



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.

BUDGET AMENDMENTS AND TRANSFERS
FY 2012

8/7/2012

AMENDMENTS

BA#	INTERNAL ORDER/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0001	198000	580010	Reserves	Allocated Reserves		75,000.00	1
		0001	120004	500070	County Clerk	Temp. Employee	75,000.00		



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: July 27, 2012

RE: Request to Transfer from the Allocated Reserve for Expenses Related to Additional Voting Locations.

On the April 10, 2012 Commissioners Court Voting Session, the Court approved item 11, "Consider and take appropriate action regarding an order designating the main early voting location, all temporary early voting locations and mobile early voting polling places for the May 29, 2012 joint primary election and approval of additional costs associated with early voting for this election." The item passed with a unanimous vote.

The back-up for the item indicated that the cost of the action was a total of \$75,000. \$48,000 was requested to provide voters in the May 29 Primary Election the same early voting locations that were to be used in the City of Austin's May 12 election and also \$27,000 for additional staffing to meet a last minute requirement set forth by the Secretary of State.

While the item was approved, the funding was never moved into the County Clerk's budget.

PBO recommends approval of this transfer to budget for the earlier approved action.

cc: Leslie Browder, PBO
Jessica Rio, PBO
Leroy Nellis, PBO
Dana DeBeauvoir, County Clerk
Susan Bell, County Clerk's Office



Dana DeBeauvoir
Travis County Clerk

P.O. Box 149325, Austin TX 78714-9325
(512) 854-9188 www.co.travis.tx.us

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

Misdemeanor, Recording, Civil/Probate,
and Records Management Divisions
1000 Guadalupe, Austin, TX 78701-2328

July 26, 2012

TO: Commissioners Court
Leslie Browder, Executive Manager
Alan Miller, Planning and Budget

FROM: Dana DeBeauvoir

We are requesting your assistance in correcting an oversight on our part. We previously requested additional funds for the May 29 Primary Election and received unanimous Court approval; however we did not submit a budget adjustment form along with the request. As a result, those funds were never transferred. We are now re-requesting these same funds, and (with Planning and Budget's assistance) this item will have the appropriate transfer back up.

Background

On April 10, 2012, the Court heard an agenda item that stated, "Consider and take appropriate action regarding an order designating the main early voting location, all temporary early voting locations and mobile early voting polling places for the May 29, 2012 joint primary election and approval of additional costs associated with early voting for this election."

In this item we requested \$48,000 to provide voters in the May 29 Primary Election the same early voting locations that were to be used in the City of Austin's May 12 election. We also requested \$27,000 for additional staffing to meet a last minute requirement set forth by the Secretary of State to require election workers to perform a check on each voter to determine whether or not they had attended the Democratic or Republican Parties' convention.

We have attached an excerpt from the minutes of that meeting and a copy of the backup.

Please let us know if you require any additional information.

Thank you.

CERTIFIED MINUTES EXCERPT

The Travis County Commissioners' Court convened on April 10, 2012. The following Item was considered:

11. Consider and take appropriate action regarding an order designating the main early voting location, all temporary early voting locations and mobile early voting polling places for the May 29, 2012 joint primary election and approval of additional costs associated with early voting for this election.

Members of the Court heard from:

Dana DeBeauvoir, Travis County Clerk

Gavino Fernandez, Deputy Director, District 12, League of United Latin American Citizens (LULAC)

MOTION: Approve Item 11.

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Samuel T. Biscoe, Judge

SECONDER: Ron Davis, Commissioner

AYES: Samuel T. Biscoe, Ron Davis, Sarah Eckhardt, Margaret J. Gómez

ABSENT: Karen L. Huber

I, Dana DeBeauvoir, County Clerk and Ex-Officio Clerk of the Commissioners' Court of Travis County, Texas, do hereby certify that the above is correct information from the Proceedings of the Commissioners' Court of Travis County, Texas.

Witness my hand and seal, this the 26th day of July, 2012.

DANA DeBEAUVOIR
County Clerk and Ex-Officio Clerk
of the Commissioners' Court of
Travis County, Texas

By: _____
Robert Resnick, Deputy



Dana DeBeauvoir
Travis County Clerk

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5501 Airport Boulevard, Austin, Texas 78751-1410

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

April 3, 2012

TO: Travis County Commissioners Court

FROM: Dana DeBeauvoir

RE: Request for approval of the order designating the main Early Voting location, all temporary Early Voting locations, and mobile Early Voting polling places for the May 29, 2012 Joint Primary Election and approval of additional costs associated with Early Voting for this election

We are submitting to the Commissioners Court proposed temporary branch and mobile early voting locations for the May 29, 2012 Joint Primary Election. Due to special circumstances, the number of temporary locations has increased to eighteen. This number represents six locations more than the number of locations submitted for the FY2012 budget. The original twelve Primary locations were proposed at the time to help meet a 5% reduction in the overall Elections budget. Because of the unusual events created by redistricting issues, the changes in Primary dates, and extremely close proximity of the Primary and the City of Austin elections, the County Clerk has reconsidered her original intentions of running only twelve temporary branch early voting locations.

The City of Austin recently chose to operate eighteen temporary branch early voting locations for their May 12, 2012 election. Because the Primary early voting period begins only six days after the close of the City of Austin's early voting, the County Clerk feels it is necessary to mirror the City's plan as closely as possible to avoid voter confusion. This increase of locations represents an increase of approximately \$48,000.

Additionally, the parties have chosen to hold their precinct conventions prior to the Primary elections, creating yet another unusual series of events that affect staffing at the polling place. On Friday, March 30, 2012, the Secretary of State issued an advisory for tracking voters' precinct convention participation as they check in at Primary voting locations. This is to prevent voters attending a party's precinct convention (occurring prior to the election) from crossing over and voting in another party's Primary. The procedure of adding this check point to each early voting polling location creates an additional poll worker position for a cost of \$27,000. We are not proposing the need to add additional personnel on election day because the lists for each precinct should be more manageable and could be handled by existing staff.

If the Court chooses to approve the additional six locations for a total of eighteen temporary branch early voting sites, it is the County Clerk's intention to run all polling locations as efficiently as possible and refund any savings back to the County.

Because of the 45-day deadline related to sending out ballots to overseas and military voters, it is important that a final decision be reached on Tuesday, April 10, 2012. Therefore, if you have any questions or concerns, please contact me as soon as possible. Thank you.

Header Information for Entry Doc Number

400000266

Doc. Number	400000266	Doc. Status	Preposted	FM Area	1000
Budget. Cate.	Payment	Doc. Year	2012	Doc. Date	Jul 26, 2012
Value Type	Budget	Version	0	Doc. Type	TRAN
Budget Type	1	Fiscal Year	2012	Year. Cash. Eff	
Process UI	TRAN	Process	RECV	Original. Applic.	BWB
				Doc. Family	

Additional Data

Creator	BOHANAC	Creation Date	Jul 26, 2012	Creation Time	17:25:30
Resp. Person		Year Cohort		Public Law	

Header Text

Legislation

TextName

Lines

Total Document 0 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area	Grant	Funded Program	Local Amount	Text Line
000001	0001		1200040001	500070	1150	NOT-RELEVANT	NON-FUNDED-PROGRAM	75,000	Increase in election costs Agenda 4/10
000002	0001		1980000000	580010	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-75,000	Increase in election costs Agenda 4/10

Ali August 1, 2012

UR

Allocated Reserve Status (580010)

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-ReimbRes
(\$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
(\$7,500)	Historical Commission	3/27/12	National Park Service grant match
\$99,176	Various	3/23/12	Cancelled Purchase Orders
\$4,809	Various	3/30/12	Cancelled Purchase Orders

Allocated Reserve Status (580010)

\$134	EMS	4/4/12	Cancelled Purchase Orders
\$78,259	Various	4/23/12	Cancelled Purchase Orders
(\$168,290)	TNR	5/1/12	Environmental Monitoring
(\$151,174)	Facilities	5/1/12	Security at 700 Lavaca
\$10,033	Various	5/4/12	Cancelled Purchase Orders
(\$51,743)	TNR	5/15/12	Opening Phase III of Northeast Metro Park
(\$117,703)	Sheriff's Office	5/15/12	Security at 700 Lavaca
(\$117,556)	General Admin.	5/22/12	Waller Creek TIF Payment
(\$2,816,473)	Various	5/22/12	Market Salary Survey Adjustments
\$27,550	Various	5/24/12	Cancelled Purchase Orders
(\$13,800)	Purchasing	6/26/2012	Auction fees
(\$1,320,525)	TNR	7/10/12	Maintenance Plan- Closed Travis Co. Landfill
(\$452,245)	County Clerk	7/10/12	Expense related to Primary Election Runoff
(\$22,255)	Purchasing	7/31/12	FTE (2) and computers
\$5,340,715	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$300,000)	Criminal Courts - Possible Capital Cases
(\$208,000)	RMCR - Offsite Storage
(\$200,000)	HRMD - Revised Tuition Reimbursement Policy
(\$175,000)	PBO - Bank Depository Contract
(\$149,135)	County Clerk - Redistricting effects on Elections
(\$100,000)	RMCR - Postage
(\$3,145)	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
(\$3,125,315)	Compensation
(\$4,820,776)	Total Possible Future Expenses (Earmarks)
\$519,939	Remaining Allocated Reserve Balance After Possible Future Expenditures

Capital Acquisition Resources Account Reserve Status (580070)

Amount	Dept Transferred Into	Date	Explanation
\$1,433,446			Beginning Balance
(\$90,000)	TNR	12/13/11	Guardrail Improvements
(\$365,000)	TNR	2/21/12	International Cemetery
(\$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.
\$43,138	TNR	3/23/12	Cancelled Purchase Order
(\$19,460)	ITS	4/3/12	Mental Health Public Defenders-Replacement Computers
(\$980)	JP Pct. 2	4/10/12	Replace safe
(\$80,000)	Records Management	5/1/12	Audio/Visual Equip. & Build-out @ 700 Lavaca
(\$42,283)	TNR	5/15/12	Opening Phase III of Northeast Metro park
(\$36,878)	Sheriff's Office & ITS	5/15/12	Security for 700 Lavaca
(\$330,000)	EMS	7/3/2012	EMS Interlocal Base Agreement - Ambulances
\$442,505	Current Reserve Balance		

Salary Savings Reserve Status (580100)

Amount	Dept Transferred Into	Date	Explanation
\$330,703			Beginning Balance
\$330,703 Current Reserve Balance			

Emergency Reserve Status (580120)

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

Fuel & Utility Reserve Status (580130)

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

Planning Reserve Status (580210)

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
(\$6,500)	CJP	5/22/2012	Related to Civil Courthouse Contract
(\$7,500)	CJP	5/22/2012	Legal Services Contract
\$3,496,000 Current Reserve Balance			

Juvenile Justice TYC (580260)

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

Future Grant Requirements Reserve Status (580140)

Amount	Dept Transferred Into	Date	Explanation
\$596,369			Beginning Balance
(\$45,925)	Auditor	5/1/12	Grants Financial Auditor/Analyst
(\$265)	ITS	5/1/12	Software
\$550,179 Current Reserve Balance			

Smart Bldg. Facility Maintenance Reserve Status (580240)

Amount	Dept Transferred Into	Date	Explanation
\$60,250			Beginning Balance
\$60,250 Current Reserve Balance			

IJS/FACTS Reserve Status (580160)

Amount	Dept Transferred Into	Date	Explanation
\$4,700,000			Beginning Balance
(\$584,694)	ITS	3/7/12	JP Case Management System
(\$42,805)	County Clerk	5/8/12	FACTS Transition Staff
(\$47,516)	Criminal Courts	5/8/12	FACTS Transition Staff
\$4,024,985 Current Reserve Balance			

Transition Reserve Status (580300)

Amount	Dept Transferred Into	Date	Explanation
\$750,000			Beginning Balance
\$750,000 Current Reserve Balance			

Reserve for State Cuts Status (580310)

Amount	Dept Transferred Into	Date	Explanation
\$300,000			Beginning Balance
*\$300,000 Current Reserve Balance			

*** Reserved for MHMR****Starflight Maintenance Reserve Status (580320)**

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

TCSO Overtime Reserve Status (580330)

Amount	Dept Transferred Into	Date	Explanation
\$1,500,000			Beginning Balance
\$1,500,000 Current Reserve Balance			

Annualization Reserve Status (580200)

Amount	Dept Transferred Into	Date	Explanation
\$1,043,855			Beginning Balance
\$1,043,855 Current Reserve Balance			

Unallocated Reserve Status (580015)

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



Travis County Commissioners Court Agenda Request

Meeting Date: 08/07/2012, 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

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

- A. Application to the United States Department of Health and Human Services, Administration for Children and Families to extend the existing Parenting in Recovery Grant into FY 2013;
- B. Annual Memorandum of Understanding with Casey Family Programs and Texas Department of Family and Protective Services for the Casey Family Programs Community and Family Reintegration Project Care Coordinator in Health and Human Services and Veterans Service; and
- C. Permission to use Health and Human Services and Veterans Service's budget for related operating expenses of the Comprehensive Energy Assistance Program until the forthcoming FY 12 agreement is fully executed.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item A is an application to extend the end date of the existing grant for an additional year to fully utilize and close out the grant.

Item B is the annual memorandum to continue the grant program through December 2012.

Item C is an addendum to the existing permission to continue the C.E.A.P. operating expenses through the end of August 31. A permission to continue is already in place for the grant's personnel expenses through the end of the same period.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

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

FISCAL IMPACT AND SOURCE OF FUNDING:

Item A requires a cash match, which is budgeted as part of HHS's General Fund Budget.

Item B has no match requirements.

Item C authorizes the use of up to \$120,000 of General Fund proceeds, but these costs should be reclassified to the grant, once a contract is fully executed.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
Cheryl Aker

TRAVIS COUNTY

8/7/2012

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 #
Application											
A 158	Parenting In Recovery	09/30/12-09/29/13	\$120,483	\$0	\$40,247	\$0	\$160,730	1.00	R	EC	13
Contracts											
B 158	Casey Family Programs Community and Family Reintegration Project	01/01/12 - 12/31/12	\$80,000	\$0	\$0	\$0	\$80,000	1.00	R	S	28
Dept.	Grant Title	on Application	Cost	Transfer	Request	FTE	Expiration Date		Notes	Assessment	Page #
Permission to Continue											
A 158	Comprehensive Energy Assistance Program*	01/01/12 - 12/31/12	\$120,000	\$0	\$120,000		8/31/2012		R	MC	45

* This request will temporarily use General Fund resources for grant program related operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

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
47	State Homeland Security Grant program (through CAPCOG)- SCBA equipment	10/01/2012-11/30/2014	\$40,000	\$0	\$0	\$0	\$40,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- equipment licenses	10/01/2012-11/30/2014	\$8,000	\$0	\$0	\$0	\$8,000	-	1/10/2012
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	State Homeland Security Grant program (through CAPCOG)- chemical protective clothing	10/01/2012-11/30/2014	\$40,000	\$0	\$0	\$0	\$40,000	-	1/10/2012
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
24	Travis County Veterans Court	7/01/2012-6/30/2013	\$53,414	\$0	\$0	\$0	\$53,414	-	1/31/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
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
49	Travis County Fuels Reduction Project (aka Wildfire Mitigation Grant)	09/01/12-08/31/14	\$200,775	\$66,925	\$0	\$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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
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	3/27/2012
45	Travis County Eagle Resource Project*	09/01/12 08/31/13	\$31,926.00	\$0.00	\$0	\$0	\$31,926.00	-	3/27/2012
39	Travis County Adult Probation Co-Occurring Re-entry Services	10/01/2012 9/30/2012	\$565,345.00	\$0.00	\$0	\$0	\$565,345.00	3.00	4/17/2012
57	NEH Preservation Assistance	2/01/2012 8/1/2013	\$6,000.00	\$0.00	\$0	\$0	\$6,000.00	-	4/17/2012
39	SCATTF - Sheriff's Combined Auto Theft Task Force	09/01/12 08/31/13	\$1,007,657	\$173,811	\$236,537	\$0	\$1,418,005	12.00	5/1/2012
45	Youth Reentry Program	10/01/12 03/31/15	\$1,047,504	\$0	\$0	\$0	\$1,047,504	3.00	5/1/2012
39	Domestic Violence Accountability Management Program	10/01/2012 09/30/2014	\$499,956	\$0	\$0	\$0	\$499,956	3.00	5/15/2012
45	National School Lunch/Breakfast program and USDA School Commodity Program	07/01/2012 06/30/2013	\$217,219	\$0	\$0	\$0	\$217,219	-	6/12/2012
137	State Alien Assistance Program SCAAP 12	07/01/2010 - 06/30/2011	\$683,501	\$0	\$0	\$0	\$683,501	-	6/26/2012
158	Basic Transportation Needs Fund Bus Pass Program	09/01/2012 - 08/31/2013	\$5,790	\$0	\$0	\$0	\$5,790	-	6/26/2012
137	Sheriff's Office Command & Support Vessel	06/01/2012 - 03/31/2013	\$413,236	\$0	\$0	\$0	\$413,236	-	7/3/2012
124	Indigent Defense System Evaluation Grant	07/01/12 - 03/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	7/10/2012
158	Children's Success Initiative	09/28/12 - 09/27/13	\$670,593	\$113,995	\$0	\$4,345	\$788,933	15.15	7/10/2012
124	Travis County Veterans Commission-Suppliment	01/01/2013 - 12/31/13	\$61,057	\$0	\$0	\$0	\$61,057	-	
155	Justice Reinvestment Initiative	10/01/2012 - 09/30/12	\$451,812	\$0	\$0	\$0	\$451,812	-	

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
158	Parenting in Recovery II	09/28/12 - 09/27/13	\$500,000	\$0	\$214,286	\$0	\$714,286	2.00	
			\$16,438,818	\$1,149,463	\$4,505,402	\$201,851	\$22,295,534	93.31	

*Amended from original agreement.

**FY 2012 Grant Summary Report
Grants Approved by Commissioners Court**

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
24	Drug Diversion Court	9/01/2011-8/31/2012	\$132,702	\$0	\$0	\$0	\$132,702	1.00	10/4/2011
24	Travis County Veteran's Court	9/01/2011-8/31/2012	\$155,000	\$0	\$0	\$0	\$155,000	2.00	10/4/2011
22	Family Drug Treatment Court	9/01/2011-8/31/2012	\$119,185	\$0	\$0	\$0	\$119,185	1.00	10/4/2011
39	DWI Court	9/01/2011-8/31/2012	\$231,620	\$0	\$0	\$0	\$231,620	4.00	10/4/2011
49	Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP) Local Initiatives Projects*	5/06/2008-8/31/2013	\$1,650,140	\$0	\$0	\$155,101	\$1,805,241	-	10/4/2011
45	Travis County Psychology Internship Program	9/01/2011-8/31/2016	\$464,733	\$99,779	\$0	\$0	\$564,512	-	10/11/2011
58	Comprehensive Energy Assistance Program*	1/01/2011-12/31/2011	\$5,519,883	\$0	\$0	\$0	\$5,519,883	-	10/18/2011
37	Austin/Travis County Human Trafficking LE Task Force*	1/01/2011-9/30/2012	\$15,000	\$0	\$0	\$0	\$15,000	-	10/18/2011
24	Drug Diversion Court*	9/01/2010-8/31/2011	\$188,422	\$0	\$19,132	\$0	\$207,554	1.00	10/18/2011
37	2012 Target & Blue Law Enforcement Grant	10/1/2011-9/30/2012	\$500	\$0	\$0	\$0	\$500	-	10/25/2011
45	Juvenile Services Solicitation for the Front End Therapeutic Services Program	9/1/2011-8/31/2012	\$21,000	\$0	\$0	\$0	\$21,000	-	10/25/2011
45	Travis County Eagle Resource Project	9/1/2011-8/31/2012	\$39,907	\$0	\$0	\$0	\$39,907	-	10/25/2011
58	Travis County Family Drug Treatment Court - Children's Continuum	10/1/2011 - 9/30/2014	\$550,000	\$0	\$28,012	\$155,321	\$733,333	4.00	11/1/2011
47	Emergency Management Performance Grant	10/1/2010-3/31/2012	\$78,753	\$78,753	\$0	\$0	\$157,506	3.00	11/8/2011
37	State Criminal Alien Assistance Program (SCAAP)	7/1/2009-6/30/2010	\$683,501	\$0	\$0	\$0	\$683,501	-	11/22/2011

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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
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
17	Ransom and Sarah Williams Farmstead Educational Outreach Project	10/1/2011- 9/30/2013	\$7,500	\$0	\$7,500	\$0	\$15,000	-	3/27/2012
58	Coming of Age (CNCS)	4/1/2012- 3/31/2013	\$50,495	\$321,591	\$0	\$0	\$372,086	6.80	3/27/2012
42	Drug Diversion Court*	09/01/2011- 08/31/2012	\$132,702	\$0	\$7,930	\$0	\$140,632	1.00	4/3/2012
58	Share the Warmth	04/01/12 09/30/12	\$24,500	\$0	\$0	\$0	\$24,500	-	4/24/2012
21	Electronic Disposition Reporting	04/15/2012 08/31/12	\$34,939	\$0	\$0	\$0	\$34,939	-	5/8/2012
31	Full Services Community Schools - East Austin Children's Promise	02/01/2011 09/30/2011	\$7,215	\$0	\$0	\$7,215	\$14,430	0.20	5/8/2012
31	Full Services Community Schools - East Austin Children's Promise*	10/01/2011 09/30/2012	\$10,000	\$0	\$0	\$7,215	\$17,215	0.20	5/8/2012
58	AmeriCorps*	8/1/2011 - 7/31/2012	\$298,922	\$236,045	\$0	\$183,061	\$718,028	26.5	6/5/2012
149	Onion Creek Greenway Phase 1 Urban Outdoor Grant*	10/02/09 - 07/15/2013	\$1,000,000	\$0	\$1,000,000	\$0	\$2,000,000	0	6/26/2012
123	Texas Commission on Environmental Quality Intergovernmental Cooperative Reimbursement Agreement with Travis County	09/01/2012 - 08/31/2015	\$612,372	\$0	\$0	\$0	\$612,372	2.00	7/31/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
137	Sheriff's Combined Auto Theft Task Force	09/01/2012 - 08/31/2012	\$641,481	\$173,811	\$236,537	\$0	\$1,051,829	12.00	7/31/2012
158	AmeriCorps*	08/01/10 - 07/31/2011	\$270,282	\$0	\$164,415	\$201,136	\$635,833	9.000	7/31/2012
			\$30,750,699	\$1,011,291	\$1,468,131	\$711,651	\$33,941,772	83.31	

*Amended from original agreement.

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	\$29,196	\$29,196	\$58,392	1.00	6/30/2012	3/20/2012	N/A	No
58	Comprehensive Energy Assistance Program	1/1/2012-12/31/2012	\$29,196	\$29,196	\$58,392	4.00	5/31/2012	3/27/2012	N/A	No
58	Comprehensive Energy Assistance Program	1/1/2012-12/31/2012	\$29,196	\$29,196	\$58,392	4.00	8/31/2012	6/5/2012	N/A	No
158	Casey Family Programs Community and Family Reintegration Project	1/1/2012-12/31/2012	\$15,862	\$0	\$15,862	1.00	9/30/2012	6/26/2012	N/A	No
158	AmeriCorps	08/01/12 - 07/31/13	\$79,018	\$0	\$79,018	28.00	9/30/2012	7/24/2012	N/A	No
Totals			\$226,860	\$131,980	\$533,840	43.00				

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

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

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

Grant Contracts approved by Commissioners Court

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

Community Supervision and Corrections	Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations. (ARRA) Grant will supplement department's state funding to help keep all current probation officer positions. This two year funding goes to the State and there is no County obligation or impact. Full amount of grant is believed to be spent by FY 11.	\$ -	\$ -	\$ 143,750	\$ -	\$ 143,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District Attorney	Interlocal Agreement for the Austin/Travis County Family Violence Protection Team. Includes funding for the District Attorney's Office, County Attorney's Office, Travis County Sheriff's Office, and Constable Pct 5. Grant is coordinated by the City of Austin. It is possible that the responsibility to apply for the Grant may fall to the County for FY 11 and beyond.	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -
Transportation and Natural Resources	Local Transportation Project - Advanced Funding Agreement (ARRA). ARRA funding to upgrade 4 roads by milling and overlaying roadway. Grant is a one-time grant with the potential for estimated \$13,741 contribution from the Road and Bridge Fund.	\$ -	\$ -	\$ 687,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	2009 Phase 27 ARRA Emergency Food and Shelter Program. The grant is a one-year one-time grant for emergency utility assistance that does not require a County match or program to continue after termination.	\$ 41,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Americorps. Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year.	\$ 288,139	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 281,297	\$ -
Health and Human Services	Parenting in Recovery. FY 09 is Year Two of a Potential Five Year Grant. The full impact will occur in FY 13 when grant funding is no longer available.	\$ 500,000	\$ 77,726	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ -	\$ 580,000	\$ -	\$ 580,000
Health and Human Services	ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households	\$ -	\$ -	\$ 2,311,350	TBD	\$ 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 development a tobacco free worksite policy for County facilities. Includes 1.5 FTE to support program. In addition, there are existing resources provided by the State that are available through the employee clinic to help employee to quit tobacco use. Ends Feb 2012.	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 3,070,731	\$ 1,161,189	\$ 8,619,525	\$ 2,175,626	\$ 7,952,569	\$ 1,135,059	\$ 2,272,470	\$ 1,260,059	\$ 1,607,470	\$ 1,760,059	\$ 1,490,480	\$ 1,760,059

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

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

Grant Title:	Parenting in Recovery		
Grant Period:	From:	9/30/12	To: 9/29/13
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	U.S. Dept. of Health and Human Services, Administration for Children and Families		
Will County provide grants funds to a subrecipient?	Yes: <input checked="" type="checkbox"/>	No: <input 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:			40,247		40,247
Operating:	120,483				120,483
Capital Equipment:	0		0		\$0
Indirect Costs:	0		0		\$0
Total:	120,483		40,247		160,730
FTEs:			1 ¹		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 type="checkbox"/>		
County Attorney	<input type="checkbox"/>		

¹ Travis County Health and Human Services and Veterans Service is using a portion of the Project Director's salary and benefits as match.

Performance Measures	Projected FY 13 Measure	Progress To Date:				Projected FY 14 Measure
		12/31/12	3/31/13	6/31/13	9/30/13	
Applicable Depart. Measures						
Number of clients receiving substance treatment services (Please note this number reflects County portion of the Substance Abuse Treatment (SAMSO) contract with ATCIC which is 43% based on financial contribution. Due to this population having multiple treatment episodes and SAMSO being a calendar year contract, actual numbers are not available until end of the calendar year. All numbers are projections based on prior years.)	250					250
Number of families involved with child welfare completing service plan goals	90					90
Number of new children entering care	275					275
Measures For Grant						
Percentage of children who had an initial occurrence and/or recurrence of substantiated/indicated child maltreatment within 6, 12, 18 and 24 months after enrolling in the RPG program.	35%					35%
Outcome Impact Description	Reduces the number of incidences of child maltreatment in our community.					

Percentage of children identified as at risk of removal from the home who are able to remain in the custody of a parent or caregiver through case closure.	50%					50%
Outcome Impact Description	Reduces the number of children placed in the foster care system due to parental substance abuse.					
Percentage of parents or caregivers who were able to access timely and appropriate substance abuse treatment as calculated by number of days between program entry and treatment entry (10 days).	80%					80%
Outcome Impact Description	Parents and caregivers with early access to substance dependence treatment are projected to have improved outcomes as it relates to establishing and maintaining sobriety.					
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

HHS is requesting approval of an application to the Administration for Children and Families, USHHS for an extension of time on its existing five-year Parenting in Recovery grant. This one-year extension will allow the department to spend the estimated balance of federal funds of \$120,483.

PBO recommends approval of this grant extension application.

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

The Parenting in Recovery (PIR) project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence. The primary objective of the Parenting in Recovery project is to keep families together in the community while they receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

This application is for a no cost extension of one year to allow the PIR project to complete services to clients enrolled near the end of year five as well as pay for program evaluation and closeout services. The project has a 58% success rate which is above the national average of 50%.

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

The request is for a one-year extension in order to spend the estimated balance of \$120,483 that will be available at the end of year five. The match requirement is \$40,247. (See match breakdown below.)

County Contribution: Travis County Health and Human Services and Veterans Service (TCHHSVS) is using 65% (\$40,247) of the salary for a full-time Project Director as match.

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.

TCHHSVS is providing all of the match. These funds are included in the FY'13 budget request.

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

Indirect costs are not included because TCHHSVS does not have a federally approved indirect cost rate.

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. This program relies heavily on local resources for the project model which will support sustainability after the grant ends. This grant has provided the services, supports and collaboration for the Family Drug Treatment Court (FDTC) in Travis County. These two projects PIR and FDTC will be folded into one program, Family Drug Treatment Court, post PIR grant. The collaborative partners with FDTC/PIR have been working on sustainability issues for the last year. A charter has been completed and signed by principle persons and agencies that specifies the continuing commitment to the FDTC and maintaining the services and supports that are provided under the grant. The charter also outlines the governing and operational committees of the FDTC. A post PIR grant design has been proposed and approved by the advisory committee. All services/supports and the funding sources have been identified and outlined in a document to guide the sustainability efforts. The intent of the partnership regarding sustainability is to look at multiple sources of ongoing funding for the services and supports utilized by the FDTC participants that is currently funded by PIR. This includes federal grants, foundations,

State and City/County funds. The Project Director will continue to develop agreements with program partners that will be sustained after the grant ends.

Current FDTC/PIR sustainability plan includes the following:

- Regional partnerships that will continue as a collaborative body that informs local practices and allocates resources for this population, per the charter
- CPS staff, community partners and the participants will continue with the practice of integrated, collaborative case planning
- Extended in-patient treatment for substance abuse including women and children's program
- Flexible funding supports for housing, mental health, employment and parenting
- Access to a housing specialist to support the families moving from treatment housing to community.

Partners will identify the funding for treatment and flexible services potentially through increased City/County funding to the existing ATCIC SAMSO contract to serve this population. HHS/VS submitted a budget request for FY 13 to support the continued substance abuse treatment and recovery supports and a position to support the project post grant. CPS will explore potential contracts with TCHHSVS or Austin Recovery and Foundation Communities to secure needed services for families. Partners will lobby Department of State Health Services to raise the funding rate of treatment beds closer to cost and comparable to City/County contract rates, among other things.

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.

This program is in line with the services currently offered by the Office of Children Services within TCHHSVS. The relevant departmental performance measures are included in this summary.

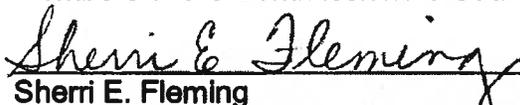


**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

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

DATE: July 25, 2012

TO: Members of the Commissioners Court

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

SUBJECT: No Cost Extension Request to the U.S. Department of Health and Human Services for Parenting in Recovery grant

Proposed Motion:

Consider and take appropriate action to approve a No Cost Extension Request to the U.S Department of Health and Human Services to allow expenditure of the unspent balance of FY'12 Parenting in Recovery grant funds in FY'13.

Summary and Staff Recommendations:

Travis County Health and Human Services and Veterans Service (TCHHSVS) serves as the lead agency for a regional partnership (known as the Parenting in Recovery project) that includes Austin Recovery, Foundation Communities, Texas Department of Family and Protective Services, Austin Travis County Integral Care, and Travis County Family Drug Treatment Court.

The Parenting in Recovery project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence. The primary objective of the project is to keep families

together while the parents receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

The PIR project started in February 2008 and has enrolled 106 mothers as of July 15, 2012. Of these 106 mothers, 40 were discharged successfully, 29 were discharged unsuccessfully, 14 were neutral discharges (admitted but did not receive services beyond partial substance dependence treatment), and 23 are currently enrolled in the project. The PIR project has a 58% success rate which is above the national average of 50%.

TCHHSVS staff recommends approving this request.

(FY'12 is the fifth and final year of the initial PIR project grant. In addition to the No Cost Extension Request, TCHHSVS is also submitting a separate application for a two-year extension of the grant that will provide an additional \$500,000 in each year. The two-year extension is scheduled for the 7/31/12 agenda. If the additional two years of funding is awarded, TCHHSVS will request the unspent FY'12 funds be carried over into FY'13 and combined with the new grant funds.)

Budgetary and Fiscal Impact:

There will be an estimated \$120,483 left of the \$500,000 in FY'12 funds when the current grant ends on 9/29/12. The No Cost Extension requests permission to spend these funds in FY'13. The match of \$40,247 will come from a portion of the PIR Project Director's salary.

Issues and Opportunities:

Parental substance dependence is a key factor underlying the abuse or neglect experienced by many of the children entering foster care. The PIR project is designed to keep families together by providing treatment and support services. PIR has made significant accomplishments during the almost five years it has been in existence. The project has developed a strong and effective community collaboration. It has designed and implemented a continuum of services that reduce the risk factors associated with maternal drug dependence, and has increased the ability of mothers to safely care for their children.

Background:

The Administration for Children and Families within the U.S. Department of Health and Human Services provides grants for regional partnerships designed to enhance the safety of children who are in an out-of-home placement or are at risk of being put in an out-of-home placement due to a parent's or caretaker's methamphetamine or other substance dependence.

Cc: Andrea Colunga, 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
Laura Ward, Assistant County Attorney

Leslie Browder, Executive Manager, Planning and Budget Office
Diana Ramirez, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office



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

**Bernard Morgan
Grants Management Specialist
Jean F. Blankenship
Federal Project Officer
Administration for Children and
Families
Office of Grants Management
370 L'Enfant Promenade, S.W.
6th Floor
Washington, D.C. 20447**

Re: No Cost Extension Request for Grant Award Number 90CU0039/05

Dear Mr. Morgan and Ms. Blankenship:

Travis County Health and Human Services is requesting a no cost extension of an estimated balance of \$120,483 in year five funds in order to complete substance abuse treatment and recovery support services for clients enrolled during year five of the grant as well as pay for program evaluation and closeout services. The treatment and wraparound funds will be used to complete activities which were approved but not completed by midnight on 9/29/12. The \$120,483 will be used in the Contractual line item of the budget. Travis County Health and Human Services is providing a match of \$40,247 in the form of salary for the Project Director.

The spreadsheet included with this letter provides details regarding this request. Thank you.

**Samuel T. Biscoe
Travis County Judge**

Date _____

Recipient Organization: Travis County Health and Human Services
 Project: Parenting in Recovery
 Grant Award#: 90CU0039/05

**BUDGET NARRATIVE CORRESPONDING TO
 NO COST EXTENSION REQUEST**

NO COST EXTENSION JUSTIFICATION: The project design of Parenting in Recovery is to (1) provide cross-training of key partners including child welfare and substance abuse counselors, (2) expedite access to extended stays in residential substance abuse treatment, (3) coordinate a collaborative team for developing treatment and discharge planning, (4) provide residential substance abuse treatment for mothers and child(ren), (5) provide assistance in developing stable housing, (6) employment/educational training, (7) child care assistance, and (8) develop wraparound supports and services to families upon discharge from treatment. Outcomes of this project will be a parent's sustained recovery, allowing them to safely parent their child(ren) without the continued intervention of child welfare. Child(ren) will improve their safety, permanency, and well-being. The balance of Year Five funds will be utilized to facilitate the achievement of goals 2, 4 and 8. The project enrolled women and their children in Year Five who were unable to complete their substance abuse treatment in Year Five due to their enrollment date. (The project enrolled these women and their children near the end of Year Five. These clients will complete their treatment during the extension period.)

Budget Categories	Estimated Balance	No Cost Extension Request	Match	Approved Unmet Objectives from Year Five of Grant
Personnel	\$0.00	\$0.00	\$33,405.00	
Fringe Benefits	\$0.00	\$0.00	\$6,842.00	
Travel	\$0.00	\$0.00		
Equipment	\$0.00	\$0.00		
Supplies	\$0.00	\$0.00		
Contractual	\$120,483.00	\$120,483.00		Expedite access to extended stays in residential substance abuse treatment and provide residential substance abuse treatment for mothers and child(ren); assist with wraparound supports; program evaluation and closeout.
Construction	\$0.00	\$0.00		
Other	\$0.00	\$0.00		
Total	\$120,483.00	\$120,483.00	\$40,247.00	
				Substance Abuse Treatment; Recovery Supports; Evaluation and Closeout: No cost extension dollars will be spent on the 23 participants enrolled in year five to facilitate the completion of their allocated substance abuse treatment and wraparound supports per the grant design. The total estimated amount of the extension request is \$120,483. The extension funds will be spent on substance abuse treatment \$8,224 (\$7,832 Direct Services and \$392 MSO Fee), recovery supports \$102,259 (\$97,389 Direct Services and \$4,870 in MSO Fee) and program evaluation and closeout \$10,000. The MSO Fee is an administrative fee that is set at 5% and calculated based on actual expended funds. The fee covers the management of the network providers utilized under the contract and the billing and payment process. The match will come from a portion of the PIR Project Director's salary and benefits.



**Travis County Health and Human Services & Veterans Service
Office of Children Services**

Children's Partnership ♦ Children F.I.R.S.T. ♦ Healthy Families ♦ TRIAD ♦ CPC ♦ PIR ♦ YFAC

Palm Square Building, 100 North IH 35, Suite 3000, Austin, TX 78701
Phone: (512) 854-9004 Fax: (512) 854-4115

Office of Grants Management

Bernard Morgan

Office on Child Abuse and Neglect, Children's Bureau, ACF, HHS

Jean Blankenship

Office of Grants Management

370 L'Enfant Promenade, S.W.

6th Floor

Washington, D.C. 20447

Re: No-Cost Extension Request for RPG: Parenting in Recovery (PIR) 90CU0039/05

Date of Request: **August 7th, 2012** (within the 45 day submission requirement timeframe)

Travis County is requesting a No-Cost Extension to the Parenting in Recovery grant that was originally awarded on 9/29/2007 and concludes on 9/29/2012.

Revised Expiration Date

New End Date for RPG/PIR: September 29th, 2013

Number of Months: 12 months

Supporting Reasons for the Request

PIR is requesting that the unspent funds from year five be approved for use in the No-Cost extension to support these activities that were planned but unmet in year 5: 1) Services dollars to support continued substance abuse treatment and recovery supports for participants enrolled in project years four and five - \$110,483; 2) Completion of the grant required evaluation components - \$10,000. These expenditures support the approved goals and objectives of this grant award, which are: 1) *Provide cross-systems training for child welfare and substance abuse counselors to promote more effective collaboration and treatment planning and increase ability to service families with substance dependency problems and child welfare involvement;* 2) *preclude or decrease the number of out-of-home placements for children of mothers with substance dependency and;* 3) *increase the safety and well-being of children of substance dependent mothers by reducing risks factors and increasing protective factors for child maltreatment.*

By August 1st, 2012, the PIR project will have enrolled 108 participants. Of those, 23 are active participants with the project. The average length of stay in the project is 14 months. Each participant receives 90 days of inpatient substance abuse treatment and funding for recovery supports that include: housing/utility allowance; parent and recovery coaching; mental health services; and medical/dental care. The 23 active participants will continue to be eligible for allocated services during the No-Cost extension period as they have not completed their enrollment period:

- 7 participants have between 0-3 months of time left with the project starting Sept 2012
- 3 participants have between 4-6 months of time left with the project starting Sept 2012
- 8 participants have between 7-10 months of time left with the project starting Sept 2012



**Travis County Health and Human Services & Veterans Service
Office of Children Services**

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Phone: (512) 854-9004 Fax: (512) 854-4115

-
- 5 participants have between 11-14 months of time left with the project starting Sept 2012

The below are activities that were planned, approved and begun in Year Five of the grant award but cannot be completed by the grant conclusion of 9/29/12.

Substance Abuse Treatment – 2 participants will complete their treatment in October 2012 incurring \$7,832 in treatment costs. This is calculated based on the number of day left in treatment (out of the total 90) times the daily rate of \$178.

Recovery Supports – Each participant is allocated funding for Recovery Supports to be expended based on individual documented need throughout their enrollment period. All 23 participants are eligible to receive and expend recovery supports during the No-Cost extension period. The amount expended by each participant varies and depends on their individualized needs – on average the expenditures range from \$5000 to \$8000 over a 14 month period. During the No-Cost Extension period, the projected amount of Recovery Supports to be expended by the participants is \$117, 900. This amount is derived by calculating the balance left for each participant by subtracting their year to date expenditures in their Recovery Support allocation from the maximum of \$8,000. The projected costs cannot be met by the balance of funding available through the No-Cost extension; therefore the remaining amount will be funded by Travis County general revenue funds.

Evaluation – Each RPG is required to comply with a final data upload in December 2012 and submit a final close out report to the grantor. During the No-Cost Extension period the Evaluator will be collecting final data elements to ensure the most complete upload of required data by December 2012. She will be coordinating data from multiple partners and then converting the data to meet the upload requirements. Upon completion of the data upload, the evaluator will coordinate efforts with the Project Director to complete the required end of grant period reports.

The projected costs for the Database portion of the Evaluation is \$4000 and includes these activities:

- Manage data connections and data feeds from CPS state databases in the PIR access database for all reports
- Warehouse the data in secure data repository and HIPAA compliant site
- Conduct on-going security checks of data and data sources
- Conduct XML mapping process and validity checks to meet federal data requirements
- Upload program data to federal data repositories for final report

The projected costs for the Program Evaluation Activities is \$6000 and includes these activities:

- Monitor/modify/complete data collection with designated federal and local performance indicators
- Major role in developing final report on federal and local indicators
- Interface with database developers as needed



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Remaining Balance

Travis County projects an unexpended balance of \$120,483 in the contractual line item of the budget. Please see attached budget for a more detailed explanation of the balance.

All SF-269's and Program Progress Reports on file

Travis County has submitted as required all financial and programmatic reporting documents

- Progress Reports have been submitted as required – twice a year for each grant year. The progress report for the second half of year five will be submitted by October 30th, 2012 per grant requirements.
- SF-269 have been submitted as required and are on file with grantor

ATTACHMENTS:

1. Cover letter signed by Authorizing Official – Judge Biscoe
2. Budget Detail for No-Cost Extension Period
3. Current SF-269

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Health and Human Services Administration for Children and Families		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 90CU0039		Page 1	of 1		
pages							
3. Recipient Organization (Name and complete address including Zip code) Travis County, PO Box 1748, Austin TX 78767							
4a. DUNS Number 030908842	4b. EIN 74-6000192	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year) 9/30/2011			To: (Month, Day, Year) 8/29/2012		9. Reporting Period End Date (Month, Day, Year) 3/31/2012		
10. Transactions					Cumulative		
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts					\$0.00		
b. Cash Disbursements					\$0.00		
c. Cash on Hand (line a minus b)					\$0.00		
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					\$500,000.00		
e. Federal share of expenditures					\$ 37,905.61		
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)					\$37,905.61		
h. Unobligated balance of Federal funds (line d minus g)					\$462,094.39		
Recipient Share:							
i. Total recipient share required					\$187,000.00		
j. Recipient share of expenditures					\$81,811.99		
k. Remaining recipient share to be provided (line i minus j)					\$85,188.01		
Program Income:							
l. Total Federal program income earned					\$0.00		
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Susan A. Spataro, County Auditor					c. Telephone (Area code, number and extension) 512-854-9424		
b. Signature of Authorized Certifying Official 					d. Email address susan.spataro@co.travis.tx.us		
e. Date Report Submitted (Month, Day, Year) 4/25/2012							
14. Agency Use Only:							

Standard Form 425
 OMB Approval Number 0348-0061
 Expiration Date 10/31/2011

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

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:	Casey Family Programs Community and Family Reintegration Project				
Grant Period:	From:	1/1/12	To:	12/31/12	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>		
Grantor:	Casey Family Programs				
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:	63,445	0	0	0	63,445
Operating:	16,555	0	0	0	16,555
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
Total:	80,000	0	0	0	80,000
FTEs:	1	0	0	0.00	1

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

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

Performance Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/31/12	9/30/12	
Applicable Depart. Measures						
Total number of families served by the program (OCS – Children FIRST)	200	95	90	These will be available on 7/31		200
Children served will be maintained in their homes	80%	88%	83%	These will be available on 7/31		80%
Measures For Grant						
Number of youth w/family screened for enrollment	20	2 ⁱ	10	5		20
Outcome Impact Description	Youth and family are screened to determine eligibility for services.					
Number of youth w/family enrolled	12	0 ⁱⁱ	7	2		12
Outcome Impact Description	Youth with complex mental health needs and their families are provided with traditional and non-traditional services.					
Number of youth reintegrated into family home	5	0 ⁱⁱⁱ	2	3		5
Outcome Impact Description	The ultimate goal of the reintegration project is to prevent and/or reduce the out-of-home placement of youth and maintain them in their communities.					

PBO Recommendation:

HHS is requesting approval of a grant agreement (via MOU) with the Casey Family Programs to fund a full time Care Coordinator position during calendar year 2012. From January 1 to date, HHS has been funding this position under a Permission to Continue approved by Commissioners Court on a quarterly basis. This grant contract will allow the personnel expenses for this position to be reclassified from the General Fund to the grant budget and for the position to be funded through the end of calendar year 2012. PBO has recommended funding this position once this grant ends on December 31, 2012, as part of the FY 13 Preliminary Budget.

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?

Casey Family Programs is providing \$80,000 to cover salary, benefits, training, travel and office supplies for a Care Coordinator to work with clients referred to the Office of Children's Services

(OCS) in Travis County Health and Human Services and Veterans Service (TCHHSVS). Part of the \$80,000 will also be used for various client services.

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

OCS provides clinical supervision and oversight for the project as well as office space and office equipment for the Care Coordinator.

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

There is no match required other than the clinical oversight, office space and office equipment. OCS will find the money internally for the office space and office equipment.

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

The grant does not allow payment of indirect or administrative costs.

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.

OCS would still refer clients for mental health services with or without the Casey funds. Discontinuation of the grant would mean there would be one less Care Coordinator to handle referrals.

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 current performance measures for OCS include clients handled by the grant-funded Care Coordinator.

ⁱ This number is below expectations because for the first quarter of the year one staff person was on approved FMLA leave and there was no capacity to screen families for enrollment.

ⁱⁱ This number is below expectations because for the first quarter of the year one staff person was on approved FMLA leave and there was no capacity to screen and enroll families.

iii 6 children were reintegrated in the prior quarter and 3 additional children are expected to be reintegrated in the second quarter of the year. Due to the first quarter having only one staff person available the program scheduled reintegration prior to and after the first quarter.



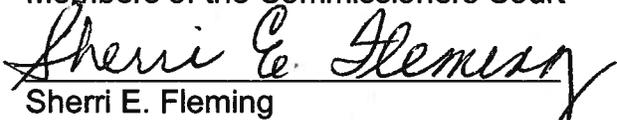
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PLANNING & BUDGET OFFICE

**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: July 23, 2012

TO: Members of the Commissioners Court

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

SUBJECT: Casey Family Programs grant

Proposed Motion:

Consider and take appropriate action to approve an \$80,000 grant (known as the Casey Family MOU) from the Casey Family Programs to fund a Care Coordinator position in TCHHSVS for calendar year 2012.

Summary and Staff Recommendations:

The Casey Family MOU funds a Care Coordinator position in the Office of Children's Services within Travis County Health and Human Services and Veterans Service (TCHHSVS). This Care Coordinator works with clients referred under The Community and Family Reintegration Project. The goal of the reintegration project is to provide a comprehensive list of traditional and nontraditional services to youth with complex mental health needs and their families at school, home, and in the community while decreasing the need for out-of-home placement. The traditional services include assessments, training, education, counseling, and basic needs. Nontraditional services include mentoring, parent coaching, enrichment activities, and respite care.

The court has approved three permission to continue requests from TCHHSVS in order to keep the Care Coordinator position funded until the new grant contract was completed. The grant will reimburse the General Fund upon execution of the new MOU.

TCHHSVS staff recommends approving the grant.

Budgetary and Fiscal Impact:

The MOU provides \$80,000 for salary, benefits and other expenses related to the Care Coordinator for the period 1/1/12 – 12/31/12. TCHHSVS provides oversight, office space and office equipment for the Care Coordinator. TCHHSVS funds these items within its current budget. This grant will not increase the General Fund budget.

Issues and Opportunities:

The reintegration project has four main partners: TCHHSVS, the Texas Department of Family and Protective Services (DFPS), the Casey Family Programs, and Austin Travis County Integral Care (ATCIC). DFPS refers clients to TCHHSVS which screens, and if eligible, assigns them to a Care Coordinator. The Care Coordinator, in collaboration with the family and community partners, arranges for services and supports depending on the identified strengths and needs of the youth and family. The services and supports come from a network of providers managed by ATCIC and available community resources.

Background:

The ultimate goal of the reintegration project is to reduce the out-of-home placement of youth involved in the child welfare system through the use of the wraparound process.

Cc: Andrea Colunga, Director, Office of Children's Services, TCHHSVS
Susan A. Spataro, CPA, CMA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Patty Lennon, Financial Analyst, Travis County Auditor's Office
Laura Ward, Assistant County Attorney
Leslie Browder, Executive Manager, Planning and Budget Office
Diana Ramirez, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office



casey family programs

fostering families. fostering change.



TEXAS

Department of Family and Protective Services

**CASEY FAMILY PROGRAMS
AND
TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERANS SERVICES AND THE
TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES**

AGREEMENT SERVICES TO CHILDREN, YOUTH, YOUNG ADULTS AND FAMILIES

THIS AGREEMENT FOR SERVICES TO CHILDREN, YOUTH, YOUNG ADULTS AND FAMILIES (Agreement) is entered into as of January 1, 2012 (Effective Date), by and between the Travis County Health & Human Services & Veterans Services (County HHS); and TX Dept. Of Family and Protective Services (DFPS) and Casey Family Programs (CFP, Casey). CFP and County HHS / DFPS are sometimes referred to individually as a Party and collectively as the Parties. This Agreement replaces any prior Agreement between the Parties, and any such agreement is hereby canceled or terminated as of the Effective Date.

CFP is a nationally accredited Washington nonprofit corporation, whose mission is to provide, improve, and ultimately to prevent the need for foster care. CFP (1) engages states, counties and tribes in child welfare initiatives to (a) safely reduce the number of youth in foster care in this country by 50%, (b) reinvest savings from reduced foster care populations to strengthen the system and vulnerable families, and (c) improve education, employment and mental health outcomes (collectively, the 2020 Goals). In addition, CFP provides Permanency Support Services (CFP adjunct services) services in Region 7 and 8 in the State of Texas.

Travis County Health & Human Services & Veterans Services (County HHS) strives to optimize self-sufficiency for families and individuals in safe and healthy communities. County HHS works to achieve those goals by providing services either directly or through private and not-for-profit agencies.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

1. Background. The Reintegration Project (Project) began in 2007 as a pilot to test and evaluate whether the use of wraparound services: case mining, family group conferencing, family search and engagement, flexible resources, parent liaison and parent support services resulted in a decreased time to legal permanence with kin or birth family for youth in residential treatment experience. The goal of this project is to reunify youth who have significant mental and behavior disorders and who reside in therapeutic foster care or residential treatment facilities with caregivers. CFP's Research Services evaluated the Project, and their initial evaluation is provided below:

2. Research Services Summary Report - Tracking Status in the Program. Since program inception (December 2007) through the period of this evaluation (September 30, 2011), for all enrolled families, 31% of the cases made it to successful and sustained

reunification. For the families who made it to the point of reunification 58% have successfully maintained the youth in their home until the point of case closure.

These findings demonstrate that with the appropriate combination, intensity, and duration of services, youth who would otherwise face significant barriers in achieving reunification and likely age out of foster care in institutional settings may be able to live with their families in the community.

Furthermore, a cost analysis demonstrates that the program has the capacity to achieve significant cost savings for Child Protective Services, depending on the type of care youth would otherwise be residing in and its level of intensity. Savings will be realized when any Reunification Project placement is sustained in the home for at least 125 days as compared to a youth in specialized group or therapeutic foster care. For a youth in residential treatment, savings resulting from a reunification placement will be realized within 87 days. Stated differently, in comparing successful reunification placements sustained for a period of 6 months, the CPS reintegration project is 31 percent less expensive than group or therapeutic care and 52 percent less expensive than residential treatment, each at the specialized level of care. Savings are significantly greater for youth who reintegrate into the community from more intensive levels of care, and for those whose placements in the community endure for longer periods of time. Comprehensive finance reform is necessary, however, for jurisdictions to realize such savings in the immediate term.

3. Agreement for Services to Children, Youth, Young Adults & Families. During the Term of this Agreement, the Parties shall continue to work together to develop best practice strategies that will inform the DFPS system redesign for reunifying youth from residential treatment to a permanent family, and reducing the number of youth in residential treatment (Services).

3.1 Services. These Services will continue targeting youth in CPS funded residential treatment and therapeutic group care to reunify them with birth and kinship families residing in Travis County, and to introduce the practice to other regions of Texas that have collaborative partners. The Parties will provide wraparound services and advocacy to identified youth and their caregivers in order to reunify the youth with his/her kin or birth family.

3.2 Quarterly Progress Reports. On a quarterly basis, the Parties shall evaluate and document the progress and impact of the Services, and identify any barriers or recommended changes by jointly completing a form provided by CFP.

3.3 Annual Summary. At the end of each year, the Parties shall summarize and analyze the Services.

3.4 Other Services. The Parties may decide to modify Services that advance their mutual objectives and the Project. Such amendments to Services or additions of other Services will be described and incorporated into this Agreement by an amendment.

3.5 Technical Assistance. County HHS / DFPS shall provide or procure technical assistance to support the Services. If appropriate, County HHS / DFPS may provide training and share identified best practices, resource materials and tools with CFP.

3.6 Shared Learning Opportunities. As appropriate, County HHS / DFPS may invite CFP to participate in joint learning sessions, convening and other meetings held or

sponsored by County HHS / DFPS to inform strategies in support of the Services and other areas of mutual interest.

3.7 Decision Making Responsibility. DFPS acknowledges and affirms that it retains sole control and responsibility for all decisions that are made with respect to any youth who are within its care, custody or control. CFP and its contractors make recommendations only and do not promise or guarantee any particular result. Any actions taken by County HHS / DFPS or results that occur related to recommendations by CFP or its contractors shall be the sole responsibility and acted upon in the sole discretion of DFPS. CFP shall not have any liability, monetary or otherwise, to County HHS / DFPS or any other person or entity for any such actions or results.

4. CFP Responsibilities.

4.1 Staffing. In addition to ongoing management provided by CFP staff (CFP Services Lead), CFP staff shall work with County HHS / DFPS to support, implement and evaluate the Services. The Austin Field Office Deputy Director will attend quarterly Oversight Committee meetings. The County HHS Director of Children's Services or designee will prepare quarterly written reports. CFP will provide oversight for the PESA training.

4.2 Funding. CFP may make payments to County HHS / DFPS to defray costs associated with the Services (CFP Funds). Payment of CFP Funds shall be made according to invoices provided by County HHS / DFPS, and is conditioned upon CFP's review and approval of detailed invoices, progress reports, and any additional information that CFP reasonably requests to verify the invoiced costs. Payment shall not be approved until all documents or reports required by CFP have been submitted to and approved by CFP.

4.3 Data Sharing and Evaluation. CFP will continuously evaluate the Services to improve youth and family outcomes in the areas of safety, permanency and well-being, and will share outcome data and collaboratively measure the impact of shared work. CFP will conduct analyses of this data in support of the work. CFP will treat the data as confidential. CFP will cooperate and facilitate access to any non-identifying data that assists County HHS / DFPS with the evaluation of the Services.

4.4 Technical Assistance. CFP shall provide or procure technical assistance to support the Services. CFP may provide training and share identified best practices, resource materials and tools with County HHS / DFPS.

4.5 Shared Learning Opportunities. As appropriate, CFP may invite County HHS / DFPS to participate in joint learning sessions, convening and other meetings held or sponsored by CFP to inform strategies in support of the Project and other areas of mutual interest.

5. DFPS & County HHS Responsibilities

5.1 DFPS will make appropriate referrals to the Services.

5.2 County HHS will screen DFPS and CFP referrals for services.

5.3 County HHS will provide staff to support and continue project; access to Parent Liaison support care coordinator who is responsible for direct service provision and service coordination, respectively.

5.4 DFPS will provide monthly data reports related to overall number of youth in residential treatment from Region 7 and percent of those youth who have moved to permanency for the project and assist in replication of the project in other parts of Region 7.

5.5 County will make existing funds available for the project for flexible resources. County will fund services and supports for enrolled youth and their families based on their individual needs and the recommendation of their team. The cost of authorized services will not exceed the limit set by the project manager and total costs will not exceed funds available in the designated contract within the limits of the amount approved by the Commissioners Court during the applicable budget process.

5.6 County HHS Director of Children's Services and CFP Deputy Director or their designees will jointly prepare quarterly written reports.

5.7 The Wraparound Coordinator will provide support to the Parent Engagement and Self-Advocacy (PESA) program. PESA support from Travis County HHS would include the following: a) Meet in person with PESA facilitators one time in the Spring and one time in the Fall to decide on session dates and assign facilitators; b) Meet in person with PESA facilitators one time in the Spring and one time in the Fall to debrief the sessions; c) Work with CPS and other agencies to recruit participants: this includes birth parents, foster parents, kinship provider, and CPS staff; d) Maintain a list of participants and share list once a week with facilitators; e) Coordinate with Casey regarding food, childcare, payment of facilitators, adequate supplies for participants for the sessions; f) Be present for the first and last session of each PESA training series.

6. Documentation.

6.1 Services Plan. Each year, the Services Leads shall draft a plan of Services (Services Plan). The Services Plan shall detail the Services to be performed, decision making responsibility, and any applicable payment or reimbursement of funds. The 2012 Services Plan is attached hereto as Attachment 1 and is hereby incorporated into this Agreement. Subsequent Services Plans shall be documented and through amendments signed by the Parties, incorporating them into this Agreement.

6.2 Additional Services. The Parties may amend Services Plan to add or modify Services through a written amendment to this Agreement signed by the Parties.

7. Use of CFP Funds.

7.1 Compliance with Agreement. CFP Funds shall be used solely in accordance with the terms and conditions of, and for the purposes set forth in, this Agreement. CFP Funds may not be expended for any other purpose without CFP's prior written approval.

7.2 Compliance with Law. CFP Funds shall be used exclusively for such exempt purposes as are described in Section 501(c)(3) of the Internal Revenue Code, and otherwise in compliance with all applicable laws and regulations. County HHS / DFPS shall not use CFP Funds to engage in any activity in furtherance of any Initiative Strategy or Services that jeopardizes CFP's tax status as a private operating foundation. In particular, no CFP Funds shall be used: to carry on propaganda, to attempt to influence legislation, to participate in any

political campaign on behalf of or in opposition of any candidate for public office, to make grants to individuals on a non-objective basis, or for any non-charitable or non-educational purpose.

7.3 Return of CFP Funds. At the end of each year of the Term, County HHS / DFPS shall immediately return to CFP any CFP Funds not expended during the applicable calendar year for the purposes of achieving the Services described in Attachment 1, and later described through any subsequent amendments to the Agreement.

7.4 Records, Review and Audit. County HHS / DFPS must identify CFP Funds on its books, for ease of reference and verification. County HHS / DFPS shall keep records of all receipts and expenditures arising under this Agreement, as well as copies of reports submitted to CFP, for at least four (4) years following expiration of the Term. Upon written request and reasonable notice by CFP, County HHS / DFPS will permit CFP, its agents or representatives, to visit County HHS / DFPS's premises, review County HHS / DFPS's Initiative Strategies, Services, work efforts, and activities and conduct, at CFP's own expense, an independent financial and/or programmatic evaluation or audit of the expenditures of CFP Funds. This Section shall survive the termination of the Agreement.

8. Confidential Information. In connection with the Agreement, the Parties may share proprietary information and/or confidential information or materials regarding children, youth or families relevant to facilitate the Initiative Strategies and Services, including but not limited to names, addresses, physical and mental health data, family history and like information (collectively, Confidential Information). Each Party warrants and agrees that (a) it will be bound and abide by the confidentiality requirements as provided by applicable statutes, rules and regulations, and (b) prior to sharing such Confidential Information, (i) disclosure of such information is required and/or authorized by law and/or (ii) the Party has obtained the appropriate consent of the adult or minor and/or his/her legal representative to share such Confidential Information.

9. Personnel. The Parties acknowledge that access to the Confidential Information of, and interaction with, any children, youth or families who participate or are otherwise involved in the Initiative Strategies and Services (Participants) requires discretion and sensitivity. Each Party represents and agrees that its personnel or contractors who have such access or interaction have been screened through appropriate background checks and have no history to suggest that it would be potentially dangerous, harmful or otherwise inappropriate for such personnel to assume the assigned responsibilities.

10. Nondiscrimination Policy. No person shall be denied benefits or be discriminated against as a Participant on the grounds of race, color, religion, sex, disability, national origin, citizenship, sexual orientation, marital status, political affiliation or belief. In compliance with the Department of Labor, regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified disabled individual shall be discriminated against in the admission or access to, treatment or participation in any Initiative Strategy activity.

11. Materials.

11.1 Previously Created Works. The Parties acknowledge that to the extent either Party has previously created written or otherwise documented work product prior to this Agreement (Works), or contributes Works for use in the Initiative Strategies and Services that are subject to intellectual property rights, including copyrights, trademarks, and moral rights (IP Rights), that Party shall hold and retain its IP Rights to those Works. Each Party agrees to

consider a request from the other Party to grant a license to use those Works solely for non-commercial purposes consistent with and subject to the provisions of this Agreement. Any such grant shall be memorialized in a Schedule to this Agreement or in a separate agreement between the Parties.

11.2 Materials. In furtherance of the Child Welfare Initiative and Services, the Parties may produce materials, including but not limited to research instruments, published reports, or papers (Initiative Materials). The Parties shall agree on what Materials are published, and the final format and distribution of the Materials.

12. Use of CFP Name.

12.1 County HHS / DFPS Materials. County HHS / DFPS shall not include CFP's name in its written materials unless CFP has given its prior written approval, which County HHS / DFPS shall request in writing.

12.2 Additional Applications. County HHS / DFPS may seek funding for any of the Initiative Strategies or other of its Services through grants by other entities. CFP's name shall not be used in support of any grant proposal or application without CFP's review and written approval prior to its submission.

13. Term and Termination.

13.1 Term. This Agreement shall commence upon the Effective Date and shall continue until December 31, 2012 (Term), unless sooner terminated or amended by agreement of the Parties.

13.2 Termination. Notwithstanding the Term, either Party may terminate its participation in any single Service or the Agreement in total at any time during the Term by giving thirty (30) days written notice to the other Party. Upon notice of termination of the Agreement or a Service(s), any obligation of CFP to provide CFP Funds in support of the Agreement or toward the terminated Service(s) shall terminate.

14. General Terms.

14.1 Insurance. Each Party agrees that it carries the following insurance: (a) commercial, general and, if applicable, professional liability of \$1,000,000 per occurrence and \$2,000,000 aggregate, (b) automobile liability of \$1,000,000 per occurrence, and (c) property coverage in an amount necessary to cover the replacement cost of such Party's property to be used in support of the Initiative Strategies. County HHS / DFPS may utilize self-insurance, commercial insurance or any combination thereof, to satisfy these coverage requirements.

14.2 Liability. No Party is responsible for the acts of third parties. Each Party is responsible for its own acts and omissions and those of its directors, officers, employees and agents.

14.3 Entire Agreement; Modification. This document, including all attachments, contains the terms and conditions that govern the subject matter described in this Agreement, and all other promises, representations, understandings, arrangements and prior agreements are merged into and superseded by this Agreement. The terms and conditions of this

Agreement may only be modified by a written agreement of the parties signed by an authorized representative of each Party.

14.4 No Third Party Beneficiaries Nothing in this Agreement, express or implied, is intended to nor shall be construed to confer upon any person or entity, any remedy or claim under or by reason of this Agreement as third-party beneficiaries or otherwise. The terms and conditions of this Agreement are for the sole and exclusive benefit of the Parties to this Agreement.

14.5 No Interpretation against Drafter. The terms and conditions of this Agreement were negotiated by Parties of equal bargaining strength and any rule that ambiguities are to be construed against the drafter shall not apply.

14.6 Assignment. Neither Party may assign its rights or obligations hereunder, whether by written agreement, operation of law or in any other manner whatsoever, not expressly assignable under the terms of this Agreement without the other Party's prior written consent, which consent shall not be unreasonably withheld.

14.7 Counterparts. For the convenience of the Parties, this Agreement may be executed, delivered and received in counterpart originals, including by means of facsimile or email transmission, and such counterparts, taken together, shall constitute a single instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date

CASEY FAMILY PROGRAMS

TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERANS SERVICES

By: _____
Patsy Sellars
Managing Director, CFS

By: _____
Judge Samuel T. Biscoe
Travis County Judge

Notice Address:
Casey Family Programs
5201 E Riverside
Austin, Texas 78741

Notice Address:
Travis County Health and Human Services &
Veterans Service
P.O. Box 1748
Austin, TX 78767
Attn: County Executive Sherri Fleming
Telephone: 512-854- 4581
Facsimile: 512- 279-1608
E-mail: Sherri.Fleming@co.travis.tx.us

Attn: Ann Stanley
Telephone: 512.892.5890 x21552
Fax: 512-892-7478
Email: astanley@casey.org

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

By: _____
Colleen McCall
CPS Director of Field

Notice Address:
TX Dept of Family & Protective Services
14000 Summit Drive, Ste. 100
Austin, TX 78728
Attn: Colleen McCall
Telephone: 512.438.3309
Facsimile: n/a
E-mail: colleen.mccall@dfps.tx.us

CASEY FAMILY PROGRAMS
AND
TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERANS SERVICES AND THE
TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES
AGREEMENT FOR SERVICES TO CHILDREN, YOUTH, YOUNG ADULTS AND FAMILIES
ATTACHMENT 1 –2012 SERVICES PLAN

Services to Children, Youth, Young Adults and Families. The Parties will undertake the following services in 2012: Permanency Support Services (CFP adjunct services).

2012 Outcomes. The parties will work together to achieve the following outcomes, which align with CFP's 2020 Goal to reduce the number of youth in foster care by 50%: A goal of 30% of youth enrolled in the Reintegration Pilot Project achieving legal permanence within 1 year of their enrollment, as reported by County HHS.

DFPS & County HHS will screen the youth for enrollment and enroll up to twelve (12) youth in services in the twelve month period. Up to five of the twelve cases will be CFP referrals. These youth will be reintegrated into permanent families using a wraparound approach which involves providing traditional and non-traditional paid services from a provider network, including, but not limited to, Parent/Caretaker Education, Life Skills Training Prevention Services, Assessments, Treatment Services, Counseling, Therapy, Flexible Community Supports, and enrichment services. In addition, families will have the opportunity to receive Parent Liaison Services and will participate in a Wraparound Team.

Quarterly Reports and CFP Funds. As specified in Section 4.2, Payment of CFP Funds is conditioned upon CFP's receipt of invoices, progress reports and any additional information that CFP reasonably requests to verify the invoiced costs.

CFP Funds. CFP shall make payments to County HHS to offset the cost of staff costs, mileage training and supplies, as well as Services in an amount not to exceed \$80,000. Itemized Invoices for Services rendered shall be submitted every 4 to 6 weeks and at a will identify a detailed description of Services provided.

I. PERMANENCY SUPPORT SERVICES (adjunct services). CFP Austin Field Office maintains a discrete number of cases, providing intensive, supplemental services to support the case planning of the public agency case manager in an effort to expedite permanency for youth ages 11 through 17 (and siblings) in the custody of the public child welfare system (Permanency Support Services).

1. Decision Making Responsibility.

1.1 CFP Responsibilities. CFP will engage with DFPS to provide Permanency Support Services.

1.2 DFPS Responsibilities. Placement, placement supervision and monitoring of the overall case plan are the responsibility of the DFPS child welfare worker. DFPS will maintain lead case management responsibility for youth and families served by the Agreement.

1.3 County HHS Responsibilities. County HHS shall assist CFP in the provision of Permanency Support Services by facilitating the wraparound process including both traditional and non-traditional services such as, network mentoring, respite, and parent coaching.

2. Eligibility: Youth must be 11 through 17 years old, adjudicated as a dependent child by the Courts, and placed in the custody of the local DFPS child welfare agency in order to receive services. If the state permanency goal is LTFC/APPLA, permanency support services must include efforts that would help change the court order to adoption, guardianship, reunification, or other form of legal permanence where the state is not conservator. CFP Staff may refer a youth to the County HHS Reintegration Project for wraparound services. Caregiver and youth who live in Travis County or contiguous counties may receive services.

3. Referral. Assigned staff will coordinate with DFPS worker to determine which support services Casey will provide and document these services on both the Casey Support Referral form and the Casey Support Plan if the youth is accepted for service. Casey Staff may refer a youth to the Reintegration Project for wraparound services. CFP staff will complete a Casey Support Services Referral form which will include the following: family's name and address, current child and parent functioning, and mental health diagnosis.

4. Description of Casey Permanency Support Services.

Intensive services are defined by the following characteristics:

- CFP staff is directly engaged with youth and families, in partnership with the County HHS / DFPS worker.
- CFP staff utilizes their skills in relationship building and clinical practice to benefit the youth and family.
- CFP staff may draw upon any services in the Casey Support Services Array (see below) in the delivery of permanency support services to contribute to successful attainment of permanency for the dependent youth and their family, per the County HHS / DFPS workers' case plan.

In Permanency Support Services, intensive adjunct services (the Casey Support Services Array) are designed to support Permanency planning and include some combination of:

- Family Finding (including, but not limited to: case mining, internet searches and tools, genograms, Mobility Mapping, Eco-Mapping, and contacting identified family members)
- Family Group Conferencing
- Permanency Roundtables, including shared responsibility for Permanency Action Plan implementation and follow-up
- Family connection and engagement including, but not limited to: birth family work, sibling visitation, and preparation of family to meet the needs of youth
- Team Decision Making participation and follow-up, only when initiated by local jurisdiction or service provider
- Planning for lifelong connections
- Emotional/mental health supports
- Life skills development

- Connecting youth and family to community supports and resources
- Flexible funding, short term financial assistance
- Educational supports/educational advocacy
- Employment supports
- Housing referrals and supports

5. Description of County HHS Services.

A. *Education/Training Services which may include:*

- i) Parent/Caretaker Education
- ii) Life Skills Training Prevention Services which may include specialized areas of focus such as:
 - (a) Violence Prevention
 - (b) Teen Pregnancy Prevention
 - (c) Substance Abuse Prevention
 - (d) Vocational Training
- iii) Tutoring

B. *Assessments/Evaluation Services which may include*

- i) Psychological Assessment
- ii) Psychiatric Assessment
- iii) Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Art, Music, Dance or other movement therapies)
- iv) Functional/Behavior Assessment
- v) Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

C. *Treatment Services (Counseling/Therapy) which may include*

- i) Individual, Group or Family Counseling/therapy
- ii) Crisis Counseling
- iii) Specialized Therapy (includes but not limited to speech/audiology, OT, PT, art, music, dance or other movement therapies).
- iv) Medication Management
- v) Nursing Services
- vi) Substance Abuse Intervention (substance abuse counseling)
- vii) Substance Abuse Treatment
- viii) Psychosocial Skills Training/Behavior Management

D. *Flexible Community Support Services which may include*

- i) Respite Care
- ii) Child Care/supervision
- iii) Transportation
- iv) Parent Coach
- v) Employment Support Services
- vi) Mentoring
- vii) Therapeutic/Behavioral Aide
- viii) Case Conference (Wraparound Team Meeting)
- ix) Shelter Care

E. *Enrichment Services which may include*

- i) Recreational/Social activities
- ii) Gap Time Enrichment Activities
- iii) Camp

- iv) After School Program
 - v) Enrichment Skill Development
 - vi) Case Management
- F. **Basic Needs** – Essential services in order to meet basic needs for survival such as:
- i) Emergency Food
 - ii) Clothing
 - iii) Housing Modifications
 - iv) Utilities
 - v) Housing Assistance
 - vi) Medical Purchases
- G. **Any other eligible service or support, not defined above, that meets the needs established in the Plan of Care, or an emergency or crisis situation.**

6. **Case Closure:** Once the youth moves to legal permanence their Permanency Support Services case will be closed. The youth and the referring DFPS case worker will receive written notification that CFP is closing the case. If the family needs post-permanency support, the family may be served in Family Case Management.

GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: X
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: X	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: X
Department/Division:	HHSVS / FSS	
Contact Person/Title:	Lisa Sindermann	
Phone Number:	854-4594	

Grant Title:	Comprehensive Energy Assistance Program (CEAP)				
Grant Period:	From:	01/01/12	To:	12/31/12	
Fund Source:	Federal: X	State: <input type="checkbox"/>	Local: <input type="checkbox"/>		
Grantor:	Texas Department of Housing and Community Affairs				
Will County provide grants funds to a subrecipient?	Yes: <input type="checkbox"/>	No: X			
Are the grant funds pass-through another agency? If yes list originating agency below	Yes: X	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	0.00	0.00	0.00	4

Permission to Continue Information					
Funding Source (Account number)	Personnel Cost	Operating Transfer	Estimated Total	Filled FTE	PTC Expiration Date
	0	0	\$0	0.00	
Use of General Fund Operating Budget for Grant Operating Expenditures					
From 1580540001 account 511441	To 1580100001 account 511414		\$120,000.00		

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	MG	
County Attorney	<input type="checkbox"/>		Not applicable

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 is requesting to use \$120,000 in General Fund resources to continue providing energy utility assistance to low-income households in Travis County. As explained below and in the accompanying letter by the department, a draft of the grant contract is available and is expected to come to Commissioners Court for approval over the next several weeks. Once the grant contract is approved, these expenditures are reclassified to the grant budget and the General Fund budget is made whole.

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 draft states the award for this grant will be \$2,901,313. We have been in lengthy negotiations with TDHCA regarding the contract language and the department anticipates the contract execution will be within the next few months, possibly by the end of August, 2012. Currently we have been operating with a Permission to Use General Fund for this program approved in December, 2011. This additional \$120,000 is needed to continue the program assistance until the contract is fully executed.

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 households 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 from Travis County residents.



RECEIVED

12 JUL 24 PM 12: 01

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: July 19, 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 use general fund operating allocations temporarily to continue services 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 Services for permission to continue services of the Comprehensive Energy Assistance Program (CEAP) in the 2012 program year with internal HHSVS resources until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs.

Program Summary: The department is requesting permission to continue these services and use general fund operating resources. It has become necessary to continue this practice for this grant period. The grant contract from TDHCA is not ready for execution. There has been a considerable amount of time taken in negotiating this contract; however there has been much progress made and the department anticipates the contract execution to be within the next few months.

The department anticipates the delay in approving the CEAP contract adversely impacts residents seeking utility assistance when they are experiencing an energy-related need. The CEAP grant is one of the largest funding sources used for qualified residents of Travis County experiencing hardships due to rising energy costs. With the use of the departmental general fund operating resources over the past nine years, the department has had the opportunity to assist clients following the guidelines of the

CEAP program beginning in January of each year. In the 2011 program year, funds from the CEAP grant were used to assist more than 5,133 households within Travis County to date.

Budgetary and Fiscal Impact: The department will allocate a total of \$120,000 for this permission to use general fund which is estimated to continue services through August, 2012 based on the expenditure trend from the first permission to use general fund in the amount of \$165,000 requested in December, 2011 for this 2012 grant period. The expenditure rate during the summer months increases dramatically. There will be \$120,000 transferred from the Social Services Outside Agency Contracts line item 1580540001 – Cost Center and account number 511441, into the general fund utility assistance line item 1580100001 – Cost Center and account number 511414 to maintain utility assistance for qualified clients per the 2012 CEAP guidelines.

The contract draft that was released to the department indicates the grant award to be \$2,901,313. from TDHCA. All of the appropriate general fund expenditures will be reclassified as CEAP grant expenditures when the grant budget is established by the County Auditors office, resulting in a zero impact on the general fund resources. 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.

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: August 7, 2012

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

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

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

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 \$877,981.66, for the period of July 20 to July 26, 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 \$877,981.66.

ISSUES AND OPPORTUNITIES:

See attached.

FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (8956) – \$877,981.66

REQUIRED AUTHORIZATIONS:

John Rabb, 854-2742
Diane Blankenship, 854-9170
Jessica Rio, 854-9106

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

**TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS**

DATE: August 7, 2012

TO: Members of the Travis County Commissioners Court

FROM: John Rabb, Benefits 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: July 20, 2012 to July 26, 2012

REIMBURSEMENT REQUESTED FOR THIS PERIOD: \$877,981.66

HRMD RECOMMENDATION: The Director or Benefits 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 \$877,981.66.

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
JULY 20, 2012 TO JULY 26, 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: August 7, 2012
 TO: Susan Spataro, County Auditor
 FROM: Norman McRee, HR Financial Analyst
 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: July 20, 2012
 TO: July 26, 2012

REIMBURSEMENT REQUESTED: \$ 877,981.66

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,615,851.61
bank withdrawal correction	\$ (2,850.00)
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: August 7, 2012	\$ (752,022.01)
October 5, 2010 adj	\$ 135.10
Adjust to balance per UHC	\$ 0.17
AJE Correction - Vision Payment 6/1/2012	\$ 16,866.79
TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 877,981.66
 PAYMENTS DEEMED NOT REIMBURSABLE	 \$ -
TRANSFER OF FUNDS REQUESTED:	\$ 877,981.66

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

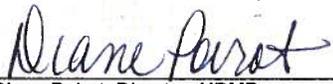
All claims over \$25,000 (0 this week totaling \$0.00) have been audited for data entry accuracy and the following information is correct for each claim audited: date of service, eligibility, nature of service, name of and amount billed by provider, amount billed by date and amount paid by UHC.

Fifteen percent (15%) of all claims under \$25,000 (\$134,906.57) 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. Claims that have exceeded the limit will be reimbursed by Sun Life effective November 1, 2011. Cumulative fiscal year stop loss reimbursements from Sun Life total \$108,265.84.

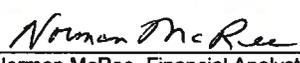
All claims submitted in this transfer have been audited to confirm accuracy of billing and legitimacy of claim under the service provisions of the health care contract and all are contractually legitimate, legally incurred and accurately billed claims.

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.

 7/30/12
 Diane Poirot, Director, HRMD Date

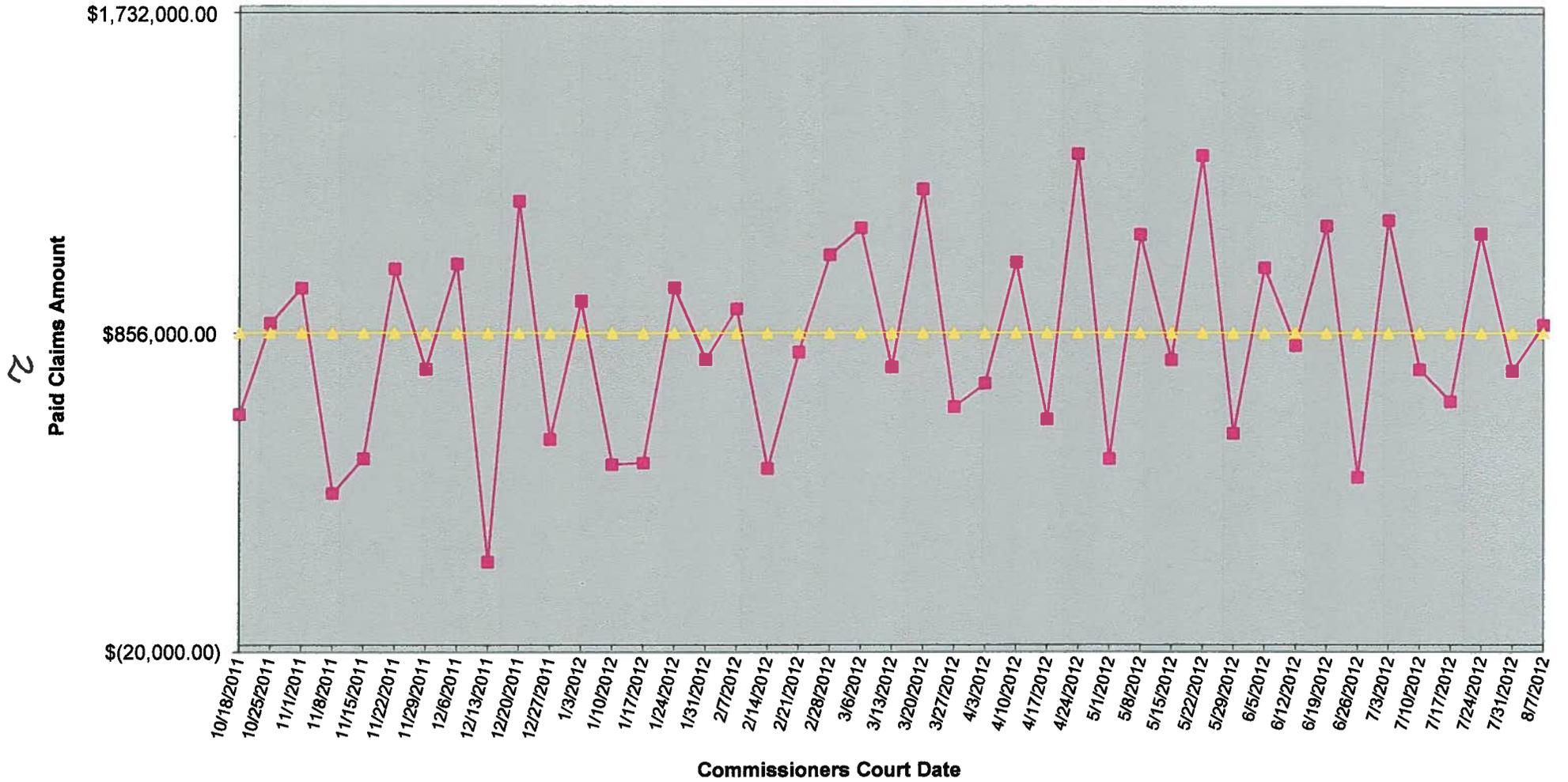
 7/30/2012
 John Rabb, Benefits Manager Date

 7-27-12
 Cindy Purinton, Benefit Contract Administrator Date

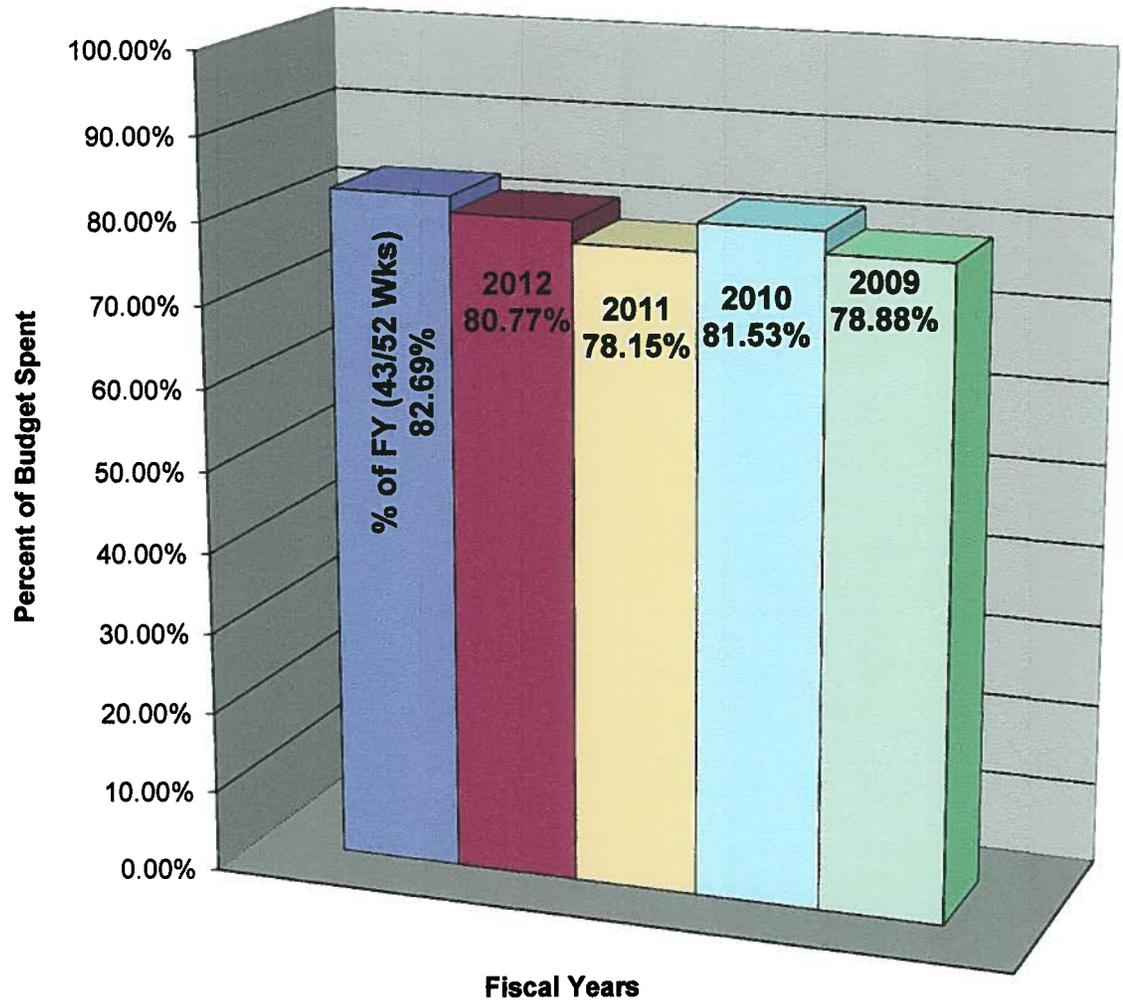
 7/27/12
 Norman McRee, Financial Analyst Date

** 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 43



7

Norman McRee

From: SIFSFX@UHC.COM
Sent: Friday, July 27, 2012 12:54 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: 2012-07-27 **REQUEST AMOUNT:** \$1,615,851.61

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: 2012-07-26	\$1,076,534.71
- REQUIRED BALANCE TO BE MAINTAINED:	\$2,668,041.00
+ PRIOR DAY REQUEST:	\$00.00
= UNDER DEPOSIT:	<u>\$1,591,506.29</u>
+ CURRENT DAY NET CHARGE:	\$24,345.32
+ FUNDING ADJUSTMENTS:	\$00.00
REQUEST AMOUNT:	<u>\$1,615,851.61</u>

ACTIVITY FOR WORK DAY: 2012-07-20

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$411,400.68	\$00.00	\$411,400.68
5972	\$85.24-	\$00.00	\$85.24-

5

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2012_07_26

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	\$ (249.06)	A1	54271	AH		6 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (273.94)	A1	75182	AH		9 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (290.18)	A1	78039	AH		6 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (295.94)	A1	71973	AH		9 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (316.37)	A1	821	AE		8 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (337.10)	A1	41797	AH		6 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (339.00)	A1	34752	AH		5 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (344.56)	A1	4890	AH		6 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (387.55)	A1	21657	AA		6 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (434.68)	A1	80414	AE		1 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (566.00)	A1	60082	AA		1 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (618.38)	A1	60245	AH		6 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (637.57)		26 296988	AA		7 7/23/2012	50	7/26/2012	7/26/2012
701254	632	\$ (659.30)	A1	47037	AH		7 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (729.63)	A1	23446	AH		8 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (753.97)	A1	33522	AH		9 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (770.08)		26 296989	AE		1 7/23/2012	50	7/26/2012	7/26/2012
701254	632	\$ (1,302.13)	A1	60206	AH		5 7/16/2012	200	7/23/2012	7/26/2012
701254	632	\$ (9,191.20)		26 296881	AH		5 7/23/2012	50	7/26/2012	7/26/2012

877,981.66

6

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

For the payment week ending: 07/26/2012

<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

7

Travis County - Employee Health Benefits Fund (526)

Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 7/26/2012

Type	EE/RR	Cost Center	G/L Account	Transaction Amount
CEPO	EE	1110068956	516010	\$ 101,790.81
	RR	1110068956	516110	\$ 29,727.64
			Total CEPO	\$ 131,518.45
EPO	EE	1110068956	516030	\$ 174,393.73
	RR	1110068956	516130	\$ 43,260.25
			Total EPO	\$ 217,653.98
PPO	EE	1110068956	516020	\$ 473,649.24
	RR	1110068956	516120	\$ 55,159.99
			Total PPO	\$ 528,809.23
			Grand Total	\$ 877,981.66



Travis County Commissioners Court Agenda Request

Meeting Date: 8/7/2012

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

JS

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 Facilities Management Department for a variance to Travis County Code § 10.03008, Promotion Policy.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 4.

B. Non-Routine Personnel Action – Pages 5 - 8.

Facilities Management requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 149, Building Security Guard Supv, PG 11. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

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

STAFF RECOMMENDATIONS:

N/A

ISSUES AND OPPORTUNITIES:

N/A

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

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

REQUIRED AUTHORIZATIONS:

Todd Osburn, Human Resources Management Department, 854-2744

Diane Poirot, 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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.



HRMD Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

August 7, 2012

ITEM # :

DATE: July 27, 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 *LB*

FROM: Diane Poirot, Director, HRMD *DP*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 4.

B. Non-Routine Personnel Action – Pages 5 - 8.

Facilities Management requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 149, Building Security Guard Supv, PG 11. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

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

LB/DP/TLO

Attachments

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

WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
County Atty	84	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Atty	116	Office Spec	12 / Level 2 / \$29,952.00	12 / Level 2 / \$29,952.00
County Atty	178	County Dist Atty Div Dir	32 / Minimum / \$109,380.75	32 / Minimum / \$109,380.75
District Clerk	123	Business Analyst II	24 / Minimum / \$63,638.43	24 / Minimum / \$63,638.43
Juvenile Probation	430	Juvenile Rsdntl Trt Ofcr I**	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Sheriff	747	Office Spec Sr	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
Sheriff	1874	Registered Charge Nurse	22 / Minimum / \$55,578.85	22 / Minimum / \$55,578.85
TCCES	4	Office Spec*	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Constable 4	20002	Office Asst	10 / \$11.87	10 / \$11.87	02
District Atty	20054	County Dist Atty Div Dir	32 / \$65.00	32 / \$65.00	02
Juvenile Probation	50123	Juvenile Rsdntl Trt Ofcr Asst	12 / \$13.59	12 / \$13.59	05
TCCES	50172	Social Svcs Aide	10 / \$13.64	10 / \$13.64	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
HHS	Slot 177 / Social Svcs Program Coord / Grd 18 / \$47,991.01	Juvenile Probation	Slot 236 / Program Coord / Grd 18 / \$47,991.01	Lateral transfer. Employee transferred to different slot, different position, different department, same pay grade, retains current pay.
JP Pct 2	Slot 5 / Court Clerk II Sr / Grd 16 / \$44,107.93	JP Pct 2	Slot 5 / Court Clerk II Sr / Grd 16 / \$50,908.00	Salary adjustment. Pay is between midpoint and max of pay grade.
JP Pct 2	Slot 15 / Court Clerk II / Grd 15 / \$42,025.00	JP Pct 2	Slot 12 / Court Clerk II Sr / Grd 16 / \$44,180.00	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 3 / Juvenile Probation Dir / Grd 27 / \$105,888.06	Juvenile Probation	Slot 3 / Juvenile Probation Dir / Grd 27 / \$111,182.46	Salary adjustment. Pay is between midpoint and max of pay grade.
Juvenile Probation	Slot 233 / Juvenile Probation Ofcr III / Grd 17 / \$39,615.06	Juvenile Probation	Slot 620 / Juvenile Probation Ofcr III / Grd 17 / \$39,615.06	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
TCCES	Slot 49 / Office Spec / Grd 12 / \$31,586.46	Sheriff	Slot 709 / Office Spec Sr / Grd 13 / \$37,042.72	Promotion. Pay is at midpoint of pay grade.
TNR	Slot 442 / Road Maint Worker / Grd 10 / \$28,043.60	TNR	Slot 166 / Equipment Operator / Grd 12 / \$29,445.78	Promotion. Pay is between min and midpoint of pay grade.
TNR	Slot 555 / Park Maint Worker Sr / Grd 11 / \$36,920.62	TNR	Slot 608 / Park Supv I / Grd 16 / \$41,475.20	Promotion. Pay is between min and midpoint of pay grade.
* Actual vs Authorized				

AD HOC CLASSIFICATION CHANGES							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
District Clerk	102	Court Clerk II Sr / 16748	NE	16	Accountant / 17045	E	17
HHS	212	Home Repair Supv / 18420	E	18	Administrative Svcs Div Dir / 27768	E	27
HHS	276	Planner / 19449	E	19	Administrative Assoc / 16506	NE	16

Departments request reclassifications in order to meet departmental needs. PBO has confirmed funding available.

THIS SECTION LEFT BLANK INTENTIONALLY.

SECTION B. NON-ROUTINE PERSONNEL ACTION

NON-ROUTINE – Promotion				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Fac Mgmt	Slot 149 / Building Security Guard* / Grd 9 / \$30,344.29	Fac Mgmt	Slot 149 / Building Security Guard Supv / Grd 11 / \$33,377.76	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008.
* Actual vs Authorized				

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

Samuel T. Biscoe, County Judge

Ron Davis, Commissioner, Pct. 1

Sarah Eckhardt, Commissioner, Pct. 2

Karen L. Huber, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4



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: July 27, 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 & Budget *LB*

FROM: Diane Poirot, Director HRMD *DP*

SUBJECT: Facilities Non-Routine Promotion Salary Action, Slot 149

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

Facilities Management Request:

The Facilities Management Department (FMD) requests approval to increase, upon promotion, the salary of one Building Security Guard Supervisor in the amount of \$3,033.47. The employee is currently a Building Security Guard. The proposed pay increase of 10 percent would put the employee beyond the midpoint of pay grade 11. The salary adjustment would apply to the following slot:

<u>Slot #</u>	<u>From</u>	<u>To</u>
149	Building Security Guard PG 9 \$30,344.29	Building Security Guard Supervisor PG 11 \$33,377.76

Policy:

Travis County Code §10.03008(b)(3) states that employee pay increases associated with promotion that are above midpoint and greater than 5 percent require Commissioners Court approval.

Issue:

The proposed salary increase accompanying the promotion is greater than 5% and places the employee above the midpoint of the new pay grade. By policy, this makes the proposed salary action non-routine.

Recommendation:

HRMD recommends approval of the proposed salary action accompanying this promotion. FMD's request for a 10 percent increase for a two pay grade promotion is reasonable and places the employee only \$1,016.29 over the midpoint of pay grade 11. The Planning and Budget Office (PBO) has confirmed funding. Implementation date will be 7/16/12.



FACILITIES MANAGEMENT DEPARTMENT
Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

FMD Project: Personnel
FILE: 101

TO: Diane Poirot, Director, HRMD
FROM: Roger A. El Khoury, M.S., P.E., Director
DATE: July 12, 2012
SUBJECT: Non Routine Personnel Action
Building Security Supervisor – Slot 149

A handwritten signature in cursive script, reading "Roger A. El Khoury", is written over the "FROM" field of the memorandum.

The Facilities Management Department conducted interviews for the newly created Building Security Guard Supervisor position. [redacted] was selected as the top candidate. [redacted] brings with [redacted] a wealth of directly relevant experience plus an Associate Degree in Political Science. As a Building Security Guard, [redacted] was making \$30,344.29 annually. Based on [redacted] years of experience and education, we are recommending [redacted] be given a 10% pay increase to \$33,378 which is slightly above midpoint on pay grade 11 associated with this change to a position two grades higher than [redacted] current position. This is where we would have placed on a pay determination guide if [redacted] was a new hire for the County being selected for this position. John has discussed this issue with Todd.

Please post this item on the next available personnel amendments. If you have any questions, please call me at 44579 or John at 44772. Thank you for your assistance.

COPY TO:

Leslie Browder, County Executive, Planning and Budget
Todd Osborn, Compensation Manager, HRMD
John Carr, Administrative Director, FMD
Kimberley Jamail, Human Resource Specialist II, FMD



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE: Receive Presentation of Fiscal Year 2013 Preliminary Budget.

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

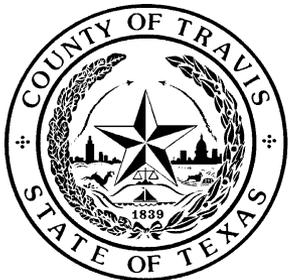
Cheryl Aker, County Judge's Office, (512) 854-9555

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 by Tuesdays at 5:00 p.m. for the next week's meeting.

