



# Item 1

## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

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

**Division Director/Manager:** Anna Bowlin, Division Director of Development Services and Long Range Planning

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

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

**AGENDA LANGUAGE:** Receive comments regarding a request to authorize the filing of an instrument to vacate a 15' wide public utility easement located over and across Lots 2, 3, 6, and 7 of the Old Manchaca Subdivision – Precinct Three.

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

TNR staff has received a request to authorize the filing of an instrument to vacate a 15' wide public utility easement (PUE) located over and across Lots 2, 3, 6, and 7 of the Old Manchaca Subdivision. The easement is schematically shown on the plat. The subject lots front on Old Manchaca Road, a street maintained by Travis County. The utility companies operating in the area have stated they have no objection to vacating the subject easements. Staff foresees no opposition to this request.

### **STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the vacation request meets all Travis County standards. As of this memo, staff has not received any inquiries in regards to this request. As such, TNR staff recommends the request.

### **ISSUES AND OPPORTUNITIES:**

According to the request letter the purpose of this request is to allow continued development of the property as a commercial business park. Vacating the subject easement will allow the property owner to move forward with the plans without potentially encroaching on said easement.

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

N/A

### **ATTACHMENTS/EXHIBITS:**

Order of Vacation

Field Notes

Request Letter

Utility Statements  
Sign Affidavit and Pictures  
Maps

**REQUIRED AUTHORIZATIONS:**

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

**CC:**

Stacey Scheffel	Program Manager	TNR - Permits	854-7565

**SM:AB:ps**  
**1101 - Development Services Long Range Planning - Old Manchaca Subdivision**

## Item 3



# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Edith Moreida/ X49280

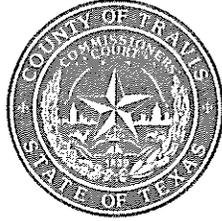
**Elected/Appointed Official/Dept. Head:** Commissioner Margaret J. Gómez

**Commissioners Court Sponsor:** Commissioner Margaret J. Gómez

### **AGENDA LANGUAGE:**

Approve Resolution Recognizing River City Youth Foundation's 13<sup>th</sup> Annual Father's Day Parade and Fiesta to be held June 8<sup>th</sup>, 2013.

## Travis County Commissioners Court



# Resolution

- WHEREAS, The fathers of our community are a precious resource, and play a vital role in the well- being of our children and their future and the future of our community; and,
- WHEREAS, River City Youth Foundation has been instrumental in producing a collaborated community event, the Annual Father's Day Parade and Fiesta; and,
- WHEREAS, Father's Day Parade And Fiesta aims to increase the positive involvement of fathers in their children's lives to foster success in school, personal growth, good citizenship, and a brighter future; and,
- WHEREAS, River City Youth Foundation, Dell, Fathers Active In Communities And Education (FACE), Austin Fire Department, Austin Police Department, Teri Road Baptist Church, Capital Area Food Bank, and New York Life are sponsoring the 13<sup>th</sup> Annual Father's Day Parade and Fiesta on Saturday, June 8<sup>th</sup>, 2013 that will include father/kids bonding games, food and plenty of family fun; and,
- WHEREAS, The student winners of the writing contest will be announced.

NOW, THEREFORE, BE IT RESOLVED, THAT THE TRAVIS COUNTY COMMISSIONERS COURT DOES HEREBY DECLARE SATURDAY, JUNE 8<sup>TH</sup>, 2013, AS FATHER'S DAY PARADE AND FIESTA DAY IN TRAVIS COUNTY, TEXAS. BE IT FURTHER RESOLVED THAT WE SALUTE THE RIVER CITY YOUTH FOUNDATION FOR THEIR COLLABORATIVE EFFORTS IN THEIR COMMITMENT TO THE BETTERMENT OF OUR COMMUNITY AND THE FUTURE OF OUR YOUTH AND FAMILIES.

IN WITNESS WHERE OF, WE HAVE HERE UNTO SET OUR HANDS THIS 4<sup>th</sup> DAY OF JUNE 2013.

\_\_\_\_\_  
SAMUEL T. BISCOE  
County Judge

\_\_\_\_\_  
RON DAVIS  
County Commissioner, Pct. 1

\_\_\_\_\_  
GERALD DAUGHERTY  
County Commissioner, Pct. 3

\_\_\_\_\_  
SARAH ECKHARDT  
County Commissioner, Pct. 2

\_\_\_\_\_  
MARGARET J. GÓMEZ  
County Commissioner, Pct. 4



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Christy Moffett, LMSW 854-3460

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

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

### **AGENDA LANGUAGE:**

Approve proclamation observing June 7, 2013 as "Let's Play Day" in Travis County.

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

More than 200 volunteers from Dr. Pepper - Snapple Group, NYOS Charter School, organizers from the non-profit organization KaBOOM! And residents for the local community will join forces on Friday, June 7<sup>th</sup> to build a new playground at the NYOS Charter School Kramer Campus (1605 Kramer Lane). The new playground's design is based on drawings created by children who participated in a Design Day even in April.

To learn more about the Let's Play initiative, visit [www.letsplay.com](http://www.letsplay.com)

### **STAFF RECOMMENDATIONS:**

Staff recommends approval of the proclamation.

### **ISSUES AND OPPORTUNITIES:**

Recognizing the importance of accessible playgrounds and parks to neighborhoods is key to promoting healthy development, active families and greater opportunity.

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

None.

### **REQUIRED AUTHORIZATIONS:**

None.

# Travis County Commissioners Court



# Proclamation

**WHEREAS,** We are facing a play time deficit in society and only one out of five children in the United States lives within walking distances of a park or playground.; and

**WHEREAS,** Play time is critical to the physical, emotional and cognitive development of children; and

**WHEREAS,** Austin is Playful City USA community and is working to create resources to support healthier lifestyles including parks and playgrounds so our citizen have ample amenities for outdoor recreation; and

**WHEREAS,** Currently there are 300 children who attend the NYOS Charter School Kramer Campus, grades PreK-3, who do not have suitable playground equipment to enjoy; and

**WHEREAS,** Let's Play, is a community partnership led by Dr. Pepper - Snapple Group to get kids and families active nationwide and the first Let's Play initiative is a \$15 million, three-year commitment to KaBOOM! to build or fix up 2,000 playgrounds by the end of 2013, benefitting an estimated five million children across North America; and

**WHEREAS,** Volunteers from Dr. Pepper - Snapple Group, NYOS Charter School and the community have worked with hundreds of volunteers to build a new playground in one day; and

**WHEREAS,** The youth-inspired playground at NYOS Charter School Kramer Campus will contribute to a stronger community and healthier, happier children;

NOW, THEREFORE, BE IT PROCLAIMED BY THE TRAVIS COUNTY COMMISSIONERS COURT TO OBSERVE JUNE 7, 2013 AS

**"LET'S PLAY DAY IN TRAVIS COUNTY"**

**SIGNED AND ENTERED THIS 4TH DAY OF JUNE, 2013.**

\_\_\_\_\_  
SAMUEL T. BISCOE  
COUNTY JUDGE

\_\_\_\_\_  
RON DAVIS  
COMMISSIONER, PRECINCT 1

\_\_\_\_\_  
SARAH ECKHARDT  
COMMISSIONER, PRECINCT 2

\_\_\_\_\_  
GERALD DAUGHERTY  
COMMISSIONER, PRECINCT 3

\_\_\_\_\_  
MARGARET J. GOMEZ  
COMMISSIONER, PRECINCT 4



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 28, 2013

**Prepared By/Phone Number:** Kimberly Pierce, (512) 854-4764

**Elected/Appointed Official/Dept. Head:** Roger Jefferies, County Executive, Justice and Public Safety Division

**Commissioners Court Sponsor:** Judge Biscoe

**AGENDA LANGUAGE: RECEIVE UPDATE AND PRESENTATION FROM COUNCIL ON AT-RISK YOUTH (CARY).**

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**  
Please see attachments provided by CARY.

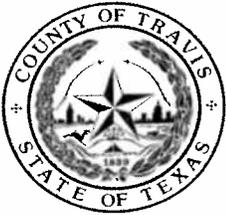
**STAFF RECOMMENDATIONS:** N/A

**ISSUES AND OPPORTUNITIES:** N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:** Travis County funds the CARY program at the following Austin Independent School District campuses: Alternative Learning Center, Webb Middle School, Garcia Middle School and Martin Middle School. The total funding from Travis County is \$200,000.

**REQUIRED AUTHORIZATIONS:**  
N/A

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



## **JUSTICE & PUBLIC SAFETY DIVISION**

**Roger Jefferies, County Executive**

**P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417**

**Criminal Justice Planning**  
Roger Jefferies  
(512) 854-4415

**Counseling & Education Services**  
Caryl Colburn  
(512) 854-9540

**Juvenile Public Defender**  
Kameron D. Johnson  
(512) 854-4128

**To:** Sam Biscoe, Travis County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Gerald Daugherty, Commissioner, Precinct 3  
Margaret Gomez, Commissioner, Precinct 4

**Through:** Roger Jefferies, County Executive, Justice and Public Safety

**From:** Kimberly Pierce, Planning Manager, Criminal Justice Planning

**Date:** May 20, 2013

**SUBJECT: Receive update and presentation for Council on At-Risk Youth (CARY) on its FY12 and FY13 accomplishments in youth violence prevention efforts.**

CARY requests to make a presentation on its accomplishments during FY2012 and in FY2013. Back-up materials are attached to this memorandum.

**Attachments:**

**cc:**

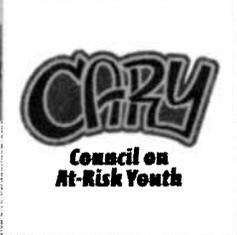
CARY Fact Sheet  
Travis County Budget Detail FY2014  
FY2014 Travis County Budget Submission  
PeaceRox Aggression Replacement Training, Summary of Semester Curriculum Units  
Opinion/Editorial, Stan Knee and Adrian Moore, Austin American Statesman, February 16, 2013  
Opinion/Editorial, John Young, Austin American Statesman, February 16, 2013

“We can invest in our youth today or pay much more later.”

– Art Acevedo Chief of Austin Police Department, CARY Board Member



**Get Involved**  
Please join with us to promote safer schools and safer communities.



**Council on At-Risk Youth (CARY)**  
[www.councilatriskyouth.org](http://www.councilatriskyouth.org)  
Facebook: CARY4AustinYouth Twitter: @CARY4austin



## Our Mission

*CARY helps youth promote safe schools and safe communities.*

## A History of Successful Growth

In 1999, CARY began operating in the Austin ISD Alternative Learning Center, providing training in the prevention of delinquency and youth-violence to at-risk students. By 2012, CARY had expanded its presence to ten AISD schools, including middle-school training programs at Bedichek, Burnet, Dobie, Garcia, Martin, Pearce, and Webb, and a Behavioral Coaching Mentors Program at Reagan, Lanier, and LBJ high schools.

## Working with Schools and Parents

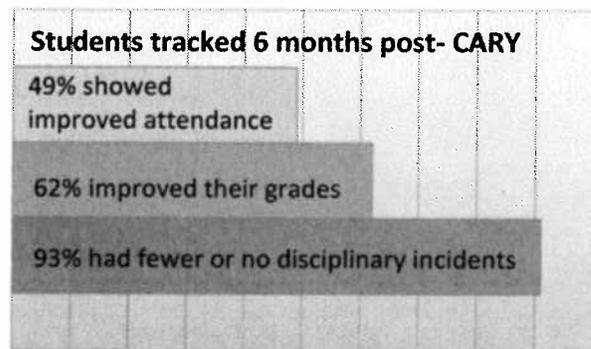
In the 2011/12 school year, 25,000 disciplinary actions were taken with 13,000 AISD students. Of these students, 600 voluntarily participated in CARY training with referral from school officials and parental consent.

## Focus on Troubled Youth

CARY focuses exclusively on youth who have severe disciplinary issues, are in school disciplinary systems, have gone through school suspension, or have been removed to the disciplinary alternative education program. Their average age is 13, and many have emotional disabilities, limited English proficiency, drug abuse problems, and low academic performance. They are mostly poor (95%), minority (95%), and male (80%).

## Making Early Interventions

School disciplinary acts are powerful predictors of future delinquency and criminality: over half of all bullies are predicted to have one criminal court conviction by age 24, and 40% will have three criminal court convictions. CARY works with youth at a stage when intervention is most successful and the student's school and learning experience can be turned around. (Ask us for copies of "Breaking Schools' Rules," a study from the Council on State Governments Justice Center and Texas A&M University Policy Institute.)



### Evidenced-Based Program

CARY's two-semester program uses PeaceRox, an evidence-based curriculum that teaches positive social skills, anger management, empathy, and character education. PeaceRox stems from Aggression Replacement Training, a program certified by the National Center for the Study and Prevention of Youth Violence and the Office of Juvenile Justice and Delinquency Prevention.

CARY's programs also include individual behavioral counseling, parent-support groups, service-learning projects, and a higher-education scholarship fund for program graduates.

### Qualified Staff

CARY's staff members are primarily Masters-level personnel with social work, psychology, or special-education focus and 3 to 5 years experience in mental health, special education, youth service, or correctional job settings.

### Positive Program Evaluations

More than 10 years of internal evaluations and external studies by PhD researchers prove the effectiveness of CARY programs.

Surveys with school administrators, counselors, and parents show significant improvements in student attitudes, behaviors, and school attendance. Data also show decreases in anti-social behaviors and statistically significant reductions in all administrative disciplinary actions and incidents of school violence at every level of severity.

### Valuable Public Education

CARY conducts community public-education events with expert speakers on topics related to youth violence, juvenile delinquency, school bullying, and gang violence prevention. We have featured speakers such as Dr. James Fox, Dr. Debra Prothrow-Stith, Barbara Coloroso, Fr. Greg Boyle, Leonard Pitts, and Dr. James Garbarino.

### Diverse Sources of Funding

CARY has received funding from City of Austin Health and Human Services, Travis County Justice and Public Safety, Austin ISD, and foundations such as Hogg, RGK, Allstate, Trull, Lola Wright, Meadows, and A Glimmer of Hope.

CARY has received government grants from the Texas Governor's Criminal Justice Division, the Community Gun Violence Prevention program of the Bureau of Justice Assistance, and the Drug-Free Schools program administered by the Texas Education Agency and Department of Education. CARY also receives numerous local donor contributions.

### Jim Kester Memorial Scholarship Fund

Through the Jim Kester Memorial Scholarship Fund, CARY awards small grants to graduating seniors who are pursuing higher education.

### Making a Difference

CARY helps troubled youth turn their lives around and promote safer schools and safer communities.

Our programs reduce the human suffering associated with violent crime—at significant savings to taxpayers by keeping youth out of the *pipeline to prison*.

Annual Program Costs/Per Person	
CARY Program	\$750
Texas State Prison	\$18,500
Travis County Jail	\$38,500
<b>TX Juvenile Justice Dept.</b>	<b>\$125,000</b>

11/8/12

**FY 2014 BUDGET SUBMISSION  
BUDGET REQUEST PROPOSAL**

<b>Name of Budget Request &amp; Priority # of Request:</b>	Council on At-Risk Youth (CARY) Delinquency and Youth Violence Prevention (PeaceRox) Program
<b>Name of Program Area: (From applicable PB-3 Form)</b>	Justice and Public Safety Department
<b>Funds Center:</b>	Criminal Justice Planning
<b>Total Amount of Request:</b>	\$200,000.00
<b>Collaborating Departments/Agencies:</b>	Austin Independent School District and City of Austin
<b>Contact Information (Name/Phone):</b>	Adrian Moore (Ex. Dir.) 512-451-4592
<b>1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.</b>	
<p>CARY's mission is "helping youth promote safe schools and safe communities", and the overall objective of the program is to equip AISD disciplinary students with the necessary skills to avoid entry into the "pipeline to prison", as is common with many Texas disciplinary students. Travis County funding is requested to support the evidence based "PeaceRox Aggression Replacement Training Program" for three staff positions serving a total of up to 300 assaultive, aggressive and abusive middle school youth at the cost of \$200,000. Matching support comes from the City of Austin, Austin ISD, CARY donors and benevolent foundations.</p>	
<b>2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department, and arguments in favor of this proposal.</b>	
<p>The current issue is that for the last decade between 2002 and 2011 school age youth between 10 and 20 years of age are represented in more than 56 arrests for murder, 1,226 for aggravated robbery, 1,568 for aggravated assault and 12,177 arrests for other assaults according to DPS Crime Reports. For the average year, there are approximately 12,129 school age youth arrested with 6 murders, 122 aggravated robberies, 157 aggravated assaults and 1,217 other assaults.</p> <p>Predictors for criminal justice system involvement include engagement in the public school disciplinary system according to extensive contemporary research. The Austin Independent School District recorded 10,371 documented school disciplinary dispositions including in and out of school suspension and removals to disciplinary alternative education programs and juvenile justice alternative education programs during the 2011-2012 school year. In the absence of meaningful prevention and intervention programs, these students represented in the 10,371 school disciplinary incidents, ultimately continue their delinquent behavior and become represented in the school age youth who are arrested, detained, prosecuted and convicted for victimizing others at great cost to Travis County residents.</p> <p>AISD Campuses served include Alternative Learning Center, Bedichek, Burnett, Dobie, Garcia, Martin, Mendez, Pearce and Webb. Travis County will fund 40 students each at the Alternative Learning Center and Webb Middle School and 80 students at Garcia and Martin Middle Schools for a minimum of 240 up to a maximum of 300 students.</p> <p>CARY's proposed Delinquency and Youth Violence Prevention Program is consistent with the mission by Travis County as specified in the "FY 2012 to FY 2015 Community Plan for</p>	

Coordination of Criminal Justice and Related Activities” calling a High Priority for “Juvenile Delinquency prevention and early intervention services for low income and at-risk youth” and Strategies and Tasks to “identify and secure funding for personnel and training to support the implementation of established and new evidence-based prevention and early intervention services”.

**3. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 14.**

CARY’s PeaceRox Program will continue to be implemented effective October 1, 2013. The anticipated outcome is that student participants in the program will demonstrate 1) significantly improved decreases in serious school disciplinary infractions, 2) lower rates of in and out of school suspensions, 3) lower rates of DAEP and JJAEP placements, 4) improved academic grades, and 3) improved school attendance rates compared to control groups of similar students, at the close of the 2013-2014 school year on May 31, 2014. Performance results will be submitted twice annually following each school semester.

**4. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and note if there is an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.**

CARY will contract with an independent university based researcher to conduct evaluation. In previous years, 5 Ph.D. level researchers have completed 7 program evaluations over a 12 year period. Measurement of outcome indicators will school disciplinary reports and dispositions, grade and attendance data from the Austin Independent School District. The measures will show significant gains for the student participants at each semester of completion.

**5a. Performance Measures: List applicable current and new performance measures related to the request that highlight the impact to the program area if the request is funded.**

Measure Name	Actual FY 12 Measure	Revised FY 13 Measure	Projected FY 14 Measure at Target Level	Projected FY 14 Measure with Added Funding
Projected % of students with reductions in disciplinary repts.	50%	50%	50%	n/a
Projected % of students with improvement in school attendance	45%	45%	45%	n/a
Projected % of students with improvements in academic grades.	40%	40%	40%	n/a

**5b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:**

The impact of funding will produce youth who become contributing members of our community as measured by reductions in serious disciplinary reports, improvements in school attendance rates and in academic grades. Each represent contributors for low criminal behaviors.

During FY 2013, independent evaluation of CARY violence prevention program showed CARY participants’ outcomes exceeding comparison group outcomes in the areas of 1) school

attendance rates, 2) TAKS grade scores, 3) drug abuse incident reports, 4) serious offense incident reports, 5) in and out of school suspension rates, and 6) placements in DAEP and JJAEP. As such, CARY students can be expected to enter the juvenile and criminal justice system at significant lower rates than groups of students with common characteristic not in the CARY program.

**6. Impact of Not Funding Request: Describe the impact of not funding the request in FY 14 in terms of meeting statutory/mandated requirements and how service levels and program outcomes will be impacted, and any arguments against this proposal.**

The impact of not funding this request would result in this group of youth not graduating high school and continuing the offensive behaviors leading to entry into our City, County and State juvenile and criminal justice system. CARY's cost for one youth, for one year in the PeaceRox Youth Violence Prevention Program is less than \$1,000; the cost for processing the same youth through our County juvenile justice system is estimated at \$15,000, a figure 20 times more costly than prevention. County jail and state prison costs exceed \$15,000 each. State level juvenile corrections services cost \$120,000 per year for incarceration in a youth facility.

**7. Leveraged Resources and Collaboration: If the proposal leverages other resources such as grant funding or non-County external agency resources, list and describe impact. Describe any collaboration efforts with other departments/agencies that provide similar or supporting services, and provide contact information. Describe ways that these departments/agencies can collaborate to ensure success of the proposal.**

Leveraged funding from the City of Austin in the amount of \$252,000 is expected to underwrite costs for up to 300 students; CARY has also requested grant funds from the Governor's Criminal Justice Division to support 100 at risk high school students. CARY collaborates extensively with the Austin Independent School District, but little funding exchanges hands with AISD.

<b>8.</b>	<b>Additional Revenue: Does this proposal generate additional revenue?</b> Y/N	Y
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	<b>If yes, is copy of the County Auditor's revenue form and other relevant backup information attached? Y/N</b> <i>Please note that original revenue materials must be sent to the Auditor's Office.</i>	N
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<b>9.</b>	<b>If requesting a new position(s), is office space currently available? Y/N</b>	N/A
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	<b>If no, attach plan from Facilities Management explaining how to acquire space for this proposal. Identify proposed position location below:</b>		
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	<b>Building Location#</b>	N/A	<b>Floor #</b>	N/A
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	<b>Suite/Office #</b>	N/A	<b>Workstation #</b>	N/A
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**10a. Supplemental Information for Capital Projects. Please describe the scope of the project (Do not include acronyms or department specific terms).**

N/A

**10b. Does the requested item meet the definition of an improvement? If so, how (e.g., higher quality material, increase in efficiency and/or capacity)?**

N/A

COUNCIL ON AT-RISK YOUTH  
Travis County Budget  
Fisca Year 2014  
At 100% Funding

PERSONNEL

Salaries	\$145,000.00
Benefits	<u>\$ 32,625.00</u>
SUBTOTAL - PERSONNEL	<u>\$ 177,625.00</u>

OPERATING EXPENSES

General Operating Expenses	\$ 4,875.00
Insurance	\$ 5,000.00
Audit	\$ 2,500.00
Consultants	<u>\$ 8,000.00</u>
SUBTOTAL - OPERATING E EXP	<u>\$ 22,375.00</u>
TOTAL BUDGET AMOUNT	<u><u>\$ 200,000.00</u></u>

**OTHERS SAY: STAN KNEE AND ADRIAN MOORE**  
Texas Council of At-Risk Youth Feb. 17, 2013

## Help at-risk youth early to prevent crime later

**T**he American-Statesman editorial "Shrink prison system to save money" (Feb. 12) reviews utilization of state prison beds and concludes that "the state has an opportunity to shrink its bloated prison system and more smartly, rather than bluntly, address its criminal justice needs."

Rather than continuing to build capacity in our criminal justice system, why not re-examine our goals and smartly invest some of our hard-earned resources in preventing and intervening early, with those individuals who are bound for acts of delinquency, youth violence and crime.

There is a practical plan - one already in place, though largely underfunded: the early identification and programmed intervention with kids whose current behaviors exhibit warning signs for future acts of delinquency and crime.

We know the signs for those who enter into our school disciplinary system: lack of social skills or ability to develop satisfying relationships or friendship bonds, absence of empathy, perpetual feelings of having been wronged, and intense, unresolved anger and frustration stemming from feelings of failure.

Of particular note is that a single serious school disciplinary report is the most powerful predictor for commission of a delinquent or criminal act with subsequent referral to the juvenile justice system, according to a 2005 Texas A&M University study for the Governor's Criminal Justice Division. A similar report titled "Bullying Prevention is Crime Prevention" reports that 60 percent of middle school bullies can be predicted to have at least one criminal court conviction by age 24. Further, the

### (Integrate) these programs into our schools.

Council of State Governments' recent review of nearly one million Texas students over six years also confirmed a strong link between repeat school suspension and expulsion and later criminal acts.

Because we know what to look for, we have a considerable advantage, responsibility and opportunity to implement behavioral health prevention and early intervention programs to reduce serious criminal acts - including those carried out through gun violence.

More than 500 science-based youth violence prevention, drug abuse prevention and delinquency prevention programs exist today. Each meets rigorous research standards and result in the prevention of serious acts

of delinquency and crime. The majority can be readily adapted to naturally fit into public school disciplinary programming. It is urgent, then, that we place a high priority on integrating these programs into our schools. Not to do so is to ignore the evidence.

Austin itself is home to such a program. For 12 years, the Council on At-Risk Youth (CARY) has collaborated with the Austin Independent School District to focus on 600 high-risk youths each year, using a two-semester comprehensive Aggression Replacement Training (ART) curriculum. ART offers skills training in anger management, social-skills training, empathy training and character education along with individual behavioral counseling and coaching.

CARY works effectively with youths who would not otherwise graduate high school but who instead, after serious and repeated violations, graduate into the Texas juvenile and criminal justice system. External and internal evaluation shows measurable positive outcomes. Administrators, counselors and parents consistently give the CARY program high marks for significantly improving student participant attitudes, behaviors, anger control, problem solving skills as well as reducing aggressive and abusive acts.

As such, CARY encourages the Texas Legislature, Austin City Council and Travis County Commissioners Court to establish behavioral health and youth violence prevention boards and to redirect criminal justice budgets toward capacity and infrastructure that support these aims.

Sen. John Whitmire proclaims that "We need to use taxpayers' money to fight crime ... ." CARY proposes that we use our limited resources to "prevent delinquency and crime." Please join forces with CARY and our partners. Contact your city, county, state and federal representatives to demand investments in a safer, more harmonious society and, equally important, in productive young people we know are otherwise bound for crime and delinquency and prison incarceration.

Knee, a former Austin police chief, is chairman of the CARY board. Moore is the organization's executive director.

JOHN YOUNG

Feb. 16, 2013

## Helping youth walk away from deadly gun violence

**N**ehemiah Griego was angry. He got angrier, and angrier, and then he got a gun. Or two.

On Jan. 19, a day when firearms advocates staged "Guns Across America" events, the 15-year-old Albuquerque boy shot dead all five members of his family.

Horrific, yes. But one thing: It could have been worse. Reportedly the teen contemplated shooting up a nearby Wal-Mart.

Something happened. Maybe his girlfriend persuaded him to confess. Maybe a kind word outside his family's church did it. It has a skate park, and in the hours after the shootings it provided hospitably familiar faces, including a friendly security guard who spoke with the teen.

Whatever the reason, he took authorities to his home, showed them the bodies, then showed them the murder weapons — owned by his parents — including a fully loaded .223-caliber semiautomatic.

In the weeks since the Sandy Hook horrors, Americans haven't been able to agree about much. Wait. That's not true.

Some conservatives and gun lovers have turned veritably evangelical about mental health.

The same people who would look the other way at the dimes being saved when services are cut from mental health services now say, "This is where we should be looking for answers, not blaming guns."

It's time for progressives, who have always urged more proactive approaches to crime prevention, to take them up on that.

Let's say that when he was in middle school Nehemiah Griego had been in a program aimed at helping rein in adolescent anger, one that showed good success in helping at-risk teens, and he was one of those. Would it have been worth it?

More than we could ever imagine.

Well, some good people have been imagining this across our land, and getting good results. And people ought to start listening, particularly policy makers who make budget decisions.

Consider one player in Austin, the Council for At-Risk Youth — CARY. It works to get to angry kids just like Nehemiah Griego. It has a program called ART — Aggression Replacement Training — at five middle schools for disciplinary referrals, most commonly for bullying.

After a two-semester program that involves service projects, parental

### The U.S. should look at an Austin intervention program aimed at juvenile delinquency and anger management.

involvement and a lot of anger management, it has shown pretty dramatic improvement in students' grades, attendance and discipline.

A study found that 60 percent of middle school bullies are destined to have criminal convictions by age 24.

CARY didn't invent any magic it plies. Others know what works. Intervention does. What CARY does have is support from a city — Austin — and a county — Travis County — both pitching in \$200,000 apiece annually.

CARY estimates that ART costs \$750 per student. It cites a study estimating it costs Texas \$125,000 a year to incarcerate a juvenile.

These advocates for at-risk students are calling on the Texas Legislature to set aside 1 percent of the \$20 billion the state spends on juvenile and criminal justice and to replicate programs in schools that help young people manage their anger.

Mental health? CARY has found that 20 percent of these children have emotional disabilities. School accountability? (Nothing seems to stir lawmakers like "school accountability.") These are our most likely dropouts, most likely classroom disruptions — oh, yes, and most likely killers.

Amid the discussions about gun control and whatever else society might do to avoid more Sandy Hooks, more Auroras, more Nehemiah Griegos, CARY executive director Adrian Moore wrote President Barack Obama urging a new look at intervention programs aimed at juvenile delinquency and anger management.

"Too much of our direction fixates on capacity-building to help strengthen the juvenile justice system, while not adequately addressing prevention and early intervention programs," he wrote.

No truer words could be spoken. With all the verbiage sprayed in the air about preventing deeds like those in Newtown, Aurora and Albuquerque, surely we can agree on something like this, and find a few pennies to do it better.

Young, a longtime Texas newspaperman, lives in Colorado.



## PeaceRox Aggression Replacement Training (ART): Summary of Semester Curriculum Units

Sessions	Type	Activity
Session 1	Character Ed	Establish individual goals
Session 2	Anger Management	Teaching the MELT
Session 3	Empathy	Trust Account
Session 4	Social Skills	Following Directions
Session 5	Character Ed	Explain 15 Character Traits
Session 6	Anger Management	The Anger Pyramid
Session 7	Empathy	Recognizing feelings of others
Session 8	Social Skills	Refusing Trouble with Others
Session 9	Character Ed	Short-term improvement goals
Session 10	Anger Management	ABC's of Anger
Session 11	Empathy	Increasing Feeling Vocabulary
Session 12	Social Skills	Problem Solving
Session 13	Character Ed	Respect Agreement
Session 14	Anger Management	Angerometer
Session 15	Empathy	Paraphrasing
Session 16	Social Skills	Accepting No for an Answer
Session 17	Character Ed	Derrick's Problem-Responsibility
Session 18	Anger Management	Anger Management Cycle
Session 19	Empathy	HEARS model
Session 20	Social Skills	Negotiating
Session 21	Character Ed	Success Plan and Integrity
Session 22	Anger Management	Recognizing Anger Cues
Session 23	Empathy	10 Years from Now
Session 24	Social Skills	Responding to Teasing



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

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Pete Baldwin/974-0472

**Elected/Appointed Official/Dept. Head:** Danny Hobby

**Commissioners Court Sponsor:** County Judge

**AGENDA LANGUAGE:** Consider and take appropriate action on approving the 2013 Eligibility Certification Form for the Office of Emergency Management.

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

The Texas Homeland Security State Administrative Agency requires that emergency management entities complete an eligibility certification form each year in order to be eligible to apply for homeland security and other grants. The form is to be signed by the County Judge and indicates Travis County is compliant with the National Incident Management System, has an approved Emergency Management Plan, complies with financial audit requirements, participates in the Texas Regional Response Network and is current on the Criminal History Disposition Reporting. The County Auditor completed the sections dealing with the financial audits.

**STAFF RECOMMENDATIONS:** The Department of Emergency Services and Office of Emergency Management recommends approval of the 2013 Eligibility Certification Form.

**ISSUES AND OPPORTUNITIES:** The completion and submission of the form will allow eligible Travis County agencies to apply for homeland security and other grants through the Texas Homeland Security State Administrative Agency.

**FISCAL IMPACT AND SOURCE OF FUNDING:** The only fiscal impact would be if the form is not completed and submitted, Travis County would not be eligible for homeland security grants.

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

## **REQUIRED AUTHORIZATIONS: Commissioners Court**

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

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)**

**2013 ELIGIBILITY CERTIFICATION FORM**

<b>Certification:</b>		PLEASE FILL IN THE APPROPRIATE INFORMATION AND CERTIFY BY SIGNING BELOW THAT THE INFORMATION SUBMITTED ON THIS ELIGIBILITY FORM IS COMPLETE AND ACCURATE TO THE BEST OF YOUR KNOWLEDGE.
<b>Printed Name of Jurisdiction/ Organization:</b>		TRAVIS County
<b>DUNS Number:</b>		030908842
<b>Signature:</b>		<b>Date:</b>
<b>Printed Name of Authorized Official*:</b> (*See instructions for Definition of Authorized)		Samuel T. Biscoe
<b>Title:</b> (Judge, Mayor, ED, City Manager, CFO)		County Judge
<b>I. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)</b>		
Please initial to certify to <u>one</u> of the NIMS statements below (initial only one box, A or B):		
<b>A</b>	<b>To Certify to I.A, Initial Here:</b>	My jurisdiction/organization has adopted and implemented NIMS <u>and</u> is compliant with all NIMS objectives issued to date (FY2005-FY2009). <a href="https://www.fema.gov/nimscast/Logoff.do?a=55062&amp;m=ML2010">https://www.fema.gov/nimscast/Logoff.do?a=55062&amp;m=ML2010</a>
<b>B</b>	<b>To Certify to I.B, Initial Here:</b>	My jurisdiction/organization has adopted and implemented NIMS, but is not fully compliant with all NIMS implementation objectives. <b>Required Attachment:</b> A letter explaining the a) the implementation objectives not yet met; b) the steps taken to achieve 100% NIMS compliance; and c) the date the jurisdiction expects to be in full compliance with all objectives and metrics.
<b>II. EMERGENCY MANAGEMENT PLANS (INTERMEDIATE LEVEL)</b>		
<b>To Certify to II., Initial Here:</b>	<input checked="" type="checkbox"/>	A. My jurisdiction has its own current emergency management plan that meets the state preparedness standards at the Intermediate Level on file with the Texas Division of Emergency Management (TDEM).
<b>and check <u>one</u> of the three boxes at right</b>	<input type="checkbox"/>	B. My jurisdiction is a legally established member of an inter-jurisdictional emergency management program that has a plan that meets the state preparedness standards at the Intermediate Level on file with TDEM.
	<input type="checkbox"/>	C. My jurisdiction/organization is not a city or county and is not required by Texas law to have an emergency management plan, e.g., COG or nonprofit organization.

**III. OMB CIRCULAR A-133 SINGLE AUDIT**

My jurisdiction's/organization's fiscal year (FY) end for 2012 was (check one):

- August 31, 2012 (Reporting Package is due 30 days after completion or May 31, 2013, whichever is sooner)
- September 30, 2012 (Reporting Package is due 30 days after completion or June 30, 2013, whichever is sooner)
- December 31, 2012 (Reporting Package is due 30 days after completion or September 30, 2013, whichever is sooner)
- Other (please specify date here): \_\_\_\_\_

Please initial to certify to one of the A-133 Audit statements below (initial only one box, A or B).

<b>A</b>	To Certify to III.A, Initial Here: _____	I certify my jurisdiction/organization <b>did not</b> expend over \$500,000 in Federal or State funding during <b>FY 2012</b> so no A-133 audit was necessary or obtained.
<b>B</b>	To Certify to III.B, Initial Here: _____	I certify my jurisdiction/organization <b>expended over \$500,000</b> in Federal or State funding in <b>FY 2012</b> and that the required reporting package has been/will be provided 1) to the Texas Department of Public Safety (TXDPS) and 2) to the Federal Clearinghouse.

**IV. TEXAS REGIONAL RESPONSE NETWORK (TRRN)**

To Certify to IV., Initial Here: _____  and check <u>one</u> of the two boxes at right	My jurisdiction/organization is registered with the Texas Regional Response Network (TRRN) and (check one): <a href="https://www.trrn.state.tx.us/TRRN/Tier01/Security/SignIn.aspx">https://www.trrn.state.tx.us/TRRN/Tier01/Security/SignIn.aspx</a> <p><input checked="" type="checkbox"/> A. My jurisdiction <b>has entered all deployable equipment with a cost of \$5,000 or more</b> purchased with Homeland Security Grant funds into the TRRN.</p> <p><input type="checkbox"/> B. My jurisdiction <b>does not have any deployable equipment with a cost of \$5,000 or more</b> purchased with Homeland Security Grant funds.</p>
---	--

**V. DUNS, CCR and FFATA**

To Certify to V., Initial Here: _____	I certify my jurisdiction/organization has entered all required information, including FFATA/employee compensation, into the System for Award Management (SAM) and has an active registration status with no "Active Exclusion Records". ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )
--	--

**VI. CRIMINAL HISTORY DISPOSITION REPORTING (If Applicable)**

This certification section applies to **County jurisdictions only for the State Homeland Security Grant Program (SHSP)**.

For FY 2013, this section DOES NOT APPLY to cities within counties or to NSGP, OPSG, or UASI applicants.

Please initial to certify to one of the criminal history disposition reporting statements below (initial only one box, A or B).

<b>A</b>	To Certify to VI.A, Initial Here: _____	My County has documented a <b>90% average disposition completeness rate for adult arrests and a 90% average disposition completeness rate for juvenile arrests</b> under calendar years 2007-2011 as required by Chapter 60, Texas Code of Criminal Procedure.
<b>B</b>	To Certify to VI.B, Initial Here: _____	My County <b>DOES NOT</b> currently have a documented <b>90% average disposition completeness rate for adult arrests and a 90% average disposition completeness rate for juvenile arrests</b> under calendar years 2007-2011, but my County intends to attain the required averages <b>by August 1, 2013</b> . I understand that my County will not be Eligible for 2013 SHSP funds if the required averages are not achieved by the August 1, 2013 deadline.



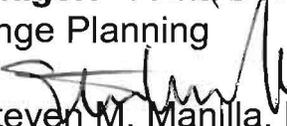
## Item 7

# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By:** Paul Scoggins **Phone #:** 512-854-7619

**Division Director/Manager:** Anna Bowlin, Division Director of Development Services and Long Range Planning

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on a request to authorize the filing of an instrument to vacate a 15' wide public utility easement located over and across Lots 2, 3, 6, and 7 of the Old Manchaca Subdivision – Precinct Three.

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

TNR staff has received a request to authorize the filing of an instrument to vacate a 15' wide public utility easement (PUE) located over and across Lots 2, 3, 6, and 7 of the Old Manchaca Subdivision. The easement is schematically shown on the plat. The subject lots front on Old Manchaca Road, a street maintained by Travis County.

The utility companies operating in the area have stated they have no objection to vacating the subject easements. Staff foresees no opposition to this request.

### **STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the vacation request meets all Travis County standards. As of this memo, staff has not received any inquiries in regards to this request. As such, TNR staff recommends the request.

### **ISSUES AND OPPORTUNITIES:**

According to the request letter the purpose of this request is to allow continued development of the property as a commercial business park. Vacating the subject easement will allow the property owner to move forward with the plans without potentially encroaching on said easement.

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

N/A

### **ATTACHMENTS/EXHIBITS:**

Order of Vacation

Field Notes

Request Letter  
Utility Statements  
Sign Affidavit and Pictures  
Maps

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director	Dev Serv & LRP	854-7561

**CC:**

Stacey Scheffel	Program Manager	TNR - Permits	854-7565

**SM:AB:ps**

**1101 - Development Services Long Range Planning - Old Manchaca Subdivision**

**ORDER OF VACATION**

**STATE OF TEXAS                    §**

**COUNTY OF TRAVIS   §**

WHEREAS, the property owner requests the vacation of a 15' wide public utility easement located over and across Lots 2, 3, 6, and 7 of the Old Manchaca Subdivision as recorded at Volume 98, Page 66 of the Real Property Records of Travis County, Texas;

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

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

WHEREAS, the required public notice was posted and the Travis County Commissioners Court held a public hearing on June 4, 2013 to consider the proposed action; and

NOW, THEREFORE, by unanimous vote, the Commissioners Court of Travis County, Texas, orders that the 15' wide public utility easement located over and across Lots 2, 3, 6, and 7 of the Old Manchaca Subdivision, as shown on the attached sketch and described in the attached field notes and sketch, is hereby vacated.

ORDERED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2013.

\_\_\_\_\_  
SAMUEL T. BISCOE, COUNTY JUDGE

\_\_\_\_\_  
COMMISSIONER RON DAVIS  
PRECINCT ONE

\_\_\_\_\_  
COMMISSIONER SARAH ECKHARDT  
PRECINCT TWO

\_\_\_\_\_  
COMMISSIONER GERALD DAUGHERTY  
PRECINCT THREE

\_\_\_\_\_  
COMMISSIONER MARGARET GOMEZ  
PRECINCT FOUR

FIELD NOTES

BEING ALL OF THAT CERTAIN TRACT OF LAND OUT OF THE WALKER WILSON LEAGUE NUMBER 2, SITUATED IN TRAVIS COUNTY, TEXAS, BEING MORE FULLY DESCRIBED AS A PORTION OF LOTS 2, 3, 6, AND 7, BLOCK A, OLD MANCHACA SUBDIVISION, RECORDED IN VOLUME 98, PAGE 66, OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, ALSO BEING A PORTION OF THAT CERTAIN 15 FOOT PUBLIC UTILITY EASEMENT AS DESCRIBED BY SAID PLAT, SAID 0.197 ACRE (8,574 SQ. FT.) TRACT OF LAND BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**COMMENCING**, at a 1/2" iron rod found at the northwestern corner of Lot 1, Block A, of said Old Manchaca Subdivision, common to a southern boundary line of a 3.00 acre tract, conveyed to Lila M. Munn, recorded in Volume 4546, Page 350, of the Deed Records of Travis County, Texas, with the common boundary line of said Lot 1, Old Manchaca Subdivision, and said Munn tract, bearing S75°07'03"E, a distance of 269.27 feet, to a calculated point, for the northwestern corner, and the **POINT OF BEGINNING** for the herein described tract,

**THENCE**, with the common boundary line of said Lot 1, Block A, Old Manchaca Subdivision, and said Munn tract, S75°07'03"E, a distance of 46.87 feet to a calculated point,

**THENCE**, leaving the common boundary line of said Lot 1, Block A, Old Manchaca Subdivision, and said Munn tract, and crossing Lots 2, 3, 6, and 7 of said Block A, Old Manchaca Subdivision, the following nine (9) courses and distances numbered 1 through 9,

1. S14°51'35"W, a distance of 67.60 feet to a calculated point,
2. S75°08'25"E, a distance of 273.27 feet to a calculated point, which bears N23°07'59"E, a distance of 68.20 feet to an iron rod found in the northeastern corner of said Lot 2, Old Manchaca Subdivision, and also in a southeastern corner of said Munn tract,
3. S23°07'59"W, a distance of 15.16 feet to a calculated point,
4. N75°08'25"W, a distance of 271.09 feet to a calculated point,
5. S14°51'35"W, a distance of 184.62 feet to a calculated point,
6. N75°08'25"W, a distance of 15.00 feet to a calculated point,
7. N14°51'35"E, a distance of 252.11 feet to a calculated point,
8. N75°08'25"W, a distance of 31.87 feet to a calculated point, and
9. N14°51'32"E, a distance of 15.13 feet to the **POINT OF BEGINNING** and containing 0.197 acres (8,574 Sq. Ft.) of land.

Surveyed by:

 16 Oct 2012

AARON V. THOMASON, R.P.L.S. NO. 6214

*Carlson, Brigance & Doering, Inc.*

5501 West William Cannon

Austin, TX 78749

Ph: 512-280-5160

Fax: 512-280-5165

aaron@cbdeng.com



BEARING BASIS: TEXAS COORDINATE SYSTEM, NAD83, CENTRAL ZONE (4203)

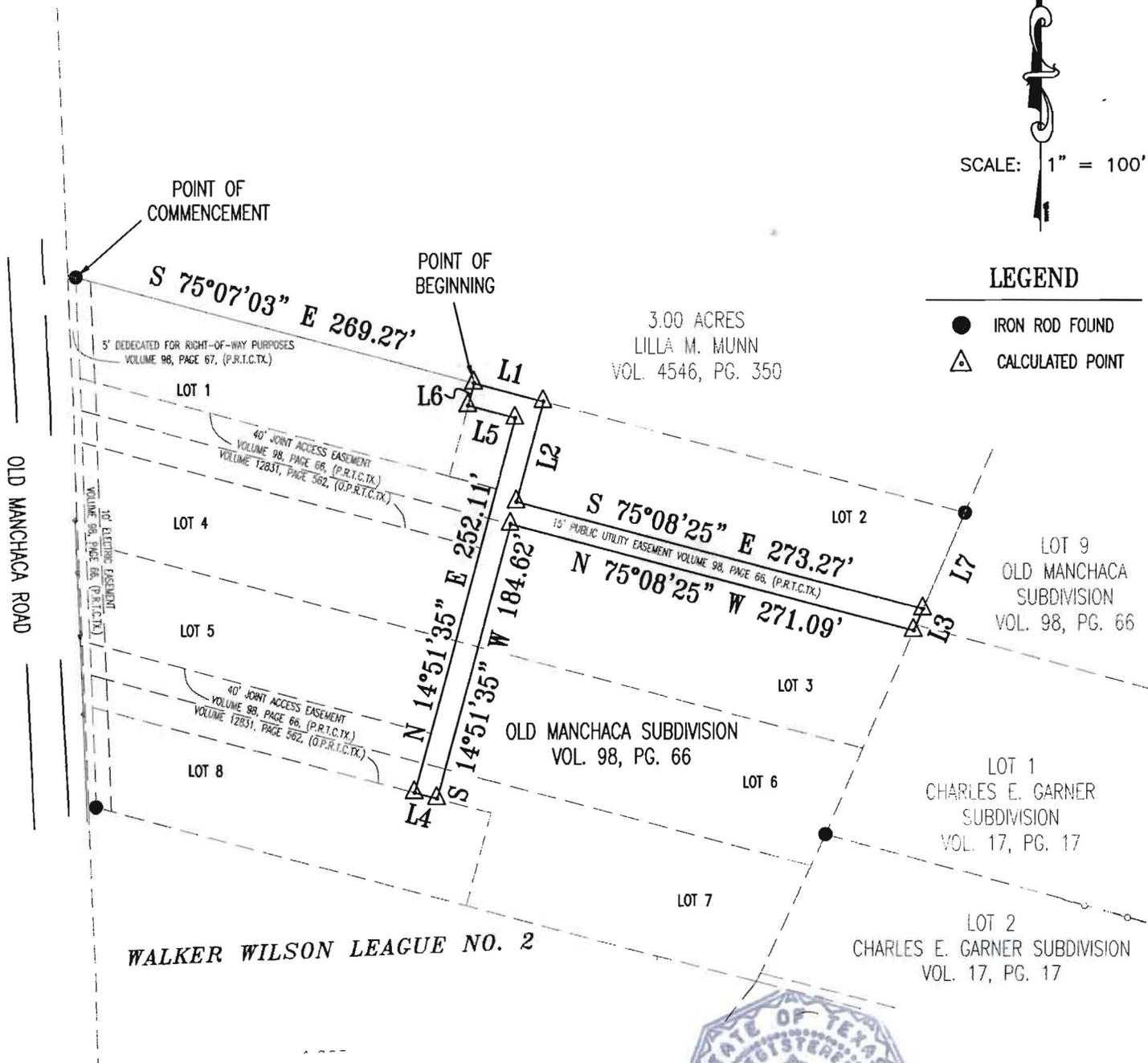
# SKETCH TO ACCOMPANY FIELD NOTES



SCALE: 1" = 100'

## LEGEND

- IRON ROD FOUND
- △ CALCULATED POINT



*[Signature]*  
16 OCT 2012

BEARING BASIS: TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203), NAD 83, ELEV. DATUM: NAVD88

LINE TABLE		
LINE	LENGTH	BEARING
L1	46.87	S75°07'03"E
L2	67.60	S14°51'35"W
L3	15.16	S23°07'59"W
L4	15.00	N75°08'25"W
L5	31.87	N75°08'25"W
L6	15.13	N14°51'32"E
L7	68.20	N23°07'59"E

**Carlson, Brigrance & Doering, Inc.**

Civil Engineering    ♦    Surveying  
 5501 West William Cannon Drive    ♦    Austin, Texas 78749  
 Phone No. (512) 280-5160    ♦    Fax No. (512) 280-5165

**MRBP, Ltd.**  
509 West 18<sup>th</sup> Street, Suite 200  
Austin, Texas 78701  
512-327-8850

April 1, 2013

Mr. Paul Scoggins  
Travis County TNR  
411 West 13th Street  
Austin, Texas 78701

**RECEIVED**  
APR 10 2013  
TRAVIS COUNTY - TNR  
PERMITS DEPARTMENT

Re: Vacation of Public Utility Easement on Lots 2, 3, 6 and 7 of the Old Manchaca Subdivision, Austin, Travis County, Texas

Mr. Berry:

This letter is to request the vacation, in its entirety, of the public utility easement located on Lots 2, 3, 6 and 7 of the Old Manchaca Subdivision as recorded in Vol. 98, Page 66 of the Travis County Plat Records. The request to vacate the subject public utility easement is made for the following reasons: 1) There are no utilities of any kind, above or below ground, in the subject easement dedicated by plat sixteen years ago, 2) The easement is not needed to develop the subject lots or the lots immediately adjacent to the subject easement (Lots 1, 4, 5 and 8 of the Old Manchaca Subdivision) all of which are owned by MRBP, Ltd., (3) The easement needs to be vacated to allow continued development of the property as a commercial business park ( know as the Manchaca Road Business Park) under an existing COA Unified Development Agreement (Document No. 2004178014, as amended). A copy of the proposed development layout for Lots 1 through 8 is attached hereto, and 4) the utility companies that are able to provide service to the project have existing service lines on poles or underground in Old Manchaca Road right-of-way and/or the adjacent 10 foot electric easement dedicated by the Old Manchaca Subdivision plat to provide service for the development proposed on Lots 1-8.

Attached are:

- 1.) A metes and bounds description of the portion of the easement to be vacated;
- 2.) A sketch of the plat showing the PUE in relation to the property and highlighting the portion to be vacated;

- 3.) Letters from all utility service providers in the area (Austin Energy, Time Warner Cable, Texas Gas Service, AT&T, and Austin Water Utility) stating that they have no need for the easement; and,
- 4.) A non-refundable fee check in the amount of \$315.00.

Thank you for your attention to this matter. If any additional information is required, you can contact me at 512-327-8850 or [jbharris@austinbluesky.com](mailto:jbharris@austinbluesky.com). Thank you for your assistance with this matter.

Sincerely,



John Bolt Harris, President

MRBP Genpar, Inc., its general partner

Attachments



**TRANSPORTATION AND NATURAL RESOURCES**

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

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

**EASEMENT REQUIREMENT STATEMENT FOR VACATION OF PROPERTY**

An application is being made to Travis County for the vacation a public utility easement located on the property at 10419, 10421, 10427 and 10429 Old Manchaca Road, Austin , Texas (address) and/or Lots 2, 3, 6 and 7 of the Old Manchaca Subdivision as recorded in Vol. 98, Page 66 of the Travis County Plat Records (legal description) and as described on the enclosed drawing or document. An action of the Commissioners' Court of Travis County is pending your return of this statement. Your prompt reply is requested.

**STATEMENT**

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

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

Angela Baer  
Signature  
ANGELA BAER  
Printed Name  
PROJECT COORDINATOR  
Title  
AUSTIN WATER UTILITY  
Utility Company or District  
MARCH 27, 2013  
Date

Please return this completed form to:

John Harris  
509 West 18th Street  
Austin, Texas 78703  
jbharris@austinbluesky.com



# City of Austin

**Austin Water**  
625 East 10<sup>th</sup> Street Austin, Texas 78701  
(512) 972-0101

March 27, 2013

Mr. John Bolt Harris  
MRBP, Ltd  
509 W 18<sup>th</sup> Street, Suite 200  
Austin Texas 78701  
512-327-8850 (office)  
512-301-3348 (fax)

Re: Release of Public Utility Easement at 10419, 10421, 10427 and 10429 Old Manchaca Road.

Dear Mr. Harris,

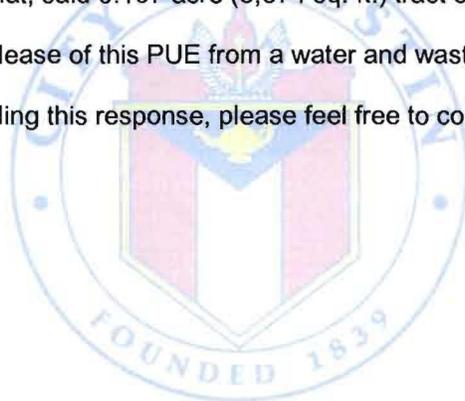
Austin Water Utility (AWU) staff has evaluated your proposed request for the release of a Public Utility Easement (PUE) out of the Walker Wilson League Number 2, situated in Travis County, Texas, being more fully described as portion of Lots 2, 3, 6 and 7, Block A, Old Manchaca Subdivision, recorded in Volume 98, Page 66 of the Plat Records of Travis County, Texas, also being a portion of that certain 15 foot PUE as described by said Plat, said 0.197 acre (8,574 sq. ft.) tract of land.

AWU approves the requested release of this PUE from a water and wastewater utility standpoint.

If you have any questions regarding this response, please feel free to contact me at 512-972-0221.

Respectfully,

**Angela Baez**  
Project Coordinator  
Austin Water Utility  
625 E. 10<sup>th</sup> Street, Waller Creek Center  
Austin Texas 78701  
512-972-0221 (wk.)  
512-972-0285 (fax)  
[angela.baez@austintexas.gov](mailto:angela.baez@austintexas.gov)



1 Attachment,  
Easement Requirement Statement

Xc: Kathi L. Flowers, P.E., Managing Engineer, Pipeline Engineering





**TRANSPORTATION AND NATURAL RESOURCES**

STEVEN M. MANILLA, P.E. COUNTY EXECUTIVE

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

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**STATEMENT**

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

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

Signature

AARON BERRY

Printed Name

HFC DESIGN MANAGER - WEST REGION

Title

TIME WARNER CABLE, INC

Utility Company or District

3/29/2013

Date

Please return this completed form to:

John Harris  
509 West 18th Street  
Austin, Texas 78703  
jbharris@austinbluesky.com



**TRANSPORTATION AND NATURAL RESOURCES**

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

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

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

Signature  
Sonny Poole

Printed Name  
Mgr., PIRES

Title  
Austin Energy

Utility Company or District  
March 21, 2013

Date

Please return this completed form to:

John Harris  
509 West 18th Street  
Austin, Texas 78703  
jbharris@austinbluesky.com



**TRANSPORTATION AND NATURAL RESOURCES**

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

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

  
\_\_\_\_\_  
Signature  
Chris Landgraf  
\_\_\_\_\_  
Printed Name  
Engineer III  
\_\_\_\_\_  
Title  
Texas Gas Service  
\_\_\_\_\_  
Utility Company or District  
3/21/2013  
\_\_\_\_\_  
Date

Please return this completed form to:

John Harris  
509 West 18th Street  
Austin, Texas 78703  
jbharris@austinbluesky.com



**SOUTHWESTERN BELL TELEPHONE COMPANY**

**RELEASE OF EASEMENT**

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

Lots 2, 3, 6 and 7, Old Manchaca Subdivision, Deed of record in Document 2011046124, Property Records of Travis County, Texas

Said land of GRANTEE being subject to:

*Easements recorded in Volume 98, Page 66, Plat Records of Travis County, Texas,*

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

*All of the 15 foot PUE located on Lots 2, 3, 6 and 7, described above, and more fully described by Field Notes and Sketch, attached hereto and made part of this document.*

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

IN WITNESS WHEREOF, GRANTOR has caused this Release of Easement to be executed by its duly authorized officers this 8<sup>th</sup> day of April, 2013.

SOUTHWESTERN BELL TELEPHONE COMPANY

Name: *Anthony Michtich*

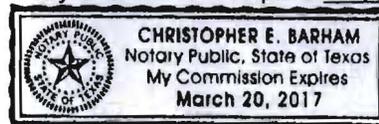
Title: *MGR OSP PLNG ENGRG DESIGN*

THE STATE OF *Texas*  
COUNTY OF *Travis*

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

Given under my hand and seal of office this the *8<sup>th</sup>* day of *April*, 20*13*.

*Christopher E. Barham*  
Notary Public in and for the State of *Texas*  
My Commission Expires *03/20/2017*



0.197 ACRES (8,574 SQ. FT.)  
WALKER WILSON LEAGUE NO. 2  
TRAVIS COUNTY, TEXAS  
PUBLIC UTILITY EASEMENT VACATION

FIELD NOTES

BEING ALL OF THAT CERTAIN TRACT OF LAND OUT OF THE WALKER WILSON LEAGUE NUMBER 2, SITUATED IN TRAVIS COUNTY, TEXAS, BEING MORE FULLY DESCRIBED AS A PORTION OF LOTS 2, 3, 6, AND 7, BLOCK A, OLD MANCHACA SUBDIVISION, RECORDED IN VOLUME 98, PAGE 66, OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, ALSO BEING A PORTION OF THAT CERTAIN 15 FOOT PUBLIC UTILITY EASEMENT AS DESCRIBED BY SAID PLAT, SAID 0.197 ACRE (8,574 SQ. FT.) TRACT OF LAND BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING, at a 1/2" Iron rod found at the northwestern corner of Lot 1, Block A, of said Old Manchaca Subdivision, common to a southern boundary line of a 3.00 acre tract, conveyed to Lila M. Munn, recorded in Volume 4546, Page 350, of the Deed Records of Travis County, Texas, with the common boundary line of said Lot 1, Old Manchaca Subdivision, and said Munn tract, bearing S75°07'03"E, a distance of 269.27 feet, to a calculated point, for the northwestern corner, and the POINT OF BEGINNING for the herein described tract,

THENCE, with the common boundary line of said Lot 1, Block A, Old Manchaca Subdivision, and said Munn tract, S75°07'03"E, a distance of 46.87 feet to a calculated point,

THENCE, leaving the common boundary line of said Lot 1, Block A, Old Manchaca Subdivision, and said Munn tract, and crossing Lots 2, 3, 6, and 7 of said Block A, Old Manchaca Subdivision, the following nine (9) courses and distances numbered 1 through 9,

1. S14°51'35"W, a distance of 67.60 feet to a calculated point,
2. S75°08'25"E, a distance of 273.27 feet to a calculated point, which bears N23°07'59"E, a distance of 68.20 feet to an iron rod found in the northeastern corner of said Lot 2, Old Manchaca Subdivision, and also in a southeastern corner of said Munn tract,
3. S23°07'59"W, a distance of 15.16 feet to a calculated point,
4. N75°08'25"W, a distance of 271.09 feet to a calculated point,
5. S14°51'35"W, a distance of 184.62 feet to a calculated point,
6. N75°08'25"W, a distance of 15.00 feet to a calculated point,
7. N14°51'35"E, a distance of 252.11 feet to a calculated point,
8. N75°08'25"W, a distance of 31.87 feet to a calculated point, and
9. N14°51'32"E, a distance of 15.13 feet to the POINT OF BEGINNING and containing 0.197 acres (8,574 Sq. Ft.) of land.

Surveyed by:

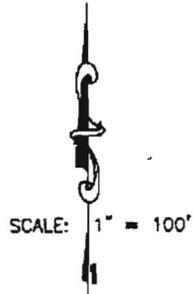
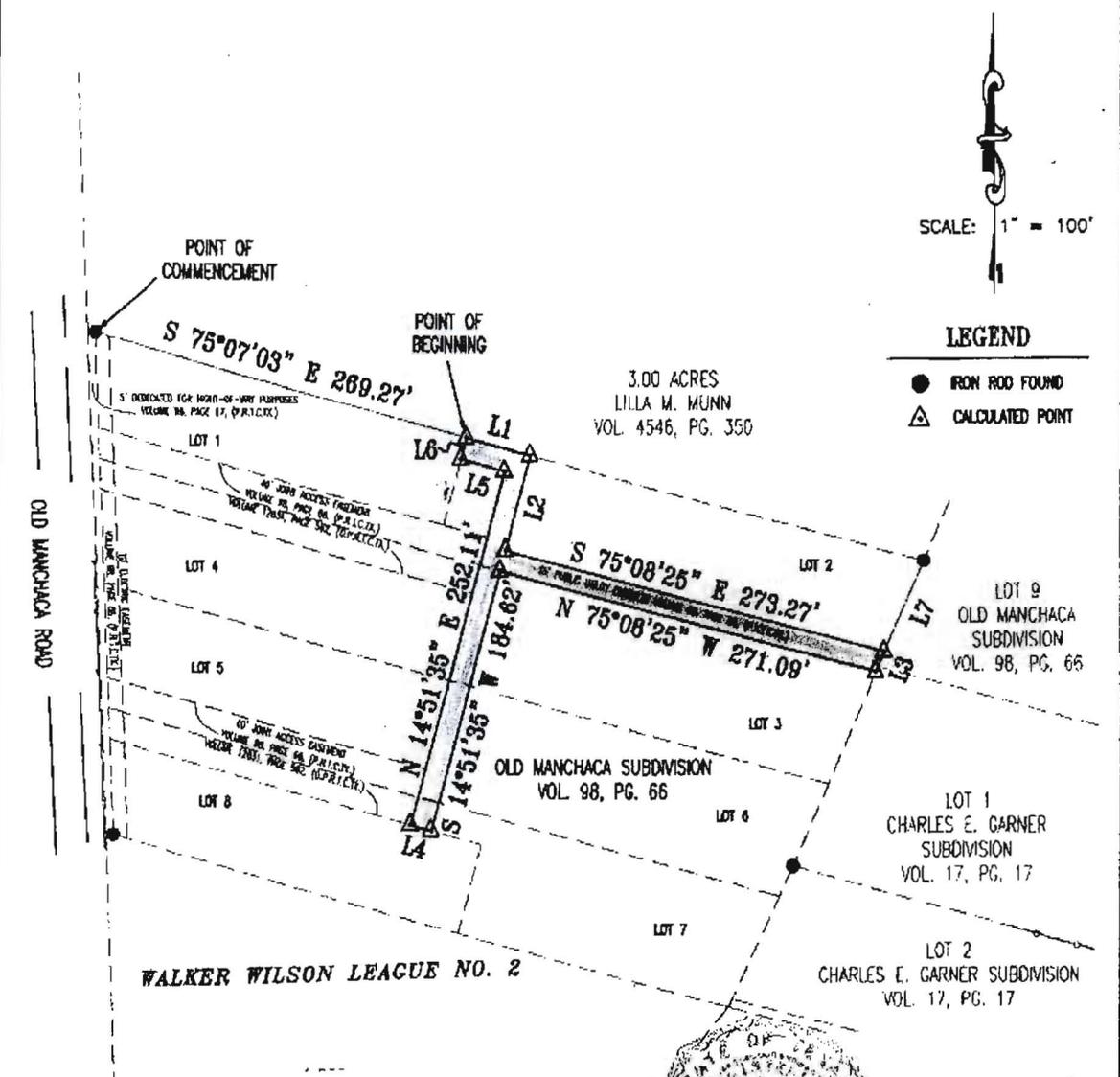
*Aaron V. Thomason* 16 Oct 2012

AARON V. THOMASON, R.P.L.S. NO. 6214  
Carlson, Briggance & Doering, Inc.  
5501 West William Cannon  
Austin, TX 78749  
Ph: 512-280-5160 Fax: 512-280-5165  
aaron@cbdeng.com



BEARING BASIS: TEXAS COORDINATE SYSTEM, NAD83, CENTRAL ZONE (4203)

# SKETCH TO ACCOMPANY FIELD NOTES



**LEGEND**

- IRON ROD FOUND
- △ CALCULATED POINT

LINE TABLE		
LINE	LENGTH	BEARING
L1	46.87	S75°07'03"E
L2	87.80	S14°51'35"W
L3	15.16	S23°07'59"W
L4	15.00	N75°08'25"W
L5	31.87	N75°08'25"W
L6	15.13	N14°51'32"E
L7	66.20	N23°07'59"E

Professional Engineer Seal for Aaron V. Thompson, No. 6214, State of Texas. Includes a signature and the date 11/01/2012.

BEARING BASIS: TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203), NAD 83, ELEV. DATUM: NAVD83

**CBD** Carlson, Brigance & Doering, Inc.  
 Civil Engineering • Surveying  
 5501 West Williams Canyon Drive • Austin, Texas 78749  
 Phone No. (512) 280-5160 • Fax No. (512) 280-5165

PATH: - J: 4487\DWG\FN-PUE-VACATION



**TRANSPORTATION AND NATURAL RESOURCES**

*Steven M. Manilla, P.E., County Executive*  
700 Lavaca Street – 5<sup>th</sup> Floor  
Travis County Administration Building  
P.O. Box 1748  
Austin, Texas 78767  
tel 512-854-9383  
fax 512-854-4649

**AFFIDAVIT OF POSTING**

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

A Public Notice of Vacation sign for a 15' wide public utility easement was posted on May 14, 2013, along the easterly ROW line of Old Manchaca Road at the common lot line of Lot 4 and 5 of the Old Manchaca Subdivision at a point as near as practical to the area being vacated, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 15 DAY OF May, 2013.

SIGNATURE: Jaime Garcia  
NAME (PRINT): Jaime Garcia  
TITLE: TNR/R&B Supervisor

cc: Garcia (sign shop)

M:\PERMITS\Vacate\13PUE\05-BrokenBowTrail\SignRequest-BrokenBowTr.doc



  
**NOTICE OF  
PUBLIC HEARING**  
El día 4 de junio de 2013, a las 10:00 AM.  
se llevará a cabo una audiencia pública en el  
oficina del Director de Recursos Naturales,  
Departamento de Recursos Naturales,  
Calle 100 No. 100, San Juan, P.R. 00901.  
El tema de la audiencia es: **PROYECTO DE LEY N.º 10011**  
**DE 2013, QUE MODIFICA LA LEY N.º 10010 DE 2010.**



# NOTICE OF PUBLIC HEARING

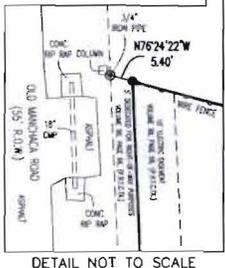
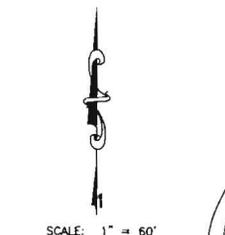
JUNE 4, 2013 AT 9:00 AM  
PUBLIC UTILITY EASEMENT VACATION

TO APPROVE THE VACATION OF 15 FOOT  
WIDE PUBLIC UTILITY EASEMENT LOCATED  
OVER AND ACROSS LOTS 2, 3, 6, AND 7  
OF OLD MANCHACA SUBDIVISION—  
A SUBDIVISION IN PRECINCT 3

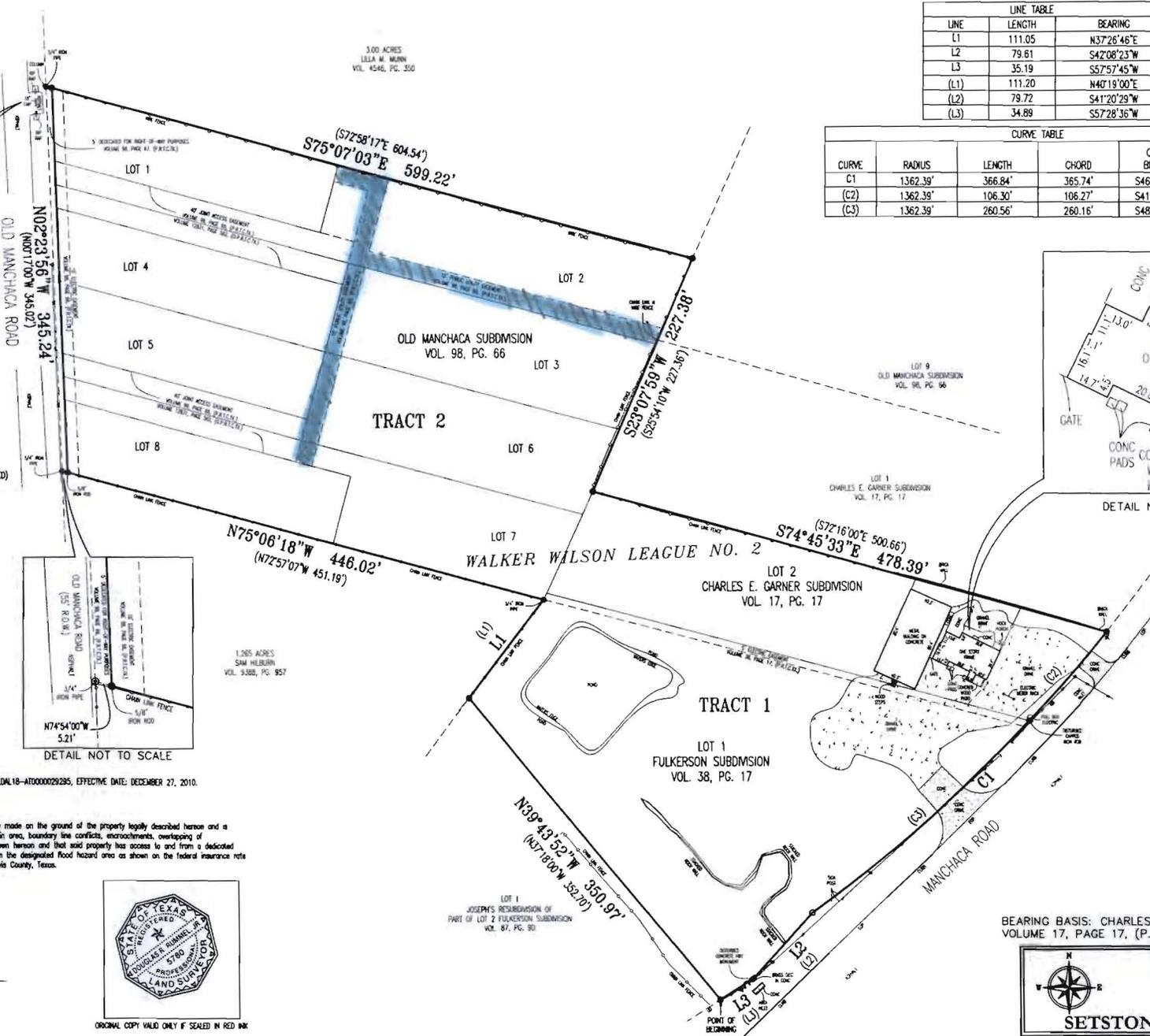
A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
700 LAVACA ST. AUSTIN, TEXAS

FOR MORE INFORMATION CALL 854-9383

7.082 ACRES OUT OF LOT 1, FULKERSON SUBDIVISION RECORDED IN VOLUME 38, PAGE 17, AND LOT 2, CHARLES E. SUBDIVISION RECORDED IN VOLUME 17, PAGE 17 AND LOTS 1-8 OLD MANCHACA SUBDIVISION RECORDED IN VOLUME 98, PAGE 66, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

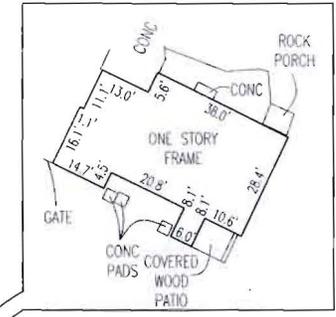


- Legend**
- 1/2" IRON ROD FOUND (UNLESS OTHERWISE NOTED)
  - 1/2" IRON ROD SET
  - ⊙ IRON PIPE FOUND
  - CONCRETE MONUMENT FOUND
  - ⚡ POWER POLE
  - OVERHEAD UTILITY
  - WIRE FENCE
  - CHAIN LINK FENCE
  - EOP EDGE OF PAVEMENT
  - CMP CORRUGATED METAL PIPE
  - ⊕ FIRE HYDRANT
  - GUY WIRE
  - WATER METER
  - RECORD INFORMATION
  - O.P.R.T.C.T.X. OFFICIAL PUBLIC RECORDS TRAVIS COUNTY, TEXAS
  - D.R.T.C.T.X. DEED RECORDS TRAVIS COUNTY, TEXAS
  - P.R.T.C.T.X. PLAT RECORDS TRAVIS COUNTY, TEXAS



LINE TABLE		
LINE	LENGTH	BEARING
L1	111.05	N37°26'46"E
L2	79.61	S42°08'23"W
L3	35.19	S57°57'45"W
(L1)	111.20	N40°19'00"E
(L2)	79.72	S41°20'29"W
(L3)	34.89	S57°28'36"W

CURVE TABLE					
CURVE	RADIUS	LENGTH	CHORD	CHORD BEARING	TANGENT
C1	1362.39'	366.84'	365.74'	S46°37'03"W	184.54
(C2)	1362.39'	106.30'	106.27'	S41°03'41"W	53.26
(C3)	1362.39'	260.56'	260.16'	S48°46'32"W	130.58



**NOTES:**

TITLE COMMITMENT G.F. NO. ALDAL18-AT0000029295, EFFECTIVE DATE DECEMBER 27, 2010.

RESTRICTIVE COVENANTS BY VOLUME 38, PAGE 17, VOLUME 17, PAGE 17, VOLUME 2215, PAGE 499; REAL PROPERTY RECORDS DOCUMENT NO. 2004178014, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, - SUBJECT TO TRACT 1

VOLUME 98, PAGE 66, VOLUME 12831, PAGE 570, REAL PROPERTY RECORDS DOCUMENT NO. 2004178014, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, - SUBJECT TO TRACT 2

10E & 10F VOLUME 2215, PAGE 499, REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, DOES NOT AFFECT SUBJECT PROPERTY AS PER NOTE #7 STATING THAT EACH AND ALL OF SAID RESTRICTIONS, CONDITIONS, AND COVENANTS SHALL TERMINATE AND CEASE TO EXIST FROM AND AFTER THE FIRST DAY OF APRIL, 1972.

TO: HUBB, INC., COMPASS BANK & ALAMO TITLE INSURANCE, OF (ALDAL18-AT0000029295, EFFECTIVE DATE: DECEMBER 27, 2010.

STATE OF TEXAS,  
COUNTY OF TRAVIS.

I, the undersigned, do hereby certify that this survey was this day made on the ground of the property legally described hereon and is correct, and that there are no discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, utility assessments or roadways, except as shown hereon and that said property has access to and from a dedicated roadway except as shown hereon; no portion of this tract is within the designated flood hazard area as shown on the Federal insurance rate map panel no. 48453C0598M, dated September 26, 2008, for Travis County, Texas.

Dated, this 28th day of January, 2011.



