



Created on 06-25-13 @ 3:15p

Item 1

Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By: Joe Hall Phone #: 512-854-7648

Division Director/Manager: Donald W. Ward, P.E.

Assistant Public Works Director, Road and Bridge

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

Sponsoring Court Member: Commissioner Daugherty, Precinct Three

AGENDA LANGUAGE: Receive comments regarding the temporary closure of Live Oak Drive in Precinct Three to replace undersized culverts beginning July 10, 2013, and continuing through August 16, 2013, or until construction is completed.

BACKGROUND/SUMMARY OF REQUEST:

Construction is scheduled to begin on July 10, 2013, and continue for an estimated 38 days to August 16, 2013, or until construction is complete.

STAFF RECOMMENDATIONS:

Staff recommends closing Live Oak Drive for this construction. This recommendation is made in accordance with Chapter 251 of the Transportation Code.

ISSUES AND OPPORTUNITIES:

This road closure is necessary because the road is too narrow to safely install culverts while maintaining one lane of traffic. This closure will require a three-mile detour of all traffic.

FISCAL IMPACT AND SOURCE OF FUNDING:

This closure will require some work by Travis County road maintenance crews to post public notices and necessary detour routing signs at the site.

ATTACHMENTS/EXHIBITS:

Detour Map

REQUIRED AUTHORIZATIONS:

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

CC:

Don Ward, TNR		Greg Hamilton, Sheriff (512-854-9770)	
David Greer, TNR		TCSO Dispatch (512-974-0800)	
Joe Hall, TNR		ESD 07 - Sandy Creek (512-267-7997)	
		Leander ISD (512-570-0700)	



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 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:

Receive comments regarding the proposed Program Year 2013 Action Plan including the proposed usage of Community Development Block Grant funds available through HUD.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Under the provisions of Title 1 of the Housing and Community Development Act of 1974 (42 USC 5301), the Federal government sponsors a program that provides annual grants to cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities for low and moderate income persons.

The 2011-2013 Consolidated Plan was completed and approved in December 2011 which acts as the application to HUD and outlines strategic direction for three years and the specific allocation of dollars for the first year's funding. An annual action plan is due each August 15th.

Travis County expects to receive an estimated \$909,925 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for Program Year 2013 (October 1, 2013 – September 30, 2014). The County develops an Annual Action Plan in response to community needs and priorities identified in the 2011-2013 Consolidated Plan and through a public participation process held annually. The Program Year 2013 is the third year of funding in a three -year cycle.

On 05/28/13, Travis County Commissioners Court approved the public comment period and public hearing dates and on June 11, 2013 the Travis County Commissioners Court approved all proposed projects for Program Year 2013 funding.

During the week of June 3, 2013, advertisements in English and in Spanish appeared in newspapers of general circulation announcing the dates, times, locations and purpose of the public hearings.

To comply with the Code of Federal Regulation (CFR) 24 Part 91.105 and the approved Travis County Citizen Participation Plan (CPP), Travis County will hold two public hearings during a 30-day public comment period that will allow the public to comment on the proposed projects and the amendments for the upcoming year.

To be compliant with 24 CFR Part 91.105, the public hearings must provide the following information:

- a) Purpose and intent of CDBG funds,
- b) Eligible activities and the range of activities including the estimated amount that will benefit persons of low and moderate income,
- c) Amount of funds expected, and areas of Travis County eligible for CDBG funded activities.

A PowerPoint is attached to provide a concise representation of the required information.

STAFF RECOMMENDATIONS: Staff recommends conducting the hearing as advertised.

ISSUES AND OPPORTUNITIES:

Comments may be received in writing beginning June 24, 2013 at 8:00 a.m. through on July 24, 2013 at 5:00 p.m. Comments may be emailed to cdbg@co.travis.tx.us or send via postal mail to Travis County CDBG Program, P.O. Box 1748, Austin, TX, 78767. Two opportunities are available to receive verbal comments via public hearings: Tuesday, July 2, 2013 at 9 a.m and Tuesday, July 9, 2013 at 9 a.m. at Travis County Commissioners Courtroom, 700 Lavaca, Austin, TX 78701.

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

REQUIRED AUTHORIZATIONS:

None.

TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

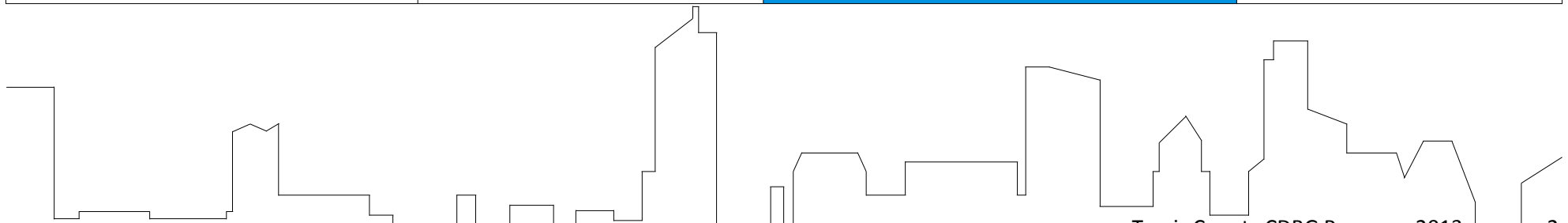
Public Hearings on the Program Year 2013 (PY13)
Action Plan

July 2 and July 9, 2013
Travis County Commissioners Court

TIMELINE: DEVELOPMENT FOR PY13 ACTION PLAN



FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	
Five (5) Public Hearings seeking input on community needs and uses of funds		Evaluation of Project Ideas			Travis County Commissioners Court Approves Projects	Final approval of Action Plan by the Commissioners Court and Submission to HUD by the 15th	
Solicitation of Project Ideas (deadline for submission of project proposals: March 31 st)					Two (2) Public Hearings and a 30-day Comment Period to comment on proposed CDBG fund uses		



CDBG BASICS

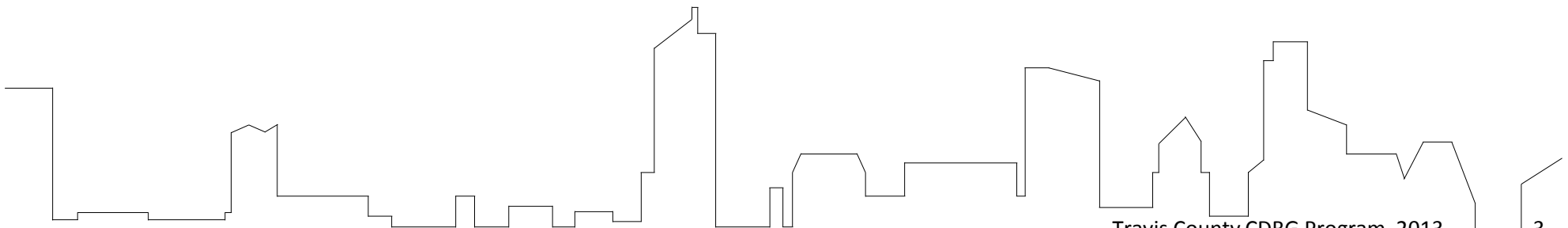


PURPOSE

- Improve affordable housing options
- Improve community facilities and services
- Revitalize neighborhoods

WHO BENEFITS?

- At least 70 % of the funds must benefit low- to moderate-income residents in the unincorporated areas of Travis County or the Village of Webberville.



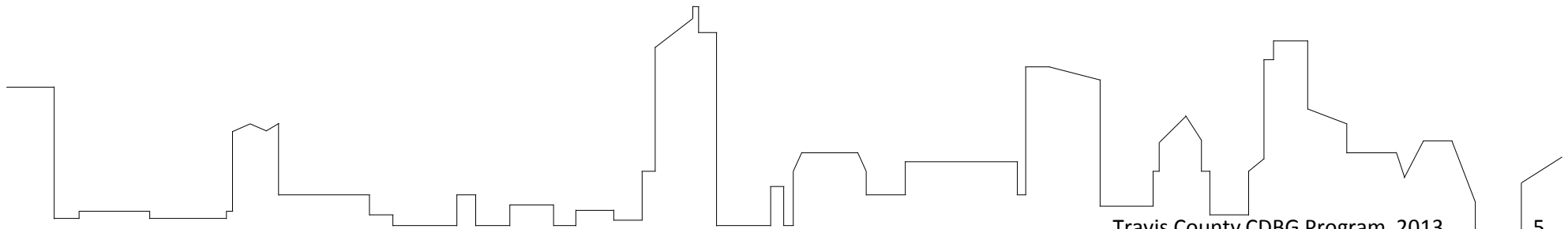
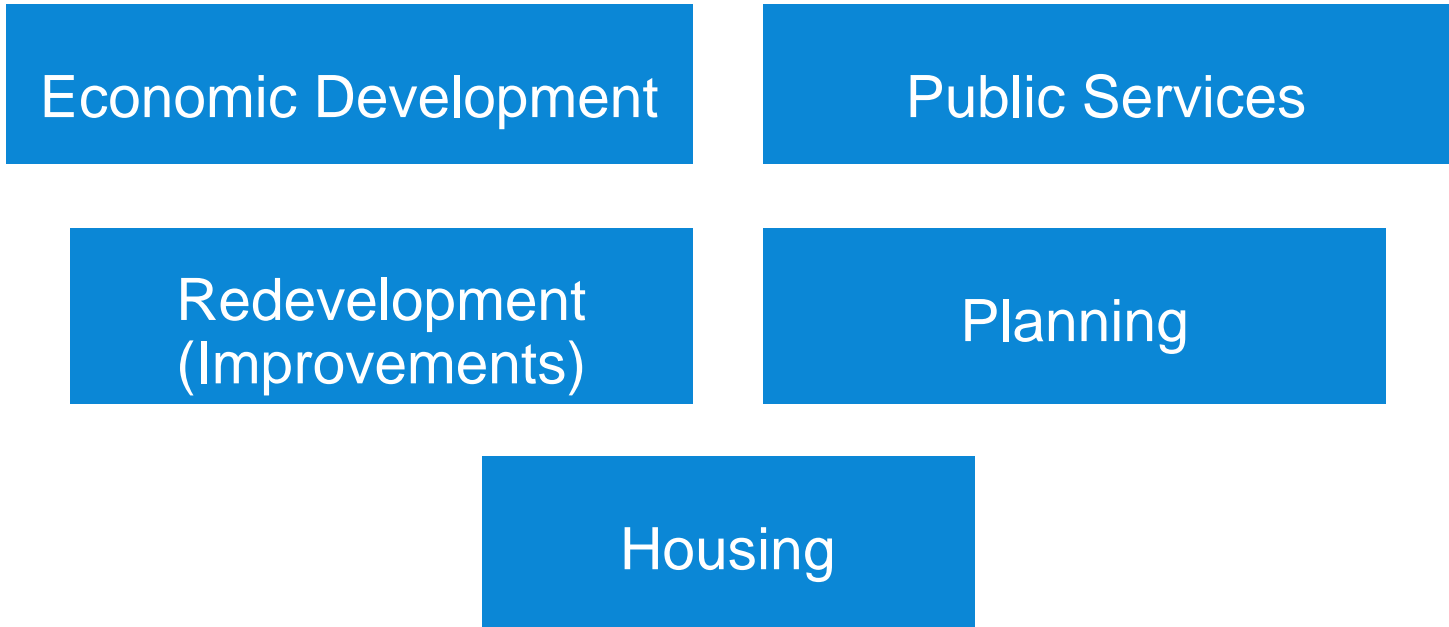
PROJECTS MUST BE LOCATED IN THE UNINCORPORATED AREAS OF THE COUNTY (GRAY AREAS) OR THE VILLAGE OF WEBBERVILLE





ELIGIBLE ACTIVITIES

CDBG programs implement a variety of community development activities including but not limited to:

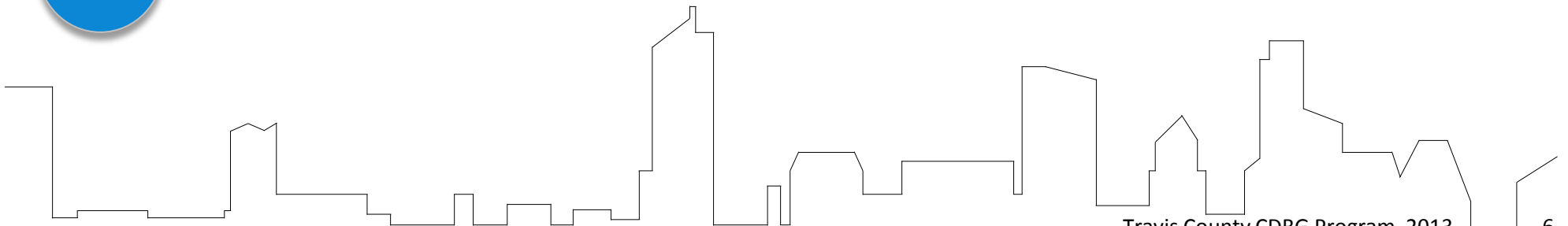




INELIGIBLE ACTIVITIES

Generally, the following types of activities are ineligible:

- 1 Acquisition, construction, or reconstruction of buildings for the general conduct of government
- 2 Construction of new housing by units of general local government
- 3 Certain income payments
- 4 Political activities