TRAVIS COUNTY

Fiscal Year 2013 Preliminary

Budget



August 7, 2012

2013 Preliminary Budget Highlights

2

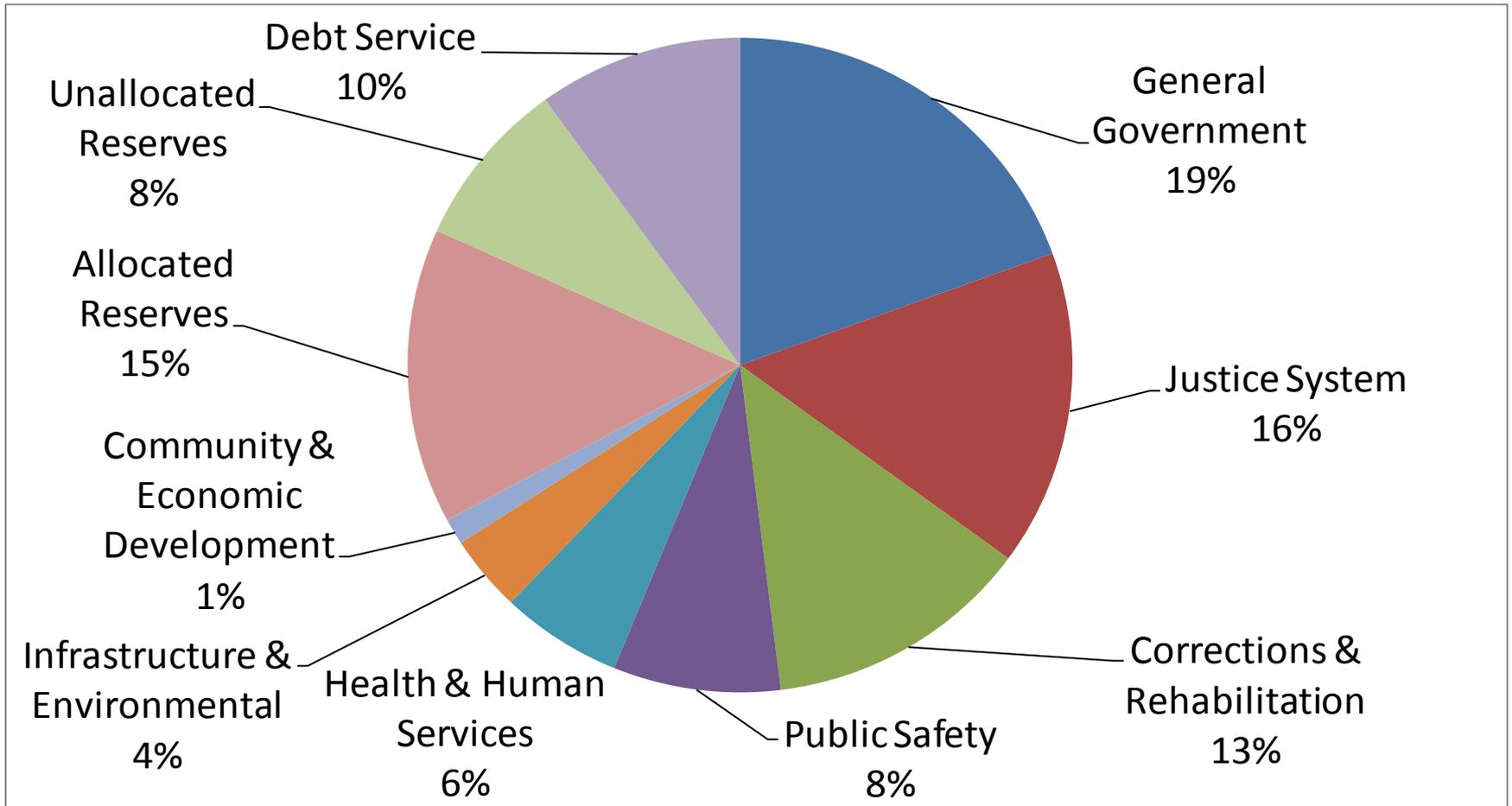
- The Preliminary Budget is a sound, balanced financial plan.
 - Based on policy direction for 2013 budget development approved by the Commissioners Court in February 2012
- Maintains healthy reserve levels to address any unforeseen requirements
- Includes new funding to respond to service needs of Travis County residents
- Reflects modest growth in the property tax rate
 - 1.45 cent increase, from \$0.4855 to \$0.4979

Today's Presentation

3

- Summary of All County Funds
- General Fund
 - Summary and Highlights
 - Major Funding Priorities
 - Investments in the Workforce
 - Reserves
- Capital Recommendations
- Property Tax Information
- Budget Calendar and Next Steps

All Funds – \$796.6 million



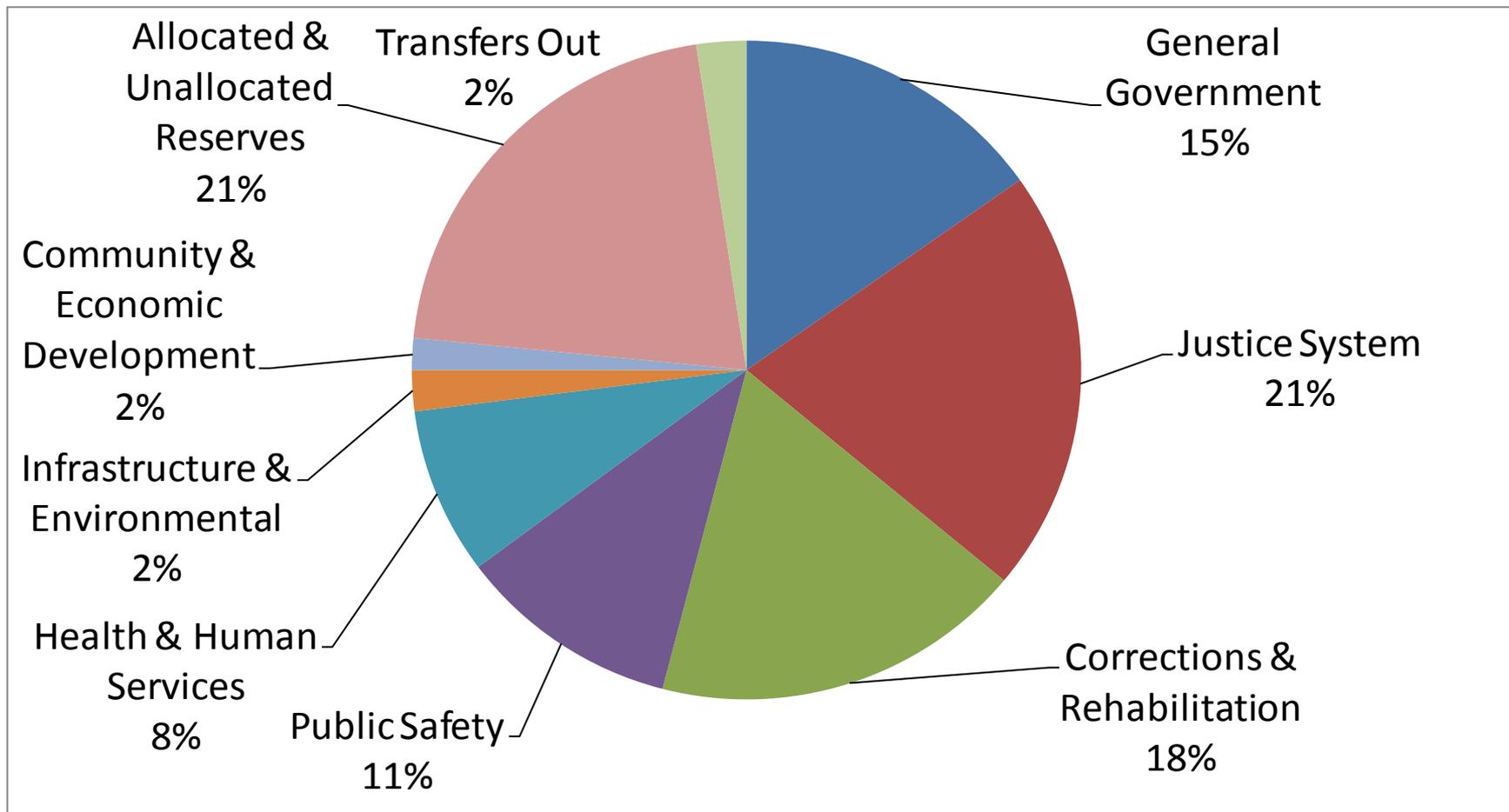
All Funds Summary (in Millions of Dollars)

5

	FY 2012	FY 2013
General Fund	\$541.2	\$574.2
Road & Bridge Fund	18.9	18.7
Debt Service Funds	85.8	89.2
Risk Management	16.1	16.2
Employee Insurance	69.2	73.5
Other Funds and Transfers	25.8	24.8
Total	\$757.0	\$796.6

General Fund – \$574.2 million

6



General Fund Summary

7

- **Based on County Auditor's 3rd revenue estimate**
 - Property tax revenue of \$399.8 million
 - Estimated collection rate of 97.5%
 - Net of economic incentive rebates of \$11.9 million
- **Focus on maintaining current County service levels while responding to growing demand and workload**
- **Provides funding for employee compensation and benefits**
 - Full-year funding for market salary adjustments in April 2012
 - Compensation reserve for employees on Peace Officers Pay Scale
 - Reflects insurance rates and plan design changes approved in June 2012
 - Funding for pension program maintained at current benefit levels and includes retiree health care contributions

General Fund Summary (in Millions of Dollars)

8

	FY 2012	FY 2013
General Government	\$ 81.1	\$ 87.4
Justice System	115.5	119.5
Corrections & Rehabilitation	99.5	103.4
Public Safety	59.1	61.8
Health & Human Services	45.5	47.0
Infrastructure & Environment	12.2	11.5
Community & Economic Dev.	7.7	9.0
Reserves	107.1	120.8
Transfers Out	13.5	13.8
Total	\$541.2	\$574.2

Major Funding Priorities

9

▣ Maintenance of Current Effort	\$4,485,326
▣ Road & Bridge Shortfall	1,370,114
▣ Pilot Programs & Social Service	1,003,063
▣ Integrated Justice System Replacement	708,775
▣ Planning and Assessment Studies	690,000
▣ Balcones Canyonlands Preserve	655,322
▣ New Financial System (BEFIT)	648,361
▣ Parks	634,493
▣ Other Additions (Net)	604,041

Major Funding Priorities (continued)

10

▣ Title IV-E Expense to Gen Fund	\$525,877
▣ Mid-year Court Approvals	504,065
▣ Interlocal Agreements	262,767
▣ Medical Examiner Doctor & Staff	242,610
▣ Waller Creek Project (increase)	235,112
▣ County Attorney Mental Health Team	139,552
▣ DA Family Violence Prosecutor	116,701

Summary of Personnel Changes

11

Proposed General Fund Position Changes	
Description	Net Change
Approved by the Commissioners Court in Mid-Year 2012	7.75
Proposed New Positions	61.08
Transfers to/from Other Funds	7.08
Other	3.10
Total General Fund Net FTE Changes	79.01

- Travis County experienced several lean years recently when the local economy slowed.
- Many of these requests for new positions are associated with built-up need that occurs when funding is constrained over a period of time.
 - Intended to respond to increased demand for services and to help manage rising workload requirements

Investments in the Workforce

12

- Annualized amounts for Market Salary Survey Adjustments that were effective 4/1/2012
 - Approximate increase of 3.5%
- 3.5% for Auditor's Office and Purchasing Office
- 3.5% reserved for Elected Officials Salaries
 - Commissioners Court scheduled to take final action on 8/7/2012
- 3.5% reserved for Peace Officer Pay Scale
 - Final amount and implementation date TBD by Court

Investments in the Workforce

13

- Preliminary Budget includes \$14.3 million in additional funding for the County's workforce.
- \$9.5 million is included for compensation and \$4.8 million to maintain health and retirement benefits at current levels.
- Compensation is based on the annualized costs of actions approved in 2012, as well as items that require additional action from Commissioners Court.

Investments in the Workforce

14

Market Salary Survey Adjustments (MSS)	\$5,632,933
MSS Overtime, Temp & Reclassifications	240,809
3.5% Auditor's Office	284,495
3.5% Purchasing Office	96,320
Total Budgeted in Offices and Departments	\$6,254,557
3.5% Elected Officials	96,646
Associate Judges/Magistrates	65,724
3.5% for Peace Officers Pay Scale	3,115,070
Total in Compensation Reserve	\$3,277,440
Total Compensation	\$9,531,997

Investments in the Workforce

15

- Increased Funding for Benefits - \$4.8 million
- Employee and Retiree Healthcare
 - \$3.6 million estimated increase in County costs
 - Only second increase in last six years
 - Recommendations include minor plan design changes to limit cost increases to the County, employees and retirees.
- Texas County and District Retirement System
 - Additional \$1.5 million needed to maintain required funding.
 - Does not include COLA for retirees

General Reserves

16

□ Unallocated Reserve	\$56,257,402
□ Maintained at 11% of General Fund, Road & Bridge, and Debt Service Budgets	
□ Allocated Reserve	6,743,084
□ Emergency Reserve	4,950,000
□ Capital Acquisition Resources Reserve	2,857,770

Special Purpose Reserves

17

□ Civil & Family Court House Planning	\$5,496,000
□ Interlocal Agreements	2,605,866
□ IJS Replacement	2,164,795
□ Sheriff's Office Pay Cycle	1,500,000
□ StarFlight Maintenance	1,035,000
□ 1115 Waiver Participation	1,000,000
□ Fuel and Utilities	1,000,000
□ Security	903,905
□ Retirement Transition	750,000
□ Future Grants Requirements	503,193

Special Purpose Reserves (continued)

18

□ Potential State Cuts	\$500,000
□ Salary Savings	500,000
□ Juvenile Justice	418,959
□ Smart Building	160,778
□ Annualization	65,768

Capital Budget Recommendations

19

□ Long-Term Bonds authorized in 2011	\$41,940,000
□ Capital Acquisition Resources (CAR)	30,952,312
□ Short-Term Certificates of Obligation	20,970,000
□ Other Funds	<u>291,504</u>
Total Preliminary Capital Budget	\$94,153,816

Capital Acquisition Resources (CAR)

20

□ Information Technology Projects	\$6,858,734
□ Centrally Budgeted Computers	2,859,862
□ Transportation & Natural Resources Projects	4,913,670
□ Road & Bridge Projects	2,200,000
□ Centrally Budgeted Vehicles	4,476,960
□ Facilities Management Projects	2,063,301
□ Sheriff's Office Projects	1,934,158
□ Other Offices and Departments	2,787,857
□ Reserve	<u>2,857,770</u>

Total Capital Acquisition Resources

\$30,952,312

Certificates of Obligation

21

□ Granger Building Projects	\$4,489,208
□ Executive Office Building Projects	4,281,200
□ 700 Lavaca Projects	1,041,465
□ Hot Mix Asphaltic Concrete	3,900,000
□ Vehicles and Heavy Equipment	1,753,000
□ Sheriff's Office Projects	2,810,000
□ Information Technology Projects	2,591,500
□ Estimated Issuance Costs	<u>103,627</u>
Total Certificates of Obligation	\$20,970,000

2011 Voter Approved Bonds

22

Proposed for Issuance in FY 2013

□ Proposition 1: Roads, Drainage, Bridge & Bike/Pedestrian Projects	\$30,520,000
□ Proposition 2: Parks & Land Conservation Projects	<u>11,420,000</u>
Total Voter Approved Bonds	\$41,940,000

Property Tax Base

23

Preliminary Budget:

- Total taxable value estimated to increase from \$97.1 billion to \$100.6 billion
 - Overall increase of 3.7% compared to last year's certified roll
 - Includes \$3.56 billion in new value
- Proposed tax rate of 49.79 cents per \$100 of taxable value

Certified Tax Roll (Update):

- Total taxable value certified at \$101.3 billion
 - Overall increase of 4.4% compared to last year
 - Includes \$3.54 billion in new value

5-Year Property Tax Base History

24

FISCAL YEAR	TOTAL TAXABLE VALUE	NEW CONSTRUCTION VALUE	APPRECIATION VALUE	TOTAL CHANGE IN VALUE
2009	95,071,022,975	3,971,894,250	6,002,755,578	9,974,649,828
2010	98,355,097,325	2,926,977,219	357,097,131	3,284,074,350
2011	94,389,607,881	1,881,549,946	(5,847,039,390)	(3,965,489,444)
2012	97,054,517,458	3,544,836,553	(879,926,976)	2,664,909,577
2013	100,597,795,060 (Preliminary Budget)	3,563,804,964	(20,527,362)	3,543,277,602
2013	101,328,056,027 (Certified Tax Roll)	3,549,742,494	723,796,075	4,273,538,569

Property Tax Rate

25

Tax rate	Adopted 2012 Tax Rate	2013 Preliminary Budget Effective Tax Rate	2013 Preliminary Budget Proposed Tax Rate	2013 Preliminary Budget Minus Effective	Percent Difference
Maintenance & Operations	\$0.4085	\$0.4044	\$0.4189	\$0.0145	3.6%
Debt Service	\$0.0770	\$0.0790	\$0.0790	\$0.0000	0.0%
Total	\$0.4855	\$0.4834	\$0.4979	\$0.0145	3.0%

- Tax rate in Preliminary Budget calculated based on TCAD estimates prior to tax roll certification
 - 3% above effective tax rate included in Preliminary Budget consistent with Court direction in February 2012
- Certification of 2012 appraised values received in late July
 - Certified values will be used in Fourth Revenue Estimate and tax ads.
 - Updated information will be available for Mark-Up of 2013 Preliminary Budget.

Estimated 2013 Average Tax Bill

26

<i>PRELIMINARY BUDGET</i>	FY 2012	FY 2013	Difference
Average Appraised Value of All Homesteads	\$272,931	\$270,677	(\$2,254)
Taxable Value of Average Homestead (includes only 20% homestead exemption)	\$218,345	\$216,542	(\$1,803)
Tax Rate	\$0.4855	\$0.4979	\$0.0124
Average Tax Bill	\$1,060	\$1,078	\$18

- ❑ Travis County gives a 20% homestead exemption.
- ❑ Exemption represents the difference noted above between the average appraised value of \$270,677 and \$216,542 (a difference of \$54,135).
- ❑ Travis County's Tax Office estimates that this 20% exemption represents \$57 million in foregone tax revenue for the General Fund (M&O only).
- ❑ Homestead exemption represents annual tax savings to the average homestead of \$270.

Public Hearings and Input

27

- Statutory requirement to hold two public hearings on Proposed Tax Rate
 - ▣ Required if Proposed Tax Rate is above Effective Tax Rate
 - ▣ Tuesday, September 11th - first public hearing (9 AM)
 - ▣ Friday, September 14th - second public hearing (9 AM)
- Tuesday, September 25th - public hearing on the Fiscal Year 2013 Proposed Budget
- Travis County residents invited to provide input on the proposed budget each Tuesday during “Citizens Communication”

Departmental Budget Analysis

28

- Each Court member has received the “Black Book” that contains analysis of departmental budget submissions by Planning & Budget Office.
- This information covers departmental base budgets, as well as requests for new funding.
 - ▣ 461 separate budget requests for 2013
- Planning & Budget Office has provided departments with analysis and current status of 2013 funding requests.
- Commissioners Court received departmental information and analysis one week prior to each scheduled hearing.

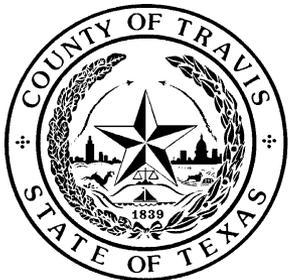
Next Steps

29

- Budget hearings scheduled on August 8th, 9th, and 10th
- Commissioner Court to receive revised Budget Agenda Worksheet on Tuesday, August 14th
- Court to complete Budget Agenda Worksheet by Tuesday, August 21st
- Budget Mark-Up scheduled for Wednesday, August 29th, Thursday, August 30th, and Friday, August 31st
 - ▣ Tax rate needs to be set by noon on August 30th.
- Adopt the Budget on Tuesday, September 25th

TRAVIS COUNTY

Fiscal Year 2013 Preliminary Budget



Discussion/Questions



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Diane Poirot, 854-9170

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-9106

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

A handwritten signature in black ink, appearing to be "JB", is written over the text of the elected official's name.

AGENDA LANGUAGE:

Consider and take appropriate action to set the Fiscal Year 2013 salaries of Elected Officials.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Human Resources Management Department (HRMD) surveyed Bexar, Dallas, Harris, Tarrant, and Williamson Counties for relevant market data for the Elected Officials. The data shows that, overall, Travis County is moderately behind the market in the base compensation rates for elected officials.

Travis County implemented the results of a Market Salary Survey in April of 2012 for the classified employees. The overall result of the implementation of this market study was an approximate 3.5% increase in the total compensation of the employees whose positions were included in the study. In addition, a 3.5% increase has been included in the preliminary budget for FY2013 for those departments and offices that were not included in the 2011-2012 Market Salary Survey.

As the Elected Officials are currently behind market overall, HRMD recommends a 3.5% increase in base salary for those officials whose salary is not restricted by a state-mandated salary cap. This is in line with the overall market increases for classified employees.

On July 3, 2012, the Commissioners Court drew names from the Grand Jury Pool for the Elected Officials' Salary Grievance Committee as required by Section 152.015 of the Local Government Code, under the supervision of the Travis County Clerk.

As required by state law, the County placed an advertisement in the Austin Chronicle that was published on July 19, 2012, which provided notice of the public hearing to be held on July 31, 2012, as well as this agenda item.

On July 31, 2012, the public hearing was held and the Commissioners Court heard comments from one individual. The Court also approved a revised calendar for the salary setting process.

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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Attachment A: Calendar for setting FY2013 Elected Officials' salaries

Attachment B: Back-up memo from HRMD

Attachment C: Copy of advertisement

Attachment D: Copy of Order Setting Salaries of Elected Officials

STAFF RECOMMENDATIONS:

Staff recommends approval of the 3.5% salary increase in Fiscal Year 2013 for Elected Officials who are not subject to a state-mandated salary cap.

ISSUES AND OPPORTUNITIES:

The Justices of the Peace are currently compensated at 75% of the District Court Judges' base compensation rate. Increasing the JP's base compensation rate by 3.5% would end the 75% relationship with the District Court Judges' salaries. HRMD believes that discontinuing this compensation relationship is appropriate.

FISCAL IMPACT AND SOURCE OF FUNDING:

Funding of \$96,646 for the annualized costs is included in the Fiscal Year 2013 Preliminary Budget in a compensation reserve.

REQUIRED AUTHORIZATIONS:

Diane Poirot, Human Resources Management Department, 854-9170

Leslie Browder, Planning and Budget Office, 854-9106

County Auditor's Office, 854-9125

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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Salary Setting Calendar for Elected Officials Fiscal Year 2013 Salaries

CCt receives Fiscal Year 2013 Budget update.	June 12
CCt discusses salaries for elected officials.	June 26 – July 3
Commissioners Court draws names for Grievance Panel.	July 3
CCt votes to advertise proposed salaries for elected officials and approves ad for Public Hearing.	July 10
Ad appears in Austin Chronicle.	July 19
CCt holds public hearing on proposed salaries for elected officials.	July 31
CCt sets the salaries for elected officials. County Judge's Office provides written notice of salaries to each elected county and precinct officer.	August 7
Deadline for elected official to file a grievance with the County Judge's Office. (5 business days from Court action and notice).	Aug 14, 5:00pm
If a grievance is received, the Grievance Committee must be convened within 10 days after the grievance is received to hear the grievance and develop a recommendation. Date ranges are the earliest and latest date a grievance can be reviewed by the Committee, based on the dates of receipt.	Aug 8 – Aug 24
Commissioners Court considers Committee's decision.	Aug 28
Fiscal Year 2013 Budget scheduled for adoption	Sep 25



HRMD Human Resources Management Department

700 Lavaca, Suite 420

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-4203

BACKUP MEMORANDUM

DATE: June 29, 2012

TO: Members of the Commissioners Court

VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*

FROM: Diane Poirot, Director, Human Resources Management Dept. *Diane Poirot*

SUBJECT: FY 2013 Pay Recommendation for Elected Officials Not Subject to State-Mandated Salary Caps

Summary

In March of 2012, the Commissioners Court approved the market study conducted for classified employees by HRMD. As a result of the market study, the average employee increase was approximately 3.5 percent. At that time, Commissioners Court instructed the Planning & Budget Office to set aside the equivalent of a 3.5 percent for increases to Elected Official salaries for FY 2013. This action was consistent with recent Court practice of increasing elected official pay in a manner consistent with that of classified employees.

To remain consistent with the methodology used for classified personnel, HRMD collected market data for elected officials not subject to State-mandated salary caps.¹ The results of this analysis are provided to show the current average salaries for these positions and the salaries paid for Travis County's elected officials.

Market Data

HRMD compiled the salary data for elected officials from Harris, Dallas, Tarrant, Bexar, and Williamson counties. The amounts shown reflect only those amounts contributed by the Counties and not supplements from other sources such as the State of Texas. The average values are a simple average of the positions; it is not weighted by the number of incumbents. It should also be noted that the results do not control for any other factors such as time served in the position.

The results of the survey are shown in **Table 1**. The only elected officials positions for which Travis County are ahead of market are Justice of the Peace, Constable 5, and County Attorney. The Justices of the Peace are most likely ahead of market due to the connection between their salaries and District Judges salaries that was put into place in 2007. Constable 5 is most likely ahead of market due to the additional 5% pay awarded due to the increase scope of the office. For the County Attorney position only two data points (Harris and Williamson Counties) were

¹ Salaries for District Judges and County Court-at-Law Judges are current set at levels capped by State Stature.

available. If El Paso County were added to the data, the County Attorney would be 0.96% below market.

**Table 1
Elected Officials
Market Data 2012**

Title	Current Travis County Salary	Market Salary	Percentage Difference
Constable 1-4	\$86,590	\$88,468	-2.17
Constable 5	\$90,137	\$88,468	1.85
County Judge	\$111,038	\$135,479	-22.01
County Commissioner	\$92,362	\$119,004	-28.85
County Clerk	\$112,321	\$116,797	-3.98
County Attorney	\$154,526	\$149,884	3.00
County Treasurer	\$89,345	\$103,186	-15.49
District Attorney	\$34,104	\$56,398	-65.37
District Clerk	\$112,321	\$116,621	-3.83
Justice of the Peace	\$105,000	\$94,404	10.09
Probate Judge	\$141,027	\$153,321	-8.01
Sheriff	\$127,482	\$137,306	-7.71
Tax Assessor/Collector	\$112,321	\$117,431	-4.55
Average	\$105,275	\$113,520	-7.83

For the remainder of the elected official titles, Travis County trails the defined market. The difference ranges from -2.17% for Constables to -65.37% for the District Attorney.² When viewed as a composite difference, the overall difference is -7.83%. If the District Attorney position is omitted, the average falls to roughly -6%.

Other Considerations

As mentioned above, the Commissioners Court linked the pay for the Justices of the Peace (JPs) to District Judges in 2007. Pay for JPs was set at 75% of District Judge pay. HRMD believes that the salaries for JPs should no longer be linked to the salaries of the District Judges. Instead, JPs should be treated in a manner similar to other elected officials that are not subject to a state-mandated salary cap. This would effectively end the 75% relationship that currently exists with the District Judges.

Recommendations

Staff recommends approval of the 3.5% salary increase for elected officials who are not subject to the state-mandated salary cap. This increase would apply to the Justices of the Peace and effectively end the 75% relationship currently in place with the District Judges. Staff further recommends approval of the public advertisement for Elected Officials salaries that reflects these proposed changes.

² The District Attorney position data is heavily skewed by the salary for Tarrant County; which contributes over \$96,000 towards this position. No other county contributes more than \$62,666.

TRAVIS COUNTY, TEXAS

This notice of maximum proposed salaries and allowances for Travis County elected officials during Fiscal Year 2013 is pursuant to section 152.013 of the Texas Local Government Code. A Public Hearing on the FY 2013 elected officials' salaries and allowances will be held on July 31, 2012, at 9:00 a.m. in the Travis County Commissioners Courtroom, 314 West 11th Street, Austin Texas. This ad reflects the budgeted salaries for the elected officials. All elected officials have the right to decline the salaries set for their office. All persons are invited and may participate in the hearing. Commissioners Court will then set the elected officials' salaries and allowances.

Elected Official ¹	FY 12 Budgeted Salary	Proposed % Change	Proposed \$ Change	Proposed FY 13 Salary
District Judge (State Salary) ^{2,3}	\$125,000.00	0.00%	\$0.00	\$125,000.00
District Judge (County Salary) ⁴	15,000.00	0.00%	0.00	15,000.00
District Judge	\$140,000.00	0.00%	\$0.00	\$140,000.00
Court-at-Law Judge (County Salary) ⁵	\$140,026.86	0.00%	\$0.00	\$140,026.86
Probate Judge (County Salary) ⁵	\$141,026.86	3.50%	\$4,936.00	\$145,962.86
Probate Judge (Administrative) ⁶	33,000.00	0.00%	0.00	33,000.00
Probate Judge	\$174,026.86	0.00%	\$0.00	\$178,962.86
Justice of the Peace 1-5 (County Salary) ⁷	\$105,000.00	3.50%	\$3,675.00	\$108,675.00
District Attorney (State Salary) ²	\$125,000.00	0.00%	\$0.00	\$125,000.00
District Attorney (County Salary)	34,104.00	3.50%	1,194.00	35,298.00
District Attorney	\$159,104.00	0.75%	\$1,194.00	\$160,298.00
County Attorney ^{8,9}	\$154,526.00	3.50%	\$5,409.00	\$159,935.00
County Judge ⁸	\$111,038.00	3.50%	\$3,887.00	\$114,925.00
County Commissioner 1,2,3 ^{9,4}	\$92,362.00	3.50%	\$3,233.00	\$95,595.00
Constable 1-4	\$86,590.00	3.50%	\$3,031.00	\$89,621.00
Constable 5	\$90,137.00	3.50%	\$3,155.00	\$93,292.00
Sheriff	\$127,482.00	3.50%	\$4,462.00	\$131,944.00
District Clerk	\$112,321.00	3.50%	\$3,932.00	\$116,253.00
County Clerk	\$112,321.00	3.50%	\$3,932.00	\$116,253.00
Tax Assessor-Collector	\$112,321.00	3.50%	\$3,932.00	\$116,253.00
County Treasurer	\$89,345.00	3.50%	\$3,128.00	\$92,473.00

1. Travis County pays for health care coverage for every county employee and elected official. If a county employee or elected official had and continues to have other health coverage and has continuously declined this county coverage since September 30, 2003, that person may receive an additional \$184.86 per month. This amount may, at that person's option, be added to their total annual FY 12 salary or placed in an IRS approved flexible spending account for the reimbursement of health care or dependent care expenses.

2. The State Salary is the least state compensation received by any of these officials. If these officials have been employed by the state continuously since August 31, 1995; they also receive \$1,026.86 as a "benefit replacement pay" supplement. The Legislature specifically said that this supplement is not "salary," but it is included in the total amount received by these officials for purposes of comparing the salaries of other elected officials.

3. Effective September 1, 2007, if these officials who have been an active judge and a member of the Judicial Retirement System of Texas Plan One or Two for at least 16 years, they also receive \$3,875.00 as "judicial longevity pay" from the state. Effective September 1, 2009, if these officials have been active in a judicial position as a Justice of the Peace or County Court at Law or District Judge for a combined total of at least 16 years but are not eligible for state judicial longevity pay, they receive \$3,875.00 as "judicial longevity pay" from the county. The Legislature specifically said that this pay is not "salary," but it is included in the total amount received by these officials for purposes of comparing the salaries of other elected officials.

4. Effective October 1, 2010, the District Judge elected as Administrative Judge for Criminal Courts can be and has been compensated up to \$5,000 for the additional administrative duties involved.

5. The County Salary is the least compensation received by any of these officials. A supplement of \$3,875.00 based on judicial longevity is added to and part of the salary of these officials if the official has been an active county court or probate judge or justice of the peace and held an elected judicial position in Travis County for at least 16 years.

6. As of January 1, 2010, the Probate Judge was elected Presiding Judge of the Statutory Probate Judges of Texas for four years. For the additional duties as Presiding Judge he is paid \$33,000 per year, the cost of which is shared by all of the counties in the Probate District.

7. The County Salary is the least compensation received by any of these officials. A supplement of \$2,906.00 based on judicial longevity is added to and part of the salary of these officials if the official has been an active county court or probate judge or justice of the peace and held an elected judicial position in Travis County for at least 16 years.

8. This includes \$4,800 paid for service on the Travis County Juvenile Board.

9. Pursuant to Texas Local Gov't Code § 152.052, the Commissioner Precinct 3 has requested that her compensation for FY 2013 remain the same as the annualized amount for FY 2011 of \$90,109.

COMMISSIONERS COURT ORDER
SETTING SALARIES FOR ELECTED OFFICIALS
FOR FISCAL YEAR ENDING SEPTEMBER 30, 2013

TRAVIS COUNTY, TEXAS

RECITALS

In accordance with the TEX. LOC. GOV'T CODE ANN., §152.013, the Commissioners Court is adopting an order approving the Salaries of the Elected Officials.

ORDER

The Commissioners Court of Travis County, Texas, makes the following orders for the fiscal year beginning October 1, 2012 and ending September 30, 2013:

- 1 The salaries of the elected officials are set at amounts shown in Attachment A
2. The allowances described in the End Notes to Attachment A are authorized for each elected official adjacent to whose position the reference to the End Note appears for the fiscal year beginning October 1, 2012 and ending September 30, 2013.

This order is adopted at an open meeting of Commissioners Court of Travis County, Texas held on July 31, 2012 on motion

made by _____, and

seconded by _____

and those voting in favor of the motion have signed their names below

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

ATTACHMENT A

Elected Official ¹	Total FY 2013 Annual Salary
District Judge (County Portion) ^{2,3}	\$ 15,000.00
Probate Judge (County Portion) ^{4,5}	\$145,962.86
County Court at Law Judge ⁴	\$140,026.86
Justice of the Peace 1-5 ⁶	\$108,675.00
District Attorney (County Portion)	\$ 35,298.00
County Attorney	\$159,935.00
County Judge ⁷	\$114,925.00
County Commissioner 1-4 ⁸	\$ 95,595.00
Constable 1-4	\$ 89,621.00
Constable 5	\$ 93,292.00
Sheriff	\$131,944.00
District Clerk	\$116,253.00
County Clerk	\$116,253.00
Tax Assessor-Collector	\$116,253.00
County Treasurer	\$ 92,473.00

END NOTES TO ATTACHMENT A

1. Travis County pays for health care coverage for every county employee and elected official. If a county employee or elected official had and continues to have other health coverage and has continuously declined this county coverage since September 30, 2003, that person may receive an additional \$184.86 per month. This amount may, at that person's option, be added to their total annual FY 12 salary or placed in an IRS approved flexible spending account for the reimbursement of health care or dependent care expenses.
2. Effective September 1, 2009, if these officials have been active in a judicial position as a Justice of the Peace or County Court at Law or District Judge for a combined total of at least 16 years but are **not** eligible for state judicial longevity pay, they also receive \$3,875.00 as "judicial longevity pay" from the county. The Legislature specifically said that this pay is not "salary," but it is included in the total amount received by these officials for purposes of comparing the salaries of other elected officials.
3. Effective October 1, 2010, the District Judge elected as Administrative Judge for Criminal Court can be and has been compensated up to \$5,000 for the additional administrative duties involved.
4. The County Salary is the least compensation received by any of these officials. A supplement of \$3,875.00 based on judicial longevity is added to and part of the salary of these officials if the official has been an active county court or probate judge or justice of the peace and held an elected judicial position in Travis County for at least 16 years.
5. As of January 1, 2010, the Probate Judge was elected Presiding Judge of the Statutory Probate Judges of Texas for four years. For the additional duties as Presiding Judge he is

paid \$33,000 per year, shared by all of the counties in the Probate District.

6. The County Salary is the least compensation received by any of these officials. A supplement of \$2,906.00 based on judicial longevity is added to and part of the salary of these officials if the official has been an active county court or probate judge or justice of the peace and held an elected judicial position in Travis County for at least 16 years.
7. This includes \$4,800 paid for service on the Travis County Juvenile Board.
8. Pursuant to Texas Local Gov't Code § 152.052, the Commissioner Precinct 3 has requested that her compensation for FY 2013 remain the same as the annualized amount for FY 2011 of \$90,109.00.



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Belinda Powell, Strategic Planning Manager
(512) 854-9506

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, PBO, (512) 854-9106 

Commissioners Court Sponsor: County Judge Samuel T. Biscoe

AGENDA LANGUAGE:

RECEIVE PRESENTATION FROM THE CIVIL AND FAMILY COURTHOUSE RECOMMENDATION COMMITTEE AND TAKE APPROPRIATE ACTION.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The members of the Travis County Civil and Family Courthouse Recommendation Committee were appointed by the Commissioners Court in May 2012 to assist with the selection of a delivery method for a new Travis County Civil and Family Court House. The Committee was asked to return to the Commissioners Court with a recommendation in mid-June or as soon as the completion of their deliberations would allow.

The Committee completed their work in July and has prepared the attached report for the Commissioner Courts consideration and deliberation.

STAFF RECOMMENDATIONS:

Please see attachment.

ISSUES AND OPPORTUNITIES:

Please see attachment.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

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

REQUIRED AUTHORIZATIONS:

N/A

ATTACHMENTS:

Please see the attached report prepared by members of the Recommendation Committee.

Copies to:

The Honorable John Dietz, 250th District Court

The Honorable Lora Livingston, 261st District Court

The Honorable Eric Shepperd, County Court at Law #2

Peg Liedtke, Civil Court Administrator

Cyd Grimes, Purchasing Agent

James Collins, First Assistant County Attorney

Roger Jefferies, County Executive Justice and Public Safety

Leslie Browder, County Executive Planning & Budget

Jessica Rio, Budget Director

John Hille, Assistant County Attorney

Tom Nuckols, 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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Travis County Civil and Family Court House Recommendation Committee

July 2012

Background

The members of the Travis County Civil and Family Courthouse Recommendation Committee were appointed by the Commissioners Court to assist with the selection of a delivery method for a new Travis County Civil and Family Court House with the following charges:

1. The Committee is to provide a written recommendation to the Commissioners Court on a delivery method for a new Civil and Family Court House based on the analysis of options completed by Ernst & Young, as well as the individual expertise of the committee members.
2. The recommended delivery method should be vetted for feasibility within financial and legal parameters and overall practicality.
3. The work of the Committee should be collaborative, informative, transparent, objective, and should instill confidence in the soundness of the recommended delivery method for the Travis County Commissioners Court and the residents of Travis County.
4. The recommended delivery method should be presented to the Commissioners Court no later than June 12, 2012.

The Committee was not able to meet this target deadline due to scheduling difficulties among its membership and with the County's outside consulting team, but proceeded with their task as expeditiously as possible.

The following Committee Members participated in the discussions and contributed to the findings included in this report. Each Committee Member represented a key stakeholder organization or provided expertise in an important subject matter area.

1. **Financial Expertise** – *Betty Dunkerley*, Chair of the Committee and former Austin Mayor Pro Tem
2. **Austin Bar Association** – *Martha Dickie*, Vice Chair of the Committee and partner in the law firm of Almanza, Blackburn & Dickie
3. **Downtown Austin Alliance (DAA)** – *Charles Heimsath*, Chair of the DAA Policy Committee, President of Capitol Market Research
4. **Original Austin Neighborhood Assoc.** – *John Horton*, Horton Investments, Government Liaison for the neighborhood association
5. **Greater Austin Chamber of Commerce** – *Shaun Cranston*, Brookfield Residential

6. **City of Austin – Rodney Gonzales**, Economic Growth & Redevelopment Services Office
7. **Capital City African American Chamber of Commerce – Natalie Cofield**, President and CEO of the Chamber
8. **Austin Asian American Chamber of Commerce – Peter Shen**, Board of Directors of the AAACC and Chair of the Greater Austin Chinese Chamber of Commerce
9. **Civil Court Judges – Judges John Dietz, Lora Livingston, and Eric Shepperd**
10. **Real Estate Expertise – Art Cory**, former Chief Appraiser, Travis Central Appraisal District
11. **Public Finance Expertise – Charles Jennings**, former Director at Macquarie Capital USA
12. **Real Estate Council of Austin – Rebecca Bray, P.E., AICP**, Brown Gay Engineering

Membership positions representing the Greater Austin Hispanic Chamber of Commerce and Downtown Austin Neighborhood Association (DANA) were not able to be filled over the course of the discussions.

The Committee Members held their first organizational meeting on May 10, 2012, and began meeting weekly on May 29, 2012. The meetings concluded June 27, 2012. During this period, they heard presentations from representatives of the Travis County Purchasing Office and the Planning and Budget Office, as well Ernst & Young and the law firm of Hawkins Delafield.

Recommendation of Delivery Method

Based on the information available at the time of the Committee’s discussion and the choice between a Design Build (DB) procurement and Public-Private-Partnership (P3) procurement, **the Committee Members believe that the P3 approach is the better delivery method for the Civil and Family Court House project.** This recommendation was developed through collaborative and interactive Committee discussions with the goal of ultimately achieving consensus among the Committee Members. These discussions were facilitated by the Chair and Vice Chair of the Committee.

Specifically, the Committee Members believe that the compelling reasons to support the selection of a P3 over DB procurement include the following:

1. **Need** for a new court house cannot be underscored enough, as the Committee Members learned firsthand during a personal tour of the current 82-year old court house conducted by key officials who work in crowded and potentially unsafe facility conditions each day. Further, the **speed** inherent in the P3 delivery method can help the County deliver a new court house more quickly, respond to the current needs and address future growth and demand.
2. **One Provider/One Contract** for design, construction, maintenance and operations for the building will streamline contract management through the single point of contact and accountability that a P3 delivery method provides.

3. **Greater Flexibility** can be gained with a P3 delivery method since more certainty and understanding of the building's design can become known during the contractor selection process. Knowing more about the building's design earlier in the procurement process means more knowledge about the future costs of the building as well, including the level of capital investment and operations and maintenance expenses.
4. **Collaboration** is a key component of a P3 approach, and would occur more readily among the design architect and engineers on the team, the building contractor, and the maintenance contractor. The collaboration that occurs during the design and construction process is a superior approach to the development of a building, helping to ensure synergy in all aspects of development.
5. **Speed** of the delivery of the building under the P3 process is another significant advantage. As the economy begins to recover and development in the Austin area increases, construction prices are likely to rise. Moving forward as quickly as possible, with an expeditious procurement approach is recommended.
6. **Transfer of Risk** to a third party during the design, construction and maintenance of the building is more effective under the P3 process, while recognizing that there is an additional cost associated with this transfer of risk.
7. **Performance and Reliability** of the future operations and maintenance of the building is more assured under a P3 approach, primarily through the legal capacity to enter into a contract that has a longer term with well-defined contractual performance standards and funding requirements for proper maintenance over time.

The Committee Members support a P3 procurement approach. The Committee Members also acknowledge that there is a cost to the P3 process that is difficult to quantify at this early point in the planning process, which needs to be further analyzed by a transaction-oriented P3 advisory team. This team should include legal and financial advisors who would work with the County in the development of a more refined financing strategy and legal framework for the project. The Committee Members recommend that the Commissioners Court hire this team before issuing a Request for Qualifications (RFQ) for a P3 development of the Civil and Family Court House.

The transaction-oriented P3 advisory team, also known as the "owner's representative", would be tasked with the following during the early stages of the project:

1. Drafting the RFQ, which will be used to solicit potential partners for the P3 procurement
2. Assisting the County with the evaluation of qualifications and subsequent contract negotiations
3. Going beyond the financial analysis completed by Ernst & Young to develop a financing plan for the project that will more fully quantify the County's financial commitment over the life of the P3 contract
4. Defining the detailed legal parameters under which the County would pursue a P3 procurement, under the oversight of the County Attorney's Office and coordinating with the County's bond counsel

Other Observations/Recommendations

The Committee Members offer the following observations and recommendations related to the development of a future RFQ for the site, as well as financing of the County's portion of the required capital investment:

1. Offer the entire block for development in some manner with $\frac{1}{2}$ of the block designated for the court house and the remaining $\frac{1}{2}$ block available for private development, either through air rights or another arrangement that is beneficial to the County and its taxpayers.
2. Develop the site to include retail spaces at street level as proposed in the Ernst & Young report, and the Master Plan developed for the County by Broaddus and Associates.
3. The use of Certificates of Obligation is most appropriate for financing the County's portion of the project. The development of a new court house represents a critical and pressing operational need for the County, and cannot be considered a discretionary project like many of the projects that are typically included in general bond elections for cities and counties.



Travis County Commissioners Court Agenda Request

Meeting Date: 8/7/2012, 9:00 AM, Voting Session

Prepared By/Phone Number: John E. Pena, CTPM; Marvin Brice, CPPB, Purchasing Office, 512-854-9700

Elected/Appointed Official/Dept. Head: Cyd Grimes, Purchasing Agent
Commissioners Court Sponsor: Judge, Samuel T. Biscoe

AGENDA LANGUAGE: APPROVE CONTRACT AWARD FOR PROFESSIONAL MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) ENGINEERING DESIGN SERVICES FOR THE TCJ EXTENDED LIFE PROJECTS – PHASE IIa, CONTRACT NO. 4400000992, TO THE HIGHEST QUALIFIED FIRM, HALFF ASSOCIATES, INC.

- 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.
- On October 20, 2009, the Commissioners Court approved a pre-qualified list of Professional MEP Engineering; Structural Engineering and Landscape Architectural Firms for utilization on small projects in Travis County, through a Request for Qualifications (RFQ) No. Q090290-JT. The pre-qualified list has since been utilized for various small projects countywide.
- On August 10, 2010, the Commissioners Court approved the TCJ Extended Life Project as part of a three-year renovation plan that addresses the most critical issues and adds 10-15 years to the TCJ's useful life. This 10-year life span provides the Commissioner's Court the time it needs to make a decision about the future of the TCJ including whether the general housing beds, currently a part of the TCJ, stay downtown or are relocated to the Travis County Correctional Complex (TCCC) at Del Valle.
- As part of the overall TCJ Extended Life Project, Travis County Sheriff's Office (TCSO) currently requires professional MEP Engineering Services to develop drawings and specifications for the Travis County Jail (TCJ) Extended Life Projects – Phase IIa. The work will require developing specifications and construction drawings for the upgrade of the Kitchen Exhaust System and the General Building Exhaust System of the Travis County Jail, 500 W. 10th Street, Austin, Texas 78701. This will be the second contract associated with this 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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.

- TCSO reviewed the 10 MEP Consultants from the pre-qualifying list and determined that Halff Associates, Inc. to be the most qualified firm due to their extensive familiarity with the Correction's secure environment, the number of qualified personnel available to address the unique problems presented by this project; i.e., investigation into older buildings needing retrofitting in tight spaces as well as addressing older design inadequacies, and having TCSO cleared personnel on staff.
- Negotiations were conducted, and as a result, TCSO is recommending, with Purchasing's concurrence, contract award to Halff Associates in the amount of \$179,810.00.
- Contract Expenditures: Within the last 12 months \$0.00 has been spent against this requirement.
- Contract-Related Information:
 - Award Amount: \$179,810.00
 - Contract Type: Professional Services
 - Contract Period: Through Completion
- Contract Modification Information: N/A
 - Modification Amount:
 - Modification Type:
 - Modification Period:
- **Solicitation-Related Information: N/A**
 - Solicitations Sent: Responses Received:
 - HUB Information: % HUB Subcontractor:
- **Special Contract Considerations: N/A**
 - Award has been protested; interested parties have been notified.
 - Award is not to the lowest bidder; interested parties have been notified.
 - Comments:
- **Funding Information:**
 - Shopping Cart/Funds Reservation in SAP: 1000001265
 - 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 by Tuesdays at 5:00 p.m. for the next week's meeting.



GREG HAMILTON TRAVIS COUNTY SHERIFF

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

JAMES N. SYLVESTER
Chief Deputy

DARREN LONG
Major - Corrections

PHYLLIS CLAIR
Major - Law Enforcement

MARK SAWA
Major - Administration & Support

*9 down
9-11-12
MB*

MEMORANDUM

TO: Marvin Brice, CPPB, Assistant Purchasing Agent
FROM: Mark Stefanov, P.E. *Mark Stefanov*
DATE: April 9, 2012
SUBJECT: Engineer Selection TCJ Extended Life Projects - Phase IIa

RECEIVED

APR - 9 2012

TRAVIS COUNTY
PURCHASING OFFICE

This is the follow up to the March 13, 2012 request for buyer assignment and purchasing action for a Drawing and Specification Consultant for two more of the Construction projects at the Travis County Jail. Please note that I have attached an updated Scope of Work modified since March 13, 2012 that is available as MSWord. The projects are funded by Fiscal Year 2010 CO money. The D&S project title above supports and continues the efforts started in FY2010, TCJ Roof Walls Weatherization Project, a name used to identify a different construction effort. These D&Ss will provide for the construction contracts to upgrade the:

- 3. "Kitchen Exhaust System". and
- 4. "General Bldg Exhaust Systems".

These projects do address the problem that initiated the TCJ Roof Walls Weatherization Project, and the overall solution is a subset of it. However the roof and wall weatherization efforts are complete.

After reviewing the ten available MEP Consultants from the Qualifying list provided to me by Purchasing, I have determined the most qualified Professional. It is HALFF ASSOCIATES. INC. Although they have an Austin address in the RFQ, their MEP is handled out of Dallas. That does not cause me any concern, but I thought that the buyer might want to be aware of the fact.

Selection was determined by several areas of setting them above the others. Halff has extensive Correction's environment experience. They have the most qualified personnel to address the unique problems presented by these projects. Some of these include investigation into older building needing retrofitting in tight spaces as well as addressing older design inadequacies. In addition, they are familiar with the facility and the current cad backgrounds, as well as having Travis County Sheriff's Office cleared personnel on staff.

The TCSO Finance Department has previously loaded requisition 554936 into HTE. When this request is approved, please notify me as well as Ron Rizzato so that he may modify the Vendor to Halff and re-release for the buyer's use.

Please contact me with any questions at 45321. Your assistance in obtaining a relatively quick Professional Services Agreement with Halff will be greatly appreciated.

CC: Sheriff's Office Engineer's File
Ron Rizzato
Major Long



4/11/12

APPENDIX A
SCOPE OF SERVICES

TCJ Exhaust System - General Building Renewal 238693, and
TCJ Exhaust System - Kitchen - Commercial Renewal 244270

- 1.1. **Project Identification** TCJ Exhaust System - General Building Renewal 238693, and
TCJ Exhaust System - Kitchen - Commercial Renewal 244270
- 1.2. **Project Location** Travis County Jail
500 W. 10th Street
Austin, TX 78701
- 1.3. **Project Location Operators (subject to change):**
Major Darren Long, Corrections Bureau Administrator
Captain Jerry Kovar, TCJ Administrator
Lieutenant Elizabeth Jurica, TCJ Manager
Sergeants, Corrections Officers
- 1.4. **Abbreviations:**
 - 1.4.3 ASHRAE, American Society of Heating and Air-Conditioning Engineers.
 - 1.4.4 BAS, Building Automation System.
 - 1.4.5 TCJ, Travis County Jail.
 - 1.4.6 TCSO, Travis County Sheriff's Office.
 - 1.4.7 TCSOE, Travis County Sheriff's Office Engineer.
 - 1.4.8 TCSO PM, Travis County Sheriff's Office Project Manager.
- 1.5. **Occupancy – Occupancy of the area is 24 hours per day, seven days per week without the ability to relocate the occupants except by area confinement.**
- 1.6. **Schedule – See Attachment 3.**
- 1.7. **Description – The Projects include:**
 - 1.7.1. **Providing all exhaust equipment, ductwork, building modifications, and other necessary items to upgrade the existing exhaust systems in order to comply with current engineering standards for a jail environment. Providing electronic monitoring and control by the TCSO BAS, Computrols, for the new equipment and as considered appropriate for continued balanced operation of the new systems.**
 - 1.7.2. **The upgraded exhaust is being undertaken to correct humidity problems leading to excessive biological growth by:**
 - 1.7.2.1. **Upgrading the north and south side cell exhaust routes to facilitate the proper building general ventilation;**
 - 1.7.2.2. **Upgrading the north and south side cell exhaust fans to meet the ASHRAE Building Exhaust Standards;**
 - 1.7.2.3. **Renewing and adding fire dampers and associated devices to meet the current Fire Codes;**
 - 1.7.2.4. **Correcting duct penetrations and ductwork to direct the airflow so as to flow effectively for all cell exhaust and the central core exhausted areas;**
 - 1.7.2.5. **Replacing items, duct, equipment, in the kitchen exhaust system that cannot be refurbished to a like new condition;**

- 1.7.2.6. Facilitating the repair to, and the resealing of, the building envelope where the above items penetrate to the outside, which may involve roof or wall penetrations; and
- 1.7.2.7. Adding make up air in an engineered method to address the new exhaust requirements and provide a positive building envelope.
- 1.7.3. Upgrading the four cells located in the basement Medical area to the Center for Disease Control recommended negative-pressure, operation, and control for airborne infection isolation. (This is part of TCJ Exhaust System - General Building Renewal 238693. Where considered appropriate by current engineering practices, sub tasks in paragraph 1.7.2 above may apply to this paragraph.)
- 1.7.4. Upgrading the basement Kitchen hood exhausts and make up air to the current operational standards of the applicable codes and correcting items needing repair. (Where considered appropriate by current engineering practices, sub tasks in paragraph 1.7.2 above may apply to this paragraph.)
- 1.7.5. Working in the very confining and space restricted areas of the jail outside of the normal housing areas in ceilings and crawl spaces.

2. SCOPE OF SERVICES

- 2.1. The CONSULTANT'S "Basic Services" shall include all tasks and deliverables required to provide a complete, functional, and usable biddable drawings and specification's package, D&Ss. CONSULTANT'S Basic Services includes:
 - 2.1.1. Review existing drawings and conditions.
 - 2.1.2. Develop new drawings as needed to adequately define a Project planned to be bid by the County.
 - 2.1.3. New drawings shall be 11x17 and comply with the Travis County Sheriff's Office Engineer's specific requirements listed in Attachment 8.
 - 2.1.4. Select, engineer, and design a suitable exhaust/make up air system for building expected to be kept in service for a plan of another 25 years.
 - 2.1.5. Investigating the kitchen exhaust for proper flows and heat rejection based on the operations, then engineering and designing the upgrades or equipment replacements with a Return on Investment of less than ten years.
 - 2.1.6. Address the desired Project items as listed in the Project's Description above.
 - 2.1.7. Provide and submit with the 100% D&Ss, a construction cost estimate.
 - 2.1.8. Investigate the applicability of permits for the construction process and require Contractor to provide in the D&Ss.
 - 2.1.9. Provide a point matrix, drawing information and specifications, and written control sequence for the addition of Computrols to monitor and control all items that will be considered necessary for effective operation.
 - 2.1.10. Segregate the two projects distinctly while combining common construction areas and specifications with the possibility that one of the projects may be bid as an optional part.
 - 2.1.11. Provide technical assistance during the bidding process.
 - 2.1.12. Provide all new work in an AutoCAD format, model space only, for incorporation into the TCSO's master drawings per Attachment 8. These shall be separated from the TCSO supplied master backgrounds, but appropriately located, using AutoCAD Xref technology. Each discipline shall also be separated into different drawing files (.dwg)
 - 2.1.13. Provide the prior to final specifications in an MSWord compatible format for use by the Travis County for review and suggested changes. This may be modified by multiple Travis County departments using the MSWord document change tracking tool.

- 2.1.14. Provide the prior to final drawings in a .dwg format for the TCSOE's review and Adobe Acrobat format for the TCSO PM's review.
- 2.1.15. Provide sealed D&Ss in an Adobe Acrobat format, or other format approved in writing by the Travis County Purchasing Office, for posting on the bidding site.

2.2. CONSULTANT will perform Basic Services in accordance with all governing codes and regulations, using the standard of care and skill ordinarily used by members of the design profession on projects of similar size, nature and complexity, practicing under similar conditions at the same time and locality as the Project.

3. CONSTRUCTION CONTRACT ADMINISTRATION

3.1. The CONSULTANT will be responsible for Construction Contract Administration to the extent the CONSULTANT determines is necessary to verify that the Work is being constructed according to the intent of the construction documents. The CONSULTANT will make periodic observations of the Work, as part of Basic Services. A final punch list will be required and one (1) follow-up inspection to review completion of the punch list items by the Contractor.

3.2. The CONSULTANT will render interpretations necessary for the proper execution of the work with reasonable promptness upon notification by the COUNTY. Render decisions, in writing, within a time no greater than five (5) calendar days for clarifications, interpretations, submittals, claims, disputes, and other matters in question between the County and the Contractor relating to the execution or progress of the Work or the interpretation of the Construction Contract Documents. The CONSULTANT will notify the County immediately, within 24 hours of receipt of the above items, if more time is required for reasonable cause.

3.3. The CONSULTANT will not have control or charge of, and will not be responsible for construction means, methods, techniques, sequences or procedures nor safety precautions and programs in connection with the Construction Work nor acts or omissions of the Contractor or Subcontractors of any tier; or any other persons performing any of the Construction Work, nor failure of any of the aforementioned to carry out the Construction Work in accordance with the Construction Contract Documents.

3.4. The CONSULTANT will at all times have access to the Work.

3.5. Interpretations and decisions of the CONSULTANT will be consistent with the intent of, and reasonably inferable, from the Construction Documents and will be in written and/or graphic form.

4. MEETINGS

4.1. The CONSULTANT will attend meetings with the COUNTY only as required for development of the design and construction documents and as necessary during the Construction Contract Administration Phase.

4.2. Attendance and participation at such meetings will be part of the Basic Services. Any meetings not required by this agreement will be compensated at the hourly rate for the appropriate CONSULTANT staff indicated in the Professional Services Agreement. If required, the TCSO Maintenance Engineer will authorize these meetings by advance written notice.

EXHIBIT 3
PROJECT SCHEDULE

SCHEDULE MILESTONES

The CONSULTANT'S delivery of the Work Product will conform to the following durations which will commence upon receipt of a written Notice-to-Proceed from the COUNTY. Durations are in calendar days.

Phase	Precedent	Duration
50% Design Documents	Notice to Proceed	30 days
100% Design Documents	50% Design Documents TCSO Comments	60 days
Construction Administration	100% Design Documents	N/A

EXHIBIT 8

Travis County Sheriff's Office Engineer Drawing Requirements

The drawing requirements of the Travis County Sheriff's Office Engineer (TCSOE) shall be incorporated into the CONSULTANT'S Work Product. These include, without limitation, the following:

- 1.1 All construction document drawings shall be set up in an 11x17 layout format.
- 1.2 Text shall generally be a minimum of 1/8" or larger on an 11x17 printout, with 3/32" being the minimum allowed except for border and title text containing non-project specific information.
- 1.3 Externally referenced drawing data in model space, e.g. as built, TCSO masters, and CONSULTANT'S design data shall be used for all information that is not Consultant specific information or layout data, such as contained in borders and title information on drawing layout space.
- 1.4 Drawing and Layout Naming for work performed by the CONSULTANT shall have file names using the formats below:
 - 1.4.1 External Referenced Drawing Naming X-xxxx-###-#####, where-
 - 1.4.1.1 The first X, A-FP03-140-238693, is the AIA discipline code, such as A for Architecture;
 - 1.4.1.2 The next two characters, A-FP03-140-238693 indicate the AIA general type of drawing, such as FP for floor plan, SP for site plane, etc.;
 - 1.4.1.3 The next two characters, A-FP03-140-238693 indicate the floor with the basement of a building being 0, and A-FP03-140-238693 indicating the data for the roof as it is the 3rd level for the building in this Project;
 - 1.4.1.4 The next three digits, A-FP03-140-238693, indicate the TCSO three digit building number; and
 - 1.4.1.5 The final six digits indicate the TCSO CONSTRUCTION Project numbers A-FP03-140-238693 (the first listed may be used for common data).
 - 1.4.2 Layout Space and Drawing Naming X-###-238693, where -
 - 1.4.2.1 The X character is the AIA discipline code, such as A for Architecture, A-130-238693;
 - 1.4.2.2 The first digit, A-130-238693, is the AIA layout designator code number, such as 0-general, 1-plan views, 2-elevations, 3-sections, 4-large scale, 5-details, 6-schedules, and 9-photos;
 - 1.4.2.3 The second digit, A-130-238693 is to reflect the floor with the basement of a building being 0, and 3 indicating the architectural layout for the roof as it is the 3rd level for this project.
 - 1.4.2.4 The third digit, A-130-238693 is a sequence drawing number;
 - 1.4.2.5 The next six digits, A-130-238693, indicate the TCSO CONSTRUCTION Project number;
 - 1.4.2.6 Layout names inside a layout drawing file would be A-130, A-131, A-530, leaving off the project number; and
 - 1.4.2.7 A multi discipline drawing containing many layouts referring to a single project may be combined into one drawing named G-000-238693;
- 1.5 Layer Naming for work performed by the CONSULTANT shall have layer names using the format, X-xxx-xxx, where:
 - 1.5.1 All layer names in the new work data drawings shall exactly match the layer name in the drawings that depict current conditions, which may not look like the format X-xxx-xxx;
 - 1.5.2 New layers shall generally follow the AIA requirements, except when complying with the paragraph above, starting with the first character indicating the discipline code, "A-wall-int" for architectural walls interior, etc.;
 - 1.5.3 The modifiers A-xxx-xxx may be longer than three as in the paragraph above;
- 1.6 Demolition work data shall be indicated on a specific layer and only be done in the drawings that depict current conditions by moving demo entities to a new layer that follows this naming format, D-120117LP, where:
 - 1.6.1 D indicates demo, D-12xxxxxx-xxx;
 - 1.6.2 The characters, D-PSxxxxxx, indicate the Travis County Professional Service Agreement's Purchasing contract number, "PS12xxxxxx" under which the data is proposed to be deleted;
 - 1.6.3 The modifiers, D-12xxxxxx-xxx, may be specifically requested by the TCSOE after design begins or utilized as desired by the CONSULTANT similar to the modifiers in paragraphs 1.5.2 and 1.5.3 above.

PROFESSIONAL SERVICES AGREEMENT

BETWEEN

TRAVIS COUNTY

AND

HALFF ASSOCIATES, INC.

FOR

**PROFESSIONAL ENGINEERING SERVICES
IN SUPPORT OF THE TCJ EXTENDED LIFE PROJECTS-PHASE IIa
(TCJ EXHAUST SYSTEM-GENERAL BUILDING RENEWAL
AND TCJ EXHAUST SYSTEM KITCHEN/COMMERCIAL RENEWAL)**

CONTRACT NO.: 4400000992

(TCSO PROJECT NO.: 238693 and 244270)

PROFESSIONAL SERVICES AGREEMENT (PSA)

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PROFESSIONAL SERVICES AGREEMENT (PSA)

STATE OF TEXAS §
COUNTY OF TRAVIS §

This Agreement is made and entered into by and between Travis County, Texas, a political subdivision of the State of Texas (the "COUNTY") and HALFF ASSOCIATES, INC. (the "CONSULTANT") (this "Agreement").

WHEREAS, the COUNTY desires to obtain professional engineering services in support of the TCJ Extended Life Projects titled TCJ Exhaust System-General Building Renewal 238693, and TCJ Exhaust System – Kitchen-Commercial Renewal 244270, for the Travis County Jail located at 500 W. 10th Street, Austin, Texas 78701 (the "Project"); and

WHEREAS, the CONSULTANT has the professional ability and expertise to fulfill the requirements of the Project, and;

WHEREAS, this Agreement is exempted from the bidding requirements of the County Purchasing Act pursuant to Section 262.024(a)(4) of the Local Government Code as this is a contract for professional services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the amount and sufficiency of which are acknowledged, the COUNTY and the CONSULTANT agree as follows:

SECTION 1 EMPLOYMENT OF THE CONSULTANT

- 1.1 The COUNTY agrees to contract with the CONSULTANT as an independent contractor and the CONSULTANT agrees to perform professional engineering design services as described herein. As a condition to this contractual obligation, it is specifically agreed that any disputes arising hereunder shall be submitted to the Travis County Sheriff's Office Facilities Maintenance Engineer (the "PROJECT MANAGER"). Disputes pertaining to non-technical matters shall be handled in accordance with Paragraph 11.9 of this Agreement. The PROJECT MANAGER shall have complete authority for the purpose of resolving technical matters. In all other cases, the decision of the Travis County Commissioners Court (the "Commissioners Court") shall be final and binding.
- 1.2 The COUNTY shall provide the CONSULTANT convenient access to all existing plans, maps, studies, reports, field notes, statistics, computations, and other data in its possession relative to existing facilities and to the Project. The CONSULTANT shall make copies of needed information and promptly return all originals. Cost of such copies will be a reimbursable expense. The CONSULTANT's copies of the foregoing material shall be returned to the COUNTY upon completion of the Project, if the PROJECT MANAGER so instructs the CONSULTANT.
- 1.3 The COUNTY cannot guarantee the accuracy of all information which it provides to the CONSULTANT. The CONSULTANT may rely on professional sealed documents to the extent that the original professional would have been held liable for the information contained therein, in accordance with industry standard practice. Information provided in record or as-built documents that are critical to the current design work should be field verified by the CONSULTANT in accordance with his professional judgment. The CONSULTANT may rely on other project information provided by the COUNTY, such as program data or design criteria, in accordance with industry standards, except as otherwise modified herein.

- 1.4 If the PROJECT MANAGER observes or otherwise becomes aware of any fault or defect in the Work Product, as defined herein, the PROJECT MANAGER shall give prompt written notice thereof to the CONSULTANT. The CONSULTANT shall correct any such fault or defect at no cost to the COUNTY.

SECTION 2 BASIC SERVICES OF THE CONSULTANT

- 2.1 The CONSULTANT shall be responsible for the complete design and documentation of the work described herein, and shall prepare the Work Product, as defined herein, which shall be acceptable to the PROJECT MANAGER. The CONSULTANT shall also serve as the COUNTY'S professional consultant in those phases of the Project to which this Agreement applies and shall consult with and give advice to the COUNTY during the performance of the Project.
- 2.2 The CONSULTANT shall perform the "Basic Services," which shall mean:
- 2.2.1 all elements of labor, materials and equipment required for the Project, which shall be rendered to the satisfaction of the PROJECT MANAGER and the Commissioners Court and in accordance with the requirements, policies, and standard practices of Travis County;
 - 2.2.2 the detailed Scope of Services for the Project, set forth in Exhibit 10, attached hereto and made a part hereof (the "Scope of Services");
 - 2.2.3 the Work Product, as defined herein, which the CONSULTANT shall submit to the COUNTY for review and acceptance.
 - 2.2.4 the Work Product, as defined herein, which the CONSULTANT shall submit to the COUNTY for review at regular intervals, as specified in the Project Schedule to be provided by the CONSULTANT, attached hereto as Exhibit 12 and made a part hereof.
- 2.3 The CONSULTANT shall use all applicable codes as adopted by authority having jurisdiction in performing the Basic Services for the Project.

SECTION 3 CONSTRUCTION COST

- 3.1 The construction cost is the total cost to the COUNTY of all elements of the Project designed or specified by the CONSULTANT (the "Construction Cost").
- 3.2 The Construction Cost includes the cost at current market rates, including a reasonable allowance for overhead and profit, (i) of labor and materials and any equipment which has been designed, specified, selected, or specially provided for by the CONSULTANT and (ii) of permitting fees and other fees and charges required by the City of Austin or other governmental authorities. The Construction Cost does not include the compensation of the CONSULTANT and other consultants.
- 3.3 Detailed estimates of the Construction Cost prepared by the CONSULTANT represent the CONSULTANT'S best judgment as a design professional familiar with the construction industry. The CONSULTANT MAY RELY ON RS MEANS CURRENT EDITION FOR UNIT PRICES. It is recognized, however, that neither the CONSULTANT nor the COUNTY has control over the cost of labor, materials, or equipment, over contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions.

- 3.4 The CONSULTANT may include contingencies for design, bidding, and price escalation to determine what materials, equipment, component systems, and types of construction are to be included in the Work Product (as defined in Section VII), and may include in the Work Product alternate bids to adjust the Construction Cost to the fixed limit.
- 3.5 If the Project budget or fixed limit of Construction Cost is exceeded by the lowest responsible bid, the COUNTY may:
- (1) give written approval of an increase in the Project budget or fixed limit,
 - (2) authorize rebidding of the Project within a reasonable time,
 - (3) if the Project is abandoned, terminate this Agreement, or
 - (4) revise the scope of the Project to reduce the Construction Cost.
- 3.6 If the COUNTY chooses to proceed under clause 3.5 (4) above, the CONSULTANT, without additional compensation, shall modify the documents that the CONSULTANT is responsible for preparing under the Basic Services portion of this Professional Services Agreement, as necessary to comply with the fixed limit.
- 3.7 The CONSULTANT shall estimate the portion of the project budget for the portions of the construction designed or specified by the CONSULTANT, including reimbursables, contingency, permit fees and agency fees. The budget shall not include (1) hazardous material testing and removal if any is required or (ii) any costs for furniture, fixtures and equipment. As part of the services, the CONSULTANT shall report any suspected occurrence of hazardous materials in the areas of proposed remodeling to the County. Hazardous materials abatement work will be provided by the County under separate contract.

SECTION 4 COMPENSATION AND PAYMENT SCHEDULE

- 4.1 In consideration of the CONSULTANT's performance of the Basic Services, the CONSULTANT shall receive the Basic Services compensation described in Exhibit 1, attached hereto and made a part hereof. The Basic Services compensation shall be paid in accordance with the payment schedule set forth in Exhibit 1.
- 4.2 For the performance of services not specifically described in the Basic Services (the "Additional Services"), the CONSULTANT shall receive the Additional Services compensation described in Exhibit 1.
- 4.3 In the event of any dispute over the classification of the CONSULTANT's services as "Basic" or "Additional" services under this Agreement, the decision of the PROJECT MANAGER shall be final and binding on the CONSULTANT.

SECTION 5 PERIOD OF SERVICE

- 5.1 The CONSULTANT shall perform the professional services described herein, whether "Basic" or "Additional" services, in accordance with the Project Schedule, attached hereto as Exhibit 12 and made a part hereof.
- 5.2 This Agreement shall become effective on the Effective Date, as defined herein, and shall remain in full force and effect for the period required for the complete design of, construction contract award for, and

construction of the Project, including warranty periods and any extensions of time as provided herein (the "Project Completion Date"), unless sooner terminated as provided for herein.

- 5.3 If the performance by CONSULTANT or the COUNTY of either party's obligations hereunder is interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, fire, civil commotion, sovereign conduct, or the act or conduct of any person or persons not a party hereto, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof. Upon the discovery of such an event, the party whose performance is affected under this section shall notify the other party, and a special meeting shall be called by the PROJECT MANAGER to propose a program for a solution to the problem, and if necessary, to establish an estimated period of time of suspension or extension of the Project Completion Date. A written request for an extension of time, when properly documented and justified by the circumstances, may be granted by the PROJECT MANAGER.

SECTION 6 COORDINATION WITH COUNTY

- 6.1 The PROJECT MANAGER shall act on behalf of the COUNTY with respect to any and all services to be performed under this Agreement. The PROJECT MANAGER shall have complete authority to interpret and define the COUNTY's policies and decisions with respect to the CONSULTANT's services. The PROJECT MANAGER may designate representatives to transmit instructions and receive information.
- 6.2 The CONSULTANT shall not commence work until the CONSULTANT has been thoroughly briefed on the scope of the Project by the PROJECT MANAGER. The CONSULTANT shall not commence work on the Project until receipt of a written notice to proceed issued by the Travis County Purchasing Agent upon the recommendation of the PROJECT MANAGER (the "Notice to Proceed"). The CONSULTANT shall not commence work on any phase of the Project, as such phases are described in the Scope of Services, until receipt of written authorization to proceed, which shall be issued by the PROJECT MANAGER.
- 6.3 The CONSULTANT shall furnish all available data and reasonable assistance necessary to comply with established application, review, and approval processes for any permits, grants, or planning advances required for the Project. The CONSULTANT shall familiarize himself with and comply with established application, review, and approval processes as necessary to assure that reasonable compliance will cause no delay to the Project Schedule.
- 6.4 The CONSULTANT shall have the responsibility at all times under the terms of this Agreement for advising the COUNTY whether in the CONSULTANT's judgment it is feasible to proceed with the Project given any constraints affecting the Project.
- 6.5 The CONSULTANT shall cooperate and coordinate with the COUNTY's staff and other consultants and contractors as reasonable and necessary in performance of this Agreement and as required by the PROJECT MANAGER.

SECTION 7 WORK PRODUCT

- 7.1 The term "Work Product" shall mean any reports, plans, specifications and other documents created, obtained or assembled in connection with performance of this Agreement and with the services rendered in connection with the Project, including but not limited to any and all deliverables for each phase of the Project as described in the Scope of Services.
- 7.2 The Work Product shall be submitted by the CONSULTANT for each phase of the Project on or before the dates specified in the Project Schedule provided by the CONSULTANT. Upon receipt of the Work Product, the submission shall be checked for completion. A "Complete" submission shall mean that all items listed, referenced and otherwise described in this Agreement relating to that phase of the Project have been included.
- 7.3 If the submission is Complete, the COUNTY shall notify the CONSULTANT and the COUNTY's Technical Review Process, as defined herein, will begin. If the submission is incomplete, the COUNTY shall notify the CONSULTANT, who shall perform such professional services as are required to complete the Work Product for that phase and shall resubmit it to the COUNTY.
- 7.4 COUNTY's "Technical Review Process" shall mean County's review of the Complete Work Product for substantial compliance with the technical specifications and requirements included in the Basic Services. If necessary, the Complete Work Product shall be returned to the CONSULTANT, who shall perform any professional services required for such compliance and resubmit the Complete Work Product to the COUNTY.
- 7.5 The process described in paragraph 7.3 shall be repeated until County accepts the Work Product. "Acceptance" shall mean that in the PROJECT MANAGER's opinion substantial compliance with the technical specifications and requirements has been achieved.
- 7.6 After Acceptance, the CONSULTANT shall perform any required modifications, corrections, redesigns, and additional work as requested by the COUNTY and any other governmental entities having jurisdiction over the Project and as necessary to receive final approval by the PROJECT MANAGER. "Approval" shall mean formal written recognition that the Work Product for that phase is Complete and that compliance with the technical specifications and requirements has been fully achieved.
- 7.7 In the event of any dispute over the classification of the CONSULTANT's Work Product as "Complete", "Accepted", or "Approved" under this Agreement, the decision of the PROJECT MANAGER shall be final and binding on the CONSULTANT.

SECTION 8 REVISION TO WORK PRODUCT

- 8.1 After Approval by County of the Work Product for each Project phase, the CONSULTANT shall, without additional compensation, perform any professional services required as a result of the CONSULTANT's development of the Work Product which are found to be in error or omission. In addition, if it is necessary to revise the Work Product in order to make the Project constructable, the CONSULTANT shall do so without additional compensation. However, after Approval by County, any revisions, additions, or other modifications made at the COUNTY's request for the convenience of County, which involve extra services and expenses to the CONSULTANT, shall entitle the CONSULTANT to additional compensation for such extra services and expenses and shall be paid as Additional Services in accordance with Exhibits 1 and 2. Written authorization for Additional Services must be obtained in advance in accordance with Exhibit 1.

SECTION 9 REIMBURSABLE EXPENSES

- 9.1 "Reimbursable Expenses" shall mean expenses in addition to the compensation for Basic Services or Additional Services set forth in Exhibits 1 and 2, and shall include actual expenditures made by the CONSULTANT in the interest of the Project for the items listed below:
- 9.1.1 Expense of reproductions, renderings and plotting of drawings, specifications and other documents for other than the in-house use of the CONSULTANT or his subconsultants, as well as postage and delivery expenses for the Work Product; and
 - 9.1.2 Expense of review and permitting fees as required by governmental authorities having jurisdiction over the Project.
- 9.2 Unless this Agreement has been amended or modified as provided herein, at no time shall the payments made for each of the above-listed categories of Reimbursable Expenses exceed the amount shown in Exhibit 1.
- 9.3 Payment of Reimbursable Expenses shall be made monthly upon presentation of the CONSULTANT's statement of expenses incurred. Receipts for all reimbursable expenses shall be submitted with each invoice. The COUNTY does not reimburse for sales taxes paid by the CONSULTANT. The CONSULTANT may obtain a Tax Exempt Certificate from the Travis County Purchasing Office.

SECTION 10 SUSPENSION AND TERMINATION OF AGREEMENT

- 10.1 **SUSPENSION.** The COUNTY may suspend performance of this Agreement at any time for any reason without terminating this Agreement by giving CONSULTANT written Notice of Suspension (a "Notice of Suspension"). The "Effective Date of Suspension" shall be the date on which CONSULTANT receives the Notice of Suspension, and this date shall begin the Suspension Period. Performance may be reinstated and this Agreement resumed in full force and effect within sixty (60) days of receipt by the CONSULTANT of written notice of reinstatement from the COUNTY. Upon the Effective Date of Suspension, the CONSULTANT shall follow the procedures described below:
- 10.1.1 Upon receipt of a Notice of Suspension, the CONSULTANT shall, unless the Notice otherwise directs, immediately begin to phase out and discontinue all services in connection with the performance of this Agreement and shall prepare a statement detailing the services performed

under this Agreement prior to the Effective Date of Suspension. Copies of all completed or partially completed designs, plans, and specifications prepared under this Agreement prior to the Effective Date of Suspension, including but not limited to the Work Product, shall be prepared for possible delivery to the COUNTY upon COUNTY's request.

10.1.2 During the Suspension Period, the CONSULTANT may submit the above-referenced statement to the COUNTY for payment of the approved services actually performed under this Agreement, less previous payments.

10.2 **TERMINATION FOR CONVENIENCE.** The COUNTY reserves the right to terminate this Agreement for reasons other than default by the CONSULTANT, including for any reason deemed by Commissioners Court to serve the public interest, or resulting from any governmental law, ordinance, regulation, or court order, by delivering to the CONSULTANT a written notice (a "Notice of Termination"), which shall take effect on the tenth day following receipt by the CONSULTANT ("Termination for Convenience"). Termination for Convenience shall not be made when termination is authorized under any other provisions of this Agreement and Termination for Convenience shall not be taken with the intention of awarding the same or similar contract requirements to another source.

10.2.1 Upon receipt of a Notice of Termination and prior to the effective date of termination, the CONSULTANT shall, unless the Notice of Termination otherwise directs, immediately begin to phase out and discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after receipt of a Notice of Termination, the CONSULTANT shall submit a statement showing in detail the services performed under this Agreement prior to the effective date of termination.

10.2.2 Copies of all completed or partially completed designs, plans, specifications and other work product prepared under this Agreement prior to the effective date of termination shall be delivered to the COUNTY as a precondition to any final payment due under this Agreement.

10.2.3 Upon the above conditions being met, the COUNTY shall pay the CONSULTANT for approved services actually performed under this Agreement prior to termination, less previous payments.

10.2.4 Failure by the CONSULTANT to submit the required statement described in paragraph 10.2.1 and to comply with the above stated conditions shall constitute a waiver by the CONSULTANT of any and all rights or claims to collect the fee that CONSULTANT may rightfully be entitled to for services performed under this Agreement.

10.3 **TERMINATION FOR DEFAULT.** Either party may terminate this Agreement for the failure of the other party to perform any provisions of this Agreement, through no fault of the terminating party ("Termination for Default") by delivering written notice of termination (a "Notice of Termination for Default") to the defaulting party.

The Notice of Termination for Default shall take effect on the tenth day following receipt by the defaulting party. In the event of Termination for Default, the COUNTY and its officials, agents and representatives shall not be liable for loss of any profits.

10.4 Termination by CONSULTANT:

- 10.4.1 In the event the CONSULTANT exercises its right to terminate for default by the COUNTY, within thirty (30) days after receipt by the COUNTY of the CONSULTANT's Notice of Termination for Default, the CONSULTANT shall submit a statement detailing the services performed under this Agreement prior to the effective date of termination.
- 10.4.2 Copies of all completed or partially completed designs, plans, specifications and other work product prepared under this Agreement prior to the effective date of termination shall be delivered to the COUNTY as a precondition to any final payment due under this Agreement.
- 10.4.3 Upon the above conditions being met, the COUNTY shall pay the CONSULTANT for approved services actually performed under this Agreement prior to termination, less previous payments.
- 10.4.4 Failure by the CONSULTANT to submit the required statement described in paragraph 10.4.1 and to comply with the above stated conditions shall constitute a waiver by the CONSULTANT of any and all rights or claims to collect the fee that CONSULTANT may rightfully be entitled to for services performed under this Agreement.

10.5 Termination by COUNTY:

- 10.5.1 Upon receipt by the CONSULTANT of a Notice of Termination for Default and prior to the effective date of termination, the CONSULTANT shall, unless the Notice of Termination otherwise directs, immediately begin to phase out and discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after receipt of a Notice of Termination for Default, the CONSULTANT shall submit a statement showing in detail the services performed under this Agreement prior to the effective date of termination.
- 10.5.2 Copies of all completed or partially completed designs, plans, specifications and other work product prepared under this Agreement prior to the effective date of termination shall be delivered to the COUNTY as a precondition to any final payment due under this Agreement.
- 10.5.3 Upon the above conditions being met, the COUNTY shall pay the CONSULTANT for approved services actually performed under this Agreement prior to termination, less previous payments.
- 10.5.4 Failure by the CONSULTANT to submit the required statement described in paragraph 10.5.1 and to comply with the above stated conditions shall constitute a waiver by the CONSULTANT of any and all rights or claims to collect the fee that CONSULTANT may rightfully be entitled to for services performed under this Agreement.

- 10.6 All references to time in this Agreement shall be measured in calendar days unless otherwise specified.

**SECTION 11
CONSULTANT'S RESPONSIBILITY AND LIABILITY**

- 11.1 The CONSULTANT covenants to undertake no task in which a professional license or certificate is required unless CONSULTANT or someone under CONSULTANT's direction is appropriately licensed. In the event such licensed individual's license expires, is revoked, or is canceled, the CONSULTANT shall inform the COUNTY of such event within five (5) working days.

- 11.2 The CONSULTANT shall be responsible for conformance with applicable federal and state laws, COUNTY permitting requirements, and city ordinances currently in effect.
- 11.3 Acceptance and Approval of the Work Product by the COUNTY shall not release the CONSULTANT of any responsibility or liability for the accuracy and competency of CONSULTANT's designs, working drawings, specifications, or other documents or work performed under this Agreement. Neither Acceptance nor Approval by the COUNTY shall be an assumption of responsibility or liability by the COUNTY for any defect, error, or omission in the designs, working drawings, specifications, or other documents prepared by the CONSULTANT.
- 11.4 Notwithstanding anything in this AGREEMENT to the contrary, the CONSULTANT shall perform all services and responsibilities required of the CONSULTANT under this Agreement using at least that standard of care which a reasonably prudent CONSULTANT in Travis County, Texas, would use in similar circumstances. The CONSULTANT shall perform the duties set forth in this Agreement in a good and workmanlike manner and nothing in this Agreement shall be construed to relieve the CONSULTANT of this duty.
- 11.5 Any employee of the CONSULTANT, who in the opinion of the COUNTY is incompetent or whose conduct becomes detrimental to the work or coordination with the COUNTY, shall upon the COUNTY's request be immediately removed from association with the Project.
- 11.6 The CONSULTANT shall place his Texas Professional CONSULTANT's seal of endorsement on all documents and Engineering data furnished to the COUNTY, as required by law.
- 11.7 CONSULTANT is an independent contractor under this Agreement. Neither CONSULTANT nor any officer, agent, servant or employee of CONSULTANT shall be classified as an employee or servant of COUNTY.
- 11.8 **INDEMNIFICATION.** THE CONSULTANT AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS COUNTY AND ITS OFFICIALS, AGENTS, AND EMPLOYEES, FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, ACTIONS, SUITS, AND LIABILITY OF ANY KIND WHETHER MERITORIOUS OR NOT, INCLUDING WITHOUT LIMITATION ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR INJURY TO OR DEATH OF ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY, ARISING IN WHOLE OR IN PART FROM ANY NEGLIGENT ACT, NEGLIGENT ERROR OR NEGLIGENT OMISSION OF THE CONSULTANT OR ANY OF ITS EMPLOYEES, AGENTS, REPRESENTATIVES OR SUBCONTRACTORS ON ACCOUNT OF, ARISING OR RESULTING FROM , DIRECTLY OR INDIRECTLY, THE PERFORMANCE OF THIS AGREEMENT.
- 11.8.1 If any claim, or other action, that relates to the CONSULTANT's performance under this Agreement, including proceedings before an administrative agency, is made or brought by any person, firm, corporation, or other entity against the CONSULTANT, the CONSULTANT shall give written notice to County of the following information:
- (i) the existence of the claim, or other action, within ten (10) working days after being notified of it;
 - (ii) the name and address of the person, firm, corporation, or other entity that made a claim, or that instituted any type of action or proceeding;

- (iii) the alleged basis of the claim, action or proceeding;
- (iv) the court or administrative tribunal, if any, where the claim, action or proceeding was instituted; and
- (v) the name or names of any person against whom this claim is being made.

11.8.2 Except as otherwise directed, the CONSULTANT shall furnish to County copies of all pertinent papers received by the CONSULTANT with respect to making these claims or actions and all court pleadings related to the defense of these claims or actions.

11.9 **DISPUTES AND APPEALS (OCT '03)**: The Purchasing Agent acts as the County representative in the issuance and administration of this contract in relation to disputes. Any document, notice, or correspondence not issued by or to the Purchasing Agent in relation to disputes is void unless otherwise stated in this contract. If the Consultant does not agree with any document, notice, or correspondence issued by the Purchasing Agent, or other authorized County person, the Consultant must submit a written notice to the Purchasing Agent within ten (10) calendar days after receipt of the document, notice, or correspondence, outlining the exact point of disagreement in detail. If the matter is not resolved to the Consultant's satisfaction, Consultant may submit a written Notice of Appeal to the Commissioners Court, through the Purchasing Agent, if the Notice is submitted within ten (10) calendar days after receipt of the unsatisfactory reply. Consultant then has the right to be heard by Commissioners Court.

11.10 **CONFLICT OF INTEREST QUESTIONNAIRE**

If required by Chapter 176, Texas Local Government Code, the Consultant shall complete and file a Conflict of Interest Questionnaire with the County Clerk, Elections Division, 5501 Airport Blvd., Austin, Texas 78751. The Consultant shall update this Questionnaire by September 1 of each year for the duration of this Contract, as required by Chapter 176 of the Local Government Code. In addition, if any statement on a submitted Questionnaire becomes incomplete or inaccurate, the Consultant shall submit an updated Questionnaire. The Consultant should note that the law requires the County to provide access to a filed Questionnaire on the official Travis County Internet website.

**SECTION 12
OWNERSHIP OF DOCUMENTS**

- 12.1 The Consultant shall furnish the County with Work Product as requested, whether or not they are complete at the end of the Project, or upon suspension or termination of this Agreement, as provided herein. The Consultant shall have the right to retain copies of the Work Product for its records.
- 12.2 The Work Product, and any other documents, including estimates, computer tapes, graphic files, tracings, calculations, analyses, reports, specifications, field notes, and data prepared by the CONSULTANT in performance of this Agreement, together with all intellectual property and proprietary rights in and to all such documents, shall upon creation become the sole and exclusive property of the COUNTY and upon completion of the Project shall be delivered to the COUNTY in an organized fashion with the CONSULTANT retaining a copy.
- 12.3 Any reuse by the CONSULTANT of any such documents described in paragraphs 12.1 and 12.2 without the specific and prior written consent of the COUNTY shall be at the CONSULTANT's sole risk and without liability or legal exposure to the COUNTY. Should this Agreement be terminated prior to

completion of the Project, the CONSULTANT shall not be liable for the COUNTY's use of partially completed designs, plans, or specifications on this Project or any other Project.

- 12.4 The CONSULTANT shall not be responsible for any use or any modifications to the documents described in paragraphs 12.1 and 12.2 performed by any other entity without the specific written consent of the CONSULTANT.

SECTION 13 MAINTENANCE OF AND RIGHT OF ACCESS TO RECORDS

- 13.1 The CONSULTANT agrees to maintain appropriate accounting records of costs, expenses, and payrolls of employees working on the Project, together with documentation of evaluations and study results for a period of five years after final payment for completed services and all other pending matters concerning this Agreement have been closed.
- 13.2 The CONSULTANT further agrees that the COUNTY or its duly authorized representatives shall have access to any and all books, documents, papers and records of the CONSULTANT, which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

SECTION 14 MISCELLANEOUS

- 14.1 VENUE. This Agreement is governed by and shall be construed in accordance with the laws of the United States of America and the State of Texas, and all obligations under this Agreement are performable in Travis County, Texas. Venue for any dispute arising out of this Agreement will lie in the appropriate court of Travis County, Texas.
- 14.2 SEVERABILITY. If any portion or portions of this Agreement are ruled invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the remainder of it shall remain valid and binding.
- 14.3 EQUAL OPPORTUNITY IN EMPLOYMENT. The CONSULTANT agrees, during the performance of the services under this Agreement, to comply with the equal opportunity in employment provisions cited in Exhibit 3, attached hereto and made a part hereof.
- 14.4 CERTIFICATE OF CONSULTANT. The CONSULTANT certifies that neither the CONSULTANT nor any members of the CONSULTANT's firm has:
- 14.4.1 Employed or retained for a commission, percentage, brokerage, contingency fee, or other consideration, any firm or person (other than a bonafide employee working solely for the CONSULTANT) to solicit or secure the services provided by this Agreement.
 - 14.4.2 Agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person other than in connection with carrying out the services to be performed under this Agreement.
 - 14.4.3 Paid or agreed to pay to any firm, organization, or person (other than bonafide employees working solely for the CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the services provided under this Agreement.

14.4.4 The CONSULTANT further agrees that this certification may be furnished to any local, state or federal governmental agencies in connection with this Agreement and for those portions of the Project involving participation of agency grant funds and is subject to all applicable state and federal, criminal and civil laws.

14.5 **BIDDING EXEMPTION.** This Agreement is exempted from the bidding requirements of the COUNTY Purchasing Act pursuant to Section 262.024(a)(4) of the Local Government Code as this is a contract for professional services.

14.6 **NOTICE.** Any notice required or permitted to be given under this Agreement by one party to the other shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the address set forth in this section for the party to whom the notice is given, or on the third day following mailing if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the party at the address set forth in this section.

The address of the COUNTY for all purposes under this Agreement, unless such notice is specifically directed otherwise, shall be:

COUNTY: Cyd V. Grimes (or successor)
 Travis County Purchasing Agent
 P.O. Box 1748
 Austin, Texas. 78767

with copies to (registered or certified mail with return receipt is not required):

 Mark Stefanov, P.E. (or successor)
 Travis County Sheriff's Office Maintenance Engineer
 P.O. Box 1748
 Austin, Texas 78767

The address of the CONSULTANT for all purposes under this Agreement, unless such notice is specifically directed otherwise, shall be:

 Halff Associates, Inc.
 1201 North Bowser Road
 Richardson, Texas 75081

14.7 **INSURANCE REQUIREMENTS.** The CONSULTANT agrees during the performance of the services under this Agreement to comply with the insurance requirements set forth in Exhibit 4, attached hereto and made a part hereof.

14.8 **FORFEITURE OF AGREEMENT.** The CONSULTANT shall forfeit all benefits of this Agreement and the COUNTY shall retain all performance by the CONSULTANT and recover all consideration or the value of all consideration, paid to the CONSULTANT pursuant to this Agreement if:

- (i) The CONSULTANT was doing business at the time of execution of this Agreement or had done business during the 365-day period immediately prior to the date of execution of this Agreement with one or more Key Contracting Persons; or

- (ii) The CONSULTANT does business with a Key Contracting Person after the date of execution of this Agreement and prior to full performance of this Agreement.

“Is doing business” and “has done business” mean:

paying or receiving in any calendar year any money or valuable thing which is worth more than \$250 in the aggregate in exchange for personal services or for the purchase of any property or property interest, either real or personal, either legal or equitable; or,

loaning or receiving a loan of money; or goods or otherwise creating or having in existence any legal obligation or debt with a value of more than \$250 in the aggregate in a calendar year;

but does not include

any retail transaction for goods or services sold to a Key Contracting Person at a posted, published, or marked price available to the public,

any financial services product sold to a Key Contracting Person for personal, family or household purposes in accordance with pricing guidelines applicable to similarly situated individuals with similar risks as determined by Contractor in the ordinary course of its business; and

a transaction for a financial service or insurance coverage made on behalf of Contractor if Contractor is a national or multinational corporation by an agent, employee or other representative of Contractor who does not know and is not in a position that he or she should have known about the Contract.

“Key Contracting Person” shall mean any person or business listed in Attachment 1 to Exhibit 5, attached hereto and made a part hereof.

- 14.9 **PURCHASE ORDER.** The CONSULTANT and its contractors, subcontractors and vendors shall provide goods and services using the purchase order method. A purchase order number will be assigned by the designated representative of the Travis County Purchasing Office. The CONSULTANT and its contractors, subcontractors and vendors shall reference the Agreement number and the purchase order number on all invoices to the Travis County Sheriff’s Office Department.

The terms and conditions contained elsewhere in this Agreement shall prevail over different or contrary terms in any purchase order. All invoices submitted by the CONSULTANT and its contractors, subcontractors and vendors shall reference the purchase order number on the invoice. The COUNTY will not pay invoices that are in excess of the amount authorized by the purchase order.

- 14.10 **PAYMENTS.** Payment shall be made by check or warrant by upon satisfactory delivery and acceptance of items and submission of invoice to the address below for orders placed by the Purchasing Agent, or as indicated on Purchase Orders placed by other authorized COUNTY offices and/or departments.

Travis County Sheriff’s Office Department
P.O. Box 1748
Austin, Texas 78767

As a minimum, a “Correct and Complete” invoice shall include: (i) Name, address, and telephone number of the CONSULTANT and similar information in the event payment is to be made to a different address, (ii) COUNTY Agreement, Purchase Order, or Delivery Order number, (iii) identification of items or service as outlined in the Agreement, (iv) quantity or quantities, applicable unit prices, total

prices, and total amount, and (v) any additional payment information which may be called for by this Agreement.

- 14.11 **INTEREST ON OVERDUE PAYMENTS.** Accrual and payment of interest on overdue payments shall be governed by Chapter 2251 of the Texas Government Code.
- 14.12 **PROPERTY TAXES.** Notwithstanding anything to the contrary herein, if the CONSULTANT is delinquent in the payment of property taxes at the time of providing the services rendered under this Agreement, the CONSULTANT hereby assigns any payments to be made for services rendered hereunder to the Travis County Tax Assessor-Collector for the payment of said delinquent taxes.
- 14.13 **TAXPAYER IDENTIFICATION.** The CONSULTANT shall provide the COUNTY with an Internal Revenue Form W-9 Request for Taxpayer Identification Number and Certification that is completed in compliance with the Internal Revenue Code, its rules and regulations, and a statement of entity status in a form satisfactory to the County Auditor before any funds are payable under this Agreement.
- 14.14 **SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon and inure to the benefit of the COUNTY and the CONSULTANT and their respective successors, executors, administrators, and assigns. Neither the COUNTY nor the CONSULTANT may assign, sublet, or transfer their interest in or obligations under this Agreement without the written consent of the other party hereto. IT IS EXPRESSLY ACKNOWLEDGED THAT NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND THIS AGREEMENT EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE COMMISSIONERS COURT.
- 14.15 **HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) PROGRAM REQUIREMENTS.**
- 14.15.1 In consideration of award of this Agreement to the CONSULTANT, the CONSULTANT agrees to maintain a subconsultant relationship with any HUB Subconsultants identified on the HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION Form which was provided with the CONSULTANT's Qualifications Statement. Identification of this relationship should be accomplished through completion of a NOTICE OF INTENT (NOI) TO SUBCONTRACT WITH HUBs Form, attached hereto as Exhibit 7 and made a part hereof. The NOI form should be signed by both the CONSULTANT and HUB Subconsultant, with a separate form submitted for each Subconsultant, and provided to the Purchasing Agent within five (5) working days after Notification of Contract Award.
- 14.15.2 During the performance of this Agreement, the CONSULTANT is requested to provide payment information on each HUB Subconsultant using the attached HUB SUBCONTRACTOR/SUBCONSULTANT PAYMENT REPORT Form, attached hereto as Exhibit 8 and made a part hereof. This form should be submitted with each invoice from which a HUB Subconsultant will be paid. For additional information, refer to the completion instructions on the form.
- 14.15.3 No changes or substitutions shall be made for the HUB Subconsultants unless such substitution is also a HUB. Any substitution or changes must have prior approval of the Travis County Purchasing Agent or HUB Coordinator. To request a change the HUB SUBCONTRACTOR/SUBCONSULTANT CHANGE Form, attached hereto as Exhibit 9 must be completed and submitted to the HUB Office. Should there not be a HUB firm available as a replacement, CONSULTANT may request an exemption from this requirement from the Purchasing Agent or HUB Coordinator.

- 14.16 **FUNDING OUT.** The COUNTY shall make reasonable efforts within its power to obtain, maintain and properly request and appropriate funds from which the payments provided for in connection with this Agreement may be paid. Notwithstanding any provision to the contrary in this Agreement, in the event that either no funds or insufficient funds are appropriated for any payments due under this Agreement for the period covered by such budget or appropriation, this Agreement shall terminate without penalty to the COUNTY.
- 14.17 **FUNDING.** Funds for payment on this Agreement have been provided through the COUNTY budget approved by Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligations and expenditure of public funds beyond the fiscal year for which a budget has been approved. However, the cost of items or services covered by this Agreement is considered a recurring requirement and is included as a standard and routine expense of the COUNTY to be included in each proposed budget within the foreseeable future. County Commissioners expect this to be an integral part of future budgets to be approved during the period of this Agreement except for unanticipated needs or events which may prevent such payments against this Agreement. However, the COUNTY cannot guarantee the availability of funds, and enters into this Agreement only to the extent such funds are made available. The Fiscal Year for the COUNTY extends from October 1st of each calendar year to September 30th of the next calendar year.
- 14.18 **NON-WAIVER OF DEFAULT.** No payment, act or omission by the COUNTY may constitute or be construed as a waiver of any breach or default of the CONSULTANT which then exists or may subsequently exist. All rights of the COUNTY under this Agreement are specifically reserved and any payment, act or omission shall not impair or prejudice any remedy or title to the COUNTY under it. Any right or remedy in this Agreement shall not preclude the exercise of any other right or remedy under this Agreement or under any law, except as expressly provided herein, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.
- 14.19 **MEDIATION.** When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or person appointed by a court of competent jurisdiction for mediation as described in the Tex. Civ. Prac. and Rem. Code, 154.023. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation must remain confidential as described in Tex. Civ. Prac. and Rem Code 154.073, unless both parties agree, in writing, to waive the confidentiality.
- 14.20 **OFFICIALS NOT TO BENEFIT.** If a member of the Commissioners Court belongs to a cooperative association, the COUNTY may purchase equipment or supplies from the association only if no member of the Commissioners Court will receive a pecuniary benefit from the purchase, other than as reflected in an increase in dividends distributed generally to members of the association.
- 14.21 **CONSULTANT CERTIFICATIONS:**
- 14.21.1 CONSULTANT certifies that CONSULTANT (i) is a duly qualified, capable and otherwise bondable business entity, (ii) is not in receivership and does not contemplate same, (iii) has not filed for bankruptcy, and is not currently delinquent with respect to payment of property taxes within Travis County, and (iv) is duly licensed in the State of Texas to perform the Engineering work described in this Agreement.

- 14.21.2 **CONSULTANT** further represents and warrants that (i) all applicable copyrights, patents and Licenses and other proprietary or intellectual property rights which may exist on materials used in this Agreement have been adhered to and (ii) the COUNTY shall not be liable for any infringement of those rights and any rights granted to the COUNTY shall apply for the duration of this Agreement. **CONSULTANT** shall indemnify the COUNTY, its officers, agents and employees from all claims, losses, damages, causes of action and liability of every kind including expenses of litigation, and court costs and attorney fees for damages to any person or property arising in connection with any alleged or actual infringement of existing patents, licenses of copyrights applicable to materials used in this Agreement.
- 14.22 **CIVIL RIGHTS/ADA COMPLIANCE.** The **CONSULTANT** shall provide all services and activities required in a manner that would comply with the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, Public Law 93-1122, Section 504, and with the provisions of the Americans With Disabilities Act of 1990, Public Law 101-336 [S.933] as if the **CONSULTANT** were an entity bound to comply with these laws. The **CONSULTANT** shall not discriminate against any employee or applicant for employment based on race, religion, color, sex, national origin, age or handicapped condition.
- 14.23 **GRATUITIES.** The COUNTY may terminate this Agreement if it is found that gratuities of any kind, including entertainment, or gifts were offered or given by the **CONSULTANT** or any agent or representative of the **CONSULTANT**, to any County Official or employee with a view toward securing favorable treatment with respect to this Agreement. If this Agreement is terminated by the COUNTY pursuant to this provision, the COUNTY shall be entitled, in addition to any other rights and remedies, to recover from the **CONSULTANT** at least three times the cost incurred by **CONSULTANT** in providing the gratuities.
- 14.24 **MONITORING.** The COUNTY reserves the right to perform periodic on-site monitoring of the **CONSULTANT**'s compliance with the terms of this Agreement and of the adequacy and timeliness of the **CONSULTANT**'s performance under this Agreement. After each monitoring visit, the COUNTY shall provide the **CONSULTANT** with a written report of the monitor's findings. If the report notes deficiencies in the **CONSULTANT**'s performances under the terms of this Agreement, it shall include requirements and deadlines for the correction of those deficiencies by the **CONSULTANT**. The **CONSULTANT** shall take action specified in the monitoring report prior to the deadlines specified.
- 14.25 **INCORPORATION OF EXHIBITS AND ATTACHMENTS.** All of the exhibits, attachments, and appendices referred to in this Agreement are incorporated by reference as if set forth verbatim herein.
- 14.26 **ENTIRE AGREEMENT.** This Agreement represents the entire and integrated Agreement between the COUNTY and the **CONSULTANT** and supersedes all prior negotiations, representations, or agreements, either oral or written.
- 14.27 **TEXAS PUBLIC INFORMATION ACT.** Notwithstanding any provision in this Agreement to the contrary, disclosure of any information obtained by County or any of its officials, employees, agents or representatives in connection with this Agreement shall be subject to the provisions of the Texas Public Information Act and all legal authorities relating thereto, including but not limited to opinions, decisions and letter rulings issued by the State Attorney's General Office.

14.28 AMENDMENT

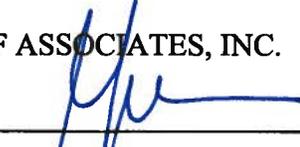
- 14.28.1 This Agreement may not be altered, amended or modified except by instrument in writing signed by both parties. It is acknowledged by CONSULTANT that NO OFFICIAL, EMPLOYEE, AGENT OR REPRESENTATIVE OF TRAVIS COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO MODIFY OR AMEND THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE TRAVIS COUNTY COMMISSIONERS COURT.
- 14.28.2 CONSULTANT shall submit all requests for changes to this Agreement, or any attachment(s) hereto, to the Travis County Purchasing Agent. The Purchasing Agent shall present CONSULTANT'S requests to the Travis County Commissioners Court for consideration.

14.29 **ENTITY STATUS.** By my signature below, I certify that the CONSULTANT is a Texas corporation, duly incorporated under Texas law and doing business in the State of Texas.

As a duly authorized representative of the CONSULTANT, I acknowledge by my signature below that I have read and understand the above paragraphs and that the CONSULTANT has the obligation to ensure compliance with its provisions by itself and its employees, agents, and representatives.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the later date set forth below (the "Effective Date").

HALFF ASSOCIATES, INC.

By: 

Printed Name: PHILIP APPLEBAUM

Title: VICE PRESIDENT

Date: 7.17.2012

The Texas Board of Architectural Examiners, 333 Guadalupe St., Ste. 2-350, Austin, TX 78701, phone: (512) 305-9000, has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. Chapter 1051, Texas Occupations Code.

TRAVIS COUNTY:

By: _____

Samuel T. Biscoe
Travis County Judge

Date: _____

AVAILABILITY OF FUNDS CONFIRMED:

By: _____

Susan Spataro
Travis County Auditor

APPROVED AS TO FORM:

By: _____

Cyd V. Grimes, C.P.M., CPPO
Travis County Purchasing Agent

APPROVED AS TO FORM:

By: _____

Assistant County Attorney

EXHIBIT 1
COMPENSATION FOR PROFESSIONAL SERVICES AND SCHEDULE OF PAYMENTS
(ACTUAL COST OF SERVICES METHOD)

SECTION 1 – COMPENSATION FOR BASIC SERVICES

- 1.1 The fixed fee for the performance of the Basis Services shall be the sum of **\$178,150.00**
- 1.1.1 Unless this Agreement has been amended or modified as provided herein, the payments for the phases described below shall be:
- | | | |
|------------------------------|--|----------------------------|
| (i) | Site Observation and 50% Design Phase | \$ 77,228.00 |
| (ii) | Construction Documents (CD) Phase | \$ 61,051.00 |
| (iii) | Bid and Award Phase | \$ 5,504.00 |
| (iv) | Construction Administration (CA) Phase | <u>\$ 34,367.00</u> |
| BASIC SERVICES TOTAL: | | <u>\$178,150.00</u> |

SECTION 2 - FIXED FEE

- 2.1 The CONSULTANT and the COUNTY acknowledge the fact that the fixed fee, shown above, is the total cost of the Basic Services to be rendered under this Agreement. This fixed fee is based upon the labor and non-labor costs, set forth in Exhibit 2 and described above, required in the performance of the various phases of work provided for under this Agreement.
- 2.2 In the event of any dispute over the classification of the CONSULTANT's services as either "Basic" or "Additional" services, the decision of the PROJECT MANAGER shall be final and binding on the CONSULTANT.

