



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By:** Gayla Dembkowski **Phone #:** 854-7642

**Division Director/Manager:** Randy Nicholson, Planning Manager

*Carol B. Jorgensen for*  
**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Huber, Precinct Three

**AGENDA LANGUAGE:** Receive comments regarding two street name assignments for private easements off Hamilton Pool Road to be known as "Imagine Way" and "Foxtrot Lane" in Precinct Three.

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

Receive comments on a proposed street name change for two private easements off Hamilton Pool Road to be known as "Imagine Way" and "Foxtrot Lane".

### **STAFF RECOMMENDATIONS:**

The Travis County Address Coordinating Committee was notified by property owners of the need for a street name assignments that affect nine property owners. The easement is owned by one property owner but affects several others.

A petition was signed by all but one and they chose to name these easements "Imagine Way" and "Foxtrot Lane".

### **ISSUES AND OPPORTUNITIES:**

This street name assignment would allow property owners individual addresses to assist in emergency services and deliveries.

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

None

### **ATTACHMENTS/EXHIBITS:**

Map

Petition

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Randy Nicholson	Planning Manager	TNR	854-4603

**CC:**


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**0101 - Administrative -**





## Travis County Commissioners Court Agenda Request

**Meeting Date:** 3/27/12

**Prepared By/Phone Number:** 854-4603

**Division Director/Manager:** Randy Nicholson, AICP

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

**Sponsoring Court Member:** Commissioner Davis, Precinct One  
Commissioner Gomez, Precinct Four

**AGENDA LANGUAGE:** Receive comments regarding the DRAFT Colorado River Corridor Plan and recommended amendments, in Precinct One and four.

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

The Commissioners Court approved an Interlocal Agreement with the City of Austin and the Lower Colorado River Authority to develop a long range comprehensive plan for the development of the Colorado River Corridor between Austin and the Travis/Bastrop County line. A DRAFT plan was completed with assistance from the planning firm Bosse Pharis Associates, Inc. Staff held a public meeting and received comments which were posted on the Travis County web page. Staff review and recommended plan amendments are noted in Exhibit one and two.

The purpose of the Corridor Plan is to coordinate regional and local planning and private sector investment to facilitate the preservation and enhancement of valuable environmental, economic, recreational, and cultural resources of the plan area over the next twenty-five to thirty years. The Corridor Plan includes objectives for improved protection of local bio-diversity, preservation and restoration of floodplains and natural areas; the creation of parks, open spaces and greenways; enhancement of corridor quality of life through the long-term restoration and reclamation of mined sites; and enhancement of mobility through capital project development and new design alternatives.

Plan implementation requires private sector and intergovernmental cooperation since multiple government entities are responsible for the various aspects of transportation, natural resource conservation, and environmental protection in the corridor. The Corridor Plan is designed to improve collaboration at the regional and local level, and to enhance the knowledge and understanding of the valuable resources of the Colorado River.

## Exhibit 1: Draft Plan Public Plan Review Comments

## Exhibit 2: Recommended Plan Amendments

### **ISSUES AND OPPORTUNITIES:**

Planning involves a certain amount of risk-taking. When we engage in planning, we are attempting to shape the future in some desired way, but there can never be an assurance that planning will achieve what we hope it will achieve. We are continually aware of the possibility of failure. The risk elected officials take with specific planning initiatives are obvious and should not be underestimated.

### **IMPLEMENTATION**

A single project or action rarely transforms a community. To be the best it can be, to create an identity and sense of place, the plan calls for sophisticated strategies, a call for actions and initiatives on a number of different fronts and in different geographic areas.

The plan is intended to be used as the basis for making choices. It's about where development should and should not occur, and about the types of development that are appropriate in different areas. There is little doubt, in this day and age, that we will have to be extremely creative and enterprising in identifying sources of public and private funding to implement the plan, and in coming up with innovative way for paying for proposed projects and improvements.

### **COURT SUPPORT and COMMITMENT**

One of the most important ingredients for the corridor plan is for the community to believe that planning matters, which taking the time to try to think through and envision the kind of places we want our communities to be in the future is important, and that time spent developing plans aimed at fulfilling our aspirations is not wasted. If we are skeptical about the likelihood that projects and improvements envisioned in plans will ever be realized, we are much less likely to take planning seriously. When we don't take the plans we prepare seriously, we undermine the ability of planning to bring about positive change. An inability to believe in planning, and in the possibilities for translating plans into reality, can become a major impediment to successful planning. The plan outlines several strategies to be implemented over the next two years, strategies that are ongoing and more longer term items that may not be addressed for five years or more. It is our hope to be able to look back in twenty years and realize that something outstanding has been accomplished by this planning effort, something greater than we thought possible at the outset.

be addressed for five years or more. It is our hope to be able to look back in twenty years and realize that something outstanding has been accomplished by this planning effort, something greater than we thought possible at the outset.

## CITY OF AUSTIN

City of Austin Watershed Protection Department staff provided a briefing of the draft Colorado River Corridor Plan to the Environmental Board August 17, 2011. The Board recommended the adoption of the plan. COA staff provided a briefing to the Planning Commission on October 11, 2011. The Planning Commission recommended that a briefing also be provided to the Zoning and Platting Commission, the Waterfront Advisory Board, and the Parks Board. COA staff provided a briefing to the Zoning and Platting Commission on November 1, 2011, to the Waterfront Advisory Board on November 14, 2011, and to the Parks Board on December 6, 2011. Staff provided a memo to the City Council summarizing the Colorado River Corridor Plan, and advising them of the proposed schedule for adoption by the Travis County Commissioner's Court.

## THE PLAN

The Colorado River Corridor Plan (Corridor Plan) builds upon the extraordinary assets of corridor to address short, medium and long term transportation, parks, and environmental needs. The Corridor Plan integrates the civic qualities of parks and greenbelts and urbanized vibrancy throughout the corridor. It aims to create locations for future cultural destinations, introduce a mix of uses, revitalize mineral extraction areas, establish a new "eco-corridor" and transform the corridor's experience.

The Corridor Plan presents a vision that accommodates new development while protecting the character and environmental quality of the Corridor. New urban areas are sited along major highways (SH 130, SH 71, FM 973 and FM 969 nodes). This relationship is aligned with the CAMPO 2035 "activity centers" concept.

Transportation corridors in the Corridor Plan have been developed with new multi-modal mobility opportunities that currently do not exist within the corridor. Roadways that accommodate bikes lanes and sidewalks and a regional trails network are proposed to seamlessly connect throughout the area. People living and raising families within the corridor will find it an inviting place to live, work, and shop, while still moving motorists, cyclists and pedestrians throughout the corridor.

It is envisioned that transit will be fully integrated within the corridor and have connectivity to the Austin Bergstrom International Airport and the City of Austin's future Urban Rail stations. Congested roadways are planned to be improved and new connectivity created. FM 969 will become a focal "rural parkway" providing

mobility as well as highlighting the visual character of the Colorado River Corridor. Arterials that front along greenways will take advantage of the rural character that defines the corridor. New connectivity is also highlighted in the Concept Plan, especially from residential areas east of SH 130. For example, new connections from Austin's Colony to FM 973 are planned as well as a new regional arterial that crosses the Colorado River connecting FM 969 with SH 71.

The envisioned corridor-wide parks and greenway system – centered on the Colorado River, Onion Creek, Gilleland Creek, and other smaller creeks – weaves together developed and undeveloped lands. The intent is to provide the growing population of the corridor with opportunities to enjoy recreational and natural resources close to where they live and to mitigate the environmental impacts of increased impervious cover in watersheds. Recreational facilities will be built at destination parks; boat ramps will be constructed at FM 973 and SH 130 river crossings and at the confluence of Onion Creek with the Colorado River; and long distance hike and bike trails will be developed along the length of the linear greenways. Bottomland woods, grasslands, and wetlands will serve to capture and filter stormwater, recharge ground water, and mitigate flood damage.

With these land patterns, new transportation opportunities, and corridor-wide parks and greenway system, people living and raising families within the corridor will find it an inviting place to work, live, and shop.

The foundation of the Corridor Plan is the analysis of the following key elements outlined below:

1. Land Use
2. Drinking Water and Well Water
3. Transportation
4. Water Quality and Stormwater
5. Parks and Land Conservation

## 1. LAND USE

The Corridor Plan evaluated over 30,000 acres and 32 Colorado River miles. The current population in the corridor approximately 10,000 with anticipated population growth over 30,000 by 2035. This is double the CAMPO 2035 projected increase of 10,000.

The most dominant land uses in the corridor are mining (resource extraction) estimated at 11,296 acres. TCAD does not list mining operations within a specific land use category; however, there are 6,549 acres of active and inactive mining operations.

The area is experiencing increased residential development. Current residential land area is 2,927 acres.

The conflict between these land uses (noise, traffic, visual impacts, etc.) is likely to continue in the near future as more residential and mining activity are planned in the corridor.

The area in around ABIA within the corridor is heavily impacted by the airport noise contour overlay. Land in this area is being actively purchased or mitigated by the City of Austin. There is a potential to work with the city to develop proper land use control in this area that increases open space and "re-brands" the front door to our city for many tourists and residents.

There is opportunity to plan the progression of land uses. Reclamation of 2,130 acres along SH 130 has been announced by TXI, known as Rio de Vida, the area is expected to have a population of 12,000 to 16,000. These new uses can be anticipated to need orderly transition to accommodate transportation, parks, and storm water facilities. Over half of the acres are proposed to be set aside for green space.

There is opportunity to reduce total greenhouse gas emissions by improving bike and pedestrian infrastructure, incentivizing the growth of the number of bicycle and pedestrian commuters, create highly walkable pedestrian-only areas, and introduce new innovative forms of public space such as community gardens, wind energy, and underpass parks.

Rio de Vida and the Water's Edge developments have potential for future City of Austin annexation.

## 2. DRINKING WATER and WELL WATER SUPPLY

Private wells in the corridor are numerous and the ability to quantify the quality, exact quantity and map the location of these wells has improved as part of the study.

There is an opportunity through the infrastructure planned for future development (ie., Rio De Vida, Water's Edge, Austin Colony) projects to increase the water, electric and wastewater services in the area.

The County/City/LCRA joint support for establishing baseline well water data in the corridor is underway.

There is opportunity to leverage existing grey water infrastructure to improve water efficiency measures and use of appropriate plant species in public landscapes, enable greywater reuse for landscapes.

### 3. TRANSPORTATION

Expanse and flood plain of Colorado River limits number of potential crossings and north/south connectivity. Flood Plain crossings drive transportation costs up. Mining lands will preclude potential of a robust roadway network, and extraction methods and material movement will mix industrial and residential traffic.

The Corridor relies heavily on two roadways, FM 969 and SH 71, for access and mobility; these same highways provide mobility to developing areas north and south of the Corridor as well as Bastrop County.

Limited public transit service is provided by Capital Area Rural Transportation Service.

CAMPO's 2035 future land use traffic modeling may have under estimated traffic demands.

Improvements are planned for FM 973 and FM 969, and additional roadway connections were approved in the 2011 Bonds for Gilbert Lane.

There is opportunity to provide major regional north/south arterial connectivity from SH 71 East to the north by providing an additional Colorado River crossing.

There is opportunity to provide a significant amount of hike, bike, and pedestrian facilities along roadways and greenways helping to reduce vehicle trips.

### 4. STORMWATER AND WATER QUALITY

Of the 30,500 Acres in the corridor approx. 13,000 Acres currently lie within the 2008 FEMA 100 year floodplain.

Floodplain reclamation and modification standards that "retain the integrity of in stream channel stability and ecology, protect riparian areas and minimize damage to the physical and biological characteristics of such areas" need to be considered for land in the corridor.

Water Quality Protection Zones can provide linear spaces that can be incorporated into a comprehensive trail and greenway system.

There is opportunity with the resource extraction process to provide topographic relief that presents opportunities for various micro climates that foster various plant and wildlife development.

There is opportunity for parks to capture and store water, turning them into green water treatment systems.

There is opportunity for the increases use of bioswales near transportation systems and add permanent green corridors.

## **5. PARKS AND LAND CONSERVATION**

The Corridor Plan adds to on the county's initiative to build greenways along Onion and Gilleland creeks beginning in 2005 with voter-approved bond funds.

A funding of land acquisition in the corridor was approved in the fall bond election program.

Historically, initiatives for land conservation for non-park purposes in the corridor and Eastern Travis County have not been aggressive. The 2011 Texas State Legislature has given the county new authority to purchase conservation easements. The corridor is a candidate for the use of this conservation program.

Both the COA and Travis County are exploring improved creek protections that will strengthen opportunities for greenway systems.

The provision of an attractive physical environment, including parks for residents and visitors, as well as providing necessary services and facilities, will attract new residents and businesses to the area.

There is opportunity to develop resiliency plans for the plant and animal life within parks and greenways including the introduction of wildlife corridors and drought-tolerant plants.

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

None

### **ATTACHMENTS/EXHIBITS:**

**Exhibit 1**

**Exhibit 2**

### **REQUIRED AUTHORIZATIONS:**

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

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**CC:**

Anna Bowlin	Development Services	TNR	854-7561
Jon White	Natural Resources	TNR	854-7212
Christy Moffett	CDBG Senior Planner	HHS/VS	854-3460
Betty Voights	Executive Director	CAPCOG	916-6000

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**EXHIBIT 1 Colorado River Corridor Plan****Public Comment and Staff Response**

November 28, 2010

#	Public Comment	Staff Comment	Amend
	<b>WHAT ARE THE MOST CRITICAL ISSUES OR CHALLENGES FOR THE CORRIDOR?</b>	While participants cite transportation and natural resource-related issues and challenges most often as the most critical for the corridor there are concerns about parks and land conservation as well: participants want to preserve natural corridors as an amenity for future residents in the area, improve Austin's Colony parks, and have "24/7" access to all trails.	
110	Absorbing population growth and related development.	No Comment	
80	In my opinion, the most critical issues or challenges for the corridor have to do with water quality and quantity. Water quality in all tributary creeks and the Colorado River from Bluestein eastward to the county line is not comparable to water quality in the rest of the Travis County. It would also be very beneficial for those who depend on groundwater in the eastern county be informed of how the aquifer is recharged and how much water is in the aquifer.	Under the Ground Water Supply section of the plan is a discussion of the aquifer's recharge and the estimated annual quantity available (6000 acre-feet). Water quality is not comparable to the remainder of Travis County for physical reasons (Blackland Prairie, erosive soils in the Corridor, in contrast to rockier terrain and naturally clear streams in the Hill Country) and due to differing state regulations. For instance, discharges of wastewater are prohibited by State law and TCEQ regulations in the Barton Creek Watershed and Edwards Aquifer Recharge Zone.	
78	Prioritize eliminating pollutants from wastewater treatments plants discharged into the Colorado River.	This comment matches the intent of the federal Clean Water Act, to make our nation's rivers and lakes fishable and swimmable. Since the passage of the CWA in 1972, discharges from municipal wastewater treatment facilities have steadily improved in quality, through technological advancements that have been mandated as treatment techniques to reduce pollutant loads. State monitoring data over the course of time since 1972 show that the Colorado River has greatly improved in dissolved oxygen and other measurable ways that have improved aquatic life. We can expect that requirements will continue to become more stringent and near elimination of pollutant effects to occur.	
31	Critical Issues - River access	Participants identified river access and access to and development of the City's Morrison Ranch park property as critical issues.	
32	Critical Issues - Park access for City Morrison Metro Park	This use will be discussed when more detailed park site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
33	Critical Issues - Park development for City Morrison Metro Park	This use will be discussed when more detailed park site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
	Providing for the future citizens in Central Texas places like this natural corridor that remain natural enough to provide an amenity to the region.	One goal of the CRCP is to conserve and protect natural resources -- including undeveloped, natural areas -- for future generations	
1	Lack of viable park space around Austin's Colony subdivision, especially along the Colorado River. Could the City of Austin or Travis County approach the owners of the "City of Austin Colony Park", Phase III Austin's Colony HOA and Qualico (developers of Austin's Colony RiverCreek HOA) to see if they would sell these parks to them so we can get these (2) parks maintained and improved? "City of Austin Colony Park" on your Plan map is not the correct name - these are 2 different adjacent parks owned by 2 different entities (HOAs) and there is no consistent maintenance and there is a big problem with dumping. These parks could easily be turned into real parks. This section of the river is just beautiful. Connect this park to Harold Green Rd.	Travis County and the City of Austin are committed to building a comprehensive park system in the Colorado River corridor that will connect to the Austin's Colony subdivision. Travis County is currently committed to buying land on Onion Creek, Gilleland Creek, and the Colorado River with 2005 park bond funds, <b>and will continue to buy parkland in this area with County's Proposition 2 funds earmarked for this purpose. The City of Austin's Park label will be corrected.</b>	*
2	Bike/Pedestrian trails should connect between activity centers including transit centers, residential areas, commercial centers, ABIA, parks.	The CRCP proposes a bike/pedestrian trail system -- including park trails -- that connects transit centers, residential areas, neighborhoods, commercial centers, and public schools. Bike/pedestrian connection to ABIA will be provided along on-road bike l	
3	Trail access should be 24/7, including park trail access.	Travis County closes parks at dark for operational and public safety reasons. <b>Insert COA park trail policy.</b> On-road bike and pedestrian trails and sidewalks are accessible "24/7".	
	<b>WHAT DO YOU LIKE MOST ABOUT THE CONCEPT PLAN?</b>	Participants cited parks and recreation-related aspects of the CRCP most often when asked what they like most about the plan. They particularly like the proposed expansion of the parks, greenways, and trail systems and improved access to the river for recreation.	
81	The things that I like best about the concept plan have to do with the goals of protecting and restoring water quality and attempting to minimize modification of the 100 year floodplain.	It is agreed that these are very important elements of the plan.	
77	Runoff/wastewater improvements	Both Travis County and City of Austin are required to implement storm water management programs to reduce pollution from runoff. Each program has specific permit requirements that regulate the discharges from industry and most forms of development. Both entities must self-regulate municipal and county operations so we do not pollute our waterways. This includes adhering to stringent requirements for sewage collection, treatment, and discharge. Further improvements in sewage management in the Corridor may require conversion from the use of private septic tank systems to a centralized wastewater collection network. This usually occurs as more density or incorporation make such networks more cost effective and feasible.	
76	Conservation objectives.	No Comment	
95	The indication that major development) will occur in the SH130 corridor.	No Comment	
96	Control of the reclamation of existing and future mining operations.	No Comment	



EXHIBIT 1 Colorado River Corridor Plan  
Public Comment and Staff Response  
November 28. 2010

#	Public Comment	Staff Comment	Amend
97	The extensive riparian corridors.	No Comment	
4	Concentration on parks & greenways.	No Comment	
5	The trail concept that utilizes the river and stream corridors.	No Comment	
6	What I like most is amount of trails.	No Comment	
7	Proposed trail network along the river that will link others (such as the Armstrong Bike Trail.)	No Comment	
8	River access points to allow/facilitate recreational use of the river for paddlers, anglers, etc.	No Comment	
9	Allowances for undeveloped green spaces/open space.	No Comment	
10	Overall, increasing the availability of public land for recreational use.	No Comment	
11	What I like most is amount of trails. I think the critical issue is ensuring that the plan is carried out. As a long-time Austin resident I've seen many high-minded plans come and go with little relation to what real estate interests actually do.	No Comment	
12	Lack of viable park space around Austin's Colony subdivision, especially along the Colorado River. Could the City of Austin or Travis County approach the owners of the "City of Austin Colony Park", Phase III Austin's Colony HOA and Qualico (developers of Austin's Colony RiverCreek HOA) to see if they would sell these parks to them so we can get these (2) parks maintained and improved? "City of Austin Colony Park" on your Plan map is not the correct name - these are 2 different adjacent parks owned by 2 different entities (HOAs) and there is no consistent maintenance and there is a big problem with dumping. These parks could easily be turned into real parks. This section of the river is just beautiful. Connect this park to Harold Green Rd.	No Comment	
13	I would like to propose that you include, as an additional stakeholder in this plan, two (2) wheeled motorized Off Highway Vehicles (OHV's), aka: motorcycles.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
14	The City Park (Emma Long) Motorcycle trails are currently the only public trails in the Austin area in which motorcycle enthusiasts and their families are allowed to enjoy their sport. The motorcyclists that use these trails have shared the trails with mountain bikers and endangered bird species successfully for many years.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
15	Many motorcyclists who participate in their sport, do so with their families (Including myself). The City Park Motorcycle trails can be very challenging (almost impossible) to some of the younger riders and those just starting off in the sport and the park is very small.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
16	I would like to propose that the reclaimed mining areas, as well as some of the wooded areas, be included in the Colorado River Corridor Plan for motorcycle enthusiast families to enjoy their sport.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
17	The inclusion of two wheeled motorized OHV's in the Colorado River Corridor Plan would provide additional public trails in the Austin area for motorcyclists of all skill levels and their families to enjoy their sport.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
18	If provided with this opportunity, the off-road motorcycle community would provide volunteer hours to build and maintain these trails and general riding areas as they do for the Emma Long trail park.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
19	I would like to suggest that you open part of the reclaimed areas of the Colorado River Corridor to off-road motorcycles. Riding areas in the Austin area are limited, and a new one would bring not only locals, but also riders from up to 2 hours away. Much of the trail creation could be done by volunteers, and you could look to places like the Sam Houston National Forest or the local Emma Long City park trails for maintenance ideas.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
20	I would like to propose that you include, as an additional stakeholder in this plan, two (2) wheeled motorized Off Highway Vehicles (OHV's), aka: motorcycles.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
26	Concept Plan shows existing trail on County land adjacent to the jail. Is there a trail there?	<u>There isn't an existing trail on the Travis County jail property. This is a "Proposed Trail". The concept plan will be corrected.</u>	*
27	Trail for cyclists in populated areas should be 10—12' wide with separate paths for pedestrians.	Travis County and the City currently don't build single-use trails because of the extra cost of building multiple trails. Design standards for new primary trails in County greenway parks are 12' wide.	
28	Germany has wells along bicycle paths with shallow pools of water where cyclists can cool off.	To specific a use for the Concept Plan. This use will be discussed when more detailed site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
30.00	<b>What are some of your concerns?</b>	Participants' concerns are varied and listed below.	
30.10	Concept Plan shows existing trail on County land adjacent to the jail. Is there a trail there?	Duplicates #26	
30.20	Bikers need to be separated from hikers	Travis County builds separate single-track primitive trails for hikers.	
30.30	Prohibit dogs	Travis County allows leashed dogs in its parks.	



**EXHIBIT 1 Colorado River Corridor Plan****Public Comment and Staff Response**

November 28, 2010

#	Public Comment	Staff Comment	Amend
30.40	High speed jet boats (+60 mph) are a problem; limit to specified zones	The Texas Water Safety Act prohibits local governments from establishing "speed limits" on public waterways. Regarding limits on size or horsepower, LCRA does not discriminate on the boat itself but we do hold the boat operator responsible for their behavior. Section 31.094 of the Water Safety Act prohibits reckless or negligent operation of a boat and Section 31.095 prohibits excessive speed, which includes that no person may operate a boat at a speed greater than is reasonable and prudent, having due regard for the conditions and hazards, actual and potential, then existing, including weather and density of traffic, or greater than will permit him, in the exercise of reasonable care, to bring the boat to a stop within the assured clear distance ahead. Both of these laws are class B misdemeanors. If violations of these laws are observed, recommend calling the LCRA Ranger Dispatch at 866-527-2267.	
30.50	Eliminate juniper; protect woodlands and grasslands	It is Travis County and City policy to preserve and restore woodlands, grasslands, prairies, and riparian areas in the natural areas of their parks, which may include the removal of ashes juniper.	
30.60	Preserve large natural areas (5,000 acres) to meet TPWD ecosystem standards – maybe funding is available	The CRCP proposes preserving about 6,000 acres (approximately 20% of the corridor) as park and natural areas.	
30.70	How much of the 30,000 acres in the corridor dedicated to parks, open space	See comment above.	
30.80	How will trails be built on privately owned land such as properties on the river in the Imperial Valley area?	Right-of-Ways will be acquired from land owners	
30.90	Would like to have access to Morrison Ranch for hiking from the nearby Texas Rivers School's nearby camp.	This use will be discussed when more detailed park site plans are developed. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
30.10	How will the City handle putting trails in the water quality protection zones?	Trails are an allowed use in the Critical Water Quality Zone.	
34	Like Most - More parkland and future river access	No comment	
35	What would you Change - Concern about multi-use trails and conflicts between bikes and dogs. Separate Trails?	Travis County (and COA?) currently doesn't (don't) build single-use trails because of the extra cost of building multiple trails.	
36	What would you Change - Horse power limit on river for jet boats	The Texas Water Safety Act prohibits local governments from establishing "speed limits" on public waterways. Regarding limits on size or horsepower, LCRA does not discriminate on the boat itself but we do hold the boat operator responsible for their behavior. Section 31.094 of the Water Safety Act prohibits reckless or negligent operation of a boat and Section 31.095 prohibits excessive speed, which includes that no person may operate a boat at a speed greater than is reasonable and prudent, having due regard for the conditions and hazards, actual and potential, then existing, including weather and density of traffic, or greater than will permit him, in the exercise of reasonable care, to bring the boat to a stop within the assured clear distance ahead. Both of these laws are class B misdemeanors. If violations of these laws are observed, recommend calling the LCRA Ranger Dispatch at 866-527-2267.	
37	What would you Change - Limit for black bass fishing to maintain fish population	The Texas Parks and Wildlife Dept regulates fishing and set s limits.	
38	What would you Change - Would like to see greenway connection down through Bastrop County	No comment	
98	What would you Change-Move commerce to where existing homes, NOT TXI land where no homes exist.	The Plan shows an area of Urban Intensity at Hunters Bend and FM 969.	
99	(You have forgotten) Wildlife studies.	Staff consulted previous studies on the issue including Discovering the Colorado A Vision for the Austin Bastrop River Corridor. Link: <a href="http://ci.austin.tx.us/water/downloads/coloradofinal2.pdf">http://ci.austin.tx.us/water/downloads/coloradofinal2.pdf</a>	
39	What would you Change - Would like woodland and grassland restoration (hardwood)	It is Travis County and City policy to preserve and restore woodlands, grasslands, prairies, and riparian areas in the natural areas of their parks.	
40	While meandering trails are appreciated, there is also benefit from direct trails including one that minimizes the distance from US 183 to Webberville County park.	FM 969 between US 183 and Webberville is planned to include a 12' multi-use trail and sidewalk that will provide direct access between these two points.	
41	(add) Sidewalks – Webberville, Hunter's Bend	New collector or arterial roadways are to be designed and constructed with bike lanes and sidewalks or a multi-use trail. A sidewalk project is being planned for Hunters Bend Road from Austin's Colony Blvd. to Red Tails Drive.	
42	I would like to see this plan include as much transit options as possible. Do we have development nodes with mixed use planned for this area? If so, the developer should include a plan for transit options.	<u>The CRCP envisions urban intensity nodes near Garfield and SH 71, Watersedge, Interport, Rio de Vida, along SH 71 across from ABIA, along US 183, and FM 969 west of SH 130. Amend plan to show a future transit node in Rio de Vida near SH 130 and Harold Green Blvd. Location would provide future connection to proposed City of Austin Urban Rail node at ABIA.</u>	*
43	Problems with 18-wheelers in residential areas. Please include in the plan a way to address 18-wheelers in neighborhoods.	Currently truck traffic in the area is restricted to Dunlap Road since there are "no through truck" restrictions on Hunters Bend Road between Dunlap Road and Austin's Colony Blvd. If trucks are using other roadways in the Austin Colony subdivision, contact Danthia Joyce at the Travis County Sheriff's Office (854-9776) and report the location and type of truck.	



**EXHIBIT 1 Colorado River Corridor Plan****Public Comment and Staff Response**

November 28, 2010

#	Public Comment	Staff Comment	Amend
44	Lack of public transportation from unincorporated areas into Austin.	Currently, the area of the Corridor outside the incorporated limits of the City of Austin is not served by Capital Metro. This area is served by the Capital Area Rural Transit Service (CARTS) and provides transportation services for persons living within the Corridor. Capital Metro is supported by a 1% sales tax, levied in the communities it serves. Membership in the Authority must be approved by voters within each jurisdiction.	
45	Additional bike/pedestrian (and service) bridges should be considered over the river (away from other major bridges, e.g. SH130, US 183, Caldwell Lane.)	Separate crossings for different modes would not be cost effective. Due to the expansive size of the floodplain and the costs associated with construction, selected areas have been identified to cross that incorporate the appropriate travel modes.	
46	New arterials should include on-street and/or off-street (i.e. trail) bike and pedestrian facilities.	Cross Sections for arterials and collectors have been developed for the Colorado River Corridor. See Appendix D: Concept Plan Models.	
47	If Caldwell lane is built across the river it should have an adjacent off-street trail that serves bike/pedestrian traffic.	Having a separate structure for bike/pedestrian traffic would not be cost effective. The structure will use current AASHTO standards.	
48	Direct roadway connections from currently populated area of Austin's Colony to FM973 and to HWY 71 (Gilbert Extension just feeds back into FM969 and doesn't really address the current problems).	A goal of the CRCP is to provide for additional opportunities or alternatives to single occupant vehicles. Envisioned are modes that include a network of pedestrian and bike trails, transit and roadway improvements. Improvements in connectivity lead to the main arterials (SH 71, FM 969 and FM 973) serving the Corridor. Future added capacity improvements to these main arterials coupled with other travel opportunities will help reduce congestion within the Corridor.	
49	<del>Problems with 18-wheelers in residential areas. Please include in the plan a way to address 18-wheelers in neighborhoods.</del>	<del>Duplicate #43</del>	
50	<del>Lack of public transportation from unincorporated areas into Austin.</del>	<del>Duplicate #44</del>	
51	Page 27 contradicts itself – it says how a much larger percentage of lower income expenses go to transportation, leaving less for food, housing, etc, then proposes to raise gas tax and vehicle registration!	The Corridor has limited options for commuting. A goal of the plan is to provide for additional opportunities other than single occupant vehicles that may be more cost effective for families with limited incomes.	
52	Page 27 - Inadequate Road Capacity Truck traffic from the mining project exacerbates the inadequate road capacity. This negatively affects local residents and commuters by contributing to traffic congestion and extended travel times.	<u>Include as bullet under Inadequate Road Capacity in Existing Conditions. Also, comment forwarded to Traffic Safety Division of TNR. The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.</u>	*
53	Page 27 -Safety It must be stressed that truck traffic is dangerous for local resident and commuter traffic on rural roads. The mining activity will contribute to and increase dangerous traffic for local residents and commuters. **Please note: I have reviewed the "open space acquisition and development agreement" which addresses the two concerns stated above. However, I have additional issues with the aforementioned agreement that I will not address at this time.	<u>Page 27, Under Safety, recommend revision to "The mix of local traffic, commuting traffic and truck traffic is another major challenge within the Corridor."</u>	*
54	Page 27 - Bicycle and Pedestrian Existing Conditions Bicycle and pedestrian modes are currently very limited. The plan points out that the area's current and forecast conditions allow for bicycle and pedestrian modes as viable means for transportation. The effects of mining however may contradict the viability for modes which expose the commuter to the threat of truck traffic and harmful air quality.	Providing for alternative modes allows for more choice in how residents can travel. Off-road, multi-use trails that accommodate bicycles as well as pedestrians and are separated from traffic by buffers are being planned for roadways within the Corridor. See Appendix D: Concept Plan Models.	
55	Page 28 - Transportation Funding Constraints New Section-Effect of Mining Project Increased traffic is a result of the mining project's use of trucks for transporting materials and employees. Additional roadways and roadway maintenance is necessary to accommodate the traffic increase. The mining project creates an increased burden on transportation investments and scarce funding resources.	Increase in traffic are cumulative and not tied to one specific use in the area.	
56	New Section-Strain on Resident and Commuter Economic Resources In order to fund the transportation projects, the plan proposes a few strategies which include raising the gas tax, including a local options sales tax, a vehicle miles traveled fee in lieu of a fuel tax increase, and toll roads. All of these options affect local residents and commuters by creating a strain on their economic resources.	As new funding options are being discussed, financial impacts on users will need to be considered. By providing for more travel opportunities and the development of mixed use center or nodes where Corridor residents can live and work, commute trips may be lessened thereby decreasing the percentage of income needed for transportation.	
57	SH 130 ROW has space reserved for a trail. Consider best location for the trail – in the ROW or adjacent to pavement?	<u>The CRCP Concept Plan accommodates a trail along SH 130 through a portion of the Corridor. Recommend amending the Plan to show the SH 130 trail extending to SH 71 East.</u>	*
58	Interested in the off-site trails system, like the connectivity. Do the all roads have bike and pedestrian facilities?	See Appendix D: Concept Plan Models. Arterial and collector roadways have accommodations for bicycles and pedestrians.	
59	Will not vote for the upcoming Travis County Bond due to the Austin Colony Secondary access project. Will actively be seeking others to vote no on Proposition One. Thinks that it has been represented that all home owner associations are supportive of the project.	Current alignment of the project is conceptual. After receiving funding for the project, Travis County staff will be working area residents to analyze future alignments of the project.	
60	Homeowner associations south of Hunters Bend Road are not supportive of project	Current alignment of the project is conceptual. After receiving funding for the project, Travis County staff will be working area residents to analyze future alignments of the project.	
61	Do not think there is a need for project, planned improvements of providing left turn lanes onto FM 969 will ease traffic problems.	Current alignment of the project is conceptual. After receiving funding for the project, Travis County staff will be working area residents to analyze future alignments of the project.	



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62	Will cause speeding along Austin Colony Blvd. south of the proposed project.	Current alignment of the project is conceptual. After receiving funding for the project, Travis County staff will be working area residents to analyze future alignments of the project.	
63	School district now allows school traffic to access school during morning and afternoon drop-offs.	Information will be incorporated into the analysis of the project's design.	
64	Can the bond project be revised to provide connectivity to FM 973, possibly at Harold Green Blvd?	Current alignment of the project is conceptual. After receiving funding for the project, Travis County staff will be working area residents to analyze future alignments of the project. However, connectivity to Harold Green Blvd. would require additional funding that has not been identified in the current Bond program.	
65	Are there truck restrictions along Hunters bend Road? Followed a truck from FM 969, along Hunters Bend Road and onto Dunlap Road that went down to the river that was carrying concrete pipe.	Currently truck traffic in the area is restricted to Dunlap Road since there are "no through truck" restrictions on Hunters Bend Road between Dunlap Road and Austin's Colony Blvd. If trucks are using other roadways in the Austin Colony subdivision, contact Danthia Joyce at the Travis County Sheriff's Office (854-9776) and report the location and type of truck.	
66	What can I do when I see a truck in the subdivision, who do I call?	Contact Danthia Joyce at the Travis County Sheriff's Office (854-9776) and report the location and type of truck.	
67	What is the timeframe of constructing the road that crosses the Colorado River?	The crossing of the Colorado River will be Burleson Manor Road is currently included in the CAMPO 2035 long range transportation plan. The road is planned to be a 2-lane minor arterial and is expected to be constructed between the years 2020-2025.	
68	We need more access to the east to provide additional ways out of the subdivision, the FM 969 project will help a little, but there needs to be more routes out of Austin Colony.	Connectivity west from Austin's Colony is complicated by the limited crossing opportunities caused by SH 130. The concept plan shows additional routes that connect to FM 973 via Harold Green Blvd. and crossing under the SH 130 bridge at the Colorado River.	
69	I heard there is going to be a connection to the airport at Rio de Vida, where will it be located?	<u>Amend plan to show a future transit node in Rio de Vida near SH 130 and Harold Green Blvd. Location would provide future connection to proposed City of Austin Urban Rail node at ABIA.</u>	*
70	Don't live in the Corridor, is TXDOT still planning on realigning FM 969 near Webberville?	The CRCP Concept Plan includes a conceptual re-alignment for FM 969. The project is included in the CAMPO 2035 long range transportation plan from US 183 to Webberville as a future 4-lane divided arterial. The project is expected to be constructed between the years 2026-2035. Alignments for the project will be evaluated as the project is developed.	
71	Page 26 - Natural and Man-made Barriers-Mining Pits Additional roadways are needed in the near future to accommodate the area's growing population. However, land use will be obstructed by underlying construction materials for the mining project. This does not benefit the residents of the area. It does however benefit the mining project.	No comment	
72	How to protect the Colorado River and its tributaries. Residents of Central Texas and its downstream neighbors will benefit from the water quality requirements and this should/could a beautiful destination recreation area.	The Water Quality section of the plan discusses many of the water pollution challenges this urbanizing area faces. Travis County, City of Austin, and LCRA, as well as state agencies including TCEQ, will continue to implement existing water quality protection programs. Depending on the agency, the programs include control of storm water and wastewater discharges, regulating development, and enforcing the program requirements through surveillance and compliance programs. County and city staff have implemented rule making initiatives to enhance protection of stream corridors. We continue to partner with TCEQ and others to develop and implement pollution reduction plans to address identified problems.	
73	How to preserve our riparian corridors! We need to protect our headwaters with setbacks from drainage creeks and streams of smaller areas that feed our named waterways.	Both Travis County and City of Austin are proposing to establish wider setbacks to separate development from our waterways, including setbacks to protect headwater areas susceptible to erosion when alterations are too close. Adoption of these requirements is scheduled for 2012.	
74	<del>Direct roadway connections from currently populated area of Austin's Colony to FM973 and to HWY 71 (Gilbert Extension just feeds back into FM969 and doesn't really address the current problems).</del>	Duplicate #48	
75	Maintaining and enhancing water quality in the face of increased development and usage.	You will note a discussion in the Surface Water Quality section of the plan that we currently have measurable degradation of water quality (as assessed by TCEQ). Addressing these priorities will be a focus of local jurisdictions, under mandates from the TCEQ and USEPA. Travis County, City of Austin, and LCRA implement programs aimed at maintaining existing water quality so our rivers and streams do not degrade to an impaired status. Enhancement of "chemical" and "biological" water quality may prove difficult without also improving the integrity of the aquatic and riparian ecosystems. That is a serious challenge in the urbanizing forecast for the Corridor. Nonetheless, this plan includes specific land conservation strategies to achieve such a goal.	



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79	Having not had the time to study the plan it would be unfair for me to comment on the quality and likes and dislikes. Having skimmed the draft, the one thing that I think may be missing is any plan to preserve any excess water passing through the Corridor by setting land aside for percolation fields or injection wells to recharge the aquifer and not lose any water that is not needed down stream. With the long term forecast or more severe drought into the foreseeable future this should be, in my mind, paramount in the corridor planning.	<u>Recommend amending p. 20 to include statement: "As a part of implementation, planners could look at the viability of projects to enhance aquifer recharge." The Colorado River Alluvial Aquifer is recharged directly from the underflow of creeks and rivers in the Corridor. The plan's land conservation goal calls for acquisition of land to allow for more natural hydrologic processes that retard water velocity, spreads out flows into natural floodplains, and therefore, results in greater recharge. It also makes sense to analyze other alternatives such as man-made recharge enhancement.</u>	*
82	I heard a speaker at the community meeting say that "efforts" had been made to create a groundwater conservation district. According to my records, these "efforts" consisted of: First Planning Session (December 19, 2000) Commissioners Court Work Session (May 7, 2001) Commissioners Court Briefings (June 10 & 12) 2001 Manor High School Public Meeting (July 26, 2001) As you can see, these "efforts" only got out of the Courthouse one time, and that was at Manor High School north of US 290. There was very little effort made to publicize the meeting (the Manor Messenger). Of the few attendees, most were farmers who were from north of 290. Since this "effort" was made 10 years ago and the area has changed a lot, perhaps it might be time to try to educate the public about a groundwater conservation district in eastern Travis County, just like is being done in western Travis County.	In Southwest Travis County, State law requires that a Groundwater Conservation District (GCD) be formed, based on State-level planning determinations. In 2005, the TCEQ evaluated whether northern Travis County (including the Corridor area north of the Colorado River) should be declared a priority groundwater management area and therefore be subject to a GCD. The TCEQ determined it was not necessary, in consideration of future water supply sources forecasted. When the State-level planners determine a priority does not exist, that leaves local options requiring a petition process and voter approval of a taxing authority. The efforts referred to by the commenter investigated the feasibility and interest in formation of a GCD. Additional efforts by Travis County staff were undertaken in 2009 to discuss the interest with each of the water suppliers who serve the eastern parts of the county. The water suppliers registered confidence in their ability to supply municipal needs through a combination of groundwater wells and interconnections from surface water or imported groundwater. Our conclusion is there is not a very strong interest in a GCD at this time.	
83	Does mining cause nitrate-nitrogen in the water?	There is no evidence that mining in the Corridor area caused nitrates to become elevated in groundwater. The Ground Water Quality section of the plan describes the likely sources.	
84	What does it mean that Hornsby Bend and COA use surface water, and the rest use groundwater? (Page 18)	The statement is meant to convey that the COA drinking water source is "primarily" from the Colorado River water storage in Lake Travis and that Hornsby Bend is supplied by diversions of water from the Colorado River. <u>A correction will be made.</u>	*
85	Is surface water more susceptible to the effects of mining than groundwater?	Both are susceptible to effects from mining. A scientific study is underway to help us better understand the cause and effect relationship between this land use and the surrounding environment.	
86	Page 18 - Isn't our water supplier Monarch now, and not Hornsby Bend?	Yes, it is our understanding that Hornsby Bend is the commonly used name for the utility but that it was owned by Southwest Water and recently was either sold or had a name change to Monarch. A correction will be made.	
87	My apologies, but after I received your acknowledgment of my prior comments, I realized that I forgot to compliment you on objective #12: "Promote more optimal locations for wastewater treatment facilities through regionalization and use of post-effluent polishing treatment units."	This is a challenging objective and the support for it is appreciated.	
88	I have heard that the City of Austin plans for east Travis County to be one of it's "desired development corridors" but so far, that seems to be expressed only as the "desired development corridor for wastewater facilities". Not only are there existing COA facilities at Walnut Creek, the "South Austin" Regional Wastewater Plant, Hornsby Bend, and Wild Horse Ranch but there are also several private wastewater facilities that discharge into Elm Creek, Gilleland Creek and Wilbarger Creek. I have read that the City of Austin has purchased land near Taylor Lane and Decker Lane for a potential wastewater plant. Also, when Austin Energy received the o.k. to build the solar energy plant at Webberville, the City retained the rights to use the remainder of the land for a potential wastewater plant. So, regionalization and post-effluent polishing" seem to be a terrific idea.	The desired development zone is the area of Austin that includes the Colorado River Corridor area where growth is encouraged, as opposed to the drinking water protection zone, where development is more restricted in an attempt to protect Austin's drinking water supply and the Edward's Aquifer. It is difficult to research and speculate on private plans for wastewater management. The TCEQ regulates wastewater discharges both for the City's regional treatment plans and also for smaller private facilities that provide service outside of Austin's CCN.	
89	A question: What utility districts have been sought or formed within the corridor area in the past 5 years?	TXI's Rio De Vida proposal includes a Municipal Utility District.	
90	Concerns regarding the recent sewage spill at So. Austin Regional WWTF. How did it happen, what was the impact, will it happen again, did it or similar mishaps result in TCEQ enforcement?	The commenter inquired on the facts surrounding a sewage discharge 8/23/2011. The COA reported an accidental leak in its chlorination system used to disinfect wastewater at the So. Austin Regional Wastewater facility. This resulted in the discharge of partially treated wastewater into the Colorado River near Falwell Lane, north of SH 71. The sewage was treated through the entire plant, except for the final step of disinfection. Approximately 300,000 gallons of treated wastewater, that was not chlorinated, was discharged. The COA immediately took corrective action to repair the chlorination system. The potential consequence of this type non-compliance is elevated bacteria/pathogens may have been present in the river, with a risk of gastro-intestinal illness for swimmers if they had been in the river downstream from this facility on that day. It is not typical for TCEQ to fine or take enforcement action against a discharger for a one-time event, if appropriate actions are taken to mitigate and correct the problem. Enforcement usually results when a pattern of recurrent or unresolved violations occur.	
91	How reasonable is it to have a strategy for green spaces and trails along creeks that traverse TXI's mining areas. It was suggested that water flowing down Elm Creek will leave the bed/banks of the creek when flow rises and flow down into the abandoned mining pits up near SH 130. Is this a good place for a public creek-side trail?	The Concept Plan vision is for a natural and appealing area in the long term horizon.	
92	Silt washes out of the McMorris property as river "pulses" with water releases. Upstream, water is clear; downstream, muddy. Big job to correct. River at Decker Creek is also muddy.	Issue is beyond scope of the Concept Plan. State and Federal agencies may be involved.	



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93	This is an impressive effort which shows cooperation among Travis County, City of Austin, and the LCRA and expertise developed over years of trial. Limiting mining to a temporary use and phasing it in and out without irreparable damage to the land is impressive. As a member of the Native Prairie Association who has worked for the past 20 years in plant restoration of my own property on the Pedernales River, I would of course support limiting disturbance as much as possible. I have found that it takes some backbone to push back against development interests. They will eventually respond to equal counter force. With aggregate mining, you are now several steps away from original forested bottomland interspersed with grassland. However, Travis County's restoration efforts are impressive; Hamilton Pool Preserve is a stellar example. Few landowners can compete with your expertise. Please remember that it takes years if ever for people to identify and understand plants and value wildlife. In my experience, they tend to think in terms of exploitation and react with fear to the natural world. Take a leadership role with residents.	No comment	
94	Don't bend to their uninformed prejudices as some preserves feel pressured to do. As you point out, "Protecting natural systems is critical to human, plant, and animal health and well-being." I would counter urbanization wherever possible. Pollution, loss of riparian areas, exotic species are unwanted side effects. We've lost too much of one of the most magnificent landscapes in the world. With drought, we must hold the line against those who would speed our state's destruction. Alternative transportation, bicycle lanes, hiking trails, connected greenways and greenbelts, your land ethics seem irreproachable. Again, as someone who has had to fight my whole community to keep them from cutting down vegetation on Pedernales riverbanks, I say hold to the natural vision. People will come around eventually. When it comes to plants and animals, the majority is almost always wrong. Finally, the concept of wildlife corridors is important to understand. The National Wildlife Federation defines plant and wildlife corridors as "crucial habitats that provide connectivity over different time scales, including seasonal or longer, among areas used by animal and plant species." All animals and plant life benefit from these corridors as connections to vital habitat and migration patterns. Our rivers are our lifeblood. Save Texas rivers as wildlife corridors and we can save Texas! Thank you for making Austin a viable and living city of the future. Please call on me if you need public support.	No comment	
100	I am most concerned with the mining off of Dunlap Road/Drive. I see that the County may put in extra lanes at Dunlap that will allow TXI trucks to turn on to Dunlap for their mining operations and at taxpayer's expense. I thought this was to be at TXI's expense NOT the taxpayers! After all of Austin Colony's and neighbors protests of TXI putting in this pit next to the housing, you are going to help them? Reclamation of these pits is a joke! What's the saying, too little, too late. This is what the City of Austin (since we are in their ETJ) and the County Commissioners failed to look for! Who's to suffer from all of this mining and the trucks on FM 969? US, the residents of this area!!!! We will move before any of this happens but you are truly too little, too late!!!!	The proposed Tri Party agreement requires that TXI fund and reconstruct Dunlap Road to a 30' cross section which includes two 12' traffic lanes with two 3' shoulders using sufficient base, sub-base and overlay to accommodate projected truck traffic from mining operations. Additional capacity improvements would be funded in the future as increased traffic warrants. Sources of funding for those improvements have not been identified.	
101	Mining is incompatible with residential areas and should not be a part of the vision for the future in the Colorado River Corridor Plan.	Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a reality during the 25 years scope of the Corridor Plan. Currently the County does not have the land use authority to impede legal mining uses on private property. The Plan acknowledges this major use.	
102	Allowing mining contradicts the basic goals stated in the Plan, such as protecting natural resources and improving quality of life.	Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a reality during the 25 years scope of the Corridor Plan. Currently the County does not have the land use authority to impede legal mining uses on private property. The Plan acknowledges this major use.	
103	Sand and gravel mining in this area will be detrimental to the health and safety of the people in this area, and will decrease property value in an already difficult economy.	Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a reality during the 25 years scope of the Corridor Plan. Currently the County does not have the land use authority to impede legal mining uses on private property. The Plan acknowledges this major use.	
104	According to Central Texas Green print for Growth, the TXI Hornsby Bend East and West proposed mine site is categorized as being located in the highest priority area for protection. As a resident of Travis County, I would like to see this area protected, rather than mined.	The passing of the November 2011 bond initiative will allow for the County to begin purchase of open space conservation easements. The limiting factors will remain: 1) available funding, 2) market values of the property, and 3) willing sellers.	
105	This sand and gravel operation may cause harmful dust in the air that could lead to lung problems, and also may compromise our water quality and supply amongst other things. It is an important cause to me, and I want it to be known that people are concerned about this issue.	No comment	
106	Webberville passed ordinance limiting the amount of time that an aggregate mining pit can be left open.	The County does not currently possess the authority to limit this aspect of mining.	
107	Page 2 - Why Prepare the Colorado River Corridor Plan? In its current form, the plan does not adequately reflect residents' concerns. Residents concerns include the effects of the mining project on health, wellness, and overall quality of life. The plan should include statements which promote an environment that maintains and improves health. In its current form, the plan includes statements that may compromise residents' health, wellness, and overall quality of life.	This planning process cannot undo the past practices that so many residents in the Corridor area legitimately raise as concerns. However, effective implementation of the CRCP is a vehicle to improve quality of life.	
108	Reclamation of mining areas. Mines are in direct contradiction to the conservation/protection objective of the plan.	No comment	



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109	I think the critical issue is ensuring that the plan is carried out. As a long-time Austin resident I've seen many high-minded plans come and go with little relation to what real estate interests actually do.	No comment	
111	I really like the Plan in general.	No change.	
112	Thanks to those involved for the opportunity to comment on the draft plan. I am in general quite impressed with the thought that has gone into this plan and would support it going forward to the extent any one citizen can do so. In particular the concept of zones of land use with most rural at the river to urban distal makes great sense as does overlapping the needs for park/natural areas with those more rural zones closest to the river.	THANKS	
113	I would change the roll-out for roads and green spaces to be sooner.	A significant number of road and green space improvements are anticipated in the first five years. A typical road project may take five or more years to realize.	
114	The people who both mine sand and gravel and the developers of residential and commercial benefit from our beautiful places. Require them to help us maintain their economic future by adhering to strict requirements to include Open Space, water quality and parkland/trail corridors.	Current City and County policies, given their regulatory authority, supports this statement.	
115	Are we asking developers to and mining operations to bear the full burden of their impact on this area. For example, what are the future costs to taxpayers of managing stream water runoffs, erosion of stream banks and restoration of property formally mined?	The Corridor Plan is a vision and is limited in its ability to address this type of concern.	
116	I know TXI is a sponsor of this plan, but please consider the existing people in this corridor when making/implementing a plan - we need things now, not after Rio De Vida is built. Consider road and park placement to be nearer to and to enhance the standard of life for the majority of people who are already living in the corridor - the people of Austin's Colony.	No comment	
117	Is there a method to guarantee mining companies will meet their obligations? Some kind of bonding?	The County requires posting of fiscal (bond) for erosion control and safety berm. The bond from TXI for Hornsby Bend totals \$311,270.	
118	I really like the Plan in general.	THANKS	
119	<del>I would change the roll-out for roads and green spaces to be sooner. Duplicates #113</del>	Duplication #113	
120	<del>I know TXI is a sponsor of this plan, but please consider the existing people in this corridor when making/implementing a plan - we need things now, not after Rio De Vida is built. Consider road and park placement to be nearer to and to enhance the standard of life for the majority of people who are already living in the corridor - the people of Austin's Colony. Duplicates #116</del>	Duplication #116	
121	I would like to start by saying a big thank you for giving the public an opportunity to participate in the Colorado River Corridor Plan.	THANKS	
122	Thank you for giving the public an opportunity to participate in the Colorado River Corridor Plan.	THANKS	
123	After viewing the Colorado River Corridor Draft Plan, I must say that I see some inconsistencies between what you say you want and what you are allowing to actually happen. As someone who lives in one of the areas that will be affected by TXI's mining operations, I cannot believe that you would allow mining to occur in a residential neighborhood! It is incompatible with the lifestyle that we want and SHOULD NOT be a plan for our future. When you allow mining to occur, it contradicts several of the goals stated in your plan such as 1) Conserve and Protect Natural Resources" (p. 36) and "Goal 2: Improve Quality of Life" (p.37).	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
124	If you truly want to "incorporate and reflect current public input about how local residents view their communities" as stated in the Colorado River Corridor Draft Plan on page 36, then you would not promote mining projects, as residents want to protect the health, safety, environment (including the Colorado River), history, and property value in their community.	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
125	Thank you for listening to the opinions of those who live in the corridor and will be affected by the decisions you make today and tomorrow	THANKS	
126	I want to provide my perspective on the Colorado River Corridor Plan. I have lived in Austin since 1988 and am concerned that the natural resources that give us the quality of life we all enjoy is not being cared for. Specifically, I think that mining is incompatible with residential areas and should NOT be a part of the vision for the future in the Colorado River Corridor Plan.	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
127	Allowing mining contradicts several of the basic goals stated in the Colorado River Corridor Draft plan, such as "Goal 1: Conserve and Protect Natural Resources" (p. 36) and "Goal 2: Improve Quality of Life" (p.37). If you want to truly "incorporate and reflect current public input about how local residents view their communities" as stated in the Colorado River Corridor Draft Plan on page 36, then you would NOT promote mining projects, as residents want to protect the health, safety, environment (including the Colorado River) and history of the community.	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
128	Property value will continue to decrease if mining is allowed, and this will be detrimental to the residents and community as a whole in an already difficult economy. Sympathizing with and accepting financial contributions from a mining company unfairly compromises the rights of residents in this area and destroys the integrity of the entire Colorado River Corridor Draft Plan.	No comment	
129	(1) I think some of the critical issues here are not well covered.	Not specific enough to respond.	
130	(A) I think that a lot of the draft proposal is aimed at providing TXI a foothold on the Rio De Vida project( if this project ever takes off). If anybody is foolish enough to believe that TXI is going to have a community center in this development that will be inclusive to the entire area, I think that they are wrong. It seems to me that the part this draft plan that discusses campo plans for servicing this area are based on the city of Austin annexing this area. Is TXI planning something with the city of Austin?	The master plan of Rio De Vida currently supports expansive open space and connectivity that can tie into the vision of the Corridor Plan. There may be confusion regarding the intention of a "center" at Rio De Vida. Currently, the Corridor Plan expresses an objective to explore the logistics of relocating and consolidating the two proposed CAMPO 2035 "Intermodal Centers" to Harold Green Road and SH 130. The City has no plans to annex Rio De Vida at this time.	
131	The proposed site for Rio De Vida, according to your draft plan will still be mined for 5 more years, yet in the latter part of the same plan you discuss starting the Rio De Vida project in less than 2 years.	Development of Rio De Vida may indeed begin on portions of the TXI site prior to the entire site being closed for mining. The discussed timing of such is taken into consideration by the Plan.	
132	Is Austin going to annex this area? When? If so, how would it change the draft plan?	The City has no plans to annex the large extent of Corridor area at this time.	



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November 28, 2010

#	Public Comment	Staff Comment	Amend
133	I feel mining is incompatible with residential areas and should not be a part of the vision for the future in the Colorado River Corridor Plan. Allowing mining contradicts the basic goals stated in the Plan, such as protecting natural resources and improving quality of life. Sand and gravel mining in this area will be detrimental to the health and safety of the people in this area, and will decrease property value in an already difficult economy. According to Central Texas Greenprint for Growth, the TXI Hornsby Bend East and West proposed mine site is categorized as being located in the highest priority area for protection. As a resident of Travis County, I would like to see this area protected, rather than mined.	No comment	
134	I really don't understand why the Colorado River Corridor Draft Plan is sympathetic to mining, and even seems to promote it. Are corporate interests more important to the City, County and LCRA than the people? Isn't it your job to protect our lives and our futures? I live in Chaparral Crossing and will be surrounded on 2 sides by this mining. You are putting corporate interests before the health and safety of residents. Dust inhalation is dangerous and can cause permanent lung damage. Our water quality and quantity may be endangered. This is not right, and I can't believe this plan for our bright future includes mining in residential areas. Honestly, I think this entire plan needs to be done again, because I think the financial investment from TXI has blinded you to the rights of the people, and you are not only taking away their voice, but are endangering their lives and their health. We who live in this area have the right to have a say in what happens in our own community. I would like to know exactly how you are going to process and incorporate the comments that are being sent to you into the Colorado River Corridor Draft Plan. Is there any way I can find out more about that?	The Corridor Plan is only a vision and not intended as a regulatory mechanism. It is intended to help guide future regulatory decisions in the Corridor area.	
135	Page 36 - Mining contradicts all goals presented in this section	No comment	
136	Page 42 -Is there really any guarantee on Reclamation? How do we know this will really happen?	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
137	How can you plan parks and greenbelts when you don't really know what the effects of mining will be on the landscape, water and waterways of the area?	There are a handful of mandatory buffers and setbacks from drainages and waterway features that mines must consider.	
138	Page 52 - Says CAMPO center will be located in Rio de Vida. Rio de Vida doesn't exist, and there is no way of knowing if it will be built in the first place. How can you predict how many people will reside there when it doesn't even exist yet? I think this Plan again is giving something to TXI that would better serve the people elsewhere. Why is this being given to TXI by way of Rio de Vida? Right down the street, there is a huge concentration of people RIGHT NOW in Austin's Colony, Forest Bluff, Chaparral Crossing and more, and this area continues to grow. I think that this area would be a much more appropriate place for a transportation hub.	The master plan of Rio De Vida currently supports expansive open space and connectivity that can tie into the vision of the Corridor Plan. Currently, the Corridor Plan expresses an objective to explore the logistics of relocating and consolidating the two proposed CAMPO 2035 "Intermodal Centers" to Harold Green Road and SH 130.	
139	Mining is incompatible with residential areas and should not be a part of the vision for the future in the Colorado River Corridor Plan	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
140	If you want to truly "Incorporate and reflect current public input about how local residents view their communities" as stated in the Colorado River Corridor Draft Plan on page 36, then you would not promote mining projects, as residents want to protect the health, safety, environment (including the Colorado River) and history of the community.	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
141	Sympathizing with and accepting financial contributions from a mining company unfairly compromises the rights of residents in this area and destroys the integrity of the entire Colorado River Corridor Draft Plan	The Corridor Plan is only a vision and not intended as a regulatory mechanism. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25 years scope of the Corridor Plan.	
142	<del>Sand and gravel mining in this area will be detrimental to the health and safety of the people in this area, and will decrease property value in an already difficult economy.</del> Duplicates #103	Duplicates #103	
143	<del>According to Central Texas Green-print for Growth, the TXI Hornsby Bend East and West proposed mine site is categorized as being located in the highest priority area for protection. As a resident of Travis County and Chaparral Crossing, I would like to see this area protected, rather than mined.</del> Duplicates #104	Duplicates #104	
144	Thank you for taking my comments into consideration. I would love to hear back from you with any answers/responses to my questions, and again, I am curious to know what the process will be to incorporate our comments into the Plan.	Comments received by the deadline are responded to by the planning team and included as an appendix to the Corridor Plan document. Additionally, the same information may be found on the project website at the following URL: <a href="http://www.co.travis.tx.us/tnr/CRCP">http://www.co.travis.tx.us/tnr/CRCP</a>	
145	I am VERY supportive of your attempt to be pro-active in planning for this area.	No change.	
146	Although it is not technically within your study area boundary, I ask that you include consideration of the City of Austin's 2500+ acre 'Webberville Tract'. It is located just north of 969, and the city's development on the site will have a dramatic impact on the Colorado River corridor. We need to be certain that the City of Austin's development on its site is appropriate, not destructive.	For this particular planning exercise, the northern limit is the southern boundary of FM 969. It is understood that the Webberville Tract may have overlapping effects within the Corridor Plan area, but the focus of this plan is centered along the Colorado River and easily discernable boundaries.	
147	Your plans mention adding another north-south arterial crossing the river, and show extension of Burleson Manor Rd. as a possible route. Wouldn't it make more sense to extend Taylor Lane southward as the river crossing? Extension of Burleson-Manor will NOT provide a complete connection from 71 to 290; an advantage of Taylor/Kimbrow is that it WILL provide a complete connection between 71 and 290.	<b>The Burleson /Manor Road extension provides for connectivity between SH 71 E and US 290. The crossing also takes advantage of crossing at a narrow section of the Colorado River's 100 year flood plain. The Taylor Lane crossing has extensive 100 year flood plain near the intersection with FM 969 causing the Burleson/Manor Road to be more economically viable.</b>	
148	As a general comment, although I assume you're already doing this: Please be certain that you are coordinating with other planning, such as the proposed new standards to require adequate water supply for new development. I reading your 'River Corridor' material again this morning I was struck by how much of it was relevant to citizen's concerns expressed at last evening's meeting about water supply regulations.	No comment	



**EXHIBIT 1 Colorado River Corridor Plan****Public Comment and Staff Response**

November 28, 2010

#	Public Comment	Staff Comment	Amend
149	The Colorado River Corridor Draft Plan is really disturbing. I hope you will reconsider. I live in east Austin and I don't think mining anywhere close to Austin is a reasonable idea. It will affect the value of homes in the area and is likely a health hazard.	No comment	
150	I am writing to convey my concern over the Colorado River Corridor Plan, namely the mining that is proposed to take place. I feel that this would be a grave error at best, and an extremely harmful, discriminatory action at worst. Given that there are neighborhoods nearby, it would be disastrous to introduce a mining operation into the area, which would undoubtedly negatively affect home values in an already extremely tenuous housing market recession, especially since this recession was so closely tied with falling home values. To actually bring about these declining values to a neighborhood through a conscious effort is simply reprehensible.	No comment	
151	From there, in addition to destroying local property values, it would certainly threaten quality of life (contradicting the Colorado River Corridor Draft Goal #2, "Improve Quality of Life") and would have undoubted harmful effects on the local environment (in contradiction with Goal #1, "Conserve and Protect Natural Resources." Indeed, there is no way to move forward with mining in the area and preserve either quality of life or the environment; the only thing protected in that scenario would be the incomes of special interests.	No comment	
152	Generally speaking, I believe it bodes extremely poorly that this idea was even considered in a neighborhood where families live. I will also go so far as to say that this would never happen in high income neighborhoods like central or west Austin; at the very least, the residents would have been given more of a say, more information, and more input onto the plan. The fact that this was not the case in this neighborhood makes the Planning Team seem solely money driven at best and discriminatory at worst. I hope you will take this into consideration moving forward, keeping in your awareness the lives you are affecting through this decision, and choose not to allow mining in this area.	Harvest of natural resources have be a mainstay in the Corridor since early settlement. Large-scale residential subdivisions are a relatively new land use. Current conditions are Mining 21.4% and Residential 9.6% of the Corridor. Sand and gravel mining will be a continued reality during the 25-year scope of the Corridor Plan.	
153	Page 8 - Residential Development Versus Aggregate Mining Resident concerns should be given a greater voice in the considered plans to "reduce truck traffic, mitigate visual impacts and establish baseline environmental monitoring conditions against which planners can evaluate future impacts".	The Planning Team encourages you to stay involved with all aspects of infrastructure planning within the Corridor area.	
154	I think that it is unlikely that "desired development" will occur when there are so many wastewater plants. I live on FM 969 near Gillelland Creek and on evenings when there is very little wind from the southeast, we can smell "effluent". We are unsure whether it is the "South Austin" plant or if Magna Flow has found another farm in the area to discharge "beneficial remediation".	No comment	
155	Can a copy of the TXI plans for reclamation of the Hornsby mine sites be posted for public review?	Final plans are not on file. Permit requires County to review and approval the final reclamation plan, after mining has occurred and before TXI closes out and leaves the sites. Preliminary information on Permit No. 11-2430 and 11-2431 can be viewed at TNR Central Files office 13th and San Antonio via Open Records Request. This can be filed online: <a href="http://www.co.travis.tx.us/tnr/pdf/files/open_records_request.pdf">http://www.co.travis.tx.us/tnr/pdf/files/open_records_request.pdf</a> ; filed via email to: <a href="mailto:Open.Records@co.travis.tx.us">Open.Records@co.travis.tx.us</a> ; or requested by telephone at 854-7683.	
156	Can we (the planning entities) offer to distribute paper copies of the plan for a cost? A handful of participants were interested in buying a copy.	The plan will be available for download on the project website at the following URL: <a href="http://www.co.travis.tx.us/tnr/CRCP">http://www.co.travis.tx.us/tnr/CRCP</a>	
157	Does not think there should be a Center identified at Rio de Vida, why were the Centers combined and move to the Rio de Vida location? Does moving the Center provide economic incentives to the developers of TXI? Believes Travis County staff is working with TXI to incent development at Rio de Vida at the expense of development occurring east of Rio de Vida.	The master plan of Rio De Vida currently supports expansive open space and connectivity that can tie into the vision of the Corridor Plan. Currently, the Corridor Plan expresses an objective to explore the logistics of relocating and consolidating the two proposed CAMPO 2035 "Intermodal Centers" to Harold Green Road and SH 130.	
158	By designating Rio de Vida as a Center and allowing mining to continue next to the Austin Colony subdivision, property values are being lowered and transferred to property owned by TXI.	No comment	
159	Believes that the Center would be more representative of placement at Austin Colony subdivision since growth is occurring at this location. How was it identified at Rio De Vida can it be moved there?	The master plan of Rio De Vida currently supports expansive open space and connectivity that can tie into the vision of the Corridor Plan. Currently, the Corridor Plan expresses an objective to explore the logistics of relocating and consolidating the two proposed CAMPO 2035 "Intermodal Centers" to Harold Green Road and SH 130. The consideration would involve assessment of the adverse impacts to natural resources and suitability of infrastructure.	
160	I really like the Plan in general.	THANKS	
161	Like: Providing for the future citizens in Central Texas places like this natural corridor that remain natural enough to provide an amenity to the region.	No comment	
162	Austin's Colony Phase V, Section 3 approved unrecorded Final Plat is not shown on the Concept Plan. Our concern is the Concept Plan has a rural arterial roadway running through the Plat without taking into account the approvals currently in place...	<b>Amend Concept Plan to show the approved unrecorded final plat for Austin's Colony Phase V Section 3. A future rural arterial (Deaf Smith Blvd.) is aligned through this plat. Travis County will be required to negotiate with the owner to amend the unrecorded final plat to accommodate the alignment of the future arterial.</b>	*
163	Austin's Colony Phase 6-14, approved unrecorded Preliminary Plat is not shown on the Concept Plan. Our concern is..... the Concept Plan has a rural arterial roadway running through the Plat without taking into account the approvals currently in place...	<b>Amend Concept Plan to show Future Arterial C as a Rural Arterial (light blue). Amend Concept Plan to show future Arterial C north of Hunters Bend Road offset from Arterial C south of Hunters Bend Road. Alignment of Arterial C south of Hunters Bend Road remains as shown on Concept Plan. Amend Arterial C north of Hunters Bend Road to follow existing Hallday Avenue and extend northward to terminus at FM 969. Travis County will be required to negotiate with the owner Austin's Colony Phases 6A and 6B to accommodate the future alignment of Arterial C north of Hunters Bend Road.</b>	*
164	Chaparral Crossing has approved site plan is accurately reflected on the base map.	No comment	



EXHIBIT 1 Colorado River Corridor Plan  
Public Comment and Staff Response  
November 28. 2010

#	Public Comment	Staff Comment	Amend
165	A proposed Neighborhood Collector running north and south to FM 969 from the proposed westward extension of Dunlap Rd S. runs through and adjacent existing subdivisions and various platted properties (Austin's Colony Sec 6B, 7B and Chaparral Crossing). While we are in support of the need for this collector, it is our responsibility to point out that it will affect previously approve plans, plats, and site plans.	See comment for #163.	*
166	The Plan reflects a proposed Rural Arterial from Dunlap Rd S. running west through the approved preliminary plan for Austin's Colony Phases 6-13. We are requesting that the alignment be adjusted per the preliminary plan. Further this same Rural Arterial affects the Austin's Colony Phase V, Sec 3.	Amend Concept Plan to show the approved preliminary plat for Austin's Colony Phases 6, 7, 8, 9, 10, 11, 12 and 13. Amend alignment of Deaf Smith Blvd to reflect alignment in Austin's Colony Phases 9, 10, 11 and 12. Amend Concept Plan to terminate Deaf Smith Blvd. at future Arterial C. Delete section of Deaf Smith Blvd. from Future Arterial C to Dunlap Rd. North. Se comment for #162 for alignment through Austin's Colony Phase V Section 3.	*
167	At the Town Hall meeting on 9/22 ...there was no discussion of the extension of Westall St past Hound Dog Trail. We question the need for this extension as it runs near and parallel to the Austin's Colony Secondary Access Rd to Gilbert Lane. This roadway is included in the 2011 Travis County Bond Election.	Amend Concept Plan to show current alignment of Austin Colony Secondary Access project that was included in 2011 voter approved bond election. Amend extension of Sandifer Street to parallel Elm Creek flood plain. A roadway parallel to the floodplain visually integrates the greenspace into the neighborhood and puts more eyes on the greenway users which improve safety. Also, amend roadway classification of future Sandifer Street extension from Minor Arterial to Neighborhood Collector (green). With limited options for east/west connectivity to FM 973 and expected high volumes of traffic connecting to work destinations in the Urban Core, Transportation and Natural Resources staff have identified the need to study the use of roundabouts as a traffic safety measure to calm traffic. As plans develop for Rio de Vida, future collector level intersections would offer an opportunity apply this traffic calming technique especially for collector intersections west of Austin's Colony subdivision.	*
168	The approved TXI Site Plans for Hornsby Bend West and Hornsby Bend East are not reflected on the Concept Plan. We feel strongly that both projects should be reflected in the Concept Plan as they have been approved.	No change recommended. The plan reflects the long range vision. TXI plans are short term uses.	
169	In the body of the CRCP there is a section titled Existing Transportation System (p. 22) which contains a map labeled Development. This map shows Subdivisions, Preliminary Plats and Emerging Developments. It would be useful addition to the Concept Plan to have this information included on the base map so that proposed roadways are reflected per previous approvals.	Recommend change. Agree the Concept Plan should reflect the proposed land use intensity shown on page 22.	*
170	Bill Carson with Native Texas Nursery submitted a letter to Judge Biscoe noting concerns with mining's impact on ground water their agricultural wells.	The County, City, and LCRA are jointly funding the monitoring of nearby wells.	