CDBG PRIORITIES 2011-2013



CATEGORY

PRIORITY

Infrastructure

High

Housing

High

Community Services

High

Populations with Specialized Needs/Services

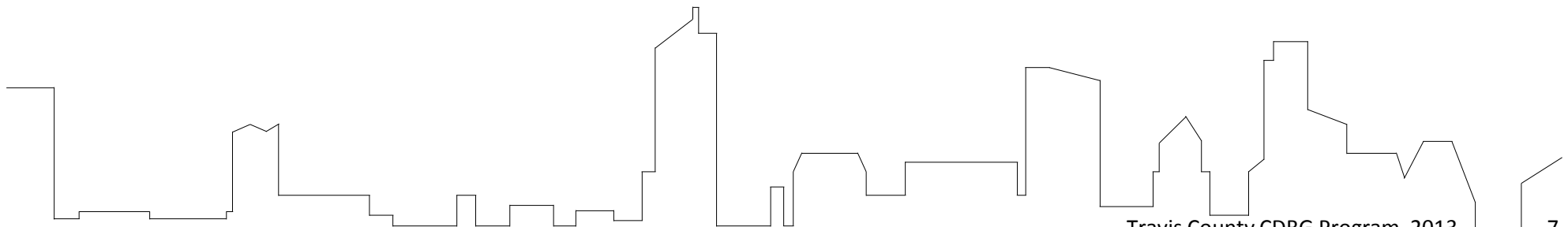
Medium

Business and Jobs

Medium

Public Facilities

Medium

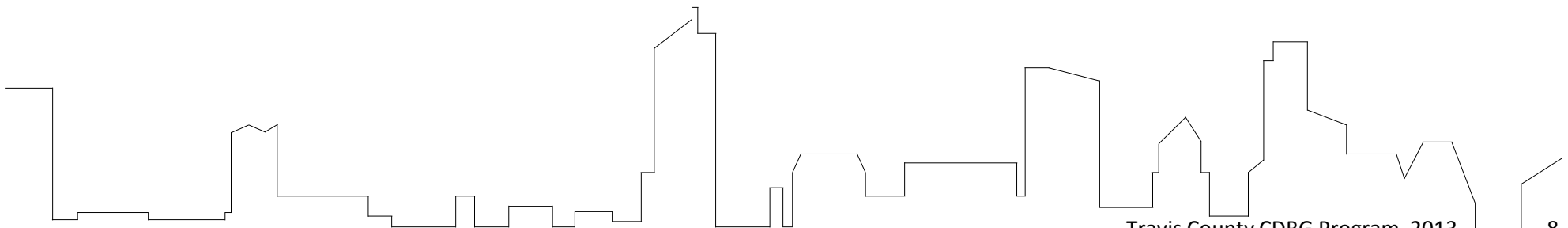
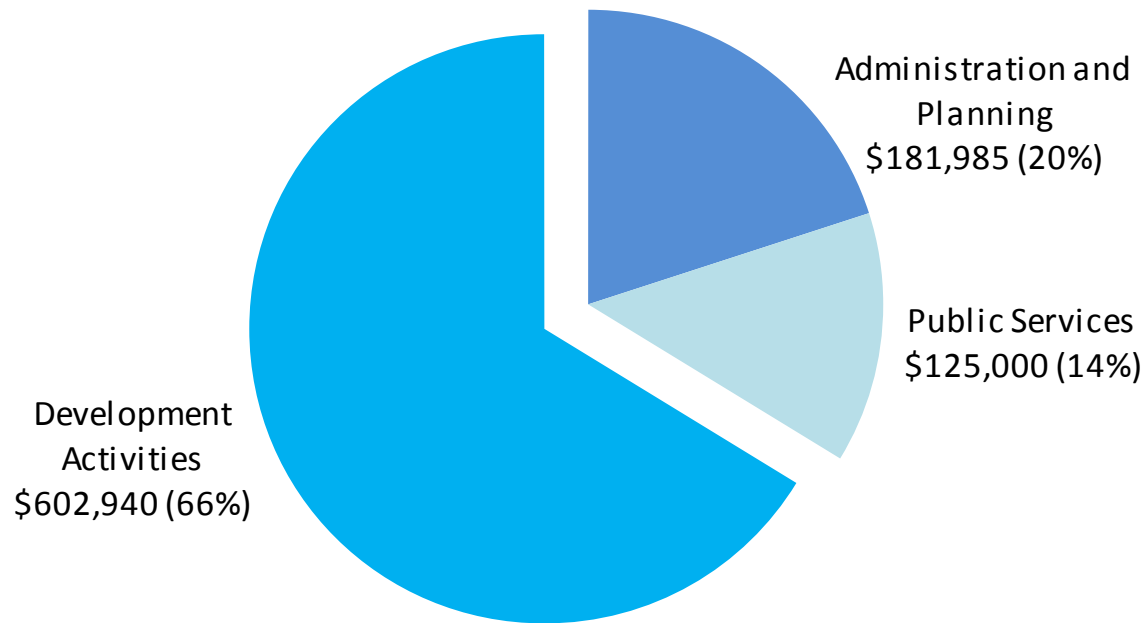


PROGRAM YEAR 2012

ESTIMATED GRANT: \$909,925

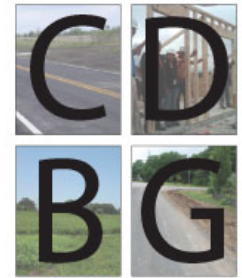


CDBG Activities

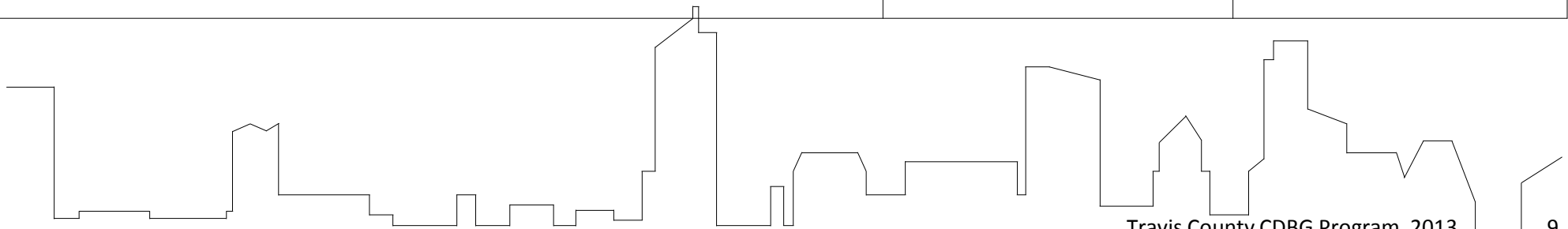


SUMMARY OF RECOMMENDED PROJECTS

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PROPOSED PROJECTS FOR PY 2012	PY 12 RE-ALLOCATED FUNDS	PY13 ALLOCATION
Street Improvements: Lake Oak Estates		\$425,000
Home Rehabilitation	\$33,885	\$177,940
Public Services: Social Work Services		\$75,000
Public Services: Fair Housing Counseling		\$50,000
CDBG Administration & Planning		\$181,985
Total	\$33,885	\$909,925

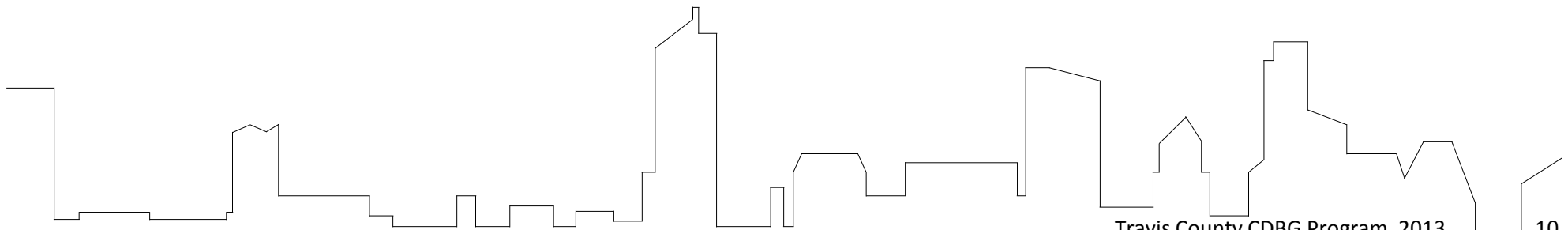


SUMMARY OF ALTERNATE PROJECTS



Alternate Projects for PY 2013	Allocation
Homebuyer Assistance	Up to \$1 Million
Water and Wastewater Project at Las Lomitas	Up to \$480,000

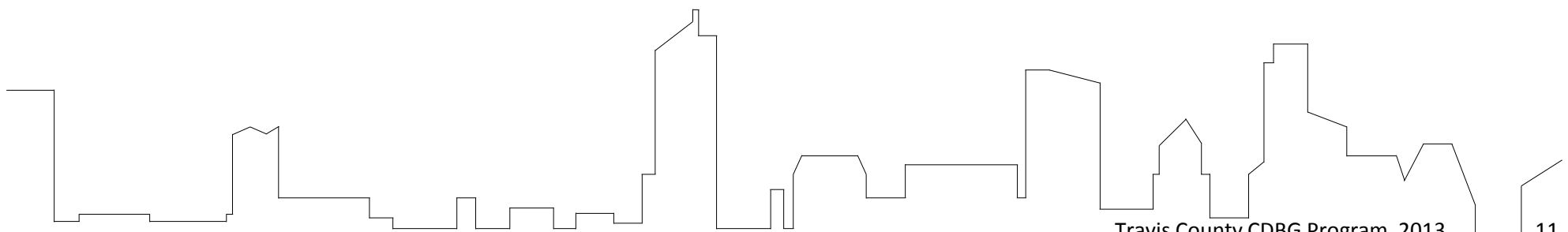
Alternate Projects are defined as projects that could be considered, if necessary, to replace a slow-moving project. Using an alternate project in lieu of another requires approval from the Travis County Commissioners Court.





NEXT STEPS

- 1 After comment period, public comments will be reviewed and considered in the final preparation of document
- 2 Commissioners Court will approve the final draft for submission to HUD in early August 2013
- 3 Final versions of the documents will be available to the public by August 15th, 2013
- 4 HUD will provide a decision on the submission no later than September 30th, 2013



CDBG CONTACT INFORMATION



WEBSITE www.co.travis.tx.us/CDBG

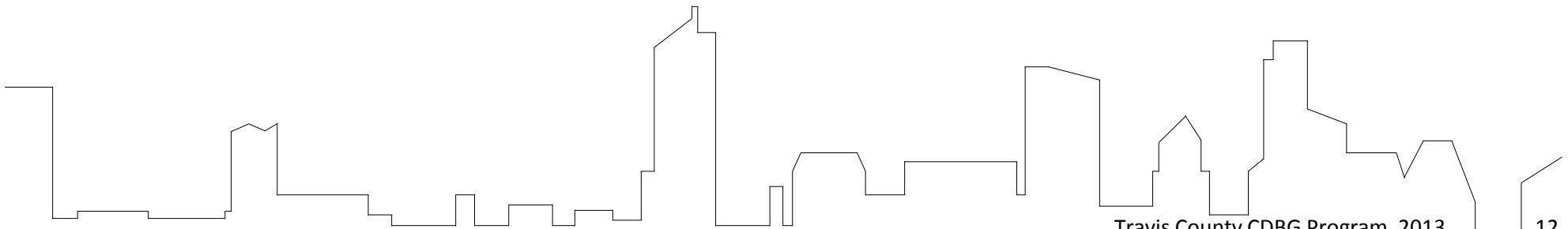
CONTACT PERSON Christy Moffett, LMSW, Planning Project Manager

E-MAIL cdbg@co.travis.tx.us

PHONE 512-854-3460

FAX 512-279-2197

ADDRESS P.O. Box 1748
Austin, Texas, 78767



PROGRAMA DE SUBSIDIOS GLOBALES PARA EL DESARROLLO COMUNITARIO (CDBG) DEL CONDADO DE TRAVIS

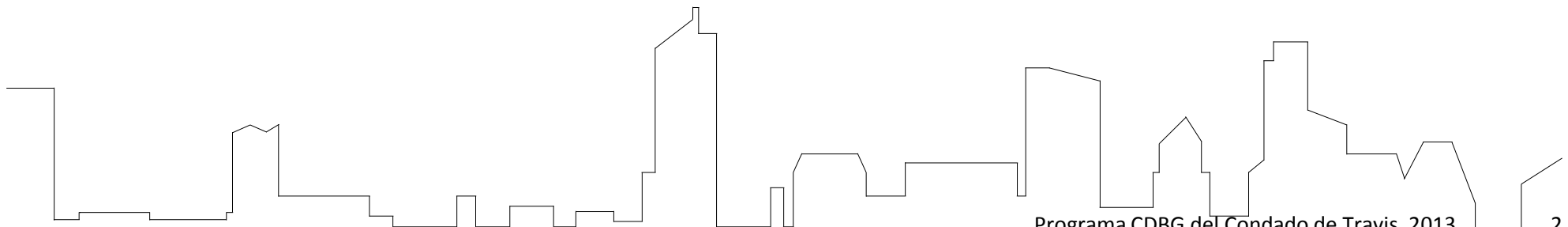
Audiencias Públicas Acerca del Plan de Acción
del Año Programático 2013 (PY13)
Desde el 2 de julio hasta el 9 de julio de 2013



CRONOGRAMA: DESARROLLO DEL PLAN DE ACCION AP13



FEBRERO	MARZO	ABRIL	MAYO	JUNIO	JULIO	AGOSTO
				Aprobación de proyectos por la Corte de Comisionados del Condado		Aprobación final del Plan de Acción por la Corte de Comisionados y presentación a HUD antes del 15 del mes
Cinco (5) audiencias públicas para obtener información acerca de las necesidades comunitarias y uso de los fondos		Evaluación de las ideas de proyectos		Dos (2) audiencias públicas y un periodo de 30 días para comentar sobre los usos propuestos de los fondos de CDBG		
	Solicitud de ideas de proyectos (fecha límite para presentar propuestas: 31 de marzo)					



ASPECTOS BÁSICOS DEL CDBG

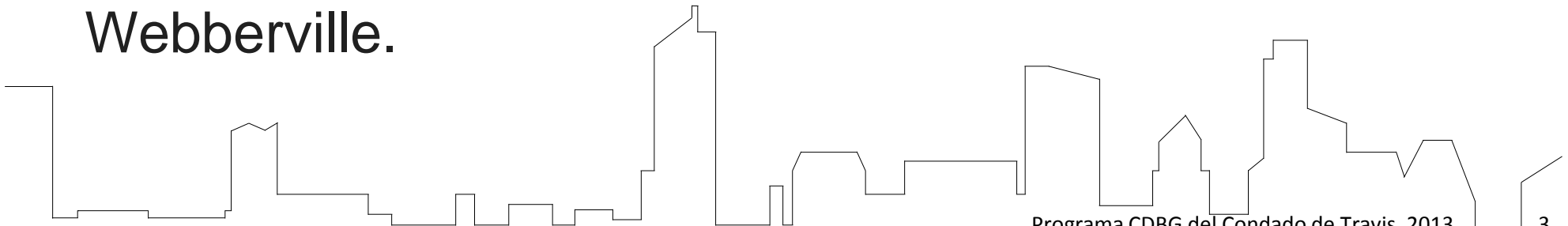


PROPÓSITO

- Mejorar las opciones de viviendas asequibles
- Mejorar los servicios e instalaciones en la comunidad
- Revitalizar vecindarios

¿QUIÉNES SE BENEFICIAN?