SECTION 3 – COMPENSATION FOR ADDITIONAL SERVICES

- 3.1 "Additional Services" are defined as any services performed by CONSULTANT not specifically described in the Basic Services (Section 2 of this Agreement).
- 3.2 For the performance of the Additional Services, the COUNTY shall pay the CONSULTANT under a written amendment to this Agreement; provided, however, that the performance of any Additional Services shall be authorized in advance in writing by the Travis County Purchasing Agent upon the recommendation of the PROJECT MANAGER.
- 3.3 For the performance of the Additional Services, the COUNTY shall pay the CONSULTANT under a written amendment to this Agreement; provided, however, that the performance of any Additional services shall be authorized in advance in writing by the Travis County Purchasing Agent upon the recommendation of the PROJECT MANAGER.
- 3.4 The basis of compensation for the services of principals and employees engaged in the performance of the Additional Services shall be the hourly rates set forth in Exhibit 2.

- 3.5 The CONSULTANT shall be compensated for the Additional Services; provided, however, that the CONSULTANT shall not be compensated for work made necessary by the CONSULTANT's errors or omissions.

SECTION 4 – REIMBURSABLE EXPENSES

- 4.1 The CONSULTANT shall be reimbursed for non-labor and subcontract expenses incurred in the performance of the Basic Services under this Agreement at invoice cost plus a ten percent (10%) fee. Detailed requirements for Reimbursable Expenses are outlined in Section 9, Reimbursable Expenses.

REIMBURSABLES TOTAL NOT TO EXCEED: **\$1,660.00**

SECTION 5 – TOTAL AGREEMENT SUM

- 5.1 The Total Professional Services Agreement Sum, consisting of the Basic Services of **\$178,150.00**, plus the Not-to-Exceed Reimbursable Expenses (as listed in paragraph 4.1 above) of **\$1,660.00**, shall not exceed **\$179,810.00**.

SECTION 6 – SCHEDULE OF PAYMENTS

- 6.1 Payments shall be made on a monthly basis for work performed, as described in detail in the Scope of Services, within thirty (30) days of receipt of a Correct and Complete invoice, as defined in paragraph 14.10.

EXHIBIT 2
HOURLY RATES

A. BASIC SERVICES SCHEDULE OF RATES (HOURLY):

Principal	\$ 215.00
MEP Senior Engineer.....	\$ 190.00
MEP Project Engineer.....	\$ 140.00
MEP Engineer / EIT	\$ 108.00
Sr. Architect	\$ 187.00
Architect.....	\$ 124.00
Sr. Structural Engineer	\$ 166.00
Structural Engineer.....	\$ 138.00
Sr. CADD	\$ 99.00
CADD	\$ 85.00
Clerical	\$ 65.00

B. ADDITIONAL SERVICES SCHEDULE OF RATES (HOURLY):

Same As Above

EXHIBIT 3
EQUAL OPPORTUNITY IN EMPLOYMENT

- A. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.
- B. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- C. The CONSULTANT will send to the labor union representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or worker's representatives of the CONSULTANT'S obligations under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The CONSULTANT will comply with the Regulations of the Department of Transportation (49 CFR 21 and 23 CFR 710.405) and all provision of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 (41 CFR 60) and of the rules, regulations and relevant order of the Secretary of Labor.
- E. The CONSULTANT will furnish, upon written request, all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto; and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of the CONSULTANT'S non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 (41 CFR 60) or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The CONSULTANT will include the provisions of paragraph (A.) through (F.) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 or Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 (41 CFR 60) so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontractor purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for non-compliance; provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the COUNTY or Federal Agency the CONSULTANT may request the COUNTY and United States to enter into such litigation to protect the interest of the United States.

EXHIBIT 4

INSURANCE REQUIREMENTS

During the life of this Agreement, the CONSULTANT agrees to provide and maintain the following insurance:

- A. Worker's Compensation in accordance with statutory requirements.
- B. Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage limits of \$400,000 per occurrence and \$1,000,000 in the aggregate, including coverage on the same for independent subcontractor(s). TRAVIS COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.
- C. Automobile Liability Insurance for all owned non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage limits of \$400,000 per occurrence and \$1,000,000 in the aggregate. CONSULTANT shall require any subcontractor(s) to provide Automobile Liability Insurance in the same minimum amounts.
- D. Professional Liability Errors and Omissions Insurance in the amount of \$500,000.00.

The CONSULTANT shall not commence any field work under this Agreement until he has obtained all required insurance and such insurance has been approved by the COUNTY. The CONSULTANT shall not allow any subcontractor(s) to commence work to be performed in connection with this Agreement until all required insurance has been obtained. Approval of the insurance by the COUNTY shall not relieve or decrease the liability of the CONSULTANT hereunder.

The required insurance must be written by a company approved to do business in the State of Texas at the time the policy is issued. The CONSULTANT shall furnish the COUNTY with a certification of coverage issued by the insurer. The insurance company shall be subject to the approval of the COUNTY. The CONSULTANT 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 OR REDUCED, RESTRICTED OR LIMITED UNTIL TEN (10) DAYS AFTER THE COUNTY HAS RECEIVED WRITTEN NOTICE AS EVIDENCED BY RETURN RECEIPT OF REGISTERED OR CERTIFIED LETTER.

EXHIBIT 5

STATE OF TEXAS }
COUNTY OF TRAVIS }

ETHICS AFFIDAVIT

Date: 7-17-2012
Name of Affiant: PHILIP APPLEBAUM
Title of Affiant: VICE PRESIDENT
Business Name of CONSULTANT: HALFF ASSOCIATES INC
County of CONSULTANT: DALLAS

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by CONSULTANT to make this affidavit for CONSULTANT.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. CONSULTANT has received the list of Key Contracting Persons associated with this Agreement, which is attached to this affidavit as Attachment 1.
5. Affiant has personally read Attachment 1 to this Affidavit.
6. Affiant has no knowledge of any Key Contracting Person on Attachment 1 with whom CONSULTANT is doing business or has done business during the 365 day period immediately before the date of this affidavit.

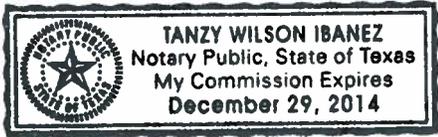
[Signature]
Signature of Affiant

1201 NORTH BOWSER RD.
RICHARDSON, TX 75081
Address

SUBSCRIBED AND SWORN TO before me by Philip Applebaum on 7/17, 2012

[Signature]

Notary Public, State of TX
Tanzy Wilson Ibanez
Typed or printed name of notary



My commission expires: December 29, 2014

ATTACHMENT 1 TO EXHIBIT 5
EXHIBIT A
LIST OF KEY CONTRACTING PERSONS
June 1, 2012

CURRENT

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Name of Business Individual is Associated</u>
County Judge	Samuel T. Biscoe	
County Judge (Spouse)	Donalyn Thompson-Biscoe	
Executive Assistant	Cheryl Brown	
Executive Assistant.....	Melissa Velasquez	
Executive Assistant.....	Josie Z. Zavala	
Executive Assistant.....	Cheryl Aker	
Commissioner, Precinct 1	Ron Davis	
Commissioner, Precinct 1 (Spouse).....	Annie Davis	Seton Hospital
Executive Assistant.....	Deone Wilhite	
Executive Assistant.....	Felicitas Chavez	
Commissioner, Precinct 2	Sarah Eckhardt	
Commissioner, Precinct 2 (Spouse).....	Kurt Sauer	Daffer McDaniel, LLP
Executive Assistant	Loretta Farb	
Executive Assistant	Joe Hon	
Executive Assistant	Peter Einhorn	
Commissioner, Precinct 3	Karen Huber	
Commissioner, Precinct 3 (Spouse).....	Leonard Huber	Retired
Executive Assistant.....	Garry Brown	
Executive Assistant.....	Lori Duarte	
Executive Assistant.....	Jacob Cottingham	
Commissioner, Precinct 4	Margaret Gomez	
Executive Assistant.....	Edith Moreida	
Executive Assistant.....	Norma Guerra	
County Treasurer	Dolores Ortega-Carter	
County Auditor	Susan Spataro, CPA	
County Executive, Administrative.....	Vacant	
County Executive, Planning & Budget.....	Leslie Browder*	
County Executive, Emergency Services	Danny Hobby	
County Executive, Health/Human Services.....	Sherri E. Fleming	
County Executive, TNR	Steven M. Manilla, P.E.*	
County Executive, Justice & Public Safety	Roger Jefferies	
Director, Facilities Management.....	Roger El Khoury, M.S., P.E.	
Chief Information Officer	Joe Harlow	
Director, Records Mgmt & Communications	Steven Broberg	
Travis County Attorney	David Escamilla	
First Assistant County Attorney	Steve Capelle	
Executive Assistant, County Attorney.....	James Collins	
Director, Land Use Division.....	Tom Nuckols	
Attorney, Land Use Division	Julie Joe	
Attorney, Land Use Division	Christopher Gilmore	
Director, Transactions Division	John Hille	
Attorney, Transactions Division	Tamara Armstrong	
Attorney, Transactions Division	Daniel Bradford	
Attorney, Transactions Division	Mary Etta Gerhardt	
Attorney, Transactions Division	Barbara Wilson	
Attorney, Transactions Division	Jim Connolly	
Attorney, Transactions Division	Tenley Aldredge	
Director, Health Services Division	Vacant	
Attorney, Health Services Division	Prema Gregerson	
Purchasing Agent	Cyd Grimes, C.P.M., CPPO	
Assistant Purchasing Agent	Marvin Brice, CPPB	

Assistant Purchasing AgentBonnie Floyd, CPPO, CPPB, CTPM
 Purchasing Agent Assistant IV Vacant
 Purchasing Agent Assistant IVLee Perry
 Purchasing Agent Assistant IVJason Walker
 Purchasing Agent Assistant IVRichard Villareal
 Purchasing Agent Assistant IVPatrick Strittmatter*
 Purchasing Agent Assistant IVLori Clyde, CPPO, CPPB
 Purchasing Agent Assistant IVScott Wilson, CPPB
 Purchasing Agent Assistant IVJorge Talavera, CPPO, CPPB
 Purchasing Agent Assistant IVGeorge R. Monnat, C.P.M., A.P.P.
 Purchasing Agent Assistant IVJohn E. Pena, CTPM
 Purchasing Agent Assistant IVRosalinda Garcia
 Purchasing Agent Assistant IIIShannon Pleasant, CTPM*
 Purchasing Agent Assistant IIIDavid Walch
 Purchasing Agent Assistant IIIMichael Long, CPPB
 Purchasing Agent Assistant IIILoren Breland, CPPB
 Purchasing Agent Assistant IIINancy Barchus, CPPB
 Purchasing Agent Assistant IIIJesse Herrera, CTP, CTPM, CTCM*
 Purchasing Agent Assistant IIIC.W. Bruner, CTP
 Purchasing Agent Assistant II.....Jayne Rybak, CTP*
 HUB Coordinator.....Sylvia Lopez
 HUB SpecialistBetty Chapa
 HUB SpecialistJerome Guerrero
 Purchasing Business Analyst.....Scott Worthington
 Purchasing Business Analyst.....Jennifer Francis
 Senior EngineerMark Stefanov
 Finance.....Ron Rizzato
 Major – CorrectionsDarren Long

FORMER EMPLOYEES

Name of Individual		
<u>Position Held</u>	<u>Holding Office/Position</u>	<u>Date of Expiration</u>
Purchasing Agent Assistant IV	Oralia Jones, CPPB	07/31/12
County Executive, Planning & Budget	Rodney Rhoades	08/19/12
Purchasing Agent Assistant IV	Diana Gonzalez	12/16/12
Director, Health Services Division	Beth Devery	03/09/13
Purchasing Agent Assistant III	Elizabeth Corey, C.P.M.	03/14/13

EXHIBIT 6
HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Travis County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified HUB Contractors/Vendors.

It is the policy of the Travis County Purchasing Office to ensure a good faith effort is made to assist Certified HUB vendors and contractors in receiving contracts in accordance with the HUB Program policies and the Minority and Woman-Owned Business goals adopted by the Travis County Commissioners Court. Our goals for HUB contractor/vendor participation, as well as HUB subcontractor participation, in the area of SERVICES are as follows:

Overall MBE Goal: 14.1%; Sub-goals: 2.5% African-American, 9.9% Hispanic, 1.7% Native/Asian American **Overall WBE Goal: 15.0%**

To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification, with any of the three agencies listed below. Please attach copy of certificate.

Vendor/Contractor: HALFF ASSOCIATES INC.

Certified as a HUB or an MBE/WBE/DBE source: ___ Yes ___ No HUB Status (Gender & Ethnicity): _____

If yes, by whom: ___ State of Texas Building and Procurement Commission ___ City of Austin ___ Texas Unified Certification Program

SUGGESTED DATABASE DIRECTORIES TO VIEW WHEN SOLICITING HUB SUBCONTRACTORS

State: www.tbpc.state.tx.us/cmbi; City: www.ci.austin.tx.us/purchasing; TUCP: www.tucp.org

HALFF IS SELF-PERFORMING ALL ACTIVITIES
LIST OF CERTIFIED HUB SUBCONTRACTORS
(DUPLICATE AS NECESSARY)

What percentage of the Bid or Proposal is to be subcontracted with Certified HUB sources: _____% (List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status (Gender & Ethnicity): _____

Certifying Agency (Check all applicable): ___ Texas Building and Procurement Commission ___ City of Austin ___ Texas Unified Certification Program

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: (_____) _____

Subcontract Amount: \$u _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status (Gender & Ethnicity): _____

Certifying Agency (Check all applicable): ___ Texas Building and Procurement Commission ___ City of Austin ___ Texas Unified Certification Program

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: (_____) _____

Subcontract Amount: \$u _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status (Gender & Ethnicity): _____

Certifying Agency (Check all applicable): ___ Texas Building and Procurement Commission ___ City of Austin ___ Texas Unified Certification Program

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: (_____) _____

Subcontract Amount: \$u _____ Description of Work to be Performed: _____

EXHIBIT 7
NOTICE OF INTENT (NOI)
TO SUBCONTRACT WITH
HISTORICALLY UNDERUTILIZED BUSINESS (HUB)

Please submit this form for each HUB Subcontractor utilized, with proper signatures, per the terms and conditions of your contract.

Prime Contractors/Consultants are requested to complete this form and provide it to the Purchasing Agent Representative after contract award, but prior to beginning performance of the contract.

Contractor Name: _____ HUB: Yes No

HALFF IS SELF-PERFORMING ALL ACTIVITIES

Address: _____
Street City State Zip

Phone No.: () _____ Fax No.: () _____

Project Title & No.: _____

Prime Contract Amount: \$ _____

HUB Subcontractor Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Agency: Tx. Bldg. & Procurement Comm. City of Austin Tx. Unified Certification Pgm.

Address: _____
Street City State Zip

Phone No.: () _____ Fax No.: () _____

Proposed Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Printed Name of Contractor Representative _____ Signature of Representative _____ Date _____

Printed Name of HUB Representative _____ Signature of Representative _____ Date _____

Note: Nothing on this Notice of Intent Form is intended to confer any rights, expressed or implied, to any third parties.

PRE-APPROVAL FOR SUBCONTRACTOR SUBSTITUTIONS MUST BE OBTAINED FROM THE TRAVIS COUNTY PURCHASING AGENT REPRESENTATIVE. THE "HUB SUBCONTRACTOR/SUBCONSULTANT CHANGE FORM" MUST BE COMPLETED AND SUBMITTED TO THE HUB OFFICE, VIA FAX 512.854.9185.

**EXHIBIT 8
TRAVIS COUNTY
HISTORICALLY UNDERUTILIZED BUSINESS (HUB) - SUBCONTRACTOR PAYMENT REPORT**

PRIME CONTRACTOR/CONSULTANT NAME: _____ AMOUNT OF PRIME CONTRACT: _____

PROJECT TITLE/No. : _____ AMOUNT OF ALL SUBCONTRACTS: _____

TOTAL CONTRACT PERIOD: From: _____ To: _____ PAYMENTS REPORTED FOR THE MONTH OF: _____ 20__

A	B	C	D	E	F	G
NAME OF HUB SUB-CONTRACTOR*	DESCRIPTION OF WORK	ORIGINAL SUB- CONTRACT AMOUNT	INCREASE OR DECREASE (MODIFICATION)	REVISED SUB-CONTRACT AMOUNT	PAYMENT THIS PERIOD	CUMULATIVE PAYMENTS

Instructions for completing this form:

- SECTION A:** Name all HUB Subcontractors performing on this project.
- SECTION B:** State the work being performed by the HUB Subcontractors.
- SECTION C:** State the original HUB Subcontractor amount.
- SECTION D:** State any increases or decrease, as a result of contract modifications or change orders, to the original HUB Subcontract (Section C) amount.
- SECTION E:** State the amended HUB Subcontract amount, to the Initial HUB Subcontract amount, as a result of any increase and/or decrease (Section D) .
- SECTION F:** State the amount paid to each HUB Subcontractor during this reporting period.
- SECTION G:** State the total amount of payments made to-date (including amount from Section F) to the HUB Subcontractor.

I certify that the information listed on this report is true and accurate to the best of my knowledge. I fully understand that intentionally falsifying information on this document may result in TERMINATION OF MY CONTRACT.

Printed Name of Contractor Representative Signature of Contractor Representative Date Report Number

PLEASE SUBMIT THIS FORM WITH YOUR MONTHLY INVOICES, PER THE TERMS OF YOUR CONTRACT.

**EXHIBIT 9
HUB SUBCONTRACTOR/SUBCONSULTANT CHANGE FORM
(ADDITION, SUBSTITUTION, DELETION, REDUCTION, INCREASE)**

CONTRACT #: _____

CONTRACT DESCRIPTION: _____

PRIME CONTRACTOR: _____

REQUESTED BY: _____ **CONTACT #:** _____

DATE: _____ **E-mail:** _____

- *OBTAIN PRE-APPROVAL FROM THE TRAVIS COUNTY PURCHASING AGENT AND/OR THE HUB COORDINATOR OF ALL CHANGES INVOLVING CERTIFIED HUB SUBCONTRACTORS.*
- IF BIDDER HAS DIFFICULTY IN LOCATING CERTIFIED HUB SUBCONTRACTORS CONTACT THE TRAVIS COUNTY HUB COORDINATOR AT (512) 845-4561 OR HUB SPECIALIST AT (512) 854-9914, FOR ASSISTANCE.

Check reason: ___ Addition ___ Substitution ___ Deletion ___ Reduction ___ Increase

REASON FOR ACTION:

- ___ Unavailable after receipt of reasonable notice to proceed.
- ___ Failure of performance.
- ___ Financial capacity.
- ___ Refusal by the subcontractor to honor the bid of proposal price.
- ___ Mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed upon.
- ___ Failure of the subcontractor to meet insurance, licensing, or bonding requirements.
- ___ The subs withdrawal of his bid or proposal.

- ___ Please provide me with a HUB Subcontractor listing.
- ___ I have already selected a potential HUB Subcontractor for this project. (List below)

SUB TO BE REPLACED: _____

REPLACEMENT: _____

REPLACEMENT'S STATUS:

Certified: HUB ___ M/WBE_ DBE ___ Non-HUB ___ Unknown

INCREASED/DECREASED AMOUNT: Original Amt. \$ _____ New Amt. \$ _____

OTHER COMMENTS:

FAX TO: 512.854.9185 ATTN: HUB OFFICE

REVIEWED BY HUB PROGRAM OFFICE: Initials: _____ Date: _____

EXHIBIT 10
SCOPE OF SERVICES

**TCJ Exhaust System - General Building Renewal 238693, and
TCJ Exhaust System - Kitchen - Commercial Renewal 244270**

1. PROJECT INFORMATION

- 1.1. Project Identification: TCJ Exhaust System - General Building Renewal 238693, and
TCJ Exhaust System - Kitchen - Commercial Renewal 244270
- 1.2. Project Location: Travis County Jail
500 W. 10th Street
Austin, TX 78701
- 1.3. Project Location Operators (subject to change):
Major Darren Long, Corrections Bureau Administrator
Captain Jerry Kovar, TCJ Administrator
Lieutenant Elizabeth Jurica, TCJ Manager
Sergeants, Corrections Officers
- 1.4. Abbreviations: permitting
 - 1.4.3 ASHRAE, American Society of Heating and Air-Conditioning Engineers.
 - 1.4.4 BAS, Building Automation System.
 - 1.4.5 TCJ, Travis County Jail.
 - 1.4.6 TCSO, Travis County Sheriff's Office.
 - 1.4.7 TCSOE, Travis County Sheriff's Office Engineer.
 - 1.4.8 TCSO PM, Travis County Sheriff's Office Project Manager.
- 1.5. Occupancy — Occupancy of the area is 24 hours per day, seven days per week without the ability to relocate the occupants except by area confinement.
- 1.6. Schedule — See Attachment 8.
- 1.7. Description – The Project includes:
 - 1.7.1. Providing all exhaust equipment, ductwork, building modifications, and other necessary items to upgrade the existing exhaust systems in order to comply with current engineering standards for a jail environment. Providing electronic monitoring and control by the TCSO BAS, Computrols, for the new equipment and as considered appropriate for continued balanced operation of the new systems.
 - 1.7.2. The upgraded exhaust is being undertaken to correct humidity problems leading to excessive biological growth by:
 - 1.7.2.1. Upgrading the north and south side cell exhaust routes to facilitate the proper building general ventilation;

- 1.7.2.2. Upgrading the north and south side cell exhaust fans to meet the ASHRAE Building Exhaust Standards;
 - 1.7.2.3. Renewing and adding fire dampers and associated devices to meet the current Fire Codes;
 - 1.7.2.4 Correcting duct penetrations and ductwork to direct the airflow so as to flow effectively for all cell exhaust and the central core exhausted areas;
 - 1.7.2.5. Replacing items, duct, equipment, in the kitchen exhaust system that cannot be refurbished to a "like new" condition;
 - 1.7.2.6. Facilitating the repair to, and the resealing of, the building envelope where the above items penetrate to the outside, which may involve roof or wall penetrations; and
 - 1.7.2.7. Adding make up air in an engineered method to address the new exhaust requirements and provide a positive building envelope.
- 1.7.3. Upgrading the four cells located in the basement medical area to the Center for Disease Control-recommended negative-pressure, operation, and control for airborne infection isolation. (This is part of the TCJ Exhaust System - General Building Renewal 238693 Project. Where considered appropriate by current engineering practices, sub tasks in paragraph 1.7.2. above may apply to the work described in this paragraph.)
 - 1.7.4. Upgrading the basement kitchen hood exhausts and make up air to the current operation standards of the applicable codes and correcting items needing repair. (Where considered appropriate by current engineering practices, sub tasks in paragraph 1.7.2. above may apply to the work described in this paragraph.)
 - 1.7.5. Working in the very confining and space-restricted areas of the jail outside of the normal housing areas in ceilings and crawl spaces.

2. SCOPE OF SERVICES

- 2.1. The CONSULTANT'S "Basic Services" shall include all tasks and deliverables required to provide a complete, functional, and usable biddable drawings and specifications package and D&Ss.

CONSULTANT'S Basic Services include:

- 2.1.1. Review existing drawings and conditions.
- 2.1.2. Develop new drawings as needed to adequately define a construction project that the County plans to bid.
- 2.1.3. New drawings shall be 11x17 and comply with the Travis County Sheriff's Office Engineer's specific requirements listed in Exhibit 11.
- 2.1.4. Select, engineer, and design a suitable exhaust/make up air system for building expected to be kept in service for another 25 years.

- 2.1.5. Investigating the kitchen exhaust for proper flows and heat rejection based on the operations, then engineering and designing the upgrades or equipment replacements with a Return on Investment of less than ten years.
 - 2.1.6. Address the desired Project items as listed in the Project description, above.
 - 2.1.7. Provide and submit with the 100% D&Ss, a construction cost estimate.
 - 2.1.8. Investigate the applicability of permits for the construction process and require Contractor to provide written results of such investigation in the D&Ss.
 - 2.1.9. Provide a point matrix, drawing information and specifications, and written control sequence for the addition of Computrols to monitor and control all items that will be considered necessary for effective operation.
 - 2.1.10. Segregate the Projects into two distinct tasks while combining common construction areas and specifications; perform all services to facilitate the possibility that one of the Project tasks may be bid as an alternate .
 - 2.1.11. Provide technical assistance during the bidding process.
 - 2.1.12. Provide all new work in an AutoCAD format, model space only, for incorporation into the TCSO's master drawings per Exhibit 11. These shall be separated from the TCSO-supplied master backgrounds, but appropriately located, using AutoCAD Xref technology. Each discipline shall also be separated into different drawing files (.dwg)
 - 2.1.13. Provide the work prior to final specifications in an MSWord compatible format for use by the Travis County for review and suggested changes. This may be modified by multiple Travis County departments using the MSWord document change tracking tool.
 - 2.1.14. Provide the work prior to final drawings in a .dwg format for the TCSOE's review and Adobe Acrobat format for the TCSO PM's review.
 - 2.1.15. Provide sealed D&Ss in an Adobe Acrobat format, or other format approved in writing by the Travis County Purchasing Office, for posting on the bidding site.
- 2.2. CONSULTANT will perform Basic Services in accordance with all governing codes and regulations, using the standard of care and skill ordinarily used by members of the engineering design profession on projects of similar size, nature and complexity, practicing under similar conditions at the same time and locality as the Project.

3. CONSTRUCTION CONTRACT ADMINISTRATION

- 3.1. The CONSULTANT will be responsible for Construction Contract Administration to the extent the CONSULTANT determines is necessary to verify that the work is being constructed according to the intent of the construction documents. The CONSULTANT will make periodic observations of the work as part of Basic Services. A final punch list will be required and one (1) follow-up inspection to review completion of the punch list items by the Contractor.

- 3.2. The CONSULTANT will render interpretations necessary for the proper execution of the work with reasonable promptness upon notification by the COUNTY. Render decisions, in writing, within a time no greater than five (5) calendar days for clarifications, interpretations, submittals, claims, disputes, and other matters in question between the County and the Contractor relating to the execution or progress of the work or the interpretation of the Construction Documents. The CONSULTANT will notify the County immediately, within 24 hours of receipt of the above items, if more time is required for reasonable cause.
- 3.3. The CONSULTANT will not have control or charge of, and will not be responsible for: (i) construction means, methods, techniques, sequences or procedures or safety precautions and programs in connection with the construction work; (ii) acts or omissions of the Contractor or subcontractors of any tier, or any other persons performing any of the construction work; or (iii) failure of any of the aforementioned to carry out the construction work in accordance with the Construction Documents.
- 3.4. The CONSULTANT will at all times have access to the work.
- 3.5. Interpretations and decisions of the CONSULTANT will be consistent with the intent of, and reasonably inferable, from the Construction Documents and will be in written and/or graphic form.

4. MEETINGS

- 4.1. The CONSULTANT will attend meetings with the COUNTY only as required for development of the design and Construction Documents and as necessary during the Construction Contract Administration Phase.
- 4.2. Attendance and participation at such meetings will be part of the Basic Services. Any meetings not required by this agreement will be compensated at the hourly rate for the appropriate CONSULTANT staff indicated in the Professional Services Agreement. If required, the TCSO Maintenance Engineer will authorize these meetings by advance written notice.

EXHIBIT 11**TRAVIS COUNTY SHERIFF'S OFFICE ENGINEERING DRAWING REQUIREMENTS**

The drawing requirements of the Travis County Sheriff's Office Engineer (TCSOE) shall be incorporated into the CONSULTANT'S Work Product. These include, without limitation, the following:

- 1.1 All construction document drawings shall be set up in an 11x17 layout format.
- 1.2 Text shall generally be a minimum of 1/8" or larger on an 11x17 printout, with 3/32" being the minimum allowed except for border and title text containing non-project specific information.
- 1.3 Externally referenced drawing data in model space, e.g. as built, TCSO masters, and CONSULTANT'S design data shall be used for all information that is not Consultant specific information or layout data, such as contained in borders and title information on drawing layout space.
- 1.4 **Drawing and Layout Naming** for work performed by the CONSULTANT shall have file names using the formats below:
 - 1.4.1 External Referenced Drawing Naming X-xxxx-###-#####, where-
 - 1.4.1.1 The first X, A-FP03-140-238693, is the AIA discipline code, such as A for Architecture;
 - 1.4.1.2 The next two characters, A-~~FP~~03-140-238693 indicate the AIA general type of drawing, such as FP for floor plan, SP for site plane, etc.;
 - 1.4.1.3 The next two characters, A-~~FP~~03-140-238693 indicate the floor with the basement of a building being 0, and A-FP03-140-238693 indicating the data for the roof as it is the 3rd level for the building in this Project;
 - 1.4.1.4 The next three digits, A-FP03-140-238693, indicate the TCSO three digit building number; and
 - 1.4.1.5 The final six digits indicate the TCSO CONSTRUCTION Project numbers A-FP03-140-238693 (the first listed may be used for common data).
 - 1.4.2 Layout Space and Drawing Naming X-###-238693, where -
 - 1.4.2.1 The X character is the AIA discipline code, such as A for Architecture, A-130-238693;
 - 1.4.2.2 The first digit, A-130-238693, is the AIA layout designator code number, such as 0-general, 1-plan views, 2-elevations, 3-sections, 4-large scale, 5-details, 6-schedules, and 9-photos;
 - 1.4.2.3 The second digit, A-130-238693 is to reflect the floor with the basement of a building being 0, and 3, indicating the architectural layout for the roof as it is the 3rd level for this project.
 - 1.4.2.4 The third digit, A-130-238693 is a sequence drawing number;
 - 1.4.2.5 The next six digits, A-130-238693, indicate the TCSO CONSTRUCTION Project number;
 - 1.4.2.6 Layout names inside a layout drawing file would be A-130, A-131, A-530, leaving off the project number; and
 - 1.4.2.7 A multi discipline drawing containing many layouts referring to a single project may be combined into one drawing named G-000-238693;
- 1.5 **Layer Naming** for work performed by the CONSULTANT shall have layer names using the format, X-xxx-xxx, where:
 - 1.5.1 All layer names in the new work data drawings shall exactly match the layer name in the drawings that depict current conditions, which may not look like the format X-xxx-xxx;
 - 1.5.2 New layers shall generally follow the AIA requirements, except when complying with the paragraph above, starting with the first character indicating the discipline code, "A-wall-int" for architectural walls interior, etc.;
 - 1.5.3 The modifiers A-~~xxx-xxx~~ may be longer than three as in the paragraph above;
- 1.6 **Demolition** work data shall be indicated on a specific layer and only be done in the drawings that depict current conditions by moving demo entities to a new layer that follows this naming format, D-PS120197JE, where:
 - 1.6.1 D indicates demo, D-PSxxxxxxxx-xxx;
 - 1.6.2 The characters, D-PSxxxxxxxx, indicate the Travis County Professional Service Agreement's Purchasing contract number, "PSxxxxxxxx" under which the data is proposed to be deleted;
 - 1.6.3 The modifiers, D-PSxxxxxxxx-~~xxx~~, may be specifically requested by the TCSOE after design begins or utilized as desired by the CONSULTANT similar to the modifiers in paragraphs 1.5.2 and 1.5.3 above.

EXHIBIT 12
PROJECT SCHEDULE

SCHEDULE MILESTONES

The CONSULTANT'S delivery of the Work Product shall conform to the following durations, which will commence upon receipt of a written Notice-to-Proceed from the COUNTY. Durations are in calendar days.

Phase	Precedent	Duration
Kick-off Meeting and on-site data collection	Notice to Proceed	2 Weeks
50% Submittal	Kick-off Meeting and on-site data collection	6 Weeks
Travis County Review and Meetings	50% Submittal	2 Weeks
100% Submittal	Travis County Review and Meetings	6 Weeks
Travis County Review and Meetings	100% Submittal	2 Weeks
Final Construction Documents out to Purchasing Department	Travis County Review and Meetings	2 weeks



Travis County Commissioners Court Agenda Request

Meeting Date: 8/7/2012

Prepared By/Phone Number: Ronald Dube 854-6458

Elected/Appointed Official/Dept. Head: Cyd Grimes

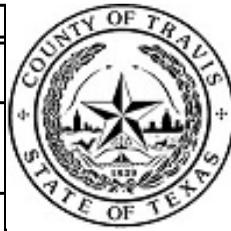
Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Pursuant to section 263.151, declare certain items surplus property and sell at public auction.

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

The Court will note that some of the items listed are not tracked in the SAP System. These items are non-trackable assets.

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



Asset Master Record Detail Report

Data Warehouse Last Refresh: 07/16/2012 011:25:26 PM

LOT #	Asset Class	AQ	Type	Cap Date	Inventory #	Description	Serial Number	Cost	Responsible Cost Center	Asset #	Status
#1	Low Value Assets	SA	KIE	06/13/2003	105986	ICE MACHINE ICE-O-MATIC	A21008059Z	1,400.00	1150010001	1009123	ACT
#2	Low Value Assets	SS	PRT	09/01/2001	97885	PRINTER HP DESIGNJET 500	SG1582206V	4,072.00	1150010001	1007014	ACT
#3	Electronic Eqp	PO	EEE	1/30/2001	103095	680-44-01150-7 73100 ISD-INTERNATIONAL SECURITY	17465	13,486.00	1450330001	1000541	ACT
#3	Low Value Assets	PO	EEE	01/30/2001	103095	"15"" COMPUTER MONITOR	TD8360878	-	1150010001	1034920	ACT
#4	Low Value Assets	PO	YGA	09/09/2004	123023	LAWN VACUUM BLOWER GIANTVAC	50239775	824.25	1150010001	1011867	ACT
#5	Aircraft & Boatg Eqp	PO	ABE	06/13/1995	128351	BOAT MOTOR YAMAHA 150HP	UNKNOWN	8,210.00	1370750001	1000194	ACT
#6	Aircraft & Boatg Eqp	PO	ABE	2/12/1997	128353	MARINE OUTBOARD MOTOR YAMAHA S150 TXRV (STD).	GG4UL501975	8,640.00	1370750001	1000272	ACT
#7	N/A	N/A	N/A	N/A	N/A	(14) SETS OF WOOD RAFTERS 28FT LONG 4/12 SLOPE	N/A	N/A	N/A	N/A	N/A
#7	N/A	N/A	N/A	N/A	N/A	(15) SETS OF WOOD RAFTERS 32 FT LONG 4/12 SLOPE	N/A	N/A	N/A	N/A	N/A
#7	N/A	N/A	N/A	N/A	N/A	9 USED PCS OF 11 1/4 X 2" X 20FT WOOD	N/A	N/A	N/A	N/A	N/A
#8	Low Value Assets	PO	KIE	10/20/2006	128242	ICE MAKER-CUBE STYLE; SCOTTS	6.10132E+11	2,762.00	1490220001	1015890	ACT
#9	N/A	N/A	N/A	N/A	N/A	(30) USED OFFICE CHAIRS	N/A	N/A	N/A	N/A	N/A
#10	N/A	N/A	N/A	N/A	N/A	(25) USED FILING CABINETS	N/A	N/A	N/A	N/A	N/A
#11	N/A	N/A	N/A	N/A	N/A	300 # LP TANK	N/A	N/A	N/A	N/A	N/A
#12	Low Value Assets	PO	KIE	09/01/1991	68470	SERVOLIFT STEAM TABLE	#	1,600.00	1370440001	1004366	ACT
#12	N/A	N/A	N/A	N/A	N/A	EXHAUST HOOD	N/A	N/A	N/A	N/A	N/A
#12	N/A	N/A	N/A	N/A	N/A	EXHAUST HOOD	N/A	N/A	N/A	N/A	N/A
#12	N/A	N/A	N/A	N/A	N/A	STEAM TABLE	N/A	N/A	N/A	N/A	N/A
#12	Low Value Assets	PO	KIE	6/25/1996	80853	DISHWASHER,HOBART	NEED	2,800.00	1370440001	1005077	ACT
#13	N/A	N/A	N/A	N/A	N/A	(2) PALLETS OF VARIOUS SIZED WINDOWS	N/A	N/A	N/A	N/A	N/A
#14	N/A	N/A	N/A	N/A	N/A	(8) PALLETS OF OLD MISC MODULAR FURNITURE	N/A	N/A	N/A	N/A	N/A
#15	N/A	N/A	N/A	N/A	N/A	HAMMOND ORGAN	N/A	N/A	N/A	N/A	N/A
#18	Low Value Assets	PO	KIE	9/1/1991	68476	WARMER STAINLESS STEEL	NEED	1,600.00	1370440001	1004368	ACT
#19	Low Value Assets	PO	KIE	9/1/1991	68475	WARMER STAINLESS STEEL	NEED	1,600.00	1370440001	1004367	ACT



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: David Walch, 46663; Marvin Brice CPPB

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 3 to Contract No. 4400000768 (H.T.E. PS090266VR), Neuro Institute of Austin LP., to provide inpatient residential treatment 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 is for the provision of residential treatment services for juveniles residing in Travis County. Travis County maintains an active network of Residential Treatment Service Contracts with different counties and community providers throughout Central Texas, which are used on an as needed basis according to the specific needs of the youths being placed. This contract was requested by the Triad Program administered by Travis County Health and Human Services & Veterans Services.

This Modification No. 3 revises "Attachment G, Fee Schedule" to include additional services and to establish a contract rate for each of the new services.

Modification No. 2 revised "Attachment G, Fee Schedule" to bring this agreement's fee structure current following a review of current rates of equitable service.

Modification No. 1 incorporated the addition of The Achievement Program scope of services and fee structure. This program is an intensive psychiatric services program.

This is a fee for service/As-needed basis contract.

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

- **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.
- **Contract Expenditures:** Within the last 12 months \$137,570.00 has been spent against this contract/requirement.

- **Contract-Related Information:**
 - Award Amount: As needed agreement
 - Contract Type: Professional Services
 - Contract Period: 07/21/09—09/30/09 (auto renewal)

- **Contract Modification Information:**
 - Modification Amount: As needed agreement unchanged
 - Modification Type: Bilateral
 - Modification Period: 08/07/12 – until terminated

- **Funding Information:**
 - Purchase Requisition in H.T.E.: N/A – as needed agreement
 - Funding Account(s): 001-5869-611-6205
 - 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 by Tuesdays at 5:00 p.m. for the next week's meeting.



**Travis County Health and Human Services & Veterans Service
Office of Children Services**

Healthy Families ♦ CPS/Social Services Program ♦ Children's Partnership
♦ TRIAD ♦ Youth & Family Assessment Center

Palm Square Building, 100 North IH 35, Suite 3000, Austin, TX 78701
Phone: (512) 854-9004 Fax: (512) 854-5879

DATE: June 26, 2012

TO: Cyd Grimes
Purchasing Agent

FROM: 
Gloria Petersen
Social Services Supervisor/
Triad Program Adm.

RE: Texas NeuroRehab Center (TNC) Contract #PS090266VR

Travis County Health and Human Services and Veterans Services /Office of Children's Services is requesting a modification to the above contract Texas NeuroRehab Center (TNC) Contract #PS090266VR (The Ranch Achievement Program) to include the addition of an assessment element presently only available on an inpatient basis. We are proposing that the assessments now available in the Lariat Assessment Program be made available in the outpatient Partial Hospitalization Program. We would like to list the assessments individually and be able to select which assessments would be appropriate for each child at the time of the admission with the capability to add additional assessments if needed while the child is enrolled in the Partial Hospitalization Program.

The assessments, codes and costs are as listed:

Code 96118: Neuropsych assessment (complete assessment) \$1500.00

Code 90801 Or 90802: Diagnostic Interview: \$135.00

Code 97003: Occupational Therapy Evaluation \$148.00 per hour

Code 97001: Physical Therapy Evaluation \$140.00 per hour

Code 92506 Speech Therapy Evaluation \$291.00 per hour

This modification is requested to better serve the children in our program who are in need of evaluations and to accomplish it without the disruption in their life of an inpatient stay, as well as providing a better treatment modality to include the younger children in our program. We have found that due to their mental illness, we are not always able to obtain the testing and treatment recommendations that are needed through regular outpatient testing, therefore we would like to expand our options to include obtaining the assessments and treatment recommendations through Partial Hospitalization Program.

The assessment cost would be in addition to the Partial Hospitalization fee of \$264.50 per day as well as the Psychiatric/Physician fees. This addition will provide another layer of information to increase our ability to serve the Travis County children with the highest needs and their families.

If there are any questions or additional information regarding this request, I am available by email gloria.petersen@co.travis.tx.us or by telephone at 854-3720.

MODIFICATION OF CONTRACT NUMBER: 440000768 (H.T.E. PS090266VR) - INPATIENT RESIDENTIAL TREATMENT SERVICES

ISSUED BY: TRAVIS COUNTY PURCHASING OFFICE 700 Lavaca Street, Suite 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: David Walsh TEL NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: July 13, 2012
--	--	---------------------------------

ISSUED TO: Neuro Institute of Austin, L.P. dba Texas Neuro Rehab Center 1106 West Dittmar Road Austin, TX 78745 Attn.: Beth Cathcart	MODIFICATION NO.: 3	EXECUTED DATE OF ORIGINAL CONTRACT: July 27, 2009
---	------------------------	--

ORIGINAL CONTRACT TERM DATES: 07/21/09 - 09/30/09 CURRENT CONTRACT TERM DATES: Until Terminated by either party

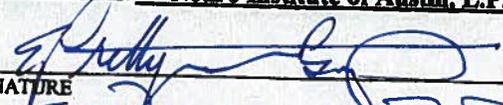
FOR TRAVIS COUNTY INTERNAL USE ONLY:
Original Contract Amount \$ As Needed Basis Current Modified Amount \$ As Needed Basis

DESCRIPTION OF CHANGES: The above referenced contract is modified to reflect the changes as set forth below:

- Pursuant to Section 6.0 AMENDMENTS / MODIFICATIONS, this agreement is hereby modified to delete "Attachment G, Fee Schedule," dated August 31, 2011 in its entirety and replace it with "Attachment G, Fee Schedule: The Ranch Achievement Program", dated July 13, 2012 attached hereto, and made a part hereof.

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.

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: <u>Neuro Institute of Austin, L.P. dba Texas Neuro Rehab Center</u>	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY:  SIGNATURE	DATE: 7.17.12
BY: <u>E.O. HRET YMAN, PhD</u> PRINT NAME	
TITLE: <u>CEO</u> ITS DULY AUTHORIZED AGENT	

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

TRAVIS COUNTY, TEXAS BY: <u>SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE</u>	DATE:
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4400000768 (H.T.E. PS090266VR) – Inpatient Residential
Modification 3

Page 2 of 2
July 13, 2012

Attachment G
July 13, 2012

Fee Schedule: The Ranch Achievement Program

Program	Rate	NTE – if applies
1- Residential	\$250 per day	N/A
2- Intensive RTC	\$325 per day	N/A
3- Partial Hospitalization	\$264.50 per day	N/A
4- Intensive Outpatient Program	\$172.50 per day	N/A
5-Psychiatric/Physician Initial Psychiatric Evaluation	\$100 p/hour	Not to exceed 2 ½ hours or \$250.00 for New Admits This is a one-time fee per child
5.a Psychiatric/Physician Initial Psychiatric Evaluation	\$100 p/hour	Not to exceed 2 hours or \$200.00 for Transitional Admits This is a one-time fee per child
5.b Psychiatric/Physician Weekly Medication Management	\$100 p/hour	N/A
Code 96118: Neuropsych Assessment	\$1,500.00 EA	N/A
Code 90801 Or 90802: Diagnostic Interview	\$135.00 ea	N/A
Code 97003: Occupational Therapy Evaluation	\$148.00 p/hour	N/A
Code 97001: Physical Therapy Evaluation	\$140.00 p/hour	N/A
Code 92506: Speech Therapy Evaluation	\$291.00 p/hour	N/A

TRAVIS COUNTY
 RECEIVED
 8/13/12
 6:41 PM



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Bonnie Floyd

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Commissioners Eckhardt and Huber

Receive update on Placement Services for an Interim CIO, RFS No. 06032012, and take appropriate action, including:

- a. Schedule interview with top candidate;
- b. Direct HR to begin recruitment for a Permanent County Executive for Information Technology Services; and/or
- c. Authorize the Purchasing Agent to finalize contract negotiations with The Lucas Group for Interim CIO and IT assessment 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.

On June 5, 2012, the Commissioners Court exempted the procurement of a recruitment firm to hire an Interim Chief Information Officer. RFS No. 06032012, Placement Services for an Interim CIO, was issued on June 13, 2012. Responses from three firms were received on June 27, 2012. Interviews were held with the top three candidates on July 18, 2012. The committee chose one candidate from The Lucas Group as the highest qualified, and based on the interview, directed the Purchasing Agent to negotiate with the chosen candidate to also perform an IT assessment.

The Purchasing office negotiated with The Lucas Group to provide the IT Assessment and CIO Transition Services, including evaluation of the current state of the ITS Department, performing an assessment of the ITS Department, assisting in the search for a new County Executive, and development of a Transition Roadmap to new IT County Executive; for a cost of \$39,500 per month, plus travel and living expenses, with a not-to-exceed cost of \$375,000 for up to nine months. At the direction of

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

the court, the Purchasing Office will schedule the top candidate for an interview with the court on August 14.

Additionally, it is recommended that the Court authorize HR to begin the recruitment process for a permanent County Executive for Information Technology Services, and complete revisions to the job position description. If the court decides to begin recruitment for a permanent County Executive for Information Technology Services, they should also address how an IT Assessment will be conducted, either with internal or external (contracted firm) resources.

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



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Lori Clyde/854-4205

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Contract Award for a Courtroom Docket Management System, Contract No. 4400001067, to the Highest Qualified Respondent, Mentis Technology Solutions, LLC.

- **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.

A Request for Proposal was issued October 11, 2011 for a Courtroom Docket Management System for the Travis County Civil and Criminal Courts. Three proposals were received November 22, 2011. After evaluating the proposals and receiving Best and Final Offers, the committee recommends awarding to Mentis Technology Solutions, LLC as the highest qualified respondent for the County.

The Travis County Civil and Criminal Courts recommend the purchase of the Mentis aiSmartBench software solution that will provide Civil and Criminal Courts Judges an electronic interface to case files from the District Clerk. Access to electronic files is a top priority for both the judges and the district clerk. For the Criminal Courts, electronic access to case files will reduce the costs of maintaining paper files and increase overall court efficiency. For the Civil Courts, this will replace the current eDocket application as it reaches end of life. Additionally included are professional services related to training and support.

Implementation will be completed in phases as funds become available. For FY12, for the Civil Courts, three courts will be implemented for a cost of \$61,131.00, including first year's maintenance. For the Criminal Courts, seven District Courts and one Magistrate Court will be

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

implemented for a cost of \$205,416.00, including first year's maintenance. After the initial year, the maintenance fees will be approximately \$3,282 per court dependent on the number of additional user licenses needed per court. There is also a 3% cap on increases annually. As additional funds become available, other courts will be implemented per costs referenced in the Contract.

➤ **Contract Expenditures:** Within the last 12 months \$0.00 has been spent against this contract.

➤ **Contract-Related Information:**

Award Amount: \$266,547.00

Contract Type: Purchase/Maintenance

Contract Period: August 7, 2012 – August 6, 2013

➤ **Solicitation-Related Information:**

Viewed: 58

Responses Received: 3

HUB Information: N/A

% HUB Subcontractor: N/A

➤ **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:**

Fund Reservation Number: 300000207 and 300000202

Comments:



Office of the District Judges
Heman Marion Sweatt Courthouse
P.O. Box 1748
Austin, Texas 78767
(512) 854-4727

July 24, 2012

TO: Cyd Grimes, C.P.M.-Travis County Purchasing Department

FROM: Mark Erwin, Technology Manager, Civil and Criminal Courts

RE: Recommendation to purchase Mentis Technologies aiSmartBench software application and related professional services/support from reservation number 300000207.

Proposed Motion:

Approve contract with Mentis Technology Solutions, LLC (Mentis) for the aiSmartBench software application and related professional services and support contracts.

Summary and Staff Recommendation:

The Travis County Civil Courts are recommending purchase of the Mentis aiSmartBench software solution that will provide Civil Courts Judges an electronic access to electronic case files from the District Clerk. This functionality is critical to the operation of the Civil District Courts. The functionality is already being seriously impaired by very slow system speed and may be lost when the current eDocket application reaches an end of life. Additionally included are professional services related to training and support.

Budgetary and Fiscal Impact:

The price for initiating this product as a limited pilot for three courts in fiscal year 2012 is \$61,131 and \$9,846 in maintenance and support for each of the following years. In the FY13 budget, a request for additional funds has been made to deploy the application to all District and family courts. Budgeted amount available in the following account totals \$61,131:

Reservation number 300000207 - \$61,131

The product contract was negotiated in such a way that licensing costs are tied directly to an actual Court so that as additional courts are ready, they can be purchased individually.

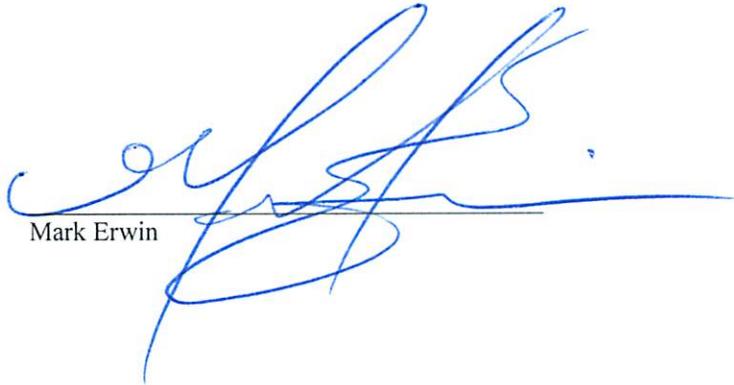
Issues and Opportunities:

The Civil Courts are currently reliant on eDocket for access to electronic court files which was developed by Vista Solutions. The current application used by the Civil Courts is experiencing disruption of service and nearing End-Of-Life. It is critical that the Courts begin migration to a new application or electronic access to files may become impossible and the Judges will have to revert back to paper court documents.

Background:

In July, 2011 the Courts engaged the Purchasing Department to begin the purchase of this solution. Purchasing requested a formal Request for Proposal process as the most efficient method for implementation on August 6, 2011. The Courts, District Clerk, County Clerk and ITS all had representatives on the selection committee and the final committee selection was for the Mentis product in March, 2012.

The Criminal Courts will be adopting the same solution for access to electronic files and docket management. A related purchase request from the Criminal Courts is also being submitted.



Mark Erwin

Cc: Judge John Dietz
Judge Julie Kocurek
Peg Liedtke, Civil Courts
Debra Hale, Criminal Courts

TRAVIS COUNTY
DISTRICT AND COUNTY
CRIMINAL COURTS



BLACKWELL-THURMAN
CRIMINAL JUSTICE CENTER
P. O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9244
FAX: (512) 854-4464

July 24, 2012

TO: Cyd Grimes, C.P.M.-Travis County Purchasing Department

FROM: Mark Erwin, Technology Manager, Criminal and Civil Courts

RE: Recommendation to purchase of the Mentis Technologies Judges software application, related professional services and support (reservation number 300000202)

Proposed Motion:

Approve contract with Mentis Technology Solutions, LLC (Mentis) for the aiSmartBench software application and related professional services and support contracts.

Summary and Staff Recommendation:

The Travis County Criminal Courts are recommending purchase of the Mentis aiSmartBench software solution that will provide Criminal Courts Judges an electronic interface to case files from the District Clerk. Access to electronic files is a top priority for both the district judges and the district clerk. Electronic access to case files will reduce the costs of maintaining paper files and increase overall court efficiency. Additionally included are professional services related to training and support.

Budgetary and Fiscal Impact:

The best and final offer received from the vendor (Mentis Technology Solutions) for seven District Courts and one Magistrate Court is \$205,416 for FY12 (first year) and \$26,256 in maintenance and support for following years. Existing budgeted amounts available in FY12 with the following reservation numbers is \$250,000:

Reservation number 300000202 - \$250,000

The product contract was negotiated in such a way that licensing costs are tied directly to an actual Court so that as additional courts are ready, they can be purchased individually.

Issues and Opportunities:

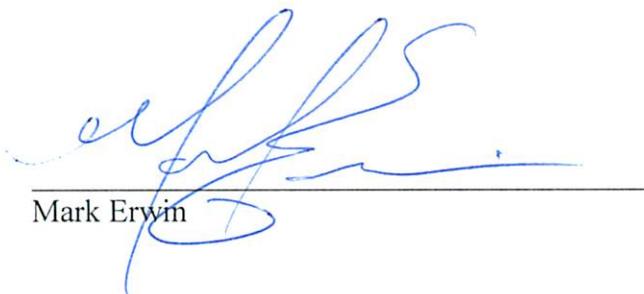
The Criminal Courts are currently reliant on paper files to access court documents. There is a strong desire by the Criminal Court Judges to have electronic access to files and the current Vista application used by the Civil Courts is experiencing disruption of service and nearing End-Of-

Life. It is important that the Courts begin migration to a new application or electronic access to files may become impossible.

Background:

In July, 2011 the Criminal Courts engaged the Purchasing Department to begin the purchase of this solution. Purchasing requested a formal Request for Proposal process as the most efficient method for implementation on August 6, 2011. The Criminal Court, District Clerk, County Clerk and ITS all had representatives on the selection committee and the final committee selection was for the Mentis product in March, 2012.

The Civil Courts will be adopting the same product to replace the current, aging eDocket application which is experiencing minute plus wait time to perform certain functions. A related purchase request for the Civil Courts is expected as well.



Mark Erwin

Cc: Judge Julie Kocurek
Judge John Dietz
Debra Hale, Criminal Courts
Peg Liedtke, Civil Courts



Item 16

Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By: Tim Pautsch **Phone #:** 854-7689

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

AB

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

Sponsoring Court Member: Commissioner Huber, Precinct Three

AGENDA LANGUAGE: Consider and take appropriate action on a Cash Security Agreement with Highland Homes, LTD-Austin., for sidewalk fiscal for West Cypress Hills Phase 1 Section 4A for Lot 26 Block C, in Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

The form of the Cash Security Agreement is from the Standards for Construction of Streets and Drainage in Subdivisions that were in place before August 28, 1997.

STAFF RECOMMENDATIONS:

Highland Homes, LTD-Austin., proposed to use this Cash Security Agreement, as follows: Phase 1 Section 4A for Lot 26 Block C, \$720.00, to post sidewalk fiscal where the sidewalks have not been completed in this subdivision.

ISSUES AND OPPORTUNITIES:

None

FISCAL IMPACT AND SOURCE OF FUNDING:

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

ATTACHMENTS/EXHIBITS:

Cash Security Agreement, Map of lot.

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director Development Services	TNR	854-7561
Stacey Scheffel	Permits Program Manager Floodplain Administrator	TNR	854-7565

CC:

Tim Pautsch	Engineering Specialist	TNR	854-7689

TP:AB:tp

1101 - Development Services - West Cypress Hills Ph 1 Sec 4A

§ EXHIBIT 82.401 (C)

CASH SECURITY AGREEMENT - SIDEWALKS

TO: Travis County, Texas

DEVELOPER/BUILDER: Highland Homes, Ltd. - Austin

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: \$720.⁰⁰ ADDRESS: 5417 Coral Bean Cove

SUBDIVISION: West Cypress Hills
LOT: 26 BLOCK: C SECT.: 4A

DATE OF POSTING: 7-3-12

EXPIRATION DATE: Three Years, or more from Date of Posting

The ESCROW AGENT shall duly honor all drafts drawn and presented in accordance with this Agreement. Travis County may draw on the account of the DEVELOPER/BUILDER up to the aggregate AMOUNT OF SECURITY upon presentation of a draft signed by the County Judge that the following condition exists:

The county considers such a drawing on this Security necessary to complete all or part of the SUBDIVISION Sidewalks to ADA and Texas Accessibility Standards. No further substantiation of the necessity of the draw is required by this Agreement.

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

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

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

Cash Security Agreement - Sidewalks
Page 2

DEVELOPER/BUILDER

COMPANY NAME & ADDRESS

BY: Cynthia Hicock

Highland Homes Ltd. - Austin

PRINT: Cynthia Hicock

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

TITLE: Office Administrator

Austin, Texas 78727

PHONE: 512-834-8429x108

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: _____

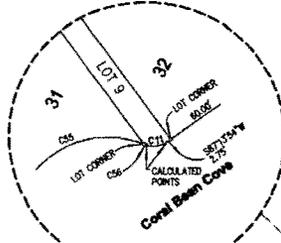
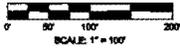
Date

COUNTY JUDGE, TRAVIS COUNTY, TEXAS

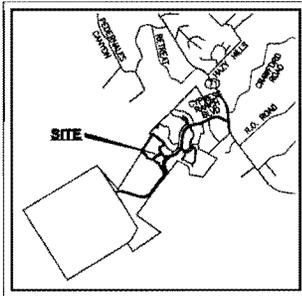
Date

201108163

CITY OF AUSTIN LAND INFORMATION SERVICES
 ADDRESSED BY JMC DATE 11/22/11
 GRID W530 PLAT # 1403A
 ADDRESS QUESTIONS, CALL 512-499-2797



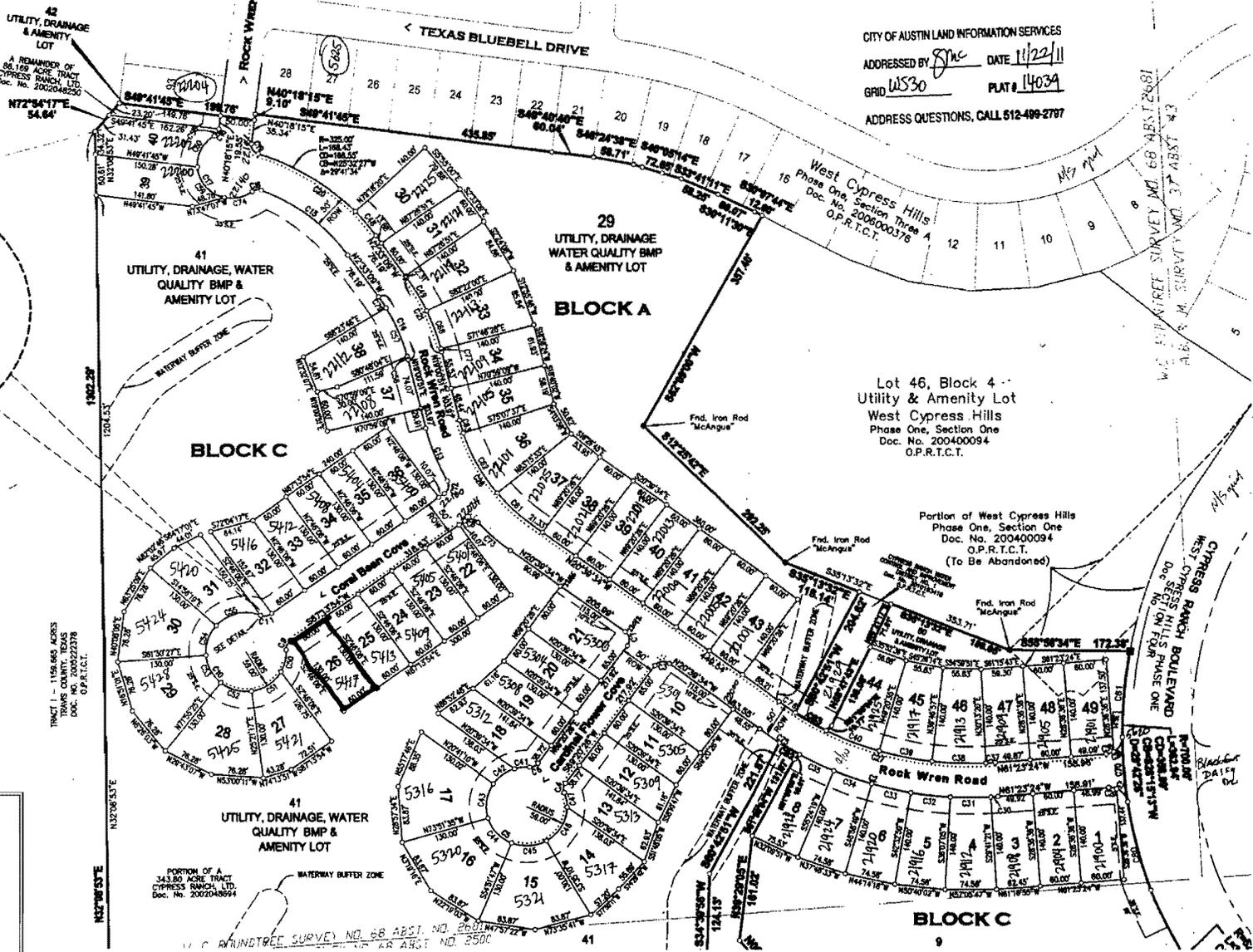
DETAIL



LOCATION MAP
NOT TO SCALE

LEGEND

- CONCRETE MONUMENT SET
- IRON ROD FOUND (AS NOTED)
- IRON ROD WITH CAP FOUND (AS IDENTIFIED)
- ⊙ COTTON SPINDLE FOUND
- ⊙ IRON ROD WITH CAP STAMPED "AST" SET
- △ CALCULATED POINT
- ⋯ SIDEWALK LOCATION
- SLOPE EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT
- V.W.S.E. VARIABLE WIDTH SLOPE EASEMENT
- OPRTCT OFFICIAL PUBLIC RECORDS TRAVIS COUNTY, TEXAS



TRACT 1 - 1158.66 ACRES
 343.80 ACRES TRACT
 CYPRESS RANCH, LTD.
 Doc. No. 2002048226
 O.P.R.T.C.T.

PORTION OF A
 343.80 ACRES TRACT
 CYPRESS RANCH, LTD.
 Doc. No. 2002048994
 O.P.R.T.C.T.

West Cypress Hills
 Phase One, Section Three A
 Doc. No. 2004000376
 O.P.R.T.C.T.

Lot 46, Block 4
 Utility & Amenity Lot
 West Cypress Hills
 Phase One, Section One
 Doc. No. 200400094
 O.P.R.T.C.T.

Portion of West Cypress Hills
 Phase One, Section One
 Doc. No. 200400094
 O.P.R.T.C.T.
 (To Be Abandoned)

BRANDTREE SURVEY NO. 68 ABST. NO. 2500
 11/22/11

SEE SHEET 3 OF 3 FOR CONTINUATION



TRAVIS COUNTY, TEXAS	
SURVEY DATE:	MARCH, 2011
SURVEYOR:	PAUL C. SALVE, RPLS# 2518
TECHNICIAN:	PCS
FIELDBOOK:	FIELDBOOK
JOB NUMBER:	1108
DESCRIPTION:	N/A
CLIENT:	CYPRESS RANCH, LTD
PLOT DATE:	

**WEST CYPRESS HILLS
 PHASE ONE, SECTION 4A**



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By: Steve Sun **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 Davis, Precinct One

AGENDA LANGUAGE:

Consider and take appropriate action on the following requests:

- A) Approve an Advance Funding Agreement with Texas Department of Transportation for intersection improvements at FM 973 and Braker Lane Extension; and
- B) Approve a Resolution supporting the Advance Funding Agreement with Texas Department of Transportation for intersection improvements at FM 973 and Braker Lane Extension, in Precinct One.

BACKGROUND/SUMMARY OF REQUEST:

Braker Lane Extension is a public-private-public partnership project approved by the voters in the 2005 Bond election. The project consists of extending Braker Lane from FM 973 eastward to Taylor Lane. This extension is approximately 2 miles long and will ultimately be a 4-lane divided arterial with bike lanes and sidewalks. A Participation Agreement was entered into by Travis County and the developer, Club Deal 120 Whisper Valley L.P., in November 2007. Per the Participation Agreement, the developer will donate right-of-way (ROW) needed for the road extension and will share eligible engineering and construction costs equally with the county.

Since the Braker Lane Extension will tie to FM 973, a construction permit is required by TxDOT. Under the permit review, TxDOT requires left and right turn lanes to be built on FM 973 at this new intersection.

This Advance Funding Agreement is required by TxDOT to allow for the construction of those turn lanes within the FM 973 ROW.

STAFF RECOMMENDATIONS:

TNR recommends approval of this AFA in order to obtain TxDOT permit for tying in the Braker Lane Extension to FM 973.

ISSUES AND OPPORTUNITIES:

This AFA allows county and/or its engineering consultants and contractors to perform engineering and construction work for improvements within state ROW at this new intersection. The engineer will have to perform the design work in accordance with TxDOT's Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges. The engineer will also have to perform an environmental assessment and mitigation in accordance with the National Environmental Policy Act and the National Historic Preservation Act. The contractor performing the work will have to provide a certificate of insurance verifying the coverage in certain amounts and types for all persons and entities working within the state ROW.

FISCAL IMPACT AND SOURCE OF FUNDING:

Total estimated cost for the intersection improvements is \$756,793.46. TxDOT will provide assistance for environmental study, engineering, ROW, utility and construction administration at an estimated cost of \$65,480.46. The developer and county will share the engineering and construction costs per the Participation Agreement for an estimated amount of \$691,313. The county's share of the costs in the amount of \$345,656.50 is available from 2005 bond funds. The funds are encumbered as follows:

Fund Center 1490190000

Fund - 4058

GL Account - 521040

WBS Element - RDCN.149.000006

Fund Reservation - To be provided as soon as WBS and BA are processed in SAP

EXHIBITS/ATTACHMENTS:

Advance Funding Agreement
Resolution

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Christopher Gilmore	Attorney	County Attorney's Office	854-9455

CC:

Steve Sun		TNR	
Tony Valdez		TNR	
Donna Williams-Jones		TNR	

: :
3101 - Public Works/CIP-

CODE: 9125



Texas Department of Transportation

P.O. DRAWER 15426 • AUSTIN, TEXAS 78761-5426 • (512) 832-7000

RECEIVED

JUL 16 2012

TNR

July 11, 2012

Travis County
CSJ: 1200-03-054
FM 973 at Braker Lane
Intersection Improvements

Steven Manilla, P.E.
Executive Manager
Transportation and Natural Resources
County of Travis
P. O. Box 1748
Austin, TX 78767-1748

Dear Mr. Manilla:

Enclosed for partial execution are two copies of an Advance Funding Agreement for the above project. The project consists of the construction of intersection improvements on FM 973 at proposed Braker Lane.

Please return the two signed and dated documents to this office for full execution. An executed copy will be returned for your records.

If you have any questions, please contact me at (512) 832-7050.

Sincerely,

Patricia L. Crews-Weight, P.E.
Director of Design - AUS

Attachments

cc: John R. Wagner, P.E., Georgetown/N. Travis Area Engineer
Bobby Ramthun, P.E., N. Travis Area Office
Mike Walker, District Environmental Coordinator

THE TEXAS PLAN

REDUCE CONGESTION • ENHANCE SAFETY • EXPAND ECONOMIC OPPORTUNITY • IMPROVE AIR QUALITY
PRESERVE THE VALUE OF TRANSPORTATION ASSETS

CSJ # 1200-03-054
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Code Chart 64 # 50227
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at Braker Lane
Federal Highway Administration
CFDA # 20.205
Not Research and Development

ORIGINAL

STATE OF TEXAS §
COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT
For A
Local Construction Project**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation called the "State", and the County of Travis, acting by and through its duly authorized officials, called the "Local Government."

WITNESSETH

WHEREAS, federal law establishes federally funded programs for transportation improvements to implement its public purposes; and

WHEREAS, the Texas Transportation Code, Sections 201.103 and 222.052 establish that the State shall design, construct and operate a system of highways in cooperation with local governments; and

WHEREAS, federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds; and

WHEREAS, the Texas Transportation Commission passed Minute Order Number 113074, authorizing the State to undertake and complete a highway improvement generally described as construct turn lanes, called the "Project"; and,

WHEREAS, the Governing Body of the Local Government has approved entering into this agreement by resolution or ordinance dated _____, 20__, which is attached to and made a part of this agreement as Attachment "A" for the improvement covered by this agreement. A map showing the Project location appears in Attachment "B," which is attached to and made a part of this agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as set forth in this agreement, it is agreed as follows:

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AGREEMENT

1. Period of the Agreement

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. This agreement shall remain in effect until the Project is completed or unless terminated as provided below.

2. Scope of Work

Construct one left and one right turn lane on FM 973 at Braker Lane, as shown on Attachment "B".

3. Local Project Sources and Uses of Funds

- A. The total estimated cost of the Project is shown in the Project Budget – Attachment "C", which is attached to and made a part of this agreement. The expected cash contributions from the Federal or State government, the Local Governments, or other parties is shown in Attachment "C". The State will pay for only those project costs that have been approved by the Texas Transportation Commission. The State and the Federal Government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration. After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information. The Local Government is responsible for 100% of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.
- B. If the Local Government will perform any work under this contract for which reimbursement will be provided by or through the State, the Local Government must complete training before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled *Local Government Project Procedures Qualification for the Texas Department of Transportation*. The Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not designated a qualified individual to oversee the Project.
- C. This Project cost estimate shows how necessary resources for completing the Project will be provided by major cost categories. These categories may include but are not limited to: (1) costs of real property; (2) costs of utility work; (3) costs of environmental assessment and remediation; (4) cost of preliminary engineering and design; (5) cost of construction and construction management; and (6) any other local project costs.
- D. The State will be responsible for securing the Federal and State share of the funding required for the development and construction of the local Project. If the Local Government is due funds for expenses incurred, these funds will be reimbursed to the Local Government on a cost basis.

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- E. The Local Government will be responsible for all non-federal or non-state participation costs associated with the Project, including any overruns in excess of the approved local project budget unless otherwise provided for in this agreement or approved otherwise in an amendment to this agreement.
- F. Prior to the performance of any engineering review work by the State, the Local Government will pay to the State the amount specified in Attachment C. At a minimum, this amount shall equal the Local Government's funding share for the estimated cost of preliminary engineering for the Project. At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction cost.
- G. In the event that the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.
- H. Whenever funds are paid by the Local Government to the State under this agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation Trust Fund." The check or warrant shall be deposited by the State in an escrow account to be managed by the State. Funds in the escrow account may only be applied to the State Project.
- I. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due by the Local Government, the State, or the Federal government will be promptly paid by the owing party. If, after final Project accounting, excess funds remain in the escrow account, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement with approval by appropriate personnel of the Local Government.
- J. The State will not pay interest on any funds provided by the Local Government.
- K. If a waiver has been granted, the State will not charge the Local Government for the indirect costs the State incurs on the local Project, unless this agreement is terminated at the request of the Local Government prior to completion of the Project.
- L. If the Project has been approved for a "fixed price" or an "incremental payment" non-standard funding or payment arrangement under 43 TAC §15.52, the budget in Attachment C will clearly state the amount of the fixed price or the incremental payment schedule.
- M. If the Local government is an Economically Disadvantaged County and if the State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.
- N. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

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- O. Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party.
- P. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by the State no more frequently than monthly, and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred, and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.
- Q. The State will not execute the contract for the construction of the Project until the required funding has been made available by the Local Government in accordance with this agreement.

4. Termination of this Agreement

This agreement shall remain in effect until the project is completed and accepted by all parties, unless:

- A. The agreement is terminated in writing with the mutual consent of the parties;
- B. The agreement is terminated by one party because of a breach, in which case any cost incurred because of the breach shall be paid by the breaching party;
- C. The Local Government elects not to provide funding after the completion of preliminary engineering, specifications, and estimates (PS&E) and the Project does not proceed because of insufficient funds, in which case the Local Government agrees to reimburse the State for its reasonable actual costs incurred during the Project; or
- D. The Project is inactive for thirty-six (36) months or longer and no expenditures have been charged against federal funds, in which case the State may in its discretion terminate this agreement.

5. Amendments

Amendments to this agreement due to changes in the character of the work, terms of the agreement, or responsibilities of the parties relating to the Project may be enacted through a mutually agreed upon, written amendment.

6. Remedies

This agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this agreement and shall be cumulative.

7. Utilities

The Local Government shall be responsible for the adjustment, removal, or relocation of utility facilities in accordance with applicable State laws, regulations, rules, policies, and procedures, including any cost to the State of a delay resulting from the Local Government's failure to ensure that utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. The Local Government will not be reimbursed with federal or state funds for the cost of required utility work. The Local Government must obtain advance approval for any variance from established procedures. Before a construction contract is let, the Local Government shall provide, at the State's request, a certification stating that the Local

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Government has completed the adjustment of all utilities that must be adjusted before construction is completed.

8. Environmental Assessment and Mitigation

Development of a transportation project must comply with the National Environmental Policy Act and the National Historic Preservation Act of 1966, which require environmental clearance of federal-aid projects.

- A. The Local Government is responsible for the identification and assessment of any environmental problems associated with the development of a local project governed by this agreement.
- B. The Local Government is responsible for the cost of any environmental problem's mitigation and remediation.
- C. The Local Government is responsible for providing any public meetings or public hearings required for development of the environmental assessment. Public hearings will not be held prior to the approval of project schematic.
- D. The Local Government is responsible for the preparation of the NEPA documents required for the environmental clearance of this Project.
- E. Before the advertisement for bids, the Local Government shall provide to the State written documentation from the appropriate regulatory agency or agencies that all environmental clearances have been obtained.

9. Compliance with Texas Accessibility Standards and ADA

All parties to this agreement shall ensure that the plans for and the construction of all projects subject to this agreement are in compliance with the Texas Accessibility Standards (TAS) issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Article 9102, Texas Civil Statutes. The TAS establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

10. Architectural and Engineering Services

The Local Government has responsibility for the performance of architectural and engineering services. The engineering plans shall be developed in accordance with the applicable *State's Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges* and the special specifications and special provisions related to it. For projects on the state highway system, the design shall, at a minimum conform to applicable State manuals. For projects not on the state highway system, the design shall, at a minimum, conform to applicable *American Association of State Highway and Transportation Officials* design standards. In procuring professional services, the parties to this agreement must comply with federal requirements cited in 23 CFR Part 172 if the project is federally funded and with Texas Government Code 2254, Subchapter A, in all cases. Professional contracts for federally funded projects must conform to federal requirements, specifically including the provision for participation by Disadvantaged Business Enterprises (DBEs), ADA, and environmental matters.

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11. Construction Responsibilities

- A. The Local Government shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of the Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements, amendments, or additional work orders that may become necessary subsequent to the award of the construction contract. In order to ensure federal funding eligibility, projects must be authorized by the State prior to advertising for construction.
- B. The Local Government will use its approved contract letting and award procedures to let and award the construction contract.
- C. Prior to their execution, the State will be given the opportunity to review and approve contract change orders.
- D. Upon completion of the Project, the party constructing the Project will issue and sign a "Notification of Completion" acknowledging the Project's construction completion.
- E. For federally funded contracts, the parties to this agreement will comply with federal construction requirements cited in 23 CFR Part 635 and with requirements cited in 23 CFR Part 633, and shall include the latest version of Form "FHWA-1273" in the contract bidding documents. If force account work will be performed, a finding of cost effectiveness shall be made in compliance with 23 CFR 635, Subpart B.

12. Project Maintenance

The Local Government shall be responsible for maintenance of locally owned roads after completion of the work and the State shall be responsible for maintenance of state highway system after completion of the work if the work was on the state highway system, unless otherwise provided for in existing maintenance agreements with the Local Government.

13. Right of Way and Real Property – This Article is Not Applicable

The State is responsible for the provision and acquisition of any needed right of way or real property.

14. Notices

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

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Local Government:	State:
County of Travis Attn: County Judge P.O. Box 1748 Austin, TX 78767-1748	Director of Contract Services Texas Department of Transportation 125 E. 11 th Street Austin, Texas 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

15. Legal Construction

If one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

16. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

17. Ownership of Documents

Upon completion or termination of this agreement, all documents prepared by the State shall remain the property of the State. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. All documents produced or approved or otherwise created by the Local Government shall be transmitted to the State in the form of photocopy reproduction on a monthly basis as required by the State. The originals shall remain the property of the Local Government. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

18. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

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19. Sole Agreement

This agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the agreement's subject matter.

20. Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in OMB Circular A-87 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

21. Procurement and Property Management Standards

The parties shall adhere to the procurement standards established in Title 49 CFR §18.36 and with the property management standard established in Title 49 CFR §18.32.

22. Inspection of Books and Records

The parties to this agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the Federal Highway Administration (FHWA), and the U.S. Office of the Inspector General, or their duly authorized representatives for review and inspection at its office during the contract period and for four (4) years from the date of completion of work defined under this contract or until any impending litigation, or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

23. Civil Rights Compliance

The Local Government shall comply with the regulations of the United States Department of Transportation as they relate to non-discrimination (49 CFR Part 21 and 23 CFR Part 200), and Executive Order 11246 titled "Equal Employment Opportunity," as amended by Executive Order 11375 and supplemented in the Department of Labor Regulations (41 CFR Part 60).

24. Disadvantaged Business Enterprise (DBE) Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The Local Government shall adopt, in its totality, the State's federally approved DBE program.
- C. The Local Government shall set an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by

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Entity, and attachments found at web address
http://txdot.gov/business/business_outreach/mou.htm.

- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

25. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Local Government certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Programs under Executive Order 12549 and further certifies that it will not do business with any party that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive federal funds and, when requested by the State, to furnish a copy of the certification.

26. Lobbying Certification

In executing this agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal 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

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of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for the Local Government shall complete and submit the Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

27. Insurance

If this agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

28. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms:
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and
<http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.
- B. The Local Government agrees that it shall:
 - 1. Obtain and provide to the State, a Central Contracting Registry (CCR) number (Federal Acquisition Regulation, Part 4, Sub-part 4.1100) if this award provides more than \$25,000 in Federal funding. The CCR number may be obtained by visiting the CCR website whose address is: <https://www.bpn.gov/ccr/default.aspx>;
 - 2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows Federal government to track the distribution of federal money. The DUNS may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website <http://fedgov.dnb.com/webform>; and
 - 3. Report the total compensation and names of its top five (5) executives to the State if:

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- i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
- ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

29. Single Audit Report

- A.** The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in OMB Circular A-133.
- B.** If threshold expenditures of \$500,000 or more are met during the Local Government's fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 E. 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at http://www.txdot.gov/contact_us/audit.htm.
- C.** If expenditures are less than \$500,000 during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Audit Office as follows: "We did not meet the \$500,000 expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- D.** For each year the project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

30. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

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THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

THE LOCAL GOVERNMENT

Signature

Typed or Printed Name

Title

Date

THE STATE OF TEXAS

Janice Mullenix
Director of Contract Services
Texas Department of Transportation

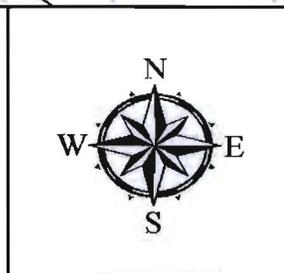
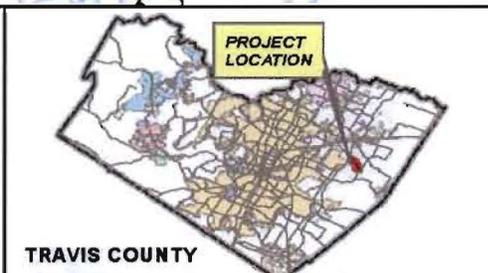
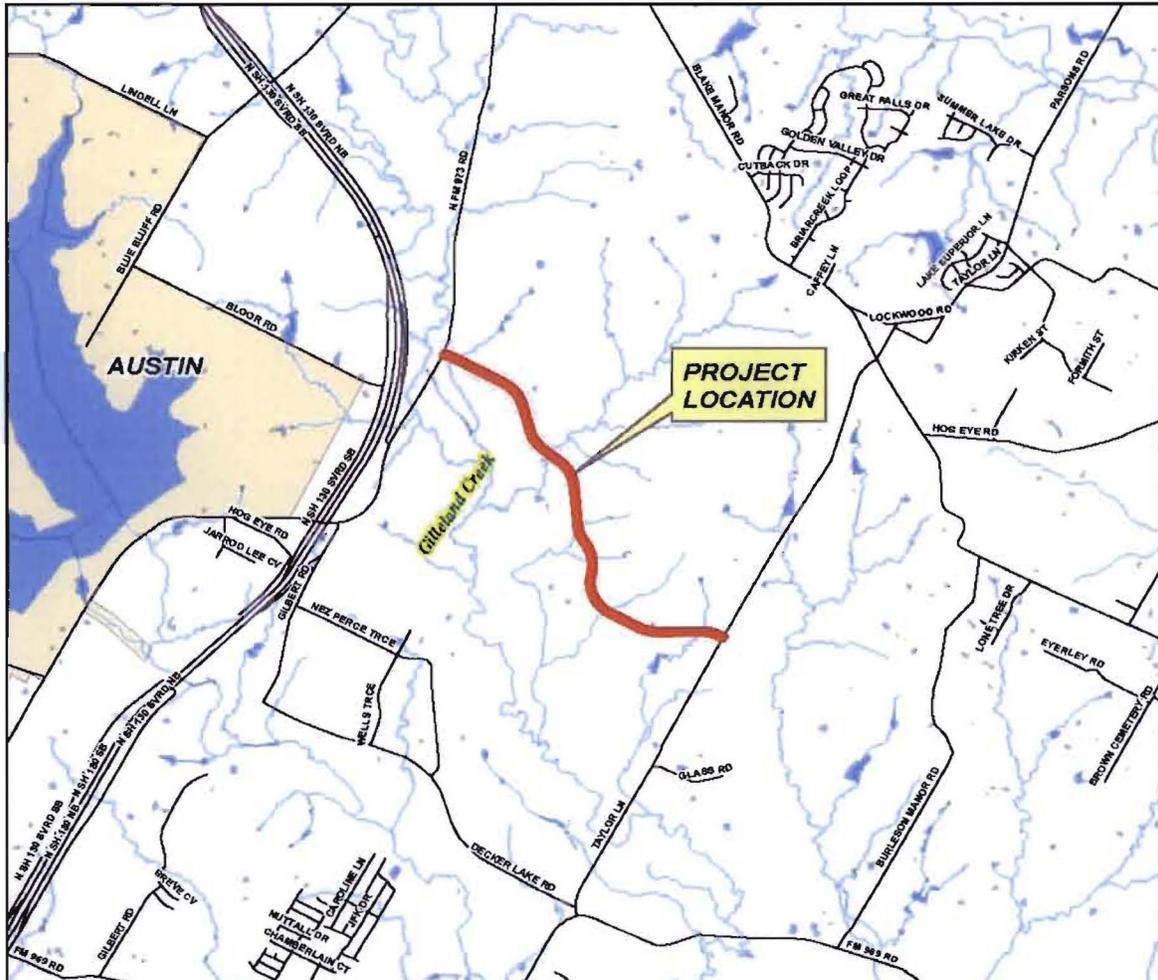
Date

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ATTACHMENT A
RESOLUTION OR ORDINANCE

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ATTACHMENT B - LOCATION MAP SHOWING PROJECT



Bury + Partners
 ENGINEERING SOLUTIONS
 221 West Sixth Street, Suite 500
 Austin, Texas 78701
 Tel. (512) 228-0011 Fax (512) 228-0826
 TDD: Registration Number 7-1288
 BuryPartners, Inc. Copyright 2011

BRAKER LANE EXTENSION
TRAVIS COUNTY, TEXAS

LOCATION MAP

DATE: 08/24/2011 DRAWN BY: B.W.

FILE: G:\1758\08\Design\Exhibits\Braker Location Map.rxd

SCALE: 1:50,000

PROJECT No: 1758-08

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ATTACHMENT C PROJECT BUDGET

The Local Government will be responsible for 100% of the costs, except for Direct and Indirect State Costs.

Description		Total Estimated Cost	Federal Participation		State Participation		Local Participation	
			%	Cost	%	Cost	%	Cost
Engineering (by Local Government)		\$ 90,000.00	0%	\$0	0%	\$0	100%	\$ 90,000.00
Environmental (by Local Government)		\$ 10,000.00	0%	\$0	0%	\$0	100%	\$ 10,000.00
Construction (by Local Government)		\$ 591,313.00	0%	\$0	0%	\$0	100%	\$ 591,313.00
Subtotal		\$ 691,313.00	\$0		\$0		\$ 691,313.00	
Preliminary Engineering Direct State Costs = \$10,033	Environ. Direct State Costs (20%)	\$ 2,007.00	0%	\$0	100%	\$ 2,007.00	0%	\$0
	Right of Way Direct State Costs (20%)	\$ 2,007.00	0%	\$0	100%	\$ 2,007.00	0%	\$0
	Engineering Direct State Costs (40%)	\$ 4,012.00	0%	\$0	100%	\$ 4,012.00	0%	\$0
	Utility Direct State Costs (20%)	\$ 2,007.00	0%	\$0	100%	\$ 2,007.00	0%	\$0
Construction Direct State Costs		\$ 5,189.00	0%	\$0	100%	\$ 5,189.00	0%	\$0
Indirect State Costs (7.27%)		\$ 50,258.46	0%	\$0	100%	\$ 50,258.46	0%	\$0
Subtotal		\$ 65,480.46	\$0		\$ 65,480.46		\$0	
TOTAL		\$ 756,793.46	\$0		\$ 65,480.46		\$ 691,313.00	

Initial payment by the Local Government to the State: \$0.

Payment by the Local Government to the State before construction: \$0.

Estimated total payment by the Local Government to the State \$0. This is an estimate.

The final amount of Local Government participation will be based on actual costs.

ORIGINAL

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STATE OF TEXAS §
COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT
For A
Local Construction Project**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation called the "State", and the County of Travis, acting by and through its duly authorized officials, called the "Local Government."

WITNESSETH

WHEREAS, federal law establishes federally funded programs for transportation improvements to implement its public purposes; and

WHEREAS, the Texas Transportation Code, Sections 201.103 and 222.052 establish that the State shall design, construct and operate a system of highways in cooperation with local governments; and

WHEREAS, federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds; and

WHEREAS, the Texas Transportation Commission passed Minute Order Number 113074, authorizing the State to undertake and complete a highway improvement generally described as construct turn lanes, called the "Project"; and,

WHEREAS, the Governing Body of the Local Government has approved entering into this agreement by resolution or ordinance dated _____, 20__, which is attached to and made a part of this agreement as Attachment "A" for the improvement covered by this agreement. A map showing the Project location appears in Attachment "B," which is attached to and made a part of this agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as set forth in this agreement, it is agreed as follows:

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AGREEMENT

1. Period of the Agreement

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed. This agreement shall remain in effect until the Project is completed or unless terminated as provided below.

2. Scope of Work

Construct one left and one right turn lane on FM 973 at Braker Lane, as shown on Attachment "B".

3. Local Project Sources and Uses of Funds

- A. The total estimated cost of the Project is shown in the Project Budget – Attachment "C", which is attached to and made a part of this agreement. The expected cash contributions from the Federal or State government, the Local Governments, or other parties is shown in Attachment "C". The State will pay for only those project costs that have been approved by the Texas Transportation Commission. The State and the Federal Government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration. After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information. The Local Government is responsible for 100% of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.
- B. If the Local Government will perform any work under this contract for which reimbursement will be provided by or through the State, the Local Government must complete training before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled *Local Government Project Procedures Qualification for the Texas Department of Transportation*. The Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not designated a qualified individual to oversee the Project.
- C. This Project cost estimate shows how necessary resources for completing the Project will be provided by major cost categories. These categories may include but are not limited to: (1) costs of real property; (2) costs of utility work; (3) costs of environmental assessment and remediation; (4) cost of preliminary engineering and design; (5) cost of construction and construction management; and (6) any other local project costs.
- D. The State will be responsible for securing the Federal and State share of the funding required for the development and construction of the local Project. If the Local Government is due funds for expenses incurred, these funds will be reimbursed to the Local Government on a cost basis.

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- E. The Local Government will be responsible for all non-federal or non-state participation costs associated with the Project, including any overruns in excess of the approved local project budget unless otherwise provided for in this agreement or approved otherwise in an amendment to this agreement.
- F. Prior to the performance of any engineering review work by the State, the Local Government will pay to the State the amount specified in Attachment C. At a minimum, this amount shall equal the Local Government's funding share for the estimated cost of preliminary engineering for the Project. At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction cost.
- G. In the event that the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.
- H. Whenever funds are paid by the Local Government to the State under this agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation Trust Fund." The check or warrant shall be deposited by the State in an escrow account to be managed by the State. Funds in the escrow account may only be applied to the State Project.
- I. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due by the Local Government, the State, or the Federal government will be promptly paid by the owing party. If, after final Project accounting, excess funds remain in the escrow account, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement with approval by appropriate personnel of the Local Government.
- J. The State will not pay interest on any funds provided by the Local Government.
- K. If a waiver has been granted, the State will not charge the Local Government for the indirect costs the State incurs on the local Project, unless this agreement is terminated at the request of the Local Government prior to completion of the Project.
- L. If the Project has been approved for a "fixed price" or an "incremental payment" non-standard funding or payment arrangement under 43 TAC §15.52, the budget in Attachment C will clearly state the amount of the fixed price or the incremental payment schedule.
- M. If the Local government is an Economically Disadvantaged County and if the State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.
- N. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

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- O. Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party.
- P. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by the State no more frequently than monthly, and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred, and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.
- Q. The State will not execute the contract for the construction of the Project until the required funding has been made available by the Local Government in accordance with this agreement.

4. Termination of this Agreement

This agreement shall remain in effect until the project is completed and accepted by all parties, unless:

- A. The agreement is terminated in writing with the mutual consent of the parties;
- B. The agreement is terminated by one party because of a breach, in which case any cost incurred because of the breach shall be paid by the breaching party;
- C. The Local Government elects not to provide funding after the completion of preliminary engineering, specifications, and estimates (PS&E) and the Project does not proceed because of insufficient funds, in which case the Local Government agrees to reimburse the State for its reasonable actual costs incurred during the Project; or
- D. The Project is inactive for thirty-six (36) months or longer and no expenditures have been charged against federal funds, in which case the State may in its discretion terminate this agreement.

5. Amendments

Amendments to this agreement due to changes in the character of the work, terms of the agreement, or responsibilities of the parties relating to the Project may be enacted through a mutually agreed upon, written amendment.

6. Remedies

This agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this agreement and shall be cumulative.

7. Utilities

The Local Government shall be responsible for the adjustment, removal, or relocation of utility facilities in accordance with applicable State laws, regulations, rules, policies, and procedures, including any cost to the State of a delay resulting from the Local Government's failure to ensure that utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. The Local Government will not be reimbursed with federal or state funds for the cost of required utility work. The Local Government must obtain advance approval for any variance from established procedures. Before a construction contract is let, the Local Government shall provide, at the State's request, a certification stating that the Local

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Government has completed the adjustment of all utilities that must be adjusted before construction is completed.

8. Environmental Assessment and Mitigation

Development of a transportation project must comply with the National Environmental Policy Act and the National Historic Preservation Act of 1966, which require environmental clearance of federal-aid projects.

- A. The Local Government is responsible for the identification and assessment of any environmental problems associated with the development of a local project governed by this agreement.
- B. The Local Government is responsible for the cost of any environmental problem's mitigation and remediation.
- C. The Local Government is responsible for providing any public meetings or public hearings required for development of the environmental assessment. Public hearings will not be held prior to the approval of project schematic.
- D. The Local Government is responsible for the preparation of the NEPA documents required for the environmental clearance of this Project.
- E. Before the advertisement for bids, the Local Government shall provide to the State written documentation from the appropriate regulatory agency or agencies that all environmental clearances have been obtained.

9. Compliance with Texas Accessibility Standards and ADA

All parties to this agreement shall ensure that the plans for and the construction of all projects subject to this agreement are in compliance with the Texas Accessibility Standards (TAS) issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Article 9102, Texas Civil Statutes. The TAS establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

10. Architectural and Engineering Services

The Local Government has responsibility for the performance of architectural and engineering services. The engineering plans shall be developed in accordance with the applicable *State's Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges* and the special specifications and special provisions related to it. For projects on the state highway system, the design shall, at a minimum conform to applicable State manuals. For projects not on the state highway system, the design shall, at a minimum, conform to applicable *American Association of State Highway and Transportation Officials* design standards. In procuring professional services, the parties to this agreement must comply with federal requirements cited in 23 CFR Part 172 if the project is federally funded and with Texas Government Code 2254, Subchapter A, in all cases. Professional contracts for federally funded projects must conform to federal requirements, specifically including the provision for participation by Disadvantaged Business Enterprises (DBEs), ADA, and environmental matters.

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11. Construction Responsibilities

- A. The Local Government shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of the Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements, amendments, or additional work orders that may become necessary subsequent to the award of the construction contract. In order to ensure federal funding eligibility, projects must be authorized by the State prior to advertising for construction.
- B. The Local Government will use its approved contract letting and award procedures to let and award the construction contract.
- C. Prior to their execution, the State will be given the opportunity to review and approve contract change orders.
- D. Upon completion of the Project, the party constructing the Project will issue and sign a "Notification of Completion" acknowledging the Project's construction completion.
- E. For federally funded contracts, the parties to this agreement will comply with federal construction requirements cited in 23 CFR Part 635 and with requirements cited in 23 CFR Part 633, and shall include the latest version of Form "FHWA-1273" in the contract bidding documents. If force account work will be performed, a finding of cost effectiveness shall be made in compliance with 23 CFR 635, Subpart B.

12. Project Maintenance

The Local Government shall be responsible for maintenance of locally owned roads after completion of the work and the State shall be responsible for maintenance of state highway system after completion of the work if the work was on the state highway system, unless otherwise provided for in existing maintenance agreements with the Local Government.

13. Right of Way and Real Property – This Article is Not Applicable

The State is responsible for the provision and acquisition of any needed right of way or real property.

14. Notices

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

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Local Government:	State:
County of Travis Attn: County Judge P.O. Box 1748 Austin, TX 78767-1748	Director of Contract Services Texas Department of Transportation 125 E. 11 th Street Austin, Texas 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

15. Legal Construction

If one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

16. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

17. Ownership of Documents

Upon completion or termination of this agreement, all documents prepared by the State shall remain the property of the State. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. All documents produced or approved or otherwise created by the Local Government shall be transmitted to the State in the form of photocopy reproduction on a monthly basis as required by the State. The originals shall remain the property of the Local Government. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

18. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

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19. Sole Agreement

This agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the agreement's subject matter.

20. Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in OMB Circular A-87 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

21. Procurement and Property Management Standards

The parties shall adhere to the procurement standards established in Title 49 CFR §18.36 and with the property management standard established in Title 49 CFR §18.32.

22. Inspection of Books and Records

The parties to this agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the Federal Highway Administration (FHWA), and the U.S. Office of the Inspector General, or their duly authorized representatives for review and inspection at its office during the contract period and for four (4) years from the date of completion of work defined under this contract or until any impending litigation, or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

23. Civil Rights Compliance

The Local Government shall comply with the regulations of the United States Department of Transportation as they relate to non-discrimination (49 CFR Part 21 and 23 CFR Part 200), and Executive Order 11246 titled "Equal Employment Opportunity," as amended by Executive Order 11375 and supplemented in the Department of Labor Regulations (41 CFR Part 60).

24. Disadvantaged Business Enterprise (DBE) Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The Local Government shall adopt, in its totality, the State's federally approved DBE program.
- C. The Local Government shall set an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by

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Entity, and attachments found at web address
http://txdot.gov/business/business_outreach/mou.htm.

- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

25. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Local Government certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Programs under Executive Order 12549 and further certifies that it will not do business with any party that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive federal funds and, when requested by the State, to furnish a copy of the certification.

26. Lobbying Certification

In executing this agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal 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

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of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for the Local Government shall complete and submit the Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

27. Insurance

If this agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

28. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.
- B. The Local Government agrees that it shall:
 - 1. Obtain and provide to the State , a Central Contracting Registry (CCR) number (Federal Acquisition Regulation, Part 4, Sub-part 4.1100) id this award provides more than \$25,000 in Federal funding. The CCR number may be obtained by visiting the CCR website whose address is: <https://www.bpn.gov/ccr/default.aspx>;
 - 2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows Federal government to track the distribution of federal money. The DUNS may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website <http://fedgov.dnb.com/webform>; and
 - 3. Report the total compensation and names of its top five (5) executives to the State if:

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- i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
- ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

29. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in OMB Circular A-133.
- B. If threshold expenditures of \$500,000 or more are met during the Local Government's fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 E. 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at http://www.txdot.gov/contact_us/audit.htm.
- C. If expenditures are less than \$500,000 during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Audit Office as follows: "We did not meet the \$500,000 expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- D. For each year the project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

30. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

CSJ # 1200-03-054
District # 14 - Austin
Code Chart 64 # 50227
Project: Construct Turn Lanes on FM 973
at Braker Lane
Federal Highway Administration
CFDA # 20.205
Not Research and Development

THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

THE LOCAL GOVERNMENT

Signature

Typed or Printed Name

Title

Date

THE STATE OF TEXAS

Janice Mullenix
Director of Contract Services
Texas Department of Transportation

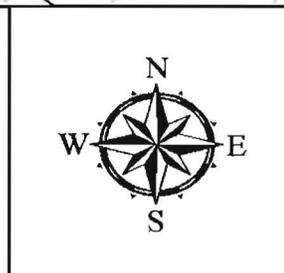
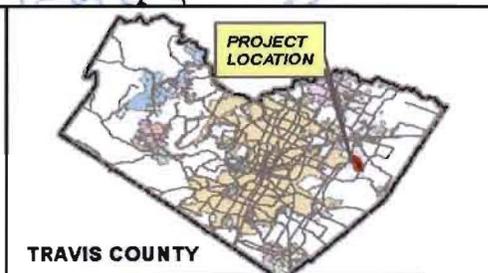
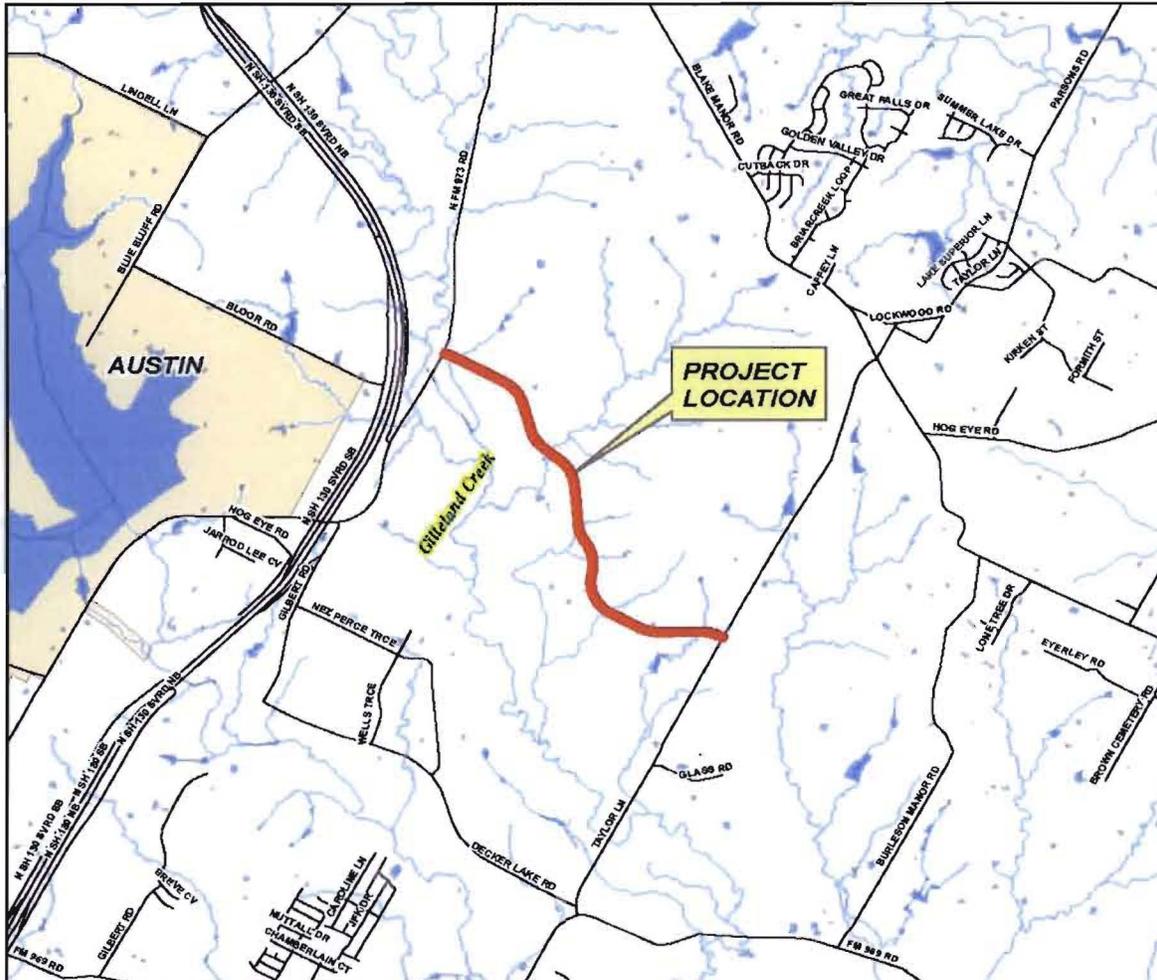
Date

CSJ # 1200-03-054
District # 14 - Austin
Code Chart 64 # 50227
Project: Construct Turn Lanes on FM 973
at Braker Lane
Federal Highway Administration
CFDA # 20.205
Not Research and Development

ATTACHMENT A
RESOLUTION OR ORDINANCE

CSJ # 1200-03-054
 District # 14 - Austin
 Code Chart 64 # 50227
 Project: Construct Turn Lanes on FM 973
 at Braker Lane
 Federal Highway Administration
 CFDA # 20.205
 Not Research and Development

ATTACHMENT B - LOCATION MAP SHOWING PROJECT



Bury Partners
 ENGINEERING SOLUTIONS
 221 West Blith Street, Suite 600
 Austin, Texas 78701
 Tel. (512)328-0011 Fax (512)328-0826
 TSP# Registration Number T-1048
 BuryPartners, Inc. Copyright 2011

BRAKER LANE EXTENSION
TRAVIS COUNTY, TEXAS

LOCATION MAP

DATE: 08/24/2011 DRAWN BY: B.W.

