



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By: Paul Scoggins **Phone #:** 854-7619

Division Director/Manager: Anna Bowlin, Division Director of Development Services

AB

Department Head: Steven M. Manilla, P.E., County Executive-TNR

Sponsoring Court Member: Commissioner Huber, Precinct Three

AGENDA LANGUAGE: Receive comments regarding a request to authorize the filing of an instrument to vacate two five foot wide public utility easements located along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended – Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

TNR staff has received a request to vacate two five foot wide public utility easements (PUEs) located along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended. The easement is dedicated per plat note. The subject lots front on Broken Bow Trail, a street not maintained by Travis County.

The utility companies known to be operating in the area have stated that they have no objection to vacating the subject easements. As of this memorandum staff has not received, nor foresees, any opposition to this request.

STAFF RECOMMENDATIONS:

The request has been reviewed by TNR staff and staff finds the vacation request meets all Travis County standards. As such, TNR staff recommends vacating the subject easement.

ISSUES AND OPPORTUNITIES:

According to the request letter, vacating the easements will allow the property owner to construct a single family residence on the two subject lots, which will include the actual structure along with a septic system.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A.

ATTACHMENTS/EXHIBITS:

- Order of Vacation
- Field Notes and Sketch
- Request Letter
- Utility statement
- Sign Affidavit and pictures
- Maps

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director	Development Services	854-7561

CC:

Stacey Scheffel	Program Manager	TNR Permits	854-7565

SM:AB:ps
1101 - Development Services - Apache Shores, Section 3



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By/Phone Number: Melissa Velasquez, County Judge's Office
Elected/Appointed Official/Dept. Head: Samuel T. Biscoe, County Judge
Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

APPROVE RESOLUTION TO THE TEXAS DEPARTMENT OF AGRICULTURE IN SUPPORT OF A GRANT FOR MEALS ON WHEELS AND MORE.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The resolution is part of the grant application Meals On Wheels and More sends each year to the Texas Department of Agriculture. The Texas Department of Agriculture has a pot of money that they distribute to home-delivered meal programs that get reimbursed from their respective counties for delivering meals to homebound citizens (Texans Feeding Texans: Home-Delivered Meal Grant Program). For Meals On Wheels and More, the grant from TDA is a huge chunk of their meal-delivery program, providing them with about \$600,000 this year. (The amount has been going down each year as more home-delivered meal programs apply and as the State's budget shrinks, but they started off with \$1.4 million from them.) To apply for funding, TDA requires that they get a resolution from Travis County.

The amount Meals On Wheels and More received from the County is the same as it was last year: \$115,026.

Dan Pruett from Meals On Wheels and More will be attending the meeting to receive the resolution.

STAFF RECOMMENDATIONS:

Recommend approval.

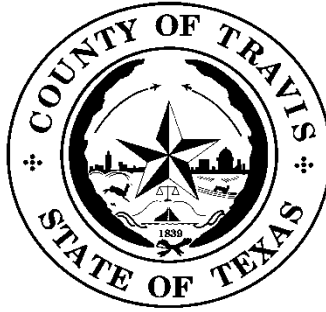
FISCAL IMPACT AND SOURCE OF FUNDING:

n/a

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Draft

Resolution



RESOLUTION AUTHORIZING COUNTY GRANT

TEXAS DEPARTMENT OF AGRICULTURE
HOME-DELIVERED MEAL GRANT PROGRAM

A RESOLUTION OF THE COUNTY OF TRAVIS, TEXAS CERTIFYING THAT THE COUNTY HAS MADE A GRANT TO **MEALS ON WHEELS AND MORE**, AN ORGANIZATION THAT PROVIDES HOME-DELIVERED MEALS TO HOMEBOUND PERSONS IN THE COUNTY WHO ARE ELDERLY AND/OR HAVE A DISABILITY CERTIFYING THAT THE COUNTY HAS APPROVED THE ORGANIZATION'S ACCOUNTING SYSTEM OR FISCAL AGENT.

WHEREAS, the Organization desires to apply for grant funds from the Texas Department of Agriculture to supplement and extend existing services to homebound persons in the County who are elderly and/or have a disability, pursuant to the Home-Delivered Meal Grant Program (the "Program");

WHEREAS, the Program rules require the County in which an Organization is providing home-delivered meal services to make a grant to the Organization, in order for the Organization to be eligible to receive Program grant funds; and

WHEREAS, the Program rules require the County to approve the Organization's accounting system or fiscal agent, in order for the Organization to be eligible to receive Program grant funds.

NOW, THEREFORE, BE IT RESOLVED THAT WE, THE MEMBERS OF THE TRAVIS COUNTY COMMISSIONERS COURT, do hereby certify that Travis County has made a grant to the Organization in the amount of \$115,026.00, to be used between the 1st day of January, 2011 and the 31st day of December, 2011; that the Organization provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability; and that Travis County has approved the Organization's accounting system or fiscal agent.

BE IT FURTHER RESOLVED that the Travis County Commissioners Court urges the Texas Department of Agriculture to provide the requested grant funding to Meals on Wheels and More.

Signed and entered this 4th day of October, 2011.

SAMUEL T. BISCOE
Travis County Judge

RON DAVIS
Commissioner, Pct. 1

SARAH ECKHARDT
Commissioner, Pct. 2

KAREN L. HUBER
Commissioner, Pct. 3

MARGARET J. GÓMEZ
Commissioner, Pct. 4



Travis County Commissioners Court Agenda Request

Meeting Date: 10/04/11

Prepared By/Phone Number: Caryl Colburn, CES Director, 854-4618

Elected/Appointed Official/Dept. Head: Roger Jefferies, Justice and Public Safety County Executive, 854-4759

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE: CONSIDER AND TAKE APPROPRIATE ACTION ON PROCLAMATION DECLARING OCTOBER 2011 AS DOMESTIC VIOLENCE AWARENESS MONTH

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

On behalf of the Austin/Travis County Family Violence Task Force, CES requests that October 2011, the National Domestic Violence Awareness Month (DVAM), be observed in Travis County by the Commissioners Court by reading the attached proclamation (see Attachment A). The proclamation recognizes all domestic violence victims and the work being done to eliminate this offense in Travis County.

It is important that more awareness is brought to the destruction domestic violence brings to our families and to the community at large, so we can speak out against this violent crime with one voice. More awareness and education will bring about a common philosophy we can share to support the efforts currently being made by the Austin/Travis County Task Force members to reduce this crime and also to support future endeavors to do away with this egregious offense.

STAFF RECOMMENDATIONS: Staff recommends that the DVAM Proclamation be read at Commissioners Court to the Travis County community on October 4, 2011.

ISSUES AND OPPORTUNITIES:

This is an opportunity to spread the word about other activities being planned in Austin/Travis County for the month of October, and to encourage all to participate.

FISCAL IMPACT AND SOURCE OF FUNDING:

The only fiscal impact to the county is the cost of having 100 domestic violence posters printed in the print shop.

REQUIRED AUTHORIZATIONS:

Roger Jefferies, Justice and Public Safety County Executive

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Travis County Counsel and Education Services

Caryl Clarke Colburn, District Attorney, Austin, TX 78767 (512) 854-9540

WHEREAS

The family is the foundation of a safe and healthy community. It is a goal of our administration for our communities to be safe;

WHEREAS

The problem of domestic violence affects all citizens of Travis County crossing all racial, social, religious, ethnic, geographic, and economic groups;

WHEREAS

Eleven women in Texas died in 2009 as a result of domestic violence, according to the Texas Council on Family Violence Fatalities in 2009 report. The 2009 Texas data indicates that in 61% of the cases, perpetrators used firearms to kill their partners;

WHEREAS

Two women died in Travis County in 2009 as a result of domestic violence, according to the Travis County Family Violence Fatality Review Team Report, December 2010.

WHEREAS

Domestic/sexual violence is an immense problem in Travis County, where in 2010, almost 4,805 people received direct services from SafePlace; this includes 804 adults and their children who were provided with emergency shelter;

WHEREAS

The Travis County Attorney's Office, by and through its Protective Order Division, was granted 738 temporary *ex parte* orders and 604 final protection orders in 2010;

WHEREAS

Domestic violence is widespread, including one in three Americans who have witnessed an incident of domestic violence and with an annual cost to U.S. companies of \$3.5 billion in lost work time, increased health care costs, higher turnover, and lower productivity;

Now THEREFORE

In recognition of the impact that domestic violence has on the health and well being of our community, I, Samuel T. Biscoe, County Judge for the Travis County Commissioners Court, do hereby proclaim October 2011 as Domestic Violence Awareness Month.

Further I reaffirm the commitment of Travis County in reducing violence in our homes, as well as on our streets, I urge all citizens to participate in the activities planned by the Austin/Travis County Family Violence Task Force, SafePlace, and community organizations during this month. Citizens should also take this opportunity to educate themselves about the impact of domestic violence in Travis County to become familiar with resources and programs available. This month let us remember the victims of domestic violence, celebrate survivors, and work together to eliminate violence against women and children from our community.



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By/Phone Number: Yolanda Reyes, (512)854-9106

Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting County Executive, Planning and Budget

Commissioners Court Sponsor: Judge Sam Biscoe

A handwritten signature in black ink, appearing to read "Leroy Nellis", written over the printed name of the elected official.

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

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:
Please see attached documentation.

STAFF RECOMMENDATIONS: PBO recommends approval

ISSUES AND OPPORTUNITIES: Please see attached documentation

FISCAL IMPACT AND SOURCE OF FUNDING: Please see attached documentation.

REQUIRED AUTHORIZATIONS:

Leroy Nellis – Planning and Budget Office, (512) 854-9106

Jessica Rio – Planning and Budget Office, (512) 854-9106

Cheryl Aker – County Judge's Office, (512) 854-9555

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BUDGET AMENDMENTS AND TRANSFERS
FY 2012

This item is related to agenda item #19

DISCUSSION

D1 Request to transfer from the County Clerk's Record Management and Preservation Fund Allocated Reserve for expenses related to a new Document Management System

1



PLANNING AND BUDGET OFFICE TRAVIS COUNTY, TEXAS

700 Lavaca Street
Suite 1560
Austin, Texas 78701

MEMORANDUM

TO: Commissioners Court

FROM: Randy Lott, Planning and Budget Analyst

A handwritten signature in black ink, appearing to read "Randy Lott", is written over the name in the "FROM" field.

DATE: September 26, 2011

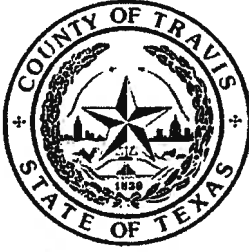
RE: Request to transfer from the County Clerk's Records Management and Preservation Fund Allocated Reserve for expenses related to a new Document Management System

The County Clerk's Office is requesting Commissioners Court approval for \$550,000 to be transferred from the Records Management and Preservation Fund (Fund 028) Allocated Reserve to the fund's Other Purchase Services line item to begin the initial phase of its purchase of an Enterprise Document Management System (DMS).

During the FY 12 Budget Process, Information Technology Services (ITS), in coordination with the County Clerk, submitted a budget request for certain IT infrastructure to begin this project. PBO did not recommend the request due to scarce available resources being required for higher priority maintenance of current effort issues. According to conversations between the County Clerk's Office and PBO, the office is proposing to use resources from Fund 028 to begin the project in FY 12 and will request General Fund resources, as part of the FY 12 Budget Process, to continue the into the next fiscal year. PBO confirms that the office's requested amounts are available in the special revenue fund.

However, PBO is recommending that this request be placed on the Court's agenda as a Discussion item as PBO understands that ITS has not yet completed its Technology Assessment of the proposed system. Additionally, PBO notes that ITS has concerns regarding the introduction of an application for the proposed DMS with a non-standard database that could pose compatibility issues with the current information technology roadmap. PBO believes these issues should be discussed with the Court prior to taking any action on the budget transfer.

cc: The Honorable Dana DeBeauvoir, County Clerk
Susan Bell, Denise Bell, County Clerk's Office
Joe Harlow, Tanya Acevedo, ITS
Cyd Grimes, Scott Wilson, Purchasing
Leroy Nellis, PBO



Dana DeBeauvoir
Travis County Clerk

PO Box 149325, Austin TX 78714-9325
Phone: (512) 854-9188 Fax: (512) 854-3942
<http://www.co.travis.tx.us>

**Recording, Elections, Computer Resources,
Accounting, and Administration Divisions**
5501 Airport Boulevard, Austin, Texas 78751-1410

**Misdemeanor Records, Civil/Probate,
and Records Management Divisions**
1000 Guadalupe, Austin, Texas 78701-2328

September 25, 2011

TO: Randy Lott, Planning and Budget Analyst
FROM: Dana DeBeauvoir
CC: Scott Wilson, Purchasing Agent
RE: Transfer of Funds from 028 Allocated Reserves

We are requesting \$550,000 be moved from 028 Allocated Reserves (001-2060-981-9892) to Other Purchased Service (028-2060-532-6099).

The Travis County Clerk's Office is moving to purchase an enterprise document management system (DMS) for most or all of the operations in the office. This project will include the filing of new documents and conversion of the vast library of historical documents. At this time, we are looking at three phases to this project and considering a possible fourth:

Phase I	Commissioners Court Records
Phase II	Civil/Probate Records
Phase III	Misdemeanor Records
Phase IV	Recording Records (under consideration)

An RFP was issued and after an extensive review of the proposals submitted, a final selection made. Purchasing is completing work with the County Attorney and ITS on the final matters regarding this purchase. We plan to take this item to Court in October and move quickly toward implementation. Our goal is to have Phase I and II completed by May of 2012, and to begin a gradual implementation of the Misdemeanor project beginning in June of 2012. The \$550,000 represents the cost of Phase I and II. Further requests will be made for subsequent additions to this system.

I have attached a copy of the BFAO applicable costs for your information.

Please let me know if you have any questions.

Thank you.

Numbers

Comparison of Document Numbers Between County and District Courts

	Civil Case		Criminal Cases	
	New	Pending	New	Pending
District Courts	22,245	32,133	13,297	23,300
County Courts	12,812	75,357	35,260	84,200

Categories of New Case Filings	FY08 Actual		FY09 Actual		FY10 Proj		FY11 Proj	
	County	District	County	District	County	District	County	District
Civil Family Cases		11,191		12,148		12,000		12,026
Civil Cases	8,163	7,248	8,824	7,238	8,800	7,600	8,900	6,500
Criminal Cases	32,699	17,220	32,568	14,919	33,800	15,217	34,500	15,521
Probate	2,037		1,903		2,100		2,150	
Mental Health	2,818		2,979		3,000		3,200	
Total of Court Cases	45,717	35,659	46,274	34,305	47,700	34,817	48,750	34,047
Real Property	214,662		207,437		185,566		188,432	
TOTAL	306,096	71,318	299,985	68,610	280,966	69,634	285,932	68,094

Why Not Just Expand on the Vista System that is in Use for the County Clerk's Civil/Probate Records?

We were greatly appreciative when the District Clerk's Office allowed us to piggy back on their contract with Vista for a document management system. We have now worked with that system for 2003 number of years. When we were analyzing how we should proceed for the future, we first considered whether or not this existing document management system could be expanded to handle all of our needs. After carefully examining this situation, it was determined that the continued use of Vista is not a reasonable option, and in fact, we need to move as quickly as possible to discontinue its use altogether. While we understand this system works well for the District Clerk, for us, it has been highly unreliable, and the risk of expanding it to an even higher volume environment would be considered a high-risk endeavor. Our reasons for this decision are the cumulative effect of issues such as the ones listed below.

Problems Remain Unresolved with the Vendor

The system has had serious problems that remain unresolved by the vendor. The same issues persist even after the numerous meetings and phone calls we have had for years now with ITS and the vendor to find an answer. Unfortunately, the problems that endure have serious and expensive consequences.

1. **Basic problems with interface to FACTS have never been resolved.** This is particularly problematic because the system inaccurately attaches civil documents to probate cases and vice versa. An example where this is particularly serious is when confidential images of mental health documents have been misfiled into probate cases.
2. **The system frequently stops functioning or has low and erratic performance.** This is particularly evident when incoming electronic filings get "hung up" and generate hundreds or thousands of duplicates of incomplete documents. Export processes are slow and require daily attention. Poor integration with e filing requires cumbersome, time-consuming procedures.
3. **There is slow and inadequate vendor support (and in some case no vendor support).** The vendor's response to a wide variety of problems is very slow. We have help desk tickets that have been outstanding for over xx years. Further, on numerous occasions the vendor's technical advisers have been unable to find any answers and our computer staff has had to step in to diagnose, explain, and rectify the system's problems. The intimate knowledge we have developed to keep this system functional is one reasons why we are so confident that it cannot meet our needs.

Loss of Confidence in System Has Sent Us Backwards

Because we cannot be certain that any civil case file contains complete and accurate information, we have had to "artificially create" an electronic environment for the

civil courts. Since we have been imaging civil documents for over five years, the County Court at Law Civil Judges should be able to rely almost exclusively on electronic images for courtroom proceedings. Unfortunately, because we are consistently finding scanned images that are missing or misfiled, we must manually check the electronic document images for each file pulled for a docket. For each case on the docket, a clerk must request the paper copy of a file, open the DMS for the case, and compare the paper files with the imaged files.

The extra time and resources it takes to manually provide the courts to use imaged documents allows us to better serve our customers and to better examine and plan for implementation of a fully electronic climate for all of the courts – when we have a system that is functional.

Current System Lacks Important Functions

Vista lacks a number of functions that we deem essential for this project, and ones we have been able to enjoy in our Recording Division for years. Three example of Vista's inadequacies include:

Poor Quality Control and Minimal Efficiency Options

The system does not have a method to adequately incorporate quality control features. For example, our current system does not offer real-time method for an operator to confirm that an image has been assigned to the correct document.

Inadequate Auto Indexing

The system does not have a substantial enough auto-indexing system to maximize our efficiencies and reduce data entry errors. Additionally, if a correction is made on a case in FACTS, there is no automatic method for correcting that information for the corresponding DMS files.

No Redaction Capability

The system does not offer the ability to manually redact images or provide for any type of auto-redaction. We currently have to pay a separate vendor approximately \$3,500 a month to redact personal identifiers (such as social security number, drivers' license numbers, bank account numbers, etc.) from the images of documents filed in the Civil/Probate Division.

Uncertainty about the Future of the Vendor

In an unbelievably tragic turn of events, the owner of Vista recently died in an accident. The owner of this relatively small company was directly involved in the day-to-day operations of this company, and we can only assume it will have a profound and indeterminate affect on their future.

Budget Adjustment: 29148

Fyr _ Budget Type: 2011-Reg
 PBO Category: Discussion
 Just: CommCodeRq

Author: 20 - BELL, OLIVIA
 Court Date: Tuesday, Oct 4 2011
 DMS project

Created: 9/13/2011 5:28:23 PM
 Dept: COUNTY CLERK

From Account	Acct Desc	Project	Proj Desc	Amount
028-2060-981-9892	ALLOCATED RESERVES			550,000
				550,000
To Account		Project		Amount
028-2060-532-6099	OTHER PURCHASED SERVICES			550,000
				550,000

Approvals	Dept	Approved By	Date Approved
Originator	20	OLIVIA BELL	9/27/2011 3:30:45 PM
DepOffice	20	OLIVIA BELL	9/27/2011 3:30:45 PM

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

Amount	Dept Transferred Into	Date	Explanation
\$8,953,199			Beginning Balance
			Part of Ctr for Child Protection contract not covered by Family Protection Fund
(\$18,768)	District Attorney	10/19/10	
\$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	Grant Reimbursement related to 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	Due Diligence for block at 3rd & Guadalupe
\$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 parking garage painting
\$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
\$28,187	Various	4/21/2011	Canceled Purchase Orders
(\$51,006)	Facilities	4/26/2011	Renovation-Granger Bldg. 5th floor
(\$50,000)	Facilities	5/19/2011	Handicap accessibility at CJC
(\$14,236)	Various Dept	5/24/2011	ACC Summer Internship Program
\$32,339	Various Dept	5/25/2011	Canceled Purchase Orders
(\$50,000)	County Attorney	5/31/2011	Outside counsel - Redistricting
(\$250,000)	TNR	6/21/2011	Conservation Easement
\$7,396	Various	6/27/2011	Canceled Purchase Orders
\$2,700	Various	7/6/2011	Canceled Purchase Orders
(\$35,717)		7/6/2011	Attorney - Office of Parental Rep. and Office of Child Rep.

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

\$26,003	Various	7/11/2011	Canceled Purchase Orders
(\$50,000)	Records Management	7/19/2011	Postage
(\$15,000)	Records Management	8/1/2011	Fiber Optic - TCTV to GAATN
(\$183,000)	ITS	8/9/2011	Adult Criminal Case Mngt. System & Prosecution module development
(\$595,000)	Facilities	8/9/2011	Roof at Collier/East Command Center
(\$5,500)	Facilities	8/1/2011	D2000 Property Appraisal
\$165,906	Various	8/12/2011	Canceled Purchase Orders
(\$111,944)	TNR	8/30/2011	Vehicle extended warranties
(\$83,410)	ITS	8/30/2011	Unified Communications Systems training
(\$100,000)	Sheriff	8/30/2011	HVAC system
(\$1,175,000)	Civil Courts	8/30/2011	Civil Indigent Attorney Fees
\$5,461	Various	9/2/2011	Canceled Purchase Orders
(\$50,000)	County Attorney	9/6/2011	Outside counsel - Redistricting
\$9,034	Various	9/9/2011	Canceled Purchase Orders
(\$315,000)	HHS	9/12/2011	Workforce Development Programs
\$5,981	Various	9/19/2011	Canceled Purchase Orders
\$369,334	Various	9/26/2011	Canceled Purchase Orders
\$4,780,847	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$57,465)	Receptionist Position Related Auditor's Office in the 700 Lavaca Building
(\$200,000)	Transition Planning
(\$2,496)	ACC Internship Program
(\$200,000)	Television Cable Service for Travis County
(\$185,439)	Family Drug Treatment Court
(\$184,727)	Drug Court Grant Reserves
(\$21,060)	Cadaver Contract Increase
(\$57,137)	DWI Court Program
(\$20,000)	HAZMAT Allocated Reserves
(\$19,240)	Landfill Leachate Discharge Abatement & Priority 2
(\$25,000)	Cash Match for MHPD Expansion grant
(\$51,494)	MHPD FY 11 Continuation funding
(\$200,000)	Managed Print Services
(\$300,000)	Indigent Attorney Fees for Capital Cases
(\$175,000)	Special Election for Senator Wentworth
(\$1,699,058)	Total Possible Future Expenses (Earmarks)
\$3,081,789	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			Beginning Balance
(\$45,000)	Facilities	12/28/10	EOB - Safety Improvements Video Surveillance Phase 2 of 3-IT Critical
(\$135,000)	ITS	4/19/11	Infrastructure
(\$1,061)	Criminal Courts	7/12/11	Correction to Capital Fund
(\$6,073)	TNR	7/11/11	Replacement cost of stolen bush hog mower
(\$125,995)	TNR	8/12/11	Replacement cost of vehicles
(\$90,000)	TNR	8/30/11	Guardrails
(\$56,000)	TNR	9/20/11	Replacement cost of vehicles
\$37,851 Current Reserve Balance			

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

Amount	Explanation
(\$39,500)	Failing Vehicles
(\$39,500) Total Possible Future Expenses (Earmarks)	

(\$1,649) Remaining CAR Balance After Possible Future Expenditures

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

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

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

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000 (\$861,000)	TNR	7/6/11	Beginning Balance Fuel
\$139,000 Current Reserve Balance			

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

Amount	Dept Transferred Into	Date	Explanation
\$2,100,000 (\$120,000) (\$72,678)	General Admin PBO	3/1/11 6/7/11	Beginning Balance Vinson & Elkins Civil & Family Courthouse Analysis
\$1,907,322 Current Reserve Balance			

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

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

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

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

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

Amount	Dept Transferred Into	Date	Explanation
\$51,280 (\$38,500)	Facilities	5/5/11	Beginning Balance Roof top units at SMART facility
\$12,780 Current Reserve Balance			

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

Amount	Dept Transferred Into	Date	Explanation
\$48,595,756 (\$22,500,000)	Facilities	12/14/10	Beginning Balance Reimbursement Resolution-Land in Central Austin for Courthouse
(\$754,400)	ITS	12/21/10	Reimbursement Resolution- ITS Equipment
(\$3,948,400)	TNR	12/21/10	Reimbursement Resolution- Vehicles
(\$1,358,648)	Facilities	3/22/11	Reimbursement Resolution-Improving county-owned buildings
(\$1,405,000)	TNR	3/22/11	Reimbursement Resolution-Road Projects
\$595,000	Facilities	4/22/2011	Return Reimbursement Resolution funds for Collier roof replacement
\$763,648	Facilities	6/17/2011	Return Reimbursement Resolution funds for CJC Plaza and various Impvts
\$22,500,000	Facilities	6/23/11	Return Reimbursement Resolution for Central Austin Real Estate Purchase
\$1,405,000	TNR	7/15/2011	Return Reimbursement Resolution for Capital Project
\$4,531,428	Various	7/25/2011	Return Reimbursement Resolution for Capital Project
\$127,838	Various	8/19/11	Reimbursement Resolution for FY 11 Capital Equipment Purchases
\$43,534	Various	9/2/11	Reimbursement Resolution for FY 11 Capital Equipment Purchases
\$48,595,756 Current Reserve Balance			

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

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



Travis County Commissioners Court Agenda Request

Meeting Date: 10/4/2011, 9:00 AM, Voting Session

Prepared By/Phone Number: Travis R. Gatlin, Planning and Budget Office, 854-9065

Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting County Executive
Planning and Budget

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

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

- A. Ratification of annual contract with the Office of the Governor, Criminal Justice Division, to continue the Drug Diversion Court Program in the Criminal Courts;
- B. Ratification of annual contract with the Office of the Governor, Criminal Justice Division, to continue the Travis County Veteran's Court Program in the Criminal Courts;
- C. Ratification of annual contract with the Office of the Governor, Criminal Justice Division, to continue the Family Drug Treatment Court Program in the Civil Courts;
- D. Ratification of annual contract with the Office of the Governor, Criminal Justice Division, to continue the Driving While Intoxicated Court Program managed by the Community Supervision and Corrections Department;
- E. Contract amendment with the Texas Commission on Environmental Quality for a budget reduction in the Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP), Local Initiative Projects (LIP) program in the Transportation and Natural Resources Department; and,
- F. Request from Juvenile Probation to create a full-time Attorney IV position within the Integrated Child Support System (ICSS) Grant Program to support program functions and provide support to Child Protective Services hearings and paternity matters.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

This is the first weekly grant packet of FY 12. As such, the FY 12 Grant Summary Report of Outstanding Grant Applications and Grants Approved by Commissioners Court will not include any approved items. Both reports will be updated as items are approved each week. In addition, there have been minor changes made to the grant

summary form in preparation to help ensure a smooth transition to the new financial system. Most notably, the information previously provided in the summary sheet's "County Match" column will now be shown in the "County Cost Share" and/or "County Contribution" columns. The County Cost Share column will typically be used to note the office/department using General Fund expenditures from a percentage of an existing budgeted slot and/or operating expenditures that support the grant and are counted toward a grant match. The County Contribution column will show what has typically been considered a direct cash match. The summary reports included in the grant packet have also been updated to reflect this change.

This week's packet includes six items. Item A is the annual contract for the Criminal Courts' Drug Diversion Court. The award is \$55,720 less than the FY 11 award. Item B is the annual contract for the Criminal Courts' Veterans Court Program. The award is \$11,033 less than the FY 11 award. Item C is the annual contract for the Civil Courts' Family Drug Treatment Court. The award for FY 12 is the same as in FY 11. Item D is the annual contract for the D.W.I. Court Program managed by CSCD. The award is \$2,771 less than the FY 11 award. These four items have already been accepted electronically through the Office of the Governor's grant management system based on a request from the Auditor's Office. This action was coordinated through the County Judge's Office to facilitate the correct reporting of expenditures made for these grants in the CAFR and to avoid the reclassification of expenditures made in FY 11 while awaiting the approved contracts. Items A through D requests the ratification of the annual contracts for these existing programs since they have already been accepted electronically.

Item E is an amendment to the existing agreement with the Texas Commission on Environmental Quality that reduces the LIRAP Local Initiative Projects budget by \$52,876.40 based on a request from the grantor. Item F is a request from Juvenile Probation to create a full-time Attorney IV position to support the Integrated Child Support System Program and support other functions of the Domestic Relations Office. The grant has resources to fully support the position.

STAFF RECOMMENDATIONS:

PBO recommends approval of all items

ISSUES AND OPPORTUNITIES:

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

FISCAL IMPACT AND SOURCE OF FUNDING:

Items A, B, C, D and F do not require a match contribution. Item E requires a match met through in-kind contributions.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leroy Nellis
Cheryl Aker

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2012

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 Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #	
Contracts												
A	24	Drug Diversion Court	9/01/2011-8/31/2012	\$132,702	\$0	\$0	\$0	\$132,702	1	R	MC	8
B	24	Travis County Veteran's Court	9/01/2011-8/31/2012	\$155,000	\$0	\$0	\$0	\$155,000	2	R	MC	19
C	22	Family Drug Treatment Court	9/01/2011-8/31/2012	\$119,185	\$0	\$0	\$0	\$119,185	1	R	MC	30
D	39	DWI Court	9/01/2011-8/31/2012	\$231,620	\$0	\$0	\$0	\$231,620	4	R	MC	42
E	49	Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP) Local Initiatives Projects*	5/06/2008-8/31/2013	\$1,650,140	\$0	\$0	\$155,101	\$1,805,241	0	R	C	52

* Amended from original.

Status Report

F	45	Integrated Child Support System Cooperative Agreement	9/01/2009-8/31/2012	\$400,890	\$0	\$0	\$0	\$400,890	1	R	MC	56
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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 2012 Grant Summary Report
Grants Approved by Commissioners Court

The following is a list of grants for which application has been submitted since October 1, 2011, and the notification of award has not yet been received.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
				\$0	\$0	\$0	\$0	\$0	0.00

*Amended from original agreement.

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FY 2012 Grant Summary Report
Grants Approved by Commissioners Court

The following is a list of grants that have been received by Travis County since October 1, 2011

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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*Amended from original agreement.

