ON LEGISLATIVE ACTIVITIES;
- B. ADDITION TO THE PRIORITIES, POLICY POSITIONS, AND THE POSITIONS ON OTHER PROPOSALS SECTIONS OF THE TRAVIS COUNTY LEGISLATIVE AGENDA; AND
- C. RESOLUTION IN SUPPORT OF HOUSE BILL 443 AND SENATE BILL 374, RELATING TO THE AMOUNT OF THE FEE PAID BY A DEFENDANT FOR A PEACE OFFICER'S SERVICES IN EXECUTING OR PROCESSING AN ARREST WARRANT, CAPIAS, OR CAPIAS PRO FINE.

C. Sponsor: _____
County Commissioner or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request.

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request.

SEE LIST BELOW	

III. Required Authorizations: Please check if applicable:

NONE APPLICABLE.

NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

Diane Blankenship

Director, Human Resources Management Department

Phone: 854-9170

Email: Diane.Blankenship@co.travis.tx.us

Daniel Bradford
County Attorney's Office
Phone: 854-3718
Email: Daniel.Bradford@co.travis.tx.us

David Escamilla
County Attorney
Phone: 854-9415
Email: David.Escamilla@co.travis.tx.us

Sherrie Fleming, Executive Manager
Health and Human Services/Veterans Services
Phone: 854-4101
Email: Sherri.Fleming@co.travis.tx.us

Steven Manilla, Executive Manager
Transportation and Natural Resources
Phone: 854-9429
Email: Steven.Manilla@co.travis.tx.us

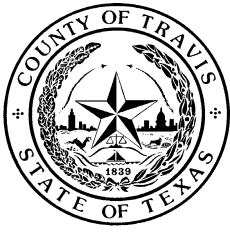
Cyd Grimes
Purchasing Agent
Phone: 854-9700
Email: Cyd.Grimes@co.travis.tx.us

Joe Harlow, Interim Executive Manager
Information Technology Services
Phone: 854-9372
Email: Joe.Harlow@co.travis.tx.us

Danny Hobby, Executive Manager
Emergency Services
Phone: 854-4416
Email: Danny.Hobby@co.travis.tx.us

Roger Jefferies, Executive Manager
Justice and Public Safety
Phone: 854-4415
Email: Roger.Jefferies@co.travis.tx.us

Rodney Rhoades, Executive Manager
Planning and Budget Office
Phone: 854-9106
Email: Rodney.Rhoades@co.travis.tx.us



MEMO

- ☐ **For Your Information**
- ☐ **Action Required**

TO: Travis County Commissioners Court

FROM: Deece Eckstein, Coordinator, IGR

DATE: Thursday, January 27, 2011

RE: Legislative agenda items for Tuesday, February 2:

- Report on legislative activities
- Adoption of a resolution in favor of House Bill

SUMMARY AND IGR RECOMMENDATION

IGR recommends adoption proposed Resolution in support of increasing the warrant fee and of House Bill 443 and Senate Bill 374.

BACKGROUND

Attached are:

1. a summary of IGR legislative activities in the last week; and
2. a resolution in support of increasing the warrant fee (adopted as a Position on Other Proposals by the Court last week) and of HB 443 and SB 374.

Cc: Executive Managers
Constables Bruce Elfant and Richard McCain

Highlights of Legislative Activities
Travis County Intergovernmental Relations
Tuesday, February 1, 2011

