



# Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2011

**Prepared By:** David Wahlgren **Phone #:** 974-6455

**Division Director/Manager:** Anna Bowlin, Division Director 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 plat for recording:  
Resubdivision of Lot 75 La Hacienda Estates (Resubdivision final plat - two total lots  
- 5.25 acres - Doss Road) in Precinct Three.

**BACKGROUND/SUMMARY OF REQUEST:**

The applicant is requesting to resubdivide one lot into two lots for the purpose of separating the existing office and residence into separate lots on 5.25 acres. Water will be provided by Travis County Water Control and Improvement District No. 17, and wastewater will be provided by on-site sewer system. This subdivision application is not subject to parkland requirements because it is fewer than four units.

**STAFF RECOMMENDATIONS:**

As the application requests meets all requirements and was approved by the City of Austin Zoning and Platting Commission on September 20, 2011, Single Office staff recommends approval of the motion.

**ISSUES AND OPPORTUNITIES:**

Staff has not received any inquiries from anyone at the time this report was written. As part of the requirements for a resubdivision, a sign has been posted on the property announcing the date, time, and location of the public hearing.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

NA

**ATTACHMENTS/EXHIBITS:**

- Precinct map
- Location map
- Existing plat
- Proposed plat
- Sign Pictures
- Affidavit of Sign Posting

**REQUIRED AUTHORIZATIONS:**

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

**CC:**

|              |         |     |          |
|--------------|---------|-----|----------|
| Sarah Sumner | Planner | TNR | 854-7687 |
|              |         |     |          |
|              |         |     |          |
|              |         |     |          |

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## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

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

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

*Carol B. Jorgensen*

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

**Sponsoring Court Member:** Commissioner Eckhardt, Precinct Two

**AGENDA LANGUAGE:** Receive comments regarding a plat for recording: Raceway Single Family Subdivision Section Two Final Plat (A Small Lot Subdivision) (Resubdivision of Lots 16, 17, 24, and 25 Northridge Acres Number Two Subdivision - 69 Lots - Travesia Way - City of Austin ETJ) in Precinct Two.

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

This resubdivision final plat consists of 69 single family on 10.576 acres. The proposed plat's boundaries are located within the previously-platted Northridge Acres No. 2 subdivision, and the applicant proposes to resubdivide lots 16, 17, 24, and 25 of the Northridge Acres Number Two subdivision into the Raceway Single Family Subdivision Section Two Final Plat. There are 2,229 linear feet of public streets proposed with this final plat, fiscal surety in the amount of \$239,189.00 has been posted with the City of Austin, water and wastewater service will be provided by the City of Austin, and parkland fees in lieu of dedication have been paid to the City of Austin in the amount of \$28,082.54.

This agenda item is only to receive comments during the public hearing and is not to take appropriate action on the final plat. Once the applicant fulfills the requirements of the alternative fiscal agreement outlined in an associated request, the final plat will be scheduled for appropriate action by the Commissioners Court. This is the same process utilized for the Raceway Single Family Subdivision Section One Final Plat.

### **STAFF RECOMMENDATIONS:**

As this resubdivision final plat meets all Single Office standards and was approved by the City of Austin Zoning and Platting Commission on December 6, 2011, Single Office staff recommends approval of the motion.

### **ISSUES AND OPPORTUNITIES:**

Notification

Notification of this resubdivision final plat's hearing at the City of Austin's Zoning and Platting Commission (ZAP) as well as Commissioners Court was mailed to all current owners of property and all registered neighborhood associations within 500

feet of the proposed subdivision. These addresses were obtained from the Travis Central Appraisal District current tax rolls. Single Office records show that all property owners that are required to be notified under Title 30 were notified. The Single Office has registered no interested parties for this application.

As part of the requirements for a plat resubdivision, a notice of public hearing sign was placed on the subject property on December 12, 2011, announcing the date, time, and location of the public hearing. Staff has received one phone call as a result of the sign posting, and the caller requested more information about the public hearing but had no objections.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**ATTACHMENTS/EXHIBITS:**

- Location map
- Precinct map
- Existing final plat
- Proposed final plat
- Photo of Public Notice sign
- Affidavit of sign posting

**REQUIRED AUTHORIZATIONS:**

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

**CC:**

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|  |  |  |  |

**SM:AB:mh**

**1101 - Development Services - Raceway Single Family Section Two Final Plat**



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**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 Samuel T. Biscoe

A handwritten signature in black ink, appearing to read "Leroy Nellis", is 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:** Please see attached documentation.

**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

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

# BUDGET AMENDMENTS AND TRANSFERS

## FY 2012

1/10/2012

### AMENDMENTS

| <b>BA#</b> | <b>Project Code</b> | <b>FUND</b> | <b>DEPT/DIV</b> | <b>ACT</b> | <b>ELM/ OBI</b> | <b>Dept.</b> | <b>Line Item</b>      | <b>Increase</b> | <b>Decrease</b> | <b>Pg #</b> |
|------------|---------------------|-------------|-----------------|------------|-----------------|--------------|-----------------------|-----------------|-----------------|-------------|
| A1         |                     | 001         | 9800            | 981        | 9821            | Reserves     | Planning Reserves     |                 | \$ 65,000       | 1           |
|            |                     | 001         | 5500            | 557        | 6099            | CJP          | Other Purchased Serv. | \$ 65,000       |                 |             |



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

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700 Lavaca, Ste 1560  
P.O. Box 1748  
Austin, Texas 78767

January 3, 2012

To: Commissioners Court

From: Katie Petersen Gipson, Sr. Planning & Budget Analyst

A handwritten signature in black ink, appearing to read "Katie Petersen Gipson", is written over the name in the "From:" line.

Re: Budget Amendment for legal services contract

On January 3, 2012 Commissioners Court approved a contract with Hawkins, Delafield & Wood, LLP for legal services on a feasibility analysis for a new civil and family courthouse. The contract is not to exceed \$65,000 and funding is recommended to come from the planning reserve. These funds are to go to Criminal Justice Planning because Roger Jefferies is the project executive. Please note, on December 28, 2011 Commissioners Court approved \$425,000 from the Planning reserve to CJP for consultant services on the feasibility analysis for the civil courthouse project.

CC: Roger Jefferies, County Executive for Justice & Public Safety  
Belinda Powell, PBO  
Leroy Nellis, PBO

Budget Adjustment: 30779

Fyr \_ Budget Type: 2012-Reg  
PBO Category: Amendment  
Just: Other

Author: 55 - VARGAS, KRISTY  
Court Date: Tuesday, Jan 10 2012  
Civil Courthouse Project - legal fees

Created: 1/3/2012 8:26:38 AM  
Dept: RESERVES

| From Account      | Acct Desc                | Project | Proj Desc | Amount |
|-------------------|--------------------------|---------|-----------|--------|
| 001-9800-981-9821 | PLANNING RESERVE         |         |           | 65,000 |
|                   |                          |         |           | 65,000 |
| To Account        |                          | Project |           | Amount |
| 001-5500-557-6099 | OTHER PURCHASED SERVICES |         |           | 65,000 |
|                   |                          |         |           | 65,000 |

| Approvals   | Dept | Approved By   | Date Approved       |
|-------------|------|---------------|---------------------|
| Originator  | 55   | KRISTY VARGAS | 1/3/2012 8:27:12 AM |
| DepOffice   | 55   | KRISTY VARGAS | 1/3/2012 8:27:28 AM |
| DepOfficeTo | 55   | KRISTY VARGAS | 1/3/2012 8:28:01 AM |

For legal services contract for civil & family courthouse project

*Raymond Nellis 1/3/12* *Kristy Vargas 1/3/12*

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

| Amount              | Dept Transferred Into  | Date       | Explanation                                |
|---------------------|------------------------|------------|--|
| \$15,196,426        |                        |            | Beginning Balance                          |
| (\$354,050)         | County Clerk           | 10/13/2011 | Voting Equip. for other entities elections |
| (\$3,559)           | Comm. Pct. 4           | 10/18/11   | ACC Internship Program                     |
| (\$3,559)           | Records Mngt.          | 10/18/11   | ACC Internship Program                     |
| (\$650)             | Comm. Pct. 3           | 10/18/11   | Office Supplies                            |
| (\$1,500)           | Constable Pct. 1       | 10/25/2011 | Bilingual Pay                              |
| \$37,432            | Various                | 10/26/2011 | Cancelled Purchase Orders                  |
| (\$41,044)          | JP Pct. 1              | 10/26/2011 | Special Project Temp. Employee             |
| (\$41,044)          | JP Pct. 1              | 10/26/11   | Special Project Temp. Employee             |
| \$24,673            | Various                | 11/7/11    | Cancelled Purchase Orders                  |
| (\$57,415)          | Purchasing             | 11/8/2011  | Temp. Empl-Transition to new accting sys.  |
| (\$5,000)           | General Admin.         | 11/22/2011 | Redistricting Services                     |
| (\$299,500)         | TNR                    | 11/22/11   | Purchase 244 Acres-Wilbarger Crk           |
| (\$1,248,996)       | ITS                    | 11/22/11   | BEFIT Hardware and Software                |
| (\$70,000)          | Sheriff's Office       | 12/6/2011  | TCSO Training Funds                        |
| \$30,927            | Various                | 12/8/11    | Cancelled Purchase Orders                  |
| (\$34,620)          | TNR                    | 12/16/11   | FTE Monitor Nonpotable Water               |
| \$11,865            | Various                | 12/16/11   | Cancelled Purchase Orders                  |
| (\$25,000)          | TNR                    | 12/22/2011 | Envision Central Texas                     |
| (\$30,000)          | County Attorney        | 12/22/11   | Redistricting Outside Counsel              |
| (\$45,640)          | Criminal Courts        | 12/27/2011 | Continue Veterans Court Program            |
| <b>\$13,039,746</b> | <b>Current Balance</b> |            |  |

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

| Amount               | Explanation   |
|----------------------|---|
| (\$750,000)          | TNR - Landfill                                      |
| (\$300,000)          | Criminal Courts - Possible Capital Cases            |
| (\$208,000)          | RMCR - Offsite Storage                              |
| (\$200,000)          | HRMD - Revised Tuition Reimbursement Policy         |
| (\$175,000)          | PBO - Bank Depository Contract                      |
| (\$149,135)          | County Clerk - Redistricting effects on Elections   |
| (\$100,000)          | RMCR - Postage                                      |
| (\$55,208)           | TNR - TXI Environmental Monitoring                  |
| (\$18,767)           | HRMD - ACC Internship Program                       |
| (\$20,000)           | Emergency Services - HazMat Reserve                 |
| (\$347,012)          | Criminal Courts - Drug Court, Veterans Court Grants |
| (\$193,169)          | Civil Courts - Family Drug Court Grant              |
| (\$45,000)           | HHS&VS - Coordinator Position - SafeHaven/SafePlace |
| (\$137,421)          | TNR - Northeast Metro Park - Phase III              |
| (\$12,500)           | TNR - Ozone Monitoring at McKinney Roughs           |
| (\$294,139)          | TCSO - 700 Lavaca Security                          |
| (\$5,941,788)        | Compensation  |
| <b>(\$8,947,139)</b> | <b>Total Possible Future Expenses (Earmarks)</b>    |

**\$4,092,607 Remaining Allocated Reserve Balance After Possible Future Expenditures**

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

| <b>Amount</b>                              | <b>Dept Transferred Into</b> | <b>Date</b> | <b>Explanation</b>                          |
|--|------------------------------|-------------|---|
| \$1,433,446<br>(\$90,000)                  | TNR                          | 12/13/11    | Beginning Balance<br>Guardrail Improvements |
| <b>\$1,343,446 Current Reserve Balance</b> |                              |             |   |

**Possible Future Expenses Against CAR Identified During the FY12 Budget Process:**

| <b>Amount</b>  | <b>Explanation</b>                               |
|--|--|
| (\$365,000)  | TNR - International Cemetery                     |
| (\$330,000)  | EMS - EMS Interlocal Base Agreement - Ambulances |
| (\$48,505)   | TCSO - Security                                  |
| (\$90,000)   | TNR - New Guardrail Installations                |
| (\$80,000)   | RMCR - A/V Equipment for 700 Lavaca Street       |
| (\$38,500)   | TNR - Northeast Metro Park - Phase III           |
| <b>(\$952,005) Total Possible Future Expenses (Earmarks)</b> |  |

**\$391,441 Remaining CAR Balance After Possible Future Expenditures**

**Salary Savings Reserve Status (001-9800-981-9803)**

| Amount                                   | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$330,703                                |                       |      | Beginning Balance |
| <b>\$330,703 Current Reserve Balance</b> |                       |      |                   |

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

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

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

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

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

| Amount                                     | Dept Transferred Into | Date     | Explanation   |
|--|-----------------------|----------|---|
| \$4,000,000<br>(\$425,000)                 | CJP                   | 12/27/11 | Beginning Balance<br>Related to Civil Courthouse Contract |
| <b>\$3,575,000 Current Reserve Balance</b> |                       |          |   |

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

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

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

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

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

| Amount                                  | Dept Transferred Into | Date | Explanation       |
|---|-----------------------|------|-------------------|
| \$60,250                                |                       |      | Beginning Balance |
| <b>\$60,250 Current Reserve Balance</b> |                       |      |                   |

**IJS/FACTS Reserve Status (001-9800-981-9840)**

| Amount                                     | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$4,700,000                                |                       |      | Beginning Balance |
| <b>\$4,700,000 Current Reserve Balance</b> |                       |      |                   |

**Transition Reserve Status (001-9800-981-9841)**

| Amount                                   | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$750,000                                |                       |      | Beginning Balance |
| <b>\$750,000 Current Reserve Balance</b> |                       |      |                   |

**Reserve for State Cuts Status (001-9800-981-9842)**

| Amount                                    | Dept Transferred Into | Date | Explanation       |
|---|-----------------------|------|-------------------|
| \$300,000                                 |                       |      | Beginning Balance |
| <b>*\$300,000 Current Reserve Balance</b> |                       |      |                   |

**Starflight Maintenance Reserve Status (001-9800-981-9843)**

| Amount                                   | Dept Transferred Into | Date     | Explanation       |
|--|-----------------------|----------|-------------------|
| \$640,000                                |                       |          | Beginning Balance |
| (\$245,000)                              | EMS                   | 11/15/11 | Rescue Hoist      |
| <b>\$395,000 Current Reserve Balance</b> |                       |          |                   |

**TCSO Overtime Reserve Status (001-9800-981-9844)**

| Amount                                     | Dept Transferred Into | Date | Explanation       |
|--|-----------------------|------|-------------------|
| \$1,500,000                                |                       |      | Beginning Balance |
| <b>\$1,500,000 Current Reserve Balance</b> |                       |      |                   |

\* Reserved for MHMR

**Annualization Reserve Status (001-9800-981-9890)**

| <b>Amount</b>                              | <b>Dept Transferred Into</b> | <b>Date</b> | <b>Explanation</b> |
|--|------------------------------|-------------|--------------------|
| \$1,043,855                                |                              |             | Beginning Balance  |
| <b>\$1,043,855 Current Reserve Balance</b> |                              |             |                    |

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

| <b>Amount</b>                               | <b>Dept Transferred Into</b> | <b>Date</b> | <b>Explanation</b>                           |
|---|------------------------------|-------------|--|
| \$51,367,824                                |                              |             | Beginning Balance                            |
| (\$27,695,392)                              | TNR                          | 11/22/11    | Park Land, Vehicles and Rd.Impvts.           |
| (\$5,886,705)                               | Facilities                   | 11/22/11    | 700 Lavaca, 1st and 2nd floor<br>Renovations |
| <b>\$17,785,727 Current Reserve Balance</b> |                              |             |  |



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 01/10/2012, 9:00 AM, Voting Session

**Prepared By/Phone Number:** Katie Petersen Gipson, Planning and Budget Office, 854-9346

**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. New application to the Capital Area Council of Governments (CAPCOG) to receive Governor's Division of Emergency Management State Homeland Security Program resources for self-contained breathing apparatus bottles for Emergency Management's Hazardous Materials Team;
- B. New application to the Capital Area Council of Governments (CAPCOG) to receive Governor's Division of Emergency Management State Homeland Security Program resources for licenses for air monitoring and detection equipment for Emergency Management's Hazardous Materials Team;
- C. New application to the Capital Area Council of Governments (CAPCOG) to receive Governor's Division of Emergency Management State Homeland Security Program resources for a maintenance agreement for air monitoring and detection equipment for Emergency Management's Hazardous Materials Team
- D. New application to the Capital Area Council of Governments (CAPCOG) to receive Governor's Division of Emergency Management State Homeland Security Program resources for replacement equipment for Emergency Management's Hazardous Materials Team;
- E. New application to the Capital Area Council of Governments (CAPCOG) to receive Governor's Division of Emergency Management State Homeland Security Program resources for chemical protective clothing for Emergency Management's Hazardous Materials Team;
- F. New application to the Capital Area Council of Governments (CAPCOG) to receive Governor's Division of Emergency Management State Homeland Security Program resources for a radiological isotope identifier for Emergency Management's Hazardous Materials Team;

- G. New application to the Capital Area Council of Governments (CAPCOG) to receive Governor's Division of Emergency Management State Homeland Security Program resources for dosimeters (radiological detection equipment) for Emergency Management's Hazardous Materials Team;
- H. Annual contract with the Texas Department of Housing and Community Affairs to receive U.S. Department of Energy funds for the Weatherization Assistance Program in the Health & Human Services Department.

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

Items A-G are applications to CAPCOG to receive state homeland security funds for a variety of equipment and upgrades for Emergency Services' Hazmat team. Item H is the annual contract for weatherization assistance. There are no cash matches associated with these grants.

**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:**

There are no grant matches for any of these items.

**REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leroy Nellis  
Cheryl Aker

## TRAVIS COUNTY

1/3/2012

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 # |    |
|---------------------|-------------|---|-----------------------|-------------------|---------------------|----------------------|---------------|-----------|-----------|----------------------|--------|----|
| <b>Applications</b> |             |   |                       |                   |                     |                      |               |           |           |                      |        |    |
| <b>A</b>            | 47          | State Homeland Security Grant program (through CAPCOG)- SCBA equipment                  | 10/01/2012-11/30/2014 | \$40,000          | \$0                 | \$0                  | \$0           | \$40,000  | -         | R                    | C      | 8  |
| <b>B</b>            | 47          | State Homeland Security Grant program (through CAPCOG)- equipment licenses              | 10/01/2012-11/30/2014 | \$8,000           | \$0                 | \$0                  | \$0           | \$8,000   | -         | R                    | C      | 17 |
| <b>C</b>            | 47          | State Homeland Security Grant program (through CAPCOG)- maintenance contract            | 10/01/2012-11/30/2014 | \$30,000          | \$0                 | \$0                  | \$0           | \$30,000  | -         | R                    | C      | 27 |
| <b>D</b>            | 47          | State Homeland Security Grant program (through CAPCOG)- replacement equipment           | 10/01/2012-11/30/2014 | \$30,000          | \$0                 | \$0                  | \$0           | \$30,000  | -         | R                    | C      | 36 |
| <b>E</b>            | 47          | State Homeland Security Grant program (through CAPCOG)- chemical protective clothing    | 10/01/2012-11/30/2014 | \$40,000          | \$0                 | \$0                  | \$0           | \$40,000  | -         | R                    | C      | 45 |
| <b>F</b>            | 47          | State Homeland Security Grant program (through CAPCOG)- radiological isotope identifier | 10/01/2012-11/30/2014 | \$33,500          | \$0                 | \$0                  | \$0           | \$33,500  | -         | R                    | C      | 54 |
| <b>G</b>            | 47          | State Homeland Security Grant program (through CAPCOG)- dosimeters                      | 10/01/2012-11/30/2014 | \$8,000           | \$0                 | \$0                  | \$0           | \$8,000   | -         | R                    | C      | 63 |
| <b>Contracts</b>    |             |   |                       |                   |                     |                      |               |           |           |                      |        |    |
| <b>H</b>            | 58          | DOE Weatherization Assistance Program   | 04/01/2011-03/31/2012 | \$212,612         | \$0                 | \$0                  | \$0           | \$212,612 | -         | R                    | EC     | 72 |

\* Amended from original.

**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**  
**Grant Applications 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 |
|------|--|----------------------|-------------|-------------------|---------------------|----------------------|---------------|------|---------------|
| 24   | Formula Grant - Indigent Defense Grant Program                   | 10/01/2011-9/30/2012 | TBD         | \$0               | \$0                 | \$0                  | TBD           | -    | 10/18/2011    |
| 49   | Little Webberville Park Boat Ramp Renovation Grant               | 6/01/2012-05/31/2015 | \$77,502    | \$0               | \$25,834            | \$0                  | \$103,336     | -    | 10/25/2011    |
| 49   | Webberville Park Boat Renovation Grant                           | 6/01/2012-5/31/2015  | \$129,793   | \$0               | \$43,624            | \$0                  | \$173,417     | -    | 10/25/2011    |
| 49   | Dink Pearson Park Boat Ramp Grant                                | 6/01/2013-5/31/2016  | \$500,000   | \$0               | \$166,667           | \$0                  | \$666,667     | -    | 10/25/2011    |
| 58   | AmeriCorps   | 8/1/2012-7/31/2013   | \$298,671   | \$0               | \$437,941           | \$73,677             | \$810,289     | 28   | 11/1/2011     |
| 37   | Travis County Sheriff's Office Response Equipment (ARRA)         | 12/1/2011-5/31/2012  | \$100,000   | \$0               | \$0                 | \$0                  | \$100,000     | -    | 12/13/2011    |
| 17   | Ransom and Sarah Williams Farmstead Educational Outreach Project | 10/1/2011-9/30/2012  | \$7,500     | \$0               | \$7,500             | \$0                  | \$15,000      | 0    | 12/27/2011    |

\*Amended from original agreement.

\$1,113,466      \$0      \$681,566      \$73,677      \$1,868,709      28.00

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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 |
|------|--|-----------------------|-------------|-------------------|---------------------|----------------------|---------------|------|---------------|
| 24   | Drug Diversion Court   | 9/01/2011-8/31/2012   | \$132,702   | \$0               | \$0                 | \$0                  | \$132,702     | 1.00 | 10/4/2011     |
| 24   | Travis County Veteran's Court  | 9/01/2011-8/31/2012   | \$155,000   | \$0               | \$0                 | \$0                  | \$155,000     | 2.00 | 10/4/2011     |
| 22   | Family Drug Treatment Court  | 9/01/2011-8/31/2012   | \$119,185   | \$0               | \$0                 | \$0                  | \$119,185     | 1.00 | 10/4/2011     |
| 39   | DWI Court  | 9/01/2011-8/31/2012   | \$231,620   | \$0               | \$0                 | \$0                  | \$231,620     | 4.00 | 10/4/2011     |
| 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   | -    | 10/4/2011     |
| 45   | Travis County Psychology Internship Program  | 9/01/2011-8/31/2016   | \$464,733   | \$99,779          | \$0                 | \$0                  | \$564,512     | -    | 10/11/2011    |
| 58   | Comprehensive Energy Assistance Program*   | 1/01/2011-12/31/2011  | \$5,519,883 | \$0               | \$0                 | \$0                  | \$5,519,883   | -    | 10/18/2011    |
| 37   | Austin/Travis County Human Trafficking LE Task Force*  | 1/01/2011-9/30/2012   | \$15,000    | \$0               | \$0                 | \$0                  | \$15,000      | -    | 10/18/2011    |
| 24   | Drug Diversion Court*  | 9/01/2010-8/31/2011   | \$188,422   | \$0               | \$19,132            | \$0                  | \$207,554     | 1.00 | 10/18/2011    |
| 37   | 2012 Target & Blue Law Enforcement Grant   | 10/1/2011-9/30/2012   | \$500       | \$0               | \$0                 | \$0                  | \$500         | -    | 10/25/2011    |
| 45   | Juvenile Services Solicitation for the Front End Therapeutic Services Program  | 9/1/2011-8/31/2012    | \$21,000    | \$0               | \$0                 | \$0                  | \$21,000      | -    | 10/25/2011    |
| 45   | Travis County Eagle Resource Project   | 9/1/2011-8/31/2012    | \$39,907    | \$0               | \$0                 | \$0                  | \$39,907      | -    | 10/25/2011    |
| 58   | Travis County Family Drug Treatment Court - Children's Continuum   | 10/1/2011 - 9/30/2014 | \$550,000   | \$0               | \$28,012            | \$155,321            | \$733,333     | 4.00 | 11/1/2011     |
| 47   | Emergency Management Performance Grant   | 10/1/2010-3/31/2012   | \$78,753    | \$78,753          | \$0                 | \$0                  | \$157,506     | 3.00 | 11/8/2011     |
| 37   | State Criminal Alien Assistance Program (SCAAP)  | 7/1/2009-6/30/2010    | \$683,501   | \$0               | \$0                 | \$0                  | \$683,501     | -    | 11/22/2011    |
| 58   | Comprehensive Energy Assistance Program*   | 1/1/2011-12/31/2011   | \$5,519,883 | \$0               | \$0                 | \$0                  | \$5,519,883   | -    | 11/22/2011    |
| 47   | Urban Area Security Initiative*  | 8/1/2010-13/31/2012   | \$250,000   | \$0               | \$0                 | \$0                  | \$250,000     | 1.00 | 11/22/2011    |

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| Dept | Name of Grant  | Grant Term            | Grant Award  | County Cost Share | County Contribution | In-Kind Contribution | Program Total | FTEs  | Approval Date |
|------|--|-----------------------|--------------|-------------------|---------------------|----------------------|---------------|-------|---------------|
| 45   | Leadership Academy Dual Diagnosis Unit-Residential Substance Abuse Treatment Program | 10/1/2011-9/30/2012   | \$142,535    | \$47,512          | \$0                 | \$0                  | \$190,047     | 1.82  | 11/29/2011    |
| 58   | Seniors and Volunteers for Childhood Immunization (SVCI)                             | 9/1/2011-8/31/2012    | \$8,846      | \$0               | \$0                 | \$0                  | \$8,846       | 0.20  | 11/29/2011    |
| 58   | Coming of Age (DADS)   | 9/1/2011-8/31/2012    | \$24,484     | \$24,484          | \$0                 | \$0                  | \$48,968      | -     | 11/29/2011    |
| 58   | Coming of Age (CNCS)*  | 10/1/2010-3/31/2012   | \$75,743     | \$22,723          |                     |                      | \$98,466      | 0.59  | 11/29/2011    |
| 58   | Emergency Food and Shelter Program, Phase 30   | 1/1/2012-12/31/2012   | \$100,000    | \$0               | \$0                 | \$0                  | \$100,000     | -     | 12/6/2011     |
| 34   | Bulletproof Vest Partnership - CN4   | 4/1/2011-9/30/2012    | \$493        | \$493             | \$0                 | \$0                  | \$986         | -     | 12/13/2011    |
| 42   | Drug Diversion Court*  | 09/01/2011-08/31/2012 | \$132,702    | \$0               | \$4,605             | \$2,602              | \$139,909     | 1.00  | 1/3/2012      |
|      |  |                       | \$16,105,032 | \$273,744         | \$51,749            | \$313,024            | \$16,743,549  | 20.61 |               |

\*Amended from original agreement.

**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     | Comprehensive Energy Assistance Program                             | 1/1/2012-12/31/2012        | \$29,196                 | \$29,196           | \$58,392      | 4.00        | 3/31/2012           | 12/27/2011                | N/A                            | No                                    |
| 58     | Casey Family Programs<br>Community and Family Reintegration Project | 1/1/2012-12/31/2012        | \$15,196                 | \$15,196           | \$30,392      | 1           | 3/31/2012           | 12/27/2011                | N/A                            | No                                    |
| Totals |   |                            | \$44,392                 | \$44,392           | \$88,784      | 5           |                     |                           |                                |                                       |

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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**

| Dept  | Grant Title  | FY 09       |                    | FY 10        |                    | FY 11       |                    | FY 12       |                    | FY 13       |                    | FY 14       |                    |
|---|--|-------------|--------------------|--------------|--------------------|-------------|--------------------|-------------|--------------------|-------------|--------------------|-------------|--------------------|
|   |  | Grant Award | Add. County Impact | Grant Award  | Add. County Impact | Grant Award | Add. County Impact | Grant Award | Add. County Impact | Grant Award | Add. County Impact | Grant Award | Add. County Impact |
| Criminal Justice Planning                               | Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available.   | \$ 375,000  | \$ 250,000         | \$ 250,000   | \$ 375,000         | \$ 125,000  | \$ 500,000         | \$ -        | \$ 625,000         | \$ -        | \$ 625,000         |             | \$ 625,000         |
| Criminal Justice Planning                               | Office of Parental Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.  | \$ 300,000  | \$ 307,743         | \$ 100,000   | \$ 102,360         | \$ 50,000   | \$ 152,360         | \$ -        | \$ 152,360         | \$ -        | \$ 152,360         | \$ -        | \$ 152,360         |
| Criminal Justice Planning                               | Office of Child Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. FY 11 is last year of grant. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.  | \$ 300,000  | \$ 301,812         | \$ 100,000   | \$ 102,358         | \$ 50,000   | \$ 152,359         | \$ -        | \$ 152,359         | \$ -        | \$ 152,359         | \$ -        | \$ 152,359         |
| Criminal Justice Planning                               | Travis County Information Management Strategy for Criminal Justice (ARRA). Includes technology funding for (Constables, Records Management, Adult Probation, Juvenile Probation, Court Administration, County Attorney's Office, District Attorney's Office and Manor Police Department).  | \$ -        | \$ -               | \$ 487,359   | \$ -               | \$ -        | \$ 26,432          | \$ -        | \$ 26,432          | \$ -        | \$ 26,432          |             | \$ 26,432          |
| Facilities Management                                   | Energy Efficiency and Conservation Block Grant (ARRA).For Retrofit of the Travis County Executive Office Building HVAC System. One-time grant and includes a \$1.2 million County contribution in FY 10 to complete project.   |             | \$ -               | \$ 2,207,900 | \$ 1,292,000       |             | \$ -               |             | \$ -               |             | \$ -               |             | \$ -               |
| Travis County Sheriff's Office                          | 2009 Byrne Justice Assistance Grant (ARRA). One-time grant for one-time capital purchases. Does not require a County match or program to continue after grant term ends on 9/30/12.  | \$ -        | \$ -               | \$ 123,750   | \$ -               | \$ 165,000  | \$ -               | \$ 165,000  | \$ -               | \$ -        | \$ -               |             | \$ -               |
| Travis County Sheriff's Office/County Attorney's Office | Recovery Act - STOP Violence Against Women Act. TC Expedited Victims Restoration Grant (ARRA). One-time ARRA funding for laptops for TC SO and one-time funding for a Victim Counselor, laptop computer, and operating expenses for the County Attorney's Office. Grant ends March 2011, but for simplification purposes the award is shown fully in 2010. No County match or commitment after grant ends.                                 | \$ -        | \$ -               | \$ 64,599    | \$ -               | \$ -        | \$ -               | \$ -        | \$ -               | \$ -        | \$ -               |             | \$ -               |
| Community Supervision and Corrections                   | Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations. (ARRA) Grant will supplement department's state funding to help keep all current probation officer positions. This two year funding goes to the State and there is no County obligation or impact. Full amount of grant is believed to be spent by FY 11. | \$ -        | \$ -               | \$ 143,750   | \$ -               | \$ 143,750  | \$ -               | \$ -        | \$ -               | \$ -        | \$ -               | \$ -        | \$ -               |

|                                      |   |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
|--------------------------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| District Attorney                    | Interlocal Agreement for the Austin/Travis County Family Violence Protection Team. Includes funding for the District Attorney's Office, County Attorney's Office, Travis County Sheriff's Office, and Constable Pct 5. Grant is coordinated by the City of Austin. It is possible that the responsibility to apply for the Grant may fall to the County for FY 11 and beyond.                           | \$ 342,793          | \$ -                | \$ 342,793          | \$ -                | \$ 342,793          | \$ -                | \$ 342,793          | \$ -                | \$ 342,793          | \$ -                | \$ 342,793          | \$ -                |
| Transportation and Natural Resources | Local Transportation Project - Advanced Funding Agreement (ARRA). ARRA funding to upgrade 4 roads by milling and overlaying roadway. Grant is a one-time grant with the potential for estimated \$13,741 contribution from the Road and Bridge Fund.  | \$ -                | \$ -                | \$ 687,047          | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| Health and Human Services            | 2009 Phase 27 ARRA Emergency Food and Shelter Program. The grant is a one-year one-time grant for emergency utility assistance that does not require a County match or program to continue after termination.   | \$ 41,666           | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| Health and Human Services            | Americorps. Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year.  | \$ 288,139          | \$ -                | \$ 298,297          | \$ -                | \$ 298,297          | \$ -                | \$ 298,297          | \$ -                | \$ 298,297          | \$ -                | \$ 281,297          | \$ -                |
| Health and Human Services            | Parenting in Recovery. FY 09 is Year Two of a Potential Five Year Grant. The full impact will occur in FY 13 when grant funding is no longer available.   | \$ 500,000          | \$ 77,726           | \$ 500,000          | \$ 80,000           | \$ 500,000          | \$ 80,000           | \$ 500,000          | \$ 80,000           | \$ -                | \$ 580,000          | \$ -                | \$ 580,000          |
| Health and Human Services            | ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households  |                     | \$ -                | \$ 2,311,350        | TBD                 | \$ 4,611,349        | TBD                 |                     | \$ -                |                     | \$ -                |                     | \$ -                |
| Health and Human Services            | Community Development Block Grant ARRA (CDBG-R) Funds to be used for approx 39 water connections for Plainview Estates.   | \$ 90,000           | \$ -                | \$ 136,300          | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |                     | \$ -                |
| Health and Human Services            | Community Development Block Grant (CDBG). Impact amounts are based on the amounts added for staff added in HHS and County Auditor's Office to support the grant. The Auditor's staff person also supports other large federal grants, but is only listed here for simplification. Actual amounts may vary by year. Assumes grant will continue each year.   | \$ 833,133          | \$ 223,908          | \$ 866,380          | \$ 223,908          | \$ 866,380          | \$ 223,908          | \$ 866,380          | \$ 223,908          | \$ 866,380          | \$ 223,908          | \$ 866,390          | \$ 223,908          |
| Health and Human Services            | Community Putting Prevention to Work (Tobacco Free Worksite Policy). Interlocal with the City of Austin to receive ARRA funds to develop a tobacco free worksite policy for County facilities. Includes 1.5 FTE to support program. In addition, there are existing resources provided by the State that are available through the employee clinic to help employee to quit tobacco use. Ends Feb 2012. | \$ -                |                     | \$ -                | \$ -                | \$ 100,000          | \$ -                | \$ 100,000          | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Totals</b>                        |   | <b>\$ 3,070,731</b> | <b>\$ 1,161,189</b> | <b>\$ 8,619,525</b> | <b>\$ 2,175,626</b> | <b>\$ 7,252,569</b> | <b>\$ 1,135,059</b> | <b>\$ 2,272,470</b> | <b>\$ 1,260,059</b> | <b>\$ 1,507,470</b> | <b>\$ 1,760,059</b> | <b>\$ 1,490,480</b> | <b>\$ 1,760,059</b> |

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

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### GRANT SUMMARY SHEET

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

|                              |   |
|------------------------------|---|
| <b>Department/Division:</b>  | Travis County Office of Emergency Management  |
| <b>Contact Person/Title:</b> | Pete Baldwin/Emergency Management Coordinator |
| <b>Phone Number:</b>         | 974-0472                                      |

|                      |   |           |                       |
|----------------------|---|-----------|-----------------------|
| <b>Grant Title:</b>  | Homeland Security Grant Program - State Homeland Security Program |           |                       |
| <b>Grant Period:</b> | <b>From:</b>  | 10/1/2012 | <b>To:</b> 11/30/2014 |
| <b>Grantor:</b>      | Governor's Division of Emergency Management                       |           |                       |

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

| Grant Categories/<br>Funding Source | Federal<br>Funds | State<br>Funds | Local<br>Funds | County<br>Match | In-Kind | TOTAL  |
|-------------------------------------|------------------|----------------|----------------|-----------------|---------|--------|
| Personnel:                          |                  |                |                |                 |         | 0      |
| Operating:                          |                  |                |                |                 |         | 0      |
| Capital Equipment:                  |                  | 40,000         |                |                 |         | 40,000 |
| Indirect Costs:                     |                  |                |                |                 |         | 0      |
| <b>Total:</b>                       | 0                | 40,000         | 0              | 0               | 0       | 40,000 |
| FTEs:                               |                  |                |                |                 |         | 0.00   |

|  |                                  |
|--|----------------------------------|
| <b>Auditor's Office Review:</b> X                  | <b>Staff Initials:</b> <u>DB</u> |
| <b>Auditor's Office Comments:</b> Complex          |                                  |
| <b>County Attorney's Office Contract Review:</b> X | <b>Staff Initials:</b> <u>JC</u> |

| Performance Measures        | Projected<br>FY 12<br>Measure                      | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure |
|-----------------------------|--|-------------------|---------|---------|---------|-------------------------------|
|                             |  | 12/31/12          | 3/31/13 | 6/31/13 | 9/30/13 |                               |
| Applicable Depart. Measures |  |                   |         |         |         |                               |
| Measures For Grant          |  |                   |         |         |         |                               |
| Replace SCBA bottles        | Yes  |                   |         |         |         | Yes                           |
| Outcome Impact Description  | Replace end-of-life (Hydrostatic) SCBA air bottles |                   |         |         |         |                               |
| Outcome Impact Description  |  |                   |         |         |         |                               |
| Outcome Impact Description  |  |                   |         |         |         |                               |

**PBO Recommendation:**

PBO concurs with proceeding on this application.

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

This grant is to provide for the replacement of Self Contained Breathing Apparatus Bottles used but the Travis County Hazardous Materials Team. Current manufacture recommendations suggest a service life of 15 years. Current Travis County SCBA cylinders are at 10 Years of service and will need to be replaced near the end of this grant performance period.

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

Travis County Office of Emergency Management has provided equipment for the Travis County Hazmat Team since its inception and will continue to replace equipment to ensure responder safety.

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.

CAPCOG advised that grant matching requirements are not expected for the FY2012 HSGP. Any matching funds that could unexpectedly be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY13 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

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

No

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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This is not a new program.

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

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2012

**NOTE:** This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.

|                                |                              |  |
|--------------------------------|------------------------------|--|
| <b>Applicant/Jurisdiction:</b> | Travis County                |  |
| <b>Point of Contact:</b>       | Pete Baldwin                 |  |
| <b>Title:</b>                  | Emergency Manager            |  |
| <b>Phone:</b>                  | 512-974-0472                 |  |
| <b>Email:</b>                  | Pete.Baldwin@austintexas.gov |  |

**1. Project Name** (Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.)

Travis County – Sustainment of Self Contained Breathing Apparatus (SCBA's) – 1hour bottles.

**2. Needs to be addressed by this project** (How does this project support preparedness **to deal with acts of terrorism**? If it supports preparedness to deal with other hazards, please explain.)

The Travis County Hazardous Materials Response Team utilizes a variety of monitoring devices and personal protective equipment as a basic component of WMD/Hazmat response. These 'basics' have been utilized since the creation of the team and is now at it's end-of-life, or otherwise unsupported by the manufacturer.

**3. Project Description** (How will the needs be met?)

This project will replace SCBA bottles which have reached their end of life. Replace SCBA bottles that have reached their end-of-service date.

**4. New or Existing project?** (Select.)

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

This project does not create a new program or service within the Travis County Hazardous Materials Team. It's scope is strictly limited to continuing the current level of services by replacing basic necessities to hazmat operations.

**5. Regional Impact** (Identify the investment strategies addressed by the project. How does this project enhance regional preparedness **to deal with acts of terrorism**? If it supports preparedness to deal with other hazards, please explain.)?)

The Travis County Hazardous Materials Response Team is a component of the regional CBRNE strike team.



**10. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

| <b>Discipline</b>                           | <b>Percentage of Project \$</b> |
|---|---------------------------------|
| Agriculture                                 | 0.00%                           |
| Law Enforcement                             | 20%                             |
| Emergency Medical Services - Non-Fire Based | 0.00%                           |
| Emergency Medical Services - Fire Based     | 0.00%                           |
| Fire Service                                | 20%                             |
| Hazardous Materials                         | 60%                             |
| Public Works                                | 0.00%                           |
| Public Safety Communications                | 0.00%                           |
| Health Care                                 | 0.00%                           |
| Emergency Management Agency                 | 0.00%                           |
| Public Health                               | 0.00%                           |
| Governmental Administrative                 | 0.00%                           |
| Cyber Security                              | 0.00%                           |
| Not for Profit/Non-Profit                   | 0.00%                           |
| Regional Transit System                     | 0.00%                           |

**11. Risk Assessment for this Project** (Please use the following fields to assess the risk of terrorism to the area in which this project will be implemented—region, jurisdiction, area, facility, etc.):

| <b>Criteria</b>  | <b>Rank</b>  |
|--|--------------|
| <b>Threat:</b> What is the likelihood of an attack occurring?<br>(Unlikely = 1; Very likely = 10)                      | 10           |
| <b>Vulnerability:</b> What is the relative exposure to an attack?<br>(Little or no exposure = 1, Very vulnerable = 10) | 10           |
| <b>Consequence:</b> What is the expected impact of an attack?<br>(No significant effects = 1, Major effects = 10)      | 10           |
| <b>Total Risk</b> (Right click bottom field in "Rank" column. Select "Update Field.")                                  | <b>30.00</b> |

---

**12. Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

Samuel T. Biscoe  
\_\_\_\_\_  
Printed Name

Travis County Judge  
\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Preston Doege  
\_\_\_\_\_  
Printed Name

Hazardous Materials Team Coordinator  
\_\_\_\_\_  
Title

**13. Check box if letters of support are attached.**

## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2012

#### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **9. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **10. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc.*

### **11. Risk Assessment for this Project**

*The state is requiring that projects be prioritized based upon terrorism-related risk. CAPCOG has determined that this prioritization will be applied at the jurisdiction level, not across the region as a whole. For the purpose of this assessment, the three criteria identified in federal and state guidance documents will be used. For each of the criteria, enter the value that best reflects the degree to which the proposed project will mitigate the effects of terrorism. Please remember that this scoring is based upon the area within which the proposed project will be implemented. If this project is strictly limited to a particular jurisdiction or facility, base your answers on that jurisdiction/facility. If the project will be regional in its scope, use the entire region as the basis for your assessment.*

*When all criteria have been scored, right click on the "Total" field (bottom right) and select "Update Field" to calculate the totals. This figure should be compared to the other projects being submitted by your jurisdiction to arrive at the prioritization of your jurisdiction's projects. As part of the process for developing a prioritized list of projects for the region, it may be compared to the score for other projects.*

### **12. Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **13. Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**Note:** The State Administrative Agency is expected to require additional information prior to approval of projects. This information will be requested only for those projects that have some expectation of being funded.

### GRANT SUMMARY SHEET

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

|                              |   |
|------------------------------|---|
| <b>Department/Division:</b>  | Travis County Office of Emergency Management  |
| <b>Contact Person/Title:</b> | Pete Baldwin/Emergency Management Coordinator |
| <b>Phone Number:</b>         | 974-0472                                      |

|                      |   |           |                |
|----------------------|---|-----------|----------------|
| <b>Grant Title:</b>  | Homeland Security Grant Program - State Homeland Security Program |           |                |
| <b>Grant Period:</b> | From:   | 10/1/2012 | To: 11/30/2014 |
| <b>Grantor:</b>      | Governor's Division of Emergency Management                       |           |                |

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

| Grant Categories/<br>Funding Source | Federal<br>Funds | State<br>Funds | Local<br>Funds | County<br>Match | In-Kind | TOTAL |
|-------------------------------------|------------------|----------------|----------------|-----------------|---------|-------|
| Personnel:                          |                  |                |                |                 |         | 0     |
| Operating:                          |                  |                |                |                 |         | 0     |
| Capital Equipment:                  |                  | 8,000          |                |                 |         | 8,000 |
| Indirect Costs:                     |                  |                |                |                 |         | 0     |
| <b>Total:</b>                       | 0                | 8,000          | 0              | 0               | 0       | 8,000 |
| <b>FTEs:</b>                        |                  |                |                |                 |         | 0.00  |

|  |                           |
|--|---------------------------|
| <b>Auditor's Office Review:</b> X                  | Staff Initials: <u>DB</u> |
| <b>Auditor's Office Comments:</b> Complex          |                           |
| <b>County Attorney's Office Contract Review:</b> X | Staff Initials: <u>JC</u> |

| Performance Measures        | Projected<br>FY 12<br>Measure  | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure |
|-----------------------------|--|-------------------|---------|---------|---------|-------------------------------|
|                             |  | 12/31/12          | 3/31/13 | 6/31/13 | 9/30/13 |                               |
| Applicable Depart. Measures |  |                   |         |         |         |                               |
| Measures For Grant          |  |                   |         |         |         |                               |
| Purchase guardian license   | Yes  |                   |         |         |         | Yes                           |
| Outcome Impact Description  | Purchase eight licenses for Rae Guardian remote monitoring software. |                   |         |         |         |                               |
| Outcome Impact Description  |  |                   |         |         |         |                               |

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**PBO Recommendation:**

PBO concurs with proceeding on this application.

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

This grant is to provide for the purchase licenses necessary for remote monitoring of air monitors. The new software will allow the Travis County Hazardous Materials Team to share air monitoring data with other hazardous materials response teams in the region as well as integrate air monitoring data integration with area emergency operations centers.

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

The licenses are limited to a five year period and will need to be refunded at that 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.

CAPCOG advised that grant matching requirements are not expected for the FY2012 HSGP. Any matching funds that could unexpectedly be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY13 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

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

No

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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This is not a new program.

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

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



## Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2012

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

|                                |  |
|--------------------------------|--|
| <b>Applicant/Jurisdiction:</b> | Travis County                                  |
| <b>Point of Contact:</b>       | Pete Baldwin                                   |
| <b>Title:</b>                  | Travis County Emergency Management Coordinator |
| <b>Phone:</b>                  | 512-974-0472                                   |
| <b>Email:</b>                  | Pete.baldwin@co.travis.tx.us                   |

**1. Project Name** *(Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.)*

AreaRae Guardian Software Upgrade and license package

**2. Needs to be addressed by this project** *(How does this project support preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.)*

Each regional hazmat team utilizes deployable site air monitors as well as handheld air monitors that transmit air conditions back to a centralized monitoring laptop. All teams are on the same frequency ID so these devices can be used together. Do to system design, only one computer can monitor the data. The new system allows all teams to monitor their data independently but can "link" systems through the internet. This capability allows us to not only share data between regional teams but any hazmat team operating with this system, including the 6<sup>th</sup> civil support team and CERFP. In addition, since the software is free and we are purchasing licenses; the hazmat teams will be able to send real-time air quality data back to an EOC, FBI, DHS, DSHS or other interested organizations.

**3. Project Description** *(How will the needs be met?)*

Purchase a set of shared licenses for use with the software upgrade.

**4. New or Existing project?** *(Select.)*

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

**5. Regional Impact** *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.)?*

**This upgrade will allow the regional hazmat teams to share resources and air quality data more effectively and expand our regional interoperability with the entire nation's team utilizing this software.**

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases.)

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

Single purchase of multiple 5-year licenses

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

The software package is a free download and each "user - device" on the system requires a license. Licenses for the system are good for 5-years

**8. Budget** (Include as much detail as possible):

The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment. ").

Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.

| Item  | AEL Code<br>(If available) | Category<br>(Select) | Quantity | Unit<br>cost | Total<br>(Calculated) |
|---|----------------------------|----------------------|----------|--------------|-----------------------|
| Guardian Software Package                                   |                            | Equipment            | 100      | 0.00         | \$ 0.00               |
| System License  |                            | Equipment            | 8        | 1000         | \$ 8000.00            |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
|   |                            | Equipment            |          |              | \$ 0.00               |
| M&A (if applicable, not to exceed 3%)                       |                            |                      |          |              |                       |
| <b>Total</b> (Right click \$ field. Select "Update Field.") |                            |                      |          |              | <b>\$8000.00</b>      |

**9. Is this project part of a multi-jurisdiction project?** (Check box if "Yes.")

If "Yes," list the other participating jurisdictions.

**Jurisdiction**  
Austin Fire Department, Travis County, Williamson County, Hays County

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|  |
|--|
|  |
|--|

**10. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

| Discipline                                  | Percentage of Project \$ |
|---|--------------------------|
| Agriculture                                 | 0.00%                    |
| Law Enforcement                             | 0.00%                    |
| Emergency Medical Services - Non-Fire Based | 0.00%                    |
| Emergency Medical Services - Fire Based     | 0.00%                    |
| Fire Service                                | 20.00%                   |
| Hazardous Materials                         | 60.00%                   |
| Public Works                                | 0.00%                    |
| Public Safety Communications                | 0.00%                    |
| Health Care                                 | 0.00%                    |
| Emergency Management Agency                 | 10.00%                   |
| Public Health                               | 10.00%                   |
| Governmental Administrative                 | 0.00%                    |
| Cyber Security                              | 0.00%                    |
| Not for Profit/Non-Profit                   | 0.00%                    |
| Regional Transit System                     | 0.00%                    |

**11. Risk Assessment for this Project** (Please use the following fields to assess the risk of terrorism to the area in which this project will be implemented—region, jurisdiction, area, facility, etc.):

| Criteria   | Rank         |
|--|--------------|
| <b>Threat:</b> What is the likelihood of an attack occurring?<br>(Unlikely = 1; Very likely = 10)                      | 10.00        |
| <b>Vulnerability:</b> What is the relative exposure to an attack?<br>(Little or no exposure = 1, Very vulnerable = 10) | 10.00        |
| <b>Consequence:</b> What is the expected impact of an attack?<br>(No significant effects = 1, Major effects = 10)      | 10.00        |
| <b>Total Risk</b> (Right click bottom field in "Rank" column. Select "Update Field.")                                  | <b>30.00</b> |

---

**12. Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Samuel T. Biscoe  
Printed Name

\_\_\_\_\_  
Travis County Judge  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preston Doege  
Printed Name

\_\_\_\_\_  
Hazardous Materials Team Coordinator  
Title

**13. Check box if letters of support are attached.**

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**Instructions**  
**Capital Area Council of Governments**  
**Grant Project Worksheet—FY 2012**

**Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

**1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

**2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

**3. Project Description**

*Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

**4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

**5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

**6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

**7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

**8. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

**9. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

**10. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc.*

### **11. Risk Assessment for this Project**

*The state is requiring that projects be prioritized based upon terrorism-related risk. CAPCOG has determined that this prioritization will be applied at the jurisdiction level, not across the region as a whole. For the purpose of this assessment, the three criteria identified in federal and state guidance documents will be used. For each of the criteria, enter the value that best reflects the degree to which the proposed project will mitigate the effects of terrorism. Please remember that this scoring is based upon the area within which the proposed project will be implemented. If this project is strictly limited to a particular jurisdiction or facility, base your answers on that jurisdiction/facility. If the project will be regional in its scope, use the entire region as the basis for your assessment.*

*When all criteria have been scored, right click on the "Total" field (bottom right) and select "Update Field" to calculate the totals. This figure should be compared to the other projects being submitted by your jurisdiction to arrive at the prioritization of your jurisdiction's projects. As part of the process for developing a prioritized list of projects for the region, it may be compared to the score for other projects.*

### **12. Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **13. Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**Note:** The State Administrative Agency is expected to require additional information prior to approval of projects. This information will be requested only for those projects that have some expectation of being funded.

### GRANT SUMMARY SHEET

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

|                              |   |
|------------------------------|---|
| <b>Department/Division:</b>  | Travis County Office of Emergency Management  |
| <b>Contact Person/Title:</b> | Pete Baldwin/Emergency Management Coordinator |
| <b>Phone Number:</b>         | 974-0472                                      |

|                      |   |           |                |
|----------------------|---|-----------|----------------|
| <b>Grant Title:</b>  | Homeland Security Grant Program - State Homeland Security Program |           |                |
| <b>Grant Period:</b> | From:   | 10/1/2012 | To: 11/30/2014 |
| <b>Grantor:</b>      | Governor's Division of Emergency Management                       |           |                |

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

| Grant Categories/<br>Funding Source | Federal<br>Funds | State<br>Funds | Local<br>Funds | County<br>Match | In-Kind | TOTAL  |
|-------------------------------------|------------------|----------------|----------------|-----------------|---------|--------|
| Personnel:                          |                  |                |                |                 |         | 0      |
| Operating:                          |                  | 30,000         |                |                 |         | 30,000 |
| Capital Equipment:                  |                  |                |                |                 |         | 0      |
| Indirect Costs:                     |                  |                |                |                 |         | 0      |
| <b>Total:</b>                       | 0                | 30,000         | 0              | 0               | 0       | 30,000 |
| FTEs:                               |                  |                |                |                 |         | 0.00   |

|  |                           |
|--|---------------------------|
| <b>Auditor's Office Review:</b> X                  | Staff Initials: <u>DB</u> |
| <b>Auditor's Office Comments:</b> Complex          |                           |
| <b>County Attorney's Office Contract Review:</b> X | Staff Initials: <u>JC</u> |

| Performance Measures                           | Projected<br>FY 12<br>Measure  | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure |
|--|--|-------------------|---------|---------|---------|-------------------------------|
|  |  | 12/31/12          | 3/31/13 | 6/31/13 | 9/30/13 |                               |
| Applicable Depart. Measures                    |  |                   |         |         |         |                               |
| Measures For Grant                             |  |                   |         |         |         |                               |
| Purchase hazmat equipment maintenance programs | Yes  |                   |         |         |         | Yes                           |
| Outcome Impact Description                     | Continuation of maintaining Travis County Hazmat Team's detection equipment. |                   |         |         |         |                               |
| Outcome Impact Description                     |  |                   |         |         |         |                               |
| Outcome Impact Description                     |  |                   |         |         |         |                               |

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**PBO Recommendation:**

PBO concurs with proceeding with this application.

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

This grant is to provide for the purchase of a maintenance contract for Detection equipment and Air monitors carried by the Travis County Hazmat Team. Travis County purchased the detection equipment for the Travis County Hazmat Team and has maintained continuous maintenance agreements for it through grant funding.

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

Travis County Office of Emergency Management has provided the maintenance contracts for the detection equipment since its purchase and will continue to do so.

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.

CAPCOG advised that grant matching requirements are not expected for the FY2012 HSGP. Any matching funds that could unexpectedly be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY13 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

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

No

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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This is not a new program.

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

This program will allow Travis County to continue to support the Travis County Hazmat Team.



# Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2012

**NOTE:** This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.

|                                |                              |  |
|--------------------------------|------------------------------|--|
| <b>Applicant/Jurisdiction:</b> | Travis County                |  |
| <b>Point of Contact:</b>       | Pete Baldwin                 |  |
| <b>Title:</b>                  | Emergency Manager            |  |
| <b>Phone:</b>                  | 512-974-0472                 |  |
| <b>Email:</b>                  | Pete.Baldwin@austintexas.gov |  |

**1. Project Name** (Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.)

Travis County – Monitor Maintenance

**2. Needs to be addressed by this project** (How does this project support preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.)

This project is intended to continue maintenance on existing equipment.

**3. Project Description** (How will the needs be met?)

This project will support maintenance of current hazmat identification and monitoring equipment. In addition, this project will replace unsupported or end of life inventory. The affected inventory items are critical to basic WMD/Hazmat response.

**4. New or Existing project?** (Select.)

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

This project continues maintenance sustainment for the existing Travis County Hazardous Materials Response Team

**5. Regional Impact** (Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.?)

The Travis County Hazardous Materials Response Team is a component of the regional CBRNE strike team. Maintaining operational equipment and resources is necessary to ensure regional response capability. Operational air monitors is the first line of defense when responding to a terrorist attack and critical to



The Travis County Hazardous Materials Response Team is comprised of multiple agencies including: Travis County ESD2, Travis County ESD3, Travis County ESD6, Travis County ESD8, Travis County ESD9, Travis County Sheriffs Office, Austin/Travis County EMS.

**10. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

| Discipline                                  | Percentage of Project \$ |
|---|--------------------------|
| Agriculture                                 | 0.00%                    |
| Law Enforcement                             | 20%                      |
| Emergency Medical Services - Non-Fire Based | 10%                      |
| Emergency Medical Services - Fire Based     | 00%                      |
| Fire Service                                | 10%                      |
| Hazardous Materials                         | 50%                      |
| Public Works                                | 0.00%                    |
| Public Safety Communications                | 0.00%                    |
| Health Care                                 | 0.00%                    |
| Emergency Management Agency                 | 0.00%                    |
| Public Health                               | 10%                      |
| Governmental Administrative                 | 0.00%                    |
| Cyber Security                              | 0.00%                    |
| Not for Profit/Non-Profit                   | 0.00%                    |
| Regional Transit System                     | 0.00%                    |

**11. Risk Assessment for this Project** (Please use the following fields to assess the risk of terrorism to the area in which this project will be implemented—region, jurisdiction, area, facility, etc.):

| Criteria   | Rank         |
|--|--------------|
| <b>Threat:</b> What is the likelihood of an attack occurring?<br>(Unlikely = 1; Very likely = 10)                      | 10           |
| <b>Vulnerability:</b> What is the relative exposure to an attack?<br>(Little or no exposure = 1, Very vulnerable = 10) | 10           |
| <b>Consequence:</b> What is the expected impact of an attack?<br>(No significant effects = 1, Major effects = 10)      | 10           |
| <b>Total Risk</b> (Right click bottom field in "Rank" column. Select "Update Field.")                                  | <b>30.00</b> |

---

**12. Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

Samuel T. Biscoe  
\_\_\_\_\_  
Printed Name

Travis County Judge  
\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Preston Doege  
\_\_\_\_\_  
Printed Name

Hazardous Materials Team Coordinator  
\_\_\_\_\_  
Title

**13. Check box if letters of support are attached.**

**Instructions**  
**Capital Area Council of Governments**  
**Grant Project Worksheet—FY 2012**

**Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

**1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

**2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

**3. Project Description**

*Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

**4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

**5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

**6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

**7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

**8. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

**9. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

**10. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc.*

### **11. Risk Assessment for this Project**

*The state is requiring that projects be prioritized based upon terrorism-related risk. CAPCOG has determined that this prioritization will be applied at the jurisdiction level, not across the region as a whole. For the purpose of this assessment, the three criteria identified in federal and state guidance documents will be used. For each of the criteria, enter the value that best reflects the degree to which the proposed project will mitigate the effects of terrorism. Please remember that this scoring is based upon the area within which the proposed project will be implemented. If this project is strictly limited to a particular jurisdiction or facility, base your answers on that jurisdiction/facility. If the project will be regional in its scope, use the entire region as the basis for your assessment.*

*When all criteria have been scored, right click on the "Total" field (bottom right) and select "Update Field" to calculate the totals. This figure should be compared to the other projects being submitted by your jurisdiction to arrive at the prioritization of your jurisdiction's projects. As part of the process for developing a prioritized list of projects for the region, it may be compared to the score for other projects.*

### **12. Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **13. Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**Note:** The State Administrative Agency is expected to require additional information prior to approval of projects. This information will be requested only for those projects that have some expectation of being funded.

### GRANT SUMMARY SHEET

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

|                              |   |
|------------------------------|---|
| <b>Department/Division:</b>  | Travis County Office of Emergency Management  |
| <b>Contact Person/Title:</b> | Pete Baldwin/Emergency Management Coordinator |
| <b>Phone Number:</b>         | 974-0472                                      |

|                      |   |           |                       |
|----------------------|---|-----------|-----------------------|
| <b>Grant Title:</b>  | Homeland Security Grant Program - State Homeland Security Program |           |                       |
| <b>Grant Period:</b> | <b>From:</b>  | 10/1/2012 | <b>To:</b> 11/30/2014 |
| <b>Grantor:</b>      | Governor's Division of Emergency Management                       |           |                       |

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

| Grant Categories/<br>Funding Source | Federal<br>Funds | State<br>Funds | Local<br>Funds | County<br>Match | In-Kind | TOTAL  |
|-------------------------------------|------------------|----------------|----------------|-----------------|---------|--------|
| Personnel:                          |                  |                |                |                 |         | 0      |
| Operating:                          |                  |                |                |                 |         | 0      |
| Capital Equipment:                  |                  | 30,000         |                |                 |         | 30,000 |
| Indirect Costs:                     |                  |                |                |                 |         | 0      |
| <b>Total:</b>                       | 0                | 30,000         | 0              | 0               | 0       | 30,000 |
| FTEs:                               |                  |                |                |                 |         | 0.00   |

|   |                           |
|---|---------------------------|
| <b>Auditor's Office Review:</b> <input checked="" type="checkbox"/> | Staff Initials: <u>DB</u> |
| <b>Auditor's Office Comments:</b> Complex                           |                           |
| <b>County Attorney's Office Contract Review:</b> X                  | Staff Initials: <u>JC</u> |

| Performance Measures         | Projected<br>FY 12<br>Measure  | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure |
|------------------------------|--|-------------------|---------|---------|---------|-------------------------------|
|                              |  | 12/31/12          | 3/31/13 | 6/31/13 | 9/30/13 |                               |
| Applicable Depart. Measures  |  |                   |         |         |         |                               |
| Measures For Grant           |  |                   |         |         |         |                               |
| Replace/upgrade air monitors | Yes  |                   |         |         |         | Yes                           |
| Outcome Impact Description   | Upgrade unsupported / end-of-life air monitors and detection equipment |                   |         |         |         |                               |
| Outcome Impact Description   |  |                   |         |         |         |                               |
| Outcome Impact Description   |  |                   |         |         |         |                               |

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**PBO Recommendation:**

PBO concurs with proceeding with this application.

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

This grant is to provide for the purchase of replacement equipment or upgrade current equipment carried by the Travis County Hazmat Team that is at, or nearing, the end of its product lifespan. Travis County purchased the detection equipment for the Travis County Hazmat Team and has maintained maintenance agreements for it. The equipment is only supported by Smith's Detection and in order to keep all the apparatus up to date it has to be under this warranty.

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

Travis County Office of Emergency Management has provided the maintenance contracts for the detection equipment since their original purchase. These monitors are at, or nearing, their end-of-life and need to be replaced to current models in the near future to ensure safety and reliability in operations.

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.

CAPCOG advised that grant matching requirements are not expected for the FY2012 HSGP. Any matching funds that could unexpectedly be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY13 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

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

No

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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This is not a new program.

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

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2012

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

|                                |                              |  |  |
|--------------------------------|------------------------------|--|--|
| <b>Applicant/Jurisdiction:</b> | Travis County                |  |  |
| <b>Point of Contact:</b>       | Pete Baldwin                 |  |  |
| <b>Title:</b>                  | Emergency Manager            |  |  |
| <b>Phone:</b>                  | 512-974-0472                 |  |  |
| <b>Email:</b>                  | Pete.Baldwin@austintexas.gov |  |  |

**1. Project Name** *(Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.)*

Travis County – Sustainment of Key Monitors and Equipment.

**2. Needs to be addressed by this project** *(How does this project support preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.)*

The Travis County Hazardous Materials Response Team utilizes a variety of monitoring devices as a basic component of WMD/Hazmat response. These 'basics' have been utilized since the creation of the team and are now at their end-of-life, or otherwise unsupported by the manufacturer.

**3. Project Description** *(How will the needs be met?)*

This project will replace primary monitoring equipment that has reached its end of life. It will also allow for the upgrade of equipment to extend the service life and enhance capabilities.

**4. New or Existing project?** *(Select.)*

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

This project does not create a new program or service within the Travis County Hazardous Materials Team. Its scope is strictly limited to continuing the current level of services by replacing basic necessities to hazmat operations.

**5. Regional Impact** *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.)?*

The Travis County Hazardous Materials Response Team is a component of the regional CBRNE strike team.

Maintaining operational equipment and resources is necessary to ensure regional response capability. Operational air monitors are fundamental to responding to a terrorist attack and critical to assessing the threat to public safety.

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases.)

One-time project

Phased project (Describe previous funding in "Notes" field.)

**Notes:**

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

Much of the equipment for the Travis County Hazardous Materials Team has reached its end-of-life. During the service life of this equipment, the Travis County Hazmat Team ensured that these devices remained functional, calibrated, and service tested as required by NFPA, OSHA, EPA, and Manufacturer Recommendations. We will ensure that this equipment remains operational.

**8. Budget** (Include as much detail as possible):

The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.").

Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.

| Item   | AEL Code<br>(if available) | Category<br>(Select) | Quantity | Unit<br>cost | Total<br>(Calculated) |
|--|----------------------------|----------------------|----------|--------------|-----------------------|
| Replacement of legacy equipment no longer supported by manufacturer (Primary air monitoring) |                            | Equipment            | 4        | 5000         | \$ 20000.00           |
| HazmatID upgrade   |                            | Equipment            | 2        | 5000         | \$ 10000.00           |
|  |                            | Equipment            |          |              | \$ 0.00               |
|  |                            | Equipment            |          |              | \$ 0.00               |
|  |                            | Equipment            |          |              | \$ 0.00               |
|  |                            | Equipment            |          |              | \$ 0.00               |
|  |                            | Equipment            |          |              | \$ 0.00               |
|  |                            | Equipment            |          |              | \$ 0.00               |
| M&A (if applicable, not to exceed 3%)  |                            |                      |          |              |                       |
| <b>Total</b> (Right click \$ field. Select "Update Field.")                                  |                            |                      |          |              | <b>\$30000.00</b>     |

**9. Is this project part of a multi-jurisdiction project?** (Check box if "Yes.")

If "Yes," list the other participating jurisdictions.

**Jurisdiction**

The Travis County Hazardous Materials Response Team is comprised of multiple agencies including: Travis County ESD2, Travis County ESD3, Travis County ESD6,

|  |
|--|
| Travis County ESD8, Travis County ESD9, Travis County Sheriffs Office, Austin/Travis County EMS. |
|--|

**10. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

| Discipline                                  | Percentage of Project \$ |
|---|--------------------------|
| Agriculture                                 | 0.00%                    |
| Law Enforcement                             | 20%                      |
| Emergency Medical Services - Non-Fire Based | 0.00%                    |
| Emergency Medical Services - Fire Based     | 0.00%                    |
| Fire Service                                | 20%                      |
| Hazardous Materials                         | 60%                      |
| Public Works                                | 0.00%                    |
| Public Safety Communications                | 0.00%                    |
| Health Care                                 | 0.00%                    |
| Emergency Management Agency                 | 0.00%                    |
| Public Health                               | 0.00%                    |
| Governmental Administrative                 | 0.00%                    |
| Cyber Security                              | 0.00%                    |
| Not for Profit/Non-Profit                   | 0.00%                    |
| Regional Transit System                     | 0.00%                    |

**11. Risk Assessment for this Project** (Please use the following fields to assess the risk of terrorism to the area in which this project will be implemented—region, jurisdiction, area, facility, etc.):

| Criteria   | Rank         |
|--|--------------|
| <b>Threat:</b> What is the likelihood of an attack occurring?<br>(Unlikely = 1; Very likely = 10)                      | 10           |
| <b>Vulnerability:</b> What is the relative exposure to an attack?<br>(Little or no exposure = 1, Very vulnerable = 10) | 10           |
| <b>Consequence:</b> What is the expected impact of an attack?<br>(No significant effects = 1, Major effects = 10)      | 10           |
| <b>Total Risk</b> (Right click bottom field in "Rank" column. Select "Update Field.")                                  | <b>30.00</b> |

---

**12. Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Samuel T. Biscoe  
Printed Name

\_\_\_\_\_  
Travis County Judge  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preston Doege  
Printed Name

\_\_\_\_\_  
Hazardous Materials Team Coordinator  
Title

**13. Check box if letters of support are attached.**

## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2012

#### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **9. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **10. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc.*

### **11. Risk Assessment for this Project**

*The state is requiring that projects be prioritized based upon terrorism-related risk. CAPCOG has determined that this prioritization will be applied at the jurisdiction level, not across the region as a whole. For the purpose of this assessment, the three criteria identified in federal and state guidance documents will be used. For each of the criteria, enter the value that best reflects the degree to which the proposed project will mitigate the effects of terrorism. Please remember that this scoring is based upon the area within which the proposed project will be implemented. If this project is strictly limited to a particular jurisdiction or facility, base your answers on that jurisdiction/facility. If the project will be regional in its scope, use the entire region as the basis for your assessment.*

*When all criteria have been scored, right click on the "Total" field (bottom right) and select "Update Field" to calculate the totals. This figure should be compared to the other projects being submitted by your jurisdiction to arrive at the prioritization of your jurisdiction's projects. As part of the process for developing a prioritized list of projects for the region, it may be compared to the score for other projects.*

### **12. Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **13. Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**Note:** The State Administrative Agency is expected to require additional information prior to approval of projects. This information will be requested only for those projects that have some expectation of being funded.

### GRANT SUMMARY SHEET

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

|                              |   |
|------------------------------|---|
| <b>Department/Division:</b>  | Travis County Office of Emergency Management  |
| <b>Contact Person/Title:</b> | Pete Baldwin/Emergency Management Coordinator |
| <b>Phone Number:</b>         | 974-0472                                      |

|                      |   |           |                |
|----------------------|---|-----------|----------------|
| <b>Grant Title:</b>  | Homeland Security Grant Program - State Homeland Security Program |           |                |
| <b>Grant Period:</b> | From:   | 10/1/2012 | To: 11/30/2014 |
| <b>Grantor:</b>      | Governor's Division of Emergency Management                       |           |                |

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

| Grant Categories/<br>Funding Source | Federal<br>Funds | State<br>Funds | Local<br>Funds | County<br>Match | In-Kind | TOTAL  |
|-------------------------------------|------------------|----------------|----------------|-----------------|---------|--------|
| Personnel:                          |                  |                |                |                 |         | 0      |
| Operating:                          |                  |                |                |                 |         | 0      |
| Capital Equipment:                  |                  | 40,000         |                |                 |         | 40,000 |
| Indirect Costs:                     |                  |                |                |                 |         | 0      |
| <b>Total:</b>                       | 0                | 40,000         | 0              | 0               | 0       | 40,000 |
| FTEs:                               |                  |                |                |                 |         | 0.00   |

|  |                                  |
|--|----------------------------------|
| <b>Auditor's Office Review:</b> X                  | <b>Staff Initials:</b> <u>DB</u> |
| <b>Auditor's Office Comments:</b> Complex          |                                  |
| <b>County Attorney's Office Contract Review:</b> X | <b>Staff Initials:</b> <u>JC</u> |

| Performance Measures        | Projected<br>FY 12<br>Measure  | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure |
|-----------------------------|--|-------------------|---------|---------|---------|-------------------------------|
|                             |  | 12/31/12          | 3/31/13 | 6/31/13 | 9/30/13 |                               |
| Applicable Depart. Measures |  |                   |         |         |         |                               |
| Measures For Grant          |  |                   |         |         |         |                               |
| Replace Level A CPC         | Yes  |                   |         |         |         | Yes                           |
| Outcome Impact Description  | Replace expired / end-of-life level A hazmat suits with level A suits appropriate to mission specific tasks. |                   |         |         |         |                               |
| Outcome Impact Description  |  |                   |         |         |         |                               |

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**PBO Recommendation:**

PBO concurs with proceeding with this application.

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

This grant is to provide for the replacement of Chemical Protective Clothing. Current manufacture recommendations suggest a service life of 7 years. Many of the Travis County Level A suits have reached or exceeded the 7 year lifespan and need replacement.

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

Travis County Office of Emergency Management has provided the Chemical Protective Clothing for the Travis County Hazmat Team since its inception and will continue to replace Personal Protective Equipment to ensure responder safety.

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.

CAPCOG advised that grant matching requirements are not expected for the FY2012 HSGP. Any matching funds that could unexpectedly be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY13 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

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

No

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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This is not a new program.

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

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2012

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

**Applicant/Jurisdiction:** Travis County

**Point of Contact:** Pete Baldwin

**Title:** Emergency Manager

**Phone:** 512-974-0472

**Email:** Pete.Baldwin@austintexas.gov

**1. Project Name** *(Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.)*

Travis County – Sustainment of Level A PPE.

**2. Needs to be addressed by this project** *(How does this project support preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.)*

The Travis County Hazardous Materials Response Team utilizes a variety of personal protective equipment as a basic component of WMD/Hazmat response. These 'basics' have been utilized since the creation of the team and is now at it's end-of-life, or otherwise unsupported by the manufacturer.

**3. Project Description** *(How will the needs be met?)*

This project will replace Level-A PPE that has reached it's end of life.

**4. New or Existing project?** *(Select.)*

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

This project does not create a new program or service within the Travis County Hazardous Materials Team. It's scope is strictly limited to continuing the current level of services by replacing basic necessities to hazmat operations.

**5. Regional Impact** *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.)?*

The Travis County Hazardous Materials Response Team is a component of the regional CBRNE strike team. Maintaining operational PPE and resources is necessary to ensure regional response capability. Appropriate



**10. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

| <b>Discipline</b>                           | <b>Percentage of Project \$</b> |
|---|---------------------------------|
| Agriculture                                 | 0.00%                           |
| Law Enforcement                             | 20%                             |
| Emergency Medical Services - Non-Fire Based | 0.00%                           |
| Emergency Medical Services - Fire Based     | 0.00%                           |
| Fire Service                                | 20%                             |
| Hazardous Materials                         | 60%                             |
| Public Works                                | 0.00%                           |
| Public Safety Communications                | 0.00%                           |
| Health Care                                 | 0.00%                           |
| Emergency Management Agency                 | 0.00%                           |
| Public Health                               | 0.00%                           |
| Governmental Administrative                 | 0.00%                           |
| Cyber Security                              | 0.00%                           |
| Not for Profit/Non-Profit                   | 0.00%                           |
| Regional Transit System                     | 0.00%                           |

**11. Risk Assessment for this Project** (Please use the following fields to assess the risk of terrorism to the area in which this project will be implemented—region, jurisdiction, area, facility, etc.):

| <b>Criteria</b>  | <b>Rank</b>  |
|--|--------------|
| <b>Threat:</b> What is the likelihood of an attack occurring?<br>(Unlikely = 1; Very likely = 10)                      | 10           |
| <b>Vulnerability:</b> What is the relative exposure to an attack?<br>(Little or no exposure = 1, Very vulnerable = 10) | 10           |
| <b>Consequence:</b> What is the expected impact of an attack?<br>(No significant effects = 1, Major effects = 10)      | 10           |
| <b>Total Risk</b> (Right click bottom field in "Rank" column. Select "Update Field.")                                  | <b>30.00</b> |

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**12. Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

Samuel T. Biscoe  
\_\_\_\_\_  
Printed Name

Travis County Judge  
\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Preston Doege  
\_\_\_\_\_  
Printed Name

Hazardous Materials Team Coordinator  
\_\_\_\_\_  
Title

**13. Check box if letters of support are attached.**

## Instructions Capital Area Council of Governments Grant Project Worksheet—FY 2012

### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

### **3. Project Description**

*Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

### **8. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

### **9. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

### **10. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc.*

### **11. Risk Assessment for this Project**

*The state is requiring that projects be prioritized based upon terrorism-related risk. CAPCOG has determined that this prioritization will be applied at the jurisdiction level, not across the region as a whole. For the purpose of this assessment, the three criteria identified in federal and state guidance documents will be used. For each of the criteria, enter the value that best reflects the degree to which the proposed project will mitigate the effects of terrorism. Please remember that this scoring is based upon the area within which the proposed project will be implemented. If this project is strictly limited to a particular jurisdiction or facility, base your answers on that jurisdiction/facility. If the project will be regional in its scope, use the entire region as the basis for your assessment.*

*When all criteria have been scored, right click on the "Total" field (bottom right) and select "Update Field" to calculate the totals. This figure should be compared to the other projects being submitted by your jurisdiction to arrive at the prioritization of your jurisdiction's projects. As part of the process for developing a prioritized list of projects for the region, it may be compared to the score for other projects.*

### **12. Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **13. Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**Note:** The State Administrative Agency is expected to require additional information prior to approval of projects. This information will be requested only for those projects that have some expectation of being funded.

### GRANT SUMMARY SHEET

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

|                              |   |
|------------------------------|---|
| <b>Department/Division:</b>  | Travis County Office of Emergency Management  |
| <b>Contact Person/Title:</b> | Pete Baldwin/Emergency Management Coordinator |
| <b>Phone Number:</b>         | 974-0472                                      |

|                      |   |           |                |
|----------------------|---|-----------|----------------|
| <b>Grant Title:</b>  | Homeland Security Grant Program - State Homeland Security Program |           |                |
| <b>Grant Period:</b> | From:   | 10/1/2012 | To: 11/30/2014 |
| <b>Grantor:</b>      | Governor's Division of Emergency Management                       |           |                |

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

| Grant Categories/<br>Funding Source | Federal<br>Funds | State<br>Funds | Local<br>Funds | County<br>Match | In-Kind | TOTAL  |
|-------------------------------------|------------------|----------------|----------------|-----------------|---------|--------|
| Personnel:                          |                  |                |                |                 |         | 0      |
| Operating:                          |                  | 8,500          |                |                 |         | 8,500  |
| Capital Equipment:                  |                  | 25,000         |                |                 |         | 25,000 |
| Indirect Costs:                     |                  |                |                |                 |         | 0      |
| <b>Total:</b>                       | 0                | 33,500         | 0              | 0               | 0       | 33,500 |
| FTEs:                               |                  |                |                |                 |         | 0.00   |

|  |                                  |
|--|----------------------------------|
| <b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>                  | <b>Staff Initials:</b> <u>DB</u> |
| <b>Auditor's Office Comments:</b> Complex  |                                  |
| <b>County Attorney's Office Contract Review:</b> <input checked="" type="checkbox"/> | <b>Staff Initials:</b> <u>JC</u> |

| Performance Measures        | Projected<br>FY 12<br>Measure   | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure |
|-----------------------------|---|-------------------|---------|---------|---------|-------------------------------|
|                             |   | 12/31/12          | 3/31/13 | 6/31/13 | 9/30/13 |                               |
| Applicable Depart. Measures |   |                   |         |         |         |                               |
| Measures For Grant          |   |                   |         |         |         |                               |
| Purchase isotope identifier | Yes   |                   |         |         |         | Yes                           |
| Outcome Impact Description  | Purchase Radiological Isotope Identifier to completes final equipment needs for qualification as Type I Hazmat Response Team. |                   |         |         |         |                               |
| Outcome Impact Description  |   |                   |         |         |         |                               |
| Outcome Impact Description  |   |                   |         |         |         |                               |

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**PBO Recommendation:**

PBO concurs with proceeding with this application.

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

This grant is to provide for the purchase of a radiological isotope identifier. Currently the Travis County Hazardous Materials Team can detect the presence of radiological materials but are unable to identify the exact isotope of the material to properly asses risk. In addition, this piece of equipment completes the equipment list for certification as a Type 1 Hazardous Materials Response Team.

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

A radiological isotope identifier can utilize a partnership program for service, maintenance, and calibration for approximatly \$1,000 a year. Travis County Office of Emergency Management has provided the maintenance contracts for the detection equipment since its purchase and will continue to do so.

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.

CAPCOG advised that grant matching requirements are not expected for the FY2012 HSGP. Any matching funds that could unexpectedly be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our abiltiy to provide matching funds, and the County must affirm in the application and indiate the source of the matching funds. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY13 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

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

No

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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

This is not a new program.

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

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.

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# Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2012

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

|                                |                              |  |
|--------------------------------|------------------------------|--|
| <b>Applicant/Jurisdiction:</b> | Travis County                |  |
| <b>Point of Contact:</b>       | Pete Baldwin                 |  |
| <b>Title:</b>                  | Emergency Manager            |  |
| <b>Phone:</b>                  | 512-974-0472                 |  |
| <b>Email:</b>                  | Pete.Baldwin@austintexas.gov |  |

**1. Project Name** (*Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.*)

Travis County – Radiological Isotope Identifier

**2. Needs to be addressed by this project** (*How does this project support preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.*)

The Travis County Hazardous Materials Response Team is listed as a FEMA type II hazmat team. The team only lacks a radiological isotope identifier to meet the qualifications as a FEMA type I response team.

**3. Project Description** (*How will the needs be met?.*)

Purchase a Radiological Isotope Identifier and provide training to the team in its operation

**4. New or Existing project?** (*Select.*)

New project

Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)

Emergency (Describe circumstances in "Notes" field.)

**Notes**

**5. Regional Impact** (*Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.?)*)

The Travis County Hazardous Materials Response Team is a component of the regional CBRNE strike team. A Radiological Isotope Identifier would be an available response resource to any of the counties in the CAPCOG region. An isotope identifier can be used in searching for stolen radiological sources, identifying the type of radiological sources(s) used in a dirty bomb device, and provide graphical data for use in pinpointing a radiological source.



**Jurisdiction**

The Travis County Hazardous Materials Response Team is comprised of multiple agencies including: Travis County ESD2, Travis County ESD3, Travis County ESD6, Travis County ESD8, Travis County ESD9, Travis County Sheriffs Office, Austin/Travis County EMS.

**10. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

| <b>Discipline</b>                           | <b>Percentage of Project \$</b> |
|---|---------------------------------|
| Agriculture                                 | 0.00%                           |
| Law Enforcement                             | 10%                             |
| Emergency Medical Services - Non-Fire Based | 0.00%                           |
| Emergency Medical Services - Fire Based     | 0%                              |
| Fire Service                                | 10%                             |
| Hazardous Materials                         | 50%                             |
| Public Works                                | 0.00%                           |
| Public Safety Communications                | 0.00%                           |
| Health Care                                 | 0.00%                           |
| Emergency Management Agency                 | 10%                             |
| Public Health                               | 20%                             |
| Governmental Administrative                 | 0.00%                           |
| Cyber Security                              | 0.00%                           |
| Not for Profit/Non-Profit                   | 0.00%                           |
| Regional Transit System                     | 0.00%                           |

**11. Risk Assessment for this Project** (Please use the following fields to assess the risk of terrorism to the area in which this project will be implemented—region, jurisdiction, area, facility, etc.):

| <b>Criteria</b>  | <b>Rank</b>  |
|--|--------------|
| <b>Threat:</b> What is the likelihood of an attack occurring?<br>(Unlikely = 1; Very likely = 10)                      | 6            |
| <b>Vulnerability:</b> What is the relative exposure to an attack?<br>(Little or no exposure = 1, Very vulnerable = 10) | 10           |
| <b>Consequence:</b> What is the expected impact of an attack?<br>(No significant effects = 1, Major effects = 10)      | 8            |
| <b>Total Risk</b> (Right click bottom field in "Rank" column. Select "Update Field.")                                  | <b>24.00</b> |

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**12. Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Samuel T. Biscoe  
Printed Name

\_\_\_\_\_  
Travis County Judge  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preston Doege  
Printed Name

\_\_\_\_\_  
Hazardous Materials Team Coordinator  
Title

**13. Check box if letters of support are attached.**

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## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2012

#### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **9. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **10. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc.*

### **11. Risk Assessment for this Project**

*The state is requiring that projects be prioritized based upon terrorism-related risk. CAPCOG has determined that this prioritization will be applied at the jurisdiction level, not across the region as a whole. For the purpose of this assessment, the three criteria identified in federal and state guidance documents will be used. For each of the criteria, enter the value that best reflects the degree to which the proposed project will mitigate the effects of terrorism. Please remember that this scoring is based upon the area within which the proposed project will be implemented. If this project is strictly limited to a particular jurisdiction or facility, base your answers on that jurisdiction/facility. If the project will be regional in its scope, use the entire region as the basis for your assessment.*

*When all criteria have been scored, right click on the "Total" field (bottom right) and select "Update Field" to calculate the totals. This figure should be compared to the other projects being submitted by your jurisdiction to arrive at the prioritization of your jurisdiction's projects. As part of the process for developing a prioritized list of projects for the region, it may be compared to the score for other projects.*

### **12. Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **13. Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**Note:** The State Administrative Agency is expected to require additional information prior to approval of projects. This information will be requested only for those projects that have some expectation of being funded.