DOUGLAS R. RIMMEL, JR., R.P.L.S. NO. 5790  
CARLSON, BRIDGANCE AND DOERING, INC.  
5501 West William Cannon  
Austin, TX 78749  
Ph: 512-282-0170 Fax: 512-280-5165  
doug@cbadeng.com

ORIGINAL COPY VALID ONLY IF SEALED IN RED INK

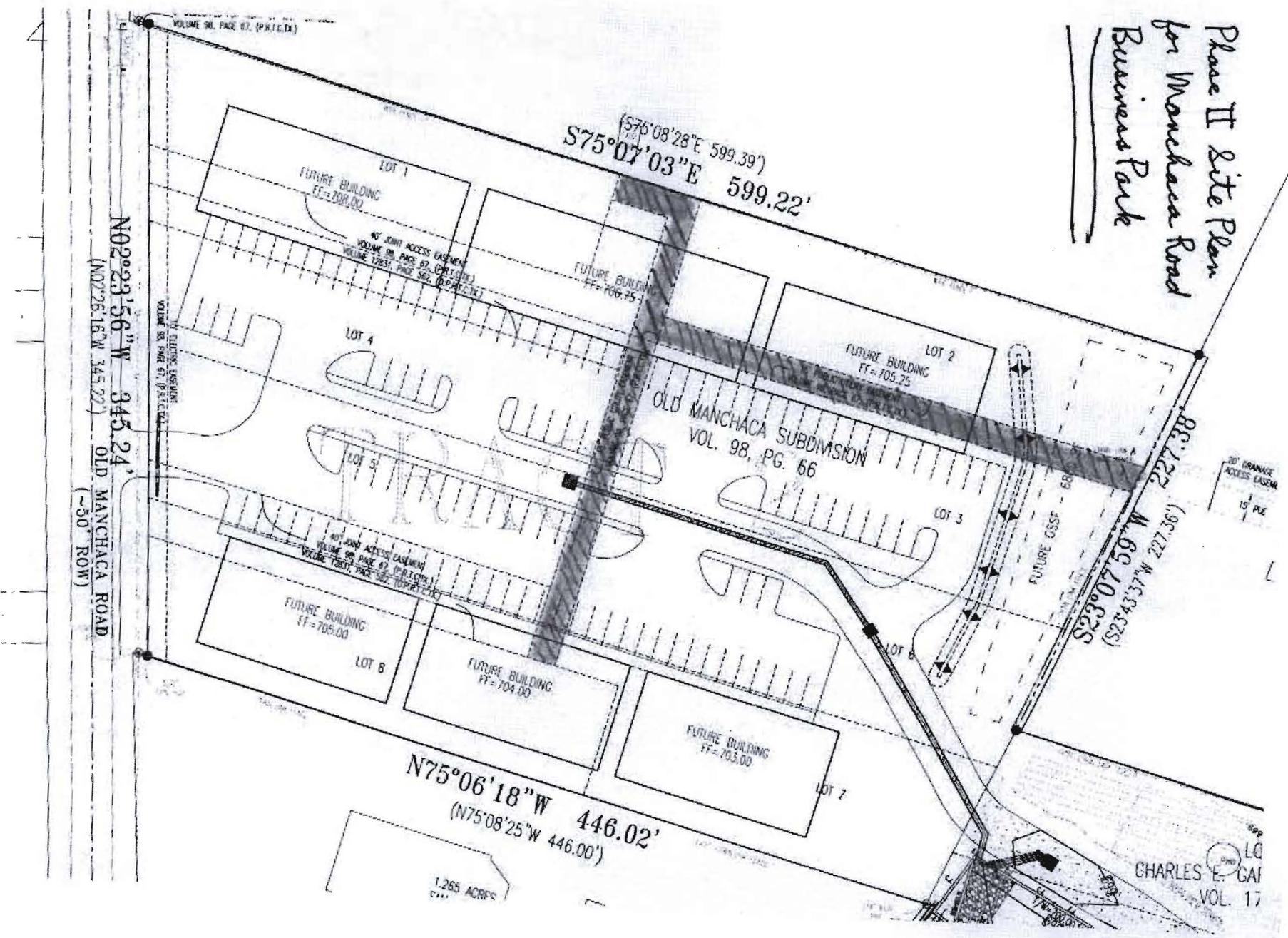
BEARING BASIS: CHARLES E. GARNER SUBDIVISION, VOLUME 17, PAGE 17, (P.R.T.C.T.X.)

5501 West William Cannon Drive  
Austin, Texas 78749  
Phone No. (512) 282-0170  
Fax No. (512) 280-5165

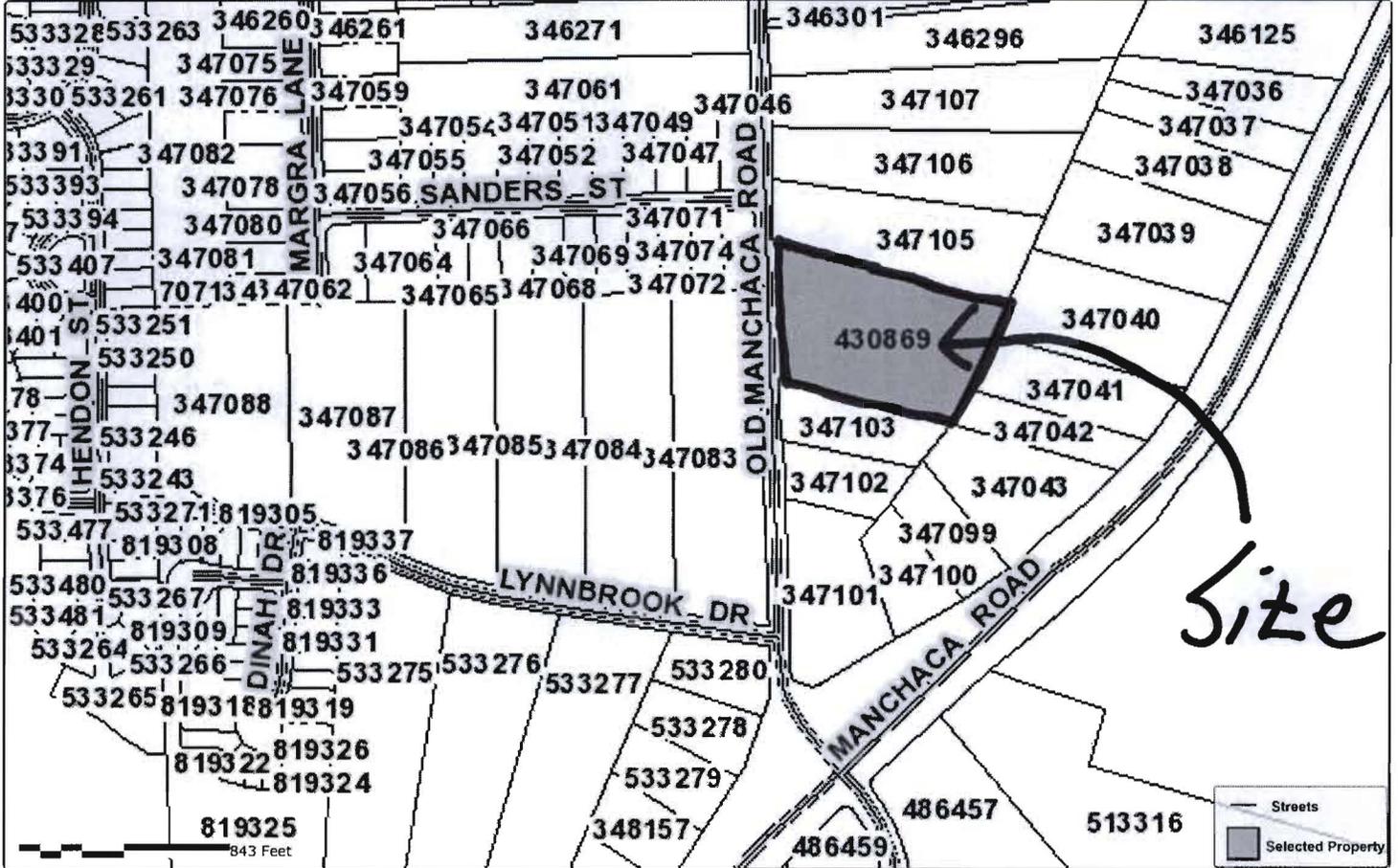
**SETSTONE SURVEYING**

PATH: - J: 4487.DWG\TITLE

Phase II Site Plan  
for Manchaca Road  
Business Park



### Travis CAD - Map of Property ID 430869 for Year 2013



### Property Details

**Account**

Property ID: 430869  
 Geo ID: 0432230417  
 Type: Real  
 Legal Description: LOT 1-8 BLK A OLD MANCHACA SUBD

**Location**

Situs Address: 10417 OLD MANCHACA RD TX 78748  
 Neighborhood: I/MAN  
 Mapsco: 673S  
 Jurisdictions: 0A, 01, 03, 2J, 56, 68

**Owner**

Owner Name: MRBP LTD  
 Mailing Address: , 509 W 18TH ST STE 200, AUSTIN, TX 78701-1228

**Property**

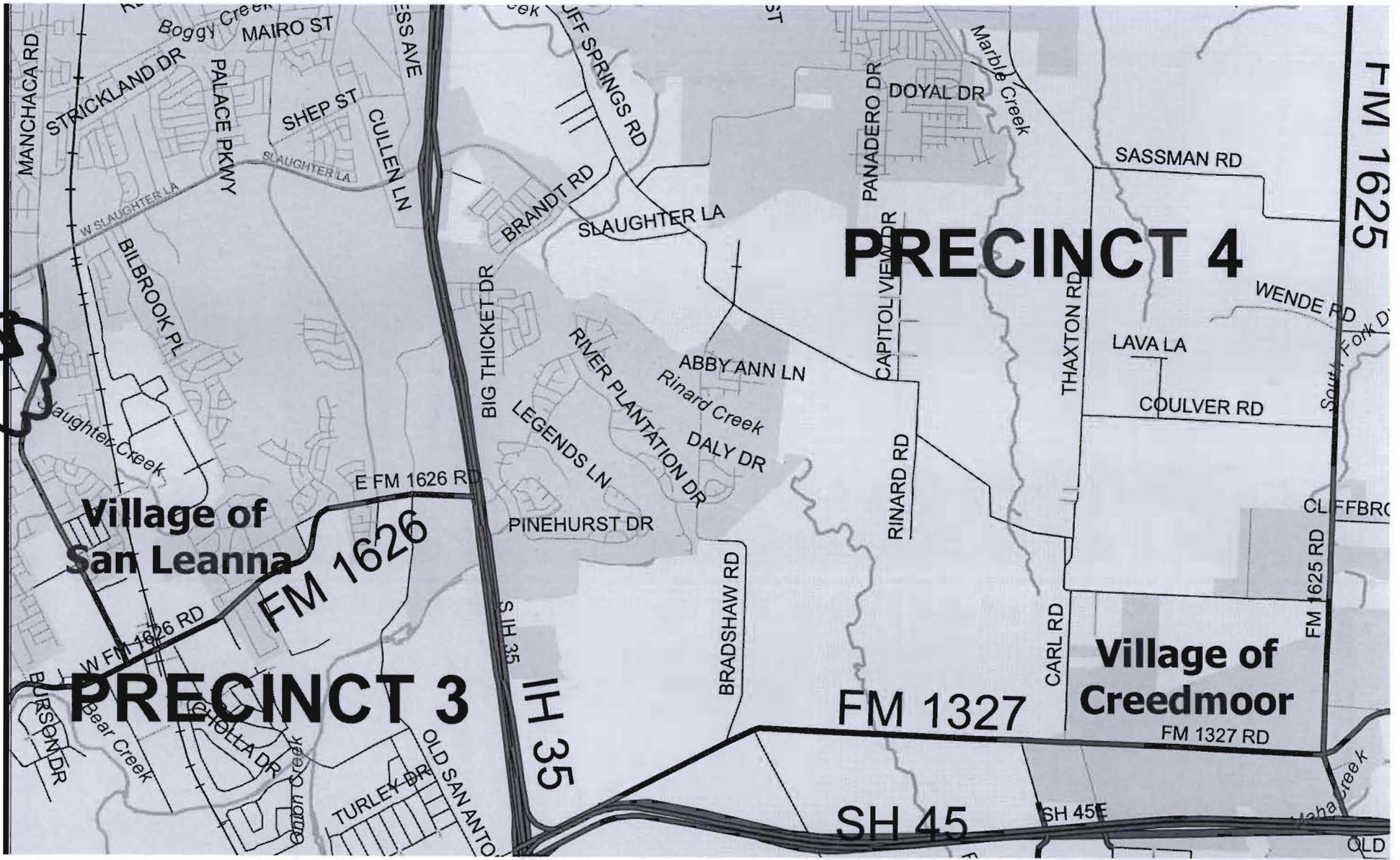
Appraised Value: \$86,250.00

<http://propaccess.traviscad.org/Map/View/Map/1/430869/2013>

powered by:  
**PropertyACCESS**  
 www.trueautomation.com

Map Disclaimer: This tax map was compiled solely for the use of TCAD. Areas depicted by these digital products are approximate, and are not necessarily accurate to mapping, surveying or engineering standards. Conclusions drawn from this information are the responsibility of the user. The TCAD makes no claims, promises or guarantees about the accuracy, completeness or adequacy of this information and expressly disclaims liability for any errors and omissions. The mapped data does not constitute a legal document.

Site



Village of San Leanna

PRECINCT 4

PRECINCT 3

Village of Creedmoor

FM 1625

FM 1626

FM 1327

IH 35

SH 45

SH 45E

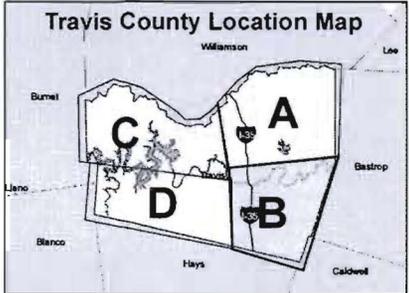
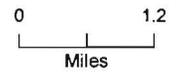
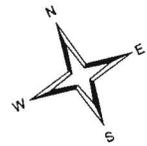
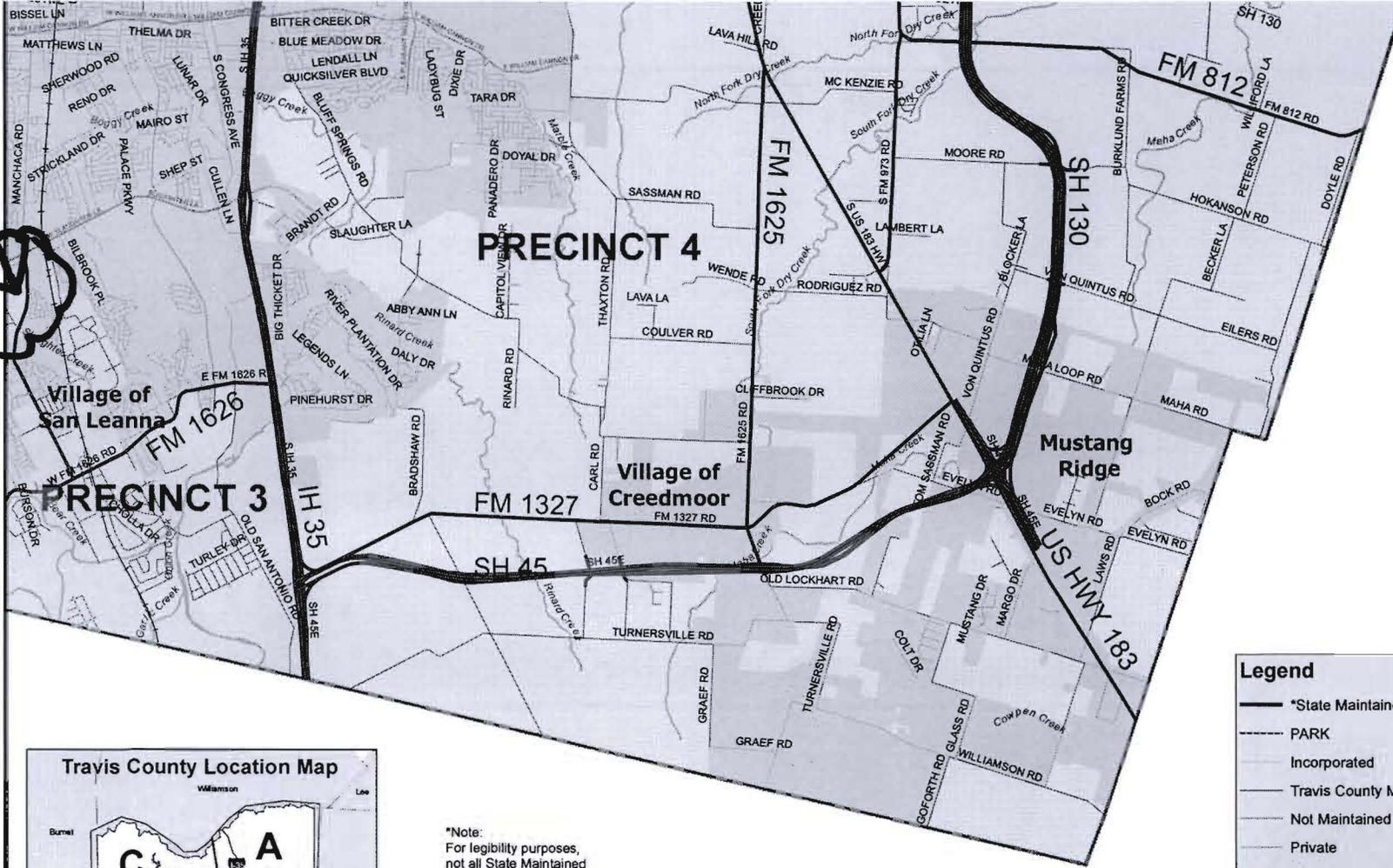
CL FFBR

FM 1625 RD

FM 1327 RD

OLD

Site



\*Note:  
For legibility purposes,  
not all State Maintained  
roadways are shown in red.

Source(s): City of Austin Roads - COA 2011, Unincorporated  
Roads - Travis County 8/2011 Creeks- NHD '05,  
Parks - Travis County 2011, Commissioner  
Precincts-Travis County Voter Registrar 2002.

**Legend**

*State Maintained	Commissioner Precinct
PARK	Precinct 1
Incorporated	Precinct 3
Travis County Maintained	Precinct 4
Not Maintained	
Private	
Rejection of Dedication	
Undedicated, Private	
Railroad	
Travis County Park	
Water Body	



## Item 8

# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

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

**Division Director/Manager:** Anna Bowlin, Division Director Development Services and Long Range Planning

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on the Spanish Oaks Section XI Final Plat (Final Plat – 32 total lots: 29 single family lots, 1 private street, drainage, and public utility easement lot, 1 open space and drainage lot, and 1 open space lot – 51.75 acres – Spanish Oaks Club Boulevard – City of Bee Cave ETJ) in Precinct Three.

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

This final plat consists of 32 total lots (29 single family lots, 1 private street, drainage, and public utility easement lot, 1 open space and drainage lot, and 1 open space lot) on 51.75 acres, platted from Spanish Oaks Club Boulevard. There are 3,065 linear feet of private streets proposed with this final plat. Water and wastewater service will be provided by the West Travis County Public Utility Agency. Parkland fees in the amount of \$6,172 have been paid to Travis County. Fiscal in the amount of \$252,811.63 has been posted with Travis County.

### **STAFF RECOMMENDATIONS:**

As this final plat application meets all Travis County standards and was approved by the City of Bee Cave on May 14, 2013, TNR staff recommends approval of the plat.

### **ISSUES AND OPPORTUNITIES:**

Staff has not received any inquiries or registered any interested parties for this application.

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

None

### **ATTACHMENTS/EXHIBITS:**

Precinct Map

Location Map

Proposed Final Plat

**REQUIRED AUTHORIZATIONS:**

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

**CC:**


**SM:AB:mh**

**1101 - Development Services Long Range Planning - Spanish Oaks Section XI Final Plat**



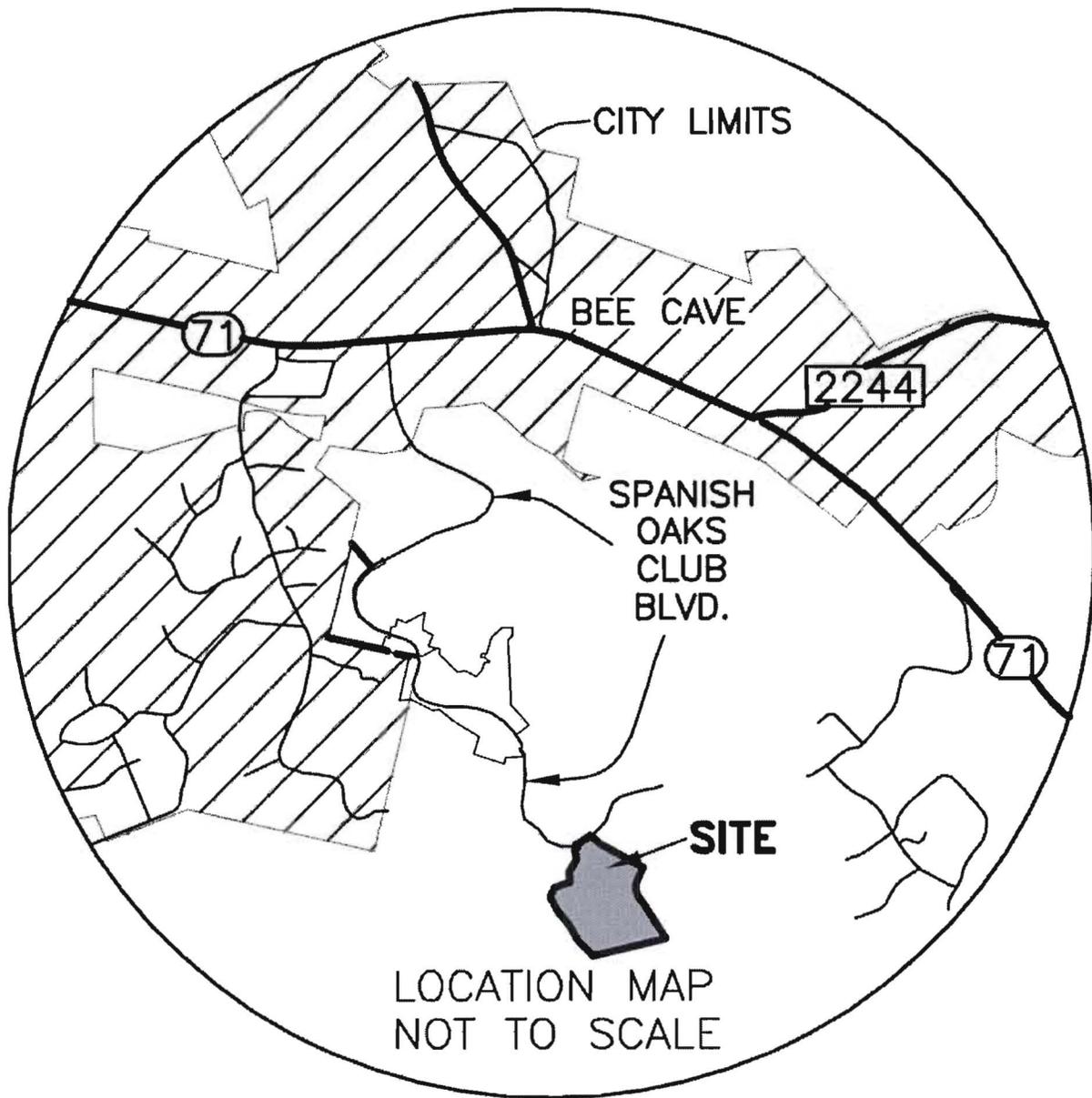
Select Basemap

# Precinct Map



**Spanish Oaks Section XI  
Final Plat  
Precinct Three**





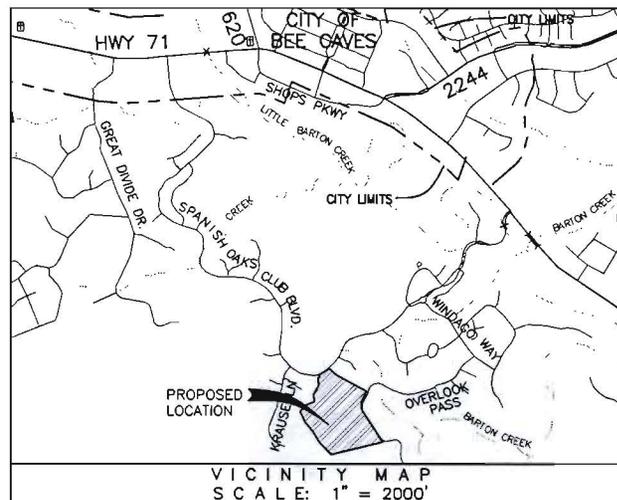
# TRAVIS COUNTY CONSUMER PROTECTION NOTICE FOR HOMEBUYERS

IF YOU ARE BUYING A LOT OR HOME, YOU SHOULD DETERMINE WHETHER IT IS INSIDE OR OUTSIDE THE CITY LIMITS.

DEPENDING ON STATE LAW AND OTHER FACTORS, LAND OUTSIDE THE CITY LIMITS MAY BE SUBJECT TO FEWER LOCAL GOVERNMENT CONTROLS OVER THE DEVELOPMENT AND USE OF LAND THAN INSIDE THE CITY LIMITS.

BECAUSE OF THIS, LOCAL GOVERNMENT MAY NOT BE ABLE TO RESTRICT THE NATURE OR EXTENT OF DEVELOPMENT NEAR THE LOT OR HOME NOR PROHIBIT NEARBY LAND USES THAT ARE INCOMPATIBLE WITH A RESIDENTIAL NEIGHBORHOOD.

THIS CAN AFFECT THE VALUE OF YOUR PROPERTY.  
TRAVIS COUNTY REQUIRES THIS NOTICE TO BE PLACED ON SUBDIVISION PLATS.  
IT IS NOT A STATEMENT OR REPRESENTATION OF THE OWNER OF THE PROPERTY, THE SUBDIVIDER, OR THEIR REPRESENTATIVES.



## SPANISH OAKS SECTION XI FINAL PLAT

51.757 ACRE TRACT OF LAND SITUATED IN THE THE FREDRICH G. PECHT SURVEY NO. 68, ABSTRACT NO. 635, THE KALMAN SENDRY SURVEY NO. 40, ABSTRACT NO. 2130, TRAVIS COUNTY, TEXAS AND BEING OUT OF AND PORTIONS OF A CALLED 346.42 ACRE TRACT CONVEYED TO SYNCHRO REALTY, L.L.C. AS RECORDED UNDER DOCUMENT NO. 2005181407 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.)

LOTS 32 BLOCK 1

OWNER:  
SYNCHRO REALTY, L.L.C.  
13443 HWY. 71 WEST  
BEE CAVE, TEXAS 78738  
PHONE (512) 533-2326  
FAX (512) 421-8525

SPANISH OAKS  
SECTION XI  
FINAL PLAT  
SHEET 1 OF 7

**AECOM**

AECOM TECHNICAL SERVICES, INC.  
400 WEST 15TH STREET, SUITE 500  
AUSTIN, TEXAS 78701  
WWW.AECOM.COM  
TBPE REG. NO. F-3580

JOB NO. 60270979 JANUARY 2013

SHEET 011

THE UNDERSIGNED OWNER DOES HEREBY SUBDIVIDE 51.757 ACRES OF LAND OUT OF THE FREDRICH G. PECHT SURVEY NO. 88, ABSTRACT NO. 635, THE KALMAN SENDRY SURVEY NO. 40, ABSTRACT NO. 2130, TRAVIS COUNTY, TEXAS AND BEING OUT OF AND PORTIONS OF A CALLED 346.42 ACRE TRACT CONVEYED TO SYNCHRO REALTY, L.L.C. AS RECORDED UNDER DOCUMENT NO. 2011038478 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, IN ACCORDANCE WITH THIS PLAT AND CHAPTERS 212 AND 232 OF THE LOCAL GOVERNMENT CODE, TO BE KNOWN AS "SPANISH OAKS, SECTION XI" SUBDIVISION, SUBJECT TO THE COVENANTS AND RESTRICTIONS SHOWN HEREON, AND HEREBY DEDICATES TO THE OWNERS OF THE LOTS IN THE SUBDIVISION, PUBLIC UTILITIES SERVING THE SUBDIVISION, EMERGENCY SERVICES PROVIDERS WITH JURISDICTION, AND PUBLIC SERVICE AGENCIES, THE USE OF ALL THE PRIVATE STREET AND OTHER EASEMENTS SHOWN HEREON, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED, THE MAINTENANCE AND PAYMENT OF REAL PROPERTY TAXES ON SUCH PRIVATE STREETS ARE THE RESPONSIBILITY OF THE OWNER(S) OF THE SUBDIVISION OR ANY DULY CONSTITUTED HOMEOWNERS ASSOCIATION UNDER THAT CERTAIN INSTRUMENT OF RECORD AT DOCUMENT NUMBER 2006154121, OF THE TRAVIS COUNTY DEED OF RECORDS, AN EXPRESS EASEMENT IS HEREBY GRANTED ACROSS SAID PRIVATE STREETS AND ANY COMMON AREAS FOR THE USE OF THE SURFACE FOR ALL GOVERNMENTAL FUNCTIONS, VEHICULAR AND NONVEHICULAR, INCLUDING FIRE AND POLICE PROTECTION, SOLID AND OTHER WASTE MATERIAL PICKUP, AND ANY OTHER PURPOSE ANY GOVERNMENTAL AUTHORITY DEEMS NECESSARY; AND OWNER FURTHER AGREES THAT ALL GOVERNMENTAL ENTITIES, THEIR AGENTS OR EMPLOYEES, SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY DAMAGE OCCURRING TO THE SURFACE OF THE SAID PRIVATE STREET AND ANY COMMON AREA AS A RESULT OF ANY SUCH USE BY GOVERNMENTAL VEHICLES.

ALL PRIVATE STREETS SHOWN HEREON YAUPON HOLLY LANE, LACEBACK TERRACE AND ANY SECURITY GATES OR DEVICES CONTROLLING ACCESS TO SUCH STREETS WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION OF THIS SUBDIVISION.

WITNESS THE HAND OF DANIEL B. PORTER, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

SYNCHRO REALTY, L.L.C.  
(A TEXAS LIMITED LIABILITY COMPANY)

BY: DANIEL B. PORTER  
MANAGER  
AUTHORIZED SIGNATORY  
13443 HWY. 71 WEST  
BEE CAVE, TEXAS 78738

STATE OF TEXAS )  
COUNTY OF TRAVIS )

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED DANIEL B. PORTER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO IN THE FOREGOING INSTRUMENT OF WRITING, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

NOTARY PUBLIC FOR THE STATE OF TEXAS

**ENGINEER'S CERTIFICATION**

I, THE UNDERSIGNED, A PROFESSIONAL ENGINEER, LICENSED IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THE PROPER ENGINEERING CONSIDERATIONS HAVE BEEN GIVEN TO THIS PLAT AND IT MEETS THE REQUIREMENTS OF THE SUBDIVISION ORDINANCE OF THE CITY OF BEE CAVE, TEXAS.

*Roger Durden*  
ROGER DURDEN  
ASSOCIATE VICE PRESIDENT  
LICENSED PROFESSIONAL ENGINEER NO. 76590  
AECOM  
400 WEST 15th STREET  
SUITE 500  
AUSTIN, TEXAS 78701

5/1/2013  
DATE



**FLOODPLAIN CERTIFICATION**

NO PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) #48453C0-415H E FOR TRAVIS COUNTY, TEXAS, DATED SEPTEMBER 26, 2008.

*Roger Durden*  
ROGER DURDEN  
ASSOCIATE VICE PRESIDENT  
LICENSED PROFESSIONAL ENGINEER NO. 76590

5/1/2013  
DATE



**CITY OF BEE CAVE APPROVAL**

**FINAL PLAT**  
APPROVED BY THE CITY OF BEE CAVE FOR FILING AT THE OFFICE OF THE COUNTY CLERK OF TRAVIS COUNTY, TEXAS.

APPROVED BY: PLANNING AND ZONING COMMISSION  
CITY OF BEE CAVE, TEXAS.

SIGNATURE OF CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: GOVERNING BODY  
CITY OF BEE CAVE, TEXAS.

MAYOR \_\_\_\_\_ DATE \_\_\_\_\_  
CITY OF BEE CAVE

ATTEST:

CITY SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_

I, THE UNDERSIGNED, MAYOR OF THE CITY OF BEE CAVE, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THIS CITY, AND IS HEREBY AUTHORIZED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF BEE CAVE FOR RECORDING IN THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

MAYOR \_\_\_\_\_ DATE \_\_\_\_\_  
CITY OF BEE CAVE

ATTEST:

CITY SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_

THIS SUBDIVISION IS LOCATED IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF BEE CAVE, TRAVIS COUNTY, TEXAS.

MAYOR \_\_\_\_\_ DATE \_\_\_\_\_  
CITY OF BEE CAVE

ATTEST:

CITY SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_

**COMMISSIONERS' COURT RESOLUTION**

IN APPROVING THIS PLAT, THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREETS AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF IMPROVEMENTS. THE OWNER(S)' OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS' COURT FOR FILING OR THE SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT TRAFFIC CONTROL SIGNS, SUCH AS SPEED LIMIT, STOP SIGNS, AND YIELD SIGNS, WHICH ARE CONSIDERED TO BE A PART OF THE DEVELOPERS' CONSTRUCTION.

THE STATE OF TEXAS )  
COUNTY OF TRAVIS )

I, DANA DEBEAUVOIR, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS DO HEREBY, CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D., THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

DANA DEBEAUVOIR, COUNTY CLERK, TRAVIS COUNTY TEXAS  
TRAVIS COUNTY, TEXAS

DEPUTY

THE STATE OF TEXAS )  
COUNTY OF TRAVIS )

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D. AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_M., DULY RECORDED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D., AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_M., OF SAID COUNTY AND STATE IN DOCUMENT NO. \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

WITNESS MY HANO AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

DANA DEBEAUVOIR, COUNTY CLERK  
TRAVIS COUNTY, TEXAS

DEPUTY

**SURVEYOR'S CERTIFICATION**

I, DARRELL D. WHITE, AN AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEYING RELATED PORTIONS OF THE CITY OF BEE CAVE, TEXAS SUBDIVISION ORDINANCE, IS TRUE AND CORRECT, AND WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

*Darrell D. White*  
DARRELL D. WHITE  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4816



**SPANISH OAKS  
SECTION XI  
FINAL PLAT**

51.757 ACRE TRACT OF LAND SITUATED IN THE THE FREDRICH G. PECHT SURVEY NO. 88, ABSTRACT NO. 635, THE KALMAN SENDRY SURVEY NO. 40, ABSTRACT NO. 2130, TRAVIS COUNTY, TEXAS AND BEING OUT OF AND PORTIONS OF A CALLED 346.42 ACRE TRACT CONVEYED TO SYNCHRO REALTY, L.L.C. AS RECORDED UNDER DOCUMENT NO. 2011036476 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.)

LOTS 32 BLOCK 1



AECOM TECHNICAL SERVICES, INC.  
400 WEST 15TH STREET, SUITE 500  
AUSTIN, TEXAS 78701  
WWW.AECOM.COM  
TBPE REG. NO. F-3580

OWNER:  
SYNCHRO REALTY, L.L.C.  
13443 HWY. 71 WEST  
BEE CAVE, TEXAS 78738  
PHONE (512) 633-2328  
FAX (512) 421-8525

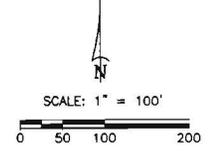






**LEGEND**

O.P.R.T.C.	OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY
T.C.D.R.	TRAVIS COUNTY DEED RECORD
T.C.P.R.	TRAVIS COUNTY PLAT RECORD
TBM	TEMPORARY BENCHMARK
○	1/2" IRON ROD SET WITH PLASTIC CAP MARKED "CAPITAL SURVEYING CO. INC."
⊕	1/2" IRON ROD FOUND WITH PLASTIC CAP MARKED "M & S No. 1838"
●	1/2" IRON ROD FOUND
●	1/2" IRON ROD FOUND WITH PLASTIC CAP MARKED "CAPITAL SURVEYING CO. INC."
⊙	3/4" IRON PIPE FOUND
⊗	COTTON GIN SPINDLE FOUND
□	CONCRETE MONUMENT SET
—	DRAINAGE EASEMENT
BL	BUILDING SETBACK LINE
WQE	WATER QUALITY EASEMENT
---	SURVEY BOUNDARY LINE



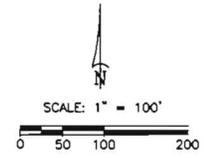
**AECOM**

**MCKIM & CREED**  
 ENGINEERS, SURVEYORS, PLANNERS  
 10000 MARINE DRIVE, SUITE 200  
 AUSTIN, TX 78758  
 512.916.0224  
 www.mckimcreed.com

AECOM TECHNICAL SERVICES, INC.  
 400 WEST 15TH STREET, SUITE 500  
 AUSTIN, TEXAS 78701  
 WWW.AECOM.COM  
 TBPE REG. NO. F-3580

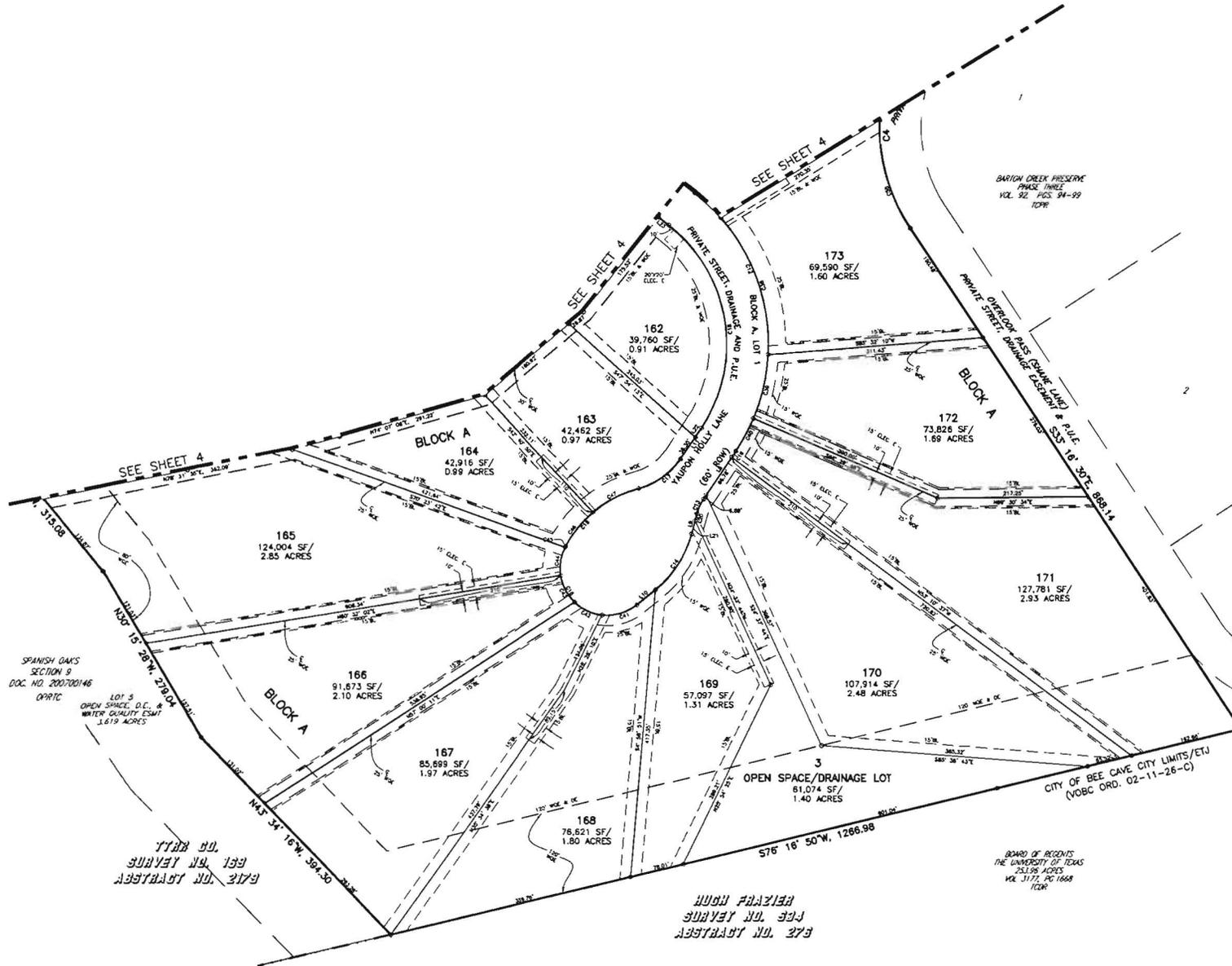
OWNER:  
 SYNCHRO REALTY, L.L.C.  
 13443 HWY. 71 WEST  
 BEE CAVE, TEXAS 78738  
 PHONE (512) 533-2328  
 FAX (512) 421-8525

SPANISH OAKS  
 SECTION XI  
 FINAL PLAT  
 SHEET 4 OF 7



**LEGEND**

O.P.R.T.C.	OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY
T.C.D.R.	TRAVIS COUNTY DEED RECORD
T.C.P.R.	TRAVIS COUNTY PLAT RECORD
TBM	TEMPORARY BENCHMARK
○	1/2" IRON ROD SET WITH PLASTIC CAP MARKED "CAPITAL SURVEYING CO. INC."
⊙	1/2" IRON ROD FOUND WITH PLASTIC CAP MARKED "M & S No. 1838"
●	1/2" IRON ROD FOUND
●	1/2" IRON ROD FOUND WITH PLASTIC CAP MARKED "CAPITAL SURVEYING CO. INC."
⊙	3/4" IRON PIPE FOUND
⊙	COTTON GIN SPINDLE FOUND
□	CONCRETE MONUMENT SET
DE	DRAINAGE EASEMENT
BL	BUILDING SETBACK LINE
WQE	WATER QUALITY EASEMENT
---	SURVEY BOUNDARY LINE
---	MINIMUM REQUIRED FINISHED FLOOR ELEVATION (1' ABOVE 100YR WATER SURFACE ELEVATION)



SPANISH OAKS SECTION 9 DOC. NO. 200700146 OPRTIC LOT 3 OPEN SPACE, D.C. & WATER QUALITY ESMT 3.619 ACRES

DATE OR ALTERED SURVEY NO. 133

HUGH FRAZIER SURVEY NO. 333 ABSTRACT NO. 273

BOARD OF RECORDS THE UNIVERSITY OF TEXAS 24,198 ACRES VOL. 3172, PG. 1668 TOPR

CITY OF BEE CAVE CITY LIMITS/ETJ (VOBC ORD. 02-11-26-C)

**MCKIM & CREED**  
ENGINEERS, SURVEYORS, PLANNERS  
10000 Metric Blvd, Suite 200  
Austin, TX 78758  
512.916.0224  
www.mckimcreed.com

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SPANISH OAKS SECTION XI  
FINAL PLAT  
SHEET 5 OF 7

SHEET 0113

# SPANISH OAKS, SECTION XI FINAL PLAT

STATE OF TEXAS X  
COUNTY OF TRAVIS X

BEING A 51.757 ACRE (2,254,536 SQUARE FEET) TRACT OF LAND SITUATED IN THE TYLER LAP R.R. CO., SURVEY NUMBER 189, ABSTRACT NUMBER 2179, TRAVIS COUNTY, TEXAS AND BEING OUT OF A CALLED 346.42 ACRE TRACT CONVEYED TO SPANISH OAKS, L.P., RECORDED IN DOCUMENT NUMBER 2011036478 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), SAID 51.757 ACRE TRACT BEING MORE PARTICULAR DESCRIBED BY METES AND BOUNDS WITH BEARINGS BASED ON TEXAS STATE PLANE COORDINATES AND SPANISH OAKS SECTION 9, AS RECORDED IN DOCUMENT NUMBER 200700145 O.P.R.T.C.T.:

BEGINNING AT A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\* FOR THE WESTERLY CORNER OF LOT 180, BLOCK A OF SPANISH OAKS SECTION 7 AS RECORDED IN DOCUMENT NUMBER 20080005 OF THE O.P.R.T.C.T., BEING ON THE EASTERLY LINE OF SPANISH OAKS CLUB BOULEVARD, BEING BLOCK B, LOT 1, PRIVATE STREET, ELECTRIC, ACCESS, DRAINAGE, WATER AND WASTEWATER EASEMENT AS RECORDED IN SAID SPANISH OAKS SECTION 7;

THENCE SOUTH 48°11'38" EAST, 245.91 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\* FOR THE COMMON SOUTHWESTERLY CORNER OF LOT 180 AND LOT 181, BLOCK A OF SAID SPANISH OAKS SECTION 7;

THENCE SOUTH 61°55'17" EAST, 636.30 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\* FOR THE COMMON SOUTHERLY CORNER OF LOT 183 AND LOT 184, BLOCK A OF SAID SPANISH OAKS SECTION 7;

THENCE SOUTH 61°56'04" EAST, 158.75 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\* FOR THE MOST SOUTHERLY CORNER OF LOT 184, BLOCK A OF SAID SPANISH OAKS SECTION 7, BEING ON THE NORTHWESTERLY LINE OF A 0.668 ACRE ACCESS EASEMENT RECORDED IN VOLUME 12018, PAGE 0080 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS (R.P.R.T.C.T.) BEING ON THE ARC OF A NON-TANGENT CURVE TO THE RIGHT;

THENCE 109.01 FEET ALONG THE ARC OF SAID CURVE TO THE RIGHT, AND WESTERLY LINE OF SAID 0.668 ACRE ACCESS EASEMENT, HAVING A RADIUS OF 527.71 FEET, A DELTA ANGLE OF 11° 50' 10", AND WHOSE LONG CHORD BEARS SOUTH 21°28'02" WEST, 108.82 FEET TO A FOUND 1/2-INCH IRON ROD;

THENCE SOUTH 27°43'38" WEST, 119.80 FEET ALONG THE WESTERLY LINE OF SAID 0.668 ACRE ACCESS EASEMENT TO A FOUND 1/2-INCH IRON ROD FOR THE BEGINNING OF A CURVE TO THE LEFT AND BEING ON THE WESTERLY LINE OF SHANE LANE, A PRIVATE STREET, DRAINAGE AND P.U.E. BEING PART OF BARTON CREEK PRESERVE PHASE 111 AS RECORDED IN BOOK 92, PAGES 94-99 OF THE TRAVIS COUNTY PLAT RECORDS (T.C.P.R.);

THENCE 286.74 FEET ALONG THE ARC OF SAID CURVE TO THE LEFT, AND THE WESTERLY LINE OF SAID SHANE LANE, HAVING A RADIUS OF 270.00 FEET, A DELTA ANGLE OF 60° 50' 50", AND WHOSE LONG CHORD BEARS SOUTH 02°47'14" EAST, 273.45 FEET TO A FOUND 1/2-INCH IRON ROD;

THENCE SOUTH 33°16'30" EAST, CONTINUING ALONG THE WESTERLY LINE OF SAID SHANE LANE, 868.14 FEET TO A FOUND 1/2-INCH IRON ROD IN CONCRETE BEING ON THE NORTHERLY LINE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS 253.96 ACRE TRACT RECORDED IN VOLUME 3177, PAGE 1668 OF THE TRAVIS COUNTY DEED RECORDS (T.C.D.R.);

THENCE SOUTH 78°18'50" WEST, CONTINUING ALONG THE NORTH LINE OF SAID THE UNIVERSITY OF TEXAS TRACT, 1266.98 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\* AT THE SOUTHEAST CORNER OF LOT 5, 3.819 ACRES, OPEN SPACE, DE, WATER QUALITY EASEMENT, AS SHOWN ON SPANISH OAKS SECTION 9 AS RECORDED IN DOCUMENT NUMBER 200700145 OF THE O.P.R.T.C.T.;

THENCE NORTHWESTERLY ALONG THE EASTERLY LINE OF SAID LOT 5, 3.169 ACRES THE FOLLOWING FOUR (4) COURSES:

NORTH 43°34'18" WEST, 394.30 FEET TO A FOUND COTTON PICKER SPINDLE;  
NORTH 30°15'28" WEST, 278.04 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "STEARNS #4990";  
NORTH 38°42'16" WEST, 315.08 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\*;

NORTH 28°53'43" WEST, 258.18 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\* AT THE COMMON CORNER OF SAID LOT 5, 3.169 ACRES AND LOT 2, LODGE, 5.188 ACRES AS SHOWN ON SAID SPANISH OAKS SECTION 9;

THENCE NORTHEASTERLY ALONG THE EASTERLY LINE OF SAID LOT 2, LODGE, 5.188 ACRES THE FOLLOWING THREE (3) COURSES:

NORTH 27°59'55" EAST, 169.04 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\*;  
NORTH 67°24'07" EAST, 279.49 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\*;

NORTH 07°46'24" WEST, 163.70 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "R" & "L" SURVEYING #4532\* AT THE COMMON CORNER OF SAID LOT 2, LODGE, 5.188 ACRES, LOT 144 AND LOT 145, BLOCK A OF SAID SPANISH OAKS SECTION 9;

THENCE NORTH 28°44'23" EAST, 248.45 FEET TO A FOUND 1/2-INCH WITH CAP STAMPED "STEARNS #4990" AT THE COMMON CORNER OF SAID LOT 145 AND LOT 150, BLOCK A OF SAID SPANISH OAKS SECTION 9;

THENCE NORTHERLY ALONG THE EASTERLY LINE OF SAID LOT 150, BLOCK A OF SAID SPANISH OAKS SECTION 9 THE FOLLOWING FOUR (4) COURSES:

NORTH 07°08'38" WEST, 175.05 FEET TO A FOUND 1/2-INCH IRON ROD IN CONCRETE;  
NORTH 60°41'46" EAST, 54.74 FEET TO A FOUND 1/2-INCH IRON ROD IN CONCRETE;  
NORTH 27°37'09" WEST, 36.14 FEET TO A FOUND COTTON PICKER SPINDLE AT THE BEGINNING OF A CURVE TO THE LEFT;

21.30 FEET ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 15.00 FEET, A DELTA ANGLE OF 81° 22' 48", AND WHOSE LONG CHORD BEARS NORTH 88°19'10" WEST, 19.56 FEET TO A FOUND TO A FOUND 1/2-INCH IRON ROD STAMPED "STEARNS #4990" ON THE SOUTHERLY LINE OF SAID SPANISH OAKS CLUB BOULEVARD AND BEING OF THE ARC OF A NON-TANGENT CURVE TO THE LEFT;

THENCE 95.50 ALONG THE ARC OF SAID CURVE TO THE LEFT, CONTINUING ALONG THE SOUTHERLY LINE OF SAID SPANISH OAKS BOULEVARD, HAVING A RADIUS OF 335.00 FEET, A DELTA ANGLE OF 16° 20' 01", AND WHOSE LONG CHORD BEARS NORTH 52°42'56" EAST, 95.18 FEET TO A FOUND 1/2-INCH IRON ROD WITH CAP STAMPED "CAPITAL SURVEYING CO. INC.";

THENCE NORTH 54°28'12" EAST, CONTINUING ALONG THE SOUTHERLY LINE OF SAID SPANISH OAKS BOULEVARD, 151.67 FEET TO A FOUND 1/2-INCH IRON ROD WITH CAP STAMPED "CAPITAL SURVEYING CO. INC." AND BEING AT THE BEGINNING OF A CURVE TO THE LEFT;

THENCE 56.29 FEET ALONG THE ARC OF SAID CURVE TO THE LEFT, CONTINUING ALONG THE SOUTHERLY LINE OF SAID SPANISH OAKS BOULEVARD, HAVING A RADIUS OF 1085.00 FEET, A DELTA ANGLE OF 02° 56' 20", AND WHOSE LONG CHORD BEARS NORTH 52°55'02" EAST, 56.26 FEET TO THE POINT OF BEGINNING CONTAINING A COMPUTED AREA OF 51.757 ACRES (2,254,536 SQUARE FEET) OF LAND;

LINE TABLE		
LINE NOTE	DISTANCE	BEARING
L1	119.80	S27° 43' 38" W
L2	54.27	N60° 41' 46" E
L3	36.14	N27° 37' 09" W
L4	39.05	S27° 37' 09" E
L5	38.43	S34° 06' 37" E
L6	77.82	S58° 25' 28" E
L7	25.00	S11° 55' 50" E
L8	84.00	S33° 43' 58" W
L9	30.87	S14° 47' 56" W
L10	34.31	S50° 45' 32" W
L11	53.94	N33° 43' 58" E
L12	24.86	N70° 58' 45" W
L13	25.00	N11° 55' 50" E
L14	77.82	N58° 25' 28" W
L15	118.18	S25° 07' 02" E
L16	25.00	S36° 53' 12" E
L17	10.80	N25° 07' 02" W
L18	28.87	N58° 25' 28" W
L19	10.53	N33° 43' 58" E
L20	10.95	N14° 47' 56" E
L21	19.72	N14° 47' 56" E
L22	15.59	S33° 43' 58" W
L23	16.82	S51° 34' 27" E
L24	22.09	N36° 25' 33" E
L25	22.82	N60° 23' 27" E
L26	13.65	S70° 58' 45" E
L27	11.01	S70° 58' 45" E
L28	10.34	S80° 23' 27" W
L29	3.47	S11° 55' 50" E
L30	21.53	S11° 55' 50" E

CURVE TABLE					
CURVE NOTE	ARC LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	95.50	335.00	16° 20' 01"	S62° 42' 56" W	95.18
C2	56.29	1085.00	2° 56' 20"	N52° 58' 02" E	56.28
C3	109.01	527.71	11° 50' 10"	N21° 28' 03" E	108.82
C4	286.74	270.00	60° 50' 50"	S2° 47' 14" E	273.45
C5	21.30	15.00	81° 22' 51"	N68° 18' 34" W	19.55
C6	20.98	15.00	60° 07' 50"	S12° 24' 48" E	19.31
C7	15.86	140.00	6° 29' 28"	S30° 51' 53" E	15.86
C8	21.97	140.00	6° 59' 35"	S29° 38' 49" E	21.95
C9	98.82	170.00	33° 18' 24"	S41° 46' 14" E	97.44
C10	186.84	230.00	46° 29' 35"	S35° 10' 36" E	181.58
C11	145.30	210.00	39° 38' 37"	S31° 45' 09" E	142.42
C12	418.89	280.00	85° 18' 24"	S8° 55' 15" E	379.43
C13	23.13	70.00	18° 56' 01"	S24° 15' 56" W	23.03
C14	97.91	156.00	35° 57' 37"	S32° 46' 44" W	96.31
C15	186.93	68.00	157° 30' 22"	N59° 28' 16" W	133.39
C16	136.56	170.00	46° 42' 02"	N51° 36' 54" E	134.76
C17	75.56	105.00	41° 14' 00"	N54° 20' 57" E	73.94
C18	327.55	220.00	89° 18' 24"	N8° 55' 15" W	298.13
C19	23.56	15.00	90° 00' 00"	S83° 25' 33" W	21.21
C20	166.46	230.00	41° 57' 54"	S59° 24' 30" W	164.72
C21	6.06	90.00	3° 52' 12"	S78° 27' 21" W	6.08
C22	186.93	68.00	157° 31' 24"	N7° 46' 57" E	133.39
C23	116.82	155.00	44° 17' 47"	S71° 18' 27" E	116.87
C24	82.77	94.00	50° 27' 00"	S74° 23' 04" E	80.12
C25	124.51	170.00	41° 57' 54"	N59° 24' 30" E	121.75
C26	22.50	15.00	85° 55' 53"	N4° 32' 24" W	20.45
C27	167.64	270.00	35° 34' 31"	N26° 43' 05" W	164.85
C28	137.95	170.00	46° 29' 35"	N39° 10' 36" W	134.19
C29	133.70	230.00	33° 18' 24"	N41° 46' 14" W	131.83
C30	51.56	200.00	14° 46' 10"	S32° 30' 07" E	51.41
C31	42.82	200.00	12° 16' 03"	S33° 45' 11" E	42.74
C32	85.08	150.00	32° 30' 00"	N87° 13' 45" W	83.95
C33	135.58	230.00	33° 46' 28"	N41° 32' 12" W	133.82
C34	51.08	230.00	12° 43' 09"	N18° 17' 25" W	50.85
C35	90.92	210.00	24° 46' 23"	N24° 20' 02" W	90.21
C36	54.36	210.00	14° 50' 14"	N44° 09' 20" W	54.23
C37	52.42	280.00	10° 43' 36"	N46° 12' 39" W	52.34
C38	214.88	280.00	43° 58' 14"	N18° 51' 45" W	209.85
C39	85.61	280.00	18° 33' 50"	N12° 54' 17" E	85.14
C40	53.98	280.00	11° 02' 45"	N28° 12' 34" E	53.90
C41	54.12	68.00	45° 36' 03"	S73° 33' 34" W	52.70
C42	44.72	68.00	37° 40' 37"	N64° 46' 08" W	43.91
C43	44.24	88.00	37° 16' 35"	N27° 19' 30" W	43.46
C44	41.88	68.00	35° 17' 26"	N8° 57' 31" E	41.22
C45	1.97	68.00	1° 39' 41"	N27° 26' 04" E	1.97
C46	83.03	170.00	21° 14' 39"	S38° 53' 13" W	82.67
C47	75.53	170.00	25° 27' 22"	S62° 14' 14" W	74.91
C48	108.76	230.00	27° 05' 36"	N51° 58' 21" E	107.75
C49	59.70	230.00	14° 52' 18"	N72° 57' 18" E	59.53
C50	30.74	150.00	11° 44' 31"	N62° 23' 30" E	30.69
C51	54.34	150.00	20° 45' 29"	S81° 21' 30" E	54.05
C52	63.26	68.00	53° 18' 07"	S44° 19' 42" E	61.00
C53	31.98	68.00	26° 55' 44"	S4° 12' 46" E	31.67
C54	91.73	68.00	77° 17' 33"	S47° 53' 53" W	84.93
C55	70.53	170.00	23° 46' 16"	S68° 30' 19" W	70.03
C56	53.98	170.00	18° 11' 36"	S47° 31' 22" W	53.78
C57	120.84	270.00	25° 36' 37"	S14° 46' 52" W	119.84
C58	165.89	270.00	35° 12' 13"	S15° 36' 33" E	163.30



**AECOM**  
AECOM TECHNICAL SERVICES, INC.  
400 WEST 15TH STREET, SUITE 500  
AUSTIN, TEXAS 78701  
WWW.AECOM.COM  
TBPE REG. NO. F-3580

OWNER:  
SYNCHRO REALTY, L.L.C.  
13443 HWY. 71 WEST  
BEE CREEK, TEXAS 78738  
PHONE (512) 533-2326  
FAX (512) 421-8525

SPANISH OAKS  
SECTION XI  
FINAL PLAT  
SHEET 6 OF 7

# SPANISH OAKS, SECTION XI FINAL PLAT

**GENERAL NOTES:**

1. ALL COORDINATES SHOWN HEREON ARE GRID, TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD83-HARN. ALL DISTANCES SHOWN ARE SURFACE COMBINED SCALE FACTOR = 1.00008
2. ALL STREETS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE "STANDARDS OF CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS" CONTAINED IN MINUTE ORDER 8596, TRAVIS COUNTY COMMISSIONERS COURT, TRAVIS COUNTY, TEXAS.
3. ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER OR HIS/HER ASSIGNS.
4. DEVELOPMENT OF THE PROPERTY SHALL NOT BE STARTED UNTIL A NON-POINT SOURCE POLLUTION CONTROL PLAN (ORDINANCE No. 90.1) HAS BEEN APPROVED BY THE CITY OF BEE CAVE.
5. ALL PROPERTY AND LOTS ON THIS PLAT HAVE ACCESS TO AND FROM A DEDICATED THOROUGHFARE.
6. A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY SITE DEVELOPMENT.
7. NO OBJECTS, INCLUDING BUT NOT LIMITED TO, BUILDINGS, FENCES OR LANDSCAPING SHALL BE ALLOWED IN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY TRAVIS COUNTY AND THE CITY OF BEE CAVE.
8. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY (WTC-PUA).
9. AUSTIN ENERGY HAS THE RIGHT TO PRUNE AND/OR REMOVE TREES, SHRUBBERY AND OTHER OBSTRUCTIONS TO THE EXTENT NECESSARY TO KEEP THE EASEMENTS CLEAR. AUSTIN ENERGY WILL PERFORM ALL TREE WORK IN COMPLIANCE WITH CHAPTER 25-B, SUBCHAPTER B OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE.
10. THE OWNER/DEVELOPER OF THIS SUBDIVISION/LOT SHALL PROVIDE AUSTIN ENERGY WITH ANY EASEMENT AND/OR ACCESS REQUIRED, IN ADDITION TO THOSE INDICATED, EXCLUSIVELY FOR THE INSTALLATION AND ONGOING MAINTENANCE OF OVERHEAD AND UNDERGROUND FACILITIES AND FOR NO OTHER PURPOSE. THESE EASEMENTS AND/OR ACCESS ARE REQUIRED TO PROVIDE ELECTRIC SERVICE TO THE BUILDING AND WILL NOT BE LOCATED SO AS TO CAUSE THE SITE TO BE OUT OF COMPLIANCE WITH CHAPTER 25-B OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE.
11. THE OWNER OF THE PROPERTY SHALL BE RESPONSIBLE FOR THE INSTALLATION OF TEMPORARY EROSION CONTROL, REVEGETATION AND TREE PROTECTION, IN ADDITION, THE OWNER SHALL BE RESPONSIBLE FOR ANY TREE PRUNING AND TREE REMOVAL THAT IS WITHIN TEN FEET OF THE CENTER LINE OF OVERHEAD ELECTRICAL FACILITIES DESIGNED TO PROVIDE ELECTRIC SERVICE TO THIS PROJECT. AUSTIN ENERGY WORK SHALL ALSO BE INCLUDED WITHIN THE LIMITS OF CONSTRUCTION FOR THIS PROJECT.
12. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR MAINTAINING CLEARANCES REQUIRED BY NATIONAL ELECTRIC SAFETY CODE, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REGULATIONS, CITY OF AUSTIN RULES AND REGULATIONS AND TEXAS STATE LAWS PERTAINING TO CLEARANCES WHEN WORKING IN CLOSE PROXIMITY TO OVERHEAD POWER LINES AND EQUIPMENT. AUSTIN ENERGY WILL NOT RENDER ELECTRIC SERVICE UNLESS REQUIRED CLEARANCES ARE MAINTAINED. ALL COSTS INCURRED BECAUSE OF FAILURE TO COMPLY WITH THE REQUIRED CLEARANCES WILL BE CHARGED TO THE OWNER. CONTACT DAVID SLOAN, MANAGER OF DESIGN ENGINEERING AT 505-7115 FOR QUESTIONS REGARDING REQUIRED CLEARANCES.
13. THIS PROPERTY IS SUBJECT TO COVENANTS AND RESTRICTIONS AS RECORDED IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS IN DOCUMENT NO. 2006154121.
14. WATER AND WASTEWATER SERVICE WILL BE PROVIDED BY THE WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY (WTC-PUA)
15. ELECTRIC SERVICE WILL BE PROVIDED BY AUSTIN ENERGY. TELEPHONE SERVICE WILL BE PROVIDED BY TIME WARNER. PROPANE SERVICE WILL BE PROVIDED BY SHARP PROPANE.
16. NO CONVEYANCE OR SALE OF ANY PORTION OR LOT OF THIS PROPERTY MAY OCCUR UNTIL AFTER THE FINAL PLAT IS APPROVED BY THE GOVERNING BODY OF THE CITY OF BEE CAVE AND AFTER THE FINAL PLAT IS RECORDED WITH THE CLERK OF TRAVIS COUNTY.
17. ALL PROPERTY HEREIN IS SUBJECT TO THE CITY OF BEE CAVE NON-POINT SOURCE CONTROL PERMIT FOR THIS SUBDIVISION. SHOULD THE USE OF THIS PROPERTY CHANGE, ALTER OR AMEND THE USE AS PERMITTED IN THE NON-POINT SOURCE POLLUTION CONTROL, THEN AN AMENDED NON-POINT SOURCE POLLUTION CONTROL PERMIT SHALL BE REQUIRED. THIS PROPERTY IS SUBJECT TO THE NON-POINT SOURCE MAINTENANCE PLAN AS APPROVED BY THE CITY OF BEE CAVE.
18. THIS PROPERTY IS LOCATED IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF BEE CAVE, TRAVIS COUNTY, TEXAS.
19. PROPERTY OWNERS SHALL PROVIDE ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
20. ALL PRIVATE STREETS SHOWN HEREON, YAUPON HOLLY LANE, AND LACEBACK TERRACE AND ANY SECURITY GATES OR DEVICES CONTROLLING ACCESS TO SUCH STREETS WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION OF THIS SUBDIVISION IN ACCORDANCE WITH DOCUMENT NO. 2006154121 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS. ALL STREETS SHOWN ARE PRIVATE. PRIVATE STREETS, UTILITY EASEMENTS AND DRAINAGE EASEMENTS WILL BE MAINTAINED BY THE APPROPRIATE PRIVATE ENTITY, (E.G. HOMEOWNER'S ASSOCIATION OR WEST TRAVIS COUNTY MUD NO. 6).
21. IN APPROVING THIS PLAT, THE CITY OF BEE CAVE AND THE COMMISSIONERS COURT OF TRAVIS COUNTY TEXAS, ASSUMES NO OBLIGATIONS TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC OR PRIVATE THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH, THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC OR PRIVATE THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE CITY OF BEE CAVE, TEXAS.
22. THE CITY OF BEE CAVE'S APPROVAL OF THIS FINAL PLAT SHALL NOT, IN AND OF ITSELF, CONSTITUTE OR IMPLY ACCEPTANCE BY THE CITY OF ANY PUBLIC IMPROVEMENT, PUBLIC AREA, EASEMENT, OR PARK SHOWN ON THIS PLAT.
23. THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS TO TRAVIS COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE ANY FISCAL SECURITY POSTED BY THE OWNER(S) OF THE SUBDIVISION TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE STREET AND DRAINAGE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNER(S) AND THEIR SUCCESSORS AND ASSIGNS UNTIL PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.
24. THE APPROVAL OF THIS PLAT BY THE CITY OF BEE CAVE AND THE COMMISSIONERS COURT OF TRAVIS COUNTY TEXAS, FOR FILING DOES NOT OBLIGATE THE CITY TO INSTALL OR ERECT STREET SIGNS, TRAFFIC CONTROL DEVICES, WHICH ARE CONSIDERED TO BE PART OF THE OWNER(S)' DEVELOPMENT OF THE SUBDIVISION.

**NOTES CONTINUED:**

25. THE APPROVAL OF THIS PLAT BY THE CITY OF BEE CAVE FOR FILING DOES NOT OBLIGATE THE CITY TO INSTALL OR ERECT STREET SIGNS, TRAFFIC CONTROL DEVICES, WHICH ARE CONSIDERED TO BE PART OF THE OWNER(S)' DEVELOPMENT OF THE SUBDIVISION.
26. THE CITY OF BEE CAVE ASSUMES NO OBLIGATIONS TO PROVIDE CERTAIN CITY SERVICES FOR THIS PRIVATE STREET SUBDIVISION, INCLUDING, BUT NOT LIMITED TO, ROUTINE LAW ENFORCEMENT PATROLS, ENFORCEMENT OF TRAFFIC AND PARKING REGULATIONS, PREPARATION OF ACCIDENT REPORTS, AND ROADWAY MAINTENANCE.
27. ALL DEVELOPMENT SHALL BE IN ACCORDANCE WITH THAT CERTAIN DEVELOPMENT AGREEMENT EXECUTED BETWEEN THE CITY OF BEE CAVE AND CONCO DEVELOPMENT COMPANY, L.P., ON APRIL 26, 1999.
28. ALL LANDSCAPE IMPROVEMENTS, OPEN SPACES, AND WATER QUALITY EASEMENTS COMMON TO THIS SUBDIVISION SHALL BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION OR ITS ASSIGNS.
29. SPECIAL NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY OF BEE CAVE ORDINANCES AND STATE LAW, AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
30. IF THE CONSTRUCTION OF THIS SUBDIVISION'S IMPROVEMENTS RESULTS IN A MODIFICATION TO THE 100-YEAR FLOODPLAIN, NO SITE DEVELOPMENT PERMITS AND NO BUILDING PERMITS FOR THE CONSTRUCTION OF ANY IMPROVEMENTS ON ANY LOTS IN THIS SUBDIVISION BY ANY PURCHASER OF THE LOTS WILL BE GRANTED BY THE CITY OF BEE CAVE UNTIL THE FIELD CHANGES CONTEMPLATED IN THE FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION CONDITIONAL LETTER OF MAP REVISION ARE CONSTRUCTED AND APPROVED.
31. THE WATER SYSTEM FOR THIS SUBDIVISION SHALL BE DESIGNED TO SUPPLY THE FIRE FLOWS AS REQUIRED BY ORDINANCE 200-1, ENACTED BY TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6. PLANS SHALL BE REVIEWED AND APPROVED BY TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6 FOR CONSTRUCTION & SUBDIVISION IMPROVEMENTS AND SITE DEVELOPMENT ON ALL LOTS, EXCEPTING SINGLE FAMILY.
32. A 10' DRAINAGE, WATER AND WASTEWATER EASEMENT IS HEREBY GRANTED ADJACENT TO ALL PRIVATE STREETS.
33. THE WATER QUALITY EASEMENT SHOWN IN THIS PLAT IS FOR THE PROTECTION OF THE ENVIRONMENT BY IMPROVING THE QUALITY OF STORMWATER RUNOFF FROM DEVELOPED LANDS. THE NATIVE LAND OR MANAGEMENT PRACTICES WITHIN THE WATER QUALITY EASEMENTS ARE TO HELP MAINTAIN CLEAN WATER IN CREEKS, RIVERS AND LAKES. NO STRUCTURE OR IMPROVEMENTS, OTHER THAN NATIVE PLANT ENHANCEMENT OR WATER QUALITY CONTROL IMPROVEMENTS IN ACCORDANCE WITH THE NON-POINT SOURCE POLLUTION CONTROL MAINTENANCE PLAN FOR THIS SUBDIVISION, OR MAINTENANCE TO THE AREA IN ACCORDANCE WITH NON-POINT SOURCE POLLUTION CONTROL PERMIT FOR THIS SUBDIVISION, MAY BE PLACED OR PERFORMED WITHIN THE WATER QUALITY EASEMENT WITHOUT PRIOR AUTHORIZATION AND APPROVAL IN WRITING FROM THE CITY OF BEE CAVE. THE WATER QUALITY EASEMENT SHALL BE MAINTAINED BY EACH LOT OWNER IN ACCORDANCE WITH THE MAINTENANCE PLAN OF THE NON-POINT SOURCE POLLUTION CONTROL PERMIT FOR THIS SUBDIVISION. THE WATER QUALITY EASEMENT MAY NOT BE AMENDED OR ALTERED EXCEPT BY EXPRESS WRITTEN AGREEMENT OF THE CITY OF BEE CAVE. WEST TRAVIS COUNTY MUD NO. 6 IS DESIGNATED AS THE PERMIT HOLDER FOR ALL WATER QUALITY EASEMENTS AND IS RESPONSIBLE FOR ENFORCEMENT OF SAID EASEMENT AND WILL BE GRANTED ACCESS TO ALL WATER QUALITY EASEMENTS.
34. ACCESS TO OVERLOOK PASS (SHANE LANE) BY LOTS 171-174 IS PROHIBITED.
35. ACCESS TO SPANISH OAKS CLUB BOULEVARD BY LOT 179 IS PROHIBITED.
36. ALL LOTS WITHIN THIS SUBDIVISION MUST UTILIZE A GRINDER PUMP SYSTEM TO SECURE DOMESTIC WASTEWATER SERVICE FROM THE WEST TRAVIS COUNTY PUBLIC UTILITY AGENCY (WTCPUA). SERVICE IS SUBJECT TO A SERVICE AGREEMENT WITH THE WTCPUA INCLUDING A SUPPLEMENTARY GRINDER PUMP SERVICE AGREEMENT. NO WASTEWATER SERVICE WILL BE SUPPLIED TO ANY CUSTOMER UNTIL THE REQUIRED GRINDER PUMP SYSTEM HAS BEEN INSTALLED AND THE AGREEMENT EXECUTED BY THE CUSTOMER.
37. ALL LOTS ARE RESTRICTED TO SINGLE-FAMILY RESIDENTIAL CONSTRUCTION
38. THIS SUBDIVISION IS LOCATED IN THE BARTON CREEK WATERSHED.
39. THIS SUBDIVISION IS NOT LOCATED OVER THE EDWARDS AQUIFER RECHARGE ZONE. IT IS WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.
40. SPANISH OAKS SECTION XI IS LOCATED WITHIN A CONSERVATION EASEMENT. ALL DEVELOPMENT WITHIN SECTION XI SHALL COMPLY WITH IMPERVIOUS COVER LIMITS IDENTIFIED IN THE CONSERVATION EASEMENT AS RECORDED IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS IN DOCUMENT NO. 2001073262.

**RESTRICTIONS AND PROHIBITED USES:** THE FOLLOWING ACTIVITIES AND USES ARE EXPRESSLY LIMITED AND ANY ACTIVITIES OR USES BEYOND SUCH LIMITATIONS ARE AGREED TO BE IN CONFLICT WITH THE RESTRICTIONS IN THIS CONSERVATION EASEMENT.

- A. **CONSTRUCTION/IMPERVIOUS COVER** THE AMOUNT OF IMPERVIOUS COVER PLACED OR CONSTRUCTED ON THE OVERALL 186 ACRES WITHIN THE PROPERTY SHALL BE LIMITED TO NO MORE THAN TEN PERCENT (10%) OF THE GROSS AREA OF THE PROPERTY (THE "IMPERVIOUS COVER LIMITATION"). FOR PURPOSES OF THIS CONSERVATION EASEMENT TEN PERCENT OF THE GROSS AREA IS CALCULATED TO BE 18.6 ACRES, MORE OR LESS. IF THE PROPERTY IS SUBDIVIDED INTO TWO OR MORE INDIVIDUAL LOTS PURSUANT TO A RECORDED PLAT (THE "SUBDIVISION PLAT"), THE IMPERVIOUS COVER LIMITATION SHALL BE DEEMED TO BE SATISFIED IF THE ASSUMED IMPERVIOUS COVER AMOUNT CALCULATED PURSUANT TO PARAGRAPH 2C IS NO MORE THAN TEN PERCENT (10%) OF THE GROSS AREA OF THE PROPERTY CALCULATED IN ACCORDANCE WITH PARAGRAPH 2C BELOW.
- B. **PROHIBITED USES** DEVELOPMENT IN THE PROPERTY SHALL BE LIMITED TO SINGLE-FAMILY RESIDENTIAL USE, PROVIDED, HOWEVER, DEVELOPMENT WITHIN SUCH AREA MAY ALSO INCLUDE STREETS, UTILITIES, WATER QUALITY FACILITIES, AND RECREATIONAL AMENITIES, INCLUDING GOLF COURSE USES INVOLVING SPRAY IRRIGATION IN CONNECTION WITH SUCH SINGLE-FAMILY RESIDENTIAL USE, AND IMPROVEMENTS AND FACILITIES RELATED TO SINGLE-FAMILY RESIDENTIAL USE. DEVELOPMENT SHALL NOT INCLUDE A SWIMMING POOL FOR THE GOLF COURSE CLUB, TENNIS COURTS OR A CLUBHOUSE. HOWEVER, GOLF COURSE USES SHALL NOT BE ALLOWED TO EXTEND INTO THE AREA BEYOND THE AREA IDENTIFIED IN EXHIBIT "C" NO BILLBOARDS WILL BE ALLOWED IN THE AREA.
- C. **CALCULATION/ALLOCATION OF IMPERVIOUS COVER** FOR PURPOSES OF THIS CONSERVATION EASEMENT, AN ASSUMED AMOUNT OF IMPERVIOUS COVER (THE "ASSUMED IMPERVIOUS COVER AMOUNT") SHALL BE DETERMINED WHEN THE PROPERTY IS SUBDIVIDED INTO ONE OR MORE LOTS BY CALCULATING THE ACTUAL AMOUNT OF IMPERVIOUS COVER SHOWN ON THE SUBDIVISION PLAT FOR ROADS WITHIN THE PROPERTY WHICH PROVIDE ACCESS TO SUCH LOTS AND ADDING TO SUCH AMOUNT AN ASSUMED AMOUNT OF IMPERVIOUS COVER FOR EACH LOT, DEPENDING UPON LOT SIZE, IN ACCORDANCE WITH THE CHART ATTACHED AS EXHIBIT B. IN NO EVENT SHALL THE NUMBER OF SUBDIVIDED LOTS WITHIN THE PROPERTY EXCEED ONE HUNDRED (100)

EXHIBIT B  
CITY OF AUSTIN SMART GROWTH PER LOT IMPERVIOUS COVER ASSUMPTIONS

LOT SIZE	LOT IMPERVIOUS COVER
< 10,000 SQ FT	2,500 SQ FT
10,001 SQ FT TO 15,000 SQ FT	3,500 SQ FT
15,001 SQ FT TO 1 ACRE	5,000 SQ FT
1 ACRE TO 3 ACRES	7,000 SQ FT
> 3 ACRES	10,000 SQ FT



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SPANISH OAKS  
SECTION XI  
FINAL PLAT  
SHEET 7 OF 7



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

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

**Division Director/Manager:** Anna Bowlin, Division Director Development Services and Long Range Planning

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on the Spanish Oaks Section XI Preliminary Plan (Preliminary Plan – 32 total lots: 29 single family lots, 1 private street, drainage, and public utility easement lot, 1 open space and drainage lot, and 1 open space lot – 51.75 acres – Spanish Oaks Club Boulevard – City of Bee Cave ETJ) in Precinct Three.