1. The House version of the budget, [HB 1](#), was released on Wednesday, January 18. The bill calls for spending approximately \$156 billion in the next two years, a decline of over \$30 billion from the current biennial budget of \$187 billion. The budget assumes no new sources of revenue and no draw-down on the state's Rainy Day Fund.
2. The Senate version of the budget, [SB 1](#), was released on Monday, February 24. Their version calls for spending approximately \$158.7 billion in the next two years, a decline of over \$28.8 billion from the current biennial budget of \$187 billion. The budget assumes no new sources of revenue and no draw-down on the state's Rainy Day Fund.
3. The Texas Association of Counties (TAC) will release its analysis of HB 1 on Friday, January 28. I will forward it to members of the Court. TAC and CUC continue to develop even deeper analyses of the proposed budget cuts and their likely impacts on county governments' ability to serve their communities.
4. On Monday, January 24, Lieutenant Governor Dewhurst announced the members of the Senate Finance Committee. There are two new members, Senators Craig Estes and Dan Patrick. Neither Travis County senator is on the committee. Lieutenant Governor Dewhurst is expected to name other committee as early as Thursday or Friday, January 24-25.
5. The House adopted its rules on Monday, January 24. Committee assignments are forthcoming, possible on Friday, February 4.
6. Governor Perry added a fifth emergency to the session's early agenda: requiring any woman wishing to get an abortion to obtain a sonogram. This joins four other issues: eminent domain reform, bans on sanctuary cities, Voter ID, and urging the passage of a balanced budget amendment to the U.S. Constitution.
7. The Policy Committee of the CUC will meet on Wednesday, January 2. At that time, we will be asking the Policy Committee to support a number of Travis County initiatives.
8. IGR staff members participate regularly in meetings of the CUC legislative team, the TAC legislative team and a group representing local governments.
9. IGR staff members continue to work with members of the Travis County legislative delegation and others to draft bills to implement our legislative priorities.
10. As of Tuesday, January 25, the IGR staff is tracking **326** bills. Key County staffers are analyzing relevant bills through the ATLAS system.

**RESOLUTION IN SUPPORT OF
LEGISLATION TO INCREASE THE WARRANT FEE**

WHEREAS, the execution of criminal warrants by local law enforcement agencies is a critical function that promotes the rule of law and compels compliance with court actions; and,

WHEREAS, the costs of providing warrant execution services are intended to be covered by a \$50 warrant fee for each warrant executed that is authorized by Article 102.011(a)(2), Texas Code of Criminal Procedure and paid for by criminal defendants; and,

WHEREAS, a warrant fee is assessed only against a person who has violated a court order, including an order to appear in court; and,

WHEREAS, the Texas Legislature has not increased the warrant fee in 12 years, and

WHEREAS, the Travis County Planning and Budget Office determined in 2008 that the costs of executing warrants exceed \$85 per warrant; and,

WHEREAS, Travis County taxpayers currently bear nearly 40% of the costs of executing criminal warrants that should be paid from warrant fee proceeds and not by the general citizenry; and,

WHEREAS, State Representative Allen Fletcher has filed House Bill 443, and State Senator Jeff Wentworth has filed Senate Bill 374, both of which would raise the warrant fee from \$50 to \$75;

THEREFORE BE IT RESOLVED that the Travis County Commissioners Court urges the Texas Legislature to reduce this under-funded mandate on Texas counties by increasing the warrant fee; and

BE IT FURTHER RESOLVED that the Travis County Commissioners Court expresses its support for House Bill 443 and Senate Bill 374 and wishes to communicate that support to members of the Travis County delegation.



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Deone Wilhite, Commissioner Precinct 1 Office, 854-9111

Elected/Appointed Official/Dept. Head: Ron Davis, Precinct 1, Commissioner

Sponsors: Commissioner Davis

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REAPPOINTMENT OF ADRIENNE ISOM TO THE TRAVIS COUNTY HISTORICAL COMMISSION, EFFECTIVE IMMEDIATELY THROUGH JANUARY 31, 2013.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

n/a

FISCAL IMPACT AND SOURCE OF FUNDING:

No Financial Impact

REQUIRED AUTHORIZATIONS:

Commissioner Precinct 1 Office	Ron Davis	Completed	01/25/2011 11:13 AM
Commissioner Precinct 1 Office	Ron Davis	Completed	01/25/2011 11:13 AM
County Judge's Office	Cheryl Aker	Completed	01/25/2011 1:28 PM
Commissioners Court	Cheryl Aker	Pending	



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Danny Hobby, Emergency Services, 854-4416

Elected/Appointed Official/Dept. Head: Danny Hobby, Executive Manager

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING REAPPOINTMENTS TO THE AUSTIN-TRAVIS COUNTY EMERGENCY MEDICAL SERVICES ADVISORY BOARD, EFFECTIVE IMMEDIATELY THROUGH 10/31/2012:

A. Paula S. Barr; and

B. Bob Taylor.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Bob Taylor, representing an Emergency Services District Commissioner, and Paula S. Barr, representing a Travis County Representative. Bob is currently the Chairperson of the Board and continues, along with Paula, to be very active, participating Board members, representing Travis County very well in discussion and recommendations for improved emergency service delivery throughout the county.