## EXHIBIT 2 Colorado Rivers Corridor Plan

January 10, 2012

### RECOMMENDED DRAFT PLAN AMENDMENTS

#### Plan Narrative

1. Page 18.
2. Page 20. Under Opportunities include statement: As a part of implementation, planners could look at the viability of projects to enhance aquifer recharge.
3. Page 27. Under Inadequate Road Capacity add bullet: Truck traffic from the mining project exacerbates the inadequate road capacity. This negatively affects local residents and commuters by contributing to traffic congestion and extended travel times.
4. Page 27. Under Safety, revise sentence: The mix of local traffic, commuting traffic and through truck traffic along FM 969 is another major challenge within the Corridor.
5. Page 47 Parks and Greenways Objective, change strategy: Provide opportunities for the community to vote for funding of land acquisition of critical lands along the river" to 5-15 time frame. Voters approve an initial level of funding in November 2011.
6. Page 51. Mobility Objective, delete safety strategy: ~~Construct two left turn lanes at Hunters Bend Road to FM 969.~~ Work has been completed by TXDOT.
7. Page 51 Mobility Objective , delete safety strategy: ~~Seek funding to provide alternative collector access to Hornsby-Dunlap Elementary School and Dailey Middle School~~ Approved by voters in November 2011.
8. Page 53. Bicycles/Ped Objective delete strategy: ~~Seek funding to complete sidewalk gap along Hunters Bend Road from Austin Colony to Red Tails.~~ Approved by voters in November 2011.

#### Concept Map

1. Remove pathway shown adjacent to the Travis County Jail.
2. Add a future pathway along SH 130 to connect to SH 71 East.
3. Add a future transit node at Harold Green Rd and SH 130.
4. Correct label location for City of Austin's Colony Park.
5. Page 22. In the body of the CRCP there is a section titled Existing Transportation System (p. 22) which contains a map labeled Development. This map shows Subdivisions, Preliminary Plats and Emerging Developments. The Concept Plan should reflect the proposed land use intensity shown on page 22.
6. Amend Concept Plan to show the approved unrecorded final plat for Austin's Colony Phase V Section 3. A future rural arterial (Deaf Smith Blvd.) is aligned through this plat. Travis County will be required to negotiate with the owner to amend the unrecorded final plat to accommodate the alignment of the future arterial.
7. Amend Concept Plan to show Future Arterial C as a Rural Arterial (light blue). Amend Concept Plan to show future Arterial C north of Hunters Bend Road offset from Arterial C south of Hunters Bend Road. Alignment of Arterial C south of Hunters Bend Road remains as shown on Concept Plan. Amend Arterial C north of Hunters Bend Road to follow existing Hallday Avenue and extend northward to terminus at FM 969. Travis County will be required to negotiate with the owner Austin's Colony Phases 6A and 6B to accommodate the future alignment of Arterial C north of Hunters Bend Road.
8. Amend Concept Plan to show the approved preliminary plat for Austin's Colony Phases 6, 7, 8, 9, 10, 11, 12 and 13. Amend alignment of Deaf Smith Blvd to reflect alignment in Austin's Colony Phases 9, 10, 11 and 12. Amend Concept Plan to terminate Deaf Smith Blvd. at future Arterial C. Delete section of Deaf Smith Blvd. from Future Arterial C to Dunlap Rd. North. See comment for #162 for alignment through Austin's Colony Phase V Section 3.

## **EXHIBIT 2**

### **Colorado Rivers Corridor Plan**

January 10, 2012

9. Amend Concept Plan to show current alignment of Austin Colony Secondary Access project that was included in 2011 voter approved bond election. Amend extension of Sandifer Street to parallel Elm Creek flood plain. A roadway parallel to the floodplain visually integrates the greenspace into the neighborhood and puts more eyes on the greenway users which improve safety. Also, amend roadway classification of future Sandifer Street extension from Minor Arterial to Neighborhood Collector (green).

With limited options for east/west connectivity to FM 973 and expected high volumes of traffic connecting to work destinations in the Urban Core, Transportation and Natural Resources staff have identified the need to study the use of roundabouts as a traffic safety measure to calm traffic. As plans develop for Rio de Vida, future collector level intersections would offer an opportunity apply this traffic calming technique especially for collector intersections west of Austin's Colony subdivision.

10. Recommend change. Agree the Concept Plan should reflect the proposed land use intensity shown on page 22.
11. Amend Concept Plan to show separate park parcels along the Colorado River, 1) City of Austin Parcel and 2) Austin Colony Home Owners Association (HOA) parcel.





## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 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:**

Receive Update from Health and Human Services & Veterans Service and Ray Marshall Center on the 2011 Evaluation of WFD Investments.

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

The Ray Marshall Center for the Study of Human Resources has completed the latest annual evaluation of Travis County investments in Workforce Development in the attached volumes.

- Local Investments in Workforce Development: Evaluation Update 2012
- Evaluation of Local Workforce Demonstration Projects – Travis County's REM and GEM Projects (Jan, 2012)

### **STAFF RECOMMENDATIONS:**

Staff plans to update the Court regarding its investments in Workforce Development.

### **ISSUES AND OPPORTUNITIES:**

The Court's ongoing partnership with the Ray Marshall Center continues to provide vital information to guide continuous improvement of local investments in workforce development. Travis County, the City of Austin and Workforce Solutions have all considered this information to guide program improvements. Since the first report in 2007, we have found consistently positive outcomes from our investments. The comparative impact study has led to an increased focus on retention and advancement beyond initial job placement.

**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 is now working in partnership with Criminal Justice Planning to include individuals served by the County's offender workforce development program in the evaluation process for future reports.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None. The report covers approximately \$1.8 million in purchased social services.

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt, Assistant County Attorney

**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  
& VETERANS SERVICE  
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P. O. Box 1748  
Austin, Texas 78767**

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

**MEMORANDUM**

**DATE:** February 28, 2012  
**TO:** Members of the Commissioners Court  
**FROM:** *Sherri E. Fleming*  
Sherri E. Fleming, County Executive  
Travis County Health and Human Services & Veterans Service  
**SUBJECT:** 2011 Evaluation of WFD Investments

**Proposed Motion:** Receive Update from Health and Human Services & Veterans Service and Ray Marshall Center on the 2011 Evaluation of WFD Investments

**Summary and Staff Recommendation:** The Ray Marshall Center for the Study of Human Resources has completed the latest annual evaluation of Travis County investments in Workforce Development in the attached volumes.

- Local Investments in Workforce Development: Evaluation Update 2012
- Evaluation of Local Workforce Demonstration Projects – Travis County's REM and GEM Projects (Jan, 2012)

In these two reports, the Ray Marshall Center has used Unemployment Insurance (UI) wage data to compare employment rates, quarterly earnings, UI eligibility and UI claims for a) program participants before and after services and b) program participants to a like group of residents who did not participate in locally funded WFD programs.



**Budgetary and Fiscal Impact:** None. The report covers approximately \$1.8 million in purchased social services.

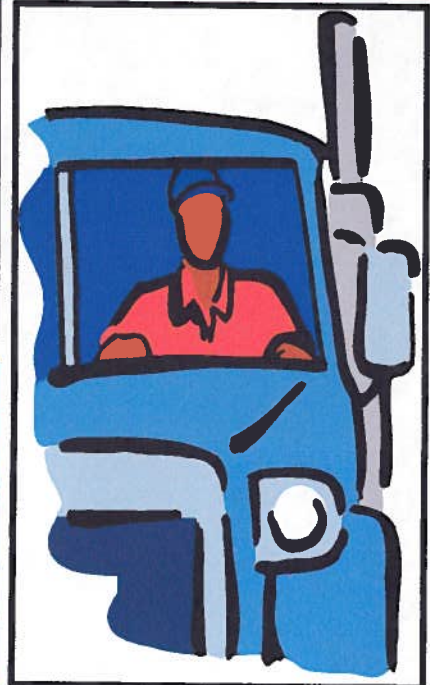
**Issues and Opportunities:** Our ongoing partnership with the Ray Marshall Center continues to provide vital information to guide continuous improvement of local investments in workforce development. Travis County, the City of Austin and Workforce Solutions have all considered this information to guide program improvements. Since the first report in 2007, we have found consistently positive outcomes from our investments. The comparative impact study has led to an increased focus on retention and advancement beyond initial job placement.

We are now working in partnership with Criminal Justice Planning to include individuals served by the County's offender workforce development program in the evaluation process for future reports.

**Background:** The Ray Marshall Center for the Study of Human Resources is a nationally recognized leader in the study of education, workforce development and other public assistance. Through this partnership, we benefit not only from their expertise in evaluation but also from their access to a nationwide network of expertise.

cc: Mary Etta Gerhardt, Assistant County Attorney

# Evaluation of Local Workforce Demonstration Projects – Travis County's REM and GEM Projects



## **Prepared by:**

Tara C. Smith  
Christopher T. King  
Daniel G. Schroeder

## **Submitted to:**

Travis County Health and Human Services Department

**January 2012**

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**RAY MARSHALL CENTER**  
for the Study of Human Resources

THE UNIVERSITY OF TEXAS AT AUSTIN  
**Lyndon B. Johnson** School of Public Affairs

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## Introduction

In recent years, Travis County has funded workforce development demonstration projects with Workforce Solutions – Capital Area Workforce Board.<sup>1</sup> These projects are a collaborative effort to decrease the amount of time an individual is out of work. Travis County funds workforce development and education services targeted at disadvantaged residents through local property tax revenues. As the local Workforce Investment Board, Workforce Solutions provides universal access to labor exchange services and funds training services that are primarily targeted to unemployed, low-income, and dislocated individuals. By working collaboratively on demonstration projects, the County and Workforce Solutions are able to leverage resources, such as placement services and this program evaluation, which might otherwise be unavailable.

The demonstration projects include the *Rapid Employment Model* or *REM project* which launched in 2006 and the *Gainful Employment Model* or *GEM project* which launched in 2009. The REM project combined short-term (less than 6 weeks) occupational and pre-employment/life skills training with structured job search assistance. Building on the lessons learned from REM, the GEM project offered intermediate-length (up to 9 months) occupational training, as well as pre-employment/life-skills training and structured job search assistance.

The Ray Marshall Center for the Study of Human Resources at the University of Texas' LBJ School of Public Affairs is conducting the evaluation of these demonstration projects. Four prior reports by the authors (2007, 2008, 2010, and 2011) detail the evaluation findings, including labor market outcomes and program impacts, through the first quarter of 2010 for REM 2006-2008 participants. This report extends the outcomes analysis of REM participants through March 2011 and adds the cohort of 2009 participants. This report also introduces the GEM project, and provides outcomes and impacts for 2009-2010 GEM participants

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<sup>1</sup> Formerly known as *WorkSource*.



## **Outcomes Evaluation Approach**

The research design was developed in concert with Travis County with two objectives: (1) to determine if the REM and GEM projects are effective methods for helping disadvantaged residents find and retain employment; and (2) to identify ways to improve REM and GEM services over time. Key evaluation questions include:

- How effective are REM/GEM, as measured by reduced time unemployed, reduced unemployment insurance payments, employment retention and increased earnings?
- How do key participant outcomes compare to those for similar, nonparticipating individuals?
- Which skills training programs are most effective for graduates and why?
- What changes can be made to services/treatments to improve outcomes for participants?

The outcomes evaluation of REM/GEM focuses on four measures:

1. Quarterly employment
2. Average quarterly earnings of those employed (e.g., conditional earnings)
3. Monetary eligibility for UI benefits in the event of a job loss
4. Claims filed for UI benefits

Using participant data supplied by Workforce Solutions, researchers linked to each REM and GEM participant's Texas Unemployment Insurance (UI) wage and claim records. It should be noted that the UI wage records that form the basis of the evaluation have known coverage issues in construction and trucking, industries which rely heavily on independent contractors and the self-employed and are therefore not part of the UI system. Given that truck driving and construction were among the top three occupations in the REM project, it is likely that the labor market outcomes reported here underestimate the actual level of post-service employment and earnings from that project<sup>2</sup>.

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<sup>2</sup> See Stevens (2007) for a review of employment that is not covered by state unemployment insurance laws.

Beyond employment and earnings, however, the outcomes evaluation also examines two measures related to UI benefits. In the first measure, monetary qualification for UI benefits, researchers examined REM and GEM participants' work histories in the pre- and post-service period to determine if workforce development services had increased participants' eligibility for receiving UI benefits in the event of a layoff or other employment separation. Qualification for UI benefits is based on length of employment, earnings levels, and reason for separation, among other factors. An individual must have sufficient earnings in at least two of the four quarters prior to separation to qualify for UI benefits (i.e., monetary eligibility). This measure is significant as it looks at the stability of an individual's employment. Prior to entering the REM project, participants often had a history of unstable employment. After their participation, many of these individuals moved into stable employment that qualifies them for benefits through the UI program, the nation's first-tier safety net for laid-off workers that is funded by both employers and workers.<sup>3</sup> In the second measure, UI benefit claims filed, researchers examined UI claims in both the pre- and post-service period to determine if REM and GEM participants reduced their reliance on UI benefits.

An impacts analysis is planned for REM and GEM participants; however, the lack of adequately-matched comparison groups has prevented this component of the evaluation from being implemented.

### **Organization of this Report**

This report includes four sections beginning with this introduction. The second section provides updated outcomes for 2007-2008 REM participants and for the first time presents findings on the REM 2009 cohort. The third section introduces the GEM project and presents initial findings. The final section offers a summary of findings and documents next steps in the evaluation of local workforce demonstration projects.

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<sup>3</sup> Employers pay taxes that directly support the UI program; economists point out that workers also contribute to the program indirectly in the form of somewhat lower wages.

## The Rapid Employment Model Evaluation

The Rapid Employment Model (REM) project provides pre-employment and life skills training, short-term (up to 6 weeks) occupational training, and structured job search assistance to disadvantaged residents of Travis County. The current evaluation of the REM project follows three separate cohorts: 85 from the 2007 cohort, 81 from the 2008 cohort, and 96 from the 2009 cohort.

Table 1 profiles each of the annual cohorts. Participants in each of these years were drawn heavily from the county's Project RIO (Re-Integration of ex-Offenders)<sup>4</sup> population, representing approximately 78% of participants. Choices clients, individuals receiving Temporary Assistance for Needy Families (TANF) funding, were the next largest share of participants at 19%. The remainder were drawn from participants in the Food Stamp Employment & Training (FSET) program.<sup>5</sup>

**Table 1. Profile of Annual REM cohorts (2007-2009)**

Program	2007		2008		2009		Overall	
	N	%	N	%	N	%	N	%
Choices (TANF)	24	21.6%	18	22.2%	13	13.5%	55	19.0%
FSET/SNAP	2	1.8%	3	3.7%	3	3.1%	8	2.8%
Project RIO	85	76.6%	61	74.4%	80	83.3%	226	78.2%
Total	111	100%	82	100%	96	100%	289	100%

While the mix of occupational training shifted somewhat over the course of the project (Table 2), the majority of participants were involved in one of three programs: Construction Gateway (44%); Austin Academy, which provides office skills training, (26%); and Truck Driving, through Austin Community College, (18%).

<sup>4</sup> Project RIO was a state-funded program for ex-offenders which has been operating since the 1980s. The Texas Legislature terminated funding for the program in September 2011.

<sup>5</sup> This program is now known as the Supplemental Nutrition Assistance Program (SNAP).

**Table 2. Occupational Training Participation, by REM 2007-2009 Cohorts**

Program	2007		2008		2009		Overall	
	N	%	N	%	N	%	N	%
<b>Austin Academy</b>	16	14%	15	18%	44	46%	75	26%
<b>ACC: Truck Driving</b>	31	28%	22	27%			53	18%
<b>Construction Gateway</b>	50	45%	27	33%	50	52%	127	44%
<b>Certified Nurse Aide</b>	14	13%	18	22%	2	2%	34	12%
<b>Total</b>	111	100%	82	100%	96	100%	289	100%

### Labor Market Outcomes

The outcomes presented below are quarterly averages (means) for the identified time period, and all dollar figures are nominal. Outcomes are based on UI wage data through March 2011. It should be noted again that due to the heavy focus on truck driving and construction, industries with limited UI-coverage, the outcomes presented here likely underreport actual outcomes of REM participants.

Table 3 below presents outcomes for REM 2007-2009 participants. Across all cohorts, participant employment peaked in the second post-service quarter (6 months after leaving the program). Across all post-service quarters, almost 37% of REM participants were employed. Quarterly earnings for employed 2007-2008 participants in the 10<sup>th</sup> quarter after REM services averaged \$5,349. In the 14<sup>th</sup> quarter post-service, 34% of REM 2007 participants were employed and earned an average of \$3,497 that quarter.



**Table 3. Outcomes for REM 2007-2009 Participants**

Outcome measure	Four Qtrs Before Service	Last Qtr of Service	2nd Qtr After Service	6 <sup>th</sup> Qtr After Service	10th Qtr After Service <sup>1</sup>	14th Qtr After Service <sup>2</sup>	All Qtrs After Service Ends
<b>Quarterly Employment</b>	17.7%	28.2%	41.6%	38.5%	31.1%	34.1%	36.9%
<b>Average Quarterly Earnings</b>	\$3,488	\$2,095	\$3,836	\$4,716	\$5,349	\$3,497	\$4,169
<b>Qualified for UI Benefits</b>	13.5%	.	.	37.6%	38.4%	21.2%	34.4%
<b>Filed UI Claim</b>	0.7%	1.2%	0.4%	3.2%	2.0%	0.0%	1.5%

<sup>1</sup> Includes REM participants from 2007-2008 only.

<sup>2</sup> Includes REM participants from 2007 only.

Note: A dot indicates no data to report.

## **Gainful Employment Model Evaluation**

The Ray Marshall Center is also conducting an outcomes evaluation of Travis County's second workforce demonstration project with Workforce Solutions – Capital Area Workforce Board, the Gainful Employment Model or GEM project. Building on the lessons learned from the REM demonstration, the partners developed the Gainful Employment Model to provide disadvantaged county residents (primarily those receiving TANF benefits) the opportunity to access intermediate-length (up to 9 months) training for occupations paying above a living wage.

In total, there were 85 participants in the GEM program, ranging in age between 19 and 66 years old. The average age of GEM participants was 36. The majority of participants were female (78%). GEM participants came from a variety of racial/ethnic backgrounds: 29% were Black or African American; 26% were Hispanic; 21% were White or Caucasian; 9% were Asian or Pacific Islander; and 11% were from another racial/ethnic group. Eighty-six percent of GEM participants had completed 12<sup>th</sup> grade or gone further in their education. Data on educational attainment were not available for 10 participants. The majority (87%) of GEM participants received public assistance.

Participants of GEM undertake pre-employment and Healthy Choices life skills training prior to starting an occupational training program. Participants could then select among four occupational training programs: pharmacy technician, automotive technician, administrative assistant, and bookkeeping, as well as English as a Second Language (ESL) classes. The majority of participants enrolled in either the administrative assistant or bookkeeping programs (Table 4). Sixty-nine percent of GEM participants completed occupational training.

**Table 4. GEM Training Program Participation**

Program	N	%
Administrative Assistant	33	38.8%
Automotive Tech	4	4.7%
Bookkeeping	34	40.0%
ESL	13	15.3%
Pharmacy Tech	1	1.2%
Total	85	100%

### **Labor Market Outcomes**

The outcomes evaluation is following 80 GEM participants who could be linked to the administrative records used for analysis. The participants who completed the GEM program exited the labor market during the tepid recovery period that has followed the Great Recession. Table 5 below presents labor market outcomes for GEM participants at 2 quarters (6 months) after leaving the GEM program, and for all post-service quarters through March 2011. Almost 58% of GEM participants were employed two quarters after leaving the program, and those who were employed earned an average of \$3,601 that quarter. Across all post-service quarters, average quarterly earnings were \$3,768. Two quarters after leaving GEM, 7.5% of participants filed a claim for UI benefits, though the average across all quarters was just 4%.

**Table 5. GEM Participant Outcomes**

Outcome measure	Four Qtrs Before Service	Last Qtr of Service	2nd Qtr After Service	All Qtrs After Service Ends
Quarterly Employment	54.1%	43.8%	57.5%	51.2%
Average Quarterly Earnings	\$3,408	\$2,917	\$3,601	\$3,768
Qualified for UI Benefits	48.1%	.	.	.
Filed UI Claim	8.4%	3.8%	7.5%	4.0%

Note: A dot indicates no data to report.

## **Summary and Next Steps**

The investments that Travis County has made in workforce demonstration projects are fairly unique in the country; few local governments put local tax dollars into education and training for disadvantaged adults. The County's partnership with Workforce Solutions – Capital Area Workforce Board leveraged additional state and federal resources to meet the needs of disadvantaged County residents. The demonstration nature of the investments allowed the project to change over time in response to the mix of clients, the needs of education and training providers, and the labor market.

The outcomes associated with the Rapid Employment Model demonstrate the short-term gains associated with less-intensive workforce development interventions. It is worth repeating that the outcomes presented here likely undercount actual employment and earnings levels given training targeted at truck driving and construction, two industries with large shares of self-employed or independent contractors who do not contribute to UI and are therefore not included in the research dataset. Despite this underrepresentation, REM's outcomes still demonstrate that it is meeting the objectives behind the program: helping individuals through rapid skill acquisition and quick connection to employment.

The County extended the REM model in 2009 into intermediate-length training opportunities through the Gainful Employment Model demonstration. This further underscores the importance the County and Workforce Solutions place on connecting individuals to employment at or above the living wage as longer-term training is more likely to prepare individuals for those types of job opportunities. Initial outcomes of GEM participation indicate that a larger share of participants are employed two quarters after leaving the program than had been employed in the four quarters prior to their program entry.

In the next update report, Ray Marshall Center researchers will continue to follow REM and GEM participants for another four quarters post-service. In addition, researchers will continue to explore the feasibility of an impacts evaluation based on a matched comparison group.

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# Local Investments in Workforce Development: 2012 Evaluation Update



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**January 2012**

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# **Local Investments in Workforce Development: 2012 Evaluation Update**

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**January 2012**



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## Introduction

### BACKGROUND

Since 2006, the Ray Marshall Center for the Study of Human Resources at The University of Texas at Austin has conducted an evaluation of locally-funded workforce development services in Travis County, Texas. Seven local non-profit organizations receive annual funding to provide workforce development services to disadvantaged county residents; these organizations also receive funding from the City of Austin to provide similar services to disadvantaged City residents.<sup>1</sup> Services range from adult basic education to short- and long-term occupational skills training; often participants receive job search assistance, and some organizations provide wrap-around services to support participant success. The seven providers and their programs are described briefly below and more fully in the next chapter.

- ***Austin Academy*** provides training in computer skills and workplace competencies, GED preparation, and job search assistance to disadvantaged County residents. Participants often complete more than one program. A case manager works with each participant to identify and overcome potential barriers to success, such as child care, transportation, housing, or life skills issues. More information is available at: <http://www.austinacademy.org/>
- ***Austin Area Urban League*** provides training in basic office and workplace competency/job readiness skills; basic through advanced computer literacy classes; and GED preparation to disadvantaged County residents. More information is available at: <http://www.aaul.org/>
- ***American YouthWorks*** trains youth (ages 17-24) in jobs programs built around a service-learning model, including Casa Verde Builders and the Environmental Corps. These programs build students' academic and occupational skills through community service projects. More information is available at: <http://www.americanyouthworks.org/>
- ***Construction Gateway*** prepares individuals, primarily ex-offenders, for entry-level work in construction through a five-week, full-time program. Participants work with program staff to develop functional resumes and practice responding to questions about their criminal background during

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<sup>1</sup> The first report in the evaluation was funded by the City of Austin.

mock interviews. More information is available at:

<http://www.skillpointalliance.org/>

- **Crime Prevention Institute (CPI)** provided pre- and post-release services, including one-on-one case management, training, and access to community resources, to individuals transitioning back into the community from incarceration in the state jail system's Travis County Unit. CPI closed on September 30, 2011 due to funding and sustainability issues.
- **Capital IDEA** provides long-term training services to lift disadvantaged residents out of poverty and into family-sustaining occupations, predominantly nursing and allied health. Capital IDEA also provides wrap-around support services, case management, and a peer support network. More information is available at: <http://www.capitalidea.org/>
- **Goodwill Industries of Central Texas** assists individuals in overcoming employment barriers, such as physical and mental disabilities, homelessness, and criminal history, and connecting them with job opportunities. More information is available at: <http://www.austingoodwill.org/>

The current evaluation series examines participants from each of the workforce services providers which began a program in calendar year 2007 or 2008.<sup>2</sup> Their outcomes will be analyzed across several research cycles and were first reported in Smith et al. (2011).

## EVALUATION APPROACH

The evaluation documents 2007-2008 participants' labor market outcomes and analyzes the labor market impacts of participation in workforce program services for most programs. The **outcomes evaluation** examines the share of participants in employment covered by the Texas Unemployment Insurance (UI) program; average quarterly earnings of the employed; and participants' eligibility and claims for UI benefits. The analysis includes outcomes at points in time—at two, six, and ten quarters after leaving program services for all programs; at fourteen and eighteen quarters post-service for programs with sufficient outcome data—and over all post-service quarters through March 2011 using Texas UI wage records and claims files.

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<sup>2</sup> Outcomes for participants from 2001-2006 were documented in the first evaluation report series (Smith et al., 2007, 2008, 2010, and 2011).

The *quasi-experimental impact analysis* seeks to gauge the “value-added” from workforce program participation by comparing labor market outcomes for participants with those of a matched comparison group. Comparison group members were drawn from The Workforce Information System of Texas (TWIST) records and include Travis County residents who registered for employment with the state’s *WorkinTexas* program or who received job search services at local Workforce Solutions Career Centers. Quasi-experimental approaches tend to work well when participants for whom comparison groups are created have sufficient prior employment and earnings histories and when data are available on a sufficient number of variables with which to perform the match. Youth and ex-offenders are problematical in this regard precisely because their prior employment and earnings histories are either lacking or difficult to determine with any real confidence. Ex-offenders present an additional problem since offender status is generally lacking for comparison group members. The report presents quasi-experimental impacts only for groups/providers for which adequate matching could be performed. Six of the seven providers are included in this analysis; Crime Prevention Institute is the only program for which an adequately-matched comparison group could not be established. Net effects and adjusted net effects are included in the impact estimates; adjusted net effects (labeled as “impact measure” in the tables) have been modified to account for unmeasured socioeconomic and other differences not already controlled in the matching process. More information on the matching process and the quality of comparison groups is provided in Appendix A.

Two caveats should be noted about the data used for the evaluation. First, incomplete participant records resulted in a number of individuals being dropped from the analysis. Second, labor market outcomes data were obtained from Texas UI wage and claim records, which have known gaps in coverage. Employment in certain industries which rely heavily on self-employed workers or independent contractors, such as construction and trucking, is a recognized gap in the coverage of the UI program (see Stevens, 2007). Researchers therefore acknowledge that employment and earnings outcomes reported here for some programs (e.g., Construction Gateway) likely undercount the actual labor market outcomes of participants relative to their comparison group counterparts.

## **REPORT ORGANIZATION**

This report is organized into four sections including this Introduction. The second section presents outcome and impact findings for participants from 2007 and 2008. The third section details findings on the only long-term training program in the evaluation, Capital IDEA. The final section summarizes findings to date from the evaluation of locally-funded workforce development services, and outlines next steps for the research. Appendix A details the quasi-experimental impact evaluation process.

## **Evaluation of Participants in Short-Term Workforce Development Programs**

This chapter provides a brief introduction to the 2007-2008 cohorts from six providers and their associated workforce training programs. Workforce services offered by these providers are predominantly low-intensity job search and other assistance combined with short-term basic skills training for entry-level occupations and case management services (e.g., Goodwill). These types of programs, as intended, generally have the greatest impact on labor market outcomes in the quarters immediately following participation. The outcomes and impacts evaluation tracks four key measures:

1. Quarterly employment
2. Average quarterly earnings of those employed (i.e., conditional earnings)
3. Qualified for UI benefits (i.e., monetary eligibility based on employment and earnings history)
4. Filed a UI claim

In addition, the impacts analysis also tracks unconditional earnings (i.e., earnings for all individuals regardless of employment) to compare participants and comparison group members over time.

Labor market outcomes at the 2<sup>nd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, and in some cases the 14<sup>th</sup> quarter after leaving program services are detailed, as well as summarized in the “all quarters after service” average through March 2011. In addition, quasi-experimental impacts are detailed for five programs for which an adequately-matched comparison group could be created (see Appendix A for more detail). This report is based on the most recent UI wage and claim files available; therefore, some numbers may have changed from what was reported in the 2011 evaluation update.

### **AMERICAN YOUTHWORKS**

The current evaluation includes 81 participants from American YouthWorks' 2007-2008 cohorts. The youth were served by two programs: 33 trained in **Casa Verde**



**Builders**, and 48 joined the **Environmental Corps** (E-Corps) program. Seventeen participants were in adjudication or had other involvement with the criminal justice system. Thirty-eight AYW participants held a high school diploma at program entry; nineteen earned a diploma after starting at AYW. Program records also document that thirteen participants went on to further education and training after leaving Casa Verde Builders or the E-Corps.

Table 1 provides labor market outcomes for 2007-2008 AYW participants through the 10<sup>th</sup> quarter post-service (2.5 years after leaving training).<sup>3</sup> Twice as many AYW participants were working in the 10<sup>th</sup> quarter after service as were working in the four quarters prior to starting at AYW. Average quarterly earnings of participants were down in the 10<sup>th</sup> post-service quarter (to \$3,021) from a high of \$3,651 in the 6<sup>th</sup> quarter. The share of participants who met the monetary eligibility requirements for UI benefits continued to grow, with 34% qualified based on earnings in all post-service quarters. On average, only one percent of participants had filed a claim for UI benefits in any quarter after leaving AYW.

**Table 1. American YouthWorks' 2007-2008 Participant Outcomes**

Outcome Measure	Four Qtrs Before Service	Last Qtr of Service	2 <sup>nd</sup> Qtr After Service Ends	6 <sup>th</sup> Qtr After Service Ends	10 <sup>th</sup> Qtr After Service Ends	All Qtrs After Service Ends
Quarterly Employment	24.7%	14.8%	39.5%	49.4%	50.8%	44.3%
Average Quarterly Earnings	\$1,647	\$2,037	\$2,199	\$3,651	\$3,021	\$3,471
Qualified for UI Benefits	14.8%	.	.	29.6%	31.2%	34.0%
Filed UI Claim	0.3%	0.0%	0.0%	3.7%	1.6%	1.0%

Note: A dot indicates no data to report.

Table 2 presents findings from the impacts analysis comparing the outcomes of the 2007-2008 cohorts of AYW to the outcomes of a matched comparison group.

Participation was positively associated with three of the four outcomes of interest: a 13

<sup>3</sup> Too few American YouthWorks participants were found in UI records to provide outcomes for the 14<sup>th</sup> quarter following participation.



percentage point increase in employment, an \$854 advantage in average quarterly earnings for those employed, and a ten percentage point gain in the share qualified for UI benefits.

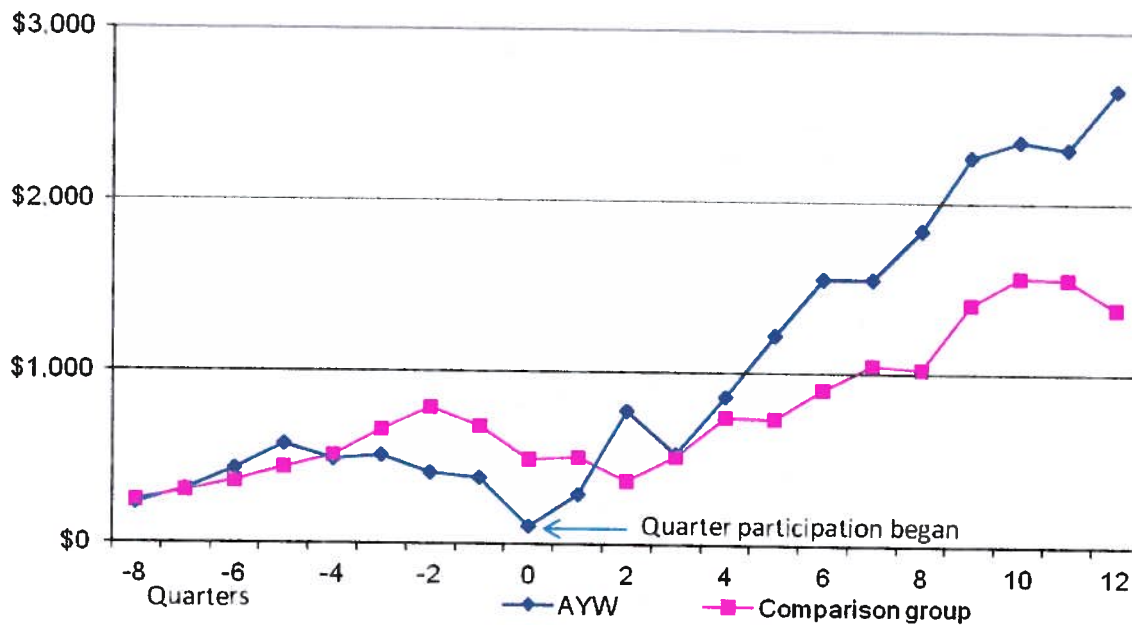
**Table 2. Quarterly Impacts, American YouthWorks' 2007-2008 Cohorts**

<b>Impact Measure</b>	<b>All Qtrs Post-Service: Comparison Group</b>	<b>All Qtrs Post-Service: AYW Participant</b>	<b>Unadjusted Net Effect</b>	<b>Impact Measure</b>
<b>Quarterly Employment</b>	31.2%	44.3%	13.1%	13.1%**
<b>Average Quarterly Earnings</b>	\$2,712	\$3,471	\$759	\$854**
<b>Qualified for UI Benefits</b>	23.9%	34.0%	10.1%	10.2%**
<b>Filed UI Claim</b>	0.5%	1.0%	0.5%	0.5%

Note: \*\*=significant at  $p < .01$

In Figure 1 below, the impact of participation in American YouthWorks is examined by looking at participants' earnings over time, regardless of employment status (i.e., unconditional earnings), in relation to the comparison group's unconditional earnings. The analysis shows that AYW participants have equaled or out-earned the comparison group in every quarter since the 2<sup>nd</sup> quarter after starting the AYW program. AYW participants also show a quarterly earnings advantage over the comparison group of more than \$1,000 in the 12<sup>th</sup> quarter after entering the program.

**Figure 1. Unconditional Earnings Over Time,  
AYW Participants vs. Comparison Group**



#### AUSTIN ACADEMY

The evaluation includes 115 Austin Academy participants, 53 in the 2007 cohort, and 62 in the 2008 cohort. The average age of participants in the cohorts was 32 and 34 years, respectively. The majority (58) participated in two or more of the four programs offered by Austin Academy: **GED preparation, job placement assistance, computer literacy, and workplace competency.**<sup>4</sup> Eighteen participants were missing program data.

Table 3 provides participant outcome data at several points in time, up to 10 quarters (2.5 years) after completing Austin Academy services, as well as for all quarters through March 2011. Just under half of participants were employed in the 10<sup>th</sup> quarter post-service, down eight percentage points from the 6<sup>th</sup> quarter post-service. Earnings were also down in the 10<sup>th</sup> quarter to an average of \$4,369 for those

<sup>4</sup> The Workplace Competency and job placement assistance programs have since been combined and reorganized into Austin Academy's current Job Readiness program. More information available at: <http://www.austinacademy.org/services.php>

employed. Almost 44% of Austin Academy participants met UI monetary eligibility requirements in the 10<sup>th</sup> quarter, while 4.2% filed a claim for UI benefits that quarter.

**Table 3. Austin Academy's 2007-2008 Participant Outcomes**

Outcome Measure	Four Qtrs Before Service	Last Qtr of Service	2 <sup>nd</sup> Qtr After Service Ends	6 <sup>th</sup> Qtr After Service Ends	10 <sup>th</sup> Qtr After Service Ends	All Qtrs After Service Ends
Quarterly Employment	55.0%	49.6%	60.0%	57.3%	49.3%	55.3%
Average Quarterly Earnings	\$3,705	\$3,766	\$3,733	\$4,611	\$4,369	\$4,349
Qualified for UI Benefits	46.1%	.	.	49.1%	43.7%	48.1%
Filed UI Claim	3.0%	0.9%	4.4%	2.7%	4.2%	2.8%

Note: A dot indicates no data to report.

The results of the impacts analysis are presented in Table 4. Participation in Austin Academy's 2007-2008 cohorts was only significantly associated with impacts for two outcome measures: quarterly employment and average quarterly earnings. Austin Academy participants were almost 5 percentage points *more* likely to be employed in any given post-service quarter than the matched comparison group. However, employed participants earned an average of \$662 *less* per quarter than the comparison group.

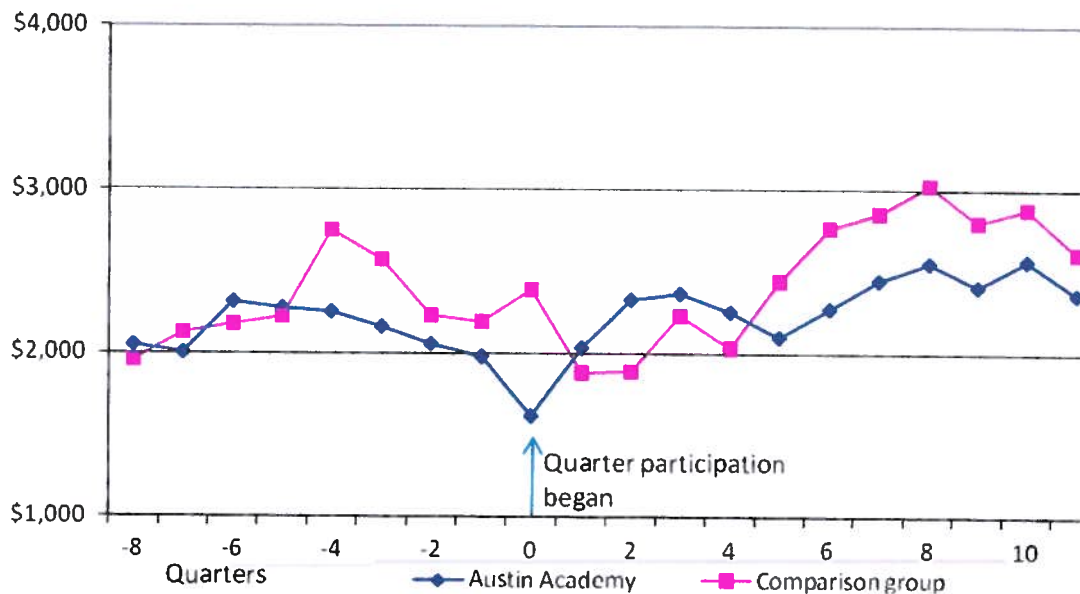
**Table 4. Quarterly Impacts, Austin Academy's 2007-2008 Cohorts**

Impact measure	All Qtrs Post-Service: Comparison Group	All Qtrs Post-Service: A. Academy Participants	Unadjusted Net Effect	Impact Measure
Quarterly Employment	52.6%	55.3%	2.7%	4.7%*
Average Quarterly Earnings	\$4,848	\$4,349	-\$499	-\$662**
Qualified for UI Benefits	49.6%	48.1%	-1.5%	0.8%
Filed UI Claim	4.0%	2.8%	-1.2%	-1.2%

Note: \*\*=significant at p<.01, \*=significant at p<.05

Another way of looking at the impact of Austin Academy participation is to examine participant earnings over time, regardless of employment status, in relation to those of the comparison group (i.e., unconditional earnings). In Figure 2 below, the analysis shows that Austin Academy participants out-performed the comparison group in the four quarters immediately following the quarter they started the program. Since the 5<sup>th</sup> post-service quarter, however, the comparison group has exhibited stronger earnings. This result is consistent with expectations given the short-term nature of the training.

**Figure 2. Unconditional Earnings Over Time,  
Austin Academy vs. Comparison Group**



#### **AUSTIN AREA URBAN LEAGUE**

The current evaluation includes 516 Austin Area Urban League (AAUL) participants through its contracts with Travis County and the City of Austin, 242 in 2007 and 274 in 2008. The majority of participants enrolled in either **GED Preparation** (44%) or **Essential Office Skills** training (48%), with the remainder in **Evening Computer Training**.

Table 5 presents labor market outcomes for AAUL participants at the 10<sup>th</sup> and 14<sup>th</sup> quarter post-service (2.5 and 3.5 years later), and across all post-service quarters through the first quarter of 2011. Positively, the share of participants filing a claim for



UI benefits was slightly lower in the 14<sup>th</sup> post-service quarter (at 1.4%) than in the 10<sup>th</sup> quarter (when it was at 1.7%). Quarterly employment, which peaked in the 2<sup>nd</sup> post-service quarter at 55%, stood at approximately 41% in the 14<sup>th</sup> quarter. The average quarterly earnings of those employed reached a post-service high in the 6<sup>th</sup> quarter of \$4,504; across all post-service quarters the average was \$4,226. Finally, the share of AAUL participants who met the monetary eligibility qualifications for UI benefits was greatest in the 6<sup>th</sup> post-service quarter (45.4%).

**Table 5. AAUL's 2007-2008 Participant Outcomes**

Outcome Measure	Four Qtrs Before Service	Last Qtr of Service	2 <sup>nd</sup> Qtr After Service Ends	6 <sup>th</sup> Qtr After Service Ends	10 <sup>th</sup> Qtr After Service Ends	14 <sup>th</sup> Qtr After Service Ends	All Qtrs After Service Ends
Quarterly Employment	52.8%	52.5%	55.0%	48.1%	45.8%	40.8%	48.6%
Average Quarterly Earnings	\$3,582	\$2,927	\$3,847	\$4,504	\$4,486	\$4,415	\$4,226
Qualified for UI Benefits	39.0%	.	.	45.4%	41.6%	40.8%	42.5%
Filed UI Claim	2.3%	3.9%	2.7%	3.9%	1.7%	1.4%	2.5%

Note: A dot indicates no data to report.

**Table 6. Quarterly Impacts, AAUL's 2007 Cohort**

Impact measure	All Qtrs Post-Service: Comparison Group	All Qtrs Post-Service: AAUL Participants	Unadjusted Net Effect	Impact Measure
Quarterly Employment	53.1%	49.5%	-3.6%	-1.7%
Average Quarterly Earnings	\$4,649	\$4,381	-\$268	-\$667**
Qualified for UI Benefits	47.9%	42.6%	-5.3%	-3.5%**
Filed UI Claim	3.9%	2.3%	-1.6%	-1.5%**

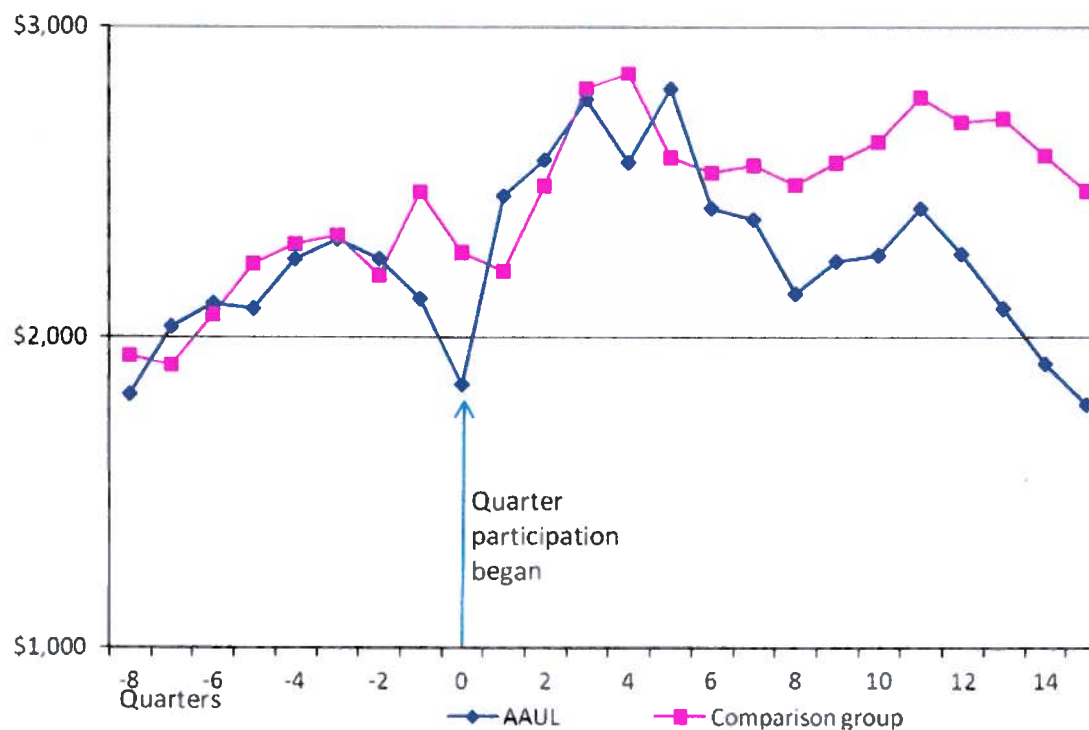
Note: \*\*=significant at p<.01

Table 6 above presents the results of the impacts analysis comparing the outcomes of the 2007 AAUL participants to the outcomes of a matched comparison

group. Across all post-service quarters, AAUL participants filed a claim for UI benefits at a significantly lower rate (1.5 percentage points) than the comparison group. Two other measures showed a statistically significant difference between the outcomes of AAUL participants and the comparison group: fewer participants qualified for UI benefits (3.5 percentage points), and the quarterly earnings of employed participants averaged \$667 less.

Figure 3 provides a chart of earnings over time for the participant and comparison groups. These earnings are averaged across all individuals, whether employed or not, i.e. unconditional earnings. In three of the first five post-service quarters AAUL 2007 participants had higher average earnings than the comparison group. Since the sixth post-service quarter, AAUL participants have had lower average earnings than comparison group members. As with many of the other programs, these results are not un-expected.

**Figure 3. Earnings Over Time, AAUL vs. Comparison Group**



## CONSTRUCTION GATEWAY

The current evaluation is following 184 Construction Gateway participants, 91 from 2007 and 93 from 2008. The majority (147) are ex-offenders with an average age of 37. It is important to note that the source of data for the outcomes evaluation, UI wage records, does not fully capture construction employment as a large number of jobs in the industry are filled by self-employed workers and independent contractors, who are not covered by UI. Therefore, the outcomes presented in Table 7 likely underestimate actual employment and earnings for Construction Gateway participants.

The average quarterly earnings of employed Construction Gateway participants have grown in the post-service period, rising to \$4,847 in the 14<sup>th</sup> quarter. The share of participants who were employed in a UI-covered position, however, dropped to 30% in the 14<sup>th</sup> quarter, but averaged 42.3% across all post-service quarters. An average 2.3% of Construction Gateway participants filed a claim for UI benefits in the post-service period.

**Table 7. Construction Gateway's 2007-2008 Participant Outcomes**

Outcome Measure	Four Qtrs Before Service	Last Qtr of Service	2 <sup>nd</sup> Qtr After Service Ends	6 <sup>th</sup> Qtr After Service Ends	10 <sup>th</sup> Qtr After Service Ends	14 <sup>th</sup> Qtr After Service Ends	All Qtrs After Service Ends
Quarterly Employment	23.1%	49.5%	56.5%	42.4%	33.7%	30.0%	42.3%
Average Quarterly Earnings	\$2,978	\$1,407	\$3,512	\$3,892	\$4,683	\$4,847	\$4,015
Qualified for UI Benefits	17.8%	.	.	45.7%	33.1%	22.9%	35.5%
Filed UI Claim	1.1%	1.1%	0.0%	4.9%	0.0%	1.4%	2.3%

Note: A dot indicates no data to report.

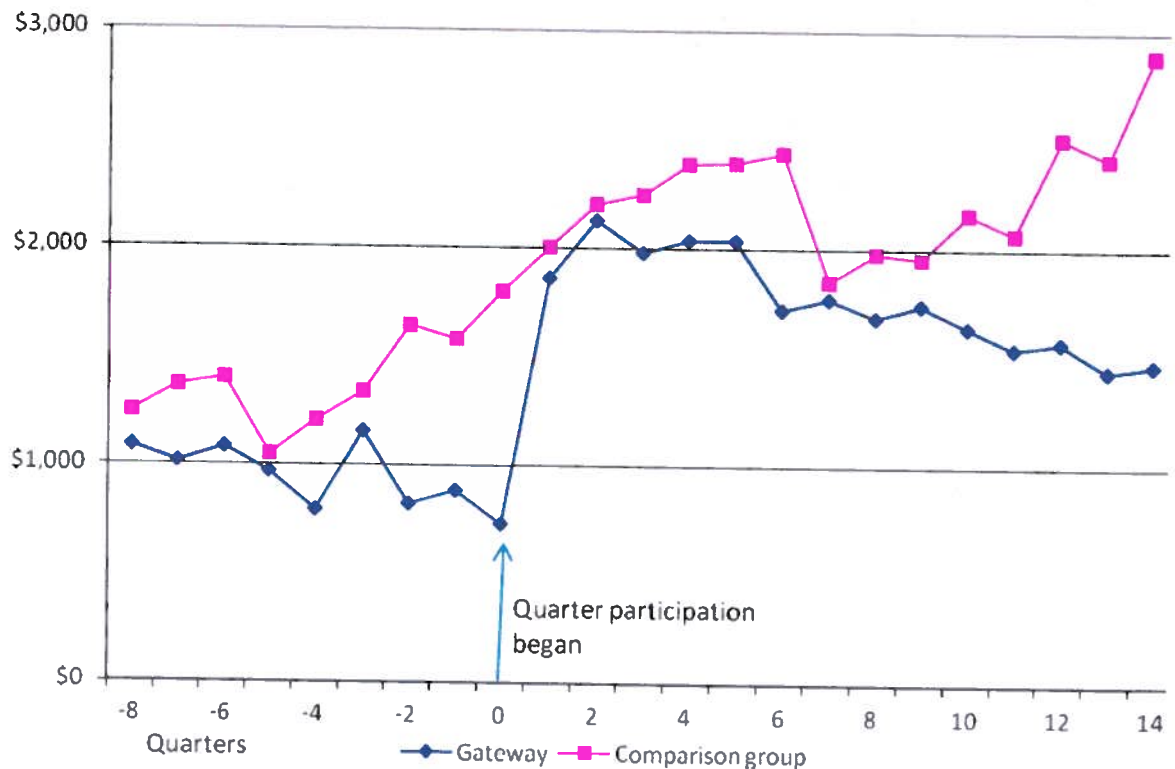
Quarterly impacts for Construction Gateway's 2007 participants are detailed in Table 8. The analysis identified two outcomes with significant differences between participants and the comparison group: quarterly employment and qualified for UI benefits based on monetary eligibility criteria were both significantly lower for participants than the comparison group. Given the issues noted above concerning the lack of UI-covered employment in the construction industry, these differences are expected.

**Table 8. Quarterly Impacts, Construction Gateway's 2007 Cohort**

Impact measure	All Qtrs Post-Service: Comparison Group	All Qtrs Post-Service: Gateway Participants	Unadjusted Net Effect	Impact Measure
Quarterly Employment	48.6%	41.0%	-7.6%	-5.8%**
Average Quarterly Earnings	\$4,429	\$4,204	-\$225	-\$265
Qualified for UI Benefits	43.9%	34.1%	-9.7%	-8.9%**
Filed UI Claim	2.96%	2.73%	-0.23%	0.23%

Note: \*\*=significant at  $p < .01$

The analysis also compared unconditional earnings over time for Construction Gateway participants and the comparison group, whether or not an individual was employed in a particular quarter (Figure 4). The earnings of participants in UI-covered employment were consistently lower than the comparison group's earnings pre- and post-service.

**Figure 4. Unconditional Earnings Over Time, Construction Gateway vs. Comparison Group**



## CRIME PREVENTION INSTITUTE

Crime Prevention Institute (CPI) closed on September 30, 2011 due to funding and sustainability issues. Therefore, this is the last report on CPI participant outcomes. CPI served 218 participants transitioning out of the state jail system's Travis County Unit, 98 in 2007 and 120 in 2008. Almost sixty percent of participants had a high school diploma or GED; an additional ten percent had some college experience. The average age of the participants served by CPI was 41, with a range of 22 to 61 years.

Table 9 provides the labor market outcomes for CPI participants. The largest share of CPI participants employed occurred in the last quarter of program participation. Across all post-service quarters the share of employed participants exceeded the share employed in the year prior to receiving CPI services by six percentage points. Fewer participants were employed in the 10<sup>th</sup> quarter after service, however, than in any of the four quarters prior to program entry. The share of participants qualified for UI benefits based on monetary eligibility averaged approximately 3 percentage points lower in the post-service period than in the pre-service period. Quarterly earnings for employed participants peaked in the 6<sup>th</sup> post-service quarter at an average \$4,003, dropping to \$3,263 in the 10<sup>th</sup> quarter. Two percent of participants filed a claim for UI benefits in the 10<sup>th</sup> quarter after CPI services ended.

**Table 9. Crime Prevention Institute's 2007-2008 Participant Outcomes**

Outcome Measure	Four Qtrs Before Service	Last Qtr of Service	2 <sup>nd</sup> Qtr After Service Ends	6 <sup>th</sup> Qtr After Service Ends	10 <sup>th</sup> Qtr After Service Ends	All Qtrs After Service Ends
Quarterly Employment	18.2%	37.8%	33.2%	21.4%	16.3%	24.2%
Average Quarterly Earnings	\$1,797	\$2,459	\$3,384	\$4,003	\$3,263	\$3,309
Qualified for UI Benefits	20.7%	.	.	22.9%	18.4%	17.5%
Filed UI Claim	0.2%	0.0%	0.5%	1.4%	2.0%	1.3%

Note: A dot indicates no data to report.

No adequate comparison group could be established for Crime Prevention Institute's 2007-2008 cohorts. Therefore, the organization is not included in the impacts analysis.

#### **GOODWILL**

There were 451 participants in the 2007-2008 cohorts of Goodwill's **Ready-to-Work** program, 171 and 280 participants respectively. Approximately two-thirds of participants had a criminal background. The Ready-to-Work program also serves homeless individuals and disadvantaged residents living in southeast Travis County.

Goodwill participants' labor market outcomes are detailed in Table 10. While employment was down in the 10<sup>th</sup> quarter post-service to 43.7%, the quarterly earnings of those employed averaged \$6,322. The share of Goodwill participants who met the monetary eligibility qualifications for UI benefits reached 51% in the 6<sup>th</sup> quarter after service ended. In that same quarter, 5.7% of participants filed a claim for UI benefits.

**Table 10. Goodwill's 2007-2008 Participant Outcomes**

<b>Outcome Measure</b>	<b>Four Qtrs Before Service</b>	<b>Last Qtr of Service</b>	<b>2<sup>nd</sup> Qtr After Service Ends</b>	<b>6<sup>th</sup> Qtr After Service Ends</b>	<b>10<sup>th</sup> Qtr After Service Ends</b>	<b>All Qtrs After Service Ends</b>
<b>Quarterly Employment</b>	49.5%	65.3%	54.8%	45.1%	43.7%	48.4%
<b>Average Quarterly Earnings</b>	\$3,724	\$3,916	\$4,590	\$5,015	\$6,322	\$4,980
<b>Qualified for UI Benefits</b>	40.6%	.	.	51.1%	45.7%	44.9%
<b>Filed UI Claim</b>	2.9%	3.4%	3.2%	5.7%	2.0%	4.1%

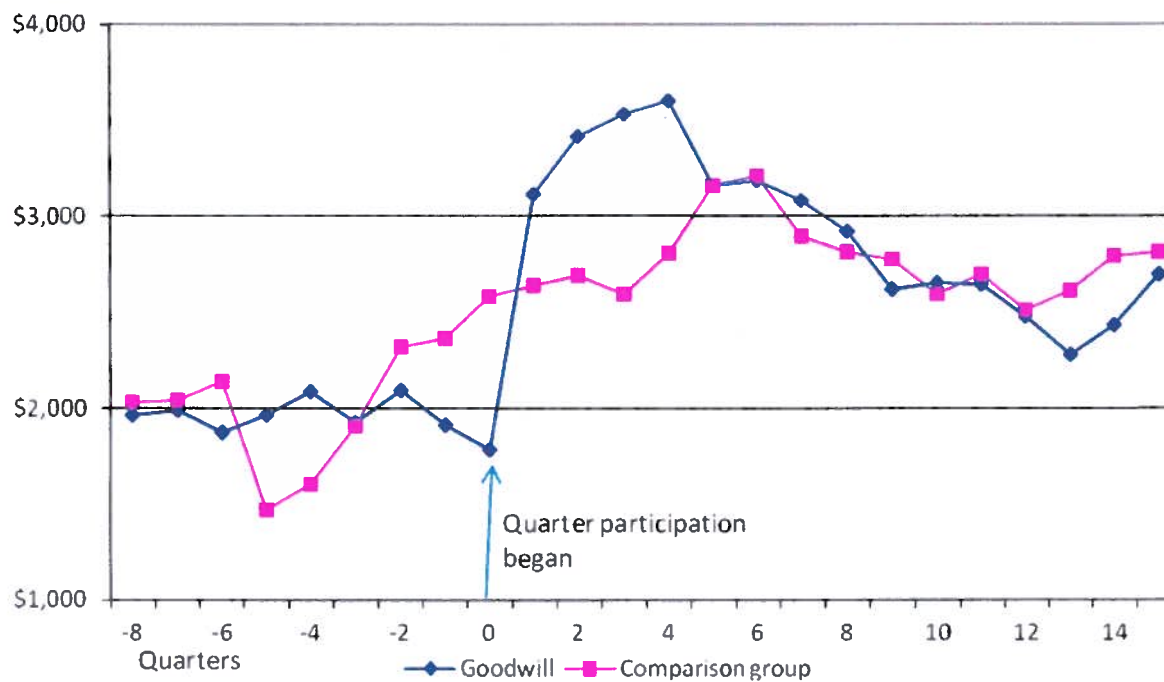
Note: A dot indicates no data to report.

Table 11 presents the results of the impacts analysis. Only the 2007 Goodwill cohort is included since a matched comparison group could not be established for the 2008 cohort. No significant differences were found between Goodwill's 2007 participants and its matched comparison group.

**Table 11. Quarterly Impacts, Goodwill's 2007 Cohort**

Impact measure	All Qtrs Post-Service: Comparison Group	All Qtrs Post-Service: Goodwill Participants	Unadjusted Net Effect	Impact Measure
Quarterly Employment	54.8%	54.6%	-0.2%	0.4%
Average Quarterly Earnings	\$5,142	\$5,131	-\$11	\$91
Qualified for UI Benefits	51.5%	50.0%	-1.5%	-0.7%
Filed UI Claim	3.7%	4.2%	0.5%	0.5%

Figure 5 presents the unconditional earnings over time for the Goodwill participants and the comparison group. Earnings are averaged across all individuals, whether employed or not. In the first four quarters following the start of the Goodwill program, participants' out-earned the comparison group; since that time the earnings of the two groups have been very similar.

**Figure 5. Unconditional Earnings Over Time, Goodwill vs. Comparison Group**

## **Outcomes and Impacts From Investments in Long-Term Training, 2003-2008**

### **CAPITAL IDEA**

Capital IDEA has the distinction of being the only Travis County-funded workforce services provider offering long-term training for high-skill, high-wage occupations. Through its **College Prep Academy, occupational training programs, and weekly peer support sessions** with a career counselor, individuals are often involved with Capital IDEA over the course of several years. Support services available to participants include child care and transportation assistance.

Training programs (up to an associate's degree) are regularly reviewed by Capital IDEA to verify demand in the labor market. Current programs open to County residents include **nursing and allied health professions** (e.g., dental hygienist, medical lab technician, occupational/physical therapy assistant, surgical technician, emergency medical technician); **technology careers** (e.g., automotive technician, computer aided design, video game development, network/system administrator); and **professional trades** (e.g., electrician, lineman, plumber, power utilities technician, HVAC repair).

This section presents outcomes for 879 participants who started and either completed or dropped out of the Capital IDEA program between 2003 and 2008.<sup>5</sup> Employment and earnings outcomes are reported through March 2011. Impact estimates are provided for the 2003-2008 cohorts, using the same comparison group matching process described earlier and further detailed in Appendix A.

### **Outcomes**

Capital IDEA participants show strong employment, earnings, and UI benefit outcomes through 18 quarters (4.5 years) post-service (Table 12). In that quarter, earnings for employed participants rose to an average \$8,017. The share employed and the share qualified for UI benefits based on monetary eligibility standards were both

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<sup>5</sup> Prior evaluation reports followed 321 participants who either completed or dropped out of the program between 2003 and 2005 (Smith et al., 2007, 2008, and 2010).

above 70% across all post-service quarters. Approximately 3.3% of Capital IDEA participants filed a claim for UI benefits in the 18<sup>th</sup> quarter after leaving the program.

**Table 12. Capital IDEA's 2003-2008 Participant Outcomes**

Outcome Measure	Four Qtrs Before Service	Last Qtr of Service	2 <sup>nd</sup> Qtr After Service Ends	6 <sup>th</sup> Qtr After Service Ends	10 <sup>th</sup> Qtr After Service Ends	14 <sup>th</sup> Qtr After Service Ends	18 <sup>th</sup> Qtr After Service Ends	All Qtrs After Service Ends
Quarterly Employment	67.4%	76.8%	76.2%	74.4%	72.3%	74.4%	74.0%	74.3%
Average Quarterly Earnings	\$4,345	\$5,605	\$6,425	\$6,716	\$7,208	\$7,370	\$8,017	\$7,104
Qualified for UI Benefits	61.1%	.	.	75.6%	71.6%	71.6%	72.8%	72.6%
Filed UI Claim	3.5%	1.7%	1.9%	2.3%	2.3%	2.3%	3.3%	2.4%

Note: A dot indicates no data to report.

### ***Impacts***

The impact analysis of participation in Capital IDEA's 2003-2008 cohorts is detailed in Table 13. In relation to the matched comparison group, Capital IDEA participants experienced significant gains in three measures: quarterly employment, average quarterly earnings of those employed, and qualifying for UI benefits based on monetary eligibility standards. Capital IDEA participants had a 12.3 percentage point advantage in the share employed as well as the share qualified for UI benefits based on monetary eligibility standards. Participants also earned an average \$759 *more* in each post-service quarter than the comparison group.