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

This preliminary plan consists of 32 total lots (29 single family lots, 1 private street, drainage, and public utility easement lot, 1 open space and drainage lot, and 1 open space lot) on 51.75 acres, platted from Spanish Oaks Club Boulevard. There are 3,065 linear feet of private streets proposed with this preliminary plan. Water and wastewater service will be provided by the West Travis County Public Utility Agency. Parkland dedication or fees in lieu of dedication will be paid with the final plat.

### **STAFF RECOMMENDATIONS:**

As this preliminary plan application meets all Travis County standards and was approved by the City of Bee Cave on May 14, 2013, TNR staff recommends approval of the preliminary plan.

### **ISSUES AND OPPORTUNITIES:**

Staff has not received any inquiries or registered any interested parties for this application.

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

None

### **ATTACHMENTS/EXHIBITS:**

Precinct Map

Location Map

Proposed Preliminary Plan

**REQUIRED AUTHORIZATIONS:**

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

**CC:**


**SM:AB:mh**

**1101 - Development Services Long Range Planning - Spanish Oaks Section XI Preliminary Plan**



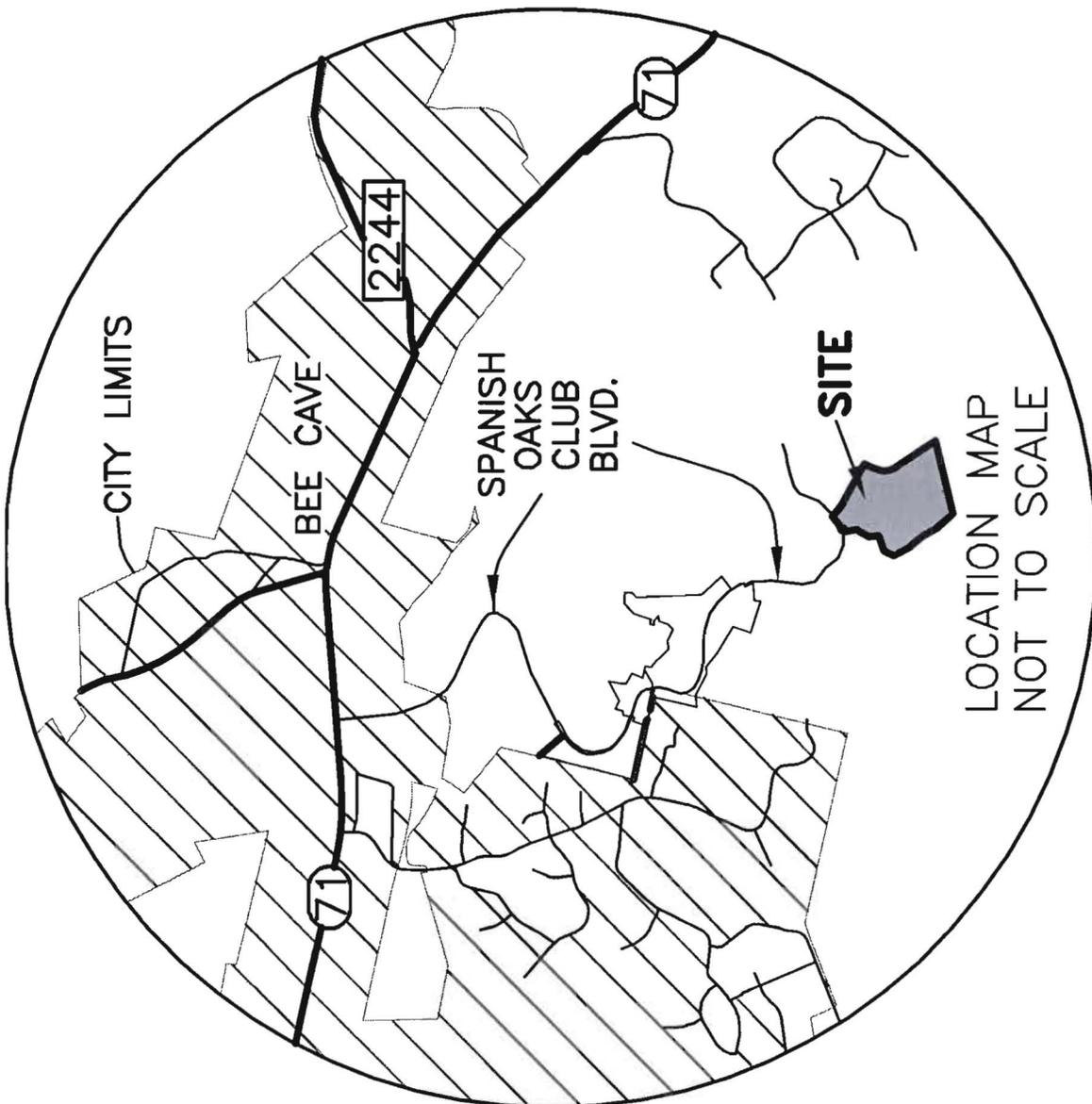
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# Precinct Map



**Spanish Oaks Section XI  
Preliminary Plan,  
Precinct Three**











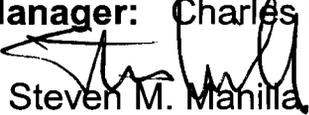


## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By:** Kurt Nielsen **Phone #:** 512-854-7218

**Division Director/Manager:** Charles Bergh

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action regarding a proposed motion to approve a License Agreement with Huns RFC, Inc. for a rugby tournament at Northeast Metropolitan Park in Precinct Two.

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

The Huns Rugby Club will be holding their 17th annual Bloodfest Rugby Tournament on Saturday, June 15, 2013 at Travis County's Northeast Metropolitan Park. The tournament will benefit the Blood Center of Central Texas. The Huns Rugby Club will provide an insurance policy with Travis County listed as other insured.

### **STAFF RECOMMENDATIONS:**

The Huns Rugby Club have rented six (6) fields at Northeast Metro Park for June 15, 2013 to hold their 17th annual Bloodfest Rugby Tournament. They have requested permission to have a beer garden at the park during their event. The beer garden would consist of a fenced off area located near the event and would only be accessible to rugby tournament participants of legal age.

They have had a beer garden during this event for the past two (2) years at Northeast Metro Park. The event had previously been held at the City of Austin's Zilker Park until the city repurposed that area.

The Huns Rugby Club has a club alumni who is a Texas certified Alcohol & Beverage Attorney, outlines all their legal issues for the beer garden. His name is Jack Martin, from Jack Martin & Assoc. [jmartinlaw.com](http://jmartinlaw.com). They will obtain the required permits from TABC to operate their beer garden and all of the servers working in the beer garden will be TABC certified. The event organizers have become very proficient in making this a safe and responsible environment.

No beer will leave the fenced area and the Huns Rugby Club has agreed to hire an off-duty Park Ranger to monitor the beer garden. Staff recommends approval of this request.

**ISSUES AND OPPORTUNITIES:**

The Huns Rugby Club's annual Bloodfest Tournament benefits the Blood Center of Central Texas. This will be the third year that this event is held at our Northeast Metropolitan Park. It is an opportunity for this annual event to be hosted by Travis County Parks for years to come.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The event will generate approximately \$720 in revenue for field rentals at Northeast Metropolitan Park. The authorization of a beer garden will not have any financial impact.

**ATTACHMENTS/EXHIBITS:**

Certificate of Insurance

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Christopher Gilmore	Asst. County Attorney	County Attorney's Office	
Charles Bergh	Parks Director	TNR	854-9408

**CC:**


: :  
**4501 - Park Svs -**

## LICENSE AGREEMENT

STATE OF TEXAS           §

COUNTY OF TRAVIS       §

This License Agreement (this "Agreement") is made and entered into by and between Travis County, Texas, a political subdivision of the State of Texas ("County") and Huns RFC, a Texas non-profit corporation ("Licensee").

### WITNESSETH

THAT WHEREAS, Licensee desires to use certain property located in that park known as Travis County Northeast Metro Park (the "County Park") for the purpose of holding Licensee's annual "Bloodfest" Rugby tournament (the "Event"), and County desires to allow Licensee use of the County Park for such purpose; and

WHEREAS, Licensee fully understands the fragile nature of the habitat of the County Park and intends to fully cooperate and take whatever steps are necessary to minimize all impacts upon the various habitats during Licensee's use of the County Park and to restore the County Park to its original condition after Licensee has completed the Event.

NOW, THEREFORE, County and Licensee, in consideration of the mutual promises herein expressed and the compensation herein agreed to be paid, covenant and agree to and with each other as follows:

#### I. GRANT OF LICENSE

1.1 County hereby grants a license to Licensee and its employees, agents, sponsors, contractors and suppliers, and to Event participants, to enter and use approved areas within the County Park in connection with the Event (the "License"). Approved areas include those roadways, trails, and park areas, together with their associated rights-of-way, hereto and made a part hereof for all purposes. The County Park will remain open to the public during the Event. The License includes the following rights and privileges: (a) the right (granted to Licensee and to third-party vendors, including Event sponsors and concessionaires) to display and sell products, merchandise and novelties, including food and beverage items in designated (pre-approved) areas, and (b), as a deviation from normal County Park rules solely for the duration of the

License Term as defined below, the right to bring alcoholic beverages into the County Park, for a "beer garden" sponsored by local breweries and permitted in accordance with TABC regulations, serving beer to persons 21 years of age or older.

1.2 All publicity, promotion and distribution rights arising out of or in connection with the Event, including all exhibition, advertising and exploitation products or services created or produced in connection therewith, shall be the sole property of Licensee or its independent contractors, without exception and in perpetuity, and may be exploited in all media and markets and in all forms, whether known, unknown, or hereafter created. The License includes the right to bring onto the County Park and to utilize thereon personnel, personal property, materials and equipment during the term of the License.

1.3 Licensee agrees to make no structural changes to the County Park. However, the License allows for superficial preparation to be made to the County Park to facilitate Licensee's Event needs, including the right to place temporary signage throughout the licensed areas of the County Park; provided, however, the location and appearance of such signage shall be subject to the pre-approval of the Parks Division, as defined below. Licensee agrees to leave the County Park in the same and as good a condition as when it was received, normal wear and tear excepted as determined by existing County parks policy.

1.4 Licensee acknowledges and agrees that Licensee shall be solely responsible at all times for the actions and the safety of those persons utilizing the County Park under this Agreement, including, without limitation, protecting such persons from injury or death and protecting County's property and the property of such persons from loss or damage.

1.5 Licensee agrees to use only designated parking areas, as determined by the Travis County Parks Division of the Transportation and Natural Resources Department ("the Parks Division") representative, to transport and park all vehicles and equipment brought into or onto the County Park by Licensee and its employees, agents, independent contractors and suppliers. At no time will Licensee be permitted to bring onto or into the County Park a number of vehicles that exceeds the capacity of the County Park parking lot, as determined by the Parks Division staff in its sole discretion.

1.6 During the License Term, as such term is defined below, Licensee agrees to take all reasonable measures to minimize noise and any other type of interference with or disruption of normal County Park business, including the use and enjoyment of the County Park by regular County Park visitors.

## II. TERM OF LICENSE

2.1 The License is granted for one day, beginning at approximately 8:00 a.m. on Saturday, June 15, 2013 and concluding at approximately 9:00 p.m. on Saturday, June 15, 2013 (the "License Term"). Licensee acknowledges and agrees that such dates and times are subject to postponement and/or rescheduling due to any cause or reason beyond the control of Licensee or as determined to be necessary by County.

## III. CONSIDERATION

3.1 In consideration of the License granted hereunder, Licensee shall provide, at its own expense during Licensee's use of the County Park:

(i) all utilities such as electricity, water/wastewater and garbage management and removal (including the provision of additional dumpsters and trash pick-up);

(ii) a sufficient (as determined by the Parks Division) number of portable restrooms in the Licensed Areas so as to satisfy the restroom needs of anticipated Event participants, sponsors and attendees/spectators;

(iii) all traffic control devices, public notices, and signage determined to be necessary by Travis County Parks to aid in notifying the public of the Event, directing traffic and parking vehicles;

(iv) security through employment of Travis County Park Rangers, as reasonably necessary (to be solely determined by the Parks Division) to ensure the safety and integrity of the persons and property brought onto the County Park for the purposes authorized under this Agreement; and

(v) emergency medical personnel through employment of EMS System cleared medics who are certified in CPR and First Aid, as reasonably necessary (to be solely determined by the Parks Division) to ensure the safety and integrity of the persons and property brought onto the County Park for the purposes authorized under this Agreement.

3.2 In addition, all vehicles brought into the County Park for purposes authorized under this Agreement, and all persons entering the County Park for the purpose of participating in, sponsoring, conducting or viewing the licensed activities, will be charged, and Licensee will pay, prior to County Park entry, all normal and customary fees charged to the public.

3.3 With respect to any additional expenses incurred by County above the expenses set forth herein, County shall invoice Licensee for the actual costs so incurred, and Licensee shall remit payment to County for the invoice amounts within thirty (30) days of receipt of invoice(s).

#### IV. PERMITS

4.1 Licensee shall be solely responsible for the costs and the securing of any permits required by the City of Austin, the Lower Colorado River Authority, or other governmental entities.

#### V. CONTROL OF TRAVIS COUNTY

5.1 Licensee and its agents shall at all times obey the direction and commands of the Executive Manager of the Travis County Transportation and Natural Resources Department, or his designees (including the Director of the Parks Division and any and all Travis County Park Rangers), while in the County Park.

5.2 Licensee agrees to attend a pre-site meeting with TNR representatives prior to commencement of the Event. Licensee shall be responsible for contacting Kurt Nielsen, or other authorized Parks Division representative, in order to arrange a time and location for such pre-site meeting that is mutually agreeable to the parties.

5.3 Licensee and its agents shall at all times follow the Travis County Parks Rules, which TNR staff shall provide to Licensee prior to commencement of the activities licensed hereunder.

5.4 Licensee and its agents acknowledge and agree that disorderly conduct or assault, as defined by the Texas Penal Code, will not be tolerated. Such actions include, but are not limited to, abusive, indecent, profane or vulgar language that might cause a breach of the peace, or threatening or causing physical contact with someone else who might consider the contact offensive.

5.5 Any disregard of the directions, restrictions, rules or regulations referenced in this section shall be grounds for immediate revocation of the License by the Executive Manager of the Travis County Transportation and Natural Resources Department, the Director of the Parks Division, or their designated representatives, and such action is expressly authorized herein by the Travis County Commissioners Court.

#### VI. USE AND REPAIRS

6.1 Licensee shall not use the County Park for any purpose other than that set forth herein. Licensee shall repair or replace any damage to the County Park caused by Licensee.

## VII. INDEMNIFICATION

**7.1 LICENSEE AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, NEGLIGENCE, CAUSES OF ACTION, SUITS, AND LIABILITY OF ANY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEYS' FEES, FOR INJURY TO OR INJURY TO OR DEATH OF ANY PERSON, FOR ANY ACT OR OMISSION BY LICENSEE, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR LICENSEE'S USE OF THE COUNTY PARK.**

7.2 Without in any way limiting the liability of Licensee or its obligations under this Agreement, Licensee agrees to maintain during the term of the License Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage limits of \$600,000 per occurrence and \$1,000,000 in the aggregate, with Travis County named as an additional insured. Licensee has provided County with a certificate from its carrier evidencing such insurance, which certificate is attached hereto as **Exhibit A** and made a part hereof.

## VIII. SAFETY

8.1 County reserves the right to prohibit persons from entering the County Park at any time safety may be a concern. Licensee shall ensure that emergency medical responder personnel are on-site throughout the License term. All costs and expenses associated with this EMS obligation shall be the sole responsibility of Licensee.

## IX. AMENDMENTS

9.1 This Agreement may be amended only by written instrument signed by both County and Licensee. **IT IS ACKNOWLEDGED BY LICENSEE THAT NO OFFICER, AGENT, EMPLOYEE OR REPRESENTATIVE OF TRAVIS COUNTY HAS ANY AUTHORITY TO CHANGE OR AMEND THE TERMS OF THIS AGREEMENT OR ANY ATTACHMENTS TO IT OR TO WAIVE ANY BREACH OF THIS AGREEMENT UNLESS EXPRESSLY GRANTED THAT SPECIFIC AUTHORITY BY THE COMMISSIONERS COURT OF TRAVIS COUNTY.**

## X. NON-ASSIGNMENT OF RIGHTS

10.1 Licensee may not assign this Agreement or any portion or right thereof without the prior written consent of County.

## XI. NOTICES

11.1 Any notice to be given hereunder by either party to the other shall be in writing and may be effected by personal delivery, in writing, or registered or certified mail, return receipt requested. Notices shall be sufficient if made or addressed as follows:

If to Licensee: Richard Osborn, President  
Huns Rugby Club, Inc.  
4107 Nixon Ln  
Austin, Texas 78725  
(512) 633-2114 (Richard Osborn)  
(312) 402-6103 (Mike Martin)

If to County: Honorable Samuel T. Biscoe (or successor in office)  
Travis County Judge  
P.O. Box 1748  
Austin, Texas 78767

And: Steve Manilla  
County Executive  
Travis County Transportation and  
Natural Resources Department  
P.O. Box 1748  
Austin, Texas 78767

## XII. VENUE AND CHOICE OF LAW

12.1 THE OBLIGATIONS AND UNDERTAKINGS OF EACH OF THE PARTIES TO THIS AGREEMENT SHALL BE PERFORMABLE IN TRAVIS COUNTY, TEXAS, AND THIS LICENSE SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.

## XIII. MEDIATION

13.1 When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or someone appointed by the Court having jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

**XIV. ENTIRETY OF AGREEMENT**

14.1 This Agreement represents the sole, entire and integrated Agreement between County and Licensee with respect to the subject matter herein and supersedes all prior negotiations, representations or agreements either oral or written.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date(s) set forth below.

**TRAVIS COUNTY:**

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

**LICENSEE:**

By:   
Name: RICHARD OSBORN  
Title: DIRECTOR  
Huns RFC, a Texas non-profit corporation  
Date: 5-13-13

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Samuel T. Biscoe  
Travis County Judge  
Date: \_\_\_\_\_

**LICENSEE:**

By:   
Name: RICHARD OSBORN  
Title: DIRECTOR  
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By: \_\_\_\_\_  
Samuel T. Biscoe  
Travis County Judge  
Date: \_\_\_\_\_

**LICENSEE:**

By:   
Name: RICHARD OSBORN  
Title: DIRECTOR  
Huns RFC, a Texas non-profit corporation  
Date: 5-13-13

**EXHIBIT A**  
**INSURANCE CERTIFICATE OF LICENSEE**  
**(to be attached)**





## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By:** Stacey Scheffel, Permits Program Manager **Phone #:** 512-854-7565

**Division Director/Manager:** Anna Bowlin, Division Director, Development Services and Long Range Planning

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on a request for a variance to State and County on-site sewage regulations to allow a septic drainfield to encroach on a setback to drainage and public utility easements at 20707 Post Oak Parkway in Precinct One.

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

The owner of the property at 20707 Post Oak Parkway has a failing on-site sewage facility (septic system). In order to replace the system in compliance with setback requirements, a public utility easement and drainage easement must be vacated. The owner is in the process of vacating those easements, but he would like to start replacing the system now. His engineer has requested a variance from the setback requirement so that TNR can issue the permit for the new on-site sewage facility prior to the easements being vacated. TNR is recommending the vacations and anticipates that the required public hearing will be held on June 25<sup>th</sup>, 2013. At the time of this request, TNR knows of no objections to the vacations nor the variance.

### **STAFF RECOMMENDATIONS:**

TNR staff recommends that the variance be granted.

### **ISSUES AND OPPORTUNITIES:**

None

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

None

### **ATTACHMENTS/EXHIBITS:**

Variance Request Letter

Site Plan

### **REQUIRED AUTHORIZATIONS:**

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

**CC:**

Tom Nuckols	Assistant County Attorney	County Attorney	854-9415
Rodney Sherrill	Engineer	TNR	854-7581

**AB:SS:ss**

**1701 - Private Sewage Facilities - 1705**

Engineering Consultants 10706 Indian Scout Austin, TX, 78736  
(512) 288-2392

Ms. Stacey Scheffel, P.E.  
TNR  
PO Box 1748  
Austin, TX, 78767

May 8, 2013

Re: Lots 64 & 65, Kingsberry Park, 20707 Post Oak Parkway – Variance for OSSF permit

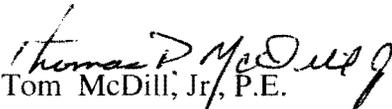
Ms. Scheffel:

I have submitted a request to vacate drainage & utility easements for the lots listed above. The process to get the utility easements removed took a long time, because Manville Water was requiring a \$1000 fee to process an easement vacate. They finally agreed to remove the easement, but in the mean time the septic system on this lot has gotten more and more unhealthy. Having spoken to you folks, it has been suggested that I request a variance for the OSSF permit to replace the out-dated failed system. It seems that the processes them selves are becoming more of a priority than the ultimate health and welfare of the regulated public. I would request that the review of the submitted system be completed and that staff consider an emergency process to “allow” the owners to get the system replaced and the dangers averted. I would even be willing to approach the County Commission on this, as there are unusual impediments created by unwise plat approvals 40 years ago and then a heap of processes created to repair those outdated documents and the burden placed upon the owners who are ready and willing to correct situations not caused by themselves.

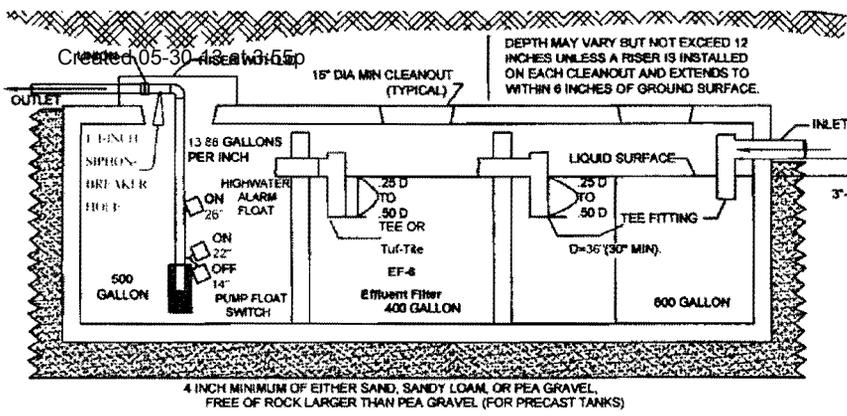
In the alternative, I am herein requesting a variance from the easement set backs required in the 285 rules, in that all other utility easements have been vacated and the only thing we are now waiting for is the drainage easement release from Travis County. I am not sure how the new OSSF rule changes would help here.

I have attached my Power of Attorney for this owner and will provide whatever else you might need for this OSSF replacement to occur.

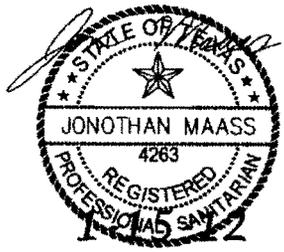
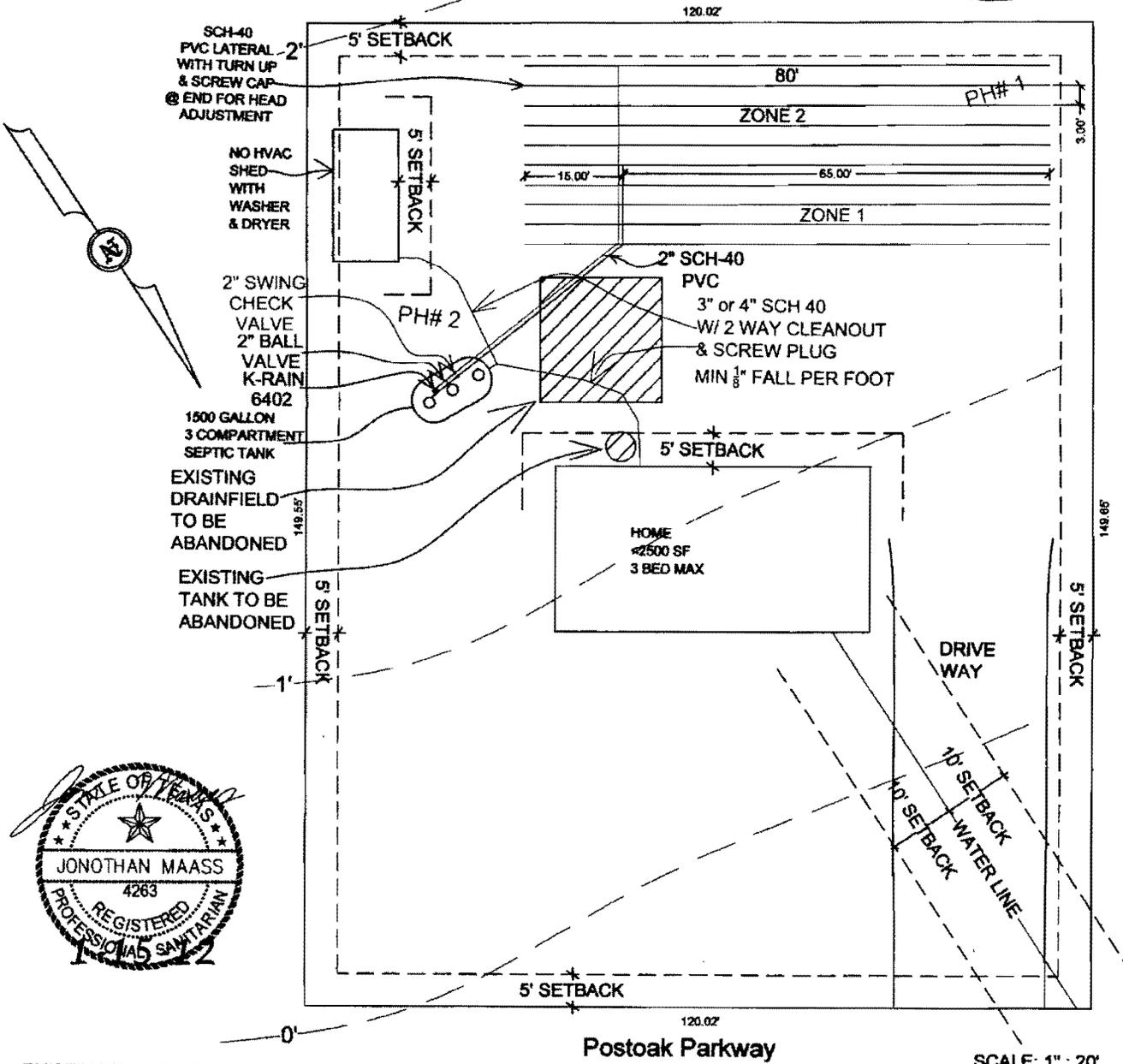
Thanks,

  
Tom McDill, Jr., P.E.

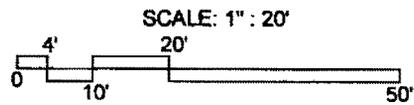
# PIPE & GRAVEL TRENCH 2400 SQUARE FEET 800 LINEAR FEET TRENCH DEPTH 12" TO 36"



Alarm on @ 26 inches above the floor (leaving 10 inches to outlet or 138.8 gallons for alarm volume)  
 Start Pump @ 22 inches above the floor (111.04 gallons dose volume) (166.56 between stop pump & alarm on).  
 Stop Pump @ 14 inches above the floor (194.32 residual).



EXISTING TANKS MUST BE PUMPED, COLAPSED & REMOVED OR BACKFILLED to comply with TAC 30 Ch. 285.36





## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

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

**Division Director/Manager:** Anna M. Bowlin ACCP, Division Director of Development Services and Long Range Planning

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on the following requests in Precinct One:

A) The use of an Alternative Fiscal Agreement for Commons at Rowe Lane, Phase IV-A; and

B) The use of a Cash security Agreement for the fiscal posting for Commons at Rowe Lane, Phase IV-A.

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

The developer of the subject subdivision requests to enter into an alternative fiscal agreement with Travis County. Under the alternative fiscal agreement the plat will be held in abeyance while the street and drainage facilities are constructed. The developer also requests to post cash for the fiscal posting. To post cash the developer must enter into a cash security agreement with Travis County.

### **STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the use of the subject agreements meets all Travis County standards. As such, TNR staff recommends the approval of the proposed motions.

### **ISSUES AND OPPORTUNITIES:**

Under Alternative Fiscal the County Executive of TNR holds the plat in abeyance and, upon completion of the items listed below, the Division Director of Development Services authorizes the issuance of a Basic Development Permit for construction of streets and drainage facilities.

#### Plat Status

Staff has reviewed the plat and all comments have been addressed. It meets current standards and has everything in place such that it could be recommended for approval and recordation at this time.

Restoration/Erosion Control Fiscal

The fiscal for the subdivision restoration and improvements has been posted with Travis County as cash using a cash security agreement in the amount of \$183,258.00.

**Access to Publicly Maintained Road**

Commons at Rowe Lane, Phase IV-A takes access from Wind Vane West as dedicated through Commons At Rowe Lane, Phase III-B. This subdivision has been recorded, but has yet to be accepted for maintenance by Travis County.

**Waste Water Service**

Wastewater service for this subdivision will be provided by the City of Pflugerville.

**Construction Plans and Engineer's Estimate of Construction Cost Approved**

All comments by Travis County staff have been addressed and the reviewer is prepared to sign the cover sheets of the plans and issue permit #12-1133. The estimated cost of the improvements is \$1,462,443.40. This amount includes all costs related to the construction of all streets and drainage facilities (including temporary erosion controls) and all structures contributing to the total detention.

The developer has signed the attached statement acknowledging that this action does not imply or guarantee plat approval by the Commissioners Court and that he/she understands the constraints related to the use of alternate fiscal. An Extension of Sixty-Day Period for Completed Plat Application Final Action document is also included.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None

**ATTACHMENTS/EXHIBITS:**

- Alternative Fiscal Acknowledgment
- Exhibit "A" – Description
- Cash Security Agreement
- Extension of Sixty-Day Period
- Proposed Plat
- Maps

**REQUIRED AUTHORIZATIONS:**

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


**CC:**

April Rodriguez	Accountant/Central Cashier	TNR	854-7570

**AB:SM:ps**

**1101 - Development Services - Commons at Rowe Lane, Phase IV-A**

§ EXHIBIT 82.401 (D)

ALTERNATIVE FISCAL POLICY REQUEST AND ACKNOWLEDGMENT

STATE OF TEXAS           §

COUNTY OF TRAVIS       §

TO THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS:

The undersigned Owner proposes to subdivide that certain tract of land more particularly described in **Exhibit "A"**, which is attached hereto and made a part hereof. The Owner requests that Travis County's Transportation and Natural Resources Department ("TNR") hold the proposed plat of land in abeyance until all of the proposed subdivision Improvements have been constructed to Travis County Standards for the Construction of Streets and Drainage in Subdivisions (the "Standards") to the satisfaction of the County Executive of TNR. In order to qualify for this Alternative Fiscal Policy, the proposed subdivision must meet the access criteria set forth in the Standards.

Under this Policy, the Owner is not required to post fiscal Security to secure the construction of the Improvements, but is required to obtain a Travis County Basic Development Permit. The owner will be required to post fiscal for boundary streets improvements if they are not to be completed during the construction of the Improvements. Additionally, the Owner shall file Security with the submitted Final Plat to secure restoration of disturbed areas should construction not be completed.

Upon satisfactory completion of the Improvements, the submitted plat shall be forwarded by TNR to the Commissioners Court for approval and recording.

If the Owner elects to proceed under this option, the Owner acknowledges and agrees that, until the plat is filed, the Owner may not use the proposed subdivision's description in a contract to convey real property, unless the conveyance is expressly contingent on the recording and approval of the final plat and the purchaser is not given the use or the occupancy of the real property before the recording of the final plat, under penalty of prosecution under Section 12.002 of the Texas Property Code. In addition, the approval of Alternative Fiscal in no way constitutes approval of the proposed plat.

If the plat is to be approved and filed, the Owner must post Security in the amount of 10% of the cost of the completed Improvements and 100% of the cost of the incomplete Improvements to secure the performance of the construction of the Improvements for one year, or more, from the date of the approval of the plat and acceptance of the dedication by the County.

Alternative Fiscal

Exhibit 82.401 (D) Alternative Fiscal Request and Acknowledge – page 2 of 3

Executed this 16 day of May, 2013.

OWNER: Commons at Rouse Lane, LP Address: 2929 W. 5th St,  
 By: Rouse Commons Corp, GP STE A, FT WORTH, TEXAS 76107  
 Name: Lee Nicol (Lee Nicol) Phone: 817.332.9600  
 Title: PRESIDENT Fax: 817.332.1400  
 Authorized Representative

ACKNOWLEDGEMENT

STATE OF TEXAS §

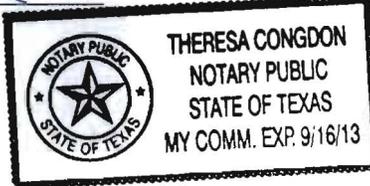
COUNTY OF ~~TRAVIS~~ TARRANT §

This instrument was acknowledged before me on the 16<sup>th</sup> day of May, 2013, by Lee Nicol in the capacity stated herein.

Theresa Congdon  
Notary Public in and for the State of Texas

Theresa Congdon  
Printed or typed name of notary

My Commission Expires: 9/16/13



TRAVIS COUNTY, TEXAS:

By: \_\_\_\_\_  
Alternative Fiscal

County Judge

ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me by County Judge Samuel T. Biscoe, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the capacity stated herein.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed or typed name of notary

**EXHIBIT "A"**

That certain tract of land described as Commons at Reese Lane, Phase 4A subdivision is 17.419 acres, being a portion of that same tract of land described in Volume \_\_\_\_\_, Page \_\_\_\_\_ of the Real Property Records of Travis County, Texas, or Doc# 2007205045 of the Official Public Records, as delineated on a plat under the same name which will be held in abeyance until approval is granted by the Travis County Commissioners' Court.

**THE COMMONS AT ROWE LANE PHASE IV A  
PERIMETER DESCRIPTION  
TRAVIS COUNTY, TEXAS**

A DESCRIPTION OF 17.419 ACRES (APPROXIMATELY 758,751 SQ. FT.) IN THE JOHN KELSEY SURVEY, ABSTRACT NO. 2753, TRAVIS COUNTY, TEXAS, BEING A PORTION OF A 62.806 ACRE TRACT CONVEYED TO THE COMMONS AT ROWE LANE, L.P. IN A SPECIAL WARRANTY DEED DATED NOVEMBER 7, 2007 AND RECORDED IN DOCUMENT NO. 2007205045 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 17.419 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at a 1/2" rebar found for an interior ell corner in the north line of said 62.806 acre tract, being the southeast corner of Lot 10, Rolling Hills, a subdivision recorded in Book 76, Page 277 of the Plat Records of Travis County, Texas;

**THENCE** North 07°33'47" East, with the north line of said 62.806 acre tract, in part being the east line of said Lot 10, and in part being the east line of Lot 11 of said Rolling Hills, a distance of 517.91 feet to a 1/2" rebar with "Chaparral" cap set in the east line of said Lot 11, from which a 1/2" rebar with "ZWA" cap found for an exterior ell corner in the north line of said 62.806 acre tract bears North 7°33'47" East, a distance of 5.40 feet;

**THENCE** crossing said 62.806 acre tract, the following thirty-three (33) courses and distances:

1. South 82°26'13" East, a distance of 119.64 feet to a 1/2" rebar with "Chaparral" cap set;
2. North 07°33'47" East, a distance of 34.13 feet to a 1/2" rebar with "Chaparral" cap set;
3. South 82°26'13" East, a distance of 170.00 feet to a 1/2" rebar with "Chaparral" cap set;
4. North 07°33'47" East, a distance of 35.41 feet to a 1/2" rebar with "Chaparral" cap set;
5. South 82°26'13" East, a distance of 489.19 feet to a 1/2" rebar with "Chaparral" cap set;

6. North  $07^{\circ}33'47''$  East, a distance of 35.41 feet to a 1/2" rebar with "Chaparral" cap set;
7. South  $82^{\circ}26'13''$  East, a distance of 170.00 feet to a 1/2" rebar with "Chaparral" cap set;
8. North  $07^{\circ}33'47''$  East, a distance of 2.66 feet to a 1/2" rebar with "Chaparral" cap set;
9. South  $82^{\circ}26'13''$  East, a distance of 120.00 feet to a 1/2" rebar with "Chaparral" cap set;
10. South  $07^{\circ}33'47''$  West, a distance of 20.12 feet to a 1/2" rebar with "Chaparral" cap set;
11. South  $82^{\circ}26'13''$  East, a distance of 170.00 feet to a 1/2" rebar with "Chaparral" cap set;
12. North  $07^{\circ}33'47''$  East, a distance of 0.84 feet to a 1/2" rebar with "Chaparral" cap set;
13. South  $82^{\circ}26'13''$  East, a distance of 120.00 feet to a 1/2" rebar with "Chaparral" cap set;
14. South  $07^{\circ}33'47''$  West, a distance of 129.20 feet to a 1/2" rebar with "Chaparral" cap set;
15. North  $82^{\circ}26'13''$  West, a distance of 105.00 feet to a 1/2" rebar with "Chaparral" cap set;
16. South  $07^{\circ}33'47''$  West, a distance of 50.00 feet to a 1/2" rebar with "Chaparral" cap set;
17. With a curve to the left, having a radius of 15.00 feet, a delta angle of  $90^{\circ}00'00''$ , an arc length of 23.56 feet, and a chord which bears South  $52^{\circ}33'47''$  West, a distance of 21.21 feet to a 1/2" rebar with "Chaparral" cap set;
18. South  $07^{\circ}33'47''$  West, a distance of 210.00 feet to a 1/2" rebar with "Chaparral" cap set;
19. With a curve to the left, having a radius of 15.00 feet, a delta angle of  $90^{\circ}00'00''$ , an arc length of 23.56 feet, and a chord which bears South  $37^{\circ}26'13''$  East, a distance of 21.21 feet to a 1/2" rebar with "Chaparral" cap set;

20. South  $07^{\circ}33'47''$  West, a distance of 60.00 feet to a 1/2" rebar with "Chaparral" cap set;
21. North  $82^{\circ}26'13''$  West, a distance of 29.92 feet to a 1/2" rebar with "Chaparral" cap set;
22. South  $07^{\circ}33'47''$  West, a distance of 128.39 feet to a 1/2" rebar with "Chaparral" cap set;
23. North  $82^{\circ}11'41''$  West, a distance of 532.06 feet to a 1/2" rebar with "Chaparral" cap set;
24. South  $81^{\circ}17'04''$  West, a distance of 41.35 feet to a 1/2" rebar with "Chaparral" cap set;
25. North  $11^{\circ}19'18''$  West, a distance of 121.14 feet to a 1/2" rebar with "Chaparral" cap set;
26. With a curve to the left, having a radius of 570.00 feet, a delta angle of  $17^{\circ}37'55''$ , an arc length of 175.41 feet, and a chord which bears South  $72^{\circ}22'34''$  West, a distance of 174.72 feet to a 1/2" rebar with "Chaparral" cap set;
27. South  $63^{\circ}33'37''$  West, a distance of 190.20 feet to a 1/2" rebar with "Chaparral" cap set;
28. North  $26^{\circ}26'23''$  West, a distance of 60.00 feet to a 1/2" rebar with "Chaparral" cap set;
29. With a curve to the right, having a radius of 15.00 feet, a delta angle of  $90^{\circ}01'15''$ , an arc length of 23.57 feet, and a chord which bears North  $71^{\circ}27'31''$  West, a distance of 21.22 feet to a 1/2" rebar with "Chaparral" cap set;
30. South  $63^{\circ}47'56''$  West, a distance of 50.00 feet to a 1/2" rebar with "Chaparral" cap set;
31. With a curve to the right, having a radius of 15.00 feet, a delta angle of  $91^{\circ}37'09''$ , an arc length of 23.99 feet, and a chord which bears South  $19^{\circ}15'46''$  West, a distance of 21.51 feet to a 1/2" rebar with "Chaparral" cap set;
32. With a curve to the right, having a radius of 570.00 feet, a delta angle of  $18^{\circ}42'37''$ , an arc length of 186.14 feet, and a chord which bears South  $74^{\circ}31'36''$  West, a distance of 185.31 feet to a 1/2" rebar with "Chaparral" cap set;

Page 4

33. North  $02^{\circ}46'14''$  West, a distance of 146.76 feet to a 1/2" rebar with "Chaparral" cap set, to the **POINT OF BEGINNING**, containing 17.419 acres of land, more or less.

Surveyed on the ground April 4, 2012. Bearing Basis: Bearing Basis: Grid Azimuth for Texas Central Zone, 1983/93 HARN values from LCRA control network. Attachments: Drawing 697-007-IV-A.dwg

Preliminary, this document shall not be recorded for any purpose.

Eric J. Dannheim  
Registered Professional Land Surveyor  
State of Texas No. 6075

§ EXHIBIT 82.401 (D)

ALTERNATIVE FISCAL POLICY REQUEST AND ACKNOWLEDGMENT

STATE OF TEXAS           §

COUNTY OF TRAVIS       §

TO THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS:

The undersigned Owner proposes to subdivide that certain tract of land more particularly described in **Exhibit "A"**, which is attached hereto and made a part hereof. The Owner requests that Travis County's Transportation and Natural Resources Department ("TNR") hold the proposed plat of land in abeyance until all of the proposed subdivision Improvements have been constructed to Travis County Standards for the Construction of Streets and Drainage in Subdivisions (the "Standards") to the satisfaction of the County Executive of TNR. In order to qualify for this Alternative Fiscal Policy, the proposed subdivision must meet the access criteria set forth in the Standards.

Under this Policy, the Owner is not required to post fiscal Security to secure the construction of the Improvements, but is required to obtain a Travis County Basic Development Permit. The owner will be required to post fiscal for boundary streets improvements if they are not to be completed during the construction of the Improvements. Additionally, the Owner shall file Security with the submitted Final Plat to secure restoration of disturbed areas should construction not be completed.

Upon satisfactory completion of the Improvements, the submitted plat shall be forwarded by TNR to the Commissioners Court for approval and recording.

If the Owner elects to proceed under this option, the Owner acknowledges and agrees that, until the plat is filed, the Owner may not use the proposed subdivision's description in a contract to convey real property, unless the conveyance is expressly contingent on the recording and approval of the final plat and the purchaser is not given the use or the occupancy of the real property before the recording of the final plat, under penalty of prosecution under Section 12.002 of the Texas Property Code. In addition, the approval of Alternative Fiscal in no way constitutes approval of the proposed plat.

If the plat is to be approved and filed, the Owner must post Security in the amount of 10% of the cost of the completed Improvements and 100% of the cost of the incomplete Improvements to secure the performance of the construction of the Improvements for one year, or more, from the date of the approval of the plat and acceptance of the dedication by the County.

Alternative Fiscal

Exhibit 82.401 (D) Alternative Fiscal Request and Acknowledge – page 2 of 3

Executed this 16 day of May, 2013

OWNER: Commons at Rowell, LP Address: 2929 W. 5th St,  
 By: Rowell Commons Corp, GP St A, Ft Worth, Texas 76107  
 Name: Lee Nicol (Lee Nicol) Phone: 817.332.9600  
 Title: PRESIDENT Fax: 817.332.1400  
 Authorized Representative

ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF ~~TRAVIS~~ TARRANT §

This instrument was acknowledged before me on the 16<sup>th</sup> day of May, 2013, by Lee Nicol in the capacity stated herein.

Theresa Congdon  
 Notary Public in and for the State of Texas  
Theresa Congdon  
 Printed or typed name of notary

My Commission Expires: 9/16/13



TRAVIS COUNTY, TEXAS:

By: \_\_\_\_\_  
Alternative Fiscal

County Judge

ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me by County Judge Samuel T. Biscoe, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, in the capacity stated herein.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed or typed name of notary

Exhibit 82.401 (D) Alternative Fiscal Request and Acknowledge – page 3 of 3

*SAMPLE EXHIBIT "A" OR FIELD NOTES*

Alternative Fiscal

**EXHIBIT "A"**

That certain tract of land described as Commons at Rowe Lane Phase 4A subdivision is 17.419 acres, being a portion of that same tract of land described in Volume \_\_\_\_\_, Page \_\_\_\_\_ of the Real Property Records of Travis County, Texas, or Doc# 2007205045 of the Official Public Records, as delineated on a plat under the same name which will be held in abeyance until approval is granted by the Travis County Commissioners' Court.

**THE COMMONS AT ROWE LANE PHASE IV A  
PERIMETER DESCRIPTION  
TRAVIS COUNTY, TEXAS**

A DESCRIPTION OF 17.419 ACRES (APPROXIMATELY 758,751 SQ. FT.) IN THE JOHN KELSEY SURVEY, ABSTRACT NO. 2753, TRAVIS COUNTY, TEXAS, BEING A PORTION OF A 62.806 ACRE TRACT CONVEYED TO THE COMMONS AT ROWE LANE, L.P. IN A SPECIAL WARRANTY DEED DATED NOVEMBER 7, 2007 AND RECORDED IN DOCUMENT NO. 2007205045 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 17.419 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at a 1/2" rebar found for an interior ell corner in the north line of said 62.806 acre tract, being the southeast corner of Lot 10, Rolling Hills, a subdivision recorded in Book 76, Page 277 of the Plat Records of Travis County, Texas;

**THENCE** North 07°33'47" East, with the north line of said 62.806 acre tract, in part being the east line of said Lot 10, and in part being the east line of Lot 11 of said Rolling Hills, a distance of 517.91 feet to a 1/2" rebar with "Chaparral" cap set in the east line of said Lot 11, from which a 1/2" rebar with "ZWA" cap found for an exterior ell corner in the north line of said 62.806 acre tract bears North 7°33'47" East, a distance of 5.40 feet;

**THENCE** crossing said 62.806 acre tract, the following thirty-three (33) courses and distances:

1. South 82°26'13" East, a distance of 119.64 feet to a 1/2" rebar with "Chaparral" cap set;
2. North 07°33'47" East, a distance of 34.13 feet to a 1/2" rebar with "Chaparral" cap set;
3. South 82°26'13" East, a distance of 170.00 feet to a 1/2" rebar with "Chaparral" cap set;
4. North 07°33'47" East, a distance of 35.41 feet to a 1/2" rebar with "Chaparral" cap set;
5. South 82°26'13" East, a distance of 489.19 feet to a 1/2" rebar with "Chaparral" cap set;

6. North  $07^{\circ}33'47''$  East, a distance of 35.41 feet to a 1/2" rebar with "Chaparral" cap set;
7. South  $82^{\circ}26'13''$  East, a distance of 170.00 feet to a 1/2" rebar with "Chaparral" cap set;
8. North  $07^{\circ}33'47''$  East, a distance of 2.66 feet to a 1/2" rebar with "Chaparral" cap set;
9. South  $82^{\circ}26'13''$  East, a distance of 120.00 feet to a 1/2" rebar with "Chaparral" cap set;
10. South  $07^{\circ}33'47''$  West, a distance of 20.12 feet to a 1/2" rebar with "Chaparral" cap set;
11. South  $82^{\circ}26'13''$  East, a distance of 170.00 feet to a 1/2" rebar with "Chaparral" cap set;
12. North  $07^{\circ}33'47''$  East, a distance of 0.84 feet to a 1/2" rebar with "Chaparral" cap set;
13. South  $82^{\circ}26'13''$  East, a distance of 120.00 feet to a 1/2" rebar with "Chaparral" cap set;
14. South  $07^{\circ}33'47''$  West, a distance of 129.20 feet to a 1/2" rebar with "Chaparral" cap set;
15. North  $82^{\circ}26'13''$  West, a distance of 105.00 feet to a 1/2" rebar with "Chaparral" cap set;
16. South  $07^{\circ}33'47''$  West, a distance of 50.00 feet to a 1/2" rebar with "Chaparral" cap set;
17. With a curve to the left, having a radius of 15.00 feet, a delta angle of  $90^{\circ}00'00''$ , an arc length of 23.56 feet, and a chord which bears South  $52^{\circ}33'47''$  West, a distance of 21.21 feet to a 1/2" rebar with "Chaparral" cap set;
18. South  $07^{\circ}33'47''$  West, a distance of 210.00 feet to a 1/2" rebar with "Chaparral" cap set;
19. With a curve to the left, having a radius of 15.00 feet, a delta angle of  $90^{\circ}00'00''$ , an arc length of 23.56 feet, and a chord which bears South  $37^{\circ}26'13''$  East, a distance of 21.21 feet to a 1/2" rebar with "Chaparral" cap set;

20. South  $07^{\circ}33'47''$  West, a distance of 60.00 feet to a 1/2" rebar with "Chaparral" cap set;
21. North  $82^{\circ}26'13''$  West, a distance of 29.92 feet to a 1/2" rebar with "Chaparral" cap set;
22. South  $07^{\circ}33'47''$  West, a distance of 128.39 feet to a 1/2" rebar with "Chaparral" cap set;
23. North  $82^{\circ}11'41''$  West, a distance of 532.06 feet to a 1/2" rebar with "Chaparral" cap set;
24. South  $81^{\circ}17'04''$  West, a distance of 41.35 feet to a 1/2" rebar with "Chaparral" cap set;
25. North  $11^{\circ}19'18''$  West, a distance of 121.14 feet to a 1/2" rebar with "Chaparral" cap set;
26. With a curve to the left, having a radius of 570.00 feet, a delta angle of  $17^{\circ}37'55''$ , an arc length of 175.41 feet, and a chord which bears South  $72^{\circ}22'34''$  West, a distance of 174.72 feet to a 1/2" rebar with "Chaparral" cap set;
27. South  $63^{\circ}33'37''$  West, a distance of 190.20 feet to a 1/2" rebar with "Chaparral" cap set;
28. North  $26^{\circ}26'23''$  West, a distance of 60.00 feet to a 1/2" rebar with "Chaparral" cap set;
29. With a curve to the right, having a radius of 15.00 feet, a delta angle of  $90^{\circ}01'15''$ , an arc length of 23.57 feet, and a chord which bears North  $71^{\circ}27'31''$  West, a distance of 21.22 feet to a 1/2" rebar with "Chaparral" cap set;
30. South  $63^{\circ}47'56''$  West, a distance of 50.00 feet to a 1/2" rebar with "Chaparral" cap set;
31. With a curve to the right, having a radius of 15.00 feet, a delta angle of  $91^{\circ}37'09''$ , an arc length of 23.99 feet, and a chord which bears South  $19^{\circ}15'46''$  West, a distance of 21.51 feet to a 1/2" rebar with "Chaparral" cap set;
32. With a curve to the right, having a radius of 570.00 feet, a delta angle of  $18^{\circ}42'37''$ , an arc length of 186.14 feet, and a chord which bears South  $74^{\circ}31'36''$  West, a distance of 185.31 feet to a 1/2" rebar with "Chaparral" cap set;

Page 4

33. North  $02^{\circ}46'14''$  West, a distance of 146.76 feet to a 1/2" rebar with "Chaparral" cap set, to the **POINT OF BEGINNING**, containing 17.419 acres of land, more or less.

Surveyed on the ground April 4, 2012. Bearing Basis: Bearing Basis: Grid Azimuth for Texas Central Zone, 1983/93 HARN values from LCRA control network. Attachments: Drawing 697-007-IV-A.dwg

Preliminary, this document shall not be recorded for any purpose.

Eric J. Dannheim  
Registered Professional Land Surveyor  
State of Texas No. 6075

§ EXHIBIT 82.401 (C)

**(c) CASH SECURITY AGREEMENT**

TO: Travis County, Texas

DEVELOPER: The Commons at Rowe Lane, L.P., a Texas limited partnership  
By: Rowe Commons Corporation, a Texas corporation  
its General Partner

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: \$ *183,258.00*

SUBDIVISION: The Commons at Rowe Lane, Phase 4A

DATE OF POSTING: April 16, 2013

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

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

The County considers such a drawing on this Security necessary to complete all or part of the SUBDIVISION Improvements to current Travis County Standards for the Construction of Roads and Drainage in Subdivisions (the "Standards). No further substantiation of the necessity of the draw is required by this Agreement.

This Agreement is conditioned on the performance of the duties of the DEVELOPER prior to the EXPIRATION DATE to provide for the construction and completion of the street and drainage Improvements in the SUBDIVISION to current Travis County Standards for the construction of Roads and Drainage in Subdivisions ("the "Standards"), so that the Improvements are performing to the Standards upon the approval of the construction of the Improvements and the acceptance of the public Improvements by the Commissioners Court and at the end of the public Improvement construction Performance Period, which commences upon the acceptance.

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

Cash Security Agreement



Cash Security Agreement  
Page 2

The Developer must indicate by signing the appropriate line, below, whether or not he wishes the escrowed funds to be invested, with interest earned at the rate Travis County receives for its 90-day accounts, and be charged a \$25.00 investment fee every 90 days. The minimum amount, of cash security, that will be considered for the investment in Two Thousand Dollars (\$2,000.00).

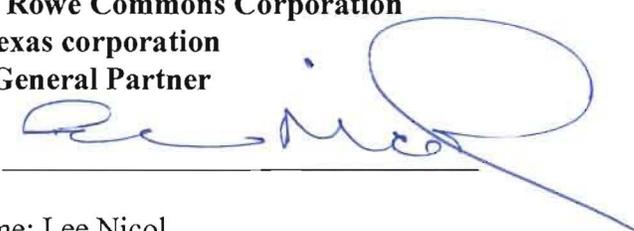
**DEVELOPER**

**ADDRESS OF DEVELOPER**

**The Commons at Rowe Lane, L.P.**  
**a Texas limited partnership**  
**By: Rowe Commons Corporation**  
**a Texas corporation**  
**its General Partner**

**2929 West 5<sup>th</sup> Street, Suite A**  
**Ft. Worth, TX 76107**

By: \_\_\_\_\_



Name: Lee Nicol

Title: President

Date: April 16, 2013

Phone: 817/332-9600

**SIGN ONLY ONE**

Invest funds with interest paid at the rate Travis County receives for its 90-day accounts and be charged a \$25.00 investment fee for every 90 days.

Commons at Rowe Lane, Lp  
Rowe Commons Corp, GP  
Name Lee Nicol, President Date 4.16.13

Funds shall not be invested and no interest shall be accrued to the Developer/Builder.

\_\_\_\_\_  
Name Date



Cash Security Agreement  
Page 3

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: \_\_\_\_\_  
Date

\_\_\_\_\_  
COUNTY JUDGE, TRAVIS COUNTY, TEXAS

\_\_\_\_\_  
Date



**§ EXHIBIT 82.201(C)  
EXTENSION OF SIXTY-DAY PERIOD FOR  
COMPLETED PLAT APPLICATION FINAL ACTION**

Date: 5.16.13

Owner's Name and Address: Commons at Rowe Lane, LP  
Rowe Commons Corp, GP  
Lee Nicol, President

Proposed Subdivision Name and Legal Description (the "Property"):

Commons at Rowe Lane, Phase 4A

The undersigned Owner and the Executive Manager of Travis County Transportation and Natural Resources Department hereby agree that the sixty (60) day period for final action to be taken on a Completed Plat Application for the Property is hereby extended by mutual agreement and without compulsion until the date that all subdivision requirements have been met to Travis County standards to the satisfaction of the Executive Manager of TNR.

Executed and affective as of the date set forth below.

Owner: Commons at Rowe Lane, LP  
By: Rowe Commons Corp, GP  
Name: Lee Nicol (Lee Nicol)  
Title: PRESIDENT  
Authorized Representative

**ACKNOWLEDGEMENT**

STATE OF TEXAS  
COUNTY OF ~~TRAVIS~~ TARRANT

This instrument was acknowledged before me on the 16<sup>th</sup> day of May, 2013, by Lee Nicol of Tarrant Travis County, Texas known to me personally or on the basis of an approved form of identification, in the capacity stated.

Notary Public, State of Texas

Theresa Congdon

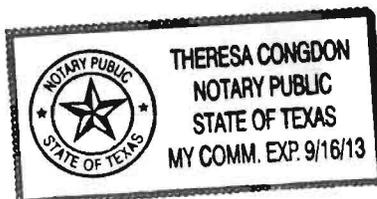
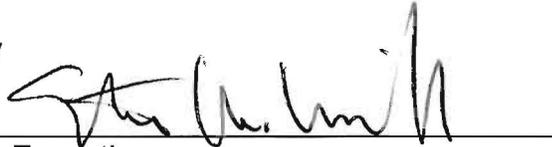


EXHIBIT 82.201(C)  
EXTENSION OF SIXTY DAY PERIOD – PAGE 2 OF 2

Travis County

By:



County Executive

Travis County Transportation and Natural Resources Department

ACKNOWLEDGEMENT

STATE OF TEXAS  
COUNTY OF TRAVIS

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Steven M Manilla, P.E., County Executive of Travis County, Texas known to me personally or on the basis of an approved form of identification, in the capacity stated.

Notary Public, State of Texas

\_\_\_\_\_

\_\_\_\_\_

(Printed Name of Notary)

My Commission Expires:

§ EXHIBIT 82.401 (C)

(c) **CASH SECURITY AGREEMENT**

TO: Travis County, Texas

DEVELOPER: The Commons at Rowe Lane, L.P., a Texas limited partnership  
By: Rowe Commons Corporation, a Texas corporation  
its General Partner

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: \$ *183,258.00*

SUBDIVISION: The Commons at Rowe Lane, Phase 4A

DATE OF POSTING: April 16, 2013

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

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

The County considers such a drawing on this Security necessary to complete all or part of the SUBDIVISION Improvements to current Travis County Standards for the Construction of Roads and Drainage in Subdivisions (the "Standards). No further substantiation of the necessity of the draw is required by this Agreement.

This Agreement is conditioned on the performance of the duties of the DEVELOPER prior to the EXPIRATION DATE to provide for the construction and completion of the street and drainage Improvements in the SUBDIVISION to current Travis County Standards for the construction of Roads and Drainage in Subdivisions ("the "Standards"), so that the Improvements are performing to the Standards upon the approval of the construction of the Improvements and the acceptance of the public Improvements by the Commissioners Court and at the end of the public Improvement construction Performance Period, which commences upon the acceptance.

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

Cash Security Agreement



Cash Security Agreement  
Page 2

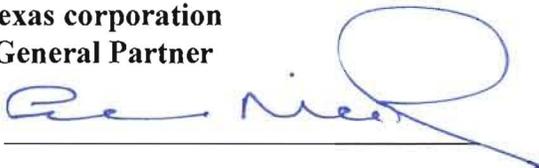
The Developer must indicate by signing the appropriate line, below, whether or not he wishes the escrowed funds to be invested, with interest earned at the rate Travis County receives for its 90-day accounts, and be charged a \$25.00 investment fee every 90 days. The minimum amount, of cash security, that will be considered for the investment in Two Thousand Dollars (\$2,000.00).

**DEVELOPER**

**ADDRESS OF DEVELOPER**

**The Commons at Rowe Lane, L.P.**  
**a Texas limited partnership**  
**By: Rowe Commons Corporation**  
**a Texas corporation**  
**its General Partner**

**2929 West 5<sup>th</sup> Street, Suite A**  
**Ft. Worth, TX 76107**

By: 

Name: Lee Nicol

Title: President

Date: April 16, 2013

Phone: 817/332-9600

**SIGN ONLY ONE**

Invest funds with interest paid at the rate Travis County receives for its 90-day accounts and be charged a \$25.00 investment fee for every 90 days.

Commons at Rowe Lane, LP  
Rowe Commons Corp, GP  
Name Lee Nicol, PRESIDENT Date 4.16.13

Funds shall not be invested and no interest shall be accrued to the Developer/Builder.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



Cash Security Agreement  
Page 3

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: \_\_\_\_\_  
Date

\_\_\_\_\_  
COUNTY JUDGE, TRAVIS COUNTY, TEXAS

\_\_\_\_\_  
Date





FINAL PLAT:  
THE COMMONS AT ROWE LANE PHASE IV A  
TRAVIS COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF TRAVIS

KNOW ALL MEN BY THESE PRESENTS:

THAT THE COMMONS AT ROWE LANE, L.P., A TEXAS LIMITED PARTNERSHIP, ACTING HERIN BY AND THROUGH LEE NICOL, PRESIDENT OF ROWE COMMONS CORPORATION, A TEXAS CORPORATION, ITS GENERAL PARTNER, BEING THE OWNER OF 17.419 ACRES IN THE JOHN KELSEY SURVEY, ABSTRACT NO. 2753, IN TRAVIS COUNTY, TEXAS, BEING A PORTION OF 62.806 ACRES CONVEYED BY DEED OF RECORD IN DOCUMENT NO. 2007205045 OF THE OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS;

DO HEREBY SUBMIDE 17.419 ACRES IN ACCORDANCE WITH THE MAP OR PLAT ATTACHED HERETO PURSUANT TO TEXAS LOCAL GOVERNMENT CODE 232.00, TO BE KNOWN AS

THE COMMONS AT ROWE LANE PHASE IV A

AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

THE COMMONS AT ROWE LANE, L.P. A TEXAS LIMITED PARTNERSHIP

BY: ROWE COMMONS CORPORATION  
A TEXAS CORPORATION  
ITS GENERAL PARTNER  
2929 W. 5TH, SUITE A  
FORT WORTH, TEXAS 76107

BY: LEE NICOL, PRESIDENT

STATE OF TEXAS  
COUNTY OF TRAVIS

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND AND SEALED IN MY OFFICE, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

STATE OF TEXAS  
CITY OF PFLUGERVILLE

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D., BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF PFLUGERVILLE, TEXAS, ON BEHALF OF THE CITY.

By: NAJI NORDER, CHAIRPERSON

THIS PLAT REFLECTS THE APPROVAL GRANTED BY THE PLANNING AND ZONING COMMISSION ON THE DATE INDICATED ABOVE.

THIS PLAT IS LOCATED IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF PFLUGERVILLE, TEXAS, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

By: TREV FLETCHER, PLANNING DIRECTOR

ATTEST:

KAREN THOMPSON, CITY SECRETARY

SURVEYOR'S CERTIFICATION

STATE OF TEXAS  
COUNTY OF TRAVIS

KNOW ALL MEN BY THESE PRESENTS:

THAT I, ERIC J. DANNHEIM, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND, ON APRIL 4, 2012, AND THAT ALL CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH THE SUBDIVISION CODE OF THE CITY OF PFLUGERVILLE, TEXAS, AND THAT ALL KNOWN EASEMENTS WITHIN THE BOUNDARY OF THE PLAT ARE SHOWN HEREON.

Preliminary, this document shall not be recorded for any purpose.

ERIC J. DANNHEIM, R.P.L.S. 6075

SURVEYING BY:  
CHAPARRAL PROFESSIONAL LAND SURVEYING, INC.  
3500 MCCALL LANE  
AUSTIN, TEXAS 78744  
512-443-1724

ENGINEER'S CERTIFICATION

STATE OF TEXAS  
COUNTY OF TRAVIS

I, JOHN D. HINES, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

THE 100 YEAR FLOOD IS CONTAINED WITHIN THE DRAINAGE EASEMENTS AS SHOWN HEREON. NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARY OF THE 100 YEAR FLOODPLAIN, AS SHOWN ON THE FEMA MAP COMMUNITY PLAN NO. 4845X022804, DATED SEPTEMBER 26, 2008.

JOHN O. HINES, P.E. 96691

ENGINEERING BY:  
GRAY & ASSOCIATES, INC.  
B217 SHOAL CREEK BLVD., SUITE 200  
AUSTIN, TEXAS 78757  
512-452-0371  
TBPE # 2949

PLAT NOTES AND TRAVIS COUNTY STANDARD NOTES

1. THIS PROPERTY IS OUTSIDE THE CITY OF PFLUGERVILLE CITY LIMITS, BUT WITHIN THE E.T.J.
2. NO OBJECTS, INCLUDING BUT NOT LIMITED TO BUILDINGS, FENCES OR LANDSCAPING AND OTHER STRUCTURES SHALL BE PERMITTED IN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY TRAVIS COUNTY AND THE CITY OF PFLUGERVILLE.
3. PROPERTY OWNER OR ASSIGNS SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AND UTILITY EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES FOR INSPECTION OR MAINTENANCE OF SAID EASEMENTS.
4. ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR ASSIGNS.
5. A TRAVIS COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY SITE DEVELOPMENT.
6. 4' SIDEWALKS SHALL BE CONSTRUCTED ALONG EACH SIDE OF ALL LOCAL STREETS IN THIS SUBDIVISION. SIDEWALK RAMPS FOR HANDICAP ACCESS SHALL BE PROVIDED AT ALL STREET INTERSECTIONS UNLESS NOTED OTHERWISE.
7. A TEN (10) FOOT WIDE PUBLIC UTILITY EASEMENT IS HEREBY DEDICATED PARALLEL WITH AND ADJACENT TO ALL STREET RIGHTS-OF-WAY.
8. THE 25 AND 100 YEAR FLOOD PLAN WILL BE CONTAINED WITHIN THE DRAINAGE EASEMENTS AND STREET RIGHTS-OF-WAY SHOWN HEREON.
9. WATER AND WASTEWATER SERVICE TO THIS SUBDIVISION WILL BE PROVIDED BY MANVILLE WATER SUPPLY CORPORATION AND THE CITY OF PFLUGERVILLE, RESPECTIVELY.
10. THERE SHALL BE NO OCCUPANCY OF ANY LOT IN THIS SUBDIVISION UNTIL CONNECTION HAS BEEN MADE TO AN APPROVED PUBLIC SEWER SYSTEM.
11. THERE SHALL BE NO OCCUPANCY OF ANY LOT IN THIS SUBDIVISION UNTIL WATER SATISFACTORY FOR HUMAN CONSUMPTION IS AVAILABLE FROM A SOURCE IN ADEQUATE AND SUFFICIENT SUPPLY FOR THE PROPOSED DEVELOPMENT.
12. ALL SINGLE FAMILY RESIDENTIAL LOTS IN THIS SUBDIVISION ARE SUBJECT TO THE DECLARATION OF COVENANTS, RESTRICTIONS AND EASEMENTS AS RECORDED IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.
13. ALL BUILDING SETBACK LINES WILL BE IN ACCORDANCE WITH THE COMPREHENSIVE DEVELOPMENT AND CONSENT AGREEMENT FOR LAKESIDE WCID NO. 3, BETWEEN ROWE LANE DEVELOPMENT, LTD., H2N CORPORATION, ATLAN ERNEST PFLUGER, JR., RUBY MAE PFLUGER, PATRICIA PFLUGER HOFFMAN, AND THE CITY OF PFLUGERVILLE, TEXAS, EFFECTIVE DATE NOVEMBER 22, 2004.
14. ALL (NEW) TELEPHONE AND CABLE TELEVISION UTILITY LINES AND ALL ELECTRIC UTILITY LATERAL AND SERVICE LINES AND WIRES SHALL BE PLACED UNDERGROUND, EXCEPT AS OTHERWISE HEREIN PROVIDED.
15. WHERE EXISTING OVERHEAD ELECTRIC SERVICE EXISTS, ELECTRIC UTILITY SERVICE LINES FOR STREET OR SITE LIGHTING SHALL BE PLACED UNDERGROUND.
16. ALL ELECTRIC, CABLE TELEVISION AND TELEPHONE SUPPORT EQUIPMENT (TRANSFORMERS, AMPLIFIERS, SWITCHING DEVICES, ETC.) NECESSARY FOR UNDERGROUND INSTALLATIONS IN SUBDIVISIONS SHALL BE PAD MOUNTED OR PLACED UNDERGROUND IN A PUBLIC UTILITY EASEMENT RATHER THAN A RIGHT-OF-WAY.
17. THIS SUBDIVISION IS SUBJECT TO ALL CITY OF PFLUGERVILLE ORDINANCES RELATED TO TREE CONSERVATION INCLUDING, BUT NOT LIMITED TO, THE CONSERVATION STANDARDS OUTLINED IN THE UNIFORM DEVELOPMENT CODE.
18. THE ASSESSED IMPACT FEE RATE FOR THE CITY OF PFLUGERVILLE WASTEWATER SERVICE SHALL BE \$1362.00 AS STATED THROUGH THE COMPREHENSIVE DEVELOPMENT AND CONSENT AGREEMENT FOR LAKESIDE WCID NO. 3 [THE DISTRICT] DATED NOVEMBER 22, 2004, AND RELATED SUPPORTING DOCUMENTS BETWEEN THE CITY AND THE DISTRICT.
19. STREET LIGHTS SHALL BE PROVIDED IN ACCORDANCE WITH THE UNIFIED DEVELOPMENT CODE SUBCHAPTER 13 AND ANY OTHER PROVISIONS REQUIRED BY THE CITY OF PFLUGERVILLE. A STREET LIGHTING PLAN SHALL BE APPROVED BY THE APPLICABLE ELECTRIC UTILITY PROVIDER AS WELL AS THE CITY OF PFLUGERVILLE.
20. PARKLAND DEDICATION FOR THIS SUBDIVISION IS SATISFIED BY ELIGIBLE PARKLAND PLATTED IN PHASE I (18.260 ACRES), PHASE II A (1.862 ACRES), PHASE II B (5.287 ACRES), AND WITH THE ADDITION OF LOT 3, BLOCK H, LOT 6, BLOCK N, LOT 7, BLOCK N, LOT 6, BLOCK FF AND LOT 54, BLOCK O, PHASE III B.

TRAVIS COUNTY COMMISSIONERS COURT RESOLUTION

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND/OR THE DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE "IMPROVEMENTS") TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT TRAFFIC CONTROL SIGNS, SUCH AS SPEED LIMIT, STOP SIGNS, AND YIELD SIGNS, WHICH IS CONSIDERED TO BE A PART OF THE DEVELOPER'S CONSTRUCTION.

