

## Item 6



# Travis County Commissioners Court Agenda Request

**Meeting Date:** February 5, 2013

**Prepared By/Phone Number:** Shannon Pleasant CTPM / 854-1181;  
Marvin Brice CPPB / 854-9765

**Elected/Appointed Official/Dept. Head:** Cyd Grimes C.P.M. CPPO

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 7 to Renew FY2013 Interlocal Agreement No. 4400000379 (HTE Contract No. IL080042RE) for the Provision of Public Health Services and Approve new Interlocal Agreement No. 4400001169 for the Provision of Animal Control Services with the City of Austin.

### ➤ **Purchasing Recommendation and Comments**

- Travis County HHS & VS is requesting the FY2013 Renewal of the Public Health Interlocal Agreement with the City of Austin. This Interlocal Agreement is designed to provide more efficient administration of public health services for county residents. The agreement covers a variety of services including HIV Outreach and Prevention, Immunization, Chronic Disease Prevention. The not to exceed amount for this agreement is \$2,884,213.00 for the period October 1, 2012 through September 30, 2013.

The Animal Control Services Interlocal Agreement between Travis County and the City of Austin is designed to provide more efficient administration of animal services for county residents and to allow the City and the County to combine resources and capabilities in providing a collaborative animal control enforcement and shelter services program that serves a regional populace in the identification and vaccination of domestic pets, the maintenance of shelter facilities, and the control of animals at large (both domestic and wild). The FY13 amount for this agreement totals \$ 967,275.00 for the period October 1, 2012 to September 30, 2013. This amount is offset by a \$78,392.00 personnel credit received by the County under the agreement paid by the County. This credit results in \$888,883.00 net amount paid by Travis County.

ID# 7462

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting

Both Interlocals were previously approved on the September 25, 2012 Court Agenda, Item No. 35 to prevent contract expiration, as they were not ready for presentation due to HHS & VS working with the County Attorney's office on finalizing the Statement of Work and funding. The agreements are now finalized and are being presented to the Court for signature.

➤ **Contract Expenditures:**

Contract 4400000379 (HTE Contract No. IL080042RE) Within the last 12 months \$2,199,363.00 has been spent against this contract/requirement.

Contract 4400001169 Within the last 12 months \$0 has been spent against this contract/requirement

➤ **Contract-Related Information:**

Contract 4400000379 (HTE Contract No. IL080042RE)

Award Amount: \$2,932,484

Contract Type: Interlocal Agreement

Contract Period: October 1, 2007 – September 30, 2008

Contract 4400001169

Award Amount: \$888,883.00

Contract Type: Interlocal Agreement

Contract Period: October 1, 2012 – September 30, 2013

➤ **Contract Modification Information:**

Contract 4400000379 (HTE Contract No. IL080042RE) Mod No. 7

Modification Amount: \$2,884,213.00

Modification Type: Bilateral

Modification Period: October 1, 2012 – September 30, 2013

➤ **Solicitation-Related Information: N/A**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

ID# 7462

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➤ **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:**

Contract 4400000379 (HTE Contract No. IL080042RE)

Shopping Cart/Funds Reservation in SAP: 300000421 and 300000427

- Funding Account(s):
- Comments:

Contract 4400001169

Shopping Cart/Funds Reservation in SAP: 300000421

- Funding Account(s):
- Comments:

ID# 7462

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting

**RENEWAL TO AND AMENDMENT OF  
THE INTERLOCAL COOPERATION AGREEMENT  
BETWEEN THE CITY OF AUSTIN AND TRAVIS COUNTY  
FOR PUBLIC HEALTH SERVICES FOR FISCAL YEAR 2013  
(2013 Renewal)**

This Renewal to and Amendment of the "Interlocal Cooperation Agreement Between the City of Austin and Travis County for Public Health Services For Fiscal Year 2013 " (2013 Renewal) is entered into by and between the City of Austin, a Texas home rule municipal corporation (City) and Travis County, a political subdivision of the State of Texas (County) pursuant to Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act.

**RECITALS**

City and County, referred to below as the Parties, entered into the Agreement for an initial term that began October 1, 2007, and terminated on September 30, 2008.

The Agreement allows the Parties to amend the Agreement in writing and to renew the agreement for up to five additional terms, subject to written approval of the Parties prior to each renewal.

The Parties entered into a renewal of the Agreement for a three-month term, which was effective October 1, 2008, and expired on December 31, 2008.

The Parties entered into a subsequent renewal of the Agreement for a nine-month term, which was effective on January 1, 2009, and expired on September 30, 2009.

The Parties have entered into additional renewals of the Agreement for one-year terms, with the most recent renewal being effective on October 1, 2011, and expiring on September 30, 2012 .

The Parties wish to renew the Agreement for an additional one-year term, and to make certain amendments to the Agreement.

NOW, THEREFORE, in consideration of the mutual benefits to be received, the Parties agree as follows:

**1.0 RENEWAL TERM.**

Pursuant to Section 3.2 of the Agreement, the Parties agree to renew the Agreement for an additional one-year term beginning on October 1, 2012 , and continuing through September 30, 2013 (2013 Renewal Term).

**2.0 AGREEMENT FUNDS**

**2.1 2013 Renewal Term Funds.** The Parties agree that Section 13.1.1 for the 2013 Renewal Term shall read as follows:

**13.1.1 Fixed Price – 2013 Renewal Term Funds.**

(a) **Agreement Funds.** In consideration of full and satisfactory performance of the services and activities provided under the terms of this Agreement, as amended in this document, and subject to other applicable provisions of the Agreement, County shall pay City as follows for the 2013 Renewal Term (October 1, 2012 – September 30, 2013):

Total Amount:	\$ 2,884,213.00
Less Personnel/Administrative Credit:	\$ 58,216.00
Net Amount for 2012 Renewal term:	\$ 2,825,997.00

City expressly acknowledges and agrees that the sum stated in this Section 13.1.2 is the amount to be paid by County to City for services provided during the 2013 Renewal Term unless an increase in the County budget for the 2013 Renewal Term is approved by Commissioners Court and this Agreement is appropriately amended.

(b) **Administrative Costs.** City and County mutually agree to an administrative cost charge/credit under the Agreement as follows:

(i) **City Administrative Costs.** County expressly acknowledges and agrees that the amount to be paid by County, as stated in this Section 13.1.2, includes 6.5 percent for City administrative costs and agrees to pay these administrative costs.

(ii) **County Administrative Costs.** City expressly acknowledges and agrees that the amount to be credited to County under "Personnel Credit," as stated in this Section 13.1.2, includes 6.5 percent for County administrative costs and agrees to credit these administrative costs to County on top of projected personnel costs.

**2.2 Section 13.2. Payments to City.** The Parties agree to delete Section 13.2, "Payments to City," and substitute the following:

**13.2.1 Quarterly Payments.** County shall pay City quarterly based upon actual expenditures incurred by City during each calendar quarter, which shall be calculated as described in Section 13.3 (as amended in this Amendment/2013 Renewal). County shall submit payment to City within thirty (30) calendar days following receipt of an invoice.

**13.2.2 Quarterly Invoice Dates.** City shall provide a written invoice to County by the following dates:

- (a) January 31 (for the period October 1, 2012 through December 31, 2012)
- (b) April 30 (for period January 1, 2013, through March 31, 2013)
- (c) July 31 (for period April 1, 2013, through June 30, 2013)
- (d) November 30 (for period July 1, 2013, through September 30, 2013)

13.2.3 Quarterly Invoice. On or before the first day of the months set forth in Section 13.2.2, City shall provide County with quarterly invoices utilizing the form attached to this Amendment/2013 Renewal as Attachment E.

#### 4.0 ATTACHMENTS

4.1 Attachment B, Animal Services. The Parties agree that Attachment B, "Animal Services," and all references to provision of services related to that attachment are deleted from this Agreement, with the understanding that those services will be covered by a separate agreement to be entered into between the Parties.

4.2 Attachment C, Financial and Performance Reports/Form. City and County agree that Attachment C shall be replaced for the 2013 Renewal Term with Attachment C 2013 Renewal Term Financial and Performance Reports/Form, which is attached to and made a part of this 2013 Renewal for all purposes as Exhibit 1.

4.3 Attachment E - Invoice Form. City and County agree that Attachment E shall be replaced for the 2012 Renewal Term with Attachment E 2013 Renewal Term Invoice Form, which is attached to and made a part of this 2013 Renewal for all purposes as Exhibit 2.

#### 5.0 INCORPORATION

City and County hereby incorporate this 2013 Renewal into the Agreement, as previously amended, and ratify all terms and conditions of the Agreement that are not amended above. City and County agree that the Agreement, as previously amended and as amended above, constitutes the entire agreement between the Parties with regard to public health services and supersedes any prior understanding or written or oral agreements or representations between the Parties.

#### 6.0 EFFECTIVE DATE

The Parties agree that this 2013 Renewal shall be effective on October 1, 2012, following signature by an authorized representative of each Party.

#### TRAVIS COUNTY

By: \_\_\_\_\_  
Samuel T. Biscoe, Travis County Judge  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

#### CITY OF AUSTIN

By:  \_\_\_\_\_  
Bert Lumbreras, Assistant City Manager  
Date: 10/02/12

## ATTACHMENT A

### WORK STATEMENT

#### PUBLIC HEALTH SERVICES

##### I. PROGRAM SERVICES DESCRIPTION

A. **General Description.** The City of Austin and Travis County operate programs designed to promote and protect the public health. The protection of the public health is best served by a collaborative approach in monitoring and combating community health problems and hazards that occur without regard to jurisdictional boundaries. The provision of essential public health services by the City and the provision of the same or similar services under agreement with the County for the provision of County services, in combination with County resources made available is intended to result in a service delivery that is effective, efficient and accessible.

B. **General Reporting Requirements.** City and County agree to work together to develop improved reporting requirements as may be mutually agreed to by the Parties throughout the term(s) of this Agreement in order to better evaluate and develop the most efficient and effective provision of services to the community as a whole.

C. **Outreach.** County agrees to be a distribution source for all materials, communications, etc., related to outreach and publicity for those programs provided by City under this Agreement and described in this Attachment A and Attachment B, as applicable. City agrees to provide County with copies of all materials to be utilized, and with relevant schedules, locations, plans and other information that will allow County to participate in educating County clients as to the availability of services provided under this Agreement.

##### II. PURPOSE

The purpose of the Agreement is to allow the City and the County to combine resources to provide services to protect the entire population of the City of Austin and Travis County from disease by, among other things,

- promoting community-wide wellness
  - preventing disease; and
  - protecting the Community from infectious diseases, environmental hazards, and epidemics
- through one public health system of service delivery for the City and County.

##### III. STATEMENT OF RESPONSIBILITY – CITY

Pursuant to the terms of this Agreement, the City shall perform the following services:

###### A. **HEALTH AUTHORITY.**

1. City shall provide the services of the Health Authority as described in Section 121.024 of the Texas Health & Safety Code, as such law may be amended from time to time.

2. The Health Authority, or his designee, if a designee is permitted by law, will serve as hearing officer for environmental health laws and ordinances and other ordinances and rules as applicable.

3. Alternate Health Authority(ies) may be designated as necessary to act while the Health Authority is absent or incapacitated according to applicable law.

4. Commissioners Court shall approve the appointment of the Health Authority and the designation of any alternate Health Authority(ies). City will provide County with notice of the proposed appointment or re-appointment of the Health Authority and the designation of any alternate(s). Such notice shall include the documentation of the individual's qualifications, necessary Oath of Office and other relevant information. The City shall ensure that procedures are in place to prevent duplication of authority and make information available to TCHHSVS upon request as to any transfer of authority between authorized individuals.

**IV. SPECIAL CONDITIONS**

1. Services to be provided under this Agreement are limited to activities occurring in those areas within the jurisdiction of Travis County, or as specifically described herein.

**V. COST METHODOLOGY**

By April 1 of each term year the Agreement is in force, City will provide to County the information necessary to prepare and compile the ensuing fiscal year's budget so that annual costs and expenses associated with the performance of the Agreement may be appropriately considered and budgeted. Information will be provided pursuant to all applicable terms of this Agreement.

Public Health Services are not always individual-client focused. A population-based delivery model is used to provide services related to the prevention of disease transmission and spread. The focus of public health is to protect the entire population from disease, including but not limited to

- Promoting community-wide wellness
- Preventing disease; and
- Protecting the Community from infectious diseases, environmental hazards, and epidemics.

The annual fixed price for public health services, will be allocated based on the Travis County population percentage, except for the following areas of Environmental and Consumer Health Unit (ECHU): 1) Information, Referral & Permitting and 2) Health & Safety Code Compliance; for these areas the fixed price will be calculated using a combination of the Travis County population percentage and a cost allocation method based on the number of County food establishments in the unincorporated areas of Travis County. The Parties agree that the population based percentages will be updated annually based on current figures. The Parties agree that the Travis County population percentage calculation and the cost allocation methodology set forth in this Section V. applies to the Initial Term and the first Renewal Term of this Agreement, but is subject to re-negotiation as to any later Renewal Terms(s) based, in part, upon performance data received related to each Term.

For the categories of 1) Health and Safety Code Compliance and 2) Information Referral & Permitting, County's portion of the fixed cost will be allocated as follows:

a. Eighty Percent (80%) of County's portion will be based on cost and the % of fixed food establishments in the unincorporated areas of the County:

			# of permitted food establishments
			<u>located in unincorporated Travis County</u>
.80	X	Cost	X
			total # of permitted food establishments
			in Austin/Travis County

Form #3: **PROGRAM WORK STATEMENT**  
2013 City of Austin/Travis County Public Health Interlocal

Date prepared: 8/31/2012

**Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.**

Agency: Austin/Travis County HHSD Program: Communicable Disease

1. Program goals and objectives:

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

Primary goal and objective of providing Sexually Transmitted Disease (STD), Tuberculosis (TB), and HIV Prevention and Outreach Education is to prevent disease morbidity and to protect the community from the spread of these communicable diseases.

2. Program clients served:

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

The STD clinic and HIV Outreach Prevention serves all clients 13 years of age and older. The TB clinic serves all clients requiring evaluation for TB infection and active disease. Individuals are not required to provide proof of residency or income, and no one is refused services due to their inability to pay for the services.

3. Program services and delivery:

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

STD comprehensive clinical services are provided at the RBJ Health Center, by three full-time Nurse Practitioners and two on-call staff. Our business hours are Monday-Friday 8am-5pm. This includes testing for HIV (rapid testing), syphilis, gonorrhea and chlamydia. In addition, if a client presents with symptoms of herpes, we can test for herpes at no additional cost. Treatment is also provided at no additional cost for syphilis, gonorrhea, chlamydia and genital warts (HPV). In addition, services are also provided at the Del Valle Correctional Facility two half days a week (Mon. and Wed. afternoons) and Gardner Betts Juvenile Detention Center one half day a week (Tuesday morning).

In addition our HIV Outreach/Prevention staff provides HIV and STD testing in satellite locations throughout the city and county to make testing accessible to all residents; and they are able to take their mobile outreach van to target areas with high risk populations.

Comprehensive TB clinical services are provided at the RBJ Health Center Monday-Friday 8 a.m.-5p.m, by one Physician, one LVN, three Registered Nurses (RNs) and one radiology technologist. This includes medical evaluation, on-site x-ray and treatment for latent TB infection and active TB disease at no charge. It is the standard of care to provide directly-observed therapy (whereby all on treatment for active TB are observed taking their medications by a public health staff person) in the field for all active/infectious TB cases and for those who are suspected of having active TB (are pending lab confirmation) by field staff at hours and locations agreed upon by the client and 4 outreach staff, which is most often done outside of normal business hours. A weekly TB screening clinic is conducted for the general public one afternoon a week, in which TB screening tests are provided to individuals needing TB screening for school, employment or other reasons. In addition, if a clearance chest x-ray is needed for entry into a rehab facility or for immigration applications, due to history of a positive TB screening test and/or previous treatment, a clearance x-ray can also be provided.

Public health follow-up for newly-identified HIV, Syphilis and TB cases/suspects is conducted by five Disease Intervention Specialists and two TB Contact Investigators. Follow-up activities include interviewing clients to obtain necessary information on potentially-exposed individuals in order to conduct proper contact investigations and reduce the spread of disease.

Social Work intervention is provided as needed on a case-by-case basis for STD and TB clinic clients by one social worker. In addition, through state grant funds, we are able to provide HIV Prevention Case Management for individuals identified as HIV positive who continue to engage in high-risk behavior, as well as HIV Medical Case management for individuals who are identified as being HIV positive who may be homeless, pediatric cases and pregnant women.

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

We work in collaboration with ATCIC-CARE Program to provide HIV and Syphilis testing at the Del Valle Correctional facility and actively participate in the HIV Prevention Community Task Force to maximize resources and avoid duplication of services in the community.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

*Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.*

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of unduplicated clients served by the STD clinic</b>	<b>2,906</b>	<b>7,738</b>	<b>10,644</b>

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of unduplicated clients served by the TB clinic</b>	<b>1,055</b>	<b>2,813</b>	<b>3,868</b>

<u>OUTPUT # 3</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of STD patient visits seen in clinic.</b>	<b>3,549</b>	<b>9,451</b>	<b>13,000</b>

<u>OUTPUT # 4</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of STD tests provided in outreach settings</b>	<b>1,092</b>	<b>2,908</b>	<b>4,000</b>

<u>OUTPUT # 5</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of TB clinic patient visits</b>	<b>3,003</b>	<b>7,997</b>	<b>11,000</b>

<u>OUTPUT # 6</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of units of social work service provided to HIV clients (units are measured in 15 minute increments)</b>	<b>7,371</b>	<b>19,629</b>	<b>27,000</b>

<u>OUTPUT # 7</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of HIV prevention counseling sessions provided</b>	<b>355</b>	<b>945</b>	<b>1,300</b>


(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):

Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).**

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If not reported every Quarter, in which Quarter(s)?
Number of clients seen in STD clinic	<b>13,000</b>	
Total number of clients requesting STD services (# seen + # turned away)	<b>14,444</b>	
Percent of clients who come into the STD clinic who are examined, tested and/or treated the same day	<b>90%</b>	

Total Program Performance – OUTCOME # 2	<u>Total Program Annual Goal</u>	If not reported every Quarter, in which Quarter(s)?
Number of TB cases completing therapy	<b>70</b>	
Number of TB cases closed (# completed therapy + # lost before completing treatment)	<b>70</b>	
Percent of TB cases completing therapy in 12 months	<b>100%</b>	

Total Program Performance – OUTCOME # 3	<u>Total Program Annual Goal</u>	If not reported every Quarter, in which Quarter(s)?
Number of TB contacts fully evaluated (numerator)		
Total number of TB contacts identified (denominator)		
Percentage of TB contacts evaluated (outcome rate)	<b>90%</b>	

Total Program Performance – OUTCOME # 4	<u>Total Program Annual Goal</u>	If not reported every Quarter, in which Quarter(s)?
Number of clients in HIV program who return for post-test counseling (numerator)	<b>1820</b>	

Total number of clients in HIV program who received prevention counseling (denominator)	2000	
Percentage of clients in HIV program who received prevention counseling and returned for post-test counseling (outcome rate)	91%	

*(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)*

**7. Community planning activities:**

*Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.*

Staff participates in the following: HIV Return to Care Collaboration, HIV Prevention Community Task Force, and HIV Provider Network Group

**8. Program Evaluation Plan**

**• Performance evaluation:**

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

Monthly reports are submitted to Unit Manager and HHSD Budget, and semiannual reports are also completed to look at program performance and submitted to grantors.