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### GRANT SUMMARY SHEET

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

|                              |   |
|------------------------------|---|
| <b>Department/Division:</b>  | Travis County Office of Emergency Management  |
| <b>Contact Person/Title:</b> | Pete Baldwin/Emergency Management Coordinator |
| <b>Phone Number:</b>         | 974-0472                                      |

|                      |   |           |                       |
|----------------------|---|-----------|-----------------------|
| <b>Grant Title:</b>  | Homeland Security Grant Program - State Homeland Security Program |           |                       |
| <b>Grant Period:</b> | <b>From:</b>  | 10/1/2012 | <b>To:</b> 11/30/2014 |
| <b>Grantor:</b>      | Governor's Division of Emergency Management                       |           |                       |

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

| Grant Categories/<br>Funding Source | Federal<br>Funds | State<br>Funds | Local<br>Funds | County<br>Match | In-Kind | TOTAL |
|-------------------------------------|------------------|----------------|----------------|-----------------|---------|-------|
| Personnel:                          |                  |                |                |                 |         | 0     |
| Operating:                          |                  |                |                |                 |         | 0     |
| Capital Equipment:                  |                  | 8,000          |                |                 |         | 8,000 |
| Indirect Costs:                     |                  |                |                |                 |         | 0     |
| <b>Total:</b>                       | 0                | 8,000          | 0              | 0               | 0       | 8,000 |
| FTEs:                               |                  |                |                |                 |         | 0.00  |

|  |                           |
|--|---------------------------|
| <b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>                  | Staff Initials: <u>DB</u> |
| <b>Auditor's Office Comments:</b> Complex  |                           |
| <b>County Attorney's Office Contract Review:</b> <input checked="" type="checkbox"/> | Staff Initials: <u>JC</u> |

| Performance Measures          | Projected<br>FY 12<br>Measure   | Progress To Date: |         |         |         | Projected<br>FY 14<br>Measure |
|-------------------------------|---|-------------------|---------|---------|---------|-------------------------------|
|                               |   | 12/31/12          | 3/31/13 | 6/31/13 | 9/30/13 |                               |
| Applicable Depart. Measures   |   |                   |         |         |         |                               |
| Measures For Grant            |   |                   |         |         |         |                               |
| Purchase low-level dosimeters | Yes   |                   |         |         |         | Yes                           |
| Outcome Impact Description    | Low-Level Radiological Dosimeters will appropriately estimate exposures to responders from actions taken around radiological sources. These units will also appropriately alert responders to radiological sources at unknown hazmat incidents. |                   |         |         |         |                               |
| Outcome Impact Description    |   |                   |         |         |         |                               |

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**PBO Recommendation:**

PBO concurs with proceeding with this application.

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

This grant is to provide for the purchase of dosimeters capable of detecting low level radiological sources. The detection of low level radiological sources is essential in assessment during response to unknown hazardous materials incidents.

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

Travis County Office of Emergency Management has provided for maintenance of detection equipment since its purchase and will continue to do so.

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.

CAPCOG advised that grant matching requirements are not expected for the FY2012 HSGP. Any matching funds that could unexpectedly be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY13 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

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

No

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.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

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

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**This is not a new program.**

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

**This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.**

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# Capital Area Council of Governments Homeland Security Grant Program Project Worksheet—FY 2012

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

**Applicant/Jurisdiction:**

Travis County

**Point of Contact:**

Pete Baldwin

**Title:**

Emergency Manager

**Phone:**

512-974-0472

**Email:**

Pete.Baldwin@austintexas.gov

**1. Project Name** (*Be concise, yet descriptive. Begin with the name of the jurisdiction/agency.*)

Travis County – Radiological dosimeters

**2. Needs to be addressed by this project** (*How does this project support preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.*)

The Travis County Hazardous Materials Response Team currently maintains an assortment of high-level dosimeters for use in radiological and unknown hazmat incidents. These dosimeters do not perform adequately when working around low-level radioactive sources. During unknown hazmat incidents it is essential to be able to quickly recognize the presence of low-level radioactive sources.

**3. Project Description** (*How will the needs be met?*)

Purchase 8 dosimeters capable of detecting low level radiological sources.

**4. New or Existing project?** (*Select.*)

New project

Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)

Emergency (Describe circumstances in "Notes" field.)

**Notes**

**5. Regional Impact** (*Identify the investment strategies addressed by the project. How does this project enhance regional preparedness to deal with acts of terrorism? If it supports preparedness to deal with other hazards, please explain.?)*)

This project has been identified as a regional weakness and all teams are currently looking to add this enhanced capability.



**Jurisdiction**

The Travis County Hazardous Materials Response Team is comprised of multiple agencies including: Travis County ESD2, Travis County ESD3, Travis County ESD6, Travis County ESD8, Travis County ESD9, Travis County Sheriffs Office, Austin/Travis County EMS.

**10. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

| Discipline                                  | Percentage of Project \$ |
|---|--------------------------|
| Agriculture                                 | 0.00%                    |
| Law Enforcement                             | 10%                      |
| Emergency Medical Services - Non-Fire Based | 0.00%                    |
| Emergency Medical Services - Fire Based     | 0%                       |
| Fire Service                                | 10%                      |
| Hazardous Materials                         | 50%                      |
| Public Works                                | 0.00%                    |
| Public Safety Communications                | 0.00%                    |
| Health Care                                 | 0.00%                    |
| Emergency Management Agency                 | 10%                      |
| Public Health                               | 20%                      |
| Governmental Administrative                 | 0.00%                    |
| Cyber Security                              | 0.00%                    |
| Not for Profit/Non-Profit                   | 0.00%                    |
| Regional Transit System                     | 0.00%                    |

**11. Risk Assessment for this Project** (Please use the following fields to assess the risk of terrorism to the area in which this project will be implemented—region, jurisdiction, area, facility, etc.):

| Criteria   | Rank         |
|--|--------------|
| <b>Threat:</b> What is the likelihood of an attack occurring?<br>(Unlikely = 1; Very likely = 10)                      | 6            |
| <b>Vulnerability:</b> What is the relative exposure to an attack?<br>(Little or no exposure = 1, Very vulnerable = 10) | 10           |
| <b>Consequence:</b> What is the expected impact of an attack?<br>(No significant effects = 1, Major effects = 10)      | 8            |
| <b>Total Risk</b> (Right click bottom field in "Rank" column. Select "Update Field.")                                  | <b>24.00</b> |

---

**12. Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

Samuel T. Biscoe  
\_\_\_\_\_  
Printed Name

Travis County Judge  
\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Preston Doege  
\_\_\_\_\_  
Printed Name

Hazardous Materials Team Coordinator  
\_\_\_\_\_  
Title

**13. Check box if letters of support are attached.**

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## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2012

#### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Include a description of what project funds will pay for—equipment, services, personnel, etc.. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **9. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provided. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **10. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc.*

### **11. Risk Assessment for this Project**

*The state is requiring that projects be prioritized based upon terrorism-related risk. CAPCOG has determined that this prioritization will be applied at the jurisdiction level, not across the region as a whole. For the purpose of this assessment, the three criteria identified in federal and state guidance documents will be used. For each of the criteria, enter the value that best reflects the degree to which the proposed project will mitigate the effects of terrorism. Please remember that this scoring is based upon the area within which the proposed project will be implemented. If this project is strictly limited to a particular jurisdiction or facility, base your answers on that jurisdiction/facility. If the project will be regional in its scope, use the entire region as the basis for your assessment.*

*When all criteria have been scored, right click on the "Total" field (bottom right) and select "Update Field" to calculate the totals. This figure should be compared to the other projects being submitted by your jurisdiction to arrive at the prioritization of your jurisdiction's projects. As part of the process for developing a prioritized list of projects for the region, it may be compared to the score for other projects.*

### **12. Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **13. Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**Note:** The State Administrative Agency is expected to require additional information prior to approval of projects. This information will be requested only for those projects that have some expectation of being funded.

**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:  | 58/57  |   |
| Contact Person/Title: | Lisa Sindermann / Contract Compliance Specialist       |   |
| Phone Number:         | 854-4594   |   |

|   |   |   |                                 |            |  |
|---|---|---|---------------------------------|------------|--|
| Grant Title:  | DOE Weatherization Assistance Program                   |   |                                 |            |  |
| Grant Period:   | From:   | 4/01/2011                               | To:                             | 03/31/2012 |  |
| Fund Source:  | Federal: <input checked="" type="checkbox"/>            | State: <input type="checkbox"/>         | Local: <input type="checkbox"/> |            |  |
| Grantor:  | Texas Department of Housing & Community Affairs (TDHCA) |   |                                 |            |  |
| 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 checked="" type="checkbox"/>                | No: <input type="checkbox"/>            |                                 |            |  |
| Originating Grantor:  | U. S. Department of Energy                              |   |                                 |            |  |

| Budget Categories  | Grant Funds | County Cost Share | County Contribution | In-Kind | TOTAL     |
|--------------------|-------------|-------------------|---------------------|---------|-----------|
| Personnel:         | 59,295      | 0                 | 0                   | 0       | \$59,295  |
| Operating:         | 132,161     | 0                 | 0                   | 0       | \$132,161 |
| Capital Equipment: | 0           | 0                 | 0                   | 0       | \$0       |
| Indirect Costs:    | 21,156      | 0                 | 0                   | 0       | \$21,156  |
| Total:             | \$212,612   | \$0               | \$0                 | \$0     | \$212,612 |
| FTEs:              | 0.00        | 0.00              | 0.00                | 0.00    | 0.00      |

| Permission to Continue Information |                |                    |                 |            |                     |
|------------------------------------|----------------|--------------------|-----------------|------------|---------------------|
| Funding Source (Account number)    | Personnel Cost | Operating Transfer | Estimated Total | Filled FTE | PTC Expiration Date |
|                                    | 0              | 0                  | \$0             | 0.00       | 0                   |

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

| Performance Measures<br>Applicable Depart. Measures   | Projected<br>FY 12<br>Measure   | Progress To Date: |         |         |         | Projected<br>FY 13<br>Measure |
|---|---|-------------------|---------|---------|---------|-------------------------------|
|   |   | 12/31/11          | 3/31/12 | 6/30/12 | 9/30/12 |                               |
| Number of referrals required to support Housing programs from emergency assistance centers (includes DOE, LIHEAP, CEAP, Home Repair and ARRA) | 510   |                   |         |         |         | 510                           |
|   |   |                   |         |         |         |                               |
|   |   |                   |         |         |         |                               |
| <b>Measures For Grant</b>   |   |                   |         |         |         |                               |
| # of Households receiving DOE Weatherization Assistance Program   | 22  |                   |         |         |         | 22                            |
| Outcome Impact Description  | Providing weatherization services and minor home repair for clients as prescribed by the grant guidelines will lower the household energy usage, lower household energy costs, and enable the household to become energy self-sufficient. |                   |         |         |         |                               |
|   |   |                   |         |         |         |                               |
| Outcome Impact Description  |   |                   |         |         |         |                               |
|   |   |                   |         |         |         |                               |
| Outcome Impact Description  |   |                   |         |         |         |                               |

**PBO Recommendation:**

This grant contract will provide HHS&VS with \$212,612 in federal pass through funds to assist Travis County residents at or below 200% of the current Federal Poverty Income Guidelines with household weatherization needs. The department expects to assist 22 households with these grant funds.

There is no grant match requirement and all grant funds are for operating expenditures. PBO recommends approval of this 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 department has received this grant for a number of years. These funds will be utilized to assist low-income households to achieve a level of energy efficiency by providing weatherization assistance to the residences. The benefit of weatherizing these households and reducing their home energy needs will further improve the ability to become energy self-sufficient.

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

No additional funds are required.

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 required and no commitment by the Court to fund services if funds are discontinued.

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

This grant's funding source (Texas Department of Housing and Community Affairs) only allows for indirect costs (\$21,156) at the rate of 10% of the total allowable expenditures excluding funds for travel and training (\$1,050).

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.

N/A

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.

Travis County Health and Human Services & Veterans Service Family Support Services division staff will perform the client eligibility interviews for assistance provided by this program and other programs available through the department. The Family Support Services staff will make referrals to the Housing Services division staff for those households deemed eligible for weatherization assistance. The Housing Services staff performs assessments of the residences and determines the weatherization services and minor home repairs that can be addressed with this grant funding. Services are provided by either in-house staff or by purchasing contracted services.

This grant assistance is another program the department uses to meet the requests of low-income clients who are seeking minor home repair, weatherization services and basic needs services. A residence may be assisted with this DOE program in conjunction with the LIHEAP weatherization grant program funding when needed to complete the weatherization tasks.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE**

100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767

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

**Date:** December 22, 2011

**TO:** MEMBERS OF THE COMMISSIONERS COURT

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

**SUBJECT:** Acceptance of 2011 – 12 DOE Weatherization Assistance Program  
Contract

**Proposed Motion:** Consider and take appropriate action to approve the contract with Texas Department of Housing and Community Affairs for the DOE Weatherization Assistance Program for 2011 - 12.

**Summary and Staff Recommendation:** Staff requests the acceptance of this contract from the Texas Department of Housing and Community Affairs (TDHCA). The total grant funding for this contract is in the amount of \$212,612. The DOE grant funds awarded to Travis County are used to provide weatherization services and minor home repair assistance for low-income households. Some examples of the program's weatherization services are providing attic and wall insulation, repair or replacement of the heating and cooling household appliances, minor household repairs such as replacing doors or patching interior walls, and addressing health and safety issues by adding or replacing smoke and carbon monoxide detectors. The distribution of assistance will be to qualified Travis County residents with household income levels at or below 200% of the current Federal Poverty Income Guidelines with household weatherization needs.

**Budgetary and Fiscal Impact:** We will be able to use the DOE funds for administration, materials, labor, insurance, single audits costs and training. The funds for materials will be budgeted in the line items for contracted services and supplies and

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funding for labor will be budgeted in the corresponding salary and benefit line items. The insurance, training, single audit costs and administrative costs will be budgeted in the corresponding insurance, travel, training, audit, and administrative line items. No matching funds are required for this grant. This contract period is 04/01/11 through 03/31/12.

**Issues and Opportunities:** We were able to provide weatherization services for 31 dwelling units with use of these grant funds in the last allocation period. The department utilizes this program to obtain a goal of assisting low-income households in achieving a level of energy efficiency, giving priority to households with one or more persons age 60 or above and/or an individual with a disability. Priority also is given to those households with young children age six and under and to those with the lowest incomes that pay the highest portion of their incomes for home energy.

It should be noted that this contract is made available electronically to Travis County from the Texas Department of Housing and Community Affairs. Therefore, in addition to the Commissioners Court authorizing Judge Biscoe to sign the hard copy of the contract, it is also necessary for the Judge to authorize the County Purchasing Agent to sign off on the electronically transmitted contract.

cc: Leroy Nellis, Interim County Executive, Planning and Budget Office  
Diana Ramirez, Budget Analyst, Planning and Budget Office  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Ellen Heath, Financial Analyst III, Travis County Auditor  
Mary Etta Gerhardt, Assistant County Attorney  
Cyd Grimes C.P.M., Travis County Purchasing Agent  
Scott Worthington, Business Analyst II, Travis County Purchasing Office  
Deborah Britton, Division Director, Community Services  
Lance Pearson, Housing Manager, Housing Services

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TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
CONTRACT NUMBER. 56110001224 FOR THE  
DOE WEATHERIZATION ASSISTANCE PROGRAM (CFDA# 81.042)

**SECTION 1. PARTIES TO CONTRACT**

This contract (hereinafter "Contract") is made by and between the Texas Department of Housing and Community Affairs, an agency of the State of Texas (hereinafter the "Department") and Travis County (hereinafter the "Subrecipient"). The term of this Contract shall be for the period identified under Attachment A - Budget and Performance Document (hereinafter the "Attachment A").

**SECTION 2. CONTRACT TERM**

The period for performance of this contract, unless earlier terminated, is April 01, 2011 through March 31, 2012 (hereinafter the "Contract Term").

**SECTION 3. SUBRECIPIENT PERFORMANCE**

Subrecipient shall, on an equitable basis throughout its service area, develop and implement a Weatherization Assistance Program (WAP) in the counties and in accordance with the budget described in Attachment A of this Contract. Subrecipient shall develop and implement the WAP to assist in achieving a prescribed level of energy efficiency in the dwellings of low-income persons. WAP services will be provided to owner occupied units as well as rental units. Priority will be given to households with elderly, persons with disabilities, households with young children that are age five (5) or younger, and/or households with a high energy burden and households with high energy consumption. Subrecipient shall implement WAP in accordance with the provisions of Part A of the Energy Conservation in Existing Buildings Act of 1976, as amended (42 U.S.C. §6861 et seq.); the U.S. Department of Energy (DOE) regulations codified in 10 C.F.R. Parts 440 and 600; any applicable Office of Management and Budget (OMB) Circulars; the Texas DOE WAP State Plan; State weatherization regulations; Texas Administrative Code: 10 TAC §5.10-§5.20; §5.501-§5.508; §5.521-§5.532; and §5.601-§5.609. The International Residential Code; International Energy Conservation Code; or in accordance with jurisdictions authorized by State law to adopt later editions; and the terms of this Contract.

**SECTION 4. DEPARTMENT FINANCIAL OBLIGATIONS**

- A. In consideration of Subrecipient's satisfactory performance of this Contract, Department shall reimburse Subrecipient for the actual allowable costs incurred by Subrecipient in the amount specified in Attachment A of this Contract.
- B. Department's obligations under this Contract are contingent upon the actual receipt by Department of adequate federal funds. If sufficient funds are not available, Department shall notify Subrecipient in writing within a reasonable time after such fact is determined. Department shall then terminate this Contract and will not be liable for the failure to make any payment to Subrecipient under this Contract.
- C. Department is not liable for any cost incurred by Subrecipient which:
- (1) is incurred to weatherize a dwelling unit which is not an eligible dwelling unit as defined in 10 C.F.R. §440.22;
  - (2) is incurred to weatherize a dwelling unit which is designated for acquisition or clearance by a federal, state, or local program within twelve months from the date weatherization of the dwelling unit is scheduled to be completed;
  - (3) is incurred to weatherize a dwelling unit previously weatherized with WAP funds, except as provided for in 10 C.F.R. §440.18(e)(2);
  - (4) is for Subrecipient's administrative costs incurred in excess of the maximum limitation set forth in Section 9 of this Contract;
  - (5) is not incurred during the Contract term;

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- (6) is not reported to Department on a monthly DOE expenditure report and/or a monthly DOE performance report, within sixty (60) days of the termination of the Contract term;
- (7) is subject to reimbursement by a source other than Department; or
- (8) is made in violation of any provision of this Contract or any provision of federal or state law or regulation, including, but not limited to, those enumerated in this Contract.

D. Subrecipient shall refund, within fifteen (15) days of Department's request, any sum of money paid to Subrecipient which Department determines has resulted in an overpayment or has not been spent in accordance with the terms of this Contract. Department may offset or withhold any amount otherwise owed to Subrecipient under this Contract against any amount owed by Subrecipient to Department arising under this or any other contract between the parties.

#### **SECTION 5. METHOD OF PAYMENT/CASH BALANCES**

A. Each month, Subrecipient may request an advance payment of WAP funds under Attachment A by submitting a monthly expenditure Report to Department (through the electronic reporting system) at its offices in Travis County, Texas. Subrecipient must maintain and follow written procedures to minimize the time elapsing between the transfer of funds from Department and the disbursement of such funds by Subrecipient.

B. Subrecipient's requests for advances shall be limited to the minimum amount needed to perform contractual obligations and timed to be in accordance with actual, immediate cash requirements of the Subrecipient in carrying out the purpose of this Contract. The timing and amount of cash advances shall be as close as administratively feasible, not to exceed a 30 day projection of the actual disbursements by the Subrecipient to direct program costs and the proportionate share of any allowable indirect costs.

C. Subsection 4(A) notwithstanding, Department reserves the right to use a cost reimbursement method of payment for all funds if (1) Department determines that Subrecipient has maintained excess cash balances; (2) Department identifies any deficiency in the cash controls or financial management system maintained by Subrecipient; (3) Department determines that a cost reimbursement method would benefit the program; (4) Department's funding sources require the use of a cost reimbursement method; or (5) Subrecipient fails to comply with any of the reporting requirements of Section 10.

D. All funds paid to Subrecipient under this Contract are paid in trust for the exclusive benefit of the eligible recipients of the weatherization assistance program and for the payment of the allowable expenditures identified in Section 9 of this Contract.

#### **SECTION 6. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS**

Except as expressly modified by law or the terms of this Contract, Subrecipient shall comply with the cost principles and uniform administrative requirements set forth in the Uniform Grant and Contract Management Standards, 1 T.A.C. § 5.141 et seq. (the "Uniform Grant Management Standards"); all references therein to "local government" shall be construed to mean Subrecipient. Uniform cost principles for local governments are set forth in OMB Circular No. 87, and for non-profits in OMB Circular No. 122. Uniform administrative requirements for local governments are set forth in OMB Circular No. 102 and for non-profits in OMB Circular No. 110.

#### **SECTION 7. USE OF ALCOHOLIC BEVERAGES**

None of the funds provided under this Contract shall be used for the payment of salaries to any employee who uses alcoholic beverages while on active duty. No funds provided under this Contract shall be used for the purchase of alcoholic beverages.

#### **SECTION 8. TERMINATION AND SUSPENSION**

- A. Department may terminate this Contract, in whole or in part, at any time Department determines that there is cause for termination. Cause for termination includes but is not limited to Subrecipient's failure to comply with any term of this Contract, the Texas Administrative Code: 10 TAC §5.17 (Sanctions and Contract Close Out), any state weatherization regulation and the WAP State Plan. Department shall notify Subrecipient in writing no less than thirty (30) days prior to the date of termination.
- B. Nothing in this Section shall be construed to limit Department's authority to withhold payment and immediately suspend Subrecipient's performance under this Contract if Department identifies possible instances of fraud, abuse, waste, fiscal mismanagement, or other serious deficiencies in Subrecipient's performance. Suspension shall be a temporary measure pending either corrective action by Subrecipient or a decision by Department to terminate this Contract.
- C. Department shall not be liable for any costs incurred by Subrecipient after termination or during the suspension of this Contract. The termination or suspension of this Contract notwithstanding, Subrecipient shall not be relieved of any liability for damages due to Department by virtue of any prior or future breach of this Contract by Subrecipient. Department may withhold any payment otherwise due to Subrecipient until such time as the exact amount of damages owed to Department by Subrecipient is determined and paid.

#### SECTION 9. ALLOWABLE EXPENDITURES

- A. The allowability of Subrecipient's costs incurred in the performance of this Contract shall be determined in accordance with the provisions of Section 5 and the regulations set forth in 10 C.F.R. §440.18, subject to the limitations and exceptions set forth in this Section.
- B. To the maximum extent practicable, Subrecipient shall utilize funds provided under this Contract for the purchase of weatherization materials. All weatherization measures installed must have an approved State of Texas Energy Audit savings-to-investment ratio (SIR) of one or greater unless otherwise indicated. Weatherization measures installed shall begin with those having the greatest SIR (on approved State of Texas Energy Audit) and proceed in descending order to the measures with the smallest SIR or until the maximum allowable per unit expenditures are achieved. Subrecipient shall weatherize eligible dwelling units using only weatherization materials which meet or exceed the standards prescribed by DOE in 10 C.F.R. Part 440, Appendix A, State of Texas adopted International Residential Code (IRC) or in accordance with jurisdictions authorized by State law to adopt later editions.

Allowable WAP expenditures under Attachment A include:

- (1) purchase and delivery of weatherization materials as defined in 10 C.F.R. §440.3, but not to include storm doors;
- (2) labor costs for doors, primary windows and storm windows that will result in approved energy savings with SIR of one or greater in accordance with 10 C.F.R. §440.19;
- (3) weatherization materials and labor for heating and cooling system tune ups, repairs, modification, or replacements if such will result in improved energy efficiency as demonstrated by SIR of one or better in the approved State of Texas Energy Audit and, whenever available, heating and cooling systems must have an Energy Star rating;
- (4) transportation of weatherization and repair materials, tools, equipment, and work crews to a storage site and to the site of weatherization work;
- (5) maintenance, operation, and insurance of vehicles used to transport weatherization materials;
- (6) maintenance of tools and equipment;
- (7) purchase or lease of tools, equipment, and vehicles (purchase of vehicles must be approved in advance by DOE);
- (8) employment of on-site supervisory personnel;
- (9) storage of weatherization materials, tools, and equipment;

- (10) incidental repairs (such as repairs to roofs, walls, floors, and other parts of a dwelling unit) if such repairs are necessary for the effective performance or preservation of weatherization measures (If incidental repairs are necessary to make the installation of the weatherization measures effective, the cost of incidental repair measures charged to WAP funds awarded under Attachment A shall not exceed the cost of weatherization measures charged to WAP funds and shall have a whole house SIR of one (1) or greater on the approved State of Texas Energy Audit.);
  - (11) allowable health and safety measures; and
  - (12) allowable base load reduction measures. Health and Safety funds not expended may be moved to the labor, materials, and program support category. These changes will require a contract action; therefore, Subrecipient must provide written notification to the Department at least 90 days prior to the end of the Contract term before these funds can be moved.
- C. Administrative costs incurred by Subrecipient in performing this Contract are to be based on actual programmatic expenditures and shall be allowed up to the amount outlined in Attachment A. Allowable administrative costs may include reasonable costs associated with Subrecipient's administrative personnel, travel office space, equipment, and supplies which are necessary for the administration of WAP. Administrative costs are earned based upon the allowable percentage of total allowable expenditures, excluding the allowance for Department / DOE Training Travel or special equipment purchases. Subrecipient may use any or all of the funds allowed for administrative purposes under this Contract for the purchase and delivery of weatherization materials. These changes will require a contract action; therefore, Subrecipient must provide written notification to the Department at least 90 days prior to the end of the Contract term before these funds can be moved.
- D. The cost of liability insurance for the weatherization program for personal injury and for property damage, not to exceed Two Thousand Dollars (\$2,000.00) shall be an allowable WAP expenditure under Attachment A. Subrecipient may request in writing a waiver of the limit on liability insurance. The waiver request must provide price quotes from at least three (3) insurance carriers. If subrecipient is allowed to waive the liability insurance limit, amounts in excess of the \$2,000 may be charged to the administrative or program support category. The liability insurance category has increased to enable subrecipient to purchase pollution occurrence insurance in addition to the general liability insurance. Generally, regular liability insurance policies do not provide coverage for potential effects of many health and safety measures, such as lead disturbances and other pollution occurrence items. Subrecipient should review existing policies to ensure that lead is covered and if not, secure adequate coverage for all units to be weatherized. Subrecipients' insurance must cover the pollution occurrence insurance coverage for their independent contractors or the independent contractors must obtain the coverage. Note: The pollution occurrence insurance is based on the number of units the subrecipient plans to weatherize with all of the different funding sources, i.e., LIHEAP and DOE.
- E. Fiscal audit expenses for the weatherization program not to exceed One Thousand Dollars (\$1,000.00) shall be allowed under Attachment A, subject to Section 15.
- F. To the maximum extent practicable, Subrecipient shall secure the services of volunteers to weatherize dwelling units under the direction of qualified supervisors.

#### SECTION 10. RECORD KEEPING REQUIREMENTS

- A. Subrecipient shall comply with the record keeping requirements set forth at 10 C.F.R. §440.24 and with such additional record keeping requirements as specified by Department.
- B. For each dwelling unit weatherized with funds received from WAP under this Contract, Subrecipient shall maintain a file containing the following information:
  - (1) signed and completed Application for Weatherization Services indicating the ages of the residents, presence in the household of children age five (5) or younger, elderly persons (60 years or older), and persons with disabilities;
  - (2) 12 month customer billing history for utilities or consumption disclosure release form;

- (3) eligibility documentation (proof of income eligibility shall consist of checks, check stubs, award letters, employer statements, or other similar documents including total income and public assistance payments); no dwelling unit shall be weatherized without documentation that the dwelling unit is an eligible dwelling unit as defined in 10 C.F.R. §440.22. All proof of income must reflect earnings from within 12 months of the start date indicated on the building weatherization report (BWR). Proof of income documentation requirements are the same for both single and multifamily housing; effective January 1, 2005, all new applications must have proof of income or Declaration of Income Statement for the previous 30 days;
- (4) BWR to include certification of final inspection;
- (5) invoices of materials purchased and/or inventory removal sheets;
- (6) invoices of labor;
- (7) if a rental unit, landlord agreement form (including Exhibits A and B), landlord financial participation form and Permission to Conduct Energy Audit Form (Department form); and all other Landlord forms found in the Energy Assistance Section of the Departments website.
- (8) Self-help Certification (Department form), if applicable;
- (9) Notice of Denial (Department form), if applicable;
- (10) Signed and dated Building Assessment form, to include at a minimum, existing efficiencies of all heating and cooling appliances;
- (11) Attic Inspection (local design allowed);
- (12) Wall Inspection (local design allowed);
- (13) Justification for Omission of Priorities (local design allowed), if applicable;
- (14) Documentation of pre weatherization carbon monoxide readings for all combustible appliances.;
- (15) Documentation of post weatherization carbon monoxide readings for all combustible appliances.
- (16) Blower Door Data Sheet;
- (17) Copy of the cover sheet, SIR page, and Suggested Repairs and Measures page for the approved State of Texas Energy Audit;
- (18) A complete approved State of Texas Energy Audit on disk and a disk back-up for all units weatherized (unless using computer based audit);
- (19) Signed client receipt of Lead Safe Information (for homes built in 1978 or prior); and
- (20) Refrigerator replacement form (if applicable).

WAP unit files for this Contract shall be kept separate from LIHEAP WAP files and each shall be identified with contract year number followed by "DOE-WAP".

- C. Materials standards documentation for weatherization materials purchased under this Contract must be maintained. These standards must meet the requirements according to Appendix A of 10 CFR 440.
- D. Subrecipient shall give the federal and state funding agencies, the Comptroller General of the United States, and Department access to and the right to reproduce all records pertaining to this Contract. All such records shall be maintained for at least three years after final payment has been made and all other pending matters are closed. Subrecipient shall include the requirements of this Subsection in all subcontracts.
- E. All WAP records maintained by Subrecipient, except records made confidential by law, shall be available for inspection by the public during Subrecipient's normal business hours to the extent required by the Texas Public Information Act, TEXAS GOVERNMENT CODE ANNOTATED. Chapter 552.
- F. All subrecipients must conduct a full household assessment addressing all possible allowable weatherization measures.

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#### SECTION 11. REPORTING REQUIREMENTS

- A. Subrecipient shall electronically submit to Department no later than fifteen (15) days after the end of each month of the Contract term a Performance Report listing demographic information on all units completed in the previous month and an Expenditure Report listing all expenditures of funds under this Contract during the previous month. These reports are due even if Subrecipient has no new activity to report during the month. Both reports shall be submitted electronically.
- B. Subrecipient shall electronically submit to Department no later than sixty (60) days after the end of the Contract term of this Contract a final expenditure and programmatic report. The failure of Subrecipient to provide a full accounting of all funds expended under this Contract may result in ineligibility to receive additional funds or additional contracts.
- C. Subrecipient shall submit to Department no later than sixty (60) days after the end of the Contract term an inventory of all vehicles, tools, and equipment with a unit acquisition cost of \$5,000.00 or more and a useful life of more than one year, if purchased in whole or in part with funds received under this or previous weatherization assistance program contracts. The inventory shall reflect the vehicles, tools, and equipment on hand as of the last day of the Contract term.
- D. Subrecipient shall submit other reports, data, and information on the performance of this Contract as may be required by DOE pursuant to 10 C.F.R. §440.25, or by Department.
- E. If Subrecipient fails to submit, in a timely and satisfactory manner, any report or response required by this Contract, including responses to monitoring reports, Department may withhold any and all payments otherwise due or requested by Subrecipient hereunder. Payments may be withheld until such time as the delinquent report or response is received by Department. If the delinquent report or response is not received within forty-five (45) days of its due date, Department may suspend or terminate this Contract. If Subrecipient receives Weatherization Program funds from the Department over two or more Contracts of subsequent terms, funds may be withheld or this Contract suspended or terminated by Subrecipient's failure to submit a past due report or response (including a report of audit) from a prior Contract term.

#### SECTION 12. CHANGES AND AMENDMENTS

Any change in the terms of this Contract required by a change in state or federal law or regulation is automatically incorporated herein effective on the date designated by such law or regulation and subrecipient is on constructive notice of this change whether actual notice is provided. Except as otherwise specifically provided herein any other change in the terms of this Contract shall be by amendment in writing and signed by both parties to this Contract.

#### SECTION 13. NON-BINDING GUIDANCE

Department may issue non-binding guidance to explain the rules and provide directions on the terms of this Contract.

#### SECTION 14. INDEPENDENT SUBRECIPIENT

It is agreed that Department is contracting with Subrecipient as an independent contractor.

#### SECTION 15. PROCUREMENT STANDARDS & SUBCONTRACTS

- A. Subrecipient shall develop and implement procurement procedures, which conform to the uniform administrative requirements referenced in Section 6 of this Contract. Subrecipient shall not procure supplies, equipment, materials, or services for this Contract except in accordance with its procurement procedures and the Texas Administrative Code: 10 TAC §5.10-§5.12 and §5.608. All procurement contracts, other than "small purchases" shall be in writing and shall contain the required provisions. Subrecipient must obtain advance written permission from DOE through Department before purchasing any vehicle. Subrecipient shall include language in any subcontract that provides the Department the ability to directly review, monitor, and/or audit the operational and financial performance and/or records of work performed under this Contract.

- B. Subrecipient shall ensure that its subcontractors comply with all applicable terms of this Contract as if the performance rendered by the subcontractor was being rendered by Subrecipient. Subrecipient shall inspect all subcontractors' work and shall be responsible for ensuring that it is completed in a good and workmanlike manner. Subrecipient shall make no payment to subcontractor until all work is complete and has passed a final inspection.
- C. It is the sole responsibility of Subrecipient's authorized weatherization staff to perform every initial assessment, every approved State of Texas Energy Audit, and every final inspection. In an emergency situation, Subrecipient may request in writing that the Department waive this requirement. The Department will review each request separately to determine whether a waiver will be granted, the conditions for the waiver, and the maximum time allotted for the waiver. Under no circumstances will a waiver be granted for longer than six months. Failure to strictly adhere to this policy will result in disallowed costs.

#### SECTION 16. AUDIT

- A. Subrecipient shall arrange for the performance of an annual financial and compliance audit of funds received and performances rendered under this Contract, subject to the following conditions and limitations:
  - (1) Subrecipients expending \$500,000 or more in total Federal awards or \$500,000 in total state financial assistance shall have an audit performed in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. 7501 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations" issued June 30, 1997. For purposes of Section 16, "federal financial assistance" means assistance provided by a federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations, or other assistance, but does not include amounts received as reimbursement for services rendered to individuals in accordance with OMB guidelines. The term includes awards of federal financial assistance received directly from federal agencies, or indirectly through other units of state and local government.
  - (2) Subrecipient may utilize funds budgeted under this Contract to pay for that portion of the cost of such audit services properly allocable to the activities funded by Department under this Contract, provided, however that Department shall not make payment for the cost of such audit services until Department has received a satisfactory audit report from Subrecipient, as determined by Department.
  - (3) Subrecipient shall submit three (3) copies of such audit report and any associated management letter to the Department (2 to Portfolio Monitoring and Compliance and 1 to Community Affairs Division) within the earlier of thirty (30) days after the receipt of the auditor's report(s) or nine (9) months after the end of the audit period. Subrecipient shall make audit report available for public inspection within thirty (30) days after receipt of the audit report(s). Audits performed under this Section are subject to review and resolution by Department or its authorized representative. Subrecipient shall submit such audit report to the Federal clearinghouse designated by OMB in accordance with OMB A-133.
  - (4) The audit report must include verification of all expenditures by budget category, in accordance with "Attachment A-Budget" of this contract.
- B. The cost of auditing services for a Subrecipient expending less than \$500,000 in total Federal awards per fiscal year is not an allowable charge under Federal awards.
- C. Subsection A of this Section 16 notwithstanding, Department reserves the right to conduct an annual financial and compliance audit of funds received and performances rendered under this Contract. Subrecipient agrees to permit Department or its authorized representative to audit Subrecipient's records and to obtain any documents, materials, or information necessary to facilitate such audit.
- D. Subrecipient understands and agrees that it shall be liable to the Department for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Contract. Subrecipient further understands and agrees that reimbursement to Department of such disallowed costs shall be paid by Subrecipient from funds which were not provided or otherwise made available to Subrecipient under this Contract.
- E. Subrecipient shall take such action to facilitate the performance of such audit or audits conducted pursuant to this section as Department may require of Subrecipient.

- F. Subrecipient shall procure audit services by a process approved by the Commissioners Court provided that the process meets the requirements of OMB A-133 and all other applicable state and federal laws. County will make every effort to ensure that the external auditor provides audit documentation, including the following: The auditor shall retain working papers and reports for a minimum of the three years after the date of issuance of the auditor's report to the auditee/ Audit working papers shall be made available upon request to Department at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities consistent with the purposes of this part. Access to working papers includes the right to obtain copies of working papers, as is reasonable and necessary.
- G. For any fiscal year ending within or immediately after the Grant Period, Subrecipient must submit an "Audit Certification Form (available from the Department) within sixty (60) days after the Subrecipients's fiscal year end.

#### SECTION 17. PROPERTY MANAGEMENT

- A. Subrecipient acknowledges that any vehicles, tools, and equipment with a unit acquisition cost of \$5,000 or more and a useful life of more than one year, if purchased in whole or in part with funds received under this or previous weatherization assistance program Contracts, are not assets of either the subrecipient or the Department but are held in trust for the Weatherization Assistance Program and as such are assets of the Weatherization Assistance Program. Any equipment, tools, or vehicles having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit must receive prior approval from the Department before the purchase is made.
- B. Subrecipient shall develop and implement a property management system, which conforms to the uniform administrative requirements referenced in Section 6. Subrecipient shall not use, transfer, or dispose of any property acquired in whole or in part with funds provided under this or a previous weatherization assistance program contract except in accordance with its own property management system.
- C. Upon termination or non-renewal of this contract, the Department may transfer the title of equipment to a third party named by the Department. Such a transfer shall be subject to the following standards:
- 1) The equipment shall be appropriately identified in the award or otherwise made known to the recipient in writing.
  - 2) The Department will issue disposition instructions after receipt of final inventory.
- D. Subrecipient shall establish adequate safeguards to prevent loss, damage, or theft of property acquired hereunder and shall promptly report to Department any loss, damage, or theft of property with an acquisition cost of Five Thousand Dollars (\$5,000) or more.
- E. In addition to the inventory of vehicles, tools, and equipment required under Section 10, Subrecipient shall take a physical inventory of all WAP materials and shall reconcile the results with its property records at least once every year. Any differences between quantities determined by the inventory and those shown in the property records shall be investigated by Subrecipient to determine the cause of the difference.

#### **SECTION 18. INSURANCE REQUIREMENTS**

Subrecipient shall maintain adequate personal injury and property damage liability insurance or, if Subrecipient is a unit of local government, shall maintain sufficient reserves to protect against the hazards arising out of or in connection with the performance of this Contract. Subrecipient may obtain pollution occurrence insurance in addition to the general liability insurance. Generally, regular liability insurance policies do not provide coverage for potential effects of many health and safety measures, such as lead disturbances and other pollution occurrence items. Subrecipient shall review existing policies to ensure that lead contamination is covered and if not, secure adequate coverage for all units to be weatherized. Additional liability insurance costs may be paid from administrative or program support categories. The Department strongly recommends the subrecipient require their contractors to carry pollution occurrence insurance to avoid being liable for any mistakes the contractors may make. Each agency should get a legal opinion regarding the best course to take for implementing the pollution occurrence insurance coverage.

If Subrecipient is not a unit of local government, Subrecipient shall provide Department with certificates of insurance evidencing Subrecipient's current and effective insurance coverage. Subrecipient agrees to notify the Department immediately upon receipt of notification of the termination, cancellation, expiration, or modification of any insurance coverage or required policy endorsements. Subrecipient agrees to suspend the performance of all work performed under this Contract until Subrecipient satisfies the coverage requirements and obtains the policy endorsements, and has delivered to Department certificates of insurance evidencing that such coverage and policy endorsements are current and effective, and has been notified by Department that such performance of the work under this Contract may recommence. Subrecipients must also require all contracting independent subcontractors to have general liability insurance. Subrecipients' insurance must cover the pollution occurrence insurance coverage for their independent subcontractors or the independent subcontractors must obtain the coverage.

#### **SECTION 19. LITIGATION AND CLAIMS**

Subrecipient shall give Department immediate written notice of any claim or action filed with a court or administrative agency against Subrecipient and arising out of the performance of this Contract or any subcontract hereunder. Subrecipient shall furnish to Department copies of all pertinent papers received by Subrecipient with respect to such action or claim.

#### **SECTION 20. TECHNICAL ASSISTANCE AND MONITORING**

Department or its designee may conduct periodic desk and on-site monitoring to evaluate the efficiency, economy, and effectiveness of Subrecipient's performance of this Contract. Department will advise Subrecipient in writing of any deficiencies noted during such monitoring. Department may provide technical assistance to Subrecipient and may request changes in Subrecipient's accounting, personnel, procurement, and management procedures in order to correct any deficiencies noted. Subrecipient may be required by Department to return to dwelling units to correct identified problems. Department may further review and assess the efforts Subrecipient has made to correct previously noted deficiencies. Department may withhold funds, place Subrecipient on a cost reimbursement basis, deobligate funds, suspend performance, terminate this Contract, or invoke other remedies in the event monitoring reveals material deficiencies in Subrecipient's performance or if Subrecipient fails to correct any deficiency within a reasonable period of time.

#### SECTION 21. LEGAL AUTHORITY

- A. Subrecipient represents that it possesses the practical ability and the legal authority to enter into this Contract, receive and manage the funds authorized by this Contract, and to perform the services Subrecipient has obligated itself to perform under this Contract.
- B. The person signing this Contract on behalf of Subrecipient hereby warrants that he/she has been authorized by Subrecipient to execute this Contract on behalf of Subrecipient and to bind Subrecipient to all terms herein set forth.
- C. Department shall have the right to suspend or terminate this Contract if there is a dispute as to the legal authority of either Subrecipient or the person signing this Contract to enter into this Contract or to render performances hereunder. Should such suspension or termination occur, subrecipient is liable to Department for any money it has received for performance of the provisions of this Contract.

#### SECTION 22. PREVENTION OF FRAUD AND ABUSE

- A. Subrecipient shall establish, maintain, and utilize internal control systems and procedures sufficient to prevent, detect, and correct incidents of waste, fraud, and abuse in the WAP and to provide for the proper and effective management of all program and fiscal activities funded by this Contract. Subrecipient's internal control systems and all transactions and other significant events must be clearly documented and the documentation made readily available for review by Department.
- B. Subrecipient shall give Department complete access to all of its records, employees, and agents for the purpose of monitoring or investigating the weatherization program. Subrecipient shall fully cooperate with Department's efforts to detect, investigate, and prevent waste, fraud, and abuse. Subrecipient shall immediately notify the Department of any identified instances of waste, fraud, or abuse.
- C. Department will notify the funding source upon identification of possible instances of waste, fraud, and abuse or other serious deficiencies.
- D. Subrecipient may not discriminate against any employee or other person who reports a violation of the terms of this Contract or of any law or regulation to Department or to any appropriate law enforcement authority, if the report is made in good faith.

#### SECTION 23. HB 1196 CERTIFICATION

Subrecipient / Local Operator certifies that it, or a branch, division, or department of Subrecipient / Local Operator does not and will not knowingly employ an undocumented worker, where "undocumented worker" means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving a public subsidy, Subrecipient / Local Operator, or a branch, division, or department of Subrecipient / Local Operator is convicted of a violation under 8 U.S.C. Section 1324a, Subrecipient / Local Operator shall repay the public subsidy with interest, at a rate of 5% per annum, not later than the 120th day after the date TDHCA notifies Subrecipient / Local Operator of the violation.

#### SECTION 24. SB 608 CERTIFICATION

Under Section 2261.053, Texas Government Code, Subrecipient / Local Operator certifies that it is not ineligible to receive this contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

#### SECTION 25. CONFLICT OF INTEREST/NEPOTISM

- A. Subrecipient represents that neither it nor any member of its governing body presently has any interest or shall acquire any interest in, directly or indirectly, which would conflict with the performance of this Contract and that no person having such interest shall be employed by Subrecipient or appointed as a member of Subrecipient's governing body.

- B. Subrecipient shall establish safeguards to prohibit its 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.
- C. Subrecipient agrees that it will comply with TEX. GOV'T CODE ANN. Chapter 573 by ensuring that no officer, employee, or member of the governing body of Subrecipient shall vote for or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the continued employment of a person who has been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

#### **SECTION 26. POLITICAL ACTIVITY AND LOBBYING PROHIBITED**

- A. None of the funds provided under this Contract shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of Subrecipient from furnishing to any member of its governing body upon request, or to any other local or state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.
- B. No funds provided under this Contract may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Subrecipient, the State of Texas, or the government of the United States.
- C. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Contract, Subrecipient shall complete and submit a Certification Regarding Lobbying form in accordance with its instructions. No state funds may be given to persons who are required to register under TX GOV'T CODE ANN. 305.
- D. None of the funds provided under this Contract shall be paid to any official or employee who violates any of the provisions of this section.

#### **SECTION 27. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

No person shall on the ground(s) of race, color, religion, sex, national origin, age, disability, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Contract.

#### **SECTION 28. SPECIAL COMPLIANCE PROVISIONS**

Subrecipient shall comply with the requirements of all applicable laws and regulations, including those specified in 10 C.F.R. Part 600.

#### SECTION 29. TRAINING AND TECHNICAL ASSISTANCE FUNDS

- A. Training and technical assistance funds shall be used for State sponsored, DOE sponsored, and other relevant workshops and conferences provided the agenda includes topics directly related to administering WAP in accordance with the Texas Administrative Code: 10 TAC §5.532. For Training & Technical Assistance other than State or DOE sponsored, Subrecipient must receive prior written approval from the Department.
- B. Allowable travel costs under this Contract shall be determined in accordance with OMB Circulars A-122 or A-87, as applicable, any Department Issuance on travel, and with Subrecipient's written travel policy. Subrecipient's written travel policy shall delineate the rates which Subrecipient shall use in computing the travel and per diem expenses of its board members and employees. Prior to incurring any costs for travel, subrecipient must provide Department with a copy of its travel policy and evidence that such policy has been approved by Subrecipient's governing body. If Subrecipient has no established written travel policy, the travel regulations applicable to Department employees shall apply.
- C. Department may, from time to time, provide funds in this category that are for the sole purpose of purchasing designated weatherization equipment.

#### SECTION 30. MAINTENANCE OF EFFORT

Funds provided to Subrecipient under this Contract may not be substituted for funds or resources from any other source, nor may they in any way serve to reduce the funds or resources, which would have been available to or provided through Subrecipient, had this Contract never been executed.

#### SECTION 31. DEBARRED AND SUSPENDED PARTIES

- (1) Subrecipient must not make any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension and 45 CFR Part 76."
- (2) Subrecipient certifies that neither it or its principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (3) Where Subrecipient is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Contract.
- (4) Subrecipient shall include in any subcontracts that failure to adequately perform under this Contract may result in penalties up to and including Debarment from performing additional work for the Department.

#### SECTION 32. NO WAIVER

No right or remedy given to Department by this Contract shall preclude the existence of any other right or remedy, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other right or remedy. The failure of Department to exercise any right or remedy on any occasion shall not constitute a waiver of Department's right to exercise that or any other right or remedy at a later time.

#### SECTION 33. PRIOR ORAL AND WRITTEN AGREEMENTS

All prior oral or written agreements between the parties hereto relating to the subject matter of this Contract have been reduced to writing and are contained herein.

#### SECTION 34. SEVERABILITY

If any portion of this Contract is held to be invalid by a court of competent jurisdiction, the remainder of it shall remain valid and binding.

**SECTION 35. HISTORICAL PRESERVATION**

Prior to the expenditure of Federal funds to alter any structure or site, the Subrecipient is required to comply with the requirements of Section 106 of 16 U.S.C. 470 the National Historic Preservation Act (NHPA). The Department has provided guidance through the Memorandum of Understanding with the Texas Historical Commission posted on the Department website.

**SIGNED** this day of

Travis County

**BY:** \_\_\_\_\_ on \_\_\_\_\_  
Travis County Judge, Samuel T. Biscoe Date

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

**By:**

This Contract is not effective unless signed by the Executive Director of the Department or their authorized designee.

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**CONTRACT NUMBER 56110001224 FOR THE**  
**DOE WEATHERIZATION ASSISTANCE PROGRAM (CFDA# 81.042)**

**ATTACHMENT A - BUDGET AND PERFORMANCE DOCUMENT**

SUBRECIPIENT NAME: Travis County

**DEPARTMENT FINANCIAL OBLIGATIONS**

|                      |   |
|----------------------|---|
| <u>\$ 211,562.00</u> | DOE WAP FUNDS CURRENTLY AVAILABLE                         |
| <u>\$ 1,050.00</u>   | TRAINING & TECHNICAL ASSISTANCE FUNDS CURRENTLY AVAILABLE |
| <u>\$ 211,562.00</u> | TOTAL ANTICIPATED DOE WAP FUNDS                           |
| <u>\$ 1,050.00</u>   | TOTAL ANTICIPATED TRAINING & TECHNICAL ASSISTANCE FUNDS   |

Additional funds may be obligated via Amendment(s). Funds may only be obligated and expended during the current contract term. Unexpended fund balances will be recaptured.

**BUDGET FOR AVAILABLE ALLOCATIONS** <sup>1</sup>

| CATEGORIES  | FUNDS                |
|---|----------------------|
| <sup>2</sup> Administration                             | \$ 21,156.00         |
| <sup>3</sup> Liability / Pollution Occurrence Insurance | \$ 5,457.00          |
| Fiscal Audit  | \$ 800.00            |
| Materials / Program Support / Labor                     | \$ 147,319.00        |
| <sup>4</sup> Health and Safety                          | \$ 36,830.00         |
| <b>SUB-TOTAL</b>  | <b>\$ 211,562.00</b> |
| <sup>5</sup> Training and Technical Assistance          | \$ 1,050.00          |
| <b>TOTAL</b>  | <b>\$ 212,612.00</b> |

**FOOTNOTES TO BUDGET FOR AVAILABLE ALLOCATIONS:**

<sup>1</sup> Denotes that the subrecipient must request in writing any adjustment needed to a budget category before TDHCA will make any adjustments to the budget categories. The only categories that can be reduced are the Administration, Insurance, Fiscal Audit and/or in the Health and Safety categories. Subrecipients are limited to two (2) requested budget revisions during the current contract term. Only those written request(s) from the subrecipients received at least 90 days prior to the end of the contract term will be reviewed. TDHCA may decline to review written requests received during the final 90 days of the contract term.

<sup>2</sup> Denotes maximum for administration based on 10.00% of the total allowable expenditures excluding travel for training.

<sup>3</sup> Denotes \$2,000 for liability insurance and the remaining balance for pollution occurrence insurance.

<sup>4</sup> Denotes the maximum allowed for Health and Safety expenditures.

<sup>5</sup> Department approved training / travel only.

**PERFORMANCE**

Subrecipient's service area consists of the following Texas counties:

TRAVIS

Subrecipient shall provide weatherization program services sufficient to expend the contract funds during the contract term. WAP costs per unit, excluding health and safety expenses, shall not exceed \$6,572.00 without prior written approval from the Department.

By signing this Contract the parties expressly understand and agree to the terms set forth word for word therein. This Contract shall be binding upon the parties hereto and their respective successors and assigns.

Effective Date of Budget: 04/01/2011

Travis County

BY: Travis County Judge, Samuel T. Biscoe on \_\_\_\_\_ Date

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

By:

This Contract is not effective unless signed by the Executive Director of the Department or their authorized designee.

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## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** David A. Salazar 854-4107

**Elected/Appointed Official/Dept. Head:** Sherri E. Fleming,  
County Executive for Health and Human Services and Veterans Service

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and Take Appropriate Action on Proposed Amendments to Chapter 57 (Travis County Smoking Policy) of the Travis County Code.

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

Travis County Commissioners Court adopted the current Smoking Policy on October 21, 1986, to be effective January 1, 1987. In November of 2010, the Court approved the Interlocal with the City of Austin to receive funding through a grant from the Center for Disease Control to improve the health of government employees and the general public through cessation of the use of tobacco products. Even before implementation of the grant, the Travis County Wellness Clinic has provided tobacco cessation counseling and treatment and has, since, undergone a public information campaign to educate staff and the public about the hazardous nature of using tobacco products. The grant also suggests that the grantees consider the implementation of Tobacco Free Workplace policies. Posting a public hearing to receive comments will enable the Court to consider feedback from all segments of the County workforce and open the forum for feedback from Travis County residents as well, prior to making decisions on any proposed policy changes. The Court has taken this issue into executive session and staff has requested that a public hearing be set for January 24, 2012.

### **STAFF RECOMMENDATIONS:**

Staff requests continued Court discussion and direction regarding the proposed amended changes to Chapter 57 of the Travis County Code (Travis County Smoking Policy) prior to making it available to Travis County

**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](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

employees and residents for a public hearing to receive comment from staff and the public regarding any proposed changes.

**ISSUES AND OPPORTUNITIES:**

On November 16, 2010, the Court approved an Interlocal Agreement to participate in a grant and receive funding through the City of Austin from the Centers for Disease Control and Prevention (CDC) under the U.S. Department of Health and Human Services via the American Recovery and Reinvestment Act of 2009, to help reduce tobacco use prevalence and exposure to secondhand tobacco smoke under the Communities Putting Prevention to Work (CPPW) initiative.

Travis County's Health and Human Service and Veterans' Service (HHS/VS) Department, in collaboration with the Travis County's Wellness Clinic, was charged with the implementation of the Communities Putting Prevention to Work (CPPW) initiative, whose objectives are to:

- 1) protect the well-being of Travis County employees, their families and the community by reducing tobacco use prevalence and exposure to second-hand smoke; and
- 2) explore the implementation of a Tobacco Free Workplace policy at all Travis County properties, and to provide resources for employees who want to stop using tobacco products.

The Interlocal with the City of Austin for funding of this initiative, in the amount of \$200,000, is set to expire on February 29, 2012.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Approving this request will not increase the County Budget.

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt

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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

*Communities Putting Prevention to Work (CPPW) Grant*

# **Tobacco-Free Worksite Policy Recommendation for Travis County**

Travis County Health and Human Services & Veterans Service

and

Travis County Health and Wellness Clinic



# Background Information

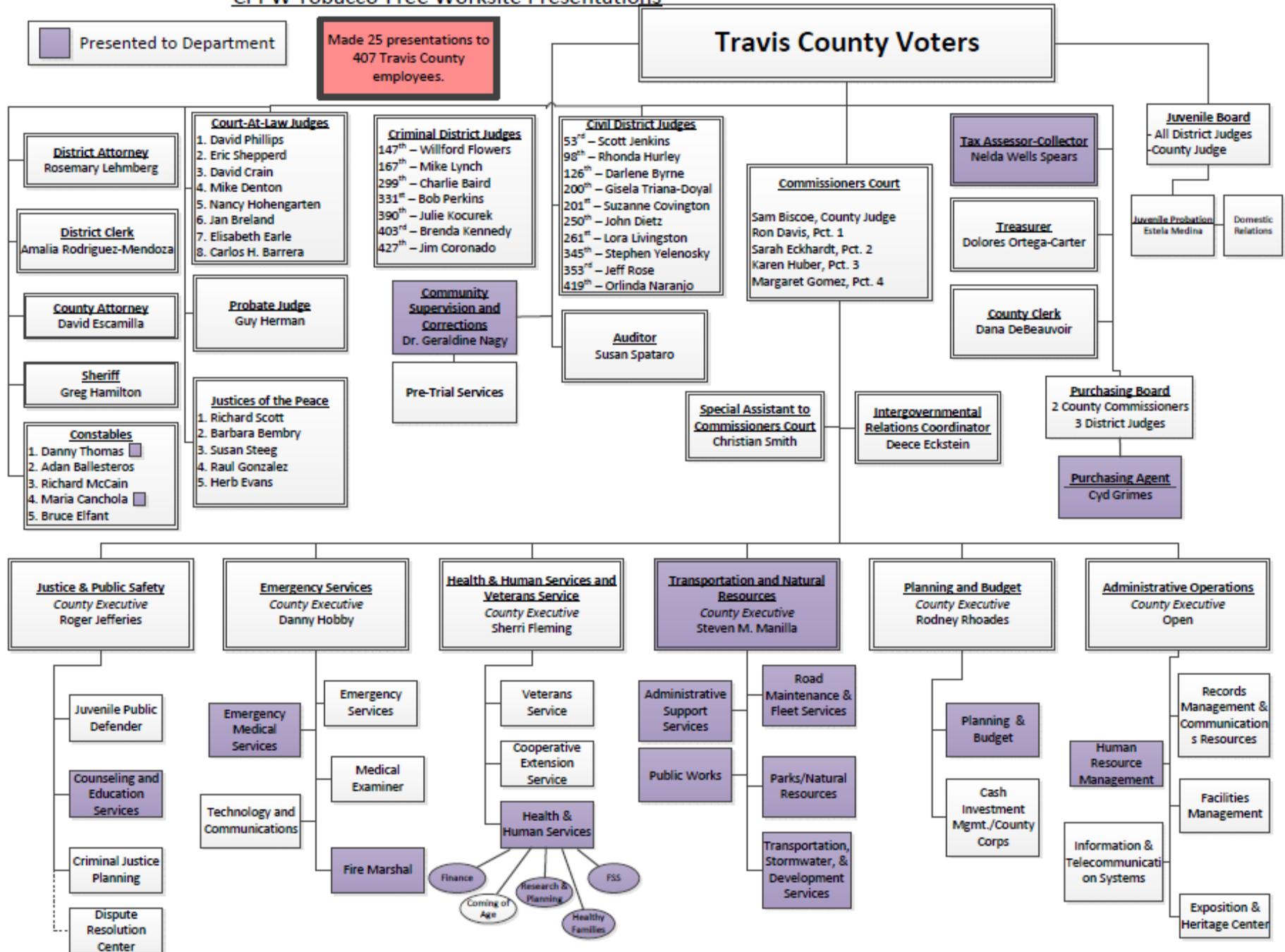
- U.S. Department of Health and Human Services - American Recovery & Reinvestment Act (ARRA) 2009
- City of Austin awarded a total of \$7,473,150 for Tobacco Cessation programs
  - Communities Putting Prevention to Work (CPPW) focus on: Policy, Systems, and Environmental Changes
- Interlocal Agreement between Travis County Health and Human Services/Veterans Service and the Austin/Travis County Health and Human Services Department
  - Approved by Travis County Commissioners Court – November 16, 2010
  - \$200,000
  - Term of agreement ends February 29, 2012



# Our Timeline

- **March 2011** – Planner and research assistant hired
- **May 2011** – Update to Commissioners Court and survey emailed to employees
- **June-July 2011** – Research on tobacco cessation and policy development
- **August 2011** – Update to County Executive for Health and Human Services/Veterans Services Dept - Sherri Fleming
- **Sep-Nov 2011** – Meetings with Travis County employees
- **December 2011** – Update Travis County Commissioners' Court
- **January 2012** – Public Hearing (Jan 24) and Community Meetings

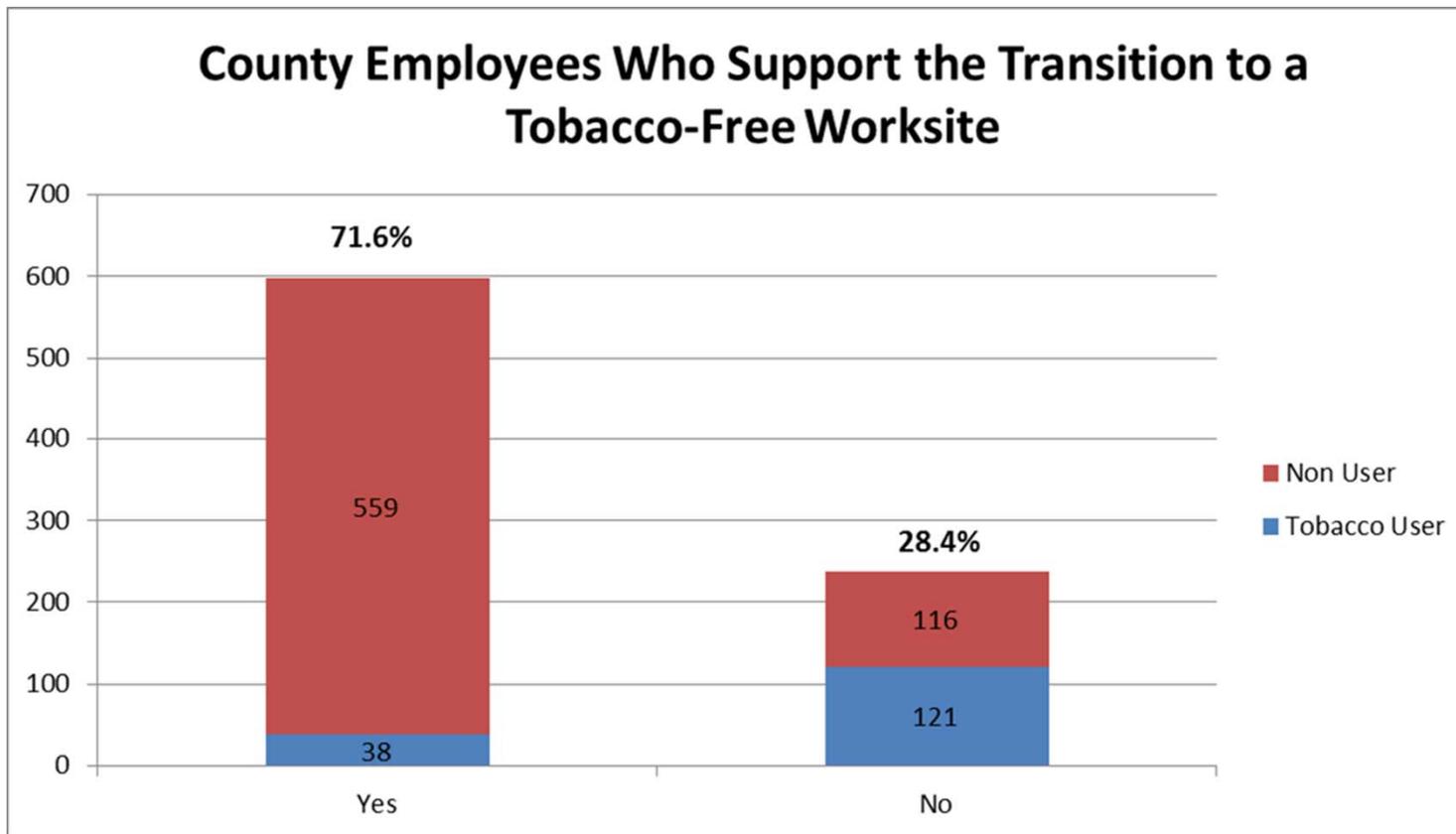
## CPPW Tobacco-Free Worksite Presentations



# Survey Results

- Sent to an estimated **4,426** employees through Clinic Administrator
  - **882** responded
  - **19.9%** response rate
- **20.2%** of the respondents are tobacco-users
  - Estimated number = **894 employees**
- In the past month, **74.3%** of employees report someone smoking/using tobacco products in the area where they work
- Complete Results are Available Upon Request

# Survey Results



Source: Travis County Employee Survey (May 2011)

# Free Resources

- **Employee Wellness Clinic**
  - If insured through Travis County can obtain nicotine replacement therapy as well as participate in smoking cessation group classes
- **Texas Quitline**
  - 1-877-YES-QUIT (937-7848)
- **Seton**
  - Group classes – 6 weeks
  - 512-324-2762



- **For more information:**  
[www.livetobaccofreetraviscounty.org](http://www.livetobaccofreetraviscounty.org)

# How has the City of Austin Implemented the Policy?

- **January 1, 2011** – No tobacco use on selected City of Austin Health and Human Services Department (HHSD) Campuses
- **July 6, 2011** – No Tobacco use in City vehicles
- **September 1, 2011** – Six additional HHSD campuses added to tobacco-free policy
- **December 26, 2011** – City parks smoke-free
- **February 1, 2012** – City of Austin libraries tobacco-free

# Current Travis County Smoking Policy

- Adopted October 21, 1986
- No smoking in County buildings or County vehicles
- **City of Austin's Smoking in Public Places Ordinance (SIPPO)**
  - No smoking within 15 feet of the entrance to a building (not including public sidewalks)
  - Note: Since this is a City of Austin ordinance, it does not apply to County buildings in the unincorporated areas of Travis County

# Proposed Policy

- **Tobacco use is not permitted by anyone at any time on Travis County property. Includes employees, visitors, contractors, vendors, volunteers and interns.**
  - Indoor/outdoor spaces
  - Parking lots, garages, & driveways
  - Vehicles owned/leased by Travis County
  - Includes personal vehicles on property
- Appropriate signage will be posted
- No littering
- Self-enforced and encouraged by employees
- Proposed implementation date April 1, 2012

# Frequently Asked Questions

- **Where will smokers smoke?**
  - Designated smoking areas are not encouraged by the policy since the dangerous effects of secondhand smoke are evident.
- **How will the policy be enforced?**
  - In an effort to promote health, we recommend no punitive action associated with this policy. However, employees are ethically obligated to comply with policies that are part of Travis County's Code.
- **Will elected officials have to comply?**
  - This is a facilities policy that affects Travis County owned properties. Much like the SIPPO Ordinance already in effect for public buildings in Austin city limits, the proposed policy will affect the property regardless of who uses the building as long as it is Travis County property.

# Who is Tobacco-Free?

- ACTIVE Life Inc.
- African American Men & Boys Harvest Foundation
- Austin Community College
- Austin Recovery
- Austin Volunteer Health Clinic
- Austin/Travis County HHSD
- Austin/Travis County Integral Care
- Capital Metro
- Central Health/ CommUnityCare
- Huston-Tillotson University
- Mexican Consulate
- People's Community Clinic
- Seton Family of Hospitals
- St. David's Healthcare

# Contact Information

- Ana Almaguel (Project Manager)
  - [Ana.Almaguel@co.travis.tx.us](mailto:Ana.Almaguel@co.travis.tx.us)
  - 512-914-2257
- Lindsay Pollok (Planner)
  - [Lindsay.Pollok@co.travis.tx.us](mailto:Lindsay.Pollok@co.travis.tx.us)
  - 512-516-5865
- LaTonya Pegues (Research Assistant)
  - [LaTonya.Pegues@co.travis.tx.us](mailto:LaTonya.Pegues@co.travis.tx.us)
  - 512-541-5049



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
502 E. Highland Mall Blvd.  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
County Executive for HHS/VS  
(512) 854-4100  
Fax (512) 279-1608**

To: Members of the Commissioners Court

Re: Enforcement Concerns – Tobacco Free Workplace Policy

**Additional Information on Proposed Travis County Tobacco Worksite Policy**

- Tobacco Free Worksite Policy is thought of as a facilities policy, rather than a personnel policy. In other words, in order to protect the health of the employees and residents doing business with the County, the County Owned/Leased campuses and County owned vehicles will be tobacco-free.
- Anyone (employees, visitors, contractors, volunteers) on the premises must also be tobacco-free. The policy does not and cannot prohibit the use of tobacco products off-site or on public right-of-ways. Rather, if employees and the general public choose to use tobacco, they must do so off of county-owned properties.
- There is no "punishment" to employees who continue to use tobacco products off of County-owned worksites.
  - However, if Travis County adopts this policy and it is part of the Travis County Code, employees have an ethical obligation to comply with the policy and report violations.
- **The policy does not require Travis County to** refuse to hire someone who uses tobacco; however we will disclose in job postings and at interviews that Travis County worksites are tobacco-free.
- For those employees who elect to quit using tobacco, there are a myriad of free services available
  - Seton Hospitals
  - Texas Tobacco Quitline 1-877-YES-QUIT
- Expected overall gains to the County (over time, of course), include but are not limited to:
  - a) improved health of employees (and their dependents, if covered under insurance)
  - b) decreased absenteeism
  - c) lower healthcare costs
  - d) potential reduction in employee out-of-pocket expenses for prescriptions, co-pays for doctor visits, etc.

## Draft Travis County Tobacco-Free Campus/Worksite Policy

**I. Purpose** - Travis County is committed to providing a safe and healthy worksite and to promoting the health and well-being of its employees. Personal health hazards related to tobacco products are numerous and have been well-documented. "...there is no safe level of exposure to cigarette smoke. When individuals inhale cigarette smoke, either directly, or secondhand, they are inhaling more than 7,000 chemicals: hundreds of these are hazardous, and at least 69 are known to cause cancer. We care about the health of each and every employee, as well as of our clients and visitors to Travis County facilities. Therefore, our intent is to provide all employees with a work environment that is conducive to good health<sup>ii</sup>.

### II. Definitions

**Employees** – include regular employees (whether full-time or part-time), temporary employees, and interns

**Tobacco** – any product containing tobacco including, but not limited to: cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

**Secondhand smoke** – "Tobacco smoke that is exhaled by smokers or is given off by burning tobacco and is inhaled by persons nearby."<sup>iii</sup>

**Facilities** – All property that is owned, leased, or used by Travis County for the purpose of conducting its business, including but not limited to:

- Indoor and outdoor spaces and common areas;
- Parking lots, garages, and driveways;
- Vehicles owned or leased by Travis County; and,
- Sidewalks, curbs and gutters adjacent to property owned or leased by Travis County

**III. Proposed Policy to replace existing policy adopted by the Travis County Commissioners Court in 1986<sup>iv</sup>** - Tobacco use is not permitted at any time by employees or visitors on Travis County property, including personal vehicles parked in Travis County parking areas. There will be no designated smoking areas on Travis County property, since no level of tobacco exposure is considered to be safe. Littering of tobacco-related products on the grounds of parking areas (lots, garages, driveways) is also prohibited. Travis County strives to be a good neighbor in the community, and as such, we discourage the use of tobacco products on the property of nearby businesses and residences.

**IV. Enforcement** - Compliance with the tobacco-free campus policy is mandatory for all employees and persons visiting Travis County facilities, with no exceptions. All employees are encouraged to communicate the tobacco-free campus policy with courtesy and diplomacy to other employees, visitors, and vendors. This policy will be clearly communicated to all Travis County employees, prospective employees, and visitors to our sites and will be self-enforced.

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<sup>i</sup> (How tobacco smoke causes disease: The biology and behavioral basis for smoking attributable disease. A report of the Surgeon General [Regina Benjamin, MD, MBA], p. iii, 2010i. [www.surgeongeneral.gov/tobaccosmoke/report/full-report.pdf](http://www.surgeongeneral.gov/tobaccosmoke/report/full-report.pdf) accessed on 9.12.2011).

<sup>ii</sup> World Health Organization – Tobacco Free Initiative – Recommended framework strategy #1. "A public health approach that seeks to change the social climate and promote a supportive environment."

[www.who.int/tobacco/resources/publications/tobacco\\_dependence/en/index.html](http://www.who.int/tobacco/resources/publications/tobacco_dependence/en/index.html)

<sup>iii</sup> <sup>iii</sup> ([www.merriam-webster.com/dictionary/secondhand%20smoke](http://www.merriam-webster.com/dictionary/secondhand%20smoke) accessed on 9.12.2011)

<sup>iv</sup> Travis County Code for all Travis County Employees, Chapter 10, section 10.008 – Smoking – "is not allowed in any county-owned or leased vehicles or buildings, including restrooms and hallways. Employees should deposit their materials associated with smoking in appropriate receptacles.

## Chapter 57. Tobacco-Free Campus/Worksite Policy

57.001 Authority. Travis County is authorized to restrict tobacco-related activities pursuant to: TEXAS CONSTITUTION, Article V, Section 18 (powers and jurisdiction over all county business); TEXAS LOCAL GOVERNMENT CODE, Section 291.001 (authority to maintain public buildings); TEXAS HEALTH AND SAFETY CODE, Section 121.003 (authority to provide for general health and sanitation); TEXAS HEALTH AND SAFETY CODE, Section 121.003(a) (authority to enforce any law reasonably necessary to protect the public health); and other applicable statutes.

57.002 Purpose –

(a) Travis County is committed to providing a safe and healthy worksite and to promoting the health and well-being of its employees, clients and visitors while utilizing county facilities. Personal health hazards related to tobacco products are numerous and have been well-documented. "...there is no safe level of exposure to cigarette smoke. When individuals inhale cigarette smoke, either directly, or secondhand, they are inhaling more than 7,000 chemicals: hundreds of these are hazardous, and at least 69 are known to cause cancer. We care about the health of each and every employee, as well as of our clients and visitors to Travis County facilities. Therefore, our intent is to provide all employees with a work environment that is conducive to good health"<sup>ii</sup>.

**CONSIDER: Deleting all underlined language and including in the order adopting the Chapter as more narrative than policy.**

57.003 Definitions. As used in this Travis County Tobacco-Free Campus/Worksite Policy ("Policy"), the following words will have the meaning assigned in this Section 57.003.

(a) **Employees** means all persons hired or engaged by Travis County to provide services for Travis County and not working as a part of an independent business, including regular employees (whether full-time or part-time), temporary employees, volunteers and interns

(b) **Facilities** means all property that is owned, leased, or used by Travis County for the purpose of conducting its business, including but not limited to:

- Indoor and outdoor spaces and common areas;
- Parking lots, garages, and driveways;
- Personal vehicles parked in Travis County Parking areas
- Vehicles owned or leased by Travis County; and,
- Sidewalks, curbs and gutters adjacent to property owned or leased by Travis County

**CONSIDER: Definition of "Facilities" and application of Policy to specific areas listed, particularly:**

- Buildings
- Parking garages
- Open parking lots
- Leased property – complete building and partial space
- 700 Lavaca – lessees' portion
- Sidewalks, outside areas adjacent to buildings
- County vehicles
- "Public" property – sidewalks, driveways, etc.
- Facilities under control of elected officials
- Parks – visitors and employees
- Jails – "residents," employees, visitors
- Facilities within the City of Austin, in unincorporated Travis County, in other municipalities

(c) **Secondhand smoke** means tobacco smoke from any Tobacco Product that is exhaled by smokers or is given off by burning tobacco and is inhaled by persons nearby."<sup>iii</sup>

(d) **Tobacco Product** means any product made, derived from or containing tobacco including, any component, part or accessory and including but not limited to: cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

**CONSIDER: Whether or not to include tobacco products that do not create smoke.**

53.004 Tobacco Product Use Prohibition.

(a) Prohibition. Tobacco use is not permitted at any time by employees or visitors within the limits of Travis County Facilities.

(b) No Designated Areas. There will be no designated smoking areas within Travis County Facilities, since no level of tobacco exposure is considered to be safe.

**CONSIDER: Whether or not to have any designated smoking areas.**

(c) Littering. Littering of tobacco-related products on the grounds of parking areas (lots, garages, driveways) is also prohibited.

**CONSIDER: Whether to include the "Littering" section.**

(d) Surrounding Areas. Travis County strives to be a good neighbor in the community, and as such, the use of tobacco products on the property of nearby businesses and residences is discouraged.

**CONSIDER: Whether to include comments that aren't directly enforceable as part of the Policy.**

57.005 Enforcement - Compliance with the tobacco-free campus policy is mandatory for all employees and persons visiting Travis County facilities, with no exceptions. All employees are encouraged to communicate the tobacco-free campus policy with courtesy and diplomacy to other employees, visitors, and vendors. This policy will be clearly communicated to all Travis County employees, prospective employees, and visitors to our sites and will be self-enforced.

**CONSIDER: Enforcement:**

"No exceptions" sets a very high standard  
Actual capability as to employees (disciplinary) and visitors  
Responsibility for enforcing – self, supervisor, etc.  
Enforcement for employees of elected officials  
Possible results of employee communications to others.  
Method of communication to employees  
Inclusion of reference to City Ordinance, particularly for City buildings

**OTHER CONSIDERATIONS:**

Signage – whether to include requirements, locations, specific language  
Effective date and grace period  
Reference to City Ordinance and applicability to facilities within the City of Austin

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<sup>i</sup> (How tobacco smoke causes disease: The biology and behavioral basis for smoking attributable disease. A report of the Surgeon General [Regina Benjamin, MD, MBA], p. iii, 2010i. [www.surgeongeneral.gov/tobaccosmoke/report/full-report.pdf](http://www.surgeongeneral.gov/tobaccosmoke/report/full-report.pdf) accessed on 9.12.2011).

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[www.who.int/tobacco/resources/publications/tobacco\\_dependence/en/index.html](http://www.who.int/tobacco/resources/publications/tobacco_dependence/en/index.html)

<sup>iii</sup> ([www.merriam-webster.com/dictionary/secondhand%20smoke](http://www.merriam-webster.com/dictionary/secondhand%20smoke) accessed on 9.12.2011)



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## **Proposed Tobacco-Free Worksite Implementation Plan for Travis County**

**TARGET IMPLEMENTATION: April 2, 2012\* National Public Health Week April 2-8, 2012**

### **The Month of December, 2011**

**The Tobacco-Free Worksite discussion was on the Travis County Commissioners Court Agenda throughout the month of December on the following dates:**

- **December 6 – Agenda Item (should we include the agenda item numbers in this section?)**
- **December 10 – Agenda Item**
- **December 17 – Agenda Item**
- **December 27 – Submit documents to Travis County Commissioners Court for January 10, 2012 Agenda Item**

### **January 3-13, 2012**

- 
- **Make site visits to Travis County-owned properties to determine the number of signs needed for each site and posting locations on each site, viewing them using online drawings or Google Earth aerial photo (Signage attachment needs may include: signs with posts, signs affixed to existing posts, signs affixed to fences, signs affixed to buildings; notice of Tobacco-Free Worksite signs posted on bulletin boards of locations INSIDE buildings)**
- **Notify all employees of new Travis County Tobacco-Free Worksite policy in the form of a Memo from Travis County Commissioners Court which would include:**
  - **Draft of proposed amendment to Chapter 57**
  - **FAQs, roles, and responsibilities, to all Travis County employees including the notice of public hearing scheduled on January 24, 2012**
  - **Modified implementation plan (showing possible date of action by the Travis County Commissioners Court (TCCC), the education period, estimated time when signage will**

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\*Schedule can be collapsed for a shorter implementation plan.

be installed, available tobacco cessation classes set in advance and implementation date of the Tobacco-Free Worksite policy)

- Request meeting with Travis County Executives and Travis County Commissioners' and Judge's Aides to be held PRIOR to public hearing to review proposed Tobacco-Free Worksite policy and material sent to all employees
- Determine estimated number of resource packets to be assembled for distribution to employees as requested by Managers/Supervisors for training purposes
- Order necessary materials to be included and assemble resource packets
- ***Schedule meetings and present information to unincorporated areas of Travis County and municipalities.***

### **January 16-20, 2012**

- **JANUARY 16** -- Provide signage final tally and sign design selection to Robert Kingham, of the City of Austin (NOTE: signs must be ordered AND installed by February 29, 2012 to be paid from grant funds)
- **Meet with facilities management to discuss removal of ashtrays, etc. and 15 feet ordinance signage which will be replaced with Tobacco-Free Worksite signage**
- Provide any additional back-up materials for Commissioners Court consideration—include resource packet to be available upon request by Managers/Supervisors or by employees
- Meeting with County Executive
  - Review roles/responsibilities, FAQs and policy. Specifically discuss enforcement
  - Offer training for Managers/Supervisors in their respective divisions (some County Executives may choose to do their own training at Managers/Supervisors level; that's o.k.)
  - Distribute one copy of each tobacco cessation resource packet that will be made available to employees.
  - Show examples of Tobacco-Free Worksite signage and selected Google World aerial view of sign location(s)
- Prepare training module for Managers/Supervisors and/or at unit levels for Travis County employees

### **January 23-February 3, 2012**

- **JANUARY 24** -- Public Hearing and possible vote and action by Travis County Commissioners Court (introduction by staff);
- **JANUARY 24 or 31** - Vote - Adoption/Further direction from Court - May choose March 1 or April 1 implementation date
- Complete any follow-up from County Executives meeting(s).
- Be sure tobacco cessation services are easily available to employees (and dependents if covered by County insurance)
  - Email from Clinic Administrator that says.... (What do we want to call this e-mail that will be distributed?)

### **February 6-17, 2012\***

- OFFICIALLY notify all employees of implementation date of Travis County's Tobacco-Free Worksite policy. Include with next payroll distribution – same procedure HR would follow for any information to be delivered to Travis County employees
- Issue press release regarding Travis County Commissioners Court action adopting Tobacco-Free Worksite policy and implication for visitors and clients of Travis County facilities
- Respond to any questions/comments from Travis County management and/or employees
- Provide employee assistance in obtaining cessation services (schedule more sessions during February and March before, during, and after working hours) as necessary
- Schedule and provide Managers/Supervisors Training as requested by County Executives
  - Same format at County Executive Training meetings
  - Review roles/responsibilities, FAQs and policy
  - Offer training for individual or groups of units **under** their leadership
  - Show examples of signage and selected Google Earth aerial view with marked signage location(s)
  - Have resource packets available to distribute at training sessions or upon request
- **FEBRUARY 13** – Sign installation begins

#### **February 21-29, 2012\***

- Provide any unit *what is a better word we can use here instead of "unit?"* training(s) as requested by Managers/Supervisors
- Sign installation completed
- Respond to any questions/comments from Travis County management and/or employees
- Provide employee assistance in obtaining tobacco cessation services (schedule more tobacco cessation classes if demand warrants)

#### **March 1, 2012**

This is a viable implementation date if the Travis County Commissioners Court votes for approval of a Tobacco-Free Worksite in Travis County on January 24 or 31, 2012. If an April 1, 2012 date is selected, implementation activities during the month of March might include:

- Additional tobacco cessation classes (be prepared for an increase after implementation date is voted on by Travis County Commissioners Court)
- Continue providing unit trainings as requested (perhaps schedule some training presentations in those divisions experiencing the most pushback)
- Monitor the need to schedule an opportunity for all interested employees/dependents to attend a Tobacco cessation training session.



**Austin/Travis County Health and Human Services Department**  
**Chronic Disease Prevention & Control Program**  
**P.O. Box 1088 – Campus C.12**  
**Austin, Texas 78767-1088**



**Communities Putting Prevention to Work**  
Twin Towers Business Center  
1106 Clayton Lane Suite 215E  
Austin, TX 78723

**Linda F. Terry, Policy Aide**  
(512) 972-6463 - Desk  
(512) 921-8240 - Cell

**AUSTIN PUBLIC LIBRARY**

**PROPOSED TIMELINE FOR TOBACCO-FREE WORKSITE POLICY**

**IMPLEMENTATION AT ALL APL LOCATIONS**

**TARGET IMPLEMENTATION DATE: FEBRUARY 1, 2012**

**November 14-18, 2011**

- Share survey results with employees via Memo from Director and announce TFW Policy, including effective date (include Asst. City Manager as cc)
- Begin Drafting APL written policy, FAQs, Roles/Responsibilities – templates/samples provided by CPPW
- Design purpose and process for Implementation Plan including written enforcement procedure per standard APL protocols, including decision regarding creating a department-wide implementation team composed of staff across job titles; tobacco users and nonusers if considered necessary and appropriate
- Design and draft language for signage for TFW locations and posting on notice boards in libraries and staff breakrooms. These will include post signs at entrance/exit of parking areas, attached to building near entrances and any paper signage for posting within library facility.
- Prepare list of locations and number of signs of each type per location
- Security to draft enforcement plan based on prior library policy protocols

**November 21-December 2, 2011**

- Provide final sign design to CPPW staff
- Provide list of locations to be designated TFW and signs of each type required by location to CPPW staff
- Library internal review and approvals of policy, FAQs, Roles/Responsibilities as appropriate (CPPW staff available for drafting assistance and discussion of options to be considered.)