- Por lo menos 70 % de los fondos deben beneficiar a residentes de bajos a moderados ingresos en áreas no incorporadas del Condado de Travis o el Pueblo de Webberville.



LOS PROYECTOS DEBEN ESTAR UBICADOS EN ÁREAS NO INCORPORADAS DEL CONDADO (ÁREAS GRISES) O EN EL PUEBLO DE WEBBERVILLE



ACTIVIDADES PERMITIDAS



Los programas del CDBG implementan una variedad de actividades de desarrollo comunitario que incluyen pero no están limitadas a:

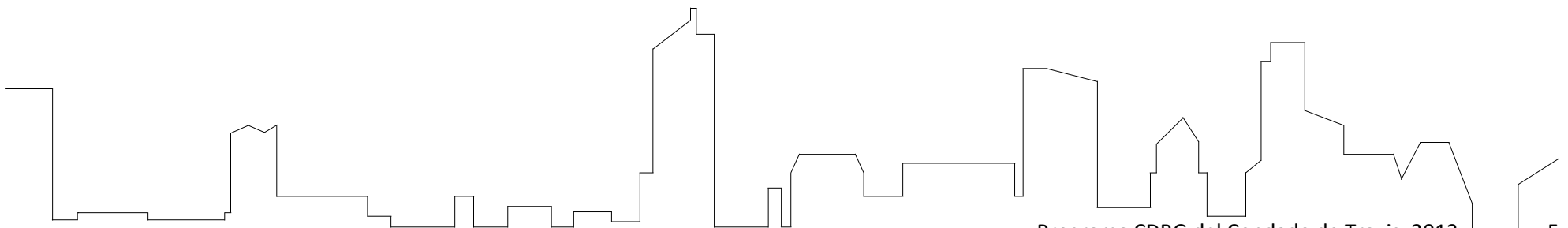
Desarrollo económico

Servicios públicos

Reconstrucción
(Mejoramiento)

Planificación

Vivienda

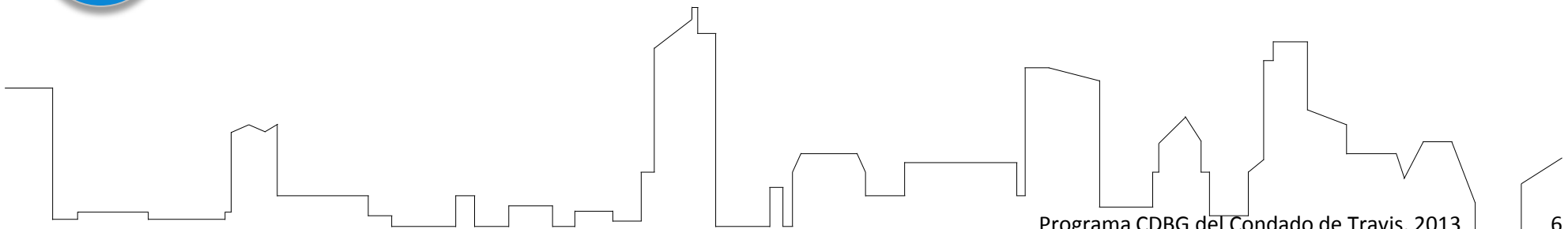


ACTIVIDADES NO PERMITIDAS



Generalmente, los siguientes tipos de actividades no están permitidas:

- 1 Adquisición, construcción o reconstrucción de edificios para uso general del gobierno
- 2 Construcción de nuevas viviendas por unidades de gobierno local general
- 3 Pagos de ciertos ingresos
- 4 Actividades políticas



PRIORIDADES DEL CDBG 2011-2013



CATEGORÍA	PRIORIDAD
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Infraestructura

Alta

Vivienda

Alta

Servicios comunitarios

Alta

Poblaciones con servicios y necesidades especializadas

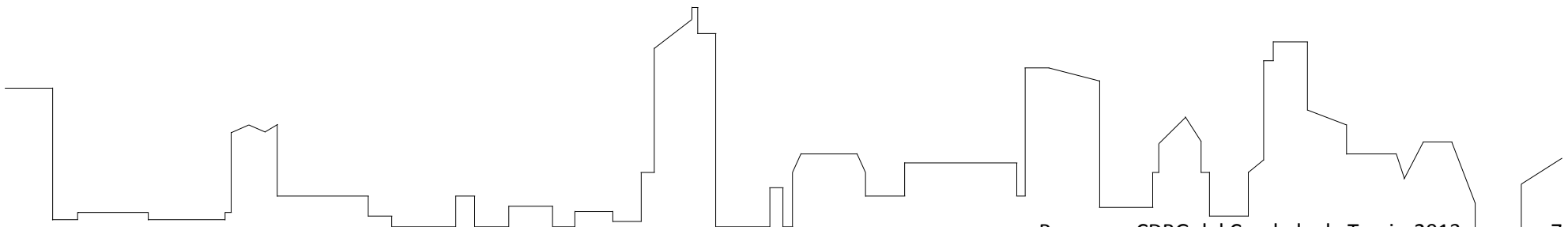
Mediana

Empresas y empleos

Mediana

Instalaciones públicas

Mediana

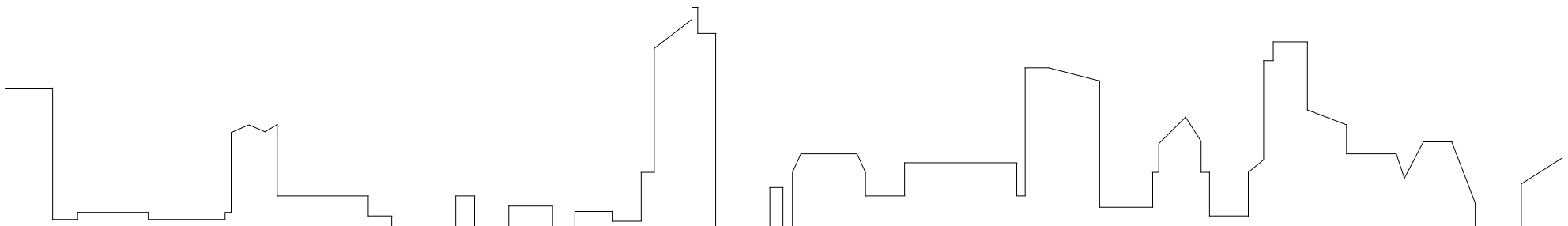
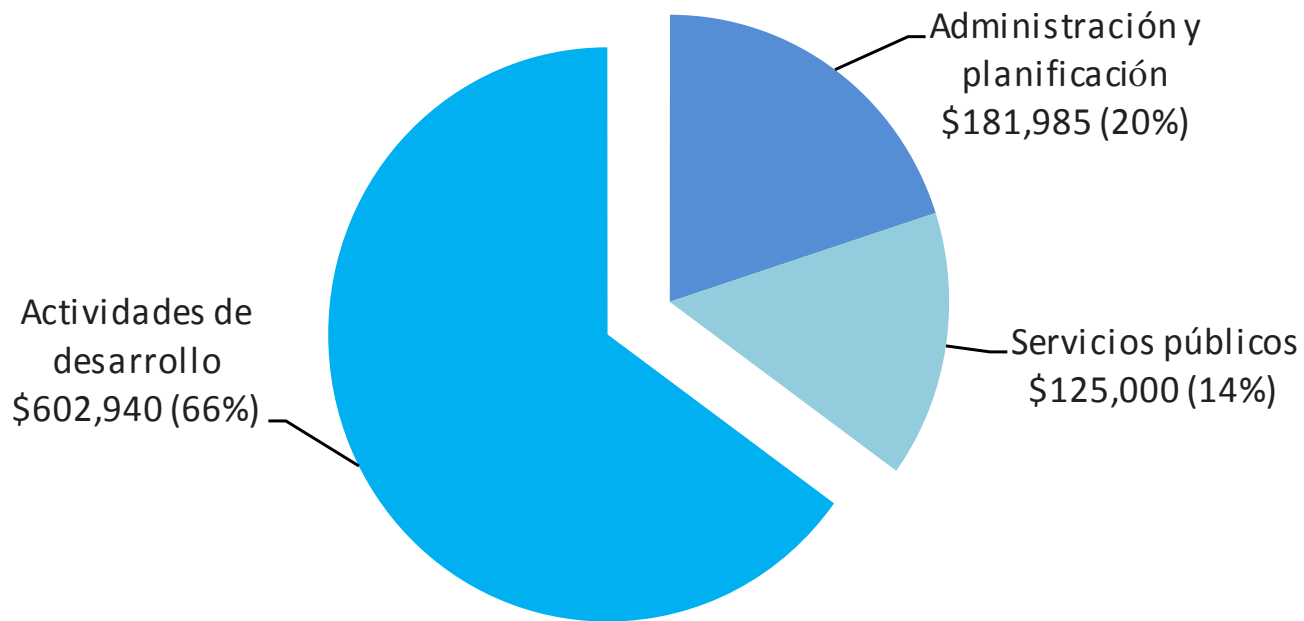


AÑO PROGRAMÁTICO 2012

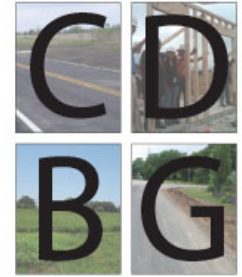
SUBSIDIO ESTIMADO: \$909,925



Actividades del Programa CDBG



RESUMEN DE LOS PROYECTOS RECOMENDADOS



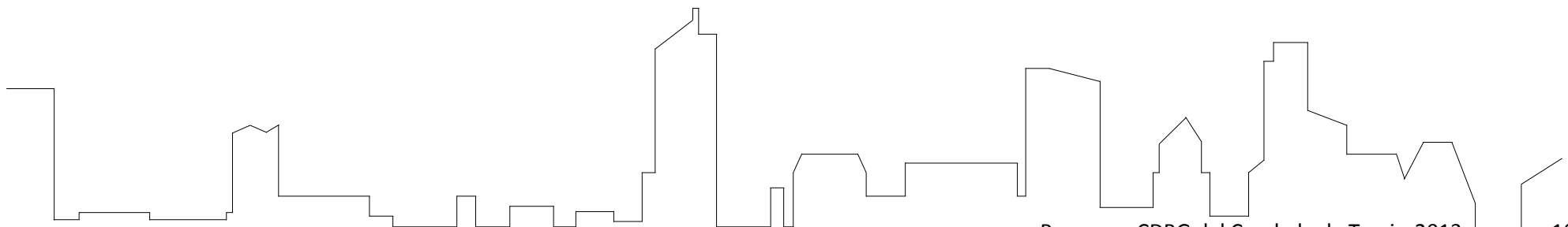
PROYECTOS PROPUESTOS PARA AP2012	FONDOS RE-ASIGNADOS	ASIGNACIÓN AP13
Mejoramiento de calles: Lake Oak Estates		\$425,000
Rehabilitación de viviendas	\$33,885	\$177,940
Servicios públicos: Servicios de trabajo social		\$75,000
Servicios públicos: Asesoramiento sobre la ley de vivienda justa		\$50,000
Administración y planificación del CDBG		\$181,985
Total	\$33,885	\$909,925

RESUMEN DE PROYECTOS ALTERNATIVOS



Proyectos alternativos para AP 2013	Asignación
Reparación de viviendas	Hasta \$1,000,000
Proyecto de agua y aguas residuales en Las Lomitas	Hasta \$480,000

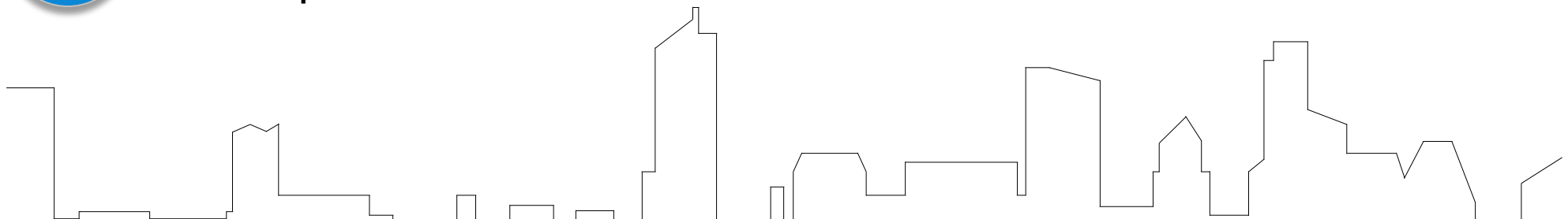
Los proyectos alternativos por definición son proyectos que podrían tomarse en consideración, si fuera necesario, para reemplazar un proyecto que marcha muy despacio. Para reemplazar un proyecto ya aprobado con un proyecto alternativo, se requiere la aprobación de la Corte de Comisionados del Condado de Travis.





PRÓXIMOS PASOS

- 1 Después del período para comentarios, se revisarán y tomarán en cuenta los comentarios del público en la preparación final del documento
- 2 La Corte de Comisionados aprobará la versión final para presentarla a HUD a principios de agosto de 2013
- 3 Las versiones finales de los documentos estarán disponibles al público el 15 de agosto de 2013
- 4 HUD dará su decisión sobre la presentación a más tardar el 30 de septiembre de 2013



INFORMACIÓN PARA COMUNICARSE CON EL CDBG



SITIO WEB www.co.travis.tx.us/CDBG

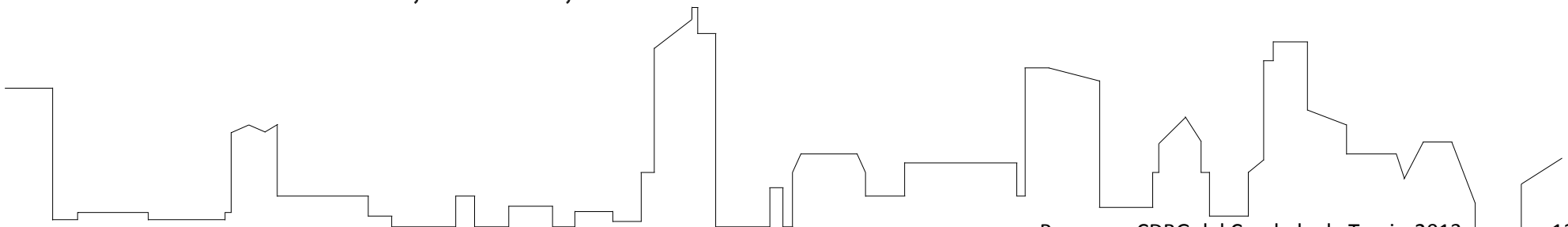
PERSONA DE CONTACTO Christy Moffett, LMSW
Planning Project Manager

CORREO ELECTRÓNICO cdbg@co.travis.tx.us

TELÉFONO 512-854-3460

FACSÍMIL 512-279-2197

DIRECCIÓN P.O. Box 1748
Austin, Texas, 78767





06-25-13 @ 315p

Travis County Commissioners Court Agenda Request

Item 4

Meeting Date: July 2, 2013

Prepared By: Joe Hall **Phone #:** 512-854-7648

Division Director/Manager: Donald W. Ward, P.E.

