



## **Travis County Commissioners Court Agenda Request**

Meeting Date: 4/26/2011, 9:00 AM, Voting Session

Prepared By: Sarah C. Sumner, Transportation and Natural Resources, 854-9383

Elected/Appointed Official/Dept. Head: Steven Manilla, County Executive

Sponsors: Commissioner Huber

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### **AGENDA LANGUAGE:**

Receive comments for the following subdivision in Precinct Three: Lodge Acres Annex Number Two Revised Plat of Lots 67, 68, and 69 in Precinct Three (Revised Plat - one lot - 0.76 acres - Red Bird Trail).

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

This revised plat combines three small lots to make one 0.76 acre lot. No parkland dedication or fiscal is required. (Revised plat - 1 Lot - 0.76 acres - Red Bird Trail and Fawnridge Circle - No Fiscal required - Sewage service to be provided by existing On-Site Waste Water- City of Lago Vista ETJ) .

As this plat application meets all Travis County standards and has been approved by the City of Lago Vista, TNR staff recommends approval of the plat.

### **ISSUES:**

A sign was posted on the property and staff received one call from a neighbor curious about the process and whether they can run a business out of their house, noted the neighborhood does not have any HOA or Covenants and Restrictions.

### **BUDGETARY AND FISCAL IMPACT:**

None.

### **REQUIRED AUTHORIZATIONS:**

None.

### **EXHIBITS:**

Location map, Original Plat, Revised Plat, Precinct Map, Affidavit, Sign

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

NA



# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 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

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## **AGENDA LANGUAGE:**

Consider and take appropriate action on an order concerning outdoor burning in the unincorporated areas of Travis County.

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

See attachments.

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## **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	Pending
Emergency Services	Danny Hobby	Pending
County Judge's Office	Cheryl Aker	Pending
Commissioners Court	Cheryl Aker	Pending

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 April 5, 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 April 5, 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 26th DAY OF APRIL, 2011.

TRAVIS COUNTY COMMISSIONERS COURT

By: \_\_\_\_\_  
Samuel T. Biscoe, County Judge



# Travis County Commissioners Court



# Resolution

**WHEREAS**, Travis County is a community that includes over 107,500 citizens age 60 and older who contribute wisdom, insight, and experience to help enrich and improve the lives of younger generations while strengthening the bonds between neighbors and creating a better place to live;

**WHEREAS**, Travis County and Coming of Age Austin Metro recognize the value of enhancing our society by productively engaging older adults in their communities;

**WHEREAS**, the older adults in Travis County should be commended for their role in creating and bolstering the fiber of our community and nation through the invaluable contributions to family life, neighborhoods, cities, schools, and organizations in our community reflecting a great diversity of backgrounds and capabilities; and

**WHEREAS**, our community can provide recognition and respect by enriching the quality of life for older adults by:

- Inspiring older adults to explore their interests and strengthen communities through civic engagement,
- Providing services, technologies, and support systems that allow older adults to foster and maintain connections within the community,
- Emphasizing the value of older adults by publically recognizing their contributions to the diversity, strength, and unity of our community, and
- Offering unique and innovative opportunities for older adults to remain active, engaged, and independent.

NOW, THEREFORE, BE IT RESOLVED BY THE TRAVIS COUNTY COMMISSIONERS COURT THAT ALL CITIZENS OF TRAVIS COUNTY ARE URGED TO OBSERVE MAY 2011 AS

"OLDER AMERICANS MONTH" IN TRAVIS COUNTY

IN RECOGNITION OF THE CONTRIBUTIONS AND ACHIEVEMENTS OF OLDER ADULTS WHO HAVE ENRICHED OUR COMMUNITY'S QUALITY OF LIFE AND TO THE PROFESSIONALS, FAMILY MEMBERS AND VOLUNTEERS WHO CARE FOR THEM.

SIGNED AND ENTERED THIS \_\_\_\_\_ DAY OF APRIL, 2011.

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

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

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

\_\_\_\_\_  
KAREN HUBER  
COMMISSIONER, PRECINCT 3

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

# \_\_\_\_\_

**Travis County Commissioners Court Agenda Request**

Voting Session : April 26, 2011  
(Date)

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

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

B. Requested Text:

Approve Resolution Recognizing the Month of May 2011 as "Mental Health Month" and May 3, 2011 as "Children's Mental Health Awareness Day" in Travis County.

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

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

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request  
(Original and eight copies)

B. Please list all of the agencies or officials' names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (854-9106)

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

Human Resources Department (854-9165)

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

Purchasing Office (854-9700)

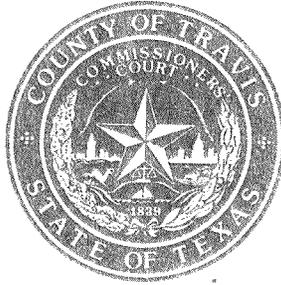
- Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

- Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Monday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

# Travis County Commissioners Court



# Resolution

WHEREAS, Community Mental Health is essential to overall health and well-being for all;

WHEREAS, we live in a community where one in five of our children of all faces, races, ethnicities, and religious backgrounds is affected by mental illness;

WHEREAS, we see our community coming together to help children, youth and adults who live with mental illness lead full and productive lives positively impacting our community;

WHEREAS, we acknowledge that more must be done to help the estimated two-thirds of children and youth living with mental illness who do not yet have the support they need to succeed;

WHEREAS, we dedicated the month of May each year to bring our neighbors, friends, and family members together to learn more about what good mental health means;

WHEREAS, we recognize May 3, 2011, as Children's Mental Health Awareness Day and see it as an opportunity to raise awareness about children's mental health, reduce stigma and celebrate resiliency; and

WHEREAS, Travis County Health and Human Services and Veterans Service continues to support the development and implementation of the Travis County System of Care to ensure children, youth and families have access to the services and supports that build upon their strengths and best meet their needs.

NOW, THEREFORE, BE IT RESOLVED THAT WE, THE MEMBERS OF THE TRAVIS COUNTY COMMISSIONERS COURT, DO HEREBY PROCLAIM THE MONTH OF MAY AS

**"MENTAL HEALTH MONTH"**

AND MAY 3, 2011 AS

**"CHILDREN'S MENTAL HEALTH AWARENESS DAY"**

IN TRAVIS COUNTY, AND CALL UPON THE CITIZENS, GOVERNMENT AGENCIES, PUBLIC AND PRIVATE INSTITUTIONS, BUSINESSES AND SCHOOLS IN TRAVIS COUNTY TO RECOMMIT OUR COMMUNITY TO INCREASING AWARENESS AND UNDERSTANDING OF MENTAL HEALTH, AND THE NEED FOR APPROPRIATE AND ACCESSIBLE SERVICES FOR ALL PEOPLE WHO HAVE MENTAL ILLNESS.

SIGNED AND ENTERED THIS \_\_\_\_\_ DAY OF APRIL, 2011.

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

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

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

\_\_\_\_\_  
KAREN L. HUBER  
COMMISSIONER, PRECINCT 3

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

## BUDGET AMENDMENTS AND TRANSFERS

### FY 2011

4/26/2011

AMENDMENTS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		001	9800	981	9892	Reserves	Allocated Reserves		\$ 51,006	1
		001	1405	525	5004	Facilities	Reprs-Bldg Struct & Eq	\$ 30,846		
		001	1405	525	6099	Facilities	Other Purchased Serv	\$ 20,160		

TRANSFERS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/OBI	Dept.	Line Item	Increase	Decrease	Pg #
T1		001	0850	518	0801	Tax	Reg.Salaries-Temp Empl		\$ 5,000	3
		001	0850	518	4106	Tax	Cellular Air Time	\$ 5,000		

OTHER

O1		Request to use State Criminal Alien Assistance Program (SCAAP) grant funds and a portion of prior year CAR savings for the completion of the staff parking lot at the Travis County Correction Complex								5
O2		Request to redirect the remaining portion of Prior year CAR savings toward the FY 10 CAR Building 230 Safety Security Update								5



**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

*D. Ramirez*

**DATE:** April 19, 2011

**RE:** Request by Facilities Management Department (FMD) for a new budget for the renovation of the Granger Administration Building's 5<sup>th</sup> Floor to accommodate the move of the District Attorney's Public Integrity Unit

With the recent vacation of a large part of the 5<sup>th</sup> Floor of the Granger Administration Building, space has become available to accommodate the District Attorney's Public Integrity Unit. The breakdown of the \$51,006 request for funding from the Allocated Reserve includes:

Renovation		\$14,193
ITS		
	Computer moves	4,800
	Cabling	1,000
	Phone moves/reprogramming	3,360
		9,160
Security (card readers)		10,000
Furniture moves		11,000
Contingency @ 15%		<u>6,653</u>
<b>TOTAL</b>		<b>\$51,006</b>

PBO is recommending Allocated Reserve, rather than CAR Reserve, for the fund source given that move costs are operating costs rather than capital. In addition, the Allocated Reserve is healthier than the CAR Reserve at this time. The balance in the Allocated Reserve is \$4,814,980 after consideration of \$2,747,447 in Earmarks. The balance in the CAR Reserve is \$266,480 after consideration of \$185,500 in Earmarks.

PBO recommends approval of this request.

cc: Leroy Nellis, Jessica Rio, PBO  
 Danny Hobby, Rodney Rhoades, County Executives  
 Roger El Khoury, Amy Draper, John Carr, FMD

Budget Adjustment: 26498

Fyr \_ Budget Type: 2011-Reg  
 PBO Category: Amendment  
 Just: Other

Author: 14 - DRAPER, AMY  
 Court Date: Tuesday, Apr 26 2011  
 Transfer funds from Allocated Reserve to cover renovation of Granger 5th floor for DA-PIU move

Created: 4/14/2011 8:25:01 AM  
 Dept: RESERVES

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			51,006
				51,006
To Account		Project		Amount
001-1405-525-5004	REPRS-BLDG STRUCT & EQUIP			30,846
001-1405-525-6099	OTHER PURCHASED SERVICES			20,160
				51,006

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	4/14/2011 08:25:07 AM
DepOffice	14	AMY DRAPER	4/14/2011 08:25:07 AM
DepOfficeTo	14	AMY DRAPER	4/14/2011 08:25:08 AM

*Draper 4-19-11*  
*Morgan Nellis 4-19-11*



**PLANNING AND BUDGET OFFICE**  
**TRAVIS COUNTY, TEXAS**

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

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Diana A. Ramirez, Sr. Budget Analyst- *DA Ramirez*

**DATE:** April 19, 2011

**RE:** Request from Tax Office to fund Cell Phone Air Time for Voter Registration Staff

The Tax Office is requesting to transfer funds from their regular salaries-temporary employees line item to the cellular air time line item in the amount of \$5,000 to internally fund cell phone air time for voter registration staff. Given that this request does not meet the requirements for an exception to the budget rule regarding automatic budget transfers from the personnel line items, PBO had to place this on the Commissioners Court's agenda.

PBO concurs with this request and recommends approval.

**cc:** Leroy Nellis, Rodney Rhoades, Jessica Rio, PBO  
Dusty Knight, Dee Lopez, Kitten Pfertner, Tax Office  
The Honorable Nelda Wells Spears, Tax Assessor-Collector

### Budget Adjustment: 26461

Fyr\_ Budget Type: 2011-Reg  
PBO Category: Transfer  
Just: Other

Author: 8 - PFERTNER, KATHLEEN  
Court Date: Tuesday, Apr 26 2011  
To set up funds for Voters

Created: 4/12/2011 11:15:16 AM  
Dept: TAX COLLECTOR

From Account	Acct Desc	Project	Proj Desc	Amount
001-0850-518-0801	REG SALARIES-TEMP EMPL			5,000
				5,000
To Account		Project		Amount
001-0850-518-4106	CELLULAR AIR TIME			5,000
				5,000

Approvals	Dept	Approved By	Date Approved
Originator	8	KATHLEEN PFERTNER	4/12/2011 11:15:44 AM
DepOffice	8	DUSTY KNIGHT	4/12/2011 11:17:42 AM

*Duganic 4-19-11*  
*Project Allis 4-19-11*



**PLANNING AND BUDGET OFFICE**  
**TRAVIS COUNTY, TEXAS**

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

**MEMORANDUM**

**TO:** Members of the Commissioners Court  
**FROM:** Travis R. Gatlin, Sr. Planning and Budget Analyst  
*Travis R. Gatlin*  
**DATE:** April 18, 2011  
**SUBJECT:** Request to use State Criminal Alien Assistance Program (SCAAP) Grant Funds and Prior Year CAR Savings

The Sheriff's Office has indentified \$36,320.50 of internal resources that the office is requesting to be reallocated toward the completion of the staff parking lot at the Travis County Correctional Complex. The funding sources are FY 10 and FY 09 SCAAP funds and a portion of prior year CAR savings from the HVAC Building 230 project. In addition, the office is requesting that the remaining savings from the HVAC project be redirected to the FY 10 CAR Building 230 Safety and Security Update Project. The office is requesting that once the prior year CAR savings are unencumbered that they not be swept to the Allocated Reserve but rather be available for the two projects, noted above. The table below summarizes the two requests.

<b>Request 1: Reallocations for TCCC Staff Parking Lot Project</b>	
Notes	Amounts
Remaining Unallocated FY 10 SCAAP Funds. If approved, all \$915,571 of FY 10 SCAAP Funds will have been allocated.	\$20,431.00
Savings from FY 10 SCAAP TCCC Road Repair Project. Road Project approved on 1/25/11.	\$4,500.50
Savings from FY 09 SCAAP Parking Lot Project Funds	\$6,480.00
Savings from Prior Year CAR Funds from HVAC Building 230 Project. Currently located in line item 001-3735-824-5004.	\$4,909.00
<b>Total</b>	<b>\$36,320.50</b>
<b>Request 2: Reallocation for Building 23 Safety and Security Project</b>	
Savings from Prior Year CAR Funds from HVAC Building 230 Project. Currently located in line item 001-3735-824-5004.	\$10,728.00

PBO recommends approval so the office can use internal resources for both projects.

**cc:** Sheriff Greg Hamilton  
 Jim Sylvester, TCSO  
 Darren Long, TCSO  
 Michael G. Hemby, TCSO  
 Meg Seville, TCSO  
 Maria Wedhorn, TCSO  
 Mark Stefanov, TCSO  
 Rodney Rhoades, PBO  
 Rodney Rhoades, PBO  
 Leroy Nellis, PBO  
 DeDe Bell, Auditor's Office  
 Matt Naper, Auditor's Office



JAMES SYLVESTER  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
www.tcsheriff.org

DARREN LONG  
Major - Corrections

PHYLLIS CLAIR  
Major - Law Enforcement

MARK SAWA  
Major - Administration & Support

**April 11, 2011**

**MEMORANDUM**

**TO: Honorable Sam Biscoe, County Judge**  
**Honorable Ron Davis, Commissioner, Precinct 1**  
**Honorable Sarah Eckhardt, Commissioner, Precinct 2**  
**Honorable Karen Huber, Commissioner, Precinct 3**  
**Honorable Margaret Gomez, Commissioner, Precinct 4**

**FROM: Margaret H Seville 1777, Research and Planning** *M Seville*

**SUBJECT: 2010 State Criminal Alien Assistance Program Grant - Update**

On Tuesday, November 30, 2010, under item 16d the court accepted the 2010 State Criminal Alien Assistance Program funds from the United States Department of Justice.

The federal guidelines for use of these funds now indicate that they can only be used for corrections related areas. Jail administrators are developing a list of projects that these funds might assist with. TCSO is working in conjunction with PBO to ensure that these funds are used within the federal guidelines and due to their being one-time in nature use them for one-time expenditures.

At this time \$20,431 remains that had not been programmed for use and approved by the court. The Sheriff's Office requests approval to use the final \$20,431 of this money to complete the staff parking lot at the TCCC. This parking lot was started using the 2009 SCAAP funds in an effort to provide more parking for visitors at the TCCC. We believe this to be the last stage necessary to complete this project.

We appreciate you continued support as we finish up these projects that will make the TCCC easier to access for the public coming to visit.

If you have any questions please feel free to contact my office at 854-9804.

Your support and approval of this project is appreciated.

- CC. Travis Gatlin, PBO
- Matt Naper, Auditor's Office
- Jim Connolly, County Attorney's Office
- File



**GREG HAMILTON**  
**TRAVIS COUNTY SHERIFF**

P.O. Box 1748  
 Austin, Texas 78767  
 (512) 854-9770  
 www.tcssheriff.org

JAMES N. SYLVESTER  
 Chief Deputy

PHYLLIS CLAIR  
 Major - Law Enforcement

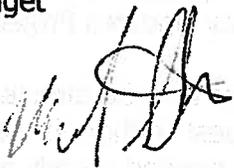
DARREN LONG  
 Major - Corrections

MARK SAWA  
 Major - Administration & Support

Date: March 4, 2011

To: Rodney Rhoades, Executive Manager - Planning & Budget

VIA: Meg Seville

From: Mark Stefanov, Senior Facilities Maintenance Engineer 

Subject: Capital Funds Reallocation Request per the spread sheet for the "TCCC Parking Lot On Ball Field Project" included below

The Sheriff's Office requests your support in obtaining authorization to use unspent funding from the TCCC Building 230 HVAC Project, \$4,909.00 to augment the currently allocated funding for the TCCC Parking Lot On Ball Field. A request is also made to use \$20,431 of un-earmarked SCAAP funds. The additional funds are needed to provide for materials and labor to provide the devices for limiting access to employees only for the new TCCC Parking Lot.

This memo is to request your office's permission to utilize the funding for "TCCC Parking Lot On Ball Field Project". Travis Gatlin has been verbally informed of this request. This spread sheet is also available in an MS Excel format.

	Road Work	Parking Lot Barrier
SCAAP FY10 Approved-Road Work Change Order #1to Contract (Patin Construction)- Requisition # 525073	50,000.00 (45,499.50)	
<b>Balance</b>	<b>4,500.50</b>	
Balance <b>**Request C.C/PBO approval**</b>		4,500.50
SCAAP Un-earmarked <b>**Request C.C/PBO approval**</b>		20,431.00



*Safety, Integrity, Tradition of Service*

Parking Lot Project balance	6,480.00
Change Order # 2 Parking Lot Gate/Barrier **No identified Funding	(-1,592.00)
<b>Balance: To complete Change Order#2</b>	<b>(4,909.00)</b>
<b>HVAC#230</b>	<b>4,909.00</b>
Change Order #2 To be processed against Contract (Patin Construction)	-
HVAC#230 Project Balance <b>**Project Complete Jan 2011**</b>	15,638.00
Change Order #2 Shortfall (PBO Blessing)	(4,909.00)

I am also requesting the remaining for the substantially completed HVAC Building 230 (Activities) balance of \$10,729.00 be combined with the Building 230 (Activities) Safety & Security Updates Project.

Questions may be directed to me at 512-854-5321. I appreciate your quick response to this request. Although the first Change Order has been processed, the second Change Order is needed quickly to avoid additional mobilization charges.

**COPY TO:** Maria Wedhorn,  
Major Long,  
Travis Gatlin,  
File



*Safety, Integrity, Tradition of Service*

8

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

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$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
\$23,235	Various	1/31/11	Canceled Purchase Orders
\$47,174	Various	2/3/11	Canceled Purchase Orders
\$1,273	Various	2/14/11	Canceled Purchase Orders
(\$110,000)	TNR	2/7/11	Lake Travis Eco. & Water Quality Study
\$9,068	Various	2/7/2011	Canceled Purchase Orders
(\$80,000)	Gen. Admin	3/1/2011	Vinson & Elkins
\$2,912	Various	3/5/2011	Canceled Purchase Orders
\$60	Various	3/15/2011	Canceled Purchase Orders
(\$81,000)	Facilities	4/12/2011	700 Lavaca additional funding
\$128,042	Various	4/11/2011	Canceled Purchase Orders
(\$30,774)	Facilities	4/19/2011	Palm Square Renovations - Bldg. Security
(\$68,887)	General Admin.	4/19/2011	Redistricting
\$23,184	Various	4/18/2011	Canceled Purchase Orders
<b>\$7,632,653</b>	<b>Current Balance</b>		

**Possible Future Expenses Against Allocated Reserve Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
(\$57,465)	Receptionist Position Related Auditor's Office in the 700 Lavaca Building
(\$200,000)	Transition Planning
(\$16,732)	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

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

(\$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
(\$175,000)	Special Election for Senator Wentworth
(\$250,000)	Conservation Easement
<b>(\$2,668,294)</b>	<b>Total Possible Future Expenses (Earmarks)</b>

**\$4,964,359 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	Facilities ITS	12/28/10 4/19/11	Beginning Balance
(\$45,000)			EOB - Safety Improvements
(\$135,000)			Video Surveillance Phase 2 of 3
<b>\$316,980 Current Reserve Balance</b>			

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

Amount	Explanation
(\$95,500)	Failing Vehicles
(\$90,000)	Guardrails
<b>(\$90,000) Total Possible Future Expenses (Earmarks)</b>	
<b>\$226,980 Remaining CAR Balance After Possible Future Expenditures</b>	

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

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

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

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
<b>\$1,000,000 Current Reserve Balance</b>			

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

Amount	Dept Transferred Into	Date	Explanation
\$2,100,000 (\$120,000)	General Admin	3/1/11	Beginning Balance Vinson & Elkins
<b>\$1,980,000 Current Reserve Balance</b>			

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

Amount	Dept Transferred Into	Date	Explanation
\$250,000			Beginning Balance
<b>\$250,000 Current Reserve Balance</b>			

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

Amount	Dept Transferred Into	Date	Explanation
\$596,369			Beginning Balance
<b>\$596,369 Current Reserve Balance</b>			

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

Amount	Dept Transferred Into	Date	Explanation
\$51,280			Beginning Balance
<b>\$51,280 Current Reserve Balance</b>			

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

12

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
(\$1,358,648)	Facilities	3/22/11	Road Projects
(\$1,405,000)	TNR	3/22/11	Improving county-owned buildings
<b>\$18,629,308 Current Reserve Balance</b>			

***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
<b>\$0 Current Reserve Balance</b>			

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## **Travis County Commissioners Court Agenda Request**

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Travis Gatlin, Planning and Budget Office, 854-9065  
Elected/Appointed Official/Dept. Head: Rodney Rhoades, County Executive  
Sponsors: Judge Biscoe

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### **AGENDA LANGUAGE:**

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

- A. Annual grant application to the Automobile Burglary and Theft Prevention Authority to continue the Sheriff's Combined Auto Task Force program in the Sheriff's Office; and
- B. New agreement with the Texas Historical Commission for the Travis County Historical Commission to receive United States Department of the Interior, National Park Service resources for a cultural resources survey of rural properties in Eastern Travis County.

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

This week's grant packet includes two items. Item A is the annual application to continue to receive state funding for the Sheriff's Combined Auto Task Force Program. The Commissioners Court has been previously informed that funding for this long standing grant could be eliminated or significantly changed by the Legislature. The final outcome of funding for the next fiscal year will not likely be decided until later in the summer. Item B is a new agreement for the Travis County Historical Commission to receive federal resources for a cultural resources survey of rural properties in Eastern Travis County.

### **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:**

The cash match for Item A is included in the Sheriff's Office FY 11 budget

submission. The \$3,000 catch match for Item B is not currently budgeted. If approved, PBO will include the one-time cash match as a part of the recommendations for FY 12 Preliminary Budget.

**REQUIRED AUTHORIZATIONS:**

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

## TRAVIS COUNTY

4/26/2011

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 #	
<b>Applications</b>										
<b>A</b>	37	SCATTF - Sheriff's Combined Auto Theft Task Force	9/1/2011 - 8/31/2012	\$661,975	\$329,820	\$0	\$991,795 11	R	EC	13
<b>Contracts</b>										
<b>B</b>	17	A Cultural Resources Survey of Rural Properties in Eastern Travis County	3/1/2011 - 9/30/2012	\$4,965	\$3,000	\$1,965	\$9,929 0	R	S	55

**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.*

<b>Dept</b>	<b>Name of Grant</b>	<b>Grant Term</b>	<b>Grant Award</b>	<b>County Match</b>	<b>In-Kind</b>	<b>Program Total</b>	<b>FTEs</b>	<b>Cm. Ct. Approval Date</b>
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
55	Justice and Mental Health Collaboration Program	10/1/2011- 9/30/2012	\$49,796	\$0	\$19,304	\$69,100	0.75	2/1/2011
39	DWI Court	9/30/2011- 9/29/2012	\$206,515	\$0	\$0	\$206,515	3.5	2/22/2011
19	Family Violence Accelerated Prosecution Program	9/1/2011- 8/31/2012	\$95,456	\$34,311	\$17,088	\$146,855	2.1	2/22/2011
37	TCSO Child Abuse Victim Services Personnel	9/1/2011- 9/31/2012	\$28,748	\$19,241	\$0	\$47,989	1	2/22/2011

45	Juvenile Services Solicitation for the Front End Therapeutic Services Program	9/1/2011-8/31/2012	\$21,000	\$0	\$0	\$21,000	0	2/22/2011
45	Travis County Eagle Resource Project	9/2/2011-8/31/2012	\$39,907	\$0	\$0	\$39,907	0	2/22/2011
45	Juvenile Treatment Drug Court-SAMHSA/CSAT	9/30/11-9/29/2012	\$198,200	\$0	\$90,442	\$288,642	0	3/1/2011
58	Emergency Food and Shelter Program Phase 29	1/1/2011 - 12/31/2011	\$111,839	\$0	\$0	\$111,839	0	3/8/2011
22	Family Drug Treatment Court	9/1/2011-8/31/2012	\$192,969	\$0	\$0	\$192,969	2	3/22/2011
58	AmeriCorips	8/1/2011-7/31/2012	\$298,929	\$170,770	\$173,642	\$643,341	0	3/22/2011
45	Residential Substance Abuse Treatment Program	10/1/2011-9/30/2012	\$142,535	\$47,512	\$0	\$190,047	1.82	3/22/2011
24	Drug Diversion Court	9/1/2011-8/31/2012	\$132,702	\$0	\$0	\$132,705	1	3/22/2011
24	Travis County Veteran's Court	9/1/2011-8/31/2012	\$221,251	\$0	\$0	\$221,251	2	3/22/2011
39	Travis County Adult Probation DWI Court	9/1/2011-8/31/2012	\$231,620	\$0	\$0	\$231,620	4	3/22/2011
19	Other Victim Assistance Grant	9/1/2011 - 8/31/2013	\$84,000	\$11,804	\$0	\$95,804	1	3/29/2011
23	Victim Coordinator and Liaison Grant	9/1/2011 - 8/31/2013	\$84,000	\$0	\$0	\$84,000	0	3/29/2011
45	Juvenile Treatment Drug Court-SAMHSA/CAST*	9/30/2011-9/29/2012	\$199,820	\$0	\$0	\$199,820	0	4/12/2011
39	Travis County Adult Probation Re-entry Court	10/1/2011-9/30/2014	\$349,812	\$0	\$0	\$349,812	2	4/12/2011
			\$3,438,802	\$483,393	\$543,054	\$6,283,252	25.91	

\* Amended from original application

**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.*

<b>Dept</b>	<b>Name of Grant</b>	<b>Grant Term</b>	<b>Grant Award</b>	<b>County Match</b>	<b>In-Kind</b>	<b>Program Total</b>	<b>FTEs</b>	<b>Cm. Ct. Approval Date</b>
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 Workstite Policy)	6/1/2010 - 2/29/2012	\$200,000	\$0	\$0	\$200,000	1.5	11/16/2010

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	1/25/2011
59	Capital Area Trauma Regional Advisory Council (CATRAC) EMS County Assistance	4/1/12010 - 8/31/2011	\$6,038	\$0	\$0	\$6,038	0	1/25/2011
37	Recovery Act - STOP Violence Against Women Act*	4/1/2010 - 6/30/2011	\$64,599	\$0	\$0	\$64,599	1	1/25/2011
Various	Family Violence Protection Team	10/1/2010- 9/30/2012	\$699,507	\$168,239	\$0	\$867,746	4.5	2/1/2011
24	Travis County Drug Diversion Court*	9/1/2009- 8/31/2010	\$161,359	\$0	\$0	\$161,359	1	2/1/2011
24	Travis County Veteran's Court*	4/1/2010- 8/31/2010	\$7,387	\$0	\$0	\$7,387	1	2/1/2011
58	FY 11 Title IV-E	10/1/2010- 9/30/2011	\$104,196	\$205,013	\$0	\$309,209	0.75	2/1/2011

Dept	Name of Grant	Grant Term	Grant Award	County Match	In-Kind	Program Total	FTEs	Approval Date
58	Seniors and Volunteers for Childhood Immunization	9/1/2010-8/31/2011	\$8,846	\$0	\$0	\$8,846	0.25	2/22/2011
58	ATCIC-Marguerite Casey Foundation Community and Family Reintegration Project	12/1/2010-5/31/2011	\$30,000	\$0	\$0	\$30,000	1	2/22/2011
37	Sheriff's Combined Auto Theft Task Force*	9/1/2010-8/31/2011	\$610,073	\$319,936	\$0	\$930,009	11	2/22/2011
58	AmeriCorps*	8/1/09-7/31/10	\$278,239	\$269,446	\$10,160	\$557,845	20	2/22/2011
58	Comprehensive Energy Assistance Program	1/1/2011-12/31/2011	\$1,279,651	\$0	\$0	\$1,279,651	0	3/1/2011
20	General HAVA Title II Compliance	11/8/2000-12/31/2010	\$626,673	\$0	\$0	\$626,673	0	3/22/2011
58	Parenting in Recovery	9/30/2010-9/29/2011	\$564,891	\$80,000	\$45,000	\$689,891	1	3/22/2011
58	Texas Department of Family and Protective Services Community and Family Reintegration Project	9/01/2010-8/31/2011	\$113,000	\$0	\$0	\$113,000	0	3/29/2011
49	CAPCOG FY 11 Interlocal Contract for Scrap Tire Recycling	2/11/2011 - 7/31/2011	\$8,000	\$0	\$0	\$8,000	0	3/29/2011
19	Family Violence Protection Team*	10/1/2010 - 9/30/2012	\$699,507	\$168,239	\$0	\$867,746	4.5	3/29/2011
58	LIHEAP Weatherization Assistance Program	4/1/2011 - 3/31/2012	\$725,015	\$0	\$0	\$725,015	0	4/5/2011
49	Flood Mitigation Assistance - Planning Grant*	8/28/2009 - 8/31/2011	\$30,000	\$10,000	\$0	\$40,000	0	4/5/2011
58	Comprehensive Energy Assistance Program (CEAP)*	1/1/2011-12/31/2011	\$3,871,703	\$0	\$0	\$3,871,703	0	4/12/2011
58	ARRA WAP Weatherization Assistance Program*	9/1/2009-12/31/2011	\$6,922,699	\$0	\$0	\$6,922,699	3	4/12/2011
			\$24,880,913	\$3,440,276	\$100,160	\$28,421,349	94.41	

\*Amended from original agreement.

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**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	2/1/2011	In Process
37	Family Violence Protection Team	\$13,121	\$13,121	\$26,242	2	10/5/2010	2/1/2011	In Process
58	ATCIC - Marguerite Casey Foundation Community and Family Reintegration Project	\$9,600	\$9,600	\$19,200	1	11/23/2010	2/22/2010	In Process
37	Family Violence Protection Team	\$13,121	\$13,121	\$26,242	2	12/7/2010	2/1/2011	In Process
19	Family Violence Protection Team	\$23,589	\$23,589	\$47,178	1.5	12/14/2010	2/1/2011	In Process
23	Family Violence Protection Team	\$21,263	\$21,263	\$42,526	0.5	12/21/2010	2/1/2011	In Process
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	3/1/2011	In Process
58	Comprehensive Energy Assistance Program (Operating)*	\$0	\$0	\$325,000	0	12/28/2010	3/1/2011	In Process
58	Casey Family Programs Community and Family Reintegration Project	\$15,135	\$15,135	\$30,270	1	3/29/2011	Awaiting Contract	No
<b>Totals</b>		<b>\$229,154</b>	<b>\$229,154</b>	<b>\$783,308</b>	<b>14</b>			

\* 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.

**Grants Receiving Midyear Reductions due to the State's Budget Issues**

<b>Dept</b>	<b>Name of Grant</b>	<b>Grantor</b>	<b>Grant Term</b>	<b>Original Grant Award</b>	<b>Reduction Amount</b>	<b>Admended Award</b>	<b>FTEs</b>	<b>Cm. Ct. Approval/Acceptance Date</b>
37	Sheriff's Combined Auto Theft Task Force*	Auto Burglary and Theft Prevention Authority	9/1/2010-8/31/2011	\$616,867	<b>\$6,794</b>	\$610,073	10	2/22/2011
				<b>\$616,867</b>	<b>\$6,794</b>	<b>\$610,073</b>	<b>10</b>	

\* Grant shared between Travis County and six other counties. Travis County's portion of grant is roughly half with remaining funds received by the other counties. The number of TCSO FTE funded by the grant is 4.

**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.

<b>Grant Contracts approved by Commissioners Court</b>		FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
Dept	Grant Title	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact
Criminal Justice Planning	Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available.	\$ 375,000	\$ 250,000	\$ 250,000	\$ 375,000	\$ 125,000	\$ 500,000	\$ -	\$ 625,000	\$ -	\$ 625,000		\$ 625,000
Criminal Justice Planning	Office of Parental Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 307,743	\$ 100,000	\$ 102,360	\$ 50,000	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360
Criminal Justice Planning	Office of Child Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. FY 11 is last year of grant. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 301,812	\$ 100,000	\$ 102,358	\$ 50,000	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359
Criminal Justice Planning	Travis County Information Management Strategy for Criminal Justice (ARRA). Includes technology funding for (Constables, Records Management, Adult Probation, Juvenile Probation, Court Administration, County Attorney's Office, District Attorney's Office and Manor Police Department).	\$ -	\$ -	\$ 487,359	\$ -	\$ -	\$ 26,432	\$ -	\$ 26,432	\$ -	\$ 26,432		\$ 26,432
Facilities Management	Energy Efficiency and Conservation Block Grant (ARRA).For Retrofit of the Travis County Executive Office Building HVAC System. One-time grant and includes a \$1.2 million County contribution in FY 10 to complete project.		\$ -	\$ 2,207,900	\$ 1,292,000		\$ -		\$ -		\$ -		\$ -
Travis County Sheriff's Office	2009 Byrne Justice Assistance Grant (ARRA). One-time grant for one-time capital purchases. Does not require a County match or program to continue after grant term ends on 9/30/12.	\$ -	\$ -	\$ 123,750	\$ -	\$ 165,000	\$ -	\$ 165,000	\$ -	\$ -	\$ -		\$ -
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 TC SO 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	\$ 77,726	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ -	\$ 580,000	\$ -	\$ 580,000
Health and Human Services	ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households	\$ -	\$ -	\$ 2,311,350	TBD	\$ 4,611,349	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Community Development Block Grant ARRA (CDBG-R) Funds to be used for approx 39 water connections for Plainview Estates.	\$ 90,000	\$ -	\$ 136,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Community Development Block Grant (CDBG). Impact amounts are based on the amounts added for staff added in HHS and County Auditor's Office to support the grant. The Auditor's staff person also supports other large federal grants, but is only listed here for simplification. Actual amounts may vary by year. Assumes grant will continue each year.	\$ 833,133	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,390	\$ 223,908
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	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>		<b>\$ 3,070,731</b>	<b>\$ 1,161,189</b>	<b>\$ 8,619,525</b>	<b>\$ 2,175,626</b>	<b>\$ 7,252,569</b>	<b>\$ 1,135,059</b>	<b>\$ 2,272,470</b>	<b>\$ 1,280,059</b>	<b>\$ 1,507,470</b>	<b>\$ 1,760,059</b>	<b>\$ 1,490,480</b>	<b>\$ 1,760,059</b>

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

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## 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:	Sheriff - Law Enforcement
Contact Person/Title:	Tracy Miller, Planner
Phone Number:	512.854.6923

Grant Title:	SCATTF - Sheriff's Combined Auto Theft Task Force		
Grant Period:	From: 9/1/2011	To: 8/31/2012	
Grantor:	ABTPA - Auto Burglary and Theft Prevention Authority - State of Texas		
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 checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
Type of Payment:	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:	\$0	\$618,617	\$0	\$329,820	\$0	\$948,437
Operating:	0	43,358	0	0	0	43,358
Capital Equipment:	0	0	0	0	0	0
Indirect Costs:	0	0	0	0	0	0
Total:	\$0	\$661,975	\$0	\$329,820	\$0	\$991,795
FTEs:	0.00	10.00	0.00	1.00	0.00	11.00

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

Performance Measures Applicable Depart. Measures	Projected FY 11 Measure	Progress To Date:				Projected FY 12 Measure
		12/31/10	3/31/11	6/31/11	9/30/11	
Measures For Grant						
Outcome Impact Description						
Public Awareness	115					
Outcome Impact Description	Educate the public and provide tools to help deter and prevent auto thefts and burglaries.					
Interdiction Operations	200					
Outcome Impact Description	Conduct stings in areas of high incidents.					

**PBO Recommendation:**

The Travis County Sheriff's Office is requesting approval to submit the annual application to the Automobile Burglary and Theft Prevention Authority for the Sheriff's Combined Auto Theft Task Force Grant. The application is submitted on behalf of Travis County and 14 other counties with the Sheriff of each county forming the Advisory Board of the program. Travis County will receive roughly half of the award. Travis County's portion of the cash match is fully budgeted.

PBO recommends approval to submit the application, the Commissioners Court has been informed that this long standing grant has the potential to be eliminated in the State's next budget cycle. PBO is working with TCSO regarding the potential elimination of the grant. TCSO is currently reviewing the situation at the State and is preparing for the potential changes to this grant for the FY 12 budget process. There have been some recent changes with the Legislature that could allow excess revenue to go to this grant program, but it is unclear how likely this could occur at this time. Potential grant reductions for this year and next are being monitored and PBO will continue to provide the Commissioners Court with periodic updates as new information is known.

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 program is to reduce auto theft rates in the task force areas.

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

NA

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.

Matching funds are from Travis County field agent salary and County Agents salary fringe benefits.

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

No - not allowable.

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.

NA

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

The Task Force has been in existence since 1995.

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 program has been very successful in combining multi-county efforts to combat auto theft rings and individuals in our part of the State of Texas.



**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

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Austin, Texas 78767  
(512) 854-9770  
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JAMES N. SYLVESTER  
Chief Deputy

PHYLLIS CLAIR  
Major - Law Enforcement

DARREN LONG  
Major - Corrections

MARK SAWA  
Major - Administration & Support

April 1, 2011

**MEMORANDUM**

**TO:** Honorable Sam Biscoe, County Judge  
Honorable Ron Davis, Commissioner, Precinct 1  
Honorable Sarah Eckhardt, Commissioner, Precinct 2  
Honorable Karen Huber, Commissioner, Precinct 3  
Honorable Margaret Gomez, Commissioner, Precinct 4

**FROM:** Tracy J Miller, Planner 

**SUBJECT:** FY2012 Auto Theft Prevention Authority Grant Application

Attached is our grant renewal application to the Auto Theft Prevention Authority for the FY2012 grant cycle.

This will be the 15<sup>th</sup> year of participation by Travis County and the Sheriffs' Combined Auto Theft Task Force (SCATTF) in this program. The SCATTF is currently comprised of 15 counties (Bastrop, Bell, Blanco, Caldwell, Colorado, Comal, Fayette, Gonzales, Guadalupe, Hays, Lee, Llano, Milam, Travis, and Wharton) with the Sheriff of each county forming the Advisory Board of SCATTF.

The grant request is in the amount of \$661,975. We project our match will be in excess of \$329,820. The match will consist of one deputy from Travis County and the fringe salary benefits from all personnel assigned to the task force.

We appreciate the support the Travis County Commissioners Court has given us in our effort to reduce crimes against people and property, which are so costly to our citizens and are hopeful that our application will be fully funded in the upcoming year by the Auto Theft Prevention Authority and the State of Texas.

cc: Travis Gaitlin, PBO  
James Connolly, County Attorney's Office  
Janice Cohoon, County Auditor's Office





## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### DESCRIPTION OF PROPOSED PROJECT

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**This section must include a brief description (not exceeding 200 words) of the proposed project.**

**For continuation, if necessary, of any item on application page ABTPA-1. Identify by number the item being continued.**

**This sheet may also be used for any other remarks, at the applicant's option.**

The Sheriff's Combined Auto Theft Task Force (SCATTF) presently encompasses 15 counties in Central Texas. This will be our 15<sup>th</sup> year to participate in the program and our mission is to reduce auto burglary and theft related crimes. This will be accomplished through the collaborative efforts of the Task Force, the support of the local community officials and leaders, business partners and the public.

Efforts include media and public awareness events (VIN Etchings, HEAT Registrations, etc.) and officer training programs (continuing education in the field of auto theft recognition). This has continued to promote communication and allows the sharing of knowledge and experience among the investigators.

SCATTF will continue our proactive measures with the following:

- Interdiction Activities
- Salvage Inspections
- Chop Shop Detection
- Insurance Fraud
- Burglary of Vehicle Surveillance
- Bait Vehicle Operations
- Tire Sting Operations
- 68-A Inspections (State requirement)

Currently we have nine Investigators, one Sergeant and one Public Awareness Coordinator.

# AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

## PROJECT APPROVAL INFORMATION

**Item 1.**

Does this assistance request require state, local, regional, or other priority rating?

Yes  No

Name of Governing Body \_\_\_\_\_  
Priority Rating \_\_\_\_\_

**Item 2.**

Does this assistance require state, or local advisory, educational, or health clearance?

Yes  No

Name of Agency or Board \_\_\_\_\_  
(Attach Documentation)

**Item 3.**

Does this assistance request require TRACS review?

Yes  No

(Attach Comments)

**Item 4.**

Does this assistance request require state, local, regional, or other planning approval?

Yes  No

Name of Approving Agency \_\_\_\_\_

**Item 5.**

Is the proposed project covered by an approved comprehensive plan?

Yes  No

Check One:  State  
 Local  
 Regional

Location of Plan \_\_\_\_\_

**Item 6.**

Will the assistance requested serve a federal installation?

Yes  No

Name of Federal Installation \_\_\_\_\_  
Federal Population Benefiting from Project \_\_\_\_\_

**Item 7.**

Will the assistance required be on federal land or installation?

Yes  No

Name of Federal Installation \_\_\_\_\_  
Location of Federal Land \_\_\_\_\_  
Percent of Project \_\_\_\_\_

**Item 8.**

Will the assistance requested have an impact or effect on the environment?

Yes  No

See instructions for additional information to be provided.

**Item 9.**

Will the assistance requested cause the displacement of individuals, families, businesses or farms?

Yes  No

Number of Individuals \_\_\_\_\_  
Families \_\_\_\_\_  
Businesses \_\_\_\_\_  
Farms \_\_\_\_\_

**Item 10.**

Is there other related assistance on this project (previous, pending, or anticipated)?

Yes  No

See instructions for additional information to be provided.

**Item 11.**

Is the project in a designated flood hazard area?

Yes  No

See instructions for additional information to be provided.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### BUDGET SUMMARY

Section A—Budget Summary						
Line	Schedule	Budget Categories	(1) ABTPA Funds	(2) Cash Match	(3) In-Kind Match	(4) Total
1	A	Personnel (Salaries)	\$618,617	\$81,275	-0-	\$699,892
2	A	Personnel (Fringe Benefits)	-0-	\$248,545	-0-	\$248,545
3	B	Contractual	-0-	-0-	-0-	-0-
4	C	Travel	\$9,631	-0-	-0-	\$9,631
5	D	Equipment	-0-	-0-	-0-	-0-
6	E	Supplies & Direct Operating Exp.	\$33,727	-0-	-0-	\$33,727
7		<b>Total Direct Charges</b> (Sum of 1-6)	\$661,965	-0-	-0-	\$991,993
8	F	Indirect Costs				
9		<b>TOTALS</b> (Sum of 7-8)	\$661,975	\$329,820	-0-	\$991,795

**Section B—Cash and/or In-Kind Match**  
 Enter separately each source of matching funds and the amounts.  
 Total Match must agree with Line 9, Column 2 above and the total of lines 14 (b) and (c) on  
 ABTPA-1.

CASH				TOTAL	\$329,820
Source	Amount	Source	Amount		
Task Force Counties General Fund Benefits	\$329,820				

<b>PROGRAM INCOME</b> (To be utilized.)	<b>TOTAL</b>
-----------------------------------------	--------------

Total Program Income (available)	\$ 67,854
----------------------------------	-----------

<b>IN-KIND</b> (Total must agree with ABTPA-1, Line 14c.)	<b>TOTAL</b>
-----------------------------------------------------------	--------------

Schedule	Amount	Schedule	Amount		
A		D			
B		E			
C					

<b>TOTAL MATCH</b>	<b>\$329,820</b>
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## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### SCHEDULE A

#### PERSONNEL

1. Direct Salaries		(1)	(2)	(3)	(4)
Title or Position <sup>1</sup>	% of Salary <sup>2</sup>	ABTPA Funds	Cash Match	In-Kind	TOTAL <sup>3</sup>
(A) Task Force Sergeant	100	\$89,204			\$89,204
(B) Public Awareness Coordinator	100	\$38,084			\$38,084
(C) Field Agent (Bastrop County)	100	\$46,750			\$46,750
(D) Field Agent (Colorado County)	100	\$40,824			\$40,824
(E) Field Agent (Comal County)	100	\$66,440			\$66,440
(F) Field Agent (Guadalupe County)	100	\$52,251			\$52,251
(G) Field Agent (Hays County)	100	\$63,182			\$63,182
(H) Field Agent (Travis County)	100	\$81,275			\$81,275
(I) Field Agent (Travis County)	100	\$81,275			\$81,275
(J) Field Agent (Travis County)	0	-0-	\$81,275		\$81,275
(K) Field Agent (Wharton County)	100	\$49,332			\$49,332
(L)					
Overtime		\$10,000			\$10,000
<b>TOTAL Direct Salaries</b>		<b>\$618,617</b>	<b>\$81,275</b>		<b>\$699,892</b>

#### 2. Fringe Benefits

	% or \$ Rate		Cash Match	In-Kind	TOTAL <sup>3</sup>
<b>FICA</b>			\$42,773		\$42,773
<b>Retirement</b>	@		\$76,488		\$76,488
<b>Insurance</b>	@		\$87,383		\$87,383
<b>Other (Medicare, Unemployment, Life Insurance, Longevity, Certification)</b>	@		\$26,337		\$26,337
<b>Workers Compensation</b>	@		\$13,564		\$13,564
<b>Fringe Related to Overtime (FICA, Medicare, Retirement, Un Emp, WC)</b>	@ 20%		\$2,000		\$2,000
<b>TOTAL Fringe Benefits</b>			\$248,545		\$248,545
<b>TOTAL PERSONNEL BUDGET</b>		<b>\$618,617</b>	<b>\$329,820</b>		<b>\$948,437</b>

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### SCHEDULE A NARRATIVE

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1. Include only one position per line. Attach a description of the duties or responsibilities of each position. (*Job posting cannot substitute for descriptive narrative for each position.*)
2. Percentage of salary to be funded by grant funds.
3. Should reflect employee's gross salary attributable to the project.
4. Include percent of time on auto theft for each position. (40 hours per week)

#### **TASK FORCE SERGEANT (40 Hours / Week, 100%):**

- Oversees daily operations and entire management of the task force. Direct liaison with all public entities.
- Overall field operations. Oversees all aspects of the seizure and forfeitures (sales, etc) by the task force members.
- Confidential Informant files; support operations; scheduling assignments; planning and scheduling training.
- Strategic planning for resource deployment and organizational objectives.
- Make official visits to out of county agent offices.
- Help agents achieve their goals; maintain time sheets and evaluations for all task force members. Provide guidance.
- Review all search warrants. Assist in all covert and overt operations. Intelligence and information sharing.
- Work closely with the other 29 Auto Theft Task Forces with the State of Texas. Be actively involved with the ABTPA Board and TAVTI.