\$0 \$0 \$0 \$0 \$0 0.00

3

FY 2012 Grants Summary Report*

Permission to Continue

*Also includes any pending items from FY 11

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
58	Casey Family Programs Community and Family Reintegration Project	1/1/2011 - 12/31/2011	\$ 10,090	\$ 10,090	\$ 20,180	1	2/28/2011	12/28/2010	9/13/2011	Pending
58	Casey Family Programs Community and Family Reintegration Project	1/1/2011 - 12/31/2011	\$ 15,135	\$ 15,135	\$ 30,270	1	5/31/2011	3/29/2011	9/13/2011	Pending
58	Casey Family Programs Community and Family Reintegration Project	1/1/2011 - 12/31/2011	\$ 15,135	\$ 15,135	\$ 30,270	1	8/31/2011	6/28/2011	9/13/2011	Pending
58	AmeriCorps	8/1/2011 - 7/31/2012	\$ 65,619	\$ 65,619	\$ 131,238	2	9/30/2011	7/26/2011	9/13/2011	Pending
45	Juvenile Accountability Block Grant (Local) Juvenile Assessment Center	09/01/2011- 08/31/2012	\$ 8,915	\$ 8,915	\$ 17,830	1	10/31/2011	8/30/2011	9/27/2011	Pending
45	Texas Juvenile Probation Commission Grants	9/1/2011 - 8/31/2012	\$ 495,568	\$ 495,568	\$ 991,136	71	10/31/2011	8/30/2011	9/14/11 by Juvenile Board	No
37	TCSO Child Abuse Victim Services Personnel	09/01-2011- 08/31/2012	\$ 11,978	\$ 11,978	\$ 23,956	1	10/31/2011	8/30/2011	9/20/2011	No
22	Family Drug Treatment Court	9/1/2010- 12/31/2011	\$ 5,142	\$ 5,142	\$ 10,284	1	10/31/2011	8/30/2011	Awaiting Contract	No
24	Drug Diversion Court	9/1/2010- 12/31/2011	\$ 4,706	\$ 4,706	\$ 9,412	1	10/31/2011	8/30/2011	Awaiting Contract	No
24	Travis County Veteran's Court	9/1/2010- 12/31/2011	\$ 12,337	\$ 12,337	\$ 24,674	2	10/31/2011	8/30/2011	Awaiting Contract	No
58	Casey Family Programs Community and Family Reintegration Project	1/1/2011 - 12/31/2011	\$ 5,047	\$ 5,047	\$ 10,094	1	9/30/2011	8/30/2011	9/13/2011	Pending
19	Family Violence Accelerated Prosecution Program	09/01/2011- 08/31/2012	\$ 11,807	\$ 11,807	\$ 23,614	1	10/31/2011	8/30/2011	9/27/2011	Pending
45	Residential Substance Abuse Treatment (RSAT)	10/1/2011- 9/30/2012	\$ 9,388	\$ 9,388	\$ 18,776	1	11/30/2012	9/20/2011	Awaiting Contract	No

h

FY 2012 Grants Summary Report*

Permission to Continue

*Also includes any pending items from FY 11

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct.	Cm. Ct.	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request			PTC Approval Date	Contract Approval Date	
22	Family Drug Treatment Court	9/1/2010-12/31/2011	\$ 5,301	\$ 5,301	\$ 10,602	1	12/31/2011	9/27/2011	Awaiting Contract	No
24	Drug Diversion Court	9/1/2010-12/31/2011	\$ 4,846	\$ 4,846	\$ 9,692	1	12/31/2011	9/27/2011	Awaiting Contract	No
24	Travis County Veteran's Court	9/1/2010-12/31/2011	\$ 12,394	\$ 12,394	\$ 24,788	2	12/31/2011	9/27/2011	Awaiting Contract	No
Totals			\$693,408	\$693,408	\$1,386,816					

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

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

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

Grant Contracts approved by Commissioners Court		FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
Dept	Grant Title	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact
Criminal Justice Planning	Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available.	\$ 375,000	\$ 250,000	\$ 250,000	\$ 375,000	\$ 125,000	\$ 500,000	\$ -	\$ 625,000	\$ -	\$ 625,000		\$ 625,000
Criminal Justice Planning	Office of Parental Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 307,743	\$ 100,000	\$ 102,360	\$ 50,000	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360
Criminal Justice Planning	Office of Child Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. FY 11 is last year of grant. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 301,812	\$ 100,000	\$ 102,358	\$ 50,000	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359
Criminal Justice Planning	Travis County Information Management Strategy for Criminal Justice (ARRA). Includes technology funding for (Constables, Records Management, Adult Probation, Juvenile Probation, Court Administration, County Attorney's Office, District Attorney's Office and Manor Police Department).	\$ -	\$ -	\$ 487,359	\$ -	\$ -	\$ 26,432	\$ -	\$ 26,432	\$ -	\$ 26,432		\$ 26,432
Facilities Management	Energy Efficiency and Conservation Block Grant (ARRA).For Retrofit of the Travis County Executive Office Building HVAC System. One-time grant and includes a \$1.2 million County contribution in FY 10 to complete project.		\$ -	\$ 2,207,900	\$ 1,292,000		\$ -		\$ -		\$ -		\$ -
Travis County Sheriff's Office	2009 Byrne Justice Assistance Grant (ARRA). One-time grant for one-time capital purchases. Does not require a County match or program to continue after grant term ends on 9/30/12.	\$ -	\$ -	\$ 123,750	\$ -	\$ 165,000	\$ -	\$ 165,000	\$ -	\$ -	\$ -		\$ -
Travis County Sheriff's Office/County Attorney's Office	Recovery Act - STOP Violence Against Women Act. TC Expedited Victims Restoration Grant (ARRA). One-time ARRA funding for laptops for TCSO and one-time funding for a Victim Counselor, laptop computer, and operating expenses for the County Attorney's Office. Grant ends March 2011, but for simplification purposes the award is shown fully in 2010. No County match or commitment after grant ends.	\$ -	\$ -	\$ 64,599	\$ -		\$ -		\$ -		\$ -		\$ -

Community Supervision and Corrections	Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations. (ARRA) Grant will supplement department's state funding to help keep all current probation officer positions. This two year funding goes to the State and there is no County obligation or impact. Full amount of grant is believed to be spent by FY 11.	\$ -	\$ -	\$ 143,750	\$ -	\$ 143,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District Attorney	Interlocal Agreement for the Austin/Travis County Family Violence Protection Team. Includes funding for the District Attorney's Office, County Attorney's Office, Travis County Sheriff's Office, and Constable Pct 5. Grant is coordinated by the City of Austin. It is possible that the responsibility to apply for the Grant may fall to the County for FY 11 and beyond.	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -
Transportation and Natural Resources	Local Transportation Project - Advanced Funding Agreement (ARRA). ARRA funding to upgrade 4 roads by milling and overlaying roadway. Grant is a one-time grant with the potential for estimated \$13,741 contribution from the Road and Bridge Fund.	\$ -	\$ -	\$ 687,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	2009 Phase 27 ARRA Emergency Food and Shelter Program. The grant is a one-year one-time grant for emergency utility assistance that does not require a County match or program to continue after termination.	\$ 41,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Americorps. Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year.	\$ 288,139	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 281,297	\$ -
Health and Human Services	Parenting in Recovery. FY 09 is Year Two of a Potential Five Year Grant. The full impact will occur in FY 13 when grant funding is no longer available.	\$ 500,000	\$ 77,726	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 3,070,731	\$ 1,161,189	\$ 8,619,525	\$ 2,175,626	\$ 7,252,569	\$ 1,135,059	\$ 2,272,470	\$ 1,260,059	\$ 1,507,470	\$ 1,760,059	\$ 1,490,480	\$ 1,760,059

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

2

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Criminal Courts - Drug Court #2430	
Contact Person/Title:	Debra Hale	
Phone Number:	854-9432	

Grant Title:	Drug Diversion Court			
Grant Period:	From:	9/01/2011	To:	8/31/2012
Grantor:	Office of the Governor Criminal Justice Division			
Are the grant funds pass-through another agency? If yes list originating agency below		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:				
Originating Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>	
Will County provide grants funds to a subrecipient?		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	59738	\$0	\$0	\$0	\$59738.00
Operating:	70362	0	0	0	70362
Capital Equipment:	0	0	0	0	0
Indirect Costs:	2602	0	0	0	2602
Total:	132702	\$0.00	\$0.00	\$0.00	\$132702.00
FTEs:	1	0	0.00	0.00	1

Permission to Continue Information				
Funding Source (Account number)	Personnel Cost	Operating Transfer/Contribution to Grant	Estimated Total	Filled FTE
	\$	\$	\$	

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

Performance Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/31/12	9/30/12	
Applicable Depart. Measures						
# of people assessed for eligibility to participate in the program.	400	83 proj.	206 proj.	312 proj.	400 proj.	400

# of new enrollments in the program.	250	60 proj.	125 proj.	187 proj.	250 proj.	250
# of participants that have graduated from the program.	100	20 proj.	50 proj.	81 proj.	100 proj.	100
Measures For Grant						
Provide intensive case management for African American participants and dually diagnosed participants	60	60	60	60	60	60
Outcome Impact Description						
On a monthly basis, at least 40 African American participants will receive treatment and counseling services while prosecution is deferred.	40	40	40	40	40	40
Outcome Impact Description						
On a monthly basis, at least 20 dually diagnosed participants will receive treatment and counseling services while prosecution is deferred.	20	20	20	20	20	20
Outcome Impact Description						

PBO Recommendation:

The Criminal Courts are requesting Commissioners Court ratification of this continuation grant award for the Travis County Drug Court Program. This program was continued in the month of September via a Permission to Continue since the grant award came in so late in the month. Those General Fund expenditures will be reclassified to this grant once the grant budget is set up. In coordination with the County Judge, PBO has indicated acceptance of this contract on the Governor's Office, Criminal Justice Division grant website. PBO requested this action based on the County Auditor's need to appropriately report FY 11 General Fund and grant fund expenditures in the Consolidated Annual Financial Report (CAFR). PBO recommends ratification.

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

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

The purpose of the grant is to enhance the resources available to the Travis County Drug Court by upgrading supervision services provided to offenders to increase the likelihood of successful

graduation, thereby reducing further criminal activity and reliance on the state correctional system, community supervision or local jails.

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

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

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

A County match is not required.

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

Yes, this grant allows 2% indirect cost reimbursement.

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

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

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

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

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

This ongoing grant will allow the Drug Court program to continue to serve two specific populations in need of drug treatment services. A specialized population of up to 40 African American offenders will continue to receive intensive case management and treatment coordination services from Clean Investments and the grant funded Chemical Dependency Counselor. Due to the need for specialized mental health services, 20 dually diagnosed individuals will continue to receive intensive case management services from Austin Travis County Integral Care (MHMR). It should be noted that the grant request for FY12 has been reduced from the FY11 request by slightly lowering the size of the grant funded specialized caseloads. The Drug Court Program does not plan to reduce the overall static capacity. Instead, appropriate target participants will be absorbed into other Drug Court Program caseloads.

Travis County Resolution FY12 Drug Diversion Court Grant

WHEREAS, The Travis County Commissioners Court finds it in the best interest of the citizens of Travis County, that the Drug Diversion Court be operated during FY12; and

WHEREAS, The Travis County Commissioners Court agrees that in the event of loss or misuse of the Criminal Justice Division funds, Travis County assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, Travis County Commissioners Court designates Samuel T. Biscoe, County Judge, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Travis County Commissioners Court approves acceptance of the grant award for the Drug Diversion Court from the Office of the Governor, Criminal Justice Division.

Signed by: _____
County Judge Samuel T. Biscoe

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Grant Application Number: 16043-11 _____



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

September 26, 2011

The Honorable Samuel Biscoe
County Judge
PREVIEW - Travis County - PREVIEW -
509 W. 11th Street Room 2.700
Austin, Texas 78701-2103

Dear Judge Biscoe:

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Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burnett".

Christopher Burnett
Executive Director

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number:	DC-12-A10-16043-11	CFDA or State ID:	00.303
Program Fund:	DC- Drug Court Program		
Grantee Name:	PREVIEW - Travis County - PREVIEW -		
Project Title:	Drug Diversion Court		
Grant Period:	09/01/2011 - 08/31/2012		
Liquidation Date:	11/29/2012		
Date Awarded:	September 26, 2011		
CJD Grant Manager:	Anissa Vila		

CJD Award Amount:	\$132,702.00
Grantee Cash Match:	\$0.00
Grantee In Kind Match:	\$0.00
Total Project Cost:	\$132,702.00

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Condition(s) of Funding and Other Fund-Specific Requirement(s):

- 1 Other Condition of Funding: Grantee is required to report the SID number for all graduates as part of the end-of-year progress report to the Public Policy Research Institute at Texas A & M University.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

Memorandum

To: CJD Grant Recipients
From: Aimce Snoddy, Deputy Director
Contact: (512) 463-1919
Re: Grantee Responsibilities
Date Awarded: September 26, 2011

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://cjdonline.governor.state.tx.us>:

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28 C.F.R. Part 23 Training - Any grant funded individual responsible for entering information into or retrieving information from an intelligence database must complete continuing education training on operating principles described by 28 C.F.R. Part 23 at least once for each continuous two-year period the person has primary responsibility for entering data into or retrieving data from an intelligence database.

Programs Approved to Pay Overtime for Personnel - Overtime is allowable to the extent that it is included in the CJD approved budget. Overtime reimbursements paid by CJD will be based on the following seven eligibility requirements:

- (1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m. and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.
- (2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave or other paid leave.
- (3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.

- (4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.
- (5) Time should be recorded to the nearest quarter hour.
- (6) Grantee records must include a clear calculation in how the overtime was computed.
- (7) Overtime payments issued outside this policy are the responsibility of the grantee agency.

Cancellation for Awards - Grantees must take reasonable steps to commence project activities upon receiving notice of a grant award:

Commencement Within 60 Days. If a project is not operational within 60 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must report by letter to CJD the steps taken to initiate the project, the reasons for delay, and the expected revised start date.

Commencement Within 90 Days. If a project is not operational within 90 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must submit a second statement to CJD explaining the implementation delay. Upon receipt of the 90-day letter, CJD may cancel the project and redistribute the funds to other project areas. CJD may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

Public Information Requests - Grantees must immediately notify and provide a copy to CJD of any Public Information Request received by the agency related to this grant award.

Prohibited Acts of Agencies and Individuals - Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- Grant funds may not be used to finance or otherwise support the candidacy of a person for an elected local, state, or federal office. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection. In addition, grant-funded or grant-leased motor vehicles may not be used for the purpose described above.
- Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- Grant funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- Grantees must comply with the federal Hatch Act (5 U.S.C. §§ 1501- 1508) which restricts the political activity of some state and local employees who work in connection with federally funded programs. Covered state and local employees may not: 1) be candidates for public office in a partisan election; 2) use official authority or influence to interfere with or affect the results of an election or nomination; or, 3) directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

Employment of a Lobbyist - Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

Legislative Lobbying - Grant funds may not be used to attempt to influence the passage or defeat of a legislative measure.

Use of Alcoholic Beverages - Grant funds may not be used to compensate an officer or employee who uses alcoholic beverages on active duty. In addition, grant funds may not be used to purchase an alcoholic beverage or to pay or reimburse a travel expense that was incurred for an alcoholic beverage.

OneStar Foundation Registration and Organization Profile for Nonprofit Corporations - Each nonprofit corporation receiving funds from CJD must register and connect their organization with the OneStar Foundation at <http://www.onestarfoundation.org/page/registration/>.

Each nonprofit corporation is also encouraged to create an organizational profile with the OneStar Foundation at <http://www.onestarfoundation.org/page/org-profile>. By completing the Organizational Profile, your organization will be eligible to receive notification of opportunities, such as:

- Organizational excellence scholarships to build the capacity of your organization, including organizational assessments, trainings, consulting, conferences and other professional development activities;
- Funding announcements and events related to national service and volunteerism;
- and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Criminal Courts	
Contact Person/Title:	Debra Hale, Director of Court Management	
Phone Number:	854-9432	

Grant Title:	Travis County Veterans Court		
Grant Period:	From:	9/01/2011	To: 8/31/2012
Grantor:	Office of the Governor, Criminal Justice Division		
Are the grant funds pass-through another agency? If yes list originating agency below	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	US Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program		
Originating Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Will County provide grants funds to a subrecipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	148451	\$0	\$0	\$0	\$148451.00
Operating:	3509	0	0	0	3509
Capital Equipment:	0	0	0	0	0
Indirect Costs:	3040	0	0	0	3040
Total:	155000	\$0.00	\$0.00	\$0.00	\$155000.00
FTEs:	2	0	0	0	2

Permission to Continue Information				
Funding Source (Account number)	Personnel Cost	Operating Transfer/Contribution to Grant	Estimated Total	Filled FTE
	\$	\$	\$	

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

Performance Measures Applicable Dept. Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/31/12	9/30/12	
# of veterans screened/assessed for eligibility for Veterans Court	340	104 proj.	199 proj.	284 proj.	340 proj.	340

# of veterans accepted into the Veterans Court.	40	31 proj.	35 proj.	37 proj.	40 proj.	40
Measures For Grant						
Provide linkage to appropriate treatment for identified veterans.	45	15 proj.	30 proj.	60 proj.	90 proj.	90
Outcome Impact Description						
Veterans participating in the Program will receive treatment and services while prosecution is deferred.	40	31 proj.	35 proj.	37 proj.	40 proj.	40
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

The Criminal Courts are requesting Commissioners Court ratification of this continuation grant award for the Travis County Veterans Court Program. This program was continued in the month of September via a Permission to Continue since the grant award came in so late in the month. Those General Fund expenditures will be reclassified to this grant once the grant budget is set up. In coordination with the County Judge, PBO has indicated acceptance of this contract on the Governor's Office, Criminal Justice Division grant website. PBO requested this action based on the County Auditor's need to appropriately report FY 11 General Fund and grant fund expenditures in the Consolidated Annual Financial Report (CAFR). PBO recommends ratification.

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

It is the goal of the Travis County Veteran's court to link non-violent misdemeanor defendants to VA services, monitor their treatment compliance, and divert them from further criminal sanctions. The court will focus on those defendants with Post Traumatic Stress Disorders, Traumatic Brain Injury, and other mental health disorders that resulted from combat related experiences. 79% of offenders with mental health disorders have issues with substance abuse. It is anticipated that a large number of the Court's participants will need substance abuse intervention. In lieu of a final conviction, participants will be allowed to complete a court supervised treatment program as developed by the Veterans Court Program Team.

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

There are no long term County funding requirements for this grant.

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

There is no County match for this grant.

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

Yes, there is indirect costs allowable at 2%.

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

Yes, this program will discontinue without grant funding. A grant application has also been submitted to the Veterans Commission which requests funds for the Veterans Court operating expenses.

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

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

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

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

Travis County Resolution FY12 Veterans Court Grant

WHEREAS, The Travis County Commissioners Court finds it in the best interest of the citizens of Travis County, that the Veteran's Court be operated during FY12; and

WHEREAS, The Travis County Commissioners Court agrees that in the event of loss or misuse of the Criminal Justice Division funds, Travis County assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, Travis County Commissioners Court designates Samuel T. Biscoe, County Judge, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Travis County Commissioners Court approves the acceptance of the grant award for the Veterans Court from the Office of the Governor, Criminal Justice Division.

Signed by: _____
County Judge Samuel T. Biscoe

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Grant Application Number: 2339703



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

September 26, 2011

The Honorable Samuel Biscoe
County Judge
PREVIEW - Travis County - PREVIEW -
509 W. 11th Street, Room 2.700
Austin, Texas 78701-1748

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OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
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Program Fund:	DJ-Edward Byrne Memorial Justice Assistance Grant Program		
Grantee Name:	PREVIEW - Travis County - PREVIEW -		
Project Title:	Veteran's Court		
Grant Period:	09/01/2011 - 08/31/2012		
Liquidation Date:	11/29/2012		
Date Awarded:	September 26, 2011		
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- and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Civil Courts (22/10)	
Contact Person/Title:	Judge Darlene Byrne, 126 th District Judge/Peg Liedtke, Courts Director	
Phone Number:	512/854-9313 or 512/854-9364	

Grant Title:	Family Drug Treatment Court (Grant #1974705)		
Grant Period:	From:	9/1/2011	To: 8/31/2012
Grantor:	Office of the Governor, Criminal Justice Division's Drug Court Program		
Are the grant funds pass-through another agency? If yes list originating agency below	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			
Originating Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Will County provide grants funds to a subrecipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	\$65,219	\$0	\$0	\$0	\$65,219
Operating:	53,966	0	0	0	53,966
Capital Equipment:	0	0	0	0	0
Indirect Costs:	0	0	0	0	0
Total:	\$119,185	\$0	\$0	\$0	\$119,185
FTEs:	1.00	0.00	0.00	0.00	1.00

Permission to Continue Information				
Funding Source (Account number)	Personnel Cost	Operating Transfer/ Contribution to Grant	Estimated Total	Filled FTE
	\$	\$	\$	

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

Performance Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/30/12	9/30/12	
Applicable Depart. Measures						
Number of new enrollments in the program.	20					20

30

Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - e.g., total number served.)	40					40
Number of people assessed for eligibility to participate in the program.	25					25
Measures For Grant						
Number of participants employed (part time or full time) or enrolled in school at the time of drug court graduation.	6					6
Outcome Impact Description	The number of participants employed will measure the success of the program by indicating the number of productive citizens that will be paying taxes and contributing to their communities instead of engaging in a substance abusing lifestyle.					
Number of participants that earn a GED, high school diploma, or vocational training credentials while in the program.	1					1
Outcome Impact Description	The number of participants that earn additional educational training will demonstrate the improvement in the quality of their lives and the lives of their families.					
Number of participants that successfully complete the program.	8					8
Outcome Impact Description	The number of individuals that successfully complete the program will indicate the success rate of the program as a whole.					

PBO Recommendation:

The Civil Courts are requesting Commissioners Court ratification of this continuation grant award for the Travis County Family Drug Treatment Court Program. This program was continued in the month of September via a Permission to Continue since the grant award came in so late in the month. Those General Fund expenditures will be reclassified to this grant once the grant budget is set up. In coordination with the County Judge, PBO has indicated acceptance of this contract on the Governor's Office, Criminal Justice Division grant website. PBO requested this action based on the County Auditor's need to appropriately report FY 11 General Fund and grant fund expenditures in the Consolidated Annual Financial Report (CAFR). PBO recommends ratification.

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 purpose of the Family Drug Treatment Court is "to protect the safety and welfare of children through a court-based system that gives parents the tools they need to become sober, responsible caregivers." The Family Drug Treatment Court is vital to the families in our community. There is a great need for child abuse and neglect prevention programs that target substance abusing parents. Through intensive services, monitoring, and case work, the Family Drug Treatment Court ensures that all children remaining with custodians in drug court will experience safe and nurturing permanent homes.

The Civil Courts are requesting contract approval for continued funding for the Travis County Family Drug Treatment Court program in FY 2012. This grant is with the Office of the Governor's Criminal Justice Division Drug Court Program Grant . The Drug Court currently has a Drug Court Coordinator that would continue with the approval of this grant.

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

The Civil Courts intend to request subsequent year continuation funding for this program through proposals submitted to Federal and State government, as well as private foundations. The use of county funds are not anticipated at this time.

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

There is no match requirements associated with this grant.

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

Indirect costs are allowed under this funding source but no indirect costs are anticipated at this time.

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 Family Drug Treatment Court program and associated improvements in service delivery will not discontinue upon discontinuance of grant funding. The Civil Courts will leverage existing funds, staff and County resources to sustain this project. We intend to request subsequent year continuation funding for this project through proposals submitted to the Federal and State government. Subsequently, the county will have the opportunity to consider investment in staff positions and the program in areas of the Civil Courts.

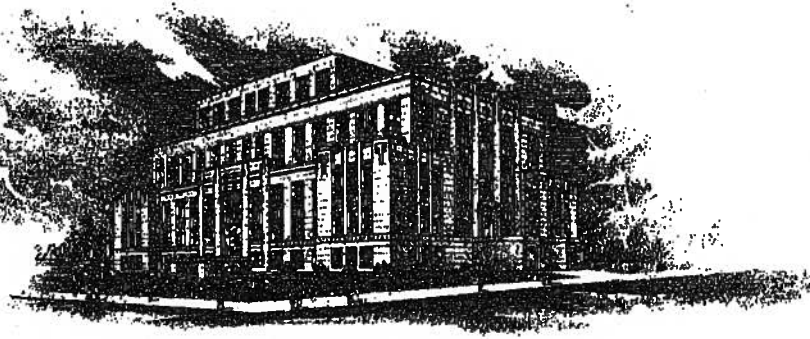
6. If this is a new program, please provide information why the County should expand into this area.

Not applicable.

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.

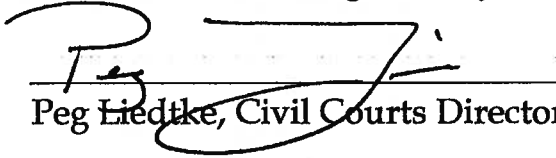
The Family Drug Treatment Court is vital to families in our community. There is a great need for prevention programs that target substance abusing parents for child abuse and neglect cases. In response, the Travis County Civil Courts have developed and implemented a Drug Court. The purpose of the drug court is to protect the safety and welfare of children through a court-based system that gives parents the tools they need to become sober, responsible caregivers. The impact will be recognized in improved re-unification, family organization and cohesion.

To successfully evaluate the performance of the drug court, the court has documented the implementation and development of the program using a comprehensive process and outcome evaluation design. The design will be used to assess the effectiveness of the program. The Drug Court Coordinator (grant-funded) position, oversees the collection, management, analysis, interpretation, and reporting as required.



Office of the District Judges
Heman Marlon Sweatt Courthouse
P.O. Box 1748
Austin, Texas 78767
(512) 854-9300

TO: Diana Ramirez, Budget Analyst, Planning and Budget Office

FROM: 
Peg Liedtke, Civil Courts Director

DATE: September 27, 2011

RE: Contract Approval Request - Family Drug Treatment Court,
FY 2012 Grant with the Governor's Criminal Justice Division

Please consider this request from the Civil Courts for contract approval of the FY 2012 grant with the Office of the Governor's Criminal Justice Division (CJD) program for the Family Drug Treatment Court. The grantor requested we reduce our grant request amount in FY 2012 from \$192,969 to \$119,185. To accommodate their recommendation, we eliminated the Case Worker position plus costs related to this additional position.

It is our understanding that revenue will be certified by the County Auditor when all of the normal requirements for the grant contract have been met. Please contact me or Amanda Michael if further information is required or if you have any questions. Thank you very much for your consideration.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

September 26, 2011

The Honorable Samuel Biscoe
County Judge
PREVIEW - Travis County - PREVIEW -
1000 Guadalupe St.
Austin, Texas 78701-1748

Dear Judge Biscoe:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://cjdonline.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants; an eGrants Users Guide; and the new Guide to Grants containing answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

I hope you continue to find the online environment of eGrants to be a positive experience. We are continually improving the efficiency of processes so that you can dedicate your time to the priorities of service within your communities. We look forward to working with you to ensure the success of your program.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burnett".

Christopher Burnett
Executive Director

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number: DC-12-A10-19747-05 **CFDA or State ID:** 00.303
Program Fund: DC- Drug Court Program
Grantee Name: PREVIEW - Travis County - PREVIEW -
Project Title: Family Drug Treatment Court
Grant Period: 09/01/2011 - 08/31/2012
Liquidation Date: 11/29/2012
Date Awarded: September 26, 2011
CJD Grant Manager: Toni Kanetzky

CJD Award Amount: \$119,185.00
Grantee Cash Match: \$0.00
Grantee In Kind Match: \$0.00
Total Project Cost: \$119,185.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Condition(s) of Funding and Other Fund-Specific Requirement(s):

1



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

Memorandum

To: CJD Grant Recipients
From: Aimee Snoddy, Deputy Director
Contact: (512) 463-1919
Re: Grantee Responsibilities
Date Awarded: September 26, 2011

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://:cjdonline.governor.state.tx.us>:

Financial Reporting – Financial Status Reports must be submitted to CJD via eGrants. Financial Status Reports may be submitted monthly but must be submitted at least quarterly. Financial Status Reports are due after each calendar quarter, regardless of when the grant was awarded. Due dates are:

April 22 (January-March quarter)
July 22 (April-June quarter)
October 22 (July-September quarter)
January 22 (October-December quarter)

The final Financial Status Report must be submitted to CJD on or before the grant liquidation date or funds will lapse and CJD will provide them as grants to others who need the funding.

Payment Authorization – Payments will be generated based on expenditures reported in the Financial Status Reports. Upon CJD approval of the Financial Status Report, a payment will be issued through direct deposit or electronic transfer.

Generated Program Income – Any income generated as a direct result of the grant activities must be reported to CJD through the Financial Status Report and grant adjustment processes. Program income must be expended prior to seeking payments from CJD. Program income must be accounted and used for the purposes of the grant activities as awarded.

Grant Funded Personnel – Staff whose salaries are supported by this award must be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by CJD.

Project Changes – Grantees may submit a request for grant adjustment via eGrants for any proposed budgetary or programmatic changes, including updating contact information for grant officials.

Equipment – Equipment purchased with grant funds must be used for the purpose of the grant and as approved by CJD. An inventory report should be kept on file containing all equipment purchased with any grant funds during the grant period. This report must agree with the approved grant budget and the final Financial Status Report.

Fidelity Bond – Each nonprofit corporation receiving funds from CJD will obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and/or theft of the entire amount of grant funds, including matching funds. The fidelity bond should cover at least the CJD grant period.

Required Notifications – Grantees must immediately notify CJD in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify CJD in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD. If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgment or order to CJD.

Project Effectiveness – Grantees should regularly evaluate the effectiveness of their projects. This includes a reassessment of project activities and services to determine whether they continue to be effective. Grantees must show that their activities and services effectively address and achieve the project's stated purpose.

Programmatic Reporting – Grantees must submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by CJD, or its designee. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.

Monitoring – Grantees must readily make available to CJD or its agents all requested records. CJD may make unannounced monitoring visits at any time. The grantee must make every effort to resolve all issues, findings, or actions identified by CJD within the time frame specified by CJD.

Audit Requirements – Grantees expending over \$500,000 in state or federal grant funds during the fiscal year are subject to the Single Audit requirements set forth in OMB Circular No. A 133 at <http://www.whitehouse.gov/omb/circulars/index.html> and the State Single Audit Circular issued under the Uniform Grant Management Standards (UGMS) at <http://www.governor.state.tx.us/grants/what/>. Grantees must electronically submit to CJD copies of the results of any single audit conducted in accordance with OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> or in accordance with the State Single Audit Circular issued under UGMS, within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

Supplanting – Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties. Refer to the Guide to Grants at <https://cjdonline.governor.state.tx.us/updates.aspx> for additional information on supplanting.

Conflict of Interest – Grantees should have in place established safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

Contracting and Procurement – Grantees must follow their established policy and best practices for procuring goods or services with grant funds. Contracts must be routinely monitored for delivery of services or goods. When a contractual or equipment procurement is anticipated to be in excess of \$100,000, grantees must submit a Procurement Questionnaire <https://cjdonline.governor.state.tx.us/updates.aspx> to CJD for approval prior to procurement.

Travel – Grantees must follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established policies regarding in-state and out-of-state travel, grantee must use the travel guidelines established for state employees.

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- and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.

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	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	39/10 Travis County Adult Probation	
Contact Person/Title:	Lila Oshatz, Division Director Programs and Services	
Phone Number:	512-854-7602	

Grant Title:	Travis County Adult Probation DWI Court		
Grant Period:	From:	9/1/2011	To: 8/31/2012
Grantor:	Texas Office of the Governor- Criminal Justice Division		
Are the grant funds pass-through another agency? If yes list originating agency below		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Originating Grantor:			
Originating Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Will County provide grants funds to a subrecipient?		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>

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Personnel:	\$218,172	\$0	\$0	\$0	\$218,172
Operating:	8,906	0	0	0	8,906
Capital Equipment:	0	0	0	0	0
Indirect Costs:	4,542	0	0	0	4,542
Total:	\$231,620	\$0	\$0	\$0	\$231,620
FTEs:	4.00	0.00	0.00	0.00	4.00

Permission to Continue Information				
Funding Source (Account number)	Personnel Cost	Operating Transfer/ Contribution to Grant	Estimated Total	Filled FTE
	\$	\$	\$	

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

Performance Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/31/12	9/30/12	
Maintain a DWI Court completion rate of 70% or higher	70%					70%

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Measures For Grant						
Number of new enrollments	65					65
Outcome Impact Description	Recidivism Reduction					
Number of successful completions	39					39
Outcome Impact Description	As program is 12 months in duration, clients typically start treatment in one fiscal year and complete in another. Therefore, successful completions are often comprised of participants who started in the previous fiscal year.					
Outcome Impact Description						

PBO Recommendation:

This is the state funded portion of DWI Court grant managed by CSCD. There is no grant match nor any continuing obligations. PBO recommends approval of this grant contract.