**December 5-December 9, 2011**

- CPPW submits draft sign design for final graphics development
- Library provides some type of schematic for placement of signs outside each facility (CPPW can advise on easiest format)
- Library Director provides update to ACM at 1:1 or by e-mail.



**Austin/Travis County Health and Human Services Department**  
**Chronic Disease Prevention & Control Program**  
P.O. Box 1088 – Campus C.12  
Austin, Texas 78767-1088



**December 12-21, 2011**

- Dr. Huang presentation to Library Commission, 12/12/11, 11:30a-1:30
- Library approves final sign graphics; CPPW orders signs and begins process to obtain bids for installation; installation schedule determined in preparation for contract
- Decide on training for Library staff: Executives; Manager/Supervisors; Regional Branch; at branch libraries, etc.

*January 23*

**December 22, 2011-January 2, 2012**

*Christmas-New Year Break: Catch up anything from above*

**January 3-January 13, 2012**

- Distribute policy and FAQs with cover memo from Director to all Library staff. (CPPW will provide a Tobacco Fact Sheet and a Resources to Quit flyer; reference should be made in memo to HealthyConnections Tobacco Cessation services available to city employees and that admin time will be allowed to attend the quit sessions.)
- Schedule training sessions: dates/times/locations; coordinate with CPPW staff
- **CPPW**
  - Check status of sign order
  - Finalize contract for sign installation at Library locations
  - Discuss creating resource packet specific to Library TFW policy to be available upon request

**January 16-January 31, 2012**

- Complete training sessions. One segment of each training session will include a representative of Library Security to briefly described enforcement processes
- Distribute resource packets to branch libraries as appropriate
- Complete all sign installation

**FEBRUARY 1, 2012 – LIBRARY TOBACCO-FREE WORKSITE POLICY IS EFFECTIVE**

*Within 30 days of implementation, Library security evaluate if additional signage is needed; notify CPPW*



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Andrea Colunga Bussey 854-4102

**Elected/Appointed Official/Dept. Head:** Sherri E. Fleming,  
County Executive for Health and Human Services and Veterans Service

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and Take Appropriate Action on the Request for Interest in Community Demonstration for System of Care Expansion - Achieving Successful Systems Enriching Texas (ASSET) from the Texas Health and Human Services Commission.

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

Since the Court first approved acceptance of the grant and implementation of the System of Care Model for Travis County in 1998, the programs have provided an array of services throughout the Travis County communities by partnering and sharing the tenets of the System of Care model for service delivery. All partners are trained on this philosophy and Travis County has been a leader of this endeavor. The model is promising practice which has proven to be effective in addressing the complex needs and opportunities that our families face. This is an excellent opportunity to continue to have a lead role in shaping the model on a statewide level. Travis County's System of Care programs under the Office of Children's Services has received National recognition and has been invited to present at National conferences such as the National Conference on Substance Abuse, Child Welfare, and the Courts (September 2011) and the National Conference on the Prevention of Child Abuse (April 2012).

### **STAFF RECOMMENDATIONS:**

Staff recommends that the Court indicate its approval for participation in the proposed opportunity that would be consistent with the Court's commitment to the Travis County System of Care Service Delivery philosophy and

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](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

authorize the County Judge to sign the Request for Interest document included in the packet.

**ISSUES AND OPPORTUNITIES:**

Please see attached memo.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Approving this request will not increase the County Budget.

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt

**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](mailto:Cheryl.Aker@co.travis.tx.us) **by Tuesdays at 5:00 p.m.** for the next week's meeting.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
And VETERANS SERVICE  
502 E. Highland Mall Blvd  
P. O. Box 1748  
Austin, Texas 78767**

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

**DATE:** January 4, 2012

**TO:** Members of the Travis County Commissioners Court

**FROM:** Andrea Colunga Bussey, Director, Office of Children's Services,  
Travis County Health and Human Services and Veterans Service

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

**SUBJECT:** **Cover Memorandum** for: Request for Information for Community  
Demonstration for System of Care Expansion-Achieving Successful  
Systems Enriching Texas (ASSET).

The attached packet contains a variety of letters of support from our partners in the Travis County System of Care community. We expect additional letters of support from other partners to be included in the near future. Specifically, we anticipate letters of support from Austin Independent School District, Manor Independent School District, Del Valle Independent School District, Travis County Juvenile Probation Department, Texas Department of Family and Protective Services, Communities in Schools, and community and family partners.

Your consideration of this request is most appreciated.

**cc:** Mary Etta Gerhardt, Assistant County Attorney  
Andrea Colunga-Bussey, Director, Office of Children's Services



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
And VETERANS SERVICE  
502 E. Highland Mall Blvd  
P. O. Box 1748  
Austin, Texas 78767**

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

**DATE:** January 4, 2012

**TO:** Members of the Travis County Commissioners Court

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

**SUBJECT:** Request for Information for Community Demonstration for System of Care Expansion-Achieving Successful Systems Enriching Texas (ASSET).

**Proposed Motion:**

Consider and Take Appropriate Action on the Request for Information for Community Demonstration for System of Care Expansion-Achieving Successful Systems Enriching Texas (ASSET).

**Summary and Staff Recommendations:**

Staff recommends approval of the request from the Office of Children's Services Division of Travis County Health and Human Services and Veterans Service to submit this Request for Information No.:529-12-0060 from the Texas Health and Human Services Commission. If approved, the RFI will be submitted for consideration.

**Budgetary and Fiscal Impacts:**

Approving this action will not increase Travis County's budget. The RFI does not include the receipt of any funding nor does it obligate funding from the County.

**Issues and Opportunities:**

The State of Texas, by and through the Texas Health and Human Services Commission (HHSC), requests that communities interested in demonstrating a System of Care service delivery approach for children with serious emotional disturbances respond with a proposal that may be used to inform the expansion of System of Care practices in

Texas. Authority to conduct this demonstration is through a federal grant project through the Center for Mental Health Services, Substance Abuse and Mental Health Services Administration (SAMHSA) grant opportunity #SM-11-008. The intent of this RFI is to receive and evaluate proposals from communities who are interested in launching a System of Care service delivery approach or communities interested in enhancing an existing System of Care service delivery system. Three communities will be selected to receive in-state and national technical assistance to demonstrate System of Care practices that may be used to develop an overall strategic plan for statewide expansion of System of Care.

It is the intent of HHSC, through this RFI, to gain the necessary knowledge and understanding to meet these stated objectives:

- Identify communities that have interest in various stages (beginning or early stages to advanced stages) of systems development for supporting a System of Care service delivery approach within their community (e.g., developing governance structures, leadership development for supporting a System of Care service delivery approach within their community (e.g., developing governance structures, leadership development, local planning, coordinated service delivery, coordinated training, shared technology, fiscal practices, etc.);
- Identify appropriate methodologies for demonstrating a System of Care practice model; and
- Identify challenges or issue areas to be addressed in a strategic plan for developing System of Care service approaches in Texas Communities.

This opportunity will allow the Travis County System of Care to receive technical assistance to enhance our current practices for the children, youth and families served by the Travis County System of Care Initiatives. It will further allow us the opportunity to participate in the potential development of a System of Care statewide and ensure that our experience and expertise is utilized to shape future services that could impact the citizens of Travis County.

The current System of Care management team will integrate the responsibilities of this RFI into their existing duties and the requirements and complementary to their current work assignments and positions.

**Background:**

The Children's Partnership, a SAMHSA funded community from 1998-2005, is the sustained organization leading the Travis County System of Care community. The Children's Partnership focuses primarily on providing services to children and youth with complex needs and their families, particularly children and adolescents with serious emotional disturbances (SED) and on "changing the way business is done" in child, youth, and family serving organizations. The Children's Partnership is committed to expanding Systems of Care efforts and promoting the wraparound approach to culturally appropriate, community based and family driven service delivery, as a means to achieving mental health transformation that will result in long-term recovery and success for our communities' children, youth, and families. The other Travis County System of Care initiatives are: TRIAD, Child Protective Services Reintegration Project (CRP), Community for Partners Bridge Coordination (CPC Bridge Services), Youth and

Family Assessment Center – Communities in Schools Care Coordination (YFAC-CIS), and Family Support Services (YFAC-FSS). Through the TCSOC initiatives, we serve approximately 200 families a year whose children and youth are experiencing significant challenges. TCSOC management staff oversees the structure, flexible funding, access and service delivery. The Travis County System of Care has been in existence for 13 years and originated with a federal grant in 1998. The Commissioner's Court has supported the System of Care Initiatives throughout that period.

cc: Mary Etta Gerhardt, Assistant County Attorney  
Andrea Colunga-Bussey, Director, Office of Children's Services

Travis County System of Care: HHSC RFI No.:529-12-0060

**Community Service Area:** Travis County

**Lead Agency for RFI:** Travis County Health and Human Services/Veteran Services (TCHHS/VS)

**Point of Contact:** Sonia Hartman, System of Care Manager employed by TCHHS/VS

**Documented Support for the proposal:** Please see attached letters of support

**Target Area of Proposal:**

The purpose of Travis County System of Care submitting this RFI is to enhance the functioning of our system of care in three critical areas: 1) Increase fidelity to the Wraparound and System of Care model through increased training and technical assistance to our System of Care partners; 2) Increase the voice and representation of children, youth and families throughout the Travis County System of Care continuum; 3) Increase the capacity of the Travis County System of Care continuum to serve additional families.

**Capacity to Implement:**

Travis County has the capability to partner effectively with ASSET to enhance our System of Care model and through that process identify those facets that should govern an expansion of System of Care statewide. The Travis County System of Care has numerous strengths and sustained systematic structures that will aide in this process, including: a continuum of programs under the umbrella of the System of Care (The Children's Partnership, TRIAD, Child Protective Services Reintegration Project, Community Partners for Children Bridge Coordination Services, Youth and Family Assessment Center – Communities In School Care Coordination and Family Support Services) which serve an average of 200 families a year; a database, The Clinical Manager (TCM) which is used by all System of Care programs; a training team which provides System of Care and Wraparound process training multiple times a year; dedicated TCHHS/VS staff to the System of Care including a System of Care manager, a quality assurance coordinator, and 3 parent partners (known as parent liaisons) that serve families enrolled in The Children's Partnership; a single point of access to the high-end System of Care programs (The Children's Partnership, TRIAD, CPC Bridge Coordination Services) through the Travis County Community Resource Coordination Group known in Travis County as Community Partners for Children (CPC); a Provider Network that is recruited, credentialed, contracted and managed by the local mental health authority – Austin Travis County Integral Care which consists of 130 service providers rendering both traditional and non-traditional services; and a flexible funding pool consisting of funds from TCHHS/VS, Travis County Juvenile Probation, and Austin Travis County Integral care – totaling annually \$657,000.

Travis County is a community with a continuum of Systems of Care Initiatives which includes: The Children's Partnership (TCP), TRIAD, Child Protective Services Reintegration Project (CRP), Community for Partners Bridge Coordination (CPC Bridge Services), Youth and Family Assessment Center – Communities in Schools Care Coordination (YFAC-CIS), and Family Support Services (YFAC-FSS)<sup>1</sup>. All Travis County System of Care Initiatives comply with four critical mandates. First, all direct service staff, managers and administration are trained on System of Care and the Wraparound process. Second, all initiatives utilize portions of The Clinical Manager (TCM) data system. Third, they fully utilize the wraparound process with a particular emphasis on family, child and youth engagement and empowerment. And finally, to promote family and youth voice and choice, when indicated, the initiatives utilize the provider network for services and supports.

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<sup>1</sup> See attached Travis County System of Care Diagram

## Travis County System of Care: HHSC RFI No.:529-12-0060

The Children's Partnership, a SAMHSA funded community from 1998-2005, is the sustained organization leading the Travis County System of Care community. The Children's Partnership focuses primarily on providing services to children and youth with complex needs and their families, particularly children and adolescents with serious emotional disturbances (SED) and on "changing the way business is done" in child, youth, and family serving organizations. The Children's Partnership is committed to expanding Systems of Care efforts and promoting the wraparound approach to culturally appropriate, community based and family driven service delivery, as a means to achieving mental health transformation that will result in long-term recovery and success for our communities' children, youth, and families. The Children's Partnership (TCP) does not operate in a typical manner; its approach to serving families is unique. Instead of having one physical location where children, youth, and families come to receive services, TCP operates virtually. This means "the services are provided at the families' homes or at a community location." The 35 team members that carry out the work of TCP are all employed by partner agencies, which are spread throughout the community. The agencies include Travis County Juvenile Probation Department and Travis County Health and Human Services & Veteran Services, the local Mental Health Authority-Austin Travis County Integral Care, Texas Department of Family and Protective Services and four independent school districts, including Austin, Del Valle, Manor, and Pflugerville. These partner agencies and team members all work together to comprehensively meet the complex needs of participant children, youth, and their families.

TCP focused on systems development, setting up a governance board that included family members as well as agency leaders of partner agencies, and continuously assessing the needs of children's mental health services in Travis County. We have sustained and developed our partnerships over time. Additionally TCP takes the lead and provides once per month Wraparound Initiative trainings for all staff and provides once per month Supervisors meetings. The Children's Partnership focuses primarily on providing services to children and youth, ages 5-22, and their families who have complex mental health needs and have multi-system involvement. TCP also focuses on "changing the way business is done" in child, youth, and family serving organizations, increasing youth, and family voice and choice.

All referrals for TCP come through the Travis County Community Resource Coordination, renamed Community Partners for Children (CPC), and all referrals are dependent on partner eligibility. For example, only Manor ISD serves children and youth in special education and/or regular education; Austin, Del Valle, and Pflugerville ISD's only serve those enrolled in special education.

TRIAD, is a program that funds out of home placement for children and youth who cannot be safely maintained in their community. These placements occur locally, fully integrate the family in the treatment and are expected to be short in duration. All families who are enrolled in the TRIAD program are also enrolled in TCP.

CPS Reintegration is a program that facilitates the return of children and youth with severe emotional disturbance from a foster care placement to the community.

YFAC-CIS Care Coordination is a school-based mental health program that utilizes the System of Care and Wraparound process to improve the functioning of children, youth and families.

YFAC-SS is an office-based model that identifies children, youth and their families that are experiencing challenges and offers them access to wide-array of services using the System of Care and Wraparound process.

## Travis County System of Care: HHSC RFI No.:529-12-0060

CPC is a key partner in the Travis County System of Care. It serves as the single point of community access to services and supports for children, youth, and families. CPC supports families' access to the system of care in a distinctive way. CPC serves as the gateway to access high-end System of Care programs, such as The Children's Partnership, TRIAD, and CPC Bridge Services. CPC provides a unique opportunity for youth and families to share their experiences and talk about their hopes and needs with representatives from approximately 25 public and private organizations who meet together twice a month. Families who attend a Travis County CPC meeting leave with a plan of care that starts them on their way to accessing services in the community. The Children's Partnership parent liaisons and quality assurance coordinator continued active participation with Community Partners for Children supports the development of an initial multidisciplinary wraparound service plan for each family presented.

Travis County System of Care utilizes a single data management tool, The Clinical Manager (TCM). TCM software system, used since 1998, continues to track services, cost, and utilization rates. Additionally TCM serves as the automated client record system, which provides the mechanism for tracking demographics and other consumer profiling information, clinical information, system performance, model fidelity, child, youth, and family outcomes and other indicators of success in the System of Care. Travis County Health and Human Services and Veteran Services hosts and manages TCM.

All System of Care partners and their staff are trained initially on System of Care and the Wraparound process by the Travis County system of care training team which always includes a parent. This two and a half day training utilizes an established curriculum and offers CEU's via our ATCIC partner. The training team also developed a training curriculum for providers and currently provides training to the Youth Empowerment Services (YES) providers a Medicaid waiver pilot in Travis and Bexar County only. TCP also provides data training and SOC overview.

From 1998-2005, contributions to the flexible fund pool were consistently received from Travis County Juvenile Probation Department, (Juvenile Justice Partner) Austin Travis County MHMR Center-now renamed ATCIC, (Mental Health partner), Region XII Education Service Center, (Education partner) and Travis County Health and Human Services and Veteran Services, (Health and Human Services partner). Funds were allocated by contracts with the Local Mental Health Authority who served as the Fiscal Agent and Managed Service Organization (MSO) for TCP and now serve in that role for all the System of Care initiatives in Travis County.

Post-grant, contributions to the flexible fund pool continue to be received from Travis County Juvenile Probation Department, Austin Travis County Integral Care and Travis County Health and Human Services and Veteran Services. Non-Ed funds from Region XII Education Service Center, flow directly to the partner school districts (Manor, Austin, Del Valle, and Pflugerville Independent School Districts), responding to their requests. This method ensures that categorical funding doesn't drive the service delivery, but that youth and families have access to the full array of services and supports required for them to achieve their goals.

**Topics and Questions of Interest:**

Through this RFI, the Travis County System of Care will be able to further enhance fidelity to the System of Care model and the wraparound process; advance our family and youth voice; and expand our service model. The Travis County System of Care (TCSOC) has several strengths that will be an asset in the implementation of the RFI objectives. These assets include collaborative partners who believe in and value the system of care; committed partner agencies;

Travis County System of Care: HHSC RFI No.:529-12-0060

flexible funding pool of local community dollars dedicated to SOC and wraparound process - \$657,000; an established Managed Service Organization and provider network; experienced and dedicated staff delivering services and supports; a continuum of care/services; CPC-our single point of entry; TCM-our shared data system; an experienced training team and curriculum with a partner to support CEU's; existing parent trainers; and access to NWI and all the training materials.

In assessing the functioning of the TCSOC three specific areas were identified that required further development and enhancement: 1)increased fidelity to the model through ongoing training and technical assistance to partners and direct staff; 2)increased family and youth voice throughout the continuum and finally 3)capacity building. It would be TCSOC goal to address these needs as a selected site.

The objectives for the TCSOC would be: to develop a curriculum for Advanced Care Coordination 101,102 & 103; develop a refresher training; develop a Certification Plan with CEU's; create a community plan for capacity building; and develop 5 new graduated families to be active leaders in the TCSOC.

The intended outcome of these activities is that Travis County SOC staff are certified and well trained. They would be able to identify "model drift" and self- correct. Supervisory staff would then be better able to provide technical support and monitor the strengths and needs of their staff. This would lead to increased consistency in service provision across the continuum. The community would have an accepted and documented plan to expand the capacity of our System of Care Initiatives. The family and youth voice will be expanded at all levels of the TCSOC continuum.

The outcome measures for the TCSOC objectives are: 1) Care Coordination and Parent Liaison staff in the TCSOC will maintain high-fidelity to the Wraparound process and the System of Care which will result in increased levels of family engagement, diverse service utilization, program satisfaction and goal attainment. This will be measured through a variety of methods: a pre/post test of the care coordinators and liaisons; surveys completed by family and youth; data collected from TCM regarding the diversity of services and goal attainment. 2) Family representation will be visible and active at all levels of TCSOC. This will be measured by the number of family members on the TCP board, CPC, as well as, a defined role for family members with each of the TCSOC initiatives. 3) The ability to expand services under the TCSOC. This will be measured by the increase in care coordination capacity and the number of families served. This information will be available through TCM.

This demonstration will have some similar aspects to other System of Care communities including the same values, guiding principles, essential elements, and practice requirements. However, each of these will be individualized per their community population focus (early childhood or older children, youth and their families) and location (urban or rural). TCSOC is an urban location serving one county comprised of 1,024,266 persons. Our population focus is children and youth 5-22 and their families. We have several programs under our System of Care umbrella that has been developed into a coordinated continuum of care. Our site has several established structures that support our System of Care efforts. The community has 13 years of experience in SOC and the wraparound process.

The strengths of the TCSOC include a strong collaboration among the Travis County System of Care Initiatives, partner commitment with flexible funding and sustained staff who are experienced and dedicated, an established MSO & provider network, continuum of care, single point of community collaboration through CPC, TCM data base, and an experienced training

Travis County System of Care: HHSC RFI No.:529-12-0060

team and employed parent partners. The identified weaknesses of the TCSOC are that the staff are isolated in partner agencies and require support and ongoing technical assistance to increase fidelity to the model; that the family voice is not pronounced throughout all parts of the TCSOC continuum; and there is currently not an identified way to expand the capacity of the TCSOC.

Potential challenges for the evaluation are that several of the instruments will need to be created and specific reports developed and generated within TCM data base. It will require additional data entry and forms completion by the care coordinators, liaisons and youth and families.

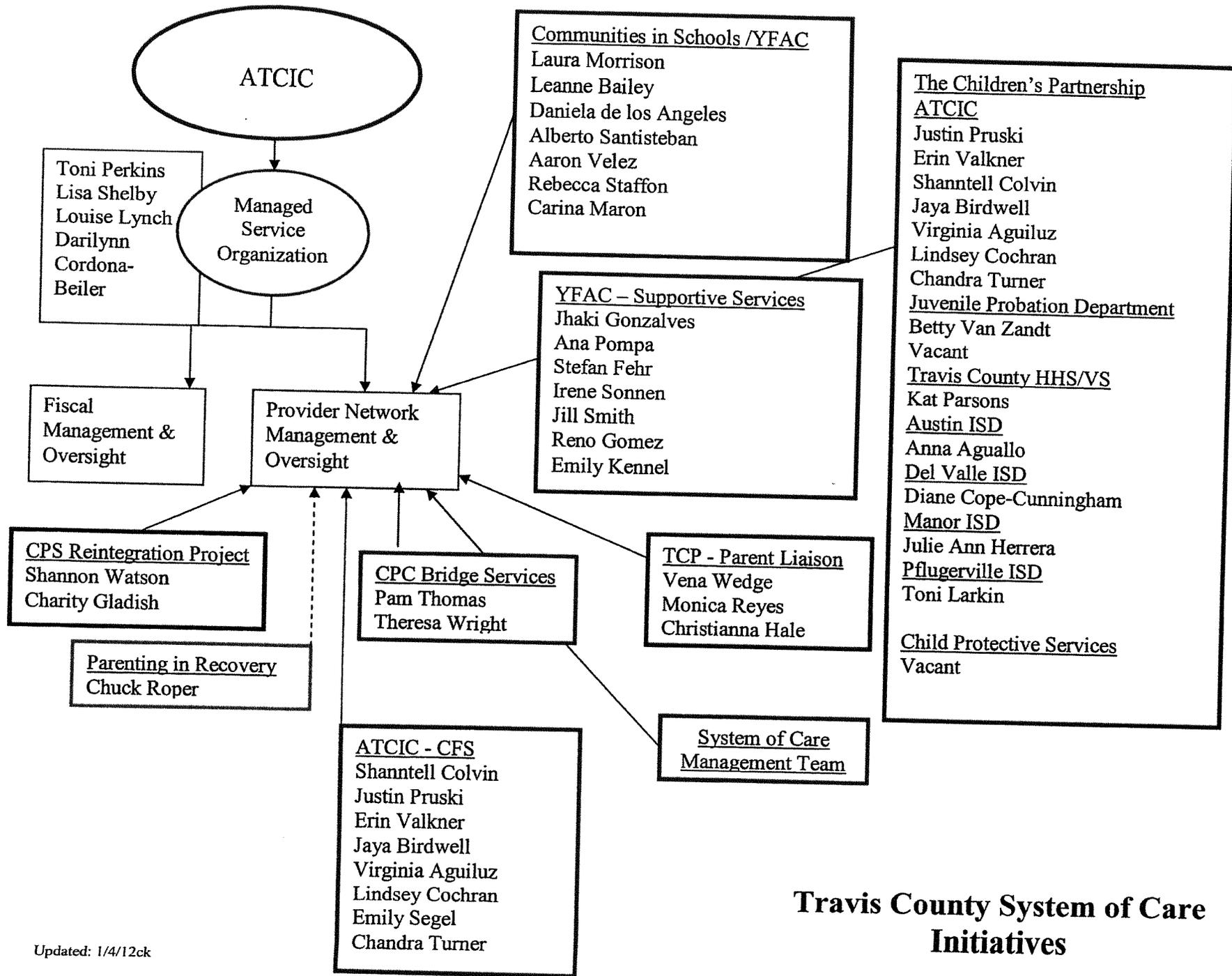
TCSOC would request technical assistance in these areas: 1) Curriculum development, and identification of fidelity tools, 2) Guidance on further integrating family and youth voice and, 3) identification of ways TCSOC can expand coordination and liaison services with existing resources. This technical assistance is required because our site has plateaued in functioning and service delivery and requires the perspective and innovation of technical advisors to progress to the next level of service delivery.

TCP and the TCSOC have a longstanding partnership with HHSC and remain committed to improving the children’s mental health service delivery in the state of Texas. We have been active supporters of improving children’s mental health in Texas since 1998, the onset of our SAMHSA grant. TCP and the TCSOC have been a collaborative partner and trainer with the YES Waiver Pilot, a 1915(c) Medicaid Home and Community-Based services waiver. TCP and the TCSOC have taken the lead in promoting mental health awareness and decreasing stigma in the celebration of National Children’s Mental Health Awareness Day. TCP and the TCSOC is an active member of the local Child and Youth Mental Health Planning Partnership (CYMHPP); CYMHPP is the collaborative children’s mental health planning body for Travis County. TCP fully participated in the National Evaluation with ORC MACRO during 6 years of the grant. At that time, the University Of Texas School Of Social Work Research was the evaluation partner. For year 7, ATCIC worked with ORC MACRO to ensure a successful transition and set up our current intake and 90-day follow-up evaluation procedures which include the Ohio Scales, the Education Questionnaire and a substance use/abuse survey. TCM is used to generate quarterly evaluation reports with relevant statistical information so that program trends can be observed and analyzed. The TCHHS&VS Office of Children’s Services is currently complying with 2 Federal grants and evaluation tools.

TCSOC is a partner with the larger community to provide children’s mental health services. Through the TCSOC initiatives, we serve approximately 200 families a year whose children and youth are experiencing significant challenges. TCSOC management staff oversees the structure, flexible funding, access and service delivery. TCSOC has limited capacity to provide clinical oversight and meets that need through collaboration with our partner agencies, such as Austin Travis County Integral Care.

Our training team played an active role in the development and review of this document; it was reviewed by our parent partner, Vena Wedge and Geneva Martinez, parent trainer. Ms. Wedge is a parent liaison with TCP and is the mother of a twenty year old son who has been diagnosed with Cerebral Palsy, Hydrocephalus, depression and an anxiety disorder. Ms. Martinez is a graduate from TCP with 4 children who have mental health diagnosis and has accessed services on their behalf through multiple child-serving agencies.

Approved by Travis County Representative: \_\_\_\_\_  
Honorable Samuel T. Biscoe, Travis County Judge



## Travis County System of Care Initiatives

## Letter of Support

December 27, 2011

Alice Hanna, CTPM  
HHSC Enterprise Contract and Procurement Services (ECPS) Division  
4405 North Lamar Boulevard  
Austin, Texas 78756-3422  
Fax: (512) 206-5475  
Tel. (512) 206-5416  
[Alice.Hanna@hhsc.state.tx.us](mailto:Alice.Hanna@hhsc.state.tx.us)

Re: Travis County Health and Human Services/Veteran Services  
Office of Children Services  
Travis County System of Care Initiatives (The Children's Partnership; TRIAD; CPS  
Reintegration Project; YFAC – Communities in Schools; YFAC- Family Supportive  
Services)  
Community Demonstration for System of Care Expansion –  
Achieving Successful Systems Enriching Texas (ASSET)  
RFI No. : 529-12-0060

To Whom It May Concern:

On behalf of YFAC-Family Supportive Services, I am pleased to submit this letter in support of the Travis County Health and Human Services and Veteran Services (TCHHS/VS) submission of interest for the **Community Demonstration for System of Care Expansion – Achieving Successful Systems Enriching Texas (ASSET) – Request For Interest (RFI) proposal**. The RFI is for communities interested in demonstrating a System of Care service delivery approach for children with serious emotional disturbances which may be used to inform the expansion of the System of Care practices in Texas. The purpose of this Request for Interest (RFI) is to identify three communities that will receive national and in-state technical assistance through HHSC and its collaborators to inform a statewide strategic plan for further implementation of System of Care in Texas. Selected communities will participate in a collaborative learning community and will be provided targeted training and technical assistance to address community-identified objectives.

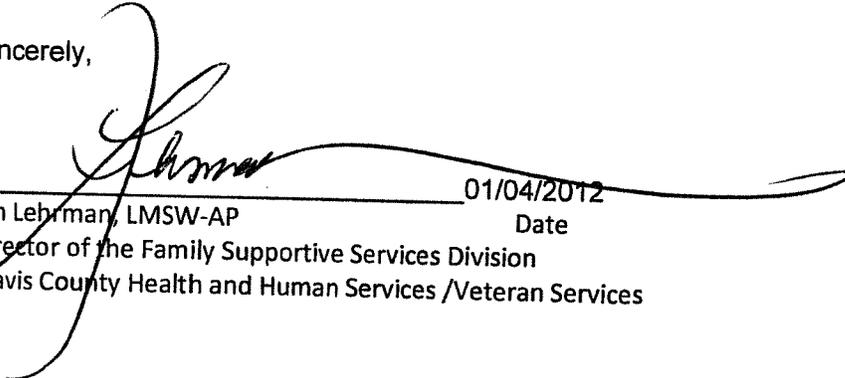
The TCHHS/VS proposal will highlight the System of Care Initiatives in the Travis County community. The focus will be on partner and family collaborations, as well as the current structures and systems that support and maintain the Travis County System of Care. The proposal identifies fidelity to the System of Care values and the wraparound model as a key area of enhancement for Travis County. This includes a focus on family voice and representation; augmentation of our current training practices; and capacity building.

YFAC-Family Supportive Services, as a supporter of this proposal, commits to the following roles and responsibilities as a partner of the Travis County System of Care:

- 1) Continued support of the Travis County System of Care;
- 2) Identify a person(s) from your Agency to be a liaison for this proposal, if awarded;
- 3) Collaborate with TCHHS/VS on the evaluation component of the proposal, if awarded;
- 4) When requested attend ASSET meetings and provide your expertise and recommendations as it relates to System of Care and the expansion statewide;
- 5) Participate in ASSET supported training and technical assistance.

YFAC-Family Supportive Services is excited about the opportunity to work with TCHHS/VS to enhance our local System of Care community while participating in the expansion of this model statewide.

Sincerely,

  
\_\_\_\_\_  
01/04/2012  
Date  
Jim Lehrman, LMSW-AP  
Director of the Family Supportive Services Division  
Travis County Health and Human Services /Veteran Services

\_\_\_\_\_  
Date  
Sherri Fleming  
County Executive  
Travis County Health and Human Services/Veteran Services

\_\_\_\_\_  
Date  
Honorable Samuel T. Biscoe  
Travis County Judge

## Letter of Support

December 27, 2011

Alice Hanna, CTPM  
HHSC Enterprise Contract and Procurement Services (ECPS) Division  
4405 North Lamar Boulevard  
Austin, Texas 78756-3422  
Fax: (512) 206-5475  
Tel. (512) 206-5416  
[Alice.Hanna@hhsc.state.tx.us](mailto:Alice.Hanna@hhsc.state.tx.us)

Re: Travis County Health and Human Services/Veteran Services  
Office of Children Services  
Travis County System of Care Initiatives (The Children's Partnership; TRIAD; CPS  
Reintegration Project; YFAC – Communities in Schools; YFAC- Family Supportive  
Services)  
Community Demonstration for System of Care Expansion –  
Achieving Successful Systems Enriching Texas (ASSET)  
RFI No. : 529-12-0060

To Whom It May Concern:

On behalf of Travis County Health and Human Services and Veteran Services, I am pleased to submit this letter in support of the Travis County Health and Human Services and Veteran Services (TCHHS/VS) submission of interest for the **Community Demonstration for System of Care Expansion – Achieving Successful Systems Enriching Texas (ASSET) – Request For Interest (RFI)proposal.** The RFI is for communities interested in demonstrating a System of Care service delivery approach for children with serious emotional disturbances which may be used to inform the expansion of the System of Care practices in Texas. The purpose of this Request for Interest (RFI) is to identify three communities that will receive national and in-state technical assistance through HHSC and its collaborators to inform a statewide strategic plan for further implementation of System of Care in Texas. Selected communities will participate in a collaborative learning community and will be provided targeted training and technical assistance to address community-identified objectives.

The TCHHS/VS proposal will highlight the System of Care Initiatives in the Travis County community. The focus will be on partner and family collaborations, as well as the current structures and systems that support and maintain the Travis County System of Care. The proposal identifies fidelity to the System of Care values and the wraparound model as a key area of enhancement for Travis County. This includes a focus on family voice and representation; augmentation of our current training practices; and capacity building.





Letter of Support

January 4, 2012

Alice Hanna, CTPM  
HHSC Enterprise Contract and Procurement Services (ECPS) Division  
4405 North Lamar Boulevard  
Austin, Texas 78756-3422  
Fax: (512) 206-5475  
Tel. (512) 206-5416  
[Alice.Hanna@hhsc.state.tx.us](mailto:Alice.Hanna@hhsc.state.tx.us)

Re: Travis County Health and Human Services/Veteran Services and Office of Children Services  
Travis County System of Care Initiatives (The Children's Partnership; TRIAD; CPS Reintegration  
Project; YFAC – Communities in Schools; YFAC- Family Supportive Services)  
Community Demonstration for System of Care Expansion –Achieving Successful Systems Enriching  
Texas (ASSET) RFI No: 529-12-0060

To Whom It May Concern:

On behalf of Austin Travis County Integral Care, I am pleased to submit this letter in support of the Travis County Health and Human Services and Veteran Services (TCHHS/VS) submission of interest for the **Community Demonstration for System of Care Expansion – Achieving Successful Systems Enriching Texas (ASSET) – Request For Interest (RFI) proposal.** The RFI is for communities interested in demonstrating a System of Care service delivery approach for children with serious emotional disturbances which may be used to inform the expansion of the System of Care practices in Texas. The purpose of this Request for Interest (RFI) is to identify three communities that will receive national and in-state technical assistance through HHSC and its collaborators to inform a statewide strategic plan for further implementation of System of Care in Texas. Selected communities will participate in a collaborative learning community and will be provided targeted training and technical assistance to address community-identified objectives. As a graduated SAMHSA System of Care community, Travis County, through its strong local collaborative and partnerships, has been very successful in sustaining the values and principles of the system of care model, implemented since 1998.

The TCHHS/VS proposal will highlight the System of Care Initiatives in the Travis County community. The focus will be on partner and family collaborations, as well as the current structures and systems that support and maintain the Travis County System of Care. The proposal identifies fidelity to the System of Care values and the wraparound model as a key area of enhancement for Travis County. This includes a focus on family voice and representation; augmentation of our current training practices; and capacity building.

Austin Travis County Integral Care, as a longtime partner and collaborator of the Travis County systems of care initiative and as a supporter of this proposal, commits to the following roles and responsibilities as a partner of the Travis County System of Care:

- 1) Continued support of the Travis County System of Care;
- 2) Identify a person(s) from your Agency to be a liaison for this proposal, if awarded;
- 3) Collaborate with TCHHS/VS on the evaluation component of the proposal, if awarded;
- 4) When requested attend ASSET meetings and provide your expertise and recommendations as it relates to System of Care and the expansion statewide;
- 5) Participate in ASSET supported training and technical assistance.

Austin Travis County Integral Care is excited about the opportunity to continue work with TCHHS/VS to enhance our local System of Care community while participating in the expansion of this model statewide.

Sincerely,

A handwritten signature in cursive script that reads "David Evans".

David Evans, Chief Executive Officer  
Austin Travis County Integral Care

## Letter of Support

December 27, 2011

Alice Hanna, CTPM  
HHSC Enterprise Contract and Procurement Services (ECPS) Division  
4405 North Lamar Boulevard  
Austin, Texas 78756-3422  
Fax: (512) 206-5475  
Tel. (512) 206-5416

Re: Travis County Health and Human Services/Veteran Services  
Office of Children Services  
Travis County System of Care Initiatives (The Children's Partnership; TRIAD; CPS  
Reintegration Project; YFAC – Communities in Schools; YFAC- Family Supportive  
Services)  
Community Demonstration for System of Care Expansion –  
Achieving Successful Systems Enriching Texas (ASSET)  
RFI No. : 529-12-0060

To Whom It May Concern:

On behalf of Casey Family Programs, I am pleased to submit this letter in support of the Travis County Health and Human Services and Veteran Services (TCHHS/VS) submission of interest for the **Community Demonstration for System of Care Expansion – Achieving Successful Systems Enriching Texas (ASSET) – Request For Interest (RFI)proposal.** The RFI is for communities interested in demonstrating a System of Care service delivery approach for children with serious emotional disturbances which may be used to inform the expansion of the System of Care practices in Texas. The purpose of this Request for Interest (RFI) is to identify three communities that will receive national and in-state technical assistance through HHSC and its collaborators to inform a statewide strategic plan for further implementation of System of Care in Texas. Selected communities will participate in a collaborative learning community and will be provided targeted training and technical assistance to address community-identified objectives.

The TCHHS/VS proposal will highlight the System of Care Initiatives in the Travis County community. The focus will be on partner and family collaborations, as well as the current structures and systems that support and maintain the Travis County System of Care. The proposal identifies fidelity to the System of Care values and the wraparound model as a key area of enhancement for Travis County. This includes a focus on family voice and representation; augmentation of our current training practices; and capacity building.

Casey Family Programs, as a supporter of this proposal, commits to the following roles and responsibilities as a partner of the Travis County System of Care:

- 1) Continued support of the Travis County System of Care;
- 2) Identify a person(s) from your Agency to be a liaison for this proposal, if awarded;
- 3) Collaborate with TCHHS/VS on the evaluation component of the proposal, if awarded;
- 4) When requested attend ASSET meetings and provide your expertise and recommendations as it relates to System of Care and the expansion statewide;
- 5) Participate in ASSET supported training and technical assistance.

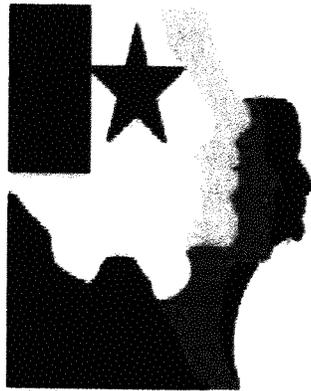
Casey Family Programs is excited about the opportunity to work with TCHHS/VS to enhance our local System of Care community while participating in the expansion of this model statewide.

Sincerely,

 1/4/12  
Date

Exec. Director Austin Field Office  
Title

Casey Family Programs  
Organization



**TEXAS**  
**Health and Human**  
**Services Commission**

**Tom Suehs, Executive Commissioner**

**Request for Interest (RFI)**

**For**

**Community Demonstration for System of Care Expansion –  
Achieving Successful Systems Enriching Texas (ASSET)**

**RFI No. : 529-12-0060**

**Date of Release: December 5, 2011**

**CPA Class/Item Codes: 952-59, 961-58, & 962-58**

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**1. General Information**

**1.1. Scope**

The State of Texas, by and through the Texas Health and Human Services Commission (HHSC), requests that communities interested in demonstrating a System of Care service delivery approach for children with serious emotional disturbances respond with a proposal that may be used to inform the expansion of System of Care practices in Texas. Authority to conduct this demonstration is through a federal grant project through the Center for Mental Health Services, Substance Abuse and Mental Health Services Administration (SAMHSA) grant opportunity #SM-11-008.

**1.2. HHSC Point of Contact**

The sole point of contact for inquiries concerning this RFI is:

Alice Hanna, CTPM  
 HHSC Enterprise Contract and Procurement Services (ECPS) Division  
 4405 North Lamar Boulevard  
 Austin, Texas 78756-3422  
 Fax: (512) 206-5475  
 Tel. (512) 206-5416  
[Alice.Hanna@hhsc.state.tx.us](mailto:Alice.Hanna@hhsc.state.tx.us)

All communications relating to this RFI must be directed to the HHSC contact person named above. All communications between respondents and other HHSC staff members concerning this RFI are strictly prohibited.

**1.3. Procurement Schedule**

All dates are subject to change at HHSC's discretion.

| RFI Schedule   |                                  |
|--|----------------------------------|
| RFI Release Date   | December 5, 2011                 |
| Vendor Questions Due                                     | December 16, 2011, 2:00 p.m. CST |
| Response to Vendor Questions Posted                      | January 5, 2012                  |
| Responses Due  | January 17, 2012, 2:00 p.m. CST  |
| Review and selection of the top 6 candidate sites        | January 25, 2012                 |
| Site interviews of the top 6 candidate sites             | February 9, 2012                 |
| Corporative Agreement with the top 3 demonstration sites | February 10, 2012                |

**1.4. Mission Statement**

In order to comply with the terms and conditions of the ASSET federal grant objectives, HHSC is required to propose a strategic plan to implement System of Care practices within Texas

communities to improve the service delivery and outcomes of children and youth with serious emotional disturbances and their families.

HHSC intends to competitively solicit proposals from communities interested in developing or enhancing a System of Care service delivery approach. The purpose of this Request for Interest (RFI) is to identify three communities that will receive national and in-state technical assistance through HHSC and its collaborators to inform a statewide strategic plan for further implementation of System of Care in Texas. Selected communities will participate in a collaborative learning community and will be provided targeted training and technical assistance to address community-identified objectives.

### 1.5. Mission Objectives

It is HHSC's intent that, through this RFI, it will gain the necessary knowledge and understanding to meet its stated mission through the following objectives:

- Identify communities that have interest in various stages (beginning or early stages to advanced stages) of systems development for supporting a System of Care service delivery approach within their community (e.g., developing governance structures, leadership development, local planning, coordinated service delivery, coordinated training, shared technology, fiscal practices, etc.);
- Identify appropriate methodologies for demonstrating a System of Care practice model; and
- Identify challenges or issue areas to be addressed in a strategic plan for developing System of Care service approaches in Texas communities.

### 1.6. Background

The Health and Human Services Commission (HHSC) was created in 1991 to oversee and coordinate the planning and delivery of health and human services in Texas. It is established pursuant to Chapter 531, Texas Government Code (<http://www.capitol.state.tx.us/statutes/gv.toc.htm>) and is responsible for oversight of Texas Health and Human Services agencies. HHSC Enterprise Contracting and Procurement Services (ECPS) will administer this RFI and handle communications from respondents. In addition, ECPS directs procurement processes and directs the execution of contracts.

"System of Care" is a term of art regarding a service delivery approach that SAMSHA has endorsed through cooperative agreements with local communities. The System of Care approach builds upon community capacity to address the needs of children and youth with serious emotional disturbances and their families. A System of Care is an adaptive network of structures, processes, and relationships grounded in System of Care values and principles that provide children and youth with serious emotional disturbances and their families with access to and availability of necessary services and supports across administrative and funding jurisdictions. System of Care core values and principles and related information are available on the website of the Technical Assistance Partnership, a SAMHSA contractor, at: <http://www.tapartnership.org/SOC/SOCvalues.php>

Community Demonstration for System of Care Expansion – Achieving Successful Systems Enriching Texas (ASSET)  
RFI No. : 529-12-0060  
Section 1 General Information

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HHSC was awarded a one-year federal grant through SAMHSA to develop a strategic plan to expand System of Care practices in Texas. Beginning in 1998, Texas communities have received 6 six-year cooperative agreements with SAMHSA to develop a System of Care within local communities. In 2011, SAMHSA has turned their focus toward supporting statewide approaches to System of Care development. Texas was 1 of 24 successful entities that competed for this grant opportunity. The Texas grant is entitled: Achieving Successful Systems Enriching Texas (ASSET).

**1.7. HHSC Addendums and Announcements Regarding this RFI**

HHSC will post all official communication regarding this RFI on its website. HHSC reserves the right to revise the RFI at any time. Any changes, addendums, or clarifications will be made in the form of written responses to respondent questions, amendments, or addendum issued by HHSC on its website. Respondents should check the website frequently for notice of matters affecting the RFI. To access the website, go to the "[HHSC Contracting Opportunities](#)" page and enter a search for this RFI.

## **2. Mission Results/Scope of Work**

### **2.1 General Scope**

The intent of this RFI is to receive and evaluate proposals from communities who are interested in launching a System of Care service delivery approach or communities interested in enhancing an existing System of Care service delivery system. Three communities will be selected to receive in-state and national technical assistance to demonstrate System of Care practices that may be used to develop an overall strategic plan for statewide expansion of System of Care.

Interested entities will define their “community” service area (e.g., a city, a county, multiple counties). The community’s proposal should target:

- systems development (e.g., setting up a collaborative governance body and assessing the assets and needs of children’s mental health services in the community);
- a particular population of focus (e.g., young children with social emotional development needs, children and youth with mental health needs involved in the child welfare system, youth with mental health needs involved in the juvenile justice system, youth with mental health needs transitioning to adulthood, etc.);
- an enhancement to a particular issue area (collaborative financing strategies, data sharing strategies, launching a new evidence-based practice/s, etc.); or
- assure stakeholder commitment for participation in ASSET supported training and technical assistance.

The proposal should include an explanation of the community’s current capacity to implement one or more of the areas of interest above for a System of Care service delivery approach. The proposal will identify an entity as their System of Care project lead, including a designated individual as a point of contact for that community. That person will be responsible for facilitating communication and serving as a liaison between local and state points of contact. There should be documented support for the proposal from agencies and organizations in the community that provide or advocate for mental health services to those children and/or youth with serious emotional disturbances targeted in that community.

All interested parties may respond to this RFI.

### **2.2. Topics and Questions of Interest**

Any response to this RFI should address, but not be limited to, the following topics and questions of interest:

- TQ-1** Describe the community strengths and needs as they relate to the proposed targeted objectives.
- TQ-2** Describe the appropriate goals and objectives for the proposed area of System of Care development or enhancement.
- TQ-3** Describe the intended outcome of the System of Care activity(ies) to be implemented.

Community Demonstration for System of Care Expansion – Achieving Successful Systems Enriching Texas (ASSET)  
RFI No. : 529-12-0060

Section 2. Mission Result/Scope of Work

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- TQ-4** Describe the appropriate outcome measures to evaluate the impact of the demonstration. Include the data sources for each outcome measure and, if included, the sampling methodology.
- TQ-5** Describe how the effects of the demonstration may be similar or different from other community initiatives occurring in Texas.
- TQ-6** Explain the strength and weaknesses of the System of Care approach you have described. Include potential issues related to the evaluation of the demonstration.
- TQ-7** Identify topics that would be important to receive specific technical assistance and explain why.
- TQ-8** Describe your interest in partnering with HHSC regarding System of Care development within your community. Include:
- your interest in improving children’s mental health service delivery;
  - your capabilities and limitations as related to children’s mental health service delivery;
  - any evaluations of children’s mental health service delivery projects you have conducted or are currently conducting;
  - the name and a description of any organization, corporation, partnership, or other such entity you represent and any health services provided or operated by that organization, corporation, or partnership; and
  - the role that families or youth with mental health experience have had in the proposal development.

### **3. General Instructions and Proposal Requirements**

1. Responses to this RFI must total no more than five pages in length, single-spaced with Times Roman 12 font, and 1-inch margins, and must be typewritten or legibly printed and signed. Additional pages may contain contact information, collaborators, qualifications of project lead, or letters of support.
2. This RFI is issued for the purpose of obtaining information for consideration by HHSC and/or its agencies for informing a statewide System of Care expansion plan.
3. This RFI constitutes a solicitation of proposals.
4. This RFI does not constitute a commitment to conduct procurement, or an offer to contract or a prospective contract. HHSC will not award a contract as a result of this RFI, but a letter of agreement will be developed. HHSC will not be liable for any costs incurred by respondents in the preparation and submission of information in responses to this RFI.
5. All information received by HHSC becomes HHSC's property and will not be returned to the sender. There will be no acknowledgment by HHSC of receipt of the information. Acceptance of responses to this RFI places no obligations of any kind upon HHSC.

#### **3.1. Questions and Comments**

All questions and comments regarding this RFI should be sent to the HHSC Point of Contact (see Section 1.2). Questions must reference the appropriate RFI page and section number, and must be submitted by the deadline set forth in Section 1.3. HHSC will not respond to questions received after the deadline. HHSC's responses to vendor questions will be posted to the HHSC Website. HHSC reserves the right to amend answers prior to the proposal submission deadline.

#### **3.2. Response Submission, Date, Time and Location**

Responses to this RFI must be submitted by the deadline set forth in Section 1.3. Responses must be submitted to HHSC's designated point-of-contact as identified in Section 1.2. If after the review of the responses, HHSC determines that it is in the best interest of HHSC, HHSC staff may contact respondents for further information.

#### **3.3. Copies of Response**

Respondents must submit one (1) electronic submission (must be with Microsoft Office applications) to the designated HHSC point-of-contact by the date and time specified in this RFI.

#### **3.4. Disclaimers**

HHSC, at its sole discretion, may or may not issue a related solicitation or may issue multiple solicitations based on the responses to this RFI. Responding to this RFI is not a condition for eligibility to respond to any subsequent solicitation. Responses to this RFI will not have any bearing, positive or negative, on the evaluation and respondent selection resulting from any proposals that may be received in response to any subsequent solicitation.

Community Demonstration for System of Care Expansion – Achieving Successful Systems Enriching Texas (ASSET)  
RFI No. : 529-12-0060  
Section 3. General Instructions and Proposal Requirements

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Any information received from respondents to the RFI in any form may be used by HHSC without restriction for any purpose determined by HHSC.

HHSC reserves the right to request presentations from any or all respondents to this RFI to further understand the submittal responses. Respondents who are requested to make such presentations are under no legal obligation to make them. Respondents to this RFI will not be reimbursed for any expense incurred in preparing a response.



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Sherri E. Fleming 854-4100

**Elected/Appointed Official/Dept. Head:** Sherri E. Fleming,  
County Executive for Health and Human Services and Veterans Service  
**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and Take Appropriate Action on Request for the Ending Community Homelessness Coalition to Occupy Office Space at the Palm Square Building

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

**HHS/VS has received a request from the Ending Community Homelessness Coalition to use office space the Palm Square Building to house it's Executive Director and IT personnel.**

**ECHO's request is attached**

### **STAFF RECOMMENDATIONS:**

ECHO is currently engaged in work in the community that is critical to addressing issues of homelessness in Travis County. Staff supports and recommends that the Court approve this request for a period of one year. Staff will revisit the office use arrangements with ECHO prior to December, 2012.

### **ISSUES AND OPPORTUNITIES:**

**Allowing ECHO to share space with HHS/VS supports a critical community collaboration during a time of transition. HHS/VS staff see collaboration with community-based organizations as critical to fulfilling the delivery of services to Travis County residents and best positions us to advise the Commissioners Court on critical Social Services policy issues.**

**FISCAL IMPACT AND SOURCE OF FUNDING: The request will not increase the Travis County budget.**

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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



January 3, 2012

Sherri Fleming,

**BOARD OF DIRECTORS**

ED MCHORSE, CHAIRMAN  
Graves Dougherty Hearon & Moody

DR. DONALD CHRISTIAN, VICE CHAIR  
Concordia University

DR. CALVIN STREETER, SECRETARY  
UT School Of Social Work

MARSHALL JONES, TREASURER  
Food & Wine Foundation of TX

DONNA CARTER  
Carter Design Associates

ANN DENTON  
Advocates for Human Potential, Inc.

CORKY HILLIARD  
Hilliard Resources

ALAN ISAACSON  
Seton Shoal Creek

TIM LEAGUE  
Alamo Drafthouse Cinemas

PERRY LORENZ  
Developer

GLORIA TERRY  
TX Council on Family Violence

ELYSE YATES  
I&O Communications

**EXECUTIVE DIRECTOR**

Ann Howard  
512-963-7630  
Annhoward@austinecho.org

P.O. Box 301228  
Austin, TX 78703

With a new year upon us, ECHO leadership is renewing our commitment to providing dynamic, proactive leadership that engages policy makers and the community to end homelessness. We are writing to request use of office space in your Palm Square Building at 100 N. IH35 Suite 1000. The downtown location is ideal for our work with County staff and officials, as well as City staff and local housing and service providers.

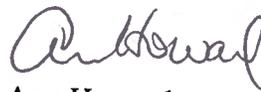
As you know, ECHO has never before had a physical office, nor had full-time staff. However by the end of January, we anticipate being a staff of 4-5 employees and it will be most effective and efficient for them to office together: three employees will administer the Homeless Management Information System (HMIS) and the other 2 include our Executive Director Ann Howard and part-time executive assistant Jessie Aric. We have canvassed the City for office space and sharing space at Palm Square with your team is most attractive.

The nature of our work is collaboration and officing together would further solidify the ECHO partnership with Travis County. It also puts ECHO in a space that's easy to get to and from, making appointments at the ECHO office attractive. We would be interested in improving shared meeting spaces, and would need reliable access to the internet. Depending on the size of the individual offices, we could us 2-3 offices for HMIS, 1-2 offices for Ann & Jessie and perhaps another space if available as a small conference/training room. Your large conference area would be very useful for the ECHO community, but we promise to be respectful of the many demands you have for it, too.

Please don't hesitate to ask us questions about this request, or call on us to help with next steps.

  
Ed McHorse

President



Ann Howard  
Executive Director



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

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

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

**Commissioners Court Sponsor:** Samuel T. 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 \$497,081.54, for the period of December 23 to December 29, 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 \$497,081.54.

### ISSUES AND OPPORTUNITIES:

See attached.

### FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (526) – \$497,081.54

### 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](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS**

**DATE:** January 10, 2012

**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:** December 23, 2011 to December 29, 2011

**REIMBURSEMENT REQUESTED FOR THIS PERIOD:** \$497,081.54

**HRMD RECOMMENDATION:** The Director or Risk Manager has reviewed the reimbursement submitted and concurs with the findings of the audits by the Financial Analyst and the Benefits Contract Administrator and therefore recommends reimbursement of \$497,081.54.

Please see the attached reports for supporting detail information.

**TRAVIS COUNTY**  
**HOSPITAL AND INSURANCE FUND**  
**SUPPORTING DETAIL FOR THE**  
**WEEKLY REIMBURSEMENT REQUEST TO**  
**COMMISSIONERS COURT**  
**FOR THE PAYMENT PERIOD**  
**DECEMBER 23, 2011 TO DECEMBER 29, 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: January 10, 2012  
 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: December 23, 2011  
 TO: December 29, 2011

**REIMBURSEMENT REQUESTED: \$ 497,081.54**

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

|  |                      |
|--|----------------------|
| NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:                                     | \$ 1,442,506.81      |
| bank withdrawal correction   | \$ (2,850.00)        |
| LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: January 3, 2012 | \$ (942,710.54)      |
| October 5, 2010 adj  | \$ -                 |
| Adjust to balance per UHC  | \$ 135.10            |
|  | \$ 0.17              |
| <b>TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:</b>              | <b>\$ 497,081.54</b> |
| <br>PAYMENTS DEEMED NOT REIMBURSABLE   | <br>\$ -             |
| <b>TRANSFER OF FUNDS REQUESTED:</b>  | <b>\$ 497,081.54</b> |

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

All claims over \$25,000 (3 this week totaling \$90,452.62) 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 (\$64,344.50) 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 (\$3,185.58).

All claims submitted in this transfer have been audited to confirm accuracy of billing and legitimacy of claim under the service provisions of the health care contract and all are contractually legitimate, legally incurred and accurately billed claims.

I certify that all data listed on this recommendation for transfer of funds is correct and that the payments shown have been made solely for the purpose of health insurance claims.

Diane Blankenship 12/30/11  
 Diane Blankenship, Director, HRMD Date

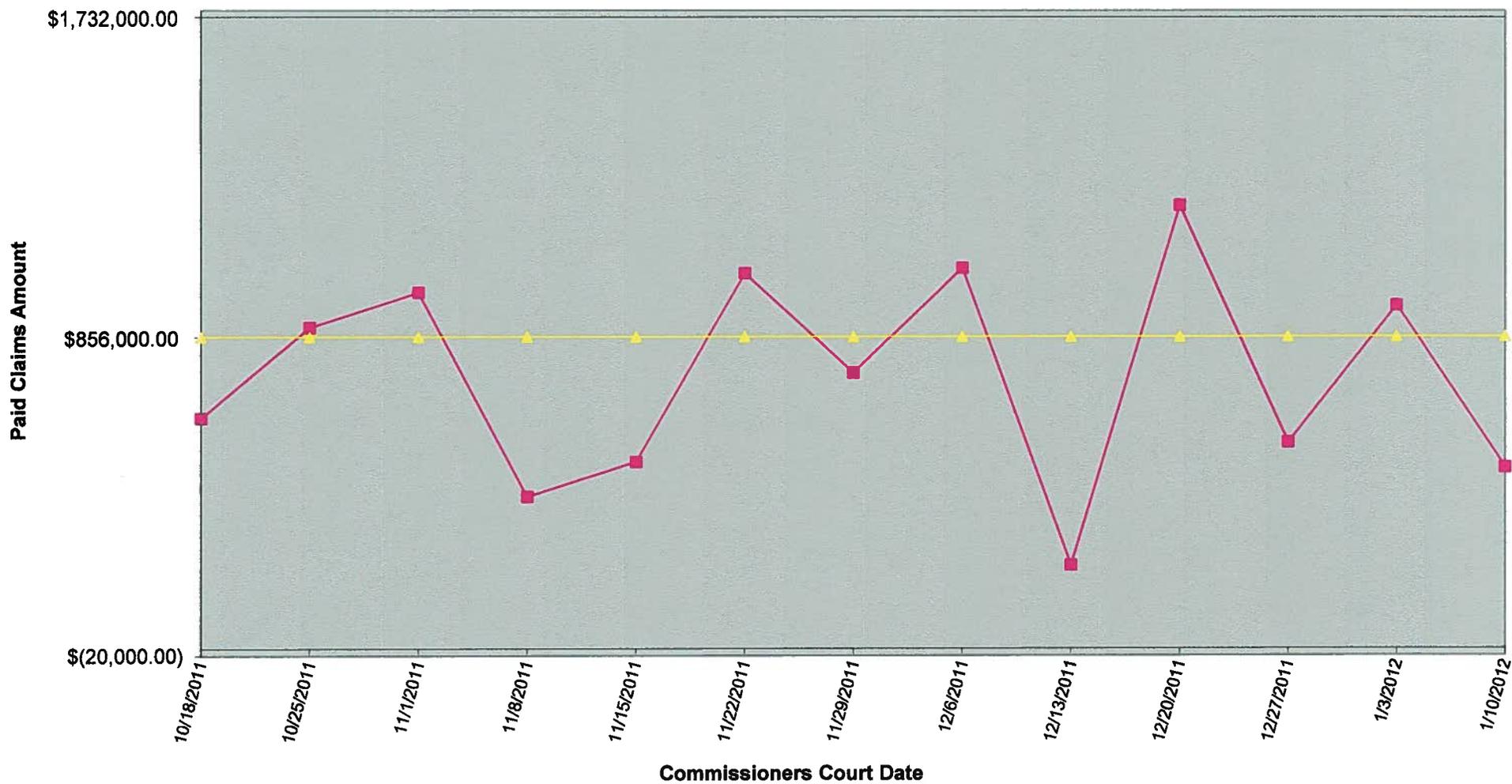
not available to sign  
 Dan Mansour, Risk Manager Date

Cindy Purinton 12/30/11  
 Cindy Purinton, Benefit Contract Administrator Date

Norman McRee 12/30/11  
 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.

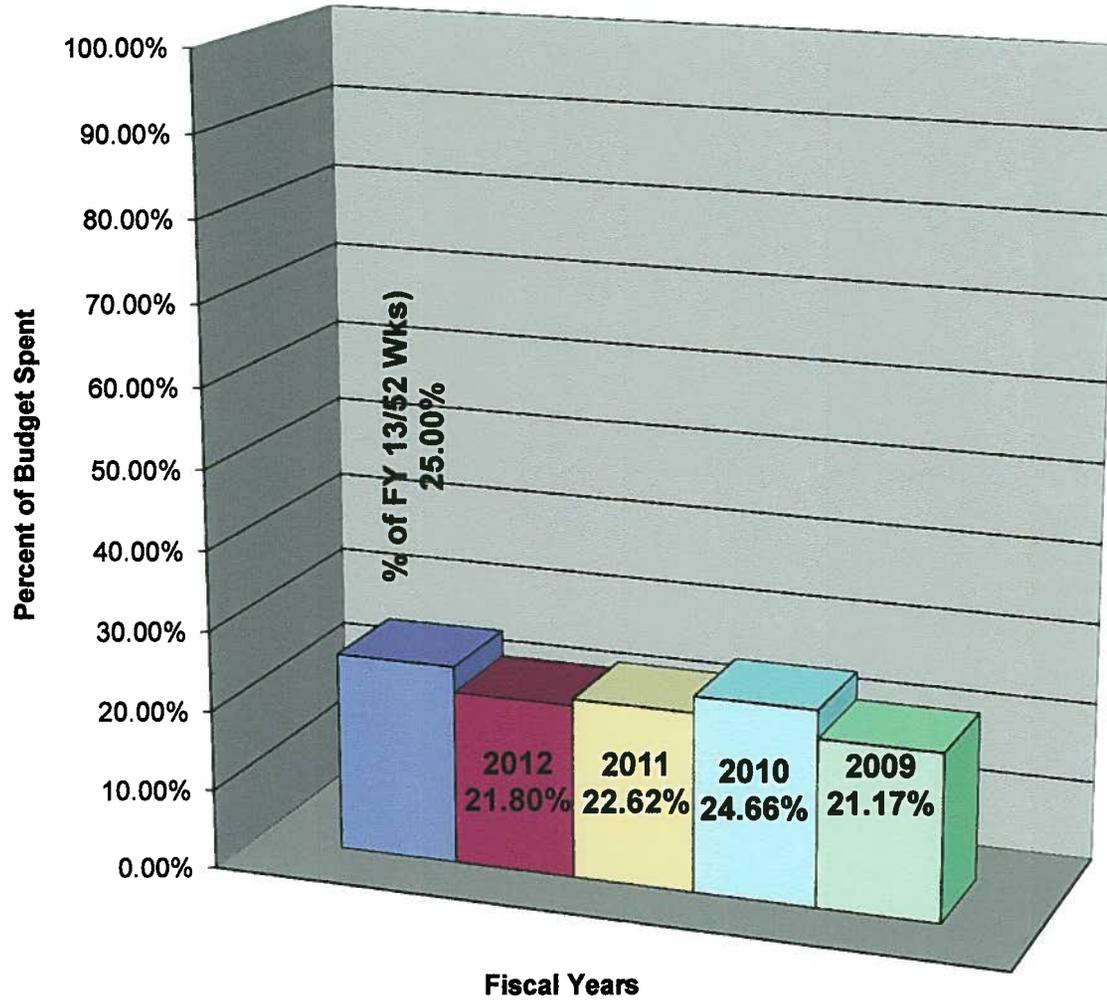
### Travis County Employee Benefit Plan FY12 Paid Claims vs Weekly Claims Budget of \$856,615.23



2



### Comparison of Claims to FY Budgets Week 13



*H*

**Norman McRee**

---

**From:** SIFSAX@UHC.COM  
**Sent:** Thursday, December 29, 2011 11:30 PM  
**To:** Norman McRee  
**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: 2011-12-30                      REQUEST AMOUNT: \$1,442,506.81

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

CALCULATION OF REQUEST AMOUNT

|  |                       |
|--|-----------------------|
| + ENDING BANK ACCOUNT BALANCE FROM: 2011-12-29 | \$1,259,586.75        |
| - REQUIRED BALANCE TO BE MAINTAINED:           | \$2,668,041.00        |
| + PRIOR DAY REQUEST:                           | \$00.00               |
| <b>= UNDER DEPOSIT:</b>                        | <b>\$1,408,454.25</b> |
| + CURRENT DAY NET CHARGE:                      | \$34,052.56           |
| + FUNDING ADJUSTMENTS:                         | \$00.00               |
| <b>REQUEST AMOUNT:</b>                         | <b>\$1,442,506.81</b> |

ACTIVITY FOR WORK DAY: 2011-12-23

| CUST PLAN | CLAIM        | NON CLAIM | NET CHARGE   |
|-----------|--------------|-----------|--------------|
| 0632      | \$114,174.60 | \$00.00   | \$114,174.60 |
| 5972      | \$234.03     | \$00.00   | \$234.03     |

## UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2011\_12\_29

| 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    | 0.01       | QG           | 10659840   | AH     |              | 9 12/23/2011  | 100          | 12/28/2011 | 12/29/2011 |
| 701254    | 632    | 0.01       | QG           | 10659840   | AH     |              | 9 12/23/2011  | 100          | 12/28/2011 | 12/29/2011 |
| 701254    | 632    | 0.01       | QG           | 10659840   | AA     |              | 1 12/23/2011  | 100          | 12/28/2011 | 12/29/2011 |
| 701254    | 632    | 0.01       | QG           | 10653358   | AH     |              | 1 12/22/2011  | 100          | 12/27/2011 | 12/29/2011 |
| 701254    | 632    | 0.01       | QG           | 10653358   | AH     |              | 1 12/22/2011  | 100          | 12/27/2011 | 12/29/2011 |
| 701254    | 632    | (0.02)     | RH           | 19905980   | AE     |              | 7 12/20/2011  | 50           | 12/27/2011 | 12/29/2011 |
| 701254    | 632    | (0.03)     |              | 28 5301669 | AC     |              | 1 12/27/2011  | 55           | 12/30/2011 | 12/29/2011 |
| 701254    | 632    | (0.03)     | UZ           | 70751620   | AI     |              | 11 12/20/2011 | 50           | 12/27/2011 | 12/29/2011 |
| 701254    | 632    | (0.08)     |              | 28 5302915 | A      |              | 1 12/27/2011  | 55           | 12/30/2011 | 12/29/2011 |
| 701254    | 632    | (5.62)     |              | 28 5309116 | AB     |              | 1 12/27/2011  | 55           | 12/30/2011 | 12/29/2011 |
| 701254    | 632    | (10.37)    | PH           | 30862309   | AI     |              | 3 2/25/2011   | 50           | 12/29/2011 | 12/29/2011 |
| 701254    | 632    | (11.72)    | QG           | 70113250   | AH     |              | 5 2/14/2011   | 50           | 12/28/2011 | 12/29/2011 |
| 701254    | 632    | (40.02)    |              | 28 5309198 | AA     |              | 1 12/27/2011  | 55           | 12/30/2011 | 12/29/2011 |
| 701254    | 632    | (43.10)    |              | 26 266519  | AA     |              | 1 12/27/2011  | 50           | 12/30/2011 | 12/29/2011 |
| 701254    | 632    | (129.14)   | QG           | 70253000   | AH     |              | 9 12/21/2011  | 50           | 12/28/2011 | 12/29/2011 |
| 701254    | 632    | (217.01)   | PH           | 60012024   | AA     |              | 7 12/6/2010   | 50           | 12/28/2011 | 12/29/2011 |
| 701254    | 632    | (268.88)   | QG           | 50567078   | AE     |              | 6 12/21/2011  | 50           | 12/28/2011 | 12/29/2011 |
| 701254    | 632    | (1,137.66) | PH           | 82356370   | AI     |              | 3 12/22/2011  | 50           | 12/29/2011 | 12/29/2011 |
| 701254    | 632    | (1,321.90) |              | 26 266520  | AH     |              | 1 12/27/2011  | 50           | 12/30/2011 | 12/29/2011 |

9  
497,081.54

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

For the payment week ending: 12/29/2011

| <i>CONTR_#</i> | <i>TRANS_AMT</i> | <i>SRS</i> | <i>CHK_#</i> | <i>GRP</i> | <i>CLAIM<br/>ACCT#</i> | <i>ISS_DATE</i> | <i>TRANS<br/>CODE</i> | <i>TRANS_DATE</i> |
|----------------|------------------|------------|--------------|------------|------------------------|-----------------|-----------------------|-------------------|
|----------------|------------------|------------|--------------|------------|------------------------|-----------------|-----------------------|-------------------|

**Total:** \$0.00

7

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

 For the payment week ending: 12/29/2011
 

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| <b>TYPE</b>        | <b>MEMBER TYPE</b>        | <b>TRANS_AMT</b>    |
|--------------------|---------------------------|---------------------|
| <b><i>CEPO</i></b> |                           |                     |
|                    | EE                        |                     |
|                    | <b>526-1145-522.45-28</b> | <b>89,820.53</b>    |
|                    | RR                        |                     |
|                    | <b>526-1145-522.45-29</b> | <b>3,602.13</b>     |
| <b>Total CEPO</b>  |                           | <b>\$93,422.66</b>  |
| <b><i>EPO</i></b>  |                           |                     |
|                    | EE                        |                     |
|                    | <b>526-1145-522.45-20</b> | <b>64,411.19</b>    |
|                    | RR                        |                     |
|                    | <b>526-1145-522.45-21</b> | <b>10,079.74</b>    |
| <b>Total EPO</b>   |                           | <b>\$74,490.93</b>  |
| <b><i>PPO</i></b>  |                           |                     |
|                    | EE                        |                     |
|                    | <b>526-1145-522.45-25</b> | <b>310,269.57</b>   |
|                    | RR                        |                     |
|                    | <b>526-1145-522.45-26</b> | <b>18,898.38</b>    |
| <b>Total PPO</b>   |                           | <b>\$329,167.95</b> |
| <b>Grand Total</b> |                           | <b>\$497,081.54</b> |



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 1/10/2012

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

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

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

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

### **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 – 3.

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

### **STAFF RECOMMENDATIONS:**

N/A

### **ISSUES AND OPPORTUNITIES:**

N/A

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

None.

### **REQUIRED AUTHORIZATIONS:**

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](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



# Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

## January 10, 2012

ITEM # :

**DATE:** December 30, 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 – 3.**

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)

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

|                  |
|------------------|
| <b>NEW HIRES</b> |
|------------------|

| Dept.                  | Slot | Position Title     | Dept. Requests<br>Level/Salary | HRMD Recommends<br>Level/Salary |
|------------------------|------|--------------------|--------------------------------|---------------------------------|
| TNR                    | 590  | Park Maint Worker* | 7 / \$27,310.40                | 7 / \$27,310.40                 |
| * Temporary to Regular |      |                    | ** Actual vs Authorized        |                                 |

|                               |
|-------------------------------|
| <b>TEMPORARY APPOINTMENTS</b> |
|-------------------------------|

| Dept.  | Slot  | Position Title           | Dept.<br>Requests<br>Grade/Salary | HRMD<br>Recommends<br>Grade/Salary | **Temporary<br>Status Type<br>Code |
|--|-------|--------------------------|-----------------------------------|------------------------------------|------------------------------------|
| TNR  | 50049 | School Crossing<br>Guard | 11 / \$13.00                      | 11 / \$13.00                       | 05                                 |
| **Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits). |       |                          |                                   |                                    |                                    |

|  |
|--|
| <b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY<br/>REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b> |
|--|

| Dept.<br>(From)        | Slot – Position Title<br>– Grade – Salary            | Dept.<br>(To)         | Slot – Position Title<br>– Grade – Salary                   | Comments   |
|------------------------|--|-----------------------|---|--|
| Juvenile<br>Probation  | Slot 491 / Custodian<br>Ld* / Grd 7 /<br>\$31,003.54 | Juvenile<br>Probation | Slot 491 / Custodial<br>Svcs Supv / Grd 10 /<br>\$34,103.89 | Promotion. Pay is<br>between midpoint and<br>max of pay grade. |
| * Actual vs Authorized |  |                       |   |  |

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| <b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b> |  |                   |  |  |
|--|--|-------------------|--|--|
| <b>Dept. (From)</b>  | <b>Slot – Position Title – Grade – Salary</b>      | <b>Dept. (To)</b> | <b>Slot – Position Title – Grade – Salary</b>      | <b>Comments</b>  |
| <b>TNR</b>   | Slot 516 / Park Maint Worker / Grd 7 / \$24,297.31 | <b>TNR</b>        | Slot 516 / Park Maint Worker / Grd 7 / \$26,707.20 | Salary adjustment. Pay is between midpoint and max of pay grade. |
| <b>TNR</b>   | Slot 537 / Park Maint Worker / Grd 7 / \$24,297.31 | <b>TNR</b>        | Slot 537 / Park Maint Worker / Grd 7 / \$26,707.20 | Salary adjustment. Pay is between midpoint and max of pay grade. |
| <b>TNR</b>   | Slot 585 / Park Maint Worker / Grd 7 / \$26,707.20 | <b>TNR</b>        | Slot 585 / Park Maint Worker / Grd 7 / \$28,828.17 | Salary adjustment. Pay is between midpoint and max of pay grade. |
| <b>TNR</b>   | Slot 595 / Park Maint Worker / Grd 7 / \$24,297.31 | <b>TNR</b>        | Slot 595 / Park Maint Worker / Grd 7 / \$25,500.80 | Salary adjustment. Pay is between midpoint and max of pay grade. |
| <b>* Actual vs Authorized</b>  |  |                   |  |  |

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

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

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

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

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

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



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 01/10/12

**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

A handwritten signature in black ink, appearing to be "R. Jefferies", is written over the text of the "Elected/Appointed Official/Dept. Head" line.

**AGENDA LANGUAGE: CONSIDER AND TAKE APPROPRIATE ACTION ON NEXT STEPS FOR THE OFFICE ON VIOLENCE AGAINST WOMEN, SAFE HAVENS - SUPERVISED VISITATION AND SAFE EXCHANGE GRANT:**

- A. UTILIZE THE 1101 NUECES ST. BUILDING FOR THE PLANETSAFE SUPERVISED VISITATION AND SAFE EXCHANGE CENTER BY PROJECTED DATE OF MAY, 2012;**
- B. RELOCATE THE COUNSELING AND EDUCATION SERVICES NUECES STAFF TEMPORARILY TO 1010 LAVACA, 2<sup>ND</sup> FLOOR IN FEBRUARY, 2012;**
- C. DISCUSS FUNDING OPTIONS FOR MOVE AND RENOVATIONS.**

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

Travis County has successfully applied for and received two Safe Havens: Supervised Visitation and Safe Exchange Grants from the U.S. Department of Justice, Office on Violence Against Women (OVW). The overall goal of Safe Havens grants is to provide an opportunity for communities to support supervised visitation and the safe exchange of children by and between parents in situations involving domestic violence while also protecting children and adult victims from further trauma or violence. The Counseling and Education Services (CES) department has applied for and administered the grants. Travis County is slightly over one third of the way through its second Safe Havens grant which is for the development and implementation of a supervised visitation and safe exchange center. Following is a summary of what has been accomplished in the planning and development phases and a request to approve implementation of the next steps.

Travis County fulfilled the deliverables of the first OVW award, a Safe Havens Planning Grant of \$200,000 from October, 2008 until September 30, 2010. The FY08 grant's focus was to receive input from the community on planning a supervised visitation and safe exchange center in Travis County. A Collaboration Team of stakeholders was established and a Memorandum of Understanding (MOU) was approved by the

**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](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Commissioners Court and a part-time Grant Director and Office Specialist were hired. Collaboration Team members attended numerous OVW trainings to learn about policies and procedures and how others around the country have implemented their supervision centers. During the FY08 planning grant the team identified past barriers to services through several focus groups of past Kids Exchange clients and determined how to overcome these with the new center. Policies and procedures were written and the broader based Consulting Committee was created to oversee the creation of these, as well as, begin planning for sustainability of the center. SafePlace, the domestic violence and sexual assault center for Travis County and major partner of the grant, was selected by the team to be the agency that will sub-contract with the county to administer the Supervised Visitation and Safe Exchange Center. In July, 2010 a name was selected for the center, "PlanetSafe". Several sites for the center were also identified and toured by the team including the county building at 1101 Nueces St.

A second Safe Havens Grant was applied for in March of 2010 and received from OVW for \$400,000 over a three-year period from October, 2010 until September 30, 2013. The current award supports a one year development component for a supervised visitation and safe exchange center and a two year implementation component. As with the first grant, there is no financial match required of Travis County.

Several major goals for the three year development and implementation grant are as follows:

Year 1: Oct. 2010 through Sept. 2011

- 1) Travis County to contract with SafePlace as sub-recipient of the Safe Havens grant in order to co-direct the management of the grant during the development phase (first year) and transition into the lead agency by the end of the grant cycle.
- 2) To identify and secure a building and location that meets the safety and occupation standards established by the Collaboration Team.

Year 2: Oct. 2011 through Sept. 2012

- 1) To open the supervised visitation center.
- 2) To implement the referral system and identify gaps by problem solving with staff and Consulting Committee members.
- 3) Create a new Memorandum of Understanding (MOU) with stakeholders for this grant.

Year 3: Oct. 2012 through Sept. 2013

- 1) Add a satellite safe exchange center site(s).
- 2) Transition SafePlace as the sub-contractor for all services.

Staff and the Safe Havens Collaboration Team have completed work on the first year's developmental goals. Once they are approved by the Commissioners Court, we will be ready to move into the implementation phase. The contract for SafePlace to become a sub-recipient of the Travis County Safe Havens Grant has been completed by County Attorney's Office, and is currently being reviewed by Auditors and Purchasing. This contract should be coming before the Court in one to two weeks from the Purchasing Office. Staff recommends the approval of this contract as SafePlace has been working in the capacity of co-directing the developmental phase of this grant.

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Staff and the Safe Havens Collaboration Team has also completed the task of identifying a building and location that meet the safety and occupation standards established by the team. The county building, 1101 Nueces, was identified as the favored site for a temporary location. The Consulting Committee has determined that once established, PlanetSafe will fundraise to purchase/build a permanent center. On-going communication with Facilities Management and the Downtown Central Campus Committee determined that this site would be acceptable as a temporary location, if approved by the Commissioners Court, as there were no future plans for this building for 5 or 6 years. On October 3<sup>rd</sup> and 4<sup>th</sup> of 2011, the OVW Safe Havens Program Manager visited Travis County to tour the potential site at 1101 Nueces St. She approved the site whole heartedly, saying it was an excellent location and the building meets all of the structural and safety requirements outlined in the grant from OVW. She also met with Judge Biscoe and the Executive Director of SafePlace.

Clearly, the CES Intake staff, currently located at 1101 Nueces, would have to be re-located before PlanetSafe could inhabit the site. The prime site that CES wants to relocate to is the upstairs of 5501 Airport Blvd. above the rest of the CES department. However, when CES learned from Facilities Management that the build out cost for that space would be \$287,000 of unbudgeted funds, we began looking for alternatives. After several meetings organized by Roger Jefferies, Justice and Public Safety County Executive and input received from other county executives, upper management and the Safe Havens Collaboration Team, several options were vetted.

The option that is being put forth for approval is for the CES Intake staff to move to the 2<sup>nd</sup> floor of 1010 Lavaca where HRMD used to be located. Facilities has approved this move as the space is vacant with no immediate plans for occupancy. It will meet the needs of the department and the relocation to this space will not be costly to the county. CES and Facilities Management can then request the needed funding for the permanent move to the Airport location in the FY13 budget cycle and go forth accordingly.

### **STAFF RECOMMENDATIONS:**

- 1) Court approval of the use of the 1101 Nueces St. facility for the PlanetSafe Supervised Visitation and Safe Exchange Center by the projected startup date of May, 2012.
- 2) Approval for the CES Intake unit to be relocated to 1010 Lavaca, 2<sup>nd</sup> floor, as a temporary site in February or March of 2012 until funding for a permanent move to 5501 Airport can be allocated through the FY13 budget cycle.

**ISSUES AND OPPORTUNITIES:** CES will contact all referral sources, including the County Courts, about the move. There should be no issues as it is just being relocated down 11<sup>th</sup> St. All referral sources were previously contacted about the potential move from Nueces to Airport and of a request going to Commissioners Court. All feedback was supportive, including having the supervised visitation center located at 1101 Nueces. CES has also notified surrounding offices and the Regency Apts. about the PlanetSafe Center being at the Nueces location and have not received any negative feedback. CES has been in contact with Facilities Management and Planning and

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Budget (PBO) on the potential move. Both departments are supportive of the CES move to 1010 Lavaca and the move of PlanetSafe into Nueces.

**FISCAL IMPACT AND SOURCE OF FUNDING:** The only cost which needs to be requested from the Commissioners Court is the renovation cost for 1101 Nueces for PlanetSafe which Facilities Management has estimated at \$15,000. The implementation of PlanetSafe Supervised Visitation and Safe Exchange Center will be funded by the Safe Havens grant until Sept. 2013 with SafePlace administering it.

The cost to move CES Intake into the 2<sup>nd</sup> floor of 1010 Lavaca can be covered internally by the Facilities Management and CES departments. CES will use existing funds in their budget to pay for the actual move estimated to cost between \$1,500 and \$2,000. Facilities Management will use internal funding to re-paint and re-carpet the 2<sup>nd</sup> floor.

**REQUIRED AUTHORIZATIONS:**

Roger Jefferies, Justice and Public Safety County Executive  
Steve Manilla, TNR and FM County Executive  
Julia Spann, SafePlace, Executive Director  
Roger El-Khoury, Facilities Management Director  
Tamara Armstrong, Assistant County Attorney  
Gretta Gardner, CES Safe Havens Grant Director  
Katie Peterson Gipson, PBO Analyst  
Diana Ramirez, PBO Analyst  
DeDe Bell, Auditors Office  
Janice Cohoon, Auditors Office  
David Walsh, Purchasing Office

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## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012, 9:00 AM, Voting Session

**Prepared By/Phone Number:** J. Lee Perry/49724; Marvin Brice, CPPB, Assistant Purchasing Agent

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No.9 to Contract No. 10K00250LP, STR Constructors, for Milton Reimers Ranch Park.

- **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.
- The Milton Reimers Ranch Park construction project, a 2,421 acre rural park includes; deceleration lane off of main road, existing park road improvements, development of parking lots, maintenance facility building, restrooms/shower facilities, shade structures, utility improvements, hike/bike and multi-use trails, sidewalks, fencing, park signage, gates and everything related to the infrastructure of the park.
- This Change Order number nine (9) is for the addition of a Pump Track, increasing roadway quantities, adjusting quantities on a revised water system, as well as for other miscellaneous improvements. This change order is in the amount of \$66,439.94, and increases the contract amount from \$5,181,665.05 to \$5,248,104.99.
- Change Order number eight (8) for the above contract was for the addition of retaining walls, collapsible bollards, directional signs, a primary electrical conduit to Riverview Restroom, relocation of the fee booth (including electrical work), the reduction of quantities regarding various water well related construction items, as well as other miscellaneous improvements . This Change Order increased the contract by \$15,787.23, from \$5,165,877.82 to \$5,181,665.05.
- Change Order number seven (7) for the above contract was for a Riverview restroom with shelter, two pavilions, adding a bay to the rock

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climber's shelter, painting interior walls, sealing the floors of all restrooms and other miscellaneous improvements. This Change Order increased the contract by \$539,613.36 from \$4,626,264.46 to \$5,165,877.82.