**• Quality improvement:**

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

Chart reviews are conducted semiannually, incidents are investigated and systems/processes are evaluated to determine if changes need to be made (all submitted to Division QI Coordinator). Clients and staff are able to voice concerns/complaints and they are investigated to determine if system/process changes are necessary, and annual customer satisfaction surveys are conducted and the feedback is used to improve services.

**Form #3: PROGRAM WORK STATEMENT**  
2013 City of Austin/Travis County Public Health Interlocal Agreement

Date prepared: **08/31/2012**

**Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.**

Agency: Austin/Travis County HHSD Program: Injury Prevention

**1. Program goals and objectives:**

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

**The Austin/Travis County Health & Human Services Department's Injury Prevention (IP) Program** is dedicated to improving community health and well-being by building momentum for effective injury prevention. Injury prevention means taking action to prevent injuries before they occur. The Program's work is characterized by a strong commitment to community participation and promotion of equitable health outcomes among all social and economic groups. Our mission is to reduce the frequency and severity of injuries by adopting evidence-based programs and by assisting community partners with incorporating injury prevention strategies into their regular on-going efforts.

The first step toward building a stronger injury prevention program in Travis County is to assess the injury problem locally. Ethnicity, age, and sex are important variables which are necessary to better understand who, how, and why people are injured. For every fatality due to an injury, there are many more whose injuries have a wide range of severity. Additionally, injuries that result in morbidity have a wide range of impacts on the individual, families, the health care system, etc.

Injuries have a substantial impact on the lives of individuals, their families and communities, and society. During 2005, in the U.S., a total of 173,753 injury-related deaths occurred, and during 2006, an estimated 29,821,159 persons with nonfatal injuries were treated in U S hospital emergency departments. Injuries, including unintentional injuries, homicide, and suicide, are the leading cause of death for persons aged 1-44 years in Travis Co. and nationwide.

One of the most relevant means of assessing injury data is through Years of Potential Life Lost (YPLL), which takes into account the age of victims as well as the cause of death. YPLL is an estimate of the average years a person would have lived if he or she had not died prematurely. In YPLL in Texas, injuries account for 30.7% or 288,112 YPLL among Texans who die as a result of injuries. Injuries are the leading category in YPLL.

**2. Program clients served:**

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

All Travis County residents are eligible.

**3. Program services and delivery:**

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

**Car Seats:**

The Child Passenger Safety Fitting Stations provides monthly servicing totaling about 600 seats collectively per year. Seats are provided for free to clients who need them and the stations are held in conjunction with the A/TC HHSD Neighborhood Centers which provides the site and staff for the monthly event. The IP program also conducts classroom presentations on car seat safety and a 32 hour Child Passenger Safety Certification training to local partners to certify them as Child Passenger Safety Technicians. The program is an active member of Safe Kids Austin Child Passenger Safety Subcommittee.

**Bike Safety:**

The IP staff is certified by the League of American Bicyclists as a League Cycling Instructor and conducts Youth Instructor Training quarterly to school staff, nonprofits, agencies, and individuals to provide them with knowledge, skills and abilities to conduct a community bicycle rodeo in their community. The program also conducts bike safety classes and bike skills rodeos for elementary schools

**Infant Suffocation:**

IP staff are active participants in Safe Kids Austin Safe Sleep Task Force where they analyze infant suffocation deaths to determine exact causes and identify prevention activities.

**Drowning Prevention:**

The IP program also has active members of the Central Texas Water Safety Coalition where they complete analysis of drowning deaths to determine exact causes and identify prevention activities.

**Child Fatalities:**

The program works with the Travis County Child Fatality Review Team that reviews all child deaths in Travis County.

**Childhood Injury**

This program focuses on bringing together stakeholders for Travis and surrounding Counties to identify specific causes of unintentional injuries and provides networking opportunities with partner agencies to strategize and implement injury prevention activities for children.

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

The IP Program shares information and partners to provide services with the following groups/agencies:

Travis County Underage Drinking Prevention Program; Safe Kids Austin; Travis County Child Fatality Review Team; Travis County Medical Examiners Office; Bike Texas; Austin Cycling Association; Austin EMS; LCRA; American Red Cross; Tx DSHS Safe Riders Program; Safe Kids Austin; and Dell Children's Medical Center

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

*Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.*

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of health promotion and education encounters in the area of injury prevention	250	2250	2500

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of health promotion/health education activities or programs conducted and/or facilitated in the area of injury prevention	5	45	50

*(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)*

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):

Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).**

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of community changes in the area of injury prevention	<b>10</b>	

*(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)*

7. Community planning activities:

*Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.*

The Injury Prevention Program collaborates on a regular basis with a number of key groups and agencies in Travis County to share information related to important injury prevention information as well as planning and coordinating injury prevention activities and events.

8. Program Evaluation Plan

- **Performance evaluation:**

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

The program provides surveys to clients after services are delivered.

- **Quality improvement:**

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

The Injury Prevention Program reports as part of the department's Continuous Quality Improvement (CQI) program. The program meets regularly on CQI and reports outcomes as required by the departmental plan.

**Form #3: PROGRAM WORK STATEMENT**  
2013 City of Austin/Travis County Public Health Interlocal Agreement

Date prepared: **08/31/2012**

**Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.**

Agency: Austin/Travis County HHSD Program: Immunizations

1. Program goals and objectives:

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

To improve immunization coverage levels and to prevent diseases which are vaccine-preventable.

2. Program clients served:

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

All clients in Travis County are potentially served through the Shots-for-Tots and Big Shots clinics and Vaccines for Children (VFC) community providers. Eligibility guidelines follow the Texas Department of State Health Services (DSHS) VFC eligibility requirements. All other program outcomes are primarily DSHS grant driven, these include: public health education and outreach events, technical and administrative support to VFC providers, mass flu clinic events, and collaborative efforts with the Independent School Districts during the back to school period.

3. Program services and delivery:

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

**Shots for Tots/Big Shots:** There are two immunization clinics located within (and in close proximity to) high need/low income zip codes. There are a total of two nurses at each facility and the program has the capacity to serve approximately 18,000 clients annually (children and adults). Children on average receive 2.9 doses per visit; adults 2.4.

**Public Education and Awareness:** The program supports over 15 community public health fairs and significant functions annually and collaborates with partners to raise awareness about the importance of immunizations and vaccine preventable diseases.

**High Risk Populations:** The program provides on-site direct service to very high risk and high need clients seeking care, in collaboration with the HHSD STD clinics.

**Perinatal Hepatitis B Prevention:** The program provides specific harm reduction outreach to pregnant mothers at risk for transmitting Hepatitis B to their children. A Nurse (RN) Senior provides case management to clients in addition to providing technical assistance and educational sessions to local hospitals.

**Vaccines for Children:** Vaccines for Children is a federal program that guarantees vaccine availability for uninsured and low-income children. Vaccine is distributed to enrolled providers free of charge. HHSD provides technical assistance and support to 100 Travis County Vaccines for Children providers. Over 1000 doses of vaccine are transferred between providers by HHSD staff each month. The program provides special training and assistance to ensure proper storage and handling techniques to providers.

Mass Flu Clinics: The program plans and implements on average five mass flu clinics throughout Travis County. Two of these clinics are targeted toward county-centric population centers (i.e. Del Valle, and Pflugerville Fire Hall).

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

Over the years the program has established a series of collaborative relationships. The program takes the lead in disseminating current information and news related to immunizations to the community through our partners. This is done primarily electronically via email; however the program meets at least annually and usually biannually with partners in preparation for back-to-school and flu clinic efforts. The program relies on collaborations with these partners to carry out the joint mission to diminish the number of vaccine preventable diseases in the City and County. The current list of collaborative partners includes: *Blue Cross Blueshield/Dallas; Peoples Community Clinic; HHSD internal partners (public health nurses; STD clinic); Texas DSHS; Sanofi Pasteur; Eanes ISD; Glaxo; MedImmune; Skippy Van/Marnie Paul Specialty Care Center/Dell Children's Medical Center; Lago Vista ISD; ISD/Manor; Glaxo Smithkline; Seton PR; ISD/Del Valle/ Health Services; ISD/Austin; Austin Care Van; St. David; Community Health Foundation (SDCHF); Austin Community College; ISD/Pflugerville; Seton clinics; ISD/Del Valle/Health Services; Austin Regional Clinic; 211-United Way Capital Area; Austin Diagnostic Clinics; Serene Hills Elementary; Seton PR; ISD Austin; Merck; Texas Medical Association; UT School of Public Health (Micro-biology).*

UT Public Health Partnership: The immunization program has strong ties to the UT School of Microbiology; as our program has been working in partnership with the School of Public Health in accepting students as part of an internship program. Each year students compete from this honors program at UT and are selected to work on unique and challenging immunization related issues. Past research has provided a series of "best practice" findings for the program from around Texas and the U.S.

STD Unit Partnership: Also noted above, the program has a very successful partnership with the STD unit in which together we serve minimally 1000 clients in need of vaccination services. These clients present to the clinicians in the STD unit and provide the best opportunity for our public health resources to prevent morbidity and mortality; however, at this time, due to space and nurse resource limitations, we estimate we are only able to meet 15% - 20% of this need.

Homeless Health Fair: For the first time in 2011 the program provided free immunization services at the homeless health fair. The program was able to provide nearly 100 free flu shots and other necessary preventative information to this hard to reach and high need population.

Mass Flu Clinics: In preparation for annual flu clinics the immunization program has been successful in collaborating with Travis County Expo Center as a venue for administration of free flu vaccine to the community. This site is ideal because of its geographical location and within the County as well, it's familiar to the public, and provides one of the best environments for the efficient drive-thru clinics, which is ideal for practicing emergency preparedness in the event of needing to dispense mass prophylaxis to the public. The program also collaborates with numerous other facilities to provide mass clinic vaccinations, including the Virginia Brown Recreation Center, Pflugerville Hall, Rosewood-Zaragosa Center and other Parks and Recreation facilities.

Back-to-School: Prior to the back-to-school rush the immunization program hosts a collaborative meeting with the local independent schools in Travis County. The purpose of this meeting is to communicate resources and expectations; the meeting also helps the community to coordinate resources more effectively.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of client visits (children) at Shots for Tots and Big Shots clinics			12,000

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of client visits (adults) at Big Shots clinics			3,000

(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):

Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If not reported every Quarter, in which Quarter(s)?
		<b>Annually</b>
<u>% of referred Perinatal Hep B clients who receive follow-up education within 60 days of referral</u>	100	

(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

7. Community planning activities:

Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.

The Immunization Program collaborates on a regular basis with a number of key non-governmental organizations and community-based organizations in Travis County to provide information related to important immunization information as well as planning and coordinating flu and back-to-school events.

8. Program Evaluation Plan

- Performance evaluation:

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

The program provides surveys to all clients at the immunization clinics; in addition the program actively solicits input via surveys from the immunization collaborative group; school/day care audit clients; VFC providers and at various public health events (i.e. flu clinics). The program summarizes this information in an annual report as part of its CQI reporting requirements. Surveys evaluate a wide array of services (to internal and external customers), but in general we evaluate if clients report they were treated with respect (yes/no); and each has at least one question regarding how satisfied they were with the services (utilizing a Likert scale).

- **Quality improvement:**

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

As noted above, the immunization program actively reports as part of the department's CQI (Continuous Quality Improvement) program. The conceptual framework of the Continuous Quality Improvement Program centers on broad vantage points from which total delivery of services can be viewed. Each parameter views service from a different vantage point. Each of these separate perspectives plays an important role in the total delivery of services within the Immunization Program. Parameters of Service to be monitored and evaluated are:

1. Client Record System
2. Fiscal
3. Customer Service
4. Social and Clinical Services
5. Client/Staff Interactions

The program meets regularly on CQI and reports outcomes as required by the departmental plan.

Parameter	Frequency	Responsible Party
Client Record System	Quarterly	IT Support
Fiscal	Monthly	Finance
Customer Service	Quarterly	Customer Service
Social and Clinical Services	Quarterly	Clinical Services
Client/Staff Interactions	Quarterly	Staff

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Agency: Austin/Travis County HHS Program: Office of Vital Records

1. Program goals and objectives:

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

The Local Registrar ensures proper registration of every birth, death, and fetal death within Austin/Travis County to record occurrence of event and to capture demographic and medical data used in public health planning. [HSC§191.026]

2. Program clients served:

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

The OVR office serves the general public without consideration of residency, income level, or age; the medical community; funeral home/mortuary representatives; city, county, state, and federal agencies and organizations.

3. Program services and delivery:

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

The Austin/Travis County Office of Vital Records (OVR) is the Local Registrar for the City of Austin. The jurisdiction follows the full purpose city limits. Currently, the City of Austin boundaries extend from Travis County into Bastrop, Hays and Williamson Counties. Consequently, OVR registers, archives, and issues certified copies of birth, death, and fetal death records; and reports demographic and medical data for the City of Austin area that falls in Travis, Hays and Williamson Counties. Supplemental to these duties, OVR offers multi-level technical assistance to the general public as well as social workers in order to facilitate navigating the legal systems associated with the modification and/or proper use of these documents. These systems include issues on paternity, dual citizenship, apostilles, adoptions, amendments, name changes, jurisdictional boundaries, and more.

Technical assistance expands to multi-jurisdictional agencies and organizations. One of the most prevalent customers is law enforcement representatives who call for verifications on fraud related issues.

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

One primary user of OVR data is the Center's for Disease Control (CDC) that coordinates the 122 Cities Weekly Mortality Report providing data of deaths, deaths by pneumonia and deaths by influenza. These statistics are used to assess the general health of Texas citizens.

The A/TC Local Registrar, the A/TC Medical Director, and the Travis County Medical Examiners Office are working in tandem to improve demographic and health data reporting in our area through direct contact with physicians.

OVR further works with federal agencies in their fraud investigations in building cases through associating individuals into family groups, providing dates of document purchases, and verifying types of identification used to purchase documents. To facilitate immediate contact by law enforcement officials the OVR Registrar's direct number is listed on each record issued from this office ensuring that we are informed of potential misuses of our documents allowing blocks on future issuance.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):  
 Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of units of service (record processing, reporting, customer transactions and technical assistance) delivered by the Vital Records Unit			49,370

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of customer contacts via informational calls and/or referrals processed			10,000

<u>OUTPUT # 3</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of records audited, registered and archived			25,619

(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):  
 Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).**

(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

7. Community planning activities:  
 Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.

The office participates in various committees providing insight and data. One example is the Travis County Child Fatality Review Team who uses the data to review all deaths of minors and prepare their annual report. The office provides reporting to internal and external customers independently and through various means including in partnership with the HHSD epidemiology and public information offices.

8. Program Evaluation Plan

- Performance evaluation:

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

Legal standards are monitored through the DSHS – Vital Statistics Unit through an online survey at <http://www.dshs.state.tx.us/vs/field/home/Local-Registrars.doc> and onsite visits. Performance measures are monitored monthly by the HHSD budget and monitoring units through reporting and on-site audits as well as direct supervisory oversight.

- Quality improvement:

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

OVR uses direct monitoring as well as technical systems to evaluate workflow process. Customers are encouraged to complete satisfaction surveys and can always speak to a lead or the supervisor. Feedback is used as a training tool. Staff meetings are held quarterly to discuss trends and potential process changes.

**Form #3: PROGRAM WORK STATEMENT**  
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Date prepared: 08/31/2012

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Agency: Austin/Travis County HHSD Program: Teen Pregnancy Prevention Program

1. Program goals and objectives:

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

The goal of the Teen Pregnancy Prevention Program is to improve adolescent sexual health outcomes within Travis County through best practice, direct sexuality education and skill development encounters with youth at Travis County Juvenile Detention Facility and throughout Travis County.

2. Program clients served:

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

Youth and parents served will reside in Travis County. Service providers will serve youth in Travis County.

3. Program services and delivery:

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

Our program will provide direct sexuality education and skill development using promising practice curricula for youth at Travis County Juvenile Detention Facility and at least one other organization located in Travis County (outside of the City of Austin). Contacts with the organization will be sought from Travis County staff.

We will also work to provide ongoing professional development and competency trainings for youth-serving service providers, primarily through monthly meetings and the annual Provider Conference of the Healthy Youth Partnership, as well as through the Austin Healthy Adolescent Initiative's Learning Community.

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

Two members of the Teen Pregnancy Prevention Program serve on the steering committee for the Healthy Youth Partnership, a community coalition working to improve sexual health outcomes for the Greater Austin Area. Through this coalition, we offer monthly trainings for service providers, plan an annual Provider Conference, and are in the process of conducting a community-wide needs assessment around teen pregnancy prevention. In addition, the Austin Healthy Adolescent Initiative within the Teen Pregnancy Prevention Program focuses on collaboration surrounding youth engagement in the community and has its own Leadership Group, comprised of key stakeholders in the community who support the Initiative as well as its projects to increase youth engagement in our community.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

*Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.*

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of unduplicated youth clients served*</b>  *Currently, we are counting duplicated clients (1000). Effective October 1, 2012 we will begin counting unduplicated clients, as best practice sexual health interventions encourage multiple sessions with the same group of students to maximize the effectiveness.	100	N/A	100

*(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)*

**6. OUTCOME Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):**

*Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).***

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If not reported every Quarter, in which Quarter(s)?
Number of youth reporting increase in knowledge or change in attitude on at least two questions on the post-evaluation survey (numerator)	38	
Total number of youth evaluated (denominator)	50	
Percentage of youth reporting increase in knowledge or change in attitude on at least two evaluation questions (outcome rate)	76%	

*(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)*

**7. Community planning activities:**

*Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.*

The Teen Pregnancy Prevention Program is actively involved in the Steering Committee for the Healthy Youth Partnership; whose activities include an annual Provider Conference and a community-wide teen pregnancy prevention needs assessment to be completed in January 2013.