#### **FIELD AGENTS (40 Hours / Week, 100%):**

- Investigate criminal activity related to Auto Theft primarily, but not limited to their geographical area.
- Perform salvage inspections. Bait vehicle operations. Locate chop shops. Conduct training classes. Perform covert and overt interdiction assignments. Plan and conduct surveillance operations for burglary of vehicle (bov's). Write search warrants.
- Investigate insurance fraud and arson cases related to auto theft. Aid in public awareness presentations and events.

#### **PUBLIC AWARENESS COORDINATOR (40 Hours / Week, 100%):**

- Gather and prepare monthly reports. File all paperwork related to but not limited to goals set forth through the grant. Serves as a notary.
- Conduct public awareness events throughout the 15 county area. Coordinate with local media (TV, radio, newspapers and websites) for coverage of public awareness events.
- Prepares requisitions for all equipment, clothing and office supplies ordered for the task force. Receives all items. Monitors inventory.
- Webmaster for the website, [www.scattf.org](http://www.scattf.org).
- Responsible for meeting grant goals.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### SCHEDULE A - OVERTIME NARRATIVE

---

**REQUIRED NARRATIVE:** Provide a brief summary on the use of overtime funds.

1. Include description of work activity to be conducted.
2. Estimate number of hours and cost for overtime activities.

Overtime will be used for burglary of vehicle surveillance and auto theft related surveillance activities as well as Public Awareness related to burglary of vehicle and auto theft. The increased addition of the BOV responsibilities to the task force without an increase of resources makes these events extremely difficult to accomplish without these overtime funds.

We request **\$10,000** for these activities to cover approximately 228 hours of overtime calculated at 1.5 times the average salary rate of the agents assigned to the task force. The calculation is shown below:

<b>Requested Amount</b>	<b>\$10,000</b>	<b>Equals hours available</b>
(Average hrly wage x time and a half)	(\$29.26 x 1.5)	~228 hours

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**AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

**SCHEDULE B**

**PROFESSIONAL AND CONTRACTUAL SERVICES**

Description of Service	(1) ABTPA Funds	(2) Cash Match	(3) In-Kind Match	(4) TOTAL
(A)				
(B)				
(C)				
(D)				
(E)				
(F)				
(G)				
(H)				
(I)				
<b>TOTAL PROFESSIONAL AND CONTRACTUAL SERVICES</b>				

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### SCHEDULE B NARRATIVE

---

**REQUIRED NARRATIVE:** Briefly describe any anticipated contractual arrangement and work products expected. Describe basis for arriving at the cost of each line item. Professional services (such as consultants, trainers, counselors, evaluators, etc.) should be described by type of service, number of hours, rate per hour, and travel costs, if any.

**N / A**

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### SCHEDULE C

#### TRAVEL

1. Local Travel		(1)	(2)	(3)	(4)
Title or Position	Miles Traveled Annually/\$Rate	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A)					
(B)					
(C)					
(D)					
(E)					
(F)					
(G)					
(H)					
<b>LOCAL TRAVEL TOTAL</b>					

#### 2. In-State Travel (Specify clearly and use continuation pages if necessary)

Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
TAVTI	San Marcos, TX	\$6,091			\$6,091
ABTPA Conference	TBD	\$1,843			\$1,843
Border Solutions Mtg	TBD	\$578			\$578
<b>IN-STATE TRAVEL TOTAL</b>		<b>\$8,512</b>			<b>\$6,857</b>

#### 3. Out-of-State Travel (Specify clearly and use continuation pages if necessary)

Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
IATTI Conference	TBD	\$1,119			\$1,119
<b>OUT-OF-STATE TRAVEL TOTAL</b>		<b>\$1,119</b>			<b>\$1,119</b>
<b>TOTAL TRAVEL BUDGET</b>		<b>\$9,631</b>			<b>\$9,631</b>

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### SCHEDULE C NARRATIVE

**REQUIRED NARRATIVE:** Briefly describe the applicant's travel policy (i.e., mileage rates and per diem rates). Specify purposes for each item of travel. Break out costs of each in-state and each out-of-state trip to separately show the specific costs of transportation and per diem.

Travis County policy allows the state contracted room rate plus taxes and parking expenses. If no government rate is quoted, the county will pay the quoted room rate. Meal expenses reimbursed only when the employee is required to be away from home overnight. Per diem and mileage will be reimbursed in accordance with the Travis County travel policy current at the time of travel for the purpose of this request. The rates effective October 1, 2010 (\$46 per day and \$0.51 per mile) are used.

Purpose for Travel	# of Nights	Travel	Per Diem	Lodging	Misc Expense	TOTAL
<b>ABTPA Conference</b> TBD	4	-0-	\$460	\$1,332.80	\$50 <sup>1</sup>	\$1,842.80
<b>Border Solutions Meeting</b> TBD	1	\$300*	\$92	\$136.00	\$50 <sup>2</sup>	\$578.00
<b>TAVTI Conference</b> San Marcos, TX	4	-0-	\$1,210	\$3,275.68	\$1,605 <sup>3</sup>	\$6,090.68
<b>IATTI Conference</b> TBD	5	\$275*	\$234	\$610		\$1,119.00

\*Airline (travel) amounts are an approximate, the actual price would vary during travel time.

#### IN-STATE Travel

**ABTPA Conference** – Two persons to attend the annual ABTPA Conference (location to be determined). <sup>1</sup>Miscellaneous fee for hotel parking expenses.

**Border Solutions Meeting** – Sergeant will attend this meeting (location to be determined). <sup>2</sup>Miscellaneous fee for airport parking.

**TAVTI Conference** – The entire Task Force (ten persons) will be attending the conference in San Marcos, they are hosting the event. <sup>3</sup>Miscellaneous fee for registration and membership renewal.

#### OUT-OF-STATE Travel

**IATTI Conference** – Sergeant will attend this conference (location to be determined).

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### SCHEDULE D

#### EQUIPMENT PURCHASES

	(1)	(2)	(3)	(4)
Equipment Name or Description and Quantity (Do Not List Brand Names)	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A)				
(B)				
(C)				
(D)				
(E)				
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
<b>TOTAL EQUIPMENT PURCHASES</b>				

**AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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**SCHEDULE D NARRATIVE**

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**REQUIRED NARRATIVE:** Briefly describe the use of equipment and the cost of each line item.

**N / A**

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### SCHEDULE E

#### SUPPLIES AND DIRECT OPERATING EXPENSES

	(1)	(2)	(3)	(4)
Directly Charged Supplies and Other Operating Expenses	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Fuel and maintenance for public awareness vehicle	\$7,132			\$7,132
(B) Cellular airtime (phones, laptops, trackers, bait car)	\$13,500			\$13,500
(C) Confidential Informant Funds	\$5,000			\$5,000
(D) Public Awareness Funds	\$6,000			\$6,000
(E) Fuel and maintenance for bait car	\$2,095			\$2,095
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
<b>TOTAL SUPPLIES AND DIRECT OPERATING EXPENSES</b>	<b>\$33,727</b>			<b>\$33,727</b>

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**SCHEDULE E NARRATIVE**

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**REQUIRED NARRATIVE: Briefly describe the basis for arriving at the cost of each line item AND THE USE OF EACH ITEM.**

**Public Awareness Vehicle** – funds for fuel and maintenance. The vehicle is used to tow the Public Awareness trailer, to aid in the public awareness events. We estimate 140 gallons per month, x 12 months, at \$3.65 per gallon, equals \$6,132 plus \$1,000 for maintenance.

**Cellular Airtime** – for phones, laptops, trackers and the bait car. Cell phones are supplied to members of the task force. The average fee is \$676.21 per month, x 12 months, is \$8,114.56. The task force members are provided mobile computers to allow them internet access and the ability to access email from the field. Airtime for the bait car and for the trackers is also generated from a cellular account (paid with the mobile computer airtime). The average fee is \$400.98 a month, x 12 months, is \$4,811.74 a month. We have budgeted for an additional \$573 to offset the cost of text messaging that we will be adding to the cellular plans for the trackers and the bait car.

**Confidential Funds** – Confidential funds will be used in accordance with Travis County Sheriff's Office Policy. All funds will be tracked and reported. These funds may be used for the following:

- Undercover / Surveillance use including expenses that are incurred during an approved operation. Receipts are to be obtained when possible.
- Informant payments include expenses for meals, drinks, and lodging (approved by the Task Force Sergeant) when necessary for the security of the operation. When additional funds are needed, the request is routed through the sergeant.
- The Task Force Sergeant will determine payment for information based upon the type of crime, quality and quantity of information.
- These guidelines are subject to adjustment. More (or less) may be paid to the informant based on the danger to him/her, active involvement, etc. Officers receiving the informant funds from other sources will follow the guidelines of the ABTPA and the Travis County Sheriff's Office.

**Public Awareness Funds** – Public Awareness Funds will be used to purchase items to be used to increase public awareness about auto burglary and vehicle theft within our 15 county area such as community gatherings, fairs and festivals. Vehicle crime is listed as the nation's number one property crime costing an estimated \$7.6 billion each year. By promoting public awareness with said items we can help reduce crimes in these areas. Since September 1, 2010 we have VIN etched 844 vehicles.

We would purchase items such as:

- Promotional items (tote bags, pens, etc.)
- Billboard space
- Media outreach
- Parking lot signs
- Cinema advertising

**Bait Car** – funds for fuel and maintenance. We estimate 25 gallons per month, x 12 months, at \$3.65 per gallon, equals \$1,095 plus \$1,000 for maintenance.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### SCHEDULE F NARRATIVE

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Currently ABTPA does not fund indirect costs, except for the Council of Governments agencies. Applicants may not use option (A) without having an official cost allocation plan developed in accordance with OMB Circular No. A-87. The amount may be entered as ABTPA funds or cash match for those applicants having such an approved plan.

N / A

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### PROGRAM NARRATIVE

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#### (Instructions)

**I. To be considered for funding, a proposed grant project:**

1. Must address a problem that is clearly identified, is measurable and is supported by relevant statistical evidence;
2. Must minimize duplication or overlapping of existing programs;
3. Must have a design wherein the activities and goals are realistic and attainable;
4. Preferably should, but is not required to, be innovative in its concept/ design/operation; (a project is considered innovative if it provides a new and different strategy or approach that prevents, deters, intervenes, or stops a criminal act from occurring);
5. Must have a cost structure which is realistic when compared to its goals;
6. Must cooperate and coordinate its activities with other appropriate agencies/projects;
7. Must include measures to assure that it demonstrates cross-cultural awareness in all project activities and in its staffing and training; and
8. Must include a proposed evaluation design that provides relevant data to measure the effectiveness of the project and a plan for performing such evaluation.

**II. Accordingly, the Program Narrative must present the information by which the eligibility and merit of the project can be assessed. Applications will be scored and ranked numerically, for funding consideration, according to the congruence of the project with the criteria stated above. At a minimum, the five sections of the Program Narrative must include the following information:**

1. **PROBLEM STATEMENT & HISTORICAL INFORMATION:** (Please limit information to 2 pgs)
  - ◆ Provide an assessment of the auto theft problem in the areas of coverage and what efforts have been undertaken to address it.
  - a. Describe and document trends of the problem and the need that makes this grant necessary. (e.g., cite 3 years of UCR data)
  - b. Identify the target population and the geographic target area.
  - c. Describe existing activities that address the problem.
  - d. Describe the extent to which this project will duplicate or overlap existing activities, and why that (if any) is necessary.
  - e. Provide and cite accurate statistical data for problem in project area.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### PROGRAM NARRATIVE

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#### (Instructions Continued)

#### 2. PROPOSED GOALS & OBJECTIVES:

- ◆ The applicant must provide specific goals and objectives for the project that are consistent with the proposal. The goals should reflect the overall impact that you intend the project to attain.
  - ◆ The objectives should explain how the goal will be accomplished. The activities described should support the goal and be Specific, Measurable, Action-oriented, Realistic, and Time-oriented.
  - ◆ The applicant must include a goal that addresses *auto theft, auto burglary, and crime prevention* that you intend the project to attain.
- a. Describe the specific goals of the project.
  - b. Describe the proposed activities of this project. Include any quantifiable data by which project activities can be measured.
  - c. Describe how the project will impact the stated problem.
  - d. Describe the functions of significant personnel involved.
  - e. Describe proposed plan for auto theft crime prevention, education and training.

#### 3. FUNCTIONS OF PROPOSED PROJECT:

The functions of the project should:

- ◆ Identify the target population, the estimated number of persons to be served, and the service needs to be met by this project.
- ◆ Describe the applicant's experience or qualifications.
- ◆ Describe how this project will cooperate/coordinate activities with other appropriate agencies/projects.
- ◆ Describe in what way (if any) is this project innovative and what methods taken to assure that the project demonstrates cross-cultural awareness in all project activities and in its staffing and training.

#### 4. EVALUATION DESIGN:

- ◆ The program evaluation should indicate how the applicant will assess the success of the project and the extent to which the strategy achieved the project's goals and objectives.
- a. Describe the design of a plan for local evaluation of this project.
  - b. Cite relevant data that will be used to measure the effectiveness of this project.
  - c. Describe the mechanism to evaluate the program's progress.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### PROGRAM NARRATIVE

#### 1. Problem Statement and Historical Information (See Instructions on page 18)

##### THEFT STATISTICS:

- Every six seconds, a motor vehicle is stolen in the United States, and every 2.5 seconds, a burglary of a vehicle occurs.
- Texas motor vehicle thefts statewide fell -10.3% in 2009 from 2008, according to the DPS Uniform Crime Reports. In 2009, 76,617 vehicles were reported stolen in Texas.

The data for the SCATTF region is shown in the table below:

County	2007		2008		2009	
	Population	Offenses	Population	Offenses	Population	Offenses
Bastrop	74,108	104	74,581	121	75,853	105
Bell	261,571	509	281,915	433	291,957	370
Blanco	9,364	3	9,147	6	9,164	11
Caldwell	41,123	39	35,951	14	36,072	41
Colorado	20,883	16	20,705	18	20,801	10
Comal	106,754	133	110,982	148	115,873	123
Fayette	22,614	10	22,629	12	22,821	13
Gonzales	19,692	5	19,280	4	19,232	23
Guadalupe	111,115	118	115,426	152	120,076	136
Hays	136,076	176	148,477	133	157,175	115
Lee	33,385	20	16,437	8	16,495	12
Llano	15,397	16	16,579	11	16,581	10
Milam	25,424	27	24,934	50	24,992	23
Travis	948,241	3,246	1,008,075	2,911	1,035,099	2,502
Wharton	41,492	52	40,857	60	40,786	41
<b>TOTALS</b>	<b>1,867,239</b>	<b>4,474</b>	<b>1,945,975</b>	<b>4,081</b>	<b>2,002,977</b>	<b>3,535</b>

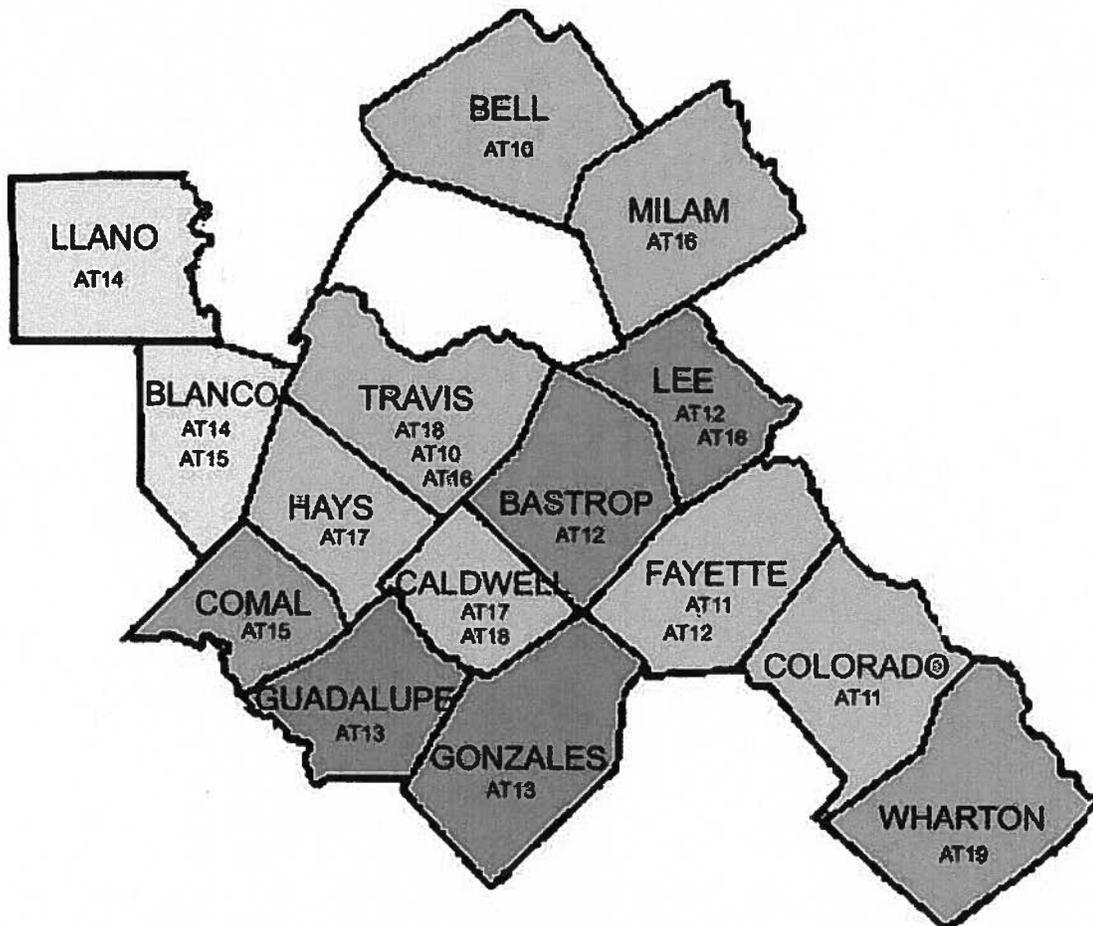
The Sheriff's Combined Auto Theft Force region is a hub of crossroads between Mexico and states north along the IH-35 corridor and US Hwy 59 as well as, to the East and West, IH-10 and US 290. In 1997, with the aid of the ABTPA Grant, Travis County initiated the first regional effort to combat auto-related criminal activity and has continued to focus on those efforts ever since.

Comparing data from 2007-2009, the numbers of reported vehicle thefts have decreased -21% while the population has increased 7.3% in the 15 county region of the SCATTF.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### PROGRAM NARRATIVE

The map below shows the geographical target area of the task force. The members of the task force continue to educate the citizens of the SCATTF jurisdiction that encompasses urban counties such as Hays and Travis Counties, where more thefts are likely to occur and rural counties including Blanco, Caldwell, Lee, etc ... where theft rings and chop shops can go undetected more easily.



The most effective tool in the prevention of auto theft is education and the SCATTF has worked diligently and successfully over the past several years to educate the public and other law enforcement agencies in auto theft prevention techniques. The Task Force teaches classes in basic and specialized auto theft recognition.

VIN Etchings and HEAT registrations throughout the 15 county region are an important component of the SCATTF's public awareness program, as well as other media events.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### PROGRAM NARRATIVE

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#### 2. Goals and Objectives (See Instructions on page 18)

Our goals for this grant year will be to decrease auto thefts with training, public awareness and interdictions. We will also focus on burglary of vehicle related activities as well.

#### **TRAINING:**

The SCATTF will continue to reach out to the smaller law enforcement agencies throughout the region. The SCATTF understands that such training is necessary, although time intensive, in combating auto thefts in our area and will continue to provide the classes though out the region.

#### **INTERDICTIONS / ENFORCEMENT:**

The SCATTF will work additional day and night time surveillance in areas known to have a high number of incidents of auto burglaries as well as conduct sting operations.

Major highways used to transport stolen vehicles through the state of Texas are within the SCATTF region. The task force provides interdictions on these roadways. The types of interdictions include working license and weight areas, "operation gateway" at border towns, stationary parking lots, boat ramps, hotel parking lots, mall parking lots, highways, etc. The task force has participated in various operations.



**Comal County  
Impound Lot  
Semi and Semi-Trailers  
seized during Highway  
Interdictions**

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### PROGRAM NARRATIVE

#### PUBLIC AWARENESS:

The Public Awareness Coordinator and agents continue to enhance the task force effectiveness by coordinating various burglary and theft awareness projects such as VIN Etchings, HEAT Registrations, local neighborhood watches, and joint projects with other agencies. Radio, television, newspapers and our own website are avenues for advertising. During the first six months of this grant period 102 Public Awareness presentations have been conducted. Patrol officers continue to hand out pamphlets that were created by the Task Force explaining what to expect when your car is broken in to or stolen.



## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### PROGRAM NARRATIVE

#### INSPECTIONS and INVESTIGATIONS:

The 15 county region has more than 130 licensed salvage yard operations. There are also an undetermined number of unlicensed operations within the combined jurisdiction. Every operation is fertile ground for disposal of stolen autos and component parts. These are also prime sites for obtaining VIN plates for use in clandestine shop re-identification schemes.

The following is a list of the types of salvage inspections that SCATTF conducts:

- A. Unlicensed Salvage Yards
- B. Licensed Salvage Yard
- C. Auto Body / Repair Shop
- D. Wrecker / Storage Yard
- E. Garage and Mechanic Shops
- F. Auto Auctions
- G. Used Car Lots



This was a recovery in **Bastrop County**. Ten pick-ups were recovered at this location. They were being used to drive down to the border and pick up illegal immigrants. As you can see by the pictures, all the seats were removed; some were being used in the mobile home to sleep on, some were just thrown out in the yard to rot. Also pictured are stolen license plates used on the stolen trucks.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### PROGRAM NARRATIVE

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In addition to the items listed above, the following are also part of the program:

- **Covert Interdiction** – SCATTF implements covert operations throughout the area for the identification and apprehension of those involved in auto related criminal activity, recovery of property and prosecution of perpetrators in criminal auto burglary/theft activity.
- **Overt Interdiction** – SCATTF currently conducts special operations such as widespread auto interdiction, target interdiction and special assignments. Some of these special assignments include targeting particular areas where high levels of auto theft related criminal activity occurs.

The SCATTF removes most of the jurisdictional limitations, which thieves use against law enforcement, by allowing officers to cross county lines when investigating auto theft and motor vehicle related crime. Because the SCATTF has inter-local agreements with the included counties, the task force is able to operate smoothly and with joint effort. The SCATTF hopes that efforts will help auto theft decline in our jurisdictions, however, growth in the region continues to make this a challenge. While the population has increased by 7.3% from 2007 through 2009, the reported vehicle thefts in the region have decreased -21% indicating that the joint efforts of the SCATTF agencies and the ABTPA are making a difference. This being the 15<sup>th</sup> year of participation in the grant process shows the commitment that the Sheriff's and County Officials in the participating counties have in wanting to reduce auto theft and their related crimes including burglary of vehicles.

Currently the SCATTF includes a sergeant, who oversees daily operations, manages the investigators and civilian staff, assists with cases and provides training to the employees. The sergeant is also the direct liaison with ABTPA, the 15 counties that comprise SCATTF, TAVTI and other vital organizations. The sergeant works closely with the investigators assisting them in meeting goals, targeting 'hot spots', reviewing reports, statistics, paperwork, cover and overt operation planning, intelligence and information sharing and assisting in public awareness projects.

The Task Force uses a Field Training Program to assist incoming agents with specialized training.

The program consists of a six month hands on training, doing a variety of tasks under the supervision of an experienced Auto Theft Agent. The intention is for new agents to have six months specialized training prior to being released into his/her new assignment.

## **AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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### **PROGRAM NARRATIVE**

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Teamwork and cooperation are keys to the success of the Task Force. Each agent is physically located within the county they are employed by and all assist with contiguous counties. Through the efforts of the Public Awareness Coordinator and the agents, numerous Public Awareness events are scheduled every year and have resulted in the task force reaching many small communities throughout the 15 county regions. Sheriff's in the region have expressed appreciation to the Task Force for the Public Awareness Program events conducted and welcome more in the future. SCATTF also has a very good working relationship with the Austin Police Department's Auto Theft Interdiction Unit, the Texas Department of Transportation (Investigators), and other Auto Theft Task Forces. Several Task Force members are also TAVTI board members and directors.

It should be noted that the Sheriff's that participate in this Task Force give back. They pay for their agent's fuel, maintenance and insurance on their task force vehicles. They also cover fringe benefits for their agents. Our Sheriff's have a vested interest in this program. They believe in it and see how it is working to better all of those involved.

The function of the field agents / investigators is to investigate criminal activity related to auto theft primarily in their geographical locations / areas. Among the activities they perform are salvage inspections, locate chop shops, conduct training classes, perform covert and overt surveillance, presentation of public awareness events and much more.

The public awareness coordinator is responsible for data entry of auto theft and burglary related cases, answers phones, prepares monthly and quarterly statistics and reports, conducts public awareness events and much more.

Crime prevention, education and training will continue to be a major focus of the task force. These goals will be accomplished through public awareness presentations (VIN Etchings, HEAT Registrations), media releases, and our website ([www.scattf.org](http://www.scattf.org)) to reach the most citizens possible to educate them on the problems, causes of and solutions to auto burglary and auto theft.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### PROGRAM NARRATIVE

#### 3. Functions of the Proposed Project (See Instructions on page 18)

Continued training instruction by our agents will enable SCATTF to reach law enforcement officers throughout the 15 county region to educate and partner with them to help lower auto burglary and auto theft in Texas.

The target population includes a 15 county area with a combined population of more than 1.9 million and includes both rural and urban counties. The population of this area is projected to increase by more than 162% in the next 35 years. Counties such as Bell, Hays and Travis are more urban and auto burglaries and thefts are more likely to occur in these counties. Counties such as Blanco, Colorado, Lee and Llano are more rural where theft rings and chop shops could go undetected.

As outlined below, the SCATTF is on schedule to meet or exceed all goals set for the current year:

<b>SCATTF Performance Measures</b>	<b>Goals for FY 10 / 11</b>	<b>Completed in first 6 months</b>
Training Classes	10	2
Public Awareness Presentations	115	79
Salvage Inspections	40	16
Interdiction Operations	200	94
Chop Shop Identifications	7	4
Vehicle Inspections – Other	1,300	4,967
Public Reached through media, mail outs, etc.	500,000	1,717,572
Auto Burglary Surveillance Operations	10	21
Bail Vehicle Operations	10	6
Warrant Arrest	10	13
Cases Worked by Task Force Agents	840	574
Vehicles Recovered by Task Force Agents	585	301
Render Assistance to other Agencies	600	1,460

The extensive field training program that the task force has shows the commitment of SCATTF to raising the educational level of all officers in the task force so they in-turn can pass their knowledge onto other officers and the citizens served.

It is due to the experience, qualifications and dedication of the task force agents and the public awareness coordinator that the task force is able to accomplish their objectives year after year. Decrease the number of auto burglaries and auto thefts, and serve the citizens of the counties in which we operate and the State of Texas through our cooperative partnerships with other agencies and task forces.

## **AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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### **PROGRAM NARRATIVE**

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The SCATTF has been an innovative program with task force counties working together to combat auto burglary and auto theft crime. Each task force involved Sheriff has expressed pleasure with the work performance and cohesiveness it provides. The task force enables the counties to have a focused and cooperative effort on a specialized segment of crime, yet is tailored to meet the needs of each participant.

The task force continually works with other agencies within the state. These operations and cooperation allow the task force agents to learn from and teach others making them more effective and fostering relationships that assist in the sharing of information to help combat auto burglary and auto theft not only in our area but the state as a whole.

The Texas Commission on Law Enforcement Standards mandates all licensed officers participate in a cultural awareness class at a minimum of every other year. Federal law requires that a Racial Profiling form be completed on all traffic stops made.

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

### PROGRAM NARRATIVE

#### 4. Proposed Evaluation Design (See Instructions on page 18)

An important aspect in evaluating a program of this type is whether the participating agencies (Sheriff's) perceive the program as one that is worthwhile in their county and whether all counties are coordinating efforts with each other for the good of all involved. To receive feedback from the Sheriff's, there have been and will continue to be a bi-yearly Board of Governors meeting to discuss agenda items relevant to this project. Minutes from each meeting are recorded and all present are invited to speak on any item of interest. We have found that the attendance of board members helps foster and build relationships historically difficult to cross.

We will continue to keep monthly statistics to track the progress of the unit and monitor the crime statistics of our region, the state and the county as a whole to ensure that we are continuing to make a difference in the fight against auto burglary and auto theft.

<b>Activity</b>	<b>Goals for FY 10 / 11</b>	<b>Goals for FY 11 / 12</b>
Training classes	10	10
Public Awareness Presentations	115	115
Public Reached through media, mail outs, etc	500,000	500,000
Salvage Inspections	40	20
Interdiction Operations	200	220
Chop Shop Identifications	7	7
Vehicle Inspections – Other	1,300	1,500
Render Assistance to other Agencies	600	750
Bail Vehicle Operations	10	12
Auto Burglary Surveillance Operations	10	10
Warrant Arrest	10	10
Cases Worked by Task Force Agents	840	800
Vehicles Recovered by Task Force Agents	585	525
Tire Sting Operations	NA	8
68-A Inspections	NA	300

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## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### DESIGNATION OF GRANT OFFICIALS

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ABTPA rules require that three persons be designated to the positions of Authorized Official, Project Director, and Financial Officer for the purposes of administering a grant. The Project Director and the Financial Officer may not be the same person, but under extenuating circumstances, one person may otherwise fill two positions. In accordance with the criteria and definition of responsibilities set forth in the Financial and Administrative Requirements section of the ABTPA Grant Application and Administration Guidelines governing submission of this application, the following designations are made:

**APPLICANT:**     TRAVIS COUNTY

**PROJECT TITLE:**   Sheriff's Combined Auto Theft Task Force (SCATTF)

Ms. Phyllis Clair

Project Director (Type or Print)

Ms. Susan Spataro

Financial Officer (Type or Print)

Major, Travis County Sheriff's Office

Title and Agency

County Auditor, Travis County

Title and Agency

PO Box 1748

Business Address (Street or P. O. Box)

PO Box 1748

Business Address (Street or P. O. Box)

Austin

City

78767

Zip

Austin

City

78767

Zip

512.854.9759 / 512.854.4383 (fax)

Telephone and Fax Numbers

512.854.9125 / 512.854.9164 (fax)

Telephone and Fax Numbers

Mr. Samuel T. Biscoe

Authorized Official (Type or Print)

County Judge, Travis County

Title and Agency

PO Box 1748

Business Address (Street or P. O. Box)

Austin

City

78767

Zip

512.854.9555 / 512.854.9535 (fax)

Telephone and Fax Numbers

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**AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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**SPECIAL CONDITION**

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**AMERICANS WITH DISABILITIES ACT CERTIFICATION**

**The Grantee hereby assures and certifies compliance with Subchapter II, Part A of the Americans with Disabilities Act (ADA), 42 U.S.C., Sections 12131-12134, and Department of Justice ADA regulations, 28 CFR Part 35.**

\_\_\_\_\_  
**Authorized Official**

\_\_\_\_\_  
**Date**

**Travis County**

\_\_\_\_\_  
**Grantee**

**Sheriff's Combined Auto Theft Task Force**

\_\_\_\_\_  
**Project Title.**

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**AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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**SPECIAL CONDITION**

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**Non Supplanting Certification**

I certify that the programs proposed in this application meet all the requirements of the Texas Civil Statutes, Article 4413(32a), §6(a)(7), (a) Texas Civil Statutes, Article 4413(32a), §6(a)(7), requires that state funds provided by this Act shall not be used to supplant state or local funds. Public Law 98-473 requires that federal funds provided by that Act shall not be used to supplant state or local funds.

I further certify that ABTPA funds have not been used to replace state or local funds that would have been available in the absence of ABTPA funds. The certification shall be incorporated in each grantee's report of expenditure and status of funds referred to under §57.3(6) of this title (relating to Adoption by Reference).

\_\_\_\_\_  
**AUTHORIZED OFFICIAL**

\_\_\_\_\_  
**DATE**

**Travis County**

\_\_\_\_\_  
**GRANTEE**

**AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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**SPECIAL CONDITION**

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**COMPLIANCE REQUIREMENT**

The attached digest of your grant application represents the Automobile Burglary & Theft Prevention Authority Board's approved amount. The digest represents budgeted amounts only and does not approve any items that conflict with the participating agency's personnel, procurement, travel, or local government code policies and procedures.

The grantee will be responsible in determining that the following requirements are being met prior to the release of funds:

- 1) Salaries are in accordance with local policy of the participating agencies.
- 2) Personnel are classified in accordance with the needed qualification for the position.
- 3) Fringe Benefits are in accordance with local policy of the participating agencies.
- 4) Travel Policy is in accordance with the travel policy of the participating agencies.

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

Travis County

\_\_\_\_\_  
Grantee

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**AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

**SPECIAL CONDITION**

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION**

I, \_\_\_\_\_, certify that:

This agency employs fewer than 50 people; therefore, the \_\_\_\_\_  
(Agency)

is not required to file an equal opportunity program in accordance with 28 CFR 42.301 et seq., Subpart E.

or

This agency employs 50 or more people and has received or applied to the Automobile Burglary & Theft Prevention Authority for total funds in excess of \$25,000; therefore, the \_\_\_\_\_  
County of Travis has formulated an equal employment opportunity  
(Agency)

program in accordance with 28 CFR 42.301 et seq., Subpart E and that it is on file in the office of:

Tracey Calloway  
(name)

Director Human Resources  
(title)

PO Box 1748, Austin, TX 78767  
(address)

for review or audit by an official of the Automobile Burglary & Theft Prevention Authority as required by relevant laws and regulations.

**PROJECT TITLE:** Sheriff's Combined Auto Theft Task Force

\_\_\_\_\_  
Authorized Official (signature)

\_\_\_\_\_  
Project Director (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## **AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**

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### **SPECIAL CONDITION**

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#### **ASSURANCES**

**A Grantee and the Applicant hereby makes and certifies that as grantee, it and any subgrantee shall comply with the following conditions:**

- 1. A grantee and subgrantee must comply with ABTPA grant rules and UGMS.**
- 2. A grantee and subgrantee must comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any persons related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.**
- 3. A grantee and subgrantee must insure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.**
- 4. A grantee and subgrantee must comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law.**
- 5. A grantee and subgrantee must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child payments.**
- 6. No health and human services agency or public safety or law enforcement agency may contact with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.**
- 7. A grantee and subgrantee that is a law enforcement agency regulated by Texas Government Code, Chapter 415, must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in process of achieving compliance with such rules.**

## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### SPECIAL CONDITION

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#### ASSURANCES (continued)

8. When incorporated into a grant award or contract, these standards assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contact administration system to insure that all terms, conditions, and specifications are met. (See Section \_\_\_\_ .36 for additional guidance on contract provisions.)
9. A grantee and subgrantee must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees and subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.
10. Grantees and subgrantees will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Grantees and subgrantees will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
12. Grantees and subgrantees will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

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## AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

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### SPECIAL CONDITION

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#### ASSURANCES (continued)

13. Grantees and subgrantees will comply with the provisions of the Hatch Political Activity Act (5 U.S.C. § 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.
14. Grantees and subgrantees will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.
15. Grantees and subgrantees will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA. (EO11738)
16. Grantees and subgrantees will comply with Article IX, Section 5 of the state appropriations act which prohibit the use of state funds to influence the outcome of any election or the passage or defeat of any legislative measure.

#### ASSURANCES CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Texas Automobile Burglary & Theft Prevention Authority Program, that all the information presented is correct, and that the applicant will comply with the provisions of the Automobile Burglary & Theft Prevention Authority and all other federal and state laws, regulations, and guidelines. By appropriate language incorporated in each grant, subgrant, or other document under which funds are to be disbursed, the undersigned shall assure that the applicable conditions above apply to all recipients of assistance.

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Authorized Official

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Date

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# AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

## SPECIAL CONDITION

### INDEPENDENT ANNUAL AUDIT CERTIFICATION

The grantee hereby assures compliance by itself and its applicable sub-recipients (contractors) with the Single Audit Act Amendments of 1996, PL 104 - 156 and, particularly, with the requirements of OMB Circular A-133 as follows (check one):

- 1.   X   Grant(s) expenditures of \$300,000 or more in federal funds - An annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- 2.        Grant(s) expenditures of \$300,000 or more in state funds - An annual single audit by an independent auditor made in accordance with the Uniform Grant and Contract Management Standards (UGCMS).
- 3.        Grant(s) expenditures of less than \$300,000 in federal funds - Exempt from the Single Audit Act. However, ABTPA may require a limited scope audit as defined in OMB Circular A-133.
- 4.        Grant(s) expenditures less than \$300,000 but \$50,000 or more in state funds - A program-specific audit.
- 5.        Grant(s) expenditures less than a total of \$50,000 in state funds - Financial Statements audited in accordance with Generally Accepted Auditing Standards (GASS).

**NOTE:** Grantees exempt from the Single Audit Act requirements (i.e. those expending less than \$300,000 in total federal financial assistance) are prohibited from charging the cost of a Single Audit to a Federal Award.

\_\_\_\_\_  
Authorized Official (Signature)

\_\_\_\_\_  
Financial Officer (Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Travis County**  
\_\_\_\_\_  
Grantee Organization

**SA-T01-11069**  
\_\_\_\_\_  
Grant Number

Regardless of items checked above, the grantee should, within 60 days following the date of the grant award, furnish the following information:

- 1. The identity of the organization conducting the audit.
- 2. Approximate time audit will be conducted.
- 3. Audit coverage to be provided.

### GRANT SUMMARY SHEET

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

<b>Department/Division:</b>	Historical Commission
<b>Contact Person/Title:</b>	Barry Hutcheson Chair, Travis County Historical Commission
<b>Phone Number:</b>	512-892-4938

<b>Grant Title:</b>	A Cultural Resources Survey of Rural Properties in Eastern Travis County			
<b>Grant Period:</b>	From:	03/01/2011	To:	09/30/2012
<b>Grantor:</b>	U. S. Department of Interior, National Park Service, through Texas Historical Commission			
<b>American Recovery and Reinvestment Act (ARRA) Grant</b>	Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>

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

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:						
Operating:	\$4,964.50			\$3,000	\$1,964.50	\$9,929.00
Capital Equipment:						
Indirect Costs:						
<b>Total:</b>	\$4,964.50			\$3,000	\$1,964.50	\$9,929.00
FTEs:						

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

Performance Measures	Projected FY 11 Measure	Progress To Date:				Projected FY 12 Measure
		12/31/10	3/31/11	6/31/11	9/30/11	
Applicable Depart. Measures						
Historical Resources Survey	1		1			1
Measures For Grant						
Outcome Impact Description						
Outcome Impact Description						
Outcome Impact Description						

**PBO Recommendation:**

**This is a new grant for a survey of Eastern Travis County. This grant requires a \$3,000 cash match. This match is unbudgeted at this time. However, if the contract is approved by Commissioners Court, PBO will add \$3,000 to the Historical Commission's FY12 Budget. This is a one time award and there are no continuing obligations for Travis 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?

Travis County has been designated a Certified Local Government by the Texas Historical Commission since 2003. Part of the responsibility of the CLG is to develop quality programs and participate in the State's preservation process. This includes local preservation training, surveys of historic resources, preparation of preservation plans and National Register of Historic Place nominations. The majority of the grant funds for this program is supplied by the U. S. Department of the Interior, National Park Service, with distribution and supervision by the Texas Historical Commission. The Travis County Historical Commission coordinates this work through its CLG Committee.

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

This specific grant terminates with the completion of the project report. Future projects are developed on a regular basis and will require grant support from the County and/or other local sources to meet the needed match for grant funds.

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 required, funded through budget changes to the County Historical Commission.

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

No. Not budgeted.

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 Travis County Historical Commission will, on occasion, request monies to match federal project grants for our Certified Local Government responsibilities.

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

This will be the fourth county historic resources surveys contracted for and completed under the CLG program coordinated by the Travis County Historical Commission. We anticipate additional projects in the future.

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 CLG work is encouraged and supported by the Texas Historical Commission to fulfill the historic preservation goals for Travis County and the State.

**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

March 1, 2011

J. Robert Ward  
Travis County Historical Commission  
Travis County  
1707 Romeria  
Austin, TX 78757

*Re: 2011 Certified Local Government Award of \$4,964.50 for Travis County, Texas (TX-11-024).*

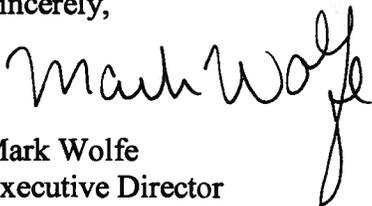
The Texas Historical Commission, the state agency responsible for administering the Certified Local Government (CLG) program, is pleased to announce the allocation of a \$4,964.50 grant to Travis County in conjunction with your participation in the fiscal year 2011. The U.S. Department of the Interior, National Park Service, provided funding for this grant under the provisions of the National Historic Preservation Act of 1966.

Please review the enclosed grant contracts and sign all documents where noted. Return one (1) complete contract packet and retain one copy for your records no later than 60 days upon receipt of this award letter. Failure to submit a signed contract before the commencement of any work (as well as participation in a grant orientation meeting, if applicable) for this project will forfeit the grant allocation and cause the Texas Historical Commission to reallocate the funds to another eligible grant recipient.

All grant recipients that have not received a previous CLG grant award must contact Matt Synatschk, CLG state coordinator at 512.463.7812 to schedule an orientation meeting involving the local project supervisor and the grant recipient's fiscal officer. The purpose of the orientation is to establish project priorities, formalize a budget, develop a timetable for completion, and discuss reimbursement procedures. The orientation meeting shall be scheduled following receipt of this award letter. Also, please remember to include your CLG project number referenced above on all future correspondence.

We look forward to working with you on this worthwhile preservation endeavor. **Should you have any questions or if we can be of further assistance, please contact Mr. Synatschk at 512.463.7812.**

Sincerely,



Mark Wolfe  
Executive Director

CC: Honorable Samuel T. Biscoe, Travis County Judge  
Barry Hutcheson, Chair, Travis County Historical Commission  
Ellen Heath, Travis County Auditor's Office



## TEXAS HISTORICAL COMMISSION

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### FISCAL YEAR 2011 CERTIFIED LOCAL GOVERNMENT (CLG) GRANT CONTRACT TX-11-024

#### I. PARTIES

The parties of this contract are the Texas Historical Commission, an agency of the State of Texas, hereinafter referred to as Commission; and **Travis County** hereinafter referred to as Grantee.

#### II. PURPOSE

This contract is entered into pursuant to a grant made to the Commission for fiscal year **2011** by the U.S. Department of the Interior, National Park Service, under the provisions of the National Historic Preservation Act of 1966, P.L. 89-665 (16 U.S.C. Sec. 470 f). This grant is made for the purpose of funding a project or projects to be undertaken by Grantee as a participant in the Certified Local Government program.

#### III. SERVICES TO BE PROVIDED

The following services are to be provided within the contract period on a schedule to be agreed upon by the parties to this contract. However, the services designated with specific deadlines must comply with those deadlines.

The Grantee shall undertake and complete the project or projects as set out in the Project Notification (Attachment A) with detailed budget. Products developed under this agreement must conform to the requirements of the Commission and the Project Proposal, as stipulated in the Expected Products of Historic Resources Survey and Inventory Projects (Attachment B).

Project personnel employed by the Grantee shall meet the Standards for Professional Qualifications as outlined in 36 CFR 61 (Attachment C), as appropriate to the scope of the project, and be employed by competitive procurement. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally-assisted programs on the basis of race, color, and/or national origin. Therefore the Grantee must sign DI Form 1350 U.S. Department of the Interior Civil Rights Assurance (Attachment D) and return the signed form to the Commission with this contract. In all cases the person(s) employed by the Grantee to complete the work specified in this contract must meet with the approval of the Commission. The professional staff hired must also contact the Commission's Certified Local Government staff prior to commencing work.

#### IV. AMOUNT OF THE CONTRACT

The total amount of this contract shall not exceed **\$4,964.50**. The Commission shall reimburse the Grantee exclusively from U.S. Department of the Interior grant-in-aid funds for historic preservation (Certified Local Government), and this contract is subject to the availability of those funds.

## V. PERIOD

This contract shall commence on **March 1, 2011** and shall terminate on **December 31, 2012**. It is further agreed that all work associated with this project shall be completed by **September 30, 2012** and all materials stipulated in Attachments A and B and all reimbursement requests shall be submitted to the Commission by **October 31, 2012**.

An extension for completing materials stipulated in Attachment B may be granted by the Commission upon review and approval of a written extension request by the Grantee, provided that a draft of the grant product(s) has been previously reviewed and approved. The final product must be received by the Commission no later than **December 31, 2012**. All expenses incurred by the Grantee associated with work completed after **September 30, 2012** shall be considered ineligible for reimbursement under this grant contract.

Contract amendments may be submitted in writing using the Contract Amendment Form (Attachment E) at any time between **March 1, 2011** and **August 31, 2012** at the option of the Commission.

## VI. INDEPENDENT CONTRACTOR

The Grantee is a political subdivision of the State of Texas. It is not an agency of the State of Texas. It is expressly understood and agreed that any subcontractor is an independent contractor and not an employee of the Texas Historical Commission. The Grantee or any subcontractor shall not be considered the agent, the servant, or the employee of the Commission for any purpose whatsoever.

## VII. DOCUMENTATION AND PAYMENT

Grantee may submit to the Commission, for its approval, a properly completed invoice for services rendered in compliance with all requirements of the contract as specified in the Reimbursement Request Procedures and Required Records (Attachment F). Grantee will provide invoices to the Commission as costs are incurred and work is completed, but not more frequently than monthly.

It is further agreed that the Grantee will provide written quarterly updates on the Grant Product Quarterly Report Form as provided by the Commission on the progress of the grant product. Each update will outline the tasks completed and expenses incurred on the project and provide a timeline and status of the overall project. The Grant Product Quarterly Report will be due on **April 30, 2011, August 30, 2011, December 31, 2011, April 30, 2012, and August 30, 2012**. **Failure to submit quarterly reports as required on a timely basis may constitute breach of this grant contract and result in forfeiture of the grant.**

Reimbursement to the Grantee shall be on a matching basis as outlined in the Project Notification's Budget section, subject to receipt of funds from the National Park Service and successful completion of all project work activities. The Commission agrees to pay the Grantee up to **\$4,964.50** in federal funds. The Grantee agrees to contribute matching share, either donated services or cash match, for a minimum total of **\$4,964.50** or **50%** of eligible costs, whichever is less.