FILE: G:\1708\08\Design\Exhibits\Braker Location Map.txd

SCALE: 1:50,000

PROJECT No: 1758-08

CSJ # 1200-03-054
 District # 14 - Austin
 Code Chart 64 # 50227
 Project: Construct Turn Lanes on FM 973
at Braker Lane
 Federal Highway Administration
 CFDA # 20.205
 Not Research and Development

ATTACHMENT C PROJECT BUDGET

The Local Government will be responsible for 100% of the costs, except for Direct and Indirect State Costs.

Description		Total Estimated Cost	Federal Participation		State Participation		Local Participation	
			%	Cost	%	Cost	%	Cost
Engineering (by Local Government)		\$ 90,000.00	0%	\$0	0%	\$0	100%	\$ 90,000.00
Environmental (by Local Government)		\$ 10,000.00	0%	\$0	0%	\$0	100%	\$ 10,000.00
Construction (by Local Government)		\$ 591,313.00	0%	\$0	0%	\$0	100%	\$ 591,313.00
Subtotal		\$ 691,313.00	\$0		\$0		\$ 691,313.00	
Preliminary Engineering Direct State Costs = \$10,033	Environ. Direct State Costs (20%)	\$ 2,007.00	0%	\$0	100%	\$ 2,007.00	0%	\$0
	Right of Way Direct State Costs (20%)	\$ 2,007.00	0%	\$0	100%	\$ 2,007.00	0%	\$0
	Engineering Direct State Costs (40%)	\$ 4,012.00	0%	\$0	100%	\$ 4,012.00	0%	\$0
	Utility Direct State Costs (20%)	\$ 2,007.00	0%	\$0	100%	\$ 2,007.00	0%	\$0
Construction Direct State Costs		\$ 5,189.00	0%	\$0	100%	\$ 5,189.00	0%	\$0
Indirect State Costs (7.27%)		\$ 50,258.46	0%	\$0	100%	\$ 50,258.46	0%	\$0
Subtotal		\$ 65,480.46	\$0		\$ 65,480.46		\$0	
TOTAL		\$ 756,793.46	\$0		\$ 65,480.46		\$ 691,313.00	

Initial payment by the Local Government to the State: \$0.

Payment by the Local Government to the State before construction: \$0.

Estimated total payment by the Local Government to the State \$0. This is an estimate.

The final amount of Local Government participation will be based on actual costs.

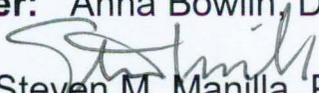


Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 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) A plat for recording: Rocky Creek Ranch Section 2 Final Plat (Long Form Final Plat - 107 total lots - Rocky Creek Boulevard - No ETJ); and
- B) A Travis County Subdivision Construction Agreement between Travis County and R.C. Travis, L.P. in Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

A) This final plat consists of 107 total lots (100 single family, 4 drainage and water quality easement lots, and 3 landscape lots) on 66.436 acres. There are 6,308 linear feet of public streets proposed with this final plat. Water service will be provided by LCRA, wastewater service will be provided by Travis County Municipal Utility District No. 16, and parkland fees in lieu of dedication have been paid to Travis County in the amount of \$5,950.00.

The applicant is currently utilizing the county's alternative fiscal agreement and the plat is being held in abeyance until the remaining fiscal has been posted. Fiscal surety in the amount of \$159,677.00 was previously posted with Travis County and recently \$516,056.38 has been posted with the county. In addition to the street and drainage facilities the developer has constructed on the site, the full fiscal amount of \$675,733.38 has been satisfied.

B) The applicant, R.C. Travis, L.P., wishes to enter into a standard subdivision construction agreement with Travis County.

STAFF RECOMMENDATIONS:

As this plat was approved on January 31, 2012, for alternative fiscal by the Commissioners Court, staff recommends approval of the final plat and the subdivision construction agreement.

ISSUES AND OPPORTUNITIES:

Staff has not registered any interested parties nor received any inquiries for this project.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

EXHIBITS/ATTACHMENTS:

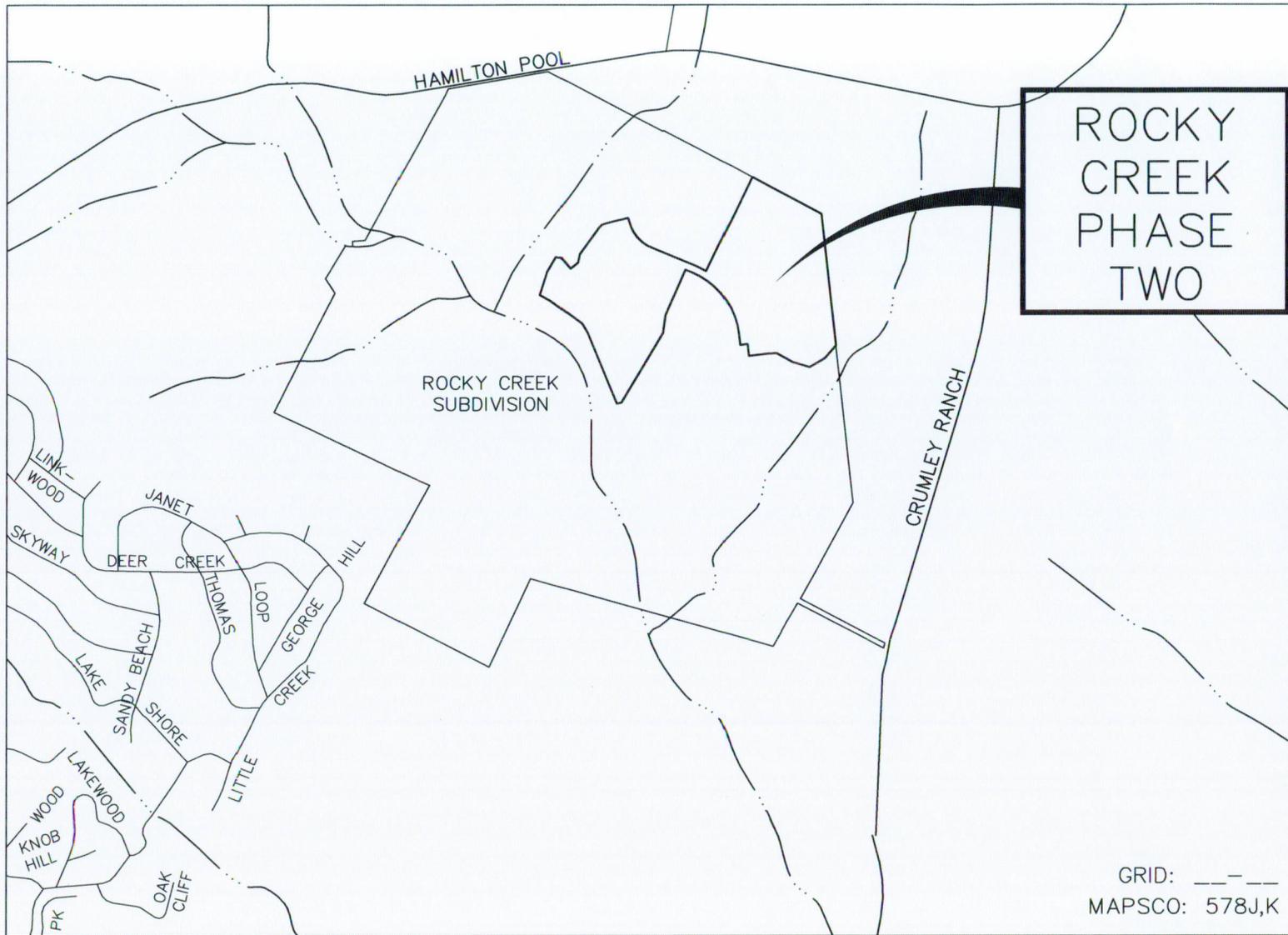
- Location map
- Precinct map
- Proposed final plat
- Subdivision Construction Agreements

REQUIRED AUTHORIZATIONS:

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

CC:

SM:AB:mh
1101 - Development Svs- Rocky Creek Ranch Section 2 Final Plat



ROCKY
CREEK
PHASE
TWO

GRID: ___-___
MAPSCO: 578J,K

ROCKY CREEK RANCH PHASE TWO
EXHIBIT 1 – PROJECT
LOCATION MAP

JC JONES & CARTER, INC.
ENGINEERS • PLANNERS • SURVEYORS
Texas Board of Professional Engineers Registration No. F-439
1701 Directors Blvd., Suite 400 Austin, Texas 78744 (512) 441-9493

SCALE: _____ 1" = 1500'
DATE: _____ 08/29/2011
JOB NO: _____ A588-010

Precinct Map

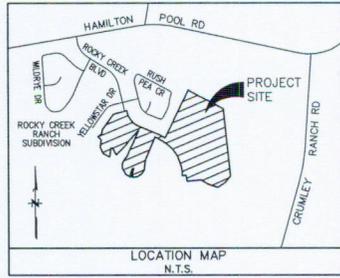
Travis Plan GE 171

- travis cc1
- Travis vfd
- Travis_streets
- cc1
- cc2
- cc3
- cc4



Rocky Creek
Ranch Section 2

**ROCKY CREEK RANCH
SECTION 2
TRAVIS COUNTY, TEXAS**



TRAVIS COUNTY
CONSUMER PROTECTION NOTICE
FOR HOME BUYERS

IF YOU ARE BUYING A LOT OR HOME, YOU SHOULD DETERMINE WHETHER IT IS INSIDE OR OUTSIDE THE CITY LIMITS.

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 CITY LIMITS.

BECAUSE OF THIS, LOCAL GOVERNMENTS MAY NOT BE ABLE TO RESTRICT THE NATURE OR EXTENT OF DEVELOPMENT NEAR THE LOT OR HOME NOR PROHIBIT NEARBY LAND USES THAT ARE INCOMPATIBLE WITH A RESIDENTIAL NEIGHBORHOOD.

THIS CAN AFFECT THE VALUE OF YOUR PROPERTY.

TRAVIS COUNTY REQUIRES THIS NOTICE TO BE PLACED ON SUBDIVISION PLATS. IT IS NOT A STATEMENT OR REPRESENTATION OF THE OWNER OF THE PROPERTY, THE SUBDIVIDER, OR THEIR REPRESENTATIVES.

SHEET 1 OF 5

FILE: J:\Projects\A588\010\Survey\Drawing Files\700\A588-010-Plat.dwg
J:\Projects\A588\010\Survey\Point Files\A588-010-00-700.crd

JOB NO:	A588-010-00/700	DRAWN BY:	MSC
DATE:	August 2, 2011	CHECKED BY:	JON
SCALE:	1"=100'	REVISED:	

**ROCKY CREEK RANCH
SECTION 2**

SURVEYOR:

terra firma LAND SURVEYING

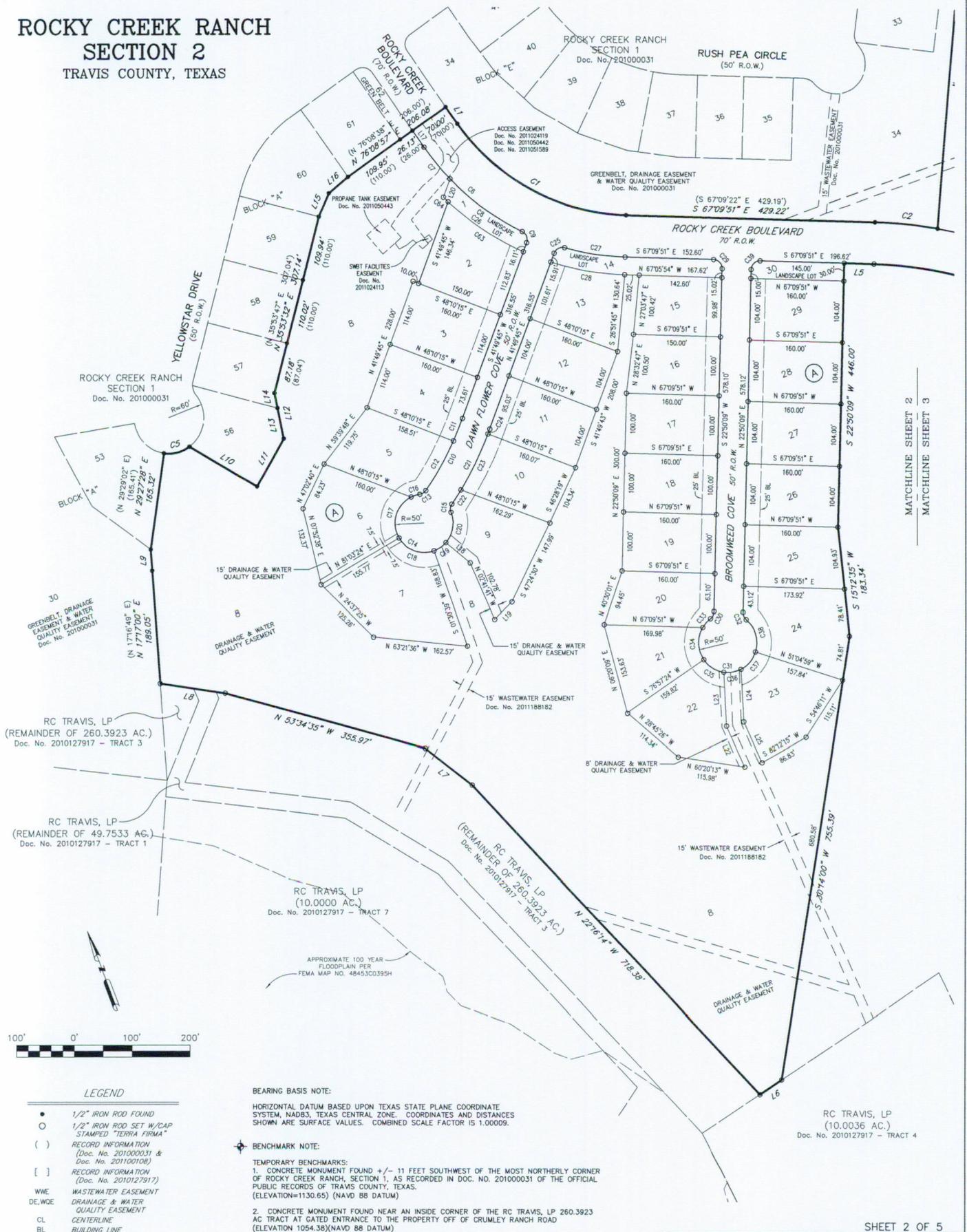
1701 Directors Boulevard, Suite 400 Austin, Texas 78744 512/328-8373 Fax 512/445-2286

ENGINEER:

JC JONES & CARTER, INC.
ENGINEERS • PLANNERS • SURVEYORS
Texas Board of Professional Engineers Registration No. F-439

1701 DIRECTORS BLVD, STE. 400
AUSTIN, TEXAS 78744
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)

ROCKY CREEK RANCH SECTION 2 TRAVIS COUNTY, TEXAS



MATCHLINE SHEET 2
MATCHLINE SHEET 3

LEGEND

- 1/2" IRON ROD FOUND
- 1/2" IRON ROD SET W/CAP STAMPED "TERRA FIRMA"
- () RECORD INFORMATION (Doc. No. 201000031 & Doc. No. 201001068)
- [] RECORD INFORMATION (Doc. No. 2010127917)
- WWE WASTEWATER EASEMENT
- DE,WQE DRAINAGE & WATER QUALITY EASEMENT
- CL CENTERLINE
- BL BUILDING LINE

BEARING BASIS NOTE:

HORIZONTAL DATUM BASED UPON TEXAS STATE PLANE COORDINATE SYSTEM, NAD83, TEXAS CENTRAL ZONE. COORDINATES AND DISTANCES SHOWN ARE SURFACE VALUES. COMBINED SCALE FACTOR IS 1.00009.

BENCHMARK NOTE:

- TEMPORARY BENCHMARKS:
- 1. CONCRETE MONUMENT FOUND +/- 11 FEET SOUTHWEST OF THE MOST NORTHERLY CORNER OF ROCKY CREEK RANCH, SECTION 1, AS RECORDED IN DOC. NO. 201000031 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS. (ELEVATION=1130.65) (NAVD 88 DATUM)
- 2. CONCRETE MONUMENT FOUND NEAR AN INSIDE CORNER OF THE RC TRAVIS, LP 260.3923 AC TRACT AT GATED ENTRANCE TO THE PROPERTY OFF OF CRUMLEY RANCH ROAD (ELEVATION 1054.38)(NAVD 88 DATUM)

SURVEYOR:



ENGINEER:



1701 DIRECTORS BLVD., STE. 400
AUSTIN, TEXAS 78744
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)

1701 Directors Boulevard, Suite 400 Austin, Texas 78744 512/528-8373 Fax 512/445-2286

SHEET 2 OF 5

FILE: J:\Projects\A588\010\Survey\Drawing Files\700\A588-010-Plot.dwg
J:\Projects\A588\010\Survey\Point Files\A588-010-00-700.crd

JOB NO: A588-010-00700	DRAWN BY: MSC
DATE: August 2, 2011	CHECKED BY: JCN
SCALE: 1"=100'	REVISED: January 10, 2012

ROCKY CREEK RANCH SECTION 2

ROBERT ATLEE AYERS &
VERA PATRICIA AYERS BOWEN
(5345.6 AC)
Vol. 11364, Pg. 48
&
Vol. 600, Pg. 24

ROCKY CREEK RANCH SECTION 2

TRAVIS COUNTY, TEXAS



LEGEND

- 1/2" IRON ROD FOUND
- 1/2" IRON ROD SET W/CAP STAMPED "TERRA FIRMA"
- () RECORD INFORMATION (Doc. No. 201000031 & Doc. No. 201100108)
- [] RECORD INFORMATION (Doc. No. 2010127917)
- WWE WASTEWATER EASEMENT
- DE.WOE DRAINAGE & WATER QUALITY EASEMENT
- CL CENTERLINE
- BL BUILDING LINE

PATRICIA SHIELD AYERS,
ROBERT ATLEE AYERS,
VERA AYERS BOWEN
(40.00 AC)
Vol. 13352, Pg. 2555

MATCHLINE SHEET 2
MATCHLINE SHEET 3

RC TRAVIS, LP
(REMAINDER OF 260.3923 AC.)
DOC. NO. 2010127917 - TRACT 3

BEARING BASIS NOTE:
HORIZONTAL DATUM BASED UPON TEXAS STATE PLANE COORDINATE SYSTEM, NAD83, TEXAS CENTRAL ZONE. COORDINATES AND DISTANCES SHOWN ARE SURFACE VALUES. COMBINED SCALE FACTOR IS 1.00009.

BENCHMARK NOTE:
TEMPORARY BENCHMARKS:
1. CONCRETE MONUMENT FOUND +/- 11 FEET SOUTHWEST OF THE MOST NORTHERLY CORNER OF ROCKY CREEK RANCH, SECTION 2, AS RECORDED IN DOC. NO. 201000031 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS. (ELEVATION=1130.65) (NAVD 88 DATUM)
2. CONCRETE MONUMENT FOUND NEAR AN INSIDE CORNER OF THE RC TRAVIS, LP 260.3923 AC TRACT AT GATED ENTRANCE TO THE PROPERTY OFF OF CRUMLEY RANCH ROAD (ELEVATION 1054.38)(NAVD 88 DATUM)

SURVEYOR:

ENGINEER:



1701 DIRECTORS BLVD., STE. 400
AUSTIN, TEXAS 78744
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)

FILE: J:\Projects\A588\010\Survey\Drawing Files\700\A588-010-Plat.dwg
J:\Projects\A588\010\Survey\Point Files\A588-010-00-700.crd

JOB NO: A588-010-00/700	DRAWN BY: MSC
DATE: August 2, 2011	CHECKED BY: JON
SCALE: 1"=100'	REVISED: January 10, 2012

ROCKY CREEK RANCH SECTION 2

ROCKY CREEK RANCH SECTION 2 TRAVIS COUNTY, TEXAS

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 13°47'06" E	34.97' (34.95')
L3	S 84°37'13" W	70.00'
L5	N 67°09'51" W	51.62'
L6	S 77°52'14" W [S 77°51'49" W]	44.72'
L7	N 31°01'35" W	101.65'
L8	N 60°19'47" W	112.88'
L9	N 17°14'55" E (N 17°17'31" E)	35.84' (35.76')
L10	S 38°29'49" E (S 38°29'55" E)	133.70' (133.70')
L11	N 51°08'00" E (N 51°05'59" E)	92.14' (92.08')
L12	N 09°40'30" E (N 09°42'05" E)	77.91' (78.01')
L13	N 09°40'30" E (N 09°42'05" E)	52.34' (52.42')
L14	N 09°40'30" E (N 09°42'05" E)	25.57' (25.59')
L15	N 45°27'28" E (N 45°22'28" E)	42.81' (43.82')
L16	N 71°18'15" E (N 71°19'10" E)	43.04' (43.02')
L17	S 13°47'06" E	34.44'
L18	N 29°08'33" W	53.76'
L19	S 67°32'00" W	41.13'
L20	N 41°49'45" E	32.91'
L21	N 05°22'47" W	129.31'
L22	S 03°21'25" E	75.24'
L23	S 18°24'07" W	90.84'
L24	N 18°24'07" E	88.68'
L25	N 03°21'25" W	75.01'
L26	S 33°58'35" E	32.74'
L27	N 72°55'03" E	43.11'
L28	N 28°24'12" E	64.07'
L29	N 74°49'36" W	39.55'
L30	S 24°43'20" W	47.87'
L31	S 30°37'21" W	48.64'
L32	S 48°39'50" W	78.00'
L33	S 48°39'50" W	17.12'
L34	S 48°39'50" W	60.87'
L35	N 05°22'47" W	5.62'
L36	S 28°24'12" W	65.30'
L37	N 05°22'47" W	20.28'
L38	N 64°30'30" W	46.78'
L39	N 64°30'30" W	28.44'

CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	365.00'	339.53' (339.55')	327.42' (327.43')	S 40°30'15" E (S 40°30'22" E)
C2	785.08'	109.69' (109.62)'	109.60' (109.53)'	S 63°13'07" E (S 63°09'20" E)
C3	365.00'	379.35'	362.51'	N 35°09'15" W
C4	715.08'	771.81'	734.89'	N 36°18'02" W
C5	60.00'	46.48' (60.00')	45.32' (45.37)'	S 82°40'34" E (S 82°43'27" E)
C6	435.00'	222.34'	219.93'	S 28°25'41" E
C7	435.00'	69.98'	69.90'	S 18°23'37" E
C8	435.00'	152.37'	151.59'	S 33°02'12" E
C9	15.00'	22.23'	20.25'	S 00°37'15" E
C10	550.00'	136.73'	136.38'	S 48°57'04" W
C11	550.00'	40.43'	40.42'	S 43°56'06" W
C12	550.00'	96.30'	96.17'	S 51°03'25" W
C13	15.00'	12.33'	11.99'	S 79°37'19" W
C14	50.00'	247.63'	61.73'	S 38°42'46" E
C15	15.00'	14.67'	14.09'	N 27°25'34" E
C16	50.00'	15.76'	15.70'	N 85°51'40" W
C17	50.00'	82.07'	73.17'	S 38°04'53" W
C18	50.00'	69.42'	63.97'	S 48°42'59" E
C19	50.00'	25.12'	24.85'	N 77°07'15" E
C20	50.00'	55.26'	52.49'	N 31°04'02" E
C21	600.00'	142.63'	142.29'	N 48°38'21" E
C22	600.00'	28.98'	28.97'	N 54°03'56" E
C23	600.00'	104.68'	104.55'	N 47°41'02" E
C24	600.00'	8.97'	8.97'	N 42°15'27" E
C25	15.00'	22.23'	20.25'	N 84°16'46" E
C26	465.00'	165.25'	164.38'	N 34°54'29" W
C27	435.00'	105.48'	105.22'	S 60°13'02" E
C28	463.69'	129.05'	128.64'	N 59°11'56" W
C29	15.00'	23.56'	21.21'	S 22°09'51" E
C30	15.00'	13.62'	13.16'	S 48°51'06" W
C31	50.00'	247.87'	61.54'	S 67°09'10" E
C32	15.00'	13.62'	13.15'	N 03°10'07" W
C33	50.00'	19.98'	19.85'	S 63°25'06" W
C34	50.00'	56.72'	53.72'	S 19°28'23" W
C35	50.00'	41.75'	40.54'	S 36°56'30" E
C36	50.00'	30.70'	30.22'	S 78°26'50" E
C37	50.00'	39.31'	38.31'	N 61°26'29" E
C38	50.00'	59.42'	55.98'	N 04°52'19" E
C39	15.00'	23.56'	21.21'	N 67°50'09" E
C40	785.08'	293.43'	291.73'	N 48°30'31" W
C41	15.00'	22.72'	20.61'	N 81°11'10" W
C42	325.00'	79.27'	79.08'	S 62°24'58" W
C43	15.00'	21.79'	19.93'	S 27°46'55" W
C44	15.00'	13.64'	13.18'	S 39°53'47" E
C45	50.00'	169.40'	99.24'	S 31°06'17" W
C46	15.00'	13.62'	13.16'	N 77°50'51" W
C47	50.00'	13.97'	13.93'	S 57°56'50" E
C48	50.00'	67.21'	62.27'	S 11°25'54" E
C49	50.00'	48.60'	46.71'	S 54°55'25" W
C50	50.00'	39.61'	38.59'	N 74°32'04" W
C51	15.00'	13.62'	13.16'	S 50°07'57" W
C52	50.00'	247.87'	61.54'	N 13°51'27" W
C53	15.00'	13.62'	13.16'	S 77°50'51" E
C54	50.00'	44.82'	43.34'	S 49°48'10" W
C55	50.00'	53.43'	50.92'	N 73°54'10" W
C56	50.00'	46.67'	44.99'	N 16°33'04" W
C57	50.00'	38.33'	37.40'	N 32°08'50" E

CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C58	50.00'	64.63'	60.22'	S 88°51'54" E
C59	25.00'	39.28'	36.36'	N 31°09'05" E
C60	15.00'	21.58'	19.77'	N 55°03'48" W
C61	15.00'	23.56'	21.21'	S 38°42'48" W
C62	175.00'	169.75'	163.18'	S 34°04'32" E
C63	465.00'	154.40'	153.70'	S 35°34'35" E
C64	465.00'	10.85'	10.85'	S 25°23'43" E
C65	15.00'	13.62'	13.16'	S 87°52'49" E
C66	50.00'	247.87'	61.54'	S 28°07'26" W
C67	15.00'	13.62'	13.15'	N 35°51'37" W
C68	50.00'	78.97'	71.01'	S 68°39'04" E
C69	50.00'	28.83'	28.44'	S 06°53'09" E
C70	50.00'	46.95'	45.24'	S 36°32'02" W
C71	50.00'	46.27'	44.63'	S 89°56'28" W
C72	50.00'	46.86'	45.16'	N 36°42'12" W
C73	225.00'	218.25'	209.80'	N 34°04'32" W
C74	225.00'	26.81'	26.79'	N 58°27'05" W
C75	225.00'	60.28'	60.10'	N 47°21'46" W
C76	225.00'	63.00'	62.79'	N 31°39'56" W
C77	225.00'	68.16'	67.90'	N 14°57'55" W
C78	325.00'	196.77'	193.78'	N 11°03'30" E
C79	15.00'	13.62'	13.16'	N 02°23'35" E
C80	50.00'	169.33'	99.25'	N 73°24'12" E
C81	15.00'	13.62'	13.16'	S 35°35'12" E
C82	325.00'	57.68'	57.61'	N 01°12'07" W
C83	325.00'	62.05'	61.96'	N 09°21'09" E
C84	325.00'	77.04'	76.86'	N 21°36'46" E
C85	50.00'	60.31'	56.72'	N 10°56'18" E
C86	50.00'	38.21'	37.29'	N 67°23'09" E
C87	50.00'	30.47'	30.00'	S 73°15'47" E
C88	50.00'	40.34'	39.26'	S 32°41'25" E
C89	275.00'	168.43'	165.81'	S 79°08'34" E
C90	275.00'	10.00'	10.00'	S 62°38'19" E
C91	275.00'	128.88'	127.70'	S 77°06'24" E
C92	275.00'	29.55'	29.53'	N 86°23'22" E
C93	15.00'	23.22'	20.97'	N 38°57'57" E
C94	15.00'	23.90'	21.45'	N 51°02'03" W
C95	785.08'	365.71'	362.41'	N 18°43'29" W
C96	15.00'	22.91'	20.75'	N 11°40'46" E
C97	275.00'	135.50'	134.13'	N 69°32'38" E
C98	275.00'	27.76'	27.75'	N 58°19'13" E
C99	275.00'	107.74'	107.05'	N 72°26'08" E
C100	15.00'	23.56'	21.21'	S 51°17'12" E
C101	275.00'	166.50'	163.97'	S 11°03'30" W
C102	275.00'	15.28'	15.28'	S 04°41'41" E
C103	275.00'	90.38'	89.97'	S 06°18'43" W
C104	275.00'	60.84'	60.72'	S 22°03'54" W
C105	25.00'	35.36'	35.36'	S 73°24'12" W
C106	325.00'	199.05'	195.96'	N 79°08'34" W
C107	325.00'	62.34'	62.25'	N 67°05'32" W
C108	325.00'	74.85'	74.68'	N 79°11'07" W
C109	325.00'	61.86'	61.77'	S 88°45'52" W
C110	815.08'	160.44'	160.18'	N 11°01'08" W
C111	805.11'	182.11'	181.72'	S 26°40'24" E

LOT TABLE	
DESCRIPTION	ACREAGE
SINGLE FAMILY LOTS	33.123 AC.
DRAINAGE & WATER QUALITY EASEMENT	24.145 AC.
LANDSCAPE LOTS	0.420 AC.
ROCKY CREEK BOULEVARD	2.990 AC.
DAWN FLOWER COVE	0.725 AC.
BROOMWEED COVE	0.868 AC.
FLYCATCHER COURT	0.807 AC.
CORY CACTUS DRIVE	0.847 AC.
POPPY MALLOW DRIVE	0.688 AC.
AMBROSIA DRIVE	1.823 AC.
TOTAL RIGHT-OF-WAY	8.744 AC.
TOTAL AREA	66.436 AC.
NUMBER OF RESIDENTIAL LOTS	100
NUMBER OF DRAINAGE & WATER QUALITY EASEMENT LOTS	4
NUMBER OF LANDSCAPE LOTS	3
TOTAL NUMBER OF LOTS	107

STREET NAMES	R.O.W. WIDTH	CENTERLINE LENGTH
ROCKY CREEK BOULEVARD	70 FT.	1,861 FT.
DAWN FLOWER COVE	50 FT.	520 FT.
BROOMWEED COVE	50 FT.	644 FT.
FLYCATCHER COURT	50 FT.	531 FT.
CORY CACTUS DRIVE	50 FT.	736 FT.
POPPY MALLOW DRIVE	50 FT.	570 FT.
AMBROSIA DRIVE	50 FT.	1,446 FT.
TOTAL	-	6,308 FT.

FILE: J:\Projects\A588\010\Survey\Drawing Files\700\A588-010-Plot.dwg
J:\Projects\A588\010\Survey\Point Files\A588-010-00-700.crd

JOB NO: A588-010-00/700	DRAWN BY: MSC
DATE: August 2, 2011	CHECKED BY: JON
SCALE: 1"=100'	REVISED: January 10, 2012



1701 DIRECTORS BLVD, STE. 400
AUSTIN, TEXAS 78744
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)

ROCKY CREEK RANCH SECTION 2

ROCKY CREEK RANCH SECTION 2 TRAVIS COUNTY, TEXAS

STATE OF TEXAS)
COUNTY OF DALLAS)
KNOW ALL MEN BY THESE PRESENTS:

STATE OF TEXAS)
COUNTY OF TRAVIS)

That, RC Travis, L.P., a Texas limited partnership, acting herein by and through Brian Carlock, Senior Vice President, owner of 66.436 acres of land being portions of a 49.7533-acre tract (Tract 1) and a 260.3923-acre tract (Tract 3), out of the John Moot Survey No. 422, Travis County, Texas, as conveyed to it by special warranty deed recorded in Document No. 2010127917 of the Official Public Records of Travis County, Texas, does hereby subdivide 66.436 acres of land, pursuant to Chapter 232 of the Texas Local Government Code, in accordance with the plat shown hereon, to be known as ROCKY CREEK RANCH, SECTION 2, and does hereby dedicate to the public the use of the streets and easements shown hereon subject to any easements, covenants or restrictions heretofore granted and not released.

I, Dana DeBeauvoir, Clerk of the County Court of Travis County, Texas, do hereby certify that on the _____ day of _____, 20____ A.D., the Commissioners' Court of Travis County, in the minutes of said Court.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT of said County, the _____ day of _____, 20____ A.D.

Dana DeBeauvoir, County Clerk, Travis County, Texas

Deputy

RC Travis, L.P., a Texas limited partnership
Three Lincoln Centre
5430 LBJ Freeway, Suite 800
Dallas, TX 75240

By: Brian Carlock
Brian Carlock, Senior Vice President

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 _____, 20____ A.D., at _____ o'clock _____ M., and duly recorded on the _____ day of _____, 20____ A.D., at _____ o'clock _____ M., in the Official Public Records of said County and State in Document No. _____

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK of said County the _____ day of _____, 20____ A.D.

Dana DeBeauvoir, County Clerk, Travis County, Texas

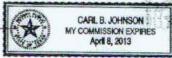
Deputy

STATE OF TEXAS)
COUNTY OF DALLAS)

Before me, the undersigned authority on this day personally appeared Brian Carlock, known to me to be the person whose name is subscribed to the foregoing instrument, and he acknowledged to me that he executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

Carl B. Johnson

Notary Public, State of Texas



AMM Jettisood

Print Notary's Name

My Commission Expires: APR 8, 2013

NOTES:

- This subdivision is located in Travis County; however, it does not lie in any city's ETJ or corporate limits.
- All streets and drainage facilities shall be constructed and installed to Travis County standards.
- All drainage easements on private property shall be maintained by the owner and/or his/her assigns.
- No objects, including but not limited to, buildings, fences, landscaping or other structures shall be allowed in a drainage easement except as approved by Travis County.
- Property owner and/or his/her assigns shall provide for access to the drainage easement as may be necessary and shall not prohibit access by Travis County for inspection or maintenance of said easement.
- The owner/developer of this subdivision/lot is responsible for providing the subdivision infrastructure, including water and wastewater improvements, offsite main extensions, and system upgrades.
- Water service will be provided by the Lower Colorado River Authority (LCRA) and wastewater service will be provided by Travis County MUD No. 16. Electric service will be provided by Pedernales Electric Cooperative, Inc.
- A Travis County Development Permit and Storm Water Pollution Prevention Plan (SWP-3) are required prior to construction activities on a lot within this subdivision common plan of development. A SWP3 requires the use of temporary and permanent Best Management Practices (BMPs), including erosion and sediment controls, for protection of storm water runoff quality for construction activities.
- Occupancy of any lot is prohibited until connection is made to an approved public sewer system.
- Occupancy of any lot is prohibited until water satisfactory for human consumption is available from a source in adequate and sufficient supply for the proposed development.
- A ten (10) foot Public Utility Easement is hereby dedicated adjacent to all right-of-way and a (5) foot Public Utility Easement is hereby dedicated adjacent to all side and rear lot lines.
- No sidewalks proposed to be built.
- Lots 1, 8, 14, & 30 of Block A, Lots 4 & 60 of Block B and Lot 1, Block C are restricted to nonresidential uses and are hereby owned and maintained by Homeowner Association as described in Document Nos. 2010010637 and 2011036711, of the Official Public Records of Travis County, Texas.
- It is declared that all of the property of the subdivision shall be held, sold and conveyed subject to the following restrictions, covenants and conditions contained in the deed restrictions on file in Document No. 2010010637 of the Official Public Records of Travis County, Texas.
- This subdivision is subject to a phasing agreement with Travis County.

I, Jonathan O. Nobles, am authorized under the laws of the State of Texas to practice the profession of surveying, and hereby certify that this plat is true and correct to the best of my ability, and was prepared from an actual survey of the property made under my supervision on the ground.

Jonathan O. Nobles
Jonathan O. Nobles
Registered Professional Land Surveyor No. 5777
Date 1/10/2012



TERRA FIRMA LAND SURVEYING
1701 Directors Blvd., Suite 400
Austin, Texas 78744

FLOOD PLAIN NOTE:

No portion of this tract is within the designated flood hazard area as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) #48453C0395H, Travis County, Texas, dated September 26, 2008, Community #481026.

I, Gemson N. Perry, am authorized under the laws of the State of Texas to practice the profession of engineering, and hereby certify that this plat is feasible from an engineering standpoint and is true and correct to the best of my knowledge.

Gemson N. Perry
Gemson N. Perry
Registered Professional Engineer No. 99300
Date 1/10/2012



JONES & CARTER, INC.
1701 Directors Blvd., Suite 400
Austin, Texas 78744

This subdivision is not located in the extraterritorial jurisdiction of the City of Austin, Texas, as of this the _____ day of _____, 20____ A.D.

Greg Guernsey, Director
Planning and Development Review Department

TRAVIS COUNTY COMMISSIONERS' COURT RESOLUTION

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

The owner(s) of the subdivision shall construct the subdivision's street and drainage improvements (the "improvements") to County Standards in order for the County to accept the public improvements for maintenance or to release Fiscal Security posted to secure private improvements. To secure this obligation, the owner(s) must post fiscal security with the county in the amount of the estimated cost of the improvements. The owner(s)' obligation to construct the improvements to County Standards and to post the Fiscal Security to secure such construction is a continuing obligation 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.

SURVEYOR:

terra firma LAND SURVEYING

1701 Directors Boulevard, Suite 400 - Austin, Texas 78744 - 512/228-8373 - Fax 512/445-2286

ENGINEER:

JC JONES & CARTER, INC.
ENGINEERS • PLANNERS • SURVEYORS

Texas Board of Professional Engineers Registration No. F-439
1701 DIRECTORS BLVD, STE. 400
AUSTIN, TEXAS 78744
(512) 441-9493 (Phone)
(512) 445-2286 (Fax)

SHEET 5 OF 5

FILE: J:\Projects\A588\010\Survey\Drawing Files\700\A588-010-Plat.dwg
J:\Projects\A588\010\Survey\Point Files\A588-010-00-700.crd

JOB NO:	A588-010-00/700	DRAWN BY:	MSC
DATE:	August 2, 2011	CHECKED BY:	JON
SCALE:	1"=100'	REVISED:	October 25, 2011

ROCKY CREEK RANCH SECTION 2

§ EXHIBIT 82.401 (E) SUBDIVISION CONSTRUCTION AGREEMENT

STATE OF TEXAS COUNTY OF TRAVIS

This Agreement is made and entered into by and between R.C. Travis, L.P., (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 "Rocky Creek Ranch Sec. 2" (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: R.C. Travis, L.P.
3090 Olive Street, Ste. 300
Dallas, TX 75219

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: Brian Carlock
Title: Sr. Vice President
Authorized Representative
Date:

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY OF TRAVIS

This instrument was acknowledged before me on the day of , , by
Brian Carlock , in the capacity stated herein.

Signature of Notary

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



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action on Memorandum of Understanding between Health Families Travis County and Any Baby Can for the Provision of Home-Based Counseling Services.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

In 2011, the Court approved the initial Memorandum of Understanding with Any Baby Can to provide home-based Counseling Services to participants of Travis County's Healthy Families program. Since its implementation in 1997, Healthy Families Travis County has provided home-based parenting and child development education to first-time parents linking them to community resources following the Healthy Families America model. This successful, research-based and voluntary approach has proven to be effective in preventing child maltreatment. The current MOU was set to expire on June 30, 2012; the term of this proposed MOU is July 1, 2012 to June 30, 2013.

STAFF RECOMMENDATIONS:

Staff recommends approval of the proposed Memorandum of Understanding continuing the Court's commitment to Healthy Families program's linking families to community resources, like Any Baby Can, in connection with home-based parenting and child development education.

ISSUES AND OPPORTUNITIES:

Please see attached memo.

FISCAL IMPACT AND SOURCE OF FUNDING:

Approving this request will not increase the County Budget.

REQUIRED AUTHORIZATIONS:

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

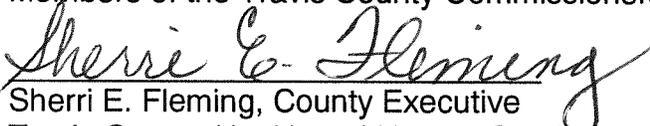


**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd
P. O. Box 1748
Austin, Texas 78767**

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

DATE: July 25, 2012

TO: Members of the Travis County Commissioners Court

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

SUBJECT: Memorandum of Understanding between Health Families Travis County
and Any Baby Can for the Provision of Home-Based Counseling Services

Proposed Motion:

Consider and Take Appropriate Action on Memorandum of Understanding between Health Families Travis County and Any Baby Can for the Provision of Home-Based Counseling Services.

Summary and Staff Recommendations:

Staff recommends approval of the proposed Memorandum of Understanding (attached) with Any Baby Can for the provision of Home-based Counseling Services. If approved, this proposed Agreement would continue allowing the Healthy Families staff to coordinate referrals of currently enrolled Healthy Families' program participants to Any Baby Can program staff to access counseling services delivered by Any Baby Can. The current MOU was set to expire on June 30, 2012; the term of this proposed MOU is July 1, 2012 to June 30, 2013.

Budgetary and Fiscal Impacts:

Approving this MOU will not increase Travis County's budget.

Issues and Opportunities:

In addition to preventing child abuse and neglect, Healthy Families Travis County's mission includes linking participant families to community resources. Therefore, partnering with Any Baby Can will significantly increase the level of resources available to families enrolled in the program.

Background:

In 2011, the Court approved the initial Memorandum of Understanding with Any Baby Can to provide home-based Counseling Services to participants of Travis County's Healthy Families program. Since its implementation in 1997, Healthy Families Travis County has provided home-based parenting and child development education to first-time parents linking them to community resources following the Healthy Families America model. This successful, research-based approach has proven to be effective in preventing child maltreatment. All services provided by Healthy Families Travis County are voluntary, and participants may withdraw from the program at any time.

cc: Mary Etta Gerhardt, Assistant County Attorney
Andrea Colunga-Bussey, Director, Office of Children's Services

**Memorandum of Understanding Between
Healthy Families Travis County and
Any Baby Can, Inc. for
Home-Based Counseling Referrals**

Mission: Healthy Families Travis County Program ("HFTC") and Any Baby Can, Inc. ("ABC") will collaborate to deliver home-based counseling services to eligible families who are currently enrolled with the HFTC program.

Purpose: The partnership between HFTC and ABC is focused on providing positive impact on the future of at risk families and their children.

Role and Responsibilities of Staff in the Partnership:

ABC No Estás Solo ("NES") Program Manager will:

- coordinate the referrals for counseling originating from HFTC staff.
- triage referrals in combination with ABC NES waitlist for severity and serve accordingly.
- provide brief training to HFTC staff in regards to making referrals and the counseling program services offered by ABC.
- provide HFTC with an updated, quarterly list of the enrolled families receiving counseling services.

Therapist, ABC will:

- serve enrolled HFTC clients and family members.
- serve up to 7 families in a year.
- collaborate with HFTC Home Visitors.

Supervisor/Home Visitor, HFTC will:

- collaborate with ABC Therapists
- provide referrals to ABC NES Program Manager

Assignment of Staff and Location of Program: The collaboration between HFTC and ABC will provide home-based counseling services to families referred to ABC and these services will be delivered through ABC.

Management of the Collaboration:

- ABC NES Program Manager and HFTC Supervisors will act as the points of contact for any matters concerning collaboration.
- ABC and HFTC agree to share assessment and program data (that is required for grant administration and reporting) with one another. Any person referred for services under this MOU must execute an information release form granting ABC the right to share information. ABC will maintain executed originals of the information release forms and provide copies to HFTC. ABC will secure the client's signature of the information release form (a copy of which is attached to this MOU as Exhibit "A") prior to any services being delivered.
- ABC will provide United Way with quarterly data as required for grant administration and reporting. ABC will provide HFTC quarterly data including the number of families served and the zip code/area of town of residence of the families

served. Additional information will be provided by ABC to HFTC upon reasonable request by HFTC and upon ABC's data capability.

- ABC and HFTC will maintain a current and signed MOU throughout the duration of the collaborative partnership. Any change to this MOU will be in writing and signed by the undersigned representatives of the parties.
- ABC NES Program Manager will meet with the collaborative team (ABC:NES Therapists and HFTC Staff) as needed. The frequency of these meetings will be determined by the collaborating agencies.

Funding of the Collaborative: ABC NES and United Way will provide the funds for services delivered under this MOU. It is agreed that this MOU in no way obligates Travis County or HFTC as to any monetary commitment.

Termination: Healthy Families Travis County and Any Baby Can, Inc. of Austin shall retain the right to terminate or amend this MOU by giving thirty (30) day written notice to the other party.

For purpose of notice, the address for the parties is:

Healthy Families Travis County
100 N. IH-35
Austin, TX 78701
P.O. Box 1748
Austin, TX 78767

Any Baby Can, Inc.
1121 East 7th Street
Austin, TX 78702

Miscellaneous:

- **Quality of Services:** ABC will ensure the provision of timely and quality professional services provided under this MOU by individuals, agencies, or other Subcontractors which will meet or exceed applicable licensing and regulatory and professional standards applicable to the service provided and will provide County relevant documentation of such licenses upon request.

- **INDEMNIFICATION.** ABC agrees to and shall indemnify and hold harmless Travis County, its officers, agents, and employees, from and against any and all claims, losses, damages, negligence, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees ("claims"), for injury to or death of any person, for any act or omission by ABC, or for damage to any property, arising out of or in connection with the work done by ABC under this MOU, whether such injuries, death or damages are caused by ABC's sole negligence or the joint negligence of ABC and any other third party. This indemnification shall apply to any claims arising in connection with any services or activities provided under, pursuant to or related to this MOU.

- ABC shall provide all services and activities performed under the terms of this MOU in compliance with the Constitutions of the United States and Texas and with all applicable federal, state, and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of services under this MOU and governing ABC's general conduct of business.

- ABC shall establish a method to secure the confidentiality of records and other information relating to clients in accordance with the applicable Federal, State and local laws, rules and regulations, and applicable professional ethical standards. This provision shall not be construed as limiting the lawful right of access to client information.

- ABC shall maintain accurate records of all services provided under this MOU and allow HFTC reasonable access to such records upon request.

- The parties expressly agree that each party is an independent contractor and assumes all of the rights, obligations and liabilities applicable to it as an independent contractor. No employee of either party shall be considered an employee of the other party or gain any rights against the other party.

- Immunity or Defense. It is expressly understood and agreed by the parties that, neither the execution of this MOU, nor any conduct of any representative of Travis County or HFTC relating to this MOU, shall be considered to waive, nor shall it be deemed to have waived, any immunity or defense that would otherwise be available to it against claims arising in the exercise of its governmental powers and functions, nor shall it be considered a waiver of sovereign immunity to suit.

Effective Date:

This MOU is in effect from July 1, 2012, through June 30, 2013.

BY: _____
Samuel T. Biscoe
Travis County Judge

Date: _____

Ellen Balthazar, Executive Director
Any Baby Can, Inc.

Date: _____

Information Release Form

RELEASE FORM

Through Healthy Families Travis County ("HFTC"), you have requested services from an Any Baby Can, Inc. ("ABC"). Your eligibility to obtain services from ABC is conditioned upon your acceptance of the terms and conditions contained or referenced in this Information Release Form ("Release"). Please read this Release carefully.

Sharing of Information

By accepting the terms of this Release, you are authorizing HFTC and ABC to share your information with United Way, a grant-funding agency assisting in the provision of these services. The information that ABC will share with may include personal information including your name(s), street address, and any other information obtained by HFTC and/or ABC. This may include information that you consider confidential or private. All information referred to in the preceding sentence is defined as the "Information." You understand that sharing of such Information may make that information subject to release by the recipient according to applicable laws.

Release and Indemnity

YOU AGREE TO RELEASE, INDEMNIFY, DEFEND AND HOLD HFTC AND ABC, THEIR AGENTS, EMPLOYEES, OFFICERS, DIRECTORS AND AFFILIATES, AND TO HOLD HFTC AND ABC HARMLESS FROM ALL LIABILITIES, CLAIMS AND EXPENSES, INCLUDING ATTORNEY'S FEES, FROM CLAIMS RELATING TO OR ARISING UNDER THE PROGRAM OR THIS RELEASE, INCLUDING WITHOUT LIMITATION, THE DISCLOSURE OF YOUR INFORMATION AND ANY SUBSEQUENT USE AND/OR DISCLOSURE OF YOUR INFORMATION. THIS RELEASE AND INDEMNIFICATION WILL SURVIVE THE TERMINATION OF THIS RELEASE AND ANY RELATED RELEASE.

Limitation of Liability

NEITHER HFTC NOR ABC SHALL BE LIABLE TO YOU IN ANY WAY FOR DAMAGES OF ANY KIND INCLUDING, WITHOUT LIMITATION, ACTUAL, DIRECT, COMPENSATORY, SPECIAL, INCIDENTAL, EXEMPLARY, LOST PROFITS, LOSS OF REVENUE, AND/OR CONSEQUENTIAL DAMAGES ARISING OUT OF THIS RELEASE, INCLUDING WITHOUT LIMITATION, THE DISCLOSURE OF YOUR INFORMATION OR ANY SUBSEQUENT USE AND/OR DISCLOSURE OF YOUR INFORMATION.

Reservation of Rights

HFTC and ABC reserve the right to modify in part or in whole, or temporarily or permanently discontinue the Program for any reason and at anytime without notice

Jurisdiction

This Release shall be construed in accordance with the laws of the state of Texas. All disputes arising from this Release shall be resolved in a court located in Travis County, Texas, without reference to conflict of laws or choice of laws statutes.

ACCEPTED AND AGREED:

(Signature)
Printed Name: _____
Date: _____



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Christy Moffett, 854-3460

Elected/Appointed Official/Dept. Head:

Sherri E. Fleming, County Executive of Travis County Health and Human Services & Veterans Service

Commissioners Court Sponsor:

Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on the following items related to the Program Year 2012 Action Plan and substantial amendments to the Program Year 2011-2013 Consolidated Plan and Program Year 2006-2010 Action Plans available through Community Development Block Grant funds from HUD:

- A. Overview of comments received during the 30-day public comment period;
- B. Approve the final draft of the PY 2012 Action Plan including final edits, comments and responses;
- C. Approve the final draft of the substantial amendments to the Program Year 2011- 2013 Consolidated Plan and Program Year 2006-2010 Action Plans; and
- D. Authorize submission to the U.S. Department of Housing and Urban Development, San Antonio Field Office, Region VI.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

- A. As required by HUD regulation identified in 24 Code of Federal Regulations Part 91 and the Travis County Citizen Participation Plan, a 30-day comment period and two public hearings were held on the draft documents prior to submission. The public hearings were held to receive comment on June 26, and July 10, 2012 at the Travis County Commissioners Court. Advertisements and information dissemination regarding the public comment period and public hearing dates were sent out during the week of May 28th. During the comment period, held from June 18, 2012 through July 17, 2012, staff received nine public comments – eight during the public hearings held at Commissioners Court and one received in writing through U.S. mail. For a summary of comments received, see Exhibit A.
- B. Travis County's CDBG allocation for Program Year 2012 is \$896,341. The required Action Plan to inform HUD on how Travis County intends to spend its allocation is due August 15, 2012. A minimum of 65% (\$582,622) of the allocation must be spent on Housing and Community Development projects. Funds for Administration and Planning projects are capped at 20% (\$179,268)

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

and Public Services at 15% (\$134,451). On June 5th, the Travis County Commissioners Court approved the proposed projects and alternate projects for Program Year 2012 which spans from October 1, 2012 through September 30, 2013. On June 12th, the Travis County Commissioner's Court approved the draft for public review.

- C. The PY 2011-2013 Consolidated Plan compiles a large set of research and data to provide a snap shot of the conditions which exist in the unincorporated areas of the county. The Plan analyzes the needs and public engagement regarding housing, social services, infrastructure, parks, hazard mitigation, transportation, public health – just to name a few. It also includes a community profile and strategic plan for the next three years.

Every three years, urban counties receiving CDBG funds must re-affirm their urban county entitlement status. In PY10, Travis County renewed its status for 2012-2014. As part of the renewal process, Travis County chose to invite non-entitlement cities and villages to participate in the Travis County CDBG program. The Village of Webberville elected to join the Urban County, and a Cooperative Agreement was approved by TCCC in July, 2011. Beginning in PY2012 the Village of Webberville will be part of the CDBG Program service area. The PY 2011 – 2013 Consolidated Plan is therefore being amended to reflect this.

Furthermore, over the last four years, several projects have had cost savings which need to be reallocated for alternate purposes. CDBG staff must analyze whether or not a substantial amendment should occur. According to Travis County's Citizen Participation Plan as required by HUD rules, a substantial amendment is required if any of the changes represent 1) a change in the location or beneficiaries of a project proposed under the Consolidated Plan or Action Plan; 2) a change in the scope of the project by more than 25%; or 3) a change in the funding of a new project that was not originally subject to public comment.

This year Travis County is proposing to substantially amend project years PY06, PY08, PY09, and PY10, to allow for project cost savings to be reallocated to other projects. Project savings over the four identified years total over \$190,000. Additionally, the PY09 Action Plan is being amended, due to staff's recommendation, to delete the Youth and Family Assessment Center Flex Fund Expansion Project. This deletion would allow the reallocation of \$32,100.

On June 5th, the Travis County Commissioners Court approved the reprogramming of project savings to home rehabilitation, the deletion of the PY09 Youth and Family Assessment Center and to make the changes to the PY11-13 ConPlan to add the Village of Webberville. On June 12th, the Travis County Commissioners Court approved the draft for public review.

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STAFF RECOMMENDATIONS:

Staff recommends the approval of the final draft of Travis County's PY 12 Action Plan and substantial amendments to the Program Year 2011-2013 Consolidated Plan and Program Year 2006-2010 Action Plans, including the final edits completed by staff. From the last draft presented to the Court on June 12, 2012, staff made several changes including the addition of:

- grammatical and wording changes to improve clarity and readability,
- the public comments received,
- appendices not previously included in the Draft, and
- some minor content revision.

For a full list of content revision and public comments received, please refer to Exhibits A and B.

ISSUES AND OPPORTUNITIES:

The CDBG grant brings dollars to the County that provides the ability to augment existing or develop new programming that supports the mutual goals of HUD and Travis County. For Program Year 2012, the total allocation of federal dollars available is \$896,341. The amendments allows the County to demonstrate the change to the Urban County make up and reprogram funds for alternate uses.

FISCAL IMPACT AND SOURCE OF FUNDING:

The funding of recommended projects for Program Year 2012 follows the allocation guidelines established by HUD. No matching funds are required, however the County has elected to fund part of CDBG personnel costs with Travis County General funds dollars. Staff anticipates that the grant funds will be available by mid-October 2012. The annual contract period is from October 1st through September 30th.

REQUIRED AUTHORIZATIONS:

County Auditor
PBO

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

EXHIBIT A: PUBLIC COMMENT RESULTS

After presentation to Travis County Commissioners Court, the draft PY12 Action Plan and substantial amendments were posted for written comment for thirty days prior to the final approval by the Travis County Commissioners Court. Comments for both drafts were received simultaneously and could be received in writing via email or regular mail to the Travis County Health and Human Services and Veterans' Service CDBG staff. The drafts were posted on the Travis County website and copies were located at the seven Travis County Community Centers for public review.

The public comment period began on June 18, 2012 and ended on July 17, 2012. The public hearings were held at the Travis County Commissioners Courtroom at 9 am on Tuesday, June 26, 2012 and Tuesday, July 10, 2012.

Summary of Public Comments Received for Draft of PY12 Action Plan

Public Hearing: June 26, 2012

- A total of 8 people presented testimony at the public hearing on June 26, 2012.
- One individual made general comments about excessive taxation and governmental waste.
- One individual made comments about a lack of responsiveness and waste within agencies not related to CDBG.
- One individual asked for clarification about the amount of funds being dedicated to the home repair project, and for additional information on the Fair Housing Counseling project.
- Four residents of the Las Lomitas community expressed thanks for the work being done around the neighborhood's water connection issues, and for consideration as a CDBG alternate project.
- One Las Lomitas resident requested that the TNR service station extend hours to accommodate people whose work schedules currently do not permit them to get water from the station.

Public Hearing July 10, 2012

- No comments were received at the public hearing on July 10, 2012.

Other Comments Received

- One written comment was received through U.S. mail from a neighborhood association located within the City of Austin requesting services.

Responses to Comment Received and Comments Not Accepted

During the public hearings, most of the questions were addressed at the time of the public hearing. Staff provided clarification on the funding for the home repair project

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and the fair housing activity, and Commissioner Gomez's office indicated they would work with the neighborhood and TNR to discuss the extension of hours. One person stated that the CDBG Program was spending 40% of CDBG funds on administration, but that is not accurate. The Program has planned to spend the allowable 20% on administration and planning activities as indicated throughout this Action Plan.

The comments regarding governmental waste and travel to London were not associated with the CDBG program, and therefore, will not be accepted for this Plan.

The neighborhood association was informed in a letter that the Travis County CDBG Program cannot use funds within incorporated areas, and referred to the City of Austin for assistance.

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

EXHIBIT B: SUMMARY OF CHANGES MADE DURING COMMENT PERIOD

1. Revisions to the PY12 Action Plan Public Comment Draft

Below is a summary of major changes made to the Action Plan draft during the public comment period. These changes do not include small changes to spelling, grammar, formatting, clarity, readability, etc.

Change	Reason
Dollar amounts in the CDBG carry over chart were updated.	More current financials were available, allowing for more accurate estimate of funds available for carry-over.
Proposed 2012 Project and Alternate Project locations were added to the Low to Moderate Income and Race and Ethnicity Maps.	Provides more information about project locations.
Public comments and responses were added to Public Engagement Section of draft and as an appendix.	Comments were received during the public comment period
Lake Oak Estates Primary Survey results were added as an appendix.	Required for final draft.
Certifications were added as an appendix.	Required for final draft.

2. Revisions to the Substantial Amendments Public Comment Draft

Below is a summary of major changes made to the Substantial Amendment draft during the public comment period. These changes do not include small changes to spelling, grammar, formatting, clarity, readability, etc.

Change	Reason
Public comments and responses were added to the Public Comment Section of draft.	Comments were received during the public comment period

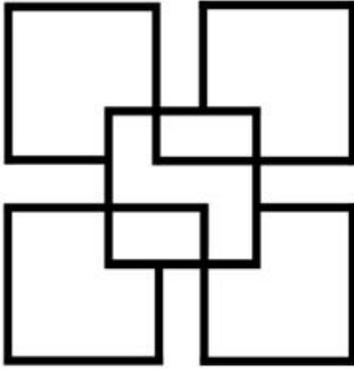
AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

PY

2012

TRAVIS COUNTY
CDBG
ANNUAL
ACTION PLAN

10.1.2012 TO 9.30.2013



TRAVIS COUNTY, TX ACTION PLAN

Prepared by:

Travis County Health and Human Services & Veterans Service
CDBG Office

County Executive

Sherri E. Fleming

CDBG Staff

Christy Copeland Moffett

Martha Brown

Morgan Chee

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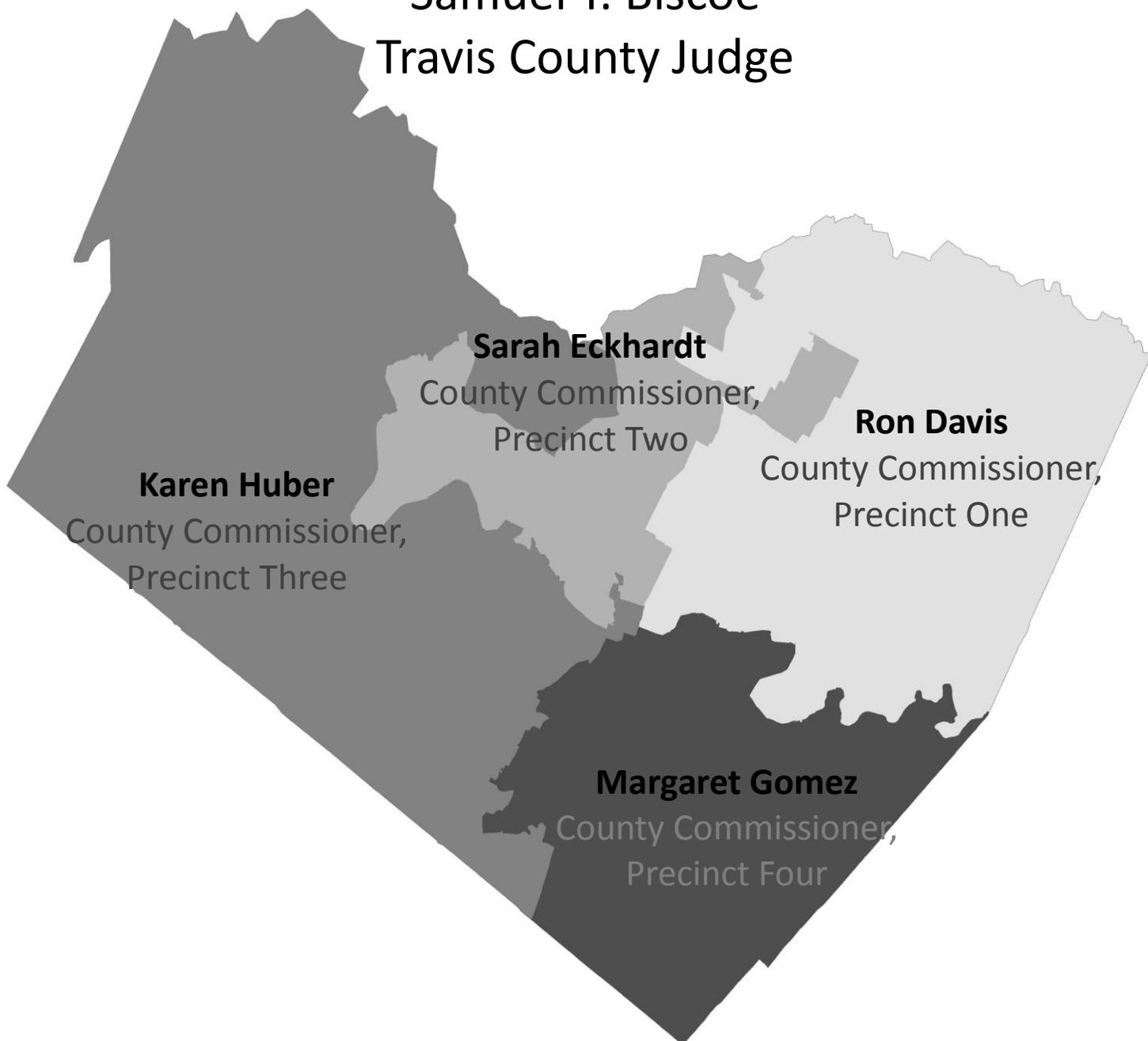
Elizabeth Vela

Questions or Comments?

For questions or for more information, please contact the CDBG Office at cdbg@co.travis.tx.us.

TRAVIS COUNTY, TX COMMISSIONERS COURT

Samuel T. Biscoe
Travis County Judge



Sarah Eckhardt
County Commissioner,
Precinct Two

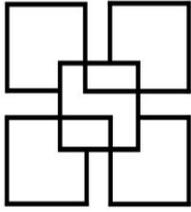
Ron Davis
County Commissioner,
Precinct One

Karen Huber
County Commissioner,
Precinct Three

Margaret Gomez
County Commissioner,
Precinct Four

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ACTION PLAN

STANDARD FORM 424

Date Submitted 08/09/12	Applicant Identifier	Type of Submission	
Date Received by state n/a	State Identifier	Application	Pre-application
Date Received by HUD 08/09/12	Federal Identifier 746000192	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
Applicant Information			
Name:	Travis County	UOG Code:	TX489453
Address:	P.O. Box 1748	DUNS Number:	030908842
		Travis County Commissioners Court	
City: Austin	State: Texas	Health and Human Services	
Zip Code: 78767		Executive Manager's Office	
Employer Identification Number (EIN):		County: Travis	
74-6000192		Grant	Start Date: 10/01/12
Applicant Type:		Specify Other Type if necessary:	
Local Government: County			
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles : Lake Oak Estates Street Improvements, Home Repair, Public Services Social Work Expansion, Public Services Fair Housing Counseling, and Grant Administration & Planning.		Description of Areas Affected by CDBG Project(s) Unincorporated areas of Travis County and the Village of Webberville	
\$CDBG Grant Amount \$ 896,341	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged 0	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income 0		Other (Describe)	

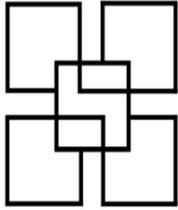
Total Funds Leveraged for CDBG-based Project(s)			
Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles N/A		Description of Areas Affected by HOME Project(s)	
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Housing Opportunities for People with AIDS		14.241 HOPWA	
HOPWA Project Titles N/A		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
Emergency Shelter Grants Program		14.231 ESG	
ESG Project Titles N/A		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts 10, 21 and 25	Project Districts 10, 21 and 25		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on
		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review
Person to be contacted regarding this application			

First Name: Samuel	Middle Initial: T	Last Name: Biscoe
Title: County Judge	Phone: 512/854-9555	Fax: 512/854-9535
Email: Sam.Biscoe@co.travis.tx.us	Website: www.traviscountytexas.gov/cdbg	Other Contacts: Sherri E. Fleming and Christy Moffett P: 512/854-4100 F: 512/854-4115
Signature of Authorized Representative		Date Signed 08/07/12

ACRONYMS

Throughout this report, the reader will note the following acronyms:

ADA	Americans with Disabilities Act
AI	Analysis of Impediments to Fair Housing Choice
AP	Action Plan
CAPER	Consolidated Annual Performance Evaluation Report
CDBG	Community Development Block Grant
CFR	Code of Federal Regulation
Con-Plan	Consolidated Plan (governs CDBG Programs)
CPD	Community Planning and Development (part of HUD)
CPP	Citizen Participation Plan
EA	Environmental Assessment
ESG	Emergency Shelter Grant
FHA	Federal Housing Administration (part of HUD)
FSS	Family Support Services (a Travis County Social Service Program)
HACT	Housing Authority of Travis County
HHS/VS	Travis County Department of Health & Human Service and Veteran Services
HOME	HOME Investment Partnership Program (HUD's Program)
HOPWA	Housing Opportunities for Persons with AIDS (HUD's Program)
the	Accounting Software used by Travis County
HUD	United States Department of Housing and Urban Development
IDIS	Integrated Disbursement Information System (HUD's Financial Management System)
LMI	Low- and Moderate-Income (80% or below median household income)
MFI	Median Family Income
OMB	Office of Management and Budget
PY	Program Year
PY10	Program Year 2010
RFP	Request for Proposals
RFQ	Request for Qualifications
TC	Travis County
TCHFC	Travis County Housing Finance Corporation
TxDOT	Texas Department of Transportation
TNR	Travis County Department of Transportation and Natural Resources
URA	Uniform Relocation Act



INTRODUCTION

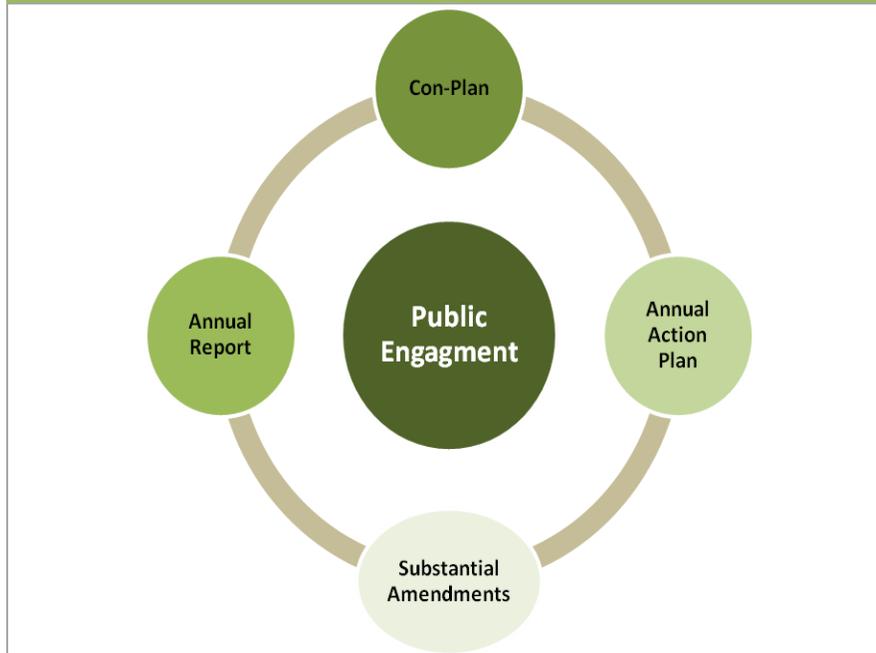
The Community Development Block Grant (CDBG) initiative is a federal grant program administered by the U.S. Department of Housing and Urban Development (HUD). It provides annual grants to cities and counties to carry out community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services.

Based on its population, in 2006, Travis County qualified as an urban county, a federal designation which afforded the County the opportunity to apply for CDBG funds. That year, Travis County applied and received CDBG funds for the first time and has continued to receive funding for the past six years. The County's annual allocation is based on a HUD-designed formula that takes into account the county's population size, poverty rate, housing overcrowding, and age of housing.

Usage of CDBG funds must meet a number of parameters set nationally by HUD and locally by the County. Federal regulation requires that a minimum of 70% of the CDBG funds focus on projects for low- to moderate- income residents. Additionally, Travis County's allocation specifically targets residents living in the unincorporated areas of the county and beginning in PY12, the Village of Webberville. To be eligible, the activities must meet one of the following HUD's national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums and blight; or
- Address other community development needs that present a serious and immediate threat to the health and welfare of the community.

The administration of the CDBG program follows a cycle that includes the drafting of a Consolidated Plan, an Action Plan, and an annual evaluation. The Consolidated Plan (Con-Plan) identifies the County's community and housing needs and outlines the strategies to address those needs over a three year period. The Annual Action Plan (AP) defines the specific activities to be undertaken during each program year (PY) to address the priorities established in the Con-Plan. An evaluation is conducted annually to assess yearly accomplishments. The evaluation is called the Consolidated Annual Performance Report (CAPER).

Figure 1: CDBG Cycle

The figure above is a simplified visual representation of the CDBG planning cycle. As shown, citizens have a central role in setting the priorities to be addressed and defining projects to tackle identified needs.

The Travis County Health and Human Services & Veterans Service Department (HHS/VS) serves as the lead agency designated by the County to administer the CDBG grant and the single point of contact with HUD.

EXECUTIVE SUMMARY

The Travis County Program Year 2012 (PY12) Action Plan lists the projects and activities the County will undertake beginning October 1, 2012 to meet the goals and objectives outlined in the PY 2011-2013 Consolidated Plan. The Action Plan details how the County will use the CDBG funds and describes other available resources to address the County's housing and non-housing community development needs.

Public Input

The Action Plan highlights different opportunities the public had to provide input on the usage of the CDBG funds for PY12, different mechanisms used to outreach to the public as well as the results from the information gathered. The PY12 Action Plan marks the second year of the Travis County CDBG Program's second Consolidated Plan.

During the months of February and March, the County held public hearings and solicited proposals for CDBG projects. Notice of the public hearings was provided in newspapers of general circulation, through postal and electronic mailings, and postings on the County's website, Facebook, Twitter and at the seven Travis County Community Centers. Due to a lack of newspaper coverage in the Del Valle and Manor areas, special outreach efforts were made to Del Valle ISD and Manor ISD, which included the announcement of the hearings on their website and distribution of the flyers to schools. The announcements and all the participation materials were available in English and Spanish.

Two public hearings at Travis County Commissioners Court were held on June 26 and July 10, 2012 and a 30-day public comment period occurred from June 18, 2012 to July 17, 2012 to solicit final comment on the proposed uses of CDBG funds.

Proposed Activities for Program Year 2012

Travis County was awarded \$896,341 in grant funds for PY12. These funds will be used for the following activities:

- 1. Street Improvements: Lake Oak Estates: \$326,598**

The project will improve several sections of substandard roads in the neighborhood. The improvements impact 126 people, of which, 85.7% are considered low to moderate income based on the primary survey. The first phase of the project was funded with PY11 funds, and included: design and related services. The second phase of the project, funded with PY12 grant funds, will fund construction of improvements for about half the roadways in the subdivision and includes funding for a TNR Senior Engineer who acts as a project manager.

Construction will be completed in the third phase of the project.

2. Home Rehabilitation: \$256,024

This project will fund minor home repair services for low and moderate income homeowners in the CDBG service area to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The impact will be 10 homes.

3. Public Services, Social Work Services Expansion: \$106,000

This project entails the expansion of an internal HHS/VS program through the Family Support Services Division to extend social work services within the unincorporated areas. A total of the equivalent of 1.5 FTEs and related operating expenses are targeted for this project which will be administered by the Travis County HHS/VS, Family Support Services Division. The Impact will be assistance to 400 individuals.

4. Public Services, Fair Housing Counseling: \$28,451

This program will expand existing fair housing services in the CDBG service area, and proposes to serve approximately 35 people of which 51% must be at or below 80% MFI. Fair housing services include: fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Additionally, part of the funds will be used for allowable program delivery costs such as marketing materials and office supplies. Furthermore, \$15,000 from the Administration & Planning budget (below) will pay for training of up to 250 people plus advertisements targeting the service area.

5. Administration & Planning: \$179,268

The funds allocated for administration will pay for the operating expenses associated with the grant including offices supplies, training, contracted services, interpreting, and other business related expenses. Additionally, the funds will pay for a portion of the salary for two CDBG Planners and the TNR Senior Engineer who acts as a project manager for CDBG-funded street and water supply improvement projects.

The following figure summarizes the proposed projects and allocations for program year 2012, and the categories under which each project falls.

Figure 2: Detailed Project Recommendations for PY12	
Community Development (must be at least 65 % of Total Allocation)	
<p>1. Street Improvements: Lake Oak Estates</p> <p>The project will improve several substandard roads in the neighborhood. The first phase of the project, funded with PY11 funds, included design, environmental and related services. For PY 12, the second phase of the project, construction of improvements for about half the roadways in the subdivision: Cavalier Canyon, Bowling Lane and related cross streets and any related acquisition of easements needed to complete the entire project will be funded. Since the design phase is underway, it is possible that the phasing may change to include different streets in Phase 2 and 3, but by the end of the project in PY13, all streets will be completed. The project includes funds for a TNR Senior Engineer to act as a project manager. The improvements impact 126 people, of which, 86% are considered low to moderate income based on the primary survey.</p>	\$326,598
<p>2. Owner Occupied: Home Rehabilitation This project will fund minor home repair services to move homes towards Housing Quality Standards to low and moderate income homeowners in the CDBG service area. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The impact will be 10 homes owned by households at or below 80% MFI.</p>	\$256,024
Housing and Community Development total (65 %):	
\$582,622	
Public Services (capped at 15 % of Total Allocation)	
<p>3. Social Work Expansion:</p> <p>This project funds the equivalent of 1.5 FTE social work positions and related operating expenses to expand services to clients in the CDBG service area. Social Work services include case management, information and referral, non-clinical counseling, crisis intervention and outreach. This project will be administered by the Travis County HHS/VS, Family Support Services Division. The impact will be assistance to 400 individuals living at or below 80% MFI.</p>	\$106,000
<p>4. Fair Housing Counseling</p> <p>This program will expand existing fair housing services in the CDBG service area, and proposes to serve approximately 35 people of which 51% must be at or below 80% MFI. Fair housing services include: fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Additionally, part of the funds will be used for allowable program delivery costs such as marketing materials and office supplies. Furthermore, \$15,000 from the Administration & Planning budget (below) will pay for training of up to 250 people plus advertisements targeting the service area.</p>	\$28,451
Public Service total (15 %):	
\$134,451	
Administration and Planning (capped at 20 % of Total Allocation)	
<p>5. Administration & Planning</p> <p>The funds allocated for administration will pay for the operating expenses associated with the grant including office supplies, training, contracted services, interpreting, fair housing activities, membership, Action Plan, annual report, reporting and other business related expenses. Additionally, the funds will pay for a portion of the salaries for the CDBG Planners and the TNR Senior Engineer. These positions are responsible for project development, action plan and annual report development, monitoring, and reporting among others.</p>	\$179,268
Administration and Planning Total (20%):	
\$179,268	
Total award by HUD:	
\$896,341	

Past Performance

The 2011 program year marked the seventh year Travis County has received CDBG funds. Funds from program years 2006-2011 are being spent concurrently. As the projects are implemented, internal monitoring is taking place to assure grant compliance and project effectiveness.

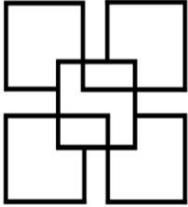
HUD monitored Travis County's CDBG program in April 2010 with no findings and one concern related to timely spending of funds.

Timely Spending of Funds

As part of the mandate from Congress to administer the CDBG program, HUD determines annually whether each CDBG entitlement is carrying out its activities "in a timely manner." HUD conducts an analysis of each entitlement's timeliness of spending 10 months into each grant year. For Travis County, the timeliness test started in August 2008, and will continue to occur every August. The threshold for compliance with timeliness is having no more than 1.5 times the current year's allocation unspent. Travis County's met its timeliness ratio in August 2011 with a ratio of 1.44 for its August 2011 timeliness test. The County does not predict meeting a ratio of 1.5 in 2012 due to projects being implemented more slowly than anticipated. All projects are anticipated to be started prior to the end of the program year which will ensure timely spending of funds next year.

Alternate Project List for Program Year 2012

In the event that the projects identified for this program year are delayed, canceled, or performed at a lower cost than the budgeted amount, the Travis County CDBG program plans to pursue one or more of the projects listed in the Alternate Project List (See Appendix A). Planning for such circumstances allows the CDBG program to direct the funds toward pre-identified alternate projects in a timely manner. This also saves resources that would otherwise be used to add or delete projects through the customary Substantial Amendment process described in the Citizen Participation Plan. The County amended its Citizen Participation Plan in July 2010 to include the parameters of the use and adequate review of Alternate Projects.



SECTION I: GENERAL QUESTIONS

ACTIVITIES TO BE UNDERTAKEN

Project # 1: Lake Oak Estates Substandard Road Improvement - \$326,598

Project Description:

The Lake Oak Estates Neighborhood completed a primary survey in March 2011 and was identified as a low to moderate income area. The roads in the unincorporated areas of Lake Oak Estates do not meet Travis County standards; therefore, the substandard roads are not accepted into the Travis County road maintenance program.

The street improvement scope of work may include, but is not limited to: 1) design services; 2) land surveying services; 3) geo-technical services; 4) drainage design services; 4) utility location and relocation coordination services; 5) environmental review and related regulatory permits; 6) acquisition of right of way and easements; and 6) construction.

The project will be broken up into three phases and include the improvement to sections of Cavalier Canyon Drive, Bowling Lane, Covenant Canyon Trail, Holly Lane and related cross streets. The improvements impact 126 people, of which, 85.7% are considered low to moderate income based on the primary survey. The first phase, funded with PY 11 grant funds, included: 1) design services; 2) land surveying services; 3) geo-technical services; 4) drainage design services; 4) utility location and relocation coordination services; 5) environmental review and related regulatory permits.; and 6) project management time.

For PY12, the second phase of the project, will fund construction of improvements for about half the roadways in the subdivision: Cavalier Canyon, Bowling Lane and related cross streets (see Map of Lake Oak Phases below), and any related acquisition of easements needed to complete the entire project. Since the design phase is underway, it is possible that the phasing may change to include different streets in Phase 2 and 3, but by the end of the project in PY13, all streets will be completed. The project includes funds for a TNR Senior Engineer to act as a project manager. Construction will be completed in the third phase of the project.

Figure 3: Lake Oak Estates Project Location

LAKE OAK ESTATES PROJECT LOCATION

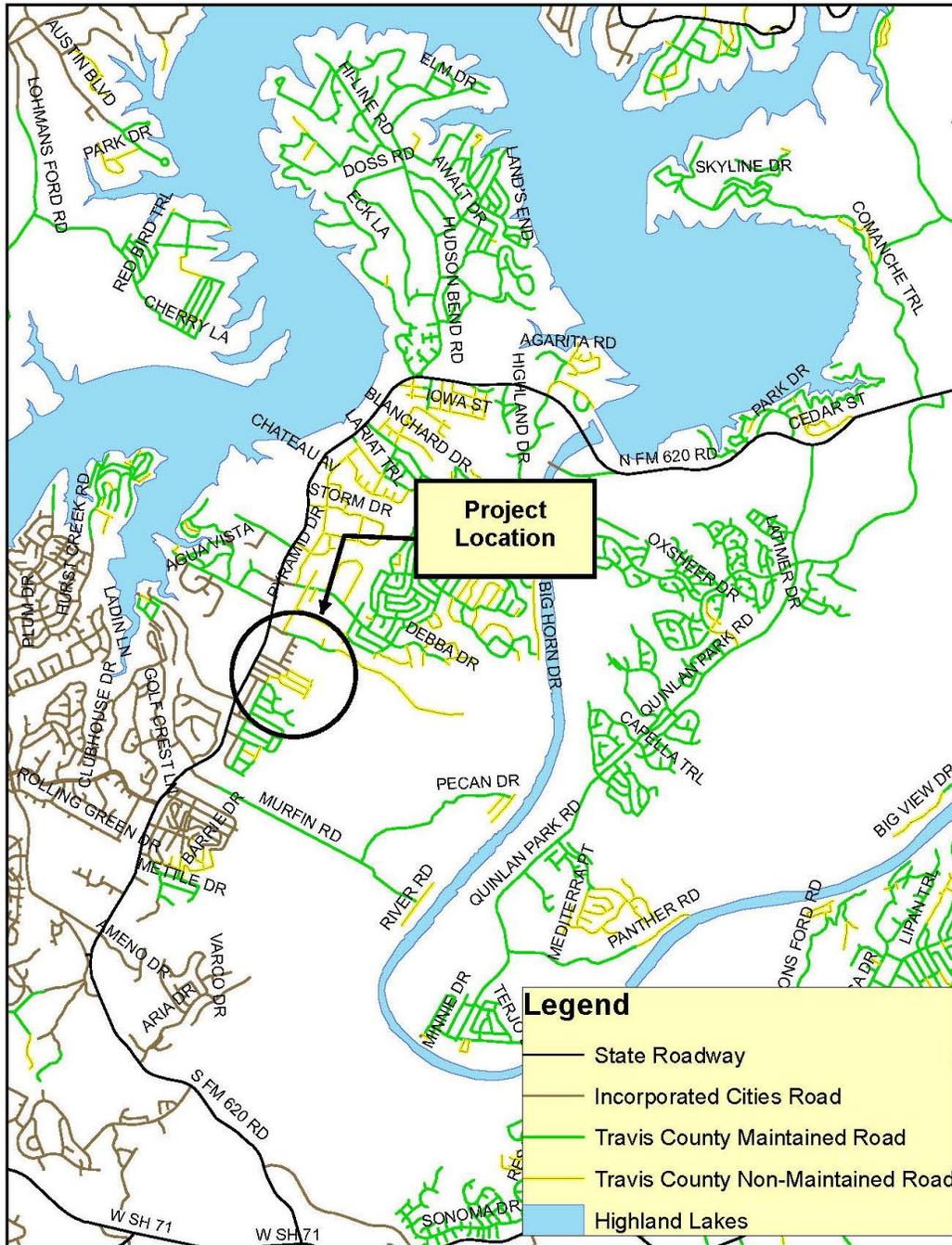


Figure 4: Project 1 - General Project Information

CDBG Funding:	\$326,598
Leverage Funding:	Not Applicable
Program Delivery:	Travis County Transportation and Natural Resource Department
Program Oversight:	Travis County Health and Human Service and Veteran Services
Expected Start/ Completion Date:	Phase 1: January 2012 -October 2012, Design Phase completed Phase 2: January 2013-August 2013, Construction begins Phase 3: PY13, Construction completed
Location:	Lake Oak Estates, Precinct 3

Figure 5: Project 1 - Priority and Performance Measurement Information (HUD – prescribed)

Priority Need Category:	Infrastructure	Project:	Street Improvements
Eligible Activity:	Street Improvements	Outcome Category	Sustainability
Objective Category	Suitable Living Environment	Specific Objective	Improve quality of public improvements for lower income persons
Citation	570.201 (c)	Accomplishment	126 individuals
Eligibility	LMA –Survey	Matrix Code	03 K Street Improvements
Priority in the 2011-2013 Strategic Plan#	High	Travis County HTE #:	HCUG01

Figure 6: Lake Oak Estates Phases



Figure 7: Lake Oak Estates Road Current Conditions



Project # 2: Home Rehabilitation - \$256,024**Project Description:**

This project will fund minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include, but are not limited to: connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

These funds are targeted toward homeowners at or below 80% MFI in the CDBG service area. This project will be administered by a non-profit, designated as a sub-recipient, identified through a formal application. Additionally, some of the allocation will partially fund a CDBG Planner position to complete environmental paperwork, final inspections and sign off and any other needed project delivery related costs.

Figure 8: Project 2 - General Project Information

CDBG Funding:	\$256,024
Leverage Funding:	To be determined
Program Delivery:	Designated sub-recipient or Travis County Health and Human Service and Veterans Service
Program Oversight:	Travis County Health and Human Service and Veteran Services
Estimated Start/ Completion Date:	October 1, 2012-September 30, 2013
Location:	Homes in the unincorporated areas of Travis County and the Village of Webberville

Figure 9: Project 2 - Priority and Performance Measurement Information (HUD – prescribed)

Priority Need Category:	Owner Occupied Housing	Project:	Rehabilitation of existing units
Eligible Activity:	Rehabilitation	Outcome Category	Availability/ Accessibility
Objective Category	Suitable Living Environment	Specific Objective	Improve the quality of owner housing
Citation	570.202	Accomplishment	10 Houses
Eligibility	LMH	Matrix Code	14A, Rehabilitation, Single Unit Residential
Priority in the 2011-2013 Strategic Plan#	High	Travis County HTE #:	HCIG02

Project # 3: Family Support Services (FSS) Social Work Services Expansion Project - \$106,000**Project Description:**

This program is an internal Travis County Health and Human Services & Veterans Service expansion of existing services. In PY11, the program was redesigned to expand social work services by increasing the program to one and a half social workers. This resulted in additional capacity to provide case management, information and referral, non-clinical counseling, crisis intervention and outreach in all four precincts of the unincorporated areas. The project is targeted to individuals who are at 80% MFI or below. The project will fund the equivalent of 1.5 FTE social workers who work at a Travis County HHS&VS facility, however, to reduce transportation barriers; the social worker provides the majority of service provision through home visits. Additionally, part of the funds will be used for operating expenses such as items necessary to provide home based services, mileage, and training, among others.

Figure 10: Project 3 - General Project Information

CDBG Funding:	\$106,000
Leverage Funding:	Youth and Family Assessment Center (YFAC) Flex Funds – TBD TBRA—\$120,000 CEAP—\$45,000 General Fund Staff costs: \$40,000
Program Delivery:	Family Support Services (FSS) Division of the Travis County Health and Human Services & Veteran Services
Program Oversight:	Travis County Health and Human Services & Veteran Services
Expected Start/ Completion Date:	October 1, 2012 – September 30, 2013
Location:	Households in the unincorporated areas of Travis County and the Village of Webberville

Figure 11: Project 3 - Priority and Performance Measurement Information (HUD – prescribed)

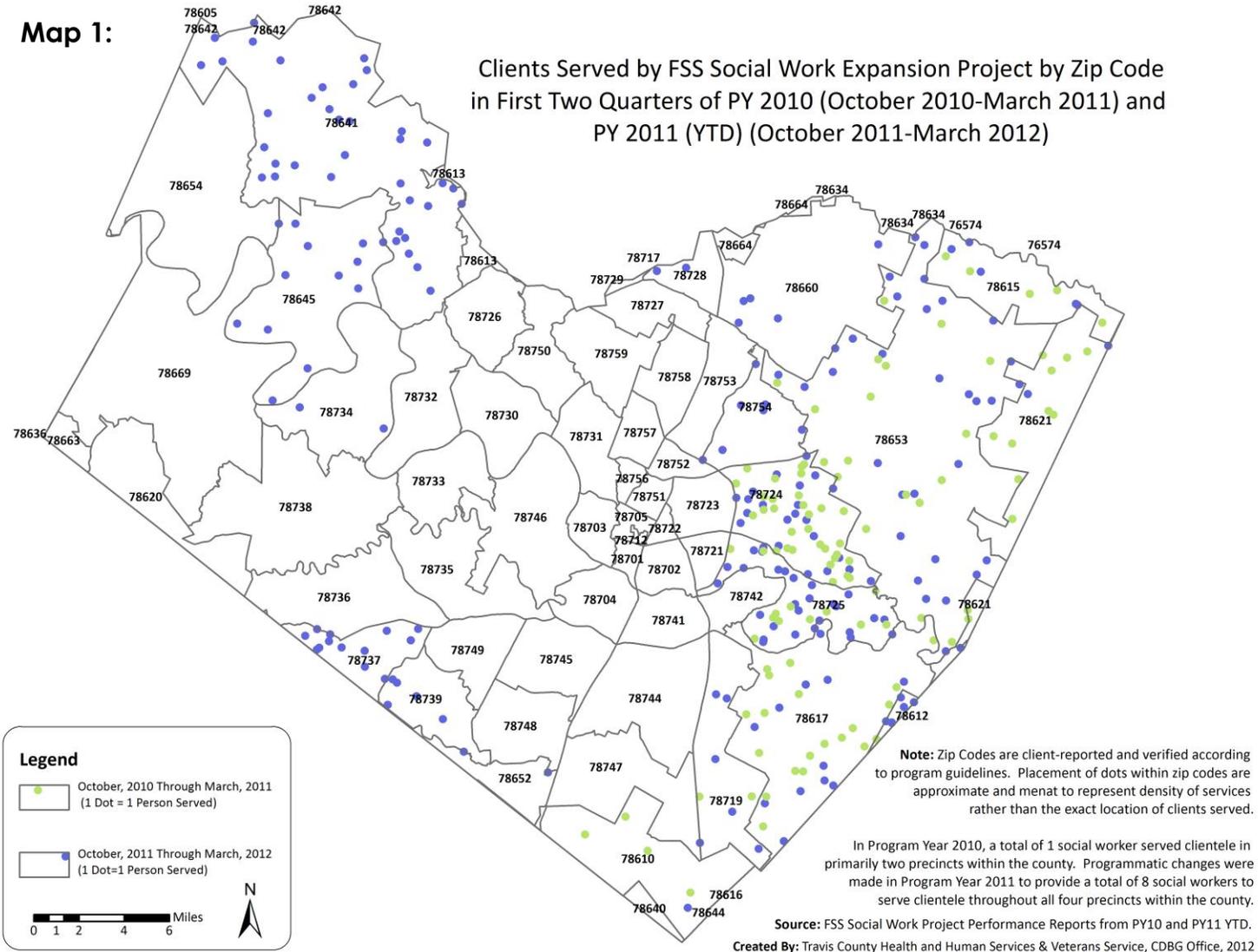
Priority Need Category:	Public Services, Other	Project:	Social Work Services Program
Eligible Activity:	Public Services	Outcome Category	Availability/ Accessibility
Objective Category	Suitable Living Environment	Specific Objective	Improve the availability of services for low/moderate income persons
Citation	570.201 (e)	Accomplishment	400 Individuals
Eligibility	LMC	Matrix Code	05, Public Services (General)
Priority in the 2011-2013 Strategic Plan#:	High	Travis County HTE #:	HSOG03

Project History

There has been a steady increase in the number of clients served by the social work program since PY 07 when the project began. In PY 07, 72 clients were served in two quarters, compared to 201 clients in the first two quarters of the current program year. As shown below, the social work expansion project has increased its geographic service area significantly. During the first two quarters of PY10 the program reached clients in 8 zip codes in the unincorporated areas; current year-to-date data shows that the program has served clients in 18 zip codes throughout the unincorporated areas of the county.

Map 1:

Clients Served by FSS Social Work Expansion Project by Zip Code in First Two Quarters of PY 2010 (October 2010-March 2011) and PY 2011 (YTD) (October 2011-March 2012)



Project # 4: Fair Housing Counseling– \$28,451**Project Description:**

The funds are allocated for Fair Housing Counseling for residents of the unincorporated areas and the Village of Webberville. This program will expand existing fair housing services in the unincorporated areas of the County and the Village of Webberville, and proposes to serve approximately 35 people. Fair housing services include: fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Additionally, part of the funds will be used for allowable program delivery costs such as marketing materials and office supplies. At least 51% (18) of the recipients will be at or below 80% of the Median Family Income (MFI). Because housing discrimination occurs at all income levels, the project will be allowed to service up to 17 households above 80% MFI. Furthermore, an additional \$15,000 will be set aside in the administrative and planning budget to provide fair housing outreach and training which are not allowable fair housing activities under the public services cap.

Austin Tenant’s Council, designated as a sub-recipient, will provide these services; however, should ATC decide not to move forward with the project, the County will make the funds available through a Request for Services process.

Figure 12: Project 4 - General Project Information

CDBG Funding:	\$28,451
Leverage Funding:	Not Applicable
Program Delivery:	Austin Tenant’s Council or other designated sub-recipient
Program Oversight:	Travis County Health and Human Service & Veteran Services
Expected Start/ Completion Date:	October 1, 2012 – September 30, 2013
Location:	CDBG Service Area

Figure 13: Project 4 - Priority and Performance Measurement Information (HUD – prescribed)

Priority Need Category:	Public Services, Other	Project:	Fair Housing Counseling & Testing
Eligible Activity:	Public Services	Outcome Category	Availability/Accessibility
Objective Category	Provide Decent Housing	Specific Objective	Improve the availability of services for low/moderate income persons
Citation	570.201 (e)	Accomplishment	35 People
Eligibility	LMC	Matrix Code	05J, Fair Housing Activities
Priority in the 2011-2013 Strategic Plan#:	High	Travis County HTE #:	HSOG04

Project # 5: Administrative & Planning Expenses – \$179,268**Project Description:**

The funds allocated for administration will pay for the operating expenses associated with the grant including office supplies, training, contracted services, interpreting, fair housing activities, membership, Action Plan, annual report, reporting and other business related expenses. Additionally, the funds will pay for a portion (99% and 59%) of the salaries for the two CDBG Planners, and a portion (27%) of the salary of a TNR Senior Engineer. These positions are responsible for project development, action plan and annual report development, monitoring, and reporting among others.

Figure 14: Project 5 - General Project Information

CDBG Funding:	\$179,268
Leverage Funding:	Travis County General Fund = estimated \$177,135
Program Delivery:	Travis County Health and Human Service & Veteran Services
Program Oversight:	Travis County Health and Human Service & Veteran Services
Expected Start/ Completion Date:	October 1, 2012 – September 30, 2013
Location:	Not Applicable

Figure 15: Project 5 - Priority and Performance Measurement Information (HUD –prescribed)

Priority Need Category:	Not Applicable	Project:	Program Administration
Eligible Activity:	Administration and Planning	Outcome Category	Not Applicable
Objective Category	Not Applicable	Specific Objective	Not Applicable
Citation	570.206	Accomplishment	Other, Effective administration of the grant
Eligibility	Not Applicable	Matrix Code	21A, General Program Administration
Priority in the 2011-2013 Strategic Plan#:	Not Applicable	Travis County HTE #:	HAGG05 & HPWG06

ALTERNATE PROJECTS

In July 2010, the Travis County Commissioners Court approved an amendment to the Citizen Participation Plan to allow for a list of alternate projects to be provided in the Annual Action Plan. This amendment provides the framework to allow the opportunity to have a list of projects that have the potential to be implemented quickly should a funded CDBG project experience cost savings, delays or barriers to completion.

Alternate Projects will contain the same level of information that funded projects contain in the Annual Action Plan to ensure appropriate review by the public. Approval by the Travis County Commissioners Court will be necessary to replace a funded project with an alternate or to fund an alternate with cost savings from a completed project regardless of whether or not the increase or decrease exceeds 25 percent. These actions will not require a substantial amendment since the alternate projects will have gone through a public review process saving 60 to 90 days prior to reallocate funds.

In the event that the projects identified for this program year are delayed, canceled, or are performed at a lower cost than the budgeted amount, the Travis County CDBG program plans to pursue one or more of following projects: homebuyer assistance, homeowner rehabilitation, or Phase 1 of the Las Lomitas Water Distribution Project (*Refer to Appendix A for details on each alternate project*).

Figure 16: Proposed Alternate Projects for Program Year 2012

Project/Activities	Amount
Community Development	
Home Repair	Up to \$200,000
Homebuyer Assistance	Up to \$300,000
Las Lomitas Water Distribution	Up to \$480,000

CDBG CARRY OVER CHART

This chart represents the estimated total CDBG dollars available for use during PY12 including estimated carry over amounts from PY06 through PY11. The percentages of the areas of investments for public services and administration and planning were calculated to demonstrate that the amounts allocated in each area do not exceed the program caps of 15% for public service and 20% for administration and planning.

Figure 17: CDBG Carry Over Chart

CDBG Area of Investment	CDBG Activity	PY 2012 Funds by Activity	Carry Over From PY06-PY11	TOTAL	Percent of Activity Investment	Percent of CDBG Area Investment
Community Development	1. Street Improvements: Lake Oak Estates	\$326,598	\$75,000	\$401,598		
	2. Street Improvements: Lava Lane	N/A	\$0	\$0		
	3. Owner Occupied: Home Rehabilitation	\$256,024	\$636,000	\$892,024		
	4. Production of owner housing: Land Acquisition	N/A	\$2.86	\$2.86		
	5. Homebuyer Assistance	N/A	\$750,000	\$750,000		
Public Services	6. Public Services, Other: Social Work Expansion	\$106,000	\$0	\$106,000	\$134,451	15%
	7. Fair Housing Counseling	\$28,451	N/A	\$28,451		
Administration & Planning	8. Administration & Planning	\$179,268	\$0	\$179,268	\$179,268	20%
TOTAL		\$896,341	\$1,461,003	\$2,357,344		

**The carry over numbers represent estimates of funds remaining at the end of the program year. These numbers may increase or decrease depending upon the draw downs and progress achieved by September 30, 2012. For the administration and Planning and Public Services categories, if the Program ends up with carry over balances at the end of the program year, the project savings will be allocated according to the Citizen Participation Plan.*

PERFORMANCE MEASUREMENTS

Approximately 821 people will benefit from the projects proposed in the PY 2012 Action Plan. The following figure presents each proposed project with the corresponding outcome objective and performance indicator as prescribed by HUD's performance measurement framework.

Figure 18: Performance Indicators for the Proposed PY 2012 Projects

Specific Objectives	Outcome Objectives	Sources of Funds	Performance Indicators	Expected	Actual	Percent Completed
SL-1 Availability/Accessibility of Living Environment						
Public Services, Other	Improve the access to a suitable living environment by increasing the availability of services to low/mod income persons	CDBG	<ul style="list-style-type: none"> Number of people assisted with expanded access to a service 	400	To be determined	
DH-1 Availability/Accessibility of Decent Housing						
Fair Housing Counseling	Improve access to decent housing for protected groups	CDBG	<ul style="list-style-type: none"> Number of people assisted 	35	To be determined	
SL-3 Sustainability of Living Environment						
Street Improvements Lake Oak Estates	Improve the quality of public improvements for lower income persons by improving roads	CDBG	<ul style="list-style-type: none"> Number of people who will benefit from improved road 	126	To be determined	
Homeowner Rehabilitation	Improve the quality of owner housing	CDBG	<ul style="list-style-type: none"> Number of housing units improved 	10	To be determined	
Specific Objective Not Applicable						
Administration & Planning	Not applicable	CDBG	<ul style="list-style-type: none"> Other – effective grant administration 	N/A*	To be determined	

*Note approximately 250 people will receive Fair Housing Training during FY12, to be paid from the Administration and Planning budget.

The coding system used in Figure 18 follows the numbering system established in the CDBG Community Planning and Development Outcome Performance Measurement System developed by HUD. The outcome/objective numbers stand for the following:

Figure 19: Numbering System for Outcome and Objective Coding

Objective	Outcome		
	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

GEOGRAPHIC DISTRIBUTION OF PROJECTS

The Travis County CDBG program does not have any designated target areas as projects are selected based on need and low to moderate income benefit, rather than geographic location.