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 mission of the Travis County Adult Probation DWI Court is to enhance public safety by providing an intensive, judicially supervised program of team-based counseling, treatment, and supervision for alcohol/substance dependent DWI offenders. This mission is accomplished through collaborative partnerships among the DWI Court, public agencies, and community-based organizations. The DWI Court is a pro-active approach which entails the early identification of repeat DWI offenders and providing to them the support and services needed to eliminate their repetitive involvement with the criminal justice system.

Specific program goals:

1. Participants will receive timely substance abuse treatment to address identified substance abuse needs and other criminogenic need areas.
2. Participants will receive timely judicial oversight to support and confront behavioral change through a well-defined strategy of sanctions and incentives.
3. Participants will receive timely drug/alcohol testing to insure abstinence.
4. Participants will receive case management services and will have their conditions monitored by the probation officer.

Request is for continuation funding to continue to support DWI Court operations.

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

In addition to funding from the Governor's Office, the Department received SAMHSA funding for three years, 9/30/2010 to 9/29/2013, to support a portion of service provision to target population. The Department will continue to apply for grant funding to support DWI Court program needs for future fiscal years. We will explore other sustainability options as well.

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.

43

No match requirement

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

Yes

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

No. It is the intent of the Department to identify funding sources to maintain self-sufficiency for the DWI Court through a combination of funding sources.

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

This is a continued program initiated in FY 2009.

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 DWI Court represents another sentencing option for the judiciary, specifically the establishment of an additional "best practice" problem solving court to impact recidivism and provide continued reduction in community corrections costs. The DWI Court is consistent with the Department's Travis Community Impact Supervision (TCIS) initiative as it provides for strategic rehabilitative responses to meet the identified individualized risk and needs levels of the offender through a structured system of sanctions and incentives.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

September 26, 2011

Ms. Geraldine Nagy
Director
PREVIEW - Travis County Adult Probation - PREVIEW -
411 W. 13th Street, Suite 600
Austin, Texas 78701-1850

Dear Ms. Nagy:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://cjdonline.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants; an eGrants Users Guide; and the new Guide to Grants containing answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

I hope you continue to find the online environment of eGrants to be a positive experience. We are continually improving the efficiency of processes so that you can dedicate your time to the priorities of service within your communities. We look forward to working with you to ensure the success of your program.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burnett".

Christopher Burnett
Executive Director

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number:	DC-12-A10-20672-04	CFDA or State ID:	00.303
Program Fund:	DC- Drug Court Program		
Grantee Name:	PREVIEW - Travis County Adult Probation - PREVIEW -		
Project Title:	Travis County Adult Probation DWI Court		
Grant Period:	09/01/2011 - 08/31/2012		
Liquidation Date:	11/29/2012		
Date Awarded:	September 26, 2011		
CJD Grant Manager:	Toni Kanetzky		

CJD Award Amount:	\$231,620.00
Grantee Cash Match:	\$0.00
Grantee In Kind Match:	\$0.00
Total Project Cost:	\$231,620.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Condition(s) of Funding and Other Fund-Specific Requirement(s):

- 1 Other Condition of Funding. Grantee is required to report the SID number for all graduates as part of the end-of-year progress report to the Public Policy Research Institute at Texas A & M University.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

Memorandum

To: CJD Grant Recipients
From: Aimee Snoddy, Deputy Director
Contact: (512) 463-1919
Re: Grantee Responsibilities
Date Awarded: September 26, 2011

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://cjdonline.governor.state.tx.us>:

Financial Reporting – Financial Status Reports must be submitted to CJD via eGrants. Financial Status Reports may be submitted monthly but must be submitted at least quarterly. Financial Status Reports are due after each calendar quarter, regardless of when the grant was awarded. Due dates are:

- April 22 (January-March quarter)
- July 22 (April-June quarter)
- October 22 (July-September quarter)
- January 22 (October-December quarter)

The final Financial Status Report must be submitted to CJD on or before the grant liquidation date or funds will lapse and CJD will provide them as grants to others who need the funding.

Payment Authorization – Payments will be generated based on expenditures reported in the Financial Status Reports. Upon CJD approval of the Financial Status Report, a payment will be issued through direct deposit or electronic transfer.

Generated Program Income – Any income generated as a direct result of the grant activities must be reported to CJD through the Financial Status Report and grant adjustment processes. Program income must be expended prior to seeking payments from CJD. Program income must be accounted and used for the purposes of the grant activities as awarded.

Grant Funded Personnel – Staff whose salaries are supported by this award must be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by CJD.

Project Changes – Grantees may submit a request for grant adjustment via eGrants for any proposed budgetary or programmatic changes, including updating contact information for grant officials.

Equipment – Equipment purchased with grant funds must be used for the purpose of the grant and as approved by CJD. An inventory report should be kept on file containing all equipment purchased with any grant funds during the grant period. This report must agree with the approved grant budget and the final Financial Status Report.

Fidelity Bond – Each nonprofit corporation receiving funds from CJD will obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and/or theft of the entire amount of grant funds, including matching funds. The fidelity bond should cover at least the CJD grant period.

Required Notifications – Grantees must immediately notify CJD in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify CJD in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD. If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgment or order to CJD.

Project Effectiveness – Grantees should regularly evaluate the effectiveness of their projects. This includes a reassessment of project activities and services to determine whether they continue to be effective. Grantees must show that their activities and services effectively address and achieve the project's stated purpose.

Programmatic Reporting – Grantees must submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by CJD, or its designee. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.

Monitoring – Grantees must readily make available to CJD or its agents all requested records. CJD may make unannounced monitoring visits at any time. The grantee must make every effort to resolve all issues, findings, or actions identified by CJD within the time frame specified by CJD.

Audit Requirements – Grantees expending over \$500,000 in state or federal grant funds during the fiscal year are subject to the Single Audit requirements set forth in OMB Circular No. A 133 at <http://www.whitehouse.gov/omb/circulars/index.html> and the State Single Audit Circular issued under the Uniform Grant Management Standards (UGMS) at <http://www.governor.state.tx.us/grants/what/>. Grantees must electronically submit to CJD copies of the results of any single audit conducted in accordance with OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> or in accordance with the State Single Audit Circular issued under UGMS, within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

Supplanting – Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties. Refer to the Guide to Grants at <https://cjdonline.governor.state.tx.us/updates.aspx> for additional information on supplanting.

Conflict of Interest – Grantees should have in place established safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

Contracting and Procurement – Grantees must follow their established policy and best practices for procuring goods or services with grant funds. Contracts must be routinely monitored for delivery of services or goods. When a contractual or equipment procurement is anticipated to be in excess of \$100,000, grantees must submit a Procurement Questionnaire <https://cjdonline.governor.state.tx.us/updates.aspx> to CJD for approval prior to procurement.

Travel – Grantees must follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established policies regarding in-state and out-of-state travel, grantee must use the travel guidelines established for state employees.

Uniform Crime Reporting – Local units of governments receiving funds from CJD must comply with all requirements for uniform crime reporting and will ensure that prompt reporting will remain current throughout the grant period.

Limited English Proficiency – Grantees must take reasonable steps to ensure that persons with limited English proficiency have meaningful access to services. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. Additional information on this requirement can be found at <http://www.lep.gov>.

Law Enforcement Programs – Law enforcement programs receiving funds from CJD must be in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education.

28 C.F.R. Part 23 Training - Any grant funded individual responsible for entering information into or retrieving information from an intelligence database must complete continuing education training on operating principles described by 28 C.F.R. Part 23 at least once for each continuous two-year period the person has primary responsibility for entering data into or retrieving data from an intelligence database.

Programs Approved to Pay Overtime for Personnel - Overtime is allowable to the extent that it is included in the CJD approved budget. Overtime reimbursements paid by CJD will be based on the following seven eligibility requirements:

- (1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m. and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.
- (2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave or other paid leave.
- (3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.

- (4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.
- (5) Time should be recorded to the nearest quarter hour.
- (6) Grantee records must include a clear calculation in how the overtime was computed.
- (7) Overtime payments issued outside this policy are the responsibility of the grantee agency.

Cancellation for Awards - Grantees must take reasonable steps to commence project activities upon receiving notice of a grant award:

Commencement Within 60 Days. If a project is not operational within 60 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must report by letter to CJD the steps taken to initiate the project, the reasons for delay, and the expected revised start date.

Commencement Within 90 Days. If a project is not operational within 90 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must submit a second statement to CJD explaining the implementation delay. Upon receipt of the 90-day letter, CJD may cancel the project and redistribute the funds to other project areas. CJD may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

Public Information Requests - Grantees must immediately notify and provide a copy to CJD of any Public Information Request received by the agency related to this grant award.

Prohibited Acts of Agencies and Individuals - Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- Grant funds may not be used to finance or otherwise support the candidacy of a person for an elected local, state, or federal office. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection. In addition, grant-funded or grant-leased motor vehicles may not be used for the purpose described above.
- Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- Grant funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- Grantees must comply with the federal Hatch Act (5 U.S.C. §§ 1501- 1508) which restricts the political activity of some state and local employees who work in connection with federally funded programs. Covered state and local employees may not: 1) be candidates for public office in a partisan election; 2) use official authority or influence to interfere with or affect the results of an election or nomination; or, 3) directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

Employment of a Lobbyist - Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

Legislative Lobbying - Grant funds may not be used to attempt to influence the passage or defeat of a legislative measure.

Use of Alcoholic Beverages - Grant funds may not be used to compensate an officer or employee who uses alcoholic beverages on active duty. In addition, grant funds may not be used to purchase an alcoholic beverage or to pay or reimburse a travel expense that was incurred for an alcoholic beverage.

OneStar Foundation Registration and Organization Profile for Nonprofit Corporations - Each nonprofit corporation receiving funds from CJD must register and connect their organization with the OneStar Foundation at <http://www.onestarfoundation.org/page/registration/>.

Each nonprofit corporation is also encouraged to create an organizational profile with the OneStar Foundation at <http://www.onestarfoundation.org/page/org-profile>. By completing the Organizational Profile, your organization will be eligible to receive notification of opportunities, such as:

- Organizational excellence scholarships to build the capacity of your organization, including organizational assessments, trainings, consulting, conferences and other professional development activities;
- Funding announcements and events related to national service and volunteerism; and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input checked="" type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	TNR/NREQ	
Contact Person/Title:	Adele Noel/Air Quality Project Mgr	
Phone Number:	854-7211	

Grant Title:	LIRAP Local Initiative Projects		
Grant Period:	From: 5/6/2008	To: 8/31/2013	
Grantor:	TX Commission on Environmental Quality		
Are the grant funds pass-through another agency? If yes list originating agency below		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Originating Grantor:			
Originating Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Will County provide grants funds to a subrecipient?		Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	\$1,650,140.68	\$0	\$0	\$155,101	\$1,805,241
Operating:	0	0	0	0	0
Capital Equipment:	0	0	0	0	0
Indirect Costs:	0	0	0	0	0
Total:	\$1,650,140	\$0	\$0	\$155,101	\$1,805,241
FTEs:	0.00	0.00	0.00	0.00	0.00

Permission to Continue Information				
Funding Source (Account number)	Personnel Cost	Operating Transfer/Contribution to Grant	Estimated Total	Filled FTE
	\$	\$	\$	

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	MG	
County Attorney	<input checked="" type="checkbox"/>	MG	Needed to add "by" in front of Judge's name

Performance Measures Applicable Depart. Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/31/12	9/30/12	

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Measures For Grant						
Outcome Impact Description						
Outcome Impact Description						
Outcome Impact Description	Improve air quality					

PBO Recommendation:

PBO Concur

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?

Amendment 5 is for a reduction in the over all contract amount for the current Travis County Contract. TCEQ sent a letter to Judge Samuel T. Biscoe on April 4, 2011 informing the County that the Texas Legislature requested that state agencies initiate budget reductions. As a result, our Local Initiative Projects (LIP) budget was reduced by \$52,876.40. Those funds have not been requested by Travis County for LIP. The goal of the LIP program is to implement clean air strategies to improve air quality in Travis County.

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

This grant will not incur a long-term funding commitment by the County.

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

The grant contract provides a 25% - 50% reimbursement of costs associated with specific projects that can demonstrate a quantifiable improvement in air quality. Matching funds provided by the County may be in cash, in-kind, or both. To date, approved projects have been matched using in-kind County resources or outside funding for the match, additional County funds have not been requested nor will be.

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

The contract amendment does not affect indirect costs. Indirect costs under the parent contract are allowable but 100% of the funds are used for program administration.

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

Yes.

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

Not a new program.

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

There is no impact since the funds were not requested or disbursed. This amendment reduces the initiatives we can undertake to improve air quality, but the cut is not significant enough to affect existing program measures.

CONTRACT NUMBER 582-8-89964

**CONTRACT AMENDMENT TO THE INTERGOVERNMENTAL COOPERATIVE
REIMBURSEMENT AGREEMENT BETWEEN THE TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY (TCEQ) AND TRAVIS COUNTY**

AMENDMENT NUMBER 5

Pursuant to Article 7 (AMENDMENTS) and Article 1 (CONTRACT PERIOD) in the General Conditions of the Agreement, TCEQ and Travis County (Grantee) agree to amend Contract Number 582-8-89964 to reduce the Fiscal Year (FY) 2011 funding allocation by \$52,776.40 to \$390,410.57, thereby reducing the Total Maximum TCEQ Obligation to \$1,650,140.68.

The Maximum TCEQ Obligation is amended to reflect the reduction of FY 2011 funding as follows:

Amendment History	Fiscal Year	Contract Amount
Original Amount	FY08	\$373,217.48
	FY09	\$443,325.66
Amendment 1 (Encumbrance of FY 09 funds)	FY09	
Amendment 2 (Contract extension for one year)	FY09	
Amendment 3 (Increase of amount for FY 2010, changes to matching and eligible projects)	FY10	\$443,186.97
Amendment 4 (Extension through 8/31/13, addition of FY 11 funding, amendment of Scope of Work)	FY11	\$443,186.97
Amendment 5 (Decrease encumbrance of FY 2011 funds)	FY11	\$390,410.57
Total Maximum TCEQ Obligation		\$1,650,140.68

All other conditions and requirements of Contract Number 582-8-89964 remain unchanged and shall apply to all provisions specified herein.

TCEQ:

Texas Commission on Environmental Quality

(Signature)

David Brymer
(Printed Name)

Director, Air Quality Division
(Title)

Date: _____

Grantee:

Travis County
By:
(Signature)

The Honorable Samuel T. Biscoe
(Printed Name)

Travis County Judge
(Title)

Date: _____

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input checked="" type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Juvenile Probation/ Domestic Relations Office	
Contact Person/Title:	Alan Miller/Financial Analyst	
Phone Number:	(512) 854-5628	

Grant Title:	Integrated Child Support System Cooperative Agreement		
Grant Period:	From: 9/1/2009	To: 8/31/2012	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Attorney General		
Will County provide grants funds to a subrecipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through another agency? If yes list originating agency below	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	\$300,890	\$0	\$0	\$0	\$300,890.00
Operating:	100,000	0	0	0	100,000
Capital Equipment:	0	0	0	0	0
Indirect Costs:	0	0	0	0	0
Total:	\$400,890.00	\$0.00	\$0.00	\$0.00	\$400,890.00
FTEs:	1.00	0.00	0.00	0.00	1

Permission to Continue Information				
Funding Source (Account number)	Personnel Cost	Operating Transfer/ Contribution to Grant	Estimated Total	Filled FTE
	\$	\$	\$	

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

Performance Measures	Projected FY 11 Measure	Progress To Date:				Projected FY 12 Measure
		12/31/10	3/31/11	6/30/11	9/30/11	
Applicable Depart. Measures						
% Coll Current Support	80%	87.9%	89.4%	90.3%		80%
	80%	68.09%	87.24%	84.54%		80%

56

Measures For Grant						
Child Support Cases Under ICSS Agreement	1196	825	960	1070		1700
Outcome Impact Description						
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

Juvenile Probation is requesting approval to create a Full-time Attorney IV position within the Integrated Child Support System Grant. The position will support the program and have duties related to Child Protective Services hearings and paternity matters. The grant has on-going resources to support the position. Please see the memo from the department for additional details.

PBO recommends approval of the request to support the organizational needs and enhance the the delivery of services through the Domestic Relations Officer as stated by the department.

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?

On August 2, 2011, the Commissioners Court approved a contract to continue the ICSS program for FY 12. As was stated at that time, DRO has been cautious in recommending staff against the ICSS grant until such time that a sustainable revenue stream could be confirmed. We believe that the current monthly revenue against the grant is sufficient to support the inclusion of a staff position against the Fund.

We are requesting approval from the Court to approve an Attorney IV that will be fully paid for by the ICSS grant that supports ICSS enforcement. In addition, DRO is assisting with CPS hearings regarding paternity matters. This position would attend these hearings and obtain a fully enforceable child support order that would be then entered in the AG's IV-D child support database for monitoring. This expedited process will alleviate the need to have two court systems; one for placement of the child and the other for establishment of child support and visitation rights, regarding the father's involvement.

The cost of this change is \$104,919 and is fully funded within the ICSS grant resources.

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

There are no long term County Funds associated with this grant.

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

There are no county match requirements.

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

A specific amount for indirect costs is not included. The per case payment is provided to cover the County expenditures.

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

The department expects that the grant will continue to be renewed in perpetuity.

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

This is not a new program, as both enforcement and collection are existing programmatic operations of the Domestic Relations Office. This grant provides reimbursement for a task that the County would otherwise be obligated to continue to provide.

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

This grant will contribute to the enforcement of child and medical support orders.



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA
Chief Juvenile Probation Officer

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

MEMORANDUM

TO: Travis Gatlin
Planning and Budget Analyst III

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

SUBJECT: Attorney Position in Domestic Relations

DATE: September 22, 2011

The Travis County Juvenile Probation Department is requesting to create a Full time Attorney IV position with our Domestic Relations Office.

The position would have duties that include our work with the Attorney General's office and functions related to our ICSS Enforcement Program. Additionally, this position will have proposed duties related to Child Protective Services hearings and paternity matters.

No general fund resources are requested as the ICSS Grant has on-going resources to fund the position.

The request for this change addresses current organizational needs and workload considerations, as well as to enhance delivery of services through our Domestic Relations Office.

Please advise if I can provide you with any additional information. Thank you for your review of this request.

CC: Sylvia Mendoza





Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By: Paul Scoggins **Phone #:** 854-7619

Division Director/Manager: Anna Bowlin, Division Director of Development Services

Department Head: Steven M. Manilla, P.E., County Executive-TNR

Sponsoring Court Member: Commissioner Huber, Precinct Three

AGENDA LANGUAGE: Consider and take appropriate action on a request to authorize the filing of an instrument to vacate two five foot wide public utility easements located along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended – Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

TNR staff has received a request to vacate two five foot wide public utility easements (PUEs) located along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended. The easement is dedicated per plat note. The subject lots front on Broken Bow Trail, a street not maintained by Travis County.

The utility companies known to be operating in the area have stated that they have no objection to vacating the subject easements. As of this memorandum staff has not received, nor foresees, any opposition to this request.

STAFF RECOMMENDATIONS:

The request has been reviewed by TNR staff and staff finds the vacation request meets all Travis County standards. As such, TNR staff recommends vacating the subject easement.

ISSUES AND OPPORTUNITIES:

According to the request letter, vacating the easements will allow the property owner to construct a single family residence on the two subject lots, which will include the actual structure along with a septic system.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A.

ATTACHMENTS/EXHIBITS:

- Order of Vacation
- Field Notes and Sketch
- Request Letter
- Utility statement
- Sign Affidavit and pictures
- Maps

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director	Development Services	854-7561

CC:

Stacey Scheffel	Program Manager	TNR Permits	854-7565

SM:AB:ps

1101 - Development Services - Apache Shores, Section 3

ORDER OF VACATION

STATE OF TEXAS §

COUNTY OF TRAVIS §

WHEREAS, the property owner requests the vacation of two five foot wide public utility easements located along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended as recorded in Volume 50, Page 81 of the Travis County Plat Records;

WHEREAS, the utility companies known to be operating in the area have indicated that they have no need for the public utility easement requested to be vacated as described in the attached field notes and sketch;

WHEREAS, the Travis County Transportation and Natural Resources Department recommends the vacation of the public utility easement as described in the attached field notes and sketch;

WHEREAS, the required public notice was posted and the Travis County Commissioners Court held a public hearing on October 4, 2011 to consider the proposed action; and

NOW, THEREFORE, by unanimous vote, the Commissioners Court of Travis County, Texas, orders that the two five foot wide public utility easements located along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended, as shown on the attached sketch and described in the attached field notes, are hereby vacated.

ORDERED THIS THE _____ DAY OF _____ 2011.

SAMUEL T. BISCOE, COUNTY JUDGE

COMMISSIONER RON DAVIS
PRECINCT ONE

COMMISSIONER SARAH ECKHARDT
PRECINCT TWO

COMMISSIONER KAREN HUBER
PRECINCT THREE

COMMISSIONER MARGARET GOMEZ
PRECINCT FOUR

EXHIBIT " _____ "

**1,111 SQUARE FOOT
PARTIAL RELEASE OF
PUBLIC UTILITY EASEMENT**

EXHIBIT "A"

BEING 1,111 SQUARE FEET OF LAND, BEING A PORTION OF A PUBLIC UTILITY EASEMENT, OUT OF LOTS 1345 AND 1346, AMENDED PLAT OF APACHE SHORES, SECTION 3, A SUBDIVISION RECORDED IN VOLUME 50, PAGE 81, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THOSE CERTAIN FRANKLIN F. CHRISTOPHER TRACTS RECORDED IN DOCUMENT NUMBER 2011047825 OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THOSE CERTAIN 5 FOOT PUBLIC UTILITY EASEMENTS RECORDED IN VOLUME 3822, PAGE 1757, DEED RECORDS, TRAVIS COUNTY, TEXAS, SAID 1,111 SQUARE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a calculated point in the common property line of said Lots 1345 and 1346, in the southerly line of an existing 10 foot public utility easement (herein called PUE), from which an iron rod found at the northwest corner of said Lot 1345 and the northeast corner of said Lot 1346 bears, North 52 degrees 41 minutes 29 seconds West, 10.00 feet;

THENCE North 37 degrees 06 minutes 49 seconds East, through said Lot 1346, 5.00 feet to a calculated point in the northerly line of said 5 foot PUE, for the northwest corner hereof;

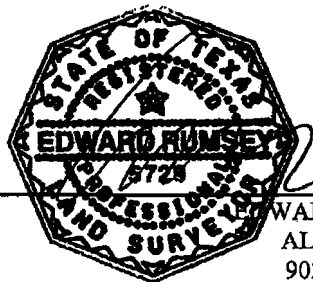
THENCE South 52 degrees 41 minutes 29 seconds East, through said Lot 1346, along the northerly line of said 5 foot PUE, 110.23 feet to a calculated point in said line, in the westerly line of an existing 6 foot PUE, as recorded in said Volume 3822, Page 1757, for the northeast corner hereof;

THENCE South 24 degrees 40 minutes 48 seconds West, continuing through said Lot 1346, through said 5 foot PUE, along the westerly line of said 6 foot PUE, 5.12 feet to a calculated pointing the common line of said Lots 1345 and 1346, from which an iron rod found at the common easterly corner of said Lots 1345 and 1346 bears, South 52 degrees 41 minutes 29 seconds East, 6.15 feet;

THENCE through said Lot 1345 and said 5 foot PUE, continuing along said 6 foot PUE, South 24 degrees 40 minutes 48 seconds West, to a calculated point and South 37 degrees 06 minutes 27 seconds West, 4.33 feet to a calculated point in said line, being in the westerly line of said 5 foot PUE, for the southeast corner hereof;

THENCE North 52 degrees 41 minutes 29 seconds West, continuing through said Lot 1345, along the westerly line of said 5 foot PUE, 111.48 feet to a calculated point in said line, in the southerly line of said 10 foot PUE, for the southwest corner hereof;

THENCE North 37 degrees 06 minutes 49 seconds East, continuing through said Lot 1345, through said 5 foot PUE, along the southerly line of said 10 foot PUE, 5.00 feet to the POINT OF BEGINNING



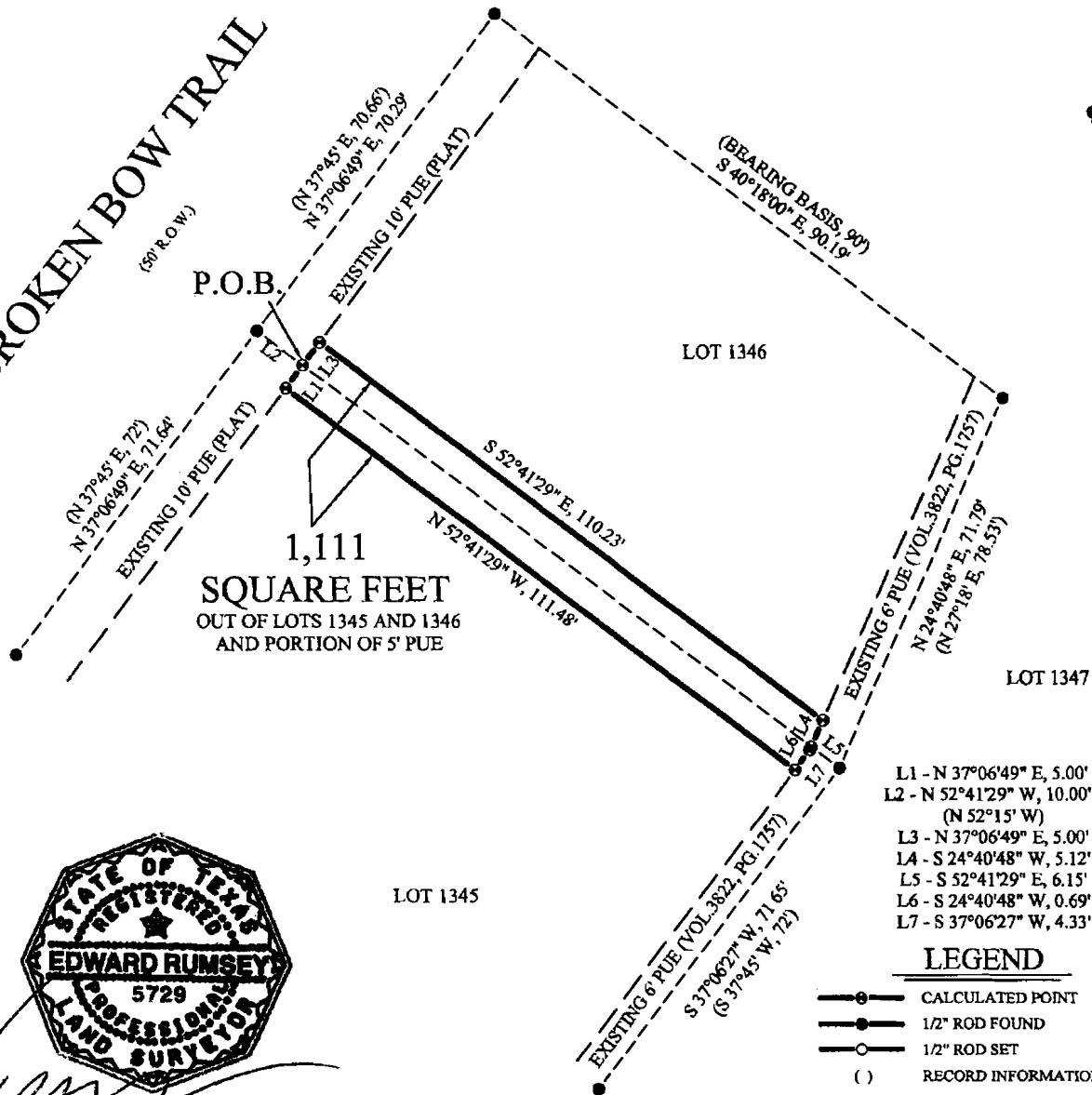
DATE 07-12-2011

WARD C. RUMSEY, TX. RPLS #5729
ALL STAR LAND SURVEYING
9020 ANDERSON MILL ROAD
AUSTIN, TEXAS 78729
JOB # A0702011
AUSTIN GRID-Z-32

PARTIAL RELEASE OF PUBLIC UTILITY EASEMENT

SCALE 1"=30'

BROKEN BOW TRAIL
(50' R.O.W.)

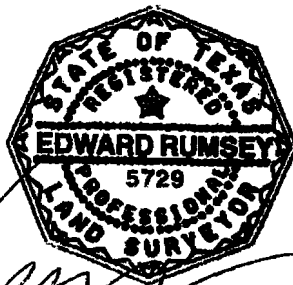


**1,111
SQUARE FEET
OUT OF LOTS 1345 AND 1346
AND PORTION OF 5' PUE**

- L1 - N 37°06'49" E, 5.00'
- L2 - N 52°41'29" W, 10.00'
(N 52°15' W)
- L3 - N 37°06'49" E, 5.00'
- L4 - S 24°40'48" W, 5.12'
- L5 - S 52°41'29" E, 6.15'
- L6 - S 24°40'48" W, 0.69'
- L7 - S 37°06'27" W, 4.33'

LEGEND

- CALCULATED POINT
- 1/2" ROD FOUND
- 1/2" ROD SET
- RECORD INFORMATION



EDWARD C. RUMSEY, TX RPLS # 5729
ALL STAR LAND SURVEYING

SURVEY DATE	JULY 12, 2011	
JOB NO	A0702011	
FIELD BY	EANON HORTON	12/22/09
CALC. BY	EDWARD RUMSEY	07/11/2011
DRAWN BY	DAMLAN SMITH	07/12/2011
RPLS CHECK	EDWARD RUMSEY	07/12/2011



9020 ANDERSON MILL RD
AUSTIN, TEXAS 78729
(512) 249-8149 PHONE
(512) 331-5217 FAX
WWW.ALLSTARLANDSURVEYING.COM

LEGAL DESCRIPTION:

BEING 1,111 SQUARE FEET OF LAND, BEING A PORTION OF A PUBLIC UTILITY EASEMENT, OUT OF LOTS 1345 AND 1346, AMENDED PLAT OF APACHE SHORES, SECTION 3, A SUBDIVISION RECORDED IN VOLUME 50, PAGE 81, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THOSE CERTAIN FRANKLIN F. CHRISTOPHER TRACTS RECORDED IN DOCUMENT NUMBER 2011047825, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THOSE CERTAIN 5 FOOT PUBLIC UTILITY EASEMENTS RECORDED IN VOLUME 3822, PAGE 1757, DEED RECORDS, TRAVIS COUNTY, TEXAS, SAID 1,111 SQAURE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS IN EXHIBIT "A", ATTACHED HERETO AND MADE A PART HEREOF.

urban  builder

Modern Responsible Homebuilding

2803 Manitou Drive Austin, Texas 78734

August 10, 2011

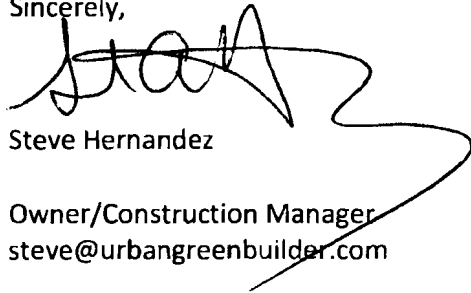
Mr. Paul Scoggins;

This is a letter of request to vacate the Public Utility Easement between lots 1345 and 1346 Broken Bow Trail Austin, Texas 78734. Also known as Lots 1345 and 1346 Apache Shores / Section 3, Block 1. As recorded in Volume 50, pg 81 of the Plat Records of Travis County.