STATE OF TEXAS  
COUNTY OF TRAVIS

I, DANA DEBEALVOIR, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D., THE COMMISSIONER'S COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

DANA DEBEALVOIR, COUNTY CLERK  
TRAVIS COUNTY, TEXAS

By: DEPUTY

STATE OF TEXAS  
COUNTY OF TRAVIS

I, DANA DEBEALVOIR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D., AT \_\_\_\_ O'CLOCK \_\_\_\_ M., DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D., AT \_\_\_\_ O'CLOCK \_\_\_\_ M., PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

DANA DEBEALVOIR, COUNTY CLERK  
TRAVIS COUNTY, TEXAS

By: DEPUTY

**Chaparral**  
Professional Land Surveying, Inc.  
Surveying and Mapping

3500 McCall Lane  
Austin, Texas 78744  
512-443-1724

PROJECT NO.: 697-007  
DRAWING NO.: 697-007-IV-A  
PLOT DATE: 01/24/13  
PLOT SCALE: 1"=100'  
DRAWN BY: EJD  
SHEET 04 OF 04

FINAL PLAT:  
THE COMMONS AT ROWE LANE PHASE IV A  
TRAVIS COUNTY, TEXAS

LINE TABLE		
No.	BEARING	LENGTH
L1	N07°33'47"E	5.40'
L2	S82°26'13"E	119.64'
L3	N07°33'47"E	34.13'
L4	N07°33'47"E	35.41'
L5	N07°33'47"E	35.41'
L6	N07°33'47"E	2.66'
L7	S07°33'47"W	20.12'
L8	N07°33'47"E	0.84'
L9	N82°26'13"W	105.00'
L10	S07°33'47"W	50.00'
L11	S07°33'47"W	60.00'
L12	N82°26'13"W	29.92'
L13	S07°33'47"W	128.39'
L14	S81°17'04"W	41.35'
L15	N26°26'23"W	60.00'
L16	S63°47'56"W	50.00'
L17	S26°26'23"E	120.55'
L18	N17°30'39"W	124.87'
L19	N07°33'47"E	95.24'
L20	S07°33'47"W	60.00'
L21	N07°33'47"E	48.77'
L22	N07°33'47"E	75.00'
L23	N26°26'23"W	65.00'
L24	N07°33'47"E	69.85'
L25	N82°26'13"W	34.19'
L26	N82°26'13"W	34.19'
L27	N07°33'47"E	130.82'
L28	S07°33'47"W	130.82'
L29	N07°33'47"E	113.36'
L30	S07°33'47"W	113.36'
L31	N17°30'39"W	69.73'
L32	N33°27'34"E	3.34'
L33	N17°30'39"W	19.86'
L34	N88°28'50"W	3.34'
L35	N07°33'47"E	95.24'

CURVE TABLE						
NO.	DELTA	RADIUS	TAN	ARC	CHORD	BEARING
C1	90°00'00"	15.00'	15.00'	23.56'	21.21'	S52°33'47"W
C2	90°00'00"	15.00'	15.00'	23.56'	21.21'	S37°26'13"E
C3	17°37'55"	570.00'	88.40'	175.41'	174.72'	S72°22'35"W
C4	90°01'15"	15.00'	15.01'	23.57'	21.22'	N71°27'31"W
C5	91°37'09"	15.00'	15.43'	23.99'	21.51'	S19°15'46"W
C6	18°42'37"	570.00'	93.90'	186.14'	185.31'	S74°31'36"W
C7	256°39'27"	50.00'	63.25'	223.98'	76.45'	N78°06'39"W
C8	35°40'47"	50.00'	16.09'	31.14'	30.64'	S08°36'00"E
C9	53°31'26"	50.00'	25.22'	46.71'	45.03'	S36°00'07"W
C10	53°26'03"	50.00'	25.17'	46.63'	44.96'	S89°28'51"W
C11	53°21'51"	50.00'	25.13'	46.57'	44.90'	N37°07'11"W
C12	60°39'20"	50.00'	29.25'	52.93'	50.49'	N19°53'25"E
C13	76°39'27"	15.00'	11.86'	20.07'	18.61'	S11°53'21"W
C14	5°22'24"	630.00'	29.56'	59.08'	59.06'	S66°14'49"W
C15	86°26'40"	15.00'	14.10'	22.63'	20.54'	N25°42'41"E
C16	25°04'26"	175.00'	38.91'	76.58'	75.97'	S04°58'26"E
C17	16°35'16"	175.00'	25.51'	50.66'	50.49'	S09°13'01"E
C18	8°29'10"	175.00'	12.98'	25.92'	25.90'	S03°19'12"W
C19	90°00'00"	15.00'	15.00'	23.56'	21.21'	N37°26'13"W
C20	52°01'12"	15.00'	7.32'	13.62'	13.16'	S71°33'10"W
C21	194°02'25"	50.00'	406.04'	169.33'	99.25'	S37°26'13"E
C22	52°01'12"	15.00'	7.32'	13.62'	13.16'	N33°34'23"E
C23	44°09'17"	50.00'	20.28'	38.53'	37.59'	N67°37'13"E
C24	55°10'16"	50.00'	26.12'	48.15'	46.31'	S62°43'01"E
C25	55°10'16"	50.00'	26.12'	48.15'	46.31'	S07°32'45"E
C26	39°32'36"	50.00'	17.97'	34.51'	33.83'	S39°48'41"W
C27	90°00'00"	15.00'	15.00'	23.56'	21.21'	S37°26'13"E
C28	90°00'00"	15.00'	15.00'	23.56'	21.21'	N52°33'47"E
C29	90°00'00"	15.00'	15.00'	23.56'	21.21'	S37°26'13"E
C30	90°00'00"	15.00'	15.00'	23.56'	21.21'	N52°33'47"E
C31	90°00'00"	15.00'	15.00'	23.56'	21.21'	S37°26'13"E
C32	34°00'09"	570.00'	174.28'	338.27'	333.33'	S80°33'42"W
C33	0°28'18"	570.00'	2.35'	4.69'	4.69'	N82°40'22"W
C34	7°46'31"	570.00'	38.74'	77.35'	77.29'	N86°47'47"W
C35	8°07'26"	570.00'	40.48'	80.82'	80.75'	S85°15'15"W
C36	86°26'40"	15.00'	14.10'	22.63'	20.54'	S60°43'59"E
C37	50°58'24"	10.00'	4.77'	8.90'	8.61'	S07°58'22"W
C38	50°58'13"	10.00'	4.77'	8.90'	8.61'	N07°58'28"E
C39	50°58'11"	10.00'	4.77'	8.90'	8.61'	N42°59'45"W
C40	50°58'11"	10.00'	4.77'	8.90'	8.61'	S42°59'45"E
C41	25°04'26"	125.00'	27.80'	54.70'	54.27'	S04°58'26"E
C42	20°35'42"	125.00'	22.71'	44.93'	44.69'	S07°12'48"E
C43	4°28'44"	125.00'	4.89'	9.77'	9.77'	S05°19'25"W
C44	90°00'00"	15.00'	15.00'	23.56'	21.21'	S52°33'47"W
C45	90°00'00"	15.00'	15.00'	23.56'	21.21'	N37°26'13"W
C46	90°00'00"	15.00'	15.00'	23.56'	21.21'	N52°33'47"E
C47	21°31'06"	630.00'	119.71'	236.61'	235.22'	S86°48'14"W
C48	4°18'05"	630.00'	23.66'	47.29'	47.28'	N84°35'16"W
C49	5°54'50"	630.00'	32.54'	65.03'	65.00'	N89°41'43"W
C50	5°54'50"	630.00'	32.54'	65.03'	65.00'	S84°23'27"W
C51	5°23'21"	630.00'	29.65'	59.26'	59.24'	S78°44'21"W

LOT SUMMARY TABLES											
BLOCK FF		BLOCK O		BLOCK P		BLOCK Q		BLOCK U		BLOCK V	
LOT#	SQ. FT.	LOT#	SQ. FT.	LOT#	SQ. FT.	LOT#	SQ. FT.	LOT#	SQ. FT.	LOT#	SQ. FT.
6	12,828	33	8,371	1	13,922	1	8,952	1	9,369	1	8,352
7	10,658	34	8,525	2	10,168	2	7,177	2	8,400	2	7,104
8	13,560	35	8,229	3	9,045	3	7,177	23	8,352		
9	12,097	36	8,247	4	8,381	4	7,177	24	7,003		
10	12,316	37	8,265	5	7,800	5	7,177				
11	13,970	38	8,283	6	7,800	6	7,177				
12	10,679	39	8,301	7	7,800	7	7,177				
13	8,728	40	8,319	8	7,800	8	7,177				
14	7,800	41	8,336	9	7,800	9	8,952				
15	7,896			10	8,652	10	8,498				
16	9,901			11	8,652	21	3,775				
17	11,725			12	7,800						
18	9,833			13	7,800						
19	8,844			14	7,800						
20	8,844			15	7,800						
21	8,809			18	7,800						
22	9,919			17	7,800						
23	9,323			18	7,800						
24	7,991			19	7,800						
				20	7,800						
				21	8,662						

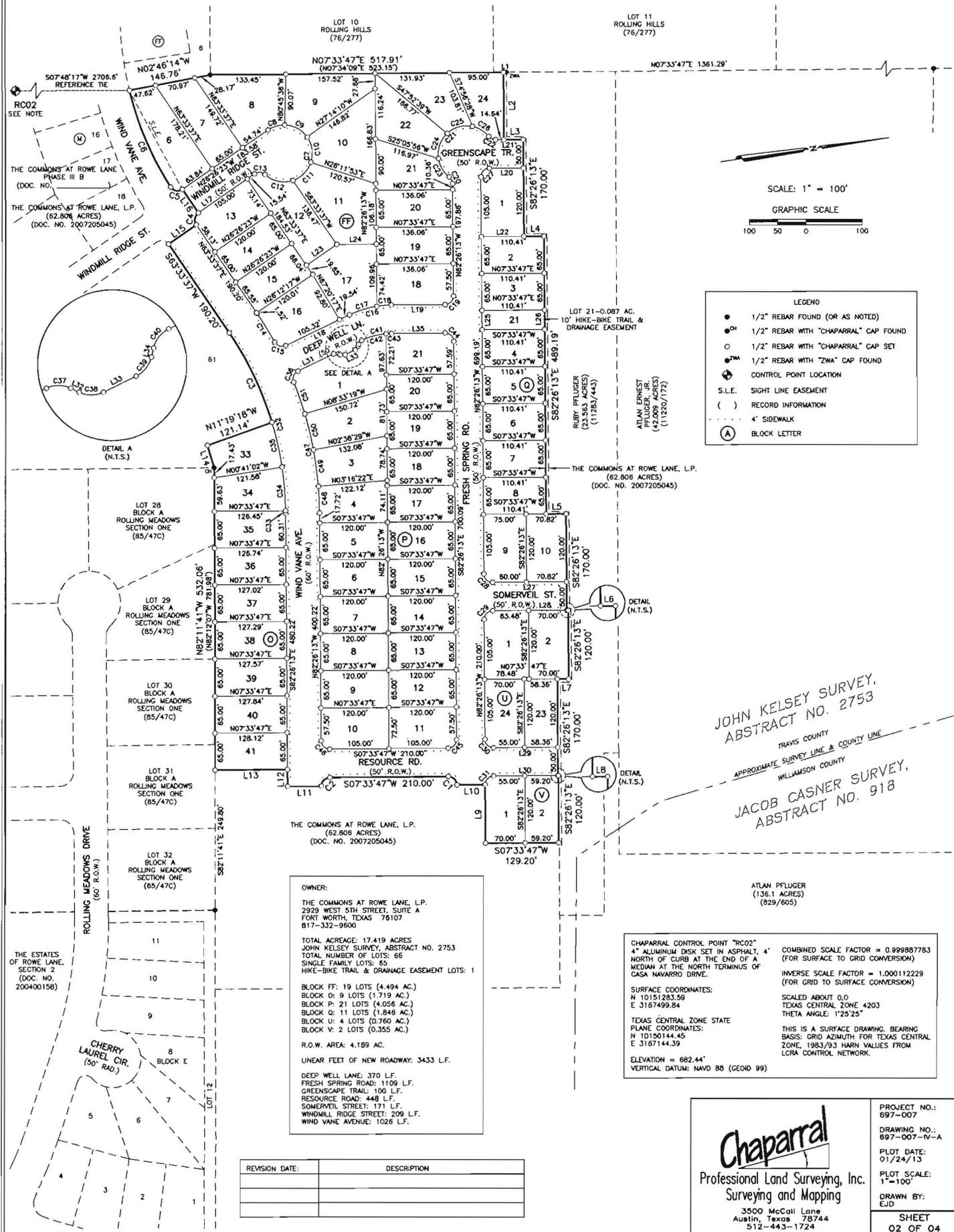


Professional Land Surveying, Inc.  
Surveying and Mapping

3500 McCall Lane  
Austin, Texas 78744  
512-443-1724

PROJECT NO.: 697-007  
DRAWING NO.: 697-007-IV-A  
PLOT DATE: 01/24/13  
PLOT SCALE: 1"=100'  
DRAWN BY: EJO  
SHEET 03 OF 04

FINAL PLAT:  
THE COMMONS AT ROWE LANE PHASE IV A  
TRAVIS COUNTY, TEXAS



LEGEND

- 1/2" REBAR FOUND (OR AS NOTED)
- 1/2" REBAR WITH "CHAPARRAL" CAP FOUND
- 1/2" REBAR WITH "CHAPARRAL" CAP SET
- 1/2" REBAR WITH "ZWA" CAP FOUND
- ⊕ CONTROL POINT LOCATION
- S.L.E. SIGHT LINE EASEMENT
- ( ) RECORD INFORMATION
- 6" SIDEWALK
- (A) BLOCK LETTER

JOHN KELSEY SURVEY,  
ABSTRACT NO. 2753  
TRAVIS COUNTY  
APPROXIMATE SURVEY LINE & COUNTY LINE  
WILLIAMSON COUNTY  
JACOB CASNER SURVEY,  
ABSTRACT NO. 918

OWNER:  
THE COMMONS AT ROWE LANE, L.P.  
2929 WEST 5TH STREET, SUITE A  
FORT WORTH, TEXAS 76107  
817-332-9600

TOTAL ACREAGE: 17.419 ACRES  
JOHN KELSEY SURVEY, ABSTRACT NO. 2753  
TOTAL NUMBER OF LOTS: 66  
SINGLE FAMILY LOTS: 65  
HIKE-BIKE TRAIL & DRAINAGE EASEMENT LOTS: 1

BLOCK FF: 19 LOTS (4.494 AC.)  
BLOCK O: 9 LOTS (1.719 AC.)  
BLOCK P: 21 LOTS (4.056 AC.)  
BLOCK Q: 11 LOTS (1.848 AC.)  
BLOCK U: 4 LOTS (0.760 AC.)  
BLOCK V: 2 LOTS (0.355 AC.)

R.O.W. AREA: 4.189 AC.  
LINEAR FEET OF NEW ROADWAY: 3433 L.F.  
DEEP WELL LANE: 370 L.F.  
FRESH SPRING ROAD: 1109 L.F.  
GREENSCAPE TRAIL: 100 L.F.  
RESOURCE ROAD: 448 L.F.  
SOMERVELL STREET: 171 L.F.  
WINDMILL RIDGE STREET: 209 L.F.  
WIND VANE AVENUE: 1026 L.F.

ATLAN PFLUGER  
(136.1 ACRES)  
(829/605)

CHAPARRAL CONTROL POINT "RC02"  
4" ALUMINUM DISK SET IN ASPHALT, 4'  
NORTH OF CURB AT THE END OF A  
MEDIAN AT THE NORTH TERMINUS OF  
CASA NAVARRO DRIVE.

SURFACE COORDINATES:  
N 10151283.59  
E 3167499.84

TEXAS CENTRAL ZONE STATE  
PLANE COORDINATES:  
N 10150144.45  
E 3167144.39

ELEVATION = 682.44'  
VERTICAL DATUM: NAVD 88 (GEOID 99)

COMBINED SCALE FACTOR = 0.999887783  
(FOR SURFACE TO GRID CONVERSION)  
INVERSE SCALE FACTOR = 1.000122229  
(FOR GRID TO SURFACE CONVERSION)

SCALED ABOUT 0.0  
TEXAS CENTRAL ZONE 4203  
THETA ANGLE: 1'25"25"

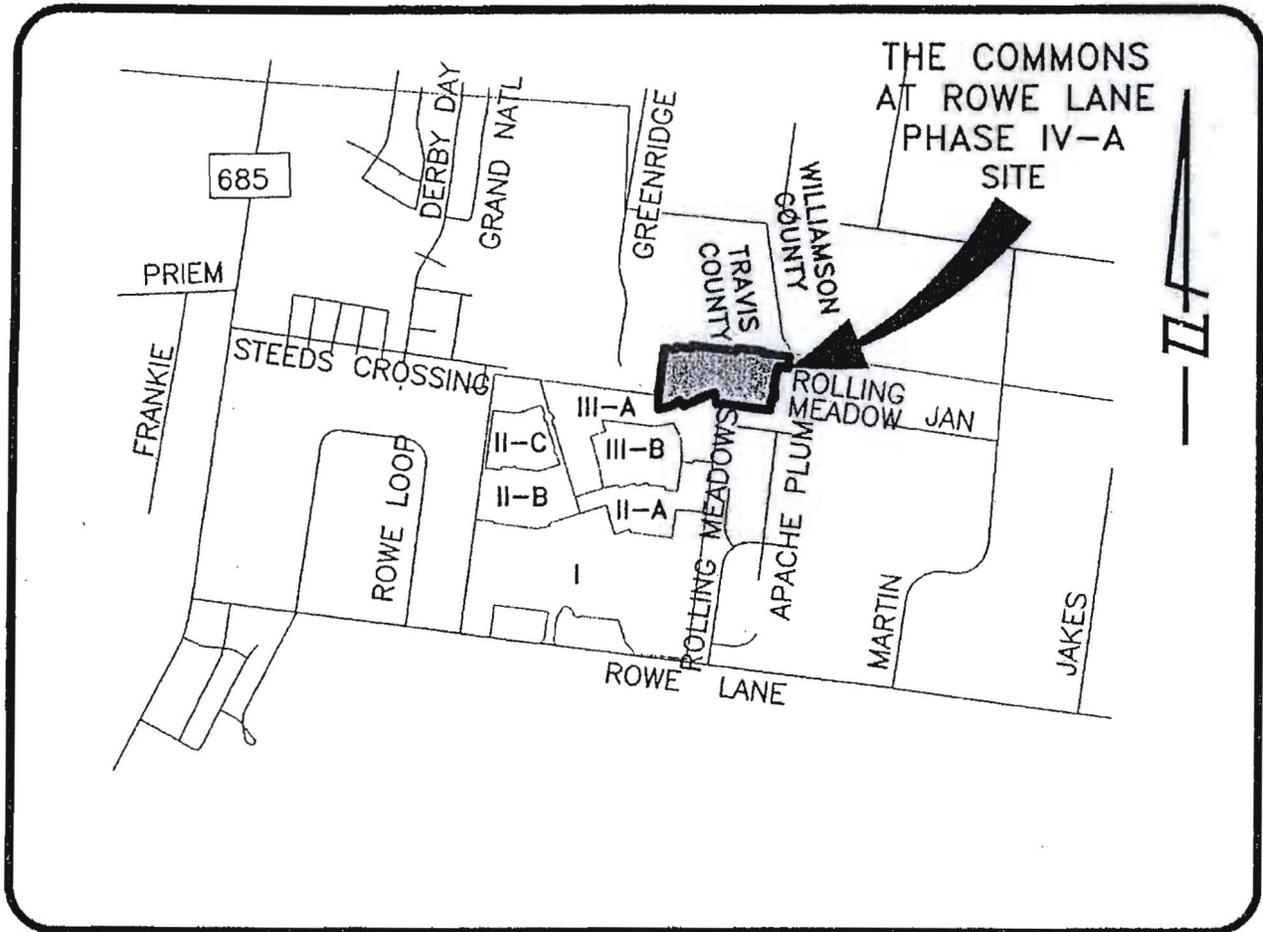
THIS IS A SURFACE DRAWING. BEARING  
BASIS: GRID AZIMUTH FOR TEXAS CENTRAL  
ZONE, 1983/93 HARN VALUES FROM  
LCRA CONTROL NETWORK.

REVISION DATE:	DESCRIPTION

**Chapparal**  
Professional Land Surveying, Inc.  
Surveying and Mapping

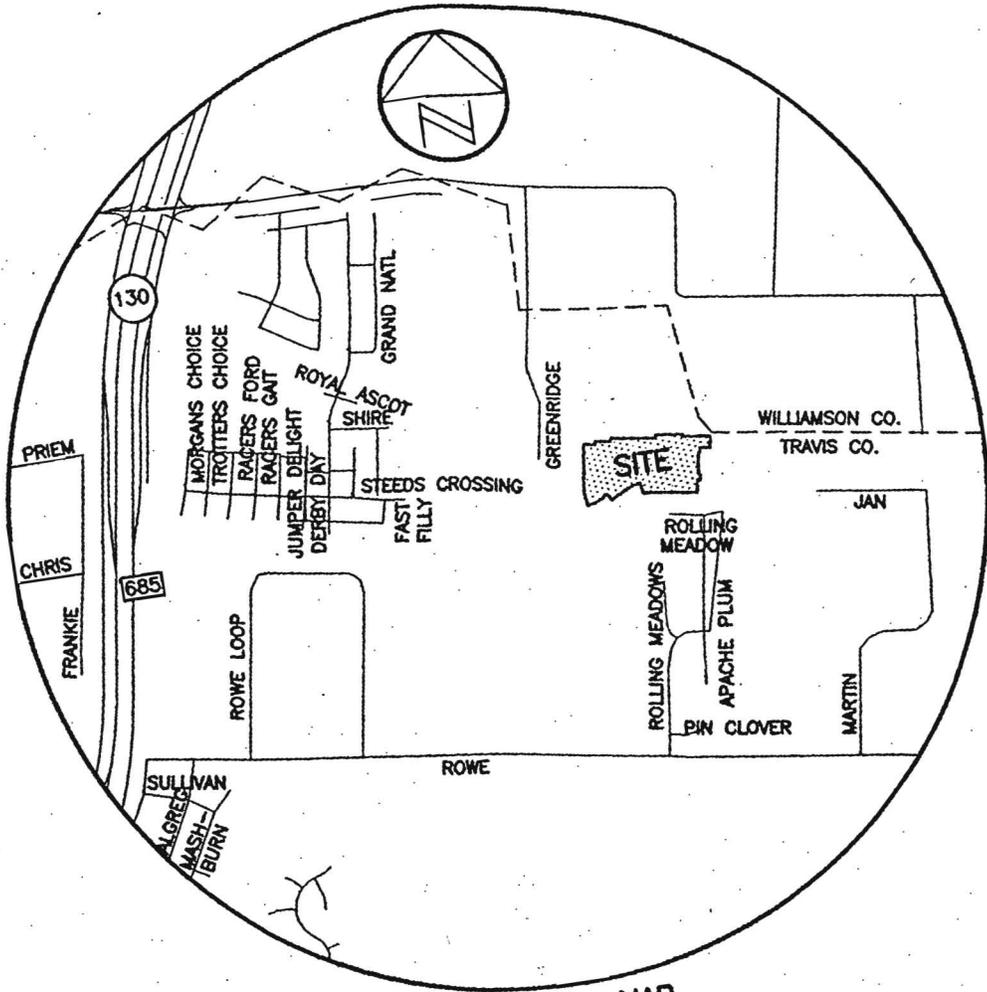
3500 McCall Lane  
Austin, Texas 78744  
512-443-1724

PROJECT NO.:  
697-007  
DRAWING NO.:  
897-007-IV-A  
PLOT DATE:  
01/24/13  
PLOT SCALE:  
1"=100'  
DRAWN BY:  
EJD  
SHEET  
02 OF 04



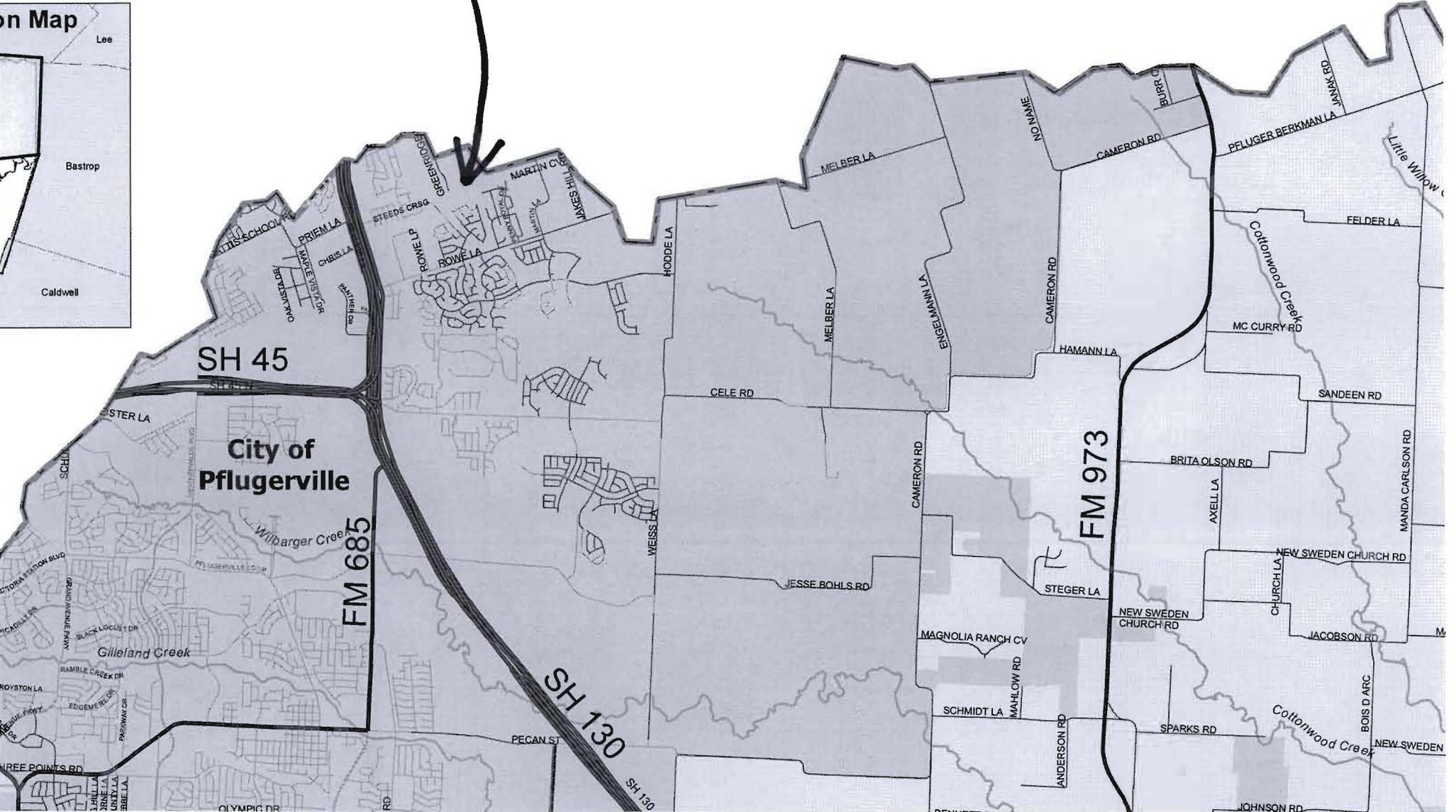
LOCATION MAP  
N.T.S.

# COMMONS at Rowe Lane, Phase IV-A



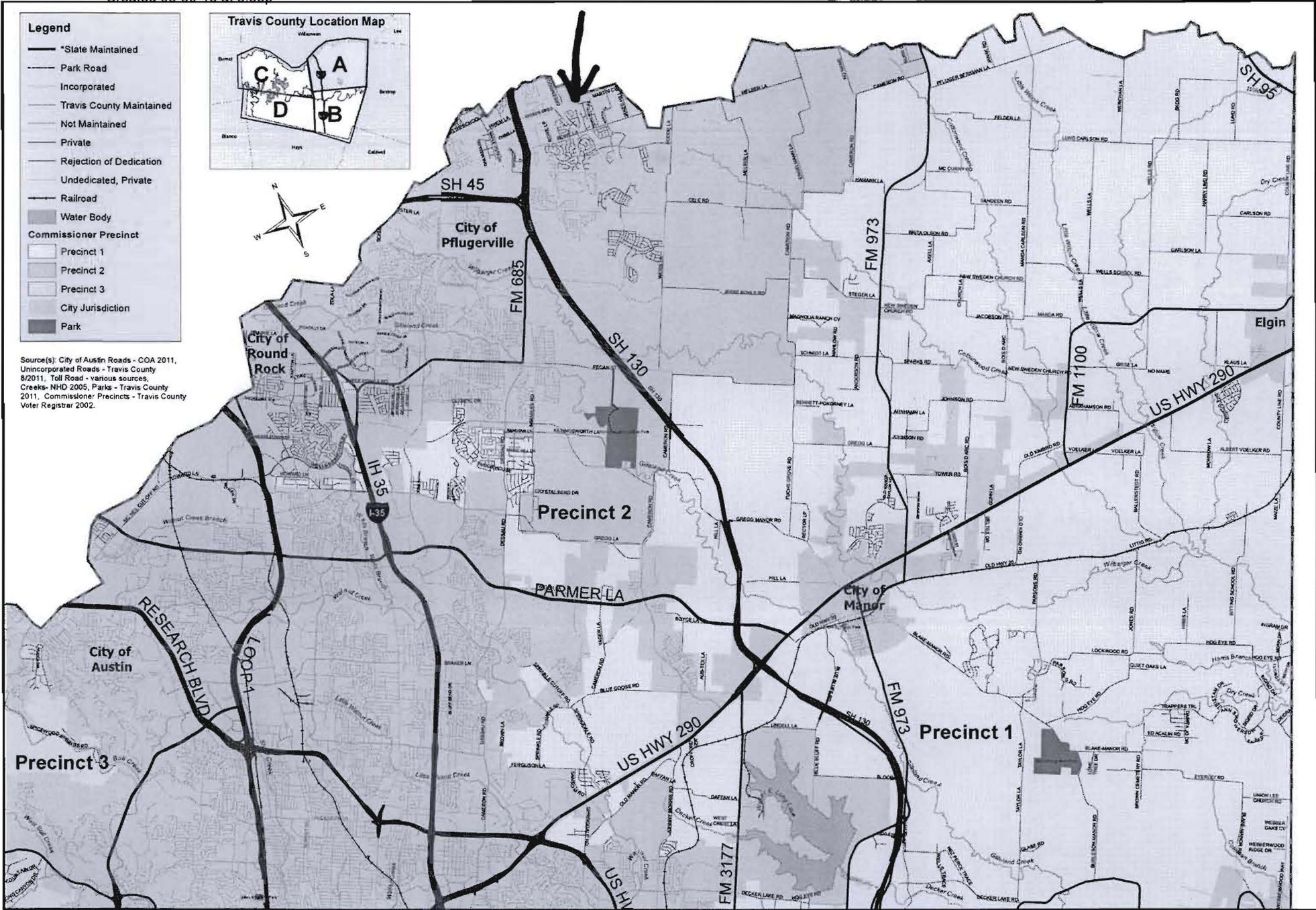
LOCATION MAP  
NOT TO SCALE

Site



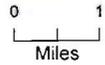
# Site

Created 05-30-13 at 3:55p



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

## Travis County Roadways, Map A



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

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



# Item 13

## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Juanita Jackson 854-4467

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

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

### **AGENDA LANGUAGE:**

Consider and take appropriate action regarding proposal from the Latino Health Care Forum to fund training for unemployed and underemployed Travis County veterans to become Certified Community Health Workers

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

In 2011, the Latino Healthcare Forum (LHCF) started PromoSalud as a community-based, State certified Community Health Workers (CHWs) training school for Central Texas. Since that time, the PromoSalud program has graduated 28 certified Community Health Workers, of which, many are employed in public clinics, hospitals, and other health organizations. A certified Community Health Instructor who provides core training in communication skills with specialty modules in health capacities including mental and behavioral health, and primary care provides the training. These community health workers assist in expanding traditional health capacity by actively engaging community residents as participants to strengthen community resilience, build up social capital, and improve overall health literacy.

The certification requires a 160 hour competency based training program in 8 core competencies: (1) communication skills; (2) interpersonal skills; (3) service coordination skills; (4) capacity building; (5) advocacy skills; (6) teaching skills; (7) organizational skills; and (8) knowledge base. *PromoSalud* provides additional hours beyond the State mandate in the areas of patient navigation, behavioral health, technology and outreach for insurance exchange, and job readiness. After successful completion of the CHW training, the students are certified by the State of Texas as a Certified Community Health Worker. In addition to training, *PromoSalud* also provides pre-employment services, job placement, and continuing support and re-certification information.

The LHCF works closely with all the Central Texas region's service providers in order to know what the CHW employment needs are of each service providers. With the implementation of the CHWs training program, it will assist in prioritizing the health and healthcare needs of the region. As a part of the workforce program, training will be provided to Veterans to acquire the skills necessary to work in emerging healthcare professions in a growing healthcare market where health occupations are in demand

with the passing of the Affordable Care Act and local healthcare initiatives.

Recruitment strategies will focus on outreach to longstanding community partnerships, including faith-based organizations, teachers, not-for-profit community organizations, front-line care providers, and well-recognized community leaders.

**STAFF RECOMMENDATIONS:**

Staff recommends the approval of this request

**ISSUES AND OPPORTUNITIES:**

If the court approves use of this funding, the program will train Veterans to acquire the skills necessary to work in emerging healthcare professions in a growing healthcare market where health occupations will be in demand. CHWs are in demand because of the passage of the Affordable Care Act and local healthcare initiatives. The beginning wages are at \$14.00 per hour.

The CHW services can increase access to services and improve health outcomes. As such, this initiative has the potential to both improve employment and earnings for those who attain certification and positively impact the health status of the community.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The funding is earmarked in the amount of \$100,000 in cost center 1980000000 Commitment Item 580010.

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt, Assistant County Attorney  
Leslie Browder, County Executive, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent  
Nicki Riley, Travis County Auditor  
Kathleen Hass, HHS Finance Manager  
Diana Ramirez, Budget Analyst IV, Planning and Budget Office  
Aerin Toussaint, Budget Analyst

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

<b>FY 2013 BUDGET SUBMISSION BUDGET REQUEST PROPOSAL</b>	
<b>Name of Budget Request &amp; Priority # of Request:</b>	Latino Healthcare Forum: Community Health Worker Training for Travis County Veterans
<b>Name of Program Area: (Taken directly from applicable PB-3 Form)</b>	Department of Health and Human Services and Veterans Affairs
<b>Fund/Department/Division:</b>	
<b>Amount of Request:</b>	\$100,000
<b>Collaborating Departments/Agencies:</b>	
<b>Contact Information (Name/Phone):</b>	Frank Rodriguez, Executive Director Latino Healthcare Forum Executive Director

<b>1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.</b>
Funding to provide training for unemployed and underemployed Travis County Veterans to become Certified Community Health Workers (CHWs). Completion of the training program will provide CHWs to be certified by the Texas State Department of Health Services.
<b>2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department.</b>
This is a workforce program to train Veterans to work in the healthcare industry as Community Health Workers. The program will train Veterans to acquire the skills necessary to work in emerging healthcare professions in a growing healthcare market where health occupations will be in demand.
<b>3a. Pros: Describe the arguments in favor of this proposal.</b>
CHWs are in demand because of the passage of the Affordable Care Act and local healthcare initiatives. Beginning wages are at \$14.00 per hour.
<b>3b. Cons: Describe the arguments against this proposal.</b>
<b>4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 13.</b>
Each class training/certification lasts approximately 12 weeks. Therefore, 1 <sup>st</sup> quarter will train 25 CHWs; 2 <sup>nd</sup> Quarter will train 25 CHWs; through the training job placement opportunities will be developed with interviews set up for all candidates with local health/medical providers.
<b>5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and note if there is an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.</b>
All CHW training data will be submitted and reported by our Integrated Care Collaboration (ICC). As such, a detailed evaluation can be provided on a defined frequency basis in the following categories: Students enrolled, Classes attended; Course Hours completed, Students certified, Certified CHWs employed. Metrics will be collected/provided by Gender, Age, Race, Ethnicity, Socio-Economic status, and Veteran information.

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**6a. Performance Measures: List applicable current and new performance measures related to the request that highlight the impact to the program area if the request is funded.**

Measure Name	Actual FY 11 Measure	Revised FY 12 Measure	Projected FY 13 Measure at Target Level	Projected FY 13 Measure with Added Funding
Students Enrolled			50	
Students completing course hours			40	
Students certified			40	
CHWs employed at \$14+ per hour			28	

**6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:**

Funding the request would positively impact all related departmental performance measures for assisting the economically disadvantaged as well as unemployed Veterans. Because the request is targeted for these specific populations, the typical beneficiaries would be County residents already enrolled in County subsidized programs that will be trained and certified to earn a living wage in the robust health/medical care delivery system.

**7. Impact of Not Funding Request: Describe the impact of not funding the request in FY 13 in terms of meeting statutory/mandated requirements and how service levels and program outcomes will be impacted.**

All anticipated county residents who cannot participate in the CHW training program will continue on county-funded subsidies and will not have the opportunity to enter the healthcare workforce.

**8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.**

The CHW training program leverages the investment made by the Latino Healthcare Forum’s CHW training as a community-based CHW training program in the County best positioned to serve veterans.

**9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor’s Office).**

N/A

**10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.**

The County’s workforce development and Veteran Affairs entities are opportunities for collaboration with this program. Potential employers are as follows: (1) Central Health who will be utilizing CHWs to assist the newly developed Community Care Collaborative (CCC) in assisting chronic care patients; (2) Communitycare Clinics and Lone Star Circle of Care, two

Federal Qualified Health Centers, that are/will be using CHWs; (3) The LHCF is exploring the use and training of CHWs with Seton Hospital System; (4) The Sendero Medicaid HMO will be working with the LHCF to use CHWs to implement community healthcare campaigns; and, (5) CHWs will be used as navigators for the implementation of the Federal Insurance Marketplace beginning in the fall, 2013.

<b>11.</b>	<b>If requesting a new position(s), is office space currently available? Y/N</b>	
	<b>If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:</b>	
<b>Building Address</b>		<b>Floor #</b>
<b>Suite/Office #</b>		<b>Workstation #</b>

# **Texas Community Health Worker Study**

## **Report to the Texas Legislature**

**As Required by H.B. 2610**

**82<sup>nd</sup> Legislature, Regular Session, 2011**

**Submitted by the Department of State Health Services and**

**Health and Human Services Commission**

**December 19, 2012**

## Table of Contents

<b>Executive Summary</b> .....	<b>2</b>
<b>I. Introduction</b> .....	<b>5</b>
<b>H. B. 2610 Legislative Charge</b> .....	<b>5</b>
<b>Report Structure</b> .....	<b>6</b>
<b>CHW Description</b> .....	<b>6</b>
<b>History of Texas Legislation Related to Training and Certification of CHWs</b> .....	<b>8</b>
<b>II. Desirability of Employing CHWs</b> .....	<b>10</b>
<b>III. Feasibility of Employing CHWs</b> .....	<b>10</b>
<b>Awareness of the CHW Profession</b> .....	<b>10</b>
<b>Workforce Development</b> .....	<b>10</b>
<b>Employment Barriers</b> .....	<b>12</b>
<b>Funding Barriers</b> .....	<b>13</b>
<b>IV. CHWs’ Impact on Increasing Health Care Efficiency, Quality, and Access</b> .....	<b>14</b>
<b>V. Funding and Reimbursing CHW Services</b> .....	<b>15</b>
<b>Private Sector Financing</b> .....	<b>16</b>
<b>Public Sector Financing (Medicaid)</b> .....	<b>16</b>
<b>VI. Recommendations</b> .....	<b>18</b>
<b>Appendix A: Description of Study Methodology</b>	
<b>Appendix B: Literature Assessment</b>	

## **Texas Community Health Worker Study**

### **Executive Summary**

The Texas Community Health Worker Study (Study) report was developed by the Department of State Health Services (DSHS) and the Health and Human Services Commission (HHSC), with support from research conducted by the University of Texas Health Science Center at Houston, School of Public Health, Institute for Health Policy (UTHSCH-SPH), in response to the legislative charge in Texas H.B. 2610, 82nd Legislature, Regular Session, 2011 (§48.102, Texas Health and Safety Code). This bill charges the state of Texas to undertake a study of the desirability and feasibility of employing promotores or community health workers (CHWs) in Texas and to explore methods of funding and reimbursement.

The UTHSCH-SPH research team conducted a targeted literature assessment, multiple interviews (state and national), eight focus workshops within Texas (two in Spanish), an online survey of CHW employers and potential employers, and consulted with the Promotor(a) or Community Health Worker Training and Certification Advisory Committee.

#### ***CHW Description***

A CHW provides cultural mediation between members of a community and health and social services, with or without compensation. To serve in this capacity a CHW:

- Is a trusted member of the community and has a close understanding of the ethnicity, language, socio-economic status, and life experiences of the community served;
- Helps people gain access to needed services; and
- Increases health knowledge and self-sufficiency of the community through activities such as outreach, patient navigation and follow-up, community health education and information, informal counseling, social support, advocacy, and participation in clinical research.<sup>1</sup>

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<sup>1</sup> Full definition at 25 Texas Administrative Code, §146.1(7)

## *CHW Training and Certification in Texas*

DSHS administers the Promotor(a) or Community Health Worker Training and Certification Program. Certification is required for a person to act as a CHW for compensation.<sup>2</sup> The number of certified CHWs in Texas has increased significantly over the past several years, with more than a threefold increase from December 2009 to August 2012 (625 to 1,900).

## **Desirability and Feasibility of Employing CHWs**

Among all employers responding to a survey conducted by UTHSCH-SPH, 84 percent of current CHW employers<sup>3</sup> and 72 percent of those who did not employ CHWs<sup>4</sup> indicated they were interested in expanding the presence of CHWs in their organizations. These results indicate CHWs are generally viewed as playing a desirable role in contributing to an organization's functions. Survey results also indicated that the availability of funding and return on investment appear to play key roles in the desirability and feasibility of employing CHWs. Research identified several other key factors related to the feasibility of employing CHWs to provide publicly and privately funded health care services, including awareness of the CHW profession and workforce development.

Recruitment of qualified CHWs and access to CHW education and training were identified as barriers to employment in some areas. Additionally, a CHW career ladder was identified as a key long-term factor in feasibility.

## *Funding Barriers*

Funding for CHWs traditionally comes from multiple sources, including all levels of government and nonprofit and private organizations. The lack of stable funding is seen as a barrier to the feasibility of employing CHWs and sustaining CHW programs.<sup>5</sup> Employers responding to the survey conducted by UTHSCH-SPH indicated that grant funding (public or private) most often funds CHW services. Self-funding through internal budgets was the second most utilized funding source.

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<sup>2</sup> Texas Health and Safety Code, Chapter 48, §48.052

<sup>3</sup> (N=107)

<sup>4</sup> (N= 64)

<sup>5</sup> <http://bhpr.hrsa.gov/healthworkforce/reports/chwstudy2007.pdf>

## **CHWs' Impact on Increasing Health Care Efficiency, Quality, and Access**

CHWs' knowledge of their communities and the trusting relationship they possess or build with members of their communities are important factors in the provision of culturally appropriate and effective services. CHWs help organizations better understand the needs of those they serve and reach individuals to share timely health and services information. Further, studies have shown that CHW services can increase access to services and improve health outcomes, including decreasing cardiovascular disease risk and increasing breast cancer screening rates.<sup>6</sup>

Research conducted by UTHSCH-SPH provided examples of financial benefits to employing CHWs in both the public and private sectors, including cost savings attributed to increased appropriate use of medical homes, and decreased hospital admissions or re-admissions, emergency department utilization, and average cost of care.

### **Recommendations**

1. Promote CHW education and professional development.
2. Promote understanding and recognition of the CHW workforce, including opportunities to enhance understanding of CHW services and roles, CHW certification in Texas, and development of the workforce.
3. Explore the feasibility of applying successful Medicaid models from other states in Texas.
4. Identify or explore amendments to the HHSC Uniform Managed Care Contract.
5. Continue current efforts to incorporate CHWs into Patient Centered Medical Homes and related care management structures.
6. Identify opportunities to increase utilization of CHWs in public health and behavioral health programs and initiatives.
7. Consider potential roles for CHWs in the Texas Healthcare Transformation and Quality Improvement Program 1115 Waiver project.

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<sup>6</sup> (Balcázar et al., 2011b, and AHRQ: Burhansstipanov, 2011)

## **Texas Community Health Worker Study**

### **I. Introduction**

#### ***H. B. 2610 Legislative Charge***

The Texas Community Health Worker Study (Study) report was developed by the Department of State Health Services (DSHS) and the Health and Human Services Commission (HHSC), with support from research conducted by the University of Texas Health Science Center at Houston, School of Public Health, Institute for Health Policy (UTHSCH-SPH), in response to the legislative charge in Texas H.B. 2610, 82nd Legislature, Regular Session, 2011 (§48.102, Texas Health and Safety Code). This bill charges the state of Texas to undertake a study of the desirability and feasibility of employing promotores or community health workers (CHWs) in Texas. Specifically the charge is to:

- (1) Study the desirability and feasibility of employing promotores and community health workers to provide publicly and privately funded health care services in this state;***
- (2) Explore methods of funding and reimbursing promotores and community health workers for the provision of health care services and outline the costs to this state of the funding and reimbursement;***
- (3) Develop recommendations to:***
  - o Maximize the employment of and access to promotores and community health workers;***
  - o Expand the funding of and reimbursement for services provided by promotores and community health workers.***

***In conducting the study required by Subsection (a), the department shall consult:***

- (1) Relevant national organizations engaged in the development of community health worker policy;***

***(2) The advisory committee; and***

***(3) Other individuals or organizations the department considers necessary.***

***In conducting the study required under Subsection (a), the department shall assess the impact of promotores and community health workers on increasing the efficiency of, quality of, and access to health care services.***

### ***Report Structure***

DSHS developed the report with support from research conducted by UTHSCH-SPH. The UTHSCH-SPH research team conducted a targeted literature assessment, multiple interviews (state and national), eight focus workshops within Texas (two in Spanish), an online survey of CHW employers and potential employers, and consulted with the Promotor(a) or Community Health Worker Training and Certification Advisory Committee.

### ***CHW Description***

A CHW provides cultural mediation between members of a community and health and social services, with or without compensation. To serve in this capacity a CHW:

- Is a trusted member of the community and has a close understanding of the ethnicity, language, socio-economic status, and life experiences of the community served;
- Helps people gain access to needed services; and
- Increases health knowledge and self-sufficiency of the community through activities such as outreach, patient navigation and follow-up, community health education and information, informal counseling, social support, advocacy, and participation in clinical research.<sup>7</sup>

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<sup>7</sup> Full definition at 25 Texas Administrative Code, §146.1(7)

Employers surveyed by UTHSCH-SPH indicated that the most important activities carried out by CHWs include health education/promotion; providing information about and referrals to available services; and increasing people's access to services. (Table 1)

**Table 1: UTHSCH-SPH Survey – Employer opinions about the most important activities carried out by CHWs**

<b>Roles</b>	<b>Percentage</b>
Health education/promotion	73%
Information and referral	64%
System navigation/access to services	63%
Informal counseling and social support	25%
Direct services	21%
Individual and community capacity building	9%
Cultural liaison/mediation	7%
Individual and community advocacy	1%

Table 2 below shows the distribution of certified CHWs by employment status in Texas as of March 2012. Distribution is presented by DSHS Health Service Regions (HSRs) and represents employment status as indicated by CHWs on their most recent certification applications (paid employment, volunteer, or unemployed). The Houston area (HSR 6/5 South) had the greatest number of CHWs with 35 percent of all certified CHWs, followed by the Harlingen area (HSR 11) with just under 20 percent of the total. The El Paso/Midland area (HSR 9/10) had the largest percentage of CHW volunteers with 45 percent, while the San Antonio area (HSR 8) had the largest percentage of unemployed CHWs at 14 percent.

**Table 2: CHW employment status by DSHS Health Service Region (HSR)  
(In order of largest number of CHWs employed)**

Health Services Region / Headquarters	Total Certified CHWs in HSR		Percent of CHWs in HSR who are:		
	#	%	Paid	Volunteer	Unemployed
HSR 6/5 South: Houston	600	35.4%	67%	21%	12%
HSR 11: Harlingen	321	19.0%	66%	26%	8%
HSR 2/3: Arlington	246	14.5%	86%	8%	6%
HSR 8: San Antonio	172	10.2%	73%	13%	14%
HSR 9/10: El Paso	149	8.8%	48%	45%	7%
HSR 4/5 North: Tyler	76	4.5%	97%	1%	1%
HSR 7: Temple	70	4.1%	76%	23%	1%
HSR 1: Lubbock	59	3.5%	66%	24%	10%
<b>Total</b>	<b>1,693</b>	<b>100%</b>	<b>70%</b>	<b>21%</b>	<b>9%</b>

**Note:** From the Promotor(a) or Community Health Worker Training and Certification Program database, March 2012.

*History of Texas Legislation Related to Training and Certification of CHWs*

H.B. 1864, 76th Legislature, Regular Session, 1999, established the Promotor(a) Program Development Committee to study outreach and education programs for promotores and CHWs and make recommendations to the legacy Texas Department of Health. S.B. 1051, 77th Legislature, Regular Session, 2001, directed DSHS to establish and operate a certification program for persons who act as promotores or CHWs. Certification is required for a person to act as a promotor(a) or CHW for compensation.”<sup>8</sup> S.B. 751, 77th Legislature, Regular Session, 2001, directed HHSC to “require health and human services agencies to use certified CHWs to the extent possible in health outreach and education programs” for Medicaid recipients.

The Promotor(a) or Community Health Worker Training and Certification Program was implemented in late 2001, and the first certification applications were received in late 2002.

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<sup>8</sup> Texas Health and Safety Code, Chapter 48, §48.052

Certification as a CHW in Texas is based on knowledge and skills in eight core competency areas: communication, interpersonal, service coordination, capacity-building, advocacy, training, organization, and knowledge base on specific health issues. Certification requires successful completion of an approved core competencies training program of at least 160 hours and a complete and valid application. An applicant may also qualify for certification on the basis of documentation of at least 1,000 hours of relevant work experience in the most recent six years. Education and training programs may be certified to offer the full core competencies program, continuing education programs only, or both.

The Promotor(a) or CHW Training and Certification Advisory Committee (Committee) is charged with advising DSHS and HHSC concerning rules to implement standards, guidelines, and requirements adopted under Chapter 48, Health and Safety Code, relating to the training and regulation of persons working as promotores or CHWs. The Committee advises DSHS on matters related to the employment and funding of CHWs, and provides recommendations for a sustainable CHW program. The Committee reviews applications from instructors and sponsoring organizations of training programs, and recommends certification to DSHS if program requirements are met.

Committee members are appointed by the Commissioner of DSHS and include four certified CHWs, two members of the public, two professionals who work with CHWs in a community setting, and a member of the Texas Higher Education Coordinating Board or a higher education faculty member who has teaching experience in community health, public health, or adult education and who has trained CHWs.

The number of certified CHWs in Texas has increased significantly over the past several years. As of March 2012, there were nearly 1,700 certified CHWs in Texas, increasing to over 1,900 as of August 2012.

## **II. Desirability of Employing CHWs**

Based on responses to a survey conducted by UTHSCH-SPH, 84 percent of CHW employers<sup>9</sup> and 72 percent of those currently not employing CHWs<sup>10</sup> indicated they were interested in expanding the presence of CHWs in their organizations. These results indicate CHWs are generally viewed as playing a desirable role in contributing to an organization's functions. Survey results also indicated that the availability of funding and return on investment (ROI) appear to play a key role in the desirability and feasibility of employing CHWs.

## **III. Feasibility of Employing CHWs**

### *Awareness of the CHW Profession*

Several national agencies have focused on CHWs in recent years. Beginning in 2010, the U.S. Department of Labor recognized CHW as a distinct occupation (Standard Occupational Classification Code 21-1094). A CHW was named to the National Health Care Workforce Commission in the same year. In May 2011, the U.S. Department of Health and Human Services convened the National Steering Committee for Promotores de Salud, which included four members from Texas, to promote the utilization of CHWs in Hispanic/Latino communities.

Despite these national activities, participants in research conducted by UTHSCH-SPH commented that many employers, including health professionals, are not aware of CHWs or have a limited view of what CHWs can do and thus are unable to determine how a CHW would contribute to their organization's priorities. Further, a National Institutes of Health-funded study of CHWs in the El Paso region found that less than 20 percent of community members living near a community health center with CHWs were aware of CHWs and how they help families (Unpublished manuscript. Wise, 2010).

### *Workforce Development*

Texas has many elements in place to support CHW workforce development. There are currently over 25 sponsoring organizations approved by DSHS to provide training for CHWs and

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<sup>9</sup> (N=107)

<sup>10</sup> (N= 64)

**Instructors. A current list of training programs approved by DSHS to provide initial certification training and continuing education for CHWs is located at**

**<http://www.dshs.state.tx.us/mch/chw/training.aspx>.**

**Sponsoring organizations may provide initial certification training of at least 160 hours and continuing education or focus solely on continuing education. Training is based on ensuring knowledge and skills in the required eight core competency areas.**

**Organizations approved to provide training for CHWs include community colleges, other academic centers such as health science centers, Area Health Education Centers (AHECs), Federally Qualified Health Centers (FQHCs), a regional CHW association, and community-based programs. Many training programs are located in urban areas, which may limit access to face-face training by CHWs residing in rural areas. However, training programs may also provide training in areas other than their main location. Additionally, several training programs have implemented training through distance learning to increase access to CHWs in all parts of the state.**

**In 2011, 286 CHWs graduated from an initial certification training course. Sponsoring organizations also provided approximately 160 continuing education opportunities for CHWs in 2011, offering a total of over 600 DSHS-certified contact hours, including face-to-face events and distance learning continuing education.<sup>11</sup> Sponsoring organizations have worked with employers in some areas to develop and implement specific training opportunities to meet identified needs. The Promotor(a) or Community Health Worker Training and Certification Advisory Committee identifies activities to increase access to CHW certification training and continuing education and provides recommendations to DSHS. In 2011, Committee members hosted or participated in several large events providing training for CHWs and reviewed applications from sponsoring organizations seeking DSHS certification as an approved training program.**

**The Texas Workforce Investment Council assists the Governor and the Legislature with strategic planning for and evaluation of the Texas workforce system. In fulfilling this responsibility, the**

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<sup>11</sup> 2011 Annual Report: Promotor(a) or Community Health Worker Training and Certification Advisory Committee

Council promotes the development of a well-educated, highly skilled workforce for Texas, and advocates for the development of an integrated workforce development system that provides quality services. The Texas Workforce System Strategic Plan for FY2010-FY2015 includes a long-term objective to demonstrate the flexibility of the “earn while you learn” model of apprenticeship programs and to expand the model to new occupational areas, including CHWs. The Council’s Apprenticeship Leadership Team approved several projects to assist with this objective, including a project focused on CHW apprenticeship implemented by the Texas Area Health Education Center (AHEC) – East (Coastal Region). The CHW apprenticeship project is a one-year program with 200 hours of didactic training and an additional 2,000-2,200 hours of on-the-job learning. The training focuses on familiarization with the medical and social services pertinent to the employer and region.

### *Employment Barriers*

Research findings from UTHSCH-SPH reveal a number of concerns among employers about recruitment and current CHW education capacity. While training has been historically provided post-hire through on-the-job experience, research participants noted the importance of high-quality training for CHWs in Texas. Areas identified by research participants as important to employment feasibility include easier access to CHW educational resources, such as additional distance learning opportunities; strengthening CHW educational and skills standards; and developing specialty trainings in areas such as diabetes management, patient navigation, and behavioral health. Employers identified recruitment of qualified CHWs as a challenge in some areas.

Several research participants noted the importance of building a strong CHW career ladder in conjunction with educational resources to support the growth and development of CHWs, either in their roles as CHWs or in other related occupations. The participants considered this a key long-term factor in the feasibility of expanding employment opportunities for CHWs.

Research participants identified CHW supervision and mentorship as a key element to CHW services and noted that additional information and educational resources may assist CHW supervisors to effectively support CHWs in their organization. Supervisors must be equipped to work with and support CHWs in their fluid roles and unconventional work hours. Supervisors

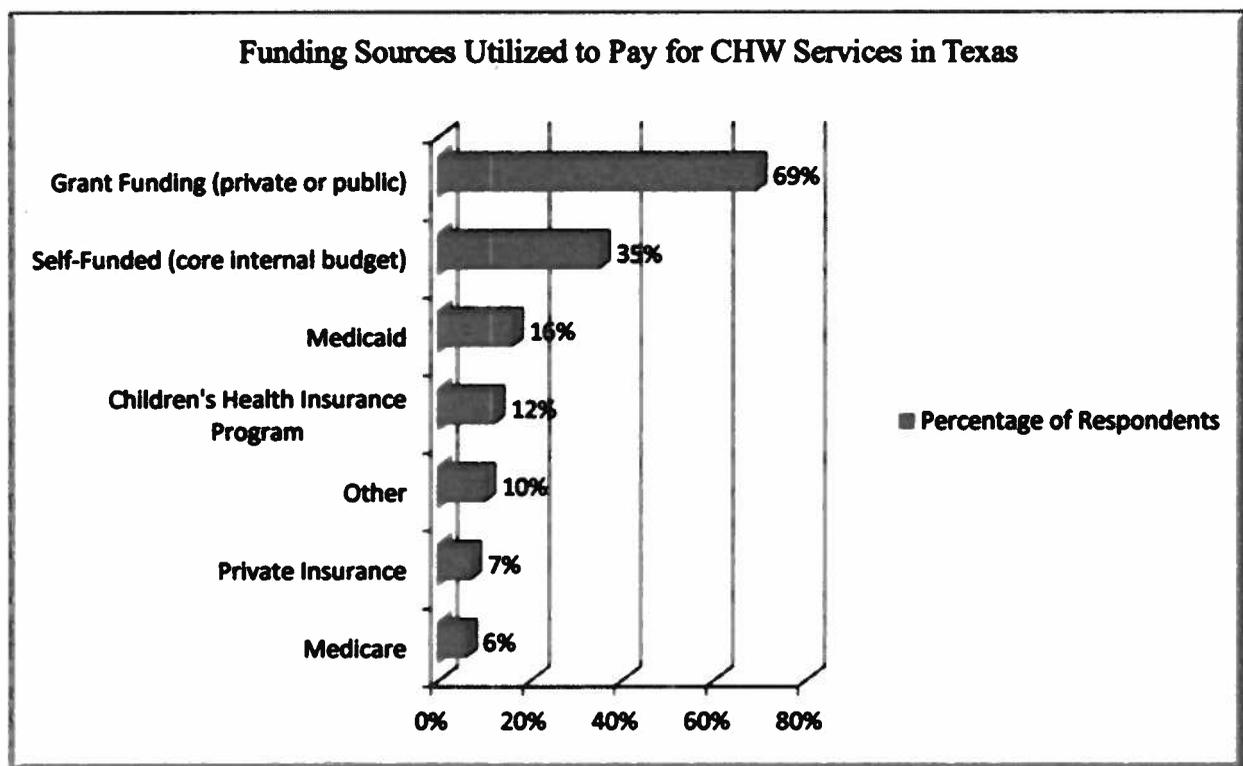
have a responsibility to help forge a unique role for CHWs in their organization, and to coordinate with other professionals in the workplace.

### *Funding Barriers*

Funding for CHWs traditionally comes from multiple sources, including all levels of government and nonprofit and private organizations. The lack of stable funding is seen as a barrier to the feasibility of employing CHWs and sustaining CHW programs.<sup>12</sup>

Employers responding to the survey conducted by UTHSCH-SPH indicated that grant funding (public or private) most often funds CHW services. Self-funding through internal budgets was the second most utilized funding source.

**Table 3: Employer-reported funding sources**



*UTHSCH-SPH Employer Survey results: Funding sources utilized to pay for CHW services in Texas. Funding sources reported by Texas employers responding that their organization includes CHWs. Note: multiple responses allowed.*

<sup>12</sup> <http://bhpr.hrsa.gov/healthworkforce/reports/chwstudy2007.pdf>

#### **IV. CHWs' Impact on Increasing Health Care Efficiency, Quality, and Access**

**CHWs' knowledge of their communities and the trusting relationship they possess or build with members of their communities are important factors in the provision of culturally appropriate and effective services. CHWs help organizations better understand the needs of those they serve and reach individuals to share timely health and services information. Further, studies have shown that CHW services can increase access to services and improve health outcomes, including decreasing cardiovascular disease (CVD) risk and increasing breast cancer screening rates.**

**The Salud Para Su Corazón model developed in Texas includes a group of CHW programs that have addressed CVD risk reduction in Hispanic/Latino communities. The program trains CHWs to recruit families, provide culturally sensitive health education on CVD risk factors, physical activity, blood pressure and sodium, cholesterol and fat, healthy weight, and diet, and visit families in their homes to reinforce the information. Results of these projects have shown positive changes in CVD risk factors at various levels, including: improved self-reported attitudes and perceptions toward CVD risk reduction, improved self-reported dietary behaviors, and improvements in clinical measures, such as cholesterol levels.<sup>13</sup> In a program that focuses on Native American women, CHWs in Colorado and California were trained specifically to use their cultural background to help women overcome their fears and other psychosocial barriers to breast cancer screening.<sup>14</sup> The program resulted in increased breast cancer screening rates.**

**The Texas Tech University Health Sciences Center (TTUHSC) Navigator Program, also known as Transformacion Para Salud, is a chronic disease self-management program targeted toward underserved minority populations in Lubbock. The two-year pilot program was funded by a grant from the Bureau of Health Professions, Health Resources and Services Administration. Using a group of CHWs as patient navigators, the program coordinated comprehensive health services for patients in need of chronic disease care and management for several chronic health conditions, including diabetes and hypertension. CHWs acted as liaisons between health agencies and the community, served as case managers, distributed information and provided**

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<sup>13</sup> (Balcázar et al, 2011b)

<sup>14</sup> (AHRQ: Burhansstipanov, 2011).

education to members of the community. Patients involved in the Transformacion Para Salud Program showed improvements in clinical and behavioral outcomes after 12 months of intervention. (Esperat, et al., 2012).

Four Texas hospitals in three major cities (Houston, Dallas, and San Antonio) participated in a demonstration project (2009-2011) involving CHWs in children's emergency departments (EDs), assisting families to access more appropriate sources of non-emergency care. The demonstrations were funded from a special 2009 appropriation as part of a consent decree, originally issued in 1996 in a class action case involving Texas Medicaid (currently identified as "Frew v. Janek"). CHW staff provided outreach and educational information to the caregiver in English or Spanish regarding the appropriate use of medical resources and collected face-to-face survey data during the intake visit about the participant's use of, access to, and barriers to using medical resources. An evaluation report was completed by DSHS and HHSC in August 2012. Key findings from self-reported data included:

- There was a significant decrease in the percent of participants who reported having one or more barriers to accessing appropriate medical care and a significant increase in those reporting no barriers to accessing appropriate medical care between the intervention and follow-up survey.
- CHW outreach and informing activities were reported by respondents as effective in changing behaviors.
- Participants reported a high level of confidence when asked about responding appropriately to future non-acute health conditions.

Based on Medicaid claims data, dental checkups and the average number of dental visits per participant increased significantly from the pre to post-intervention period.<sup>15</sup>

## **V. Funding and Reimbursing CHW Services**

Research conducted by UTHSCH-SPH shows that there are financial benefits, in both the public and private sectors, to employing CHWs. The results of several financial analyses follow:

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<sup>15</sup> DSHS. Promotores(as)/Community Health Workers Pilot Program. Second Evaluation Report; July 16, 2010 – August 31, 2011.

### ***Private Sector Financing***

Three of the four Texas hospitals participating in the demonstration project involving CHWs in children's EDs, assisting families to access more appropriate sources of non-emergency care, initiated a similar program after state funding ended.

Christus Health employs CHWs in Texas and Louisiana to assist in accessing primary and specialty care, prescription medications, durable medical equipment or supplies, transportation and to facilitate completion of applications for health and social services. CHWs also provide health education and information, support self-management of chronic conditions, communicate with health care providers, and promote lifestyle change to promote healthier behaviors. Christus Health staff indicated that cost savings have been demonstrated by reduced inpatient admissions, emergency department visits, and reduced average cost of care.

Baylor Health Care (Dallas) employs CHWs to provide culturally and linguistically appropriate health education, navigation, and/or advocacy services addressing health and social needs through the core operating budget and grant funding. Baylor Health Care staff indicated that cost-savings have been achieved through a decrease in hospital re-admissions and emergency department utilization for patients enrolled in a diabetes project.

Gateway Community Health Center (Laredo) employs CHWs through grant funding to provide outreach, education, and assist in chronic disease self-management. CHW services are seen as cost-effective as they assist patients to increase control of their health conditions through positive lifestyle changes. Gateway Community Health Center staff reported that improved self-management of health conditions resulted in reduced utilization of high-cost services, such as inpatient hospitalization and emergency department utilization.

### ***Public Sector Financing (Medicaid)***

The University of Arkansas Medical Sciences initiated a three-year Medicaid 1115 waiver demonstration in 2005 with CHWs employed by community-based organizations in three rural Arkansas counties. Program staff recruited six CHWs who had leadership skills, knowledge of their local communities, and a high school education and provided them with initial and continued training specific to the program. The CHWs advertised the program, identified

individuals who qualified for Medicaid and home and community based services who were not already receiving these services, and followed up with individuals to help them navigate the system after enrollment. Following the demonstration, Arkansas Medicaid experienced a 24 percent reduction in annual spending per waiver participant, and a net savings of \$2.6 million over three years, or over \$100,000 annual net saving per CHW, for a calculated ROI of 2.9:1. The authors of this analysis indicated that the program's unusual success is attributable to the high participation of minority populations, especially Blacks. (Felix et al., 2011).

In Texas, the majority of Medicaid clients receive services through the managed care delivery system. Medicaid managed care provides a capitated rate to managed care organizations (MCOs) for the provision of care. This capitated rate already provides the plans flexibility to incorporate different models. Therefore, any additional benefit provided by the MCO should not require additional funding by HHSC.

The state of Minnesota received approval from CMS to add patient education services performed by CHWs to their Medicaid State Plan on February 6, 2009. CHWs may enroll in the Medicaid program as a "non-pay" provider; the services must be billed and paid to an eligible Medicaid-enrolled provider (e.g., physician, mental health professional, dentist, etc.). CHW Medicaid services in Minnesota are defined as, "a diagnosis-related, medical intervention, not a social service." CHWs in Minnesota are defined as, "trained health educators who work with Minnesota Health Care Programs (MHCP) recipients who may have difficulty understanding providers due to cultural or language barriers."<sup>16</sup> CHW services (patient education) must be ordered and supervised by an eligible provider. Minnesota reports low uptake on the services with few claims filed. Adding a provider type to the Texas Medicaid system requires federal approval, and currently costs on average \$700,000 to \$1 million (federal and state revenue) in claims administrator system changes. The cost of expanding the use of CHWs may be more feasibly borne by other entities such as MCOs that may be able to incorporate CHWs into various service delivery models at a much lower cost.

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<sup>16</sup> Minnesota Department of Human Services

## **VI. Recommendations**

The following section includes DSHS and HHSC recommendations for maximizing the employment of and access to CHWs, and expanding the funding of and reimbursement for services provided by CHWs. The recommendations were developed in part based on research conducted by UTHSCH-SPH.

### **1. Promote CHW education and professional development.**

#### *Background*

DSHS currently reviews and approves initial training and continuing education for CHWs. There are over 25 organizations approved by DSHS to provide CHW education, including community colleges, other academic centers such as health science centers, AHECs, FQHCs, a regional CHW association, and community-based programs. Several training programs have implemented training through distance learning to increase access to CHWs in all parts of the state.

Programs within DSHS have assisted in the development of curriculum related to specific topics, including maternal and child health, tobacco cessation for pregnant women, behavioral health, immunizations, nutrition, physical activity, obesity, chronic disease prevention and awareness, and disaster planning and preparedness. Additionally, Texas Health Steps online provider education modules designed for Medicaid health care providers cover a wide range of topics, including oral health, newborn screening, case management, developmental and behavioral health screening, prevention and wellness, adolescent health, cultural competence, medical home, injury prevention, and acute and chronic medical conditions and provide continuing education credit for CHWs.

#### *Feasibility*

DSHS will continue to increase statewide access to CHW education and professional development, including continuing education and options for training on specific health topics, such as chronic disease prevention and management, behavioral health, oral health, etc. through collaboration with current and potential training programs, program areas within

**DSHS and HHSC, the Promotor(a) or CHW Training and Certification Advisory Committee, and CHW networks and associations. DSHS will explore ways to increase collaboration between employers and sponsoring organizations providing training for CHWs and supervisors to meet training needs identified by employers.**

**DSHS will also continue to participate on the Texas Workforce Investment Council's Apprenticeship Team and to promote awareness and utilization of the federally approved CHW apprenticeship model currently implemented by the Texas Area Health Education Center - East (Coastal Region).**

**2. Promote understanding and recognition of the CHW workforce.**

- **Consider opportunities to enhance understanding of CHW services and roles, CHW certification in Texas, and development of the workforce.**

***Background***

**Texas stakeholders with an interest in CHW services include the Promotor(a) or Community Health Worker Training and Certification Advisory Committee, CHWs, CHW regional or local networks or associations, employers, trade associations, AHECs, FQHCs, and other health care centers, health plans, sponsoring organizations and instructors providing training, DSHS and HHSC and other state agencies providing health and social services, community-based or non-profit organizations, and others.**

**In 2010, DSHS leadership identified the promotion of a community-based, patient-centered approach as a priority initiative for fiscal year 2010. DSHS conducted an online survey to gather information related to the use of community-based, patient-centered approaches to the delivery of physical and behavioral health services in the state. In conjunction with increasing interest at both the federal and state levels, DSHS explored how to better utilize CHWs, peer support specialists, and other community members to provide certain basic health services. The survey was also conducted to identify barriers and address challenges that limit the expansion of this workforce.**

**Survey results regarding the benefits of these workers supported the position of DSHS to promote the use of CHWs and peer support specialists. DSHS used information obtained**

from this survey to inform work underway to address the identified barriers and to more fully realize the potential for using CHWs, peer support specialists, and other community members to provide and extend health care, prevention, and education.<sup>17</sup>

### *Feasibility*

DSHS will continue to promote understanding and recognition of the CHW workforce through administration of the Promotor(a) or CHW Training and Certification Program, quadrennial review of administrative rules governing the program, dissemination of annual reports, and presentations at local, state, and national presentations and trade association meetings. DSHS and HHSC will also continue to promote understanding and recognition of the CHW workforce through collaboration among state agency programs related to the provision of physical and behavioral health services, prevention and preparedness, minority health, and the elimination of health and health access disparities among racial, multicultural, disadvantaged, ethnic, and regional populations.

DSHS will also continue to collaborate with other stakeholders, including the Promotor(a) or Community Health Worker Training and Certification Advisory Committee, CHWs, CHW regional or local networks or associations, employers, trade associations, AHECs, FQHCs, and other health care centers, health plans, sponsoring organizations and instructors providing training, and community-based or non-profit organization in their efforts to enhance understanding of CHW services and roles.

### **3. Explore the feasibility of applying aspects of successful Medicaid models from other states in Texas.**

#### *Background*

The research team identified Arkansas “Community Connectors” as a model utilizing CHWs to improve the delivery of Medicaid long-term care services. This model is described above under Section V. Funding and Reimbursing CHW Services.

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<sup>17</sup> Use of Community-Based Patient-Centered Workforce in the Delivery of Physical and Behavioral Health Services in Texas, DSHS - Center for Program Coordination, Policy, and Innovation – June 30, 2010

### *Feasibility*

Texas implemented a Money Follows the Person Demonstration Project that has successfully assisted more than 20,300 Texans in their transition back to the community to receive long-term services and supports since its inception in 2001. In addition, HHSC is currently exploring how the 1115 Transformation waiver or perhaps a new 1115 waiver could help Texas achieve a transformation in its long-term services delivery approach.

HHSC, with its partner the Texas Department of Aging and Disability Services, will conduct a closer examination of how home and community-based long-term services and supports can be integrated with acute care in a Medicaid managed care environment and how more Texans can successfully transition from nursing homes and other institutional settings into home and community-based settings. The use of CHWs to accomplish the goals of a long-term service delivery transformation will be further explored. HHSC will review the Arkansas “Community Connectors” model utilizing CHWs to improve the delivery of Medicaid long term-care services and determine if aspects of the project might be applied in Texas.

**4. Identify or explore amendments to the HHSC Uniform Managed Care Contract, including:**

- Add a definition of CHW/Promotor(a)
- Clarify that CHWs can be used in support of health plan activities
- Clarify CHW-related activities that can be classified as a “service” versus “administration.”
- Consider existing MCO contractual requirements related to cultural competency plans and activities, and identify potential ways the MCOs could incorporate CHWs in carrying out required or other activities.

### *Background*

On January 10, 2012, a regular quarterly meeting was held between medical directors of the state’s health plans and Dr. David Lakey, Commissioner of DSHS, at which CHW services were discussed. At this meeting four health plan officials (representing Community Health

Choice, Cook Children's Health Plan, Parkland Community Health Plan and United Health Care) presented a review of their current services involving CHWs, and all expressed the view that additional activity would be beneficial. Nineteen health plans responded to the employer survey for this Study. Just over 60 percent indicated they had CHWs in their organizations, and most expressed interest in expanding or initiating CHW services if funding were available.

After further discussion between Texas Medicaid officials and the health plans in June and July 2012, it was determined that the health plans wished to pursue adjustments to contract provisions to classify certain CHW activities as "services" expenditures rather than "administrative," since their contracts impose a cap on administrative costs (*Section 10.10.2 of the Uniform Managed Care Contract between HHSC and the MCOs.*) This issue was also supported in responses to short-answer questions on the employer survey.

Whether or not the activities of a CHW can be classified as an "administrative" cost versus a "service" cost depends on the specific tasks performed by the CHW. For example, activities in support of service coordination for a STAR+PLUS client could potentially be considered service costs, while certain outreach-related activities (e.g., community health fair or enrollment event participation) would be considered administrative costs.

### *Feasibility*

HHSC intends to amend the Uniform Managed Care Contract effective March 2013. A definition of CHW/Promotor(a) will be added, and language clarifying that CHWs can be used in support of health plan activities will be included. HHSC will further clarify for the plans what kind of CHW-related activities can be classified as a "service" versus "administration."

The use of CHWs by health plans will not be mandated; plans can opt to utilize them using their existing capitation rates. HHSC does not plan to provide an increase in capitation payment amounts to account for the hiring of CHWs, making these changes cost-neutral for the state.

**5. Continue current efforts to incorporate CHWs into Patient Centered Medical Homes and related care management structures.**

*Background*

The Patient Centered Medical Home (PCMH) is a health care setting that facilitates partnerships between individual patients, and their personal physicians, and when appropriate, the patient's family. Care is facilitated by registries, information technology, health information exchange and other means to assure that patients get the indicated care when and where they need and want it in a culturally and linguistically appropriate manner. Standards for PCMHs have been developed by the American Academy of Family Physicians (AAFP) and the National Committee for Quality Assurance (NCQA). NCQA standards provide specific criteria to achieve NCQA recognition as a Level 1, 2 or 3 PCMH based on meeting specific elements in six categories. CHW roles may contribute to organizations' activities in several areas as organizations work toward NCQA PCMH recognition in the following areas:

- **Enhance Access and Continuity:** Accommodate patients' needs with access and advice during and after hours, give patients and their families information about their medical home and provide patients with team-based care
- **Identify and Manage Patient Populations:** Collect and use data for population management
- **Plan and Manage Care:** Use evidence-based guidelines for preventive, acute and chronic care management, including medication management
- **Provide Self-Care Support and Community Resources:** Assist patients and their families in self-care management with information, tools and resources
- **Track and Coordinate Care:** Track and coordinate tests, referrals and transitions of care
- **Measure and Improve Performance:** Use performance and patient experience data for continuous quality improvement

### *Feasibility*

HHSC currently has added provisions in the Uniform Managed Care Contract related to “health homes.” Specifically, the contract states in Section 8.1.26.1: “HHSC encourages MCOs to develop provider incentive programs for designated providers who meet the requirements for patient-centered medical homes found in §533.0029, Texas Government Code.

At a minimum, the MCO must:

- a. Maintain a system to track and monitor all Health Home Services participants for clinical, utilization, and cost measures;
  - b. Implement a system for Providers to request specific Health Home interventions;
  - c. Inform Providers about differences between recommended prevention and treatment and actual care received by Members enrolled in a Health Home Services program and Members’ adherence to a service plan; and
  - d. Provide reports on changes in a Member’s health status to his or her PCP for Members enrolled in a Health Home Services program.”
6. **Identify opportunities to increase utilization of CHWs in public health and behavioral health programs and initiatives.**

### *Background*

CHWs are currently utilized in several public health and behavioral health programs, including Healthy Texas Babies, Primary Health Care (PHC), and the Texas Medicaid Wellness Program.

The level of involvement varies by program. For example, as one element of a public education effort to address infant mortality, DSHS sponsored a conference for CHWs to provide the knowledge, tools, and resources needed to potentially engage in activities in their community to improve birth outcomes and decrease prematurity and infant mortality. The conference, “Community Health Workers Across Texas – Working Together for Healthy Texas Babies”, brought approximately 300 CHWs, speakers, and others together for a 3-day event surrounding the Healthy Texas Babies initiative educational topics. The Healthy Texas

Babies initiative was developed to help Texas communities decrease infant mortality using evidence-based interventions. It involves community members, health care providers, and insurance companies. A reduction in infant mortality will improve the health of Texas babies and mothers and has the potential to save millions of dollars in health care costs. Local coalitions have developed specific plans to address the issue in their own communities and CHWs can use the information provided through the conference to support these efforts.

DSHS has contracts with local health organizations to provide critical health services to Texans that have no other health care coverage. Federal and state funds for services including, but not limited to immunizations, health and cancer screenings, prenatal care, preventive and primary child medical and dental services, are delivered by community-based provider organizations. Community health is improved when the physical and emotional needs of women and children are addressed. The role of CHWs in linking community members to available health related services requires that there be an understanding of eligibility and benefits available through state and local programs. Other opportunities may exist within other state programs or initiatives, including those with a focus on obesity and chronic disease prevention and treatment, disaster preparedness, and behavioral health.