The road improvements project (Project 1) proposed for PY12 is located in the Lake Oak Estates neighborhood. This neighborhood is located in Precinct 3 in Western Travis County, in a Census Tract which required a primary survey to determine eligibility. The Home Rehabilitation, Public Services and Fair Housing Counseling projects will help households located throughout the CDBG service area.

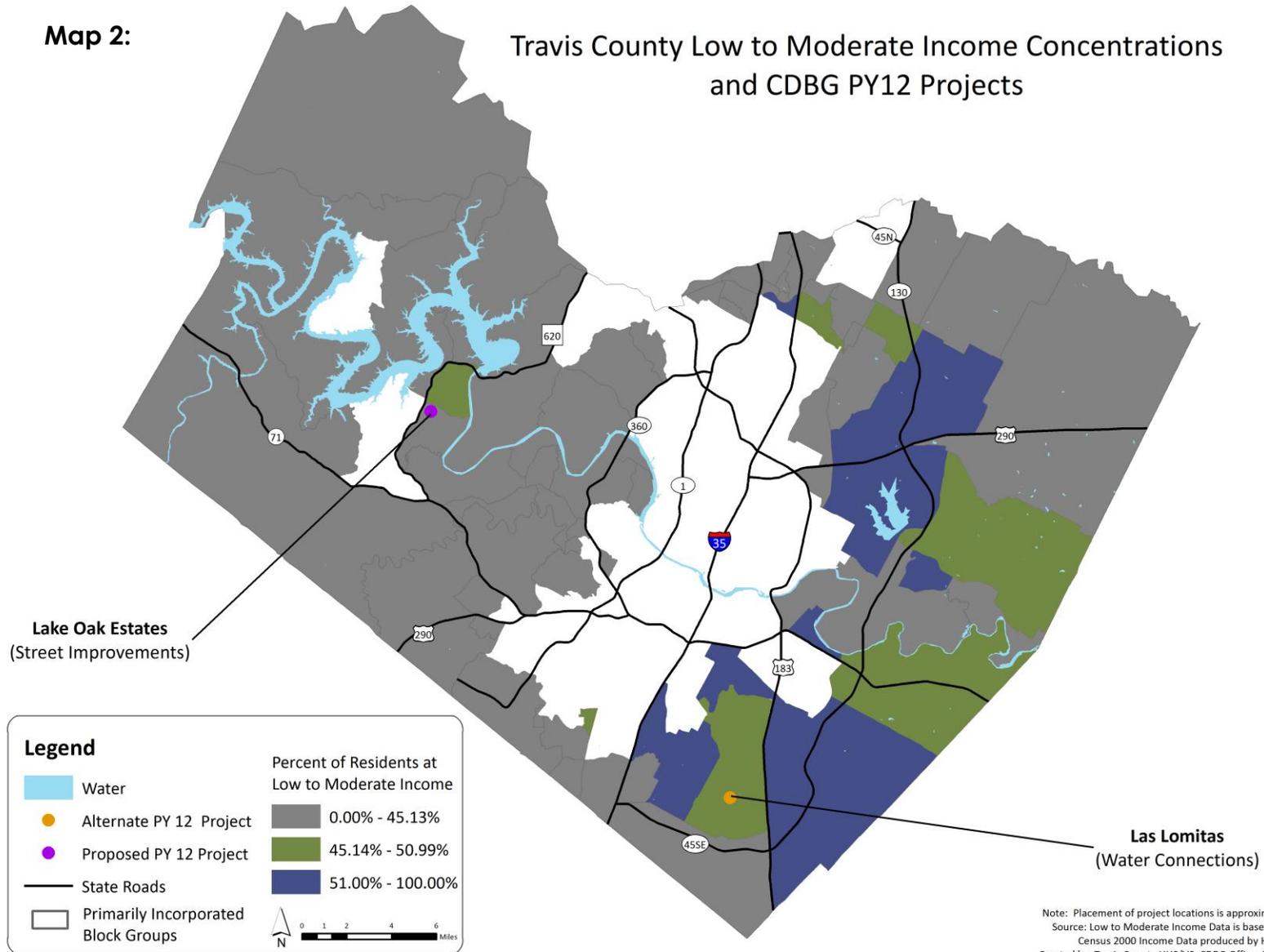
Figure 20: Geographic Distribution of Grant Activity for the Program Year 2012

PY12 Projects	Location in Travis County
Project 1: Street Improvements	Lake Oak Estates, Precinct 3
Project 2: Homeowner Rehabilitation	Households in the unincorporated areas of the county and in the Village of Webberville
Project 3: Public Services, Other	Households in the unincorporated areas of the county and in the Village of Webberville
Project 4: Fair Housing Counseling	Households in the unincorporated areas of the county and in the Village of Webberville
Project 5: Administration & Planning	Not Applicable

Please refer to the following maps for: the location of proposed projects for PY12; low to moderate income percentages by block group; racial and ethnic concentrations and distribution by block group.

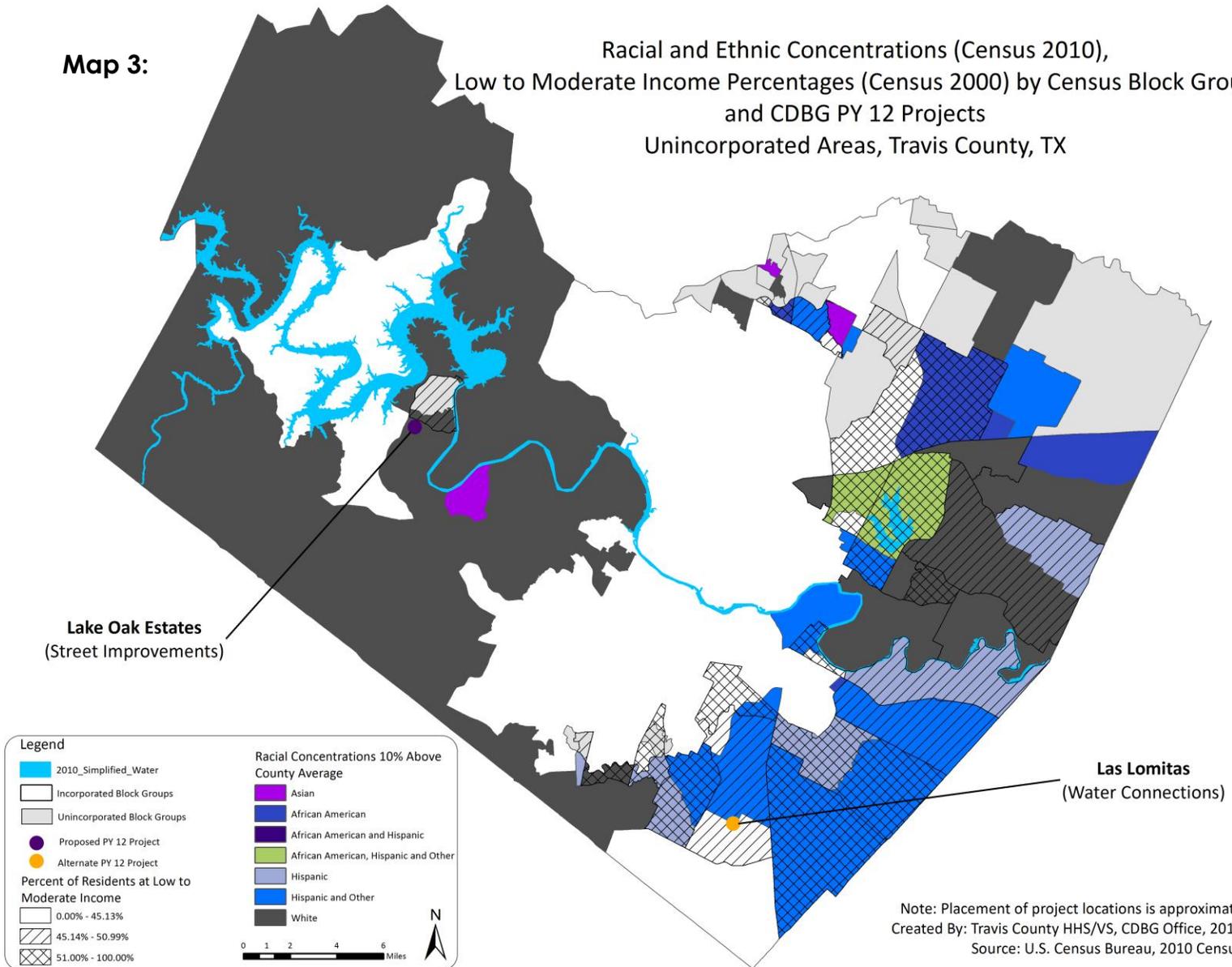
Map 2:

Travis County Low to Moderate Income Concentrations and CDBG PY12 Projects



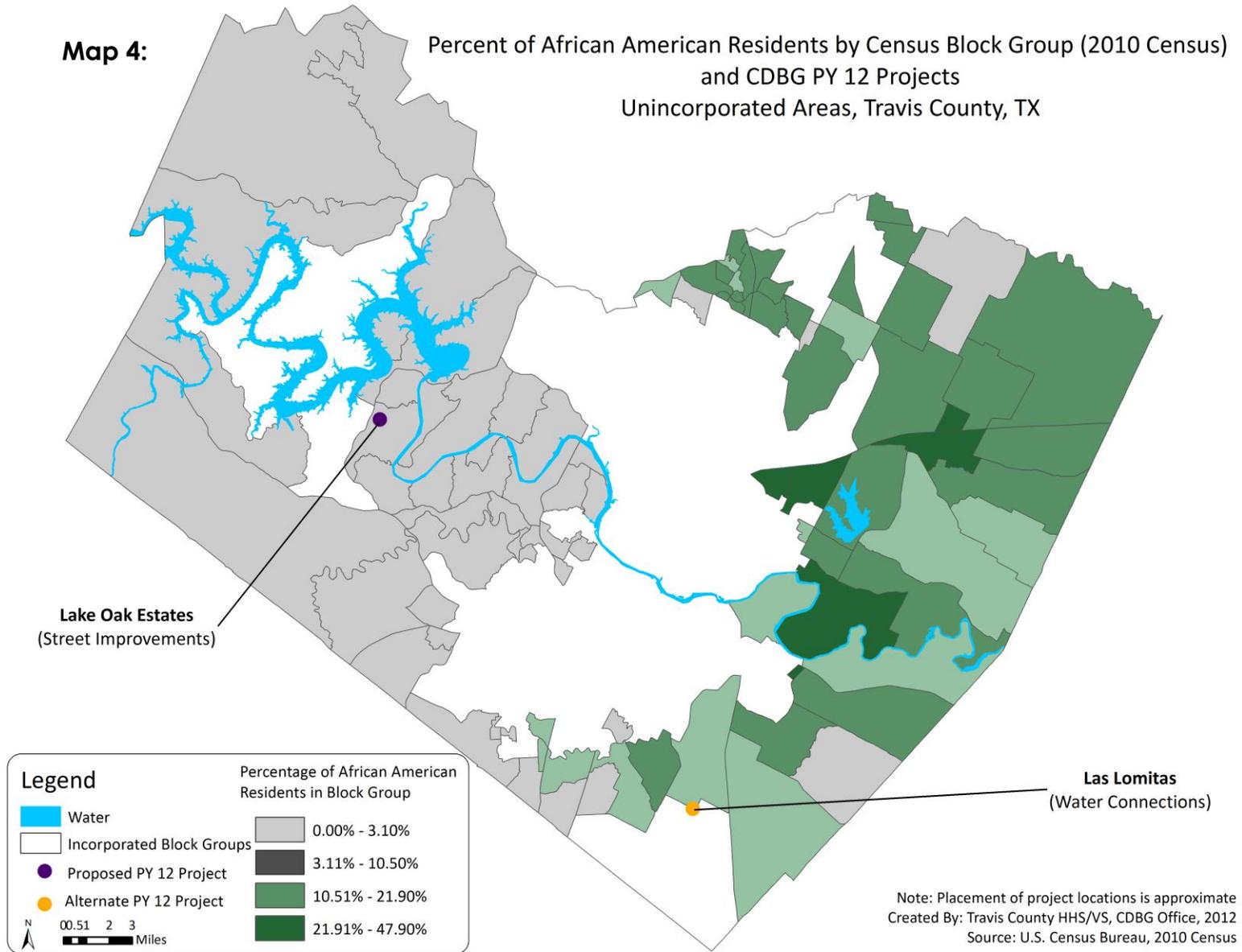
Map 3:

Racial and Ethnic Concentrations (Census 2010),
Low to Moderate Income Percentages (Census 2000) by Census Block Group
and CDBG PY 12 Projects
Unincorporated Areas, Travis County, TX



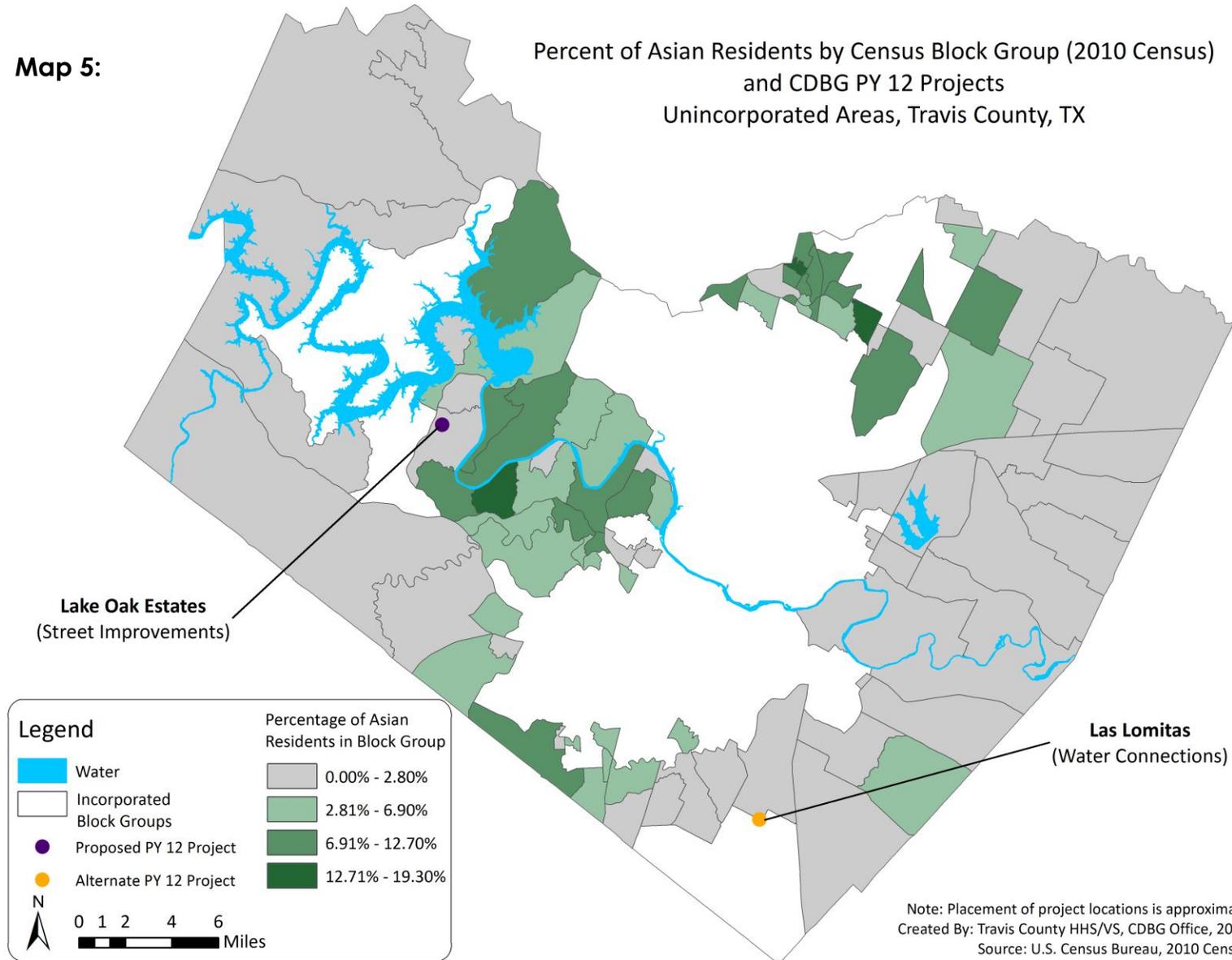
Map 4:

**Percent of African American Residents by Census Block Group (2010 Census) and CDBG PY 12 Projects
Unincorporated Areas, Travis County, TX**



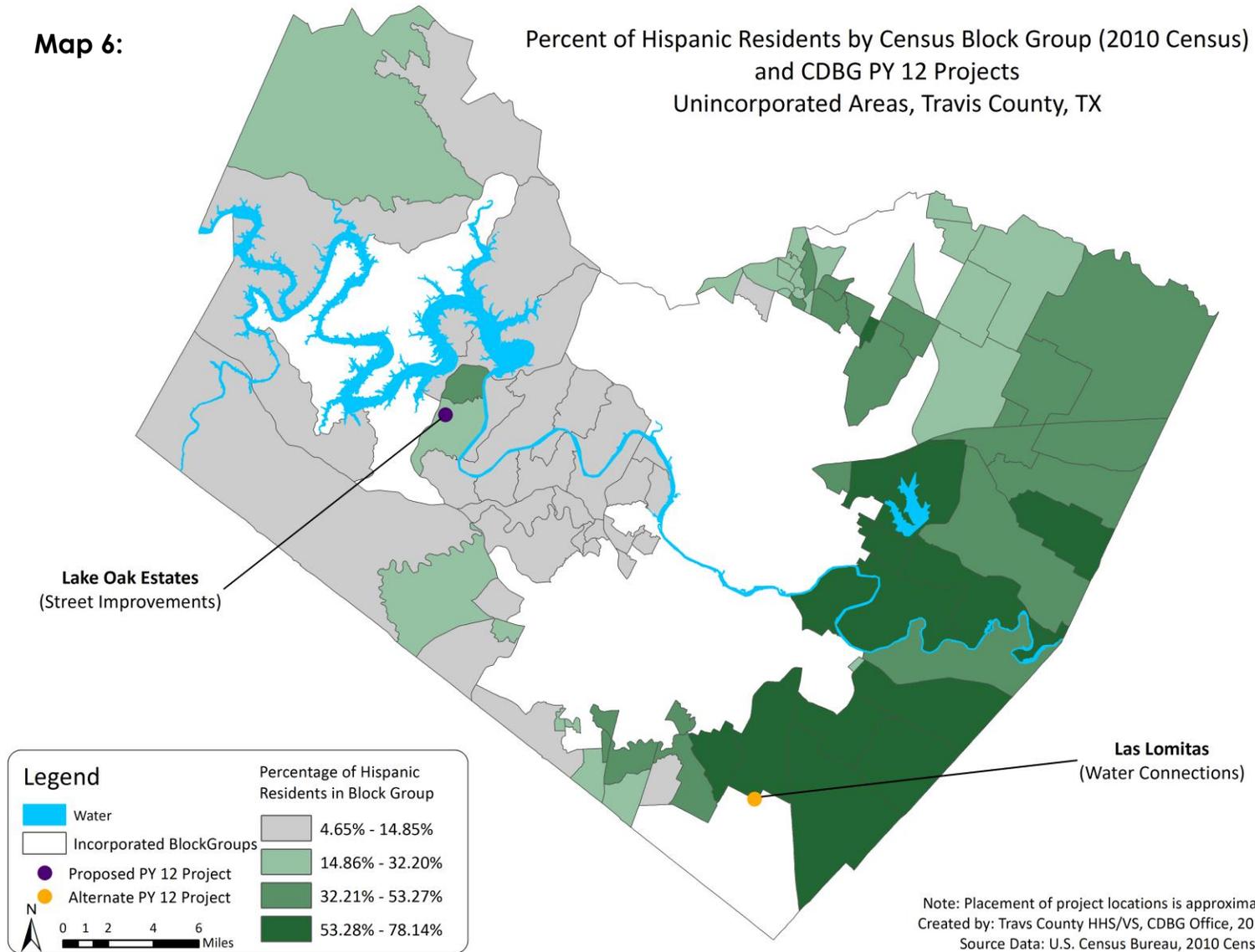
Map 5:

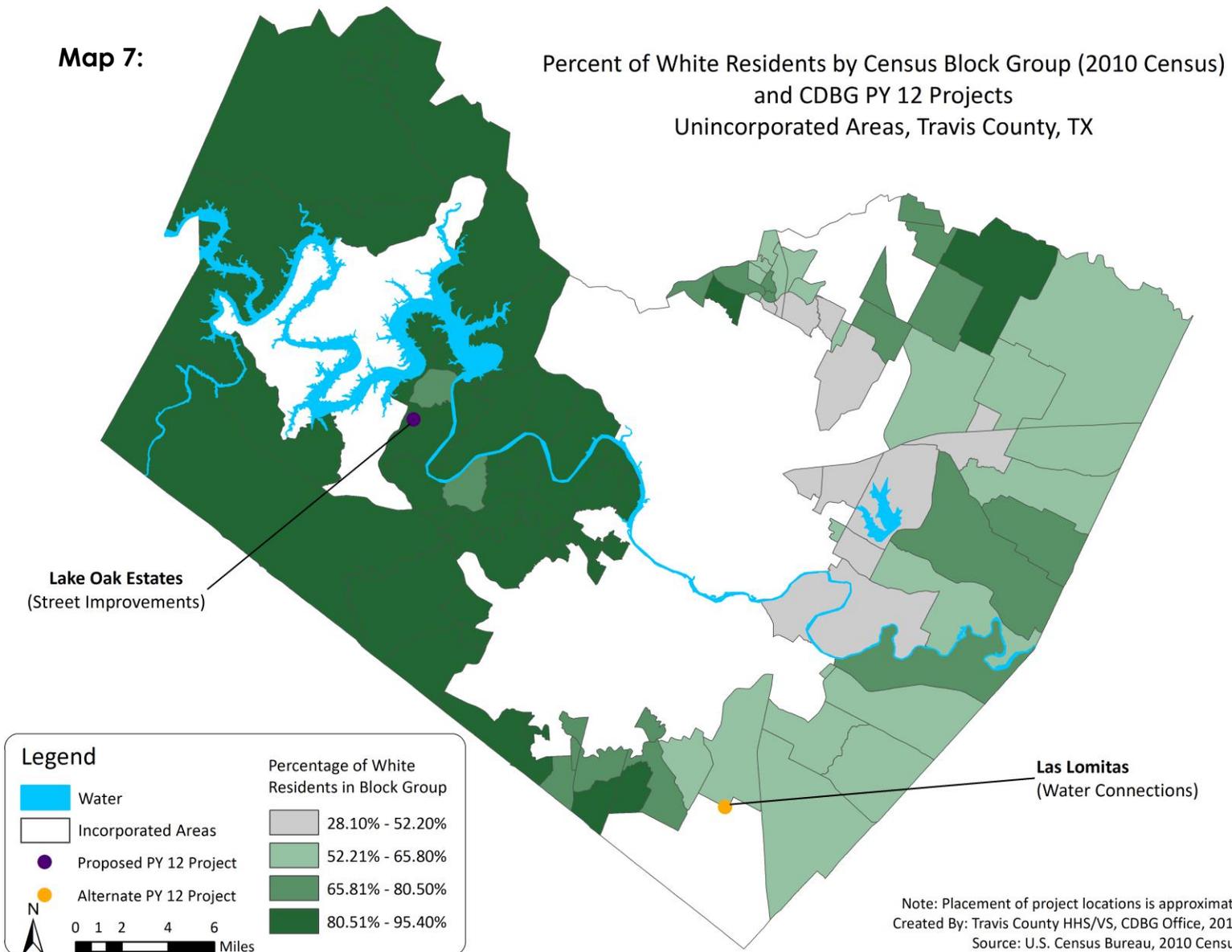
Percent of Asian Residents by Census Block Group (2010 Census)
and CDBG PY 12 Projects
Unincorporated Areas, Travis County, TX



Map 6:

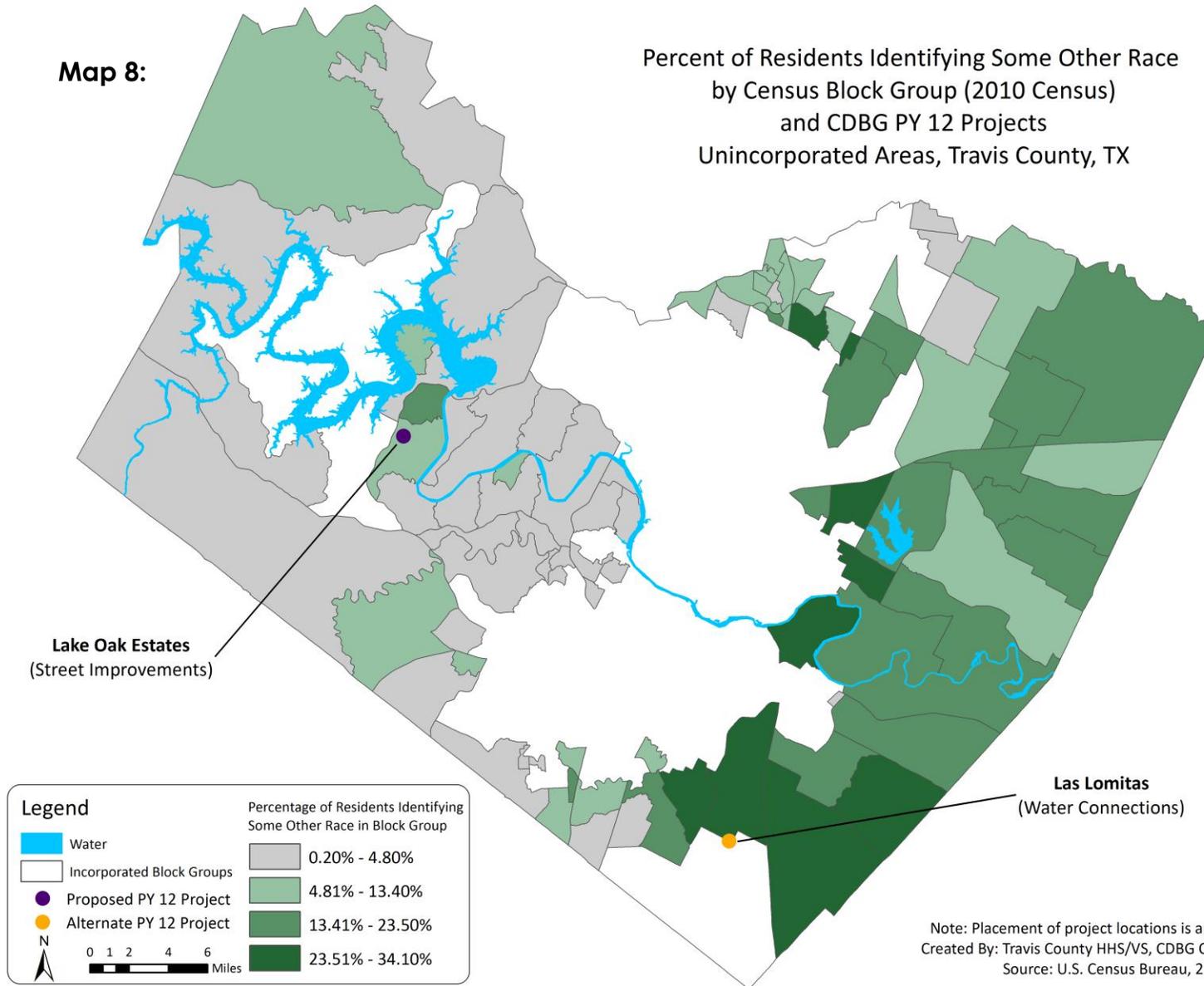
**Percent of Hispanic Residents by Census Block Group (2010 Census) and CDBG PY 12 Projects
Unincorporated Areas, Travis County, TX**





Map 8:

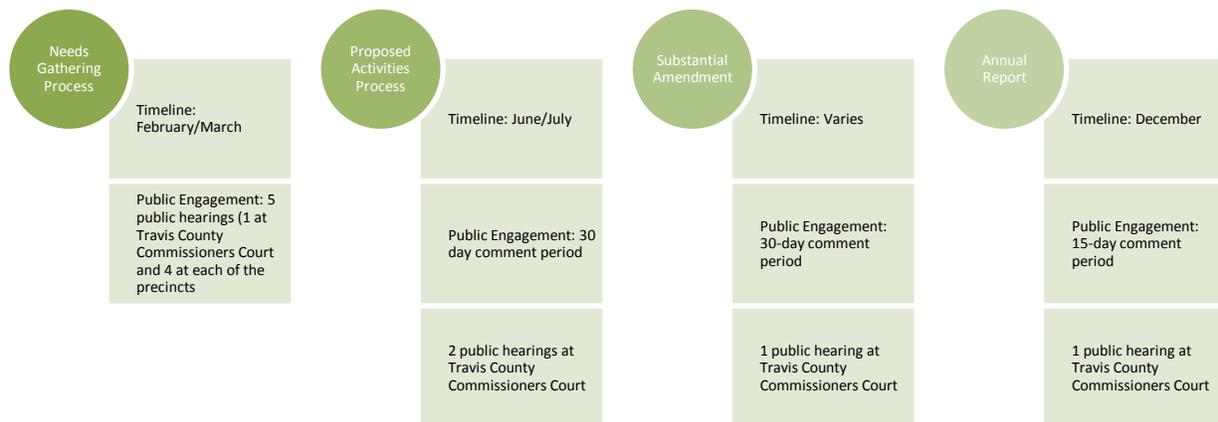
Percent of Residents Identifying Some Other Race by Census Block Group (2010 Census) and CDBG PY 12 Projects Unincorporated Areas, Travis County, TX



PUBLIC PARTICIPATION PROCESS

Public engagement occurs throughout CDBG activities for four main purposes: needs gathering, approval of proposed actions, the substantial amendment process (if applicable), and the annual report (see chart below).

Figure 21: Public Engagement Process



SUMMARY OF PARTICIPATION PROCESS

During the months of February and March 2012, the public had an opportunity to identify the needs of the unincorporated areas by;

- 1) Attending one of five public hearings;
- 2) Turning in a Participation Form; or
- 3) Turning in a Project Proposal form.

For full details of the Public Engagement Process including Results, refer to Appendix B.

Public Hearings and Participation Forms

The purpose of the hearings and participation forms was to obtain the public's input on the community development, housing, and public service needs, as well as potential project ideas to address those needs. The first hearing, held at the Commissioner Courtroom, followed a traditional hearing format, while those held in each of the precincts had an information session followed by facilitated discussion.

The public that could not participate in public hearings had the choice of providing their input by filling out a Participation Form or a Project Proposal Form. These forms were provided to interested parties upon request and were available in both English and Spanish on the Travis County CDBG website.

Technical Assistance to Neighborhoods

Organized residents and non-profit agencies who identified CDBG eligible projects received technical assistance from CDBG staff in the form of site visits, guidance on project proposals and understanding CDBG eligible activities and eligible beneficiaries. Specifically CDBG staff provided technical assistance to representatives of Cardinal Hills and Las Lomitas.

Additionally, one primary survey was conducted during May 2012. Las Lomitas, located in Southeastern Travis County, requested assistance with water connections in PY 2011. However, it was determined that Census data would not support a project to benefit the neighborhood due to the size of the area of benefit within the Census Tract, however, the County and the neighborhood could work together to conduct a primary survey of the homes that would benefit from the improvements. Program staff trained neighborhood representatives on the survey methodology, and participated in one neighborhood meeting to explain the survey.

The neighborhood turned in the survey to CDBG on June 1. Program staff has provided technical assistance to help the neighborhood work towards completing the survey, and began analyzing the results in June. Staff will continue to work with the neighborhood in the coming months to finalize the results. Please note that all primary survey materials including announcements, surveys, and surveyors were available in both English and Spanish.

Advertising

The opportunity to participate was advertised on the Travis County website (www.co.travis.tx.us/CDBG), the seven community centers and the television channel of Travis County. Advertisements also appeared in newspapers of general circulation including Hill Country News, The Oak Hill Gazette, The Villager, The Austin Chronicle and the Spanish language newspapers *Ahora Si* and *El Mundo*. In addition, notifications by mail and e-mail were sent to service providers, to county residents who had previously attended public hearings, to the community liaison departments of schools districts and to neighborhood associations, and were posted on the CDBG Facebook and Twitter pages. The announcements were available in English and Spanish.

Typically, the Program advertises in four additional newspapers – the Pflugerville Pflag, Lake Travis View, North Lake Travis Log, and Westlake Picayune. The North Lake Travis Log ceased publication and

the advertisement was placed with the Lake Living Network News Website instead to reach a similar population geographically. The other three newspapers are still in publication; however, due to an oversight, the advertisements were not published. This being said, publishing in the Austin Chronicle and the Spanish Language newspaper meets the statutory requirements for HUD. Additionally, as described below, the CDBG outreach plan requires a multi-pronged approach to ensure that newspapers are not the sole source of information. Furthermore, based on the participation numbers for this Action Plan, the omission does not appear to have decreased participation levels.

The following efforts were made to broaden public participation:

- Public notices presented the option of requesting an American Sign Language or Spanish interpreter.
- The CDBG website stayed current with documents and announcements of the different participation opportunities.
- The public that could not attend the public hearings had the option to provide their input by filling out a Participation Form or Project Proposal Form.
- To increase the access to information for Spanish-speakers, all the participation forms were available in Spanish, and selected sections of the website were translated into Spanish.
- Notices of opportunities to participate were sent to all neighborhood associations in the unincorporated areas and to school district community liaison departments.
- Notices of opportunities to participate were also distributed at all schools in the Del Valle Independent School District and Manor Independent School District.
- Notices were sent via email for posting at Leander Independent School District and Marble Falls Independent School District.
- Advertisements to attend community forums were also placed on the City of Manor website and the Lake Living Network News website to address the need for outreach that the Lake Travis Log used to address before it ceased publication.
- OneVoice was added to the list of community agencies that emails were sent to regarding opportunities to participate in community forums.

Summary of Public Participation

- A total of 46 people attended the five public hearings
- 32 Participation Forms were submitted
- One neighborhood was primary surveyed to determine whether or not they were eligible for a water connection project: Las Lomitas.
- Three project proposals were submitted by neighborhoods or agencies: Las Lomitas, Lipan/Mestena Trail and Cardinal Hills Estates.
- One project proposal was submitted by an individual resident: Septic tank repair.

-
- Three proposals were submitted by Travis County Departments: One from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS), one from the Transportation and Natural Resources Department (TNR), and one from The Transportation and Natural Resources Department (TNR) for the second phase of the Lake Oak Estates Road Improvement Project.

PUBLIC COMMENT PERIOD

Every year during the development of the Annual Action Plan, a 30-day public comment period is held to receive comments on the proposed uses of CDBG funds. The comment period includes two public hearings held at the Travis County Commissioners Court. For the development of the PY12 Action Plan the 30-day public comment period was held from June 18, 2012 to July 17, 2012 and the two public hearings occurred on June 26, 2012, and July 10, 2012.

The public comment period was advertised on the County's website and in newspapers of general circulation during the week of May 28th. In addition, notifications by mail and e-mail were sent to service providers, to citizens who attended public hearings in the past, to the community liaison departments of school districts and to neighborhood associations. The announcements were available in English and Spanish.

Summary of Public Comments Received for Draft of PY12 Action Plan

- A total of 8 people presented testimony at the public hearing on June 26, 2012.
- One individual made general comments about excessive taxation and governmental waste.
- One individual made comments about a lack of responsiveness and waste within agencies not related to CDBG.
- One individual asked for clarification about the amount of funds being dedicated to the home repair project, and for additional information on the Fair Housing Counseling project.
- Four residents of the Las Lomitas community expressed thanks for the work being done around the neighborhood's water connection issues, and for consideration as a CDBG alternate project.
- One Las Lomitas resident requested that the TNR service station extend hours to accommodate people whose work schedules currently do not permit them to get water from the station.
- No comments were received at the public hearing on July 10, 2012.
- One written comment was received through U.S. mail from a neighborhood association located within the City of Austin requesting services.

Responses to Comment Received and Comments Not Accepted

During the public hearings, most of the questions were addressed at the time of the public hearing. Staff provided clarification on the funding for the home repair project and the fair housing activity, and Commissioner Gomez's office indicated they would work with the neighborhood and TNR to discuss the extension of hours. One person stated that the CDBG program was spending 40% of CDBG funds on administration, but that is not accurate. The Program has planned to spend the allowable 20% on administration and planning activities as indicated throughout this Action Plan.

The comments regarding governmental waste and travel to London were not associated with the CDBG program, and therefore, will not be accepted for this Plan.

The neighborhood association was informed in a letter that the Travis County CDBG Program cannot use funds within incorporated areas, and referred to the City of Austin for assistance.

PROJECT SELECTION PROCESS

Travis County CDBG staff considered and weighed all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner.

Second, CDBG staff further evaluated the projects according to the following criteria:

- **Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the three high priority categories identified in the Strategic (Consolidated) Plan will receive more favorable review.
- **Feasibility of project:** Projects that have the ability to be implemented and completed within 12 months will receive more favorable review. Project may be broken up into manageable 12-18 month phases for those that are more costly or slower moving.
- **Impacts a significant number of households:** Project scope and the number of persons benefiting will be considered to determine the level of project impact.
- **Benefit to low/moderate-income persons:** Projects that benefit low- and moderate-income households will receive a more favorable review.
- **Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts will receive more favorable review.

Finally, a matrix was provided to the Travis County Commissioners Court on May 22, 2012 along with staff recommendations for projects to be funding in PY12. The TCCC approved the projects to be included in the PY12 Action Plan on June 5, 2012.

MANAGING THE PROCESS AND INSTITUTIONAL STRUCTURE

Effective implementation of the PY12 Action Plan will involve a variety of key stakeholders. Coordination and collaboration within the Travis County departments and between agencies will be instrumental in meeting community needs effectively. The departments within Travis County anticipated to be involved in the implementation of projects are described below.

Health and Human Services & Veterans Service Department

The HHS/VS Department is the lead county agency responsible for the administration of the County's CDBG funding. This Department has the primary responsibility of assessing community needs, developing the Consolidated Plan and annual Action Plans, managing project activities in conjunction with other county departments and community partners, administering the finances, and monitoring and reporting. The CDBG office is located in the Office of the County Executive within HHS/VS. The Department reports to the Travis County Commissioners Court for oversight authority.

The CDBG office works with the Research and Planning Division (R&P) within HHS/VS in the areas of community planning, data collection, and resource development. The CDBG office will continue to keep R&P informed about HUD funding streams and continue to work collaboratively identifying and sharing relevant data to ensure a consistent message on emerging issues such as changing housing needs and foreclosure.

Additionally, the Family Support Services (FSS) Division of HHS/VS is the project manager for a CDBG public service project. FSS also manages the seven Travis County Community Centers which provide a key access point for the public to access CDBG information. The CDBG office works closely with the Division to ensure the public's access to CDBG documents and encourage outreach and public engagement through the Centers.

Travis County Commissioners Court

The Commissioners Court is made up of four elected commissioners, one to represent each county precinct, and the County Judge who serves as the presiding officer. As a group, the Commissioners and County Judge are the chief policy-making and governing body of the county government. The Commissioner's Court makes all final decisions about CDBG fund allocations.

Transportation and Natural Resources Department

The Transportation and Natural Resources Department (TNR) and the CDBG office work closely to

coordinate environmental review functions, project planning, project implementation and GIS mapping. Additionally, over the last year, TNR's planning division and CDBG staff have begun to work more collaboratively to ensure consistent messaging regarding housing, transportation and community development. TNR and CDBG employees have been trained in HUD environmental regulations. This cross training of both departments allows for quality review and peer consultation. Finally, the CDBG office and the CDBG funded Senior Engineer coordinate the preparation of project scopes, eligibility, cost estimates, and project design. The Senior Engineer also plays an active role in the implementation of CDBG & CDBG-R projects that are managed by TNR such as the street improvement projects for Lake Oak Estates and the Plain View Estates water connection project.

County Attorney's Office

The County Attorney is an elected official and the County Attorney's Office creates and reviews legal agreements as well as provides legal advice and consultation for the Department. They have created templates to assist with CDBG procurement actions, related consultant services, construction documents, and templates for sub-recipient agreements.

Purchasing Office

The Purchasing Office manages the CDBG procurement processes for commodities, professional services and construction. Expertise in the area of federal standards has been created within the Office. The Office ensures compliance with required labor standards and submits related reports to the CDBG office. The Purchasing Office reports to the Purchasing Board, which was established by the Travis County Commissioner's Court.

Public Sector and Non-Profits

During the implementation of the PY12 Action Plan, the Travis County CDBG office anticipates coordinating with a variety of local non-profits and governmental entities activities related to grant management and community planning. The following list provides some examples of the type of engagements the CDBG office has participated in or anticipates to build:

- Travis County is a member of the Ending Community Homelessness Coalition (ECHO) whose mission is to identify specific strategies and oversee ongoing planning and implementation of a plan to end chronic homelessness in Austin and Travis County.
- The Travis County CDBG Office and other representatives from Travis County are participating in the steering committee for a Regional Opportunity Mapping project that also includes the City of Austin, local nonprofits, and other public sector agencies. The maps will identify areas

within the five county region of higher and lower opportunity, based on a variety of indicators such as housing, transportation and education. The maps will help guide regional decision making about where to locate future community development projects and investments.

- Travis County participates in the Community Action Network (CAN) Housing Research Group. This group shares housing data and research, and is developing a set of indicators related to housing that can be updated annually to provide an accurate and timely snapshot of the housing conditions facing residents of the five county region.
- Consultation with other entitlement counties and cities to exchange models for CDBG grant management and project implementation.
- Partnerships with local Community Housing and Development Organizations (CHDOs), non-profits, and other community development and housing providers to explore options for community development and public service projects and leverage other federal, state, local and private funding.
- Coordination of planning efforts with the Travis County Housing Authority and Travis County Housing Finance Corporation for affordable housing programs in the unincorporated areas of the county.

Monitoring

As the lead agency for development and implementation of the CDBG Action Plan, the Travis County HHS/VS department implements standard policies and procedures for monitoring the implementation of CDBG activities. These monitoring activities ensure compliance with program regulations and compliance with financial requirements. Federal guidelines that must be followed include: OMB A-110, OMB A-122, 24 CFR Part 570.603 (CDBG Labor Standards), 570.901-906 (CDBG), the Davis Bacon Act and Contract Work Hours and the Safety Standards Act (CDBG).

HHS/VS provides contract administration for community development activities in conjunction with the Transportation and Natural Resources Department, including but not limited to contract negotiations, compliance monitoring, and payment and contract closeout.

Sub-Recipients

Sub-recipient agreements will be used to conduct housing, community development and public service activities. The sub-recipient agreement will be the foundation for programmatic monitoring. Sub-recipients will be monitored for programmatic compliance on-site or remotely in the following manner:

1. All invoices and reports will be routed via HHS/VS CDBG staff prior to final approval by financial services and the Auditor's Office.

-
2. All new sub-recipients will be desk audited monthly and monitored at least semi-annually until no findings occur.
 3. For new sub-recipients, after four consecutive semi-annual monitoring reports with no findings, annual visits will occur.

Financial monitoring will be completed as necessary and as directed by the sub-recipient fiscal performance and the external monitoring needs of the Travis County Auditor's office. Programmatic and fiscal monitoring may not occur concurrently.

Contractors

Contractors may be used to provide some housing, community development and public services. Contractors submit periodic reimbursement requests that document and verify expenditures. The contract agreement will be used as the primary basis for monitoring. The following steps are an integral part of the monitoring process for each contract:

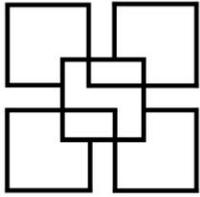
1. On-site or remote reviews at an established periodic interval (prior to project commencement) will occur to ensure compliance with terms of the contract, HUD guidelines, state/local building and construction standards, and review of engineering plans and specifications.
2. If a contractor is found to be out of compliance, a notice is sent stating their contractual obligation and required action. Failure to comply may result in loss of current and/or future contracts as well as a hold on any payments.
3. All HHS invoices and HHS & TNR Contactor reports will be routed via HHS/VS CDBG staff prior to final approval by financial services and the Auditor's Office.

Internal Travis County Departments

Internal Travis County projects will be monitored through Travis County HHS/VS CDBG staff. Monitoring activities will include documentation and tracking mechanisms such as review of invoices prior to being paid, regular meetings with project management staff, and review of eligibility files, if applicable.

Project Files

Travis County HHS/VS staff will maintain files to document each project and meet its respective compliance with HUD and related regulations.

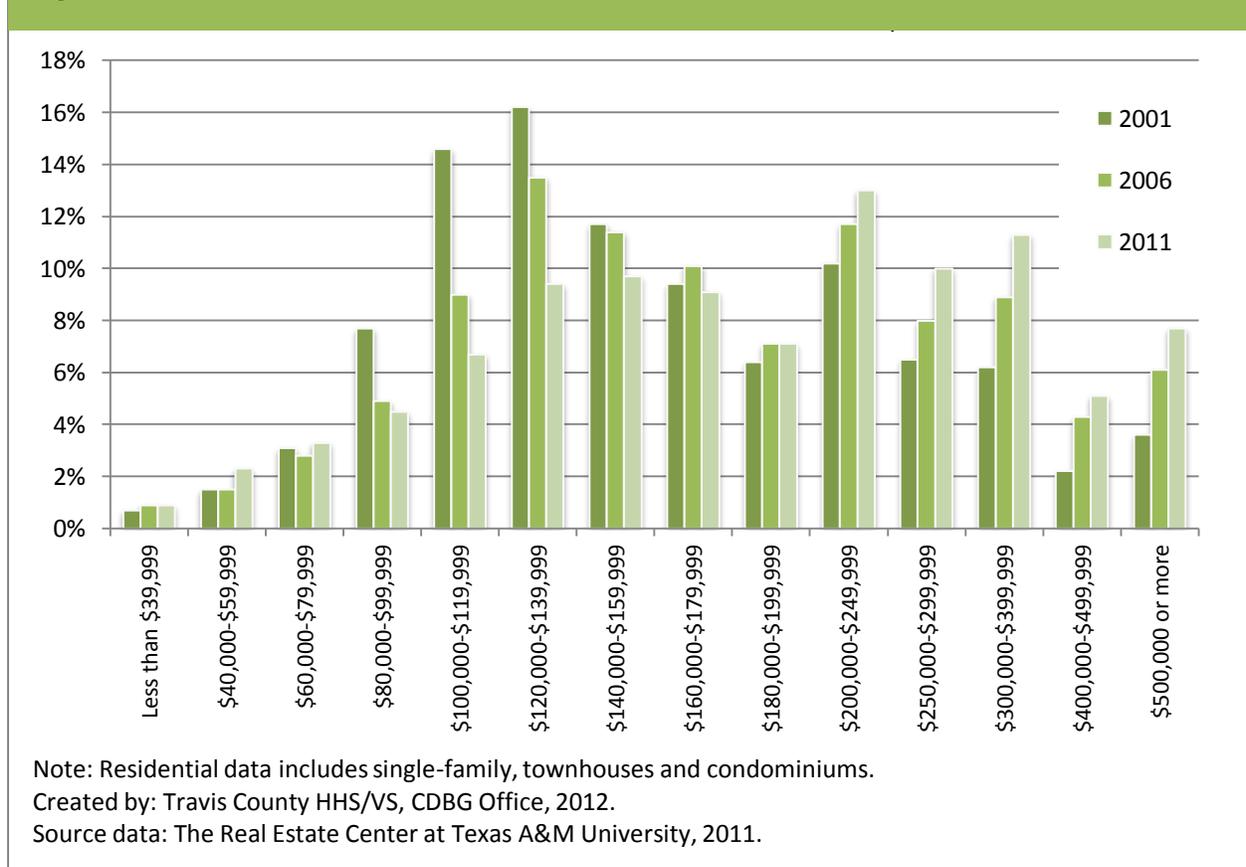


SECTION II: HOUSING AND HOMELESS SERVICES

OVERVIEW OF HOUSING CONDITIONS

Over the last decade, Austin’s housing market has become increasingly expensive, as the price distribution of available housing stock has skewed towards higher-priced housing. For example, in 2001, 44% of the homes sold in Austin were priced below \$140,000ⁱ; in 2011 only 27% of the homes sold were in this price range. Conversely, in 2001, 12% of the homes sold in Austin were priced at \$300,000 or more; in 2011, 24% of homes sold were in this range.

Figure 22: Price Distribution of Homes Sold in Austin MLS, 2001-2011



ⁱ “Housing Activity and Affordability,” The Real Estate Center at Texas A&M University, accessed April 11, 2012, recenter.tamu.edu/data/.

Between 2005 and 2011, the Austin MLS median home price rose by 18%ⁱⁱ and the average home price rose by 20%ⁱⁱⁱ, but median family income increased by only 11%.^{iv} The following chart illustrates this prevailing gap between what the median family earns and what the median home costs:



Rental Housing Market Conditions and Affordability

In the Austin area rental market, fair market rents (the federal standard for what is considered affordable), displayed in the chart below, have shown a general upward trend since 2008, despite a brief dip in FY 2009 (coinciding with the recession). For FY 2012, Austin’s fair market rents for efficiency, one-bedroom, two-bedroom and three-bedroom units are the highest, and four-bedroom units are the second-highest, of all Texas metropolitan areas.^v

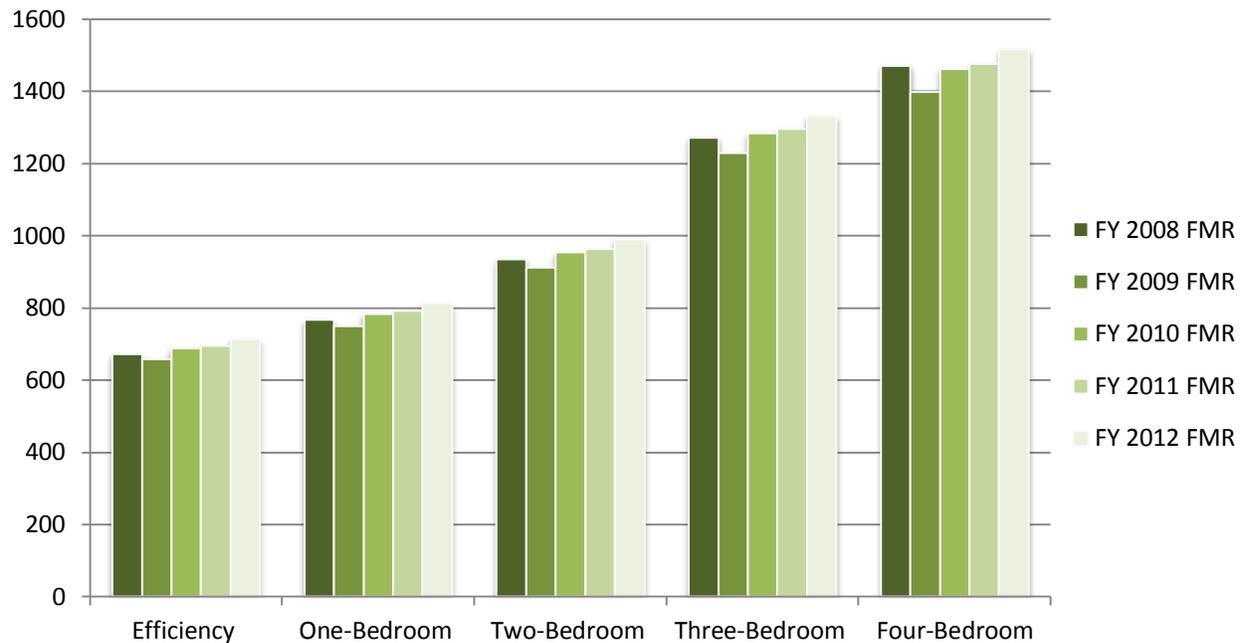
ⁱⁱ Ibid.

ⁱⁱⁱ Ibid.

^{iv} Ibid.

^v “FY2008-FY2012 Individual Area Final FMR Documentation,” HUD User, accessed April 12, 2012, <http://www.huduser.org/portal/datasets/fmr.html>.

Figure 24: Fair Market Rents, Austin-Round Rock MSA, FY 2008-2012



Created by: Travis County HHS/VS, CDBG Office, 2012

Source data: HUD USER (U.S. Department of Housing and Urban Development, Office of Policy Development and Research), 2011

American Community Survey data confirm that actual rent costs in Travis County are rising. Between 2006 and 2010, median contract rent rose 12%, from \$677 to \$761.^{vi} The Austin area also has high occupancy rate—at the end of 2011 they were 91% for Travis County.^{vii} These conditions create a tight rental market, especially for those seeking more affordable housing.

Owners are in the slight majority in Travis County’s housing market (51% of occupied housing units are owner occupied, 49% are renter occupied).^{viii} This owner-occupancy rate is lower than that of the state (64%) and that of the nation (65%).^{ix} Although owner costs skew higher than renter costs,^x renter

^{vi} U.S. Census Bureau, 2006 and 2010 American Community Survey 1-Year Estimates, Travis County, B25058. Median Contract Rent (dollars) - Universe: Renter-Occupied Housing Units Paying Cash Rent, accessed November 29, 2011, <http://factfinder2.gov>.

^{vii} U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates, Travis County, B25002. Occupancy Status - Universe: Housing Units, accessed November 29, 2011, <http://factfinder2.census.gov/>.

^{viii} U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates, Travis County, B25003. Tenure - Universe: Occupied Housing Units, accessed November 29, 2011, <http://factfinder2.census.gov/>.

^{ix} Ibid.

^x U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates, Travis County, B25058. Median Contract Rent (dollars) - Universe: Renter-Occupied Housing Units Paying Cash Rent, and B25088. Median Selected Monthly Owner Costs (dollars) by Mortgage Status - Universe: Owner-Occupied Housing Units, accessed November 29, 2011, <http://factfinder2.census.gov/>.

incomes tend to be lower than owner incomes. The difference is striking: Travis County's owner-occupied median household income is \$80,235, while the renter-occupied median household income is \$32,134.^{xi}

A large percentage of both renters and owners in Travis County experience a housing cost burden, which is defined as spending 30% or more of household income on housing costs (spending 50% or more constitutes a severe cost burden).^{xii} However, the percentage of households that are cost burdened is much higher among renters than owners, as illustrated in the following chart: 54% of renter households in Travis County spend 30% or more of their income on rent, and 29% of them spend at least half of their income on rent.^{xiii} Comparatively, 29% of owner households spend 30% or more of their income on housing costs and 11% spend at least half.^{xiv}

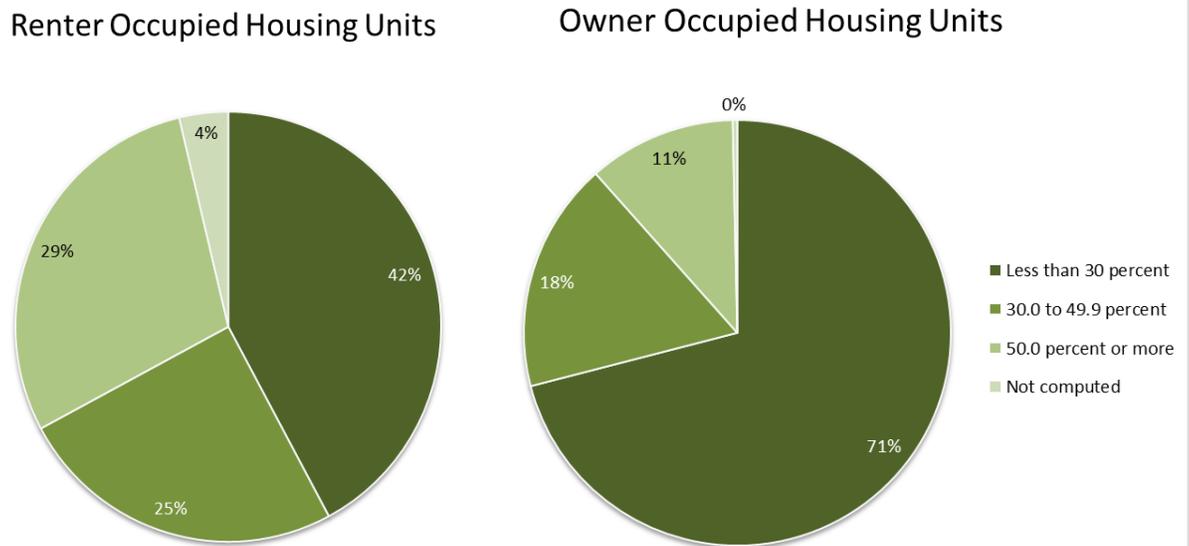
^{xi} U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates, Travis County, B25119. Median Household Income the Past 12 Months (in 2010 inflation-adjusted dollars) by Tenure - Universe: Occupied Housing Units, accessed November 29, 2011, <http://factfinder2.census.gov/>.

^{xii} "Rental Housing Assistance - The Worsening Crisis: A Report to Congress on Worst Case Housing Needs," U.S. Department of Housing and Urban Development, March 2000, accessed November 2009, http://www.huduser.org/publications/affhsg/worstcase00/app_b.html.

^{xiii} U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates, Travis County, B25070. Gross Rent as a Percentage of Household Income in the past 12 Months - Universe: Renter-Occupied Housing Units, accessed November 29, 2011, <http://factfinder2.census.gov/>.

^{xiv} U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates, Travis County, B25091. Mortgage Status by Selected Monthly Owner Costs as a percentage of Household Income in the Past 12 Months - Universe: Owner-Occupied Housing Units, accessed November 29, 2011, <http://factfinder2.census.gov/>.

Figure 25: Percent of Household Income Spent on Housing Costs (Travis County, 2010)



Created by: Travis County HHS/VS, CDBG Office, 2012.
 Source data: U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates.

In total, close to 166,000 of households in Travis County experience a housing cost burden; for approximately 80,000 of those households, it is a severe housing cost burden.^{xv}

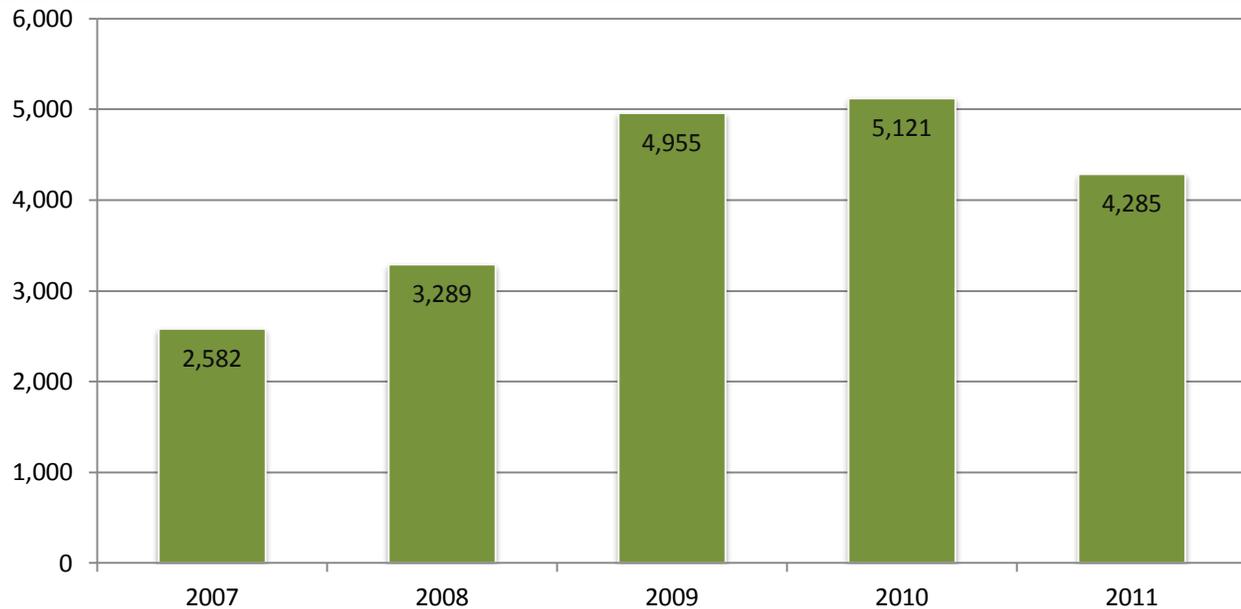
Foreclosures

Foreclosure trends have received increasing attention during the recent economic recession, as many owners face challenges paying their monthly mortgage costs. Foreclosure trends are complex and cannot stand alone as an accurate proxy measure for housing affordability, but the trend does reflect a certain amount of risk in the community. Foreclosure trends demonstrate an approximation of households on the threshold of losing their housing stability. In Travis County, between 2007 and

^{xv} U.S. Census Bureau, 2010 American Community Survey 1-Year Estimates, Travis County, B25070. Gross Rent as a Percentage of Household Income in the Past 12 Months- Universe: Renter-Occupied Housing Units, and B25091. Mortgage Status by Selected Monthly Costs as a Percentage of Household Income in the Past 12 Months - Universe: Owner-Occupied Housing Units, accessed November 29, 2011, <http://factfinder2.census.gov/>.

2010, foreclosure postings^{xvi} nearly doubled, increasing from 2,582 postings in 2007 to 5,121 postings in 2010.^{xvii} The population in Travis County grew at a much slower rate for this same period of time, only increasing by 53,789 (about 5.5%) over the three years.^{xviii} Data for 2011 shows that the total number of foreclosures in 2011 was lower than in either 2010 or 2009, although the annual number of foreclosures remains significantly higher than pre-recession totals.

Figure 26: Number of Foreclosure Postings, Travis County 2007-2011



Note: Annual totals reflect properties posted for auction (i.e. indicates pre-foreclosure status and a risk of foreclosure). A foreclosure posting may or may not result in an actual foreclosure. The same property may be posted multiple times over a series of months or years. Therefore, with the intention of providing a more accurate depiction of foreclosure activity, duplicates have been omitted for each year of data. The foreclosure data reported in the PY11-13 CDBG Consolidated Plan does include duplicated properties and therefore the number appears higher than the data reported here, however the overall trends stay the same regardless of whether duplicate properties are included or not.

Created by: Travis County HHS/VS, CDBG Office, 2012

Source data: Lyndon B. Johnson School of Public Affairs at the University of Texas at Austin, 2006-2008 foreclosure data set (original data source: Foreclosure Listing Service, Inc.); Foreclosure Listing Service, Inc., 2009-2011 foreclosure data set.

^{xvi} This number reflects properties posted for auction (posted for auction indicates pre-foreclosure status, and reflects a risk of foreclosure). A foreclosure posting may or may not result in an actual foreclosure. The same property may be included in the list for foreclosure auction multiple times over a series of months or even years. Therefore some duplication does exist within these foreclosure postings annual totals; duplicate postings would indicate households finding themselves at risk of foreclosure multiple times. Due to this repetition in the data, duplicate listings within each year have been removed to provide a more accurate count of foreclosures within a given year.

^{xvii} Lyndon B. Johnson School of Public Affairs at the University of Texas at Austin, 2006-2008 foreclosure data set (original data source: Foreclosure Listing Service, Inc.); Foreclosure Listing Service, Inc., 2009, 2010 and 2011 foreclosure data sets.

^{xviii} "Population," The Real Estate Center at Texas A&M University, accessed January 20, 2012, <http://recenter.tamu.edu/data/> and 2010 Data: U.S. Census Bureau, 2010 Decennial Census, Travis County, Total Population, accessed January 20, 2012, <http://2010.census.gov/2010census>.

CDBG HOUSING INVESTMENTS

The Travis County CDBG program has supported projects that seek to preserve and expand the supply of decent affordable housing units. As a part of the PY11 – PY13 Consolidated Plan, goals are set to address Homeowner and Renter goals, which direct annual investments. The following figures outline the goals included in the three year Strategic Plan.

Figure 27: Priority Housing Needs Summary Table, Owner Households

	Percent of Households	Number of Households ^{xix}	Priority Need	Goals			
				Carryover from previous years	PY 2011	PY 2012	PY 2013
Very Low Income Household	84%	1,782	High	10	3	3	3
Low Income Household	72%	1,618	High	27	3	3	3
Moderate Income Household	56%	2,451	Medium	52	1	6	1

^{xix} The number of households with a housing need was calculated based on the total number of households with a housing problem. Because this number was only available for all of Travis County, in order to estimate the need for the unincorporated areas alone, the total number of owner households with a housing problem at each income level was multiplied by the approximate percentage of population in Travis County that lives in the unincorporated area (17 percent.)

Figure 28: Priority Housing Needs Summary Table, Renter Households

	Percent of Households	Number of Households ^{xx}	Priority Need	Goals			
				Carryover from previous years	PY 2011	PY 2012	PY 2013
Very Low Income Household	85%	5,736	Medium	0	0	0	0
Low Income Household	86%	4,374	Medium	0	0	0	0
Moderate Income Household	40%	2,706	Low	0	0	0	0

For PY12, CDBG is supporting the rehabilitation of single family homes, in addition to continuing to implement current projects from PY06-PY11 that are not yet complete. The following figures summarize the overall CDBG housing investments and impacts anticipated for PY12. These annual goals align with the three year goals outlined in the figures above.

Figure 29: Homebuyer Assistance Objectives*

Specific Objective	Source of Funds	Performance Indicator	Expected Number PY 2012	Investment
Increase the affordability of owner housing by providing homebuyer assistance to low to moderate income households.	CDBG	Number of Households to purchase homes.	30*	\$785,000

*Includes carryover funding from previous years.

^{xx} The number of households with a housing need was calculated based on the total number of households with a housing problem. Because this number was only available for all of Travis County, in order to estimate the need for the unincorporated areas alone, the total number of renter households with a housing problem at each income level was multiplied by the approximate percentage of population in Travis County that lives in the unincorporated area (17 percent.)

Figure 30: Home Repair Objectives*

Specific Objective	Source of Funds	Performance Indicator	Expected Number PY 2012	Investment
Improve the quality of owner housing through home rehabilitation.	CDBG	Number of Households receiving repairs.	39*	\$1,120,096

*Includes carryover funding from previous years.

Figure 31: New Owner Occupied Units Objectives*

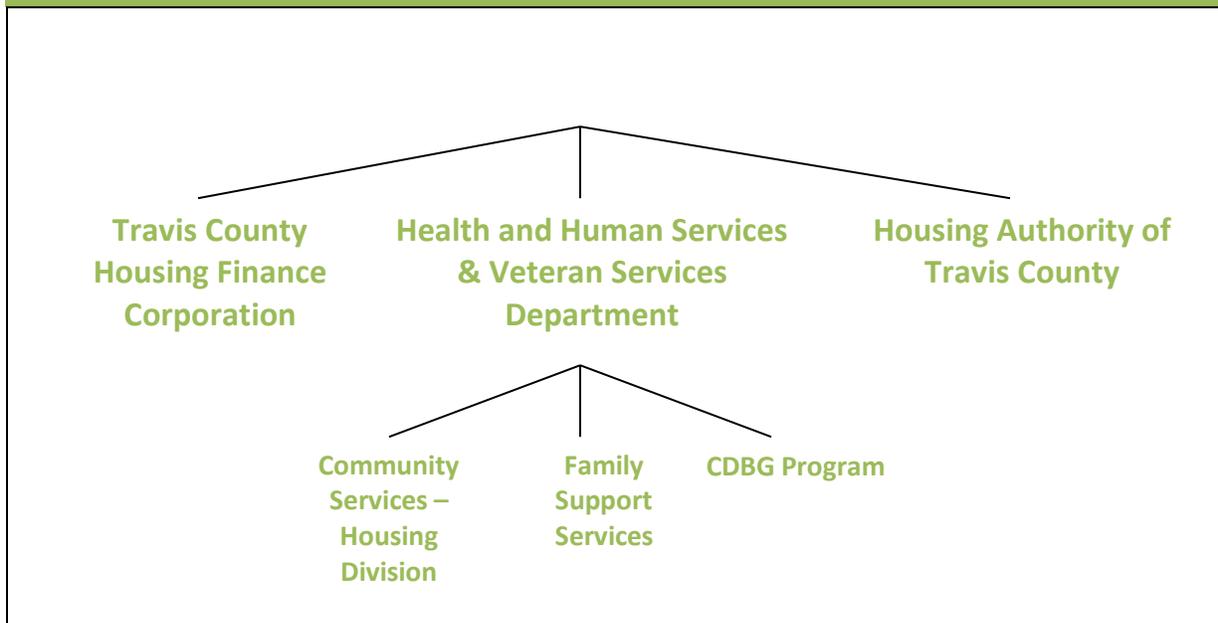
Specific Objective	Source of Funds	Performance Indicator	Expected Number PY 2012	Investment
Improve the affordability of decent housing by supporting the creation of single family homes through land acquisition to low to moderate income households.	CDBG	Number of Housing Units Created	2*	\$1,081,000 (land acquired – 31 houses to be built by 2016)

*Includes carryover funding from previous years.

OVERVIEW OF HOUSING SERVICES SUPPORTED BY TRAVIS COUNTY

In addition to CDBG program administration, Travis County addresses the housing needs of its residents through diverse strategies that include the support of homeless and emergency shelters; transitional, public, assisted, and rental housing; first-time homebuyer programs and owner-occupied assistance programs. These services are either directly delivered by county departments, affiliate entities or by contracted not-for-profit agencies. The following chart is a visual representation of the different departments/affiliate entities of the County working on a variety of housing services.

Figure 32: Travis County Departments Providing Housing Services



Travis County HHS/VS Housing Services

The Travis County Housing Services Division performs weatherization and home repairs on houses occupied by county residents to improve energy efficiency, the physical living conditions, and safety in these homes. Funding for services comes from the Texas Department of Housing and Community Affairs, and the Travis County General Fund.

Travis County HHS/VS Family Support Services Division

The Family Support Services (FSS) Division provides rent and mortgage assistance for 30-day housing stabilization as well as utility assistance. Funding for services comes from the Travis County General Fund, the Federal Emergency Management Agency (FEMA), the Comprehensive Energy Assistance

Program and a variety of local electric and gas utility providers.

Other Travis County HHS/VS Divisions

Other HHS/VS Divisions provide emergency rent or utility assistance on a smaller scale than FSS. These dollars are usually a part of a comprehensive case management program with strategic use of funds for families in need.

Travis County Housing Finance Corporation

Through the Travis County Housing Finance Corporation (TCHFC), Travis County is engaged in a number of efforts to foster and maintain affordable housing. The Corporation provides single-family home ownership (including down-payment assistance) opportunities to first-time homebuyers who meet certain income requirements. The Corporation also issues tax-exempt bonds to finance the construction or acquisition of multi-family apartments that must provide rental units to certain low and moderate-income families.

The TCHFC continues to collaborate with FSS to implement a Tenant Based Rental Assistance (TBRA) program funded through the Texas Department of Housing and Community Affairs to provide rental assistance and case management for up to 24 months for certain low income households.

The Housing Authority of Travis County

The Housing Authority of Travis County (HATC) manages three public housing sites, a Section 8 Housing Choice Voucher Program, three Shelter Plus Care Projects and a Lease-Purchase program.

The three public housing sites have a total of 105 housing units and are located within the City of Austin. Additionally, HATC manages 33 units of Senior Housing in Manor, and 16 duplex units in Del Valle. The Housing Authority's affiliated entity, Strategic Housing Finance Corporation, is the general partner in three tax credit multifamily properties, including 208 units of Senior Housing in Pflugerville, 70 units of senior housing in Austin, and a 192 unit family property in Austin.

The Shelter Plus Care projects provide rental assistance for homeless people with chronic disabilities in the Austin-Travis County area. The program utilizes integrated rental housing and flexible and intensive support services to promote community tenure and independence.

In the unincorporated areas, HATC administers the Section 8 Housing Choice Voucher Program, assisting very low income, disabled and elderly families or individuals. HATC also operates a Lease-

Purchase program, to provide homeownership opportunities for prospective homebuyers who can afford monthly mortgage payments, but do not have funds for a down payment and/or closing costs or the credit standing to qualify for a loan.

The CDBG program will continue to support HATC's efforts to provide homeownership and affordable housing opportunities to low-income residents. CDBG staff has worked with HATC staff to locate sites in the unincorporated areas that are appropriate for rehabilitation or development. Though no sites have been identified yet, staff will continue to work collaboratively to find opportunities to work together.

BARRIERS TO AFFORDABLE HOUSING

In the PY11 – PY13 Consolidated Plan, eight barriers to affordable housing were outlined. These barriers were identified through the needs assessment, housing market analysis, provider forum and surveys, consultations and public hearings contained within the Housing Market Analysis Section of the Consolidated Plan.

Lack of Funding for Affordable Housing

Funding for affordable housing requires many different products to achieve the desired affordability levels needed in a community. Funding mechanisms including the HOME Investment Program, tax credits, CDBG, FHA loans, and down-payment assistance – just to name a few – are key to increasing the affordable housing stock. Currently, Travis County does not receive a HOME formula allocation, which is a major funding source for many entitlement communities to develop affordable housing. Add to that shaky tax credit values, dwindling CDBG funds, and the tightened lending market, and one will find that developers of single family homes and multi-family housing have experienced difficulty maintaining previous development levels. It is traditionally these types of mechanisms that created the opportunity for affordable units and long term affordability. The reduction in access to funding along with a growing percentage of people with a cost burden and an ever widening gap of affordable rental units needed in the County, creates a significant barrier to affordable housing.

Land Costs

Land values in rural Travis County have steadily increased over the past decade. Though this trend has slowed with the decline of the housing market, land values in western Travis County remain strong enough to discourage the development of much-needed affordable housing.

Tight Credit Market

In the wake of the recession and collapse of the housing market, banks have significantly tightened credit requirements. While these tighter requirements were put in place to correct sub-prime lending practices that contributed to the foreclosure crisis, they also make it more difficult for some qualified buyers—particularly lower income homebuyers—to purchase a home or refinance an existing loan. This credit market also impacts a developer’s ability to borrow funds to create rental housing. The Housing Market Study in the PY11-13 Consolidated Plan highlights the marked reduction in permits in Travis County, and points to the difficulty that developers are experiencing to create new market rate rental housing – much less affordable units.

Building Codes, Zoning Provisions, Growth Restrictions and Fees

Currently, Travis County does not have any building codes, zoning provisions or growth restrictions in the unincorporated areas. This is largely a function of state statutes that place significant limits on the authority of counties to regulate or restrict development. While less restrictions, codes and provisions initially increase affordable development, it also increases the likelihood for substandard housing and other unsuitable living conditions throughout the unincorporated areas.

Environmental Regulations

Several state and federal regulations exist to protect the environment including the Endangered Species Act, the National Pollutant Discharge Elimination System and the Wetland regulations. Texas state regulations exist for the installation of septic systems and for development over the Edwards Aquifer. These regulations may increase costs for development, affecting affordability especially in the Western parts of Travis County where endangered species habitat and the Edward Aquifer are located.

Other factors affecting affordability

Though housing affordability is traditionally evaluated by the percentage of income required for housing costs, policy makers and planners are increasingly considering the impact housing location has on the overall affordability for a household. This is a particularly useful framework for considering affordability in the unincorporated areas of Travis County, where housing prices may be lower but other factors may be considerably more expensive.

- **Transportation**

Transportation costs are a major component of household expenditures. Residents of the

unincorporated areas generally must travel farther for work, school and shopping, and have less access to public transit options. As a result, it is likely that residents of the unincorporated areas have higher transportation costs than residents of more densely developed urban neighborhoods.

- **Infrastructure**

Many parts of the unincorporated areas lack existing water and wastewater infrastructure and/or maintained roads. The costs of installing necessary infrastructure would make a property unaffordable to an individual or an affordable housing nonprofit developer.

- **Utility Costs**

The cost of utilities in the unincorporated areas varies, depending on the provider of the service in a given area. Based on input received through the social work program and public engagement, monthly utility bills often represent a burden to very low-income households.

PY12 Actions to Address Barriers

Over the next year, a mixture of investments, policy review and advocacy will occur to assist in reducing the barriers associated with affordable housing. More specifically, the CDBG program will provide homebuyer assistance to reduce the impact of the tightened credits market, home rehabilitation to offset the lack of building codes to address substandard housing, and refer low to moderate income households to utility assistance programs to offset the high cost of utilities. Planning efforts will include monitoring and/or participating in the CAMPO urban centers model which links transportation, housing and employment, working with other entities who are interested in developing affordable housing in the unincorporated areas and continuing to look for opportunities to invest in rental housing development and maximize grant funds. Finally, staff will monitor local, state or federal laws or bills that impact any of the aforementioned barriers and advocate reducing any impact to affordable housing development.

IMPEDIMENTS TO FAIR HOUSING CHOICE

HUD has a commitment to eliminate racial and ethnic segregation, physical and other barriers to persons with disabilities, and other discriminatory practices in the provision of housing. HUD extends the responsibility of affirmatively furthering fair housing to local jurisdictions through a variety of regulations and program requirements.

As an entitlement county receiving CDBG funds from HUD, Travis County must fulfill its fair housing

responsibilities by developing an Analysis of Impediments (AI) to Fair Housing Choice and by taking actions to overcome the identified impediments. Given the County's limited history administering the grant (since October 2006), the complexities of conducting a thorough analysis, and the limited staff resources, the CDBG office of Travis County developed a preliminary analysis to lay the foundation for a more comprehensive analysis to be conducted by a consultant.

The City of Austin conducted an Analysis of Impediments to Fair Housing Choice, published in February, 2005. Since much of the analysis conducted by the city used county level data, the impediments identified in this analysis can be expected to be true for other areas of the county, including the unincorporated areas. The identified impediments are the following:

- Lack of accessible housing to meet the need of the disabled community throughout the county
- Lack of affordable housing
- Discrimination of minorities in housing rental and sales market
- Misconception by property managers concerning family occupancy standards
- Predatory lending practices
- Disparity in lending practices
- Failure of mortgage lenders to offer products and services to very low income and minority census tracts people
- Insufficient financial literacy education
- Insufficient income to afford housing

In addition to the City of Austin's study, 2011-2013 Consolidated Plan allowed the County to lay the foundation for a robust AI with the key issues identified in the unincorporated areas which include population shifts, foreclosures, and lack of housing for specific populations.

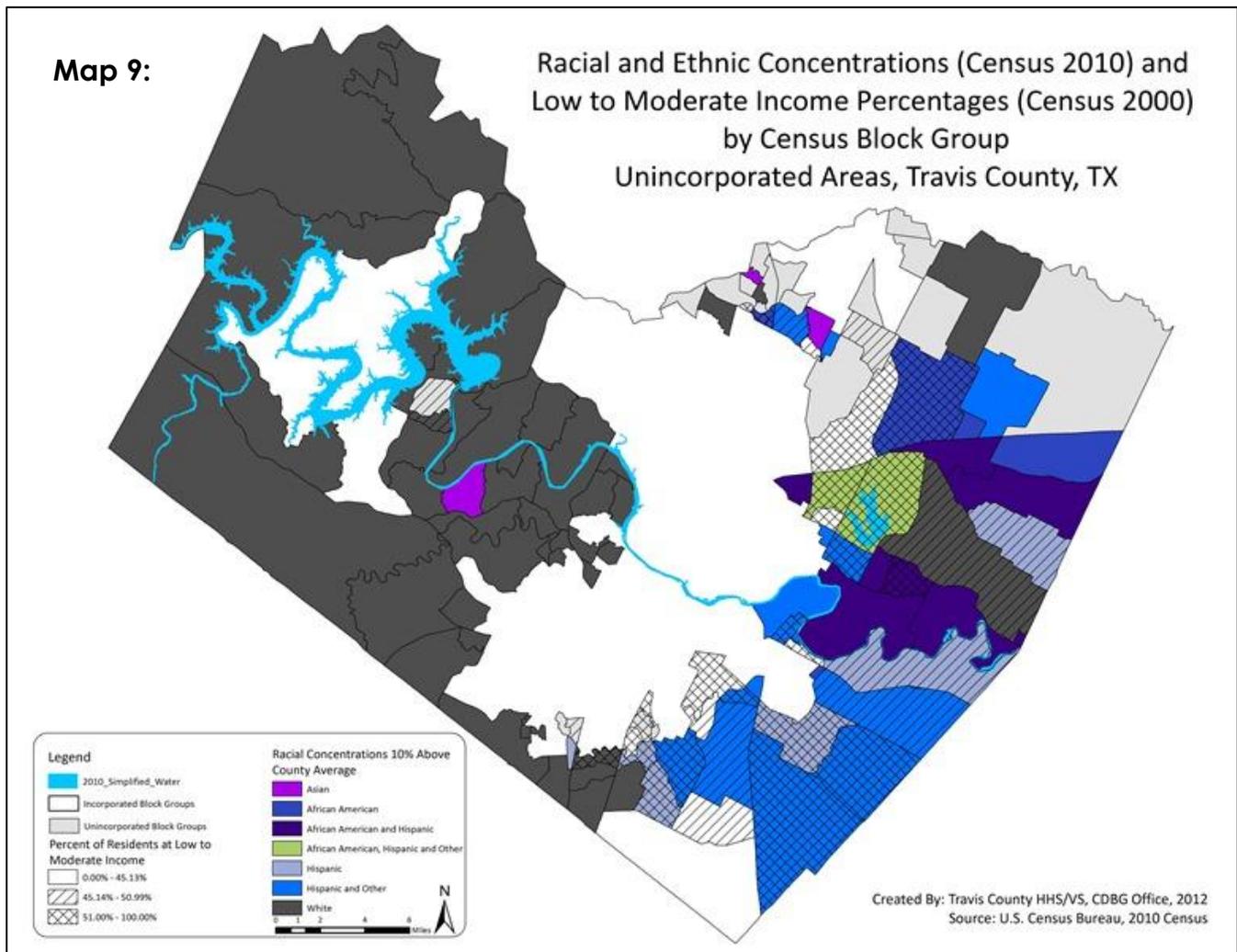
Racial and Ethnic Concentrations

Analysis of racial and ethnic concentrations^{xxi} using the most current Census data has begun to give a better picture of changes occurring in the county. There has been a significant shift of African American populations from within the City of Austin to the Eastern suburbs since 2000. There also appears to be an increase in the concentration of Hispanic population in unincorporated eastern Travis County. A key goal of the new Analysis of Impediments will be to determine the factors that are contributing to these shifts and the implications for fair housing in the unincorporated areas.

^{xxi} Disproportionate concentration is defined as the percentage of a population in a given area that is at least ten percentage points higher than the percentage for that population for the County as a whole.

Racial, Ethnic and Low to Moderate Income Concentration by Block Group

The map below shows the areas of racial and ethnic concentration as well as qualified low and moderate income block groups. The majority of the block groups with a concentration of racial and ethnic minorities also have a concentration of low to moderate income households; therefore, the new AI will also include analysis of how these factors interconnect with one another.



Actions During the Program Year

In May 2012, Travis County engaged the consulting firm Mullin & Lonergan to conduct an AI for the county. The AI is anticipated to be completed in October 2012.

In PY12, CDBG will fund Fair Housing Counseling for residents of the unincorporated areas and the village of Webberville. Furthermore, training to HHS/VS employees who interact with clients will occur

to ensure that staff know how to identify possible fair housing violations and how to report them. Outreach and education efforts to people living in the CDBG service area will also be conducted through a variety of strategies.

OVERVIEW OF HOMELESS CONDITIONS

The primary causes of homelessness in the U.S. are poverty and the lack of affordable housing. Some other major factors that can contribute to homelessness include: economic factors such as insufficient income or loss of employment, domestic violence, mental illness, and substance abuse. Homelessness can be short-term or long-term, or even a chronic condition.^{xxii}

The 2011 Annual Homelessness Count^{xxiii} provided a point-in-time snapshot of the Austin area homeless population, at a total of 2,342 homeless individuals, 57% of whom were sheltered (either emergency, transitional, or Safe Haven^{xxiv}), and 43% of whom were unsheltered. Over one-quarter (28%) of the homeless population is comprised of individuals in households with dependent children, while more than two-thirds (72%) are individuals in households without dependent children. Less than 1% of the homeless population consists of individuals in households with only children (that is, young people who are unaccompanied by guardians).^{xxv} The following chart provides additional detail by shelter and household type on the 2011 annual homelessness count.

^{xxii} "What Causes Homelessness?" Austin/Travis County Ending Community Homelessness Coalition (ECHO), accessed November 28, 2011, <http://austinecho.org/index.html>.

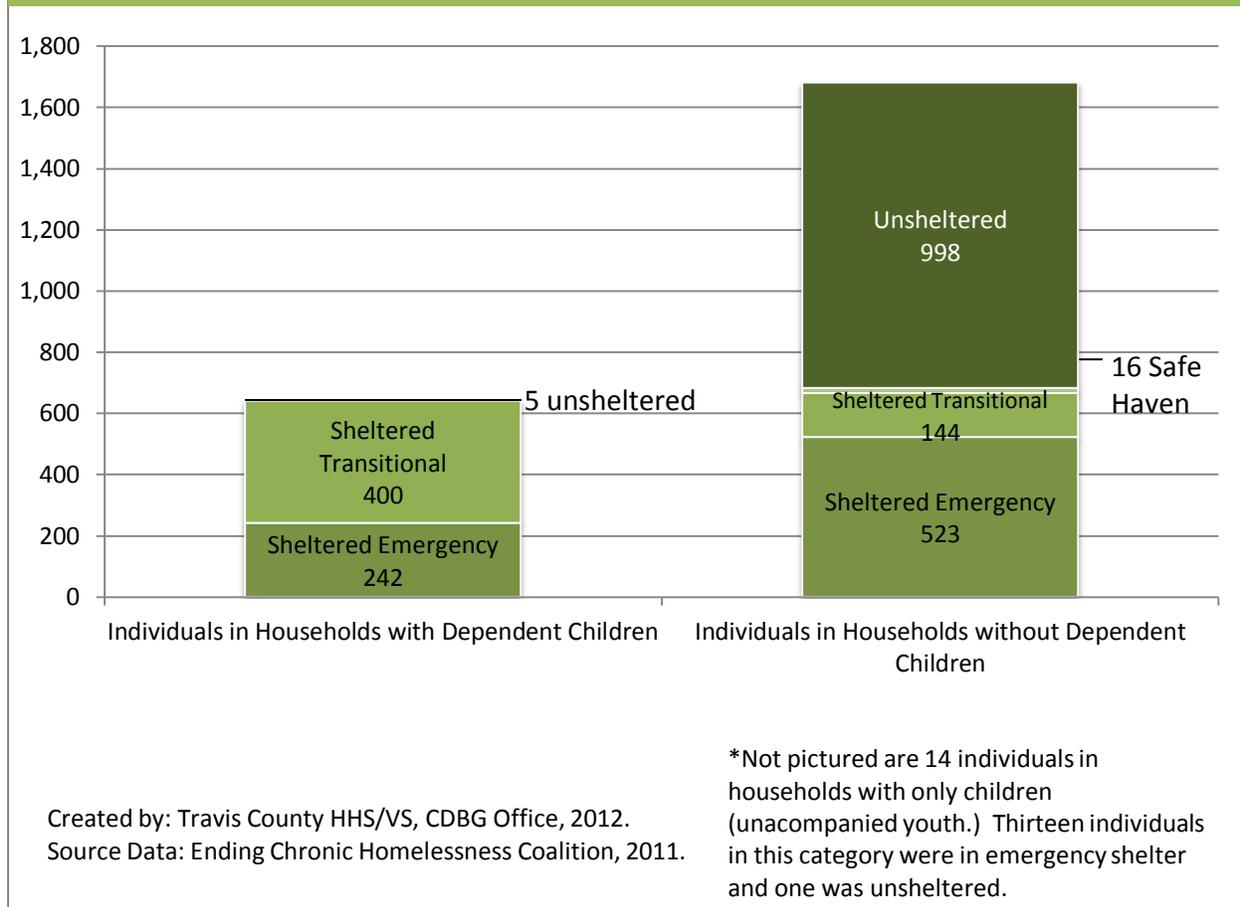
^{xxiii} The Austin/Travis County homeless count was conducted on January 23, 2011. The final count resulted in increases over the prior year in most of the categories counted in the survey. The lower count reported in 2010 could have been due to a variety of factors including setting the rescheduled count date at the beginning of the month rather than the end, increased housing options in the community in 2010, and/or an undercount resulting from the lower number of volunteers available on the rescheduled date last year. In 2011, increases could have been due to increases in family size, more homeless individuals being entered into the Homeless Management Information System, and higher numbers of volunteers participating in the unsheltered count. Certain decreases in households with unaccompanied youth could be attributed to the day of the week being Sunday therefore making it difficult to distinguish between the different homeless populations due to the many activities.

^{xxiv} Safe Haven is a HUD Supportive Housing Program that serves hard-to-reach homeless persons with severe mental illness and other debilitating behavioral conditions who are on the street and have been unable or unwilling to participate in housing or supportive services.

For more information see: <http://www.hud.gov/offices/cpd/homeless/library/shp/index.cfm>.

^{xxv} "2011 ECHO Point In Time Homeless Count", received from Sam Woollard, Principal at Knox-Woollard Professional Management, email message to Morgan Chee, December 1, 2011.

**Figure 33: Homeless Population by Shelter Type and Household Type
Austin/Travis County Point-In-Time Homelessness Count, 2011**



The 2011 count also found that about one-fourth (539 or 23%) of the homeless population was chronically homeless.^{xxvi} For the chronically homeless, “homeless” is defined as: “A person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) OR living in a homeless emergency shelter^{xxvii}.” The following subpopulations^{xxviii} were also counted: chronic substance abusers (562 or 24%), veterans (351 or 15%), victims of domestic violence (328 or 14%), people with severe mental illness (281 or 12%), people with HIV/AIDS (23 or less than 1%), and unaccompanied youth (23 or less than 1%).^{xxix} The coexistence of two or more of these issues for many homeless individuals is

^{xxvi} The federal definition of chronic homelessness used by the U.S. Department of Housing and Urban Development defines a chronically homeless person as: “Either (1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (2) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.”

^{xxvii} *Defining Chronic Homelessness: A Technical Guide for HUD Programs*, published September 2007 by the U.S. Department of Housing and Urban Development.

^{xxviii} Subpopulations refer only to adults and unaccompanied youth (not dependent children).

^{xxix} Ibid.

part of what makes homelessness a very complex issue to address, requiring a spectrum of services and interventions.

It should also be noted that there are individuals without permanent housing who do not fall within traditional definitions of homelessness and who may not be included in the point-in-time count (for example, families who have lost their homes but are residing with friends or relatives). Therefore the point-in-time number shows us a snapshot of the community, but may not demonstrate the full picture of its homelessness needs.

Planning Efforts to End Homelessness (ECHO)

Travis County is a member of the Ending Community Homelessness Coalition (ECHO) whose mission is to identify specific strategies and oversee ongoing planning and implementation of a plan to end chronic homelessness in Austin and Travis County. ECHO's *The Plan to End Community Homelessness in Austin-Travis County*, outlines a model of a homeless services continuum, intended to address the spectrum of needs that a person can experience from immediate risk of becoming homeless to being chronically homeless.

Over the next year, CDBG staff will participate in ECHO committees to assist in selection of projects for the Continuum of Care grant, point-in-time count and other planning functions to advocate for homeless needs identified in the unincorporated areas of the county. CDBG staff will also continue to provide support to ECHO committees in developing outreach and education strategies to address homelessness in the unincorporated areas.

In addition to participating in ECHO's planning efforts to end homelessness, the expansion of the FSS Social Work project has provided CDBG staff an opportunity to learn more about pockets of homelessness in the unincorporated areas of the county. CDBG staff has shared this knowledge with ECHO, forwarding them information on new areas for inclusion in the annual point-in-time count.

HUD Continuum of CARE (CoC) Funding

Continuum of Care is a funding mechanism by which HUD awards national competition grants for the Supportive Housing Program (SHP), Shelter Plus Care (S+C) and the Section 8 Moderate Rehabilitation Single-Room Occupancy (SRO) Program to states, localities and non-profits organizations.

The SHP program provides funding for the development of transitional housing for homeless individuals with disabilities. The S+C program provides rental assistance for homeless people with

chronic disabilities (usually severe mental illness, HIV/AIDS, and chronic drug and/or alcohol dependency). All grantees are required to match their federal funding for rental assistance with equal funding for supportive services. The SRO program provides project-based rent subsidies for occupants of single-room occupancy facilities that have undergone moderate rehabilitation.

The Austin/Travis County received approximately \$4.2 million in HUD Continuum of Care (CoC) funding for 2012. Part of the funding will focus on projects that qualify as part of the SHP program while the other part will target projects under the S+C programs. Additionally, the CoC received a Samaritan bonus to increase funds for permanent supportive housing.

Homeless Services

During the 2012 program year, Travis County will not target the use of CDBG funds toward homeless efforts. During calendar year 2012, Travis County is investing general fund dollars in contracts with social service providers that serve the homeless in conjunction with the Austin/Travis County ESG grant administration and the Austin/Travis County Plan to End Chronic Homelessness. Staff will review the investments of general fund dollars in the homelessness issue area and advocate that investments increase or remain at the current level of funding.

Homelessness Prevention

A variety of homeless prevention efforts are made through the Travis County General Fund and other grant sources. HHS/VS invests directly through its Family Support Services (FSS) division to address housing stability issues including rent, mortgage and utility assistance. Annually, FSS provides homeless prevention services funded through the General Fund and grant assistance dollars. For PY2012, purchased service investments with non-profits will continue as well as the County's direct services.

Discharge Coordination Policy^{xxx}

In 1994, the Federal Interagency Council on Homelessness identified inadequate discharge planning as a significant factor contributing to homelessness among persons with mental illnesses and/or substance use disorders.

In 2004, the Ten Year Plan to End Chronic Homelessness was created, reaching across systems lines to

^{xxx} This section is excerpted from the Austin Travis County Reentry Roundtable and ECHO Transition Planning Overview File. Accessible at <http://www.reentryroundtable.net>.

engage the criminal justice system because of a HUD requirement that a key component of the plan needed to include strategies around preventing homelessness and that included discharge planning from public institutions including jails/correctional settings.^{xxxii}

In 2010, ECHO developed a full community plan to end homelessness in our community and once again included in the plan working towards development of agreements with criminal justice systems to ensure that persons would not be released into homelessness.^{xxxii} The Austin/Travis County Reentry Roundtable (A/TCRRT) and Ending Community Homeless Organization (ECHO) entered a partnership in the fall of 2011 to launch an initiative to examine the current transitional planning processes/practices for homeless persons leaving local correctional settings. This initiative will engage cross-systems stakeholders from both correctional settings as well as local service providers to help identify recommendations for how these processes/practices can be enhanced to help prevent homelessness in the community.

The initiative launched in December 2011 with initial engagement of key stakeholders. Final recommendations are projected to occur by June 2012 with a final summary report issued in July, 2012. The goal of the project is to develop recommendations for enhancing transitional planning protocols for homeless persons leaving local correctional settings including the Travis County Jail and TDCJ-Travis Unit (Travis State Jail).

HOME/AMERICAN DREAM DOWN PAYMENT INITIATIVE

Travis County does not receive HOME or ADDI funds at this time.

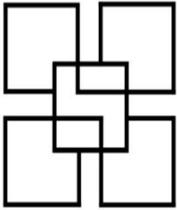
EMERGENCY SHELTER GRANT (ESG)

Travis County does not receive Emergency Shelter Grant funds at this time.

^{xxxii} *Plan to End Chronic Homelessness in Austin/Travis County*, December 2004;

www.caction.org/homeless/ECHO/ChronicHomelessnessPlan.pdf

^{xxxii} ECHO, *The Plan to End Chronic Homelessness in Austin/Travis County*; 2010; www.austinecho.org/communityplan



SECTION III: NON-HOUSING COMMUNITY DEVELOPMENT AND OTHER ACTIONS

OVERVIEW OF NON-HOUSING COMMUNITY DEVELOPMENT NEEDS

Neighborhood Infrastructure

Public Engagement efforts with residents of Travis County consistently reveal a high need for community infrastructure implementation or improvements.

Water and Wastewater

For low- and moderate-income residents of the unincorporated areas, paying for a water connection may be a significant financial burden. From 2006 through 2011, the Travis County CDBG office has received public requests for water infrastructure projects that taken together would cost \$16,000,000 to implement and requests for wastewater infrastructure projects that would cost a total of \$8,000,000 to implement. A higher percentage of water/wastewater requests have come from neighborhoods on the eastern side of the county.

Roads

There are approximately 400 miles of roadway in unincorporated areas that are not on the County maintained system and of those about 100 miles have been requested for acceptance at some point in the past.

From 2006 through 2011, 90% of the roadway improvement project requests submitted to the CDBG office were located in western Travis County, and predominantly in Precinct Three. The total estimated cost for all requests for roadway projects is approximately \$18,000,000.

Parks and Public Facilities

The Travis County park system includes approximately 11,000 acres of land. A higher percentage of park land is located on the western side of the county. While eastern Travis County currently has less

park acreage than western parts of the county, the need for additional recreational areas in the eastern parts of the county is likely to only grow.

Hazard Mitigation

Floods are the most likely significant natural hazard to occur in Travis County. The 100-Year Floodplain for Travis County encompasses 14.7% of land in the county.

Transportation

The Capital Metropolitan Transportation Authority (Capital Metro) is the regional provider of transit services in Travis County. Non-urbanized areas of Travis County may be served by the Capital Area Rural Transportation System (CARTS). Most of the unincorporated areas of Travis County are low-density, non-urban areas and are not served by Capital Metro, but are served by CARTS.

Based on public input received throughout the life of the Travis County CDBG Program, lack of transportation is an ongoing concern for low-income residents of the unincorporated areas. As CDBG moves forward with the consideration of future housing development, the Centers Concept, developed by CAMPO, will be a factor in determining location. The Department also provides funding to expand transportation services for specific areas in the County such as Del Valle. The Program will look to options to expand this type of targeted investment to assist with expansion of transportation.

Public Services

Travis County Health and Human Services & Veterans Service Department (TCHHS/VS) annually invests in social services for residents of Travis County, both through direct service provision and through contracts with community based organizations. Less than 9% of the total funded services are being provided to the unincorporated areas of the county – a significant underrepresentation since the unincorporated areas of the county make up about 17% of the total population.

OVERVIEW OF NON-HOUSING COMMUNITY DEVELOPMENT ACTIVITIES SUPPORTED BY TRAVIS COUNTY

In addition to CDBG program administration, Travis County addresses the non-housing community development needs of its residents through diverse strategies that include the support of street improvements; maintenance of county roads; hazard mitigation; parks and facilities, and social service

contract investments. These services are either directly delivered by county departments, affiliate entities or by contracted not-for-profit agencies.

Social Service Contract Investments

HHS/VS contracts annually with over 40 non-profits in the form of social service contracts. During the 2012 program year, approximately \$8.6 will be invested through social service contracts. In addition, during the 2012 program year HHS/VS will provide approximately \$16.6 million in direct public services.

Infrastructure Investments

In addition to CDBG investments, the County's infrastructure department, Transportation and Natural Resources, conducts community development activities in the form of public parks, bridge and drainage projects, storm water management, road maintenance, on-site sewage facilities, transportation planning, and various other projects, totaling approximately \$50 million.

NON-HOUSING COMMUNITY DEVELOPMENT INVESTMENTS

Public Engagement efforts with residents of Travis County revealed a high need for community infrastructure implementation or improvements. Over the past six years, residents of Precincts 1, 3, and 4 have consistently conveyed the need for water and wastewater systems in their communities. Particularly in economically disenfranchised areas, residents communicated that they lacked access to running water, had wells running dry, and were without infrastructure and/or funding to access the area water utility. In addition, comments made at public hearings expressed the need for road improvements and repairs, and utility infrastructure.

Based on the recurring community needs focused on improved infrastructure and access to water, the Travis County CDBG program has supported projects that seek to improve and expand infrastructure and public services. Non-Housing Community Development projects include infrastructure, public facilities and public service projects. As a part of the PY11 – PY13 Consolidated Plan, goals were set to address Non-Housing Community Development goals which direct annual investments. Figure 27 outlines the goals included in the three-year Strategic Plan.

Figure 34: Non-Housing Community Development Goals

	Needs	Gap	Priority Need	Goals		
				PY 2011	PY 2012	PY 2013
Infrastructure	\$26,000,000	\$26,000,000	High	\$145,000	\$326,598	\$380,000
Community Services*	\$3,000,000	\$3,000,000	High	\$118,500	\$134,451	\$118,500
Public Buildings & Facilities	\$15,000,000	\$15,000,000	Medium	\$0	\$0	\$0
Business & Jobs	\$2,000,000	\$2,000,000	Medium	\$0	\$0	\$0

*Includes expanding service to Populations with Specialized Needs/Services

For PY12, CDBG is supporting the improvement to sections of substandard roads in the Lake Oak Estates neighborhood and the expansion of social work and fair housing services in the unincorporated areas. The figures below summarize the overall CDBG non-housing community development investments and impacts anticipated for PY12. These annual goals align with the three year goals outlined in the figure above.