Assistant, Public Works Director, Road and
Bridge

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

Sponsoring Court Member: Commissioner Daugherty, Precinct Three

AGENDA LANGUAGE: Consider and take appropriate action regarding the temporary closure of Live Oak Drive in Precinct Three to replace undersized culverts beginning July 10, 2013, and continuing through August 16, 2013, or until construction is completed.

BACKGROUND/SUMMARY OF REQUEST:

Construction is scheduled to begin on July 10, 2013, and continue for an estimated 38 days to August 16, 2013, or until construction is complete.

STAFF RECOMMENDATIONS:

Staff recommends closing Live Oak Drive for this construction. This recommendation is made in accordance with Chapter 251 of the Transportation Code.

ISSUES AND OPPORTUNITIES:

This road closure is necessary because the road is too narrow to safely install culverts while maintaining one lane of traffic. This closure will require a three-mile detour of all traffic.

FISCAL IMPACT AND SOURCE OF FUNDING:

This closure will require some work by Travis County road maintenance crews to post public notices and necessary detour routing signs at the site.

ATTACHMENTS/EXHIBITS:

Detour Map

Road Closure Order

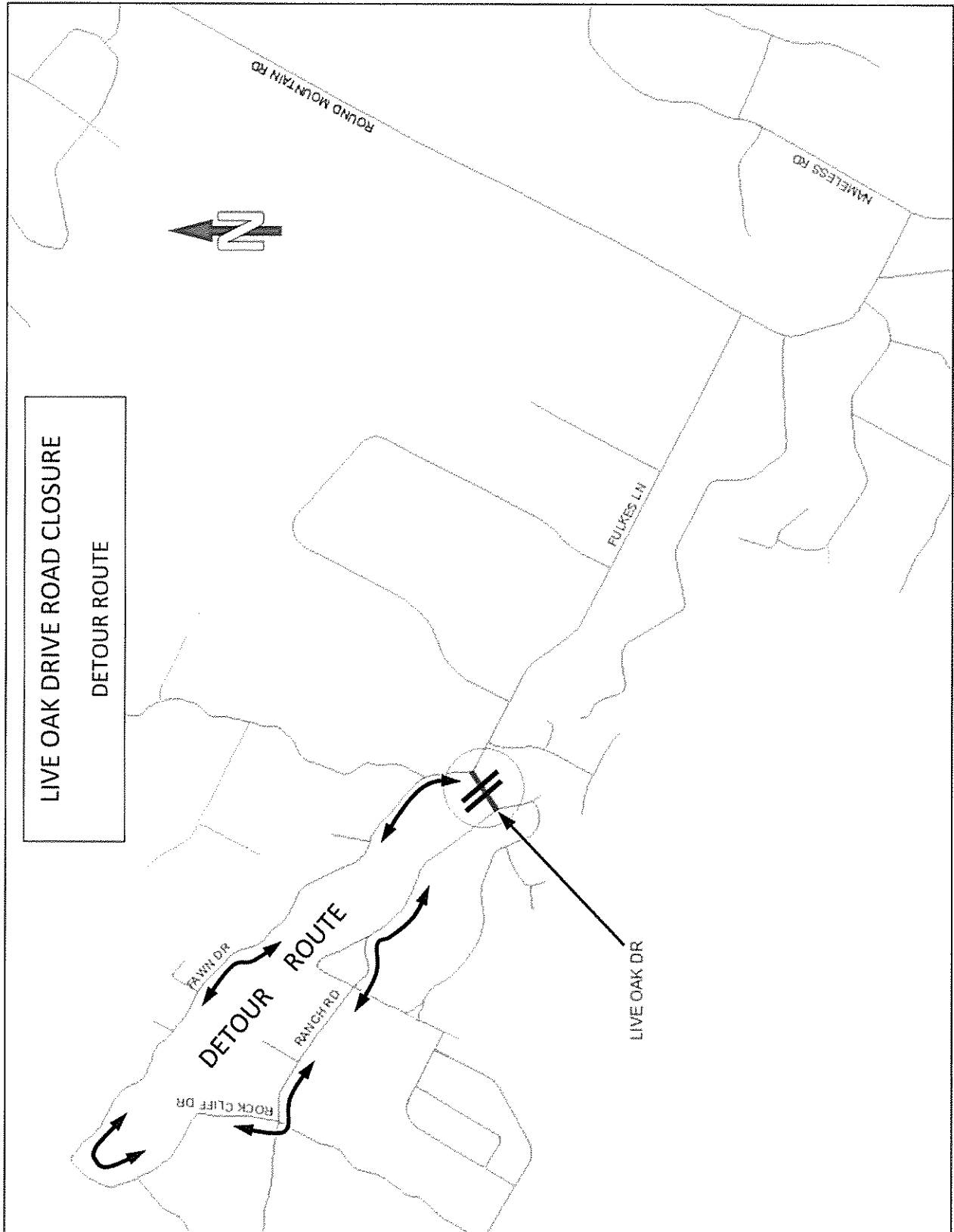
Newspaper Public Notice Text

REQUIRED AUTHORIZATIONS:

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

CC:

Don Ward, TNR		Greg Hamilton, Sheriff (512-854-9770)	
David Greer, TNR		TCSO Dispatch (512-974-0800)	
Joe Hall, TNR		ESD 07 - Sandy Creek (512-267-7997)	
		Leander ISD (512-570-0700)	



STATE OF TEXAS

§
§
§

COUNTY OF TRAVIS

ORDER _____

WHEREAS, Transportation and Natural Resources has recommended the temporary closure of Live Oak Drive to replace undersized culverts;

WHEREAS, a public hearing was held on Tuesday, July 2, 2013, in the Commissioners' Court of Travis County, Texas, following required advance notice prior to the approval of this Order; and

THEN BE IT THEREFORE ORDERED by the Commissioners Court of Travis County, Texas, that the following road be temporarily closed:

PRECINCT THREE:

Live Oak Drive Temporarily close Live Oak Drive in Precinct Three to replace undersized culverts beginning July 10, 2013, and continuing through August 16, 2013, or until construction is complete.

PASSED AND ADOPTED THE _____ DAY OF _____, 2013.

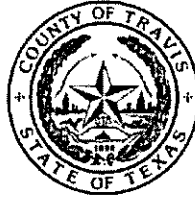
Samuel T. Biscoe
County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Gerald Daugherty
Commissioner, Precinct 3

Margaret Gomez
Commissioner, Precinct 4



NOTICE OF PUBLIC HEARING

Notice is hereby given that the Travis County Commissioners Court, Travis County, Texas, will hold a Public Hearing on Tuesday, July 2, 2013, at 9:00 a.m. to consider the temporary closure of Live Oak Drive to replace undersized culverts.

The Public Hearing will be held in the Travis County Commissioners Courtroom, 700 Lavaca St. (first floor), Austin, Texas.



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By: Tim Pautsch **Phone #:** (512) 854-7689

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 a Cash Security Agreement with Highland Homes, LTD-Austin., for sidewalk fiscal for West Cypress Hills Phase 1 Section 4A for Lot 36 Block A, in Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

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

STAFF RECOMMENDATIONS:

Highland Homes, LTD-Austin., proposed to use this Cash Security Agreement, as follows: Phase 1 Section 4A for Lot 36 Block A, \$1,237.56, to post sidewalk fiscal where the sidewalks have not been completed in this subdivision.

ISSUES AND OPPORTUNITIES:

None

FISCAL IMPACT AND SOURCE OF FUNDING:

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

ATTACHMENTS/EXHIBITS:

Cash Security Agreement, Map of lot.

REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steve Manilla	County Executive	TNR	(512) 854-9429
Anna Bowlin	Division Director Development Services Long Range Planning	TNR	(512) 854-7561
Stacey Scheffel	Permits Program Manager Floodplain	TNR	(512) 854-7565

	Administrator		

CC:

Tim Pautsch	Engineering Specialist	TNR	(512) 854-7689

: :
1101 - Development Services Long Range Planning - West Cypress Hills Ph 1 Sec 4A

✓ # 0073060

§ EXHIBIT 82.401 (C)

CASH SECURITY AGREEMENT - SIDEWALKS

TO: Travis County, Texas

DEVELOPER/BUILDER: Highland Homes, Ltd. - Austin

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: \$ 1237.56 ADDRESS: 22101 Rock Wren RD

SUBDIVISION: West Cypress Hills
LOT: 36 BLOCK: A SECT.: 4A

DATE OF POSTING: 6/6/13

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

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

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

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

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

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

Cash Security Agreement - Sidewalks
Page 2

DEVELOPER/BUILDER

COMPANY NAME & ADDRESS

BY: Amy Brooks

Highland Homes Ltd. - Austin

PRINT: Amy Brooks

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

TITLE: Office Administrator

Austin, Texas 78727

PHONE: 512-834-8429 x108

APPROVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT: _____
Date

COUNTY JUDGE, TRAVIS COUNTY, TEXAS

Date

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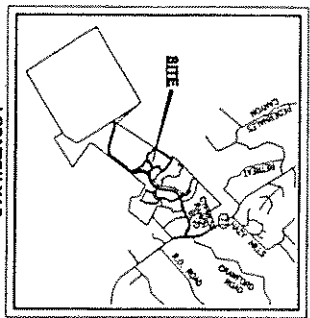


TRAVIS COUNTY, TEXAS

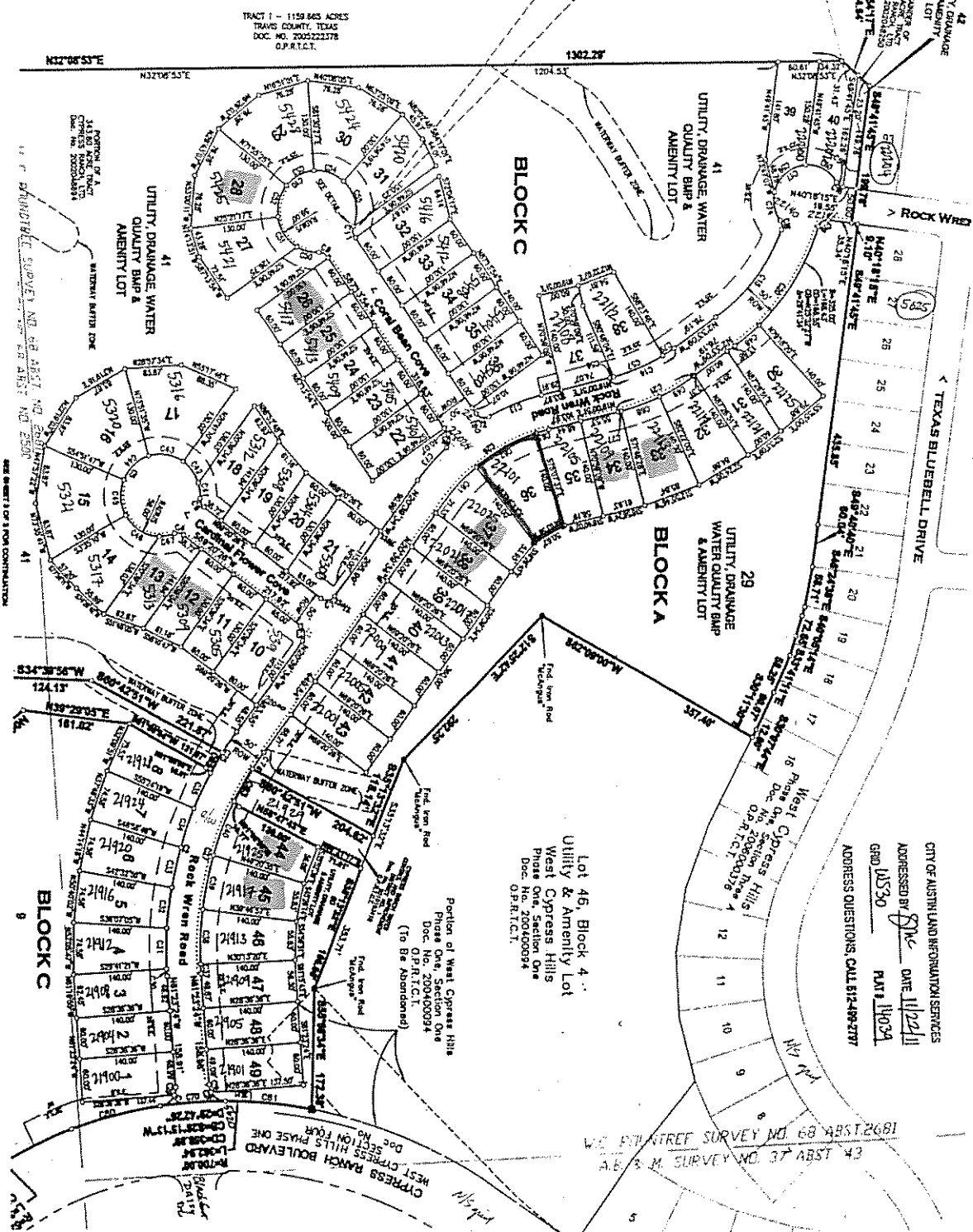
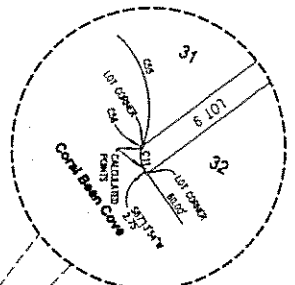
WEST CYPRESS HILLS
PHASE ONE, SECTION 4A

SHEET 2
OF
3

- LEGEND**
- CONCRETE UNDERLIFT SET
 - FROM ROD FOUND (AS NOTED)
 - FROM ROD WITH CAP FOUND (AS NOTED)
 - CIRCUM SPREAD FOUND
 - FROM ROD WITH CAP STAMPED "AS" SET
 - CALCULATED POINT
 - SINKHOLE LOCATION
 - S.P.E.
 - PUBLIC UTILITY EXHAUST
 - VARIABLE WIDTH SLOPE EXHAUST
 - WASTE
 - OFFICAL, PUBLIC RECORDS TRAVIS COUNTY, TEXAS



DETAIL



TRACT 1 - 1159.645 ACRES
TRAVIS COUNTY, TEXAS
DOC. NO. 200522278
O.P.R.I.C.T.