Such payments shall be made as requested for services actually rendered, or if mutually agreed, in one lump sum upon completion and approval of all the requirements set forth in this agreement. It is further agreed that a sum not to exceed **25%** of the total grant award will be retained by the Commission until the following have occurred: (a) Commission review of the draft project materials and comments incorporated into the project; (b) receipt of two (2) detailed and documented final completion reports; and (c) receipt of properly documented reimbursement materials.

Subject to the limitations of the contract, the Commission's payments will be made in accordance with the Texas Prompt Payment Act.

## VIII. OWNERSHIP OF PRODUCTS OF THIS CONTRACT

All material, concepts and products produced, developed or conceived by the Grantee during or arising out of the contract shall remain the property of the Commission. The Grantee shall have an unrestricted right to use any or all materials so produced, developed, or conceived at no additional cost. **Pursuant to the stipulations in Attachment B a minimum of two (2) copies of all final products and completion reports, if applicable (Attachment G)** are to be supplied to the Commission before final reimbursement is made. All materials published, printed or used for public distribution funded in whole or in part by this grant shall note the following on the materials:

*This project was funded in part through a Certified Local Government Grant from the National Park Service, U.S. Department of the Interior, as administered by the Texas Historical Commission.*

*The contents and opinions, however, do not necessarily reflect the views and policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.*

*This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.*

## IX. TERMINATION

Either party to this contract may terminate by giving seven days written notice to the other party. In the event notice of termination is given, all work by Grantee shall cease and no amount shall be paid by the Commission for work performed following receipt of notice of termination by Grantee. Grantee shall be paid for all work performed prior to the notice of termination in accordance with the terms of the contract. Final invoices shall be submitted to the Commission not later than 30 days following the date of termination of this contract.

## X. APPLICABLE LAWS

This contract shall be governed by and construed in accordance with the laws of the State of Texas and the rules and policies of the Commission. All projects funded under the Certified Local Government program must meet the Secretary of the Interior's Standards. The Standards can be accessed at the National Park Service web site: [www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm).

## XI. AUDIT

The Commission may audit the Grantee's records to verify the costs or expenses incurred in the performance of this contract or may, at its option, require an audit of the Grantee's records by an independent accounting firm, at the Grantee's expense, or by Federal auditors to verify costs or expenses incurred in the performance of the contract. The Grantee shall keep accurate financial records available for audit for three years from the project end date. In addition to the terms detailed in this Agreement, all federal requirements governing grants (Office of Management and Budget Circulars A-87 or A-122, A-102 or A-110, A-133, and A-128) are applicable.

## **XII. ATTACHMENTS**

The following documents are included in and shall be a part of this contract for all purposes:

- Attachment A: Project Notification
- Attachment B: Expected Products
- Attachment C: 36 CFR 61, Standards for Professional Qualifications
- Attachment D: DI Form 1350, Civil Rights Assurance
- Attachment D.1: Assurances for Consultants or Subcontractors
- Attachment E: Fiscal Year 2011 Certified Local Government (CLG) Contract Amendment
- Attachment F: Reimbursement Request Procedures & Required Records
- Attachment G: Completion Report (if applicable)

This contract is the entire agreement between the parties. Any changes, deletions, extensions, or amendments to this contract shall be in writing and signed by both parties to the contract. Any other attempted changes, including oral modifications, written notices that have not been signed by both parties, or other modifications of any type, shall be invalid. In some cases, adjustment of the contractual requirements may be necessary pursuant to recommendations by the Certified Local Government Program, Texas Historical Commission, with the approval of the U.S. Department of the Interior.

The parties to the contract accept the terms of this contract. Persons signing are expressly authorized to obligate the parties to the terms of this contract.

**TEXAS HISTORICAL COMMISSION:**

Mark Wolfe  
Signature

Mark Wolfe, Executive Director  
Typed Name & Title

3/7/11  
Date

**GRANTEE:**

BT  
Signature

Samuel T. Biscoe, Travis County Judge  
Typed Name & Title of Chief Elected Official

\_\_\_\_\_  
Date

**THIRD PARTY DESIGNEE: (IF APPLICABLE)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name & Title of Delegated Third Party

\_\_\_\_\_  
Date

**APPROVED AS TO FORM BY:**

Joe H. Thrash  
Signature

Joe H. Thrash, Assistant Attorney General  
Typed Name & Title

3/1/11  
Date

Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
512.463.6100  
fax 512.475.4872  
thc@thc.state.tx.us



**TEXAS HISTORICAL COMMISSION**  
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**ATTACHMENT A****PROJECT NOTIFICATION**

**TITLE:** Webberville Corridor Cultural Resources Survey in Eastern Travis County  
**GRANT NUMBER:** TX-11-024

**AREA AFFECTED BY PROJECT:** Travis County  
**TOTAL PROJECT COST:** \$9,929.00  
**50% FEDERAL SHARE:** \$4,964.50  
**50% NONFEDERAL SHARE:** \$4,964.50

**CONGRESSIONAL DISTRICT:** 25, 10, 21

**STATE CONTACTS:**  
 Matt Synatschk: 512.463.7812  
 Megan Koch: 512.463.3805

**TYPE:** NEW:  REVISION:   
**PRE-DEVELOPMENT:** YES:  NO:

**1. SUBGRANTEE:**

<b>PROJECT MANAGEMENT</b>		<b>FISCAL MANAGEMENT</b>	
<b>Contact:</b>	J. Robert Ward	<b>Contact:</b>	Ellen Heath
<b>Address:</b>	Travis County Historical Commission 1707 Romeria Austin, TX 78757	<b>Address:</b>	Travis County Auditor's Office 314 W. 11 <sup>th</sup> Street, Suite 200 Austin, TX 78701
<b>Email Address:</b>	bobward@wardtopia.com	<b>Email Address:</b>	Ellen.Heath@co.travis.tx.us
<b>Phone:</b>	512.452.7305	<b>Phone:</b>	512.854.9125 ext. 33016
<b>Fax:</b>		<b>Fax:</b>	

**2. MATCHING SHARE:**

<b>Donor:</b>	Subgrantee	<b>Donor:</b>	Subgrantee
<b>Source:</b>	Travis County	<b>Source:</b>	Travis County
<b>Kind:</b>	Local Cash	<b>Kind:</b>	In-Kind
<b>Amount:</b>	\$ 3,000.00	<b>Amount:</b>	\$ 1,964.50

**3. BUDGET:**

	<b>IN-KIND</b>	<b>CASH MATCH</b>	<b>FEDERAL</b>	<b>TOTAL</b>
Professional Consultant	\$	\$ 3,000.00	\$ 4,500.00	\$ 7,500.00
Supplies/equipment	\$ 400.00	\$	\$ 400.00	\$ 800.00
Photos/printing	\$ 64.50	\$	\$ 64.50	\$ 129.00
Volunteers	\$ 1,500	\$	\$	\$ 1,500.00
<b>TOTAL</b>	<b>\$ 1,964.50</b>	<b>\$ 3,000.00</b>	<b>\$ 4,964.50</b>	<b>\$ 9,929.00</b>

**4. PURPOSE:** To contract with a local professional consultant to complete a resource survey in the Webberville corridor in eastern Travis County, an area bounded by US 290 on the north, State Highway 130 on the west, the Colorado River on the south and the Bastrop County line on the east. The contractor will be aided by volunteers from the Travis County CLG Committee.

**5. BEGINNING & ENDING DATES:** March 1, 2011 – September 30, 2012

**6.** No program income will be generated.

**7. CERTIFICATION:**

As the duly authorized representative, I certify that this subgrant will be administered and work will be performed under the supervision of a professional meeting appropriate 36 CFR 61 requirements, in accordance with the Historic Preservation Fund Grants Manual and the Secretary of the Interior's "Standards and Guidelines for Planning, Identification, Evaluation and

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Registration." All documentation required by the Historic Preservations Fund Grants Manual will be maintained on file for audit and State Program Review purposes. All proposed costs for personal compensation charged to the Federal or nonfederal share of this subgrant are within the maximum limit imposed by Chapter 13, Section B.34.e. of the Historic Preservation Fund Grants Manual. ~~These costs have been assessed by knowledgeable SHPO staff and found to be within the normal and customary range of charges for similar work in the local labor market, and appear to be appropriate charges for the product to be achieved with grant assistance.~~

X \_\_\_\_\_  
X \_\_\_\_\_  
BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TEXAS HISTORICAL COMMISSION**

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**ATTACHMENT B****EXPECTED PRODUCTS OF HISTORIC RESOURCES SURVEY AND INVENTORY PROJECTS**

Surveys are a process of identifying and gathering data on a community's historic resources. In as comprehensive a manner as possible, surveys document all potentially historic buildings, objects, structures, sites and districts within a given geographical boundary. Surveys assign high, medium or low priority rankings to these resources. Initial identification is followed by a phase that concentrates on high priority properties, generally those which may be eligible for inclusion in the National Register of Historic Places. Such resources are of significance in American history, architecture, archeology and culture, and generally are more than 50 years of age. The full range of products for a historic resources survey includes the following, with representative samples appended.

**Two (2) copies (one bound hard copy and one electronic copy archival CD or DVD-R) of the report and all photographic documentation, maps, etc. shall be submitted.**

- A **Texas Historic Sites Inventory Form** must be provided for every NRHP-eligible (e.g. individual or contributing to a district) property in the survey area. Utilize the THC survey database form (in Microsoft Access software format).
- **Photo documentation** for all surveyed sites must be provided. Black & white photographic prints in 35mm format shall be used. One contact sheet and one completed Photo Index sheet must accompany each roll of film. In addition, a second set of digital images are encouraged which shall include all NRHP-eligible properties and representative streetscapes. Digital format shall consist of: JPEG or TIFF; 300dpi resolution; 1200x1800 in size; and submitted on archival CD or DVD-R. Proper identification of each view must be provided with all photo documentation.
- **Detailed Maps** must identify the location of all surveyed properties and districts. Local maps (preferably with building footprints) or USGS 7.5 series maps may be used to identify clearly surveyed sites and their site numbers. A figure for the total number of acres surveyed must also be provided. Maps developed using GIS data is encouraged but not required.
- A **Final Report** must outline the survey's purpose and methodology. In addition, observations about the background history of the area, patterns of settlement, development trends and resource distribution shall be included. Results should discuss analysis, implications and recommendations for local, state and federal historical designation and other appropriate preservation methods. This report must be in conformance with the *U.S. Secretary of the Interior's Guidelines for Identification*.
- All of the above-mentioned products become the property of the THC upon completion of the grant project. Survey and inventory projects may modify the full range of products, as specified by the attached Project Proposal.

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT C

### STANDARDS FOR PROFESSIONAL QUALIFICATIONS

To insure that appropriate historical, architectural, archeological and cultural properties are identified for public benefit through grant-in-aid assistance, the following minimal professional standards for historical, architectural and archeological documentation have been established by the Preservation Assistance Division of the National Park Service. Persons supervising grant projects must be professionally qualified in accordance with 36 CFR 61 as follows:

#### Appendix A to Part 61

#### — Professional Qualifications Standards

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

- (a) **History.** The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
- (1) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
  - (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- (b) **Archeology.** The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:
- (1) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
  - (2) At least four months of supervised field and analytic experience in general North American archeology; and
  - (3) Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

- (c) **Architectural history.** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

(1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**(d) Architecture.** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

**(e) Historic Architecture.** The minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:

(1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

(2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

**TEXAS HISTORICAL COMMISSION**

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**ATTACHMENT D**

**U.S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE**

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.**

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub-recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  BY:	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OF OFFICE EXTENDING ASSISTANCE  69

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT D.1

### ASSURANCES FOR CONSULTANTS OR SUBCONTRACTORS

The consultant or subcontractor will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant or subcontractor receives financial assistance from Department of the Interior, National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

This Assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property discounts, or other federal financial assistance extended after the date hereof to the consultant or subcontractor, including installment payments after such date on account of arrangements for federal financial assistance which were approved before such date. The consultant or subcontractor recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the consultant or subcontractor, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the consultant or subcontractor.

DI 1350 Addendum. Also agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant or subcontractor receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

18 USC 1913. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to Members of Congress on the request of any Member of Congress, thorough the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts to violate this section, shall be fined not more than \$500 or imprisoned not more than one year, or both; and after notice and hearing by the superior officer vested with the power of removing him, shall be removed from office or employment. (June 25, 1948, ch. 645, 62 Stat. 792.)

DI 1954. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover Transactions.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.5.10, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18<sup>th</sup> and C streets, N.W., Washington, D.C. 20240.

- (1) The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Consultant/Subcontractor

\_\_\_\_\_  
Date

**TEXAS HISTORICAL COMMISSION**

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**ATTACHMENT E**

**FISCAL YEAR 2011 CERTIFIED LOCAL GOVERNMENT (CLG)  
CONTRACT AMENDMENT**

Amendment to CLG Grant Number:

Title:

1. Subgrantee:

Contact:

Address:

Phone:

2. Matching Share: See attached revised budget worksheet.

3. Budget: See attached revised budget worksheet.

4. Purpose: See attached project description.

5. Beginning & Ending Dates:

6. No program income will be generated.

**Note: Contract Amendment will not be effective until approved in writing by the Texas Historical Commission. The change must be noted in the future quarterly report.**

**SUBMITTED BY:**

By:  
\_\_\_\_\_  
Signature of Grantee

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

\_\_\_\_\_  
Signature of Third Party Designee

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

**APPROVED BY:**

\_\_\_\_\_  
Signature of Texas Historical Commission Staff

\_\_\_\_\_  
Approval Date

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT F

### REIMBURSEMENT REQUEST PROCEDURES AND REQUIRED RECORDS

The required reimbursement procedures and format are found in this chapter. Requests must be received by THC no later than October 31, 2012, and may be submitted electronically as a pdf file or hard copy by US mail, or local land-carrier service. Each request must be separated accordingly per grant number. Requests for payment shall be accompanied by complete documentation, including receipts for all expenses and all products identified in the approved application. Non-federal or match share should be documented in the same method as federal expenditures. If you will be submitting your request electronically, please send it to Matt Synatschk at [matt.synatschk@thc.state.tx.us](mailto:matt.synatschk@thc.state.tx.us). Acceptable documentation must show:

1. invoices in the name of the CLG;
2. invoice dates within the project/contract period;
3. purchase price compatible with the estimated budget costs;
4. purchase(s) relevant to the scope of the project/contract;
5. copies of properly endorsed cancelled checks (**both front and back**);
6. evidence that invoices were properly approved for payment including evidence that discounts and other credits were deducted and evidence that merchandise/services were received;
7. copies of daily time records including supervisor's verification of time worked, and evidence of employees' rates of pay including justification for rates paid;
8. evidence that work was accomplished in accordance with the terms of the grant agreement and evidence that the method for selecting professional services was accomplished in accordance with federal procurement requirements.

Grant participants should maintain any other documentation that might be useful to an auditor in verifying the propriety of the procedures used and compliance with federal and state regulations.

CLG's must retain financial records, supporting documents, statistical records, and all other records pertinent to a grant for a period of three years or until an acceptable audit has been performed and resolved. The three-year retention period begins from the date of the submission of the final expenditure report. The grant participant will provide access to, and the right to examine, all records, books, papers or documents related to the grant to authorized representatives of the Texas Historical Commission. Only items listed in the approved Budget and Application will be approved for payment.

Under the "Single Audit Act of 1984," a single, comprehensive, organization-wide audit of local governments receiving any federal funds will be conducted. Governments that receive \$100,000 or more in federal funds from all sources during their fiscal year will be required to have a single audit. Governments receiving between \$25,000 and \$100,000 federal assistance have the option of having a single audit or complying with any applicable audit requirements of the individual grants they have received. Governments receiving less than \$25,000 are exempt from the act. The CLG is responsible for covering the cost of the audit. 73

## TEXAS HISTORICAL COMMISSION

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### 1. Time Sheets

Each employee or volunteer engaged in activities to be claimed against the grant must submit a time sheet signed by the employee/volunteer and the supervisor. Such records must show the actual hours worked, date worked and the specific duties performed. The records should also indicate the basis for determining the rate of the volunteer's contributions. Employees can claim their regular hourly wage. Time sheets must certify no other federal funds were used to pay salaries and that their salaries were not used as match for other federal grants.

Volunteers must claim a reasonable wage rate. Professionals may claim their standard professional wage if volunteering professional services. In any case, hourly wages may not exceed the maximum rate of \$74.92/hour. A sample volunteer time sheet is attached under miscellaneous forms attached.

### 2. Travel

The miscellaneous forms include a travel record. This identifies traveler, dates of travel, mileage, lodging, costs of meals and other miscellaneous travel expenses. Receipts for all expenses are required. See attached allowable travel rates for limits.

### 3. Miscellaneous Expenses

Proper documentation for miscellaneous expenses includes that information identified in the beginning of this attachment. Following this attachment are additional sample records for miscellaneous volunteer costs.

### 4. Subcontracts

All services and products must be procured according to federal procurement standards set forth in OMB Circulars A-87 and A-112. If the government is not doing the actual work, it must execute a contract with the subgrantee – i.e., professional consultant, local historical society, individuals, etc.

All subcontracts must include the Assurances for Consultants and Subcontractors, attached. A very simple letter of agreement to be used as a guide is found in Attachment C. Since each local government may have different requirements, the appropriate local official should review this letter.

A copy of the contract between the CLG and a subgrantee must be sent to the SHPO for audit purposes.

### 5. Payment Schedule

Reimbursement payments to the CLG will be made according to the schedule outlined in the contract:

- (a.) after an acceptable billing and final product have been approved by the SHPO; and
- (b.) when federal funds become available to the State.

6. If there is more than one activity identified under the grant, each expense must be attributed to a specific activity to evaluate actual costs versus proposed costs. For example, if a grant funded both National Register nominations and survey, the billing must show each expense allocated to either nominations or survey.

## TEXAS HISTORICAL COMMISSION

7. For your guidance, the following is the checklist used by the SHPO to evaluate a CLG's billing:

- \_\_\_\_\_ (a.) Signed invoice from the local government to the SHPO with federal tax identification number.
- \_\_\_\_\_ (b.) Copies of vendors' invoices showing evidence that:
  - i. invoices are in the name of the CLG.
  - ii. invoice dates are within the project period.
  - iii. purchase price is compatible with the estimated budget cost.
  - iv. purchases are relevant to the project's scope.
- \_\_\_\_\_ (c.) Copies of receipts or properly endorsed cancelled checks (**front and back**).
- \_\_\_\_\_ (d.) Evidence of approved extensions and amendments to CLG subcontracts.
- \_\_\_\_\_ (e.) Evidence that invoices were properly approved for payment including:
  - i. evidence that discounts and other credits were deducted.
  - ii. evidence that merchandise/services were received.
- \_\_\_\_\_ (f.) Copies of daily time records (including supervisor's verification).
- \_\_\_\_\_ (g.) Evidence of employees' rates of pay (including justification for rate paid), and verification no other federal funds are used for this purpose.
- \_\_\_\_\_ (h.) Evidence that work was accomplished in accordance with the terms of the grant Memorandum of Agreement (final project report or products) and records to document the process are submitted).
- \_\_\_\_\_ (i.) Evidence that the method for selecting professional services was in accordance with Federal procurement requirements.
- \_\_\_\_\_ (j.) Comparisons schedule showing proposed costs vs. actual costs.

## TEXAS HISTORICAL COMMISSION

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### ALLOWABLE TRAVEL RATES

The Commission will reimburse a participant traveling for purposes of the program when identified in the Application. Since travel allowances may vary among federal, state or local organizations, a traveler will be reimbursed the lowest allowed amount. Check with a representative of your local government to verify local rates. Receipts for all expenses must accompany request for reimbursement.

Lodging: \$85/night\*

Mileage: \$0.455/mile

Meals: \$36/day\*

\* Lodging and meal rates may vary upon location. To check the current rates for your location, please visit the U.S. General Services Administration web site at: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)

### MISCELLANEOUS FORMS

The following are versions of time sheets, travel records and donated materials forms. Although it is not necessary to use these specific forms, it is necessary to record the name of the laborer, name of supervisor, date of donation to ensure it falls within the grant period and value of donation on any form used. If desired, SHPO staff will review any proposed format to ensure compliance with these requirements.

**TEXAS HISTORICAL COMMISSION**

**BILLING STATEMENT FORMAT**

[Date]

TO: Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276

FROM: [Name & Address of Certified Local Government]  
TAX IDENTIFICATION NUMBER: \_\_\_\_\_

RE: CLG Billing

Enclosed is documentation to support a billing for \$[amount] to cover work done under the grant contract number TX-11-[XXX] dated [initial date of contract] for [activity] as identified in the Project Notification received as part of the contract. I certify no other Federal funds were used for either the match or actual expenditures incurred during the execution of this project.

Please send the above amount to:

[Name & Address of CLG and/or department to receive funds]

	PROPOSED		ACTUAL	
	Federal	Match	Federal	Match
Activity				
Activity				
Activity				

Sincerely,

\_\_\_\_\_ (Original Signature)

[Name]  
[Title/Office]

- Enclosures:
- time sheets
  - receipts
  - cancelled checks or copies of bank statements
  - copies of final products

## TEXAS HISTORICAL COMMISSION

\_\_\_\_\_ Historic Preservation Commission

VOLUNTEER'S NAME \_\_\_\_\_

### TIME SHEET

Date	Project _____	Project _____	Project _____	Hours X Rate = Total
<b>Totals</b>				

### PROJECT OR ACTIVITY EXPENSES

Date	Project number	Item (attach receipt)	Amount

### MILEAGE RECORD

Date	Project number	Odometer Start	Odometer Finish	Total Miles X \$.445

Project 1: \_\_\_\_\_ Project 2: \_\_\_\_\_  
 Project 3: \_\_\_\_\_ Project 4: \_\_\_\_\_

I certify that the work donated towards the completion of this project was not used as match for any other project and that it was completed during the grant period.

**TEXAS HISTORICAL COMMISSION**

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Volunteer

Date

Supervisor

Date









# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Yolanda Reyes, Planning and Budget Office, 854-9106  
Elected/Appointed Official/Dept. Head: Rodney Rhoades, County Executive  
Sponsors: Judge Biscoe

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**AGENDA LANGUAGE:**

CONSIDER AND TAKE ACTION ON AN ORDER AUTHORIZING THE ISSUANCE AND SALE OF TRAVIS COUNTY, TEXAS, UNLIMITED TAX ROAD BONDS, SERIES 2011, IN THE AGGREGATE PRINCIPAL AMOUNT OF \$3,765,000; LEVYING A TAX IN PAYMENT THEREOF; APPROVING A BOND PURCHASE CONTRACT; APPROVING THE OFFICIAL STATEMENT; AND ENACTING OTHER PROVISIONS RELATING THERETO

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

Please see attached documentation.

**STAFF RECOMMENDATIONS:**

PBO recommends approval.

**ISSUES AND OPPORTUNITIES:**

Please see attached documentation.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Please see attached documentation

**REQUIRED AUTHORIZATIONS:**

Planning and Budget Office	Rodney Rhoades	Completed	04/19/2011 4:23 PM
Planning and Budget Office	Jessica Rio	Completed	04/19/2011 4:22 PM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Yolanda Reyes, Planning and Budget Office, 854-9106  
Elected/Appointed Official/Dept. Head: Rodney Rhoades, County Executive  
Sponsors: Judge Biscoe

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**AGENDA LANGUAGE:**

CONSIDER AND TAKE ACTION ON AN ORDER AUTHORIZING THE ISSUANCE AND SALE OF TRAVIS COUNTY, TEXAS, PERMANENT IMPROVEMENT BONDS, SERIES 2011 (LIMITED TAX), IN THE AGGREGATE PRINCIPAL AMOUNT OF \$1,855,000; LEVYING A TAX IN PAYMENT THEREOF; APPROVING A PURCHASE CONTRACT; APPROVING THE OFFICIAL STATEMENT; AND ENACTING OTHER PROVISIONS RELATING THERETO

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

Please see attached documentation.

**STAFF RECOMMENDATIONS:**

PBO Recommends approval.

**ISSUES AND OPPORTUNITIES:**

Please see attached documentation.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Please see attached documentation.

**REQUIRED AUTHORIZATIONS:**

Planning and Budget Office	Rodney Rhoades	Completed	04/19/2011 4:23 PM
Planning and Budget Office	Jessica Rio	Completed	04/19/2011 4:23 PM
County Judge's Office	Cheryl Aker	Pending	
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# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Yolanda Reyes, Planning and Budget Office, 854-9106  
Elected/Appointed Official/Dept. Head: Rodney Rhoades, County Executive  
Sponsors: Judge Biscoe

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## **AGENDA LANGUAGE:**

CONSIDER AND TAKE ACTION ON AN ORDER AUTHORIZING THE ISSUANCE AND SALE OF TRAVIS COUNTY, TEXAS, CERTIFICATES OF OBLIGATION, SERIES 2011 (LIMITED TAX), IN THE AGGREGATE PRINCIPAL AMOUNT OF \$21,310,000; LEVYING A TAX IN PAYMENT THEREOF; APPROVING A PURCHASE CONTRACT; APPROVING THE OFFICIAL STATEMENT; AND ENACTING OTHER PROVISIONS RELATING THERETO

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

Please see attached documentation.

## **STAFF RECOMMENDATIONS:**

PBO recommends approval.

## **ISSUES AND OPPORTUNITIES:**

Please see attached documentation.

## **FISCAL IMPACT AND SOURCE OF FUNDING:**

Please see attached documentation.

## **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office	Rodney Rhoades	Completed	04/19/2011 4:24 PM
Planning and Budget Office	Jessica Rio	Completed	04/19/2011 4:24 PM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Yolanda Reyes, Planning and Budget Office, 854-9106  
Elected/Appointed Official/Dept. Head: Rodney Rhoades, County Executive  
Sponsors: Judge Biscoe

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## **AGENDA LANGUAGE:**

CONSIDER AND TAKE ACTION ON AN ORDER AUTHORIZING THE ISSUANCE AND SALE OF TRAVIS COUNTY, TEXAS, CERTIFICATES OF OBLIGATION, TAXABLE SERIES 2011 (LIMITED TAX), IN THE AGGREGATE PRINCIPAL AMOUNT OF \$22,600,000; LEVYING A TAX IN PAYMENT THEREOF; APPROVING A PURCHASE CONTRACT; APPROVING THE OFFICIAL STATEMENT; AND ENACTING OTHER PROVISIONS RELATING THERETO

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

Please see attached documentation.

## **STAFF RECOMMENDATIONS:**

PBO recommends approval

## **ISSUES AND OPPORTUNITIES:**

Please see attached documentation.

## **FISCAL IMPACT AND SOURCE OF FUNDING:**

Please see attached documentation.

## **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office	Rodney Rhoades	Completed	04/19/2011 4:24 PM
Planning and Budget Office	Jessica Rio	Completed	04/19/2011 4:25 PM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Yolanda Reyes, Planning and Budget Office, 854-9106  
Elected/Appointed Official/Dept. Head: Rodney Rhoades, County Executive  
Sponsors: Judge Biscoe

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## **AGENDA LANGUAGE:**

Discuss and Consider Changes to Expenditure Budget Control Levels for FY 12 Under New Financial System.

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

Please see attached documentation.

## **STAFF RECOMMENDATIONS:**

PBO recommends approval.

## **ISSUES AND OPPORTUNITIES:**

Please see attached documentation.

## **FISCAL IMPACT AND SOURCE OF FUNDING:**

Please see attached documentation.

## **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office	Rodney Rhoades	Completed	04/19/2011 4:25 PM
Planning and Budget Office	Jessica Rio	Completed	04/19/2011 4:26 PM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



**PLANNING AND BUDGET OFFICE**  
TRAVIS COUNTY, TEXAS

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

**MEMORANDUM**

**TO:** Commissioners Court

**FROM:** Rodney Rhoades, County Executive, Planning and Budget

**DATE:** April 19, 2011

**SUBJECT:** Proposed Change in Budget Control Level for FY 12 SAP Implementation

PBO has been working with the Auditor's Office on various aspects of the implementation of a new County financial system in FY 12. As the attached discussion describes, the current H.T.E. system is limited to budget control at the individual line item level. This limitation has resulted in numerous daily budget adjustments that are routine and do not require Commissioners Court approval but do take up valuable County resources in employee time.

PBO and the BEFIT Implementation Team would like to utilize some of the efficiencies in the new system to reduce the number of "automatic" budget adjustments. This would occur by managing at a budget control group level as described in the attached document rather than at the line item level. The increased flexibility of this approach is not intended to lessen the level of internal control and should be rather invisible to the Commissioners Court as all Amendments, Transfers, Discussion and Other Items will continue to be presented to Court for approval per the Budget Rules adopted by the Court. Please see the attachment for additional information. The County Attorney's Office has been consulted regarding this approach and will be involved as this process continues. PBO recommends approval of this approach. Please do not hesitate to contact myself or Leroy Nellis if you have any questions.

cc: Appointed and Elected Officials  
BEFIT Team Members  
PBO staff  
Susan Spataro (County Auditor)  
Barbara Wilson (County Attorney's Office)

## Expenditure Budget Control Level Court Discussion

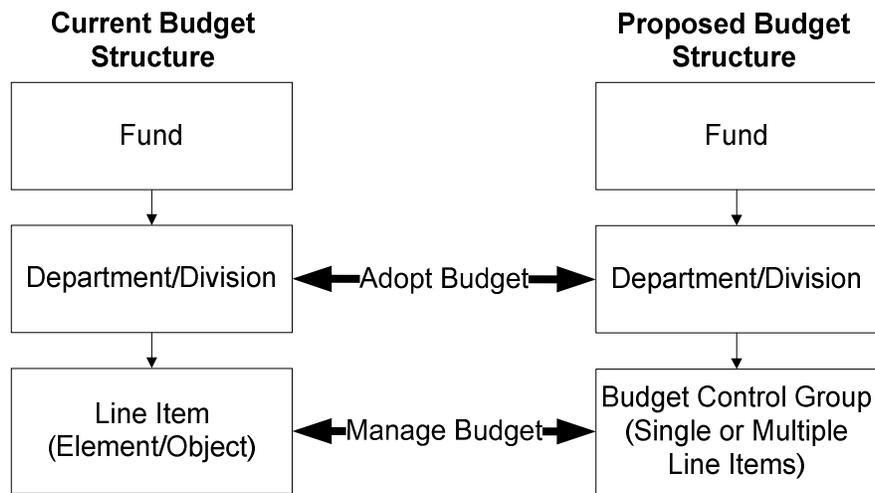
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### Summary of Business Proposal:

The County currently adopts its budget at the Department level, but manages it at the individual line item level as supported by the existing financial system (H.T.E.). The new financial software, SAP, provides an opportunity for the County to establish budget control at a higher level and gain significant efficiencies, while maintaining appropriate visibility over and control of its expenditures.

The proposal is to change the budget control from the individual “Line Item” level to a “Budget Control Group” level, where the budget control group comprises one or more similar line items depending on the control needed (**Figure 1**).

**Figure 1: Budget Structure**



**Figure 2** provides an example grouping of the County’s current expenditure line items (element objects) into hypothetical budget control groups illustrating the proposed budgetary control concept for single and multiple line items. **Figure 2** does not represent an exhaustive list; it is merely for illustrative purposes.

**Figure 2: Example Budget Control Groups/Mapping from Current Chart of Accounts**

Budget Control Group Description	Example line item(s) grouping – current Chart of Accounts
Materials, Supplies, and Maintenance	(3000-3999, 5001-5999)
Professional Services	(4000-4099)
Medical Services	(6033)

## Expenditure Budget Control Level Court Discussion

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### What does/does not change if proposed concept is approved:

The concept changes little in terms of the reporting and control structure as shown in **Figure 3**. The main changes are that the adopted budget will be displayed and managed (i.e. budget check/verification) at the Budget Control Group level rather than the individual line item.

Managing the budget at a higher level will streamline and eliminate "automatic" budget adjustments and speed transactions such as requisitions. Expenditure tracking, reporting, and the level of internal control is unchanged.

**Figure 3: Proposed Budget Control Group Concept – Expected Changes**

What Does Not Change	What Changes
Department budgets are submitted at line item level for analysis by PBO in building budget.	Adopted Budget expenditures will be "rolled up" and displayed at Budget Control Group level.
Expenditures are posted at line item level to allow continued analysis/profiling of expenditures.	Budget checks for disbursement transactions (invoice payment, pre-encumbrance, encumbrance, journal entries, etc.) occur at Budget Group level instead of individual line item. Transactions will not post/process if budget is insufficient.
Certain individual line items that are currently restricted (e.g. Attorney fees, inmate medical services) from automatic budget transfers would remain restricted as the only line item within the Budget Control Group.	The budget adjustment process for County offices/departments is streamlined. Automatic budget adjustments within a budget control group are eliminated because budget check is done at group level. Budget adjustments between budget control groups can either be "automatic" per current budget rules or require approvals.
Financial Reporting is able to generate Consolidated Annual Financial Report's (CAFR's) Budget Reports to the level published in the CAFR's "Schedule of Expenditures by Function, Sub-Function and Office/Department - Statutory Basis".	Budget to actual reports used by operating offices/departments to manage their budgets will be at the Budget Control Group level, rather than individual line item level.

## Expenditure Budget Control Level Court Discussion

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### Benefits of Proposed Change:

Elimination of staff time and delays currently spent processing “automatic” budget adjustments.

An analysis of budget adjustments from FY2007 through FY2010 defined as “automatic” budget adjustments per the County budget rules showed the following:

- The County processes a significant number of “automatic” budget adjustments. [An average of 4,781 annually – 92% of total budget adjustments]
- Most automatic budget adjustments occur within operating line items. [88% of all automatic adjustments]
- Many automatic operating line item adjustments (44%) are “within” the same elements (3xxx to other 3xxx line items); 56% are “between” elements – e.g. 3xxx to 4xxx.
- Operating account automatic budget adjustments were not of high dollar value [9% were less than \$50; 16% were less than \$100; more than half (57%) were \$1,000 or less; and 83% were \$5,000 or less]
- The average automatic budget adjustment processing time (from creation to posting in H.T.E.) is 2.5 days.
- The County expends an estimated average 1.15 work years of effort each year to process, approve, and audit automatic budget adjustments. [assumes 30 minutes per adjustment]

Reduced delays in processing requisitions

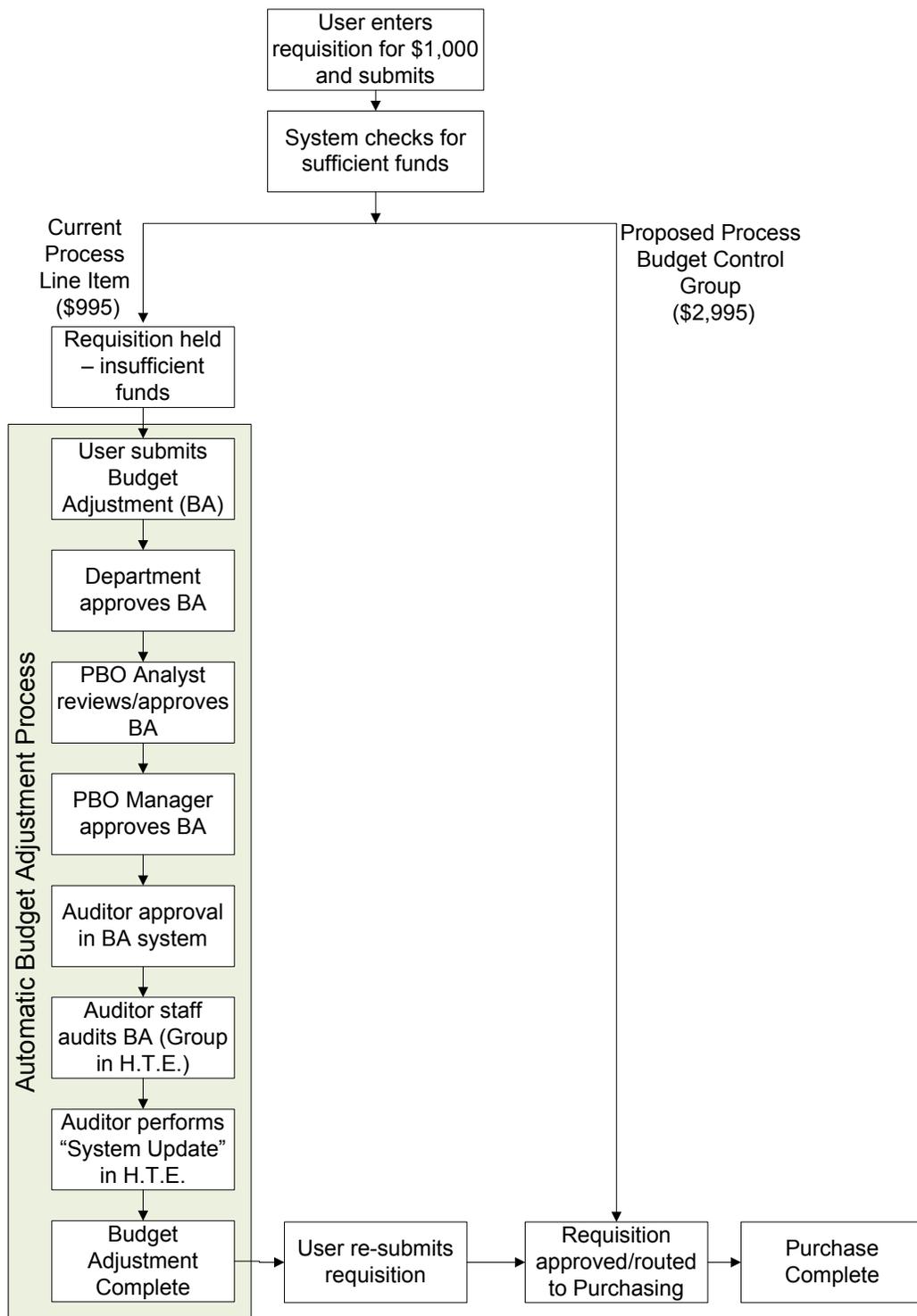
The following diagram (**Figure 4**) illustrates how the delays in requisition processing would be reduced. In the example, a department is purchasing electrical widgets (current line item 3015) costing \$1,000 under both the current and proposed process. For the scenario, budget exists in the following line items and amounts:

- 3001 - \$1,000
- 3002 - \$1,000
- 3015 - \$995

The Materials, Supplies, and Maintenance Budget Control Group Balance = \$2,995 (sum of balances in line items 3001, 3002 and 3015). Any necessary budget adjustments would be considered “automatic”.

## Expenditure Budget Control Level Court Discussion

**Figure 4: Comparison of Requisition Processing**



As shown in **Figure 4**, changing the budget control level would eliminate non value-add steps performed by the department, Auditor and PBO, resulting in a faster requisition process and fewer budget adjustments.

## Expenditure Budget Control Level Court Discussion

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### Implementation Schedule and Steps if Proposed Concept is Approved:

The proposal to enact the actual system changeover is April 2012, coinciding with the “go-live” date of the Finance/Procurement modules of SAP. However, since the go-live is scheduled to occur in the middle of fiscal year 2012, the concept structure would have to be incorporated as part of the FY12 adopted budget.

If approved by the Court, the steps to implement the change are as follows:

Step	Responsibility	Dates
Define budget control groups and budget rules	PBO/Auditor’s Office (BEFIT team)	April – June 2011
Incorporate structure in SAP system configuration	BEFIT team/Implementation Firm	June-August 2011
Update applicable budget documents (e.g. order, rules, adopted budget, etc.)	PBO/BEFIT team/County Attorney	May-August 2011
Court approval of documents	Commissioners Court	September 2011

### Requested Action:

PBO and the BEFIT team request approval of the proposed concept and authorization to incorporate the necessary changes into the FY12 budget process.



## Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session

Prepared By: Norman McRee, Human Resources Management, 854-4821

Elected/Appointed Official/Dept. Head: Diane Blankenship, HR Director

Sponsors: Judge Biscoe

### **AGENDA LANGUAGE:**

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 \$1,203,323.54, for the period of April 8 to April 14, 2011.

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

see attachments

### **STAFF RECOMMENDATIONS:**

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 \$1,203,323.54.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

Employee Health Benefit Fund (526) - \$1,203,323.54.

### **REQUIRED AUTHORIZATIONS:**

Human Resources Management	Norman McRee	Completed	04/18/2011 1:24 PM
Human Resources Management	Dan Mansour	Pending	
Human Resources Management	Diane Blankenship	Pending	
Planning and Budget Office	Rodney Rhoades	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS**

**DATE:** April 26, 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:** April 8, 2011 to April 14, 2011

**REIMBURSEMENT REQUESTED FOR THIS PERIOD:** \$1,203,323.54

**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 \$1,203,323.54.

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  
APRIL 8, 2011 TO APRIL 14, 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.** FY Comparison of Paid Claims to Budget.
- Page 5.** Notification of amount of request from United Health Care (UHC).
- Page 6.** Last page of the UHC Check Register for the Week.
- Page 7.** List of payments deemed not reimbursable.
- Page 8.** Journal Entry for the reimbursement.

TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: April 26, 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: April 8, 2011  
 TO: April 14, 2011

**REIMBURSEMENT REQUESTED: \$ 1,203,323.54**

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,884,837.68
bank withdrawal correction	\$ (2,850.00)
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: April 19, 2011	\$ (678,799.41)
October 5, 2010 adj	\$ 135.10
Adjust to balance per UHC	\$ 0.17
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 1,203,323.54
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
TRANSFER OF FUNDS REQUESTED:	\$ 1,203,323.54

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

All claims over \$25,000 (5 this week totaling \$289,681.50) 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 (\$141,508.41) 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 (\$49,931.95).

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 4/18/11  
 Diane Blankenship, Director, HRMD Date

Dan Mansour 4-18-2011  
 Dan Mansour, Risk Manager Date

Cindy Purinton 4-15-11  
 Cindy Purinton, Benefit Contract Administrator Date

Norman McRee 4/15/11  
 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.



# HRMD *Human Resources Management Department*

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

## MEMORANDUM

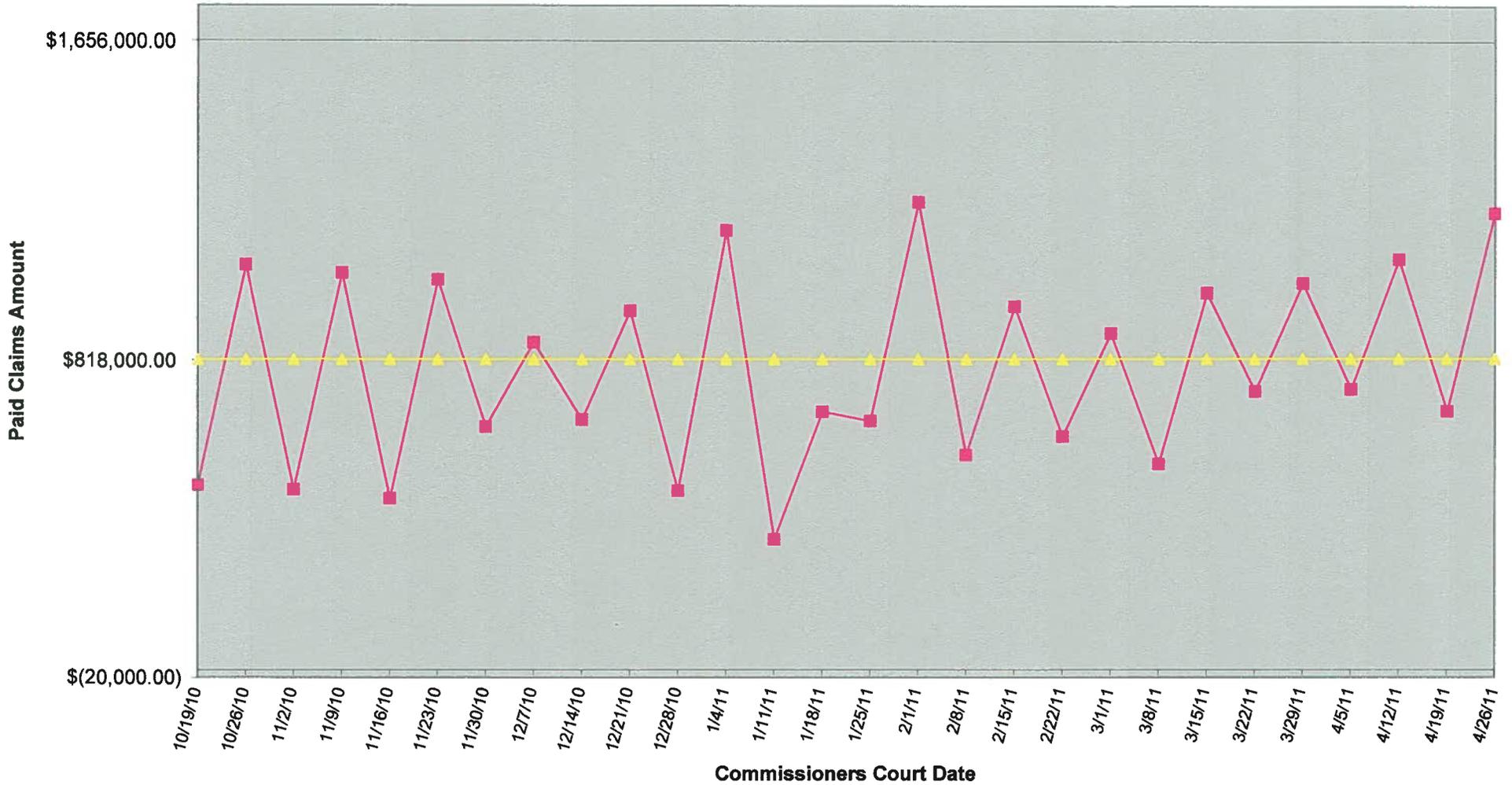
**Date:** April 26, 2011  
**To:** Commissioners Court  
**From:** Dan Mansour, Risk Manager, HRMD  
**Re:** Explanation of Larger than Normal Health Reimbursement Request  
For the Period of April 8 - 14, 2011,  
\$1,203,323.54

This week's claims reimbursement request of \$1,203,323.54 includes five claims over \$25,000, totaling \$289,681.50. In addition there are fifteen claims over \$5,000, totaling \$127,629.31. There are 7,111 claims included this week.

Pharmacy charges are included in reimbursements every other week. Pharmacy charges included in this week's reimbursement of \$399,801.26 are slightly higher than average.