**8. Program Evaluation Plan**

• **Performance evaluation:**

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

Post-Test and satisfaction surveys are administered by the health educator to the youth groups at the end of each presentation series. Parents and service providers receive satisfaction surveys administered by the meeting facilitator at the end of each meeting.

• **Quality improvement:**

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

The Teen Pregnancy Prevention Program conducts quarterly continuous quality improvement meetings to review evaluation results and assess the effectiveness of programming. In addition, the BrdsNBz Text Messaging Lines Advisory Team meets monthly to perform quality assurance checks on the text lines.

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Agency: Austin/Travis County HHSD Program: Chronic Disease Prevention and Control

**1. Program goals and objectives:**

The Chronic Disease Prevention and Control Program (CDPC Program) activities align with the HHSD Business Plan Goal for Health Services: Promote a healthy community by preventing chronic and communicable diseases and promoting improvements in social/economic/environmental factors that will result in an improved overall health status and a reduction of health disparities. The CDPC Program exists to inspire people to take steps to adopt healthy lifestyles through promoting and modeling healthy behaviors, preventing and managing chronic disease, and promoting policy, systems and environmental change

**2. Program clients served:**

Since strategies are policy, systems and environmental changes, the target population is jurisdiction-wide. However, all service-based strategies are targeted to those individuals, primarily adults and youth age 5-17 years old, who suffer disproportionately from chronic disease or risk factors for chronic disease. Strategies are targeted in areas of Travis County with high rates of health disparities, and include more low socioeconomic health status individuals.

**3. Program services and delivery:**

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

**Healthy Places, Healthy People-Community Transformation**

Healthy Places, Healthy People addresses the needs of Austin/Travis County with special focus on the populations that experience health disparities. Programs are implemented across multiple sectors addressing where people work, play, learn and live. These categories are Community, School, Worksite, Healthcare, Media and Disparities.

**Tobacco Prevention and Control**

The tobacco prevention and control efforts subscribe to the Centers for Disease Control model for comprehensive tobacco control programs with an emphasis on policy, systems and environmental changes. Program goals are: prevent youth initiation of tobacco, increase cessation among youth and adults, ensure compliance with all tobacco laws, eliminate secondhand smoke, reduce health disparities and ensure sustainability of the community coalition.

**Community Diabetes Program**

The Chronic Disease Prevention and Control Program implements eight community walking/exercise groups through Walk Texas, provides 24 Diabetes Empowerment Education Program classes and 12 Road to Health diabetes prevention classes, and provides continuing education for 130 health care providers in the Travis County community.

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

A/TCHHSD relies on its network of Coalition and non-Coalition partner agencies in order to integrate our services into the existing network of public health and social services in Travis County. This allows us to be most effective and avoid duplication of services. Collaborative efforts include the Leadership Team which provides guidance on key initiatives; the Chronic Disease Coalition, the Central Texas Diabetes Coalition; the Austin/Travis County Tobacco Control Coalition; and the Integrated Care Collaborative which ATCHHSD is a member. These groups have diverse, multisector representation of community leaders representing all of Travis County

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

*Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.*

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of Public Health Activities</b> Definition: A one-time, planned learning experience based on sound theories that provide individuals, groups, and communities the opportunity to acquire information and the skills needed to make quality health decisions.	90	30	120

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of Public Health Encounters</b> Definition: A one-time, planned learning experience based on sound theories that provide individuals, groups, and communities the opportunity to acquire information and	4200	15800	20,000

the skills needed to make quality health decisions.			
<b>OUTPUT # 3</b>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Number of Community Changes</b> Definition: New or modified program, practice, environmental, systems or policy in the community created through working with community partners, agencies/organizations, or other HHSD programs which may last six months or longer.	20	10	30

*(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)*

**6. OUTCOME Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):**

*Please enter the outcome performance measures to be reported for your program. For any outcome which will **not** have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).***

**7. Community planning activities:**

*Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.*

The Chronic Disease Prevention and Control Program has implemented several planning activities to develop grant applications, plan program strategies and interventions, media messages, to identify collaboration opportunities. These activities have included partner surveys, key informant surveys, focus groups and telephone surveys, and employee surveys. These efforts have informed the Obesity Strategic Plan, grant applications for the Community Transformation Grant and the Communities Putting Prevention to Work, the Live Tobacco Free Austin campaign, and multiple tobacco-free community changes.

**8. Program Evaluation Plan**

- Performance evaluation:**

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

The Chronic Disease Prevention and Control Program evaluation plan assesses the immediate, short-term, and long-term impact of multiple, broad-reaching strategies on mortality and morbidity due to chronic disease and chronic disease risk factors in Austin and Travis County. The goals of the evaluation are to use data to demonstrate progress toward program goals during their implementation, as well as evidence of program performance and public health effectiveness. The core evaluation plan includes both process and outcome evaluation. The process evaluation plan will regularly monitor for sufficient forward progress and ongoing program improvement. By monitoring ongoing and future activities and interaction of these activities among program objectives, ATCHHSD periodically assesses that interventions are timely, sufficiently staffed, and appropriate to the target population. ATCHHSD relates the information gleaned from this process evaluation back to programmatic staff, stakeholders, and community partners in order to optimize potential midcourse corrections when necessary. The

outcome-based evaluation entails analysis of data from multiple sources to assess changes in the prevalence of risk behaviors and attitudes, trends in mortality and morbidity of chronic disease, and implementation of policies to combat the burden of chronic disease.

ATCHHSD uses a combination of ongoing data resources including vital statistics data, hospital discharge data, and adult and youth behavior surveys, to track trends in chronic disease mortality and morbidity, as well as activity-specific surveys to gauge behaviors and attitudes toward program policies in the community. ATCHHSD works with community partners to report on ongoing program implementation, including development of policies, execution of strategies, and progress of activities. ATCHHSD utilizes media marketing reports to evaluate the impact of counter-advertising in the community.

For the long-term analysis of overall impact of strategies, ATCHHSD analyzes overall trends in data on mortality, hospitalizations, and cancer. The Texas Department of State Health Services (DSHS) maintains vital statistics data, including mortality data, hospital discharge data, and the cancer registry, all of which are available at the local level. These data tend to not be timely – with a lag of between 3 years (mortality data) to one year (hospital discharge data) – but have the advantage of standardization in data collection and analytic methods, which make them attractive choices for comparisons across and within communities and over time.

- **Quality improvement:**

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

The Chronic Disease Prevention and Control program actively reports as part of the department's CQI (Continuous Quality Improvement) program. The conceptual framework of the Continuous Quality Improvement Program centers on broad vantage points from which total delivery of services can be viewed. Each parameter views service from a different vantage point. Each of these separate perspectives plays an important role in the total delivery of services within the Chronic Disease Prevention and Control Program. Parameters of Service to be monitored and evaluated are:

1. Financial Accounting
2. Customer Service
3. Incident Reporting
4. Safety Training
5. Health Education/Program Coordination
6. Supervision
7. Cultural Competency
8. Ethics
9. Records Management
10. Communication

The program meets regularly on CQI and reports outcomes as required by the departmental plan.

Form #3: **PROGRAM WORK STATEMENT**  
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Date prepared: **08/31/2012**

**Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.**

Agency: Austin/Travis County HHSD Program: Environmental Health Services

1. Program goals and objectives:

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

Austin/Travis County HHSD operates programs designed to promote and protect the public health. The protection of the public health is best served by a collaborative approach in monitoring and combating community health problems and hazards that occur without regard to jurisdictional boundaries. The provision of essential public health services by the City and the provision of the same or similar services under agreement with the County for the provision of County services, in combination with-County resources made available is intended to result in a service delivery that is effective, efficient and accessible.

2. Program clients served:

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

- Travis County Residences wanting to adopt or foster a child, day cares and elderly care
- Any establishment located in Travis County, not under a local municipality rule, in operation that stores, prepares, packages, serves, vends or other wise provides food for human consumption and any element of the operation whether it is conducted in a mobile, stationary, temporary or permanent facility or location; where consumption is on or off the premises; and regardless if there is a charge for the food
- Any pool used for public use located in Travis Co.
- Travis County resident complaints concerning any general environmental or public nuisance occurring within Travis County

3. Program services and delivery:

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

The Consumer and Community Protection program administratively performs inspections and investigates complaints relating to various state laws and local codes in the unincorporated areas of Travis County and within some less-populated Municipalities within Travis County. Staff Sanitarians inspect restaurants, grocery stores, food manufacturers, mobile food vendors, temporary event food vendors and custodial care foodservices. Request annual environmental health and safety inspections of custodial care facilities and public schools are also conducted.

In addition, general environmental complaints involving improper disposal of solid waste, high grass and weeds, animal pens, junk and abandoned vehicles, substandard buildings, and other public health/public nuisance issues are investigated.

Routine and requested inspections, and complaints investigated by the program include:

- Retail Food Establishment Permitting, Inspection, and Investigations
- Food Products Permitting, Inspection, and Investigations
- Food-borne Illness Investigations, food sanitation investigations
- General Environmental Related
  - Public and Semi-Public Swimming Pools and Spas Permitting, Inspection and Investigation
  - Custodial Care Environmental Health and Safety Inspections
  - Junkyard and Automotive Wrecking and Salvage-yard Permitting, Inspection and Investigations
  - School Physical Plant Inspection – Public and Private Schools

- **Public Nuisance Complaint Investigations** – high grass and weeds, improper disposal of solid waste, junk and abandoned vehicles on private property, dangerous buildings, odors, flies, stagnant water, exposed wastewater/sewage related to foodservice or package treatment plants
- **Public Nuisance Abatement** – Abatement of nuisances on private property when property owners are either unwilling or unable
- **Miscellaneous Health Related Inspections** – Funeral homes, cemeteries, crematoriums, mass gatherings, flea markets, farmers markets, and others.

4. **Service coordination and collaboration strategies:**

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

Texas Commission on Environmental Quality – Water Quality, Environmental Nuisances  
 Texas Department of Family and Protective Services – Daycares, Schools, Adoptions, Foster Cares  
 Texas Department of Aging and Disability Services – Group Homes, Nursing Homes, Senior Centers  
 Texas Department of State Health Services – Food Services and related elements  
 Travis County Commissioners Court – Public & Environmental Nuisances  
 Travis County Transportation & Natural Resources – Sewage, Junkyards, Auto salvage operations  
 Travis County Sheriff’s Department – Public and Environmental Nuisances

5. **OUTPUT Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):**

*Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.*

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Fixed food establishment permits issued</b>	<b>407</b>	<b>4,493</b>	<b>4,900</b>

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Mobile Vending Permits Issued</b>	<b>290</b>	<b>1,200</b>	<b>1,490</b>

<u>OUTPUT # 3</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Rodent &amp; Vector Field Services Performed</b>	<b>3,800</b>	<b>4,200</b>	<b>8,000</b>

<u>OUTPUT # 4</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
<b>Non-Routine Inspections Performed</b>			<b>2,300</b>

*(NOTE: Output #4 has combined totals because the current reporting structure does not separate the two. The City will begin separating the information in FY13 and will report based on actual occurrences.)*

6. **OUTCOME Performance Measures (replace the blue text in the left column below with the actual wording of your measures’ numerators, denominators, and outcome rates):**

*Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column’s shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).*

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of pools/spas in the City and County not closed in a time period (numerator)	1,870	
Total number of pools/spas inspected in the same time period (denominator)	1,928	
Percent of public pools and spas in compliance (outcome rate)	<b>97%</b>	

Total Program Performance – OUTCOME # 2	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of food establishment inspections with a passing grade (numerator)	9,871	
Total number of food establishments inspections (denominator)	10,072	
Percentage of food establishments with passing grades (outcome rate)	<b>98%</b>	

Total Program Performance – OUTCOME # 3	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of Rodent Vector field services in which control measures are applied (numerator)	4,000	
Total number of field services completed (denominator)	8,000	
Percent of field services conducted that result in control measures being applied in the Rodent & Vector program (outcome rate)	<b>50%</b>	

7. **Community planning activities:**

*Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.*

**Community Health Assessment/Community Health Improvement Plan**

8. **Program Evaluation Plan**

• **Performance evaluation:**

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

- **Use of database management system (AMANDA) to track all inspections, permitting fees, and follow-up inspections for all components of the contract**
- **Use of Excel and Access to ensure that goals are met through tracking databases looking at quarterly numbers compared to contractual agreed upon numbers**
- **Mid-year and Year-end performance evaluations of sanitarians responsible for these areas to ensure that inspections are completed and done according to standard operating procedures**
- **Dedicated consumer hotline for taking complaint calls and follow-ups done by inspectors.**

9. **Quality improvement:**

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

- **Investigation of consumer complaints**
- **Quarterly reviews to ensure Contractual numbers are met without any shortcomings**
- **Additional inspectors assigned as needed and follow-up next quarter to gauge effectiveness**

**Form # 3: PROGRAM WORK STATEMENT**  
 2013 City of Austin/Travis County Public Health Interlocal Agreement

Date Prepared 08/31/2012

**Agency Name:** Sickle Cell Anemia Austin Association Marc Thomas Chapter

**1. Program goals and objectives:**

To enhance and improve the quality of life for families devastated by Sickle Cell Disease.

**2. Program clients served:**

Contractor shall use funds provided under this Agreement to provide services to clients with sickle cell disease and their families, and will also target at risk populations with outreach programs and educational sessions, as described further below.

**3. Program services and delivery:**

Contractor shall deliver services in three major areas: education, client services and outreach. Contractor shall conduct home visits, hospital visits, coordinate and conduct educational sessions, health fairs, coordinate with schools, churches, community agencies and groups to raise awareness about sickle cell disease.

Contractor shall provide support, outreach, education and assistance to persons with sickle cell disease and their families. Target at risk populations to increase knowledge and raise awareness about sickle cell disease.

**4. System for collecting and reporting program data:**

Contractor will establish and maintain efficient systems for collecting, maintaining and reporting program data, including data of all services provided with City funds, and ensure system for collecting and reporting program data are administered before educational sessions and are evaluated at time of educational sessions. Sign-in sheets and counter are also used for reporting of data. The data collected must measure the understanding and depth of knowledge concerning sickle cell disease. Contractor will count the number of participants in attendance and/or from the sign-in sheets and maintain records of all classes, workshops and sessions held, as well as of the number of attendees.

**5. OUTPUT MEASURES Performance Measures**

<b>OUTPUT # 1</b>	<b>City of Austin Annual Performance Measures (Travis Co. ILA)</b>	<b>All Other Funding Sources Annual Performance Measures</b>	<b>TOTAL (City. + All Other) Performance Measures</b>
Number of county clients provided with the health screening services.	<b>250</b>		<b>250</b>

<b>OUTPUT # 2</b>	<b>City of Austin Annual Performance</b>	<b>All Other Funding Sources Annual</b>	<b>TOTAL (City + All Other) Performance</b>

	Measures (Travis Co. ILA)	Performance Measures	Measures
Number of county clients provided with the health education.	250		250

**6. OUTCOME (RESULTS) Performance Measures**

Total Program Performance – OUTCOME # 1	Total Program Annual Performance Measures
Total number of county clients provided with the health screening services resulting in increased knowledge of sickle cell disease and/or better-managed care. (numerator)	250
Total number of county clients provided with the health screening services (denominator)	250
Percent of clients with sickle cell disease who were provided with the health screening services resulting in increased knowledge of sickle cell disease and/or better-managed care. (outcome rate)	100%

Total Program Performance – OUTCOME # 2	Total Program Annual Performance Measures
Total number of county clients provided with the health education resulting in increased knowledge of sickle cell disease and/or better-managed care. (numerator)	250
Total number of clients affected by sickle cell disease (significant others, families, etc.) who were provided with educational sessions. (denominator)	250
Percent of clients affected by sickle cell disease (significant others, families, etc.) who were provided with educational sessions resulting in increased knowledge of sickle cell disease and/or better-managed care	100%

**7. Community planning activities:**

Contractor’s community Planning Activities Community Activities held by our agency includes health fairs, presentations, educational session and distribution of literature.

**8. Program Evaluation Plan**

• **Performance evaluation:**

Contractor’s staff, when appropriate, will verbally ask the audience questions about sickle cell disease prior to the educational sessions, and/or distribute a pre-test prior to the educational sessions. A comparative analysis will be conducted to determine whether an increased level of understanding and knowledge was obtained. Upon completion of the workshop, Contractor will count the number of participants from the sign-in sheets.

• **Quality improvement:**

Contractor shall ensure that clients and other participants will increase their knowledge of sickle cell disease, resulting in better-managed care. Contractor shall sponsor and offer sickle cell

summer camp to help children with sickle cell improve their socialization skills, while learning and sharing knowledge with other children affected with sickle cell disease.

**9. Coordination and collaboration of services with other organizations, including strategies and methods:**

Contractor shall coordinate with organizations such as Seton Family of Hospitals, clinics, Dell Children's Hospital, The Children's Haven of Austin, The Blood and Tissue Center, Huston-Tillotson University, Austin Community College, The Linus Project, churches, schools, neighborhood centers, Texas Education Agency, Department of State Health Services, and other agencies and community groups

**Form #3: PROGRAM WORK STATEMENT**  
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**Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.**

Agency: Austin/Travis County HHSD Program: Epidemiology and Health Statistics Unit

**1. Program goals and objectives:**

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

Epidemiology and Health Statistics Unit (EHSU) protects the public health of citizens and visitors of Travis County through a number of activities including epidemiologic surveillance and investigation, data collection and analysis, toxicological evaluation and risk assessment, and emergency preparedness and response planning. EHSU supports Travis County by:

- Analyzing health data to examine the burden of disease within the county for a variety of diseases, conditions and risk factors.
- Providing epidemiologic support for disease and outbreak investigations, which includes study design, survey design, data collection, analyses and interpretation, and report dissemination.
- Identifying, monitoring, and preventing the spread of disease in our community through the implementation of preventative measures and interventions.
- Conducting epidemiologic response and preparedness planning activities related to diseases and conditions, and public health disasters (both natural and man-made) such as hurricane response, response to weapons of mass destruction, extreme weather events, and disease pandemics.
- Developing, revising, maintaining, exercising public health emergency response plans.
- Conducting and providing toxicological evaluations, consultations, and recommendations for environmental permitting, monitoring and enforcement activities to ensure the protection of human health.

**2. Program clients served:**

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

Persons served by EHSU are all residents or visitors of Travis County. For some emergency response plans, pre-established agreements exist for response activities (mass sheltering for citizens of Galveston County, TX). All employed and volunteer first responders are eligible for transport exposure services.