### *Feasibility*

DSHS will continue to work with CHW training programs and others to provide CHWs access to high-quality training related to public health or behavioral health topics and services. In addition, existing DSHS contract language will be reviewed to identify potential opportunities for CHWs to assist contractors with outreach, client follow-up, and community education for Title V Maternal and Child Health Services, Breast and Cervical Cancer Services, and other community-based services funded by the department. The legislative appropriations request for fiscal years 2014 and 2015, includes an exceptional item that would expand the Primary Health Care program and involve CHWs for outreach to direct women to services such as cancer screenings, dental services, and women's health services.

**7. Consider potential roles for CHWs in the Texas Healthcare Transformation and Quality Improvement Program 1115 Waiver project.**

*Background*

The Texas Healthcare Transformation and Quality Improvement Program 1115 Waiver, known as the 1115 Transformation Waiver, is a five-year demonstration waiver that allows the State to expand Medicaid managed care, including pharmacy carve-in and dental managed care, while preserving federal hospital funding historically received as Upper Payment Limit (UPL) payments. UPL payments were supplemental payments making up the difference between what Medicaid pays for a service and what Medicare would pay for the same service.

Replacing the UPL payment methodology are two funding pools:

- Uncompensated Care (UC) pool payments are designed to help offset the costs of uncompensated care provided by hospitals and other providers; and
- Delivery System Reform Incentive Payment (DSRIP) is an incentive payment to a hospital or other provider for developing programs or implementing strategies to enhance access to health care, increase the quality of care, the cost-effectiveness of care provided and the health of the patients and families served.

The waiver provides new means for local entities to access additional federal match funds:

- Through a program and process that is transparent and accountable for public funds.
- To help pay for health care services to individuals who are uninsured.
- To provide financial incentives under DSRIP for projects and investments that increase:
  - Access to health care services.
  - Quality of health care and health systems.
  - Cost-effectiveness of services and health systems.
  - Regional collaboration and coordination.

Under the 1115 transformation waiver, eligibility to receive UC or DSRIP payments requires participation in a Regional Healthcare Partnership (RHP). Each RHP must submit a regional plan due to HHSC and CMS by October 31, 2012, which will lay out selected DSRIP projects, estimated funding for each project, and identify performing providers to implement those projects. The anchoring entity is the one entity in an RHP that acts as a primary point of contact for HHSC in the region and is responsible for seeking regional stakeholder engagement and coordinating development of an RHP plan.

### *Feasibility*

HHSC has incorporated utilization of CHWs in a draft in the RHP Planning Protocol approved by CMS, including the following:

- **Category 1, Infrastructure Development – Increase Training of Primary Care Workforce**
  - Increase the number of primary care providers (i.e., physicians, residents, nurse practitioners, and physician assistants) and other clinicians/staff (such as health coaches and CHWs)
  - Develop workforce enhancement initiatives to support access to behavioral health providers in underserved markets and areas (e.g., psychiatrists, psychologists, licensed medical social workers, licensed professional counselors, and licensed marriage and family therapists.)
    - Program developers will develop a plan to remediate gaps identified and data reporting mechanism to assess progress toward goal. This plan will specifically identify the severity of shortages of behavioral health specialists in a region by type (psychiatrists, licensed psychologists, nurse practitioners, physicians assistants, nurses, social workers, licensed professional counselors, licensed marriage and family therapists, licensed chemical dependency counselors, peer support specialists, and CHWs, etc.).
  - In addition, CHWs could potentially be utilized toward the goal of enhancing interpreter services and culturally competent care.
- **Category 2, Innovation and Redesign**
  - Implement evidence-based health promotion strategies such as use of CHWs, innovations in social media and messaging for targeted populations Engage

**community health workers in an evidence-based program to increase health literacy of a targeted population.**

- **Establish/expand a Patient Care Navigation Program – The goal of this project is to utilize CHWs, case managers, or other types of health care professionals as patient navigators to provide enhanced social support and culturally competent care to vulnerable and/or high-risk patients.**
  - **Program developers have the option to provide an intervention for a targeted behavioral health population to prevent unnecessary use of services in a specified setting (i.e., the criminal justice system, emergency department, and urgent care, etc.).**
  - **Developers are to meet certain milestones, including: Design community-based specialized interventions for target populations. Interventions may include (but are not limited to) Residential Assistance (Foster/Companion Care, Supervised Living, Residential Support Services). CHWs can be utilized toward this milestone.**

**The decision on whether or not to utilize CHWs in an RHP plan depends on the participants in each region. While the initial plans are due October 31, 2012, there will be opportunities to modify RHP plans in 2013, including to add projects if funds are available.**

**Texas Community Health Worker Study – Report to the Texas Legislature  
As required by H.B. 2610, 82nd Legislature, Regular Session, 2011**

**APPENDIX A**

**Description of Study Methodology**

**A. Overview**

The Study, conducted by University of Texas Health Science Center at Houston, School of Public Health, Institute for Health Policy, used multiple methods, including a targeted literature assessment, case examples of successfully sustained community health worker (CHW) services, state and national key informant interviews, eight focus workshops, an online survey of CHW employer and potential employers, consultation with the Promotor(a) or Community Health Worker Training and Certification Advisory Committee, and consultation with Department of State Health Services (DSHS) and Health and Human Services Commission (HHSC) staff.

Study methods provided a synthesis of current data from sources in Texas and other states to address the following components outlined in HB 2610, 82<sup>nd</sup> Legislature, Regular Session, 2011:

- Study the desirability and feasibility of employing promotores and community health workers to provide publicly and privately funded health care services in this state;
- Explore methods of funding and reimbursing promotores and community health workers for the provision of health care services and outline the costs to this state of the funding and reimbursement; and
- Develop recommendations to maximize the employment of and access to promotores and community health workers and expand the funding and reimbursement for services provided by promotores and community health workers.

The Study Team included three researchers affiliated with the Project on Community Health Worker Policy and Practice, a component of the Institute for Health Policy housed at the University of Texas Health Science Center at Houston, School of Public Health. The researchers were supported by three Graduate Research Assistants who are pursuing their doctorates at the

School of Public Health. In addition to DSHS and HHSC staff, several experts on health care management, policy, and finance contributed to the design and implementation of each of the methods. Several hundred Study participants volunteered their time and expertise to provide input in various Study methods (See Table 1 below):

**Table 1. Study participants by method**

<b>Study Phase</b>	<b>Participants</b>
Case Examples (Texas and U.S. CHW employer and payers)	14
Key Informant Interviews (Texas and U.S. CHW employers, researchers, educators, and CHWs)	21
Focus Workshops (Texas CHW employers, potential employers, and	81
Employer Survey (Texas CHW employers and potential employers)	234
<b>Total</b>	<b>356</b>

Note: Total number may include duplication of participants as some individuals participated in different aspects of the study phases.

## **B. Regions Review Process**

The primary purpose of the Regions Review process was to establish as large as possible database of employer and potential employer organizations. This database was then utilized to invite potential participants to participate in the online Employer Survey using a “snowball” outreach approach. The “snowball” approach is a non-probability sampling technique where known subjects provide reference to possible participants for inclusion in the survey. A second purpose was to supplement other data sources by exploring and describing differences in CHW employment patterns among the DSHS Health Service Regions.

Community Health Services staff in each of the eight Health Service Regions (HSRs) were contacted by the Study Team who described the Study and requested participation. Telephone contacts were made from late April through mid-June 2012. DSHS regional contacts were asked to identify specific CHW employers and other organizations which employed or might potentially employ CHWs.

### **C. Literature Assessment**

A literature assessment was conducted at the beginning of the Study to summarize selected current findings on CHW services. Over 400 hard copy and electronic documents were examined, from both peer-reviewed and non-peer reviewed literature, prioritizing those published in 2007 and later, and emphasizing those materials pertaining directly to Texas. A total of 62 documents were included in the final review. Documents were selected for review if they addressed any of the following:

- Cost-effectiveness
- Return on Investment
- Potentially sustainable financing mechanisms

A summary of the literature assessment is attached as Appendix B.

### **D. Case Examples**

The method of case examples was chosen to provide an in-depth assessment of services provided by CHWs and the financial components related to those services. CHW service case examples were selected on reported success in terms of outcomes. “Success” was defined primarily in financial terms and health outcomes, with preference for services that have moved in a significant way toward sustainable financing. Final selections were made in consultation with a working group, made up of staff from DSHS and HHSC.

Data collection took place in March 2012 and included interviews by phone with individuals representing 14 organizations and a review of related documents and websites. Eight organizations were selected as case examples in Texas:

- Texas A&M Colonias Program, U.S.-Mexico border region
- Gateway Community Health Center, Laredo
- Community Health Choice, Houston and statewide
- Baylor Health Care System, Dallas
- Texas Tech University, Lubbock

- **CHRISTUS Santa Rosa Health Care, San Antonio**
- **Memorial Hermann Health System, Houston**
- **Dallas Children's Hospital, Dallas**

**Interviews were conducted with six additional organizations outside Texas:**

- **Community Health Access Program (CHAP), Ohio**
- **Molina Healthcare and Hidalgo Medical Services, New Mexico**
- **Benton County Health Department, Oregon**
- **Bronx Lebanon Hospital, New York**
- **Langdale Corporation, Georgia**

**Interviews were conducted using a question guide; however, interviews were open-ended in nature and followed no specified order. Each interview included the following key questions:**

- **What evidence or data as to the effectiveness and/or cost-effectiveness of CHWs contributed to your decision to employ CHWs in the first place?**
- **What have been the major results of employing CHWs in terms of health outcomes and/or financial impact?**
- **What would be helpful to your organization in terms of policy and systems change in order for you to expand and/or make permanent your commitment to employment of CHWs?**

#### **E. Key Informant Interviews**

**Key Informants were selected in consultation with DSHS and HHSC staff. A total of 21 interviews were conducted, including 15 interviews with individuals with direct experience of CHW services in Texas, and six interviews with individuals with national expertise concerning CHW services. Interviewees included health care providers, state and private health administrators, researchers, public health advocates, CHW instructors, and a CHW. Approximately two-thirds of Texas Key Informants work directly with CHWs and another third are involved with CHW training and/or health care systems capacity-building.**

**Interview protocols addressed:**

- **The desirability of employing CHWs, including CHW roles, and evidence of CHW effectiveness**
- **The feasibility of employing CHWs, including potential financing mechanisms for expanded CHW employment**
- **CHW education and training issues related to the development of the workforce**

**Key Informant Interviews – Organizations**

- **Herman Memorial Hospital, Houston**
- **University of Texas Medical Branch (UTMB), Galveston**
- **Houston Regional CHW Network, Houston**
- **San Antonio Metro Health District, San Antonio**
- **McKesson Corporation (Texas Medicaid Wellness Project), statewide**
- **Migrant Health Promotion, South Texas**
- **Texas Association of Community Health Centers (TACHC), Austin**
- **Texas Area Health Education Center (AHEC) – East, Galveston**
- **Texas AHEC East – Coastal Region, La Marque**
- **Maximus, Inc., statewide**
- **Gateway to Care, Houston**
- **Quad Counties Council on Alcohol and Drug Abuse, Del Rio**
- **Superior Health Plan, Austin**
- **Dia de la Mujer Latina, Inc., Manvel**
- **DentaQuest, Austin**
- **The Center for Health Professions, University of California, San Francisco**
- **Center for Excellence in Rural Health, University of Kentucky**
- **Public Health – Seattle-King County, Washington**
- **Office of Community Health Workers, Massachusetts Department of Public Health**
- **Minnesota Community Health Worker Alliance**
- **Institute for Health Policy, University of Virginia**

## **F. Focus Workshops**

Eight Focus Workshops were conducted in six Texas cities (El Paso, Lubbock, Houston, Weslaco, Dallas, and San Antonio). Two of the eight workshops were conducted in Spanish. Attendees for the Focus Workshops were selected by local host partners and approved by the Study Team and DSHS staff. Approximately 15-20 individuals were invited for each group. A total of 81 individuals participated, of which approximately two-thirds were employers and potential employers and one-third were CHWs.

Focus Workshops followed a structured protocol and were scheduled for approximately two hours. Participants received copies of the Study charge and began with an open discussion where participants were asked to comment on the roles CHWs play, examples of the impact of CHWs, and the funding of CHW services and health care services generally. Focus Workshop participants, working in small groups, generated a consensus answer to the following question: "How could funding best be organized to support increased and sustainable CHW services in your organization?"

## **G. Online Employer Survey**

The Employer Survey was implemented in June 2012. The survey addressed the desirability and feasibility of employing CHWs and documentation and assessment of current methods of financing CHW services. Basic profiles of responding employers and potential employers were also collected.

Methods utilized to invite participation in the survey included endorsed survey forwarded email invitations, direct survey email invitations, and postal mail. The Study Team collected addresses for individuals and organizations affiliated with or utilizing CHW services. Postal invitations and emails were directly sent to contacts within these organizations. Endorsed surveys were those forwarded by specific contacts affiliated with various agencies, including DSHS, trade associations, and hospital associations. All emails included an embedded survey link to connect to the survey.

Approximately 2,600 individuals were contacted through these methods. A total of 234 individuals responded to the survey, including 160 who reported having CHWs working or volunteering in their organizations. Seventy four respondents were from organizations that did not have CHW services. Survey respondents were from a range of organization; however, most were from hospitals (17 percent), universities/colleges (15 percent), and community-based organizations (14 percent).

## **H. Study Limitations**

The timeframe for this study and resulting report to the Legislature was short (10 months). With the use of multiple methods, the Study Team was frequently implementing several methods simultaneously, limiting the benefits of one method informing the next.

The Literature Assessment focused on data from 2007-2011, which led to the exclusion of significant earlier research related to CHW effectiveness and potential return on investment and financing. Therefore, the Study Team examined several systematic reviews of earlier CHW literature before 2007; however, CHW studies prior to 2007 do not provide information on key financial components, such as return on investment and methods of financing.

The process of categorizing financing models in an easily understandable way, including all theoretically possible funding models, was more challenging than anticipated, in part because available studies did not provide detailed information. The qualitative nature of this study has meant that the intentional sampling of knowledgeable individuals for the Texas and national Key Informant interviews and for the eight Texas Focus Workshops led to the inclusion of a majority of individuals with considerable knowledge of CHW services. To ensure additional balance of respondents, efforts were made to also include potential employers with relatively little knowledge of the CHW workforce and CHW services in the Focus Workshops.

Finally, the Study Team, in consultation with DSHS and HHSC, chose to use a non-random convenience sample for the online Employer Survey, incorporating employers listed on initial and renewal applications from CHWs. Although there are tradeoffs with this decision in terms

**of the ability to generalize about the study findings, numerous studies in the CHW field in other states and nationally have approached surveys in a similar fashion.**

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**Community Health Worker Study - Report to the Texas Legislature  
As required by H.B. 2610, 82nd Legislature, Regular Session, 2011**

**Appendix B**

**Literature Assessment**

**Conducted by the University of Texas Health Science Center at Houston, School of Public Health, Institute for Health Policy (UTHSCH-SPH)**

The following assessment is based on a scan of recent documents, both published and unpublished, on a limited set of subtopics related to community health workers (CHWs). Over 400 documents were examined, including web-based reports, prioritizing those published in 2007 and later. This was not a formal literature review, in that it was not conducted using a systematic search of peer-reviewed journals.

The literature assessment focused on documents that address the impact of CHW services on access, quality, and efficiency of CHW services, emphasizing those materials pertaining to Texas. Documents were selected for relevance if they addressed any of the following: measures of CHW effectiveness; issues of cost-effectiveness or return on investment (ROI); or potentially sustainable financing mechanisms. A total of 62 documents were included in the final analysis.

Several formal literature reviews have been conducted in this period, notably by Brownstein et al. (2007) and Viswanathan et al. (2010). Earlier literature reviews were summarized in the Health Resources and Services Administration (HRSA) CHW National Workforce Study (2007) and the CHW financing study by the National Fund for Medical Education (Dower et al., 2006). All noted the paucity of cost-effectiveness data in the literature, and only one (Dower) looked at potential financing models.

**Evidence of CHW Effectiveness**

*The roles and functions of CHWs.* The Institute for Medicine recommended that CHW services be included in the health care team to improve the health of underserved communities (Martinez & Knickman, 2010). The evidence presented in the articles reviewed for this summary reflects a variety of population groups characterized by the presence of health disparities including

minority subgroups, such as Latinos/Hispanics, African-Americans, Native Americans or Southeast Asians, underinsured or uninsured, persons of lower socioeconomic status, and populations in limited health resource regions (Dohan & Schrag, 2005).

An international literature review for the World Health Organization (WHO) supports the premise that “services provided by [CHWs] are expected to be more appropriate to the health needs of populations than those of clinic-based services, to be less expensive and to foster self-reliance and local participation” (Lehmann & Sanders, 2007).

***Basic health care needs and access.*** Some empirical studies indicate that CHWs can help communities to overcome health care barriers and inefficiencies (Harris et al., 2008), promote immunization uptake, and improve outcomes for decreasing respiratory infections and malaria (Lehmann & Sanders, 2007). In a rural migrant population, CHWs increased access to health care and low-cost or free medications (AHRQ, Gray, 2012).

A pilot health care access project in California’s Central San Joaquin Valley was funded from 2007-2009 by grants from the Centers for Medicare and Medicaid Services (CMS) Hispanic Health Services Research Grant Program and Kaiser Permanente’s (KP) Fresno-Community Benefits Program to evaluate CHWs’ effectiveness in improving access for immigrants.

This pilot project utilized a non-randomized one-group study design with the CMS funding focusing on legal resident adults and elders, while the KP funding served mixed immigration status families. The measures of health care access evaluated were insurance status, usual source of care, receipt of regular physical exam, and self-efficacy. CHWs completed baseline surveys with participants and engaged in phone calls and follow-up visits to track progress in obtaining the services, provide additional referrals for care, and assist in any applications or paperwork. Another survey was conducted at three months post-intervention. All of the health care access indicators had a significant increase from baseline to follow-up care in each participant category:

Among the documented adult participants (CMS study), 45 percent and 70 percent had insurance at baseline and follow-up, respectively, while among the undocumented participants (KP study), 10 percent and 20 percent had insurance at baseline and follow-up, respectively. In addition, among the documented adult participants, 60 percent, and 90 percent had a regular source of care at baseline and follow-up, respectively, while among the undocumented participants, 13 percent and 59 percent had a source of care at baseline and follow-up, respectively (Capitman et al., 2010).

Flores and colleagues (2005) found that among uninsured Latino children, CHWs significantly increased the rate of coverage through Medicaid and the State Children's Health insurance program (SCHIP), as compared to other conventional methods of recruitment. CHWs were rated highly for their assistance navigating through the Medicaid application process and utilization of resources, as well as reducing the time required to obtain coverage.

***Maternal/child health.*** A program in Tarrant County incorporated CHWs in maternal/child health (MCH) services to decrease adverse birth outcomes, specifically infant mortality (Cardarelli et al., 2011). The "Auntie-Tia" program was developed through a community-based participatory research (CBPR) process as a means to reduce disparities in pregnancy outcome for African-Americans in Tarrant County. Tarrant County has higher infant mortality rates compared to the state of Texas rate, and the U.S. Infants born to African Americans within the county were up to three times more likely to die within the first year of life than infants born to White mothers.

The Auntie-Tia CHWs provided prenatal and post-natal support, including prenatal education, parenting education, labor support, breastfeeding education, and home visiting for up to four months post-delivery. The paper does not present results in detail, but notes results from a randomized controlled trial in which women who received CHW services from the Auntie-Tia program had lower rates of adverse pregnancy outcomes and increased breastfeeding rates.

Another MCH program focused on Latino immigrants and refugees living in Boise, Idaho (AHRQ, Hobbes, 2011). CHWs provided patient support, health care navigation, and health education. After the first year of implementation, program results included increased access to care, education, and social services, including WIC, Medicaid, and the Supplemental Nutrition Assistance Program (SNAP), reduced anxiety (from 85 percent to 20 percent), and fewer missed appointments (3 percent of enrolled patients missed appointments).

The "Community HUB/Pathways" model, which originated in Ohio, has been replicated in several other states and their results have been reported by the Agency for Healthcare Research and Quality (AHRQ, 2010). The model was first applied to improve birth outcomes and has been embraced as a programmatic and payment model by the State of Ohio (see more detail in Appendix D. Case Examples).

### *Chronic disease*

**Diabetes:** Gateway Community Health Center (Texas). In two studies of diabetes management, CHWs at Gateway were found to be effective in significantly reducing hemoglobin A1c (HbA1c), as well as improved diabetes management (Culica et al., 2008; Joshu et al., 2007). Joshu and colleagues discussed the results of a promotora-led diabetes self-management program in Laredo. The Gateway Community Health Center is a federally qualified health center (FQHC) that serves a predominately Latino and uninsured (approximately 60 percent) population. Approximately 20 percent of patients seen in the clinic are diabetic and have been referred by other medical providers for diabetes self-management. Patients were first assessed by a provider, provided basic education materials and a treatment plan, and then referred to the promotora-led intervention. Promotoras provided group classes and individual support. Over 80 percent of the participants completed the promotora-led intervention. Most patients achieved their self-established goals of increased physical activity (96 percent), medication adherence (79 percent), stress management (98 percent), regular blood sugar testing (95 percent), and proper foot care (77 percent). By the end of the program, approximately 63 percent of participants had HbA1c levels below 7.5, and levels were significantly lower than at baseline and at three months follow-up.

Another FQHC in western Massachusetts, serving a largely Latino population, also piloted a chronic care model for diabetes. The CHW-led intervention, included a self-management approach over a three-year course using bilingual multisession activities, including diabetes education classes, exercise classes, and chronic disease self-management classes. The project combined data of 275 individuals from a disease registry and project-participation data. Mean HbA1c levels decreased significantly from 8.6 to 8.0 after their participation in the self-management classes for a mean of 20.6 months. The authors described the CHWs as the “cornerstone” of this self-management project, concluding that it was the ability of the CHWs to relate to patients as knowledgeable peers that allowed them to engage with and motivate patients to make improvements in their management of their condition (Liebman et al., 2007).

Researchers tested the effectiveness of a culturally tailored, behavioral theory-based CHW intervention for improving glycemic control in a randomized low-income underserved population of Latino and African American diabetics from Detroit, Michigan. Participants in the

intervention group had a mean HbA1c value of 8.6 at baseline, which improved to a value of 7.8 at six months of follow-up, a finding that is clinically significant. Researchers provided evidence of the effectiveness of CHWs as members of multidisciplinary teams engaged in culturally appropriate health and social services delivery. For example, the intervention group participants' cholesterol (LDL) level improved significantly from baseline to six-month follow-up (mean 105 at baseline and 95 at six-month follow-up) (Spencer et al., 2011).

A randomized control trial was conducted in Los Angeles to assess the relative effectiveness of a CHW intervention on various health measures and clinical indicators among 189 Latinos newly diagnosed with type 2 diabetes, as compared to usual clinical diabetes care. Researchers found that culturally tailored outreach and education programs, based on transtheoretical models and delivered by trained CHWs over a six-month period, significantly improved self-care behaviors and decreased body mass index (BMI). At six-month follow-up, significant positive differences were observed in health status, emergency department (ED) admissions, medication-taking behavior, fruit and vegetable intake, exercise, and diabetes knowledge. For example, mean HbA1c decreased from 8.6 to 7.2 in the CHW intervention group, while decreases were not observed in the non-contact control group.

The authors concluded that CHWs' understanding and knowledge of local culture, values, health beliefs and behaviors, access issues, environmental influences, and language barriers can help to address and reduce the impact of diabetes and its complications. According to the authors, CHWs can provide additional assistance in retention and follow-up, helping patients to appropriately engage and utilize the health care system and local community resources, resulting in informed and motivated patients and family members. In addition, CHWs can support health care professionals in changing health behaviors and improving the management of diabetes (Babamoto et al., 2009).

**Asthma:** Merck Childhood Asthma Network. Asthma management significantly improved among children enrolled in a CHW care coordination intervention (Findley et al., 2008). Care coordination services are adjunct to medical services and primarily serve to effectively link families to multiple health care providers. In the Merck Childhood Asthma Network, four care coordination sites each employed three or four CHWs in Chicago, New York, Philadelphia, and San Juan (Puerto Rico). A fifth site (Los Angeles) employed school nurses as care coordinators.

The demographics of participants varied by site: 1) Chicago – 100 percent African American; 2) New York – 91 percent Latino and 9 percent African American; 3) Philadelphia – 85 percent African American, 11 percent Latino; 4) San Juan – 100 percent Latino; and 5) Los Angeles – 70 percent Latino, 22 percent African American.

CHWs provided outreach to, and enrollment of, eligible families; established asthma management goals with the family; facilitated interactions with the health care system; provided clinical or social service referrals; provided culturally competent, individualized asthma education; built social support for improved asthma management; and assisted in reducing home environmental triggers. Results from the CHW-coordinator sites were at least comparable to those in the nurse-coordinator site.

*Chicago:* 387 families in Chicago's South Side were recruited through asthma screening projects held at local schools and community events. At the 12 month follow-up, 98 percent of children had increased confidence in controlling asthma. A large percentage (86 percent) had a reduction in asthma-related school absences and demonstrated a significant reduction of ED visits (51 percent) and hospitalization (78 percent).

*New York:* Four CHWs served as part of a hospital asthma team and recruited eligible families. CHWs conducted home visits and weekly contacts for the first 3 months, then reduced contact to monthly reminders from months 4 through 6, and to bimonthly contact until the 12th month. Initial contact involved choosing asthma management goals, identification of home environmental asthma triggers, as well as implementing pest management strategies. CHWs also provided education, health care navigation services, and social support. The program demonstrated an increase in confidence of controlling asthma (94 percent), reduction in environmental triggers (91 percent), reduction in asthma-related school absences (78 percent), as well as significant reduction in ED visits (60 percent) and hospitalization (72 percent).

*Philadelphia:* Two established asthma prevention/reduction programs integrated their services to serve four separate communities. The Community Asthma Prevention Program (CAPP) of Children's Hospital of Philadelphia and the Child Asthma Link Line of Philadelphia Allies Against Asthma Coalition worked together to develop the coordinated care program. Children were referred by physicians, community-based organizations, Child Asthma Link Line, and school nurses to CAPP, where they received coordinated care by three CHWs. The CHWs

provided home visits, environmental interventions, education and support, and navigation services. Families received at least six home visits within the first six weeks followed by bi-weekly follow-up visits for one year. Much of the follow-up entailed linkage to social services, managed care organizations, housing organizations, schools, and primary care practices.

Results were positive with 100 percent reporting increased confidence in controlling asthma and daily controller use in moderate to severe asthma cases, significant reduction in ED visits (36 percent) and hospitalization (26 percent) as compared to baseline, and significant reduction in asthma-related school absences.

*San Juan, Puerto Rico:* “La Red de Asma Infantil de Puerto Rico” was a community asthma program that partnered with the city health department, a provider association, and two local housing projects. Four CHWs worked with low-literacy populations and provided education, outreach, medication management, and environmental trigger identification and reduction education. Results included 46 percent of participants with moderate to severe asthma reporting daily controller use, 97 percent reporting increased confidence in controlling asthma, reduction in asthma-related school absences (82 percent), and significant reduction in ED visits (43 percent) and hospitalization (68 percent).

*Los Angeles:* The L.A. Unified School District Asthma Program employed five school nurses as care coordinators. Results included 93 percent of participants reporting increased confidence of controlling asthma, reduction in asthma-related school absences (82 percent), and significant reduction of ED visits (63 percent) and hospitalization (52 percent).

**Hypertension:** In a published 2007 literature review, 14 studies were examined to determine the effectiveness of CHW services on interventions for hypertension. Among these studies were 8 randomized control trials (RCTs). Based upon the review, there was a consistent trend for the CHW to be of the same racial or ethnic background, socioeconomic group, and from the same community. Additionally, all of the CHWs utilized in the interventions studied did not have any prior experience in health care.

The roles of CHWs were consistently identified among all of the studies reviewed to include providing health education services necessary to control hypertension and related risk factors, providing direct services to patients (measuring and monitoring blood pressure), providing social support, and serving as a mediator for patients between the social service and health care

systems. All of the reviewed studies also showed consistent training for the CHWs in hypertension protocol and care. Ten of the studies reviewed measured positive behavior change from the CHW intervention and nine of these yielded positive results.

Significant improvements in hypertension control were reported in seven out of eight of the RCTs. All five studies measuring for medication adherence showed positive improvements among patients. Two of the reviewed studies specifically linked the successful intervention in part to the social support and trust of the relationship provided by the CHWs (Brownstein et al., 2007). A variety of interventions have also provided evidence that CHWs have been effective in reducing risk factors for cardiovascular disease utilizing the Salud Para Su Corazón Model (Balcázar et al., 2011b).

**HIV/AIDS:** The Prevention and Access to Care and Treatment (PACT) project serves HIV-positive individuals who were not responding to standard health care practices. PACT is a community-based program under Partners in Health, serving African Americans and Latinos in inner-city Boston. Patients deemed as failing to maintain the appropriate CD4 counts and identified as non-adherent to antiretroviral therapy were referred to PACT by their medical providers.

PACT's CHWs, who are ethnically and linguistically similar to program patients, provided home-based care and support, as well as outreach, counseling and health care navigation (AHRQ, Behforouz, 2011). They also provided education on adherence to treatment regimens, accompanied patients to health care and social service appointments, and provided communication assistance. Patients within the program showed significant improvement in CD4 count and increased adherence to HIV/AIDS retroviral therapies, as well as decreased emergency department (ED) and hospitalization costs. The improvement in CD4 counts was so significant in many patients that they were no longer diagnosed as having AIDS. Published data suggest that program services cost about \$5,000 per HIV/AIDS patient/year.

**Cancer:** An article on Patient Navigation with cancer survivors from the Survivorship Working Group does not report actual outcome data, but offers a new systematic look at measurement of navigation outcomes, which may apply in situations where CHWs serve as Navigators. In the survivorship aspect of cancer care, patients are no longer under the care of an oncologist, and need routine follow-up care to maintain remission and to follow treatment guidelines.

The Working Group, convened by the American Cancer Society, proposed the use of clinical outcomes including symptom management, physical functioning, mental health, management of other chronic and/or comorbid conditions, coordination of specialty care, and preventive medicine. Health care utilization outcomes include access to care, adherence to clinical follow-up recommendations, utilization of survivorship care, and continuity of care. The Working Group advocated integrating a medical home into survivorship care (Pratt-Chapman et al., 2011).

A number of CHW initiatives in cancer screening outreach have been reported over the years (HRSA, 2007). A pilot program in Atlanta, Georgia, reported significant increases in follow-up appointments and treatment after abnormal mammogram screenings (Crump et al., 2008).

Approximately 94 percent of women in the intervention group kept their appointments compared to approximately 76 percent of women in the conventional group. More women in the intervention group (98 percent) attended their biopsy or fine needle aspiration appointments compared to 80 percent of those in the conventional treatment group (Crump et al., 2008).

A program working with American Indian women increased breast cancer screening rates (AHRQ, Burhansstipanov, 2011). The CHWs were trained specifically to use their cultural background to help women overcome their fears and other psychosocial barriers to breast cancer screening. In Massachusetts and New York, a mixed patient population was randomized into a CHW intervention and conventional colorectal screening program. Colorectal cancer screening rates and follow-up treatments were significantly increased in the CHW intervention group compared to the conventional recruitment method (Hendren et al., 2010; Percac-Lima S et al., 2008).

***Health related behaviors.*** Patients exhibiting risky health behaviors were linked to community resources, including CHWs, in the Community Health Educator Referral Liaison program. In this program, providers referred unhealthy patients, who were at possible risk of cardiovascular disease, cancer, or other chronic diseases, to CHWs who provided referral to external resources, counseling and support, communication with the primary provider, and follow-up assessment. Patients reported decreases in BMI and improved health status that included improved diet, less smoking and alcohol consumption, and increased physical activity (AHRQ, Holtrop, 2011).

***Oral health.*** There have been very few published accounts of CHW interventions in oral health. New Mexico has piloted a “health commons” model for providing dental care in underserved

neighborhoods. In this model, CHWs provided patient support within several neighborhood care sites, but the impact of the CHW role has not been measured (Formicola, 2004).

### **Estimates of cost savings and other business benefits from employing CHWs**

***Evaluating costs and benefits.*** The CHW National Workforce Study noted the scarcity of cost-effectiveness studies in its 2007 literature review (Health Resources and Services Administration [HRSA], 2007).

Much of the literature has been based on short-term, grant funded projects from private sources (e.g., The Robert Wood Johnson Foundation, W. K. Kellogg Foundation, Livestrong Foundation, American Cancer Society) and federal grant monies (e.g., HRSA, National Institutes of Health [NIH], Office of Minority Health).

These projects have often been funded to include hiring and training of CHWs, as well as intervention and evaluation. However, these studies focused primarily on the efficacy of CHW interventions, and results were generally not comparable due to variations among hiring and training practices (HRSA, 2007). Because of this variability, Whitley and colleagues attempted to help define some basic cost measures for CHW programs (Whitley et al., 2011). In this analysis, the authors identified fixed and variable costs that should be considered when incorporating CHWs into a health care program. They also suggest that costs should include human capital costs, such as employment, training, and supervision/administrative costs. Because of the lack of standardization in training and educational requirements of CHWs, the costs are highly variable. Cost to charge ratios, where providers may charge third party payers additional amounts above actual direct costs, can further affect the cost or ROI for the employment of CHWs in the program.

Since a report by the National Fund for Medical Education on financing of CHW services (Dower et al., 2006), there has been an increased interest in the evaluation of costs and benefits of CHW programs. (For example, in a diabetes education program in Dallas, CHW services proved to be cost-effective in diabetes management (Culica et al., 2008), not only by reducing hemoglobin A1c in program participants, but also by reducing the cost for physician-supervised diabetes educators and nutritional counselors. In this model, the CHW served as the bilingual

health educator and health assessor under the supervision of the clinician/director. The program reduced personnel costs and achieved low annual expenditures per patient (\$461). The developers of the Stanford Chronic Disease Self-management Program (CDSMP) demonstrated effectiveness, reducing health care cost by approximately \$200 per participant. The savings for participants who completed the study were about \$400,000 (Lorig, et al., 2010).

***Return on investment (ROI).*** Return on investment has become an important evaluative parameter for examining the integration of CHWs as part of the health care team (Rush, 2012). Although few published reports of CHW programs discuss costs, several recent papers report a significant return.

Denver Health, the public safety-net health system for the City and County of Denver, analyzed the return on investment for its CHW program and published one of the first CHW ROI studies. The report indicated that utilization of CHWs saved \$2.28 for every \$1 spent in the program (Whitley et al., 2006). Primary and specialty care visits increased and urgent/inpatient care dropped with the use of CHW interventions. Denver Health reported that its colorectal screening program provided a positive ROI. Clinics that conducted 175 screenings per year were able to cover the base salary of a CHW at \$42,250/year. Clinics that screened at least 50 patients per year were eligible for part-time or full-time CHW salary support (Dwyer, 2011).

The Baltimore City Health Department (BCHD, 2008) proposed integrating CHWs into its health care system to serve patients with chronic diseases. The BCHD employed CHWs to identify and screen high-risk individuals for cardiovascular disease (CVD) and diabetes through three clinics in underserved communities. The 2008 report estimated that this CHW intervention could lead to potential cost savings of \$137 per patient per month. Among patients with congestive heart failure, estimates indicated that hospital cost savings could exceed program costs by a ratio of 5:1. Among patients with multiple chronic conditions, the projected ROI was calculated at \$2.25-\$2.84 saved per \$1 spent. No actual data on ROI have been published to date.

The “Community Connector” Program was piloted in three rural Arkansas counties from 2005-2008, utilizing CHWs in a Medicaid demonstration program serving adults with unmet long-term care needs. Funding was received from the Robert Wood Johnson Foundation to match federal Medicaid dollars. Study participants in the intervention group were matched with a control

group in five other nearby counties, through propensity score matching. CHWs conducted outreach to identify individuals with physical disabilities and eligible for Medicaid, with potential unmet need for long term care, or at risk of being placed in a nursing home. There was a reduction in annual Medicaid spending per participant, resulting in a total estimated saving of \$3.5 million in Medicaid expenditures over the three years of the program, for a net saving of \$2.6 million. Spending among program participants was nearly 25 percent less than non-participants. This is equivalent to a net ROI of almost \$3 for every dollar invested in the program.

### **Models to finance ongoing CHW services**

A comprehensive study of financing mechanisms for CHWs was conducted in 2006 by Dower et al., and funded by the Blue Cross and Blue Shield Foundation of Minnesota. The study was the first study of CHW financing mechanisms and is still considered the most comprehensive to date. The study's primary purpose was to identify best practice guidelines to support and sustain the work of CHWs in the United States. The study summarized funding sources for CHW services, including associated benefits and challenges. The study identified four major funding models for CHW services: charitable foundation/government agency; Medicaid, government; government general funds; and private company.

*Basic factors affecting potential financial models.* As noted above, most of the CHW programs described in reviewed documents have depended on short-term grant funding to support the salaries and services. Presently, there is no single standardized model that defines the role and use of CHWs. Several models incorporate CHWs into the health care team and others include them as part of an auxiliary service to the clinic. However, all articles reviewed addressing employment of CHWs promote the integration of CHWs into the health care team for successful results (Ingram et al., 2011).

The CHW report of the Massachusetts Department of Public Health Community Health Worker Advisory Committee (2009) included a formal review of possible financing models for CHWs. Four categories of funding models were identified: public and commercial insurance, public and private sector operating budgets, public grants and contracts, and private foundation grants. For each option, legal, financial, operational and political feasibility was considered. The report

noted that MassHealth, the Massachusetts Medicaid program, has chosen to pay for CHW services under administrative match. MassHealth can also directly employ CHWs or contract with an institution that employs CHWs to provide services to the community (Mass. Dept. of Public Health, 2009).

Another financing model is the integration of CHWs within a patient-centered medical home (PCMH). In this model, the health care system places the family and patient, rather than the provider, at the center of the system. The PCMH accepts responsibility for coordinating all of the patient's care for a supplemental monthly fee (Balcazar, 2011; Cantor J, 2011; Pratt-Chapman et al., 2011; Volkmann & Castañares, 2011).

Cantor and colleagues discussed a variant on the PCMH, the "community centered health home" (CCHH). The CCHH accepts responsibility for community-based prevention for a broader population, as well as focusing on those at greatest risk and those with disease. Within this model, CHWs called "health coaches" perform functions associated with community-based primary prevention. The authors advocated for incentive payments to CCHHs tied to specific outcomes, and bundling payments for community prevention from multiple sources, not limited to the member's primary third-party payer (Cantor et al., 2011).

*Specific state financing initiatives.* A few states have begun to incorporate the CHW model into their systems of health care. However, little is known at this stage of development of the CHW models about how financial systems/mechanisms in these states account for the cost and benefits of CHW services.

Although only in its preliminary stages, New Mexico has recently proposed the standardization of training, certification and implementation of CHWs (Griego, 2011) with a view toward sustainable support of CHWs. The organizing New Mexico coalition has proposed that the state department of health be the agency to coordinate training and certification of CHWs and their trainers and the training programs, as well as to develop a registry of certified CHWs.

Oregon, too, is integrating CHWs into its health care system through implementation of the "Pathways" care coordination model (Buntin, 2011). Oregon House Bill 3650 (2011) shifts Medicaid away from the current managed care model towards "coordinated care organizations" that are specifically required to provide members "assistance in navigating the health care delivery system and in accessing community and social support services and statewide resources,

**including through ... community health workers” (Oregon Revised Statutes Chapter 414, as amended July 2011; Buntin, 2011).**

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## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Juanita Jackson

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

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

### **AGENDA LANGUAGE:**

Receive Update from the Health and Human Services and Veterans Service Department and the City of Austin Health and Human Services Department Regarding Recommended Increases to Environmental Health Fees, beginning in Fiscal Year 2014.

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

The Environmental Health Services Division of the City of Austin Health and Human Services Department provides services to promote and protect the public's health under the Travis County Policy, Procedures and Regulations, Chapter 47.

### **STAFF RECOMMENDATIONS:**

Staff recommends consideration and approval of the recommended increase to Environmental Health Fees.

### **ISSUES AND OPPORTUNITIES:**

With the increase in fees, the Environmental Health Services Division will increase the service delivered to the unincorporated areas.

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

Staff projects the fiscal impact to be neutral, in that the increased fees are projected to cover an increase in service provision in the unincorporated areas of Travis County.

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

**REQUIRED AUTHORIZATIONS:**

Mary Etta Gerhardt, Assistant County Attorney

Leslie Browder, County Executive, Planning and Budget Office

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

Nicki Riley, Travis County Auditor

Kathleen Hass, HHS Finance Manager

Diana Ramirez, Budget Analyst IV, Planning and Budget Office

Aerin Toussaint, Budget Analyst

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# City of Austin and Travis County

## Environmental Health Services Division Services Provided and Proposed

Presented by

Sherri E. Fleming, County Executive

Kymberley Maddox, Chief Administrative Officer

David Lopez, Chief Sanitarian

Vince Delisi, Assistant Division Manager

Gwen Meighan, Supervisor

Travis County Commissioner's Court - May 21, 2013

# Program goals and objectives:

- **Austin/Travis County HHSD, Environmental Health Services Division operates programs designed to promote and protect the public health.**
- **The provision of public health services by the City and under agreement with the County is intended to result in a service delivery that is effective, efficient and accessible.**
- **Minimizing the public's exposure to health and environmental hazards through community outreach, education and regulatory enforcement.**

# Program clients served:

- **Any persons operating or patronizing food enterprises located in Travis County, whether it is conducted in a mobile, stationary, temporary or permanent facility or location**
- **Travis County residents using public or semi-public pools**
- **Travis County residents submitting complaints concerning any general environmental or public health nuisances**
- **Travis County residents wanting to adopt or foster a child; and day care operators**
- **Travis County residents requesting consultation and education on rodent and mosquito control measures**

# Program services and delivery:

## Consumer Health Related Services

- **Retail Food Establishment permitting, inspection, and investigations**
- **Food Products Establishment permitting, inspection, and investigations**
- **Foodborne illness investigations, food sanitation investigations**
- **Food Enterprise plan review and approval of new construction and remodels**

# Program services and delivery:

## General Environmental Health Related

- **Public and Semi-Public Swimming Pools and Spas Plan Review, Permitting, Inspection and Investigation**
- **Public and Semi-Public Swimming Pools and Spas Plan Review for new construction and remodels**
- **Custodial Care Environmental Health and Safety Inspections**
- **Junkyard and Automotive Wrecking and Salvage-yard Permitting, Inspection and Investigations**

# Program services and delivery:

## Nuisance Investigations and Other Services

- **Public Nuisance Complaint Investigations – high grass and weeds, improper disposal of solid waste, junk and abandoned vehicles on private property, exposed wastewater/sewage, sub-standard housing**
- **Public Nuisance Abatement – abatement of nuisances on private property when property owners are either unwilling or unable**
- **Application of routine and elevated mosquito control measures in Travis County.**
- **Miscellaneous Health Related Inspections – mass gatherings, flea markets, farmers markets, and others.**

# Fee Based Services Provided:

Food Service, Retail Food Permitting and Inspection	Travis County	CoA/ILA FEES
1 to 15 employees	\$150	Range from low of
16 to 30 employees	\$250	\$310 to high of \$990
Over 30 employees	\$300	
Mobile Food Vendor Permitting and Inspection		Application Fee \$125
Unrestricted/unit	\$60	\$210
Restricted/unit	\$60	\$90
Temporary Food Establishments Permitting and Inspection		
2 calendar days or less	\$20/booth	\$35/booth
3-5 calendar days	\$30/booth	\$70/booth
6-14 calendar days	\$40/booth	\$90/booth
Plan Review of New Construction or Remodel of Food Establishments		
>10,000 sq. ft.	\$10	\$185
2,500-10,000 sq. ft.	\$10	\$125
<2,500 sq. ft.	\$10	\$65
Swimming Pool Permitting and Inspection	\$95 each	\$200
Spa Permit	\$95 each	\$200
Plan Review of New Construction or Remodel of Pools and Spas	\$50	\$150

# Services Provided Without Fee:

	Travis Co.	CoA/ILA FEES
Food Processing Plant or Warehouse Permitting and Inspection	\$0.00	\$310-\$990
<b>Food Establishment Related Inspections:</b>		
Permit Approval Inspections of New or Remodeled Food Establishment (C.O.)	\$0.00	\$125
Change of Ownership Inspection (Permit Approval of Pre-existing Establishment)	\$0.00	\$125
Food Enterprise Variance Request Review	\$0.00	\$150
Inspection outside of normal work hours	\$0.00	\$100
Re-Inspections for Compliance	\$0.00	\$125
<b>Day Care Inspections</b>	\$0.00	\$60
<b>Pool Related Inspections:</b>		
Permit approval inspection	\$0.00	\$100
Re-Inspections for Compliance	\$0.00	\$100
Inspection outside of normal work hours	\$0.00	\$100
Permit Renewal Late Fee	\$0.00	\$100
<b>General Environmental Services for which no fees are charged:</b>		
Health and Safety Code Compliance Services		
Rodent and Vector Control Services		

# Travis County Revenues:

## Environmental Health Services Division

	FY11	FY12	FY13 (Projected)
Revenue Collected	\$ 84,495	\$ 102,480	\$ 114,120
Revenue with Proposed Fees	\$ 152,960	\$ 174,955	\$ 187,360
Difference	\$ 68,465	\$ 72,475	\$ 73,240

# Services not currently provided:

Proposed changes to The Travis County Policy, Procedures, and Regulations Manual, Ch. 47.

- Certified Food Manager Registration - Food safety training required by the City of Austin for all Food Enterprises.
- Food Handler Registration - Basic Food Safety training required by the City of Austin of all food handlers.
- Farmers Market Permitting - City of Austin currently offers special permitting for farmers markets. New permitting structure and regulations being proposed for adoption.

# Questions?



**Austin/Travis County Health and Human Services Department  
Environmental Health Services Division**

1520 Rutherford Lane

Austin, Texas 78757

Phone: 978-0300 Fax 978-0322

Travis County Fee Proposals

TABLE OF CONTENT:

Activities that are charged a fee in Travis County	Page 1
FY 2011 Activities	Page 2
FY 2012 Activities	Page 3
Projected FY 2013 Activities	Page 4
Activities Conducted in Travis County that has No Fees Attached:	
FY 2011	Page 5
FY 2012 & Projected FY 2013	Page 6
Activities being Requested in Travis County	Page 7
FY 2012 and Projected FY2013	Page 8
Fee Summary Page	Page 9

**FEE SUMMARY PAGE**

<b>Revenues Collected:</b>		<b>Fiscal Year</b>	<b>Amt. Collected</b>	<b>Amt. with projected fees that would have been collected</b>	<b>DIFFERENCE</b>
		<b>2011</b>	<b>\$ 84,495.00</b>	<b>\$ 152,960.00</b>	<b>\$ 68,465.00</b>
		<b>2012</b>	<b>\$ 102,480.00</b>	<b>\$ 174,955.00</b>	<b>\$ 72,475.00</b>
<b>for</b>	<b>Projected</b>	<b>2013</b>	<b>\$ 114,120.00</b>	<b>\$ 187,360.00</b>	<b>\$ 73,240.00</b>

NOTES:

1. As per §437.012(g) a fee ...may not exceed \$300.00
2. With the proposed fees, FY2012 revenues would have increased by 71%

<b>ACTIVITES THAT ARE CHARGED A FEE IN TRAVIS COUNTY</b>				
	<b>FEE BASIS</b>	<b>CURRENT TRAVIS COUNTY FEES</b>	<b>PROPOSED TRAVIS COUNTY FEES</b>	<b>CURRENT CITY OF AUSTIN FEES</b>
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	\$ 150.00	\$ 160.00	\$ 310.00
	5-9 Employees	\$ 150.00	\$ 200.00	\$ 310.00
	10-15 Employees	\$ 150.00	\$ 250.00	\$ 435.00
	16-30 Employees	\$ 250.00	\$ 275.00	\$ 620.00
	>30 Employees	\$ 300.00	\$ 300.00	\$620 TO \$990
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	\$ 20.00	\$ 35.00	\$ 35.00
	3-5 DAYS	\$ 30.00	\$ 70.00	\$ 70.00
	6-14 DAYS	\$ 40.00	\$ 90.00	\$ 90.00
<b>MOBILE VENDING</b>	PERMITS/ INSPECTION			
	UNRESTRICTED UNITS	\$ 60.00	\$ 210.00	\$ 210.00
	RESTRICTED UNITS	\$ 60.00	\$ 90.00	\$ 90.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	\$ 10.00	\$ 185.00	\$ 185.00
	10,000 - 2,500 sq ft	\$ 10.00	\$ 125.00	\$ 125.00
	<2,500 sq ft	\$ 10.00	\$ 65.00	\$ 65.00
<b>Pools/Spas Plan Reviews (TOTAL)</b>	Per individual pool/spa	\$ 50.00	\$ 150.00	\$ 150.00
<b>POOLS/SPAS</b>	PERMITS/INSPECT ION	\$ 95.00	\$ 200.00	\$ 200.00

	<b>FEE BASIS</b>	<b># OF ESTABLISHMENT-UNITS INSPECTIONS FY11</b>	<b>COLLECTED FY11 REVENUES</b>	<b>REVENUES WITH PROPOSED FEES (FY11)</b>
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	128	\$ 19,200.00	\$ 20,480.00
	5-9 Employees	114	\$ 17,100.00	\$ 22,800.00
	10-15 Employees	33	\$ 4,950.00	\$ 8,250.00
	16-30 Employees	30	\$ 7,500.00	\$ 8,250.00
	>30 Employees	24	\$ 7,200.00	\$ 7,200.00
<b>TOTALS</b>		329	\$ 55,950.00	\$ 66,980.00
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	72	\$ 1,440.00	\$ 2,520.00
	3-5 DAYS	2	\$ 60.00	\$ 140.00
	6-14 DAYS	0	\$ 0.00	\$ 0.00
<b>TOTALS</b>		74	\$ 1,500.00	\$ 2,660.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	4	\$ 40.00	\$ 740.00
	10,000 - 2,500 sq ft	6	\$ 60.00	\$ 750.00
	<2,500 sq ft	5	\$ 50.00	\$ 325.00
<b>TOTALS</b>		15	\$ 150.00	\$ 1,815.00
<b>Pools/Spas Plan Reviews (TOTAL)</b>	Per individual pool/spa	3	\$ 150.00	\$ 450.00
<b>MOBILE VENDING</b>	PERMITS/INSPECTION			
	UNRESTRICTED UNITS	114	\$ 6,840.00	\$ 23,940.00
	RESTRICTED UNITS	80	\$ 4,800.00	\$ 7,200.00
<b>TOTALS</b>		194	\$ 11,640.00	\$ 31,140.00
<b>POOLS/SPAS</b>	PERMITS/INSPECTION	159	\$ 15,105.00	\$ 31,800.00
<b>TOTALS</b>			\$ 84,495.00	\$ 134,845.00

	<b>FEE BASIS</b>	<b># OF ESTABLISHMENT-UNITS INSPECTIONS FY12</b>	<b>COLLECTED FY12 REVENUES</b>	<b>REVENUES WITH PROPOSED FEES (FY12)</b>
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	164	\$ 24,600.00	\$ 26,240.00
	5-9 Employees	130	\$ 19,500.00	\$ 26,000.00
	10-15 Employees	53	\$ 7,950.00	\$ 13,250.00
	16-30 Employees	41	\$ 10,250.00	\$ 11,275.00
	>30 Employees	26	\$ 7,800.00	\$ 7,800.00
<b>TOTALS</b>		414	\$ 70,100.00	\$ 84,565.00
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	66	\$ 1,320.00	\$ 2,310.00
	3-5 DAYS	1	\$ 30.00	\$ 70.00
	6-14 DAYS	6	\$ 240.00	\$ 540.00
<b>TOTALS</b>		73	\$ 1,590.00	\$ 2,920.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	5	\$ 50.00	\$ 925.00
	10,000 - 2,500 sq ft	15	\$ 150.00	\$ 1,875.00
	<2,500 sq ft	4	\$ 40.00	\$ 260.00
<b>TOTALS</b>		24	\$ 240.00	\$ 3,060.00
<b>Pools/Spas Plan Reviews (TOTAL)</b>	Per individual pool/spa	1	\$ 10.00	\$ 185.00
<b>MOBILE VENDING</b>	PERMITS/INSPECTION			
	UNRESTRICTED UNITS	153	\$ 9,180.00	\$ 32,130.00
	RESTRICTED UNITS	90	\$ 5,400.00	\$ 8,100.00
<b>TOTALS</b>		243	\$ 14,580.00	\$ 40,230.00
<b>POOLS/SPAS</b>	PERMITS/INSPECTION	168	\$ 15,960.00	\$ 33,600.00
<b>TOTALS</b>			\$ 102,480.00	\$ 164,560.00

	FEE BASIS	# OF ESTABLISHMENT-UNITS INSPECTIONS FY13	REVENUES PROJECTED FOR FY13 (WITH CURRENT FEES)	REVENUES WITH PROPOSED FEES (FY13)
<b>FOOD SERVICE PERMITS</b>				
	1-4 Employees	165	\$ 24,750.00	\$ 26,400.00
	5-9 Employees	129	\$ 19,350.00	\$ 25,800.00
	10-15 Employees	50	\$ 7,500.00	\$ 12,500.00
	16-30 Employees	43	\$ 10,750.00	\$ 11,825.00
	>30 Employees	30	\$ 9,000.00	\$ 9,000.00
<b>TOTALS</b>		417	\$ 71,350.00	\$ 85,525.00
<b>TEMPORARY EVENTS</b>				
	1-2 DAYS	80	\$ 1,600.00	\$ 2,800.00
	3-5 DAYS	165	\$ 4,950.00	\$ 11,550.00
	6-14 DAYS	45	\$ 1,800.00	\$ 4,050.00
<b>TOTALS</b>		290	\$ 8,350.00	\$ 18,400.00
<b>PLAN REVIEWS</b>				
<b>FOOD SERVICE</b>	NEW CONSTRUCTION/C hOw/REMODEL			
	>10,000 sq ft	5	\$ 50.00	\$ 925.00
	10,000 - 2,500 sq ft	12	\$ 120.00	\$ 1,500.00
	<2,500 sq ft	14	\$ 140.00	\$ 910.00
<b>TOTALS</b>		31	\$ 310.00	\$ 3,335.00
Pools/Spas Plan Reviews (TOTAL)	Per individual pool/spa	9	\$ 450.00	\$ 1,350.00
<b>MOBILE VENDING</b>	PERMITS/INSPECTION			
	UNRESTRICTED UNITS	155	\$ 9,300.00	\$ 32,550.00
	RESTRICTED UNITS	140	\$ 8,400.00	\$ 12,600.00
<b>TOTALS</b>		295	\$ 17,700.00	\$ 45,150.00
<b>POOLS/SPAS</b>	PERMITS/INSPECTION	168	\$ 15,960.00	\$ 33,600.00
<b>TOTALS</b>			\$ 114,120.00	\$ 187,360.00

<b>ACTIVITES CONDUCTED IN TRAVIS COUNTY THAT HAS NO FEES ATTACHED</b>				
<b>MISC FOOD SERVICES PERFORMED</b>	<b>FEE BASIS</b>	<b>CURRENT TC FEES</b>	<b>PROPOSED TC FEES</b>	<b>COA FEES</b>
	REINSPECTIONS	\$0.00	\$ 125.00	\$ 125.00
	Certificate of Occupancy	\$0.00	\$ 125.00	\$ 125.00
	Change of Ownership	\$0.00	\$ 125.00	\$ 125.00
<b>POOL SERVICES PERFORMED</b>				
	REINSPECTIONS	\$0.00	\$ 125.00	\$ 125.00
<b>Custodial Care</b>				
	Inspections	\$0.00	\$ 60.00	\$ 60.00

<b>FY2011</b>				
<b>MISC FOOD SERVICES PERFORMED</b>	<b>FEE BASIS</b>	<b># OF ESTABLISHMENT-UNITS INSPECTIONS FY11</b>	<b>COLLECTED FY11 REVENUES</b>	<b>REVENUES WITH PROPOSED FEES FY11</b>
	REINSPECTIONS	40	\$0.00	\$ 5,000.00
	COs/ChOws	35	\$0.00	\$ 4,375.00
<b>POOL SERVICES PERFORMED</b>				
	REINSPECTIONS	20	\$0.00	\$ 2,500.00
<b>Custodial Care</b>				
	INSPECTIONS	104	\$0.00	\$ 6,240.00
<b>TOTAL</b>		199	\$0.00	\$ 18,115.00

FY2012				
MISC FOOD SERVICES PERFORMED	FEE BASIS	# OF ESTABLISHMENT-UNITS INSPECTIONS FY12	COLLECTED FY12 REVENUES	REVENUES WITH PROPOSED FEES FY12
	REINSPECTIONS	10	\$0.00	\$ 1,250.00
	COs/ChOws	19	\$0.00	\$ 2,375.00
POOL SERVICES PERFORMED				
	REINSPECTIONS	10	\$0.00	\$ 1,250.00
Custodial Care				
	INSPECTIONS	92	\$0.00	\$ 5,520.00
<b>TOTAL</b>		<b>131</b>	<b>\$0.00</b>	<b>\$ 10,395.00</b>

PROPOSED FY13				
MISC FOOD SERVICES PERFORMED	FEE BASIS	# OF ESTABLISHMENT-UNITS INSPECTIONS FY13	REVENUES PROJECTED FOR FY13 (WITH CURRENT FEES)	REVENUES PROJECTED WITH PROPOSED FEES FOR FY13
	REINSPECTIONS	25	\$0.00	\$ 3,125.00
	COs/ChOws	55	\$0.00	\$ 6,875.00
POOL SERVICES PERFORMED				
	REINSPECTIONS	1	\$0.00	\$ 125.00
Custodial Care				
	INSPECTIONS	48	\$0.00	\$ 2,880.00
<b>TOTAL</b>		<b>129</b>		<b>\$ 13,005.00</b>

COMPLAINT/REQUESTS:				
	FY2011	689	FY2012	677
			FY2013(PROJECTED)	D) 602

ACTIVITIES REQUESTING TO BE DONE IN TRAVIS COUNTY (§437.0076(a))				
MISC FOOD SERVICES PERFORMED	FEE BASIS	CURRENT TC FEES	PROPOSED TC FEES	COA FEES
		CERTIFIED FOOD MANAGERS (CFM) PER YEAR	\$0.00	\$ 10.00
	CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*	\$0.00	\$ 10.00	\$ 10.00
	329	\$0.00	\$ 10.00	\$ 3,292.00
	4935	\$0.00	\$ 10.00	\$ 49,350.00
<b>TOTAL</b>				<b>\$ 52,642.00</b>

\* Average of 15 food handlers per establishment.

PERMITS THAT WOULD BE ISSUED	FY 2011	# OF ESTABLISHMENT FOR FY11	CURRENT TC FEES	WITH PROPOSED FEES
	CERTIFIED FOOD MANAGERS (CFM) PER YEAR	329	\$0.00	\$ 3,290.00
	CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*	4935	\$0.00	\$ 49,350.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$ 52,640.00</b>

<b>PERMITS THAT WOULD BE ISSUED</b>	<b>FY 2012</b>	<b># OF ESTABLISHMENT FOR FY12</b>	<b>CURRENT TC FEES</b>	<b>WITH PROPOSED FEES</b>
	CERTIFIED FOOD MANAGERS (CFM) PER YEAR	414	\$0.00	\$ 4,140.00
	CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*	6210	\$0.00	\$ 62,100.00
<b>TOTALS</b>				<b>\$ 66,240.00</b>
<b>PERMITS THAT WOULD BE ISSUED</b>	<b>FY 2013</b>	<b># OF ESTABLISHMENT PROJECTED FOR FY13</b>	<b>CURRENT TC FEES</b>	<b>WITH PROPOSED FEES</b>
	CERTIFIED FOOD MANAGERS (CFM) PER YEAR	417	\$0.00	\$ 4,170.00
	CERTIFIED FOOD HANDLERS (CFH) PER 2 YEARS*	6255	\$0.00	\$ 62,550.00
<b>TOTALS</b>				<b>\$ 66,720.00</b>



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

**Meeting Date:** June 4, 2013

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

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

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

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

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

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

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

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

**REQUIRED AUTHORIZATIONS:**

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

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

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

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

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

**BUDGET AMENDMENTS AND TRANSFERS**  
**FY 2013**

6/4/2013

**AMENDMENTS**

<b>BA#</b>	<b>IO/WBS</b>	<b>FUND</b>	<b>COST CENTER</b>	<b>COMMITMENT</b>	<b>Dept.</b>	<b>Line Item</b>	<b>Increase</b>	<b>Decrease</b>	<b>Pg #</b>
A1		0001	198000	580070	Reserves	CAR Reserves		224,417.00	1
		0001	112800	510060	ITS	Communication Supp & Equip.	26,994.00		
		0001	112800	510070	ITS	Computer Equip. & Peripherals	\$8,532.00		
		0001	112800	510310	ITS	Software	\$38,341.00		
		0001	112800	511550	ITS	Hardware/Software Maintenance	\$6,970.00		
		0001	112800	511870	ITS	IT Consulting	\$118,184.00		
		0001	112800	520050	ITS	Capital Outlay-Computer Equip.	\$25,396.00		



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

700 Lavaca Street, Ste. 1560  
Austin, Texas 78701

P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Diana A. Ramirez, Assistant Budget Director 

**DATE:** May 28, 2013

**RE:** Request by ITS to Transfer \$224,417 from CAR Reserve Earmark for Granger 5<sup>th</sup> Floor Remodel Project

During the FY 13 budget process, an \$825,300 earmark was placed on the Capital Acquisition Resources (CAR) Reserve for IT infrastructure funding for a variety of remodeling projects to be managed by Facilities Management Department. The funding was included as an Earmark against the CAR Reserve to ensure that ITS had sufficient time to assess the appropriate funding requirement for each project.

Funding for the first remodel project at the Ray Martinez Precinct 4 Office Building totaled \$8,000 and was transferred on November 27, 2012. This left a remaining balance on the Earmark of \$817,300.

The current request is for cabling, network equipment, Unified Communications/Voice Over Internet Protocol (VOIP) telephones, the build out of an IDF closet, and installation services for the renovation of the 5<sup>th</sup> Floor of the Granger Building. The cost of this work and equipment totals \$224,417. Please see the attached estimates for details.

Approving this request will allow for the completion of the renovation and will leave a balance in the Earmark of \$592,883. This balance is sufficient to cover the remaining remodel projects for which FMD received funding in FY 2013. These projects include the 4<sup>th</sup> Floor of the Granger Building and 7<sup>th</sup> and 10<sup>th</sup> floors and Basement of the 700 Lavaca Building.

PBO recommends approval of this request.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, Belinda Powell, PBO  
Tanya Acevedo, Randy Lott, Walter LaGrone, ITS



Travis County Courthouse, Austin, Texas

**TRAVIS COUNTY INFORMATION TECHNOLOGY SERVICES**

**Tanya Acevedo, Interim Chief Information Officer**

**700 Lavaca, Suite 501A, Tx 78767 (512) 854-9666 Fax (512) 854-4401**

**Date:** 05/22/2013  
**To:** Leslie Browder, County Executive for Planning and Budget  
**From:** Walter LaGrone, Director of IT  
**Via:** Tanya Acevedo,  Interim CIO  
**Subject:** Request Transfer from FY 13 CAR Reserve for 5<sup>th</sup> Floor Granger Remodel Project

FMD has notified ITS that the remodeling project for 5<sup>th</sup> floor Granger has been approved by Commissioners Court. To accomplish this, ITS is requesting \$224,417 from the FY 13 Earmark on CAR Reserve for ITS Infrastructure for FMD Projects. ITS understands that up to 93 staff members are affected by the remodeling effort and this request will cover the following elements:

IDF ITS build out - \$7,689  
Cabling the 5<sup>th</sup> Floor - \$67,968  
Network equipment - \$33,928  
UC/VOIP Phones - \$72,304  
Estimated Installation services (SOW) - \$42,528  
**Total: \$224,417**

Please find estimates attached.