Lot 46, Block 4
Utility & Amenity Lot
West Cypress Hills
Phase One, Section One
Doc. O.P.R.I.C.T.

Portion of West Cypress Hills
Phase One, Section One
Doc. No. 200400034
O.P.R.I.C.T.
(To Be Abandoned)

CITY OF AUSTIN LAND INFORMATION SERVICES
ADDRESSED BY *RMC* DATE 11/22/11
GND 18530 DATE 11/03/11
ADDRESS QUESTIONS, CALL 512-498-2787

WEST CYPRESS HILLS PHASE ONE, SECTION FOUR
DOC. NO. 200400034
O.P.R.I.C.T.



Travis County Commissioners Court Agenda Request

Meeting Date: 07/02/2013, 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 requests regarding grant programs, applications, contracts and related special budgets, and permissions to continue:

- A. New application to the Office of the Governor, Criminal Justice Division, for the Travis County Sheriff's Office to receive one-time resources to assist in hosting the inaugural Vision Summit: Looking Toward the Future Conference that will identify and bridge existing gaps in service that weaken an offender's potential for successful reintegration into the community; and
- B. New application entitled Enhancing Supervision, Security, and Polices to Ensure Youth Safety to the United States Department of Justice with the Juvenile Probation Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Two new applications, the first is from the Sheriff's Office to provide funds to host a conference to improve reintegration of offenders into society. The second is for funds to examine processes and systems in Juvenile Probation to ensure the safety of Juveniles in the County's care.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

The Juvenile Probation grant requires a county match which is met through existing resources. No new funding is required to support these grants.

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.

Application	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	137 Vision Summit	01/01/13 - 09/30/13	\$78,147	\$0	\$0	\$0	\$78,147	-	R	MC	10
B	145 Enhancing Supervision, Security, and Policies to Ensure Youth Safety	10/01/13 09/30/15	\$250,000	\$262,446	\$0	\$0	\$512,446	3.15	R	MC	31

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)	04/01/13 - 03/31/14	\$50,495	\$324,753	\$0	\$0	\$375,248	6.80	1/22/2013
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
145	National School Lunch/Breakfast Program & USDA School Commodity Program	09/30/13 - 09/29/14	\$307,204	\$0	\$0	\$0	\$307,204	-	6/4/2013
145	The Eagle Soars: An Educational and Career Development Program*	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	6/11/2013
120	Verifying UOCAVA Ballot Inclusion in Election Results	09/01/13 - 11/30/14	\$4,183,575	\$0	\$0	\$0	\$0	1.00	6/18/2013
120	Electronic Transmission of Ballot Portal	09/01/13 - 11/30/14	\$19,950	\$0	\$0	\$0	\$0	-	6/18/2013
			\$51,592,930	\$1,434,621	\$631,149	\$73,588	\$49,528,763	74.05	

*Amended from original agreement.

**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
145	Travis County Eagle Resource Project	09/01/12 - 08/31/13	\$29,930	\$0	\$0	\$0	\$29,930	-	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
137	Sheriff's Office Command and Support Vessel*	9/1/12-3/31/13	\$250,000	\$0	\$0	\$0	\$250,000	-	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
147	Emergency Management Performance Grant	10/01/11 - 03/31/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	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
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$137,388	\$0	\$0	\$0	\$137,388	1.00	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
158	Comprehensive Energy Assistance Grant*	01/01/12 - 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	-	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
124	Travis County Veterans' Court	09/01/12 - 08/31/13	\$186,000	\$0	\$0	\$0	\$186,000	2.00	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
158	Parenting in Recovery II	09/30/12 - 09/29/13	\$500,000	\$0	\$214,286	\$0	\$714,286	2.00	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
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
158	Coming of age (DADS)	09/01/12 - 08/31/13	\$24,484	\$24,484	\$0	\$0	\$48,968	-	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 Completed on 08/15/13
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 03/31/13
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

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
147	Fire Mitigation Assistance Grant- Hodde Lane Fire #2957	09/04/11	\$20,951	\$0	\$0	\$0	\$20,951	-	6/11/2013
149	Pace Bend Park Low Water Boat Ramp	09/04/11	\$80,460	\$0	\$26,820	\$0	\$107,280	-	6/18/2013
			\$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	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
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 Emergency 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
Totals			\$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 checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Sheriff	
Contact Person/Title:	Karen Maxwell, Sr. Planner / Danny Smith, Counseling & Education Manager	
Phone Number:	4-7508 / 4-5396	

Grant Title:	Vision Summit		
Grant Period:	From: <input type="text" value="1/1/2013"/>	To: <input type="text" value="9/30/2013"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Governor, Criminal Justice Division		
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 type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 78,147	\$ 0	\$ 0	\$ 0	\$ 78,147
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 78,147	\$ 0	\$ 0	\$ 0	\$ 78,147
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"/>	MN	
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.					
2.					
3.					
+ - Measures for the Grant					
1.					
	Outcome Impact Description	Host reentry conference with an anticipated 300 participants			
2.					
	Outcome Impact Description	Engage 25 State and local agencies in participation			
3.					
	Outcome Impact Description	Engage 25 community-based provider organizations in participation			

PBO Recommendation:

TCSO is requesting approval to submit a application to the Office of the Governor, Criminal Justice Division, for grant resources to supplement the costs of the first Vision Summit Conference. The conference is hosted by TCSO and will connect re-entry stakeholders statewide in order to bridge the gap between incarnation and re-entry back into the community. The conference will be held September 10 - 13, 2013 at the Holiday Inn Midtown in Austin. The conference will be covered by participant feeds, donations, and grant funds if awarded. The estimated grant award is \$78,147. However, it will be reduced as generated participant fees and donations are received.

TCSO submitted an item to temporarily use County funds to purchase foods and other event costs until the County would be reimbursed and was approved by Commissioners Court on May 7, 2012 (Item 28).

PBO recommends approval of the grant application in order to help offset the costs of the event.

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?

TCSO is hosting the inaugural Vision Summit in an effort to bring correctional officials and community providers together in order to identify and bridge existing gaps in service that weaken an offender's potential for successful reintegration into our communities. This conference will inform participants about best practices and will share lessons learned in the field of reentry.

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

none

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

No match funding is required.

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

n/a

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.

n/a

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

The topics and information being provided through this summit will complement existing inmate programs. Travis County Sheriff's Office processed 56,385 releases during FY12 (more than 20,000 from TCCC).

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.

While in custody, it is the obligation of the correctional system incarcerating an individual to provide for basic needs. Upon release, that support is removed, but during the period of incarceration, individuals may have lost some or all of the supports established prior to incarceration. Most providers serving clients in the community are not currently engaged in reentry planning and service within the corrections systems. There is a need to bridge the gap between institutions and community in order to provide better reentry outcomes. Summit planners plan to create an on-going process to continue the collaboration begun during the conference dates, building relationships and lessons learned into a solid foundation for improved service.



GREG HAMILTON
TRAVIS COUNTY SHERIFF

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PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

JAMES N. SYLVESTER
Chief Deputy

June 17, 2013

MEMORANDUM

To: The Travis County Commissioners Court
From: Karen Maxwell, Senior Planner
Subject: Grant Application- Vision Summit
Office of the Governor, Criminal Justice Division

Attached is a grant application to the Office of the Governor, Criminal Justice Division, requesting grant funding to assist in hosting the inaugural Vision Summit: Looking Towards the Future. This application seeks state funds in the amount of \$78,147 to supplement participant's registration fees to cover allowable expenses arising from hosting this conference. There is no required match for this grant. Any generated program income from such things as participant registrations and exhibitors fees will be applied toward the conference costs and reduce the amount of funding received from the State as it is received.

On May 7, 2013, the Commissioner's Court approved a request from the Sheriff's Office to use County funds to purchase food and other event costs for this project until the County can be reimbursed from participant registration fees (Item 28).

We are requesting the Commissioners Court approve submission of this grant application. If you have questions, please don't hesitate to contact me at 854-7508.

Cc: DeDe Bell, County Auditor's Office
Matt Naper County Auditor's Office
Jim Connolly, County Attorney's Office
Travis Gatlin, PBO
Danny Smith, TCSO

**THE STATE OF TEXAS
COUNTY OF TRAVIS**

RESOLUTION

WHEREAS, the Travis County Commissioners' Court finds that it is in the best interest of the citizens of Travis County to seek additional resources in the form a grant from the Criminal Justice Division of the Office of the Governor to assist in funding a project titled the Vision Summit; and

WHEREAS, the Travis County Commissioners' Court has agreed to provide the minimum matching percentage for said project as required by the CJD grant application; and

WHEREAS, the Travis County Commissioners' Court has agreed that in the event of loss or misuse of the Criminal Justice Division funds, the Travis County Commissioners' Court assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, the Travis County Commissioners' Court designates the County Judge of Travis County as the authorized official with the power to apply for, accept, reject, alter or terminate said grant; and

NOW, THEREFORE, BE IT RESOLVED, that the Travis County Commissioners' Court approves submission of the grant application for the Travis County Sheriff's Office Vision Summit project to the Office of the Governor, Criminal Justice Division.

RESOLVED this the ____ day of _____, 2013.

By: _____
Samuel T. Biscoe
Travis County Judge

Date: _____

Agency Name: Travis County
Grant/App: 2736701 **Start Date:** 1/1/2013 **End Date:** 9/30/2013

Project Title: Vision Summit
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number: 17460001922000

Application Eligibility Certify: Created on:4/22/2013 2:24:12 PM By: Heather Morgan

Profile Information

Applicant Agency Name: Travis County
Project Title: Vision Summit
Division or Unit to Administer the Project: Travis County Sheriff's Office
Address Line 1: PO Box 1748
City/State/Zip: Austin Texas 78767-1748
Start Date: 1/1/2013
End Date: 9/30/2013

Regional Council of Governments(COG) within the Project's Impact Area: Capital Area Council of Governments
Headquarter County: Travis
Counties within Project's Impact Area:

Grant Officials:

Authorized Official

User Name: Samuel Biscoe
Email: sam.biscoe@co.travis.tx.us
Address 1: Post Office Box 1748
City: Austin, Texas 78767
Phone: 512-854-9555 **Other Phone:**
Fax: 512-854-9535
Title: The Honorable
Salutation: Judge

Project Director Not Found

User Name: Karen Maxwell
Email: karen.maxwell@co.travis.tx.us
Address 1: PO Box 1748
City: Austin, Texas 78767
Phone: 512-854-7508 **Other Phone:**
Fax: 512-854-9772
Title: Ms.
Salutation: Ms.

Financial Official

User Name: Nicki Riley
Email: nicki.riley@co.travis.tx.us
Address 1: 700 Lavaca Street Suite 1200
City: Austin, Texas 78701
Phone: 512-854-9125 **Other Phone:**
Title: Ms.
Salutation: Ms.

Grant Writer

User Name: Karen Maxwell
Email: karen.maxwell@co.travis.tx.us
Address 1: PO Box 1748
City: Austin, Texas 78767
Phone: 512-854-7508 **Other Phone:**
Fax: 512-854-9772
Title: Ms.
Salutation: Ms.

Grant Vendor Information

Organization Type: County

Organization Option: applying to provide services to all others

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 17460001922000

Data Universal Numbering System (DUNS): 030908842

Narrative Information

Primary Mission and Purpose

The State Criminal Justice Planning (421) Fund supports programs designed to reduce crime and improve the criminal or juvenile justice system.

Funding Levels

The anticipated funding levels for the Fund 421 program are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Match Required - None

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

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

Juvenile Justice Program Requirements

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

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

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

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

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

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

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

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

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

Victim Assistance Program Requirements

Preferences - Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

Culturally Competent Victim Restoration - Applicants agree to promote collaboration and coordination among local service systems that involve multiple disciplines and Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline

administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

Criminal Justice Program Requirements

Preferences – Preference will be given to applicants that support law enforcement activities, prosecution, and improvements to technology, and reentry of offenders into the community. Preference will also be given to applicants who need assistance with improving criminal history reporting.

Eligible Activities - Applicant assures that its proposed project meets at least one of the following areas to be eligible for funding:

- **Law Enforcement** – Supports state and local law enforcement agencies that address violent crime or statistically supported major crime initiatives at the local level.
- **Prosecution and Court** – Programs that improve the prosecution of serious and violent crimes, including those that reduce the time from arrest to disposition.
- **Technology** – Programs that implement or expand a law enforcement agency's ability to report and analyze crime. Applicant assures that any criminal intelligence databases developed under this program will comply with 28 CFR Part 23.
- **Corrections and Community Corrections** – Programs that reintegrate adults and juveniles into the community.
- **Drug Treatment** – Programs that target substance abuse treatment for juveniles or adults who have been court ordered to participate, including drug courts and projects that serve as alternatives to incarceration.

Program Income - Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

- **Deduction Method** – Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.
- **Asset Seizures and Forfeitures** – Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Assets Seizures and Forfeitures

Applicant agrees to comply with the following:

1. Applicant will maintain on file and provide a copy of the asset sharing agreement between the agency and any other criminal justice agency outlining the distribution of assets forfeited in the course of grant-related activities. The asset agreement must clearly describe the distribution of forfeited assets within the grantee agency in regards to grant-funded and non-grant funded personnel participating in grant-related activities.
2. Applicant shall maintain a logbook of all assets seized in the course of grant-related activities. The logbook shall record the assets seized, the date and time of the asset seizure, the case number of the incident involving the asset seizure, the name of the grantee agency employee(s) who were involved in the seizure of the assets, the date seized assets are forfeited, the date forfeited assets are liquidated if not cash, and the final disposition of cash from cash forfeitures or property sales to the grantee agency.

Uniform Crime Reporting - Applicant assures that if it operates a law enforcement agency, the agency is current and has been current in reporting required Part 1 violent crime data for three previous years to the Texas Department of Public Safety and will continue reporting throughout the grant period.

Criminal History Reporting - Applicant assures that they are currently reporting and will maintain timely reporting of all information required under the Texas Code of Criminal Procedure, Chapter 60.

Constitutional Compliance - Applicant assures that they will engage in no activity that violates Constitutional law including profiling based upon race.