**3. Program services and delivery:**

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

The Epidemiology and Health Statistics Unit supports three program areas –Disease Surveillance, Epidemiology, and Public Health Emergency Preparedness.

The Disease Surveillance Program, which provides 24/7 nurse on call after business hours, weekends and holidays, is responsible for receiving, reviewing, monitoring, investigating (as determined) and implementing control measures on 72 of the 77 conditions listed on the Texas Department of State Health Services (DSHS) Reportable Conditions list.

The Epidemiology Program conducts comprehensive epidemiologic surveillance and investigates clusters of acute and chronic illness within Travis County. Currently, the Epidemiology Program participates in

analyses, collection, and management of data related to infectious diseases and conditions, related health risk behaviors, syndromic surveillance, as well as clusters and/or outbreaks of gastrointestinal illness, foodborne illness, respiratory illness, and influenza, and responses to bioterrorism.

EHSU epidemiologists collect, analyze, and manage health data to identify burden of acute and chronic diseases within the community and risk factors for developing disease. Analyses are used in program evaluation to determine gaps in service delivery, community health needs, and the effectiveness of intervention and prevention strategies, and these analyses are reported to EHSU's partners. EHSU serves as the lead within HHSD for data analyses, management, and evaluation.

EHSU conducts toxicological reviews/evaluations of air quality, hazardous waste, and water quality permits for Travis County to determine whether releases or emissions will result in any adverse human health impacts. Review and evaluations are also conducted for monitoring data collected to determine the potential for adverse human effects from releases to air, water, and soil.

EHSU conducts public health emergency response planning and assesses hazards and vulnerabilities for all citizens, residents and visitors of Travis County with numerous external and internal partners. Plans are revised annually, tested through exercises or real events, and lessons learned are incorporated during plan revisions.

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

For epidemiologic surveillance and response, all activities are coordinated through a variety of organizations including the health care system, school districts, responding agencies, and neighboring or affected counties. This is necessary to limit the spread of disease.

For emergency response planning, response plans and activities must be coordinated with a variety of local, regional, state and federal response agencies. All response activities rely on strong collaborations, mutual aid, and common operating picture. EHSU staff also works collaboratively with local, regional, state and federal partners, first responders and emergency management on biosurveillance planning and response initiatives.

The Unit has established a series of collaborative relationships for emergency response planning as well as epidemiologic surveillance and response, with the following organizations:

- Capital Area Public Health and Medical Coalition;
- Austin Independent School District;
- Capital Area Council of Governments Homeland Security Taskforce and Public Health and Medical Subcommittees;
- Central Texas School Safety Consortium;
- University of Texas at Austin Institutional Biosafety Committee;
- Capital Area Shelter HUB Core Team
- Health Advisory Board for Child, Inc.
- Safe Sleep Workgroup
- Central Texas Association of Professionals in Infection Control and Epidemiology (APIC) Chapter 116 (infection preventionists from area hospitals, health departments, clinics, and nursing homes)
- All independent school districts' health services
- University of Texas at Austin Schools of Nursing, Pharmacy and Social Work
- Community Hepatitis support groups

DSHS Central Office and Health Services Region

Collaborative partners include but is not limited to: *Texas DSHS: Central Office and Health Services Region 7; ISD- Health Services: Austin, Pflugerville, Manor, Del Valle, Lake Travis, Lago Vista, Eanes; IPs*

(Infection Preventionists) & Emergency Rooms: Dell Children's Medical Center, Seton Healthcare Family, St. David's Healthcare; St. David's Foundation, Community Action Network, Integrated Care Collaboration, Austin Travis County Integral Care, Medical Clinic IPs: Austin Regional Clinic, Austin Diagnostic Clinic, Central Health, CommUnity Care, Seton, Seton Specialty Care for Children, Seton Clinics; University and Colleges (health services and individual academic departments): University of Texas at Austin, Austin Community College, St. Edwards University, Concordia University, Huston-Tillotson University; Travis County Medical Society; Child Inc; Safe Kids; Travis County Medical Examiner's Office; Travis County Office of Emergency Management, Travis County Sheriff's Office, City of Austin departments: Animal Services, Law Department, Homeland Security Emergency Management, Parks and Recreation Department, Austin Police Department, Austin Travis County Emergency Medical Services and Austin Fire Department; all programs, units, and divisions within HHSD.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):  
 Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of potential human rabies exposure consultation			1,300

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of cases investigated by Epidemiology and Health Statistics.			1900
<u>OUTPUT # 3</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of emergency bioterrorism drills conducted			8

<u>OUTPUT # 4</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of Air, Hazardous Waste and Water Quality Permits reviewed			30

(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):  
 Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of emergency plans reviewed and updated (numerator)	11	<b>Annual</b>
Number of emergency plans (denominator)	12	
Percent of emergency plans reviewed and updated (outcome rate)	90%	

Total Program Performance – OUTCOME # 2	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of all foodborne illness investigations initiated within 3 hours of notification.	TBD	<b>Annual</b>
Number of all foodborne illness investigations	TBD	
Percent of all foodborne illnesses investigations initiated within 3 hours of notification.	95%	

Total Program Performance – OUTCOME # 3	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of all infectious diseases reported that resulted in intervention strategies implemented.	TBD	<b>Quarterly</b>
Number of all infectious disease reported	TBD	
Percent of all infectious diseases reported that result in intervention strategies implemented	75%	

Total Program Performance – OUTCOME # 4	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of cases in Measles, Pertussis, Mumps and Rubella	TBD	<b>Annual</b>
Current County Population x 100,000	TBD	
Incidence rate per 100,000 population of reported cases of Measles, Pertussis, Mumps and Rubella in community served.	25	

(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

7. Community planning activities:

Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.

EHSU is currently involved in the Community Health Assessment/ Community Health Improvement Planning for Travis County. Staff are currently collaborating a variety of planning partners and engaging the community to determine the health needs of the community. EHSU collaborates on a regular basis with area hospitals, schools, daycares and other agencies to continue optimum reporting and monitoring of diseases

and implementing strategies in prevention of disease spread. EHSU conducts program evaluation and data analyses to support grant-funded applications and activities (Ryan White, CPPW, CTG).

#### 8. Program Evaluation Plan

- Performance evaluation:

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

EHSU conducts a variety of activities to evaluate performance. All epidemiology, disease surveillance and emergency response activities fall under the All-Hazards Response Plan, which requires annual review and revision. Many revisions are in response to actual incidents or exercises and are the result of after action reviews and corrective action plans that are prescribed by National Incident Management System.

EHSU staff participates in a yearly Hazard and Vulnerability Assessment and Capabilities Assessment along with City of Austin Homeland Security and Emergency Management and Travis County Office of Emergency Management, public safety agencies, and agencies representing critical infrastructure to prioritize emergency response planning activities. DSHS also requires a specific public health capabilities assessment and hazard and vulnerabilities assessment for Travis County, and yearly Technical Assessment Review of Strategic National Stockpile (SNS) activities/deliverables.

EHSU participates in monthly internal Continuous Quality Improvement meetings to ensure evaluation of program performance, policies and procedures and the need for training and professional development.

Clients who have recently communicated with EHSU via telephone are provided a survey to assess customer service. The program also annually surveys external reporting clients. Reports are reviewed at the Disease Surveillance Program quality assurance meeting.

- Quality improvement:

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

Regular QA is conducted on the following procedures:

- Training, Exercises, After Action Reports, Corrective Action Plans
- SNS Technical Assessment Review
- Capabilities Assessment
- Hazard and Vulnerabilities Assessment
- Customer Service Survey
- Case Investigation Audit
- NEDSS Data Audit Tool

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Date prepared: 08/31/2012

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Agency: Austin/Travis County HHSD Program: African American Quality of Life Unit

1. Program goals and objectives:

*Briefly describe the goals and objectives of the services purchased by Travis County in this contract.*

a. Reduce health disparities through community outreach and partnerships

- (1) Provide community based health screenings
- (2) Provide information and referrals related to issues presented or detected by screenings

2. Program clients served:

*Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).*

Program services are free to all residents of Travis County. Youth (under 18 years) need parental consent for screenings.

3. Program services and delivery:

*Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.*

The services provided by HHSD include: Blood pressure exams, Blood sugar exams, pregnancy exams and referrals to support services.

The mobile van services are provided from a metro-sized mobile van fitted with exam rooms. Locations are selected by a zip code analysis of areas with high morbidity and mortality rates. The van develops a regular schedule based on those sites. On many occasions, the van staff is joined by other service providers from HHSD as well as representatives from the private sector, These representatives, such as Seton Family of Hospitals, Doctors on Wheels, Amerigroup Corporation and The Smile Dental Center, set up tents around the mobile van to provide information and education to participants on a range of health issues and services. Information is also distributed and promoted via use of fliers as well as announcements over HHSD radio talk show, Health Talk, on KAZI every Tuesday morning.

4. Service coordination and collaboration strategies:

*Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?*

Since its start in 2005, the AAQL program has aligned its services with other health and social services providers in the community. The AAQL has interlocal agreements with Austin Parks and Recreation, Austin Independent School District, Del Valle Independent School District, and Santa Barbara Church. Within HHSD, the WIC and smoking cessation programs are regular attendance on the mobile van. Finally, there are a number of private organizations that join the mobile van at its regular sites.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u> Blood pressure exams	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of units of preventative health services (such as screenings and health education) provided by Austin Health Connection.	800	3,200	4,000

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of clients served by the AAQL Preventive Team Initiative.	1,200	4,800	6,000

<u>OUTPUT # 3</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of job fairs developed in underserved areas.	2	8	10

<u>OUTPUT # 4</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of new locations for services by AAQL/CHI	1	4	5

(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):

Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).**

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If not reported every Quarter, in which Quarter(s)?
Number of clients who report satisfaction with services of mobile van staff (numerator)	95	Annually
Number of clients who complete a satisfaction survey (denominator)	100	
Percentage of clients who report improved awareness of health status resulting from the AAQL Prevention Team Initiative. (outcome rate)	95%	

*(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)*

**7. Community planning activities:**

*Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.*

HHSD conducts community forums in order to receive input on the public's perception and impressions of health services. Additionally, the AAQL Unit conducts monthly meetings with community partners, church representatives and nonprofit service organization.

**8. Program Evaluation Plan**

• **Performance evaluation:**

*Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).*

The mobile van program is reviewed semi annually in three areas by the mobile van team and the Assistant Director:

- a. Screenings performed. Are the screenings in areas in the City or County with high morbidity and mortality?
- b. Are clients following recommendations regarding referrals?
- c. Annual client satisfaction survey

• **Quality improvement:**

*Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.*

HHSD has three levels of quality assurance.

a. Unit level. The services and programs delivered by the Unit are reviewed by staff and program manager every six months. The review includes staff performance, performance measures and recommendations for addressing any problems uncovered.

b. Unit level. HHSD has an internal auditor that reviews program operations in order to identify risks and make recommendations to reduce or eliminate them.

c. Department level. The department has an ongoing quality improvement committee. That committee meets monthly to discuss and offer recommendation to resolve operational and service delivery issues.

FY13 Public Health Interlocal  
Animal Services Office  
(October 2012 to September 2013)  
Attachment B

Program	Program Total	FY13 Revenue	Total with Revenue	County Total	City Total		Year-to-Date Expenses through XX/XX/XX	Year-to-Date Admin Allocation through XX/XX/XX	Year-to-Date Revenue through XX/XX/XX	Net Total	Basis of Allocation	YTD County Portion	Difference between Prorated County Total and YTD County Portion	Percent Difference
<b>Public Health</b>														
<b>Program Costs</b>														
HIV Outreach & Prevention	542,687		542,687	153,092	389,595						% of Population (28.21%)			
Immunization	1,707,762		1,707,762	481,760	1,226,002						% of Population (28.21%)			
Sexually Transmitted Disease	1,755,806	(44,921)	1,710,885	482,641	1,228,244						% of Population (28.21%)			
Disease Surveillance	770,465		770,465	217,348	553,117						% of Population (28.21%)			
Tuberculosis Elimination	1,233,570	(3,958)	1,229,612	346,874	882,738						% of Population (28.21%)			
Disease and Injury Prevention	1,296,533		1,296,533	365,752	930,781						% of Population (28.21%)			
Teen Preg. Prev & Family Planning Educ	175,198		175,198	49,423	125,773						% of Population (28.21%)			
Information, Referral & Permitting	817,253		817,253	96,423	720,831						% FFE (DN include Munis)			
Health and Safety Code Compliance (CCP)	3,102,304		3,102,304	366,022	2,736,282						% FFE (DN include Munis)			
Rodent/Vector Control & Nuisance Abatement	579,723		579,723	163,540	416,183						% of Population (28.21%)			
Health Connection Van/Outreach	-		-	-	-						% of Population (28.21%)			
Vital Records	462,250	(125,142)	337,108	95,098	242,011						% of Population (28.21%)			
Sickle Cell Contract	132,241		132,241	32,241	100,000						current share			
Cha/Chip Demonstration	34,000		34,000	34,000	-						current share			
<b>Total</b>	<b>12,609,790</b>	<b>(174,021)</b>	<b>12,435,769</b>	<b>2,884,213</b>	<b>9,551,556</b>									

	Total Expenditures	County Total
Quarter 1:		
Quarter 2:		
Quarter 3:		
Quarter 4:		
<b>Total</b>	<b>0</b>	<b>0</b>

**ATTACHMENT C**  
**COUNTY PERSONNEL**

As of October 1, 2012, County Personnel under this Agreement are:

	<b><u>NAME:</u></b>	<b><u>SLOT #</u></b>
1.	Lenora Guerrero	149

**ATTACHMENT D - INVOICE FORM**

**INVOICE**

**QUARTERLY BILLING PUBLIC HEALTH INTERLOCAL**

**BILL TO:**

Travis County Health & Human Services & Veteran Services

Date: \_\_\_\_\_

Attention: Sherri Fleming

**AMOUNT:** Fiscal Year 2013 Quarterly Billing

1<sup>st</sup> Qtr Expenditures (October 1, 2012 - December 31, 2012)

\$ \_\_\_\_\_ -

**COUNTY PERSONNEL:**

The following figures are based on County budgeted amounts for Fiscal Year 2013:

**Slot # 149**

Regular Salaries \$36,472.00

Overtime Salaries

Longevity Pay \$1,500.00

**TOTAL SALARIES** \$37,972.00

FICA \$2,354.00

Hospitalization \$8,353.00

Life Insurance \$99.00

Retirement Contribution Quarter Two, Three & Four \$4,659.00

Workers' Compensation \$675.00

Medicare \$551.00

**TOTAL BENEFITS** \$16,691.00

**TOTAL SALARIES & Benefits** \$54,663.00

Administrative Allocation \$3,553.00

**TOTAL OF ALL CREDITS:** \$58,216.00

**CREDIT:**

Employee Credit for 1/4 of Fiscal Year 2013

Total: \$58,216.00

1/4: \_\_\_\_\_ (\$14,554.00)

**TOTAL DUE TO CITY OF AUSTIN:** \_\_\_\_\_

**TOTAL CONTRACT:** \$ 2,884,213.00

**TOTAL NET CONTRACT: LESS CREDIT** \$ 2,825,997.00

**Contract Balance:** \$ 2,825,997.00

**Quarter 1 Billing:** \$ 14,554.00

**Quarter 3 Billing:** \_\_\_\_\_

**Quarter 2 Billing:** \_\_\_\_\_

**Quarter 4 Billing:** \_\_\_\_\_

We certify that the above expenses are submitted pursuant to the Interlocal Agreement between the City of Austin and Travis County for Public Health.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

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

FY 13 Public Health Interlocal  
Attachment E- County Inventory

TAG #	SERIAL #	YEAR	DESCRIPTION	LOCATION	RP	MISC	CK DATE
126758	CN06064646633621530S	2006	MONITOR, 20" LCD FP DELL ULTRASHARP 2001FP	RLC	CHUCK CROW	12666 GWEN MEIGHAN	8/30/2012
126759	CN06064646633621480S	2006	MONITOR, 20" LCD FP DELL ULTRASHARP 2001FP	RLC	LEE KELLEY	12666 GWEN MEIGHAN	8/30/2012
126760	CN0606464663362118FS	2006	MONITOR, 20" LCD FP DELL ULTRASHARP 2001FP	RLC	LANIA SIBBLEY	12666 GWEN MEIGHAN	8/30/2012
126761	CN060646466336214E5S	2006	MONITOR, 20" LCD FP DELL ULTRASHARP 2001FP	RLC	GLENN BUCHHORN	12666 GWEN MEIGHAN	8/30/2012
126895	6CA13118	2007	CAMERA, FUJIFILM S6000FD DIGITAL	R&V	JOE STAUDT	12666 GWEN MEIGHAN	8/29/2012
126896	6CA13119	2007	CAMERA, FUJIFILM S6000FD DIGITAL	R&V	JOE STAUDT	12666 GWEN MEIGHAN	8/29/2012
120602	77915008	2004	GPS UNITS GARMIN ETREX	RLC	GWEN MEIGHAN	12666 GWEN MEIGHAN	8/30/2012
126747	51574429	2004	GPS UNITS GARMIN ETREX	RLC	GWEN MEIGHAN	12666 GWEN MEIGHAN	8/30/2012
120605	77918677	2004	GPS UNITS GARMIN ETREX	RLC	GWEN MEIGHAN	12666 GWEN MEIGHAN	
141729	A2VAC10SA00292P	2010	SAMSUNG CL65	RLC	ANDREW THOMPSON	12666 GWEN MEIGHAN	8/30/2012
120607	34A41862	2004	DIGITAL CAMERA-FUJI FINEPIX S3000	RLC	GWEN MEIGHAN	12666 GWEN MEIGHAN	8/30/2012
141731	A2VAC10SA00290Y	2010	SAMSUNG CL65	RLC	DUSHUN PHILLIPS	12666 GWEN MEIGHAN	8/30/2012
126756	75DNY51	2006	PROJECTOR, DELL 1100MP DLP	RLC	GWEN MEIGHAN	12666 GWEN MEIGHAN	8/30/2012
126757	CN0606464663362142LS	2006	MONITOR, 20" LCD FP DELL ULTRASHARP 2001FP	RLC	GWEN MEIGHAN	12666 GWEN MEIGHAN	8/30/2012
126832	OXC528	2007	PRINTER, DELL 5110CN COLOR LASER	R&V	JOE STAUDT	12666 GWEN MEIGHAN	8/29/2012
143011	MX0C9536466347832GWS	2007	MONITOR, 20" LCD FLAT PANEL, DELL	R&V	JOE STAUDT	12666 GWEN MEIGHAN	8/29/2012
143012	MX0C9536466347832GHS	2007	MONITOR, 20" LCD FLAT PANEL, DELL	R&V	JOE STAUDT	12666 GWEN MEIGHAN	8/29/2012
147716	HLW1V91	2006	NOTEBOOK, LATITUDE D610 MOBILE (NO PORT REPLTOR	RLC-TR	GWEN MEIGHAN	12666 GWEN MEIGHAN	8/30/2012
120601	77915020	2004	GPS UNITS GARMIN ETREX	RLC	GWEN MEIGHAN	12666 GWEN MEIGHAN	
141730	A2VAC1GSA00186W	2010	SAMSUNG CL65	RLC	ANDREA GARCIA	12666 GWEN MEIGHAN	8/30/2012
141728	A2VAC10SA00183H	2010	SAMSUNG CL65	RLC	OLYMPIA ELLISON	12666 GWEN MEIGHAN	8/30/2012
123116	CN377120RG	2004	PRINTER, PHOTOSMART 7690 PHOTO	RLC	LEE KELLEY	12666 GWEN MEIGHAN	8/30/2012
127516	208	2005	PHOENIX 800 MD ULV MOSQUITO FOGGER	R&V	JOE STAUDT		8/30/2012
131367	274	2007	PHOENIX 800 MD ULV MOSQUITO FOGGER	R&V	JOE STAUDT		8/30/2012