CC: Jessica Rio, Diana Ramirez, Katie Gipson, Belinda Powell, PBO

ITS						
REQUEST FOR ESTIMATE						
<b>Vendor</b>	RC Data Communications		<b>DATE</b>	4/18/2013		
<b>Vendor #</b>	10000173383		<b>JOB CLASSIFICATION</b>	Routine		
<b>Contract #</b>	4400001421		<b>DATE OF SITE VISIT</b>	4/17/2013		
<b>Contact</b>	Sam Robinson		<b>JOB LOCATION</b>	Granger 5th FL		
<b>Phone</b>	512.992.1111					
<b>DESCRIPTION OF WORK</b>			Granger 5th Floor - IDF Build			
Provide and place 4 post equipment rack and ladder rack to prepare the space to accept new cabling. (1) 2 post rack and (2) PRD 6 doors to be provided by Travis County ITS. Provide and place 12 strand OM3 fiber, 25 pr plenum end .500 Coax for Tie Cabling to 1st floor MDF from the 5th Floor						
<b>Contact</b>		<b>Phone</b>		<b>Work Order #</b>	RFC000813	
LABOR						
<b>LABOR</b>	R-HRLY Rate Data Copper Cable Install	<b>Qty</b>	40	<b>Hours @ \$</b>	32.00 /Hr.= \$ 1,280.00	
	R-HRLY Rate for Installation Helper	<b>Qty</b>	40	<b>Hours @ \$</b>	28.00 /Hr.= \$ 1,120.00	
	R-HRLY Rate for Data Fiber Cable Install	<b>Qty</b>	34	<b>Hours @ \$</b>	32.00 /Hr.= \$ 1,088.00	
	R-HRLY Rate for CATV Installation	<b>Qty</b>	24	<b>Hours @ \$</b>	32.00 /Hr.= \$ 768.00	
					<b>Labor Cost</b>	<b>\$ 2,048.00</b>
MATERIALS						
<b>Qty:</b>	<b>Description</b>		<b>Cost/Each</b>		<b>Ext Cost</b>	
1	Panduit 4post equipment rack		675.00		\$ 675.00	
0	Panduit 2 post equipment rack		184.00		\$ -	
2	12" x 10' Ladder Rack Black		73.45		\$ 146.90	
4	12" Wall angle Brackets		18.91		\$ 75.64	
2	Junction splice kits		7.40		\$ 14.80	
1	3" Rack to Runway Mounting plate		29.80		\$ 29.80	
1	Cabinet mounting plate		31.02		\$ 31.02	
1	Equipment rack stand off brackets		29.64		\$ 29.64	
1	Cabinet stand off brackets		29.64		\$ 29.64	
30	2/0 gauge ground wire green		3.97		\$ 119.10	
2	Panduit 10awg rack ground kit RGREJ1096Y		28.35		\$ 56.70	
2	HTAP 2AWG to 10AWG		25.80		\$ 51.60	
1	2AWG compression two hole ground lug		3.70		\$ 3.70	
1	Panduit PRV6 Vertical Wire Manager		365.00		\$ 365.00	
350	General 12 strand OM3 plenum armored		1.93		\$ 675.50	
350	General 25pr plenum		0.78		\$ 273.00	
300	Commscope .500 plenum 2312K		5.23		\$ 1,569.00	
2	Panduit 24 port patch panel unloaded		22.50		\$ 45.00	

48	Panduit Cat 5e jacks BLACK	3.60	\$	172.80	
2	Panduit FRME2 Fiber Boxes	198.00	\$	396.00	
4	Panduit Blank Inserts FAPB	3.65	\$	14.60	
2	Panduit 12 port LC adapter panels OM3 FAP6WAQDLCZ	78.18	\$	156.36	
2	12 strand LC OM3 pigtails 3M	69.85	\$	139.70	
2	.500 pin connectors	4.75	\$	9.50	
1	20/8 TAP	24.50	\$	24.50	
1	17/8 TAP	24.50	\$	24.50	
2	Tap mounting brackets	1.15	\$	2.30	
18	75ohm tap port terminators	0.45	\$	7.20	
2	Ptouch Tape Black on White	8.98	\$	17.96	
2	5/8" velcro BLACK	15.90	\$	31.80	
50	14awg ground wire green	0.08	\$	4.00	
4	14awg 2 hole ground lugs	7.60	\$	30.40	
			<b>Materials Cost</b>	<b>\$ 5,222.68</b>	
			<b>Mark up for materials</b>	<b>\$ 417.81</b>	
			<b>Total</b>	<b>\$ 7,688.47</b>	
<b>DATE</b>		<b>REQUESTOR</b>		<b>PHONE</b>	

7

ITS					
REQUEST FOR ESTIMATE					
Vendor	RC Data Communications		DATE	4/22/2013	
Vendor #	10000173383		JOB CLASSIFICATION	Routine	
Contract #	4400001421		DATE OF SITE VISIT	4/17/2013	
Contact	Sam Robinson		JOB LOCATION	Granger 8th FL	
Phone	512.992.1111				
DESCRIPTION OF WORK			Granger 5th Floor - Re-Cable		
Installation of Cat 6A cabling for 24 cubes / 84 hard wall offices/ 8 WAP's and 19 RG6 TV outlets. Provide and place 12" & 18" basket tray and Stiffy hangers for cabling pathways. Provide and place AV cabling for 3 conference rooms (1) VGA, (1) HDMI and One CAT 6A on keystone jacks					
Contact		Phone		Work Order #	RFC000814
LABOR					
LABOR	Copper Technician	Qty	240	Hours @ \$	32.00 /Hr.= \$ 7,680.00
	Installation Helper	Qty	480	Hours @ \$	28.00 /Hr.= \$ 13,440.00
					Labor Cost \$ 21,120.00
MATERIALS					
Qty:	Description	Cost/Each	Ext Cost		
40000	General Cat 6A plenum WHITE or GRAY	0.75	\$ 30,000.00		
452	Panduit Cat 6A jack BLUE	9.05	\$ 4,090.80		
103	Panduit 2 port faceplates SLOPED walls&catv	1.59	\$ 163.77		
24	Panduit 2 port faceplates flat (furniture)	1.48	\$ 35.52		
5	Panduit 48 port patch panels	44.10	\$ 220.50		
19	Panduit Blank Inserts	0.20	\$ 3.80		
3500	Rg6 quad shield plenum white	0.32	\$ 1,120.00		
19	Panduit F-adapter	3.56	\$ 67.64		
3	8 port taps	28.50	\$ 85.50		
40	RG6 Compression connectors	0.62	\$ 24.80		
24	18" x 4" x 10' basket tray	62.81	\$ 1,507.44		
43	12" x 4" x 10' basket tray	54.09	\$ 2,325.87		
3	12" 90 degree	54.09	\$ 162.27		
1	18" 90 degree	62.81	\$ 62.81		
6	18" tee	62.81	\$ 376.86		
7	18" to 12" reducer	34.09	\$ 238.63		
1	12" tee	54.09	\$ 54.09		
2	Log Electrical Tape	10.00	\$ 20.00		
10	Ptouch Tape Cartridges	13.00	\$ 130.00		
2	Bucket Pull String	27.00	\$ 54.00		
300	1" Stiffy Hangers	1.94	\$ 582.00		
20	5/8" velcro Black	15.90	\$ 318.00		
6	Panduit Cat 6 KEYSTONE JACKS	4.47	\$ 26.82		
3	40' Rapid run VGA runner	55.95	\$ 167.85		
6	Decora plate with VGA flying lead and Keystone insert	14.50	\$ 87.00		
3	50' Rapid Run HDMI digital runner	129.55	\$ 388.65		
6	HDMI flyin leads (ACTIVE)	109.53	\$ 657.18		
6	Double Gang Decora SS plate	39.32	\$ 235.92		
6	HDMI Inserts	28.35	\$ 170.10		
					Materials Cost \$ 43,377.82

		<b>Mark up for materials</b>	<b>\$ 3,470.21</b>		
			<b>Total</b>		
			<b>\$ 67,967.83</b>		
<b>DATE</b>		<b>REQUESTOR</b>		<b>PHONE</b>	



Quote #: 11380565-02  
 Date: 05/08/2013  
 Page: 1 of 1

Title: Granger 5th Floor Remodel

To: Dain Herbat  
 Travis County  
 County Auditor  
 PO Box 1748  
 AUSTIN, TX 78767

From: Brent Blaha  
 INX LLC, a Presidio Company  
 7600B N. Capital of Texas Highway  
 Suite 130  
 Austin, TX 78731

Phone: (512) 854-8688  
 Email: Dain.Herbat@co.travis.tx.us

Phone: 512.795.7106  
 Fax: 512.795.8844  
 Email: bblaha@presidio.com  
 Account Manager: Brent Blaha

#	Part #	Description	Qty	Price	Ext Price
1	WS-C3850-48F-L	Cisco Catalyst 3850 48 Port Full PoE LAN Base	4	\$5,130.00	\$20,520.00
2	CON-SNT-WSC388FL	SMARTNET 8X5XNBD Cisco Catalyst 3850 48 Port Full PoE LAN	4	\$543.78	\$2,175.12
3	CAB-TA-NA	North America AC Type A Power Cable	8	\$0.00	\$0.00
4	S3850UK9-32-0SE	CAT3850 UNIVERSAL	4	\$0.00	\$0.00
5	PWR-C1-1100WAC/2	1100W AC Config 1 Secondary Power Supply	4	\$675.00	\$2,700.00
6	STACK-T1-50CM	50CM Type 1 Stacking Cable	4	\$0.00	\$0.00
7	PWR-C1-1100WAC	1100W AC Config 1 Power Supply	4	\$0.00	\$0.00
8	C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	4	\$0.00	\$0.00
9	C3850-NM-2-10G=	Cisco Catalyst 3850 2 x 10GE Network Module	2	\$1,125.00	\$2,250.00
10	SFP-10G-SR=	10GBASE-SR SFP Module	4	\$672.75	\$2,691.00
11	X2-10GB-SR=	10GBASE-SR X2 Module	4	\$897.75	\$3,591.00

Sub Total: \$33,927.12

Texas DIR-SDD-1386 CISCO Networking Equip, Product, Services and Tele Network Services

Grand Total: \$33,927.12

THIS PROPOSAL IS GOVERNED BY THE TERMS AND CONDITIONS SET FORTH IN DIR CONTRACT NUMBER LISTED ABOVE  
 STATE OF TEXAS vendor ID 17605152499

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Presidio Representative \_\_\_\_\_ Date \_\_\_\_\_

7



Quote #: 11384728-02  
 Date: 05/20/2013  
 Page: 1 of 2

Title: County Attorney/Granger (HWSW/Maint)

To: Dain Herbat  
 Travis County  
 County Auditor  
 PO Box 1748  
 AUSTIN, TX 78767

From: Brent Blaha  
 INX LLC, a Presidio Company  
 7600B N. Capital of Texas Highway  
 Suite 130  
 Austin, TX 78731

Phone: (512) 854-8688  
 Email: Dain.Herbat@co.travis.tx.us

Phone: 512.795.7106  
 Fax: 512.795.8844  
 Email: bblaha@presidio.com  
 Account Manager: Brent Blaha

#	Part #	Description	Qty	Price	Ext Price
<b>Cisco</b>					
1	L-CUWL-ADDON-STDK9	Unified Workspace Licensing - Top Level for STD	1.00	\$0.00	\$0.00
2	CON-ESW-LCUWLADD	ESSENTIAL SW Unified Workspace Licensing - Top Level	1.00	\$0.00	\$0.00
3	L-CUP-ONPREM-OPT	included Cisco Unified Presence On Premise	1.00 for 12 mo(s)	\$0.00	\$0.00
4	L-CUP-86-UWLA	Cisco Unified Presence Add-On 8.6 for CUWL only	1.00	\$0.00	\$0.00
5	L-JAB9-DSK-UWL	Jabber for Desktop 9.x for CUWL Only	90.00	\$0.00	\$0.00
6	L-LIC-UWL-STD-SLED	Unified Workspace Licensing STD, 1 User Gov/Edu	90.00	\$146.25	\$13,162.50
7	CON-ESW-STDLED	ESSENTIAL SW Unified Workspace Licensing STD, 1 User	90.00	\$0.00	\$0.00
8	L-PUB-IP-DEV-UWL	Public Space non-app phone add-on for UWL	3.00 for 12 mo(s)	\$67.50	\$202.50
9	CON-ESW-IPDEVUWL	ESSENTIAL SW Public Space non-app phone add-on for UWL	3.00	\$3.18	\$9.54
10	UCSS-U-PUB-1-1	UCSS for Public Space Devices - 1 user One Year Sub	3.00 for 12 mo(s)	\$4.95	\$14.85
11	L-UNITYCN8-UWLA	Unity Connection 8.0 for CUWL Addon only	1.00	\$0.00	\$0.00
12	L-EXST-DEP-UNDER1K	Total Deployment is Under 1,000 users	1.00	\$0.00	\$0.00
13	L-CUCM-UWL	Unified Communications Manager UWL DLU Bundle	735.00	\$0.00	\$0.00
14	L-CUCM-UWL-PAK	Unified Communications Manager UWL PAK	1.00	\$0.00	\$0.00
15	L-CUP-86-UWLA-PAK	Unified Presence 8.6 PAK	1.00	\$0.00	\$0.00
16	L-CUP-86-UWLA-USR	Unified Presence 8.6 Users	90.00	\$0.00	\$0.00
17	L-JAB9-DSK-UWL-RTU	Jabber for Desktop Right to Use Certificate	1.00	\$0.00	\$0.00
18	L-LIC-UWL-S-SLED-A	Services Mapping SKU, Under 1K UWL STD users	90.00	\$0.00	\$0.00
19	UCSS-U-UWL-STD-1-1	Cisco UWL STD UCSS - 1 user One Year Sub	90.00	\$15.75	\$1,417.50
20	CON-ESW-SSLEDA	ESSENTIAL SW Services Mapping SKU, Under 1K UWL STD	90.00 for 12 mo(s)	\$16.70	\$1,503.00
21	L-UNCN8-UWLA-PAK	Unity Connection 8.x Addon PAK for CUWL	1.00	\$0.00	\$0.00
22	L-UNITYCN8-UWL-USR	Unity Connection 8.x Users	90.00	\$0.00	\$0.00
23	CP-7965G=	Cisco UC Phone 7965, Gig Ethernet, Color, spare	90.00	\$279.00	\$25,110.00
24	CON-SNT-CP7965	SMARTNET 8X5XNBD Cisco Unified IP Phone 7965	90.00	\$15.90	\$1,431.00
25	CP-7937G=	Cisco UC Conference Station 7937 Global	3.00 for 12 mo(s)	\$627.75	\$1,883.25
26	CON-SNT-CP7937	SMARTNET 8X5XNBD Cisco IP Conference Station 7937 Global	3.00	\$38.16	\$114.48
27	L-CCX-85-ADDON-LIC	CCX 8.5 ADDON - eDelivery LICENSES ONLY	1.00	\$0.00	\$0.00
28	CON-ESW-CCX85A11	ESSENTIAL SW CCX-85-ADDON-LIC	1.00 for 12 mo(s)	\$0.00	\$0.00

8



Quote #: 11384728-02  
 Date: 05/20/2013  
 Page: 2 of 2

29	L-CCX-85-E-PAK	CCX 8.5 autoexpanded eDelivery PAK	1.00	\$0.00	\$0.00
30	L-CCX-85-A-P-LIC	CCX 8.5 ADDON PREMIUM Seat Qty 1 LICENSE	24.00	\$832.50	\$19,980.00
31	CON-ESW-CCXAPLIC	ESSENTIAL SW CCX 8.5 ADDON PREMIUM Seat Qty 1 LICENSE	24.00 for 12 mo(s)	\$162.98	\$3,911.52
32	UCSS-U-CCX-P-1-1	UCSS for CCX PRE for - 1 users One Year Sub	24.00 for 12 mo(s)	\$66.60	\$1,598.40

**Total [Cisco]: \$70,338.64**

**Syn-Apps**

33	Announce-T3	SA-Announce T3 Per Endpoint License Fee	100.00	\$17.60	\$1,760.00
34	Announce-T3-PCS	Prorated Syn-Apps Maintenance: T3 Per Endpoint	100.00	\$2.05	\$205.00

**Total [Syn-Apps]: \$1,965.00**

**Sub Total: \$72,303.54**

Texas DIR-SDD-1386 CISCO Networking Equip, Product, Services and Tele Network Services

**Grand Total: \$72,303.54**

**THIS PROPOSAL IS GOVERNED BY THE TERMS AND CONDITIONS SET FORTH IN DIR CONTRACT NUMBER LISTED ABOVE  
 STATE OF TEXAS vendor ID 17605152499**

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

\_\_\_\_\_  
 Customer Signature Date

\_\_\_\_\_  
 Presidio Representative Date

9



Quote #: 11384728-03  
Date: 05/20/2013  
Page: 1 of 1

Title: County Attorney/Granger (Budgetary - professional services and managed services)

To: Dain Herbat  
Travis County  
County Auditor  
PO Box 1748  
AUSTIN, TX 78767

From: Brent Blaha  
INX LLC, a Presidio Company  
7800B N. Capital of Texas Highway  
Suite 130  
Austin, TX 78731

Phone: (512) 854-8888  
Email: Dain.Herbat@co.travis.tx.us

Phone: 512.795.7106  
Fax: 512.795.8844  
Email: bblaha@presidio.com  
Account Manager: Brent Blaha

#	Part #	Description	Qty	Price	Ext Price
<b>Professional Services</b>					
1	PS-SVC-PLAN-FF	Fixed Fee Planning for Presidio employee labor	1.00	\$11,400.00	\$11,400.00
	Deliverable:	Planning			
2	PS-SVC-EXEC-FF	Fixed Fee Execution for Presidio employee labor	1.00	\$28,169.00	\$28,169.00
	Deliverable:	Execution			
<b>Total [Professional Services]:</b>					<b>\$39,569.00</b>
<b>Managed Services</b>					
3	MSS-SVO-Add-CDMS	SureVoice - Addition to Existing - CDMS Onboarding	1.00	\$300.00	\$300.00
4	MSS-SVO-Add-CDMS	SureVoice - Addition to Existing - CDMS Co-terminated to End with Contract Monthly - \$400 Est Start: 06/01/2013 End: 12/20/2014	1.00	\$2,658.06	\$2,658.06
<b>Total [Managed Services]:</b>					<b>\$2,958.06</b>
				<b>Sub Total:</b>	<b>\$42,527.06</b>
Texas DIR-SDD-1386 CISCO Networking Equip, Product, Services and Tele Network Services				<b>Grand Total:</b>	<b>\$42,527.06</b>

THIS PROPOSAL IS GOVERNED BY THE TERMS AND CONDITIONS SET FORTH IN DIR CONTRACT NUMBER LISTED ABOVE  
STATE OF TEXAS vendor ID 17805152499

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Presidio Representative \_\_\_\_\_ Date \_\_\_\_\_

20

# Header Information for Entry Doc Number

400002603

Doc. Number 400002603 Doc. Status Preposted FM Area 1000  
 Budget. Cate. Payment Doc. Year 2013 Doc. Date May 23, 2013  
 Value Type Budget Version 0 Doc. Type TRAN  
 Budget Type 3 Fiscal Year 2013 Year. Cash. Eff  
 Process UI TRAN Process SEND Original. Applic. BWB Doc. Family  
 Creator HOLDERS Creation Date May 23, 2013 Creation Time 12:28:44  
 Resp. Person Year Cohort Public Law  
 Legislation

## Additional Data

Header Text Granger 5th Floor Remodel Project

TextName

**Lines** Total Document \$224,417 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	Func Area	Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580070	1120	NOT-RELEVANT	NON-FUNDED-PROGRAM	-224,417	Granger 5th Floor Remodel Project
000002	0001		1128000001	510060	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-26,994	Granger 5th Floor Remodel Project
000003	0001		1128000001	510070	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-8,532	Granger 5th Floor Remodel Project
000004	0001		1128000001	510310	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-38,341	Granger 5th Floor Remodel Project
000005	0001		1128000001	511550	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-6,970	Granger 5th Floor Remodel Project
000006	0001		1128000001	511870	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-118,184	Granger 5th Floor Remodel Project
000007	0001		1128000001	520050	1110	NOT-RELEVANT	NON-FUNDED-PROGRAM	-25,396	Granger 5th Floor Remodel Project

*5/28/13* *5/29/13* *May 29, 2013*

**Allocated Reserve Status (580010)**

Amount	Dept Transferred Into	Date	Explanation
\$6,920,945			Beginning Balance
(\$10,000)	TNR	10/16/12	Clean Air Force 2013
(\$11,388)	Various	Various	Approved by CC for FY13 portion of ACC intern program
(\$378,290)	HHS	11/6/12	Parenting in Recovery Program
(\$1,881)	TNR	11/13/12	Constable Staffing
(\$135,679)	Constable Pct. 1	11/15/12	Constable Staffing
(\$10,000)	County Attorney	11/20/12	Legal Advisory Services
(\$240,179)	HRMD	12/4/12	Benefits income adjustment
(\$12,537)	Tax Office	12/11/12	Reclassification of two positions
(\$7,067)	JP Pct. 5	12/28/12	DPS backlog-drivers license revocation
(\$80,000)	TNR	1/22/13	East Metro Park Multi-Purpose Court
(\$46,900)	TNR	1/29/13	Recycling Program
(\$11,700)	Facilities	2/5/2013	Move for Dist. Clerk to Gault basement
(\$190,642)	County Attorney	3/12/2013	County Attorney Litigation Staff
(\$21,592)	ITS	3/12/2013	County Attorney Litigation Staff
(\$250,000)	Facilities	3/26/2013	Remodel 10th Floor @700 Lavaca Bldg.
(\$51,500)	CJP	4/16/2013	APD Chemist backlog
(\$115,940)	Cons. Pct. 1	4/23/2013	Constable Staffing
(\$5,300)	Criminal Courts	4/30/2013	Veterans Court program
\$63,031	County Auditor	5/14/13	Returning BEFIT Operating Funds
(\$1,000)	Historical Comm.	5/14/13	Transfer for Williams Grant
(\$29,371)	Sheriff	5/14/13	Transition Crim.Cts.Bailiff positions to TCSO
\$721,065	County Clerk	5/28/2013	Reimbursement for November Election
<b>\$6,094,075</b>	<b>Current Balance</b>		

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

Amount	Explanation
(\$137,676)	Civil Courts – Drug Court Grant
(\$200,000)	Civil Courts Legally Mandated Fees – Attorney Fees & Other Court Costs
(\$214,774)	Criminal Courts – Veterans Court Grant
(\$175,000)	Crim Cts Legally Mandated Fees – Atty Fees & Other Ct Costs for Capital Cases
(\$12,714)	CSCD – MSS Adjustments
(\$36,000)	District Clerk – Collections Software
(\$20,000)	Emergency Services – Hazardous Materials Disposal
(\$200,000)	General Admin – HUB Requirements Disparity Study (\$35,595 funds from State, restricted-use for this purpose)
(\$100,000)	Health & Human Services – PromoSalud Scholarships and Workforce Development
(\$150,000)	HRMD – Revised Tuition Reimbursement Policy
(\$14,497)	HRMD – ACC Internship Program
(\$83,182)	ITS – BEFIT Customer Support Analyst III
(\$60,000)	RMCR – Additional Postage
(\$1,000,000)	TCSO – Overtime
<b>(\$2,403,843)</b>	<b>Total Possible Future Expenses (Earmarks)</b>

**\$3,690,232 Remaining Allocated Reserve Balance After Possible Future Expenditures**

**Capital Acquisition Resources Account Reserve Status (580070)****CAR RESERVE TRANSFERS**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$2,813,944			Beginning Balance
(\$8,000)	ITS	11/27/12	IT Infrastructure for FMD Projects
(\$82,552)	EMS	12/11/12	Fire fighting aircraft
(\$649,975)	ITS	1/15/13	Data storage tapes
(\$58,040)	Facilities	1/15/13	Renovation of HMS Courthouse Rm118
(\$60,000)	Facilities	1/15/13	Gault HVAC renovation project
(\$42,283)	TNR	1/29/13	Technical Correction FY 12 Budget Amendment
(\$46,306)	Facilities	2/5/13	Gault basement renovations-Dist. Clerk
(\$35,142)	Facilities	2/19/13	FFE for ongoing renovation of 700 Lavaca
(\$112,944)	Facilities	3/26/13	Remodel 10th Floor @ 700 Lavaca Bldg.
(\$39,957)	TNR	4/29/13	Motorcycle Replacement for TCSO
(\$35,000)	Purchasing	4/30/13	Forklift - Purchasing Warehouse
<b>\$1,643,745</b>	<b>Current Reserve Balance</b>		

**Possible Future Expenses Against CAR Reserves Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
\$ (817,300)	ITS Infrastructure for FMD Projects
\$ (38,046)	Replacement Boat Motors for Lake Unit
\$ (100,000)	Guardrail-New Installations
\$ (90,000)	Failing Vehicles
\$ (50,000)	Sidewalks-ADA Upgrades
\$ (250,000)	FM 1626 ROW Purchases
<b>\$ (1,345,346)</b>	<b>Total Possible Future Expenses (Earmarks)</b>

**\$298,399 Remaining CAR Reserve Balance After Possible Future Expenditures**

**Emergency Reserve Status (580120)**

Amount	Dept Transferred Into	Date	Explanation
\$2,016,924			Beginning Balance
<b>\$2,016,924 Current Reserve Balance</b>			

**Fuel & Utility Reserve Status (580130)**

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

**Planning Reserve Status (580210)**

Amount	Dept Transferred Into	Date	Explanation
\$5,496,000 \$ (50,000)	PBO	5/21/13	Beginning Balance Civil & Family Courthouse Planning Services
<b>\$5,446,000 Current Reserve Balance</b>			

**Juvenile Justice TYC (580260)**

Amount	Dept Transferred Into	Date	Explanation
\$418,959			Beginning Balance
<b>\$418,959 Current Reserve Balance</b>			

**Smart Bldg. Facility Maintenance Reserve Status (580240)**

Amount	Dept Transferred Into	Date	Explanation
\$160,778			Beginning Balance
<b>\$160,778 Current Reserve Balance</b>			

**IJS/FACTS Reserve Status (580160)**

Amount	Dept Transferred Into	Date	Explanation
\$2,164,795			Beginning Balance
(\$196,951)	ITS	10/23/12	OnBase Software
(\$717,746)	ITS	11/6/12	CUC TechShare
(\$1,146,096)	ITS	12/18/2012	TechShare
(\$98,063)	RMCR	5/28/2013	DMS Software
<b>\$5,939 Current Reserve Balance</b>			

**Transition Reserve Status (580300)**

Amount	Dept Transferred Into	Date	Explanation
\$101,889			Beginning Balance
<b>\$101,889 Current Reserve Balance</b>			

**Reserve for State Cuts Status (580310)**

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

**Starflight Maintenance Reserve Status (580320)**

Amount	Dept Transferred Into	Date	Explanation
\$1,001,050			Beginning Balance
\$ (96,000)	EMS	4/9/13	Helicopter Mtn/Rpr
<b>\$905,050 Current Reserve Balance</b>			

**1115 Waiver Reserve Status (580200)**

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

**Interlocals Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$2,166,175			Beginning Balance
(\$1,483,173)	Emergency Services	11/13/12	Regional Radio Service Interlocal
<b>\$683,002 Current Reserve Balance</b>			

**Annualization Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$65,768			Beginning Balance
<b>\$65,768 Current Reserve Balance</b>			

**Salary Savings Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$400,000			Beginning Balance
<b>\$400,000 Current Reserve Balance</b>			

**Unallocated Reserve Status (580015)**

Amount	Dept Transferred Into	Date	Explanation
\$57,195,853			Beginning Balance
(\$2,302,015)	EMS	12/11/12	Reimbursement Resolution
(\$2,941,500)	ITS	12/11/12	Reimbursement Resolution
(\$877,000)	TNR	12/11/12	Reimbursement Resolution
(\$901,912)	FMD	12/11/12	Reimbursement Resolution
<b>\$50,173,426 Current Reserve Balance</b>			



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

**Meeting Date:** 06/04/2013, 9:00 AM, Voting Session

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

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

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

Review and approve annual application to the Department of Agriculture for the National School Lunch/Breakfast program and USDA School Commodity Program in the Juvenile Probation Department.

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

This is the annual application for the National School Lunch/Breakfast Program and United States Department of Agriculture School Commodity Program for Juvenile Probation to receive grant resources to offset food costs that would otherwise need to be funded by the County.

### **STAFF RECOMMENDATIONS:**

PBO recommends approval.

### **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

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

No match is required.

### **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
David Salazar

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE

FY 2013

The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.

Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	145 National School Lunch/Breakfast Program & USDA School Commodity Program	09/30/13 - 09/29/14	\$307,204	\$0	\$0	\$0	\$307,204	-	R	S	9

**PBO Notes:**

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

**County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload**

**FY 2013 Grant Summary Report  
Grant Applications approved by Commissioners Court**

*The following is a list of grants for which application has been submitted since October 1, 2012, and the notification of award has not yet been received.*

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
117	Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	-	10/30/2012
119	Underage Drinking Prevention Program	10/01/13 - 09/30/14	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/6/2012
124	Formula Grant- Indigent Defense Grants Program	10/01/12 - 09/30/13	\$441,998	\$0	\$0	\$0	\$441,998	-	11/27/2012
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	7/1/13 - 6/30/14	\$34,306	\$0	\$0	\$0	\$34,306	-	12/4/2012
145	Juvenile Treatment Drug Court	9/30/2013 - 9/29/2014	\$199,970	\$0	\$0	\$0	\$199,970	-	1/8/2013
145	Juvenile Accountability Block Grant (JABG) Local Assessment Center	09/01/13 - 08/31/14	\$61,334	\$6,814	\$0	\$0	\$68,148	-	1/22/2013
158	Coming of Age (CNCS)	03/31/14	\$50,495	\$324,753	\$0	\$0	\$375,248	6.80	2/5/2013
147	Emergency Management Performance Grant	10/01/12 - 09/30/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	2/5/2013
137	TCSO Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	2/5/2013
137	TxDOT Impaired Driving Mobilization	03/1/13 - 09/30/13	\$16,906	\$5,684	\$0	\$0	\$22,590	-	2/5/2013
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$233,124	\$0	\$0	\$0	\$233,124	2.00	2/19/2013
124	Veterans Commission Grant	07/01/13 - 06/30/14	\$49,470	\$0	\$0	\$0	\$49,470	-	2/19/2013
139	Travis County Adult Probation DWI Court	09/01/13 - 08/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	2/19/2013
145	The Eagle Soars: An Educational and Career Development Program	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	2/19/2013
145	Enhancing Services for Victims of Crime	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.00	2/19/2013
145	Drug Court & In-Home Family Services	09/01/13 - 08/31/14	\$181,000	\$20,111	\$0	\$0	\$201,111	0.23	2/19/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
142	Drug Diversion Court	09/01/13 - 08/31/14	\$155,838	\$0	\$0	\$0	\$155,838	2.00	2/19/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$143,438	\$0	\$0	\$0	\$143,438	1.00	2/26/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,954	\$34,053	\$0	\$17,088	\$136,095	1.77	2/26/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$193,808	\$0	\$0	\$0	\$193,808	0.50	2/26/2013
158	Parenting in Recovery II*	09/30/12 - 09/29/13	\$625,747	\$0	\$268,195	\$0	\$893,942	1.00	2/26/2013
145	IMPACT: Investing in Minds to Prepare for A Career in Technology	10/1/13 - 09/30/14	\$416,327	\$0	\$0	\$0	\$416,327	1.00	3/5/2013
137	K9s4COPs	04/01/13 - 09/30/13	\$12,000	\$0	\$0	\$0	\$12,000	-	3/26/2013
145	Leadership Academy	10/01/13 - 09/30/14	\$143,665	\$47,888	\$0	\$0	\$191,553	1.75	3/26/2013
158	Basic Transportation Needs Fund (Bus Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	-	4/9/2013
145	FRESH Youth (Finding Regionally Sourced Food for High-Risk Youth)	11/01/13 - 10/31/14	\$45,000	\$15,000	\$0	\$0	\$60,000	-	4/16/2013
157	NEH Preservation Assistance for Smaller Institutions	05/01/14 - 08/01/14	\$6,000	\$0	\$0	\$0	\$6,000	-	4/16/2013
137	State Criminal Alien Assistance Program - SCAAP 13	07/01/11 - 06/30/12	\$40,568,231	\$0	\$0	\$0	\$40,568,231	-	4/16/2013
137	SCATTIF Sheriff's Combined Auto Theft Task Force	09/01/13 - 08/31/14	\$1,001,869	\$134,184	\$258,235	\$0	\$1,394,288	12.00	4/30/2013
145	Taking the Smart Path: Enhancing Assessment and Training to Address Youths' Needs	10/01/13 - 09/30/16	\$644,987	\$0	\$0	\$0	\$644,987	-	4/30/2013
119	Other Victim Assistance Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$28,129	\$0	\$112,129	1.00	5/7/2013
123	Victim Coordinator and Liaison Grant	09/01/13 - 08/31/15	\$84,000	\$0	\$0	\$0	\$84,000	-	5/14/2013
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)-HAZmat ID	10/01/13 - 11/30/14	\$22,500	\$0	\$0	\$0	\$22,500	-	5/21/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
147	FY13 Homeland Security Grant Program / State Homeland Security Program (SHSP)- GASID	10/01/13 - 11/30/14	\$9,500	\$0	\$0	\$0	\$9,500	-	5/21/2013
158	AmeriCorps	08/01/13 - 07/31/14	\$298,671	\$500,191	\$0	\$0	\$798,862	31.00	5/21/2013
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	5/28/2013
			\$46,966,246	\$1,434,621	\$631,149	\$73,588	\$49,105,604	73.05	

\*Amended from original agreement.

Created 05-30-13 at 3:55p

**FY 2013 Grant Summary Report  
Grants Approved by Commissioners Court**

*The following is a list of grants that have been received by Travis County since October 1, 2012.*

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date	Create Date
145	Travis County Eagle Resource Project	09/01/12 - 08/31/13	\$29,930	\$0	\$0	\$0	\$29,930	-	10/2/2012	10/2/2012
145	Trama Informed Assessment and Response Program	09/01/12 - 08/31/13	\$192,666	\$0	\$0	\$0	\$192,666	0.50	10/2/2012	10/2/2012
137	Sheriff's Office Command and Support Vessel*	9/1/12-3/31/13	\$250,000	\$0	\$0	\$0	\$250,000	-	10/16/2012	10/16/2012
139	Travis County Adult Probation DWI Court	9/1/2012-8/31/2013	\$229,112	\$0	\$0	\$0	\$229,112	4.00	10/16/2012	10/16/2012
147	Emergency Management Performance Grant	10/01/11 - 03/31/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	10/16/2012	10/16/2012
119	Family Violence Protection Team*	10/1/2010 - 03/31/2012	\$699,507	\$168,239	\$0	\$0	\$867,746	4.50	10/23/2012	10/23/2012
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/23/2012	10/23/2012
145	Drug Court & In-Home Family Services	09/01/12 - 08/31/13	\$66,428	\$7,381	\$0	\$0	\$73,809	0.09	10/23/2012	10/23/2012
158	Comprehensive Energy Assistance Grant*	01/01/12 - 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	-	10/23/2012	10/23/2012
158	Low Income Home Energy Assistance Program (LIHEAP) Weatherization Program	04/01/12 - 03/31/13	\$817,334	\$0	\$0	\$0	\$817,334	-	10/23/2012	10/23/2012
124	Travis County Veterans' Court	09/01/12 - 08/31/13	\$186,000	\$0	\$0	\$0	\$186,000	2.00	10/30/2012	10/30/2012
142	Drug Diversion Court	09/01/12 - 08/31/12	\$132,585	\$0	\$0	\$0	\$132,585	1.00	10/30/2012	10/30/2012
158	Parenting in Recovery II	09/30/12 - 09/29/13	\$500,000	\$0	\$214,286	\$0	\$714,286	2.00	11/6/2012	11/6/2012
158	Targeted Low Income Weatherization Program (TLIWP)	10/01/12 - 12/31/12	\$42,061	\$0	\$0	\$0	\$42,061	-	11/6/2012	11/6/2012
158	Seniors and Volunteers for Childhood Immunization (SVCI)	09/01/12 - 08/31/13	\$8,845	\$0	\$0	\$0	\$8,845	0.14	11/20/2012	11/20/2012
158	Coming of age (DADS)	09/01/12 - 08/31/13	\$24,484	\$24,484	\$0	\$0	\$48,968	-	11/20/2012	11/20/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
158	DOE Weatherization Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	11/20/2012
158	Atmos Energy Share the Warmth	11/01/12 - 10/31/13	\$13,188	\$0	\$0	\$0	\$13,188	-	11/20/2012
139	Travis County Adult Probation DWI Court	09/30/12 - 09/29/13	\$206,515	\$0	\$0	\$0	\$206,515	2.85	11/27/2012
137	State Criminal Alien Assistance Program- SCAAP 12	07/01/10 - 06/30/11	\$492,999	\$0	\$0	\$0	\$492,999	-	11/27/2012
147	"Remembering When" Scholarship	12/02/12 - 11/01/13	\$4,000	\$0	\$0	\$0	\$4,000	-	11/27/2012
158	Comprehensive Energy Assistance Program (CEAP)*	1/1/12- 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	4.00	12/4/2012
145	National School Lunch/Breakfast Program*	7/1/12- 6/30/13	\$217,219	\$0	\$0	\$0	\$217,219	-	12/4/2012
158	Title IV-E Child Welfare Services	10/01/12 - 09/30/13	\$36,488	\$81,190	\$0	\$0	\$117,678	-	12/11/2012
137	2012 Byrne Justice Assistance Grant	10/01/12 - 09/30/15	\$86,000	\$0	\$0	\$0	\$86,000	-	12/18/2012
158	2012 Phase 30 Emergency Food and Shelter Program	04/01/12 - 03/31/13	\$25,000	\$0	\$0	\$0	\$25,000	-	12/18/2012
140	Safe Havens: Supervised Visitation and Safe Exchange program*	10/1/10- 9/30/13	\$400,000	\$0	\$0	\$0	\$400,000	-	12/28/2012
145	Juvenile Front End Therapeutic Services Program*	09/01/11- 08/31/12	\$17,617	\$0	\$0	\$0	\$17,617	-	1/22/2013
145	Residential Substance Abuse Treatment Program*	10/01/11 - 09/30/12	\$132,063	\$47,512	\$0	\$0	\$179,575	1.00	1/22/2013
145	Eagle Resource Project*	09/01/11- 08/31/12	\$34,628	\$0	\$0	\$0	\$34,628	-	1/22/2013
137	Sheriff's Office Command & Support Vessel*	09/01/12 - 06/30/13	\$250,000	\$0	\$0	\$0	\$250,000	-	1/29/2013
137	2010 UASI-Tactical Response Vehicle*	08/01/2010 - 07/31/12	\$475,000	\$0	\$0	\$0	\$475,000	-	2/12/2013
147	2010 HSGP _ Travis County Haz. Mat. Detection and Decontamination Equipment and Related Maintenance*	08/01/2010 - 07/31/12	\$39,938	\$0	\$0	\$0	\$39,938	-	2/12/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
155	Justice Reinvestment Initiative	03/01/13 - 02/28/15	\$300,000	\$0	\$0	\$0	\$300,000	-	2/19/2013
147	2010 UASI Chemical Biological Radiological Nuclear Explosive (CBRNE) Strike Team Coordinator*	08/01/10 - 12/31/12	\$250,000	\$0	\$0	\$0	\$250,000	1.00	2/26/2013
155	Justice Reinvestment Initiative (Arnold Foundation)	03/01/13 - 02/28/15	\$69,012	\$0	\$0	\$0	\$69,012	-	2/26/2013
159	Capital Area Trauma Regional Advisory Council	05/01/12 - 08/31/13	\$10,101	\$0	\$0	\$0	\$10,101	-	2/26/2013
158	Targeted Low Income Weatherization Program	03/01/13 - 11/30/13	\$54,850	\$0	\$0	\$0	\$54,850	-	4/9/2013
158	DOE Weatherization Assistance Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	4/9/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/13 - 06/30/14	\$35,000	\$0	\$0	\$0	\$35,000	0.65	4/16/2013
158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	4/16/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$16,832	\$309,604	\$15,149	\$0	\$341,585	6.00	4/23/2013
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	04/01/13 - 03/31/14	\$100,000	\$0	\$0	\$0	\$100,000	-	4/30/2013
158	Comprehensive Energy Assistance Program	01/01/13 - 12/31/13	\$2,637,219	\$0	\$0	\$0	\$2,637,219	4.00	4/30/2013
158	AmeriCorps*	08/01/12 - 07/31/13	\$291,671	\$487,203	\$0	\$0	\$778,874	31.00	5/21/2013
149	CAMPO Surface Transportation Program-Metropolitan Mobility; Blake-Manor Shared Use Path	05/21/13 - until complete	\$2,208,400	\$651,715	\$0	\$145,866	\$3,005,981	-	5/21/2013
147	Fire Mitigation Assistance Grant-Perdernes Fire #2959	09/04/11	\$306,990	\$0	\$0	\$0	\$306,990	-	5/28/2013
147	Fire Mitigation Assistance Grant-Steiner Ranch Fire #2960	09/04/11	\$204,379	\$0	\$0	\$0	\$204,379	-	5/28/2013
158	Comprehensive Energy Assistance Program #58120001710	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	-	5/28/2013
			\$14,971,031	\$400,027	\$214,286	\$0	\$15,585,344	23.08	

\*Amended from original agreement.



FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed
137	Child Abuse Victim Services Personnel**	9/1/12-8/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A	Yes
119	Family Violence Accelerated Prosecution Program	9/1/12-8/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012			Yes
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/21/2012	N/A	Yes
124	Travis County Veterans Court	09/01/12 - 08/31/13	\$25,630	\$0	\$25,630	2.00	10/31/2012	8/28/2012	N/A	No
142	Drug Diversion Court	09/01/12 - 08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	N/A	Yes
145	Juvenile Accountability Block Grant- Local Assessment Center	09/01/12 - 08/31/13	\$13,747	\$0	\$13,747	1.00	11/30/2012	8/28/2012	N/A	Yes
145	Residential Substance Abuse Treatment Program	10/01/12 - 09/30/13	\$15,046	\$0	\$15,046	1.00	12/31/2012	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 12	09/30/12 - 09/29/13	\$94,630	\$0	\$94,630	-	12/31/2012	9/25/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	10/2/2012	N/A	Yes
158	Comprehensive Energy Assistance Program	1/1/2013- 12/31/2013	\$29,196	\$200,000	\$229,196	4.00	3/31/2013	1/8/2013	N/A	No
158	Low Income Home Emergy Program	04/01/13 - 03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	4/2/2013	N/A	No
158	Comprehensive Energy Assistance Program**	1/1/2013- 12/31/2013	\$29,196	\$300,000	\$329,196	4.00	6/30/2013	4/2/2013	N/A	No
<b>Totals</b>										
										\$334,807
										\$600,000
										\$934,807
										16.00



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

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

Grant Title:	National School Lunch/Breakfast program and USDA School Commodity Program		
Grant Period:	From: <input type="text" value="Jul 1, 2013"/>	To: <input type="text" value="Jun 30, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Agriculture		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	United States Department of Agriculture		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 307,204	\$ 0	\$ 0	\$ 0	\$ 307,204
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	<b>\$ 307,204</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 307,204</b>
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Average Daily Population for Program	130	122	126	130
2.					
3.					
+ - Measures for the Grant					
1.	Number of children enrolled in program	1,273	1,048	1,082	1,105
Outcome Impact Description		Number of youth determines lunch and breakfast meals to be reimbursement by the Texas Department of Agriculture			
2.	Number of operating days this year	365	366	365	365
Outcome Impact Description		Number of youth and available surplus of commodities determines the amount of available groceries from the Texas Department of Agriculture.			
3.					
Outcome Impact Description					

**PBO Recommendation:**

Juvenile Probation is requesting Commissioners Court approval of the annual application with the Texas Department of Agriculture to continue participation in both the USDA Commodity Program and the National School Lunch Program/School Breakfast Program for the grant term July 1, 2013 to June 30, 2014. The grants do not require a county match and there is no ongoing funding commitment. The grant offsets food costs that would otherwise need to be funded by the County.

PBO recommends approval of the application.

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

This is an ongoing grant to provide financial assistance to Travis County in providing school age children with nutritious meals. The County is reimbursed based on the number of meals served to qualified juveniles. The USDA commodities portion of the program (\$11,482) provides donated food items to the Juvenile Probation Department. The Breakfast Lunch program, which is a reimbursement, program is \$295722.

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

The County is required to provide meals to juveniles held in detention and residential. This grant offsets food costs that would otherwise need to be funded by the County.

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

No County match is required.

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

The grant does not allow for indirect costs. The contract is strictly based on reimbursement for qualified meals served

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

Providing meals to juveniles held in detention and residential will not stop if this contract ends. If the contract ended, the County will incur the full cost for each meal served.

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

n/a

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

This grant reduces the overall cost to the County to provide required meals to juveniles held in detention and residential.



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704  
Phone: (512)854-7000 Fax: (512)854-7097

**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

TO: Aerin Toussaint, PBO  
Budget Analyst

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

THROUGH: *Maya Duff*  
Maya Duff  
Grant Coordinator

SUBJECT: National School Lunch/Breakfast Program and USDA School Commodity Program

DATE: May 16, 2013

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Attached is the FY14 continuation application for National School Lunch/Breakfast Program and USDA School Commodity Program. The Texas Department of Agriculture (TDA) has streamlined the application process and combined both programs on one application.

Travis County Juvenile Probation Department has received support from this program for the past several years and is requesting support for another year. The purpose of this program is to offset the cost to the County for meals provided to juveniles held in detention and the Intermediate Sanction Center, Travis County Juvenile Probation Department placement program. There is no county match associated with this program.

Please review this item and place it on the **June 4, 2013** Commissioner's Court agenda for their consideration and signature. Please contact Maya Duff at 4-7046 for further information.

Thank you in advance for your attention to this request.

CC: Jim Connolly  
Patty Lennon  
Britt Canary  
Declan O'Reilly  
Sylvia Mendoza  
Lisa Eichelberger  
Grant File

**2013 - 2014 NSLP Site Application**

01282 Status: Active

**TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT**

DBA:  
2515 S CONGRESS  
AUSTIN, TX 78704  
County District Code: 227  
ESC Region: 13

0001 Status: Active

**TRAVIS COUNTY JUVENILE PROBATION DEPT**  
2515 S. Congress Ave  
Austin, TX 78704

Code	Warning Description
3064	11 - If NSLP 'Pricing Information' = 'Non-Pricing' then the adult price for NSLP must be greater than zero.
3074	11 - If SBP 'Pricing Information' = 'Non-Pricing' then the adult price for SBP must be greater than zero.
3084	11 - If ASCP Pricing Information = 'Non-Pricing, then the Adult price for ASCP must be greater than zero.
3121	A3 - Offer vs. Serve must be implemented at lunch at the high school level (any of grades 9-12).

Version: Original

**Program Information**

Modify Program Selection

1. Participating Program(s)
- A. National School Lunch Program (NSLP)
  - B. School Breakfast Program (SBP)
  - C. Afterschool Care Program (ASCP)
  - D. Special Milk Program (SMP)

**Street Address**

2. Address Line 1: 2515 S. Congress Ave  
Address Line 2:
3. City: Austin
4. State: TX Zip: 78704

**Participation Information**

5. Is this a new site with a majority of the students transferred from severe need schools?  Yes  No
- If yes, enter the number of lunches for the first 3 months of operation in question 6. If no, do not complete question 6.

6. Lunches claimed for School Year (2011 - 2012) - Severe Need Breakfast Reimbursement Rate Determination. The data displayed in this question is from site-level claims from two years prior to current.

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
39,224	0	0	39,224	100.00%	Yes

7. Select Grades at this site: (Check all that apply)

- Early Education:  1st grade:  5th grade:  9th grade:
- Head Start:  2nd grade:  6th grade:  10th grade:
- Pre-Kindergarten:  3rd grade:  7th grade:  11th grade:
- Kindergarten:  4th grade:  8th grade:  12th grade:

- 8. Kitchen Type: On-site prep
- 9. October 2012 - 2013 Enrollment: 228
- 10. October 2012 - 2013 Eligibility:  
Number of children approved for Free and Reduced meals: 228

**Pricing Information**

11. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

**NON-PRICING:** Select if students will not be charged for meals.

**REDUCED CHARGE WAIVED:** Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Non-Pricing - Universal Free	0.00	0.00	0.00
School Breakfast Program (SBP)	Non-Pricing - Universal Free	0.00	0.00	0.00
Afterschool Care Program (ASCP)	Non-Pricing	0.00	0.00	0.00

**Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)**

A1. A. Months of Operation: (Check all that apply)

- All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:
- Jan:  Feb:  Mar:  Apr:  May:  Jun:

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

- Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

A2. Meal Service Times Begin Time: 11:00 AM End Time: 1:30 PM

A3. Will Offer versus Serve (OVS) be implemented for Lunch?  Yes  No

A4. Menu Planning Method - Lunch: Food-Based Menu Planning (FBMP)

**Section B - SCHOOL BREAKFAST PROGRAM (SBP)**

B1. A. Months of Operation: (Check all that apply)

- All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:
- Jan:  Feb:  Mar:  Apr:  May:  Jun:

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

- Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

B2. Meal Service Times Begin Time: 6:00 AM End Time: 8:30 AM

B3. Will Offer versus Serve (OVS) be implemented for Breakfast?  Yes  No

B4. Menu Planning Method - Breakfast: Food-Based Menu Planning (FBMP)

**Section C - AFTERSCHOOL CARE PROGRAM (ASCP)**

C1. A. Months of Operation: (Check all that apply)

- All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:
- Jan:  Feb:  Mar:  Apr:  May:  Jun:

**B. Days of the week snacks are served and claimed for reimbursement: (Check all that apply)**

Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

**C2. Snack Service Times**      **Begin Time: 4:30 PM**                      **End Time: 7:00 PM**

**C3. What time does the normal school day end?**      3:55 PM

**C4. Free and Reduced Enrollment Percentage:**      100.00 %

**A. Site Is:**

Attendance Area Eligible - Eligible based on this site (claim all snacks free).

**Site Certification**

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I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with Federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: doreilly10 on: 4/10/2013 9:42:43 AM      Modified By: doreilly10 on: 4/11/2013 9:09:49 AM

Created 05-30-13 at 3:55p

VIEW | MODIFY | DELETE

**Food Safety Inspections  
For School Year: 2012 - 2013**

01282 Status: Active

**TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT**

DBA:  
2515 S CONGRESS  
AUSTIN, TX 78704  
County District Code: 227  
ESC Region: 13

**Instructions**

**Food Safety Inspections for School Year (SY) 2012 - 2013**

Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2012 and June 30, 2013. If you did not select "Two" or "Three or more" in item 1a, you MUST also indicate WHY you did not meet the regulation by selecting one of the options in item 1b. If you select "Other", enter the reason in the space provided.

Site ID	Site Name and Address	1. Safety Inspections performed in 2012 - 2013. For each site indicating either "Zero" or "One", select the reason in 1b.	
		1a. Food Safety Inspections	1b. Reason for fewer than two inspections conducted (Select the most predominant reason).
0001	TRAVIS COUNTY JUVENILE PROBATION DEPT 2515 S. Congress Ave AustinTX, 78704	Two	Reason:

**Food Safety Inspection Summary**

Site Summary					Reasons Summary				
None	One	Two	Three or More	Total Sites	Cost	Schd. Inspector Not Avail.	N/A	Other	Total Reasons
0 +	0 +	1 +	0 =	1	0 +	0 +	0 +	0 =	0

Created By: dorelly10 on: 4/10/2013 10:22:10 AM Modified By: dorelly10 on: 4/10/2013 10:22:17 AM

[< Back](#)

VIEW | MODIFY | DELETE

Created 05-30-13 at 3:55p

**Meal Pattern Compliance Dashboard  
For School Year: 2013 - 2014**

01282 Status: Active  
**TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT**  
 DBA:  
 2515 S CONGRESS  
 AUSTIN, TX 78704  
 County District Code: 227  
 ESC Region: 13

Submitted Date:  
 Original Submitted Date:  
 Approved Date:  
 Validated Date:

**Instructions**

All Menus must be uploaded prior to uploading the Annual Attestation. To upload a menu, click on the Add Menu link in the Menus section of this screen.

**Annual Attestation (2013 - 2014)**

Action	Document Preparer Contact	Lunch Served	Breakfast Served	CE Attestation	Early Breakfast Adoption	Date Last Updated	Status
View/Modify	Ms. Declan O'Reilly declan.oreilly@co.travis.tx.us (512) 854-5669	Yes	Yes	View		4/10/2013	Error

**Months Certified (2013 - 2014)**

Action	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Menus**

Menu Count: 2

Action	Meal Type	Age Grade Group	Menu Nbr	Menu Name	Menu Worksheet	Menu	Nutritional Analysis	Date Last Updated	Status	Site Count
View	✓ Lunch	9-12	1	TCJP Breakfast	View	View		12/17/2012	Approved	1
View	✓ Lunch	9-12	2	TCJP Lunch	View	View		12/20/2012	Approved	1

Add Menu

**Menu Certification Status**

Status Count	Status Percentage
Incomplete 0 Pending 0 Approved 2 Error 0	

[< Back](#)

**Annual Audit  
For School Year: 2013 - 2014**

01282 Status: Active  
**TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT**  
DBA:  
2515 S CONGRESS  
AUSTIN, TX 78704  
County District Code: 227  
ESC Region: 13

**Instructions**

**Annual Audit for Program Year 2013 - 2014**

All Contracting Entities that may be subject to the Single Audit Act are required to complete the Annual Audit screen indicating their fiscal year and any other federal funds they receive. Non-profit Contracting Entities that expend \$500,000 or more in TOTAL federal funds during their fiscal year are required to submit an audit that meets the requirements of the Single Audit Act, as amended. For more details on Single Audit requirements, please refer to the Program Handbooks.

**Name and Title of Contracting Entity Financial Audit Contact**

	Salutation	First Name	Last Name
1. Name:	Ms.	Estela	Medina
2. Email Address:	estela.medina@co.travis.tx.us		
3. Phone:	(512) 854-7000	Ext:	Fax: (512) 854-7097
4. Title:	Chief Juvenile Probation Officer		

**Organization Type**

5. Type of Agency: Government Agency

**Contracting Entity's 12-Month Fiscal Year**

6. Fiscal Year: October -September  
7. Total Amount Claimed for this fiscal year (as of 1/1/0001): \$0.00

**Federal Funds**

8. Does your organization expend federal funds from a program other than those administered by TDA?  Yes  No
9. Identify the federal fund source and the total amount for each source that your organization projects to expend for fiscal year 2014.

More Lines

Federal Fund Source	Amount
Department of Justice	\$704,735.00
Department of Health and Human Services	\$649,747.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Federal Funds Amount	\$1,354,482.00

**Total of All Funds**

---

10. Total Amount of all Fund Sources - TDA and Federal (as of 1/1/0001): \$1,354,482.00

**Certification**

---

11.  I understand that if I meet the requirements of the Single Audit Act, now or in the future, I must submit an audit as a condition of eligibility to participate in the Programs administered by the Texas Department of Agriculture, and that failure to do so as required could result in adverse action, including the withholding of my claim for reimbursement payments and termination of my contract. I also understand that if I am a private non-profit organization subject to the requirements of the Single Audit Act and have a financial audit performed annually, I must also obtain a single audit on an annual basis.

[< Back](#)

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**2013 - 2014 NSLP Contracting Entity Application**

01282 Status: Active  
**TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT**  
DBA:  
2515 S CONGRESS  
AUSTIN, TX 78704  
County District Code: 227  
ESC Region: 13

Version: Original

**Contracting Entity Type**

A1. Type of Agency: Government Agency

**School Year Dates of Operation**

A2. Operational Dates: Start Date: 07/01/2013 End Date: 06/30/2014

**Superintendent/Sponsoring Official**

	Salutation	First Name	Last Name
A3. Name:	Mr.	Britt	Canary
A4. Email Address:	Britt.Canary@co.travis.tx.us		
A5. Phone:	(512) 854-7541	Ext:	Fax: (512) 854-7093
A6. Title:	Deputy Chief Travis County Juvenile Probation		

**Street Address**

A7. Address Line 1: 2515 S CONGRESS  
Address Line 2:

A8. City: AUSTIN

A9. State: TX Zip: 78704

**Mailing Address**

A10. Address Line 1: 2515 S CONGRESS  
Address Line 2:

A11. City: AUSTIN

A12. State: TX Zip: 78704

**Child Nutrition Director**

	Salutation	First Name	Last Name
A13. Name:	Ms.	Declan	O'Reilly
A14. Email Address:	declan.oreilly@co.travis.tx.us		
A15. Phone:	(512) 854-5669	Ext:	Fax: (512) 854-7093
A16. Title:	Food Services Manager		

**Claim Preparer**

	Salutation	First Name	Last Name
A17. Name:	Ms.	Declan	O'Reilly
A18. Email Address:	declan.oreilly@co.travis.tx.co		
A19. Phone:	(512) 854-5669	Ext:	Fax: (512) 854-7093
A20. Title:	Food Services Manager		

**Hearing Official**

A21. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the

Created 05-30-13 at 3:55p  
reviewing and verifying official(s).

Job Title: not applicable

\*Hearing Official must be in a position higher than the Reviewing Official.

### Reviewing Official

---

A22. This person reviews applications and makes eligibility determinations.

Job Title: not applicable

### Verifying Official

---

A23. This person verifies the eligibility of applicant households in accordance with program regulations.

Job Title: not applicable

### Meal Count and Collection Procedures

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A24. Have your meal counting and claiming procedures at any of your sites been revised?  Yes  No

### Food Distribution Program (Commodities)

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Note: The renewal of NSLP will renew your FND Commodity Agreement. Therefore, you are eligible for distributions of food donated by USDA.

A25. Do you wish to accept distributions of USDA donated food?  Yes  No

### Eligibility Information

---

A26. Does your organization use scanned applications?  Yes  No

A27. Does your organization use online applications?  Yes  No

### Residential Child Care Institution (RCCI) only

---

A28. What is the student population type?  Residential and day students  
 Residential only

A29. What documentation is used to qualify residential students for free meals?  Master Roster  
 Other

If Other, please describe:

A30. What documentation is used to qualify day students for free and reduced price meals?  N/A (residential only)  
 Free and Reduced Priced Application/Categorical Eligibility  
 None (all day students' meals claimed at paid rate)

### Food Service Management Company (FSMC)

---

A31. Will the school nutrition program be managed by a Food Service Management Company (FSMC)?  Yes  No

### Contracting Entity Contact for FSMC Contract

A32. Name: 

Salutation	First Name	Last Name
------------	------------	-----------

A33. Email Address: 

A34. Phone: 

Ext:	Fax:
------	------

A35. Title:

### Vended Meals

---

A36. Does your organization purchase meals from a School Food Authority (SFA)?  Yes  No

Do you have an agreement?  Yes  No

A37. Does your organization purchase meals/snacks from a vendor other than a  Yes  No

Created 05-30-13 at 3:55p

**School Food Authority (SFA)?**

Do you have an agreement?

Yes  No

A38. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)?

Yes  No

Do you have an agreement?

Yes  No

A39. Does your organization vend meals to a School Food Authority (SFA)?

Yes  No

If Yes, please list the School Food Authority (SFA) name(s):

**Attendance Factor**

A40. Attendance Factor: 100.00

**Severe Need Lunch - Reimbursement Rate Determination**

Lunches claimed for School Year (2011 - 2012)

Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
42,165	0	42,165	100.00 %	Yes

**Seamless Summer Option**

A41. Does your agency intend to participate in the demonstration project for non-congregate feeding related to excessive heat?

Yes  No

**Comments from Contracting Entity**

A42.

**Certification**

I hereby certify that neither the Contracting Entity nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the Texas Department of Agriculture any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Texas Department of Agriculture may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Contracting Entity, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the Texas Department of Agriculture. In accordance with federal law and U.S. Department of Agriculture policy, this Contracting Entity does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: dorelly10 on: 4/10/2013 9:42:42 AM Modified By: dorelly10 on: 4/11/2013 9:41:53 AM

Travis County Juvenile Probation  
Department

01282

Contracting Entity Name

Contracting Entity ID

## Policy Statement for Free and Reduced-Price Meals Attachment B: Meal Count/Collection Procedure(s)

In which reimbursement program(s) does your Contracting Entity (CE) participate?

- Meal program (National School Lunch, School Breakfast, or After School Care).  
(Complete entire form)
- Milk program only (Special Milk).  
(Complete separate form: Attachment B Milk Count/Collection Procedures)

### Documentation Requirement

The CE should retain written documentation as proof when completing this form for the first time and for all subsequent changes in addition to electronic files or data maintained in TX-UNPS.

State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.

The following meal count/collection procedure(s) is/are applicable to all sites within the CE that operate one or more meal types in the School Nutrition Programs (SNP). Any variations that occur by site/grade must be indicated in the applicable question(s).

1. Do any sites in the CE serve all meals to all children without charge?

*For Example: RCCI, Provision 2, Breakfast in the Classroom, Universal Free*

*Note: The cost of the meal, beyond the reimbursement received from the Texas Department of Agriculture (TDA), is considered by the CE as an expense of operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP).*

Check **one** of the following:

- Yes, all sites  
(Complete Questions #5 and #7 only)
- Yes, some, but not all sites  
(Complete all questions)
- No  
(Complete all questions)

2. All approved meal count/collection procedures must include a method for prepayment and/or post billing (charging). The provision for allowing for prepayment and/or charging should not overtly identify free, reduced-price, or paid eligibility of a child.

Check all that apply:

- Meal payments can be made by children or parents in advance in a designated area away from the cafeteria serving line on a daily, weekly or monthly basis.
- Meals can be charged and billed to the household. Parents or children may mail in payments or pay in a designated area away from the cafeteria serving line.
- Meal payments can be made electronically.

3. What is the written policy for children charging?

All CEs must have a charge policy that is made available to all households within the CE.

If all sites within the CE follow the same procedures, check only one box. If procedures vary within the CE, check the applicable boxes and designate sites in the associated textboxes.

- No charging permitted. [redacted]
- Children may charge as needed. (No limit to how often the child may charge). [redacted]
- [redacted] (number) meals may be charged by the child before receiving an alternate meal. [redacted]
- [redacted] (number) meals may be charged by the child before the site will not serve the child a meal. [redacted]
- [redacted] (dollar amount) may be charged by the child before receiving an alternate meal. [redacted]
- [redacted] (dollar amount) may be charged by the child before the site will not serve the child a meal. [redacted]
- Other, please describe: [redacted]

4. The option of prepayment (and/or charging) of meals should be routinely publicized. This may be done by using methods such as posting signs, making public announcements, including the information in printed material, etc.

Check all that apply. The ability for children and/or parents to prepay (or charge) is routinely advertised:

- In the letter to parents (Notice/Letter to Households) sent home with the application
- In an announcement made over the site's public address system
- In a newspaper/newsletter article/website
- By a posted notice (sign) displayed in the cafeteria area
- Other, please describe: [redacted]

**Special Directions for Remaining Questions**

Questions 5, 6 & 8 responses should relate to each other. Whatever procedure you use in Question 5 should be used/addressed in Questions 6 & 8.

*For Example: If "A coded bar line card for scanning" is checked in #5, then, the same boxes must be checked in #6 and #8.*

5. What are the meal count/collection procedures at your CE?

Children receiving free meals must be issued the identical medium of exchange as those children prepaying (or charging) full or reduced-price meals.

If all sites/grades within the CE follow the same procedures, check only one box. If procedures vary within the CE, check the applicable boxes and designate sites/grades in the associated textboxes.

All children receiving free, reduced-price and full-price meals and those prepaying (or charging) will be issued:

- A verbal identifier, a number or the child's name
- A coded ticket or token
- A coded ID card
- A coded automated tab
- A coded bar line card for scanning
- A coded number for use on a key pad
- Another individual identifier such as electronic thumb print or biometrics
- Other, please describe:

6. How is eligibility coded on the roster or in the point-of-service (POS) system?

Color coding by category or single-symbol coding using obvious identifiers such as F, R and P is prohibited.

If all sites/grades within the CE follow the same procedures, check only one box. If procedures vary within the CE, check the applicable boxes and designate sites/grades in the associated text boxes.

The roster should be coded in the following manner:

Coding series [redacted]

*For Example: Free-1 through 1,999/Reduced-price-2,000 through 3,999/Full price-4,000 and above.*

Coding by number [redacted]

*For Example: Number ending in 0, an odd or even number.*

Coding by variation [redacted]

*For Example: Variations in signature, placement of date or ticket distributor such as Mary Smith, Mary J. Smith and M. Smith.*

Coding by subtle difference [redacted]

*For Example: Differences in printing such as capital letter, period, spacing of a line or differences in underlining.*

Coding by number digits [redacted]

*For Example: 4 digits for free, 5 digits reduced-price and 6 digits for full-price*

Coded by bar line for scanning [redacted]

Coded number used on a keypad [redacted]

Another individual identifier such as electronic thumb print or biometrics [redacted]

Other, please describe: [redacted]

7. Where is the cashier stationed on the serving line?

All approved meal count/collection procedures must include a POS count of reimbursable meals by category.

If all sites/grades within the CE follow the same procedures, check only one box. If procedures vary within the CE, check the applicable boxes and designate sites/grades in the associated textboxes.

- The cashier is stationed at the end of the serving line, determines if the meal selected is reimbursable and counts the meal by category. \_\_\_\_\_
- The cashier is stationed at the beginning of the serving line and a monitor is stationed at the end of the line to verify that each meal selected is reimbursable. If a non-reimbursable meal is selected by a child, a system is in place for removing that meal from the proper category of the count of meals claimed for reimbursement. \_\_\_\_\_
- Other, please describe alternate method using the guidelines in Question 10.

8. What are the procedures for handling cash payments at the POS?

Meals paid for in cash on the line may be counted in a different manner than those prepaid (or charged). The medium of exchange for children receiving free, prepaid (or charged) reduced-price and prepaid (or charged) full-price meals must be collected and counted in exactly the same manner.

If all sites/grades within the CE follow the same procedures, check only one box. If procedures vary within the CE, check the applicable boxes and designate sites/grades in the associated textboxes.

When children receiving free, prepaid reduced-price or prepaid full-price meals pass the cashier, they

- Call out their numbers and the cashier enters them into the POS system that has all students listed by eligibility. \_\_\_\_\_
- Call out their names and the cashier enters them into the POS system that has all students listed by eligibility \_\_\_\_\_
- Present a coded ticket/token and it is collected. The count is taken from the tickets/tokens. \_\_\_\_\_
- Present a ticket and all tickets are marked in some manner and returned to the child. Simultaneously, the count by category is tallied, mechanically counted, recorded on a cash register, etc. \_\_\_\_\_
- Present an automated tab card. The card is mechanically cut and a count by category is simultaneously taken. \_\_\_\_\_
- Present a bar line card. The card is scanned and a count is simultaneously taken. \_\_\_\_\_
- Punch in number on keypad. As number is entered, the count by category is simultaneously taken. \_\_\_\_\_
- Present a coded ID card. \_\_\_\_\_
- Use another individual identifier (thumb print, biometrics, etc.) \_\_\_\_\_
- Other, please describe: \_\_\_\_\_

9. If the CE has schools with reimbursable meals located beyond the Point of Service (i.e., salad bars), how will the CE ensure that students are served a reimbursable meal?

If all sites/grades within the CE follow the same procedure, check only one box below. If procedures vary within the CE, check the applicable boxes and designate sites/grades in the associated textboxes.

- All menu items are pre-packaged with reimbursable portions to meet all meal pattern requirements including vegetable subgroups, and are supervised to ensure a reimbursable meal is taken. [REDACTED]
- Menu items are served by School Nutrition staff to ensure that the proper serving sizes are being taken. [REDACTED]
- Proper serving size utensils are available for students' use and service is supervised by School Nutrition staff to ensure that students take a reimbursable meal. [REDACTED]
- Menu items served after the point-of-service are considered a la carte and are not part of the reimbursable meal. [REDACTED]
- Other, please describe alternate method using the guidelines in Question 10.

10. Please describe the alternate method in the space provided by responding to Questions 10a through 10e.

*For Example: An explanation of processes to be used for breakfast in the classroom (BIC), meals for students in in-school suspension, or meals for students on a field trip.*

- a. How are meals prepaid or charged?
- b. How is the system for prepayment and charging advertised?
- c. What medium of exchange will be issued to children receiving free or prepaid (or charged) reduced-price or full-price meals?
- d. How is the medium of exchange coded?
- e. Where is the count by category taken?

The count by category must be at the point-of-service where it is determined that reimbursable meals were selected by children. When using classroom counts, the site must develop a system for a child coming to site late, leaving early or not selecting a reimbursable meal.

**There are no cashiers, since youth are not charged for meals in the facility. Instead, staff use a master roster to input ID numbers for each youth present at mealtimes.**

## 2013-2014 Attestation of Compliance with the New Meal Pattern Requirements Form

*Instruction: The following statement must be signed by a duly authorized representative of the contracting entity operating the National School Lunch and/or School Breakfast Programs, and uploaded in the Texas Unified Nutrition Programs System (TX-UNPS) with the submission of the 2013-2014 Application Packet.*

I, Samuel T. Biscoe [CE Official], as the duly authorized representative of Travis County [CE Name], 01282 [CE ID Number], do hereby attest that the aforementioned CE and all schools/sites under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 ( 42 U.S.C. 1773), are in compliance with the meal pattern requirements in effect for School Year 2013-2014, as set forth in 7 CFR Part 210.10 and 220.23, as applicable.

*CEs submitting menus for a TDA Certification review with this Attestation are also attesting to the below declarations:*  
In addition, for School Year 2013-2014, I attest that

- Documentation submitted for certification is representative of the ongoing meal service within the CE;
- The minimum required food quantities for all meal components are available to students in every serving line;
- All labels and/or manufacturer specifications for food products and ingredients used to prepare school meals indicate zero grams of *trans* fat per serving;
- The minimum calories required for breakfasts served under the Food Based Menu Planning option are offered and available to every student, as applicable; and
- All Pre-K meals are compliant with the current meal patterns for the age/grade group being served, as applicable.

I certify that this attestation is true and correct, and therefore, I believe my CE is eligible for the performance-based reimbursement.

I understand that if TDA determines the CE to be noncompliant with one or more of the requirements set forth in this attestation statement, fiscal action will include, deactivating the performance-based reimbursement, disallowance of meals, and/or withholding of payment. In addition, I understand that an attestation of compliance must be submitted annually to TDA prior to July 1 of each year through the School Year beginning July 1, 2013, to attest full compliance with the subsequent year meal pattern requirements.

### CE Superintendent or Authorized Representative

Submitted By *(Signature)*

\_\_\_\_\_

County Judge

Title

Date



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

**Meeting Date:** June 4, 2013

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

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

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

### **AGENDA LANGUAGE:**

Review and approve the immediate release of reimbursement payment to United Health Care for claims paid for participants in the Travis County Employee Health Care Fund for payment of \$1,142,923.03 for the period of May 17 to May 23, 2013.

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

See attached.

### **STAFF RECOMMENDATIONS:**

The Director or Benefits Manager has reviewed the reimbursement submitted and concurs with the findings of the audits by the Financial Analyst and the Benefits Contract Administrator and therefore recommends reimbursement of \$1,142,923.03.

### **ISSUES AND OPPORTUNITIES:**

See attached.

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

Employee Health Benefit Fund (8956) – \$1,142,923.03

### **REQUIRED AUTHORIZATIONS:**

John Rabb, 854-2742

Jessica Rio, 854-9106

**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.

**TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS**

**DATE:** June 4, 2013

**TO:** Members of the Travis County Commissioners Court

**FROM:** John Rabb, Benefits Manager

**COUNTY DEPT.** Human Resources Management Department (HRMD)

**DESCRIPTION:** United Health Care (UHC) (The Third Party Administrator for Travis County's Hospital and Self Insurance Fund) has requested reimbursement for health care claims paid on behalf of Travis County employees and their dependents.

**PERIOD OF PAYMENTS MADE:** May 17, 2013 to May 23, 2013

**REIMBURSEMENT REQUESTED FOR THIS PERIOD:** \$1,142,923.03

**HRMD RECOMMENDATION:** The Director or Benefits Manager has reviewed the reimbursement submitted and concurs with the findings of the audits by the Financial Analyst and the Benefits Contract Administrator and therefore recommends reimbursement of \$1,142,923.03.

Please see the attached reports for supporting detail information.

**TRAVIS COUNTY  
HOSPITAL AND INSURANCE FUND  
SUPPORTING DETAIL FOR THE  
WEEKLY REIMBURSEMENT REQUEST TO  
COMMISSIONERS COURT  
FOR THE PAYMENT PERIOD  
MAY 17, 2013 TO MAY 23, 2013**

-

- Page 1. Detailed Recommendation to Travis County Auditor for transfer of funds.**
- Page 2. Chart of Weekly Reimbursements Compared to Budget.**
- Page 3. Paid Claims Compared to Budgeted Claims.**
- Page 4. FY Comparison of Paid Claims to Budget.**
- Page 5. Notification of amount of request from United Health Care (UHC) (Bank of America)**
- Page 6. Last page of the UHC Check Register for the Week.**
- Page 7. List of payments deemed not reimbursable.**
- Page 8. Journal Entry for the reimbursement.**

TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: June 4, 2013  
TO: Nicki Riley, County Auditor  
FROM: Norman McRee, HR Financial Analyst  
COUNTY DEPT.: Human Resources Management Department (HRMD)

United Health Care (UHC) (Travis County's Third Party Administrator for our Self Insured Health Care Fund) has requested reimbursement for health care claim payments made on behalf of Travis County employees and their dependents as follows:

PERIOD OF PAYMENTS PAID:  
FROM: May 17, 2013  
TO: May 23, 2013

**REIMBURSEMENT REQUESTED: \$ 1,142,923.03**

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,711,627.88
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: May 28, 2013	\$ (577,392.71)
Adjust to balance per UHC	\$ 8,687.86
<b>TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:</b>	<b>\$ 1,142,923.03</b>
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
<b>TRANSFER OF FUNDS REQUESTED:</b>	<b>\$ 1,142,923.03</b>

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

All claims over \$25,000 (1 this week totaling \$47,354.94) have been audited for data entry accuracy and the following information is correct for each claim audited: date of service, eligibility, nature of service, name of and amount billed by provider, amount billed by date and amount paid by UHC.

Fifteen percent (15%) of all claims under \$25,000 (\$164,879.54) have been audited for data entry accuracy and the following information is correct for each claim identified for this random review: date of service, eligibility, nature of service, name of and amount billed by provider, date and amount paid by UHC. Claims in this random audit met the above requirements but may qualify for more detailed analysis through other resources.

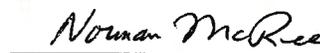
All claims have been reviewed to determine if they have exceeded the \$250,000 stop loss limit. Claims that have exceeded the limit will be reimbursed by Sun Life. Reimbursements are posted as revenue and claims totals shown are gross of stop loss. Cumulative fiscal year stop loss reimbursements from Sun Life total \$1,187,941.30.

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

I certify that all data listed on this recommendation for transfer of funds is correct and that the payments shown have been made solely for the purpose of health insurance claims.

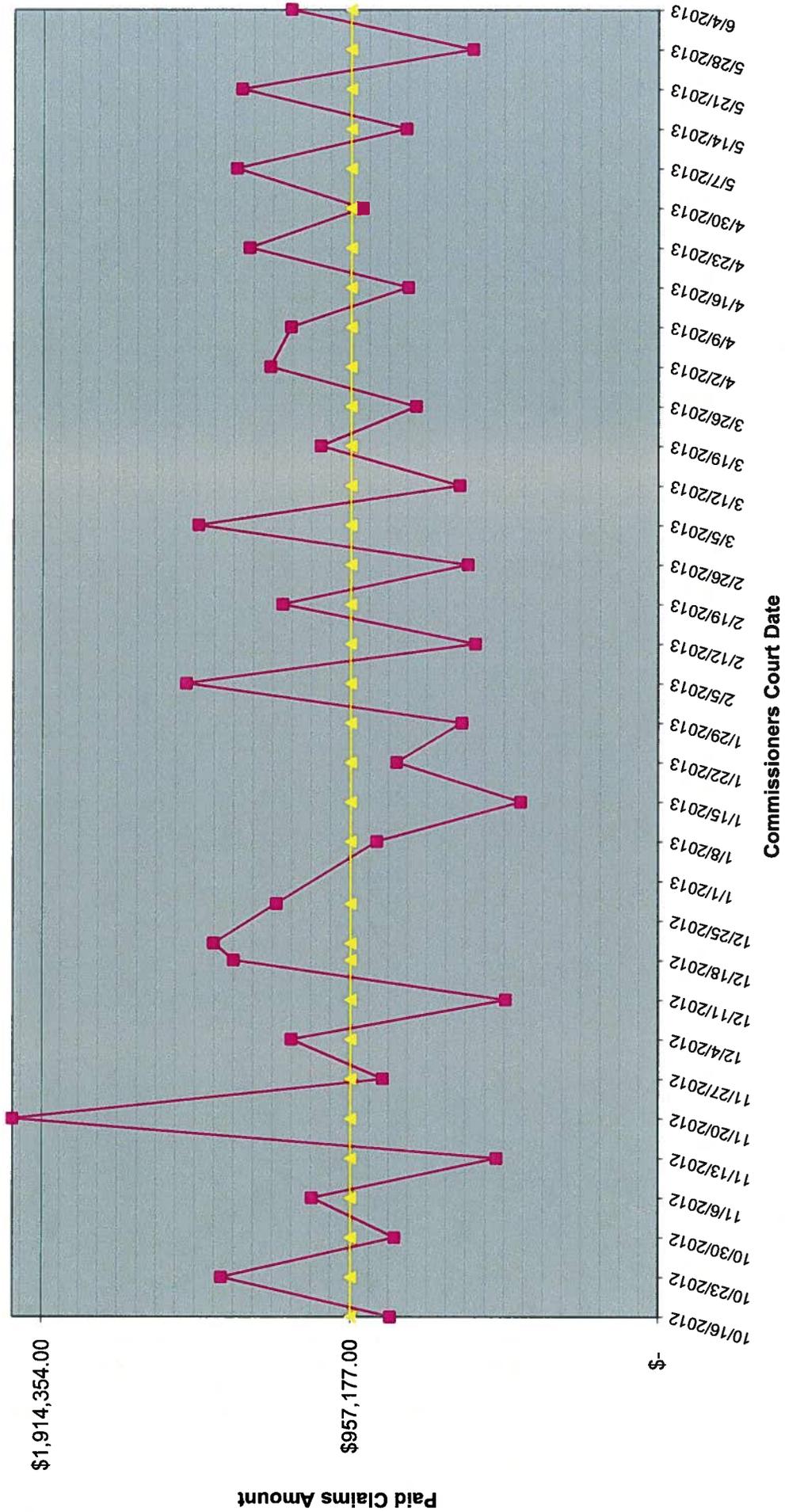
  
John Rabb, Benefits Manager Date 5/24/13

  
Shannon Steele, Benefits Administrator Date 5/24/2013

  
Norman McRee, Financial Analyst Date 5/24/13

\*\* Agrees to the total payments for this period per the check register received from UHC. See the final page of this period's check register attached.

### Travis County Employee Benefit Plan FY13 Paid Claims vs Weekly Claims Budget of \$957,177.23



**Travis County Employee Benefit Plan  
FY13 Weekly Paid Claims VS Weekly Budgeted Amount**

Wk	Period from	Period To	Voting Session Date	Pd Claims Request Amount	Budgeted Weekly Claims	# of Large Claims	Total of Large Claims	FY 2013 % of Budget Spent	FY 2012 % of Budget Spent
1	9/28/2012	10/4/2012	10/16/2012	\$ 833,295.36	\$ 957,177.23	2	\$ 264,210.15	1.67%	1.42%
2	10/5/2012	10/11/2012	10/23/2012	\$ 1,356,899.90	\$ 957,177.23	3	\$ 398,807.43	4.40%	3.40%
3	10/12/2012	10/18/2012	10/30/2012	\$ 819,640.44	\$ 957,177.23	2	\$ 116,768.50	6.05%	5.60%
4	10/19/2012	10/25/2012	11/6/2012	\$ 1,076,062.49	\$ 957,177.23	1	\$ 68,192.73	8.21%	6.54%
5	10/26/2012	11/1/2012	11/13/2012	\$ 503,241.86	\$ 957,177.23	0	\$ -	9.22%	7.69%
6	11/2/2012	11/8/2012	11/20/2012	\$ 2,004,819.80	\$ 957,177.23	4	\$ 832,945.50	13.25%	10.01%
7	11/9/2012	11/15/2012	11/27/2012	\$ 856,605.61	\$ 957,177.23	7	\$ 345,370.77	14.97%	11.71%
8	11/16/2012	11/22/2012	12/4/2012	\$ 1,140,771.38	\$ 957,177.23	0	\$ -	17.26%	14.05%
9	11/23/2012	11/29/2012	12/11/2012	\$ 474,802.74	\$ 957,177.23	2	\$ 98,896.45	18.21%	14.57%
10	11/30/2012	12/6/2012	12/18/2012	\$ 1,319,676.15	\$ 957,177.23	4	\$ 142,853.98	20.87%	17.30%
11	12/7/2012	12/13/2012	12/21/2012	\$ 1,380,972.18	\$ 957,177.23	8	\$ 726,479.65	23.64%	18.57%
12	12/14/2012	12/20/2012	12/28/2012	\$ 1,187,151.92	\$ 957,177.23	3	\$ 148,596.86	26.03%	20.69%
13	12/21/2012	12/27/2012	1/8/2013	\$ 875,593.97	\$ 957,177.23	5	\$ 262,457.31	27.79%	21.80%
14	12/28/2012	1/3/2013	1/15/2013	\$ 428,312.76	\$ 957,177.23	2	\$ 58,763.15	28.65%	22.93%
15	1/4/2013	1/10/2013	1/22/2013	\$ 814,824.53	\$ 957,177.23	0	\$ -	30.28%	25.13%
16	1/11/2013	1/17/2013	1/29/2013	\$ 610,955.41	\$ 957,177.23	1	\$ 41,841.23	31.51%	26.89%
17	1/18/2013	1/24/2013	2/5/2013	\$ 1,466,572.26	\$ 957,177.23	4	\$ 192,975.28	34.46%	28.96%
18	1/25/2013	1/31/2013	2/12/2013	\$ 569,238.61	\$ 957,177.23	2	\$ 75,547.81	35.60%	30.05%
19	2/1/2013	2/7/2013	2/19/2013	\$ 1,169,082.60	\$ 957,177.23	1	\$ 25,851.04	37.95%	31.86%
20	2/8/2013	2/14/2013	2/26/2013	\$ 592,192.07	\$ 957,177.23	2	\$ 72,001.13	39.14%	34.26%
21	2/15/2013	2/21/2013	3/5/2013	\$ 1,429,268.44	\$ 957,177.23	3	\$ 250,943.12	42.01%	36.83%
22	2/22/2013	2/28/2013	3/12/2013	\$ 617,670.76	\$ 957,177.23	1	\$ 30,476.50	43.25%	38.55%
23	3/1/2013	3/7/2013	3/19/2013	\$ 1,051,038.00	\$ 957,177.23	2	\$ 61,077.22	45.36%	41.36%
24	3/8/2013	3/14/2013	3/26/2013	\$ 754,131.33	\$ 957,177.23	3	\$ 93,494.47	46.88%	42.83%
25	3/15/2013	3/21/2013	4/2/2013	\$ 1,207,753.63	\$ 957,177.23	5	\$ 187,944.03	49.30%	44.44%
26	3/22/2013	3/28/2013	4/9/2013	\$ 1,143,736.22	\$ 957,177.23	5	\$ 386,145.74	51.60%	46.79%
27	3/29/2013	4/4/2013	4/16/2013	\$ 778,673.30	\$ 957,177.23	2	\$ 67,438.64	53.17%	48.19%
28	4/5/2013	4/11/2013	4/23/2013	\$ 1,272,288.67	\$ 957,177.23	4	\$ 185,102.83	55.72%	51.21%
29	4/12/2013	4/18/2013	4/30/2013	\$ 922,180.96	\$ 957,177.23	5	\$ 196,051.28	57.58%	52.36%
30	4/19/2013	4/25/2013	5/7/2013	\$ 1,312,317.73	\$ 957,177.23	4	\$ 129,379.59	60.21%	54.89%
31	4/26/2013	5/2/2013	5/14/2013	\$ 784,494.28	\$ 957,177.23	3	\$ 145,311.14	61.79%	56.65%
32	5/3/2013	5/9/2013	5/21/2013	\$ 1,296,101.07	\$ 957,177.23	1	\$ 104,387.56	64.39%	59.66%
33	5/10/2013	5/16/2013	5/28/2013	\$ 577,392.71	\$ 957,177.23	2	\$ 59,637.50	65.55%	60.97%
34	5/17/2013	5/23/2013	6/4/2013	\$ 1,142,923.03	\$ 957,177.23	1	\$ 47,354.94	67.85%	63.30%
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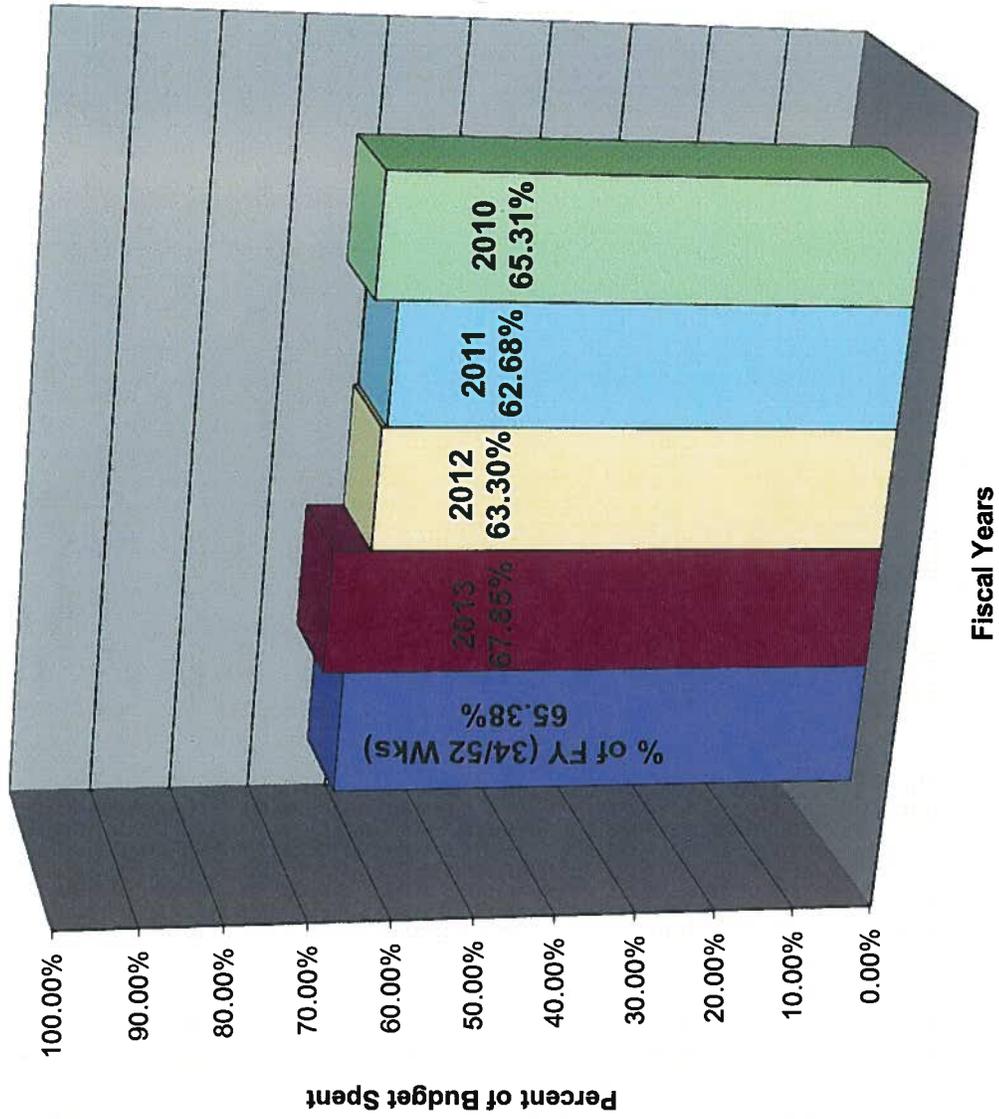
Claims & Budget to Date	\$ 33,770,682.17	\$ 32,544,025.85
Gross Paid Claims over (under) Budget		\$ 1,226,656.32

Stop Loss \$ 1,187,941.30

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

Net of Stop Loss \$ 38,715.02 over (under budget)

### Comparison of Claims to FY Budgets Week 34



**Norman Mcree**

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**From:** SIFSFX@UHC.COM  
**Sent:** Friday, May 24, 2013 1:11 AM  
**To:** Norman Mcree  
**Subject:** UHG FUNDING NOTIFICATION

CUSTOMERS WHO NORMALLY FUND ON MONDAY WILL BE ASKED TO DO SO ON FRIDAY ACCORDING TO THE MEMORIAL DAY HOLIDAY SYSTEM FEED SCHEDULE.