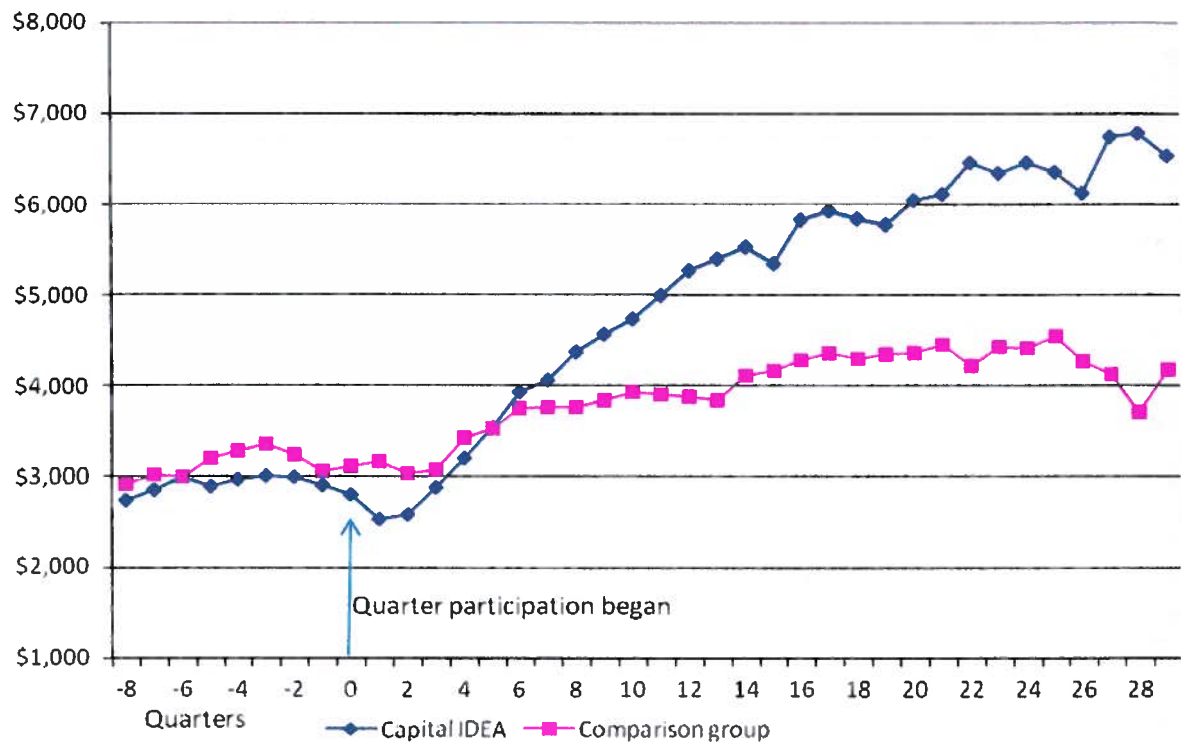
**Table 13. Quarterly Impacts, Capital IDEA Participation (2003-2008)**

<b>Impact measure</b>	<b>All Qtrs Post-Service: Comparison Group</b>	<b>All Qtrs Post-Service: C. IDEA Participants</b>	<b>Unadjusted Net Effect</b>	<b>Impact Measure</b>
<b>Quarterly Employment</b>	62.5%	74.3%	11.8%	12.3%**
<b>Average Quarterly Earnings</b>	\$6,395	\$7,104	\$708	\$759**
<b>Qualified for UI Benefits</b>	60.6%	72.6%	12.0%	12.3%**
<b>Filed UI Claim</b>	2.7%	2.4%	-0.4%	-0.4%

Note: \*\*=significant at  $p < .01$

Figure 6 presents a more complete picture of how Capital IDEA participants performed in terms of earnings over time in relation to the comparison group. These earnings are averaged across all individuals regardless of employment (i.e., unconditional earnings). In the first five quarters following their entry into Capital IDEA, a time period when many were still engaged in education and training, participants' earnings lagged behind the earnings of the comparison group. Capital IDEA participants overtook the comparison group's earnings in the 6<sup>th</sup> post-service quarter, and since that time (more than seven years post-service) participant's earnings have grown while the comparison group's earnings have remained relatively flat.

**Figure 6. Capital IDEA Versus Comparison Group Unconditional Earnings Over Time**



## **Summary and Next Steps**

Workforce development programs funded by Travis County's Health and Human Services Department between 2007 and 2008 appear to have made a positive difference in the labor market outcomes of participants across most programs it has invested in. These individuals left a workforce training program and entered the job market during the most recent economic recession. Employment and earnings outcomes are greatest in the immediate post-service quarters (especially at the 2<sup>nd</sup> and 6<sup>th</sup> quarters) for programs with short-term interventions. In some short-term programs, participants who remain employed exhibit longer-term earnings growth as well.

The impacts analysis of the short-term programs identified mixed results. American YouthWorks participation had a strong, positive impact on three measures: quarterly employment, average quarterly earnings, and meeting UI monetary eligibility qualifications. It is the only short-term program to have a positive impact on average quarterly earnings of those employed. Austin Academy and AAUL participation was significantly associated with lower average quarterly earnings, though each program did have a positive impact on at least one measure. Austin Academy participation was associated with higher quarterly employment, while AAUL participation was associated with lower filing rates for UI benefits.

Capital IDEA, the only long-term occupational training program supported by the County, had a positive, statistically significant impact on average quarterly earnings of those employed. Participants earned on average \$759 more per quarter than the comparison group over the entire period measured. Participation in Capital IDEA also was strongly associated with increased employment and eligibility for UI benefits in the event of a job loss. These results, especially in light of the more modest impacts for short-term interventions, suggest that longer-term investments in skills training yield large, lasting returns in the labor market even seven years after services have ended.

## **NEXT STEPS**

The *Local Investments in Workforce Development Evaluation* will next report on 2007-2008 participant labor market outcomes at the 14<sup>th</sup> and 18<sup>th</sup> quarter post-service for all programs. The evaluation will also continue to follow all of Capital IDEA's 2003-2008 cohorts—including additional participants who complete their training during the intervening time period—to better understand the long-term impacts of investments in intensive occupational training programs. In addition, new cohorts (2009 and 2010 participants) may be added for some programs.

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## **Appendix A. Quasi-Experimental Impacts Analysis**

In an attempt to measure the impacts of locally-funded workforce services, researchers conducted a quasi-experimental analysis comparing labor market outcomes for workforce participants with those of a comparison group of similar non-participants. Quasi-experimental analysis has been shown to produce impact estimates comparable to those resulting from more rigorous and costly approaches involving the use of experimental designs that randomly assign individuals to treatment and control status.<sup>6</sup> In fact, for some groups, quasi-experimental estimates tend to understate employment and earnings impacts from workforce services. For these reasons, results presented in this report should be considered conservative estimates of the true impacts.

Quasi-experimental approaches tend to work well when participants for whom comparison groups are being created have sufficient prior employment and earnings histories and when data are available on a sufficient number of variables with which to perform the requisite match. Youth and ex-offenders are problematical in this regard precisely because their prior employment and earnings histories are either lacking or difficult to determine. Quasi-experimental impacts are presented only for those groups/providers for which adequate matching could be performed.

Potential comparison group members were drawn from two sources: individuals who either registered to look for employment using the state's WorkinTexas program or who received "core" services under the Workforce Investment Act (such as job-matching or resume development). Thus, the comparison group selected as described below is not a "no-services," but rather a "low-intensity services" group. The resulting impact estimates thus reflect the incremental value of the community's investments in workforce services. For providers that are primarily providing job search assistance and short-term training services (e.g., Austin Academy, Austin Area Urban League, Construction Gateway, Goodwill), impact estimates are likely to be biased downward even more so than expected, in that comparison group members may have received similar services. For providers like Capital IDEA that are providing

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<sup>6</sup> For example, see Greenberg et al. (2006); Hollenbeck and Huang (2006); and Card et al. (2009).

longer-term, intensive skill investments, the estimated impacts will be conservative estimates of the incremental value of local workforce investments over and above low-intensity services already available through WorkinTexas or WIA “core” services provided through Workforce Solutions Career Centers.

Workforce services participants were matched on a one-to-one basis with potential comparison group members using a method known as weighted multivariate matching. This technique places greater weights on those variables showing greater initial (pre-service) differences. Matching was done by selecting for each participant the one comparison group member judged most similar. Matching was done without replacement, with no caliper applied to eliminate poor matches, since doing so would have reduced the generalizability of the results.

Researchers were able to access matching variables for most participants in locally-funded workforce services. Exact matches carried out included: county of residence; year of entry into the program; and whether or not individuals had recently experienced an earnings dip of 20% or more. Distance matches were also carried out on up to 16 variables by treating them as numeric and including them in the overall multivariate distance measurement. These variables included: age (for those participants with a recorded birth date); gender; race/ethnicity (White, Black, Hispanic); time since first earnings; employed at entry; percent of time employed over four (4) years prior to program entry; average quarterly earnings over four (4) years prior to program entry; percent of time in any workforce development service in the year immediately prior to program entry (matched according to service intensity: high for training programs, and low for job placement services); any prior participation in Project RIO; any UI claims filed in the year prior to program entry; any UI benefits received in the year prior to program entry; and whether the individual’s earnings history qualified for UI if he/she were to lose a job. For those experiencing a recent earnings dip, the time since the earnings dip and the percent of earnings represented by the dip were also included in the matching process.

The adequacy of each comparison group for the quasi-experimental impacts analysis was judged by performing t-tests. These tests compared treatment and comparison groups on the same 19 dimensions. If the groups were statistically

different at  $p < .01$  on more than two dimensions, the comparison was considered inadequate. Table A-1 provides the results of these tests.

**Table A-1. Summary of Differences between Treatment and Selected Comparison Groups, by Provider**

	Austin Area Urban League 2007	American Youth Works 2007-2008	Austin Academy 2007-2008	Capital IDEA 2003-2008	Crime Prevention Institute 2007- 2008	Construction Gateway 2007	Goodwill 2007
Age		**			**		.
Average earnings, 4 years prior					**		
Percent of earnings that earnings dip represents							
Employed at entry					**		
White	-	-	-	-	-	-	-
Black	-	-	-	-	-	-	-
Hispanic	-	-	-	-	-	-	-
Gender, female	-	-	-	-	-	-	
Eligible for UI based on work history					**		
Percent of time employed, 4 years prior					**		
Time since first observed earnings, quarters					**		
Time since earnings dip, quarters							
Any UI benefits in prior year		-			-		
Any UI claims in prior year							
Any prior participation in Project RIO		-			**		
Any high-intensity workforce development in prior year							
Percent of time in high-intensity workforce development in prior year							
Any low-intensity workforce development in prior year		-					
Percent of time in low-intensity workforce development in prior year		-					
Pass or fail test for adequacy of comparison group	PASS	PASS	PASS	PASS	FAIL	PASS	PASS

Note: \*\*=significantly different at  $p < .01$ , - =test could not be computed





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

**Meeting Date:** March 27, 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 Approve Reappointment of Philip P. Huang, M.D., M.P.H , as Health Authority and designation of Paul Hinchey, M.D., Birch Duke Kimbrough, M.D., and Jose G. Cabanas, M.D., each individually, as an Alternate Health Authority for Austin/Travis County Health and Human Services Department, effective April 1, 2012.

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

On January 15, 2008, the Court approved staff recommendation to designate Dr. Philip P. Huang as Health Authority and subsequently reappointed him on to that position on April 6, 2010. At that time, the Court also designated Paul Hinchey, M.D., and Birch Duke Kimbrough, M.D., as Alternate Health Authority. At the request of the Director of Austin/Travis County Health and Human Services Department, staff proposes that the Court reappoint Dr. Huang as Health Authority, reappoint Dr. Hinchey and Dr. Kimbrough as Alternate Health Authority, and appoint Dr. Jose G. Cabanas as Alternate Health Authority, as well.

### **STAFF RECOMMENDATIONS:**

Staff recommends the reappointment of Dr. Huang as Health Authority and the appointments of Drs. Hinchey, Kimbrough and Cabanas as Alternate Health Authority to be effective April 1, 2012.

### **ISSUES AND OPPORTUNITIES:**

In accordance with the Texas Health and Safety Code, the Court appointed the Health Authority to a 2-year term and may reappoint to an unlimited

**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.

number of terms.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Under Interlocal Agreement, Travis County reimburses the City of Austin for a percentage of the salary of the Health Authority. Funding is included in Travis County Health and Human Services and Veterans Service FY2012 Budget. This action will not impact the Budget.

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt, Assistant County Attorney

**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  
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P. O. Box 1748

Austin, Texas 78767

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

**MEMORANDUM**

**DATE:** March 20, 2012

**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:** Designation of Health Authority

**Proposed Motion:**

Consider and Approve Reappointment of Philip P. Huang, M.D., M.P.H., as Health Authority and designation of Paul Hinchey, M.D., Birch Duke Kimbrough, M.D., and Jose G. Cabanas, M.D., each individually, as an Alternate Health Authority for Austin/Travis County Health and Human Services Department, effective April 1, 2012.

**Summary and Staff Recommendation:**

On January 15, 2008, the Court approved staff recommendation to designate Dr. Philip P. Huang as Health Authority upon the departure of Dr. Adolfo Valadez, MD, MPH. The Court had previously approved Dr. Huang's appointment in to commence April 6, 2008, to replace Dr. Linda Dooley, who served as Acting Health Authority after the resignation of Dr. Adolfo Valadez, who was designated Health Authority in February 2004, reappointed in 2006, until his resignation in February of 2008. Dr. Huang was subsequently reappointed by the Court on April 6, 2010. In accordance with the Texas



Health and Safety Code, the Court appointed the Health Authority to a 2-year term and may reappoint to an unlimited number of terms.

The purpose of this action is to reappoint Dr. Philip P. Huang, M.D., M.P.H., as Health Authority for a 2-year term effective April 1, 2012, and to appoint three qualified physicians to act as Alternate Health Authority when designated by the Health Authority, also effective April 1, 2012.

Under Section 121.029 of the Texas Health and Safety Code, the Health Authority may delegate any power or duty imposed on the health authority to a properly qualified physician to act while the health authority is absent or incapacitated. The physician designated by the health authority must:

- Meet license and residence requirements;
- Be appointed as a designee in the same manner as the Health Authority; and
- File an Oath of Office, executed by a duly appointed Notary Public, with the Texas Department of Health.

The delegation is effective during the term of the Health Authority making the delegation. The Health Authority is responsible for the acts of the physician to whom the powers have been delegated. In addition, the entity that appoints the health Authority must have procedures in place to prevent duplication of authority and provide notice to the Department when authority is transferred.

With approval of the HHSD Director, Dr. Huang has requested that Dr. Paul R. Hinchey, Dr. Birch Duke Kimbrough, and Dr. Jose G. Cabanas be designated, each individually, as Alternate Health Authority.

#### **Budgetary and Fiscal Impact:**

Under Interlocal Agreement, Travis County reimburses the City of Austin for a percentage of the salary of the Health Authority. Funding is included in Travis County Health and Human Services and Veterans Service FY2012 Budget. This action will not impact the Budget.

#### **Background:**

Dr. Huang earned his M.D. from the University of Texas Southwestern Medical School, Houston, Texas, in 1986, and a Masters of Public Health from Harvard School of Public Health, Boston, Massachusetts, in 1990. His medical education includes internship and residency in Family Practice at Brackenridge Hospital, Austin, TX. He is a Diplomate of the American Board of Family Practice (1989). Dr. Huang most recently served as the Medical Director for the Texas Department of State Health Services, Chronic Disease Prevention, and was previously employed as Chief of the Texas Department of Health's Bureau of Chronic Disease and Tobacco Prevention, and as Epidemic Intelligence Service (EIS) Officer with the Center for Disease Control and Prevention, Atlanta, Georgia. He actively serves on a number of committees including the Government

Relations and Tobacco Control Committees of the Texas Division of the American Cancer Society; the American Heart Association's Medical and Scientific Committee; the Texas Diabetes Council; the University of Texas Health Science Center, Houston, School of Public Health's Prevention Research Center Advisory Committee; the Texas Medical Association's Physician Oncology Education Program; and the Austin Indigent Care Collaboration's Physician Advisory Board Steering Committee. Throughout his career, Dr. Huang's work has been published in many medical and scholarly journals and publications.

Dr. Hinchey earned his M.D. from State University of New York at Buffalo School of Medicine and Biomedical Science and a Masters of Business Administration at State University of New York at Buffalo School of Management. His medical education included a residency in Emergency Medicine and an EMS Fellowship at the University of North Carolina, Department of Emergency Medicine. He holds board certifications from the American Board of Emergency Medicine and United States medical Licensing Examination Step I-III, and numerous special certifications, including Air Medical Physicians Association medical Director Part II and III, Advanced Cardiac Life Support, Advanced Trauma Life Support, FEMA Urban Search and Rescue medical Specialist and NAEMSP National Medical Director. Dr. Hinchey has served in many professional capacities as a Medical Director or Assistant Medical Director in Emergency Medical Services. He is currently serving as the System Medical Director for the Austin/Travis County Emergency Medical Services and meets all of the requirements of the Health and Safety Code to be designated an Alternate Health Authority.

Dr. Kimbrough earned his M.D. from the University of Texas Health Science Center at San Antonio, San Antonio, Texas, in 1974. His medical education includes an internship and residency in General Surgery at North Carolina Memorial Hospital, Chapel Hill, NC and residency in General Surgery at Madigan Army Medical Center, Tacoma, WA. He is a Diplomate of the American Board of Surgery in General Surgery (1983) and the American Board of Emergency Medicine (1992) and holds certifications in Pediatric Life Support, Cardiac Life Support, Trauma Life Support and Swift Water Rescue. Dr. Kimbrough is a Veteran of the US Army Active Reserve, retiring at the rank of Colonel, having served as Chief, Department of Surgery, 5501 US Army Hospital and as Chief Medical Officer for Emergency Treatment Service, 114th Evacuation Hospital. He has been a staff physician in the Emergency Department at South Austin Medical Center since 1989. Currently, Dr. Kimbrough serves as Associate Medical Director in the Austin/Travis County Office of Medical Director.

Jose G. Cabanas earned his M.D.'s from San Juan Bautista School of Medicine, Caguas, Puerto Rico in 2002 and Ross University, Dominica, West Indies, in 2005. Dr. Cabanas is also currently enrolled in the Masters in Public Health (MPH) Program at the University of North Carolina, Chapel Hill, in 2012. His medical education includes an Emergency Medicine Residency at University of Puerto Rico, San Juan, PR, Health Policy Internship at George Washington University in Washington, D.C. and an Emergency Medical Services Fellowship at the University of North Carolina, Chapel Hill, NC. He is a Diplomate of the American Board of Emergency Medicine (2009). He has

held a number of key positions in the area of Emergency Medicine including Emergency Medical Attending Physician, Wake Emergency Physicians, PA, Raleigh, NC; Associate Director of Research, Emergency Services Institute, and Medical Director Special Operations, WakeMed Health and Hospitals, Raleigh, NC; and Deputy Medical Director of Wake County Emergency Medical Services (EMS), Raleigh, NC. Currently, Dr. Cabanas serves as Deputy Medical Director of Austin/Travis County Emergency Medical Services (EMS).

Current curriculum vitae are attached for the proposed Health Authority reappointee and Alternate Health Authority appointee and reappointees. All appointment documents required by the Texas Department of State Health Services have been completed.

cc: Leroy Nellis, Interim County Executive, Planning and Budget Office  
Susan A Spataro, CPA, CMA, Travis County Auditor  
Cyd Grimes, CPM, Travis County Purchasing Agent  
Mary Etta Gerhardt, Assistant County Attorney



PHILIP P. HUANG, M.D., M.P.H.  
CURRICULUM VITAE

BUSINESS ADDRESS

Austin/Travis County Health & Human Services Dept  
15 Waller Street  
Austin, TX 78702  
(512) 972-5855

EDUCATION

Harvard School of Public Health, Boston, Massachusetts	
Masters of Public Health	1989-1990
Brackenridge Hospital, Austin, Texas	
Intern and Resident in Family Practice	1986-1989
Chief Resident in Family Practice	1989
University of Texas, Southwestern Medical School	
Doctor of Medicine	1982-1986
Rice University, Houston, Texas	
Bachelor of Arts in Civil Engineering	1978-1982

EXPERIENCE

Austin/Travis County Health Department	
Medical Director/Health Authority	2008-Present
Texas Department of State Health Services (Reorganized from the Texas Department of Health in 2004), Austin, Texas	
Medical Director, Chronic Disease Prevention	2004-2008
Texas Department of Health, Austin Texas	
Chief, Bureau of Chronic Disease and Tobacco Prevention	1992-2004
Centers for Disease Control and Prevention, Atlanta, Georgia	
Epidemic Intelligence Service (EIS) Officer	1990-1992
Harvard Center for Health Communication, Boston, Massachusetts	
Work/Study Intern	1989-1990

LICENSURE AND CERTIFICATION

State of Texas #H2473,	1987-Present
Diplomate, American Board of Family Practice	1989-Present

## SCHOLARSHIPS AND AWARDS

Public Health Award, Texas Academy of Family Physicians	2011
Tobacco-Free Texas Lifetime Achievement Award, Texas Department of State Health Services and the Center for Safe Communities and Schools	2008
Outstanding Leadership in Tobacco Cessation and Control Achievement Award, American Cancer Society – Texas Division and the Center for Safe Communities and Schools	2003
Award for Excellence in the Prevention and Control of Chronic Disease, Association of State & Territorial Chronic Disease Program Directors	2003
Who's Who in Medicine and Healthcare	1998
C Frank Webber Family Practice Award for Excellence in Oncology, MD Anderson Cancer Center	1996
Who's Who Among Rising Young Americans	1993
Two Thousand Notable American Men	1993-1994
U.S. Public Health Service Citation	1992
U.S. Public Health Service Unit Commendation	1992
Outstanding Poster Presentation, EIS Conference	1991
Full tuition scholarship, Harvard School of Public Health	1989-1990
Charles F. Wilinsky Award for Academic Excellence in Health Policy and Management, Harvard School of Public Health	1990
Young Community Leaders of America	1986
International Youth in Achievement	1983-1984
Outstanding Young Men of America	1983-1984
Tau Beta Pi Engineering Honor Society	1982
Chi Epsilon Civil Engineering Honor Society	1982
National Society of Professional Engineers, ARMCO Civil Engineering Scholarship	1978-1982

## ACADEMIC APPOINTMENTS

University of Texas School of Public Health, Austin Campus Adjunct Assistant Professor	2008-Present
University of Texas at Austin, Department of Kinesiology and Health Education Adjunct Assistant Professor	2000-2002
University of Texas School of Public Health, Houston, Texas Adjunct Assistant Professor of Disease Control	1995-1997
Southern Illinois University School of Medicine Department of Family Practice, Springfield, Illinois Clinical Assistant Professor	1990-1992

## APPOINTMENTS AND COMMITTEES, NATIONAL

Interagency Committee on Smoking and Health Member	2009-Present
C-Change (Formerly the National Dialogue on Cancer) Member	1999-Present

**APPOINTMENTS AND COMMITTEES, NATIONAL (Continued)**

C-Change (Continued)	
Board of Directors	
Member	2010-Present
Primary Prevention & Early Detection Team	2000-2009
Chair	2004-2009
Vice Chair	2001-2004
Member Lead, Making the Business Case for Cancer Prevention and Early Detection Bold Initiative	2005-Present
National Association of Chronic Disease Directors	
Associate Member	2008-Present
President	2008
Treasurer	2006-2007
President	1998-1999
Board Member	1993-2008
Comprehensive Cancer Interest Group	2002-2008
Chair	2002-2008
Science & Epidemiology Committee	1992-2008
Chair	1993-1996
Co-Chair	2006-2007
Centers for Disease Control and Prevention	
Interagency Committee on Smoking and Health	2008-Present
Behavioral Risk Factor Surveillance System Working Group	
ASTCDPD Representative	1993-1999
National Chronic Disease Conference Planning Committee	1994-2002
Member	2004-2005
Abstract Session Coordinator	1995-1996
American Academy of Family Physicians	1982-Present
Minority Health Affairs Committee	1986-1988

**APPOINTMENTS AND COMMITTEES, STATE**

American Cancer Society, Texas Division	
Governmental Relations Committee	1999-Present
Tobacco Control Committee	1999-2008
American Heart Association., Texas Affiliate	
Medical and Scientific Committee	2004-2008
Texas Department of Health	
Nutrition, Physical Activity and Obesity Prevention	
Program Evaluation Advisory Committee	2009-Present
Tobacco Evaluation Workgroup	1999-Present
Chair	1999-2008
Health Survey User Group (BRFSS)	2000-Present
YRBS User Group	2009-Present
TDH Learning Council	1996-2000
Preventive Health Block Grant Policy Group	
Chair	1993-2001
Preventive Health Block Grant Advisory Committee	
Vice Chair	1992-1993



1994-2000

APPOINTMENTS AND COMMITTEES, STATE (Cont.)

Texas Department of Health (Cont.)	
Title V Futures Project Core Public Health Committee	1995
ReFORMATION Committee	
Chair Internal Review Board	1993-1998
Continuing Education Committee	1992-2003
Year 2000 Surveillance and Data Systems Committee	1992-1996
Texas Diabetes Council	1992-2008
Texas Cancer Council	1993-2003
University of Texas Health Science Center, Houston	
School of Public Health	
Prevention Research Center Advisory Committee Member	2000-Present
Texas Medical Association	
Physician Oncology Education Program	1995-Present
Preventive Medicine Task Force	1993-1996
Tobacco Use Prevention Task Force	1994-1996
Section on Public Health	
Secretary	1995-1996
Texas Academy of Family Physicians	
Preventive Medicine Task Force	1993-2003
Minority Health Affairs Committee	1986-1989
Texas Association of Public Health Physicians	
President	1996-1997

APPOINTMENTS AND COMMITTEES, LOCAL

Homeland Security Task Force, Capital Area Council of Governments	2009-Present
Public Health & Medical Committee	
Member	2009- Present
Co-Chair	2012-Present
Pandemic Flu Workgroup	
Chair	2010-Present
Travis County Medical Society	
Member	1986-Present
Public Health Committee	
Chair	2009-Present
Austin Indigent Care Collaborative	
Physician Advisory Board Steering Committee	2007-Present
Chair	2008-Present
American Heart Association, Capital Area Region	
Board of Directors	1996-1999

MANUSCRIPT REVIEWER FOR THE FOLLOWING PEER-REVIEWED JOURNALS:

American Journal of Public Health, Preventing Chronic Disease, Tobacco Control

## PUBLICATIONS

McAlister A, Huang P, Ramirez A, Harrist R, Fonseca V. Reductions in Cigarette Smoking and Acute Myocardial Infarction Mortality in Jefferson County, Texas *Am J Public Health*. 2010 October;192211v1

McAlister A, Huang P, Ramirez A. Settlement-Funded Tobacco Control in Texas: 2000-2004 Pilot Project Effects on Cigarette Smoking. *Public Health Reports*. 2006 May-June;121, 235-238.

Given L, Black B, Lowry G, Huang P, Kerner J. Collaborating to Conquer Cancer: A Comprehensive Approach to Cancer Control. *Cancer Causes and Control*. 2005;16(Suppl.1):3-14.

Snedden G, Gottlieb-Nudd A, Gottlieb N, Huang P. A Feedback Model for Applied Research on Tobacco Control. *Prev Chron Dis* [serial online] 2006 Mar. Available from: URL:[http://www.cdc.gov/pcd/issues/2006/mar/05\\_0115.htm](http://www.cdc.gov/pcd/issues/2006/mar/05_0115.htm).

Meshack A, Hu S, Pallonen U, McAlister A, Gottlieb N, Huang P. Texas Tobacco Prevention Initiative: Processes and Effects. *Health Education Research*. 2004 June 15 [Epub ahead of journal publication on 2004 December;19(6);657-668.

Rabius V, McAlister A, Geiger A, Huang P, Todd R. Telephone Counseling Increases Cessation Rates Among Young Adult Smokers. *Health Psychology*. 2004;23(5), 539-541.

Zevallos, J, Huang P, Smoot M, Condon K, Alo C. Usefulness of Tobacco Check Boxes on Death Certificates: Texas, 1987-1998. *Am J Public Health*. 2004;94:1610-1613.

Gottlieb N, Loukas A, Corrao M, McAlister A, Snell C, Huang P. Minor's Tobacco Possession Law Violations and Intentions to Smoke: Implications for Tobacco Control. *Tobacco Control*. 2004;13:237-243.

McAlister A, Morrison TC, Hu S, Meshack AF, Ramirez A, Gallion K, Rabius V, Huang P. Media and Community Campaign Effects on Adult Tobacco Use in Texas. *Journal of Health Communication*. 2004 Mar-Apr; 9(2);95-109.

McAlister A, Rabius V, Geiger A, Glynn T, Huang P, Todd R. Telephone Assistance for Smoking cessation: One Year Cost Effectiveness Estimations. *Tobacco Control*. 2004;13:85-86.

Centers for Disease Control and Prevention. Impact of a Smoking Ban on Restaurant and Bar Revenues – El Paso, Texas, 2002. *MMWR* 2004;53:150-152.

Centers for Disease Control and Prevention. Secondhand Smoke Exposure Among Middle and High School Students – Texas, 2001. *MMWR* 2003;52:152-154.

Centers for Disease Control and Prevention. Usual Sources of Cigarettes for Middle and High School Students-Texas, 1998–1999. *MMWR* 2002;51:900-901.

### PUBLICATIONS (Continued)

Gottlieb NH, Huang P, Blozis S, Guo J, Smith MM. The Impact of Put Prevention Into Practice on Selected Clinical Preventive Services in Five Texas Sites. *Am J Prev Med.* 2001;21(1):35-40.

GottliebNH, Guo J, Blozis S, Huang P. Individual and Contextual Factors Related to Family Practice Residents' Assessment and Counseling for Tobacco Cessation. *J Am Board Fam Pract.* 2001;14(5):343-51.

Arday DR, Klevens RM, Nelson DE, Huang P, Giovino GA, Mowery P. Predictors of Tobacco Sales to Minors. *Preventive Medicine.* 1997;26:8-13.

Huang P, Weber JT, Sosin D, Griffin PM, Long EG, Murphy J, Kocka F, Peters C, Kallick C. The first reported outbreak of diarrheal illness associated with *Cyclospora* in the United States. *Ann Intern Med.* 1995;123:409-414.

Centers for Disease Control and Prevention. Assessment of the impact of a 100% smoke-free ordinance on restaurant sales - West Lake Hills, Texas, 1992-1994. *MMWR* 1995;44:370-372.

Centers for Disease Control and Prevention. Minors' Access to Cigarette Vending Machines - Texas. *MMWR* 1994;43:625-627.

Centers for Disease Control and Prevention. Minors' Access to Tobacco - Missouri, 1992 and Texas, 1993. *MMWR* 1993;42:125-128.

Huang P, Burton D, Sosin DM, Howe HL. Black-white differences in appeal of cigarette advertisements among adolescents. *Tobacco Control* 1992;1:249-255.

Centers for Disease Control and Prevention. Outbreaks of diarrheal illness associated with *Cyanobacteria* (blue-green algae)-like bodies - Chicago and Nepal, 1989 and 1990. *MMWR* 1991;40:325-327.

Huang P. "Community Involvement During Residency and DOC (Doctors Ought to Care)" *Texas Family Physician*, November/December 1987.

### SELECTED PRESENTATIONS

Huang P., Kerner J., Colange N. U.S. Efforts to Translate Cancer Recommendations into Policy and Practice. Presented at the World Cancer Conference, July 2006. Washington, D.C.

Huang P., DeLeon C. Collecting, Reporting, Interpreting and Using Online Program Management and Tracking System Data. Presented at the Centers for Disease Control Cancer Partners Summit, July 2006. Washington, D.C.

Huang P. Impact of Diabetes on Texas. Presented to the Harris County Medical Society Managed Care Committee, June 1, 2004. Houston, TX.



### SELECTED PRESENTATIONS (Continued)

Eischen M, Pechacek T, Huang P. Sustaining Science-Based Comprehensive State Tobacco Control Programs During Major Budget Cuts. Presented at the National Conference on Health Education and Health Promotion, May 2004. Orlando, FL.

Huang P. Helping Health Care Providers get Patients to Quit Using Tobacco. Presented at the 79<sup>th</sup> Annual Texas Public Health Association Annual Education Conference, April 2004. Houston, TX.

Victor R, Calhoun K, Harkless L, Adams M, Huang P. Health and Human Services Braintrust: The State of African American Health. Presented at the 6<sup>th</sup> African-American Legislative Summit, February 2004. Austin, TX.

Pechacek T, Moore J, Huang P. Determining Program Priorities of Best Practices Components for Comprehensive State Tobacco Control Programs During Major Funding Challenges. Presented at the 18<sup>th</sup> National Conference on Chronic Disease Prevention and Control, February 2004. Washington, DC.

McCusker M, Alo C, Huang P. Economic Burden Of Overweight and Obesity – Texas, 2001. Poster Presentation at the 18<sup>th</sup> National Conference on Chronic Disease Prevention and Control, February 2004. Washington, DC.

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Lancaster B., Pechacek T., Huang P., Clarke N. Gallogly M. How States Can Best Allocate Funds Across “Best Practices” Components During Budget Cuts. Presented at the National Conference on Tobacco or Health, December 2003. Boston, MA.

Huang P. The Texas Tobacco Prevention Initiative. Presented at the 2<sup>nd</sup> Annual National Latino Conference on Tobacco Prevention and Control, September 2003. Washington, DC.

Huang P. The Put Prevention Into Practice Program: A Promising Tool for States and Localities in working with Plans and Providers. Presented at the AHRQ User Liaison Program Workshop on Improving Health Through the Expanded Use of Clinical Preventive Services, June, 2000. Snowbird, UT.

Huang P. Putting Prevention Into Practice. Presented at the Southeastern Cardiovascular Disease Conference, August, 1996. Research Triangle, NC.

Thompson J, Huang P, Lewis C, Medder J, Dawe C. Implementation and Evaluation of “Put Prevention Into Practice.” Presented at Prevention '96 Conference, March 1996. Dallas, TX.

Moore J, Herndon-Malek S, Yoast R, Huang, P, Rice J. If It's Still Broke, Let's Fix It: Advocating a National Tobacco Use Prevention and Control Strategy. Presented at Prevention '96 Conference, March 1996. Dallas, TX.

SELECTED PRESENTATIONS (Continued)

Huang P. Implementation and Evaluation of PPIP by the Texas State Health Department. Presented to the National Coordinating Committee on Clinical Preventive Services, May 1995. Washington, DC.

Huang P. Implementation and Evaluation of Put Prevention Into Practice in Texas. Presented at Prevention '95 Conference, April, 1995. New Orleans, LA.

Huang P. Current Issues in Tobacco. Presented at annual meeting of the Council of State and Territorial Epidemiologists, April, 1994, Aspen, CO.

Huang P. Tobacco and Youth. Presented at Texas Department of Health quarterly continuing medical education conference, December, 1993, Austin, TX.

Huang P. Putting prevention into practice: Current recommendations for breast cancer screening. Presented at Texas Department of Health continuing medical education conference, October, 1993, Austin, TX.

Huang P, Burton D, Sosin DM, Howe HL. Appeal of Joe Camel & other cigarette ads among 7th and 8th graders. Presented at EIS Conference, April, 1992, Atlanta, GA.

Huang P, Burton D, Sosin DM, Howe HL. Appeal of Joe Camel & other cigarette ads among 7th and 8th graders. Presented at 8th World Conference of Smoking or Health, April, 1992, Buenos Aires, Argentina.

Huang P, Weber JT, Sosin DM, Griffin P, et al. Diarrheal outbreak associated with a cyanobacteria (blue-green algae)-like body. Poster/oral presentation at EIS Conference, April 1991, Atlanta, GA.

Huang P, Weber JT, Sosin DM, Griffin P, et al. Diarrheal outbreak associated with a cyanobacteria (blue-green algae)-like body, Chicago, Illinois. Presented at 119th annual meeting of the APHA, November 1991, Atlanta, GA.

Huang P, Burton D, Sosin DM, Howe HL. Cigarette advertisements and children. Presented at the 7th annual meeting of north central epidemiologists, October, 1991, Chicago, Illinois.

Huang P, Burton D, Sosin DM, Howe HL. Tobacco advertising: why kids might rather smoke Camels. Epidemiology Grand Rounds, Centers for Disease Control. August 12, 1991, Atlanta, Georgia.

Huang P, Weber JT, Sosin DM, Griffin P, et al. Diarrheal illness associated with Cyanobacteria (blue-green algae)-like bodies. Presented at the 6th annual meeting of north central epidemiologists, October, 1990, Chicago, Illinois.

"International Health Opportunities" AAFP National Conference of Family Practice Residents, Kansas City, MO, August 1987

**SELECTED PRESENTATIONS (Continued)**

**"Cross Cultural Health Issues" Co-Presenter, AAFP National Conference of Family Practice Residents, Kansas City, MO, August 1987**

## ***Curriculum Vitae***

***Paul R. Hinchey, MD, MBA***

### ***Personal Information***

Paul R. Hinchey, MD, MBA

E-mail: paul.hinchey@ci.austin.tx.us

Home Address: 

### ***Education***

EMS Fellowship, University of North Carolina, Chapel Hill, Department of Emergency Medicine, July 2005-July 2006

Residency in Emergency Medicine, University of North Carolina, Department of Emergency, June 2002-June 2005  
Chief Resident, 2004-2005

Masters of Business Administration, State University of New York at Buffalo School of Management, June 2002

Doctor of Medicine, State University of New York at Buffalo School of Medicine and Biomedical Science, June 2002

Bachelor of Arts, Manhattanville College, May 1995

AAS Liberal Arts/Math & Science, Westchester Community College, January 1992

### ***Employment History***

Medical Director Austin-Travis County EMS, Austin, Tx, Sept 2009-present

Deputy Medical Director Wake County EMS, Raleigh, NC, Nov 2008-Aug 2009

Medical Director WakeMed Mobile Critical Care Air and Ground Services, WakeMed Health Hospitals, Raleigh, NC, Feb 2007- Aug 2009

Medical Director WakeMed Emergency Services Institute Special Operations, WakeMed Health Hospitals, Raleigh, NC 27610, Feb 2007- Aug 2009

Attending Physician, Department of Emergency Medicine, WakeMed Health Hospitals.



*Curriculum Vitae* Paul R. Hinchey MD MBA

Raleigh, NC, July 2006- Aug 2009

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Assistant Medical Director Wake County EMS, Raleigh, NC, July 2005-Nov 2008

Assistant Medical Director-EMS Fellow, Orange County Office of Emergency Management – EMS Division, July 2005-June 2006

Acting EMS Fellow, Orange County Office of Emergency Management –EMS Division, July 2003-July 2005

EMS Consultant to Department of Emergency Medicine, Erie County Medical Center, Office of Pre-Hospital Care, 1999-2002

Per Diem Instructor, Pre-Hospital Continuing Education, Erie County Medical Center, 1999-2002

Per Diem ACLS Instructor Erie County Medical Center Department of Continuing Education, 1997-2002

Per Diem ACLS Instructor SUNY at Buffalo Office of Graduate Medical Education, 1997-2002

Per Diem ACLS Instructor, Rural Metro Emergency Medical Services, 1998-2000

Per Diem New York State Certified Paramedic, Metrocare Ambulance Service, 1996-1997

Assistant Professor/Curriculum Chair of A.A.S. Paramedic Program, Westchester Community College, 1994-1997

Adjunct Professor/Basic Life Support Instructor Coordinator, Westchester Community College, 1990-1994

First Lieutenant/Training Officer, Pleasantville Volunteer Ambulance Corps, Pleasantville NY, 1992-1993

New York State Certified Emergency Paramedic, Empress Ambulance Service, 1989-1996

New York State Certified Emergency Medical Technician, Empress Ambulance Service 1988-1989

New York State Certified Emergency Medical Technician, Pleasantville Volunteer

*September 2009*

*Cumcuium Vitae* Paul R. Hinchey MD MBA  
Ambulance Corps, 1986-1997

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### ***Teaching Responsibilities***

Supervision, clinical education, didactic teaching and quality assurance review to the WakeMed Mobile Critical Care Nurses and Paramedics while in the service of the critical care transport team. WakeMed February 2007-August 2009.

Supervision, on floor education and didactic teaching to University of North Carolina Medical students, and residents during their Emergency Medicine rotation at WakeMed. July 2006- August 2009.

Supervision, on floor education and didactic teaching to Pitt County Memorial Hospital Pediatric, and Pediatric Emergency Medicine residents during their Emergency Medicine rotation at WakeMed. July 2006- August 2009.

Field supervision, didactic teaching and quality assurance review to the Wake EMS Paramedics. Wake EMS July 2005- August 2009.

### ***Board Certification***

American Board of Emergency Medicine 2006  
United States Medical Licensing Examination Step I-III

### ***Other Certification***

Air Medical Physicians Association Medical Director Part II and III (2007 and 2008)  
Advanced Cardiac Life Support (ACLS), Provider and Instructor 1990-2007  
Advanced Trauma Life Support (ATLS) 2002-2006  
FEMA Urban Search and Rescue Medical Specialist, 2005-p  
NAEMSP National Medical Director, 2003  
North Carolina Medical Director, 2003  
North Carolina Emergency Vehicle Operator (EVOC), 2003  
New York State EMT-Paramedic, 1989-2007

### ***Professional Societies***

Member, National Association of EMTs, 2007-p  
Member, Air Medical Physicians Association, 2007-p.

September 2009

*Curriculum Vitae* Paul R. Hinchey, MD, MBA

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Member, Medical Society of North Carolina, 2005-p  
Member, Greater Raleigh Emerald Society, 2005-p  
Member, North Carolina Tactical Medicine Association, 2005-p  
Member, American College of Emergency Physicians, 2001-p  
Member, Society of Academic Emergency Medicine, 2001-p  
Member, National Association of EMS Physicians, 2001-p

### ***Committees***

National Association of EMTs – Board of Directors (Medical Director), May 2007-p  
WakeMed Stroke Team Task Force, November 2005- August 2009  
Committee on Accreditation of EMS Programs – Board of Directors, September 2005-p  
AAEM EMS Committee, July 2005 –2008  
ACEP EMS Committee, July 2004-2008  
North Carolina Office of EMS-EMS Performance Improvement Indicators, 2004.  
Orange County EMS Audit and Review Committee, September 2003-2006  
Orange County EMS Education Committee, July 2003-2006  
UNC Hospitals Disaster Committee, July 2003-2007

### ***Research and Publications***

Hinchey P, Subramaniam G, “*Pneumothorax as a Complication After TASER Activation.*” *Prehosp Emerg Care* 2009; 13:532-535.

Hinchey P, Patel A, De Maio V et al. “*A Simulation-Based Training Intervention to Optimize Air-Medical Scene Trauma Management.*” Poster Presented at National Association of EMS Physicians, Jacksonville, Florida; Jan 2009.

Patel A, Hinchey P, De Maio V et al. “*Initial Implications of a Simulation Methodology to Overcome Barriers and Optimize Patient Care Processes in Air-Medical Care.*” Poster Presented at Society for Simulation in Health Care, Orlando Florida; Jan 2009.

Hinchey P, Patel A, De Maio V et al. “*Physiologic Response of Air-Medical Providers to a Simulated Trauma Patient.*” Poster Presented at Society for Simulation in Health Care, Orlando Florida Jan 2009. Submitted to Society for Simulation in Health Care; Jan 2009.

Hinchey P, Meyers JB, Lewis R, Zalkin J. et al: “*ICE: Induced Cooling by EMS.*” Abstract Presented at SAEM, Washington DC, May 2008. Submitted to *Annals of Emergency Medicine* April 2009.

*Cumculum Vitae* Paul R Hinchey, MD, MBA

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**Hinchey P, Meyers JB, Zalkin J, Lewis R, and Garner D:** "EMS Dispatch Triage Criteria Can Accurately Identify Patients Without High-Acuity Illness or Injury." *Prehosp Emerg Care* 2007; 11:42-48.

**Hobgood C, Hevia A, Hinchey P:** Profiles in Patient Safety: "When an Error Occurs " *Academic Emergency Medicine* 2004; 11:766-770.

**Lerner EB, Hinchey PR, Billittier AJ:** "A Survey of First Responder Fire Fighter's Attitudes, Opinions, and Concerns about Their AED Program." *Pre-hospital Emergency Care* 2003; 7: 120-124

### ***Lectures and Presentations***

#### **Induced Hypothermia**

Kansas City Critical Care Conference, Kansas City MO Nov 2008  
Air Medical Transport Conf, Minneapolis, MN Oct 2008  
EMS Today, Greensboro, NC Sept 2008  
Combined Clin. Conf of Missouri ACEP, Lake of the Ozarks, MO June 2008  
Stamford Hospital Grand Rounds, Stamford, CT May 2008  
Greater Westchester EMS Conference, Yonkers, NY May 2008  
EMS Today, Baltimore, MD March 2008  
Take Heart Austin, Austin TX Oct 2007  
WakeMed Trauma Symposium, Raleigh, NC October 2007  
Spartanburg Cardiac Symposium, Spartanburg, SC September 2007  
UNC Dept of Emerg Med Resident Conference, Raleigh, NC June 2007  
Clear Lake Regional Medical Center, Houston, TX May 2007  
UNC School of Medicine Emerg Med Interest Group Apr 2006  
WakeMed Emerg Physician Assistants, Grand Rounds, Raleigh, NC Nov 2006  
EMS Today - North Carolina Regional Conference, Greensboro, NC Oct 2006  
Grand Rounds, Onze Lieve Vrouwe Gasthuis, Amsterdam, NL April 2006

#### **Excited Delirium and the Taser**

Business Environmental and Safety Conference, Raleigh NC, Jan 2009  
Advanced Practice Paramedic Curriculum Wake EMS, NC, Nov 2008  
Combined Clin Conf Missouri ACEP, Lake of the Ozarks, MO June 2008  
Moore County Crisis Intervention Team, NC, April 2008  
Wake County Crisis Intervention Team, NC, Sept 2007

#### **Tactical Medicine and Special Operations**

Ballistic Injury UNC School of Medicine Emerg Med Interest Group, Nov 2008.  
Special Operations Medical Direction - Firehouse Expo, Baltimore, July 2007  
Crush Injuries - Onze Lieve Vrouwe Gasthuis Amsterdam, NL, April 2006

*September 2009*



*Curriculum Vitae* Paul R. Hinchey MD MBA

6

Ballistics – “EMS Night Out” Lecture Series, July 2005

Special Operations Lecture Series – Wake EMS, July 2005 – p

Topics upon request

Ballistic Injuries – Wake County EMS, June 2004

Mass Casualty Events – A New Paradigm – Orange County EMS, May 2004

Mass Casualty Triage – Trauma Regional Advisory Committee “EMS Night Out”  
Lecture Series, March 2004

Ballistic Wounding – WakeMed Department of Surgery, May 2003

#### EMS Lectures

What’s New in EMS – Greater Westchester EMS Conference, Yonkers, NY,  
March 2009

Advanced Practice Paramedic Lecture Series- Wake EMS, November 2008

Topics upon request

Pediatric Burns – EMS Night Out, Raleigh, NC, May 2008

Street Safety – EMS Today, Greensboro, NC, October 2005

Callback Lecture Series - Wake EMS, July 2005-present

Topics upon request

Firefighter Safety – Orange Grove Fire Department, February 2005

Rapid Sequence Induction – Duke University EMS Extravaganza, April 2005

Street Safety – Orange Cnty EMS Paramedic Education, September 2004

Anaphylaxis – Parkwood EMS, April 2004

Orange County EMS Education, July 2002-November 2003 Topics upon request

Rapid Sequence Induction – Duke University EMS Extravaganza, April 2005

#### Additional Lectures

Simulation in the Air-Medical Environment – METI Simulation Conference  
Tampa, FL, March 2009

Warning Signs of Heart Attack and Importance of Community CPR- WakeMed  
Health and Hospitals, Raleigh, NC, February 2009

RACE: Improving STEMI Care, Kansas City MO, Nov 2008

Anaphylaxis - Comb. Clin Conf Mo ACEP, Lake of the Ozarks, MO, June 2008

Medical Student Lecture Series – UNC Department of Emergency Medicine, July  
2004-2006 – Topics upon request

Complications of Pregnancy – UNC Dept of Emergency Medicine, July 2004

Emergency Nurses and EMS – Panelist –South Eastern Regional SAEM  
Conference, March 2004

Male GU Emergencies –UNC Department of Emergency Medicine, June 2003

Behavioral Emergencies – UNC Department of Emergency Medicine, Oct 2002

Surgical Conditions in Pregnancy – SUNY Buffalo Department of Obstetrics &  
Gynecology, January 2001

### *Awards*

Eastern North Carolina EMS Association EMS Provider of the Month, October 2007.  
SAEM/EMRA Jean Hollister Award for Excellence in EMS, April 2005  
ACEP Scholarship to NAEMSP Pediatric Research Forum, January 2005  
ACEP Scholarship to Annual Leadership and Legislative Issues Conference, 2004  
1<sup>st</sup> Place Case Presentation Competition, UNC Depart of Emergency Medicine, 2003  
SAEM Excellence in Emergency Medicine Award --SUNY at Buffalo, 2002  
EMS Educator of the Year -- Hudson Valley Regional EMS Council, 1996  
Pleasantville Ambulance Corps -- Dedicated Service Award, 1996  
Meritorious Service Award -- City of Yonkers -- World Trade Center Bombing, 1994

## BIRCH DUKE KIMBROUGH

### Current Work Address:

South Austin Medical Center  
Emergency Department  
901 W. Ben White Blvd.  
Austin, Texas 78704-6903  
(512) 448-7160

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### BOARD CERTIFICATION:

Diplomate, American Board of Surgery in General Surgery 1983,  
Recertification by examination 1992, 2003  
Diplomate, American Board of Emergency Medicine 1992  
Recertification by examination 2001

### STATE BOARD

EXAMINATIONS COMPLETED: Texas 1970 (current)

### PROFESSIONAL ORGANIZATIONS:

Fellow, American College of Emergency Physicians  
Fellow, American College of Surgeons  
Member, Travis County Medical Society  
Member, Texas Medical Association

### POSTGRADUATE TRAINING:

1 July 1978 - 30 June 1980  
Residency - General Surgery

Madigan Army Medical Center  
Tacoma, Washington

1 July 1975 - 30 June 1978  
Residency - General Surgery

North Carolina Memorial Hospital  
Chapel Hill, North Carolina

1 July 1974 - 30 June 1975  
Internship - Straight Surgery

North Carolina Memorial Hospital  
Chapel Hill, North Carolina

### EDUCATION:

September 1970 - June 1974  
Doctor of Medicine

University of Texas Health Science  
Center at San Antonio  
San Antonio, Texas

September 1966 - June 1970  
Bachelor of Arts  
Zoology

University of Texas at Austin  
Austin, Texas

### SPECIAL CERTIFICATIONS:

Pediatric Advanced Life Support Provider  
Advanced Cardiac Life Support (ACLS) Provider  
Advanced Cardiac Life Support (ACLS) Instructor  
Advanced Trauma Life Support (ATLS) Provider  
Advanced Trauma Life Support (ATLS) Instructor  
Swift Water Rescue Technician II - "Rescue 3" Course

Birch Duke Kimbrough

**SPECIAL AWARDS:**

Initial recipient, City of Austin EMS Award for Emergency Physician of the Year, 1992, 2001 (Awarded by vote of "Street Paramedics")  
"Not for Self but Others" Award Landstuhl Army Medical Center, Germany 1982

**CLINICAL EXPERIENCE:**

March 1993 - Current

Emergency Department  
South Austin Medical Center  
901 W. Ben White Blvd.  
Austin, TX 78704-6903

Staff Physician: Provide hospital based clinical support and patient care in an urban medical center, current volume 50,000 patients annually

Nov. 1990 - May 1991  
(Operations Desert Shield,  
Desert Storm deployed  
to the Iraqi border)

114th Evacuation Hospital (400 bed hospital)  
(Currently 5501 US Army Hospital)  
2010 Harry Wurzbach Hwy.  
San Antonio, TX 78209-6027

Chief Medical Officer (Lt. Colonel)  
Emergency Medical Treatment (EMT) Service

Served as the medical officer directly in charge of all emergency services including mass casualty, internal disaster, local emergency care, and triage. Responsible for initial care of approximately 1,000 hospitalized patients transferred into and out of our hospital. Provided personnel and support for a 46,000 member enemy POW Camp. Provided inpatient care for infants and children. Provided surgical treatment and post-operative care of surgical patients. Received Army Achievement Medal for these activities.

Mar. 1986 - 1995

Emergency Department  
Brackenridge Hospital  
601 E. 15th Street  
Austin, Texas 78705-1058

Staff Physician: Provided clinical support in a referral hospital for regional trauma and the regional childrens' hospital and emergency medicine. Patient volume during this period was 50,000 - 60,000 annually. Provided supervision of residents in emergency medicine internal medicine, family practice, and pediatrics in the Emergency Department.

Mar. 1986 - Mar. 2001 (retired)

U.S. Army Active Reserve:  
5501 U.S. Army Hospital  
2010 Harry Wurzbach Hwy.  
San Antonio, Texas 78209-6027

Progression of responsibilities and command support commensurate with rank.



Birch Duke Kimbrough

Rank at retirement: Colonel

Last office held: Chief, Department of Surgery (3rd in chain of command) 5501 U.S. Army Hospital. Provide responsibility for all surgical and surgical support services for a 1,000 member Reserve unit hospital. Provide command briefing required to meet unit mission of supporting Brooke Army Medical Center (BAMC) in peacetime. During wartime with mobilization would direct surgical staff for Brooke Army Medical Center, Ft. Sam Houston, Texas and developed the procedures and policies for this mission.

Sept. 1984 - Mar. 1986

General Surgery Service  
Silas B. Hays ACH  
Fort Ord, CA 93941

Assistant Service Chief: Provided clinical support in a community hospital. Coordinate the educational program for residents, interns, and medical students and serve as preceptor and evaluator for these trainees. Received Army Commendation medal for these activities.

Sept. 1980 - Sept. 1984

General Surgery Service  
2nd General Hospital  
Landstuhl ARMC  
APO New York 90180

Service Chief and Staff Surgeon: Provided clinical support in the referral hospital for the U.S. Forces in Europe and the Mediterranean. Gained extensive personal experience in thyroid surgery. Served as Acting Chief for five month period. Served as mobilization designee and in support of field exercises and deployment. Served as clinical coordinator for U.S. Army Special Forces senior medics for continuation training.

#### ADDITIONAL EXPERIENCE:

Sept. 1989 - Current

Paramedic Technology Program  
Austin Community College  
P.O. Box 2285  
Austin, Texas 78768

Medical Director (This program is nationally accredited)

Assist in instruction of Department of Transportation (DOT) approved training program for EMT-Paramedics and in maintaining quality assurance for didactic, clinical and field training. Act as a liaison for the program with local EMS providers and hospitals and the clinical sites. Provide general direction over clinical instruction and clinical practical experience. Maintain an on-going evaluation of students' clinical and field experience - including follow-up of documented student problems. Assist in National Registry skills testing. Participate in recruitment and selection of instructors and clinical preceptors. Participate in Advisory Committee meetings.

Birch Duke Kimbrough

Mar. 1985 - Mar. 1986

Nurse Practitioner Program, Phase II  
Silas B. Hays ACH  
Fort Ord, CA 93941

Lecturer: Provide presentations of abdominal exam, abdominal surgical disease, and hernias.

Sept. 1981 - June 1984

City Colleges of Chicago European Division  
Emergency Medical Technician Course  
Landstuhl Education Center  
APO New York 09180

Medical Director: Assured course complied with DOT and City College of Chicago requirements. Assured appropriate lecture staff were provided. Examined each student in their final practical exam.

Lecturer: Provided 12 to 20 hours of instruction for each eight week term course.

**Jose G. Cabanas, MD, FACEP**

Mobile [REDACTED] E-mail: jgcabanas@me.com

**EMPLOYMENT**

Deputy Medical Director - Austin/Travis County Emergency Medical Services (EMS), Austin, TX, (2011- )  
Deputy Medical Director - Wake County Emergency Medical Services (EMS), Raleigh, NC, (2010-2011)  
Emergency Medicine Attending Physician - Wake Emergency Physicians PA, Raleigh, NC, (2010-2011)  
Associate Director of Research- Emergency Services Institute, WakeMed Health and Hospitals, Raleigh, NC, (2010- )  
Medical Director Special Operations - WakeMed Health and Hospitals, Raleigh, NC, (2010-2011)  
Emergency Medicine Attending Physician - Wake Emergency Physicians PA, Raleigh, NC, (2010-2011)  
Emergency Medicine Attending Physician - Apollo MD, Central Carolina Hospital, Sanford, NC (2008-2011)  
Assistant Medical Director - Wake County Emergency Medical Services, Raleigh, NC, (2008-2010)  
Assistant Medical Director - Orange County Emergency Medical Services, Chapel Hill, NC, (2008-2010)  
Clinical Instructor of Emergency Medicine (EMS Fellow)- University of North Carolina, Chapel Hill, NC, (2008-2010)  
Chief Resident - Department of Emergency Medicine, University of Puerto Rico, San Juan, PR, (2007-2008)  
Emergency Medicine Resident - University of Puerto Rico, San Juan, PR, (2005-2008)  
VP Operations - First Response Emergency Medical Services inc, San Juan, PR (2005-2008)  
American Heart Association ACLS Instructor and Regional Faculty, Pavia Hospital, San Juan, PR (2001-2008)  
Rescue / Paramedic, First Response Emergency Medical Services, San Juan, PR (1997-2003)  
Aeromedical Flight Coordinator, Aeromed Services Corp, San Juan, PR (1998-2001)  
General Operations Supervisor, Puerto Rico 9-1-1 Emergency Services, San Juan, PR (1999-2000)  
Emergency Dispatcher, Puerto Rico 9-1-1 Center, San Juan, PR, (1996-1998)

**EDUCATION**

*Masters in Public Health, MPH (in progress)* - University of North Carolina, Chapel Hill, NC (2009-2012)  
*EMS Fellowship* - University of North Carolina, Chapel Hill, NC, (2008-2010)  
*Health Policy Internship* - George Washington University, Washington DC, (2008)  
*Emergency Medicine Residency* - University of Puerto Rico, San Juan, PR, (2005-2008)  
*Doctor of Medicine, MD (High Honors)* - Ross University, Dominica, West Indies, (2002-2005)  
*Doctor of Medicine, MD (Basic Sciences)* - San Juan Bautista School of Medicine, Caguas, PR, (2000-2002)  
*Bachelor of Science, BSc (Biology)* - Sacred Heart University, San Juan, PR, (1995-2000)

**MEDICAL LICENSURE**

*American Board of Emergency Medicine* - Certified Diplomat (2009- )  
*North Carolina Medical Board* - License to Practice Medicine (2008- )  
*Texas State Medical Board* - License to Practice Medicine (2011- )  
*United States Medical License Examination-Step I*  
*United States Medical License Examination-Step II CK*  
*United States Medical License Examination-Step II CS*  
*United States Medical License Examination-Step III*  
*North Carolina Medical License #2008-01270*  
*DEA-FC1016181*  
*Educational Commission for Foreign Medical Graduates-ECFMG- #0-650-701-6*

**OTHER CERTIFICATIONS**

National Association of EMS Physicians Medical Director Course (2009)  
American College of Emergency Physicians (ACEP) Teaching Fellowship (2008)  
American College of Emergency Physicians (ACEP) Research Workshop (2010)

**ACADEMIC APPOINTMENTS**

*Adjunct Assistant Professor of Emergency Medicine* – University of North Carolina at Chapel Hill (2010-2011)  
*Adjunct Assistant Professor EMS Fellowship* – University of North Carolina at Chapel Hill (2010-2011)  
*Clinical Instructor of Emergency Medicine* – University of North Carolina at Chapel Hill (2008-2010)

**JOURNAL REVIEWER**

*Journal of Emergency Medicine* (2008-)  
*Annals of Emergency Medicine* (2010- )  
*Journal National Medical Association* (2011- )  
*Prehospital Emergency Care* (2008- )  
*MEDICC Review* (2010-)  
*National Association EMS Physicians Annual Meeting Abstracts* (2008- )

**SCIENTIFIC SESSION MODERATOR / INVITED PRESENTATIONS**

1. NAEMSP Annual Meeting – Moderator, Cardiac Care Presentations (2010)
2. Puerto Rico Symposium of Emergency Medicine – Moderator, Oral Abstracts (2009, 2010)
3. American College of Emergency Physicians, Puerto Rico Chapter – Moderator, Abstracts (2008, 2009)

**COMMITTEES**

*Continuous Quality Improvement (CQI) Committee* – Member – Department of Emergency Medicine (2010-2011)  
*WakeMed Regional Simulation Center Steering Committee* – Member – WakeMed Health and Hospitals (2010- )  
*Wake County EMS System Research Committee* – Chair – Wake County EMS (2010-2011)  
*Wake County EMS System Education Committee* – Chair – Wake County EMS (2010- 2011)  
*EMS Performance Sub-committee* – Chair – North Carolina College of Emergency Physicians (2010-2011)  
*National Research Committee* – Member – National Association of EMS Physicians (2009- )  
*Program Committee* – Member – National Association of EMS Physicians (2009- )  
*State EMS Committee* – Member – North Carolina College of Emergency Physicians (2008-2011)  
*National EMS Committee* – EMRA Representative – American College of Emergency Physicians (2008-2009)  
*National EMS Interest Group* – Chair – Society of Academic Emergency Medicine (2008-2009)  
*Orange County EMS Protocol Committee* – Member – Orange County EMS (2008-2010)  
*Orange County EMS Audit and Review Committee* – Member – Orange County EMS (2008-2010)  
*Orange County Education Committee* – Member – Orange County EMS (2008-2010)

**ACTIVE MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS**

Travis County Medical Society (TCMS)  
 American College of Emergency Physicians (ACEP)  
 North Carolina College of Emergency Physicians (NCCEP)  
 North Carolina Medical Society (NCMS)  
 National Association of Emergency Medical Services Physicians (NAEMSP)

**RESEARCH FUNDING.**

1. (no grant number) (Cabañas, PI) 2008 – 2009  
 Society for Academic Emergency Medicine-SAEM  
 Physio-Control Emergency Medical Services Research Fellowship  
 Neurological Outcome in Survivors of Cardiac Arrest after Out-of-Hospital Induced Therapeutic Hypothermia:  
 VF/VT versus Asystole/PEA  
 Role: Principal Investigator  
 60,000 USD



## AWARDS

*Fellow American College of Emergency Physicians (FACEP) – (2011)*  
*National EMS Physicians Fellowship Award (2011) – National Association of EMS Physicians*  
*SAEM EMS Physio Control Research Grant (2008)- Society Academic Emergency Medicine*  
*Alpha Omega Alpha (2008) –University of Puerto Rico School of Medicine*  
*Distinguished Resident (2006-2007)- Department of Emergency Medicine, University of Puerto Rico*  
*EMRA/ACEP Health Policy Fellowship with Distinction (2007) – American College of Emergency Physicians*  
*Chief Resident (2007-2008) – Department of Emergency Medicine, University of Puerto Rico*  
*Jean Hollister EMS National Memorial Award (2007) – Emergency Medicine Resident Association (EMRA)*  
*Distinguished Intern 2005-2006 – Department of Emergency Medicine, University of Puerto Rico*

## SELECTED KEY ORAL PRESENTATIONS

1. *Emergency Department Evaluation of AMI: Avoiding Pitfalls and Improving Outcomes*; Puerto Rico Symposium of Emergency Medicine; June 2010.
2. *Winning Against Sudden Cardiac Death: The importance of Post-Cardiac Arrest Care*; American College of Emergency Physicians Annual Meeting; Puerto Rico Chapter; June 2009.
3. *EMS Medical Direction*; UNC Emergency Medicine Residency Conference; March 2010.
4. *Update on the early care of the Pediatric Trauma Patient*; Wake County EMS CME; March 2010
5. *High Risk Refusal in EMS*; Advance Practice Paramedic Wake EMS Academy, February 2010.
6. *Oral Deposition Puerto Rico Health Department*; Public Access Defibrillation Law Hearings; March 2008.
7. *The Growing Need of early bystander CPR*; American College of Emergency Physicians National Scientific Assembly; New Speaker Forum; Seattle, Washington October 2007.
8. *Acute Coronary Syndrome-The New Guidelines*; 5th Annual Caribbean Conference on Emergency Cardiac Care-St. Lucia, West Indies August 2006.

## PUBLICATIONS IN REFEREED JOURNALS

1. Potts J, Berg RA, Bobrow B, **Cabanas JG**, De Maio VJ, Jauch E, Navarro K, Neubecker D, Ornato J, Sayre M. Evolution in Resuscitation, Understanding the EMS implications of the 2010 AHA Guidelines for CPR. *Journal of Emergency Medical Services (JEMS)*; Supplement: 1-44. January 2011 Elsevier Ltd.
2. Hinchey PR, De Maio, VJ, Patel A, **Cabañas JG**. Air Medical Providers Physiological Response To a Simulated Trauma Scenario. *Air Medical Journal* 2011 (In Press).
3. Falcon-Chevere JL, Mathew D, **Cabanas JG**, Labat E. Management and Treatment of Elbow and Forearm Injuries. *Emerg Med Clin North Am.* 2010 Nov;28(4):765-87
4. **Cabanas JG**, Brice JH, De Maio VJ, Myers JB, Hinchey P. Prehospital Therapeutic Hypothermia for Neuroprotection after Out-of Hospital Cardiac Arrest: A Systematic Review of the Literature. *J Emerg Med* 2010 Sep 16. [Epub ahead of print]
5. Platts-Mills TF, Leacock B, **Cabañas JG**, Shofer FS, McLean SA. Emergency Medical Services use by the elderly: Analysis of a statewide database. *Prehosp Emerg Care.* 2010 Jul-Sep;14(3):329-33.
6. Mears G, Pratt D, Glickman S, Brice JH, Glickman LT, **Cabañas JG**, Cairns CB. Statewide Local Emergency Medical Services (EMS) Quality Improvement Programs using the North Carolina EMS Data System. *Prehosp Emerg Care.* 2010 Jan-Mar;14(1):85-94.
7. **Cabañas JG**, Brice JH, Woodward K. An Unrecognized Presentation of cocaine-associated Pneumomediastinum in the prehospital setting. *Prehospital Emergency Care* 2009 Jul-Sep;13(3):384-7
8. **Cabanas JG**, Scholer M, Tintinalli JE. Emergency Medicine Informatics: Information Management and Applications in the 21st Century. *Emergencias* 2009; 21: 354-361

9. Falcon-Chevere JL, Mercado-Alvarado JJ, Ramos-Arias Y, Cabañas-Rivera JG. Delayed thrombolysis in a patient presenting after 12 hours of chest pain, cardiogenic shock and life-threatening arrhythmias. *Bol Asoc Med P R*. 2009 Jul-Sep;101(3):54-7
10. Falcón-Chévere JL, Cabañas JG, Canales-Colón I, Martorell-Millan G. Sildenafil citrate and Torsade de pointes. *Bol Asoc Med P R*. 2007;Oct-Dec; 99(4):325-30.
11. Falcón-Chevere J, Cabañas JG. Head Trauma and Hemophilia B: Case Report about a Challenging Hematologic Emergency. *Bol Asoc Med P R*. Oct-Dec; 2007;99(4):318-22.
12. Cabañas JG, Lugo-Amador N. Automated External Defibrillators in Public Places: An Overview. *Bol Asoc Med P R*. Oct-Dec; 2007;99(4):294-8.