### TC VEHICLES

TAG #	VIN	GAS CARD	LOCATION/RESPONSIBLE PARTY	UNIT #	LICENSE PLATE #	YEAR/MAKE/MODEL	CK DATE
100745	2B7JB21Y21K538603		RECEIVING Betty Dunkerley Campus		807-741	2001/VAN	
129570	1FTSX21588EB67442	3000	OTC	H3000	100-0953	2008/FORD/F250	8/30/2012
129507	1FMEU63E77UB39383	2953	RLC	H2953	100-0615	2007/FORD/EXPLORER	8/30/2012
96438	1J4FF28S6XL672898	7051	RLC	H 403	775-382	1999/JEEP/CHEROKEE	8/30/2012
106451	2FTPX17Z63CA02823	2243	RLC	H2243	842-474	2003/FORD/F150 4X2	8/30/2012
106453	2FTPX18Z33CA04303	2256	RLC	H2256	842-477	2003/FORD/F150 4X2	8/30/2012
106457	2FTPX18ZX3CA04296	2257	RLC	H2257	843-888	2003/FORD/F150 4X2	8/30/2012
100624	1FTZX1728YNC23918	8643	TODD LN	H1847	790-830	2000/FORD/F150 4X2	8/29/2012
77130	1GCEC14H25Z248722	6809	TODD LN	H 300	685-235	1995/CHEVROLET/1500	8/29/2012

### TC RADIOS

TAG#	SERIAL NUMBER	LOCATED	NOMENCLATURE	CK DATE	RP
110007	205CDA1238	RLC	PORTABLE RADIO	8/30/2012	GWEN MEIGHAN
110008	205CDA1233	RLC	PORTABLE RADIO	8/30/2012	GWEN MEIGHAN



**INTERLOCAL COOPERATION  
AGREEMENT**

**BETWEEN**

**TRAVIS COUNTY**

**AND**

**CITY OF AUSTIN**

**FOR**

**ANIMAL CONTROL SERVICES**

**CONTRACT NO. 4400001169**



**Travis County Purchasing Office**

# TABLE OF CONTENTS

Parties .....	3
Recitals .....	3
Definitions .....	3
General Terms .....	4
Compliance .....	10
Financial Provisions .....	13
Termination .....	15
Audit .....	17
Miscellaneous Provisions .....	17
Approvals .....	23

## **Attachments**

Attachment A – Work Statement .....	24
Attachment B – Financial Report .....	31
Attachment C – Performance Reports / Form .....	32
Attachment D – County Personnel .....	33
Attachment E – Invoice Form .....	34
Attachment F – Inventory of County Property .....	35

**INTERLOCAL COOPERATION AGREEMENT**  
**BETWEEN THE CITY OF AUSTIN AND TRAVIS COUNTY**  
**FOR ANIMAL SERVICES FY2013**

**PARTIES**

This Interlocal Agreement ("Agreement") is entered into by the following parties: City of Austin, a municipal corporation and political subdivision of the State of Texas ("City") and Travis County, a political subdivision of the State of Texas ("County").

**RECITALS**

City and County have historically operated to collaboratively provide animal control services throughout Travis County and the City of Austin.

The City of Austin Animal Services Office has the authority to perform all animal regulation functions that the City of Austin can perform under Texas law.

Travis County Health, through its Human Services and Veterans' Services has the authority to perform all animal regulation functions that County can perform under Texas Health and Safety Code, Chapter 822, "Regulation of Animals," Texas Health and Safety Code, Chapter 826, "Rabies," and other applicable statutes, laws, rules and regulations.

County wishes to purchase from City animal regulation services for the areas of the County outside of City's corporate jurisdiction, and City and County are authorized to enter into an Interlocal Cooperation Agreement for these services through Texas Constitution, Article 3, Sec. 64, and "The Interlocal Cooperation Act," Texas Government Code, Chapter 791.

Pursuant to the terms of this Agreement, City and County will provide services for the care of qualified recipients and for public health education and information, thus providing services which will further the achievement of a public purpose.

NOW, THEREFORE, in consideration of the hereinafter set forth agreements, covenants and payments, the sufficiency of which are acknowledged, City and County agree to the terms and conditions stated in this Agreement as follows:

**DEFINITIONS**

**1.0 TERMS DEFINED.** In this Agreement, the following terms will have these meanings:

1.1 "Agreement Funds" means all funds paid by County to City pursuant to the applicable terms of this Agreement.

1.2 "Agreement Term" means the period October 1, 2012 through September 30, 2013, and/or any subsequent renewal term(s) agreed to by the Parties pursuant to the terms of this Agreement.

1.3 "City Council" means the City Council of the City of Austin, Texas.

1.4 "Commissioners Court" means the Commissioners Court of Travis County, Texas.

1.5 "County Auditor" means the Travis County Auditor

1.6 "County Purchasing Agent" means Cyd Grimes, the Travis County Purchasing Agent, or her successor.

1.7 "Day(s)" means calendar day(s), unless otherwise specifically noted in any individual provision.

1.8 "Officer" means Abigail Smith, Chief Animal Services Officer, or her successor.

1.9 "County Executive" means Sherri Fleming, County Executive, TCHHSVS, or her successor.

1.10 "Fiscal Year" means that twelve-month time period between any October 1 and the next following September 30.

1.11 "ASO" or "City Department" means the City of Austin Animal Services Office.

1.12 "Parties" and/or Party" means the County and/or City.

1.13 "Subcontract" means any agreement between City and another party to fulfill, either directly or indirectly, any of the requirements of this Agreement, in whole or in part.

1.14 "TCHHSVS" or "County Department" means Travis County Health, Human Services & Veterans Services.

## **GENERAL TERMS.**

**2.0 PURPOSE AND SCOPE.** The purpose of this Agreement is to set forth the terms and conditions under which City shall provide, and County shall pay for, animal regulation services in the areas of County that are located outside the jurisdiction of the City.

## **3.0 AGREEMENT TERM.**

3.1 **Term.** The term of this Agreement begins on October 1, 2012, and shall continue through September 30, 2013, unless terminated earlier in accordance with the terms of this Agreement. No renewal terms are authorized.

## **4.0 AMENDMENT**

**4.1 Written Amendment.** Unless specifically provided otherwise in this Agreement, any change to the terms of this Agreement shall be in writing and signed by the Parties.

**4.2 Acknowledgements as to Amendments.** It is acknowledged by the Parties that no officer, agent, employee or representative of either party has any authority to change the terms of this Agreement unless expressly granted that authority by the Party's governing body.

**4.3 Submission - Amendments.** All requests for all changes, alterations, additions or deletions of the terms of this Agreement or any attachment to it shall be submitted to the County Executive, the Officer and the County Purchasing Agent, or their designees. Upon agreement by the City Department and County Department, the request will be presented by the County Purchasing Agent to the

Commissioners Court and by the Officer to the City Council or appropriate City authority for consideration.

## **5.0 ENTIRE AGREEMENT.**

**5.1 Inclusive Agreement.** All oral and written agreements between the Parties to this Agreement relating to animal services that were made prior to the execution of this Agreement, including the applicable terms of the Agreement, have been reduced to writing and are contained in this Agreement. The Parties agree that the Interlocal Agreement for Public Health Services which became effective in 2007, and which was amended and renewed through fiscal year 2012, is concurrently being amended for fiscal year 2013 and that all references and terms addressing animal services in that document are being deleted and replaced by this Agreement.

**5.2 Attachments.** The attachments enumerated and denominated below are hereby made a part of this Agreement, and constitute promised performance by the Parties in accordance with the terms of this Agreement.

- 5.2.1 Attachment A, Work Statement, Animal Services
- 5.2.2 Attachment B, Financial Report
- 5.2.3 Attachment C, Performance Reports/Form
- 5.2.4 Attachment D, County Personnel
- 5.2.5 Attachment E, Invoice Form
- 5.2.6 Attachment F, Inventory of County Property

**5.3 Authorized Representatives.** City and County agree that, unless otherwise designated specifically in any provision, all communication, requests, questions, or other inquiries related to this Agreement shall initially be presented by and through the County Executive for the County and the Officer for the City.

## **6.0 PERFORMANCE.**

### **6.1 Services and Activities.**

6.1.1 Program Services. The Parties shall perform the services and activities stated in the attached Work Statements, either directly or indirectly through Subcontracts, in accordance with the terms and conditions stated therein and in this Agreement. The provision of services by the City does not include services required due to extraordinary or catastrophic events or disasters or that may be required due to changes in state or federal laws or regulations unless specifically provided for herein.

6.1.2 Catastrophic Events. In the event of any extraordinary or catastrophic event or any disaster (Event), City shall not be responsible for providing any services or activities related to the Event, and County shall not be responsible for paying for any services or activities related to the Event, without the approval of City Council and the Commissioners Court for additional compensation. City and County will make a good faith effort to coordinate and work together to meet the needs of the community related to such Event.

### **6.2 Supplies and Equipment.**

6.2.1 Jointly Provided. County shall retain title to that equipment listed in Attachment F, "Inventory of County Property." City shall make such County Property available to County

annually for inventory purposes and provide assistance pursuant to Section 6.4. City shall provide all other necessary supplies and equipment and shall provide for the maintenance of such supplies and equipment (including that property owned by County). Vehicles used to provide services in County areas shall carry the seals of both jurisdictions.

6.2.2 Replacement.

(a) Capital Acquisition Property. For purposes of this Agreement, "Capital Acquisition Property ("Property") shall be considered to be any tangible, non-expendable property with a value of more than five thousand dollars (\$5,000.00). Only property within this definition will be considered for reimbursement by County under this Agreement.

(b) Cost to the City of Property required because of replacement or because of expanded services shall be:

(i) approved by City and County in the budget process related to the year in which the equipment will be purchased; and

(ii) charged to County in an amount equal to the equivalent of depreciation, although City will follow City accounting procedures and GASB requirements in accounting for supplies and equipment. For example, if Property purchased by City for use under this Agreement has a four (4) year life, the charge to County would be calculated on a monthly basis as follows:

$$\begin{array}{r} \% \text{ of population agreed to for County for that year} \\ \times \text{ [times]} \\ \hline 1 \\ 4 \text{ [# year life]} \times 12 \\ - \text{ [less]} \\ \text{reasonable salvage value} \end{array}$$

OR

$$25\% \times 1/48 - \text{reasonable salvage value}$$

(c) such purchases shall be made subject to the mutual agreement of the Parties as to the need, purchase price, and proportionate share of County.

(d) The County shall determine and be responsible for the disposition of County equipment that has been replaced. The City shall determine and be responsible for the disposition of City equipment that has been replaced.

(e) In the event of termination of this Agreement by either Party prior to the completion of the useful life of the asset, the Parties will mutually agree to settlement of costs related to such asset.

**6.3 Fees.**

6.3.1 Fees. City shall charge only those fees authorized by the County to be charged for the services to be provided by City under this Agreement in accordance with County policies and applicable law. No change in those fees or additional fees will be collected by City without prior approval of the Commissioners Court. The City shall have no duty to collect unpaid fees. In the

event the City undertakes collection efforts pursuant to written authority by County, the City's costs shall be separately billed and paid according to the written authorization by County.

6.3.2 **Payment to County.** City shall deposit fees as they are collected to a designated County account. Fee deposit forms and/or receipts will include the following information:

(a) **Receipts:** Payor information (Name -individual or company; phone number (if provided by payor); payment method; amount received; amount applied; department (ASO); other receipt details if available.

(b) **Fee Deposits:** Amount, purpose of fee or program for which fee collected; permit receipt number; payor check number; amount - check or cash; other, where available; copy of deposit slips; copy of check.

City shall make available (for inspection or copying) itemized deposit records as they are maintained by City.

6.3.3 **Supporting Documentation for Collections.** City shall make available to County, for viewing and copying, copies of the supporting documentation for any billing or collection (subject to Section 6.3.1) to be undertaken by the County or on its behalf.

6.3.4 **Changes in County Fees.** City understands and agrees that any changes in County fees charged under this Agreement must be processed according to County policies and procedures and applicable laws, including public hearings and Commissioner Court approval. No change in any County fee will be made without written notice from County of the completion of such process and the identification of the changes in fees.

## **6.4 County Property.**

6.4.1 **Annual Inventory.** City shall provide an annual written inventory regarding all property received from the County pursuant to Section 6.2, and certifying the continued use of such property. Such inventory shall be reviewed by County and subject to County acceptance and approval.

6.4.2 **Discontinued Use.** Should County property or equipment (as listed in Attachment F) be deemed to no longer be of service or serviceable, City shall return such property to the County or request written disposition instructions. Property returned to the County shall be returned subject to ordinary wear and tear. When use of County property (as listed in Attachment F) is discontinued, City will obtain an appropriate replacement (which will be City property) pursuant to Section 6.2.2, and cost to County for such property will be as calculated under Section 6.2.2(b).

6.4.3 **Responsibility.** City shall take reasonable measures to protect County property provided under this Agreement.

6.4.4 **Loss or Damage.** City shall furnish County with a written, factual report of the theft, loss off, or damage to any County property by providing written notice to the County County Executive County Executive with a copy to:

Dan Mansour or his successor or designee  
Travis County Risk Management

Ron Dube  
Fixed Asset Manager

P. O. Box 1748  
Austin, Texas 78767

Travis County Purchasing Office  
P. O. Box 1748  
Austin, Texas 78767

In the event of any theft, vandalism, loss or other offense against the property, City shall notify the appropriate local law enforcement authorities and County immediately following such incident. The City shall repair or replace any County property lost or damaged due to the City's fault. Determination as to whether to repair or replace shall be the decision of City, with consultation with and agreement of County. County shall notify City in writing of such agreement (or disagreement) with the City's proposal within thirty (30) days of receiving written notification; if County does not notify City of County's decision within that thirty (30) day period, County will be presumed to have consented to City's recommendation. Any deficiency or delay in performing services under this Agreement due to a delay in repairing or obtaining replacement equipment shall not be deemed a default of this Agreement.

**6.5 Insurance.** City and County acknowledge and agree that each Party is self-insured and will maintain such coverage at a level sufficient to cover the needs of City and County, respectively, pursuant to applicable generally accepted business standards. Each Party shall require all subcontractors providing services under this Agreement to have insurance coverage sufficient to cover the needs of the Parties and/or subcontractor pursuant to applicable generally accepted business standards.

**6.6 Liabilities and Claims.**

6.6.1 Liability. City shall not be liable for any claims, damages or attorney fees arising from any negligence or unlawful acts of the County or its employees in relation to this Agreement. County shall not be liable for any claims, damages or attorney's fees arising from any negligence or unlawful acts of the City or its employees in relation to this Agreement. City and County acknowledge that each entity is otherwise responsible for any claims or losses from personal injury or death or property damages that were caused by the acts or omissions of that entity, its agents, employees, or representatives in the performance of the services and activities under this Agreement; and that each entity will be responsible for the handling of the portion of any claim which is based solely on the assertion that a policy of that entity is illegal or unenforceable in any way.

6.6.2 Claims Notification. If City or County receives notice or becomes aware of any claim or other action, including proceedings before an administrative agency, which is made or brought by any person, firm, corporation, or other entity against City or County in relation to this Agreement, City or County shall give written notice to the other Party of the claim or other action within three (3) working days after being notified of it or the threat of it. The notice shall include: the name and address of the person, firm, corporation or other entity that made or threatened to make a claim, or that instituted or threatened to institute any type of action or proceeding; the basis of the claim, action or proceeding; the court or administrative tribunal, if any, where the claim, action or proceeding was instituted; and the name or names of any person against whom this claim is being made or threatened. This written notice shall be given in the manner provided in Section 19.0 of this Agreement. Except as otherwise directed, City or County shall furnish to the other Party copies of all pertinent papers received by the notifying Party with respect to these claims or actions.

## **6.7 Acknowledgements, Warrants, and Assurances.**

6.7.1 **Eligible Client Warranty.** The Parties agree that services provided under this Agreement do not include any County eligibility requirements. If it is determined that any added program services will be provided based upon specific eligibility requirements, County shall provide the City with standards or policies which are mutually agreeable to the Parties by which the City may simply and effectively determine that it may provide services to animals meeting County requirements for public purposes services.

6.7.2 **Accurate Information.** City warrants that all reports, data and information submitted to County will be accurate, reliable and verifiable. Approval by County of such shall not constitute nor be deemed a release of the responsibility and liability of City, its employees, agents or associates for the accuracy and competency of their reports, information, documents, or services, nor shall approval be deemed to be the assumption of such responsibility by County for any defect, error, omission, act or negligence or bad faith by City, its employees, agents, or associates.

6.7.3 **No Duplication.** City acknowledges and agrees that City will not accept payments from other sources for the same services paid for by County for the provision of services hereunder.

**6.8 Personnel.** To the extent the County employee position listed in Attachment **C D** is engaged in directly providing services that would otherwise be provided by the City under this Agreement, the City shall make an appropriate adjustment in calculating total program costs to the County. At such time as the position listed becomes vacant, the City shall hire replacement personnel to provide the work or services and an adjustment to the cost and payment terms of the Agreement shall be made. It is understood that the costs of this FTE (with necessary adjustments) will be reflected as credits to County in the invoices for payment provided by City to County under Section 13.2, unless or until such position is transferred to City. As long as this employee is employed by County, the Parties understand and agree that the employee will receive from County, as part his compensation, cost-of-living increases approved by City during any budget process for the next Fiscal Year.