Information Systems - Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

Drug Court Program Requirements

Preferences – Preference will be given to:

1. mandated drug courts under Texas Health and Safety Code, §469.006; and
2. non-mandated drug courts operating in counties with a population of less than 200,000.

Ten Essential Characteristics

Drug Court programs that provide court-supervised substance abuse treatment as an alternative to traditional criminal sanctions, as defined in Chapter 469 of the Texas Health and Safety Code must incorporate the following ten (10) essential characteristics of drug courts noted below and codified in Texas Health and Safety Code §469.001 to be eligible for funding.

Describe in detail how your program meets each of the ten essential characteristics of a drug court.

Integration of Services – The integration between alcohol and other drug treatment services in the processing of cases in the judicial system.

Non-Adversarial Approach – The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program participants.

Prompt Placement – Early identification and prompt placement of eligible participants in the program.

Access – Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

Abstinence Monitoring – Monitoring of abstinence through weekly alcohol and other drug testing.

Compliance Strategy – A coordinated strategy to govern program responses to participants’ compliance.

Judicial Interaction – Ongoing judicial interaction with program participants.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

Education – Continuing interdisciplinary education to promote effective program planning, implementation, and operations.

Partnerships – Development of partnerships with public agencies and community organizations.

General Approaches

- Pre-adjudication - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.
- Post-adjudication - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.
- Reentry - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.
- Civil - Participants enter the drug court program in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** that best fit this drug court.

Select all that apply:

- Pre-adjudication
- Post-adjudication
- Reentry
- Civil
- N/A

Observation – The drug court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one drug court staffing session and hearing, in Texas, prior to program implementation.

Policies and Procedures – The drug court will develop and maintain written policies and procedures for the operation of the program.

Information Sharing – The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

Jurisdiction - Provide the name of the court administering the Drug Court program (e.g., 999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

Drug Court Date - If the Court has commenced operations, provide the date that the Court was established. Enter the date [mm/dd/yyyy]:

Drug Court Type

- **Adult** - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- **Veterans** - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.
- **Family** - Programs serving parents who enter the drug court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- **Juvenile** - Programs serving juveniles (either pre-adjudication, post-adjudication, or reentry).

Select the type of drug court that will be operated:

- Adult
- Veterans
- Family
- Juvenile
- N/A

Will the drug court accept **DWI offenders**?

Select the appropriate response:

- Yes
- No
- N/A

Presiding Judge - The presiding judge of a drug court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address of the **Presiding Judge** for the Drug Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a judge is appointed.

Enter the name, phone number and email address of the **Drug Court Coordinator**. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

Federal Funding - Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may deobligate a portion of the funds awarded under this solicitation.

Has the drug court ever applied for **federal funding**?

Select the appropriate response:

- Yes
- No
- N/A

Has the drug court ever received **federal funding**?

Select the appropriate response:

- Yes
- No
- N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

TDSHS - CMBHS Registration - Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) - Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

Community Planning Participation

Did the applying agency participate in the Local or Regional community planning process?

Select the appropriate response:

- Yes
- No
- N/A

Civil Rights Liaison

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

Enter the Name of the Civil Rights Liaison: Human Resources Manager Kim Austin-Smith

Enter the Address for the Civil Rights Liaison: 700 Lavaca St., Suite 420 Austin, TX 78701

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]: (512) 854-9165

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements for Juvenile Justice, Victim Assistance, Criminal Justice**, and (if applicable) **Drug Court Program Requirements** to be eligible for funding under the State Criminal Justice (421) Fund Program Solicitations.

I certify to all of the above eligibility requirements.

Problem Statement:

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

Enter your problem statement:

While in custody, it is the obligation of the correctional system incarcerating an individual to provide for basic needs. Upon release, that support is removed, but during the period of incarceration, individuals may have lost some or all of the supports established prior to incarceration. Lengthy stays in custody may weaken or even break social and family ties. Employment, housing, and benefit eligibility may also be lost before release. Without an ability to meet basic needs, and without support mechanisms to assist with those basic needs, an individual is positioned for failure and at an increased risk to reoffend or fail terms of probation or parole. Providers are tasked with serving clients in the community; however, the time to begin planning and positioning individuals for success is before release from custody. Most providers are not currently engaged in reentry planning and service within the system, and in general corrections institutions cease to have authority for oversight once individuals are released from their facilities. There is a need to bridge this gap between institutions and community in order to provide a more fertile environment for successful reentry.

Supporting Data:

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

Enter your supporting data:

As of August 31, 2012, Texas Department of Criminal Justice (TDCJ) reported 152,303 individuals in state custody, including prison, state jails, and Substance Abuse Felony Punishment facilities (4,830 from Travis County). Also as of August 31, 2012, there were 113,374 parolees under supervision in the State of Texas, along with 406,209 under Community Supervision sentenced through local and district courts. During FY 2012, 77,316 individuals were released from state custody and returned to Texas communities. (2,769 were convicted in Travis County). During FY2012, 6,169 prison parolees were revoked (123 from Travis County) *data from the Texas Department of Criminal Justice Fiscal Year 2012 Statistical Report

Community Plan:

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

Enter your community planning needs:

During the planning process for the 2012-2015 Travis County Community Plan, community partners identified needs to improve local law enforcement, prosecution, and court services and systems, within Travis County in order to enhance local and regional initiatives that prevent crime and empower the community to address crime; to promote and support innovation in adjudication; to promote and support innovation in justice information sharing; to use advanced technology to prevent and solve crime; to enhance the ability of local law enforcement prosecution, and the courts to counter terrorism and domestic emergencies; to effectively manage adult and juvenile offenders to reduce recidivism and promote successful reentry; and, to end the cycle of mental illness and substance abuse. This project will support these identified priorities to focus on ex-offender reintegration and reentry.

Goal Statement:

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

Enter a description for the overall goals and objectives:

The inaugural Vision Summit: Looking Toward the Future of Reentry, will provide an opportunity to bring correctional officials and community providers into the same room to create that bridge between institutions and the community thus allowing more

opportunity for successful reentry outcomes. This conference will inform participants about best practices and lessons learned in the field of reentry. It will motivate stakeholders to implement such practices in their own communities around Texas. Summit planners hope to create an on-going process to continue the collaboration begun during the conference dates, building those relationships and lessons learned into a foundation for the future.

Cooperative Working Agreement (CWA):

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

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

Note: A **Sample CWA** is available [here](#) for your convenience.
Enter your cooperating working agreement(s):

Continuation Projects:

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

Enter your current grant's progress:

Project Summary:

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

Enter your summary statement for this project:

Considerable positive reform around the issues of reentry is occurring all around the country, and this summit will provide opportunity to bring qualified reentry advocates to inform and motivate participants from the Central Texas region and across the State. Conference planners are engaging participants and speakers across disciplines to engage insight and expertise from both community providers and corrections professionals in order to inform stakeholders of issues and opportunities to improve reentry planning and outcomes.

Project Activities Information

Juvenile Justice Projects

Juvenile Justice Board Priorities

Select the Juvenile Justice Priority that best fits your project:

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

Disproportionate Minority Contact (DMC) Projects

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

Addressing Disproportionate Minority Contact in the Texas Juvenile Justice System

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

1. Family/Social Circumstances – Within this broad theme, specific areas to address include broken families, poverty, a lack of role models, and cultural norms that under-value the importance of education in building a positive future for youth.

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

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

Provide summary of DMC approach:

DMC Advisory Board

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

Victims Projects

Type of Crime Victim - Select the type(s) of crime victim this project targets and provide the percentage of time dedicated to serving each category of crime victim. You may select more than one type; however, the sum of the percentages may not exceed 100%.

Sexual Assault Percentage (%): 0
Domestic Abuse Percentage (%): 0
Child Abuse Percentage (%): 0
DUI / DWI Crashes Percentage (%): 0
Survivors of Homicide Percentage (%): 0
Assault Percentage (%): 0
Adults Molested as Children Percentage (%): 0
Elder Abuse Percentage (%): 0
Robbery Percentage (%): 0
Stalking Percentage (%): 0
Dating/Acquaintance Violence Percentage (%): 0
Human Trafficking Percentage (%): 0

Drug Court Projects

Does your project have a Steering Committee that helps direct and enhance your court's operations?

- Yes
- No
- N/A

List the members of your project's treatment team and describe their role in supporting the participants, or enter 'N/A' if this item does not apply.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project, or enter 'N/A' if this item does not apply.

Provide your project's policy on drug testing participants, or enter 'N/A' if this item does not apply.

Describe the process you will use to determine your project's effectiveness, or enter 'N/A' if this item does not apply.

Provide the total cost for operating your project during the previous fiscal year, or enter '0' if this item does not apply. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year, or enter 'N/A' if this item does not apply. (This may include local or state funds and any other charges to participants.)

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.), or enter 'N/A' if this item does not apply.

Provide the total fees collected in your county during the most recently completed fiscal year, in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances), or enter '0' if this item does not apply. Note: The party responsible for collecting court assessed fees in your

county may be the treasurer, county clerk, or district clerk.

Of the fees collected in your county, provide the amount that was directed to your project, or enter '0' if this item does not apply.

Describe how your project used those fees, or enter 'N/A' if this item does not apply.

Law Enforcement Projects

What is your agency's approved budget for law enforcement operations for the current fiscal year, or enter 'N/A' if this item does not apply?

45135477

How many commissioned peace officers are funded through your agency's current budget, or enter '0' if this item does not apply?

332

Provide the amount of asset forfeitures awarded to your agency in the previous fiscal year, or enter '0' if this item does not apply.

312883

Provide the balance of asset forfeitures on hand as of the date of this application, or enter '0' if this item does not apply.

113144

Describe the proposed use of the forfeiture funds or enter 'N/A' if this item does not apply:

Current encumbrances include: incinerator emissions testing (8660), dive team boat (45000-in conjunction with state grant), Vision summit (25000), replacement K-9 (8000), ammuniton (6012), google maps license (1490), various training (538), recon scout throwbot (7215), honor guard reserve (3000)

Sources of Financial Support

Please complete the following information on all **law enforcement or homeland security grants** awarded to your agency during the previous fiscal year, and all applications you have submitted or new awards for the current fiscal year, or enter 'N/A' if this item does not apply.

Each source of funding you select below should include the following information for each grant award; or if your agency did not receive funding from any of the sources listed below, enter 'N/A':

1. name of agency providing funds;
2. grant period;
3. amount of the award (or amount requested);
4. amount expended; and
5. how the funds have been or will be used.

BJA -

FY 12

1. US Department of Justice, thru City of Austin
2. 10/10/2011 - 09/30/2014
3. \$98,424
4. \$0
5. To purchase a Specialty Police Command Vehicle Trailer for use in law enforcement and critical incident response community wide.

JAG FY11

1. US Department of Justice
2. 10/01/2009 - 09/30/2013
3. \$114,285
4. \$0
5. To purchase laptops for LE HEAT unit, and for e-citation software.

FY 13

1. US Department of Justice, thru City of Austin
2. 10/10/2012 - 09/30/2015
3. \$86,000
4. \$0
5. To implement a license plate reader Project

SCAAP FY12

1. US Department of Justice, BJA, State Criminal Alien Assistance Program (SCAAP)
- 2.
3. \$492,999
4. \$0
5. Reimbursement of Correctional Costs for inmates meeting criteria housed 7/1/2010 - 06/30/2011.

ABTPA

FY 12	FY 13
1. TX Department of Motor Vehicles	1. TX Department of Motor Vehicles
2. 09/01/2011 – 08/31/2012	2. 09/01/2012 – 08/31/2013
3. \$618,617	3. \$641,481
4. \$643,375 (including program income)	4. \$357,742
5. Salaries and expenses to operate the multi-jurisdictional Sheriff's Combined Auto Theft Task Force. Some of funds are passed on to partner agencies for Investigator Salaries.	5. Salaries and expenses to operate the multi-jurisdictional Sheriff's Combined Auto Theft Task Force. Some of funds are passed on to partner agencies for Investigator Salaries.

STEP-

FY12	FY13
1. US Dept of Transportation, thru TXDOT	1. US Dept of Transportation, thru TXDOT
2. 03/14/2012 – 09/30/2012	2. 02/14/2013 – 09/30/2013
3. \$18,102	3. \$16,906
4. \$13,625	4. \$3,001
5. overtime compensation for selective traffic enforcement focused on impaired driving during targeted times	5. overtime compensation for selective traffic enforcement focused on impaired driving during targeted times

Office of the Governor of Texas, Criminal Justice Division-

FY12	FY13	FY14 - Pending
1. USDOJ, thru OOG (Victims of Crime Act Formula Grant Program)	1. USDOJ, thru OOG (Victims of Crime Act Formula Grant Program)	1. USDOJ, thru OOG (Victims of Crime Act Formula Grant Program)
2. 09/01/2011 – 08/31/2012	2. 09/01/2012 – 08/31/2013	2. 09/01/2013 – 08/31/2014
3. \$28,748	3. \$24,997	3. \$23,092
4. \$28,124	4. \$11,610	4. \$0
5. portion of salary and fringe for an FTE to serve victims of child abuse offenses	5. portion of salary and fringe for an FTE to serve victims of child abuse offenses	5. portion of salary and fringe for an FTE to serve victims of child abuse offenses

FY12	FY13
1. USDOJ, thru OOG (JAG-ARRA)	1. USDOJ, thru OOG (JAG)
2. 12/01/2011 – 05/31/2012	2. 09/01/2012 – 06/30/20113
3. \$100,000	3. \$250,000
4. \$99,999	4. \$0
5. Law enforcement equipment including surveillance, underwater search & diving equipment.	5. Purchase of a dive boat capable of supporting TCSO dive/recovery operations and year-round response.

Does your agency expect to be awarded funds from any of the following sources during the project period of this grant?

Select the appropriate response(s):

- The American Recovery and Reinvestment Act (any source)
- Community Oriented Policing (COPS)
- Weed and Seed Program
- Bureau of Justice Assistance
- Homeland Security Grant Program (HSGP)
- Operation Stonegarden (OPSG)
- Interoperable Emergency Communications Grant Program (IECGP)
- Emergency Operations Center (EOC) Grant Program
- State Criminal Justice Planning (421) Fund
- Governor's Division of Emergency Management (GDEM) or Texas Department of Public Safety
- Texas Automobile Burglary and Theft Prevention Authority (ABTPA)
- Selective Traffic Enforcement Program (STEP)
- Texas Border Sheriff's Coalition (TBSC)
- Other state or federal grant programs
- Private Organization, Private Enterprise, or Non-Government Organization Grant Programs
- Applicant does not expect to receive grant funds from any source to support its law enforcement agency

If you selected any of the boxes above (except for the last box), describe your agency's internal controls and processes that will be used to **prevent supplanting** of your agency's budgeted funds with grant funds. Example: Timesheets will be tracked to determine allowable charges for each fund source and to ensure that duplicate invoices are not submitted to multiple agencies.