STAFF RECOMMENDATIONS:

Emergency Services recommends the reappointment.

ISSUES AND OPPORTUNITIES:

We have the opportunity to continue with two experienced Board members serving our residents.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

REQUIRED AUTHORIZATIONS:

Emergency Services
County Judge's Office
Commissioners Court

Danny Hobby
Cheryl Aker
Cheryl Aker

Completed
Pending
Pending

01/23/2011 3:17 PM



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Karen L. Huber, Commissioner Precinct 3 Office, 854-9333

Elected/Appointed Official/Dept. Head: Karen L. Huber, Precinct 3, Commissioner

Sponsors: Commissioner Huber

AGENDA LANGUAGE:

Consider and take appropriate action on the appointment of Tina Romanella de Marquez to the Emergency Services District No. 10 Board of Commissioners, effective immediately through December 31, 2011.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Enter Background/Summary of Request and Attachments here

FISCAL IMPACT AND SOURCE OF FUNDING:

n/a

REQUIRED AUTHORIZATIONS:

Commissioner Precinct 3 Office	Karen L. Huber	Completed	01/25/2011 4:28 PM
Commissioner Precinct 3 Office	Karen L. Huber	Completed	01/25/2011 4:28 PM
County Judge's Office	Cheryl Aker	Completed	01/26/2011 10:14 AM
Commissioners Court	Cheryl Aker	Pending	

TINA ROMANELLA de MARQUEZ, MBA

512.844.8572 | 1tmrdm@gmail.com

PROFESSIONAL ASSOCIATIONS AND VOLUNTEER SERVICE

- Volunteer Mentor, Communities in Schools (January 2010 – present)
- Board Member, San Antonio Chamber of Commerce, Women's Conference (2008-2009)
- Adjunct Faculty, Operations Management, St. Edwards University, Austin, TX (2000-2006)
- Trustee, The Girls' School of Austin, Austin, TX (2005-2007)
- Board Member, The Association of Women in Technology - Austin, TX (2003-2004)

CAREER SUMMARY

Comprehensive professional services experience includes business development, account and project management, and client service delivery. Outstanding relationship management, strategic and tactical planning, and problem-solving skills. Proven ability to work with and provide executable solutions to multiple constituents, including C-level management and staff.

PROFESSIONAL EXPERIENCE

FOUNTAINHEAD VENTURES, Austin, TX

04/2009 – present

Independent consulting firm offering project management, systems integration, and training services.

Principal

- Delivered project plans, project management framework, and organizational recommendations to bioinformatics technology development company for use in government multi-million dollar contract.
- Provided database support and cleansing in a corporate performance management software implementation for privately-held corporation.
- Created project plan and resource schedules to execute ERP financial and accounting system integration for a medical technology company.

ACCRETIVE SOLUTIONS, San Antonio, TX

2006 – 2009

Privately-held national professional services firm serving the needs of start-up to Fortune 500 clients in the areas of Accounting/Finance, Enterprise Governance, and Information Technology.

Director of Project Services

- Managed operations and service delivery process for an office of 40+ consultants.
- Developed and participated in long-range business development plans and partnered with Sales team to build engagement delivery strategy and drive service quality.
- Built performance metrics and reporting to improve process efficiencies and drive down cost of delivery.

TEXAS ADVANCED COMPUTING CENTER

2003 – 2005

THE UNIVERSITY OF TEXAS AT AUSTIN, Austin, TX

One of the leading academic advanced supercomputing and technology research centers in the United States.