**6.9 Forms - W-9 Taxpayer Identification Form.** City shall provide the County Purchasing Agent with an Internal Revenue Service Form W-9 Request for Taxpayer Identification Number and Certification that is completed in compliance with the Internal Revenue Code and its rules and regulations, and a statement of entity status in a form satisfactory to the County Auditor, and with immediate notice of any changes to said forms. City understands that this W-9 form must be provided to the County Purchasing Agent before any Agreement Funds are payable.

**6.10 Materials and Publications.** City and County, as appropriate, must comply with the applicable standard patent rights clauses in 37 Code of Federal Regulations, Section 401.13 or Federal Acquisition Regulations, Section 52.227.1. All reports, charts, schedules, or other materials submitted by either Party under the terms of this Agreement, and all work performed under this Agreement shall be the property of the creating Party. Either Party may publish the results of this Agreement performance at their own expense with notice to the other Party. Any publication or other use shall include acknowledgement of any support received from the other Party and the appropriate reference to any copyright. Subject to rights of third parties and compliance with confidentiality or privacy laws, each Party hereby grants the other Party an irrevocable, non-exclusive, non-transferable and royalty-free license to use, reproduce, publish, revise and make disposition of, prepare derivative works from, distribute to the public, to perform and display publicly, for or on behalf of that Party according to law, any material (including software) that may be developed as part of the work under this Agreement, provided that it is an original work of authorship under the U. S. Copyright Act.

**6.11 Qualifications.** If specific qualifications are set forth in the job descriptions required by either Party, each Party agrees that only personnel with the required qualifications will be assigned to the job.

## **7.0 COMPLIANCE.**

**7.1 Federal, State and Local Laws.** City shall provide all services and activities performed under the terms of this Agreement 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 this Agreement including, but not limited to: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C., Section 794); and the Americans With Disabilities Act of 1990, Public Law 101-336 (S.933) ("ADA City shall not discriminate against any employee or applicant for employment based on race, religion, color, gender, national origin, age or handicapped condition. In performance of all Agreement services and activities, City will comply with applicable state and federal licensing and certification requirements, health and safety standards, and regulations prescribed by the U. S. Department of Health and Human Services and the Texas Department of State Health Services.

## **7.2 Confidentiality.**

**7.2.1 Method.** Each Party shall secure the confidentiality of records and other information relating to clients served 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 right of access to otherwise disclosable client information.

**7.2.2 Limited Access.** Prior to a scheduled monitoring or audit, each Party agrees to submit to the other Party in writing any relevant requirement precluding that Party's access to information including the correct citation of the legal authority on which the limiting Party relies to support its claim that the other Party is prohibited from access to the client information.

**7.2.3 Masking.** Upon authorization from either Party to render client files anonymous, the other Party agrees to mask information identifying clients in a way that will not obstruct the authorizing Party's monitoring and evaluative duties in any way.

**7.2.4 Privacy.** Each Party shall comply with state and federal laws relating to the privacy and confidentiality of records that contain information made confidential by law.

## **7.3 County Rules/Policies.**

**7.3.1 Applicable County Rules/Policies.** In provision of services related to local rules and regulations, City shall administer and enforce County rules and policies within the unincorporated areas of the County (and the ETJ, where applicable). County agrees that said rules and policies will be written in compliance with all applicable federal, state and local laws, rules and regulations. County has provided City with current copies of all relevant rules/policies, and will provide City with copies of any amendments to those rules/policies. City may notify County of any issues with said policies by giving written notice including a description of that issue and recommended resolution. Such notice shall go to the County Executive with a copy to the County Attorney. County shall notify City in writing of such agreement (or disagreement) with the City's proposal for resolution at the earliest possible date, but no more than thirty (30) days of receiving written notification; if County does not notify City of County's decision within

that thirty (30) day period, County will be presumed to have consented to City's recommendation. If requested by County, City will work with County in the event that resolution of the issue requires an amendment to the County policy in order to allow sufficient time for consideration by the Commissioners Court.

7.3.2 Imminent Threat. If the City believes an imminent threat to public health exists and a County policy or rule does not authorize prompt action, notice shall be provided to the County Executive and County Attorney by confirmed facsimile, electronic mail or personal delivery, and the County Executive or her designee shall immediately respond to City and provide direction. The parties agree that City staff shall not be required to enforce a policy or rule that does not comply with applicable laws or regulations, and failure to enforce a policy or rule in such circumstance shall not be deemed a default under this Agreement.

## **8.0 RETENTION AND ACCESSIBILITY OF RECORDS.**

**8.1 Retention and Maintenance of Records.** City shall create and maintain all records and reports required and/or created relevant to performance under this Agreement, including but not limited to those specifically set out in this Section (and all other applicable provisions of this Agreement), including all fiscal records, documentation about operations and documentation for all expenditures pertaining to this Agreement, and all operational and statistical reports related to performance in a readily available state, until all evaluations, audits and other reviews have been completed and all questions or issues (including litigation) arising from those evaluations, audits and reviews are resolved satisfactorily to County, or three (3) years after the end of the final Agreement Term, whichever occurs later.

**8.2 Access.** Subject to all applicable laws, City shall give County, and County shall give City, or any of their respective duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files and other papers, things or property belonging to or in use by City or County, respectively, pertaining to this Agreement at reasonable times and for reasonable periods. These rights to access shall continue as long as the records are required to be retained by City and/or County, and for any additional time period that the records are retained by City and/or County. If there is any incident in which claims are made against the County or any County employee, or City or any City employee, as a result of the activities performed under this Agreement, the Party against whom the claim is made shall give the duly authorized representative(s) of the other Party full and reasonable access to and the right to examine documentation related to this matter at reasonable times and for reasonable periods. These rights to access shall continue until all claims are resolved or three years after the termination of the Agreement, whichever is later.

## **9.0 REPORTING REQUIREMENTS**

**9.1 Performance/Financial Reports.** City shall submit quarterly and end-of-year performance and financial data to the County as set forth in Attachments B and C within thirty (30) days after the end of the Agreement Term.

**9.2 Reimbursement Reports.** For any expenses that are separately or individually approved by the Commissioners Court to be paid on a reimbursement basis, apart from the maximum amount to be paid, City shall deliver to County reports that provide all of the information required by County within twenty (20) days after the end of the calendar quarter to which the reimbursement relates.

**9.3 Annual Performance/Financial Close-Out Report.** City shall deliver a performance/financial close-out report to the County in a form mutually agreed to by the Parties.

**9.4 Corrections.** City agrees to correct or revise any errors, omissions or other deficiencies in any reports or services provided by the City to ensure that such reports and services provide accurate information. City shall make the required corrections or revisions without additional cost to County.

**9.5 Legal Prohibition.** If City is legally prohibited from providing any required or requested report, it shall immediately notify County, through County Department, in writing of this fact. Such notice shall include specific identification of the basis of the prohibition, including statutory citations as applicable, and shall be reviewed by County for final resolution.

**9.6 Additional Reports.** County may make, and City will respond to, reasonable requests of City to produce additional reports based on available information. The Parties shall mutually agree to the timing, content and format of such reports.

**9.7 Changes.** City shall promptly provide County with written reports of any changes in any of the information, reports and/or records provided to County pursuant to this Agreement.

## **10.0 NON-WAIVER**

### **10.1 County Approval.**

10.1.1 County's Satisfaction. The Parties expressly acknowledge and agree that County shall not be responsible for the cost of any services provided under this Agreement that are not substantially performed according to the terms of this Agreement.

10.1.2 Responsibility and Liability. Approval of County of any service, report or other performance by City under this Agreement shall not constitute nor be deemed a release of the responsibility and liability of City, its employees, agents or associates for the accuracy and competency of their reports, information, documents, or services, nor shall approval be deemed to be the assumption of such responsibility by County for any defect, error, omission, act or negligence or bad faith by City, its employees, agents, or associates.

**11.0 PRIOR DEBTS.** County shall not be liable for: costs incurred or performances rendered by City under this Agreement before or after the Agreement Term, although the Parties agree that this Agreement shall not affect County's obligation to pay City for services provided prior to the effective date of this Agreement under the terms of the previous agreement between City and County; expenses not billed to County within the applicable time frames set forth in this Agreement; or any payment for services or activities not provided pursuant to the terms of this Agreement.

## **12.0 LIMITATIONS.**

**12.1 Current Revenue Funds.** County shall make payments for services under this Agreement from current revenue funds available to County and set aside for this purpose. County is paying for the performance of governmental functions and services from current revenues available to County. The payment is in an amount that fairly compensates City for the services or functions performed under this Agreement.

**12.2 Immunity or Defense.** It is expressly understood and agreed by all Parties that, neither the execution of this Agreement, nor any conduct of any representative of City or County relating to this Agreement, shall be considered to waive, nor shall it be deemed to have waived, any immunity or defense that would otherwise be available to that entity against claims arising in the exercise of its governmental powers and functions, nor shall it be considered a waiver of sovereign immunity to suit. It is understood

and agreed that a decision by one Party to waive immunity or to compensate a claim for which immunity would have been a defense and would have operated to prevent payment does not operate as a waiver or decision to compensate by the other Party; nor will such action by one Party operate to incur any expense or charge to the other Party.

**12.3 Training.** The Parties agree, to the extent possible, to extend opportunities for training to each other's personnel on matters relevant to each department's functions of a space available basis.

## **FINANCIAL PROVISIONS**

### **13.0 AGREEMENT FUNDS.**

#### **13.1**

13.1.1 Term Agreement Funds Amount. In consideration of full and satisfactory performance of the services and activities provided under the terms of this Agreement, and subject to other applicable provisions of this Agreement, County shall pay the City the following amount during the Term:

GROSS Total:	\$ <u>967,275.00</u>
LESS Personnel Credit:	\$ <u>78,392.00</u>
NET Agreed Upon Total:	\$ <u>888,883.00</u>

City expressly acknowledges and agrees that the sum stated in this Section 13.1.1 is the amount to be paid by County to City during the Term period unless an increase in the County budget for this Agreement is approved by Commissioners Court and this Agreement is appropriately amended.

#### 13.1.2 Fiscal Year Limitation.

(a) City expressly acknowledges and agrees that County funding obligations can **ONLY** be incurred for the portion of the Agreement Term corresponding to a time period included in the approved budget for any one Fiscal Year unless services are requested outside of the scope of the Agreement.

(b) In no event shall any provision of this Agreement or any agreement subject to this Agreement be interpreted to obligate the County beyond the funds approved by the Commissioners Court for any Fiscal Year/budget period. Payments by County shall be subject to the Fiscal Year limitations applicable to this Agreement under Section 13.0. In no event shall any provision of this Agreement or any agreement subject to this Agreement be interpreted to obligate the City to provide services outside of the scope of this Agreement.

### **13.2 Payments to City.**

13.2.1 Quarterly Payments County shall pay City quarterly based upon actual expenditures incurred by City during each calendar quarter, which shall be calculated as described in Section 13.3 below. County shall submit payment to City within thirty (30) calendar days following receipt of an invoice.

13.2.2 Quarterly Invoice Dates. City shall provide a written invoice to County by the following dates:

- (a) January 31 (for period October 1, 2012 through Dec. 31, 2013)
- (b) April 30 (for period Jan 1 through March 31, 2013)
- (c) July 31 (for period April 1 through June 30, 2013)
- (d) November 30 (for period July 1 through Sept. 30, 2013)

13.2.3 Quarterly Invoice Form. On or before the first day of the months set forth in Section 13.2.2, City shall provide County with quarterly invoices utilizing the form attached to this Agreement as Attachment E.

### **13.3 Cost Model.**

#### **13.3.1 Cost Model.**

(a) General. City and County agree that the determination of costs for Animal Services will be calculated based upon a straight cost methodology described in Subsection (c).

b) Application. The Parties agree that the Travis County population percentage calculation and the cost allocation methodology set forth in this Section 13.3.1 applies to the Term of this Agreement.

(c) Animal Services. The annual price for Animal Services shall be allocated as follows:

- (1) Using a 3-year rolling average,
  - a. Animal Control services shall be based on the percent (%) of activities attributed to County; and
  - b. Shelter Services, including Adoption and Rescue, shall be based on the percent (%) of animals accepted at the Shelter attributed to County.
- (2) Spay/neuter sterilization services at County sites shall be as set forth in Section III.B.8.c of Attachment A to this Agreement.
- (3) City will credit \$10,000 per term year for coyote abatement services provided by the County's Predator Control Program. This credit will be shown as a separate line item in the Cost Model and will be netted from the total cost charged to the County.

13.3.2 The cost model does NOT include, either directly or indirectly, and County will not pay for, any of the following:

- (a) Other Post Employment Benefits (OPEB) for City employees whether or not those costs are for current year benefits, prior year benefits, or future year benefits;
- (b) employee recognition, rewards or awards other than performance pay documented pursuant to Council adopted compensation schedules;
- (c) entertainment and gifts, including meals or beverages, even if related to a business purpose. This subsection (c) notwithstanding, the cost model WILL allow for payment for meal and beverage expenses for employees incurred during out-of-town trips or conferences related to services provided under this Agreement and incurred according to the City travel policy (a current copy of which has been provided to County; copies of amendments will be provided to County whenever changes are made).
- (d) legislative consultant services;

- (e) donations to non-profit or private organizations;
- (f) legal services (the Parties agree that the City has no obligation to provide legal services to County under this Agreement);
- (g) consulting services. This subsection (g) notwithstanding, the cost model WILL allow for payment for consulting services related to services provided within the scope of this Agreement.

## 14.0 TERMINATION.

14.1 **Breach or Default - Option to Cure.** Termination for breach or default shall be as follows:

14.1.1 **Actions of Breach/Default.** Actions of breach or default of a material term of this Agreement shall include, but not be limited to the following where such action substantially impairs the value of the Agreement as a whole to the non-breaching/defaulting Party:

(a) **for City:** failure to provide or make available the services to be provided under this Agreement; failure to timely submit required reports, records, or notification; failure to make corrections as required by this Agreement, and/or actions by City that would reasonably cause the Commissioners Court to believe that City is not using Agreement Funds in compliance with the terms of this Agreement, thereby necessitating a financial review or performance evaluation;

(b) **for County:** failure to timely submit any report, record or notification and failure to make timely payment.

14.1.2 **Notice of Breach/Default.** If either Party shall breach or be in default as set forth in Section 14.1.1, the other Party may provide written notice pursuant to the section entitled, "Notices," to the breaching or defaulting Party, specifying the breach or default and requested correction.

14.1.3 **Cure.** Upon receipt of notice of breach/default under this Section 14.0, the Party receiving such notice shall have forty-five (45) calendar days in which to cure the alleged breach/default. If more than forty-five (45) days are required to cure such default or breach, a reasonable extension of such time may be established, provided both Parties agree in writing as to the time period to be substituted.

14.1.4 **Failure to Cure.** If the breaching/defaulting Party fails to cure the alleged breach/default within the time period under Section 14.1.3, the non-breaching Party may then, with written notice:

- (a) re-negotiate an extension of time for cure;
- (b) agree to continue performance under the terms of the Agreement; or
- (c) provide notice of termination pursuant to Section 14.3.2.

14.1.5 **Liability for Repayment.** City shall be liable to County for money paid and/or advanced to City by County under this Agreement upon a failure by City to provide or make available the services to be provided under this Agreement and a failure to cure under Section 14.1.

Return of funds under this Section 14.1.5 shall be made by City to County within thirty (30) days of request by County.

14.2 **Other Reasons for Termination.** A Party may terminate this Agreement if:

14.2.1 it is unable to conform to changes required by federal or state laws or regulations;

14.2.2 during the budget planning and adoption process, the governing body fails to provide funding for this Agreement for the Fiscal Year following the beginning of that Agreement period.

Notice of termination under this Section 14.2 shall be given in writing as soon as the Party termination becomes aware of the event warranting termination under this Section 14.2.

14.3 **Notice of Termination.**

14.3.1 **Notice - Termination for Convenience.** Either Party may terminate this Agreement, in whole or in part, without cause, if the Party wanting to terminate the Agreement notifies the other Party in compliance with the Notice provisions of this Agreement of the decision to terminate this Agreement, the effective date of termination, which must be at least six (6) months (or any time period agreed to in writing by the Parties) after that notice, and, in the case of partial termination, the portion of the Agreement to be terminated.

14.3.2 **Notice - Termination for Other Reasons.** For termination under Sections 14.1 or Section 3.3, the terminating Party shall notify the other Party in compliance with the Notice provisions of this Agreement of the decision to terminate this Agreement, the effective date of termination, which must be at least ninety (90) days (or any other time period agreed to in writing by the Parties) after that notice, and, in the case of partial termination, the portion of the Agreement to be terminated.

14.4 **Limitation on Termination.** Nothing in the above Sections 14.1 and 14.2 prevents or prohibits either Party from taking any other action provided for under the terms of this Agreement or allowed by law.

14.5 **Mutual Termination.** Any Party has the right to terminate this Agreement, in whole or in part, when the Parties agree that the continuation of the activities funded under this Agreement would not produce beneficial results commensurate with the further expenditure of funds; provided that both Parties agree, in writing, upon the termination conditions, including the effective date of the termination, the provisions under which termination shall be accepted; and, in the case of partial termination, the portion of the Agreement to be terminated.

14.6 **Results of Termination.**

14.6.1 **Post-Termination Costs.** County shall not be liable to City or to City's Subcontractors, for costs incurred after the effective date of termination of this Agreement. County shall not under any circumstances be liable to City's Subcontractors for any payments under this Agreement.

14.6.2 **Continued Liability.** Notwithstanding any exercise by a Party of its right of termination under the provisions of this Agreement, a breaching Party shall not be relieved of any liability to the other Party for damages caused by virtue of any breach of this Agreement.

14.6.3 Transition. Where applicable, at the end of the Agreement Term or following any other Agreement termination, each Party shall, in good faith and in reasonable cooperation with the other Party, aid in transition to any new arrangement or provider of services which have been provided under this Agreement.

## **15.0 AUDIT.**

**15.1 County/City Audit.** County reserves the right to conduct an annual performance/financial audit of City's performance of this Agreement. City agrees to permit County, or its authorized representatives, to audit and copy at its expense City's records that relate to this Agreement and to obtain any documents, materials, or information relating to this Agreement which are necessary to facilitate such audit. City reserves the right to conduct an annual performance/financial audit of the County's performance of this Agreement. County agrees to permit City or its authorized representatives, to audit and copy at its expense County's records that relate to this Agreement and to obtain any documents, materials or information relating to this Agreement which are necessary to facilitate such audit.