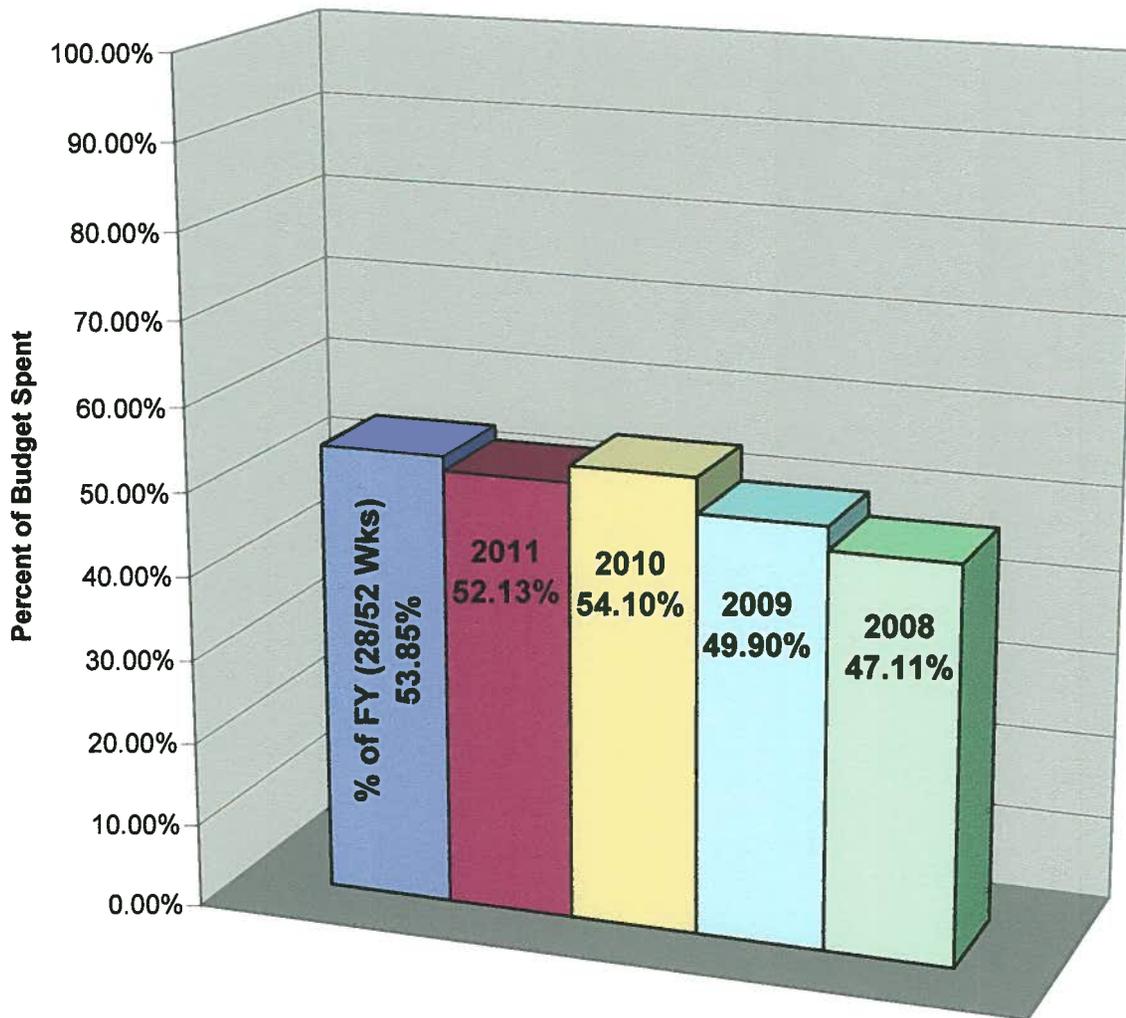
It appears this week's reimbursement is higher due to the number of larger claims, the inclusion of pharmacy charges, as well as the overall number of claims included.

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





### Comparison of Claims to FY Budgets Week 28



A

**From:** <SIFS FAX@UHC.COM>  
**To:** <NORMAN.MCREE@CO.TRAVIS.TX.US>  
**Date:** 4/15/2011 4:48 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: 2011-04-15 REQUEST AMOUNT: \$1,884,837.68

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: 2011-04-14	\$63,408.02
- REQUIRED BALANCE TO BE MAINTAINED:	\$1,938,718.00
+ PRIOR DAY REQUEST:	\$00.00
<b>= UNDER DEPOSIT:</b>	<u>\$1,875,309.98</u>
+ CURRENT DAY NET CHARGE:	\$9,527.70
+ FUNDING ADJUSTMENTS:	\$00.00
<b>REQUEST AMOUNT:</b>	<u>\$1,884,837.68</u>

ACTIVITY FOR WORK DAY: 2011-04-08

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$432,232.51	\$00.00	\$432,232.51
<b>TOTAL:</b>	<b>\$432,232.51</b>	<b>\$00.00</b>	<b>\$432,232.51</b>

ACTIVITY FOR WORK DAY: 2011-04-11

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$495,752.47	\$00.00	\$495,752.47

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2011\_04\_14

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	-281.2	NN	1577131	AH		1 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-288.67	PH	70357458	AH		5 4/6/2011	50	4/12/2011	4/14/2011
701254	632	-311.17	NN	1139820	AE		1 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-338.8	NN	1285262	AH		8 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-338.8	NN	1918967	AH		5 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-354.3	NN	1353614	AH		1 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-357.14	RD	58886810	AH		5 4/8/2011	50	4/14/2011	4/14/2011
701254	632	-400.57	NN	1561715	AH		6 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-404.32	NN	1369500	AA		5 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-472.93	NN	1754756	AH		1 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-507.04	NN	1919862	AE		9 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-678.75	NN	1146390	AH		8 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-680.15	NN	1690162	AH		7 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-805.86	NN	1451075	AH		1 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-831.29	NN	1856930	AE		7 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-938	NN	SSN00000	AL		0 4/11/2011	600	4/15/2011	4/14/2011
701254	632	-1059.9	NN	1353590	AA		1 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-1059.9	NN	1353592	AA		1 4/14/2011	200	4/11/2011	4/14/2011
701254	632	-26780.06	NN	SSN00000	AL		0 4/11/2011	600	4/15/2011	4/14/2011

1,203,323.54

9

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

## *UHC Payments Deemed Not Reimbursable*

For the payment week ending: 04/14/2011

<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>
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*Total:* \$0.00

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**Travis County - Hospital and Self Insurance Fund (526)**
**Journal Entry for the Reimbursement to United Health Care**

 For the payment week ending: 4/14/2011
 

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<b>TYPE</b>	<b>MEMBER TYPE</b>	<b>TRANS_AMT</b>
<b><i>CEPO</i></b>		
	EE	
	<b>526-1145-522.45-28</b>	<b>303,802.86</b>
	RR	
	<b>526-1145-522.45-29</b>	<b>20,109.44</b>
Total CEPO		\$323,912.30
<b><i>EPO</i></b>		
	EE	
	<b>526-1145-522.45-20</b>	<b>170,166.38</b>
	RR	
	<b>526-1145-522.45-21</b>	<b>95,960.63</b>
Total EPO		\$266,127.01
<b><i>PPO</i></b>		
	EE	
	<b>526-1145-522.45-25</b>	<b>543,520.01</b>
	RR	
	<b>526-1145-522.45-26</b>	<b>69,764.22</b>
Total PPO		\$613,284.23
Grand Total		\$1,203,323.54



## Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Cynthia Lam-Roldan, Human Resources Management, 854-4822  
Elected/Appointed Official/Dept. Head: Diane Blankenship, HR Director  
Sponsors: Judge Biscoe

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### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

A. Proposed routine personnel amendments; and

B. Non-routine request from the Travis County Constable Precinct Three's Office for a variance to Travis County Code Chapter §10.0295, Peace Officer Pay Scale.

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

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions - Pages 2 - 6.

B. Non-Routine Personnel Actions - Pages 7 - 11.

Constable 3 requests an exception to Peace Officer Pay Scale (POPS) - Travis County Code § 10.0295 (f)(2)(i), Slot 10, Deputy Constable, PG 61 to Deputy Constable Sr, PG 62 with less than two years of continuous service. PBO has confirmed funding.

Constable 3 requests an exception to Peace Officer Pay Scale (POPS) - Travis County Code § 10.0295 (f), Slot 33, Deputy Constable, PG 61, Step 1 to Deputy Constable Sr, PG 62, Step 3. PBO has confirmed funding up to step 3.

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

### **STAFF RECOMMENDATIONS:**

N/A

### **ISSUES AND OPPORTUNITIES:**

N/A

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**REQUIRED AUTHORIZATIONS:**

Human Resources Management	Todd Osburn	Pending
Human Resources Management	Diane Blankenship	Pending
Planning and Budget Office	Rodney Rhoades	Pending
County Judge's Office	Cheryl Aker	Pending
Commissioners Court	Cheryl Aker	Pending



# HRMD

*Human Resources Management Department*

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

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX(512) 854-4203

**April 26, 2011**

**ITEM # :**

**DATE:** April 15, 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, County Executive, Planning and Budget

**FROM:** Diane Blankenship, Director, HRMD

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 6.**

**B. Non-Routine Personnel Actions – Pages 7 – 11.**

**Constable 3** requests an exception to Peace Officer Pay Scale (POPS) - Travis County Code § 10.0295 (f)(2)(i), Slot 10, Deputy Constable, PG 61 to Deputy Constable Sr, PG 62 with less than two years of continuous service. PBO has confirmed funding.

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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)

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

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
<b>Criminal Justice Planning</b>	62	Paralegal Sr	18 / Minimum / \$42,382.08	18 / Minimum / \$42,382.08
<b>Sheriff</b>	794	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	1325	RN Charge Nurse	21 / Midpoint / \$64,918.26	21 / Midpoint / \$64,918.26
<b>Sheriff</b>	1770	Security Coord	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
<b>Sheriff</b>	1838	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>TNR</b>	237	Road Maint Worker	8 / \$26,998.40	8 / \$26,998.40
<b>TNR</b>	428	Road Maint Worker	8 / \$26,998.40	8 / \$26,998.40
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
<b>County Clerk</b>	20092	Elec Clk – Ery Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	23101	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
<b>County Clerk</b>	23269	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
<b>County Clerk</b>	23280	Elec Clk – Operations Clk III	12 / \$14.00	12 / \$14.00	02
<b>Tax Collector</b>	50057	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
<b>**Temporary Status Type Codes:</b> (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

<b>CAREER LADDERS – NON-POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>District Atty</b>	240	Attorney V* / Grd 27	Attorney VI / Grd 28	\$80,291.12	\$85,924.80	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>District Atty</b>	Slot 100 / Legal Secretary / Grd 15 / \$44,765.10	<b>District Atty</b>	Slot 119 / Legal Secretary / Grd 15 / \$44,765.10	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Juvenile Probation</b>	Slot 17 / Human Resources Spec II / Grd 20 / \$57,774.22	<b>TNR</b>	Slot 86 / Human Resources Spec Sr / Grd 22 / \$67,246.40	Promotion. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 99 / Licensed Voc Nurse / Grd 15 / \$50,854.99	<b>Juvenile Probation</b>	Slot 15 / Licensed Voc Nurse / Grd 15 / \$50,854.99	Lateral transfer. Employee transferred to different slot, same position, different department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 148 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	<b>Sheriff</b>	Slot 1369 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 180 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	<b>Sheriff</b>	Slot 380 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 263 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 277 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 277 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	<b>Sheriff</b>	Slot 263 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 314 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 1459 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 459 / Cadet* / Grd 80 / \$34,594.77	<b>Sheriff</b>	Slot 543 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 474 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 459 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 500 / Cadet* / Grd 80 / \$34,594.77	<b>Sheriff</b>	Slot 1372 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 543 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	<b>Sheriff</b>	Slot 578 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 548 / Certf Peace Ofcr Sr / Grd 84 / \$60,540.69	<b>Sheriff</b>	Slot 1529 / Certf Peace Ofcr Sr / Grd 84 / \$60,540.69	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 562 / Corrections Ofcr Sr / Grd 83 / \$47,636.78	<b>Sheriff</b>	Slot 1237 / Corrections Ofcr Sr / Grd 83 / \$47,636.78	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 646 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	<b>Sheriff</b>	Slot 1081 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 679 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 1198 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 796 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 884 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 884 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	<b>Sheriff</b>	Slot 796 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1066 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 646 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1198 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	<b>Sheriff</b>	Slot 1137 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1237 / Corrections Ofcr Sr / Grd 83 / \$49,889.84	<b>Sheriff</b>	Slot 562 / Corrections Ofcr Sr / Grd 83 / \$49,889.84	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 1369 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 148 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1372 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 500 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1535, / Security Coord / Grd 12 / \$34,621.60	<b>Sheriff</b>	Slot 1769 / Security Coord / Grd 12 / \$34,621.60	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1539, / Security Coord / Grd 12 / \$28,392.00	<b>Sheriff</b>	Slot 1619, / Security Coord / Grd 12 / \$28,392.00	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1619 / Security Coord / Grd 12 / \$28,323.10	<b>Sheriff</b>	Slot 1539 / Security Coord / Grd 12 / \$28,323.10	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1672 / Cadet / Grd 80 / \$34,594.77	<b>Sheriff</b>	Slot 394 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1769 / Security Coord / Grd 12 / \$28,323.10	<b>Sheriff</b>	Slot 1535 / Security Coord / Grd 12 / \$28,323.10	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

\* Actual vs Authorized

<b>SECTION B. NON-ROUTINE PERSONNEL ACTIONS</b>
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<b>NON-ROUTINE – POPS Promotions</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Constable 3</b>	Slot 10 / Deputy Constable* / Grd 61 / \$47,942.75	<b>Constable 3</b>	Slot 10 / Deputy Constable Sr / Grd 62 / \$52,441.17	Exception to Travis County Code § 10.0295 (f)(2)(i). POPS Promotion. Less than two years of continuous service.
<b>Constable 3</b>	Slot 33 / Deputy Constable* / Grd 61 / \$44,291.10	<b>Constable 3</b>	Slot 33 / Deputy Constable Sr / Grd 62 / \$49,960.98	Exception to Travis County Code § 10.0295 (f). POPS Promotion. Placing at Step 3.
<b>* Actual vs Authorized</b>				

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

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

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

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

\_\_\_\_\_  
**Karen L. Huber, Commissioner, Pct. 3**

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



## Human Resources Management Department



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

### MEMORANDUM

DATE: April 15, 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, County Executive, Planning & Budget

FROM: Diane Blankenship, Director of HRMD

SUBJECT: Constable, Precinct 3 - Non-Routine Salary Actions, Slots 10 & 33

HRMD requests Commissioners Court to discuss and consider the following action.

#### **Constable, Precinct 3's Office Request:**

Slot # 10 - Constable Precinct 3's Office requests approval to promote a Deputy Constable currently on Step 5 to a Deputy Constable, Senior on Step 5. Current salary is \$47,942.75 and the proposed salary is \$52,441.17. The difference is \$4,498.42 or 9.38%.

Slot # 33 - Constable Precinct 3's Office requests approval to promote a Deputy Constable currently on Step 1 to a Deputy Constable, Senior on Step 3. Current salary is \$44,291.10 and the proposed salary is \$49,960.98. The difference is \$5,669.88 or 12.80%.

#### **Policy & Issues**

Slot # 10 - Travis County Code §10.0295 (f)(2) spells out the criteria for promotion from Deputy Constable to Deputy Constable, Senior. Subsection (i) states that Deputy Constables are only eligible for promotion after two years of continuous service as a regular Deputy Constable with Travis County.

In this case, the officer in slot #10 had a three week break in service with the County in early 2010, and thus has not had two years of continuous service. Under a literal interpretation of the policy, the officer in question would not be eligible to promote to

Deputy Constable, Senior until February, 2012; and this assumes the officer maintains continuous service. If the promotion is permitted, the salary is not in dispute. PBO confirms that funding is available for the promotion.

Slot # 33 – Unlike slot #10, there is no question whether or not the officer in slot #33 is eligible for promotion. The issue here is the step placement and level of pay associated with the promotion. The officer in slot #33 is currently on step 1, and typically upon promotion would be placed at step 1 as a Deputy Constable, Senior. The pay associated with this level is \$47,480.16. In this case, Constable Precinct 3 is requesting placement at step 3, with an associated pay level of \$49,960.98. PBO confirms that funding is available for the promotion at either step.

Travis County Code §10.0295 does not specifically mandate that placement be at the same step upon promotion, but this has been a long-standing practice for POPS employees. Upon occasion, Commissioners Court has allowed Constables to do step salary adjustments, but this has usually occurred when an Office has hired an employee at a lower step than allowed by policy due to budget reasons. In this case, the officer in question was only eligible for step 1 at time of hire.

### HRMD Analysis

Slot # 10 – Essentially, the issue is whether or not the officer in question is eligible for promotion under the POPS policy. By a strict reading of the policy, the employee is not eligible. However, the break in service was short and took place as the officer moved from one precinct to another. Under these conditions, the promotion would be consistent with the spirit of the policy, if not the letter of the policy.

Slot # 33 – At the time of hire, this employee did not have an Intermediate TCLEOSE License and thus did not meet the requirements for placement at step 3. While the employee in question has met and exceeded that level of licensure now, the policy does not specify employees can earn the proper licensure retroactively. TCLEOSE License pay is already provided for under existing POPS policy. Permitting placement at step 3 could be viewed as a matter of internal inequity for those Senior Deputies at step 2. Absent a clear policy against the action, the issue is whether Court will allow the elected official latitude versus current practice and allow placement at step 3.

HRMD has met with representatives of the Constable and reviewed the appropriate documentation. The requests are being made in good faith and with understanding of the issues.

**Richard McCain**  
CONSTABLE PRECINCT 3



11 APR 13 AM 11:56  
PERSONNEL

TRAVIS COUNTY, TEXAS  
8656-B Highway 71 West, Suite E

Phone (512) 854-2107 Fax (512) 854-2117  
Austin, Texas 78735

## MEMORANDUM

DATE: April 8, 2011

TO: Cynthia Lam-Roldan  
Travis County HRMD

FROM: Jose Hernandez, Office Manager *JH*  
Travis County Constable, Precinct 3

SUBJECT: POPS CAREER LADDER *Slot 10*

I am requesting an lateral on the POPS Career Ladder for Deputy Constable from Grade 61 Step 5(\$47,942.75/yr.) to Deputy Constable Sr., Grade 62 Step5(\$52,441.17/yr), effective 4/16/2011. Deputy has an estimated lapse of three weeks in service from 2 years with Travis County. But, Deputy has more than 20 years in law enforcement and obtains Master Peace Officers License along with his Civil Proficiency Certificate. Funding for increase is available as confirmed by PBO(see attached e-mail).

If you need any additional information, please don't hesitate to call.

**Richard McCain**  
CONSTABLE PRECINCT 3



11 APR - 8 AM 11: 34  
PERSONNEL

TRAVIS COUNTY, TEXAS  
8656-B Highway 71 West, Suite E

Phone (512) 854-2107 Fax (512) 854-2117  
Austin, Texas 78735

# MEMORANDUM

DATE: April 7, 2011

TO: Cynthia Lam-Roldan  
Travis County HRMD

FROM: Jose Hernandez, Office Manager *A*  
Travis County Constable, Precinct 3

SUBJECT: POPS SALARY INCREASE Slot 33

I am requesting a POPS salary increase for Deputy Constable ( ) from Grade 61 Step 1(\$44,291.10/yr.) to Deputy Constable Sr., Grade 62 Step3(\$49,960.98/yr), effective 4/16/2011. Deputy ( ) has sufficient time within our office for this increase and obtains ( ) Master Peace Officers License along with ( ) Civil Proficiency Certificate. Funding for increase is available as confirmed by PBO(see attached e-mail).

If you need any additional information, please don't hesitate to call.

//



## **Travis County Commissioners Court Agenda Request**

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: John Carr, Facilities Management, 854-4772  
Elected/Appointed Official/Dept. Head: Roger El-Khoury, Director  
Sponsors: Commissioner Gómez

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### **AGENDA LANGUAGE:**

Consider and take appropriate action for funding of renovations on the N. Granger Building 5th Floor for the District Attorney Public Integrity Unit including move cost from 700 Lavaca Building to N. Granger Building.

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

The District Attorney Public Integrity Unit, presently occupying part of the 11<sup>th</sup> Floor of the 700 Lavaca Building, is scheduled to move to the Ned Granger Building 5<sup>th</sup> Floor on May 13, 2011. The space on Ned Granger Building 5<sup>th</sup> Floor is the former offices of ITS and PBO, both of which were moved to the 700 Lavaca Building on April 15, 2011. The 11<sup>th</sup> floor of 700 Lavaca Building is scheduled to be remodeled for the Auditor's Office.

Funding is needed for minor remodeling, primarily to accommodate the DA's case files and for DA suite security. The work will be performed with a Job Order under the Minor Construction and Renovation contract. In addition the funding will pay for moves.

### **STAFF RECOMMENDATIONS:**

Facilities Management Department recommends approval of the transfer of \$51,006 in funding and approval of the project to relocate the District Attorney Public Integrity Unit (DA PIU) from 700 Lavaca building to the 5th floor of the Ned Granger Building.

### **ISSUES AND OPPORTUNITIES:**

The funding will allow minor remodeling work and moves necessary to relocate the DA PIU on schedule on May 13, 2011. This will allow construction to commence on May 16, 2011 for remodeling of the Auditor's new offices on 11<sup>th</sup> Floor of the 700 Lavaca Building. The Auditor's Office is scheduled to move from Ned Granger 2<sup>nd</sup> Floor on August 12, 2011.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

**FY 11 Funding request:**

\$14,193 Renovation

\$ 9,160 ITS costs including computer moves, cabling and phone moves

\$10,000 Security - card readers

\$11,000 Move services - 700 Lavaca to 5th floor Granger

\$ 6,653 Contingency

\$51,006 Total Estimated Cost

**REQUIRED AUTHORIZATIONS:**

Facilities Management	John Carr	Completed	04/18/2011 3:02 PM
Facilities Management	Roger El-Khoury	Completed	04/18/2011 7:11 PM
Emergency Services	Danny Hobby	Pending	
Planning and Budget Office		Pending	
Commissioner Precinct 4 Office	Margaret J. Gómez	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



## **Travis County Commissioners Court Agenda Request**

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Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: CW Michael Brunner, Purchasing, 49700  
Elected/Appointed Official/Dept. Head: Cyd Grimes, Purchasing Agent  
Sponsors: Judge Biscoe

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### **AGENDA LANGUAGE:**

Approve Termination of Contract No. 09T00051RG with Ace Roadside Service for Flat Tire and Tube Repair Services.

---

### **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.

On December 10, 2008 Commissioners Court approved contract award for flat tire and tube repair services to Ace Roadside Service as the primary contractor and Southern Tire Mart, LLC. as the secondary contractor.

On April 4, 2011 the Purchasing Office was notified by Ace Roadside Service that due their current financial situation they would not be able to support the contract requirements.

All services will now be performed by the secondary contractor under Contract No. 09T00079RG.

This has been reviewed by Purchasing and Transportation and Natural Resources and the recommendation to the Court is to terminate this contract with Ace Roadside Service.

**Contract Expenditures:** Within the last 12 months \$22,315.25 has been spent against this requirement.

### **Contract Modification Information:**

Modification Amount: N/A  
Modification Type: Termination  
Modification Period: N/A

### **Funding Information:**

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

Funding Account(s): 001-4952-621-5003, 001-4952-321-5009, 099-4951-621-5009, and 099-4951-621-5009.

Comments: Requisitions are processed at time of requirement.

**REQUIRED AUTHORIZATIONS:**

Purchasing	Bonnie Floyd	Completed	04/15/2011 9:11 AM
Purchasing	Cyd Grimes	Completed	04/15/2011 1:57 PM
Purchasing Admin Support Group	Juan Gonzalez	Completed	04/18/2011 10:07 AM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**MODIFICATION OF CONTRACT NUMBER: 09T00051RG Flat Tire and Tube Repair PAGE 1 OF 1 PAGE**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: CW Bruner TEL. NO: (512) 854-9760 FAX NO: (512) 854-9185	DATE PREPARED: April 13, 2011
ISSUED TO: 72822 Ace Roadside Service 409 W. Live Oak Street Austin, Texas 78704	MODIFICATION NO.: 3	EXECUTED DATE OF ORIGINAL CONTRACT: December 2, 2008
ORIGINAL CONTRACT TERM DATES: <u>December 10, 2008 to December 9, 2009</u>		CURRENT CONTRACT TERM DATES: <u>December 10, 2010 to December 9, 2011</u>

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

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

The above numbered Contract is hereby modified for the following:

Effective May 1, 2011 this contract is terminated. The contractor was awarded this contract on December 10, 2008. Contractor notified the Purchasing Office on April 4, 2011 that upon further review of their current financial situation they would not be able to support the contract requirements.

**Note to Vendor:**

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

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

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



**TRANSPORTATION AND NATURAL RESOURCES**  
**STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE**

---

411 West 13<sup>th</sup> Street  
Executive Office Building, 11<sup>th</sup> Floor  
P. O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4697

RECEIVED  
TRAVIS COUNTY  
2011 APR -7 AM 9:17  
PURCHASING  
OFFICE

April 6, 2011

**MEMORANDUM**

**TO:** Cyd Grimes, County Purchasing Agent  
*Carol B. Jensen for*  
**FROM:** Steven M. Manilla, P.E., County Executive  
**SUBJECT:** Contract Numbers 09T00051RG and 09T00079RG  
**Flat Tire and Tube Repair**

TNR has received notice from our primary contract vendor, Ace Roadside Service, that they will be going out of business and will no longer be able to supply the services per contract requirements as of April 30, 2011. TNR recommends that Travis County cancel contract 09T00051RG.

TNR also recommends the current secondary contract 09T00079RG be advanced to the primary contract.

The commodity/sub-commodity codes for Tire & Tube Repair are 929/073 and 928/082. The budget line item numbers are 001-4952-621-5003, 001-4952-621-5009, 099-4951-621-5003 and 099-4951-621-5009.

If you need additional information, please contact Christina Jensen at (512) 854-7670.

*[Signature]*  
CJ:SMM:cj  
Contract File

<i>Frank Acevedo</i>	<h1>Ace Roadside Service</h1>
04/01/11	

April 1, 2011

To: Travis County Purchasing Department

From: F. Acevedo dba Ace Roadside Service

Ref: Going Out of Business and Cancellation of Contract(s)

RECEIVED  
 TRAVIS COUNTY  
 PURCHASING  
 OFFICE  
 2011 APR -4 PM 2:18

Dear, Sir or Madam,

This letter is to inform you that due to our economy, the rising costs of insurance, material, labor, and the fuel cost that is increasing by two to three cents every other day, have caused our company to stumble economically.

Ace Roadside Service conducted three audits for the past three months of all company expenses and services; after the audits were completed Ace Roadside Service concluded that the company has decreased in services by 48.4% from last year. This has tripled from last year.

Therefore we can honestly say as a small, independent, local company, we cannot afford to stay in business any longer.

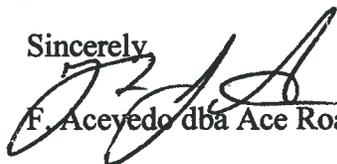
Again we regret this decision but Ace Roadside Service will be going out, closing the few accounts it has and terminating the existing contract(s) as of April 30<sup>th</sup> 2011.

Furthermore, it is in the best of interest for all customers, (contract and non-contract), employees and personnel for this action to be taken.

I apologized for any inconvenience that Ace Roadside Service may have caused to you or anyone. I hope you understand our point of view but, our economy is taking our small, local businesses out of business!!!!

Thank you for the opportunity you have given us.

Sincerely



F. Acevedo dba Ace Roadside Service

*aceroadsideservice04@yahoo.com*

*Phone: 512-406-4110 • Nextel: 143\*216\*10642*

GM200I13

**TRAVIS COUNTY**

4/13/11  
11:47:14

Fiscal Year 2011

**Account Balance Inquiry**

Account number . . . . : 1-4952-621.50-03  
 Fund . . . . . : 001 GENERAL FUND  
 Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
 Division . . . . . : 52 FLEET SERVICES  
 Activity basic . . . . : 62 INFRA-ENV SCVS (TRNS&RDS)  
 Sub activity . . . . . : 1 TNR (TRANS & NATRL RESRC)  
 Element . . . . . : 50 REPR & MTNC-SERVCS PURCHD  
 Object . . . . . : 03 REPAIRS - AUTOS & TRUCKS

Original budget . . . . . :	190,894	
Revised budget . . . . . :	187,442	03/09/2011
Actual expenditures - current . . . :	16,434.62	
Actual expenditures - ytd . . . . :	109,056.52	
Unposted expenditures . . . . . :	2,090.95	
Encumbered amount . . . . . :	42,554.32	
Unposted encumbrances . . . . . :	5,516.64-	
Pre-encumbrance amount . . . . . :	802.50	
Total expenditures & encumbrances:	165,422.27	88.3%
Unencumbered balance . . . . . :	22,019.73	11.7

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

GM200I13

**TRAVIS COUNTY**

4/13/11

Fiscal Year 2011

**Account Balance Inquiry**

11:47:57

Account number . . . . : 1-4952-621.50-09  
 Fund . . . . . : 001 GENERAL FUND  
 Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
 Division . . . . . : 52 FLEET SERVICES  
 Activity basic . . . . : 62 INFRA-ENV SCVS (TRNS&RDS)  
 Sub activity . . . . . : 1 TNR (TRANS & NATRL RESRC)  
 Element . . . . . : 50 REPR & MTNC-SERVCS PURCHD  
 Object . . . . . : 09 REPRS-ROAD MACHRY & EQUIP

Original budget . . . . . :	5,000	
Revised budget . . . . . :	7,033	03/09/2011
Actual expenditures - current . . :	110.00	
Actual expenditures - ytd . . . . :	6,728.04	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	32.01	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	.00	
Total expenditures & encumbrances:	6,870.05	97.7%
Unencumbered balance . . . . . :	162.95	2.3

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

GM200I13

TRAVIS COUNTY

4/13/11  
11:48:10

Fiscal Year 2011

Account Balance Inquiry

Account number . . . . : 99-4951-621.50-03  
 Fund . . . . . : 099 ROAD & BRIDGE FUND  
 Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
 Division . . . . . : 51 VEHICLE/EQUIP/BLDG. MAINT  
 Activity basic . . . . : 62 INFRA-ENV SCVS (TRNS&RDS)  
 Sub activity . . . . . : 1 TNR (TRANS & NATRL RESRC)  
 Element . . . . . : 50 REPR & MTNC-SERVCS PURCHD  
 Object . . . . . : 03 REPAIRS - AUTOS & TRUCKS

Original budget . . . . . :	48,000	
Revised budget . . . . . :	49,469	03/09/2011
Actual expenditures - current . . . :	1,625.08	
Actual expenditures - ytd . . . . :	19,704.83	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	6,654.78	
Unposted encumbrances . . . . . :	491.39-	
Pre-encumbrance amount . . . . . :	.00	
Total expenditures & encumbrances:	27,493.30	55.6%
Unencumbered balance . . . . . :	21,975.70	44.4

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

GM200I13

**TRAVIS COUNTY**

4/13/11  
12:18:10

Fiscal Year 2011

**Account Balance Inquiry**

Account number . . . : 99-4951-621.50-09  
 Fund . . . . . : 099 ROAD & BRIDGE FUND  
 Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
 Division . . . . . : 51 VEHICLE/EQUIP/BLDG. MAINT  
 Activity basic . . . . . : 62 INFRA-ENV SCVS (TRNS&RDS)  
 Sub activity . . . . . : 1 TNR (TRANS & NATRL RESRC)  
 Element . . . . . : 50 REPR & MTNC-SERVCS PURCHD  
 Object . . . . . : 09 REPRS-ROAD MACHRY & EQUIP

Original budget . . . . . : 76,500  
 Revised budget . . . . . : 77,156 03/09/2011  
 Actual expenditures - current . . . : 693.50  
 Actual expenditures - ytd . . . : 16,435.72  
 Unposted expenditures . . . . . : .00  
 Encumbered amount . . . . . : 8,273.79  
 Unposted encumbrances . . . . . : 31.57-  
 Pre-encumbrance amount . . . . . : 7,000.00  
 Total expenditures & encumbrances: 32,371.44 42.0%  
 Unencumbered balance . . . . . : 44,784.56 58.0

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

**MODIFICATION OF CONTRACT NUMBER: 09T00051RG Flat Tire and Tube Repair PAGE 1 OF 1 PAGE**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: CW Bruner TEL. NO: (512) 854-9760 FAX NO: (512) 854-9185	DATE PREPARED: April 13, 2011
-----------------------------------------------------------------------------	---------------------------------------------------------------------------------------	----------------------------------

ISSUED TO: 72822 Ace Roadside Service 409 W. Live Oak Street Austin, Texas 78704	MODIFICATION NO.: 3	EXECUTED DATE OF ORIGINAL CONTRACT: December 2, 2008
-------------------------------------------------------------------------------------------	------------------------	---------------------------------------------------------

ORIGINAL CONTRACT TERM DATES: December 10, 2008 to December 9, 2009      CURRENT CONTRACT TERM DATES: December 10, 2010 to December 9, 2011

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

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

The above numbered Contract is hereby modified for the following:

Effective May 1, 2011 this contract is terminated. The contractor was awarded this contract on December 10, 2008. Contractor notified the Purchasing Office on April 4, 2011 that upon further review of their current financial situation they would not be able to support the contract requirements.

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

LEGAL BUSINESS NAME: <u>Ace Road Side Service</u>	<input type="checkbox"/> DBA
BY: <u>[Signature]</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Francisco J. Acero</u> PRINT NAME	<input checked="" type="checkbox"/> OTHER
TITLE: <u>Owner</u> ITS DULY AUTHORIZED AGENT	DATE: <u>4-14-11</u>

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

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



## Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Lee Perry, Purchasing, 854-9724  
Elected/Appointed Official/Dept. Head: Cyd Grimes, Purchasing Agent  
Sponsors: Judge Biscoe

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### **AGENDA LANGUAGE:**

Approve Contract Award for NE Metro Park, Phase III, Project 1, IFB No. B110124-LP, to the Low Bidder, Hardcore Shotcrete, Inc.

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### **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.

On Wednesday, March 30, 2011, Travis County received four (4) bids in response to IFB No. B110124-LP, NE Metro Park, Phase III, Project 1. Of the four bids submitted, ranging in price from \$937,522.25 to \$1,196,870.79 (including the add alternate), one bidder (Blue Bay Construction) did not meet all requirements of the IFB (failed to provide all required forms), and as such was deemed non-responsive.

TNR has reviewed the bids and recommends awarding, with Purchasing's concurrence, a construction contract to the low bidder, Hardcore Shotcrete, Inc., in the amount of \$937,522.25, consisting of the Base Bid at \$935,264.65 and the Add Alternate in the amount of \$2,257.60.

**Contract Expenditures:** Within the last N/A months \$0.00 has been spent against this contract.

### **Contract-Related Information:**

Award Amount: \$937,522.25  
Contract Type: Construction  
Contract Period: 160 Working Days

### **Contract Modification Information: N/A**

Modification Amount:  
Modification Type:  
Modification Period:

### **Solicitation-Related Information:**

Solicitations Sent: 67  
Responses Received: 4

HUB Information: No

% HUB Subcontractor: 0%, Vendor is self-performing.

**Special Contract Considerations: N/A**

Award has been protested; interested parties have been notified.

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

Comments:

• **Funding Information:**

Purchase Requisition in H.T.E.: 522639

Funding Account(s): 514-4945-809-8120

Comments: N/A

• **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified  Not Verified  by Auditor.

**REQUIRED AUTHORIZATIONS:**

Purchasing	Marvin Brice	Completed	04/15/2011 10:56 AM
Purchasing	Cyd Grimes	Completed	04/15/2011 1:55 PM
Purchasing Admin Support Group	Juan Gonzalez	Completed	04/18/2011 10:05 AM
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



## **TRANSPORTATION AND NATURAL RESOURCES**

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE, TNR

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411 W. 13th Street.  
Executive of Building  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4697

April 1, 2011

### **MEMORANDUM**

**TO:** Cyd Grimes, C.P.M., County Purchasing Agent

**FROM:** Steve Manilla, P.E., County Executive, TNR

**SUBJECT:** NE Metro Skate Park Ph III Construction Contract

The following information is for your use in preparing a request to Commissioners Court to award the NE Metro Skate Park Ph III Construction Contract. Please contact me at 854-9429 if you have any questions or need additional information.

#### **Proposed Motion:**

Consider and take appropriate action on a request to approve a Construction Contract with Hardcore Shotcrete, Inc. for construction of NE Metro Skate Park Ph III, in Precinct 2.

#### **Summary and Staff Recommendations:**

NE Metro Skate Park Ph III is a voter approved 2005 bond project. In September 2008 Travis County entered into a Professional Service Agreement to do Master Planning, Design Development, Bidding and Construction Phase for N E Metro Park Phase III. County construction funds for the project were approved by voters in the 2005 bond referendum.

The Skate Park design is complete and has been advertised for bids. Purchasing received four (4) base bids ranging from \$935,264.65 to \$1,193,240.25 which included one bid being non-responsive. The non-responsive bidder was second when the alternate bid was add to the base bid which the county will accept. Four bidders (4) were below the engineer's estimate of \$1,419,044.35. The lowest responsive and responsible bidder has been determined to be Hardcore Shotcrete, Inc. of Joplin, Missouri. Staff recommends approval of the Construction Contract with Hardcore Shotcrete, Inc. for **\$937,522.25 with alternate A1.**

**Budgetary and Fiscal Impact**

The current bid amount is \$ 937,522.25. Travis County received 2005 voter bond money to cover the skate park construction costs.

Account, requisition and commodity/sub-commodity codes are below.

<b>Account</b>	<b>Amount</b>	<b>Requisition</b>	<b>Description</b>	<b>Com/Sub</b>
514-4945-809-8120	\$890,646.14	522639	2005 Bonds	988/064
514-4945-809-8120	<u>\$ 46,876.11</u>	522639	2005 Bonds	988/098
	<b>\$937522.25</b>			

**Background:**

NE Metro Park is a 400+ acre metro park located at 2703 Pecan Street, Pflugerville, Texas 78660. Improvements for the park consist of approximately 26,780 SF Plaza Style skate elements, a 6,617 SF multi depth bowl skate element, drainage and sport pole lighting. The remaining amenities which include parking areas of varying size, expansion of park roadway, restrooms facilities, picnic areas and playground structures will be bid in June 2011.

Travis County voters approved funding for the project in the 2005 bond referendum and the project has since been designed and all the property has been acquired. Utility services will be expanded by Oncor Electric and City of Pflugerville W & WW.

**Attachments:**

Bid tabulation sheet

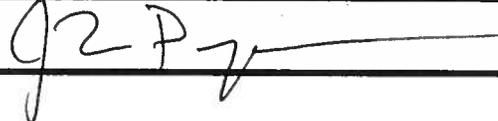
CC: Roger Schuck, P.E., TNR Project Manager  
Steve Sun, P.E., TNR CIP Division Manager  
Cynthia McDonald & Donna Williams Financial Services  
Marvin Brice & Lee Perry, County Purchasing

## TRAVIS COUNTY PURCHASING OFFICE CONSTRUCTION CONTRACTS: BID TABULATION FORM

BID DATE:	March 30, 2011
OPEN TIME:	2:00 PM
BIDS EXPIRE:	90 Days
BID NO.:	B110124-LP
DESCRIPTION:	NEMP-Skatepark
DEPARTMENT:	TNR
CONTACT/NO.:	Roger Schuck/47587
BIDS RECEIVED:	3 + (1 Non-Responsive)



BIDDER	BASE BID	Add Alt. 1	Addm	Bld. Bond	Ethics	Cert. Sec.	Safety	HUB	Sub HUB %
Hardcore Shotcrete, Inc.	\$935,264.65	\$2,257.60	N/A	Y	Y	Y	Y	N	0.00%
Prism Development	\$1,171,181.16	\$11,288.00	N/A	Y	Y	Y	Y	Y	0.00%
Stewart Builders, Inc.	\$1,193,145.75	\$3,725.04	N/A	Y	Y	Y	Y	N	0.04%
Blue Bay Construction	N/A	N/A	Bid Non-Responsive for failure to submit all required documents.						

Print Name	SIGNATURE	Date
J. Lee Perry		3/31/2011

Contract Number 11K00124LP

Draft

STATE OF TEXAS §

COUNTY OF TRAVIS §

This Agreement for Construction Services (the "Construction Contract" or "Contract") is made and entered into this day by and between Travis County, Texas, a political subdivision of the State of Texas (the "County") and HARDCORE SHOTCRETE, INC. (the "Contractor") and will be binding upon their respective executors, administrators, heirs, successors, and assigns.

WHEREAS, the County desires to enter into a contract for the construction of NE METRO PARK, PHASE 3, PROJECT 1 - SKATEPARK in Travis County, Texas, in accordance with the provisions of state statutes and conforming to the Contractor's Notice of Construction, Bid Proposal (including the Bidding Documents, Bid Form, and any Addenda or Amendments thereto), General Conditions, Supplementary Conditions, and the Specifications and Plans marked NE METRO PARK, PHASE 3, PROJECT 1 - SKATEPARK (B110124-LP), all of which are incorporated herein;

WHEREAS, the Contractor has been engaged in and now does comparable work and represents that it is fully equipped, competent, and capable of performing the above- desired and outlined work, and is ready and willing to perform such work in accordance with all provisions of the abovementioned Specifications and Plans marked (B110124-LP)

NOW THEREFORE, in consideration of the County's promise to pay the amount below as totaled in the Bid Proposal hereto attached and made part of this Contract, the Contractor agrees to do at his own proper cost and expense all the work necessary for the construction of NE METRO PARK, PHASE 3, PROJECT 1 - SKATEPARK in Travis County, Texas in accordance with the provisions of the aforementioned Contractor's Notice of Construction, the Bid Proposal as awarded by the Commissioners Court, and the Specifications and Plans marked (B110124-LP) to the satisfaction of the Executive Manager of the Transportation and Natural Resources Department of Travis County, Texas.

This contract document, the Contractor's Notice of Construction, the Bid Proposal (including the Bidding Documents, the Bid Form, and any Addenda or Amendments thereto), and the Specifications and Plans marked (B110124-LP) represents the entire and integrated contract between the County and the Contractor and supersedes all prior negotiations, representations, or agreements, either oral or written. This Contract may be amended only by written instrument signed by both the County and the Contractor.

The said Contractor further agrees to be available for work within 14 calendar days, and to complete the within 160 working days, after receiving a written "Notice to Proceed".

Travis County, Texas, in consideration of the full and true performance of the said work by said Contractor, hereby agrees and binds itself to pay to said Contractor the total contract amount of \$937,522.25 consisting of \$897,522.25 for materials to be incorporated into the Project or completely consumed at the job site and services required by or integral to the performance of the contract and \$40,000.00 for all other charges, including the cost of other services, overhead, materials which do not become part of the finished project or are reusable, and machinery or equipment and its accessory, repair, or replacement parts, and in the manner provided for, within 30 calendar days from the receipt of an acceptable invoice. This division of the contract amount is made for sales tax purposes only. The Contractor must maintain internal records to verify the division. The Contractor must make these records available upon the request of the Travis County Auditor.