Program Manager

- Responsible for marketing, outreach and industrial partner program management.
- Created center's first communications strategic program plan and executed implementation.
- Developed center's first industrial partners program to add additional revenue stream.
- Led and implemented all marketing and external relations activities including press releases, science writing, website, and events.
- Participated in proposals submitted to the National Science Foundation for programs in excess of \$3M.

Tina Romanella de Marquez
Page 2 of 2

RESOURCES GLOBAL PROFESSIONALS, AUSTIN, TX

2001 – 2003

An international professional services firm with over 45 offices and 1600 consultants.

Director of Client Service, Information Technology

- Launched the IT service delivery line for the Austin/San Antonio markets. Successfully produced IT project revenue stream in excess of \$1 million during the dot-com crash.
- Primary program manager on ERP engagements, with direct C-level rapport to insure solutions were accurately scoped, client issues understood, requirements exceeded and relationship prospered.
- Created strategic account acquisition plan, formulated sales strategy, and implemented solution selling.

VECTRIS COMMUNICATIONS, Austin, TX

2000 – 2001

Provider of high-speed digital subscriber line (DSL) technology and Internet services for 39 Texas markets. (Dot com casualty)

Project Manager

- Responsible for development and implementation of multiple new product development and service improvement projects for broadband services.
- Created the enterprise-wide five-phase testing methodology, including the development of test scripts, sign-off documents, error tracking and issue resolution management.
- Communicated with business area leads and product managers to ensure project scope and business objectives were aligned with customer requirements.

KPMG CONSULTING, LLC, Dallas, TX (now BEARINGPOINT)

1997 – 2000

Global business advisor and systems integrator, serving clients in the public and private sector.

Account Manager and Project Manager, Broadwing Communications, Austin, TX.

- Managed ERP project delivery implementation, quality assurance, and post-implementation support including leading teams of architects, consultants and developers.

Test Team Manager, SAP Implementation, Teléfonos de México, Mexico City, Mexico.

- Managed five-member SAP R/3 implementation test team including, creation and execution of test scripts and business scenarios; issue management, resolution, and reporting.

Materials Management Training Manager, SAP Implementation, CenturyTel, Monroe, Louisiana.

- Responsible for development and design of SAP R/3 training materials for core group of thirty trainers and over 400 end-users. Taught train-the-trainer and end-user courses.

Billing Systems Senior Consultant, SBC Communications, San Antonio, TX

- Responsible for multi-location requirements planning, gap analysis, business process improvement, and presentation of future-state scenarios to client management teams.

EDUCATION

WAKE FOREST UNIVERSITY, BABCOCK GRADUATE SCHOOL OF MANAGEMENT, Winston-Salem, NC

Master of Business Administration, 1997

- Babcock Award Recipient for most promising career in management

THE UNIVERSITY OF TEXAS AT AUSTIN, MCCOMBS SCHOOL OF BUSINESS, Austin, TX

Bachelor of Business Administration, International Business, 1994

Bilingual ~ English/Spanish, Working Knowledge (Read, Write, Speak)

TECHNICAL SKILLS

- MS Office (Word, Excel, PowerPoint), MS Project, Outlook, SharePoint, Visio
- SAP MM (prior certification from SAP)



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Harvey Davis, Corporations, 854-4743

Elected/Appointed Official/Dept. Head: Harvey Davis, Corporations & Assistant
Investment Manager

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on request to approve minutes of Board of Directors meetings of January 4, January 11, and January 18, 2011.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

see attachment

see attachment

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

REQUIRED AUTHORIZATIONS:

Corporations	Harvey Davis	Completed	01/21/2011 10:10 AM
Planning and Budget Office	Leroy Nellis	Completed	01/21/2011 10:18 AM
County Judge's Office	Cheryl Aker	Completed	01/25/2011 9:03 AM
Commissioners Court	Cheryl Aker	Pending	

TRAVIS COUNTY HOUSING FINANCE CORPORATION
AGENDA REQUEST

Work Session _____ Voting Session February 1, 2011 Executive Session _____
Date Date Date

- I. A. Request made by: Samuel T. Biscoe, President
Elected Official
- B. Requested Text: Consider and take appropriate action on request to approve minutes of Board of Directors meetings of January 4, January 11, and January 18, 2011.