Travis County's accounting system complies with OMB A-87 and state law, and its annual basic financial statements are prepared accordingly. Separate fund sources are maintained and tracked. All project expenses are maintained separately from general fund and all require supporting documentation, such as purchase orders & invoices, or timesheets & activity logs, as relevant to each particular grant project.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Conference & Training Presentation focused on Effective Reentry Practices	100.00	Travis County Sheriff's Office is hosting the inaugural Vision Summit: Looking Toward the Future of Reentry, to provide motivating, innovative workshops for approximately 300 attendees.

Geographic Area:

Primary focus on Travis County/Central Texas partners, but engaging participants from across Texas

Target Audience:

Stakeholders with a vested interest in reentry from correctional environments (corrections professionals, service providers, previously incarcerated individuals)

Gender:

Both males & females

Ages:

Adults

Special Characteristics:

Individuals with an interest in overcoming barriers presented to those returning to communities from incarceration.

Measures Information

Progress Reporting Requirements

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

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
----------------	--------------	--------------

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Conference hosted	0	1
Number of state and local agencies participating	0	25
Number of community-based service providers participating	0	25

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
------------------------	--------------	--------------

Certification and Assurances

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

Resolution from Governing Body

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

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

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

Contract Compliance

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

Select the Appropriate Response:

- Yes
 No

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

Enter a description for monitoring contract compliance:

The Program Coordinator monitors contract compliance with the vendors used for professional services. This includes conducting site visits, maintaining contact with the vendors to monitor client services and progress, authorizing payments consistent with the contract documents, exercising remedies as appropriate where a contractor's performance is deficient, resolving disputes in a timely manner, and maintaining appropriate records. The Program Coordinator ensures that the contract requirements are satisfied, that the services are delivered in a timely manner, and that the financial interests of the County and the granting agency are protected.

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

Select the Appropriate Response:

- Yes
 No
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response

- Yes
 No
 N/A

Fiscal Year

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

Enter the Begin Date [mm/dd/yyyy]: 10/1/2012

Enter the End Date [mm/dd/yyyy]: 9/30/2013

Sources of Financial Support

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

Enter the amount (\$) of Federal Grant Funds: 11886603
Enter the amount (\$) of State Grant Funds: 3306595

Single Audit

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

Select the Appropriate Response:

- Yes
 No

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

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

Enter the date of your last annual single audit: 9/30/2012

Equal Employment Opportunity Plan (EEOP)

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

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

Requirements for a Type I Entity:

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

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

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

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

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

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

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

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and

- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

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

Select the appropriate response:

- Type I Entity
- Type II Entity
- Type III Entity

Debarment

Each applicant agency will certify that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
- Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Contractual and Professional Services	Conference and Meeting Services (e.g., room / equipment rental)	Conference facility and services provided by Holiday Inn Midtown. Estimates for services include meeting rooms with projection screens, podiums/sound/mixers, and service fees (estimated at \$2,405), exhibit rooms and tables (estimated at \$522), food & refreshments for participants during conference (estimated at \$32,000)	\$34,927.00	\$0.00	\$0.00	\$0.00	\$34,927.00	0
Contractual and Professional Services	Conference and Meeting Services (e.g., room / equipment rental)	Conference audio visual equipment not available through host hotel, to be provided by conference planner JHM Management. Needs and costs are estimated as follows: two 5000 lumen projectors (\$800/each/day=\$4,800), splitters & cords (\$150), three 2500 lumen projectors (\$300/each/day=\$2,700), lavalier & handheld microphones (\$100/each/day=\$1,400), computers & supporting electronics for conference sessions (\$1,995), breakout mixers for each room (4 rooms/\$50/day=\$600), computer interface for sound (4 rooms/\$50ea=\$600). No service or labor charged, includes taping cords.	\$12,245.00	\$0.00	\$0.00	\$0.00	\$12,245.00	0

Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	Travel for two keynote speakers to Austin, Texas, includes airfare (estimated at \$1600) and hotel accommodations (estimated at \$200)	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies	Conference materials are estimated as follows: badge stock paper and holders (estimated at \$900), printing services (estimated at \$400), portfolios (estimated at \$4225), customized table covers (estimated at \$1,500)	\$7,025.00	\$0.00	\$0.00	\$0.00	\$7,025.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	Conference Management services provided by JMH Events to provide logistical conference planning and services including locate, negotiate and manage hotel contracts, interact with caterers and hotel staff managing food/beverage functions and room blocks, identify and coordinate av needs, layout and place signs and supervise set-up for all meeting spaces.	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	Keynote Speaker Mansfield Frazier fee (2 days)	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0
Contractual and Professional Services	Professional, Presentation, and/or Training Services	Keynote Speaker - to be determined (2 days)	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0
Supplies and Direct Operating Expenses	Training Stipends	Training stipend includes registration fees for an estimated 32 presenters plus 10 ex-offender scholarships (\$9,450) and hotel accommodations for workshop presenters traveling from outside the area (estimated at \$2,400)	\$11,850.00	\$0.00	\$0.00	\$0.00	\$11,850.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$57,472.00	\$0.00	\$0.00	\$0.00	\$57,472.00
Supplies and Direct Operating Expenses	\$18,875.00	\$0.00	\$0.00	\$0.00	\$18,875.00
Travel and Training	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$78,147.00	\$0.00	\$0.00	\$0.00	\$78,147.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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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 checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Juvenile Probation/Residential Services, Administrative Services	
Contact Person/Title:	Maya Duff/Grant Coordinator	
Phone Number:	512-854-7046	

Grant Title:	Enhancing Supervision, Security, and Policies to Ensure Youth Safety		
Grant Period:	From: <input type="text" value="Oct 1, 2013"/>	To: <input type="text" value="Sep 30, 2015"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Department of Justice		
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 type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 184,701	\$ 50,721	\$ 0	\$ 0	\$ 235,422
Operating:	\$ 34,917	\$ 0	\$ 0	\$ 0	\$ 34,917
Capital Equipment:	\$ 25,000	\$ 211,725	\$ 0	\$ 0	\$ 236,725
Indirect Costs:	\$ 5,382	\$ 0	\$ 0	\$ 0	\$ 5,382
Totals:	\$ 250,000	\$ 262,446	\$ 0	\$ 0	\$ 512,446
FTEs:	2.15	1.00	0.00	0.00	3.15

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"/>	RP	
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.	Number of staff available to review policies and standards related to PREA	n/a	2	2	3
2.	Number of additional part-time staff used to exceed required staff ratio to ensure the safety and security of residents	n/a	n/a	n/a	4
3.					
+ - Measures for the Grant					
1.	Number of hours worked by part-time staff to exceed required staff ratio to ensure the safety and security of residents	n/a	n/a	n/a	3,536
Outcome Impact Description		Increased staff will offer enhanced supervision leading to fewer opportunities for misconduct to occur.			
2.	Number of policies related to PREA reviewed and/or enhanced	n/a	n/a	n/a	65
Outcome Impact Description		TCJPD will have consistent policies across the department that conform to PREA mandates. These policies will allow for improved training and result in fewer incidents of misconduct. Enhancing policies will also allow for an improved, more efficient response if an allegation of misconduct is made.			
3.					
Outcome Impact Description					

PBO Recommendation:

The Juvenile Probation Department is seeking approval for a grant application to the Department of Justice for a new grant to fund resources and staff in the department to support compliance with the Prison Rape Elimination Act (PREA). The department is requesting Federal funds of \$250,000 complemented with a County match of \$262,446, for a total programmatic cost of \$512,446. Indirect costs of \$5,382 are contained in this grant.

The department plans to hire 5 part-time Residential Treatment Officer Assistants, contract with a Policy Consultant, and use already-budgeted salary of a current FTE and Capital funds for a surveillance system budgeted in FY 13 as the required grant match. PBO will work with the department to re-budget the funds associated with the surveillance system in the FY 14 budget to meet the requirements of the grant.

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?

The goal of this program is to provide increased security, supervision, and policy revision to ensure that youth are not sexually victimized while in the facility. The goal fits into current activities of the department as we strive to comply with the Prison Rape Elimination Act (PREA). This will be a new program. Through grant funding, we will hire additional supervisory staff to be placed in targeted areas that potentially pose a higher risk for sexual victimization and contract with a Policy Consultant who will revise current TCJPD policies to make them PREA compliant.

Through this grant funding, TCJPD will hire 5 part-time (43% FTE) Residential Treatment Officer Assistants.

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

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

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

Yes, a 50% County Match is required. TCJPD is included the security system that it will be purchasing in the fall as the match. The funding for this security system has already been approved. TCJPD will also match one additional full time Residential Treatment Officer Assistant.

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

Yes. 2% indirect costs have been included.

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.

This program will not end upon termination of grant funding. TCJPD will seek internal and external grant funding upon exhaustion of funds.

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

PREA standards became mandatory in 2012 and will begin to be audited in 2013.

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

This program will ensure that policies are in place at TCJPD that will protect youth. It will also increase and enhance security and supervision so that sexual victimization does not take place at the facility. Ensuring a safe environment will allow TCJPD youth to focus on successful reentry.




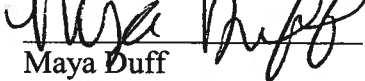
TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

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
Chief Juvenile Probation Officer

THROUGH: 
Maya Duff
Grant Coordinator

SUBJECT: Enhancing Supervision, Security, and Policies to Ensure Youth Safety Grant
Application to the Department of Justice

DATE: June 20, 2013

The Travis County Juvenile Probation Department is submitting an application for funding from the Department of Justice for the Enhancing Supervision, Security, and Policies to Ensure Youth Safety program. \$250,000 is requested to support this project from 10/1/2013-9/30/2015. This program has a required 50% match, which TCJPD will provide through a security system it will be purchasing in the fall; the cost for this system is estimated at \$211,725. TCJPD will also provide one full-time Residential Treatment Officer Assistant as a match for this program with a salary and fringe of \$50,721.

The goal of this project is to enhance supervision, security, and departmental policies. Supervision will be enhanced by hiring additional security staff to be placed in areas that potentially are at risk for victimization. Security will be enhanced through an updated security system, which TCJPD is providing as part of its required match. TCJPD will contract with a Policy Consultant to revise departmental policies.

Please review this item and place it on the **July 2nd** Commissioner's Court Agenda for their consideration and signature.

If you have any questions, please contact Maya Duff at 512-854-7046.

CC: Jim Connolly
Rhett Perry
Britt Canary
Darryl Beatty
Jim Gobin
Sylvia Mendoza
Lisa Eichelberger
Grant File



Grant Application Package

Opportunity Title:	BJA FY 13 PREA Program: Demonstration Projects to Estab
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.735
CFDA Description:	Protecting Inmates and Safeguarding Communities Discret
Opportunity Number:	BJA-2013-3656
Competition ID:	BJA-2013-3658
Opportunity Open Date:	05/21/2013
Opportunity Close Date:	07/05/2013
Agency Contact:	For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us. The BJA Justice Information Center hours of operation are 8:30 a.m. to

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

Optional

[Faith Based EEO Survey](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Travis County"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="746000192"/>	* c. Organizational DUNS: <input type="text" value="0309088420000"/>	
d. Address:		
* Street1: <input type="text" value="2515 South Congress Avenue"/> Street2: <input type="text"/> * City: <input type="text" value="Austin"/> County: <input type="text"/> * State: <input type="text" value="TX: Texas"/> Province: <input type="text"/> * Country: <input type="text" value="USA: UNITED STATES"/> * Zip / Postal Code: <input type="text" value="78704"/>		
e. Organizational Unit:		
Department Name: <input type="text" value="Juvenile Probation"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Estela"/>	
Middle Name: <input type="text" value="P."/>		
* Last Name: <input type="text" value="Medina"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="Chief Juvenile Probation Officer"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="512-854-7000"/>	Fax Number: <input type="text" value="512-854-7097"/>	
* Email: <input type="text" value="estela.medina@co.travis.tx.us"/>		

Application for Federal Assistance SF-424	Version 02
9. Type of Applicant 1: Select Applicant Type: B: County Government	
Type of Applicant 2: Select Applicant Type: 	
Type of Applicant 3: Select Applicant Type: 	
* Other (specify): 	
* 10. Name of Federal Agency: Bureau of Justice Assistance	
11. Catalog of Federal Domestic Assistance Number: 16.735	
CFDA Title: Protecting Inmates and Safeguarding Communities Discretionary Grant Program	
* 12. Funding Opportunity Number: BJA-2013-3656	
* Title: BJA FY 13 PREA Program: Demonstration Projects to Establish "Zero Tolerance" Cultures for Sexual Assault in Correctional Facilities	
13. Competition Identification Number: BJA-2013-3658	
Title: 	
14. Areas Affected by Project (Cities, Counties, States, etc.): 	
* 15. Descriptive Title of Applicant's Project: Enhancing Supervision, Security, and Policies to Ensure Youth Safety	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
* a. Applicant	<input type="text" value="TX-021"/>	* b. Program/Project <input type="text" value="TX-021"/>
Attach an additional list of Program/Project Congressional Districts if needed.		
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:		
* a. Start Date:	<input type="text" value="10/01/2013"/>	* b. End Date: <input type="text" value="09/30/2015"/>
18. Estimated Funding (\$):		
* a. Federal	<input type="text" value="250,000.00"/>	
* b. Applicant	<input type="text" value="262,446.00"/>	
* c. State	<input type="text" value="0.00"/>	
* d. Local	<input type="text" value="0.00"/>	
* e. Other	<input type="text" value="0.00"/>	
* f. Program income	<input type="text" value="0.00"/>	
* g. TOTAL	<input type="text" value="512,446.00"/>	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on	<input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.		
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="text" value="Explanation"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
Authorized Representative:		
Prefix:	<input type="text" value="Mr."/>	* First Name: <input type="text" value="Samuel"/>
Middle Name:	<input type="text" value="T."/>	
* Last Name:	<input type="text" value="Biscoe"/>	
Suffix:	<input type="text"/>	
* Title:	<input type="text" value="County Judge"/>	
* Telephone Number:	<input type="text" value="512-854-9555"/>	Fax Number: <input type="text" value="512-854-9535"/>
* Email:	<input type="text" value="sam.biscoe@co.travis.tx.us"/>	
* Signature of Authorized Representative:	<input type="text"/>	* Date Signed: <input type="text"/>