**15.2 Facilitation.** City shall take whatever action is appropriate to facilitate the performance of any audits conducted pursuant to Section 15.0 that County may reasonably require of City. County shall take whatever action is appropriate to facilitate the performance of any audits conducted pursuant to Section 15.0 that City may reasonably require of County.

## **16.0 MISCELLANEOUS PROVISIONS.**

**16.1 No Joint Enterprise.** The relationship of County and City under this Agreement is not and shall not be construed or interpreted to be a joint enterprise or joint venture. No employee of City shall be considered an employee of County or gain any rights against County pursuant to County's personnel policies. No employee of County shall be considered an employee of City or gain any rights against City pursuant to City's personnel policies. Neither Party shall have the authority to make any statements, representations or commitments of any kind, or to take any action which shall be binding on the other Party or which shall hold itself out to be binding on the other Party. The Parties expressly agree that each Party is an independent contractor, and that each Party assumes all of the rights, obligations and liabilities applicable to it as an independent contractor.

**16.2 Authority to Obligate.** It is acknowledged by City that no officer, agent, employee or representative of County other than the Commissioners Court has any authority to sign any document or make any type of agreement obligating County unless expressly granted that authority by the Commissioners Court under a specific provision of this Agreement or by separate action by Commissioners Court.

**16.3 Employees.** Except as specified in Section 6.8, this Agreement shall have no effect upon the personnel policies of the City or County; or employment status or benefits of any City or County employee. Each Party retains all authority and liability related to the employment of that Party's employees. This Agreement does not create an employment contract between the City or County and/or individuals with respect to continued employment or the provision of any benefit. Each Party acknowledges that the other Party intends that each employee is at will, and that either the employee or the City or County can terminate the employee's employment for any reason and at any time, with or without notice. The Parties shall not have any contractual or statutory liability for any employee of the other Party.

## **17.0 SUBCONTRACTS.**

### **17.1 City Responsibility.**

17.1 Subcontractor Compliance. City is wholly responsible to County for the performance under this Agreement, whether such performance is provided directly by City or indirectly by any and shall monitor both financial and programmatic performance and maintain pertinent records concerning Subcontractor(s) that shall be available for inspection by County. City shall ensure that its Subcontractors comply with all applicable terms of this Agreement (including terms related to records and reports) as if the performance rendered by the Subcontractor was being rendered by City. City shall inspect all Subcontractors' work and shall be responsible for ensuring that it is completed in a good and workmanlike manner pursuant to the terms of this Agreement. City shall provide County with copies of any subcontract under which Agreement services are provided upon written request by County. Subcontracts shall include provisions ensuring that: Subcontractors will receive no duplicate payments from other sources or under other contracts for services/participants provided under this Agreement; that Subcontractor will cooperate with any County inquiries related to Agreement services; that Subcontractor agrees to comply with all laws; and that City is solely responsible for payment.

17.2 Level of Service. City will ensure the provision of timely services by individuals, agencies, or other Subcontractors which meet or exceed applicable licensing and regulatory standards applicable to the service provided and will provide County relevant documentation of such licenses upon request.

17.3 Agreement Limitation. This Agreement sets out the agreements and obligations between County and City only, and does not obligate County in any way to any of City's Subcontractors, nor to any other third party, nor does it obligate City in any way to County's contractors, residents nor to any other third party.

17.4 Minority Business Representation. City agrees to make a "good faith" effort to take all necessary and reasonable steps, in accordance with City's Minority and Women Owned Business Program (a copy of which has been provided to County, with changes to be provided as made) to ensure that minority businesses are given the maximum opportunity to be Subcontractors under this Agreement where such Subcontractors exist. City must report all expenditures made to minority Subcontractors to the County Purchasing Agent upon written request.

17.5 Payment to Subcontractors. City shall make its best effort to pay Subcontractors in a timely manner and shall make such payment pursuant to applicable law.

18.0 MONITORING. County shall have the right to perform periodic on-site monitoring of City's (and Subcontractor's) compliance/performance with the terms of this Agreement, and of the adequacy, effectiveness and timeliness of City's performance under this Agreement. Such monitoring visit may include review of any and all performance activities as well as any and all records or other documentation maintained in relation to City's performance under this Agreement. Within thirty (30) days of each monitoring visit, County shall provide City with a written report of the monitor's findings. If the report notes deficiencies in City's performances under the terms of this Agreement, it shall include requirements and deadlines for the correction of those deficiencies by City as mutually agreed to by City and County. City shall take action specified in the monitoring report prior to the deadlines specified. City will include the above right to monitor provision in any Subcontract(s) entered into under this Agreement.

**19.0 NOTICES.**

**19.1 Requirements.** Except as otherwise specifically noted herein, 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 hereinafter specified.

**19.2 County Address.** The address of County for all purposes under this Agreement shall be:

Sherri Fleming, County Executive County Executive (or her successor)  
Travis County Health, Human Services and Veterans Services  
P. O. Box 1748  
Austin, Texas 78767

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

Honorable David Escamilla (or his successor in office)  
Travis County Attorney  
P. O. Box 1748  
Austin, Texas 78767  
ATTENTION: Civil Transactions

and

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

**19.3 City Address.** The address of the City for all purposes under this Agreement and for all notices hereunder shall be:

Marc A. Ott (or his successor in office)  
City Manager  
P. O. Box 1088  
Austin, Texas 78767

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

Abigail Smith, Officer (or her successor)  
City of Austin  
Animal Services Office  
Office of the Officer  
P. O. Box 1088  
Austin, Texas 78767

and

City Attorney  
301 West Second Street, Fourth Floor  
Austin, Texas 78701

**19.4 Change of Address.** Each Party may change the address for notice to it by giving written notice of the change. Any change of address by City, including a change in the City's authorized representative, shall be reported to the County Executive and the Purchasing Agent within twenty (20) days of the change. Any change of address by County, including a change in the County's authorized representative, shall be reported to the Officer within twenty (20) days of the change.

## **20.0 PROHIBITIONS.**

**20.1 Conflict of Interest.** In performing duties under this Agreement, City employees shall comply with the conflict of interest requirements and ethics provisions set forth in the Austin City Code, Article 4, a copy of which has been provided to County, as well as with the conflict of interest provisions in Chapter 171 of the Texas Local Government Code.

**20.2 Solicitation.** City warrants that no persons or selling agency was or has been retained to solicit this Agreement upon an understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial selling agencies maintained by City to secure business. For breach or violation of this warranty, County shall have the right to terminate this Agreement without liability, or, in its discretion, to, as applicable, add or to or deduct from the Agreement price for consideration, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

**20.3 Gratuities.** County may cancel this Agreement if it is found that gratuities in the form of entertainment, gifts, or otherwise were offered or given by City or any agent or representative to any County official or employee with a view toward securing favorable treatment with respect to the performing of this Agreement. In the event this Agreement is cancelled by County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover from City a sum equal in amount to the cost incurred by City in providing such gratuities. City's employees, officers and agents shall neither solicit nor accept gratuities, favors or anything of monetary value from Subcontractors or potential Subcontractors.

**20.4 Nepotism.** City agrees that it will comply with TEX. GOVERNMENT CODE ANN., Ch. 573, by ensuring that no officer, employee or member of the governing body of City shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person.

## **21.0 ASSIGNABILITY.**

**21.1 Written Approval.** No Party may assign any of the rights or duties created by this Agreement without the prior written approval of the other Party. It is acknowledged by City that no officer, agent, employee or representative of County has any authority to assign any part of this Agreement unless expressly granted that authority by the Commissioners Court. Submission of a request by City for approval under this Section 26.1 shall be made in writing to the Purchasing Agent with a copy to the County Executive. Submission of a request by County for approval under this Section 26.1 shall be made in writing to the Officer.

**21.2 Binding Agreement.** This Agreement shall be binding upon the successors, assigns, administrators, and legal representatives of the Parties to this Agreement.

**22.0 LEGAL AUTHORITY.** The person or persons signing this Agreement on behalf of each Party warrants that he, she or they have been duly authorized by their respective entities to sign this Agreement

on behalf of the entity and to bind the entity validly and legally to all terms, performances, and provisions in this Agreement. Each Party warrants that the Party possesses the legal authority to enter into this Agreement, receive funds authorized by this Agreement, and to perform the services that Party has obligated itself to perform under this Agreement.

### **23.0 INTERPRETATIONAL GUIDELINES.**

**23.1 Computation of Time.** When any period of time is stated in this Agreement, the time shall be computed to exclude the first day and include the last day of the period. If the last day of any period falls on a Saturday, Sunday or a day that the City or County has declared a holiday for its employees, these days shall be omitted from the computation.

**23.2 Numbers and Gender.** Words of any gender in this Agreement shall be construed to include any other gender and words in either number shall be construed to include the other unless the context in the Agreement clearly requires otherwise.

**23.3 Headings.** The headings at the beginning of the various provisions of this Agreement have been included only to make it easier to locate the subject matter covered by that section or subsection, and are not to be used in construing this Agreement.

### **24.0 OTHER PROVISIONS.**

**24.1 Survival of Conditions.** Applicable provisions of this Agreement shall survive beyond termination or expiration of this Agreement until full and complete compliance with all aspects of these provisions has been achieved where the Parties have expressly agreed that those provisions should survive any such termination or expiration or where those provisions remain to be performed or by their nature would be intended to be applicable following any such termination or expiration.

**24.2 Non-Waiver of Default.** One or more acts of forbearance by any Party to enforce any provision of this Agreement or any payment, act or omission by any Party shall not constitute or be construed as a modification of this Agreement or a waiver of any breach or default which then exists or may subsequently exist.

**24.3 Reservation of Rights.** If any Party to this Agreement breaches this Agreement, the other Party shall be entitled to any and all rights and remedies provided for by Texas law and any applicable Federal laws or regulations. All rights of City and County under this Agreement are specifically reserved, and any payment, act or omission shall not impair or prejudice any remedy or right to County or City under it. The exercise or failure to exercise any right or remedy in this Agreement of City or County or the failure to act in accordance with law based upon the other Party's breach of the terms, covenants and conditions of this Agreement, or the failure to demand the prompt performance of any obligation under this Agreement shall not preclude the exercise of any other right or remedy under this Agreement or under any law, nor shall any action taken or not taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.

**24.4 Law and Venue.** This Agreement is governed by the laws of the State of Texas and all obligations under this Agreement shall be performable in the City of Austin, Texas, or in Travis County, Texas. It is expressly understood that any lawsuit, litigation, or dispute arising out of or relating to this Agreement will take place in Travis County and the City of Austin.

**24.5 Severability.** If any portion of this Agreement is ruled invalid, illegal or unenforceable by a court of competent jurisdiction, the remainder of it shall remain valid and binding, and shall continue to have full force and effect and shall in no way be impaired or invalidated by that holding.

**24.6 Political Activity.** City shall not use any of the Agreement Funds for any activity related to influencing the outcome of any election for public office, or any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of City from furnishing to any member of its governing body upon request or to any other local or state official or employee, or to any citizen, information in the hands of the employee or official not considered under law to be confidential. No Agreement Funds can be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive or judicial branches of the government of City, the State of Texas or the government of the United States.

**24.7 Sectarian Activity.** City shall ensure that provision of services under this Agreement shall be carried on in a manner free from religious influence. City shall not execute any agreement with any primarily religious organization to receive Agreement Funds from City unless the agreement includes provisions as necessary to effectuate this assurance. Neither City's nor County's selection of a Subcontractor nor expenditure of funds under this Agreement is an endorsement of the Subcontractor's charitable or religious character, practices or expressions. No expenditures have as their objective the funding of sectarian worship, instruction or proselytization. City and County agree to be bound by the provisions of Section 702 of the Civil Rights Act [42 U.S.C., Section 2000E-1(a)] regarding employment practices and Section 104 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 U.S.C., Section 604a) regarding additional rights and responsibilities for charitable and faith-based providers of social services, assisted individuals and providers of such services.

**24.8 Dispute Resolution/Mediation.** Initial disputes and unresolved questions or issues of City or County shall initially be presented by City to County by submission in writing to TCHHSVS with a copy to the County Purchasing Agent and by County to City by submission in writing to the Officer. If satisfactory resolution cannot be achieved between the Parties within a reasonable time, and should mediation be acceptable to both Parties in resolving a dispute arising under this Agreement, the Parties agree to use the Dispute Resolution Center of Austin, Texas, as the provider of mediators for mediation as described in the TEX. CIV. PRAC. AND REM. CODE, Section 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 shall remain confidential as described in TEX. CIV. PRAC. AND REM. CODE, Sec. 154.073, unless both Parties agree, in writing, to waive the confidentiality.

**24.9 County Public Purpose.** By execution of this Agreement, the Commissioners Court hereby finds that the needs to be addressed by the services to be provided under the terms of this Agreement and specifically set forth in the attached Work Statements, constitute a significant public concern impacting members of the population which the County serves. The Commissioners Court further finds that the provision of services to be provided by City pursuant to this Agreement will further the public purpose of addressing those health and human services issues, problems and needs identified in this Agreement for identified individuals.

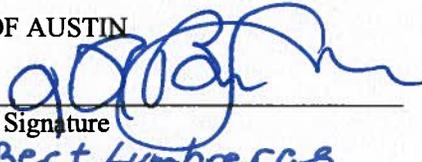
**24.10 Force Majeure.** Neither Party shall be financially liable to the other Party for delays or failures to perform under the Agreement where such failure is caused by force majeure (i.e. those causes generally recognized under Texas law as constituting impossible conditions). Such delays or failures to perform shall extend the period of performance until these exigencies have been removed. The Party seeking to avail itself of this clause shall notify the other Party within five (5) business days or otherwise waive the right as a defense, unless notification is impractical under the circumstances, in which case

notification shall be done in as timely a manner as possible. City agrees that breach of this provision entitles County to reduce or stop payments or immediately terminate this Agreement.

**24.11 Publicity.** In any publicity prepared or distributed by or for City related to this Agreement, the funding through County shall be mentioned as having made the project possible, either through use of the County logo or in applicable text. Prior to publication or any disbursement of such publicity, City must provide a copy of the final form of the publicity. When appropriate as determined by County Executive, City shall publicize the services and activities of City and County under this Agreement. City shall work with County to allow for distribution from appropriate County locations of any materials prepared related to services provided under this Agreement.

**24.12 Third Party Beneficiary.** This Agreement sets out the agreements and obligations between City and County only, and does not obligate City or County in any way to any other third party. This Agreement creates no third party beneficiary rights as between City and any of County's Subcontractors or between County and any of City's Subcontractors. City and County, respectively, each have the sole responsibility for payment for services rendered by each Party's Subcontractors with Subcontractor's sole recourse in the event of non-payment, insolvency or cessation of operations being against the Party with whom the Subcontract was made. Neither Party shall under any circumstances be liable to the other Party's creditors or Subcontractors for any payments under this Agreement.

CITY OF AUSTIN

BY:   
Signature  
BY: Bert Lumbraeras  
Print Name  
Title: Assistant City Manager  
Its Duly Authorized Agent  
Date: 01/07/13

TRAVIS COUNTY

BY: \_\_\_\_\_  
SAMUEL T. BISCOE  
Travis County Judge  
Date: \_\_\_\_\_

County Approvals:

As to Legal Form:  Date: 11/15/12  
Assistant County Attorney

Funds Certified By:  Date: 1/25/13  
County Auditor

Purchasing: \_\_\_\_\_ Date: \_\_\_\_\_  
Cyd Grimes, C.P.M., CPPO, County Purchasing Agent

**ASO Interlocal Work Statement**

**ATTACHMENT A**

**WORK STATEMENT**

**ANIMAL SERVICES PROGRAM**

**I. PROGRAM SERVICES DESCRIPTION**

The City of Austin and Travis County have adopted rules governing the keeping of animals. State laws governing ownership of domestic and exotic animals are enforced by both jurisdictions through local policies and adopted rules and ordinances. The roaming nature of some animals across jurisdictional boundaries is best served by a collaborative effort.

**II. PURPOSE**

The purpose of the Agreement is to allow the City and the County to combine resources and capabilities in providing a collaborative animal control enforcement and shelter services program that serves a regional populace in the identification and vaccination of domestic pets, the maintenance of shelter facilities, and the control of animals at large (both domestic and wild).

**III. STATEMENT OF RESPONSIBILITY - CITY**

City shall perform the following services on behalf of the County:

**A. ANIMAL CONTROL.** The City of Austin will provide Animal Control (AC) services to Travis County as follows:

1. Rabies. For services related to rabies control activities, services will be provided to those incorporated areas outside the city limits of the City of Austin but within Travis County which have not adopted ordinances or rules pursuant to Chapter 826, Tex. Health and Safety Code, and all unincorporated areas outside the city limits of the City of Austin but within the Austin ETJ and Travis County.

2. Other Animal Control Services. For all other animal control services, City will provide for County in those unincorporated areas outside the city limits of the City of Austin but within the Austin ETJ and Travis County.

3. City acknowledges that County has no responsibility to provide and will neither provide nor be charged under this Agreement for services to any incorporated area outside the city limits of the City of Austin but within Travis County which has adopted rules and ordinances pursuant to Chapter 826, Tex. Health and Safety Code.

4. County Rules. City services will include enforcement of the adopted "Regulations of Travis County, Texas Governing Animal Control" ("Rules") as currently written and as amended. County will provide City with copies of any amendments to those Rules. Any amendment which may result in increased services demands and/or costs will not be effective until the Parties have mutually agreed to a written amendment to this Amendment as necessary to reflect such change. Specific services will include the writing of citations, impoundment of animals, and provision of education or educational materials as allowed under the Rules.

5. Travis County Sheriff's Office (TCSO). An Animal Control Officer (ACO) will assist the Travis County Sheriff's Office (TCSO) with animal seizures when the TCSO has the authority to seize animals from a

## ASO Interlocal Work Statement

pet owner. As needed, assistance with animal transport will be available to TCSO or other emergency entity when they are responding to emergency situations where the handling of animals is necessary. TCSO will continue to cover service response after-hours and when Animal Control personnel are not available to respond in a timely manner due to service demands, with increased communications and coordination to be maintained between TCSO and City Animal Control.