Approved by: _____
Signature of Samuel T. Biscoe, President

- II.** A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (473-9106)

_____ Additional funding for any department or for any purpose
 _____ Transfer of existing funds within or between any line item
 _____ Grant

Human Resources Department (473-9165)

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

Purchasing Office (473-9700)

Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)

Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, JANUARY 4, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, January 4, 2011, at 11:31 a.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary. Margaret Gomez, Secretary, was absent

1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE INVOICE FOR EXTERNAL AUDIT SERVICES FROM LOCKART, ATCHLEY & ASSOCIATES, LLP.

Motions: Director Biscoe moved to approve the invoice.
Director Davis seconded the motions.

Motions carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Huber	yes
	Director Gomez	absent
	Director Davis	yes

Staff Note: The invoice was for \$1,262.

2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MINUTES OF BOARD OF DIRECTORS MEETING OF NOVEMBER 30, 2010.

Motions: Director Davis moved to approve the minutes.
Director Eckhardt seconded the motions.

Motions carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Huber	yes
	Director Gomez	absent
	Director Davis	yes

ADJOURN

The meeting was adjourned at 11:33 a.m.

Ron Davis, Assistant Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, JANUARY 11, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, January 11, 2011, at 1:38 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary; and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE
PAYMENT OF PROPERTY TAXES FROM NSP MORTGAGE ESCROW.**

The Board heard from: Mike Gonzalez, Sr. Financial Analyst

Motion: Director Gomez moved to approve the payment.
Director Davis seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Huber	yes
	Director Gomez	yes
	Director Davis	yes

Staff Note: The amount of the payment is \$6,459.16.

ADJOURN

The meeting was adjourned at 1:39 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, JANUARY 18, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, January 18, 2011, at 1:40 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary; and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO
APPROVE AMENDMENT NO. 2 OF THE NEIGHBORHOOD
STABILIZATION PROGRAM CONTRACT.**

The Board heard from: Mike Gonzalez, Sr. Financial Analyst

Motion: Director Gomez moved to approve the request.
Director Huber seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Huber	yes
	Director Gomez	yes
	Director Davis	yes

Staff Note: The amendment extends the contract end-date to March 31, 2011.

ADJOURN

The meeting was adjourned at 1:41 p.m.

Margaret Gomez, Secretary



Travis County Commissioners Court Agenda Request

Meeting Date: 2/1/2011, 9:00 AM, Voting Session

Prepared By: Harvey Davis, Corporations, 854-4743

Elected/Appointed Official/Dept. Head: Harvey Davis, Corporations & Assistant
Investment Manager

Sponsors: Judge Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on request to approve membership
invoice from Texas Association of Local Housing Finance Agencies

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Enter Background/Summary of Request and Attachments here
see attachment

STAFF RECOMMENDATIONS:

Approve

ISSUES AND OPPORTUNITIES:

see attachment

FISCAL IMPACT AND SOURCE OF FUNDING:

Enter Financial Impact here

REQUIRED AUTHORIZATIONS:

Corporations	Harvey Davis	Completed	01/25/2011 11:56 AM
Planning and Budget Office	Leroy Nellis	Completed	01/26/2011 1:30 PM
County Judge's Office	Cheryl Aker	Completed	01/26/2011 3:07 PM
Commissioners Court	Cheryl Aker	Pending	

Agenda Item No. _____

TRAVIS COUNTY HOUSING FINANCE CORPORATION
AGENDA REQUEST

Work Session _____ Voting Session February 1, 2011 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 membership invoice from Texas Association of Local Housing Finance Agencies.

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

DATE: February 1, 2011

TO: Board of Directors

FROM: Harvey L. Davis, Manager

SUBJECT: Membership Dues - Texas Association of Local Housing Finance Agencies (TALHFA)

Proposed Motion:

Approve payment of \$675.00 for annual memberships in TALHFA.

Summary and Background Information:

We request permission to allocate \$675 for Leroy Nellis, Harvey Davis and Mike Gonzalez to be TALHFA members.