#### ABSTRACTS PUBLISHED AND PRESENTED AT CONFERENCES

13. Wallace A, Lanier B, Cabanas JG, De Maio VJ, Lee R. A Retrospective Analysis Of Complications Arising From Intraosseous Insertion During Out-of-hospital Cardiopulmonary Resuscitation In Adults. Presented at the Western SAEM Regional Meeting, Keystone, CO, February 2011.
14. Cabanas JG, De Maio VJ, Myers JB, Lewis R, Lee R, Hinchey P, Licatase D. New Survival Trends for Non-Ventricular Fibrillation/Ventricular Tachycardia Out-of-Hospital Cardiac Arrest after Implementation of Continuous Chest Compressions, Impedence Threshold Device and Therapeutic Hypothermia in an Urban Emergency Medical Services System. *Prehospital Emergency Care* 2011; 15:111 (Abstract 30). Presented at the National Association of Emergency Medical Services Physicians, Bonita Springs, FL, January 2011.
15. Lanier B, De Maio VJ, Hinchey PR, Patel A, Myers JB, Lee R, Zalkin J, Lewis R, Cabanas JG, Elkins A, Paduchowski K for the CanAm Pediatric Study Group. Use of Human Simulation to Evaluate Out-of-Hospital Management of Acute Respiratory Distress in the Pediatric Patient and a Training Concept for Improvement. *Prehospital Emergency Care* 2011; 15:110 (Abstract 26). Presented at the National Association of Emergency Medical Services Physicians, Bonita Springs, FL, January 2011.
16. Lanier BL, De Maio VJ, Hinchey PB, Patel A, Myers JB, Lee R, Zalkin J, Lewis R, Cabanas J, Elkins A, Identification of Barriers for Out-of-hospital Management of Acute Respiratory Distress in the Pediatric Patient Using Simulation and a Training Concept for Improvement. *Circulation* 2010; Supplement (Abstract in Press). To be presented at the Resuscitation Science Symposium (ReSS), American Heart Association, Chicago, IL, Nov 2010.
17. Cabanas JG, Lewis R, De Maio VJ, Myers B, Lee R, Licatase D, Snyder G. Out-of-Hospital Initiation of Therapeutic Hypothermia With Cold Saline Improves Survival In Patients With Return of Spontaneous Circulation In the Field. *Ann Emerg Med* 2010; 56(3) Supplement: S5. Presented at American College of Emergency Medicine (ACEP), Las Vegas, NV, Sept 2010. (Awarded Best Poster)
18. Perezalonso L, Salinas X, Cabanas JG, Villanueva S, Serrano LA. Epidemiology of Emergency Medical Services Transport to an Academic Emergency Department in Puerto Rico. Abstract Presented - *International Conference on Emergency Medicine*; Singapore 2010
19. Cabañas, José G.; Lugo-Amador, Nanette M.; Portela, Roberto. History and Challenges of a Volunteer EMS / Rescue Team in Puerto Rico. Abstract Presented - *Fourth Mediterranean Emergency Medicine Congress (MEMC IV)* Sorrento Italy 2007
20. Falcón-Chévere, J; Cabañas, José G. Head Trauma and Hemophilia B: An unusual case presentation in a community based Teaching Hospital in Puerto Rico. Abstract Presented - *Fourth Mediterranean Emergency Medicine Congress (MEMC IV)* Sorrento Italy 2007

#### NON-PEER REVIEWED PUBLICATIONS

21. Cabañas JG, Falcón-Chevere J. Focus On: Dengue Fever. *ACEP NEWS*. Volume 27 Issue 6, (2008) 17-19
22. Cabañas JG, Falcón-Chevere J, Schmitz G. Head Trauma in a Hemophilic Patient. EM Resident Case Study Series. *Emergency Medicine Resident Association Newsletter*. June-July 2007 Volume 34 Issue 3, 20-21.

23. Colon M, **Cabañas JG**. Free Fluid in Morrison Pouch. Image Contribution / Case Study Series. Trauma.org.
24. Bou W, **Cabañas JG**, Villanueva S. Thrombolytic Therapy. Emedicine Web MD. Special Aspects of Emergency Medicine June 2006. Updated in June 2010.

### **TEXTBOOK CHAPTERS**

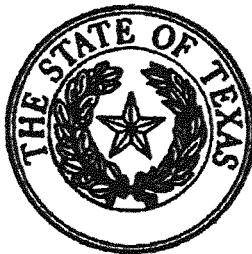
25. **Cabanas JG**, Falcon-Chevere J; Endocrinology/Metabolic and Environmental Disorders; Elsevier LTD 2011; Chapter 6 - Advanced Medical Life Support - Elsevier Ltd. (In Editing)
26. Weichenthal L, **Cabanas JG**, Spano S, Horan B, Schmitt E. EMS in Rural and Wilderness Areas; In: EMS a Practical Global Guidebook; People's Medical Publishing House; Chapter 45, 575-585; 2010
27. **Cabañas JG**, Manning J, Cairns CB, Fluid and Blood Resuscitation. Tinitinall's Emergency Medicine; 7<sup>th</sup> Edition; Mc Graw Hill; Chapter 26; 172-177; 2011.
28. Aguilera S, **Cabanas JG**, Machado A; Staffing of Ambulances; In: EMS a Practical Global Guidebook; People's Medical Publishing House; -Chapter 10 125-132; 2010
29. **Cabañas J**, Brice JH. Diabetic Considerations; Clinical Aspects of Prehospital Medicine; *Prehospital Systems & Medical Oversight*, The Official Textbook for The National Association of EMS Physicians. 3<sup>rd</sup> edition; Kendall Hunt Professional. Chapter 29, 281-288; 2009

### **REFERENCES**

Available upon request

### **PERSONAL**

Bilingual: Fluent in English and Spanish



## Certificate of Appointment

For a

### Local Health Authority

I, Carlos Rivera, acting in the capacity as a

(Check the appropriate designation below)

- ☒ Non-physician and the Local Health Department Director  
☐ Mayor or Designee  
☐ County Judge of Designee  
☐ Chairperson of the Public Health District

do hereby certify the physician, Philip Huang M.D., who is licensed by the Texas Board of Medical Examiners, was duly appointed as the Local Health Authority for Austin and Travis County, Texas.

Date term of office begins April 1, 2012

Date term of office ends March 31, 2014, unless removed by law.

The Local Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

- ☒ Director, Austin/Travis County Health and Human Services Department  
☒ City Council for the City of Austin, Texas  
☒ Commissioners Court for Travis County  
☐ Board of Health for the \_\_\_\_\_ Public Health District

I certify to the above information on this the 1<sup>st</sup> day of March, 2012.

  
Signature of appointing official

(See reverse side for instructions)



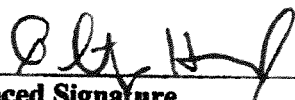


## THE STATE OF TEXAS

### Statement of Elected/Appointed Officer

(Please type or print legibly)

I Philip Huang do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

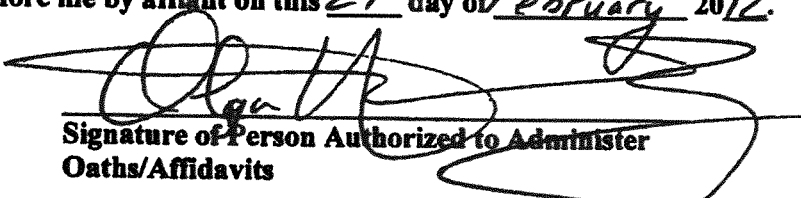
  
Affiant's Signature

Philip Huang, M.D.  
Printed Name

Health Authority  
Position to Which Elected/Appointed

Austin/Travis County  
City and/or County

SWORN TO and subscribed before me by affiant on this 24th day of February 2012.

  
Signature of Person Authorized to Administer  
Oaths/Affidavits

(Seal)



Olga Hernandez  
Printed Name

Notary Public for the State of Texas  
Title



## OATH OF OFFICE

### For Local Health Authorities in the State of Texas

I, Philip Huang, M.D., do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Health Authority of the State of Texas and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

  
Affiant

15 Waller Street Austin, Texas 78702

Mailing Address

ZIP

512 972-5855

512 587-9045

(Area Code) Phone Number (day and evening)

Philip.huang@austintexas.gov

Email Address

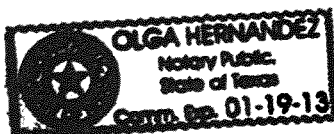
SWORN TO and subscribed before me this 24th day of February, 2012

  
Signature of Person Administering Oath

Olga Hernandez

Printed Name

(Seal)



Notary Public for the State of Texas

Title



## Certificate of Appointment

For a

### Local Health Authority

I, Carlos Rivera, acting in the capacity as a

(Check the appropriate designation below)

- ☒ Non-physician and the Local Health Department Director  
☐ Mayor or Designee  
☐ County Judge of Designee  
☐ Chairperson of the Public Health District

do hereby certify the physician, Paul R. Hincev, who is licensed by the Texas Board of Medical Examiners, was duly appointed as the Alternate Health Authority for Austin and Travis County, Texas.

Date term of office begins April 1, 2012

Date term of office ends March 31, 2014, unless removed by law.

The Local Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

- ☒ Director, Austin/Travis County Health and Human Services Department  
☒ City Council for the City of Austin, Texas  
☒ Commissioners Court for Travis County  
☐ Board of Health for the \_\_\_\_\_ Public Health District

I certify to the above information on this the 1<sup>st</sup> day of March, 2012

Carlos Rivera  
Signature of appointing official

(See reverse side for instructions)

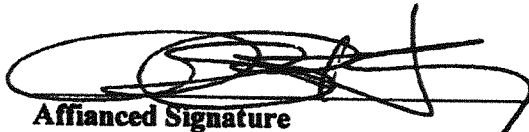


## THE STATE OF TEXAS

### Statement of Elected/Appointed Officer

(Please type or print legibly)

I Paul R. Hinchey do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

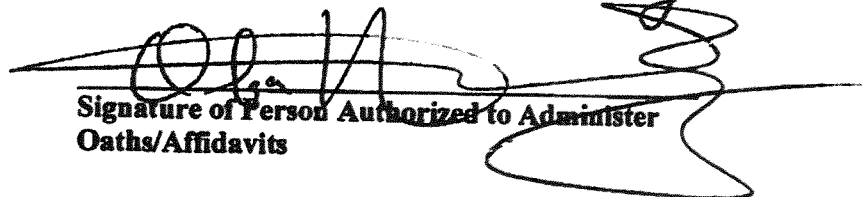
  
Affiant's Signature

Paul R. Hinchey, M.D.  
Printed Name

Alternate Health Authority  
Position to Which Elected/Appointed

Austin/Travis County  
City and/or County

SWORN TO and subscribed before me by affiant on this 21<sup>st</sup> day of February 2012.

  
Signature of Person Authorized to Administer  
Oaths/Affidavits

(Seal)



Olga Hernandez  
Printed Name

Notary Public for the State of Texas  
Title





## OATH OF OFFICE

### For Local Health Authorities in the State of Texas

I, Paul R. Hinchey, M.D., do solemnly swear (or affirm),  
that I will faithfully execute the duties of the office of Alternate Health Authority of  
the State of Texas and will to the best of my ability, preserve, protect, and defend  
the Constitution and laws of the United States and of this State, so help me God.

  
Affiant

517 South Pleasant Valley Austin, Texas 78741  
Mailing Address ZIP

512 978-0001  
(Area Code) Phone Number (day and evening)

Paul.hinchey@austintexas.gov  
Email Address

SWORN TO and subscribed before me this 21<sup>st</sup> day of February, 2012

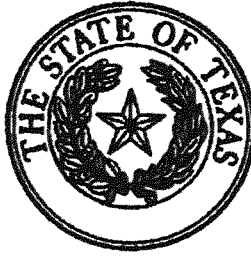


(Seal)

  
Signature of Person Administering Oath

Olga Hernandez  
Printed Name

Notary Public for the State of Texas  
Title



## Certificate of Appointment

For a

### Local Health Authority

I, Carlos Rivera, acting in the capacity as a

(Check the appropriate designation below)

- ☒ Non-physician and the Local Health Department Director  
☐ Mayor or Designee  
☐ County Judge of Designee  
☐ Chairperson of the Public Health District

do hereby certify the physician, Birch Kimbrough, who is licensed by the Texas Board of Medical Examiners, was duly appointed as the Alternate Health Authority for Austin and Travis County, Texas.

Date term of office begins April 1, 2012

Date term of office ends March 31, 2014, unless removed by law.

The Local Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

- ☒ Director, Austin/Travis County Health and Human Services Department  
☒ City Council for the City of Austin, Texas  
☒ Commissioners Court for Travis County  
☐ Board of Health for the \_\_\_\_\_ Public Health District

I certify to the above information on this the 1<sup>st</sup> day of March, 2012.

Carl Kimbrough  
Signature of appointing official

(See reverse side for instructions)



## THE STATE OF TEXAS

### Statement of Elected/Appointed Officer

(Please type or print legibly)

I Birch Kimbrough do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Birch Kimbrough  
Affiant's Signature

Birch Kimbrough, M.D.  
Printed Name

Alternate Health Authority  
Position to Which Elected/Appointed

Austin/Travis County  
City and/or County

SWORN TO and subscribed before me by affiant on this 24th day of February 2012.

Olga Hernandez  
Signature of Person Authorized to Administer  
Oaths/Affidavits

(Seal)



Olga Hernandez  
Printed Name


Notary Public for the State of Texas  
Title



## OATH OF OFFICE

### For Local Health Authorities in the State of Texas

I, Birch Kimbrough, M.D., do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Alternate Health Authority of the State of Texas and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

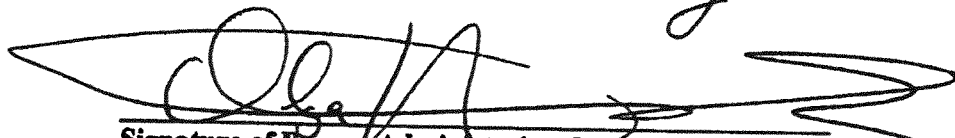
  
Affiant

901 W. Ben White 78704  
Mailing Address ZIP

512 448-7160 (512) 422-5635  
(Area Code) Phone Number (day and evening)

\_\_\_\_\_  
Email Address

SWORN TO and subscribed before me this 24th day of February, 2012

  
Signature of Person Administering Oath

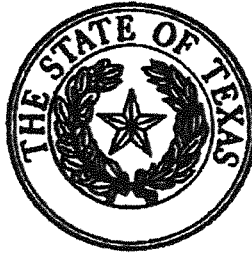
Olga Hernandez  
Printed Name

(Seal)

Notary Public for the State of Texas  
Title







# Certificate of Appointment

For a

## Local Health Authority

I, Carlos Rivera, acting in the capacity as a

(Check the appropriate designation below)

- ☒ Non-physician and the Local Health Department Director  
☐ Mayor or Designee  
☐ County Judge of Designee  
☐ Chairperson of the Public Health District

do hereby certify the physician, Jose G. Cabanas, who is licensed by the Texas Board of Medical Examiners, was duly appointed as the Alternate Health Authority for Austin and Travis County, Texas.

Date term of office begins April 1, 2012

Date term of office ends March 31, 2014, unless removed by law.

The Local Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

- ☒ Director, Austin/Travis County Health and Human Services Department  
☒ City Council for the City of Austin, Texas  
☒ Commissioners Court for Travis County  
☐ Board of Health for the \_\_\_\_\_ Public Health District

I certify to the above information on this the 1st day of March, 2012.

Carl P.  
Signature of appointing official

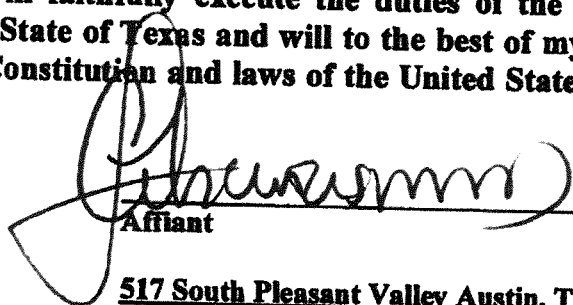
(See reverse side for instructions)



## OATH OF OFFICE

### For Local Health Authorities in the State of Texas

I, Jose G. Cabanas, M.D., do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Alternate Health Authority of the State of Texas and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

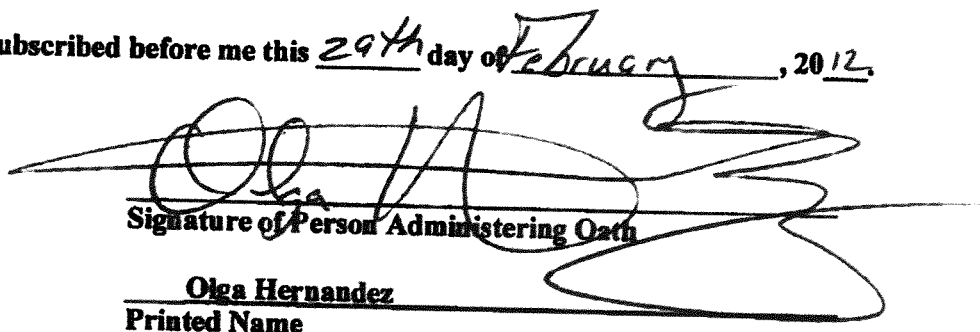
  
Affiant

517 South Pleasant Valley Austin, Texas 78741  
Mailing Address ZIP

512 978-0000 787 292-9324  
(Area Code) Phone Number (day and evening)

Jose.Cabanas@austintexas.gov  
Email Address

SWORN TO and subscribed before me this 29th day of February, 2012.

  
Signature of Person Administering Oath

(Seal)

Olga Hernandez  
Printed Name

Notary Public for the State of Texas  
Title



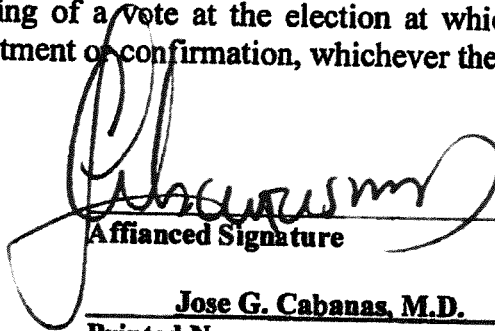


## THE STATE OF TEXAS

### Statement of Elected/Appointed Officer

(Please type or print legibly)

I Jose G. Cabanas do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

  
Affiant's Signature

Jose G. Cabanas, M.D.  
Printed Name

Alternate Health Authority  
Position to Which Elected/Appointed

Austin/Travis County  
City and/or County

SWORN TO and subscribed before me by affiant on this 29th day of February 2012

  
Signature of Person Authorized to Administer  
Oaths/Affidavits

(Seal)



Olga Hernandez  
Printed Name

Notary Public for the State of Texas  
Title



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 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 to Approve a Request from Travis County Health and Human Services and Veterans Service to Use Grant Money from The Children's Continuum to Send Staff from Partner Agencies to a Two-day Training in Austin, Texas.

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

In FY2012, Travis County received a grant in the amount of \$550,000 from the US Department of Justice's Office of Juvenile Justice and Delinquency Prevention to enhance the Travis County Drug Treatment Court. Since that time, the Court has sought to provide judicial oversight for parents with substance dependency issues who are involved in the child welfare system by providing resources through a child welfare case worker and a Court Appointed Special Advocate for the children. Attending the proposed training in partnership with The Children's Continuum, a program funded through the grant, will enable case workers to identify a child's needs, take steps for immediate intervention and set up a monitoring system for the welfare of the child.

### **STAFF RECOMMENDATIONS:**

Staff recommends that the Court authorize Travis County and partner agency staff to attend this conference.

### **ISSUES AND OPPORTUNITIES:**

Attending the conference will allow staff from Travis County and partner agencies to develop skills that will help them be more effective serving

**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.



children.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Funding will be included in Travis County Health and Human Services and Veterans Service FY2012 Budget. This action will not increase the County Budget.

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt, Assistant County Attorney

**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  
for TCHHSVS  
(512) 854-4100  
Fax (512) 279-1608**

**DATE:** March 19, 2012

**TO:** Members of the Commissioners Court

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

**SUBJECT:** Travel for The Children's Continuum grant partners

**Proposed Motion:**

Consider and take appropriate action to approve a request from Travis County Health and Human Services and Veterans Service to use grant money from The Children's Continuum to send staff from partner agencies to a two-day training in Austin.

**Summary and Staff Recommendations:**

TCHHSVS received a \$550,000 grant in FY'12 from the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention to enhance the Travis County Family Drug Treatment Court. The Travis County Family Drug Treatment Court (TCFDTC) was established in the fall of 2007 as a specialized docket managed by the 126<sup>th</sup> District Court. The aim is to provide judicial oversight for parents with substance dependency issues who are involved in the child welfare system. Although all children involved with the TCFDTC receive monitoring by a child welfare case worker and Court Appointed Special Advocate, these children, unlike their parents, are not provided with a consistent assessment nor are they connected to an easy to navigate continuum of services.

The grant funds a program, known as The Children's Continuum, that allows early identification of a child's needs, immediate intervention and monitoring. Partners in the program include the Travis County Civil District Courts, Travis County Health and Human Services and Veterans Service, Travis County Child Protective Services, Court Appointed Special Advocates of Travis County (CASA), Austin Recovery, Foundation Communities, the Travis County District Attorney's Office, Casey Family Programs, the Texas Department of State Health Services, and Court Appointed Family Advocates, among others.

There will be five people attending the conference: three from Travis County, one from Child Protective Services, and one from CASA.

**Budgetary and Fiscal Impact:**

The early bird cost for registration is \$319.19 per person. The regular price is \$349.99 per person.

**Issues and Opportunities:**

Attending the conference will allow staff from Travis County and the partner agencies to develop skills that will help them be more effective in serving children.

**Background:**

The purpose of the Family Drug Court Programs run by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in the U.S. Department of Justice is to build the capacity of states, state and local courts, units of local government, and federally recognized Indian tribal governments to either implement new drug courts or enhance existing drug courts for substance-dependent adults involved with the court as a result of child abuse and neglect issues. Applicants must provide services to the children of the parents in the program as well as to the parents. The program provides seed money, not long-term support. OJJDP expects successful applicants to develop and implement a sustainability plan during the grant period to continue operation of the family drug court when the grant ends.

Cc: Andrea Colunga Bussey, Director, Office of Children's Services, TCHHSVS  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Janice Cohoon, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Leslie Browder, County Executive, Planning and Budget Office  
Diana Ramirez, Analyst, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent



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## 2012 Two-Day Trauma Competency Conference

### The 10 Core Competencies of Trauma, PTSD, Grief & Loss

### Evidence-Based Trauma Treatments & Interventions

AUSTIN, TX  
May 21-22, 2012

HOUSTON, TX  
May 23-24, 2012

DAY 1

## The 10 Core Competencies of Trauma, PTSD, Grief & Loss



## 2012 Two-Day Trauma Competency Conference

DAY 2

## Evidence-Based Trauma Treatments & Interventions

AUSTIN, TX  
Monday, May 21 &  
Tuesday, May 22, 2012

HOUSTON, TX  
Wednesday, May 23 &  
Thursday, May 24, 2012

REWARD! Attend both days and receive a  
Free 1-year membership in the IATP

This Two-Day Live Seminar meets the  
education requirement when applying to  
become a Certified Clinical Trauma Professional



[www.pesi.com](http://www.pesi.com)

A NON-PROFIT ORGANIZATION CONNECTING KNOWLEDGE WITH NEED SINCE 1979

This two-day seminar delivers the bio-psycho-social aspects of traumatic stress, traumatic grief, & traumatic loss. Mental health professionals are on the front lines and, in many cases, have the initial contact with the individual(s) who has experienced traumatic stress. Clinicians are routinely called upon to serve survivors of major disasters, war, childhood physical and sexual trauma, rape, violent crime, and other forms of traumatic events. Participation in this workshop leads to a holistic and systemic understanding of traumatic stress and provides skills for immediate use in a variety of clinical settings.

How people respond to traumatic stress is an individual matter based on a number of factors including psychological, emotional, social, cultural, biological, spiritual, and familial. The two-day training will involve an analysis of the various defense mechanisms and other coping skills individuals employ during and following the experience of traumatic stress. Key approaches and interventions include:

- Crisis intervention
- Critical incident stress debriefing
- Cognitive-behavioral therapy
- EMDR
- Sensorimotor approaches

This two-day seminar provides a framework for understanding and treating traumatic stress by drawing upon research, practice, and theory. In addition, completion of this two-day seminar meets the educational requirement when applying to become a Certified Clinical Trauma Professional (International Association for Trauma Professionals, [www.traumaprofessional.net](http://www.traumaprofessional.net))

### Speaker

**Michael G. Rank, Ph.D.** is a tenured associate professor at the University of South Florida (USF), School of Social Work and an international scholar and researcher. He is a decorated Vietnam veteran, having served as a combat infantryman in the U.S. Army between 1969-1970. Michael directed Family Advocacy and Children Have a Potential (CHAP) programs for the United States Air Force; was a team leader for the Veterans Administration Vet Center program; and was a director of employee assistance programs for Family Service America. In addition to the clinical services required by each of these positions, he also maintained a private practice specializing in treating stress and anxiety disorders.

Michael has researched, published, and presented seminars and workshops about veterans' issues, treating veterans and their families, the psychological effects of biological and chemical disasters, critical incident stress debriefing, traumatic stress, posttraumatic stress disorder and compassion fatigue. Most notably he completed an investigation of the experiences of survivors of traumatic stress in three countries: Nicaragua, the Dominican Republic, and selected counties in South Florida which was funded by the Office of Naval Research through the USF Center for Disaster Management and Humanitarian Assistance. He has also created a bioterrorism training protocol for mental health preparedness funded by the Department of the Army.

Michael received his doctorate in Social Work Education from the University of South Carolina, his master's degree in Social Work from Bryn Mawr College, and his B.A. in Sociology from Bloomsburg University.

Target Audience: Counselors • Social Workers • Psychologists • Case Managers  
Addiction Counselors • Therapists • Marriage & Family Therapists  
Other Mental Health Professionals • Nurses

### Outline Day 1

#### I. A Brief History and Evolution of Traumatic Stress, Grief, & Loss

- Systemic traumatic stress theory
- Symptom review
- Review of effective treatments
- Tri-Phasic model
- Most commonly used instruments to assess traumatic stress

#### II. 10 Core Competencies of Traumatic Stress, Grief, & Loss

- Bio-psycho-social-spiritual factors that produce anxiety & traumatic stress
  - Precipitating events
  - Meaning making
  - Perception
- Adaptive and maladaptive coping behaviors
  - Five maladaptive choices
  - Systemic influences
  - Emotional & psychological stressors
- Integrated theoretical concepts from stress, crisis, & trauma theories
  - Information Processing Model
  - Psychosocial Model
  - Rank-Nicola Model
- Various interventions employed by professionals to help individuals during times of stress, crisis, and traumatic stress.
  - Cognitive Behavioral Techniques
  - EMDR
  - Thought Field Therapy (TFT)
  - Emotional Freedom Techniques (EFT)
  - Sensorimotor
- The biochemical, affective, and cognitive impacts of traumatic stress
  - Affective volatility
  - The body keeps the score
  - Biology of traumatic stress
- The impacts of traumatic stress over time & across & within developmental stages
  - Epigenetic stages
  - Reactive Attachment Disorder

#### Adrenal fatigue

- The role of traumatic stress in clinical disorders such as personality disorders, dissociative identity disorder, mood disorders, psychoses, and substance use disorders

#### Traumagenesis

#### Traumaddiction

#### Comorbidity

- Conceptualizing a framework of healing for survivors of traumatic stress

#### Systemic perspective

#### Strengths perspective

#### Survivor metaphor

- "Completion tendency" and "repetition compulsion" in coping & recovery

#### Integration

#### Making meaning

#### Philosophical, existential & spiritual crises

- Traumatic stress exists across the continuum of systemic levels — that is, from the individual (biochemical and psychodynamic), to the family, social, & cultural contexts

#### Systemic trauma theory

#### Community trauma

#### Vicarious traumatization & secondary traumatization

### Objectives

- 1 Define clearly the nature of traumatic stress, grief, & loss and their sequelae.
- 2 Explain and apply theoretical models of traumatic stress, grief, & loss.
- 3 Explain traumatic stress, grief, & loss from biochemical, psychological, social & spiritual perspectives.
- 4 List and describe the key current interventions employed for the treatment of traumatic stress, grief, & loss.
- 5 Demonstrate a rudimentary understanding of brain functioning as it relates to traumatic stress.
- 6 Describe the pioneering work that informs evidence based treatments







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

**Meeting Date:** March 27, 2012

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

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget

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

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

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

**STAFF RECOMMENDATIONS:** Please see attached documentation.

**ISSUES AND OPPORTUNITIES:** Please see attached documentation.

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

### **REQUIRED AUTHORIZATIONS:**

**Leslie Browder – Planning and Budget Office, (512)854-9106**

**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**

**3/27/2012****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>
<b>A1</b>		<b>001</b>	<b>9800</b>	<b>981</b>	<b>9892</b>	<b>Reserves</b>	<b>Allocated Reserves</b>		<b>\$ 7,500</b>	<b>1</b>
		<b>001</b>	<b>1700</b>	<b>639</b>	<b>9001</b>	<b>Historical Comm</b>	<b>Co.Contr. To Grants</b>	<b>\$ 7,500</b>		
<b>A2</b>		<b>050</b>	<b>9800</b>	<b>981</b>	<b>9892</b>	<b>Reserves</b>	<b>Fund 050 Allocated Resv.</b>		<b>\$ 475</b>	<b>4</b>
		<b>050</b>	<b>2702</b>	<b>549</b>	<b>6099</b>	<b>JP Pct. 2</b>	<b>Other Purch. Services</b>	<b>\$ 475</b>		



# **PLANNING AND BUDGET OFFICE**

**TRAVIS COUNTY, TEXAS**

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

## **MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Aerin-Renee Toussaint, Budget Analyst

**DATE:** March 27, 2012

**RE:** Subject Line

Two handwritten signatures are present. The first signature is on the left, appearing to be "A. Toussaint". The second signature is on the right, appearing to be "L. Nellis".

The Historical Commission is requesting a budget transfer of \$7,500 from the Allocated Reserves Account to the 001-1700-639-90.01 line item to provide a cash match for a grant from the National Park Service through the Texas Historical Commission. This grant is also being considered for Commissioners Court approval today.

Funds from this grant will be used to create public outreach and educational curricula for the Ransom and Sarah Williams Farmstead Project in southern Travis County.

The grant requires a \$7,500 cash match from Travis County. The Travis County Historical Commission is a small department, and does not have sufficient internal funding to cover that match. This grant opportunity became available to the department after the FY 12 Budget Process had already been completed. PBO recommends transferring \$7,500 to the department from Allocated Reserves because the funds are needed in FY 12. This grant requires no on-going funding commitment from the County.

PBO recommends approval of the request.

**cc:** Leroy Nellis, Jessica Rio, PBO  
Barry Hutcheson, Bob Ward, Historical Commission





## Travis County Historical Commission

March 20, 2012

Travis County Commissioners Court  
Judge Sam Biscoe

RE: Budget Transfer Approval for Cash Match to the Historical Commission

The Travis County Historical Commission and its Certified Local Government Committee request the approval of Commissioners Court for a budget transfer of \$7,500 from Allocated Reserves to the Travis County Historical Commission.

These funds will be used as a cash match for a grant received from the National Park Service, administered by the Texas Historical Commission. The grant requires a \$7,500 cash match from Travis County. The department does not have sufficient internal funding to cover that match.

The County Historical Commission will use these funds to coordinate the development of educational materials for the Ransom and Sarah Williams Farmstead site in southern Travis County. We will be working primarily with the staff of the "Texas Beyond History" program of the Texas Archeological Research Laboratory at The University of Texas at Austin and the Department of Anthropology at Texas State University for educational website content, as well as school curriculum materials.

Barry Hutcheson  
Chair, Travis County Historical Commission

CC: Bob Ward, Co-Chair, Travis County Historical Commission  
Bill Hamilton, Chair, CLG Committee  
Aerin Toussaint, Planning and Budget Office

## Budget Adjustment: 31774

Fyr\_ Budget Type: 2012-Reg

Author: 57 - DAWKINS, CATHY

Created: 3/19/2012 1:20:44 PM

PBO Category: Amendment

Court Date: Tuesday, Mar 27 2012

Dept: RESERVES

Just: Newbudget

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9892	ALLOCATED RESERVES			7,500
				7,500
To Account		Project		Amount
001-1700-639-9001	CO. CONTR. TO GRANTS			7,500
				7,500

Approvals	Dept	Approved By	Date Approved
Originator	57	CATHY DAWKINS	3/19/2012 2:40:35 PM
DepOffice	57	THOMAS ASHBURN	3/19/2012 3:26:04 PM
DepOfficeTo	57	THOMAS ASHBURN	3/19/2012 3:26:05 PM

*Raymond Ellis 3/20/12*



## PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

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

### MEMORANDUM

**TO:** Commissioners Court

**FROM:** Alan Miller, Planning and Budget Analyst *Am*

**DATE:** March 19, 2012

**RE:** Request to transfer funds from the Justice Court technology fund Allocated Reserve to Justice of the Peace, Precinct #2 for a subscription to use Clear Investigator research tool.

Justice of the Peace, Precinct #2 is requesting approval to transfer \$475 to pay the cost of a subscription to a investigative tool, Clear Investigator, to assist with the locating of persons who are defendants before the Court. The cost of the software is \$79 per month and the \$475 represents the cost from April through the remainder of the fiscal year.

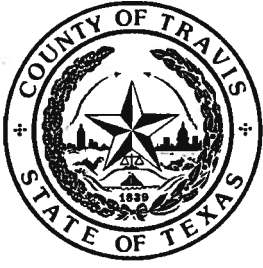
PBO notes the FY 13 costs of the subscription will be \$948 and will be an FY 13 budget request by the Department.

PBO notes that the current reserve in the special revenue fund is \$247,977 and that this fund was created to assist with needs such as this.

PBO recommends approval of this request.

cc: Leslie Browder, PBO  
Leroy Nellis, PBO  
Glenn Bass, Justice of the Peace Precinct 2  
Cindy Muller, Justice of the Peace Precinct 2's Office  
Amy Nichols, Justice of the Peace Precinct 2's Office

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**JUDGE GLENN BASS**  
**JUSTICE OF THE PEACE**

PHONE: 512-854-4545

TRAVIS COUNTY, PRECINCT TWO  
10409 BURNET ROAD, SUITE 180  
AUSTIN, TEXAS 78758-4427

DATE: March 12, 2012

TO: ALAN MILLER

FROM: AMY NICHOLS  
JUDGE GLENN BASS

SUBJECT: REQUEST FOR CLEAR INVESTIGATOR SUBSCRIPTION

Justice of the Peace, Precinct 2 is requesting to have access to Clear Investigator w/ Web Analytics to aide in both civil and criminal legal research. In addition, this access will be a valuable research tool to help locate current addresses on hundreds of defendants. Locating these defendants will lead to the finalization of these older cases as well as generating revenue for Precinct 2.

The cost of the subscription is \$79 per month. A contract beginning April 1<sup>st</sup> will leave a total cost of \$474 for the remaining FY12. Our intention is to transfer funds from the technology fund, line item 050-9800-981-9892 to line item 050-2702-549-6099.



## Budget Adjustment: 31673

Fyr \_ Budget Type: 2012-Reg

Author: 27 - MULLER, CINDY

Created: 3/12/2012 11:03:34 AM

PBO Category: Amendment

Court Date: Tuesday, Mar 27 2012

Dept: RESERVES

Just: Other

To purchase CLEAR product for criminal division from tech fund.

From Account	Acct Desc	Project	Proj Desc	Amount
050-9800-981-9892	ALLOCATED RESERVES			475
				475
To Account		Project		Amount
050-2702-549-6099	OTHER PURCHASED SERVICES			475
				475

Approvals	Dept	Approved By	Date Approved
Originator	27	CINDY MULLER	3/12/2012 11:04:41 AM
DepOffice	27	CINDY MULLER	3/12/2012 11:04:54 AM
DepOfficeTo	27	CINDY MULLER	3/12/2012 11:05:01 AM



Handwritten signature of Cindy Muller, dated 3/20/12.

**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
(\$10,000)	TNR	12/28/11	Clean Air Force
\$28,827	Auditor	1/13/12	Technical correction for Excess rollover amt.
(\$5,500)	Facilities	1/17/12	Palm Square Appraisal Fee
(\$3,089)	TNR	1/17/12	Lake Travis Economic Study
(\$5,177)	County Judge	1/24/12	ACC Internship Program
(\$5,177)	Records Mngt.	1/24/12	ACC Internship Program
(\$5,177)	JP Pct. 1	1/24/12	ACC Internship Program
(\$14,415)	Tax Office	1/24/12	Temp. Empl-extension for Redistricting
(\$15,000)	Facilities	1/24/12	Renovations to 1101 Nueces for PlanetSafe
\$26,321	Various	1/24/12	Cancelled Purchase Orders
\$6,985	Various	1/30/12	Cancelled Purchase Orders
\$16,150	Various	2/13/2012	Cancelled Purchase Orders
(\$45,000)	CES	2/14/12	SafePlace additional staff position
(\$31,643)	Sheriff's Office	2/14/12	Bailiff Position-390th Dist. Court
\$13,136	Various	2/15/2012	Cancelled Purchase Orders
(\$37,954)	District Attorney	2/28/12	Child Protection Contract
(\$10,500)	TNR	2/28/12	CAPCOG Ozone Monitoring
\$22,585	Various	3/12/12	Cancelled Purchase Orders
(\$2,600,000)	Facilities	3/20/12	Property Purchase from Housing Authority
(\$5,100)	Facilities	3/20/12	Property Purchase from Housing Authority
<b>\$10,360,018</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

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

(\$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
(\$137,421)	TNR - Northeast Metro Park - Phase III
(\$294,139)	TCSO - 700 Lavaca Security
(\$5,941,788)	Compensation
<b>(\$8,889,639)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$1,470,379</b>	<b>Remaining Allocated Reserve Balance After Possible Future Expenditures</b>

**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			Beginning Balance
(\$90,000)	TNR	12/13/11	Guardrail Improvements
(\$365,000)	TNR	2/21/12	International Cemetary
(\$5,628)	Comm. Pct. 1	2/28/12	Intel Reader, CCTV and Magnifier
(\$63,850)	ITS	3/20/12	IT Related Improvements at Granger Bldg.
<b>\$908,968 Current Reserve Balance</b>			

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

<b>Amount</b>	<b>Explanation</b>
(\$330,000)	EMS - EMS Interlocal Base Agreement - Ambulances
(\$48,505)	TCSO - Security
(\$80,000)	RMCR - A/V Equipment for 700 Lavaca Street
(\$38,500)	TNR - Northeast Metro Park - Phase III
<b>(\$497,005) Total Possible Future Expenses (Earmarks)</b>	

**\$411,963 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			Beginning Balance
(\$425,000)	CJP	12/27/11	Related to Civil Courthouse Contract
(\$65,000)	CJP	1/19/2012	Legal Services Contract
<b>\$3,510,000 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 (\$584,694)	ITS	3/7/12	Beginning Balance JP Case Management System
<b>\$4,115,306 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>			

**\* Reserved for MHMR****Starflight Maintenance Reserve Status (001-9800-981-9843)**

Amount	Dept Transferred Into	Date	Explanation
\$640,000 (\$245,000)	EMS	11/15/11	Beginning Balance 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>			

**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)**

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



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 03/27/2012, 9:00 AM, Voting Session

**Prepared By/Phone Number:** Alan Miller, Planning and Budget Office, 854-9726

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 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. Approve revised resolution for the Trauma Informed Assessment and Response Program with the Office of the Governor, Criminal Justice Division and Juvenile Probation Department. Grantor requested revised wording from the application approved by Court on February 21, 2012;
- B. Approve revised application for the Eagle Resource Project with the Office of the Governor, Criminal Justice Division and Juvenile Probation Department. Grantor requested revised performance measures and resolution wording from the application approved by Court on February 21, 2012;
- C. Ratify contract with the Texas Historical Commission to receive National Park Service resources to the Travis County Historical Commission for public outreach and educational curricula related to the Ransom and Sarah Williams Farmstead Project in south Travis County. Requires additional funds for a cash match;
- D. Approve contract with the Corporation for National and Community Service to continue the Coming of Age Program in the Health and Human Services & Veterans Service Department; and
- E. Approve 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 FY 12 agreement is fully executed.

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

Items A & B were approved by the Court on February 21, 2012, the Office of the Governor, Criminal Justice division requested changes to the resolution that was required and in the case of item B, some changes to the performance measures in the grant. To meet the requirements of the grantor, the resolutions were signed by the Judge and these items were submitted to approve the revised resolution.

Item C is to approve a new contract with the Texas Historic Commission and Travis County. The originals for this contract were inadvertently submitted to the Judge as follow-up documents to the Application that was approved in December. However the



document was not submitted to the State and is submitted to the whole Court for approval before submitting the document to the State.

Item D is to continue an existing grant program.

Item E is an extension of an existing Permission to continue. The document is in the final stages of readiness for Court approval, but an additional continuation is needed to avoid a gap in service.

**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:**

Item C requires a cash match of \$7,500. Since the budget of the Historic Commission is too small to absorb the impact of this match, a budget amendment has been placed on the agenda for Court approval to provide funds the match for FY 12.

**REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
Cheryl Aker

## TRAVIS COUNTY

3/27/2012

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>	45	Trama Informed Assessment and Response Program*	09/01/12 08/31/13	\$192,666.00	\$0.00	\$0	\$0	\$192,666.00	0.50	R	MC	11
<b>B</b>	45	Travis County Eagle Resource Project*	09/01/12 08/31/13	\$31,926.00	\$0.00	\$0	\$0	\$31,926.00	-	R	MC	16
<b>C</b>	17	Ransom and Sarah Williams Farmstead Educational Outreach Project	10/1/2011- 9/30/2013	\$7,500.00	\$0.00	\$7,500	\$0	\$15,000.00	-	R	S	41
<b>Contracts</b>												
<b>D</b>	58	Coming of Age (CNCS)	4/1/2012- 3/31/2013	\$50,495	\$321,591	\$0	\$0	\$372,086	6.80	R	MC	69
	Dept	Grant Title	Grant Term on Application	Personnel Cost	Operating Transfer	Total Request	PTC Expiration Date	Filled FTE	Notes	Auditor's Assessment	Page #	
<b>Permission to Continue</b>												
<b>E</b>	58	Comprehensive Energy Assistance Program	1/1/2012- 12/31/2012	\$29,196	\$29,196	\$30,392	05/31/12	4.00	R	EC	83	

\* 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
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	28.00	11/1/2011
17	State Homeland Security Grant program (through CAPCOG)- SCBA equipment	Travis County Eagle Resource Project*	\$40,000	\$0	\$0	\$0	\$40,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- equipment licenses	Trama Informed Assessment and Response Program*	\$8,000	\$0	\$0	\$0	\$8,000	-	1/10/2012
47	17	Ransom and Sarah Williams Farmstead Educational Outreach Project	10/1/2011-9/3	\$7,500	\$0	\$7,500	\$0	-	1/0/1900
47	State Homeland Security Grant program (through CAPCOG)- maintenance contract	10/01/2012-11/30/2014	\$30,000	\$0	\$0	\$0	\$30,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- replacement equipment	10/01/2012-11/30/2014	\$30,000	\$0	\$0	\$0	\$30,000	-	1/10/2012
47								-	1/10/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
47	State Homeland Security Grant program (through CAPCOG)- radiological isotope identifier	10/01/2012-11/30/2014	\$33,500	\$0	\$0	\$0	\$33,500	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- dosimeters	10/01/2012-11/30/2014	\$8,000	\$0	\$0	\$0	\$8,000	-	1/10/2012
49	FY 12 Habitat Conservation Plan Land Acquisition Assistance Grant	5/1/2012-8/30/2014	\$4,834,800	\$0	\$3,223,200	\$0	\$8,058,000	-	1/17/2012
49	Emergency Management Performance Grant	10/1/2011-9/30/2012	\$138,465	\$138,464	\$0	\$0	\$276,929	3.00	1/24/2012
58	Coming of Age (CNCS)	4/1/2012-3/31/2012	\$50,495	\$321,591	\$0	\$0	\$372,086	6.80	1/24/2012
24	Travis County Veterans Court	7/01/2012-6/30/2013	\$53,414	\$0	\$0	\$0	\$53,414	-	1/31/2012
45	Drug Court & In-Home Family Services	9/01/2012-8/31/2013	\$181,000	\$20,011	\$0	\$0	\$201,011	0.24	1/31/2012
45	Juvenile Accountability Block Grant (JABG) Local Assessment Center	9/01/2012-8/31/2012	\$101,525	\$11,280	\$0	\$0	\$112,805	1.34	1/31/2012
19	Underage Drinking Prevention Program	10/1/2012-9/30/2013	\$161,205	\$230,502	\$35,951	\$53,875	\$481,533	3.50	2/7/2012
24	Veterans Court Grant	9/1/2012-8/31/2013	\$226,516	\$0	\$0	\$0	\$226,516	2.00	2/7/2012
39	Travis County Adult Probation DWI Court	9/30/2012-9/29/2013	\$206,515	\$0	\$0	\$0	\$206,515	3.05	2/7/2012
24	Family Drug Treatment Court	9/1/2012-8/31/2013	\$137,388	\$0	\$0	\$0	\$137,388	1.00	2/14/2012
37	TCSO Child Abuse Victim Services Personnel	9/1/2012-8/31/2013	\$24,997	\$0	\$24,997	\$0	\$49,994	1.00	2/14/2012
39	Travis County Adult Probation DWI Court	9/1/2012-8/31/2013	\$229,112	\$0	\$0	\$0	\$229,112	4.00	2/14/2012
42	Drug Diversion Court	9/1/2012-8/31/2013	\$132,585	\$0	\$0	\$0	\$132,585	1.00	2/14/2012
45	Travis County Juvenile Treatment Drug Court-SAMSHA/CSAT	9/1/2012-8/31/2013	\$199,766	\$0	\$0	\$0	\$199,766	-	2/14/2012
19	Family Violence Accelerated Prosecution Program	09/01/12-08/31/13	\$121,905	\$31,534	\$16,365	\$17,742	\$187,546	2.28	2/21/2012
45	Travis County Eagle Resource Project	09/01/12-08/31/13	\$31,926	\$0	\$0	\$0	\$31,926	-	2/21/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
45	Trama Informed Assessment and Response Program	09/01/12 08/31/13	\$192,666	\$0	\$0	\$0	\$192,666	0.50	2/21/2012
47	Fire Mitigation Assistance Grant Hodde Lane #2957	09/04/11 09/19/11	\$38,605	\$12,868	\$0	\$0	\$51,473	-	3/13/2012
47	Fire Mitigation Assistance Grant Pedernales #2959	09/04/11 09/19/11	\$333,005	\$111,002	\$0	\$0	\$444,007	-	3/13/2012
47	Fire Mitigation Assistance Grant Steiner #2960	09/04/11 09/19/11	\$385,016	\$128,339	\$0	\$0	\$513,355	-	3/13/2012
21	Electronic Disposition Reporting	04/15/12 08/31/12	\$35,637	\$0	\$0	\$0	\$35,637	-	3/20/2012
49	Travis County Fuels Reduction Project (aka Wildfire Mitigation Grant)	09/01/12 08/31/14	\$200,775	\$66,925	\$0		\$267,700	-	3/20/2012
58	Parenting In Recovery*	09/30/11 09/29/12	\$583,843	\$62,818	\$80,000	\$52,212	\$778,873	1.00	3/20/2012
45	Residential Substance Abuse Treatment (RSAT) Program	10/01/12 09/30/13	\$143,743	\$47,914	\$0	\$0	\$191,657	1.75	3/20/2012

\*Amended from original agreement.

\$9,900,370    \$1,190,748    \$4,054,579    \$205,006    \$15,335,703    60.46



**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	Travis County Psychology Internship Program	Travis County Eagle Resource Project*	\$464,733	\$99,779	\$0	\$0	\$564,512	-	10/11/2011
45	Comprehensive Energy Assistance Program*	Trama Informed Assessment and Response Program*	\$5,519,883	\$0	\$0	\$0	\$5,519,883	-	10/18/2011
58	17	Ransom and Sarah Williams Farmstead Educational Outreach Project	011-9/30/2012	\$7,500	\$0	\$7,500	\$0	-	1/0/1900
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								-	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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
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
58	DOE Weatherization Assistance Program	04/01/2011-03/31/2012	\$212,612	\$0	\$0	\$0	\$212,612	-	1/10/2012
49	Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP)	1/24/2012-8/31/2013	\$175,000	\$0	\$0	\$0	\$175,000	-	1/17/2012
37	Travis County Sheriff's Office Response Equipment	12/01/2011-5/31/2012	\$100,000	\$0	\$0	\$0	\$100,000	-	1/31/2012
24	Formula Grant - Indigent Defense Grants Program	10/01/2011-9/30/2012	\$441,998	\$0	\$0	\$0	\$441,998	-	1/31/2012
23	Texas Commission on Environmental Quality Intergovernmental Cooperative Reimbursement Agreement with Travis County*	11/19/2012-8/31/2012	\$590,797	\$0	\$0	\$0	\$590,797	2.00	1/31/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
59	Capital Area Trauma Advisory Council	5/1/2011-8/31/2012	\$5,888	\$0	\$0	\$0	\$5,888	-	2/7/2012
58	ARRA WAP Weatherization Assistance Program*	09/01/2009 02/28/2012	\$7,622,699	\$0	\$0	\$0	\$7,622,699	3.00	2/21/2012
40	OVW FY2010 Safe Havens: Supervised Visitation and Safe Exchange Grant Program*	10/01/2010 09/30/2013	\$400,000	\$0	\$0	\$0	\$400,000	-	2/28/2012
37	TxDOT Impaired Driving Mobilization Grant	03/07/12 09/30/12	\$18,102	\$6,100	\$0	\$0	\$24,202		3/13/2012
37	2009 COPS LE Technology Grant*	03/11/12 09/10/12	\$300,000	\$0	\$0	\$0	\$300,000		3/13/2012
49	LIRAP Local Initiative Projects (LIP)*	05/06/08 08/31/13	\$1,688,163	\$0	\$0	\$0	\$1,688,163	-	3/20/2012

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\*Amended from original agreement.

\$26,009,651      \$287,344      \$51,749      \$165,423      \$26,499,167      25.61

## FY 2012 Grants Summary Report

## Permission to Continue

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	Comprehensive Energy Assistance Program*	1/1/2012-12/31/2012	\$0	\$0	\$175,000	0.00	3/31/2012	12/27/2011	N/A	No
58	Casey Family Programs Community and Family Reintegration Project	1/1/2012-12/31/2012	\$15,196	\$15,196	\$30,392	1.00	3/31/2012	12/27/2011	N/A	No
58	Casey Family Programs Community and Family Reintegration Project	1/1/2012-12/31/2012	\$15,196	\$15,196	\$30,392	1.00	6/30/2012	12/27/2011	N/A	No
Totals			\$59,588	\$59,588	\$294,176	5.00				

\*This portion of the request is not a typical permission to continue and will temporarily use General Fund resources for grant program operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

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

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

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

<b>Grant Contracts approved by Commissioners Court</b>		FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
Dept	Grant Title	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact
Criminal Justice Planning	Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available.	\$ 375,000	\$ 250,000	\$ 250,000	\$ 375,000	\$ 125,000	\$ 500,000	\$ -	\$ 625,000	\$ -	\$ 625,000		\$ 625,000
Criminal Justice Planning	Office of Parental Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 307,743	\$ 100,000	\$ 102,360	\$ 50,000	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360
Criminal Justice Planning	Travis County Eagle Resource Project*	\$ 300,000	\$ 301,812	\$ 100,000	\$ 102,358	\$ 50,000	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359
Facilities Management	Trama Informed Assessment and Response Program*	\$ -	\$ -	\$ 487,359	\$ -	\$ -	\$ 26,432	\$ -	\$ 26,432	\$ -	\$ 26,432		\$ 26,432
17	Ransom and Sarah Williams Farmstead Educational Outreach 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	Travis County Sheriff's Office Response Equipment (ARRA) - One-time funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ 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	\$ 5,311,349	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>\$ 7,952,569</b>	<b>\$ 1,135,059</b>	<b>\$ 2,272,470</b>	<b>\$ 1,260,059</b>	<b>\$ 1,607,470</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.

**GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Juvenile Probation	
Contact Person/Title:	Traci Mondragon	
Phone Number:	854-7046	

Grant Title:	Trauma Informed Assessment and Response program			
Grant Period:	From:	09/01/2012	To:	08/31/2013
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>	
Grantor:	Office of the Governor, Criminal Justice Division			
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 Justice			

Budget Categories	Grant Funds	County Cost Share	<i>County Contribution</i>	In-Kind	<b>TOTAL</b>
Personnel:	\$33,888	0	0	0	\$33,888
Operating:	\$155,000	0	0	0	\$155,000
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	\$3,778	0	0	0	\$3,778
Total:	\$192,666	\$0	0	\$0	\$192,666
FTEs:	0.50	0.00	0	0.00	0.50

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

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

<b>Performance Measures</b>	<b>Projected FY 12 Measure</b>	<b>Progress To Date:</b>				<b>Projected FY 13 Measure</b>
		12/31/11	3/31/12	6/30/12	9/30/12	
<b>Applicable Depart. Measures</b>						
Number of program youth referred	n/a	n/a	n/a	n/a	n/a	2250
Number of program youth screened/assessed	n/a	n/a	n/a	n/a	n/a	2075
Number of program youth served	n/a	n/a	n/a	n/a	n/a	100
Number of program youth with formal psychological/psychiatric evaluations	n/a	n/a	n/a	n/a	n/a	100
<b>Measures For Grant</b>						
Number of program youth completing program requirements	n/a	n/a	n/a	n/a	n/a	53
Outcome Impact Description	To reduce the need for out of home placement and the likelihood of recidivating for juveniles with a trauma-based diagnosis.					
Number of youth complying with an aftercare plan	n/a	n/a	n/a	n/a	n/a	53
Outcome Impact Description	To increase the supervision success rate for juveniles with a trauma-based diagnosis.					
Number of program youth exhibiting a decrease in antisocial behavior	n/a	n/a	n/a	n/a	n/a	64
Outcome Impact Description	To reduce the need for out of home placement and the likelihood of recidivating for juveniles with a trauma-based diagnosis.					
Number of program youth exhibiting a decrease in substance use	n/a	n/a	n/a	n/a	n/a	58
Outcome Impact Description	To improve access to substance abuse treatments and related services that will address the juveniles' exposure to trauma.					
Number of program youth exhibiting an improvement in family relationships	n/a	n/a	n/a	n/a	n/a	55
Outcome Impact Description	To improve family functioning through access to therapeutic services that will address the juveniles' exposure to trauma.					
Number of program youth exhibiting an improvement in social competencies	n/a	n/a	n/a	n/a	n/a	59
Outcome Impact Description	To reduce the need for out of home placement and the likelihood of recidivating for juveniles with a trauma-based diagnosis.					
Number of program youth who offend or reoffend	n/a	n/a	n/a	n/a	n/a	30
Outcome Impact Description	To increase community safety.					

**PBO Recommendation:**

The Juvenile Probation Department is requesting a re-ratification of the already approved Trauma Informed Assessment and Response, due to minor adjustments to the program's grant resolution.

PBO recommends approval of the request.

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

The goal of the newly created program (Trauma Informed Assessment and Response) is to develop a trauma-informed infrastructure that will aid in the identification of youth who have been exposed to trauma and provide targeted services for intervention. Identifying and directing care toward the needs of these youth will provide linkages to services that appropriately target trauma, improve behavioral and emotional functioning of both youth and their families, and empower parents and youth to develop better coping strategies. Eligible youth from the COPE Mental Health Court and CPS Crossover Unit will be directed to services that include more rigorous psychological evaluation, psychiatric evaluation, trauma-based therapy, youth advocacy, alternative therapies (e.g., equine, music, or art therapy), and other services based on individual needs.

There are two objectives of this program. One is to improve outcomes for youth with identified mental health needs by diagnosing trauma and providing specific treatment and targeted services to meet those needs. A more rigorous mental health assessment process will identify a larger number of youth who have experienced trauma. Another objective is to leverage the existing collaborative efforts between TCJPD, CPS, and CASA for youth with trauma-based mental health disorders. Collaboration between these agencies will allow the program to provide more intensive services to address the needs of these youth.

The grant will pay for newly hired .50 FTE senior counselor and/or therapist (licensed), who will be paid solely out of this grant, a contract with CASA of Travis County to provide a guardian *ad litem* for program participants, a contract with Dr. Casey O'Neal to provide intensive psychological and/or psychiatric evaluations, and traditional and alternative therapeutic services to program participants for a total cost of \$192,666.

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

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

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

No match is required.

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

2% indirect cost for \$3,778

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

The Department intends to request subsequent year continuation funding for the personnel contractual and services through proposals submitted to the Federal and State government, as well as private foundations. As previously presented to the Court, the County will have the opportunity to consider investment in the staff positions as well as other areas of Special Services Division. There is no provision in this grant for indirect costs.

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

The Travis County Juvenile Probation Department (TCJPD) works with a significant number of youth who have been identified as having mental health issues. In State FY10, there were 2,862 juveniles referred to TCJPD, representing 5,439 referrals. Of the 2,535 youth screened, it was determined that 31% (780) had a mental health need. A more intensive assessment was conducted with 67% (525) of these youth. Of those assessed, 20% received a trauma-based diagnosis (e.g., neglect, sexual abuse, physical abuse, and post-traumatic stress disorder). However, it is estimated that more than 60 percent of youth involved in the juvenile justice system nationwide have experienced some form of trauma. With enhanced trauma-based tools, we anticipate the number of Travis County Juvenile Probation youth properly identified as having a trauma-based diagnosis will increase substantially. Better assessment and diagnosis will allow for more targeted recommendations and interventions. Youth with a history that includes trauma have more complex needs and require therapeutic services to specifically address their exposure to trauma. Youth with an identified mental health need, including those who have experienced trauma, have a higher rate of recidivism (30%) than those without an identified need (24%). This new program will services youth who are being supervised in the COPE Mental Health Court and the CPS Crossover Unit by incorporating collaboration with CASA of Travis County, which will help to better serve our population.

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

The Travis County Commissioner's Court approved the community plan, entitled--"Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY 2012 - FY 2015," on December 6, 2011. Nearly 30 Travis County government agencies including Travis County Juvenile Probation Department, school districts, and nonprofit organizations participated in developing the Community Plan. This project addresses priority C from the juvenile justice section. Priority C states: "Travis County is in need of services and programming for youth with mental health/co-occurring disorders and substance abuse problems." To address this priority, the Trauma Informed Assessment and Response program will collaborate with service providers, non-profits, and multiple units within TCJPD to maximize resources, improve quality of services and outcomes, and reduce justice system involvement for youth experiencing mental health/co-occurring disorders and substance abuse problems associated with exposure to trauma.





**SAMUEL T. BISCOE**

COUNTY JUDGE

TRAVIS COUNTY ADMINISTRATION BUILDING

P.O. BOX 1748 ROOM 520

AUSTIN, TEXAS 78767

(512) 854-9555

**RESOLUTION**

**WHEREAS**, the Commissioners of Travis County find it in the best interest of the citizens of Travis County that the Trauma Informed Assessment and Response Program be operated; and

**WHEREAS**, the Commissioners of Travis County have agreed that in the event of loss or misuse of the Criminal Justice Division funds, all funds will be returned to the Criminal Justice Division in full.

**WHEREAS**, County Commissioners of Travis County designates the County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the Commissioners of Travis County approve the submission of the grant application for the Trauma Informed Assessment and Response Program to the Office of the Governor, Criminal Justice Division.

Signed by: Samuel T. Biscoe  
SAMUEL T. BISCOE, County Judge

Passed and Approved this 13<sup>st</sup> of March, 2012

Grant Application Number: 2577201

**GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
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:	Juvenile Probation	
Contact Person/Title:	Lisa Eichelberger	
Phone Number:	854-7054	

Grant Title:	Travis County Eagle Resource Project		
Grant Period:	From:	09/01/2012	To: 08/31/2013
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
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 Justice		

Budget Categories	Grant Funds	County Cost Share	<i>County Contribution</i>	In-Kind	TOTAL
Personnel:	0	0	0	0	0
Operating:	\$31,300	0	0	0	\$31,300
Capital Equipment:	0	0	0	0	0
Indirect Costs:	\$626	0	0	0	\$626
Total:	\$31,926	0	0	0	\$31,926
FTEs:	0	0.00	0	0.00	0

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

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

<b>Performance Measures</b>	<b>Projected FY 12 Measure</b>	<b>Progress To Date:</b>				<b>Projected FY 13 Measure</b>
		12/31/11	3/31/12	6/30/12	9/30/12	
<b>Applicable Depart. Measures</b>						
Average length of stay in job skills programming	60	37	n/a	n/a	n/a	60
Number of program youth served	85	39	n/a	n/a	n/a	85
Number of youth completing program requirements	50	25	n/a	n/a	n/a	50
Number of staff with increased knowledge of program area	85	84	n/a	n/a	n/a	85
Number of youth exhibit increase in employment opportunities	50	25	n/a	n/a	n/a	50
<b>Measures For Grant</b>						
Average length of stay in job training program (in days).	60	37	n/a	n/a	n/a	60
Outcome Impact Description	To provide effective programming over a period of time to increase youths' skill sets.					
Number of program materials developed.	20	4	n/a	n/a	n/a	20
Outcome Impact Description	To provide diverse and continuous vocational and educational programs available to youth.					
Number of program youth served.	85	39	n/a	n/a	n/a	85
Outcome Impact Description	Youth with a minimum of one adjudication and 15-17 years old will benefit from vocational programs/education when they successfully reenter into the community.					
Number of program youth completing program requirements.	50	25	n/a	n/a	n/a	50
Outcome Impact Description	Youth completing the program will have the skills necessary to apply for employment.					
Number of program youth employed.	15	0	n/a	n/a	n/a	15
Outcome Impact Description	Youth completing the program with the skills necessary to obtain employment.					
Number of program youth exhibiting an increase in obtaining a GED.	6	4	n/a	n/a	n/a	6
Outcome Impact Description	Once back in the community, youth are better conditioned to attend classes to complete the required courses.					
Number of program youth who offend or reoffend.	2	n/a	n/a	n/a	n/a	2
Outcome Impact Description	To increase community safety.					

Number of program youth exhibiting an increase in job skills.	50	25	n/a	n/a	n/a	50
Outcome Impact Description	To increase the likelihood of youth obtaining employment and a reduction of youth recidivating.					

**PBO Recommendation:**

The Juvenile Probation Department is requesting a re-ratification of the already approved Travis County Eagle Resource Project Grant, due to minor adjustments to the program's performance measures and resolution.

PBO recommends approval of the request.

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

The Travis County Eagle Resource Project goal is to enhance and expand a continuum of vocational and life skills opportunities to 15-17 year old juveniles that reside in our ISC program and re-integrating back in the community. This continuation grant is the third year of a declining three year project.

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

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

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

No county match is required.

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

2% indirect cost for \$626

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

The Department intends to request subsequent year continuation funding for the contractual services through proposals submitted to the Federal and State government, as well as private foundations. The Court will have an opportunity in the future to invest in the Travis County Eagle Resource program.

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.

The department intends to assess risks and needs of the youth and provide a wraparound of services to address their education, vocational, counseling, and housing needs in order to foster successful re-integration back to the community; while at the same time increase public safety and reduce recidivism.



# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT



ESTELA P. MEDINA  
Chief Juvenile Probation Officer

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

TO: Aerin Toussaint, PBO  
Budget Analyst

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

THROUGH: *Lisa Eichelberger*  
Lisa Eichelberger  
Planning and Resource Manager

SUBJECT: Travis County Eagle Resource Project

DATE: March 13, 2012

Attached is the revised FY13 continuation application for Travis County Eagle Resource Project. This application is being re-presented based upon the preliminary review comments from the Office of the Governor Criminal Justice Division (CJD). Per CJD's feedback this grant should have been categorized into a different priority and this change resulted in a different set of performance measures. Based on an annual calculation of juvenile crime data in Travis County, the Juvenile Probation Department is eligible to apply for \$31,926 for this grant.

The goal of the Eagle Resource Project is to enhance and expand a continuum of vocational and life skills opportunities to 15-17 year old juveniles that reside in our ISC program and re-integrating back in the community. This continuation grant is the third year of a declining three year project.

Please review this item and place it on the **March 27, 2012** Commissioner's Court agenda for their consideration and signature. Please contact Lisa Eichelberger at 4-7054 for further information.

Thank you in advance for your attention to this request.

CC: Jim Connolly, Assistant County Attorney  
Matt Naper, Financial Analyst, County Auditor  
Britt Canary, Deputy Chief  
Darryl Beatty, Deputy Chief  
Cory Burgess, Director, Residential Services  
Ena Brent, Project Coordinator  
Sylvia Mendoza, Financial Manager  
Michael Williams, Financial Analyst  
Grant File



**SAMUEL T. BISCOE**

COUNTY JUDGE

TRAVIS COUNTY ADMINISTRATION BUILDING

P.O. BOX 1748 ROOM 520

AUSTIN, TEXAS 78767

(512) 854-9555

### **RESOLUTION**

**WHEREAS**, the Commissioners of Travis County find it in the best interest of the citizens of Travis County that the Travis County Eagle Resource Project be operated; and

**WHEREAS**, the Commissioners of Travis County have agreed that in the event of loss or misuse of the Criminal Justice Division funds, all funds will be returned to the Criminal Justice Division in full.

**WHEREAS**, County Commissioners of Travis County designates the County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the Commissioners of Travis County approve the submission of the grant application for the Travis County Eagle Resource Project to the Office of the Governor, Criminal Justice Division.

Signed by: Samuel T. Biscoe  
SAMUEL T. BISCOE, County Judge

Passed and Approved this 13<sup>th</sup> day of March, 2012

Grant Application Number: 2313503

**Agency Name:** Travis County

**Grant/App:** 2313503 **Start Date:** 9/1/2012 **End Date:** 8/31/2013

**Project Title:** Travis County Eagle Resource Project

**Status:** Pending Applicant Response

### **Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**

17460001922000

### **Application Eligibility Certify:**

Created on:1/18/2012 1:51:19 PM By:Estela Medina

### **Profile Information**

**Applicant Agency Name:** Travis County

**Project Title:** Travis County Eagle Resource Project

**Division or Unit to Administer the Project:** Juvenile Probation Department

**Address Line 1:** 2515 South Congress Avenue

**Address Line 2:**

**City/State/Zip:** Austin Texas 78704-5513

**Start Date:** 9/1/2012

**End Date:** 8/31/2013

**Regional Council of Governments(COG) within the Project's Impact Area:** Capital Area Council of Governments

**Headquarter County:** Travis

**Counties within Project's Impact Area:** Travis

### **Grant Officials:**

#### **Authorized Official**

**User Name:** Samuel Biscoe

**Email:** sam.biscoe@co.travis.tx.us

**Address 1:** Post Office Box 1748

**Address 1:**

**City:** Austin, Texas 78767

**Phone:** 512-854-9555 Other Phone:

**Fax:** 512-854-9535

**Title:** The Honorable

**Salutation:** Judge

#### **Project Director**

**User Name:** Estela Medina

**Email:** estela.medina@co.travis.tx.us

**Address 1:** 2515 South Congress Avenue

**Address 1:**

**City:** Austin, Texas 78704

**Phone:** 512-854-7069 Other Phone:

**Fax:** 512-854-7097

**Title:** Ms.

**Salutation:** Chief

#### **Financial Official**

**User Name:** Susan Spataro

**Email:** susan.spataro@co.travis.tx.us

**Address 1:** P.O. Box 1748

**Address 1:**

**City:** Austin, Texas 78767

**Phone:** 512-854-9125 Other Phone:

**Fax:** 512-854-6640

**Title:** Ms.

**Salutation:** Ms.

#### **Grant Writer**

**User Name:** Traci Mondragon  
**Email:** Traci.Mondragon@co.travis.tx.us  
**Address 1:** 2515 S. Congress Ave.  
**Address 1:**  
**City:** Austin, Texas 78704  
**Phone:** 512-854-7046 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.