We are requesting this vacation of the Public Utility Easement between lots 1345 and 1346 Broken Bow Trail Austin, Texas 78734, in order to construct a single family residence taking up both lots for structure and septic system.

Please feel free to contact us further if you have any other questions regarding this matter. Thank you for your time.

Sincerely,



Steve Hernandez

Owner/Construction Manager
steve@urbangreenbuilder.com

(512) 785-3230 cell

(512) 672-6275 fax



TRANSPORTATION AND NATURAL RESOURCES

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

411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4649

EASEMENT REQUIREMENT STATEMENT FOR VACATION OF PROPERTY

An application is being made to Travis County for the vacation of property at Lots 1345 & 1346 Broken Bow Trail, Austin, TX 78734 and/or Apache Shores Sec 3, lots 1345 & 1346 (legal description) and as described on the enclosed drawing or document.

STATEMENT

- We do not have need for an easement on the property as described in the accompanying document.
- We do have a need for an easement on the property as described in the accompanying document. A description of the required easement is attached.

Sonny Poole
Signature
Sonny Poole
Printed Name
Manager - Public Involvement
Title Real Estate
Austin Energy
Utility Company or District
8-10-11
Date

Please return this completed form to:

Urban Green Builder
2803 Manitou Drive
Austin, TX 78734
steve@urbangreenbuilder.com



SOUTHWESTERN BELL TELEPHONE COMPANY

RELEASE OF EASEMENT

THIS RELEASE OF EASEMENT, entered into by SOUTHWESTERN BELL TELEPHONE COMPANY, a Missouri corporation, GRANTOR, AND William H. Warren and Rhonda L. Warren GRANTEE(S), wherein GRANTOR in consideration of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, does by these presents ABANDON, RELEASE, RELINQUISH AND DISCLAIM to GRANTEE(S), as is, all or a specific portion of certain easements for telecommunication purposes hereinafter described that affects land owned by GRANTEE(S) situated in Travis County, Texas, and described as follows:

Lots 1345 and 1346, Amended Plat of Apache Shores, Section 3, Deed of record in Document 2011078633, Property Records of Travis County, Texas

Said land of GRANTEE(S) being subject to:

Easements recorded in Volume 50, Page 81, Plat Records of Travis County, Texas,

The portion of said easements to be hereby released is described as follows:

All of the 5 foot PUE's on either side of the common side property lines of Lots 1345 and 1346, described above,

TO HAVE AND TO HOLD same, together with all rights and appurtenances to the same belonging, unto GRANTEE, their heirs, successors and assigns forever.

IN WITNESS WHEREOF, GRANTOR has caused this Release of Easement to be executed by its duly authorized officers this 20th day of JUNE, 2011.

SOUTHWESTERN BELL TELEPHONE COMPANY

Steve Fougere

Name : STEVE FOUGERON

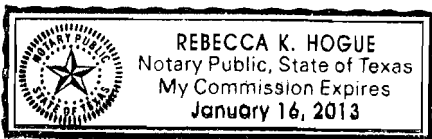
Title: MANAGER DESIGN ENGINEER

THE STATE OF TEXAS
COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, on this day personally appeared STEVE FOUGERON, known to me to be the person whose name is subscribed to the foregoing instrument as Manager, Engineering-Design of Southwestern Bell Telephone Company, a Missouri corporation, and acknowledged to me that he/she executed the same for purposes and considerations therein expressed in the capacity stated, and as the act and deed of said corporation.

Given under my hand and seal of office this the 20th day of JUNE, 2011.

Rebecca K. Hogue
Notary Public in and for the State of TEXAS
My Commission Expires Jan 16, 2013





**STATE OF TEXAS
COUNTY OF TRAVIS**

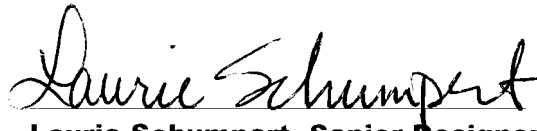
RELEASE OF EASEMENT

WHEREAS, the plat of Lots 1345 and 1346, Section 3, Block 1, Apache Shores, Austin, Texas, a subdivision in the County of Travis, of record in Volume 50, Page 81, of the Plat Records of Travis County, Texas, and said plat record reflects a five foot public utility and drainage easement along either side of the common lot lines of said subdivision for the installation of public utilities and drainage; AND

WHEREAS, all utilities are in place within other dedicated easements on said lots and no further need exists for the above easements as reflected on said plat:

NOW, THEREFORE, in consideration of the premises and in order to adjust because of proposed encroachment upon these easements, the undersigned do hereby abandon all right, title and interest in and to these easements, as described, in the above addressed lots in said subdivision.

EXECUTED this 15th **day of** June, 2011.

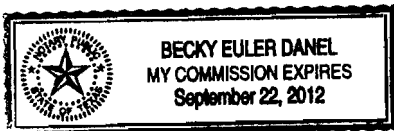

**Laurie Schumpert, Senior Designer
Time Warner Cable**

BEFORE ME, the undersigned authority, on this day personally appeared Laurie Schumpert, 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 therein expressed, as the act and deed for Time Warner Cable, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE 15th **day of**
June, 2011.


Notary Public, State of Texas

My commission expires: September 22, 2012





TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17

3812 Eck Lane • Austin, Texas 78734
• Phone (512) 266-1111 • Fax (512) 266-2790

UTILITY EASEMENT RELEASE APPLICATION

Date: 6-7-11

A release of the following utility easement(s) is hereby requested.
(\$30.00 fee is required)

Property Address: Lot 1345 & 1346 Broken Bow Trail Austin, TX 78734

Legal Description: - Same -

A plat drawing with the easement highlighted must accompany this application.

Applicant Name: Shantelle Wilson

Address: 2803 Manitow Dr
Austin, TX 78734

Reason for Request: Vacate PUE in order to construct a single family residence over both lots.

Water District 17 **DOES NOT** have a need for an easement on the property as described in the accompanying document. The easement(s) is (are) hereby released.

Water District 17 **DOES** have a need for an easement on the property as described in the accompanying document. A description of the required easement is attached.

Henry Marley 6.7.11
Signature Date

Reviewer: Henry Marley

Deborah S. Gemes
Signature Date

Deborah S. Gemes

Printed Name

General Manager

Title

Please return this completed form to:

Phone: 512-484-8634

Fax: 512-266-9889

Email: Shantelle@

Urban green builder.com

Shantelle Wilson

Name

2803 Manitow Dr.

Address

Austin, TX 78734

City/State/Zip



TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4649

EASEMENT REQUIREMENT STATEMENT FOR VACATION OF PROPERTY

Lot 1367 & 1368 An application is being made to Travis County for the vacation of property at Broken Bow Trail, Austin, TX 78734 (address) and/or (legal description) and as described on the enclosed drawing or document. An action of the Commissioners' Court of Travis County is pending your return of this statement. Your prompt reply is requested.

STATEMENT

We do not have need for an easement on the property as described in the accompanying document.

We do have a need for an easement on the property as described in the accompanying document. A description of the required easement is attached.

Chris Langford
Signature
Chris Langford, PE
Printed Name
Engineer IA
Title
Texas Gas Service
Utility Company or District
1/21/2011
Date

Please return this completed form to:

Name

Address

City/State/Zip

RECEIVED

SEP 14 2011

TNR



TRANSPORTATION AND NATURAL RESOURCES

Steven M. Manilla, P.E., County Executive

411 West 13th Street
Executive Office Building
P.O. Box 1748
Austin, Texas 78767
tel 512-854-9383
fax 512-854-4649

AFFIDAVIT OF POSTING

**TO: County Judge
County Commissioners
Travis County, Texas**

A Public Notice of Vacation of two 5' wide public utility easements sign was posted on September 12, 2011, on the east side of Broken Bow Trail along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended at a point as near as practical to the area being vacated, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 13 DAY OF September, 2011.

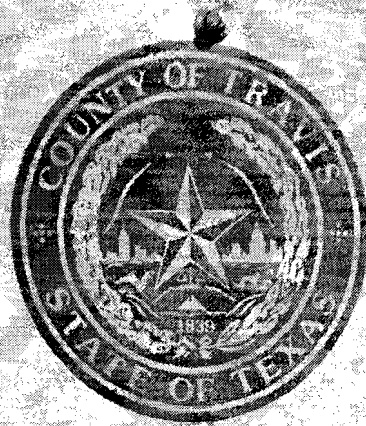
SIGNATURE: Jaime Garcia

NAME (PRINT): Jaime Garcia

TITLE: TNR/R&B Supervisor

cc: Garcia (sign shop)

M:\PERMITS\Vacate\11PUE\06-BrokenBowTrail\SignRequest-BrokenBowTr.doc




NOTICE OF PUBLIC HEARING

**OCTOBER 4, 2011 AT 9:00 AM
PUBLIC UTILITY EASEMENT VACATION**

**TO APPROVE THE VACATION OF TWO
FIVE FOOT WIDE PUBLIC UTILITY
EASEMENTS LOCATED ALONG THE
COMMON LOT LINE OF LOTS 1345 AND
1346 OF APACHE SHORES, SECTION 3
AMENDED- A SUBDIVISION IN PRECINCT
THREE**

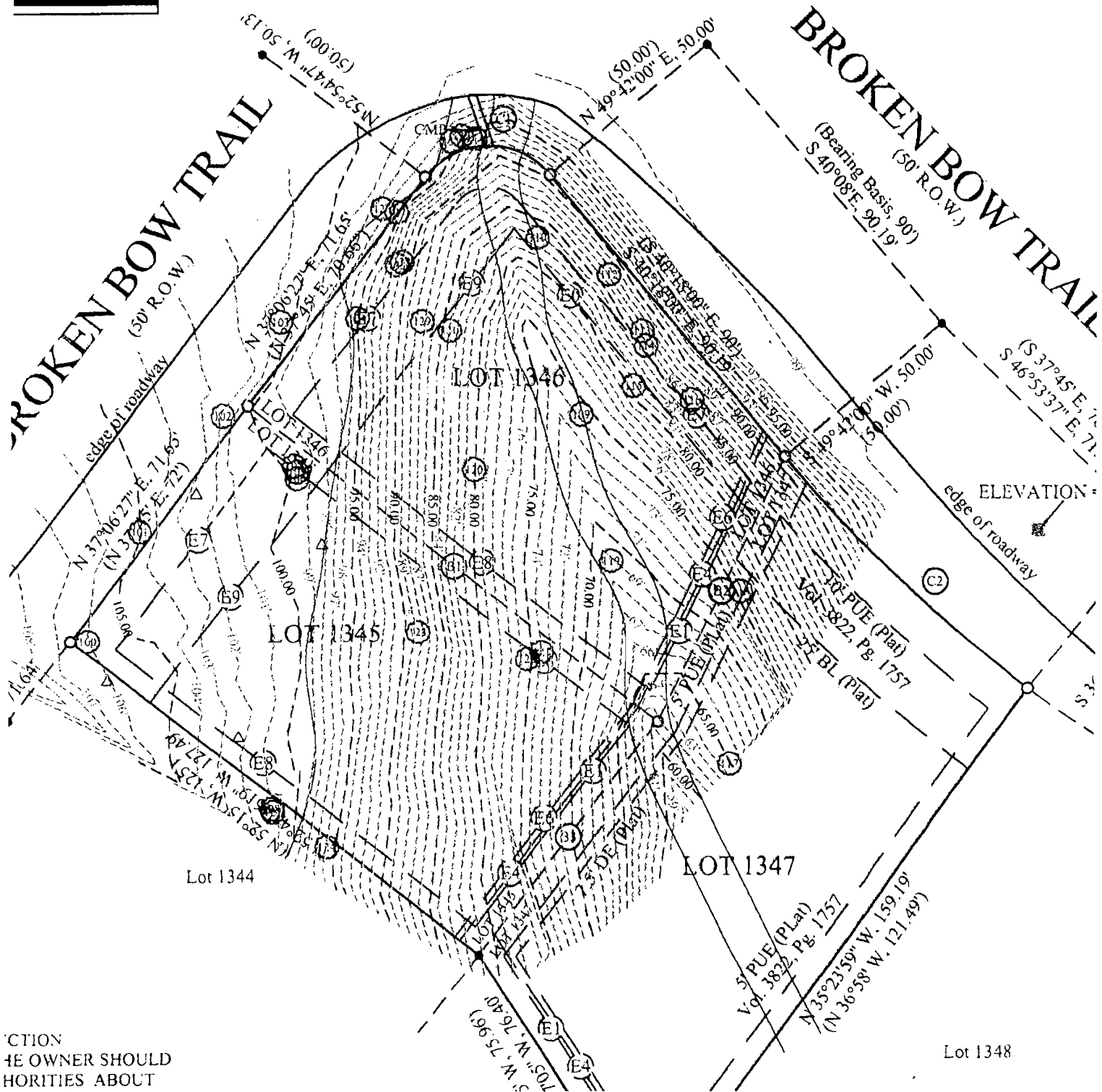
**AT THE TRAVIS COUNTY
COMMISSIONERS COURTROOM
314 WEST 11th STREET
(FIRST FLOOR), AUSTIN
FOR MORE INFORMATION CALL: 854-9383**



**NOTICE OF
PUBLIC HEARING**
OCTOBER 4, 2011 AT 9:00 AM
PUBLIC UTILITY EASEMENT VACATION

TO APPROVE THE VACATION OF TWO
FIVE FOOT WIDE PUBLIC UTILITY
EASEMENTS LOCATED ALONG THE
COMMON LOT LINE OF LOTS 1345 AND
1346 OF APACHE SHORES, SECTION 3
AMENDED- A SUBDIVISION IN PRECINCT
THREE

AT THE TRAVIS COUNTY
COMMISSIONERS COURTROOM
314 WEST 11TH STREET
(FIRST FLOOR) AUSTIN
FOR MORE INFORMATION CALL: 854-9383



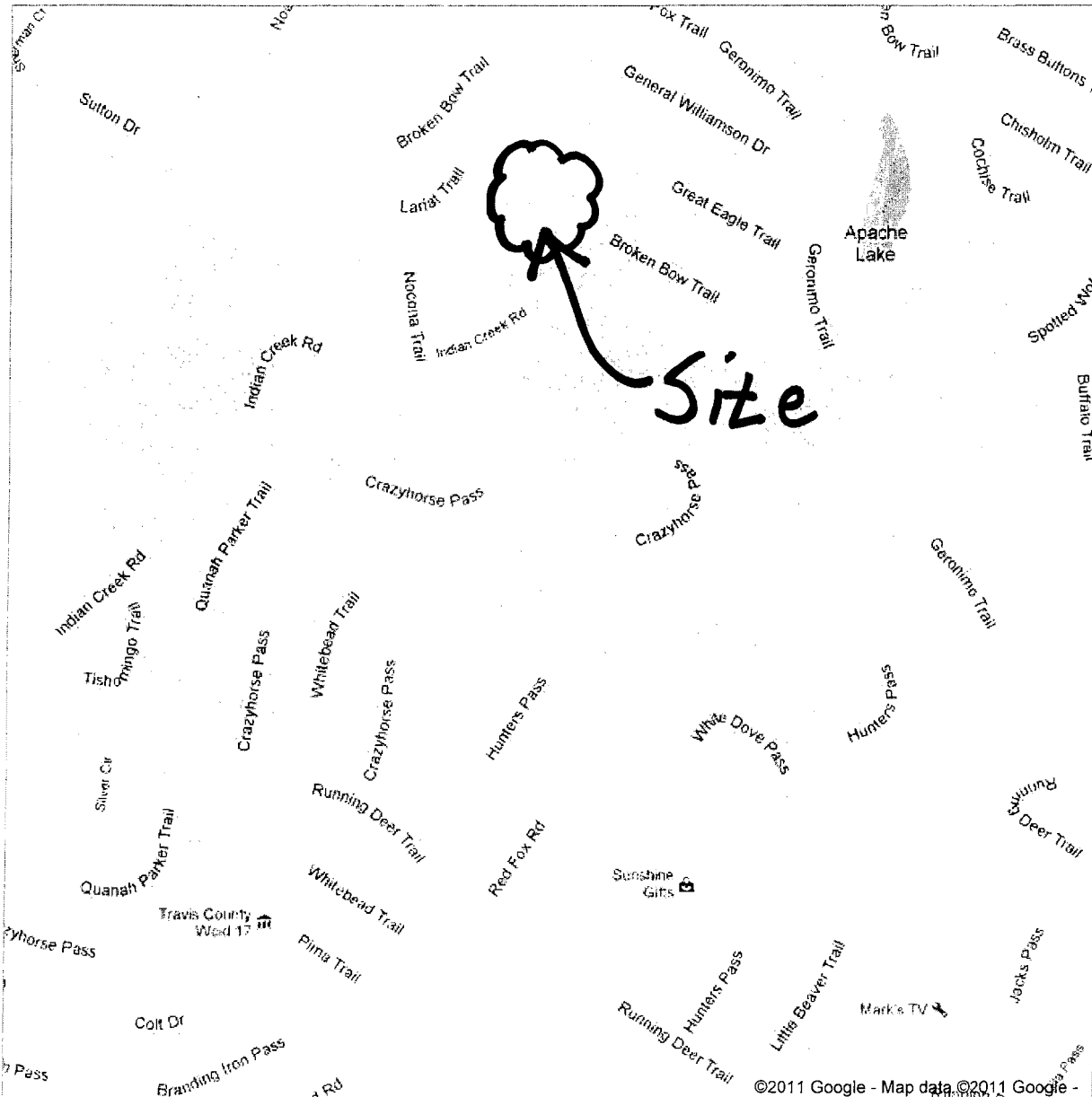
SECTION
THE OWNER SHOULD
AUTHORITIES ABOUT

Lot 1348

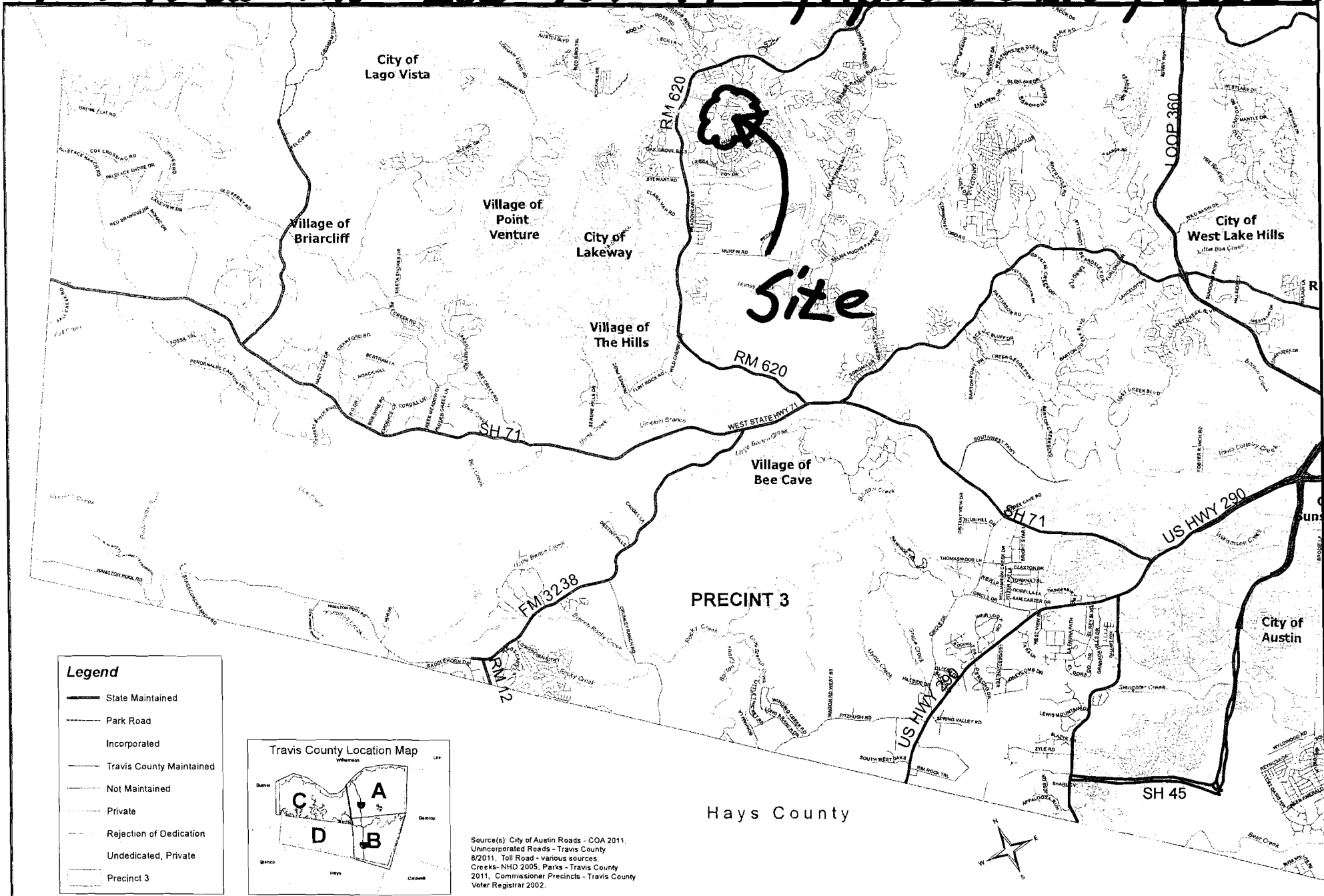


Address **Broken Bow Trail**
Austin, TX 78734

Notes Request to vacate two five foot public utility easements located along the common lot line of Lots 1345 and 1346 of Apache Shores, Section 3 Amended - Commissioner Karen Huber, Precinct Three.

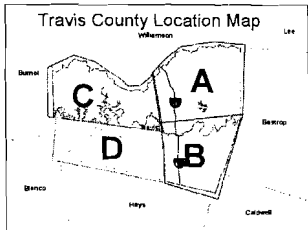


PUE Vacation - Lots 1345 & 1346, Apache Shores, Section



Legend

- State Maintained
- Park Road
- Incorporated
- Travis County Maintained
- Not Maintained
- Private
- Rejection of Dedication
- Undedicated, Private
- Precinct 3

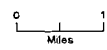


Sources: City of Austin Roads - COA 2011.
 Unincorporated Roads - Travis County
 8/2011, Toll Road - various sources.
 Creeks- NHD 2005, Parks - Travis County
 2011, Commissioner Precincts - Travis County
 Voter Registrar 2002.



Map Disclaimer: The data is provided "as is" with no warranties of any kind.

Travis County Roadways, Map D



Map Prepared by: Travis County,
 Dept. of Transportation & Natural
 Resources. Date: 8/9/2011



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By: Michael Hettenhausen **Phone #:** 854-7563

Division Director/Manager: Anna Bowlin, Director of Development Services

Department Head: Steven M. Manilla, P.E., County Executive-TNR

Sponsoring Court Member: Commissioner Davis, Precinct One

AGENDA LANGUAGE: Consider and take appropriate action on the Blake Manor Eco-Development Final Plat (Short Form Plat - Eight Lots - 10.6 acres - Blake Manor Road) in Precinct One.

BACKGROUND/SUMMARY OF REQUEST:

This final plat consists of eight commercial lots on 10.6 acres. There are no private or public streets proposed with this final plat. Parkland fees are not required for this commercial subdivision. According to the owner, the proposed land use for lots 3 through 7 is likely agro-business (e.g., plant nursery or landscaping) or rental cabins and the proposed land use for lots 1, 2, and 8 is likely retail (e.g., services or restaurant).

STAFF RECOMMENDATIONS:

As this final plat meets all Single Office standards and has been approved by the City of Austin Zoning and Platting Commission on September 20, 2011, Single Office staff recommends approval of the final plat.

ISSUES AND OPPORTUNITIES:

Staff has registered one interested party who has been in contact with the owners of the property as well as staff to learn more information about the proposed development, but stated no objection to the subdivision.

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

ATTACHMENTS/EXHIBITS:

Precinct map
Location map
Proposed final plat

REQUIRED AUTHORIZATIONS:

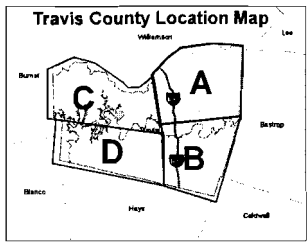
Cynthia McDonald	Financial Manager	TNR	854-4239
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Steve Manilla	County Executive	TNR	854-9429

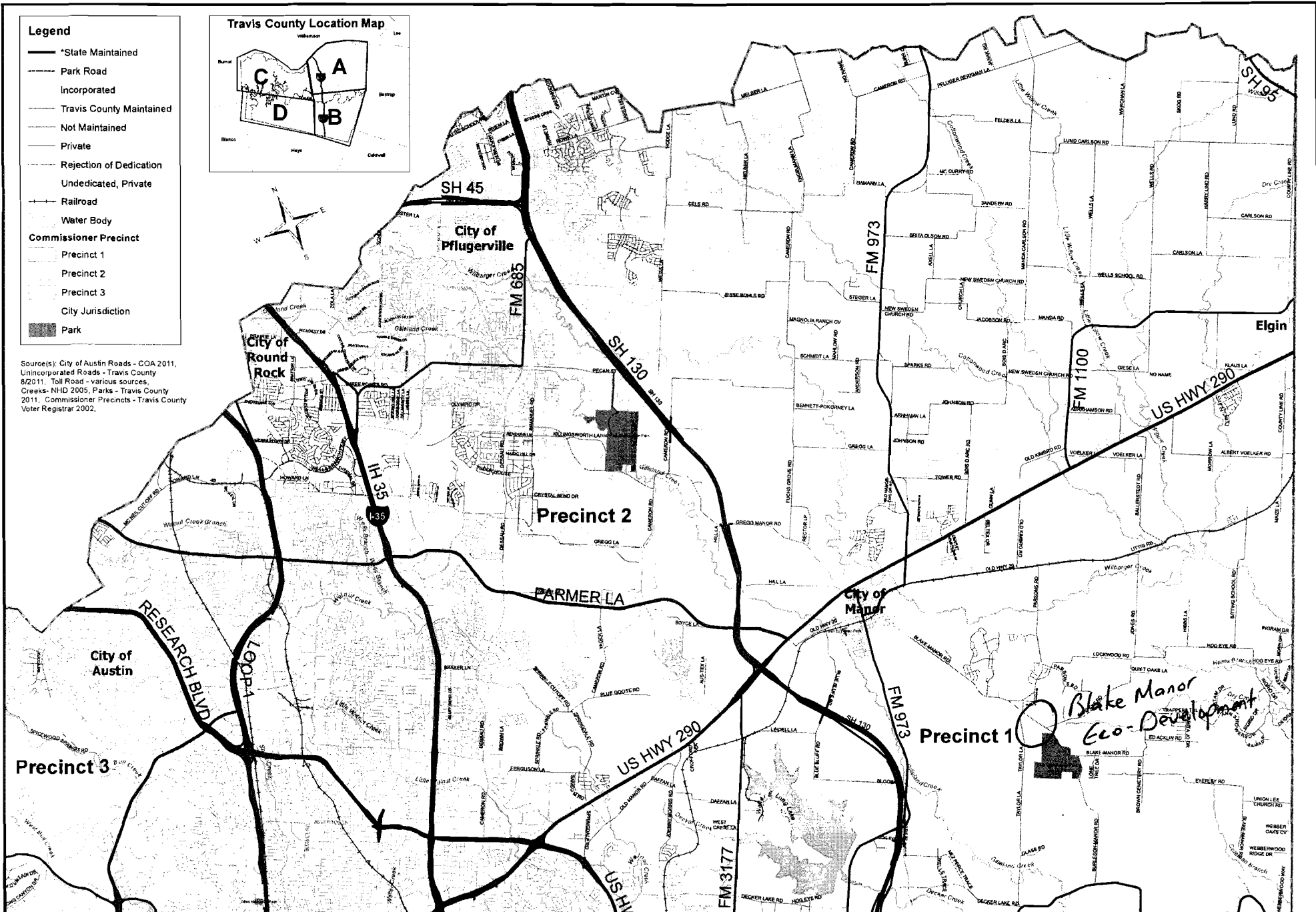
CC:

MH:AB:mh
1101 - Development Services -

- Legend**
- *State Maintained
 - - - Park Road
 - Incorporated
 - Travis County Maintained
 - - - Not Maintained
 - Private
 - - - Rejection of Dedication
 - - - Undedicated, Private
 - Railroad
 - Water Body
 - Commissioner Precinct**
 - Precinct 1
 - Precinct 2
 - Precinct 3
 - City Jurisdiction
 - Park

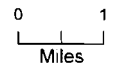


Sources: City of Austin Roads - COA 2011, Unincorporated Roads - Travis County 8/2011, Toll Road - various sources, Creeks - NHD 2005, Parks - Travis County 2011, Commissioner Precincts - Travis County Voter Registrar 2002.

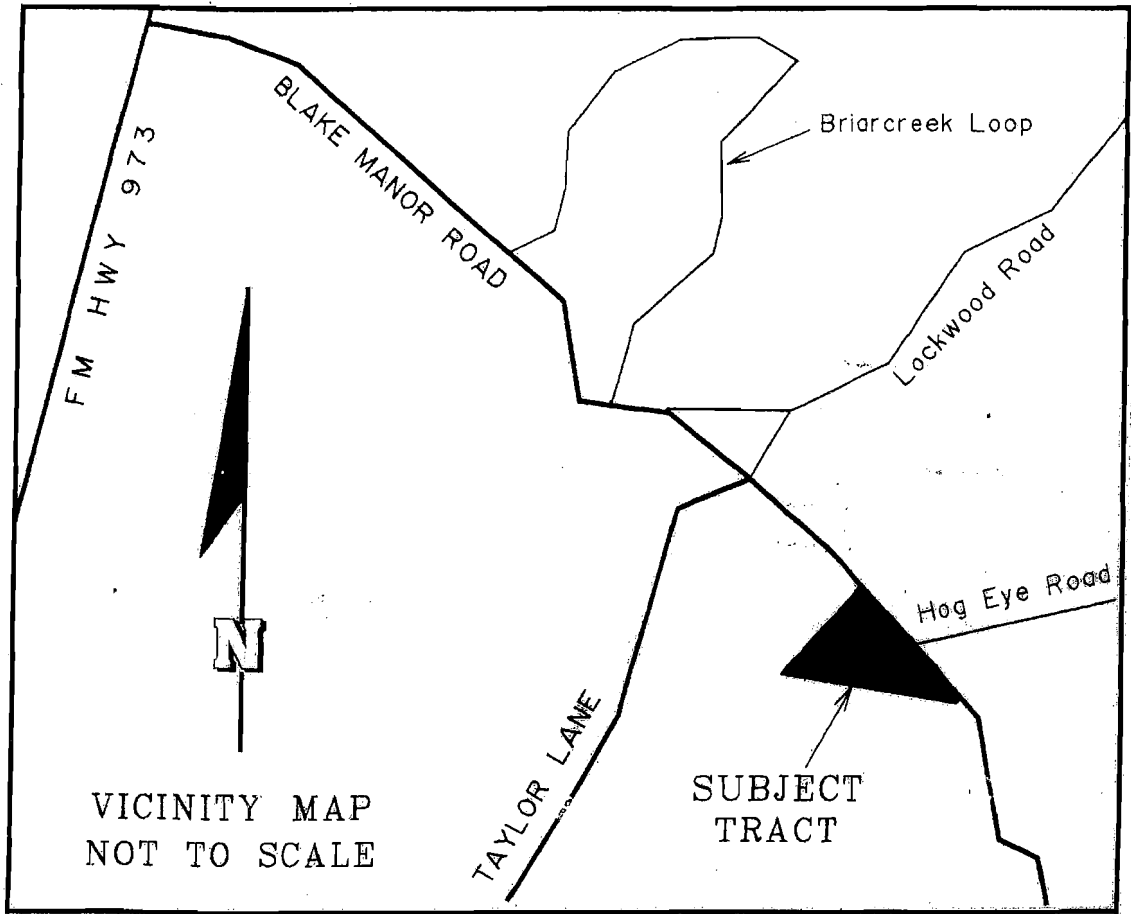


Map Disclaimer The data is provided "as is" with no warranties of any kind.