This contract will be construed according to the laws of the State of Texas. The performance for this Contract must be in Travis County, and venue for any action will lie in



NE METRO PARK, PHASE 3, PROJECT 1 - SKATEPARK BID PROPOSAL							(Page 1 of 3)
Bid Item No.	Spec. No.	Description	Unit	Quantity	Unit Price	Amount	Notes
<b>Landscape Architect</b>							
1	33 40 00	4" Class 200 PVC Sleeve Pipe	LF	250	\$9.20	\$2,300.00	Ref. Sheet L7.01
2	33 40 00	6" Class 200 Sleeve PVC Pipe	LF	100	\$11.30	\$1,130.00	Ref. Sheet L7.01
<b>New Line Skateparks</b>							
3	02 40 00 and Division 31	<b>Demolitions / Displacements - Sod &amp; Topsoil Stripping &amp; Removal</b>	LS	1	\$10,000.00	\$10,000.00	
4	33 40 00	<b>Drainage - Installation of Water Catchment Systems</b>	LS	1	\$6,000.00	\$6,000.00	Ref. Sheet SK-005A
5	Division 3	<b>Ledge Features - Vertical Block Elements</b>	SF	705	\$190.00	\$133,950.00	see reference list below
		SUSPENDED LEDGE FEATURE HUBBA LEDGE WALL WITH RAIL SCULPTURAL LEDGE ROOFTOP LEDGE LEDGE GAP BELOW LEDGE - CAP IS CONTINUOUS HUBBA LEDGE HUBBA LEDGE CONCAVE PAD CONCAVE PAD - CROSS SECTION HUBBA LEDGE LEDGE LEDGE INTEGRATED TO TRENCH PROFILE LEDGE INTEGRATED TO BANK PROFILE SCULPTURAL DISH FEATURE (CIRCULAR MANUAL PADS)					Ref. Detail 1 - SK-D-001 Ref. Detail 3 - SK-D-001 Ref. Detail 5 - SK-D-001 Ref. Detail 8 - SK-D-002 Ref. Detail 10 - SK-D-002 Ref. Detail 12 - SK-D-002 Ref. Detail 13 - SK-D-002 Ref. Detail 15 - SK-D-002 Ref. Detail 16 - SK-D-003 Ref. Detail 22 - SK-D-003 Ref. Detail 23 - SK-D-003 Ref. Detail 24 - SK-D-003 Ref. Detail 32 - SK-D-005 Ref. Detail 43 - SK-D-007 Ref. Detail 46 - SK-D-008 Ref. Detail 49 - SK-D-009
6	Division 3	<b>Stair Features - Stepped Elements</b>	SF	211	\$28.00	\$5,908.00	see reference table
		3 SET STAIRS 5 SET STAIRS WITH RAIL STEPS AS PART OF BANK TO STEPS FEATURE 9 SET STAIRS WITH RAIL					Ref. Detail 4 - SK-D-001 Ref. Detail 18 - SK-D-003 Ref. Detail 26 - SK-D-003 Ref. Detail 27 - SK-D-003
7	03 37 13	<b>Shotcrete Features Air-Blown Elements</b>	SF	5,278	\$31.50	\$166,257.00	see reference list below
		COIN BANK FEATURE AMOEBIA FEATURE COIN BANK FEATURE BOWL PROFILE BOWL PROFILE - ROLL IN BOWL PROFILE BOWL PROFILE / WATERFALL BOWL PROFILE BOWL PROFILE BOWL PROFILE / CUSTOM EXTENSION BOWL PROFILE BOWL PROFILE BOWL PROFILE BOWL PROFILE BOWL PROFILE / WATERFALL TRANSITION ROLL-IN TRANSITION TRANSITION WALL RIDE TRANSITION					Ref. Detail 7 - SK-D-001 Ref. Detail 30 - SK-D-004 Ref. Detail 3 - SK-D-009 Ref. Detail 5 - SK-D-010 Ref. Detail 6 - SK-D-010 Ref. Detail 7 - SK-D-010 Ref. Detail 8 - SK-D-010 Ref. Detail 9 - SK-D-010 Ref. Detail 10 - SK-D-010 Ref. Detail 11 - SK-D-010 Ref. Detail 12 - SK-D-010 Ref. Detail 13 - SK-D-011 Ref. Detail 14 - SK-D-011 Ref. Detail 15 - SK-D-011 Ref. Detail 16 - SK-D-011 Ref. Detail 33 - SK-D-005 Ref. Detail 34 - SK-D-005 Ref. Detail 35A/B - SK-D-005 Ref. Detail 35C - SK-D-005

NE METRO PARK, PHASE 3, PROJECT 1 - SKATEPARK BID PROPOSAL							(Page 2 of 3)
Bid Item No.	Spec. No.	Description	Unit	Quantity	Unit Price	Amount	Notes
8	Division 3	<b>Sloped Features - Non-Air-Blown Sloped Elements</b>	SF	5,094	\$23.00	\$117,162.00	see reference list below
		10° RAMP 18° BANK 18° BANK TO BANK TRANSITION GAP FEATURE 18° BANK TO RAIL 24° BANK 24° BANK WITH CUSTOM ROCK WORK 24° BANK 24° BANK TO STEPS 24° BANK 24° BANK 35° BANK WITH GAP 35° TRENCH 35° TRENCH W/ EXTENSION 35° TRENCH 35° TRENCH 35° TRENCH TO DITCH FEATURE 35° TRENCH 35° TRENCH 24° DITCH FEASURE 35° BANK 5° RAMP AT SIDE OF BANK SCULPTURAL DISH FEATURE (CENTRAL DISH) BANK TO GAP PUMP BUMP BRIDGE RAMP					Ref. Detail 2 - SK-D-001 Ref. Detail 6 - SK-D-001 Ref. Detail 9 - SK-D-002 Ref. Detail 11 - SK-D-002 Ref. Detail 14 - SK-D-002 Ref. Detail 17 - SK-D-003 Ref. Detail 20 - SK-D-003 Ref. Detail 25 - SK-D-003 Ref. Detail 26 - SK-D-003 Ref. Detail 29 - SK-D-004 Ref. Detail 31 - SK-D-005 Ref. Detail 36 - SK-D-006 Ref. Detail 37 - SK-D-006 Ref. Detail 38 - SK-D-006 Ref. Detail 39 - SK-D-006 Ref. Detail 40 - SK-D-006 Ref. Detail 41 - SK-D-007 Ref. Detail 42 - SK-D-007 Ref. Detail 43 - SK-D-007 Ref. Detail 44 - SK-D-007 Ref. Detail 47 - SK-D-008 Ref. Detail 48 - SK-D-008 Ref. Detail 49 - SK-D-008 Ref. Detail 1 - SK-D-009 Ref. Detail 2 - SK-D-009 Ref. Detail 4 - SK-D-009
9	Division 3	<b>Flatwork Features - Slab Elements</b>	SF	22,168	\$9.85	\$218,354.80	Ref. Sheet SK-010A, SK-010B
10	03 30 53	<b>Detailing - Integral Color and other Specialty Elements</b>	SF	12,109	\$0.90	\$10,898.10	Ref. Sheet SK-011A
11	31 23 13, TxDOT 260	Lime	TN	102	\$127.00	\$12,954.00	
12	31 23 13	<b>Subgrade Preparation</b>	SF	42,940	\$2.80	\$120,232.00	Also Ref. Geotech Report
13	Txdot 500	<b>Mobilization &amp; Demobilization - Team Assemblage to and from Site</b>	LS	1	\$49,500.00	\$49,500.00	
<b>Site Electrical</b>							
14	16000	Trenching for primary conduit, concrete encased	LF	3,370	\$4.00	\$13,480.00	
15	16000	<b>36" Pull Box</b>	EA	12	\$460.00	\$5,520.00	
16	16000	<b>Primary Conduit 2 - 4"</b>	LF	6,740	\$3.00	\$20,220.00	Wire installation by Utility
17	16000	<b>New Transformer pad</b>	LS	1	\$500.00	\$500.00	Utility provides transformer
18	16000	<b>Secondary Trench</b>	LF	15	\$3.50	\$52.50	
19	16000	<b>Secondary Conduit and Wire: 1 set of 4 - #2 AWG Cu in 1-1/4" conduit</b>	LF	15	\$13.75	\$206.25	
20	16000	<b>Trenching to Pole Lights</b>	LF	1,270	\$10.00	\$12,700.00	Poles & foundation by others
21	16000	<b>Wire and Conduit to Pole Lights: 4 - #10 AWG Cu and 1 - #8 AWG Cu ground</b>	LF	1,270	\$12.00	\$15,240.00	
22	16000	<b>Electrical panelboard 277/480v, 3 phase, NEMA 3R</b>	EA	1	\$6,800.00	\$6,800.00	
23	16000	<b>Combination Transformer/Panelboard</b>	EA	1	\$3,800.00	\$3,800.00	

NE METRO PARK, PHASE 3, PROJECT 1 - SKATEPARK BID PROPOSAL							(Page 3 of 3)	
24	16000	Unistrut Rack and pad	LS	1	\$2,000.00	\$2,000.00		
25	16000	Service receptacle	EA	1	\$100.00	\$100.00		
<b>BASE BID Total:</b>							<b>\$935,264.65</b>	
TYPE BASE BID AMOUNT IN WORDS HERE								
Tax exempt costs are the total cost of materials incorporated into the project or completely consumed at the job site and services required by or integral to the performance of the Contract.						<b>TAX EXEMPT TOTAL</b>	<b>\$895,264.65</b>	
Non-Tax exempt costs are all other charges, including the cost of labor, overhead, and materials which do not become part of the project or are not completely consumed at the job site.						<b>NON-TAX EXEMPT TOTAL</b>	<b>\$40,000.00</b>	
<i>NOTE: The sum of the tax exempt and non-tax exempt costs must equal the Total Base Bid Amount.</i>								
NE METRO PARK, PHASE 3, PROJECT 1 - SKATEPARK ALTERNATE ADD BID								
Bid Item No.	Spec. No.	Description	Unit	Quantity	Unit Price	Amount	Notes	
A1	03 20 01	Fiberglass Additive to Skatepark Concrete	SF	11,288	\$0.20	\$2,257.60	All applicable Concrete Work - Base Bid Items 5,6,7,8	
<b>ALT 1 Total:</b>						<b>\$2,257.60</b>		

**Unit Abbreviations:** CY = Cubic Yard, LF = Linear Foot, STA = Stations, AC = Acre, EA = Each,  
 SY = Square Yards, GAL = Gallon, KG = 1000GAL, LS = Lump Sum, SF = Square Feet  
 TON = Ton, MO = Month, EA/DAY = per Each per DAY

TRAVIS COUNTY  
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA  
COUNTY AUDITOR



TRAVIS COUNTY  
ADMINISTRATION BUILDING  
P.O. BOX 1748  
AUSTIN, TX. 78767  
(512) 854-9125  
FAX: (512) 854-9164

RECEIVED  
TRAVIS COUNTY  
2011 APR 11 PM 4:03  
PURCHASING  
OFFICE

**COUNTY AUDITOR VERIFICATION FORM**

**CONTRACTOR:** Hardcore Shotcrete, Inc.

**TYPE OF GOODS/SERVICE:** NE Metro Park Skatepark

**FUNDS VERIFIED:**

- 1) Requisition number 522639 processed through the Purchasing system to pre-encumber funds.
- 2) Amount pre-encumbered: \$ 937,522.25

**FUNDS NOT VERIFIED;  
CONTRACT NOT BINDING:**

- Contract did not specify a total contract amount.
- Goods/services to be provided on an "as needed basis" to be invoiced in accordance with contracted unit price. Total amount contracted not specified in contract.

**CONTRACT #:** 11K00124LP  
**LINE ITEM VERIFIED:** 514-4945-809-8120

YES

NO

Reviewed by: [Signature]

Date: 4/11/11

Approved by: [Signature]

Date: 4/11/11

PI625I02

**TRAVIS COUNTY  
Purchase Requisition**

4/13/11  
14:25:43

Number . . . . . : 0000522639  
 Type . . . . . : 1 PURCHASE REQUISITION  
 Status . . . . . : AUDITOR APPROVAL  
 Reason . . . . . : 53936 PARKS-CIP ATTN: LEE PERRY  
 By . . . . . : BRUNILDA CRUZ 854-7679  
 Date . . . . . : 1/27/11  
 Vendor . . . . . : **HARDCORE SHOTCRETE, INC**  
 Contract nbr . . . . . :  
 Ship to . . . . . : AI AS INDICATED BELOW  
 Deliver by date . . . . . : 1/27/11  
 Buyer . . . . . :  
 Fiscal year code . . . . . : C C=Current year, P=Previous year, F=Future year

**Type options, press Enter.**

**5=Display 8=Item extended description**

Opt Line#	Quantity	UOM	Description
- 1	890646.14	DOL	CONSTRUCTION SERVICES NORTHEAST METRO PARK PHASE III, PROJECT 1 SKATE PARK

+

**COMMENTS EXIST**

Total: 937522.25

**F3=Exit F7=Alternate view**

**F9=Print**

**F10=Approval info F12=Cancel F20=Comments**

GM200I13

TRAVIS COUNTY

4/13/11  
14:26:51

Fiscal Year 2011

Account Balance Inquiry

Account number . . . : 514-4945-809.81-20  
Fund . . . . . : 514 L/T PERM IMPRVMT BDS 2009  
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
Division . . . . . : 45 PARK SERVICES  
Activity basic . . . . : 80 CAPITAL PROJECTS  
Sub activity . . . . . : 9 COMM&ECON DEV (PKS & REC)  
Element . . . . . : 81 CAPITAL OUTLAY  
Object . . . . . : 20 PURCHD SERV-PARK IMPRVMT

Original budget . . . . . : 0  
Revised budget . . . . . : 3,800,453 03/29/2011  
Actual expenditures - current . . : 272.43  
Actual expenditures - ytd . . . : 31,593.50  
Unposted expenditures . . . . . : .00  
Encumbered amount . . . . . : 1,321,668.71  
Unposted encumbrances . . . . . : .00  
Pre-encumbrance amount . . . . . : 1,110,351.89  
Total expenditures & encumbrances: 2,463,886.53 64.8%  
Unencumbered balance . . . . . : 1,336,566.47 35.2

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



## **Travis County Commissioners Court Agenda Request**

---

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Mike Long, Purchasing, 854-4850  
Elected/Appointed Official/Dept. Head: Cyd Grimes, Purchasing Agent  
Sponsors: Judge Biscoe

---

### **AGENDA LANGUAGE:**

Approve Modification No. 1 to Contract No. PS110119ML, Graves, Dougherty, Hearon & Moody for legal services.

---

### **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.

Modification No. 1 will change the contract amount from \$50,000 to \$145,000, an increase of \$95,000 for additional legal services.

**Contract Expenditures:** Within the last 4 months \$18,691.37 has been spent against this contract.

### **Contract-Related Information:**

Award Amount: Not-to-exceed \$50,000  
Contract Type: Professional Service  
Contract Period: January 12, 2011 - December 30, 2012

### **Contract Modification Information:**

Modification Amount: \$95,000  
Modification Type: Professional Service  
Modification Period: January 12, 2011 - December 30, 2012

### **Funding Information:**

Purchase Requisition in H.T.E.:  
Funding Account(s): 525 1140 522 4707  
Comments:

- **Statutory Verification of Funding:**

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

**REQUIRED AUTHORIZATIONS:**

Purchasing	Marvin Brice	Completed	04/18/2011 2:14 PM
Purchasing	Cyd Grimes	Pending	
Purchasing Admin Support Group		Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**MODIFICATION OF CONTRACT NUMBER: PS110119ML-Legal Svcs**

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

PURCHASING AGENT ASST: **Michael Long**  
TEL NO: (512) 854-4850  
FAX NO: (512) 854-9185

DATE PREPARED:  
**April 10, 2011**

ISSUED TO: Graves, Dougherty, Hearon &  
Moody, P.C.  
401 Congress Ave.  
Austin, TX 78701

MODIFICATION NO.:  
**1**

EXECUTED DATE OF ORIGINAL  
CONTRACT:  
**January 12, 2011**

ORIGINAL CONTRACT TERM DATES: 1/12/11-12/30/12      CURRENT CONTRACT TERM DATES: 1/12/11-12/30/12

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$50,000      Current Modified Amount \$145,000

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

Upon execution of this Modification:

1. The total contract amount is changed from \$50,000 to \$145,000, an increase of \$95,000 as detailed below:
  - a. An additional not-to-exceed amount of \$50,000 is hereby added to the contract for legal services.
  - b. In accordance with the requirements of Section 7.1 of the contract, Contractor is hereby authorized to enter into subcontracts for certain approved services, costs, expenses and witness fees, such as document management. An additional not-to-exceed amount of \$45,000 will be added to the contract for these approved services.

**Note to Vendor:**

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

LEGAL BUSINESS NAME: Graves Dougherty Hearon + moody

BY: [Signature]  
SIGNATURE

BY: Susan P. Burton  
PRINT NAME

TITLE: Shareholder  
ITS DULY AUTHORIZED AGENT

- DBA  
 CORPORATION  
 OTHER

DATE:  
4-15-11

TRAVIS COUNTY, TEXAS  
 BY: \_\_\_\_\_  
 CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT

DATE:

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

DATE:



## Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
 Prepared By: Diana Gonzalez, Purchasing, 854-5860  
 Elected/Appointed Official/Dept. Head: Cyd Grimes, Purchasing Agent  
 Sponsors: Judge Biscoe

---

### **AGENDA LANGUAGE:**

Approve Contract Award for RE-ROOF OF DESIGNATED AREAS AT 2201 POST ROAD FACILITY, IFB NO. B110312-DG, to the Low Bidder, QA CONSTRUCTION SERVICES, INC.

---

### **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 requires the vendor to provide all labor and materials necessary for Re-Roof of designated areas at 2201 Post Road Facility.

Subject bid opened March 30, 2011 with five bids received in response to the invitation. The low bidder was QA Construction Services, Inc. with a Base Bid of \$119,950.00. Facilities Management recommends contract award to QA Construction Services, Inc.

**Contract Expenditures:** Within the last NA months \$0.00 has been spent against this contract / requirement.

### **Contract-Related Information:**

Award Amount: \$119,950.00  
 Contract Type: Construction  
 Contract Period: 120 Calendar Days

### **Contract Modification Information:**

Modification Amount:  
 Modification Type:  
 Modification Period:

### **Solicitation-Related Information:**

Solicitations Sent: 30 (thru bidsync)  
 Responses Received: 5

HUB Information: 100%

% HUB Subcontractor:

**Special Contract Considerations:**

Award has been protested; interested parties have been notified.

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

Comments:

• **Funding Information:**

Purchase Requisition in H.T.E.: 523512

Funding Account(s): 001-1415-821-5004

Comments:

• **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified  Not Verified  by Auditor.

**REQUIRED AUTHORIZATIONS:**

Purchasing	Marvin Brice	Completed	04/19/2011 10:05 AM
Purchasing	Cyd Grimes	Pending	
Purchasing Admin Support Group		Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



*Diana  
4-11-11  
MB*

# 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:** POST-09-11R-4M  
**FILE:** 703

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

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

**DATE:** April 8, 2011

**SUBJECT:** Post Road – Upper Roof Replacement  
IFB No.: B110132-DG

*Roger El Khoury*  
 PURCHASING  
 OFFICE  
 2011 APR - 8 PM 3: 52  
 RECEIVED  
 TRAVIS COUNTY

Facilities Management Department (FMD) recommends award of the Post Road – Upper Roof Replacement Project in the amount of \$119,950 to the low bidder firm, QA Construction Services, Inc. Five Roofing contractors bid on the subject project.

FMD has reviewed the bid tabulation and the unit bid items and determined that the low bid is fair and reasonable. The construction schedule is 120 calendar days after the issuance of the notice to proceed.

The project fund is located in the account number 001-1415-821-5004 and the requisition number is 523512, with commodity code 910, and sub-commodity code 066. In accordance with the procedure to secure approval for this contract award, this request is being forwarded along with the supporting documents for approval by the Commissioners Court on April 19, 2011. If approved, please issue a fully executed contract to QA Construction Services, Inc. Please call Fraser Gorrell at extention 49777 if you have any questions.

### ATTACHMENTS:

1. Bid Tabulation Form
2. Project Budget vs. Cost

### COPY TO:

Amy Draper, CPA, Financial Manager, FMD  
 John Carr, Administrative Director, FMD  
 Fraser Gorrell, Construction Coordinator, FMD  
 Diana Gonzales, Purchasing Agent Assistant, TCPO

## AGREEMENT FOR CONSTRUCTION SERVICES

### CONTRACT NO. 11K00132DG

This Agreement for Construction Services (the "Construction Contract") is entered into by and between Travis County, Texas, a political subdivision of the State of Texas (the "Owner"), and **QA CONSTRUCTION SERVICES, INC.** (the "Contractor").

**WHEREAS**, the Owner desires to enter into the Construction Contract for **RE-ROOF OF DESIGNATED AREAS AT 2201 POST ROAD FACILITY** (the "Project") in accordance with the provisions of the state statutes and in conformance with the Notice to Proceed (as issued by the Travis County Purchasing Office or its designee), the Contractor's Bid (including the Bidding Documents, the Bid Form, and any Addenda or Amendments thereto), General Conditions, Supplementary Conditions, and the Specifications, which term shall include the Drawings and/or Plans marked **RE-ROOF OF DESIGNATED AREAS AT 2201 POST ROAD FACILITY (B110132-DG), Travis County Texas;** and

**WHEREAS**, the Contractor has been engaged in and does comparable work and represents that it is fully equipped, competent and capable of performing the above-desired work, and desires to perform such work in accordance with the provisions of the Construction Contract; and

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions stated herein, the Owner and the Contractor agree as follows:

#### ARTICLE I

- 1.1 In addition to such other terms as may be specifically defined herein, the capitalized terms referenced herein shall have the meanings ascribed to such terms in the General Conditions.
- 1.2 The written notice to proceed as issued by the Travis County Purchasing Agent (the "Notice to Proceed"), the Contractor's Bid as accepted by the Travis County Commissioners Court, the General Conditions, the Supplementary Conditions, the Specifications (which term shall include the Drawings and Plans marked **RE-ROOF OF DESIGNATED AREAS AT 2201 POST ROAD FACILITY (B110132-DG), Travis County Texas**, and all addenda issued by the Architect/Engineer or the Travis County Purchasing Agent prior to the execution of this Construction Contract are incorporated in the Construction Contract as if set out at length.
- 1.3 The Contractor agrees to perform the work described in this Construction Contract and any and all documents incorporated therein (the "Work"). The Contractor shall commence the Work upon issuance of the Notice to Proceed, and subject to authorized adjustments, shall achieve substantial completion of the Work within **120 calendar days of such issuance** (the "Substantial Completion Date"). All time limits stated in the Construction Contract, and/or the Contract Documents are of the essence. The Substantial Completion Date will not be modified, extended, or otherwise revised except because of rain or other adverse weather conditions, and the Contractor acknowledges that it may be required to work on weekends or holidays in order to achieve substantial completion by the Substantial Completion Date. All time limits stated in the Construction Contract and/or Contract Documents are of the essence.
- 1.4 If the Contractor fails to achieve substantial completion of the Work by the Substantial Completion Date, the Contractor, by execution of this Construction Contract, specifically acknowledges that the Owner will sustain damages for each day the Work extends beyond the Substantial Completion Date. Because of the impracticality and extreme difficulty of fixing and ascertaining the Owner's actual damages, the Contractor agrees **\$200.00 per calendar day** shall be retained by the Owner from any amounts due the Contractor for every day that the Contractor's performance of the Work extends beyond the Substantial Completion Date.

## ARTICLE II

- 2.1 For and in consideration of the Contractor's performance of the Work, the Owner shall pay the Contractor, in the manner provided for in Article 9 of Section 00700 of the General Conditions, the total sum of \$ 119,950.00 (the "Contract Sum"). The Contract Sum is comprised of (i) \$ 95,600.00 for materials to be incorporated into the Project or completely consumed at the job site and services required by or integral to the performance of this Construction Contract and (ii) \$ 24,350.00 for all other charges, including the cost of other services, overhead, and materials which do not become part of the finished project or are reusable. This division of the Contract Sum is made to reflect sales tax purposes only. Invoices and payments need not reflect this division. However, Contractor shall maintain internal records to verify. Contractor shall make these records available upon request of the Travis County Auditor.
- 2.2 If at any time during the performance of this Construction Contract the Travis County Commissioners Court (i) fails to provide funding for this Construction Contract during the following fiscal year of Travis County, Texas, (ii) does not adopt a budget for expenditures, or (iii) is able only to partially fund the expenditures required by this Construction Contract, then the Owner may, upon giving the Contractor written notice of such failure to fund and termination, terminate this Construction Contract, or a part thereof, without any further liability, effective thirty (30) days after the Owner notifies the Contractor in writing of such failure to fund and termination. The Owner shall pay the Contractor for any portion of the Work completed up to the effective date. The Contractor shall have no recourse as to sums beyond those for any portion of the Work performed up to the effective date, including without limitation any recovery for lost profits anticipated to be made hereunder.
- 2.3 This Construction Contract may be amended only by a Travis County construction "Change Order" form signed by the Travis County Sheriff's Office Department (TCSO), the Contractor, and necessary representatives designated by the Owner.
- 2.4 The Owner may terminate this Construction Contract if it is found that the Contractor offered or gave gratuities to any employee of the Owner with the intent to influence the purchasing process in any manner, either before or after the award of this Construction Contract. The Travis County Commissioners Court shall determine if the Contractor used gratuities to influence the process. If so determined and the Owner terminates this Construction Contract, the Owner shall be entitled to (i) pursue the same remedies against the Contractor as it could pursue if this Construction Contract were breached by the Contractor, and (ii) collect exemplary damages in an amount determined by the Travis County Commissioners Court which shall be not less than three nor more than ten times the amount given to any officer or employee of the Owner. The rights and remedies in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law.
- 2.5 The Contractor represents and warrants that no person or selling agency has been employed or retained to solicit or secure this Construction Contract upon an understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees and established commercial selling agencies maintained by the Contractor to secure business. If the Contractor breaches this warranty, then the Owner shall have the right to terminate this Construction Contract without liability, or in its discretion to deduct from the amount due to the Contractor from the Owner, or otherwise recover, the full amount of commission, percentage, brokerage, or contingent fee.
- 2.6 No action or failure to act by the Owner or the Contractor shall constitute a waiver of any right or duty afforded either of them under this Construction Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

The effective date of this Construction Contract shall for all purposes be the date of the execution of the last to sign, whether the Owner or the Contractor.

**IN WITNESS WHEREOF**, the parties have executed this Construction Contract as of the date(s) set forth below.

TRAVIS COUNTY, TEXAS

By: \_\_\_\_\_  
Samuel T. Biscoe  
Travis County Judge  
Date: \_\_\_\_\_

By: QA CONSTRUCTION SERVICES, INC.  
Name: \_\_\_\_\_  
Title: SALES MANAGER  
Date: 4/13/11

APPROVED AS TO FORM BY:

\_\_\_\_\_  
County Attorney

FUNDS VERIFIED BY:

\_\_\_\_\_  
County Auditor

APPROVED BY PURCHASING AGENT:

\_\_\_\_\_  
County Purchasing Agent

## Bid #B110132-DG - RE-ROOF DESIGNATED AREAS AT 2201 POST ROAD FACILITY

Creation Date **Mar 1, 2011**

End Date **Mar 30, 2011 2:00:00 PM CDT**

Start Date **Mar 8, 2011 3:07:44 PM CST**

Awarded Date **Not Yet Awarded**

B110132-DG-1-01 RE-ROOF OF DESIGNATED AREAS AT 2201 POST ROAD FACILITY					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
QA CONSTRUCTION SERVICES, INC. [Ad]	First Offer - \$119,950.00	1 / lump sum	\$119,950.00		
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> TYPE BASE BID AMOUNT IN WORDS: UNIT PRICE NO. 1 - PER BOARD FOOT: ENTER UNIT PRICE NO. 1 IN WORDS: UNIT PRICE NO. 2 - PER SQUARE FOOT: ENTER UNIT PRICE NO. 2 IN WORDS: UNIT PRICE NO. 3 - PER SQUARE FOOT: ENTER UNIT PRICE NO. 3 IN WORDS:			
Benco Commercial Roofing	First Offer - \$123,994.00	1 / lump sum	\$123,994.00		
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> TYPE BASE BID AMOUNT IN WORDS: UNIT PRICE NO. 1 - PER BOARD FOOT: ENTER UNIT PRICE NO. 1 IN WORDS: UNIT PRICE NO. 2 - PER SQUARE FOOT: ENTER UNIT PRICE NO. 2 IN WORDS: UNIT PRICE NO. 3 - PER SQUARE FOOT: ENTER UNIT PRICE NO. 3 IN WORDS:			
Rain Seal Master Roofing & Sheet Metal, Inc.	First Offer - \$137,000.00	1 / lump sum	\$137,000.00		
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> TYPE BASE BID AMOUNT IN WORDS: One Hundred Thirty Seven Thousand Dollars and zero cents UNIT PRICE NO. 1 - PER BOARD FOOT: 4.50 ENTER UNIT PRICE NO. 1 IN WORDS: Four Dollars and Fifty Cents UNIT PRICE NO. 2 - PER SQUARE FOOT: 4.00 ENTER UNIT PRICE NO. 2 IN WORDS: Four Dollars and zero cents UNIT PRICE NO. 3 - PER SQUARE FOOT: 4.00 ENTER UNIT PRICE NO. 3 IN WORDS: four Dollars and zero cents			
CS ADVANTAGE USAA, INC. [Ad]	First Offer - \$145,000.00	1 / lump sum	\$145,000.00		
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> TYPE BASE BID AMOUNT IN WORDS: UNIT PRICE NO. 1 - PER BOARD FOOT: ENTER UNIT PRICE NO. 1 IN WORDS: UNIT PRICE NO. 2 - PER SQUARE FOOT: ENTER UNIT PRICE NO. 2 IN WORDS: UNIT PRICE NO. 3 - PER SQUARE FOOT:			

		<b>ENTER UNIT PRICE NO. 3 IN WORDS:</b>	
<u>LD Tebben</u>	<input checked="" type="checkbox"/> First Offer - \$181,238.00	1 / lump sum	\$181,238.00
<b>Agency Product Code:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> <b>TYPE BASE BID AMOUNT IN WORDS:</b> <b>UNIT PRICE NO. 1 - PER BOARD FOOT:</b> <b>ENTER UNIT PRICE NO. 1 IN WORDS:</b> <b>UNIT PRICE NO. 2 - PER SQUARE FOOT:</b> <b>ENTER UNIT PRICE NO. 2 IN WORDS:</b> <b>UNIT PRICE NO. 3 - PER SQUARE FOOT:</b> <b>ENTER UNIT PRICE NO. 3 IN WORDS:</b>	

**Supplier Totals**

<b><u>QA CONSTRUCTION SERVICES, INC. [Ad]</u></b>		<b>\$119,950.00</b>
Bid Contact	<b>MARCOS GUTIERREZ</b> <b><u>gacs@gasystems.com</u></b> <b>Ph 512-637-6131</b>	Address <b>5000 BURLESON ROAD</b> <b>AUSTIN, TX 78744</b>
Qualifications	<b>HUB</b>	
<b>Agency Notes:</b>	<b>Supplier Notes:</b>	
<b><u>Benco Commercial Roofing</u></b>		<b>\$123,994.00</b>
Bid Contact	<b>Christopher A Hicks</b> <b><u>cfulton@benco-rfq.com</u></b> <b>Ph 817-740-8866</b>	Address <b>2629 West Blue Mound Road</b> <b>Haslet, TX 76052</b>
<b>Agency Notes:</b>	<b>Supplier Notes:</b>	
<b><u>Rain Seal Master Roofing &amp; Sheet Metal, Inc.</u></b>		<b>\$137,000.00</b>
Bid Contact	<b>Juan Lozano, Sr.</b> <b><u>ramon@rsminc1.com</u></b> <b>Ph 361-576-0926</b>	Address <b>2306 Port Lavaca Dr.</b> <b>Victoria, TX 77901</b>
Qualifications	<b>CISV HUB MBE SB TX</b>	
<b>Agency Notes:</b>	<b>Supplier Notes:</b>	
<b><u>CS ADVANTAGE USAA, INC. [Ad]</u></b>		<b>\$145,000.00</b>
Bid Contact	<b>OSCAR GALVAN</b> <b><u>o_ggalvan@hotmail.com</u></b> <b>Ph 210-771-0720</b> <b>Fax 210-579-2157</b>	Address <b>P.O. BOX 12407</b> <b>COLLEGE STATION, TX 77842</b>
<b>Agency Notes:</b>	<b>Supplier Notes:</b>	
<b><u>LD Tebben</u></b>		<b>\$181,238.00</b>
Bid Contact	<b>Tom Fleitz</b> <b>Ph</b>	Address <b>4315 Terry-O-Lane</b> <b>Austin, TX 78745</b>
<b>Agency Notes:</b>	<b>Supplier Notes:</b>	

\*\*All bids/proposals submitted for the designated project are reflected on this tabulation sheet. However, the listing of the bid/proposal on this tabulation sheet shall not be construed as a comment on the responsiveness of such bid/proposal or as any indication that the agency accepts such bid/proposal as being responsive. The agency will make a determination as to the responsiveness of the vendor responses submitted based upon compliance with all applicable laws, purchasing guidelines and project documents, including but not limited to the project specifications and contract documents. The agency will notify the successful vendor upon award of the contract and, as according to the law, all bid/proposal responses received will be available for inspection at that time.

PURCHASE REQUISITION NBR: 0000523512

REQUISITION BY: AMY DRAPER 854-9040

STATUS: AUDITOR APPROVAL  
 REASON: NEW PO - POST ROAD RE-ROOF

DATE: 2/09/11

SHIP TO LOCATION: FACILITIES MANAGEMENT

SUGGESTED VENDOR: TBD

DELIVER BY DATE: 7/31/11

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	REROOF DESIGNATED AREAS OF THE TRAVIS COUNTY POST ROAD FACILITY PER SPECIFICATIONS PERFORMANCE PERIOD IS 120 DAYS POC: JOHN CARR 854-4772 COMMODITY: BLDG MAINT & REPAIRS SVCS SUBCOMMOD: ROOFING	122570.00	DOL	1.0000	122570.00	
REQUISITION TOTAL:					122570.00	

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00114158215004	REPR & MTNC-SERVCS PURCHD REPRS-BLDG STRUCT & EQUIP	100.00	122570.00
				122570.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

**TRAVIS COUNTY**  
**Account Balance Inquiry**

Fiscal Year . . . . .	:	2011
Account number . . . . .	:	1-1415-821.50-04
Fund . . . . .	:	001 GENERAL FUND
Department . . . . .	:	14 FACILITIES MANAGEMENT
Division . . . . .	:	15 BUILDING MAINTENANCE
Basic activity . . . . .	:	82 CAPITAL AQUISITION FUNDS
Sub activity . . . . .	:	1 GENERAL GOVERNMENT
Element . . . . .	:	50 REPR & MTNC-SERVCS PURCHD
Object . . . . .	:	04 REPRS-BLDG STRUCT & EQUIP
Budget . . . . .	:	239,195
Encumbered amount . . . . .	:	45,550.55
Pre-encumbered amount . . . . .	:	122,570.00
Expenditures . . . . .	:	29,621.00
Total expenditures . . . . .	:	197,741.55
Balance . . . . .	:	41,453.45

**Press Enter to continue.**

**F3=Exit    F12=Cancel**

Facilities Management Department

Project Budget Vs. Cost

Date: 4/8/2011

<b>Post Road Building Upper Roof Replacement</b>	<b>Budget</b>	<b>Fund Encumbered to Date</b>	<b>Current Request</b>	<b>Total Costs to Date</b>	<b>Saving (Deficit)</b>
<b>Planning and Design Costs Including:</b> Architects and Engineering Fees; Survey/Geotech/EA/Others; Design Permits and Fees; Printing and Reproductions	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction Costs Including:</b> Construction Contract Cost; Construction Change Orders; Construction Testing; Construction Permits and Fees; Misc Construction; Construction Contingency	\$ 144,200	\$ -	<b>\$ 119,950</b>	\$ 119,950	\$ 24,250
<b>Misc Cost Including:</b> ITS: Data Cable; Phone switches; etc.../ FFE: Furniture; Fixtures, Equipment, etc.../ Security: Cameras; Panic Buttons; etc.../ Move: Boxes, Furnitures, etc..	\$ -	\$ -	\$ -	\$ -	\$ -
<b>9,200</b>					
<b>Total Project</b>	<b>\$ 144,200</b>	<b>\$ -</b>	<b>\$ 119,950</b>	<b>\$ 119,950</b>	<b>\$ 24,250</b>
<b>Cost per Square Feet</b>	<b>\$ 15.67</b>			<b>\$ 13.04</b>	



## **Travis County Commissioners Court Agenda Request**

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Sarah C. Sumner, Transportation and Natural Resources, 854-9383  
Elected/Appointed Official/Dept. Head: Steven Manilla, County Executive  
Sponsors: Commissioner Huber

---

### **AGENDA LANGUAGE:**

Consider and take appropriate action for the following subdivision in Precinct Three: Lodge Acres Annex Number Two Revised Plat of Lots 67, 68, and 69 in Precinct Three (Revised Plat - one lot - 0.76 acres - Red Bird Trail).

---

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

This revised plat combines three small lots to make one 0.76 acre lot. No parkland dedication or fiscal is required. (Revised plat - 1 Lot - 0.76 acres - Red Bird Trail and Fawnridge Circle - No Fiscal required - Sewage service to be provided by existing On-Site Waste Water- City of Lago Vista ETJ) .

As this plat application meets all Travis County standards and has been approved by the City of Lago Vista, TNR staff recommends approval of the plat.

### **ISSUES:**

A sign was posted on the property and staff received one call from a neighbor curious about the process and whether they can run a business out of their house, noted the neighborhood does not have any HOA or Covenants and Restrictions.

### **BUDGETARY AND FISCAL IMPACT:**

None.

### **REQUIRED AUTHORIZATIONS:**

None.

### **EXHIBITS:**

Location map, Original Plat, Revised Plat, Precinct Map, Affidavit, Sign

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

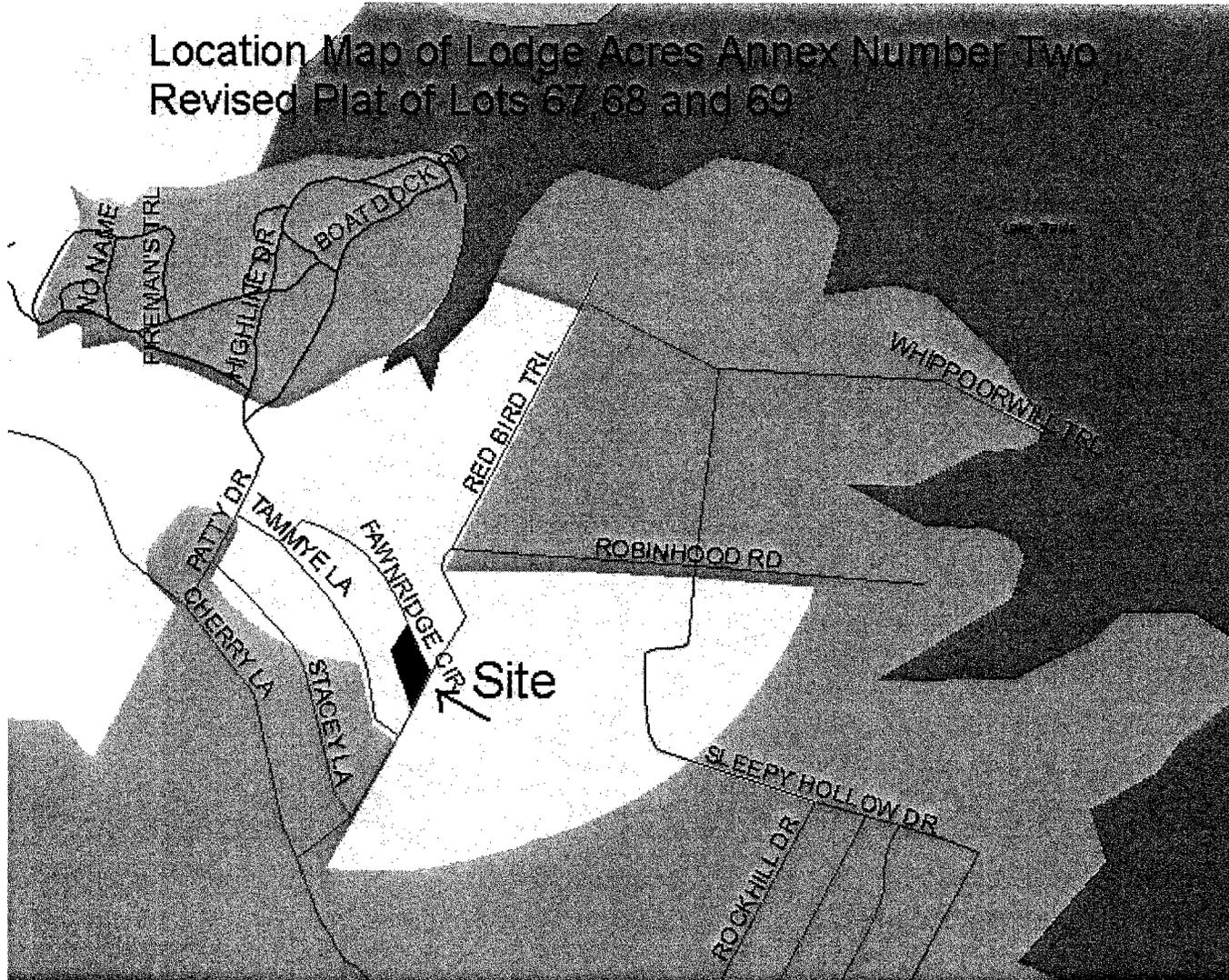


NA

**REQUIRED AUTHORIZATIONS:**

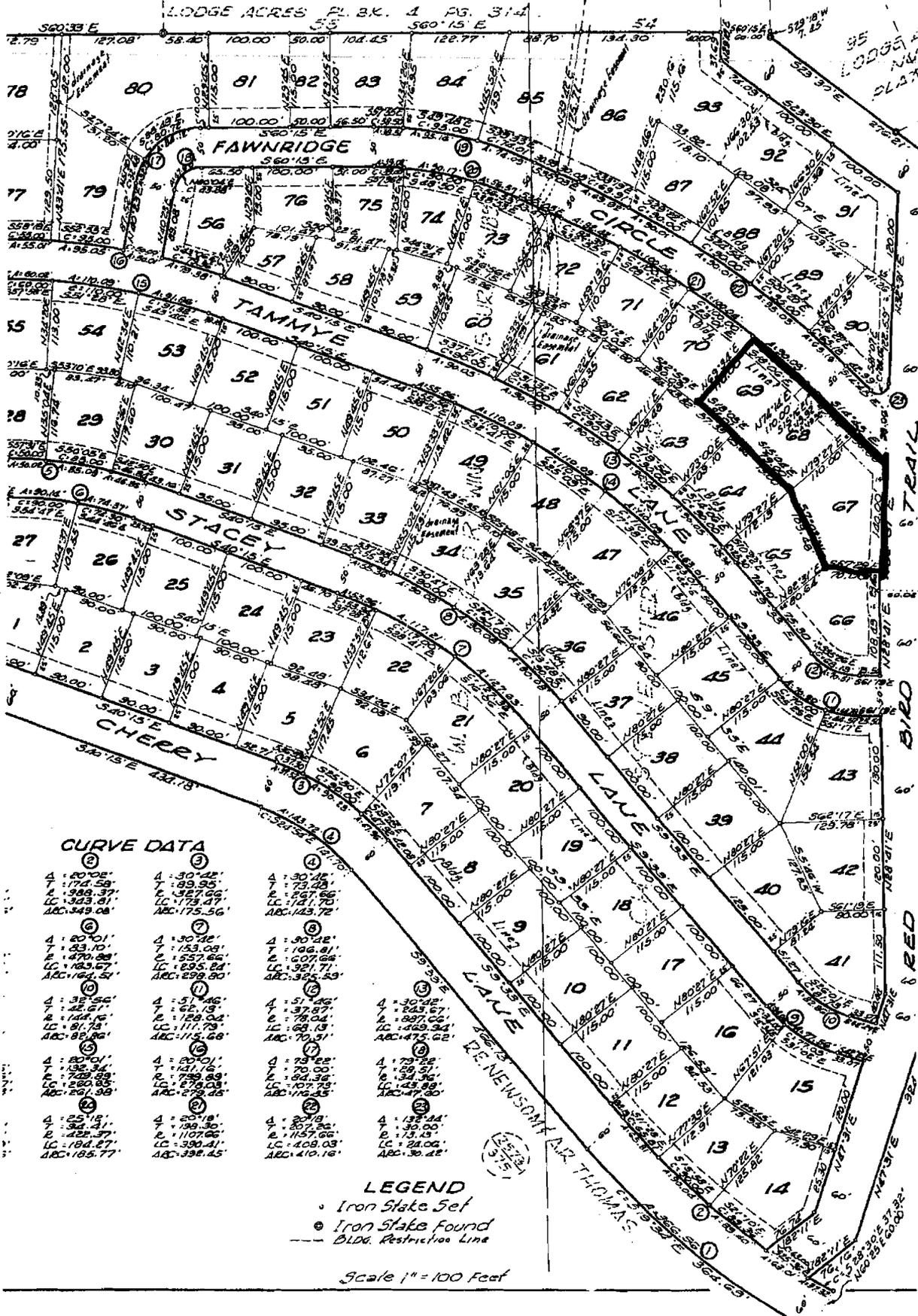
Transportation and Natural Resources	Anna Bowlin	Completed	04/07/2011 5:19 PM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/08/2011 1:51 PM
Transportation and Natural Resources	Cynthia McDonald	Completed	04/08/2011 1:57 PM
Transportation and Natural Resources	Steven Manilla	Completed	04/08/2011 1:58 PM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/08/2011 2:51 PM
Commissioner Precinct 3 Office	Karen L. Huber	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

# Location Map of Lodge Acres Annex Number Two Revised Plat of Lots 67, 68 and 69



# LODGE ACRES-ANNEX NUMBER TWO

LODGE ACRES PL. B.K. 4 PG. 314



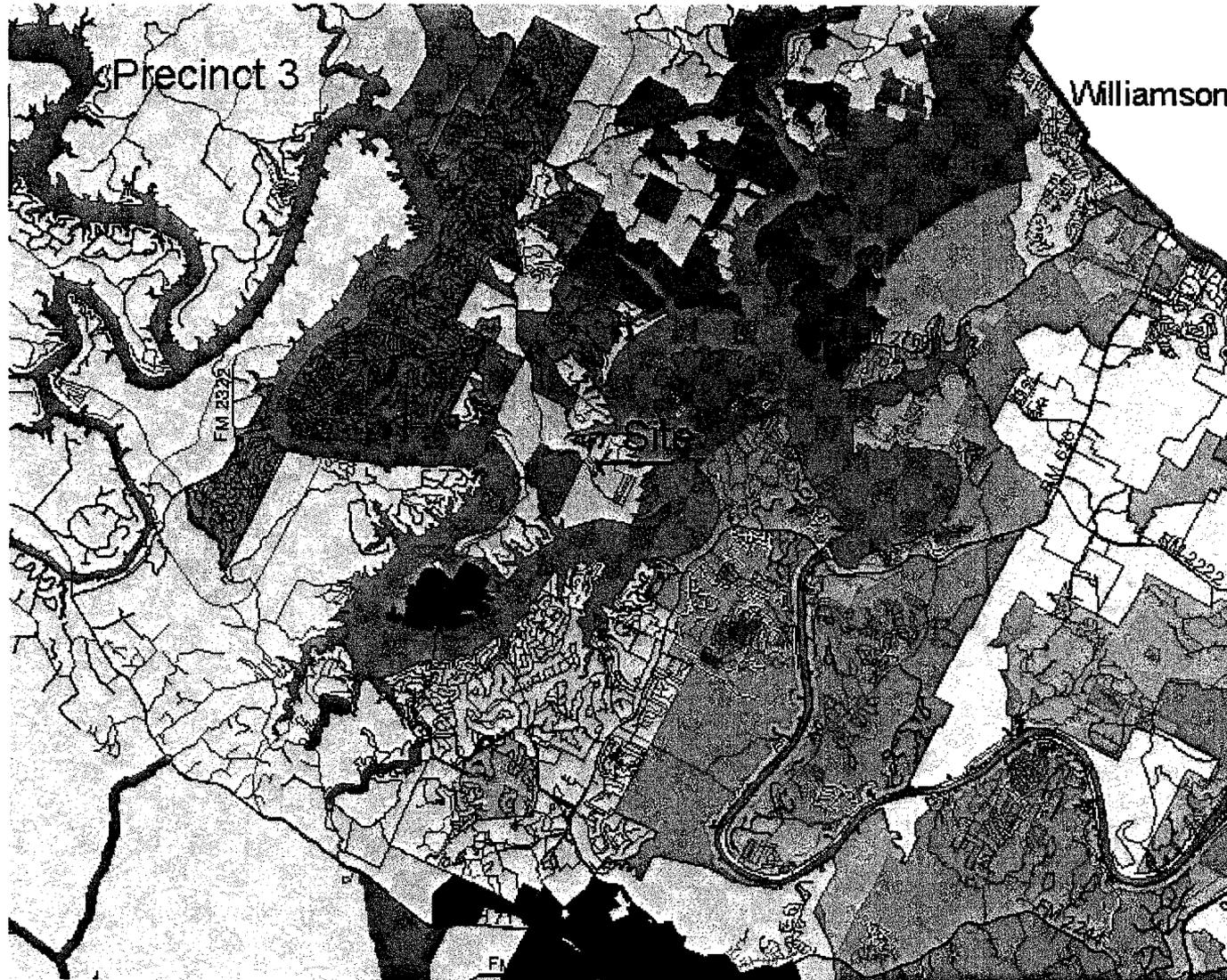
### CURVE DATA

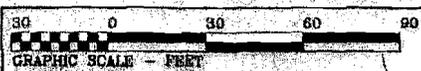
4: 20°10'	4: 30°42'	4: 30°42'	4: 30°42'
T: 174.59'	T: 89.95'	T: 73.28'	T: 73.28'
L: 388.37'	L: 152.06'	L: 87.66'	L: 87.66'
LC: 323.81'	LC: 175.47'	LC: 72.17'	LC: 72.17'
ARC: 349.08'	ARC: 175.56'	ARC: 143.72'	ARC: 143.72'
4: 20°01'	4: 30°42'	4: 30°42'	4: 30°42'
T: 83.10'	T: 153.09'	T: 106.81'	T: 106.81'
L: 470.88'	L: 1557.66'	L: 607.68'	L: 607.68'
LC: 183.67'	LC: 1295.84'	LC: 321.71'	LC: 321.71'
ARC: 164.51'	ARC: 299.90'	ARC: 395.59'	ARC: 395.59'
4: 35°56'	4: 51°46'	4: 51°46'	4: 51°46'
T: 42.67'	T: 65.19'	T: 37.87'	T: 37.87'
L: 124.16'	L: 129.04'	L: 78.04'	L: 78.04'
LC: 81.73'	LC: 111.79'	LC: 68.13'	LC: 68.13'
ARC: 85.86'	ARC: 115.68'	ARC: 70.51'	ARC: 70.51'
4: 20°01'	4: 20°01'	4: 20°01'	4: 20°01'
T: 138.34'	T: 141.16'	T: 70.00'	T: 70.00'
L: 749.59'	L: 799.99'	L: 307.82'	L: 307.82'
LC: 280.83'	LC: 279.03'	LC: 107.74'	LC: 107.74'
ARC: 281.38'	ARC: 279.25'	ARC: 116.45'	ARC: 116.45'
4: 25°19'	4: 20°18'	4: 20°18'	4: 132°44'
T: 32.43'	T: 198.30'	T: 207.82'	T: 39.00'
L: 429.37'	L: 1107.66'	L: 1157.82'	L: 1157.82'
LC: 194.67'	LC: 390.41'	LC: 408.03'	LC: 24.06'
ARC: 185.77'	ARC: 398.45'	ARC: 410.18'	ARC: 30.42'

### LEGEND

- Iron Stake Set
- Iron Stake Found
- BLDG. Restriction Line

Scale 1" = 100 Feet

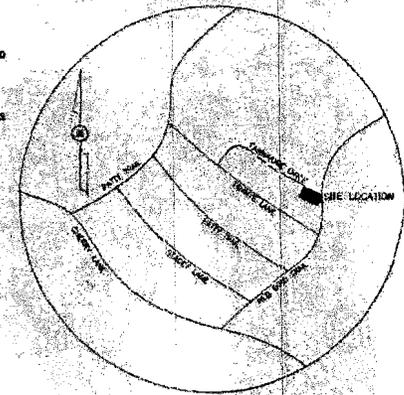




# REVISED PLAT OF LOTS 67, 68 AND 69, LODGE ACRES-ANNEX NUMBER TWO

**LEGEND**

- PIPE PND.
- FROM REG SET UNLESS NOTED
- PUBLIC UTILITY EASEMENT
- BUILDING LINE
- ROAD 16, PAGE 24
- TRAVIS COUNTY PLAT RECORDS



VICINITY MAP NOT TO SCALE

### WATERSHED NOTE

All property herein is subject to the Lower Colorado River Authority's Highland Lakes Watershed Ordinance. Written notification and/or permits are required prior to commencing any development activities. Contact LCRA Watershed Management at 1-800-778-3875, extension 2324 for more information.