6. Other services will include:

- a. Training. City will ensure that Animal Control and TCSO personnel are adequately trained on the law and Rules.
- b. Sick and Injured Animals. City will respond to calls for sick and injured stray animals and transport those animals to the shelter for care.
- c. Dangerous Dog Hearings. City will conduct Dangerous Dog hearings in accordance with the "Regulations of Travis County, Texas Governing Animal Control."
- d. Customer Services. City will provide customer service either by telephone or directly to citizens who visit the shelter
- e. Customer Complaints. City will dispatch personnel to resolve customer complaints associated with enforcement of the "Regulations of Travis County, Texas Governing Animal Control." However, customers will be referred to the appropriate agency (including Travis County) when the issues or service request is outside the scope of the above regulations or when the service required to resolve the issue is provided by another agency (including Travis County).
- f. Dispatch. Dispatch services will include the following: management of field resources while they are in the field; distribution of service requests to field resources; customer service resolution by telephone; filing of citations; and bite report tracking for all reported animal bites requiring rabies quarantine.
- g. Hours of Services will be:
  - (1) Full Services. Hours of full service are 7:00 a.m. to 6:00 p.m. Emergency only services are available from 6 p.m. to 7 a.m. On official City holidays, full service hours end at 3 p.m. and emergency only services begin at 3 p.m.
  - (2) Telephone. Hours of service for telephone customer service will be 24 hours a day, 365 days a year.
  - (3) Visitation. Hours for customers visiting the shelter will be 11:00 to 7:00 p.m., every day of the week.

B. **SHELTER SERVICES.** The Austin Animal Center (AAC) will accept every Travis County animal delivered to the shelter by animal control, emergency service personnel and those brought in/dropped off by citizens. Each animal is provided food, water, shelter, waste management, and veterinary care. Additional shelter services include the following:

### **Acceptance and Maintenance of Animals**

1. When the shelter cannot provide treatment necessary to maintain the animal at a humane level of pain, that animal will be humanely euthanized according to applicable law.
2. Animals will be held the minimum hold time as established in the "Regulations of Travis County, Texas Governing Animal Control." At the discretion of the City of Austin's Chief Animal Services Officer, an animal's hold time may be extended to allow additional time for reclaim or disposition of the animal. Records regarding each animal are maintained in a computer database and will be maintained for the length of time required by the state record retention schedule. Records will be made available to County upon request.
3. All fees associated with the reclaim of animals as outlined in the "Regulations of Travis County, Texas Governing Animal Control" will be collected and deposited quarterly in County accounts as directed by County, and an accounting of funds collected provided to Travis County semi-annually.

## **ASO Interlocal Work Statement**

### **Quarantine**

4. A fully accredited quarantine facility and system to provide for the strict isolation and close observation of dogs, cats, and domestic ferrets during quarantine to determine whether the animal was capable of transmitting rabies at the time it bit a person will be provided. All required state reporting will be completed as well as victim notifications. At the end of the quarantine period (240 hours), the owner may reclaim its animal by paying the associated fees or the animal may be evaluated for the adoption and rescue programs. Animals are also given their rabies vaccination if they are not current.

### **Medical Care**

5. Emergency veterinary treatment and care is provided to any animal needing such care upon arrival at the Center. Injured animals requiring veterinary care above the capabilities of the Austin Animal Services (AAS) system may be referred to local emergency animal hospitals. Reclaiming owners are responsible for paying veterinary fees upon reclaim of their animal.
6. Medical diagnostics, medical treatments, and vaccinations are provided to all animals that enter the shelter. These activities provide for the well-being of animals during their stay at the Austin Animal Center. They also help ensure healthy animals for the placement programs or return of the animal to its owner.

### **Vaccinations**

7. Every animal leaving the shelter is provided rabies immunizations unless proof of current vaccinations is provided.

### **Sterilization and Immunization**

8. A. Shelter. The shelter performs castrations and ovariectomies on animals prior to their release (as per state law) through the placement programs. Additionally, when an animal is reclaimed after expiration of the mandated hold time the shelter will attempt to arrange for sterilization of the animal if it is intact. Approximately 85% of all adopted animals are sterilized on-site before they go to their new homes.

B. County Clinics. County sterilization and immunization will be provided through immunization and sterilization clinics in low-income areas of Travis County identified by County as follows:

- a. Targeted areas. Low-income neighborhoods with large numbers of stray animals will be the targeted neighborhoods.
- b. Rabies Clinics. Pet owners in low-income neighborhoods will receive free rabies vaccinations if residents of Travis County. Vaccinations will be provided using City staff and volunteer resources. Services will be provided in convenient locations (parks, health clinics, libraries, etc.) within the neighborhood in order to eliminate transportation barriers.
- c. Sterilization Clinics. A mobile veterinary service will provide sterilization services. Animals will be sterilized and receive a rabies vaccination at no cost to the owner. Services will be provided in convenient locations (e.g., parks, health clinics, libraries, etc) within the neighborhood in order to eliminate transportation barriers.

**ASO Interlocal Work Statement**

(1) **Maximum Amount.** During the Initial Term of the Agreement, the City will provide twelve (12) sterilization and immunization clinics at a maximum cost to County of \$100,000. City's obligation to provide sterilization and immunization service to County will be limited to the amount funded each term by County for this purpose. Renewal Term amounts will be that amount set by the Commissioners Court in the budget process related to that term.

(2) **Invoices.** Monthly invoices will be provided to County for each clinic held, with the invoice including the date of service, location of service, type of service, type of animal, and cost for the service(s). County's invoice will also include a copy of the service provider's invoice.

(3) **Fees.** Fees for service will be those fees charged by the provider of services. As of June 5, 2012, the fees are as follows:

AUTHORIZED SERVICE	COST
Dog Spay	\$48.25
Dog Neuter	\$41
Cat Spay	\$34
Cat Neuter	\$28
Additional charge for pets in Heat/Pregnant	
Cryptorchid	\$10
Rabies Vaccine	\$ 6.75
DA2PP/DHPP Vaccine	\$ 11.00

City will provide County with written notice of any change in the provider or the fees, or the minimum per clinic charge in subsection (4) below, and County's acceptance of any such change will be inferred effective 30 days from receipt of notice unless County notifies City of objection in writing.

(4) **Clinic Cost.** The total paid by County for each clinic will be either the minimum amount charged to City per clinic, if any, which is anticipated to be One Thousand and One Hundred Dollars (\$1,100) as of the effective date of this Agreement, or the actual amount for Authorized Services reflected in the invoices, whichever is greater. Only those services listed will be provided under this Agreement and reimbursed by County.

e. **Other Reporting.** As to the above services, City will provide reports detailing dates of service, type of service, and type of animal for each animal receiving service.

**Euthanization**

9. Animals that are not released to the owner, placed into the custody of a new owner, or placed with another animal welfare organization for the purpose of rehoming or sanctuary, are humanely euthanized by injection according to applicable law.

**Adoption**

## ASO Interlocal Work Statement

10. An attempt will be made to place adoptable animals in new homes and /or place them with approved partner animal welfare agencies for the purposes of rehoming or sanctuary. Placement programs will maintain appropriate screening and matching criteria in order to optimize the opportunity of a successful placement for each animal. Additionally, the adoption program will provide education and education materials to shelter visitors. Animals will receive behavior examinations and medical examinations prior to placement in order to determine suitability for rehoming.

11. Volunteers from the City's TLAC Volunteer Program will be utilized throughout the shelter programs when it is safe and useful to do so. Volunteers will also be used to provide education and outreach programs as appropriate.

### Shelter Hours

12. Shelter hours of operation for receiving animals are 11:00 a.m. to 7:00 p.m. Monday through Friday and 1100 a.m. to 5:00 p.m. Saturday and Sunday, 365 days per year.

13. Shelter hours for all other services are 11:00 a.m. to 7:00 p.m. every day of the week. The shelter is closed (except for receiving of animals) on some official City of Austin Holidays.

C. **PREVENTION SERVICES.** The City of Austin will provide education/outreach and prevention programs to impact animal welfare and reduce shelter intake. Programs are designed to improve the conditions and standards of care that animals experience as well as reduce the number of unwanted animals coming into the shelter. Examples of current programs include:

1. Responsible Pet Owner class. First time violators of pet laws may have citations waived by attending the course on responsibilities of pet ownership. County participants may receive waivers pursuant to the Rules.
2. Speakers are available for education opportunities in neighborhoods (group meetings, newsletters, church meetings, schools, clubs, etc.)
3. Free rabies vaccination program. Free rabies vaccinations are provided in economically disadvantaged neighborhoods and education about pet responsibility issues and animal welfare issues is offered while conducting the clinic. County vaccination services will be provided as set forth herein.
4. Free sterilization services are provided in East Austin neighborhoods on a weekly basis. This program may be expanded to the county sites as Travis County makes funds available. Sterilization services for the Initial Term of the Agreement will be provided as set forth herein.

City will coordinate with County in developing or making changes to the above programs, including associated costs and expenses incurred by County. County may elect to participate in the above programs each Agreement Term at the levels which County designates and for which budget is provided.

D. **PREDATOR CONTROL.** Travis County provides predator control services in Travis County through an Interlocal Agreement with the U.S. Department of Agriculture, Texas Cooperative Extension—Wildlife Services. The city provides customer service, field services, and logistical support to the County initiatives. The City contributes financial support as provided in the Cost Methodology section below. Predator control services will be provided as follows:

1.General Services. Services will emphasize activities related to the coyote population, but will include, as feasible, services related to other damage-causing wildlife ("DCW").

## **ASO Interlocal Work Statement**

2. **County Services.** County will provide, either directly or through contract, those services related to wildlife management as outlined in the County's agreement with Texas Cooperative Extension- Wildlife Services ("TWS").

3. **City Services.** City will provide the following services during the operation of the wildlife management program:

- a. Handle calls related to coyotes and DMW at the AAC and City 311 call center and forward requests for services to the TWS biologist for handling as appropriate.
- b. Provide education and information to citizens in those cases where additional services are not warranted and assist the TWS biologist with education efforts in the neighborhoods including direct customer service, neighborhood meetings and material distribution.
- c. Maintain the database of complaints by geographic area to track problem neighborhoods and provide information to the TWS biologist.
- d. Transport carcasses of removed animals and dispose of them. This will include storage of carcasses in the AAC refrigerated storage facilities until such carcasses are picked up by City of Austin Resource Recovery to be delivered to the Texas Disposal Services landfill.
- e. Provide the rabies quarantine/testing and reporting required for any suspect animal.
- f. Provide any coordination support requested by the TWS biologist while conducting activities to facilitate notifications to the appropriate City departments.
- g. Transport trapped coyote(s) requiring euthanasia when requested by TWS.
- h. Euthanize coyote(s) when instructed by TWS to do so.
- i. Provide the necessary City authorization to access City-owned property to implement the wildlife management program as described herein.

## **IV. STATEMENT OF RESPONSIBILITY - COUNTY**

County shall be responsible for prosecuting offenses committed within the County's jurisdiction or concerning County regulations.

## **V. SPECIAL CONDITIONS**

1. Services to be provided under this Agreement are limited to activities occurring in those areas within the applicable jurisdiction of Travis County as set forth in this Agreement and as provided by applicable law.
2. County relinquishes ownership of any County animals impounded at the City's shelter; County's relinquishment of ownership gives the City the right to humanely dispose of the animals pursuant to the Rules, the terms of this Agreement, and applicable law. Disposal includes release to the owner, placement with another animal welfare organization for the purpose of rehoming or sanctuary, or humane euthanasia.
3. By approval of this Agreement, County delegates animal control authority to the City as set forth herein and provides designation of qualified personnel of the City to enforce the rules and regulations enforceable

## **ASO Interlocal Work Statement**

by Travis County concerning the keeping or care of animals.

4. County agrees that the Animal Control Authority (as designated in the Rules) has authority and responsibilities as set forth in the Rules, this Agreement and applicable laws and regulations. Where City and County personnel are involved, City will work with County to maximize the enforcement efforts of all available City and County personnel assigned to duties carried out under this portion of this Agreement. To the extent possible, City will direct all personnel in a manner that will achieve maximum coverage of all portions of Austin and Travis County.

## **VI. COST METHODOLOGY**

By April 1<sup>st</sup> of each term year the agreement is in force, City will provide to County the information necessary to prepare and compile the ensuing fiscal year's budget so that annual costs and expenses associated with the performance of the Agreement may be appropriately considered and budgeted.

The annual fixed price for Animal Services shall be allocated as follows:

1. Using a 3-year rolling average
  - a. Animal Control services shall be based on the percent (%) of activities attributed to County; and
  - b. Shelter Services, including Adoption and Rescue, shall be based on the percent (%) of animals accepted at the Shelter attributed to County.
2. Spay/neuter sterilization services at County sites shall as set forth in Section III.B.8.c of this Work Statement.
3. City will credit \$10,000 per term year for coyote abatement services provided by the County's Predator Control Program. The Parties agree that this credit has already been applied to the amount to be paid by County for the Initial Term.

## **VII. PERFORMANCE REPORTING**

For Animal Services, the City shall provide performance reports to the County per Sections 9.1 and 9.3 of the Agreement.

**A. ANIMAL CONTROL.** The following Travis County-only data measures will be reported:

1. Number of citations issued for violations
2. Number of citations that are processed to court as opposed to dropped due to compliance with officer-provided alternatives to court
3. Number of attendees at responsible pet ownership classes
4. Percent of priority 1 and 2 activities completed
5. Average Response Time (in minutes)

**B. SHELTER SERVICES.** The following Travis County only data measures will be reported:

1. Number of animals sheltered
2. Percent of animals sheltered
3. Number of animals adopted
4. Number of animals returned to owner

**C. PREVENTION: SPAY/NEUTER CLINIC**

1. Number of animals sterilized
2. Number of animals sterilized at community clinics
3. Number of spay/neuter clinics

FY13 Public Health Interlocal  
Animal Services Office  
(October 2012 to September 2013)  
Attachment B

Program	Program Total	FY13 Revenue	Total with Revenue	County Total	City Total	Year-to-Date Expenses through XX/XX/XX	Year-to-Date Admin Allocation through XX/XX/XX	Year-to-Date Revenue through XX/XX/XX	Net Total	Basis of Allocation	YTD County Portion	Difference between Prorated County Total and YTD County Portion	Percent Difference
<b>Animal Services</b>													
<b>Program Costs</b>													
Animal Control (including Rabies and Dispatch)	2,093,673		2,093,673	314,051	1,779,622				-	% of Animals (15%)			
Prevention (former No Kill Millennium)	470,634		470,634	42,357	428,277				-	% of Animals (9%)			
Shelter Services	5,787,406		5,787,406	520,867	5,266,539				-	% of Animals (9%)			
Spay/Neuter Clinic	403,954		403,954	100,000	303,954				-	current share			
<b>Total</b>	<b>8,755,667</b>		<b>8,755,667</b>	<b>977,275</b>	<b>7,778,392</b>				-				
Coyote Abatement Agreement Credit			-	(10,000)	-				-				
<b>Total</b>	<b>8,755,667</b>		<b>8,755,667</b>	<b>967,275</b>	<b>7,778,392</b>				-				

	Total Expenditures	County Total
Quarter 1:		
Quarter 2:		
Quarter 3:		
Quarter 4:		
<b>Total</b>	<b>0</b>	<b>0</b>

FY 13 Public Health Interlocal  
Animal Services Office  
(October 2012 to September 2013)  
Attachment C

<b>Program</b>	<b>Annual Performance Measure</b>	<b>Travis County Annual Activity</b>	<b>All Other Funding Sources Annual Goal</b>	<b>TOTAL (Travis County + All Other) Annual Goal</b>
<b>Animal Control</b>				
	<i>Average response time (in minutes)</i>	90	80	85
	<i>Average number of citations issued for violations</i>	110	1,200	1,310
	<i>Number of citations that are processed to court as opposed to dropped due to compliance with officer provided alternatives to court.</i>	85	1,000	1,085
	<i>Number of attendees at responsible pet ownership classes</i>	25	100	125
	<i>Percent of priority 1 and 2 activities completed.</i>	95%	95%	95%
<b>Shelter Services</b>				
	<i>number of companion animals sheltered</i>	3,000	17,000	20,000
	<i>percent of animals sheltered</i>	15%	85%	100%
	<i>number of animals adopted</i>	1,200	9,000	10,200
	<i>number of animals returned to owner</i>	320	4,000	4,320
<b>Prevention Spay/Neuter Clinics</b>				
	<i>number of animals sterilized</i>	1,200	5,212	6,412
	<i>number of animals sterilized at community clinics</i>	1,800	6,200	8,000
	<i>number of spay/neuter clinics</i>	50	140	190

**ATTACHMENT D**  
**COUNTY PERSONNEL**

As of October 1, 2013, the effective date of this Agreement, this is one County employee providing services under this Agreement are:

	<b><u>NAME:</u></b>	<b><u>SLOT #</u></b>	<b><u>Job Title</u></b>
1.	Michael Parson	155	Animal Control Supervisor

**ATTACHMENT E - INVOICE FORM**

**INVOICE**

**QUARTERLY BILLING PUBLIC HEALTH INTERLOCAL**

**BILL TO:**

Travis County Health & Human Services & Veteran Services

Date: \_\_\_\_\_

Attention: Sherri Fleming

**AMOUNT:** Fiscal Year 2013 Quarterly Billing

1<sup>st</sup> Qtr Expenditures (October 1, 2012 - December 31, 2012)

**\$** \_\_\_\_\_ -

**COUNTY PERSONNEL:**

The following figures are based on County budgeted amounts for Fiscal Year 2013:

	<b><u>Slot # 155</u></b>
Regular Salaries	\$52,507.00
Overtime Salaries	
Longevity Pay	\$1,500.00
<b><u>TOTAL SALARIES</u></b>	<b><u>\$54,007.00</u></b>
FICA	\$3,348.00
Hospitalization	\$8,353.00
Life Insurance	\$99.00
Retirement Contribution Quarter Two, Three & Four	\$6,627.00
Workers' Compensation	\$389.00
Medicare	\$783.00
<b><u>TOTAL BENEFITS</u></b>	<b><u>\$19,600.00</u></b>
<b>TOTAL SALARIES &amp; Benefits</b>	<b><u>\$73,607.00</u></b>
Administrative Allocation	\$4,784.00
<b><u>TOTAL OF ALL CREDITS:</u></b>	<b><u>\$78,391.00</u></b>

**CREDIT:**

Employee Credit for 1/4 of Fiscal Year 2013

Total: \$78,391.00

1/4:

**(\$19,597.75)**

**TOTAL DUE TO CITY OF AUSTIN:**

**\$19,597.75**

**TOTAL CONTRACT:** \$ 967,275.00

**TOTAL NET CONTRACT: LESS CREDIT** \$ 888,883.00

**Contract Balance:** \$ 869,285.25

**Quarter 1 Billing:** \$ 19,597.75

**Quarter 3 Billing:** \_\_\_\_\_

**Quarter 2 Billing:** \_\_\_\_\_

**Quarter 4 Billing:** \_\_\_\_\_

We certify that the above expenses are submitted pursuant to the Interlocal Agreement between the City of Austin and Travis County for Public Health.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

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