Travis County Roadways, Map A

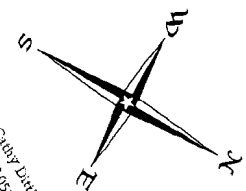


Map Prepared by: Travis County, Dept. of Transportation & Natural Resources. Date 8/9/2011



BLAKE MANOR ECO-DEVELOPMENT SUBDIVISION

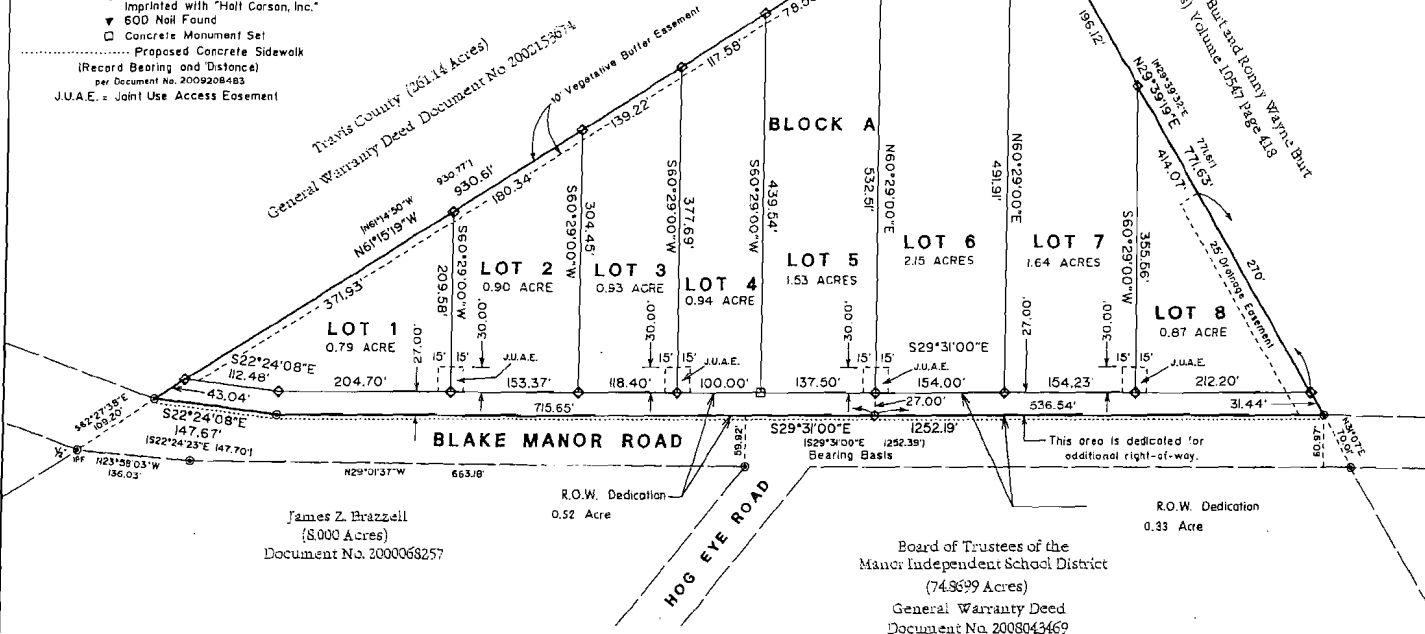
SCALE: 1" = 100'



GORDON C. JENNINGS SURVEY
ABSTRACT NO. 438

Legend

- ⊙ 1/2" Iron Rod Found
- ⊙ Iron Pipe Found
- ⊙ 1/2" Iron Rod Set with plastic cap imprinted with "Holt Corson, Inc."
- ⊙ 500 Nail Found
- ⊙ Concrete Monument Set
- Proposed Concrete Sidewalk (Record Bearing and Distance) per Document No. 2009208483
- J.U.A.E. = Joint Use Access Easement



THE STATE OF TEXAS
THE COUNTY OF TRAVIS
KNOW ALL MEN BY THESE PRESENTS:

That we, Carlos H. Victoria-Rueda and Lucia C. Godoy, owners of all that certain 10.60 acre tract of land, out of the Gordon C. Jennings Survey Abstract No. 438, in Travis County, Texas, as conveyed to us by General Warranty Deed recorded in Document No. 2009208483 of the Official Public Records of Travis County, Texas, do hereby subdivide all of said tract pursuant to Chapter 212 of the Texas Local Government Code, and in accordance with the attached plat to be known as

**BLAKE MANOR
ECO-DEVELOPMENT SUBDIVISION**

subject to any easements and/or restrictions heretofore granted, and do hereby dedicate to the Public Use of the streets and easements shown hereon.

WITNESS MY HAND this the ____ day of _____ A.D. 20__.

Carlos H. Victoria-Rueda
2009 Maize Bend Drive Austin, TX 78727

WITNESS MY HAND this the ____ day of _____ A.D. 20__.

Lucia C. Godoy
2009 Maize Bend Drive Austin, TX 78727

THE STATE OF TEXAS
THE COUNTY OF TRAVIS
I, the undersigned authority, on this the ____ day of _____ A.D. 20__, did personally appear Carlos H. Victoria-Rueda, known to me to be the person whose name is subscribed to the foregoing instrument of writing, and he acknowledged before me that he executed the same for the purposes and considerations therein expressed

NOTARY PUBLIC _____
Printed Name _____
Commission Expires _____

THE STATE OF TEXAS
THE COUNTY OF TRAVIS
I, the undersigned authority, on this the ____ day of _____ A.D. 20__, did personally appear Lucia C. Godoy, known to me to be the person whose name is subscribed to the foregoing instrument of writing, and she acknowledged before me that she executed the same for the purposes and considerations therein expressed

NOTARY PUBLIC _____
Printed Name _____
Commission Expires _____

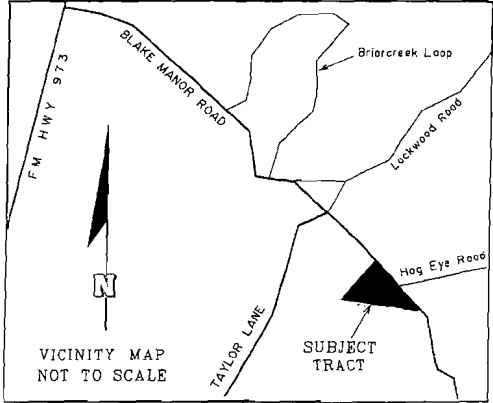
This subdivision is located in the 5 mile ETJ of the City of Austin
this the ____ day of _____, 20__.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE DIRECTOR, PLANNING AND DEVELOPMENT REVIEW DEPARTMENT, CITY OF AUSTIN, COUNTY OF TRAVIS, THIS THE ____ DAY OF _____, 20__ A.D.

GREG GUERNSEY, DIRECTOR
PLANNING AND DEVELOPMENT REVIEW

LAND USE SUMMARY TABLE

LOT 1	0.79 Acre	Commercial Use
LOT 2	0.90 Acre	Commercial Use
LOT 3	0.93 Acre	Commercial Use
LOT 4	0.94 Acre	Commercial Use
LOT 5	1.53 Acres	Commercial Use
LOT 6	2.15 Acres	Commercial Use
LOT 7	1.64 Acres	Commercial Use
LOT 8	0.87 Acre	Commercial Use
R.O.W. dedication = 0.85 Acre		
TOTAL AREA = 10.60 Acres		



886124

BLAKE MANOR ECO-DEVELOPMENT SUBDIVISION

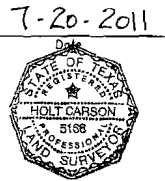
THE STATE OF TEXAS *
THE COUNTY OF TRAVIS * I, Dana DeBeauvoir, Clerk of the County Court of Travis County, Texas, do hereby certify that on the _____ day of _____, 20____, A.D., the Commissioners' Court of Travis County, Texas, passed an order authorizing the filing for record of this plat and that said order was duly entered in the minutes of said Court.

WITNESS MY HAND AND SEAL OF OFFICE of the County Court of said County, this the _____ day of _____, A.D., 20____
DANA DEBEAUVOIR, COUNTY CLERK, TRAVIS COUNTY, TEXAS

By _____ Deputy

THE STATE OF TEXAS *
THE COUNTY OF TRAVIS *
I, Holt Carson, am authorized under the laws of the State of Texas to practice the profession of surveying and hereby certify that this plat and subdivision is based upon an actual survey made on the ground, and is true and correct to the best of my knowledge.

Holt Carson
Holt Carson
Registered Professional Land Surveyor No. 5166
HOLT CARSON, INC.
1904 Farview Road Austin, Texas 78704 (512)-442-0990



THE STATE OF TEXAS *
THE COUNTY OF TRAVIS *
I, Ashraf T. Ahsanullah, am authorized under the laws of the State of Texas to practice the profession of engineering, and hereby certify that this plat is feasible from an engineering standpoint and is true and correct to the best of my knowledge.

No portion of this tract lies within a special flood hazard area according to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) 4853C0195H, Travis County, Texas, dated September 26, 2008.

Ashraf T. Ahsanullah P.E. No. 81607 Date _____
Advanced Consulting Engineers
5524 Bee Caves Road Suite 1-4
Austin, Texas 78745 (512)-444-1739

TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM PLAT NOTES

1. No structure in this subdivision shall be occupied until connected to a public sewer system or a private on-site sewage disposal system which has been approved by the Travis County On-Site Wastewater Program.
2. No structure in this subdivision shall be occupied until connected to a potable water supply from an approved public water system.
3. No on-site wastewater disposal system may be installed within 100 feet of a private water well nor may an on-site wastewater disposal system be installed within 150 feet of a public water well.
4. No construction may begin on any lot in this subdivision until plans for the private on-site sewage disposal system are submitted to and approved by the Travis County On-Site Wastewater Program.
5. All development on all lots in this subdivision must be in accordance with the minimum requirements of Texas Administrative Code Chapter 265 and Travis County Code Chapter 48.
6. These restrictions are enforceable by the Travis County On-Site Wastewater Program.

Stacy Scheffel, D.R. Program Manager Date _____
On-Site Wastewater Program
Travis County - TNR

In approving this plat, the Commissioners' Court of Travis County, Texas, assumes no obligation to build the streets, roads, and other public thoroughfares shown on this plat or any bridges or culverts in connection therewith. The building of all streets, roads, and other public thoroughfares shown on this plat, and all bridges and culverts necessary to be constructed or placed in such streets, roads, or other public thoroughfares or in connection therewith, is the responsibility of the owner and/or developer of the tract of land covered by this plat in accordance with plans and specifications prescribed by the Commissioners' Court of Travis County, Texas.

The Owner(s) of the subdivision shall construct the Subdivision's street and drainage improvements (the "improvements") to County Standards in order for the County to accept the public improvements for maintenance or to release fiscal security posted to secure private improvements. To secure this obligation, the Owner(s) must post fiscal security with the County in the amount of the estimated cost of the improvements. The Owner(s)' obligation to construct the improvements to County Standards and to post the fiscal security to secure such construction is a continuing obligation binding on the Owners and their successors and assigns until the public improvements have been accepted for maintenance by the County, or the private improvements have been constructed and are performing to County Standards.

The authorization of this plat by the Commissioners' Court for filing or the subsequent acceptance for maintenance by Travis County, Texas, of roads and streets in the subdivision does not obligate the County to install street name signs or erect traffic control signs, such as speed limit, stop signs, and yield signs, which is considered to be part of the developer's construction.

- NOTES:
1. No lot in this subdivision shall be occupied until connected to the Manville Water Supply Corporation system and an on-site sewage facility approved by Travis County's On-Site Waste Water Program.
 2. The water utility system serving this subdivision must be in accordance with the Manville Water Supply utility design criteria.
 3. This subdivision is not located over the Edwards Aquifer Recharge Zone.
 4. A Travis County Site Development permit is required prior to any site development.
 5. No buildings, fences, landscaping, or other obstructions are permitted in drainage easements except as approved by the City of Austin and Travis County.
 6. All drainage easements on private property shall be maintained by the property owner or assigns.
 7. Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by governmental authorities.
 8. The owner of this subdivision, and his or her successors and assigns, assumes responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Austin. The owner understands and acknowledges that plat vacation or replatting may be required, at the owner's sole expense, if plans to construct this subdivision do not comply with such codes and requirements.
 9. Prior to construction on any lot in this subdivision, a Site Development Permit must be obtained from the City of Austin.
 10. All streets, drainage, sidewalks, erosion controls, are required to be constructed and installed to City of Austin Standards.
 11. The owner/developer of this subdivision/lot shall provide the electric service provider with any easement and/or access required for the installation and ongoing maintenance of overhead and underground electric facilities within or along the perimeter of this subdivision/lot. These easements/ access are required to provide electric service to the buildings and will not be located as to cause the site to be out of compliance with Chapter 30-5 of the City of Austin Land Development Code.
 12. The owner shall be responsible for installation of temporary erosion control, revegetation and tree protection. In addition, the owner shall be responsible for any initial pruning and tree removal that is within ten feet of the center line of the proposed overhead electrical facilities designed to provide electric service to this project. The owner shall include the electric service provider's work within the limits of construction for this project.
 13. Watershed Status: This subdivision is located within the Lockwood Creek Watershed and the Colorado River Watershed which are classified as Suburban Watersheds.
 14. All signs shall comply with the Austin Sign Ordinance.
 15. By approving this plat, the City of Austin assumes no obligation to construct any infrastructure in connection with this subdivision. Any subdivision infrastructure required for the development of the lots in this subdivision is the responsibility of the developer and/or the owners of the lots. Failure to construct any required infrastructure to City standards may be just cause for the City of Austin to deny applications for certain development permits including building permits, site plan approvals and/or certificates of occupancy.
 16. Erosion/sedimentation controls are required for all development, including single family and duplex construction pursuant to Section 30-5-181 of the City of Austin Land Development Code and the Environmental Criteria Manual.
 17. Public sidewalks, built to City of Austin standards, are required along the following streets and as shown by a dotted line on the face of the plat: Blake Manor Road. The sidewalks are required to be constructed by the property owner after the abutting roadway is improved and concrete curbs are in place. Failure to construct the required sidewalks may result in the withholding of Certificates of Occupancy, building permits, or utility connections by the governing body or utility company.
 18. Maintenance of required water quality controls shall be according to City of Austin standards.
 19. For a minimum travel distance of 25 feet from the roadway edge, driveway grades may exceed 12% only with specific approval of surface and geometric design proposals by the City of Austin.
 20. Water Quality Easements shown (if any) are for the purpose of achieving compliance to Chapter 30-5 of the City Land Development Code. The use and maintenance of these easements is restricted by Sections 30-5-211 and 30-5-213 thereof.
 21. The landowner is responsible for providing the subdivision infrastructure, including the water and wastewater utility improvements.
 22. Prior to construction on lots in this subdivision, water quality plans will be submitted to the City of Austin for review. Water quality treatment shall meet all applicable watershed requirements. All proposed construction or site alteration requires approval of a separate Development Permit.
 23. Drainage plans shall be submitted to the City of Austin and Travis County for review prior to site development. Rainfall run-off shall be held to the amount existing at undeveloped status by ponding or other approved methods.
 24. The lots within this subdivision are restricted to commercial uses only.
 25. Electric service for this subdivision will be provided by Bluebonnet Electrical Cooperative.

THE STATE OF TEXAS *
THE 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 _____, 20____, A.D., at _____ o'clock _____ M., duly recorded on the _____ day of _____, 20____, A.D., at _____ o'clock _____ M., of said said County and State in Document Number _____
Official Public Records of Travis County.
WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK,
this the _____ day of _____, 20____, A.D.

Dana Debeauvoir, County Clerk
Travis County, Texas



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By: Joe Arriaga **Phone #:** 854-7562

Division Director/Manager: Anna Bowlin, Division Director-Development Services

Department Head: Steven M. Manilla, P.E., County Executive-TNR

Sponsoring Court Member: Commissioner Gomez, Precinct Four

AGENDA LANGUAGE: Consider and take appropriate action on a Sidewalk Variance to Title 30-3-191 which requires sidewalks on all new subdivisions on Linden Road in Precinct Four.

BACKGROUND/SUMMARY OF REQUEST:

The applicant is requesting a variance to Title 30-3-191 to not construct sidewalks on Linden Road. The road is a non-curb and gutter roadway and there are no traffic generators nearby such as schools, shopping centers, or high density residential areas. In addition, there are no worn paths anywhere on the street.

The applicant proposes to subdivide this property into four total single family lots on 11.00 acres. This item is for the variance only. The plat is under review by the single office.

STAFF RECOMMENDATIONS:

TNR staff supports the granting of this variance.

ISSUES AND OPPORTUNITIES:

Staff has not received any inquiries from anyone at the time this report was written.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

ATTACHMENTS/EXHIBITS:

Location Map

Original Plat

Proposed Plat

Precinct Map

REQUIRED AUTHORIZATIONS:

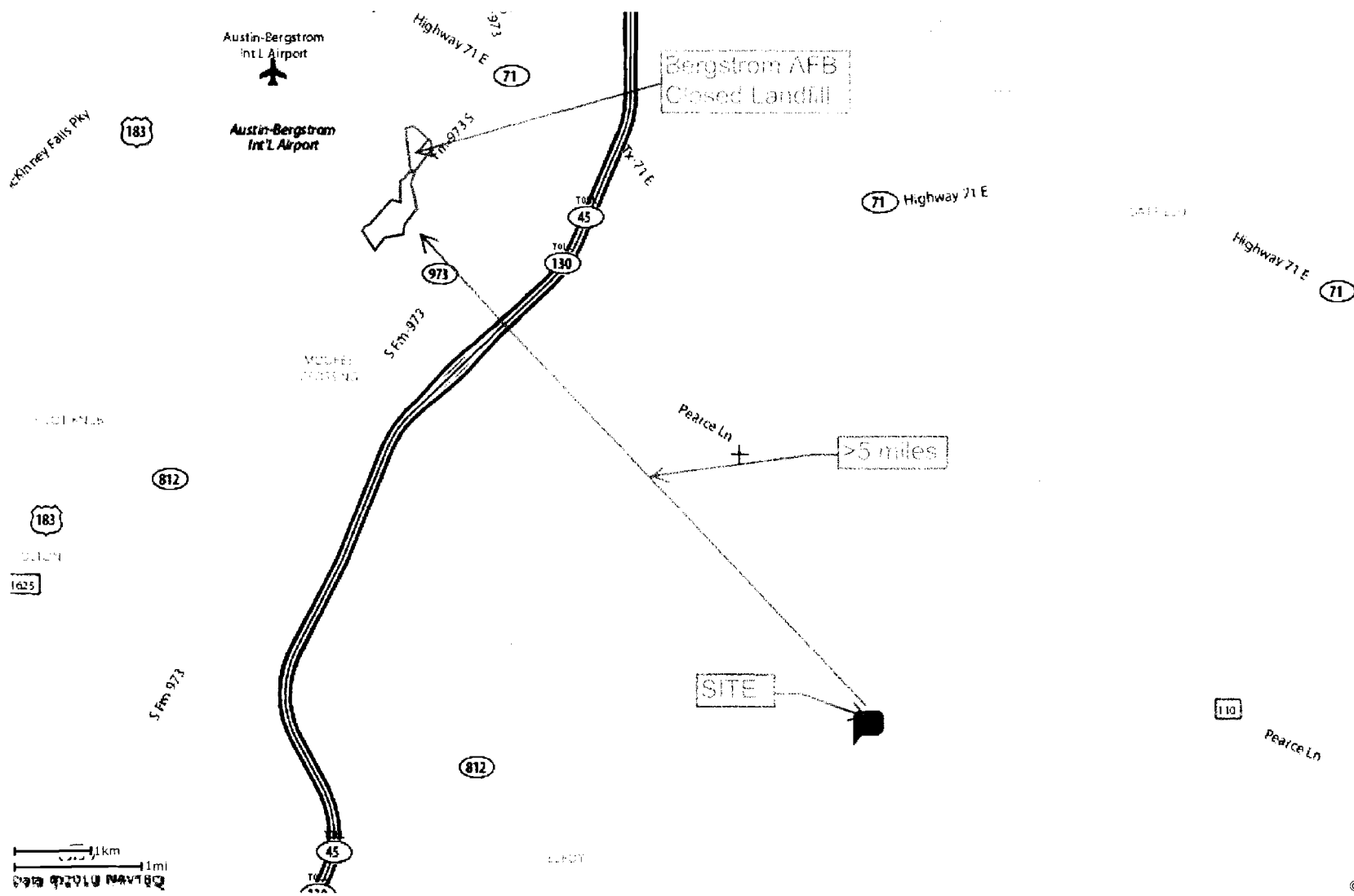
Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429

CC:

JA:AB:ja
1101 - Development Services -

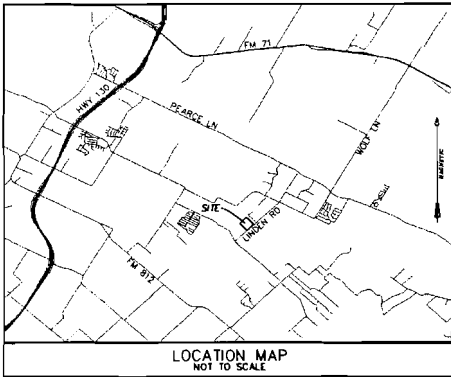
Search

Web Search



LANDFILL-SITE LOCATION MAP

L & I SUBDIVISION RESUBDIVISION PART OF LOT 16, ED SEELING'S SUBDIVISION TRAVIS COUNTY, TEXAS



LOT	AREA
LOT 1	2,979 ACRES
LOT 2	2,990 ACRES
LOT 3	2,990 ACRES
LOT 4	1,996 ACRES

LINE	BEARING	LENGTH
L1	S 44°39'00" W	89.41'
L2	S 44°39'00" W	133.94'
L3	S 44°39'00" W	133.93'
L4	S 44°39'00" W	133.43'
L5	N 44°38'58" E	133.43'
L6	N 44°38'58" E	133.94'
L7	N 44°38'58" E	133.94'
L8	N 44°38'58" E	89.42'

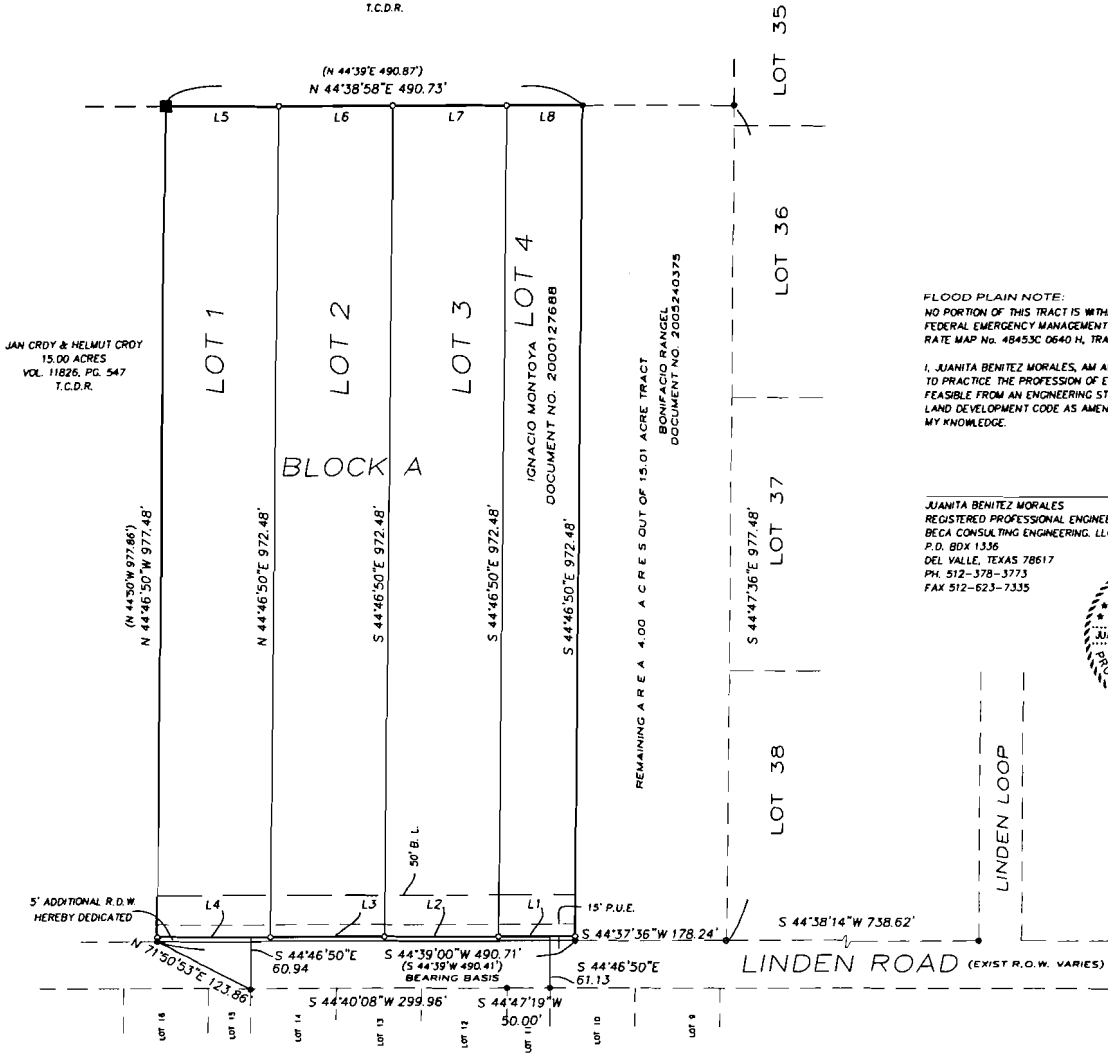


- LEGEND**
- 1/2" IRON PIN FOUND
 - 1/2" IRON PIN W/CAP STAMPED
 - TRI-TECH SURVEYING SET
 - 1/2" IRON PIPE FOUND
 - CONCRETE MONUMENT SET
 - B.L. BUILDING LINE
 - P.U.E. PUBLIC UTILITY EASEMENT
 - () RECORD INFORMATION

JAN CROY
18.00 ACRES
VOL. 12023, PG. 12
T.C.D.R.

JAN CROY & HELMUT CROY
15.00 ACRES
VOL. 11826, PG. 547
T.C.D.R.

(N 44°39'E 490.87')
N 44°38'58" E 490.73'



FLOOD PLAIN NOTE:

NO PORTION OF THIS TRACT IS WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY AS SHOWN ON THE FEDERAL FLOOD INSURANCE RATE MAP No. 48453C 0640 H, TRAVIS COUNTY, TEXAS, DATED SEPTEMBER 26, 2008.

I, JUANITA BENITEZ MORALES, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT AND COMPLIES WITH TITLE 30 OF THE AUSTIN LAND DEVELOPMENT CODE AS AMENDED, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

JUANITA BENITEZ MORALES
REGISTERED PROFESSIONAL ENGINEER No. 96275
BECA CONSULTING ENGINEERING, LLC
P.O. BOX 1336
DEL VALLE, TEXAS 78617
PH. 512-378-3773
FAX 512-623-7335

DATE



SURVEYOR'S CERTIFICATION

I, DAVID L. BELL, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH TITLE 30 OF THE CITY CODE AS AMENDED, IS TRUE AND CORRECT TO THE BEST OF MY ABILITY, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY SUPERVISION ON THE GROUND.