Figure 35: Street Improvement Objectives

Specific Objective	Source of Funds	Performance Indicator	Expected Number PY 2012	Investment
Improve the quality of public improvements for lower income persons by environment by improving substandard roads.	CDBG	Number of people who will benefit from improved road.	126	\$326,598

Figure 36: Social Services Expansion Objectives

Specific Objective	Source of Funds	Performance Indicator	Expected Number PY 2012	Investment
Improve the availability of services to low/mod income persons through program expansion.	CDBG	Number of people assisted with expanded access to a service.	400	\$106,000

Figure 37: Fair Housing Objectives

Specific Objective	Source of Funds	Performance Indicator	Expected Number PY 2012	Investment
Improve access to decent housing for protected groups	CDBG	Number of people receiving services	35	\$28,451

ANTI-POVERTY STRATEGY**Overview of Community Conditions^{xxxiii}**

Travis County has experienced notable population growth over the past decade and a half. The overall population growth rate has increased 20% since 2000 and 70% since 1990. The number of people in poverty has increased steadily from 1990, while the overall poverty rate fluctuated from 16% in 1990, went down to 13% in 2000, and returned to 15% in the 2005-2009 dataset. Children consistently have the highest poverty rate (21% in current data set) across sub-groups.^{xxxiv}

^{xxxiii} This section is excerpted from the Travis County Health and Human Services, Research and Planning Division's "Focus on Poverty in Travis County: Snapshot from the American Community Survey 5-Year Estimates 2005-2009" Report. The full report is accessible at http://www.co.travis.tx.us/health_human_services/research_planning/documents_ACS.asp.

^{xxxiv} All data from the 2005-2009 American Community Survey 5-Year Estimates unless otherwise noted.

Who is most likely to live in poverty in Travis County?

Exploring poverty status by sex, age, race and Hispanic origin, nativity, language spoken, household type, educational attainment, work experience, and employment status, the following groups^{xxxv} have a poverty rate greater than the Travis County poverty rate of 15%:

- Female-headed households with children, no husband present (36%)
- Young adults 18 to 24 years of age (34%)
- Individuals who are unemployed (33%)
- Female-headed households, no husband present (29%)
- Individuals with less than a high school education (27%)
- Foreign born non-citizens (25%)
- Individuals who are not in the labor force (25%)
- Individuals who did not work in the previous 12 months (25%)
- Children under five years of age (24%)
- Black/African Americans (23%)
- Hispanic/Latinos (23%)
- Spanish speakers (23%)
- Individuals who worked part-time or part-year (22%)
- Male-headed households with children, no wife present (21%)
- Children 5 to 17 years of age (19%)
- Non-family households, female householder (18%)
- Females (17%)

Hispanic/Latino children under age 18 make up a significant share of the Travis County population living in poverty. Hispanic/Latino and Black/African American children under five years of age have some of the highest poverty rates in Travis County, 37% and 44% respectively.

Where is poverty prevalent in Travis County?

Areas along the I-35 corridor and areas east of I-35 generally have higher percentages of individuals living in poverty. This distribution is similar to 2000, although the 2005-2009 data set suggests that the population in poverty is spreading out from the I-35 corridor.

^{xxxv} Only single variables are included below; the report also considers some variables in combination.

Overview of Anti-Poverty Strategies Supported by Travis County

Travis County's lead agency for administering CDBG funds is the Health and Human Services & Veterans Service Department, whose mission is "to work in partnership with the community to promote full development of individual, family, neighborhood, and community potential." The vision of HHS/VS is "optimizing self-sufficiency for families and individuals in safe and healthy communities." Both the mission and vision of HHS/VS are essentially aimed at preventing and ameliorating conditions of poverty in Travis County.

Travis County operates a number of anti-poverty programs that assist individuals and families on multiple fronts in transitioning from crisis to self-sufficiency. The County carries out its anti-poverty programs both through the direct delivery of services managed by HHS/VS and by purchasing services from private and not-for-profit agencies in the community. In addition to the provision of direct services, Travis County continually assesses the poverty and basic needs of county residents, works with stakeholders in facilitating anti-poverty efforts, and supports public policy initiatives that prevent and ameliorate conditions of poverty.

Furthermore, CDBG is funding a social work program to assist residents of the CDBG service area, which anticipates serving 400 people during PY12. As identified in the needs assessment conducted in the PY11- 13 Consolidated Plan, of the current social service contract investments made by the Department, less than 9% of the services are being provided to persons living in the unincorporated areas, while 17% of the population lives in these areas. This program's aim is to address the disparity of social service contract provision in the unincorporated areas.

Finally, over the next year, CDBG staff intends to review investments and participate in planning efforts to address poverty to advocate for services in the unincorporated areas.

POPULATIONS WITH SPECIALIZED NEEDS

HUD identifies non-homeless populations with specialized needs as elderly, frail elderly, those with severe mental illness, the developmentally disabled, the physically disabled, persons with alcohol and other drug addictions, victims of domestic violence, and persons living with HIV/AIDS. Over the three-year strategic direction of the 2011-2013 Consolidated Plan, no specific goals for CDBG are targeted to address these populations.

Travis County's HHS/VS provides services to populations with specialized needs through direct services as well as social service contracts and inter-local agreements with other governmental organizations. Travis County HHS/VS invests in different programs to address public health, substance abuse, indigent health, and mental health needs. Additionally, CDBG funded programs will be marketed to populations with specialized needs and services to ensure inclusion and improve access.

Services for Elderly & Frail Elderly

Travis County funds services through social service contract investments. Services provided include in-home care services, bill payer services, meals, and case management. In-home services include assistance with personal hygiene tasks as well as housekeeping, while bill payer services include assistance with finances and money management. Meals include hot meal delivery and 2nd meal assistance.

Services for Persons with Physical Disabilities or Developmental Delays

Travis County funds services for persons with physical disabilities and developmental delays through social service contract investments. Services center around employment and job-readiness, case management, early childhood intervention, basic needs assistance, and social/recreational opportunities.

Services for Victims of Domestic Violence

Travis County funds services for persons experiencing abuse, neglect, domestic violence, and sexual assault through social service contract investments. Services center around advocacy, crisis management, emergency shelter, transitional housing, and counseling.

Services for Persons Living with HIV/AIDS

Travis County funds services for persons living with HIV/AIDS through social service contract investments. Services center around advocacy, crisis management, emergency shelter, transitional housing, counseling, case management, primary medical care retention, client advocacy, medication adherence assistance, food bank assistance, nutritional counseling, home health, prevention, and support groups.

Additionally, Travis County provides other services through health and public health inter-local agreements.

LEAD-BASED PAINT

According to Census data, 161,762 or 39% of the housing units in Travis County were built prior to 1980, and therefore at risk of containing lead based paint.^{xxxvi} Most of these older housing units in Travis County are located within city or town limits. The highest concentrations of housing stock built before 1980 are located in City of Austin with the exception of a few block groups in southern Travis County.

Figure 38: Travis County Housing Units, by Year Structure Built

Year Built	Number of Units
Built 2005 or later	24,812
Built 2000 to 2004	62,183
Built 1990 to 1999	78,206
Built 1980 to 1989	89,079
Built 1970 to 1979	79,427
Built 1960 to 1969	36,260
Built 1950 to 1959	23,167
Built 1940 to 1949	12,032
Built 1939 or earlier	10,876
Total	416,042

Source: U.S. Census Bureau, 2005-2009 American Community Survey

Activities supported with Travis County CDBG funds must be in full compliance with the Lead Safe

^{xxxvi} U.S. Census Bureau, B25034, 2005-2009 American Community Survey 5-Year Estimates, <http://factfinder.census.gov/> (accessed March 22, 2011).

Housing Rule (24 CFR Part 35) of the U.S. Department of Housing and Urban Development (HUD). The CDBG program has created guidelines to ensure that the necessary steps for notification, identification and treatment of Lead Based Paint are followed, for owner occupied rehabilitation projects, homebuyer assistance projects and other projects as appropriate.

Additionally HHS/VS Housing Services Division, which receives funds through State grant funds and the Travis County General Fund, provides limited lead-based paint remediation on houses built before 1978 where small holes in the wall or similar acts that could cause additional possible lead exposure are made.

SPECIFIC HOPWA OBJECTIVES

Travis County does not receive HOPWA funds at this time.

APPENDIX A: ALTERNATE PROJECTS

ALTERNATE PROJECTS FOR PY12

Alternate Project #1: Homebuyer Assistance – up to \$300,000

Project Description:

In an effort to make housing affordable to “first-time home purchasing” families whose annual household income is at or below 80 percent of the Area Median Income (AMI), the Travis County Affordable Housing Ownership Program will make Shared Appreciation Gap Financing and Down payment Assistance loans available. The project will be administered by a designated sub-recipient. All program income will be reinvested into the Homebuyers Assistance program.

Shared Appreciation Gap Financing:

Households earning 80% or less of the area median income may obtain funds (up to \$30,000) to reduce the sales price to an amount affordable to the household. Actual assistance amount will be calculated based on actual family need. The loan is a 0 % interest, 30-year note with no required annual or monthly payments. Upon resale, refinancing, lease or other transfer of title, the loan must be repaid in full plus a percentage of the house’s appreciation value.

Down Payment Assistance:

Households earning 80% or less of the area Median Family Income (MFI) may obtain funds (\$8,000) to cover half of the required down payment and reasonable closing costs. The loan is a 0 % interest, 5 year-note with no required annual or monthly payments. The loan is forgiven at a pro-rata rate of 20% for each year of homeownership. The loan is fully forgiven at the end of 5 years. A minimum house hold investment of \$500 is required.

All households who are interested in assistance are required to participate in a minimum of eight (8) hours of HUD-certified housing counseling.

Figure 1: Alternate Project 1 - General Project Information

CDBG Funding:	Up to \$300,000
Leverage Funding:	To be determined
Program Delivery:	Designated sub-recipient
Program Oversight:	Travis County Health and Human Service and Veteran Services
Estimated Start/ Completion Date:	To be determined
Location:	Homes in the unincorporated areas of Travis County and the Village of Webberville

Figure 2: Alternate Project 1- Priority and Performance Measurement Information (HUD –prescribed)

Priority Need Category:	Homeownership	Project:	Homebuyer Assistance
Eligible Activity:	Direct Homeownership Assistance	Outcome Category	Availability/ Accessibility
Objective Category	Decent Housing	Specific Objective	Increase the affordability of owner housing
Citation	24 CFR 570.201 (n)	Accomplishment	10 Households
Eligibility	LMH	Matrix Code	13, Direct Home Ownership Assistance
Priority in the 2011-2013 Strategic Plan#	High	Travis County HTE #:	HCBG07

Alternate Project # 2: Home Rehabilitation – up to \$200,000

Project Description

This project will fund minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

These funds are targeted to homeowners at or below 80% MFI in the CDBG service area. This project will be administered by a non-profit, designated as a sub-recipient, identified through a formal application.

Figure 3: Alternate Project 2 - General Project Information

CDBG Funding:	Up to \$200,000
Leverage Funding:	To be determined
Program Delivery:	Designated sub-recipient or Travis County Health and Human Service and Veterans Service
Program Oversight:	Travis County Health and Human Service and Veteran Services
Estimated Start/ Completion Date:	To be determined
Location:	Homes in the unincorporated areas of Travis County and the Village of Webberville

Figure 4: Alternate Project 2- Priority and Performance Measurement Information (HUD –prescribed)

Priority Need Category:	Owner Occupied Housing	Project:	Rehabilitation of existing units
Eligible Activity:	Rehabilitation	Outcome Category	Availability/ Accessibility
Objective Category	Suitable Living Environment	Specific Objective	Improve the quality of owner housing
Citation	570.202	Accomplishment	8 Households
Eligibility	LMH	Matrix Code	14A, Rehabilitation, Single Unit Residential
Priority in the 2011-2013 Strategic Plan#	High	Travis County HTE #:	HCIG08

Alternate Project # 3: Las Lomitas Water Distribution – up to \$480,000

Project Description

The Las Lomitas neighborhood is located in southeastern Travis County, in Precinct 4. The neighborhood lacks water lines and connections and water is currently being transported in by home owners and stored in tanks. The proposed project would fund the design, environmental clearance and construction of water lines for the benefit of the neighborhood. Additionally, households living at or below 80% of MFI will be eligible to receive service line connections as well as septic tank repair or installation.

The project would be broken up into multiple phases. The first phase would include: 1) environmental review and related regulatory permits; 2) design services; 3) land surveying services; 4) geo-technical services; 5) utility location and relocation coordination services. Subsequent phases may include, but are not limited to: 1) identification of issues relating to septic tanks and resulting repairs; 2) acquisition of right of way and easements; and 6) construction.

Currently, the neighborhood is conducting a primary survey to determine if it is eligible. This survey is anticipated to be complete in June. At present, there are 30 households at Las Lomitas, but the survey will provide additional information on the exact impact of the project as well as whether it is a low/mod neighborhood.

Figure 5: Las Lomitas Project Location

Las Lomitas Project Location

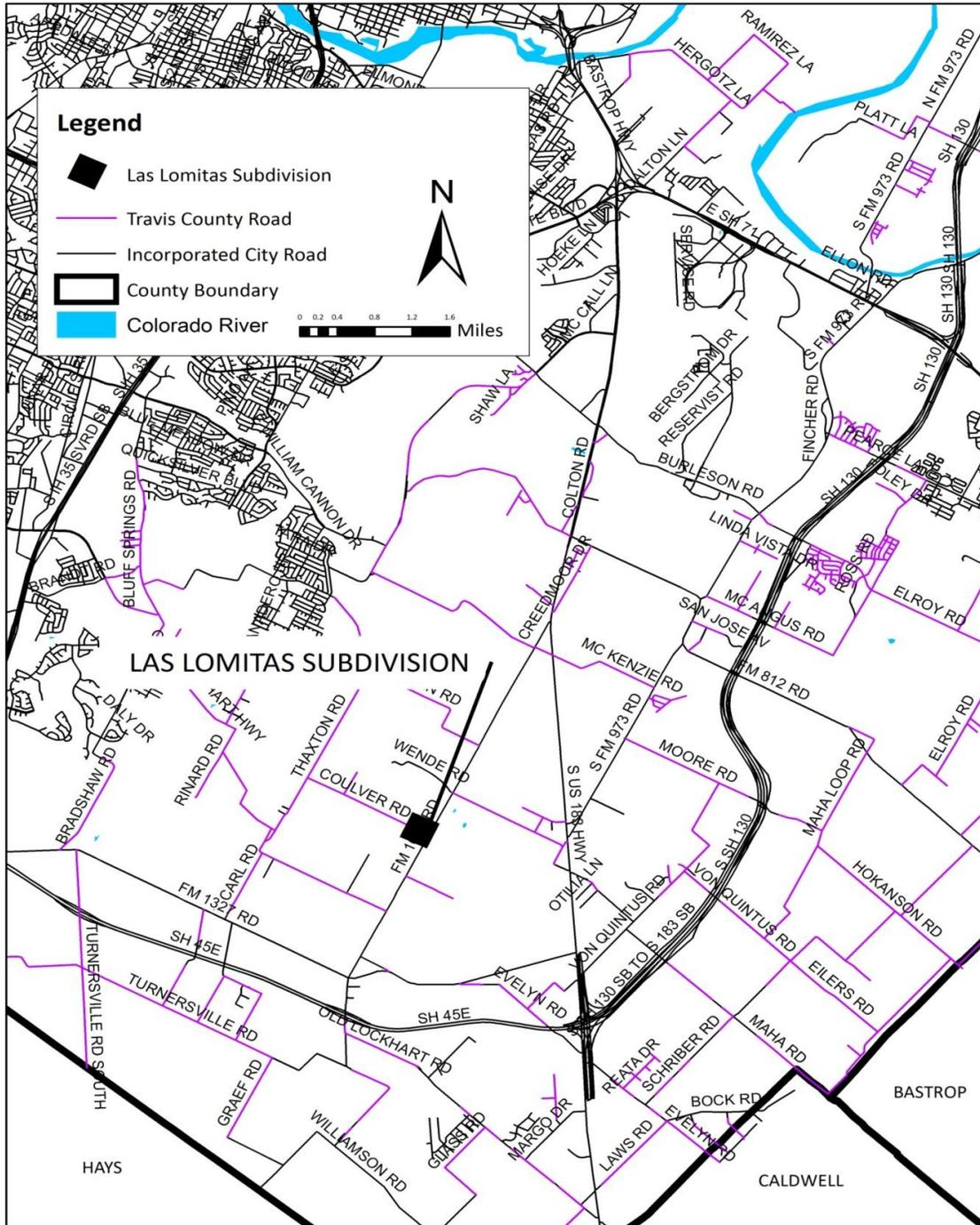


Figure 6: Alternate Project 3 - General Project Information

CDBG Funding:	Up to \$480,000
Leverage Funding:	Not Applicable
Program Delivery:	Travis County Transportation and Natural Resource Department
Program Oversight:	Travis County Health and Human Service and Veteran Services
Expected Start/ Completion Date:	To Be Determined
Location:	Las Lomitas Neighborhood, Precinct 4

Figure 7: Alternate Project 3 - Priority and Performance Measurement Information (HUD –prescribed)

Priority Need Category:	Infrastructure	Project:	Water Connections
Eligible Activity:	Water Connections	Outcome Category:	Sustainability
Objective Category	Suitable Living Environment	Specific Objective	Improve quality of public improvements for lower income persons
Citation	570.201 (c)	Accomplishment	30 Households
Eligibility	LMA –Survey	Matrix Code	03J Water/Sewer Improvements
Priority in the 2011-2013 Strategic Plan#	High	Travis County HTE #:	HCWG09

Figure 8: Las Lomas Current Conditions



Water Being Transported to a Residence in the Las Lomas Neighborhood



Water Storage and Pipe Connecting it to Structure

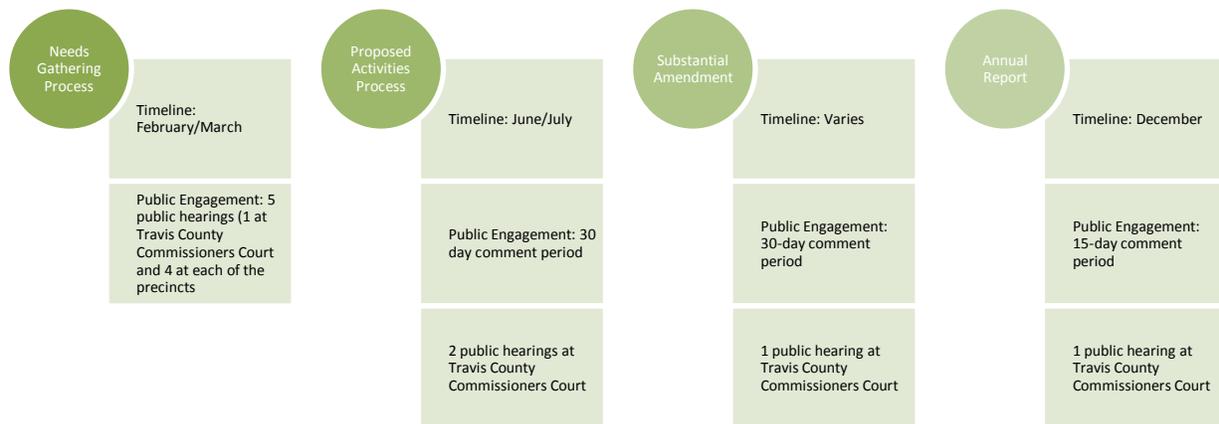
APPENDIX B: PUBLIC PARTICIPATION AND COMMUNITY NEEDS IDENTIFIED FOR PROGRAM YEAR 2012

Summary of Action Plan Participation Process
Participation Forms
Detailed Results of Participation Process
Testimonies received during Public Hearing at Commissioners Court
Public Comment Results
Public Participation Advertisements

ATTACHMENT A: ACTION PLAN PARTICIPATION PROCESS

Public engagement occurs throughout CDBG activities for four main purposes: needs gathering, approval of proposed actions, the substantial amendment process (if applicable), and the annual report (see Figure 1 below).

Figure 1: Public Engagement Process



SUMMARY OF PARTICIPATION PROCESS

During the months of February and March 2012, the public had an opportunity to identify the needs of the unincorporated areas by;

- 1) Attending one of five public hearings;
- 2) Turning in a Participation Form; or
- 3) Turning in a Project Proposal form.

It is important to note that the Program Year 2012 Action Plan marks the second year of the second Consolidated Plan.

Public Hearings and Participation Forms

The purpose of the hearings and participation forms was to obtain the public’s input on the community development, housing, and public service needs, as well as potential project ideas to address those needs. The first hearing, held at the Commissioner Courtroom, followed a traditional hearing format,

while those held in each of the precincts had an information session followed by facilitated discussion. The hearings were held according to the following schedule:

Figure 2: Locations and Dates of Public Hearings Held to Collect Information for the PY 2012 Action Plan

Locations of Hearings		Dates/Times of Public hearings
Community-Wide Hearing	Travis County Commissioners Court, Granger Building	Tuesday, February 21, 2012 9:00am
Precinct 1	Eastside Service Center	Wednesday, February 22, 2012 6:30pm
Precinct 2	Steiner Ranch Community Center	Saturday, February 25, 2012 9:00am
Precinct 3	West Rural Community Center, Oakhill	Monday, February 27, 2012 6:30pm
Precinct 4	South Rural Community Center, Del Valle	Thursday, February 23, 2012 6:30pm

The public that could not participate in public hearings had the choice of providing their input by filling out a Participation Form or a Project Proposal Form. These forms were provided to interested parties upon request and were available in both English and Spanish on the Travis County CDBG website.

Technical Assistance to Neighborhoods

Organized residents and non-profit agencies who identified CDBG eligible projects received technical assistance from CDBG staff in the form of site visits, guidance on project proposals and understanding CDBG eligible activities and eligible beneficiaries. Specifically CDBG staff provided technical assistance to representatives of Cardinal Hills and Las Lomitas.

Additionally, one primary survey was conducted during May 2012. Las Lomitas, located in Southeastern Travis County, requested assistance with water connections in PY 2011. However, it was determined that Census data would not support a project to benefit the neighborhood due to the size of the area of benefit within the Census Tract, however, the County and the neighborhood could work together to conduct a primary survey of the homes that would benefit from the improvements. Program staff trained neighborhood representatives on the survey methodology, and participated in one neighborhood meeting to explain the survey. The neighborhood continues to work toward the completion of the survey by the end of May 2012. Program staff will provide technical assistance to help the neighborhood complete the survey, and will analyze the results in June. Please note that all primary survey materials including announcements, surveys, and surveyors were available in both English and Spanish.

Advertising

The opportunity to participate was advertised on the Travis County website (www.co.travis.tx.us/CDBG), the seven community centers and the television channel of Travis County. Advertisements also appeared in newspapers of general circulation including Hill Country News, The Oak Hill Gazette, The Villager, The Austin Chronicle and the Spanish language newspapers *Ahora Si* and *El Mundo*. In addition, notifications by mail and e-mail were sent to service providers, to county residents who had previously attended public hearings, to the community liaison departments of schools districts and to neighborhood associations, and were posted on the CDBG Facebook and Twitter pages. The announcements were available in English and Spanish (see Attachment F.)

Typically, the Program advertises in four additional newspapers – the Pflugerville Pflag, Lake Travis View, North Lake Travis Log, and Westlake Picayune. The North Lake Travis Log ceased publication and the advertisement was placed with the Lake Living Network News Website instead to reach a similar population geographically. The other three newspapers are still in publication; however, due to an oversight, the advertisements were not published. This being said, publishing in the Austin Chronicle and the Spanish Language newspaper meets the statutory requirements for HUD. Additionally, as described below, the CDBG outreach plan requires a multi-pronged approach to ensure that newspapers are not the sole source of information. Furthermore, based on the participation numbers for this Action Plan, the omission does not appear to have decreased participation levels.

The following efforts were made to broaden public participation:

- Public notices presented the option of requesting an American Sign Language or Spanish interpreter.
- The CDBG website stayed current with documents and announcements of the different participation opportunities.
- The public that could not attend the public hearings had the option to provide their input by filling out a Participation Form or Project Proposal Form.
- To increase the access to information for Spanish-speakers, all the participation forms were available in Spanish, and selected sections of the website were translated into Spanish.
- Notices of opportunities to participate were sent to all neighborhood associations in the unincorporated areas and to school district community liaison departments.
- Notices of opportunities to participate were also distributed at all schools in the Del Valle Independent School District and Manor Independent School District.
- Notices were sent via email for posting at Leander Independent School District and Marble Falls Independent School District.

-
- Advertisements to attend community forums were also placed on the City of Manor website and the Lake Living Network News website to address the need for outreach that the North Lake Travis Log used to address before it ceased publication.
 - OneVoice was added to the list of community agencies that emails were sent to regarding opportunities to participate in community forums.

Summary of Public Participation

- A total of 46 people attended the five public hearings
- 32 Participation Forms were submitted
- One neighborhood was primary surveyed to determine whether or not they were eligible for a water connection project: Las Lomitas. This survey remains underway.
- Three project proposals were submitted by neighborhoods or agencies: Las Lomitas, Lipan/Mestena Trail and Cardinal Hills Estates.
- One project proposal was submitted by an individual resident: Septic tank repair.
- Three proposals were submitted by Travis County Departments: One from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS), one from the Transportation and Natural Resources Department (TNR), and one from The Transportation and Natural Resources Department (TNR) for the second phase of the Lake Oak Estates Road Improvement Project.

PUBLIC COMMENT PERIOD

Every year during the development of the Annual Action Plan, a 30-day public comment period is held to receive comments on the proposed uses of CDBG funds. The comment period includes two public hearings held at the Travis County Commissioners Court. For the development of the PY12 Action Plan, the 30-day public comment period is proposed to be held from June 18, 2012 to July 17, 2012 and the two public hearings are proposed to be held on June 26, 2012, and July 10, 2012.

The public comment period was advertised on the County's website and in newspapers of general circulation. In addition, notifications by mail and e-mail were sent to service providers, to citizens who had previously attended public hearings, to the community liaison departments of schools districts and to neighborhood associations. The announcements were available in English and Spanish.

Summary of Public Comments Received for Draft of PY12 Action Plan

Public Hearing: June 26, 2012

- A total of 8 people presented testimony at the public hearing on June 26, 2012.
- One individual made general comments about excessive taxation and governmental waste.
- One individual made comments about a lack of responsiveness and waste within agencies not related to CDBG.
- One individual asked for clarification about the amount of funds being dedicated to the home repair project, and for additional information on the Fair Housing Counseling project.
- Four residents of the Las Lomitas community expressed thanks for the work being done around the neighborhood's water connection issues, and for consideration as a CDBG alternate project.
- One Las Lomitas resident requested that the TNR service station extend hours to accommodate people whose work schedules currently do not permit them to get water from the station.

Public Hearing July 10, 2012

- No comments were received at the public hearing on July 10, 2012.

Other Comments Received

- One written comment was received through U.S. mail from a neighborhood association located within the City of Austin requesting services.

Responses to Comment Received and Comments Not Accepted

During the public hearings, most of the questions were addressed at the time of the public hearing. Staff provided clarification on the funding for the home repair project and the fair housing activity, and Commissioner Gomez's office indicated they would work with the neighborhood and TNR to discuss the extension of hours. One person stated that the CDBG Program was spending 40% of CDBG funds on administration, but that is not accurate. The Program has planned to spend the allowable 20% on administration and planning activities as indicated throughout this Action Plan.

The comments regarding governmental waste and travel to London were not associated with the CDBG program, and therefore, will not be accepted for this Plan.

The neighborhood association was informed in a letter that the Travis County CDBG Program cannot use funds within incorporated areas, and referred to the City of Austin for assistance.

PROJECT SELECTION PROCESS

Travis County CDBG staff considered and weighed all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner.

Second, CDBG staff further evaluated the projects according to the following criteria:

- **Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the three high priority categories identified in the Strategic (Consolidated) Plan will receive more favorable review.
- **Feasibility of project:** Projects that have the ability to be implemented and completed within 12 months will receive more favorable review. Project may be broken up into manageable 12-18 month phases for those that are more costly or slower moving.
- **Impacts a significant number of households:** Project scope and the number of persons benefiting will be considered to determine the level of project impact.
- **Benefit to low/moderate-income persons:** Projects that benefit low- and moderate-income households will receive a more favorable review.
- **Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts will receive more favorable review.

Finally, a matrix was provided to the Travis County Commissioners Court on May 22, 2012 along with staff recommendations for projects to be funding in PY12.

ATTACHMENT B: PARTICIPATION FORMS

1. Introduction & Contact Information

- Every year, Travis County receives federal funds from a program called the Community Development Block Grant (CDBG). For program year 2012, Travis County anticipates receiving approximately \$896,762.
- The program must support housing, community development and public service projects and must benefit residents that live in the unincorporated areas of Travis County or in the Village of Webberville.
- We would like you to have a voice in how these funds are spent for the NEXT program year (October 2012 - September 2013) by filling out this survey, telling us where you see the greatest needs in your community and providing specific project ideas.
- To learn more about CDBG, visit www.co.travis.tx.us/CDBG

*1. Contact Information

Name:

Company:

Address:

City/Town:

State:

ZIP/Postal Code:

Email Address:

Phone Number:

*2. Please check the category you represent

- Resident
- Community Group
- For-Profit Business
- Faith-Based Organization
- Non-Profit Organization
- Travis County Department

3. Would you like to receive emails or postal mail notifications about CDBG events?

- Email Notices
- Postal Mail Notices
- Not Interested

2. Identifying Needs for 2012

In this section, please think of the time period spanning from October 1, 2012 through September 30, 2013. Answer the questions with the needs of the unincorporated areas and the Village of Webberville in mind, and identify the categories you think are important enough to be priorities for CDBG funds in the next year.

1. Of the six funding areas available, please rank the areas by letting us know which one represents:

- The most urgent need (the most urgent area of investment in your community)
- An urgent need (but not necessarily the most urgent)
- An important need (but not as urgent)

No more than three categories can be prioritized.

	Most Urgent	Urgent	Important	N/A
Populations with Specialized Needs/Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Buildings & Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business & Jobs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Identifying Projects for 2012

1. Please provide ideas for potential projects for Program Year 2012. Include the community need, the type of project and the location.

For Example:

Community Need: Poor roads

Project Idea: Road Improvement Project

Location: Hill Country Subdivision, 1004-1207 ABC Road, Austin, TX 78717

Please note you may also provide a proposal for a specific project by filling out a Project Proposal Form available at the CDBG webpage at www.co.travis.tx.us/cdbg

2. For an additional comment or project idea, use the space below:

4. Optional Section: Housing Discrimination

The next section is optional, but would be helpful to help the CDBG Office understand the extent to which housing discrimination may be occurring in the unincorporated areas.

Housing discrimination based on your race, color, national origin, religion, sex, family status, or disability is illegal by federal law. Please answer the following questions about housing discrimination. Completion of this section is optional.

1. Do you believe housing discrimination is an issue in your neighborhood?

Yes

No

2. Have you ever experienced discrimination in housing?

Yes

No

3. If so, who do you believe discriminated against you? Check all that apply.

Landlord

Mortgage Insurer

Mortgage Lender

Real State Agent

Other

4. On what basis do you believe you were discriminated against? Check all that apply.

Color

Disability

Family Status (single parent with children, family with children or expecting a child)

Gender

National Origin (country where you were born)

Religion

Race

5. If you believe you were discriminated against, did you report the incident?

Yes

No

6. If not, WHY? Check all that apply.

- Don't know where to report
- Too much trouble
- Afraid of retaliation
- Don't believe it makes a difference
- Other

To find out more information about fair housing or how to report discriminating housing practices contact the CDBG program by calling 512-854-3465 or visit http://www.co.travis.tx.us/health_human_services/cdbg/fair_housing.asp

5. Thank You!

Thank you for participating in this survey. Your assistance will help the County to plan for the future. If you have questions regarding this survey, please contact the Travis County CDBG Program at: (512) 854-3460, email: Christy.Moffett@co.travis.tx.us or visit www.co.travis.tx.us/CDBG

To return this survey by mail, please address it to: CDBG Program, TCHHSVS, P.O. Box 1748, Austin, TX 78767, postmarked no later than March 31, 2012.

1. Introducción e información para comunicarnos con usted

- El Condado de Travis todos los años recibe fondos federales de un programa llamado Subsidios Globales para el Desarrollo Comunitario (CDBG). Para el año programático 2012, el Condado de Travis espera recibir aproximadamente \$896,341.
- El programa debe financiar proyectos de viviendas, desarrollo comunitario y servicios públicos y debe beneficiar a los residentes que viven en las áreas no incorporadas del Condado de Travis o en Village of Webberville.
- Nos gustaría que exprese sus opiniones y sugerencias sobre cómo se deberían gastar estos fondos en el PRÓXIMO año programático (Octubre 2012 - Septiembre 2013) completando esta encuesta, indicando dónde piensa que existen las mayores necesidades en su comunidad y proporcionar ideas de proyectos específicos.
- Para obtener mayor información sobre el programa CDBG, visite www.co.travis.tx.us/CDBG

*1. Información para comunicarnos con usted

Nombre:	<input type="text"/>
Compañía:	<input type="text"/>
Dirección:	<input type="text"/>
Ciudad/pueblo:	<input type="text"/>
Estado:	<input type="text"/>
Código Postal:	<input type="text"/>
Correo electrónico:	<input type="text"/>
Número de teléfono:	<input type="text"/>

*2. Por favor indique la categoría que usted representa

- Residente
- Grupo comunitario
- Negocio/Empresa con fines de lucro
- Organización religiosa
- Organización sin fines de lucro
- Departamento del Condado de Travis

3. ¿Le gustaría recibir notificaciones sobre eventos del programa CDBG por correo electrónico o correo postal?

- Correo electrónico
- Correo postal
- No estoy interesado

2. Identificación de necesidades para 2012

En esta sección, piense en el periodo de tiempo desde el 1° de octubre de 2012 hasta el 30 de septiembre de 2013. Responda las preguntas teniendo en cuenta las necesidades de las áreas no incorporadas y de Village of Webberville e identifique las categorías que piensa que son lo suficientemente importantes para ser una prioridad para los fondos del programa CDBG para el año próximo.

1. De las seis áreas de financiamiento disponibles, clasifíquelas indicando cual piensa que es:

La necesidad más urgente (el área de inversión más urgente en su comunidad)

Una necesidad urgente (pero no necesariamente la más urgente)

Una necesidad importante (pero no tan urgente)

No puede priorizar más de tres categorías.

	Necesidad más urgente	Necesidad urgente	Necesidad importante	N/A
Poblaciones con necesidad y servicios especializados	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Servicios comunitarios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infraestructura	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Viviendas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instalaciones y edificios públicos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empresas y empleos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Identificación de proyectos para 2012

1. Bríndenos sus ideas para posibles proyectos para el año programático 2012. Incluya la necesidad de la comunidad, el tipo de proyecto y el lugar.

Por ejemplo:

Necesidad comunitaria: calles en malas condiciones

Idea de proyecto: Proyecto de mejoramiento de calle

Lugar: Hill Country Subdivision, 10041207 ABC Road, Austin, TX 78717

También puede presentar una propuesta para un proyecto específico completando una Planilla de presentación de propuesta que se encuentra en el sitio web del programa CDBG en www.co.travis.tx.us/cdbg

2. Para alguna idea para un proyecto o comentario adicional, use el siguiente espacio:

4. Sección opcional: discriminación en la vivienda

La próxima sección es opcional pero es muy útil para ayudar a la oficina del programa CDBG a entender el grado de discriminación en la vivienda que puede estar ocurriendo en las áreas no incorporadas.

Por ley federal es ilegal discriminar en la vivienda según su raza, color, país de origen, religión, sexo, situación de la familia o discapacidad. Sírvase contestar las siguientes preguntas sobre discriminación en la vivienda. Completar esta sección es opcional.

***1. ¿Usted cree que en su vecindario la discriminación en la vivienda es un problema?**

- Sí
- No

***2. ¿Alguna vez ha sido víctima de discriminación en la vivienda?**

- Sí
- No

3. De ser así, ¿quién cree usted que lo discriminó? Marque todos los cuadros que correspondan.

- Dueño
- Asegurador hipotecario
- Proveedor de crédito hipotecario
- Agente de bienes raíces
- Otro

***4. ¿Por qué cree usted que fue discriminado? Marque todos los cuadros que correspondan.**

- Color
- Discapacidad
- Situación familiar (madre o padre soltero con hijos, familia con hijos o esperando un hijo)
- Sexo
- Nacionalidad de origen (país de nacimiento)
- Religión
- Raza

5. Si usted cree que fue discriminado, ¿denunció el incidente?

- Sí
- No

6. Si no, ¿por qué no lo hizo? Marque todos los cuadros que correspondan.

- No sabe dónde deben realizarse las denuncias
- Es demasiado problema
- Teme ser víctima de represalias
- No cree que sirva de nada
- Otro

Para obtener más información sobre vivienda justa o sobre cómo denunciar casos de discriminación en la vivienda, póngase en contacto con el programa CDBG llamando al 512-854-3465 o visite el sitio http://www.co.travis.tx.us/health_human_services/cdbg/fair_housing.asp

5. ¡Gracias!

Gracias por participar en esta encuesta. Su ayuda será muy útil para que el Condado planifique para el futuro. Si tiene alguna pregunta en cuanto a esta encuesta, por favor póngase en contacto con el Programa CDBG del Condado de Travis por teléfono al (512) 854-3460, por correo electrónico a: Christy.Moffett@co.travis.tx.us o visite el sitio: www.co.travis.tx.us/CDBG

Para enviar esta encuesta por correo postal, envíela a más tardar el 31 de marzo de 2012 a:

CDBG Program, TCHHS/VS
P.O. Box 1748
Austin, TX 78767

ATTACHMENT C: DETAILED RESULTS OF PARTICIPATION PROCESS

Community Needs

As part of the PY12 public engagement process, the CDBG office sought public input on priority community needs. In PY11, during the consolidated planning public engagement process, the following areas were identified as high or medium priorities for the PY11-PY13 period:

Figure 3: Ranking of CDBG Priorities by the Public, PY 2011 to PY 2013

Priorities for the 2011-2013 Period	Priority Level
Infrastructure	High
Housing	High
Community Services	High
Populations with Specialized Needs/Services	Medium
Business and Jobs	Medium
Public Facilities	Medium

Source: PY 2011-PY 2013 Consolidation Plan, Travis County CDBG Survey, April 2011

The public were given the opportunity to assess these priorities and suggest project ideas for PY12 through a variety of channels, including public hearings, submission of participation forms and testimony at Commissioner's Court.

Public hearings were held in each of the four precincts and consisted of an informational section and two interactive exercises. As a part of the hearings, CDBG staff provided the list of the six CDBG priorities on large pieces of paper on the wall. Participants were asked to rank the priorities by assigning dots with numerical values next to the ones they consider most significant for investment of the upcoming year. They were specifically asked to:

- 1) Assign 5 points, to the priority that represents to them the most urgent need or most urgent area of investment,
- 2) Assign three points, to a priority that represents to them an urgent need, but not necessarily the most urgent need, and
- 3) Assign 1 point, to the priority that represents to them an important need, but not as urgent need.

Participants could choose to assign all their points to one priority, or distribute the points between multiple priorities. Additionally, if a participant only wanted to assign points for one priority level (i.e.

Most Urgent or Important) they were not required to use all of their points.

Residents that were unable to attend one of the public hearings could provide their input by completing a participation form (see Attachment B.) All information presented at the public hearings was accessible via the participation form and a power point presentation, available online and at each of the seven community centers. The form allowed people to similarly rank priorities, and suggest project ideas.

The results gathered at the public hearing and the participation forms were combined and are summarized in the figure below:

Figure 4: Ranking of CDBG Priorities by the Public, Spring 2012

Priorities for Investment	Most Urgent (5-point dots)	Urgent (3- point dots)	Important (1-point dots)	Total Points
Infrastructure	41	37	34	350
Housing	16	3	2	91
Community Services	5	7	12	58
Populations with Specialized Needs	2	9	11	48
Business and Jobs	5	6	4	47
Public Buildings and Youth Facilities	1	5	4	24

Source: PY 2012 Action Plan, Travis County CDBG Public Hearings and Citizen Participation Form, February-March 2012

The needs that were ranked by the community for PY 12 as high priorities are consistent with the high priority needs gathered in PY11 and are as follows:

Project Recommendations

Figure 5: Ranking of CDBG Priorities by the Public, PY 2012

Priorities for the PY 2012 Period	Priority Level
Infrastructure	High
Housing	High
Community Services	High

Source: PY 2012 Action Plan, Travis County CDBG Public Hearings and Citizen Participation Form, February-March 2012

The public could provide recommendations for projects at the public hearings, on the participation forms, or by turning in a detailed project proposal for consideration. Travis County received a total of 7 project proposals by the March 31, 2012 deadline for consideration for PY 2012 funding. The majority of the proposals (5) suggested projects dealing with infrastructure improvements throughout the county.

Project ideas mentioned by residents who attended public hearings aligned with the high priority needs identified, and included water connections for Las Lomitas, youth services in Del Valle, job training and housing for at-risk youth throughout the county. Project ideas submitted via a participation form included home repair assistance, affordable housing, and special needs living accommodations projects throughout the county.

A summary of the all specific needs/projects identified during the PY12 public engagement process are compiled below.

Figure 6: Needs/Projects identified by the Public, Spring 2012

High Priority Needs/Projects Identified	Precinct
Street/Road Improvements	
<ul style="list-style-type: none"> Street improvements in Cardinal Hills, Stormy Dr., Ullman Dr., and Pyramid Dr. (Subdivision Units 13, 14, & 15) 	3
<ul style="list-style-type: none"> Street improvements on Lipan Trail and Mestena Trail 	3

• Street Improvements on Susan Drive and Sophie Drive	3
Water/Sewer Improvements	
• Wastewater needs in Las Lomitas neighborhood	4
• Water and wastewater infrastructure needed in Cardinal Hills	3
• Improvements to existing well and distribution system in Hazy Hills Subdivision	3
• Repair to septic system in Jonestown	3
Housing Needs	
• Housing for at-risk youth	4
• Dense housing projects for low-income families	All
• Affordable housing	All
• Affordable housing for women	1 & 4
• Affordable housing linked with economic opportunities	All
• Low-income home repair	1
• Home repair	All
• Mixed income developments	All
• Home repair for elderly and disabled households	1
• Down payment assistance and more opportunities for homeownership	All
• Independent living / scattered-site housing for homeless youth and youth at risk of homelessness, particularly LGBTQ youth.	2

Source: PY 2012 Action Plan, Travis County CDBG Public Hearings, Citizen Participation Form, Commissioners Court Testimonies and Project Proposals, February-March 2012

Figure 7: Other Issues Raised

Projects Identified	Precinct
Recreational Centers, Social Services, Community Centers, Parks, Library	
• After school programming for working families	1
• Supportive services for special needs populations	All
• Services for disabled and elderly	All
Access to Food	
• Mobile Food Pantry	All
Transportation	
• Bicycle Paths	All
• Daily bus route to support commuting to jobs from Austin's Colony and Forest Bluff neighborhoods	1
Youth Services	
• Youth services and job training	4

Source: PY 2012 Action Plan, Travis County CDBG Public Hearings, Citizen Participation Form, Commissioners Court Testimonies and Project Proposals, February-March 2012

ATTACHMENT D: TESTIMONIES RECEIVED DURING PUBLIC HEARINGS AT COMMISSIONERS COURT

Eight people testified at the February 21, 2012 public hearing held to gather needs for the PY 12 Action Plan. Among those who testified during the public hearing, common themes were the need for home repair and mitigation of the effects of gentrification, linking economic development with construction of affordable homes and the creation of more opportunities for home ownership. The full transcription of testimony received at Commissioners Court follows:

DETAILED TESTIMONIES RECEIVED DURING PUBLIC HEARINGS AT TRAVIS COUNTY COMMISSIONERS COURT ON 02/21/12

Stewart Hirsch: Honorable judge annual members of the commission. My name is Stewart Hirsch and I rent.

I would like to discuss three needs of the poorest. In unincorporated Travis County and the city limits of Austin, many of the poorest still cling to homeownership. In order to continue to have housing that is not only affordable to them but is also safe and sanitary, these low-income homeowners need the following assistance.

One, expanding resources for home repair. We understand that's an eligible activity under the community development block grant program. Two, connection to safe and sanitary water and sewer systems for those homeowners and renters who do not have that current.

And third, which doesn't deal directly with the federal funding but can impact the ability of people to remain in their neighborhood inside the city limits, cooperation between the city and the county to implement the homestead preservation district created by the Texas legislature and sponsored by state representative Eddie Rodriguez.

Expansion of homeowner repair and infrastructure improvements requires the strategic use of federal funds. Mitigating gentrification in a designated homestead preservation district established by the legislature does not require use of any federal funds, merely an agreement for the use of local dollars that works both for the county and for the city. As you go through the action plan process, I ask that you recognize these needs, particularly the needs of low-income homeowners who are struggling to continue to remain in the homes that many of them own for decades as you consider all of the budget decisions that you will make this year. Thank you for your attention and for your service.

Commissioners: Thank you.

Stewart Hirsch: Thank you.

Commissioner Davis: Let me -- let me -- I don't want you to run off. Wsumme have really tried to make a desperate attempt for single-family homeownership. I don't have the numbers in front of me today, but I would like maybe if staff would maybe hit on this because I don't want you to think that we are not headed in the direction that you have suggested. Especially in the first one as far as homeownership for low income, an example of that is the gilbert lane subdivision project where we did looking at that area, but if staff, if you would just briefly just tell this gentleman what we have done as far as some of the first time situations for low-income single-family homeownership in the gilbert lane project, can anyone just maybe touch on that just a little bit?

Christy Moffett: So we funded a little over a million dollars for land acquisition across the street from an elementary school in the Del Valle ISD off of FM 969. So that opportunity is providing 17 potential homeowners who are 25 to 50% of median family income, homeownership through Austin habitat for humanity. The remaining 14 lots can go for families up to 80% of MFI. So that was our first for ay into presenting affordable housing opportunity. Additionally we have funded home repair which will go out again this year.

Stewart Hirsch: Thank you for that information.

Commissioner Davis: Thank you. You are quite welcome. Quite glad take share it would you and thank you for your comments.

Richard Franklin: I guess one of the issues I'm having right now is especially we're talking about building low-income homes again. That brings up another issue. As I was looking at the economic development situations in our community, we are -- and being on the school board, I know how it affects us directly. We have a lot of low-income homes with low-income rooftops sending kids to school, but we have no businesses in our area that are absorbing some of that or at least increasing the tax base for us. So having more homes out in the area is actually a burden for us until we actually get some economic development. We need to really look at that.

But I got a couple questions. How do I get a list of the types of projects that have already been approved so before we get started asking for certain things to know what kind of things that the county has already approved so I can look at that maybe. Would that be available?

Christy Moffett: We can provide you a list.

Richard Franklin: Okay, and what type of entities -- I'm sorry -- would you have to be? Do you have to be a municipality or an organization or an individual to actually receive these funds?

Christy Moffett: Traditionally what we need to do is to provide the dollars to a municipality or to a nonprofit organization, some kind of formed organization that has, you know, financial regulations and structure and that kind of thing. We accept project proposals from neighborhoods, but then the county actually implements those projects. So if they needed a street improvement, we don't actually

require that neighborhood to be organized and we won't give them the money, but we will do the project on their behalf. So traditionally if somebody is going to request funds, it needs to be an organized entity that we can provide the dollars to that can demonstrate that they are going to be able to manage the dollars if they are tied to different kinds of regulations.

Richard Franklin: The reason I ask that there is a strip off 969 that is about 20 acres that's already there. I wanted to know if it would be outside the purview of the court to purchase land just like that, purchase that strip to allow us to create an economic development zone in the 969 corridor going toward the Webberville, Austin's colony, in that Hornsby Bend area. That is one of the things I would like to project on to the court right now. Additionally I would like to also talk about an education and entertainment technology studio that would create some jobs, be like a Disney world situation that would draw other people into the community and using the talents and skills of the people that already exist. Kind of a Disney world kind of concept is what I'm looking at. I will flesh that out on paper for you. I want to thank the court.

Thank you.

Commissioners: Thank you.

Commissioner Davis: Let me say this to you also, and especially when it comes to Del Valle ISD. Let me tell what you this court just recently did. In fact, it was a big ceremony that we held out there at the Webberville solar power completion. Of course, we had a big ribbon cutting situation and this particular project will actually end up dealing and providing energy for 5,000 homes in this particular area using solar power. Of course, Travis County got involved with this along with the city of Austin and others as far as offering rebate-type situations for this to happen to do what you just suggested, get increased economic development possibilities. With that particular incentive, it actually spins off and provides money, rebate, tax incentive rebates to the same area that's been -- been not ignored, but the point is it hasn't happened the way it should have happened, in my opinion, and, of course, it will provide money, tax moneys to Del Valle ISD, City of Austin, Travis County and just several other ESDs, ESD 12s, ACC. That money will be used to end up helping you and the taxpayers.

As you said, you are a representative of Del Valle ISD where you got some money coming to you in that particular regard as far as economic development. And there will be several other projects going on in an area already going on that will also assist a lot of things you just suggested. So anyway, we're working on that and thank you for your comments.

Commissioner Eckhart: The enterprise zone, I believe under the state program that area is already designated census tract so we've been in discussion about targeting businesses in that area, so we could use your help on that.

Richard Franklin: There are other moneys tied to that?

Commissioner Eckhart: It's a state program for eligible businesses that are looking to expand and hire individuals either living in enterprise zones or fitting the definition of economically disadvantaged.

There are sales tax rebates available from the state program. So that would be something to explore that's separate from CDBG. It's an addition to.

Richard Franklin: Who would have that information because I would like to take that honey back to the hive, as it were. Anything we can get right now, we would appreciate. If I could just find out where that is.

Commissioner Eckhart: That's in the planning and budget office. It's a tax incentive-type program, but we can make sure you get that information.

Richard Franklin: Thank you.

Commissioner Eckhart: Right. Just as far as the conduit, probably planning and budget is the best to get that information from.

Richard Franklin: Thank you.

David Freeman: Good morning, my name is David Freeman. I want to thank you for taking the time to hear us today at Commissioners court. And I know that traditionally when you are looking at this sort of grant money and these kinds of programs, you look at areas that are, I guess you would call it traditionally economically disadvantaged areas. And I've got a proposal that I've submitted to Miss Moffett that also involves, of course, low-income, moderate-income housing, but it's actually in western Travis County as opposed to some of the eastern and southern areas that we probably normally serve with these sorts of programs. It's out in an area of Kuernavaca near the village west trailer park area which is typically a pretty low-income area. And this project is designed to serve the improvements of access into that area in order to provide ultimately more very low-income howling for specifically the Eanes School District is where this is located--in western Travis County.

And I think that's one area that is very much underserved as far as public assistance goes. You don't often hear Eanes doing anything for the -- you know, for the disadvantaged folks that are within the system there, and this is something that I've lived out in that area for a little over 20 years. I see a lot of that going on. I've been in the real estate business out there and I believe in that area and I've done a lot to improve it over the years myself personally and helped other people, you know, achieve the dream of homeownership that wouldn't have been able to before using the FHA programs and so forth. I look at this as an opportunity to really get some people in there who are, you know, intent on improving the lives of their children by recognizing that this school district is exemplary and if they bring their kids here that this is an opportunity they might not otherwise have.

So I very much would like for you guys to take a look at the proposal when we get before the council. I think Christy is going to help with this. Seems to fit within the parameters of the block development grant program and love your support and helping us bring this to the community. Thank you very much.

Commissioner Eckhart: Thank you for bringing it to us. We do need affordable opportunities throughout the county, appreciate that.

Charles Cloutman: I'm Charles Cloutman, Meals on Wheels in Austin, and I currently serve as chair of the Austin housing repair coalition. It's a group of service providers serving the housing needs of Travis County including the Austin Area Urban league, Austin Habitat for Humanity, Austin Interfaith, Hands on Housing, American Youth Works, Meals on Wheels and more. The city of Austin's neighborhood housing, Travis County's housing, community action network, Austin groups for the elderly, Austin energy and many others. So sorry about the long laundry list. I just wanted you to know who we were.

I'm here today to discuss the need for home repair in the unincorporated areas of Travis County. As you already know about 26% of our children and 8% of our elderly live below the poverty level. That's almost 6,000 elderly people. Our property numbers have more than doubled within the last ten years and now stand above 194,000 people living below poverty. As that relates to homeowners, almost 60,000 houses, 60,000 families are cost burdened, spend more than 30% of their income on house or 29% of homeowners. I ask in short to create funding for sub-recipients to perform home repair modeled after the success in the city of Austin. They tried it years ago and we found a system that works and is presently serving hundreds of houses every year. The additional ask of that is dedicate at least a million dollars per year for this purpose. We would dedicate -- we would love to have \$3 million a year, but we realize the budget restraints, we realize that this is a pilot program and obviously you are not willing to dive in that deep.

Dedicate CDBG funding, pass bond election for affordable housing, join the homestead preservation program, set up dedicated housing trust fund. I know these are big asks and you are probably blinking several times on these but you must dream to get this job done. 60,000 people need help. Set up a task force to come up with a program to present this to the commission by June for the HUD CAPER that will need to be out in August.

This working group needs to include representatives of the Austin housing repair coalition, the doers of the work, the Travis County housing services, obviously Miss Fleming's group, Austin energy and anyone else that you feel needs to be in this working group to make this thing work. We at Meals on Wheels and more serve thousands of clients in the Austin County outside the city limits of Austin and we're constantly -- I can't tell you how frustrated it is -- with our inability to help these people with housing needs because there's no funding available. We have gone after state funding for architectural barrier removal, but we cannot do the health and safety repairs necessary. There's a hole in the floor, if there's a roof leak, we cannot address it. We can fix their bathrooms but they can't live in their house because their floor has a hole in it, their roof has a hole in it. We can build a ramp to a house that is inhabitable. This is crazy. We've gone after Texas veterans funds to help that end of home repair but obviously they have to be veterans or dependent upon them. Our vision is grandma has and you safe house, she trips in her un-level floor, she breaks her hip, has to go to a nursing facility which costs about 33,000, the most conservative estimate, 33,000 a year in Medicaid because she's

low-income and can't afford it. If we spend \$10,000 in that house, we're saving 23,000 the first year, 33,000 every year thereafter, and she stays home, she stays in her house, she's able to age in place. Meals on Wheels will feed her but we need the county to help keep her in her house. We can't identify by ourselves. Again, \$1 million a year for homeowner repair that will repair at least 100 houses of poor, elderly, disabled Travis County citizens. They need your help. They need our help and we can't turn away from them. Thank you for your time.

Judge Biscoe: Thank you. Anybody else to give comments during this public hearing? Final opportunity. We've got three more seats. If you are here to give comments on item number 1, please come forward at this time.

Gus Pena: I want to echo what the prior speakers have mentioned, specifically Mr. Hirsch and also the speaker Mr. Charles from affordable housing is needed everywhere, not just the city of Austin. And we're having a lot of people double, triple families in one housing unit and it causes a health care problem. It is a disgrace in our United States of America to have this type of situation occur and it is occurring daily. We're losing a lot of people to the homeless ranks also and there are -- like I said, coupling together in one home. The repairs that he mentioned are very well needed but also look at the MFI definition.

I've been saying for many years we need to redefine -- I've spoke to HUD, Washington, Secretary of Affairs Office, anybody that would listen, we need a redefinition of the MFI quotient. It's just needed, and I don't laugh to be disrespectful, I laugh at the frustration that we have here throughout the nation and in the system. So anyway, I just wanted to echo the words that other people have said.

Mr. Hirsch, I've known him for many years and meals on wheels provides services for needy and seniors and we need to fund these quality of life issues. Thank you.

Judge Biscoe: Thank you.

Randy Pimplier: Good morning, thank you for hearing me. I called earlier today, I wanted to speak specifically on item 23 and I think you had commented that you might pull it off the consent agenda. So I wanted to let you know I did make it but also have general comments.

Judge Biscoe: Do you have general comments about item number 1, HUD funding in.

Randy Pimplier: No, this is just citizens –

Judge Biscoe: You have to wait.

Randy Pimplier: Okay.

Judge Biscoe: Are you under citizens communication or item 23?

Randy Pimplier: I thought this of the citizens communication portion.

Judge Biscoe: No, sir, it's just number 1, HUD funding.

Randy Pimplier: No, sir, I don't have anything to say on that.

Ronnie Reeferseed: Just briefly about the home repair in unincorporated areas. I happen to be a person who very much -- that I fit in there. Like my home in Spicewood I've got years of leaks and critters and I wanted to ask about that and make note what phone number I need to do call to check on the details of what they can or cannot help with. And just in passing meals on wheels is a fine organization and I can testify. My family is on the giving end on that in North Carolina and I'm not far myself from being on the giving or taking end on that particular program, but then again, we neat need to laugh to keep from crying and the headline the recovery isn't here yet. We're still hurting. We're hurting real bad across this country. Wake up. Ignore the media. The recovery isn't here yet. I just wanted to throw that out there. Thanks.

Judge Biscoe: Thank you, Mr. Reeferseed. Anybody else to give comments on item number 1 related to HUD funding?

Dr. Kim: Sunday morning Austin Statesman -- Austin Statesman Newspaper reported on veteran almost half of the body is gone and here's a veteran from Afghanistan American forces. I read a newspaper, I contacted Jeremy Schwartz Austin statesman newspaper and they didn't respond to me. The reason I'd like to provide some funding to him across Austin, across the state and across the nation because his body is gone.

Half of the body and I saw the picture and I really wanted to do. And I called to the Korean community people in the state, he suggested we do something because he is not in Austin. The money coming from federal government so Austin statesman newspaper reported it so we read it. But we would like to provide even one cent, even one cent. How much we don't know we need and I like to contact across the program people Austin, state, nation.

And then I'd like to provide as much as possible money to him and his wife. So do you have any idea to provide some funding to over there? I'm going to drive to San Antonio. I meet with a couple of people in Austin community and Korean people.

Judge Biscoe: I don't think that's a legitimate use of HUD dollars, Dr. Kim. Thank you for your input though.

Dr. Kim: Thank you, sir.

Judge Biscoe: Anybody else? Court members? Commissioners?

Commissioner Davis: Yes, there's been several things brought up and we don't want the public going out with the misunderstanding as far as what Travis County is doing. Some of the things brought up today are really not under HUD purview per se as far as what we're doing. Kind of mixing apples and oranges to some degree.

Some of the things that were brought up in example under HHS with our program, we are doing and we're spending significant dollars on some of the repairs that have said that we've been neglecting. And I just think staff ought to let us know at this point how much money have we spent, is spending on some of the things that's been requested here today that is -- if you don't mind telling us so the public won't be misled.

Sherri Fleming: Thank you, Commissioner. Travis County at the close of its contract with the state at the end of this month will have spent over \$7 million on home repair from the federal government as part of President Obama's stimulus package. Those funds were allocated by the federal government, passed through to Texas through the Texas department of housing and community affairs. Our initial allocation was around \$4.3 million.

We have been offered two amendments to that contract during the 18 to 4 months, by the time it's all said and done period of time, and you know, the numbers are still coming in. We're finishing up projects, but we will have spent over \$7 million in this community in addition to that amount or more that was also spent by the city of Austin.

Commissioner Davis: Thank you for those comments and secondly, there was some comments made about water, and, of course, we're doing what we can to extend water services to those particular areas that are impoverished to give you a good example, the folks near the Austin colony area, right adjacent to Austin colony. Of course, this is something that have been scrutinized by assessment by this the county and there was a lot of back and forth from persons coming to this Commissioners court to see what the court could do to assist them obtaining water. They were on well water at one particular time. With the court's blessing we approved money to be spent to put not only a waterline but hookups in the area from the water supply corporation. Of course, that's been done and as of today we have several homes, I think 39 homes and whatever the numbers are have elected to be served by that area and we're about to close on that situation now. This, again, is a situation where HUD now can probably come in and [indiscernible] but HHS and others came out to take care of water issues as far as expanding water to an area that's outside in the unincorporated area.

I just didn't want folks to get misled or misunderstood about what the role of county government is as far as what we're doing. We've done a lot of these things that people are coming here requesting that is just to suggest that this Commissioners court is not doing those things, we are. We have a lot of hard challenges ahead of us and hopefully this money that's coming before us today, this \$896,000, will also further enhance the capability using another arm of the county which is the cdbg funding

along with our department that's been here forever, health and human services. Combine those two to make it happen. So this is what this public hearing is all about per se, but I'm really glad to hear your comments and I hope that this has cleared up a lot of misunderstanding as far as what the role of what we're doing with these particular entities. Thank you.

Judge Biscoe: Court members any other comments? I move the public hearing be closed.

ATTACHMENT E: PUBLIC COMMENT RESULTS

After presentation to Travis County Commissioners Court, the draft PY12 Action Plan was posted for written comment for thirty days prior to the final approval by the Travis County Commissioners Court. Comments on the PY 12 Action Plan were received in writing via email or regular mail to the Travis County Health and Human Services and Veterans' Service CDBG staff. The Draft Plan was posted on the Travis County website and copies were located at the seven Travis County Community Centers for public review.

The public comment period occurred from June 18, 2012 and ended on July 17, 2012. The public hearings were held at the Travis County Commissioners Courtroom at 9 am on Tuesday, June 26, 2012 and Tuesday, July 10, 2012.

DETAILED TESTIMONIES RECEIVED DURING PUBLIC HEARINGS AT TRAVIS COUNTY COMMISSIONERS COURT ON 06/26/12

Jim Dillon: All this H.U.D. money that started out as our money goes to Washington, D.C. in the form of excessive taxation which, by the way, is the reason that we started killing British people over 200 years ago and ran them out of our country. Excessive taxation and other acts of oppression always returns after a large portion of it is sliced right off the top and put in the hands of congressman John Carter, for example, and people like that, returns to local areas with strings attached. Unwelcome strings attached to this funding. The well put together and probably very expensive brochure explaining where all this taxpayer money is going to go or not explaining it, depending on your perspective, shows on page 8 that 40% of the funding, by their own admission, is allocated towards administration, planning, overhead, staffing, per diem for the fire marshal to travel to England for a couple weeks, activities like that at the taxpayer expense. And I hear a lot of whining and crying about the social services and the programs that are going to be imposed on the people whether they want them or not. And I can say that if housing costs are unfair or there is inequality in wages, which there is, I think a later agenda item involves a pay increase for all of you all when the typical working people in this area have gotten.

Judge Biscoe: Let's stick to this item.

Jim Dillon: Yes, sir. I would say that if the county cares about housing equality and income equality and fairness, then they should consider not bribing companies like Apple with tens of millions of dollars and pay their employees admittedly \$11 an hour so that those employees who have a full-time job and actually perform work could afford to buy a home or rent a home on their own initiative without government interference. We are sick and tired of government interference. And as I mentioned before, we had a revolution over that very item and it can happen again. I'm only warning you because I care about you. I don't want to see blood in the streets in this country. But when the people are pushed, working people who pay for all your very nice programs, which would be great if we could afford them, but we're in the middle of a great depression and you want to send people from the County on an all expenses paid vacation to England and create affordable housing while giving Apple billions so that they can pay the people in this community to work for -- for slave wages and not be able to afford housing, that's getting very old.

Judge Biscoe: Thank you.

Jim Dillon: Yes, sir.

Ronnie Reefersseed: I would like to echo everything Mr. Dillon had to say and I wish I could be so articulate about it, but about those, he was getting to the point about the money. And we need to just you, you, all of you need to just stop these consulting fees paid on these slimy tax deals like F1 and...

Judge Biscoe: Mr. Reefersseed, this is Community Development Block Grant funds program. Your testimony has to be relevant to this item. Mr. Dillon, we need your chair.

Jim Dillon: Oh, yes, sir.

Judge Biscoe: For the other residents who have come to testify on this item. Mr. Reefersseed, if it's not relative to item number 1.

Ronnie Reefersseed: I do have on this what presentation was just so wisely given by that wonderful -- we have great people working for you guys, but my question was on page 11, they've got fixing the houses for -- I think she said 400,000, but the figures here add up to -- if the two -- if you add the two columns together, that adds up to, you know, almost 500,000.

Christy Moffett: I said a little more than 400. I was doing the addition very quickly.

Ronnie Reefersseed: I know. Just a tiny thing. But you said a couple things down there, the 28,000, who allocates that? You know, the -- it's kind of a -- rather whimsical.

Christy Moffett: It's not whimsical. I'm just trying to be brief in my comments. Its intention is to do what's called fair housing counseling. There are people -- so there's -- people can either go to tenants counsel or they have an 800 number or a local number and essentially that if it's determined that someone may have experienced discrimination in access to housing, that they will help move them through that process. Up to including doing what's called testing with they try to re-create that discriminatory event by having people go in. But it's -- I apologize if it sounded a little flip. It's not. It's a very particular type of assistance that will help to ensure that people can gain access to housing no matter their skin color, race, religious belief, sexual orientation, any of that.

Ronnie Reeferseed: Great. We can all agree on that and I want to thank you. I didn't mean to put out the spot there. But that's really just what I was looking for, the kind of information. And just briefly, you said on page 12, the -- I think at this time 48 -- 485 that is divided into 31 households? Am I right about that?

Christy Moffett: It's not a total cost. I don't know how many people. We are still moving through that survey, but it's 31 households and it's to do design and looking at the septic tank. It's a similar-type project we typically do at CDBG. It's not out of our normal scope.

Ronnie Reeferseed: Okay, great. Sounds really wonderful. I want to say thank you for heading this up and also I'm totally in favor of the repair of houses and this is one of those things we should be doing. So thanks for the project and you are doing a great job as usual.

Judge Biscoe: Thank you, Mr. Reeferseed.

Abraham Avila Martinez: My name is Abraham Avila Martinez. I'm from Las Lomitas. I came here to say, like, really nice for other people to help us on the project of the water. It's really kind for the people that are helping us and -- and thank you.

Judge Biscoe: Thank you very much.

Carlos Yescas: I'd like to thank the Commissioners for all the help that you've given us here. I know you have probably gone out more than you normally should do and that's something we appreciate a lot especially living in the community where we don't have water and we have to look for different ways to find that water. But we appreciate it. There's trying to think of better words to say, but the only word that really comes out is thank you for everything that you are doing.

Judge Biscoe: Thank you.

Morris Priest: Thank you, Judge, Commissioners, Morris Priest speaking on my own behalf. I just want to say that I do think that this is a tremendously large amount of money in one respect when you look at it, but in another respect it's really a very small amount of money. And when you look at all the staff services and support and the administrative, just basically layering of governments. And I know, Judge, you had mentioned this in one previous hearing, I believe it was about handing out calendars and toiletries to veterans and many veterans think that's a waste of money. There is a lot of waste in these programs and, you know, the veterans really don't need a pocket calendar or shampoo or soap. They actually need other things such as when they call the Veterans Administration here in Travis County, now, I'm not talking about the V.A. Administration, but when they call these folks just to get a number, Ollie or any of these people, sometimes that's people don't know some of the most basic things that could help people. You know, we've had this resolution last week and this week and there's really not a connecting services. Sometimes an organization like this, CDBG, could just if nothing else point and direct people to services that are already doing, but I do think it's -- when you look at the overall program, I too believe that it's -- you know, we have a lot of duplications. We see this in this Travis County Community Development Block Grant Program and we see a lot of duplications in the Veterans Administration. And those duplications translate, you know, just in this bigger and bigger government that's with this excessive spending. When we see what we actually get in the end, it's very little and serves very few people and it's usually just the ilk of the controlling political party at the time. But I did want to say that I do find it appalling that they print the literature in Spanish and English, and it is pertinent, but that we can't get information from CAMPO. And I'd like the Board to -- the Court to address those type things when we have these things --

Judge Biscoe: Thank you, Mr. Priest.

Morris Priest: Would like to know where there's such a disparity in information when it comes to things like this.

Judge Biscoe: Thank you very much.

Morris Priest: Yes.

Iliana Riojas: Hi, good morning, Commissioners, Iliana and I'm a volunteer with Las Lomitas. Most of you remember it was because Commissioners were considered closing the water outlet by 183 in southeast Austin. So thank you for leaving it open not just to them but to the many out there that are still going out there and filling up their tanks for water. Due to that last meeting we were here, we have -- I want to thank everyone that has reached out to las comitas and the media and other organizations such as U.T. Has reached out to us and pointed news the direction of CDBG. So thank you all for all your support.

Judge Biscoe: Thank you very much.

Jeanette Parker: My name is Jeanette Parker. I was here with Iliana. As far as duplication, we're just glad you all put us in here and are helping us out. People have been coming out to our land and talking with us and meeting with us and trying to help us get water and we're going to be one of the alternate projects, I believe, in the future, and I don't mind the money you all are going to spend on us, I don't mind it at all. I just want to say thank you.

Judge Biscoe: Thank you.

Maria Avila: [speaking in Spanish, translated by Alba Serrano] A year ago I was here asking to help -- for help to have water at (my) spot. I remember that a year ago we were very desperate because we did not have any response on what would happen with the water. I want to thank you for continuing to keep that waterline open and I do want to remind you that in terms of the hours that's available, there are people who are still having difficulties. Many people work and so the hours are not responsive to that need of being available outside of those work hours. Many people are still without water because of those hours of availability. So I know that our project is on track, but I would like to ask for your help with the availability on those hours so that people who work can have access to water right now. And I wanted to thank everybody, all the organizations and individuals who are helping us with this water project and just remind that right now there is a need around those hours and thank you.

Judge Biscoe: Thank you very much.

Commissioner Gomez: And I think that what we need to do, Judge, is probably my staff needs to get together with the T.N.R. staff so we can talk about those hours.

ATTACHMENT F: PUBLIC PARTICIPATION ADVERTISEMENTS

TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PUBLIC NOTICE

INVITATION TO PARTICIPATE IN COMMUNITY NEEDS FORUMS THROUGHOUT THE MONTH OF FEBRUARY, 2012

Travis County invites the public to participate in community forums where residents will have an opportunity to present community needs and recommend projects for Community Development Block Grant (CDBG) funds for usage in the unincorporated areas of Travis County. The information collected in the forums will guide the selection of CDBG projects for the Program Year 2012 (October 2012 – September 2013).

The Community Development Block Grant (CDBG) program is funded by the United States Department of Housing and Urban Development (HUD) to benefit Travis County low- to moderate-income residents who live in the Village of Webberville or outside any other city limit. The program supports community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services. For program year 2012, Travis County anticipates to receive approximately \$896,762.

The forums will be held according to the following schedule:

FEBRUARY 2012						
TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
FEBRUARY 21	FEBRUARY 22	FEBRUARY 23	24	FEBRUARY 25	26	FEBRUARY 27
9:00 am at the Commissioners Courtroom at Granger Building	6:30 pm at the Eastside Service Center, Town Hall	6:30 pm at the South Rural Community Center (Del Valle)		9:00 am at the Steiner Ranch Community Center		6:30 pm at the West Rural Community Center (Oakhill)
314 W. 11th St. Austin, Texas, 78701	6011 Blue Bluff Road, Austin, Texas 78724	3518 FM 973 Del Valle, Texas, 78617		12550 Country Trails Lane, Austin, Texas 78732		8656-A Hwy 71W, Oak Hill, Texas, 78735

Beginning February 21, 2012, if you can not attend any of the forums, you can participate by filling out a Participation Form found at the Travis County Website at www.co.travis.tx.us/CDBG/, at one of the seven Travis County Community Centers or by requesting that it be mailed to you by calling 512-854-3460.

For additional information contact Christy Moffett, at christy.moffett@co.travis.tx.us or call 512-854-3460. To request that an American Sign Language or Spanish interpreter be present at any of the public hearings, please contact staff at least five business days in advance.



NOTICIA PUBLICA

EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (CDBG) DEL CONDADO DE TRAVIS

SOLICITAMOS SU AYUDA EN IDENTIFICAR LAS NECESIDADES COMUNITARIAS DEL CONDADO DE TRAVIS

El Condado de Travis invita al público a participar en foros comunitarios donde residentes tendrán la oportunidad de identificar necesidades comunitarias y de recomendar proyectos para el uso de los fondos del Programa de Subsidios Globales de Desarrollo Comunitario (CDBG) que se enfoca en las áreas no incorporadas del condado. La información recaudada en los foros guiará la selección de proyectos CDBG para el Año Programático 2012 (de Octubre 2012 a Septiembre 2012) y ayudará a determinar la prioridades de los fondos para los próximos tres Años Programáticos (de Octubre 2012 a Septiembre 2013).

El Programa de Subsidios Globales de Desarrollo Comunitario (CDBG) recibe fondos del Departamento de Vivienda y Desarrollo Urbano de los EE.UU. para beneficiar a residentes de bajos y medianos ingresos que viven en la Villa de Webberville o en las otras áreas no incorporadas del condado. El programa apoya actividades de desarrollo comunitarias que tienen como propósito revitalizar comunidades, mejorar opciones de viviendas y proporcionar servicios e instalaciones comunitarias mejoradas. Para el Año Programático 2012, el Condado de Travis anticipa recibir aproximadamente \$896,762 en fondos CDBG.

Los foros públicos se llevarán a cabo de acuerdo al siguiente horario:

FEBRERO 2012						
MARTES	MIERCOLES	JUEVES	VIERNES	SABADO	DOMINGO	LUNES
FEBRERO 21	FEBRERO 22	FEBRERO 23	24	FEBRERO 25	26	FEBRERO 27
9:00 am en el Edificio Granger de la Corte Comisionada del Condado	6:30 pm en el Centro Servicio del Este, Town Hall	6:30 pm en el Centro Comunitario Rural del Sur (Del Valle)		9:00 am en el Centro Comunitario de Steiner Ranch		6:30 pm en el Centro Comunitario Rural del Oeste
314 W. 11th St. Austin, Texas, 78701	6011 Blue Bluff Road, Austin, Texas 78724	3518 FM 973 Del Valle, Texas, 78617		12550 Country Trails Lane, Austin, Texas 78732		8656-A Hwy 71 W Oak Hill, Texas, 78735

Comenzando al 21 de Febrero de 2012, si no puede asistir a los foros, usted puede participar llenando una Planilla de Participación ubicada en la página web www.co.travis.tx.us/CDBG/, en uno de los siete Centros Comunitarios del Condado de Travis, o puede solicitar que se le envíe una planilla por correo llamando al (512) 854-3460.

Para mayor información comuníquese con Christy Moffett a través del e-mail christy.moffett@co.travis.tx.us o llamando al 512-854-3460. Para solicitar que haya un intérprete en español o de lenguaje americano de señas en alguna de estas reuniones, por favor contacte al personal por lo menos con cinco días hábiles de anterioridad.



TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

INVITATION TO COMMENT ON THE PY12 ACTION PLAN, SUBSTANTIAL AMENDMENTS TO THE PY11-PY13 CONSOLIDATED PLAN AND SUBSTANTIAL AMENDMENTS TO THE PY06-PY10 ACTION PLANS

Travis County is eligible to receive an estimated \$896,341 in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to benefit Travis County low-to moderate-income residents who live in the unincorporated areas of the county or the Village of Webberville. The funds are for the program year 2012 which goes from October 1, 2012 to September 30, 2013. Additionally, Travis County is amending its PY11-PY13 Consolidated Plan to add the Village of Webberville. Furthermore, the County is amending its PY06-PY10 Action Plans to delete one project and to direct project savings totaling \$227,937.96.

CDBG activities are aimed at revitalizing neighborhoods, improving affordable housing options and providing improved community facilities and services. You can comment on the proposed amendments, projects and actions by attending one of two public hearings or by sending your comments in writing via postal mail or e-mail.

COMMENT PERIOD AND DRAFT DOCUMENT

Comments will be accepted for 30 days beginning June 18, 2012 at 8:00 a.m. and ending July 17, 2012 at 5:00 p.m. Beginning June 18, 2012, drafts of the proposed substantial amendments and action plan and related summaries will be available for download on the Travis County CDBG page www.co.travis.tx.us/CDBG or available for review at any of the seven Travis County Community Centers:

SOUTH RURAL COMMUNITY CENTER	TRAVIS COUNTY COMMUNITY CENTER	WEST RURAL COMMUNITY CENTER	NORTHWEST RURAL COMMUNITY CENTER	EAST RURAL COMMUNITY CENTER	PALM SQUARE COMMUNITY CENTER	POST ROAD COMMUNITY CENTER
3518 FM 973, Del Valle	15822 Foothills Farm Loop, Bldg D, Pflugerville	8656 - A Hwy 71 W., Suite A, Oak Hill	18649 FM 1431, Jonestown	600 W. Carrie Manor, Manor	100 N. IH-35, Suite 1000, Austin	2201 Post Road, Suite 101, Austin

PUBLIC HEARINGS

You can provide your comment by attending any of two Public Hearings scheduled for Tuesday, June 26, 2012 at 9:00 AM or Tuesday, July 10, 2012 at 9:00 AM at Travis County Granger Building, Commissioners Courtroom, 314 W. 11th St, Austin, TX.

MAILING YOUR COMMENTS

You can mail your comments to: CDBG Program, Travis County, HHSVS P.O. Box 1748, Austin, TX 78767 or e-mail them to: cdbg@co.travis.tx.us

Travis County is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Please call 854-3460 for assistance.



EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (CDBG) DEL CONDADO DE TRAVIS

INVITACIÓN PARA COMENTAR SOBRE EL PLAN DE ACCIÓN PY12, RECTIFICACIONES AL PLAN CONSOLIDADO PY11-13 Y RECTIFICACIONES SUBSTANCIALES AL PLAN DE ACCIÓN PY06-PY10

El Condado de Travis está calificado para recibir una suma estimada de \$896,341 en fondos del Programa de Subsidio Globales para el Desarrollo Comunitario (CDBG) del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) destinados a beneficiar a residentes de ingresos bajos o medianos que residen en las áreas no incorporadas del condado o la Villa de Webberville. Adicionalmente el Condado de Travis está rectificando el plan consolidado PY11-PY13 para agregar la Villa de Webberville. El Condado también está rectificando su plan de acción PY06-PY10 para borrar un proyecto y dirigir los ahorros del proyecto que suman a \$227,937.96.

Las actividades CDBG tienen como propósito revitalizar comunidades, mejorar opciones de viviendas asequibles y proporcionar servicios e instalaciones comunitarias mejoradas. El público puede realizar comentarios sobre las rectificaciones, los proyectos y acciones durante una de dos audiencias públicas o enviando sus comentarios por escrito a través del correo postal o de un correo electrónico.

PERIODO DE COMENTARIO Y DOCUMENTO PRELIMINAR

Los comentarios públicos se aceptarán por un periodo de 30 días a partir del 18 de junio de 2012 a las 8:00 a.m. hasta el 17 de julio de 2012 a las 5:00 p.m., borradores de las rectificaciones, el plan de acción y resúmenes relacionados serán disponibles para descargar en la página de CDBG del Condado de Travis web www.co.travis.tx.us/CDBG o en uno de los siguientes siete centros comunitarios del Condado de Travis:

CENTRO COMUNITARIO RURAL DEL SUR	CENTRO COMUNITARIO DEL CONDADO DE TRAVIS	CENTRO COMUNITARIO RURAL DEL OESTE	CENTRO COMUNITARIO RURAL DEL NOROESTE	CENTRO COMUNITARIO RURAL DEL ESTE	CENTRO COMUNITARIO DE PALM SQUARE	CENTRO COMUNITARIO DE POST ROAD
3518 FM 973, Del Valle	15822 Foothills Farm Loop, Bldg D, Pflugerville	8656 - A Hwy 71 W., Suite A, Oak Hill	18649 FM 1431, Jonestown	600 W. Carrie Manor, Manor	100 N. IH-35, Suite 1000, Austin	2201 Post Road, Suite 101, Austin

AUDIENCIA PÚBLICA

El público puede presentar sus comentarios asistiendo a cualquiera de dos audiencias públicas planificadas para el martes 26 de junio de 2012 a las 9:00 AM y el martes 10 de julio de 2012 a las 9:00 AM en la sala de justicia del comisionado ubicada en el Edificio Granger del Condado de Travis, en la dirección 314 W. 11th St, Austin, TX.

ENVÍO DE COMENTARIOS

El público puede enviar sus comentarios por correo postal a la dirección: CDBG Program, Travis County HHSVS P.O. Box 1748, Austin, TX 78767 o por e-mail a Christy Moffett al correo electrónico christy.moffett@co.travis.tx.us

El Condado de Travis está comprometido a cumplir con la Ley de Americanos con Discapacidades (ADA) y con la Sección 504 de la Ley de Rehabilitación de 1973, según su enmienda. Al solicitarlo, se proporcionarán modificaciones razonables e igual acceso a comunicaciones. Si necesita ayuda, por favor llame al 854-3460.



APPENDIX C: LAKE OAK ESTATES PRIMARY SURVEY RESULTS

APPENDIX C: LAKE OAK ESTATES PRIMARY SURVEY RESULTS

Summary of Primary Survey Results and Low/Moderate Income Percentages

1.	Enter the Estimated total number of families in the service area:	43
2.	Enter the total number of families interviewed:	39
3.	Enter the total number of persons in the families interviewed:	126
4.	Enter the total number of persons in the families interviewed who are low and moderate income persons:	108
5.	Divide Line 4 by Line 3:	.857
6.	Multiply Line 5 by 100. This is the percentage of LMI persons in the service area.	85.7

Comparison of Distribution of Family Size by Family Income

Number of Persons in Family	Low/Moderate Income		Above Low/Moderate Income	
	Number	Percentage	Number	Percentage
1	7	21.9%	1	14.3%
2	5	15.6%	1	14.3%
3	5	15.6%	5	71.4%
4	6	18.8%	0	0.0%
5	4	12.5%	0	0.0%
6	3	9.4%	0	0.0%
7	2	6.3%	0	0.0%
8	0	0.0%	0	0.0%
9 or more	0	0.0%	0	0.0%
Total	32	100.0%	7	100.0%

Summary of Primary Survey Results Race and Ethnicity

Race		Ethnicity	
Race Category Choices	Total Number	Number of Non-Hispanic	Number of Hispanic
White	29	25	4
Black/African American	0	0	0
Asian	0	0	0
American Indian/Alaskan Native	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0
Other or Multi-racial	97	13	84

APPENDIX D: CERTIFICATIONS

APPENDIX D: NON-STATE GOVERNMENT CERTIFICATION



In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. 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;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - The dangers of drug abuse in the workplace;
 - The grantee's policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation, and employee assistance programs; and
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. 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 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - Abide by the terms of the statement; and
 - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

-
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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;
 9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
 10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
-

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

08/07/2012

Signature/Authorized Official

Date

Samuel T. Biscoe

Name

County Judge

Title

P.O. Box 1748

Address

Austin, Texas 78767

City/State/Zip

512/854-9555

Telephone Number

SPECIFIC CDBG CERTIFICATIONS

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2011(a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other

revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.

08/07/2012

Signature/Authorized Official

Date

Samuel T. Biscoe

Name

County Judge

Title

P.O. Box 1748

Address

Austin, TX 78767

City/State/Zip

512/854-9555

Telephone Number

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
Palm Square Building	100 N. IH 35	Austin	Travis	TX	78701
Granger Building	314 W. 11th	Austin	Travis	TX	78701
700 Lavaca	700 Lavaca	Austin	Travis	TX	78701
Executive Office Building	411 W. 13th	Austin	Travis	TX	78701
Highland Mall Office	502 E. Highland Mall Blvd.	Austin	Travis	TX	78752
Northwest Rural Community Center	18649 FM 1431, Suite 6A	Jonestown	Travis	TX	78645
West Rural Community Center	8656-A Hwy 71W, Suite A	Oak Hill	Travis	TX	78735
Travis County Community Center	15822 Foothill Farms Loop, Bldg D	Pflugerville	Travis	TX	78660
East Rural Community Center	600 W. Carrie Manor	Manor	Travis	TX	78653
South Rural Community Center	3518 FM 973	Del Valle	Travis	TX	78617

6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- All "direct charge" employees;

-
- all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
 - temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

08/07/2012

Signature/Authorized Official

Date

Samuel T. Biscoe

Name

County Judge

Title

P.O. Box 1748

Address

Austin, TX 78767

City/State/Zip

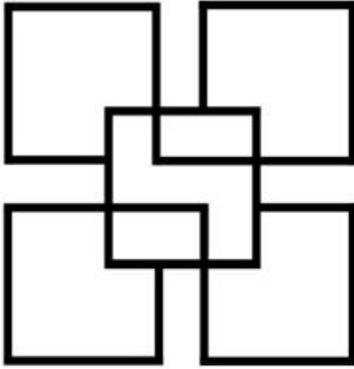
512/854-9555

Telephone Number

PY 2012

TRAVIS COUNTY CDBG SUBSTANTIAL AMENDMENTS

TO THE PY2011-2013
CONSOLIDATED PLAN AND THE
PY06 THROUGH PY10 ACTION
PLANS



TRAVIS COUNTY, TX SUBSTANTIAL AMENDMENTS

Prepared by:
Travis County Health and Human Services & Veterans Service
CDBG Office

County Executive

Sherri E. Fleming

CDBG Staff

Christy Copeland Moffett

Martha Brown

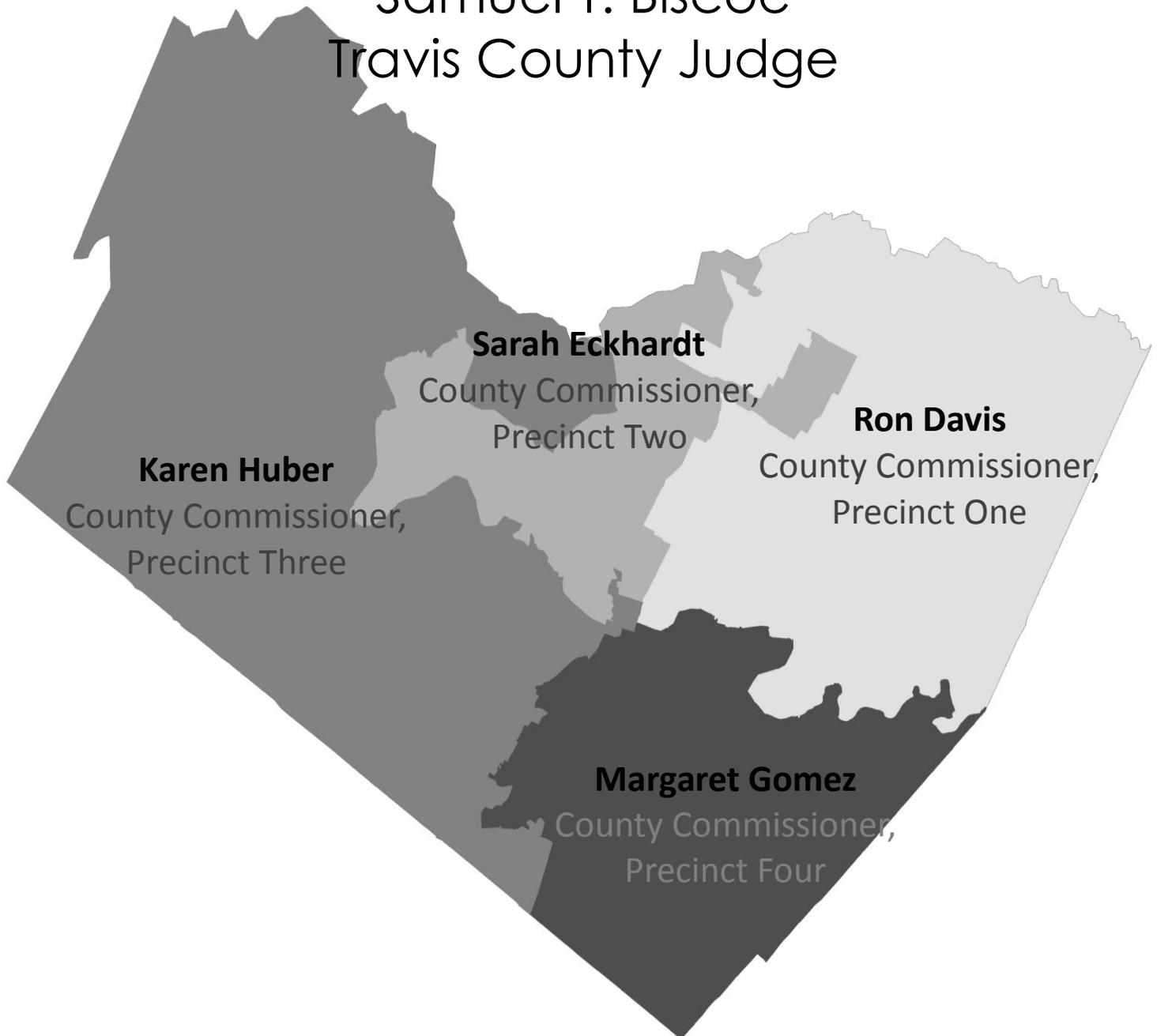
Morgan Chee

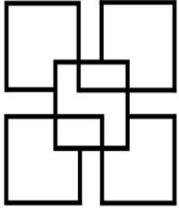
Questions or Comments?

For questions or for more information, please contact the CDBG Office at cdbg@co.travis.tx.us.

TRAVIS COUNTY, TX COMMISSIONERS COURT

Samuel T. Biscoe
Travis County Judge





INTRODUCTION

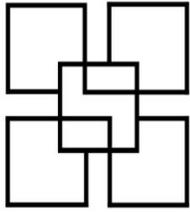
The Community Development Block Grant (CDBG) initiative is a federal grant program administered by the U.S. Department of Housing and Urban Development (HUD). The program provides annual grants to cities and counties to carry out a variety of community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services. Since 2006, Travis County has received CDBG funds from HUD on an annual basis.

The administration of the CDBG program follows a cycle that includes the drafting of a Consolidated Plan, an Action Plan, and an annual evaluation. The Consolidated Plan identifies the County's community and housing needs and outlines the strategies to address those needs over a five year period. The Action Plan defines the specific activities and projects to be undertaken during each program year. The annual evaluation assesses yearly accomplishments.

Over the last five years, several projects have had cost savings and those funds need to be allocated for another purpose. Due to changes in projects, CDBG staff must analyze whether or not a substantial amendment needs to occur. According to Travis County's Citizen Participation Plan as required by HUD rules, a substantial amendment is required if any of the changes represent 1) a change in the location or beneficiaries of a project proposed under the Consolidated Plan or Action Plan; 2) a change in the scope of the project by more than 25%; or 3) a change in the funding of a new project that was not originally subject.

This year Travis County is proposing to substantially amend project years PY06, PY08, PY09, and PY10, to allow for cost savings are proposed to be reallocated to Owner Occupied Home Rehabilitation. Additionally, Program staff recommends the PY09 Action Plan be amended to delete the Youth and Family Assessment Center Flex Fund Expansion Project. The funds are proposed to be reallocated to Owner Occupied Home Rehabilitation.

Additionally, every three years, urban counties receiving CDBG funds must re-affirm their urban county entitlement status. In PY10, Travis County renewed its status for 2012-2014. As part of the qualification process, Travis County invited non-entitlement cities and villages to participate in the Travis County CDBG program. The Village of Webberville elected to join the Urban County, and a Cooperative Agreement was approved by TCCC in July, 2011. Beginning in PY2012 the Village of Webberville will be part of the CDBG Program service area. The Consolidated Plan is therefore being amended to reflect this.



AMENDMENT TO PY06, PY08, PY09 and PY10 ACTION PLANS

Project Savings

The chart below summarizes the project savings and reallocations. Project savings is defined as funds available after a project's completion.

Figure 1: Project Savings	
Original Project	Project Savings
PY06 Lava Lane	\$423.86
PY10 Lava Lane	\$129,685.02
PY09 Administration and Planning	\$1,106.23
PY10 Administration and Planning	\$28,593.65
PY10 Social Work Expansion	\$3,920.52
PY08 Land Acquisition – Phase 2	\$2,355.68
PY09 Land Acquisition – Phase 2	\$29,751.00
PY09 YFAC Flex Fund	\$32,100.00
TOTAL	\$227,935.96

Amendment to PY09 Action Plan: Deletion of Youth and Family Assessment Center (YFAC) Flex Fund Expansion Project

The YFAC program is an internal Travis County Health and Human Services & Veterans Service that assists high-risk children by improving their school performance and preventing them from falling in the juvenile justice system through traditional services such as therapy and nontraditional services like

parent coaching. In the PY09 Action Plan, an expansion of the program was approved as a CDBG project with \$32,100 in funds. To date this project has not yet been implemented. Given the relatively small amount of funding for this project, other CDBG projects with larger funding amounts have been given higher priority to ensure for timely spending of funds. Additionally, this project represents an expansion of an existing program that is funded through General Funds, so clients are currently able to access these services and deletion of the CDBG funds would not impact service provision. Because other projects better meet the strategic goals for the CDBG program at this time, this project will be deleted from PY09 Action Plan and the funds reprogrammed.

Reallocation of Funds

Staff recommends the project savings in the PY06-PY10 Action Plans and the funds from the deletion of the above mentioned public service project reallocated to Owner Occupied Home Rehabilitation.

Project # 2: Home Rehabilitation - \$227,935.96

Project Description:

This project will fund minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include, but are not limited to: connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

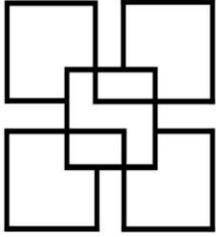
These funds are targeted toward homeowners at or below 80% MFI in the CDBG service area. This project will be administered by a non-profit, designated as a sub-recipient, identified through a formal application. Additionally, some of the allocation will partially fund a CDBG Planner position to complete environmental paperwork, final inspections and sign off and any other needed project delivery related costs.

Figure 2: Project 2 - General Project Information

CDBG Funding:	\$227,935.96
Leverage Funding:	To be determined
Program Delivery:	Designated sub-recipient or Travis County Health and Human Service and Veterans Service
Program Oversight:	Travis County Health and Human Service and Veteran Services
Estimated Start/ Completion Date:	October 1, 2012-September 30, 2013
Location:	Homes in the unincorporated areas of Travis County and the Village of Webberville

Figure 3: Project 2 - Priority and Performance Measurement Information (HUD – prescribed)

Priority Need Category:	Owner Occupied Housing	Project:	Rehabilitation of existing units
Eligible Activity:	Rehabilitation	Outcome Category	Availability/ Accessibility
Objective Category	Suitable Living Environment	Specific Objective	Improve the quality of owner housing
Citation	570.202	Accomplishment	9 Houses
Eligibility	LMH	Matrix Code	14A, Rehabilitation, Single Unit Residential
Priority in the 2011-2013 Strategic Plan#	High	Travis County HTE #:	HCIG09



AMENDMENT TO 2011-2013 CONSOLIDATED PLAN

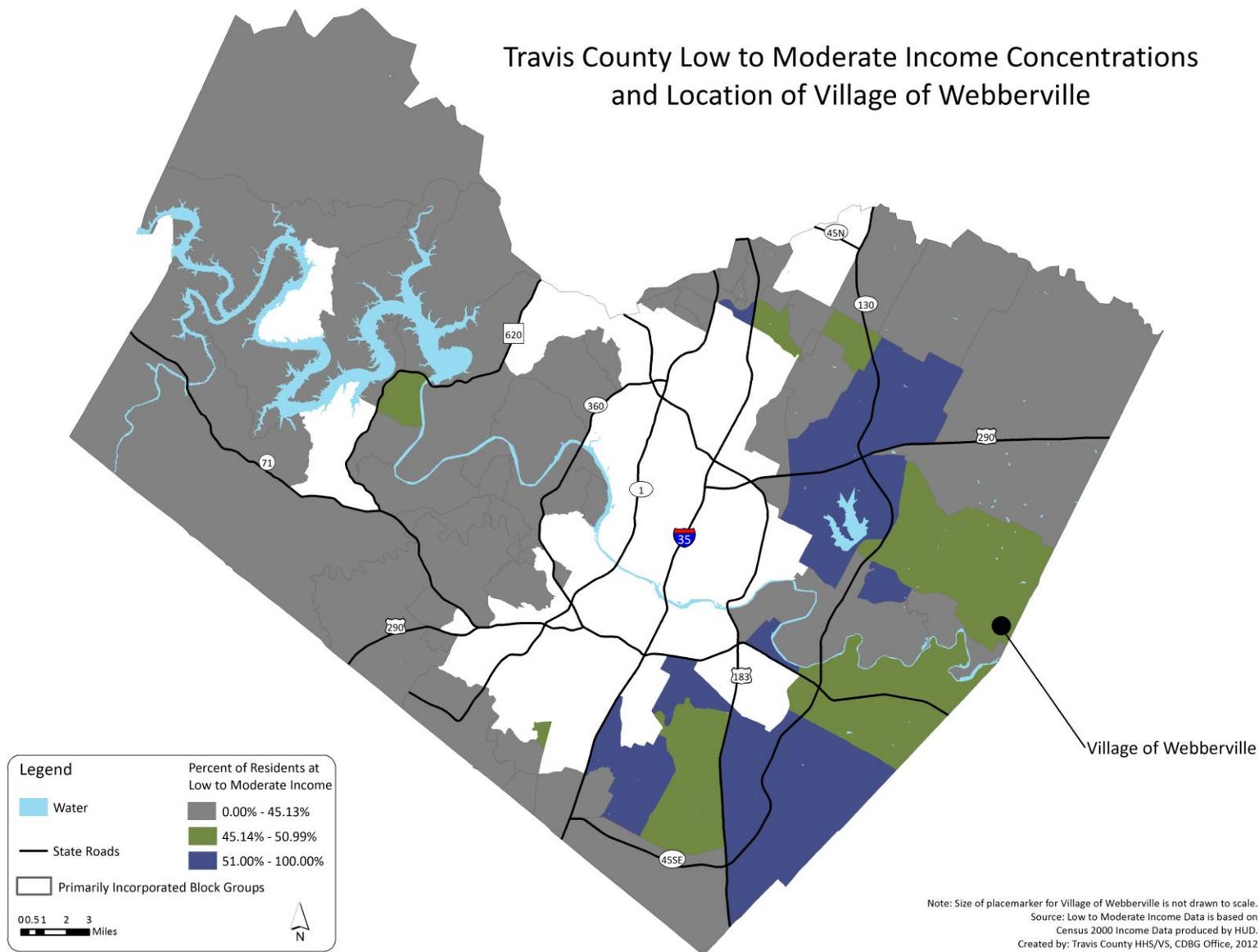
Every three years, urban counties receiving CDBG funds must re-affirm their urban county entitlement status. In PY10, Travis County renewed its status for 2012-2014. As part of the qualification process, Travis County chose to invite non-entitlement cities and villages to participate in the Travis County CDBG program. The Village of Webberville elected to join the Urban County, and a Cooperative Agreement was approved by TCCC in July, 2011. Beginning in PY2012 the Village of Webberville will be part of the CDBG Program service area.

The addition of the Village of Webberville does not change the analysis of community needs or the identification of strategic directions for PY2011-2013. This amendment acknowledges the inclusion of the Village of Webberville and the eligibility of projects to be located there. The following sections of the Consolidated Plan will not be otherwise amended:

- I. Introduction
- II. Public Engagement
- III. Community Needs
- IV. Strategic Plan
- V. Annual Action Plan

Map 1

Travis County Low to Moderate Income Concentrations and Location of Village of Webberville



The Village of Webberville is located on the eastern edge of Travis County. According to the 2010 Census, the village has 392 residents. Approximately half the residents (48.9%) are Hispanic, a higher percentage than the county as a whole (33.5%).

Figure 4: Village of Webberville, Demographics

Population	Number	Percent Village of Webberville	Percent Travis County
Total Population	392	100%	N/A
African American or Black	32	8.1%	8.5%
American Indian and Alaska Native	1	0.3%	0.8%
Asian	1	0.3%	5.8%
Native Hawaiian and Other Pacific Islander	0	0%	0.1%
White	336	85.7%	69.3%
Some Other Race	20	5.1%	12.2%
Two or More Races	2	0.5%	3.3%
Hispanic or Latino (of any race)	192	48.9%	33.5%

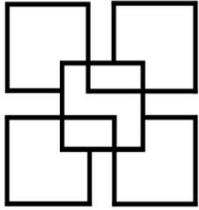
Source: U.S. Census Bureau, 2010 Census

The majority (81.2%) of housing units in the Village of Webberville are owner occupied. Only 18.8% of units are renter occupied, a much lower percentage than for the county as a whole (48.1%).

Figure 5: Village of Webberville, Housing

	Number	Percent Village of Webberville	Percent Travis County
Total Occupied Housing Units	117	100%	N/A
Owner Occupied Housing Units	95	81.2%	51.9%
Renter Occupied	22	18.8%	48.1%

Source: U.S. Census Bureau, 2010 Census



PUBLIC COMMENT

Advertisement

During the week of May 28, 2012, Travis County published announcements inviting the public to comment on the substantial amendments. Advertisements were posted on the County's website and published in newspapers of general circulation. In addition, notifications by mail and e-mail will be sent to service providers, to citizens who had previously attended public hearings, to the community liaison departments of Travis County schools districts and to neighborhood associations. Refer to attachments A and B for a copy of the public notice in both English and Spanish.

Public Comment Period

The draft amendments were available to the public for review and to provide written comment from June 18, 2012 through July 17, 2012 at the seven Travis County community centers as well as the County's website <http://www.co.travis.tx.us/>. Two public hearings were held at the Travis County Commissioners Court on June 26 and July 10, 2012.

Summary of Public Comments Received

- A total of 8 people presented testimony at the public hearing on June 26, 2012.
- One individual made general comments about excessive taxation and governmental waste.
- One individual made comments about a lack of responsiveness and waste within agencies not related to CDBG.
- One individual asked for clarification about the amount of funds being dedicated to the home repair project, and for additional information on the Fair Housing Counseling project.
- Four residents of the Las Lomitas community expressed thanks for the work being done around the neighborhood's water connection issues, and for consideration as a CDBG alternate project.
- One Las Lomitas resident requested that the TNR service station extend hours to accommodate people whose work schedules currently do not permit them to get water from the station.
- No comments were received at the public hearing on July 10, 2012.
- One written comment was received through U.S. mail from a neighborhood association located within the City of Austin requesting services.