#### **Grant Vendor Information**

**Organization Type:** County  
**Organization Option:** applying to provide juvenile prevention and / or intervention services  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460001922000  
**Data Universal Numbering System (DUNS):** 030908842

#### **Narrative Information**

##### **Primary Mission and Purpose**

The purpose of this program is to support programs that prevent violence in and around schools and to improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

#### **Funding Levels**

The anticipated funding levels for Juvenile Justice Programs are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Matching Funds - None

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

**Note:** *If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

#### **Program Requirements**

**Preferences** - Preference will be given to those applicants that demonstrate cost effective programs focused on proven or promising approaches to services provision.

**Juvenile Justice Board Priorities** - Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed by the Governor's Juvenile Justice Advisory Board to be eligible for funding.

Diversion - Programs to divert juveniles from entering the juvenile justice system.

Job Training - Projects to enhance the employability of juveniles or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.

Professional Therapy and Counseling/Mental Health - Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.

**School Based Delinquency Prevention** - Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.

**Substance Abuse** - Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

**Training and Technology/Juvenile Justice System Improvement** (for Statewide Projects Only) - Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

**Disproportionate Minority Contact (DMC)** (for Statewide OOG-identified County Organizations Only) - The purpose of this funding is to assist designated jurisdictions and agencies in developing and implementing strategies to reduce racial disparities at various contact points in the juvenile justice system. Section 223(a)(22) of the JJDP Act provides that the State shall: "[Address] juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system."

### **Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Dana Hess, Employment Specialist

Enter the Address for the Civil Rights Liaison:

700 Lavaca Street, Suite 420, Austin, TX 78701

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

5128549165

### **Certification**

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Juvenile Justice Program Local and Statewide Solicitations.

☒ **I certify to all of the above eligibility requirements.**

### **Problem Statement:**

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

Juveniles being released from Travis County Juvenile Probation Department's Intermediate Sanction Center (ISC) Programs that are age appropriate for work are presenting multiple needs and require differentiation of individualized training and services in order to successfully reenter the community. These juveniles lack adequate life skills; vocational training and hands on work experiences needed to successfully reenter into the community and are at risk for returning to criminal behavior.

### **Supporting Data:**

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

In FY11, the Eagle Resource Grant provided services to 79 juveniles between the ages of 15 and 17 in the ISC Programs. In FY11, 127 (79%) of the 160 juveniles served by the ISC were 15 – 17 years of age. The majority of these youth do not have hands-on vocational skills or experience upon entry, and none have had individualized job coaching. Upon admission to the program, 65% are behind grade level and lack sufficient high school credits. As a



result of this project, the program has continued an on-site GED program in which 30 students were enrolled, 15 prepared to test, and 11 students tested and reentered the community with a GED earned while in the program. These students also have access to an on-site job coach for career assessment and exploration, résumé writing, and mock interviewing.

### **Community Plan:**

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

The Commissioner's Court of Travis County approved the "Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY 2012 - FY 2015" on December 6, 2011. Over 15 local nonprofit organizations, school districts, and government agencies (including Travis County Juvenile Probation) participated in the planning process, which began in March 2011. This project directly addresses the plan's section on Juvenile Justice, Priority A, which states, "Travis County is in need of intervention services for juvenile offenders, gang involved youth, and their families" through "implementing a service delivery system that should include providers who help enable smooth transitions to community and adult services, if necessary."

### **Goal Statement:**

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

The Goal of this project is to equip juveniles in the ISC programs with a convergence of life skills, vocational training, job/career coaching, and supports determined by individual needs, as well as to provide multiple hands on experiences so that they may enter the world of work or higher education as they are re-integrating into the community.

### **Cooperative Working Agreement (CWA):**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

N/A

### **Continuation Projects:**

For continuation projects only, if your current or previous year's project is **NOT** on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

N/A - We are on target for meeting our objectives.

### **Project Summary:**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

Successful reentry services require juveniles to receive a convergence of life skills and vocational training. These youth need a specialized reentry strategy with wrap-around of services, hands on vocational skills training, on-site job/career coaching and support determined by individual needs. The Goal of this project is to equip juveniles enrolled in ISC programs with life skills, vocational training, and job/career coaching, as well as to provide multiple hands on experiences that will help them enter the world of work or higher education when they re-integrate into the community. In FY11, the Eagle Resource grant provided services to 79 juveniles in the ISC Program. Year one of implementation provided participating youth a foundation for successful reentry. Juveniles referred for services continue to present multiple needs and require differentiation of services based on their past school successes or failures. In response, the program has continued an on-site GED program in which 30 students were enrolled, 15

prepared to test, and 11 students tested and reentered the community with a GED. Those juveniles who are on track for traditional High School graduation are given opportunities to accelerate their academics and access higher education in the local community college. This training not only prepares the youth to seek employment, but also equips the youth with tools needed (i.e. résumé, cover letter, and letter of reference) to gain employment upon reentry into the community. Students also receive vocational training through our guest speaker program. The program also implements a Classical Guitar Program for which students are eligible to receive a half credit towards their academic studies with an opportunity to link into the Fine Arts program in their home schools upon reentry into the community. All juveniles in the program, whether they will follow the GED track or traditional education, will have the opportunity to prepare themselves for the workforce and/or higher education once they reenter the community. All youth have access to an on-site Career Coach in addition to their studies as a result of this project. From our first year experiences, we learned that a single program approach was not sufficient for all of your youth to successfully reenter their communities. In FY11, 127 (79%) of the 160 juveniles served by the ISC were between 15 and 17 years of age. The majority of these youth do not have hands-on vocational skills or experience upon entry, and none have had individualized job coaching. Upon admission to the program, 65% are behind grade level and lack sufficient high school credits. The Travis County Community Plan for Coordination of Criminal Justice and Related Activities FY 2012 - FY 2015 states, "Travis County is in need of intervention services for juvenile offenders, gang involved youth, and their families" through "implementing a service delivery system that should include providers who help enable smooth transitions to community and adult services, if necessary."

## **Project Activities Information**

### **Juvenile Justice Board Priorities**

Select the Juvenile Justice Priority that best fits your project:

- ☐ Diversion
- ☒ Job Training
- ☐ Professional Therapy and Counseling/Mental Health
- ☐ School Based Delinquency Prevention
- ☐ Substance Abuse
- ☐ Training and Technology/Juvenile Justice System Improvement (for Statewide Projects Only)
- ☐ Disproportionate Minority Contact (DMC) (for OOG Identified Counties Only)

### **Disproportionate Minority Contact (DMC) Programs**

For Statewide OOG-identified County Organizations Only - The purpose of this funding is to assist designated jurisdictions and agencies in developing and implementing strategies to reduce racial disparities at various contact points in the juvenile justice system. Section 223(a)(22) of the JJDP Act provides that the State shall: "[Address] juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system."

### **Addressing Disproportionate Minority Contact in the Texas Juvenile Justice System**

Briefly summarize the project's approach using the framework provided in the "Addressing Disproportionate Minority Contact in the Texas Juvenile Justice System: Causes and Solutions from the Community Perspective" research study conducted by Texas A&M Public Policy Research Institute. This study encourages a multidisciplinary approach targeting five factors:

1. Family/Social Circumstances – Within this broad theme, specific areas to address include broken families, poverty, a lack of role models, and cultural norms that under-value the importance of education in building a positive future for youth.
2. Criminal Justice System – Within this broad category, three specific issues of concern were identified. These include a lack of therapeutic interventions for delinquent youth, inequities experienced by poor and minority youth navigating the juvenile justice system, and a lack of juvenile detention facilities.
3. Special Populations at Increased Risk of DMC – Concern was most often expressed for youth with mental health or behavior disorders and for those who are members of a minority group.
4. School Related Factors – Areas that should be addressed include standardized testing policies, school discipline policies, and issues of communication between schools and families.
5. Need for Supervised Programs – Contributors to the study often identified a lack of supervised community programs as a factor contributing to DMC.

**Note:** For information regarding the Texas A&M PPRI study, applicants are encouraged to go [here](#).

Provide summary of DMC approach:

#### DMC Advisory Board

Please list the names and positions of stakeholders involved in the advisory board.

#### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Job Training	100.00	Reentry of offender into the Community 100.00 percent of the activity. These youth need a specialized reentry strategy with a wrap-around of services, hands on vocational skills training, on-site job/career coaching and supports determined by individual needs. The goal of project is to expand and enhance a continuum of vocational and life skills training services to juveniles in the ISC programs that are re-integrating into the community. The project intends to provide educational and vocational alternatives by implementing an on-site GED program with one on one Job/Career Coaching, provide Trade and Technical Certifications Programs and increase the number of hands-on vocational assessments, workshops and career presentations, with work-based learning opportunities that include mentoring, one on one job/career coaching to help juveniles overcome barriers to successful reentry into the community. Year one of implementation provided participating youth a foundation for successful reentry. However, as the program progressed the juveniles referred for services presented multiple needs and required differentiation of services based on their past school successes or failures. We designed appropriate life skills experiences depending on the juveniles' individual needs. Those participants who were on track for graduation were given opportunities to accelerate their academics and access additional education that resulted in a partnership with the local community college. The juveniles on the college bound track were provided supplemental vocational and job training skills some reflected in our guest speaker programs. In comparison, the juveniles who will follow the GED will need to prepare themselves for the workforce once they reenter their communities and required accelerated job/career experiences. These youth will need an on-site Career Coach in addition to their GED studies.

#### Geographic Area:

Travis, County, TX

#### Target Audience:

Youth between the ages of 15-17 who are court ordered into the ISC Post adjudication facility and are re-integrating back in the community.

#### Gender:

male and female

#### Ages:

15-17 years old juveniles in our residential services program

#### Special Characteristics:

none

#### Measures Information

##### Progress Reporting Requirements

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute ([PPRI](#)).

## Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Average length of stay in job training program (in days).	54	60
Number of program materials developed.	16	20
Number of program youth served.	79	85

## Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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## Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth completing program requirements.	46	50
Number of program youth employed.	0	15
Number of program youth exhibiting an increase in obtaining a GED.	5	6
Number of program youth who offend or reoffend.	2	2
Number of program youth exhibiting an increase in job skills.	46	50

## Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through four below.

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

### Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

Select the Appropriate Response:

- ☒ Yes  
☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

The program coordinator monitors contract compliance with all vendors used for professional services. Program services are provided on-site. The proximity to services provided by vendors allows close monitoring of youths' progress and vendors' implementation of professional services. Both informal and formal monitoring tools are used. Informal observations include walk-through data collection, feedback from staff observing services, and youth feedback. Formal data collection and monitoring include attendance sign-in sheets for youth, formal observation of training in progress, and appropriate record-keeping of youth progress. In addition, job/career development training will provide on-going evaluation and assessment of youths' progress and acquisition of job/career skills as well as a summative assessment of the overall program.

### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds 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 the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

- ☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds 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 in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response

- ☐ Yes  
☒ No  
☐ N/A

### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2011

Enter the End Date [mm/dd/yyyy]:

9/30/2012



## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

18974629

Enter the amount (\$) of State Grant Funds:

4791145

### Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

☒ Yes

☐ No

**Note:** Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

9/30/2010

### Equal Employment Opportunity Plan (EEOP)

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and

- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity. Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Select the appropriate response:

- ☐ Type I Entity
- ☐ Type II Entity
- ☒ Type III Entity

### Debarment

Each applicant agency will certify that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify
- ☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification:

### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes  
☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes  
☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered **NO** to the first statement you are **NOT** required to provide the name and compensation amounts. **NOTE:** "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

n/a

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

n/a

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

n/a

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

n/a

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

n/a

Position 5 - Total Compensation (\$):

0

### **Fiscal Capability Information**

#### **Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### **Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis,

or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- ☐ Yes
- ☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- ☐ Yes
- ☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### **Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- ☐ Yes
- ☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- ☐ Yes
- ☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### **Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- ☐ Yes
- ☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### **Internal Controls**

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- ☐ Yes
- ☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:



**Budget Details Information****Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Indirect Costs	Approved Rate - 2% or Less	2% or less of indirect for administrative costs. This represents a portion of the time provided by the County Auditor/County Attorney & other administrative support for the grant.	\$626.00	\$0.00	\$0.00	\$0.00	\$626.00	0
Contractual and Professional Services	Educational Specialist and/or Teacher	Youth will be given hours of instruction to allow the youth to complete a program in nursing, construction, electrical, etc. At least 5 youth will be able receive instruction; at a cost of up to \$2,500 for each youth. Course could last six to eight weeks. This vocational program will allow youth skills in order to succeed when reenter the community.	\$12,500.00	\$0.00	\$0.00	\$0.00	\$12,500.00	0
Contractual and Professional Services	Educational Specialist and/or Teacher	Individualized instruction for students ages 16 & 17 who have minimal credits in HS and/or not experiencing success in the traditional school setting. This will allow students to have the academic tools to continue their education success when reentry back in the community. Fall course is \$5,000 for up to 15 participants. Course would run for a fall and winter semester with each session @ \$5,000 each.	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
Contractual and Professional Services	Educational Specialist and/or Teacher	Career building workshop to include writing a resume, job searching, required documents for employment, etc. Necessary skills needed when leave our care. Up to 13 youth @ \$200 each.	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00	0

Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Day to Day supplies. This can include resume paper, pens, easels to display resumes for review, etc. Total \$600. This will allow for day to day supplies to create resumes, review resumes, etc.	\$480.00	\$0.00	\$0.00	\$0.00	\$480.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies	Materials need for cultural workshops to include fine arts program. This could include instructional classes, workshops, presentations, and outside community providers. This will facilitate transition back into schools, extra-curricular activities, and the community.	\$4,520.00	\$0.00	\$0.00	\$0.00	\$4,520.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies	Vocational materials (which include career assessments) to possible include math, vocational training skills, reading, writing, etc. Will assist youth who need to complete their education for success of reintegrating back in the community. Material @\$25- \$50 per book for 20-25 books. An education will provide opportunities for career opportunities can be successful in the community.	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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#### Summary Source of Match/GPI:

<b>Total Report</b>	<b>Cash Match</b>	<b>In Kind</b>	<b>GPI Federal Share</b>	<b>GPI State Share</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Budget Summary Information

### Budget Summary Information by Budget Category:

<b>CATEGORY</b>	<b>CJD</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>GPI</b>	<b>TOTAL</b>
Contractual and Professional Services	\$25,100.00	\$0.00	\$0.00	\$0.00	\$25,100.00
Indirect Costs	\$626.00	\$0.00	\$0.00	\$0.00	\$626.00
Supplies and Direct Operating Expenses	\$6,200.00	\$0.00	\$0.00	\$0.00	\$6,200.00

### Budget Grand Total Information:

<b>CJD</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>GPI</b>	<b>TOTAL</b>
\$31,926.00	\$0.00	\$0.00	\$0.00	\$31,926.00

## Condition Of Fundings Information

<b>Condition of Funding / Project Requirement</b>	<b>Date Created</b>	<b>Date Met</b>	<b>Hold Funds</b>	<b>Hold Line Item Funds</b>
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## COMPREHENSIVE CERTIFICATION AND ASSURANCES

### ASSURANCES

*The applicant must assure and certify compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the following applicable requirements must be certified:*

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. **POLITICAL ACTIVITY** - It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470), Executive Order 11593 (identification and protection of historic properties), Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1, et seq.), by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **NATIONAL ENVIRONMENTAL POLICY ACT** - It will assist the federal grantor agency in its compliance with the National Environmental Policy Act of 1969 (P.L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, 83 Stat. 852) as amended by P.L. 94-52, July 3, 1975, 89 Stat. 258, and P.L. 94-83, August 9, 1975, 89 Stat. 424), by (a) identifying if any of the following activities will be related to the use of grant funds: (1) new construction; (2) minor renovation or remodeling of a property either listed on or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain; (3) a renovation, lease or any proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size; and (4) implementation of a new program involving the use of chemicals other than chemicals that are purchased as an incidental component of a funded activity and traditionally used, for example, in office, household, recreational, or education environments; and (b) by complying with the following conditions relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories: (1) provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories; (2) provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned

- to either the seizure or closure of clandestine methamphetamine laboratories; (3) as determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment; (4) assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory; (5) utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory; (6) dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; (7) monitor the transport, disposal, and recycling components of subsections numbered (5) and (6), immediately above, in order to ensure proper compliance; (8) have in place and/or implement any required written agreements with the Texas Department of Protective and Regulatory Services regarding the safety of any minors located at the clandestine laboratory site, the Texas Commission for Environmental Quality, and other entities deemed necessary by the State Administrative Agency.
12. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
  13. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
  14. **NONDISCRIMINATION** –
    - A. It will comply with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
    - B. It will comply, and all its contractors will comply, with the nondiscrimination requirements which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and 28 CFR 38 (Equal Treatment for Faith-Based Organizations); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations) and Ex. Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations).
    - C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights (OCR).
    - D. It will provide an Equal Employment Opportunity Plan (EEO) to OCR and to the Office of the Governor (OOG), if required to submit one; otherwise, it will provide a certification to the OCR and the OOG that it has a current EEO on file, if required to maintain one. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEO is required. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr>.
  15. **LIMITED ENGLISH PROFICIENCY**-It will comply with Ex. Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) and resulting agency guidance which states that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure the LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In conducting its programs and activities, the recipient is encouraged to consider the language service needs of LEP persons whom it serves or encounters. Additional assistance and information regarding LEP obligations can be found at <http://www.lep.gov>.
  16. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
  17. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
  18. **TAXES** – It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
  19. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
  20. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
  21. **CHILD SUPPORT PAYMENTS** – It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
  22. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective



and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.

23. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
24. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
25. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
26. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

## **CERTIFICATIONS**

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - B. Establish a drug-free awareness program to inform employees about:
    - i. the dangers of drug abuse in the workplace;
    - ii. the applicant's policy of maintaining a drug-free workplace;
    - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. the penalties that may be imposed upon employees for drug abuse violations.
  - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - i. abide by the terms of the statement, and
    - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
  - E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
  - F. Taking one of the following actions with respect to any employee who is so convicted:
    - i. taking appropriate personnel action against such an employee, up to and including termination; or
    - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING** - The applicant certifies that:
  - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of the Criminal Justice Division.
  - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Criminal Justice Division to obtain the appropriate disclosure form.
  - C. It will include the language of paragraphs A. and B. of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

**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 checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Historical Commission	
Contact Person/Title:	Barry Hutcheson, Chair, Travis County Historical Commission	
Phone Number:	512-892-4938	

Grant Title:	Ransom and Sarah Williams Farmstead Educational Outreach Project		
Grant Period:	From:	October 1, 2011	To: September 30, 2013
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	National Park Service with coordination through the Texas Historical Commission		
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:	National Park Service, through the Texas Historical Commission		

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	0	0	0	0	0
Operating:	7,500	0	7,500	0	15,000
Capital Equipment:	0	0	0	0	0
Indirect Costs:	0	0	0	0	0
Total:	7,500	0	7,500	0	15,000
FTEs:	0.00	0.00	0.00	0.00	0.0

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

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

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

**PBO Recommendation:**

The Historical Commission is requesting Commissioners Court approval of a new grant contract with the Texas Historical Commission, to create an educational outreach program for the Ransom and Sarah Williams farmstead project in southern Travis County.

The grant requires a \$7,500 cash match from Travis County. The department does not have sufficient internal funding to cover that match. PBO recommends transferring \$7,500 from Allocated Reserves because the funds are needed in FY12, and will work with the department to bring forward a budget request for the cash match from this fund. This grant requires no on-going funding commitment from the County.

The grant contract has already been signed by Judge Biscoe but not yet submitted to the grantor; therefore, the department is bringing the grant forward for approval of Commissioners Court.

PBO recommends approval of the request.

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

This grant provides funding for public outreach and educational curricula for the Ransom and Sarah Williams farmstead project in south Travis County. The Travis County Certified Local Government has participated in the CLG grant program since receiving our designation in 2004. We began that year with our first grant application, a cultural resources project to supplement previous work by others in East Austin. We have successfully followed that project with two in northeastern Travis County: one in the city of Manor and one in the rural area of the county north and east of Manor. Our fourth project, currently underway, is a resource survey in the Webberville corridor of eastern Travis County, an area bounded by US 290 on the north, State Highway 130 on the west, the Colorado River on the south, and the Bastrop County line on the east. We will survey this area to identify its cultural resources ahead of additional future County growth and development. We are also working to extend our vision by encompassing projects located throughout Travis County that require technical and/or financial assistance.

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

This specific grant terminates September 30, 2013, with the completion of the project. Future projects are developed on a regular basis and will require grant support from the County and/or other local sources to meet the needed match for grant funds.

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

A county match is required, funded through budget changes to the County Historical Commission.

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

No indirect cost required by the grant.

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

No. The Travis County Historical Commission will, on occasion, request monies to match federal project grants for our Certified Local Government responsibilities.

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

This is the fifth county historical project contracted for and completed under the CLG program coordinated by the Travis County Historical Commission. We anticipate additional projects in the future.

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

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



## Travis County Historical Commission

March 7, 2012

Travis County Commissioners Court  
Judge Sam Biscoe

RE: Ransom and Sarah Williams Farmstead Educational Outreach Project

The Travis County Historical Commission officially received a grant of \$7500 from federal funds administered by the Texas Historical Commission on February 24, 2012. The County Historical Commission, through our Certified Local Government Committee, will use this grant, the Travis County matching grant of \$7500 and additional donated funds to coordinate the development of educational materials for the Ransom and Sarah Williams Farmstead site in southern Travis County. We will be working primarily with the staff of the "Texas Beyond History" program of the Texas Archeological Research Laboratory at The University of Texas at Austin and the Department of Anthropology at Texas State University for educational website content, as well as school curriculum materials.

We would be pleased to provide any other information required in the approval process for this grant project.

Barry Hutcheson  
Chair, Travis County Historical Commission

CC: Bob Ward, Co-Chair, Travis County Historical Commission  
Bill Hamilton, Chair, CLG Committee

## TEXAS HISTORICAL COMMISSION

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### FISCAL YEAR 2012 CERTIFIED LOCAL GOVERNMENT (CLG) GRANT CONTRACT TX-12-025

#### I. PARTIES

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

#### II. PURPOSE

This contract is entered into pursuant to a grant made to the Commission for fiscal year **2012** by the U.S. Department of the Interior, National Park Service, under the provisions of the National Historic Preservation Act of 1966, P.L. 89-665 (16 U.S.C. Sec. 470 f). This grant is made for the purpose of funding a project or projects to be undertaken by Grantee as a participant in the Certified Local Government program.

#### III. SERVICES TO BE PROVIDED

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

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

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

#### IV. AMOUNT OF THE CONTRACT

The total amount of this contract shall not exceed **\$7,500.00**. The Commission shall reimburse the Grantee exclusively from U.S. Department of the Interior grant-in-aid funds for historic preservation (Certified Local Government), and this contract is subject to the availability of those funds.



## **V. PERIOD**

This contract shall commence on **March 1, 2012** and shall terminate on **December 31, 2013**. It is further agreed that all work associated with this project shall be completed by **September 30, 2013** and all materials stipulated in Attachments A and B and all reimbursement requests shall be submitted to the Commission by **October 31, 2013**.

An extension for completing materials stipulated in Attachment B may be granted by the Commission upon review and approval of a written extension request by the Grantee, provided that a draft of the grant product(s) has been previously reviewed and approved. The final product must be received by the Commission no later than **December 31, 2013**. All expenses incurred by the Grantee associated with work completed after **September 30, 2013** shall be considered ineligible for reimbursement under this grant contract.

Contract amendments may be submitted in writing using the Contract Amendment Form (Attachment E) at any time between **March 1, 2012** and **August 31, 2013** at the option of the Commission.

## **VI. INDEPENDENT CONTRACTOR**

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

## **VII. DOCUMENTATION AND PAYMENT**

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

It is further agreed that the Grantee will provide written quarterly updates on the Grant Product Quarterly Report Form as provided by the Commission on the progress of the grant product. Each update will outline the tasks completed and expenses incurred on the project and provide a timeline and status of the overall project. The Grant Product Quarterly Report will be due on **April 30, 2012, August 30, 2012, December 31, 2012, April 30, 2013, and August 30, 2013**. **Failure to submit quarterly reports as required on a timely basis may constitute breach of this grant contract and result in forfeiture of the grant.**

Reimbursement to the Grantee shall be on a matching basis as outlined in the Project Notification's Budget section, subject to receipt of funds from the National Park Service and successful completion of all project work activities. The Commission agrees to pay the Grantee up to **\$7,500.00** in federal funds. The Grantee agrees to contribute matching share, either donated services or cash match, for a minimum total of **\$7,500.00** or **50%** of eligible costs, whichever is less.

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

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

## VIII. OWNERSHIP OF PRODUCTS OF THIS CONTRACT

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

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

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

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

## IX. TERMINATION

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

## X. APPLICABLE LAWS

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

## XI. AUDIT

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

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

**TEXAS HISTORICAL COMMISSION:**

Mark Wolfe  
Signature

Mark Wolfe, Executive Director  
Typed Name & Title

2/22/12  
Date

**GRANTEE:**

BY: Samuel T. Biscoe  
Signature

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

March 5, 2012  
Date

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM BY:**

Joe H. Thrash  
Signature

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

2/17/12  
Date

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



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

[www.thc.state.tx.us](http://www.thc.state.tx.us)

## **XII. ATTACHMENTS**

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

- ☒ Attachment A: Project Notification
- ☒ Attachment B: Expected Products
- ☒ Attachment C: 36 CFR 61, Standards for Professional Qualifications
- ☒ Attachment D: DI Form 1350, Civil Rights Assurance
- ☒ Attachment D.1: Assurances for Consultants or Subcontractors
- ☒ Attachment E: Fiscal Year 2012 Certified Local Government (CLG) Contract Amendment
- ☒ Attachment F: Reimbursement Request Procedures & Required Records
- ☐ Attachment G: Completion Report (if applicable)

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

**ATTACHMENT A****PROJECT NOTIFICATION****TITLE:** Ransom and Sarah Williams Farmstead Project**GRANT NUMBER:** TX-12-025**AREA AFFECTED BY PROJECT:**

Travis County

**TOTAL PROJECT COST:**

\$15,000.00

**50% FEDERAL SHARE:**

\$7,500.00

**50% NONFEDERAL SHARE:**

\$7,500.00

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

Matt Synatschk: 512.463.7812

Megan Koch: 512.463.3805

**TYPE:**NEW: ☒REVISION: ☐**PRE-DEVELOPMENT:**YES: ☐ NO: ☒**1. SUBGRANTEE:****PROJECT MANAGEMENT**

**Contact:** Bob Ward  
**Address:** Travis County  
 1707 Romeria Drive  
 Austin, TX 78757  
**Email Address:** bobward@wardtopia.com  
**Phone:** 512.452.7305  
**Fax:** 512.452.4923

**FISCAL MANAGEMENT**

**Contact:** Ellen Heath, Auditors Office  
**Address:** Travis County  
 314 West 11<sup>th</sup> Street, Room 200  
 Austin, TX 78701  
**Email Address:**  
**Phone:**  
**Fax:**

**2. MATCHING SHARE:**

**Donor:** Subgrantee  
**Source:** Travis County  
**Kind:** Local Cash  
**Amount:** \$ 7,500.00

**Donor:**  
**Source:**  
**Kind:** In-Kind  
**Amount:** \$

**3. BUDGET:**

	IN-KIND	CASH MATCH	FEDERAL	TOTAL
Development of Texas Beyond	\$	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00
History web presence and associated	\$	\$	\$	\$
educational curriculum	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 15,000.00</b>

**4. PURPOSE:** To provide public outreach and educational curricula for the Ransom and Sarah Williams farmstead project located in South Travis County with the development of Texas Beyond History website, institutionalizing the data already collected and continuing the survey process begun under previous CLG work.

**5. BEGINNING & ENDING DATES:** March 1, 2012 – September 30, 2013

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

**7. CERTIFICATION:**

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

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

**BY:**

\_\_\_\_\_  
**Signature**

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



## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT B

### EXPECTED PRODUCTS OF AN EDUCATIONAL PROJECT

Diverse preservation activities may result in publications in order to reach a wide audience. Activities in this category include preparation and publication of preservation plans, historic structures reports or feasibility studies; development of walking or driving tours of historic areas; production of brochures, pamphlets or videotapes promoting local history and properties; establishment of local marker programs; or preparation of design guidelines. Educational activities such as preservation workshops, conferences, or training for staff and review board members are also eligible for funding. Projects must conform to the following guidelines:

- **Local historic and/or archeological resources** must be adequately represented. The full diversity of resources should address geographic and temporal ranges. All textual matter should reflect the broad patterns of local history.
- **Design review projects** must include charts or outlines of the review process. Graphics illustrating design expectations should be included. Standard architectural terminology should be employed, with a glossary of terms or list of definitions included.
- **Graphics** must clearly represent resources from the local community. Where applicable, the text and graphics must accurately reflect the *U.S. Secretary of the Interior's Standards for Rehabilitation*.
- **References** should indicate avenues of further research or resources for assistance.
- **Planning documents** must establish a set of goals and objectives with target dates for completion. Ideally, responsibility for specific tasks should be assigned to specific personnel.
- **Maps** and clear identification of resource locations should be provided.
- **Adequate recognition** must be provided in all publications. Photographs and drawings should be credited to the artist or lender. The local government's involvement must be adequately acknowledged. Recognition, as detailed below, must be afforded the CLG program, the Texas Historical Commission, and the National Park Service of the U.S. Department of the Interior. Language acknowledging nondiscrimination practices, as detailed below, must be included. Publications addressing several potential audiences must adequately reflect the community's preservation program.

*This project was funded in part through a Certified Local Government grant from the National Park Service, U.S. Department of the Interior, as administered by the Texas Historical Commission. The contents and opinions, however, do not necessarily reflect the views and policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. This program receives Federal funds from the National Park Service. Regulations of the U. S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U. S. Department of the Interior, National Park Service, P. O. Box 37127, Washington, DC 20013-7127.*

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT C

### STANDARDS FOR PROFESSIONAL QUALIFICATIONS

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

Appendix A to Part 61  
Professional Qualifications Standards

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

**History.** The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Archeology.** The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

- (1) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
- (2) At least four months of supervised field and analytic experience in general North American archeology; and
- (3) Demonstrated ability to carry research to completion.

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

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

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

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

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

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

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

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

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT D

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

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

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

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

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

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

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

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT D.1

#### ASSURANCES FOR CONSULTANTS OR SUBCONTRACTORS

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

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

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

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

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

[ 1954. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover transactions.

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

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, the prospective participant shall attach an explanation to this proposal.

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Consultant/Subcontractor

---

Date



**TEXAS HISTORICAL COMMISSION**

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**ATTACHMENT E**

**FISCAL YEAR 2012 CERTIFIED LOCAL GOVERNMENT (CLG)  
CONTRACT AMENDMENT**

Amendment to CLG Grant Number:

Title:

1. Subgrantee:

Contact:

Address:

Phone:

2. Amendment Type (Please select one below)

☐ Matching Share – must include revised Budget Summary

☐ Budget – must include revised Budget Summary

☐ Scope – must include revised Project Description

☐ 30 Day No Cost Extension\* – must include explanation

**\* 30 Day No Cost Extension does not extend September 30 deadline for expending CLG funds. Regardless of extension all CLG funds must be expended by September 30 and reimbursements submitted to the THC no later than October 31.**

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

**SUBMITTED BY:**

\_\_\_\_\_  
Signature of Grantee

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

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

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

**APPROVED BY:**

\_\_\_\_\_  
Signature of State Historic Preservation Officer

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

## TEXAS HISTORICAL COMMISSION

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### ATTACHMENT F

### REIMBURSEMENT REQUEST PROCEDURES AND REQUIRED RECORDS

The required reimbursement procedures and format are found in this chapter. Requests must be received by THC no later than October 31, 2013, and may be submitted electronically as a pdf file or hard copy by US mail, or local hand-carrier service. Each request must be separated accordingly per grant number. Requests for payment shall be accompanied by complete documentation, including receipts for all expenses and all products identified in the approved application. Non-federal or match share should be documented in the same method as federal expenditures. If you will be submitting your request electronically, please send it to Matt Synatschk at [matt.synatschk@thc.state.tx.us](mailto:matt.synatschk@thc.state.tx.us). Acceptable documentation must show:

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

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

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

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

## TEXAS HISTORICAL COMMISSION

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### Time Sheets

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

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

### 2. Travel

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

### 3. Miscellaneous Expenses

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

### 4. Subcontracts

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

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

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

### 5. Payment Schedule

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

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

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

## TEXAS HISTORICAL COMMISSION

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

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

## TEXAS HISTORICAL COMMISSION

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### ALLOWABLE TRAVEL RATES

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

Lodging: \$85/night\*

Mileage: \$0.455/mile

Meals: \$36/day\*

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

### MISCELLANEOUS FORMS

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

TEXAS HISTORICAL COMMISSION

**BILLING STATEMENT FORMAT**

[Date]

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

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

RE: CLG Billing

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

Please send the above amount to:

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

	PROPOSED		ACTUAL	
	Federal	Match	Federal	Match
Activity				
Activity				
Activity				

Sincerely,

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

[Name]  
[Title/Office]

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



## TEXAS HISTORICAL COMMISSION

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

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

### TIME SHEET

Date	Project _____	Project _____	Project _____	Hours X Rate = Total
Totals				

### PROJECT OR ACTIVITY EXPENSES

Date	Project number	Item (attach receipt)	Amount

### MILEAGE RECORD

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

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

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

**TEXAS HISTORICAL COMMISSION**

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Volunteer	Date	Supervisor	Date
-----------	------	------------	------

# TEXAS HISTORICAL COMMISSION

## TRAVEL RECORD

Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

DATE AND TIME OF DEPARTURE	ORIGIN/ DESTINATION	MEALS	LODGING	OTHER (IDENTIFY)	TRANSPORTATION
Totals:					

Auto miles: \_\_\_\_\_ miles X \$.455/mile = \_\_\_\_\_

Total Amount for Travel: \_\_\_\_\_

\_\_\_\_\_  
Traveler\_\_\_\_\_  
Date\_\_\_\_\_  
Supervisor\_\_\_\_\_  
Date

Enc.: Receipts



**TEXAS HISTORICAL COMMISSION****VALUE OF DONATED MATERIAL AND EQUIPMENT**

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Project Name

---

Donor

Description of Material Donated	Date of Donation	Fair Value	Basis of Value
Total Value of Donation:			

---

Signature of Donor

---

Date

---

Project Supervisor

---

Date

**GRANT SUMMARY SHEET**

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Health and Human Services and Veterans Service	
Contact Person/Title:	John C. Bradshaw, Contract Specialist	
Phone Number:	854-4277	

Grant Title:	Coming of Age (CNCS)		
Grant Period:	From:	4/1/12	To: 3/31/13
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Corporation for National and Community Service (CNCS)		
Will County provide grants funds to a subrecipient?		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Are the grant funds pass-through another agency? If yes list originating agency below		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	38,991	316,766	0	0	355,757
Operating:	11,504	4,825	0	0	16,329
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
Total:	50,495	321,591	0	0	372,086
FTEs:	.45	6.35	.0	0.00	6.8

The total shown on the Grant Application Face Sheet (SF 424) is \$405,415. That total includes the Coming of Age DADs grant for \$24,484 and the UNT grant for \$8,845. Those two grants are not included in the above budget. (See question #1.)

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

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



<b>Performance Measures</b>	<b>Projected FY 12 Measure</b>	<b>Progress To Date:</b>				<b>Projected FY 13 Measure</b>
		12/31/11	3/31/12	6/31/12	9/30/12	
<b>Applicable Depart. Measures</b>						
Number of volunteers serving in outcome-based assignments (those that measure progress toward an outcome)	330	241				330
Number of elderly able to continue living in their own homes because of volunteer help	500	Determined after end of fiscal year				500
Number of agencies using volunteers as part of the effort to maintain services and programs	30	16				30
Number of academic achievement sessions (tutoring, literacy, and general education) provided by Coming of Age volunteers to 25 adults	250	Determined after end of fiscal year				250
Number of nonprofit organizations provided with training and technical assistance through the nonprofit support component of the Coming of Age program	30	11				30
<b>Measures For Grant</b>						

Dept. measures and grant measures are the same	Percentages for all outcomes are determined after the end of the fiscal year					
Outcome Impact Description	85% of organizations provided with Coming of Age volunteers report these volunteers helped them better meet client needs					
Outcome Impact Description	85% of clients served will remain in their homes					
Outcome Impact Description	70% of agencies will report that they maintained services to their clients because of the volunteers recruited and managed by Coming of Age volunteers					
Outcome Impact Description	80% of participating organizations will report that their adult clients increased their education and/or literacy levels as a result of participating in academic achievement sessions					
Outcome Impact Description	90% of nonprofits receiving training and technical assistance through the nonprofit support component of the Coming of Age program will report a better understanding of volunteer management for the 50+ population					

**PBO Recommendation:**

This grant contract with the Corporation for National and Community Service provides \$50,495 in grant funds to enhance the county's Coming of Age program that seeks to increase volunteerism among baby boomers.

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?

Coming of Age focuses on the skills available in the Baby Boomer population (those born between 1946 and 1964) as well as older retirees to create more value for the community. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers will be able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers will pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

Coming of Age receives two grants from the Corporation for National and Community Service (CNCS). The grant for \$50,495 comes directly from CNCS. Another grant for \$24,484 comes from the Texas Dept. on Aging and Disability Services (DADS) and is passed through CNCS. Coming of Age also receives an \$8,845 grant from the University of North Texas (UNT). These grants enhance an existing program.

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

The \$50,495 grant requires a 30% cash match of \$15,149 from the General Fund. The General Fund budget for Coming of Age more than covers the match requirement. This grant pays for approximately 45% of the Coming of Age Director's salary and benefits as well as operating expenses. The General Fund would most likely have to cover this if the grant is not renewed.

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

The county is required to provide a 30% (\$15,149) cash match. This is more than covered by the current Coming of Age budget. No additional funds are required. The \$321,591 in the County Cost Share column shows the amount of General Fund money committed to the program. This includes the required 30% match.

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

The current indirect cost rate assigned to TCHHSVS by the consultant Maximus is .5542. At this rate, the cost for grant administration would be \$27,984. There is not enough money elsewhere in the Coming of Age budget to cover the shortfall that would result if this amount were requested for grant administration.

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

The Coming of Age program would have to seek funding from other sources, including the General Fund, if the Corporation for National and Community Service reduced or discontinued this grant.

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

NA

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

The Corporation for National and Community Service grant provides funding to help Coming of Age achieve the performance measures described on page 1. The grant measures are the same as the department measures.



**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 TCHHSVS  
(512) 854-4100  
Fax (512) 279-1608**

**DATE:** March 6, 2012

**TO:** Members of the Commissioners Court

**FROM:**

*Sherri E. Fleming*  
Sherri E. Fleming

County Executive for Travis County Health and Human Services  
and Veterans Service

**SUBJECT:** Coming of Age grant

**Proposed Motion:**

Consider and take appropriate action to approve a \$50,495 grant from the Corporation for National and Community Service to help fund the Coming of Age program.

**Summary and Staff Recommendation:**

Coming of Age Austin Metro (formerly known as Travis County RSVP) broadens the scope of RSVP by focusing on the skills available in the Baby Boomer population (those born between 1946 and 1964) as well as older retirees to create more value for the community. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers will be able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers will pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

TCHHSVS staff recommends approving this grant.

**Budgetary and Fiscal Impact:**

The \$50,495 is for the period 4/1/12 to 3/31/13. Travis County is required to provide a 30% cash match of \$15,149. This is more than covered by the current Coming of Age departmental budget. No additional funds or staff are required.

Coming of Age receives two grants from the Corporation for National and Community Service (CNCS). The grant for \$50,495 comes directly from CNCS. Another grant for \$24,484 comes from the Texas Dept. on Aging and Disability Services (DADS) and is passed through CNCS.

**Issues and Opportunities:**

Coming of Age provides valuable services to the residents of Travis County in such areas as education, health and human services, volunteer mobilization and capacity building to improve the effectiveness of nonprofits.

**Background:**

Coming of Age is committed to bringing together people of diverse backgrounds by maintaining a broad and inclusive set of organizational members and volunteer opportunities. Coming of Age is also committed to providing volunteer opportunities for those who may have physical challenges such as sight or hearing limitations or restricted mobility.

Cc: Deborah Britton, Division Director, Community Services, TCHHSVS  
Fred Lugo, Manager, Coming of Age  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Janice Cohoon, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Leslie Browder, County Executive, Planning and Budget Office  
Diana Ramirez, Analyst, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent

For Official Use Only

**Notice of Grant Award****Corporation for National and Community Service**601 Walnut Street, Suite 876 E  
Philadelphia, PA 19106-3323**Retired and Senior Volunteer Program****Grantee** *Travis County through the*Travis County Health and Human Services and Veterans Services  
PO Box 1748 Austin TX 78767-1748

EIN: 746000192

**Award Information**

Agreement No.:	11SRWTX002	Project Period:	10/01/2010 - 03/31/2014
Amendment No.:	2	Budget Period:	04/01/2012 - 03/31/2013
CFDA No.:	94.002		

**Award Description**

Authorize FY2012 funding

**Purpose**

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C., Chapter 22).

**Funding Information**

Current Year	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$50,495	\$50,495
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$50,495	\$50,495

**Cumulative Funding for Project Period**

Total Awarded in Previous Years	\$75,743
Total CNCS Funds Awarded to Date	\$126,238

**Funding Source and Amount**

2012--OPE1-P74-COO-61413-4101	\$50,495.00
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**Special Conditions**

Costs allowed under this grant are limited to those categories contained in signed application package dated 2/3/12.

By April 30, 2012 grantee should submit a statement indicating that the organization expended less than \$500,000 in federal funds or submit a copy the A-133 audit report for the most recent fiscal year to the Corporation for National & Community Service (CNCS). The report should be sent to your assigned Grants Management Specialist at the Field Financial Management Center. Failure to submit the requested documentation may result in a restriction being placed on your ability to draw down grant funds from your organization's Payment Management Account.

Grantee shall prepare a Project Progress Report (CNCS-1020 for Senior Corps) annually at the end of the 4th quarter of the budget period. The report shall be submitted to the Corporation Program Manager no later than 30 days after the end of the designated reporting period.

The grantee shall be entitled to reimbursement for costs incurred on or after April 1, 2012 which if incurred before the signature date of this award, would have been reimbursed under the terms of this grant.



For Official Use Only

**Notice of Grant Award**601 Walnut Street, Suite 876 E  
Philadelphia, PA 19106-3323**Retired and Senior Volunteer Program****Grantee**Travis County Health and Human Services and Veterans Services  
PO Box 1748 Austin TX 78767-1748

EIN: 746000192

**Terms of Acceptance:** By accepting funds under this grant, the Grantee agrees to comply with all terms and conditions of the grant that are on the Corporation's website at [https://egrants.cns.gov/termsandconditions/RSVPTandC\\_Revised20101001.pdf](https://egrants.cns.gov/termsandconditions/RSVPTandC_Revised20101001.pdf), all assurances and certifications made in the Grant application, and all applicable federal statutes, regulations and guidelines. The Grantee agrees to administer the funded Program in accordance with the approved Grant application and budget(s), supporting documents, and other representations made in support of the approved Grant application.

Corporation for National and Community Service:



03/05/2012

Signature

Date

Lennette B. White

Name (typed)

Senior Grants Officer

Title

Lennette B. White, 215-964-6309

Grants Official

Leslie McLain, (512)916-5671

Program Official

BY:

Samuel T. Biscoe  
Travis County Judge

Date

March 6, 2012 2:41 PM

**Coming of Age Austin Metro****Travis County Health and Human Services and Veterans Services**

Application ID: 12SR136256

Budget Dates: 10/01/2010 - 03/31/2014

	Total Amt	CNCS Share	Grantee Share	Excess Amount
<b>Section I. Volunteer Support Expenses</b>				
A. Project Personnel Expenses	254,725	29,765	224,960	0
B. Personnel Fringe Benefits	7,023	472	6,551	0
FICA	15,793	1,845	13,948	0
Health Insurance	46,777	3,701	43,076	0
Retirement	30,885	3,188	27,697	0
Life Insurance	554	20	534	0
Total	\$101,032	\$9,226	\$91,806	\$0
C. Project Staff Travel				
Local Travel	400	0	400	0
Long Distance Travel	7,840	2,500	5,340	0
Total	\$8,240	\$2,500	\$5,740	\$0
D. Equipment				
E. Supplies	1,278	0	1,278	0
F. Contractual and Consultant Services	11,415	0	11,415	0
I. Other Volunteer Support Costs	2,304	0	2,304	0
Criminal Background Check	0	0	0	0
Total	\$2,304	\$0	\$2,304	\$0
J. Indirect Costs				
<b>Section I. Subtotal</b>	<b>\$378,994</b>	<b>\$41,491</b>	<b>\$337,503</b>	<b>\$0</b>
<b>Section II. Volunteer Expenses</b>				
A. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	2,240	1,516	724	0
Recognition	11,547	6,488	5,059	0
Volunteer Travel	12,634	1,000	11,634	0
Total	\$26,421	\$9,004	\$17,417	\$0
<b>Section II. Subtotal</b>	<b>\$26,421</b>	<b>\$9,004</b>	<b>\$17,417</b>	<b>\$0</b>
<b>Budget Totals</b>	<b>\$405,415</b>	<b>\$50,495</b>	<b>\$354,920</b>	<b>\$0</b>
<b>Funding Percentages</b>		12.5%	87.5%	
<b>Required Match</b>		n/a		
<b># of years Receiving CNCS Funds</b>		n/a		

## **Retired Senior Volunteer Program Terms and Conditions**

### **Interest Bearing Account Must Maintain Advance Federal Funds**

Institutions of higher education and other non-profit organizations covered by OMB Circular A-110 must maintain advance Federal funds in an interest bearing account. Interest earned on advances deposited in such accounts shall be remitted annually in a check, made payable to the U.S. Treasury, to the Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. The document transmitting the check must indicate that the payment is interest earned on advanced Federal funds. Interest up to \$250 per year may be retained by the grantee for administrative expenses.

### **Recognition Events**

Grantee will assure that at Recognition events, the Corporation is acknowledged as the Federal agency responsible for the primary Federal funding of the project.

### **Lobby Disclosure**

For grant awards exceeding \$100,000, pursuant to 31 U.S.C. 1352, the Grantee is required to file a disclosure report, Standard Form LLL, Disclosure of Lobbying Activities, at the end of any quarter, when the Grantee has paid or agreed to pay any lobbying entity 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 a covered Federal action. The report must be submitted to the Corporation State Program Director.

### **External Evaluation And Data Collection**

The grantee must cooperate with the Corporation and its evaluators in all monitoring and evaluation efforts. As part of this effort, the grantee must collect and submit certain project data, as defined in the Project Profile and Volunteer Activity (PPVA) and must provide data as requested or needed to support external evaluations.

### **Grant Period**

Unless otherwise specified, the Grant covers a three year project period. In approving a multiyear project period the Corporation makes an initial award for the first budget period. Additional funding for subsequent budget periods is contingent upon satisfactory progress and the availability of funds. The project period and the budget are noted on the award document.

### **Federal Financial Reports – Expenditures /Jan to Jun and Jul to Dec**

Grantees paid through HHS/PMS must submit the Standard Form 425, Federal Financial Report (FFR), semi-annually from the start date of the grant to report the status of all funds. FFRs must report expenses on a cumulative basis over the performance period of the grant and be submitted according to the following schedule:

<b>Period Covering:</b>	<b>Report Due:</b>
January 1 to June 30	July 31
July 1 to December 31	January 31

Programs completing the final year of their grant must submit a final FFR that is cumulative over the entire grant period. This FFR is due 90 days after the close of the grant.

### **Federal Financial Reports – Expenditures /Apr to Sep and Oct to Mar**

Grantees paid through HHS/PMS must submit the Standard Form 425, Federal Financial Report (FFR), semi-annually from the start date of the grant to report the status of all funds. FFRs must report expenses on a cumulative basis over the performance period of the grant and be submitted according to the following schedule:

<b>Period Covering:</b>	<b>Report Due:</b>
April 1 - September 30	October 31
October 1 - March 30	April 30

Programs completing the final year of their grant must submit a final FFR that is cumulative over the entire grant period. This FFR is due 90 days after the close of the grant.

### **Federal Financial Reporting - Disbursements**

Grantees paid through HHS/PMS will report quarterly disbursements to HHS through SMARTLINK II. Grantees will report disbursements using the web based version of the Standard Form 425, Federal Financial Report, no later than 30 calendar days following the end of each quarter.

### **Annual Progress Report**

Grantees must prepare a Progress Report at the end of the 4th quarter of the budget period. The report must be submitted in eGrants no later than 30 days after the end of the designated reporting period.

### **Recognition of Federal Funding**

When issuing statements, press releases, requests for proposals, bid solicitations, annual reports and other documents describing projects or programs funded in whole or in part with Federal Corporation money, the grantee receiving federal funds, including but not limited to the state and local governments, shall clearly state (1) the percentage of the total cost of the program which will be financed with the Federal Corporation money, and (2) the dollar amount of Federal Corporation funds for the project or program.

### **Program/Project Manager Authority**

The Program/Project Manager for this grant is listed on the face page of the Notice of Grant Award. The Program/Project Manager has full authority to represent the Corporation in connection with management of the technical and programmatic performance of the grant. They are not authorized to change the terms and conditions, estimated costs, or period of performance, or to give approvals, written or verbal, specifically reserved for the grant officer.

### **Program Income**

Program income is to be used to further the purposes of the grant program for which the award was made. Program income from all sources must be reported and documented. Program income is revenue earned as a direct result of the grant-funded program activities during the award period and must be retained by the Grantee and used to finance the grant's non-Corporation share. Program income earned in excess of the amount needed to finance the Grantee share must follow the appropriate administrative requirements of 45 CFR 2541 or 45 CFR 2543, and cost principles of 2 CFR 205, 2 CFR 225, 2 CFR 230 (formerly OMB circulars A-87, A-122 and A-21) 0148 CFR Part 31 and be deducted from total claimed costs, or with approval from the Corporation through a budget amendment be used to enhance the program (additive process). Grantees that earn excess income must specify the amount of the excess in the comment box on the financial report.

### **Requirement for Central Contractor Registration (CCR)**

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

### **Requirement for Data Universal Numbering System (DUNS) Numbers**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

**NOTE: This section in no way authorizes the making of sub-grants. A grantee must be authorized to make sub-grants under the national service laws in order to do so.**

### **Reporting Subawards and Executive Compensation**

- a. Reporting of first-tier subawards.
  1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e of this award term).
  2. Where and when to report.
    - i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsrs.gov](http://www.fsrs.gov).
    - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
  3. What to report. You must report the information about each obligating action that the submission instructions posted at [www.fsrs.gov](http://www.fsrs.gov) specify.
- b. Reporting Total Compensation of Recipient Executives.
  1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –
    - i. the total Federal funding authorized to date under this award is \$25,000 or more;
    - ii. in the preceding fiscal year, you received –
      - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
      - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
    - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)
  2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
    - i. As part of your registration profile at [www.ccr.gov](http://www.ccr.gov).
    - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c. Reporting of Total Compensation of Subrecipient Executives.
  1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if - -

- i. in the subrecipient's preceding fiscal year, the subrecipient received --
      - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
      - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
    - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
  2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
    - i. To the recipient.
    - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- d. Exemptions  
If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
  - i. subawards, and
  - ii. the total compensation of the five most highly compensated executives of any subrecipient.
- e. Definitions. For purposes of this award term:
  1. "Entity" means all of the following, as defined in 2 CFR part 25:
    - i. A Governmental organization, which is a State, local government, or Indian tribe;
    - ii. A foreign public entity;
    - iii. A domestic or foreign nonprofit organization;
    - iv. A domestic or foreign for-profit organization;
    - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
  2. "Executive" means officers, managing partners, or any other employees in management positions
  3. "Subaward":
    - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
    - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
    - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
  4. "Subrecipient" means an entity that:
    - i. Receives a subaward from you (the recipient) under this award; and
    - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
  5. "Total compensation" means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
    - i. Salary and bonus.



- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**Trafficking Victims Protections Act of 2000**

This term of award is pursuant to paragraph (g) of section 106 of the Trafficking Victims Protections Act of 2000, as amended (22 USC 7104).

- a. Provisions applicable to a recipient that is a private entity.
  - 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
    - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - ii. Procure a commercial sex act during the period of time that the award is in effect; or
    - iii. Use forced labor in the performance of the award or subawards under the award.
  - 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
    - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
      - A. Associated with performance under this award; or
      - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.
- b. Provision applicable to a recipient other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

  - 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
  - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
    - i. Associated with performance under this award; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.

**GRANT SUMMARY SHEET**

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input checked="" type="checkbox"/>
	Contract Approval: <input 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:	58/54	
Contact Person/Title:	Lisa Sindermann / Contract Compliance Specialist	
Phone Number:	854-4594	

Grant Title:	Comprehensive Energy Assistance Program (CEAP)			
Grant Period:	From:	1/01/2012	To:	12/31/2012
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 Health and Human Services			

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	455,078	0	0	0	\$455,078
Operating:	2,446,235	0	0	0	\$2,446,235
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
Total:	\$2,901,313	\$0	\$0	\$0	\$2,901,313
FTEs:	4.00	0.00	0.00	0.00	4.00

Permission to Continue Information					
Funding Source (Account number)	Personnel Cost	Operating Transfer	Estimated Total	Filled FTE	PTC Expiration Date
001-5854-611-0701	29,196	29,196	\$58,392	4.00	5/31/12

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

Performance Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/30/12	9/30/12	
Applicable Depart. Measures						
Number of Households receiving utility assistance	15,000					15,000
Measures For Grant						
Number of Households receiving utility assistance through the three grant components, Household Crisis, Co-Pay and Elderly Disabled	3,082					3,082
Outcome Impact Description	Utility assistance provided by this program is to address a household crisis situation regarding energy bills; provide copayment or multiple term energy payments for the household in order to achieve energy self-sufficiency.					
Outcome Impact Description						
Outcome Impact Description						

**PBO Recommendation:**

HHS&VS is requesting a Permission to Continue funding five temporary employees in the 2012 CEAP grant for another three months or until the contract is fully executed. In addition, the department is requesting that it be allowed to continue using General Fund resources to fund the operating portion of the grant program. As part of the first Permission to Continue request, HHS&VS requested that \$175,000 in General Fund resources be used to continue providing a level of service until the grant contract is fully executed. Operating funds are still available from that first request and HHS&VS requests that it be allowed to continue to spend from those available funds until May 31, 2012.

Because a draft of the 2012 CEAP grant contract has been released to Travis County by the state, PBO recommends approval of this request.

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

The Texas Department of Housing and Community Affairs has released to Travis County a draft of the 2012 CEAP grant contract. The contract states the award for this grant will be \$2,901,313. This funding provides \$455,078 for salary expenses relating to the allowable tasks of the 3 full-time and 2 part-time temporary workers, and other department staff providing outreach and case management activities. This grant funding also provides \$2,445,035 for utility assistance relating to the three utility component budgets and \$1,200 for training and travel expenses.

The program assists low-income households with heating and cooling energy utility assistance. This helps in meeting the program goal of achieving energy self-sufficiency for low-income families and individuals. Program guidelines allow households to seek utility assistance to

address a crisis situation relating to household energy bills or the household situation may need a copayment or multiple payment term to achieve energy self-sufficiency.

The department also utilizes funding from this CEAP program for providing clients with case management services to address other household issues other than those encompassing energy needs.

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.

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 reimbursement costs related to salaries of current and/or temporary staff performing allowable functions associated with case management, administrative and direct services support (outreach). There is no indirect cost allocation.

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

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 performs client eligibility interviews with clients seeking assistance provided by this program and the other programs available through the department. These CEAP grant funds provide household utility assistance through the three utility assistance program components.

The CEAP program funding represents the department's largest program source for utility assistance. Funding made available from this program has a dramatic impact on the number of requests that can be met by the department for utility assistance and household appliance issues from Travis County residents.



RECEIVED

12 MAR 12 AM 8:06

TRAVIS COUNTY  
PLANNING & BUDGET OFFICE

**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:** March 6, 2012

**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:** Permission to Continue salary expenses of temporary workers for the 2012 Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA).

**Proposed Motion:** Consider and take appropriate action on the request from Travis County Health and Human Services & Veterans Service for permission to continue funding temporary employees funded by the Comprehensive Energy Assistance Program (CEAP) in the 2012 program year until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs.

**Program Summary:** The department has requested permission to continue these salaries in the amount of \$58,392. for five temporary employees in the 2012 CEAP grant for the next three months. The grant period for 2012 began January 1, 2012. A prior permission to continue for these salaries was approved by Commissioners Court on December 27, 2011. TDHCA has provided a draft of the 2012 CEAP grant contract and it is under Travis County review. The department anticipates the grant contract should be fully executed within the next three months.

These office specialists are needed to continue the services provided by this grant program pending the approval of the grant contract. The department deems it necessary to retain this staff for maintaining a level of continuity for serving the residents of Travis County with this program assistance.

This funding will be used to fund the revenue and expenditure budgets for the next three months' worth of salary and benefits. The grant will reimburse the General Fund upon execution of the grant contract.

TCHHSVS staff recommends approving the permission to continue.

**Budgetary and Fiscal Impact:**

The \$58,392 will come from salary savings of vacant slots 171 and 270. No matching funds are required. The current contract period is from 01-01-12 and ends 12-31-12.

**Issues and Opportunities:** The department uses CEAP funds for direct assistance for qualified clients in Travis County, allowable administrative and case management costs, and allowable direct services support costs for outreach. The grant allows the department to provide assistance to clients who are experiencing an energy-related hardship. This program is designed to assist clients in obtaining energy self-sufficiency and is consistent with the goal of the Travis County Health and Human Services and Veterans Service Department. In the last program year, funds from the CEAP grant were used to assist more than 5,133 households within Travis County.

cc: Leslie Browder, County Executive, Planning and Budget Office  
Diana Ramirez, Budget Analyst Sr., Planning and Budget Office  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Michelle Gable, Auditor Analyst VI, County Auditors Office  
Cyd Grimes, CPM, Travis County Purchasing Agent  
Mary Etta Gerhardt, Assistant County Attorney  
Jim Lehrman, Division Director, Family Support Services





## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

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

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 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 \$654,180.98, for the period of March 9 to March 15, 2012.

### 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 \$654,180.98.

### ISSUES AND OPPORTUNITIES:

See attached.

### FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (526) – \$654,180.98

### 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:** March 27, 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:** March 9, 2012 to March 15, 2012

**REIMBURSEMENT REQUESTED  
FOR THIS PERIOD:** \$654,180.98

**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 \$654,180.98.*

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  
MARCH 9, 2012 TO MARCH 15, 2012**

-

- 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: March 27, 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: March 9, 2012  
 TO: March 15, 2012

**REIMBURSEMENT REQUESTED: \$ 654,180.98**

**SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:**

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,908,855.03
bank withdrawal correction	\$ (2,850.00)
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: March 20, 2012	\$ (1,251,959.32)
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>\$ 654,180.98</b>
 PAYMENTS DEEMED NOT REIMBURSABLE	 \$ -
<b>TRANSFER OF FUNDS REQUESTED:</b>	<b>\$ 654,180.98</b>

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


All claims over \$25,000 (1 this week totaling \$27,512.35) 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, amount billed by date and amount paid by UHC.


Fifteen percent (15%) of all claims under \$25,000 (\$95,531.86) 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 \$225,000 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 (\$3,307.65).

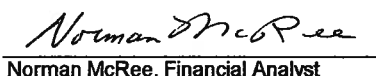
All claims submitted in this transfer have been audited to confirm accuracy of billing and legitimacy of claim under the service provisions of the health care contract and all are contractually legitimate, legally incurred and accurately billed claims.

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.

 3/19/12  
 Diane Blankenship, Director, HRMD Date

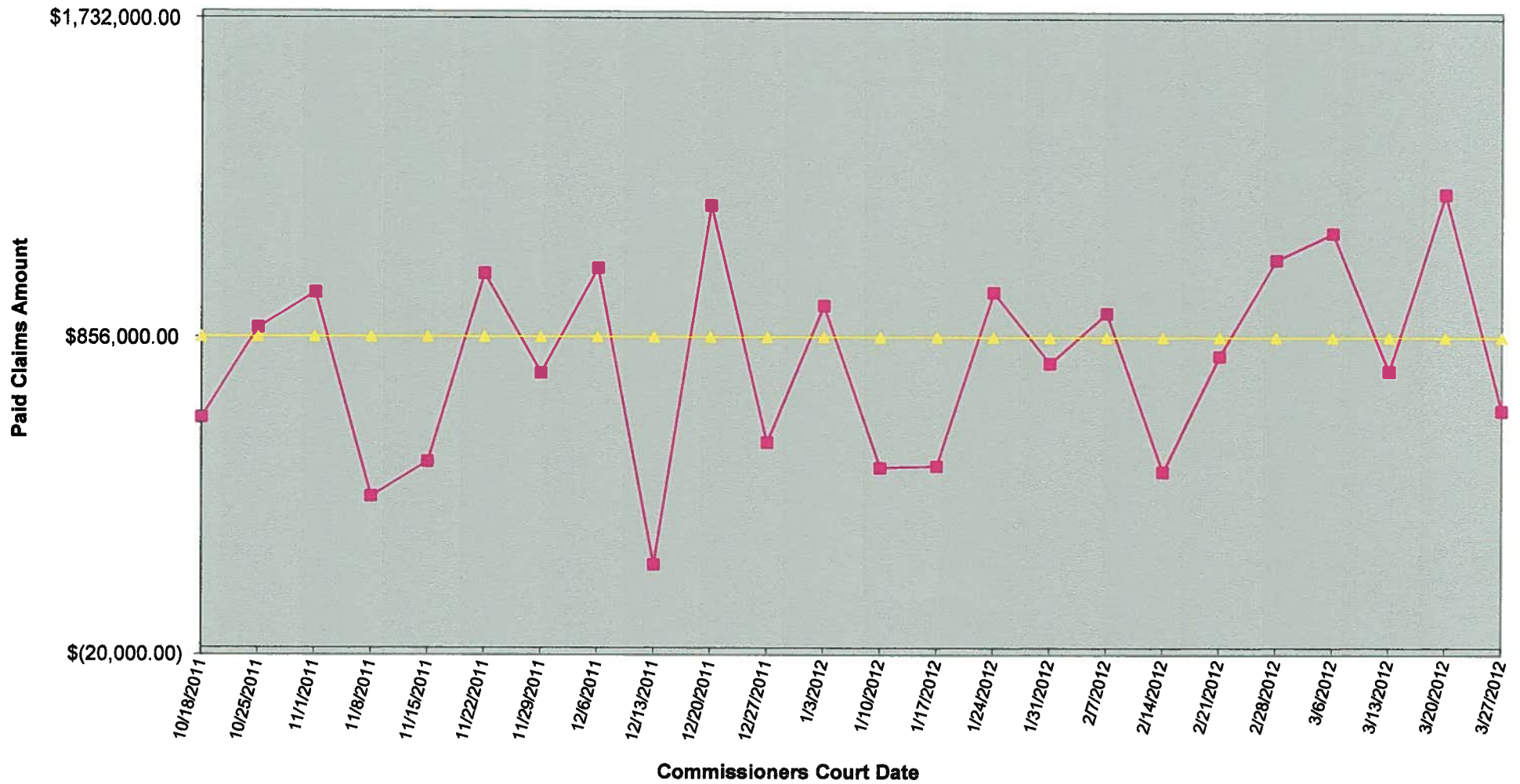
 3-19-2012  
 Dan Mansour, Risk Manager Date

 3/19/12  
 Cindy Purinton, Benefit Contract Administrator Date

 3/19/12  
 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.