DAVID L. BELL
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 3994
TRI-TECH SURVEYING COMPANY L.P.
3802 MANCHACA ROAD
AUSTIN, TEXAS 78704

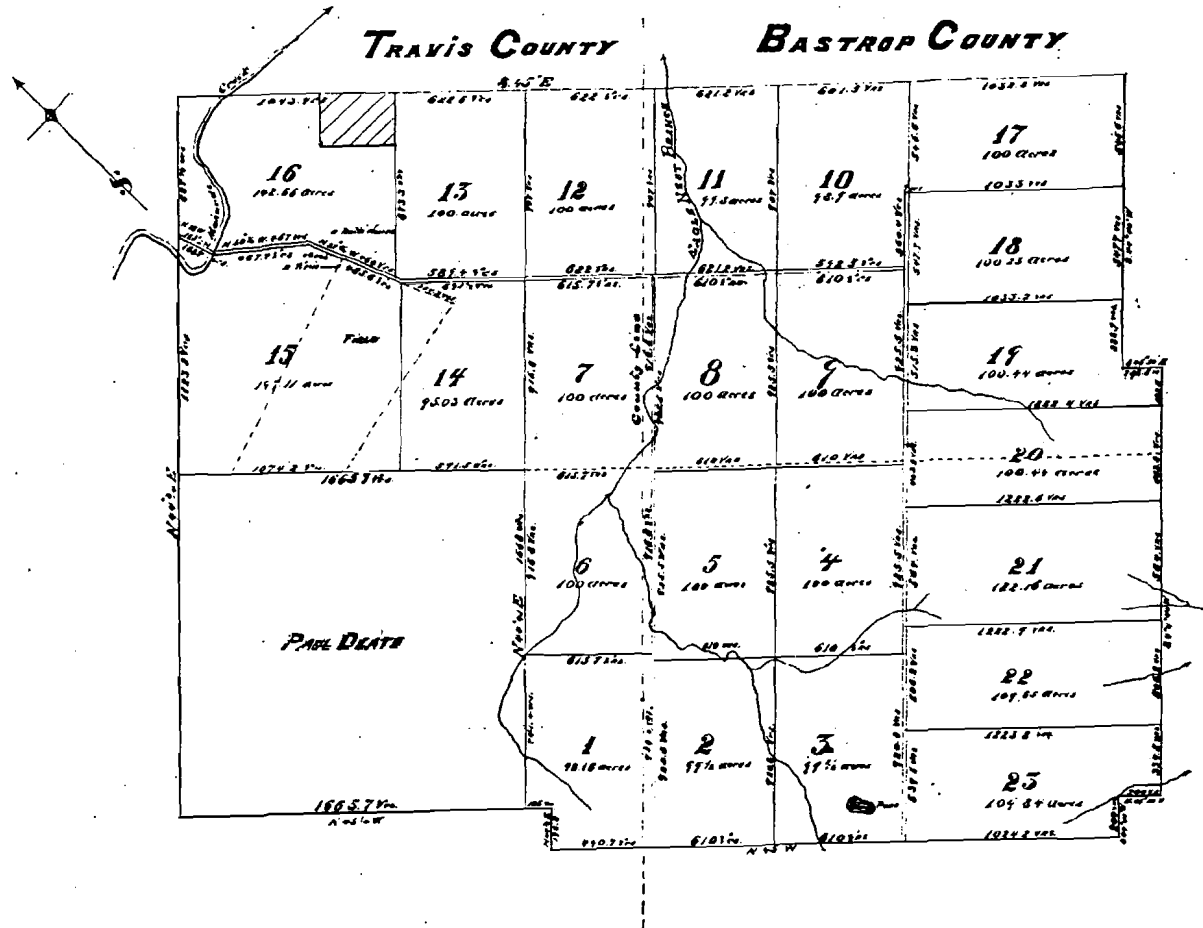


CASE NUMBER : C8J-2011-0022.0A

File: 2011\croyan pg.rpt\eng\l&i_50.plt-4
Job Number:
Scale (Plot): 1"=50'
Scale (Overlaid): NTS
Date: 09-21-2011
Checked By: J.B.
Drawn By: J.B.
Revised 1:
Revised 2:
Revised 3:
Revised 4:

J 3 3 S
CONSULTING ENGINEERING, LLC
TRAVIS REGISTERED ENGINEERING FIRM #0255
P.O. BOX 1336
DEL VALLE, TEXAS 78617
OFFICE: 512-378-3773, FAX 512-623-7335

**L & I SUBDIVISION
RESUBDIVISION PART OF
LOT 16, ED SEELING'S SUBDIVISION**



MAP OF ED. SEELING'S SUBDIVISION OF PART OF THE MICHAEL GREEN LEAGUE

Vertical scale 1" = 100'

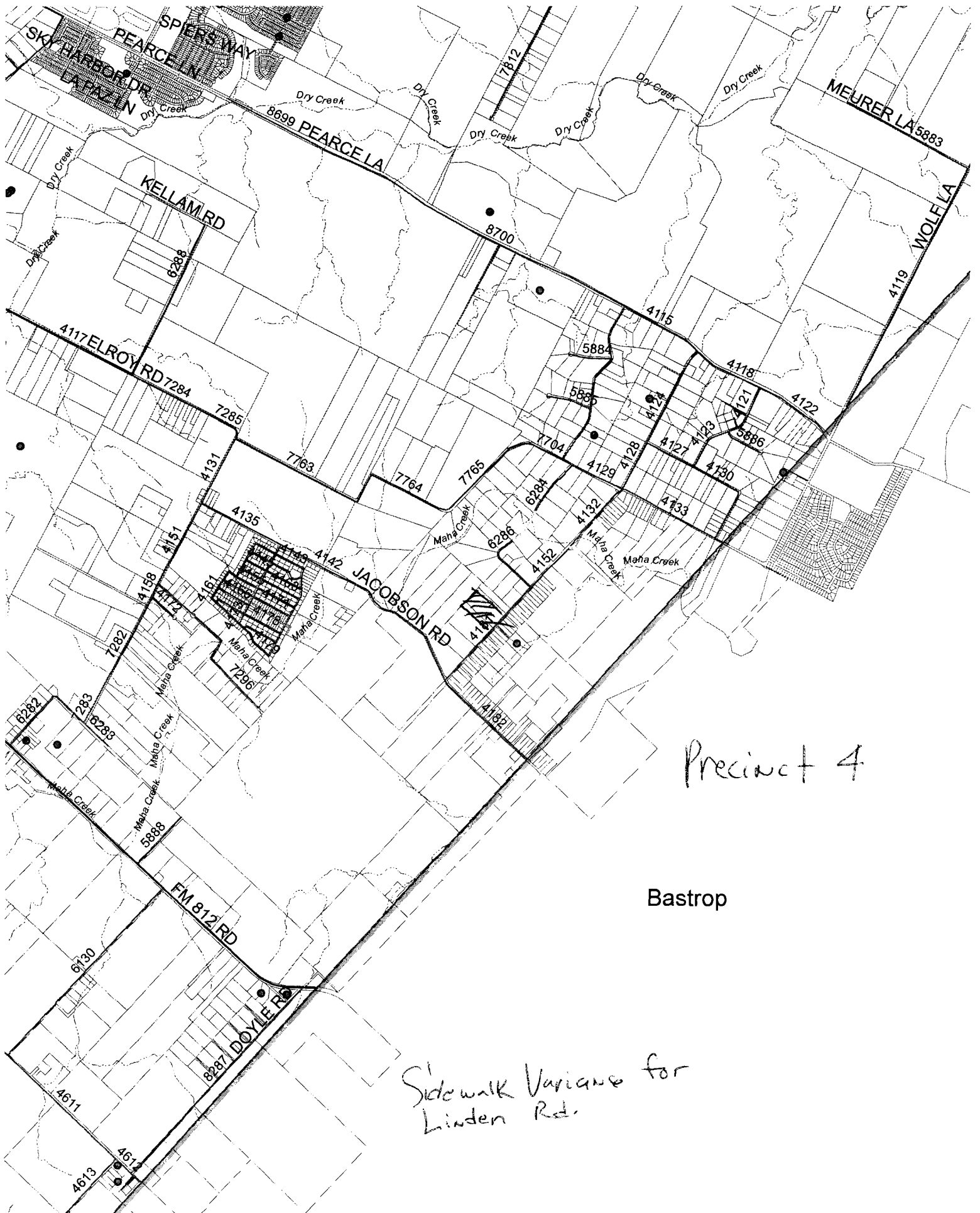
Situated in Travis and Bastrop Counties

Scale 1000 feet to 1 inch

1" = 2000'

Filed June 8th 1900 at 10 A.M.
Revised June 26th 1900 at 10 P.M.

EXHIBIT A



Precinct 4

Bastrop

Sidewalk Variance for Linden Rd.



•
•

August 1, 2011

Judge Sam Biscoe and Travis County Commissioners
314 W. 11th St.
Austin, Texas 78701

**Sidewalk Variance
L & I Subdivision
C8J-2009-0056.OA**

Dear Judge Biscoe and Travis County Commissioners:

We are respectfully requesting for a variance on construction of sidewalks on the referenced subdivision plat. This property is located in the 5mi ETJ with no side walks for miles of this property.

Your consideration is greatly appreciated. If you have any questions or concerns, I can be reached at 658-8896. Thank you for your assistance in this matter.

Respectfully,

Ignacio (Nash) Gonzales
Manager
LENWORTH Consulting LLC

File: I&I subdivision



Travis County Commissioners Court Agenda Request

Meeting Date: 10/4/11

Prepared By/Phone Number: Tim Pautsch Phone #: 854-7689

Division Director/Manager: Anna Bowlin, Division Director Development Services

Department Head: Steven M. Manilla, P.E., County Executive-TNR

Sponsoring Court Member: Commissioner Davis, Precinct One

AGENDA LANGUAGE: Consider and take appropriate action on a Cash Security Agreement with Highland Homes, Austin for sidewalk fiscal for Commons at Rowe Lane IIIA Lot 41 Block M, in Precinct One.

BACKGROUND/SUMMARY OF REQUEST:

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., proposed to use this Cash Security Agreement, as follows: Phase IIIA, Lot 41, Block M, \$746.88, Permit #11-1594, to post sidewalk fiscal where the sidewalks have not been completed in this subdivision.

ISSUES AND OPPORTUNITIES:

None

FISCAL IMPACT AND SOURCE OF FUNDING:

There are no budgetary and/or fiscal impacts as this is fiscal posted for a development.

ATTACHMENTS/EXHIBITS:

Cash Security Agreement, Map of lot.

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Engineering Svcs Div Dir	TNR	854-7561
Stacey Scheffel	On-Site Sewage Fac Program Mgr	TNR	854-7565

CC:

Tim Pautsch	Engineering Specialist	TNR	854-7689

TP:AB:tp

1101 - Development Services - Commons at Rowe Lane IIIA

RECEIVED

SEP 15 2011

TRAVIS COUNTY - TNR
PERMITS DEPARTMENT

§ EXHIBIT 82.401 (C)

CASH SECURITY AGREEMENT - SIDEWALKS

TO: Travis County, Texas

DEVELOPER/BUILDER: Highland Homes, Ltd. - Austin

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: \$746.88 ADDRESS 2909 Sixpence

SUBDIVISION: The Commons @ Rowe Lane IIA or IIIA
LOT: 41 BLOCK: m

DATE OF POSTING:

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 to ADA and Texas Accessibility Standards. No further substantiation of the necessity of the draw is required by this Agreement.

This Agreement is conditioned on the performance of the duties of the DEVELOPER/ BUILDER to provide for the construction and completion of the Sidewalk Improvements in the SUBDIVISION to current Travis County Standards for Construction of Streets and Drainage in Subdivisions (the "Standards"), so that the Sidewalk Improvements are performing to the Standards upon the approval of the construction of the Sidewalk Improvements, and the acceptance of the Sidewalk Improvements by the Executive Manager of TNR or his designated representative. The DEVELOPER/ BUILDER shall prove that the sidewalk is built to Texas Accessibility Standards by submitting an approved inspection letter from a Registered Accessibility Specialist.

If this document needs to be renewed, it will be renewed at the then current rate for Sidewalks required by Travis County. In no case shall the amount of Security be less that the amount it would cost the County to complete the work if it becomes necessary.

Partial drafts and reductions in the amount of Security are permitted. Drafts will be honored within five calendar days of presentment. In lieu of drawing on the Security, the County, in its discretion, may accept a substitute Security in the then current amount of the estimated cost of constructing the Improvements. This Agreement may be revoked only by written consent of the DEVELOPER/BUILDER and the County.

Cash Security Agreement - Sidewalks
Page 2

DEVELOPER/BUILDER

COMPANY NAME & ADDRESS

BY: Cynthia Hicock

Highland Homes Ltd. - Austin

PRINT: Cynthia Hicock

4201 W.Parmer Ln.,Bldg B, Ste, 180

TITLE: Office Administrator

Austin, Texas 78727

PHONE: 512-834-8429x108

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: _____
Date

COUNTY JUDGE, TRAVIS COUNTY, TEXAS

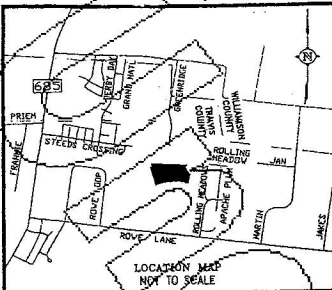
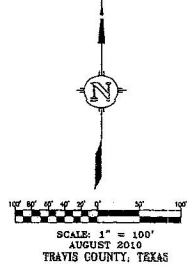
Date

FINAL PLAT THE COMMONS AT ROWE LANE PHASE III-A

Highland Homes Side walk Fiscal O=Received Fiscal - = RAS complete

LEGEND

- 1/2" IRON ROD FOUND
1/2" IRON ROD WITH CAP SET
CONCRETE MONUMENT SET
BENCHMARK
RIGHT-OF-WAY
BUILDING SETBACK LINE
PUBLIC UTILITY EASEMENT
SIGHT DISTANCE EASEMENT
S.F.
BLOCK LETTER
R.P.R.T.C.T.
O.P.R.T.C.T.
P.R.T.C.T.
4 FOOT SIDEWALK
BREAKLINE



LINE TABLE with columns: LINE, BEARING, LENGTH

ACREAGE table listing Block J, Block K, Block L, Block M, Right-of-Way, and Total Acreage.

LINEAR FEET OF NEW STREETS table listing Sixpence Lane, Havant Way, Selby Trail, Meridian Boulevard, and Total.

OWNER/SUBDIVIDER: THE COMMONS AT ROWE LANE, LP
ACREAGE: 13.771 AC
SURVEY: 4
NUMBER OF BLOCKS: 50
NUMBER OF LOTS: 2440
LINEAR FEET OF NEW STREETS: 2440 LF
DATE: AUGUST, 2010
SURVEYOR: ZAMORA, L.L.C. (ZWA)
ENGINEER: GRAY & JANSING & ASSOCIATES, INC.

CURVE TABLE with columns: CURVE, LENGTH, RADIUS, CHORD BEARING, CHORD

LAND USE: SINGLE FAMILY LOTS= 50
TOTAL AREA OF RESIDENTIAL LOTS AND LOCAL AND COLLECTOR STREETS: 13.771 AC

BENCHMARK LIST: BM#1: COTTON SPINDLE SET IN THE SOUTHWEST BASE OF A 13' LIVE OAK.

Table with columns: DATE, BY, REVISIONS

ZWA Zamora, L.L.C. Professional Land Surveyors logo and contact information.

GRAY - JANSING & ASSOCIATES, INC. Consulting Engineers contact information.

TECH: GLF SURV: CRZ
DATE: AUGUST, 2010 SCALE: 1" = 100'
DRAWING FILE: 10-1001-13 PHASE 3A.DWG
PROJECT: COMMONS @ ROWE LANE
JOB NO: 10-1001-13 (06-013-14)



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By: Joe Arriaga **Phone #:** 854-7562

Division Director/Manager: Anna Bowlin, Division Director-Development Services

Department Head: Steven M. Manilla, P.E., County Executive-TNR

Sponsoring Court Member: Commissioner Huber, Precinct Three

AGENDA LANGUAGE: Consider and take appropriate action on a Sidewalk Variance to Title 30-3-191 which requires sidewalks for all new subdivisions for D. Morgan Road in Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

The applicant is requesting a variance to Title 30-3-191 to not construct sidewalks on D. Morgan Road. The road is a non-curb and gutter roadway and there are no traffic generators nearby such as schools, shopping centers, or high density residential areas. In addition, there are no worn paths anywhere on the street.

The applicant proposes to subdivide this property into two total single family lots on 7.98 acres. This item is for the variance only. The plat is under review by the single office.

STAFF RECOMMENDATIONS:

TNR staff supports the granting of this variance.

ISSUES AND OPPORTUNITIES:

Staff has not received any inquiries from anyone at the time the report was written.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

ATTACHMENTS/EXHIBITS:

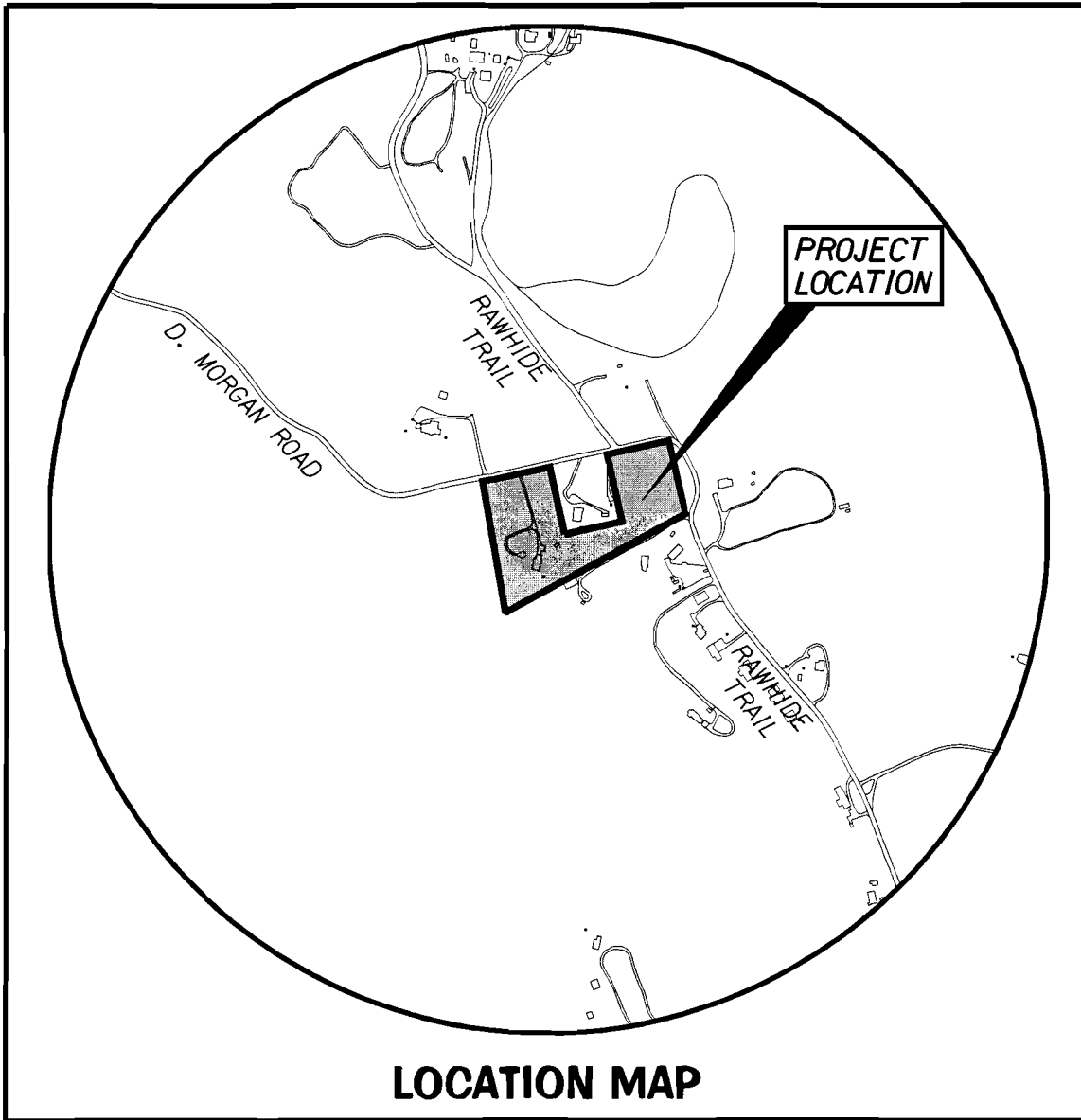
Location Map, Proposed Plat, Precinct Map
Variance Letter from Applicant

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429

CC:

JA:AB:ja
1101 - Development Services -



LC LONGARO & CLARKE
Consulting Engineers

Land Development • Stormwater Management • Water Resources

7501 North Capital of Texas Highway • Building A • Suite 250 Austin, Texas 78731

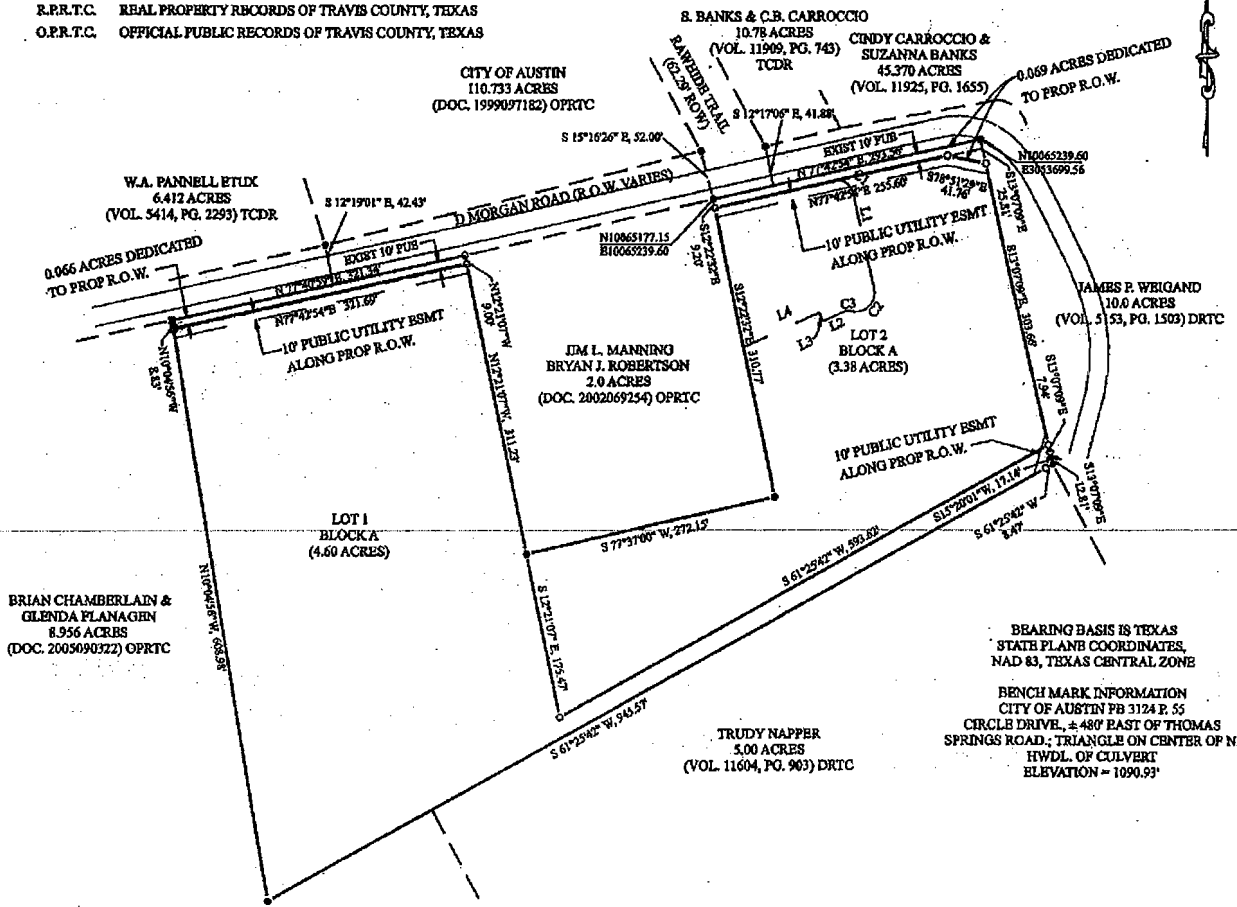
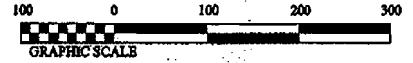
(512) 306-0228 ~ www.LongaroClarke.com ~ TBPE Reg. No. F-544

CALDWELL SUBDIVISION

TRAVIS COUNTY, TEXAS

LEGEND

- COTTON GIN SPINDLE FOUND
- 1/2" IRON PIPE FOUND
- 1/2" ROD FOUND
- 1/2" ROD SET
- CONCRETE MONUMENT SET
- T.C.D.R. TRAVIS COUNTY DEED RECORDS
- R.P.R.T.C. REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS
- O.P.R.T.C. OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

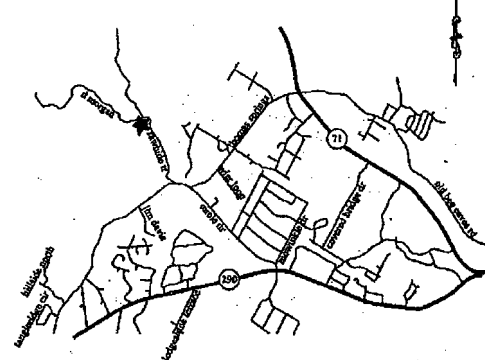


BEARING BASIS IS TEXAS STATE PLANE COORDINATES, NAD 83, TEXAS CENTRAL ZONE

BENCH MARK INFORMATION
CITY OF AUSTIN FB 3124 F. 55
CIRCLE DRIVE, ± 480' EAST OF THOMAS SPRINGS ROAD, TRIANGLE ON CENTER OF N. HWDL. OF CULVERT
ELEVATION = 1090.93'

COURSE	BEARING	DISTANCE
L1	S 13°22'13" E	100.37'
L2	S 65°53'32" W	22.04'
L3	S 24°06'08" W	10.00'
L4	S 65°53'52" W	88.64'

CURVE	RADIUS	ARC	CHORD
C1	20.00'	23.50'	S 47°01'43" E
C2	20.00'	40.62'	S 42°24'42" W
C3	20.00'	12.09'	S 83°13'12" W



SITE MAP
NOT TO SCALE

SHEET 1 of 3

LONGARO & CLARK, L.P.
7501 N. CAPITAL OF TEXAS HIGHWAY
BUILDING A, SUITE 250
AUSTIN, TX 78731
(512) 306-0228 PHONE
(512) 306-0338 FAX

Precinct 3



November 23, 2010

Judge Sam Biscoe and Travis County Commissioners
Travis County Commissioners' Court
Travis County Administrative Building
314 West 11th Street
Suite 520
Austin, Texas 78701

Re: Caldwell Subdivision (C8J-2010-0002.0A)
Sidewalk Variance Request
Longaro & Clarke, L.P. Project #334-01-04

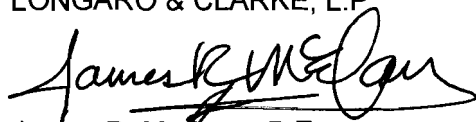
Dear Judge Biscoe and Commissioners:

We are requesting a variance from the *City of Austin Land Development Code* §30-3-191, requiring installation of a sidewalk in a subdivision. This subdivision plat consists of two lots and no new roads. Utility improvements will not be necessary for the subdivision.

Referencing the *Transportation Criteria Manual*, Table 4.3, there are no pedestrian generators located within one-half mile of this site. This is a two lot subdivision in a rural area of the City of Austin extended territorial jurisdiction. There are no sidewalks along Rawhide Trail or D Morgan Road, and there is not a community center, library, or school nearby.

Since this project consists of only two rural lots (one of which already has a house on it) and there are no community amenities, this small plat is not conducive to pedestrian access. Therefore, we are asking for a variance from that portion of the code.

Very Truly Yours,
LONGARO & CLARKE, L.P.



James R. McCann, P.E.
Project Manager

JM/ew

cc: Joe Arriaga, Travis County TNR
David Abeyta, Owner
Dorothy Caldwell, Owner
Genevieve Caldwell, Owner

G:\334-01\Docs\334-01 Sidewalk Variance Request 112310.doc



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By/Phone Number: Norman McRee/854-4821

Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting County Executive, Planning & Budget

Commissioners Court Sponsor: Sam Biscoe, County Judge

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 \$569,831.34, for the period of September 16 to September 22, 2011.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

See attached.

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 \$569,831.34.

ISSUES AND OPPORTUNITIES:

See attached.

FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (526) – \$569,831.34

REQUIRED AUTHORIZATIONS:

Dan Mansour, 854-9499

Diane Blankenship, 854-9170

Leroy Nellis, 854-9106

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**TRAVIS COUNTY
HOSPITAL AND INSURANCE FUND
SUPPORTING DETAIL FOR THE
WEEKLY REIMBURSEMENT REQUEST TO
COMMISSIONERS COURT
FOR THE PAYMENT PERIOD
SEPTEMBER 16, 2011 TO SEPTEMBER 22, 2011**

-

- Page 1. Detailed Recommendation to Travis County Auditor for transfer of funds.**
- Page 2. Chart of Weekly Reimbursements Compared to Budget.**
- Page 3. Paid Claims Compared to Budgeted Claims.**
- Page 4. 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: October 4, 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: September 16, 2011 to September 22, 2011

REIMBURSEMENT REQUESTED FOR THIS PERIOD: \$569,831.34

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 \$569,831.34.*

Please see the attached reports for supporting detail information.

TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: October 4, 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: September 16, 2011
 TO: September 22, 2011

REIMBURSEMENT REQUESTED: \$ 569,831.34

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$	1,553,070.97
bank withdrawal correction	\$	(2,850.00)
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: September 27, 2011	\$	(980,524.90)
October 5, 2010 adj	\$	-
Adjust to balance per UHC	\$	135.10
	\$	0.17
TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$	569,831.34
 PAYMENTS DEEMED NOT REIMBURSABLE	 \$	 -
TRANSFER OF FUNDS REQUESTED:	\$	569,831.34

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


All claims over \$25,000 (2 this week totaling \$57,877.73) 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 (\$78,478.85) 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 (\$12,316.68).

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.

 9/26/11
 Diane Blankenship, Director, HRMD Date

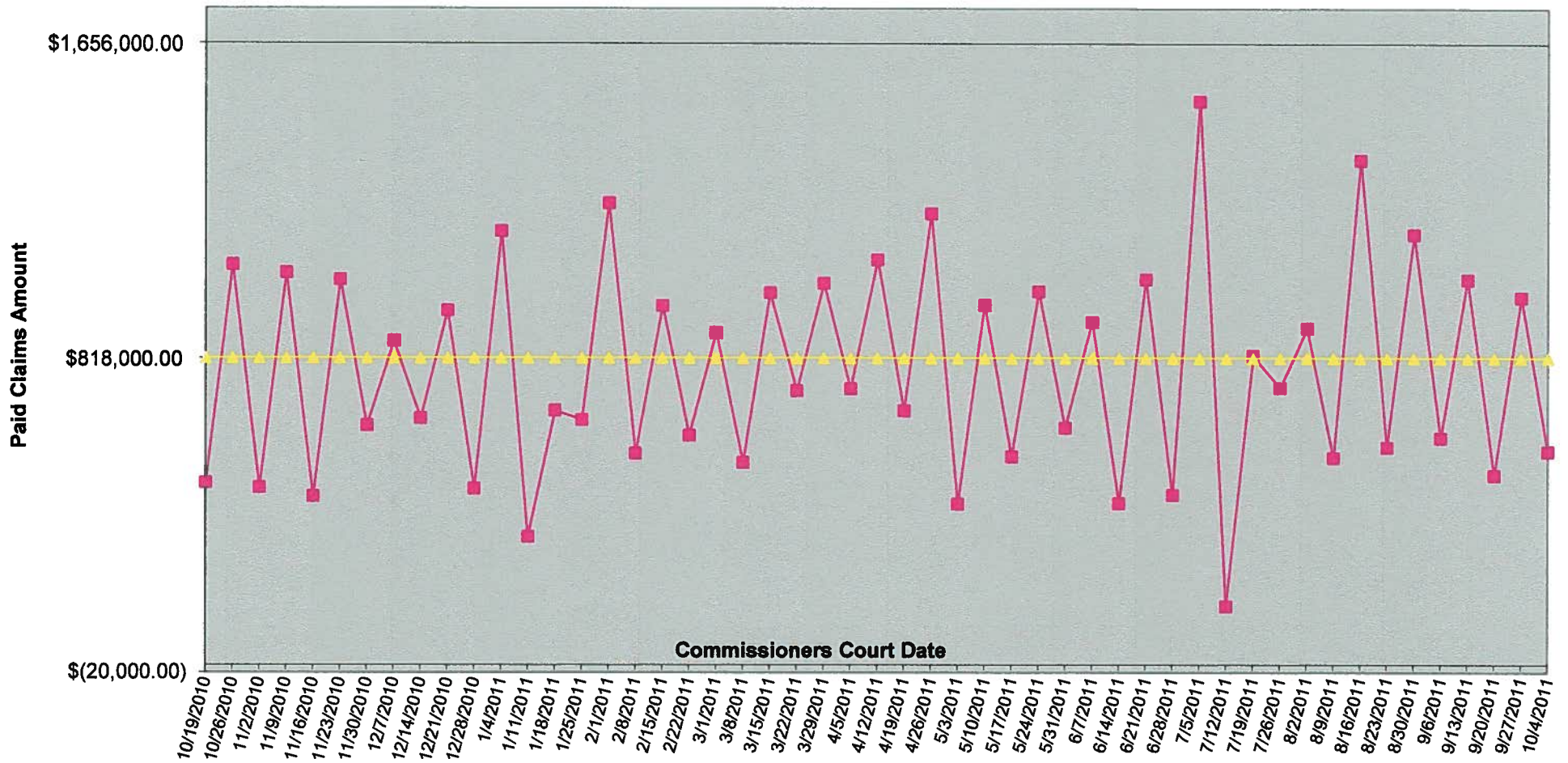
 9/20/11
 Dan Mansour, Risk Manager Date

 9/26/11
 Cindy Purinton, Benefit Contract Administrator Date

 9/26/11
 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.

