



**Travis County Commissioners Court Agenda Request**  
**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION**  
**CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION**  
**TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**  
**TRAVIS COUNTY DEVELOPMENT AUTHORITY**  
**CAPITAL HEALTH FACILITIES DEVELOPMENT CORPORATION**

**Meeting Date:** June 25, 2013

**Prepared By/Phone Number:** Andrea Shields, Corporations Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:** Consider and take appropriate action on a) recommendation from County Auditor's office that the Corporations utilize an outside financial services provider with accounting background for the purposes of preparing the monthly financial statements and other required financial reports, b) approve the outside financial services provider; and c) approve the purchase of an additional QuickBooks license for the outside financial services provider.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116; Leslie Browder, County Executive, Planning and Budget/854-9106

**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.

TRAVIS COUNTY  
AUDITOR'S OFFICE

NICKI RILEY, CPA  
COUNTY AUDITOR



TRAVIS COUNTY  
ADMINISTRATION BUILDING  
P.O. BOX 1748  
AUSTIN, TX 78767  
(512) 854-9125  
FAX: (512) 854-9164

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To: Leslie Browder, Planning & Budget Office

From:  Nicki Riley, County Auditor

Date: June 18, 2013

Re: Recommendations for Corporations

For many years, our office has been working closely with the Corporations staff, as their financial statements are reported as a part of Travis County's financial statements and are audited by the County's external auditors.

The complexity level of the Corporations financial responsibilities has increased over the last several years due to the addition of multiple grant programs. Complying with federal regulations, GASB and OMB circulars can be a very complicated task and requires specific training and research. It is imperative that the Corporations comply with all of these requirements in order to remain in good standing with all grantors.

Because of this, we recommend that the Corporations hire or contract with an accounting professional to assist them with all the required accounting functions for all the Corporations.

Our office has enjoyed working with the Corporations staff and would like to commend them on their effort and willingness to take on these complex accounting requirements.

cc: Andrea Shields, Corporations Administrator, Planning & Budget Office  
DeDe Bell, Grants Financial Manager, County Auditor's Office

## Andrea Shields

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**From:** Vickie Schubert <vlschubert@gmail.com>  
**Sent:** Monday, April 22, 2013 8:31 PM  
**To:** Andrea Shields  
**Subject:** Resume and cost proposal  
**Attachments:** Resume.docx

Hello Andrea. I enjoyed visiting with you and Karen regarding accounting for the Travis County Corporations. The work we discussed seems to be straightforward and something I would enjoy.

I have attached a copy of my resume for your information. Despite my years of upper management, I spent a good deal of time in the details (so to speak). In fact my consulting jobs over the past few years have included revising financial models, doing reconciliations, and reviewing accounting practices. In addition, as I mentioned in our discussion I currently serve on the boards of two small non-profits, one as Treasurer and the other as Chair of the Finance Committee both of which are very hands on positions.

For the accounting and reporting work we discussed I would propose to charge an hourly rate of \$50. If the work continued past one year, I would want to consider possible adjustments to the rate on an annual basis thereafter. If you wanted to me to any consulting work that was more complex in nature (beyond the scope of work we discussed in our meeting) I would charge a higher rate, \$85. However, based on our discussion, I don't see that you have any need for this type of services.

Thank you for your time and your consideration.

Vickie Schubert

2819 Salado St.  
Austin, TX 78705

(512)-320-0481  
[vlshubert@gmail.com](mailto:vlshubert@gmail.com)

### Summary of Qualifications

Certified Public Accountant and financial executive with over 30 years experience in municipal and state government financial management and operations including experience with electric, water, and wastewater utilities, transportation, and development. Areas of oversight included budgeting, accounting, debt management, investments, purchasing and contracting, utility rate setting, cable and franchise regulation, internal audit, information systems, human resources management, and operations such as fleet and building maintenance.

Accomplished in all areas of management including strategic and short-term planning, budget development and management, cost control, financial analysis, software systems implementations, and staff recruitment and supervision. Thoroughly familiar with generally accepted accounting practices, auditing principles, cost of service principles, and automated systems for business applications such as payroll, purchasing, accounts payable and receivable, financial reporting, and utility billing. Superior communications and presentation skills and proven abilities in problem resolution, negotiations, and mediation.

### Professional Experience

#### **Retired part-time consultant**

**May 2008 – Present**

Currently consulting with non-profit entity and governmental entities regarding budgeting, accounting practices, debt issuance, and financial modeling.

#### **City of Austin, Texas**

**September 1996 – April 2008**

#### *Deputy Chief Financial Officer*

*December 2000 – April 2008*

In conjunction with the Chief Financial Officer, responsible for oversight of all financial, purchasing, fleet, and information systems activities of a municipal government (including electric, water and wastewater utilities) with an operating budget of \$2.3 billion and an annual capital spending plan of approximately \$500 million. Served on the City Manager's executive team which assisted in setting strategic direction for the City and reviewing City-wide issues. Provided executive management of a department of over 850 employees. Worked to balance the City's budget during the economic downturn of the early 2000's and cut approximately \$70 million in expenditures in a two-year period with only minimal lay-offs. In addition to budgeting, focus areas include solicitation and selection of developers for City owned-properties such as the City's previous municipal airport, negotiation of long-term, billion dollar development agreements for these properties, economic development incentives, internal audits, utility billing, debt issuance, and cable and franchise regulatory issues.