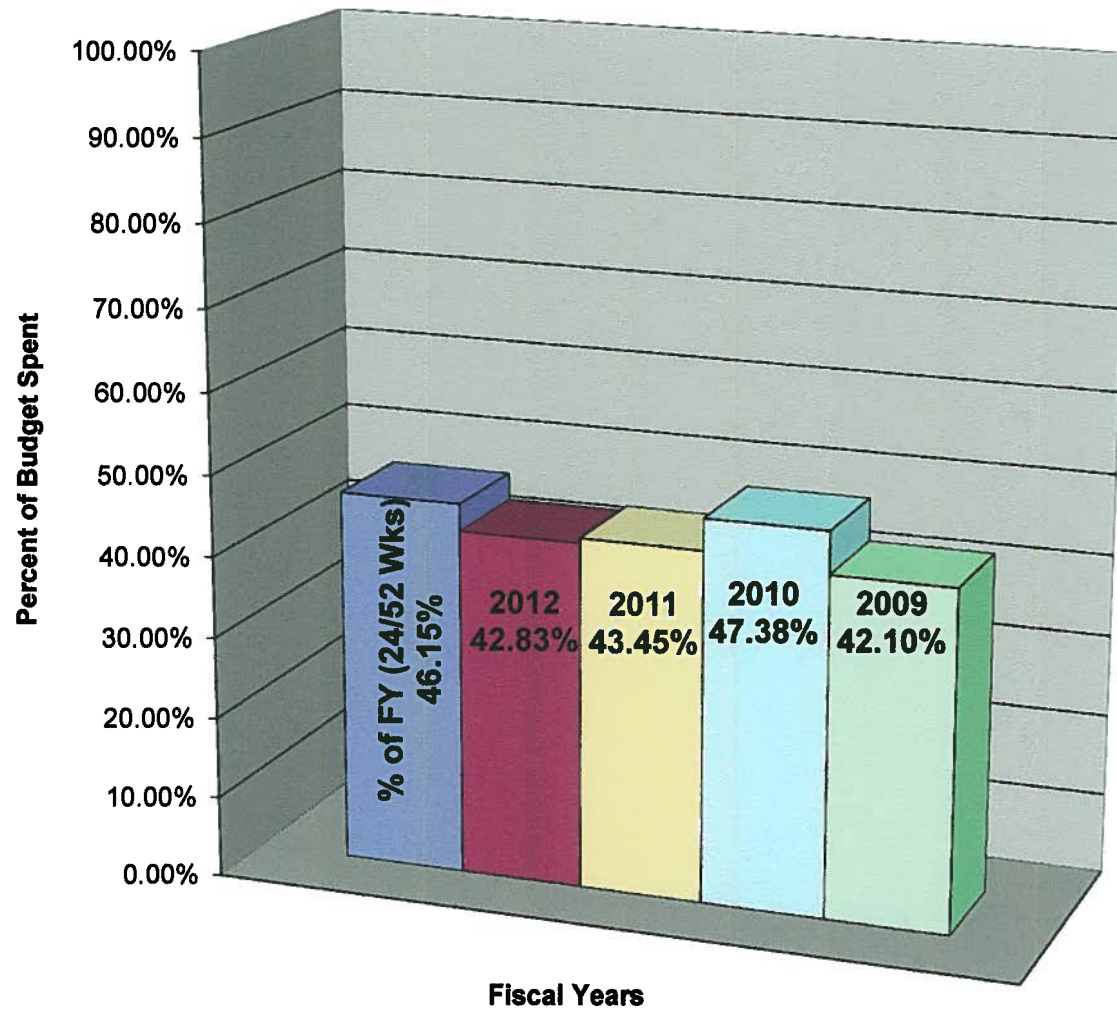
# **Travis County Employee Benefit Plan FY12 Paid Claims vs Weekly Claims Budget of \$856,615.23**







### Comparison of Claims to FY Budgets Week 24



**Norman McRee**

---

**From:** SIFSFX@UHC.COM on behalf of SIFSFX  
**Sent:** Friday, March 16, 2012 12:28 AM  
**To:** Norman McRee  
**Subject:** UHG FUNDING NOTIFICATION

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: 2012-03-16                      REQUEST AMOUNT: \$1,908,855.03

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: 2012-03-15              \$803,130.35  
 - REQUIRED BALANCE TO BE MAINTAINED:              \$2,668,041.00  
 + PRIOR DAY REQUEST:              \$00.00

= UNDER DEPOSIT:                      \$1,864,910.65

+ CURRENT DAY NET CHARGE:              \$43,944.38  
 + FUNDING ADJUSTMENTS:              \$00.00

REQUEST AMOUNT:              \$1,908,855.03

---

## ACTIVITY FOR WORK DAY: 2012-03-09

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$69,702.09	\$00.00	\$69,702.09
TOTAL:	\$69,702.09	\$00.00	\$69,702.09

## UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2012\_03\_15

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	-\$14.41	28	5862894	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$14.41	28	5862893	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$14.41	28	5862892	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$14.41	28	5862891	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$14.41	28	5862890	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$14.41	28	5862906	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$18.01	28	5865403	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$18.01	28	5865404	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$20.14	28	5866841	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$24.32	28	5869011	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$41.42 PH		33848563	AA	5	12/22/2011	50	3/12/2012	3/15/2012
701254	632	-\$45.85	28	5873307	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$46.32 QG		70602435	AA	5	3/10/2012	50	3/16/2012	3/15/2012
701254	632	-\$49.45 RH		85517890	AH	6	3/9/2012	50	3/15/2012	3/15/2012
701254	632	-\$60.86 RG		63180650	AH	7	3/8/2012	50	3/15/2012	3/15/2012
701254	632	-\$79.76	28	5874921	AA	1	3/9/2012	55	3/14/2012	3/15/2012
701254	632	-\$231.34 UX		24612510	AH	5	3/8/2012	50	3/14/2012	3/15/2012
701254	632	-\$834.70 QG		90856621	AH	6	3/7/2012	50	3/13/2012	3/15/2012
701254	632	-\$1,523.54 QG		1338222	AH	3	3/8/2012	50	3/14/2012	3/15/2012

654,180.98

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

## ***UHC Payments Deemed Not Reimbursable***

For the payment week ending:   uhchte

<i>CONTR_#</i>	<i>TRANS_AMT</i>	<i>SRS</i>	<i>CHK_#</i>	<i>GRP</i>	<i>CLAIM ACCT#</i>	<i>ISS_DATE</i>	<i>TRANS CODE</i>	<i>TRANS_DATE</i>
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***Total:***                   \$0.00

✓

# Travis County - Hospital and Self Insurance Fund (526)

## Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 3/15/2012

TYPE	MEMBER TYPE	TRANS_AMT
<b>CEPO</b>		
EE	526-1145-522.45-28	90,106.11
RR	526-1145-522.45-29	4,385.42
Total CEPO		\$94,491.53
<b>EPO</b>		
EE	526-1145-522.45-20	144,945.26
RR	526-1145-522.45-21	13,128.13
Total EPO		\$158,073.39
<b>PPO</b>		
EE	526-1145-522.45-25	384,102.26
RR	526-1145-522.45-26	17,513.80
Total PPO		\$401,616.06
Grand Total		\$654,180.98



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 3/27/2012

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

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106

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

*JB*

### **AGENDA LANGUAGE:**

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

- A. Proposed routine personnel amendments; and
- B. Non-routine request from Travis County Sheriff's Office for a variance to Travis County Code § 10.03008, Promotion.

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

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 3.

B. Non-Routine Personnel Action – Pages 4 - 7.

Sheriff's Office requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 1059, Financial Analyst Ld; PG 22. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

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

**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.



**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

Leslie Browder, 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.



# HRMD

*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

**March 27, 2012**

**ITEM # :**

**DATE:** March 16, 2012

**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:** Leslie Browder, County Executive, Planning and Budget

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

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 3.**

**B. Non-Routine Personnel Action – Pages 4 - 7.**

**Sheriff's Office** requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 1059, Financial Analyst Ld; PG 22. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

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

LB/DB/TLO

**Attachments**

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

# WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
JP Pct 1	16	Court Clerk I	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Juvenile Probation	417	Juvenile Detention Ofcr I**	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Juvenile Probation	551	Juvenile Probation Ofcr Asst	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Juvenile Public Defender	14	Attorney I*	21 / Level 1 / \$53,497.60	21 / Level 1 / \$53,497.60
Sheriff	269	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1520	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Tax Collector	131	Tax Spec I	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
TNR	607	Office Spec	10 / Level 4 / \$27,643.20	10 / Level 4 / \$27,643.20
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
District Atty	20036	Office Spec	10 / \$11.87	10 / \$11.87	02
Fac Mgmt	50051	Building Security Guard	8 / \$10.36	8 / \$10.36	05
HHS	20022	Planner*	18 / \$21.60	18 / \$21.60	02
JP Pct 1	20004	Court Clerk I	13 / \$14.54	13 / \$14.54	02
JP Pct 1	20005	Paralegal Sr	18 / \$20.38	18 / \$20.38	02
Juvenile Probation	50083	Juvenile Rsdntl Trt Ofcr Asst	11 / \$12.70	11 / \$12.70	05
TNR	20108	Natural Resources Tech	16 / \$17.80	16 / \$17.80	02
* Regular to Temporary		**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 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>Constable 3</b>	Slot 7 / Office Mgr* / Grd 19 / \$56,683.12	<b>Constable 3</b>	Slot 7 / Office Mgr Sr / Grd 21 / \$59,716.80	Promotion. Pay is between min and midpoint of pay grade.
<b>District Atty</b>	Slot 18 / Attorney IV* / Grd 26 / \$72,861.57	<b>District Atty</b>	Slot 259 / Attorney IV* / Grd 26 / \$72,861.57	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>District Atty</b>	Slot 114 / Office Spec / Grd 10 / \$26,271.60	<b>District Atty</b>	Slot 249 / Court Clerk I / Grd 13 / \$30,238.83	Promotion. Pay is at minimum of pay grade.
<b>District Atty</b>	Slot 259 / Attorney VII / Grd 29 / \$99,929.87	<b>District Atty</b>	Slot 18 / Attorney VII / Grd 29 / \$99,929.87	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>HHS</b>	Slot 202 / Financial Analyst Ld / Grd 22 / \$72,904.02	<b>HHS</b>	Slot 231 / Financial Mgr / Grd 24 / \$76,549.22	Promotion. Pay is between min and midpoint of pay grade.
<b>JP Pct 3</b>	Slot 3 / Court Clerk II Sr* / Grd 16 / \$46,108.52	<b>JP Pct 3</b>	Slot 3 / Court Svcs Mgmt Admin Coord / Grd 18 / \$52,977.60	Promotion. Pay is at midpoint of pay grade.
<b>Sheriff</b>	Slot 411 / Community Liaison / Grd 18 / \$44,921.24	<b>Sheriff</b>	Slot 411 / Community Liaison / Grd 18 / \$48,964.15	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 1642 / Security Coord / Grd 12 / \$28,262.42	<b>Sheriff</b>	Slot 198 / Cadet / Grd 80 / \$34,594.77	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS) Step 1.
<b>Tax Collector</b>	Slot 52 / Accounting Clerk / Grd 11 / \$34,082.20	<b>Tax Collector</b>	Slot 52 / Accounting Clerk / Grd 11 / \$35,210.23	Salary adjustment. Pay is between midpoint and max of pay grade.
<b>* Actual vs Authorized</b>				

**SECTION B. NON-ROUTINE PERSONNEL ACTION**

<b>NON-ROUTINE ACTION</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 65 / Financial Analyst Sr / Grd 19 / \$64,670.53	<b>Sheriff</b>	Slot 1059 / Financial Analyst Ld / Grd 22 / \$71,137.58	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008.

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

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

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

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

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

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



## Human Resources Management Department

700 Lavaca Street, 4th Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX(512) 854-4203

### MEMORANDUM

DATE: March 16, 2012

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: Leslie Browder, County Executive, Planning and Budget

FROM: Diane Blankenship, Director of Human Resources

SUBJECT: Sheriff Non-Routine Promotion Salary Action, Slot 1059

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

#### **Travis County Sheriff's Office Request:**

The Travis County Sheriff's Office (TCSO) requests approval to increase the salary of one Financial Analyst Sr. (PG 19) from \$64,670.53 to \$71,137.58 upon promotion to Financial Analyst Lead (PG 22). The total dollar increase is \$6,467.05 and represents a 10% increase. The proposed action would apply to the following slots:

#### **From:**

Slot #	Title	Salary
65	Financial Analyst Sr.	\$64,670.53

#### **To:**

Slot #	Title	Salary
1059	Financial Analyst Lead	\$71,137.58

#### **Policy**

*Travis County Code §10.03008(b)(3) states that Elected Officials may give a salary increase upon promotion of greater than 5% and above midpoint if approved by Commissioners Court.*



### **Issue**

The action is non-routine by policy since the proposed increase is greater than 5% and places the employee beyond the midpoint value of pay grade 22 (\$69,473.66).

### **Recommendation**

HRMD recommends approval of TCSO's proposed salary action. The proposed 10% increase is consistent with County practice for an increase of three pay grades and the employee would end up being between midpoint and 10% above midpoint. This level of range penetration is consistent with an employee who has served in a Financial Analyst capacity for over 15 years. The action would be effective March 16, 2012.



JAMES N. SYLVESTER  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

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

PHYLLIS CLAIR  
Major - Law Enforcement

DARREN LONG  
Major - Corrections

MARK SAWA  
Major - Administration & Support

March 9, 2012

**MEMORANDUM**

TO: County Judge and Commissioners' Court Members  
FROM: Greg Hamilton, Sheriff *GH*  
SUBJECT: Promotion - Salary Increase for *Slot 1059*

I am requesting approval from the Commissioners' Court to offer a 10% salary increase based on the promotion from Financial Analyst Sr, Pay Grade 19, to Financial Analyst Lead, Pay Grade 22. The 10% increase will place this employee above midpoint for the new position.

This employee has over sixteen years of supervisory experience working in the Finance Section of this agency. has served as a Financial Analyst for 11 years, and a Financial Analyst Senior over five years. has proven to be a valuable asset with an extensive working knowledge of maintaining a \$129 million dollar general fund budget, and numerous discretionary accounts. As a Financial Analyst Sr, current salary is \$ 64,670.53. 10% for the new position of Financial Analyst Lead would place salary at \$ 71,137.58. Mid point for this position is \$69,473.66.

I appreciate your consideration and approval of this issue.

GH/tb

cc: Chief Jim Sylvester  
Major Mark Sawa  
Financial Manager Paul Matthews  
Travis County HRMD  
TCSO HR



*Safety, Integrity, Tradition of Service*



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By/Phone Number:** Richard Villareal/854-4881, Marvin Brice/854-9765, Purchasing

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 2 to Contract No. PS100259RV, Sentinel Lavaca Management Corporation for Property Management Services.

- **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.

This contract provides for property management services for the Travis County Administration Building located at 700 Lavaca Street.

The proposed Modification No. 2 will incorporate a new contract term for an additional fifteen (15) month period, June 22, 2012 through September 30, 2013, at a rate of \$10,000.00 per month.

Modification No. 1 was approved by the Commissioner's Court on April 12, 2011, to extend the contract for an additional twelve (12) months through June 21, 2012, at a rate of \$20,000.00 per month.

- **Contract Expenditures:** Within the last 12 months, \$240,000.00 has been spent against this contract.
- **Contract Modification Information:**
  - Modification Amount: \$10,000.00 (monthly)
  - Modification Type: Professional Management Agreement
  - Modification Period: June 22, 2012 through September 30, 2013

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.

➤ **Solicitation-Related Information:**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:**

☐ Award has been protested; interested parties have been notified.

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

☐ Comments:

➤ **Funding Information:**

☐ Purchase Requisition in H.T.E.:

☐ Funding Account(s):

☒ Comments: The management fee is deducted from the rents each month before the balance is deposited to the County as revenue. No purchase order will be issued for the fee. Revenue line is 007-1407-381-7110.

## FACILITIES MANAGEMENT DEPARTMENT

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

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226



*Manin*

*Rich  
2-16-12  
MB*

### MEMORANDUM

**FMD Project:** LAVA7-General  
**FILE:** 102

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

**VIA:** *Steven M. Manilla*, P.E., County Executive, TNR

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

**DATE:** February 10, 2012

**SUBJECT:** 700 Lavaca Property Management  
PS100259RV - Sentinel Lavaca Management Corporation

On February 7 2012, Facilities Management Department (FMD) obtained the Commissioners Court approval to proceed with a modification of the subject property management agreement with Sentinel Lavaca Management Corporation. The Commissioners Court agreed with the FMD and Core Team recommendation to accept the terms as negotiated and as outlined in the Sentinel proposal dated January 4, 2012. Please prepare the appropriate modification to the property management agreement to incorporate these terms and submit the modification to the Commissioner Court for formal approval. The current term will end on June 21, 2012. The proposed modification would extend the property management agreement through September 30, 2013 at a rate of \$10,000 per month, and also establish three options to extend beyond this term, at a reducing rate per option year. Sentinel has provided acceptable property management services during the initial and renewal terms of the original contract agreement.

Funding for this property management agreement is generated by the revenue received from tenants in the building. Please call Roger at 44579 or John at 44772 if you have any questions on this recommendation.

### ATTACHMENT:

Sentinel letter, January 4, 2012

### COPY TO:

Susan Spataro, County Auditor  
Leroy Nellis, County Executive, PBO  
Amy Draper, CPA, Financial Manager, FMD  
John Carr, Administrative Director, FMD

**RECEIVED**

**FEB 15 2012**

**TRAVIS COUNTY  
PURCHASING OFFICE**

**MODIFICATION OF CONTRACT NUMBER: PS100259RV, Property Management Services for 700 Lavaca****PAGE 1 OF 1 PAGE**

<b>ISSUED BY:</b> PURCHASING OFFICE 700 Lavaca Street, Suite 800 AUSTIN, TX 78701	<b>PURCHASING AGENT ASST:</b> Richard Villareal TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	<b>DATE PREPARED:</b>  <b>March 5, 2012</b>
<b>ISSUED TO:</b> <b>Sentinel Lavaca Management Corp.</b> <b>Attn.: Martin Cawley</b> <b>1251 Avenue of the Americas</b> <b>New York, New York 10020</b>	<b>MODIFICATION NO.:</b>  <b>Two</b>	<b>EXECUTED DATE OF ORIGINAL CONTRACT:</b>  <b>June 22, 2010</b>
<b>ORIGINAL CONTRACT TERM DATES:</b> <u>June 22, 2010 – June 21, 2012.</u> <b>CURRENT CONTRACT TERM DATES:</b> <u>June 22, 2012 – June 21, 2013.</u>		
<b>FOR TRAVIS COUNTY INTERNAL USE ONLY:</b> Original Contract Amount: <u>\$240,000.00</u> Current Modified Amount <u>\$150,000.00</u>		
<b>DESCRIPTION OF CHANGES:</b> Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.  The purpose of this modification is to incorporate a new contract term for an additional fifteen (15) month term at a rate of \$10,000 per month and to allow three (3) twelve (12) month extension options with a reduction of \$1,000 per month for each twelve (12) month option year.  A. The contract period is changed from: June 22, 2010 through June 21, 2012, to read June 22, 2012 through September 30, 2013, a fifteen (15) month extension.  B. The three (3) twelve (12) month extension options would be as follows (subject to Commissioners' Court approval): October 1, 2013 through September 30, 2014 at a rate of \$9,000 per month; October 1, 2014 through September 30, 2015 at a rate of \$8,000 per month; October 1, 2015 through September 30, 2016 at a rate of \$7,000 per month.		
<b>Note to Vendor:</b> <input checked="" type="checkbox"/> Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County. <input type="checkbox"/> DO NOT execute and return to Travis County. Retain for your records.		
<b>LEGAL BUSINESS NAME:</b> <u>SENTINEL LAVACA MANAGEMENT CORP</u> <b>BY:</b> <u>[Signature]</u> <b>SIGNATURE</b> <b>BY:</b> <u>MARTIN CAWLEY</u> <b>PRINT NAME</b> <b>TITLE:</b> <u>VP</u> <b>ITS DULY AUTHORIZED AGENT</b>		<input type="checkbox"/> DBA <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER <b>DATE:</b> <u>3-6-12</u>
<b>TRAVIS COUNTY, TEXAS</b> <b>BY:</b> <u>[Signature]</u> <b>CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT</b>		<b>DATE:</b>
<b>TRAVIS COUNTY, TEXAS</b> <b>BY:</b> <u>[Signature]</u> <b>SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE</b>		<b>DATE:</b>





## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**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. 5 to Contract No. 09K00058LP, Joe Bland Construction, for Howard Lane I Project.

- **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 Howard Lane I Project (from Dessau Road to Cameron Road) is a partnership with the City of Austin (COA). The project included roadway widening to a four-lane urban design section with curb and gutters, sidewalks and a dedicated bicycle lanes. The project also improved drainage with a subsurface storm sewer system, bridge and associated utility relocations. With the exception of a couple of minor waterline related items funded by the COA, the Howard Lane I Project is complete, and has been open to traffic for several months.
- The COA fiscal responsibilities are for the relocation and extension of an existing waterline within the county's right-of-way under the authority of an interlocal agreement between the City of Austin and Travis County. All of the funds for this Change Order have been provided by the COA.
- TNR requests the approval of Change Order number five (5) for the above contract. This Change Order is compensation for the related COA funded construction efforts required for the waterline relocation and extension items. This change order is in the amount \$112,148.71 and increases the contract amount from \$9,079,072.90 to \$9,191,221.61.

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.

- Change Order number four (4) for the above contract was to address deletion and addition of items required under changed field conditions. This change order decreased the contract by \$22.23 from \$9,079,095.13 to \$9,079,072.90.
- Change Order number three (3) for the above contract was for various changes, which included some pavement and major retaining wall redesigns, additional safety provisions, drainage revisions, and field condition change. This change order increased the contract by \$512,517.21 from \$8,566,577.92 to \$9,079,095.13.
- Change Order number two (2) for the above contract, was for additional City of Austin water and wastewater utility relocation work to accommodate proposed roadway improvements. This change order increased the contract by \$9,610.20 from \$8,556,967.72 to \$8,566,577.92.
- Change Order number one (1) for the above contract, was for additional City of Austin water and wastewater utility relocation work to accommodate proposed roadway improvements. This change order increased the contract by \$188,822.90 from \$8,368,144.82 to \$8,556,967.72.
- **Contract Expenditures:** Within the last 12 months \$294,092.51 has been spent against this contract/requirement.
- **Contract-Related Information:**
  - Award Amount: \$8,368,144.82
  - Contract Type: Construction
  - Contract Period: Through Completion
- **Contract Modification Information:**
  - Modification Amount: \$112,148.71
  - Modification Type: Construction
  - Modification Period: Through Completion
- **Solicitation-Related Information: N/A**

Solicitations Sent:	Responses Received:
HUB Information:	% HUB Subcontractor:

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.

➤ **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.: 553588
- ☒ Funding Account(s): 475-4993-750-6099
- ☐ 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.

**TRAVIS COUNTY - TNR**  
**Howard Ln I**  
**Change Order No. 5 Contract 09K00058LP**

Approval of the following change in the Plans and/or Specifications is requested:

Change Order No. 5

**Limits:** Dessau to Cameron Rd

**Plan Sheet No.**  
Various

**Description:** miscellaneous changes

**CONTRACTOR:** Joe Bland Constr

**This field change is requested for the following reason(s):**

COA additional waterline & safety related items

BID ITEM NO.	BID ITEM DESCRIPTION	UNIT TYPE	PROPOSED CHANGES			REVISED CONTRACT			EXISTING CONTRACT		
			C.O. QTY	UNIT PRICE(\$)	C.O. AMOUNT	QTY	UNIT PRICE(\$)	NEW AMOUNT	QTY	UNIT PRICE(\$)	PREVIOUS AMOUNT
CO4-1	16x6 tap at Sta 3+75	LS	1	\$ 8,774.00	\$ 8,774.00	1.00	\$ 8,774.00	\$ 8,774.00	0.00	\$ -	\$ -
CO4-2	Fittings	Ton	0.951	\$ 21,000.00	\$ 19,971.00	0.95	\$ 21,000.00	\$ 19,971.00	0.00	\$ -	\$ -
CO4-3	Hydrants anf additional fittings	ls	1	\$ 19,802.50	\$ 19,802.50	1.00	\$ 19,802.50	\$ 19,802.50	0.00	\$ -	\$ -
CO4-4	8 in pipe in Drill Shaft locations	LS	1	\$ 4,250.00	\$ 4,250.00	1.00	\$ 4,250.00	\$ 4,250.00	0.00	\$ -	\$ -
CO4-5	8 in DI Pipe Sta. 40+10	LF	20	\$ 260.00	\$ 5,200.00	20.00	\$ 260.00	\$ 5,200.00	0.00	\$ -	\$ -
CO4-6	Add 12 in DI Pipe extension	LF	80	\$ 133.75	\$ 10,700.00	80.00	\$ 133.75	\$ 10,700.00	0.00	\$ -	\$ -
CO4-7	Water line Delay Dessau and Howard SW coner	LS	1	\$ 1,000.00	\$ 1,000.00	1.00	\$ 1,000.00	\$ 1,000.00	0.00	\$ -	\$ -
CO4-8	Adjust water valve a@ Lazyridge	EA	1	\$ 316.93	\$ 316.93	1.00	\$ 316.93	\$ 316.93	0.00	\$ -	\$ -
CO4-9	Extra Barricades for Waterline Relocation	LS	1	\$ 30,000.00	\$ 30,000.00	1.00	\$ 30,000.00	\$ 30,000.00	0.00	\$ -	\$ -
CO4-11	CoA Waterline items add to invoice 23	LS	1	\$ 8,634.28	\$ 8,634.28	1.00	\$ 8,634.28	\$ 8,634.28	0.00	\$ -	\$ -
CO4-12	Relocate Water Meter at Carpenter's property	LS	1	\$ 3,500.00	\$ 3,500.00	1.00	\$ 3,500.00	\$ 3,500.00	0.00	\$ -	\$ -
					-						
					-						
					-						
					-						
					-						
					-						
					\$ 112,148.71			\$ 112,148.71			\$ -

**Materials(\$)**  
**Services(\$)**

**NET OVERRUN/(UNDERRUN)**

**\$ 112,148.71**

**TOTAL \$**

112,148.71

**TIME Extension:****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.

**NOTICE to the CONTRACTOR:**

This is your authority to proceed with this work at the rates named above.

**REQUESTED BY Joe Bland Constr:**

DAVID R BURROUGHS OKB Oct 4, 2011  
 Name Signature Date

**RECOMMENDED FOR APPROVAL BY:****For City of Austin:**

LISA WHITWORTH [Signature] 3/5/12  
 Name Signature Date

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

**For Travis County:**

CHIDI N'JIE [Signature] 3/5/12  
 Project Manager Signature Date

[Signature] Steve Sun 03/05/2015  
 CIP Div Manager Signature Date

\_\_\_\_\_  
 Public Works Director Signature Date

**APPROVED:**

Steve Manilla [Signature] 3/5/12  
 County Executive Signature Date

\_\_\_\_\_  
 Purchasing Agent Signature Date

Samuel T Biscoe  
 County Judge Signature Date



GM200I13 Updated 3/22/12, 3:30 p.m.

Fiscal Year 2012

Account Balance Inquiry

3/13/12  
15:00:37

Project Req'd

Account number . . . : 475-4993-750.60-99

Fund . . . . . : 475 CONTRACTUAL CAPITAL PROJ

Department . . . . . : 49 TNR (TRANS & NATRL RESRC)

Division . . . . . : 93 INTERGOV AGREEMNTS-ROADS

Activity basic . . . . : 75 CHARGES FOR SERVICES

Sub activity . . . . . : 0 INFRA-ENV SCVS (TRNS&RDS)

Element . . . . . : 60 OTHER PURCHASED SERVICES

Object . . . . . : 99 CONTRACTED SERVICES

Original budget . . . . . : 0

Revised budget . . . . . : 3,500,166 02/21/2012

Actual expenditures - current . . : 8,408.85

Actual expenditures - ytd . . . : 63,993.49-

Unposted expenditures . . . . . : .00

Encumbered amount . . . . . : 231,122.14

Unposted encumbrances . . . . . : .00

Pre-encumbrance amount . . . . . : 220,517.86

Total expenditures & encumbrances: 396,055.36 11.3%

Unencumbered balance . . . . . : 3,104,110.64 88.7

F5=Encumbrances F7=Project data F8=Misc inquiry

F10=Detail trans F11=Acct activity list F12=Cancel F24=More keys



Purchase Requisition

15:03:03

Number . . . . . : 0000553588  
Type . . . . . : 1 PURCHASE REQUISITION  
Status . . . . . : AUDITOR APPROVAL  
Reason . . . . . : PO 414705 CONTRACT 09K00058LP ATTN: LEE PERRY  
By . . . . . : TAWANA GARDNER 854-7679  
Date . . . . . : 2/24/12  
Vendor . . . . . : 73241 JOE BLAND CONSTRUCTION, LP  
Contract nbr . . . . . :  
Ship to . . . . . : AI AS INDICATED BELOW  
Deliver by date . . . : 2/24/12  
Buyer . . . . . :  
Fiscal year code . . : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

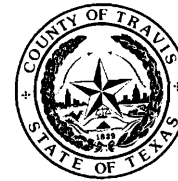
5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description	
1	106541.28	DOL	CITY OF AUSTIN	CONSTRUCTION SERVICES
-			HOWARD LANE PHASE I	
			CONSTRUCTION OF MISCELLANEOUS WATERLINE RELATED	+

COMMENTS EXIST Total: 112148.71

F3=Exit F7=Alternate view F9=Print

F10=Approval info F12=Cancel F20=Comments



## **TRANSPORTATION AND NATURAL RESOURCES DEPARTMENT**

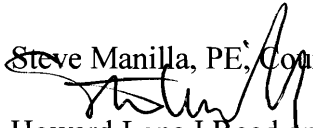
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

411 W. 13th St.  
Eleventh Floor  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4697

March 13, 2012

### **MEMORANDUM**

TO: Cyd V. Grimes, C.P.M., Purchasing Agent  
Marvin Brice, Assistant Purchasing Agent

FROM:  Steve Manilla, PE, County Executive

SUBJECT: Howard Lane I Road and Drainage Improvement Project (Precincts One & Two)  
Modification to Contract No. 09K00058LP (IFB No. B090058-LP)

#### **Request:**

The following information is provided for your use in processing a contract modification requests for the Howard Lane I Road and Drainage Improvement project:

A construction change order request from Joe Bland Construction in the amount of \$112,148.71 for Contract No. 09K00058LP (IFB No. B090058-LP)

Please contact Chiddi N'Jie at 512-854-7585 if you need additional information.

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

The Howard Lane I Project (from Dessau Road to Cameron Road) is complete (with the exception of a couple of minor waterline related items). It is fully opened to traffic and have been for several months now. The requests for contract modifications were forwarded to the City of Austin Water Utility Department (the City) for their approval and funding since both requests were for work related to items funded by the City in accordance with the interlocal agreement.

#### **Construction change order request:**

Joe Bland Construction, Inc. submitted the attached change order request for compensation related to the construction of miscellaneous water line related items. The total cost for the construction changes is \$112,148.71.

The Howard Lane I Road and Drainage Improvements project is funded with money from the 1997, 2001, and 2005 Bond Projects Funds. It is located in the Northeast sector of Travis County traversing both Precincts One and Two, from Dessau Road to Cameron Road, along what was generally known as Gregg Lane. The proposed improvements, in compliance with the current CAMPO plan, includes roadway widening from the existing two lane rural roadway to a four-lane urban design section (curb and gutter) with sidewalks and dedicated bicycle

lanes, subsurface storm sewer system, bridge, and associated utility relocations. Attachment "A" is a Project Location Map.

The City has approved this change request, and provided the funds to the County on February 2, 2012.

**Issues and Opportunities:**

TNR is working on the final steps to complete all remaining applicable work under this contract.

**Budgetary and Fiscal Impact:**

The Howard Lane I Road and Drainage Improvements project is funded with money from the county's 1984 and 2005 Bond Projects Funds, (and the City for waterline relocation and extension costs).

This project was bid in partnership with the City of Austin. The City's fiscal responsibilities were for the relocation and extension of an existing waterline within the county's right-of-way under the authority of an interlocal agreement between the City of Austin and Travis County. The design and construction cost for this waterline relocation is being paid for by the city under the provisions of the interlocal agreement.

The financial tracking information for this fund request is provided below:

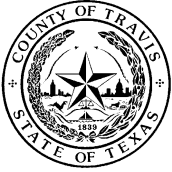
For the Joe Bland Construction contract modification:

1. Requisition #----- 553588
2. Account #----- 475.4993.750.6099
3. Commodity/Sub-commodity #----- 968/048
4. Amount----- \$112,148.71

**Attachments:**

1. Exhibit "A"-----Project Location Map
2. Exhibit "B"-----Modification Requests
  - a. Construction change order request

CC: Purchasing  
Lee Perry  
TNR Financial Services  
Cynthia McDonald, Donna Williams-Jones, Tawana Gardner  
TNR CIP  
Steve Sun, Chiddi N'Jie  
Central File: 97B01-15 -1CA\Howard Ln I\ Design  
Central File: 97B01-15 -1CA\Howard Ln I\ Construction



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By/Phone Number:** Loren Breland, 854-4854

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve contract award for Asphalt Based Pavement Crack Sealant, IFB No. B120124-LD, to the Low Responsive Bidder, Crafcot Texas.

- **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.

This contract will provide asphalt based pavement crack sealant for TNR.

On January 24, 2012, IFB #B120124-LD, was issued to 24 vendors. Three bids were received on February 13, 2012. TNR has reviewed the bids and recommends award to the lowest responsive bidder, Crafcot Texas, Inc. The bid submitted by the low bidder, Atlas Concrete, did not meet the specifications.

- **Contract Expenditures:** Within the last 12 months \$25,981.31 has been spent against this requirement.
- **Contract-Related Information:**
  - Award Amount: Estimated Quantity, as needed basis.
  - Contract Type: Annual Term Contract
  - Contract Period: March 27, 2012 – March 26, 2013

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.

➤ **Solicitation-Related Information:**

Solicitations Sent: 24

Responses Received: 3

HUB Information: N/A

% HUB Subcontractor:

➤ **Special Contract Considerations:**

☐ Award has been protested; interested parties have been notified.

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

☒ Comments: Bid submitted by Atlas Concrete did not meet specifications.

➤ **Funding Information:**

☐ Purchase Requisition in H.T.E.:

☒ Funding Account(s): 099-4941-621-3063

☒ Comments: Department enters requisitions on an as needed basis.

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.

*Bmal*



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

---

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

February 28, 2012

**MEMORANDUM**

**TO:** Cyd Grimes, County Purchasing Agent  
**FROM:** *Steven M. Manilla*  
Steven M. Manilla, P.E., County Executive  
**SUBJECT:** Award of Solicitation B120124-LD  
**Asphalt Based Pavement Crack Sealant**

TNR has reviewed the bid tabulation for the above referenced solicitation and recommends award to the next low bidder, Crafcro Texas, Inc. After careful review, it was determined that the product bid by the low bidder, Atlas Concrete Enterprises, is not an approved equal.

The commodity/sub-commodity code for joint sealant is 745/056. The budgeted line item is 099-4941-621-3063.

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

*CJ* CJ:SMM:cj  
Contract File

**RECEIVED**

**MAR - 1 2012**

**TRAVIS COUNTY  
PURCHASING OFFICE**



GM200I13

**TRAVIS COUNTY**

3/16/12

Fiscal Year 2012

**Account Balance Inquiry**

07:39:12

Account number . . . : 99-4941-621.30-63  
 Fund . . . . . : 099 ROAD & BRIDGE FUND  
 Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
 Division . . . . . : 41 ROAD & BRIDGE MAINTENANCE  
 Activity basic . . . . : 62 INFRA-ENV SCVS (TRNS&RDS)  
 Sub activity . . . . . : 1 TNR (TRANS & NATRL RESRC)  
 Element . . . . . : 30 OPERATG SUPPLIES,RP&E,NC  
 Object . . . . . : 63 ROAD MATERIALS/ASPHALTIC

Original budget . . . . .	:	230,000	
Revised budget . . . . .	:	683,625	03/12/2012
Actual expenditures - current . . .	:	19,250.53	
Actual expenditures - ytd . . . .	:	553,136.04	
Unposted expenditures . . . . .	:	.00	
Encumbered amount . . . . .	:	100,867.70	
Unposted encumbrances . . . . .	:	.00	
Pre-encumbrance amount . . . . .	:	.00	
Total expenditures & encumbrances:		673,254.27	98.5%
Unencumbered balance . . . . .	:	10,370.73	1.5

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

**Bid #B120124-LD - ASPHALT BASED PAVEMENT CRACK SEALANT**Creation Date **Jan 18, 2012**End Date **Feb 13, 2012 2:00:00 PM CST**Start Date **Jan 24, 2012 8:39:41 AM CST**Awarded Date **Not Yet Awarded**

<b>B120124-LD--01-01 Asphalt Based Crack Sealant</b>					
<b>Supplier</b>	<b>Unit Price</b>	<b>Qty/Unit</b>	<b>Total Price</b>	<b>Attch.</b>	<b>Docs</b>
<u>Atlas Concrete Enterprises, Inc.</u>	First Offer - \$0.54	60000 / pound	\$32,400.00	Y	Y
<b>Product Code:</b>		<b>Supplier Product Code:</b> Valero			
<b>Agency Notes:</b>		<b>Supplier Notes:</b> Please see attached documents for approved equal asphalt based crack sealant.			
<u>CRAFCO TEXAS, INC.</u>	First Offer - \$0.56	60000 / pound	\$33,600.00		Y
<b>Product Code:</b>		<b>Supplier Product Code:</b> 34521			
<b>Agency Notes:</b>		<b>Supplier Notes:</b>			
<u>Horn's Crew Trucking</u>	First Offer - \$0.64	60000 / pound	\$38,400.00		Y
<b>Product Code:</b>		<b>Supplier Product Code:</b>			
<b>Agency Notes:</b>		<b>Supplier Notes:</b> alternative deery PLS			

**Supplier Totals**

<u>Atlas Concrete Enterprises, Inc.</u>		<b>\$32,400.00</b>
Bid Contact	<b>Aaron Thompson</b> <a href="mailto:athompson@atlasconcreteinc.com">athompson@atlasconcreteinc.com</a> Ph 361-289-1386	Address <b>6637 Leopard St.</b> <b>Corpus Christi, TX 78409</b>
<b>Agency Notes:</b>		<b>Supplier Notes:</b>
<u>CRAFCO TEXAS, INC.</u>		<b>\$33,600.00</b>
Bid Contact	<b>BRETT BUDRIS</b> <a href="mailto:CRAFCOTEXAS@satx.rr.com">CRAFCOTEXAS@satx.rr.com</a> Ph 210-496-2070	Address <b>105 N. TOWER DRIVE</b> <b>SAN ANTONIO, TX 78232</b>
Qualifications	<b>SB</b>	
<b>Agency Notes:</b>		<b>Supplier Notes:</b>
<u>Horn's Crew Trucking</u>		<b>\$38,400.00</b>
Bid Contact	<b>alvin horn</b> <a href="mailto:hornscREWhornscREW@yahoo.com">hornscREWhornscREW@yahoo.com</a> Ph 903-445-9153	Address <b>107 b cherie ln</b> <b>longview, TX 75604</b>
Qualifications	<b>DBE HUB MBE</b>	
Bid Notes	<b>This is F.O.B. net 30.</b>	
<b>Agency Notes:</b>		<b>Supplier Notes:</b> This is F.O.B. net 30.

\*\*



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By/Phone Number:** Scott Wilson/854-1182

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 6, An Assignment of Contract No. CM110091SW from INX, Inc. to INX, LLC, a Wholly Owned Subsidiary of Presidio Networked Solutions, Inc.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets/does not meet the compliance requirements as outlined by the statutes.

This modification will change the contractor name from INX, Inc. to INX, LLC, a wholly owned subsidiary of Presidio Networked Solutions, Inc. In effect, INX, LLC will assume all rights and responsibilities of INX, Inc. in regards to Contract No. CM110091SW, for purchase, maintenance and support of Unified Communications Equipment.

- **Contract Expenditures:** Within the last twelve (12) months \$132,298 has been spent against this contract/requirement.

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.

# **PRESIDIO™**

**December 30, 2011**

**To: Valued INX Client**  
**From: Mark Hilz, President, Presidio West**  
**Subject: Presidio Acquisition of INX**

I am pleased to inform you that we have formally completed the Presidio acquisition of INX that was announced on November 1, 2011. This change of control should have no effect on the quality of service you have come to expect from our organization and in fact you should continue to be supported by the same talented sales, engineering, and business consulting teams. What you should expect to see is a change of name as we begin to operate as Presidio West.

Of course our goal is to provide even higher levels of service from a team with even greater reach and capability. By combining Presidio and INX we are creating one of the largest national advanced IT solution providers. Presidio employs over 1,800 IT professionals operating out of 45+ offices across the United States and offers clients unparalleled access to world-class consulting, engineering & technical resources.

Presidio is the leading Data Center, Cloud, Collaboration, Security and Network Infrastructure Architecture provider in the United States. We deliver a full suite of mature managed and hosted services offerings associated with those architectures. There will be no disruption of services or termination of offerings that were previously provided, but rather we will grow our offerings and capabilities.

If you have any questions or concerns, do not hesitate to contact us via your account management team or our corporate office directly. You can send any inquiries to me or our new Presidio West Senior Vice President of Sales, Andy Cadwell.

Sincerely,

Mark Hilz

**MODIFICATION OF CONTRACT NUMBER: CM110091SW for Purchase, Maintenance and Support of**  
**Cisco Unified Communications Equipment** **PAGE 1 OF 2 PAGES**

<b>ISSUED BY:</b> PURCHASING OFFICE 700 Lavaca Street, STE 800 AUSTIN, TX 78701	<b>PURCHASING AGENT ASST:</b> Scott Wilson TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	<b>DATE PREPARED:</b> <b>March 16, 2012</b>
<b>ISSUED TO:</b> <b>INX, Inc.</b> <b>Attn: Brent Blaha</b> <b>1955 Lakeway Drive</b> <b>Suite 220</b> <b>Lewisville, TX 75057</b>	<b>MODIFICATION NO.:</b> <div style="text-align: center; font-size: 1.5em;">6</div>	<b>EXECUTED DATE OF ORIGINAL CONTRACT:</b> <div style="text-align: center;">December 21, 2010</div>
<b>ORIGINAL CONTRACT TERM DATES:</b> <u>December 21, 2010 through December 20, 2011</u>		
<b>CURRENT CONTRACT TERM DATES:</b> <u>December 21, 2011 through December 20, 2012</u>		

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ \_\_\_\_\_

Current Modified Amount: \$ \_\_\_\_\_

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

The above referenced contract is hereby modified to reflect the following changes:

- 1) Effective January 1, 2012, the Contractor's name on Contract No. CM110091SW is changed as follows:

From: INX, Inc.

1955 Lakeway Drive  
 Lewisville, TX 75057

To: INX, LLC

1955 Lakeway Drive  
 Lewisville, TX 75057

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

**Note to Vendor:**

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

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

LEGAL BUSINESS NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
 SIGNATURE

BY: \_\_\_\_\_  
 PRINT NAME

TITLE: \_\_\_\_\_  
 ITS DULY AUTHORIZED AGENT

☐ DBA  
☐ CORPORATION  
☐ OTHER

DATE: \_\_\_\_\_

TRAVIS COUNTY, TEXAS

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

DATE: \_\_\_\_\_

TRAVIS COUNTY, TEXAS

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

DATE: \_\_\_\_\_



### ASSIGNMENT OF CONTRACT

The parties to this Assignment of Contract (this "Assignment") are INX, Inc. ,Tax ID 760515249, an incorporated company duly authorized and operating under the laws of the State of Texas ("Assignor"), and INX, LLC, a wholly owned subsidiary of Presidio Networked Solutions, Inc. Tax ID 581667655, an incorporated company duly authorized and operating under the laws of the State of Texas ("Assignee").

#### RECITALS:

- A. Travis County and INX, Inc. entered into a written Contract for the purchase, maintenance and support of a Unified Communications Solution (Contract No. CM110091SW) dated December 21, 2010, which is incorporated herein by reference for all purposes (the "Contract"); and
- B. Assignor desires by this Assignment to assign all of its right, title and interest in and to the Contract to Assignee, subject to the terms of the Contract and this Assignment.

#### TERMS:

In consideration of the mutual agreements set forth in this Assignment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Assignor assigns, transfers and conveys to Assignee all of its right, title and interest in and to the Contract effective as of January 1, 2012 (the "Effective Date of Assignment").
2. Assignee accepts such assignment, and assumes and is bound by and shall perform all terms, conditions, covenants, obligations, and duties of Assignor under the Contract as of the Effective Date of Assignment.
3. Assignor and Assignee acknowledge that nothing in this Assignment waives or modifies any of the provisions of the Contract.
4. The provisions of this Assignment are binding on and inure to the benefit of the heirs, representatives, successors and assigns of the parties.
5. This Assignment shall be construed and enforced in accordance with the laws of the State of Texas. Venue for any action arising hereunder or connected herewith shall lie exclusively in Travis County, Texas.
6. All references in this Assignment to the Contract encompass the original Contract, No CM110091SW and all modifications to the Contract, including this modification 6. All Contract modifications are incorporated herein by reference for all purposes.

INX, Inc.

INX, LLC, a wholly owned subsidiary of Presidio Networked Solutions, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title & Date: \_\_\_\_\_

Title & Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By its signature below, Travis County signifies its consent to and approval of this Assignment from INX, Inc. to INX, LLC.

TRAVIS COUNTY, TEXAS

By: \_\_\_\_\_

Samuel T. Biscoe  
Travis County Judge

Date: \_\_\_\_\_





## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By/Phone Number:** Lori Clyde/854-4205

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 3 to Contract No. MA070380LC, Hamer Enterprises, for a license and Maintenance Agreement for eJustice Software System.

- **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.

In order to facilitate a cleaner conversion for the current CJS to the Tyler Odyssey System, ITS recommends modifying the eJustice system software to synchronize assessment and disbursement balances between CJS and e-Justice.

The first part of the modification corrects a deficiency in the electronic download of information to Travis County Central Collections (TCCC), for delinquent cases. The current download includes demographic information, case status information including offense code, disposition, fine, court costs & fee assessments and payment amounts, but it does not include a breakdown of how the payments were disbursed. e-JUSTICE applies pro-rata to the downloaded payment(s) in order to create a balance forward for each applicable cost, fine or fee. This balance forward does not always match to the CJS or manual distribution spreadsheet. The modification listed above as "Custom Import of Prior Payment Disbursement Detail from FACTS/CJS into the e-JUSTICE Payment History Disbursement Detail Database" will address this deficiency and allow e-JUSTICE to adjust its balance forward to mirror the downloaded data.

The second part of the modification will modify e-JUSTICE to incorporate the "Costs-First" or Pro-Rata rule, GA-147, 2004, as

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.

programmed in CJS and FACTS. This update will ensure that all 3 systems are programmed with the same allocation rules.

The third part of the modification will add fields to the download which include costs and fees assessed after the initial case filing such as Jury fees, empanelment fees, contempt fines, etc., and will ensure that e-JUSTICE considers all applicable costs & fees when applying Pro-Rata.

The cost of this modification will be \$10,800.00.

➤ **Contract Expenditures:** Within the last 12 months \$45,000.00 has been spent against this contract/requirement.

➤ **Contract Modification Information:**

Modification Amount: \$10,800.00

Modification Type: Modify Software

Modification Period: Beginning March 27, 2012

➤ **Funding Information:**

☐ Purchase Requisition in H.T.E.: 553801

☐ Funding Account(s): 001-1210-821-6099

☐ 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.



Travis County Courthouse, Austin, Texas

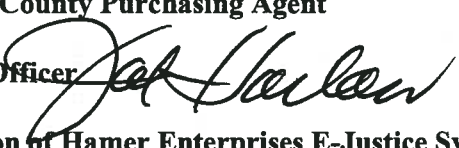
## TRAVIS COUNTY INFORMATION TECHNOLOGY SERVICES

**Joe Harlow Jr., Chief Information Officer**

700 Lavaca Street, P. O. Box 1748, Austin, TX 78767 (512) 854-9666 Fax (512) 854-4401

**DATE:** Tuesday, February 28, 2012

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

**FROM:** Joe Harlow, Chief Information Officer 

**SUBJ:** Recommendation for modification of Hamer Enterprises E-Justice System

---

### **Proposed Motion:**

Authorize modification of Hamer Enterprises License and Maintenance Agreement for e-JUSTICE System and Software #MA070380LC as outlined in attached Quote #9950.

### **Summary & Staff Recommendation:**

ITS recommends the approval of this modification to the Hamer Enterprises e-JUSTICE system.

### **Issues and Opportunities:**

CJS was recently modified to disburse partial payments and eliminate the need for the manual disbursements.

Hamer Enterprises Quote #9950 (attached) provides for following modifications to the e-JUSTICE software to synchronize assessment and disbursement balances between CJS and e-JUSTICE:

1. Custom Import of Prior Payment Disbursement Detail from FACTS/CJS into e-JUSTICE Payment History Disbursement Detail Database.
2. Change payment disbursement priority for both cash and non-cash payments. (No Charge, included as part of Software Maintenance Agreement due to Legislative changes.)
3. Modify Assessment Import and DB Structure to import additional fields and store for Tax Office Query use.

These modifications will facilitate a more accurate conversion from CJS to Odyssey.

### **Background:**

Historically, the CJS system did not disburse payments that are receipted for less than the total costs & fees assessed on a case. The system held these partial payments in "suspense" until the total costs & fees are paid. In order to comply with; The Texas Local Government Code, Section 113.022, "Time for Making Deposits" (Civil) and the Code of Criminal Procedure, Article 103.004(a), "Disposition of Collected Money" (Criminal), the financial manager for the JP offices disburses these partial payments by

manually recording them in an excel spreadsheet that applies the Pro-Rata Rules as indicated by Attorney General Opinion GA-147, 2004. CJS was recently modified to disburse partial payments and eliminate the need for the manual disbursements.

The first part of the modification corrects a deficiency in the electronic download of information to Travis County Central Collections (TCCC), for delinquent cases. The current download includes demographic information, case status information including offense code, disposition, fine, court costs & fee assessments and payment amounts, but it does not include a breakdown of how the payments were disbursed. e-JUSTICE applies pro-rata to the downloaded payment(s) in order to create a balance forward for each applicable cost, fine or fee. This balance forward does not always match to the CJS or manual distribution spreadsheet. The modification listed above as "Custom Import of Prior Payment Disbursement Detail from FACTS/CJS into the e-JUSTICE Payment History Disbursement Detail Database" will address this deficiency and allow e-JUSTICE to adjust its balance forward to mirror the downloaded data.

The second part of the modifications which is listed above as "Change payment disbursement priority for both cash and non-cash payments", will modify e-JUSTICE to incorporate the "Costs-First" or Pro-Rata rule, GA-147, 2004, as programmed in CJS and FACTS. This update will ensure that all 3 systems are programmed with the same allocation rules.

The third part of the modification listed as, "Modify Assessment Import and DB Structure to import additional fields and store for Tax Office" will add fields to the download which include costs and fees assessed after the initial case filing such as Jury fees, empanelment fees, contempt fines, etc., and will ensure that e-JUSTICE considers all applicable costs & fees when applying Pro-Rata.

**Budgetary and Fiscal Impact:**

001-1210-821.60-99: \$10,800

**Required Authorizations:**

LEGAL:	John Hille, County Attorneys Office
PURCHASING:	Lori Clyde, Purchasing Office
BUDGET:	Katie Gipson, Planning and Budget Office

CC: ITS; Terri Montgomery, ITS; David Lampl, ITS; Tanya Acevedo, ITS; Joe Harlow, ITS; Randy Lott, ITS; Janice Brown, JP3; Joe Alvarado

PURCHASE REQUISITION NBR: 0000553801

REQUISITION BY: SHERYL HOLDER 854-1922

STATUS: READY FOR BUYER PROCESS  
REASON: ATTN: LORI, MOD TO HAMER ENTERP E-JUSTICE SYSTEM

DATE: 2/28/12

SHIP TO LOCATION: TRAVIS COUNTY - ITS

SUGGESTED VENDOR: 69788 HAMER ENTERPRISES

DELIVER BY DATE: 3/28/12

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	MODIFICATION TO THE E-JUSTICE SW TO SYNCHRONIZE ASSESSMENT AND DISBURSEMENT BALANCES BETWEEN CJS AND E-JUSTICE COMMODITY: DP PROC/COMP/SOFTWARE SVC SUBCOMMOD: SOFTWARE UPDATING SVCS	1.00	DOL	10800.0000	10800.00	
REQUISITION TOTAL:					10800.00	

A C C O U N T I N F O R M A T I O N			
LINE #	ACCOUNT	PROJECT	AMOUNT
1	00112108216099	OTHER PURCHASED SERVICES	10800.00
		OTHER	10800.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

GM200I13

## TRAVIS COUNTY

3/20/12

Fiscal Year 2012

## Account Balance Inquiry

16:07:04

Account number . . . :	1-1210-821.60-99
Fund . . . . . :	001 GENERAL FUND
Department . . . . . :	12 INFORMATION & TELECOMMUNI
Division . . . . . :	10 ADMINISTRATION
Activity basic . . . . :	82 CAPITAL AQUISITION FUNDS
Sub activity . . . . . :	1 GENERAL GOVERNMENT
Element . . . . . :	60 OTHER PURCHASED SERVICES
Object . . . . . :	99 OTHER

Original budget . . . . . :	0	
Revised budget . . . . . :	219,721	02/29/2012
Actual expenditures - current . . :	16,960.00	
Actual expenditures - ytd . . . :	38,220.60	
Unposted expenditures . . . . . :	.00	
Encumbered amount . . . . . :	153,739.80	
Unposted encumbrances . . . . . :	.00	
Pre-encumbrance amount . . . . . :	10,800.00	
Total expenditures & encumbrances:	219,720.40	100.0%
Unencumbered balance . . . . . :	.60	0.0

F5=Encumbrances F7=Project data

F8=Misc inquiry

F10=Detail trans F11=Acct activity list

F12=Cancel

F24=More keys



**MODIFICATION OF CONTRACT NUMBER: MA070380LC – License/Maintenance eJustice Sfw System**  
**(TCTO/ITS/JP's) PAGE 1 OF 8 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Lori Clyde TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>March 20, 2012</b>
ISSUED TO: <b>Hamer Enterprises</b> <b>4200-A N Bicentennial Dr.</b> <b>McAllen, Texas 78504</b> <b>(956) 682-3466 (v)</b> <b>(956) 682-0906 (f)</b>	MODIFICATION NO.:  <b>3</b>	EXECUTED DATE OF ORIGINAL CONTRACT:  August 28, 2007
ORIGINAL CONTRACT TERM DATES: <u>September 1, 2007-August 31, 2008</u> CURRENT CONTRACT TERM DATES: <u>September 1, 2011-August 31, 2012</u>		

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**Original Contract Amount: \$ 45,000      Current Modified Amount \$ 94,500.00.

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

The above referenced contract is hereby modified per the attached Quote Number 9950 and Exhibits 1, 2 and 3. The cost of this modification is \$10,800.00.

**Note to Vendor:**

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

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

# Hamer Enterprises

4200-A N Bicentennial Dr  
McAllen, Texas 78504  
Phone: (956) 682-3466 :- Fax: (956) 682-0906

Quote Number:

9950

Quotation Date:

1/25/2012

Client:

Travis County  
Tax Office  
5501 Airport Blvd  
Austin TX 78701  
Attn: Ms Renea Deckard

Ship To:

Same

This quotation is valid for a period of thirty (30) days unless modified in writing by Hamer Enterprises.

ITEM	QTY	MODEL NUMBER	DESCRIPTION	\$ PRICE/HOUR	EXTENDED \$ AMOUNT
<b>eJUSTICE Collections System Enhancement</b>					
1.	60	Enhance	Custom Import of Prior Payment Disbursement Detail from FACTS/CJS into eJUSTICE Payment History Disbursement Detail Database See Exhibit 3	150.00	\$9,000.00
2.	16	Enhance	Change payment disbursement priority for both cash and non-cash payments, per Exhibit 1. No Charge, included as part of Software Maintenance Agreement due to Legislative changes	N/C	N/C
3.	12	Enhance	Modify Assessment Import and DB Structure to import additional fields and store for Tax Office Query use See Exhibit 2	150.00	1,800.00

Delivery dates will be confirmed upon acceptance of this quotation.

**Sub Total** \$10,800.00

**Sales Tax** Not Applicable

**Installation** Not Applicable

**Freight** Not Applicable

**Insurance** Not Applicable

**Gross Amount** \$10,800.00

## Special Instructions:

## Hamer Enterprises:

Authorized Signature: William C Hamer

Typed Name: Mr William C Hamer/ss

Title: CEO

Date: 1/25/2012

As an authorized agent, I accept the items above and the General Terms & Conditions attached hereto or incorporated herein and hereby acknowledged.

Authorized Client Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Exhibit 1

- 1) Change allocation business rules for partial payments in EZJustice:

Highest Priority is 1, while lowest is 5. Entries with the same # are disbursed at the same level and require proration (Court Costs and Fees).

<b>Disbursement Priority Levels</b>
1 – Processing Fee
2 – Toll & Toll Admin Fee
3 – Court Costs
3 – Time Payment
3 – Warrant Fee
3 - Omni Fee
3 – Admin Fee
3 – NSF
4– Special Expense Fee
5 - Fine

For NON-CASH Partial Payments, the priority levels above will be inverted, where 5 will come first followed by 4,3,2 and finally 1.

# Exhibit 2

JPSEXTR-FD PROC  
FD JPSEXTR

LABEL RECORDS ARE STANDARD  
RECORD CONTAINS 820 CHARACTERS  
DATA RECORD IS JPSEXTR-RECORD.

```

01  JPSEXTR-RECORD.
    05  EXTR-JGN                      PIC 9(07).
    05  EXTR-CAUSE-NUMBER              PIC 9(07).
    05  EXTR-PID                      PIC 9(07).
    05  EXTR-NAME-LAST                PIC X(25).
    05  EXTR-NAME-FIRST               PIC X(15).
    05  EXTR-NAME-MIDDLE              PIC X(15).
    05  EXTR-ADDRESS-1                PIC X(30).
    05  EXTR-ADDRESS-2                PIC X(30).
    05  EXTR-CITY                     PIC X(14).
    05  EXTR-STATE                     PIC X(02).
    05  EXTR-ZIP                      PIC 9(05).
    05  EXTR-DATE-OF-BIRTH             PIC 9(08).
    05  EXTR-GENDER                    PIC X(01).
    05  EXTR-RACE                      PIC X(02).
    05  EXTR-DRIVERS-LIC               PIC X(15).
    05  EXTR-DRIVERS-STATE             PIC X(02).
    05  EXTR-VEH-REG-NO                PIC X(09).
    05  EXTR-VEH-STATE                 PIC X(02).
    05  EXTR-VEH-TYPE                  PIC X(02).
    05  EXTR-VEH-MAKE                  PIC X(04).
    05  EXTR-VEH-YEAR                  PIC 9(04).
    05  EXTR-CITATION-TICKET           PIC X(10).
    05  EXTR-FILING-DATE               PIC 9(08).
    05  EXTR-COURT                     PIC X(03).
    05  EXTR-STATUS-CASE               PIC X(02).
    05  EXTR-STATUS-PERSON             PIC X(02).
    05  EXTR-OFFENSE-DESC              PIC X(30).
    05  EXTR-OFFENSE-CLASS             PIC X(03).
    05  EXTR-OFFENSE-CODE              PIC 9(08).
    05  EXTR-OFFENSE-DATE              PIC 9(08).
    05  EXTR-ACCIDENT                  PIC X(01).
    05  EXTR-LOCATION                    PIC X(45).
    05  EXTR-ALLEGED-SPEED              PIC 9(03).
    05  EXTR-SPEED-LIMIT                PIC 9(03).
    05  EXTR-OFFICER-NUMBER             PIC X(07).
    05  EXTR-OFFICER-NAME              PIC X(30).
    05  EXTR-APPEARANCE-DATE           PIC 9(08).
    05  EXTR-ARREST-AGENCY             PIC X(03).
    05  EXTR-ORIGIN-AGENCY             PIC X(03).
    05  EXTR-WARRANTS                  OCCURS 3 TIMES.
        10  EXTR-WARRANT-NUMBER        PIC 9(08).
        10  EXTR-WARRANT-TYPE          PIC X(04).
        10  EXTR-WARRANT-DATE          PIC 9(08).

```

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05 EXTR-FINE-AMOUNT          PIC S9(7)V99.  ** (FACTS: Total Fine) **
05 EXTR-FINE-FINE            PIC S9(5)V99.  ** (FACTS: Not Used) **
05 EXTR-FEE-AMOUNT           PIC S9(7)V99.  ** (FACTS: EXTR-FEE-ADM + EXTR-
FEE-NSF + EXTR-FEE-PROC + EXTR-FEE-SPEC) **
05 EXTR-FEE-ADM              PIC S9(5)V99.
05 EXTR-FEE-NSF              PIC S9(5)V99.
05 EXTR-FEE-PROC             PIC S9(5)V99.
05 EXTR-FEE-SPEC             PIC S9(5)V99.
05 EXTR-FEE-FILLER           PIC S9(5)V99.  ** (FACTS - Not Used) **
05 EXTR-COURT-COSTS          PIC S9(7)V99.  ** (FACTS: Base-CC = CC + AF) **
05 EXTR-CC-AF                PIC S9(5)V99.
05 EXTR-CC-BAT               PIC S9(5)V99.
05 EXTR-CC-CCC               PIC S9(5)V99.
05 EXTR-CC-CHS               PIC S9(5)V99.
05 EXTR-CC-CJTF              PIC S9(5)V99.
05 EXTR-CC-CMI               PIC S9(5)V99.
05 EXTR-CC-CR                PIC S9(5)V99.
05 EXTR-CC-CS                PIC S9(5)V99.
05 EXTR-CC-CVCF              PIC S9(5)V99.
05 EXTR-CC-FA                PIC S9(5)V99.
05 EXTR-CC-GR                PIC S9(5)V99.
05 EXTR-CC-JCD               PIC S9(5)V99.
05 EXTR-CC-JCPT              PIC S9(5)V99.
05 EXTR-CC-JR                PIC S9(5)V99.
05 EXTR-CC-JSFC              PIC S9(5)V99.
05 EXTR-CC-JSFS              PIC S9(5)V99.
05 EXTR-CC-JSRV              PIC S9(5)V99.
05 EXTR-CC-JVCM              PIC S9(5)V99.
05 EXTR-CC-LEOS              PIC S9(5)V99.
05 EXTR-CC-OCL               PIC S9(5)V99.
05 EXTR-CC-OMNI              PIC S9(5)V99.
05 EXTR-CC-STFC              PIC S9(5)V99.
05 EXTR-CC-TECH              PIC S9(5)V99.
05 EXTR-CC-TFC               PIC S9(5)V99.
05 EXTR-CC-TP                PIC S9(5)V99.
05 EXTR-CC-WF                PIC S9(5)V99.
05 EXTR-CC-FILLER            PIC S9(5)V99.  ** (FACTS: CC Bal Fwd) **
05 EXTR-PLEA                 PIC X(02).
05 EXTR-PLEA-DATE            PIC 9(08).
05 EXTR-OMNI-AMOUNT          PIC X(01).
05 EXTR-TRANSACTION-DATE     PIC 9(08).
05 EXTR-TRANSACTION-TIME     PIC 9(04).
05 EXTR-PAY-DATE             PIC 9(08).
05 EXTR-PAY-AMOUNT           PIC S9(7)V99.
05 EXTR-TIME-DATE            PIC 9(08).
05 EXTR-TIME-AMOUNT          PIC S9(7)V99.
05 EXTR-FACTS-DATA.          (26 chars defined below)
    10 CS_ID                  PIC X(09).
    10 PT                     PIC X(02).
    10 PN                     PIC X(02).
    10 USER                   PIC X(10).
    10 FILL                    PIC X(03).
05 EXTR-FEE-TOLL             PIC S9(5)V99.  ** NEW FIELDS START HERE **
05 EXTR-FEE-TOLL-ADM         PIC S9(5)V99.