TO: NORMAN MCREE                      FROM: UNITEDHEALTH GROUP  
FAX NUMBER: (512) 854-3128              AB5  
PHONE: (512) 854-3828

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

DATE: 2013-05-24                      REQUEST AMOUNT: \$1,711,627.88

CUSTOMER ID: 00000701254  
CONTRACT NUMBER: 00701254 00709445  
BANK ACCOUNT NUMBER: 385015850067              ABA NUMBER: 011900445  
FUNDING                      ADVICE FREQUENCY: DAILY  
FREQUENCY: FRIDAY    INITIATOR: CUST    METHOD: ACH    BASIS: BALANCE

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CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2013-05-23	\$1,042,217.83
- REQUIRED BALANCE TO BE MAINTAINED:	\$2,668,041.00
+ PRIOR DAY REQUEST:	\$00.00
= UNDER DEPOSIT:	<u>\$1,625,823.17</u>
+ CURRENT DAY NET CHARGE:	\$85,804.71
+ ISSUED CREDIT AMOUNT:	\$00.00
+ FUNDING ADJUSTMENTS:	\$00.00
REQUEST AMOUNT:	<u>\$1,711,627.88</u>

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ACTIVITY FOR WORK DAY: 2013-05-17

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$37,016.40	\$00.00	\$37,016.40
TOTAL:	\$37,016.40	\$00.00	\$37,016.40

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2013\_05\_23

CONTR_NBR	PLN_ID	PLN_ID	TRANS_AMT	SRS_DESG_NBR	CHK_NBR	GRP_ID	CLM_ACCT_NBR	ISS_DT	TRANS_TYP_CD	TRANS_DT	WK_END_DT
701254	632	\$ (371.69)	A1	1337334	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (371.72)	A1	1405687	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (383.29)	A1	1417192	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (423.57)	A1	1427396	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (423.57)	A1	1386326	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (432.70)	A1	1440142	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (444.29)	A1	1436876	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (445.16)	A1	1368787	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (449.99)	A1	1427397	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (524.55)	QG	11452599	AH	12	5/15/2013	50	5/21/2013	5/23/2013	
701254	632	\$ (692.31)		26	340444	AH	5/20/2013	50	5/23/2013	5/23/2013	
701254	632	\$ (770.00)	PH	85596648	AH	8	12/26/2012	50	5/23/2013	5/23/2013	
701254	632	\$ (787.77)		26	340240	AA	5/20/2013	50	5/23/2013	5/23/2013	
701254	632	\$ (800.00)	PH	64189234	AH	16	8/10/2012	50	5/20/2013	5/23/2013	
701254	632	\$ (822.75)	A1	1405691	AA	2	5/17/2013	200	5/23/2013	5/23/2013	
701254	632	\$ (1,464.69)		26	339152	AH	5/20/2013	50	5/23/2013	5/23/2013	
701254	632	\$ (2,171.02)		26	340302	AA	5/20/2013	50	5/23/2013	5/23/2013	
701254	632	\$ (2,500.00)		26	341090	AE	5/20/2013	50	5/23/2013	5/23/2013	
701254	632	\$ (3,952.38)	QG	81444754	AH	9	5/15/2013	50	5/21/2013	5/23/2013	

1,142,923.03

# *Travis County Hospital and Insurance Fund - County Employees*

## *UHC Payments Deemed Not Reimbursable*

For the payment week ending: 05/23/2013

<i>CONTR_#</i>	<i>TRANS_AMT</i>	<i>SRS</i>	<i>CHK_#</i>	<i>GRP</i>	<i>CLAIM ACCT#</i>	<i>ISS_DATE</i>	<i>TRANS_CODE</i>	<i>TRANS_DATE</i>
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**Total:** \$0.00

## Travis County - Employee Health Benefits Fund (8956)

### Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 05/23/2013

Type	EE/RR	Cost Center	G/L Account	Transaction Amount
CEPO	EE	1110068956	516010	\$ 143,217.31
	RR	1110068956	516110	\$ 29,307.72
			<b>Total CEPO</b>	<b>\$ 172,525.03</b>
EPO	EE	1110068956	516030	\$ 217,020.35
	RR	1110068956	516130	\$ 45,625.45
			<b>Total EPO</b>	<b>\$ 262,645.80</b>
PPO	EE	1110068956	516020	\$ 634,357.33
	RR	1110068956	516120	\$ 73,394.87
			<b>Total PPO</b>	<b>\$ 707,752.20</b>
			<b>Grand Total</b>	<b>\$ 1,142,923.03</b>



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 6/4/13

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

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

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

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

Proposed routine personnel amendments.

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

Attached are Personnel Amendments for Commissioners Court approval.

### **Routine Personnel Actions – Pages 2 – 7.**

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

### **STAFF RECOMMENDATIONS:**

N/A

### **ISSUES AND OPPORTUNITIES:**

N/A

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

None.

### **REQUIRED AUTHORIZATIONS:**

Todd Osburn, Human Resources Management Department, 854-2744

Leslie Browder, Planning and Budget Office, 854-9106

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



## Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

### June 4, 2013

**ITEM # :**

**DATE:** May 24, 2013

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Gerald Daugherty, Commissioner, Pct. 3  
Margaret Gomez, Commissioner, Precinct 4

**VIA:** Leslie Browder, County Executive, Planning and Budget *JB*

**FROM:** Todd L. Osburn, Compensation Manager, HRMD *TLO*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 7.**

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

LB/TLO

**Attachments**

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

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	05/21/2013	N/A	N/A	1000 - County Judge	30051005 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.00
New Hire	New Hire	04/30/2013	N/A	N/A	1450 - Facilities Management	30005979 / Groundskeeper / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	06/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004980 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$27,643.20
New Hire	New Hire	06/10/2013	N/A	N/A	3100 - County Attorney	30000755 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,615.06
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30051026 / Victim Counselor / 2 - Temporary / 06 - Hourly - No Bnf / GRD16 / 00 / \$17.80
New Hire	New Hire	05/22/2013	N/A	N/A	3100 - County Attorney	30000851 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	06/03/2013	N/A	N/A	3100 - County Attorney	30000788 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25

2

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	05/16/2013	N/A	N/A	3150 - County Clerk	30001024 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	05/13/2013	N/A	N/A	3300 - District Attorney	30001395 / Investigator / 1 - Regular / 02 - Full Time Non-Exempt / GRD67 / 01 / \$70,779.49
New Hire	New Hire	05/29/2013	N/A	N/A	3350 - Probate Court	30051002 / Accountant Assoc / 2 - Temporary / 05 - Hourly - Retmt / GRD14 / 00 / \$15.56
New Hire	New Hire	05/26/2013	N/A	N/A	3500 - Sheriff	30003355 / Law Enforcement Sheriff D / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 05 / \$56,613.02
New Hire	New Hire	05/28/2013	N/A	N/A	3500 - Sheriff	30050221 / Social Services Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$56,683.12
Re-Hire	Re-Hire	05/16/2013	N/A	N/A	1550 - Counseling and Education Sv	30003845 / Counselor / 2 - Temporary / 05 - Hourly - Retmt / GRD16 / 00 / \$17.80
Re-Hire	Re-Hire	05/16/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30051004 / Planner / 2 - Temporary / 06 - Hourly - No Bnf / GRD19 / 00 / \$25.73

3

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Re-Hire	Re-Hire	05/20/2013	N/A	N/A	3000 - County Treasurer	30050978 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Re-Hire	Re-Hire	05/28/2013	N/A	N/A	3050 - Tax Collector	30000160 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
Mobility	Career Ladder	05/20/2013	3100 - County Attorney	30000721 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	3100 - County Attorney	30000721 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$83,424.43
Mobility	Career Ladder	05/16/2013	3460 - Constable Pct 3	30001816 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 05 / \$53,782.35	3460 - Constable Pct 3	30001816 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 05 / \$58,455.28
Mobility	Career Ladder	03/06/2013	3500 - Sheriff	30002422 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002422 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/02/2013	3500 - Sheriff	30002154 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002154 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	5/16/2013	3650 - Juvenile Probation	30004261 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$32,920.16	3650 - Juvenile Probation	30004261 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50

4

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Interdpt Change	05/12/2013	3650 - Juvenile Probation	30004324 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Reim / GRD12 / 00 / \$13.59	3465 - Constable Pct 4	30001832 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
Mobility	Part-Time to Full-Time	05/28/2013	3100 - County Attorney	30000846 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25	3100 - County Attorney	30000846 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Promotion	05/17/2013	3150 - County Clerk	30000992 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$27,206.40	3150 - County Clerk	30001003 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
Mobility	Promotion	05/17/2013	3150 - County Clerk	30000985 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,598.40	3150 - County Clerk	30000986 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,883.20
Mobility	Promotion	05/16/2013	3325 - Criminal Courts	30001581 / Judicial Aide / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$42,068.21	3325 - Criminal Courts	30001569 / Judicial Aide Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$44,171.62
Mobility	Promotion	05/26/2013	3500 - Sheriff	30002674 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30003097 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81
Mobility	Promotion	05/26/2013	3500 - Sheriff	30002618 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30001943 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81

5

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Second Job	05/11/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050016 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00
Mobility	Voluntary Reassignment	05/21/2013	3150 - County Clerk	30050351 / Elections Operations Clerk IV 11 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$16.00	3150 - County Clerk	30001024 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
Salary Change	Salary/Hourly Rate Change	05/13/2013	3050 - Tax Collector	30000206 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72	3050 - Tax Collector	GRD13 / 00 / \$30,238.83
Salary Change	Salary/Hourly Rate Change	05/01/2013	3200 - District Clerk	30001077 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	3200 - District Clerk	GRD15 / 00 / \$36,338.93

6

**AD HOC CLASSIFICATION CHANGES**

		Current			HRMD Recommends		
Dept.	Position	Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
Juvenile Probation	30004138	Psychological Svcs Mgr / 20000651	E	25	Juvenile Probation Dir / 20000309	E	27
Juvenile Probation	30004421	Human Resources Mgr I / 20000383	E	24	Juvenile Probation Dir / 20000309	E	27
JP Pct 2	30001658	Court Clerk II Sr / 20000085	NE	16	Office Mgr / 20000278	E	19

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

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

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

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

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

\_\_\_\_\_  
**Gerald Daugherty, Commissioner, Pct. 3**

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

7



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Kristine Nilsen, 854-4820

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

**Commissioners Court Sponsor:** Samuel T. Biscoe, Travis County Judge

### AGENDA LANGUAGE:

a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Reimbursement Program §10.020 – §10.022.

b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

A total of fifty-seven (57) requests for Fall 2012 semester are listed on the attached spreadsheet.

The Tuition Reimbursement Program is an employee benefit approved by the Commissioners Court. The Human Resources Management Department has confirmed that employees listed have met the established criteria for reimbursement. Each employee's file consists of:

- the tuition refund request form
- a course description
- fee receipt
- official grade

### STAFF RECOMMENDATIONS:

HRMD recommends approval.

### ISSUES AND OPPORTUNITIES:

NA

### FISCAL IMPACT AND SOURCE OF FUNDING:

The total reimbursement amount requested for your approval is \$41,961.21. Sufficient funds have been accrued in account 111 006 0001 513070 and are available for payment in Fiscal Year 2013.

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

**REQUIRED AUTHORIZATIONS:**

Kim Austin-Smith, Human Resources Management Department, 854-4707

Leslie Browder, Planning and Budget Office, 854-9106

County Auditor's Office 854-9125

County Treasurer's Office 854-9365

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

Sem Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	3rd Course	Amount to Refund
FA-001	Abou-Hamdan	Inaam	JP5	Court Clerk I	10003342	Legal Research	Civil Litigation		1000.00
FA-002	Alvarez	Chantelle	HRMD	Risk Specialist Assistant	10001933	Quantitative Methods for Managers			1000.00
FA-003	Baltierra	James	TCSO	Security Coordinator	10003699	Statistics for Criminal Justice	Fundamentals of Human Communication		1000.00
FA-004	Bass	Michael	CSCD	Probation Officer II	10003355	Concepts of Physical and Personal Protection			1000.00
FA-005	Becera	Timolin	Criminal Court	Bailiff	1004796	Juvenile Justice System			297.60
FA-006	Biagas	Jose	TCSO	Lic Voc Nurse	10002759	Health Assessment	Nursing Pathophysiology		389.60
FA-007	Boutdin	Monica	TCSO	Corrections Ofcr, Sr	10004082	TX Peace Officer Procedures			290.40
FA-008	Brooks	Glynis	Emerg Services	Deputy Fire Marshal	10001441	Emergency Management Admin.	Legislation & Legal Compliance		1000.00
FA-009	Burkhart	Janie	TCSO	Corrections Ofcr, Sr	10003330	Legal Environment	Business Statistics		1000.00
FA-010	Cauthen	Brent	TCSO	Corrections Ofcr, Sr	10002909	Texas Peace Officer Procedures			294.40
FA-011	Derrick	Chad	Starflight	Nurse	10004513	Advance Health Assessment	Pharmacology		1000.00
FA-012	Estes	William	TCSO	Office Specialist, Sr	10002590	Biology			188.00
FA-013	Fernandes	Emily	TCSO	Corrections Ofcr, Sr	10004367	Government I			196.80
FA-014	Fraga-Araujo	Martin	District Clerk	Court Clerk Asst	10003777	Comparative Public Administration	Government & American Bus.		1000.00
FA-015	Gilkes	Ana	JP 5	Court Clerk I	10001616	Spanish II			328.80
FA-016	Gonzales	Yonette	TCSO	Security Coordinator	10001423	United States Government	College Math		564.00
FA-017	Gould	Alicia	County Clerk	Court Clerk Asst	10001544	Occupational Assessment			1000.00
FA-018	Haun	Tiffany	TCSO	Sr. Deputy	10000572	Criminal Behavior	Elementary Statistics		1000.00
FA-019	Hollyfield	Bryan	TNR	Road Maint. Worker	10003107	Conceptual Physics			273.34
FA-020	Hooker	Tyson	TCSO	Corrections Ofcr	10004972	Special problems in Criminal Justice System			1000.00
FA-021	Hurt	Michelle	TCSO	Corrections Officer, Sr	10003227	Human Development			188.00
FA-022	James	Timothy	Juv Prob	Court Clerk	10002997	Developmental Writing III	Math Skills		416.00
FA-023	Jarmon	Maria	Juv Prob	Office Manager	10000138	Principles of Finances	Management Concepts		1000.00
FA-024	Kinsey	Etta	CSCD	Chem Depend Coun, Sr	10002971	Minority Group Relations			1000.00
FA-025	Lopez	Leslie	District Clerk	Court Clerk Asst	10003343	English Composition	Intro to computing	U.S. History	792.00
FA-026	Maklef	Stephanie	Civil Courts	System Engineer II	10003972	Foundations of Computer Program	Composition II		1000.00
FA-027	Martinez	Haider	County Clerk	Recording Spec III	10002833	Principles of Accounting	Substance use and abuse		1000.00
FA-028	Martinez	Edith	TCSO	Corrections Officer	10001369	Intermediate Spanish	Business Statistics		1000.00
FA-029	Meurer	Frankie	ITS	Customer Support Spec	10001295	Texas Government	Intro to Emerg Management		1000.00
FA-030	Medina	Ryan	District Clerk	Records Analyst Assoc	10001879	Intro to Public Management	Intro to Computers	Algebra	644.00
FA-031	Mitchum	Greg	TCSO	CPO	10003428	Business Ethics		need receipt/grade	188.00
FA-032	Neidlein	Angela	TCSO	Corrections Officer	10002599	Police Systems & Practices			1000.00
FA-033	Nilsen	Kristine	HRMD	HR Specialist, Sr.	10004050	Applied Industrial Psychology	Applied Research Methods I		1000.00

FA-034	Nunez	Monica	CSCD	Probation Officer II	10002005	Legal Theories	Social Legislation	1000.00	
FA-035	OFarrell	Kevin	TCSO	Corrections Sergeant	10001819	Survey of Justice and Security		1000.00	
FA-036	Padilla	Vicki	Criminal Court	Judicial Aide Specialist	10002041	Counseling Skills & Techniques	Counseling theories	1000.00	
FA-037	Paniagua	Joe	Juv Prob	JPO III	10002605	Intro to Public Policy		1000.00	
FA-038	Parrish	Timothy	TCSO	Corrections Officer, Sr	10004117	Intermediate Spanish II	Sociology of Criminal Justice	1000.00	
FA-039	Peikert	Kasey	TCSO	Counselor	10004758	Psychology of Treatment and Recovery	Psychology of Diagnosis/Treatment	1000.00	
FA-040	Perez	Monica	County Clerk	Court Clerk I	10003426	Texas Government	Intro to Mass Communications	376.08	
FA-041	Perez	Teresa	CSCD	Accounting Clerk	10002367	Personal Dimensions of Education		1000.00	
FA-042	Posada	Alberto	Pretrial Services	Office Specialist, Sr	10002282	Advanced Mgt Criminal Justice		273.60	
FA-043	Rasbury	Elizabeth	District Attny	Legal Secretary	10004600	Texas Peace Officer Law		290.40	
FA-044	Redd	Alan	Constable 5	Senior Deputy	10000783	Intelligence Led Policing	Race in Crime	1000.00	
FA-045	Reyes	Analisa	JP 2	Court Clerk I	10004954	TX State and Local Government		188.00	
FA-046	Richter	Jeannie	TCSO	Corrections Officer	10004526	Criminal Investigation	Sociology	564.00	
FA-047	Swanson	Mary	TCSO	Lead Accountant	10001768	Principles of Accounting I- Financial		228.00	
FA-048	Tandy	Sharronda	County Clerk	Accountant	10003513	Advanced Business Communications	Government Accounting	416.00	
FA-049	Taylor	Stephanie	TCCES	Chem Depend Coun, Sr	10004099	Abnormal Psychology	Occupational Education	1000.00	
FA-050	Thornton	Bridgett	TCSO	Security Coordinator	10003715	Bankruptcy Law	Administrative Law	1000.00	
FA-051	Tosh	David	TCSO	Detective	10005139	Health Behavior	Diversity in Health Promotion	1000.00	
FA-052	Touchstone	Stephanie	JP 1	Juvenile Case Manager	10002588	Theory 1-AA	Medical Terminology	1000.00	
FA-053	Villanueva	Lisa Marie	OPR	Paralegal	10001321	Organization Behavioral Leadership	Fundamentals of Bus. Law	1000.00	
FA-054	Walter	Eva	TCSO	Office Specialist, Sr	10003236	Business and Professional Comm.	College Mathematics	376.00	
FA-055	Wasim	Anna	County Attny	Victim Counselor	10004378	Contemporary Issues in Domestic Violence		1000.00	
FA-056	Wilkinson	Marcus	TCSO	Corrections Officer II	10004021	The Court System	Algebra 1	1000.00	
FA-057	Winkler	Jennifer	Adult Probation	Probation Officer III	10001780	Organizational Development and Change		198.19	
								<b>Amount to Pay</b>	<b>\$41,961.21</b>



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

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

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

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

**AGENDA LANGUAGE:** RECEIVE AN UPDATE ON THE FISCAL YEAR 2014 BUDGET DEVELOPMENT PROCESS.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** The Planning and Budget Office would like to update the Commissioners Court on the Fiscal Year 2014 budget development process and provide updated information received from the Travis County Appraisal District. The Fiscal Year 2014 Preliminary Budget will be filed with the County Clerk on July 22, 2013.

**STAFF RECOMMENDATIONS:** This is an update, and no Court action is requested.

**ISSUES AND OPPORTUNITIES:** The Planning and Budget Office is in the process of reviewing 450 individual requests, which total over \$50 million for the General Fund, over \$110 million in capital requests and a total of nearly 190 new FTEs. Budget meetings with departments and offices begin on June 6<sup>th</sup> and recommendations will be finalized in mid-July to coincide with the County Auditor's Third Revenue Estimate.

**FISCAL IMPACT AND SOURCE OF FUNDING:** Given the information available from the Travis Central Appraisal District, the Planning and Budget Office is working with a tax rate of 49.46 cents per \$100 of taxable valuation. This is consistent with the Fiscal Year 2014 Budget Guidelines approved by the Court in February, and represents a tax rate that is 3% above the Effective Tax Rate. The current approved tax rate is 50.01 cents per \$100 of taxable valuation.

**REQUIRED AUTHORIZATIONS:**

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

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

**David Salazar, County Judge's Office, (512) 854-9555**



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

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**MEMORANDUM**

**TO:** Commissioners Court

**FROM:** Leslie Browder, County Executive, Planning and Budget  
Jessica Rio, Budget Director, Planning and Budget

**DATE:** May 30, 2013

**SUBJECT:** Update on Fiscal Year 2014 Budget Process

*JB*

The Commissioners Court approved the Fiscal Year 2014 Budget Guidelines in late February. These guidelines, including a tax rate at or near the effective tax rate, provide broad parameters for the formulation of the Preliminary Budget that will be filed in late July.

***Tax Rate***

The Travis Central Appraisal District (TCAD) has provided updated estimates for Travis County that reflect taxable value of \$107 billion, including new construction of \$2 billion. At this time, the average taxable homestead value is estimated at \$222,430 (in comparison to \$214,176 for Fiscal Year 2013). These estimates will continue to be refined, but the Chief Appraiser does not anticipate values to change dramatically when she certifies the tax roll in late July.

The table that follows depicts the latest valuation projections and reflects an estimated tax rate of 49.46 cents per \$100 of taxable value, which is a lower rate compared to the current tax rate of 50.01 cents. Given expected increases in the average taxable value, there would be a modest annual increase in taxes of approximately \$27, or \$2.25 per month. This compares to an estimated annual increase of \$42 back in February and is very similar to the \$25 increase experienced in Fiscal Year 2013. The effective tax rate is currently estimated at 48.02 cents. While we do not expect significant fluctuations, calculations may be refined between now and late July when the Preliminary Budget is submitted.

### Preliminary Estimate of Average Annual Tax Impact on Homestead Owners

	FY 2013	Projected FY 2014 – February	Projected FY 2014 – May Update	Difference May to FY 13	
				\$	%
Average Homestead Value	\$270,774	\$275,000	\$284,012	\$13,238	4.9%
Average Taxable Value After 20% Homestead Exemption and other required adjustments	\$214,567	\$220,000	\$222,430	\$7,863	3.7%
Ad Valorem Tax Rate at 3% above Effective Tax Rate	50.01 ¢	50.69 ¢	49.46 ¢	-0.55 ¢	-1.1%
Annual Tax Impact at 3% above Effective Tax Rate	\$1,073	\$1,115	\$1,100	\$27	2.5%

#### ***First Revenue Estimate***

The County Auditor recently released the first revenue estimate (General Fund only) for Fiscal Year 2014. The estimate reflects \$603 million in General Fund resources. This includes one-time funds of \$109.4 million and ongoing resources estimated at \$493.6 million. The County Auditor's estimate included an accounting adjustment in order to comply with Generally Accepted Accounting Principles (GAAP). This resulted in \$14.8 million in additional one-time resources that had previously been carried from year to year as a liability on the balance sheet. It would be wise to be set aside a portion of these one-time funds in the Fiscal Year 2014 Preliminary Budget as part of a careful approach to help ensure appropriate reserve levels in the coming years. We have discussed this approach with the County Auditor, who concurs with the rationale. It is our intention to deliver a Preliminary Budget to the Court that will be sound, balanced and reflect healthy reserve levels, including our unallocated reserve as well as our special purpose reserves. As you are aware, these financial performance measures are closely monitored by the credit rating agencies.

#### ***Budget Requests from Departments and Offices***

Fiscal Year 2014 budget submittals from departments and offices were received on April 24<sup>th</sup>. While many of these submittals reflect internal reallocations to accommodate existing and future funding needs, we have received a number of requests for new budgetary resources. The requested dollar amounts are all currently being verified by

our budget analysts and recommendations will be shared with departments and offices in early June. This will be done prior to finalizing recommendations to the Commissioners Court that will be reflected in the Preliminary Budget.

These requests include 450 individual requests and total over \$50 million in the General Fund, nearly \$1 million in other requested funding, over \$110 million in capital requests, and a total of nearly 190 new full-time equivalents (FTEs). As we work through verification of these requests, some will be adjusted to correct for duplication or other errors, or simply to refine the estimates as more information becomes available.

### ***Budget Requests across Multiple Departments and Offices***

#### *BEFIT (Better Enterprise Financial Information for Travis County)*

At the Commissioners Court meeting on May 7<sup>th</sup>, the Planning and Budget Office and the County Auditor provided an update on the additional SAP modules that are planned for implementation in the future. During the briefing, a question arose regarding Fiscal Year 2014 budget requests related to BEFIT. These requests are summarized in the following table. Amounts are subject to verification by the Planning and Budget Office.

<b>Department and Nature of Request</b>	<b>General Fund</b>	<b>Capital</b>	<b>Total</b>	<b>FTEs</b>
Transfer of BEFIT related costs to County Auditor's Office (net)	\$109,555	0	\$109,555	0.0
Purchasing – Training	24,135	0	24,135	0.0
Purchasing -BidSync ProcurePoint	333,507	402,962	736,469	0.0
District Attorney – Sr. Financial Analyst	70,072	5,398	75,470	1.0
Justice of the Peace Precinct 2 – Accounting Clerk (TechShare & SAP)	43,049	0	43,049	1.0
Constable Precinct 4 – Support Staff	83,036	8,293	91,329	1.5
Transportation & Natural Resources – New Fleet System (ongoing support costs)	56,000	0	56,000	0.0
Emergency Services – Financial Analyst Senior	69,022	3,179	72,201	1.0
<b>TOTAL</b>	<b>\$788,376</b>	<b>\$419,832</b>	<b>\$1,208,208</b>	<b>4.5</b>

These requests are yet to be fully analyzed. At first glance, some of the requested positions appear to be more directly related to increases in general workload that could include factors related to the implementation of SAP. Work is underway to determine the best solution for the largest request, submitted by the Purchasing Office, within the budgeted SAP resources that are currently available. The Planning and Budget Office will make recommendations on these requests in the Preliminary Budget, and will continue to work with departments and offices as they become more familiar and comfortable within the SAP environment.

### *TechShare*

The TechShare project has been discussed and considered by the Commissioners Court on various occasions in Fiscal Year 2013. Travis County has already made major investments to move this project forward, and it is projected to continue to have a significant budget impact in the coming years. A snapshot of the budget requests related to TechShare is outlined in the table that follows.

<b>Department and Nature of Request</b>	<b>General Fund</b>	<b>Capital</b>	<b>Total</b>	<b>FTEs</b>
Information Technology Services – Justice of the Peace Tyler Odyssey Maintenance	\$248,145	0	\$248,145	0.0
Information Technology Services – ACMS Prosecutor Module	0	2,023,165	2,023,165	0.0
Information Technology Services – ACMS Courts Module	0	2,667,100	2,667,100	0.0
Information Technology Services – ACMS Application Development	118,307	4,389	122,696	1.0
Information Technology Services – Tyler Odyssey Case Management for Constables	0	497,000	497,000	0.0
County Attorney – Applications Development	135,992	5,861	141,853	1.0
District Clerk – Business Analyst II	101,457	0	101,457	1.0
District Clerk – Court Clerk I	46,644	0	46,644	1.0
District Attorney – Business Analyst III	99,446	15,398	114,844	1.0
Probate Court – Business Analyst II	87,761	210	87,971	1.0
Pretrial Services	101,454	0	101,454	0.0
Juvenile Probation – Juvenile Case Management*	0	544,667	544,667	0.0
<b>TOTAL*</b>	<b>\$939,206</b>	<b>\$5,757,790</b>	<b>\$6,696,996</b>	<b>6.0</b>

**\*Both Information Technology Services (ITS) and Juvenile Probation submitted requests related to the Juvenile Case Management System. Juvenile Probation's request includes a phased approach to implementation. The total of \$6.7 million eliminates this duplication and reflects the phased implementation approach.**

The Planning and Budget Office had already anticipated funding related to this multi-year project in initial Fiscal Year 2014 budgetary estimates, and will carefully review all TechShare requests, as well as the schedule for proposed implementation, to help ensure that prudent funding recommendations are made given limited resources.

### *Security*

An assessment was recently completed on the North Campus and Kroll Advisory Solutions has updated the Commissioners Court on their findings and recommendations in executive session as appropriate under State law. The Planning and Budget Office

will seek guidance from the Commissioners Court about their priorities regarding these and other security requests. Cost estimates are being further refined. Requests as submitted include 16 FTEs, \$1.6 million for the General Fund and \$400,000 in capital related requests.

### ***Compensation and Benefits***

The Planning and Budget Office updated the Commissioners Court in February on the possibility of including a compensation reserve in the Preliminary Budget. This approach will provide the Court with the flexibility of considering future recommendations from the County's Compensation Committee, or formulating the Court's own plan. Regardless of the approach, our goal is to provide some level of funding to help implement the approach that the Court deems appropriate.

Health benefit changes were discussed with Commissioners Court at a work session and again at a regular meeting in late May. Direction was given to prepare information for employees and retirees regarding benefit options before a scheduled employee public hearing to be held on Thursday, June 20<sup>th</sup> at 4:30 p.m. The employee public hearing is held each year, and provides employees and employee groups an opportunity to comment specifically on compensation and benefits at Travis County.

### ***Budget Calendar***

The Fiscal Year 2014 budget manual included a tentative budget calendar. Attached is an updated calendar for your information, which will be posted on the intranet for County departments and offices. As the budget development process continues, other date changes may be needed. Any such changes will be brought to the Court if guidance is needed.

We look forward to working with you to develop the Fiscal Year 2014 budget. Please do not hesitate to let us know if you have questions or need additional information.

## **Updated FY 2014 Planning and Budget Calendar**

MONTH	DATE	DAY	EVENT
FEB	26	TUE	Commissioners Court approves FY 14 Budget Guidelines.
MARCH	1	FRI	Fleet Services begins preparation of projected vehicle replacement list.
MARCH	7	THU	PBO meets with departments on Planning & Budget Manual and process at 10:00 AM in the Commissioners Courtroom.
MARCH	7	THU	Planning and Budget Manual and forms published on County Intranet. Hard copies available upon request.
MARCH	11	MON	PBO meets with departments on Planning & Budget Manual and process at 1:30 PM in the Commissioners Courtroom.
MARCH 11 - APRIL 19			Departments work with administrative support departments (HRMD, Facilities Management, RMCR, TNR, ITS, & Purchasing Office) for assistance and consulting in developing their FY 14 Budget Submission.
MARCH	18	MON	Fleet Services distributes projected vehicle replacement list to departments and PBO for review and comment.
MARCH	22	FRI	Deadline (5:00PM) for departments to submit comments and proposed changes to projected vehicle replacement list to Fleet Services.
MARCH	22	FRI	Annual meeting of Risk Management Fund Risk Reserve Review Committee (target date).
MARCH	25	MON	Deadline for all non-County requests to be submitted to relevant County departments.
MARCH	25	MON	Receive initial proposed FY 14 health plan and contribution rate changes from Actuary (target date). (Based on data as of end of Feb).
MARCH	25	MON	Departments submit technology related requests, computer equipment requests and Inventory & Replacement Forms to ITS.
MARCH	25	MON	Departments submit information regarding proposed budget requests for new FTE or programmatic changes that may require new or renovated space, stand-alone space renovations, furniture and fixtures, cabling or other technology infrastructure to FMD and ITS.
APRIL	1	MON	Fleet Services turns in preliminary vehicle replacement list to PBO.
APRIL	4	THU	Benefits Committee meets to review initial actuary report on proposed FY 14 health care rates (target date). (Based on data as of end of Feb. Date subject to change).
APRIL	10	WED	Review all rebate and abatement agreements with Auditor's Office.
APRIL	15	MON	County Auditor provides mid-year revenue status report.
<b>APRIL</b>	<b>24</b>	<b>WED</b>	<b>DEADLINE (5:00 PM) FOR ALL DEPARTMENTS TO SUBMIT BUDGET REQUESTS TO PBO.</b>
APRIL	29	MON	Final Risk Management Fund data sent to Actuary.
APRIL	30	TUE	Receive final health data from Actuary in preparation of FY 14 health rates (Based on data as of end of March).
APRIL	30	TUE	HRMD presents Commissioners Court with results of FY 13 Benchmark Study. This may include a presentation by the Compensation Committee on compensation policy. This is a target date.
MAY – JUNE			PBO staff conducts analyses for development of the Preliminary Budget.
MAY	2 & 6	THU/ MON	Benefits Committee meets to review final actuary report on proposed FY 14 health care rates and votes on recommended changes.

MAY	9	THU	PBO, Auditor, Tax Assessor-Collector and Chief Appraiser consult to review all data and estimates necessary to establish Effective Tax Rate, including fund balances, debt service schedules, exemptions, and collection rate.
MAY	10	FRI	Review all rebate and abatement agreements with Auditor's Office.
MAY	13	MON	County Auditor makes first revenue estimate (General Fund only) available.
MAY	23	THU	Work session is held on Employee Benefits Committee report on Proposed Plan and contribution rate changes for Employee Health Benefits.
<b>MAY</b>	<b>27</b>	<b>MON</b>	<b>Memorial Day – County Holiday.</b>
MAY	28	TUE	Discussion with the Commissioners Court on employee health plan. HRMD will request direction to release benefit information to employees in preparation for the employee public hearing.
MAY	28	TUE	<b>HRMD (in consultation with PBO) distributes notice regarding employee hearing on compensation, benefits, working conditions and any budget issues, given Court direction. Hearing set for Thursday, June 20. Open enrollment to be Thursday, August 1 through Friday, August 30.</b>
MAY	24	FRI	PBO meets with administrative support departments to discuss any budget requests requiring additional information from their departments.
MAY	31	FRI	Receive draft Risk Management Fund Actuarial Report.
JUNE			Commissioners Court selects Grievance Committee for Elected Officials' salaries.
JUNE	4	TUE	If needed, HRMD holds follow-up discussion with the Commissioners Court on employee health plan.
JUNE	4	TUE	<b>PBO provides Commissioners Court with status report on budget submissions &amp; major issues.</b>
JUNE	4	TUE	<b>If needed, HRMD (in consultation with PBO) distributes notice regarding employee hearing on compensation, benefits, working conditions and any budget issues. Hearing set for Thursday, June 20. Open enrollment to be Thursday, August 1 through Friday, August 30.</b>
JUNE	4	TUE	Commissioners Court approves assumptions on fund balances, debt service schedules, exemptions, and collection rate. Commissioners Court also approves parcel rate as proposed by the Tax Assessor-Collector.
JUNE 6 - JUNE 24			PBO staff holds budget review meetings with departments. All draft recommendations distributed to departments for comment no less than three working days before review meeting.
JUN	10	MON	Review all rebate and abatement agreements with Auditor's Office.
JUNE	12	WED	<del>Employee public hearing to receive input on compensation and benefits issues. (Preliminary start time is 4:30 PM)</del>
JUNE	14	FRI	Receipt of final actuarial report on Risk Management Fund.
JUNE	14	FRI	Draft of Second Revenue Estimate available to PBO for planning purposes.
JUNE	17	MON	County Auditor makes second revenue estimate available, with all line items included.
JUNE	18	TUE	<del>Commissioners Court approves changes to Employee Health Benefits Plan and contributions. Open enrollment to be July 17 through August 16.</del>
JUNE	18	TUE	Further Commissioners Court discussion and guidance on various compensation issues.
JUNE	18	TUE	Court votes on proposed ad for elected officials' salaries and sets public hearing. Ad to appear on June 27.
JUNE	20	THU	<b>Employee public hearing to receive input on compensation and benefits issues. (Preliminary start time is 4:30 PM)</b>

<b>JUNE</b>	<b>25</b>	<b>TUE</b>	<b>Commissioners Court approves changes to Employee Health Benefits Plan and contributions. Open enrollment to be August 1-30.</b>
JUNE	27	THU	Deadline for administrative support departments to submit to PBO any costs of new requests that impact their departments as well as any associated supplemental budget requests.
JUNE	27	THU	Ad appears in Austin Chronicle on proposed elected officials' salaries and announcing public hearing. (This must be done before the 10th day before the meeting in which the salaries are set.) Public hearing scheduled for July 9.
JUNE 15 - JULY 22			PBO finalizes Preliminary Budget, based on Auditor's third revenue estimate.
JULY	2	TUE	PBO submits agenda back-up for Northwest Travis County Road District #3 and Bee Cave Road District #1 (Galleria) Budgets and FY 14 Proposed Tax Rates.
JULY 2, TUE or JULY 11, THU			If Needed/Requested: Commissioners Court preview of the Preliminary Budget - revenue and expenditure updates, budget targets and major issues.
JULY	3	WED	Chief Appraiser provides verbal estimate of tax roll for 3 <sup>rd</sup> Revenue Estimate.
<b>JULY</b>	<b>4</b>	<b>THU</b>	<b>Independence Day – County Holiday</b>
JULY	9	TUE	Risk Manager presents Risk Management Fund executive summary report to Commissioners Court for review.
JULY	9	TUE	Commissioners Court holds public hearing on FY 14 elected officials' salaries and allowances and sets the elected officials' salaries and allowances. (This must be done during a regular meeting of the Commissioners Court.) County Judge's Office provides written notice of same to each elected county and precinct officer.
JULY	9	TUE	Board of Directors of the Northwest Travis County Road District #3 approves the proposed tax rate and proposed FY 14 budget for the Northwest Travis County Road District #3. Tax rate & budget to be adopted on September 24.
JULY	9	TUE	Board of Directors of the Bee Cave Road District #1 (Galleria) approves the proposed tax rate and proposed FY 14 budget for the Bee Cave Road District #1 (Galleria). Tax rate & budget to be adopted on September 24.
JUL	10	WED	Review all rebate and abatement agreements with Auditor's Office.
<del>WED JULY 17 – FRI AUG 16</del>			<del>Open enrollment period for employee and retiree benefits plan.</del>
JULY	16	TUE	Third Revenue estimate available to PBO for planning purposes. Preliminary Budget to be based on this Revenue Estimate.
JULY	18	THU	Travis Central Appraisal District provides final estimate of certified tax roll.
JULY	19	FRI	PBO Analysts advise departments about status of budget requests.
JULY	19	FRI	Tax Assessor-Collector provides notice of effective tax rate based on estimated appraisal rolls.
JULY	22	MON	PBO files Preliminary FY 14 County Budget with County Clerk & County Auditor; also, distributes copies to Commissioners Court & departments.
JULY	23	TUE	County Auditor formally presents third revenue estimate with all line items to Commissioners Court. Preliminary Budget based on this estimate. (Final estimate provided by Wednesday, July 17.)
JULY	31	WED	First back-up prepared for First Budget Hearing with Commissioners Court on Wed. August 7. Back-up for subsequent hearings will be distributed one week in advance of scheduled hearing date.
<b>AUG</b>	<b>1-30</b>	<b>THU- FRI</b>	<b>Open enrollment period for employee and retiree benefits plan.</b>
AUG	3	SAT	Tax Assessor-Collector publishes public notices of effective tax rates for the county and road districts.
AUG	6	TUE	PBO formally presents Preliminary Budget to Commissioners Court.

WED AUG 7 – FRI AUG 16			Commissioners Court may hold hearings with departments on FY 14 Preliminary Budget. (Hearings would be scheduled from 1 PM to 5 PM on Mondays, Wednesdays, and Thursdays, & from 9 AM to 12 PM on Fridays) May need a hold on Court calendars for Monday, August 19 in case needed as an 8 <sup>th</sup> day. Revised Budget Agenda Worksheets distributed on Tuesday, August 20 based on updated from Budget Hearings.
AUG	7	WED	Distribute initial Budget Agenda Worksheet to Court at First Budget Hearing.
AUG	12	MON	Review all rebate and abatement agreements with Auditor's Office.
Mid August			PBO distributes draft changes to the FY 14 Budget Rules for review.
AUG	12	MON	PBO distributes back-up of draft of ad entitled "Notice of Public Hearing on Tax Increase" for consideration on the August 20 agenda by Commissioners Court.
AUG	16	FRI	Fourth revenue estimate available, including bond funds. Mark-up based on this estimate.
AUG	19	MON	Hold on Court members' calendars for possible Budget Hearing.
AUG	19	MON	PBO submits Quarter Page ad in draft form entitled "Notice of Public Hearing on Proposed FY 14 Budget" (in Austin Chronicle on September 5).
AUG	20	TUE	Revised Budget Agenda Worksheets distributed to Court members at a regular Court meeting. These to be used for Mark-up process.
AUG.	20	TUE	Commissioners Court considers draft of ad entitled "Notice of Public Hearing on Tax Increase" to be finalized on Thursday, September 5 and will appear in the Austin American Statesman on September 9. This ad will show the votes of Court members and impact on the average homestead owner.
TUES AUG 20 – TUES AUG 27			Commissioners Court considers Budget Agenda Worksheets and returns them to the Judge's Office.
AUG	27	TUE	All Budget Agenda Worksheets due from Court members by 5:00 PM.
AUG	29	THU	PBO distributes Consolidated Budget Agenda Worksheet to be used as the agenda for Budget Mark-up.
AUG	30	FRI	PBO submits Quarter Page ads in draft form to Austin American Statesman on the following Public Hearings and Notices: (1) "Notice of Public Hearing on Tax Increase" (Austin American Statesman on Monday, September 9), and (2) "Notice of Tax Rate Increase" (in Austin American Statesman on Wednesday, September 18 and Saturday, September 21). Ad also shared with TCTV and Webmaster.
Early September			PBO distributes analysis on Capital funding, ending balances on Certificates of Obligation and bond funds, and CAR rebudgeting.
SEPT	2	MON	<i>Labor Day – County Holiday.</i>
WED, THU, AND FRI SEPT 4, 5, & 6			Commissioners Court may hold mark-up all day. (Three hours in morning, 9 AM to Noon and three hours in afternoon, 2 PM to 5 PM.)
SEPT	5	THU	Commissioners Court votes on the second day of Mark-up to propose a change in the tax rate. Vote must occur by 12 PM to make deadline for quarter page ad in Austin American Statesman on Monday September 9. Court also votes to set dates for two public hearings on the tax rate, scheduled for Tuesday, September 17 and Friday, September 20.
SEPT	5	THU	Ad appears in Austin Chronicle containing "Public Hearing on the Proposed FY 14 Travis County Budget." This ad notifies the public when the Commissioners Court will adopt the FY 14 County Budget. (Must not be earlier than the 30 <sup>th</sup> or later than the 10th day before the date of the hearing.) Hearing scheduled for September 24. Ad must state time, date and location.

SEPT	9	MON	<p>Quarter page ad appears in the Austin American Statesman entitled "Notice of Public Hearing on Tax Increase." Content of this ad is determined by law if the proposed tax rate is above the Effective Tax Rate. This ad must appear at least 7 days before the first public hearing. The content of this ad must also appear on the County's home page web site and on TCTV and must run from at least 7 days before the first public hearing through the second public hearing (from September 9 through September 20). The TCTV ad must be a 60 second notice run 5 times a day between 7 AM and 9 PM, from September 9 through September 20. Only the Tax Rate stated in the ad may be approved. If Tax Rate is changed (above the effective rate), new ads and hearings are required.</p> <p>Note: Ad cannot appear in legal notice or classified ad section of paper.</p>
SEPT	10	TUE	Review all rebate and abatement agreements with Auditor's Office.
SEPT	10/17	TUE	Commissioners Court discussion and action on any remaining mark-up items.
SEPT	16	MON	Fifth revenue estimate available. Adopted Budget is based on this estimate.
SEPT	17	TUE	Court holds first public hearing on the tax rate at 9 AM. This is 8 days after the first ad runs. Court must announce the date, time and place of meeting at which the vote on the tax rate will be taken (scheduled for September 24).
SEPT	18	WED	<p>Quarter Page ad appears in Austin American Statesman entitled "Notice of Tax Revenue Increase". (This ad is required to run twice and will run again on Saturday, September 21). This notice must also appear on the home page of the County's web site from September 18 to September 24. This notice of tax revenue increase must appear on TCTV as a 60 second notice 5 times each day between 7 AM and 9 PM and must run from September 17 {is this correct? So webpage is 9/18-9/24 but TCTV is 9/17-9/24?} to September 24. Ad cannot appear in legal notice or classified ad section of paper.</p>
SEPT	20	FRI	<p>Commissioners Court holds second public hearing at 9 AM on the County tax rate. <u>PLEASE NOTE: THIS PUBLIC HEARING IS ON A FRIDAY MORNING AND IS REQUIRED IF TAX RATE IS ABOVE EFFECTIVE TAX RATE.</u> A quorum must be present and taxpayers must have the opportunity to express their views on the increase, if there is one. At the meeting, the Court must announce the date, time and place of the meeting at which they will vote on the tax rate, proposed for September 24.</p>
SEPT	20	FRI	PBO files the Proposed FY 14 County Budget with the County Clerk and the County Auditor. (This must be filed within 10 days of the vote on the budget.) Budget available for inspection.
SEPT	21	SAT	<p>Second Publication: Quarter page ad appears in Austin American Statesman entitled "Notice of Tax Revenue Increase"—first publication on September 19. Ad cannot appear in legal notice or classified ad section of paper.</p>

SEPT	24	TUE	<p>Commissioners Court adopts county tax rate. The Board of Directors adopts road districts' tax rates. Must be at a regular meeting and must have a separate item on the agenda; at least three must vote for the rate; must be separate votes for the Maintenance and Operations Rate and the Debt Service Rate; and must vote to adopt rate 3-14 days following the second public hearing on the tax rate. This date of September 24 is 4 days after the Second Public Hearing. Must use statutory words in motion if tax rate is more than the effective rate. Can only vote on/approve rate stated in tax ad. Vote must be separate from budget vote.</p> <p>Four members of Commissioners Court must be present. Each motion for vote on the tax rate that is an increase in the effective rate must be made with specific words required by law. The order must also include certain language regarding the tax rate and tax increase if it is above the effective rate.</p> <p>Commissioners Court holds public hearing on Proposed FY 14 County Budget, amends budget, and then adopts the FY 14 County Budget and budget rules. Must vote at the end of the hearing. Vote must be separate from tax vote.</p> <p>The Board of Directors holds public hearing on the Northwest Travis County Road District #3 FY 14 budget, amends budget and adopts FY 14 budget.</p> <p>The Board of Directors holds public hearing on the Bee Cave Road District #1 (Galleria) FY 14 budget, amends budget and adopts FY 14 budget.</p>
SEPT	24	TUE	If tax rate increases above effective tax rate, post notice on home page of website in accordance with specific statutory language.
SEPT	24	TUE	Court approves order designating Regular Meeting Day during FY 14.
OCT	1	TUE	Court approves order to direct deposit salary fund monies into General Fund.

**Dates are subject to change. PBO will post any changes to the MS Outlook Budget Calendar.**



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

**Meeting Date:** June 4<sup>th</sup>, 2013

**Prepared By/Phone Number:** Tien Dao x 49388

**Elected/Appointed Official/Dept. Head:** Bruce Elfant, Tax Assessor-Collector

**Commissioners Court Sponsor:** County Judge Sam Biscoe

### **AGENDA LANGUAGE:**

- CONSIDER AND TAKE APPROPRIATE ACTION ON ASSUMPTIONS FOR TRAVIS COUNTY REGARDING THE FOLLOWING:
  - A. PROPERTY TAX RATE CONSIDERATIONS
  - B. 2013 PARCEL FEE RATE (TAX ASSESSOR-COLLECTOR)

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

### **STAFF RECOMMENDATIONS:**

### **ISSUES AND OPPORTUNITIES:**

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

### **REQUIRED AUTHORIZATIONS:**

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



TRAVIS COUNTY TAX OFFICE  
BRUCE ELFANT  
TAX ASSESSOR AND COLLECTOR

5501 AIRPORT BOULEVARD  
AUSTIN, TX 78751  
(512) 854-9473

May 30, 2013

MEMORANDUM FOR THE COUNTY JUDGE SAM BISCOE  
PRECINCT 1, COMMISSIONER RON DAVIS  
PRECINCT 2, COMMISSIONER SARAH ECKHARDT  
PRECINCT 3, COMMISSIONER GERALD DAUGHERTY  
PRECINCT 4, COMMISSIONER MARGARET GÓMEZ

FROM: Bruce Elfant, Tax Assessor-Collector

SUBJECT: Property Tax Rate Considerations and 2013 Parcel Fee Rate

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### 1. Property Tax Rate Considerations

Each year there are several items the Commissioners Court must consider when establishing tax rates and budget forecasts for Travis County. We and the Planning and Budget Office recommend the Court adopt the following parameters:

- A. Anticipated Collection Rate (for Effective Tax Rate Calculations): 100% (lower estimates may be used only with justification).
- B. Debt Service (and the resulting debt tax rate) may be reduced using year-end or reserve balances if available in the debt service fund: If appropriate, this would be addressed as part of the Preliminary Budget development.
- C. Optional Homestead Exemption: \$5,000 or 20% (whichever is greater).
- D. Over 65 and Disabled Optional Homestead Exemptions: \$70,000.
- E. Historic Exemptions: City of Austin's Historic Exemption Policy

Attachment: 2012 Historic Exemption Per Jurisdictions

## 2012 HISTORIC EXEMPTION PER JURISDICTIONS

**Properties designated "H" Historic Landmarks which are used exclusively as a residence by the owners OR Properties owned by a non-profit corporation as defined by the Texas Non-profit Corporation Act:**

	<b>Tax exemption on assessed value of land reasonably necessary to access and use structure</b>	<b>Tax exemption on assessed value of historic structure</b>
<b>Austin ISD</b>	25%*	50%*
<b>City of Austin</b>	50%**	100%**
<b>Travis County</b>	50%**	100%**
<b>Travis County Healthcare District</b>	50%**	100%**
<b>ACC District</b>	Repealed January 1, 2010	Repealed January 1, 2010

\* Owner-occupied residence or property owned by a non-profit corporation and designated historic after December 31, 2011 or any historic designated owner-occupied residence or property owned by a non-profit corporation which changes ownership after December 31, 2011 are eligible for a property tax exemption by the AISD equaling 50% of the value of the structure and 25% of the value of the land, with a maximum exemption of \$3,500. The maximum exemption instituted by the AISD does NOT affect the exemptions offered by City of Austin, Travis County, Travis County Healthcare District, and the Austin Community College District.

\*\* TIER TWO – Owner-occupied residence or property owned by a non-profit corporation and designated historic after December 1, 2004 or any historic designated owner-occupied residence or property owned by a non-profit corporation which changed ownership after December 1, 2004 are eligible for a property tax exemption by the City of Austin, Travis County, and Travis County Healthcare District equaling 100% of the value of the structure and 50% of the value of the land, with a maximum exemption of the greater of \$2,000 savings for each jurisdiction or 50% of the tax levy for each jurisdiction. The maximum exemption instituted by the City of Austin, Travis County, and Travis County Healthcare District does NOT affect the exemptions offered by AISD, and the Austin Community College District.

\*\*TIER THREE – Owner-occupied residence or property owned by a non-profit corporation and designated historic after December 31, 2011 or any historic designated owner-occupied residence or property owned by a non-profit corporation which changes ownership after December 31, 2011 are eligible for a property tax exemption by the City of Austin, Travis County, and Travis County Healthcare District equaling 100% of the value of the structure and 50% of the value of the land, with a maximum exemption of \$2,500. The maximum exemption instituted by the City of Austin, Travis County, and Travis County Healthcare District does NOT affect the exemptions offered by AISD, and the Austin Community College District.

**All other properties designated "H" Historic Landmarks:**

	<b>Tax exemption on assessed value of land reasonably necessary to access and use structure</b>	<b>Tax exemption on assessed value of historic structure</b>
<b>Austin ISD</b>	12.5%	25%
<b>City of Austin</b>	25%	50%
<b>Travis County</b>	25%	50%
<b>Travis County Healthcare District</b>	25%	50%
<b>ACC District</b>	Repealed January 1, 2010	Repealed January 1, 2010

## 2. 2013 Parcel Fee Rate

In accordance with Texas Property Tax Code, Sec.6.23, 6.24, and 6.27, we have attempted to fairly allocate expenses incurred while assessing and collecting for all taxing jurisdictions involved in Travis County's consolidated collection program for the 2013 tax year. Per the costing model used in years past, these tax collection expenses include:

- ACCOUNTING - Reconciliation of collections; report and fund disbursements.
- DELINQUENT COLLECTIONS - Administrative and legal costs to research, process, and collect delinquent taxes.
- EFFECTIVE TAX RATE AD - Newspaper publication notices required by Texas Property Tax Code Sec.26.04 (e).
- EFFECTIVE TAX RATE CALCULATIONS - Compilation and calculation of information required by Texas Property Tax Code Sec.26.04.
- INFORMATION SYSTEMS LABOR SUPPORT - ITS labor support costs.
- COMPUTER/RPD SYSTEM ANNUAL UPKEEP - Annual maintenance supplies, printing and licensing costs.
- COMPUTER SYSTEM COST - AS/400 system annualized costs based on a five year pay out.
- SPECIAL CONSIDERATIONS / PURCHASES - Expenses incurred in addition to the above.

The fair sharing of costs allocated to the jurisdictions is solely based on the relative number of parcels. The allocated expenses and per parcel fee calculation are shown on the attached.

**The Planning and Budget Office recommends the Court adopt the calculated 2013 parcel fee rate of \$1.19. The current parcel fee rate is \$1.03.**

Attachment: Tax Year 2013 Parcel Rate Calculations and Parcel Rate Fact Sheet

If my staff or I can be of further assistance, please do not hesitate to call me at 4-9632.

BE/td

cc: Leslie Browder, Executive Manager, Planning and Budget  
Jessica Rio, Budget Director, Planning and Budget  
Nicki Riley, County Auditor

# TAX YEAR 2013 PARCEL RATE CALCULATIONS

Prepared by the Travis County Tax Office

## PROPERTY TAX COLLECTION EXPENSES (Jurisdiction Allocation)

Accounting	\$	238,116
Delinquent Collections		
Property Tax Collections Division	\$	728,742
Legal (Atty ad litem) & Tax Sale Costs	\$	27,250
County Attorney Collections Division	\$	752,485
Effective Tax Rate Ad	\$	15,818
Effective Tax Rate Calculations	\$	29,539
Information Systems Labor Support	\$	19,948
Computer/RPD System Annual Upkeep	\$	45,006
Computer System Cost	\$	9,178
Special Considerations / Purchases	\$	0

<b>TOTAL ALLOCATED COLLECTION COSTS</b>	<b>\$</b>	<b>1,866,082</b>
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## PER PARCEL RATE CALCULATION (Jurisdictions other than Travis County)

1,566,419 Parcel Count ÷ Costs =	\$	1.19
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## PARCEL RATE REVENUES (Revenue may differ from costs due to rounding)

Parcel Rate x Parcel Count =	\$	1,864,039
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TRAVIS COUNTY TAX OFFICE  
BRUCE ELFANT  
TAX ASSESSOR AND COLLECTOR

May 30, 2013

## PARCEL RATE FACT SHEET

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### Summary

- The calculated 2013 parcel fee rate is \$1.19.
- Calculated rate is 16 cents higher than the current (2012) parcel fee rate.
- The 2013 projected revenue is \$1,864,039.
- Projected revenue is \$269,510 more than the 2012 projected revenue.
- There is 1 jurisdiction new to the Travis County Tax Office.
- The 2013 parcel count for jurisdictions in Travis County excluding the County is 1,566,419.
- Parcel count is 18,333 more than 2012 parcel count used in calculations.

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### Special Notes

Preliminary Budget will likely have a 3.00% in compensation, 6.00% increase in healthcare and a 4.19% increase in retirement.

Increases in existing personnel costs comprise the majority of the parcel fee increase.



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

**Meeting Date:** June 4<sup>th</sup>, 2013

**Prepared By/Phone Number:** Tien Dao x 49388

**Elected/Appointed Official/Dept. Head:** Bruce Elfant, Tax Assessor-Collector

**Commissioners Court Sponsor:** County Judge Sam Biscoe

### **AGENDA LANGUAGE:**

- CONSIDER AND TAKE APPROPRIATE ACTION ON PROPERTY TAX RATE CONSIDERATIONS FOR THE TRAVIS COUNTY HEALTHCARE DISTRICT DBA CENTRAL HEALTH.

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

### **STAFF RECOMMENDATIONS:**

### **ISSUES AND OPPORTUNITIES:**

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

### **REQUIRED AUTHORIZATIONS:**

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



TRAVIS COUNTY TAX OFFICE  
BRUCE ELFANT  
TAX ASSESSOR AND COLLECTOR

5501 AIRPORT BOULEVARD  
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May 30, 2013

MEMORANDUM FOR THE COUNTY JUDGE SAM BISCOE  
PRECINCT 1, COMMISSIONER RON DAVIS  
PRECINCT 2, COMMISSIONER SARAH ECKHARDT  
PRECINCT 3, COMMISSIONER GERALD DAUGHERTY  
PRECINCT 4, COMMISSIONER MARGARET GÓMEZ

FROM: Bruce Elfant, Tax Assessor-Collector

SUBJECT: Central Health Property Tax Rate Considerations

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### 1. Property Tax Rate Considerations

Each year there are several items the Commissioners Court must consider when establishing tax rates and budget forecasts for Central Health. We and the Planning and Budget Office recommend the Court adopt the following parameters:

- A. Anticipated Collection Rate (for Effective Tax Rate Calculations): 100% (lower estimates may be used only with justification).
- B. Optional Homestead Exemption: \$5,000 or 20% (whichever is greater).
- C. Over 65 and Disabled Optional Homestead Exemptions: \$70,000.
- D. Historic Exemptions: City of Austin's Historic Exemption Policy

Attachment: 2012 Historic Exemption Per Jurisdictions

If you should have any concerns or comments, please do not hesitate to call me at 4-9632.

BE/td

cc: Leslie Browder, Executive Manager, Planning and Budget  
Jessica Rio, Budget Director, Planning and Budget  
John Stephens, Central Health  
Michael Heath, Advanced Certified Paralegal, Transactions

## Item 24



# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Loren Breland, 854-4854

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve contract award for copy paper, IFB No. B1304-005-LD, to the low bidder, Unisource.

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

This contract provides copy paper for County departments.

Bid 1304-005-LD was issued on April 22, 2013 and 3 bids were received on May 13, 2013. Records Management has reviewed the bids and recommends award to the low bidder, Unisource.

- **Contract-Related Information:** Estimated quantity, as needed basis.  
Contract Type: Annual Contract  
Contract Period: July 1, 2013 through June 30, 2014

- **Solicitation-Related Information:**

Solicitations Sent: 35

Responses Received: 3

HUB Information:

% HUB Subcontractor:

- **Funding Information:**

SAP Shopping Cart #:

Funding Account(s): 1570020001/510220

Comments: Estimated quantity, shopping carts will be entered on an as needed basis.



## **TRAVIS COUNTY**

### **RECORDS MANAGEMENT & COMMUNICATION RESOURCES**

314 West 11th Street , Suite 110 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9575 Fax: 854-4560

## **MEMORANDUM**

**TO:** Loren Breland, Purchasing Agent III

**FROM:** Tom Ashburn, Support Services Manager

**DATE:** May 17, 2013

**SUBJECT:** **Recommendation for Award, B1304-005-LD – Copy Paper**

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RMCR has reviewed the bids and recommends award to the low bidder Unisource. The funding for this procurement is budgeted in 1570020001/510220. The product code associated with this procurement is 14111500. Thank you for your assistance in this matter.

Created 05-30-13 at 3:55p

### Bid #B1304-005-LD - COPY PAPER

Creation Date **Apr 11, 2013**

End Date **May 13, 2013 2:00:00 PM CDT**

Start Date **Apr 22, 2013 11:20:22 AM CDT**

Awarded Date **Not Yet Awarded**

B1304-005-LD--01-01 Copy Paper, 8 1/2 x 11					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">Unisource</a>	First Offer - \$24.30	11400 / case	\$277,020.00	Y	Y
<b>Product Code:</b> <b>Unit Amount Text:</b> <b>Total Amount Text:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes: Paper Brand Bid:</b>			
<a href="#">Western Paper Co., Inc.</a>	First Offer - \$25.30	11400 / case	\$288,420.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> twenty five dollars and 30 cents <b>Total Amount Text:</b> two hundred eighty eight thousand four hundred twenty dollars <b>Agency Notes:</b>		<b>Supplier Product Code:</b> 4337 <b>Supplier Notes: Paper Brand Bid:</b> Fascopy Fascopy #4337 is an exact match to Domtar 2750			
<a href="#">olmsted - Kirk paper</a>	First Offer - \$28.50	11400 / case	\$324,900.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> twenty eight dollars fifty cents per case <b>Total Amount Text:</b> three hundred twenty four thousand nine hundred dollars <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes: Paper Brand Bid:</b> Boise Cascade xerographic copy paper			

B1304-005-LD--01-02 Copy Paper, 8 1/2 x 14					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
<a href="#">Western Paper Co., Inc.</a>	First Offer - \$35.55	200 / case	\$7,110.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> thirty five dollars and 55 cents <b>Total Amount Text:</b> Seven Thousand one hundred ten dollars and no cents <b>Agency Notes:</b>		<b>Supplier Product Code:</b> 4339 <b>Supplier Notes: Paper Brand Bid:</b> Fascopy Fascopy # 4339 is an exact match to Domtar 2752			
<a href="#">Unisource</a>	First Offer - \$35.95	200 / case	\$7,190.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> <b>Total Amount Text:</b> <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes: Paper Brand Bid:</b>			
<a href="#">olmsted - Kirk paper</a>	First Offer - \$39.10	200 / case	\$7,820.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> thirty nine dollars and 10 cents per case <b>Total Amount Text:</b> seven thousand eight hundred twenty dollars <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes: Paper Brand Bid:</b> Boise Cascade xerographic copy paper			

**Supplier Totals**

<a href="#">Unisource</a>		<b>\$284,210.00 (2/2 items)</b>
Bid Contact <b>Dennis Miller</b> <a href="mailto:milled01@unisourcelink.com">milled01@unisourcelink.com</a> Ph 512-448-9365	Address <b>210 E. St Elmo</b> <b>Austin, TX 78745</b>	
<b>Agency Notes:</b>		<b>Supplier Notes:</b>
<a href="#">Western Paper Co., Inc.</a>		<b>\$295,530.00 (2/2 items)</b>
Bid Contact <b>Richard E Franco</b> <a href="mailto:rick.e.franco@gmail.com">rick.e.franco@gmail.com</a> Ph 512-339-9987 Fax 512-339-1917	Address <b>9101 Wall St #450</b> <b>Austin, TX 78754</b>	
Qualifications <b>HUB NCTRCA TX</b>		

Created 05-30-13 at 3:55p

**Agency Notes:**

**Supplier Notes:**

olmsted - Kirk paper

\$332,720.00 (2/2 items)

Bid Contact **Steve wolford**  
[swolford@okpaper.com](mailto:swolford@okpaper.com)  
Ph 512-835-6795

Address **8024 exchange dr**  
**austin, TX 78754**

**Agency Notes:**

**Supplier Notes:**

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## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Jason G. Walker/44562; Marvin Brice, CPPB, Assistant Purchasing Agent

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** AUTHORIZE PURCHASING AGENT TO COMMENCE NEGOTIATIONS WITH THE MOST HIGHLY QUALIFIED FIRM, CP&Y, INC. FOR ENGINEERING SERVICES IN RESPONSE TO RFQ NO. Q1210-008-JW, OLD SAN ANTONIO ROAD AT ONION CREEK BRIDGE PROJECT (TNR).

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- This project is for the necessary engineering design services for the replacement of Bridge 302 (Onion Creek Bridge) on Old San Antonio Road. This bridge is on the historic El Camino Real de los Tejas National Historic Trail register, so a goal is to preserve it and incorporate it into a hike and bike trail. A new two (2) lane bridge with bike lanes and sidewalks will be constructed adjacent to this existing bridge for vehicular traffic.
- On November 14, 2012, eleven (11) proposals were received for the design of Old San Antonio Road at Onion Creek Bridge project, in which TNR staff evaluated and rated the qualifications of each firm using a standard rating form, as developed by TNR. The two (2) highest rated firms, CP&Y, Inc. and Atkins North America, Inc. (Atkins) were then interviewed on May 2, 2013.
- As a result of the interviews, TNR recommends the highest rated firm, CP&Y, Inc., for this project, and requests authorization to commence negotiations. Attached is TNR's corroborating memo with the necessary matrix showing point totals for each firm.

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

➤ **Contract Expenditures:** Within the last N/A months \$0.00 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$TBD

Contract Type: A/E

Contract Period: 270 calendar days from issuance of NTP

➤ **Contract Modification Information: N/A**

Modification Amount:

Modification Type:

Modification Period:

➤ **Solicitation-Related Information:**

Solicitations Sent: 28

Responses Received: 11

HUB Information: Yes

% HUB Subcontractor: 32%

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Shopping Cart/Funds Reservation in SAP: 300000219

Fund Center(s): 1490190000

Comments:

\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Disapproved**

\_\_\_\_\_  
Samuel T. Biscoe

\_\_\_\_\_  
Date

Travis County Judge

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



## **TRANSPORTATION AND NATURAL RESOURCES DEPARTMENT**

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

700 Lavaca Street, 5<sup>th</sup> Floor

P.O. Box 1748

Austin, Texas 78767

Phone (512) 854-9383

Fax (512) 854-4626

May 20, 2013

### **MEMORANDUM**

**TO:** Marvin Brice, Assistant Purchasing Agent

**FROM:** Steven M. Manilla, P.E., County Executive

**Subject:** Old San Antonio Road Bridge 302 Replacement, Q1210-008-JW, Professional Services Agreement for Engineering Design

The following information is for your use in preparing an agenda item for Commissioners Court action. Please contact me at X49429 if you have any questions or need additional information.

#### **Proposed Motion:**

Consider and take appropriate action on TNR's request to negotiate a professional Services Agreement with the Engineering Consulting firm of CP&Y for the Replacement of Bridge 302 in Precinct Three.

#### **Summary and Staff Recommendations:**

On July 23<sup>rd</sup>, 2012, TNR requested the Purchasing Office to obtain professional consulting services for engineering design for the replacement of Bridge 302 on Old San Antonio Road in Travis County Precinct Three. Purchasing, together with TNR Public Works, developed an RFQ for these services and received and reviewed proposals from eleven (11) firms. Three TNR staff members evaluated and rated the qualifications of each firm and with assistance from the Purchasing Dept. invited the two highest rated firms, Atkins and CP&Y, for follow up interviews. Upon completion of the interviews, the engineering firm of CP&Y was found to be the most qualified firm for this project.

The professional services agreement will be for the development of complete design and PS&E documents for the Bridge 302 Replacement project located in Travis County Precinct Three.

Staff recommends approving TNR and Purchasing to negotiate a Professional Services Agreement with CP&Y. TNR and Purchasing will present the PSA to Court for approval after completion of the negotiations.

#### **Budgetary and Financial Information:**

WBS Element: BGCN.149.000003

Fund: 4074

Fund Center: 1490190000

GL: 521010

Amount: \$177,760.00

**Issues and Opportunities:**

Bridge 302 on Old San Antonio Road, is a narrow, one-lane bridge that is prone to frequent flooding. In 2011, Travis County voters approved 2.4 million dollars for the design and construction of a new bridge at the location of the existing bridge.

The existing bridge is on the historic El Camino Real de los Tejas National Historic Trail (NHT) register, which makes the bridge historically significant. The goal is to preserve the existing bridge and use it as a hike and bike trail, and construct a new two-lane bridge with bike lanes and sidewalks adjacent to it for vehicular traffic. Ideally, the new bridge will span the 100-year flood event, unless it is determined during the design process that building such a bridge is not feasible, or is cost prohibitive. Regardless, the new bridge will be able to accommodate a much higher flood event than the existing bridge.

In 2010, TxDOT used federal Off-System funds to retrofit the bridge with guardrails and made minor repairs to the structure. However, the bridge is still too narrow for two-way traffic and remains functionally obsolete.

**Required Authorizations:**

Cyd Grimes, Purchasing

Jessica Rio, PBO

Attachment: Evaluation Matrix

CC: Cyd Grimes, Purchasing Agent  
Jason Walker, Purchasing Buyer  
Steve Sun, Cynthia McDonald, Donna Williams-Jones, Tawana Gardner, Mo Mortazavi

	Evaluator A	Evaluator B	Evaluator C	TOTAL
AECOM	3.6	3.2	4	3.60
Atkins	3.9	3.5	4	3.80
Bridgefarmer	3.7	3	4	3.57
CP&Y	3.9	3.8	4	3.90
Freese & Nichols	3.7	3.1	3.7	3.50
Dannenbaum	3.7	3.3	4	3.67
HDR	3.7	3.5	4	3.73
Unintech	3.7	3.5	3.7	3.63
Encotech	3.9	2.9	4	3.60
Steger Bizzell	3.7	3.2	4.3	3.73
Binkly & Barfield	3.6	2.8	3.5	3.30
CP&Y	3.88	3.94	3.88	3.90
Atkins	3.83	2.883	3.23	3.31
CP&Y				7.80
Atkins				7.11



## Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, June 4, 2013

**Prepared By/Phone Number:** C.W. Bruner, 854-9760

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Approve Contract Award for Countywide Furniture, IFB No. 1302-011-CW, to the responsive low bidders:**

**A. Austin Business Furniture: Global, National Office Furniture, Mayline, Neutral Posture, Office Star, and Allsteel**

**B. Business Interiors by Staples d/b/a Staples Advantage: HON, Offices To Go, and Affordable Interior Systems**

**C. Ergogenesis: Ergogenesis**

➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes. This contract will provide for furniture countywide.

IFB No. 1303-011-CW was issued on March 11, 2013. A total of one hundred seventy eight (178) vendors were solicited and seven (7) bids were received. Two (2) of the seven (7) bids were rejected and deemed non-responsive due to non-compliance with the terms and conditions of the solicitation. Both bidders have been notified of their rejected bid.

The Travis County HRMD Risk Management department recommends award to the responsive low bidders. The recommendations for contract award are based on the highest discount offered off the Manufacturer's List Pricer. The Purchasing Office concurs with HRMD Risk Management's recommendation to award contracts to the following bidders:

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

<b><u>Bidder</u></b>	<b><u>Catalog</u></b>	<b><u>Discount</u></b>
Austin Business Furniture	Global	53.29%
Austin Business Furniture	National Office Furniture	56.55%
Austin Business Furniture	Mayline	58.83%
Austin Business Furniture	Neutral Posture	55.00%
Austin Business Furniture	Office Star	51.85%
Austin Business Furniture	Allsteel	48.00%
Business Interiors by Staples d/b/a Staples Advantage	HON	57.00%
Business Interiors by Staples d/b/a Staples Advantage	Offices To Go	52.00%
Business Interiors by Staples d/b/a Staples Advantage	Affordable Interior Systems	76.00%
Ergogenesis	Ergogenesis	67.52%

➤ **Contract-Related Information:**

Award Amount: N/A

Contract Type: Annual, Unilateral

Contract Period: June 25, 2013 through June 24, 2014

➤ **Solicitation-Related Information:**

Solicitations Sent: 178      Responses Received: 7

HUB Information: N/A      % HUB Subcontractor: N/A

➤ **Funding Information:**

Shopping Cart/Funds Reservation in SAP: N/A

Comments: Requisitions are processed at time of requirement.

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



# HRMD

*Human Resources Management Department*

700 Lavaca

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX(512) 854-7134

---

Date: May 21, 2013

To: C.W. Bruner, Purchasing Agent

From: John Brady, Risk & Safety Specialist, Sr., HRMD Risk Mgt. Division

CC: William Paterson, Risk & Safety Manager, HRMD

Subject: COUNTYWIDE FURNITURE CONTRACT 1302-011-CW

---

Risk Management, HRMD has reviewed Bid Tabulations for the above Countywide Furniture Contract and recommends awarding the contract to the three lowest bidders offering a wide variety of quality products that meet the needs of Travis County:

- 1) Austin Business Furniture
- 2) Business Interiors by Staples
- 3) Ergogenesis

Should there be any questions regarding this recommendation please contact me at 854-9586.



## FACILITIES MANAGEMENT DEPARTMENT

**Roger A. El Khoury, M.S., P.E., Director**

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

### MEMORANDUM

**FMD Project:** PDC Division

**FILE:** 10-Contracts and PO's

**TO:** Cyd V. Grimes, CPM, C.P.P.O., Purchasing Agent

**FROM:** Roger A. El Khoury, M.S., P.E., Director

**DATE:** May 21, 2013

**SUBJECT:** Countywide Furniture Contract  
Solicitation No.: 1302-011-CW

A handwritten signature in blue ink, reading "Roger A. El Khoury".