If personnel change during the year, the TALHFA membership may be transferred to another County employee.

TALHFA is a non-profit corporation established in 1989 for the purposes of informing, planning and supporting the needs of local housing finance agencies in their delivery of affordable housing to the citizens of Texas.

Harvey Davis joined TALHFA in 1998 to represent Travis County HFC. Three years ago two additional staff became members.

The resources (newsletters, membership directory, state conference, technical assistance, etc.) offered by TALHFA are well worth the membership dues. TALHFA's executive director, Jeanne Talerico, the former Program Administrator for the Texas Bond Review Board, is a valuable resource for technical questions.

TALHFA is very active as an advocate for housing finance corporations during the legislative session. The website tracks important bills affecting affordable housing issues.

cc: Rodney Rhoades, Executive Manager, Planning and Budget
Leroy Nellis, Budget Director
Mike Gonzalez, Sr. Financial Analyst



Updated 1/28/11, 1:00 p.m.

Texas Association of Local Housing Finance Agencies

5766 Balcones Drive Suite 102 Austin, Texas 78731-4201

Phone 512.481.9933 Fax 512.535.0593

www.TALHFA.org

RECEIVED
10 DEC 14 PM 12:00
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

Dear TALHFA Member:

Thank you for your 2010 participation in TALHFA. Another year is over and it is once again time for us to ask you to renew your support. Your membership fees enable us to provide networking, educational, and advocacy opportunities that have proven to help TALHFA Members and the communities they serve.

Enclosed you will find renewal invoices for your 2010 members. Please review each member form carefully – these forms are used for our database and the Member Directory available on TALHFA.org. Please make any corrections necessary, complete new forms for all of your new recruits (at a \$25 discount for each *new member (does not apply to replacement members)*), and **return ALL forms** (with or without changes) with your registration fees by **January 14, 2011.**

Are you a TALHFA Sponsor yet? **New in 2011** TALHFA Sponsors will now have **full color ads** in TALHFA Talk and in the Conference Program, website recognition, Conference registrations, and more (depending on level of sponsorship). Your sponsor dollars help us to publish our quarterly newsletter, *TALHFA Talk*, pay operating costs, and our annual Educational Conference. Our 2011 Conference will be held in Corpus Christi - this year with a private beach party!

Remember that TALHFA is YOUR association – we don't just need your financial support to continue providing the resources you need to help your community, we rely on your participation. Please let us know if you would like to serve on any of the following committees: Conference Planning, Awards, Legislative, Membership, and Nominating.

Thank you for a great 2010 – we look forward to an even better 2011!

An effective advocacy effort on behalf of LOCAL HFC's and the programs needed to serve local communities in Texas.

A STRONG voice at the Capitol!

Affiliation with Housing Professionals throughout Texas and the U.S.

- TALHFA is the only statewide association for local HFC's and professionals who work with them.
- Member contact information is available on www.TALHFA.org
- The TALHFA membership is a dynamic group of people who have historically created successful affordable housing programs and developments over the last 25+ years.

Customized Training Workshops available upon request!

Affinity Program – read all about our new Affinity Program with TALHFA Member Only perks in the next issue of TALHFA Talk! Save money for your business or personal use!

Research Program – TALHFA will collect and report on data regarding local HFC programs, services offered, clients served, and partnerships formed.

TALHFA Talk, published quarterly and featuring:

- Reports on housing news that affect TALHFA membership.
- Descriptions and photographs of projects by TALHFA Members.
- Articles about current state or federal legislation.
- A schedule of upcoming events of interest to housing professionals.
- Sent to hundreds of housing professionals and decision makers throughout the state!

Annual Educational Conference

- Members enjoy reduced registration fees – Sponsors receive one or more FREE registrations
- Comprehensive information sessions are varied, pertinent, and up-to-date
- Networking opportunities are offered throughout the conference.

NEW!

TALHFA Chat – our brand new social network available only to TALHFA members!