### RELEASE OF EASEMENTS

The subdivision plat of Lodge Acres-Annex Number Two contains a note of "Easements" imposing an easement of five feet (5') along the side lines of all lots and five feet (5') off the rear of all lots is dedicated for public utilities.

Surveyor's comment: There is no mention of drainage easements in said note of "Easements".

### UNITY COMPANIES RELEASE

Pedernales Electric Cooperative abandoned all its right, title and interests, in and to, the five feet (5') easements along either side of the existing line of Lots 67, 68 and 69 of Lodge Acres-Annex Number Two in a Release of Easement filed of record under Document No. 2010145337, Official Public Records of Travis County, Texas. Time Warner Cable abandoned all its right, title and interests, in and to, the five feet (5') easements along either side of the common lot lines of the above said Lots 67, 68 and 69 of Lodge Acres-Annex Number Two by Release of Easement filed of record under Document No. 2010149401, Official Public Records of Travis County, Texas. Southwestern Bell Telephone abandoned all its right, title and interests, in and to, the five feet (5') easements on either side of the common property lines of the above said Lots 67, 68 and 69 of Lodge Acres-Annex Number Two by Release of Easement filed of record under Document No. 2010145330, Official Public Records of Travis County, Texas. The City of Lago Vista abandoned all its right, title and interests in and to the five feet (5') easements along either side of the existing line of Lots 67, 68 and 69, of Lodge Acres-Annex Number Two by "Letter of Voluntary" on file in the Office of Lago Vista.

STATE OF TEXAS  
COUNTY OF TRAVIS

I, Dana DeBeauvoir, Clerk of the County Court of Travis County, Texas, do hereby certify that on the \_\_\_\_ day of \_\_\_\_\_ 2011, A.D., the Commissioner's 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 Clerk of said county, the \_\_\_\_ day of \_\_\_\_\_ 2011.

Dana DeBeauvoir, County Clerk, Travis County, Texas

Deputy

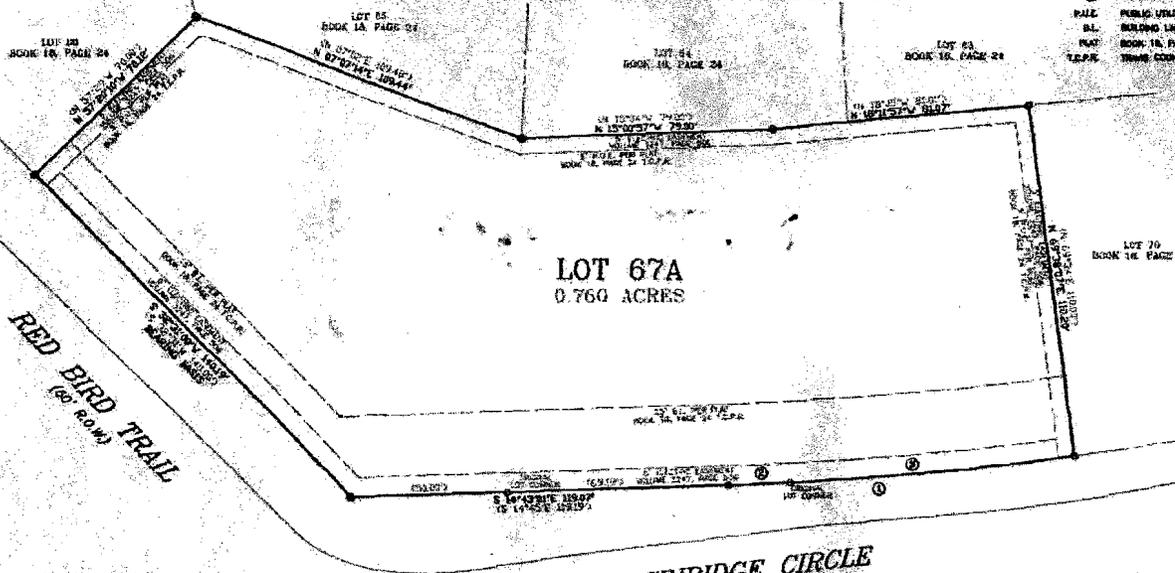
STATE OF TEXAS  
COUNTY OF TRAVIS

I, Dana DeBeauvoir, 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 \_\_\_\_\_ 2011, A.D., at \_\_\_\_ o'clock \_\_\_\_ M., duly recorded on the \_\_\_\_ day of \_\_\_\_\_ 2011, at \_\_\_\_ o'clock \_\_\_\_ M., of said County and State in Document Number \_\_\_\_\_ Official Public Records of Travis County, Texas.

Witness my hand and seal of office of the County Clerk, this the \_\_\_\_ day of \_\_\_\_\_ 2011.

Dana DeBeauvoir, County Clerk, Travis County, Texas

Deputy



### CURVE TABLE

- ①  
C=8 1737.80' R=100.00'  
A=108.89° B=118.79°  
(C=8 1737.80' R=100.00')
- ②  
C=8 1211.17' R=100.00'  
A=118.81° B=118.79°  
(C=8 1211.17' R=100.00')
- ③  
C=8 1737.80' R=100.00'  
A=108.89° B=118.79°  
(C=8 1737.80' R=100.00')

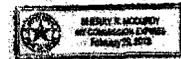
STATE OF TEXAS  
KNOW ALL MEN BY THESE PRESENTS

COUNTY OF TRAVIS  
Warrant to Jerry J. ...  
That Mary J. Haynes and Mary J. Haynes, owners of Lots 67, 68 and 69 of Lodge Acres - Annex Number Two, a subdivision in Travis County, Texas, according to the map of plat thereof recorded in Book 18, Page 24 of the Plat Records of Travis County, Texas, Lots 67, 68 and 69, being conveyed to us by Warranty Deeds of record, under Document No. 2003193980 and 2003193624 of the Official Public Records of Travis County, Texas, do hereby release said lots in accordance to Section 232.009 of the Texas Local Government Code, and in accordance with this plat to be known as Revised Plat of Lots 67, 68 and 69 Lodge Acres-Annex Number Two, and do hereby dedicate to the public the use of the easements shown hereon, subject to any easements, covenants or restrictions heretofore granted and not released.

*Jerry J. ...* Date 2-16-11  
*Mary J. Haynes* Date 2-16-11  
17603 Fawridge Circle, Lago Vista, Texas 78645  
17603 Fawridge Circle, Lago Vista, Texas 78645

Before me, the undersigned authority on this day personally appeared *Jerry J. ...* known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and consideration herein expressed and in the capacities therein stated. Given under my hand and seal of office, this 16th day of February, 2011.

*Sherry R. McCreary*  
Print Name  
Notary in and for the State of Texas  
My Commission expires:



Before me, the undersigned authority on this day personally appeared *Mary J. Haynes*, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and consideration herein expressed and in the capacities therein stated. Given under my hand and seal of office, this 16th day of February, 2011.

*Sherry R. McCreary*  
Print Name  
Notary in and for the State of Texas  
My Commission expires:



I hereby certify that this plat and subdivision which represents an actual survey made on the ground under my supervision and the existing boundary monumentation is true and correct to the best of my knowledge and belief.

NO PORTION OF LOT 67A LIES WITHIN A F.E.M.A. 100 YR. FLOODPLAIN OR SPECIAL FLOOD HAZARD AREA PER F.E.M.A. FLOOD RATE INSURANCE MAP #48453002154, DATED SEPT. 28, 2008.

*David Bell* Registered Professional Land Surveyor No. 23094



NOTES:  
1. Occupancy is prohibited on any lot until connection is made to an approved public sewer system or approved private individual sewage disposal system.  
2. Occupancy is prohibited on any lot until water satisfactory for human consumption is available from a source in adequate and sufficient supply for the proposed development.  
3. An easement of 5 feet along the side lines of all lots and 5 feet off the rear of all lots is hereby dedicated for public utilities.

In approving this plat, the Commissioner's 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 of bridges and culverts necessary to be constructed or placed in such streets, roads, or other public thoroughfares in connection therewith, is the responsibility of the owner and/or developer of the tract of land covered by this plat in accordance with power and specifications prescribed by the Commissioner's 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 binding on the Owner(s) 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 conforming to County Standards.

The authorization of this plat by the Commissioner's Court for filing of this 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 any traffic control signs, such as speed limits, stop signs, and yield signs, which is considered to be a part of the developer's construction.

This plat has been submitted to and considered by the City of Lago Vista, Texas, and is hereby approved.

*John Alldredge*  
City Manager, City of Lago Vista, Texas

DATE: 10/2/11

*David Bell*  
City Secretary, City of Lago Vista, Texas

DATE: 2-16-11



**ALL POINTS SURVEYING**  
1714 FORVINEY ROAD - SUITE 200  
AUSTIN TX 78704  
TEL: (512) 440-0276 - FAX: (512) 440-0299

FILED	IN
APR 22 2011	AM
DAVID BELL	CLERK
TRAVIS COUNTY	TEXAS



# NOTICE OF PUBLIC HEARING

ON APRIL 26, 2011 AT 10:00 AM

## REVISED PLAT

REVISED PLAT

LODGE ACRES ANNEX NUMBER TWO

LOTS 67, 68 AND 69 INTO 1 LOT

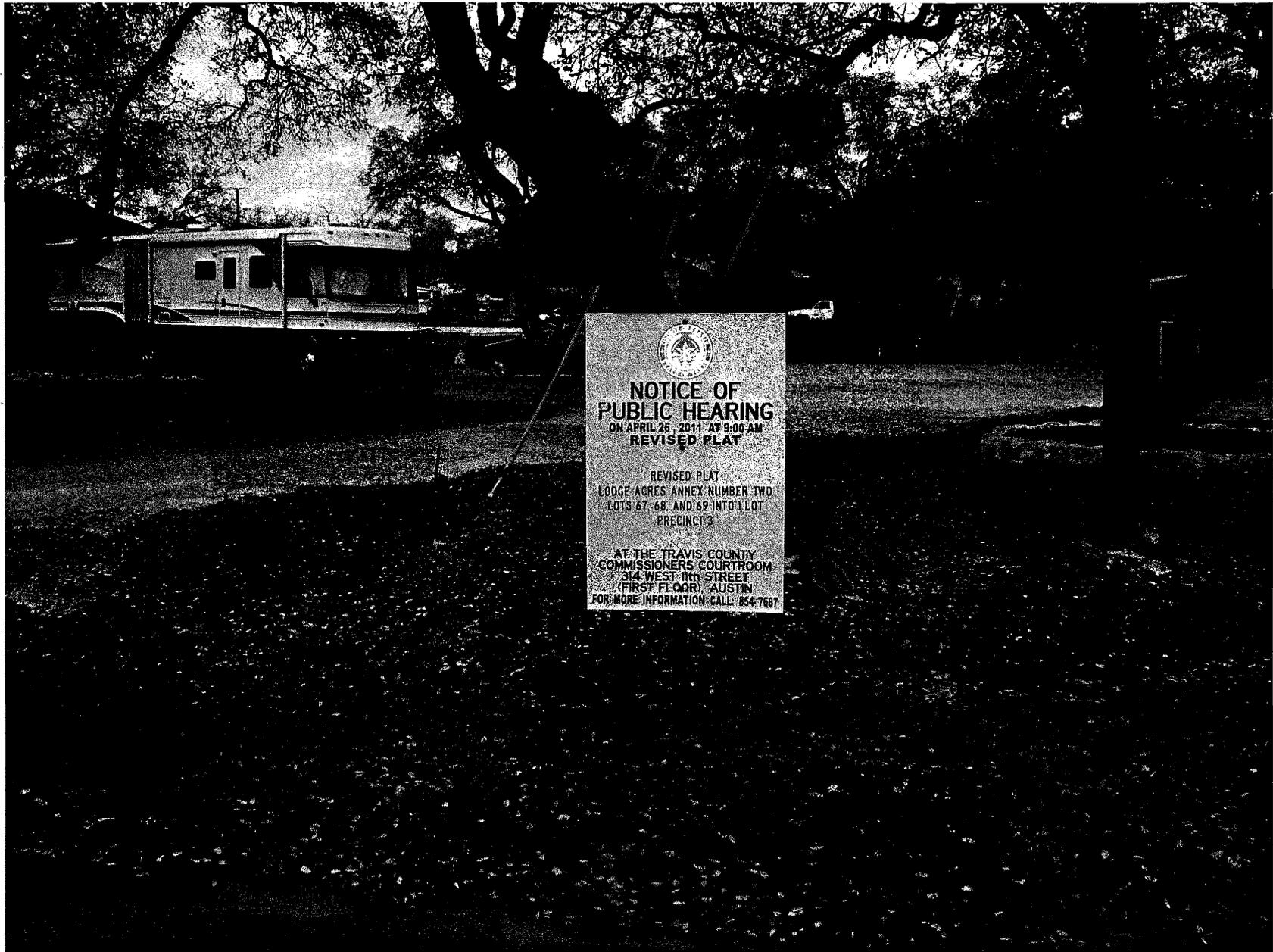
PRECINCT 3

AT THE TRAVIS COUNTY  
COMMISSIONER'S COURTROOM

314 WEST 11TH STREET

FIRST FLOOR, AUSTIN

FOR MORE INFORMATION CALL 512-470-9000





## Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session

Prepared By: Anna Bowlin, Transportation and Natural Resources, 854-7561

Elected/Appointed Official/Dept. Head: Steven Manilla, County Executive

Sponsors: Commissioner Huber

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### **AGENDA LANGUAGE:**

Consider and take appropriate action on a request for a resolution to prohibit the construction of floating habitable structures on Lake Travis in Precinct Three.

---

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

This agenda item is a follow up to April 12th Commissioners Court discussion regarding floating habitable structures.

The LCRA regulates certain development on the Lake surface such as marinas, but does not currently regulate floating habitable structures. In October, 2010, LCRA's Board passed a resolution that established a moratorium until October 31, 2011, on the construction or development of any floating habitable structures such as floating homes, floating residential developments, floating hotels and resorts, or any other floating structure that contains domestic or commercial living or sleeping quarters for the Highland Lakes including Lake Travis.

Lake Travis is a flood control reservoir that also supplies water to the City of Austin and downstream communities. Lake Travis fluctuates drastically in time of drought and flood. In 1952 the lake rose fifty-feet in a twenty-four hour period. According to the LCRA, the lake has seven thousand permitted boat slips in marinas and an additional seven thousand private boat docks. Many people currently live in house boats at the marina facilities. Lake Travis currently has five floating habitable structures known to TNR staff.

Recently, staff learned of a proposal to create a floating habitable structure community that would consist of approximately one hundred homes designed to float in a cove near Jonestown. LCRA held a public meeting on April 14 which more than one hundred citizens attended. Many residents expressed concerns about the proposed development, including emergency access and capabilities especially during flood or fire, sewage disposal, water quality, reduced surface area for recreation and the

potential for dilapidated structures littering the shore line.

**STAFF RECOMMENDATIONS:**

TNR staff recommends approval of this item.

**ISSUES AND OPPORTUNITIES:**

According to LCRA's draft definition, a floating habitable structure is a structure used or designed as a dwelling, abode, domicile, or sleeping unit that is supported by floatation; usually containing cooking, eating, living, sleeping and/or sanitary facilities. This structure may be capable of navigation, but is not designed primarily for navigation. In addition, the structure is located at or below the 691 elevation measured in feet above mean sea level on Lake Travis.

It is possible that the Court could regulate these types of developments under the existing authority of our subdivision and development regulations. However, this would require adopting an entirely new set of standards specifically for floating developments. Staff is not confident that development of these standards could fully alleviate the health, safety, and environmental issues associated with a floating development on reservoir that dramatically fluctuates such as Lake Travis.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**REQUIRED AUTHORIZATIONS:**

Transportation and Natural Resources	Cynthia McDonald	Completed	04/19/2011 10:12 AM
County Attorney's Office	Tom Nuckols	Completed	04/19/2011 11:56 AM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/19/2011 11:43 AM
Transportation and Natural Resources	Steven Manilla	Completed	04/19/2011 12:26 PM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/19/2011 12:33 PM
Commissioner Precinct 3 Office	Karen L. Huber	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



# **Floating Habitable Structures Regional Council Meeting**

March 2011

Jim Richardson, Manager  
Water Surface Management



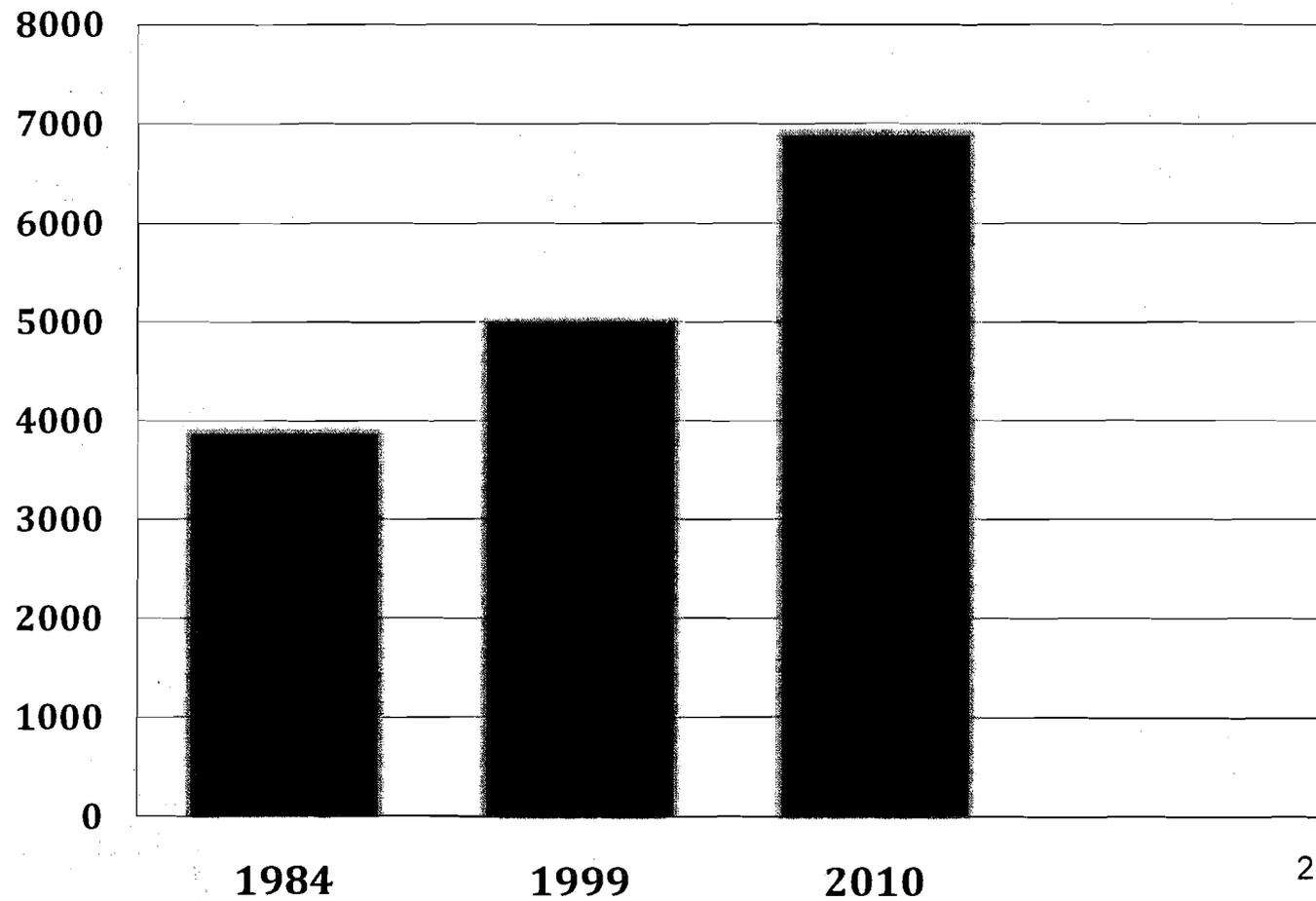
# Unrestricted Access





# Marina Slip Growth

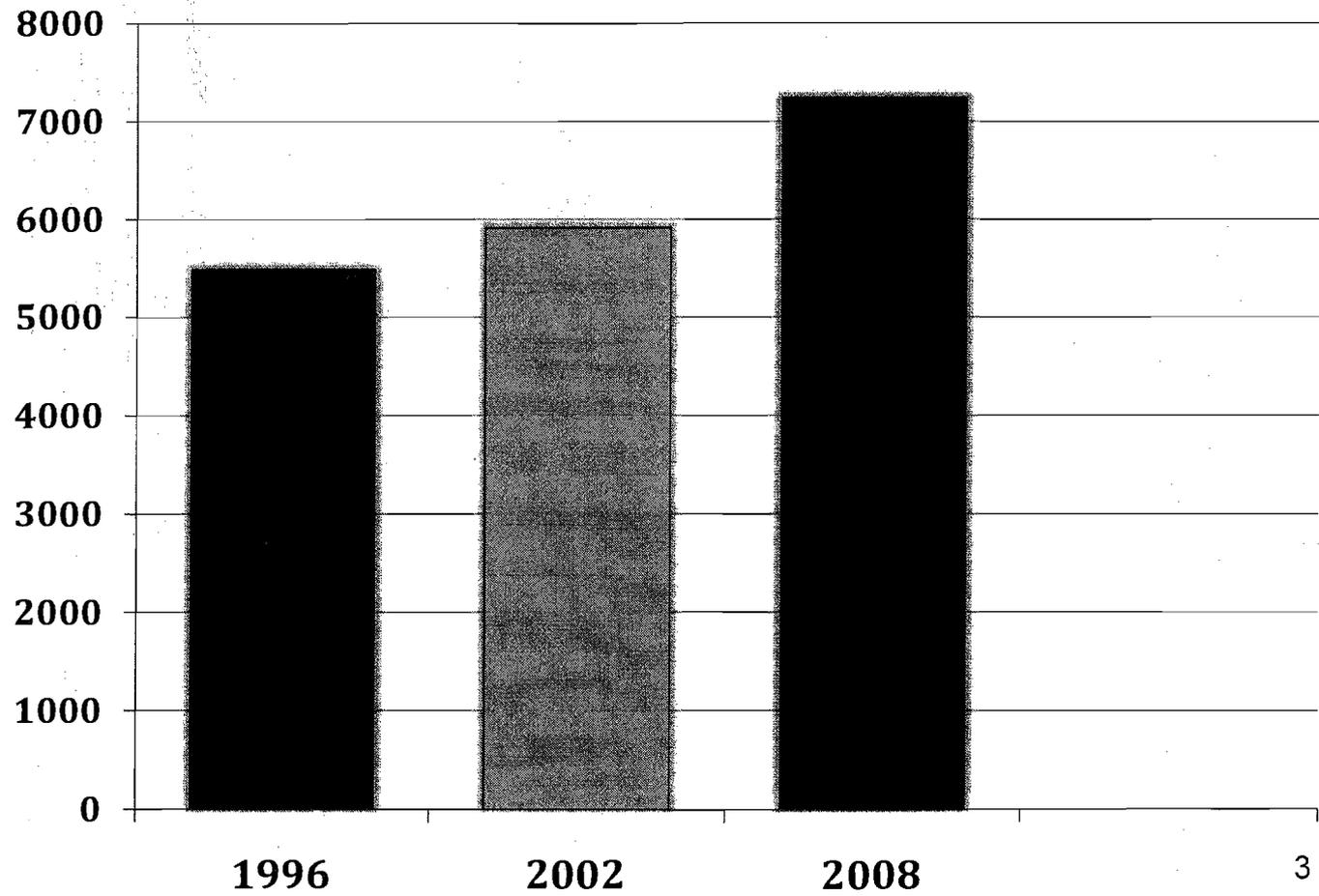
## Permitted Wet Mooring Slips





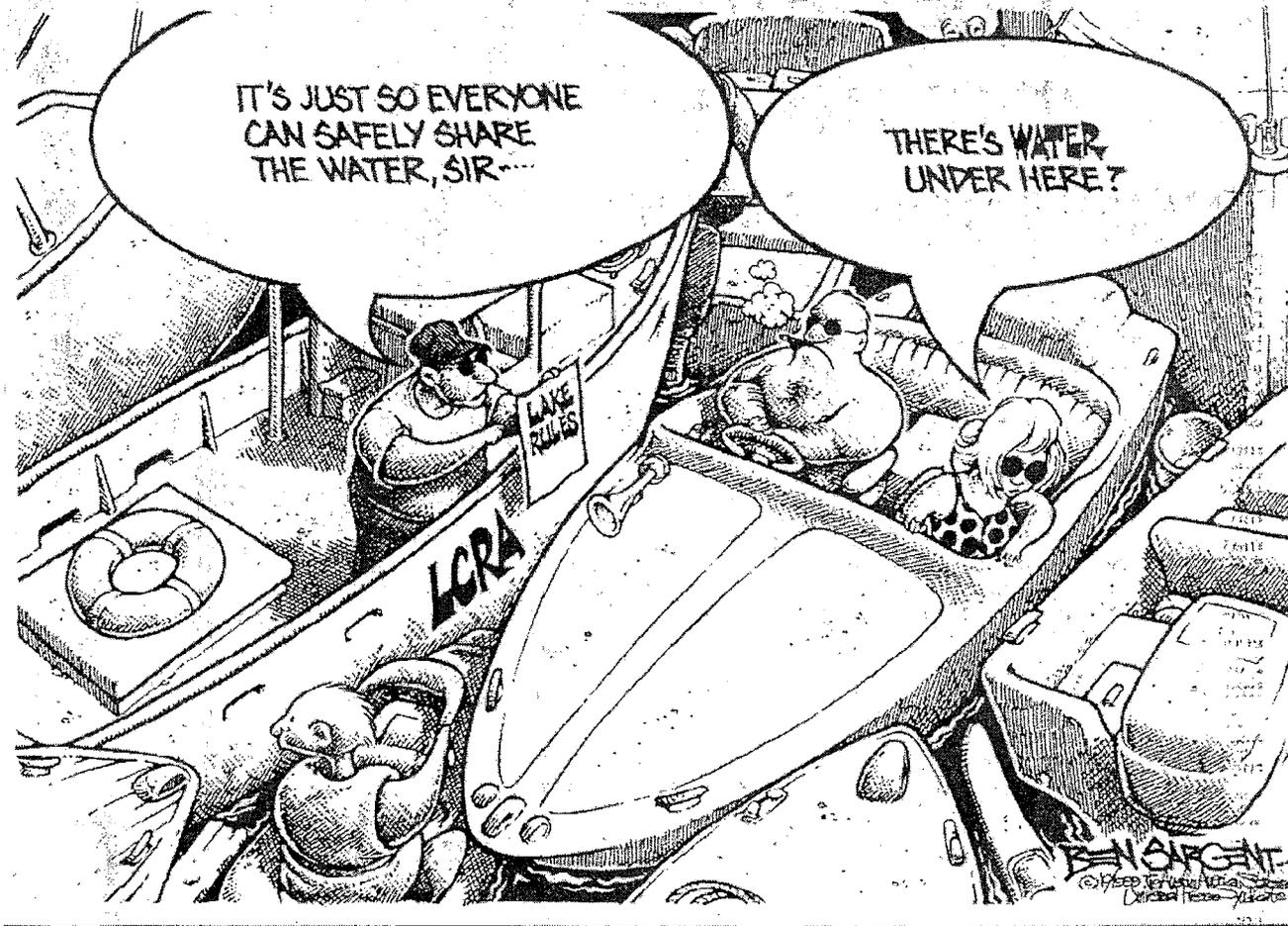
# Private Dock Growth

## Private Docks Inventory Of The Highland Lakes

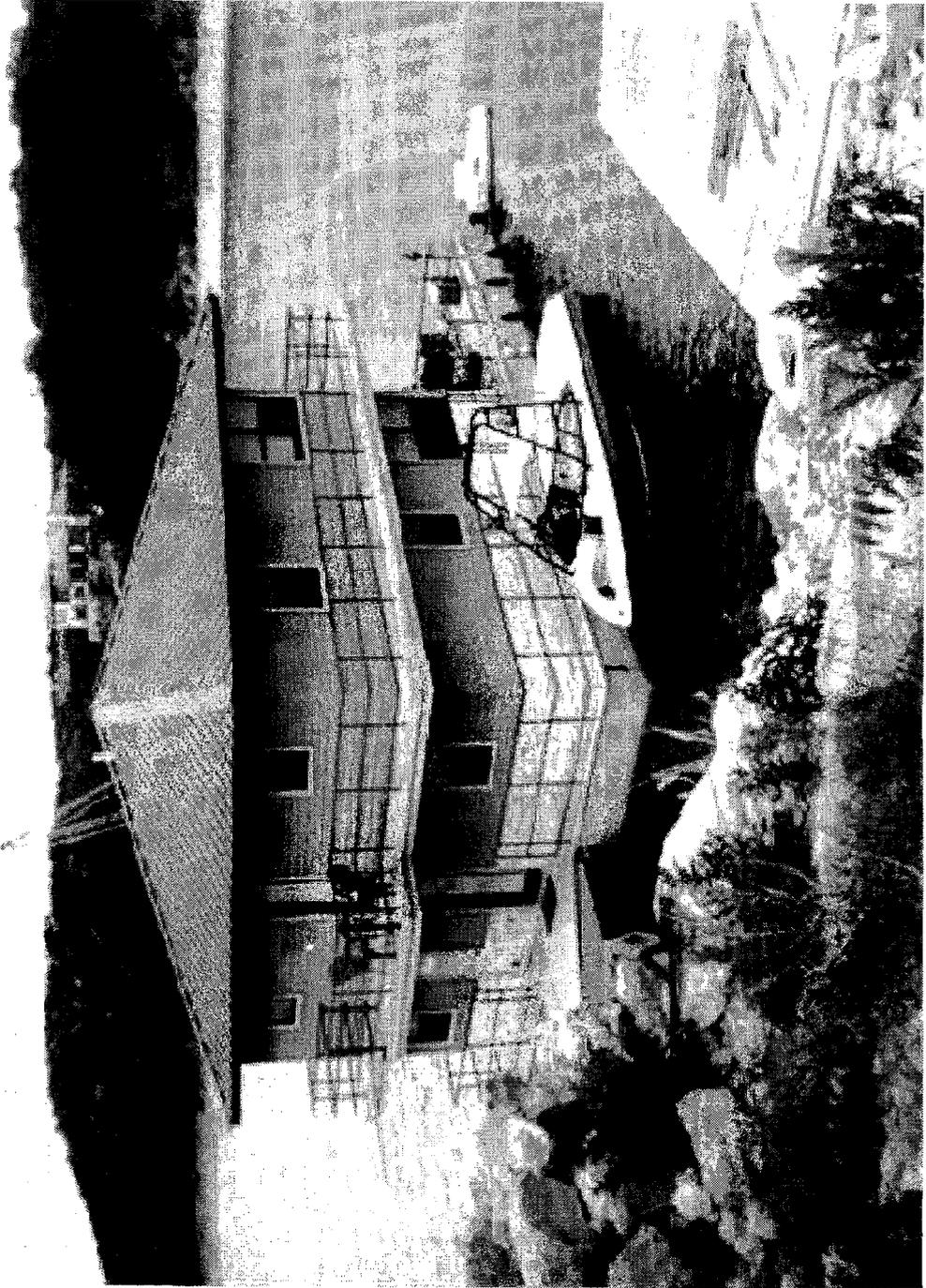


# Ben Sargent Cartoon

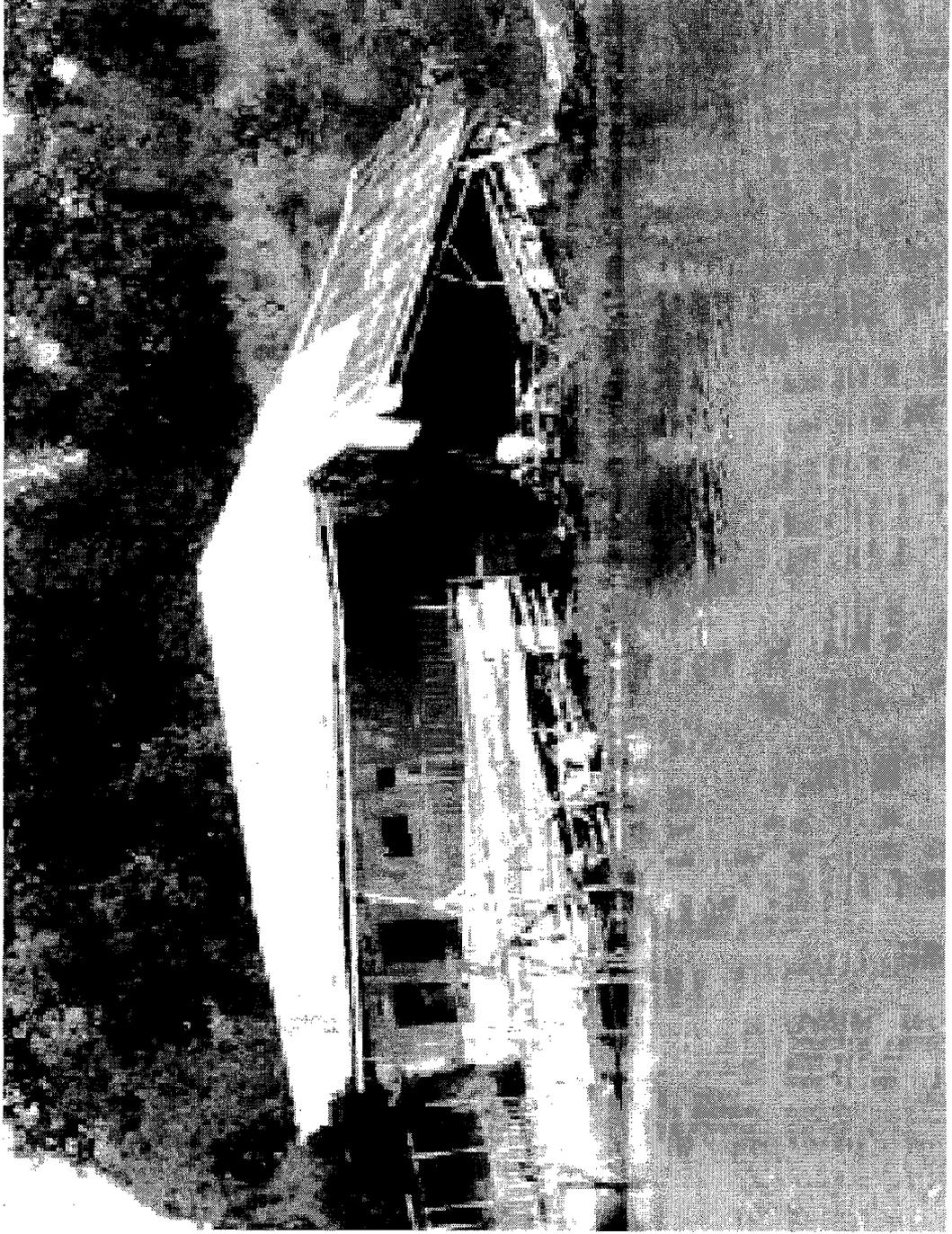
**BEN SARGENT**



# Floating Habitable Structure - Lake Travis



# Dilapidated Floating Habitable Structure





[www.lcra.org](http://www.lcra.org)

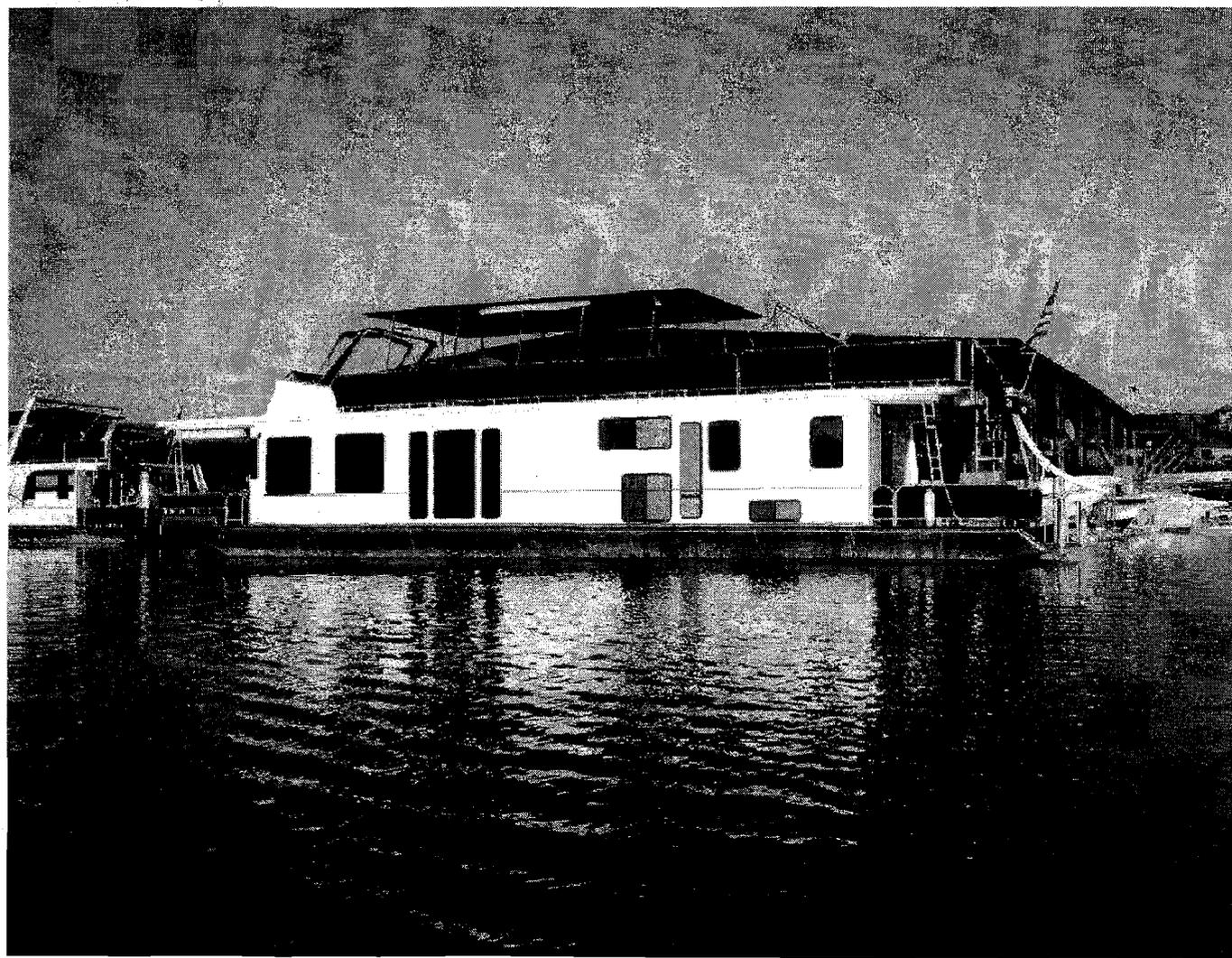
# What Is It?





[www.lcra.org](http://www.lcra.org)

# What Is It?





# What Is It?





# Fixed Dock





# Floating Dock



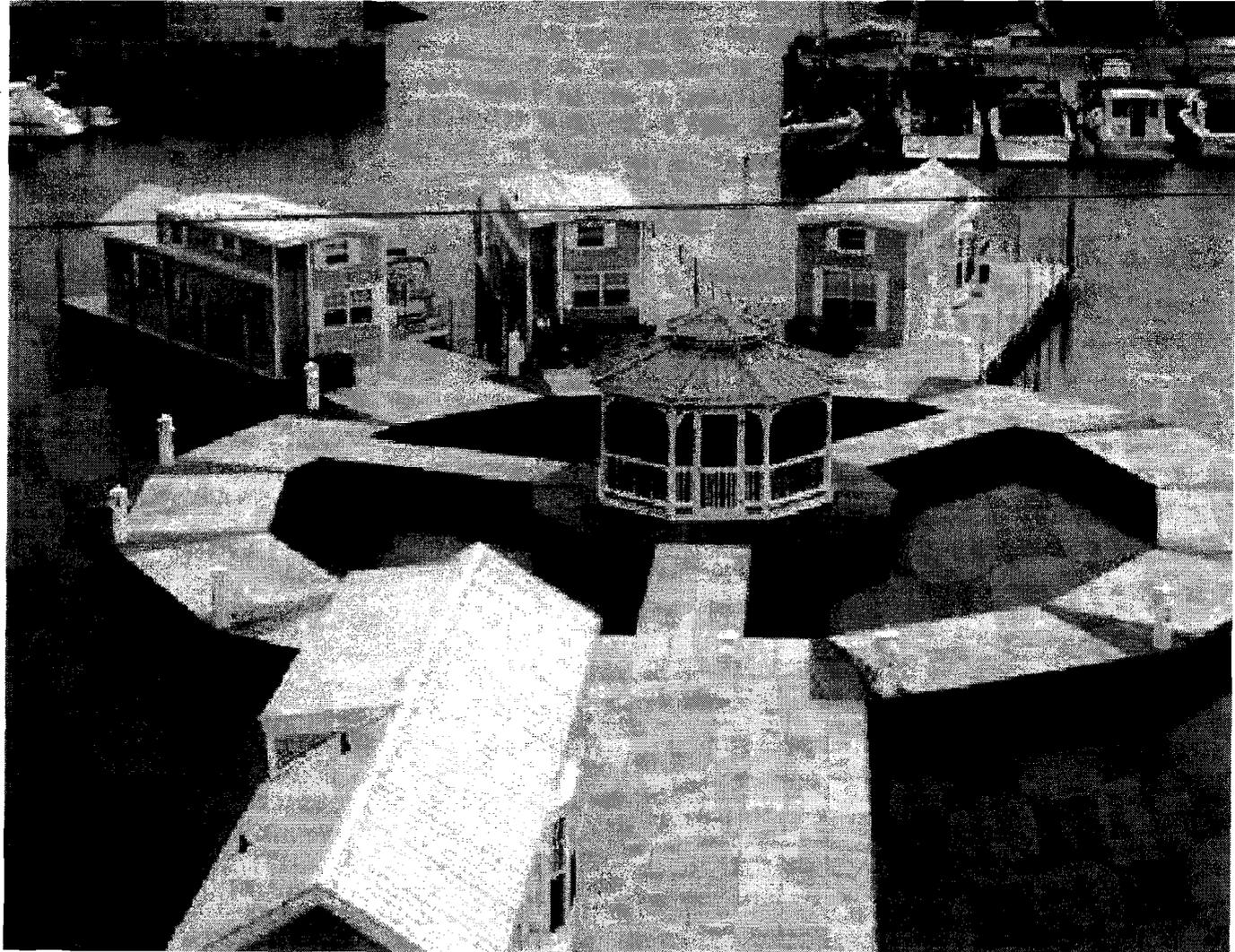


# Houseboat Dock At Marina





# Marina With Floating Habitable Structures





# Floating Ship's Store With Habitable Structure





## Research

- ❖ **Internet searches**
- ❖ **Interviews**
- ❖ **Stakeholder input**



## Research Findings

- ❖ **Federal, State & River Authorities Prohibit**
- ❖ **Grandfather Existing Facilities**
- ❖ **If Allowed, Usually Regulated By Local & Municipal Government**



## Considerations

- ❖ **LCRA Act**
- ❖ **Private Property Preservation Act Of 1996**
- ❖ **Local Government Code, Chapter 245**



## What's Next?

- ❖ **Continue research - Ongoing**
- ❖ **Public input process - Ongoing**
- ❖ **Open houses - April**
- ❖ **Board Recommendation – May/June**



## Question #1

*Do you understand the definition of a floating habitable structure?*



## Question #2

*How do you feel about this issue?*

## Question #3

***How would your community feel  
if floating habitable structures  
are regulated or prohibited?***



# **Floating Habitable Structures Regional Council Meeting**

[Jim.Richardson@lcra.org](mailto:Jim.Richardson@lcra.org)

Lower Colorado River Authority

P.O. Box 220, Austin, Texas 78767

(512)469-6882

## FLOATING HABITABLE STRUCTURE RESOLUTION

**WHEREAS**, Lake Travis and the communities surrounding it contribute immeasurably to quality of life in the Central Texas region and beyond; and

**WHEREAS**, Lake Travis supplies the water for an urban metropolis that is frequently ranked as one of the best places in America to live or do business; and

**WHEREAS**, in September, 2010, the Lower Colorado River Authority (LCRA) staff reported to the Board that rapid population growth, rising property costs, and a trend toward changes in use and future development concepts to use the water surface on the Highland Lakes have the potential to impact water safety and water quality; and

**WHEREAS**, LCRA acknowledged that their Highland Lakes Marina Ordinance and other LCRA regulations do not specifically address nor define permissible floating habitable structures; and

**WHEREAS**, In October, 2010, LCRA's Board passed a resolution that established a moratorium until Oct. 31, 2011, on the construction of development of any floating habitable structures such as floating homes, floating residential developments, floating hotels and resorts, or any other floating structure that contains domestic or commercial living or sleeping quarters; and

**WHEREAS**, in accordance with Section 11.021 of the Texas Water Code, the water of Lake Travis is the property of the State of Texas, regardless of any private ownership of the underlying land, and

**WHEREAS**, Lake Travis is not a constant level reservoir and fluctuates in surface elevation constantly as a result of floods, droughts, and permitted water diversions, and

**WHEREAS**, floating habitable structures can pose a variety of health and safety challenges, including congestion that will interfere with established recreational uses by the public in shoreline areas; the provision of expedient and time-sensitive emergency services by police, fire fighters, and ambulances; and navigation of fishing, pleasure, and other watercraft; and

**WHEREAS**, limited space on floating habitable structures and fluctuating water levels will seriously compromise water quality when systems for the collection and conveyance of sewage, trash, and garbage fail and

**NOW, THEREFORE, BE IT RESOLVED,**

That Travis County Commissioners Court supports the prohibition of any floating habitable structures defined as:

A structure used or designed as a dwelling, abode, domicile, or sleeping unit that is supported by floatation: usually containing cooking, eating, living, sleeping and/or sanitary facilities. This structure may be capable of navigation, but is not designed for primary navigation such as boating.



## Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
 Prepared By: Tim Pautsch, Transportation and Natural Resources, 854-7689  
 Elected/Appointed Official/Dept. Head: Steven Manilla, County Executive  
 Sponsors: Commissioner Eckhardt

### **AGENDA LANGUAGE:**

Consider and take appropriate action on a Cash Security Agreement with Highland Homes, Austin for Sidewalk Fiscal for Commons at Rowe Lane IIA Lot 21 Block L in Precinct Two.

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

The form of the Cash Security Agreement is from the Standards for Construction of Streets and Drainage in Subdivisions that were in place before August 28, 1997.

### **STAFF RECOMMENDATIONS:**

Highland Homes, Ltd., proposes to use this Cash Security Agreement, as follows: Phase IIA Lot 21 Block L \$850.92 Permit #11-0601, to post sidewalk fiscal where the sidewalks have not been completed in this subdivision.

### **ISSUES AND OPPORTUNITIES:**

Enter Issues and Opportunities here.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

There are no budgetary and/or fiscal impacts as this is fiscal posted for a development.

### **REQUIRED AUTHORIZATIONS:**

Transportation and Natural Resources	Stacey Scheffel	Completed	04/11/2011 2:20 PM
Transportation and Natural Resources	Anna Bowlin	Completed	04/12/2011 2:45 PM
Transportation and Natural Resources	Cynthia McDonald	Completed	04/12/2011 4:17 PM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/13/2011 11:10 AM
Transportation and Natural Resources	Steven Manilla	Completed	04/13/2011 11:29 AM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/13/2011 11:32 AM
Commissioner Precinct 2 Office	Sarah Eckhardt	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

§ 82,1006. EXHIBIT 82.401 (C )

( c ) CASH SECURITY AGREEMENT

TO: Travis County, Texas

DEVELOPER/BUILDER: Highland Homes, Ltd.

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: 850 92

SUBDIVISION: Commons at Rowe Lane IIA or 3A  
Address: 2604 Windview Lot: 21 Block: L

DATE OF POSTING: 4-5-11

EXPIRATION DATE: Three Years, or more from Date of Posting

The ESCROW AGENT shall duly honor all drafts drawn and presented in accordance with this Agreement. Travis County may draw on the account of the DEVELOPER/BUILDER up to the aggregate AMOUNT OF SECURITY upon presentation of a draft signed by the County Judge that the following condition exists:

The county considers such a drawing on this Security necessary to complete all or part of the SUBDIVISION Sidewalks. No further substantiation of the necessity of the draw is required by this Agreement.

This Agreement is conditioned on the performance of the duties of the DEVELOPER/ BUILDER to provide for the construction and completion of the Sidewalk Improvements in the SUBDIVISION to current Travis County Standards for Construction of Streets and Drainage in Subdivisions (the "Standards"), so that the Sidewalk Improvements are performing to the Standards upon the approval of the construction of the Sidewalk Improvements, and the acceptance of the Sidewalk Improvements by the Executive Manager of TNR or his designated representative. The DEVELOPER/ BUILDER shall prove that the sidewalk is built to Texas Accessibility Standards by submitting an approved inspection letter from a Registered Accessibility Specialist.

If this document needs to be renewed, it will be renewed at the then current rate for Sidewalks required by Travis County. In no case shall the amount of Security be less that the amount it would cost the County to complete the work if it becomes necessary.

Partial drafts and reductions in the amount of Security are permitted. Drafts will be honored within five calendar days of presentment. In lieu of drawing on the Security, the County, in its discretion, may accept a substitute Security in the then current amount of the estimated cost of

CashSecurityAgreement/Sidewalks

Page 2

constructing the Improvements. This Agreement may be revoked only by written consent of the DEVELOPER/ BUILDER and the County.

If the street right of way covered by this Cash Security Agreement is annexed, for full purposes by a City, then the ESCROW AGENT shall be construed to mean "the City" and the funds, plus interest, can be transferred to the annexing City.

All escrowed funds will be invested and interest paid at the rate Travis County receives for its 90-day accounts. Additionally, a \$25.00 investment fee will be charged, for every 90 days, Travis County holds the funds.

**DEVELOPER/ BUILDER**

**ADDRESS OF DEVELOPER**

Signature: Cynthia Hicoock

Highland Homes, Ltd. \_\_\_\_\_

Name: Cynthia Hicoock

4201 W. Parmer Ln, Bldg. B, Ste 180

Title: Assistant Secretary

Austin, TX 78727

Date: 4-5-11

Phone: 512-834-8429 ext. 108

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: \_\_\_\_\_  
Date

\_\_\_\_\_  
COUNTY JUDGE, TRAVIS COUNTY, TEXAS  
Date

PHOTOGRAPHIC BYLAR

\$65.00

7-24-2008

200800219

# FINAL PLAT THE COMMONS AT ROWE LANE PHASE II A



LOCATION MAP NOT TO SCALE

### LEGEND

- 1/2" IRON ROD FOUND
- 1/2" IRON ROD WITH CAP SET
- ⊙ BENCHMARK
- CONCRETE MONUMENT SET
- BUILDING SETBACK LINE
- PUBLIC UTILITY EASEMENT
- Ⓐ BLOCK LETTER
- R.P.R.T.C.T. REAL PROPERTY RECORDS TRAVIS COUNTY, TEXAS
- O.P.R.T.C.T. OFFICIAL PUBLIC RECORDS TRAVIS COUNTY, TEXAS
- P.R.T.C.T. PLAT RECORDS TRAVIS COUNTY, TEXAS

**ACREAGE**

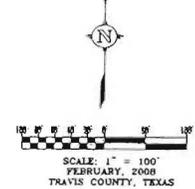
BLOCK H	1.315 AC
BLOCK I	1.581 AC
BLOCK J	2.073 AC
BLOCK K	0.438 AC
BLOCK L	3.478 AC
BLOCK M	0.221 AC
BLOCK N	2.207 AC
RIGHT-OF-WAY	3.022 AC
<b>TOTAL ACREAGE</b>	<b>14.137 AC</b>

CURVE	DELTA	RADIUS	LENGTH	CHORD	CH. BEARING
C1	4.9618°	825.00	87.91	87.88	N14.57.55"W
C4	90.0000°	15.00	23.56	21.21	S37.28.04"E
C5	90.0000°	15.00	23.56	21.21	S52.34.56"W
C6	90.0000°	15.00	23.56	21.21	N27.18.58"E
C7	90.0000°	15.00	23.56	21.21	N87.41.04"W
C8	8.0619°	775.00	82.58	82.54	N14.37.54"W
C9	253.800°	325.00	143.32	142.16	S84.56.56"W
C10	7.0248°	275.00	33.82	33.80	N75.30.20"E
C11	58.2624°	10.00	9.84	9.83	S72.10.22"E
C12	90.0000°	10.00	8.69	8.69	S89.11.61"E
C13	59.5918°	10.00	8.90	8.81	N59.59.11"E
C14	58.2621°	10.00	9.84	9.83	N67.49.03"E
C15	67.7437°	275.00	30.72	30.20	S82.33.55"E
C16	90.0000°	15.00	23.56	21.21	S52.34.56"W
C17	90.0000°	15.00	23.56	21.21	S37.28.04"E
C18	21.4758°	155.00	58.87	58.62	S04.19.02"E
C19	21.4756°	205.00	78.06	77.53	N03.19.07"W
C20	90.0000°	15.00	23.56	21.21	N30.47.00"E
C21	90.0000°	15.00	23.56	21.21	N59.13.00"W
C22	21.4758°	155.00	58.87	58.62	N86.40.58"E
C23	21.4756°	205.00	78.06	77.53	S86.40.58"W
C24	5.2011°	50.00	13.62	13.18	S56.24.28"E
C25	11.4788°	50.00	169.33	99.25	N55.74.56"E
C26	52.8115°	25.00	3.62	3.18	N18.25.40"W
C27	90.0000°	15.00	23.56	21.21	S52.34.56"W
C28	1.4826°	775.00	24.42	24.41	N12.28.54"W
C29	4.9618°	825.00	87.91	87.88	N14.57.55"W
C30	11.4788°	50.00	169.33	99.25	N55.74.56"E
C31	14.1724°	325.00	81.06	80.85	N89.03.46"W
C32	47.7023°	50.00	41.04	38.89	S53.34.33"E
C33	4.9618°	825.00	87.91	87.88	N14.57.55"W
C34	4.9618°	825.00	87.91	87.88	N14.57.55"W

LINE	BEARING	LENGTH
L1	N22.18.26"E	43.12
L2	S43.42.42"E	3.34
L3	N82.20.11"E	19.77
L4	N34.20.52"E	3.34
L5	N82.20.11"E	12.51
L6	N85.20.11"E	7.21
L7	N17.41.04"W	26.47
L8	S72.18.56"W	43.12
L9	N82.25.04"W	24.46
L10	S87.34.56"W	26.73
L11	N87.34.56"E	26.73
L12	N12.29.10"W	65.01
L13	S17.29.50"E	63.96
L14	S11.34.45"E	31.81
L15	S13.29.12"E	32.40
L16	S13.29.12"E	32.61
L17	S14.13.00"E	2.85
L18	N14.13.00"W	2.31
L19	N82.25.04"W	28.78
L20	N72.47.00"E	5.15
L21	S75.24.00"W	5.15
L22	N07.34.56"E	57.50
L23	N07.34.56"E	16.01
L24	S07.34.56"W	46.27



ORIGINAL DEED CORNER FOR 21.402 ACRE TRACT



SCALE: 1" = 100' FEBRUARY, 2008 TRAVIS COUNTY, TEXAS

**LINEAR FEET OF NEW STREETS**

MERIDIAN BOULEVARD	50' ROW	514' L.F.
WINDVIEW LANE	50' ROW	637' L.F.
HAYWAT WAY	50' ROW	373' L.F.
SUPPENCE LANE	50' ROW	554' L.F.
WINDMILL RIDGE STREET	50' ROW	545' L.F.
SELBY TRAIL	50' ROW	133' L.F.
<b>TOTAL</b>		<b>2998' L.F.</b>

**LAND USE**

SINGLE FAMILY LOTS= 48  
DRAINAGE WAY & PARK LOT= 1 (1.315 AC)  
SELECTION ROAD DRAINAGE EASEMENT & OPEN SPACE LOT= 1 (0.547 AC)



**THE COMMONS AT ROWE LANE, PHASE II A**

OWNER/SUBDIVIDER: THE COMMONS AT ROWE LANE, LP  
2929 WEST 9TH STREET, SUITE A  
FORT WORTH, TEXAS 76107  
PHONE: (817)332-9800 FAX: (817)332-1400  
14.137 AC  
JACOB CASNER SURVEY A-2753

DATE: FEBRUARY, 2008  
SURVEYOR: ZAMORA-WARRICK AND ASSOCIATES, L.L.C.  
4412 SPICEWOOD SPRINGS RD., SUITE 200  
AUSTIN, TEXAS 78758  
PHONE: (512)241-1078 FAX: (512)241-1392

ENGINEER: GRAY + JANSING & ASSOCIATES, INC.  
8217 SHOAL CREEK BLVD., SUITE 200  
AUSTIN, TEXAS 78757-7592  
PHONE: (512)452-0371 FAX: (512)454-9933

**BENCHMARK LIST**

BM#1: COTTON SPINDLE SET IN THE SOUTHWEST CORNER OF A 15' CURB GAB APPROX. 700' NORTH OF INTERSECTION OF WINDMILL RIDGE AVE & COMMONS PARKWAY. NORTHING= 1152.758.13 EASTING= 3.187.197.81 ELEV.= 687.87

BM#2: 806 NAIL SET IN PAVEMENT APPROX. 7' WEST OF THE NORTHWEST CORNER OF LOT 21, BLOCK D, THE COMMONS AT ROWE LANE PHASE I, WITH COORDINATES: NORTHING= 10.152.759.85 EASTING= 3.168.153.24 ELEV.= 693.75

BM#3: 606 SET APPROX. 380' NORTH OF INTERSECTION OF MERIDIAN & COMMONS PARKWAY. WITH COORDINATES: NORTHING= 10.152.64.95 EASTING= 3.187.377.37 ELEV.= 687.11

BM#4: PK NAIL SET IN PAVEMENT APPROX. 170' NORTH OF INTERSECTION OF WINDVIEW LN & WINDMILL RIDGE ST. WITH COORDINATES: NORTHING= 10.152.759.85 EASTING= 3.168.153.24 ELEV.= 693.75

**CUMULATIVE BENCHY CALCULATIONS**

TOTAL NUMBER OF RESIDENTIAL UNITS: 48  
TOTAL AREA OF RESIDENTIAL LOTS AND LOCAL ROAD COLLECTION STREETS: 12.275 AC

DATE	BY	REVISIONS
06-04-08	MW	REVISE FLOOD PLAIN & NOTES PER GJA
05-13-08	MW	ADDRESS CITY OF PFLUGERVILLE COMMENTS
02-15-08	MW	ADDRESS CITY OF PFLUGERVILLE COMMENTS

**GRAY + JANSING & ASSOCIATES, INC.**  
Consulting Engineers  
8217 Shoal Creek Blvd., Suite 200  
Austin, Texas 78757-7592  
(512)452-0371 FAX(512)454-9933

**ZWA**  
Zamora-Warrick & Associates, L.L.C.  
Professional Land Surveyors  
4412 Spicewood Springs Rd., Suite 200 Austin, Texas 78758  
Tel (512) 241-1078 • Fax (512) 241-1392

TECH: WOOD	SURV: GRZ	SHEET
DATE: FEBRUARY, 2008	SCALE: 1" = 100'	
DRAWING FILE: 06-015-11 PHASE 2A REV-SHEET1.DWG		Of
PROJECT: COMMONS @ ROWE LANE		2
JOB NO: 06-015-11		



## **Travis County Commissioners Court Agenda Request**

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Joe Arriaga, Transportation and Natural Resources, 854-9383  
Elected/Appointed Official/Dept. Head: Steven Manilla, County Executive  
Sponsors: Commissioner Eckhardt

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### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items in Precinct Two:

- A. A final plat for recording: The Commons at Rowe Lane, Phase II-B - Windmill Ranch Avenue - Fiscal has been posted with Travis County - City of Pflugerville ETJ; and
- B. A Construction Agreement for The Commons at Rowe Lane, Phase II-B, Final Plat.

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

N/A

### **STAFF RECOMMENDATIONS:**

This final plat consists of 64 single family lots and 1 open space lot on 20.445 acres. Water and wastewater service to be provided by Manville Water Supply Corporation. There are 3732 linear feet of public streets being proposed with this subdivision. This plat was approved for alternative fiscal on 4/27/10. The developer wishes come out of alternate fiscal and record the plat. Parkland requirements have been satisfied with the City of Pflugerville.

As this final plat meets all Travis County standards and has been approved by the City of Pflugerville, Transportation and Natural Resources staff recommends approval of this final plat.

### **ISSUES:**

Staff has not received any calls or inquiries from anyone on this proposed plat.

### **BUDGETARY AND FISCAL IMPACT:**

Agenda Item

Meeting of April 26, 2011

None.

**REQUIRED AUTHORIZATIONS:**

None.

**EXHIBITS:**

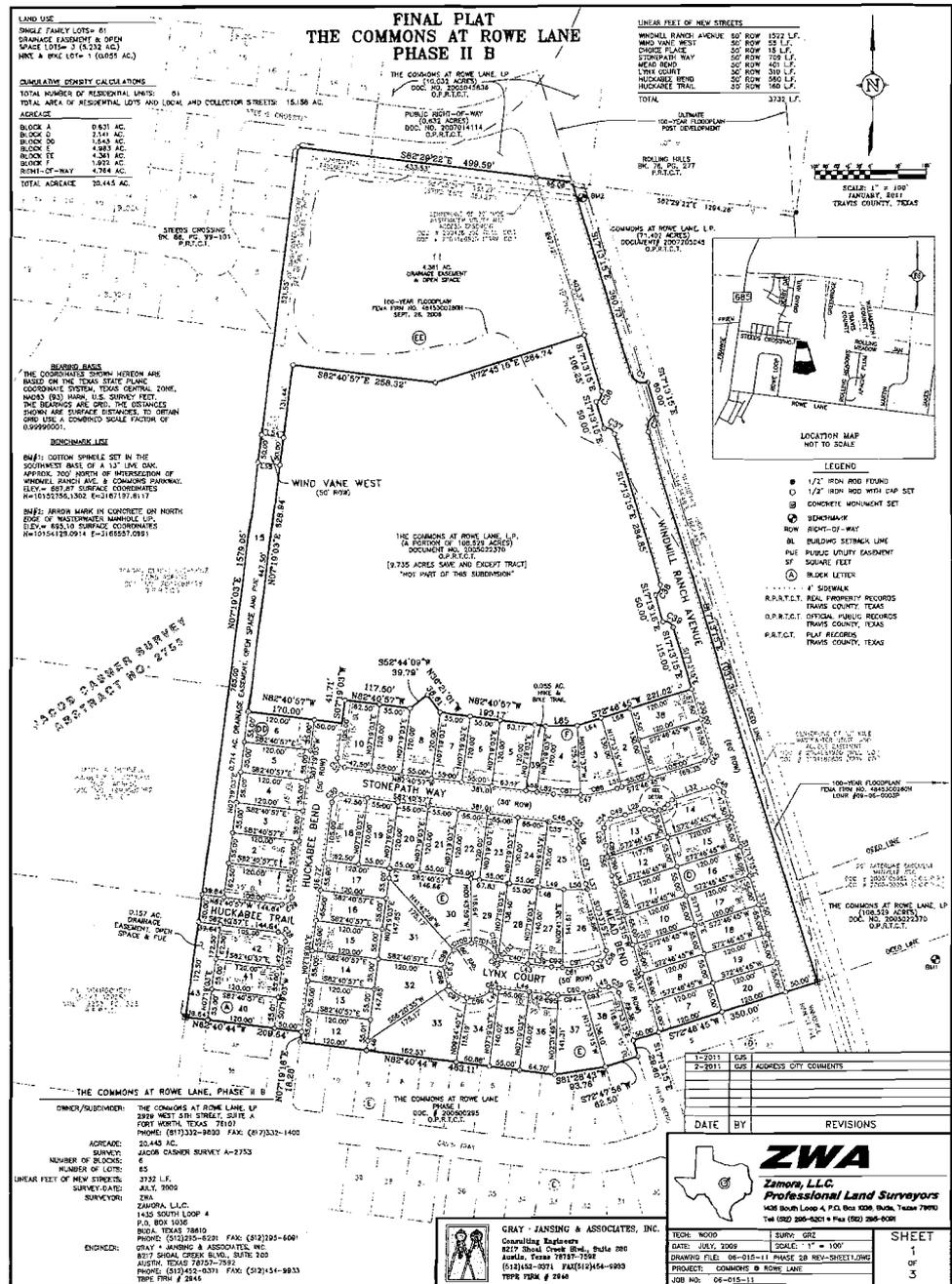
- Location map
- Proposed final plat
- Construction Agreement

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**REQUIRED AUTHORIZATIONS:**

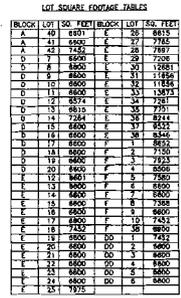
Transportation and Natural Resources	Anna Bowlin	Completed	04/14/2011 4:20 PM
Transportation and Natural Resources	Cynthia McDonald	Completed	04/14/2011 5:21 PM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/15/2011 11:44 AM
Transportation and Natural Resources	Steven Manilla	Completed	04/15/2011 12:18 PM
Transportation and Natural Resources	Carolyn Barrett	Completed	04/15/2011 1:32 PM
Commissioner Precinct 2 Office	Sarah Eckhardt	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	



### FINAL PLAT THE COMMONS AT ROWE LANE PHASE II B

CURVE TABLE				
CURVE	DATA	RADIUS	LENGTH	CHORD
C1	80°00'00"	25.00	39.27	35.35
C2	80°00'00"	25.00	39.27	35.35
C3	80°00'00"	15.00	23.56	21.21
C4	80°00'00"	15.00	23.56	21.21
C5	80°00'00"	15.00	23.56	21.21
C6	80°00'00"	15.00	23.56	21.21
C7	80°00'00"	15.00	23.56	21.21
C8	80°00'00"	15.00	23.56	21.21
C9	80°00'00"	15.00	23.56	21.21
C10	80°00'00"	15.00	23.56	21.21
C11	80°00'00"	15.00	23.56	21.21
C12	80°00'00"	15.00	23.56	21.21
C13	80°00'00"	15.00	23.56	21.21
C14	80°00'00"	15.00	23.56	21.21
C15	80°00'00"	15.00	23.56	21.21
C16	80°00'00"	15.00	23.56	21.21
C17	80°00'00"	15.00	23.56	21.21
C18	80°00'00"	15.00	23.56	21.21
C19	80°00'00"	15.00	23.56	21.21
C20	80°00'00"	15.00	23.56	21.21
C21	80°00'00"	15.00	23.56	21.21
C22	80°00'00"	15.00	23.56	21.21
C23	80°00'00"	15.00	23.56	21.21
C24	80°00'00"	15.00	23.56	21.21
C25	80°00'00"	15.00	23.56	21.21
C26	80°00'00"	15.00	23.56	21.21
C27	80°00'00"	15.00	23.56	21.21
C28	80°00'00"	15.00	23.56	21.21
C29	80°00'00"	15.00	23.56	21.21
C30	80°00'00"	15.00	23.56	21.21
C31	80°00'00"	15.00	23.56	21.21
C32	80°00'00"	15.00	23.56	21.21
C33	80°00'00"	15.00	23.56	21.21
C34	80°00'00"	15.00	23.56	21.21
C35	80°00'00"	15.00	23.56	21.21
C36	80°00'00"	15.00	23.56	21.21
C37	80°00'00"	15.00	23.56	21.21
C38	80°00'00"	15.00	23.56	21.21
C39	80°00'00"	15.00	23.56	21.21
C40	80°00'00"	15.00	23.56	21.21
C41	80°00'00"	15.00	23.56	21.21
C42	80°00'00"	15.00	23.56	21.21
C43	80°00'00"	15.00	23.56	21.21
C44	80°00'00"	15.00	23.56	21.21
C45	80°00'00"	15.00	23.56	21.21
C46	80°00'00"	15.00	23.56	21.21
C47	80°00'00"	15.00	23.56	21.21
C48	80°00'00"	15.00	23.56	21.21
C49	80°00'00"	15.00	23.56	21.21
C50	80°00'00"	15.00	23.56	21.21
C51	80°00'00"	15.00	23.56	21.21
C52	80°00'00"	15.00	23.56	21.21
C53	80°00'00"	15.00	23.56	21.21
C54	80°00'00"	15.00	23.56	21.21
C55	80°00'00"	15.00	23.56	21.21
C56	80°00'00"	15.00	23.56	21.21
C57	80°00'00"	15.00	23.56	21.21
C58	80°00'00"	15.00	23.56	21.21
C59	80°00'00"	15.00	23.56	21.21
C60	80°00'00"	15.00	23.56	21.21
C61	80°00'00"	15.00	23.56	21.21
C62	80°00'00"	15.00	23.56	21.21
C63	80°00'00"	15.00	23.56	21.21
C64	80°00'00"	15.00	23.56	21.21
C65	80°00'00"	15.00	23.56	21.21
C66	80°00'00"	15.00	23.56	21.21
C67	80°00'00"	15.00	23.56	21.21
C68	80°00'00"	15.00	23.56	21.21
C69	80°00'00"	15.00	23.56	21.21
C70	80°00'00"	15.00	23.56	21.21
C71	80°00'00"	15.00	23.56	21.21
C72	80°00'00"	15.00	23.56	21.21
C73	80°00'00"	15.00	23.56	21.21
C74	80°00'00"	15.00	23.56	21.21
C75	80°00'00"	15.00	23.56	21.21
C76	80°00'00"	15.00	23.56	21.21
C77	80°00'00"	15.00	23.56	21.21
C78	80°00'00"	15.00	23.56	21.21
C79	80°00'00"	15.00	23.56	21.21
C80	80°00'00"	15.00	23.56	21.21
C81	80°00'00"	15.00	23.56	21.21
C82	80°00'00"	15.00	23.56	21.21
C83	80°00'00"	15.00	23.56	21.21
C84	80°00'00"	15.00	23.56	21.21
C85	80°00'00"	15.00	23.56	21.21
C86	80°00'00"	15.00	23.56	21.21
C87	80°00'00"	15.00	23.56	21.21
C88	80°00'00"	15.00	23.56	21.21
C89	80°00'00"	15.00	23.56	21.21
C90	80°00'00"	15.00	23.56	21.21
C91	80°00'00"	15.00	23.56	21.21
C92	80°00'00"	15.00	23.56	21.21
C93	80°00'00"	15.00	23.56	21.21
C94	80°00'00"	15.00	23.56	21.21
C95	80°00'00"	15.00	23.56	21.21
C96	80°00'00"	15.00	23.56	21.21
C97	80°00'00"	15.00	23.56	21.21
C98	80°00'00"	15.00	23.56	21.21
C99	80°00'00"	15.00	23.56	21.21
C100	80°00'00"	15.00	23.56	21.21

LINE TABLE		
LINE	BEARING	LENGTH
L29	N02°20'20"W	31.82
L30	N17°46'45"W	336.38
L31	S08°12'42"E	33.33
L32	N72°46'42"E	19.96
L33	N11°17'15"E	3.51
L34	N02°46'45"E	9.93
L35	N02°46'45"E	9.93
L36	N02°46'45"E	9.93
L37	N02°46'45"E	9.93
L38	N02°46'45"E	9.93
L39	N02°46'45"E	9.93
L40	N02°46'45"E	9.93
L41	N02°46'45"E	9.93
L42	N02°46'45"E	9.93
L43	N02°46'45"E	9.93
L44	N02°46'45"E	9.93
L45	N02°46'45"E	9.93
L46	N02°46'45"E	9.93
L47	N02°46'45"E	9.93
L48	N02°46'45"E	9.93
L49	N02°46'45"E	9.93
L50	N02°46'45"E	9.93
L51	N02°46'45"E	9.93
L52	N02°46'45"E	9.93
L53	N02°46'45"E	9.93
L54	N02°46'45"E	9.93
L55	N02°46'45"E	9.93
L56	N02°46'45"E	9.93
L57	N02°46'45"E	9.93
L58	N02°46'45"E	9.93
L59	N02°46'45"E	9.93
L60	N02°46'45"E	9.93
L61	N02°46'45"E	9.93
L62	N02°46'45"E	9.93
L63	N02°46'45"E	9.93
L64	N02°46'45"E	9.93
L65	N02°46'45"E	9.93
L66	N02°46'45"E	9.93
L67	N02°46'45"E	9.93
L68	N02°46'45"E	9.93
L69	N02°46'45"E	9.93
L70	N02°46'45"E	9.93
L71	N02°46'45"E	9.93
L72	N02°46'45"E	9.93
L73	N02°46'45"E	9.93
L74	N02°46'45"E	9.93
L75	N02°46'45"E	9.93
L76	N02°46'45"E	9.93
L77	N02°46'45"E	9.93
L78	N02°46'45"E	9.93
L79	N02°46'45"E	9.93
L80	N02°46'45"E	9.93
L81	N02°46'45"E	9.93
L82	N02°46'45"E	9.93
L83	N02°46'45"E	9.93
L84	N02°46'45"E	9.93
L85	N02°46'45"E	9.93
L86	N02°46'45"E	9.93
L87	N02°46'45"E	9.93
L88	N02°46'45"E	9.93
L89	N02°46'45"E	9.93
L90	N02°46'45"E	9.93
L91	N02°46'45"E	9.93
L92	N02°46'45"E	9.93
L93	N02°46'45"E	9.93
L94	N02°46'45"E	9.93
L95	N02°46'45"E	9.93
L96	N02°46'45"E	9.93
L97	N02°46'45"E	9.93
L98	N02°46'45"E	9.93
L99	N02°46'45"E	9.93
L100	N02°46'45"E	9.93



BEARING of 1/2 inch from rod with cap set (EWA) for the northeast corner of add 108,529 acre tract being plat as a member of corner of Block Crossing, a subdivision of record in Block 8, Frame 591 (S) of the Plat Records of Travis County, Texas and being the northeast corner of the herein described tract.

BEARING of 82°07'51" E with the south line of add 108,529 acre tract, the south line of add Stone Crossing and the south line of add 108,529 acre tract of record as described in a deed to the Commission of Rowe Lane, LP of record in Document Number 200808039 of the Official Public Records of Travis County, Texas for a distance of 333.33 feet to 1/2 inch from rod with cap set (EWA) for the northeast corner of the herein described tract.

BEARING of 80°00'00" E with the south line of add 108,529 acre tract with the proposed wall of add Meadow Ranch Avenue, over and across add 108,529 acre tract and 71,402 acre tract in the following (5) courses and distances:

1. S 17°15'15" E for a distance of 200.73 feet to a 1/2 inch iron rod with cap set (EWA) for the beginning of a curve to the right.
2. Along said curve to the left, in an arc distance of 30.27 feet, said curve having a radius of 25.00 feet, a central angle of 80°00'00" and a chord bearing of S 82°35'54" E for a chord distance of 25.35 feet to a 1/2 inch iron rod with cap set (EWA) set at the end of said curve.
3. S 17°15'15" E for a distance of 80.00 feet to a 1/2 inch iron rod with cap set (EWA) for the beginning of a curve to the right.
4. Along said curve to the right, in an arc distance of 30.27 feet, said curve having a radius of 25.00 feet, a central angle of 80°00'00" and a chord bearing of S 27°04'15" W for a chord distance of 25.35 feet to a 1/2 inch iron rod with cap set (EWA) set at the end of said curve.
5. S 17°15'15" E for a distance of 107.26 feet to a 1/2 inch iron rod with cap set (EWA) on the south line of add 108,529 acre tract of record as described in a deed to the Commission of Rowe Lane, LP of record in Document Number 200808039 of the Official Public Records of Travis County, Texas and being the southeast corner of the herein described tract.

BEARING of the north line of add The Commons at Rowe Lane Phase II and the south line of the herein described tract in the following (13) courses and distances:

1. S 12°46'45" W for a distance of 363.00 feet to a 1/2 inch iron rod with cap set (EWA).
2. S 17°17'15" E for a distance of 20.80 feet to a 1/2 inch iron rod with cap set (EWA).
3. S 79°47'34" W for a distance of 82.80 feet to a 1/2 inch iron rod with cap set (EWA).
4. S 83°38'42" W for a distance of 52.76 feet to a 1/2 inch iron rod with cap set (EWA).
5. S 82°04'54" W for a distance of 483.11 feet to a 1/2 inch iron rod with cap set (EWA).
6. N 07°18'15" E for a distance of 15.28 feet to a 1/2 inch iron rod with cap set (EWA) and
7. N 82°44'47" E for a distance of 200.84 feet to a 1/2 inch iron rod with cap set (EWA) on the west line of that certain 52.43 acre tract of record as described in a deed to S. L. Montgomery of record in Volume 1533, Page 338, of the Plat Records of Travis County, Texas.

BEARING of 80°00'00" E with the north line of add 108,529 acre tract, the east line of that certain 52.43 acre tract of record as described in a deed to S. L. Montgomery of record in Volume 1533, Page 338, of the Plat Records of Travis County, Texas and being the northeast corner of the herein described tract.

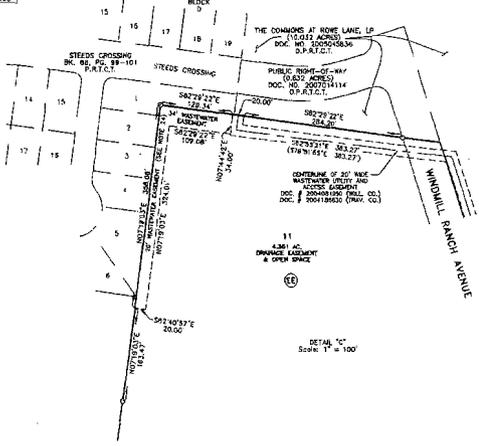
BEARING of 82°07'51" E with the north line of add 108,529 acre tract, the south line of add Stone Crossing and the south line of add 108,529 acre tract of record as described in a deed to the Commission of Rowe Lane, LP of record in Document Number 200808039 of the Official Public Records of Travis County, Texas for a distance of 333.33 feet to 1/2 inch from rod with cap set (EWA) for the northeast corner of the herein described tract.

BEARING of 80°00'00" E with the north line of add 108,529 acre tract for a distance of 333.33 feet to 1/2 inch from rod with cap set (EWA) for the northeast corner of the herein described tract.

BEARING of 80°00'00" E over and across add 108,529 acre tract for a distance of 207.73 feet to 1/2 inch iron rod with cap set (EWA) for the POINT OF BEGINNING and being the northeast corner of the herein described tract.

BEARING of 80°00'00" E over and across add 108,529 acre tract in the following (10) courses and distances:

1. S 17°15'15" E for a distance of 108.25 feet to a 1/2 inch iron rod with cap set (EWA) at the beginning of a curve to the right.
2. Along said curve to the right, in an arc distance of 33.36 feet, said curve having a radius of 15.00 feet, a central angle of 80°00'00" and a chord bearing of S 27°04'15" W for a chord distance of 21.21 feet to a 1/2 inch iron rod with cap set (EWA) set at the end of said curve.
3. S 17°15'15" E for a distance of 30.00 feet to a 1/2 inch iron rod with cap set (EWA) at the beginning of a curve to the right.
4. Along said curve to the right, in an arc distance of 33.36 feet, said curve having a radius of 15.00 feet, a central angle of 80°00'00" and a chord bearing of S 27°04'15" W for a chord distance of 21.21 feet to a 1/2 inch iron rod with cap set (EWA) set at the end of said curve.
5. S 17°15'15" E for a distance of 34.85 feet to a 1/2 inch iron rod with cap set (EWA) at the beginning of a curve to the right.
6. Along said curve to the right, in an arc distance of 33.36 feet, said curve having a radius of 15.00 feet, a central angle of 80°00'00" and a chord bearing of S 27°04'15" W for a chord distance of 21.21 feet to a 1/2 inch iron rod with cap set (EWA) set at the end of said curve.



- BEARING of 80°00'00" E for a distance of 50.00 feet to a 1/2 inch iron rod with cap set (EWA) at the beginning of a curve to the right.
- Along said curve to the right, in an arc distance of 23.36 feet, said curve having a radius of 15.00 feet, a central angle of 80°00'00" and a chord bearing of S 82°35'54" E for a chord distance of 21.21 feet to a 1/2 inch iron rod with cap set (EWA) set at the end of said curve.
- S 17°15'15" E for a distance of 115.00 feet to a 1/2 inch iron rod with cap set (EWA).
- S 71°46'15" W for a distance of 22.02 feet to a 1/2 inch iron rod with cap set (EWA).
- S 89°39'34" W for a distance of 57.74 feet to a 1/2 inch iron rod with cap set (EWA).
- N 82°07'51" W for a distance of 192.17 feet to a 1/2 inch iron rod with cap set (EWA).
- N 30°17'01" W for a distance of 28.81 feet to a 1/2 inch iron rod with cap set (EWA).
- S 82°42'04" W for a distance of 36.79 feet to a 1/2 inch iron rod with cap set (EWA).
- S 82°07'51" W for a distance of 17.80 feet to a 1/2 inch iron rod with cap set (EWA).
- S 07°07'51" E for a distance of 41.67 feet to a 1/2 inch iron rod with cap set (EWA).
- N 02°46'45" E for a distance of 170.00 feet to a 1/2 inch iron rod with cap set (EWA).
- S 07°07'51" E for a distance of 628.34 feet to a 1/2 inch iron rod with cap set (EWA).
- S 82°07'51" E for a distance of 258.22 feet to a 1/2 inch iron rod with cap set (EWA), and
- S 17°15'15" E for a distance of 284.74 feet to the POINT OF BEGINNING and containing 6.33 acres of land, being a total of 20.43 acres of land.

**ZWA**  
Zimm, LLC  
Professional Land Surveyors  
1901 South Loop E. P.O. Box 6088, Texas 76762  
Tel: (817) 336-4000 • Fax: (817) 336-4001

**SHEET**

3  
5  
3

DATE: JULY 2009    SCALE: 1" = 100'

DRAWING FILE: 06-015-11 PHASE II REV-SHETTS.DWG

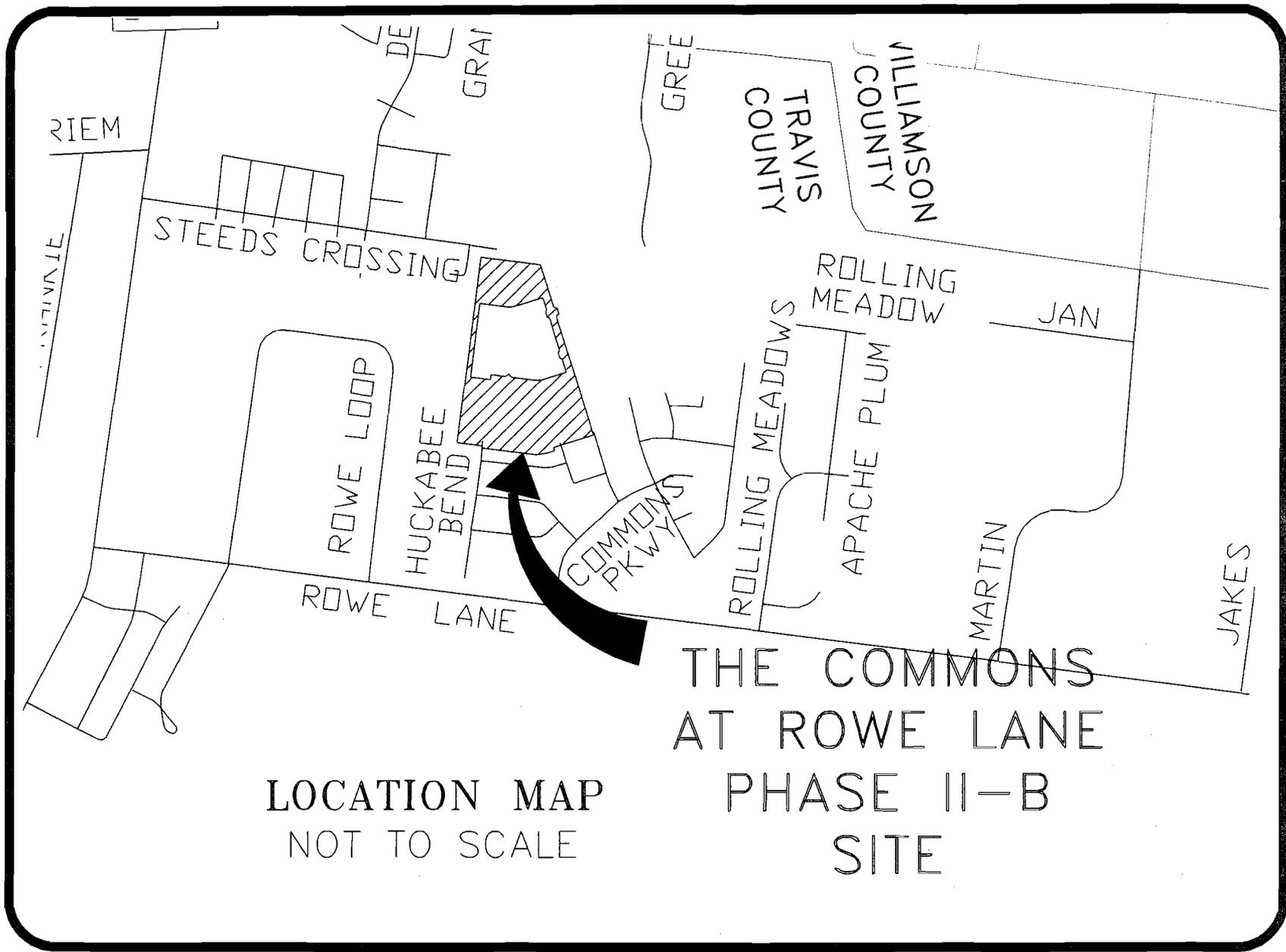
PROJECT: COMMONS @ ROWE LANE

JOB NOS: 06-015-11

**GRAY - JANSING & ASSOCIATES, INC.**

Consulting Engineers

8017 Blum Creek Blvd., Suite 800  
Austin, Texas 78759-7702  
(817) 484-0271 FAX (817) 484-9553  
WWW.GJAI.COM



LOCATION MAP  
NOT TO SCALE

THE COMMONS  
AT ROWE LANE  
PHASE II-B  
SITE



# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Kristy Vargas, Justice and Public Safety, 854-4753  
Elected/Appointed Official/Dept. Head: Roger Jefferies, County Executive  
Sponsors: Judge Biscoe

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**AGENDA LANGUAGE:**

RECEIVE BRIEFING ON RESEARCH BASED STRATEGIES FOR  
OFFENDER REENTRY BY THE POLICY RESEARCH PROJECT AT THE  
UNIVERSITY OF TEXAS LBJ SCHOOL OF PUBLIC AFFAIRS

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

Enter Background/Summary of Request and Attachments here

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**REQUIRED AUTHORIZATIONS:**

Justice and Public Safety	Roger Jefferies	Completed	04/22/2011 8:13 AM
County Judge's Office	Cheryl Aker	Completed	04/22/2011 9:12 AM
Commissioners Court	Cheryl Aker	Pending	

# Ex-Offender Re-Entry Program Effectiveness: Implications for Travis County

*THE LBJ SCHOOL OF PUBLIC AFFAIRS*

**SABA DANAWALA**

**EMILY KENNEDY**

**GRANT MARGESON**

**MONICA MEDEL**

**RENA PACHECO-THEARD**

# Introduction

- **The Washington State Institute for Public Policy (WSIPP) Study**
- **Stakeholders**
  - Criminal Justice Agencies
  - Public Citizens
  - Businesses
  - Other Travis County Agencies

# Programs

1. Cognitive-Behavioral Therapy
2. Adult Intermediate Sanctions
3. Sex Offender Treatment
4. Drug Courts
5. Adult Drug Treatment Programs
6. Job and Education Programs
7. Housing Programs

# Measuring Effectiveness

- Cost-Effectiveness
- Impact on Recidivism
- Evidence-Based Practices
- Limitations

**Table 3: Ex-Offender Program Breakdown: Recidivism versus Economic Cost**

	<b>Recidivism: No Impact</b>	<b>Recidivism: Reduced</b>
<b>Cost-Effective</b>	<ul style="list-style-type: none"> <li>• Adult Boot Camps</li> <li>• Adult Boot Camps and a Diversion from Prison</li> <li>• Adult Boot Camps as a Partial Diversion from Prison</li> </ul>	<ul style="list-style-type: none"> <li>• In Prison Vocational Education</li> <li>• Moral Reconation Theory</li> <li>• Reasoning and Rehabilitation</li> <li>• Adult Basic Education</li> <li>• In-Prison Non-Residential Substance Abuse Treatment</li> <li>• Correctional Industries</li> <li>• Job Counseling/Search</li> <li>• Work Release</li> <li>• Community-Based Substance Abuse Treatment</li> </ul>
<b>Higher-Cost</b>		<ul style="list-style-type: none"> <li>• Drug Courts</li> <li>• In-Prison Therapeutic Community, with Aftercare</li> <li>• Post-Prison Treatment Oriented Adult Intermediate Sanctions</li> <li>• Sex Offender Treatment</li> <li>• In-Prison Therapeutic, No Aftercare</li> <li>• Case Management Substance Abuse Programs</li> <li>• Post-Prison Surveillance Oriented Adult Intermediate Sanctions</li> </ul>

# Recommendations for Travis County

- Continue doing or expand:
  - Cognitive-Behavioral Therapy”
    - ✦ “Design for Living,” “Thinking for a Change,” and “Criminal Conduct and Substance Abuse Treatment”
  - X

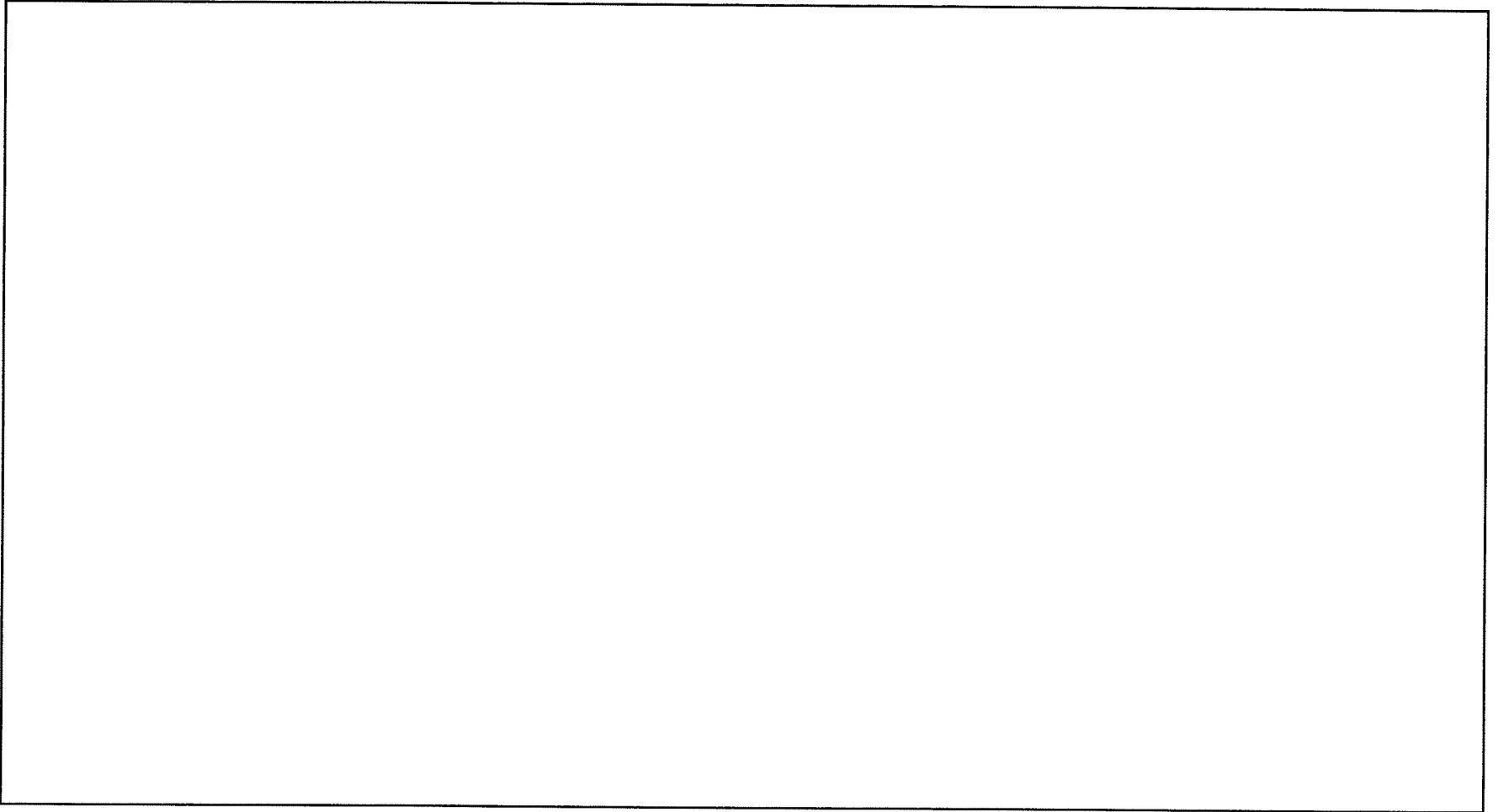
## Recommendations II

- **Continue to fund or start doing:**
  - Sex Offender Treatment Program (SOTP)
  - Create adult boot camp programs as a diversion or partial diversion from prison
  - Travis County Impact Supervision Initiative
  - Health care evidence-based practices:
    - ✦ Special courts, particularly drug courts
    - ✦ Community care for mental health
    - ✦ Substance abuse

## Recommendations III

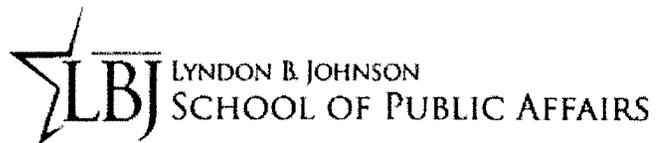
- Needs to examine:
  - Commitment to Change Program (CTC)
  - Turning Point?