Facilities Management Department (FMD) recommends award of the Countywide Furniture Contract, Solicitation No. 1302-011-CW, to the three apparent low bidders in each category, Austin Business Furniture, Business Interiors by Staples and Ergogenesis.

FMD has reviewed the bid tabulation packet and the unit bid items and determined that the low bids are fair and reasonable. Facilities Management Department recommends approval.

In accordance with the procedure to secure approval for this contract award, this request is being forwarded for approval by the Commissioners Court. If approved, please issue fully executed contracts to the apparent low bidders. Please call Tiffany Talbot at extension 44909 if you have any questions.

### ATTACHMENTS:

- 1) Bid Tabulation Sheet for Solicitation 1302-011-CW

### COPY TO:

Leslie Browder, County Executive, PBO  
Amy Draper, CPA, Financial Manager, FMD  
Jim Barr, AIA, LEED AP, Sr. Project Manager, FMD  
Tiffany Talbot, Architectural Associate, FMD  
C.W. Bruner, Purchasing Agent Assistant IV, CTP, TCPO

RECEIVED  
TRAVIS COUNTY  
PURCHASING  
OFFICE  
2013 MAY 22 PM 12:10



Created 05-30-13 at 3:55p

**Bid Tabulation Packet for Solicitation 1302-011-CW for Countywide Furniture**

Item #	Item Description	Percentage off List Price						
		Austin Business Furniture	Facilities Resource Inc.	Neutral Posture Inc.	Business Interiors by Staples	* Workplace Resource	* Rockford Business Interiors	Ergogenesis
1302-011-CW--01-01	HON	56.24	0	0	57	0	0	0
1302-011-CW--01-02	GLOBAL	53.29	50.76	0	53	0	56.34	0
1302-011-CW--01-03	MILLER (Big & Tall)	0	0	0	0	0	0	0
1302-011-CW--01-04	NATIONAL OFFICE FURNITURE	56.55	0	0	54	53	0	0
1302-011-CW--01-05	VIRCO	0	0	0	0	0	0	0
1302-011-CW--01-06	MAYLINE	58.83	0	0	0	0	0	0
1302-011-CW--01-07	KNOLL	0	0	0	0	0	0	0
1302-011-CW--01-08	HERMAN MILLER	0	0	0	0	53	0	0
1302-011-CW--01-09	NATIONAL OFFICE FURNITURE	56.55	0	0	54	0	0	0
1302-011-CW--01-10	NEUTRAL POSTURE	55	0	54	48	0	0	0
1302-011-CW--01-11	ERGOGENESIS	0	0	0	0	0	0	67.52
1302-011-CW--01-12	STEELCASE	0	0	0	0	0	61.54	0
1302-011-CW--01-13	REALSPACE	0	0	0	0	0	0	0
1302-011-CW--01-14	OFFICE STAR	51.85	0	0	0	0	0	0
1302-011-CW--01-15	OFFICES TO GO	46.5	0	0	52	0	0	0
1302-011-CW--01-16	KIMBALL INTERNATIONAL	0	0	0	0	56	0	0
1302-011-CW--01-17	AFFORDABLE INTERIOR SYSTEMS	0	0	0	76	0	0	0
1302-011-CW--01-18	ALTERNATE MANUFACTURER - Allsteel	48	0	0	0	0	0	0

**Low Bid by Product Line based on highest discount. (Sorted by Bid item #.)**

Item #	Item Description	Percentage off List Price	Apparent Low Bidder
1302-011-CW--01-01	HON	57	Business Interiors by Staples
1302-011-CW--01-02	GLOBAL	53.29	Austin Business Furniture
1302-011-CW--01-03	MILLER (Big & Tall)	No Bid Received	N/A
1302-011-CW--01-04	NATIONAL OFFICE FURNITURE	56.55	Austin Business Furniture
1302-011-CW--01-05	VIRCO	No Bid Received	N/A
1302-011-CW--01-06	MAYLINE	58.83	Austin Business Furniture
1302-011-CW--01-07	KNOLL	No Bid Received	N/A
1302-011-CW--01-08	HERMAN MILLER	No Responsive Bid Received	N/A
1302-011-CW--01-09	NATIONAL OFFICE FURNITURE	56.55	Austin Business Furniture
1302-011-CW--01-10	NEUTRAL POSTURE	55	Austin Business Furniture
1302-011-CW--01-11	ERGOGENESIS	67.52	Ergogenesis
1302-011-CW--01-12	STEELCASE	No Bid Received	N/A
1302-011-CW--01-13	REALSPACE	No Bid Received	N/A
1302-011-CW--01-14	OFFICE STAR	51.85	Austin Business Furniture
1302-011-CW--01-15	OFFICES TO GO	52	Business Interiors by Staples
1302-011-CW--01-16	KIMBALL INTERNATIONAL	No Responsive Bid Received	N/A
1302-011-CW--01-17	AFFORDABLE INTERIOR SYSTEMS	76	Business Interiors by Staples
1302-011-CW--01-18	ALTERNATE MANUFACTURER - Allsteel	48	Austin Business Furniture

Buyer Notes: Rockford Business Interiors and Workplace Resource LLC bid response is deemed as "Non-Responsive". Bidder did not follow bid instructions by not including delivery and installation price into discount off list price percentage. Per Bid Special Provisions # 4: BID PRICES: Prices and discounts offered shall include the cost of shipping, delivery, discard of cartons and trash, installation and the setup of all items to the designated FOB destination point and shall not include Federal or State of Texas sales, excise and use taxes.



# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Peg Liedtke, 854-96364

**Elected/Appointed Official/Dept. Head:**  
Travis County Local Administrative Judge Lora Livingston

**Commissioners Court Sponsor:**

## **AGENDA LANGUAGE:**

REQUEST APPROVAL FOR HIRING A FORMER CRIMINAL COURT MAGISTRATE AS A VISITING CIVIL ASSOCIATE JUDGE.

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

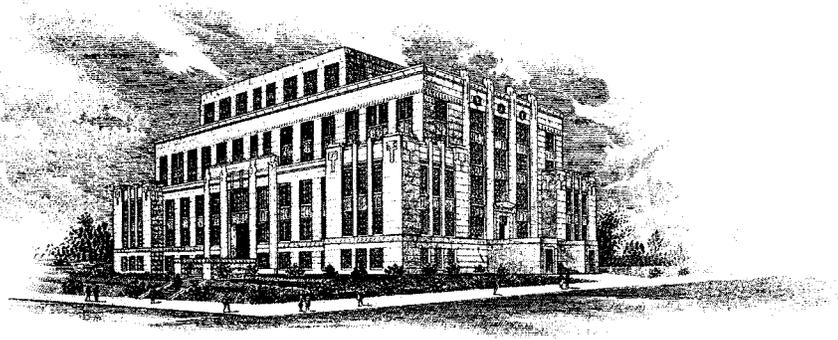
As background information, under Chapter 201 of the Family Code, the Civil Courts may employ a Visiting Associate Judge if approved by Commissioners' Court. Specifically, Chapter 201, Subchapter A contains the general statutes for Visiting Associate Judges and provides for appointment of a Visiting Associate Judge who can hear any matter referred under Title 1, Title 4, or Title 5 of the Family Code. This includes Family Law Cases, Protective Orders and Family Violence cases, SAPCRs, Child Protective Services (CPS) cases, and Child Support cases. The current version of that statute is attached. Visiting Associate Judges for Juvenile cases are covered under Chapter 201, Subchapter D (See Sec. 201.320 of the Family Code also attached).

## **STAFF RECOMMENDATIONS:**

## **ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:** Payment of employing any Visiting Associate Judge by the Civil Courts will be internally funded using Visiting Judge funds currently provided by the County specifically for this purpose.

## **REQUIRED AUTHORIZATIONS:**



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

## MEMORANDUM

TO: County Judge Sam Biscoe  
Commissioner Ron Davis  
Commissioner Sarah Eckhardt  
Commissioner Gerald Daugherty  
Commissioner Margaret Gomez

FROM: Lora J. Livingston, Local Administrative Judge

DATE: May 23, 2013

RE: Request Approval for Hiring a Visiting Associate Judge

CC: Victoria Ramirez and Jessica Rio, Planning and Budget Office

Please consider as an agenda item during the voting session of Commissioner's Court on Tuesday, June 4, 2013, this request for approval to hire former Criminal Court Magistrate Joel Bennett as a Visiting Associate Judge for the Civil Courts.

As background information, under Chapter 201 of the Family Code, the Civil Courts may employ a Visiting Associate Judge if approved by Commissioners' Court. Specifically, Chapter 201, Subchapter A contains the general statutes for Visiting Associate Judges and provides for appointment of a Visiting Associate Judge who can hear any matter referred under Title 1, Title 4, or Title 5 of the Family Code. This includes Family Law Cases, Protective Orders and Family Violence cases, SAPCRs, Child Protective Services (CPS) cases, and Child Support cases. The current version of that statute is attached.

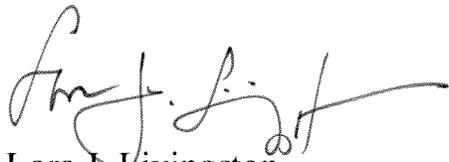
Memo, Commissioners' Court  
May 23, 2013  
Page Two

Visiting Associate Judges for Juvenile cases are covered under Chapter 201, Subchapter D (*See* Sec. 201.320 of the Family Code also attached).

Payment of employing any Visiting Associate Judge by the Civil Courts will be internally funded using Visiting Judge funds currently provided by the County specifically for this purpose.

Thank you for your consideration of this matter. Please do not hesitate to contact me should you require additional information.

Regards,

A handwritten signature in black ink, appearing to read "Lora J. Livingston", with a long horizontal flourish extending to the right.

Lora J. Livingston  
Local Administrative Judge  
Civil District Courts  
Travis County, Texas



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\*\*\* This document is current through the 2011 First Called Session \*\*\*  
\*\*\* Federal case annotations: February 25, 2013 postings on Lexis \*\*\*  
\*\*\* State case annotations: March 19, 2013 postings on Lexis \*\*\*

TEXAS FAMILY CODE  
TITLE 5. THE PARENT-CHILD RELATIONSHIP AND THE SUIT AFFECTING THE PARENT-CHILD  
RELATIONSHIP  
SUBTITLE C. JUDICIAL RESOURCES AND SERVICES  
CHAPTER 201. ASSOCIATE JUDGE  
SUBCHAPTER A. ASSOCIATE JUDGE

**GO TO TEXAS CODE ARCHIVE DIRECTORY**

*Tex. Fam. Code § 201.018 (2012)*

§ 201.018. Visiting Associate Judge

(a) If an associate judge appointed under this subchapter is temporarily unable to perform the judge's official duties because of absence or illness, injury, or other disability, a judge of a court having jurisdiction of a suit under this title or Title 1 or 4 may appoint a visiting associate judge to perform the duties of the associate judge during the period of the associate judge's absence or disability if the commissioners court of a county in which the court has jurisdiction authorizes the employment of a visiting associate judge.

(b) To be eligible for appointment under this section, a person must have served as an associate judge for at least two years.

(c) Sections 201.001 through 201.017 apply to a visiting associate judge appointed under this section.

(d) This section does not apply to an associate judge appointed under Subchapter B.

**HISTORY:** Enacted by Acts 1999, 76th Leg., ch. 1355 (H.B. 869), § 1, effective August 30, 1999; am. Acts 2001, 77th Leg., ch. 308 (H.B. 1376), § 1, effective September 1, 2001; am. Acts 2003, 78th Leg., ch. 1258 (H.B. 823), § 5, effective September 1, 2003.

**NOTES:**

2001 Note:

Chapter 308 takes effect September 1, 2001, and applies only to the appointment of a visiting associate judge made on

Tex. Fam. Code § 201.018

or after that date. An appointment made before the effective date of this Act is governed by the law in effect on the date that the appointment was made, and the former law is continued in effect for that purpose. Acts 2001, 77th Leg., ch. 308, § 2.

LexisNexis (R) Notes:

TREATISES AND ANALYTICAL MATERIALS

1. *Texas Family Law: Practice and Procedure E5.09*, BRINGING CASE TO TRIAL, MAKING PRETRIAL MOTIONS AND OTHER PRELIMINARY MATTERS, Understanding Referral to Associate Judge, Texas Family Law: Practice and Procedure.

LAW REVIEWS

1. *53 SMU L. Rev. 995*. ANNUAL SURVEY OF TEXAS LAW ARTICLE: Family Law: Husband and Wife, Summer, 2000.



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\*\*\* Federal case annotations: February 25, 2013 postings on Lexis \*\*\*  
\*\*\* State case annotations: March 19, 2013 postings on Lexis \*\*\*

TEXAS FAMILY CODE  
TITLE 5. THE PARENT-CHILD RELATIONSHIP AND THE SUIT AFFECTING THE PARENT-CHILD  
RELATIONSHIP  
SUBTITLE C. JUDICIAL RESOURCES AND SERVICES  
CHAPTER 201. ASSOCIATE JUDGE  
SUBCHAPTER D. ASSOCIATE JUDGE FOR JUVENILE MATTERS

**GO TO TEXAS CODE ARCHIVE DIRECTORY**

*Tex. Fam. Code § 201.320 (2012)*

§ 201.320. Visiting Associate Judge

(a) If an associate judge appointed under this subchapter is temporarily unable to perform the judge's official duties because of absence or illness, injury, or other disability, a judge of a court having jurisdiction of a suit under this title or Title 1 or 4 may appoint a visiting associate judge to perform the duties of the associate judge during the period of the associate judge's absence or disability if the commissioners court of a county in which the court has jurisdiction authorizes the employment of a visiting associate judge.

(b) To be eligible for appointment under this section, a person must have served as an associate judge for at least two years.

(c) Sections 201.001 through 201.017 apply to a visiting associate judge appointed under this section.

**HISTORY:** Enacted by Acts 2011, 82nd Leg., 1st C.S., ch. 3 (H.B. 79), § 6.03, effective January 1, 2012.

**NOTES:**

Applicability. --

Acts 2011, 82nd Leg., 1st C.S., ch. 3 (H.B. 79), § 6.10 provides: "The changes in law made by this article apply to a matter referred to an associate judge on or after the effective date of this article [January 1, 2012]. A matter referred to an associate judge before the effective date of this article is governed by the law in effect on the date the matter was referred to the associate judge, and the former law is continued in effect for that purpose."

## Item 29



# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Bob Moore 854-9387

**Elected/Appointed Official/Dept. Head:** Commissioner Gerald Daugherty

**Commissioners Court Sponsor:** Commissioner Gerald Daugherty

A handwritten signature in black ink, appearing to read "Gerald Daugherty", written in a cursive style.

**AGENDA LANGUAGE:** Consider and take appropriate action on the appointment of Karen Fromel to the Emergency Services District #8 Board of Commissioners to serve immediately until December 31, 2014.

**BACKGROUND/SUMMARY OF REQUEST:**

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**ATTACHMENTS/EXHIBITS:**

**REQUIRED AUTHORIZATIONS:**

N/A

**Karen Fromel**  
5325 Texas Blue Bell Drive, Spicewood, TX 78669  
(512) 264-8766 home (512) 733-3726 cell  
[karen.fromel@gmail.com](mailto:karen.fromel@gmail.com)

Accomplished and results driven professional with years of experience in all facets of management, customer service and fundraising. Combines organizational expertise, efficiency, communication, and liaison skills with the ability to independently plan and direct high-level business affairs. Skilled in leading multi-tasked business teams in the planning and execution of special projects.

***Key Strengths Include:***

**FUNDRAISER** – Successful grant writer with a proven track record of event planning generating donations.

**EXCEPTIONAL ORGANIZATIONAL SKILLS** – Effectively evaluate the use of time, identify goals and set priorities, develop an overall time management plan and assign a price to time.

**EXCELLENT STRATEGIST** – Ability to clearly define objectives and develop a strategic action plan with each objective broken down into tasks and each task having a list of needed resources and a specific timeline.

***Experience:***

**Director of Development (Freelance), Lifesavers Wild Horse Rescue** 3/11-present

- ✓ Awarded over \$500,000 in grants from private foundations
- ✓ Develop grant proposals and follow up reports for foundations, corporations and federal grants
- ✓ Designed and help create new website, resulting in more traffic and donations
- ✓ Developed use of social media as a tool to cultivate new donors and volunteers
- ✓ Create operational budgets for multi-million dollar non-profit organization
- ✓ Research newly formed foundations for match with funding interests
- ✓ Keep a database of potential private donors and foundations
- ✓ Volunteer board member, on and off for past 16 years

**Campus Technology Assistant, Lake Travis ISD – Lake Travis Elementary** 8/08-3/11

**Special Education Aide, Lake Travis ISD - Lake Travis Elementary** 10/07-8/08

**Elementary Monitor, Lake Travis ISD - Lake Travis Elementary** 9/07-10/07

**Part Time Grant Writer** 2007-present

**Freelance/Consultant, 20th Century Fox** 10/02-9/07

- ✓ Produced content for DVD releases with strict budgets, tight timelines and high profile talent
- ✓ Hired staff and secured locations for delivery of product
- ✓ Scheduled high profile talent across multiple facilities in order to meet project delivery dates
- ✓ Negotiated budget costs with executives and vendors to assure good profitability margins

**Manager DVD Technical Services, 20th Century Fox** 8/98-10/02

- ✓ Supervised office staff and coordinated continued education for all employees
- ✓ Kept strict budgets and timelines for multi-million dollar projects
- ✓ Headed weekly meetings involving multiple departments involved in common projects
- ✓ Created a database for tracking all ongoing projects and billing
- ✓ Scheduled projects at multiple facilities for all work in progress

Helped form a West Cypress Hills neighborhood committee to represent residents in communications with our management company. Created an email distribution list of residents to keep everyone up to date on possible evacuations due to fires in community. Administrator on our private West Cypress Hills Resident Facebook page that was created during fires of Spicewood. Researched Firewise and contacted Texas Forest Service Wildland Urban Interface Specialist, Patrick Allen. Met with him in June of 2012 to conduct assessment of neighborhood.



# Item 30

## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013 **Executive Session**

**Prepared By:** Greg Chico **Phone #:** (512) 854-4659

**Division Director/Manager:** Greg Chico, Real Estate Manager

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on a counter-offer received on May 20, 2013 for the purchase of a fee simple interest (parcel 8) and two temporary easements (parcels 8TEa & 8TEb), received from the Gutierrez family, for property needed as future right-of-way for construction of the planned Frate Barker Road, 2011 Bond roadway improvement project in Precinct Three.

(EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN 551.072, Real Property)

**BACKGROUND/SUMMARY OF REQUEST:**

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**ATTACHMENTS/EXHIBITS:**

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429

**CC:**

Steve Sun, P.E.	Assistant Public Works	TNR	(512) 854-9383
-----------------	------------------------	-----	----------------

	Director		
Chiddi N'Jie	Project Manager	TNR	(512) 854-9383
Dee Heap	Real Estate Rep.	TNR	(512) 854-7647
Donna Williams-Jones	Financial Services	TNR	(512) 854-9383

**SM:GC:gc**

**3105 - Public Works/ROW- Frate Barker Road; 2011 Bond; agenda239**



# Item 31

## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013 **Executive Session**

**Prepared By:** Greg Chico **Phone #:** (512) 854-4659

**Division Director/Manager:** Greg Chico, Real Estate Manager

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on an offer-to-sell temporary easement rights for Parcel # 12TE, received from Bee Creek Stables L.P. for construction of a driveway apron as part of the Bee Creek Road Improvement 2011 Bond project in Precinct Three.

(EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN 551.072, Real Property)

**BACKGROUND/SUMMARY OF REQUEST:**

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**ATTACHMENTS/EXHIBITS:**

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429

**CC:**

Steve Sun, P.E.	Assistant Public Works Manager	TNR	(512) 854-9383
-----------------	--------------------------------	-----	----------------

Tony Valdez, P.E.	Project Manager	TNR	(512) 854-9383
Dee Heap	Real Estate Rep.	TNR	(512) 854-7647
Donna Williams-Jones	Financial Services	TNR	(512) 854-9383

**SM:GC:gc**

**3105 - Public Works/ROW- Bee Creek Road; 2011 Bond; agenda238**

# Item 32



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013 **Executive Session**

**Prepared By:** Greg Chico **Phone #:** (512) 854-4659

**Division Director/Manager:** Greg Chico, Real Estate Manager

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on an offer to sell approximately 21 acres of undeveloped land near State Highway 130 and Cameron Road for inclusion in the Eastern Creeks Open Space project as part of the 2011 Bond program in Precinct One.

(EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN 551.072, Real Property)

**BACKGROUND/SUMMARY OF REQUEST:**

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**ATTACHMENTS/EXHIBITS:**

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429

**CC:**

Charles Bergh	Parks Director	TNR	(512) 854-9408
Robert Armistead	Parks Manager	TNR	(512) 854-9383

Greg Chico	Real Estate Manager	TNR	(512) 854-4659
Donna Williams-Jones	Financial Services	TNR	(512) 854-9383

**SM:GC:gc**

**0701 - Parks Planning- Eastern Creeks Open Space; 2011 Bond; agenda240**



# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Gina Hernandez for Elaine A. Casas, 854-6477

**Elected/Appointed Official/Dept. Head:** David A. Escamilla

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

**AGENDA LANGUAGE:** Receive briefing from County Attorney and authorize County Attorney to accept, reject or counter settlement offer and/or take appropriate action in a claim regarding Ronald “Bianca” Cruz-Garcia. (Executive Session also, pursuant to TEX. GOVT. CODE ANN., Sections 551.071(1)(A) and 551.071(1)(B)).

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

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**REQUIRED AUTHORIZATIONS:**

292221

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

## Item 35



### Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013, Executive Session

**Prepared By/Phone Number:** John Carr, 854-4772

**Dept. Head:** Roger El Khoury, M.S., P.E., Director, FMD, 854-4579

**County Executive:** Leslie Browder, Planning and Budget, 854-9106

**Sponsoring Court Members:** Judge Biscoe

A handwritten signature in black ink, appearing to read "Roger El Khoury", with a stylized initial "RE" below it.

#### **AGENDA LANGUAGE:**

Consider and take appropriate action regarding lease issues at 700 Lavaca with DuBois, Bryant and Campbell, L.L.P., (Exec Session Gov't Code Ann 551.071 & 551.072).

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

DuBois, Bryant & Campbell's (Tenant) lease expires on April 30, 2014. The Tenant has indicated that they will be moving to another building following the termination of this current lease term. However, Mr. William Bryant has requested that Tenant be allowed to stay for nine additional months beyond their termination date on a month to month basis. The current lease is for 18,727 rentable square feet (RSF) at \$14.00 per RSF plus operating expenses and taxes on the 13<sup>th</sup> floor of 700 Lavaca. If the Commissioners Court approves the Fourth Amendment (Attachment One), the Tenant will be allowed to remain in the space on a month to month basis at a rate of \$19.50 per RSF plus operating expenses and taxes. The Facilities Management Department (FMD) consulted with the County Attorney's Office regarding this request and the County Attorney's Office drafted the Fourth Amendment to the Tenant's lease.

#### **STAFF RECOMMENDATIONS:**

FMD recommends the approval of DuBois, Bryant & Campbell's request to remain at the 13<sup>th</sup> floor of 700 Lavaca on a month to month basis as outlined in the Fourth Amendment to the lease agreement.

#### **ISSUES AND OPPORTUNITIES:**

DuBois, Bryant & Campbell's new office space is not anticipated to be ready for occupancy by the termination date of their lease with Travis County. The County Auditor's office has reviewed this request and indicates that this

month to month extension is not anticipated to be a problem with the Attorney General, due to the analysis of other tenants moving out of their spaces ahead of schedule (Attachment Two).

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Additional projected revenue to 700 Lavaca account in FY14/15.

**ATTACHMENTS/EXHIBITS:**

1. Fourth Amendment to Lease Agreement between Travis County and DuBois, Bryant & Campbell, L.L.P.
2. County Attorney email, January 15, 2013

**REQUIRED AUTHORIZATIONS:**

Christopher Gilmore, County Attorney's Office, 854-9455.

**FOURTH AMENDMENT TO LEASE AGREEMENT  
BETWEEN  
TRAVIS COUNTY  
AND  
DUBOIS, BRYANT, & CAMPBELL, L.L.P.**

**This Amendment (this "Fourth Amendment") made effective the \_\_\_\_\_ of \_\_\_\_\_, 2013, between TRAVIS COUNTY, a political subdivision of the State of Texas ("Landlord"), and DUBOIS, BRYANT, & CAMPBELL, L.L.P., formerly DUBOIS, BRYANT, CAMPBELL SCHWARTZ, L.L.P., a limited liability partnership ("Tenant").**

**Preliminary Statement**

- A. Landlord and Tenant entered into that certain Lease dated March 14, 2002, and amended by the First Amendment dated November 12, 2002, the Second Agreement dated January 30, 2004, and the Third Amendment dated May 5, 2004, pursuant to which Tenant leased approximately 18,727 square feet of Rentable Area as defined by the Lease ("Premises") in that certain building (the "Building") locally known as 700 Lavaca, formerly The Chase Building, located at 700 Lavaca, Austin, Texas.
- B. Whereas, Travis Realty Corporation sold the Building to Travis County; and
- C. Landlord and Tenant desire to enter into this Fourth Amendment to amend the Lease.

**AGREEMENT:**

NOW, THEREFORE, in consideration of the Premises and the mutual undertakings of the parties, it is agreed as follows:

- 1. **Renewal Term:** Landlord and Tenant hereby extend the Lease for a one-month term. Such extended term will commence May 1, 2014, and expire on May 31, 2014. Tenant may renew for an eight (8) additional one month terms until January 31, 2015; and this option shall be exercised only by Lessee's delivery to Landlord in person or by United States Mail on or before the first (1st) day of each month, commencing June 1, 2012, notice of renewal if lessee intends to exercise his option and renew the Lease for an additional one (1) month term, and deliver such notice on the first (1st) day of each succeeding month if Lessor continues to exercise this option. This notice may be in the form of Lessee's check in payment for the rent for the renewal period.
- 2. **Fixed Minimum Rent:** As part of the consideration for the execution of this Fourth Amendment, beginning on May 1, 2014, and continuing for the duration of the Term, Tenant covenants, agrees and promises to pay Fixed Minimum Rent for the Premises as follows:

Year	Per Rentable Sq. Ft	Per Month
------	---------------------	-----------

5/1/14 – 1/31/15      \$19.50

\$30,431.38

(a) Tenant promises to pay Landlord the Fixed Minimum Rent in advance, without demand, on the first day of each calendar month commencing on May 1, 2014 and continuing until the expiration of the term on or before January 31, 2015, and in accordance with the terms of the Lease, as such are applicable to the payment of Fixed Minimum Rent thereunder.

(b) Tenant shall also pay to Landlord Tenant's Prorata Share of Operating Expenses ("Additional Rent"), as such is payable pursuant to the terms of the Lease.

3. Option to Renew: Landlord and Tenant acknowledge and agree that all rights of Tenant under Paragraph 35 of the Lease are now utilized, and Tenant will have no further options to renew under the Lease. Neither Landlord nor Tenant may unilaterally extend the term of the Lease after January 31, 2015. Paragraph 38 of the Lease, dealing with ROFO's, is deleted.
4. Broker: Tenant will be responsible for its own costs in dealing with any broker or agent in connection with the consummation of this Fourth Amendment. Tenant agrees to indemnify, defend and hold harmless Landlord from and against any loss, cost or liability, including without limitation attorney's fees, disbursements and court costs, for any compensation, commissions or fees claimed by any broker or agent with respect to this Fourth Amendment or the negotiation thereof, if such claim or claims by any such broker or agent are based in whole or in part on dealings with Tenant or its representatives.
5. Successors and Assigns: This Fourth Amendment shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
6. Capitalized Terms: All capitalized terms not defined herein shall have the same meanings given to such terms in the Lease.
7. Lease Terms: Except as expressly amended hereby, the Lease and all of the terms, covenants and conditions of the Lease are hereby confirmed and shall remain and continue in full force and effect.
8. No Oral Modifications: This Fourth Amendment may not be modified or terminated orally and along with the Original Lease, the First Amendment, Second Amendment and Third Amendment constitute the entire agreement between the parties with respect to the subject matter hereof. It is acknowledged that no officer, agent, employee, or representative of Landlord has any authority to change the Lease unless expressly granted that authority by the Commissioners Court of Travis County.
9. Release: As a material inducement for Landlord and Tenant to enter into this Fourth Amendment, Landlord and Tenant each acknowledges that, as of the effective date of this Fourth Amendment, Landlord and Tenant have fully performed their

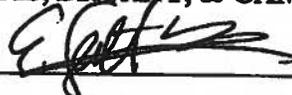
respective obligations under the Lease; and Landlord and Tenant have no claims against each other by virtue of any matter whatsoever arising out of the Lease.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Fourth Amendment as of the day and year first above written,

**TRAVIS COUNTY**

By: \_\_\_\_\_  
Samuel T. Biscoe  
County Judge

**DUBOIS, BRYANT, & CAMPBELL, L.L.P.**

By:  \_\_\_\_\_  
Name: E. SCOTT LINEBERRY  
Title: MANAGING PARTNER

**John Carr**

---

**To:** ROGER EL-KHOURY  
**Subject:** RE: DBC lease extension

**From:** John Hille  
**Sent:** Tuesday, January 15, 2013 5:11 PM  
**To:** Hannah York  
**Cc:** Christopher Gilmore; Nicki Riley; ROGER EL-KHOURY  
**Subject:** RE: DBC lease extension

Thanks. That should do it.

**From:** Hannah York  
**Sent:** Tuesday, January 15, 2013 5:10 PM  
**To:** John Hille  
**Cc:** Christopher Gilmore; Nicki Riley  
**Subject:** FW: DBC lease extension

John,

We are ok on the analysis due to some of the other tenants moving out ahead of schedule. I discussed this with Glenn to make sure there wouldn't be an issue with the AG. He thinks that as long as this is month-to-month and both sides are under the understanding that we are just allowing them time to facilitate their move to another location then we are ok.

Let me know if you need anything else from me,

Hannah York, CPA  
Financial Analyst/Auditor IV  
Travis County Auditor's Office  
(512) 854-6674

**From:** John Hille  
**Sent:** Monday, January 14, 2013 12:23 PM  
**To:** Hannah York  
**Cc:** Christopher Gilmore  
**Subject:** FW: DBC lease extension

This tenant continues to ask for lease extensions. Where are we on your Master analysis of tenancies? Last time we talked we were way ahead on tenants leaving early, so this tenant staying a few extra months will not hurt your analysis.

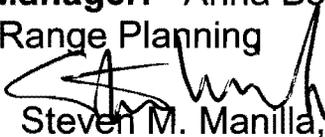


# Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

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

**Division Director/Manager:** Anna Bowlin, Division Director of Development Services and Long Range Planning

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

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

**AGENDA LANGUAGE:** Approve setting a public hearing on Tuesday, June 25, 2013 to receive comments regarding a request to authorize the filing of an instrument to vacate three public utility and drainage easements located over and across Lots 64 and 65, Block A of Kingsberry Park – Precinct One.

**BACKGROUND/SUMMARY OF REQUEST:**

TNR staff has received a request to authorize the filing of an instrument to vacate three public utility and drainage easements (PU&DEs) located over and across Lots 64 and 65, Block A of Kingsberry Park. The easements are dedicated by plat note on the plat. The subject lots front on Postoak Parkway, a street maintained by Travis County.

In regards to the drainage easements, professional engineer Tom McDill, Jr. has stated and sealed that:

"Vacating these will not affect existing drainage, as the flows are across the area from the west side...and the ditches in the roadway have culverts and since the entire area is very flat there should be no local affect on the drainage."

In regards to the public utility easements the utility companies operating in the area have stated they have no objection to vacating the subject easements. Staff foresees no opposition to this request.

**STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the vacation requests meets all Travis County standards. As such, TNR staff recommends setting the public hearing.

**ISSUES AND OPPORTUNITIES:**

According to the request letter the property owner requests the vacation of the easements for the purpose of replacing the original septic system, which "...was not very well installed." The design of the new system would encroach on the subject easements. Also, the existing home was placed over the easements located along the common lot line of the subject lots.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**ATTACHMENTS/EXHIBITS:**

- Order of Vacation
- Field Notes
- Request/Engineer's Letter
- Utility Statements
- Maps

**REQUIRED AUTHORIZATIONS:**

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

**CC:**

Stacey Scheffel	Program Manager	TNR - Permits	854-7565
John Ellis	Engineer	Development Services and Long Range Planning	854-9805

**SM:AB:ps**

**1101 - Development Services Long Range Planning - Kingsberry Park**

**ORDER OF VACATION**

**STATE OF TEXAS                    §**

**COUNTY OF TRAVIS   §**

WHEREAS, the property owner requests the vacation of three public utility and drainage easements located over and across Lots 64 and 65, Block A of Kingsberry Park as recorded at Volume 37, Page 9 of the Real Property Records of Travis County, Texas;

WHEREAS, an independent Professional Engineer has submitted a letter recommending the vacation of the subject easements;

WHEREAS, Travis County staff has stated that there are no objections to the vacation of the drainage easements as described in the attached field notes and sketch;

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

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

WHEREAS, the required public notice was posted and the Travis County Commissioners Court held a public hearing on June 25, 2013 to consider the proposed action; and

NOW, THEREFORE, by unanimous vote, the Commissioners Court of Travis County, Texas, orders that the three public utility and drainage easements located over and across Lots 64 and 65, Block A of Kingsberry Park, as shown on the attached sketch and described in the attached field notes, are hereby vacated.

ORDERED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2013.

\_\_\_\_\_  
SAMUEL T. BISCOE, COUNTY JUDGE

\_\_\_\_\_  
COMMISSIONER RON DAVIS  
PRECINCT ONE

\_\_\_\_\_  
COMMISSIONER SARAH ECKHARDT  
PRECINCT TWO

\_\_\_\_\_  
COMMISSIONER GERALD DAUGHERTY  
PRECINCT THREE

\_\_\_\_\_  
COMMISSIONER MARGARET GOMEZ  
PRECINCT FOUR

EXHIBIT " \_\_\_\_\_ "

**1,347 SQUARE FOOT  
PARTIAL RELEASE OF  
PUBLIC UTILITY AND DRAINAGE EASEMENT**

**EXHIBIT "A"**

**BEING 1,347 SQUARE FEET OF LAND, BEING A PORTION OF THOSE CERTAIN FIVE FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS, OUT OF LOTS 64 AND 65, BLOCK A, KINGSBERRY PARK, A SUBDIVISION RECORDED IN VOLUME 37, PAGE 9, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN HUE TRUST TRACTS RECORDED IN DOCUMENT NUMBER 2011092943 OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, SAID 1,347 SQUARE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED AS FOLLOWS:**

BEGINNING a calculated point in the common line of said Lots 64 and 65, in the south line of a 10 foot public utility and drainage easement, for a point in the northerly line hereof, from which the northwest corner of said Lot 64 and the northeast corner of said Lot 65 bears, North 31 degrees 25 minutes 48 seconds East, 10.00 feet;

THENCE South 59 degrees 24 minutes 59 seconds East, through said Lot 64, along the southerly line of said 10 foot easement, through said 5 foot easement, 5.00 feet to a calculated point in said line, in the easterly line of said 5 foot easement, for the northeast corner hereof;

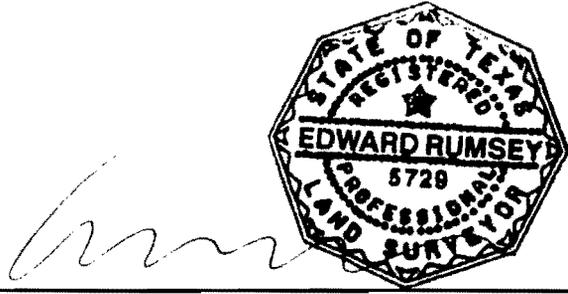
THENCE South 31 degrees 25 minutes 48 seconds West, continuing through said Lot 64, along the easterly line of said 5 foot easement, 134.66 feet to a calculated point in said line, in the northerly line of a 5 foot public utility and drainage easement, for the southeast corner hereof;

THENCE North 59 degrees 25 minutes 43 seconds West, continuing through said Lot 64, through said 5 foot easement, 5.00 feet to a calculated point in the common line of said Lots 64 and 65, for a point in the southerly line hereof, from which the southwest corner of said Lot 64 and the southeast corner of said Lot 65 bears, South 31 degrees 25 minutes 48 seconds West, 5.00 feet;

THENCE North 59 degrees 25 minutes 43 seconds West, through said Lot 65 and said 5 foot easement, 5.00 feet to a calculated point in the westerly line of said 5 foot easement, for the southwest corner hereof;

THENCE North 31 degrees 25 minutes 48 seconds East, continuing through said Lot 65, along the westerly line of said 5 foot easement, 134.66 feet to a calculated point in said line, in the southerly line of said 10 foot easement, for the northwest corner hereof;

THENCE South 59 degrees 24 minutes 59 seconds East, continuing through said Lot 65, through said 5 foot easement, along the southerly line of said 10 foot easement, 5.00 feet to the POINT OF BEGINNING.



DATE 07-06-2012

---

EDWARD C. RUMSEY, TX. RPLS #5729  
ALL STAR LAND SURVEYING  
9020 ANDERSON MILL ROAD  
AUSTIN, TEXAS 78729  
JOB # A0613212  
TCAD PROP ID# 203265  
AUSTIN GRID-W-23  
PAGE 1 OF 3

EXHIBIT " \_\_\_\_\_ "

**673 SQUARE FOOT  
PARTIAL RELEASE OF  
PUBLIC UTILITY AND DRAINAGE EASEMENT**

**EXHIBIT "B"**

**BEING 673 SQUARE FEET OF LAND, BEING A PORTION OF THAT CERTAIN FIVE FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS, OUT OF LOT 64, BLOCK A, KINGSBERRY PARK, A SUBDIVISION RECORDED IN VOLUME 37, PAGE 9, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN HUE TRUST TRACT RECORDED IN DOCUMENT NUMBER 2011092943 OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, SAID 673 SQUARE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED AS FOLLOWS:**

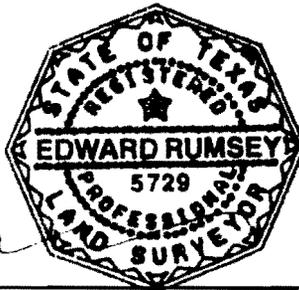
BEGINNING a calculated point in the common line of said Lot 64 and Lot 63, of said subdivision, in the south line of a 10 foot public utility and drainage easement, for the northeast corner hereof, from which an iron rod found at the northwest corner of said Lot 63 and the northeast corner of said Lot 64 bears, North 31 degrees 26 minutes 31 seconds East, 10.00 feet:

THENCE South 31 degrees 26 minutes 31 seconds West, along the common line of said Lots 63 and 64, and the easterly line of said 5 foot easement, 134.65 feet to a calculated point in said line, in the northerly line of a 5 foot public utility and drainage easement, for the southeast corner hereof, from which an iron pipe found at the southwest corner of said Lot 63 and the southeast corner of said Lot 64 bears, South 31 degrees 26 minutes 31 seconds West, 5.00 feet;

THENCE North 59 degrees 25 minutes 43 seconds West, through said Lot 64 and said 5 foot easement, 5.00 feet to a calculated point in the westerly line of said 5 foot easement, for the southwest corner hereof;

THENCE North 31 degrees 26 minutes 31 seconds East, continuing through said Lot 64, along the westerly line of said 5 foot easement, 134.65 feet to a calculated point in said line, in the southerly line of said 10 foot easement, for the northwest corner hereof;

THENCE South 59 degrees 24 minutes 59 seconds East, continuing through said Lot 64, through said 5 foot easement, along the southerly line of said 10 foot easement, 5.00 feet to the POINT OF BEGINNING.



A handwritten signature in cursive script, appearing to read "Edward C. Rumsey".

DATE 07-06-2012

---

EDWARD C. RUMSEY, TX. RPLS #5729  
ALL STAR LAND SURVEYING  
9020 ANDERSON MILL ROAD  
AUSTIN, TEXAS 78729  
JOB # A0613212  
TCAD PROP ID# 203265  
AUSTIN GRID-W-23  
PAGE 2 OF 3

FROM :

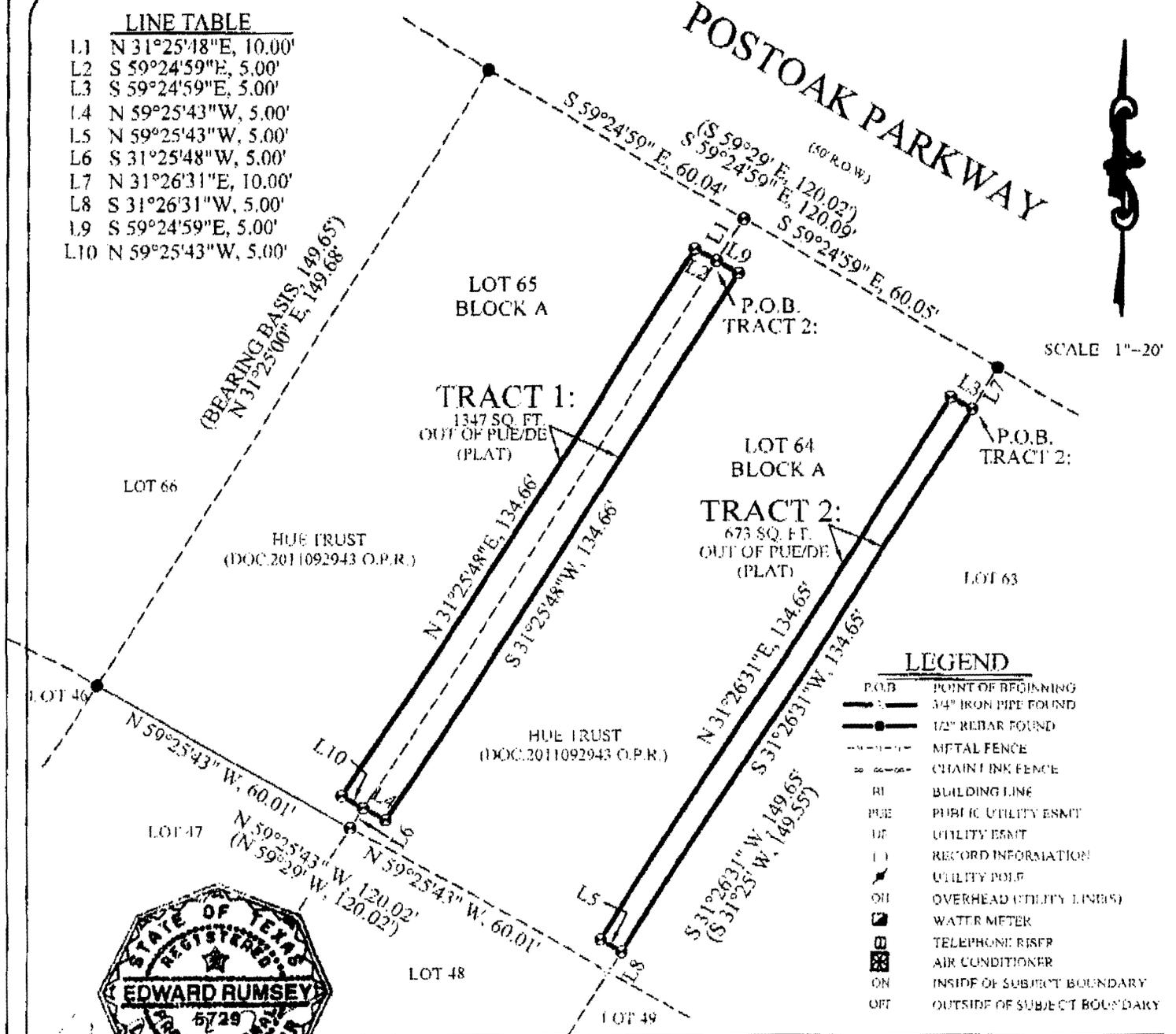
**LINE TABLE**

- L1 N 31°25'18"E, 10.00'
- L2 S 59°24'59"E, 5.00'
- L3 S 59°24'59"E, 5.00'
- L4 N 59°25'43"W, 5.00'
- L5 N 59°25'43"W, 5.00'
- L6 S 31°25'48"W, 5.00'
- L7 N 31°26'31"E, 10.00'
- L8 S 31°26'31"W, 5.00'
- L9 S 59°24'59"E, 5.00'
- L10 N 59°25'43"W, 5.00'

**POSTOAK PARKWAY**



SCALE 1"=20'



**LEGEND**

- P.O.B. POINT OF BEGINNING
- 3/4" IRON PIPE FOUND
- 1/2" REBAR FOUND
- METAL FENCE
- CHAIN LINK FENCE
- BL BUILDING LINE
- PUE PUBLIC UTILITY ESMT
- UE UTILITY ESMT
- RI RECORD INFORMATION
- U UTILITY POLE
- OU OVERHEAD UTILITY LINES
- WM WATER METER
- TR TELEPHONE RISER
- AC AIR CONDITIONER
- ON INSIDE OF SUBJECT BOUNDARY
- OF OUTSIDE OF SUBJECT BOUNDARY



**20707 POSTOAK PARKWAY**

**LEGAL DESCRIPTION:**

TRACT 1: BEING 1,347 SQUARE FEET OF LAND, BEING A PORTION OF THOSE CERTAIN FIVE FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS, OUT OF LOTS 64 AND 65, BLOCK A, KINGSBERRY PARK, A SUBDIVISION RECORDED IN VOLUME 37, PAGE 9, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN HUE TRUST TRACTS RECORDED IN DOCUMENT NUMBER 2011092943 OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, SAID 1,347 SQUARE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS IN EXHIBIT "A", ATTACHED HERETO AND MADE A PART HEREOF.

TRACT 2: BEING 673 SQUARE FEET OF LAND, BEING A PORTION OF THAT CERTAIN FIVE FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS, OUT OF LOT 64, BLOCK A, KINGSBERRY PARK, A SUBDIVISION RECORDED IN VOLUME 37, PAGE 9, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN HUE TRUST TRACT RECORDED IN DOCUMENT NUMBER 2011092943 OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, SAID 673 SQUARE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS IN EXHIBIT "B", ATTACHED HERETO AND MADE A PART HEREOF.

SURVEY DATE	07/06/2012
JOB NO	A0613217
TRPLS CHECK	EDWARD RUMSEY 07/06/2012

**ALLSTAR**  
Land Surveying  
9020 ANDERSON MIL. RD  
AUSTIN, TEXAS 78729  
(512) 249-8149 PHONE  
(512) 331-5217 FAX  
WWW.ALLSTARLANDSURVEYING.COM

**McDill Engineering**  
Engineering Consultants 10706 Indian Scout Austin, TX, 78736  
(512) 288-2392

Ms. Anna Bolin, P.E.  
TNR  
PO Box 1748  
Austin, TX, 78767

May 1, 2013

Re: Lots 64 & 65, Kingsberry Park, 20707 Postoak Parkway – drainage easement vacate

The owner of this property, Jose Ramirez & Carolina Tamayo, are under a Contract for Deed, with James Umstattd, and I will provide copies of the instruments if you need them. There has been a home over the common lot line for several years and the OSSF was not very well installed. They are now trying to install a new system and have submitted an application. The design will have to be amended to meet existing set backs, but some of the side lot easements need to be vacated to install any system.

The 5 foot blanket PUE and drainage easement was established on the 1967 plat and the survey is attached to show what easements we are requesting that they be vacated to allow a legal system design for the new OSSF. We are proposing to leave the drainage easement across the rear and west sides to allow any future drainage improvements if they are made across the subdivision. Vacating these will not affect existing drainage, as the flows are across the area from the west side (the neighbor has constructed building along that property line!) and the ditches in the roadway have culverts and since the entire area is very flat there should be no local affect on the drainage.

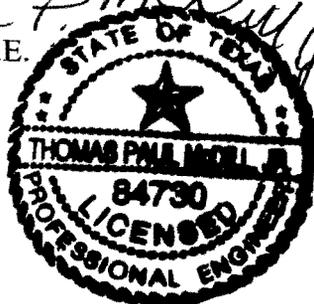
The letters from the affected utility companies are attached, the survey is included, as is a check for \$680.00.

There have been offers to the property owner to the east to vacate his 5' easement, but he does not want to get "involved".

There have been discussions with the Manville Water Company and they are requesting a \$1000 fee to sign off. I do not think that is fair and they specifically require an easement across the front of each lot as part of their application process. Since they have that, as well as an option across the west edge of this property, and they have agreed to supply water to the house that exists and to the neighbor's house at the property line on the east side, they have acquiesced these other routes for their water lines.

Thanks,

*Thomas F. McDill, Jr.*  
Tom McDill, Jr., P.E.  
TPEF# 5181



*5/1/13*



12012 N. Mopac Expressway  
512/485-6417 (Laurie Schumpert)

Austin, TX 78758  
512/485-1485 (Fax)

**EASEMENT RELEASE STATEMENT FOR VACATION OF PROPERTY**

A request for release of the P.U.E. easement(s) has been made on the property legally described as:

Subdivision or Section: KINGSBERY PARK SECTION 1

Lot and Block Numbers: LOTS 64 AND 65

Street Address: 20707 POSTOAK PARKWAY, MANOR, TX 78653

Property Owner: HUE TRUST, DOUGLAS D HEARN JR TRUSTEE

**STATEMENT**

X Time Warner Cable **does not** have a need for an easement on the property as described in the accompanying document.

       Time Warner Cable **does** have a need for an easement on the property as described in the accompanying document.

Time Warner Cable

Laurie Schumpert  
Signature

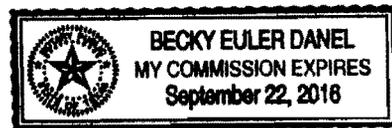
Sr. Designer  
Title

State of Texas  
County of Travis

This instrument was acknowledged before me on October 24, 2012 by

Laurie Schumpert

Becky Euler Danel  
Notary Public



# SOUTHWESTERN BELL TELEPHONE COMPANY

## PARTIAL RELEASE OF EASEMENT

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

Lots 64 and 65, Block A, Kingsbery Park, Section 1, Deed of record in Document 2011092943, Property Records of Travis County, Texas

Said land of GRANTEE being subject to:

*Easements recorded in Volume 37, Page 9, Plat Records of Travis County, Texas,*

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

*Being 1,347 square feet of land, being a portion of those certain 5 foot PUE/DE's out of Lots 64 and 65 and being 673 square feet of land, being a portion of that certain 5 foot PUE/DE's out of Lot 64, described above and illustrated on survey, attached hereto and made a part of the document.*

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

IN WITNESS WHEREOF, GRANTOR has caused this Release of Easement to be executed by its duly authorized officers this 28th day of August, 2012

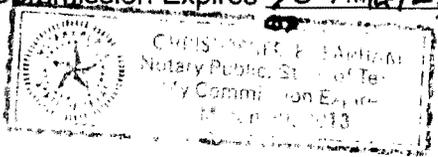
SOUTHWESTERN BELL TELEPHONE COMPANY

*[Signature]*  
Name: *William J. Magallane Jr.*  
Title: **MGR-ENG. DESIGN**

THE STATE OF TEXAS  
COUNTY OF TRAVIS

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

Given under my hand and seal of office this the 28th day of August, 2012.

*[Signature]*  
Notary Public in and for the State of \_\_\_\_\_  
My Commission Expires 28 MAR 12, 2013  




PARTIAL RELEASE OF EASEMENT

STATE OF TEXAS

COUNTY OF Travis

That for a good and valuable consideration, receipt of which is hereby acknowledged, Bluebonnet Electric Cooperative, Inc., has abandoned, released, and discharged, and by these presents does hereby abandon, release, and discharge those certain five foot (5') easements located on Lots 64 and 65, as shaded on drawing, (drawing attached and made a part hereof), of the herein described property granted as a Public Utility Easement, by Kingsberry Park, a subdivision as recorded in an instrument dated November 20, 1967, recorded in Volume 37, Page 9, Deed records of Travis County, Texas, insofar as it covers the following described property, to-wit:

Section 1, Block A, Lots 64 and 65, Kingsberry Park, a subdivision in Travis County, Texas, according to the map or plat thereof, recorded in Plat Book 37, Page 9, Plat Records of Travis County, Texas, to which reference is hereby made for all purposes.

But, it is expressly agreed and understood this is a specific release of the described easement parts and that the same shall in no wise release, affect, or impair the remaining parts of the easement and that the same shall in no wise release, affect or impair additional existing easements on said property.

EXECUTED on this the 21<sup>st</sup> day of August, 2012

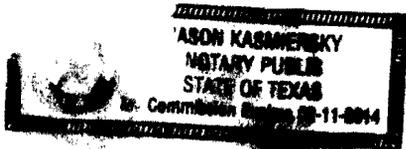
BLUEBONNET ELECTRIC COOPERATIVE, INC.

BY: Byron Wren  
Byron Wren  
Supervisor, Engineering Processes

STATE OF TEXAS

COUNTY OF LEE

This instrument was acknowledged before me on this the 21<sup>st</sup> day of August, 2012, by Byron Wren, Engineering Processes Supervisor of Bluebonnet Electric Cooperative, Inc., a Texas corporation.



Jason Kasmiersky  
Jason Kasmiersky  
Notary Public – State of Texas

## **MANVILLE WATER SUPPLY CORPORATION**

---

P. O. Box 248  
Coupland, TX 78615

(512)856-2488 • (888) 856-2488  
(512) 856 -2029(fax) • (888) 856-2242(fax)

March 18, 2013

Ms. Anna Boling, P.E. Director  
Travis County Transportation and Natural Resources  
Executive Office Building  
P. O. Box 1748  
Austin, Texas 78767

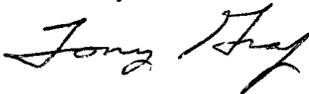
Re: Manville Water Supply Corporation  
Approval to Vacate Public Utility Easements  
Kingsbury Park Subdivision  
2 Lots (64 & 65) at 20707 Postoak Parkway  
Manor, Texas 78653

Dear Ms. Boling,

Manville Water Supply Corporation has no need for the retention of the side lot easements at 20717 Postoak Parkway, Manor, Texas as particular described on attached survey.

Manville Water Supply Corporation approves the vacating of these referenced easements, but specifically retains the front and rear lot line easements.

Sincerely,



Tony Graf  
General Manager

Cc: Jose Ramirez & Carolina Tamayo  
20707 Post Oak Parkway  
Manor, Texas 78653

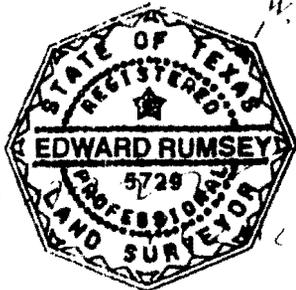
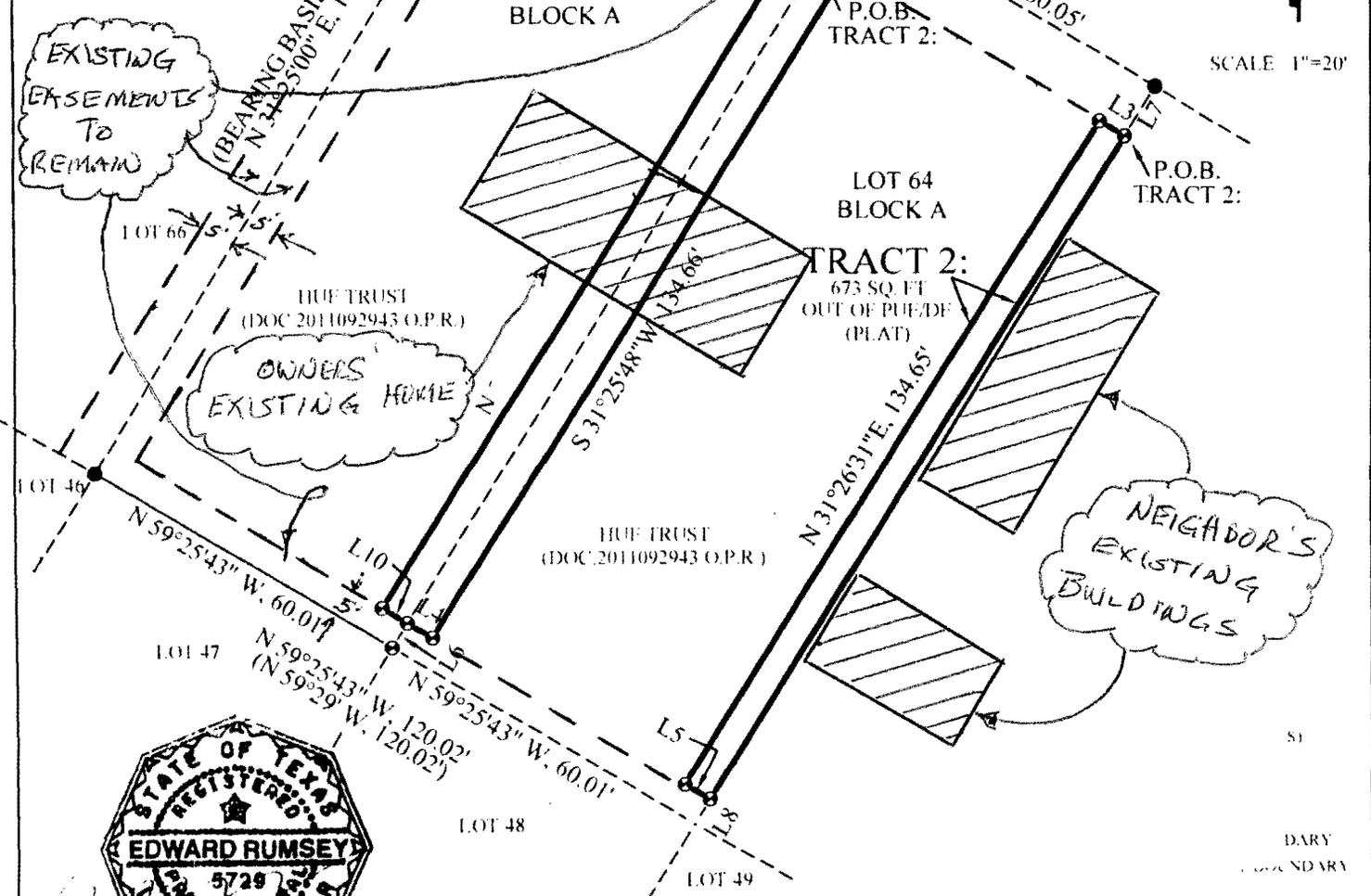
**LINE TABLE**

- L1 N 31°25'48"E, 10.00'
- L2 S 59°24'59"E, 5.00'
- L3 S 59°24'59"E, 5.00'
- L4 N 59°25'43"W, 5.00'
- L5 N 59°25'43"W, 5.00'
- L6 S 31°25'48"W, 5.00'
- L7 N 31°26'31"E, 10.00'
- L8 S 31°26'31"W, 5.00'
- L9 S 59°24'59"E, 5.00'
- L10 N 59°25'43"W, 5.00'

**POSTOAK PARKWAY**



SCALE 1"=20'



**20707 POSTOAK PARKWAY**

**LEGAL DESCRIPTION:**

**TRACT 1:** BEING 1,347 SQUARE FEET OF LAND, BEING A PORTION OF THOSE CERTAIN FIVE FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS, OUT OF LOTS 64 AND 65, BLOCK A, KINGSBERRY PARK, A SUBDIVISION RECORDED IN VOLUME 37, PAGE 9, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN HUE TRUST TRACTS RECORDED IN DOCUMENT NUMBER 2011092943 OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, SAID 1,347 SQUARE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS IN EXHIBIT "A", ATTACHED HERETO AND MADE A PART HEREOF.

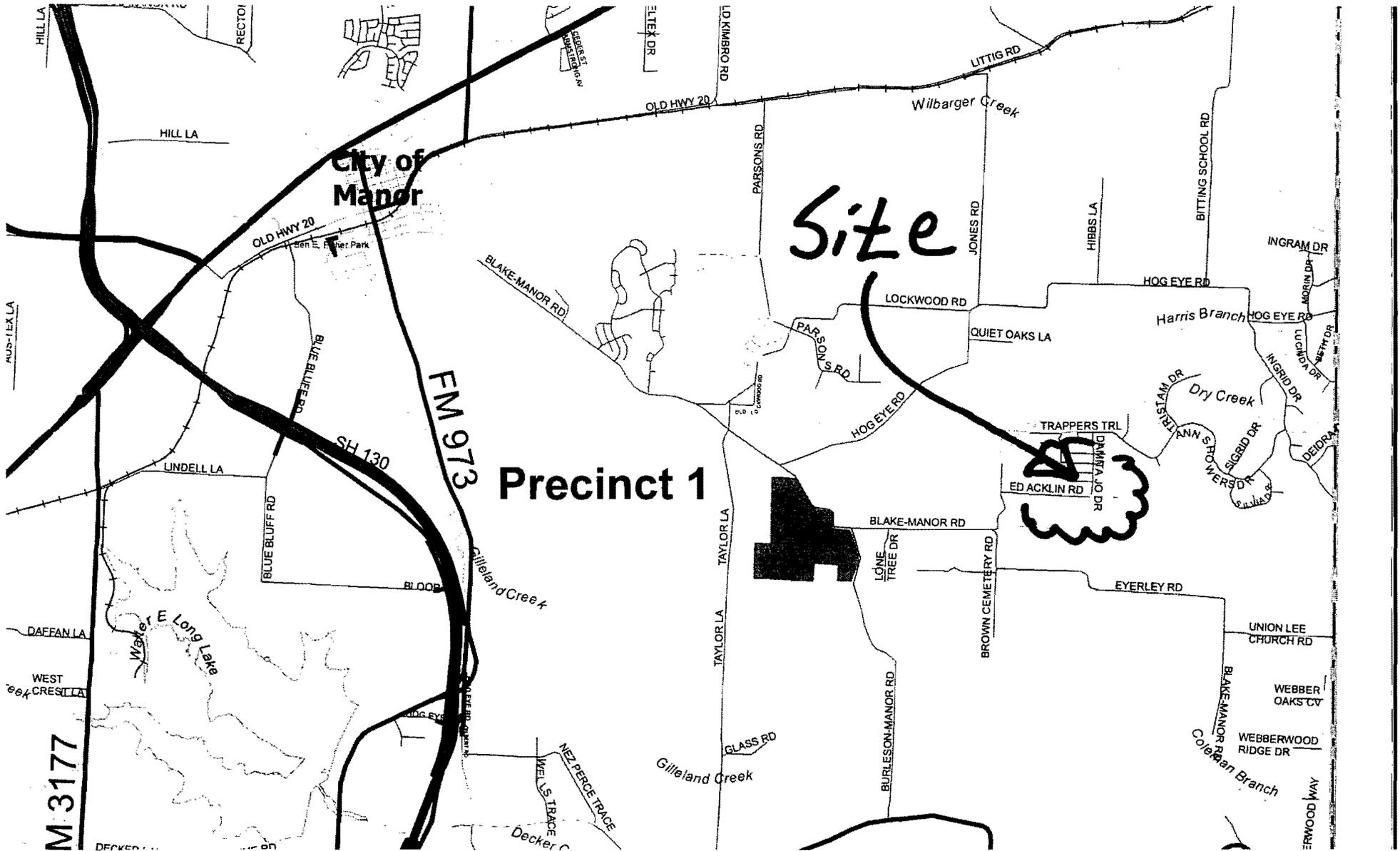
**TRACT 2:** BEING 673 SQUARE FEET OF LAND, BEING A PORTION OF THAT CERTAIN FIVE FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS, OUT OF LOT 64, BLOCK A, KINGSBERRY PARK, A SUBDIVISION RECORDED IN VOLUME 37, PAGE 9, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN HUE TRUST TRACT RECORDED IN DOCUMENT NUMBER 2011092943 OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, SAID 673 SQUARE FEET OF LAND TO BE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS IN EXHIBIT "B", ATTACHED HERETO AND MADE A PART HEREOF.

SURVEY DATE	07.06.2012
JOB NO	A0613212
RPLS CHECK	EDWARD RUMSEY 07.06.2012



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





City of Manor

Site

Precinct 1

FM 973

M 3177

Ben E. Fisher Park

HILL LA

OLD HWY 20

OLD HWY 20

Wilbarger Creek

LINDELL LA

SH 130

FM 973

Precinct 1

Site

LOCKWOOD RD

JONES RD

HIBBIS LA

BITTING SCHOOL RD

INGRAM DR

HOG EYE RD

Harris Branch

QUIET OAKS LA

Dry Creek

TRAPPERS TRL

ED ACKLIN RD

DANITA JO DR

ANN SHOWERS DR

INGRID DR

LUCINDA DR

BETH DR

DELDORA

DAFFAN LA

WEST CRESITA

E Long Lake

BLOOM

Gilleland Creek

TAYLOR LA

TAYLOR LA

Gilleland Creek

GLASS RD

BURLESON-MANOR RD

BLAKE-MANOR RD

LONG TREE DR

BROWN CEMETERY RD

EYERLEY RD

UNION LEE CHURCH RD

WEBBER OAKS CV

WEBBERWOOD RIDGE DR

Blake-Manor Branch

ERWOOD WAY

NEZ PERCE TRACE

Decker C

BLAKE-MANOR RD

PARSONS RD

PARSONS RD

HOG EYE RD

MUS-TEX LA

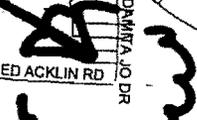
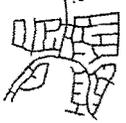
HILL LA

RECTOI

ELTEX DR

LD KIMBRO RD

LITTIG RD

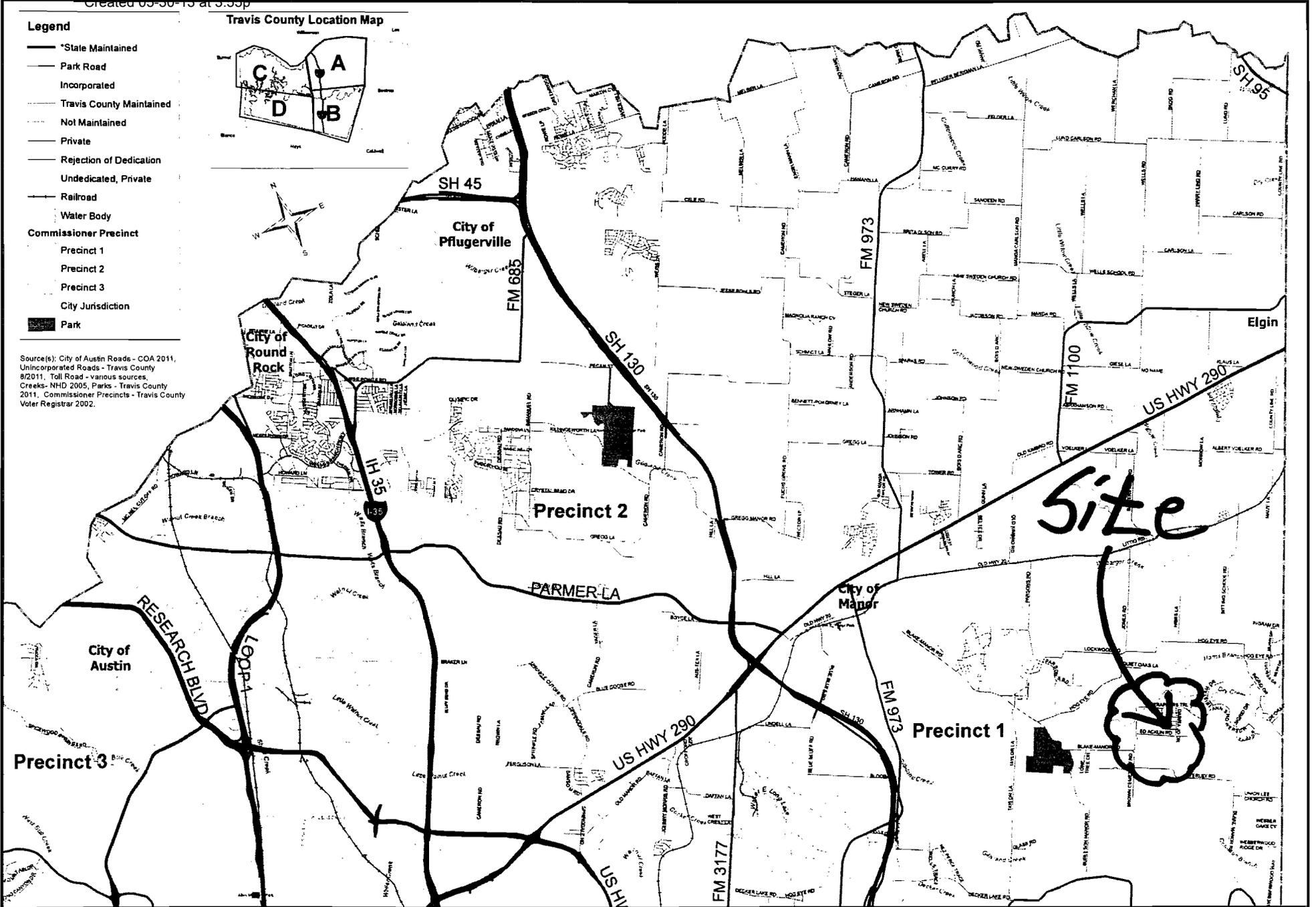
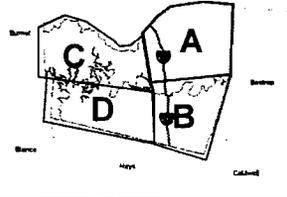


**Legend**

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

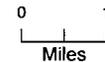
Source(s): City of Austin Roads - COA 2011,  
 Unincorporated Roads - Travis County  
 8/2011, Toll Road - various sources,  
 Creeks- NHD 2005, Parks - Travis County  
 2011, Commissioner Precincts - Travis County  
 Voter Registrar 2002.

**Travis County Location Map**



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

# Travis County Roadways, Map A



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

## BCRD Item 2



# Travis County Commissioners Court Agenda Request Travis County Bee Cave Road District No. 1

**Meeting Date:** June 4<sup>th</sup>, 2013

**Prepared By/Phone Number:** Tien Dao x 49388

**Elected/Appointed Official/Dept. Head:** Bruce Elfant, Tax Assessor-Collector

**Commissioners Court Sponsor:** County Judge Sam Biscoe

### AGENDA LANGUAGE:

- CONSIDER AND TAKE APPROPRIATE ACTION ON PROPERTY TAX RATE CONSIDERATIONS FOR THE TRAVIS COUNTY BEE CAVE ROAD DISTRICT NO. 1.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

### STAFF RECOMMENDATIONS:

### ISSUES AND OPPORTUNITIES:

### FISCAL IMPACT AND SOURCE OF FUNDING:

### REQUIRED AUTHORIZATIONS:

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



TRAVIS COUNTY TAX OFFICE  
BRUCE ELFANT  
TAX ASSESSOR AND COLLECTOR

5501 AIRPORT BOULEVARD  
AUSTIN, TX 78751  
(512) 854-9473

May 30, 2013

MEMORANDUM FOR THE COUNTY JUDGE SAM BISCOE  
PRECINCT 1, COMMISSIONER RON DAVIS  
PRECINCT 2, COMMISSIONER SARAH ECKHARDT  
PRECINCT 3, COMMISSIONER GERALD DAUGHERTY  
PRECINCT 4, COMMISSIONER MARGARET GÓMEZ

FROM: Bruce Elfant, Tax Assessor-Collector

SUBJECT: Travis County Bee Cave Road District No. 1 Property Tax Rate Considerations

---

### 1. Property Tax Rate Considerations

Each year there are several items the Board of Directors must consider when establishing tax rates and budget forecasts for Travis County Bee Cave Road District No. 1. We and the Planning and Budget Office recommend the Board adopt the following parameters:

- A. Anticipated Collection Rate (for Effective Tax Rate Calculations): 100% (lower estimates may be used only with justification).
- B. Debt Service (and the resulting debt rate) may be reduced using year-end or reserve balances if available in the debt service fund: If appropriate, the Financial Advisor will address this with Planning and Budget as part of the Road District's budget.
- C. Optional Homestead Exemption: No exemptions.
- D. Over 65 and Disabled Optional Homestead Exemptions: No exemptions.
- E. Historic Exemptions: No exemptions.

If you should have any concerns or comments, please do not hesitate to call me at 4-9632.

BE/td

cc: Leslie Browder, Executive Manager, Planning and Budget  
Jessica Rio, Budget Director, Planning and Budget  
Nicki Riley, County Auditor  
Ladd Pattillo, Financial Advisor

## **NWRD Item 2**



# **Travis County Commissioners Court Agenda Request Northwest Travis County Road District No. 3**

**Meeting Date:** June 4<sup>th</sup>, 2013

**Prepared By/Phone Number:** Tien Dao x 49388

**Elected/Appointed Official/Dept. Head:** Bruce Elfant, Tax Assessor-Collector

**Commissioners Court Sponsor:** County Judge Sam Biscoe

### **AGENDA LANGUAGE:**

- CONSIDER AND TAKE APPROPRIATE ACTION ON PROPERTY TAX RATE CONSIDERATIONS FOR THE NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3.

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

### **STAFF RECOMMENDATIONS:**

### **ISSUES AND OPPORTUNITIES:**

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

### **REQUIRED AUTHORIZATIONS:**

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



TRAVIS COUNTY TAX OFFICE  
BRUCE ELFANT  
TAX ASSESSOR AND COLLECTOR

5501 AIRPORT BOULEVARD  
AUSTIN, TX 78751  
(512) 854-9473

May 30, 2013

MEMORANDUM FOR THE COUNTY JUDGE SAM BISCOE  
PRECINCT 1, COMMISSIONER RON DAVIS  
PRECINCT 2, COMMISSIONER SARAH ECKHARDT  
PRECINCT 3, COMMISSIONER GERALD DAUGHERTY  
PRECINCT 4, COMMISSIONER MARGARET GÓMEZ

FROM: Bruce Elfant, Tax Assessor-Collector

SUBJECT: Northwest Travis County Road District No. 3 Property Tax Rate Considerations

---

### 1. Property Tax Rate Considerations

Each year there are several items the Board of Directors must consider when establishing tax rates and budget forecasts for Northwest Travis County Road District No. 3. We and the Planning and Budget Office recommend the Board adopt the following parameters:

- A. Anticipated Collection Rate (for Effective Tax Rate Calculations): 100% (lower estimates may be used only with justification).
- B. Debt Service (and the resulting debt rate) may be reduced using year-end or reserve balances if available in the debt service fund: If appropriate, the Financial Advisor will address this with Planning and Budget as part of the Road District's budget.
- C. Optional Homestead Exemption: No exemptions.
- D. Over 65 and Disabled Optional Homestead Exemptions: No exemptions.
- E. Historic Exemptions: No exemptions.

If you should have any concerns or comments, please do not hesitate to call me at 4-9632.

BE/td

cc: Leslie Browder, Executive Manager, Planning and Budget  
Jessica Rio, Budget Director, Planning and Budget  
Nicki Riley, County Auditor  
Ladd Patillo, Financial Advisor