TEXAS ASSOCIATION OF LOCAL HOUSING FINANCE AGENCIES

INVOICE

INVOICE DATE: December 1, 2010
 PAYMENT DUE DATE: **UPON RECEIPT**

Harvey Davis.
 c/o Travis County HFC
 314 W. 11th Street Suite 540
 Austin, TX 78701-2112

DESCRIPTION	AMOUNT
2011 Issuer Membership Housing Finance Corporations—Local Government Entity Only (HFC Staff and Board Members ONLY) ***Issuer members do NOT include counsel or advisors*** \$225 per Individual Member for Calendar Year - One Vote per Member Your 2010 Issuer Membership included 3 Members: Harvey Davis Miguel Gonzalez Leroy Nellis	\$675.00
We make mistakes! It is essential that you review the attached Information Form for each member and return to TALHFA with any appropriate changes. Please complete a 2011 Issuer Membership Application for each new member. Return ALL Information Forms (including those without changes) along with your payment to TALHFA at the address below.	
<div style="border: 2px solid red; padding: 5px; width: fit-content;"> Receive a \$25.00 discount on your Membership Fee for every additional <i>NEW*</i> member you bring to TALHFA! (* Does not apply to replacement members) </div>	
New Member (-\$25)_____	(_____)
New Member (-\$25)_____	(_____)
New Member (-\$25)_____	(_____)
TOTAL	

Return **all** Issuer Member Information Forms with your check made payable to

Texas Association of Local Housing Finance Agencies or TALHFA

5766 Balcones Drive, Suite 102

Austin, TX 78731-4201

Phone 512.481.9933 • Fax 512.535.0593 • Suzanne@TALHFA.org

TALHFA Works due to member participation - thank YOU for your continued support!

Notice: TALHFA is a Non-Profit Corporation with a 501(c)(6) designation from the Internal Revenue Service. Membership Dues are not deductible as charitable contributions for federal income tax purposes; however, dues may be deductible by members as an ordinary business expense. A portion of dues may not be deductible as an ordinary business expense to the extent TALHFA engages in lobbying. In 2010, less than 1% of TALHFA's income was used for lobbying expenses.



2011 Issuer Member Information Form

Texas Association of Local Housing Finance Agencies

Please review your information and let us know if anything has changed or if our data is incomplete.
Return this form **even if** there are no changes.

MEMBER:

Harvey Davis

Name _____

Manager

Title _____

Travis County HFC

Organization _____

314 W. 11th Street Suite 540

Address _____

Austin, TX 78701-2112

City _____ St _____ ZIP _____

(512)854-4743

Phone Number _____

(512)854-4210

FAX _____

Harvey.davis@co.travis.tx.us

Email _____

Website _____

Type of Business _____

Please check one:

☒ Send me *TALHFA Talk* via email.

☐ Send me *TALHFA Talk* via USPS.

On which Committee(s) would you like to serve?

☐ 2011 Conference Planning Committee

☐ Awards Committee

☐ Legislative Committee

☐ Membership Committee

☐ Nominating Committee

Return this form with your check made payable to
Texas Association of Local Housing Finance Agencies or TALHFA
5766 Balcones Drive, Suite 102
Austin, TX 78731-4201
Phone 512.481.9933 • Fax 512.535.0593 • Suzanne@TALHFA.org

THANK YOU FOR YOUR SUPPORT



2011 Issuer Member Information Form

Texas Association of Local Housing Finance Agencies

Please review your information and let us know if anything has changed or if our data is incomplete.
Return this form **even if** there are no changes.

MEMBER:

Miguel Gonzalez

Name _____

Sr. Financial Advisor

Title _____

Travis County HFC

Organization _____

314 W. 11th Street Suite 540

Address _____

Austin, TX 78701-2112

City _____ St _____ ZIP _____

(512)854-4399

Phone Number _____

(512)854-4210

FAX _____

Miguel.gonzalez@co.travis.tx.us

Email _____

Website _____

Type of Business _____

Please check one:

☒ Send me *TALHFA Talk* via email.

☐ Send me *TALHFA Talk* via USPS.

On which Committee(s) would you like to serve?