- Change Order number six (6) for the above contract was for realignment and extension of the proposed trail through a scenic overlook area by the Pedernales River, reducing the number of expensive large diameter trees while keeping the smaller caliper trees, providing a better communication network in the maintenance facility with data wires, changing VCT tiles to stained concrete floor, and adding trench drain by the pavilion to divert storm water runoff and keep the area dry. This Change Order increased the contract by \$98,357.81 from \$4,527,906.60 to \$4,626,264.46.
- Change Order number five (5) for the above contract was for additional length of a stone wall for safety improvements and a 500 gallon liquid propane tank. This Change Order increased the contract by \$72,563.00 from \$4,455,343.60 to \$4,527,906.60.
- Change Order number four (4) for the above contract, was for additional park improvement needs, which included park entrance road, relocation of a parking lot, additional footage of multi-use and hike & bike trail, sealed concrete floor for maintenance building, additional electrical services lines, and other miscellaneous items. This Change Order will increase the contract by \$388,029.03 from \$4,067,314.57 to \$4,455,343.60
- Change Order number three (3) for the above contract, was for adjusting the unit price for the Pedestrian Trail (Item #6) for the addition of clearing and grubbing. This Change Order will increase the contract by \$80,052.50 from \$3,987,262.07 to \$4,067,314.57.
- Change Order number two (2) for the above contract, was for additional drilling of the water well pilot hole. This Change Order will increase the contract by \$11,890.00 from \$3,975,372.07 to \$3,987,262.07.
- Change Order number one (1) for the above contract, was for drilling a water well pilot hole, provide roadway modifications and adjust quantities for the pedestrian trail. This Change Order will increase the contract by \$175,460.89 from \$3,799,911.18 to \$3,975,372.07.

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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Contract Expenditures:** Within the last 12 months \$3,297,980.33 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$3,799,911.18

Contract Type: Construction

Contract Period: Through Completion

➤ **Contract Modification Information:**

Modification Amount: \$66,439.94

Modification Type: Construction

Modification Period: Through Completion

➤ **Solicitation-Related Information: N/A**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations: N/A**

Award has been protested; interested parties have been notified.

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

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: 549025

Funding Account(s): 518-4945-809-8120

Comments:

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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



## TRANSPORTATION AND NATURAL RESOURCES

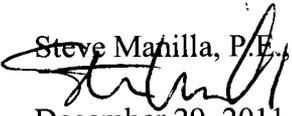
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE, TNR/FMD

---

411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767  
Phone: (512) 854-9383  
Fax: (512) 854-4697

### MEMORANDUM - CORRECTED

**TO:** Cyd V. Grimes, C.P.M., Purchasing Agent  
Marvin Brice, Assistant Purchasing Agent

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

**DATE:** December 29, 2011

**SUBJECT:** Milton Reimers Ranch Park Construction Change Order #9

The following information is provided for your use in preparing a request to Commissioners Court for the approval of Construction Change Order No.9 for the Milton Reimers Ranch Park project. Please contact me at 854-9429 if you have any question or need further information.

#### **Proposed Motion:**

Consider and take appropriate action on a request to approve the Construction Change Order No. 9 for the Milton Reimers Ranch Park project in Precinct 3.

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

Milton Reimers Ranch Park is a voter approved bond project. In August 2006 Travis County entered into a Professional Service Agreement with Land Design Partners, Inc. to do the Master planning and Conservation Development Study for the park. This agreement was modified in November 2007 to include Design, Bidding and Construction Phase services for the recommended park improvements. In August 2010, the construction documents were completed and the construction contract was awarded to STR Constructors, Ltd. through a competitive bidding process. The construction contract amount is \$5,181,665.05 and the amount of this change order is \$66,439.94. Work added in this Change Order #9, includes adding a Pump Track, increasing roadway quantities, adjusting quantities on a revised water system, and other miscellaneous improvements.

#### **Budgetary and Fiscal Impact**

Funding for this construction contract is from the 2001 and 2005 bond funds and the Urban Outdoor Recreation Grant from the Texas Parks and Wildlife Department. Sources of funding required for this change order is provided in the following:

Requisition # 549025  
Acct # 518-4945-809-8120 0502PR (2005 Bond)

Acct # 482-4945-631-8120 M09482 (Grant)  
Commodity/Sub-Commodity 988/064

**Background:**

Milton Reimers Ranch Park is a 2,421 acre rural park located at 23610-B Hamilton Pool Road. Proposed improvements for the park consist of a deceleration lane off Hamilton Pool Road, existing park road improvements, five separate parking lots of various sizes, a maintenance facility building, restrooms/shower facilities, and shade structures. Utility improvements include water, sanitary, and electrical components. Amenities include hike, bike, and multi-use trails, sidewalks, site walls (retaining and free standing walls), fencing (decorative and security), native plants (trees, shrubs, grasses), park signage (monument, interpretive, way finding, identification), entrance sign, vehicular gates and other site amenities. Utility services are to be provided by PEC and SW Bell.

Attachments:

Change Order Form  
Change Order Log

CC:

Charles Bergh, Robert Armistead, TNR Parks  
Steve Sun, Roger Schuck, TNR Public Works  
Cynthia McDonald, Donna Williams-Jones, Brunida Cruz, TNR Financial Services

**TRAVIS COUNTY - TNR  
CHANGE ORDER REQUEST FORM  
CHANGE ORDER NO.9**

**Project Name: Milton Reimers Ranch Park**

**Contractor: STR Constructors, Ltd**

**Contract No.: 10K00250LP**

**Change Order Description:**

Adjust field qty and Revised Water system

**This change order is requested for the following reason(s):**

| BID ITEM NO. | BID ITEM DESCRIPTION             | UNIT TYPE | CURRENT CHANGE ORDER QUANTITIES |                |                | REVISED CONTRACT QUANTITIES |                |               | CURRENT CONTRACT QUANTITIES |                |                 |
|--------------|----------------------------------|-----------|---------------------------------|----------------|----------------|-----------------------------|----------------|---------------|-----------------------------|----------------|-----------------|
|              |                                  |           | C.O. QTY                        | UNIT PRICE(\$) | C.O. AMOUNT    | QTY                         | UNIT PRICE(\$) | NEW AMOUNT    | QTY                         | UNIT PRICE(\$) | PREVIOUS AMOUNT |
| 94           | Stabilized Construction Entrance | EA        | -4                              | \$ 1,347.38    | \$ (5,389.52)  | 3                           | \$ 1,347.38    | \$ 4,042.14   | 7                           | \$ 1,347.38    | \$ 9,431.66     |
| 59           | HMAC 2"                          | SY        | 2,578                           | 8.20           | \$ 21,139.60   | 35,772                      | \$ 8.20        | \$ 293,330.40 | 33,194                      | \$ 8.20        | \$ 272,190.80   |
| 75A          | RPM 4" TY II Y                   | LF        | 6,550.00                        | 1.48           | \$ 9,694.00    | 7,090                       | \$ 1.48        | \$ 10,493.20  | 540                         | \$ 1.48        | \$ 799.20       |
| 77A          | RPM 12" TY II W                  | LF        | 753.00                          | 5.72           | \$ 4,307.16    | 873                         | \$ 5.72        | \$ 4,993.56   | 120                         | \$ 5.72        | \$ 686.40       |
| 81           | Wheelstops                       | EA        | 5.00                            | 33.12          | \$ 165.60      | 259                         | \$ 33.12       | \$ 8,578.08   | 254                         | \$ 33.12       | \$ 8,412.48     |
| 195          | Revised Water System             | LS        | 1.00                            | 28,521.08      | \$ 28,521.08   | 1                           | \$ 28,521.08   | \$ 28,521.08  | -                           | \$ -           | \$ -            |
| 196          | Revised storage tank             | LS        | 1.00                            | 28,663.04      | \$ 28,663.04   | 1                           | \$ 28,663.04   | \$ 28,663.04  | -                           | \$ -           | \$ -            |
| 197          | Revised Tank Foundation          | LS        | 1.00                            | 2,843.00       | \$ 2,843.00    | 1                           | \$ 2,843.00    | \$ 2,843.00   | -                           | \$ -           | \$ -            |
| 198          | Revised Piping                   | LS        | 1.00                            | 1,364.00       | \$ 1,364.00    | 1                           | \$ 1,364.00    | \$ 1,364.00   | -                           | \$ -           | \$ -            |
| 199          | Revised Pump House               | LS        | 1.00                            | 41,353.00      | \$ 41,353.00   | 1                           | \$ 41,353.00   | \$ 41,353.00  | -                           | \$ -           | \$ -            |
| 119          | Booster Pump Station             | LS        | -                               | -              | \$ (90,739.00) | -                           | \$ 90,739.00   | \$ -          | 1                           | \$ 90,739.00   | \$ 90,739.00    |
| 120          | Storage Tank                     | LS        | -                               | -              | \$ (23,216.41) | 0                           | \$ 23,216.41   | \$ -          | 1                           | \$ 23,216.41   | \$ 23,216.41    |
| 123          | Pump Equipment                   | LS        | -                               | -              | \$ (17,403.61) | -                           | \$ 17,403.61   | \$ -          | 1                           | \$ 17,403.61   | \$ 17,403.61    |
| 200          | Pump Track                       | LS        | 1.00                            | 26,864.00      | \$ 26,864.00   | 1.00                        | \$ 22,417.50   | \$ 26,864.00  | -                           |                |                 |
| 203          | install 2-4 plex in tele rm      | LS        | 1.00                            | 1,269.00       | \$ 1,269.00    | 1.00                        |                | \$ 1,269.00   | -                           |                |                 |
| 82           | Soil Blanket ty A, C1 1          | SY        | 12,000.00                       | 1.40           | \$ 16,800.00   | 15,815.00                   | 1.40           | \$ 22,141.00  | 3,815                       | \$ 1.40        | \$ 5,341.00     |
| 202          | Interretive signs and map        | LS        | 1.00                            | 20,205.00      | \$ 20,205.00   | 1.00                        | \$ 20,205.00   | \$ 20,205.00  | -                           |                |                 |
| <b>TOTAL</b> |                                  |           |                                 |                | \$ 66,439.94   |                             |                | \$ 494,660.50 |                             |                | \$ 428,220.56   |

Materials(\$)  
Services(\$)

TOT \$ 66,439.94

NET OVERRUN/(UNDERRUN)

\$ 66,439.94

TIME Extension:

0 Days

The compensation and/or time extension provided by this Change Order constitutes full and complete satisfaction for all direct and indirect costs, and interest related thereto, which has been or may be incurred in connection with this change to the Contract. By affixing my signature to this Change Order, as the Contractor's duly appointed representative, on behalf of the Contractor I hereby waive any rights to seek additional funds or relief of any nature for any event or circumstance arising from this Change Order.

REQUESTED BY:

G. A. Baldy 12/13/11  
Contractor Date

NOTICE to the CONTRACTOR:

This is your authority to proceed with this work at the rates named above.

RECOMMENDED FOR APPROVAL BY:

[Signature] 12/21/11  
Project Manager Date

[Signature] 12/21/2011  
Division Manager Date

APPROVED:

[Signature] 12/21/11  
TNR County Executive Date

[Signature] 12/27/11  
Purchasing Agent Date

Public Works Director

Date

County Judge

Date

**DRAFT**

Account Balance Inquiry

Account number . . . : 518-4945-809.81-20  
Fund . . . . . : 518 PERM IMPROV BONDS 2010  
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
Division . . . . . : 45 PARK SERVICES  
Activity basic . . . . : 80 CAPITAL PROJECTS  
Sub activity . . . . . : 9 COMM&ECON DEV (PKS & REC)  
Element . . . . . : 81 CAPITAL OUTLAY  
Object . . . . . : 20 PURCHD SERV-PARK IMPRVMNT

Project Req'd

|                                    |              |            |
|------------------------------------|--------------|------------|
| Original budget . . . . . :        | 0            |            |
| Revised budget . . . . . :         | 1,491,734    | 12/22/2011 |
| Actual expenditures - current . :  | 138,629.29   |            |
| Actual expenditures - ytd . . . :  | 176,174.83   |            |
| Unposted expenditures . . . . . :  | .00          |            |
| Encumbered amount . . . . . :      | 555,581.57   |            |
| Unposted encumbrances . . . . . :  | .00          |            |
| Pre-encumbrance amount . . . . . : | 216,262.40   |            |
| Total expenditures & encumbrances: | 1,086,648.09 | 72.8%      |
| Unencumbered balance . . . . . :   | 405,085.91   | 27.2       |

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

PURCHASE REQUISITION NBR: 0000549025

REQUISITION BY: BRUNILDA CRUZ 854-7679

STATUS: DEPARTMENT APPROVAL  
 REASON: 53936 PARK-CIP MOD PO#454796 CONT 10K00250LP

DATE: 12/20/11

SHIP TO LOCATION: AS INDICATED BELOW

SUGGESTED VENDOR: 77568 STR CONSTRUCTORS LTD

DELIVER BY DATE: 12/20/11

| LINE NBR           | DESCRIPTION  | QUANTITY | UOM | UNIT COST | EXTEND COST | VENDOR PART NUMBER |
|--------------------|--|----------|-----|-----------|-------------|--------------------|
| 1                  | REIMERS RANCH PARK CONSTRUCTION<br>CO #9. FOR ADDITIONAL ITEMS TO COMPLETE THE FOLLOWING ITEMS<br>ADD PUMP TRACK<br>INCREASE ROADWAY QUANTITIES<br>ADJUST QUANTITIES FOR REVISED WATER SYSTEMS<br>OTHER MISCELLANEOUS IMPROVEMENTS<br>*****<br>THIS AMOUNT WILL INCREASE THE CONTRACT FROM \$5,189,805.05 TO \$5,256,244.99.<br>COMMODITY: ROADSIDE, GROUNDS, PARK<br>SUBCOMMOD: PARK IMPROVE-PURCHASE SVC<br>INVENTORY BUILDING: AI STOCK NO: 988-064-00150 | 35057.73 | DOL | 1.0000    | 35057.73    |                    |
| 2                  | REIMER RANCH PARK 5% RETAINAGE<br>COMMODITY: ROADSIDE, GROUNDS, PARK<br>SUBCOMMOD: PARK IMPROVE-PURCHASE SVC<br>INVENTORY BUILDING: AI STOCK NO: 988-064-00151   | 1845.15  | DOL | 1.0000    | 1845.15     |                    |
| 3                  | REIMERS RANCH PARK CONSTRUCTION<br>COMMODITY: ROADSIDE, GROUNDS, PARK<br>SUBCOMMOD: PARK IMPROVE-PURCHASE SVC<br>INVENTORY BUILDING: AI STOCK NO: 988-064-00150  | 28060.20 | DOL | 1.0000    | 28060.20    |                    |
| 4                  | REIMER RANCH PARK 5% RETAINAGE<br>COMMODITY: ROADSIDE, GROUNDS, PARK<br>SUBCOMMOD: PARK IMPROVE-PURCHASE SVC<br>INVENTORY BUILDING: AI STOCK NO: 988-064-00151   | 1476.86  | DOL | 1.0000    | 1476.86     |                    |
| REQUISITION TOTAL: |  |          |     |           | 66439.94    |                    |

ACCOUNT INFORMATION

| LINE # | ACCOUNT        | PROJECT  | %      | AMOUNT   |
|--------|----------------|--|--------|----------|
| 1      | 51849458098120 | CAPITAL OUTLAY<br>PURCHD SERV-PARK IMPRVMT<br>2005 Bond Reimers SW Park            | 100.00 | 35057.73 |
| 2      | 51849458098120 | CAPITAL OUTLAY<br>PURCHD SERV-PARK IMPRVMT<br>2005 Bond Reimers SW Park            | 100.00 | 1845.15  |
| 3      | 48249456318120 | CAPITAL OUTLAY<br>PURCHASED SVCS PARK IMPRV<br>M09482<br>REIMERS URBAN OUTDOOR REC | 100.00 | 28060.20 |
| 4      | 48249456318120 | CAPITAL OUTLAY<br>PURCHASED SVCS PARK IMPRV<br>M09482<br>REIMERS URBAN OUTDOOR REC | 100.00 | 1476.86  |
|        |                |  |        | 66439.94 |

REQUISITION IS IN THE CURRENT FISCAL YEAR.

REQUISITION COMMENTS:

PURCHASE REQUISITION NBR: 0000549025

REQUISITION BY: BRUNILDA CRUZ 854-7679

STATUS: DEPARTMENT APPROVAL  
REASON: 53936 PARK-CIP MOD PO#454796 CONT 10K00250LP

DATE: 12/20/11

SHIP TO LOCATION: AS INDICATED BELOW

SUGGESTED VENDOR: 77568 STR CONSTRUCTORS LTD

DELIVER BY DATE: 12/20/11

-----  
REQUISITION COMMENTS:

20111220 RT



# Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2011

**Prepared By:** David Wahlgren Phone #: 974-6455

**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

AB

**AGENDA LANGUAGE:** Consider and take appropriate action on a plat for recording: Resubdivision of Lot 75 La Hacienda Estates (Resubdivision final plat - two total lots - 5.25 acres - Doss Road) in Precinct Three.

**BACKGROUND/SUMMARY OF REQUEST:**

The applicant is requesting to resubdivide one lot into two lots for the purpose of separating the existing office and residence into separate lots on 5.25 acres. Water will be provided by Travis County Water Control and Improvement District No. 17, and wastewater will be provided by on-site sewer system. This subdivision application is not subject to parkland requirements because it is fewer than four units.

**STAFF RECOMMENDATIONS:**

As the application requests meets all requirements and was approved by the City of Austin Zoning and Platting Commission on September 20, 2011, Single Office staff recommends approval of the motion.

**ISSUES AND OPPORTUNITIES:**

Staff has not received any inquiries from anyone at the time this report was written. As part of the requirements for a resubdivision, a sign has been posted on the property announcing the date, time, and location of the public hearing.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

NA

**ATTACHMENTS/EXHIBITS:**

- Precinct map
- Location map
- Existing plat
- Proposed plat
- Sign Pictures
- Affidavit of Sign Posting

**REQUIRED AUTHORIZATIONS:**

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

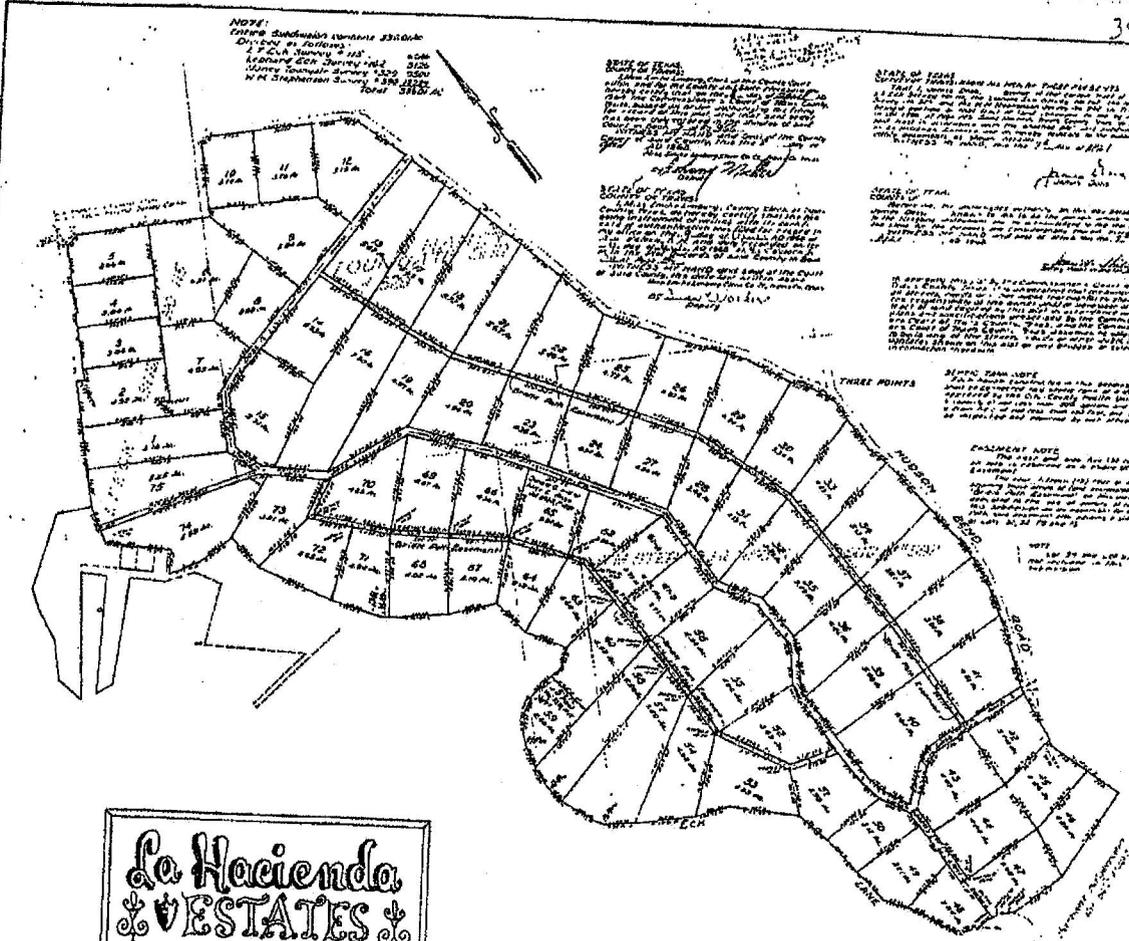
**CC:**

|              |         |     |          |
|--------------|---------|-----|----------|
| Sarah Sumner | Planner | TNR | 854-7687 |
|              |         |     |          |
|              |         |     |          |
|              |         |     |          |

: :  
**0101 - Administrative -**



39139



NOTE:  
 Certain Subdivisions shown on this plan  
 Derived as follows:  
 1. F.C.A. Survey of 1912  
 2. Arthur C. Co. Survey of 1912  
 3. Henry Township Survey of 1912  
 4. W. C. Stephenson Survey of 1912

STATE OF TEXAS  
 COUNTY OF TARRANT  
 I, the undersigned, Clerk of the County Court,  
 do hereby certify that the above and foregoing  
 plat is a true and correct copy of the original  
 filed in my office on the 12th day of April, 1912.  
 My Commission expires the 12th day of April, 1914.  
 J. M. [Signature]

STATE OF TEXAS  
 COUNTY OF TARRANT  
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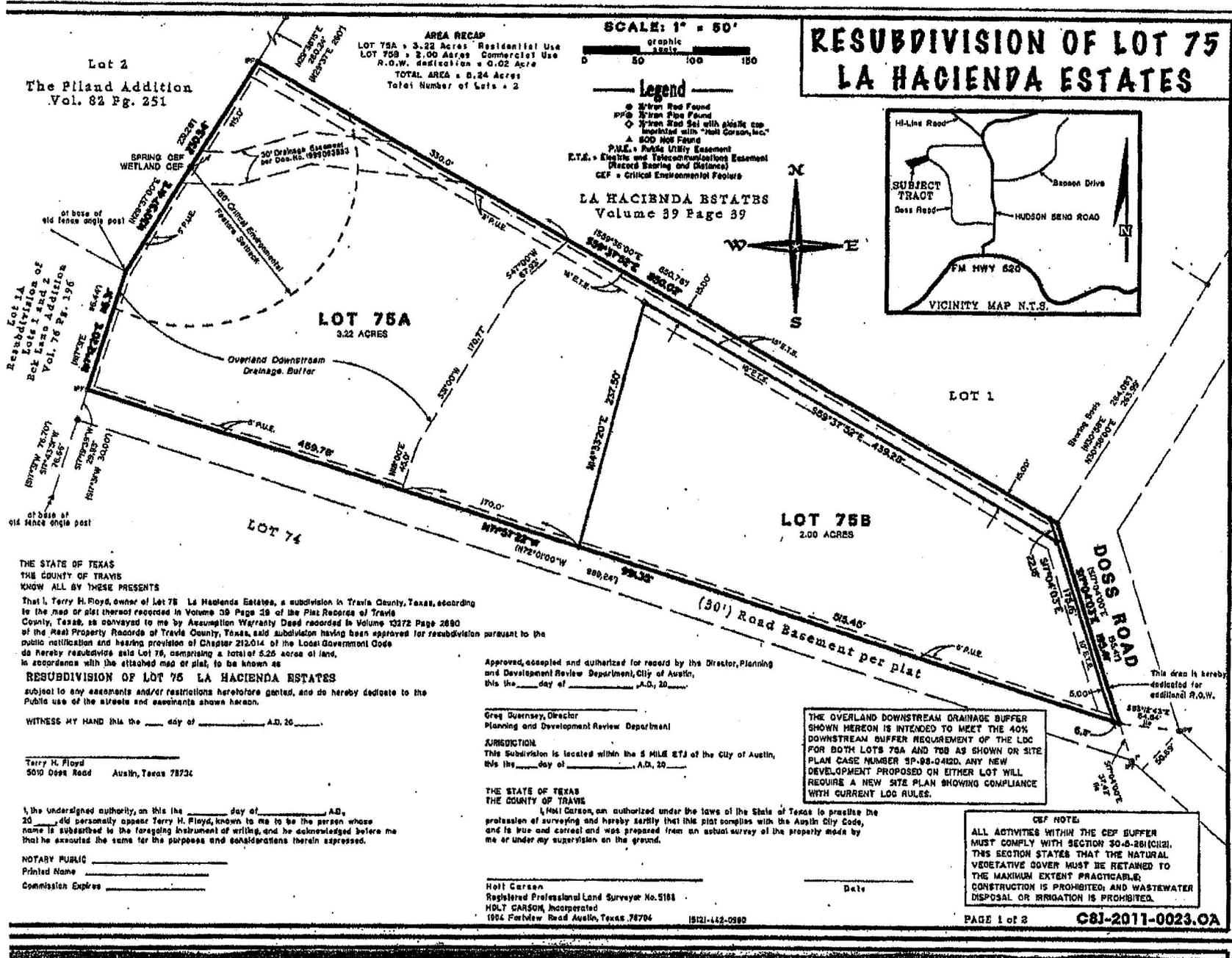
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 My Commission expires the 12th day of April, 1914.  
 J. M. [Signature]

**La Hacienda**  
**VESTATES**

LEGEND  
 1. [Symbol] [Description]  
 2. [Symbol] [Description]  
 3. [Symbol] [Description]  
 4. [Symbol] [Description]

Surveyed by [Name] [Date]

LEONARDO [Name]

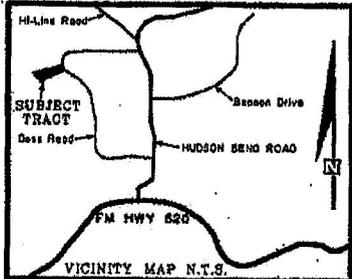
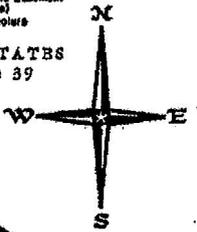


# RESUBDIVISION OF LOT 75 LA HACIENDA ESTATES

SCALE: 1" = 50'  
graphic  
12/21/11

- Legend**
- Iron Rod Found
  - PP Iron Pipe Found
  - Iron Rod Set with plate as marked with "Holt Carson, Inc."
  - ▲ 800 Not Found
  - P.U.E. = Public Utility Easement
  - E.T.J. = Easement and Telecommunications Easement (Traced Existing and Stationed)
  - CEP = Critical Environmental Feature

LA HACIENDA ESTATES  
Volume 39 Page 39



**AREA RECAP**  
 LOT 75A = 3.22 Acres Residential Use  
 LOT 75B = 2.00 Acres Commercial Use  
 N.O.W. dedication = 0.02 Acre  
 TOTAL AREA = 5.24 Acres  
 Total Number of Lots = 2

Lot 2  
The Piland Addition  
Vol. 82 Pg. 251

THE STATE OF TEXAS  
 THE COUNTY OF TRAVIS  
 KNOW ALL BY THESE PRESENTS  
 That I, Terry H. Floyd, owner of Lot 75, La Hacienda Estates, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Volume 39 Page 39 of the Plat Records of Travis County, Texas, as conveyed to me by Assumption Warranty Deed recorded in Volume 12272 Page 2890 of the Real Property Records of Travis County, Texas, said subdivision having been approved for resubdivision pursuant to the public notification and hearing provision of Chapter 212.014 of the Local Government Code do hereby resubdivide said Lot 75, comprising a total of 5.25 acres of land, in accordance with the attached map or plat, to be known as  
**RESUBDIVISION OF LOT 75 LA HACIENDA ESTATES**  
 subject to any easements and/or restrictions heretofore granted, and do hereby dedicate to the Public use of the streets and easements shown hereon.

Approved, accepted and authorized for record by the Director, Planning and Development Review Department, City of Austin, this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

Greg Quernsey, Director  
 Planning and Development Review Department  
**JURISDICTION**  
 This Subdivision is located within the 5 MILE E.T.J. of the City of Austin, this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

THE STATE OF TEXAS  
 THE COUNTY OF TRAVIS  
 I, Holly Carson, am authorized under the laws of the State of Texas to practice the profession of surveying and hereby certify that this plat complies with the Austin City Code, and is true and correct and was prepared from an actual survey of the property made by me or under my supervision on the ground.

Holly Carson  
 Registered Professional Land Surveyor No. 5183  
 HOLLY CARSON, Incorporated  
 1004 Farview Road Austin, Texas 78704

THE OVERLAND DOWNSTREAM DRAINAGE BUFFER SHOWN HEREON IS INTENDED TO MEET THE 40% DOWNSTREAM BUFFER REQUIREMENT OF THE LOC FOR BOTH LOTS 75A AND 75B AS SHOWN ON SITE PLAN CASE NUMBER SP-08-042D. ANY NEW DEVELOPMENT PROPOSED ON EITHER LOT WILL REQUIRE A NEW SITE PLAN SHOWING COMPLIANCE WITH CURRENT LOC RULES.

**CEP NOTE**  
 ALL ACTIVITIES WITHIN THE CEP BUFFER MUST COMPLY WITH SECTION 30-6-26(C)(2). THIS SECTION STATES THAT THE NATURAL VEGETATIVE COVER MUST BE RETAINED TO THE MAXIMUM EXTENT PRACTICABLE; CONSTRUCTION IS PROHIBITED; AND WASTEWATER DISPOSAL OR IRRIGATION IS PROHIBITED.

WITNESS MY HAND this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

Terry H. Floyd  
 5010 Doss Road Austin, Texas 78724

I, the undersigned authority, on this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_ did personally appear Terry H. Floyd, 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 \_\_\_\_\_

Date \_\_\_\_\_



# NOTICE OF PUBLIC HEARING

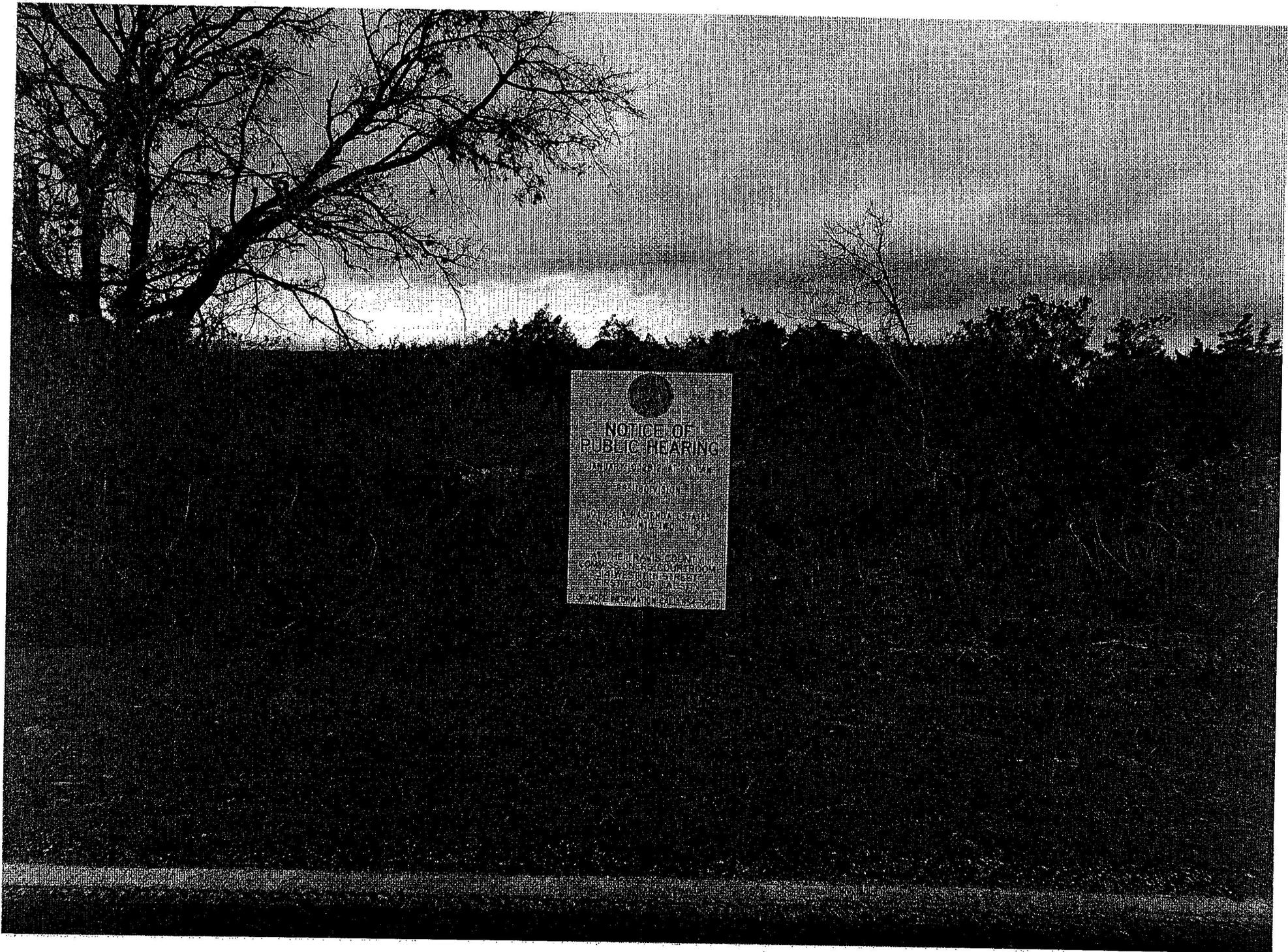
JANUARY 10, 2012, AT 9:00 AM

RESUBDIVISION

LOT 75 LA HACIENDA ESTATES  
ONE LOT INTO TWO LOTS

AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
314 WEST 11th STREET  
(FIRST FLOOR), AUSTIN

FOR MORE INFORMATION CALL 854-6455





RECEIVED

DEC 15 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 Plat Revision sign was posted on December 14, 2011, at 5008 Doss Road at a point as near as practical to the area being revised, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 14 DAY OF December, 2011.

SIGNATURE: Jaime Garcia

NAME (PRINT): Jaime Garcia

TITLE: TNR/R&B Supervisor



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

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

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

*Carol B. Dwyer*  
**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Eckhardt, Precinct Two

**AGENDA LANGUAGE:** Consider and take appropriate action on an Alternative Fiscal Agreement for Raceway Single Family Subdivision Section Two Final Plat (A Small Lot Subdivision) in Precinct Two.

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

This resubdivision final plat consists of 69 single family on 10.576 acres. The proposed plat's boundaries are located within the previously-platted Northridge Acres No. 2 subdivision, and the applicant proposes to resubdivide lots 16, 17, 24, and 25 of the Northridge Acres Number Two subdivision into the Raceway Single Family Subdivision Section Two Final Plat.

The developer of the subject subdivision requests to have the plat held in abeyance while street and drainage facilities are constructed. Alternative fiscal in the amount \$239,189.00 is posted with the City of Austin. Staff recommends approval of the proposed motion.

Under Alternative Fiscal, the County Executive of TNR holds the plat in abeyance and, upon completion of the items listed below, the County Executive authorizes the issuance of a Basic Development Permit for construction of streets and drainage facilities.

The developer has signed the attached statement acknowledging that this action does not imply or guarantee plat approval by the Commissioners Court and that he/she understands the constraints related to the use of Alternative Fiscal.

### **Plat Status**

The City of Austin Zoning and Platting Commission approved the final plat on December 6, 2011. The plat meets Travis County standards and has everything in place such that it could be recommended for approval at this time.

**Revegetation/Erosion Control Fiscal**

Alternative fiscal covering the costs of revegetation and erosion/sedimentation control in the amount \$239,189.00 is posted with the City of Austin.

**Access to Publicly Maintained Road**

The subdivision takes access from Travesia Way, accepted for maintenance by the Travis County.

**Water and Waste Water Service**

Water and wastewater service for this subdivision will be provided by the City of Austin.

**STAFF RECOMMENDATIONS:**

As this resubdivision final plat meets all Single Office standards, was approved by the City of Austin Zoning and Platting Commission on December 6, 2011, and appropriate fiscal has been posted, Single Office staff recommends approval of the motion.

**ISSUES AND OPPORTUNITIES:**

N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**ATTACHMENTS/EXHIBITS:**

Alternative Fiscal Agreement  
Extension of 60 days Agreement

**REQUIRED AUTHORIZATIONS:**

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

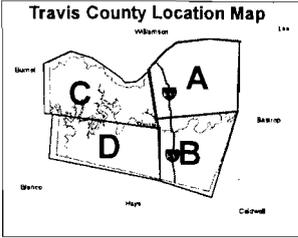
**CC:**

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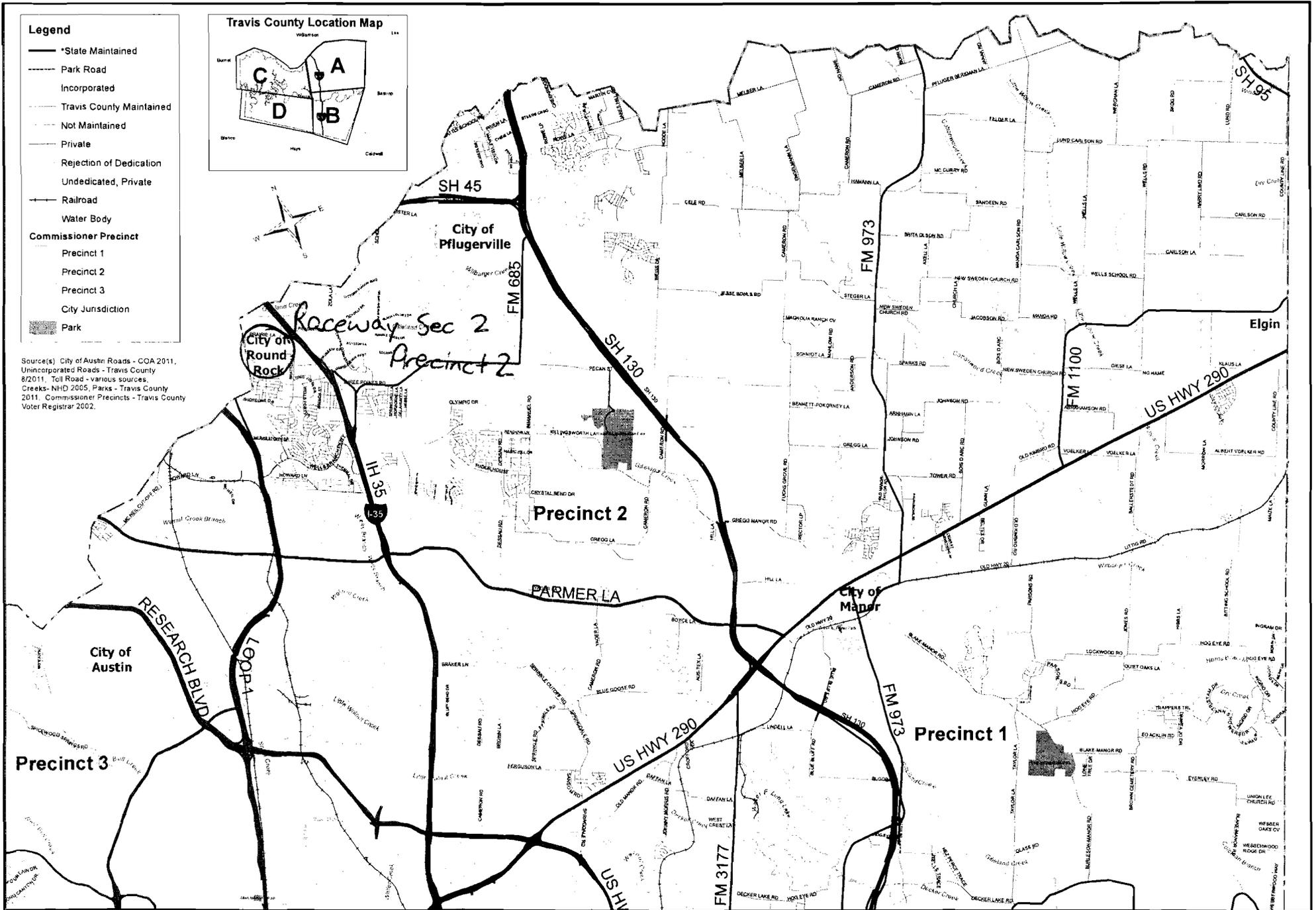
**SM:AB:mh**

**1101 - Development Services - Raceway Single Family Section Two Final Plat**

- 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

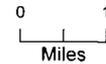


Source(s) City of Austin Roads - GOA 2011, Unincorporated Roads - Travis County 8/2011, Toll Road - various sources, Creeks - NHD 2005, Parks - Travis County 2011, Commissioner Precincts - Travis County Voter Registrar 2002.

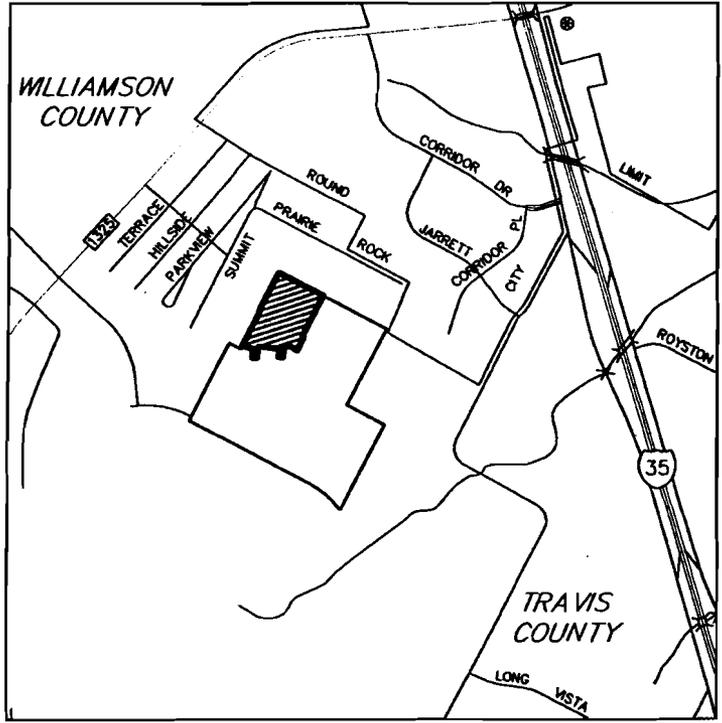


Map Disclaimer: The data is provided "as is" with no warranties of any kind.

# Travis County Roadways, Map A



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



|  |            |
|--|------------|
| RACEWAY CROSSING SECTION 2   |            |
| VICINITY MAP   |            |
| <b>JC JONES &amp; CARTER, INC.</b><br>ENGINEERS-PLANNERS-SURVEYORS<br><small>Texas Board of Professional Engineers Registration No. F-437<br/>1701 Directors Blvd., Suite 400 Austin, Texas 78744 (512) 441-8483</small> |            |
| SCALE:   | 1" = 2000' |
| DATE:  | 6/14/2011  |
| JOB NO:  | A598-003   |

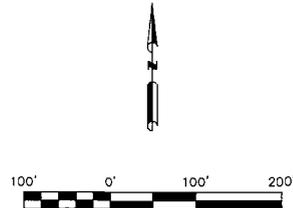


# RACEWAY SINGLE FAMILY SUBDIVISION SECTION ONE (A SMALL LOT SUBDIVISION) TRAVIS COUNTY, TEXAS

| LOT TABLE            |              |
|----------------------|--------------|
| DESCRIPTION          | ACREAGE      |
| SINGLE FAMILY LOTS   | 7.728 ACRES  |
| AMENITY CENTER LOT   | 1.186 ACRES  |
| LANDSCAPE LDTS       | 0.485 ACRE   |
| GRAND AVENUE PARKWAY | 1.419 ACRES  |
| BELMONT STABLES LANE | 0.315 ACRE   |
| HAMPTON BUSS TRACE   | 1.119 ACRES  |
| TRAVESIA WAY         | 1.086 ACRES  |
| TRANQUIL LANE        | 0.703 ACRE   |
| TOTAL RIGHT-OF-WAY   | 4.640 ACRES  |
| TOTAL AREA           | 14.039 ACRES |
| TOTAL NO. OF LOTS    | 70           |

| CURVE TABLE |          |         |                       |
|-------------|----------|---------|-----------------------|
| CURVE       | RADIUS   | ARC     | CHORD BEARING         |
| C1          | 278.00'  | 62.48'  | 82.35' S 05°27'55" W  |
| C2          | 222.00'  | 84.82'  | 84.31' N 09°58'20" E  |
| C3          | 208.00'  | 50.24'  | 50.12' S 11°56'45" W  |
| C4          | 5.00'    | 8.38'   | 7.43' S 42°58'25" E   |
| C5          | 5.00'    | 7.33'   | 6.69' S 47°01'35" W   |
| C6          | 272.00'  | 106.52' | 105.84' S 16°14'45" W |
| C7          | 328.00'  | 67.42'  | 87.30' N 51°29'12" W  |
| C8          | 15.00'   | 24.91'  | 22.15' S 75°02'42" W  |
| C9          | 40.00'   | 12.46'  | 12.41' S 18°32'25" W  |
| C10         | 80.00'   | 18.69'  | 18.62' S 18°59'25" W  |
| C11         | 25.00'   | 36.52'  | 35.54' S 17°49'37" E  |
| C12         | 28.00'   | 39.01'  | 35.17' N 72°10'23" E  |
| C13         | 80.00'   | 18.43'  | 18.36' N 36°16'00" E  |
| C14         | 40.00'   | 12.29'  | 12.24' N 36°16'00" E  |
| C15         | 15.00'   | 22.21'  | 20.24' N 14°57'18" W  |
| C16         | 972.00'  | 87.53'  | 87.50' N 59°57'18" W  |
| C17         | 972.00'  | 17.04'  | 17.04' N 57°52'38" W  |
| C18         | 972.00'  | 70.49'  | 70.48' S 60°27'25" E  |
| C19         | 5.00'    | 7.85'   | 7.07' S 72°27'55" W   |
| C20         | 15.00'   | 21.36'  | 19.60' S 13°19'12" E  |
| C21         | 51.00'   | 231.91' | 77.84' S 76°10'04" W  |
| C22         | 60.00'   | 51.96'  | 50.35' S 29°17'13" E  |
| C23         | 60.00'   | 41.79'  | 40.95' S 15°28'16" W  |
| C24         | 60.00'   | 63.80'  | 60.84' S 65°53'04" W  |
| C25         | 60.00'   | 43.01'  | 42.10' N 63°07'09" W  |
| C26         | 60.00'   | 64.91'  | 61.79' N 11°35'37" W  |
| C27         | 60.00'   | 7.36'   | 7.36' N 22°54'44" E   |
| C28         | 5.00'    | 4.64'   | 4.47' N 00°54'01" E   |
| C29         | 50.00'   | 146.45' | 99.44' N 58°14'45" E  |
| C30         | 5.00'    | 4.64'   | 4.47' S 64°24'31" E   |
| C31         | 50.00'   | 46.59'  | 44.93' N 01°01'52" E  |
| C32         | 50.00'   | 46.80'  | 44.93' N 54°25'37" E  |
| C33         | 50.00'   | 45.07'  | 43.56' S 73°03'06" E  |
| C34         | 50.00'   | 8.19'   | 8.18' S 42°32'12" E   |
| C35         | 5.00'    | 7.85'   | 7.07' N 44°01'35" E   |
| C36         | 5.00'    | 7.85'   | 7.07' S 45°58'25" E   |
| C37         | 5.00'    | 7.33'   | 6.69' N 47°01'35" E   |
| C38         | 5.00'    | 8.38'   | 7.43' N 42°58'25" W   |
| C39         | 15.00'   | 22.21'  | 20.24' N 14°57'18" W  |
| C40         | 328.00'  | 182.80' | 181.14' N 13°14'45" W |
| C41         | 328.00'  | 30.13'  | 30.12' N 24°50'01" E  |
| C42         | 328.00'  | 132.67' | 131.77' N 10°36'51" E |
| C43         | 5.00'    | 7.85'   | 7.07' N 44°01'35" E   |
| C44         | 5.00'    | 7.85'   | 7.07' S 45°58'25" E   |
| C45         | 272.00'  | 135.01' | 133.63' S 13°14'45" W |
| C46         | 272.00'  | 28.38'  | 28.37' S 02°00'57" W  |
| C47         | 272.00'  | 63.44'  | 63.30' S 11°41'13" W  |
| C48         | 272.00'  | 40.58'  | 40.54' S 22°39'12" W  |
| C49         | 272.00'  | 2.50'   | 2.50' S 27°12'06" W   |
| C50         | 15.00'   | 24.91'  | 22.15' S 75°02'42" W  |
| C51         | 1028.00' | 92.57'  | 92.54' N 59°57'18" W  |
| C52         | 1028.00' | 89.49'  | 89.46' N 59°52'08" W  |
| C53         | 1028.00' | 3.09'   | 3.09' N 62°26'55" W   |
| C54         | 5.00'    | 7.85'   | 7.07' N 17°32'05" W   |
| C55         | 25.00'   | 26.86'  | 25.59' N 58°14'45" E  |
| C56         | 272.00'  | 49.94'  | 49.87' S 52°06'53" E  |

| LINE TABLE |               |          |
|------------|---------------|----------|
| LINE       | BEARING       | DISTANCE |
| L1         | N 27°27'19" E | 36.47    |
| L2         | N 30°06'00" E |          |
| L2         | S 00°58'25" E | 43.60'   |
| L3         | N 89°01'35" E | 56.00'   |
| L4         | N 00°58'25" W | 43.60'   |
| L5         | S 05°01'35" W | 43.27'   |
| L6         | S 84°58'25" E | 56.00'   |
| L7         | S 00°58'25" E | 56.00'   |
| L8         | S 89°01'35" W | 6.94'    |
| L9         | S 05°01'35" W | 6.94'    |
| L10        | N 84°58'25" W | 56.00'   |
| L11        | S 27°32'47" W | 28.17'   |
| L12        | N 57°22'30" W | 22.65'   |
| L13        | S 32°37'30" W | 56.00'   |
| L14        | S 27°27'59" W | 27.07'   |
| L15        | S 09°36'54" W | 29.97'   |
| L16        | S 27°27'59" W | 11.79'   |
| L17        | S 63°07'09" E | 50.00'   |
| L18        | N 27°27'55" E | 12.62'   |
| L19        | N 43°04'04" E | 30.81'   |
| L20        | N 27°27'55" E | 34.95'   |
| L21        | N 57°22'30" W | 12.07'   |
| L22        | S 27°27'55" W | 3.56'    |
| L23        | S 05°01'35" W | 50.21'   |
| L24        | N 57°22'30" W | 30.42'   |
| L25        | N 00°58'25" W | 36.97'   |
| L26        | S 00°58'25" E | 36.97'   |
| L27        | N 57°22'30" W | 4.31'    |
| L28        | N 14°38'13" E | 40.00'   |
| L29        | N 00°58'25" W | 42.78'   |
| L30        | S 57°22'30" E | 22.65'   |



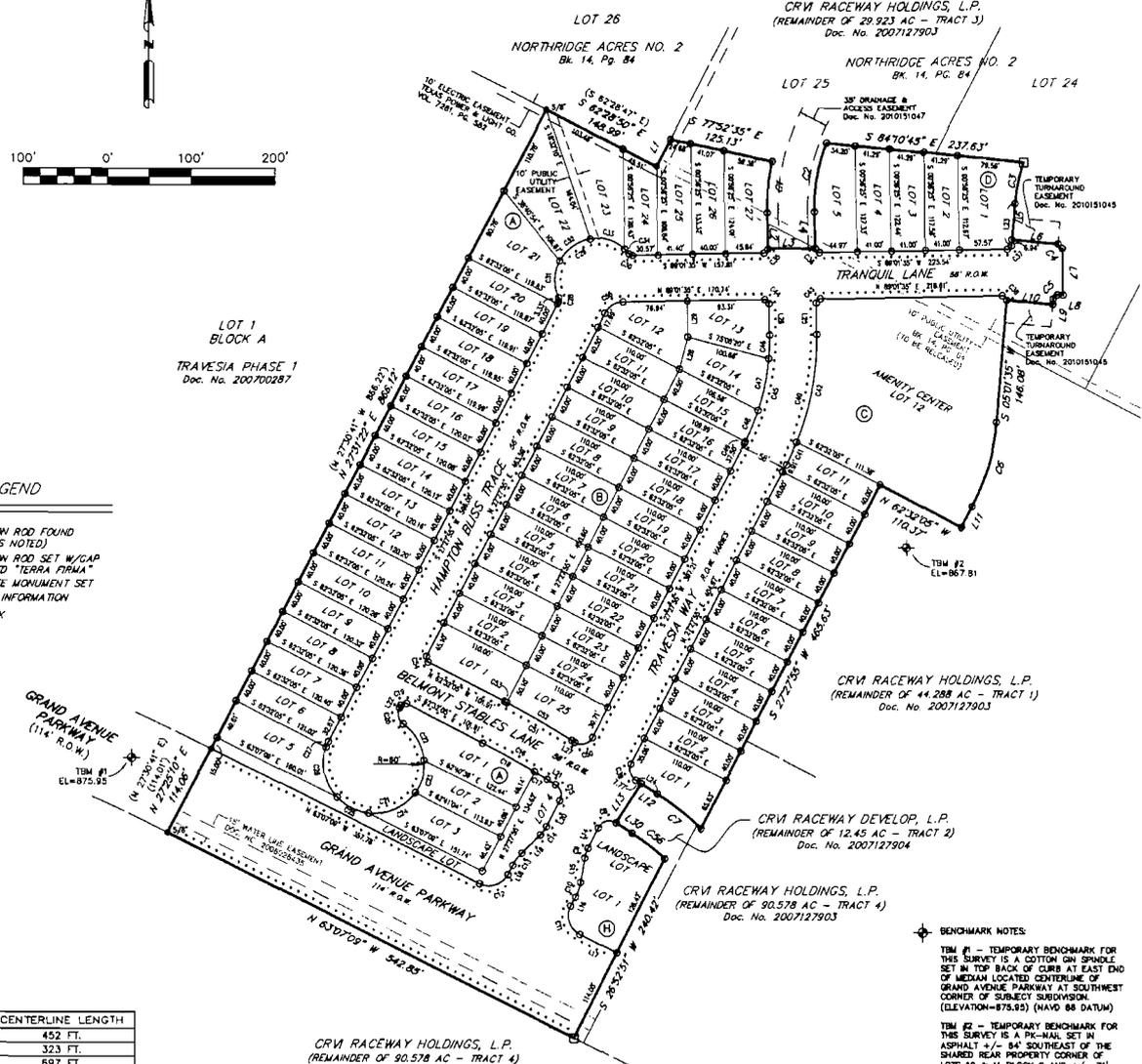
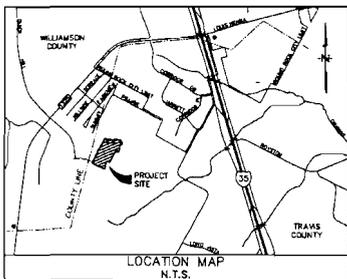
### LEGEND

- 1/2" IRON ROD FOUND (UNLESS NOTED)
- 1/2" IRON ROD SET W/ CAP STAMPED "TERRA FIRMA"
- CONCRETE MONUMENT SET
- ( ) RECORD INFORMATION
- ..... SIDEWALK

### BEARING BASIS NOTE:

HORIZONTAL DATUM BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD 83, TEXAS CENTRAL ZONE. COORDINATES AND DISTANCES SHOWN ARE SURFACE VALUES. COMBINED SCALE FACTOR IS 1.0001118368.

| STREET NAMES         | R.O.W. WIDTH | CENTERLINE LENGTH |
|----------------------|--------------|-------------------|
| GRAND AVENUE PARKWAY | 114 FT.      | 452 FT.           |
| BELMONT STABLES LANE | 56 FT.       | 323 FT.           |
| HAMPTON BUSS TRACE   | VARIES       | 697 FT.           |
| TRAVESIA WAY         | VARIES       | 924 FT.           |
| TRANQUIL LANE        | 56 FT.       | 528 FT.           |
| TOTAL                |              | 2,924 FT.         |



- ### BENCHMARK NOTES:
- TM #1 - TEMPORARY BENCHMARK FOR THIS SURVEY IS A COTTON GIN SPINDLE SET IN TOP BACK OF CURB AT EAST END OF MEDIAN LOCATED CENTERLINE OF GRAND AVENUE PARKWAY AT SOUTHWEST CORNER OF SURVEY SUBDIVISION (ELEVATION=875.93) (NAVD 88 DATUM)
  - TM #2 - TEMPORARY BENCHMARK FOR THIS SURVEY IS A P.C.-M.N. SET IN ASPHALT 4'-6" 84" SOUTHWEST OF THE SHARED REAR PROPERTY CORNER OF LOTS 10 & 11 BLOCK C AND +/- 71' SOUTHWEST OF THE MOST SOUTHWEST PROPERTY CORNER OF LOT 12, BLOCK C. (ELEVATION=867.81) (NAVD 88 DATUM)

SHEET 1 OF 2

SURVEYOR:



1701 Directors Boulevard, Suite 400 - Austin, Texas 78744 - 512/328-8373 - Fax 512/445-2288

ENGINEER:



1701 DIRECTORS BLVD., STE. 400  
AUSTIN, TEXAS 78744  
(512) 441-9493 (Phone)  
(512) 445-2286 (Fax)

FILE: J:\Projects\A598\002\Survey\Drawing Files\Final Plot - Sec 1  
J:\Projects\A598\002\Survey\Point Files\A598-Final Plot Sec. 1.crd

|                          |                           |
|--------------------------|---------------------------|
| JOB NO: 04598-002-00/500 | DRAWN BY: MSC             |
| DATE: June 14, 2010      | CHECKED BY: JON           |
| SCALE: 1"=100'           | REVISED: October 26, 2010 |

## RACEWAY SINGLE FAMILY SUBDIVISION SECTION ONE (A SMALL LOT SUBDIVISION)

COA CASE NO.: CBJ-2010-0036.1A

Exhibit 82.401 (D)

(d) Alternative Fiscal Policy Request and Acknowledgement

STATE OF TEXAS           §

COUNTY OF TRAVIS       §

TO THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS:

The undersigned Owner proposes to subdivide that certain tract of land more particularly described in **Exhibit “A”**, which is attached hereto and made a part hereof. The Owner requests that Travis County’s Transportation and Natural Resources Department (“TNR”) hold the proposed plat of land in abeyance until all of the proposed subdivision improvements have been constructed to Travis County Standards for the Construction of Streets and Drainage in Subdivisions (the “Standards”) to the satisfaction of the Executive Manager of TNR. In order to qualify for this Alternative Fiscal Policy, the proposed subdivision must meet the access criteria set forth in the Standards.

Under this Policy, the Owner is not required to post fiscal Security to secure the construction of the Improvements, but is required to obtain a Travis County Development Permit. The owner will be required to post fiscal for boundary streets improvements if they are not to be completed during the construction of the Improvements. Additionally, the Owner shall file Security with the submitted Final Plat to secure restoration of disturbed areas should construction not be completed.

Upon satisfactory completion of the Improvements, the submitted plat shall be forwarded by TNR to the Commissioners Court for approval and recording.

If the Owner elects to proceed under this option, the Owner acknowledges and agrees that, until the plat is filed, the Owner may not use the proposed subdivision’s description in a contract to convey real property, unless the conveyance is expressly contingent on the recording and approval of the final plat and the purchaser is not given the use or the occupancy of the real property before the recording of the final plat, under penalty of prosecution under Section 12.002 of the Texas Property Code. In addition, the approval of Alternative Fiscal in no way constitutes approval of the proposed plat.

If the plat is to be approved and filed, the Owner must post Security in the amount of 10% of the cost of the completed Improvements to secure the performance of the construction of the Improvements for one year from the date of the approval of the plat and acceptance of the construction by the County.

Alternative Fiscal

Exhibit 82.401 (D) (d) Alternative Fiscal Request and Acknowledge – page 2 of 4

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

OWNER: Pulte Homes of Texas, L.P.  
a Texas Limited Partnership

By: [Signature]

Name: Brent Baker

Title: Vice President of Land  
Authorized Representative

12301-B Rkuta Trace Pkwy, Building 2  
Address

Austin TX 78727

City, State

795-0190

Phone

531-3356

Fax

ACKNOWLEDGEMENT

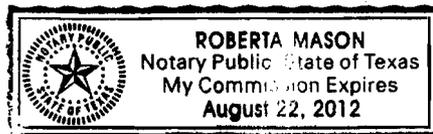
STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on the 1st day of November, 2011, by Brent Baker in the capacity stated herein.

Roberta Mason  
Notary Public in and for the State of Texas

ROBERTA MASON  
Printed or typed name of notary



My Commission Expires: 8-22-12

TRAVIS COUNTY, TEXAS:

By: \_\_\_\_\_  
County Judge

ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me by County Judge Samuel T. Biscoe, on the \_\_\_\_\_ day of \_\_\_\_\_, 2011, in the capacity stated herein.

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
Printed or typed name of notary  
My commission expires: \_\_\_\_\_

Exhibit 82.401 (D) (d) Alternative Fiscal Request and Acknowledge – page 4 of 4

*SAMPLE EXHIBIT "A" OR FIELD NOTES*

Alternative Fiscal

**EXHIBIT "A"**

That certain tract of land described as See attached  
subdivision is \_\_\_\_\_ acres, being a portion of that same tract of land described in  
Volume \_\_\_\_\_, Page \_\_\_\_\_ or Document No. \_\_\_\_\_ of the Real  
Property Records of Travis County, Texas, as delineated on a plat under the same name which  
will be held in abeyance until approval is granted by the Travis County Commissioners' Court.

EXHIBIT A

Proposed Raceway Single Family Subdivision  
Section Two Parcel

**FIELD NOTES  
10.576-ACRE TRACT**

ALL THAT CERTAIN PARCEL OR TRACT OF LAND OUT OF THE GEORGE W. SPEAR SURVEY NO. 100, TRAVIS COUNTY, TEXAS; BEING A PORTION OF A 12.45-ACRE TRACT (TRACT II) AS CONVEYED TO CRVI RACEWAY DEVELOP, L.P. BY SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2007127904 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF A 29.923-ACRE TRACT (TRACT 3) AS CONVEYED TO CRVI RACEWAY HOLDINGS, L.P., BY SPECIAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2007127903 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 29.923-ACRE TRACT ALSO DESCRIBED AS BEING LOTS 16 THRU 25, NORTHRIDGE ACRES NO. 2, A SUBDIVISION AS RECORDED IN BOOK 14, PAGE 84 OF THE PLAT RECORDS OF TRAVIS COUNTY TOGETHER WITH THAT PORTION OF MEADOW LANE VACATED BY ORDER VACATING A PUBLIC ROAD, AS RECORDED IN VOLUME 3175, PAGE 284 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS; AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING for POINT OF REFERENCE at a ½” iron rod found at the southeast corner of Lot 26 of the above described Northridge Acres No. 2, at an inside corner of Lot 25, Block A, Raceway Single Family Subdivision Section One (A Small Lot Subdivision), a subdivision as recorded in Document No. 201100066 of the Official Public Records of Travis County, Texas; Thence, with the east line of said Lot 26, Northridge Acres No. 2., N27°27'19"E a distance of 36.47 feet to a 1/2” iron rod set with cap stamped TERRA FIRMA at the northwest corner of said Lot 25, Block A, Raceway Single Family Subdivision Section One for the southwest corner and POINT OF BEGINNING of the herein described tract;

THENCE, continuing with the east line of said Lot 26, Northridge Acres No. 2., N27°27'19"E a distance of 413.42 feet to a ½" iron rod found on the south right-of-way line of Meadow Lane at the northeast corner of said Lot 26, Northridge Acres No. 2 at an angle point of this tract;

THENCE N16°09'11"E a distance of 51.12 feet to a ½" iron rod set with cap stamped TERRA FIRMA on the north right-of-way line of Meadow Lane at the southeast corner of Lot 15 of said Northridge Acres No. 2 at an angle point of this tract, from which a ½" iron rod found at the southwest corner of said Lot 15, Northridge Acres No. 2 bears N62°25'54"W a distance of 284.71 feet;

THENCE, with the east line of said Lot 15, Northridge Acres No. 2, N27°33'39"E a distance of 460.06 feet to a PK Nail found in fence post at the most northerly corner of said CRVI Raceway Holdings, L.P. 29.923-acre tract also being the northeast corner of said Lot 15, Northridge Acres No. 2 for the most northerly corner of this tract;

THENCE, with the northeast line of said CRVI Raceway Holdings, L.P. 29.923-acre tract, S62°31'26"E, pass a ½" iron rod found at 427.42 feet, and continuing on for a total distance of 561.11 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA for the most easterly corner of this tract;

THENCE S27°15'52"W a distance of 168.63 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA;

THENCE S27°27'19"W a distance of 342.91 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA for an inside corner of this tract;

THENCE S62°44'08"E a distance of 19.81 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA for an outside corner of this tract;

THENCE S27°15'52"W a distance of 166.21 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA for the most easterly southeast corner of this tract;

THENCE N62°44'08"W a distance of 130.37 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA for an inside corner of this tract;

THENCE S27°27'19"W a distance of 44.28 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA at a point of curvature of a curve to the left;

THENCE, along said curve to the left an arc distance of 59.50 feet, having a radius of 152.00 feet, and a chord which bears S16°14'27"W a distance of 59.12 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA at a point of tangency;

THENCE S05°01'35"W a distance of 43.27 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA on the north right-of-way line of Tranquil Lane as dedicated by

said Raceway Single Family Subdivision Section One subdivision, for the most southerly southeast corner of this tract;

THENCE N84°58'25"W a distance of 56.00 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA on the east line of Lot 1, Block D of said Raceway Single Family Subdivision Section One for an outside corner of this tract;

THENCE, with the east line of said Lot 1, Block D, Raceway Single Family Subdivision Section One, N05°01'35"E a distance of 43.27 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA at a point of curvature of a curve to the right;

THENCE, continuing with the east line of said Lot 1, Block D, Raceway Single Family Subdivision Section One, along said curve to the right an arc distance of 50.24 feet, having a radius of 208.00 feet, and a chord which bears N11°56'45"E a distance of 50.12 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA at the northeast corner of said Lot 1, Block D, Raceway Single Family Subdivision Section One, for an inside corner of this tract;

THENCE, with the north line of said Block D, Raceway Single Family Subdivision Section One, N84°10'45"W a distance of 237.63 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA at the northwest corner of Lot 5, Block D of said Raceway Single Family Subdivision Section One, for an inside corner of this tract;

THENCE, with the west line of said Lot 5, Block D, Raceway Single Family Subdivision Section One, along a curve to the left an arc distance of 84.82 feet, having a radius of 222.00 feet, and a chord which bears S09°58'20"W a distance of 84.31 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA;

THENCE, continuing with the west line of said Lot 5, Block D, Raceway Single Family Subdivision Section One, S00°58'25"E a distance of 43.60 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA for an outside corner of this tract;

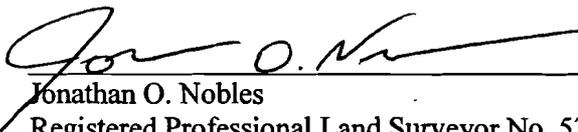
THENCE S89°01'35"W a distance of 56.00 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA on the east line of Lot 27, Block A of said Raceway Single Family Subdivision Section One for the most southerly southwest corner of this tract;

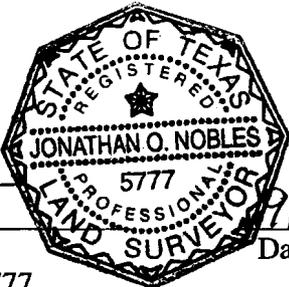
THENCE, with the east line of said Lot 27, Block A, Raceway Single Family Subdivision Section One, N00°58'25"W a distance of 43.60 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA at a point of curvature of a curve to the right;

THENCE, continuing with the east line of said Lot 27, Block A, Raceway Single Family Subdivision Section One, along said curve to the right an arc distance of 62.48 feet, having a radius of 278.00 feet, and a chord which bears N05°27'55"E a distance of 62.35 feet to a 1/2" iron rod set with cap stamped TERRA FIRMA at the northeast corner of said Lot 27, Block A, Raceway Single Family Subdivision Section One, for an inside corner of this tract;

THENCE, with the north line of Lots 27, 26 and 25, Block A of said Raceway Single Family Subdivision Section One, N77°52'35"W a distance of 125.13 feet to the POINT OF BEGINNING, and containing 10.576 acres of land, more or less.

I HEREBY CERTIFY that these notes were prepared by Terra Firma Land Surveying from a survey made on the ground on December 10, 2010 under my supervision and are true and correct to the best of my knowledge.

  
Jonathan O. Nobles  
Registered Professional Land Surveyor No. 5777

  
Date 9/16/2011

Client: Pulte Homes of Texas, LP  
Date: September 16, 2011  
Job No.: 0A598-003  
FB: 613 / 5, 618 /33  
File: J:\Projects\A598 Raceway Crossing\003 Section Two\Survey\Point Files\A598-003.crd  
J:\Projects\A598 Raceway Crossing\003 Section Two\Survey\Legal Desc\A598-003 Sec 2-FN.doc

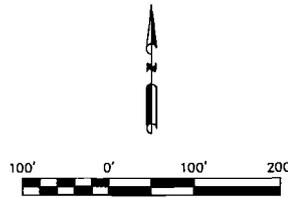
**BASIS OF BEARINGS:**  
Horizontal Datum based upon State Plane Coordinate System, NAD 83, Texas Central Zone.

# RACEWAY SINGLE FAMILY SUBDIVISION SECTION TWO (A SMALL LOT SUBDIVISION) TRAVIS COUNTY, TEXAS



**LEGEND**

- 1/2" IRON ROD FOUND (UNLESS NOTED)
- P-K WALL FOUND IN FENCE POST
- ▲ 1/2" IRON ROD SET W/ CAP STAMPED "TERRA FIRMA"
- CONCRETE MONUMENT SET
- ( ) RECORD INFORMATION
- ..... SIDEWALK



| STREET NAMES         | R.O.W. WIDTH | CENTERLINE LENGTH |
|----------------------|--------------|-------------------|
| TRAVESIA WAY         | 56 FT.       | 830 FT.           |
| MEADOW LANE          | 50 FT.       | 143 FT.           |
| KENTER CROSSING      | 56 FT.       | 403 FT.           |
| MCALOON WAY          | 56 FT.       | 695 FT.           |
| DOVER FERRY CROSSING | 56 FT.       | 158 FT.           |
| <b>TOTAL</b>         |              | <b>2,229 FT.</b>  |

| DESCRIPTION               | ACREAGE             |
|---------------------------|---------------------|
| SINGLE FAMILY LOTS        | 7.744 ACRES         |
| TRAVESIA WAY              | 1.201 ACRES         |
| MEADOW LANE               | 0.133 ACRES         |
| KENTER CROSSING           | 0.433 ACRES         |
| MCALOON WAY               | 0.888 ACRES         |
| DOVER FERRY CROSSING      | 0.187 ACRES         |
| <b>TOTAL RIGHT-OF-WAY</b> | <b>2.832 ACRES</b>  |
| <b>TOTAL AREA</b>         | <b>10.576 ACRES</b> |
| <b>TOTAL NO. OF LOTS</b>  | <b>69</b>           |

| CURVE TABLE |         |            |              |               |
|-------------|---------|------------|--------------|---------------|
| CURVE       | RADIUS  | ARC LENGTH | CHORD LENGTH | CHORD BEARING |
| C1          | 152.00' | 59.50'     | 59.12'       | S 16°14'27" W |
| C2          | 208.00' | 50.24'     | 50.12'       | N 11°56'46" E |
| C3          | 222.00' | 84.82'     | 84.31'       | S 09°58'20" W |
| C4          | 278.00' | 62.48'     | 62.35'       | N 05°27'55" E |
| C5          | 5.00'   | 7.85'      | 7.07'        | S 72°27'19" W |
| C6          | 5.00'   | 4.84'      | 4.47'        | S 00°53'25" W |
| C7          | 5.00'   | 171.10'    | 98.02'       | S 72°21'35" W |
| C8          | 5.00'   | 4.84'      | 4.47'        | N 36°10'14" W |
| C9          | 5.00'   | 7.84'      | 7.06'        | S 72°21'35" W |
| C10         | 5.00'   | 7.87'      | 7.06'        | S 17°38'25" E |
| C11         | 5.00'   | 7.84'      | 7.06'        | N 72°21'35" E |
| C12         | 208.00' | 81.42'     | 80.90'       | S 16°14'27" W |
| C13         | 208.00' | 31.18'     | 31.16'       | S 23°09'37" W |
| C14         | 5.00'   | 7.87'      | 7.06'        | N 17°38'25" E |
| C15         | 25.00'  | 39.19'     | 35.30'       | S 72°21'35" W |
| C16         | 222.00' | 110.15'    | 109.02'      | S 13°14'27" W |
| C17         | 222.00' | 25.33'     | 25.32'       | S 24°11'12" W |
| C18         | 278.00' | 137.94'    | 136.53'      | S 13°14'27" W |
| C19         | 278.00' | 46.21'     | 46.16'       | S 16°39'58" W |
| C20         | 278.00' | 29.24'     | 29.23'       | S 24°26'30" W |
| C21         | 5.00'   | 7.87'      | 7.07'        | S 17°38'24" E |
| C22         | 50.00'  | 22.63'     | 22.44'       | S 12°44'45" E |
| C23         | 50.00'  | 35.00'     | 34.28'       | S 20°18'51" W |
| C24         | 50.00'  | 35.00'     | 34.28'       | S 60°25'17" W |
| C25         | 50.00'  | 35.00'     | 34.29'       | N 79°28'18" W |
| C26         | 50.00'  | 41.89'     | 40.50'       | N 35°31'47" W |
| C27         | 50.00'  | 1.78'      | 1.76'        | N 10°37'24" W |

| LINE TABLE |                 |          |
|------------|-----------------|----------|
| LINE       | BEARING         | DISTANCE |
| L1         | N 16°09'11" E   | 51.12'   |
| L2         | (N 16°09'11" E) | (51.20') |
| L3         | S 82°44'06" E   | 19.81'   |
| L4         | S 27°27'19" W   | 44.28'   |
| L5         | S 05°01'35" W   | 43.27'   |
| L6         | N 84°58'25" W   | 56.00'   |
| L7         | N 05°01'35" E   | 43.27'   |
| L8         | S 00°58'25" E   | 43.60'   |
| L9         | S 89°01'35" W   | 56.00'   |
| L10        | N 00°58'25" W   | 43.60'   |

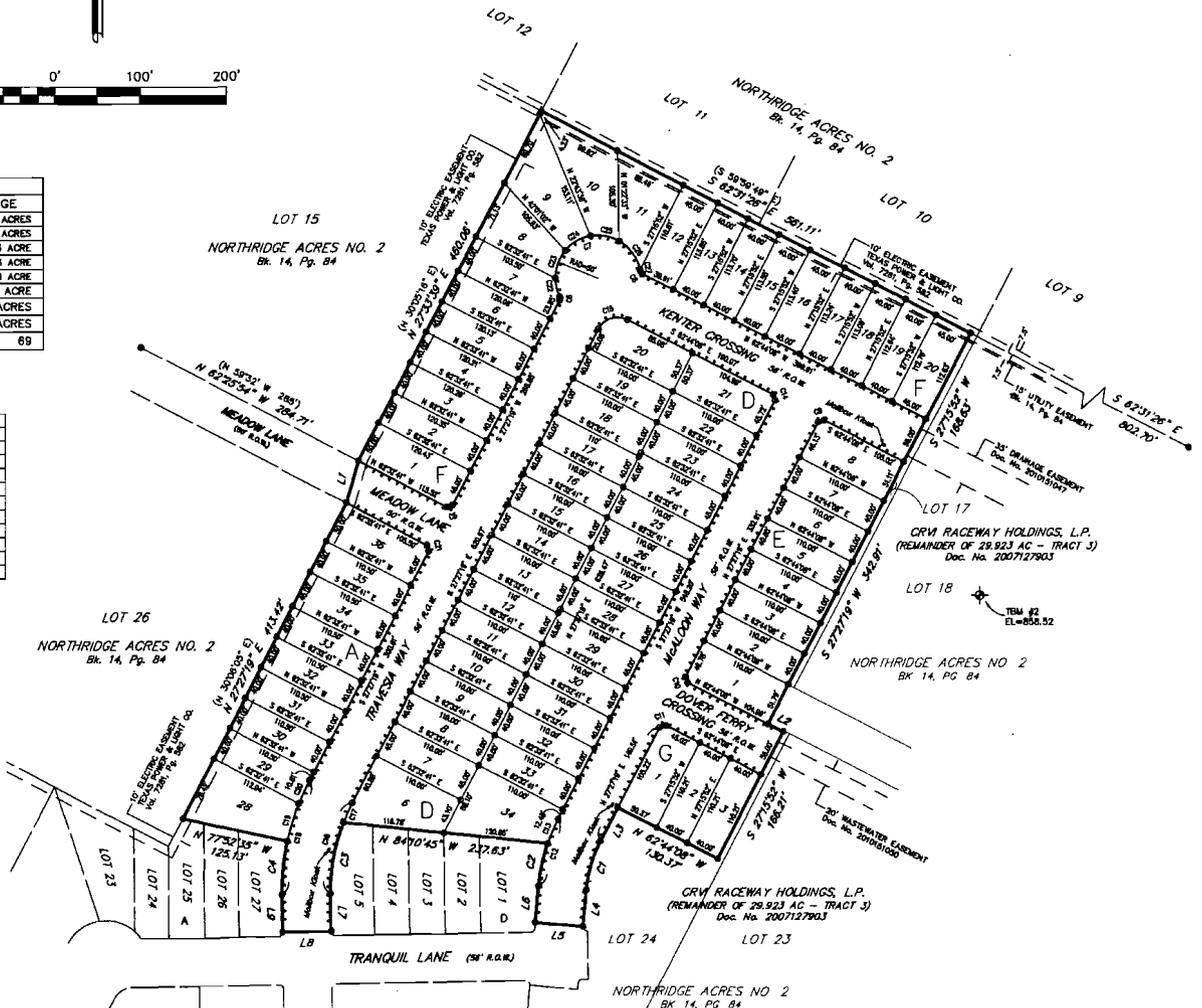
**BEARING BASIS NOTE:**

HORIZONTAL DATUM BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD 83, TEXAS CENTRAL ZONE. COORDINATES AND DISTANCES SHOWN ARE SURFACE VALUES. COMBINED SCALE FACTOR IS 1.000118368.

**BENCHMARK NOTES:**

TBM #1 - TEMPORARY BENCHMARK FOR THIS SURVEY IS A COTTON GIN SPINDLE SET IN TOP BACK OF CURB AT EAST END OF MEDIAN LOCATED ALONG THE CENTER OF GRAND AVENUE PARKWAY NEAR THE SOUTHWEST CORNER OF RACEWAY SINGLE FAMILY SUBDIVISION SECTION ONE (A SMALL LOT SUBDIVISION), AS RECORDED IN DOC. NO. 201100058 (ELEVATION=875.85) (NAVD 85 DATUM)

TBM #2 - TEMPORARY BENCHMARK FOR THIS SURVEY IS A COTTON GIN SPINDLE SET IN ASPHALT +/- 149' SOUTHEAST OF THE SHARED REAR PROPERTY CORNER OF LOTS 8 & 7, BLOCK E AND +/- 153' SOUTHEAST OF THE SHARED REAR PROPERTY CORNER OF LOTS 5 & 6, BLOCK E (ELEVATION=858.52) (NAVD 85 DATUM)



**SURVEYOR:**  
**terra firma** LAND SURVEYING

**ENGINEER:**  
**JC JONES & CARTER, INC.**  
ENGINEERS • PLANNERS • SURVEYORS  
Texas Board of Professional Engineers Registration No. F-439  
1701 DIRECTORS BLVD., STE. 400  
AUSTIN, TEXAS 78744  
(512) 441-8403 (Phone)  
(512) 445-2286 (Fax)

1701 Directors Boulevard, Suite 400 Austin, Texas 78744 512/338-8373 Fax 512/445-2286

SHEET 1 OF 2

FILE: J:\Projects\A598\003\Survey\Drawing Files\Final Plot - Sec 2.dwg  
 J:\Projects\A598\003\Survey\Point Files\04598-Final Plot Sec. 2.crd

|                          |                           |
|--------------------------|---------------------------|
| JOB NO: 04598-003-00/500 | DRAWN BY: MSC             |
| DATE: May 28, 2011       | CHECKED BY: JON           |
| SCALE: 1"=100'           | REVISED: October 25, 2011 |

**RACEWAY SINGLE FAMILY  
SUBDIVISION SECTION TWO  
(A SMALL LOT SUBDIVISION)**

COA CASE NO.: CBJ-2010-0036.2A

# RACEWAY SINGLE FAMILY SUBDIVISION SECTION TWO (A SMALL LOT SUBDIVISION)

STATE OF TEXAS )  
COUNTY OF TRAMS )

KNOW ALL MEN BY THESE PRESENTS:

That, Pulte Homes of Texas, L.P., a Texas limited partnership, acting herein by and through Pulte Nevada I LLC, a Delaware limited liability company, its General Partner, by Brent Boker, Vice President of Land, owner of 10.576 acres of land out of the George W. Spear Survey No. 100, Travis County, Texas, as conveyed to it by special warranty deed recorded in Document No. 2011 \_\_\_\_\_ of the Official Public Records of Travis County, Texas, does hereby subdivide said 10.576 acres, being a portion of Lots 16, 17, 24 and 25, Northridge Acres No. 2, a subdivision as recorded in Book 14, Page 84 of the Plat Records of Travis County, Texas, together with a portion of Meadow Lane as vacated by order vacating a public road, as recorded in Volume 3175, Page 284 of the Deed Records of Travis County, Texas, said 10.576 acres having been approved for subdivision pursuant to Section 212.014 of the Texas Local Government Code, does hereby subdivide said 10.576 acres of land in accordance with the plat shown hereon, to be known as RACEWAY SINGLE FAMILY SUBDIVISION SECTION TWO (A SMALL LOT SUBDIVISION), and does hereby dedicate to the public the use of the streets and easements shown hereon subject to any easements, covenants or restrictions heretofore granted and not released.

WITNESS MY HAND, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D.

Pulte Homes of Texas, L.P., a Texas limited partnership  
1501 Sun City Blvd.  
Georgetown, TX 78633

By: Brent Boker, Vice President of Land  
Pulte Nevada I, LLC, a Delaware limited liability company  
its General Partner

STATE OF TEXAS )  
COUNTY OF TRAVIS )

Before me, the undersigned authority on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument, and he acknowledged to me that he executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

Notary Public, State of Texas

Print Notary's Name  
My Commission Expires: \_\_\_\_\_

I, Jonathan O. Nobles, 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 Austin 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 under my supervision on the ground.

Jonathan O. Nobles  
Jonathan O. Nobles  
Registered Professional Land Surveyor No. 5777  
Date 11-5-2011



TERRA FIRMA LAND SURVEYING  
1701 Directors Blvd., Suite 400  
Austin, Texas 78744

### FLOOD PLAIN NOTE:

No portion of this tract is within the designated flood hazard area as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) #48453C0260H, Travis County, Texas, dated September 26, 2008, Community #481028.

I, Gerson N. Perry, 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 City Code as amended and is true and correct to the best of my knowledge.