#### *Chief Financial Officer, Infrastructure Support Services*

*September 1996 – November 2000*

Served as co-director of a department of 120 staff in providing financial and administrative support for four infrastructure departments including Public Works and Transportation, Development Review, Watershed Protection, and Planning and Environmental Conservation Services. Managed all budgeting and financial operations related to these departments with operating budgets of approximately \$70 million and capital budgets in excess of \$100 million. Involved with Watershed and Transportation utility cost of service and billing issues including coordination of a portion of the new

utility billing system and serving on executive steering committee for this system implementation. Performed all executive level duties such as strategic planning, performance measures development and monitoring, personnel management, liaison to other departments, governmental entities and contractors, and departmental budgeting and cost containment.

**Public Utility Commission of Texas**

**August 1990 – September 1996**

*Director of Administration*

*August 1990 – September 1996*

Directed all support service functions for a state regulatory agency of approximately 250 employees and a budget of \$10 million. Responsible for oversight of strategic planning, performance measurement, budgeting, accounting, financial reporting, purchasing and contracting, human resource management, training and library services. Worked with and made presentations to governing board and legislative committees and oversight agencies, analyzed legislation, and developed accounting and other administrative procedures. Established budget development processes and reporting. For six months in 1992 and 1993 served as the agency's Acting Executive Director. Additional roles during that time period included liaison to other state agencies, advisor to Commissioners on agency administrative matters, oversight of utility consumer complaints as well as general administration of the agency.

**City of Austin, Texas**

**April 1982 – March 1990**

*Controller*

*December 1985 – March 1990*

Directed a staff of 65 in accounting and reporting for a \$950 million budget. Responsibilities included payroll for 9,000 employees, City-wide disbursements, and development and oversight of accounting and internal controls, policies, and procedures for all City departments. Managed preparation of the City's Comprehensive Annual Financial Report. Worked with bond issuances, utility rate filing packages, and debt management activities. Reviewed and evaluated all stages of development and implementation of new financial system software including definition of system requirements and development of responses to specific City and departmental needs.

*Deputy City Auditor*

*April 1982 – November 1985*

Supervised a staff of 20 in conducting internal control reviews. Audited programs for economy, efficiency, compliance with contractual terms and legal mandates, and program effectiveness. Planned and established long and short term work plans, and reviewed audit work.

**State Auditor's Office, Texas**

**1976 - 1982**

*Assistant State Auditor I, II, & III and Supervising Assistant State Auditor I & II*

Planned and directed financial audits of state agencies ranging in size from small licensing agencies to large departments with billion dollar budgets. Analyzed financial activity, audited agencies in accordance with auditing standards, and prepared financial statements. Supervised and trained staff.

**Education and Certification**

The University of Texas at Austin – BBA, Accounting Major, May 1976  
Certified Public Accountant - 1978

From: Jeremy Broadhead <Jeremy.Broadhead@co.travis.tx.us>  
Subject: FW: Here is the quote you requested// Travis County Housing Finance Corp--1 user add  
Date: June 17, 2013 3:39:37 PM CDT  
To: [REDACTED]



16 Attachments, 5 KB

From: LoTurco, Jeff [mailto:Jeff\_LoTurco@intuit.com]  
Sent: Monday, June 17, 2013 3:29 PM  
To: Jeremy Broadhead  
Subject: Here is the quote you requested// Travis County Housing Finance Corp--1 user add

Hi Jeremy,

When ready to purchase, please call me direct or email me when you'd like a call.

intuit

Prepared for: JEREMY BROADHEAD • TRAVIS COUNTY HOUSING FINANCE CORPORATION

Number: 2-A9ZCCH6 • Date: 6/17/2013 • Expires: 7/2/2013

Product and Options	Promotion	Qty	List Price	Shipping	Discount	Net Price
Intuit QuickBooks		1	\$190.00	\$0.00	0.00	\$190.00
Fulfillment Method: Download; Version: 2012; Edition: Pro; Users: 3;						
<u>Notes</u>			Total Discount		\$459.95	
				Subtotal		\$190.00
				Tax		\$15.68
				Shipping		\$0.00
				<b>Total</b>		<b>\$205.68</b>

Billing  
TRAVIS COUNTY HOUSING  
FINANCE CORPORATION  
314 W 11TH ST. RM 540  
AUSTIN, TX 78701-2112

Shipping  
TRAVIS COUNTY HOUSING  
FINANCE CORPORATION  
314 W 11TH ST RM 540  
AUSTIN, TX 78701-2112

Terms

- This quote is not a binding contract.
- Pricing and terms are subject to change at any time.
- Any license of Intuit software or purchase of Intuit services and support will be made pursuant to the terms and conditions of the Intuit software license and support agreements.

Tax Exempt

- Intuit must receive a copy of your certificate to ship without tax; otherwise the appropriate tax rate will apply to your order.
- Once the details of your order are finalized and we proceed with processing, you will receive an e-mail from our Tax Exempt verification partner, vAudit, within 1 to 2 business days with instructions to file your exemption certificate with us.
- The exemption certificate must be for the same state as the Shipping Address on your order and be listed with your business name.

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Jeff LoTurco

Account Manager | Financial Management Sales | Intuit, Inc. | Office: 800.556.0507x28930 | [jeff.LoTurco@intuit.com](mailto:jeff.LoTurco@intuit.com)

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