☐ 2011 Conference Planning Committee

☐ Awards Committee

☐ Legislative Committee

☒ Membership Committee

☐ Nominating Committee

Return this form with your check made payable to
Texas Association of Local Housing Finance Agencies or TALHFA
5766 Balcones Drive, Suite 102
Austin, TX 78731-4201
Phone 512.481.9933 • Fax 512.535.0593 • Suzanne@TALHFA.org

THANK YOU FOR YOUR SUPPORT



2011 Issuer Member Information Form

Texas Association of Local Housing Finance Agencies

Please review your information and let us know if anything has changed or if our data is incomplete.
Return this form **even if** there are no changes.

MEMBER:

Leroy Nellis

Budget Advisor

Travis County HFC

314 W. 11th Street Suite 540

Austin, TX 78701-2112

(512)854-9066

(512)854-4718

Leroy.nellis@co.travis.tx.us

Name _____

Title _____

Organization _____

Address _____

City _____ St _____ ZIP _____

Phone Number _____

FAX _____

Email _____

Website _____

Type of Business _____

Please check one:

☒ Send me *TALHFA Talk* via email.

☐ Send me *TALHFA Talk* via USPS.

On which Committee(s) would you like to serve?

☐ 2011 Conference Planning Committee

☐ Awards Committee

☐ Legislative Committee

☐ Membership Committee

☐ Nominating Committee

Return this form with your check made payable to
Texas Association of Local Housing Finance Agencies or TALHFA
5766 Balcones Drive, Suite 102
Austin, TX 78731-4201
Phone 512.481.9933 • Fax 512.535.0593 • Suzanne@TALHFA.org

THANK YOU FOR YOUR SUPPORT



TEXAS ASSOCIATION OF LOCAL HOUSING FINANCE AGENCIES

ISSUER – 2011 MEMBERSHIP APPLICATION

An Issuer Member is an HFC employee or HFC Board Member Only (does not include counsel or advisors)

Please complete this form for EACH NEW MEMBER for entry in the online membership directory

MEMBER Name: _____ Title: _____

Organization: _____ Website: _____

MEMBER Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Please check one: ☐ I prefer to receive **TALHFA Talk** via email ☐ I prefer to receive **TALHFA Talk** via USPS

MEMBERSHIP

Tell us about your HFC:

☐ **ISSUER MEMBERSHIP:**

\$225 per Individual Member for calendar year 2011

☐ Issue Bonds for Single-Family Housing

☐ MCC Program

☐ Issue Bonds for Multi-Family Housing

☐ 501(c)3 Bonds

☐ Down Payment Assistance Program

☐ Administer Federal Funds

☐ HFC Staff How Many? _____

☐ Need Staff Training

☐ Need Board Member Training

☐ Own Properties

☐ Other: _____

TALHFA works due to member participation - on which Committee(s) would you like to serve:

☐ Conference Planning ☐ Awards ☐ Legislative ☐ Membership ☐ Nominating

PAYMENT

1. Payment by Check/Credit Card:

2. Application submission with Payment/Proof of Payment:

3. Confirmation of Receipt

Membership Dues: \$ _____

By Mail:

TALHFA

5766 Balcones Drive, Suite 102

Austin, TX 78731-4201

An email will confirm receipt of your payment and membership.

WELCOME!

☐ Check made payable to 'TALHFA'

☐ Credit Card: <http://TALHFA.org/payments.htm>

By Fax:

512.535.0593 Fax

By Email:

suzanne@talhfa.org

Questions

512.481.9933

Suzanne@TALHFA.org



Notice: TALHFA is a Non-Profit Corporation with a 501(c)(6) designation from the Internal Revenue Service. Membership Dues are not deductible as charitable contributions for federal income tax purposes; however, dues may be deductible by members as an ordinary business expense. A portion of dues may not be deductible as an ordinary business expense to the extent TALHFA engages in lobbying. In 2010, less than 1% of TALHFA's income was used for lobbying expenses.

For TALHFA Admin only

Notes:

Date Received _____

Access _____

CCContact _____

Directory _____

Confirmation & Thank you _____

QB _____

Payment Info (CC/Check) _____

Prepayment Info (2012) _____

2011 Sponsorship Level _____