Gerson N. Perry  
Gerson N. Perry  
Registered Professional Engineer No. 99300  
Date 11-5-2011



JONES & CARTER, INC.  
1701 Directors Blvd., Suite 400  
Austin, Texas 78744

This subdivision is within the 2-mile extrajurisdictional jurisdiction of the City of Austin, Texas, as of this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D.

ACCEPTED AND AUTHORIZED FOR RECORD by the Director, Planning and Development Review Department, City of Austin, Travis County, Texas, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Greg Guernsey, Director  
Planning and Development Review Department

ACCEPTED AND AUTHORIZED FOR RECORD by the Zoning and Platting Commission of the City of Austin, Texas, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D.

Chairperson Secretary

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.

STATE OF TEXAS )  
COUNTY OF TRAVIS )

I, Dana DeBeauvoir, Clerk of the County Court of Travis County, Texas, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D., the Commissioners' Court of Travis County, Texas passed an order authorizing the filing for record of this plat and that said order was duly entered in the minutes of said Court.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT of said County, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D.

Dana DeBeauvoir, County Clerk, Travis County, Texas

Deputy

STATE OF TEXAS )  
COUNTY OF TRAVIS )

I, Dana DeBeauvoir, Clerk of Travis County, Texas do hereby certify that the foregoing instrument of Writing and its Certificate of Authentication was filed for records in my office on the \_\_\_\_\_ day of \_\_\_\_\_ 2010, A.D., at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and duly recorded on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D., at \_\_\_\_\_ o'clock \_\_\_\_\_ M., in the Official Public Records of said County and State in Document No. \_\_\_\_\_

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK of said County the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D.

Dana DeBeauvoir, County Clerk, Travis County, Texas

Deputy

### NOTES:

- This subdivision is located within the Gillespie Creek Watershed classified as suburban.
  - In a suburban watershed, water quality controls are required for new development in accordance with the environmental criteria manual of the City of Austin Land Development Code.
  - All streets, drainage and sidewalks shall be constructed and installed to Travis County standards, water and wastewater lines and erosion controls shall be constructed and installed to City of Austin standards.
  - Prior to construction on lots in this subdivision, drainage plans will be submitted to the City of Austin and Travis County for review. Rainfall runoff shall be held to the amount existing at undeveloped status by ponding or other approved method.
  - All drainage easements on private property shall be maintained by the property owner or assigns.
  - Property owner and/or his/her assigns shall provide for access to drainage easements as may be necessary and shall not prohibit access by Travis County or other governmental authorities for inspection or maintenance of said easement.
- Enclosed storm sewer pipes will be located in drainage easements a minimum of 15 feet wide. Easements for open channels shall be a minimum of 25 feet wide.
  - Erosion/Sedimentation controls are required for all construction on each lot pursuant to Land Development Code, and the Environmental Criteria Manual. It shall be the responsibility of the lot owner/builder to install and maintain temporary erosion controls (silt fence), revegetation and tree protection for all disturbed areas during the period of construction until disturbed areas are adequately stabilized against erosion pursuant to the City of Austin Land Development Code.
  - All disturbed areas within each phase of this project shall be revegetated and all permanent erosion/sedimentation controls completed prior to the issuance of occupancy permits for that phase. Temporary E/S controls shall be adjusted as needed prior to this release to ensure that subsequent phase disturbed areas are adequately covered. Additionally, any area within the limits of construction of the project which is not adequately revegetated shall be brought into compliance prior to the release of the final phase.
  - The owner/developer of this subdivision/lot is responsible for providing the subdivision infrastructure, including water and wastewater improvements, offsite main extensions, and system upgrades.
  - Water and wastewater service shall be provided by the City of Austin. No lot in this subdivision shall be occupied until the building is connected to the City of Austin's water and wastewater systems.
  - The water and wastewater utility system serving this subdivision must be in accordance with the city design criteria and standards. The water and wastewater utility plan must be reviewed and approved by the Austin water utility. The water and wastewater utility construction must be inspected by the city.
  - Electric service will be provided by Oncor Electric Delivery. Telephone service will be provided by AT&T.
  - This subdivision will be designed in accordance with 30-2-232 of the Land Development Code.
  - All corner lots shall be a minimum 4,500 square feet.
  - 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 plot 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.
  - No construction or placement of structures including buildings, sheds, pools, landscaping or gardens is allowed within a critical environmental feature buffer zone per the City of Austin's Land Development Code.
  - Maintenance of the water quality controls required above shall be according to City of Austin standards.
  - Water quality controls are required for all development with impervious cover in excess of 20% of the Net Site Area of each lot pursuant to Land Development Code.
  - Travis County Development Permit is required prior to site development.
  - No objects, including but not limited to, buildings, fences or landscaping shall be allowed in a drainage easement except as approved by Travis County (and other appropriate jurisdictions).
  - This subdivision will utilize offsite storm water conveyance, detention, and water quality controls. The offsite storm sewer line is within a drainage easement recorded in Document No. 2010151047 and water quality pond is within a drainage easement recorded by separate instrument Document No. 2010151046 at the Official Public Records of Travis County, Texas, and will be constructed with the subdivision infrastructure.
  - 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 lots in this subdivision is the responsibility of the developer and/or owners of the lots being occupied. Failure to construct any required infrastructure to City standards may be just cause for the City to deny applications for certain development permits including building permits, site plan approvals, and/or certificates of occupancy.
  - A ten foot (10') Public Utility Easement (PUE) is hereby dedicated adjacent to all right-of-way.
  - 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: TRAVESIA WAY, MEADOW LANE, KENTER CROSSING, MCALOON WAY and DOVER FERRY CROSSING. These sidewalks shall be in place prior to the lot being occupied. 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.
  - No construction on Raceway Single Family Subdivision Section Two shall commence until the water quality infrastructure per Raceway Single Family Subdivision Section One (C8-2010-0036.1B) has been constructed and accepted.
  - It is declared that all of the property of the subdivision shall be held, sold and conveyed subject to the following restrictions, covenants and conditions contained in the deed restrictions on file in Document No. 2010188090 of the Official Public Records of Travis County, Texas.

SURVEYOR:  
**terra firma** LAND SURVEYING

1701 Directors Boulevard, Suite 400 Austin, Texas 78744 812/328-3373 Fax 512/445-2286

ENGINEER:  
**JC JONES & CARTER, INC.**  
ENGINEERS • PLANNERS • SURVEYORS  
Texas Board of Professional Engineers Registration No. F-439  
1701 DIRECTORS BLVD., STE. 400  
AUSTIN, TEXAS 78744  
(512) 441-9493 (Phone)  
(512) 445-2286 (Fax)

|  |                    |                 |                          |
|--|--------------------|-----------------|--------------------------|
| FILE: J:\Projects\AS98\003\Survey\Drawing Files\Final Plat - Sec 2.dwg |                    | DRAWN BY: MSC   |                          |
| J:\Projects\AS98\003\Survey\Point Files\AS98-Final Plat Sec. 2.crd     |                    | CHECKED BY: JON |                          |
| JOB NO: 04588-003-007500   | DATE: May 28, 2011 | SCALE: 1"=100'  | REVISED: August 15, 2011 |

**RACEWAY SINGLE FAMILY  
SUBDIVISION SECTION TWO  
(A SMALL LOT SUBDIVISION)**

**§ EXHIBIT 82.201(C)  
EXTENSION OF SIXTY-DAY PERIOD FOR  
COMPLETED PLAT APPLICATION FINAL ACTION**

Date: December 14, 2011

Owner's Name and Address: Pulte of Texas, L.P., a Texas limited partnership  
12301-B Riata Trace Pkwy, Building 2  
Austin, TX 78727

Proposed Subdivision Name and Legal Description (the "Property"):

Raceway Single Family Subdivision Section Two

The undersigned Owner and the Executive Manager of Travis County Transportation and Natural Resources Department hereby agree that the sixty (60) day period for final action to be taken on a Completed Plat Application for the Property is hereby extended by mutual agreement and without compulsion until the date that all subdivision requirements have been met to Travis County standards to the satisfaction of the Executive Manager of TNR.

Executed and affective as of the date set forth below.

Owner: Pulte of Texas, L.P., a Texas limited partnership

By: [Signature]

Name: Brent Baker

Title: Vice President of Land

Authorized Representative

**ACKNOWLEDGEMENT**

STATE OF TEXAS  
COUNTY OF TRAVIS

This instrument was acknowledged before me on the 14<sup>th</sup> day of December, 2011, by Brent Baker of Travis County, Texas known to me personally or on the basis of an approved form of identification, in the capacity stated.

Notary Public, State of Texas

Roberta Mason

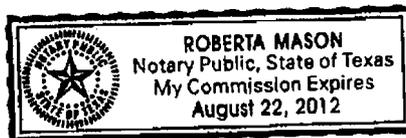
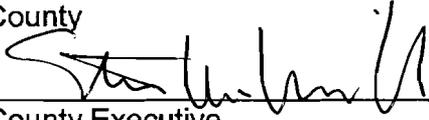


EXHIBIT 82.201(C)  
EXTENSION OF SIXTY DAY PERIOD – PAGE 2 OF 2

Travis County

By:

  
\_\_\_\_\_

County Executive

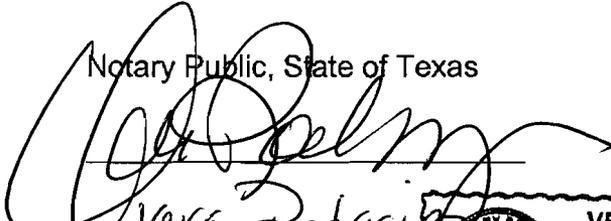
Travis County Transportation and Natural Resources Department

ACKNOWLEDGEMENT

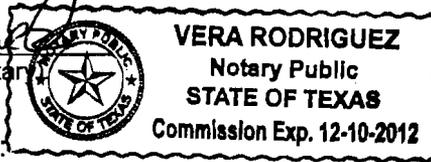
STATE OF TEXAS  
COUNTY OF TRAVIS

This instrument was acknowledged before me on the 15<sup>th</sup> day of September,  
2011 by Steven M Manilla, P.E., County Executive of Travis County, Texas known to me  
personally or on the basis of an approved form of identification, in the capacity stated.

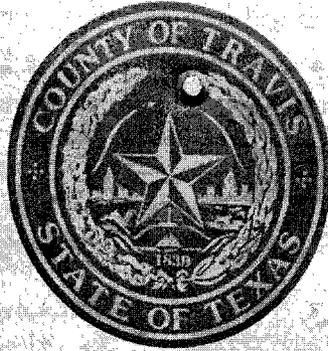
Notary Public, State of Texas

  
\_\_\_\_\_

Vera Rodriguez  
(Printed Name of Notary)



My Commission Expires:



# **NOTICE OF PUBLIC HEARING**

**JANUARY 10, 2012, AT 9:00 AM**

**RESUBDIVISION OF LOTS 16, 17, 24, & 25  
NORTHRIDGE ACRES NO. 2 SUBDIVISION  
PRECINCT 2**

**AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
314 WEST 11th STREET  
(FIRST FLOOR), AUSTIN**

**FOR MORE INFORMATION CALL 854-7563**

RECEIVED

DEC 13 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 a resubdivision final plat sign was posted on December 12, 2011, at a point as near as practical to the area* being resubdivided, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 12 DAY OF December, 2011.

SIGNATURE: Jaime Garcia

NAME (PRINT): Jaime Garcia

TITLE: TNR/RFB Supervisor

cc: Garcia (sign shop)

M:\PERMITS\SUBDIVN\Subdivision Review\Raceway SF Subdivision Final Plat Sec Two\Work Request for Sign Posti



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By:** Robert Armistead **Phone #:** 854-9831

**Division Director/Manager:** Charles Bergh, Parks Division Director

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

**Sponsoring Court Member:** Commissioner Eckhardt, Precinct Two

**AGENDA LANGUAGE:** Consider and take appropriate action regarding the proposed motion to approve a License Agreement for the American Cancer Society to hold a Relay for Life event at Northeast Metro Park in Precinct Two.

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

The American Cancer Society, a non-profit organization, has requested use of Northeast Metro Park to conduct an overnight walking event, Relay for Life, on Friday/Saturday, April 20-21, 2012 (7:00 p.m. - 7:00 a.m.).

Relay for Life is an overnight fundraising event and celebration, where teams fundraise year-round and come together on one night to honor cancer survivors, remember those lost to cancer, and fight back against the disease. This will be the event's 9<sup>th</sup> year in the Pflugerville community, the first at Northeast Metro Park. There will be an estimated 1,200 participants and 1,500 spectators.

### **STAFF RECOMMENDATIONS:**

Staff recommends approval of this license agreement.

### **ISSUES AND OPPORTUNITIES:**

The Relay for Life is a fundraising event for the American Cancer Society. This will be the first year that this event will be held at Northeast Metro Park. It is an opportunity for this annual event to be hosted by Travis County Parks for years to come. The event will have liability insurance.

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

There would be no budgetary or fiscal impact associated with this request. Race coordinators will pay normal park fees to rent a soccer field, lights, a park pavilion, a concession stand, and security.

**ATTACHMENTS/EXHIBITS:**

Licence Agreement  
Certificate of insurance  
Park Map

**REQUIRED AUTHORIZATIONS:**

|                  |                       |                         |          |
|------------------|-----------------------|-------------------------|----------|
| Cynthia McDonald | Financial Manager     | TNR                     | 854-4239 |
| Steve Manilla    | County Executive      | TNR                     | 854-9429 |
| Roxanne Bonner   | Asst. County Attorney | County Attorney         | 854-9415 |
| Charles Bergh    | Division Director     | Parks                   | 854-9408 |
| Kristen Tucek    | Community Manager     | American Cancer Society | 919-1907 |
|                  |                       |                         |          |

**CC:**

|                  |                  |       |          |
|------------------|------------------|-------|----------|
| Daniel Chapman   | Chief Ranger     | Parks | 263-9114 |
| Robert Armistead | Division Manager | Parks | 854-9831 |
| Kurt Nielsen     | District Manager | Parks | 854-7218 |
| Tim Speyrer      | Supervisor       | Parks | 989-8706 |

: :  
**4501 - Park Svs -**

**LICENSE AGREEMENT**

STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS       §

This License Agreement (this "Agreement") is made and entered into by and between Travis County, Texas, a political subdivision of the State of Texas ("County") and The American Cancer Society, High Plains Division, Inc., a Texas nonprofit corporation, ("Licensee").

WITNESSETH

THAT WHEREAS, Licensee desires to use certain property located in that park known as Travis County Northeast Metro Park (the "County Park") for the purpose of holding Licensee's annual "Relay for Life of Pflugerville" (the "Event"), and County desires to allow Licensee use of the County Park for such purpose; and

WHEREAS, Licensee fully understands the fragile nature of the habitat of the County Park and intends to fully cooperate and take whatever steps are necessary to minimize all impacts upon the various habitats during Licensee's use of the County Park and to restore the County Park to its original condition after Licensee has completed the Event.

NOW, THEREFORE, County and Licensee, in consideration of the mutual promises herein expressed and the compensation herein agreed to be paid, covenant and agree to and with each other as follows:

I. GRANT OF LICENSE

1.1 County hereby grants a license to Licensee and its employees, agents, sponsors, contractors and suppliers, and to Event participants, to enter and use approved areas within the County Park in connection with the Event (the "License"). Approved areas include those roadways, trails, and park areas, together with their associated rights-of-way, shown on **Exhibit A**, attached hereto and made a part hereof for all purposes. The County Park will remain open to the public during the Event. The License includes the rights and privileges to camp in the park overnight and conduct a walking relay-style event.

1.2 All publicity, promotion and distribution rights arising out of or in connection with the Event, including all exhibition, advertising and exploitation products or services created or produced in connection therewith, shall be the sole property of Licensee or its independent contractors, without exception and in perpetuity, and may be exploited in all media and markets and in all forms, whether known, unknown, or hereafter created. The License includes the right to bring onto the County Park and to utilize thereon personnel, personal property, materials and equipment during the term of the License.

1.3 Licensee agrees to make no structural changes to the County Park. However, the License allows for superficial preparation to be made to the County Park to facilitate Licensee's Event needs, including the right to place temporary signage throughout the licensed areas of the County Park; provided, however, the location and appearance of such signage shall be subject to the pre-approval of the Parks Division, as defined below. Licensee agrees to leave the County Park in the same and as good a condition as when it was received, normal wear and tear excepted as determined by existing County parks policy.

1.4 Licensee acknowledges and agrees that Licensee shall be solely responsible at all times for the actions and the safety of those persons utilizing the County Park under this Agreement, including, without limitation, protecting such persons from injury or death and protecting County's property and the property of such persons from loss or damage.

1.5 Licensee agrees to use only designated parking areas, as determined by the Travis County Parks Division of the Transportation and Natural Resources Department ("the Parks Division") representative, to transport and park all vehicles and equipment brought into or onto the County Park by Licensee and its employees, agents, independent contractors and suppliers. At no time will Licensee be permitted to bring onto or into the County Park a number of vehicles that exceeds the capacity of the County Park parking lot, as determined by the Parks Division staff in its sole discretion.

1.6 During the License Term, as such term is defined below, Licensee agrees to take all reasonable measures to minimize noise and any other type of interference with or disruption of normal County Park business, including the use and enjoyment of the County Park by regular County Park visitors.

## II. TERM OF LICENSE

2.1 The License is granted for one day, beginning at approximately 7:00 p.m. on Friday, April 20, 2012 and concluding at approximately 7:00 a.m. on Saturday, April 21, 2012 (the "License Term"). Licensee acknowledges and

agrees that such dates and times are subject to postponement and/or rescheduling due to any cause or reason beyond the control of Licensee or as determined to be necessary by County.

### III. CONSIDERATION

3.1 In consideration of the License granted hereunder, Licensee shall provide, at its own expense during Licensee's use of the County Park:

(i) all utilities such as electricity, water/wastewater and garbage management and removal (including the provision of additional dumpsters and trash pick-up);

(ii) all traffic control devices, public notices, and signage determined to be necessary by Travis County Parks to aid in notifying the public of the Event, directing traffic and parking vehicles;

(iii) security through employment of one (1) Travis County Park Ranger to ensure the safety and integrity of the persons and property brought onto the County Park for the purposes authorized under this Agreement; and coordination of volunteer law enforcement officers; and

3.2 In addition, all vehicles brought into the County Park for purposes authorized under this Agreement, and all persons entering the County Park for the purpose of participating in, sponsoring, conducting or viewing the licensed activities, will be charged, and Licensee will pay, prior to County Park entry, all normal and customary fees charged to the public.

3.3 With respect to any additional expenses incurred by County above the expenses set forth herein, County shall invoice Licensee for the actual costs so incurred, and Licensee shall remit payment to County for the invoice amounts within thirty (30) days of receipt of invoice(s).

### IV. PERMITS

4.1 Licensee shall be solely responsible for the costs and the securing of any permits required by the City of Austin, the Lower Colorado River Authority, or other governmental entities.

### V. CONTROL OF TRAVIS COUNTY

5.1 Licensee and its agents shall at all times obey the direction and commands of the Executive Manager of the Travis County Transportation and Natural Resources Department, or his designees (including the Director of the Parks Division and any and all Travis County Park Rangers), while in the County Park.

5.2 Licensee agrees to attend a pre-site meeting with TNR representatives prior to commencement of the Event. Licensee shall be responsible for contacting Kurt Nielsen, or other authorized Parks Division representative, in order to arrange a time and location for such pre-site meeting that is mutually agreeable to the parties.

5.3 Licensee and its agents shall at all times follow the Travis County Parks Rules, which TNR staff shall provide to Licensee prior to commencement of the activities licensed hereunder.

5.4 Licensee and its agents acknowledge and agree that disorderly conduct or assault, as defined by the Texas Penal Code, will not be tolerated. Such actions include, but are not limited to, abusive, indecent, profane or vulgar language that might cause a breach of the peace, or threatening or causing physical contact with someone else who might consider the contact offensive.

5.5 Any disregard of the directions, restrictions, rules or regulations referenced in this section shall be grounds for immediate revocation of the License by the Executive Manager of the Travis County Transportation and Natural Resources Department, the Director of the Parks Division, or their designated representatives, and such action is expressly authorized herein by the Travis County Commissioners Court.

## VI. USE AND REPAIRS

6.1 Licensee shall not use the County Park for any purpose other than that set forth herein. Licensee shall repair or replace any damage to the County Park caused by Licensee.

## VII. INDEMNIFICATION

**7.1 LICENSEE AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, NEGLIGENCE, CAUSES OF ACTION, SUITS, AND LIABILITY OF ANY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON, FOR ANY ACT OR OMISSION BY LICENSEE, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR LICENSEE'S USE OF THE COUNTY PARK.**

7.2 Without in any way limiting the liability of Licensee or its obligations under this Agreement, Licensee agrees to maintain during the term of the



P.O. Box 1748  
Austin, Texas 78767

And: Steve Manilla (or successor)  
County Executive  
Travis County Transportation and  
Natural Resources Department  
P.O. Box 1748  
Austin, Texas 78767

## XII. VENUE AND CHOICE OF LAW

12.1 THE OBLIGATIONS AND UNDERTAKINGS OF EACH OF THE PARTIES TO THIS AGREEMENT SHALL BE PERFORMABLE IN TRAVIS COUNTY, TEXAS, AND THIS LICENSE SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.

## XIII. MEDIATION

13.1 When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or someone appointed by the Court having jurisdiction for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

## XIV. ENTIRETY OF AGREEMENT

14.1 This Agreement represents the sole, entire and integrated Agreement between County and Licensee with respect to the subject matter herein and supersedes all prior negotiations, representations or agreements either oral or written.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date(s) set forth below.

TRAVIS COUNTY:

By: \_\_\_\_\_

Samuel T. Biscoe  
Travis County Judge

Date: \_\_\_\_\_

LICENSEE:

By: 

Kristen Tucek  
Community Manager, Income Development  
American Cancer Society, High Plains Division, Inc.

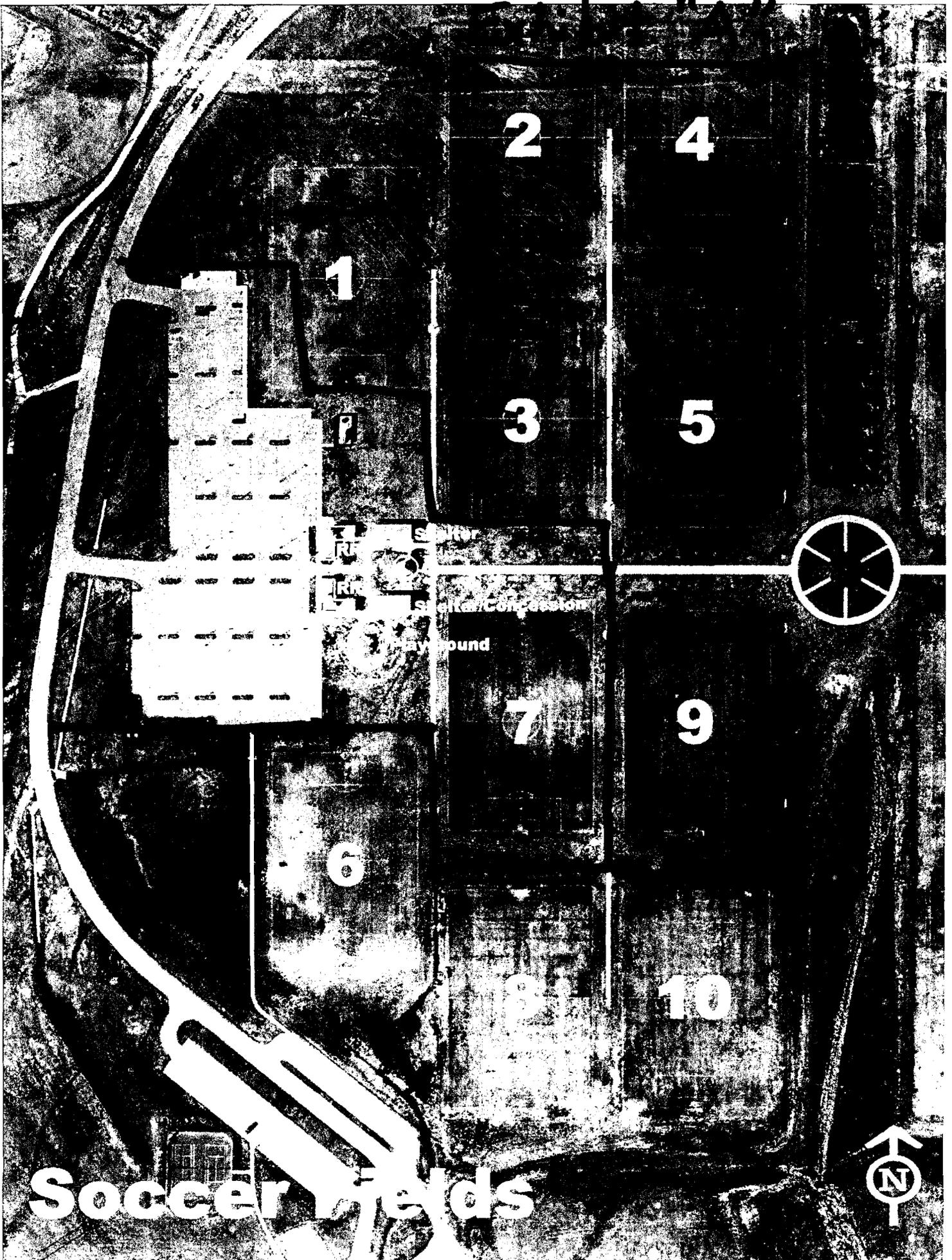
Date: 12/16/11

**EXHIBIT A**

**Licensed Areas in Pace Bend Park**

**EXHIBIT B**  
**INSURANCE CERTIFICATE OF LICENSEE**  
**(to be attached)**





**Soccer Fields**





# Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

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

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

*Carol B. Joseph for*

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

**Sponsoring Court Member:** Commissioner Huber, Precinct Three

## **AGENDA LANGUAGE:**

Consider and take appropriate action on the following requests:

- A) A Plat for recording: Sweetwater Section One, Village G1 (Long Form Plat - 76 Lots - 20.9 acres - Pedernales Summit Parkway) in Precinct Three;
- B) A Plat for recording: Sweetwater Section One, Village G2 (Long Form Plat - 65 Lots - 19.3 acres - Pedernales Summit Parkway) in Precinct Three; and
- C) Construction Agreements for Sweetwater Section One, Village G1 and Sweetwater Section One, Village G2 Final Plats in Precinct Three .

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

The developer is requesting to come out of Alternate Fiscal (Approved by Court on 7/22/08) and post fiscal in the amount of \$2,098,730.00 in order to record both plats.

The G1 plat consists of 76 total lots: 72 Single-Family, 1 Common Area and Drainage and 3 Landscape Lots. The developer has paid parkland fees. In addition, a total of 3,150 linear feet of private streets are being proposed to be built. Water and wastewater will be provided by the Lazy 9 MUD.

The G2 plat consists of 65 total lots: 64 Single-Family, 1 Common Area and Drainage a Lot. The developer has paid parkland fees. In addition, a total of 2,902 linear feet of private streets are being proposed to be built. Water and wastewater will be provided by the Lazy 9 MUD.

## **STAFF RECOMMENDATIONS:**

As these final plats meet all subdivision standards, TNR staff recommends approval.

## **ISSUES AND OPPORTUNITIES:**

The staff did receive an open record request on the entire Sweetwater development by Bill Bunch, Save Our Springs group. However, Staff has not been contacted by anyone by e-mail, telephone or letter on this development.

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

N/A

**EXHIBITS/ATTACHMENTS:**

Location Map

Final Plats

Construction Agreements

Precinct Map

**REQUIRED AUTHORIZATIONS:**

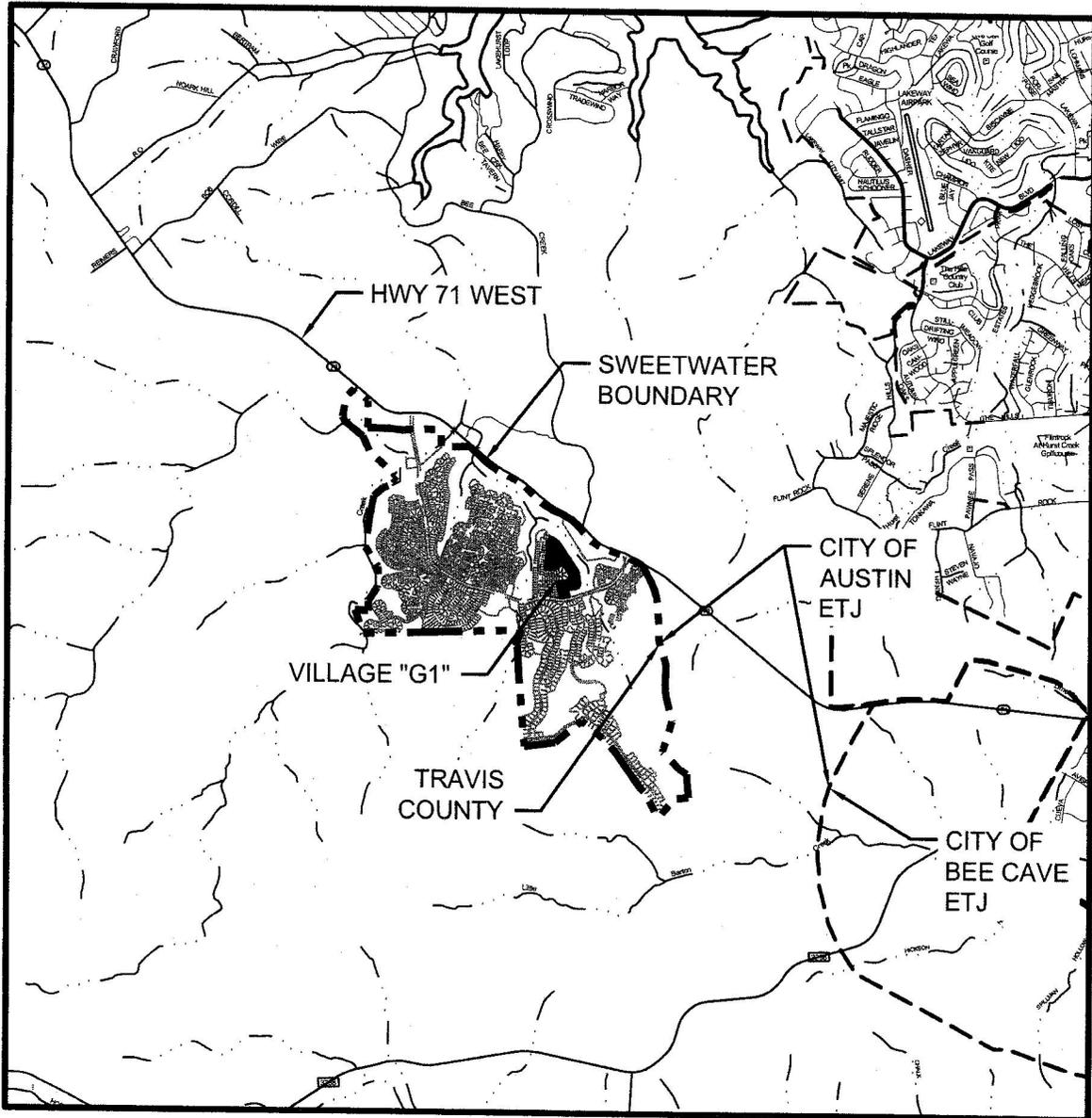
|                  |                   |     |          |
|------------------|-------------------|-----|----------|
| Cynthia McDonald | Financial Manager | TNR | 854-4239 |
| Steve Manilla    | County Executive  | TNR | 854-9429 |
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**CC:**

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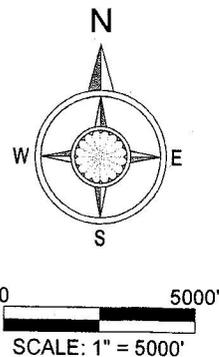
**1101 - Development Svs-**



**LOCATION MAP**  
**SWEETWATER**  
**VILLAGE "G1"**

**Malone/  
 Wheeler, Inc.**

Engineering & Development Consultants  
 7500 Rialto Blvd, Bldg 1, Suite 240  
 Austin, Texas 78735  
 Phone: (512) 899-0601 Fax: (512) 899-0655  
 Firm Registration No. F-786



NOTES:

- 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 TRAVIS COUNTY. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT THE PLAT VACATION OR RELIANTING MAY BE REQUIRED AT THE OWNER'S SOLE EXPENSE IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
- FOR A MINIMUM TRAVEL DISTANCE OF 25 FEET FROM THE ROADWAY EDGE, DRIVEWAY GRADERS MAY EXCEED 1% WITHIN THE SPECIFIC WIDTH APPROVAL OF THE SURFACE AND GEOMETRIC DESIGN PROPOSALS BY THE TRAVIS COUNTY TRANSPORTATION AND NATURAL RESOURCES.
- WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH TRAVIS COUNTY PLANS AND SPECIFICATIONS. PLANS AND SPECIFICATION SHALL BE SUBMITTED TO LOCAL AND TDCQ FOR REVIEW.
- NO PORTION OF THIS TRACT IS LOCATED WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.
- THIS SUBDIVISION IS SUBJECT TO A PHASING AGREEMENT RECORDED AS DOCUMENT NO. 006100748.
- MUNICIPAL JURISDICTION: THIS PRELIMINARY PLAN BOUNDARIES FALL OUTSIDE C.O.A. ETI, BE CAVE ETL, LAKEWAY ETI, AND WILL BE REGULATED BY TRAVIS COUNTY, MUNICIPAL JURISDICTION - HOME ETI.
- THIS SUBDIVISION IS SUBJECT TO THE COVENANTS AND RESTRICTIONS RECORDED AS DOCUMENT NO. 20090607 OF THE OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS.
- DRIVEWAYS SHALL NOT BE CONSTRUCTED CLOSER THAN 50 FEET OR 60% OF THE LOT FRONTAGE TO THE EDGE OF PAVEMENT OF AN INTERSECTING LOCAL OR COLLECTOR STREET.
- A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY SITE DEVELOPMENT.
- WATER SERVICE AND WASTEWATER SERVICE WILL BE PROVIDED BY THE LAZY NINE MUNICIPAL UTILITY DISTRICT B.
- DRAINAGE EASEMENTS GREATER THAN 25 FEET W/IN CAN BE USED FOR OPEN CHANNEL OR ENCLOSED CONDUIT SYSTEMS. DRAINAGE EASEMENTS IS FIVE FEET WIDE FOR ENCLOSED CONDUIT DRAINAGE SYSTEMS ONLY.
- THIS SUBDIVISION IS LOCATED WITHIN THE BOUNDARIES OF THE LAZY NINE MUNICIPAL DISTRICT B. WATER AND WASTEWATER SERVICE TO THIS SUBDIVISION WILL BE PROVIDED BY THE DISTRICT IN ACCORDANCE WITH ITS RATE ORDER, AS AMENDED. ALL CONSTRUCTION PLANS FOR WATER, WASTEWATER, AND STORM DRAINAGE IMPROVEMENTS MUST BE PRESENTED TO THE DISTRICT AND APPROVED BY THE DISTRICT'S ENGINEER, PRIOR TO BEGINNING CONSTRUCTION ACTIVITIES. THE DISTRICT MAY INSPECT ALL WATER, WASTEWATER, AND STORM DRAINAGE IMPROVEMENTS.
- NO OTHERS, INCLUDING BUT NOT LIMITED TO BUILDING, FENCES, LANDSCAPING OR OTHER STRUCTURES SHALL BE ALLOWED IN DRAINAGE EASEMENTS AND WATER QUALITY EASEMENTS EXCEPT AS APPROVED BY LOCAL AND TRAVIS COUNTY.
- NO LOTS SHALL BE OCCUPIED UNTIL CONNECTED TO AN APPROVED PUBLIC SEWER SYSTEM.
- NO LOTS SHALL BE OCCUPIED UNTIL WATER SATISFACTORY FOR HUMAN CONSUMPTION IS AVAILABLE FROM A SOURCE IN ADEQUATE AND SUFFICIENT SUPPLY FOR THIS PROPOSED DEVELOPMENT.
- LOT 13, BLOCK C LOT 18, BLOCK B AND LOT 9, BLOCK D ARE HEREBY DEDICATED AS FENCE, SIGNAGE & LANDSCAPE LOTS. THESE LOTS SHALL BE OWNED AND MAINTAINED BY LAZY NINE MUD 1B.
- LOT 3A BLOCK A WILL BE OWNED AND MAINTAINED BY THE LAZY NINE MUD 1B OR ITS ASSIGNS.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE LOWER COLORADO RIVER AUTHORITY (LCRA) AND THE LAZY NINE MUNICIPAL UTILITY DISTRICT FOR REVIEW AND CONSIDERATION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLATS FOR THIS SUBDIVISION.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) AND/OR LOWER COLORADO RIVER AUTHORITY (LCRA) AS APPROPRIATE, AND THE LAZY NINE MUNICIPAL UTILITY DISTRICT FOR REVIEW AND CONSIDERATION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLATS FOR THIS SUBDIVISION.
- ALL PRIVATE STREET RIGHT-OF-WAY ARE ALSO DRAINAGE EASEMENTS, WATER AND WASTEWATER EASEMENTS, AND GAS EASEMENTS AS PROVIDED BY LAZY NINE MUNICIPAL UTILITY DISTRICT 1B.
- MAINTENANCE OF PRIVATE STREETS AND GATE STRUCTURES SHALL BE THE RESPONSIBILITY OF THE SUBDIVISION HOMEOWNERS ASSOCIATION.
- ALL WATER QUALITY AND DRAINAGE EASEMENTS SHALL BE MAINTAINED BY THE LAZY NINE MUNICIPAL UTILITY DISTRICT 1B.
- ALL PORTION OF THE HEREIN DESCRIBED SUBDIVISION IS SUBJECT TO THE LOWER COLORADO RIVER AUTHORITY'S NON-POINT SOURCE (NPS) POLLUTION CONTROL ORDINANCE. ANY DEVELOPMENT OTHER THAN CONSTRUCTION OF A SINGLE-FAMILY HOME OR ASSOCIATED STRUCTURE MAY REQUIRE AN NPS DEVELOPMENT PERMIT FROM THE LOWER COLORADO RIVER AUTHORITY.
- NO PORTION OF THIS SUBDIVISION LIES WITHIN THE DESIGNATED 100 YEAR FLOOD PLAIN AS DEFINED BY F.E.M.A. MAP 41080G0101 DATED SEPTEMBER 16, 2006.
- ALL NON-RESIDENTIAL LOTS NOT ASSIGNED TO LAZY NINE MUD 1B TO BE OWNED AND MAINTAINED BY THE HOME OWNERS ASSOCIATION OR ITS ASSIGNS.

BENCHMARK LIST:

- TM-49: COTTON SPINDLE SET IN 21" LIVE OAK TAG No. 608 ELEV: 938.46
- TM-46: COTTON SPINDLE SET IN 7" LIVE OAK TAG No. 610 ELEV: 894.00

| STREET NAME        | WIDTH | DESIGN SPEED | TYPE | CLASSIFICATION | OWNERSHIP | LENGTH   |
|--------------------|-------|--------------|------|----------------|-----------|----------|
| CHEROKEE DRAIN RD  | 30'   | 25 MPH       | C&G  | LOCAL          | PRIVATE   | 1031.14' |
| PAINTED HORSE CV   | 30'   | 25 MPH       | C&G  | LOCAL          | PRIVATE   | 557.14'  |
| OTMANOCH DIVIDE CV | 30'   | 25 MPH       | C&G  | LOCAL          | PRIVATE   | 554.14'  |
| UPAN APACHE BEND   | 30'   | 25 MPH       | C&G  | LOCAL          | PRIVATE   | 554.14'  |
| TOTAL:             |       |              |      |                |           | 3159.14' |

SWEETWATER DEVELOPMENT PLAT NOTES:

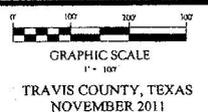
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE LOWER COLORADO RIVER AUTHORITY (LCRA) AND THE LAZY NINE MUNICIPAL UTILITY DISTRICT FOR REVIEW AND CONSIDERATION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLATS FOR THIS SUBDIVISION.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE TEXAS DEPARTMENT OF TRANSPORTATION AUSTIN DISTRICT, TOGETHER WITH APPROPRIATELY COMPLETED APPLICATIONS FOR DRIVEWAY PERMITS IN EXISTING ROW. IN ADDITION, PERMIT AND APPROPRIATE ROW RESERVATION AREAS, IF SUCH RESERVATIONS MAY BE DESIRED BY THE BROWARD VIA MUTUAL CONSENT AND AGREEMENT BETWEEN THE OWNER/DEVELOPER AND TDCQ TO ACCOMMODATE FUTURE EXPANSIONS OF SH 11 WEST ARE INCLUDED FOR CONSIDERATION FOR THE FINAL PLATS OF THIS SUBDIVISION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLATS FOR THIS SUBDIVISION.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) AND/OR LOWER COLORADO RIVER AUTHORITY (LCRA), AND THE LAZY NINE MUNICIPAL UTILITY DISTRICT FOR REVIEW AND CONSIDERATION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLATS FOR THIS SUBDIVISION.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR WATER, WASTEWATER AND STORMWATER MANAGEMENT INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) AND/OR LOWER COLORADO RIVER AUTHORITY (LCRA), AND THE LAZY NINE MUNICIPAL UTILITY DISTRICT FOR REVIEW AND CONSIDERATION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLATS FOR THIS SUBDIVISION.

PERMANENT WATER QUALITY BMP EASEMENT PLAT NOTE:

THE PERMANENT WATER QUALITY BEST MANAGEMENT PRACTICE (BMP) EASEMENT IS FOR THE PURPOSE OF PROTECTING THE ENVIRONMENT BY MINIMIZING THE QUALITY OF STORMWATER RUNOFF FROM DEVELOPED LANDS. NO STRUCTURE OR OTHER IMPROVEMENT MAY BE CONSTRUCTED OR MAINTAINED WITHIN A WATER QUALITY BMP EASEMENT AREA UNLESS SPECIFICALLY AUTHORIZED AND APPROVED IN WRITING IN ADVANCE BY THE LOWER COLORADO RIVER AUTHORITY (LCRA). FENCING WILL BE ALLOWED PROVIDED THAT IT DOES NOT INTERFERE WITH BMP FUNCTION AND THAT ACCESS FOR MAINTENANCE AND INSPECTION IS PROVIDED. THE WATER QUALITY EASEMENT MAY BE ENFORCED BY THE LOWER COLORADO RIVER AUTHORITY OR ANY OTHER GOVERNMENTAL ENTITY WITH THE AUTHORITY TO PROTECT THE ENVIRONMENT FOR THE BENEFIT OF THE PUBLIC, BY INJUNCTION OR OTHER ACTION IN A COURT OF APPROPRIATE JURISDICTION.

THE PERMANENT WATER QUALITY BEST MANAGEMENT PRACTICE (BMP) EASEMENT IS FOR THE PURPOSE OF PROTECTING THE ENVIRONMENT BY IMPROVING THE QUALITY OF STORMWATER RUNOFF FROM DEVELOPED LANDS. NO STRUCTURE OR OTHER IMPROVEMENT MAY BE CONSTRUCTED OR MAINTAINED WITHIN A WATER QUALITY BMP EASEMENT AREA UNLESS SPECIFICALLY AUTHORIZED AND APPROVED IN WRITING IN ADVANCE BY THE LOWER COLORADO RIVER AUTHORITY (LCRA). FENCING WILL BE ALLOWED PROVIDED THAT IT DOES NOT INTERFERE WITH BMP FUNCTION AND THAT ACCESS FOR MAINTENANCE AND INSPECTION IS PROVIDED. THE WATER QUALITY EASEMENT MAY BE ENFORCED BY THE LOWER COLORADO RIVER AUTHORITY OR ANY OTHER GOVERNMENTAL ENTITY WITH THE AUTHORITY TO PROTECT THE ENVIRONMENT FOR THE BENEFIT OF THE PUBLIC, BY INJUNCTION OR OTHER ACTION IN A COURT OF APPROPRIATE JURISDICTION.

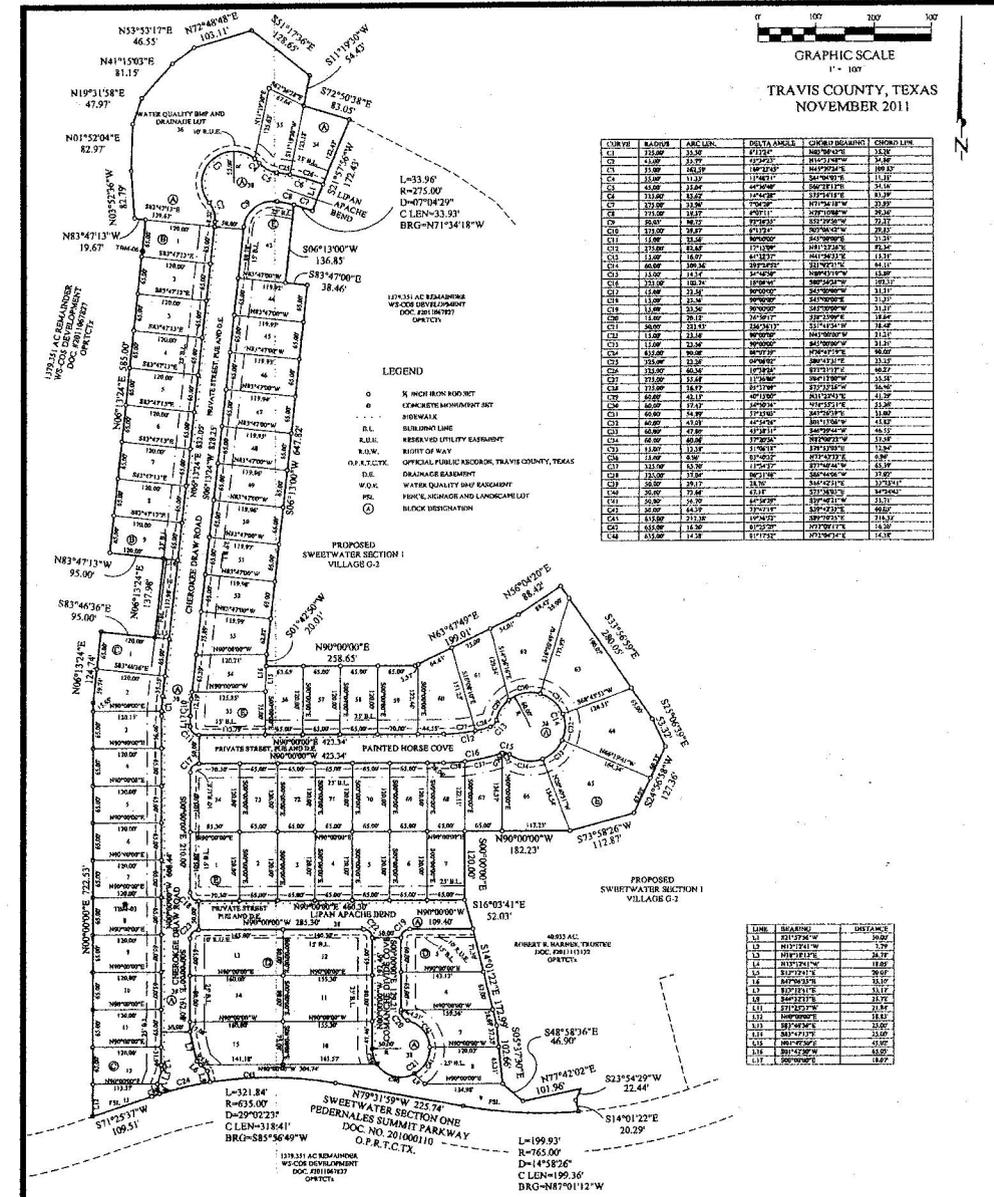
*Eric J. Hill* 12-9-2011  
LOWER COLORADO RIVER AUTHORITY DATE



| LINE | BEARING     | DISTANCE | AREA | PERIMETER |
|------|-------------|----------|------|-----------|
| L1   | N33°13'17"E | 46.55'   |      |           |
| L2   | N41°15'03"E | 81.15'   |      |           |
| L3   | N19°15'58"E | 47.97'   |      |           |
| L4   | N01°52'04"E | 82.37'   |      |           |
| L5   | N83°47'13"W | 19.67'   |      |           |
| L6   | N03°25'04"E | 83.73'   |      |           |
| L7   | N83°47'13"W | 19.67'   |      |           |
| L8   | N03°25'04"E | 83.73'   |      |           |
| L9   | N83°47'13"W | 19.67'   |      |           |
| L10  | N03°25'04"E | 83.73'   |      |           |
| L11  | N83°47'13"W | 19.67'   |      |           |
| L12  | N03°25'04"E | 83.73'   |      |           |
| L13  | N83°47'13"W | 19.67'   |      |           |
| L14  | N03°25'04"E | 83.73'   |      |           |
| L15  | N83°47'13"W | 19.67'   |      |           |
| L16  | N03°25'04"E | 83.73'   |      |           |
| L17  | N83°47'13"W | 19.67'   |      |           |
| L18  | N03°25'04"E | 83.73'   |      |           |
| L19  | N83°47'13"W | 19.67'   |      |           |
| L20  | N03°25'04"E | 83.73'   |      |           |
| L21  | N83°47'13"W | 19.67'   |      |           |
| L22  | N03°25'04"E | 83.73'   |      |           |
| L23  | N83°47'13"W | 19.67'   |      |           |
| L24  | N03°25'04"E | 83.73'   |      |           |
| L25  | N83°47'13"W | 19.67'   |      |           |
| L26  | N03°25'04"E | 83.73'   |      |           |
| L27  | N83°47'13"W | 19.67'   |      |           |
| L28  | N03°25'04"E | 83.73'   |      |           |
| L29  | N83°47'13"W | 19.67'   |      |           |
| L30  | N03°25'04"E | 83.73'   |      |           |
| L31  | N83°47'13"W | 19.67'   |      |           |
| L32  | N03°25'04"E | 83.73'   |      |           |
| L33  | N83°47'13"W | 19.67'   |      |           |
| L34  | N03°25'04"E | 83.73'   |      |           |
| L35  | N83°47'13"W | 19.67'   |      |           |
| L36  | N03°25'04"E | 83.73'   |      |           |
| L37  | N83°47'13"W | 19.67'   |      |           |
| L38  | N03°25'04"E | 83.73'   |      |           |
| L39  | N83°47'13"W | 19.67'   |      |           |
| L40  | N03°25'04"E | 83.73'   |      |           |
| L41  | N83°47'13"W | 19.67'   |      |           |
| L42  | N03°25'04"E | 83.73'   |      |           |
| L43  | N83°47'13"W | 19.67'   |      |           |
| L44  | N03°25'04"E | 83.73'   |      |           |
| L45  | N83°47'13"W | 19.67'   |      |           |
| L46  | N03°25'04"E | 83.73'   |      |           |
| L47  | N83°47'13"W | 19.67'   |      |           |
| L48  | N03°25'04"E | 83.73'   |      |           |
| L49  | N83°47'13"W | 19.67'   |      |           |
| L50  | N03°25'04"E | 83.73'   |      |           |
| L51  | N83°47'13"W | 19.67'   |      |           |
| L52  | N03°25'04"E | 83.73'   |      |           |
| L53  | N83°47'13"W | 19.67'   |      |           |
| L54  | N03°25'04"E | 83.73'   |      |           |
| L55  | N83°47'13"W | 19.67'   |      |           |
| L56  | N03°25'04"E | 83.73'   |      |           |
| L57  | N83°47'13"W | 19.67'   |      |           |
| L58  | N03°25'04"E | 83.73'   |      |           |
| L59  | N83°47'13"W | 19.67'   |      |           |
| L60  | N03°25'04"E | 83.73'   |      |           |
| L61  | N83°47'13"W | 19.67'   |      |           |
| L62  | N03°25'04"E | 83.73'   |      |           |
| L63  | N83°47'13"W | 19.67'   |      |           |
| L64  | N03°25'04"E | 83.73'   |      |           |
| L65  | N83°47'13"W | 19.67'   |      |           |
| L66  | N03°25'04"E | 83.73'   |      |           |
| L67  | N83°47'13"W | 19.67'   |      |           |
| L68  | N03°25'04"E | 83.73'   |      |           |
| L69  | N83°47'13"W | 19.67'   |      |           |
| L70  | N03°25'04"E | 83.73'   |      |           |
| L71  | N83°47'13"W | 19.67'   |      |           |
| L72  | N03°25'04"E | 83.73'   |      |           |
| L73  | N83°47'13"W | 19.67'   |      |           |
| L74  | N03°25'04"E | 83.73'   |      |           |
| L75  | N83°47'13"W | 19.67'   |      |           |
| L76  | N03°25'04"E | 83.73'   |      |           |
| L77  | N83°47'13"W | 19.67'   |      |           |
| L78  | N03°25'04"E | 83.73'   |      |           |
| L79  | N83°47'13"W | 19.67'   |      |           |
| L80  | N03°25'04"E | 83.73'   |      |           |
| L81  | N83°47'13"W | 19.67'   |      |           |
| L82  | N03°25'04"E | 83.73'   |      |           |
| L83  | N83°47'13"W | 19.67'   |      |           |
| L84  | N03°25'04"E | 83.73'   |      |           |
| L85  | N83°47'13"W | 19.67'   |      |           |
| L86  | N03°25'04"E | 83.73'   |      |           |
| L87  | N83°47'13"W | 19.67'   |      |           |
| L88  | N03°25'04"E | 83.73'   |      |           |
| L89  | N83°47'13"W | 19.67'   |      |           |
| L90  | N03°25'04"E | 83.73'   |      |           |
| L91  | N83°47'13"W | 19.67'   |      |           |
| L92  | N03°25'04"E | 83.73'   |      |           |
| L93  | N83°47'13"W | 19.67'   |      |           |
| L94  | N03°25'04"E | 83.73'   |      |           |
| L95  | N83°47'13"W | 19.67'   |      |           |
| L96  | N03°25'04"E | 83.73'   |      |           |
| L97  | N83°47'13"W | 19.67'   |      |           |
| L98  | N03°25'04"E | 83.73'   |      |           |
| L99  | N83°47'13"W | 19.67'   |      |           |
| L100 | N03°25'04"E | 83.73'   |      |           |

LEGEND

- KNOX IRON ROD NET
- LEAK DETECTOR MONITORING NET
- BOUNDARY
- BOUNDARY LINE
- RESERVED UTILITY EASEMENT
- R.O.W. RIGHT OF WAY
- OFFICIAL PUBLIC RECORD, TRAVIS COUNTY, TEXAS
- D.E. DRAINAGE EASEMENT
- W.O.Q. WATER QUALITY BMP EASEMENT
- FENCE, SIGNAGE AND LANDSCAPE LOT
- BLOCK BOUNDARY



NOTES:

- 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 TRAVIS COUNTY. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT LOCATION OR REPLACING MAY BE REQUIRED, AT THE OWNER'S SOLE EXPENSE, IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
- FOR A MINIMUM TRAVEL DISTANCE OF 21 FEET FROM THE ROADWAY EDGE, DRIVEWAY GRADES MAY EXCEED 1% ONLY WITH THE SPECIFIC WRITTEN APPROVAL OF THE SURFACE AND GEOMETRIC DESIGN PROPOSALS BY THE TRAVIS COUNTY TRANSPORTATION AND NATURAL RESOURCES.
- WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH TRAVIS COUNTY PLANS AND SPECIFICATIONS. PLANS AND SPECIFICATIONS SHALL BE SUBMITTED TO LOCAL AND TCD FOR REVIEW.
- NO PORTION OF THIS TRACT IS LOCATED WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.
- NO PORTION OF THIS SUBDIVISION LIES WITHIN THE DESIGNATED 100 YEAR FLOOD PLAIN AS DEFINED BY F.E.M.A. MAP #18020105H1 DATED SEPTEMBER 26, 2006.
- THIS SUBDIVISION IS SUBJECT TO A PLASING AGREEMENT RECORDED AS DOCUMENT NO. 2006100748, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS.
- MUNICIPAL JURISDICTION: THIS PRELIMINARY PLAN BOUNDARIES FALL OUTSIDE C.O.A., RTI, BEE CAVE ETI, LAKEWAY ETI, AND WILL BE REGULATED BY TRAVIS COUNTY. MUNICIPAL JURISDICTION - NONE.
- THIS SUBDIVISION IS SUBJECT TO THE COVENANTS AND RESTRICTIONS RECORDED AS DOCUMENT NO. 2006019470, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS.
- DRIVEWAYS SHALL NOT BE CONSTRUCTED CLOSER THAN 50 FEET OR 6% OF THE LOTS FRONTAGE TO THE EDGE OF PAVEMENT OF AN INTERSECTING LOCAL OR COLLECTOR STREET.
- A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY SITE DEVELOPMENT.
- WATER SERVICE AND WASTEWATER SERVICE WILL BE PROVIDED BY THE LAZY NINE MUNICIPAL UTILITY DISTRICT III.
- DRAINAGE BASEMENTS GREATER THAN 25 FEET WIDE CAN BE USED FOR OPEN CHANNEL OR ENCLOSED CONDUIT SYSTEMS. DRAINAGE BASEMENTS 15 FEET WIDE ARE FOR ENCLOSED CONDUIT DRAINAGE SYSTEMS ONLY.
- THIS SUBDIVISION IS LOCATED WITHIN THE BOUNDARIES OF THE LAZY NINE MUNICIPAL DISTRICT 18. WATER AND WASTEWATER SERVICES TO THIS SUBDIVISION WILL BE PROVIDED BY THE DISTRICT IN ACCORDANCE WITH ITS RATE ORDER, AS AMENDED. ALL CONSTRUCTION PLANS FOR WATER, WASTEWATER, AND STORM DRAINAGE IMPROVEMENTS MUST BE PRESENTED TO THE DISTRICT AND APPROVED BY THE DISTRICT'S ENGINEER, PRIOR TO BEGINNING CONSTRUCTION ACTIVITIES. THE DISTRICT MAY INSPECT ALL WATER, WASTEWATER, AND STORM DRAINAGE IMPROVEMENTS.
- NO OBJECTS, INCLUDING BUT NOT LIMITED TO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES SHALL BE ALLOWED IN DRAINAGE BASEMENTS AND WATER QUALITY BASEMENTS EXCEPT AS APPROVED BY LOCAL AND TRAVIS COUNTY.
- NO LOT SHALL BE OCCUPIED UNTIL CONNECTED TO AN APPROVED PUBLIC SEWER SYSTEM.
- NO LOT SHALL BE OCCUPIED UNTIL WATER SATISFACTORY FOR HUMAN CONSUMPTION IS AVAILABLE FROM A SOURCE IN ADEQUATE AND SUFFICIENT SUPPLY FOR THIS PROMISED DEVELOPMENT.
- LOT 6 BLOCK A WILL BE OWNED AND MAINTAINED BY THE LAZY NINE MUD 18 (OR ITS ASSIGNS).
- ALL PRIVATE STREET RIGHT-OF-WAY ARE ALSO DRAINAGE BASEMENTS, WATER AND WASTEWATER EASEMENTS, AND GAS EASEMENTS AS PROVIDED BY LAZY NINE MUNICIPAL UTILITY DISTRICT III.
- MAINTENANCE OF PRIVATE STREETS AND GAS STRUCTURES SHALL BE THE RESPONSIBILITY OF THE SUBDIVISION HOMEOWNERS ASSOCIATION.
- ALL WATER QUALITY AND DRAINAGE EASEMENTS SHALL BE MAINTAINED BY THE LAZY NINE MUNICIPAL UTILITY DISTRICT III.
- ALL PROPERTY OF THE HEREIN-DISCRIBED SUBDIVISION IS SUBJECT TO THE LOWER COLORADO RIVER AUTHORITY'S NONPOINT-SOURCE (NPS) POLLUTION CONTROL ORDINANCE. ANY DEVELOPMENT OTHER THAN CONSTRUCTION OF A SINGLE-FAMILY HOME OR ASSOCIATED STRUCTURE MAY REQUIRE AN NPS DEVELOPMENT PERMIT FROM THE LOWER COLORADO RIVER AUTHORITY.
- ALL NON-RESIDENTIAL LOTS NOT ASSIGNED TO LAZY NINE MUD 18 TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION OR ITS ASSIGNS.

WASTEWATER DEVELOPMENT PLAT NOTES:

- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE SUBDIVISION HAVE BEEN SUBMITTED TO THE U.S. ARMY CORPS OF ENGINEERS FOR REVIEW AND ISSUANCE OF PERMIT AND APPROPRIATE FORMS, IF ANY ARE REQUIRED, PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLAT(S) FOR THIS SUBDIVISION.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE LOWER COLORADO RIVER AUTHORITY WATER RESOURCES PROTECTION DIVISION FOR REVIEW AND CONSIDERATION OF A NON-POINT SOURCE POLLUTION CONTROL PERMIT FROM TRAVIS COUNTY APPROVAL OF THE FINAL PLAT(S) FOR THIS SUBDIVISION.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR STREET AND DRAINAGE INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION AND THE PROPOSED INTERSECTION WITH SH 71 WEST HAVE BEEN SUBMITTED TO THE TEXAS DEPARTMENT OF TRANSPORTATION ALTERNATIVE DESIGN WITH APPROPRIATELY COMPLETED APPLICATIONS FOR DRIVEWAY PERMITS IN TxDOT ROW, IN ADDITION, PERMITTING AND APPROPRIATE ROW RESERVATION AGREES, IF SUCH RESERVATIONS MAY BE DEEMED TO BE REQUIRED VIA MUTUAL CONSIDERATION AND CONSENT BETWEEN THE OWNER/DEVELOPER AND TxDOT TO ACCOMMODATE FUTURE EXPANSIONS OF SH 71 WEST AND CONSIDERATION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLAT(S) FOR THIS SUBDIVISION.
- THE OWNER/DEVELOPER OF THIS SUBDIVISION SHALL PROVIDE EVIDENCE THAT THE FINAL PLAT AND CONSTRUCTION PLANS FOR WATER, WASTEWATER AND STORMWATER MANAGEMENT AND INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THIS SUBDIVISION HAVE BEEN SUBMITTED TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) AND/OR LOWER COLORADO RIVER AUTHORITY (LCRA), AND THE LAZY NINE MUNICIPAL UTILITY DISTRICT FOR REVIEW AND CONSIDERATION PRIOR TO TRAVIS COUNTY APPROVAL OF THE FINAL PLAT(S) FOR THIS SUBDIVISION.

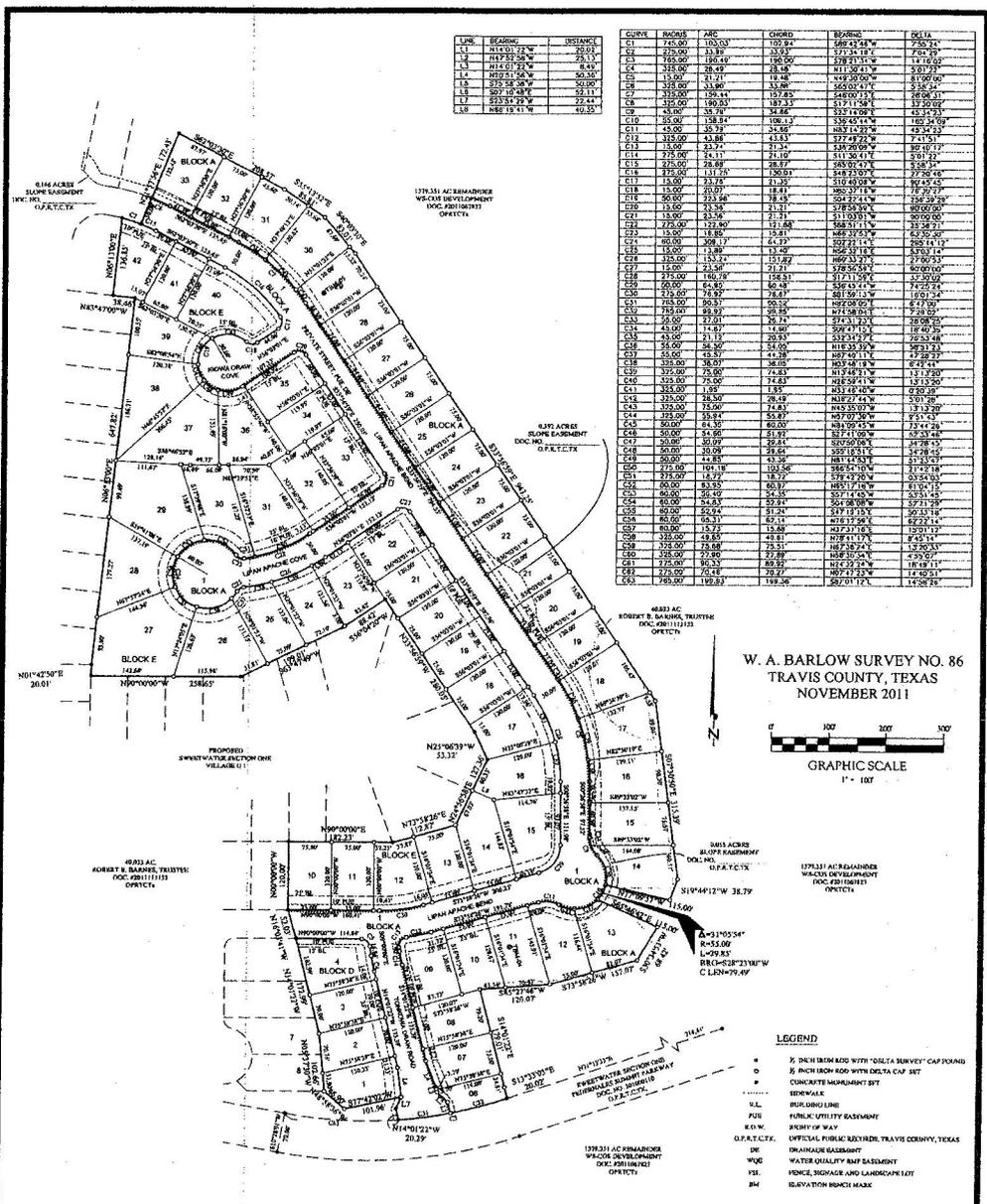
BENCHMARK LIST:

- TBM-46: COTTON SPINDLE SET IN 12" 1/2" OAK TAG NO. 6166 BLEV: 533.12
- TBM-45: COTTON SPINDLE SET IN 4" 7/8" 1" 1/2" LIVE OAK TAG NO. 7390 BLEV: 906.85

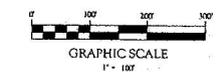
| STREET NAME        | STREET WIDTH | DESIGN SPEED | CLASSIFICATION | STREET OWNERSHIP | STREET LENGTH |
|--------------------|--------------|--------------|----------------|------------------|---------------|
| EDWARDS DRAW CV    | 28'          | 25 MPH       | C&G LOCAL      | PRIVATE          | 172 L.F.      |
| LIPAN APACHE BEND  | 28'          | 25 MPH       | C&G LOCAL      | PRIVATE          | 394 L.F.      |
| LIPAN APACHE DRIVE | 28'          | 25 MPH       | C&G LOCAL      | PRIVATE          | 384 L.F.      |
| TORNADO DRAW ROAD  | 28'          | 25 MPH       | C&G LOCAL      | PRIVATE          | 384 L.F.      |
| TOTAL:             |              |              |                |                  | 3903 L.F.     |

| LINE | BEARING     | DISTANCE |
|------|-------------|----------|
| 1    | N11°15'30"W | 253.13   |
| 2    | N11°15'30"W | 253.13   |
| 3    | N11°15'30"W | 253.13   |
| 4    | N11°15'30"W | 253.13   |
| 5    | N11°15'30"W | 253.13   |
| 6    | N11°15'30"W | 253.13   |
| 7    | N11°15'30"W | 253.13   |
| 8    | N11°15'30"W | 253.13   |
| 9    | N11°15'30"W | 253.13   |
| 10   | N11°15'30"W | 253.13   |
| 11   | N11°15'30"W | 253.13   |
| 12   | N11°15'30"W | 253.13   |
| 13   | N11°15'30"W | 253.13   |
| 14   | N11°15'30"W | 253.13   |
| 15   | N11°15'30"W | 253.13   |
| 16   | N11°15'30"W | 253.13   |
| 17   | N11°15'30"W | 253.13   |
| 18   | N11°15'30"W | 253.13   |

| CHUCK | INCHES | ARE    | COORDS | BY     | DATE   |
|-------|--------|--------|--------|--------|--------|
| C1    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C2    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C3    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C4    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C5    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C6    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C7    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C8    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C9    | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C10   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C11   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C12   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C13   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C14   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C15   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C16   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C17   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C18   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C19   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C20   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C21   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C22   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C23   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C24   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C25   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C26   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C27   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C28   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C29   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C30   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C31   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C32   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C33   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C34   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C35   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C36   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C37   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C38   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C39   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C40   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C41   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C42   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C43   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C44   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C45   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C46   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C47   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C48   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C49   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C50   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C51   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C52   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C53   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C54   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C55   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C56   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C57   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C58   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C59   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C60   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C61   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C62   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C63   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C64   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C65   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C66   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C67   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C68   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C69   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C70   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C71   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C72   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C73   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C74   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C75   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C76   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C77   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C78   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C79   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C80   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C81   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C82   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C83   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C84   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C85   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C86   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C87   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C88   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C89   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C90   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C91   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C92   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C93   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C94   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C95   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C96   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C97   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C98   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C99   | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| C100  | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |



W. A. BARLOW SURVEY NO. 86  
TRAVIS COUNTY, TEXAS  
NOVEMBER 2011



LEGEND

|     |  |
|-----|--|
| +   | 5' DASH BOUNDARY WITH 'DELTA SURVEY' CAP PLANS |
| o   | 5' RICH BOUNDARY WITH DELTA CAP SET            |
| o   | CONCRETE MOUND/BIT                             |
| o   | BOUNDARY                                       |
| --- | BUILDING LINE                                  |
| --- | PUBLIC UTILITY EASEMENT                        |
| --- | RIGHT OF WAY                                   |
| --- | SPECIAL PUBLIC UTILITY TRAVIS COUNTY, TEXAS    |
| --- | IMPAIRED GAS/BIT                               |
| --- | WATER QUALITY IMP BASEMENT                     |
| --- | FENCE, BOUNDARY AND LANDSCAPING LOT            |
| --- | ELEVATION BENCH MARK                           |

LAND USE TABLE

| COMMON AREA                     | ACRES      | SHEET |
|---------------------------------|------------|-------|
| FENCE, SIGNAGE & LANDSCAPE LOTS | 1          | 4     |
| SP LOTS                         | 64         | OF    |
| BLOCKS                          | 3          | OF    |
| TOTAL ACREAGE                   | 19,256 Ac. | 4     |

ORIGINAL

§ EXHIBIT 82.401 (E) SUBDIVISION CONSTRUCTION AGREEMENT

STATE OF TEXAS COUNTY OF TRAVIS

This Agreement is made and entered into by and between W/S-COS Development LLC (the "Subdivider") and Travis County, Texas, (the "County"), hereinafter collectively referred to as the "Parties".

WHEREAS, the Subdivider owns the tract of real property described in Exhibit "A", which is attached hereto and made a part hereof, (the "Property"); and

WHEREAS, the Subdivider desires to subdivide the Property, pursuant to the proposed final plat of "Sweetwater Village G1" (the "Subdivision"); and

WHEREAS, the County desires to set forth the Subdivider's responsibility for the construction of the Subdivision's roads and drainage facilities (the "Improvements"); and

WHEREAS, the Subdivider desires to set forth the County's responsibility to accept the constructed Improvements for maintenance;

NOW, THEREFORE, the Parties agree as follows:

I. Subdivider's Obligations

A. Improvements. The Subdivider shall construct the Improvements required to comply with the County's Standards for the Construction of Streets and Drainage in Subdivisions (the "Standards"). The Improvements will conform to the construction plans, permits, and specifications approved by the County prior to commencement of construction.

B. Security. To secure the Subdivider's obligations, the Subdivider will provide a financial guarantee of performance in the amount of the estimated cost of constructing the Improvements (the "Security"), which has been determined by a professional engineer and approved by the County's Transportation and Natural Resources Department ("TNR"). The Security must be in a form approved for use in the Standards or otherwise approved by the County Attorney's Office.

C. Alternative Fiscal. Notwithstanding any other provisions of this Agreement, the Subdivider may request the Commissioners Court to hold the administratively approved plat in abeyance until all streets, alleys, sidewalks, and drainage improvements in the Subdivision. The Subdivider must post fiscal security to secure restoration of disturbed areas should construction not be completed. Upon satisfactory completion, the submitted plat shall be forwarded to the Commissioners Court for approval and recording, provided adequate fiscal security has been posted to secure the one year Construction Performance Period described below.

D. Completion. The Improvements must be constructed no later than three (3) years after the effective date of this Agreement. This period may be extended by the delivery to the County at least forty five (45) days prior to the expiration of the Security of an extension of the Security in a form approved by the County. Upon completion of the Improvements, the Subdivider will

provide the County with a complete set of construction plans for the Improvements, certified "as built" by the engineer responsible for preparing the approved construction plans and specifications.

E. Warranty. The Subdivider warrants the public Improvements will be free from defects for a period of one (1) year from the date the County accepts the construction of the public Improvements (the "Performance Period"). The Subdivider shall correct and repair any defects in materials or workmanship, including design inadequacies and damage to or deterioration of the public Improvements, that occur before and during this Performance Period due to any cause. As a condition of the County's acceptance of dedication of any of the public Improvements, the Subdivider must post fiscal security in the form of cash, a performance bond, or other approved form and in the amount of ten percent (10%) of the cost of constructing the public Improvements, to secure the warranty established by this Agreement. It is expressly acknowledged that the public Improvements must meet County Standards at the end of the one year Construction Performance Period in order for the County to release the construction performance fiscal security.

F. Increase in Security. If the County determines the cost of constructing the Improvements exceeds the posted Security, within thirty (30) days after notice and demand, the Subdivider shall provide additional Security in an amount equal to the additional estimated cost.

G. Reduction in Security. During the construction of the Improvements, the Security may be reduced in accordance with the percentage of completion of the construction. The Executive Manager of TNR will execute Statements of Partial Reductions in the Amount of Security, when provided with the following documentation:

- 1) a professional engineer's certification of quantities of work completed;
- 2) a contractor's invoice for work completed; and
- 3) a TNR inspection report, indicating the completion of the portion of the work represented by the contractor's invoice.

After the approval and acceptance of the construction of the Improvements, the Security for the public Improvements may be reduced by ninety percent (90%) of the cost of the approved construction and held for the one-year Performance Period. After the approval of the construction of the private Improvements, the Security posted for the private Improvements will be fully released. In addition, the County agrees to release or reduce, as appropriate, the Security provided by the Subdivider, if the County accepts a substitute Security for all or any portion of the Improvements.

H. Covenant, Restriction, and Condition. In the event that the Improvements are not constructed to County Standards and the required Security has expired, the Subdivider shall not sell, transfer, or convey any of the lots in the Subdivision until sufficient Security has been posted with the County for the completion of the construction.

## II. County's Obligations

A. Inspection and Approval. The County will inspect the Improvements during and at the completion of construction. If the Improvements are completed in accordance with the Standards, the County will approve the Improvements and accept the public Improvements.

B. Notice of Defect. The County will notify the Subdivider, if an inspection reveals that any portion of the Improvements is not constructed in accordance with the Standards or is otherwise defective. However, the County is not responsible for the construction of the Improvements, the quality of the material, or the construction methods utilized. In addition, the County is not responsible for making continuous on-site inspections of the construction work and the County has no privity with or responsibility for the construction contractor or any subcontractors. The Subdivider will have thirty (30) days from such notice to cure the defect. It is an event of default under this Agreement, if the defect is not cured prior to the expiration of the time to cure.

C. Performance Period Security Release. Upon the expiration of the one-year Performance Period with no damages or defects which the Executive Manager notifies the Subdivider must be corrected, the Executive Manager will release the Performance Period Security.

D. Conditions to Draw on Security. The County may draw upon any Security posted under this Agreement upon the occurrence of one or more of the following events:

- a. The failure of the Subdivider to construct the Improvements to the applicable County Standards;
- b. The Subdivider's failure to renew or replace the Security at least forty-five (45) days prior to its expiration;
- c. The acquisition of the Property or a portion of the Property by the issuer of the Security or other creditor through foreclosure or an assignment or conveyance in lieu of foreclosure;
- d. The arrangement by the Commissioners Court for the completion of one or more of the Improvements; or
- e. The determination by the Commissioners Court that the completion of one or more of the public Improvements is in the public interest.

E. Notice of Intent to Draw. The County shall provide ten (10) days written notice of the occurrence of such an event to the Subdivider with a copy provided to any fiscal surety, lender, or escrow agent. The notice will include a statement that the County intends to provide for the performance of some or all of Subdivider's obligations hereunder for the construction of the Improvements, if the failure is not cured. The County shall be entitled to draw the amount it considers necessary to perform the Subdivider's obligations under this Agreement up to the total amount allocated for the Improvements. In lieu of a drawing based on an event described in subparagraphs (b) or (c), above, the County may accept a substitute Security.

F. Use of Proceeds.

- 1) The County must utilize the proceeds of any posted security solely for the purpose of completing the Improvements to the County's Standards or to correct defects in or failures of the Improvements.
- 2) The County may in its sole discretion complete some or all of the unfinished Improvements at the time of default, regardless of the extent to which development has taken place in the Subdivision or whether development ever commenced, without incurring any

obligation to complete any of the unfinished Improvements. If the County uses the proceeds to complete, repair, or reconstruct the Improvements, it will do so as a public trustee of the development process in order to protect purchasers and taxpayers from the adverse consequences of a subdivider default or to protect the public interest by completing the Improvements.

3) The County is not a private subdivision developer and its draft on the Security and utilization of the proceeds to complete, repair, or reconstruct the Improvements is not an acceptance of the dedication of the Improvements. The acceptance of the Improvements is specifically contingent upon the delivery to the County of Improvements, which have been constructed to County Standards or the express order of acceptance by the County's Commissioners Court.

4) The Subdivider has no claim or rights under this Agreement to funds drawn under the Security or any accrued interest earned on the funds to the extent the same are used by the County hereunder.

5) All funds obtained by the County pursuant to one or more draws under the Security shall be maintained by the County in an interest bearing account or accounts until such funds, together with accrued interest thereon (the "Escrowed Funds"), are disbursed by the County.

6) The County shall disperse all or portions of the Escrowed Funds as Improvements are completed by the County, or in accordance with the terms of a written construction contract between the County and a third party for the construction of the Improvements.

7) Escrowed Funds not used or held by the County for the purpose of completing an Improvement or correcting defects in or failures of an Improvement, together with any interest accrued thereon, shall be paid by the County to the Issuer of the Security or, if the Security was originally in the form of cash, to the Subdivider, no later than sixty (60) days following the County's acceptance of the Improvement or its decision not to complete the Improvements using Escrowed Funds, whichever date is earlier.

G. Releases. The Executive Manager will, subject to the performance of the Subdivider of its obligations under this agreement and the Travis County Standards for Construction of Streets & Drainage in Subdivisions, execute such releases of this Agreement as are necessary and reasonable upon the request of the Subdivider or a purchaser of a portion of the Property.

### III. MISCELLANEOUS

A. Covenants, Restrictions, and Conditions. These Covenants, Restrictions, and Conditions will operate as covenants running with the land and will be binding upon the Subdivider and the Subdivider's legal representatives, successors and assigns.

B. Measure of Damages. The measure of damages for breach of this Agreement by the Subdivider is the actual cost of completing the Improvements in conformance with the County's Standards, including without limitation its associated administrative expenses.

C. Remedies. The remedies available to the County and the Subdivider under this Agreement and the laws of Texas are cumulative in nature.

D. Third Party Rights. No non-party shall have any right of action under this Agreement, nor shall any such non-party, including without limitation a trustee in bankruptcy, have any interest in or claim to funds drawn on the posted Security and held in escrow by the County in accordance with this Agreement.

E. Indemnification. The Subdivider shall indemnify and hold the County harmless from and against all claims, demands, costs, and liability of every kind and nature, including reasonable attorney's fees, for the defense of such claims and demands, arising from any breach on the part of Subdivider of any provision in this Agreement, or from any act or negligence of Subdivider or Subdivider's agents, contractors, employees, tenants, or licensees in the construction of the Improvements. The Subdivider further agrees to aid and defend the County, if the County is named as a defendant in an action arising from any breach on the part of Subdivider of any provision in this Agreement or from any act or negligence of Subdivider or Subdivider's agents, contractors, employees, tenants, or licensees in the construction of the Improvements.

F. No Waiver. The waiver of any provision of this Agreement will not constitute a waiver of any other provision, nor will it constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement. The County's failure to enforce any provision will not constitute a waiver or estoppel of the right to do so.

G. Attorney's Fees. The prevailing party in any litigation hereunder is entitled to recover its costs, including reasonable attorney's fees, court costs, and expert witness fees, from the other party. If the court awards relief to both parties, each will bear its own costs.

H. Successors and Assigns. This Agreement is binding on the Subdivider and the heirs, successors, and assigns of the Subdivider and on any person acquiring an ownership interest in the Property through the Subdivider. The Subdivider's obligations under this Agreement may not be assigned without the written approval of the County; provided the County's approval shall not be unreasonably withheld if the Subdivider's assignee expressly assumes all obligations of the Subdivider under this Agreement. An assignment shall not be construed as releasing the Subdivider from Subdivider's obligations under this Agreement and Subdivider's obligations hereunder shall continue notwithstanding any assignment approved pursuant to this Paragraph unless and until the County executes and delivers to the Subdivider a written release. The County agrees to release the Subdivider, if the Subdivider's assignee expressly assumes the Subdivider's obligations under this Agreement and has posted the Security required by this Agreement. The County in its sole discretion may assign some or all of its rights under this Agreement and any such assignment shall be effective upon notice to the Subdivider.

I. Expiration. This Agreement will terminate upon the vacation of the Subdivision by the Subdivider or the completion of the Subdivider's obligations under this Agreement, whichever occurs first.

J. Notice. Any notice under this Agreement must be in writing and will be effective when personally delivered or three (3) days after deposit in the U.S. Mail, postage prepaid, certified with return receipt requested, and addressed as follows:

Subdivider: WS-COS Development, LLC  
52 Mason Street  
Greenwich, CT 06830

County: Transportation & Natural Resources Department  
P.O. Box 1748 Austin, Texas 78767  
Attn: Executive Manager

Copy to: Travis County Attorney's Office  
P.O. Box 1748  
Austin, Texas 78767

The parties may change their respective addresses for notice to any other location in the United States in accordance with the provisions of this Paragraph.

K. Severability. If any provision of this Agreement is held by a court to be illegal, invalid, or otherwise unenforceable, such illegality, invalidity, or unenforceability shall not affect the validity of any other provision and the rights of the parties will be construed as if such provision was never part of this Agreement.

L. Jurisdiction and Venue. This Agreement concerns real property located in Travis County, Texas, and shall be governed and construed under Texas law. Venue for any action arising under this Agreement shall be exclusively in Travis County, Texas.

M. Captions Immaterial. The captions or headings of the paragraphs of this Agreement are for convenience only and shall not be considered in construing this Agreement.

N. Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the subject matter hereof. Any oral representations or modifications concerning this Agreement shall be of no force or effect, except a subsequent written modification executed by both parties. NO OFFICIAL, EMPLOYEE, OR AGENT OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND, MODIFY, OR OTHERWISE CHANGE THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE COMMISSIONERS COURT.

This Agreement is executed as of the dates set forth below and is effective upon approval by the County of the final plat for the Subdivision or upon approval of Alternative Fiscal in accordance with County regulations.