Responses to Comment Received and Comments Not Accepted

During the public hearings, most of the questions were addressed at the time of the public hearing. Staff provided clarification on the funding for the home repair project and the fair housing activity, and Commissioner Gomez's office indicated they would work with the neighborhood and TNR to discuss the extension of hours. One person stated that the CDBG Program was spending 40% of CDBG funds on administration, but that is not accurate. The Program has planned to spend the allowable 20% on administration and planning activities as indicated throughout this Action Plan.

The comments regarding governmental waste and travel to London were not associated with the CDBG program, and therefore, will not be accepted for this Plan.

The neighborhood association was informed in a letter that the Travis County CDBG Program cannot use funds within incorporated areas, and referred to the City of Austin for assistance.

ATTACHMENT A

TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

INVITATION TO COMMENT ON THE PY12 ACTION PLAN, SUBSTANTIAL AMENDMENTS TO THE PY11-PY13 CONSOLIDATED PLAN AND SUBSTANTIAL AMENDMENTS TO THE PY06-PY10 ACTION PLANS

Travis County is eligible to receive an estimated \$896,341 in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to benefit Travis County low- to moderate-income residents who live in the unincorporated areas of the county or the Village of Webberville. The funds are for the program year 2012 which goes from October 1, 2012 to September 30, 2013. Additionally, Travis County is amending its PY11-PY13 Consolidated Plan to add the Village of Webberville. Furthermore, the County is amending its PY06-PY10 Action Plans to delete one project and to direct project savings totaling \$227,937.96.

CDBG activities are aimed at revitalizing neighborhoods, improving affordable housing options and providing improved community facilities and services. You can comment on the proposed amendments, projects and actions by attending one of two public hearings or by sending your comments in writing via postal mail or e-mail.

COMMENT PERIOD AND DRAFT DOCUMENT

Comments will be accepted for 30 days beginning June 18, 2012 at 8:00 a.m. and ending July 17, 2012 at 5:00 p.m. Beginning June 18, 2012, drafts of the proposed substantial amendments and action plan and related summaries will be available for download on the Travis County CDBG page www.co.travis.tx.us/CDBG or available for review at any of the seven Travis County Community Centers:

SOUTH RURAL COMMUNITY CENTER	TRAVIS COUNTY COMMUNITY CENTER	WEST RURAL COMMUNITY CENTER	NORTHWEST RURAL COMMUNITY CENTER	EAST RURAL COMMUNITY CENTER	PALM SQUARE COMMUNITY CENTER	POST ROAD COMMUNITY CENTER
3518 FM 973, Del Valle	15822 Foothills Farm Loop, Bldg D, Pflugerville	8656 - A Hwy 71 W., Suite A, Oak Hill	18649 FM 1431, Jonestown	600 W. Carrie Manor, Manor	100 N. IH-35, Suite 1000, Austin	2201 Post Road, Suite 101, Austin

PUBLIC HEARINGS

You can provide your comment by attending any of two Public Hearings scheduled for Tuesday, June 26, 2012 at 9:00 AM or Tuesday, July 10, 2012 at 9:00 AM at Travis County Granger Building, Commissioners Courtroom, 314 W. 11th St, Austin, TX.

MAILING YOUR COMMENTS

You can mail your comments to: CDBG Program, Travis County, HHSVS P.O. Box 1748, Austin, TX 78767 or e-mail them to: cdbg@co.travis.tx.us

Travis County is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Please call 854-3460 for assistance.



ATTACHMENT B

EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (CDBG) DEL CONDADO DE TRAVIS

INVITACIÓN PARA COMENTAR SOBRE EL PLAN DE ACCIÓN PY12, RECTIFICACIONES AL PLAN CONSOLIDAD PY11-13 Y RECTIFICACIONES SUBSTANCIALES AL PLAN DE ACCIÓN PY06-PY10

El Condado de Travis está calificado para recibir una suma estimada de \$896,341 en fondos del Programa de Subsidio Globales para el Desarrollo Comunitario (CDBG) del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) destinados a beneficiar a residentes de ingresos bajos o medianos que residen en las áreas no incorporadas del condado o la Villa de Webberville. Adicionalmente el Condado de Travis está rectificando el plan consolidado PY11-PY13 para agregar la Villa de Webberville. El Condado también está rectificando su plan de acción PY06-PY10 para borrar un proyecto y dirigir los ahorros del proyecto que suman a \$227,937.96.

Las actividades CDBG tienen como propósito revitalizar comunidades, mejorar opciones de viviendas asequibles y proporcionar servicios e instalaciones comunitarias mejoradas. El público puede realizar comentarios sobre las rectificaciones, los proyectos y acciones durante una de dos audiencias públicas o enviando sus comentarios por escrito a través del correo postal o de un correo electrónico.

PERIODO DE COMENTARIO Y DOCUMENTO PRELIMINAR

Los comentarios públicos se aceptarán por un periodo de 30 días a partir del 18 de junio de 2012 a las 8:00 a.m. hasta el 17 de julio de 2012 a las 5:00 p.m., borradores de las rectificaciones, el plan de acción y resúmenes relacionados serán disponibles para descargar en la página de CDBG del Condado de Travis web www.co.travis.tx.us/CDBG o en uno de los siguientes siete centros comunitarios del Condado de Travis:

CENTRO COMUNITARIO RURAL DEL SUR	CENTRO COMUNITARIO DEL CONDADO DE TRAVIS	CENTRO COMUNITARIO RURAL DEL OESTE	CENTRO COMUNITARIO RURAL DEL NOROESTE	CENTRO COMUNITARIO RURAL DEL ESTE	CENTRO COMUNITARIO DE PALM SQUARE	CENTRO COMUNITARIO DE POST ROAD
3518 FM 973, Del Valle	15822 Foothills Farm Loop, Bldg D, Pflugerville	8656 - A Hwy 71 W., Suite A, Oak Hill	18649 FM 1431, Jonestown	600 W. Carrie Manor, Manor	100 N. IH-35, Suite 1000, Austin	2201 Post Road, Suite 101, Austin

AUDIENCIA PÚBLICA

El público puede presentar sus comentarios asistiendo a cualquiera de dos audiencias públicas planificadas para el martes 26 de junio de 2012 a las 9:00 AM y el martes 10 de julio de 2012 a las 9:00 AM en la sala de justicia del comisionado ubicada en el Edificio Granger del Condado de Travis, en la dirección 314 W. 11th St, Austin, TX.

ENVÍO DE COMENTARIOS

El público puede enviar sus comentarios por correo postal a la dirección: CDBG Program, Travis County HHSVS P.O. Box 1748, Austin, TX 78767 o por e-mail a Christy Moffett al correo electrónico christy.moffett@co.travis.tx.us

El Condado de Travis está comprometido a cumplir con la Ley de Americanos con Discapacidades (ADA) y con la Sección 504 de la Ley de Rehabilitación de 1973, según su enmienda. Al solicitarlo, se proporcionarán modificaciones razonables e igual acceso a comunicaciones. Si necesita ayuda, por favor llame al 854-3460.





Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Beth Devery, 854-6654

Elected/Appointed Official/Dept. Head: Patricia A. Young Brown,
President and CEO, Travis County Healthcare District d/b/a Central Health

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON THE TRAVIS COUNTY HEALTHCARE DISTRICT D/B/A CENTRAL HEALTH FISCAL YEAR 2013 BUDGET.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached documentation.

STAFF RECOMMENDATIONS:

Please see attached documentation.

ISSUES AND OPPORTUNITIES:

Please see attached documentation.

FISCAL IMPACT AND SOURCE OF FUNDING:

Please see attached documentation.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office	Leroy Nellis
County Attorney	John Hille
County Attorney	Beth Devery
County Auditor	Susan Spataro
Health and Human Services	Sherri Fleming
County Judge's Office	Cheryl Aker
Commissioners Court	Cheryl Aker

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



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Who We Are

The Travis County Healthcare District (doing business as “Central Health”) was created by vote of the Travis County electorate in May 2004. Its purpose is the provision of medical and hospital care to eligible residents of Travis County, a responsibility that was previously shared by Travis County and the City of Austin prior to Central Health’s creation. Central Health’s mission is to create access to healthcare for those who need it most.

While Texas law defines eligible residents as individuals at or below 21% of the federal poverty level (currently \$4,841 for a family of four), Central Health defines its identified population as uninsured or underinsured residents up to 200% of the federal poverty level (currently \$46,100 for a family of four).

Central Health has adopted the role of community steward in considering its responsibility to those in need of health care services and to all Travis County taxpayers. Central Health developed this fiscal year 2013 budget to help support the most appropriate level of care to our target population and to assure that taxpayer dollars are used in the most effective manner possible.

From its inception in fiscal year 2005, Central Health has worked consistently to fulfill its mission of creating access to healthcare for those who need it most. Over the last eight years, Central Health has steadily increased the provision of healthcare services to its population and has worked with a variety of healthcare providers and stakeholders to augment and improve the healthcare safety net here in Travis County. At the same time, Central Health has gradually but steadily increased its revenue and expenditures to carry out its mission: in fiscal year 2005, total expenditures were \$58.5 million; in fiscal year 2013, total expenditures in this budget are \$117.7 million.

1115 Medicaid Waiver and 10 in 10 Initiative

Central Health owns University Medical Center Brackenridge (UMCB), the safety-net hospital here in Travis County that provides acute and specialty care to our Medical Access Program population as well as trauma services to all residents in an 11 county region. UMCB is operated by the Seton Healthcare Family under a long-term lease arrangement. Since Central Health began operations in 2004, Seton and Central Health have collaborated to provide a continuum of healthcare services, with Central Health focusing on primary, specialty and behavioral health care. While we have made some progress in our efforts to integrate the healthcare delivery system, there is still much to be done to ensure care is delivered at the right time and the right place.

Central Health and Seton are fortunate this year to have the opportunities presented to us by the Texas Healthcare Transformation and Quality Improvement Program, also called the 1115 Medicaid waiver, and by Senator Kirk Watson’s 10 in 10 initiative to accomplish a number of projects that will benefit Travis County, including: implementing an integrated delivery system to provide enhanced primary care, specialty care, behavioral health services, and women’s health services; building a medical school; and, building a modern teaching hospital. We believe that the waiver and the 10 in 10 initiative offer a unique platform on which we can build a truly integrated system. To that end,



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

the parties have entered into a letter of intent to modernize and advance our public-private partnership through the creation of an integrated delivery system. This partnership has served the community well but it must be updated to upgrade the local healthcare delivery system in order to serve the community better.

We are waiting on further guidance from the Texas Health and Human Services Commission (HHSC) and do not yet have the information we need to understand the full extent of what we may be able to achieve through the waiver. We know that there may be as much as \$689 million available for Region 7 over the five years of the waiver to fund changes to our delivery system (including a local match of 40%) and we are working now on a plan to maximize funding and to optimize the changes to the system.

Although we will begin to receive waiver funds in fiscal year 2013, they will be recorded and spent through the integrated delivery system described above and are not included in this budget.

Fiscal Year 2013 Operating Budget

Central Health's current tax rate (fiscal year 2012) is 7.8900 cents per \$100 of assessed value. This 2013 budget includes a total tax rate of 7.8946 cents per \$100 of assessed value, which is the effective tax rate. The total rate includes an operating tax rate of 7.7599 cents and a debt service rate of .001347. The debt service tax rate will provide debt service funds for Certificates of Obligation that fund the purchase and renovation of a large facility in southeast Travis County and a portion of the construction cost of Central Health's North Central Community Health Center, the remainder of which was funded with Federal grant dollars.

Structural Balance

In last year's budget process, we discussed the need to achieve structural balance, meaning that our revenue structure is adequate to fund our operating expense budget without significant use of reserves. However, the advent of the 1115 waiver alleviates this concern for structural balance, at least for the foreseeable future. Last year, for example, one of the cost drivers contributing to our projected structural imbalance was the addition of the VA facility into operations in 2015. Our hope is that the service expansion we intend for that facility can be wholly or largely paid for by the waiver – but we will not know for certain until we better understand the reimbursement from the 1115 waiver and the role the facility will play in the integrated delivery system now under development.

Use of Reserves

This year (2012) we budgeted to use \$19.8 million in total reserves. In this proposed budget, we are projecting to use only \$4.7 million in reserves. This is due primarily to the use of reserves last year for one-time items, in particular the transfer of \$12.5 million to Sendero for paid-in capital and the use of \$2.3 million for Sendero start-up costs.



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Service Expansion Funds

As we did last year, we are including \$3 million in service expansion funds. In some prior years, these funds were categorized along expected lines of use, but this year all \$3 million is undesignated.

Significant Changes

In order to expand our capacity to make intergovernmental transfers under the 1115 waiver, we have converted the additional rent that Seton has traditionally paid us to a base rent amount, which qualifies as public funds available for local match. In total, the change to our rent payments from the current budget is an increase of about \$2.4 million. In addition, we expect an increase to our property tax revenue of about \$4.9 million as a result of new property although again we are coming in at the effective tax rate in this proposed budget. Significant changes to our expense budget include the following:

- A decrease in Sendero paid-in capital of \$12.5 million. Sendero does not anticipate the need for any additional capital in 2013;
- A decrease in Sendero start-up costs of \$2.3 million – these were a one-time expense in the current year;
- A decrease in payments to the ICC of \$500,000 for one-time costs related to the upgrade of the ICARE system;
- An increase of \$817,700 in payments to Sendero for management of our MAP population;
- An increase in payments to the City of Austin EMS Department of \$300,000;
- An increase of \$499,825 for CommUnityCare;
- An increase of \$1,376,000 to other primary care provider contracts and \$118,000 for specialty care provider contracts

Other Items

This proposed budget also includes increases of approximately \$800,000 for additional administrative resources, mostly for legal or consulting resources that may be needed to plan and implement the integrated delivery system. It also includes \$202,000 for programs in zip code 78744. Funds for this project were allocated in the current year but have not been spent, and they are being rolled over to the 2013 budget to implement projects previously approved.

Although our total healthcare delivery program budget is almost \$9 million less in this proposed 2013 budget than in the current-year budget, we have in fact increased our ongoing budget for healthcare services by about \$6 million – the reduction in total program funding is due to the fact that we had significant non-recurring expenses in the 2012 budget related to Sendero, as described above.



CENTRAL HEALTH

Attachment A

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Revenue and Expense Summary Budget

DESCRIPTION	FY 2012 APPROVED BUDGET	FY 2013 PROPOSED BUDGET
TAX RATE	0.078900	0.078946
SOURCES OF FUNDS		
Property Tax Revenue	75,073,380	79,944,069
Seton Lease-Base Revenue	1,155,396	30,926,640
Seton Lease-Additional Revenue	27,353,875	-
Interest Revenue	800,000	200,000
Tobacco Litigation Settlement Revenue	1,300,000	1,900,000
Contributions from Reserves	19,797,981	4,695,551
TOTAL SOURCES	125,480,632	117,666,260
USES OF FUNDS		
Healthcare Delivery Expense	118,188,333	109,204,886
Administration Expense	6,410,121	7,535,087
Tax Collection Expense	882,178	926,287
TOTAL USES	125,480,632	117,666,260
RESERVES		
Capital	-	-
HMO - Risk-Based Capital	15,083,000	15,083,000
Contingency Reserve (formerly Allocated Reserve)	41,974,471	38,344,255
Emergency Reserve (formerly Unallocated Reserve)	35,792,220	37,289,153
TOTAL RESERVES	92,849,691	90,716,408
CAPITAL BUDGET		
Land	-	-
Building	-	-
Facility Improvements	850,000	-
Equipment & Information Systems	1,000,000	-
TOTAL CAPITAL	1,850,000	-



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
HEALTH CARE DELIVERY					
	Personnel Expenses				
07.01	Salaries - Regular Salaries	1,468,766		1,376,025	
20.02	Benefits - FICA Tax-OASDI	90,447		78,000	
20.03	Benefits - Hospitalization	206,532		175,667	
20.04	Benefits - Life Insurance	1,834		1,189	
20.05	Benefits - Retirement Contribution 401a	83,233		66,151	
20.05	Benefits - Def Comp 457	10,357		10,209	
20.06	Benefits - Worker's Compensation	6,762		6,762	
20.07	Benefits - FICA Tax-Medicare	21,298		18,451	
20.08	Benefits - Dental	9,886		6,097	
20.09	Benefits - LTD/STD	4,028		2,869	
20.10	Benefits - Other 2012	3,508		3,508	
25.00	PTO	138,631		127,323	
27.10	Benefits-Unemployment	7,325		7,325	
20.10	Benefits - Cell Phone Allowance	416		936	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(255,506)		(100,000)	
	Subtotal Personnel Expenses	1,797,517	1.43%	1,780,512	1.51%
	Operating Expenses				
30.01	Supplies - Supplies, Equip & Furniture	29,740		29,740	
30.02	Supplies - Software	2,500		2,500	
30.03	Supplies-Hardware	6,600		6,600	
30.05	Supplies-Minor tools, office furniture	9,334		9,334	
30.16	Supplies - Meetings & Refreshments	1,000		1,000	
40.07	Professional Svc - Consulting	410,000		410,000	
40.12	Professional Svc - Legal	50,000		50,000	
40.99	Professional Svc - Other Professional Services	123,900		123,900	
41.02	Communication - Postage/Freight	20,075		20,075	
41.06	Cellular Phone	1,440		1,440	
42.02	Routine Travel - Auto Mileage-Employees	4,855		4,855	
42.06	Contracted Transportation	2,820		2,820	
60.27	Printing/Copying	85,000		85,000	
60.29	Advertising	50,000		50,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
61.03	Rent - Office Equipment	6,000		6,000	
65.01	Prof Dev - Subscriptions & Publications	2,560		2,560	
65.02	Prof Dev-Professional Memberships	1,300		1,300	
65.03	Prof Dev-Travel Meals & Lodging	3,108		3,108	
65.04	Prof Dev - Training & Seminars	9,200		9,200	
65.05	Prof Dev-Professional Licenses	1,000		1,000	
84.01	Depreciation	2,800,000		2,800,000	
84.01	Addback for non-financial use	(2,800,000)		(2,800,000)	
85.03	Payments-Certificates of Obligation	1,456,378		1,456,378	
	Subtotal Operating Expense	2,276,810	1.81%	2,276,810	1.93%
	Healthcare Services				
61.05	OAC-Rental equipment (MAP)	3,000	0.00%	3,000	0.00%
62.77	OAC-Other Medical (MAP)	100,000	0.08%	100,000	0.08%
62.81	OAC-Continuity Clinic-Paul Bass	709,647	0.57%	709,647	0.60%
62.82	OAC-Blackstock	202,045	0.16%	262,045	0.22%
62.91	OAC-Seton Hospital	4,251,734	3.39%	4,018,605	3.42%
62.90	OAC-CommUnityCare	38,393,926	30.60%	38,893,751	33.05%
62.82	OAC-El Buen Samaritano	1,020,000	0.81%	1,800,000	1.53%
62.82	OAC-Lone Star Circle of Care	3,029,995	2.41%	4,364,995	3.71%
62.93	OAC-People's Community Clinic	1,048,000	0.84%	1,398,000	1.19%
62.99	OAC-Volunteer Healthcare Clinic	100,000	0.08%	100,000	0.08%
62.92	OAC-UTMB	3,900,000	3.11%	3,900,000	3.31%
62.99	OAC-Recuperative Care Beds	300,000	0.24%	300,000	0.25%
62.82	OAC-Urgent Care	115,000	0.09%	166,000	0.14%
62.91	OAC-High Risk OB Clinic	(600,000)	-0.48%	-	0.00%
62.99	OAC-Dove Springs 78744	-	0.00%	202,000	0.17%
62.76	OAC-Transportation (MAP, non emergency & EMS)	396,822	0.32%	696,822	0.59%
62.86	OAC-Specialty Care-Vision	117,277	0.09%	235,277	0.20%
62.81	OAC-Paul Bass Specialty Care	462,000	0.37%	462,000	0.39%
62.95	OAC-Project Access	330,000	0.26%	330,000	0.28%
62.89	OAC-Austin Cancer Centers	334,000	0.27%	334,000	0.28%
62.89	OAC-Orthotics	27,000	0.02%	27,000	0.02%
62.99	OAC-CTR621 - Mental Health - ATCIC	7,925,319	6.32%	7,925,319	6.74%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
62.99	OAC-CTR622 - Mental Health - SIMS Foundation	265,000	0.21%	265,000	0.23%
62.94	OAC-Planned Parenthood	-	0.00%	400,000	0.34%
62.87	OAC-Seton Brack Pharmacy	171,670	0.14%	171,670	0.15%
62.97	OAC-Pharmacy PBM MedImpact	4,391,525	3.50%	5,444,687	4.63%
62.78	OAC-Dental Services (MAP)	596,711	0.48%	596,711	0.51%
62.83	OAC-Medicaid Payments - Regional UPL	24,000,000	19.13%	24,000,000	20.40%
62.80	OAC-Childrens Optimal Health	35,000	0.03%	35,000	0.03%
62.96	OAC-ICC	1,141,275	0.91%	641,275	0.54%
62.79	OAC-ICC Medicaider (MAP)	164,760	0.13%	164,760	0.14%
62.99	OAC-United Way	700,000	0.56%	700,000	0.59%
62.85	OAC-Sendero medical and claims management	2,682,300	2.14%	3,500,000	2.97%
98.50	OAC-Service Expansion Funds	3,000,000	2.39%	3,000,000	2.55%
62.99	OAC-HMO Start-up	2,300,000	1.83%	-	0.00%
98.50	OAC-Sendero paid-in capital	12,500,000	9.96%	-	0.00%
	Subtotal Healthcare Services	114,114,006	90.94%	105,147,564	89.36%
	Total Healthcare Delivery	118,188,333	94.19%	109,204,886	92.81%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
ADMINISTRATION					
	Personnel Expenses				
07.01	Salaries - Regular Salaries-Operations	2,650,793		2,604,114	
07.91	Salaries - Reserve	200,000		200,000	
20.02	Benefits - FICA Tax-OASDI	144,512		139,695	
20.03	Benefits - Hospitalization	294,454		209,913	
20.04	Benefits - Life Insurance	3,404		2,345	
20.05	Benefits - Retirement Contribution 401a	154,546		144,711	
20.05	Benefits - Def Comp 457	26,616		24,032	
20.06	Benefits - Worker's Compensation	6,438		6,438	
20.07	Benefits - FICA Tax-Medicare	38,359		37,022	
20.08	Benefits - Dental	10,020		6,442	
20.09	Benefits - LTD/STD	6,249		4,957	
20.10	Benefits - Other 2012	4,163		4,163	
25.00	PTO	251,801		248,377	
27.10	Benefits-Unemployment	6,795		6,795	
20.10	Benefits - Cell Phone Allowance	6,036		6,036	
05.20	Salaries - Administrator's Car Allowance	5,000		5,000	
20.10	Benefits - Employee Relocation Expense	5,000		5,000	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(450,858)		(356,289)	
	Subtotal Personnel Expenses	3,363,328	2.68%	3,298,751	2.80%
	Operating Expenses				
30.01	Supplies - Supplies, Equip & Furniture	21,600		21,600	
30.02	Supplies - Software	23,245		23,245	
30.03	Supplies-Hardware	33,000		33,000	
30.05	Supplies-Minor tools, office furniture	3,000		3,000	
30.11	General Maintenance	62,355		62,355	
30.16	Supplies - Meetings & Refreshments	10,250		10,250	
40.05	Professional Svc - Auditing	55,000		55,000	
40.06	Professional Svc - Accounting	21,000		21,000	
40.07	Professional Svc - Consulting	483,620		1,283,620	
40.08	Professional Svc - Data - IT Support	133,650		133,650	
40.09	Bank Fees	6,000		6,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
40.12	Professional Svc - Legal	611,500		611,500	
40.99	Professional Svc - Other Professional Services	6,100		6,100	
41.02	Communication - Postage/Freight	3,870		3,870	
42.02	Routine Travel - Auto Mileage-Employees	5,300		5,300	
42.06	Contracted Transportation	1,200		1,200	
42.07	Routine Travel - Travel, Meals & Lodging	5,000		5,000	
42.09	Business Meetings & Meals	4,000		4,000	
44.01	Insurance - General Insurance Premium	99,526		99,526	
48.01	Public Utility Svcs - Utilities	32,100		61,140	
48.02	Public Utility Svcs - Telephone Lines	1,700		1,700	
48.04	Water	10,400		10,400	
48.05	Waste Disposal	5,600		5,600	
48.06	Gas	5,946		5,946	
60.08	OPS-Contracted Employees	26,000		26,000	
61.02	Rent - Land & Buildings	32,600		32,600	
60.27	Printing	54,500		54,500	
60.29	Advertising (includes \$25,000 public notice)	92,250		92,250	
60.37	OPS-Retirement fees	12,000		12,000	
60.37	OPS-Benefit Services	86,500		86,500	
60.40	OPS - Reimbursed Services - Travis County	108,351		108,351	
60.50	OPS-CAN	25,000		25,000	
60.50	Custodial	124,775		124,775	
60.52	Security	95,670		138,512	
60.53	Records storage	8,965		8,965	
61.03	Rent - Office Equipment	28,000		28,000	
61.04	Rents & Leases (property)	94,000		265,180	
64.06	Employee Relations	42,000		42,000	
65.01	Prof Dev - Subscriptions & Publications	12,700		12,700	
65.02	Prof Dev-Professional Memberships	34,323		34,323	
65.03	Prof Dev-Travel Meals & Lodging	19,250		19,250	
65.04	Prof Dev - Training & Seminars	36,064		36,064	
65.05	Prof Dev-Professional Licenses	675		675	
75.21	Misc - Legislative Services	163,200		163,200	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
75.22	Misc - Employment Recruiting	3,300		3,300	
98.92	Reserve for property insurance, utilities	300,000		446,481	
	Subtotal Operating Expense	3,046,793	2.43%	4,236,336	3.60%
	Total Administration	6,410,121	5.11%	7,535,087	6.40%
	Tax Collection				
60.03	OPS - Appraisal District Svcs	409,178		429,637	
60.04	OPS - Tax Collector	473,000		496,650	
	Subtotal Tax Collection Expense	882,178	0.70%	926,287	0.79%
	Tobacco Settlement				
72.00	Tobacco Settlement Rcvd-payable to Travis County	143,000		301,000	
72.20	Tobacco Settlement Paid to Travis County	(143,000)		(301,000)	
72.10	Tobacco Settlement Received-payable to Seton	338,000		870,000	
72.30	Tobacco Settlement Paid to Seton	(338,000)		(870,000)	
	Subtotal Tobacco Settlement				
	Disproportionate Share Program				
71.00	Disproportionate Share/UPL IGT payable to Seton	42,423,584		-	
71.20	Disproportionate Share/UPL IGT sent	(42,423,584)		-	
71.10	Disproportionate Share Received payable to Seton	10,339,765		-	
71.30	Disproportionate Share Paid - Seton	(10,339,765)		-	
	Subtotal Disproportionate Share	-		-	
	TOTAL EXPENSE	125,480,632	100%	117,666,260	100%
	Tax Collection Expense	(882,178)		(926,287)	
	TOTAL EXPENSE LESS PASS THROUGH & TAX COLLECTION	124,598,454		116,739,973	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
	RESERVES				
98.60	Capital Reserve	-		-	
98.91	HMO - Risk-Based Capital	15,083,000		15,083,000	
98.91	Contingency Reserve (formerly Allocated Reserve)	41,974,471		38,344,255	
98.98	Emergency Reserve (formerly Unallocated Reserve)	35,792,220		37,289,153	
	Total Reserves	92,849,691		90,716,408	
	CAPITAL BUDGET				
81.12	Land	-		-	
81.04	Building	-		-	
81.02	Facility Improvements	850,000		-	
80.02	Equipment & Information Systems	1,000,000		-	
	Total Capital	1,850,000		-	

**TRAVIS COUNTY HEALTHCARE DISTRICT D/B/A
CENTRAL HEALTH
BOARD OF MANAGERS**

RESOLUTION ADOPTING THE FISCAL YEAR 2013 BUDGET

The Travis County Healthcare District Board of Managers hereby adopts the Travis County Healthcare District Fiscal Year 2013 Budget, consisting of this resolution, the Travis County Healthcare District Fiscal Year 2013 Budget Program Expenditure Summary (attached as Attachment A), and the Travis County Healthcare District Fiscal Year 2013 Budget Line Item Expenditure Detail (attached as Attachment B), all incorporated herein by reference as if set out in full, subject to the following provisions:

1. The attached Travis County Healthcare District Fiscal Year 2013 Budget shall be the official budget of the Travis County Healthcare District for Fiscal Year 2013. This budget and, except as set forth in paragraphs 4 and 5 herein, any changes thereto must be approved by the Travis County Commissioners Court before they become effective.
2. Expenditures made pursuant to the Travis County Healthcare District Fiscal Year 2013 Budget shall be controlled by the Travis County Healthcare District Fiscal Year 2013 Budget Program Expenditure Summary. All expenditures by or on behalf of the Travis County Healthcare District pursuant to the Travis County Healthcare District 2013 Budget shall be made in strict compliance with the Travis County Healthcare District Fiscal Year 2013 Budget Program Expenditure Summary as hereby adopted or as amended from time-to-time by the Travis County Healthcare District Board of Managers.

3. The following Programs of the Travis County Healthcare District Fiscal Year 2013 Budget include the following line items from the Travis County Healthcare District Budget Line Item Expenditure Detail (as seen in Attachment B):

HEALTHCARE DELIVERY includes personnel expenses with line items 07.01 through 27.10, operating expenses with line items 30.01 through 85.03, and healthcare services with line items 61.05 through 98.50.

ADMINISTRATION includes personnel expenses with line items 05.20 through 27.10 and operating expenses with line items 07.01 through 98.92.

TAX COLLECTION includes line items 60.03 and 60.04.

TOBACCO SETTLEMENT includes line items 72.00 through 72.30.

DISPROPORTIONATE SHARE PROGRAM includes line items 71.00 through 71.30.

RESERVES includes line items 98.60, 98.91, and 98.98.

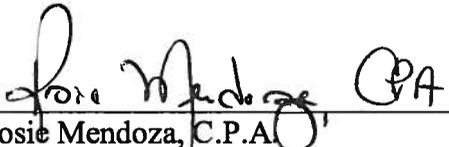
CAPITAL includes line items 81.12, 81.04, 81.02, and 80.02.

4. The Travis County Healthcare District Board of Managers may amend the DISPROPORTIONATE SHARE PROGRAM (line items 71.00 through 71.30) and the associated revenue line items if the Board determines that such amendments are necessary to receive funding available under the Medicaid Disproportionate Share Hospital program and/or the Medicaid Upper Payment Limit Program and to reflect the appropriate pass-through of funds received.

5. The Travis County Healthcare District Board of Managers may amend the TOBACCO SETTLEMENT PROGRAM (line items 72.00 through 72.30) and the associated revenue line items if the Board determines that such amendments are necessary to receive funding available under the Tobacco Settlement Permanent Trust Account and to reflect the appropriate pass-through of funds received.

ADOPTED this 1st day of August, 2012.

TRAVIS COUNTY HEALTHCARE DISTRICT BOARD OF MANAGERS



Rosie Mendoza, C.P.A.
Chairperson



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Who We Are

The Travis County Healthcare District (doing business as “Central Health”) was created by vote of the Travis County electorate in May 2004. Its purpose is the provision of medical and hospital care to eligible residents of Travis County, a responsibility that was previously shared by Travis County and the City of Austin prior to Central Health’s creation. Central Health’s mission is to create access to healthcare for those who need it most.

While Texas law defines eligible residents as individuals at or below 21% of the federal poverty level (currently \$4,841 for a family of four), Central Health defines its identified population as uninsured or underinsured residents up to 200% of the federal poverty level (currently \$46,100 for a family of four).

Central Health has adopted the role of community steward in considering its responsibility to those in need of health care services and to all Travis County taxpayers. Central Health developed this fiscal year 2013 budget to help support the most appropriate level of care to our target population and to assure that taxpayer dollars are used in the most effective manner possible.

From its inception in fiscal year 2005, Central Health has worked consistently to fulfill its mission of creating access to healthcare for those who need it most. Over the last eight years, Central Health has steadily increased the provision of healthcare services to its population and has worked with a variety of healthcare providers and stakeholders to augment and improve the healthcare safety net here in Travis County. At the same time, Central Health has gradually but steadily increased its revenue and expenditures to carry out its mission: in fiscal year 2005, total expenditures were \$58.5 million; in fiscal year 2013, total expenditures in this budget are \$117.7 million.

1115 Medicaid Waiver and 10 in 10 Initiative

Central Health owns University Medical Center Brackenridge (UMCB), the safety-net hospital here in Travis County that provides acute and specialty care to our Medical Access Program population as well as trauma services to all residents in an 11 county region. UMCB is operated by the Seton Healthcare Family under a long-term lease arrangement. Since Central Health began operations in 2004, Seton and Central Health have collaborated to provide a continuum of healthcare services, with Central Health focusing on primary, specialty and behavioral health care. While we have made some progress in our efforts to integrate the healthcare delivery system, there is still much to be done to ensure care is delivered at the right time and the right place.

Central Health and Seton are fortunate this year to have the opportunities presented to us by the Texas Healthcare Transformation and Quality Improvement Program, also called the 1115 Medicaid waiver, and by Senator Kirk Watson’s 10 in 10 initiative to accomplish a number of projects that will benefit Travis County, including: implementing an integrated delivery system to provide enhanced primary care, specialty care, behavioral health services, and women’s health services; building a medical school; and, building a modern teaching hospital. We believe that the waiver and the 10 in 10 initiative offer a unique platform on which we can build a truly integrated system. To that end,



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

the parties have entered into a letter of intent to modernize and advance our public-private partnership through the creation of an integrated delivery system. This partnership has served the community well but it must be updated to upgrade the local healthcare delivery system in order to serve the community better.

We are waiting on further guidance from the Texas Health and Human Services Commission (HHSC) and do not yet have the information we need to understand the full extent of what we may be able to achieve through the waiver. We know that there may be as much as \$689 million available for Region 7 over the five years of the waiver to fund changes to our delivery system (including a local match of 40%) and we are working now on a plan to maximize funding and to optimize the changes to the system.

Although we will begin to receive waiver funds in fiscal year 2013, they will be recorded and spent through the integrated delivery system described above and are not included in this budget.

Fiscal Year 2013 Operating Budget

Central Health's current tax rate (fiscal year 2012) is 7.8900 cents per \$100 of assessed value. This 2013 budget includes a total tax rate of 7.8946 cents per \$100 of assessed value, which is the effective tax rate. The total rate includes an operating tax rate of 7.7599 cents and a debt service rate of .001347. The debt service tax rate will provide debt service funds for Certificates of Obligation that fund the purchase and renovation of a large facility in southeast Travis County and a portion of the construction cost of Central Health's North Central Community Health Center, the remainder of which was funded with Federal grant dollars.

Structural Balance

In last year's budget process, we discussed the need to achieve structural balance, meaning that our revenue structure is adequate to fund our operating expense budget without significant use of reserves. However, the advent of the 1115 waiver alleviates this concern for structural balance, at least for the foreseeable future. Last year, for example, one of the cost drivers contributing to our projected structural imbalance was the addition of the VA facility into operations in 2015. Our hope is that the service expansion we intend for that facility can be wholly or largely paid for by the waiver – but we will not know for certain until we better understand the reimbursement from the 1115 waiver and the role the facility will play in the integrated delivery system now under development.

Use of Reserves

This year (2012) we budgeted to use \$19.8 million in total reserves. In this proposed budget, we are projecting to use only \$4.7 million in reserves. This is due primarily to the use of reserves last year for one-time items, in particular the transfer of \$12.5 million to Sendero for paid-in capital and the use of \$2.3 million for Sendero start-up costs.



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Service Expansion Funds

As we did last year, we are including \$3 million in service expansion funds. In some prior years, these funds were categorized along expected lines of use, but this year all \$3 million is undesignated.

Significant Changes

In order to expand our capacity to make intergovernmental transfers under the 1115 waiver, we have converted the additional rent that Seton has traditionally paid us to a base rent amount, which qualifies as public funds available for local match. In total, the change to our rent payments from the current budget is an increase of about \$2.4 million. In addition, we expect an increase to our property tax revenue of about \$4.9 million as a result of new property although again we are coming in at the effective tax rate in this proposed budget. Significant changes to our expense budget include the following:

- A decrease in Sendero paid-in capital of \$12.5 million. Sendero does not anticipate the need for any additional capital in 2013;
- A decrease in Sendero start-up costs of \$2.3 million – these were a one-time expense in the current year;
- A decrease in payments to the ICC of \$500,000 for one-time costs related to the upgrade of the ICARE system;
- An increase of \$817,700 in payments to Sendero for management of our MAP population;
- An increase in payments to the City of Austin EMS Department of \$300,000;
- An increase of \$499,825 for CommUnityCare;
- An increase of \$1,376,000 to other primary care provider contracts and \$118,000 for specialty care provider contracts

Other Items

This proposed budget also includes increases of approximately \$800,000 for additional administrative resources, mostly for legal or consulting resources that may be needed to plan and implement the integrated delivery system. It also includes \$202,000 for programs in zip code 78744. Funds for this project were allocated in the current year but have not been spent, and they are being rolled over to the 2013 budget to implement projects previously approved.

Although our total healthcare delivery program budget is almost \$9 million less in this proposed 2013 budget than in the current-year budget, we have in fact increased our ongoing budget for healthcare services by about \$6 million – the reduction in total program funding is due to the fact that we had significant non-recurring expenses in the 2012 budget related to Sendero, as described above.



CENTRAL HEALTH

Attachment A

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Revenue and Expense Summary Budget

DESCRIPTION	FY 2012 APPROVED BUDGET	FY 2013 PROPOSED BUDGET
TAX RATE	0.078900	0.078946
SOURCES OF FUNDS		
Property Tax Revenue	75,073,380	79,944,069
Seton Lease-Base Revenue	1,155,396	30,926,640
Seton Lease-Additional Revenue	27,353,875	-
Interest Revenue	800,000	200,000
Tobacco Litigation Settlement Revenue	1,300,000	1,900,000
Contributions from Reserves	19,797,981	4,695,551
TOTAL SOURCES	125,480,632	117,666,260
USES OF FUNDS		
Healthcare Delivery Expense	118,188,333	109,204,886
Administration Expense	6,410,121	7,535,087
Tax Collection Expense	882,178	926,287
TOTAL USES	125,480,632	117,666,260
RESERVES		
Capital	-	-
HMO - Risk-Based Capital	15,083,000	15,083,000
Contingency Reserve (formerly Allocated Reserve)	41,974,471	38,344,255
Emergency Reserve (formerly Unallocated Reserve)	35,792,220	37,289,153
TOTAL RESERVES	92,849,691	90,716,408
CAPITAL BUDGET		
Land	-	-
Building	-	-
Facility Improvements	850,000	-
Equipment & Information Systems	1,000,000	-
TOTAL CAPITAL	1,850,000	-



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
HEALTH CARE DELIVERY					
	Personnel Expenses				
07.01	Salaries - Regular Salaries	1,468,766		1,376,025	
20.02	Benefits - FICA Tax-OASDI	90,447		78,000	
20.03	Benefits - Hospitalization	206,532		175,667	
20.04	Benefits - Life Insurance	1,834		1,189	
20.05	Benefits - Retirement Contribution 401a	83,233		66,151	
20.05	Benefits - Def Comp 457	10,357		10,209	
20.06	Benefits - Worker's Compensation	6,762		6,762	
20.07	Benefits - FICA Tax-Medicare	21,298		18,451	
20.08	Benefits - Dental	9,886		6,097	
20.09	Benefits - LTD/STD	4,028		2,869	
20.10	Benefits - Other 2012	3,508		3,508	
25.00	PTO	138,631		127,323	
27.10	Benefits-Unemployment	7,325		7,325	
20.10	Benefits - Cell Phone Allowance	416		936	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(255,506)		(100,000)	
	Subtotal Personnel Expenses	1,797,517	1.43%	1,780,512	1.51%
	Operating Expenses				
30.01	Supplies - Supplies, Equip & Furniture	29,740		29,740	
30.02	Supplies - Software	2,500		2,500	
30.03	Supplies-Hardware	6,600		6,600	
30.05	Supplies-Minor tools, office furniture	9,334		9,334	
30.16	Supplies - Meetings & Refreshments	1,000		1,000	
40.07	Professional Svc - Consulting	410,000		410,000	
40.12	Professional Svc - Legal	50,000		50,000	
40.99	Professional Svc - Other Professional Services	123,900		123,900	
41.02	Communication - Postage/Freight	20,075		20,075	
41.06	Cellular Phone	1,440		1,440	
42.02	Routine Travel - Auto Mileage-Employees	4,855		4,855	
42.06	Contracted Transportation	2,820		2,820	
60.27	Printing/Copying	85,000		85,000	
60.29	Advertising	50,000		50,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
61.03	Rent - Office Equipment	6,000		6,000	
65.01	Prof Dev - Subscriptions & Publications	2,560		2,560	
65.02	Prof Dev-Professional Memberships	1,300		1,300	
65.03	Prof Dev-Travel Meals & Lodging	3,108		3,108	
65.04	Prof Dev - Training & Seminars	9,200		9,200	
65.05	Prof Dev-Professional Licenses	1,000		1,000	
84.01	Depreciation	2,800,000		2,800,000	
84.01	Addback for non-financial use	(2,800,000)		(2,800,000)	
85.03	Payments-Certificates of Obligation	1,456,378		1,456,378	
	Subtotal Operating Expense	2,276,810	1.81%	2,276,810	1.93%
	Healthcare Services				
61.05	OAC-Rental equipment (MAP)	3,000	0.00%	3,000	0.00%
62.77	OAC-Other Medical (MAP)	100,000	0.08%	100,000	0.08%
62.81	OAC-Continuity Clinic-Paul Bass	709,647	0.57%	709,647	0.60%
62.82	OAC-Blackstock	202,045	0.16%	262,045	0.22%
62.91	OAC-Seton Hospital	4,251,734	3.39%	4,018,605	3.42%
62.90	OAC-CommUnityCare	38,393,926	30.60%	38,893,751	33.05%
62.82	OAC-El Buen Samaritano	1,020,000	0.81%	1,800,000	1.53%
62.82	OAC-Lone Star Circle of Care	3,029,995	2.41%	4,364,995	3.71%
62.93	OAC-People's Community Clinic	1,048,000	0.84%	1,398,000	1.19%
62.99	OAC-Volunteer Healthcare Clinic	100,000	0.08%	100,000	0.08%
62.92	OAC-UTMB	3,900,000	3.11%	3,900,000	3.31%
62.99	OAC-Recuperative Care Beds	300,000	0.24%	300,000	0.25%
62.82	OAC-Urgent Care	115,000	0.09%	166,000	0.14%
62.91	OAC-High Risk OB Clinic	(600,000)	-0.48%	-	0.00%
62.99	OAC-Dove Springs 78744	-	0.00%	202,000	0.17%
62.76	OAC-Transportation (MAP, non emergency & EMS)	396,822	0.32%	696,822	0.59%
62.86	OAC-Specialty Care-Vision	117,277	0.09%	235,277	0.20%
62.81	OAC-Paul Bass Specialty Care	462,000	0.37%	462,000	0.39%
62.95	OAC-Project Access	330,000	0.26%	330,000	0.28%
62.89	OAC-Austin Cancer Centers	334,000	0.27%	334,000	0.28%
62.89	OAC-Orthotics	27,000	0.02%	27,000	0.02%
62.99	OAC-CTR621 - Mental Health - ATCIC	7,925,319	6.32%	7,925,319	6.74%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
62.99	OAC-CTR622 - Mental Health - SIMS Foundation	265,000	0.21%	265,000	0.23%
62.94	OAC-Planned Parenthood	-	0.00%	400,000	0.34%
62.87	OAC-Seton Brack Pharmacy	171,670	0.14%	171,670	0.15%
62.97	OAC-Pharmacy PBM MedImpact	4,391,525	3.50%	5,444,687	4.63%
62.78	OAC-Dental Services (MAP)	596,711	0.48%	596,711	0.51%
62.83	OAC-Medicaid Payments - Regional UPL	24,000,000	19.13%	24,000,000	20.40%
62.80	OAC-Childrens Optimal Health	35,000	0.03%	35,000	0.03%
62.96	OAC-ICC	1,141,275	0.91%	641,275	0.54%
62.79	OAC-ICC Medicaider (MAP)	164,760	0.13%	164,760	0.14%
62.99	OAC-United Way	700,000	0.56%	700,000	0.59%
62.85	OAC-Sendero medical and claims management	2,682,300	2.14%	3,500,000	2.97%
98.50	OAC-Service Expansion Funds	3,000,000	2.39%	3,000,000	2.55%
62.99	OAC-HMO Start-up	2,300,000	1.83%	-	0.00%
98.50	OAC-Sendero paid-in capital	12,500,000	9.96%	-	0.00%
	Subtotal Healthcare Services	114,114,006	90.94%	105,147,564	89.38%
	Total Healthcare Delivery	118,188,333	94.19%	109,204,886	92.81%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
ADMINISTRATION					
Personnel Expenses					
07.01	Salaries - Regular Salaries-Operations	2,650,793		2,604,114	
07.91	Salaries - Reserve	200,000		200,000	
20.02	Benefits - FICA Tax-OASDI	144,512		139,695	
20.03	Benefits - Hospitalization	294,454		209,913	
20.04	Benefits - Life Insurance	3,404		2,345	
20.05	Benefits - Retirement Contribution 401a	154,546		144,711	
20.05	Benefits - Def Comp 457	26,616		24,032	
20.06	Benefits - Worker's Compensation	6,438		6,438	
20.07	Benefits - FICA Tax-Medicare	38,359		37,022	
20.08	Benefits - Dental	10,020		6,442	
20.09	Benefits - LTD/STD	6,249		4,957	
20.10	Benefits - Other 2012	4,163		4,163	
25.00	PTO	251,801		248,377	
27.10	Benefits-Unemployment	6,795		6,795	
20.10	Benefits - Cell Phone Allowance	6,036		6,036	
05.20	Salaries - Administrator's Car Allowance	5,000		5,000	
20.10	Benefits - Employee Relocation Expense	5,000		5,000	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(450,858)		(356,289)	
	Subtotal Personnel Expenses	3,363,328	2.68%	3,298,751	2.80%
Operating Expenses					
30.01	Supplies - Supplies, Equip & Furniture	21,600		21,600	
30.02	Supplies - Software	23,245		23,245	
30.03	Supplies-Hardware	33,000		33,000	
30.05	Supplies-Minor tools, office furniture	3,000		3,000	
30.11	General Maintenance	62,355		62,355	
30.16	Supplies - Meetings & Refreshments	10,250		10,250	
40.05	Professional Svc - Auditing	55,000		55,000	
40.06	Professional Svc - Accounting	21,000		21,000	
40.07	Professional Svc - Consulting	483,620		1,283,620	
40.08	Professional Svc - Data - IT Support	133,650		133,650	
40.09	Bank Fees	6,000		6,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
40.12	Professional Svc - Legal	611,500		611,500	
40.99	Professional Svc - Other Professional Services	6,100		6,100	
41.02	Communication - Postage/Freight	3,870		3,870	
42.02	Routine Travel - Auto Mileage-Employees	5,300		5,300	
42.06	Contracted Transportation	1,200		1,200	
42.07	Routine Travel - Travel, Meals & Lodging	5,000		5,000	
42.09	Business Meetings & Meals	4,000		4,000	
44.01	Insurance - General Insurance Premium	99,526		99,526	
48.01	Public Utility Svcs - Utilities	32,100		61,140	
48.02	Public Utility Svcs - Telephone Lines	1,700		1,700	
48.04	Water	10,400		10,400	
48.05	Waste Disposal	5,600		5,600	
48.06	Gas	5,946		5,946	
60.08	OPS-Contracted Employees	26,000		26,000	
61.02	Rent - Land & Buildings	32,600		32,600	
60.27	Printing	54,500		54,500	
60.29	Advertising (includes \$25,000 public notice)	92,250		92,250	
60.37	OPS-Retirement fees	12,000		12,000	
60.37	OPS-Benefit Services	86,500		86,500	
60.40	OPS - Reimbursed Services - Travis County	108,351		108,351	
60.50	OPS-CAN	25,000		25,000	
60.50	Custodial	124,775		124,775	
60.52	Security	95,670		138,512	
60.53	Records storage	8,965		8,965	
61.03	Rent - Office Equipment	28,000		28,000	
61.04	Rents & Leases (property)	94,000		265,180	
64.06	Employee Relations	42,000		42,000	
65.01	Prof Dev - Subscriptions & Publications	12,700		12,700	
65.02	Prof Dev-Professional Memberships	34,323		34,323	
65.03	Prof Dev-Travel Meals & Lodging	19,250		19,250	
65.04	Prof Dev - Training & Seminars	36,064		36,064	
65.05	Prof Dev-Professional Licenses	675		675	
75.21	Misc - Legislative Services	163,200		163,200	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
75.22	Misc - Employment Recruiting	3,300		3,300	
98.92	Reserve for property insurance, utilities	300,000		446,481	
	Subtotal Operating Expense	3,046,793	2.43%	4,236,336	3.60%
	Total Administration	6,410,121	5.11%	7,535,087	6.40%
	Tax Collection				
60.03	OPS - Appraisal District Svcs	409,178		429,637	
60.04	OPS - Tax Collector	473,000		496,650	
	Subtotal Tax Collection Expense	882,178	0.70%	926,287	0.79%
	Tobacco Settlement				
72.00	Tobacco Settlement Rcvd-payable to Travis County	143,000		301,000	
72.20	Tobacco Settlement Paid to Travis County	(143,000)		(301,000)	
72.10	Tobacco Settlement Received-payable to Seton	338,000		870,000	
72.30	Tobacco Settlement Paid to Seton	(338,000)		(870,000)	
	Subtotal Tobacco Settlement				
	Disproportionate Share Program				
71.00	Disproportionate Share/UPL IGT payable to Seton	42,423,584		-	
71.20	Disproportionate Share/UPL IGT sent	(42,423,584)		-	
71.10	Disproportionate Share Received payable to Seton	10,339,765		-	
71.30	Disproportionate Share Paid - Seton	(10,339,765)		-	
	Subtotal Disproportionate Share	-		-	
	TOTAL EXPENSE	125,480,632	100%	117,666,260	100%
	Tax Collection Expense	(882,178)		(926,287)	
	TOTAL EXPENSE LESS PASS THROUGH & TAX COLLECTION	124,598,454		116,739,973	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
	RESERVES				
98.60	Capital Reserve	-		-	
98.91	HMO - Risk-Based Capital	15,083,000		15,083,000	
98.91	Contingency Reserve (formerly Allocated Reserve)	41,974,471		38,344,255	
98.98	Emergency Reserve (formerly Unallocated Reserve)	35,792,220		37,289,153	
	Total Reserves	92,849,691		90,716,408	
	CAPITAL BUDGET				
81.12	Land	-		-	
81.04	Building	-		-	
81.02	Facility Improvements	850,000		-	
80.02	Equipment & Information Systems	1,000,000		-	
	Total Capital	1,850,000		-	

**TRAVIS COUNTY HEALTHCARE DISTRICT D/B/A CENTRAL HEALTH
BOARD OF MANAGERS**

RESOLUTION ADOPTING THE AD VALOREM TAX RATE FOR YEAR 2012

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

It is necessary to levy for the current 2012 Travis County Healthcare District d/b/a Central Health tax year *ad valorem* taxes on each \$100 valuation of all taxable property in the Travis County Healthcare District d/b/a Central Health as follows:

MAINTENANCE AND OPERATIONS :
\$.077599 Total Maintenance and Operations Tax

DEBT SERVICE:
\$.001347 Total Debt Service Tax

I. The following was adopted by the Travis County Healthcare District d/b/a Central Health Board of Managers on August 1, 2012:

On motion by: TOM COOPWOOD, M.D., and
seconded by: KATRINA DANIEL,

There is hereby levied for the current tax year an *ad valorem* tax of \$.077599 for each \$100 valuation of taxable property for general operating purposes.

Voting in favor of the motion:

Rosie Mendoza, CPA
Rosie Mendoza, C.P.A., Chairperson

Anthony Haley
Anthony Haley, Secretary

Tom Coopwood, M.D.
Tom Coopwood, M.D., Manager

absent
Clarke Heidrick, Manager

absent
Rebecca Lightsey, Manager

absent
Frank Rodriguez, Vice-Chairperson

Brenda Coleman-Beattie
Brenda Coleman-Beattie, Treasurer

Katrina Daniel
Katrina Daniel, Manager

absent
Lynne Hudson, Manager

II. The following was adopted by the Travis County Healthcare District d/b/a Central Health Board of Managers on August 1, 2012:

On motion by: KATRINA DANIEL, and

Seconded by: TOM COOPWOOD, M.D.,

There is hereby levied for the current tax year an *ad valorem* tax of \$.001347 for each \$100 valuation of all taxable property for debt service and to provide sinking funds and to pay interest on the outstanding debt issuances which include certificates of obligation.

Voting in favor of the Motion:

Rosie Mendoza CPA
Rosie Mendoza, C.P.A., Chairperson

Anthony Haley
Anthony Haley, Secretary

Tom Coopwood M.D.
Tom Coopwood, M.D., Manager

absent
Clarke Heidrick, Manager

absent
Rebecca Lightsey, Manager

absent
Frank Rodriguez, Vice-Chairperson

Brenda Coleman-Beattie
Brenda Coleman-Beattie, Treasurer

Katrina Daniel
Katrina Daniel, Manager

absent
Lynne Hudson, Manager

III. The following was adopted by the Travis County Healthcare District d/b/a Central Health Board of Managers on August 1, 2012:

On motion by: KATRINE DANIEL, and

Seconded by: TOM COOPWOOD, M.D.,

The two components of the Travis County Healthcare District for the current year having been approved in this resolution, property taxes are increased by the adoption of a tax rate of \$.077599 for maintenance and operations; the adoption of a tax rate of \$.001347 for total debt service; and there is hereby levied for the current tax year a total Travis County Healthcare District *ad valorem* tax of \$.078946 for each \$100 valuation of all taxable property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY .06 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.58 (FIFTY-EIGHT CENTS).

Voting in favor of the motion:

Rosie Mendoza CPA
Rosie Mendoza, C.P.A., Chairperson

absent
Frank Rodriguez, Vice-Chairperson

Anthony Haley
Anthony Haley, Secretary

Brenda Coleman-Beattie
Brenda Coleman-Beattie, Treasurer

Tom Coopwood M.D. Manager
Tom Coopwood, M.D., Manager

Katrina Daniel
Katrina Daniel, Manager

absent
Clarke Heidrick, Manager

absent
Lynne Hudson, Manager

absent
Rebecca Lightsey, Manager

AN ORDER OF THE COMMISSIONERS COURT RELATED TO
THE TRAVIS COUNTY HEALTHCARE DISTRICT
MAKING TAX LEVIES FOR THE TAX YEAR BEGINNING JANUARY 1, 2012

DATE: August 7, 2012

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

It is necessary to levy the following *ad valorem* taxes on each \$100 valuation of all taxable property in Travis County for the Travis County Healthcare District for the tax year beginning January 1, 2012, which will be due no later than January 31, 2013 at the following tax rates:

MAINTENANCE AND OPERATIONS:
\$.077599 Total Maintenance and Operations Tax

DEBT SERVICE:
\$.001347 Total Debt Service Tax

I. The following was adopted by the Commissioners Court for the Travis County Healthcare District on August 7, 2012:

On motion by: _____, and

Seconded by: _____,

There is hereby levied for the current tax year an *ad valorem* tax of \$.077599 for each \$100 valuation of taxable property for general operating purposes.

Voting in favor of the Motion:

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

II. The following was adopted by the Commissioners Court for the Travis County Healthcare District on August 7, 2012:

On motion by: _____, and

Seconded by: _____,

There is hereby levied for the current tax year an *ad valorem* tax of \$.001347 for each \$100 valuation of all taxable property for debt service and to provide sinking funds and to pay interest on the outstanding debt issuances which include certificates of obligation.

Voting in favor of the Motion:

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

III. The following was adopted by the Commissioners Court for the Travis County Healthcare District on August 7, 2012:

On motion by: _____, and

Seconded by: _____,

The two components of the Travis County Healthcare District for the current year having been approved in this order, property taxes are increased by the adoption of a tax rate of \$.077599 for maintenance and operations; the adoption of a tax rate of \$.001347 for total debt service; and there is hereby levied for the current tax year a total Travis County Healthcare District *ad valorem* tax of \$.078946 for each \$100 valuation of all taxable property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY .06 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.58 (FIFTY-EIGHT CENTS).

Voting in favor of the motion:

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

DONE IN OPEN MEETING on August 7, 2012.

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

ATTACHMENT A

**TRAVIS COUNTY HEALTHCARE DISTRICT
FISCAL YEAR 2013 BUDGET**

ATTACHMENT B



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Beth Devery, 854-6654

Elected/Appointed Official/Dept. Head: Patricia A. Young Brown,
President and CEO, Travis County Healthcare District d/b/a Central Health

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON THE TRAVIS
COUNTY HEALTHCARE DISTRICT D/B/A CENTRAL HEALTH 2012 TAX
RATE:

- A. TOTAL MAINTENANCE AND OPERATIONS TAX RATE;
- B. TOTAL DEBT SERVICE TAX RATE; AND
- C. TOTAL AD VALOREM TAX RATE.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached documentation.

STAFF RECOMMENDATIONS:

Please see attached documentation.

ISSUES AND OPPORTUNITIES:

Please see attached documentation.

FISCAL IMPACT AND SOURCE OF FUNDING:

Please see attached documentation.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office	Leroy Nellis
County Attorney	John Hille
County Attorney	Beth Devery
County Auditor	Susan Spataro
Health and Human Services	Sherri Fleming
County Judge's Office	Cheryl Aker
Commissioners Court	Cheryl Aker

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



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Who We Are

The Travis County Healthcare District (doing business as “Central Health”) was created by vote of the Travis County electorate in May 2004. Its purpose is the provision of medical and hospital care to eligible residents of Travis County, a responsibility that was previously shared by Travis County and the City of Austin prior to Central Health’s creation. Central Health’s mission is to create access to healthcare for those who need it most.

While Texas law defines eligible residents as individuals at or below 21% of the federal poverty level (currently \$4,841 for a family of four), Central Health defines its identified population as uninsured or underinsured residents up to 200% of the federal poverty level (currently \$46,100 for a family of four).

Central Health has adopted the role of community steward in considering its responsibility to those in need of health care services and to all Travis County taxpayers. Central Health developed this fiscal year 2013 budget to help support the most appropriate level of care to our target population and to assure that taxpayer dollars are used in the most effective manner possible.

From its inception in fiscal year 2005, Central Health has worked consistently to fulfill its mission of creating access to healthcare for those who need it most. Over the last eight years, Central Health has steadily increased the provision of healthcare services to its population and has worked with a variety of healthcare providers and stakeholders to augment and improve the healthcare safety net here in Travis County. At the same time, Central Health has gradually but steadily increased its revenue and expenditures to carry out its mission: in fiscal year 2005, total expenditures were \$58.5 million; in fiscal year 2013, total expenditures in this budget are \$117.7 million.

1115 Medicaid Waiver and 10 in 10 Initiative

Central Health owns University Medical Center Brackenridge (UMCB), the safety-net hospital here in Travis County that provides acute and specialty care to our Medical Access Program population as well as trauma services to all residents in an 11 county region. UMCB is operated by the Seton Healthcare Family under a long-term lease arrangement. Since Central Health began operations in 2004, Seton and Central Health have collaborated to provide a continuum of healthcare services, with Central Health focusing on primary, specialty and behavioral health care. While we have made some progress in our efforts to integrate the healthcare delivery system, there is still much to be done to ensure care is delivered at the right time and the right place.

Central Health and Seton are fortunate this year to have the opportunities presented to us by the Texas Healthcare Transformation and Quality Improvement Program, also called the 1115 Medicaid waiver, and by Senator Kirk Watson’s 10 in 10 initiative to accomplish a number of projects that will benefit Travis County, including: implementing an integrated delivery system to provide enhanced primary care, specialty care, behavioral health services, and women’s health services; building a medical school; and, building a modern teaching hospital. We believe that the waiver and the 10 in 10 initiative offer a unique platform on which we can build a truly integrated system. To that end,



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

the parties have entered into a letter of intent to modernize and advance our public-private partnership through the creation of an integrated delivery system. This partnership has served the community well but it must be updated to upgrade the local healthcare delivery system in order to serve the community better.

We are waiting on further guidance from the Texas Health and Human Services Commission (HHSC) and do not yet have the information we need to understand the full extent of what we may be able to achieve through the waiver. We know that there may be as much as \$689 million available for Region 7 over the five years of the waiver to fund changes to our delivery system (including a local match of 40%) and we are working now on a plan to maximize funding and to optimize the changes to the system.

Although we will begin to receive waiver funds in fiscal year 2013, they will be recorded and spent through the integrated delivery system described above and are not included in this budget.

Fiscal Year 2013 Operating Budget

Central Health's current tax rate (fiscal year 2012) is 7.8900 cents per \$100 of assessed value. This 2013 budget includes a total tax rate of 7.8946 cents per \$100 of assessed value, which is the effective tax rate. The total rate includes an operating tax rate of 7.7599 cents and a debt service rate of .001347. The debt service tax rate will provide debt service funds for Certificates of Obligation that fund the purchase and renovation of a large facility in southeast Travis County and a portion of the construction cost of Central Health's North Central Community Health Center, the remainder of which was funded with Federal grant dollars.

Structural Balance

In last year's budget process, we discussed the need to achieve structural balance, meaning that our revenue structure is adequate to fund our operating expense budget without significant use of reserves. However, the advent of the 1115 waiver alleviates this concern for structural balance, at least for the foreseeable future. Last year, for example, one of the cost drivers contributing to our projected structural imbalance was the addition of the VA facility into operations in 2015. Our hope is that the service expansion we intend for that facility can be wholly or largely paid for by the waiver – but we will not know for certain until we better understand the reimbursement from the 1115 waiver and the role the facility will play in the integrated delivery system now under development.

Use of Reserves

This year (2012) we budgeted to use \$19.8 million in total reserves. In this proposed budget, we are projecting to use only \$4.7 million in reserves. This is due primarily to the use of reserves last year for one-time items, in particular the transfer of \$12.5 million to Sendero for paid-in capital and the use of \$2.3 million for Sendero start-up costs.



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Service Expansion Funds

As we did last year, we are including \$3 million in service expansion funds. In some prior years, these funds were categorized along expected lines of use, but this year all \$3 million is undesignated.

Significant Changes

In order to expand our capacity to make intergovernmental transfers under the 1115 waiver, we have converted the additional rent that Seton has traditionally paid us to a base rent amount, which qualifies as public funds available for local match. In total, the change to our rent payments from the current budget is an increase of about \$2.4 million. In addition, we expect an increase to our property tax revenue of about \$4.9 million as a result of new property although again we are coming in at the effective tax rate in this proposed budget. Significant changes to our expense budget include the following:

- A decrease in Sendero paid-in capital of \$12.5 million. Sendero does not anticipate the need for any additional capital in 2013;
- A decrease in Sendero start-up costs of \$2.3 million – these were a one-time expense in the current year;
- A decrease in payments to the ICC of \$500,000 for one-time costs related to the upgrade of the ICARE system;
- An increase of \$817,700 in payments to Sendero for management of our MAP population;
- An increase in payments to the City of Austin EMS Department of \$300,000;
- An increase of \$499,825 for CommUnityCare;
- An increase of \$1,376,000 to other primary care provider contracts and \$118,000 for specialty care provider contracts

Other Items

This proposed budget also includes increases of approximately \$800,000 for additional administrative resources, mostly for legal or consulting resources that may be needed to plan and implement the integrated delivery system. It also includes \$202,000 for programs in zip code 78744. Funds for this project were allocated in the current year but have not been spent, and they are being rolled over to the 2013 budget to implement projects previously approved.

Although our total healthcare delivery program budget is almost \$9 million less in this proposed 2013 budget than in the current-year budget, we have in fact increased our ongoing budget for healthcare services by about \$6 million – the reduction in total program funding is due to the fact that we had significant non-recurring expenses in the 2012 budget related to Sendero, as described above.



CENTRAL HEALTH

Attachment A

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Revenue and Expense Summary Budget

DESCRIPTION	FY 2012 APPROVED BUDGET	FY 2013 PROPOSED BUDGET
TAX RATE	0.078900	0.078946
SOURCES OF FUNDS		
Property Tax Revenue	75,073,380	79,944,069
Seton Lease-Base Revenue	1,155,396	30,926,640
Seton Lease-Additional Revenue	27,353,875	-
Interest Revenue	800,000	200,000
Tobacco Litigation Settlement Revenue	1,300,000	1,900,000
Contributions from Reserves	19,797,981	4,695,551
TOTAL SOURCES	125,480,632	117,666,260
USES OF FUNDS		
Healthcare Delivery Expense	118,188,333	109,204,886
Administration Expense	6,410,121	7,535,087
Tax Collection Expense	882,178	926,287
TOTAL USES	125,480,632	117,666,260
RESERVES		
Capital	-	-
HMO - Risk-Based Capital	15,083,000	15,083,000
Contingency Reserve (formerly Allocated Reserve)	41,974,471	38,344,255
Emergency Reserve (formerly Unallocated Reserve)	35,792,220	37,289,153
TOTAL RESERVES	92,849,691	90,716,408
CAPITAL BUDGET		
Land	-	-
Building	-	-
Facility Improvements	850,000	-
Equipment & Information Systems	1,000,000	-
TOTAL CAPITAL	1,850,000	-



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
HEALTH CARE DELIVERY					
	Personnel Expenses				
07.01	Salaries - Regular Salaries	1,468,766		1,376,025	
20.02	Benefits - FICA Tax-OASDI	90,447		78,000	
20.03	Benefits - Hospitalization	206,532		175,667	
20.04	Benefits - Life Insurance	1,834		1,189	
20.05	Benefits - Retirement Contribution 401a	83,233		66,151	
20.05	Benefits - Def Comp 457	10,357		10,209	
20.06	Benefits - Worker's Compensation	6,762		6,762	
20.07	Benefits - FICA Tax-Medicare	21,298		18,451	
20.08	Benefits - Dental	9,886		6,097	
20.09	Benefits - LTD/STD	4,028		2,869	
20.10	Benefits - Other 2012	3,508		3,508	
25.00	PTO	138,631		127,323	
27.10	Benefits-Unemployment	7,325		7,325	
20.10	Benefits - Cell Phone Allowance	416		936	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(255,506)		(100,000)	
	Subtotal Personnel Expenses	1,797,517	1.43%	1,780,512	1.51%
	Operating Expenses				
30.01	Supplies - Supplies, Equip & Furniture	29,740		29,740	
30.02	Supplies - Software	2,500		2,500	
30.03	Supplies-Hardware	6,600		6,600	
30.05	Supplies-Minor tools, office furniture	9,334		9,334	
30.16	Supplies - Meetings & Refreshments	1,000		1,000	
40.07	Professional Svc - Consulting	410,000		410,000	
40.12	Professional Svc - Legal	50,000		50,000	
40.99	Professional Svc - Other Professional Services	123,900		123,900	
41.02	Communication - Postage/Freight	20,075		20,075	
41.06	Cellular Phone	1,440		1,440	
42.02	Routine Travel - Auto Mileage-Employees	4,855		4,855	
42.06	Contracted Transportation	2,820		2,820	
60.27	Printing/Copying	85,000		85,000	
60.29	Advertising	50,000		50,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
61.03	Rent - Office Equipment	6,000		6,000	
65.01	Prof Dev - Subscriptions & Publications	2,560		2,560	
65.02	Prof Dev-Professional Memberships	1,300		1,300	
65.03	Prof Dev-Travel Meals & Lodging	3,108		3,108	
65.04	Prof Dev - Training & Seminars	9,200		9,200	
65.05	Prof Dev-Professional Licenses	1,000		1,000	
84.01	Depreciation	2,800,000		2,800,000	
84.01	Addback for non-financial use	(2,800,000)		(2,800,000)	
85.03	Payments-Certificates of Obligation	1,456,378		1,456,378	
	Subtotal Operating Expense	2,276,810	1.81%	2,276,810	1.93%
	Healthcare Services				
61.05	OAC-Rental equipment (MAP)	3,000	0.00%	3,000	0.00%
62.77	OAC-Other Medical (MAP)	100,000	0.08%	100,000	0.08%
62.81	OAC-Continuity Clinic-Paul Bass	709,647	0.57%	709,647	0.60%
62.82	OAC-Blackstock	202,045	0.16%	262,045	0.22%
62.91	OAC-Seton Hospital	4,251,734	3.39%	4,018,605	3.42%
62.90	OAC-CommUnityCare	38,393,926	30.60%	38,893,751	33.05%
62.82	OAC-El Buen Samaritano	1,020,000	0.81%	1,800,000	1.53%
62.82	OAC-Lone Star Circle of Care	3,029,995	2.41%	4,364,995	3.71%
62.93	OAC-People's Community Clinic	1,048,000	0.84%	1,398,000	1.19%
62.99	OAC-Volunteer Healthcare Clinic	100,000	0.08%	100,000	0.08%
62.92	OAC-UTMB	3,900,000	3.11%	3,900,000	3.31%
62.99	OAC-Recuperative Care Beds	300,000	0.24%	300,000	0.25%
62.82	OAC-Urgent Care	115,000	0.09%	166,000	0.14%
62.91	OAC-High Risk OB Clinic	(600,000)	-0.48%	-	0.00%
62.99	OAC-Dove Springs 78744	-	0.00%	202,000	0.17%
62.76	OAC-Transportation (MAP, non emergency & EMS)	396,822	0.32%	696,822	0.59%
62.86	OAC-Specialty Care-Vision	117,277	0.09%	235,277	0.20%
62.81	OAC-Paul Bass Specialty Care	462,000	0.37%	462,000	0.39%
62.95	OAC-Project Access	330,000	0.26%	330,000	0.28%
62.89	OAC-Austin Cancer Centers	334,000	0.27%	334,000	0.28%
62.89	OAC-Orthotics	27,000	0.02%	27,000	0.02%
62.99	OAC-CTR621 - Mental Health - ATCIC	7,925,319	6.32%	7,925,319	6.74%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
62.99	OAC-CTR622 - Mental Health - SIMS Foundation	265,000	0.21%	265,000	0.23%
62.94	OAC-Planned Parenthood	-	0.00%	400,000	0.34%
62.87	OAC-Seton Brack Pharmacy	171,670	0.14%	171,670	0.15%
62.97	OAC-Pharmacy PBM MedImpact	4,391,525	3.50%	5,444,687	4.63%
62.78	OAC-Dental Services (MAP)	596,711	0.48%	596,711	0.51%
62.83	OAC-Medicaid Payments - Regional UPL	24,000,000	19.13%	24,000,000	20.40%
62.80	OAC-Childrens Optimal Health	35,000	0.03%	35,000	0.03%
62.96	OAC-ICC	1,141,275	0.91%	641,275	0.54%
62.79	OAC-ICC Medicaider (MAP)	164,760	0.13%	164,760	0.14%
62.99	OAC-United Way	700,000	0.56%	700,000	0.59%
62.85	OAC-Sendero medical and claims management	2,682,300	2.14%	3,500,000	2.97%
98.50	OAC-Service Expansion Funds	3,000,000	2.39%	3,000,000	2.55%
62.99	OAC-HMO Start-up	2,300,000	1.83%	-	0.00%
98.50	OAC-Sendero paid-in capital	12,500,000	9.96%	-	0.00%
	Subtotal Healthcare Services	114,114,006	90.94%	105,147,564	89.36%
	Total Healthcare Delivery	118,188,333	94.19%	109,204,886	92.81%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
ADMINISTRATION					
	Personnel Expenses				
07.01	Salaries - Regular Salaries-Operations	2,650,793		2,604,114	
07.91	Salaries - Reserve	200,000		200,000	
20.02	Benefits - FICA Tax-OASDI	144,512		139,695	
20.03	Benefits - Hospitalization	294,454		209,913	
20.04	Benefits - Life Insurance	3,404		2,345	
20.05	Benefits - Retirement Contribution 401a	154,546		144,711	
20.05	Benefits - Def Comp 457	26,616		24,032	
20.06	Benefits - Worker's Compensation	6,438		6,438	
20.07	Benefits - FICA Tax-Medicare	38,359		37,022	
20.08	Benefits - Dental	10,020		6,442	
20.09	Benefits - LTD/STD	6,249		4,957	
20.10	Benefits - Other 2012	4,163		4,163	
25.00	PTO	251,801		248,377	
27.10	Benefits-Unemployment	6,795		6,795	
20.10	Benefits - Cell Phone Allowance	6,036		6,036	
05.20	Salaries - Administrator's Car Allowance	5,000		5,000	
20.10	Benefits - Employee Relocation Expense	5,000		5,000	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(450,858)		(356,289)	
	Subtotal Personnel Expenses	3,363,328	2.68%	3,298,751	2.80%
	Operating Expenses				
30.01	Supplies - Supplies, Equip & Furniture	21,600		21,600	
30.02	Supplies - Software	23,245		23,245	
30.03	Supplies-Hardware	33,000		33,000	
30.05	Supplies-Minor tools, office furniture	3,000		3,000	
30.11	General Maintenance	62,355		62,355	
30.16	Supplies - Meetings & Refreshments	10,250		10,250	
40.05	Professional Svc - Auditing	55,000		55,000	
40.06	Professional Svc - Accounting	21,000		21,000	
40.07	Professional Svc - Consulting	483,620		1,283,620	
40.08	Professional Svc - Data - IT Support	133,650		133,650	
40.09	Bank Fees	6,000		6,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
40.12	Professional Svc - Legal	611,500		611,500	
40.99	Professional Svc - Other Professional Services	6,100		6,100	
41.02	Communication - Postage/Freight	3,870		3,870	
42.02	Routine Travel - Auto Mileage-Employees	5,300		5,300	
42.06	Contracted Transportation	1,200		1,200	
42.07	Routine Travel - Travel, Meals & Lodging	5,000		5,000	
42.09	Business Meetings & Meals	4,000		4,000	
44.01	Insurance - General Insurance Premium	99,526		99,526	
48.01	Public Utility Svcs - Utilities	32,100		61,140	
48.02	Public Utility Svcs - Telephone Lines	1,700		1,700	
48.04	Water	10,400		10,400	
48.05	Waste Disposal	5,600		5,600	
48.06	Gas	5,946		5,946	
60.08	OPS-Contracted Employees	26,000		26,000	
61.02	Rent - Land & Buildings	32,600		32,600	
60.27	Printing	54,500		54,500	
60.29	Advertising (includes \$25,000 public notice)	92,250		92,250	
60.37	OPS-Retirement fees	12,000		12,000	
60.37	OPS-Benefit Services	86,500		86,500	
60.40	OPS - Reimbursed Services - Travis County	108,351		108,351	
60.50	OPS-CAN	25,000		25,000	
60.50	Custodial	124,775		124,775	
60.52	Security	95,670		138,512	
60.53	Records storage	8,965		8,965	
61.03	Rent - Office Equipment	28,000		28,000	
61.04	Rents & Leases (property)	94,000		265,180	
64.06	Employee Relations	42,000		42,000	
65.01	Prof Dev - Subscriptions & Publications	12,700		12,700	
65.02	Prof Dev-Professional Memberships	34,323		34,323	
65.03	Prof Dev-Travel Meals & Lodging	19,250		19,250	
65.04	Prof Dev - Training & Seminars	36,064		36,064	
65.05	Prof Dev-Professional Licenses	675		675	
75.21	Misc - Legislative Services	163,200		163,200	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
75.22	Misc - Employment Recruiting	3,300		3,300	
98.92	Reserve for property insurance, utilities	300,000		446,481	
	Subtotal Operating Expense	3,046,793	2.43%	4,236,336	3.60%
	Total Administration	6,410,121	5.11%	7,535,087	6.40%
	Tax Collection				
60.03	OPS - Appraisal District Svcs	409,178		429,637	
60.04	OPS - Tax Collector	473,000		496,650	
	Subtotal Tax Collection Expense	882,178	0.70%	926,287	0.79%
	Tobacco Settlement				
72.00	Tobacco Settlement Rcvd-payable to Travis County	143,000		301,000	
72.20	Tobacco Settlement Paid to Travis County	(143,000)		(301,000)	
72.10	Tobacco Settlement Received-payable to Seton	338,000		870,000	
72.30	Tobacco Settlement Paid to Seton	(338,000)		(870,000)	
	Subtotal Tobacco Settlement				
	Disproportionate Share Program				
71.00	Disproportionate Share/UPL IGT payable to Seton	42,423,584		-	
71.20	Disproportionate Share/UPL IGT sent	(42,423,584)		-	
71.10	Disproportionate Share Received payable to Seton	10,339,765		-	
71.30	Disproportionate Share Paid - Seton	(10,339,765)		-	
	Subtotal Disproportionate Share	-		-	
	TOTAL EXPENSE	125,480,632	100%	117,666,260	100%
	Tax Collection Expense	(882,178)		(926,287)	
	TOTAL EXPENSE LESS PASS THROUGH & TAX COLLECTION	124,598,454		116,739,973	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
	RESERVES				
98.60	Capital Reserve	-		-	
98.91	HMO - Risk-Based Capital	15,083,000		15,083,000	
98.91	Contingency Reserve (formerly Allocated Reserve)	41,974,471		38,344,255	
98.98	Emergency Reserve (formerly Unallocated Reserve)	35,792,220		37,289,153	
	Total Reserves	92,849,691		90,716,408	
	CAPITAL BUDGET				
81.12	Land	-		-	
81.04	Building	-		-	
81.02	Facility Improvements	850,000		-	
80.02	Equipment & Information Systems	1,000,000		-	
	Total Capital	1,850,000		-	

**TRAVIS COUNTY HEALTHCARE DISTRICT D/B/A
CENTRAL HEALTH
BOARD OF MANAGERS**

RESOLUTION ADOPTING THE FISCAL YEAR 2013 BUDGET

The Travis County Healthcare District Board of Managers hereby adopts the Travis County Healthcare District Fiscal Year 2013 Budget, consisting of this resolution, the Travis County Healthcare District Fiscal Year 2013 Budget Program Expenditure Summary (attached as Attachment A), and the Travis County Healthcare District Fiscal Year 2013 Budget Line Item Expenditure Detail (attached as Attachment B), all incorporated herein by reference as if set out in full, subject to the following provisions:

1. The attached Travis County Healthcare District Fiscal Year 2013 Budget shall be the official budget of the Travis County Healthcare District for Fiscal Year 2013. This budget and, except as set forth in paragraphs 4 and 5 herein, any changes thereto must be approved by the Travis County Commissioners Court before they become effective.
2. Expenditures made pursuant to the Travis County Healthcare District Fiscal Year 2013 Budget shall be controlled by the Travis County Healthcare District Fiscal Year 2013 Budget Program Expenditure Summary. All expenditures by or on behalf of the Travis County Healthcare District pursuant to the Travis County Healthcare District 2013 Budget shall be made in strict compliance with the Travis County Healthcare District Fiscal Year 2013 Budget Program Expenditure Summary as hereby adopted or as amended from time-to-time by the Travis County Healthcare District Board of Managers.

3. The following Programs of the Travis County Healthcare District Fiscal Year 2013 Budget include the following line items from the Travis County Healthcare District Budget Line Item Expenditure Detail (as seen in Attachment B):

HEALTHCARE DELIVERY includes personnel expenses with line items 07.01 through 27.10, operating expenses with line items 30.01 through 85.03, and healthcare services with line items 61.05 through 98.50.

ADMINISTRATION includes personnel expenses with line items 05.20 through 27.10 and operating expenses with line items 07.01 through 98.92.

TAX COLLECTION includes line items 60.03 and 60.04.

TOBACCO SETTLEMENT includes line items 72.00 through 72.30.

DISPROPORTIONATE SHARE PROGRAM includes line items 71.00 through 71.30.

RESERVES includes line items 98.60, 98.91, and 98.98.

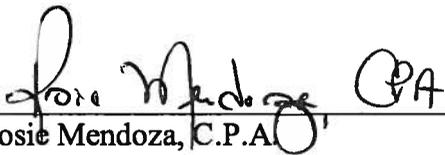
CAPITAL includes line items 81.12, 81.04, 81.02, and 80.02.

4. The Travis County Healthcare District Board of Managers may amend the DISPROPORTIONATE SHARE PROGRAM (line items 71.00 through 71.30) and the associated revenue line items if the Board determines that such amendments are necessary to receive funding available under the Medicaid Disproportionate Share Hospital program and/or the Medicaid Upper Payment Limit Program and to reflect the appropriate pass-through of funds received.

5. The Travis County Healthcare District Board of Managers may amend the TOBACCO SETTLEMENT PROGRAM (line items 72.00 through 72.30) and the associated revenue line items if the Board determines that such amendments are necessary to receive funding available under the Tobacco Settlement Permanent Trust Account and to reflect the appropriate pass-through of funds received.

ADOPTED this 1st day of August, 2012.

TRAVIS COUNTY HEALTHCARE DISTRICT BOARD OF MANAGERS



Rosie Mendoza, C.P.A.
Chairperson



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Who We Are

The Travis County Healthcare District (doing business as “Central Health”) was created by vote of the Travis County electorate in May 2004. Its purpose is the provision of medical and hospital care to eligible residents of Travis County, a responsibility that was previously shared by Travis County and the City of Austin prior to Central Health’s creation. Central Health’s mission is to create access to healthcare for those who need it most.

While Texas law defines eligible residents as individuals at or below 21% of the federal poverty level (currently \$4,841 for a family of four), Central Health defines its identified population as uninsured or underinsured residents up to 200% of the federal poverty level (currently \$46,100 for a family of four).

Central Health has adopted the role of community steward in considering its responsibility to those in need of health care services and to all Travis County taxpayers. Central Health developed this fiscal year 2013 budget to help support the most appropriate level of care to our target population and to assure that taxpayer dollars are used in the most effective manner possible.

From its inception in fiscal year 2005, Central Health has worked consistently to fulfill its mission of creating access to healthcare for those who need it most. Over the last eight years, Central Health has steadily increased the provision of healthcare services to its population and has worked with a variety of healthcare providers and stakeholders to augment and improve the healthcare safety net here in Travis County. At the same time, Central Health has gradually but steadily increased its revenue and expenditures to carry out its mission: in fiscal year 2005, total expenditures were \$58.5 million; in fiscal year 2013, total expenditures in this budget are \$117.7 million.

1115 Medicaid Waiver and 10 in 10 Initiative

Central Health owns University Medical Center Brackenridge (UMCB), the safety-net hospital here in Travis County that provides acute and specialty care to our Medical Access Program population as well as trauma services to all residents in an 11 county region. UMCB is operated by the Seton Healthcare Family under a long-term lease arrangement. Since Central Health began operations in 2004, Seton and Central Health have collaborated to provide a continuum of healthcare services, with Central Health focusing on primary, specialty and behavioral health care. While we have made some progress in our efforts to integrate the healthcare delivery system, there is still much to be done to ensure care is delivered at the right time and the right place.

Central Health and Seton are fortunate this year to have the opportunities presented to us by the Texas Healthcare Transformation and Quality Improvement Program, also called the 1115 Medicaid waiver, and by Senator Kirk Watson’s 10 in 10 initiative to accomplish a number of projects that will benefit Travis County, including: implementing an integrated delivery system to provide enhanced primary care, specialty care, behavioral health services, and women’s health services; building a medical school; and, building a modern teaching hospital. We believe that the waiver and the 10 in 10 initiative offer a unique platform on which we can build a truly integrated system. To that end,



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

the parties have entered into a letter of intent to modernize and advance our public-private partnership through the creation of an integrated delivery system. This partnership has served the community well but it must be updated to upgrade the local healthcare delivery system in order to serve the community better.

We are waiting on further guidance from the Texas Health and Human Services Commission (HHSC) and do not yet have the information we need to understand the full extent of what we may be able to achieve through the waiver. We know that there may be as much as \$689 million available for Region 7 over the five years of the waiver to fund changes to our delivery system (including a local match of 40%) and we are working now on a plan to maximize funding and to optimize the changes to the system.

Although we will begin to receive waiver funds in fiscal year 2013, they will be recorded and spent through the integrated delivery system described above and are not included in this budget.

Fiscal Year 2013 Operating Budget

Central Health's current tax rate (fiscal year 2012) is 7.8900 cents per \$100 of assessed value. This 2013 budget includes a total tax rate of 7.8946 cents per \$100 of assessed value, which is the effective tax rate. The total rate includes an operating tax rate of 7.7599 cents and a debt service rate of .001347. The debt service tax rate will provide debt service funds for Certificates of Obligation that fund the purchase and renovation of a large facility in southeast Travis County and a portion of the construction cost of Central Health's North Central Community Health Center, the remainder of which was funded with Federal grant dollars.

Structural Balance

In last year's budget process, we discussed the need to achieve structural balance, meaning that our revenue structure is adequate to fund our operating expense budget without significant use of reserves. However, the advent of the 1115 waiver alleviates this concern for structural balance, at least for the foreseeable future. Last year, for example, one of the cost drivers contributing to our projected structural imbalance was the addition of the VA facility into operations in 2015. Our hope is that the service expansion we intend for that facility can be wholly or largely paid for by the waiver – but we will not know for certain until we better understand the reimbursement from the 1115 waiver and the role the facility will play in the integrated delivery system now under development.

Use of Reserves

This year (2012) we budgeted to use \$19.8 million in total reserves.. In this proposed budget, we are projecting to use only \$4.7 in reserves. This is due primarily to the use of reserves last year for one-time items, in particular the transfer of \$12.5 million to Sendero for paid-in capital and the use of \$2.3 million for Sendero start-up costs.



CENTRAL HEALTH

Fiscal Year 2013 Proposed Budget Executive Summary

Service Expansion Funds

As we did last year, we are including \$3 million in service expansion funds. In some prior years, these funds were categorized along expected lines of use, but this year all \$3 million is undesignated.

Significant Changes

In order to expand our capacity to make intergovernmental transfers under the 1115 waiver, we have converted the additional rent that Seton has traditionally paid us to a base rent amount, which qualifies as public funds available for local match. In total, the change to our rent payments from the current budget is an increase of about \$2.4 million. In addition, we expect an increase to our property tax revenue of about \$4.9 million as a result of new property although again we are coming in at the effective tax rate in this proposed budget. Significant changes to our expense budget include the following:

- A decrease in Sendero paid-in capital of \$12.5 million. Sendero does not anticipate the need for any additional capital in 2013;
- A decrease in Sendero start-up costs of \$2.3 million – these were a one-time expense in the current year;
- A decrease in payments to the ICC of \$500,000 for one-time costs related to the upgrade of the ICARE system;
- An increase of \$817,700 in payments to Sendero for management of our MAP population;
- An increase in payments to the City of Austin EMS Department of \$300,000;
- An increase of \$499,825 for CommUnityCare;
- An increase of \$1,376,000 to other primary care provider contracts and \$118,000 for specialty care provider contracts

Other Items

This proposed budget also includes increases of approximately \$800,000 for additional administrative resources, mostly for legal or consulting resources that may be needed to plan and implement the integrated delivery system. It also includes \$202,000 for programs in zip code 78744. Funds for this project were allocated in the current year but have not been spent, and they are being rolled over to the 2013 budget to implement projects previously approved.

Although our total healthcare delivery program budget is almost \$9 million less in this proposed 2013 budget than in the current-year budget, we have in fact increased our ongoing budget for healthcare services by about \$6 million – the reduction in total program funding is due to the fact that we had significant non-recurring expenses in the 2012 budget related to Sendero, as described above.



CENTRAL HEALTH

Attachment A

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Revenue and Expense Summary Budget

DESCRIPTION	FY 2012 APPROVED BUDGET	FY 2013 PROPOSED BUDGET
TAX RATE	0.078900	0.078946
SOURCES OF FUNDS		
Property Tax Revenue	75,073,380	79,944,069
Seton Lease-Base Revenue	1,155,396	30,926,640
Seton Lease-Additional Revenue	27,353,875	-
Interest Revenue	800,000	200,000
Tobacco Litigation Settlement Revenue	1,300,000	1,900,000
Contributions from Reserves	19,797,981	4,695,551
TOTAL SOURCES	125,480,632	117,666,260
USES OF FUNDS		
Healthcare Delivery Expense	118,188,333	109,204,886
Administration Expense	6,410,121	7,535,087
Tax Collection Expense	882,178	926,287
TOTAL USES	125,480,632	117,666,260
RESERVES		
Capital	-	-
HMO - Risk-Based Capital	15,083,000	15,083,000
Contingency Reserve (formerly Allocated Reserve)	41,974,471	38,344,255
Emergency Reserve (formerly Unallocated Reserve)	35,792,220	37,289,153
TOTAL RESERVES	92,849,691	90,716,408
CAPITAL BUDGET		
Land	-	-
Building	-	-
Facility Improvements	850,000	-
Equipment & Information Systems	1,000,000	-
TOTAL CAPITAL	1,850,000	-



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
HEALTH CARE DELIVERY					
	Personnel Expenses				
07.01	Salaries - Regular Salaries	1,468,766		1,376,025	
20.02	Benefits - FICA Tax-OASDI	90,447		78,000	
20.03	Benefits - Hospitalization	206,532		175,667	
20.04	Benefits - Life Insurance	1,834		1,189	
20.05	Benefits - Retirement Contribution 401a	83,233		66,151	
20.05	Benefits - Def Comp 457	10,357		10,209	
20.06	Benefits - Worker's Compensation	6,762		6,762	
20.07	Benefits - FICA Tax-Medicare	21,298		18,451	
20.08	Benefits - Dental	9,886		6,097	
20.09	Benefits - LTD/STD	4,028		2,869	
20.10	Benefits - Other 2012	3,508		3,508	
25.00	PTO	138,631		127,323	
27.10	Benefits-Unemployment	7,325		7,325	
20.10	Benefits - Cell Phone Allowance	416		936	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(255,506)		(100,000)	
	Subtotal Personnel Expenses	1,797,517	1.43%	1,780,512	1.51%
	Operating Expenses				
30.01	Supplies - Supplies, Equip & Furniture	29,740		29,740	
30.02	Supplies - Software	2,500		2,500	
30.03	Supplies-Hardware	6,600		6,600	
30.05	Supplies-Minor tools, office furniture	9,334		9,334	
30.16	Supplies - Meetings & Refreshments	1,000		1,000	
40.07	Professional Svc - Consulting	410,000		410,000	
40.12	Professional Svc - Legal	50,000		50,000	
40.99	Professional Svc - Other Professional Services	123,900		123,900	
41.02	Communication - Postage/Freight	20,075		20,075	
41.06	Cellular Phone	1,440		1,440	
42.02	Routine Travel - Auto Mileage-Employees	4,855		4,855	
42.06	Contracted Transportation	2,820		2,820	
60.27	Printing/Copying	85,000		85,000	
60.29	Advertising	50,000		50,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
61.03	Rent - Office Equipment	6,000		6,000	
65.01	Prof Dev - Subscriptions & Publications	2,560		2,560	
65.02	Prof Dev-Professional Memberships	1,300		1,300	
65.03	Prof Dev-Travel Meals & Lodging	3,108		3,108	
65.04	Prof Dev - Training & Seminars	9,200		9,200	
65.05	Prof Dev-Professional Licenses	1,000		1,000	
84.01	Depreciation	2,800,000		2,800,000	
84.01	Addback for non-financial use	(2,800,000)		(2,800,000)	
85.03	Payments-Certificates of Obligation	1,456,378		1,456,378	
	Subtotal Operating Expense	2,276,810	1.81%	2,276,810	1.93%
	Healthcare Services				
61.05	OAC-Rental equipment (MAP)	3,000	0.00%	3,000	0.00%
62.77	OAC-Other Medical (MAP)	100,000	0.08%	100,000	0.08%
62.81	OAC-Continuity Clinic-Paul Bass	709,647	0.57%	709,647	0.60%
62.82	OAC-Blackstock	202,045	0.16%	262,045	0.22%
62.91	OAC-Seton Hospital	4,251,734	3.39%	4,018,605	3.42%
62.90	OAC-CommUnityCare	38,393,926	30.60%	38,893,751	33.05%
62.82	OAC-El Buen Samaritano	1,020,000	0.81%	1,800,000	1.53%
62.82	OAC-Lone Star Circle of Care	3,029,995	2.41%	4,364,995	3.71%
62.93	OAC-People's Community Clinic	1,048,000	0.84%	1,398,000	1.19%
62.99	OAC-Volunteer Healthcare Clinic	100,000	0.08%	100,000	0.08%
62.92	OAC-UTMB	3,900,000	3.11%	3,900,000	3.31%
62.99	OAC-Recuperative Care Beds	300,000	0.24%	300,000	0.25%
62.82	OAC-Urgent Care	115,000	0.09%	166,000	0.14%
62.91	OAC-High Risk OB Clinic	(600,000)	-0.48%	-	0.00%
62.99	OAC-Dove Springs 78744	-	0.00%	202,000	0.17%
62.76	OAC-Transportation (MAP, non emergency & EMS)	396,822	0.32%	696,822	0.59%
62.86	OAC-Specialty Care-Vision	117,277	0.09%	235,277	0.20%
62.81	OAC-Paul Bass Specialty Care	462,000	0.37%	462,000	0.39%
62.95	OAC-Project Access	330,000	0.26%	330,000	0.28%
62.89	OAC-Austin Cancer Centers	334,000	0.27%	334,000	0.28%
62.89	OAC-Orthotics	27,000	0.02%	27,000	0.02%
62.99	OAC-CTR621 - Mental Health - ATCIC	7,925,319	6.32%	7,925,319	6.74%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
62.99	OAC-CTR622 - Mental Health - SIMS Foundation	265,000	0.21%	265,000	0.23%
62.94	OAC-Planned Parenthood	-	0.00%	400,000	0.34%
62.87	OAC-Seton Brack Pharmacy	171,670	0.14%	171,670	0.15%
62.97	OAC-Pharmacy PBM MedImpact	4,391,525	3.50%	5,444,687	4.63%
62.78	OAC-Dental Services (MAP)	596,711	0.48%	596,711	0.51%
62.83	OAC-Medicaid Payments - Regional UPL	24,000,000	19.13%	24,000,000	20.40%
62.80	OAC-Childrens Optimal Health	35,000	0.03%	35,000	0.03%
62.96	OAC-ICC	1,141,275	0.91%	641,275	0.54%
62.79	OAC-ICC Medicaider (MAP)	164,760	0.13%	164,760	0.14%
62.99	OAC-United Way	700,000	0.56%	700,000	0.59%
62.85	OAC-Sendero medical and claims management	2,682,300	2.14%	3,500,000	2.97%
98.50	OAC-Service Expansion Funds	3,000,000	2.39%	3,000,000	2.55%
62.99	OAC-HMO Start-up	2,300,000	1.83%	-	0.00%
98.50	OAC-Sendero paid-in capital	12,500,000	9.96%	-	0.00%
	Subtotal Healthcare Services	114,114,006	90.94%	105,147,564	89.38%
	Total Healthcare Delivery	118,188,333	94.19%	109,204,886	92.81%



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
ADMINISTRATION					
	Personnel Expenses				
07.01	Salaries - Regular Salaries-Operations	2,650,793		2,604,114	
07.91	Salaries - Reserve	200,000		200,000	
20.02	Benefits - FICA Tax-OASDI	144,512		139,695	
20.03	Benefits - Hospitalization	294,454		209,913	
20.04	Benefits - Life Insurance	3,404		2,345	
20.05	Benefits - Retirement Contribution 401a	154,546		144,711	
20.05	Benefits - Def Comp 457	26,616		24,032	
20.06	Benefits - Worker's Compensation	6,438		6,438	
20.07	Benefits - FICA Tax-Medicare	38,359		37,022	
20.08	Benefits - Dental	10,020		6,442	
20.09	Benefits - LTD/STD	6,249		4,957	
20.10	Benefits - Other 2012	4,163		4,163	
25.00	PTO	251,801		248,377	
27.10	Benefits-Unemployment	6,795		6,795	
20.10	Benefits - Cell Phone Allowance	6,036		6,036	
05.20	Salaries - Administrator's Car Allowance	5,000		5,000	
20.10	Benefits - Employee Relocation Expense	5,000		5,000	
20.10	Salary/Benefits - Backcharges & \$100k Vac Savings	(450,858)		(356,289)	
	Subtotal Personnel Expenses	3,363,328	2.68%	3,298,751	2.80%
	Operating Expenses				
30.01	Supplies - Supplies, Equip & Furniture	21,600		21,600	
30.02	Supplies - Software	23,245		23,245	
30.03	Supplies-Hardware	33,000		33,000	
30.05	Supplies-Minor tools, office furniture	3,000		3,000	
30.11	General Maintenance	62,355		62,355	
30.16	Supplies - Meetings & Refreshments	10,250		10,250	
40.05	Professional Svc - Auditing	55,000		55,000	
40.06	Professional Svc - Accounting	21,000		21,000	
40.07	Professional Svc - Consulting	483,620		1,283,620	
40.08	Professional Svc - Data - IT Support	133,650		133,650	
40.09	Bank Fees	6,000		6,000	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
40.12	Professional Svc - Legal	611,500		611,500	
40.99	Professional Svc - Other Professional Services	6,100		6,100	
41.02	Communication - Postage/Freight	3,870		3,870	
42.02	Routine Travel - Auto Mileage-Employees	5,300		5,300	
42.06	Contracted Transportation	1,200		1,200	
42.07	Routine Travel - Travel, Meals & Lodging	5,000		5,000	
42.09	Business Meetings & Meals	4,000		4,000	
44.01	Insurance - General Insurance Premium	99,526		99,526	
48.01	Public Utility Svcs - Utilities	32,100		61,140	
48.02	Public Utility Svcs - Telephone Lines	1,700		1,700	
48.04	Water	10,400		10,400	
48.05	Waste Disposal	5,600		5,600	
48.06	Gas	5,946		5,946	
60.08	OPS-Contracted Employees	26,000		26,000	
61.02	Rent - Land & Buildings	32,600		32,600	
60.27	Printing	54,500		54,500	
60.29	Advertising (includes \$25,000 public notice)	92,250		92,250	
60.37	OPS-Retirement fees	12,000		12,000	
60.37	OPS-Benefit Services	86,500		86,500	
60.40	OPS - Reimbursed Services - Travis County	108,351		108,351	
60.50	OPS-CAN	25,000		25,000	
60.50	Custodial	124,775		124,775	
60.52	Security	95,670		138,512	
60.53	Records storage	8,965		8,965	
61.03	Rent - Office Equipment	28,000		28,000	
61.04	Rents & Leases (property)	94,000		265,180	
64.06	Employee Relations	42,000		42,000	
65.01	Prof Dev - Subscriptions & Publications	12,700		12,700	
65.02	Prof Dev-Professional Memberships	34,323		34,323	
65.03	Prof Dev-Travel Meals & Lodging	19,250		19,250	
65.04	Prof Dev - Training & Seminars	36,064		36,064	
65.05	Prof Dev-Professional Licenses	675		675	
75.21	Misc - Legislative Services	163,200		163,200	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
75.22	Misc - Employment Recruiting	3,300		3,300	
98.92	Reserve for property insurance, utilities	300,000		446,481	
	Subtotal Operating Expense	3,046,793	2.43%	4,236,336	3.60%
	Total Administration	6,410,121	5.11%	7,535,087	6.40%
	Tax Collection				
60.03	OPS - Appraisal District Svcs	409,178		429,637	
60.04	OPS - Tax Collector	473,000		496,650	
	Subtotal Tax Collection Expense	882,178	0.70%	926,287	0.79%
	Tobacco Settlement				
72.00	Tobacco Settlement Rcvd-payable to Travis County	143,000		301,000	
72.20	Tobacco Settlement Paid to Travis County	(143,000)		(301,000)	
72.10	Tobacco Settlement Received-payable to Seton	338,000		870,000	
72.30	Tobacco Settlement Paid to Seton	(338,000)		(870,000)	
	Subtotal Tobacco Settlement				
	Disproportionate Share Program				
71.00	Disproportionate Share/UPL IGT payable to Seton	42,423,584		-	
71.20	Disproportionate Share/UPL IGT sent	(42,423,584)		-	
71.10	Disproportionate Share Received payable to Seton	10,339,765		-	
71.30	Disproportionate Share Paid - Seton	(10,339,765)		-	
	Subtotal Disproportionate Share	-		-	
	TOTAL EXPENSE	125,480,632	100%	117,666,260	100%
	Tax Collection Expense	(882,178)		(926,287)	
	TOTAL EXPENSE LESS PASS THROUGH & TAX COLLECTION	124,598,454		116,739,973	



CENTRAL HEALTH

Attachment B

Fiscal Year 2012 Approved and Fiscal Year 2013 Proposed Budget Expense Detail

ACCT	DESCRIPTION	FY 2012 APPROVED BUDGET	%	FY 2013 PROPOSED BUDGET	%
	RESERVES				
98.60	Capital Reserve	-		-	
98.91	HMO - Risk-Based Capital	15,083,000		15,083,000	
98.91	Contingency Reserve (formerly Allocated Reserve)	41,974,471		38,344,255	
98.98	Emergency Reserve (formerly Unallocated Reserve)	35,792,220		37,289,153	
	Total Reserves	92,849,691		90,716,408	
	CAPITAL BUDGET				
81.12	Land	-		-	
81.04	Building	-		-	
81.02	Facility Improvements	850,000		-	
80.02	Equipment & Information Systems	1,000,000		-	
	Total Capital	1,850,000		-	

**TRAVIS COUNTY HEALTHCARE DISTRICT D/B/A CENTRAL HEALTH
BOARD OF MANAGERS**

RESOLUTION ADOPTING THE *AD VALOREM* TAX RATE FOR YEAR 2012

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

It is necessary to levy for the current 2012 Travis County Healthcare District d/b/a Central Health tax year *ad valorem* taxes on each \$100 valuation of all taxable property in the Travis County Healthcare District d/b/a Central Health as follows:

MAINTENANCE AND OPERATIONS :
\$.077599 Total Maintenance and Operations Tax

DEBT SERVICE:
\$.001347 Total Debt Service Tax

I. The following was adopted by the Travis County Healthcare District d/b/a Central Health Board of Managers on August 1, 2012:

On motion by: Tom Coopwood, M.D., and
seconded by: KATRINA DANIEL,

There is hereby levied for the current tax year an *ad valorem* tax of \$.077599 for each \$100 valuation of taxable property for general operating purposes.