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05 EXTR-FEE-BS          PIC S9(5)V99.
05 EXTR-FEE-CJRF        PIC S9(5)V99.
05 EXTR-FEE-IDRF        PIC S9(5)V99.
05 EXTR-FEE-JFTA        PIC S9(5)V99.
05 EXTR-FEE-LEO2        PIC S9(5)V99.
05 EXTR-FEE-LEMI        PIC S9(5)V99.
05 EXTR-FEE-PSSS        PIC S9(5)V99.  ** NEW FIELDS END HERE **
05 EXTR_FACTS_ADDITIONAL_DATA.  ** Below fields are for FACTS Use
Only (Internal Reconciliation Purposes) **
    10 CC_EVNT          PIC S9(5)V99.  ** Accumulated CC Total based on
sum of FACTS Event Codes **
    10 TOT_CC          PIC S9(5)V99.  ** Base-CC + Omni + WF + TP **
    10 CC_AGENCY        PIC S9(7)V99.  ** Accumulated CC Total based on
individual FACTS Agency $'s **
    10 TOT_ASMT        PIC S9(7)V99.  ** TOT_CC + EXTR-FINE-AMOUNT +
EXTR-FEE-AMOUNT + EXTR-FEE-TOLL + EXTR-FEE-TOLL-ADM **
    10 MISC_EVNT        PIC S9(7)V99.  ** $ Not Mapped to CJS Amt (By
FACTS Event) **
    10 MISC_AGENCY      PIC S9(7)V99.  ** $ Not Mapped to CJS Agency (By
FACTS Agency) **
    10 E1              PIC X(1).      ** Error-1 (Unmapped $'s) **
    10 E2              PIC X(1).      ** Error-2 (Zero or Negative $'s)
**
    10 E3              PIC X(1).      ** Error-3 (TOT_CC does NOT equal
CC_AGENCY) **
    10 E4              PIC X(1).      ** Error-4 (Case has assessed $'s,
but is not sentenced) **
    10 E5              PIC X(1).      ** Error-5 (Case has Special Fee,
should not be on case sent to Tax Office) **
    10 E6              PIC X(1).      ** Error-6 (Case not sentenced,
Has BOTH Assessed and Presumed $'s) **
    10 SN_CD           PIC X(1).      ** Sentence Cd **
    10 SN_DT           PIC 9(08).     ** Sentence Date **
    10 PR_CC           PIC S9(7)V99.  ** Presumed CC $'s **
    10 PR_FINE         PIC S9(7)V99.  ** Presumed Fine $'s **
    10 PR_FEE          PIC S9(7)V99.  ** Presumed Fee $'s **
    10 PR_TOLL         PIC S9(7)V99.  ** Presumed Toll $'s **

```

END



# Exhibit 3

## **JPS-DSBR-RECORD.**

DSBR-JGN	9(07).	
DSBR-CAUSE-NUMBER	9(07).	
DSBR-DEFENDANT-NAME	X(30).	
DSBR-COURT	X(03).	
DSBR-FINE-AMOUNT	9(7)V99.	County Fine \$
DSBR-FINE-SPLIT	9(5)V99.	Split Fine \$ (ie. PAW-85% or 60%, ISD-50%)
DSBR-FINE-AGY	X(3).	FINE Agency
DSBR-TOLL	9(7)V99.	Toll Booth \$
DSBR-TOLL-ADM	9(7)V99.	Toll Administrative \$
DSBR-FEE-ADM	9(5)V99.	Administrative Fee
DSBR-FEE-NSF	9(5)V99.	Non-Sufficient Funds
DSBR-FEE-PROC	9(5)V99.	Processing Fee
DSBR-FEE-SPEC	9(5)V99.	Special Fee for Driver Safety Course
DSBR-CC-AF	9(5)V99.	County Arrest Fee ( goes to TCSO)
DSBR-AF-SPLIT	9(5)V99.	Split Arrest \$
DSBR-AF-AGENCY	X(3).	Split Original Agy ( CN1-CN5, DPS, PAW, APD...)
DSBR-CC-BAT-CTY	9(5)V99.	Breath Alcohol Test/County
DSBR-CC-BAT-STATE	9(5)V99.	Breath Alcohol Test/State
DSBR-CC-BS	9(5)V99.	Building Security
DSBR-CC-CCC	9(5)V99.	Consolidated Court Costs
DSBR-CC-CHS	9(5)V99.	Court House Security
DSBR-CC-CJRF	9(5)V99.	Civil Justice Respo
DSBR-CC-CJTF	9(5)V99.	Criminal Justice Training Fund
DSBR-CC-CMI	9(5)V99.	Corr. Mang Inist
DSBR-CC-CR	9(5)V99.	Comprehensive Rehabilitation
DSBR-CC-CS	9(5)V99.	Child Safety
DSBR-CC-CVCF	9(5)V99.	Crime Victims Compensation Fund
DSBR-CC-FA	9(5)V99.	Fugitive Apprehension
DSBR-CC-GR	9(5)V99.	General Revenue
DSBR-CC-IDRF	9(5)V99.	Indigent Defense Fee
DSBR-CC-JCD	9(5)V99.	Juvenile Crime and Delinquency
DSBR-CC-JCPT	9(5)V99.	Judicial & Court Personnel Training Fund
DSBR-CC-JFTA	9(5)V99.	Jury Fee – Defendant FTA
DSBR-CC-JR	9(5)V99.	Jury Fee
DSBR-CC-JSFC	9(5)V99.	Judicial Support - County
DSBR-CC-JSFS	9(5)V99.	Judicial Support - State
DSBR-CC-JSRV	9(5)V99.	Jury Service Fee
DSBR-CC-JVCM	9(5)V99.	Juvenile Case Manager
DSBR-CC-LEOS	9(5)V99.	Law Enforcement Training Fund \$1.00
DSBR-CC-LEO2	9(5)V99.	Law enforcement \$2.00
DSBR-CC-LEMI	9(5)V99.	Law enforcement \$0.50
DSBR-CC-OCL	9(5)V99.	Operator's & Chauffeur's License
DSBR-CC-OMNI-OMNI	9(5)V99.	Omni-Omni 20%
DSBR-CC-OMNI-STATE	9(5)V99.	Omni-State 66.67%
DSBR-CC-OMNI-COUNTY	9(5)V99.	Omni-County 13.34%
DSBR-CC-PSSS	9(5)V99.	Child Passenger Safety Seat

DSBR-CC-STFC	9(5)V99.	State Traffic
DSBR-CC-TECH	9(5)V99.	Technology
DSBR-CC-TFC	9(5)V99.	Traffic
DSBR-CC-TP-COUNTY	9(5)V99.	Time Payment-County 40%
DSBR-CC-TP-STATE	9(5)V99.	Time Payment-State 50%
DSBR-CC-TP-JUD-EFF	9(5)V99.	Time Payment-JudEff 10%
DSBR-WARRANTS.	(Removed Warrant # - doesn't exist. Only 1 occurrence vs 3)	
DSBR-WARRANT-AMT	9(5)V99.	County Amount
DSBR-WRNT-SPLIT-AGY	X(3).	Split Agency
DSBR-WRNT-SPLIT-AMT	9(5)V99.	Split Amount
DSBR-DSBR-AMOUNT	9(7)V99.	This it total \$ disbursed that was collected.
DSBR-NON-MONEY-AMT1	9(7)V99.	
DSBR-NON-Pay-TYPE1	X(4).	
DSBR-NON-MONEY-AMT2	9(7)V99.	
DSBR-NON-Pay-TYPE2	X(4).	
DSBR-NON-MONEY-AMT3	9(7)V99.	
DSBR-NON-Pay-TYPE3	X(4).	
DSBR-TRANSACTION-DATE	9(08).	
DSBR-TRANS-TIME	9(04).	
FACTS-FIELDS. ** FOLLOWING FIELDS ARE USED BY FACTS ONLY (for Recon) **		
BF_CC	9(7)V99.	** CC Bal Fwd **
MISC_AMT	9(7)V99.	** Amount not classified into category for file **
REC_ERROR	X(1).	** Record has an error (Y/N) **
DIFF_TOT_DSBR	9(7)V99.	
DIFF_TOT_WAIVE	9(7)V99.	



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By:** Gayla Dembkowski **Phone #:** 854-7642

**Division Director/Manager:** Randy Nicholson, Planning Manager

**Department Head:** *Carol B. Joseph for* Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** Commissioner Huber, Precinct Three

**AGENDA LANGUAGE:** Consider and take appropriate action on two street name assignments for private easements off Hamilton Pool Road to be known as "Imagine Way" and "Foxtrot Lane" in Precinct Three.

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

Consider and take appropriate action on a proposed street name change for two private easements off Hamilton Pool Road to be known as "Imagine Way" and "Foxtrot Lane".

### **STAFF RECOMMENDATIONS:**

The Travis County Address Coordinating Committee was notified by property owners of the need for a street name assignments that affect nine property owners. The easement is owned by one property owner but affects several others.

A petition was signed by all but one and they chose to name these easements "Imagine Way" and "Foxtrot Lane".

### **ISSUES AND OPPORTUNITIES:**

This street name assignment would allow property owners individual addresses to assist in emergency service and deliveries.

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

None

### **ATTACHMENTS/EXHIBITS:**

Map

Petition



**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Randy Nicholson	Planning Manager	TNR	854-4603

**CC:**


: :

**0101 - Administrative -**



STATE OF TEXAS

§

§

COUNTY OF TRAVIS

§

ORDER NO.

WHEREAS, the Travis County Address Coordinating Committee has received a request to assign street names to two private easements off Hamilton Pool Road and to be known as "Imagine Way" and "Foxtrot Lane"; and

WHEREAS, the property owners sent a petition with eight out of nine signatures who approve of these street names; and

WHEREAS, a public hearing was held on March 27, 2012 pursuant to the street name assignments; then

BE IT THEREFORE ORDERED by the Commissioners' Court of Travis County, Texas, that the easement be named as follows:

PRECINCT THREE:

UNNAMED PRIVATE EASEMENTS TO

**"IMAGINE WAY"**

**"FOXTROT LANE"**

PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

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

\_\_\_\_\_  
RON DAVIS,  
COMMISSIONER, PCT. ONE

\_\_\_\_\_  
SARAH ECKHARDT,  
COMMISSIONER, PCT. TWO

\_\_\_\_\_  
KAREN HUBER,  
COMMISSIONER, PCT. THREE

\_\_\_\_\_  
MARGARET GOMEZ  
COMMISSIONER, PCT. FOUR



# NOTICE OF PUBLIC HEARING

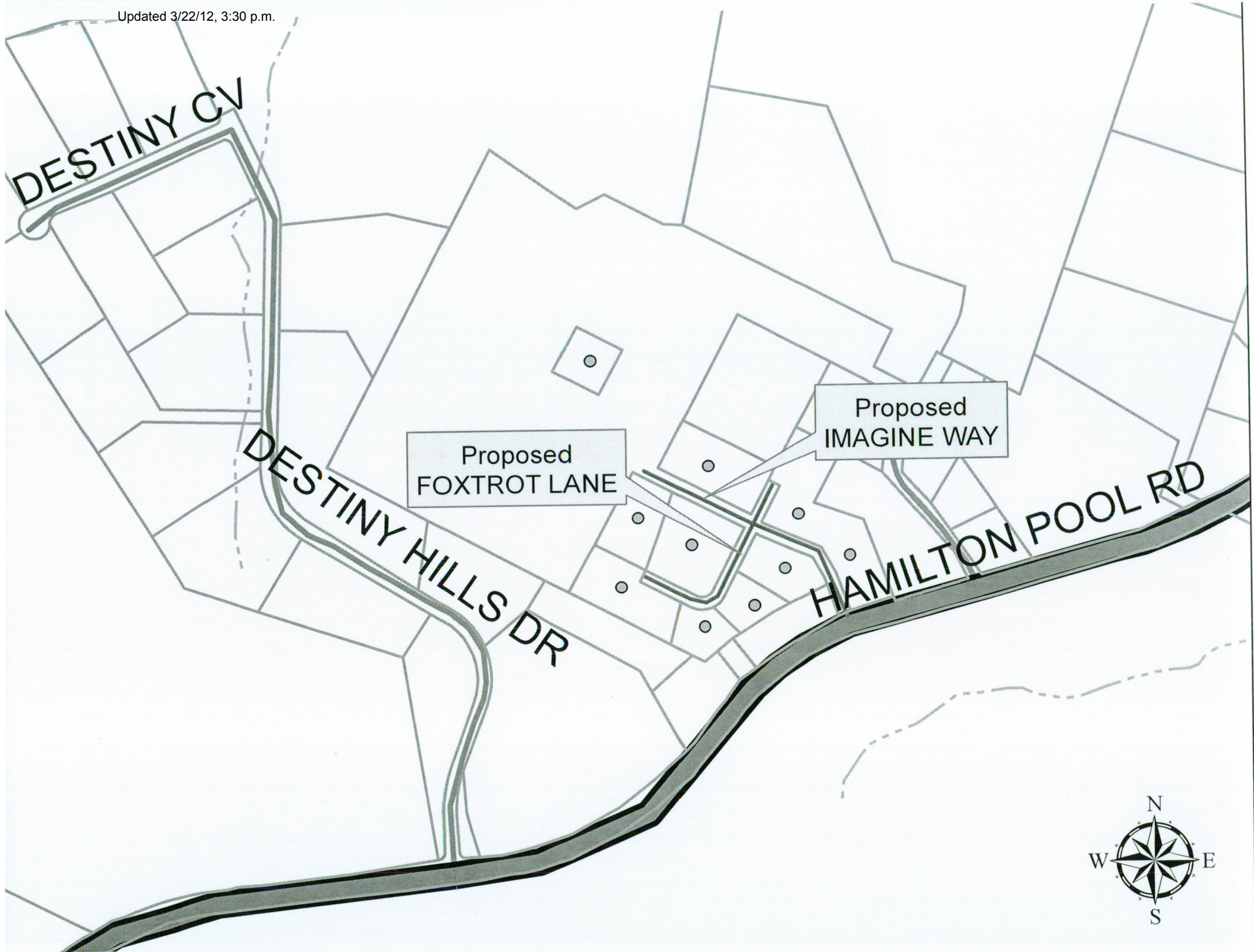
NOTICE IS HEREBY GIVEN THAT THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS WILL HOLD A PUBLIC HEARING ON TUESDAY, MARCH 27, 2012 AT 9:00 A.M. PURSUANT TO THE REQUEST FOR TWO STREET NAME ASSIGNMENTS.

THIS PRIVATE EASEMENTSARE OFF OF HAMILTON POOL ROAD TO BE KNOWN AS "IMAGINE WAY" AND "FOXTROT LANE".

A PUBLIC HEARING WILL BE HELD IN THE COMMISSIONERS' COURTROOM, TRAVIS COUNTY ADMINISTRATION BUILDING, 314 WEST 11TH STREET, FIRST FLOOR, AUSTIN, TEXAS.

FOR FURTHER INFORMATION ON THIS STREET NAME ASSIGNMENT PLEASE CALL 854-9383.







February 15, 2012

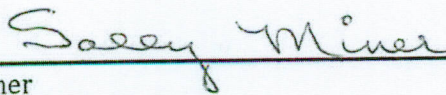
Dear Travis County,

We, the property owners that reside at 15922 Hamilton Pool Road have chosen names for our streets. The name chosen for "Road A" (the road that directly intersects Hamilton Pool Road) is "Imagine Way". The name chosen for "Road B" (the road that intersects Road A, a short distance west of Hamilton Pool Road) is "Foxtrot Lane".

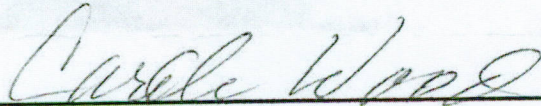
All owners of property fronting on these roads have signed this consent, and each has agreed by his or her signature to the names chosen. We understand that these names are currently available and in compliance with applicable regulations.

Should you have any questions or comments, please contact Desi or Lisa Rhoden at 512-402-1011.

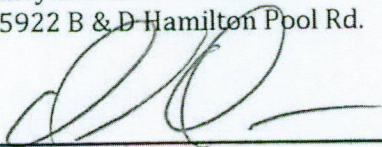
Thank you.



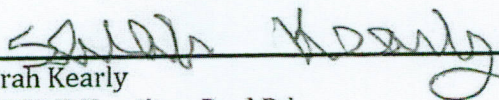
Sally Miner  
15922 A Hamilton Pool Rd.



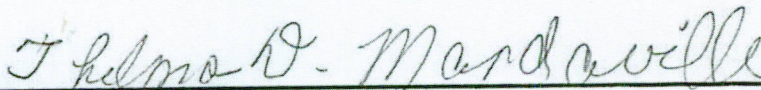
Larry or Carole Wood  
15922 B & D Hamilton Pool Rd.



David Oliver  
15922 C Hamilton Pool Rd.



Sarah Kearly  
15922 E Hamilton Pool Rd.



Thelma Mandaville  
15022 F Hamilton Pool Rd.



*Marilyn Souther*

---

Marilyn Souther  
15022 G Hamilton Pool Rd.

---

Beth DeSpain  
15922 H Hamilton Pool Rd.

*Lisa Rhoden*

---

Desi or Lisa Rhoden  
15922 J Hamilton Pool Rd.

*Pearl Sanders*

---

Pearl Sanders  
15922 K Hamilton Pool Rd.



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

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

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

**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) The Reserve at Lynnbrook Final Plat (A Small Lot Subdivision) (Final Plat - 35 total lots (34 single family residential lots and one drainage/greenbelt/open space lot) - 11.563 acres - City of Austin ETJ); and
- B) A subdivision construction agreement between Travis County and Lynnbrook Reserve Ltd. in Precinct Three.

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

A) This final plat consists of 35 total lots (34 single family residential lots and one drainage/greenbelt/open space lot) on 11.563 acres. The property fronts on Lynnbrook Drive, which connects to Old Manchaca Road to the east of Slaughter Lane via Bauerle Ranch to the west. The application includes 775 linear feet of proposed public streets. Water and wastewater service will be provided by the City of Austin. Parkland fees in lieu of parkland dedication have been paid to the City of Austin in the amount of \$6,287.00.

B) The applicant proposes to enter into a subdivision construction agreement between Travis County and Lynnbrook Reserve, Ltd. to outline construction of the subdivision's infrastructure improvements.

### **STAFF RECOMMENDATIONS:**

As this final plat application meets all Single Office requirements and was approved by the City of Austin Zoning and Platting Commission on March 6, 2012, Single Office staff recommends approval of the final plat.

### **ISSUES AND OPPORTUNITIES:**

Staff has not received any inquiries from neighbors or registered any interested parties for this application.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**EXHIBITS/ATTACHMENTS:**

Precinct map

Location map

Proposed final plat

Subdivision construction agreements

**REQUIRED AUTHORIZATIONS:**

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

**CC:**

Anna Bowlin	Division Director of Development	TNR	854-7561
Michael Hettenhausen		TNR	854-7563

**SM:AB:mh**

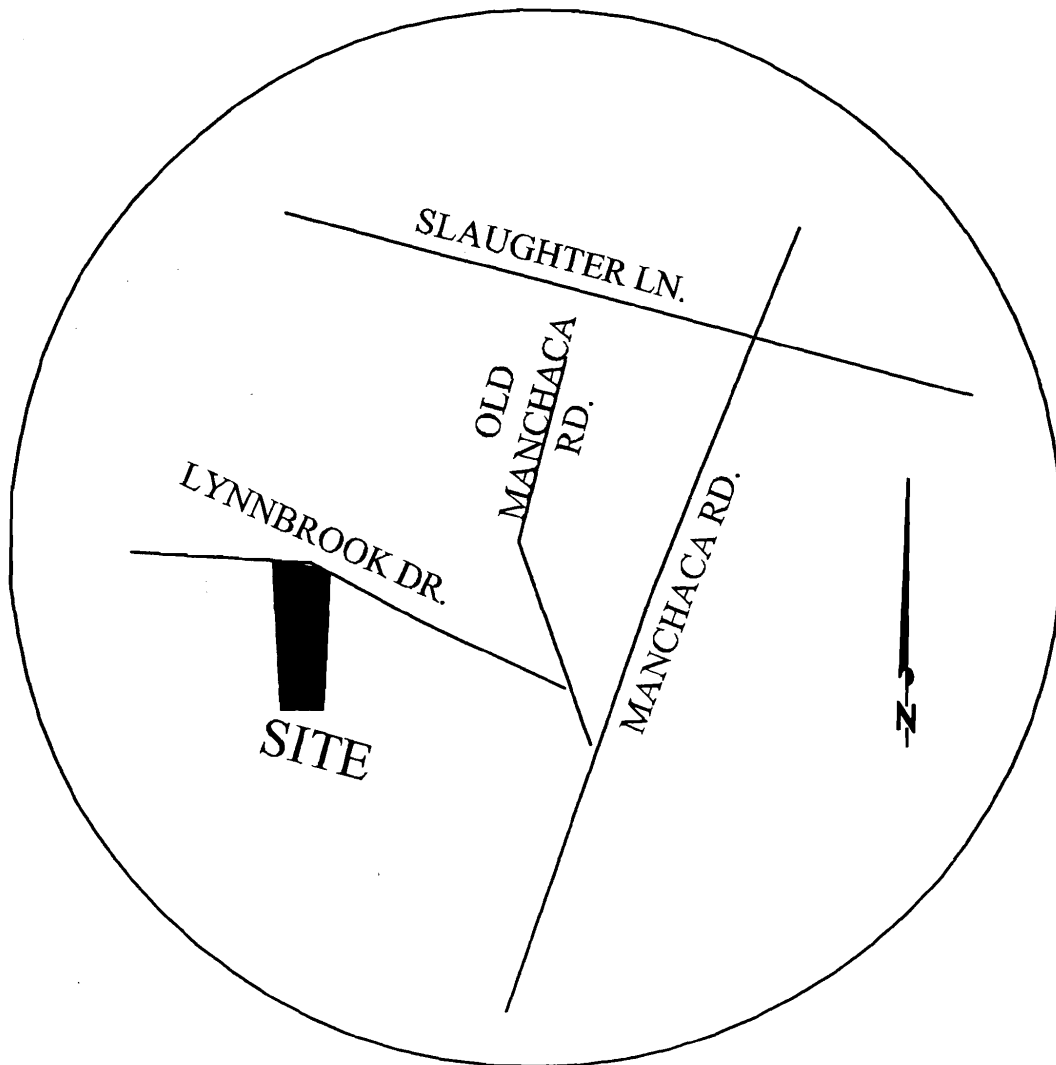
**1101 - Development Svs- Reserve at Lynnbrook Final Plat**

# Precinct Map



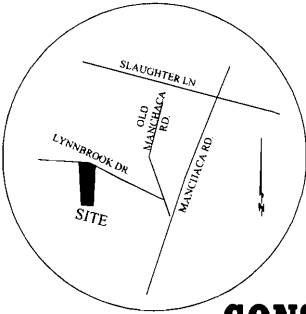


LOCATION MAP  
NOT TO SCALE



**RESERVE AT LYNNBROOK  
(A SMALL LOT SUBDIVISION)  
FINAL PLAT**

LOCATION MAP  
NOT TO SCALE



**CONSUMER PROTECTION NOTICE FOR HOMEBUYERS  
IF YOU ARE BUYING A LOT IN THIS SUBDIVISION, YOU SHOULD  
DETERMINE WHETHER THE SUBDIVISION AND THE LAND  
AROUND IT ARE INSIDE OR OUTSIDE THE CITY LIMITS.**

**THIS CAN AFFECT THE ENJOYMENT AND VALUE OF YOUR  
HOME. DEPENDING ON STATE LAW AND OTHER FACTORS, LAND  
OUTSIDE THE CITY LIMITS MAY BE SUBJECT TO FEWER LOCAL  
GOVERNMENT CONTROLS OVER THE DEVELOPMENT AND USE OF  
LAND THAN INSIDE THE CITY LIMITS.**

**THE SUBDIVISION'S RESTRICTIVE COVENANTS MAY CREATE  
PRIVATELY ENFORCEABLE RESTRICTIONS AGAINST  
INCOMPATIBLE LAND USES WITHIN THE SUBDIVISION,  
WHETHER IT IS INSIDE OR OUTSIDE THE CITY LIMITS.**

**DEPENDING ON STATE LAW AND OTHER FACTORS, HOWEVER,  
OUTSIDE THE CITY LIMITS NEITHER PRIVATE NOR  
GOVERNMENTAL RESTRICTIONS MAY BE AVAILABLE TO (1)  
RESTRICT EITHER THE NATURE OR EXTENT OF DEVELOPMENT  
NEAR THE SUBDIVISION, OR (2) PROHIBIT LAND USES NEAR THE  
SUBDIVISION THAT ARE INCOMPATIBLE WITH A RESIDENTIAL  
NEIGHBORHOOD.**

STATE OF TEXAS  
COUNTY OF TRAVIS

KNOW ALL MEN BY THESE PRESENTS THAT CHRIS BLACKBURN, PRESIDENT OF WATERLOO DEVELOPMENT, OWNER OF 11.563 ACRES IN THE WALKER WILSON SURVEY NO. 2, TRAVIS COUNTY TEXAS, AS CONVEYED IN DOC. NO. 2011189724 OF THE OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, PURSUANT TO TITLE 30 OF THE AUSTIN CITY CODE AND CHAPTER 212 OF THE TEXAS LOCAL GOVERNMENTS CODE, AND IN ACCORDANCE WITH THE MAP OR PLAT SHOWN HEREON DO HEREBY SUBDIVIDE 11.563 ACRES TO BE KNOWN AS THE RESERVE AT LYNNBROOK (A SMALL LOT SUBDIVISION) FINAL PLAT, AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_ A.D.

BY:  
CHRIS BLACKBURN, PRESIDENT  
LYNNBROOK RESERVE, L.P.  
A TEXAS LIMITED PARTNERSHIP  
WATERLOO DEVELOPMENT INC.  
A TEXAS CORPORATION, ITS GENERAL PARTNER  
PO BOX 27335  
AUSTIN, TEXAS 78755

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED CHRIS BLACKBURN, PRESIDENT, 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 PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND AND SEALED IN MY OFFICE, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

A PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) # 481026-0590, TRAVIS COUNTY, TEXAS, DATED SEPTEMBER 26, 2008.

I, STEPHEN R. DELGADO, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS, TO PRACTICE THE PROFESSION OF ENGINEERING, AND DO HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT AND COMPLIES WITH THE ENGINEERING RELATED PORTIONS OF TITLE 30 OF THE AUSTIN CITY CODE OF 1988, AS AMENDED, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

STEPHEN R. DELGADO  
PROFESSIONAL ENGINEER NO. 99342  
STATE OF TEXAS  
TEXAS ENGINEERING SOLUTIONS, LLC  
PHONE: (512) 904-0505  
FAX: (512) 904-0509

DATE \_\_\_\_\_

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

I, JOHN E BRAUTIGAM, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND DO HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF TITLE 30, OF THE AUSTIN CITY CODE OF 1988, AS AMENDED, AND TO THE BEST OF MY KNOWLEDGE IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE ON THE GROUND UNDER MY SUPERVISION.

### *PRELIMINARY - NOT FOR RECORDATION*

JOHN E BRAUTIGAM  
REGISTERED PROFESSIONAL LAND SURVEYOR  
No. 5057 STATE OF TEXAS  
DELTA SURVEY GROUP, INC.  
8213 BRODIE LANE, STE 102  
AUSTIN, TEXAS 78745

DATE \_\_\_\_\_

THIS SUBDIVISION IS LOCATED WITHIN THE EXTRA TERRITORIAL JURISDICTION OF THE CITY OF AUSTIN ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_ A.D.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE DIRECTOR, PLANNING AND DEVELOPMENT REVIEW DEPARTMENT, CITY OF AUSTIN, COUNTY OF TRAVIS, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_ A.D.

GREG GUERNSEY, AICP, DIRECTOR  
PLANNING AND DEVELOPMENT REVIEW DEPARTMENT

ACCEPTED AND AUTHORIZED FOR RECORD BY THE ZONING AND PLATTING COMMISSION OF THE CITY OF AUSTIN, TEXAS, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_ A.D.

BETTY BAKER, CHAIRPERSON \_\_\_\_\_ GREGORY BOURGEOIS, P.E., 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, OR 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 COMMISSIONER'S COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE 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 \_\_\_\_\_, 201\_\_ 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 \_\_\_\_\_, 201\_\_ 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 RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_ A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_ M. AND DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_ A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_ M. OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_ A.D.

DANA DEBEAUVOIR, COUNTY CLERK, TRAVIS COUNTY, TEXAS.

DEPUTY \_\_\_\_\_



8213 Brodie Lane Ste. 102 Austin, TX. 78745  
office: (512) 282-5200 fax: (512) 282-5230

RESERVE AT LYNNBROOK  
(A SMALL LOT SUBDIVISION)  
FINAL PLAT

SHEET  
2  
OF  
4

CASE # (C8J-2011-0107.1A)

NOTES:

1. WATER AND SEWER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY THE CITY OF AUSTIN.
2. NO LOT WILL BE OCCUPIED UNTIL THE STRUCTURE IS CONNECTED TO THE CITY OF AUSTIN WATER AND WASTEWATER SYSTEM.
3. ALL WATER AND WASTEWATER SYSTEM IMPROVEMENTS MUST BE IN ACCORDANCE WITH CITY OF AUSTIN WATER AND WASTEWATER SYSTEM DESIGN CRITERIA AND SPECIFICATIONS. ALL WATER AND WASTEWATER PLANS MUST BE PRESENTED TO THE CITY OF AUSTIN WATER UTILITY FOR REVIEW AND APPROVAL. ALL WATER AND WASTEWATER CONNECTIONS MUST BE INSPECTED BY THE CITY OF AUSTIN.
4. THE OWNER OF THIS SUBDIVISION, AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF AUSTIN. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR REPLATTING MAY BE REQUIRED, AT THE OWNER'S SOLE EXPENSE, IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
5. PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO THE CITY OF AUSTIN AND TRAVIS COUNTY FOR REVIEW. RAINFALL RUN-OFF SHALL BE HELD TO THE AMOUNT EXISTING AT UNDEVELOPED STATUS BY THE USE OF ONSITE PONDING OR OTHER APPROVED METHODS.
6. AUSTIN ENERGY HAS THE RIGHT TO PRUNE AND/OR REMOVE TREES, SHRUBBERY AND OTHER OBSTRUCTIONS AS NECESSARY TO KEEP THE EASEMENTS CLEAR. AUSTIN ENERGY WILL PERFORM ALL TREE WORK IN COMPLIANCE WITH CHAPTER 30-5, SUBCHAPTER B OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE.
7. THE OWNER/DEVELOPER OF THIS SUBDIVISION LOT SHALL PROVIDE AUSTIN ENERGY WITH ANY EASEMENT AND/OR ACCESS REQUIRED, IN ADDITION TO THOSE INDICATED. FOR THE INSTALLATION AND ONGOING MAINTENANCE OF OVERHEAD AND UNDERGROUND ELECTRIC FACILITIES, THESE EASEMENTS AND/OR ACCESS ARE REQUIRED TO PROVIDE ELECTRIC SERVICE TO THE BUILDING AND WILL NOT BE LOCATED SO AS TO CAUSE THE SITE TO BE OUT OF COMPLIANCE WITH CHAPTER 30-5 OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE.
8. THE OWNER SHALL BE RESPONSIBLE FOR INSTALLATION OF TEMPORARY EROSION CONTROL, REVEGETATION AND TREE PROTECTION, IN ADDITION, THE OWNER SHALL BE RESPONSIBLE FOR ANY INITIAL TREE PRUNING AND TREE REMOVAL THAT IS WITHIN TEN FEET OF THE CENTER LINE OF THE PROPOSED OVERHEAD ELECTRICAL FACILITIES DESIGNED TO PROVIDE ELECTRIC SERVICE TO THIS PROJECT, THE OWNER SHALL INCLUDE AUSTIN ENERGY'S WORK WITHIN THE LIMITS OF CONSTRUCTION FOR THIS PROJECT.
9. BUILDING SETBACK LINES SHALL BE 20' FRONT SETBACK, 10' STREETSIDE AND 5' FOR SIDE YARD SETBACKS PER 30-2-232(C)(6).
10. PUBLIC SIDEWALKS, BUILT TO THE CITY OF AUSTIN STANDARDS, ARE REQUIRED ALONG THE FOLLOWING STREETS, AS SHOWN BY A DOTTED LINE ON THE FACE OF THE PLAT THE SIDEWALKS ALONG YVETTE COVE, DINAH DRIVE, AND THE SUBDIVISION SIDE OF LYNNBROOK DRIVE ARE SUBJECT TO THE APPROVAL OF THE TRAVIS COUNTY AT THE SITE PLAN PHASE. 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.
11. BY APPROVING THIS PLAT, THE CITY OF AUSTIN ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. IT HAS BEEN DETERMINED THAT WASTEWATER IMPROVEMENTS MUST BE CONSTRUCTED FOR THE LOTS IN THIS SUBDIVISION. THE DEVELOPER/LAND OWNER IS RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THESE IMPROVEMENTS. ANY SUBDIVISION INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNER OF THE LOTS. FAILURE TO CONSTRUCT THE REQUIRED WASTEWATER IMPROVEMENTS OR ANY INFRASTRUCTURE TO THE 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.
12. EROSION/SEDIMENTATION CONTROLS ARE REQUIRED FOR ALL CONSTRUCTION ON EACH LOT, PURSUANT TO LDC SECTION 30-5-ARTICLE 5, AND THE ENVIRONMENTAL CRITERIA MANUAL.
13. WATER QUALITY CONTROLS ARE REQUIRED FOR ALL DEVELOPMENT WITH IMPERVIOUS COVER IN EXCESS OF 20% OF THE NET SITE AREA OF EACH LOT.
14. NO BUILDINGS, FENCES, LANDSCAPING OR OTHER OBSTRUCTIONS ARE PERMITTED IN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY THE CITY OF AUSTIN OR TRAVIS COUNTY.
15. ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR ASSIGNS.
16. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
17. ALL STREETS, DRAINAGE, SIDEWALKS, EROSION CONTROLS AND WATER AND WASTEWATER LINES ARE REQUIRED TO BE CONSTRUCTED AND INSTALLED TO CITY OF AUSTIN STANDARDS.
18. PRIOR TO CONSTRUCTION, EXCEPT FOR DETACHED SINGLE FAMILY ON ANY LOT IN THIS SUBDIVISION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF AUSTIN.
19. TWO OFF STREET PARKING SPACES ARE REQUIRED FOR EACH DWELLING UNIT.
20. THIS SUBDIVISION WILL BE DESIGNED IN ACCORDANCE WITH TITLE 30-2-232.
21. ALL ACTIVITIES WITHIN THE CEF BUFFER MUST COMPLY WITH SECTION 30-5-281 (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.
22. DIRECT ACCESS TO LYNNBROOK DRIVE IS PROHIBITED FROM LOT 1 AND LOTS 29-34.
23. A TEN (10) FOOT ELECTRIC AND TELECOMMUNICATIONS EASEMENT IS HEREBY DEDICATED ALONG ALL ROAD RIGHT OF WAYS, INCLUDING LYNNBROOK DRIVE.



8213 Brodie Lane Ste. 102 Austin, TX. 78745  
office: (512) 282-5200 fax: (512) 282-5230

RESERVE AT LYNNBROOK  
(A SMALL LOT SUBDIVISION)  
FINAL PLAT

SHEET  
3  
OF  
4

CASE # (C8J-2011-0107.1A)

WALKER WILSON SURVEY NO. 2,  
TRAVIS COUNTY, TEXAS  
JUNE 2011

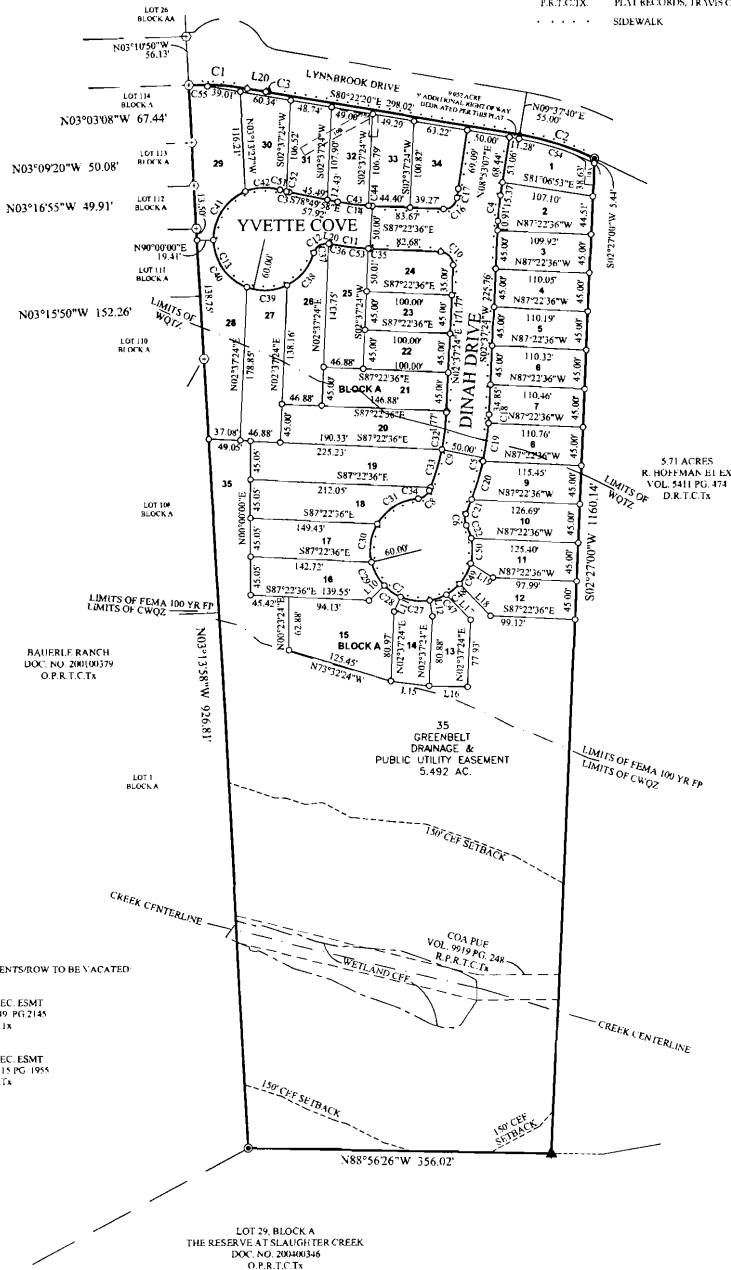
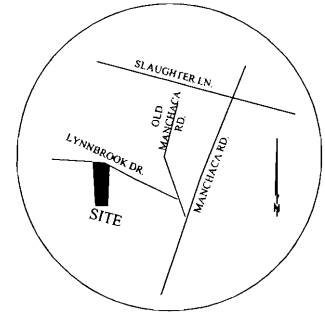


GRAPHIC SCALE  
1" = 100'

# LEGEND

- ▲ 60D NAIL FOUND
- 3/4" IRON PIPE FOUND
- 1/2" IRON ROD FOUND
- ⊙ 1/2" IRON ROD WITH CAP FOUND
- ⊙ 1/2" IRON ROD WITH DELTA CAP SET
- CALCULATED POINT
- CEF CRITICAL ENVIRONMENTAL FEATURE
- WQZ WATER QUALITY TRANSITION ZONE
- WQZ CRITICAL WATER QUALITY ZONE
- D.R.T.C.TX DEED RECORDS, TRAVIS COUNTY, TEXAS
- R.P.R.T.C.TX REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS
- O.P.R.T.C.TX OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
- P.R.T.C.TX PLAT RECORDS, TRAVIS COUNTY, TEXAS
- SIDEWALK

## LOCATION MAP NOT TO SCALE



### BENCHMARK LIST (N.A. V.D. 88 DATUM)

BM  
LCRA STATION "MARBLEDGE"

COTTON SPINDLE IN 38" LIVE OAK TAG NO. 6020  
ELEV = 671.60

TBM 02  
COTTON SPINDLE IN POWER POLE AT NE CORNER OF SITE.  
ELEV = 713.36

### BOUNDARY CURVE DATA

CURVE	RADIUS	ARC	CHORD	BEARING	DELTA
C1	328.46'	68.81'	68.66'	S86°22'24"E	12°00'09"
C2	330.02'	92.22'	91.92'	S72°16'30"E	16°00'35"
C3	27.13'	4.17'	4.17'	S60°22'20"E	08°49'01"

### ROW AND LOT CURVE DATA

CURVE	RADIUS	ARC	CHORD	BEARING	DELTA
C3	99.99'	11.19'	11.18'	N75°37'42"W	06°24'34"
C4	275.00'	30.06'	30.04'	S05°45'15"W	6°15'43"
C5	325.00'	120.01'	119.33'	S13°12'06"W	21°03'24"
C6	15.00'	13.68'	13.21'	S02°20'39"E	52°14'50"
C7	60.00'	309.06'	64.36'	N60°54'11"W	295°07'42"
C8	15.00'	16.89'	16.01'	N54°23'58"E	64°31'27"
C9	275.00'	93.66'	93.21'	N12°22'48"E	19°30'49"
C10	15.00'	23.56'	21.21'	N42°22'35"W	90°00'00"
C11	325.00'	48.46'	48.42'	N63°06'17"W	08°32'38"
C12	15.00'	22.57'	20.50'	N58°51'32"E	86°12'33"
C13	60.00'	284.65'	83.48'	N28°20'04"W	271°45'18"
C14	275.00'	41.01'	40.97'	N83°06'17"W	08°32'38"
C16	15.00'	22.41'	20.35'	S49°49'03"W	85°36'42"
C17	325.00'	10.63'	10.63'	N07°56'54"E	0152°25"
C18	325.00'	10.16'	10.16'	N03°31'07"E	14°7'26"
C19	325.00'	45.27'	45.23'	N08°24'14"E	75°8'49"
C20	325.00'	46.39'	46.35'	N16°28'59"E	81°04'41"
C21	325.00'	18.20'	18.19'	N22°10'34"E	3°12'28"
C22	60.00'	16.06'	16.02'	N20°47'52"W	15°20'22"
C23	60.00'	46.43'	45.28'	N09°02'34"E	44°20'29"
C24	60.00'	13.35'	13.32'	N37°35'18"E	12°44'56"
C25	60.00'	20.26'	20.16'	N53°38'05"E	19°20'45"
C26	60.00'	18.13'	18.06'	N71°57'58"E	1°19'00"
C27	60.00'	34.77'	34.25'	S62°46'22"E	33°12'19"
C28	60.00'	23.39'	23.24'	S55°00'17"E	22°19'25"
C29	60.00'	31.64'	31.28'	S28°43'53"E	30°12'55"
C30	60.00'	46.39'	45.24'	S08°31'26"W	44°17'44"
C31	60.00'	58.63'	56.33'	S58°39'59"W	55°59'22"
C32	275.00'	43.41'	43.36'	N07°08'43"E	9°02'39"
C33	275.00'	46.41'	46.35'	N16°30'07"E	9°40'09"
C34	275.00'	3.84'	3.84'	N21°44'12"E	0°48'01"
C35	325.00'	2.32'	2.32'	N87°10'19"W	00°24'35"
C36	15.00'	0.11'	0.11'	S78°15'16"E	00°26'10"
C37	15.00'	22.46'	20.42'	N58°38'27"E	85°46'23"
C38	60.00'	50.82'	49.31'	S40°01'32"E	48°31'32"
C39	60.00'	48.37'	47.07'	S67°22'35"W	46°11'52"
C40	60.00'	71.83'	67.62'	N35°13'55"W	68°35'27"
C41	60.00'	72.17'	67.90'	N33°31'23"E	68°55'12"
C42	60.00'	41.46'	40.64'	N87°46'47"E	39°39'35"
C43	275.00'	36.49'	36.46'	N82°38'03"W	07°36'09"
C44	275.00'	4.52'	4.52'	N86°54'22"W	00°56'29"
C45	50.00'	69.69'	64.18'	S71°55'21"E	79°51'24"
C46	50.00'	8.44'	8.43'	N63°18'44"E	9°40'28"
C47	60.00'	20.73'	20.63'	N70°43'34"E	19°47'49"
C48	60.00'	20.17'	20.07'	N51°11'55"E	19°15'28"
C49	60.00'	27.32'	27.08'	N28°31'27"E	26°05'30"
C50	60.00'	29.96'	29.65'	N01°10'30"E	28°36'22"
C51	99.99'	7.75'	7.75'	N74°38'35"W	04°26'21"
C52	99.99'	3.44'	3.44'	N77°50'52"W	01°58'12"
C53	325.00'	46.14'	46.00'	N82°54'00"W	08°08'03"
C54	325.00'	92.65'	92.65'	S72°09'20"E	16°23'16"
C55	117.34'	21.96'	21.93'	S65°05'08"E	10°43'26"

### LAND USE SCHEDULE

USE AREA (SF) AREA (AC) # OF LOTS

RESIDENTIAL LOTS	210,032	4.822	34
OPEN SPACE LOT	239,250	5.492	1
ROW DEDICATION	55,666	1.278	
TOTAL	504,948	11.592	35

TOTAL OVERALL 504,948 11.592 35

STREET NAME	STREET WIDTH	ROW WIDTH	STREET LENGTH
DINAH DRIVE	28'	50'	497 L.F.
YVETTE COVE	28'	50'	278 L.F.
TOTAL:			775 L.F.

BEARING BASIS: TEXAS STATE PLANE COORDINATE SYSTEM (CENTRAL ZONE) NAD83/114RN



8213 Brodie Lane Ste. 102 Austin, TX. 78745  
office: (512) 282-5200 fax: (512) 282-5230

RESERVE AT LYNNBROOK  
(A SMALL LOT SUBDIVISION)  
FINAL PLAT

SHEET  
4  
OF  
4

CASE # (C8J-2011-0107.1A)

§ EXHIBIT 82.401 (E) SUBDIVISION CONSTRUCTION AGREEMENT

STATE OF TEXAS COUNTY OF TRAVIS

This Agreement is made and entered into by and between Lynnbrook Reserve, Ltd., (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 "Reserve @ Lynnbrook" (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: Lynnbrook Reserve, Ltd.  
Waterloo Development, Inc.  
P.O. Box 27335  
Austin, Tx 78755

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.

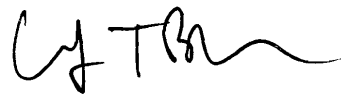
TRAVIS COUNTY, TEXAS

SUBDIVIDER:

\_\_\_\_\_  
County Judge

Date:

By:



Name: Chris Blackburn  
Title: President Waterloo Development Inc,  
Authorized Representative General Partner  
Date: 2-6-12

ACKNOWLEDGEMENT

STATE OF TEXAS

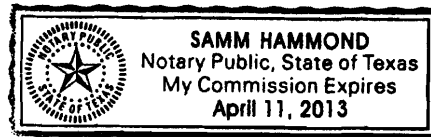
COUNTY OF TRAVIS

This instrument was acknowledged before me on the day of 6<sup>th</sup> February, 2012, by  
Chris Blackburn, in the capacity stated herein.

Signature of Notary

*Samm Hammond*

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

11.563 ACRES  
WALKER WILSON SURVEY NO. 2

1 OF 2

**EXHIBIT A**

**BEING A 11.563 ACRE TRACT LOCATED IN THE WALKER WILSON SURVEY No. 2, TRAVIS COUNTY, TEXAS, AND BEING ALL OF THAT 11.580 ACRE TRACT CONVEYED TO BOYCE R. BROWN AND DESCRIBED IN DOCUMENT NUMBER 2000053188, OF THE OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS. SAID 11.563 ACRE TRACT, AS SHOWN ON THE ACCOMPANYING PLAT, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:**

**BEGINNING** at a 3/4 inch iron pipe found for the northeast corner of said Brown tract, same being the northwest corner of that 5.71 acre tract described in a deed to R. Hoffman et ux in Vol. 5411 Pg. 474, Deed Records Travis County, Texas, also being in the south line of Lynnbrook Drive and the **POINT OF BEGINNING**;

**THENCE** with the east line of the said Brown tract, same being the west line of the said Hoffman tract S02°27'00"W a distance of 1165.58 feet to a 60d nail found for the south common corner of said Brown and Hoffman, also being in the north line of Lot 29, Block A, The Reserve at Slaughter Creek, a subdivision of record in Document No. 200400346, Official Public records, Travis County, Texas, for the southeast corner of this tract;

**THENCE** with the north line of said Lot 29 N88°56'26"W a distance of 356.02 feet to a 3/4 inch iron pipe found for the southwest corner of said Brown tract, same being in the north line of said Lot 29 and also being the southeast corner of Lot 1 Block A, Bauerle Ranch, a subdivision of record in Document No. 200100379, Official Public Records, Travis County Texas;

**THENCE** leaving the north line of said Lot 29 and with the east line of lots 1, 108, and 110 thru 114, Block A of said Bauerle Ranch the following five (5) courses and distances:

1. N03°13'58"W a distance of 926.81 feet to a 1/2 inch iron rod with cap found at the east common corner of Lot 108 and Lot 110;
2. N03°15'50"W a distance of 152.26 feet to a 1/2 inch iron rod with cap found at the east common corner of Lot 111 and Lot 112;
3. N03°16'55"W a distance of 49.91 feet to a 1/2 inch iron rod with cap found at the east common corner of Lot 112 and Lot 113;
4. N03°09'20"W a distance of 50.08 feet to a 1/2 inch iron rod with cap found at the east common corner of Lot 113 and Lot 114, and;
5. N03°03'08"W a distance of 67.44 feet to a 1/2 inch iron rod with cap found in the south line of said Lynnbrook dr. same being the northwest corner of this tract and the northeast corner of said Lot 114,

**THENCE** with the south line of Lynnbrook Dr. the following four (4) courses and distances:

11.563 ACRES  
WALKER WILSON SURVEY NO. 2

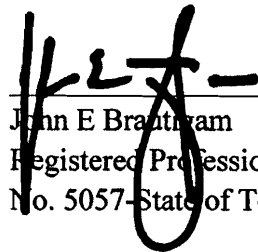
2 OF 2

1. with the arc of a curve to the left a distance of 78.13 feet, through a central angle of  $89^{\circ}31'51''$ , with a radius of 50.00 feet, and whose chord bears  $S76^{\circ}45'35''E$ , a distance of 70.42 feet to a 1/2 inch iron rod found,
2. with the arc of a curve to the right a distance of 28.29 feet, through a central angle of  $59^{\circ}44'28''$ , with a radius of 27.13 feet, and whose chord bears  $N74^{\circ}09'57''E$ , a distance of 27.02 feet to a 1/2 inch iron rod found,
3.  $S80^{\circ}22'20''E$  a distance of 298.02 feet to a 1/2 inch iron rod found, and
4. with the arc of a curve to the right a distance of 92.22 feet, through a central angle of  $16^{\circ}00'35''$ , with a radius of 330.02 feet, and whose chord bears  $S72^{\circ}16'30''E$ , a distance of 91.92 feet to the **POINT OF BEGINNING** and containing 11.563 acres of land more or less.

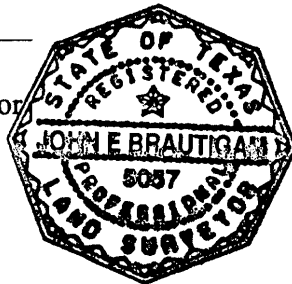
**BEARING BASIS:** Texas State Plane Coordinate System, Central Zone, NAD83/HARN

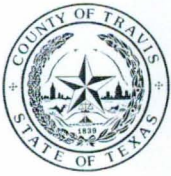
I, John E Brautigam hereby certify that the foregoing description represents an on-the-ground survey performed under my direction and supervision during June 2011, and is true and correct to the best of my knowledge and belief.

June 28, 2011

  
\_\_\_\_\_  
John E Brautigam  
Registered Professional Land Surveyor  
No. 5057 - State of Texas

Delta Survey Group, Inc.  
8213 Brodie Lane, Suite 102  
Austin, Texas 78745





## Travis County Commissioners Court Agenda Request

**Meeting Date:** 3/27/12

**Prepared By/Phone Number:** Donald W. Ward Phone #: -8549317

**Division Director/Manager:** Donald W. Ward, P.E., Director Road Maintenance and Fleet Services

A handwritten signature in black ink, likely belonging to Steven M. Manilla, is placed over the text of the Division Director/Manager.

**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 approval of the Resolution Dedicating Land for Cemetery Purpose for the new Travis County Cemetery located at 14510 Wells School Road.

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

In September 2011, Travis County approved the purchase of approximately 96 acres on Wells School Road for the purpose of developing a new cemetery to continue the current program of indigent burials. State Law requires that a county that operates a cemetery must approve a formal dedication of the property for that purpose. The attached Exhibit 1 shows the property purchased for the new cemetery.

### **STAFF RECOMMENDATIONS:**

TNR staff and the County Attorney's Office recommends approval of the "Resolution for Dedicating Land for Cemetery Purpose" for the property purchased by Travis County located at 14510 Wells School Road.

### **ISSUES AND OPPORTUNITIES:**

The approval of the Resolution for Dedication is required prior to beginning indigent burial operations.

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

N/A

### **ATTACHMENTS/EXHIBITS:**

Resolution of Travis County Dedication  
Exhibit 1



**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Mary Etta Gerhardt	Assist County Attorney	County Attorney	854-9176

**CC:**

Sherri Fleming	County Exec. HHS	HHS	854-4581
Don Ward	Dir. Road Main. & Fleet Service	TNR	854-9317
Howard Herrin	Section Manager	TNR	854-9383

**SM:DW:**

**4101 - Road, Bridge, Fleet Svs -**



**RESOLUTION OF TRAVIS COUNTY**  
**DEDICATING LAND FOR**  
**CEMETERY PURPOSE**

WHEREAS, County is required under TEXAS HEALTH AND SAFETY CODE, Section 694.002, and other applicable statutes, to provide for burials of indigent persons in Travis County and to adopt rules by which to provide for such burials; and is authorized under TEXAS LOCAL GOVERNMENT CODE, Section 81.027, and other applicable statutes, to assist the eligible Next of Kin of Decedents in obtaining burial services where the Decedent and/or Next of Kin are unable to afford burial and meet the requirements of applicable Travis County policies.

WHEREAS, indigent burials will be provided for eligible individuals, as defined by applicable Policies and procedures ("Policy"), and assistance may be provided to families who lack the Income or resources to afford any type of funeral expenses and who meet applicable eligibility requirements.

WHEREAS, pursuant to the requirements of TEXAS HEALTH AND SAFETY CODE, Chapter 711, and other applicable statutes, Travis County has acquired land for the purpose of providing burials for eligible individuals pursuant to County Policy, as shown in the documentation attached to this Resolution as Exhibit 1 and made a part of this Resolution.

WHEREAS, Travis County desires to set aside that property set forth in Exhibit 1 to this Resolution as a non-perpetual care cemetery, and to dedicate that property as delineated exclusively to cemetery purposes.

WHEREAS, Travis County Commissioners Court may, by written Resolution, amend this document, including the attached documents in Exhibit 1, as provided for by applicable law, so long as any change does not operate to disturb any interred remains; and Travis County reserves the right to resurvey and change the shape and size of the property or add additional portions by such amendment.

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

That the Court hereby:

- (a) Dedicates the land shown in the attached Exhibit 1 to be used exclusively for cemetery purposes;
- and
- (b) Resolves that use of the land will be only as provided by this Resolution, applicable Policy and law, rules and regulations.

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2012.

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

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

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

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

\_\_\_\_\_  
Margaret J. Gómez, Commissioner, Pct. 4

SUBSCRIBED AND SWORN to before me by the said Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Karen Huber and Margaret J. Gómez, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_ County, Texas

\_\_\_\_\_  
Typed or Printed Name  
of Notary:

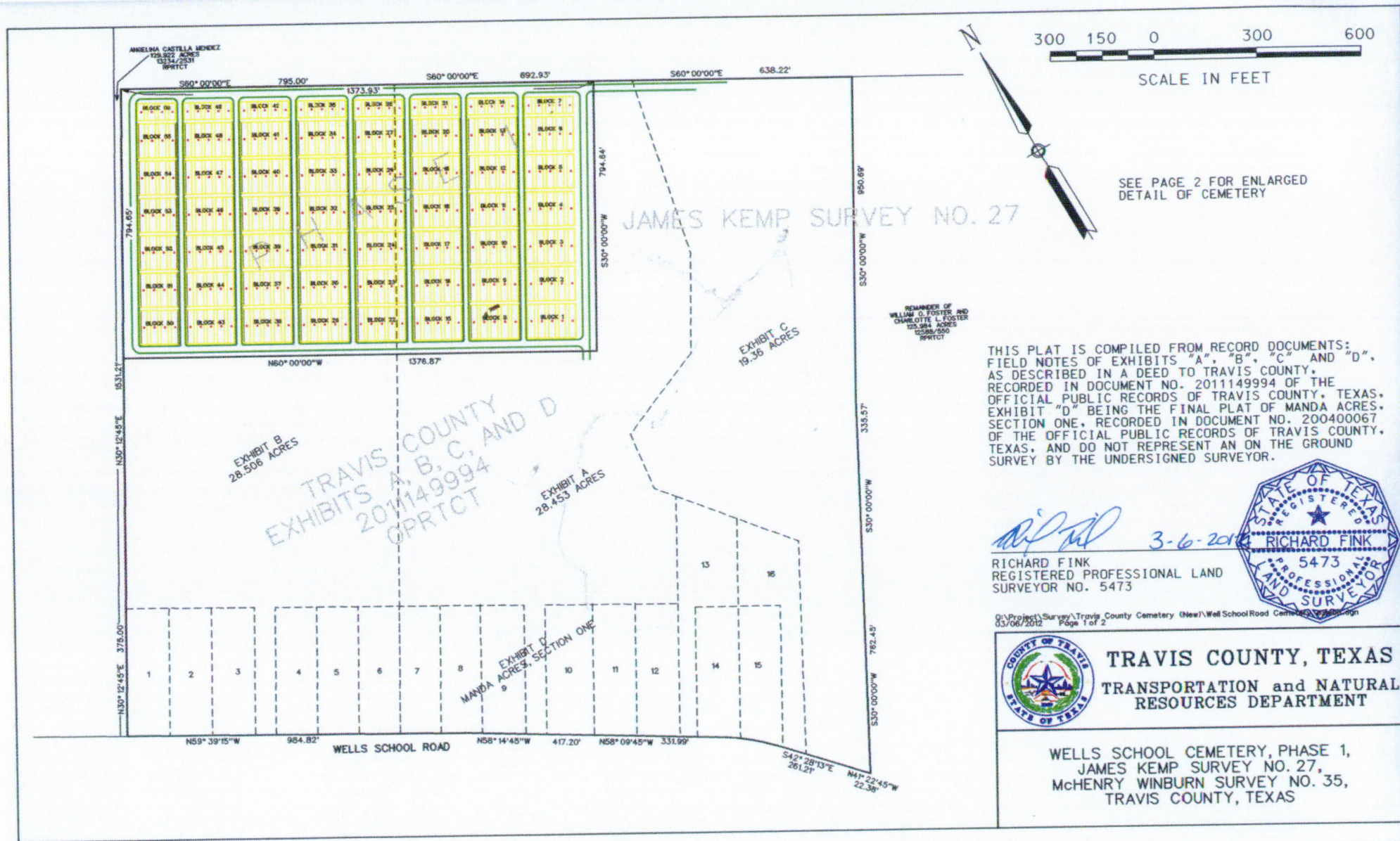
\_\_\_\_\_  
My Commission

\_\_\_\_\_  
Expires:

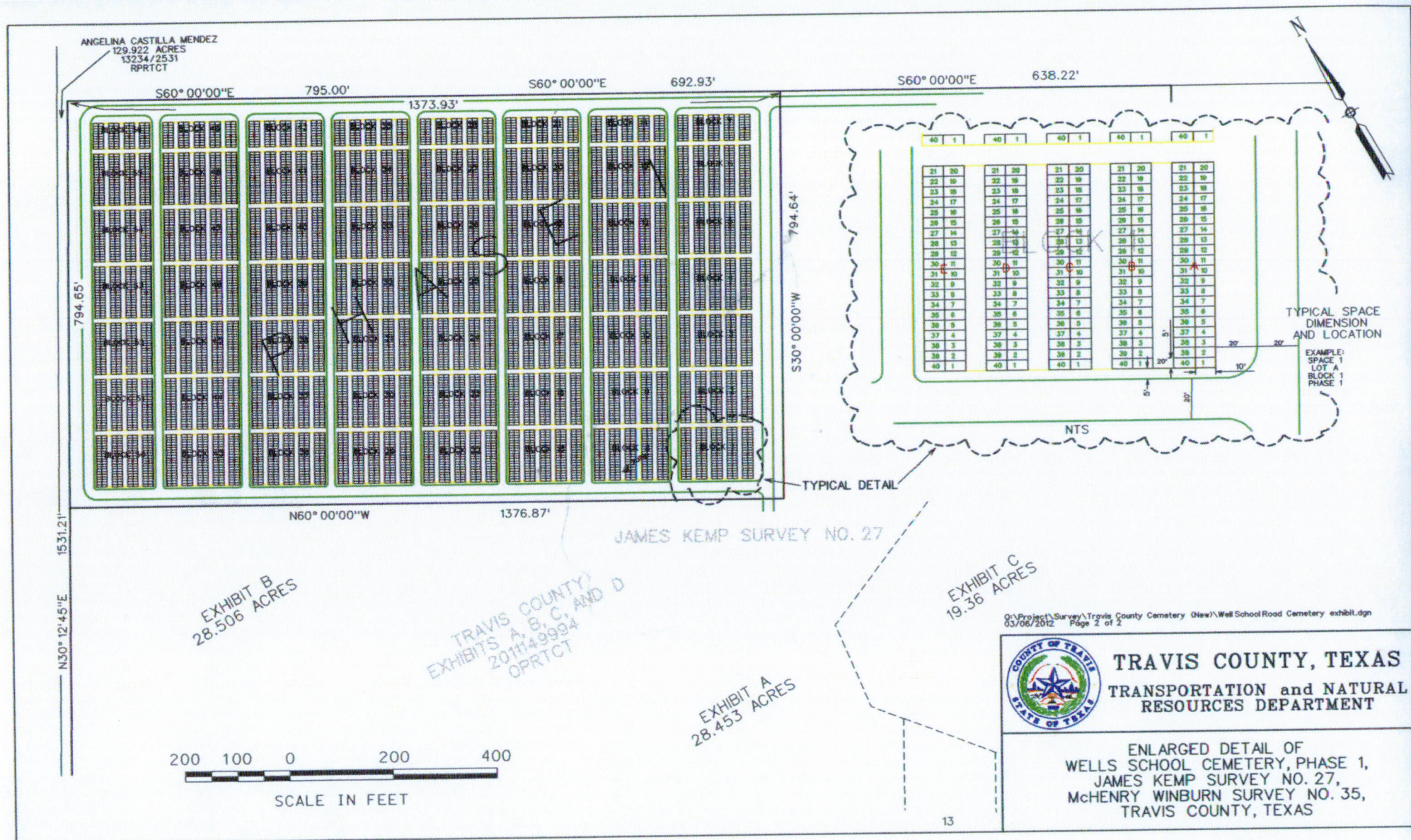


**EXHIBIT 1**



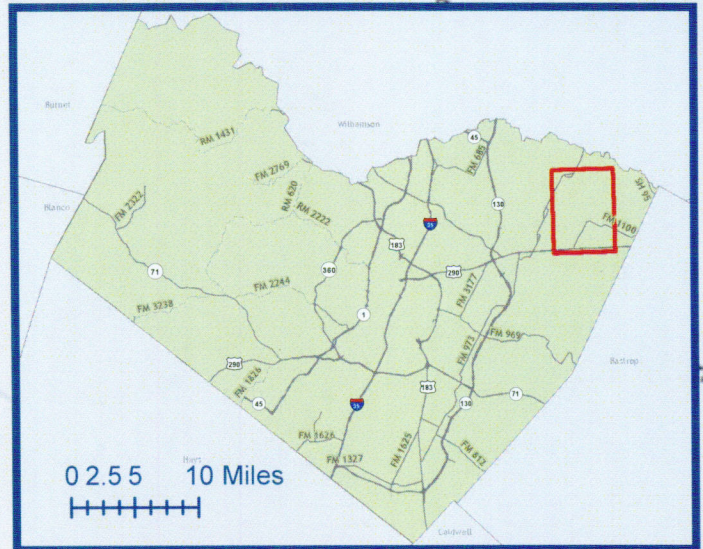








# Cemetery Locator Map







## Travis County Commissioners Court Agenda Request

**Meeting Date:** March <sup>27</sup>~~20~~, 2012

**Prepared By:** Steve Sun, P.E., Engineering Div. Manager **Phone #:** 854-4660

**Division Director/Manager:** Steve Sun, P.E., Engineering Division Manager

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

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

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following requests:

- A) Approve the acceptance and improving of 950 feet of Michael's Cove in River Cove Subdivision in Precinct Two; and
- B) Approve a License Agreement with River Cove Home Owners Association, in Precinct Two.

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

The River Cove Home Owners Association (the "Association") entered into a Participation Agreement with the county wherein they will provide funds to be used with county funds to improve Michael's Cove in their subdivision. Improvements required to bring the roadway into compliance with minimum standards set forth in Travis County Chapter 84, Unaccepted substandard roadway specifications include re-surfacing of existing pavement, relocation of subdivision entrance sign/landscaping away from clear zone and construction of a section of concrete curb and gutter. The estimated construction cost of pavement re-surfacing and concrete curb and gutter is \$12,000.00. The Association will be providing \$2,400.00 cash as their participation amount and will also be responsible for the relocation of the subdivision entrance sign and landscaping.

Now that The Association has removed the subdivision entrance sign and landscaping away from the clear zone, at an expense of more than \$2,000, and has deposited their cost share of \$2,400.00 with the county, TNR recommends acceptance of this roadway into county system so to allow for the needed road improvement work to be performed on this accepted roadway. Acceptance of this roadway will add 0.18 miles into county's road system. A portion of subdivision entrance sign/landscaping will remain within the right-of-way but is away from the clear zone. The Association agrees to enter into a license agreement with the county to allow for the remaining subdivision entrance sign/landscaping to stay within the right-of-way. The Association has made the security deposit of \$100 and has included the appropriate insurance certificate as required by the license agreement.

### **STAFF RECOMMENDATIONS:**

TNR recommends acceptance of this roadway and approving the license agreement.

### **ISSUES AND OPPORTUNITIES:**

Inefficiencies are introduced into these projects when all residents are not supportive of either the project or the project design requirements. Most notably, program participants are totally responsible for dedicating all required right-of-way and removing all private property, such as fences, walls, and buildings that encroach into the dedicated right-of-way. In the past TNR has expended significant surveying, engineering, and right-of-way resources only to have projects delayed or indefinitely postponed because some residents did not want to dedicate easements, or did not like the impacts the construction would have upon their specific property. Inefficient re-design to accommodate residents was common. To address this issue TNR recommended using Public-Private Participation Agreements. Under the terms of these agreements cost are shared between the county and the property owners. This should provide an impetus for property owners to work with the county to minimize “custom” design or redesign.

Travis County Chapter 82 establishes the standard for new street and drainage construction. Many substandard roads were constructed or partially constructed prior to Travis County’s adoption of roadway standards and to bring them up to today’s standards would be cost prohibitive, in most cases, and drastically alter the character of some neighborhoods. As such, the standards in Chapter 84 are lower than those in Chapter 82. county responsibility for maintenance and liability will increase as roads are accepted onto the county system. The acceptance of roads could result in additional home building in older neighborhoods, which could increase the county’s tax base.

In regards to the proposed license agreement, “...The Association agrees to and shall indemnify, defend and hold harmless the COUNTY and its officers, agents and employees against all claims, suits, demands, judgments, expenses, including attorney’s fees, or other liability for personal injury, death, or damage to any person or property, which arises from or is in any manner connected to or caused in whole or in part by The Association’s construction, maintenance or use of the licensed property.” The Association has provided insurance that adds Travis County as an additional insured for the improvements as described in the attached agreement.



**FISCAL IMPACT AND SOURCE OF FUNDING:**

The Court approved \$500,000.00 to fund the Substandard Road Program in the FY 07 budget process. The voters also approved additional amount of \$1,654,279.00 in the 2011 Bond Referendum for the Substandard Road Program. TNR's preliminary estimate of the total cost of the project is \$12,000.00. Per the terms of the Participation Agreement, The Association has provided \$2,400.00 in cash to help pay the costs of improving 950 feet of Michael's Cove in the River Cove Subdivision. The Association has also removed the subdivision entrance sign/landscaping away from the clear zone at an expense of more than \$2,000.

If the project is completed under the estimated amount The Association will be reimbursed its pro-rata share of the savings based upon its financial contribution. In this case, the total estimated amount is \$12,000.00, The Association's financial contribution is \$2,400.00, so The Association's pro-rata share of any savings will be 20%. The county will not reimburse the Association for costs related to the removal of the subdivision entrance sign and landscaping. The county's funds are in account 506-4931-808-8164 and The Association's funds are in account 475-4994-750-8164. The \$12,000.00 has been encumbered on requisition number 534395 and the commodity/sub-commodity codes are 968/054.

**EXHIBITS/ATTACHMENTS:**

Road Acceptance Form  
License Agreement  
Location Map

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Don Ward	Division Director	TNR	854-9317
Christopher Gilmore	Attorney	Attorney's Office	854-9455

**CC:**

Steve Sun	Engineering Div Mgr	TNR	854-4660
Donna Williams-Jones	Financial Analyst Sr	TNR	854-7677
Teresa Calkins	Senior Engineer	TNR	854-7569
Lee Turner	Senior Engineer	TNR	8547598

: :  
**0101 - Administrative Svs-**

## ACCEPTANCE OF DEDICATION OF STREETS AND DRAINAGE

SUBDIVISION/STREET  
Mapsco No. 554 E, F

RIVER COVE/Michaels Cove

Pct.# 2  
Atlas No. K07

CONTAINS 1 STREET AS LISTED BELOW:

#	STREET NAME	FROM - TO	L.F.	MILES	ROW	TYPE OF PVMNT	WIDTH OF PVMNT	CURB & GUTTER
1	Michaels Cove	Westlake Drive to End of 60' R cul-de-sac	950	0.18	50'	HMAC	20'	Laydown Curb
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								


N/A ADDITIONAL LOTS SOLD FOR DEVELOPMENT


CONSTRUCTION OF STREETS AND DRAINAGE EXCEEDS MINIMUM COUNTY STANDARD FOR STREETS NUMBERED 1

IT IS RECOMMENDED THAT MAINTENANCE OF STREETS NUMBERED 1 TOTALING 0.18 MILES BE ACCEPTED BY THE TRAVIS COUNTY COMMISSIONERS' COURT IN PRECINCT 2.

DATE

DP = DOUBLE PENETRATION  
 HMAC = HOT MIX ASPHALT  
 C = CONCRETE  
 UPP = UNPAVED, PIT RUN  
 UPS = UNPAVED, SELECT

  
 Don Ward, P.E., Director of Road Maintenance and Fleet Service  
 TRANSPORTATION AND NATURAL RESOURCES

  
 Steve Manilla, P.E., County Executive  
 TRANSPORTATION AND NATURAL RESOURCES

APPROVED BY COMMISSIONERS' COURT DATE

## LICENSE AGREEMENT

STATE OF TEXAS

§

§

COUNTY OF TRAVIS

§

This Agreement is made and entered into by and between Travis County, Texas, (the "COUNTY") and the RIVER COVE HOME OWNERS ASSOCIATION (the "ASSOCIATION"), hereinafter collectively referred to as the "Parties", for the purposes and consideration described herein.

### WITNESSETH:

WHEREAS, the COUNTY has accepted the dedication of the roads in RIVER COVE, a subdivision located in Travis County, being more particularly described in that certain plat recorded at [Book 89, Page 332-334, of the Plat] OR [Doc# \_\_\_\_\_, of the Official Public] Records of Travis County, Texas) (the "Subdivision"); and

WHEREAS, the ASSOCIATION plans to install, pay expenses, and maintain certain landscaping and improvements in portions of the right-of-way of MICHAEL'S COVE in the Subdivision; and

WHEREAS, the landscaping and improvements include, but are not limited to, an irrigation system, lighting, trees and shrubs (the "Improvements") within portions of the right-of-way of the Subdivision roads, which are not intended or used for vehicular traffic; and

WHEREAS, the area of the right-of-way within which the Improvements are to be installed and/or maintained (the "Licensed Property") is described in the Exhibit "A", which is attached hereto and incorporated herein for all purposes;

NOW, THEREFORE, the COUNTY and the ASSOCIATION agree as follows:

#### I. Grant

Subject to the conditions in this Agreement and to the extent of the right, title and interest of the COUNTY in and to the Licensed Property and without any express or implied warranties, the COUNTY grants to the ASSOCIATION permission to use the Licensed Property to construct, maintain and repair the Improvements existing in the Licensed Property as of the date of this Agreement.

#### II. Consideration

The COUNTY and the ASSOCIATION each acknowledge the receipt and sufficiency of good and valuable consideration for the execution of this Agreement, including but not limited to the following:

1. The beautification to be afforded to the community by the Improvements; and

2. The agreement by the ASSOCIATION to provide the below-specified insurance and indemnification in favor of the COUNTY.

### III. County's Rights to Licensed Property

A. This Agreement is expressly subject and subordinate to the present and future right of the COUNTY, its successors, assigns, lessees, grantees, and licensees, to construct, install, establish, maintain, use, operate, and renew any public utility facilities, franchised public facilities, roadways or streets on, beneath or above the surface of the Licensed Property. The COUNTY shall take reasonable measures to prevent damage to any Improvements on the Licensed Property, however, any damage to or destruction of the ASSOCIATION's property by the COUNTY in the exercise of the above-described rights shall be at no charge, cost, claim or liability to the COUNTY, its agents, contractors, officers or employees. Nothing in this Agreement shall be construed to limit in any way the power of the COUNTY to widen, alter or improve the Licensed Property pursuant to official action by the governing body of the COUNTY or its successors; provided, however, that the COUNTY shall provide the ASSOCIATION with at least thirty (30) days prior written notice of any such contemplated action.

B. NOTWITHSTANDING ANY PROVISIONS IN THIS AGREEMENT TO THE CONTRARY, THE COUNTY RETAINS THE RIGHT TO ENTER UPON THE LICENSED PROPERTY, AT ANY TIME AND WITHOUT NOTICE, ASSUMING NO OBLIGATION TO THE ASSOCIATION, TO REMOVE ANY OF THE IMPROVEMENTS OR ALTERATIONS THEREOF, WHENEVER SUCH REMOVAL IS DEEMED NECESSARY FOR: (A) EXERCISING THE COUNTY'S RIGHTS OR DUTIES WITH RESPECT TO THE LICENSED PROPERTY; (B) PROTECTING PERSONS OR PROPERTY; OR (C) THE PUBLIC HEALTH OR SAFETY WITH RESPECT TO THE LICENSED PROPERTY.

### IV. Insurance

A. The ASSOCIATION shall, at its sole expense, provide extended public liability insurance coverage, written by a company acceptable to the County, licensed to do business in Texas, in the amounts of FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) per occurrence and ONE MILLION DOLLARS (\$1,000,000.00) in the aggregate for property damage and personal injury and death, which coverage may be provided in the form of a rider and/or endorsement to a previously existing insurance policy. Such insurance coverage shall specifically name the COUNTY OF TRAVIS as co-insured or as an additional insured. This insurance coverage shall cover all perils arising out or connected in any way to the activities of the ASSOCIATION, its officers, employees, agents or contractors, relative to this Agreement. The ASSOCIATION shall be responsible for any deductibles stated in the policy. A true copy of each instrument affecting such additional coverage shall be delivered to the COUNTY'S Executive Manager of Transportation & Natural Resources Department within twenty-one (21) days of the effective date of this Agreement.

B. The ASSOCIATION shall not cause any insurance to be canceled nor permit any insurance to lapse. All insurance certificates shall include a clause to the effect that the policy shall not be canceled, reduced, restricted or otherwise limited until thirty (30) days after the COUNTY has received written notice as evidenced by a return receipt of registered or certified mail.

#### V. Indemnification

To the extent permitted by Texas law, the ASSOCIATION agrees to and shall indemnify, defend and hold harmless the COUNTY and its officers, agents and employees against all claims, suits, demands, judgments, expenses, including attorney's fees, or other liability for personal injury, death, or damage to any person or property, which arises from or is in any manner connected to or caused in whole or in part by the ASSOCIATION's construction, maintenance or use of the Licensed Property. This indemnification provision, however, shall not apply to any claims, suits, damages, costs, losses or expenses (i) for which the COUNTY shall have been compensated by insurance provided under Paragraph IV, above, or (ii) arising solely from the negligent or willful acts of the COUNTY, provided that for the purposes of the foregoing, the COUNTY'S act of entering into this Agreement shall not be deemed to be a "negligent or willful act".

#### VI. Conditions

A. Compliance with Regulations. The ASSOCIATION agrees that all construction, maintenance and repair permitted by this Agreement shall be done in compliance with all applicable City, County, State and/or Federal policies, traffic, building, health and safety ordinances, laws and regulations.

B. ASSOCIATION's Responsibilities. The ASSOCIATION will be responsible for any damage to or relocation of existing facilities required by the construction of the improvements. Further, the ASSOCIATION shall reimburse the COUNTY for all reasonable costs incurred by the COUNTY in replacing or repairing any property of the COUNTY or of others which was damaged or destroyed as a result of activities under this Agreement by or on behalf of the ASSOCIATION.

C. Maintenance. The ASSOCIATION shall maintain the Licensed Property by keeping the area free of debris and litter. The removal of dead, or dying, plants shall also be handled by the ASSOCIATION at its expense.

D. Removal or Modification. The ASSOCIATION agrees that removal or modification of any improvements now existing or to be later replaced shall be at the ASSOCIATION's sole discretion, except where otherwise provided by this Agreement. This Agreement, until its expiration or revocation, shall run as a covenant on the land on the above-described real property, and the terms and conditions of this Agreement shall be binding on any successors and assigns in interest to the ASSOCIATION or the COUNTY. A written memorandum of this agreement shall be filed in the Official Public Records of Travis County, Texas.

E. Security Deposit. The ASSOCIATION shall provide the COUNTY with cash in a cashier's check in the amount of One hundred AND NO/100 DOLLARS (\$ 100.00 ). Cash provided to the COUNTY will be deposited with the County Treasurer and interest, on the amount, will be paid to the ASSOCIATION, on an annual basis upon the receipt by the Treasurer of a letter requesting such interest. The only condition to a draft on the cash security shall be a letter from the Travis County Judge indicating that the ASSOCIATION has not fulfilled its obligations under this Agreement and that the COUNTY has incurred or will incur expenses with regard to the Improvements located on, upon or in the Licensed Property.

F. Default. In the event that the ASSOCIATION fails to maintain the Licensed Property, then the COUNTY shall give the ASSOCIATION written notice thereof by registered or certified mail, return receipt requested, to the addresses set forth below. The ASSOCIATION shall have thirty (30) days from the date of receipt of such notice to take action to remedy the failure complained of and, if the ASSOCIATION does not satisfactorily remedy the same within the thirty (30) day period, the COUNTY may, at the COUNTY'S option, perform the work or contract for the completion of the work. In addition, the ASSOCIATION agrees to pay, within thirty (30) days of written demand by the COUNTY, all reasonable costs and expenses incurred by the COUNTY in completing the work.

#### VII. Commencement; Termination by Abandonment

This Agreement shall begin on the date of full execution and continue thereafter for so long as the Licensed Property shall be used for the purposes set forth herein, unless terminated under other provisions of this Agreement. If the ASSOCIATION abandons the use of all or any part of the Licensed Property for such purposes set forth in this Agreement, then this Agreement, as to such portion or portions abandoned, shall expire and terminate following thirty (30) days written notice by the COUNTY to the ASSOCIATION, if such abandonment has not been remedied by the ASSOCIATION within such period. The COUNTY shall thereafter have the same title to the Licensed Property so abandoned as though this Agreement had never been made and shall have the right to enter on the Licensed Property and terminate the rights of the ASSOCIATION, its successors and assigns hereunder. All installations of the ASSOCIATION not removed shall be deemed property of the COUNTY as of the time abandoned.

#### VIII. Termination

A. Termination by the ASSOCIATION. The ASSOCIATION may terminate this Agreement by delivering written notice of termination to the COUNTY not later than thirty (30) days before the effective date of termination. If the ASSOCIATION so terminates, then it may remove installations, that it made, from the Licensed Property, within the thirty (30) day notice period. Any installations not removed within said period are agreed to be the property of the COUNTY.

B. Termination by County. The COUNTY may revoke this Agreement at any time, if such revocation is reasonably required by the public interest, after providing at least thirty (30) days prior written notice to the ASSOCIATION. Subject to prior written



notification to the ASSOCIATION or its successors in interest, this Agreement is revocable by the COUNTY if:

1. The Improvements, or a portion of them, interfere with the COUNTY'S use of the Licensed Property;
2. Use of the Licensed Property becomes necessary for a public purpose;
3. The Improvements, or a portion of them, constitute a danger to the public, which the COUNTY deems not to be remediable by alteration or maintenance of such Improvements;
4. Despite thirty (30) days written notice to the ASSOCIATION, maintenance or alteration necessary to alleviate a danger to the public has not been made; or
5. The ASSOCIATION fails to comply with the terms and conditions of this Agreement, including, but not limited to, the insurance requirements specified herein.

If the ASSOCIATION abandons or fails to maintain the Licensed Property, and the COUNTY receives no substantive response within thirty (30) days following written notification to the ASSOCIATION, then this Agreement shall terminate and the COUNTY may remove and/or replace all Improvements or a portion thereof and collect from ASSOCIATION the COUNTY'S actual expenses incurred in connection therewith.

#### IX. Eminent Domain

If eminent domain is exerted on the Licensed Property by paramount authority, then the COUNTY will, to the extent permitted by law, cooperate with the ASSOCIATION to effect the relocation of the ASSOCIATION's affected installations at the ASSOCIATION's sole expense. The ASSOCIATION shall be entitled to retain all monies paid by the condemning authority for its installations taken, if any.

#### X. Interpretation

In the event of any dispute over its meaning or application, this Agreement shall be interpreted fairly and reasonably and neither more strongly for or against either party.

#### XI. Application of Law

This Agreement shall be governed by the laws of the State of Texas. If the final judgment of a court of competent jurisdiction invalidates any part of this Agreement, then the remaining parts shall be enforced, to the extent possible, consistent with the intent of the Parties as evidenced by this Agreement.

XII. Venue

TO THE EXTENT ALLOWED BY TEXAS LAW, IT IS AGREED THAT VENUE FOR ALL LAWSUITS CONCERNING THIS AGREEMENT WILL BE IN TRAVIS COUNTY, TEXAS. THIS AGREEMENT CONCERNS REAL PROPERTY LOCATED IN TRAVIS COUNTY, TEXAS, AND IS WHOLLY PERFORMABLE IN TRAVIS COUNTY.

XIII. Covenant Running with Land

This License Agreement and all of the covenants herein shall run with the land; therefore, the conditions set forth herein shall inure to and bind each party's successors and assigns.

XIV. Assignment

The ASSOCIATION shall not assign, sublet or transfer its interest in this Agreement without the written consent of the COUNTY. If such consent is granted, it shall then be the duty of the ASSOCIATION, its successors and assigns, to give prompt written notice to the COUNTY of any assignment or transfer of any of the ASSOCIATION's rights in this Agreement, giving name, date, address and contact person.

XV. Notice

Any notice and/or statement, required or permitted hereunder, shall be deemed to be given and delivered by depositing same in the United States mail, certified with return receipt requested, postage prepaid, addressed to the appropriate party at the following addresses or at such other addresses specified by written notice delivered in accordance herewith:

ASSOCIATION:

Brenda Witwer (or successor)  
President, HOA  
4405 Michaels CV  
AUSTIN, TX 78746  
phone (512) 306-0440

COUNTY:

Honorable Samuel T. Biscoe (or successor)  
Travis County Judge  
P.O. Box 1748  