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



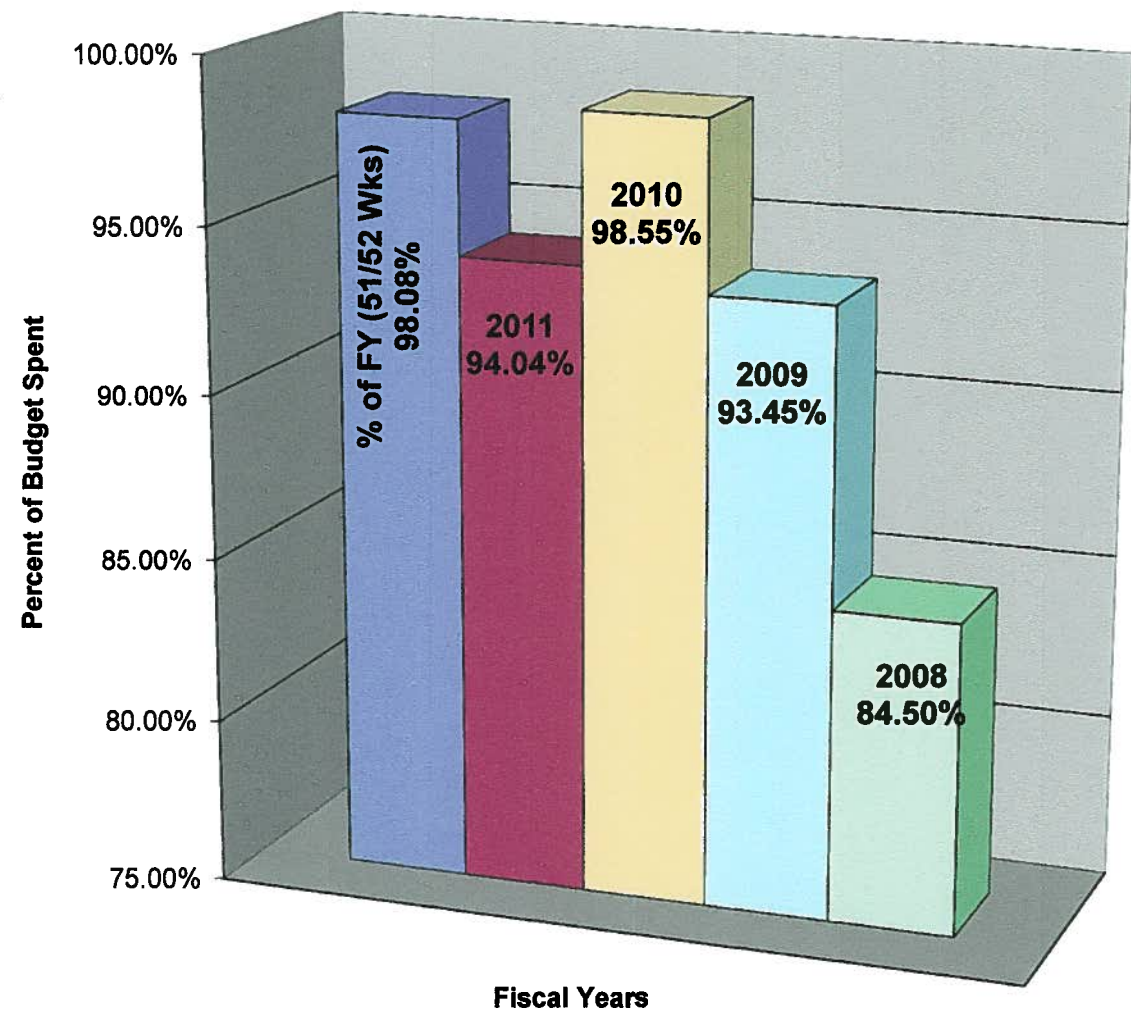
**Travis County Employee Benefit Plan
FY11 Weekly Paid Claims VS Weekly Budgeted Amount**

Wk	Period from	Period To	Voting Session Date	Pd Claims Request Amount	Budgeted Weekly Claims	# of Large Claims	Total of Large Claims	FY 2011 % of Budget Spent	FY 2010 % of Budget Spent
1	10/1/2010	10/7/2010	10/19/2010	\$ 486,507.45	\$ 818,811.85	1	\$ 49,999.05	1.14%	1.34%
2	10/8/2010	10/14/2010	10/26/2010	\$ 1,067,933.98	\$ 818,811.85	1	\$ 28,590.00	3.65%	3.50%
3	10/15/2010	10/21/2010	11/2/2010	\$ 474,168.77	\$ 818,811.85	0	\$ -	4.76%	4.52%
4	10/22/2010	10/28/2010	11/9/2010	\$ 1,046,388.94	\$ 818,811.85	2	\$ 94,485.65	7.22%	6.25%
5	10/29/2010	11/4/2010	11/16/2010	\$ 450,447.03	\$ 818,811.85	0	\$ -	8.28%	7.74%
6	11/5/2010	11/11/2010	11/23/2010	\$ 1,028,242.13	\$ 818,811.85	3	\$ 123,628.10	10.69%	11.01%
7	11/12/2010	11/18/2010	11/30/2010	\$ 639,563.92	\$ 818,811.85	3	\$ 139,913.93	12.20%	13.27%
8	11/19/2010	11/25/2010	12/7/2010	\$ 863,593.47	\$ 818,811.85	1	\$ 131,362.53	14.23%	15.49%
9	11/26/2010	12/2/2010	12/14/2010	\$ 658,118.37	\$ 818,811.85	2	\$ 75,075.28	15.77%	17.37%
10	12/3/2010	12/9/2010	12/21/2010	\$ 945,893.77	\$ 818,811.85	0	\$ -	17.99%	19.74%
11	12/10/2010	12/16/2010	12/28/2010	\$ 470,558.23	\$ 818,811.85	0	\$ -	19.10%	20.97%
12	12/17/2010	12/23/2010	1/4/2011	\$ 1,156,991.32	\$ 818,811.85	4	\$ 263,598.19	21.81%	23.16%
13	12/24/2010	12/30/2010	1/11/2011	\$ 341,870.01	\$ 818,811.85	0	\$ -	22.62%	24.66%
14	12/31/2010	1/6/2011	1/18/2011	\$ 679,129.98	\$ 818,811.85	1	\$ 35,903.00	24.21%	26.85%
15	1/7/2011	1/13/2011	1/25/2011	\$ 654,603.52	\$ 818,811.85	2	\$ 87,942.00	25.75%	27.96%
16	1/14/2011	1/20/2011	2/1/2011	\$ 1,230,988.94	\$ 818,811.85	6	\$ 401,934.99	28.64%	30.56%
17	1/21/2011	1/27/2011	2/8/2011	\$ 564,906.99	\$ 818,811.85	1	\$ 112,075.66	29.97%	31.71%
18	1/28/2011	2/3/2011	2/15/2011	\$ 957,377.67	\$ 818,811.85	1	\$ 50,544.37	32.22%	34.69%
19	2/4/2011	2/10/2011	2/22/2011	\$ 612,913.71	\$ 818,811.85	1	\$ 47,219.06	33.66%	36.15%
20	2/11/2011	2/17/2011	3/1/2011	\$ 885,757.98	\$ 818,811.85	0	\$ -	35.74%	41.19%
21	2/18/2011	2/24/2011	3/8/2011	\$ 540,772.02	\$ 818,811.85	1	\$ 33,422.63	37.01%	40.98%
22	2/25/2011	3/3/2011	3/15/2011	\$ 992,688.31	\$ 818,811.85	3	\$ 86,327.23	39.34%	43.38%
23	3/4/2011	3/10/2011	3/22/2011	\$ 731,715.00	\$ 818,811.85	3	\$ 153,400.86	41.06%	44.76%
24	3/11/2011	3/17/2011	3/29/2011	\$ 1,017,707.55	\$ 818,811.85	2	\$ 134,936.51	43.45%	47.38%
25	3/18/2011	3/24/2011	4/5/2011	\$ 736,608.69	\$ 818,811.85	2	\$ 183,479.80	45.18%	48.32%
26	3/25/2011	3/31/2011	4/12/2011	\$ 1,080,169.24	\$ 818,811.85	0	\$ -	47.71%	50.65%
27	4/1/2011	4/7/2011	4/19/2011	\$ 678,799.41	\$ 818,811.85	4	\$ 162,685.73	49.31%	51.88%
28	4/8/2011	4/14/2011	4/26/2011	\$ 1,203,323.54	\$ 818,811.85	5	\$ 289,681.50	52.13%	54.10%
29	4/15/2011	4/21/2011	5/3/2011	\$ 429,984.91	\$ 818,811.85	1	\$ 26,616.24	53.14%	55.40%
30	4/22/2011	4/28/2011	5/10/2011	\$ 958,871.06	\$ 818,811.85	2	\$ 171,362.87	55.40%	58.01%
31	4/29/2011	5/5/2011	5/17/2011	\$ 556,246.87	\$ 818,811.85	1	\$ 66,795.00	56.70%	59.54%
32	5/6/2011	5/12/2011	5/24/2011	\$ 996,265.87	\$ 818,811.85	5	\$ 153,477.40	59.04%	61.92%
33	5/13/2011	5/19/2011	5/31/2011	\$ 632,781.33	\$ 818,811.85	2	\$ 180,603.03	60.53%	63.20%
34	5/20/2011	5/26/2011	6/7/2011	\$ 914,551.93	\$ 818,811.85	4	\$ 127,082.13	62.68%	65.31%
35	5/27/2011	6/2/2011	6/14/2011	\$ 431,858.40	\$ 818,811.85	0	\$ -	63.69%	67.09%
36	6/3/2011	6/9/2011	6/21/2011	\$ 1,028,676.55	\$ 818,811.85	2	\$ 66,855.29	66.11%	69.01%
37	6/10/2011	6/16/2011	6/28/2011	\$ 453,697.35	\$ 818,811.85	1	\$ 29,867.00	67.17%	70.24%
38	6/17/2011	6/23/2011	7/5/2011	\$ 1,502,194.03	\$ 818,811.85	4	\$ 607,205.34	70.70%	72.31%
39	6/24/2011	6/30/2011	7/12/2011	\$ 155,879.12	\$ 818,811.85	3	\$ 133,847.78	71.07%	73.75%
40	7/1/2011	7/7/2011	7/19/2011	\$ 825,263.12	\$ 818,811.85	1	\$ 25,497.46	73.00%	76.50%
41	7/8/2011	7/14/2011	7/26/2011	\$ 740,089.98	\$ 818,811.85	2	\$ 126,020.46	74.74%	77.87%
42	7/15/2011	7/21/2011	8/2/2011	\$ 897,405.43	\$ 818,811.85	2	\$ 62,587.16	76.85%	80.14%
43	7/22/2011	7/28/2011	8/9/2011	\$ 552,847.95	\$ 818,811.85	2	\$ 94,229.00	78.15%	81.53%
44	7/29/2011	8/4/2011	8/16/2011	\$ 1,346,733.08	\$ 818,811.85	5	\$ 387,720.90	81.31%	84.01%
45	8/5/2011	8/11/2011	8/23/2011	\$ 581,094.51	\$ 818,811.85	4	\$ 221,519.11	82.68%	85.71%
46	8/12/2011	8/18/2011	8/30/2011	\$ 1,148,511.65	\$ 818,811.85	3	\$ 319,338.83	85.37%	87.71%
47	8/19/2011	8/25/2011	9/6/2011	\$ 605,655.20	\$ 818,811.85	3	\$ 134,710.96	86.80%	89.75%
48	8/26/2011	9/1/2011	9/13/2011	\$ 1,028,255.86	\$ 818,811.85	2	\$ 78,853.23	89.21%	92.40%
49	9/2/2011	9/8/2011	9/20/2011	\$ 505,917.88	\$ 818,811.85	1	\$ 53,866.18	90.40%	94.25%
50	9/9/2011	9/15/2011	9/27/2011	\$ 980,524.90	\$ 818,811.85	0	\$ -	92.70%	99.93%
51	9/16/2011	9/22/2011	10/4/2011	\$ 569,831.34	\$ 818,811.85	2	\$ 57,877.73	94.04%	98.55%
52	9/23/2011	9/29/2011	10/11/2011						

Paid & Budgeted Claims to Date	\$ 40,040,878.26	\$ 41,759,404.16
Paid Claims less Total Weekly Budget		\$ (1,718,525.90)

note: Not predictive of impact on reserve, intended to show relationship of weekly claims cost to weekly budget.

Comparison of Claims to FY Budgets Week 51



h

From: <SIFSFAX@UHC.COM>
To: <NORMAN.MCREE@CO.TRAVIS.TX.US>
Date: 9/23/2011 4:29 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: 2011-09-23 REQUEST AMOUNT: \$1,553,070.97

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: 2011-09-22	\$1,137,009.08
- REQUIRED BALANCE TO BE MAINTAINED:	\$2,668,041.00
+ PRIOR DAY REQUEST:	\$00.00
= UNDER DEPOSIT:	\$1,531,031.92
+ CURRENT DAY NET CHARGE:	\$22,039.05
+ FUNDING ADJUSTMENTS:	\$00.00
REQUEST AMOUNT:	\$1,553,070.97

ACTIVITY FOR WORK DAY: 2011-09-16

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$66,180.00	\$00.00	\$66,180.00
TOTAL:	\$66,180.00	\$00.00	\$66,180.00

ACTIVITY FOR WORK DAY: 2011-09-19

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$230,139.48	\$00.00	\$230,139.48

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2011_09_22

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	(63.85)	NN	SSN00000	AL		0	9/15/2011	600	9/21/2011	9/22/2011
701254	632	(73.29)	NN	SSN00000	AL		0	9/19/2011	600	9/23/2011	9/22/2011
701254	632	(73.60)	PH	81118330	AH		6	4/28/2011	50	9/23/2011	9/22/2011
701254	632	(80.64)	PH	81393762	AH		1	6/2/2011	50	9/23/2011	9/22/2011
701254	632	(90.00)		25	293520	A	46	9/19/2011	50	9/21/2011	9/22/2011
701254	632	(117.00)	RF	44551150	AA		6	9/15/2011	50	9/21/2011	9/22/2011
701254	632	(123.51)	QG	90371346	AA		6	9/13/2011	50	9/19/2011	9/22/2011
701254	632	(185.00)	QG	648887	AE		6	9/13/2011	50	9/19/2011	9/22/2011
701254	632	(220.08)	QG	20355669	AH		7	9/13/2011	50	9/19/2011	9/22/2011
701254	632	(309.68)	NN	SSN00000	AL		0	9/19/2011	600	9/23/2011	9/22/2011
701254	632	(332.13)	NN	SSN00000	AL		0	9/14/2011	600	9/20/2011	9/22/2011
701254	632	(360.00)	NN	SSN00000	AL		0	9/16/2011	600	9/22/2011	9/22/2011
701254	632	(375.00)	NN	SSN00000	AL		0	9/16/2011	600	9/22/2011	9/22/2011
701254	632	(613.00)	QG	90370863	AH		1	9/17/2011	50	9/23/2011	9/22/2011
701254	632	(733.00)	NN	SSN00000	AL		0	9/13/2011	600	9/19/2011	9/22/2011
701254	632	(740.00)	QG	30279542	AE		6	9/13/2011	50	9/19/2011	9/22/2011
701254	632	(775.51)		26	254087	AH	1	9/20/2011	50	9/23/2011	9/22/2011
701254	632	(2,223.33)		26	254046	A	2	9/20/2011	50	9/23/2011	9/22/2011
701254	632	(4,669.35)	NN	SSN00000	AL		0	9/19/2011	600	9/23/2011	9/22/2011

569,831.34

9

Travis County Hospital and Insurance Fund - County Employees

UHC Payments Deemed Not Reimbursable

For the payment week ending: 09/22/2011

<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

✓

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

 For the payment week ending: 9/22/2011

TYPE	MEMBER TYPE	TRANS_AMT
<i>CEPO</i>		
	EE	
	526-1145-522.45-28	71,386.68
	RR	
	526-1145-522.45-29	14,114.37
Total CEPO		\$85,501.05
<i>EPO</i>		
	EE	
	526-1145-522.45-20	167,565.63
	RR	
	526-1145-522.45-21	5,780.15
Total EPO		\$173,345.78
<i>PPO</i>		
	EE	
	526-1145-522.45-25	292,206.01
	RR	
	526-1145-522.45-26	18,778.50
Total PPO		\$310,984.51
Grand Total		\$569,831.34



Travis County Commissioners Court Agenda Request

Meeting Date: 10/4/2011

Prepared By/Phone Number: Cynthia Lam-Roldan, 854-4822

Elected/Appointed Official/Dept. Head: Leroy Nellis, 854-9106

Commissioners Court Sponsor: Judge Biscoe

A handwritten signature in black ink, appearing to read "Leroy Nellis", written over the printed name in the previous block.

AGENDA LANGUAGE:

Consider and take appropriate action on proposed routine personnel amendments.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 14.

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:

Todd Osburn, Human Resources Management Department, 854-2744

Diane Blankenship, Human Resources Management Department, 854-9170

Leroy Nellis, Planning and Budget Office, 854-9106

Cheryl Aker, County Judge's Office, 854-9555

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



HRMD

Human Resources Management Department

1010 Lavaca Street, 2nd Floor

• P.O. Box 1748

• Austin, Texas 78767

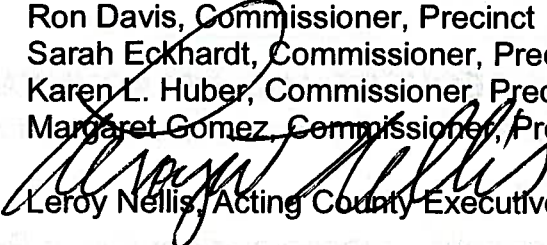
• (512) 854-9165 / FAX(512) 854-4203


October 4, 2011

ITEM # :

DATE: September 23, 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:  Leroy Nellis, Acting County Executive, Planning and Budget

FROM: Diane Blankenship, Director, HRMD 

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 10.

FY 12 Temporary Slot Extensions – Pages 11 - 13.

Approval requested to extend temporary slot end dates effective October 1, 2011. HRMD has reviewed appropriate documentation; PBO has confirmed FY 12 funding.

* Temporary employees "02" (less than 6 months).

* Project workers "05" (more than 6 months, includes Retirement Benefits).

FY 12 Temporary Slot Conversions – Page 14.

Approval requested to convert temporary slots from temporary employee (less than 6 months) to project worker (more than 6 months, includes Retirement Benefits). PBO has confirmed FY 12 funding.

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

LN/DB/TLO

Attachments

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

WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
County Clerk	4	County Dist Clerk Div Dir*	26 / Level 1 / \$75,046.40	26 / Level 1 / \$75,046.40
Criminal Justice Planning	65	Case Worker	15 / Minimum / \$34,608.50	15 / Minimum / \$34,608.50
Juvenile Probation	579	Juvenile Detention Ofcr I**	12 / Level 2 / \$29,952.00	12 / Level 2 / \$29,952.00
Sheriff	448	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	514	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1404	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1485	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1607	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1822	Office Spec Sr	12 / Midpoint / \$34,621.60	12 / Midpoint / \$34,621.60
Sheriff	1835	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1839	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Tax Collector	35	Tax Spec I**	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
Tax Collector	68	Tax Spec I	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Tax Collector	126	Office Spec Part-time	10 / \$14,549.60	10 / \$14,549.60
Tax Collector	127	Tax Spec I Part-time	12 / Level 1 / \$14,549.60	12 / Level 1 / \$14,549.60
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
ITS	20006	ACC Intern	98 / \$15.00	98 / \$15.00	02
Records Mang & Comm Resrc	20004	Law Librarian	16 / \$17.80	16 / \$17.80	02
Records Mang & Comm Resrc	20009	ACC Intern	98 / \$15.00	98 / \$15.00	02
Tax Collector	50013	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
Tax Collector	50044	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
TCCES	50030	Counselor	15 / \$16.64	15 / \$16.64	05
TCCES	50170	Counselor	15 / \$16.64	15 / \$16.64	05

****Temporary Status Type Codes:** (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).

TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Salary	Dept. (To)	Slot – Position Title – Salary	Comments
County Clerk	Slot 50060 / Court Clerk Asst / Grd 11 / \$16.40	County Clerk	Slot 50593 / Records Analyst Assoc / Grd 15 / \$18.63	Promotion temporary.
Tax Collector	Slot 50057 / Administrative Asst I / Grd 11 / \$12.70	Tax Collector	Slot 50014 / Administrative Asst I / Grd 11 / \$12.70	Lateral transfer.

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Juvenile Probation	111	Juvenile Detention Ofcr I* / Grd 12	Juvenile Detention Ofcr II* / Grd 13	\$28,323.10	\$30,238.83	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	188	Juvenile Probation Ofcr I* / Grd 14	Juvenile Probation Ofcr II / Grd 15	\$33,888.14	\$35,582.14	Career Ladder. Pay is between min and midpoint of pay grade.

*** Actual vs Authorized**

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Juvenile Probation	281	Juvenile Detention Ofcr II* / Grd 13	Juvenile Detention Ofcr III / Grd 14	\$31,452.33	\$33,024.95	Career Ladder. Pay is between min and midpoint of pay grade.
Juvenile Probation	308	Juvenile Detention Ofcr I* / Grd 12	Juvenile Detention Ofcr II* / Grd 13	\$31,660.20	\$33,243.21	Career Ladder. Pay is between min and midpoint of pay grade.
* Actual vs Authorized						

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
County Atty	Slot 56 / Office Spec Sr / Grd 12 / \$30,804.80	County Atty	Slot 225 / Records Analyst Assoc / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
Criminal Justice Planning	Slot 3 / Planner Sr / Grd 20 / \$57,400.00	Criminal Justice Planning	Slot 15 / Planning Mgr / Grd 22 / \$63,274.42	Promotion. Pay is between min and midpoint of pay grade.
CSCD	Slot 459 / Probation Ofcr II / Grd 15 / \$33,764.43	CSCD	Slot 367 / Probation Ofcr II / Grd 15 / \$33,764.43	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 589 / Court Clerk I / Grd 13 / \$31,161.29	Sheriff	Slot 887 / Cadet* / Grd 80 / \$34,594.77	Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS).
Pretrial Services	Slot 55 / Pretrial Ofcr III / Grd 17 / \$41,415.72	Pretrial Services	Slot 70 / Pretrial Ofcr III / Grd 17 / \$41,415.72	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
* Actual vs Authorized				

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Pretrial Services	Slot 64 / Pretrial Ofcr III / Grd 17 / \$46,540.90	Pretrial Services	Slot 55 / Pretrial Ofcr III / Grd 17 / \$46,540.90	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Pretrial Services	Slot 70 / Pretrial Ofcr I / Grd 15 / \$35,651.20	Pretrial Services	Slot 34 / Pretrial Ofcr I / Grd 15 / \$35,651.20	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1607 / Certf Peace Ofcr Sr / Grd 84 / \$53,187.26	Sheriff	Slot 69 / Sergeant Certf Peace Ofcr / Grd 88 / \$74,255.17	Promotion. Peace Officer Pay Scale (POPS).
* Actual vs Authorized				

NEW JOB CLASSIFICATION		
Position Title / Position #	FLSA	Pay Grade
STAR Flight Medical Director / 98XXX	E	98
HRMD recommends creation of the STAR Flight Medical Director to support the operations within STAR Flight. See attached memo, page 6.		



HRMD

Human Resources Management

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

MEMORANDUM

DATE: September 23, 2011
TO: Members of the Commissioners Court
VIA: Leroy Nellis, Acting County Executive, Planning & Budget Office
FROM: Diane Blankenship, Director of Human Resources
Todd Osburn, Compensation Manager
SUBJECT: Proposed New Job Classification

HRMD recommends creation of one new job classification as outlined below:

Starflight Medical Director

Under the general direction of the County Executive, Emergency Services, the Starflight Medical Director will serve as a physician resource for the Travis County STAR Flight, a public safety air rescue program. The incumbent will oversee the development and implementation of high quality patient-focused programs, participates in development and delivery of educational programs, clinical review of care and assessment of performance provided, identified by review or specific inquiry or complaint, and the credentialing of STAR Flight Nurses and Paramedics.

This position has been approved for inclusion by the Commissioners Court in the FY 2012 budget. It is anticipated that the incumbent will work on a part-time basis with a flat rate of \$125 per hour. The estimated number of monthly hours is 40. Funding has been approved by the Planning & Budget Office.

Should you have questions, contact Diane Blankenship at ext. 4-9165 or Todd Osburn at ext. 4-2744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **STAR Flight Medical Director**

JOB CODE: 98XXX
PAY GRADE: 98

FLSA STATUS: Exempt
LAST REVISED: 10/01/11

JOB SUMMARY:

Under general direction, serves as a physician resource for the Travis County **STAR Flight** a public safety air rescue program. Oversees the development and implementation of high quality patient-focused programs. Participates in development and delivery of educational programs, clinical review of care and assessment of performance provided, identified by review or specific inquiry or complaint, and the credentialing of **STAR Flight** Nurses and Paramedics.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Temporary / Seasonal job family. This classification works closely with program management, staff and Austin-Travis County EMS System personnel, serving as a physician resource for the Travis County **STAR Flight** program. Requires a flexible work schedule and working under difficult conditions to meet the needs of the department. Available for emergency response at times when in the geographic area. Works some holidays, nights and weekends.

DUTIES AND RESPONSIBILITIES:

- Serves as a physician resource for the Travis County **STAR Flight** program.
- Participates in development, revision, and implementation of Clinical Operating Guidelines.
- Participates in development and delivery of educational programs, clinical review of care and assessment of performance provided, identified by review or specific inquiry or complaint, and the credentialing of **STAR Flight** Nurses and Paramedics.
- Participates in system-wide meetings, including Austin-Travis County EMS System Office of the Medical Director (OMD) Staff Meeting, System Leadership Council, and EMS Advisory Board Meetings.
- Participates as a member of specified quality management committees within the Program.
- Participates in clinical care delivery, responds to emergency calls as needed, and provides direct medical control as appropriate.
- Oversees the development and implementation of high quality patient-focused programs.
- Participates in the development, review, validation and implementation of clinical and operational practice, policy, and procedure.
- Facilitates/mediates inter-organizational conflicts, resolves issues in a positive and productive manner.
- Assists with oversight for **STAR Flight** Accreditation processes in accordance with Commission of Accredited Medical Transport System standards (CAMTS).
- Participates in dialogue with partners in the medical community to explore innovative programs focused on patient care and alternative delivery of appropriate medical care.
- Supports and participates in **STAR Flight** research projects.
- Liaisons with in the OMD on clinical aspects for the System.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **STAR Flight Medical Director**

JOB CODE: 98XXX
PAY GRADE: 98

FLSA STATUS: Exempt
LAST REVISED: 10/01/11

MINIMUM REQUIREMENTS:

Education and Experience:

Graduation from an accredited medical or osteopath school AND three (3) years of directly related, increasingly responsible experience as a physician, including familiarity with the design and operation of EMS systems and experience in pre-hospital emergency care, emergency management of ill and injured patients and aero medical. Demonstrated experience in educational and quality improvement programs of an Emergency Medical Services System.

Commission of Accredited Medical Transport Systems (CAMTS) Medical Director requirements to include but not limited to:

- Advanced Cardiac Life Support (ACLS) according to the current standards of the American Heart Association or approved equivalent.
- Advanced Trauma Life Support (ATLS) according to the current standards of the American College of Surgeons or approved equivalent.
- Altitude physiology/stressors of flight if involved in rotor wing or fixed wing operations (RW/FW).
- Appropriate utilization of medical/ground interfacility services.
- Emergency Medical Services.
- Ground ambulance rules/regulations/driver safety course (G).
- Hazardous materials recognition and response.
- Human Factors – Crew Resource Management – AMRM (Air Medical Resource Management).
- Infection control.
- “Just Culture” or equivalent education is strongly encouraged.
- Neonatal Resuscitation Program (NRP) according to the current standards of the American Academy of Pediatrics (AAP) and the American Heart Association (AHA).
- Patient care capabilities and limitations (i.e., assessment and invasive procedures during transport).
- Pediatric Advanced Life Support (PALS) according to the current standards of the American Heart Association (AHA) or Advanced Pediatric Life Support (APLS) according to the current standards of the American College of Emergency Physicians (ACEP) or national equivalent.
- Stress recognition and management.
- Sleep deprivation, sleep inertia, circadian rhythms and recognizing signs of fatigue.
- The medical director should demonstrate continuing education in transport.

Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice as a medical doctor or Osteopath in the State of Texas issued by the Texas Medical Board.

Board Certification in Emergency Medicine, Internal Medicine, Surgery, Anesthesia or Family Medicine.

Successful completion of all **STAR Flight** requirements for operational functions (Rescue, NIMS 100,200,700 and others as necessary).

Valid Texas Driver’s License.

Must meet physical ability/strength standards established by Travis County for the **STAR Flight** Program.

Must meet minimum physical fitness requirements established by Travis County for the **STAR Flight** Program.

Subject to the **STAR Flight** mandated Anti-Drug and Alcohol Misuse Prevention Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **STAR Flight Medical Director**

JOB CODE: 98XXX
PAY GRADE: 98

FLSA STATUS: Exempt
LAST REVISED: 10/01/11

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods, procedures, rules and regulations in the field commensurate with a General Practice Physician practicing in the State of Texas.
- Federal, State, Local and County applicable laws, rules, regulations and applicable professional health care standards and procedures.
- Functions, policies and procedures, principles, practices and techniques of emergency services and public safety operations.
- Incident Command principles.
- Clinical Practice Standards of Care.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Caring and treating patients and meeting emergencies.
- Using medical equipment utilized in area of assignment.
- Skill in collecting, analyzing, and interpreting data and problem solving and decision making.
- Skill in establishing and maintaining effective working relationships with other agencies and departments.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Both verbal and written communication.