TRAVIS COUNTY, TEXAS

SUBDIVIDER:

\_\_\_\_\_  
County Judge

Date:

By:

Name: J. ROBERT LONG  
Title: AUTHORIZED SIGNATORY  
Authorized Representative  
Date: 12/20/11

ACKNOWLEDGEMENT

STATE OF TEXAS

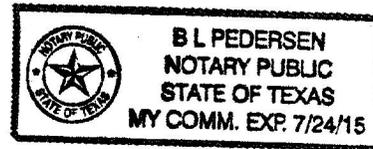
COUNTY OF TRAVIS

This instrument was acknowledged before me on the day of , , by  
J. Robert Long , in the capacity stated herein.

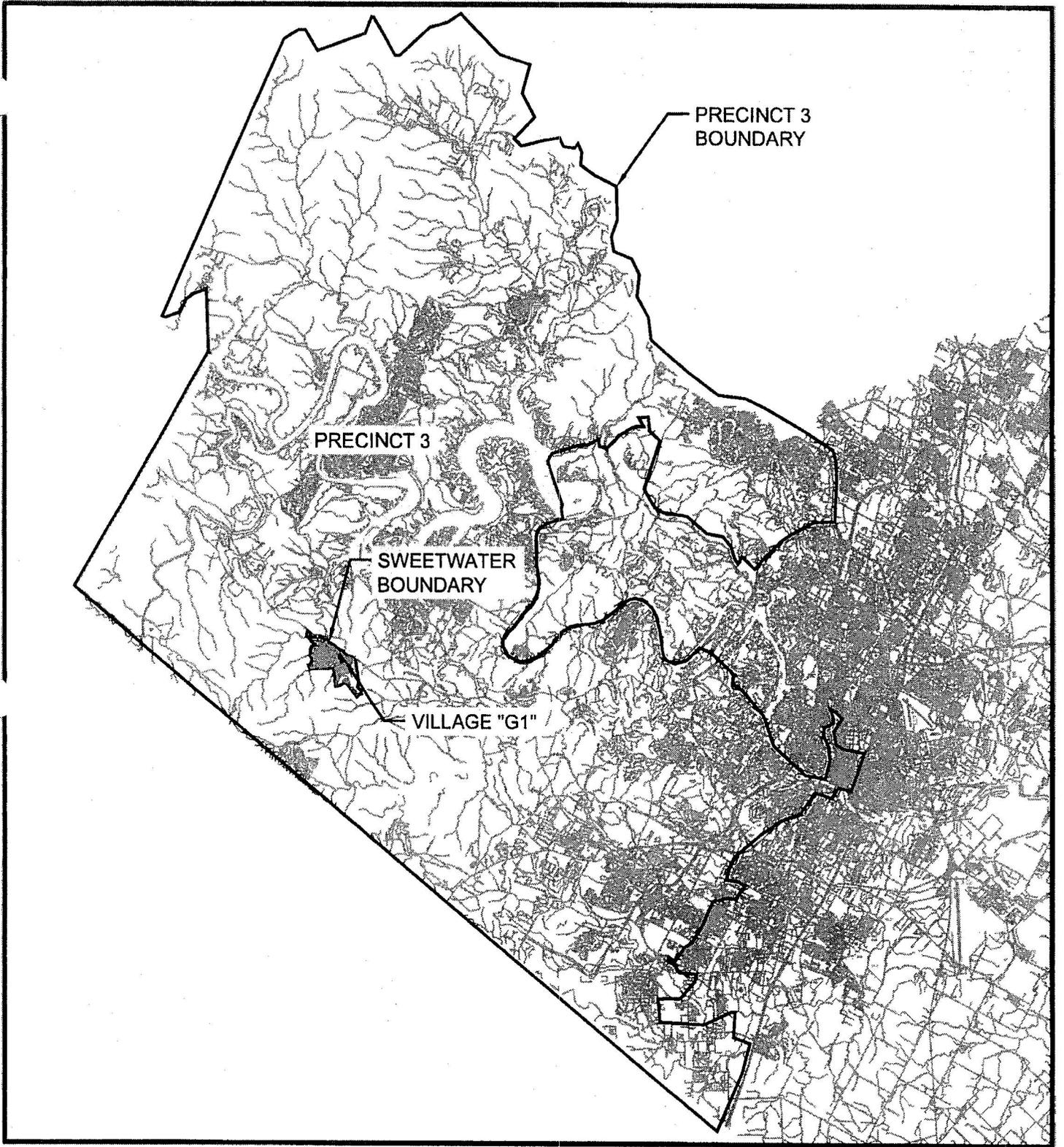
Signature of Notary

B L Pedersen

After Recording Return to:  
Executive Manager,  
Transportation and Natural Resources  
P.O. Box 1748  
Austin, Texas 78701



§ EXHIBIT A: METES AND BOUNDS DESCRIPTION OF PROPERTY

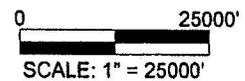
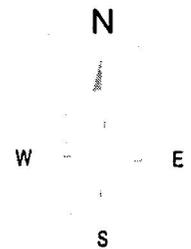


**LOCATION MAP**

SWEETWATER  
VILLAGE "G1"

**M**alone/  
**W**heeler, Inc.

Engineering & Development Consultants  
7500 Rialto Blvd, Bldg 1, Suite 240  
Austin, Texas 78735  
Phone: (512) 899-0601 Fax: (512) 899-0655  
Firm Registration No. F-786



ORIGINAL

§ EXHIBIT 82.401 (E) SUBDIVISION CONSTRUCTION AGREEMENT

STATE OF TEXAS COUNTY OF TRAVIS

This Agreement is made and entered into by and between WS-LOS Development, LLC (the "Subdivider") and Travis County, Texas, (the "County"), hereinafter collectively referred to as the "Parties".

WHEREAS, the Subdivider owns the tract of real property described in Exhibit "A", which is attached hereto and made a part hereof, (the "Property"); and

WHEREAS, the Subdivider desires to subdivide the Property, pursuant to the proposed final plat of "Sweetwater Village 62" (the "Subdivision"); and

WHEREAS, the County desires to set forth the Subdivider's responsibility for the construction of the Subdivision's roads and drainage facilities (the "Improvements"); and

WHEREAS, the Subdivider desires to set forth the County's responsibility to accept the constructed Improvements for maintenance;

NOW, THEREFORE, the Parties agree as follows:

I. Subdivider's Obligations

A. Improvements. The Subdivider shall construct the Improvements required to comply with the County's Standards for the Construction of Streets and Drainage in Subdivisions (the "Standards"). The Improvements will conform to the construction plans, permits, and specifications approved by the County prior to commencement of construction.

B. Security. To secure the Subdivider's obligations, the Subdivider will provide a financial guarantee of performance in the amount of the estimated cost of constructing the Improvements (the "Security"), which has been determined by a professional engineer and approved by the County's Transportation and Natural Resources Department ("TNR"). The Security must be in a form approved for use in the Standards or otherwise approved by the County Attorney's Office.

C. Alternative Fiscal. Notwithstanding any other provisions of this Agreement, the Subdivider may request the Commissioners Court to hold the administratively approved plat in abeyance until all streets, alleys, sidewalks, and drainage improvements in the Subdivision. The Subdivider must post fiscal security to secure restoration of disturbed areas should construction not be completed. Upon satisfactory completion, the submitted plat shall be forwarded to the Commissioners Court for approval and recording, provided adequate fiscal security has been posted to secure the one year Construction Performance Period described below.

D. Completion. The Improvements must be constructed no later than three (3) years after the effective date of this Agreement. This period may be extended by the delivery to the County at least forty five (45) days prior to the expiration of the Security of an extension of the Security in a form approved by the County. Upon completion of the Improvements, the Subdivider will

provide the County with a complete set of construction plans for the Improvements, certified "as built" by the engineer responsible for preparing the approved construction plans and specifications.

E. Warranty. The Subdivider warrants the public Improvements will be free from defects for a period of one (1) year from the date the County accepts the construction of the public Improvements (the "Performance Period"). The Subdivider shall correct and repair any defects in materials or workmanship, including design inadequacies and damage to or deterioration of the public Improvements, that occur before and during this Performance Period due to any cause. As a condition of the County's acceptance of dedication of any of the public Improvements, the Subdivider must post fiscal security in the form of cash, a performance bond, or other approved form and in the amount of ten percent (10%) of the cost of constructing the public Improvements, to secure the warranty established by this Agreement. It is expressly acknowledged that the public Improvements must meet County Standards at the end of the one year Construction Performance Period in order for the County to release the construction performance fiscal security.

F. Increase in Security. If the County determines the cost of constructing the Improvements exceeds the posted Security, within thirty (30) days after notice and demand, the Subdivider shall provide additional Security in an amount equal to the additional estimated cost.

G. Reduction in Security. During the construction of the Improvements, the Security may be reduced in accordance with the percentage of completion of the construction. The Executive Manager of TNR will execute Statements of Partial Reductions in the Amount of Security, when provided with the following documentation:

- 1) a professional engineer's certification of quantities of work completed;
- 2) a contractor's invoice for work completed; and
- 3) a TNR inspection report, indicating the completion of the portion of the work represented by the contractor's invoice.

After the approval and acceptance of the construction of the Improvements, the Security for the public Improvements may be reduced by ninety percent (90%) of the cost of the approved construction and held for the one-year Performance Period. After the approval of the construction of the private Improvements, the Security posted for the private Improvements will be fully released. In addition, the County agrees to release or reduce, as appropriate, the Security provided by the Subdivider, if the County accepts a substitute Security for all or any portion of the Improvements.

H. Covenant, Restriction, and Condition. In the event that the Improvements are not constructed to County Standards and the required Security has expired, the Subdivider shall not sell, transfer, or convey any of the lots in the Subdivision until sufficient Security has been posted with the County for the completion of the construction.

## II. County's Obligations

A. Inspection and Approval. The County will inspect the Improvements during and at the completion of construction. If the Improvements are completed in accordance with the Standards, the County will approve the Improvements and accept the public Improvements.

B. Notice of Defect. The County will notify the Subdivider, if an inspection reveals that any portion of the Improvements is not constructed in accordance with the Standards or is otherwise defective. However, the County is not responsible for the construction of the Improvements, the quality of the material, or the construction methods utilized. In addition, the County is not responsible for making continuous on-site inspections of the construction work and the County has no privity with or responsibility for the construction contractor or any subcontractors. The Subdivider will have thirty (30) days from such notice to cure the defect. It is an event of default under this Agreement, if the defect is not cured prior to the expiration of the time to cure.

C. Performance Period Security Release. Upon the expiration of the one-year Performance Period with no damages or defects which the Executive Manager notifies the Subdivider must be corrected, the Executive Manager will release the Performance Period Security.

D. Conditions to Draw on Security. The County may draw upon any Security posted under this Agreement upon the occurrence of one or more of the following events:

- a. The failure of the Subdivider to construct the Improvements to the applicable County Standards;
- b. The Subdivider's failure to renew or replace the Security at least forty-five (45) days prior to its expiration;
- c. The acquisition of the Property or a portion of the Property by the issuer of the Security or other creditor through foreclosure or an assignment or conveyance in lieu of foreclosure;
- d. The arrangement by the Commissioners Court for the completion of one or more of the Improvements; or
- e. The determination by the Commissioners Court that the completion of one or more of the public Improvements is in the public Interest.

E. Notice of Intent to Draw. The County shall provide ten (10) days written notice of the occurrence of such an event to the Subdivider with a copy provided to any fiscal surety, lender, or escrow agent. The notice will include a statement that the County intends to provide for the performance of some or all of Subdivider's obligations hereunder for the construction of the Improvements, if the failure is not cured. The County shall be entitled to draw the amount it considers necessary to perform the Subdivider's obligations under this Agreement up to the total amount allocated for the Improvements. In lieu of a drawing based on an event described in subparagraphs (b) or (c), above, the County may accept a substitute Security.

F. Use of Proceeds.

- 1) The County must utilize the proceeds of any posted security solely for the purpose of completing the Improvements to the County's Standards or to correct defects in or failures of the Improvements.
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3) The County is not a private subdivision developer and its draft on the Security and utilization of the proceeds to complete, repair, or reconstruct the Improvements is not an acceptance of the dedication of the Improvements. The acceptance of the Improvements is specifically contingent upon the delivery to the County of Improvements, which have been constructed to County Standards or the express order of acceptance by the County's Commissioners Court.

4) The Subdivider has no claim or rights under this Agreement to funds drawn under the Security or any accrued interest earned on the funds to the extent the same are used by the County hereunder.

5) All funds obtained by the County pursuant to one or more draws under the Security shall be maintained by the County in an interest bearing account or accounts until such funds, together with accrued interest thereon (the "Escrowed Funds"), are disbursed by the County.

6) The County shall disperse all or portions of the Escrowed Funds as Improvements are completed by the County, or in accordance with the terms of a written construction contract between the County and a third party for the construction of the Improvements.

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B. Measure of Damages. The measure of damages for breach of this Agreement by the Subdivider is the actual cost of completing the Improvements in conformance with the County's Standards, including without limitation its associated administrative expenses.

C. Remedies. The remedies available to the County and the Subdivider under this Agreement and the laws of Texas are cumulative in nature.

D. Third Party Rights. No non-party shall have any right of action under this Agreement, nor shall any such non-party, including without limitation a trustee in bankruptcy, have any interest in or claim to funds drawn on the posted Security and held in escrow by the County in accordance with this Agreement.

E. Indemnification. The Subdivider shall indemnify and hold the County harmless from and against all claims, demands, costs, and liability of every kind and nature, including reasonable attorney's fees, for the defense of such claims and demands, arising from any breach on the part of Subdivider of any provision in this Agreement, or from any act or negligence of Subdivider or Subdivider's agents, contractors, employees, tenants, or licensees in the construction of the Improvements. The Subdivider further agrees to aid and defend the County, if the County is named as a defendant in an action arising from any breach on the part of Subdivider of any provision in this Agreement or from any act or negligence of Subdivider or Subdivider's agents, contractors, employees, tenants, or licensees in the construction of the Improvements.

F. No Waiver. The waiver of any provision of this Agreement will not constitute a waiver of any other provision, nor will it constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement. The County's failure to enforce any provision will not constitute a waiver or estoppel of the right to do so.

G. Attorney's Fees. The prevailing party in any litigation hereunder is entitled to recover its costs, including reasonable attorney's fees, court costs, and expert witness fees, from the other party. If the court awards relief to both parties, each will bear its own costs.

H. Successors and Assigns. This Agreement is binding on the Subdivider and the heirs, successors, and assigns of the Subdivider and on any person acquiring an ownership interest in the Property through the Subdivider. The Subdivider's obligations under this Agreement may not be assigned without the written approval of the County; provided the County's approval shall not be unreasonably withheld if the Subdivider's assignee expressly assumes all obligations of the Subdivider under this Agreement. An assignment shall not be construed as releasing the Subdivider from Subdivider's obligations under this Agreement and Subdivider's obligations hereunder shall continue notwithstanding any assignment approved pursuant to this Paragraph unless and until the County executes and delivers to the Subdivider a written release. The County agrees to release the Subdivider, if the Subdivider's assignee expressly assumes the Subdivider's obligations under this Agreement and has posted the Security required by this Agreement. The County in its sole discretion may assign some or all of its rights under this Agreement and any such assignment shall be effective upon notice to the Subdivider.

I. Expiration. This Agreement will terminate upon the vacation of the Subdivision by the Subdivider or the completion of the Subdivider's obligations under this Agreement, whichever occurs first.

J. Notice. Any notice under this Agreement must be in writing and will be effective when personally delivered or three (3) days after deposit in the U.S. Mail, postage prepaid, certified with return receipt requested, and addressed as follows:

Subdivider: WS-COS Development, LLC  
52 Mason Street  
Greenwich, CT 06830

County: Transportation & Natural Resources Department  
P.O. Box 1748 Austin, Texas 78767  
Attn: Executive Manager

Copy to: Travis County Attorney's Office  
P.O. Box 1748  
Austin, Texas 78767

The parties may change their respective addresses for notice to any other location in the United States in accordance with the provisions of this Paragraph.

K. Severability. If any provision of this Agreement is held by a court to be illegal, invalid, or otherwise unenforceable, such illegality, invalidity, or unenforceability shall not affect the validity of any other provision and the rights of the parties will be construed as if such provision was never part of this Agreement.

L. Jurisdiction and Venue. This Agreement concerns real property located in Travis County, Texas, and shall be governed and construed under Texas law. Venue for any action arising under this Agreement shall be exclusively in Travis County, Texas.

M. Captions Immaterial. The captions or headings of the paragraphs of this Agreement are for convenience only and shall not be considered in construing this Agreement.

N. Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the subject matter hereof. Any oral representations or modifications concerning this Agreement shall be of no force or effect, except a subsequent written modification executed by both parties. NO OFFICIAL, EMPLOYEE, OR AGENT OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND, MODIFY, OR OTHERWISE CHANGE THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE COMMISSIONERS COURT.

This Agreement is executed as of the dates set forth below and is effective upon approval by the County of the final plat for the Subdivision or upon approval of Alternative Fiscal in accordance with County regulations.

TRAVIS COUNTY, TEXAS

SUBDIVIDER:

\_\_\_\_\_  
County Judge

Date:

By:

Name: *J. Robert Long*  
Title: **J. ROBERT LONG**  
Authorized Representative  
Date: 12/20/11

ACKNOWLEDGEMENT

STATE OF TEXAS

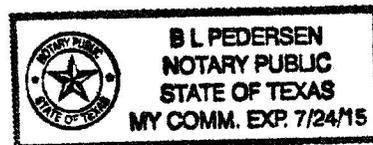
COUNTY OF TRAVIS

This instrument was acknowledged before me on the day of , , by *J. Robert Long*, in the capacity stated herein.

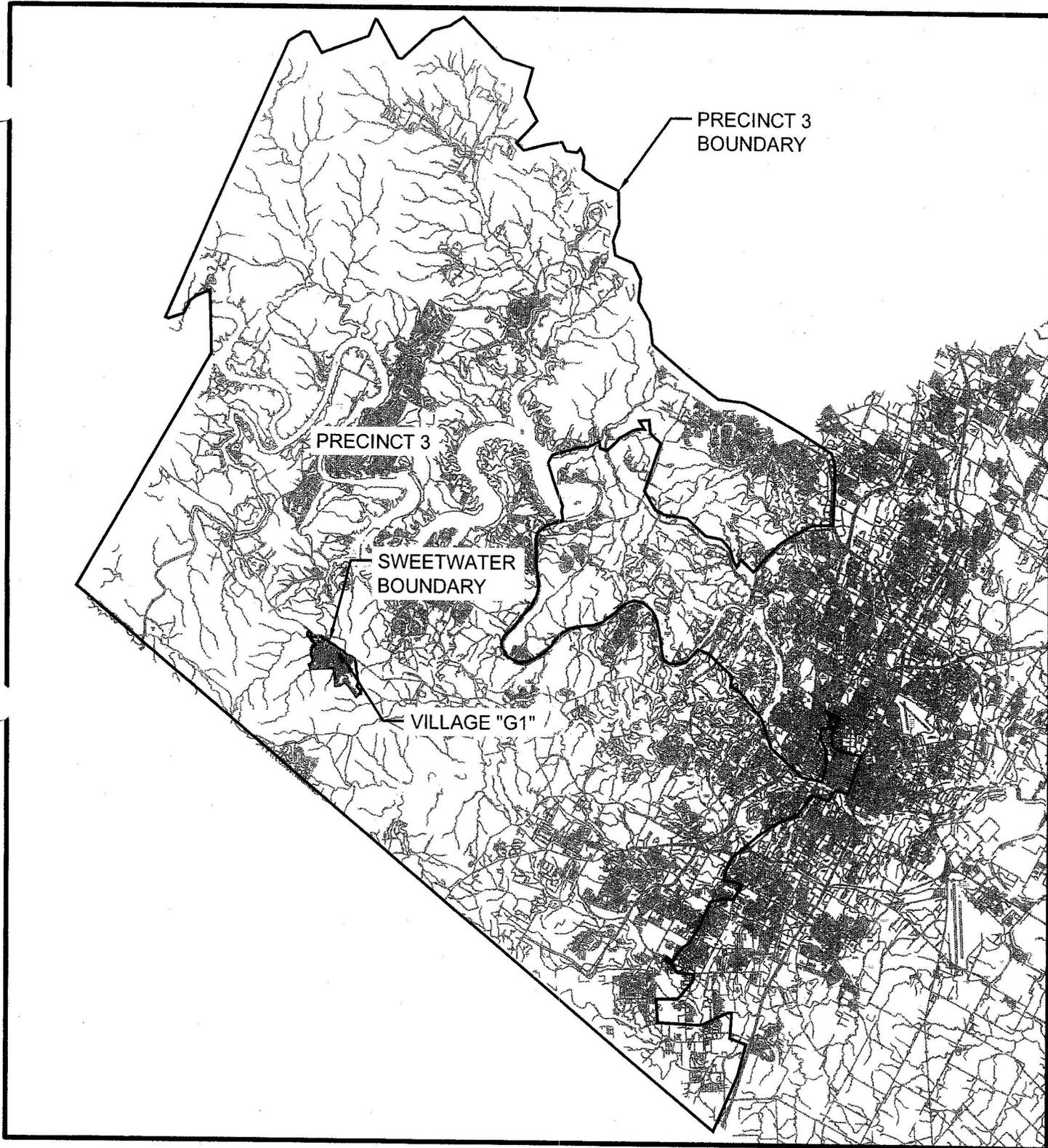
Signature of Notary

*B L Pedersen*

After Recording Return to:  
Executive Manager,  
Transportation and Natural Resources  
P.O. Box 1748  
Austin, Texas 78701



§ EXHIBIT A: METES AND BOUNDS DESCRIPTION OF PROPERTY

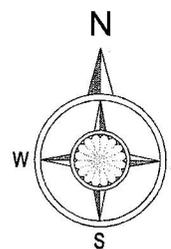


### LOCATION MAP

SWEETWATER  
VILLAGE "G1"

**M**alone/  
**W**heeler, Inc.

Engineering & Development Consultants  
7500 Rialto Blvd, Bldg 1, Suite 240  
Austin, Texas 78735  
Phone: (512) 899-0601 Fax: (512) 899-0655  
Firm Registration No. F-786



0 25000'  
SCALE: 1" = 25000'



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 1/10/12

**Prepared By/Phone Number:** Charlie Watts Phone #: 854-7654

**Division Director/Manager:** Randy Nicholson

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

**Sponsoring Court Member:** County Judge Sam Biscoe

**AGENDA LANGUAGE:** Consider and take appropriate action on recommendations to appoint 4 voting members and 4 alternates to the Technical Advisory Committee of the Capital Area Metropolitan Planning Organization

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

The CAMPO Technical Advisory Committee serves as an advisory committee for the completion of all transportation studies, plans, development and programming recommendations required under state or federal laws pertaining to all surface modes of transportation and transportation support facilities. The TAC also serves as a forum and working group in the 5-County region (Williamson, Hays, Caldwell, Bastrop and Travis counties) for regional project coordinaton across jurisdictional boundaries.

At the September 12, 2011 CAMPO Transportation Policy Board meeting, the Board approved the Technical Advisory Committee's "Option A" for revised composition of the TAC to be included in the TAC bylaws, and at the November 14, 2011 CAMPO TPB meeting, the Board approved the revised TAC bylaws. The CAMPO TAC previously was 22 voting members, and now is 32 voting members. Travis County representation on the TAC previously was 1 voting member and 1 alternate, and is now 4 voting members and 4 alternates. CAMPO staff has sent letters to the chief executive officer of each jurisdiction or transportation agency, of those eligible to have a TAC member, to request that they appoint or confirm their members and alternates to the TAC.

At the December 12, 2011 CAMPO TPB meeting, the bylaws were amended to define TAC membership requirements. Changes allowing contract technical staff membership and employed staff of another political subdivision or quasi-governmental unit or agency, and the broadening of expertise requirements were made. These changes can be viewed in legislative format in Attachment 1. The TAC bylaws now state "The TAC shall be comprised of employed staff or contract technical staff of a political subdivision or quasi-governmental unit or agency wholly

or partially within the boundaries of a member jurisdiction who has technical expertise in the following: transportation or infrastructure planning, implementation of such projects, or related fields working directly or indirectly with that governmental unit or agency for some aspect of planning, development or improvement of the transportation system or related infrastructure." TAC voting members and their alternates are appointed by their jurisdictions.

### **STAFF RECOMMENDATIONS:**

TNR recommends approval of the proposed list of TAC voting members and their alternates (Attachment A).

### **ISSUES AND OPPORTUNITIES:**

The proposed appointees and alternates will all represent Travis County. The change to 1 TAC voting member for every Transportation Policy Board member will minimize the happenstance of a "walking quorum" for those jurisdictions having more than one Policy Board member. Additional TAC members will help ease workload; provide more resources for researching and vetting issues; provide a wider range of expertise; and generally promote greater dialogue and analysis of issues. The approved bylaws add TAC voting members to cities with populations over 7,000 that previously had no vote on the TAC. Those cities include Bastrop, Buda, Elgin, Hutto, Lakeway, and Lockhart.

It is not intended for each Travis County TPB member to have a TAC member assigned exclusively to them. However, there may be occasion when Travis County's TPB members prefer different alternatives for resolving a particular issue. Each TPB member may need the assistance of their TAC representatives to assist with research, analyses, and evaluations. In these cases it is proposed to temporarily assign a TAC member to each TPB member needing such assistance.

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

Although staff time will be diverted once a month, there is no fiscal impact.

### **ATTACHMENTS/EXHIBITS:**

Attachment 1--CAMPO Technical Advisory Committee Bylaws (rev. 12/12/11)  
Attachment 2--Proposed List of TAC members and Alternates

### **REQUIRED AUTHORIZATIONS:**

|                  |                     |     |          |
|------------------|---------------------|-----|----------|
| Cynthia McDonald | Financial Manager   | TNR | 854-4239 |
| Steve Manilla    | County Executive    | TNR | 854-9429 |
| Carol Joseph     | Assistant Director  | TNR | 854-9418 |
| Randy Nicholson  | Planning & GIS Mgr. | TNR | 854-4603 |

|             |                      |     |          |
|-------------|----------------------|-----|----------|
| Anna Bowlin | Development Services | TNR | 854-7561 |
|             |                      |     |          |

**CC:**

|                |                          |     |          |
|----------------|--------------------------|-----|----------|
| Teresa Calkins | Development Services     | TNR | 854-7569 |
| David Greear   | Traffic Safety Div. Mgr. | TNR | 854-7650 |
| Charlie Watts  | Senior Planner           | TNR | 854-7654 |
| Melissa Zone   | Senior Planner           | TNR | 854-9435 |

: :

**0101 - Administrative - 0505**

## **Attachment A**

### **Proposed List of TAC Members and Alternates**

#### **Regular members**

**Steve Manilla, P.E.  
Randy Nicholson, AICP  
Charlie Watts, AICP  
Anna Bowlin, AICP**

#### **Alternates**

**Public Works Dir. (TBD)  
Melissa Zone, AICP  
David Greear, P.E.  
Teresa Calkins, P.E.**

**ATTACHMENT 1**



**Capital Area Metropolitan Planning Organization  
Technical Advisory Committee Bylaws**

The name of this body shall be the Capital Area Metropolitan Planning Organization Technical Advisory Committee hereinafter named the "TAC."

**A. Purpose and Function**

The TAC's purpose, under the direction of the Transportation Policy Board (TPB) is to make recommendations to the TPB for matters necessary to comply with the requirements of federal and state law. The TAC may review other items that will be brought before the TPB.

Under the direction of the TPB, the TAC shall advise the TPB on the following:

- The Long-Range Metropolitan Transportation Plan,
- Transportation Improvement Program (TIP), including the review of and recommendations on candidate projects for the TIP;
- Unified Planning Work Program (UPWP); and
- The Public Involvement Program;
- Other transportation planning activities, as directed by the Transportation Policy Board or CAMPO's Executive Director.

The TPB may direct the TAC to present options for its consideration, with accompanying recommendations and supporting rationale. The TAC shall also review and comment on all matters referred to them by the TPB or the CAMPO Executive Director. TAC recommendations to the TPB shall be based upon the collective technical expertise of the TAC and/or technical sufficiency, accuracy and completeness of studies, plans and programs.

The TAC may serve as an advisory committee for the completion of all transportation studies, plans, development and programming recommendations required under state or federal laws pertaining to all surface modes of transportation and transportation support facilities. The TAC also serves as a forum and working group for regional project coordination across jurisdictional boundaries.

TAC regular and alternate members are expected to keep their staff and elected officials advised and informed about matters relating to the activities and studies of the TAC. Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature.

**B. Annual Work Plan and Operating Procedures**

The TAC shall present an Annual Work Plan and Operating Procedures by March for the next fiscal year to the TPB. The Annual Work Plan shall at a minimum address issues identified in Article A: Purpose and Function, and issues identified by the TPB and CAMPO Executive Director. The Operating Procedures, at a minimum, will address communications between the TAC and the Policy Board.

**C. Membership and Terms of Office**

The TAC shall be comprised of employed staff or ~~contract technical staff~~ of a political subdivision or ~~quasi-governmental unit or agency wholly or partially within the boundaries of a member jurisdiction who has technical expertise in the following:~~ transportation or infrastructure planning, implementation of such projects, or related fields ~~working directly or indirectly with~~ that governmental unit or agency for some aspect of planning, development or improvement of the transportation system or ~~related infrastructure~~. The TPB will designate member jurisdictions to the TAC and the jurisdictions will appoint TAC regular members as well as the alternates. Additional jurisdictional membership may be recommended by the TAC but must be approved by the TPB.

~~Deleted: the member agency or local~~  
~~Deleted: that~~  
~~Deleted: transportation~~  
~~Deleted: with responsibility to~~

Members shall serve at the pleasure of the appointing agency. Members shall be appointed by the chief elected official, chief executive officer and/or board of the entity that they represent as shown in Table 1. Ex officio members are shown in Table 2.

**Table 1**

| Jurisdiction or Agency | Vote |
|------------------------|------|
| Bastrop County         | 1    |
| Caldwell County        | 1    |
| Hays County            | 1    |
| Travis County          | 4    |
| Williamson County      | 1    |
| City of Austin         | 4    |
| City of Bastrop        | 1    |
| City of Buda           | 1    |
| City of Cedar Park     | 1    |
| City of Elgin          | 1    |
| City of Georgetown     | 1    |
| City of Hutto          | 1    |
| City of Kyle           | 1    |
| City of Lakeway        | 1    |
| City of Leander        | 1    |
| City of Lockhart       | 1    |

|   |    |
|---|----|
| City of Pflugerville                                      | 1  |
| City of Round Rock  | 1  |
| City of San Marcos  | 1  |
| City of Taylor  | 1  |
| TxDOT – Austin District                                   | 1  |
| Capital Metropolitan Transportation Authority (Cap Metro) | 1  |
| Capital Area Rural Transportation System (CARTS)          | 1  |
| Central Texas Regional Mobility Authority (CTRMA)         | 1  |
| Lone Star Rail District (LSTAR)                           | 1  |
| Capital Area Council of Governments(CAPCOG)               | 1  |
| TOTAL   | 32 |

**Table 2**

|   |   |
|---|---|
| Texas Commission on Environmental Quality | 1 |
|---|---|

Membership should reflect the diversity of transportation modes and interests that make transportation policy decisions to assure transportation planning decisions are considered in their broadest context.

TAC regular and alternate members are expected to keep their staff and elected officials advised and informed about matters relating to the activities and studies of the TAC. Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature.

**D. Vacancies**

Each member shall be eligible to serve during the term as long as the member occupies the position held at the time of selection. In the event that a regular member becomes ineligible or unable to serve, a new member must be appointed in the same manner as the previous regular member. Changes of regular members directly appointed by a chief elected official, chief executive officer or the head and/or board of the appropriate governmental unit may be made at any time.

**E. Voting**

Regular and alternate members will be notified of possible voting items on the upcoming agenda by designating the item as such. In cases where the TAC could not come to a consensus, the TAC Chair will forward the issues, both pro and con, to the TPB in the back up sent to the Board under "TAC Recommendation".

**F. Alternate Members**

Each regular member may have a designated alternate member who may serve and vote at any TAC meeting in the regular member's absence. Alternate members must be appointed in the same manner as the regular member. Appointed alternate members will have the voting rights and privileges of regular members when serving in the absence of the TAC regular member.

Since each TAC member shall have only one vote, the alternate to the TAC may vote only when the regular representative from the same agency is not present at the meeting. If a regular member of the TAC is unable to attend, the member shall be responsible for notifying the alternate.

**G. Officers**

Officers shall be regular members, not alternates. The TAC shall elect a Chair and a Vice Chair, each to serve for a term of one year. Elections shall be held at the first meeting of each calendar year. The current Chair shall appoint a nominating committee of three members prior to the first meeting of each calendar year for the purpose of bringing before the TAC a slate of officers for consideration. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair. In the event the Vice Chair is unable to serve the entire term of office, the Chair shall elicit nominations for a vote by TAC members at the next meeting to fill the unexpired term.

In the absence of the Chair and Vice Chair from a regular or special meeting of the committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice Chair.

**H. Quorum**

The presence of fifty-one percent of the total appointed committee membership of either regular or alternates shall constitute a quorum for the transaction of business at all meetings. Participation in regular meetings electronically will count toward quorum requirements.

**I. Regular Meetings**

All TAC meetings are open to the public. Regular meetings of the TAC shall normally be held two weeks prior to the CAMPO PAC meeting at a time and place to be designated by the chairperson. Regular meeting dates and times may be changed by action of the Chair to accommodate desirable changes because of holidays or other reasons.

Except as otherwise stated in these bylaws, the principles of Robert's Rules of Order shall govern all meetings of the TAC. The Chair shall, in a written notice of the meeting, designate the time and place and indicate in an official agenda the business to be transacted or considered. The agenda and available backup information shall be mailed or emailed to each member of the committee at least one week prior to the meeting.

**J. Attendance**

If an appointed member of the TAC misses more than half of the Regular Meetings scheduled during a calendar year, or is represented by their Alternate Member at more than half the regular meetings per year, the Chair of the TAC may contact the member's appointing body to request a replacement appointee to the TAC. At a minimum, CAMPO Staff will provide a report on TAC members' attendance to the TPB every six months. Participation in regular meetings electronically will count toward meeting attendance requirements.

**K. Special Meetings**

Special meetings may be called by the TAC Chair or by an initiative of four or more members of the TAC petitioning the Chair.

**L. Proceedings**

The proceedings of all meetings shall be recorded. Meeting notes shall be prepared by CAMPO Staff and distributed to the TAC for consideration following each meeting. Once accepted, the meeting notes will be forwarded to the Transportation Policy Board.

**M. Administrative Support**

CAMPO staff shall provide administrative support to the TAC.

**N. Committees and Subcommittees**

The TAC Chair may create *ad hoc* committees as necessary to investigate and report on specific subject areas of interest to the TAC or to deal with TAC administrative procedures.

**O. Amendments to Bylaws**

Changes to these Bylaws may be recommended by a majority vote of the TAC members at any duly called meeting wherein an official quorum is present. Any such proposed amendments shall be fully set out in writing and furnished to each member seven (7) days in advance of the meeting where the action is to be taken.

The TPB must approve any proposed amendments to the TAC Bylaws before they become effective.

**P. Bylaws History**

Adopted April 4, 2003

Amended October 22, 2003

Amended January 21, 2004

Amended November 14, 2011

Amended December 12, 2011

Item # \_\_\_\_\_

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

Please consider the following item for **VOTING SESSION: 1/17/2012**

**A. REQUEST MADE BY: Sheriff Greg Hamilton**  
(Elected/Appointed Official/Executive Mgr/County Attorney)

**REQUESTED TEXT:**

**Consider and approve Amendment No. Nine to the Memorandum of Understanding ("MOU") Relating to Security for the Combined Transportation, Emergency & Communications Center ("CTECC"), extending the scope of work for the Travis County Sheriff's Office through FY12. (TCSO )**

**COUNTY JUDGE OR COMMISSIONER**

- A. Any backup material to be presented to the Court must be submitted with this Agenda Request (Original(s) & 8 copies).**
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. The originating department should send a copy of this Agenda Request and backup to them:**

**Purchasing                      County Attorney**

**REQUIRED AUTHORIZATIONS: PLEASE CHECK IF APPLICABLE:**

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

**PURCHASING OFFICE (854-9700)**

**Bid, Purchase Contract, Request for Proposals**

**COUNTY ATTORNEY'S OFFICE (854-9415)**

**Contract, Agreement, Policy & Procedure**

**AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesday at 12:00**

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



JAMES SYLVESTER  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

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

DARREN LONG  
Major - Corrections

PHYLLIS CLAIR  
Major - Law Enforcement

MAKR SAWA  
Major - Administration & Support

**Date:** January 3, 2012  
**To:** Travis County Commissioners Court  
**From:** Michael G Hemby 783, Planning Manager   
**Subject:** FY11 CTECC Security MOU – Amendment Number 9

**Proposed Motion:**

Approve Amendment No. Nine to the Memorandum of Understanding ("MOU") Relating to Security for the Combined Transportation, Emergency & Communications Center ("CTECC"), extending the scope of work for the Travis County Sheriff's Office through FY12.

**Summary & Recommendation:**

Under the existing security MOU with the City of Austin, TCSO law enforcement has provided security services to CTECC since FY03. All parties and stakeholders to this agreement are satisfied with the each other's performance and desire the continuation of this arrangement.

This is a revenue-generating contract for Travis County. TCSO, with the concurrence and cooperation of Travis County Emergency Services ("TCES") and County representatives on the CTECC Operating Board, recommends approving the proposed motion.

The FY12 security not to exceed budget level for the CTECC program is \$970,701.00, an amount that adequately supplements TCSO's personnel costs in providing services for around-the-clock protection of the site, facility, related systems, and personnel. This rate and budget was approved by the CTECC governing board for FY 2012.

The security MOU is structured to automatically renew on an annual basis. However, amendments to this agreement are routinely necessary to reflect the updated scope of work each fiscal year.

There appear to be no issues or concerns with approving the recommended action by TCSO personnel or either the governing or operating board.

**Attachment:**

Amendment No. 9 to the CTECC Security MOU (Three Originals)

Cc:

County Attorney – Jim Connolly  
County Auditor – Beth Blankenship  
PBO – Travis Gatlin  
TCSO Finance – Paul Matthews



*Safety, Integrity, Tradition of Service*

**Amendment Number Nine to the  
Memorandum of Understanding Relating to Security Services  
Contract No. NH100000001  
for the  
Combined Transportation, Emergency & Communications Center**

This Amendment Number Nine to the Memorandum of Understanding Relating to Security Services for the Combined Transportation, Emergency & Communications Center (the "CTECC Security MOU") is made and entered into by the following Parties: the City of Austin (the "City") and Travis County, Texas (the "County"), pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

WHEREAS, the Parties and their fellow Coalition Members operate and maintain a Combined Transportation, Emergency & Communications Center ("CTECC") and annually budget for such; and,

WHEREAS, City, acting as the managing CTECC partner and on behalf of fellow Coalition Members, has entered into an Interlocal cooperative agreement (this "MOU") with County, via the Travis County Sheriff's Office ("TCSO"), to provide certain services for securing and protecting CTECC personnel, the Facility, the Site, and the Supported Systems; and,

WHEREAS, the current term of the CTECC Security MOU will expire on September 30, 2011. The new term will begin on October 1, 2011 for 12 months. There are three remaining options.

WHEREAS, both Parties are satisfied with each other's performance and desire the continuation of CTECC security services being provided by TCSO and therefore must amend the CTECC Security Services Scope of Work ("SOW") to reflect the SOW for the new fiscal year; and,

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and other good and valuable consideration, the Parties agree to amend the CTECC Security MOU as follows:

- 1.0 In order to reflect the SOW for the new fiscal year, Attachment I, CTECC Security Services Scope of Work for FY 2011, is to be amended and replaced with Attachment I, CTECC Security Services Scope of Work for FY 2012.
- 2.0 The effective date of this Amendment Number Nine is October 1, 2011.

EXECUTED as of the latest date set forth below:

**City of Austin**

By: \_\_\_\_\_

Marc Ott  
City Manager

Date: \_\_\_\_\_

**Travis County, Texas**

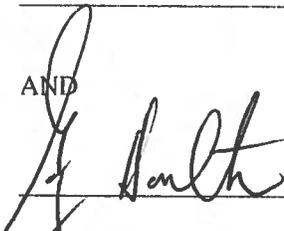
By: \_\_\_\_\_

Samuel T. Biscoe  
Travis County Judge

Date: \_\_\_\_\_

AND

By: \_\_\_\_\_

  
Greg Hamilton  
Travis County Sheriff

Date: 12/19/11

**Attachment I**

**Security Services and Scope of Work for the  
Combined Transportation, Emergency & Communications Center (CTECC)**

**FY 2012**

TCSO will continue to provide security services for CTECC as per this SOW that includes, but is not necessarily limited to, the following:

- Ongoing training of TCSO Officers in the operation of the automated Security Management System, including key-card programming, video and still photo capture, and system use and monitoring;
- Staff CTECC badging workstation, as needed, with Officers trained in its use;
- Ongoing training of TCSO Officers in CTECC Standard Operating Procedures and Protocols;
- Provide monthly reports to the CTECC General Manager that detail security activities and any issues, including facility operations;
- Inform and work with the CTECC General Manager concerning any security or facility problem that may arise or potentially arise;
- Ensure around-the-clock security coverage by providing at least two TCSO Officers on site twenty-four hours a day, seven days a week.

The CTECC O&M budget for security during this annual period amounts as follows:

- (5675) Security Services by TCSO LE                      Not to Exceed    \$970,701.00

\* All reimbursable material requests need to be submitted to the CTECC General Manager for approval prior to purchase. After obtaining written GM approval, TCSO may proceed with purchasing and paying for approved materials. City will then reimburse County after receipt of invoice and notice of County payment to vendor.



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Cheryl Aker, x49558

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

**Commissioners Court Sponsor:** County Judge Sam Biscoe

### **AGENDA LANGUAGE:**

**CONSIDER AND TAKE APPROPRIATE ACTION REGARDING BOARD AND COMMITTEE ASSIGNMENTS AND APPOINTMENTS FOR COMMISSIONERS COURT MEMBERS.**

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

See attached.

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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**Travis County Commissioners Court Appointments to Boards and Committees**

|  | <b>Appointee</b>         | <b>Nominated By</b>              | <b>Date Appt'd.</b> | <b>Term Expiration Date</b> | <b>Miscellaneous Information</b>  |
|--|--------------------------|----------------------------------|---------------------|-----------------------------|---|
| <b>Adult Protective Services Special Task Unit</b>                                 | Phyllis J. Wolf, MA, LPC | Court Appointment                | 5/1/2007            |                             | Mental Health Professional; this unit was created by the 79th legislature and Nancy Allen from State Adult Protective Services is the contact person along with HHS |
| <b>Adult Protective Services Special Task Unit</b>                                 | Barbara S. Misle         | Court Appointment                | 5/1/2007            |                             | Legal; this unit was created by the 79th legislature and Nancy Allen from State Adult Protective Services is the contact person along with HHS                      |
| <b>Adult Protective Services Special Task Unit</b>                                 | Detective Erica Westling | Court Appointment                | 5/1/2007            |                             | Law Enforcement; this unit was created by the 79th legislature and Nancy Allen from State Adult Protective Services is the contact person along with HHS            |
| <b>Adult Protective Services Special Task Unit</b>                                 | Sergeant Kitty Hicks     | Court Appointment                | 5/1/2007            |                             | Law Enforcement; this unit was created by the 79th legislature and Nancy Allen from State Adult Protective Services is the contact person along with HHS            |
| <b>Adult Protective Services Special Task Unit</b>                                 | Funmi Ogunleye, R.N.     | Court Appointment                | 5/1/2007            |                             | Medical; this unit was created by the 79th legislature and Nancy Allen from State Adult Protective Services is the contact person along with HHS                    |
| <b>Adult Protective Services Special Task Unit</b>                                 | Wendie H. Abramson, LMSW | Court Appointment                | 5/1/2007            |                             | Domestic Violence; this unit was created by the 79th legislature and Nancy Allen from State Adult Protective Services is the contact person along with HHS          |
| <b>Adult Protective Services Special Task Unit</b>                                 | Steve Manley             | Court Appointment                | 5/1/2007            |                             | Law Enforcement; this unit was created by the 79th legislature and Nancy Allen from State Adult Protective Services is the contact person along with HHS            |
| <b>Animal Advisory Commission</b>  | Larry Tucker             | Court Appointment                | 7/28/2009           | 8/1/2012                    | effective 7-31-2009, Three-Year Term - Represents Comm Court  |
| <b>Austin Early Childhood Council</b>  | Sandra Lynn Briley, PhD  | Commissioners Court              | 7/7/2009            | 12/31/2012                  | effective 7-31-09, 2 year terms. Contact Ron Hubbard, City of Austin at 972-5028 for information.   |
| <b>Austin Urban Area Security Initiative</b>                                       | Danny Hobby              | Court Appointment                | 3/18/2008           |                             | this is a federal grant program and maybe not a long term committee.  |
| <b>Austin-San Antonio Intermunicipal Commuter Rail District Board of Directors</b> | Debbie Ingalsbe          | Court Ratify's CARTS Appointment | 5/20/2008           | 2/28/2010                   | Comm Court ratifies the appointment that CARTS makes. Two year terms that expire February 1st   |

**Travis County Commissioners Court Appointments to Boards and Committees**

|   | <b>Appointee</b>               | <b>Nominated By</b> | <b>Date Appt'd.</b>                  | <b>Term Expiration Date</b> | <b>Miscellaneous Information</b>  |
|---|--------------------------------|---------------------|--------------------------------------|-----------------------------|---|
| <b>Austin-Travis County Emergency Medical Services Advisory Board</b>     | Bob Taylor                     | Court Appointment   | 2/12/2008<br>reappointed<br>2/1/2011 | 10/31/2012                  | An Emergency Services District Commissioner   |
| <b>Austin-Travis County Emergency Medical Services Advisory Board</b>     | Dr. Stephen E. Wilson          | Court Appointment   | 3/11/2008                            | 10/31/2011                  | A Local Physician   |
| <b>Austin-Travis County Emergency Medical Services Advisory Board</b>     | Paula S. Barr                  | Court Appointment   | 2/12/2008<br>reappointed<br>2/1/2011 | 10/31/2012                  | A Travis County Representative  |
| <b>Austin-Travis County Emergency Medical Services Advisory Board</b>     | Hector R. Gonzales             | Court Appointment   | 3/11/2008                            | 10/31/2011                  | A Consumer  |
| <b>Austin-Travis County Integral Care Board of Trustees</b>               | Richard Hopkins (Precinct 1)   | Court Appointment   | 8/5/2008<br>reappointed<br>7/27/2010 | 9/30/2012                   | Two-Year term; The Board of Trustees meets monthly as do the four standing Board Committees: Human Resources, Finance, Planning and Operations, and Public Relations. |
| <b>Austin-Travis County Integral Care Board of Trustees</b>               | Dr. Matthew Snapp (Precinct 2) | Court Appointment   | 9/8/2009<br>reappointed<br>11/22/11  | 9/30/2013                   | Two-Year term; The Board of Trustees meets monthly as do the four standing Board Committees: Human Resources, Finance, Planning and Operations, and Public Relations. |
| <b>Austin-Travis County Integral Care Board of Trustees</b>               | Genevieve Hearon (Precinct 3)  | Court Appointment   | 9/23/2008                            | 9/30/2010                   | Two-Year term; The Board of Trustees meets monthly as do the four standing Board Committees: Human Resources, Finance, Planning and Operations, and Public Relations. |
| <b>Austin-Travis County Integral Care Board of Trustees</b>               | Vince Torres (Precinct 4)      | Court Appointment   | 11/15/2011                           | 9/30/2013                   | Two-Year term; The Board of Trustees meets monthly as do the four standing Board Committees: Human Resources, Finance, Planning and Operations, and Public Relations. |
| <b>Bail Bond Board</b>  | Judge Jan Breland              | Court Appointment   | 11/10/2009                           | continuous                  | County Court at Law member  |
| <b>Balcones Canyonlands Conservation Plan Citizens Advisory Committee</b> | Ken Beck                       | Precinct 3          | 6/17/2010                            | 6/17/2012                   | Two-year term   |
| <b>Balcones Canyonlands Conservation Plan Citizens Advisory Committee</b> | Robert Kleeman                 | Precinct 3          | 6/17/2010                            | 6/17/2012                   | Travis County Appointee   |
| <b>Balcones Canyonlands Conservation Plan Citizens Advisory Committee</b> | Lynne Weber                    | Precinct 3          | 6/17/2010                            | 6/17/2012                   | Travis County Appointee   |

## Travis County Commissioners Court Appointments to Boards and Committees

|   | Appointee              | Nominated By                                   | Date Appt'd.                            | Term Expiration Date | Miscellaneous Information  |
|---|------------------------|--|---|----------------------|--|
| Capital Area Metropolitan Planning Organization - CAMPO - small cities representative | Jeffrey Mills          | Court Appointment                              | 5/4/2010                                | temporary            | Travis County citizen  |
| Capital Metropolitan Transportation Authority Board                                   | Beverly Silas          | Court Appointment                              | 12/22/2009                              |                      | Three-year term, ending on May 31, 2012. Incumbent may be reappointed.   |
| Central Health (Healthcare District, Travis County)                                   | Clarke Heidrick        | Court Appointment                              | 12/29/2009                              | 12/31/2014           | <b>effective 1-1-2010</b> They serve until successor is appointed; 4 year term; The Board was initially appointed in August of 2004.               |
| Central Health (Healthcare District, Travis County)                                   | Rebecca Lightsey       | Court Appointment                              | 3/15/2011<br>reappointed<br>10/25/2011  | 12/31/2015           | 4 year term; They serve until successor is appointed;  |
| Central Health (Healthcare District, Travis County)                                   | Brenda Coleman-Beattie | Court Appointment                              | 3/31/2009<br>reappointed<br>10/5/2010   | 12/31/2014           | <b>filling unexpired Term</b> They serve until successor is appointed.   |
| Central Health (Healthcare District, Travis County)                                   | Frank Rodriguez        | Court Appointment                              | 12/2/2008                               | 12/31/2012           | 4 yr term; They serve until successor is appointed; Mr. Rodriguez had an initial 4 year term; The Board was initially appointed in August of 2004. |
| Central Health (Healthcare District, Travis County)                                   | Anthony Haley          | Joint City of Austin/Travis County Appointment | 6/2/2009                                | 12/31/2012           | Reappointments and new appointments to the Board will serve four-year terms.   |
| Central Texas Regional Mobility Authority (CTRMA)                                     | Henry Gilmore          | Court Appointment                              | 4/8/2008<br>Reappointment<br>3/9/10     | 1/31/2012            | Two-year term ending on February 1, 2012. Incumbent may be reappointed.  |
| Central Texas Regional Mobility Authority (CTRMA)                                     | Charles H. Heimsath    | Court Appointment                              | 12/22/2009<br>Reappointed<br>12/06/2011 | 1/31/2014            | Two-year term ending on February 1, 2012. Incumbent may be reappointed.  |
| Central Texas Regional Mobility Authority (CTRMA)                                     | Nikelle S. Meade       | Court Appointment                              | 4/7/2009<br>reappointed<br>3/1/2011     | 2/28/2013            | Two-year term ending February 1, 2013. Incumbent may be reappointed.   |
| Children's Protective Services, Travis County   | Ann Stanley            | County Judge                                   | 7/13/2010                               | 7/31/2013            | They are appointed to 3 year terms that begin when the appointment is made.  |
| Children's Protective Services, Travis County   | Robert Hendee, M.D.    | County Judge                                   | 12/2/2008                               | 12/31/2011           | They are appointed to 3 year terms that begin when the appointment is made.  |
| Children's Protective Services, Travis County   | Lindsey Page Hale      | County Judge                                   | 12/9/2008                               | 12/31/2011           | They are appointed to 3 year terms that begin when the appointment is made.  |

**Travis County Commissioners Court Appointments to Boards and Committees**

|  | <b>Appointee</b>     | <b>Nominated By</b> | <b>Date Appt'd.</b>                    | <b>Term Expiration Date</b> | <b>Miscellaneous Information</b>  |
|--|----------------------|---------------------|--|-----------------------------|---|
| <b>Children's Protective Services, Travis County</b> | Nikki C. Sims        | Precinct 1          | 5/6/2008<br>reappointed<br>6/14/2011   | 5/31/2014                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Deeyle M. Bryan      | Precinct 1          | 8/2/2011                               | 7/31/2014                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Ronda Dardin Schultz | Precinct 1          | 2/17/2009                              | 2/28/2012                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Milbrey E. Raney     | Precinct 2          | 10/17/2006<br>Reappointed<br>06/8/2010 | 6/30/2013                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Laura Wolf           | Precinct 2          | 7/6/2010                               | 7/31/2013                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Carole Hurley        | Precinct 2          | 4/5/2011                               | 4/30/2014                   |   |
| <b>Children's Protective Services, Travis County</b> | Mary Wolf            | Precinct 3          | 1/26/2010                              | 1/31/2013                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Matias Garcia        | Precinct 3          | 1/26/2010                              | 1/31/2013                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Deborah Risovi       | Precinct 3          | 10/9/2007<br>reappointed<br>12/14/2010 | 12/31/2013                  | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Jeanne Stamp         | Precinct 4          | 12/23/2008                             | 12/31/2011                  | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Lynn Perkins         | Precinct 4          | 2/3/2009                               | 2/28/2012                   | They are appointed to 3 year terms that begin when the appointment is made. |
| <b>Children's Protective Services, Travis County</b> | Brie L. Franco       | Precinct 4          | 9/29/2009                              | 10/31/2012                  | They are appointed to 3 year terms that begin when the appointment is made. |

### Travis County Commissioners Court Appointments to Boards and Committees

|  | Appointee  | Nominated By | Date Appt'd.                         | Term Expiration Date | Miscellaneous Information   |
|--|--|--------------|--------------------------------------|----------------------|---|
| <b>City of Austin Comprehensive Plan Citizens Advisory Committee</b> | Jack Gullahorn appointee; July Holden alternate    | Precinct 1   | 10/27/2009                           | 7/1/2012             | committee expires after 35 months per COA resolution; One representative and One alternate from the ETJ in the following areas: Land Use; Transportation; Storm Water Management and Water Quality; Natural Resources and Environmental Quality; Parks and Open Spaces; and Health and Human Services |
| <b>City of Austin Comprehensive Plan Citizens Advisory Committee</b> | Mark Lind appointee; Mitch Weynand alternate       | Precinct 2   | 10/27/2009                           | 7/1/2012             | committee expires after 35 months per COA resolution; One representative and One alternate from the ETJ in the following areas: Land Use; Transportation; Storm Water Management and Water Quality; Natural Resources and Environmental Quality; Parks and Open Spaces; and Health and Human Services |
| <b>City of Austin Comprehensive Plan Citizens Advisory Committee</b> | Carol Torgrimson appointee; Ira Yates alternate    | Precinct 3   | 10/27/2009                           | 7/1/2012             | committee expires after 35 months per COA resolution; One representative and One alternate from the ETJ in the following areas: Land Use; Transportation; Storm Water Management and Water Quality; Natural Resources and Environmental Quality; Parks and Open Spaces; and Health and Human Services |
| <b>City of Austin Comprehensive Plan Citizens Advisory Committee</b> | William B. Hilgers appointee; alternate is pending | Precinct 4   | 10/27/2009                           | 7/1/2012             | committee expires after 35 months per COA resolution; One representative and One alternate from the ETJ in the following areas: Land Use; Transportation; Storm Water Management and Water Quality; Natural Resources and Environmental Quality; Parks and Open Spaces; and Health and Human Services |
| <b>City of Austin/Travis County Sustainable Food Policy Board</b>    | Adam King  | County Judge | 12/6/2011                            | 2/28/2013            | Two year terms, per the COA   |
| <b>City of Austin/Travis County Sustainable Food Policy Board</b>    | Katie Kraemer-Pitre                                | County Judge | 2/10/2009<br>reappointed<br>3/1/2011 | 2/28/2013            | Two year terms, per the COA   |
| <b>City of Austin/Travis County Sustainable Food Policy Board</b>    | Erin Flynn   | Precinct 1   | 3/8/2011                             | 2/28/2013            | Two year terms, per the COA   |
| <b>City of Austin/Travis County Sustainable Food Policy Board</b>    | Paige Hill   | Precinct 2   | 2/22/2011                            | 2/28/2013            | Two year terms, per the COA   |

**Travis County Commissioners Court Appointments to Boards and Committees**

|   | <b>Appointee</b>     | <b>Nominated By</b> | <b>Date Appt'd.</b>                  | <b>Term Expiration Date</b> | <b>Miscellaneous Information</b>  |
|---|----------------------|---------------------|--------------------------------------|-----------------------------|---|
| <b>City of Austin/Travis County Sustainable Food Policy Board</b>   | Michele Murphy-Smith | Precinct 3          | 2/10/2009<br>reappointed<br>3/1/2011 | 2/28/2013                   | Two year terms, per the COA   |
| <b>City of Austin/Travis County Sustainable Food Policy Board</b>   | Paula McDermott      | Precinct 4          | 2/10/2009<br>reappointed<br>1/18/11  | 2/28/2013                   | Two year terms, per the COA   |
| <b>Civil Service</b>  | Velva Price          | Commissioners Court | 12/29/2009                           | 12/31/2011                  | 2 year appt. Dexter Gifford, (sheriff appointee) Colin Jordan (DA Appointee) (Velva Price is chair); for information call Lorrie Pickering x44769 |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Joan Burnham         | Court Appointment   | 3/22/2005                            | continuous                  |   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Frank Ringer Jr.     | Court Appointment   | 12/4/2007                            | continuous                  |   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Deacon Doots DuFour  | Court Appointment   | 3/22/2005                            | continuous                  |   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Gerald Cunningham    | Court Appointment   | 12/4/2007                            | continuous                  |   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Terra James          | Court Appointment   | 12/4/2007                            | continuous                  |   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Mike Manor           | Court Appointment   | 4/27/2004                            | continuous                  |   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | VACANT               | Court Appointment   | 4/27/2004                            | continuous                  | Jim Nelson resigned   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Carla McElory        | Court Appointment   |                                      | continuous                  |   |
| <b>Community Justice Center Advisory Committee, Travis County - State Jail</b>                              | Alonzo Bradley       | Court Appointment   |                                      | continuous                  |   |
| <b>CTECC - Combined Transportation Emergency and Communications Center -Governing Board (Voting Member)</b> | Danny Hobby          | Court Appointment   | 2/20/2007                            | continuous                  | Emergency Services Coordinator  |

## Travis County Commissioners Court Appointments to Boards and Committees

|  | Appointee         | Nominated By      | Date Appt'd.                           | Term Expiration Date                    | Miscellaneous Information   |
|--|-------------------|-------------------|--|---|---|
| <b>CTECC - Combined Transportation Emergency Communication Center - Operations Board</b> | Pete Baldwin      | Court Appointment | 12/16/2003                             | continuous                              | Emergency Management Coordinator  |
| <b>CTECC - Combined Transportation Emergency Communication Center - Operations Board</b> | Greg Hamilton     | Court Appointment | 12/16/2003                             | continuous                              | Travis County Sheriff   |
| <b>Dispute Resolution Center Board</b>   | Jeff Jury         | County Judge      | 10/6/2009                              | 10/6/2012                               | 3 yr term and maximum 2 terms (6yrs)<br>Terms expire 1) upon replacement by a Commissioner, or 2) when Commissioners term expires   |
| <b>Dispute Resolution Center Board</b>   | Gerard Washington | Precinct 1        | 8/14/2007<br>Reappointed<br>7/13/10    | 8/31/2010<br>2nd Term exp.<br>8/31/2013 | 3 yr term and maximum 2 terms (6yrs)<br>Terms expire 1) upon replacement by a Commissioner, or 2) when Commissioners term expires   |
| <b>Dispute Resolution Center Board</b>   | Doryne Valentine  | Precinct 2        | 5/22/2007<br>reappointed<br>9/21/10    | 9/30/2013                               | 3 yr term and maximum 2 terms (6yrs)<br>Terms expire 1) upon replacement by a Commissioner, or 2) when Commissioners term expires   |
| <b>Dispute Resolution Center Board</b>   | Larry Bugen       | Precinct 3        | 12/14/2010                             | 12/31/2013                              | No record of Comm Court appointment; 3 yr term and maximum 2 terms (6yrs) Terms expire 1) upon replacement by a Commissioner, or 2) when Commissioners term expires; appointment and expiration date information comes from Dispute Resolution Center |
| <b>Dispute Resolution Center Board</b>   | Pat Cogneigliano  | Precinct 4        | 10/2/2007<br>reappointed<br>12/14/2010 | 10/31/2013                              | No record of Comm Court appointment; 3 yr term and maximum 2 terms (6yrs) Terms expire 1) upon replacement by a Commissioner, or 2) when Commissioners term expires; appointment and expiration date information comes from Dispute Resolution Center |
| <b>Downtown Austin Plan Technical Advisory Group</b>                                     | Belinda Powell    | Court Appointment | 5/15/2007                              | continuous                              | assignment expires in 18 months   |
| <b>Downtown Austin Plan Technical Advisory Group</b>                                     | Charles Vaughn    | Court Appointment | 5/15/2007                              | continuous                              | assignment expires in 18 months   |
| <b>Emergency Services District #01 (North Lake)</b>                                      | Greg Johnston     | Precinct 3        | 6/30/2009<br>reappointed<br>12/7/2010  | 12/31/2012                              | Two Year Term expiring in December  |
| <b>Emergency Services District #01 (North Lake)</b>                                      | Sandra Igau       | Precinct 3        | 8/9/2011                               | 12/31/2012                              | Two Year Term expiring in December  |

## Travis County Commissioners Court Appointments to Boards and Committees

|   | Appointee          | Nominated By | Date Appt'd.                           | Term Expiration Date | Miscellaneous Information  |
|---|--------------------|--------------|--|----------------------|--|
| <b>Emergency Services District #01 (North Lake)</b>   | Paul Douglas Smith | Precinct 3   | 2/2/2010                               | 12/31/2011           | Two Year Term expiring in December   |
| <b>Emergency Services District #01 (North Lake)</b>   | Cleo Schneider     | Precinct 3   | 2/2/2010                               | 12/31/2011           | Two Year Term expiring in December   |
| <b>Emergency Services District #01 (North Lake)</b>   | John Craddock      | Precinct 3   | 2/2/2010                               | 12/31/2011           | Two Year Term expiring in December   |
| <b>Emergency Services District #02 (Pflugerville)</b> | Mike Howe          | Precinct 2   | 12/22/2009                             | 12/31/2011           | Two Year Term expiring in December   |
| <b>Emergency Services District #02 (Pflugerville)</b> | Maize Hamilton     | Precinct 1   | 12/22/2009<br>reappointed<br>12/27/11  | 12/31/2013           | Two Year Term expiring in December   |
| <b>Emergency Services District #02 (Pflugerville)</b> | Efren Brito        | Precinct 2   | 1/13/2009<br>reappointed<br>5/3/11     | 12/31/2012           | Two Year Term expiring in December   |
| <b>Emergency Services District #02 (Pflugerville)</b> | Terry Struble      | Precinct 2   | 1/13/2009<br>reappointed<br>5/3/11     | 12/31/2012           | Two Year Term expiring in December   |
| <b>Emergency Services District #02 (Pflugerville)</b> | George Mentzer II  | Precinct 2   | 1/13/2009<br>reappointed<br>5/3/11     | 12/31/2012           | Two Year Term expiring in December   |
| <b>Emergency Services District #03 (Oak Hill)</b>     | Carroll D. Knight  | Precinct 3   | 2/1/2008<br>Reappointed<br>12/27/2011  | 12/31/2013           | Two Year Term expiring in December. She was actually appointed on Jan 22, 2008 |
| <b>Emergency Services District #03 (Oak Hill)</b>     | J. Edd New         | Precinct 3   | 1/8/2008<br>Reappointed<br>12/27/2011  | 12/31/2013           | Two Year Term expiring in December   |
| <b>Emergency Services District #03 (Oak Hill)</b>     | Gina Starr         | Precinct 3   | 1/1/2011                               | 12/31/2012           | Two Year Term expiring in December   |
| <b>Emergency Services District #03 (Oak Hill)</b>     | Robert Taylor      | Precinct 3   | 3/31/2009<br>reappointed<br>12/28/2010 | 12/31/2012           | Two Year Term expiring in December   |
| <b>Emergency Services District #03 (Oak Hill)</b>     | John Villanacci    | Precinct 3   | 3/31/2009<br>reappointed<br>12/28/2010 | 12/31/2012           | Two Year Term expiring in December   |
| <b>Emergency Services District #04</b>                | Charles B. Cannon  | Precinct 1   | 5/31/2011                              | 12/31/2011           | Two Year Term expiring in December   |
| <b>Emergency Services District #04</b>                | Gene Wills         | Precinct 1   | 2/10/2009<br>Reappointed<br>11/16/2010 | 12/31/2013           | Two Year Term expiring in December   |
| <b>Emergency Services District #04</b>                | Reggie Williams    | Precinct 1   | 11/17/2009<br>reappointed<br>12/27/11  | 12/31/2013           | Two Year Term expiring in December   |

### Travis County Commissioners Court Appointments to Boards and Committees

|  | Appointee            | Nominated By | Date Appt'd.                          | Term Expiration Date | Miscellaneous Information          |
|--|----------------------|--------------|---------------------------------------|----------------------|------------------------------------|
| <b>Emergency Services District #04</b>                   | Arthur L. Maple, Jr. | Precinct 3   | 6/30/2009<br>reappointed<br>1/11/2011 | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #04</b>                   | Daniel Herman        | Precinct 3   | 1/18/2011                             | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #05<br/>(Manchaca)</b>    | Bob Remlinger        | Precinct 3   | 1/12/2010                             | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #05<br/>(Manchaca)</b>    | Arthur Gurley        | Precinct 3   | 1/8/2008<br>Reappointed<br>11/16/2010 | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #05<br/>(Manchaca)</b>    | Dennis Wright        | Precinct 3   | 1/8/2008<br>Reappointed<br>11/16/2010 | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #05<br/>(Manchaca)</b>    | Warren Hassinger     | Precinct 3   | 2/10/2009<br>reappointed<br>1/4/2011  | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #05<br/>(Manchaca)</b>    | John Linton          | Precinct 3   | 11/16/2010<br>reappointed<br>1/4/2011 | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #06<br/>(Hudson Bend)</b> | Steve Albert         | Precinct 3   | 2/9/2010                              | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #06<br/>(Hudson Bend)</b> | Nell Penridge        | Precinct 3   | 2/9/2010                              | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #06<br/>(Hudson Bend)</b> | Jerry Stein          | Precinct 3   | 2/9/2010                              | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #06<br/>(Hudson Bend)</b> | Barker Keith II      | Precinct 3   | 2/24/2009<br>reappointed<br>12/7/2010 | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #06<br/>(Hudson Bend)</b> | Paula S. Barr        | Precinct 3   | 2/24/2009<br>reappointed<br>12/7/2010 | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #08<br/>(Pedernales)</b>  | Mike Claypool        | Precinct 3   | 7/28/2009<br>reappointed<br>12/7/2010 | 12/31/2012           | Two Year Term                      |
| <b>Emergency Services District #08<br/>(Pedernales)</b>  | Edward Walker        | Precinct 3   | 7/28/2009<br>reappointed<br>12/7/2010 | 12/31/2012           | Two Year Term                      |
| <b>Emergency Services District #08<br/>(Pedernales)</b>  | Sharon Seligman      | Precinct 3   | 2/9/2010                              | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #08<br/>(Pedernales)</b>  | Johnny Hill          | Precinct 3   | 6/15/2010                             | 12/31/2011           | Two Year Term expiring in December |

## Travis County Commissioners Court Appointments to Boards and Committees

|   | Appointee                 | Nominated By | Date Appt'd.                            | Term Expiration Date | Miscellaneous Information          |
|---|---------------------------|--------------|---|----------------------|------------------------------------|
| <b>Emergency Services District #08 (Pedernales)</b> | Mike Pearson              | Precinct 3   | 1/8/2008<br>Reappointed<br>2/9/10       | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #09 (Westlake)</b>   | Kirt Kiester              | Precinct 3   | 7/19/2011                               | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #09 (Westlake)</b>   | Krista Moy                | Precinct 3   | 2/9/2010<br>reappointed<br>12/27/2011   | 12/31/2013           | Two Year Term expiring in December |
| <b>Emergency Services District #09 (Westlake)</b>   | Dr. Tad Davis             | Precinct 3   | 12/21/2010<br>effective<br>1/1/2011     | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #09 (Westlake)</b>   | Steve Scheffe             | Precinct 3   | 11/17/2009<br>reappointed<br>12/28/2010 | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #09 (Westlake)</b>   | John Hogg                 | Precinct 3   | 2/9/2010<br>reappointed<br>12/27/2011   | 12/31/2013           | Two Year Term expiring in December |
| <b>Emergency Services District #10 (CE-Bar)</b>     | Todd Crickmer             | Precinct 3   | 2/10/2009<br>reappointed<br>10/11/2011  | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #10 (CE-Bar)</b>     | Tina Romanella De Marquez | Precinct 3   | 2/1/2011<br>reappointed<br>12/27/2011   | 12/31/2013           | Two Year Term expiring in December |
| <b>Emergency Services District #10 (CE-Bar)</b>     | Lainey Melnick            | Precinct 3   | 1/4/2011<br>reappointed<br>12/27/2011   | 12/31/2013           | Two Year Term expiring in December |
| <b>Emergency Services District #10 (CE-Bar)</b>     | John Jackson              | Precinct 3   | 2/10/2009<br>reappointed<br>10/11/2011  | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #10 (CE-Bar)</b>     | Tres Childress            | Precinct 3   | 2/10/2009<br>reappointed<br>12/28/2010  | 12/31/2012           | Two Year Term expiring in December |
| <b>Emergency Services District #11 (SETCO)</b>      | Carolina Sarabia          | Precinct 4   | 12/1/2004                               | 12/31/2006           | Two Year Term expiring in December |
| <b>Emergency Services District #11 (SETCO)</b>      | Shelly Grammer            | Precinct 4   | 12/1/2004                               | 12/31/2006           | Two Year Term expiring in December |
| <b>Emergency Services District #11 (SETCO)</b>      | Tim Rinehart              | Precinct 4   | 1/19/2010                               | 12/31/2011           | Two Year Term expiring in December |
| <b>Emergency Services District #11 (SETCO)</b>      | James Elman               | Precinct 4   | 1/19/2010                               | 12/31/2011           | Two Year Term expiring in December |

## Travis County Commissioners Court Appointments to Boards and Committees

|  | Appointee              | Nominated By | Date Appt'd.                         | Term Expiration Date | Miscellaneous Information                           |
|--|------------------------|--------------|--------------------------------------|----------------------|---|
| <b>Emergency Services District #11 (SETCO)</b>   | Jerry Staton           | Precinct 4   | 2/23/2010                            | 12/31/2011           |   |
| <b>Emergency Services District #12 (Manor)</b>   | Jesse Arellano         | Precinct 1   | 1/19/2010<br>reappointed<br>12/27/11 | 12/31/2013           | Two Year Term expiring in December                  |
| <b>Emergency Services District #12 (Manor)</b>   | Giles Garmon           | Precinct 1   | 1/19/2010                            | 12/31/2011           | Two Year Term expiring in December                  |
| <b>Emergency Services District #12 (Manor)</b>   | Michael Gobert         | Precinct 1   | 1/19/2010                            | 12/31/2011           | Two Year Term expiring in December                  |
| <b>Emergency Services District #12 (Manor)</b>   | Ronald O. Fowler       | Precinct 1   | 6/1/2010<br>reappointed<br>12/27/11  | 12/31/2013           | Two Year Term expiring in December                  |
| <b>Emergency Services District #12 (Manor)</b>   | Clemente A. Zabalza    | Precinct 1   | 1/19/2010<br>reappointed<br>12/27/11 | 12/31/2013           | Two Year Term expiring in December                  |
| <b>Emergency Services District #13</b>           | Gary Johnson           | Precinct 1   | 1/1/2008<br>reappointed<br>12/27/11  | 12/31/2013           | appointed 2-26-08; reappointment effective 1/1/2010 |
| <b>Emergency Services District #13</b>           | Cliff Kessler          | Precinct 1   | 1/1/2008<br>reappointed<br>12/27/11  | 12/31/2013           | appointed 2-26-08; reappointment effective 1/1/2010 |
| <b>Emergency Services District #13</b>           | Marilyn Samuelson      | Precinct 1   | 3/3/2009<br>reappointed<br>1/4/2011  | 12/31/2012           |   |
| <b>Emergency Services District #13</b>           | Jarrel Larson          | Precinct 1   | 3/31/2009<br>reappointed<br>1/4/2011 | 12/31/2012           |   |
| <b>Emergency Services District #13</b>           | David Erickson         | Precinct 1   | 3/3/2009<br>reappointed<br>1/4/2011  | 12/31/2012           |   |
| <b>Emergency Services District #14 (Volente)</b> | William Brandon Tanous | Precinct 3   | 1/1/2011                             | 12/31/2012           | Two Year Term expiring in December                  |
| <b>Emergency Services District #14 (Volente)</b> | Thomas Paul Stevenson  | Precinct 3   | 7/28/2009<br>reappointed<br>1/4/2011 | 12/31/2012           | Two Year Term expiring in December                  |
| <b>Emergency Services District #14 (Volente)</b> | Al Blunt               | Precinct 3   | 11/3/2009<br>Reappointed<br>3/16/10  | 12/31/2011           | Two Year Term expiring in December                  |
| <b>Emergency Services District #14 (Volente)</b> | Suellen Jordan         | Precinct 3   | Reappointed<br>3/16/2010             | 12/31/2011           | Two Year Term expiring in December                  |

### Travis County Commissioners Court Appointments to Boards and Committees

|   | Appointee  | Nominated By        | Date Appt'd.                       | Term Expiration Date | Miscellaneous Information  |
|---|--|---------------------|------------------------------------|----------------------|--|
| <b>Emergency Services District #14 (Volente)</b>                    | Lonnie Moore   | Precinct 3          | 1/8/2008<br>Reappointed<br>3/16/10 | 12/31/2011           | Two Year Term expiring in December   |
| <b>Emergency Wireless Communications Coordinating Board (EWCCB)</b> | Danny Hobby  | Commissioners Court | 2/20/2007                          | continuous           | Appt. by CC. Members consist of persons from County Offices listed in Ch. 39 of Travis County Code   |
| <b>Emergency Wireless Communications Coordinating Board (EWCCB)</b> | Terry Pickering, Lt. (Sheriff)   | Commissioners Court | 9/27/2005                          | continuous           | Appt. by CC. Members consist of persons from County Offices listed in Ch. 39 of Travis County Code   |
| <b>Emergency Wireless Communications Coordinating Board (EWCCB)</b> | Pete Baldwin (EMS)   | Commissioners Court | 9/27/2005                          | continuous           | Appt. by CC. Members consist of persons from County Offices listed in Ch. 39 of Travis County Code   |
| <b>Emergency Wireless Communications Coordinating Board (EWCCB)</b> | Joe Harlow (ITS)   | Commissioners Court | 9/27/2005                          | continuous           | Appt. by CC. Members consist of persons from County Offices listed in Ch. 39 of Travis County Code   |
| <b>Emergency Wireless Communications Coordinating Board (EWCCB)</b> | Joe Gieselman (TNR)  | Commissioners Court | 9/27/2005                          | continuous           | Appt. by CC. Members consist of persons from County Offices listed in Ch. 39 of Travis County Code   |
| <b>Emergency Wireless Communications Coordinating Board (EWCCB)</b> | Bob Vann, Constable Pct2 (Constables)  | Commissioners Court | 9/27/2005                          | continuous           | Appt. by CC. Members consist of persons from County Offices listed in Ch. 39 of Travis County Code   |
| <b>Envision Central Texas Committees</b>                            | Transportation and Land Use Integration – Joe Gieselman, Economic Development Coordination - Christian Smith, Housing and Jobs Balance - Harvey Davis, Open Space Funding Plan – Joe Gieselman, Social Equity - Sherri Fleming | Commissioners Court | 3/22/2005                          | continuous           |  |
| <b>Fire Code Board of Review, Travis County</b>                     | Philip Haught  | Court Appointment   | 6/28/2005<br>reappointed<br>2008   | 6/30/2012            | Members are appointed for terms of four years. Members shall not be reappointed to serve more than two consecutive full terms. Of the first members appointed, two shall be appointed for a 1 year term, two shall be appointed for a 2 year term, and one shall be appointed for a 3 year term years. |

### Travis County Commissioners Court Appointments to Boards and Committees

|   | Appointee         | Nominated By        | Date Appt'd.                           | Term Expiration Date | Miscellaneous Information  |
|---|-------------------|---------------------|--|----------------------|--|
| <b>Fire Code Board of Review, Travis County</b>             | Curtis Cline      | Court Appointment   | 8/8/2006<br>reappointed<br>10/5/2010   | 10/31/2014           | Members are appointed for terms of four years. Members shall not be reappointed to serve more than two consecutive full terms. First appointed to 1 year term, then reappointed 4 years.   |
| <b>Fire Code Board of Review, Travis County</b>             | William Wisko     | Court Appointment   | 8/8/2006<br>reappointed<br>10/5/2010   | 10/31/2014           | Members are appointed for terms of four years. Members shall not be reappointed to serve more than two consecutive full terms. First appointed to 1 year term, then reappointed 4 years.   |
| <b>Fire Code Board of Review, Travis County</b>             | Joseph Zupan      | Court Appointment   | 6/26/2007                              | 6/30/2011            | Members are appointed for terms of four years. Members shall not be reappointed to serve more than two consecutive full terms. Of the first members appointed, two shall be appointed for a 1 year term, two shall be appointed for a 2 year term, and one shall be appointed for a 3 year term years. |
| <b>Fire Code Board of Review, Travis County</b>             | John G. Ekerdt    | Court Appointment   | 6/26/2007                              | 6/30/2011            | Members are appointed for terms of four years. Members shall not be reappointed to serve more than two consecutive full terms. Of the first members appointed, two shall be appointed for a 1 year term, two shall be appointed for a 2 year term, and one shall be appointed for a 3 year term years. |
| <b>Fire Marshal</b>   | Herschel Noel Lee | Commissioners Court | 5/12/2009<br>reappointed<br>05/17/2011 | 5/31/2013            | Two Year Term - appointed by CC - effective 5/19/2009  |
| <b>Greater Austin Area Telecommunications Network Board</b> | Walter LaGrone    | Commissioners Court | 10/1/2000                              |                      | appointment not found in Comm Court records; he said he was appointed in Oct-2000; Two year terms expiring two years from date of appointment  |

**Travis County Commissioners Court Appointments to Boards and Committees**

|   | <b>Appointee</b>  | <b>Nominated By</b> | <b>Date Appt'd.</b>                  | <b>Term Expiration Date</b> | <b>Miscellaneous Information</b>   |
|---|---|---------------------|--------------------------------------|-----------------------------|--|
| <b>Green Committee</b>                      | Jon White, TNR; Charles Williams, TNR; Representative from TNR Road Maintenance and Fleet Services division; Representative from Purchasing Agent; Representative from County Auditor; Representative from Sheriff's Office; Representative from Constable Pct 5; Jessica Rio, PBO; and Roger El-Khoury, Facilities | Commissioners Court | 10/28/2008                           |                             | Committee Sponsored by Commissioner Eckhardt and Commissioner Gomez                                      |
| <b>Historical Commission, Travis County</b> | H. William (Bill) Beare Jr.   | County Judge        | 3/3/2009<br>reappointed<br>1/18/2011 | 1/31/2013                   | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| <b>Historical Commission, Travis County</b> | Vonnys Rice-Gardner   | County Judge        | 3/3/2009<br>reappointed<br>1/18/11   | 1/31/2013                   | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| <b>Historical Commission, Travis County</b> | David White   | County Judge        | 1/18/2011<br>reappointed<br>1/18/11  | 1/31/2013                   | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| <b>Historical Commission, Travis County</b> | Patti Byler Hansen  | County Judge        | 3/3/2009<br>reappointed<br>1/18/11   | 1/31/2013                   | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| <b>Historical Commission, Travis County</b> | Evelyn A. Williams  | Precinct 1          | 12/19/2006                           | 1/31/2009                   | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| <b>Historical Commission, Travis County</b> | Faith Y. Weaver   | Precinct 1          | 9/22/2009                            | 1/31/2011                   | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| <b>Historical Commission, Travis County</b> | Anita Howard  | Precinct 1          | 12/19/2006                           | 1/31/2009                   | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |

### Travis County Commissioners Court Appointments to Boards and Committees

|                                      | Appointee           | Nominated By | Date Appt'd.                           | Term Expiration Date | Miscellaneous Information  |
|--------------------------------------|---------------------|--------------|--|----------------------|--|
| Historical Commission, Travis County | Bruno C. Schmidt    | Precinct 1   | 12/19/2006                             | 1/31/2009            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Adrienne Isom       | Precinct 1   | 3/17/2009<br>reappointed<br>2/1/11     | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Margarine G. Beaman | Precinct 1   | 2/17/2009<br>reappointed<br>1/25/2011  | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Carolyn L. Jones    | Precinct 1   | 2/17/2009<br>reappointed<br>1/25/2011  | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Marjorie Alford     | Precinct 2   | 10/27/2009<br>reappointed<br>2/8/2011  | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Rosemary Morrow     | Precinct 2   | 2/24/2009<br>reappointed<br>2/8/2011   | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Nora Jackson        | Precinct 2   | 2/24/2009<br>reappointed<br>2/8/2011   | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Laraine Lasdon      | Precinct 2   | 2/8/2011                               | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | May Schmidt         | Precinct 2   | 2/24/2009<br>reappointed<br>2/8/2011   | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Barry Hutcheson     | Precinct 3   | 12/18/2007<br>reappointed<br>2/22/2011 | 12/31/2013           | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Sarah Harriman      | Precinct 3   | 10/9/2007<br>reappointed<br>2/22/2011  | 12/31/2013           | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Martha Moulthrop    | Precinct 3   | 4/14/2009<br>reappointed<br>2/22/2011  | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |
| Historical Commission, Travis County | Nancy Hamilton      | Precinct 3   | 4/14/2009<br>reappointed<br>2/22/2011  | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms |

## Travis County Commissioners Court Appointments to Boards and Committees

|   | Appointee   | Nominated By      | Date Appt'd.                          | Term Expiration Date | Miscellaneous Information  |
|---|---|-------------------|---------------------------------------|----------------------|--|
| Historical Commission, Travis County                                    | Robert Perkins                                      | Precinct 4        | 3/29/2011                             | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms   |
| Historical Commission, Travis County                                    | James "Bob" Ward                                    | Precinct 4        | 9/4/2007<br>reappointed<br>1/18/2011  | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms   |
| Historical Commission, Travis County                                    | Jane Manaster                                       | Precinct 4        | 9/4/2007<br>reappointed<br>1/18/2011  | 1/31/2013            | Two year appointments; established appointment date - January of odd numbered years - for two-year terms   |
| Hospital and Insurance Fund, Travis County - Employees Appeal Committee | Frances McGinnis, APN and Shirley J. Brown, Rn, MBA | Court Appointment | 9/27/2005                             | continuous           |  |
| Housing Authority of Travis County                                      | Willie S. Anderson (County Judge)                   | Court Appointment | 5/31/2011                             | 5/31/2013            | <b>Resident member;</b> Two Year terms. Continue to serve until re-appointed/replaced. Appointees for Precincts 1 and 2 and the County Judge's expire in August of odd-numbered years, and appointees for Precincts 3 and 4 expire in even-numbered years. |
| Housing Authority of Travis County                                      | Melvin Wrenn (Precinct 1)                           | Court Appointment | 10/13/1998                            | 8/31/1999            | Two Year terms. Continue to serve until re-appointed/replaced. Appointees for Precincts 1 and 2 and the County Judge's expire in August of odd-numbered years, and appointees for Precincts 3 and 4 expire in even-numbered years.                         |
| Housing Authority of Travis County                                      | Sarah Dale Anderson (Precinct 2)                    | Court Appointment | 10/26/2010                            | 8/31/2011            | Two Year terms. Continue to serve until re-appointed/replaced. Appointees for Precincts 1 and 2 and the County Judge's expire in August of odd-numbered years, and appointees for Precincts 3 and 4 expire in even-numbered years.                         |
| Housing Authority of Travis County                                      | Philip W. Barnes (Precinct 3)                       | Court Appointment | 9/8/2009<br>reappointed<br>10/25/2011 | 9/30/2013            | Two Year terms. Continue to serve until re-appointed/replaced. Appointees for Precincts 1 and 2 and the County Judge's expire in August of odd-numbered years, and appointees for Precincts 3 and 4 expire in even-numbered years.                         |