Austin, Texas 78767

**COPY TO:**

Steven M. Manilla, P.E., County Executive (or successor)  
Travis County Transportation and Natural Resources Department  
P.O. Box 1748  
Austin, Texas 78767

**COPY TO:**

Honorable David A. Escamilla (or successor)  
Travis County Attorney  
P.O. Box 1748  
Austin, Texas 78767  
Attn: File No. 83.\_\_\_\_

**XVI. Annexation by the City**

A. If the total area within the Licensed Property is annexed for full purposes by the City of Austin or other incorporated municipality (the "CITY"), then all references in this Agreement to "the COUNTY" shall be construed to mean "the CITY"; all references to "the Executive Manager of the COUNTY Transportation and Natural Resources Department" shall be construed to mean "the Director of the CITY Department of Public Works & Transportation"; all references to "the Commissioners Court" shall be construed to mean "the CITY Council". Any other references to COUNTY employees shall be construed to mean the analogous CITY employee or officer.

EXECUTED AS OF THE DATES SET FORTH BELOW:

TRAVIS COUNTY, TEXAS

*Judge's Signature*  
←

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

Date: \_\_\_\_\_

ACKNOWLEDGEMENT

THE STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS         §

This instrument was acknowledged before me on this the \_\_\_\_ day of \_\_\_\_\_, 2011, by Samuel T. Biscoe, County Judge of Travis County, Texas, a duly organized County and political subdivision of the State of Texas, on behalf of said County.

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
My commission expires

TERMS AND CONDITIONS ACCEPTED, this the \_\_ day of \_\_\_\_\_, 2011.

THE ASSOCIATION:

RIVER COVE SUBDIVISION

By: Brenda A. Witwer  
signature

Name: Brenda A WITWER  
printed name

Title: President  
Authorized Representative

ACKNOWLEDGEMENT

THE STATE OF TEXAS

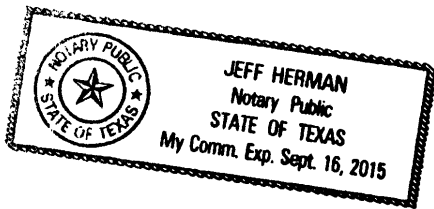
§

§

COUNTY OF TRAVIS

§

This instrument was acknowledged before me on this the 26 day of Oct, 2011, by as Brenda Witweir of the River Cove Subdivision, a Texas corporation, on behalf of said corporation.



[Signature]  
Notary Public in and for the State of Texas

Jeff Herman  
Printed/Typed Name

9-16-15  
My commission expires

ADDRESS OF ASSOCIATION:

4300 1/2 MICHAELS CV

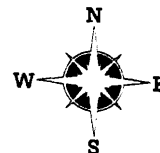
Austin, Texas 78746  
(512) 306-0440  
phone

ASSOCIATION'S MANAGEMENT CO.

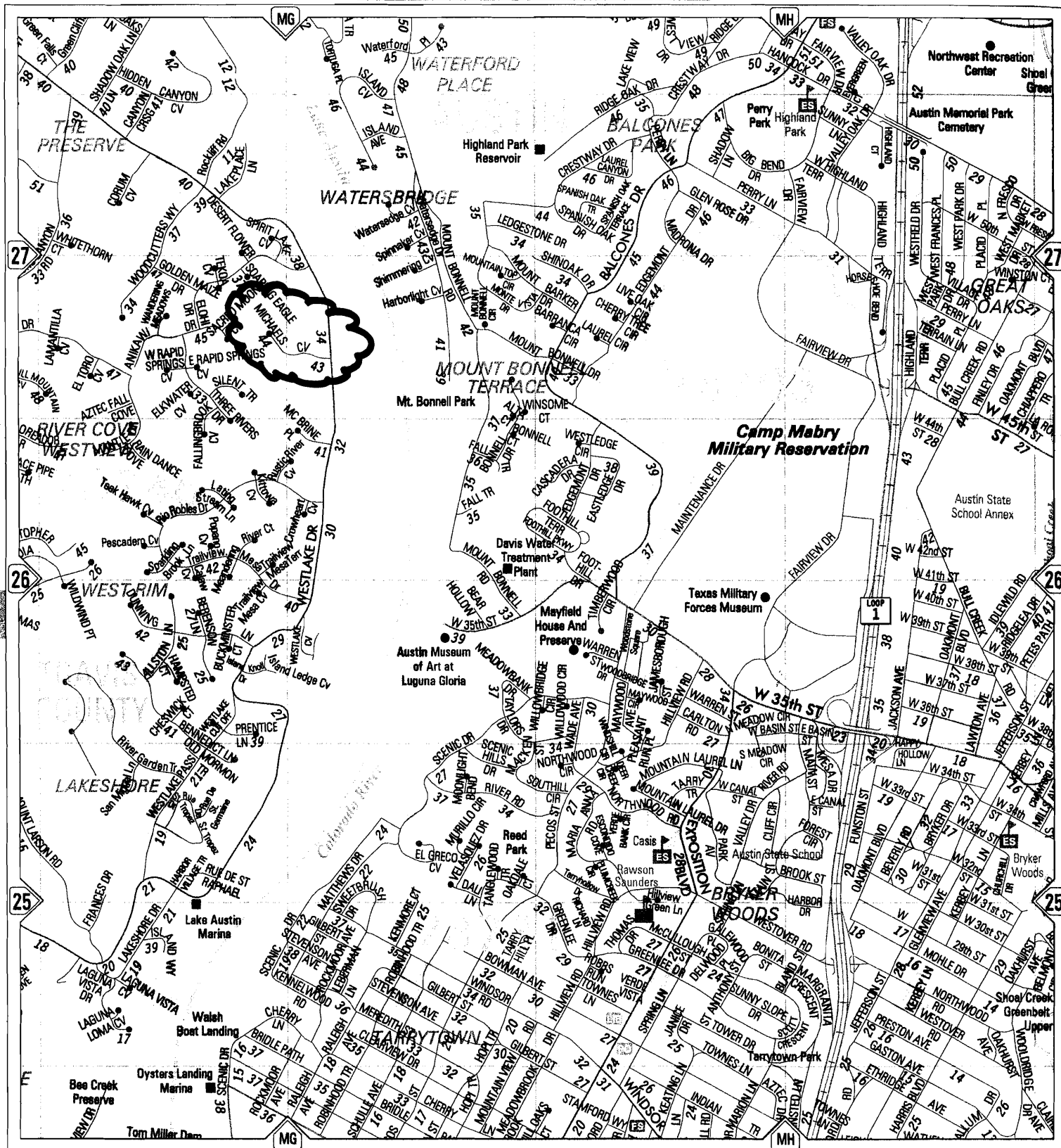
BRENDA WITWEIR  
4405 Michaels Cove  
AUSTIN TX 78746  
Attn: HOA - President  
(512) 306-0440  
phone

554

# Location Map



CONTINUED ON MAP 524



CONTINUED ON MAP 553

CONTINUED ON MAP 584

CONTINUED ON MAP 555







## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By/Phone Number:** Vicki Skinner/854-9522

**Elected/Appointed Official/Dept. Head:** Rosemary Lehmberg, District Attorney

*Vicki Skinner for Rosemary Lehmberg*

**Commissioners Court Sponsor:** Judge Biscoe

### AGENDA LANGUAGE:

Consider and take appropriate action on acceptance of a donation of \$10,000 from the Downtown Austin Alliance for the District Attorney's Office.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The District Attorney's Office requests approval to accept a \$10,000 donation from the Downtown Austin Alliance (DAA). The DAA is presenting this donation to assist the District Attorney's Office in continuing the assignment of a full-time Assistant District Attorney position to the downtown area.

Since January, 2002 an Assistant District Attorney (ADA) has been dedicated to working on cases relating to violent crime, career criminals, narcotics and nuisance abatement matters in Austin's Downtown Business District. This ADA works closely with the Austin Police Department Downtown Area Command, the Downtown Crime Advisory Board and the downtown community to eliminate the illegal activity of known criminals, activities associated with the sale and distribution of narcotics, firearm violations, nuisance activities from downtown properties and other serious criminal offenses that endanger citizens and harm the quality of life downtown.

The donations from the Downtown Austin Alliance, as well as the funding provided through an interlocal agreement with the City of Austin, have assisted in enabling the District Attorney's Office to dedicate an Assistant District Attorney to this cooperative program. The donations and interlocal funds are used to hire temporary staff to assist in covering the other responsibilities of the position.

**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.

We appreciate the donation of the Downtown Austin Alliance and look forward to the ongoing success of this community-based, multi-organizational approach to eliminating crime in the Downtown Business District.

**STAFF RECOMMENDATIONS:**

The staff recommends approval.

**ISSUES AND OPPORTUNITIES:**

N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The \$10,000 donation from the Downtown Austin Alliance will be used to hire temporary staff.

**REQUIRED AUTHORIZATIONS:**

N/A

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



## Rosemary Lehmberg ★ Travis County District Attorney

P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9695

### MEMORANDUM

**TO:** Travis County Judge and Commissioners

**FROM:** Vicki Skinner, District Attorney's Office *Vicki Skinner for Rosemary Lehmberg*

**DATE:** March 16, 2012

**SUBJECT:** Donation from Downtown Austin Alliance

The District Attorney's Office requests approval to accept a \$10,000 donation from the Downtown Austin Alliance (DAA). The DAA is presenting this donation to assist the District Attorney's Office in continuing the assignment of a full-time Assistant District Attorney position to the downtown area.

Since January, 2002 an Assistant District Attorney (ADA) has been dedicated to working on cases relating to violent crime, career criminals, narcotics and nuisance abatement matters in Austin's Downtown Business District. This ADA works closely with the Austin Police Department Downtown Area Command, the Downtown Crime Advisory Board and the downtown community to eliminate the illegal activity of known criminals, activities associated with the sale and distribution of narcotics, firearm violations, nuisance activities from downtown properties and other serious criminal offenses that endanger citizens and harm the quality of life downtown.

The donations from the Downtown Austin Alliance, as well as the funding provided through an interlocal agreement with the City of Austin, have assisted in enabling the District Attorney's Office to dedicate an Assistant District Attorney to this cooperative program. The donations and interlocal funds are used to hire temporary staff to assist in covering the other responsibilities of the position.

We appreciate the donation of the Downtown Austin Alliance and look forward to the ongoing success of this community-based, multi-organizational approach to eliminating crime in the Downtown Business District.

cc: David Jungerman, Auditor's Office  
Katie Petersen, Planning and Budget Office  
Jim Connolly, County Attorney's Office

**Downtown Neighborhood District Attorney Initiative  
Travis County District Attorney's Office**

**FY 2011 Summary of Goals and Activities**

(Oct. 1<sup>st</sup>, 2010-Sept. 30<sup>th</sup>, 2011)

*"Community prosecution focuses on targeted areas that involve a long-term, proactive partnership among the prosecutor's office, law enforcement, the community and public and private organizations, whereby the authority of the prosecutor's office is used to solve problems, improve public safety and enhance the quality of life."*

American Prosecutors Research Institute

**History/Goals of the Downtown Neighborhood DA Initiative:**

The Travis County District Attorney's (TCDA) Downtown Neighborhood District Attorney Initiative (Downtown NDA) began in January 2002 with a Community Prosecution Leadership grant through the U.S. Department of Justice's Bureau of Justice Assistance. The goals of the project include to:

- Enhance the quality of life;
- Reduce crime;
- Enhance criminal justice processes;
- Partner with community stakeholders; and
- Enhance offender reentry processes in the downtown community.

The role of the Downtown NDA includes activities such as:

- developing opportunities to create partnerships with criminal justice and community stakeholders that will lead to enhancing the safety and quality of life downtown;
- providing assistance in development of effective investigative and search and arrest processes that lead to court-ready cases being filed;
- Working with key stakeholders on development of strategies that impact safety and quality of life downtown; and
- serving as a link to trial courts to effectively communicate issues to prosecutors that impact the downtown community and leads to effective dispositions of cases.

Since 2003, the Downtown NDA program has been a public-private collaboration that includes funding from Travis County, City of Austin and the Downtown Austin Alliance. The donations from the Downtown Austin Alliance and the funding provided through an interlocal agreement with the City of Austin have allowed the District Attorney's Office to continue dedicating an Assistant District Attorney (ADA) to this cooperative program. The donations and interlocal funds are used to hire temporary staff to assist in covering the other responsibilities of the ADA position.

In February of 2010, Travis County Assistant District Attorney Jason English was assigned as the Downtown Neighborhood District Attorney. Other key TCDA staff that participate in various programs and initiatives connected to the Downtown NDA program include: John Neal (TCDA First Assistant District Attorney), Dayna Blazey (Director of TCDA Strategic Prosecution Division), Buddy Meyer (Director of TCDA Trial Bureau), Robert Smith (Director of TCDA Courts Division) and Darla Gay (TCDA Planning Manager for Community Justice Programs).

### **Downtown Crime Trends:**

The geographical area covered by the Downtown NDA is the Austin Police Department's Downtown Area Command. In January of 2011, the Austin Police Department readjusted/reorganized their police sector boundaries and the boundaries for the Downtown Area Command policing sector (George Sector) were changed. The new boundary lines are: **South**---Town Lake, **North**—12<sup>th</sup> Street (west of IH 35) and 11<sup>th</sup> Street (east of IH 35, **West**—Lamar Blvd, and **East**—Chicon).

Because of the APD boundary changes and reorganization, the Austin Police Department crime analysts adjusted the 2010 crime statistics for comparison purposes for their month to month comparisons for 2010 and 2011. The comparisons are for the current geographic area for 2010 data. As of October 2011, the Austin Police Department reported:

- **City-wide<sup>1</sup>:**
  - Violent crime is down 7% while property crime is down 9% city-wide (when compared to the same time period in 2010).
  - Narcotic offenses are down 12.1% and weapons violations are down 10.5% city wide.
- **George Sector<sup>2</sup>:**
  - During the same time period, George Sector experienced a 31% increase in violent crime with Robbery and Aggravated Assault offenses as the major drivers for the increase.
  - Property crime in George Sector increased 14% with residential burglaries and thefts as the drivers of this increase.
  - Narcotic offenses were down 19% and weapons violations were down 9% in George Sector.

### **Downtown NDA Highlighted Initiatives During FY 2011:**

During FY 2011, there were several key initiatives that were launched or continued within the Downtown NDA program:

**5<sup>th</sup> Street Initiative:**  
(Oct. 2010 - April 2011)

**Goal:** To provide targeted prosecution strategies for selected felony offenses that occur in a Downtown 5<sup>th</sup> Street Neighborhood (5<sup>th</sup> Street from Brazos to IH 35 West Frontage Road)

**Activities:**

- Attended community meetings to keep neighborhood informed.
- Met with key individual stakeholders to review results and discuss initiative.
- Tracked cases through the court processes.

**Results/Impact:**

- Over 20 felony cases were tracked and followed by the Downtown NDA.
- This initiative led to the development of the Downtown Crime Initiative which broadened the geographic area served and enhanced goals (see below).

<sup>1</sup> Chief's Monthly Report City Wide September 2011: <https://www.ci.austin.tx.us/police/reports.htm>

<sup>2</sup> Data provided by Austin Police Department October 2011

## **Reentry Planning for Homeless, Mentally Ill Frequent Offender Initiative**

(January 2011-Current)

**Goal:** To develop a reentry plan for a mentally ill frequent offender in the downtown community as he exits the Texas Department of Corrections facility

**Activities:**

- Analyzed arrest/jail use and cost history of the frequent offender (Since 2000: TDCJ: \$112,637 and Travis County Jail: \$94,330).
- Convened/engaged more than 30 persons representing 12 organizations to help develop a reentry plan and discuss current reentry planning processes for mentally ill offenders including:  
Austin Travis County Integral Care (ATCIC), Defense Attorney, Downtown Austin Community Court, Front Steps, TDCJ-Jester Unit, TDCJ-Reentry and Rehabilitation, TDCJ-Travis State Jail Reentry Specialist, TDCJ-State Jail, TDCJ-TCOOMMI, Travis County Criminal Justice Planning, Travis County Court Administration, Travis County DA's Office, Travis County Jail.
- Developed strategies and leveraged resources for a reentry plan including ATCIC engagement/case management at moment of release, transitional housing options, and benefits application supports (he had never been a client of the public mental health system due to his frequent arrest/jail history and so had never received social security benefits).
- Developed re-engagement strategies utilizing Front Steps (homeless shelter), Downtown Community Court, Travis County Jail, Travis County Court Administration and ATCIC case manager to continue engaging the defendant after his release for services.

**Results/Impact:**

Although the defendant initially refused to participate in the reentry plan upon his release in March 2011, the partners continue engaging the defendant whenever he enters the jail or Community Court. The same ATCIC case manager attempts to meet with the defendant when he is in custody to establish a relationship with the defendant. The result has been that the defendant is now asking to see the ATCIC case manager when he is in custody and appears to be developing a more trusting relationship which may help us convince him to engage in services, particularly housing.

The initiative helped us recognize disconnects between partners and reinforced how frequent cycling in and out of jail results in some individuals not being engaged in community based mental health services effectively. We are working now in a variety of initiatives to attempt to impact reentry planning for frequent offenders.



## **Downtown Crime Initiative**

( May 2011 - Oct. 2011 )

**Goal:** To improve the quality of life, enjoyment and safety of residents, businesses and visitors to the downtown entertainment area by reduction of drug, violent and public disorder crimes by coordinated, enhanced enforcement, prosecution and communication between the Austin Police Department (APD), Travis County District Attorney's office (TCDA) and residents, businesses and visitors to the area.

**Activities:**

- Created program/screening criteria:
  - Targeted Felony Offenses: Over 60 felony offenses are included in a list of target cases including offenses related to Part I violent crimes and property crimes as well as Part II offenses including narcotic, prostitution, and weapons-related offenses. In addition the targeted offenses include resisting/evading arrest, retaliation as well as those dealing with tampering with evidence.
  - Geographic Area of Offense: **North**—10<sup>th</sup> Street, **South**—Cesar Chavez, **East**—Comal Street, and **West**--North Lamar to Comal Street
  - TCDA NDA will review offense reports referred to our office and make appropriate punishment recommendations on cases (and the NDA may adopt specific cases for personal prosecution).
  - Felony drug offenses to be included in special prosecution initiative will be reviewed by APD and the NDA and factors to be taken in consideration for inclusion in the program include: prior arrest and criminal history, connection to drug dealing, occurrence on street in drug dealing area, quantity of drug, and whether the defendant is a known offender in downtown area.
- Held five planning meetings and with key stakeholders.
- Engaged partners in development of the program including: Austin Police Department, Crime Records Unit of Austin Police Department, Travis County DA's Trial Court Division and Records Division.
- Developed process for tracking cases within the DA's Office in order to monitor outcomes and assess dispositions.

**Results/Impact (May 16<sup>th</sup>, 2011-October 10<sup>th</sup>, 2011):**

- A total of 240 cases have been reviewed and 134 cases accepted for the program.
- 90 cases of the 240 reviewed were rejected for the program with 62% of those cases not meeting criteria for inclusion and 27% for not being within the target area.
- 32 cases have been disposed as of October 10<sup>th</sup>, 2011:
  - 81% resulted in guilty pleas.
  - Of those guilty pleas, 31% resulted in a sentence to TDCJ-Prison and 27% to TDCJ-State Jail facility (58% to TDCJ total).
  - Of the 32 cases disposed of to date, 47% were related to Possession of a Controlled Substance and 25% related to Delivery of a Controlled Substance.

**Other Key Activities of the Downtown NDA Project During FY 2011:**

- **Downtown Austin Community Court (DACC) Frequent Offender Initiative:** During the year, the Travis County DA's Office worked closely with the DACC staff and Advisory Board to develop/enhance their frequent offender initiative which included adding two additional intensive case managers to help focus on the 270 plus individuals who they have identified as their frequent users of their court. Activities included participating in DACC Advisory Court meetings and DACC staff meetings. We also helped connect DACC staff to other conversations/initiatives in the community that could help them link to or leverage additional resources for their clients.
- **Caritas' My Chance Program:** In the 81st Texas Legislature (2009), funding was approved to launch the Homeless Housing and Support Services Program (HHSP) to the eight largest cities in Texas. The City of Austin received \$1.9 million and used the bulk of those dollars to fund 46 units of permanent supportive housing. Ten of those 46 units were for a direct reentry PSH initiative serving men who were exiting the Travis State Jail who would have been released to the downtown homeless shelter. The program was launched in March of 2010 and all housing was filled by June. Activities by the DA's Office included: assisting Caritas and Crime Prevention Institute (providing in-prison reentry planning services) in developing a working partnership as well as developing a document that summarizes the characteristics of the population being served including previous criminal history as well as re-arrest history for all clients after one year in housing. We also assisted in arranging technical assistance training by the Corporation for Supportive Housing for Caritas, CPI and DACC case managers around managing permanent supportive housing for a reentry population. (FOLLOW UP: During the 82nd Texas Legislature, the HHSP program was not approved in the normal budgeting process. If funding could be found after session, the City of Austin recognized that it would be greatly reduced. Caritas was unable to sustain the My Chance Program and it was formally closed at the end of August 2011. All clients were transferred in to other housing but it did not include the on-site support services offered during the My Chance program.)

- **Goodwill Employment Readiness Services in Travis County Jail:** The Downtown NDA helped coordinate meetings with staff and managers from Goodwill who were attempting to use a grant for employment readiness programming to serve inmates of the Travis County Jail. We were able to connect Goodwill with Travis County Adult Probation for further conversations for possible services to those in the SMART residential treatment program.
- **Facilitated Community Meeting Regarding Local Application for a Second Chance Act Federal Grant:** In March 2011, the TCDA Community Justice Senior Planner facilitated a community forum regarding a possible application from our community for a BJA Second Chance Act. Goodwill partnered with Crime Prevention Institute for an application for mentoring and reentry planning services within the Travis County Jail and the Travis State Jail. In August, BJA announced that Goodwill did receive a \$220,000 grant award and efforts are underway to launch the program.

**For additional information about the Travis County District Attorney's Office  
Downtown Neighborhood District Attorney Program:**

**Jason English**  
**[Jason.english@co.travis.tx.us](mailto:Jason.english@co.travis.tx.us)**  
**512-974-5257**

## Goals and Activities of the Travis County DA's Downtown Neighborhood DA Program— Oct. 1<sup>st</sup>, 2010 through Sept. 30<sup>th</sup>, 2011

<b>Enhance criminal justice processes:</b>			
	Provide investigative assistance to law enforcement officials	Met weekly with numerous officers on cases giving advice on criminal cases, as well as, coordinating law enforcement with prosecutors and other investigators from other agencies.	<b>Results to Date:</b> Helped officers prepare an inner-office presentation on drug-free zone enhancement for numerous narcotic cases which continues to result in proper felony charges on a weekly basis. Continued guidance in building better cases in general, as well as, specific guidance on unusual cases.
	Serve as a link between courts and the police and community	Met w/court staff regarding general issues impacting downtown as well as to assist on specific cases Encouraged utilization of stay-away orders for defendants placed on probation	<b>Results to Date:</b> Connected with multiple prosecutors on several cases/issues
	Utilized 5 <sup>th</sup> Street Initiative to help track felony dispositions	Worked with community and DA Office stakeholders on identifying high impact offender drug cases and helped with making initial plea recommendations Developed processes for identifying cases and created a tracking system	<b>Results to Date:</b> Targeted/tracked over 20 cases. Project led to development of the Downtown Crime Initiative Program (see below)
	Launched Downtown Crime Initiative Program (May 2011)	Developed program criteria Developed case tracking process Developed process for initial recommendations	<b>Results to Date:</b> 240 cases reviewed with 134 cases accepted 32 cases disposed of with 81% resulting in guilty pleas with 31% sentenced to prison and 27% sentenced to state jail
	Provide assistance on nuisance abatement-related cases	Coordinate with APD Nuisance Abatement Detectives on 5 different properties, with some cases still being monitored.	<b>Results to Date:</b> One tenant was evicted by the landlord abating the problem; other properties have not risen to the level to file any formal abatement proceedings.
<b>Enhance successful reentry that impacts the downtown community:</b>			
	Help identify reentry resources that will help enhance reentry impacts	Convened stakeholders to help develop reentry plan for seriously mentally ill/frequent downtown offender from a TDCJ Mental Health prison unit	<b>Results to Date:</b> 4 meetings held 30 persons representing 12 organizations engaged ATCIC Outreach was connected to client

		Connected Goodwill with Travis County Adult Probation/SMART Program for dialogue around employment readiness programming	<b>Results to Date:</b> Continue to work with Goodwill
		Partner with Caritas of Austin and Crime Prevention Institute on the <i>My Chance</i> permanent supportive housing project for State Jail clients (who would have been released to homeless shelters downtown)	<b>Results to Date:</b> Helped leverage technical assistance training for case managers. Developed report regarding criminal history backgrounds for clients and re-arrest history after one year of program. NOTE: Due to loss of state funding, this project was ended in August 2011.
		Facilitated community forum regarding a local application for a BJA Second Chance Act	<b>Results to Date:</b> In August 2011, Goodwill was awarded a 2 year grant award to provide services to persons in the Travis County Jail and the Travis State Jail.
<b>Partner with community stakeholders to improve quality of life in downtown:</b>			
	Participate in DAA Security and Maintenance Meetings	Attended monthly meetings and provided relevant updates	<b>Results to Date:</b> Attended 11 meetings
	Work with 5 <sup>th</sup> Street Neighborhood group regarding drug sales <a href="http://www.5thstreetcommunity.org">www.5thstreetcommunity.org</a>	<ul style="list-style-type: none"> <li>• Attended neighborhood meetings/events</li> <li>• Attended one-on-one meetings with individual neighborhood members</li> <li>• Developed disposition tracking system to examine final dispositions versus initial plea recommendation</li> </ul>	<b>Results to Date:</b> Over 20 cases tracked  Evolved into larger project—Downtown Crime Initiative
	Participate in Downtown Area Commanders Forums		<b>Results to Date:</b> Participated in 4 forums



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 2012

**Prepared By/Phone Number:** Brenda Rodriguez x44985

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir x43996

**Commissioners Court Sponsor:** Judge Sam Biscoe

**AGENDA LANGUAGE:**

Enter agenda language here

Consider and take appropriate action for Election Experts Travel

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

see attachment

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**REQUIRED AUTHORIZATIONS:**

Dana DeBeauvoir, County Clerk

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a single 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.





**Dana DeBeauvoir**  
Travis County Clerk

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

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

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

March 20, 2012

TO: Travis County Commissioners Court  
FROM: Dana DeBeauvoir  
RE: Reimbursement Request for Election Expert Travel Costs

We have requested the assistance of five to seven individuals from the private sector and universities throughout the country who are considered among the nation's most accomplished in the field of election system security and design. These individuals will be providing their expertise to assist Travis County in designing an RFP for a new voting system. They will be meeting at our office April 5 – 7, 2012. They are not charging for their valuable time, but we have offered to cover their airfare, hotel, and receipt-based per diem.

These individuals are non-County employees. We are requesting that we pay Four Seasons Travel directly for flights not previously paid for our visitors. We would then like to reimburse the costs for the hotel, per diem, and any remaining airfare costs after their visit. The total estimated cost is \$7700. The funds are to come out of is 056-2021-532-6503 PSPEC.

If you have any questions or need further information, please do not hesitate to contact me.

Thank you.



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 27, 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 Session of March 13, 2012.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

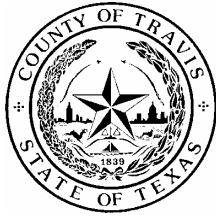
### STAFF RECOMMENDATIONS:

### 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 Commissioners Court Tuesday, March 13, 2012 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • [www.co.travis.tx.us](http://www.co.travis.tx.us) • PO Box 149325, Austin, TX 78714-9325

## Call to Order

Meeting called to order on March 6, 2012, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Robert Resnick.

Samuel T. Biscoe	County Judge	Present
Ron Davis	Precinct 1, Commissioner	Present
Sarah Eckhardt	Precinct 2, Commissioner	Absent
Karen L. Huber	Precinct 3, Commissioner	Present
Margaret J. Gómez	Precinct 4, Commissioner	Present

## Citizens Communication

Members of the Court heard from:  
Ronnie Gjemre, Travis County Resident  
Gus Peña, Travis County Resident

## Special Items

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

**RESULT:           ADDED TO CONSENT**

*Clerk's Note: The County Judge announced that by taking no action, the prohibition against outdoor burning remains lifted.*

## Resolutions and Proclamations

2. Approve Resolution recognizing the month of March 2012 as "Professional Social Work Month" in Travis County.

Members of the Court heard from:  
Catherine Davis, Intern, Family Support Services, Travis County Health, Human Services, and Veterans Services (TCHHS&VS), and Social Work Masters Student, University of Texas  
Andrea Colunga Bussey, Division Director, Family Support Services, TCHHS&VS  
Jackie Gonsalvez, Social Worker, Family Support Services, TCHHS&VS  
Deborah Farrell, social work client  
Cecilia Norr, social work client  
Sandra Stevens, social work client  
Sue Milam, Government Relations Coordinator, National Association of Social Workers, Texas Chapter

Michael Gianotti, Court Social Worker and Guardianship Coordinator, Travis County Probate Court  
Grant Hudson, Vocational Rehabilitation Counselor, Health and Human Services Commission, State of Texas  
Jane Prince-Maclean, Social Worker, TCHHS&VS  
Jean Stamp, Texas Homeless Education Office, University of Texas and Travis County Child Welfare Board  
Barbara Anderson, Clinical Faculty, School of Social Work, University of Texas

**MOTION:** Approve the Resolution in Item 2.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Margaret J. Gómez, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

3. Consider and take appropriate action on resolution approving a tax-exempt bond financing to be undertaken by Travis County Housing Finance Corporation to finance the acquisition and rehabilitation of Argosy at Crestview Apartments, 1003 Justin Lane, Austin, Texas.

Members of the Court heard from:  
Ladd Pattillo, Travis County Financial Adviser

**MOTION:** Approve the Resolution in Item 3.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

#### **Administrative Operations Items**

4. 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 \$763,227.16 for the period of February 24 to March 01, 2012.

**RESULT:** **ADDED TO CONSENT**

5. Consider and take appropriate action on proposed routine personnel amendments.

**RESULT:** **ADDED TO CONSENT**

6. Consider and take appropriate action regarding compensation issues, including:
  - a. The job analysis project conducted by HRMD during Fiscal Year 2011-12;

Members of the Court heard from:  
Todd Osburn, Compensation Manager, Human Resources Management Department (HRMD)  
Travis Gatlin, Budget Analyst, Planning and Budget Office (PBO)  
Diane Poirot, Director; HRMD  
Susan Spataro, Travis County Auditor  
Carlotta Valdez Leavy, Senior HR Analyst, HRMD  
Dana DeBeauvoir, Travis County Clerk  
Deborah Britton, Division Director, TCHHS  
Tina Morton, Tax Assessor Collector

Renea Decker, Associate Deputy, Tax Assessor Collector's Office  
Christina Adair, Chief Assistant II, Travis County Auditor's Office

**MOTION:** Approve Staff recommendations with the understanding that some outstanding reclassification issues still exist, and have HRMD Staff meet with the relevant departments and present the Court with a list of agreements reached and a list of areas of disagreement on March 27, 2012. Departments will be asked to provide funding for reclassifications and temporary employees, with an earmark on Allocated Reserves to cover any shortfalls. The implementation date for employees affected by the Market Salary Survey will be April 1, 2012, with a May 1, 2012, implementation date for temporary employees.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Ron Davis, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez

**ABSENT:** Sarah Eckhardt

- b. Implementation method and date for market adjustments and other compensation recommendations;

Members of the Court heard from:

Susan Spataro, Travis County Auditor  
Travis Gatlin, Budget Analyst, PBO  
Todd Osburn, Compensation Manager, HRMD  
Carlotta Valdez Leavy, Senior HR Analyst, HRMD  
Tina Morton, Tax Assessor  
Christina Adair, Chief Assistant II, Travis County Auditor's Office  
Diane Poirot, Director, HRMD  
James Collins, Senior Chief Deputy, County Attorney's Office, and Chair,  
Compensation Committee  
Leroy Nellis, Budget Manager, PBO

**MOTION:** Approve the recommended implementation schedule and instruct departments to inform the Court of any schedule-related problems. Reclassifications for temporary employees will be done manually.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Ron Davis, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez

**ABSENT:** Sarah Eckhardt

- c. Employees not covered by the market survey, including Purchasing Department, Auditor's Office and employees on the Peace Office Pay Scale; and

Members of the Court heard from:

Todd Osburn, Compensation Manager, HRMD  
Leroy Nellis, Budget Manager, PBO  
Diane Poirot, Director, HRMD  
Alex Leo, Travis County Sheriffs Office Law Enforcement Association  
Sidney Parker, President, Travis County Sheriff's Office Law Enforcement Association  
Susan Spataro, Travis County Auditor  
Christina Adair, Chief Assistant II, Travis County Auditor's Office  
Greg Powell, American Federation of State, County and Municipal Employees  
(AFSCME)  
Travis Gatlin, Budget Analyst, PBO  
Cyd Grimes, Travis County Purchasing Agent

James Collins, Senior Chief Deputy, County Attorney's Office

**MOTION:** Direct HRMD to compare the relationship between the salaries of District Court Associate Judges and elected Judges to the marketplace and provide that data to the Commissioners Court.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez

**ABSENT:** Sarah Eckhardt

- d. Outstanding issues from Compensation Policy Report and general schedule for follow-up action.

Members of the Court heard from:

James Collins, Senior Chief Deputy, County Attorney's Office  
Leroy Nellis, Budget Manager, PBO  
Susan Spataro, Travis County Auditor

**RESULT:** **DISCUSSED**

**Reset for: 3/20/2012**

#### **Purchasing Office Items**

7. Approve Modification No. 1 to Contract No. 10AE0198JE, Aecom Technical Services, Inc., for design services for Arterial "A".

**RESULT:** **ADDED TO CONSENT**

8. Approve Modification No. 1 to Contract No. 11T00264NB, Redwood Toxicology Laboratory Inc., for drug test kits.

**RESULT:** **ADDED TO CONSENT**

9. Declare two pallet jacks as surplus property and donate to the Brown Santa Program, a non-profit civic organization, pursuant to Section 263.152(a)(4) of the Texas Local Government Code.

**RESULT:** **ADDED TO CONSENT**

10. Approve Modification No. 7 to Contract No. 99AE601-JJ, MWM Design Group, for Ferguson Road Design Project.

**RESULT:** **ADDED TO CONSENT**

11. Approve Modification No. 24 to Contract No. MA960322, Easy Access, Inc., for tax office computer system.

**RESULT:** **ADDED TO CONSENT**

#### **Transportation, Natural Resources and Facilities Dept. Items**

12. Consider and take appropriate action on the following requests (in Precinct One):

- a. Terminate an old participation agreement between Travis County and developers for construction of Parmer Lane Extension; and



- b. A new participation agreement between Travis County and developers for construction of Parmer Lane Extension Phase 2b. (Commissioner Davis)

**RESULT:           ADDED TO CONSENT**

- 13. Consider and take appropriate action regarding a license agreement with the University of Texas Cycling Team for a bicycle road race at Pace Bend Park in Precinct Three. (Commissioner Huber)

**RESULT:           ADDED TO CONSENT**

- 14. Consider and take appropriate action on a requested purchase of excess, unused, former right-of-way for Old Johnny Morris Road, totaling approximately 0.75 acres of land located southwest of the intersection of Johnny Morris Road and U.S. Highway 290 East in Precinct One. (Commissioner Davis)

*Judge Biscoe announced that Item 14 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.*

Members of the Court heard from:

Greg Chico, Right-of-Way Manager, Transportation and Natural Resources (TNR)  
John Hille, Assistant County Attorney

**MOTION:**           Direct Staff to proceed with an appraisal of the property and report back to the Commissioners Court for an appointment of a Commissioner of Sale.

**RESULT:**           **APPROVED [UNANIMOUS]**

**MOVER:**           Ron Davis, Commissioner

**SECONDER:**       Margaret J. Gómez, Commissioner

**AYES:**            Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez

**ABSENT:**          Sarah Eckhardt

#### **Planning and Budget Dept. Items**

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

**RESULT:           ADDED TO CONSENT**

*Clerk's Note: The County Judge noted that the budget transfer would be from the Justice of the Peace Technology Fund to Precinct Five, in the sum of \$1,583.00.*

- 16. Review and approve requests regarding grant programs, applications, contracts and permissions to continue:
  - a. Application to the Department of Homeland Security Federal Emergency Management Agency for a Fire Mitigation Assistance Grant (Hodde Lane #2957) - grant provides partial reimbursement for costs incurred by eight local agencies to combat the Hodde Lane fire that started September 4, 2011;
  - b. Application to the Department of Homeland Security Federal Emergency Management Agency for a Fire Mitigation Assistance Grant (Pedernales #2959) - grant provides partial reimbursement for costs incurred by 18 local agencies to combat the Pedernales fire that started September 4, 2011;

- c. Application to the Department of Homeland Security Federal Emergency Management Agency for a Fire Mitigation Assistance Grant (Steiner #2960) - grant provides partial reimbursement for costs incurred by 13 local agencies to combat the Steiner Ranch fire that started September 4, 2011;
- d. New contract with the Texas Department of Transportation for the Travis County Sheriff's Office to receive Federal Pass Through Funding for overtime resources for Driving While Intoxicated Enforcement; and
- e. Amendment to the contract with the United States Department of Justice, Community Oriented Policing Services, to extend the term of a one-time grant in order to facilitate the approval of and payment for completed services; the grant provides funding to expand the Travis County Sheriff's Office Firing Range.

**RESULT:           ADDED TO CONSENT**

17. Consider and take appropriate action on requested debt issuance schedule and funding for Fiscal Year 2012 capital projects.

Members of the Court heard from:

Jessica Rio, Assistant Budget Manager, PBO  
Leroy Nellis, Budget Manager, PBO  
Ladd Pattillo, Travis County Financial Adviser

**MOTION:**           Approve Item 17.  
**RESULT:**           **APPROVED [UNANIMOUS]**  
**MOVER:**           Samuel T. Biscoe, Judge  
**SECONDER:**       Ron Davis, Commissioner  
**AYES:**           Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:**          Sarah Eckhardt

#### Other Items

18. Consider and take appropriate action regarding selection of furniture for Commissioners Courtroom at 700 Lavaca, Austin.

**RESULT:           DISCUSSED**

19. Consider and take appropriate action on reimbursement request for Susan Bell.

**RESULT:           ADDED TO CONSENT**

20. Consider and take appropriate action on request to establish Memorandum of Agreement between the Travis County Sheriff's Office and the Hays County Sheriff's Office for the temporary housing of inmates during emergencies.

*Judge Biscoe announced that Item 20 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:**           Direct the County Attorney's Office to work with the appropriate persons in Hays County to refine the document.  
**RESULT:**           **APPROVED [UNANIMOUS]**  
**MOVER:**           Samuel T. Biscoe, Judge  
**SECONDER:**       Margaret J. Gómez, Commissioner  
**AYES:**           Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:**          Sarah Eckhardt

21. Consider and take appropriate action on request to approve revised Weekly Investment Report for the week of July 12, 2011.

**RESULT:           ADDED TO CONSENT**

### Executive Session Items

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

*Note 1: Gov't Code Ann 551.071, Consultation with Attorney*

*Note 2: Gov't Code Ann 551.072, Real Property*

*Note 3: Gov't Code Ann 551.074, Personnel Matters*

*Note 4: Gov't Code Ann 551.076, Security*

*Note 5: Gov't Code Ann 551.087, Economic Development Negotiations*

22. Ratify contract for professional engineering design services for the water and wastewater system at Reimers Ranch Park with Davis Engineering, Inc. <sup>1</sup>

*Judge Biscoe announced that Item 22 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Ratify the contract in Item 22.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

23. Consider and take appropriate action on an offer to sell approximately 140 acres of undeveloped land located near the intersection of U.S. Highway 71 East and Texas Highway 130 in Precinct Four, for inclusion in the Onion Creek Open Space Parkland - 2005 Bond Program. (Commissioner Gómez) <sup>2</sup>

*Judge Biscoe announced that Item 23 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.072, Real Property.*

**MOTION:** Approve the purchase of the land for \$2M with funding coming from the 2005 Bond funds.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Samuel T. Biscoe, Judge  
**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

24. Consider and take appropriate action on an offer to sell approximately 44 acres of undeveloped land located near the intersection of Cameron Road and Texas Highway 130 in Precinct Two, for inclusion in the Eastern Creek Open Space Parkland - 2011 Bond Program. (Commissioner Eckhardt) <sup>2</sup>

*Judge Biscoe announced that Item 24 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:** Reject the offer.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

25. Consider and take appropriate action on potential economic development agreement with WindData Data Center.<sup>5</sup>

*Judge Biscoe announced that Item 25 would be considered in Executive Session pursuant to Gov't. Code Ann 551.087, Economic Development Negotiations.*

**MOTION:** Direct Staff to evaluate the agreement with WindData Data Center and report back to the Court.

**MOVER:** Ron Davis, Commissioner  
**SECONDER:** Samuel T. Biscoe, Judge

**FRIENDLY AMENDMENT:** Utilize some of the criteria that have already been recommended in the Economic Development Policy.

**MOVER:** Karen L. Huber, Commissioner  
**RESULT:** **FRIENDLY AMENDMENT NOT ACCEPTED**

*Clerk's Note: A Vote on the Standing Motion was taken.*

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

26. Receive legal briefing and take appropriate action regarding draft letter to Circuit of the Americas and Formula One covering outstanding issues related to County permit requirements, including but not limited to the following:

- a. The Mass Gatherings Act;
- b. Improvements to Elroy, McAngus and Kellam Roads;
- c. Proposed public safety plan;
- d. Proposed traffic management plan; and
- e. Other related issues.<sup>1</sup>

*Judge Biscoe announced that Item 26 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Direct Judge Biscoe, Commissioner Gómez and County Attorney's Office Staff to meet with representatives of Circuit of the Americas and Formula 1 regarding the Mass Gatherings Act, and repost the item Tuesday, March 20, 2012.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Samuel T. Biscoe, Judge  
**SECONDER:** Margaret J. Gómez, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

*Clerk's Note: Items 26 b–e were discussion only.*

**Reset for: 3/20/2012**

27. Receive legal briefing and take appropriate action regarding lease for grazing contract on County-owned property in Throckmorton County including:
- a. Lessee's authority to deny Upshur County access to adjacent County-owned property; and
  - b. Request by Upshur County Commissioners Court for an easement to continue to access its property through Travis County-owned property.<sup>1</sup>

*Judge Biscoe announced that Item 27 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.*

**MOTION:** Direct the Travis County Attorney's Office to prepare an appropriate easement and that the County Judge be authorized to notify members of the Upshur County Commissioners Court of Travis County's intention to execute that easement.

**RESULT:** **APPROVED [UNANIMOUS]**

**MOVER:** Samuel T. Biscoe, Judge

**SECONDER:** Ron Davis, Commissioner

**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez

**ABSENT:** Sarah Eckhardt

28. 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>

**RESULT:** **POSTPONED**

**Reset for: 3/20/2012**

### Consent Items

Members of the Court heard from:  
Ronnie Gjemre, Travis County Resident

**MOTION:** Approve the following Consent Items: C1–C4 and Agenda Items 1, 4, 5, 7, 8, 9, 10, 11, 12a–b, 13, 15, 16.a–e, 19, 21, and A1.

**RESULT:** **ADOPTED [UNANIMOUS]**

**MOVER:** Margaret J. Gómez, Commissioner

**SECONDER:** Ron Davis, Commissioner

**AYES:** Biscoe, Davis, Huber, Gómez

**ABSENT:** Sarah Eckhardt

- 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 Session of February 28, 2012.
- C4. Approve setting a public hearing on Tuesday, March 27, 2012 to receive comments regarding a street name assignment for two private easements off Hamilton Pool Road to be known as "Imagine Way" and "Foxtrot Lane" in Precinct Three. (Commissioner Huber)

**Added Items**

- A1. Approve setting a public hearing on Tuesday, April 17, 2012 to receive comments regarding Chimney Oaks at Lake Travis Section 1 amended plat of Lots 38 and 39, Block B (amended plat - one lot - 6.314 acres - Brasada Lane - no ETJ) in Precinct Three. (Commissioner Huber)

**RESULT:           ADDED TO CONSENT**

**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:** March 27, 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  
Minutes for the Voting Session of March 13, 2012.

**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, March 13, 2012 Voting Session

Minutes Prepared by the Travis County Clerk  
512-854-4722 • [www.co.travis.tx.us](http://www.co.travis.tx.us) • PO Box 149325, Austin, TX 78714-9325

Meeting called to order on March 13, 2012, in the Ned Granger Building, Commissioners Courtroom, 1st Floor, 314 W. 11th St., Austin, TX. Dana DeBeauvoir, County Clerk, was represented by Deputy Robert Resnick.

Samuel T. Biscoe	County Judge	Present
Ron Davis	Precinct 1, Commissioner	Present
Sarah Eckhardt	Precinct 2, Commissioner	Absent
Karen L. Huber	Precinct 3, Commissioner	Present
Margaret J. Gómez	Precinct 4, Commissioner	Present

1. Approve payment of claims and authorize County Treasurer to invest Road District Funds.

**MOTION:** Make the investments in Item 1.  
**RESULT:** **APPROVED [3 TO 0]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Karen L. Huber, Margaret J. Gómez  
**ABSTAIN:** Ron Davis  
**ABSENT:** Sarah Eckhardt

2. Approve the Bee Cave Road District No. 1 Minutes for the Voting Sessions of October 25, 2011 and February 28, 2012.

**MOTION:** Approve Item 2.  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Margaret J. Gómez, Commissioner  
**SECONDER:** Karen L. Huber, Commissioner  
**AYES:** Samuel T. Biscoe, Ron Davis, Karen L. Huber, Margaret J. Gómez  
**ABSENT:** Sarah Eckhardt

## 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:** March 27, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:**

1. Consider and take appropriate action to authorize the Corporation's staff to attend Novogradac and Company's Affordable Housing Tax Credit Conference on May 17 and 18, 2012.

**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, Budget Manager/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**  
**700 Lavaca, Suite 1560**  
**Austin, Texas 78701**  
**Telephone: (512) 854-9116**  
**Fax: (512) 854-4210**

**Memo**

March 27, 2012

To: Board of Directors

From: Andrea Shields, Manager

Re: Request for approval to attend Novogradac and Company's Affordable Housing Tax Credit Conference

The Corporation's staff is requesting permission to register for and attend Novogradac and Company's Affordable Housing Tax Credit Conference May 17-18, 2012 in New Orleans, Louisiana.

The Corporation needs board approval to pay for the two (2) conference registrations for Andrea Shields and Karen Thigpen out of the Corporation's budget. Novogradac has extended a discount to the Corporation's staff of \$495 per person, which is \$100 off the original price for each registration. This brings the total to \$990 for both members of the Corporation's staff to attend.

There are ample funds in the Corporation's account to cover the registration.

The Corporation staff recommends approval of the motion as the Novogradac conference will provide invaluable educational and marketing opportunities for the staff.

Please give me a call if you have any questions.

cc: Board of Directors  
Leslie Browder, County Executive, Planning and Budget  
Leroy Nellis, Manager, Planning and Budget

Page 1 of 2  
*April 14th early reg deadline*

## Confirmation and Receipt for Order #8914214

**March 6, 2012**

### Order Placed By:

Karen Thigpen  
 Travis County Housing Finance Corp  
 700 Lavaca, Suite 1560  
 Austin, TX 78701  
 karen.thigpen@co.travis.tx.us  
 (512) 854-4743 (phone)

### Bill To:

Karen Thigpen  
 Travis County Housing Finance Corp  
 700 Lavaca, Suite 1560  
 Austin, TX 78701  
 karen.thigpen@co.travis.tx.us  
 (512) 854-4743 (phone)

Item	Unit Price	Quantity	Cost
Affordable Housing Conference - New Orleans, La. (non-profit rate)			
Attendee(s):			
• Shields, Andrea			
Discount/additional fees notes:			
Minus non profit discount \$100.0	\$595.00	2	\$990.00
Attendee cost: \$495.0			
• Thigpen, Karen			
Discount/additional fees notes:			
Minus non profit discount \$100.0			
Attendee cost: \$495.0			
Sub Total			\$990.00
Tax			\$0.00
<b>Total</b>			<b>\$990.00</b>

### Payment Information

Paying by Check  
 UNPAID

### Conference Details

Badge Name: Karen Thigpen

Non-profit pricing applied

**Please return the bottom of this invoice with your payment.** (taxpayer id #74-2251757)

Please return this invoice along with payment. You may also pay by credit card by faxing this invoice to 415.356.8090, attention **Events Desk**.

Novogradac Order #8914214 490132-930DAL

Due: **\$990.00**

Enclosed please find a check made out to **Novogradac & Company LLP**

Please charge my credit card (VISA, Mastercard, AMEX, or Discover only)

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Please remit to: Novogradac & Company, LLP

Mail: PO Box 7833

San Francisco, CA 94120-7833

Courier: 246 First Street, 5<sup>th</sup> Floor

San Francisco, CA 94105

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## Karen Thigpen

---

**From:** Events Desk <events@novoco.com>  
**Sent:** Tuesday, March 06, 2012 10:55 AM  
**To:** Karen Thigpen  
**Subject:** Confirmation for Order #8914214

Thank you for your order.

You may [check on the status of your order](#) at any time.

## Confirmation and Receipt for Order #8914214

March 6, 2012

### Order Placed By:

Karen Thigpen  
Travis County Housing Finance Corp  
700 Lavaca, Suite 1560  
Austin, TX 78701  
[karen.thigpen@co.travis.tx.us](mailto:karen.thigpen@co.travis.tx.us)  
(512) 854-4743 (phone)

### Bill To:

Karen Thigpen  
Travis County Housing Finance Corp  
700 Lavaca, Suite 1560  
Austin, TX 78701  
[karen.thigpen@co.travis.tx.us](mailto:karen.thigpen@co.travis.tx.us)  
(512) 854-4743 (phone)

Item	Unit Price	Quantity	Cost
Affordable Housing Conference - New Orleans, La. (non-profit rate) Attendee(s):			
• Shields, Andrea	\$595.00	2	\$990.00

### Discount/additional fees notes:

Minus non profit discount \$100.0

**Attendee cost:** \$495.0

Item	Unit Price	Quantity	Cost
------	------------	----------	------

- Thigpen, Karen

**Discount/additional fees notes:**

Minus non profit discount \$100.0

**Attendee cost: \$495.0**

Sub Total	\$990.00
Tax	\$0.00
<b>Total</b>	<b>\$990.00</b>

**Payment Information**

Paying by Check

UNPAID

**Please return the bottom of this invoice with your payment.**

**Conference Details**

Badge Name: Karen Thigpen

Non-profit pricing applied

(taxpayer id #74-2251757)

Please return this invoice along with payment. You may also pay by credit card by faxing this invoice to 415.356.8090, attention **Events Desk**.

Novogradac Order **#8914214    490132-930DAL**

Due: **\$990.00**

\_\_\_\_ Enclosed please find a check made out to **Novogradac & Company LLP**

\_\_\_\_ Please charge my credit card (VISA, Mastercard, AMEX, or Discover only)

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Please remit to: Novogradac & Company, LLP

Mail: PO Box 7833

San Francisco, CA 94120-7833

Courier: 246 First Street, 5<sup>th</sup> Floor

San Francisco, CA 94105

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Home	<b>Agenda</b> <b>Thursday, May 17, 2012</b>
Agenda	<b>8:00 a.m. – 9:00 a.m.</b> <b>Registration and Networking Breakfast</b>
Speakers	<b>9:00 a.m. – 9:45 a.m.</b> <b>Welcome and Audience Introductions</b>
Hotel & Registration	<b>9:45 a.m. – 10:45 a.m.</b> <b>Washington Wire</b>  <i>Speakers:</i> <b>Michael Novogradac</b> , Novogradac & Company LLP (moderator) <b>David Gasson</b> , Boston Capital Additional Panelists TBA
Co-Hosts & Sponsors	<b>10:45 a.m. – 11:00 a.m.</b> <b>Networking Break</b>
Pre-Conference Workshop: LIHTC 101: The Basics	<b>11:00 am – 12:00 p.m.</b> <b>The State of Equity Financing in 2012</b>  <ul style="list-style-type: none"> <li>• Banks and the Volcker Rule</li> <li>• Investor appetite</li> <li>• Pricing and forecast</li> </ul> <i>Speakers:</i> <b>Robert Thesman</b> , Novogradac & Company LLP (Moderator) <b>Jana Cohen Barbe</b> , SNR Denton <b>Miles Hapgood</b> , Stratford Capital Group <b>Darrick Metz</b> , WNC & Associates Inc. <b>Raoul Moore</b> , Enterprise Community Investment Inc.
Low-Income Housing Tax Credit Property Compliance Workshop	<b>12:00 p.m. – 1:30 p.m.</b> <b>Luncheon</b>  <b>2:00 p.m. – 5:00 p.m.</b> <b>Optional VolunTeaming Activity: Community Service Project</b>  <b>2:00 p.m. – 2:50 p.m.</b> <b>Debt Financing for Affordable Housing 2012</b>

- Choosing the types of debt that work best for your project
- Finding funds
- Fannie, Freddie and the FHA - what they can bring to the deal

*Speakers:*

**Dan Smith**, Novogradac & Company LLP (moderator)

**Tim Carpenter**, Fannie Mae

**Jim Gillespie**, Centerline Capital Group

**Thomas Vandiver**, SNR Denton

**2:50 p.m. – 3:00 p.m.**

**Networking Break**

**Concurrent Sessions I**

**3:00 p.m. – 3:50 p.m.**

**HUD Financing: What's New**

- Improving funding availability - refinancing with 223(F)
- Accelerating funding approval with the LIHTC Pilot
- Testing new preservation tools with RAD
- Fallout from California's elimination of redevelopment agencies

*Speakers:*

**Susan Wilson**, Novogradac & Company LLP (moderator)

**Rolando Acosta**, Ginsberg Jacobs LLC

**Flyann Janisse**, Rainbow Housing Assistance Corporation

**Ray Landry**, Davis-Penn Mortgage

**Monica Sussman**, Nixon Peabody LLP

**3:50 p.m. – 4:00 p.m.**

**Networking Break**

**4:00 p.m. – 4:50 p.m.**

**Bond Property Market Outlook**

- Property characteristics of currently financed bond properties
  - Typical physical characteristics
  - Typical performance characteristics
  - Typical market characteristics
  - Preservation of Market Rate redevelopment
- Changes in bond financing
- Current investor expectations
- Challenging properties to underwrite
- Expectations for change as we move through 2012

*Speakers:*

**Blair Kincer**, Novogradac & Company LLP (moderator)

**Peter Dion**, R4 Capital Inc.

**James Spound**, RedStone Tax Exempt Funding

## **Concurrent Sessions II**

**3:00 p.m. – 3:50 p.m.**

### **Year 15 Deal Strategies and Execution**

- New investors and what they want
- The re-syndication and secondary sales markets
- Qualified contracts and rights of first refusal
- Can I really make the LURA go away?

*Speakers:*

**George Littlejohn**, Novogradac & Company LLP (moderator)

**Janice Hetland**, Polsinelli Shughart PC

Additional Panelists TBA

**3:50 p.m. – 4:00 p.m.**

### **Networking Break**

**4:00 p.m. – 4:50 p.m.**

### **Deferred Developer Fee**

- Getting it paid
- Tax ramifications
- Solutions

*Speakers:*

**Mike Morrison**, Novogradac & Company LLP (moderator)

Additional Panelists TBA

**5:00 p.m. – 6:30 p.m.**

### **Networking Reception**

## **Friday, May 18, 2012**

**8:00 a.m. – 9:00 a.m.**

### **Registration and Networking Breakfast**

**9:00 a.m. – 10:15 a.m.**

### **State Allocators' Issues**

- Agency priorities - how states are preparing for the 9 percent AFR expiration at the end of 2013
- The viability of future deals
- How states plan to make transactions work without the additional basis
- What happens if the 9 percent fixed is gone?
- Alternatives to soft funding

**Renee Beaver**, Novogradac & Company LLP (Moderator)

Additional Panelists TBA



**10:15 a.m. – 10:30 a.m.**

**Networking Break**

**10:30 a.m. – 11:45 a.m.**

**Innovative and Creative Community Economic Development  
Projects: A Case Study**

- Mixed-use developments NSO Bell Housing and Detroit Affordable Assisted Living
- The use of multi-layered financing
- Mitigating serious environmental and other hurdles
- Non-profit sponsorship
- Combining LIHTCs, HTC's (state and federal), HOME funds, Brownfield credits, NMTCs and private funding

Panelists TBA

**11:45 a.m.**

**Conference Concludes**

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