Ability to:

- Ability to direct and/or guide individual and team performance in a direction consistent with **STAR Flight** mission, vision and values.
- Ability to provide data oversight and interpretation, reporting as appropriate for performance improvement purposes.
- Ability to perform the skills and procedures essential to providing patient care according to the **STAR Flight Clinical Operating Guidelines**.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to quickly recognize and analyze irregular events.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, representatives of outside agencies, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Based on aircraft weight limitation should maintain a maximum body weight of 220 pounds. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous waste and chemicals.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **STAR Flight Medical Director**

JOB CODE: 98XXX
PAY GRADE: 98

FLSA STATUS: Exempt
LAST REVISED: 10/01/11

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

FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS

Department	Slot	Actual Position Title
County Attorney	20002, 20003, 20013, 20016, 20017, 20018, 20022, 20023	Office Asst
District Attorney	20052	Law Clerk II
District Attorney	20036	Office Spec
HHS	20037	Accountant Assoc
HHS	20068, 20069, 20070	Carpenter
HHS	20075	Case Worker
HHS	20020, 20084, 20085	Office Spec
HHS	20022, 20061	Planner
Juvenile Public Defender	20001	Law Clerk II
TNR	20122	Office Spec
TNR	20061, 20062, 20063, 20064, 20065, 20067, 20069, 20070, 20071, 20072, 20073, 20075, 20076, 20077, 20078, 20091, 20096	Park Tech I
TNR	20050, 20055	Park Tech II

FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "05" STATUS

Department	Slot	Actual Position Title
Constable 2	50010	Court Clerk I
County Attorney	50012	Investigator
County Attorney	50020	Social Svcs Program Spec Assoc

FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "05" STATUS		
Department	Slot	Actual Position Title
District Attorney	50031, 50032, 50033, 50034, 50035, 50036, 50037, 50038, 50039, 50040, 50041, 50042, 50043, 50044, 50045, 50046, 50047, 50048, 50049, 50050, 50051, 50052, 50053	Attorney III
District Attorney	50015, 50016, 50017, 50018, 50056, 50057, 50060	Law Clerk II
District Attorney	50005	Office Asst
District Attorney	50061	Office Spec
HHS	50077	Accountant Assoc
HHS	50078	Administrative Assoc
HHS	50254	Carpenter Sr
HHS	50073, 50079, 50080, 50081	Case Worker
HHS	50067	Interpreter Sign Language II
HHS	50019, 50024, 50059, 50060, 50069, 50231	Interpreter Sign Language III
HHS	50006, 50008, 50050, 50062, 50070, 50075, 50076, 50232, 50234, 50235, 50236, 50237, 50253, 50256, 50259, 50260	Interpreter Sign Language IV
HHS	50014, 50016, 50071, 50072, 50230, 50238, 50248, 50251, 50781	Interpreter Sign Language V
HHS	50011, 50012, 50025, 50063, 50064, 50240, 50241, 50250, 50252, 50257, 50777, 50778, 50779, 50780, 50782	Interpreter Sign Language VI

FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "05" STATUS		
Department	Slot	Actual Position Title
HHS	50031, 50049, 50082, 50244, 50245, 50262, 50263	Office Spec
TNR	50200	Executive Asst
TNR	50118	GIS Spec
TNR	50006, 50007, 50008, 50009, 50012, 50016, 50017, 50018, 50019, 50022, 50026, 50028, 50029, 50030, 50032, 50033, 50034, 50035, 50036, 50037, 50038, 50039, 50040, 50102, 50103, 50106, 50107	Park Tech I
TNR	50023, 50024, 50042, 50066, 50075, 50076, 50078, 50079, 50080, 50081, 50082, 50083, 50084, 50093, 50119, 50201	Park Tech II
TNR	50044, 50045, 50046, 50047, 50049, 50050, 50051, 50052, 50053, 50054, 50055, 50056, 50057, 50058, 50059, 50060, 50061, 50063, 50064, 50065, 50067, 50068, 50069, 50070, 50072, 50073, 50089, 50094, 50095, 50096, 50108, 50109, 50110, 50111, 50112, 50113, 50114, 50115, 50116, 50117, 50120, 50121, 50202	School Crossing Guard
Veterans Services	50005	Office Specialist Sr

FY 12 TEMPORARY SLOT STATUS CODE CONVERSION FROM TEMPORARY EMPLOYEES "02" TO PROJECT WORKERS "05"

Department	Slot	Actual Position Title
HHS	50783	Case Worker

**Samuel T. Biscoe,
County Judge**

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

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

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

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



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By/Phone Number: Ron Dube, 854-6458

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: DECLARE VEHICLES AS SURPLUS AND SELL AT PUBLIC AUCTION, PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE. (FIXED ASSETS)

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

Pursuant to Section 263.151, declare certain vehicles and equipment as Surplus Property. All vehicles will be sold at public auction.

APPROVED () DISAPPROVED ()

BY COMMISSIONERS COURT ON

DATE

COUNTY JUDGE

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Unit	Asset #	Year	Make	Model	Mileage	Description
TNR1438	81030	1996	Ford	F-350	104929	pickup
1814	100661	2000	Ford	CV	117017	sedan
1831	100635	2000	Ford	CV	160466	sedan
1854	100647	2000	Ford	CV	116155	sedan
1878	100687	2000	Ford	F250	115830	Utility truck
1937	103220	2001	Ford	CV	113355	sedan
1947	103219	2001	Ford	CV	148809	sedan
1967	103209	2001	Ford	CV	142013	sedan
1970	103238	2001	Ford	CV	132651	sedan
1978	103244	2001	Ford	CV	133941	sedan
1982	103250	2001	Ford	CV	149240	sedan
2035	103261	2001	Dodge	2500	196960	Utility truck
2137	103963	2002	Chev	Impala	106478	sedan
2141	103965	2002	Ford	F250	103965	pickup
2146	106352	2003	Ford	CV	152238	sedan
2150A	103976	2003	Ford	CV	145595	sedan
2210A	106386	2002	BMW	motor	82657	Motorcycle
2228	106402	2002	Ford	F350	186673	Utility truck
2276	106424	2002	Ford	CV	136985	sedan
2338	119522	2003	Ford	CV	138434	sedan
2340	119540	2003	Ford	CV	133598	sedan
2348	119509	2003	Ford	CV	138463	sedan
2361	119533	2003	Ford	CV	121571	sedan
2435	119644	2004	Ford	CV	129371	sedan
2447A	123470	2004	Ford	CV	139524	sedan
2449	123472	2004	Ford	CV	138940	sedan
2458A	123482	2004	Ford	CV	149192	sedan
2577	125730	2005	Ford	CV	122014	sedan
2725	129176	2006	Ford	CV	102884	sedan
S3925A	77611	1984	Kalyn	Trailer	NA	trailer utility dump
1635A	93451	1998	Ford	F-150	132619	pickup
1796A	96467	2000	Ford	Explorer	161394	SUV
2540A	124353	1999	Chev	suburban	166101	SUV
HS84	78400	1995	Chev	S10	83957	pickup
HS9801	93470	1997	Chev	2500	122888	pickup
HS9803	93472	1998	Chev	2500	94988	pickup
HS9804	93473	1998	Chev	2500	107963	pickup
P2049P	103305	2001	Ford	F150	140631	pickup
RI2483	119610	2004	Toro		NA	engine is bad
SU260A	83213	1994	Ford	Bronco	134335	SUV
TNR1405	84731	1995	Jeep	Cherokee	103402	SUV
TNR3989A	81015	1997	Etnyre	Trailer	NA	trailer tilt
NA	UNK		Bush Hog	15' batwing	NA	15' mower deck
5 ea					NA	ladder racks
2 ea	axles				NA	axles



Travis County Commissioners Court Agenda Request

Meeting Date: 10/04/2011, 9:00 am, Voting Session

Prepared By/Phone Number: Bill McCann, HS&A Project Management
472-4600

Elected/Appointed Official/Dept. Head: Roger El Khoury, P.E., 854-4579

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on recommendations regarding architectural finishes for the second floor office suites of 700 Lavaca.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The architectural design for the Commissioner's Courtroom and Offices Relocation Project has recently reached the 100% Design Development milestone. To remain on schedule the design and selection of the office suite finishes (floors, walls, ceilings, etc.) must be finalized in the near future. The project management team and the design team request an opportunity to present recommended office finishes.

STAFF RECOMMENDATIONS:

HS&A will be prepared to make architectural finishes recommendations. These finishes will provide a level of quality that is in keeping with the stature of the positions and the project budget.

ISSUES AND OPPORTUNITIES:

The issue is to provide the County best value by providing office finish materials that are attractive, durable and appropriate for the positions held and functions performed by the office suite occupants.

FISCAL IMPACT AND SOURCE OF FUNDING:

The recommended finishes are within the projects current budget.

REQUIRED AUTHORIZATIONS:

Steven M. Manilla, P.E., TRAVIS COUNTY TRANSPORTATION &
NATURAL RESOURCES COUNTY EXECUTIVE, 854-9383

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By/Phone Number: Beth Blankenship 854-9125

Elected/Appointed Official/Dept. Head: Susan Spataro, County Auditor

Commissioners Court Sponsor: Judge Biscoe

A handwritten signature in black ink, appearing to be "Sas".

AGENDA LANGUAGE: Approve order to direct depositing salary fund monies into the general fund of Travis County

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Commissioners Court is authorized to direct that all money that would otherwise be deposited in a salary fund be deposited in the general fund of the county by Local Government Code section 154.007.

See attached memo from Barbara Wilson, Assistant County Attorney

STAFF RECOMMENDATIONS: Staff recommends approval

ISSUES AND OPPORTUNITIES: N/A

FISCAL IMPACT AND SOURCE OF FUNDING: N/A

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Attorney's Office

Leroy Nellis
Barbara Wilson

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

DAVID A. ESCAMILLA
COUNTY ATTORNEY

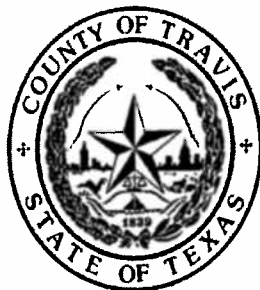
STEPHEN H. CAPELLE
FIRST ASSISTANT

JAMES W. COLLINS
EXECUTIVE ASSISTANT

314 W. 11TH, STREET
GRANGER BLDG., SUITE 420
AUSTIN, TEXAS 78701

P. O. BOX 1748
AUSTIN, TEXAS 78767

(512) 864-9513
FAX: (512) 864-4808



TRANSACTIONS DIVISION

JOHN C. HILLE, JR., DIRECTOR †

BARBARA J. WILSON

MARY ETTA GERHARDT

TENLEY A. ALDREDGE

TAMARA ARMSTRONG

JAMES M. CONNOLLY

DANIEL BRADFORD

† Member of the College
of the State Bar of Texas

September 9, 2011

Commissioners Court
P. O. Box 1478
Austin, Texas 78767

Re: Use of General Fund instead of Salary Fund

Dear Judge and Commissioners:

The Local Government Code establishes a general rule that salary funds must be set up for each elected officials and that the payroll and expenses of their offices be paid from this fund. If the commissioners court adopts an order directing that all money that would otherwise be deposited in these salary funds be deposited in the general fund, then it is not necessary to establish these funds. This order must be approved at the first regular meeting in the first month of the fiscal year. A similar order has been approved annually for the past several years. Accounting for these funds in the general fund is simpler than accounting for them in separate funds.

Sincerely,

A handwritten signature in cursive script, appearing to read "Barbara Wilson".

Barbara Wilson
Assistant County Attorney

AN ORDER TO
DIRECT DEPOSITING SALARY FUND MONIES
INTO THE GENERAL FUND OF TRAVIS COUNTY

RECITALS

The creation of a salary fund for each district, county and precinct officer is required by Local Government Code section 154.042.

The Commissioners Court is authorized to direct that all money that would otherwise be deposited in a salary fund is deposited in the general fund of the county by Local Government Code section 154.007.

ORDER

The Commissioners Court of Travis County, Texas hereby orders that all fees, commissions, and other compensation collected by all district, county and precinct officers in Travis County and all other money that would be deposited in these officers' salary funds be deposited in the general fund of Travis County during the fiscal year commencing October 1, 2011 and ending September 30, 2012.

Date of Order: _____

TRAVIS COUNTY COMMISSIONERS COURT

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4



Travis County Commissioners Court Agenda Request

Meeting Date: October 4, 2011

Prepared By/Phone Number: Cheryl Aker, x49555

Elected/Appointed Official/Dept. Head: County Judge Sam Biscoe

Commissioners Court Sponsor: County Judge Sam Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM COUNTY CLERK TO USE RECORDS MANAGEMENT FUNDS TO PURCHASE DOCUMENT MANAGEMENT SYSTEM.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

See attached and additional information included with Item 5

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



Travis County Courthouse, Austin, Texas

TRAVIS COUNTY INFORMATION TECHNOLOGY SERVICES
Joe Harlow, Chief Information Officer
700 Lavaca, P. O. Box 1748, Austin, Tx 78767 (512) 854-9666 Fax (512) 854-4401

Date: September 29, 2011

To: Judge Sam Biscoe, Commissioners Court

From: Joe W. Harlow, Chief Information Officer/Acting County Executive

A handwritten signature in black ink, appearing to read "Joe Harlow". The signature is written in a cursive style and is positioned to the right of the "From:" line.

Subject: Relating to Document Management System

ITS acknowledges the County Clerk needs the functionality for document management. ITS recommends further review of the following:

1. What is the County's strategic plan for Document Management Systems and where does this system fit? ITS needs additional time to analyze the ability for the County to support concurrent DMS systems that have like users, like functionality and system interoperability. ITS recommends deeper analysis of current state and future use of the County's standardized, enterprise Document Management System (DMS) that District Attorney, District Clerk, County Attorney, Records Management (may also include departments TNR and HHS) and County Clerk, currently in use today. If the County is no longer going to use the system, what is the plan for migrating to a new system pertaining to FTE, conversion costs for transitioning off the system and the long-term support? Current Vista system was chosen through a committee of the above-mentioned departments; were all the departments involved in the current selection of this DMS or will they not be involved in using the system?
 - a. ITS has been working with the various departments and VISTA to upgrade to the next generation of the system; County Clerk elected not to migrate to this current product.
 - b. ITS, Purchasing and departments are working with Vendor to mitigate current shortcomings.
 - c. ITS recommends that the committee that originally chose VISTA to work with purchasing and Vista to mitigate shortcomings for all users. Purchasing has received quotes from the vendor (attached). *Some of the shortcomings are addressed through these quotes and are being implemented now, such as updated redaction and auto-indexing capabilities.*
2. ITS submitted a budget request for fiscal year 2012 at the request of the County Clerk for the infrastructure and maintenance to support this project. The support infrastructure was not recommended for funding by PBO due to scarce resources being directed to higher priority maintenance of current effort projects. ITS's understanding is that the County Clerk will be requesting General Fund resources for FY2013 for further development of the project that may include FTEs. Will these funds be allocated in the ITS budget? *(budget request and estimated 5 year cost of DMS attached).*
3. ITS has not had a chance to fully review the final chosen vendor's response to the RFP and complete the technology assessment. ITS will need to address the following in the assessment:

- a. What is the level of involvement of ITS to support this system?
 - b. Will this be used as an enterprise application for all departments identified by the original DMS committee? If the departments transition, there will be additional ITS FTE requirements to support an Oracle database (identified from the chosen vendor) as this is not a currently supported database at the ITS level. Also, there potentially may be significant and additional conversion costs associated with the remaining departments.
 - c. Infrastructure needed to support; are ITS and the departments able to support this and the current DMS? If not, what is the FTE level of commitment needed to properly support?
 - d. How and who will handle the tier 1 and tier 2 service calls?
4. Currently Travis County is involved in a combined effort to identify the strategic roadmap for Justice Adult Case Management System. Document management system functionality and interfacing capabilities will be addressed in this endeavor. How will this project and product align, if at all, with this combined effort?
5. Currently, Travis County is in the process of large and major enterprise-wide projects, such as: BEFIT (ERP financial replacements), Justice of the Peace case management system replacement, Adult and Prosecutor Case management replacement, Novell enterprise business and networked software replacement to Microsoft solutions, unified communication, combining and upgrading the County's physical security controls (badge access and cameras), and major campus moves (among several other major projects); ITS would need to have the Court identify priorities specifically relating to where this project fits and the agreement to standard operating procedures.

cc: The Honorable Dana DeBeauvoir, County Clerk
Susan Bell, Denise Bell, County Clerk's Office
Joe Harlow, Tanya Acevedo, ITS
Cyd Grimes, Scott Wilson, Purchasing
Leroy Nellis and Randy Lott, Planning and Budget Analyst
Cheryl Aker, Judge Sam Biscoe's Office

Attachment 1: Vista Quotes for Modifications



VISTASOLUTIONS

QUOTE

500 West Whitestone Blvd, Suite 200
 Cedar Park, TX
 Phone 512-267-1821

DATE: September 14, 2009
Quote # 091409CONV

To: Chris Cox
 Travis County IT Dept
 Austin, Texas 78701

For:
 Visiflow Conversion software & Professional services
 Visiflow to netDMS

DESCRIPTION	Quantity	Unit Price	AMOUNT
1. Software			
VistaSG netDMS Conversion program for existing documents in Visiflow	1	\$5,000.00	\$5,000.00
2. Professional Services (Hourly rate)			
Onsite Conversion and Implementation of netDMS , testing, and training			
Travis County District Clerk	80	\$125.00	\$10,000.00
Travis County Clerk	60	\$125.00	\$7,500.00
IT and Admin Projects	20	\$125.00	\$2,500.00
		SUBTOTAL	\$25,000.00
		TAX RATE	\$0.00
		Total	\$25,000.00

THANK YOU FOR YOUR BUSINESS!



VISTASOLUTIONS

QUOTE

500 West Whitestone Blvd, Suite 200
 Cedar Park, TX
 Phone 512-267-1821

DATE: March 4, 2010
Quote # 030410TRAVCNV

To: Brenda Spiker
 Travis County IT Dept
 Austin, Texas 78701

For:
 Visiflow Conversion software & Professional services
 Visiflow to netDMS

DESCRIPTION	Quantity	Unit Price	AMOUNT
1. Software			
VistaSG netDMS Conversion program for existing documents in Visiflow	1	\$5,000.00	\$5,000.00
2. Professional Services (Hourly rate)			
Onsite Conversion and Implementation of netDMS , testing, and training Travis County District Clerk	80	\$125.00	\$10,000.00
IT and Admin Projects	20	\$125.00	\$2,500.00
SUBTOTAL			\$17,500.00
TAX RATE			\$0.00
Total			\$17,500.00

THANK YOU FOR YOUR BUSINESS!



QUOTE

500 West Whitestone Blvd, Suite 200
 Cedar Park, TX
 Phone 512-267-1821

DATE: March 4, 2010
Quote # 030410TRVCA

To: Brenda Spiker
 Travis County IT Dept
 Austin, Texas 78701

For:
 Travis County Attorney and District Attorneys Offices
 New Project Implementation

DESCRIPTION	Quantity	Unit Price	AMOUNT
1. Software			
Set up new project - County & District Attorney	1	\$5,000.00	\$5,000.00
2. Professional Services (Hourly rate)			
Implementation of netDMS , testing, and training	120	\$125.00	\$15,000.00
SUBTOTAL			\$20,000.00
TAX RATE			\$0.00
Total			\$20,000.00

Note - the additional annual support for these 2 additional accounts will be \$9000 per year for both accounts

THANK YOU FOR YOUR BUSINESS!

Attachment 2: Total 5-year Cost for County Clerk DMS

Phase I	Software	Maintenance	Services	Hardware	Totals	Contract Cost
Annual Maint and phone support		\$ 6,705.00				
Cust Care Package		\$ 1,479.00				
Fujitsu 6670A Scanner				\$ 5,596.00		
Software	\$ 28,310.00					
Services			\$ 75,110.00			
Total Phase I - Part A	\$ 28,310.00	\$ 8,184.00	\$ 75,110.00	\$ 5,596.00	\$117,200.00	

Phase I	Software	Maintenance	Services	Hardware	Totals	Contract Cost
Services			\$ 29,570.00			
Cust Care Package		\$ 3,480.00				
Total Phase I - Part B	\$ -	\$ 3,480.00	\$ 29,570.00	\$ -	\$ 33,050.00	

Total Phase I - Part A & B	\$ 28,310.00	\$ 11,664.00	\$ 104,680.00	\$ 5,596.00	\$150,250.00	\$144,654.00
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Phase II	Software	Maintenance	Services	Hardware	Totals	Contract Cost
Fujitsu 6670A Scanner				\$ 5,596.00		
ScanSnap - change out				\$ 11,150.00		
Software	\$ 155,569.00					
Annual Maint and phone support		\$ 21,816.00				
ID Shield Maint		\$ 10,024.00				
Services - correct cause number			\$ 80,000.00			
Cust Care Package		\$ 2,785.00				
Services			\$ 83,255.00			
Software - Web Server	\$ 10,000.00					
Services - Web Server Integration			\$ 4,960.00			
Total Phase II	\$ 165,569.00	\$ 34,625.00	\$ 168,215.00	\$ 16,746.00	\$385,155.00	\$368,409.00

Phase III	Software	Maintenance	Services	Hardware	Totals	Contract Cost
ScanSnap - change out				\$ 14,272.00		
Annual Maint and phone support		\$ 17,460.00				
Software	\$ 73,720.00					
Cust Care Package		\$ 1,914.00				
Services			\$ 51,130.00			
Total Phase III	\$ 73,720.00	\$ 19,374.00	\$ 51,130.00	\$ 14,272.00	\$158,496.00	\$144,224.00

Phase IV	Software	Maintenance	Services	Hardware	Totals
Software	\$ 30,250.00				
Flex Maint		\$ 4,950.00			
Cust Care Package		\$ 1,015.00			
Services			\$ 12,250.00		
Total Phase IV	\$ 30,250.00	\$ 5,965.00	\$ 12,250.00	\$ -	\$48,465.00
Cost by Classification	\$ 297,849.00	\$ 71,628.00	\$ 336,275.00	\$ 36,614.00	742366

BFO Totals	\$742,366.00	\$720,712.00
Costs outside of BFO	\$295,967.00	
Phase IV Accounting Project	\$50,000.00	
Phase IV Electronic Filing Module	\$50,000.00	

Total *Projected DMS Project Cost (1st year)	\$1,138,333.00	(includes initial Maint. Of \$71,628)
Yearly 5 year maintenance total	\$ 380,281.00	
Total 5 year cost 5th year	\$1,446,986.00	(does not include Year 1 maintenance of \$71,628)

Projected Maintenance costs (yrs. 1-5)
3% cap each year

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>5 Yr. Sub Total</u>
Phase I Part's A & B	\$ 11,664.00	\$ 12,014.00	\$ 12,374.00	\$ 12,745.00	\$ 13,127.00	\$ 61,924.00
Phase II	\$ 34,625.00	\$ 35,664.00	\$ 36,734.00	\$ 37,836.00	\$ 38,971.00	\$ 183,830.00
Phase III	\$ 19,374.00	\$ 19,955.00	\$ 20,554.00	\$ 21,170.00	\$ 21,805.00	\$ 102,858.00
Phase IV	\$ 5,965.00	\$ 6,144.00	\$ 6,328.00	\$ 6,518.00	\$ 6,714.00	\$ 31,669.00
Yearly Total	\$ 71,628.00	\$ 73,777.00	\$ 75,990.00	\$ 78,269.00	\$ 80,617.00	\$ 380,281.00

Costs/Notes in Addition to BFO

*****NOTE*****

Database Server	\$	13,000.00	
Web Server	\$	13,000.00	Fujitsu 6670A - not Win 64 comp - change out
Storage Server	\$	20,000.00	Phase I Main 6705 High
Oracle Enterprise	\$	40,000.00	Phase II ID Shield Maint High
Phase II Fujitsu fi6140 chang	\$	12,860.00	Exp Maint dup
Phase II - ID Shield-reduce li	\$	(20,000.00) est	Phase II Web Server - Cost Calc.
Phase II - Id Shield-reduce m	\$	(3,341.00) est	Phase III Maint High
Oracle Maint	\$	4,000.00	Phase IV Flex Maint High
Phase III Fujitsu fi6140 chan	\$	16,448.00	
Phase III Oracle RAC	\$	200,000.00	
Total	\$	295,967.00	

Phase I & II - Completion by end of calender year 2011

Phase III - Begin Jan. 2012

Phase IV - Begin July 2012

*** Total Maintenance Costs as percent is around 25%

Too high - try to lower to 10 - 15%

Contract Cost(Web Software&Conf Inc.)



PLANNING AND BUDGET OFFICE TRAVIS COUNTY, TEXAS

700 Lavaca Street
Suite 1560
Austin, Texas 78701

MEMORANDUM

TO: Commissioners Court

FROM: Randy Lott, Planning and Budget Analyst

A handwritten signature in black ink, appearing to read "Randy Lott", is written over the name in the "FROM" field.

DATE: September 26, 2011

RE: Request to transfer from the County Clerk's Records Management and Preservation Fund Allocated Reserve for expenses related to a new Document Management System

The County Clerk's Office is requesting Commissioners Court approval for \$550,000 to be transferred from the Records Management and Preservation Fund (Fund 028) Allocated Reserve to the fund's Other Purchase Services line item to begin the initial phase of its purchase of an Enterprise Document Management System (DMS).

During the FY 12 Budget Process, Information Technology Services (ITS), in coordination with the County Clerk, submitted a budget request for certain IT infrastructure to begin this project. PBO did not recommend the request due to scarce available resources being required for higher priority maintenance of current effort issues. According to conversations between the County Clerk's Office and PBO, the office is proposing to use resources from Fund 028 to begin the project in FY 12 and will request General Fund resources, as part of the FY 12 Budget Process, to continue the into the next fiscal year. PBO confirms that the office's requested amounts are available in the special revenue fund.

However, PBO is recommending that this request be placed on the Court's agenda as a Discussion item as PBO understands that ITS has not yet completed its Technology Assessment of the proposed system. Additionally, PBO notes that ITS has concerns regarding the introduction of an application for the proposed DMS with a non-standard database that could pose compatibility issues with the current information technology roadmap. PBO believes these issues should be discussed with the Court prior to taking any action on the budget transfer.

cc: The Honorable Dana DeBeauvoir, County Clerk
Susan Bell, Denise Bell, County Clerk's Office
Joe Harlow, Tanya Acevedo, ITS
Cyd Grimes, Scott Wilson, Purchasing
Leroy Nellis, PBO



Dana DeBeauvoir
Travis County Clerk

PO Box 149325, Austin TX 78714-9325
Phone: (512) 854-9188 Fax: (512) 854-3942
<http://www.co.travis.tx.us>

**Recording, Elections, Computer Resources,
Accounting, and Administration Divisions**
5501 Airport Boulevard, Austin, Texas 78751-1410

**Misdemeanor Records, Civil/Probate,
and Records Management Divisions**
1000 Guadalupe, Austin, Texas 78701-2328

September 25, 2011

TO: Randy Lott, Planning and Budget Analyst
FROM: Dana DeBeauvoir
CC: Scott Wilson, Purchasing Agent
RE: Transfer of Funds from 028 Allocated Reserves

We are requesting \$550,000 be moved from 028 Allocated Reserves (001-2060-981-9892) to Other Purchased Service (028-2060-532-6099).

The Travis County Clerk's Office is moving to purchase an enterprise document management system (DMS) for most or all of the operations in the office. This project will include the filing of new documents and conversion of the vast library of historical documents. At this time, we are looking at three phases to this project and considering a possible fourth:

Phase I	Commissioners Court Records
Phase II	Civil/Probate Records
Phase III	Misdemeanor Records
Phase IV	Recording Records (under consideration)

An RFP was issued and after an extensive review of the proposals submitted, a final selection made. Purchasing is completing work with the County Attorney and ITS on the final matters regarding this purchase. We plan to take this item to Court in October and move quickly toward implementation. Our goal is to have Phase I and II completed by May of 2012, and to begin a gradual implementation of the Misdemeanor project beginning in June of 2012. The \$550,000 represents the cost of Phase I and II. Further requests will be made for subsequent additions to this system.

I have attached a copy of the BFAO applicable costs for your information.

Please let me know if you have any questions.

Thank you.

Numbers

Comparison of Document Numbers Between County and District Courts

	Civil Case		Criminal Cases	
	New	Pending	New	Pending
District Courts	22,245	32,133	13,297	23,300
County Courts	12,812	75,357	35,260	84,200

Categories of New Case Filings	FY08 Actual		FY09 Actual		FY10 Proj		FY11 Proj	
	County	District	County	District	County	District	County	District
Civil Family Cases		11,191		12,148		12,000		12,026
Civil Cases	8,163	7,248	8,824	7,238	8,800	7,600	8,900	6,500
Criminal Cases	32,699	17,220	32,568	14,919	33,800	15,217	34,500	15,521
Probate	2,037		1,903		2,100		2,150	
Mental Health	2,818		2,979		3,000		3,200	
Total of Court Cases	45,717	35,659	46,274	34,305	47,700	34,817	48,750	34,047
Real Property	214,662		207,437		185,566		188,432	
TOTAL	306,096	71,318	299,985	68,610	280,966	69,634	285,932	68,094

Why Not Just Expand on the Vista System that is in Use for the County Clerk's Civil/Probate Records?

We were greatly appreciative when the District Clerk's Office allowed us to piggy back on their contract with Vista for a document management system. We have now worked with that system for 2003 number of years. When we were analyzing how we should proceed for the future, we first considered whether or not this existing document management system could be expanded to handle all of our needs. After carefully examining this situation, it was determined that the continued use of Vista is not a reasonable option, and in fact, we need to move as quickly as possible to discontinue its use altogether. While we understand this system works well for the District Clerk, for us, it has been highly unreliable, and the risk of expanding it to an even higher volume environment would be considered a high-risk endeavor. Our reasons for this decision are the cumulative effect of issues such as the ones listed below.

Problems Remain Unresolved with the Vendor

The system has had serious problems that remain unresolved by the vendor. The same issues persist even after the numerous meetings and phone calls we have had for years now with ITS and the vendor to find an answer. Unfortunately, the problems that endure have serious and expensive consequences.

1. **Basic problems with interface to FACTS have never been resolved.** This is particularly problematic because the system inaccurately attaches civil documents to probate cases and vice versa. An example where this is particularly serious is when confidential images of mental health documents have been misfiled into probate cases.
2. **The system frequently stops functioning or has low and erratic performance.** This is particularly evident when incoming electronic filings get "hung up" and generate hundreds or thousands of duplicates of incomplete documents. Export processes are slow and require daily attention. Poor integration with e filing requires cumbersome, time-consuming procedures.
3. **There is slow and inadequate vendor support (and in some case no vendor support).** The vendor's response to a wide variety of problems is very slow. We have help desk tickets that have been outstanding for over xx years. Further, on numerous occasions the vendor's technical advisers have been unable to find any answers and our computer staff has had to step in to diagnose, explain, and rectify the system's problems. The intimate knowledge we have developed to keep this system functional is one reasons why we are so confident that it cannot meet our needs.

Loss of Confidence in System Has Sent Us Backwards

Because we cannot be certain that any civil case file contains complete and accurate information, we have had to "artificially create" an electronic environment for the

civil courts. Since we have been imaging civil documents for over five years, the County Court at Law Civil Judges should be able to rely almost exclusively on electronic images for courtroom proceedings. Unfortunately, because we are consistently finding scanned images that are missing or misfiled, we must manually check the electronic document images for each file pulled for a docket. For each case on the docket, a clerk must request the paper copy of a file, open the DMS for the case, and compare the paper files with the imaged files.

The extra time and resources it takes to manually provide the courts to use imaged documents allows us to better serve our customers and to better examine and plan for implementation of a fully electronic climate for all of the courts – when we have a system that is functional.

Current System Lacks Important Functions

Vista lacks a number of functions that we deem essential for this project, and ones we have been able to enjoy in our Recording Division for years. Three example of Vista's inadequacies include:

Poor Quality Control and Minimal Efficiency Options

The system does not have a method to adequately incorporate quality control features. For example, our current system does not offer real-time method for an operator to confirm that an image has been assigned to the correct document.

Inadequate Auto Indexing

The system does not have a substantial enough auto-indexing system to maximize our efficiencies and reduce data entry errors. Additionally, if a correction is made on a case in FACTS, there is no automatic method for correcting that information for the corresponding DMS files.

No Redaction Capability

The system does not offer the ability to manually redact images or provide for any type of auto-redaction. We currently have to pay a separate vendor approximately \$3,500 a month to redact personal identifiers (such as social security number, drivers' license numbers, bank account numbers, etc.) from the images of documents filed in the Civil/Probate Division.

Uncertainty about the Future of the Vendor

In an unbelievably tragic turn of events, the owner of Vista recently died in an accident. The owner of this relatively small company was directly involved in the day-to-day operations of this company, and we can only assume it will have a profound and indeterminate affect on their future.