### Travis County Commissioners Court Appointments to Boards and Committees

|  | Appointee   | Nominated By      | Date Appt'd.                        | Term Expiration Date | Miscellaneous Information  |
|--|---|-------------------|-------------------------------------|----------------------|--|
| <b>Housing Authority of Travis County</b>                          | Richard Moya (Precinct 4)                           | Court Appointment | 7/1/2003                            | 7/31/2005            | Two Year terms. Continue to serve until re-appointed/replaced. Appointees for Precincts 1 and 2 and the County Judge's expire in August of odd-numbered years, and appointees for Precincts 3 and 4 expire in even-numbered years. |
| <b>I-35 Segment Corridor Committee (TxDot Committee)</b>           | Joe Gieselman (TNR)                                 | Court Appointment | 5/13/2008                           |                      |  |
| <b>Local Health Authority</b>                                      | Dr. Philip P. Huang                                 | Court Appointment | 4/7/2008<br>reappointed<br>4/6/2010 |                      | appointed 3/4/08. Serves until Reappointed. Nominated by Dir. A/TC Health Department   |
| <b>Local Health Authority - Alternate</b>                          | Dr. Paul R. Hinchey                                 | Court Appointment | 4/6/2010                            |                      |  |
| <b>Local Health Authority - Alternate</b>                          | Dr. Birch Duke Kimbrough                            | Court Appointment | 4/7/2008<br>reappointed<br>4/6/2010 |                      | appointed 3/11/08. Serves until Reappointed. Nominated by Dir. A/TC Health Department  |
| <b>Local Health Authority - Alternate</b>                          | Dr. Edward M. Racht                                 | Court Appointment | 4/7/2008                            |                      | appointed 3/4/08. Serves until Reappointed. Nominated by Dir. A/TC Health Department   |
| <b>Medical Examiner, Travis County</b>                             | David Dolinak, M.D.                                 | Court Appointment | 7/5/2006                            | continuous           |  |
| <b>Parke Owners Association, Board of Directors</b>                | Jennifer Brown,<br>Environmental Specialist,<br>TNR | Court Appointment | 10/20/2009                          | continuous           | County Staff appointed for land within the Balcones Canyonlands Preserve   |
| <b>Region 49 Texas 800 mhz Regional Review Committee</b>           | Terry Pickering                                     | Court Appointment | 2/1/2005                            | continuous           | Alternate Member   |
| <b>Region 49 Texas 800 mhz Regional Review Committee</b>           | Charles Brotherton                                  | Court Appointment | 4/26/2005                           | continuous           | Voting Member  |
| <b>Regional Radio System (RSS) Governing Board (Voting Member)</b> | Danny Hobby   | Court Appointment | 2/20/2007                           | continuous           |  |
| <b>Robert Mueller Development Tax Increment Reinvestment Board</b> | Executive Manager PBO                               | Court Appointment | 3/11/2008                           |                      | Rodney Rhoades   |
| <b>Robert Mueller Development Tax Increment Reinvestment Board</b> | Leroy Nellis  | Court Appointment | 3/11/2008                           |                      | alternate  |
| <b>Seaholm Tax Increment Financing TIF Reinvestment Zone Board</b> | Executive Manager PBO                               | Court Appointment | 10/7/2008                           |                      | Rodney Rhoades   |

## Travis County Commissioners Court Appointments to Boards and Committees

|   | Appointee  | Nominated By        | Date Appt'd.                           | Term Expiration Date | Miscellaneous Information  |
|---|--|---------------------|--|----------------------|--|
| <b>Security Committee</b>   | Michael Hemby, TCSO; Michael Gottner, TCSO; Roger El-Khoury, Facilities; Lloyd Evans, Facilities; Frank Esparza, ITS; Hershel Lee, Fire Marshal; Pete Baldwin, Emergency Mgmt; Tonya Arnecke Watson, Courts; Belinda Powell, PBO; Rosie Ramon-Duran, Probation; Sally Hernandez, District Attorney; and Chuck Watt, HRMD | Commissioners Court | 2/2/2010                               |                      |  |
| <b>Strategic Housing Finance Corporation Board of Directors</b>   | Willie S. Anderson   | County Judge        | 5/31/2011                              | 5/31/2017            | 6 year terms   |
| <b>Strategic Housing Finance Corporation Board of Directors</b>   | Craig Alter  | Court Appointment   | 11/9/2004                              | 11/30/2010           | 6 year terms   |
| <b>Strategic Housing Finance Corporation Board of Directors</b>   | Joe Albert Ramos   | Court Appointment   | 11/9/2004                              | 11/30/2010           | 6 year terms   |
| <b>Strategic Housing Finance Corporation Board of Directors</b>   | Melvin Wrenn   | Precinct 1          | 6/1/2004                               | 6/30/2010            | 6 year terms   |
| <b>Strategic Housing Finance Corporation Board of Directors</b>   | Sarah Dale Anderson  | Precinct 2          | 11/16/2010                             | 8/31/2011            | 6 year terms   |
| <b>Strategic Housing Finance Corporation Board of Directors</b>   | Ofelia Elizondo  | Precinct 3          | 7/5/2005<br>reappointed<br>10/25/2011  | 7/31/2012            | 6 year terms; appointment specifically says to expire July 2007. |
| <b>Strategic Housing Finance Corporation Board of Directors</b>   | Richard Moya   | Precinct 4          | 6/1/2004                               | 6/30/2010            | 6 year terms   |
| <b>Travis Central Appraisal District Board</b>                    | Shelda D. Grant (Precincts 1 and 4)  | Court Appointment   | 8/23/2011                              | 12/31/2012           | Two Year Term  |
| <b>Travis Central Appraisal District Board</b>                    | James Adkins (Precincts 2 and 3)   | Court Appointment   | 10/9/2007<br>reappointed<br>12/13/2011 | 12/31/2013           | Two Year Term  |
| <b>Vehicle User Committee</b>                                     | ?????  | Court Appointment   |  |                      |  |
| <b>Waller Creek Citizens Advisory Committee</b>                   | Jene Mather  | Court Appointment   | 10/16/2007                             | continuous           |  |
| <b>Waller Creek Tax Increment Financing Reinvestment Zone #17</b> | Rodney Rhoades   | Court Appointment   | 2/8/2011                               |                      | County Representative  |

**Travis County Commissioners Court Appointments to Boards and Committees**

|  | <b>Appointee</b> | <b>Nominated By</b> | <b>Date Appt'd.</b> | <b>Term Expiration Date</b> | <b>Miscellaneous Information</b> |
|--|------------------|---------------------|---------------------|-----------------------------|----------------------------------|
| <b>Waller Creek Tax Increment Financing Reinvestment Zone #17; Alternate</b> | Leroy Nellis     | Court Appointment   | 2/8/2011            |                             | Alternate                        |
|  |                  |                     |                     |                             |                                  |
|  |                  |                     |                     |                             |                                  |
| <b>Appointments highlighted in yellow are Tier 1 Court Appointments</b>      |                  |                     |                     |                             |                                  |

## 2012 Commissioners Court Assignments to Board and Committees

| Board/Committee   | Appointee   | Date Appt'd. | Miscellaneous Information   |
|---|---|--------------|---|
| Austin City Council, Austin Independent School District Board of Trustees, and Travis County Commissioners Court Joint Subcommittee | Judge Biscoe and Commissioner Gómez                         | 1/25/2011    | first appointed January 13, 2009  |
| Bail Bond Board   | Judge Biscoe  | 1/25/2011    |   |
| Balcones Canyonlands Conservation Plan Coordinating Committee   | Commissioner Huber  | 1/25/2011    |   |
| Capital Area Council of Governments - CAPCOG - Executive Committee Board  | Judge Biscoe and Commissioner Huber                         | 1/25/2011    | Comm Huber Originally appointed 12/9/2008   |
| Capital Area Council of Governments - CAPCOG - General Assembly Member  | Judge Biscoe, Commissioner Davis and Commissioner Huber     | 1/25/2011    | Comm Huber Originally appointed 12/9/2008   |
| Capital Area Metropolitan Planning Organization - CAMPO   | Judge Biscoe, Commissioner Eckhardt, and Commissioner Huber | 1/25/2011    |   |
| Capital Area Regional Transportation Planning Organization (CARTPO)   | Commissioner Huber  | 1/25/2011    | Each county in the 10-county CAPCOG region may choose three (3) elected officials to serve as voting members. Individual counties are encouraged to include at least one municipal representative in their voting membership. They serve until replaced, resign or no longer qualify. |
| Capital Area Rural Transportation System (CARTS)  | Commissioner Gómez  | 1/25/2011    |   |
| City of Austin/Travis County Subcommittee   | Commissioner Huber and Commissioner Gómez                   | 1/25/2011    | To coordinate Intergovernmental issues.   |
| Clean Air Coalition   | Judge Biscoe  | 1/25/2011    |   |
| Clean Air Force   | Commissioner Davis  | 1/25/2011    | Commissioner Eckhardt alternate   |
| Community Action Network (CAN)  | Judge Biscoe and Commissioner Eckhardt                      | 1/25/2011    |   |

## 2012 Commissioners Court Assignments to Board and Committees

| Board/Committee  | Appointee  | Date Appt'd. | Miscellaneous Information  |
|--|--|--------------|--|
| Community Justice Council  | Commissioner Gómez                                   | 1/25/2011    | Per Chapter 76 Texas Government Code; a county commissioner or a county judge from a county served by the department, chosen by the County Commissioners and county judges of the counties served by the department; |
| Conference of Urban Counties Policy Committee                              | Commissioner Eckhardt (Commissioner Gómez alternate) | 1/25/2011    | Commissioners Eckhardt and Gómez have been alternating appointments to CUC Policy Comm and Downtown Austin Alliance since 2007   |
| Downtown Austin Alliance   | Commissioner Huber (Commissioner Eckhardt alternate) | 11/15/2011   | As a result of redistricting, Comm. Huber is taking on this appointment. Commissioners Eckhardt and Gómez have been alternating appointments to CUC Policy Comm and Downtown Austin Alliance since 2007              |
| Greater Austin-San Antonio Corridor Council, The                           | Commissioner Huber                                   | 1/25/2011    | Comm Huber is an Executive Committee member  |
| Juvenile Agency Coordinating Subcommittee of the Community Justice Council | Commissioner Davis                                   | 1/25/2011    |  |
| Juvenile Board   | Judge Biscoe   | 1/25/2011    |  |
| Lone Star Rail District  | Commissioner Huber                                   | 1/25/2011    | Two year terms to expire February 1, 2011; formerly Austin-San Antonio Intermunicipal Commuter Rail District Board of Directors  |

## 2012 Commissioners Court Assignments to Board and Committees

| Board/Committee  | Appointee                              | Date Appt'd. | Miscellaneous Information   |
|--|--|--------------|---|
| Oversight Board for the Offices of Child and Parent Representation | Judge Biscoe and Commissioner Eckhardt | 1/25/2011    | Formed to provide operational oversight & guidance to the PDO-CR and to resolve any conflicts of interest that may occur between the PDO-CR and the Office of Parental Representation. (PDO-PR) This Committee will consist of (1) two County Commissioners or their appointees (2) two Civil Judges (3) one private attorney with a background in CPS cases; (4) one representative of the Texas Department of Family and Protective Services. |
| Pflugerville/Travis County Subcommittee of Elected Officials       | Judge Biscoe and Commissioner Eckhardt | 1/25/2011    | To coordinate Intergovernmental issues.   |
| Purchasing Board   | Judge Biscoe and Commissioner Huber    | 1/25/2011    |   |

## 2012 Internal Court Subcommittees of the Commissioners Court

| Internal Court Subcommittee   | Appointee   | Date Appt'd. | Miscellaneous Information  |
|---|---|--------------|--|
| CORPORATIONS -Travis County Housing Finance Corporation; Travis County Health Facilities Development Corporation; Capital Health Facilities Development Corporation; Capital Industrial Development Corporation; Travis County Development Authority; Travis County Cultural Education Facilities Finance Corporation | President, Judge Biscoe; Vice President, Commissioner Eckhardt; Secretary, Commissioner Gómez; Treasurer, Commissioner Huber; Assistant Secretary, Commissioner Davis | 1/25/2011    |  |
| E-Government Committee  | Commissioner Eckhardt and Commissioner Gómez  | 1/25/2011    |  |
| EMS Subcommittee  | Commissioner Eckhardt and Commissioner Huber  | 1/25/2011    |  |
| Exposition & Heritage Center Subcommittee   | Judge Biscoe and Commissioner Davis   | 1/25/2011    |  |
| Investment Advisory Committee   | Commissioner Eckhardt and Commissioner Huber  | 1/25/2011    |  |
| Legislative Subcommittee  | Commissioner Eckhardt and Commissioner Huber  | 1/25/2011    | originally appointed Feb 2007                                      |
| Oversight Committee - Administrative Operations   | Commissioner Davis and Commissioner Gómez   | 1/25/2011    | Two by Two meeting with Staff to discuss department related issues |
| Oversight Committee - Health and Human Services   | Judge Biscoe and Commissioner Davis   | 1/25/2011    | Two by Two meeting with Staff to discuss department related issues |

## 2012 Internal Court Subcommittees of the Commissioners Court

| Internal Court Subcommittee  | Appointee                                    | Date Appt'd. | Miscellaneous Information   |
|--|--|--------------|---|
| Oversight Committee - Justice and Public Safety                            | Judge Biscoe and Commissioner Gómez          | 1/25/2011    | Two by Two meeting with Staff to discuss department related issues                                |
| Oversight Committee - Planning and Budget                                  | Judge Biscoe and Commissioner Gómez          | 1/25/2011    | Two by Two meeting with Staff to discuss department related issues                                |
| Oversight Committee - Transportation and Natural Resources - Pct 1 & Pct 3 | Commissioner Huber and Commissioner Davis    | 1/25/2011    | Two by Two meeting with Staff to discuss department related issues                                |
| Oversight Committee - Transportation and Natural Resources - Pct 2 & Pct 4 | Commissioner Gómez and Commissioner Eckhardt | 1/25/2011    | Two by Two meeting with Staff to discuss department related issues                                |
| Space Planning Committee   | Commissioner Eckhardt and Commissioner Gómez | 1/25/2011    | formerly Capital Improvement Planning Committee; revised 01-10-06 to include only 2 court members |
| State Highway 130 Subcommittee   |  |              | Committee eliminated 1/25/11  |

|  | Appointee       | Nominated By      | Date Appt'd. | Term Expiration Date | Miscellaneous Information   |
|--|-----------------|-------------------|--------------|----------------------|---|
| <b>Capital Area Council of Governments - CAPCOG - Clean Air Coalition</b>              | Judge Biscoe    | Court Appointment |              |                      |   |
| <b>Capital Area Council of Governments - CAPCOG - 911 Task Force</b>                   | Chris Wallace   | Court Appointment | 2/13/2007    | continuous           | According to CAPCOG, they serve until they resign or are not recommended by the Executive Committee |
| <b>Capital Area Council of Governments - CAPCOG - 911 Task Force</b>                   | Brad Bearden    | Court Appointment | 10/1/2010    | continuous           | According to CAPCOG, they serve until they resign or are not recommended by the Executive Committee |
| <b>Capital Area Council of Governments - CAPCOG - 911 Task Force</b>                   | Stacy Pyle      |                   | 1/1/2012     | continuous           |   |
| <b>Capital Area Council of Governments - CAPCOG - Aging Advisory Council</b>           | Marvin Massie   | County Judge      | 6/4/2002     | continuous           | According to CAPCOG, they serve until they resign or are not recommended by the Executive Committee |
| <b>Capital Area Council of Governments - CAPCOG - Aging Advisory Council</b>           | Fred Lugo       | Precincts 1 and 4 | 2/27/2001    | continuous           | According to CAPCOG, they serve until they resign or are not recommended by the Executive Committee |
| <b>Capital Area Council of Governments - CAPCOG - Aging Advisory Council</b>           | Joyce Lauck     | Precincts 2 and 3 | 8/7/2001     | continuous           | According to CAPCOG, they serve until they resign or are not recommended by the Executive Committee |
| <b>Capital Area Regional Transportation Planning Organization (CARTPO)</b>             | Caroline Murphy | Court Appointment | 5/22/2007    | continuous           | Mayor of City of Bee Caves  |
| <b>Capital Area Regional Transportation Planning Organization (CARTPO)</b>             | Joe Sanchez     | Court Appointment | 6/5/2007     | continuous           | Mayor of City of Manor  |
| <b>Capital Area Regional Transportation Planning Organization (CARTPO)</b>             | Karen Huber     |                   | 1/1/2011     |                      | Commissioner, Travis County   |
| <b>Capital Area Regional Transportation Planning Organization (CARTPO) - ALTERNATE</b> | Victor Gonzales | Court Appointment | 6/5/2007     | continuous           | Council Member, City of Pflugerville  |

|   | Appointee         | Nominated By      | Date Appt'd. | Term Expiration Date | Miscellaneous Information  |
|---|-------------------|-------------------|--------------|----------------------|--|
| <b>Capital Area Council of Governments - CAPCOG - Criminal Justice Advisory Committee</b>             | Vacant            |                   |              | continuous           | They serve until they resign or are not recommended by the Executive Committee   |
| <b>Capital Area Council of Governments - CAPCOG - Criminal Justice Advisory Committee</b>             | Phyllis Clair     | County Judge      | 11/19/2002   | continuous           | They serve until they resign or are not recommended by the Executive Committee   |
| <b>Capital Area Council of Governments - CAPCOG - Criminal Justice Advisory Committee</b>             | Abraham Minijarez |                   | 8/9/2005     | continuous           | Travis County Mental Health Representative; They serve until they resign or are not recommended by the Executive Committee |
| <b>Capital Area Council of Governments - CAPCOG - General Assembly Member</b>                         | Flynn Lee         | Court Appointment | 1/22/2002    | continuous           |  |
| <b>Capital Area Council of Governments - CAPCOG - Geographic Information Systems Planning Council</b> | Charles Knuth     |                   | 5/1/2010     | continuous           | not formally appointed; They serve until they resign or are not recommended by the Executive Committee                     |
| <b>Capital Area Council of Governments - CAPCOG - Geographic Information Systems Planning Council</b> | David Shore, TNR  | Court Appointment | 8/25/2009    | continuous           | Court appointed 8-25-09  |
| <b>Capital Area Council of Governments - CAPCOG - Homeland Security Task Force</b>                    | Pete Baldwin      |                   | 1/1/2003     | continuous           | not formally appointed; They serve until they resign or are not recommended by the Executive Committee                     |
| <b>Capital Area Council of Governments - CAPCOG - Law Enforcement Education Committee</b>             | Chris Bratton     | Precincts 1 and 4 | 6/1/2010     |                      |  |
| <b>Capital Area Council of Governments - CAPCOG - Law Enforcement Education Committee</b>             | Dennis James      | Precincts 2 and 3 | 3/8/2005     | continuous           | Civilian Appointee   |

|  | Appointee           | Nominated By      | Date Appt'd. | Term Expiration Date | Miscellaneous Information   |
|--|---------------------|-------------------|--------------|----------------------|---|
| Capital Area Council of Governments - CAPCOG - Law Enforcement Education Committee | Emmett Eary         | Precincts 2 and 3 | 5/4/2004     | continuous           | Civilian Appointee  |
| Capital Area Council of Governments - CAPCOG - Law Enforcement Education Committee | Vacant              |                   |              | continuous           | Law Enforcement appointee   |
| Capital Area Council of Governments - CAPCOG - Law Enforcement Education Committee | Charles Hooker      |                   | 2/1/2006     | continuous           | Law Enforcement appointee, from Pflugerville PD; cannot find where Comm Ct appointed him; they say he was appointed in Feb-2006 |
| Capital Area Council of Governments - CAPCOG - Solid Waste Advisory Committee      | John White, TNR     | Court Appointment | 11/1/2007    | continuous           | nominated by Comm Court; appointed by CAPCOG Executive Committee  |
| Capital Area Council of Governments - CAPCOG - Solid Waste Advisory Committee      | Melinda Mallia, TNR | Court Appointment | 2/1/1996     | continuous           | nominated by Comm Court; appointed by CAPCOG Executive Committee  |
|  |                     |                   |              |                      |   |
| <b>Orange - Has been updated to match the Committee List from CAPCOG</b>           |                     |                   |              |                      |   |



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Elizabeth Montgomery, 854-3124

**Elected/Appointed Official/Dept. Head:** David Escamilla, County Attorney

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

**AGENDA LANGUAGE:** Consider and take appropriate action on revisions to Chapter One of the Travis County Code, Commissioners Court Rules of Procedure.

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

**STAFF RECOMMENDATIONS:** N/A

**ISSUES AND OPPORTUNITIES:** N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:** N/A

**REQUIRED AUTHORIZATIONS:**

John Hille, County Attorney, 854-9513

**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](mailto: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. 11<sup>TH</sup> STREET  
GRANGER BLDG., SUITE 420  
AUSTIN, TEXAS 78701

P. O. BOX 1748  
AUSTIN, TEXAS 78767

(512) 854-9513  
FAX: (512) 854-4808



**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

January 5, 2012

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

Re: Committees and Boards Policy; Our File No. 61.561

Dear Judge Biscoe:

Enclosed you will find the revisions to Section 1.017 of the County Code, dealing with Appointments to Committees and Boards. I believe I have captured the direction the Commissioners Court provided on December 13, 2011.

I am providing you these changes along with several others to Chapter One that have been requested or are needed due to changes in County practice. Please contact me if you have any questions or comments on the Policy.

Sincerely,

John C. Hille, Jr.  
Director, Transactions Division

JCH:erm

## Chapter 1. Commissioners Court Rules of Procedure

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### 1.001 Intent of Rules<sup>1</sup>

The following Rules of Procedure are adopted by the Travis County Commissioners Court as directory rules to promote the orderly conduct of its business and to make its formal methods of operation known to citizens who have business before the Court.

### 1.002 Meeting Place and Times<sup>2</sup>

- (a) The Commissioners Court will meet routinely in the Commissioner's Courtroom, 1st Floor, Travis County Administration Building, 314 W. 11th Street, Austin, Texas. Commissioners Court, Executive Sessions, Public Hearings and other special meetings may be held at the following locations: Travis County Courthouse, 1000 Guadalupe, Travis County Courthouse Annex, N.L. Gault Building, 1010 San Antonio, City Council Chambers of all municipal governments in Travis County and School Board meeting rooms of all school districts in Travis County.
- (b) The Commissioners Court will meet in a Voting Session at 9:00 a.m. on Tuesdays, unless special notice is given to the contrary.

<sup>1</sup> Sections 1.001 through 1.004 amended 2/3/1998, Item 3

<sup>2</sup> Sections 1.001 through 1.004 amended 2/3/1998, Item 3  
Chapter 1 – amendments added through 11/25/2008

**1.003 Preparation of Court Agenda<sup>3 4</sup>**

**(a) Voting Session**

- (1) Requests for items to be placed on the Court's Voting Session Agenda must be received in the office of the County Judge, 5th floor, -Travis County Administration Building, by 12:00 noon on Tuesdays, seven (7) days in advance of the Voting Session.
- (2) An item to be considered by the Commissioners Court must be placed on the agenda by a member of the Court. The item must be presented to the Court member in the following manner:
  - (A) With an explanatory memorandum, in standard briefing format, from an County Executive Manager or an Elected Official, or, in the case of (1) purchases of items to be used by all departments and offices, or (2) a purchase wherein the County Executive Manager or Elected official requests that a routine item be handled by the Purchasing Agent, from the Purchasing Agent;
  - (B) If the agenda item is a purchase of a good or service, then it shall include documentation to reflect review and approval from the Purchasing Agent;
  - (C) If the agenda item involves a budget revision, then it shall include documentation to reflect review and comment from the Planning and Budget Office;
  - (D) If the agenda item involves a contract or needs a legal opinion to support the action proposed, then it shall include documentation to reflect review and comment from the County Attorney's Office;
  - (E) Commitment that all witnesses and individuals affected by the item, as determined by the Court member, have been notified the item will be placed on the agenda; and
  - (F) With a copy of any document required to implement the item that requires signature of the Judge or all members of the court.
- (3) Requests to place items on the Court's agenda must be made ~~in~~ writing on a form provided by the County Judge's Office for that purpose.
- (4) Written materials to be reviewed by the Commissioners Court in Voting Session must be submitted to the County Judge's Office in

<sup>3</sup> Sections 1.001 through 1.004 amended 2/3/1998, Item 3

<sup>4</sup> Sections 1.003 and 1.004 amended 9/4/2001, Item 32.

completed form at the time the item is requested to be placed on the Court's agenda.

- (5) Each Voting Session agenda will include an item called "Citizen's Communication". Citizens do not have to turn in agenda items before the Voting Session, but should appear in person at the session.
- (6) The County Judge's office will prepare and distribute the Voting Session Agenda on Thursday preceding the date of the Voting Session. The County Judge's office will also distribute the agenda and all backup material to the commissioners Court no later than Thursday prior to the date of the Voting Session. An electronic version of the agenda will also be distributed by Thursday at 5:00 p.m. At least one copy of this backup material will be available for the public to review in the office of the County Judge.
- (7) The County Judge's office will ensure compliance with the provisions of the Texas Open Meetings Law in posting notices of all the Court's meetings.
- (8) The County Judge may group routine items without controversy together on the Court's Voting Session Agenda as "Consent Items", which items may be approved by the Court on a single motion and vote.
  - (A) Prior to consideration of the "Consent Items" the County Judge, or presiding member of the Court, will honor any request from any Court Member that an item be removed from the Consent Items and separately considered by the Court.
  - (B) Each Voting Session agenda item may, after discussion, be designated as "Consent", if appropriate, and included in the consent motion of the appropriate Voting Session. However, any single court member may prevent an item from being included in the Voting Session consent motion.
- (9) Items that are likely to be discussed in Executive Session may be grouped on the agenda with an indication under which provisions of the Texas Open Meetings Law the Executive Session will be heard.
- (10) Contracts and agreements to be considered by the Court must be in completed final form prior to the time they are placed on the Court's agenda. Original documents of such contracts or agreements requiring County Judge or Commissioners Court signatures must be submitted no later than 12:00 noon on the Monday before the meeting.

**1.004 General Rules<sup>5 6 7</sup>**

- (a) Person who gives testimony to the Commissioners court in Voting Session must first identify themselves by name and who, if anyone, or entity, they represent.
- (b) All Voting Session, Public Hearings, and meeting of the Commissioners Court will be ~~digitally audio tape~~ recorded and such ~~recording tapes~~ will be available for review by the public in the ~~office of the County Clerk~~ Records Management Department for at least two years from the date of the meeting.
- (c) Contracts and agreements to be considered by the Court must be in completed final form prior to the time they are placed on the Court's agenda. Original copies of such contracts or agreements for signatures must be submitted at the time they are placed on the Court's agenda.
- (d) ~~Except for Executive Sessions, all Voting Sessions, Public Hearings, and meetings of the Commissioners Court will be tape recorded and such tapes will be available for review by the public in the office of the County Clerk for at least two years from the date of the meeting.~~
- (ed) Except for consultation with its attorneys under the provisions of Government Code section 551.071, all Executive Sessions of the Commissioners Court will be tape recorded and the recording shall be sealed and delivered to the custody of the County Treasurer to be held for at least two years from the date of the meeting. Tapes of Executive Session may only be reviewed as provided by law.

**1.005 Amending or Suspending Rules**

- (a) These rules may be amended by majority vote of the Commissioners Court meeting in Voting Session.
- (b) A rule may be suspended by majority vote of the Commissioners Court.

**1.0051 Amending this Travis County Code Policies, Procedures, and Regulations Manual<sup>8</sup>**

- (a) This Travis County Code Policies, Procedures, and Regulations Manual may, from time to time, be amended by order of the Commissioners Court of Travis County. All action to amend this Travis County Code Policies, Procedures,

<sup>5</sup> Section 1.004 amended 4/8/1997, Item 6.

<sup>6</sup> Sections 1.001 through 1.004 amended 2/3/1998, Item 3

<sup>7</sup> Section 1.004 (a) amended 9/4/2001.

<sup>8</sup> Sections 1.0051 and 1.0052 were added 4/11/1995, Item 9

~~and Regulations Manual~~ shall conform to the requirements of this section and to all other requirements imposed by law, including all the requirements of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~.

(b) Definitions. For the purposes of this section

- (1) "Amendment" means any creation of a new policy, procedure, or regulation or an addition to or change of an existing policy, procedure, or regulation.
- (2) "Policy" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of one or more officials or employees of Travis County.
- (3) "Procedure" means those rules of operation or administration adopted by the Commissioners Court for the purpose of standardizing the accomplishment or implementation of any policy or regulation.
- (4) "Regulation" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of persons generally, regardless of whether they are officials or employees of Travis County.

(c) Neither the Commissioners Court nor any of its employees shall take any action or make any attempt to enforce any policy or procedure which is not included in this ~~Travis County Code Policies, Procedures, and Regulations Manual~~.

- (1) Regulations not contained in this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ may be enforced by the Commissioners Court and its employees, if such regulations are otherwise enforceable as a matter of law.
- (2) Any employee of the Commissioners Court who becomes aware of the existence of a regulation which is not included in this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ shall immediately request that an agenda item be placed on the next available Commissioners Court agenda to amend this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ to include such unincorporated regulation, in accordance with the procedures outlined in this section and in accordance with §1.003 hereof.

(d) Procedure for amending this ~~Travis County Code Policies, Procedures, and Regulations Manual~~.

- (1) Any Travis County official or employee desiring to amend this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ shall prepare the desired amendment in writing. The desired amendment

- shall conform to this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ in form, style, and numbering system.
- (2) The official or employee is encouraged to:
    - (A) Submit draft copies of the desired amendment to all other Travis County officials, ~~County e~~Executive managers, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;
    - (B) Request the County Attorney to conduct a substantive legal review of the desired amendment; and
    - (C) Prepare an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.
  - (3) The official or employee shall submit the desired amendment to the Travis County Attorney in writing on paper and ~~in Microsoft Word format on three and one-half inch, high-density computer disk or disks in ASCII format~~. If possible, the desired amendment should be submitted to the Travis County Attorney in ~~Microsoft Word~~WordPerfect for Windows format.
  - (4) The Travis County Attorney shall review the desired amendment to insure that it conforms to this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ in form, style, and numbering system.
    - (A) If the Travis County Attorney finds that the desired amendment fails in any way to conform to the form, style, or numbering system of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~, the Travis County Attorney shall return it to the official or employee together with written advice concerning the way or ways in which it fails to conform or, at the discretion of the Travis County Attorney and with the consent of the official or employee, the Travis County Attorney may change the desired amendment to conform to the form, style, and numbering system of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~.
  - (5) If the desired amendment conforms to the form, style, and numbering system of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~, the Travis County Attorney shall forward the paper and ~~Microsoft Word~~computer disk copies of the desired amendment to the Travis County Judge or, at the request of the official

or employee, to another member of the Commissioners Court, together with a written opinion that the desired amendment conforms to the form, style, and numbering system of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ and a request that it be placed on the agenda of the Commissioners Court on a date selected by the official or employee desiring the amendment. Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request itself shall be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.

- (6) Upon receipt of a desired amendment in writing on paper and ~~Microsoft Word computer disk~~, together with the opinion of the Travis County Attorney regarding conformity to form, style, and numbering system and an agenda request, the Travis County Judge shall treat it as an agenda request pursuant to § 1.003 hereof. The Travis County Judge shall not place a desired amendment on the agenda of the Commissioners Court unless he is in receipt of an opinion of the Travis County Attorney that the desired amendment conforms to the form, style, and numbering system of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ and an agenda request therefore.
- (7) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment in writing on paper and ~~Microsoft Word computer disk~~ to the Travis County Clerk, by immediately handing the paper and ~~Microsoft Word disk~~ to the Clerk or her representative in the meeting room of the Commissioners Court.
- (8) Upon receipt of an amendment from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~.

**1.0052 The Official Copy of the Travis County ~~Code Policies, Procedures, and Regulations Manual~~<sup>9</sup>**

- (a) The Travis County Clerk shall be the custodian of the official copy of the Travis County ~~Code Policies, Procedures, and Regulations Manual~~.
- (b) The Travis County Clerk shall cause to be published copies of the Travis County ~~Code Policies, Procedures, and Regulations Manual~~.

<sup>9</sup> Sections 1.0051 and 1.0052 were added 4/11/1995, Item 9  
Chapter 1 – amendments added through 11/25/2008

- (c) The Travis County Clerk shall make copies of the Travis County ~~CodePolicies, Procedures, and Regulations Manual~~ available to the public and to all Travis County officials and department heads.
- (1) The Travis County Clerk shall charge members of the public an amount equal to the actual cost of publishing the copies of the Travis County CodePolicies, Procedures, and Regulations Manual which they receive.
  - (2) The Travis County Clerk shall withhold delivery of a copy of the Travis County CodePolicies, Procedures, and Regulations Manual to a member of the public until she has received the authorized charge therefore.
  - (3) In the event of any dispute about the actual cost of publishing, such actual cost of publishing shall be determined by the Travis County Auditor.
- (d) Each time the Travis County Clerk distributes a copy of the Travis County CodePolicies, Procedures, and Regulations Manual, she shall determine whether the person to whom she is distributing the copy desires to receive any future amendments, as defined in section 1.0051(b)(1) hereof. Each person who desires to receive copies of future amendments shall be a "registered holder of the CodeManual" and shall receive a "registered copy of the CodeManual." The Travis County Clerk shall number each registered copy of the CodeManual. She shall keep an accurate record of the name and address of each registered holder of the CodeManual. Any registered holder of the CodeManual may change the name or address of the registered holder of their CodeManual or CodeManuals by written notification to the Travis County Clerk designating specifically the name and address of the new registered holder of each registered copy of the CodeManual by number of the copy.
- (1) The Travis County Clerk shall charge an annual subscription fee to registered holders of the CodeManual who are not Travis County officials, ~~County Executive managers~~, or department heads, hereinafter referred to as "private registered holders."
  - (2) The annual subscription fee shall be in the amount estimated to be the actual cost of publishing and distributing the amendments.
  - (3) The Travis County Clerk shall refuse to deliver a registered copy of the CodeManual to a private registered holder, unless she receives the annual subscription fee for the first year in advance. At the beginning of subsequent years, she shall provide all private registered holders with a statement of the annual subscription fee for the coming year and shall not deliver amendments to any private registered holder for that year, unless she receives the annual subscription fee for that

year in advance. Any registered copies which have not received copies of the amendments for a period of one (1) year shall be deleted from the list of registered copies.

- (4) In the event of dispute about the estimated cost of publishing and distributing the amendments, the estimated cost of publishing and distributing shall be determined by the Travis County Auditor.

**1.006 (Available for Expansion)<sup>10</sup>**

**1.007 ~~Read District Policy Procedures (Attached)~~(Available for Expansion)<sup>11</sup>**

**1.008 Partial/Periodic Reduction of Performance Security**

(a) The Travis County Judge is hereby authorized to execute statements of partial and/or periodic reductions of the amounts of letters of credit posted for the completion of subdivision street and drainage improvements when provided with the following:

- (1) a Lender's certified statement of amounts paid for completed work;
- (2) a Professional Engineer's certification of quantities of work completed;
- (3) a contractor's receipt of payment for work completed;
- (4) an inspection report from ~~TNRP.I.T.D.~~ indicating the completion of that portion of the work represented by the Contractor's invoice;
- (5) the approval of the Commissioner in whose precinct the subdivision is located; and
- (6) the approval of the County Executive for TNRP.I.T.D. Director.

(b) The reduction shall be for no more than ninety percent (90%) of the estimated quantities of the work completed to County specifications and shall not exceed ninety percent (90%) of the construction security.

**1.009 – 1.012 (available for expansion)<sup>12</sup>**

**1.013 Tax Collector's Determination of Possible Delinquent Taxes Owed by Vendors/Providers**

The Tax Collector's Office will review all contract vendor/providers to determine whether the vendor/provider owes delinquent property taxes. (added 04/29/87)

<sup>10</sup> Section 1.006 was rescinded 9/7/1988, Item #8.

<sup>11</sup> See Chapter 83

<sup>12</sup> Sections 1.009 through 1.012 and 1.015 repealed 1/30/1996, Item 9

Chapter 1 – amendments added through 11/25/2008

**1.014 Robert's Rules of Order**

The Commissioners Court adopts Robert's Rules of Order as the official rules unless otherwise dictated by State law.

**1.015 (available for expansion)<sup>13</sup>**

**1.016 Department Reorganization Guidance Procedures**

- (a) **Problem Identification.** In this phase, we would be presented with an explanation of problems which affect the performance and/or cost of the agency. Alternatives for solving those problems would be explored, and if reorganization was a possible solution, we would be given a specific explanation of why the administrative reorganization is the desired alternative.
- (b) **Assuming Phase A indicated that reorganization was appropriated, an organization chart would be developed which would result in the most functional and cost-effective approach.** In this phase no consideration will be given to the existing personnel and their current job positions. The idea is to develop the best, most streamlined organization we can, without deliberately creating or eliminating positions based on the personalities currently employed by the agency. The budget and performance impact of the reorganization would be considered in adopting a reorganization plan. When the plan is adopted, formal job descriptions would be written (or amended) for the entire agency.
- (c) **Analyze Effect on Current Employees.** Once an organization plan is adopted, the administrator of the department will report to the Commissioners Court what effect he/she believes the reorganization will have on current personnel. In other words, which employees are to be transferred to new positions, which employees may have a job description change, and which employees may not have jobs remaining after the reorganization is implemented. The Commissioners Court will encourage (but not require) that preference be given to current employees for new jobs to prevent lay-offs. Current employees should be given some extra credit applying for these jobs and should be given training if feasible to qualify for the jobs.
- (d) **Prepare Transition Plan.** In addition to our Reduction-in-Force (RIF) Policy, a transition plan would be prepared showing when the reorganization would actually take effect (perhaps in stages), what changes (office moves, equipment, etc.) need to be made prior to implementation, training and orientation sessions, budget changes, and so forth. Notice would be given to

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<sup>13</sup> Sections 1.009 through 1.012 and 1.015 repealed 1/30/1996, Item 9  
Chapter 1 – amendments added through 11/25/2008

every employee explaining the effect of the reorganization on them and the date such change would occur.

**1.017 Commissioners Court Appointments to Committees and Boards<sup>14</sup>**

**(a) Procedure for Appointing Court Members to Entities~~Soliciting Interested Applicants~~**

(1) When any member of the Commissioners Court becomes aware of a committee vacancy, he/she shall notify the County Judge's office. The County Judge's office shall be the central repository for all committee information, including vacancies. In December of each year, the County Judge's office will provide a copy of the comprehensive list of appointments made by the Commissioners Court showing the name of the board or commission, the name, ~~address, and phone number~~ of each appointee, ~~the name(s) of the nominating member(s) of the Commissioners Court,~~ and the date of expiration of each appointment.

(2) The County Judge will schedule an Item in January each year for the Commissioners Court to consider each appointment.

**(b) Procedure for Appointing Member of the Public to Entities**

**(1) Uniform Appointment Process**

(A) The Uniform Appointment Process (UAP) will be used for the following Boards and Committees:

1. Capital Metro Board of Directors
2. Central Texas Regional Mobility Authority Board of Directors
3. Integral Care Board of Directors
4. Central Health Board of Managers
5. Travis Central Appraisal District Board of Directors
6. Travis County Housing Authority

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<sup>14</sup> Section 1.017 was amended 2/27/1996, Item 6  
Chapter 1 – amendments added through 11/25/2008

(B) Reappointments. Before expiration of a term, or upon a vacancy arising for an organization subject to this UAP, the County Judge shall schedule a Commissioners Court Agenda Item for a Call for Applications as described below in (C), or in the case of an existing organization member, instruct the Coordinator for Intergovernmental Relations (IGR) to determine if the member desires to continue for an additional term, and contact the organization to determine if the member has a good attendance of meetings and is a good contributor to the organization. Should the Coordinator for IGR submit an acceptable report to the County Judge, the County Judge shall schedule for Commissioners Court the consideration of the re-appointment.

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(C) Call for Application.

- (i) In all other cases other than the process set out in subsection (B) the Commissioners Court shall order a Call for Applications.
- (ii) Should the Commissioners Court order a Call, Records Management will advertise on the County website the position offered, the position criteria required by statute, regulation or contract, the Standard Application, a description of this UAP, and any preferred qualification or skill sets desired by the Court. The position will be advertised for a period of one (1) month unless the Commissioners Court directs a different time period. Records Management may bi-annually, request the Commissioners Court to update the Standard Application and criteria for each position.
- (iii) Records Management will forward all applications received to IGR for processing.
- (iv) IGR will coordinate with any County Executive(s) the Commissioners Court directs for an appointment.
- (v) IGR and the County Executive(s) will verify the applicants meet the criteria and the deadlines; then short list the Applicants to a number of candidates for interview by the Commissioners Court; and forward the names to the County Judge.

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- (vi) The County Judge will schedule a Commissioners Court Agenda Item to determine a date(s) for interviews for the candidates which the Commissioners Court chooses to interview.
- (vii) After interviews, the Commissioners Court may appoint an interviewee to the organization, or make another Call for Applications.
- (viii) The Commissioners Courts motion to appoint or reappoint the member will include the beginning and ending dates of the term to which they are appointed.

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(2) All Other Appointments

(2) (A) The County Judge's office, with the assistance of the Commissioner's offices, will ~~accept the responsibility of compiling~~ maintain a mailing list of all community, neighborhood, civic organizations, etc. whose memberships may be interested in serving on Travis County committees. This list will be used to notify interested persons of the Travis county committees, their purpose and current or upcoming vacancies, and to provide them with a contact for additional information. In addition to the mailing list, utilization of the county's media department, as well as featured media stories, would be made to further advertise committee information and vacancies.

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(3) (B) Application for appointment will be collected by any member of the Commissioners Court, with the original being provided to the County Judge's office for central record keeping purposes.

(4) (C) Items regarding committee appointments will be routinely placed on the Commissioners Court agenda for action. Appropriate applications will be provided as back-up material prior to court action. The deadline for placing items on the Commissioners Court agenda will apply to the committee appointments as well.

(5) ~~Posting of vacancies at various public locations may also be done.~~

(b) (D) Procedure for Commissioners Court Appointments

(1) (i) When the Court has five (or multiples of 5) appointments to make, each member of the Court will nominate one, or for multiples, an equal number.

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(2) (ii) When the Court has four (or eight) each Commissioner will nominate one (or equal number).

(3) (iii) When the Court has three (six or nine) appointments to make, the County Judge will nominate one (two or three) the Commissioners from Precincts 1 and 4 will jointly nominate one

(two or three), and the Commissioners from Precincts 2 and 3 will jointly nominate one (two or three).

~~(4)~~ ~~(iv)~~ When the Court has two appointments to make, the Commissioners from Precincts 1 and 4 will jointly nominate one, and the commissioners from Precincts 2 and 3 will jointly nominate one.

~~(5)~~ ~~(v)~~ When the Court has one appointment to make, any member of the Court may nominate someone. To assist in this appointment, the County Judge's office will send a notice one month in advance of the expiration of such an appointee's term to the County Commissioners, indicating the name, position, and date the term expires. No sooner than two weeks after such notice is sent, but preferably prior to the expiration of the term, the County Judge will sponsor a generically worded item on the Commissioners Court agenda indicating the name of the board or commission on which there is a vacancy. During the Commissioners Court meeting on this agenda item, any member of the Commissioners Court can nominate someone for the appointment, which will then be voted upon by the Commissioners Court.

~~(6)~~ ~~(vi)~~ Regardless of who makes a nomination, all Court members will use their appointments to insure fair and appropriate representation of the community on boards and commissions.

**1.018 ~~Program Resolution Establishing Travis County Risk Management Fund~~  
~~(Available for Expansion)~~**

**1.019 County Vehicle Usage Policy<sup>15</sup>**

**(a) Administrative Responsibility**

(1) The responsibility and authority to control use of County vehicles is assigned by the Commissioners Court to the Elected or Appointed Official or ~~County Executive Manager~~ to whom the vehicle has been appropriated. For example, the ~~County Executive Manager~~ for Health and Human Services is authorized to control the use of vehicles assigned to Health and Human Service, ~~Veterans Service and Agrilife Extension~~ departments, ~~and specifically to the Rural Community Action Program,~~ and the ~~County Executive Manager~~ for Transportation and Natural Resources is authorized to control the use of vehicles assigned to the central Vehicle Maintenance Program.

<sup>15</sup> Section 1.019 was replaced 11/25/08, Item 14.

- (2) Subject to Chapter 40 of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~ relating to the use of county-owned passenger vehicles while off-duty, elected or appointed officials or ~~County eExecutive managers~~ decide which, if any, of their employees are authorized to take County vehicles home, based on the following criteria:
  - (A) Significant improvement in the efficiency and effectiveness of our service to the public through:
    - (i) After hours service
    - (ii) Less cost to taxpayers
    - (iii) Ability to respond in emergencies or to public safety issues.
    - (iv) Availability of specific equipment attached to County vehicles.
- (3) Department Heads are expected to monitor the use of County vehicles and to take appropriate corrective measures in the event of abuse, policy violation or loss of justification.
- (4) The elected or appointed officials or ~~County eExecutive managers~~ will decide how to monitor the use of County vehicles and take appropriate action in the event of abuse or policy violation.
- (5) County employees authorized to take home County vehicles will be identified to Commissioner's Court yearly, by each department, as part of the budget process.
- (6) County employees who are authorized to take home vehicles shall not use such vehicles for personal use.

(b) Use by Other County Departments

- (1) With the approval of the elected or appointed official or ~~County eExecutive manager~~ to whom a vehicle has been appropriated by the Commissioners Court, vehicles may be loaned to other County offices or departments for public purposes.
- (2) When vehicles are loaned for a use outside the department to which they were appropriated by the Commissioners Court, the responsible department or office shall make a log showing the County office or department using the vehicle, the purpose and destination of the trip, the beginning and ending date and time of use, the beginning and ending odometer reading, and the name of the County employee(s) who will operate the vehicle.
- (3) Use of vans by 4-H C.A.P.I.T.A.L. Project

- (A) The Director of the Travis County Agri~~Lifecultural~~ Extension Service shall be authorized by the Commissioners court to designate any person within the 4-H C.A.P.I.T.A.L. Project to drive vans owned by Travis County whether or not the person so designated is paid directly from Travis County funds.
  - (B) Any person so designated by the Director of the Travis ~~e~~County Agri~~Lifecultural~~ Extension Service shall be deemed an "employee" of Travis county for the sole purpose of bringing such person within the scope of coverage under the Travis County Risk Management Organization and Administration Policy.
  - (C) Authorization shall continue in full force and effect until amended or revoked by the Travis County Commissioners Court.
- (c) Prohibited Use
- (1) County vehicles may not travel outside the State of Texas at any time.
  - (2) County vehicles may not be operated by anyone other than a current Travis County employee who holds a valid Texas driver's license as appropriate for the occasion.
  - (3) County vehicles may not be used if the State inspection has expired, or if in the judgment of ~~County Executive Manager~~ for Administrative Operations or responsible elected or appointed official or ~~County eExecutive manager~~, the vehicle is unsafe for use.
  - (4) Except as may be authorized by Chapter 40 of this ~~Travis County Code Policies, Procedures, and Regulations Manual~~, no County employee is authorized to routinely take home within Travis or surrounding counties, or otherwise use a County-owned vehicle for personal reasons unless expressly authorized by a Budget Amendment approved by the Commissioner's Court. To enable emergency response after hours, an elected or appointed official or ~~County eExecutive manager~~ may authorize other County employees to take home a County-owned vehicle within Travis or surrounding counties during the emergency period.
- (d) This  1.019 is subject to and shall be construed in accordance with Chapter 40 of this Code.
- (e) Citations. A citation includes all written orders from law enforcement for vehicle violations including traffic violations, violations recorded by cameras at red lights and non-traffic or non-moving vehicle violations like parking violations for misdemeanor offences.

- (1) An employee operating a county vehicle is responsible for obeying all laws related to operating and parking the vehicle.
- (2) If a citation is issued as a result of the employee's failure to operate or park the County vehicle legally, the employee is responsible for notifying their immediate supervisor and providing their immediate supervisor with a copy of the citation within twenty-four hours.
- (3) The immediate supervisor of the employee shall complete an Affidavit of Non-Liability and send it to the entity issuing the citation to inform that entity that the employee named in the Affidavit of Non-Liability, not Travis County, is responsible for any penalties resulting from the citation.
- (4) The employee is responsible for paying for all the penalties resulting from the citation received, including fines, fees, penalties, court costs and any other related penalties.
- (5) Failure to report citations and/or failure to pay citations will lead to disciplinary action up to and including termination.
- (6) Upon approval of the Commissioners Court, the County Auditor may pay an invoice relating to any citation received as long as the payment request is accompanied by a Certification that the use was business related approved by the Elected or Appointed Official or County Executive Manager.

(f) Use of Toll Road

- (1) Only authorized County emergency vehicles may use toll roads. Elected and Appointed Officials shall annually submit a list of emergency vehicles authorized to use toll roads to the County Fleet Manager. The County Fleet Manager submits this list to the appropriate Toll Authorities.
- (2) County Employees using non-emergency County Vehicles on official County Business are expected to use alternative non-toll routes. If an employee uses a toll road for either official County business or other approved use, the employee is responsible for the payment of all toll fees for such use and penalties related to the non-payment of applicable tolls. Tolls and penalties are not eligible for reimbursement by Travis County.
- (3) If an employee uses a personal vehicle on County business, that employee is responsible for the payment of all toll fees for such use and penalties related to the non-payment of applicable tolls. Tolls and penalties are not eligible for reimbursement by Travis County.
- (4) If an employee incurs charges resulting from the unauthorized use of toll roads that result in a liability to Travis County, including tolls,

invoice fees, fines, court cost and any other related penalties; the employee is responsible for paying for them. The employee is responsible for informing their immediate Supervisor of any possible charge or penalty and providing their immediate supervisor with a copy of any citation within twenty-four hours.

- (5) The immediate Supervisor of the employee shall complete an Affidavit of Non-Liability and sent it to the appropriate toll authority to inform it that the employee named in the Affidavit of Non-Liability, not Travis County, is responsible for the tolls and any penalties related to non-payment of tolls.
- (6) Failure to pay tolls or report and pay citations resulting from non-payment of tolls may lead to disciplinary action up to and including termination.
- (7) Unauthorized use of toll roads may lead to disciplinary action up to and including termination.
- (8) Upon approval of the Commissioners Court, the County Auditor may pay an invoice relating to any citation received as long as the payment request is accompanied by a Certification that the use was business related approved by the Elected or Appointed Official or County Executive ~~Manager~~.

**1.020 Policy for Naming New Travis County Facilities<sup>16</sup>**

- (a) Purpose: To develop written guidelines for naming Travis County Facilities in open and more efficient manner.
- (b) Procedure
  - (1) At any time a Travis County facility is to be named, the Commissioners Court will issue a call for recommendations, provide notice as to the opportunity, and schedule the matter for public discussion and consideration by the Commissioners Court.
  - (2) Recommendation by a Private Citizen and/or Group. Any private citizen and/or group may make a recommendation to the Travis County Commissioners Court regarding the naming of a County facility by presenting that recommendation in writing to any member of the Commissioners Court and/or presenting that recommendation in the Commissioners Court meeting set for public discussion of the matter.
  - (3) If the recommendation is to name the facility after an individual, the following criteria must be met:

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<sup>16</sup> Section 1.020 added 2/13/1996, item 4

- (A) The individual must have made a significant contribution to Travis County.
  - (B) The private citizen and/or group making the recommendation must provide a written biographical sketch of the individual, whether living or deceased, to the Commissioners Court when making the recommendation.
- (4) After the public hearing, the Commissioners Court will submit all recommendations to the Travis County Historical Commission, or any other group designated by the Commissioner Court, for review and comment.
  - (5) Within the time set by the Commissioners Court, the Travis County Historical Commission (or any reviewing group), will provide the Court with its comments on names which were considered.
  - (6) Upon receipt of the comments and recommendations made by the reviewing body, the Commissioners Court will consider all recommendations using the above criteria, and any other factors that the Commissioners Court deems appropriate, and make a final determination.
  - (7) Once a final decision has been made, the Commissioners Court:
    - (A) If the person for whom the facility will be named is living, the Commissioners Court must obtain the permission of that person prior to naming the facility.
    - (B) If the person for whom the facility will be named is deceased, the Commissioners Court should contact immediate family members when feasible.
- (c) Final Decision. A decision by the Commissioners Court to name or not name a facility will be final, and the sole discretion in this matter remains with the Commissioners Court. The fact that the criteria listed in Section 1.020(b)(3) have been met does not obligate the Commissioners Court to name a County facility after the individual recommended.

**1.021 Policy for Naming County Parks and Park Facilities<sup>17</sup>**

- (a) Purpose: To establish a formal policy and process for county parks, facilities, fields, and trails, and for placing plaques, markers, and memorials within county parks.
- (b) Objectives:

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<sup>17</sup> Section 1.021 (written as 1.21 in the order) was added 4/25/2000, Item 10.A.  
Chapter 1 – amendments added through 11/25/2008

- (1) Provide name identification for individual county parks.
  - (2) Provide name identification wherever appropriate for facilities and fields within the parks, and hike and bike trails.
  - (3) Provide citizen input into the process of naming parks and facilities.
  - (4) Insure that the Travis County Commissioners Court controls the naming of its public infrastructure and facilities.
- (c) **Criteria for Qualifying Names.** Names should provide some of individual identity related to:
- (1) The geographic location of the park, facility, or trail.
  - (2) An outstanding features of the park, facility, or
  - (3) Commonly recognized historical event, or individual verified by the Travis County Historical Commission.
  - (4) A deceased individual who made a significant to Travis County or its park system.
- (d) **Other Naming Alternatives**
- (1) Parks and facilities that are donated to the County can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Travis County Commissioners
  - (2) Facilities within parks, ball fields, picnic shelters, pavilions. etc. can be named separately the parks they are in, subject to the criteria out in Section c) of this policy.
- (e) **Procedure**
- (1) The Court will issue a call for recommendations, providing notice as to the opportunity, and schedule the matter for public discussion and consideration by the Commissioners Court.
  - (2) Any private citizen and/or group or County department or employee may make a recommendation to the Travis County Commissioners Court regarding the naming of a County park or facility within a park or trail by presenting that recommendation in writing to any member of the Commissioners Court and/or presenting that recommendation in the Commissioners Court meeting set for public discussion of the matter.
  - (3) The Travis County Transportation and Natural Resource Department will verify that all names submitted do not conflict with existing names facilities and that the proposed names conform to this policy.

- (4) After a minimum weeks public notice, the Commissioners Court will conduct a public hearing on qualified names to receive public comments on the names.
  - (5) The Commissioners Court will make the final selection of the name.
- (f) Renaming County Parks and facilities. The renaming of parks and facilities is strongly discouraged so as not to diminish the original justification for the name. Park names by deed restrictions cannot be considered for renaming. In the event that renaming is justified the recommended name must conform to this policy.
- (g) Other Considerations:
  - (1) If a recommended name is a deceased individual, other than a historical figure, the private citizen making the recommendation must provide a written biographical sketch of the individual and an approving the recommendation from surviving family members.
  - (2) Neither the naming process or the name itself shall discriminate on the basis of race, religion, sex, age, or national origin.
- (h) Final Decision. A decision by the Commissioners Court to name or not to name a park, facility, or trail will be final, and the sole discretion in this remains with the Commissioners Court.
- (i) Plaques, markers, memorials. Plaques, markers, and memorials may be placed in the parks to recognize a significant donation or contribution to park improvements. The plaque, marker, and memorial will be not larger than \_\_\_\_" X \_\_\_\_" bronze plate imbedded in concrete at or below ground level. The recognition of multiple donors may be made on a larger sized plaque place in a common area at the discretion of the Transportation and Natural Resources Department.



# Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Loretta Farb 4-9230

**Elected/Appointed Official/Dept. Head:** Commissioner Sarah Eckhardt

**Commissioners Court Sponsor:** Commissioner Sarah Eckhardt

**AGENDA LANGUAGE:**

Consider and take appropriate action to re-appoint Charles Cannon to serve as Commissioner to Emergency Services District No. 4 Board effective immediately through December 31, 2013.



## Application for Appointment

Board/Commission: **ESD #4**

|   |   |
|---|---|
| Name (Last, First, Middle):<br><b>Cannon, Charles B.</b>                      |   |
| Home Address (Street, City, Zip):<br><b>9305 Prince William, Austin 78730</b> | Home Phone:<br><b>(512) 372-2469</b>      |
| Mailing Address (Street, City, Zip):<br><b>Same</b>                           | Cell Phone:<br><b>(512) 733-4712</b>      |
| Employer:<br><b>Bold Journeys Conflict Resolution Services</b>                | Email:<br><b>ccannon@boldjourneys.com</b> |
| Occupation:<br><b>Mediator</b>  | FAX Number:                               |

Are you a Travis County Resident?

Yes       No

What Precinct do you live in?

Precinct 1     Precinct 2  
 Precinct 3     Precinct 4

How much time can you devote each month?

5-8 hours     13-16 hours  
 9-12 hours     More than 16 hours

**Skills and Experience:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Advertising               | <input type="checkbox"/> Finance/ Budget  | <input type="checkbox"/> Marketing                         |
| <input type="checkbox"/> Administration Management | <input type="checkbox"/> Fund Raising     | <input type="checkbox"/> Operations                        |
| <input type="checkbox"/> Child Care                | <input type="checkbox"/> Government       | <input type="checkbox"/> Public Relations                  |
| <input type="checkbox"/> Consulting                | <input type="checkbox"/> Health Care      | <input type="checkbox"/> Public Safety                     |
| <input checked="" type="checkbox"/> Education      | <input type="checkbox"/> Human Resources  | <input checked="" type="checkbox"/> Public Speaking        |
| <input type="checkbox"/> Event Planning            | <input checked="" type="checkbox"/> Legal | <input type="checkbox"/> Sales                             |
|  |   | <input checked="" type="checkbox"/> Writing/ Communication |

Other: Conflict resolution system design



## Application for Appointment

Please describe your interest in serving on the Board/Commission and any qualifications, areas of expertise or special interests that relate to your possible appointment. Please specify any other board appointments (past or present) and length of service, if applicable.

See Attachment 1

Please submit your resume with this application, with references and contact information.

I agree to file with the County Judge the attached non-conflict of interest affidavit prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during my tenure on a county board.

Signature: Charles B. Cannon

Date: 11/23/11

## ATTACHMENT 1

I was appointed to the Board of ESD #4 in May 2011 to fill the unexpired term of Carla Culberson. My term expires 12/31/11, and I am applying for appointment for a full term. I am willing to serve my entire 2-year term and attend at least 80% of the Board meetings.

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Since my appointment, I have been actively involved in Board activities and want to continue. I have attended all the monthly Board meetings, except one when I was on vacation. In addition to attending Board meetings and learning how the district operates, I have advised Chief Flo Soliz on several legal questions and have worked with Fire Fighter Ken Humphries to bring ESD #4's wildfire reduction program to my neighborhood. As a result of my initiatives, the Westminster Glen HOA has scheduled a Cut, Stack and Chip day to reduce brush in the neighborhood, and has publicized Mr. Humphries' availability to conduct 360 Assessments for neighborhood homes.

I practiced business transactions law for 40 years until my retirement in 2009. Since 2006 I have been a mediator handling business, commercial and inter-personal disputes. During my career, I developed strong negotiating skills and a capacity to identify negotiating parties' interests and objectives. For more information about my professional background, please see my biography on the following page.

I believe my skills will prove valuable to ESD #4 as it participates in the formation of a countywide fire department or in developing closer working relationships with the Austin Fire Department. I also believe my insights and experiences have proven, and will continue to prove, valuable to Chief Soliz and Board Chairman Art Maple. I invite you to contact both of them for references.

I moved to Austin from Dallas in late 2005 and have since become active in community affairs. I have served on the Board of the Austin Dispute Resolution Center as an at-large appointee since December 2008 and was President of the DRC Board in 2010-2011. I also serve on the Board of the Austin Association of Mediators, am Vice Chair of the Austin Bar Association's Alternative Dispute Resolution Section, and am Co-Chair of the Travis County Settlement Month program. In addition I am an ombudsman for Employer Support of the Guard and Reserve (ESGR), a volunteer Department of Defense affiliate that assists in promoting and protecting the employment rights of guardsmen and reservists. Since October of this year, I have served as Ombudsman Director the Texas branch of ESGR, coordinating the efforts of some 45 volunteer mediators.

## Charles B. Cannon, President Bold Journeys Conflict Resolution Services, LLC

9305 Prince William  
Austin, Texas 78730

(512) 327-2469

(512) 355-4149 (fax)

ccannon@boldjourneys.com

Charles Cannon is a 5<sup>th</sup> generation Texan who was born and raised in Dallas. He graduated from TCU in 1962 and from Yale Law School in 1969. He practiced law in Texas for 40 years, focusing on business transactions. His experience ranged from counseling entrepreneurs in starting business ventures to representing business people in the purchase and sale of multi-million dollar businesses. His area of special expertise was franchise law. He devoted over 35 years of his career to representing franchisors, licensors and manufacturers in domestic and international franchising and distribution.

In 2006 Charles expanded his practice to include mediation services. Through Bold Journeys Conflict Resolution Services, he mediates disputes involving business and personal relationships, commercial transactions, franchises, distributorships and real estate. He also facilitates conversations among stakeholders in small businesses and non-profits, using a technique he calls Deep Discussions. These conversations help stakeholders better understand and express their goals, expectations and action plans.

In December 2008 Charles was elected to the Board of Directors of the Austin Dispute Resolution Center and served as its President in 2010-2011. In 2010 he was also elected to the Board of the Austin Association of Mediators and was named Co-Chair of the Austin Bar Association's Settlement Month program. In July 2011 he was appointed Vice Chair of the Austin Bar Association's ADR Section and serves as a member of its Executive Committee.

Charles served two terms on the Governing Committee of the American Bar Association's Forum on Franchising. He also served a term as Vice Chair of the International Commercial Transactions, Franchising and Distribution Committee of the American Bar Association's Section of International Law. At the state level, he served on the Securities Law Committee of the Texas State Bar's Business Law Section for 16 years and was a member of the Franchise and Distribution Law Committee of the Texas State Bar's Intellectual Property Law Section for nine years, serving as its Chairman from 1990 to 1992. He has been recognized as an outstanding franchise lawyer by *Best Lawyers*, *Texas Monthly Magazine*, *D Magazine*, and *Franchise Times* and was among the first group of attorneys listed in *An International Who's Who of Franchise Lawyers*. In 2009 he received the Outstanding Committee Chair Award from the Austin Bar Association for his work on the Continuing Legal Education Committee.

### Education

B.A. (*cum laude*) Texas Christian University 1962

LL.B. Yale University Law School 1969

Editorial Board, *Yale Law Journal*

### Mediation Training

Learn From the Masters® Basic Mediation Training, Dallas, Texas, July 2006

DRC of Austin, 40-Hour Basic Mediation Training, Austin, Texas, March 2009

### Professional Credentials

Admitted to Law Practice, Texas, 1969

Texas Mediator Credentialing Association - Credentialed Advanced Mediator

### Memberships

State Bar of Texas

American Bar Association

Austin Bar Association

Association of Attorney-Mediators

Austin Association of Mediators

Texas Association of Mediators

**NON-CONFLICT OF INTEREST AFFIDAVIT**

DEFINITION:

“No County appointed official, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.”

Know All Men by These Present

Charles B. Cannon has read and understands the definition shown above as it relates to any possible conflict of interest.

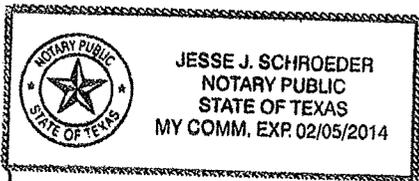
The undersigned makes this affidavit as specified to clearly state that his/her appointment to ESD #4 Board of Directors will not create a conflict of interest on his/her part or on the part of any immediate family member.

In witness thereof, the undersigned has signed and sealed this instrument on this the 23<sup>rd</sup> day of November 2011.

Charles B Cannon  
Signature of Appointee

11/23/11  
Date

Personally appeared before the undersigned, CHARLES B CANNON, who after being duly sworn, deposes and states that the facts stated in the above affidavit are true. Signed on this 23<sup>rd</sup> day of November 2011.



(seal)

Jesse J. Schroeder  
Notary Public In and for The State of Texas



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Loretta Farb 4-9230

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**Elected/Appointed Official/Dept. Head:** Commissioner Sarah Eckhardt

**Commissioners Court Sponsor:** Commissioner Sarah Eckhardt

**AGENDA LANGUAGE:**

Consider and take appropriate action to re-appoint Jerry Stein to serve as Commissioner to Emergency Services District No. 6 Board effective immediately through December 31, 2013.

November 29, 2011

Sarah Eckhardt, Commissioner  
Travis County, Precinct 2  
314 W. 11<sup>th</sup> St., #500  
Austin, TX 78701

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Dear Commissioner Eckhardt,

Please consider this as my Letter of Intent to be re-appointed as a Lake Travis Fire Rescue Commissioner of the Travis County Emergency Services District No. 6. I have been a resident of Lakeway for the last 18 years and would like to continue to serve my community as a Fire Commissioner. I have enclosed a resume that details my professional background. Since leaving Reese Design in 1994, I have owned and operated my own real estate company. I believe my financial education and experience, as well as my experience in real estate over the last 18 years, makes me a valuable asset to the Board.

I have enjoyed the last two years of service on the Board and the success ESD 6 has accomplished. Our current board works well together and I would like to continue working on the projects we have in progress. I was the lead board member in the last CBA negotiations with the Association and would like to be involved in the process again. I have completed the 6 hours of education required by the new legislation and have knowledge of all the business of ESD 6 that a new appointee would not possess.

I look forward to visiting with you about my qualifications and the appointment process. Thank you for considering me for re-appointment. Please feel free to contact me at 512-301-3310 at your convenience.

Sincerely,



Jerry Stein, CPA, Broker  
byerinc@aol.com

**JERRY W. STEIN**  
108 COPPERLEAF  
AUSTIN, TX 78734  
(512) 391-3310

---

## MAJOR ACCOMPLISHMENTS

- Saved over \$500,000 by developing and implementing a new safety program in conjunction with rejection of Workers' Compensation Act.
- Saved over \$200,000 on supervision of Corporate IRS Exam.
- Earned \$100,000 in three months by negotiating an interest rate swap on \$4,500,000 fixed rate loan.
- Created a new limited partnership structure resulting in a \$500,000 Texas Franchise Tax savings.
- Strong Background in Tax, Investment Analysis and Management, Contract Negotiations, Estate Planning, Accounting Software, Cash Flow Forecasting and Management of Employee Benefits.

---

## EXPERIENCE

1993-1994 REESE DESIGN, AUSTIN, TEXAS

Chief Financial and Operations Officer. Responsible for all financial and operational matters for a multi-million dollar design firm in the private aircraft industry. Analyzed accounting software and implemented Accpac Plus for in-house accounting needs. Restructured operating entity to a limited partnership to save a substantial amount of Texas Franchise Tax. Negotiated foreign currency forward contract for payment to European vendors.

1989-1993 LABATT FOOD SERVICE, SAN ANTONIO, TEXAS

Chief Financial Officer. Responsible for all financial matters of a \$100,000,000 food distribution company. Successfully completed a leveraged buyout, purchase of a warehouse facility in Dallas, an IRS exam and interest rate swap agreement. Developed new safety program to coincide with rejection of Workers' Compensation Act and significantly reduced the Company's insurance expense. Instrumental in planning, structuring and opening the first U.S. food distribution company in Mexico City.

1980-1989 SFD ENTERPRISES, SAN ANTONIO, TEXAS  
(A holding company of a financially prominent South Texas family)

Started as Tax Accountant in 1980. Responsible for the family's tax matters, which included all federal returns for individual, partnership, trust and corporate.

Promoted to Controller in 1982. Supervised four individuals. Implemented computer software and designed budgets and cash flow reporting systems.

Promoted to Tax and Investment Manager in 1984. Duties included the managing of the real estate portfolio, oil and gas investments and the other family-related businesses. In 1986, duties included budgeting, asset planning, cash flow analysis, long range strategy and office administration. Also performed all investment analysis and contract negotiations.

1977-1980 ERNST & YOUNG, TAX DEPARTMENT, SAN ANTONIO, TEXAS

Staff Accountant. Responsible for individual, estate, trust and partnership returns. Heavy emphasis and training was placed on estate planning and trust tax returns. Gained extensive experience in client relations and helping solve their tax related problems.

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**EDUCATION**

Texas Lutheran College, Seguin, Texas, 1974-1977  
B.A. in Accounting with Honors

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**PROFESSIONAL**

Certified Public Accountant, 1980

*NATIONAL ASSOC. OF REALTORS*

*TEXAS ASSOC. OF REALTORS*

Real Estate Broker's License, 1987.

*AUSTIN BOARD OF REALTORS*

*SAN ANTONIO BOARD OF REALTORS*

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**PERSONAL**

Date of Birth: November 22, 1956

Marital Status: Married with four children

Health: Excellent

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**REFERENCES**

Furnished upon request.



## Application for Appointment

Board/Commission:

|   |                                      |
|---|--------------------------------------|
| Name (Last, First, Middle):<br><i>STEIN JERRY W.</i>            |                                      |
| Home Address (Street, City, Zip):<br><i>108 COPPERLEAF</i>      | Home Phone:<br><i>512-301-3310</i>   |
| Mailing Address (Street, City, Zip):<br><i>AUSTIN, TX 78734</i> | Cell Phone:<br><i>512-431-0892</i>   |
| Employer:<br><i>SELF-EMPLOYED</i>                               | Email:<br><i>BYERINC@AOL.COM</i>     |
| Occupation:<br><i>REAL ESTATE BROKER</i>                        | FAX Number:<br><i>1-877-301-3310</i> |

Are you a Travis County Resident?  Yes  No

What Precinct do you live in?  Precinct 1  Precinct 2  
 Precinct 3  Precinct 4

How much time can you devote each month?  5-8 hours  13-16 hours  
 9-12 hours  More than 16 hours

**Skills and Experience:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Advertising                          | <input checked="" type="checkbox"/> Finance/ Budget | <input checked="" type="checkbox"/> Marketing       |
| <input checked="" type="checkbox"/> Administration Management | <input type="checkbox"/> Fund Raising               | <input checked="" type="checkbox"/> Operations      |
| <input type="checkbox"/> Child Care                           | <input type="checkbox"/> Government                 | <input type="checkbox"/> Public Relations           |
| <input type="checkbox"/> Consulting                           | <input type="checkbox"/> Health Care                | <input type="checkbox"/> Public Safety              |
| <input type="checkbox"/> Education                            | <input type="checkbox"/> Human Resources            | <input checked="" type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Event Planning                       | <input type="checkbox"/> Legal                      | <input type="checkbox"/> Sales                      |
|   |   | <input type="checkbox"/> Writing/ Communication     |

Other: *REAL ESTATE*



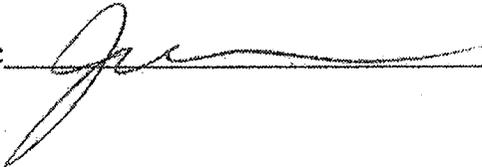
## Application for Appointment

Please describe your interest in serving on the Board/Commission and any qualifications, areas of expertise or special interests that relate to your possible appointment. Please specify any other board appointments (past or present) and length of service, if applicable.

CURRENT ESO #6 Commissioner - 2 yrs  
SEE COVER LETTER ATTACHED

Please submit your resume with this application, with references and contact information.

I agree to file with the County Judge the attached non-conflict of interest affidavit prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during my tenure on a county board.

Signature: 

Date: 12/1/11

### NON-CONFLICT OF INTEREST AFFIDAVIT

**DEFINITION:**

“No County appointed official, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.”

Know All Men by These Present

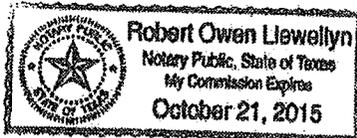
JERRY W. STEIN has read and understands the definition shown above as it relates to any possible conflict of interest.

The undersigned makes this affidavit as specified to clearly state that his/her appointment to ESD #6 Board of Directors will not create a conflict of interest on his/her part or on the part of any immediate family member.

In witness thereof, the undersigned has signed and sealed this instrument on this the 1<sup>st</sup> day of December 20 11.

[Signature]  
Signature of Appointee  
12/1/11  
Date

Personally appeared before the undersigned, \_\_\_\_\_, who after being duly sworn, deposes and states that the facts stated in the above affidavit are true. Signed on this 1 day of December 20 11.



(seal)

[Signature]  
Notary Public In and for The State of Texas



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Loretta Farb 4-9230

**Elected/Appointed Official/Dept. Head:** Commissioner Sarah Eckhardt

**Commissioners Court Sponsor:** Commissioner Sarah Eckhardt

**AGENDA LANGUAGE:**

Consider and take appropriate action to appoint Joy Smith to serve as Commissioner to Emergency Services District No. 2 Board effective immediately through December 31, 2013.

Joy Smith  
2104 Castleview Dr.  
Austin, TX 78728  
512-517-1552

11/29/11

Commissioner Eckhardt:

I appreciate the opportunity to apply for the appointment to the Board of Commissioners for ESD #2.

I believe that my experience serving on the Wells Branch Municipal Utility District Board from 1998 to 2010 was an excellent training ground to continue serving my community. Throughout my years on the MUD, I served as treasurer and was instrumental each year in overseeing the preparation of the budget, as well as maintaining a significant level of fiscal responsibility for myself and the rest of the Board.

I also served on the Facilities Committee which put me in a position to work with multiple contractors as they presented their plans to build in the district. My work on the Intergovernmental Committee often had me cooperating with other governmental agencies as well as companies such as Hewlett Packard to achieve better "positions" and tax benefits for Wells Branch.

I will, of course, commit to serving the entire two years of the appointment and attending at a minimum 80% of the meetings.

Thank you,

A handwritten signature in cursive script that reads "Joy Smith". The signature is written in dark ink and is positioned above the printed name.

Joy Smith

**JOY SMITH**  
2104 Castleview Dr.  
Austin, TX 78728  
(512) 517-1552  
jcon@texas.net

### **EMPLOYMENT HISTORY**

|  |                 |
|--|-----------------|
| US HEALTH ADVISORS   | 2011-present    |
| LEXICON SENIOR HEALTH CARE   | 2011-present    |
| SUPERIOR GROUP   | 2010-2011       |
| Certified trainer of Xerox WorkCentres   |                 |
| INDEPENDENT EDUCATIONAL CONSULTANT   | 2008-present    |
| REGION 13, EDUCATIONAL SERVICE CENTER, Austin, TX                              | 1993-July, 2008 |
| Student Data Services Consultant   |                 |
| INDEPENDENT SOFTWARE TRAINER, Austin, TX                                       | 1992-95         |
| Concentration on Microsoft products  |                 |
| JOSTENS LEARNING CORP., Austin, TX   | 1990-93         |
| Instructional courseware designer  |                 |
| AUSTIN INDEPENDENT SCHOOL DISTRICT   | 1983-90         |
| Junior High teacher, Martin Junior High  |                 |
| PREVIOUS EXPERIENCE  | 1972-83         |
| Several supervisory and training positions (including full-charge bookkeeping) |                 |

### **SELECTED ACCOMPLISHMENTS**

#### **LEADERSHIP/TEACHING/TRAINING**

- Sell comprehensive medical insurance to small business owners and other individuals.
- Work with seniors on the impact on Medicare given the healthcare reforms.
- Provide contracted training for clients on multiple Xerox WorkCentres.
- Served on multiple committees for Wells Branch MUD.
- Conduct(ed) training on PEIMS requirements, attendance laws, etc. on an on-going basis for all Region 13 districts/charter schools both as a service center employee and as an independent consultant.
- Provided administrative software training for office personnel, administrators, mentor teachers and counselors in over fifty client school districts and charter schools.
- Conducted training for statewide service center personnel as requested.
- Served as department chair, member of campus leadership team for 900- student campus.
- Served multiple years as student council sponsor, cheerleader sponsor.
- Worked with fellow teachers to implement computer curriculum into regular classroom coursework.
- Have taught computer literacy, computer applications, business training, keyboarding, bookkeeping, accounting, and business machines to middle school through adult learners.

#### **PLANNING AND ORGANIZATION**

- Worked with various governmental organizations as well as private contractors to accomplish the best outcomes for the Wells Branch taxpayers.
- Coordinated administrative software training and troubleshooting for over fifty client school districts and charter schools.
- Worked with secondary school administrators and counselors to develop master schedules for their schools.

- Coordinated work of writers, artists, programmers, and voice talents in development of award winning K-3 language arts multimedia program, DRAGON TALES.
- Utilized authoring systems and graphic software packages to produce CD-ROM-delivered multimedia software.
- Developed proposal for, scheduled and coordinated field tests of selected DRAGON TALES units at local elementary school.
- Performed quality checks of DRAGON TALES units based on stated criteria and implemented code revisions based on QA reports.
- Set up and supervised middle school Student Council, including attendance at summer leadership conferences.
- Worked my way through college as a service manager for HEB Grocery. Scheduled and managed staffs up to 80.

### **CREATIVITY**

- Developed curriculum and training materials for workshops covering grade reporting, scheduling, attendance, demographics, gradebook and PEIMS for fifty+ Texas public school districts and charter schools.
- Created and delivered computer curriculum for Le Chef Culinary Institute.
- Developed curriculum for K-3 language arts multimedia product.
- Evaluated third party software and made recommendations on purchase.
- Served on textbook review committees, as well as numerous other curriculum-based committees.
- Started own business, Joy Peppers, in 2001. Have won multiple awards. The business is still a sole proprietorship.

### **EDUCATION**

#### **The University of Texas at Austin**

M.Ed. 1987 – Curriculum and Instruction/Computer Applications/Learning Theory  
Texas Teaching Certificate (Business Composite, Secondary) 1983  
BBA 1980 – Management

### **TECHNOLOGY**

- Microsoft Office (Word, Excel, PowerPoint)

### **HONORS**

- Wells Branch Municipal Utility District Board Director 1998-2010
- Wells Branch Neighborhood Association President 1997-1998
- Technology and Learning Award of Excellence 1992-93
- Jostens Outstanding Achievement Award 1992
- Teacher of the Year, Martin Junior High School 1987-88

### **REFERENCES**

- Jim Johnson, retired business manager, RESC 13 (1968-2003), 512-331-6425
- Luke Martin, retired data services coordinator, RESC 13 (1978-2006), 512-771-9498, [luke.martin@esc13.txed.net](mailto:luke.martin@esc13.txed.net)
- John Hernandez, commercial real estate broker, past ACC trustee, 512-789-4800
- Alicia Del Rio, ACC coordinator, 512-422-6175
- Deborah Thompson, Wells Branch Neighborhood Assoc. President, 512-476-8371



## Application for Appointment

Board/Commission:

|  |                                    |
|--|------------------------------------|
| Name (Last, First, Middle):<br><i>SMITH, NORMA "JOY"</i>                     |                                    |
| Home Address (Street, City, Zip):<br><i>Z104 CASTLEVIEW DR, AUSTIN 78728</i> | Home Phone:<br><i>512-517-1552</i> |
| Mailing Address (Street, City, Zip):<br><i>Same</i>                          | Cell Phone:<br><i>512-517-1552</i> |
| Employer:<br><i>SELF-EMPLOYED</i>  | Email:<br><i>JSCON@Texas.net</i>   |
| Occupation:<br><i>insurance agent (health)</i>                               | FAX Number:<br><i>512-990-1816</i> |

Are you a Travis County Resident?

Yes       No

What Precinct do you live in?

Precinct 1     Precinct 2  
 Precinct 3     Precinct 4

How much time can you devote each month?

5-8 hours     13-16 hours  
 9-12 hours    More than 16 hours

**Skills and Experience:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Advertising                          | <input checked="" type="checkbox"/> Finance/ Budget | <input type="checkbox"/> Marketing                         |
| <input checked="" type="checkbox"/> Administration Management | <input type="checkbox"/> Fund Raising               | <input type="checkbox"/> Operations                        |
| <input type="checkbox"/> Child Care                           | <input checked="" type="checkbox"/> Government      | <input checked="" type="checkbox"/> Public Relations       |
| <input checked="" type="checkbox"/> Consulting                | <input type="checkbox"/> Health Care                | <input type="checkbox"/> Public Safety                     |
| <input checked="" type="checkbox"/> Education                 | <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Public Speaking        |
| <input checked="" type="checkbox"/> Event Planning            | <input type="checkbox"/> Legal                      | <input type="checkbox"/> Sales                             |
|   |   | <input checked="" type="checkbox"/> Writing/ Communication |

Other: \_\_\_\_\_



### Application for Appointment

Please describe your interest in serving on the Board/Commission and any qualifications, areas of expertise or special interests that relate to your possible appointment. Please specify any other board appointments (past or present) and length of service, if applicable.

I served on the Wells Branch MUD board for 12 years, which should show my level of commitment to serving my community. I have participated in multiple committees such as Finance, Facilities, Public Safety and Recreation. I was the most fiscally responsible member of the Board in each of the years I served. There were also multiple opportunities to speak with and to community groups, which, given my education background, I was eager to do. I am interested in serving on the ESD #2 board to further use my knowledge and experiences for my community. I have also worked with many different governmental agencies throughout the years. I also served on one of the county bond oversight committees.

Please submit your resume with this application, with references and contact information.

I agree to file with the County Judge the attached non-conflict of interest affidavit prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during my tenure on a county board.

Signature: [Handwritten Signature]

Date: 11/29/11

NON-CONFLICT OF INTEREST AFFIDAVIT

DEFINITION:

"No County appointed official, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence of judgment or action in the performance of his/her official duties."

Know All Men by These Present

NORMA JOY SMITH has read and understands the definition shown above as it relates to any possible conflict of interest.

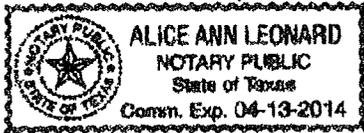
The undersigned makes this affidavit as specified to clearly state that his/her appointment to ESD # 2 Board of Directors will not create a conflict of interest on his/her part or on the part of any immediate family member.

In witness thereof, the undersigned has signed and sealed this instrument on this the 29 day of NOVEMBER 2011.

Norma Joy Smith  
Signature of Appointee

11/29/11  
Date

Personally appeared before the undersigned, Norma Joy Smith, who after being duly sworn, deposes and states that the facts stated in the above affidavit are true. Signed on this 29 day of November 2011.