# Questions?



# Coordination of Services

Shared Database and Coordination of  
Services to Ex-offenders



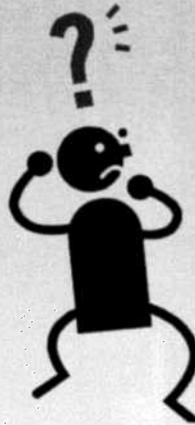
- **Problem analysis**
- **Proposed solution**
- **Why is this the best solution?**
- **Details and logistics**
- **Recommendations**

**Coordination of Services**

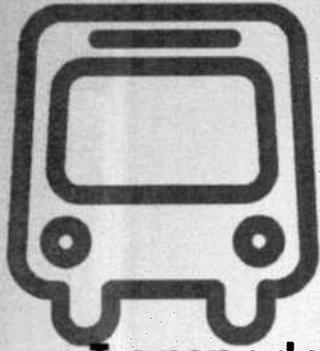
**Health Care**



**Housing**



**Employment**



**Transportation**

# Story of Joe Ex-offender



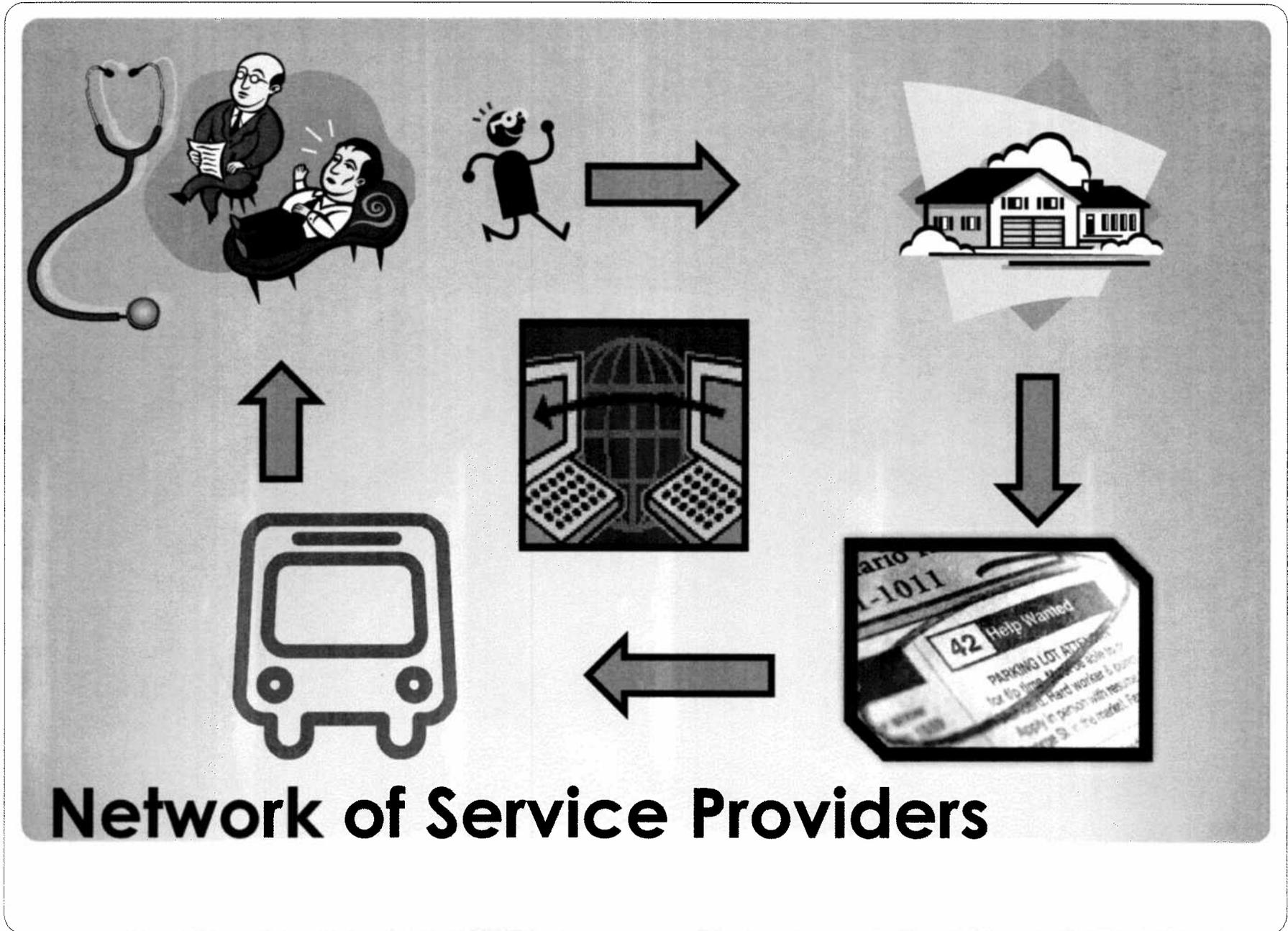
**"I showed up on time, but they were out of bus passes"**

- Waste time taking in info again
- Time could be spent administering assistance instead of clerical work
- Don't know what services client already receives



**Missing major data gathering opportunity for use in policy formation!**

# Inefficiencies



# Network of Service Providers

# HMIS

Homeless Management Information System

- (screen shots)- I don't have these yet-trying to get them.

**HMIS**

- Tool for coordinating services providers
- Efficient information gathering process
- Allows for copious data collection
- Prevents duplicates and unfair use
- Ensures service delivery through appointment reservation, resource tracking, email communication
- Budget friendly
- Supported by Federal Government
- Widely used in Travis County already

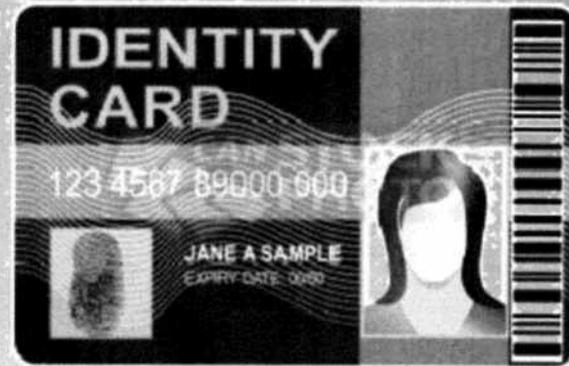
## **Why HMIS?**

- Demographic , health, personal history & service history information
- Ability for public users to search for services and providers to update available services and resources
- Ability to track resources and who is using them

## **Features of HMIS**



- Customizable tools for assessment
- Document scanning



## Features of HMIS

\$600 initial licensing fee  
\$300 each year

Comes with 36 hours training and mandatory  
monthly training sessions

**Cost Analysis**

- HMIS is database of choice of federal government
- Use of HMIS qualifies you for grants through:
  - SHP (through HUD and CoC)
  - ESG
  - HOPWA
  - CDBG

**Federal Support**

# Travis County Homeless Management Information System

## Current Users of HMIS:

Caritas  
Downtown Community Court  
City of Austin  
Front Steps  
Wright House Wellness  
Saint Louise House  
Foundation For the Homeless  
Family Eldercare  
Foundation Communities  
Life Works  
Austin Travis County Integral Care  
(ATCIC)

City of Austin  
Crime Prevention Institute  
Any Baby Can  
Goodwill Industries of Central Texas  
Greendoors  
Aids Services of Austin  
Salvation Army  
Austin Tenants Council  
Meals on Wheels  
Catholic Charities of Central Texas  
Arc of the Capital Area  
Blacklands Community Development  
Inc.

1. Require use of HMIS by county funded agencies
2. Include cost of licenses in county grants
3. Add new fields relating to criminal history
4. Strengthen existing HMIS management team by providing funding for an additional staff person
5. Promote “culture of cooperation”

## **Conclusion**



## Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session

Prepared By: Edith Moreida, Commissioner Precinct 4 Office, 854-9444

Elected/Appointed Official/Dept. Head: Margaret J. Gómez, Precinct 4, Commissioner

Sponsors: Commissioner Gómez

### **AGENDA LANGUAGE:**

Consider and Take appropriate Action on a request for Automatic Payroll Deduction or Dues checkoff for the Travis County United Sheriff's Officer's Association.

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

NA

### **STAFF RECOMMENDATIONS:**

Enter Staff Recommendations here

### **ISSUES AND OPPORTUNITIES:**

Enter Issues and Opportunities here

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

ENTER Amount of Funding, Source of Funding, Previously Approved by Commissioners Court (Earmark?), Annualized Amount, Current Budget

### **REQUIRED AUTHORIZATIONS:**

Commissioner Precinct 4 Office	Margaret J. Gómez	Completed	04/19/2011 9:55 AM
Commissioner Precinct 4 Office	Margaret J. Gómez	Completed	04/19/2011 9:55 AM
County Judge's Office	Cheryl Aker	Completed	04/19/2011 10:36 AM
Commissioners Court	Cheryl Aker	Pending	



**Travis County United Sheriff's Officers Association  
508 W. 14<sup>th</sup> Street Austin, Texas 78701**

April 13, 2011

Josie Zavala, Administrative Assistant  
County Judge Sam Biscoe  
314 W 11<sup>th</sup> Street  
Austin, Texas 78701

Reference: Automatic Payroll Deduction or Dues Checkoff for the Travis County United Sheriff's Officer Association

Dear Josie,

I am requesting the sponsorship of a Commissioner's Court resolution authorizing the payroll deduction of the monthly dues for county employees who are members of the Travis County United Sheriff's Officers Association. We have also requested assistance from Susan Spataro's office.

We understand that a fee schedule for payroll deduction is already in place to defer any expenses for the auditor's office. This request is similar to what has been done by Travis County for other organizations requesting dues checkoff, such as AFSCME, TCSOA and TCSLEA. We are requesting the Commissioners Court to authorize dues checkoff for the Travis County United Sheriff's Officers Association (TCUSOA).

The Travis County United Sheriff's Officers Association, like all police associations in Texas, does not support strikes by law enforcement officers. The Travis County Commissioners has in the past approved payroll dues deduction for the Travis County Sheriff's Officers Association and the Travis County Sheriff's law Enforcement Association, which is primarily made up of Sheriff Office Employees.

At this time, the Travis County United Sheriff's Officer Association is largely made up of Sheriff's Office Employees. We would like to request the same privilege offered to other Travis County employees in obtaining payroll dues deduction for our members. We do understand that the County will charge a fee for the deduction which we do agree with as long the Travis County United Sheriff's Officers Association is treated as fair as all other groups which now have payroll deduction.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy B. Henry".

Timothy B. Henry, President  
Travis County Sheriff's Officers Association  
508 W. 14<sup>th</sup> Street  
Austin, Texas 78701



**Travis County United Sheriff's Officers Association**  
**508 W. 14<sup>th</sup> Street Austin, Texas 78701**

Susan Spataro  
County Auditor  
P O Box 1748  
Austin, Texas 78767

April 13, 2011

Dear Susan Spataro,

I would like to request payroll dues deduction for the Travis County United Sheriff's Officers Association (TCUSOA). The Travis County United Sheriff's Officers Association, like all police associations in Texas, does not support strikes by law enforcement officers. The Travis County Commissioners has in the past approved payroll dues deduction for the Travis County Sheriff's Officers Association and the Travis County Sheriff's law Enforcement Association, which is primarily made up of Sheriff Office Employees.

At this time, the Travis County United Sheriff's Officer Association is largely made up of Sheriff's Office Employees. We would like to request the same privilege offered to other Travis County employees in obtaining payroll dues deduction for our members. We do understand that the County will charge a fee for the deduction which we do agree with as long the Travis County United Sheriff's Officers Association is treated as fair as all other groups which now have payroll deduction.

Sincerely,

A handwritten signature in black ink that reads "Timothy B. Henry". The signature is written in a cursive style with a long horizontal stroke at the end.

Timothy B. Henry, President  
Travis County Sheriff's Officers Association  
508 W. 14<sup>th</sup> Street  
Austin, Texas 78701



# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Melissa Velasquez, County Judge's Office, 854-9557  
Elected/Appointed Official/Dept. Head: Samuel T. Biscoe, County Judge  
Sponsors: Judge Biscoe

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## **AGENDA LANGUAGE:**

Consider and take appropriate action on the appointment of Shirene Garcia to the Sustainable Food Policy Board, effective immediately through February 28, 2013. (Judge Biscoe)

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

see attached resume.

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## **FISCAL IMPACT AND SOURCE OF FUNDING:**

n/a

## **REQUIRED AUTHORIZATIONS:**

County Judge's Office	Cheryl Aker	Completed	04/20/2011 8:32 AM
Commissioners Court	Cheryl Aker	Pending	

## Shirene Garcia

Austin, TX 78722

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December 13, 2010

Sherri Fleming  
Travis County Health & Human Services  
P.O. Box 1748  
Austin, TX 78767

Dear Ms. Fleming,

I am writing to state my interest in being a member of the Sustainable Food Policy Board for Travis County and the City of Austin. I believe that my recent work in east Austin on food access issues, combined with my experience working on small farms and my degree in social work make me a unique fit for the board. As a native Austinite, I am also excited for this opportunity to make a difference in my own home-town.

Since its inception, I have worked with Urban Roots as a volunteer and staff member and I have seen first hand how forming a direct connection with food and the land transforms our youth participants. For over twenty months, I organized Urban Roots' pilot participatory community food assessment- the CAFÉ Project- in east Austin that engaged hundreds of Austin residents in a dialogue about our food system, specifically the challenges in accessing healthy affordable food and possible ways to improve food access in underserved areas. At the end of our pilot year, I and an Urban Roots youth Intern presented our findings to the Sustainable Food Policy Board. I believe that community feedback is a key element that would make it possible to build feasible, long-term solutions to the food deserts in Austin. As a member of the Sustainable Food Policy Board, I would work to create more opportunities for community participation in decisions regarding food access in Austin. My experience working on organic farms-both in Austin and in Indiana- has taught me about the various factors that go into producing and distributing sustainable food. I have played many roles in relation to sustainable, healthy food: consumer, educator, organizer, and even a grower in my own back yard. Based on the diversity of my experience, I feel that I bring a well-rounded perspective of Austin's current food system and I would work to make Austin a food secure community in which everyone- growers, vendors, and consumers alike- can thrive.

I have attached my resume, which provides the details of my education, work, and volunteer experience. Please do not hesitate to contact me with any questions. I can be reached by phone at (512) \_\_\_\_\_ or by email at \_\_\_\_\_@gmail.com. I look forward to hearing from you.

Thank you for your time and consideration,

Shirene Garcia

## Shirene Garcia

Austin, TX 78722

shirenegarcia@gmail.com

### EDUCATION

**The University of Texas at Austin** 5/08  
Bachelor of Social Work, with Honors

### WORK EXPERIENCE

**Urban Roots, a program of YouthLaunch, Austin, TX** 4/09 - present  
*Americorps VISTA 4/09-4/10; Contracted Professional 5/10-8/10; Program Specialist 9/10-present*

- Organized and wrote a report for the pilot phase of Urban Roots' community food assessment, a multi-faceted project working to engage the community in an examination of resources, barriers, and potential solutions to accessing healthy, affordable food in East Austin
- Assist to facilitate the youth program at Urban Roots, a dynamic program works with young people age 14-17 on a 3.5 acre urban farm, and increases the access to healthy food in Austin
- Coordinate outreach into the community, including volunteer management and training, field trips to the farm, and educational presentations in the community
- Facilitate the Farm Advisory Committee, an advisory group to the Urban Roots program

**Big Brothers Big Sisters - Match Support Specialist, Austin, TX** 7/08 - 4/09

- Managed 100 matches to ascertain that the elements of child safety, match relationship development, youth development, and volunteer satisfaction are fulfilled through regular monthly contacts
- Developed and maintained relationships with local schools and social service organizations
- Facilitated the Sister to Sister program: coordinated monthly events for girls age 11-17 with a focus on teen pregnancy prevention, healthy relationships, positive self-esteem, and developing a stronger sense of the future

**South West Key, Community Connections Program - Intern, Austin, TX** 1/08 - 4/08

- Case management for youth on probation
- Co-facilitated a service learning group
- Documented progress notes daily

**Austin Voices for Education and Youth - Youth Consultant, Austin, TX** 9/07 - 12/07

- Coordinated meetings, agendas, and activities for Youth Council
- Attend and present at planning committee

**The Oaks Treatment Center - Mental Health Associate, Austin, TX** 4/06 - 3/07

- Served as direct care staff in a residential psychiatric facility for children and adolescents
- Conducted crisis intervention
- Implemented behavioral management program

**Deer Heart Woods Organic Farm - Farm Hand, Bloomington, IN** 5/03-8/03

- Plant and animal husbandry
- Compost maintenance
- Farmer's Market sales

### VOLUNTEER EXPERIENCE

**Big Brothers Big Sisters - Mentor, Austin, TX** 10/10 - present

**Urban Roots, Austin, TX** 12/07 - 4/09

**Johnson's Backyard Garden - Workshare, Austin, TX** 8/08 - 3/09

**E3 Alliance - Discussion Moderator, Austin, TX** 10/07 - 11/07

**Refugee Services of Texas, Austin, TX** 1/06 - 4/06



# Travis County Commissioners Court Agenda Request

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
Prepared By: Gillian Porter, County Clerk's Office, 512-854-4722  
Elected/Appointed Official/Dept. Head: Dana Debeauvoir, County Clerk  
Sponsors: Judge Biscoe

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## **AGENDA LANGUAGE:**

Approve the Commissioners Court Minutes for the Voting Session of April 5, 2011.

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

na

na

## **FISCAL IMPACT AND SOURCE OF FUNDING:**

na

## **REQUIRED AUTHORIZATIONS:**

County Judge's Office	Cheryl Aker	Completed	04/19/2011 4:09 PM
Commissioners Court	Cheryl Aker	Pending	



# Minutes for the Travis County Commissioners Court Tuesday, April 5, 2011 Voting Session

Minutes Prepared by the Travis County Clerk  
**512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX  
78714-9325**

## Roll Call

Meeting called to order on April 5, 2011 in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

Samuel T. Biscoe	County Judge	Present
Ron Davis	Precinct 1, Commissioner	Present
Sarah Eckhardt	Precinct 2, Commissioner	Present
Karen L. Huber	Precinct 3, Commissioner	Present
Margaret J. Gómez	Precinct 4, Commissioner	Present

## Public Hearings

1. Receive comments on a request to authorize the filing of an instrument to vacate a 10 foot wide public utility easement located along the rear lot lines of Lots 21 through 25 of Northridge Acres, No. 2 – a subdivision in Travis County, Precinct Two. (Commissioner Eckhardt) (Action Item #12)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

Members of the Court heard from:  
 Anna Bowlin, Program Manager, Planning and Engineering, Transportation and Natural Resources (TNR)

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Sarah Eckhardt, Commissioner  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

## Citizens Communication

Members of the Court heard from:  
 Dr. John K. Kim, Travis County Resident  
 Ronnie Gjemre, Travis County Resident  
 Gus Peña, Travis County Resident

## Special Items

2. Consider and take appropriate action on an order concerning outdoor burning in the unincorporated areas of Travis County.

Members of the Court heard from:  
Hershel Lee, Travis County Fire Marshal

**MOTION:** Approve an order prohibiting outdoor burning as recommended by the Fire Marshal.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

## Proclamations and Resolutions

3. Approve Proclamation declaring the month of April, 2011 as "Light of Hope - National Child Abuse Awareness Month" in Travis County. (Judge Biscoe)

Members of the Court heard from:  
Ola Jobe, Child Protective Services (CPS)  
Brenda Jones, CPS  
Deputy Derek Taylor, Travis County Sheriff's Office (TCSO)

**MOTION:** Approve the Proclamation in Item 3.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

4. Approve Resolution recognizing April 4 through 10, 2011 as "Public Health Week" in Travis County. (Judge Biscoe)

Members of the Court heard from:  
Sherri Fleming, County Executive, Travis County Health, Human Services, and Veterans' Services (TCHHS&VS)  
Shannon Jones, Assistant Director, Public Health, Austin-Travis County Health and Human Services (A-TCHHS)  
Leanne Courtney, Forensic Nurse Investigator, Medical Examiner's Office

**MOTION:** Approve the Resolution in Item 4.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

## Justice and Public Safety Items

5. Consider and take appropriate action regarding an Interlocal Agreement for enforcement of Travis County Fire Code between Travis County and the City of Mustang Ridge.

**RESULT:** **ADDED TO CONSENT**

### **Purchasing Office Items**

6. Pursuant to Section 263.152 of the Texas Local Government Code, declare one Trimble GPS unit as surplus property and authorize trade-in on another Trimble GPS unit.

**RESULT:           ADDED TO CONSENT**

7. Approve Assignment of Contract No. 09T00207OJ from Fringe Benefits Management Company to WageWorks, Inc.

**RESULT:           ADDED TO CONSENT**

8. Approve Modification No. 5 to Interlocal Agreement No. IL000104MQ, Texas AgriLife Extension Service.

**RESULT:           ADDED TO CONSENT**

9. Approve contract award for transport of cadavers, IFB No. 11T00110CW, to the low bidder, Moore LLC.

**RESULT:           ADDED TO CONSENT**

10. Approve contract award for pest control services, IFB No. B110108-CW, to the low bidder, Southwest Exterminating Company.

**RESULT:           ADDED TO CONSENT**

11. Approve Modification No. 1 to Contract No. 10K00267RV, Job Order No. 2, for assignment of payments from Architectural Habitat of Austin, Inc. to Suretec Information Systems, Inc.

**RESULT:           ADDED TO CONSENT**

### **Transportations and Natural Resources Dept. Items**

12. Consider and take appropriate action regarding a request to authorize the filing of an instrument to vacate a 10 foot wide public utility easement located along the rear lot lines of Lots 21 through 25 of Northridge Acres, No. 2 – a subdivision in Travis County, Precinct Two. (Commissioner Eckhardt)

**RESULT:           ADDED TO CONSENT**

13. Consider and take appropriate action on a Cash Security Agreement with Highland Homes, Austin for sidewalk fiscal for Commons at Rowe Lane IIA Lot 26 Block O in Precinct Two. (Commissioner Eckhardt)

**RESULT:           ADDED TO CONSENT**

14. Consider and take appropriate action regarding a plat for recording in Precinct Two: Raceway Single Family Subdivision Section One Final Plat (A small lot subdivision) (Resubdivision of lots 24 and 25 Northridge Acres Number 2 Subdivision - 70 lots - 14.039 acres - Grand Avenue Parkway). (Commissioner Eckhardt)

**RESULT:           ADDED TO CONSENT**

15. Consider and take appropriate action on the Crosswater Yacht Club Roadway Improvement Agreement in Precinct Three. (Commissioner Huber)

Members of the Court heard from:

Anna Bowlin, Program Manager, Planning and Engineering, TNR  
Teresa Calkins, Engineer, TNR  
Susan Brown, Graveyard Point Resident  
Steve Manilla, County Executive, TNR

**MOTION:** Approve the Roadway Agreement.  
**RESULT:** **APPROVED [4 TO 1]**  
**MOVER:** Karen L. Huber, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Samuel T. Biscoe, Sarah Eckhardt, Karen L. Huber, Margaret J. Gómez  
**NAYS:** Ron Davis

16. Issue a call for recommendations on naming a 227 acre county-owned tract that is part of the Balcones Canyonlands Preserve located within the Bull Creek watershed north of RM 2222, east of RM 620 in Precinct Three. (Commissioner Huber)

Members of the Court heard from:

Rose Farmer, Resource Management Specialist, TNR  
John Hille, Assistant County Attorney  
Steve Manilla, County Executive, TNR

**MOTION:** Indicate the Court's intention to waive the policy for naming County parks and facilities.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

*Clerk's Note: The Court noted its intention to post an item on the Agenda Tuesday, April 12, 2011, to take action naming the tract of land after Sam Hamilton.*

#### **Planning and Budget Dept. Items**

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

**RESULT:** **ADDED TO CONSENT**

18. Review and approve requests regarding grant programs, applications, contracts and permissions to continue:
- a. Annual agreement with the Texas Department of Housing and Community Affairs for Health and Human Services and Veterans Service to continue to provide weatherization repairs for low income households through the Low Income Home Energy Assistance Program (LIHEAP) Weatherization Program; and
  - b. Amendment to the agreement with the Texas Water Development Board for the Flood Mitigation Assistance Planning Grant in Transportation and Natural Resources Department that includes language to allow greater latitude for adjustments between tasks under the program.

**RESULT:** **ADDED TO CONSENT**

19. Presentation only  
Receive recommendations from Local Tax Policy Working Group on Travis County historical property tax exemptions and property tax exemptions for the disabled and/or over sixty-five year old property owners. (A Work Session to receive public input on this issue will be held Thursday, April 14 at 1:30 PM in the Commissioners Courtroom)

Members of the Court heard from:

Leroy Nellis, Budget Manager, Planning and Budget Office (PBO)  
Dusty Knight, Chief Operating Officer, Tax Assessor Collector's Office  
Elliott Beck, Assistant County Attorney

*Judge Biscoe announced that Item 19 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**RESULT: DISCUSSED**

#### **Administrative Operations Items**

20. Review and approve the immediate release of reimbursement payment to United Health Care for claims paid for participants in the Travis County Employee Health Care Fund for payment of \$736,608.69, for the period of March 18 to March 24, 2011.

**RESULT: ADDED TO CONSENT**

21. Consider and take appropriate action on proposed routine personnel amendments.

**RESULT: ADDED TO CONSENT**

22. Consider and take appropriate action on request from the Black Stallion Literacy Foundation to use the Exposition Show Barn on April 21, 2011 and to waive all fees with exception of the stall rental fee.

**RESULT: ADDED TO CONSENT**

#### **Other Items**

23. Consider and take appropriate action on request to appoint Carole Hurley to serve as a Precinct Two appointee to the Travis County Children's Protective Services Board, effective immediately through April 2014. (Commissioner Eckhardt)

**RESULT: ADDED TO CONSENT**

24. Receive revenue and expenditure reports for the month of February 2011.

**RESULT: ADDED TO CONSENT**

#### **Executive Session Items**

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

*Note 1: Gov't Code Ann 551.071, Consultation with Attorney*

- Note 2: Gov't Code Ann 551.072, Real Property*
- Note 3: Gov't Code Ann 551.074, Personnel Matters*
- Note 4: Gov't Code Ann 551.076, Security*
- Note 5: Gov't Code Ann 551.087, Economic Development Negotiations*

- 25. Receive update from the Security Committee on emerging security issues for Travis County. (Commissioner Huber) <sup>4</sup>

*Judge Biscoe announced that Item 25 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.076, Security.*

**RESULT: DISCUSSED**

- 26. Consider and take appropriate action regarding possible utilization of County-owned land at Northeast Metropolitan Park. <sup>1 and 2</sup>

*Judge Biscoe announced that Item 26 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.*

**MOTION:** Accept offer made by Pflugerville Community Development Corporation for the purchase direct Staff to negotiate specific terms within the offer and to schedule the Chapter 26 Public Hearing as required by State law for sales of public land.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Sarah Eckhardt, Commissioner

**SECONDER:** Karen L. Huber, Commissioner

**AYES:** Samuel T. Biscoe, Sarah Eckhardt, Karen L. Huber

**ABSENT:** Ron Davis, Margaret J. Gómez

- 27. Receive briefing from County Attorney and take appropriate action regarding proposal for payment plan with Bruce Lipsky to pay the County under Lease Agreement at 700 Lavaca, Suite 405. <sup>1 and 2</sup>

*Judge Biscoe announced that Item 27 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.*

**RESULT: DISCUSSED** **Reset for: 4/12/2011**

- 28. Receive legal briefing and take appropriate action on UGL Equis Corporation contract, including request for modification. <sup>1</sup>

*Judge Biscoe announced that Item 28 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Indicate the Court's intention not to take action on the modification to give us an opportunity to get responses to a soon-to-be-issued RFI regarding the block of land purchased by Travis County recently.

**RESULT: APPROVED [4 TO 0]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Ron Davis, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber

**ABSTAIN:** Margaret J. Gómez

## Consent Items

**MOTION:** Approve the following Consent Items: C1-C3 and Agenda Items 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18.a–b, 20, 21, 22, 23, and 24.  
**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

- C1. Receive bids from County Purchasing Agent.
- C2. Approve payment of claims and authorize County Treasurer to invest County funds.
- C3. Approve the Commissioners Court Minutes for the Voting Sessions of March 8 and 15, 2011.

## Added Items

- A1. Consider and take appropriate action on legislative matters, including:
  - a. Update on legislative activities; and
  - b. Amendments to the priorities, policy positions, and the positions on other proposals sections of the Travis County legislative agenda.

Members of the Court heard from:

Deece Eckstein, Intergovernmental Relations Officer, Intergovernmental Relations (IGR)

**RESULT:** **DISCUSSED**

- A2. Receive briefing from County Attorney and take appropriate action regarding Travis County's participation in a coalition to develop a proposal to the Lower Colorado River Authority to acquire certain retail utility systems. (Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney)

*Judge Biscoe announced that Item A2 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Accept the invitation to join the coalition, designate Commissioner Huber as the County representative on the Executive Committee and ask Jon White, Natural Resources Program Manager, TNR and other appropriate Staff to provide support and assistance.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Samuel T. Biscoe, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Ron Davis, Margaret J. Gómez

## **Minutes approved by the Commissioners Court**

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Date of Approval

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Samuel T. Biscoe, Travis County Judge



**Corporations Agenda Request**  
**Travis County Housing Finance Corporation**

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Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
 Prepared By: Harvey Davis, Corporations, 854-4743  
 Elected/Appointed Official/Dept. Head: Harvey Davis, Corporations & Assistant  
 Investment Manager

---

**AGENDA LANGUAGE:**

Consider and take appropriate action on request to approve invoice for external audit services from Atchley & Associates, LLP.

---

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

The attached invoice for \$1,262.00 represents 20% billing of the total fee.

We recommend approval of the invoice.

We reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract. This payment completes the Corporation's obligations to pay \$6,310 for professional services rendered in connection with the FY-10 audit.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None

**REQUIRED AUTHORIZATIONS:**

Corporations	Harvey Davis	Completed	04/14/2011 12:09 PM
Planning and Budget Office	Leroy Nellis	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session April 26, 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 invoice for external audit services from Atchley & Associates, LLP.

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**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**

---

DATE: April 26, 2011

TO: Board of Directors

FROM: Harvey L. Davis, Manager



SUBJECT: Invoice for auditing services

**Summary and Background Information:**

The attached invoice for \$1,262.00 represents 20% billing of the total fee.

We recommend approval of the invoice.

We reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract. This payment completes the Corporation's obligations to pay \$6,310 for professional services rendered in connection with the FY-10 audit.

cc: Rodney Rhoades, Executive Manager, Planning and Budget  
Leroy Nellis, Budget Director



March 21, 2011

RECEIVED  
2011 MAR 24 AM 9:14  
TRAVIS COUNTY  
AUDITORS OFFICE

Travis County, Re: 10302.Corporation  
Attn: Susan Spataro, CPA, CMA  
PO Box 1748  
Austin, TX 78767

Re: Time/Expense for the period ending March 15, 2011

10302.Corporation

In Reference To: Final billing for professional services rendered in connection with audit of the following corporations which are included in the Travis County audit as of and for the year ended September 30, 2010, based on the related contract allowing 20% billing of total fees within 30 days after issuance of reports.

Capital Health Facilities Development Corporation,  
Travis County Housing Finance Corporation  
Travis County Health Facilities Development Corporation  
Travis County Cultural Education Facilities Finance Corporation,  
Capital Industrial Development Corporation, and  
Travis County Development Authority.

Invoice # 49960

	<u>Amount</u>
For professional services rendered	\$1,262.00
Previous balance	\$3,786.00
Balance due	<u>\$5,048.00</u>

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
1,262.00	3,786.00	0.00	0.00	0.00

Please include the invoice number on your check.  
Invoice payable upon receipt. Thank you for your continued business and referrals.  
6850 Austin Center Boulevard, Suite 180, Austin, TX 78731-3129 (512) 346-2086 / 1-877-977-6850 EIN 74-2920819

Attachment A  
Allocation of Audit Fees

**Travis County Corporations**

Allocation per FY-11 Budget

<u>Allocation per Actual Fund Balances</u>	<u>AUDIT FEE Per Budgets</u>
TRAVIS CO. HOUSING FINANCE CORP.	\$ 3,809.24
TRAVIS CO. HEALTH FACILITIES DEV. CORP.	\$ 2,437.17
CAPITAL INDUSTRIAL DEV. CORP.	\$ 24.57
TC Cultural Education Fac. Finance Corp	\$ 39.02
	<u>\$ 6,310.00</u>

	<u>Audit Fees Pd</u>	<u>April Allocation</u>	<u>Total</u>
TRAVIS CO. HOUSING FINANCE CORP.	\$ 3,597.33	\$ 211.91	\$ 3,809.24
TRAVIS CO. HEALTH FACILITIES DEV. CORP.	\$ 1,450.67	\$ 986.50	\$ 2,437.17
CAPITAL INDUSTRIAL DEV. CORP.		\$ 24.57	\$ 24.57
TC Cultural Education Fac. Finance Corp		\$ 39.02	\$ 39.02
	<u>\$ 5,048.00</u>	<u>\$ 1,262.00</u>	<u>\$ 6,310.00</u>



**Corporations Agenda Request**  
**Travis County Health Facilities Development Corporation**

---

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
 Prepared By: Harvey Davis, Corporations, 854-4743  
 Elected/Appointed Official/Dept. Head: Harvey Davis, Corporations & Assistant  
 Investment Manager

---

**AGENDA LANGUAGE:**

Consider and take appropriate action on request to approve invoice for external audit services from Atchley & Associates, LLP.

---

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

The attached invoice for \$1,262.00 represents 20% billing of the total fee.

We recommend approval of the invoice.

We reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract. This payment completes the Corporation's obligations to pay \$6,310 for professional services rendered in connection with the FY-10 audit.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None

**REQUIRED AUTHORIZATIONS:**

Corporations	Harvey Davis	Completed	04/14/2011 12:13 PM
Planning and Budget Office	Leroy Nellis	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session April 26, 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 invoice for external audit services from Atchley & Associates, LLP.

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
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- 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**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**

---

DATE: April 26, 2011

TO: Board of Directors

FROM: Harvey L. Davis, Manager



SUBJECT: Invoice for auditing services

**Summary and Background Information:**

The attached invoice for \$1,262.00 represents 20% billing of the total fee.

We recommend approval of the invoice.

We reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract. This payment completes the Corporation's obligations to pay \$6,310 for professional services rendered in connection with the FY-10 audit.

cc: Rodney Rhoades, Executive Manager, Planning and Budget  
Leroy Nellis, Budget Director



March 21, 2011

RECEIVED  
 2011 MAR 24 AM 9:14  
 TRAVIS COUNTY  
 AUDITORS OFFICE

Travis County, Re: 10302.Corporation  
 Attn: Susan Spataro, CPA, CMA  
 PO Box 1748  
 Austin, TX 78767

Re: Time/Expense for the period ending March 15, 2011

10302.Corporation

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 Travis County Housing Finance Corporation  
 Travis County Health Facilities Development Corporation  
 Travis County Cultural Education Facilities Finance Corporation,  
 Capital Industrial Development Corporation, and  
 Travis County Development Authority.

Invoice # 49960

	<u>Amount</u>
For professional services rendered	\$1,262.00
Previous balance	\$3,786.00
Balance due	<u>\$5,048.00</u>

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
1,262.00	3,786.00	0.00	0.00	0.00

Please include the invoice number on your check.  
 Invoice payable upon receipt. Thank you for your continued business and referrals.  
 6850 Austin Center Boulevard, Suite 180, Austin, TX 78731-3129 (512) 346-2086 / 1-877-977-6850 EIN 74-2920819

Attachment A  
Allocation of Audit Fees

**Travis County Corporations**

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	<u>Audit Fees Pd</u>	<u>April Allocation</u>	<u>Total</u>
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	<u>\$ 5,048.00</u>	<u>\$ 1,262.00</u>	<u>\$ 6,310.00</u>



## Corporations Agenda Request

### Travis County Health Facilities Development Corporation

---

Meeting Date: 4/26/2011, 9:00 AM, Voting Session

Prepared By: Harvey Davis, Corporations, 854-4743

Elected/Appointed Official/Dept. Head: Harvey Davis, Corporations & Assistant Investment Manager

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#### **AGENDA LANGUAGE:**

: Consider and take appropriate action on request to approve two invoices from the wellness budget.

---

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

The wellness program requests Board approval to pay two invoices:

\$1,000 for 40 sessions of strength and conditioning training; and  
\$1,000 for 40 sessions of health camp workouts.

#### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None

#### **REQUIRED AUTHORIZATIONS:**

Corporations	Harvey Davis	Completed	04/19/2011 12:52 PM
Planning and Budget Office	Leroy Nellis	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

Agenda Item No. \_\_\_\_\_

**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session April 26, 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 two invoices from the wellness budget.

Approved by: \_\_\_\_\_  
Signature of Samuel T. Biscoe, President

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

**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 HEALTH FACILITIES DEVELOPMENT CORPORATION**

---

DATE: April 26, 2011  
TO: Board of Directors  
FROM: Harvey L. Davis, Manager  
SUBJECT: Wellness Program

**Summary and Background Information:**

The wellness program requests Board approval to pay two invoices:

\$1,000 for 40 sessions of strength and conditioning training; and  
\$1,000 for 40 sessions of health camp workouts.

cc: Rodney Rhoades, Executive Manager, Planning and Budget  
Dan Mansour, Risk and Benefits Manager  
Leroy Nellis, Budget Director



# LIONHEART HEALTH

Invoice No. TC2

## INVOICE

<b>Customer</b>			
<b>Name</b>	Travis County Human Resource		
<b>Address</b>	1010 Lavaca St.		
<b>City</b>	Austin	<b>State</b> TX	<b>ZIP</b> _____
<b>ATTN:</b>	Human Resources 512-854-9239		

<b>Misc</b>	
<b>Date</b>	4/7/2011
<b>Order No.</b>	_____
<b>Rep</b>	_____
<b>FOB</b>	_____

Qty	Description	Unit Price	TOTAL
40	Health Camp - two 30 minute sessions every Monday and Wednesday for 10 weeks from January 10th, 2011 to March 16th, 2011	\$ 25.00	\$ 1,000.00

<b>Payment</b>	Select One...
<b>Comments</b>	_____
<b>Name</b>	_____
<b>CC #</b>	_____
<b>Expres</b>	_____

<b>SubTotal</b>	\$ 1,000.00
<b>Shipping</b>	_____
<b>TOTAL</b>	\$ 1,000.00

<b>LIONHEART HEALTH - Deric Leon Williams</b>
18717 Dry Lake Lane, Pflugerville, TX 78660
512-947-2628

Thank you!





# HRMD

*Human Resources Management Department*

1010 Lavaca Street

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-9757

April 6, 2011

**TO:** Harvey Davis, Corporations Administrator

**FROM:** Dan Mansour, Risk and Benefits Manager *DM*

**SUBJECT:** Wellness Program Expense

Please prepare an agenda item to approve payment for the onsite Group Exercise trainer. This is for 20 days, 40 sessions cardio program put in place for our employees to get active and stay fit.

Per the attached invoice, I am requesting a check to be issued as follow:

Lee McCormick \$ 1000.00 (40 sessions @\$25)

Please let me know if you need additional information.



# HRMD

*Human Resources Management Department*

1010 Lavaca Street

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-9757

April 6, 2011

**TO:** Harvey Davis, Corporations Administrator

**FROM:** Dan Mansour, Risk and Benefits Manager *Dm*

**SUBJECT:** Wellness Program Expense

Please prepare an agenda item to approve payment for the onsite Group Exercise trainer. This is for 20 days, 40 sessions Health Camp program put in place for our employees to get active and stay fit.

Per the attached invoice, I am requesting a check to be issued as follow:

Deric Williams \$ 1000.00 (40 sessions @\$25)

Please let me know if you need additional information.



## Corporations Agenda Request Capital Industrial Development Corporation

---

Meeting Date: 4/26/2011, 9:00 AM, Voting Session  
 Prepared By: Harvey Davis, Corporations, 854-4743  
 Elected/Appointed Official/Dept. Head: Harvey Davis, Corporations & Assistant  
 Investment Manager

---

### **AGENDA LANGUAGE:**

Consider and take appropriate action on request to approve invoice for external audit services from Atchley & Associates, LLP.

---

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

The attached invoice for \$1,262.00 represents 20% billing of the total fee.

We recommend approval of the invoice.

We reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract. This payment completes the Corporation's obligations to pay \$6,310 for professional services rendered in connection with the FY-10 audit.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None

### **REQUIRED AUTHORIZATIONS:**

Corporations	Harvey Davis	Completed	04/14/2011 12:11 PM
Planning and Budget Office	Leroy Nellis	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session April 26, 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 invoice for external audit services from Atchley & Associates, LLP.

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)
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**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**

---

DATE: April 26, 2011

TO: Board of Directors

FROM: Harvey L. Davis, Manager



SUBJECT: Invoice for auditing services

**Summary and Background Information:**

The attached invoice for \$1,262.00 represents 20% billing of the total fee.

We recommend approval of the invoice.

We reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract. This payment completes the Corporation's obligations to pay \$6,310 for professional services rendered in connection with the FY-10 audit.

cc: Rodney Rhoades, Executive Manager, Planning and Budget  
Leroy Nellis, Budget Director



March 21, 2011

RECEIVED  
 2011 MAR 24 AM 9:14  
 TRAVIS COUNTY  
 AUDITORS OFFICE

Travis County, Re: 10302.Corporation  
 Attn: Susan Spataro, CPA, CMA  
 PO Box 1748  
 Austin, TX 78767

Re: Time/Expense for the period ending March 15, 2011

10302.Corporation

In Reference To: Final billing for professional services rendered in connection with audit of the following corporations which are included in the Travis County audit as of and for the year ended September 30, 2010, based on the related contract allowing 20% billing of total fees within 30 days after issuance of reports.

Capital Health Facilities Development Corporation,  
 Travis County Housing Finance Corporation  
 Travis County Health Facilities Development Corporation  
 Travis County Cultural Education Facilities Finance Corporation,  
 Capital Industrial Development Corporation, and  
 Travis County Development Authority.

Invoice # 49960

	<u>Amount</u>
For professional services rendered	\$1,262.00
Previous balance	\$3,786.00
Balance due	<u>\$5,048.00</u>

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
1,262.00	3,786.00	0.00	0.00	0.00

Please include the invoice number on your check.  
 Invoice payable upon receipt. Thank you for your continued business and referrals.  
 6850 Austin Center Boulevard, Suite 180, Austin, TX 78731-3129 (512) 346-2086 / 1-877-977-6850 EIN 74-2920819

Attachment A  
Allocation of Audit Fees

**Travis County Corporations**

Allocation per FY-11 Budget

<u>Allocation per Actual Fund Balances</u>	<u>AUDIT FEE Per Budgets</u>
TRAVIS CO. HOUSING FINANCE CORP.	\$ 3,809.24
TRAVIS CO. HEALTH FACILITIES DEV. CORP.	\$ 2,437.17
CAPITAL INDUSTRIAL DEV. CORP.	\$ 24.57
TC Cultural Education Fac. Finance Corp	\$ 39.02
	<u>\$ 6,310.00</u>

	<u>Audit Fees Pd</u>	<u>April Allocation</u>	<u>Total</u>
TRAVIS CO. HOUSING FINANCE CORP.	\$ 3,597.33	\$ 211.91	\$ 3,809.24
TRAVIS CO. HEALTH FACILITIES DEV. CORP.	\$ 1,450.67	\$ 986.50	\$ 2,437.17
CAPITAL INDUSTRIAL DEV. CORP.		\$ 24.57	\$ 24.57
TC Cultural Education Fac. Finance Corp		\$ 39.02	\$ 39.02
	<u>\$ 5,048.00</u>	<u>\$ 1,262.00</u>	<u>\$ 6,310.00</u>



## Corporations Agenda Request

### Travis County Cultural Education Facilities Finance Corporation

Meeting Date: 4/26/2011, 9:00 AM, Voting Session

Prepared By: Harvey Davis, Corporations, 854-4743

Elected/Appointed Official/Dept. Head: Harvey Davis, Corporations & Assistant Investment Manager

#### **AGENDA LANGUAGE:**

Consider and take appropriate action on request to approve invoice for external audit services from Atchley & Associates, LLP.

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

The attached invoice for \$1,262.00 represents 20% billing of the total fee.

We recommend approval of the invoice.

We reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract. This payment completes the Corporation's obligations to pay \$6,310 for professional services rendered in connection with the FY-10 audit.

#### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None

#### **REQUIRED AUTHORIZATIONS:**

Corporations	Harvey Davis	Completed	04/14/2011 12:06 PM
Planning and Budget Office	Leroy Nellis	Pending	
County Judge's Office	Cheryl Aker	Pending	
Commissioners Court	Cheryl Aker	Pending	

**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session April 26, 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 invoice for external audit services from Atchley & Associates, LLP.

Approved by: \_\_\_\_\_  
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**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**

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DATE: April 26, 2011

TO: Board of Directors

FROM: Harvey L. Davis, Manager



SUBJECT: Invoice for auditing services

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