Voting in favor of the motion:

Rosie Mendoza, CPA
Rosie Mendoza, C.P.A., Chairperson

Anthony Haley
Anthony Haley, Secretary

Tom Coopwood, M.D.
Tom Coopwood, M.D., Manager

absent
Clarke Heidrick, Manager

absent
Rebecca Lightsey, Manager

absent
Frank Rodriguez, Vice-Chairperson

Brenda Coleman-Beattie
Brenda Coleman-Beattie, Treasurer

Katrina Daniel
Katrina Daniel, Manager

absent
Lynne Hudson, Manager

II. The following was adopted by the Travis County Healthcare District d/b/a Central Health Board of Managers on August 1, 2012:

On motion by: KATRINA DANIEL, and

Seconded by: TOM COOPWOOD, M.D.,

There is hereby levied for the current tax year an *ad valorem* tax of \$.001347 for each \$100 valuation of all taxable property for debt service and to provide sinking funds and to pay interest on the outstanding debt issuances which include certificates of obligation.

Voting in favor of the Motion:

Rosie Mendoza CPA
Rosie Mendoza, C.P.A., Chairperson

Anthony Haley
Anthony Haley, Secretary

Tom Coopwood M.D.
Tom Coopwood, M.D., Manager

absent
Clarke Heidrick, Manager

absent
Rebecca Lightsey, Manager

absent
Frank Rodriguez, Vice-Chairperson

Brenda Coleman-Beattie
Brenda Coleman-Beattie, Treasurer

Katrina Daniel
Katrina Daniel, Manager

absent
Lynne Hudson, Manager

III. The following was adopted by the Travis County Healthcare District d/b/a Central Health Board of Managers on August 1, 2012:

On motion by: KATRINE DANIEL, and

Seconded by: TOM COOPWOOD, M.D.,

The two components of the Travis County Healthcare District for the current year having been approved in this resolution, property taxes are increased by the adoption of a tax rate of \$.077599 for maintenance and operations; the adoption of a tax rate of \$.001347 for total debt service; and there is hereby levied for the current tax year a total Travis County Healthcare District *ad valorem* tax of \$.078946 for each \$100 valuation of all taxable property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY .06 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.58 (FIFTY-EIGHT CENTS).

Voting in favor of the motion:

Rosie Mendoza CPA
Rosie Mendoza, C.P.A., Chairperson

absent
Frank Rodriguez, Vice-Chairperson

Anthony Haley
Anthony Haley, Secretary

Brenda Coleman-Beattie
Brenda Coleman-Beattie, Treasurer

Tom Coopwood M.D. Manager
Tom Coopwood, M.D., Manager

Katrina Daniel
Katrina Daniel, Manager

absent
Clarke Heidrick, Manager

absent
Lynne Hudson, Manager

absent
Rebecca Lightsey, Manager

AN ORDER OF THE COMMISSIONERS COURT RELATED TO
THE TRAVIS COUNTY HEALTHCARE DISTRICT
MAKING TAX LEVIES FOR THE TAX YEAR BEGINNING JANUARY 1, 2012

DATE: August 7, 2012

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

It is necessary to levy the following *ad valorem* taxes on each \$100 valuation of all taxable property in Travis County for the Travis County Healthcare District for the tax year beginning January 1, 2012, which will be due no later than January 31, 2013 at the following tax rates:

MAINTENANCE AND OPERATIONS:
\$.077599 Total Maintenance and Operations Tax

DEBT SERVICE:
\$.001347 Total Debt Service Tax

I. The following was adopted by the Commissioners Court for the Travis County Healthcare District on August 7, 2012:

On motion by: _____, and

Seconded by: _____,

There is hereby levied for the current tax year an *ad valorem* tax of \$.077599 for each \$100 valuation of taxable property for general operating purposes.

Voting in favor of the Motion:

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

II. The following was adopted by the Commissioners Court for the Travis County Healthcare District on August 7, 2012:

On motion by: _____, and

Seconded by: _____,

There is hereby levied for the current tax year an *ad valorem* tax of \$.001347 for each \$100 valuation of all taxable property for debt service and to provide sinking funds and to pay interest on the outstanding debt issuances which include certificates of obligation.

Voting in favor of the Motion:

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

III. The following was adopted by the Commissioners Court for the Travis County Healthcare District on August 7, 2012:

On motion by: _____, and

Seconded by: _____,

The two components of the Travis County Healthcare District for the current year having been approved in this order, property taxes are increased by the adoption of a tax rate of \$.077599 for maintenance and operations; the adoption of a tax rate of \$.001347 for total debt service; and there is hereby levied for the current tax year a total Travis County Healthcare District *ad valorem* tax of \$.078946 for each \$100 valuation of all taxable property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY .06 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.58 (FIFTY-EIGHT CENTS).

Voting in favor of the motion:

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

DONE IN OPEN MEETING on August 7, 2012.

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

ATTACHMENT A

**TRAVIS COUNTY HEALTHCARE DISTRICT
FISCAL YEAR 2013 BUDGET**

ATTACHMENT B



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action on Reappointment of Larry Tucker as Travis County Appointee to the City of Austin Animal Advisory Commission.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

In 1992, the Animal Advisory Commission was created to advise the Austin City Council and the Travis County Commissioners Court on compliance with § 823.005 of the Texas Health and Safety Code.

Using the provisions of the Health and Safety Code, the Commission was established and made up of nine members to be appointed from the community (City of Austin Code, Article 2). Article 2 of the City Code also makes provision for one appointment by the Travis County Commissioners Court. In addition, members of the Commission need not reside within the corporate city limits of Austin.

On July 28, 2009, Travis County Commissioners Court appointed Larry Tucker as its representative to the Animal Advisory Commission; his term was set to expire August 1, 2012.

STAFF RECOMMENDATIONS:

On May 21, 2012, in anticipation of the expiration of his current term as Travis County's appointed representative to the Animal Advisory Commission, Mr. Tucker notified the City Clerk of his interest in continuing to serve on the Commission.

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

After reviewing the provisions of the Texas Health and Safety Code, Animal Advisory Commission rules, and consulting with representatives from the City of Austin and the City Clerk's office, as well as Mr. Tucker's communication of his interest, Staff recommends that the Court approve his reappointment as the County's representative to the Animal Advisory Commission.

ISSUES AND OPPORTUNITIES:

In order to maintain Travis County representation on various local boards and committees, it is in the best interest of the County to appoint individuals with the appropriate background and interest to positions on these boards and committees. Under the Commission's rules, as member's terms expire they can continue to serve until reappointed or are replaced. Mr. Tucker was initially appointed to serve as the Travis County appointee to the Animal Advisory Committee upon the expiration of the term of Cathy Olive, who had expressed an interest in stepping down from that position.

Currently, the City of Austin's City Clerk's office collects and maintains a database of applications from parties interested in serving on the many boards, commissions and committees. The City Clerk makes information available when vacancies and reappointments are necessary to maintain appropriate membership on the boards and committees. Applications can be obtained online at the City of Austin website (<http://www.austintexas.gov/department/boards-and-commissions>) and are kept on file for a period of 12 months.

FISCAL IMPACT AND SOURCE OF FUNDING:

Approving this request will not increase the Travis County Budget.

REQUIRED AUTHORIZATIONS:

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

David Salazar

From: Larry Tucker <[REDACTED]>
Sent: Monday, July 30, 2012 4:53 PM
To: David Salazar
Cc: Sherri Fleming; Juanita Jackson; Melissa Velasquez; Cheryl Aker; Parham, Candy; Morrison, Laura; Rush, Barbara; larry.tucker
Subject: Re: Animal Advisory Commission

Hi David,

Thanks for your e-mail and voice mail message. Yes, I would like to continue to serve on the Animal Advisory Commission and have filled out the paperwork at the City Clerk's office. Additionally, I've asked Candy Parham to send you the paperwork if that is helpful (copied here). Please let me know if you need anything else.

Sincerely,

Larry Tucker

On Mon, Jul 30, 2012 at 2:09 PM, David Salazar <David.Salazar@co.travis.tx.us> wrote:

This email is a follow-up to the phone call regarding your interest in continuing to serve as the Court's appointee to the Animal Advisory Commission.

It is our understanding that you would like to retain a seat with the AAC, but we need confirmation in writing before requesting the Court place an item on their agenda. Please notify us by letter or email whether or not you would like us to seek your reappointment to this position.

We look forward to hearing from you and thank you for your service.

David A. Salazar

Executive Assistant

Travis County Health and Human Services and Veterans Service

512-854-4107 office

512-787-0990 mobile

Board and Commission Applicant Information

Tucker, Larry

Date of Application Received May 21, 2012

Applicant Name: Tucker, Larry

Mail Address: [REDACTED], Austin, TX, 787[REDACTED]

Email Address: [REDACTED]

Phone Number: • (512) [REDACTED] (Preferred)
• (512) [REDACTED] (Work)

Ethnicity: Caucasian

Gender: Male

Geographic Area: Out of City

City of Austin Resident: No

Employer: [REDACTED]

Occupation: Senior Account Executive

Disability:

Resume:

[REDACTED]

Board or Commission Name and Specific Qualifications:

- **Animal Advisory Commission**

Qualifications: None

Tucker, Larry

Austin, TX 787

(512) (Preferred)

(512) (Work)

RESUME

Employment History

September '09 to present Senior Sales Executive
(formerly), a division of .

June '99 to September '09 Major Accounts Executive

May '93 to June '99 Advertising Manager

Animal Welfare Experience

2011 Recipient of the Henry Bergh Leadership Award

Past Chair, City of Austin/Travis County Animal Advisory Commission

City of Austin Animal Center volunteer

President, Central Texas Animal Alliance

American Pets Alive speaker 2011, 2012

No Kill Conference speaker 2012



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Elizabeth Montgomery, 854-3124

Elected/Appointed Official/Dept. Head: David Escamilla, County Attorney

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE: Consider and take appropriate action regarding proposed changes to Chapter One of the Travis County Code, Commissioners Court Rules of Procedures and Citizens Communication.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS: N/A

STAFF RECOMMENDATIONS: N/A

ISSUES AND OPPORTUNITIES: N/A

FISCAL IMPACT AND SOURCE OF FUNDING: N/A

REQUIRED AUTHORIZATIONS:

John Hille, County Attorney, 854-9513

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

DAVID A. ESCAMILLA
COUNTY ATTORNEY

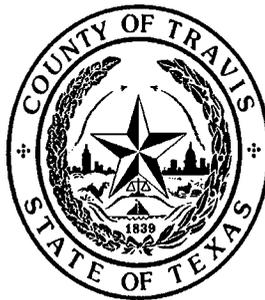
STEPHEN H. CAPELLE
FIRST ASSISTANT

JAMES W. COLLINS
EXECUTIVE ASSISTANT

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

P. O. BOX 1748
AUSTIN, TEXAS 78767

(512) 854-9513
FAX: (512) 854-4808



TRANSACTIONS DIVISION

JOHN C. HILLE, JR., DIRECTOR †

BARBARA J. WILSON

MARY ETTA GERHARDT

TENLEY A. ALDREDGE

JAMES M. CONNOLLY

DANIEL BRADFORD

† Member of the College
of the State Bar of Texas

July 24, 2012

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

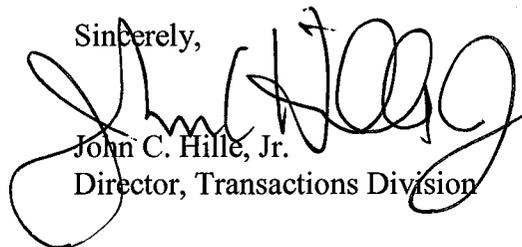
Re: Location of Commissioners Courtroom; Our File No. 61.561

Dear Judge Biscoe:

As we discussed a few weeks ago, the County Code needs to be revised to reflect additional locations for Commissioners Court meetings. I have reviewed this revision with Records Management for accuracy.

Recall, the Commissioners Court will still need to take the statutory vote in January for future regular meetings. Please contact me if you have further questions.

Sincerely,



John C. Hille, Jr.
Director, Transactions Division

Enclosure

cc: Steven Broberg, Records Management

**ORDER OF THE TRAVIS COUNTY COMMISSIONERS COURT
REPEALING AND REPLACING SECTION 1.002 COMMISSIONERS COURT RULES
OF PROCEDURE**

STATE OF TEXAS
COUNTY OF TRAVIS

§
§

Pursuant to Sections 1.0051 and 1.0052 of the Travis County Code, the Travis County Commissioners Court makes the following order:

1. The current content of Section 1.002, Chapter 1 of the Travis County Code, Commissioners Court Rules of Procedure, is repealed in its entirety and replaced with the form of Section 1.002, Chapter 1, Commissioners Court Rules of Procedure, attached to this order.

Date of Order: _____

Travis County
Commissioners Court

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gomez
Commissioner, Precinct 4

Chapter 1. Commissioners Court Rules of Procedure

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1.002	Meeting Place and Times
1.003	Preparation of Court Agenda
1.004	General Rules
1.005	Amending or Suspending Rules
1.0051	Amending this Travis County Code
1.0052	The Official Copy of the Travis County Code
1.006	(Available for Expansion)
1.007	Road District Policy Procedures (Attached)
1.008	Partial/Periodic Reduction of Performance Security
1.009 – 1.012	(available for expansion)
1.013	Tax Collector's Determination of Possible Delinquent Taxes Owed by Vendors/Providers
1.014	Robert's Rules of Order
1.015	(available for expansion)
1.016	Department Reorganization Guidance Procedures
1.017	Commissioners Court Appointments to Committees and Boards
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1.019	County Vehicle Usage Policy
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1.021	Policy for Naming County Parks and Park Facilities

1.001 Intent of Rules¹

The following Rules of Procedure are adopted by the Travis County Commissioners Court as directory rules to promote the orderly conduct of its business and to make its formal methods of operation known to citizens who have business before the Court.

1.002 Meeting Place and Times²

- (a) The Commissioners Court will meet routinely in the Commissioner's Courtroom, 1st floor, 700 Lavaca Building, 700 Lavaca St, Austin, Texas, or in the Commissioner's Courtroom, 1st Floor, Travis County Administration Building, 314 W. 11th Street, Austin, Texas. Commissioners Court, Executive Sessions, Public Hearings and other special meetings may be held at the following locations: Travis County Courthouse, 1000 Guadalupe, Travis County Courthouse Annex, N.L. Gault Building, 1010 San Antonio County Meeting Room located at 5501 Airport Blvd., Austin/Travis County Emergency Operations Center, 5010 Old Manor Road, City Council Chambers of all municipal governments in Travis County and School Board meeting rooms of all school districts in Travis County.
- (b) The Commissioners Court will meet in a Voting Session at 9:00 a.m. on Tuesdays, unless special notice is given to the contrary.

¹ Sections 1.001 through 1.004 amended 2/3/1998, Item 3

² Sections 1.001 through 1.004 amended 2/3/1998, Item 3

Travis County Commissioners Court Agenda Request

Item 25



Meeting Date: August 7, 2012

Prepared By/Phone Number: Lisa Rush, Law Library, 854-9290

Elected/Appointed Official/Dept. Head: Steven Broberg, Director of RMCR *S. Broberg*

Commissioners Court Sponsor: Admin Ops Subcommittee – Judge Samuel T. Biscoe and Commissioner Margaret Gomez

AGENDA LANGUAGE:

- A. Consider and take appropriate action on the Law Library’s request to make permanent the consolidation of its Granger and Courthouse operations.
- B. Receive briefing and take appropriate action on Law Library’s 2012 Operational Report and FY13 budget presentation

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached documentation titled:

- A. “Brief Report: Consolidation of Granger Law Library and Courthouse Self-Help Center.”
- B. “Travis County Law Library 2012 Operational Report”

STAFF RECOMMENDATIONS:

- A. Staff recommends that the Law Library consolidation be made permanent.
- B. Staff recommends that the briefing on 2012 Operational Report and FY13 budget presentation be received.

ISSUES AND OPPORTUNITIES:

Please see attached documentation titled:

- A. “Brief Report: Consolidation of Granger Law Library and Courthouse Self-Help Center.”
- B. “Travis County Law Library 2012 Operational Report”

FISCAL IMPACT AND SOURCE OF FUNDING:

Please see attached documentation titled:

- A. “Brief Report: Consolidation of Granger Law Library and Courthouse Self-Help Center.”
- B. “Travis County Law Library 2012 Operational Report”

REQUIRED AUTHORIZATIONS: Admin Ops Subcommittee

Brief Report: Consolidation of the Law Library and Courthouse Self-Help Center

Follow-Up to: Tuesday, November 22, 2011 Court Session, Item #30

Background/Summary

In December 2011 the Law Library initiated a six-month test of consolidating its two locations. The self-represented litigant services were moved from the smaller Courthouse Self-Help Center (SHC) and merged with the Granger Law Library.

The Law Library requested the consolidation for the following reasons and achieved these results:

Reasons for Consolidation

At 525 square feet, room 118 was over-crowded.

There was not enough room to fully serve the patrons.

It was difficult to staff two locations. The Law Library used Granger staff, temporary staff, and Information Booth staff to compensate. Staff suffered stress related to the number of patrons, the hurried nature of serving the patrons in such a limited space, and the noise.

Results After Consolidation

At 3,650 square feet there is more room for the patrons to work in the Granger Law Library.

Rather than leaving immediately with forms, patrons fill out their forms at the tables, giving librarians more opportunities to help them.

Scheduling staffing for the full business hours is easier now though the workload has not declined. Staff provides more assistance to each patron because patrons now remain in the library to work at the tables and computers. Staff still suffers from workload-related stress.

Staff Recommendations:

The Law Library would like to keep its operations consolidated in the Granger Building. Staff recommends that the consolidation of the Courthouse Self-Help Center with the Granger Law Library be made permanent.

Issues and Opportunities:

Consolidating the Self-Help Center into the Granger Law Library was successful in that we have more room in Granger for self-represented litigant patrons to fill out their paperwork prior to filing in court. Co-locating the staff means that the librarians can give them more assistance.

However, two new issues have emerged:

1. Self-represented litigant patrons who once would have visited the courthouse Self-Help Center to just pick up forms and leave, now remain in Granger to fill out the forms. The patrons work at the tables or use the automated forms applications on the public access computers. This is positive since it means the patrons can get more help from the librarians – one of the goals of the consolidation. The downside is that the Granger Law Library becomes crowded and noisy during parts of the day.
2. The second issue is that the attorneys who visited the Granger Law Library before the consolidation are not coming as often nor staying as long, possibly because it is noisier and the work tables are frequently occupied. The Law Library would like to find a way to bring the attorney patrons back and believes that creating an attorney-client meeting and mediation room in one of the offices that will be vacated by Media Services in August could help. Noise could be reduced if we could create a waiting area for the children and family members of self-represented litigant patrons.

After discussion of space needs with Facilities Management, their recommendation was that the Library expand into the space vacated by Records Management and Media Services. The Law Library agreed that this would be a good solution to the Library's space constraints.

By expanding into the vacated space, the Law Library will be able to provide waiting areas for the families, more table space for patrons, and mediation rooms for attorneys. The vacated space is enough to meet the Law Library's needs through 2018 per the Facilities Management master space plan.

Fiscal Impact

The consolidation should save \$6,500 per year as the duplicate materials in the Self-Help Center will no longer be needed.

Travis County

Law Library Operational Report 2012

With Projections for the Next Five Years

7/30/2012

Law Library Operational Report 2012

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Introduction – What the Law Library Does

The Travis County Law Library provides legal information to the courts, the legal community, and to the litigants of Travis County.

A legal community that has access to the legal research and tools can more effectively provide the information to the courts. This is particularly important in indigent defense cases in which the appointed attorney may only have access to legal research databases because of the Law Library.

Some litigants, called “Self-Represented Litigants” (SRLs) interact with the courts without the help of an attorney. When they do, it is the job of the Law Library’s **Reference** Division to ensure that they have equal access to the forms, statutes and case law they need.

The **Technical Services** division, responsible for centralized budgeting, databases contracts, and book processing, ensures that judges receive their law books and can access online legal research databases they need. The division also supervises the Information Booth in the Heman Marion Sweatt Civil Courthouse.

The Library is often the self-represented litigant’s first point of contact with the courts. Informed, prepared litigants benefit courthouse efficiency and improve access to justice. In its ten-year history the **Self-Help Services** program has helped 30,000 litigants to complete their case through an uncontested process – saving court time that might otherwise be spent correcting errors, holding unneeded hearings, and clearing up confusion.

Lastly, the Law Library is a *connector* in the community. The Law Library connects its patrons to services (not just legal aid services) and to the courts.



Forms = Access to the Courts

Forms are mentioned throughout this report because forms are among the most important tools provided by the Law Library.

Without forms, the litigant has little chance of presenting his or her civil case to the judge. Because so few reliable, substantively correct legal forms are drafted and sold specifically for self-represented litigant use, the Law Library reference attorneys created the forms needed for the Self-Help Services program. Over the past 10 years, these forms have become very important to litigants and county law libraries in Texas.

With the help of a grant in 2005-2006, the forms were expanded from just name change and divorce forms to occupational license and modification of child support forms and more. The Law Library publishes the forms on www.TexasLawHelp.org, a website maintained by Texas Legal Services Center (TLSC). TLSC reports that 62 % of the SRLs who download the forms earn less than \$26,000 per year.

In 2011 the forms were adopted as the model for the Supreme Court of Texas’ standardized forms initiative.

Law Library Services

Reference

The Law Library reference staff members assist library visitors by listening carefully to their questions and then providing information about their legal issues in print or online.

When attorneys need librarian help, it is most often with searching the legal research databases or with particularly difficult research questions. Librarians email cases and statutes to attorneys upon request.

Non-attorney litigants are called “self-represented litigants” (SRLs). Librarians help self-represented litigant (SRL) patrons understand in general terms how their issues are handled by the court. Often SRLs need both information and legal advice. Librarians refer SRLs to local bar lawyer referral service and to the legal aid clinics for legal advice.

“Helping patrons understand general legal procedure often helps them understand their legal issues. If patrons leave the library without resolving their issue, they still leave better informed about their issue, the courts, and what attorneys can do.”

- Judy Helms, Reference Supervisor

Projection: Reference Services in 2018

In another five years Law Library will still be *the* source of legal information and forms, and its role as referral source to community resources will have expanded.

The reference librarians will continue to inform patrons about the court system but will do so with more tools. Patrons will receive information via video, in-person workshops, social media such as chat, etc. The Law Library will work to expand its information kits to include housing and consumer law and civil procedure for self-represented litigants. Reference librarians will still give patrons paper forms if they want them but will steer these patrons toward online legal forms automation programs on the patron access computers. The programs will ask patrons question and generate legal forms based on their answers.

For attorneys, the Law Library will continue to serve as a source of books but will increase access to electronic resources. Attorneys will be able to reserve mediation and conference rooms. Solo practitioners will refer their limited scope clients to the Law library to retrieve forms that the attorney will then review.

Library staff will need to develop new skill sets. A survey of other county law libraries showed that the Travis County Law Library could improve on some services, particularly those that require communication by chat or social media.

Our reference staff have
73 years of experience

Josie Arjona – 24 years



Geri Krohn – 24 Years



Judy Helms – 12 Years



Delores Harris – 12 Years



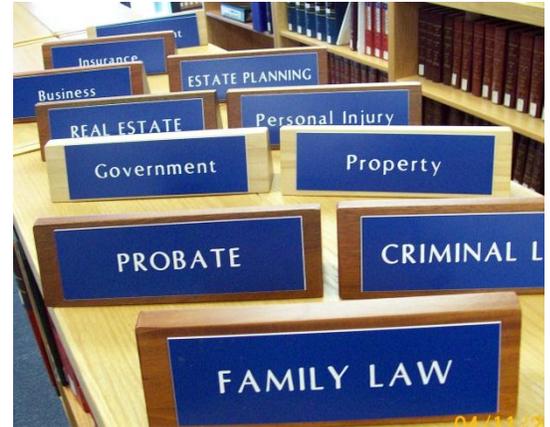
Sindy Torres – 1 Year

Law Library Services -- continued

Technical Services & the Information Booth

The major duties of the Technical Services staff are to:

- maintain the public access computers,
- help patrons to use the computers,
- keep the library and judges' print collections current,
- manage the online database access for the library and the courts,
- order and pay for print and online materials for the library and the court,
- maintain the library's web page, and
- provide back-up to the reference desk.



Courthouse Information Booth

The Technical Services supervisor, Melinda Ledesma, also supervises the Information Booth in the Heman Marion Sweatt Civil Courthouse. The Information Booth provides notary services and accurate directional information to visitors and callers.

The Information Booth function was transferred to the Library on October 1, 2006. The library developed reference aids and directional and information guides to give faster responses to routine visitor questions.

Staff salaries, except for the supervisor, are funded from the General Fund, not the Law Library fund.

Projection: Technical Services in 2018

Over the last few years the Law Library reduced the print collection to mostly statutes and forms books. The Library supplemented the collection with robust online legal research databases. The content of the collection is unlikely to change except for the possible addition more online federal materials. If the Law Library is relocated to a new civil court house built next to the new federal courthouse, the Library will be the closest library to the federal courts.

The Law Library's patron access computers are used daily for legal research and other applications. The Law Library will expand patron access to technology by adding scanners and additional computers.

Over the next few years, patrons will use the public access computers to complete automated forms, watch how-to videos, and eFile court documents. Technical Services will provide patrons instruction on how to eFile. (eFiling is mandatory for attorneys in most civil cases but self-represented litigants can complete forms by hand on paper. At some point, SRLs will be required to eFile also.)

Technical Services publishes the Library webpage and the family law forms content on www.TexasLawHelp.org. The staff will automate the most frequently requested forms so that patrons can complete the forms online using a question-and-answer format that includes audio and video help.

Law Library Services -- continued

Self-Help Services

The Law Library's Self-Help Services began with a major goal: to help unrepresented litigants get *enforceable* court orders.

Child support orders demonstrate why correct, enforceable court orders are important. When a support order is drafted correctly, the judge spends less time reviewing the order. The employer receives the correct documentation needed to withhold support from the paying parent's income. The agencies that enforce child support orders can do so. The children are more likely to receive support. The litigant does not need to return to court for corrections. This results in a significant time savings for all parties.

It starts with a reference interview –

The reference attorneys created instruction kits that include forms to address the most common requests. When a SRL contacts the Self-Help Center -- either in person or by phone -- a law librarian conducts a reference interview to determine the SRL's issue. If the issue is one for which we have prepared kits, the law librarian then provides the forms and instructions. Otherwise the librarian refers the patron to legal aid, lawyer referral or other social service; or helps the SRLs conduct their own legal research using the Library's collection.

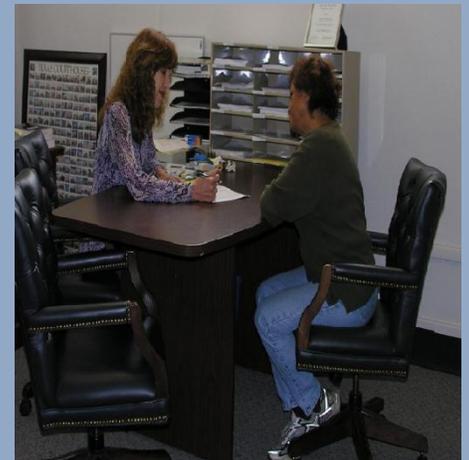
Reference Attorney Appointments

If the SRL has an uncontested family law case, either agreed or default, a librarian schedules an appointment for the SRL with an on-staff reference attorney. Before the appointment, each SRL must complete and sign an intake form. By signing the intake form the SRL acknowledges that the reference attorney cannot give legal advice and no attorney client relationship is created.

At the appointment, the reference attorney helps the SRL complete family law forms and explains the steps to complete the case. If the SRL needs legal advice or representation, the reference attorney refers them to a lawyer referral service or legal aid office. The reference attorney refers the SRL if it is determined that the case is contested or if the SRL has resources or issues that complicate the case beyond our ability to assist. For example, divorcing SRLs who need real estate documents drafted or need to divide retirement plans are referred to a lawyer referral service.

Reference attorney appointments, available in both English and Spanish, last between 20 and 60 minutes, depending upon if children are involved in the case. **There is generally a month wait for an appointment.** The Library decreased the wait to 8 days this summer by hiring a temp reference attorney to work 10 hours a week.

29,9502 =
Patrons helped directly by
the reference attorneys since
2002.
29 % in appointments
71 % at Uncontested Docket



Reference Attorney at Uncontested Docket

In addition to appointments, a reference attorney attends the Civil District Courts' twice daily uncontested docket. At docket, the reference attorney reviews the court file, pleadings, and proposed orders of all self-represented family law litigants.

If the SRL is ready to present their case to the judge, the reference attorney attaches a checklist to the paperwork so the judge can quickly see that all procedural requirements have been met. The reference attorney also make notes at the bottom of the checklist regarding the substance of the proposed orders such as who is being awarded custody, type of visitation, the amount of child support and who's ordered to provide health insurance. The judge then looks at the checklist, the SRL reads the testimony provided by the reference attorney and the judge signs the orders.

It usually takes the judge only about 2-3 few minutes to complete each case. **If the Reference attorney were not at docket, the judge would spend 10 minutes or more to complete each case.**

SRLs do not approach the bench unless the reference attorneys determine that they are ready. If the SRL is not ready because they need legal advice and/or representation, the reference attorney refers the SRL to legal aid or the local lawyer referral service. If the SRL has not completed all procedural steps, the reference attorney explains what procedural steps still need to be completed and how to complete them. If the SRL simply needs help completing additional paperwork, the attorney helps the SRL complete the paperwork right then in court, time permitting, or asks the SRL to make an appointment with the reference attorney to finish filling out the paper work.

Language Access

The Law Library began providing bilingual reference attorney appointments and forms in 2006. It has become increasingly difficult to meet the demand for bilingual services. In addition, there is generally a months-long delay between an update of an English form and the translation of that form into Spanish.

To address these gaps, the Law Library converted half of a supervisory position into a half-time bilingual paralegal/interpreter position in 2011. However, due to demand for bilingual reference services, the paralegal was assigned to the reference desk. For the FY13 budget, the Law Library is requesting a full-time bilingual librarian.

NATIONAL Influences

Due Process for Self-Represented Litigants Addressed by SCOTUS

United States Supreme Court issued an opinion about due process for the self-represented litigants on June 20, 2011 and, for the first time in 25 years, addressed what courts must do to ensure that SRLs are given access to justice.

The implications for *Turner v. Rogers* are being studied nation-wide but the Nation Center for State Courts' publication *Future Trend 2012* emphasized two important points:

1. "The Supreme Court explicitly approved – indeed in some cases required the use of forms in self-represented litigant cases, thereby putting to final rest any claim of their inappropriateness."
2. "The Court reached out to endorse the concept of neutral court staff providing assistance to litigants."

Source: "Turner v. Rogers: Improving Due Process for the Self-Represented" Future Trends in State Courts 2012, National Center for State Courts.

DOJ Issues Guidance Letter Regarding State Court's Obligation to Provide Language Access.

On August 17, 2010, the Justice Department clarified the obligations of courts to provide interpretation and translation services to those with Limited English Proficiency (LEP).

The letter explains require courts receiving federal financial assistance to provide meaningful access to all civil, criminal or administrative hearings, at no charge to LEP individuals.

The Travis County Civil Court's LEP plan became the model recommended by the Office of Court Administration.

Source: Department of Justice Office of Public Affairs, August 17, 2010. www.justice.gov/opa/pr/2010/August/10-crt-930.html

Law Library Services -- continued

Projection: Self-Help Services in 2018

Over the last few budgets, the Law Library shifted the application of its resources away from an attorney-centric books and online collection to SRL-centric services and forms development. This shift in resources and continued transition towards self-help will continue.

The Law Library’s self-help program covers self-represented litigant information needs well if the issue is *uncontested (agreed) and family law*. But if the issue is contested or something other than family law (such as eviction), there are fewer information kits to help them. The Library plans to expand its how-to information kits to include more about housing issues and videos on civil procedures in contested cases.

The number of self-represented litigants is expected to increase dramatically. The American Bar Association (ABA) released a July 2012 report on the delivery of legal services. In it, the ABA stressed that self-represented interactions with the courts is now a nation-wide phenomenon.

The report, entitled “ABA Standing Committee on Delivery of Legal Services Report to the House of Delegates,” stated that, nationwide, between 60 and 90 percent of family law cases involved at least one self-represented party. Some states reported SRLs in as many as 97 percent of eviction cases. The Law Library understands that this trend is still developing in Travis County.

Though the Law Library is dedicated to providing legal information to self-represented litigants, we know that patrons would benefit most from legal advice – which the library cannot give. Other county law libraries have reported success with having volunteer “attorneys for the day” in the library to give advice on contested matters.

The ABA recommends limited scope representation by attorneys as a means to representation to litigants of modest means. Attorneys who used the limited scope business model charge an hourly rate or a flat fee for a specific service (such as review forms or a consultation) instead of collecting a retainer to work on the entire case. “When lawyers provide a limited scope representation, or ‘unbundle’ their services, they facilitate greater access to competent legal services.”

It will be helpful for the Law Library to partner with the local bar association to facilitate the limited scope business model. By doing so, we may serve both the attorneys and the self-represented litigants – and the courts will receive more attorney-reviewed orders in contested matters.

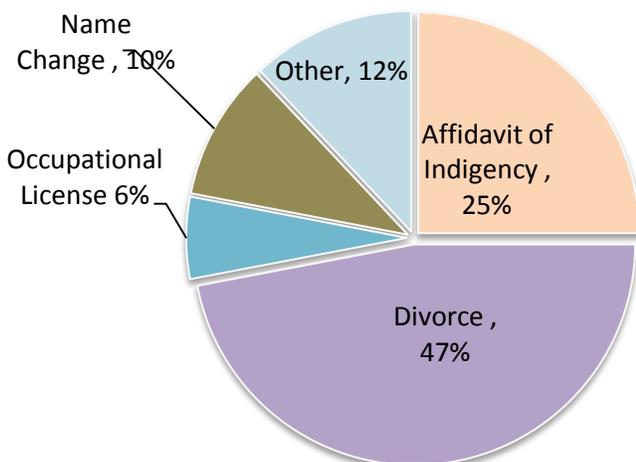


Smart Phones + Smart Codes = Video Answers to Legal Information Questions

Some 55% of Americans access the Internet on their cell phones. Pew Research reports that low-income Americans are more likely to access the Internet through cell phones than on personal computers.

The Law Library partnered with Media Services to create short informational videos about getting an Occupational Driver’s License and changing a name.

SRLs can see both videos by clicking on the printed smart codes at the Information Booth or Reference Desk or at www.TravisCountyLawLibrary.org



Technical Services staff will have responsibility for automating the Law Library’s forms, starting with the most frequently requested forms. (See pie chart at left.)

Instead of filling forms out by hand – and crossing out unneeded sentences – patrons answer questions and the software generates the form based on the answers. Patrons who have used a popular tax form preparation software will understand quickly how the legal forms automation software can help them.

Figure 1 Most Requested Information Kits

Program History

1983 – 1998

The Travis County Law Library was established in 1983 to provide legal information to the residents of Travis County. Funding for the Library came from a mix of the County Law Library filing fee and the General Fund. The Law Library consisted of a Courthouse branch used primarily by the public and a Granger Building branch used primarily by the county and district attorneys and the judges who officed in Granger. Between 1983 and 1995 the Law Library was part of the General Services Department. After a re-organization in administrative departments, it became part of the Records Management and Communication Resources Department (RMCR) in 1995.

1998-1999

For the first 15 years, almost all of the Library's patrons were attorneys or judges. Few patrons were non-attorneys representing themselves in court. In the late 1990s self-represented litigants began asking the Law Library for forms and procedural information. As SRL patrons began to make up a greater percentage of the Law Library's patronage, the Law Library began searching for ways to provide legal information in the formats non-attorney patrons needed.

At the same time, an increasing number of SRLs began appearing at the court's daily uncontested dockets. This caused considerable delay and frustration for Travis County's civil district judges. The judges were concerned about the enforceability of orders presented by SRLs.

2000

To address the issues of enforceability of SRL child support orders and the inefficiencies uninformed litigants added to the court process, the civil district judges created a Pro Se Committee in 2000. The committee developed a plan to create plain-language family law forms for SRLs that the Law Library could give to patrons.

The committee later developed a plan to have a reference attorney in the Law Library and at the courts daily uncontested dockets.

2001

In fall of 2001, the Travis County Commissioners Court approved the law library staff addition of a half-time reference attorney and a half-time temporary reference attorney. The reference attorneys were authorized to help SRLs fill out forms in uncontested family law cases. The reference attorneys assisted patrons on a first-come-first served basis in the courthouse.

2002-2004

The Granger 4th floor library moved to the first floor in 2002.

In the courthouse library, so many patrons waited for hours to meet with the reference attorneys that the appointment system was created. On March 2, 2002, the reference attorney program was formalized and, in addition to facilitating at docket and creating forms, reference attorneys began meeting with SRLs in appointments in the Granger Law Library. The Law Library considers this to be the beginning of the "Self-Help Program."

The legal forms created by the reference attorneys were published on the web. Other county law libraries began referring their patrons to the Travis County forms. In 2004 the Law Library was asked to join the forms committee of Texas Supreme Courts Access to Justice Commission. The Law Library continues to serve on various Access to Justice committees.

2005

In 2005 the Law Library was awarded a \$316,114 grant to create bilingual, easy-to-read forms for self-represented litigants for use that could be used state-wide. The forms were published to www.TexasLawHelp.org, a website managed by the Texas Legal Services Center. The Law Library continues to update these forms. The forms are used all over Texas.

Also in 2005, the large courthouse fourth floor library was closed. Its collection was added to that of the Granger Law Library, which was expanded. A small library branch in room 118 of the courthouse was created.

The new courthouse branch was too small to serve as a library and was converted into a Self-Help Center. The reference attorneys began meeting appointments in the Self-Help Center. Librarians provided information, forms, and access to computers and copiers. Attorneys used the Self-Help Center during trial as a business center but went to the Granger Law Library for research.

2006 - 2011

The Information Booth function was transferred to the Law Library on October 1, 2006.

The Law Library added free mediation services for family law patrons through a partnership with the Alternative Dispute Resolution Center.

The Self-Help Center remained in room 118 on the first floor of the Courthouse for five years. During this time, over 250,000 patrons visited the Self-Help Center. Space in room 118 became too small to hold the patrons or enough staff to serve them. In December 2011, the Self-Help Center program and staff were relocated back to the Granger Law Library.

In 2011 the Texas Supreme Court selected the Law Library to serve on its Task Force for state-wide uniform legal forms. The Travis County Law Library’s forms served as the model for the proposed uniform forms.

In January 2012 the family section of the Texas Bar Association asked the Supreme Court of Texas (SCOT) to disband the Task Force on Uniform Forms and to discontinue trying to promulgate standard forms for self-represented litigants. The SCOT refused and the work of the Task Force continues.

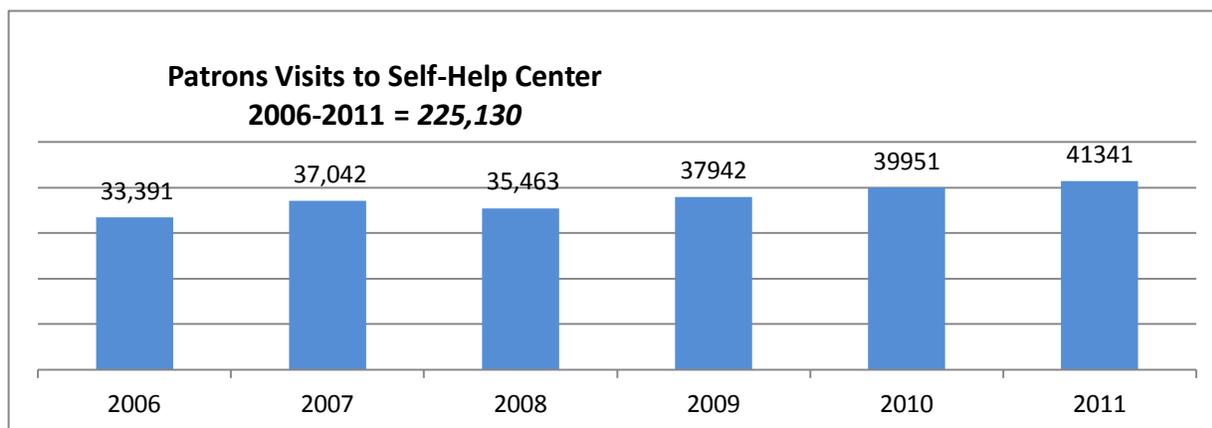
2012

Until the consolidation of the Self-Help Center into the Granger Law Library, the Granger branch was a quiet library used primarily by attorneys doing legal research and as a location to office the administrative side of the library.

After the Self-Help Center was moved back to the Granger, the Library became busier, louder, and crowded. SRL patrons often need to take time off work to visit the library and so stay at the library to take care of as much of their issue as they can. They bring their families, including children. Some attorneys, mostly solo practitioners, stopped coming to the Granger Law Library, probably because of the noise and crowd.

After we informed them of our space needs, Facilities Management recommended that the Library expand into the space vacated by Records Management and Media Services. The Law Library agreed that this would be a good solution to the Library’s space constraints.

By expanding into the vacated space, the Law Library will be able to provide waiting areas for the families, more table space for patrons, and mediation rooms for attorneys.



Revenue & Expenditure History

FY83 – FY99

The Travis County Law Library was established in 1983 to provide legal information to the residents of Travis County. Funding for the Library came from a mix of the County Law Library filing fee and the General Fund.

FY00 – FY05

The filing fee collected on behalf of the Law Library increased from \$15 to \$35 in FY00. The Law Library no longer needed supplemental revenue from the General Fund. The Law Library continued to order books and electronic access to legal materials for all the courts and departments but paid for these out of the Law Library fund.

In the fall of 2001, the Travis County Commissioners Court approved the staff addition of a half-time reference attorney and a half-time temporary reference attorney. To ensure that a reference attorney attended every uncontested docket, the Law Library hired temp attorneys to supplement the 1 reference attorney FTE.

FY06-FY07

In FY06 the Law Library completed a \$316,114 grant to develop bilingual legal information and forms for the TexasLawHelp.org website.

The Technical Services supervisor position was added in FY06. A .5 bilingual reference attorney was added in FY07, increasing the number of reference attorneys to 1.5 FTEs.

FY08-FY10

The Law Library began hiring temp librarians to assist staff to handle the increasing number of SRL patrons. When the wait for a reference attorney appointment reaches a month, the Law Library brings in temp reference attorneys to meet with appointments.

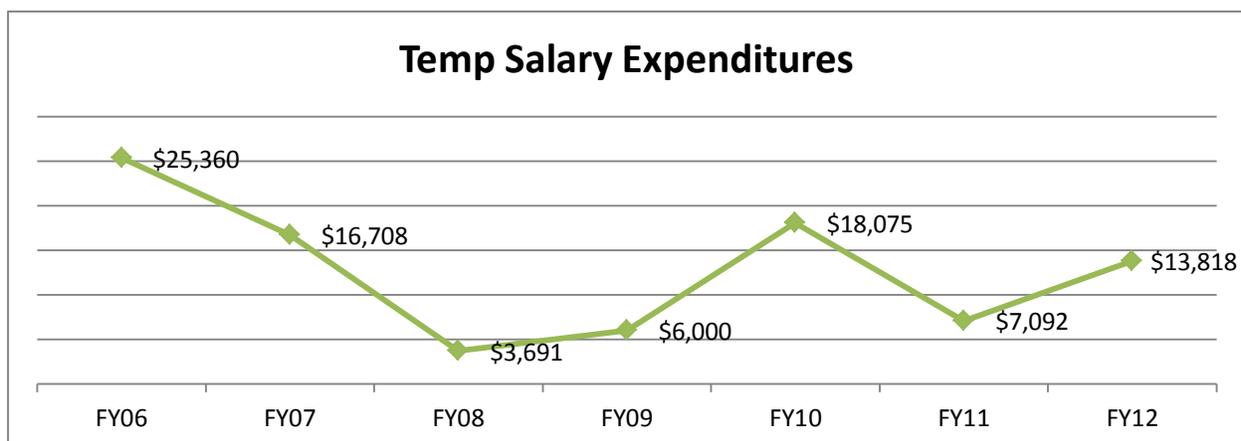
FY11-FY12

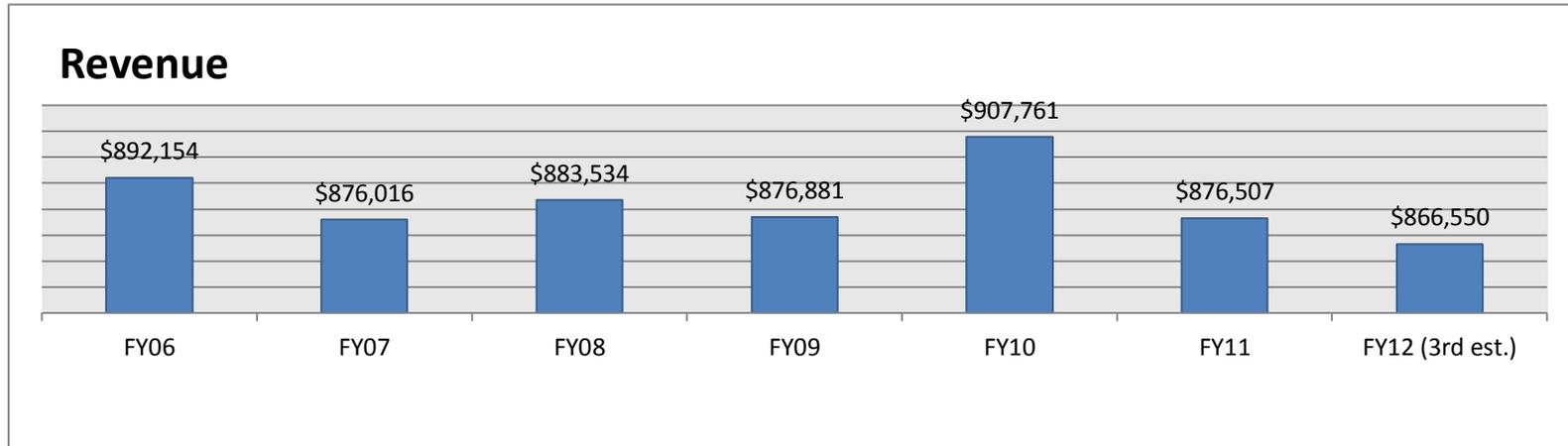
A drop in filing fee revenue, combined with increasing prices for legal materials, put financial pressure on the Law Library fund. The Law Library requested that departments pay for their own books and online access to databases in FY12.

Though the Law Library continued to order books for the courts, the General Fund paid for book purchases for the courts in FY12. The Law Library fund pays for the courts' online access to legal research databases.

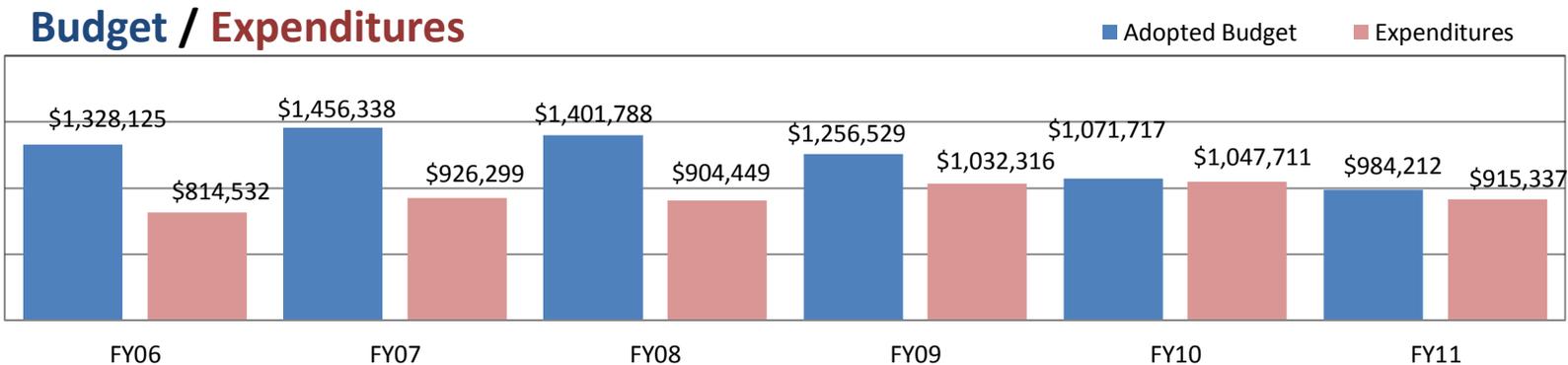
FY13 – Budget Request

In the FY13 budget, the Law Library requested that the General Fund pay for law books and online access for courts, and for additional librarian FTEs. Requested FTEs include a librarian, a part-time supervisor, and 10 hours of reference attorney time.





The Law Library is funded by a \$35 civil filing fee. The Law Library also charges for notary services and for print outs and copies.



As the top chart shows, revenue from filing fees has decreased. The Law Library successfully trimmed expenditures in FY11 and FY12 however increased need for services and inflation in book prices will continue to put pressure on the Law Library fund. In FY12 the Law Library requested that it be allowed to discontinue purchasing materials for courts and departments out of the Law Library fund and that the General Fund support these purchases instead. PBO concurred with the exception of online charges for the civil and criminal courts.

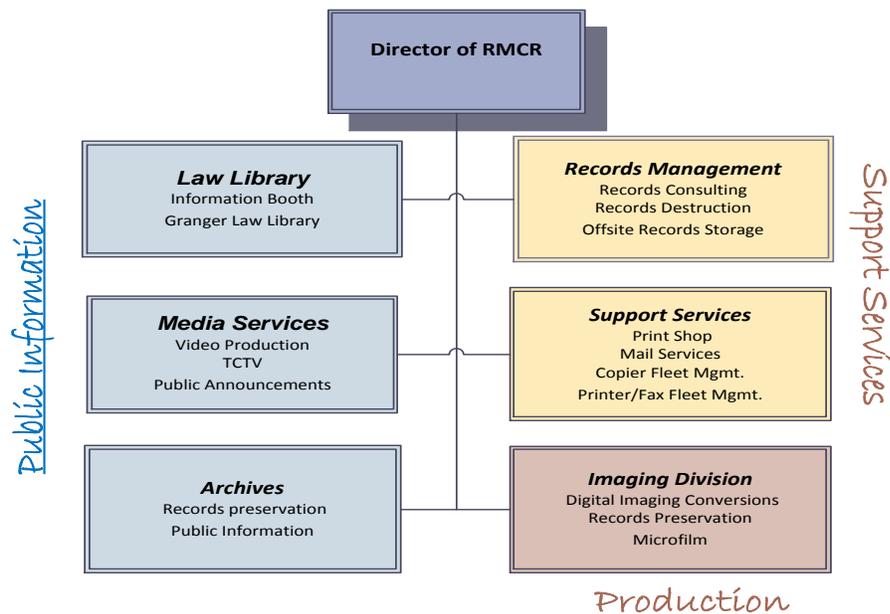
The same request was made in FY13. PBO concurred with the request with the exception of online charges for the criminal courts. **The Law Library will ask in its budget hearing for General Fund support for services that it provides to the courts**, including legal materials, supervision of the Information Booth, and the .5 docket attorney FTE.

Law Library Structure

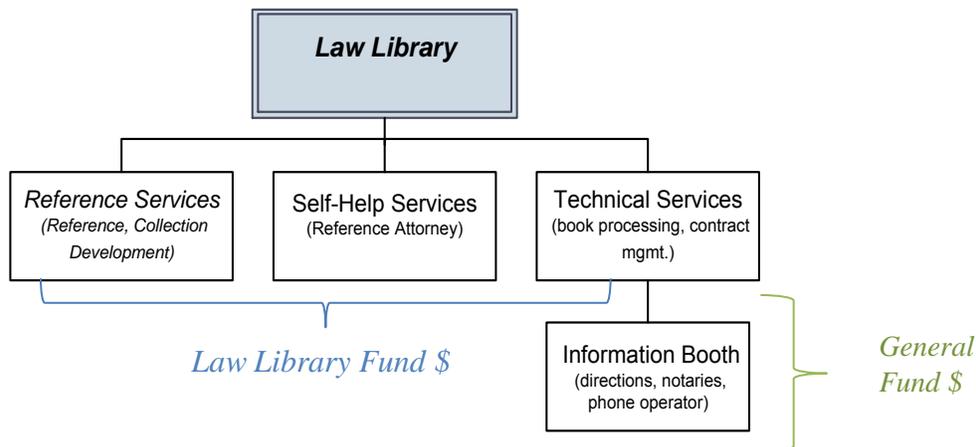
Records Management and Communications Resources (RMCR) has six divisions that support its mission to provide support services, public information, and production. The Law Library is one of RMCR's six divisions. It straddles two of the RMCR's mission areas:

- 1. Public Information** – The Law Library provides legal information to the residents and legal community of Travis County. The Law Library's Information Booth subdivision provides information and notary assistance to visitors and directory/information assistance to callers to the county.
- 2. Support Services** – The Law Library's technical services subdivision coordinates the contracting for online legal services for the courts and county departments. It coordinates budgeting, ordering, and distribution of law books to the courts.

RMCR Divisions



Law Library Subdivisions



State of the Law Library: Issues and Opportunities

Changing Expectations for County Law Libraries

Law libraries have long served a variety of constituencies, and are well-positioned to assume a broader role, with a particular focus on those historically excluded from access to justice. Put another way Law libraries have great potential to play an important role in making the judicial system more user-friendly and accessible for people without lawyers.

-- *The Sustainable 21st Century Law Library: Vision, Deployment and Assessment for Access to Justice*, by Richard Zorza. April 2012.

Space

Knowing of our need for more space, Facilities Management approached the Law Library in 2012 about expanding into the adjacent suite vacated by Records Management and Media Services. The new footprint would meet library growth needs as projected by Broadus and confirmed by the Law Library and Facilities. The increased space would also allow the Law Library to take advantage of volunteer attorneys and law students. The Law Library recommends approval of this space plan.

Volunteers

The Law Library and the University School of Law Pro Bono program piloted a new project during the spring 2012 semester. Under supervision of a reference attorney, a law student volunteer helped patrons complete their paper work *prior to the meeting with the reference attorney*. The result was time saving for the reference attorney and for the patron. The reference attorney could assist more patrons. The patron's appointment was more productive. The student learned about family law and assisting the public.

The UT Law Pro Bono Program asked the Law Library to accept five student volunteers for fall 2012 semester if Commissioners Court agrees. The Law Library cannot accept all five because there is not enough reference attorney time to supervise that many. At present, the Granger Law Library does not have room for that many volunteers.

Collaboration

The UT Law School is the newest of the Library's partners. The Law Library has worked closely with the Texas Legal Services Center (TLSC) for six years to develop content on the legal information website TexasLawHelp.org. The website became an online self-help center for Texans. The Travis County librarians and every other public reference law librarian in the state refer patrons to the site for forms, legal aid contact information, etc.

The Law Library also collaborates with the Texas RioGrande Legal Aid (TRLA), the Lawyer Referral Service, the Austin Dispute Resolution Center, and Volunteer Legal Services. The Law Library refers patrons to these and other community service agencies. The agencies provide the Library with informational materials and training, but also refer their customers to the Library when appropriate.

Collaboration with local bar associations could help us improve our services. For all of our services to SRL patrons, the Law Library knows that the SRLs would benefit most from legal advice – which the library cannot give. Other county law libraries have reported success with having volunteer “attorneys for the day” in the library to give advice on contested matters. The Law Library will work toward this collaboration.

State of the Law Library: Challenges

The largest challenge faced by the Travis County Law Library is serving the increased number patrons.

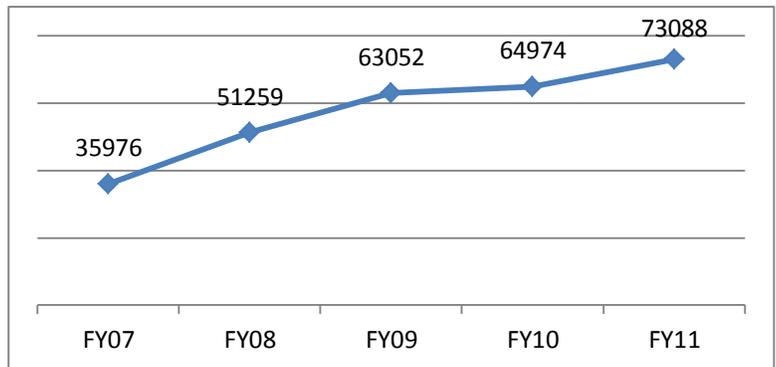
Over 73,000 patrons interacted with the Law Library last year. This represented an 11.5 percent increase over FY10. Growth in the number of patrons who visit or call the Library brings the challenges adequately staffing to meet patron needs.

Growth in Self-Represented Litigant Patrons

Self-represented litigants began coming to the Courthouse Self-Help Center in the tens of thousands in 2008. Perhaps not coincidentally, 2008 was the beginning of the financial crisis known as the Great Recession.

Currently, at least 70 percent of the Library’s patrons are self-represented litigants. The District Clerk’s Office estimates that 45 percent of divorce filings have at least one self-represented litigant and the courts expect the number of SRL to “go through the roof” over the next few years. The Law Library projects that the proportion of self-represent litigant patrons to attorney patrons will increase to 80 percent over the next five years.

*Patron interactions with the Library
Interactions include in-person visits and calls.*



Two factors may accelerate this. One is even further cuts to legal aid programs. Legal Aid has more applicants for its services than it can help now. Reduction in federal funding for legal aid services increases the number of litigants interacting with the courts without attorney representation.

The second factor is the threat of defunding for the Texas State Law Library. Texas State Law Library was defunded in 2011 Legislative session but was saved at the last minute. If the State Law Library is defunded in 2013, the Travis County Law Library customer base will expand to include state agencies and appellate courts located in Austin, plus the State Law Library’s walk-in patrons.

Library FTEs	
FY06	6.35
FY07	7.35
FY08	7.85
FY09	7.85
FY10	7.85
F11	7.75
FY12	7.75
FY13 (request)	9.5

Problems caused by insufficient staffing

The last FTE added by the Law Library was a .5 bilingual reference attorney in 2008. Since then, patron interactions with the Law Library grew by over 21,800 without an increase in staff.

SRL patrons need more assistance than do attorney patrons. Attorneys can be directed to the books or the computers, and with minimal instruction, perform their own legal research. But reference interviews can take 3 to 30 minutes per patron if the patron is a self-represented litigant. The current staffing level is inadequate to meet the workload demand of serving the SRL patrons.

The Law Library has struggled under the strain. During the last year, the reference librarians have expressed that they are exhausted. They speak so much to patrons during the day that they are hoarse in the evening. They worry that the afternoon patrons do not get as good service because, by 2 p.m., the reference librarians are “brain numb.” It bothers the librarians that patrons take off work to come to the library and they may be losing income as they wait long periods.

Patrons are affected by inadequate staffing in the form of wait time for reference help, delays in getting reference attorney appointments, and lags in translation of English forms into Spanish. The wait for a reference attorney appointment can be four to six weeks. If an SRL patron cannot get an appointment within a reasonable time, he or she is likely to file or attend court with incomplete paperwork. This wastes the courts' time and is counter-productive to the original goal of the Self-Help Services program.

There is also a gap between the level of service provided in English and in Spanish. Many SRL patrons either can only speak Spanish or are more comfortable processing the information they receive if it is delivered in Spanish. Often there is no staff on the reference desk who can help Spanish-speaking patrons. Forms that have been updated in English are left outdated in Spanish due to lack of staff time to translate.

There are new services the Law Library should explore but cannot do so without additional staff. For example, the University of Texas Pro Bono Program asked the Library to accept five volunteer law students for the fall 2012 semester. The students would help SRLs complete forms before meeting with the reference attorneys and assist the reference attorney in docket. The Library does not have the reference attorney time to train and supervise five students and so can only accept two or three.

The Law Library has taken several steps to mitigate the problem of inadequate staffing:

1. Our most successful mitigation step was to hire temp staff. Reductions in expenditures over the last two years enabled the Law Library to hire a temp reference attorney to work ten hours a week this summer. The wait for a reference attorney appointment dropped from four weeks to eight days. The Library also hired a bilingual temp librarian to work 20 hours a week. The temp librarian has been a tremendous help, both by helping the Spanish-speaking patrons and by relieving some of the stress on the reference librarians.
2. December 11, 2011 the Law Library consolidated the Courthouse Self-Help Center into the Granger branch. Consolidating the Courthouse Self-Help Center into the Granger Law Library helped, but wait times for librarian assistance can still be long, reference attorney appointments are booked four weeks in advance, and services and forms for Spanish-speaking patrons still lag behind those provided to English speaking patrons.
3. The Law Library publishes its information kits on the web. For frequently asked reference questions that have involved answers, we are working with RMCR to create short informational videos. The first two videos are online.
4. We take advantage of volunteers, such as attorney reviewers of forms and the University of Texas Pro Bono Program.

Solution

Although these mitigation efforts helped, the most effective solution is to increase staff. The Library requested additional staff in the FY13 budget. At the August budget hearing we will request 10 hours of reference attorney time (\$19,110), a part-time supervisor (\$37,597), and a bilingual librarian (\$56,035) be added to the staff. The total for the additional 1.75 staffing would be \$112,742

<i>FY13 Budget Request</i>	
10 hours a week reference attorney time (Increase .25 FTE to existing slot)	= \$19,110
Law Librarian = 1 FTE, pay grade 17, new slot	= \$56,035
Library supervisor = .5 FTE, pay grade 20, new slot	= \$37,597
1.75 FTE	Total: = \$ 112,742

In planning for the downtown campus, consultants estimated a need for a total of 23 FTE now and 31 in 2015. This is far from where the Law Library is now but does show that need for additional staff has been recognized and that the need will grow.

Conclusion

When the customers change, everything changes --

In 2007 the Travis County Law Library was a quiet little library used primarily by attorneys. Five years later it is a noisier, busier law library used primarily by non-attorney members of the public. The Law Library is still playing catch-up to the needs of the community.

What will the Law Library be like in another five years?

The year 2018 will mark the Law Library's 35th anniversary. The Law Library will be preparing to move to the Civil Courthouse. Its Self-Help Services program will be mature and include workshops and classroom instruction. Technical Services will have developed automated forms so workshop participants can leave the class with forms they have customized themselves to meet their needs.

Reference librarians will be familiar with more community services and can connect the patrons with those services. They will communicate to patrons in person, by phone, and via chat.

Public access technology will have expanded to include more computers, video instruction, automated forms, and scanners.

Attorney patrons will reserve conference and mediation rooms online. They will come to the Law Library's business center between hearings and on breaks to prepare further for trial.

The Law Library's hours may have expanded to include weeknight and Saturday access.

In short, the Law Library will be the same but better. There will be more access to more legal information. We will have caught up with the needs of our community.

Data Sources for Projections

This document used census data organized by the Travis County Health and Human Services in its report The Travis County Trend Profile and the United States Census Bureau's online FactFinder tool. By taking the Travis County demographic growth numbers, the Law Library was able to compare its services to law libraries in the counties that are currently the size that Travis County will be in 2018.

The law libraries used for comparison include Contra Costa and Sacramento county law libraries in California and Hennepin Law Library in Minneapolis, Minnesota. The King County (Washington) Law Library was also studied though Seattle has a larger population than Austin.

The Law Library interviewed attorneys, judges, staff members, and other members of the community for their predictions and ideas about the future of the courts and the Law Library.

The article *The Sustainable 21st Century Law Library: Vision, Deployment and Assessment for Access to Justice,* by Richard Zorza, April 2012, was particularly helpful.

Also helpful was the National Center for State Courts annual publications of Future Trends in State Courts.

ABA Standing Committee on Delivery of Legal Services Report to the House of Delegates, July 2012, American Bar Association provided statistics on the national trends in self-representation and recommendations for limited scope representation.

The Pew Internet & American Life Project contributed the statistics related to video usage on cell phones, and smart phone adoption rates. Of particular help was the report "Cell Internet Use 2012" published June 26, 2012 at <http://www.pewinternet.org/Reports/2012/Cell-Internet-Use-2012.aspx>

"Self-Represented Litigants and the Bar," January 24,2012, a post by former Office of Court Administrator Carl Reynolds on his blog CourTex is the source for Travis County data on SRL filing in divorce and on the usage of the TexasLawHelp forms. <http://courtex.blogspot.com/>



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, August 7, 2012
Prepared By/Phone Number: Deece Eckstein, 854-9754
Elected/Appointed Official/Dept. Head: Deece Eckstein, 854-9754
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON TRAVIS COUNTY APPOINTMENT TO THE AUSTIN TRAVIS COUNTY INTEGRAL CARE (ATCIC) BOARD OF TRUSTEES:

- A. ADOPT PROCEDURE AND TIMETABLE FOR APPOINTMENT PROCESS; AND,
- B. APPROVE APPLICATION PACKET FOR DISTRIBUTION TO INTERESTED PARTIES.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Backup materials to follow.

STAFF RECOMMENDATIONS: Backup materials to follow.

ISSUES AND OPPORTUNITIES: Backup materials to follow.

FISCAL IMPACT AND SOURCE OF FUNDING: Backup materials to follow.

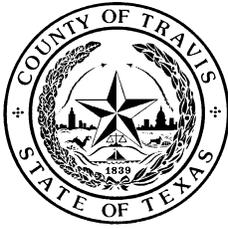
REQUIRED AUTHORIZATIONS: None.

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

NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

Sherri Fleming
County Executive, Health and Human Services & Veterans Services
Phone: 854-4581
Email: Sherri.Fleming@co.travis.tx.us

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



MEMO

- For Your Information**
- Action Required**

TO: Travis County Commissioners Court

FROM: Deece Eckstein, Coordinator, IGR

DATE: Tuesday, August 7, 2012

RE: ATCIC Board of Directors appointments

Summary and IGR Recommendation

The term of Richard Hopkins, one of three Travis County appointees to the Austin Travis County Integral Care Board of Trustees, expires on September 30, 2012. Under the Uniform Appointments Process adopted by the Court on March 6, 2012, the Court issued a Call for Applications at its last meeting. This week, IGR asks the Court to formally approve an applications process and packet for the appointment. IGR also asks the Court to schedule a work session for Thursday, September 27, 2012, so that it may interview candidates if it so chooses.

Background

Founded in 1967, Austin Travis County Integral Care provides community-based behavioral health and developmental disabilities services in Travis County, administering an annual budget of \$57 million of local, state and federal funding at 44 physical facilities. In the last year, Integral Care served more than 22,000 individuals and families, offering numerous services and programs year-round.

Integral Care was known as the Austin Travis County Mental Health Mental Retardation Center until September 2009, when its name was changed to reflect evolving attitudes and terminology and to honor the dignity of people who seek our services.

The Travis County Commissioners Court makes three appointments to the ATCIC Board. The term of one of them, Richard Hopkins, expires at the end of September. Mr. Hopkins has expressed interest in being reappointed to the board.

Qualifications of a Board Member

Members of the ATCIC Board of Trustees:

1. Are qualified voters in Travis County, Texas;
2. Possess skills, experience and abilities in one or more of the following areas:
 - ★ Commitment to improve the lives of people affected by behavioral health and developmental and/or intellectual challenges;
 - ★ Ability to learn, understand and comply with rules and standards governing the conduct of public business, including open government laws, governmental contracting and grant-making procedures, and accountability standards and measures;
 - ★ Extensive involvement in leadership roles on community boards or projects;
 - ★ Experience recruiting, hiring, and management senior management personnel;
 - ★ Demonstrated ability in understanding finance, comprehending and managing large budgets;
 - ★ Knowledge of, or commitment to learn about, applicable state and federal regulatory requirements;
 - ★ Knowledge of, or commitment to learning about, funding sources and mechanisms including their political and equity implications;
 - ★ Availability to commit to full participation as a board member;
3. Are reflective of the ethnic and geographic diversity of the local service area served by ATCIC; and,

4. Are able to comply with the Board of Trustees' performance standards and conflict of interest policy.

Appointment Process

Attachment A is a proposed outline and timetable for making the appointment. It broadly tracks the process adopted by the Court in previous appointments, including the CTRMA, CentralHealth, and the CapMetro Board of Trustees.

Application Packet

Attachment B is a proposed application packet, including:

- the call for applications
- a list of desired qualifications and skills
- an application form

These documents were developed with reference to the application form and process used for other Commissioners Court appointments, including the CTRMA, CentralHealth, and CapMetro boards.

Attachments

1. Outline of proposed process and timetable for ATCIC appointment. ("Attachment A")
2. Proposed Application Packet for ATCIC appointment(s). ("Attachment B")

ATTACHMENT A

TRAVIS COUNTY COMMISSIONERS COURT AUSTIN TRAVIS COUNTY INTEGRAL CARE (ATCIC) BOARD OF TRUSTEES APPOINTMENT Proposed Process and Timetable

- | | |
|--------------------------------|--|
| August 7 | Commissioners Court adopts selection process for ATCIC Board of Trustees appointment and reiterates call for applications |
| September 7 | Deadline for submission of applications |
| September 10 -
September 17 | Commissioners Court members reviews all applications, narrows down list of candidates to interview |
| September 25 | Commissioners Court decides whether to interview a short list of finalists and, if so, identifies them |
| September 27 | Commissioners Court work session interviews with finalists (if necessary) <ul style="list-style-type: none">• 40-minute interviews with each candidate• Prepared list of questions to be asked of each candidate• Open, but untelevised, session |
| September 30 | Current term of Travis County appointee expires |
| October 2 | Commissioners Court selects Travis County appointee to ATCIC Board of Trustees for a term running until September 30, 2014. |

ATTACHMENT B

**TRAVIS COUNTY
COMMISSIONERS COURT**

Appointment to the

**AUSTIN TRAVIS COUNTY
INTEGRAL CARE
BOARD OF TRUSTEES**

Proposed Applications Documents
Thursday, August 2, 2012
For Court Consideration and Action on
Tuesday, August 7, 2012

Travis County Commissioners Court



APPLICATION PACKET

for

**Appointment to the
Austin-Travis County
Integral Care
(A-TCIC)**

Board of Trustees

August 1, 2012

August 1, 2012

TO: Potential Applicants

FROM: Travis County Commissioners Court

SUBJECT: **A-TCIC Application Process, Timeline and Application**

Attached is the Austin-Travis County Integral Care (A-TCIC) Application Packet. Included in the packet are:

1. a description of the history and mission of A-TCIC;
2. a summary of the qualifications the County is seeking in its appointees; and
3. an application form.

The deadline for receipt of completed applications is 4:00 p.m. on Friday, September 7, 2012.

Applications may be submitted to:

Travis County Commissioners Court
Attn: Intergovernmental Relations Office
700 Lavaca, Suite 360
Austin, Texas 78701

Applications may also be submitted electronically in PDF format to:

IGR@co.travis.tx.us

Electronic copies of this packet can be requested by calling Deece Eckstein at (512) 854-9754 or emailing Deece.Eckstein@co.travis.tx.us. Also, paper copies of the application packet can be picked up at the IGR Office address noted above.

Call for Applications to the Austin Travis County Integral Care (ATCIC) Board of Trustees Representing Travis County

The Travis County Commissioners Court is seeking applications from qualified individuals to serve on the Board of Trustees of the Austin Travis County Integral Care (ATCIC). The Commissioners Court makes three appointments to the Board of Trustees, as do the City of Austin and Central Health. One appointment becomes available on October 1, 2012.

Founded in 1967, ATCIC provides community-based behavioral health and developmental disabilities services in Travis County, administering an annual budget of \$57 million of local, state and federal funding at 44 physical facilities. In the last year, Integral Care served more than 22,000 individuals and families, offering numerous services and programs year-round.

The Commissioners Court is looking for individuals who:

1. Are qualified voters in Travis County, Texas;
2. Possess skills, experience and abilities in one or more of the following areas:
 - ★ Commitment to improve the lives of people affected by behavioral health and developmental and/or intellectual challenges;
 - ★ Ability to learn, understand and comply with rules and standards governing the conduct of public business, including open government laws, governmental contracting and grant-making procedures, and accountability standards and measures;
 - ★ Extensive involvement in leadership roles on community boards or projects;
 - ★ Experience recruiting, hiring, and management senior management personnel;
 - ★ Demonstrated ability in understanding finance, comprehending and managing large budgets;
 - ★ Knowledge of, or commitment to learn about, applicable state and federal regulatory requirements;
 - ★ Knowledge of, or commitment to learning about, funding sources and mechanisms including their political and equity implications;
 - ★ Availability to commit to full participation as a board member;
3. Are reflective of the ethnic and geographic diversity of the local service area served by ATCIC; and,
4. Are able to comply with the Board of Trustees' performance standards and conflict of interest policy, as set forth on the following pages.

02.03 BOARD OF TRUSTEES POLICY

Title: Board of Trustees Administration and Operation

Section: Board of Trustees

Cross Reference: N/A

BACKGROUND

The Board has established performance standards for its membership.

Meetings of the Board and its committees are planned, organized and conducted according to Board Policy, applicable statutes and other appropriate regulations.

PURPOSE

It is the purpose of this policy to document the Board's practices regarding its administration and operations which are not included in the *Restated Articles of Organization* (the "Charter"), the Board's Bylaws or other Board Policies.

POLICY

1. Attendance

Board members are expected to attend all Board and Committee meetings. In accordance with the Austin Travis County Mental Health Mental Retardation Center Charter, an absence from three consecutive regularly scheduled meetings of the Board within a twelve month period, or four regularly scheduled meetings of the Board within a twelve month period, shall be deemed a dereliction of duty unless poor health is the cause of the absence or absences.

The Board shall annually review and report the attendance of its members to all sponsoring agencies.

2. Minutes

The Board and all Board Committees shall keep minutes of their proceedings which note all actions taken by the Board. Once approved, the minutes of the full Board meetings shall be distributed to DSHS and DADS, the sponsoring agencies, advisory committees, Center staff and made available to the public.

3. Background Materials for Board and Advisory Committee Members

Materials for Board and Committee consideration, including advisory committees, shall be distributed seven calendar days prior to regular meetings, provided, however, that this section shall not affect the validity of any Board action on such materials.

4. Agendas

The Executive Director shall develop and implement systematic procedures governing the preparation and distribution of Board and Board Committee, including Advisory Committee, agendas and related materials. The Board Chairperson has final authority for approving the Board agenda. Committee Chairpersons will retain final authority for approval of Committee agendas. All meetings shall be posted in accordance with the Open Meetings Law.

5. Diversity

In order to promote the appointment of members reflective of the ethnic and geographic diversity of the local service area and to ensure compliance with the statute, the Chair, as vacancies occur, shall provide written communication to the appropriate appointing agency describing the Board of Trustee's current geographic and ethnic composition, as well as a copy of all relevant statutes.

6. Proxy Voting

All votes on Board and Committee issues shall be made in person; telephone voting and voting via proxy shall not be permitted.

7. Compensation of Board Members

Board members are entitled to reimbursement for local and out-of-town travel expenses incurred in conducting Center business. Board members shall be subject to the same guidelines for reimbursement that apply to Center staff.

Effective Date: January 25, 1990

Revised Date: July 31, 2008

Approved: Toni Inglis

Signature: _____



CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

To All Members of the Board of Trustees:

The Center respects the rights of its trustees in their activities outside their positions of trust with the Center which are private in nature and which in no way conflict with or reflect upon the Center. The trustees have been carefully selected and their integrity and judgment are valued and trusted. This document is a safeguard for Board members so as to avoid any misunderstandings which might unintentionally involve a conflict of interest. To avoid any misunderstandings, the following statements of policy are made:

1. A conflict of interest is broadly defined as a conflict between the private interests and the official responsibilities of a person in a position of trust. Trustees are in positions of trust. The private interests of a trustee cannot conflict with his/her official duties as a representative of ATCIC nor with the interests of ATCIC.
2. Each trustee must avoid incurring any kind of financial or personal obligation which might affect his/her judgment in dealing for the Center with outside organizations, firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists which creates an embarrassing situation in respect to transactions of the Center.
3. Where there is any question about a conflict of interest, even though it may not exist in actuality, the particular situation should be disclosed in writing. For a trustee, the disclosure should be filed with the Chief Executive Officer or his/her designee. This action of disclosure is a protection for both the Center and the trustee. In most cases, the activity disclosed does not represent a conflict of interest which would require corrective action by either the Center or the trustee. The mere documentation via disclosure indicates good faith and rarely would additional action be required. It is the responsibility of the Executive Committee of the Board of Trustees to determine whether conflicts of interest do occur, and to take such steps as deemed appropriate to protect the Center.
4. Below is a list of areas about which care should be exercised by the trustee as potential conflicts of interest.
 - a. Holding a financial interest of over 1% (including stockholder, partner, joint venture, creditor, guarantor or director) in a firm which provides services or supplies, materials or equipment to the Center; or with a firm to which the Center provides services or makes loans; or engaging in such activities with the Center as an individual.

Conflict of Interest and Disclosure Statement

(Board of Trustees)

Page 2

b. Speculating or dealing in equipment, supplies, materials or property purchased by the Center, or speculating or dealing for his/her own account in services provided by the Center.

c. Borrowing money from suppliers, persons receiving services from the Center or from individuals or firms with whom the Center does business. This does not include routine banking services and transactions between a bank, savings and loan or other similar institution and trustee.

d. Accepting gifts or favors for himself/herself or for any family member, or entertainment or other personal obligation from an outside organization or individual which are substantial enough to influence his selection of goods and services for the Center. This does not apply to acceptance of perishable or consumable gifts of a nominal value, nor reasonable personal entertainment, but care must be exercised to be sure that continuation of such matters does not gradually build up into an embarrassing obligation. In the case of gifts that are of a substantial nature, these should be returned to the donor with the explanation that Center policy will not permit the acceptance of the gift. The Center will take care of the expense of returning such gifts.

e. Acquisition by purchase or lease of real estate in which it is known the Center has an interest, or which may improve in value because of the Center's interest in adjoining property.

f. The misuse of information to which the trustee has access by reason of his position, such as the disclosure of confidential information to competitors or others outside the business.

g. Be employed in a situation or accept compensation which might reasonably be expected to impair independence of judgment in the performance of ATCIC official duties.

h. Trustees in the role in private business or professional activities shall not:

- Use the Center office or return address on their business or professional stationary;
- Utilize Center employees for personal work or any private business or professional activity during regular working hours;
- Utilize Center equipment, supplies or facilities for their private business or professional activities;
- Provide privately the same services to Center clients which Center clients are currently receiving from the Center; or
- Solicit clients for their private business or professional activities from persons being served by the Center.

5. The foregoing is to be understood to refer not only to the Center, but also to any of the Center's pension, retirement, savings or similar plans. The holding of any security, not including one of the securities in question of a publicly owned corporation (i.e., one stock is registered with the Securities and Exchange Commission), will not be deemed a violation of this policy.

Conflict of Interest and Disclosure Statement

(Board of Trustees)

Page 3

Copies of this policy statement are sent to each trustee once a year, with the request that they sign one copy and return it to the Chief Executive Officer. Any possible conflict of interest on the part of any of the following that is known to the Trustee should be disclosed at the end of this letter:

1. Trustees or their families (which would include spouse, parents, brothers, sisters, children, nieces, nephews and spouses of brothers, sisters and children).
2. Any organization of which they or members of their families are an officer, director or either directly or indirectly, a stockholder or partner.
3. Any trust or estate in which they or members of their families have a beneficial interest or for which they act in a fiduciary capacity.

Remember that this is a disclosure for the protection of both you and the Center. This documentation discloses your good faith that no action or interest on your part or that of your family is intentionally in conflict with the interests of ATCIC.

If a situation of this type described above should develop during the year, a statement outlining the details should be filed with either the Chief Executive Officer or his/her designee.

I have read and understand this policy and will make every effort to observe it carefully.

Signature: _____

Date: _____

**TRAVIS COUNTY
AUSTIN TRAVIS COUNTY INTEGRAL CARE
BOARD OF TRUSTEES
APPOINTMENT APPLICATION**

(Applications must be submitted in this format. Please do not retype or reformat.)

Name:		
Spouse's Name:		
Home Telephone #	Work Telephone #	Fax #
Email Address		Cellular # (Optional)
Present Job title & job description: 		
Profession:		
Home Address (STREET/P.O. BOX, CITY, STATE, ZIP)		Employer and Employer's Address
County:		

EDUCATION/TRAINING:

High School or equivalent (G.E.D.)	
Undergraduate School:	Year Graduated:
Graduate School:	Year Graduated:
Licenses/Certifications:	Year Obtained:

Exhibit B

Name:

EMPLOYMENT AND CAREER HISTORY(include administrative and finance experience):

CURRENT PROFESSIONAL MEMBERSHIPS:

PUBLIC SERVICE (include participation in local, state, and federal governmental processes):

Name:

CIVIC PARTICIPATION:

COMMUNITY LEADERSHIP ROLES:

COMMUNITY MENTAL HEALTH OR PUBLIC HEALTH EXPERIENCE AND/OR KNOWLEDGE:

NOTE: PLEASE ATTACH A RESUME.

**TRAVIS COUNTY
AUSTIN TRAVIS COUNTY INTEGRAL CARE
BOARD OF TRUSTEES
APPOINTMENT APPLICATION**

Name:					
Date of Birth	Driver's License # or DPS I.D. #	Are you a U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ethnicity: (Optional)	<input type="checkbox"/> White	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian	Other: _____

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Travis County full authority to conduct background investigations pertinent to this application.

Printed Name

Applicant's Signature

Date

**Return completed application and attachments via mail to:
Travis County Commissioners Court
Attention: Intergovernmental Relations Office
700 Lavaca Street, Suite 360
Austin, Texas 78701**

Or via email to IGR@co.travis.tx.us.



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Susan Bell/49587 and Denise Bell/43997

Elected/Appointed Official/Dept. Head: Dana DeBeauvoir/Travis County Clerk

Commissioners Court Sponsor: Judge Sam Biscoe

AGENDA LANGUAGE:

Approve setting a public hearing on Tuesday, August 21, 2012 to receive comments on the annual written plans for the 0108 (028) Records Management Preservation Fund and 0129 (057) County Clerk's Records Archival Fund and publish the appropriate notice as required by 118.025 of the Local Government Code.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

See attached

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

Fiscal Impact and Source of Funding can be entered or summarized here or in an attached memorandum

REQUIRED AUTHORIZATIONS:

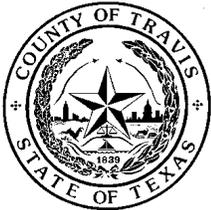
John Hille, County Attorney 49415

For information purposes:

Alan Miller, Planning and Budget 49726

Steven Broberg, RMCR 49575

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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.



Travis County Clerk Dana DeBeauvoir

(512) 854-9188
P.O. Box 149325, Austin, TX 78714-9325
www.traviscountyclerk.org

FY13 Plan for Use of the County Clerk's Records Management and Preservation Fund and Records Archive Fund

The Records Management and Preservation Fund, outlined in Section 118.0216 of the Texas Local Government Code, is for, "the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk." This section also states, "the county clerk shall prepare an annual written plan for funding the automation projects and records management and preservation services performed by the clerk."

The County Clerk's Records Archive Fund, outlined in 118.025 of the Local Government Code, states that the fee for "Records Archive" under Section 118.011(f) is for, "the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive." This section states, "the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive."

This document serves as the written plan for both of these funds.

Long Term Plan for the Use of these Funds

The Travis County Clerk's library of permanent real property records dates prior to 1836 and contains over 30,000,000 pages of documents. There are three important categories of these documents:

April 1999 – present	Documents are electronically imaged and have a computerized index.
1987 – 1999	Documents are microfilmed and have a computerized index.
1836 – 1987	Documents are microfilmed and have microfilmed copies of handwritten indexes.

Our primary goals are to use these funds to:

- **Provide computerized indexes for all real property records filed prior to 1990**
Computerizing indexes is a priority since index records prior to 1987 exist as microfilmed copies of handwritten indexes. In addition to the indexes being inefficient to research, handwriting styles and poor microfilm images can sometimes make reading the indexes difficult. New technology now allows inexpensive, highly accurate creation of indexes. Previously, this task was tedious, expensive, and often contracted overseas with risks of transport.
- **Make certain that appropriate disaster recovery and business resumption systems are in place**
Ensuring that a detailed structure is in place to prevent loss of these records in the event of a disaster is directly associated with protecting the archive and therefore, related to the primary intent of this legislation.
- **Digitize County Clerk records and redact personal identifiers**
Digitizing records increases protection of documents from disaster, dramatically increases the ability to track and locate documents, provides a clearer more readable image of documents, and greatly improves efficiency for the retrieval of documents by the public. To help reduce the risk of identity theft, personal identifiers are being removed from images before they are presented for public view

on the Internet. Additional redaction measures may need to be taken depending on actions from the legislature and Attorney General.

- **Ensure that appropriate electronic storage and retrieval systems are in place to protect the records**
Maintaining these millions of images will require a large-scale electronic storage system. A system for maintaining a replicated copy of this database is needed to minimize risk. It will also help to ensure that Internet access to the records will not be occurring on the same system as the storage/main production database.
- **Implement a system for securing, inventorying, tracking, and retrieving paper records filed with the Clerk**
This project is particularly important for protecting and tracking the location of court documents filed with the County Clerk's Office. This automated inventory check-in/check-out process allows these documents to be viewed by the necessary parties while minimizing the risk of being lost or stolen. It also coordinates the inventories of onsite and offsite records storage areas.
- **Apply special preservation methods to documents of significant historic value**
Modern preservation techniques should be applied to paper documents that merit special consideration, such as Sam Houston's will.

FY13 PLAN FOR THE USE OF THE 028 RECORDS MANAGEMENT FUND

Personnel	\$695,900
Changes include an increase in personnel costs due to market salary survey result (\$13,151); increase in benefit changes (\$6,743).	
Office Equipment and Supplies	\$55,000
Maintenance Agreements	\$195,000
Training and Seminars	\$15,000
Computer Equipment Purchases	\$127,000
This includes upgrade for backup system server (\$6,000), replacement for servers primarily associated with the real property indexing and imaging system (\$106,000), and software purchase and upgrades (\$15,000).	
Estimated Reserves	\$439,791
Any unused funds will be classified as allocated reserves. These funds may be used for items such as additional temporary personnel resources, equipment, or professional services necessary for records management projects; replacement computer equipment; or a supplement to salaries following actions such as performance based pay increases, reclassifications, or pay adjustments.	
TOTAL	\$1,527,691

FY13 PLAN FOR THE USE OF THE 057 RECORDS ARCHIVE FUND

Personnel	\$295,518
Changes include an increase in personnel costs due to market salary survey result (\$1,740); increase in benefit changes (\$3,771), and a reduction because of a transfer of Slot 139; Customer Support Analyst I, to the General Fund (\$63,389).	

Contribution to the Office of Travis County Records Management and Communication **\$230,268**

These costs cover expenses related to off site storage and the salary of an imaging production technician.

Digitizing and Indexing Permanent Library of Real Property Records and Criminal Minutes **\$660,000**

This is the continuation of the project to convert microfilm to digital images and create computer indexes for each image for all real property documents recorded between 1836 and 1987. This project has expanded to include the redaction of personal identifiers from internet images. We are also working to digitize microfilm copies of criminal minutes to increase retrieval capabilities and improve expunction procedures.

Ongoing Transfer to General Fund for Personnel Costs **\$7,702**

Estimated Reserves **\$189,241**

Any unused funds will be classified as allocated reserves. These funds may be used for items such as additional temporary personnel resources, equipment, or professional services necessary for records management projects; replacement computer equipment; or a supplement to salaries following actions such as performance based pay increases, reclassifications, or pay adjustments.

TOTAL **\$1,382,729**

For more information, please contact the Travis County Clerk's Office at (512) 854-9188.



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By/Phone Number: Michelle Brinkman (854-6404)

Elected/Appointed Official/Dept. Head:
Amalia Rodriguez-Mendoza (854-9737)

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

Approve Setting of Public Hearing on Tuesday, August 21st to receive comments regarding the Fiscal Year 2013 Travis County District Clerk's Records Management Plan.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The District Court Records Archive Fee and District Court Records Technology Fund are authorized in Texas Government Code 51.305(b) and 51.305(c), respectively. Section 51.305(d) requires the authorized fee to be used for "the preservation and restoration services of the district court records archive." This section states, "The district clerk shall prepare an annual written plan for funding the preservation and restoration of the district court's records archive. The district clerk is to prepare an annual written plan for use of this fund. The Commissioners Court is required to hold a public hearing on this plan and to publish notice of such hearing in a newspaper no later than 15 days prior to the hearing. Noticed will be published on August 3rd for an August 21st hearing date.

STAFF RECOMMENDATIONS:

To approve setting the public hearing.

ISSUES AND OPPORTUNITIES:

N/A

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

REQUIRED AUTHORIZATIONS:

Hon. Lora Livingston (854-9309), Susan Spataro (854-9125), Katie Peterson (854-4718) and Steven Broberg (854-9064)

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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.



Travis County Commissioners Court Agenda Request

Meeting Date: August 7, 2012

Prepared By: Stacey Scheffel, Permit Program Manager **Phone #:** 854-7565

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

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

Sponsoring Court Member: Commissioner Davis, Precinct One

AGENDA LANGUAGE: Approve setting a public hearing on Tuesday, August 21, 2012 to receive comments regarding fee increase proposals for use of the MyPermitNow web based permitting application.

BACKGROUND/SUMMARY OF REQUEST:

TNR's Permit customers have requested the ability to apply for permits online. They also want to be able to track permit progress, request inspections, and view permit records online. TNR's existing permitting software is not capable of this.

MyPermitNow is a web-based permitting application that was developed by Louisiana's South Central Planning and Development Commission (SCPDC) in response to the higher levels of plan review and permit tracking that became mandatory in the wake of Hurricane Katrina. In corporation with SCPDC, the Capital Area Council of Governments (CAPCOG) is offering MyPermitNow to local governments within its ten county region. MyPermitNow allows customers to apply for permits online and receive automatic phone and/or e-mail alerts at permit and inspection milestones. It would allow County staff to do digital plan review and mobile field inspections. It allows multiple users to review documents simultaneously. The system features real time back-up of records in multiple states. In addition to making the permitting process customer friendly, it has the potential to streamline every aspect of the County's permitting, enforcement, and platting processes from intake to inspection to record keeping. On July 3, 2012 (Item 15), Commissioners Court approved the interlocal agreement with SCPDC for the use of MyPermitNow for TNR and the Fire Marshal's office.

MyPermitNow has little to no up front costs. The fee for the service is a flat monthly fee based on yearly permit volume. In an average year, the fee for Travis County would be \$3,166.67 per month or \$38,000 per year. TNR proposes to pass the cost on to permit customers by increasing fees by \$10 an application. In an average year, the County could expect \$65,000 in revenue to pay for the service and equipment upgrades for staff.

STAFF RECOMMENDATIONS:

TNR staff recommends increasing land development related review fees by \$10 per application in order to recoupe the cost for the use of the MyPermitNow web-based permitting system. TNR proposes that the fee increase go into effect November 1, 2012 to coincide with the expected launch of MyPermitNow for Travis County.

ISSUES AND OPPORTUNITIES:

TNR's Permit customers have requested the ability to apply for permits online. They also want to be able to track permit progress, request inspections, and view permit records online. TNR's existing permitting software is not capable of this. TNR staff has unofficially polled permit applicants and most are willing to pay a small increase in land development related fees for a customer friendly web-based permitting system.

FISCAL IMPACT AND SOURCE OF FUNDING:

MyPermitNow has little to no up front costs. The fee for the service is a flat monthly fee based on yearly permit volume. In an average year, the fee for Travis County would be \$3,166.67 per month or \$38,000 per year. TNR purposes to pass the cost on to permit customers by increasing fees by \$10 per application. In an average year, the County could expect \$65,000 in revenue to pay for the service and equipment upgrades for staff.

ATTACHMENTS/EXHIBITS:

Proposed Fee Schedule

REQUIRED AUTHORIZATIONS:

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

CC:

Isabelle Lopez	Financial Anyalist	TNR	854-7675
Julie Joe	Assit. Cty. Attny.	Cty. Attny.	854-4835
Stacey Scheffel	Permit Program Manger	TNR	854-7565

SM:AB:ss

1101 - Development Services - 1105/1705/1505

**TRANSPORTATION AND NATURAL RESOURCES
PROPOSED FEE SCHEDULE**

Proposed Land Development Review Fees		
DESCRIPTION	FEE CHARGE	FEE CHARGE
FLOODPLAIN PERMITS-PRIVATE DEVELOPMENT	Existing	Proposed
➤ "A" Residential < 1 acre	\$50 per application	\$60 per application
➤ "A" Residential > 1 acre	\$50 per application	\$60 per application
➤ "B" Residential < 1 acre	\$105 per application	\$115 per application
➤ "B" Residential > 1 acre	\$105 per application	\$115 per application
➤ Non-Residential (flat fee + \$1.35 per \$1,000 of Const. Valuation)*	\$45 per application	\$55 per application
<i>*In the ETJ of the City of Austin, the applicant pays \$55.00 per permit application for Subdivision Construction plan Non-Residential permits. For all other Non-Residential Permits, fee listed above applies.</i>		
SUBDIVISION FEES	Existing	Proposed
Long Form Plat Applications		
➤ Preliminary Plan Review		
➤ Processing Fee for Plats 10 acres or less (ALL ZONES)	\$300 per plat (minimum fee)	\$310 per plat (minimum fee)
➤ Desired Development Zone, no RSMP	\$46 per acre	\$46 per acre
➤ Desired Development Zone, with RSMP	\$33 per acre	\$33 per acre
➤ Drinking Water Protection Zone, no RSMP	\$30 per acre	\$30 per acre
➤ Drinking Water Protection Zone, with RSMP	\$17 per acre	\$17 per acre
➤ Non City of Austin ETJ	\$38 per acre	\$38 per acre
➤ Final Plat Review		
➤ Desired Development Zone, no RSMP	\$51 per acre	\$10+51 per acre
➤ Desired Development Zone, with RSMP	\$36 per acre	\$10+36 per acre
➤ Drinking Water Protection Zone, no RSMP	\$31 per acre	\$10+31 per acre
➤ Drinking Water Protection Zone, with RSMP	\$17 per acre	\$10+17 per acre
➤ Non City of Austin ETJ	\$40 per acre	\$10+40 per acre
➤ Residential Lot Review		
➤ Desired Development Zone, no RSMP	\$66 per lot	\$66 per lot
➤ Desired Development Zone, with RSMP	\$47 per lot	\$47 per lot
➤ Drinking Water Protection Zone, no RSMP	\$40 per lot	\$40 per lot
➤ Drinking Water Protection Zone, with RSMP	\$22 per lot	\$22 per lot
➤ Non City of Austin ETJ	\$54 per lot	\$54 per lot
➤ Construction Inspection – Non City of Austin ETJ only	\$1.25 per linear foot	\$1.25 per linear foot
➤ Commercial Lot Review – All areas within Travis County	\$1,600 per plat	\$1,600 per plat

**TRANSPORTATION AND NATURAL RESOURCES
PROPOSED FEE SCHEDULE**

DESCRIPTION	FEE CHARGE Existing	FEE CHARGE Proposed
SUBDIVISION FEES (continued)		
Long Form Plat Applications (continued)		
➤ Construction Review		
➤ Desired Development Zone, no RSMP	\$40 per acre + \$52 per lot	\$40 per acre + \$52 per lot
➤ Desired Development Zone, with RSMP	\$22 per acre + \$29 per lot	\$22 per acre + \$29 per lot
➤ Drinking Water Protection Zone, no RSMP	\$40 per acre + \$52 per lot	\$40 per acre + \$52 per lot
➤ Drinking Water Protection Zone, with RSMP	\$22 per acre + \$29 per lot	\$22 per acre + \$29 per lot
➤ Non City of Austin ETJ	\$38 per acre + \$54 per lot	\$38 per acre + \$54 per lot
Short Form Plat Applications		
➤ Final Plat Review (per plat + per lot fee)		
➤ Desired Development Zone, no RSMP	\$150 per plat + \$1,298 per lot	\$160 per plat + \$1,298 per lot
➤ Desired Development Zone, with RSMP	\$150 per plat + \$826 per lot	\$160 per plat + \$826 per lot
➤ Drinking Water Protection Zone, no RSMP	\$150 per plat + \$807 per lot	\$160 per plat + \$807 per lot
➤ Drinking Water Protection Zone, with RSMP	\$150 per plat + \$335 per lot	\$160 per plat + \$335 per lot
Short Form Plat Applications -Non City of Austin ETJ <i>(effective 2/10/09 for subdivisons outside of the City of Austin ETJ)</i>		
➤ Basic Plat Review	\$2,820 per plat	\$2,830 per plat
➤ Floodplain Onsite or on Adjacent Boundary Street	\$144 per plat	\$144 per plat
➤ Density Greater than Surrounding Area	\$72 per plat	\$72 per plat
➤ Land Use Different than Surrounding Area	\$72 per plat	\$72 per plat
➤ Variance Require	\$54 per plat	\$54 per plat
Plat Revision Applications		
➤ Amendments		
➤ Desired Development Zone, no RSMP	\$720 per lot	\$730 per lot
➤ Desired Development Zone, with RSMP	\$452 per lot	\$462 per lot
➤ Drinking Water Protection Zone, no RSMP	\$341 per lot	\$351 per lot
➤ Drinking Water Protection Zone, with RSMP	\$124 per lot	\$134 per lot
➤ Non City of Austin ETJ	\$400 per lot	\$410 per lot
Vacations/Public Utility Easements		
Vacations/ROW & Drainage Easements		
	\$315 per application	\$325 per application
	\$680 per application	\$690 per application
Driveway (Curb/Gutter)		
Driveway (Rural)		
	\$55 per application	\$65 per application
	\$55 per application	\$65 per application
Remediation Fees (New fee 12/19/06)		
➤ Remove and Reinstall Curb Ramp	\$3,000 each	\$3,000 each
➤ Remove and Reinstall Driveway	\$10,000 each	\$10,000 each
➤ Remove and Install 4' Wide Sidewalk	\$50 per linear foot	\$50 per linear foot
➤ Modify Sidewalk	\$200 each	\$200 each
➤ Modify Crosswalk	\$5,000 each	\$5,000 each

**TRANSPORTATION AND NATURAL RESOURCES
PROPOSED FEE SCHEDULE**

Plat Application Renewals *10% of original fee if no change in application and less than 6 months of non-	Varies	\$10 + Varies
Public Notice Fee	\$4 per lot	\$4 per lot
Road Name Changes *	\$470 per application	\$480 per application
Utility (Road Cut)	\$115 per application	\$125 per application
Utility (ROW Cut)	\$140 per application	\$150 per application
* Fee does not apply if name change is needed to eliminate duplication and/or avoid confusion.		
DESCRIPTION	FEE CHARGE	FEE CHARGE
ON-SITE SEWAGE FACILITIES	Existing	Proposed
+State (TCEQ Septic Fee)	\$10 per application	\$10 per application
Private Sewage Permit - (Up to 500 gpd)	275 per application	\$285 per application
Private Sewage Permit - (Over 500 gpd) + \$50 for each 500 gpd over 500 gpd)	\$275 + \$50 per application	\$285 + \$50 per application
Engineered Construction Permit - (Up to 500 gpd)	\$495 per application	\$505 per application
Engineered Const. Permit - (Over 500 gpd) + \$50 for each 500 gpd over 500 gpd)	\$495 + \$50 per application	\$505 + \$50 per application
Engineered Adjustment Permit	\$200 per application	\$200 per application
Maintenance Contract Fee	\$100 per application	\$100 per application
Re-Application Fee - (10 to 100% of the original fee)	Varies per application	Varies + \$10 per application
Re-Inspection Fee	\$66 per inspection	\$66 per inspection
Septic Sub-Review - (\$200 per plat + \$25 for each lot over 4 lots)	\$200 / \$25 per plat, per lot	\$210 / \$25 per plat, per lot
Permit Renewal	\$55 per renewal	\$55 per renewal