(seal)

Alice Ann Leonard  
Notary Public In and for the State of Texas



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Gillian Porter, Commissioners Court Specialist, 512-854-4722

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir, Travis County Clerk

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE:** Approve the Commissioners Court Minutes for the Voting Sessions of December 20 & 27, 2011.

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

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**REQUIRED AUTHORIZATIONS:**



# Minutes for the Travis County Commissioners Court Tuesday, December 20, 2011 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

## Call to Order

Meeting called to order on December 20, 2011, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

|                   |                          |         |
|-------------------|--------------------------|---------|
| Samuel T. Biscoe  | County Judge             | Present |
| Ron Davis         | Precinct 1, Commissioner | Present |
| Sarah Eckhardt    | Precinct 2, Commissioner | Present |
| Karen L. Huber    | Precinct 3, Commissioner | Present |
| Margaret J. Gómez | Precinct 4, Commissioner | Present |

## Public Hearings

1. Receive comments regarding a plat for recording: Steiner Ranch Phase 1, Section 10-D, resubdivision of Lots 303-315 and Lots 324-339 (resubdivision final plat - 34 total lots [33 single-family lots and 1 greenbelt lot] - 15.17 acres - Shoreview Overlook Drive) in Precinct Two. (Commissioner Eckhardt) (Action Item #13)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

Members of the Court heard from:

Anna Bowlin, Engineering Services Director, Transportation and Natural Resources (TNR)  
Steve Manilla, County Executive, TNR

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

2. 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 39 and 40, Block H of Highland Creek Lakes, Section 1 in Precinct Three. (Commissioner Huber) (Action Item #14)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Karen L. Huber, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

Members of the Court heard from:  
Anna Bowlin, Engineering Services Director, TNR

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Karen L. Huber, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

3. Receive comments regarding a request to authorize the filing of an instrument to vacate two five foot wide drainage easements located along the north and south lot lines of Lot 7, Block 48 of Austin Lake Hills, Section Three in Precinct Three. (Commissioner Huber) (Action Item #15)

**MOTION:** Open the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Karen L. Huber, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

Members of the Court heard from:  
Anna Bowlin, Engineering Services Director, TNR

**MOTION:** Close the Public Hearing.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Karen L. Huber, Commissioner  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

### Citizens Communication

Members of the Court heard from:  
Diane Blankenship; Director, Human Resources Management Department (HRMD)  
Morris Priest, Travis County Resident  
Ronnie Gjemre, Travis County Resident

### Special Item

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

Members of the Court heard from:  
Hershel Lee, Travis County Fire Marshal

*Clerk's Note: The County Judge announced that by taking no action, the prohibition against outdoor burning remains lifted.*

**RESULT: DISCUSSED**

### Purchasing Office Items

5. Approve Modification No. 7 to Contract No. 07T00155OJ, The Retirement Store, consultant services for the 457(b) Deferred Compensation Plan for Travis County.

**RESULT: ADDED TO CONSENT**

6. Approve twelve month extensions to 43 contracts with various contractors for social services, and authorize County Purchasing Agent to sign all extension modifications on the Court's behalf (see Attachment A for list of contracts).

**RESULT: ADDED TO CONSENT**

7. Approve Modification No. 14 to Contract No. 02T00005OJ, administrative services agreement, with United Healthcare Services, Inc.

**RESULT: ADDED TO CONSENT**

8. Approve three month extensions to:
  - a. Contract No. PS090092RE, Caritas of Austin; and
  - b. Contract No. PS090104RE, Austin Area Urban League, for social services.

**RESULT: ADDED TO CONSENT**

9. Approve interlocal agreement with Texas Department of Public Safety for the purchase of alcohol blood test kits.

**RESULT: ADDED TO CONSENT**

10. Approve Modification No. 8 to Interlocal No. IL060254RE, University of Texas at Austin (Ray Marshall Center), for human resources study.

**RESULT: ADDED TO CONSENT**

11. Approve Modification No. 1 to Contract No. LA110090LC, Cyrus Networks, LLC, for data center lease space.

**RESULT: ADDED TO CONSENT**

12. Consider and take appropriate action on contract negotiations for advisory team for feasibility analysis of a P3 for new civil and family courthouse. (This item may be taken into Executive Session pursuant to Gov't. Code Ann 551.071, Consultation with Attorney)

Members of the Court heard from:

Cyd Grimes, Travis County Purchasing Agent  
Belinda Powell, Capital Planning Coordinator, PBO  
James Collins, Senior Chief Deputy, County Attorney's Office  
The Honorable John K. Dietz, Judge, 250<sup>th</sup> District  
John Hille, Assistant County Attorney

**MOTION:** Select Ernst & Young for contract negotiations, specifically addressing the issues of diversity and local participation prior to approval of a final contract by the Commissioners Court.

**RESULT: APPROVED [3 TO 2]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Sarah Eckhardt, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt

**NAYS:** Karen L. Huber, Margaret J. Gómez

**Transportation, Natural Resources and Facilities Dept. Items**

13. Consider and take appropriate action on a plat for recording: Steiner Ranch Phase 1, Section 10-D, resubdivision of Lots 303-315 and Lots 324-339 (resubdivision final plat - 34 total lots [33 single-family lots and 1 greenbelt lot] - 15.17 acres - Shoreview Overlook Drive) in Precinct Two. (Commissioner Eckhardt)

**RESULT:           ADDED TO CONSENT**

14. 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 39 and 40, Block H of Highland Creek Lakes, Section 1 in Precinct Three. (Commissioner Huber)

**RESULT:           ADDED TO CONSENT**

15. Consider and take appropriate action on a request to authorize the filing of an instrument to vacate two five foot wide drainage easements located along the north and south lot lines of Lot 7, Block 48 of Austin Lake Hills, Section Three in Precinct Three. (Commissioner Huber)

**RESULT:           ADDED TO CONSENT**

16. Consider and take appropriate action regarding modifications to LCRA Buoy Permit #B00045 at Bob Wentz Park at Windy Point in Precinct Two. (Commissioner Eckhardt)

**RESULT:           ADDED TO CONSENT**

17. Consider and take appropriate action on request for approval of new license agreements with the Travis County Credit Union for replacement and operation of automated teller machines at the Criminal Justice Center and the Office of the Travis County Tax Assessor-Collector.

**RESULT:           ADDED TO CONSENT**

**Health and Human Services Dept. Items**

18. Consider and take appropriate action to approve an amendment to the interlocal agreement with the City of Austin reducing the amount of Communities Putting Prevention to Work (Tobacco Free Work Place) Grant funds by \$75,264, due to a late start in the program.

**RESULT:           ADDED TO CONSENT**

19. Consider and take appropriate action on proposed amendments to Chapter 57 (Travis County Smoking Policy) of the Travis County Code. (This item may be taken into Executive Session pursuant to Gov't. Code Ann 551.071, Consultation with Attorney)

Members of the Court heard from:

    Sherri Fleming, County Executive, Health, Human Services, and Veterans' Services  
    (HHS&VS)

    Mary Etta Gerhardt, Assistant County Attorney  
    Ana Almaguel, Planner, HHS&VS

**RESULT:           DISCUSSED**

**Reset for: 1/3/2012**

20. Consider and take appropriate action on Memorandum of Understanding between Healthy Families Travis County and Any Baby Can for the provision of home-based counseling services.

**RESULT: ADDED TO CONSENT**

21. Consider and take appropriate action on items related to the Program Year 2010 Consolidated Annual Performance Evaluation Report for the Community Development Block Grant provided by HUD:

a. Review the comments received during the public comment period;

Members of the Court heard from:  
Sherri Fleming, County Executive, HHS&VS

**MOTION:** Accept comments received during the public comment period and add them to the Program Year 2010 Consolidated Annual Performance Evaluation Report (CAPER).

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Sarah Eckhardt, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber

**ABSENT:** Margaret J. Gómez

b. Approve the final draft of the report; and

c. Approve submission to the U.S. Department of Housing and Urban Development, San Antonio Field Office, Region VI.

Members of the Court heard from:  
Sherri Fleming, County Executive, HHS&VS

**MOTION:** Approve Items 21.b–c.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Ron Davis, Commissioner

**SECONDER:** Samuel T. Biscoe, Judge

**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber

**ABSENT:** Margaret J. Gómez

**Planning and Budget Dept. Items**

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

**RESULT: ADDED TO CONSENT**

23. Approve contract amendment with Fotowatio Renewable Venture, LLC (Solar Farm) for change in ownership.

**RESULT: ADDED TO CONSENT**

**Administrative Operations Items**

24. Review and approve the immediate release of reimbursement payment to United Health Care for claims paid for participants in the Travis County Employee Health Care Fund for payment of \$1,217,952.91 for the period of December 2 to December 8, 2011.

**RESULT: ADDED TO CONSENT**

25. Consider and take appropriate action on proposed routine personnel amendments.

**RESULT: ADDED TO CONSENT**

**Other Items**

26. Consider and take appropriate action on request regarding County participation in Parking Mobility Initiative. (This item may be taken into Executive Session pursuant to Gov't. Code Ann 551.071, Consultation with Attorney)

Members of the Court heard from:

Roger Jefferies, County Executive, Justice and Public Safety (JPS)  
Craig Spradling, Chief Technical Officer and Co-Founder, Parking Mobility  
Tonya Mills, Senior Planner, Criminal Justice Planning (CJP)  
Bruce Elfant, Constable Precinct 5  
Julie Maluca, Travis County Resident  
Mike Hanes, Lone Star Paralysis Foundation  
Chase Beard, Coalition for Texans with Disabilities  
Luke Terry, Travis County Resident  
Mike Marsh, Executive Director, Texas Association for Centers for Independent Living  
Catherine McCarter, Travis County Resident

**MOTION:** Indicate the Court's intention to proceed and direct Roger Jefferies, County Executive, JPS and Legal to work with Parking Mobility to negotiate a proposal to bring back to the Commissioners Court on January 10, 2011 for further action.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

27. Consider and take appropriate action on an order regarding ethical and training standards for juvenile case managers.

Members of the Court heard from:

Judge Susan Steeg, Justice of the Peace Precinct 3

**MOTION:** Approve Item 27.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

28. Receive strategic plan for the Juvenile Case Management Program and recommendations for expenditures from the Juvenile Case Management Fund in Fiscal Year 2012 and take appropriate action.

Members of the Court heard from:

Judge Susan Steeg, Justice of the Peace Precinct 3  
Diana Ramirez, Budget Analyst, Planning and Budget Office (PBO)  
Judge Glenn Bass, Justice of the Peace Precinct 2

**MOTION:** Approve Item 28.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Margaret J. Gómez, Commissioner

**SECONDER:** Ron Davis, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

29. Consider and take appropriate action regarding interlocal agreement with Clean Air Force.

*Judge Biscoe announced that Item 29 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

Members of the Court heard from:

Scott Johnson, Travis County Resident  
Ronnie Gjemre, Travis County Resident  
Tom Weber, Environmental Quality Program Manager, TNR  
Bill Derryberry, Senior Budget Analyst, PBO

**MOTION:** Approve the \$10,000.00 request; funds would be from Allocated Reserve through TNR as an automatic budget adjustment. The Court directs Staff to monitor deliverables from the Clean Air Force within a one-year time frame.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Ron Davis, Commissioner

**SECONDER:** Samuel T. Biscoe, Judge

**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber

**ABSENT:** Margaret J. Gómez

*Clerk's Note: The County Judge requested that Staff look into the elimination of duplication of effort with the various organizations that Travis County contracts with to ensure the best use of limited funds.*

30. Consider and take appropriate action regarding renewal of contract with Envision Central Texas.

Members of the Court heard from:

Steve Manilla, County Executive, TNR  
Bill Derryberry, Senior Budget Analyst, PBO  
John Donisi, Incoming President, Envision Central Texas

**MOTION:** Approve Item 30; funds will be from Allocated Reserve through TNR as an automatic budget adjustment.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Karen L. Huber, Commissioner

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

31. Consider and take appropriate action on the reappointment of Lindsey Hale to the Children's Protective Services Board as the County Judge's appointee, effective immediately through December 31, 2014.

**RESULT:** **ADDED TO CONSENT**

32. Consider and take appropriate action on redistricting plans for the following Travis County Precincts:

- a. County Commissioners;
- b. Justices of the Peace and Constables; and
- b. Elections (voter tabulation districts).

Members of the Court heard from:

Deece Eckstein, Intergovernmental Relations Officer, Intergovernmental Relations (IGR)  
David Escamilla, Travis County Attorney

**RESULT: DISCUSSED**

33. Consider and take appropriate action on request to ratify Resolution recognizing retirement of Travis County employee, Nick Macik after 16 years of service. (Judge Biscoe)

**MOTION:** Approve Item 33.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

### Executive Session Items

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

*Note 1: Gov't Code Ann 551.071, Consultation with Attorney*  
*Note 2: Gov't Code Ann 551.072, Real Property*  
*Note 3: Gov't Code Ann 551.074, Personnel Matters*  
*Note 4: Gov't Code Ann 551.076, Security*  
*Note 5: Gov't Code Ann 551.087, Economic Development Negotiations*

34. Receive briefing from County Attorney and take appropriate action concerning the extension of administrative leave with pay for Juvenile Probation employee, Slot 360. <sup>1 and 3</sup>

*Judge Biscoe announced that Item 34 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.074, Personnel Matters.*

**MOTION:** Approve an additional seven days.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

35. Receive briefing from County Attorney and take appropriate action to file an amicus curiae brief with the Supreme Court of Texas supporting the City of Austin's petition for review in Harper Park Two, LP v. City Of Austin. <sup>1</sup>

*Judge Biscoe announced that Item 35 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Approve filing an amicus curiae brief with the Supreme Court.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

36. Receive briefing from the County Attorney in Travis County, et al v. Bar-K Ranches POA, LLC (Samuel F. & Patricia L. Albus resale deed) and take appropriate action.<sup>1</sup>

*Judge Biscoe announced that Item 36 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Approve the proposed transaction.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

37. Receive briefing from County Attorney and take appropriate action regarding potential litigation with Mortgage Electronic Recording System (MERS Corp.).<sup>1</sup>

*Judge Biscoe announced that Item 37 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**RESULT:** **DISCUSSED**

38. Receive legal briefing and take appropriate action regarding Travis County involvement in legal action objecting to congressional redistricting by the Texas legislature.<sup>1</sup>

*Judge Biscoe announced that Item 38 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

Members of the Court heard from:  
Bill Derryberry, Senior Budget Analyst, PBO

**MOTION:** Authorize an additional \$30,000.00 for legal fees; funding is to come from Allocated Reserve as an automatic budget adjustment.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

39. Receive briefing and take appropriate action in Regina Jackson and Rudolf Williamson, individually, and on behalf of the estate of Rachel Jackson, deceased v. John A. Ford, M.D., and Travis County, Texas; Action No. A-10-CA-522-SS. (Executive Session pursuant to Gov't. Code Ann 551.071, Consultation with Attorney)

*Judge Biscoe announced that Item 39 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**RESULT:** **DISCUSSED**

40. Receive briefing from County Attorney regarding status of lease agreement at 700 Lavaca with Austin Suites Management, Ltd. And take appropriate action.<sup>1 and 2</sup>

*Judge Biscoe announced that Item 40 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.*

**MOTION:** Authorize the County Attorney to send an appropriate response and have the matter back on the Court's Agenda at the appropriate time.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

41. Interview candidates to fill vacancy in the office of the Travis County Tax Assessor Collector on January 1, 2012:

- a. Stan Wilson;
- b. Renea Deckard;
- c. Tina Morton; and
- d. Dolores Lopez.

*Judge Biscoe announced that Item 41 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.074, Personnel Matters.*

**MOTION:** Authorize the County Judge to contact the person not interviewed today with the results of the Court's discussion; further, that we ask the County Attorney to prepare a legal opinion on issues regarding one of the applicants for the Tuesday, December 27, 2011 Executive Session, and indicate the Court's intention to take action on the selection next Tuesday, December 27, 2011.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

### Consent Items

Members of the Court heard from:  
Ronnie Gjemre, Travis County Resident

**MOTION:** Approve the following Consent Items: C1–C4 and Agenda Items 5, 6, 7, 8.a–b, 9, 10, 11, 13, 14, 15, 16, 17, 18, 20, 22, 23, 24, 25, and 31.

**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Biscoe, Davis, Eckhardt, Huber, Gómez

- C1. Receive bids from County Purchasing Agent.
- C2. Approve payment of claims and authorize County Treasurer to invest County funds.
- C3. Approve the Commissioners Court Minutes for the Voting Sessions of November 22 and 29, 2011.
- C4. Approve setting a public hearing on Tuesday, January 17, 2012 to receive comments regarding a plat for recording: Steiner Ranch Phase 2, Section 10, Resubdivision of Lot 1, Block C (resubdivision final plat - 14 total lots (10 commercial lots, 2 open space lots, and 2 private joint use access lots) - 60.93 acres - Quinlan Park Road) in Precinct Two. (Commissioner Eckhardt)

## Minutes approved by the Commissioners Court

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

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



# Minutes for the Travis County Commissioners Court Tuesday, December 27, 2011 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

## Call to Order

Meeting called to order on December 27, 2011, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Kimberlie Slade.

|                   |                          |         |
|-------------------|--------------------------|---------|
| Samuel T. Biscoe  | County Judge             | Present |
| Ron Davis         | Precinct 1, Commissioner | Present |
| Sarah Eckhardt    | Precinct 2, Commissioner | Present |
| Karen L. Huber    | Precinct 3, Commissioner | Present |
| Margaret J. Gómez | Precinct 4, Commissioner | Absent  |

## Citizens Communication

Members of the Court heard from:  
Ronnie Gjemre, Travis County Resident

## Special Items

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

Members of the Court heard from:  
Hershel Lee, Travis County Fire Marshal

**RESULT: DISCUSSED**

*Clerk's Note: The County Judge announced that by taking no action, the prohibition against outdoor burning remains lifted.*

2. Consider and take appropriate action regarding:
  - a. Presentation of patriotic employer certificate to the Travis County Commissioners Court from employer support of the Guard and Reserve; and
  - b. Presentation of military honors to Travis County employee Colonel Leroy Ontiberos from Major General Gary Bunch and Major General Jaye Wells.

Members of the Court heard from:  
Major Tyson Voekel  
Alan Burgeron, Ombudsman, Department of Defense  
Roger El Khoury, Director, Facilities Management  
Major General Jimmy Jaye Wells  
Colonel Leroy Ontiberos

Major General Gary Bunch

**RESULT: DISCUSSED**

**Transportation, Natural Resources and Facilities Dept. Items**

3. Consider and take appropriate action on approval of a replacement license agreement for 60 parking spaces located at 9th and Lavaca location.

**RESULT: ADDED TO CONSENT**

4. Consider and take appropriate action regarding license agreements with Matt Lucas and Bobby Jay Williamson to trap and control the feral hog population in Travis County parks and the Balcones Canyonlands Preserve. (Commissioner Huber)

**RESULT: ADDED TO CONSENT**

**Planning and Budget Dept. Items**

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

**RESULT: ADDED TO CONSENT**

6. Review and approve requests regarding grant programs, applications, contracts and permissions to continue:
  - a. Ratification of a new application submitted by the Travis County Historical Commission to the Texas Historical Commission to receive National Park Service Resources for public outreach and educational curricula for the Ransom and Sarah Williams Farmstead Project in south Travis County;
  - b. Permission to continue the Comprehensive Energy Assistance Program and use Health and Human Services and Veterans Service's budget for related operating expenses until the forthcoming Fiscal Year 2012 agreement is fully executed; and
  - c. Permission to continue the Casey Family Programs Community and Family Reintegration Project in Health and Human Services and Veterans Service until the forthcoming Fiscal Year 2012 agreement is fully executed.

**RESULT: ADDED TO CONSENT**

7. Approve collateral assignment agreement between Travis County, Fotowatio Renewable Venture, LLC (Solar Farm) and Wells Fargo Bank.

Members of the Court heard from:

Ronnie Gjemre, Travis County Resident  
Mary Etta Gerhardt, Assistant County Attorney

**MOTION:** Approve Item 7.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Karen L. Huber, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber

**ABSENT:** Margaret J. Gómez

### Administrative Operations Items

8. 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 \$565,509.10 for the period of December 9 to December 15, 2011.

**RESULT:           ADDED TO CONSENT**

9. Consider and take appropriate action on proposed routine personnel amendments.

**RESULT:           ADDED TO CONSENT**

### Purchasing Office Items

10. Approve Modification No. 9 to Contract No. MA080155LC, Future Com, Ltd., for it security products, support and services.

**RESULT:           ADDED TO CONSENT**

11. Approve interlocal agreement No. IL120078EC, Harris County Department of Education, to participate in the purchasing cooperative entitled "Choice Facility Partners."

**RESULT:           ADDED TO CONSENT**

12. Consider and take appropriate action on contract award to Ernst & Young, LLC for consultant services on feasibility analysis for new civil and family courthouse.

**RESULT:           POSTPONED**

13. Consider and take appropriate action on contract with Hawkins, Delafield & Wood LLP for legal services to provide consultant services on feasibility analysis for new civil and family courthouse. (This item may be taken into Executive Session pursuant to Gov't. Code Ann 551.071, Consultation with Attorney)

**RESULT:           POSTPONED**

### Other Items

14. Receive revenue and expenditure reports for the month of November 2011.

**RESULT:           ADDED TO CONSENT**

15. Consider and take appropriate action on the following Precinct One reappointments to Emergency Services District (ESD) Boards of Commissioners, effective January 1, 2012 through December 31, 2013:

- a. Jesse Arellano, Clemente Zabalza and Ronald Fowler, ESD No. 12;
- b. Gary Johnson and Cliff Kessler, ESD No. 13;
- c. Reggie Williams, ESD No. 4; and
- d. Maize Hamilton, ESD No. 2.

**RESULT:           ADDED TO CONSENT**

16. Consider and take appropriate action on the following Precinct Three reappointments to Emergency Services District (ESD) Boards of Commissioners, effective January 1, 2012 through December 31, 2013:
  - a. Carroll Knight and Edd New, ESD No. 3;
  - b. Krista Moy and John Hogg, ESD No. 9; and
  - c. Lainey Melnick and Tina Romanella De Marquez, ESD No. 10.

**RESULT:           ADDED TO CONSENT**

### **Executive Session Items**

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

*Note 1: Gov't Code Ann 551.071, Consultation with Attorney*

*Note 2: Gov't Code Ann 551.072, Real Property*

*Note 3: Gov't Code Ann 551.074, Personnel Matters*

*Note 4: Gov't Code Ann 551.076, Security*

*Note 5: Gov't Code Ann 551.087, Economic Development Negotiations*

17. Consider and take appropriate action to fill vacancy in the office of the Travis County Tax Assessor Collector on January 1, 2012, and related Issues. <sup>1 and 3</sup>

*Judge Biscoe announced that Item 17 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.074, Personnel Matters.*

Members of the Court heard from:

John Hille, Assistant County Attorney

**MOTION:**           Appoint Delores Lopez.  
**MOVER:**           Ron Davis, Commissioner

*Clerk's Note: The Motion died for lack of a Second.*

**MOTION:**           Appoint Stan Wilson.  
**MOVER:**           Samuel T. Biscoe, Judge

*Clerk's Note: The Motion died for lack of a Second.*

**MOTION:**           Appoint Tina Morton.  
**RESULT:**           **APPROVED [UNANIMOUS]**  
**MOVER:**           Karen L. Huber, Commissioner  
**SECONDER:**       Sarah Eckhardt, Commissioner  
**AYES:**           Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:**          Margaret J. Gómez

18. Receive briefing and take appropriate action in Regina Jackson and Rudolf Williamson, individually, and on behalf of the estate of Rachel Jackson, deceased v. John A. Ford, M.D., and Travis County, Texas; Action No. A-10-CA-522-SS. <sup>1</sup>

**RESULT: POSTPONED**

**Consent Items**

Members of the Court heard from:  
Mary Etta Gerhardt, Assistant County Attorney  
Ronnie Gjemre, Travis County Resident

**MOTION:** Approve the following Consent Items: C1–C4 and Agenda Items 3, 4, 5, 6.a–c, 8, 9, 10, 11, 14, 15a–d, and 16.a–c.  
**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

- C1. Receive bids from County Purchasing Agent.
- C2. Approve payment of claims and authorize County Treasurer to invest County funds.
- C3. Approve the Commissioners Court Minutes for the Voting Sessions of December 6 and 13, 2011.
- C4. Approve setting a public hearing on Tuesday, January 17, 2012 to receive comments regarding a request to authorize the filing of an instrument to vacate a 0.658 acre drainage easement located over and across a portion of Lot 1, Block A of the Schmidt Addition Subdivision in Precinct Three. (Commissioner Huber)

**Minutes approved by the Commissioners Court**

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

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



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 10, 2012

**Prepared By:** Steven Manilla **Phone #:** 854-9383

**Division Director/Manager:**

A handwritten signature in black ink, appearing to read "Steven Manilla", written over the text "Division Director/Manager:".

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

**Sponsoring Court Member:** Commissioner Davis, Precinct One

**AGENDA LANGUAGE:** Approve setting a public hearing on Tuesday, January 31, 2012 to receive public comments and take appropriate action regarding the proposed Development Agreement with TXI and the City of Austin regarding Greenprint land along Gilleland Creek and the Colorado River in Precinct One.

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

In 2005, the City of Austin, the Trust for Public Land, the U.T. School of Architecture, and Travis County produced the Travis County Greenprint for Growth to identify land that is a high priority for public acquisition as open space. High priority lands are regarded as land located along rivers and streams to include the floodplains of these bodies of water. After the 2005 Bond Election, the county developed a strategy for acquiring open space within eastern Travis County and priority was given to Onion Creek in southeast Travis County and Gilleland Creek in northeast Travis County because they were both within the City of Austin's desired development zone and were located in rapidly urbanizing watersheds. The strategy was to link existing municipal, county, and state parks along these creeks with a greenway corridor by purchasing land in the floodplain ranked as moderate to high priority by the Greenprint. The county's goal was to complete segments that have logical termini and are accessible and improved so that the public can use them even if no subsequent bond funds were authorized by the voters. Travis County began acquiring open space in 2007 along Onion Creek. Meanwhile, TXI was purchasing some of the same parcels along the Colorado River and Gilleland Creek that were identified by the Greenprint as priority parcels. Research shows they own approximately 40% of the high to medium priority rated land identified by the Greenprint because there are sand and gravel deposits beneath much of the conservation land valuable to TXI. Neighborhoods adamantly opposed to the mining and expressed concerns about truck traffic, dust, noise, water pollution, and property devaluation were just some of the concerns expressed during public hearings. Despite the protest of area residents, the city and county were legally required to grant TXI with a development permit in 2008 for the mining since they had complied with all city and county regulations. Subsequently, the county started negotiating with TXI and from these discussions and input from stakeholders from the public meeting

held on December 1, 2011 evolved a proposal that would result in county acquisition of Greenprint land and also remove TXI's truck traffic from public roads and the creation of buffers to protect neighborhoods from dust and noise. On December 13, 2011, the Commissioners Court determined the proposal was worthy of further consideration and believed the best vehicle for implementing the proposal would be a development agreement among TXI, the City of Austin, and Travis County and further recommended to set a public hearing for the Court on January 31, 2012.

**STAFF RECOMMENDATIONS:**

Staff recommends the approval for setting a public hearing on January 31, 2012.

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**ATTACHMENTS/EXHIBITS:**

**REQUIRED AUTHORIZATIONS:**

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

**CC:**

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: :  
**0101 - Administrative -**

**PROPOSED OPEN SPACE ACQUISITION AND DEVELOPMENT AGREEMENT  
AMONG TRAVIS COUNTY, TXI, AND THE CITY OF AUSTIN:  
BACKGROUND AND EXPLANATION  
DECEMBER 1, 2011**

**PREFACE**

The Travis County Commissioners Court has scheduled a public meeting on Thursday, December 1, 2011 at 6:00 PM at its East Service Center, 6011 Blue Bluff Road to explain and receive public comments on a proposed agreement between the County and TXI for open space acquisition and TXI's development of its Hornsby Bend East and West mining sites. The following paper provides a summary of the topic. County staff will make a brief summary slide presentation of the agreement at the public meeting

**BACKGROUND**

**2005 Travis County Open Space Bonds**

In 2005, the voters of Travis County approved the issuance of park bonds, including \$6.4 million for open space parkland acquisition throughout the county. While legally available to all areas of Travis County, it was generally understood that the funds would be used in eastern Travis County. Another \$8.6 million was authorized for open space parkland along Onion Creek. The parkland open space is purchased over a period of years as the county's debt capacity allows.

**The Travis County Greenprint for Acquiring Open Space**

Also in 2005, the County in cooperation with the Trust for Public Lands developed the Travis County Greenprint Model, which identified and rated the priority of land parcels throughout the county for conservation (See attached Exhibit "A").

Generally, high priority lands are located along rivers and streams and include the floodplains of these water bodies. After the 2005 bond election, the County developed a strategy for acquiring open space within eastern Travis County. Priority was given to Onion Creek in southeast Travis County and Gilleland Creek in northeast Travis County because both were within the City of Austin's desired development zone and were in rapidly urbanizing watersheds, spurred in part by the construction of State Highway 130.

The County's strategy is to link existing municipal, county, and state parks along these creeks with a greenway corridor by purchasing land in the floodplain ranked as moderate to high priority by the Greenprint. The amount of the park bonds is limited, so the County can buy only a finite amount of acreage. The County's goal is to complete "minimum viable segments" of greenway; that is, complete segments

that have logical termini and are accessible and improved so that the public can use them even if no subsequent bond funds are authorized by the voters.

The first “minimum viable segment” of the Onion Creek greenway starts at its confluence with the Colorado River and ends upstream at FM 973. The first “minimum viable segment” of Gilleland Creek starts at its confluence with the Colorado River and ends upstream at FM 969. The County began acquiring open space in 2007 along Onion Creek, generally paying between \$3,500 and \$4,500 per acre for the flood plain from willing sellers. The County planned to acquire open space along Gilleland Creek in the latter years of 2005 bond program.

#### Mining Companies Own Many Tracts In The Greenprint And Are Buying More.

Meanwhile, unknown to Travis County, TXI was contracting to purchase some of the same parcels along the Colorado River and Gilleland Creek identified by the Greenprint as priority open space. Research shows that TXI, Capitol Aggregates, Shumaker, Cemex, and other mining companies own about 40% of the land rated by the Greenprint as high to medium priority along the Colorado River from Austin to the Travis-Bastrop County line (see attached Exhibit “B”). Clearly, the County’s objective of conserving open space is in direct competition with mining because there are sand and gravel deposits beneath much priority conservation land.

On October 22, 2008 TXI submitted to Travis County its application to mine two sites, Hornsby Bend East and Hornsby Bend West, along the Colorado River and its confluence with Gilleland Creek. The application confirmed that the County would be competing with TXI for acquisition of some parcels, and that TXI could afford to pay a premium for the land because of the value of the sand and gravel beneath the surface.

#### TXI Obtains Permits For The Hornsby Bend East And West Sites.

Neighbors were adamantly opposed to the mining and expressed concerns about truck traffic, dust, noise, water pollution, and property devaluation, among many concerns. However, TXI complied with all the County’s and City’s development regulations. Over the protest of area residents, but as required by Texas law, the County and City granted TXI development permits for the mining.

However, because TXI proposed to haul its mined materials over public roads to its existing processing plant at its Webberville tract, as a condition of the permit Travis County required TXI to make the following road improvements before any raw materials are mined TXI: 1) reconstruct a total of 9,8000 feet of Dunlap Road; 2) install a turn-lane and traffic signal at FM 969; 3) improve the intersections of FM 969 and Taylor Lane and FM 969 and Burleson Manor Road.

Also, TXI is required by state law to provide a 50-foot buffer between its mining cells and adjoining properties. TXI voluntarily provided additional 58 acres of buffer along Hunters Bend Road across from the Chaparral Crossing subdivision.

### The Rison Tract

Notwithstanding its separate process for permitting TXI's mining, the County began negotiating with the owners of 587 acres of the Rison tract, which is a portion of TXI's Hornsby Bend East site. The owners had granted TXI the option to purchase the tract, but allowed the County to survey and appraise it. Meanwhile, TXI exercised its purchase options and became owner of the tract, now permitted for mining. The County's outside appraiser valued the tract at \$6,170,000, or about \$10,511 per acre.

At that point, both the County and TXI agreed to discuss each other's objectives and see if there was common ground that could lead to agreement on terms for open space acquisition and mining, as well as for addressing some of the concerns of area residents about mining operations.

### **POSSIBLE ALTERNATIVES**

The County has three basic alternatives at this point.

1. Do nothing. Under this alternative, TXI mines all its Hornsby Bend East and West sites, including the Rison Tract, under its existing permit and hauls its materials on public roads, unless it obtains a City variance to amend its permits to cross Gilleland and Elm creeks with an internal haul road. No buffers are established between the mining and any adjacent neighborhoods.
2. Try to buy the Rison tract from TXI. This would almost certainly require the County to file suit to condemn the land. TXI will hire its own appraisers and lawyers to argue for a price, including remainder damages, much higher than the \$6,170,000 in the County's appraisal. TXI would still mine the remainder of its Hornsby Bend East and West sites under its existing permit and haul its materials on public roads. Only one neighborhood would be buffered from mining by County purchase of the Rison Tract. Not only could condemnation exhaust the 2005 open space bonds, but TXI can use the money the County pays for the Rison Tract to buy more nearby land for mining, including other high priority Greenprint land.
3. Pursue an Open Space Acquisition and Development Agreement with TXI and the City of Austin, amending and supplementing TXI's current permit and agreements and providing for a more comprehensive set of measures and considerations, such as open space acquisition and donations, more buffers for more neighborhoods, phasing of the mining, and removing trucks from public roads and other restrictions.

## **POTENTIAL AGREEMENT IN CONCEPT**

A year of discussion and negotiations between the County and TXI have produced the following major terms for a potential agreement (cross referenced in attached Exhibit "C"):

- A.** Travis County purchases 178.6 acres of open space parkland from TXI (Portion of Rison Tract in Hornsby Bend East site) to create 1000' buffer between the Twin Creek Meadows subdivision and TXI's Hornsby Bend East site.
- B.** Travis County purchases 17.4 acres of right of way from TXI (portion of Webberville site) for future extension of Burleson-Manor arterial roadway and its crossing of the Colorado River.
- C.** TXI donates to Travis County 181.9 acres of land along Gilleland Creek and the Colorado River for open space parkland.
- D.** Travis County and City of Austin agree to standards for permitting additional mining on TXI's existing Webberville site to offset the loss of sand and gravel materials purchased by the County in "A" above.
- E.** TXI agrees not to mine within 1000' of most of the existing residential areas of Austin Colony and Twin Creek Meadows, and within 1000' north and south of Chaparral Crossing. TXI further agrees to expedite the mining of 1000' east of the Chaparral subdivision as its first phase of mining and to expedite the mining within 1000' north of Milo Road once mining begins in that area.
- F.** TXI agrees not to use Hunters Bend Road, Dunlap Road, Milo Road, and FM 969 to haul raw materials from its Hornsby Bend East and West sites to its processing plant on its Webberville site.
- G.** Travis County and City of Austin agree to standards for permitting, and TXI agrees to construct, a gravel haul road from its Hornsby Bend East/West sites, two concrete-fortified crossings at locations across Elm Creek and Dunlap Road, and a concrete span bridge across Gilleland Creek to its existing processing plant on its Webberville site.
- H.** TXI agrees to construct a berm along the eastern side of Dunlap Road and along the north side of Milo Road.
- I.** TXI agrees not to mine (but not to convey) 114 foot wide strip of its land along the western boundary of its Hornsby Bend West site for future right of way of a planned collector street.
- J.** TXI agrees to fence private cemetery east of Dunlap Road

## **Future Opportunities For Public Input**

To pursue an Open Space Acquisition and Development Agreement, the County would consider it at one or more public meetings or hearings before the Commissioners Court. Also, the County would need to ask the City of Austin to become a party to the agreement because it has the sole authority to grant a variance to its water quality regulations allowing TXI to cross Gilleland Creek and

Elm Creek with its haul road (“G” above). There would be additional opportunities for public input as part of the City process.

### Regulatory Considerations

Under the potential agreement with the County and City, TXI will haul its raw materials along an internal haul road that crossings Gilleland Creek. This will require new permits or revisions to the existing permits from Travis County; new or revised, the county’s review and approval process would be the same. In order for the County to grant these permits or revisions, TXI would have to obtain permits or exemptions from permits from the U.S. Army Corps of Engineers. TXI would also need a Conditional Letter of Map Revision (CLOMR) from FEMA showing no adverse impact from flood on properties they do not own or otherwise control. Built into the CLOMR process is a requirement that the project be reviewed and approved by U.S. Fish and Wildlife. Because the project is in the Extra Territorial Jurisdiction (ETJ) of the City of Austin, a permit from the City is also required. Under Austin's water quality rules, a creek crossing for these purposes would require a variance for encroachment into the Critical Water Quality zones.

A comparison of the three alternatives follows:

|   | <u>DO NOTHING</u> | <u>RISON<br/>CONDEMNATION</u> | <u>POTENTIAL<br/>AGREEMENT</u>  |
|---|-------------------|-------------------------------|---------------------------------|
| <b>HOUSEHOLDS DIRECTLY BUFFERED</b>       | 100               | 106                           | 361                             |
| <b>PARKLAND OPEN SPACE ACQUIRED</b>       | NONE              | 587 Acres                     | 360 Acres                       |
| <b>RIGHT OF WAY ACQUIRED</b>              | NONE              | NONE                          | 17.8 Acres                      |
| <b>COST TO COUNTY</b>                     |                   |                               |                                 |
| <b>OPEN SPACE PARKLAND</b>                | \$0               | \$6,170,000+                  | \$2,089,620                     |
| <b>RIGHT OF WAY</b>                       | \$0               | 0                             | \$200,000                       |
| <b>TOTAL</b>                              | \$0               | \$6,170,000+                  | \$2,289,620                     |
| <b>2005 BOND FUNDS AVAILABLE FOR</b>      |                   |                               |                                 |
| <b>ADDITIONAL OPEN SPACE ACQUISITION</b>  | \$6,047,194       | NONE                          | \$3,957,574                     |
| <b>HAUL TRUCKS ON COUNTY ROADS</b>        | YES               | YES                           | NO                              |
| <b>RIGHT OF WAY PRESERVED FOR</b>         |                   |                               |                                 |
| <b>BLAKE MANOR ARTERIAL</b>               | NONE              | NONE                          | 17.8 Acres                      |
| <b>AUSTIN COLONY FUTURE COLLECTOR</b>     | NONE              | NONE                          | 114 Feet                        |
| <b>50' BUFFER ALONG DUNLAP &amp; MILO</b> | YES               | YES                           | YES                             |
| <b>EXPEDITED MINING OF SELECTED AREAS</b> | NONE              | NONE                          | CHAPPAREL CROSSING<br>MILO ROAD |
| <b>CROSSING OF GILLELAND CREEK</b>        | NO                | NO                            | YES                             |
| <b>CROSSING OF ELM CREEK</b>              | YES               | YES                           | YES                             |

## **MULTIPLE-PRONG APPROACH TO AREA DEVELOPMENT**

Travis County has responded in multiple ways to the community's concern about TXI's mining permit and other concerns about development in the corridor.

### **ENVIRONMENTAL MONITORING**

The environmental monitoring is designed to determine pre-mining baseline environmental conditions prior to the onset of mining activities by TXI at their "Hornsby Bend" mine sites. Under a one-year contract with Travis County, URS Corporation is engaged in three tasks to determine baseline:

- 1) Groundwater quality and elevation conditions up-gradient and down-gradient from the mine site;
- 2) Upwind and downwind levels of suspended particulate matter in the PM 2.5 and PM 10 size fractions in the air; and
- 3) Noise levels in areas between existing and future mining activities and nearby receptors.

The contract runs from July 2011 through July, 2012. Initially, URS completed site reconnaissance, developed a sampling and analysis plan, completed a well inventory, and conducted a door-to-door survey of prospective wells to monitor and sites to place air and noise monitoring equipment.

As of November 17, 2011, wells for monitoring have been selected, arrangements were made with property owners to allow access for monitoring, the first of four air monitoring events occurred, the first of two noise monitoring events occurred, and the first of six groundwater sampling events has taken place. Additionally, one well has a transducer installed to allow for continuous water elevation measurements. All baseline monitoring events are scheduled for completion by May, 2012. A public meeting on the first year results will be convened by the end of the contract period. The Commissioners Court will consider funding for additional monitoring in subsequent years when it adopts the county operating budget each year.

### **COLORADO RIVER CORRIDOR PLAN**

The Colorado River Corridor Plan (Corridor Plan) is a joint planning initiative of Travis County, the City of Austin, with technical assistance from the Lower Colorado River Authority (LCRA). The area of interest covers over 30,000 acres in eastern Travis County, bounded by US 183 on the west, east to the Travis County line with Bastrop County, and by FM 969 on the north to State Highway 71 on the south. The purpose of the Corridor Plan is to coordinate regional and local planning to facilitate the preservation and enhancement of the many valuable environmental, economic, recreational, and cultural resources of this region over the next twenty-five years. The plan outlines objectives for improved protection of local bio-diversity, preservation and restoration of floodplains and natural areas; the creation of parks,

completion schedule. The design and construction will adhere to federal policies and procedures for environmental clearances and right-of-way acquisition which can require one or more years to complete.

#### DETAILS OF TXI PERMITS

As stated earlier, the County granted TXI two Flood Hazard Area Development Permits on January 29, 2010 for TXI's Hornsby Bend East and West mining sites. These permits were administratively renewed on June 2, 2011. The term of these renewed permits is five years, as provided under Travis County Chapter 64 regulations. Because TXI proposed to haul its mined materials over public roads to its existing processing plant at its Webberville tract, Travis County required TXI to adopt a separate Roadway Improvement Agreement for improvements to Dunlap Road and certain intersections on FM 969 to accommodate the increased truck traffic from their operations. Under its current permits, TXI will have to complete the roadway improvements before hauling any mined materials from the sites to its processing plant at its Webberville site.

#### **EXHIBITS**

- A Travis County Greenprint Model for eastern Travis County
- B Location of Mining Properties in Colorado River corridor
- C Map of Proposed Open Space Acquisition and Development Agreement

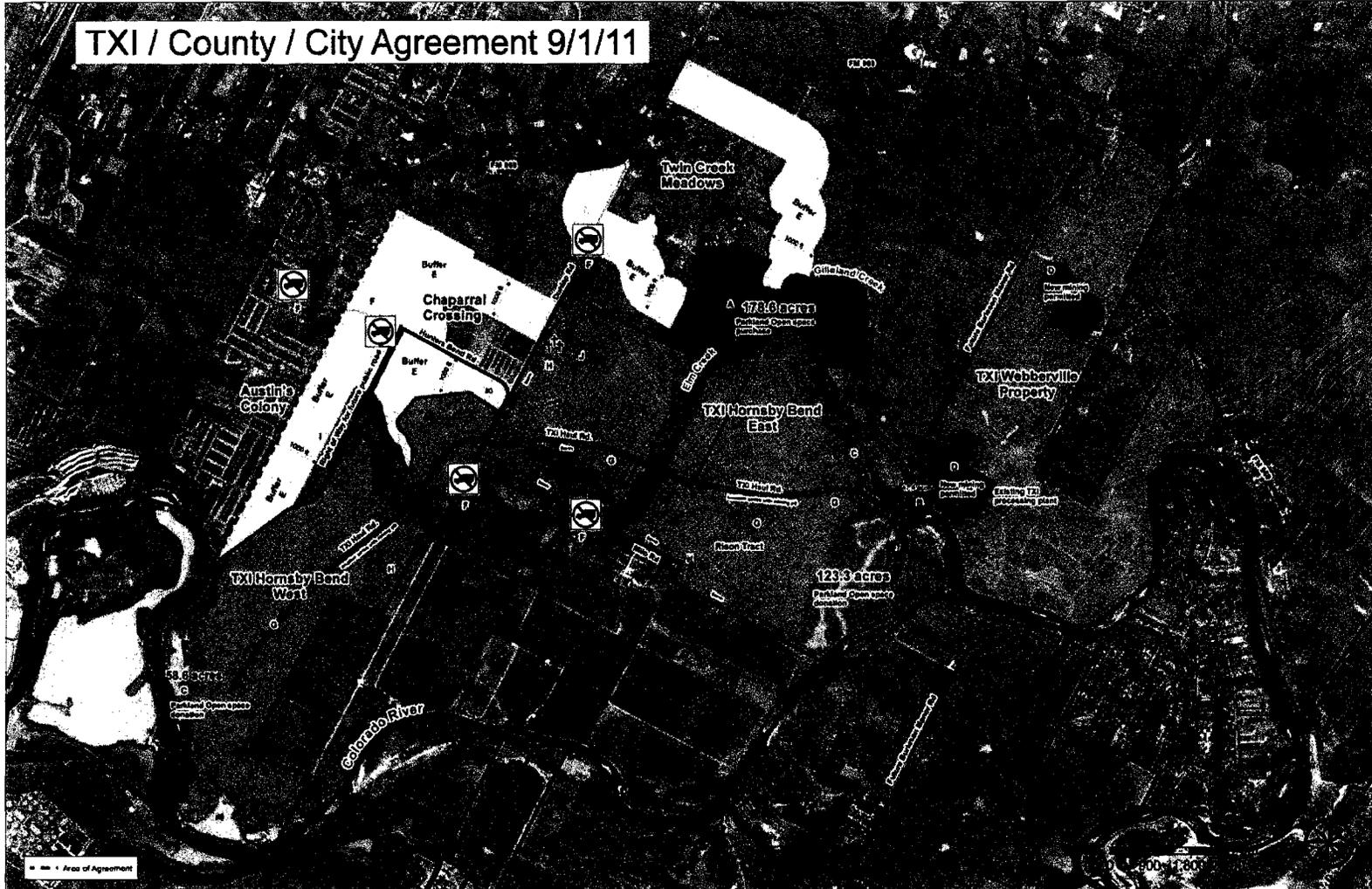


EXHIBIT C



## TRANSPORTATION AND NATURAL RESOURCES DEPARTMENT

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STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE – TNR/FMD

411 W. 13th St.  
Eleventh Floor  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4626

December 21, 2011

Mr. Marc Ott  
City Manager, City of Austin  
P.O. Box 1088  
Austin, Texas

RE: Possible Development Agreement For Land Along Gilleland Creek and the Colorado River.

Dear Mr. Ott:

In 2005, the City of Austin, Travis County, the Trust for Public Land, and the U.T. School of Architecture produced the *Travis County Greenprint for Growth* to identify land that is a high priority for public acquisition as open space. The County then developed a strategy to acquire *Greenprint* lands along Onion and Gilleland creeks to create a trail linking existing City, County, and State parks.

The County was negotiating the purchase of *Greenprint* land at the confluence of Gilleland Creek and the Colorado River in 2008 when TXI applied to the City and County for permits to mine land that it owned or was acquiring there. Citing concerns such as increased truck traffic on public roads and dust and noise from mining operations, neighbors opposed the mining. As required by law, the City and County issued the permits because TXI complied with City and County regulations.

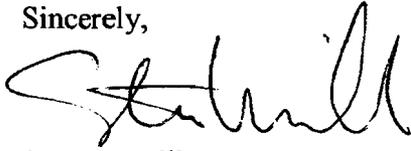
The permits covered land that TXI bought from some of the owners the County had been negotiating with, so the County started negotiations anew with TXI. From these discussions has evolved a proposal that would result not only in County acquisition of *Greenprint* land, but also removal of TXI's truck traffic from public roads and creation of buffers to protect neighborhoods from dust and noise.

The County has taken input from stakeholders, including holding a public meeting with them on December 1<sup>st</sup>. On December 13<sup>th</sup>, the Commissioners Court determined the proposal is worthy of further consideration and set a public hearing for the Court's January 31, 2012, meeting.

The Court believes that the best vehicle for implementing the proposal would be a development agreement among TXI, the County, and the City because certain City and County regulatory matters would need to be addressed in addition to the County real estate matters. Accordingly, the Court directed me to formally request City management to discuss the proposal

with us. Former County Executive Joe Gieselman was handling this matter before his recent retirement and the Court has retained him to continue that work, so he will be the lead County contact. Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Manilla". The signature is fluid and cursive, with the first name "Steve" being more prominent than the last name "Manilla".

**Steve Manilla**  
**County Executive**  
**Transportation, Natural Resources, and Facilities**

cc: Travis County Commissioners Court  
Austin City Council  
Assistant City Manager Sue Edwards  
Greg Guernsey, Director, Planning and Development Review  
Jean Drew, Watershed Protection  
Barry Bone, TXI



## **Travis County Commissioners Court Agenda Request Northwest Travis County Road District No. 3**

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Gillian Porter, Commissioners Court Specialist, 512-854-4722

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir, Travis County Clerk

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE:** Approve the Northwest Travis County Road District No. 3 (Golden Triangle) Minutes for the Voting Sessions of December 20 and 27, 2011.

**AGENDA LANGUAGE:**

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

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



# Minutes for the Northwest Travis County Road District No. 3 (Golden Triangle) Tuesday, December 20, 2011 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

Meeting called to order on December 20, 2011, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

|                   |                          |         |
|-------------------|--------------------------|---------|
| Samuel T. Biscoe  | County Judge             | Present |
| Ron Davis         | Precinct 1, Commissioner | Present |
| Sarah Eckhardt    | Precinct 2, Commissioner | Present |
| Karen L. Huber    | Precinct 3, Commissioner | Present |
| Margaret J. Gómez | Precinct 4, Commissioner | Absent  |

1. Approve payment of claims and authorize County Treasurer to invest Road District Funds.

**MOTION:** Pay the claims and invest the funds.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

## Minutes approved by the Commissioners Court

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

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



# Minutes for the Northwest Travis County Road District No. 3 (Golden Triangle) Tuesday, December 27, 2011 Voting Session

Minutes Prepared by the Travis County Clerk

512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

Meeting called to order on December 27, 2011, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Kimberlie Slade.

|                   |                          |         |
|-------------------|--------------------------|---------|
| Samuel T. Biscoe  | County Judge             | Present |
| Ron Davis         | Precinct 1, Commissioner | Present |
| Sarah Eckhardt    | Precinct 2, Commissioner | Present |
| Karen L. Huber    | Precinct 3, Commissioner | Present |
| Margaret J. Gómez | Precinct 4, Commissioner | Absent  |

1. Approve payment of claims and authorize County Treasurer to invest Road District Funds.

**MOTION:** Make the investments in Item 1.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Ron Davis, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

2. Approve the Northwest Travis County Road District No. 3 (Golden Triangle) Minutes for the Voting Sessions of November 22 and December 6, 2011.

**MOTION:** Approve Item 2.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Sarah Eckhardt, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

## Minutes approved by the Commissioners Court

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

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



## Travis County Commissioners Court Agenda Request Travis County Bee Cave Road District No. 1

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Gillian Porter, Commissioners Court Specialist, 512-854-4722

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir, Travis County Clerk

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE:** Approve the Bee Cave Road District No. 1 (Galleria) Minutes for the Voting Session of December 20 and 27, 2011.

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

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



# Minutes for the Travis County Bee Cave Road District No. 1 (Galleria) Tuesday, December 20, 2011 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

Meeting called to order on December 20, 2011, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

|                   |                          |         |
|-------------------|--------------------------|---------|
| Samuel T. Biscoe  | County Judge             | Present |
| Ron Davis         | Precinct 1, Commissioner | Present |
| Sarah Eckhardt    | Precinct 2, Commissioner | Present |
| Karen L. Huber    | Precinct 3, Commissioner | Present |
| Margaret J. Gómez | Precinct 4, Commissioner | Absent  |

1. Approve payment of claims and authorize County Treasurer to invest Road District Funds.

**MOTION:** Pay the claims and invest the funds.  
**RESULT:** **APPROVED [3 TO 0]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Sarah Eckhardt, Karen L. Huber  
**ABSTAIN:** Ron Davis  
**ABSENT:** Margaret J. Gómez

## Minutes approved by the Commissioners Court

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

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



# Minutes for the Travis County Bee Cave Road District No. 1 (Galleria) Tuesday, December 27, 2011 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • www.co.travis.tx.us • PO Box 149325, Austin, TX 78714-9325

Meeting called to order on December 27, 2011, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Kimberlie Slade.

|                   |                          |         |
|-------------------|--------------------------|---------|
| Samuel T. Biscoe  | County Judge             | Present |
| Ron Davis         | Precinct 1, Commissioner | Present |
| Sarah Eckhardt    | Precinct 2, Commissioner | Present |
| Karen L. Huber    | Precinct 3, Commissioner | Present |
| Margaret J. Gómez | Precinct 4, Commissioner | Absent  |

1. Approve payment of claims and authorize County Treasurer to invest Road District Funds.

**RESULT: NOT NEEDED**

2. Approve the Bee Cave Road District No. 1 (Galleria) Minutes for the Voting Session of November 22, 2011.

**MOTION:** Approve Item 2.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen L. Huber  
**ABSENT:** Margaret J. Gómez

## Minutes approved by the Commissioners Court

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

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



## **Travis County Commissioners Court Agenda Request Travis County Housing Finance Corporation**

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

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

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:** Consider and take appropriate action to approve minutes of Board of Directors meetings of September 6, September 13, September 27, October 11, November 29, December 6, December 13 and December 20, 2011.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, SEPTEMBER 6, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 6, 2011, at 12:11 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary. Karen Huber, Treasurer, was absent.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE PAYMENT OF \$120.00 IN REGISTRATION FEES FOR ANA POMPA TO ATTEND UNIFORM PHYSICAL CONDITION STANDARDS INSPECTION PROTOCOL TRAINING RELATED TO THE TENANT-BASED RENTAL ASSISTANCE GRANT PROGRAM.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |        |
|-------------------|--------|
| Director Biscoe   | yes    |
| Director Eckhardt | yes    |
| Director Huber    | absent |
| Director Gomez    | yes    |
| Director Davis    | yes    |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 12:12 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, SEPTEMBER 13, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 13, 2011, at 1:42 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF JULY 19, JULY 26, AUGUST 2 AND AUGUST 9, 2011.

**The Board heard from:** None

**Motion:** Director Gomez moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:42 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, SEPTEMBER 27, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 27, 2011, at 1:58 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE CORPORATIONS' BUDGETS FOR FISCAL YEAR 2012.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 2:02 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, OCTOBER 11, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, October 11, 2011, at 1:39 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MODIFICATION NO. 2 TO CONTRACT WITH OUTSIDE AUDITOR, ATCHLEY & ASSOCIATES, L.L.P.

**The Board heard from:** Andrea Shields

**Motion:** Director Gomez moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FOR TRAVIS COUNTY HOUSING FINANCE CORPORATION TO JOINTLY HOST THE NATIONAL ASSOCIATION OF LOCAL HOUSING FINANCE AGENCIES SPRING 2012 EDUCATIONAL CONFERENCE WITH THE CAPITAL AREA HOUSING FINANCE CORPORATION, THE CITY OF AUSTIN'S NEIGHBORHOOD HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT.

**The Board heard from:** Andrea Shields

**Motion:** Director Biscoe moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:44 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, NOVEMBER 29, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, November 29, 2011, at 1:40 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE TRANSFER OF MOUNTAIN RANCH APARTMENTS FROM COLLIER RANCH LIMITED PARTNERSHIP TO POST INVESTMENT GROUP, LLC.**

**The Board heard from:** Andrea Shields, Manager and Cliff Blount, Legal

**Motion:** Director Biscoe moved to approve the request.  
Director Davis seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:42 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, DECEMBER 6, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, December 6, 2011, at 1:37 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO AUTHORIZE A RELEASE OF LIEN FOR A FIRST-TIME HOMEBUYER THAT PARTIALLY REPAID A LOAN EXECUTED ON JUNE 22, 2006.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**2. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE:**

A. RELEASE OF LIEN; AND

B. REIMBURSEMENT PAYMENT TO TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS FOR REPAYMENT OF HOME PROJECT LOAN #36662000-24.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |

|                |     |
|----------------|-----|
| Director Gomez | yes |
| Director Davis | yes |

**C. Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:39 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, DECEMBER 13, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, December 13, 2011, at 1:39 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO AUTHORIZE A RELEASE OF LIEN AND A PAYOFF-STATEMENT FOR A FIRST-TIME HOMEBUYER THAT RECEIVED A LOAN EXECUTED IN MARCH 2007.**

**The Board heard from:** Jessica Rio, Assistant Budget Director (in place of Andrea Shields, Manager)

**Motion:** Director Gomez moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:41 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, DECEMBER 20, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, December 20, 2011, at 1:42 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary. Margaret Gomez, Secretary, was absent.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE PURCHASE OF QUICKBOOKS PRO 2012 FOR USE BY THE CORPORATIONS.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |        |
|-------------------|--------|
| Director Biscoe   | yes    |
| Director Eckhardt | yes    |
| Director Huber    | yes    |
| Director Gomez    | absent |
| Director Davis    | yes    |

**Staff Note:** N/A

**2. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING SUPPLEMENTAL INDENTURE FOR MULTIFAMILY HOUSING REVENUE BONDS (THE MOUNTAIN RANCH APARTMENTS PROJECT) SERIES 1998.**

**The Board heard from:** Cliff Blount, Legal Counsel

**Motion:** Director Biscoe moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |        |
|-------------------|--------|
| Director Biscoe   | yes    |
| Director Eckhardt | yes    |
| Director Huber    | yes    |
| Director Gomez    | absent |
| Director Davis    | yes    |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:45 p.m.

---

Margaret Gomez, Secretary



## **Travis County Commissioners Court Agenda Request Travis County Housing Finance Corporation**

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

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

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:** Consider and take appropriate action to approve:

- A. Payment of \$850.00 for annual membership in National Association of Local Housing Finance Agencies; and
- B. Payment of \$675.00 for annual membership in Texas Association of Local Housing Finance Agencies.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

## TRAVIS COUNTY HOUSING FINANCE CORPORATION

---

DATE: January 10, 2012

TO: Board of Directors

FROM: Andrea Shields, Manager

SUBJECT: Membership Dues – National Association of Local Housing Finance Agencies (NALHFA) and Texas Association of Local Housing Finance Agencies (TALHFA)

### **Proposed Motion:**

Approve payments of \$850 and \$675.00 for annual memberships in NALHFA and TALHFA, respectively.

### **Summary and Background Information:**

We request permission to allocate \$850 for the Travis County Housing Finance Corporation to be a member of NALHFA. Additionally, we request permission to allocate another \$675 for Leroy Nellis, Andrea Shields and Karen Thigpen, Assistant Corporations Administrator to be TALHFA members.

If personnel change during the year, the TALHFA membership may be transferred to another County employee.

NALHFA is the national trade organization for professionals working to finance affordable housing in the broader community development context at the local level. As a non-profit association, NALHFA is an advocate before Congress and federal agencies on legislative and regulatory issues affecting affordable housing and provides technical assistance and educational opportunities to its members and the public. Members are city and county agencies, non-profits, and private firms, such as underwriters, consultants, financial advisors, bond counsels, and rating agencies, which help in producing housing from concept to completion.

The resources (newsletters, membership directory, national conferences, etc.) offered by NALHFA are well worth the membership dues. The upcoming national conference in April 2012 will be in Austin (co-hosted by the Travis County HFC, Capital Area HFC and the City of Austin).

TALHFA is a non-profit corporation established in 1989 for the purposes of informing, planning and supporting the needs of local housing finance agencies in their delivery of affordable housing to the citizens of Texas.

The resources (newsletters, membership directory, state conference, technical assistance, etc.) offered by TALHFA are well worth the membership dues. TALHFA's executive director, Jeanne Talerico, the former Program Administrator for the Texas Bond Review Board, is a valuable resource for technical questions.

TALHFA is very active as an advocate for housing finance corporations during the legislative session. The website tracks important bills affecting affordable housing issues.

cc: Leroy Nellis, Acting County Executive, Planning and Budget  
Karen Thigpen, Assistant Corporations Administrator



2025 M Street, N.W., Suite 800  
 Washington, DC 20036-3309  
 Phone: (202) 367-1197  
 Fax: (202) 367-2197  
 www.nalhfa.org

**Officers****President**

Jim Shaw  
 Austin, Texas  
 Capital Area Housing Finance  
 Corporation

**Vice President**

Ernestine Garey  
 Atlanta, Georgia  
 Development Authority

**Treasurer**

Paula Sampson  
 Fairfax County, Virginia  
 Department of Housing &  
 Community Development

**Secretary**

Marc Jahr  
 New York, New York  
 Housing Development  
 Corporation

**Past President**

Patricia Braynon  
 Miami-Dade County, Florida  
 Housing Finance Authority

**Directors**

Vivian Benjamin  
 Montgomery County, Maryland  
 Housing Opportunities  
 Commission

Tom Cummings

Pittsburgh, Pennsylvania  
 Urban Redevelopment Authority

Doug Guthrie

Los Angeles, California  
 Department of Housing

Olson Lee

San Francisco, California  
 Mayor's Office of Housing

W.D. Morris

Orange County, Florida  
 Housing Finance Authority

Harry Sewell

Washington, DC  
 Housing Finance Agency

Mtumishi St. Julien

New Orleans, Louisiana  
 Finance Authority

Mark Ulfers

Dakota County, Minnesota  
 Community Development Agency

Ron Williams

Houston, Texas  
 Southeast Texas Housing Finance  
 Corporation

**Staff**

John C. Murphy  
 Executive Director

Heather Williams  
 Senior Associate

December 5, 2011

RECEIVED  
11 DEC 12 PM 12:23TRAVIS COUNTY  
PLANNING & BUDGET OFFICE

Andrea Shields  
 Travis County Housing Finance Corporation  
 700 Lavaca St Ste. 1560  
 Austin, TX 78701

Dear Andrea:

On behalf of the NALHFA Board of Directors and staff I want to take this opportunity to sincerely thank you for your support of NALHFA over the past year through payment of membership dues. As you know NALHFA relies heavily on member dues to sustain the staff infrastructure to effectively advocate on behalf of members' interests.

This has been a very tough year for NALHFA members' affordable housing programs. Despite NALHFA's extensive lobbying efforts, last April Congress completed action on the FY 2011 appropriations bills and delivered a blow, cutting such core programs as Community Development Block Grants (CDBG) by 16% and the Home Investment partnership program by 12%, all in the name of deficit reduction. Again, despite NALHFA's lobbying efforts, in November Congress continued this trend by significantly cutting CDBG and HOME once more. While these cuts are indeed serious, I believe it is fair to say that without NALHFA's lobbying efforts these programs could have disappeared. However, NALHFA did succeed in preserving the CDBG planning and administrative cap at 20% despite a move by House appropriators to slash it by 50%. NALHFA also worked with other stakeholders to fight for preservation of the tax exemption for housing bonds and Low-Income Housing Tax Credits as they were threatened by the deficit-reduction "super committee's" deliberations.

As we look to 2012 your continued support of NALHFA will be critical. There will be continued pressure in the next Congress to reduce federal spending that will again put affordable housing and neighborhood revitalization programs like CDBG and HOME at risk, as well as threats to bonds and tax credits under the guise of "tax reform." NALHFA must be deeply involved in helping to preserve resources. In addition, NALHFA will be seeking support for a second round of the Treasury/ GSE New Issue Bond Purchase program, a program that has been a tremendous success.

Enclosed for your convenience is an invoice for you 2012 dues. Please note that it is the same amount you paid in 2011. Your prompt remittance is appreciated.

Please accept the best wishes of the NALHFA staff for a very happy holiday season.

Sincerely,

John C. Murphy  
 Executive Director

# 2012 Dues Invoice



2025 M Street, NW, Suite 800  
Washington, DC 20036-3309  
Phone (202) 367-1197  
Fax (202) 367-2197  
website: www.nalhfa.org

**Invoice Date:** 1/1/12

**Bill To:**

Travis County Housing Finance Corporation  
700 Lavaca St  
Ste. 1560  
Austin, TX 78701

**Remit Payment To:**

NALHFA  
Lock Box Department 3052  
Washington, DC 20042-3052

**Membership Type:**

Regular

**Amount Due:**

BALANCE  
\$850.00

## THANK YOU FOR YOUR SUPPORT OF NALHFA

NALHFA is a section 501(c)(6) nonprofit organization. As such, contributions or gifts to this organization are not deductible as charitable contributions for Federal income tax purposes. In general, payments of membership dues are deductible for most members of a trade association under Section 162 of the Internal Revenue Code as ordinary and necessary business expenses; however, pursuant to Section 162(e) (1) of the Code, no deduction shall be allowed for any amount paid in connection with influencing legislation. Accordingly, NALHFA estimates that 50% of your dues payment is non-deductible because it supports NALHFA's lobbying activities.

---

## PLEASE DETACH AND REMIT WITH YOUR PAYMENT

---

Andrea Shields  
Travis County Housing Finance  
Corporation  
700 Lavaca St  
Ste. 1560  
Austin TX 78701

**Invoice Date:** 1/1/12  
**Amount Due:** \$850.00

|                      |   |                               |                                     |
|----------------------|---|-------------------------------|-------------------------------------|
| Method of Payment:   | <input type="checkbox"/> Check made payable to NALHFA in USD. | <input type="checkbox"/> VISA | <input type="checkbox"/> Mastercard |
| Credit Card          | _____   |                               | Expiration _____                    |
| Name on Credit Card: | _____   |                               |                                     |
| Signature:           | _____   |                               |                                     |

**SEND PAYMENT TO:**  
NALHFA  
LOCK BOX DEPARTMENT 3052  
WASHINGTON, DC 20042-3052



**Texas Association of  
Local Housing Finance Agencies**

**INVOICE**

Invoice Date: December 1, 2011  
Payment Due Date: January 20, 2012

Andrea Shields  
Travis County HFC  
700 Lavaca Street Suite 1560  
Austin, TX 78701

| Description   | Amount          |
|---|-----------------|
| <b>2012 Issuer Membership</b>   | <b>\$675.00</b> |
| Housing Finance Corporations—Local Government Entity Only<br>(HFC Staff and Board Members ONLY) ***Issuer members do NOT include counsel or advisors*** |                 |

**\$225 per Individual Member for Calendar Year - One Vote per Member**

**Your 2011 Issuer Membership included 3 Members:**

**Andrea Shields  
Miguel Gonzalez  
Leroy Nellis**

|  |                          |         |
|--|--------------------------|---------|
| <p style="text-align: center; color: green;"><b>Receive a \$25.00 discount on your<br/>Membership Fee for every additional <i>NEW*</i><br/>member you bring to TALHFA!<br/>(* Does not apply to replacement members)</b></p> | New Member (-\$25) _____ | (_____) |
|  | New Member (-\$25) _____ | (_____) |
|  | New Member (-\$25) _____ | (_____) |

**Total Due**

**WE MAKE MISTAKES!**

**It's essential that you review the attached Information Form for each member & return to TALHFA with any appropriate changes. If a member has left your organization, please indicate on form and return to us.** Please complete a 2012 Affiliate Membership Application for each new member. Return ALL Information Forms (including those without changes) along with your payment to TALHFA at:

**Texas Association of Local Housing Finance Agencies or TALHFA**  
5766 Balcones Drive, Suite 102  
Austin, TX 78731-4201  
Phone 512.481.9933 • Fax 512.535.0593 • Suzanne@TALHFA.org

**TALHFA works due to member participation - thank YOU for your continued support!**

Notice: TALHFA is a Non-Profit Corporation with a 501(c)(6) designation from the Internal Revenue Service. Membership Dues are not deductible as charitable contributions for federal income tax purposes; however, dues may be deductible by members as an ordinary business expense. A portion of dues may not be deductible as an ordinary business expense to the extent TALHFA engages in lobbying. In 2011, less than 1% of TALHFA's income was used for lobbying expenses.



## Texas Association of Local Housing Finance Agencies

### 2012 Issuer Member Information Form

**Please review your information – check for misspellings, incorrect or incomplete data and make necessary corrections.  
Return this form even if there are no changes.**

| CURRENT INFORMATION                 | CORRECTIONS   |
|-------------------------------------|---|
| Andrea Shields                      | Name  |
| Manager                             | Title at HFC  |
| Travis County HFC                   | Organization  |
| 700 Lavaca Street                   | MAILING<br>Address                                  |
| Suite 1560                          | Address 2   |
| Austin, TX 78701                    | City <span style="float: right;">ST      Zip</span> |
| (512) 854-9116                      | Phone   |
| (512) 854-4210                      | Fax   |
| andrea.shields@co.travis.tx.us      | Email   |
| www.co.travis.tx.us/housing_finance | Website   |

**TALHFA's success depends on your participation!**

Please let us know on which committee(s) you would like to serve in 2012: [\(previous committee memberships do NOT carryover\)](#)

- 2012 Conference Planning
- Awards
- Legislative
- Membership
- Nominating

**How would you like to receive your copy?**

Receiving a quarterly issue of *TALHFA Talk* is just one of the perks of membership.

- Send me *TALHFA Talk* via email.
- Send me *TALHFA Talk* via USPS.

**We strive to include articles from our members!**  
Contact the office if you would like to submit an article.

**Any Questions? Please contact us at**  
Phone 512.481.933 Fax 512.535.0593 Suzanne@TALHFA.org

Join us on Facebook as **Texas Association of Local Housing Finance Agencies (TALHFA)!**

**THANK YOU FOR YOUR CONTINUED SUPPORT**

For TALHFA Admin Only

|                     |                        |                     |
|---------------------|------------------------|---------------------|
| Date Received _____ | CContact _____         | Web Directory _____ |
| Access _____        | Conf & Thank you _____ | QB _____            |
|                     |                        | CC/Check _____      |



Texas Association of Local Housing Finance Agencies

2012 Issuer Member Information Form

Please review your information – check for misspellings, incorrect or incomplete data and make necessary corrections.  
**Return this form even if there are no changes.**

| CURRENT INFORMATION                 | CORRECTIONS  |
|-------------------------------------|--|
| Miguel Gonzalez                     | Name <b>Karen Thigpen</b>                            |
| Sr. Financial Advisor               | Title at HFC <b>Asst. Corporations Administrator</b> |
| Travis County HFC                   | Organization <b>Travis County HFC</b>                |
| 314 W. 11th Street                  | MAILING Address <b>700 Lavaca, Ste 1560</b>          |
| Ste 540                             | Address 2 <b>3 Austin, TX 78701</b>                  |
| Austin, TX 78701-2112               | City <b>Austin</b> ST <b>TX</b> Zip <b>78701</b>     |
| (512) 854-4399                      | Phone <b>854-4743</b>                                |
| (512) 854-4210                      | Fax <b>854-4210</b>                                  |
| miguel.gonzalez@co.travis.tx.us     | Email <b>Karen.thigpen@co.travis.tx.us</b>           |
| www.co.travis.tx.us/housing_finance | Website  |

**TALHFA's success depends on your participation!**

Please let us know on which committee(s) you would like to serve in 2012: (previous committee memberships do NOT carryover)

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- Awards
- Legislative
- Membership
- Nominating

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**We strive to include articles from our members!**  
 Contact the office if you would like to submit an article.

Any Questions? Please contact us at

Phone 512.481.933 Fax 512.535.0593 Suzanne@TALHFA.org

Join us on Facebook as Texas Association of Local Housing Finance Agencies (TALHFA)!

THANK YOU FOR YOUR CONTINUED SUPPORT

For TALHFA Admin Only

Date Received \_\_\_\_\_  
 Access \_\_\_\_\_

CContact \_\_\_\_\_  
 Conf & Thank you \_\_\_\_\_

Web Directory \_\_\_\_\_  
 QB \_\_\_\_\_  
 CC/Check \_\_\_\_\_



## Texas Association of Local Housing Finance Agencies

### 2012 Issuer Member Information Form

Please review your information – check for misspellings, incorrect or incomplete data and make necessary corrections.  
**Return this form even if there are no changes.**

| CURRENT INFORMATION                             | CORRECTIONS   |
|---|---|
| Leroy Nellis                                    | Name  |
| Budget Manager                                  | Title at HFC <i>Acting County Executive</i>                           |
| Travis County HFC                               | Organization  |
| 314 W 11th Street                               | MAILING Address <i>700 Lavaca</i>                                     |
| Ste 540   | Address 2 <i>Ste 1500</i>   |
| Austin, TX 78701-2112                           | City <i>Aushn</i> <sup>ST</sup> <i>TX</i> <sup>Zip</sup> <i>78701</i> |
| (512) 854-9066                                  | Phone   |
| (512) 854-4718                                  | Fax <i>854-4210</i>   |
| leroy.nellis@co.travis.tx.us                    | Email   |
| www.co.travis.tx.us/housing_finance/default.asp | Website   |

**TALHFA's success depends on your participation!**

Please let us know on which committee(s) you would like to serve in 2012: (previous committee memberships do NOT carryover)

- 2012 Conference Planning
- Awards
- Legislative
- Membership
- Nominating

**How would you like to receive your copy?**

Receiving a quarterly issue of *TALHFA Talk* is just one of the perks of membership.

- Send me *TALHFA Talk* via email.
- Send me *TALHFA Talk* via USPS.

**We strive to include articles from our members!**  
 Contact the office if you would like to submit an article.

**Any Questions? Please contact us at**  
 Phone 512.481.933 Fax 512.535.0593 Suzanne@TALHFA.org

Join us on Facebook as **Texas Association of Local Housing Finance Agencies (TALHFA)!**

**THANK YOU FOR YOUR CONTINUED SUPPORT**

For TALHFA Admin Only

|                     |                        |                     |
|---------------------|------------------------|---------------------|
| Date Received _____ | CContact _____         | Web Directory _____ |
| Access _____        | Conf & Thank you _____ | QB _____            |
|                     |                        | CC/Check _____      |



# Texas Association of Local Housing Finance Agencies Issuer – 2012 Membership Application

An Issuer Member is an HFC employee or HFC Board Member Only (does not include counsel or advisors)

Please complete this form for EACH NEW MEMBER for entry in the online membership directory

MEMBER Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Website: \_\_\_\_\_  
 MEMBER Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please check one:  I prefer to receive *TALHFA Talk* via email  I prefer to receive *TALHFA Talk* via USPS

## MEMBERSHIP

**Issuer Membership**

\$225 per Individual Member for calendar year 2012

**Tell us about your HFC:**

- Issue Bonds for Single-Family Housing
- MCC Program
- Issue Bonds for Multi-Family Housing
- 501(c)3 Bonds
- Down Payment Assistance Program
- Loan Programs
- Administer Federal Funds
- HFC Staff How Many? \_\_\_\_\_
- Need Staff Training
- Need Board Member Training
- Own Properties
- Other: \_\_\_\_\_

**TALHFA works due to member participation - on which Committee(s) would you like to serve:**

\_\_\_ Conference Planning \_\_\_ Awards \_\_\_ Legislative \_\_\_ Membership \_\_\_ Nominating

## PAYMENT

**1. Payment by Check/Credit Card:**

Membership Dues: \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

Check made payable to 'TALHFA'

Credit Card: <http://TALHFA.org/payments.htm>

A 3% processing fee will be added to all CC payments

**2. Application submission with Payment/Proof of Payment:**

**By Mail:**  
TALHFA

5766 Balcones Drive, Suite 102  
Austin, TX 78731-4201

**By Fax:**  
512.535.0593 Fax

**By Email:**  
suzanne@talhfa.org

**3. Confirmation of Receipt**

An email will confirm receipt of your payment and membership.

**WELCOME!**

**Questions**  
512.481.9933  
Suzanne@TALHFA.org



*Notice: TALHFA is a Non-Profit Corporation with a 501(c)(6) designation from the Internal Revenue Service. Membership Dues are not deductible as charitable contributions for federal income tax purposes; however, dues may be deductible by members as an ordinary business expense. A portion of dues may not be deductible as an ordinary business expense to the extent TALHFA engages in lobbying. In 2011, less than 1% of TALHFA's income was used for lobbying expenses.*

**For TALHFA Admin only**

Date Received \_\_\_\_\_  
 Access \_\_\_\_\_  
 CContact \_\_\_\_\_

Confirmation & Thank you \_\_\_\_\_  
 Web Directory \_\_\_\_\_  
 QB \_\_\_\_\_

Payment Info (CC/Check) \_\_\_\_\_  
 Prepayment Info (2012) \_\_\_\_\_



## **Travis County Commissioners Court Agenda Request Travis County Health Facilities Development Corporation**

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

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

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:** Consider and take appropriate action to approve minutes of Board of Directors meetings of September 6, September 27, October 11, October 25, November 8, and November 29, 2011.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116; Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION  
HELD ON TUESDAY, SEPTEMBER 6, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 6, 2011, at 12:12 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary. Karen Huber, Treasurer, was absent.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE TWO INVOICES TOTALING \$1,575.00 FOR TRAVIS COUNTY'S STRENGTH AND CONDITIONING TRAINING PROGRAM AND THE TRAVIS COUNTY MAMMOGRAM EVENT.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |        |
|-------------------|--------|
| Director Biscoe   | yes    |
| Director Eckhardt | yes    |
| Director Huber    | absent |
| Director Gomez    | yes    |
| Director Davis    | yes    |

**Staff Note:**

**ADJOURN**

The meeting was adjourned at 12:12 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION  
HELD ON TUESDAY, SEPTEMBER 27, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 27, 2011, at 1:58 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE CORPORATIONS' BUDGETS FOR FISCAL YEAR 2012.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 2:02 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION  
HELD ON TUESDAY, OCTOBER 11, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, October 11, 2011, at 1:43 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MODIFICATION NO. 2 TO CONTRACT WITH OUTSIDE AUDITOR, ATCHLEY & ASSOCIATES, L.L.P.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Davis seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:44 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION  
HELD ON TUESDAY, OCTOBER 25, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, October 25, 2011, at 1:41 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

1. CONSIDER AND TAKE APPROPRIATE ACTION ON ANNUAL BROWN SANTA 5K, KID'S K AND DECKER CHALLENGE ON SUNDAY, DECEMBER 11, 2011.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Huber moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |        |
|-------------------|--------|
| Director Biscoe   | yes    |
| Director Eckhardt | yes    |
| Director Huber    | yes    |
| Director Gomez    | yes    |
| Director Davis    | absent |

**Staff Note:**

**ADJOURN**

The meeting was adjourned at 1:42 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION  
HELD ON TUESDAY, NOVEMBER 8, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, November 8, 2011, at 2:11 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:**

- A. A. APPROVE SETTING A PUBLIC HEARING ON NOVEMBER 29, 2011 TO RECEIVE COMMENTS REGARDING A PROPOSED REISSUANCE OF TAX-EXEMPT BONDS FOR THE BENEFIT OF LONGHORN VILLAGE, A CONTINUING CARE RETIREMENT COMMUNITY LOCATED AT 501 NORTH QUINLAN PARK ROAD; AND
- B. APPROVE A RESOLUTION PROVIDING NOTICE OF INTENTION TO ISSUE BONDS; AND
- C. AUTHORIZE OTHER MATTERS IN CONNECTION THEREWITH RELATED TO LONGHORN VILLAGE.

**The Board heard from:** Andrea Shields, Manager and Cliff Blount, Esq.

**Motion:** Director Biscoe moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |        |
|-------------------|--------|
| Director Biscoe   | yes    |
| Director Eckhardt | yes    |
| Director Huber    | yes    |
| Director Gomez    | yes    |
| Director Davis    | absent |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 2:16 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION  
HELD ON TUESDAY, NOVEMBER 29, 2011**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, November 29, 2011, at 9:13 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. RECEIVE COMMENTS REGARDING ISSUANCE OF THE CORPORATION'S FIRST MORTGAGE REVENUE REFUNDING BONDS (LONGHORN VILLAGE PROJECT) SERIES 2012.

**The Board heard from:** Andrea Shields, Manager and Cliff Blount, Esq.

**Motion:** Director Huber moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

2. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:

- A. THE ISSUANCE OF REVENUE REFUNDING BONDS FOR THE BENEFIT OF LONGHORN VILLAGE, A CONTINUING CARE RETIREMENT COMMUNITY LOCATED AT 501 NORTH QUINLAN PARK ROAD;
- B. A RESOLUTION AUTHORIZING THE ISSUANCE OF REVENUE REFUNDING BONDS FOR THE BENEFIT OF LONGHORN VILLAGE; AND
- C. AUTHORIZE THE EXECUTION AND DELIVERY OF ALL FINANCING DOCUMENTS RELATED TO THE ISSUANCE, SALE AND DELIVERY OF SUCH BONDS.

**The Board heard from:** Andrea Shields, Manager and Cliff Blount, Esq.

**Motion:** Director Eckhardt moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |

|                |     |
|----------------|-----|
| Director Huber | yes |
| Director Gomez | yes |
| Director Davis | yes |

**Staff Note:**

**ADJOURN**

The meeting was adjourned at 1:44 p.m.

---

Margaret Gomez, Secretary



# **Travis County Commissioners Court Agenda Request Travis County Cultural Education Facilities Finance Corporation**

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

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

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:** Consider and take appropriate action to approve minutes of Board of Directors meetings of September 27 and October 11, 2011.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE  
CORPORATION  
HELD ON TUESDAY, SEPTEMBER 27, 2011**

A regular meeting of the TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION Board of Directors was held on Tuesday, September 27, 2011, at 1:58 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE CORPORATIONS' BUDGETS FOR FISCAL YEAR 2012.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 2:02 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE  
CORPORATION  
HELD ON TUESDAY, OCTOBER 11, 2011**

A regular meeting of the TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION Board of Directors was held on Tuesday, October 11, 2011, at 1:43 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Karen Huber, Treasurer; and Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MODIFICATION NO. 2 TO CONTRACT WITH OUTSIDE AUDITOR, ATCHLEY & ASSOCIATES, L.L.P.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Davis seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:44 p.m.

---

Margaret Gomez, Secretary



## **Travis County Commissioners Court Agenda Request Travis County Capital Industrial Development Corporation**

**Meeting Date:** January 10, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

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

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:** Consider and take appropriate action to approve minutes of Board of Directors meetings of September 27, October 11, and November 29, 2011.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

**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](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION  
HELD ON TUESDAY, SEPTEMBER 27, 2011**

A regular meeting of the CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, September 27, 2011, at 1:58 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez; Karen Huber, Treasurer and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE CORPORATIONS' BUDGETS FOR FISCAL YEAR 2012.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:**

**ADJOURN**

The meeting was adjourned at 2:02 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION  
HELD ON TUESDAY, OCTOBER 11, 2011**

A regular meeting of the CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, October 11, 2011, at 1:43 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez; Karen Huber, Treasurer and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MODIFICATION NO. 2 TO CONTRACT WITH OUTSIDE AUDITOR, ATCHLEY & ASSOCIATES, L.L.P.**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Davis seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:**

**ADJOURN**

The meeting was adjourned at 1:44 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION  
HELD ON TUESDAY, NOVEMBER 29, 2011**

A regular meeting of the CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, November 29, 2011, at 1:45 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez; Karen Huber, Treasurer and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE RESOLUTION CONSENTING TO THE APPOINTMENT OF A SUCCESSOR REMARKETING AGENT FOR THE CORPORATION'S SOLID WASTE DISPOSAL REVENUE BONDS (TEXAS DISPOSAL SYSTEMS, INC. PROJECT) SERIES 2011.**

**The Board heard from:** Andrea Shields, Manager and Cliff Blount, Attorney

**Motion:** Director Biscoe moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

|                   |     |
|-------------------|-----|
| Director Biscoe   | yes |
| Director Eckhardt | yes |
| Director Huber    | yes |
| Director Gomez    | yes |
| Director Davis    | yes |

**Staff Note:**

**ADJOURN**

The meeting was adjourned at 1:46 p.m.

---

Margaret Gomez, Secretary