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>[c]</p>	<p>* TITLE</p> <p>County Judge</p>
<p>* APPLICANT ORGANIZATION</p> <p>Travis County</p>	<p>* DATE SUBMITTED</p> <p>[c]</p>

Standard Form 424B (Rev. 7-97) Back

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

Add Mandatory Budget Narrative

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To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative

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View Optional Budget Narrative

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text" value="n/a"/> * Street 1 <input type="text" value="n/a"/> Street 2 <input type="text"/> * City <input type="text" value="n/a"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: <div style="height: 100px;"></div>		
6. * Federal Department/Agency: <input type="text" value="Department of Justice"/>	7. * Federal Program Name/Description: <input type="text" value="Protecting Inmates and Safeguarding Communities Discretionary Grant Program"/> CFDA Number, if applicable: <input type="text" value="16.735"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="n/a"/> Middle Name <input type="text"/> * Last Name <input type="text" value="n/a"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text" value="n/a"/> Middle Name <input type="text"/> * Last Name <input type="text" value="n/a"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix <input type="text"/> * First Name <input type="text" value="n/a"/> Middle Name <input type="text"/> * Last Name <input type="text" value="n/a"/> Suffix <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text" value="Completed on submission to Grants.gov"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Other Attachment File(s)

* Mandatory Other Attachment Filename:

To add more "Other Attachment" attachments, please use the attachment buttons below.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

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To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

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Project Abstract

Travis County Juvenile Probation Department (TCJPD) has a primary focus on preparing youth for successful reentry into their communities, and is thus committed to ensuring the safety of youth while under the care of the facility. Nationwide, approximately 12% of juveniles in correctional facilities experience one or more incidents of victimization; such experiences can be highly detrimental to a youth’s progress in preparing for successful reentry. TCJPD has not had any founded cases of sexual harassment in the past four years, and wishes to maintain this level of zero tolerance. In Fiscal Year (FY) 2011, there were 2 allegations (1%) of sexual misconduct. In FY2012, there were 15 allegations (6%). While these rates are well below the national average, there are still additional areas of concerns that TCJPD would like to address through grant funding from the Department of Justice.

TCJPD’s goals are to reduce the number of reported incidents of victimization in the facility; create policies that will help guide staff in ways that protect youth from victimization; and maintain the level of zero founded sexual abuse allegations toward which it has worked for the past four years. While the facility has not had founded allegations of serious sexual abuse, there are still areas and situations that potentially pose a higher-risk for the occurrence of victimization. TCJPD will address this risk by installing a comprehensive security system and hiring additional security staff. These security staff will enable TCJPD to exceed the ratio of security staff:resident recommended by PREA in these higher-risk situations. TCJPD will also contract with a Policy Consultant that will adapt TCJPD’s policies to make them PREA compliant.

Through this project, TCJPD addresses the third Priority Consideration: “Propose to address specific confinement facilities that demonstrate significant progress in PREA-related policy and protocol review and which propose to use project funds to implement clearly prioritized and demonstrated needs and agree to provide a report on the improvement efforts so that others may learn from the experience.” Since PREA standards were released, TCJPD has actively worked towards complying with them. It has assembled a PREA Compliance Team that meets regularly to discuss the facility’s needs and progress in meeting these standards. In addition, this team has completed the toolkit *Implementing the Prison Rape Elimination Act: A Toolkit for Juvenile Agencies and Facilities* developed by The Moss Group, Inc. to assess its progress. Finally, TCJPD currently has a grant from the National Council on Crime and Delinquency that is being used for technical assistance, resident education, and staff training.

If funded, TCJPD wishes to grant permission to share this project abstract with the public.

Point of Contact	Authorized Official
Estela P. Medina Chief Juvenile Probation Officer Travis County Juvenile Probation Department 2515 South Congress Avenue Austin, TX 78704 512-854-7000	Samuel T. Biscoe County Judge Travis County 700 Lavaca St., Suite 2.700 Austin, TX 78702 512-854-9555

Statement of the Problem

Each year, approximately 12% of youth in correctional facilities experience one or more incidents of victimization (Beck, Harrison, and Guerino, 2010). Not only does this create an unsafe environment for youth, but victimization has been associated with a number of negative outcomes that could be detrimental to a youth’s progress and preparation for reentry. Travis County Juvenile Probation Department (TCJPD) has a primary focus of preparing youth for successful reentry into their communities. Ensuring that youth are safe while under the care of the facility is critical; TCJPD is committed to providing a safe environment for its youth so that they are able to maintain focus on reentry.

TCJPD has not had any founded cases of sexual abuse or sexual harassment in the past four years, and would like to maintain this level of zero tolerance. There are additional complexities that the facility faces, such as **areas and situations that could potentially be at a higher-risk for victimization to occur. Increased supervision and enhanced security are necessary in order to monitor these high-risk areas and situations.** The following table describes allegations of sexual misconduct in Residential Services, TCJPD’s post-adjudication facility:

	Actual FY 11 Measure	Actual FY 12 Measure
Total number served in Residential Services	233	248
Number of allegations of misconduct in Residential Services	2	15
Rate of allegations of misconduct in Residential Services	1%	6%
Number of substantiated allegations in Residential Services	0	0
Rate of substantiated allegations of misconduct in Residential Services	0%	0%

Additionally, **policies and procedures must be thoroughly reviewed by an external consultant so that they can be strengthened in order to comply with PREA standards.**

To begin to address these problems, TCJPD established a PREA Compliance Team in 2010. The Team has attended numerous trainings, regularly met to identify areas of need in the Department, and completed the self-assessment toolkit *Implementing the Prison Rape Elimination Act: A Toolkit for Juvenile Agencies and Facilities* developed by the National Council on Crime and Delinquency. While TCJPD has been working towards complying with PREA standards, its ultimate goal is to *exceed* these standards. In the spring of 2013, TCJPD was awarded a grant from the National Council on Crime and Delinquency (NCCD) to support its project entitled *A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards*. Through this NCCD grant, TCJPD is focusing on staff training, resident education, and hiring a consultant to provide initial feedback on its policies, procedures, and activities. This grant funding also enabled TCJPD to purchase an employee screening tool to identify potential boundary issues among staff. The NCCD funding will serve a solid foundation for the activities TCJPD is seeking to fund through the Department of Justice.

TCJPD will address the third Priority Consideration detailed in the program solicitation: “Propose to address specific confinement facilities that demonstrate significant progress in PREA-related policy and protocol review and which propose to use project funds to implement clearly prioritized and demonstrated needs and agree to provide a report on the improvement efforts so that others may learn from the experience.” Since PREA standards were released, TCJPD has been fully committed to progressing towards compliance. TCJPD assembled a PREA Compliance Team in 2010 that has been meeting regularly since 2012 to guide TCJPD’s path towards compliance. Because TCJPD has a culture that promotes dignity, respect, safety, and security, it already meets many criteria of PREA and is committed to exceeding the standards. TCJPD has demonstrated significant progress in PREA-related policy and will address clearly prioritized and demonstrated needs through this project.

TCJPD seeks to enhance its progress towards PREA compliance and move towards exceeding PREA standards. **TCJPD will contract with a Policy Consultant who will review the demonstrated needs identified through both the PREA Compliance Team and expand upon the work conducted through the consultant hired through NCCD funding.** The Policy Consultant will revise and strengthen TCJPD’s current policies and train staff members on revisions. TCJPD’s PREA Compliance Team has noticed that certain areas and scenarios within the facility could potentially pose a higher risk for victimization. **Because of this identified potential risk, TCJPD would like to hire additional security staff so that it may exceed the recommended ratio of security staff:resident.** In doing so, TCJPD hopes to eliminate any risk posed in higher-risk situations. If funded, TCJPD will provide a report on its efforts and progress so that others may learn from this experience. The employee screening tool that will be purchased through TCJPD’s NCCD grant will help TCJPD to screen out applicants who show signs of potential boundary issues. **A video surveillance system will be purchased by TCJPD, as part of its cost share for this project, to increase security as well.** The new video surveillance system will be fully integrated with an updated door control system and card reader system. This will enhance communication and TCJPD’s ability to monitor the activities of the facility.

Program Design and Implementation

Goal 1: TCJPD will reduce the number of incidents of victimization in its facility.

- Objective 1.1: TCJPD will exceed the ratio of security staff:resident mandated by the Prison Rape Elimination Act.
- Objective 1.2: TCJPD will install an updated security system to enhance the level at which the facility is monitored.

Goal 1 will permit TCJPD to take preventative measures to reduce the likelihood of victimization. Departmental statistics indicate that there are certain areas and times, such as weekends and times that youth are transitioning between activities, which could potentially pose a higher risk of victimization. TCJPD believes that placing additional security staff in these targeted areas, thereby exceeding the recommended security staff:resident ratio, will reduce this risk and ensure the safety of youth. This measure is also a preventative one, and will provide for additional security and supervision in anticipation of the new population that TCJPD will be serving as a result of the passing of Texas Senate Bill 511. Through this Bill, youth that are currently being committed to the state-run Texas Juvenile Justice Department (TJJD) will now

be committed in Travis County itself. Hiring new security staff will prepare TCJPD as its population goes through this change or housing higher risk offenders. TCJPD will also purchase a new security system that will improve facility monitoring so that potential victimization can be identified, addressed, and prevented. This new system will be fully integrated with other security measures, such as an ID card reader and a door control system, so that communication can easily be made across the Department. Additionally, the new system will constantly be recording activities, so that TCJPD has the ability to review past events. All common areas where youth gather will be under video surveillance, under the new system.

Goal 2: TCJPD will create policies that will help to guide staff in ways that protect youth from victimization.

- Objective 2.1: TCJPD will contract with a Policy Consultant who will review policies and procedures and revise them so that they are PREA-Compliant.
- Objective 2.2: TCJPD will train staff members on updated policies.

Goal 2 will formalize TCJPD's efforts to comply with the Prison Rape Elimination Act. It will allow appropriate policies to be implemented to ensure that victimization does not occur in the facility. Through a grant from the National Council on Crime and Delinquency (NCCD), TCJPD will hire a consultant to identify necessary revisions in its policies and procedures. This project will expand upon the NCCD grant to take these needs, review them more thoroughly, implement changes, and train staff on the revisions. An external interpretation of TCJPD's departmental policies and procedures would provide a more comprehensive review.

Goal 3: TCJPD will maintain the level of zero founded sexual abuse allegations that it has worked towards for the past four years.

- Objective 3.1: TCJPD will continue to train all current and new staff on policies, procedures, and updated PREA information.
- Objective 3.2: TCJPD will collect data to ensure that additional staffing and security in high-risk areas successfully prevents incidents of victimization.

Goal 3 will help TCJPD to continue the progress that it has made so far in ensuring the safety of its youth. It will reinforce the commitment that the Department has in this area. TCJPD has not had a sexual abuse allegation in four years. Additionally, the Department has made a conscientious effort to meet PREA standards since they were released. Funding for this project will enable TCJPD to maintain the gains that it has made thus far and continue to enhance its activities.

This project is a comprehensive demonstration project. It proposes systemic changes that will enhance the functions of the facility. It will allow TCJPD to develop comprehensive and clear policies to ensure staff awareness. Once all policies are revised to comply with PREA standards, TCJPD will continue to train staff regularly through its departmental training programs. This will ensure that the changes made to policies are ingrained throughout day-to-day departmental functions. If funded, this project will result in department-wide changes that will enhance the functions of TCJPD to further promote safety for youth. Since TCJPD has an internal goal of exceeding PREA standards, funding for this project will allow the Department to make progress in this area through enhanced supervision and security.

As discussed in the Statement of the Problem, this project will address the third Priority Consideration from the program solicitation. Additionally, it will address numerous Allowable Uses of Funds. *Policy and Practice Review, Revision, and Implementation* will be an important piece of this project. Through a grant that TCJPD currently has with the National Council on Crime and Delinquency, a consultant will be hired to identify necessary revisions to policies and procedures. In this project, TCJPD will contract with a Policy Consultant that will address needs by revising policies and training staff on the revisions; this will be an expansion of the work conducted by the initial consultant. The Policy Consultant will also help TCJPD to address *Leadership, Organizational Culture, and Performance* by strengthening the way in which departmental activities are conducted.

Preventative Infrastructure and Technology Enhancements will be addressed through the security system TCJPD will purchase as its portion of this grant. This security system will increase the capacity of the facility to monitor all areas, review past activities, and communicate effectively. TCJPD's Research and Compliance Units will work together to enhance *Data Collection and Performance Management*. The Compliance Unit will continue to collect data on victimization allegations, which the Research Unit can then analyze to produce statistics and performance measures. Hiring additional security staff in order to exceed the ratio mandated by PREA will help TCJPD to address *Planning, Analysis, and Staffing Support*. Upon exhaustion of grant funding, TCJPD will continue to seek both internal and external funding in order to maintain these additional staff members.

The activities proposed through this project will provide enhanced security, additional supervision at targeted times, and clearer, more effective policies. Enhanced security, supervision, and policies will result in a reduction in victimization and enhancement of PREA activities. Improving current policies will create a greater awareness among staff about appropriate behaviors for both staff and youth. Increased security and supervision will make departmental functions more transparent, so that potential victimization can be addressed and prevented before it occurs.

Capabilities and Competencies

Travis County Juvenile Probation Department (TCJPD), under the leadership of Chief Estela P. Medina, will be responsible for this project. Deputy Chiefs Darryl Beatty and Britt Canary report to Chief Medina and head the various divisions of the facility. TCJPD reports to Travis County Commissioners' Court; Samuel T. Biscoe is the County Judge. This facility has great experience with implementing grants at the local, state, and federal level. The grants, research, and finance teams collaboratively work with program staff and the executive team to plan and implement grant funded programs. These teams communicate regularly to ensure that deadlines are met and project activities are proceeding as planned.

The Compliance Unit, consisting of Brandy Baptiste and Carolina Corpus (Accreditation and Compliance Officers), will oversee the implementation of this project. This unit will also be responsible for overseeing the Policy Consultant hired through this grant. Maya Duff, the Grant Coordinator, will monitor grant progress and plan strategic meetings when necessary to meet project goals. She will also work with program staff and the Research Unit to ensure that programmatic reports are submitted on time. The Residential Division, with Jim Gobin as the Director and Patricia Garcia as the Manager, will be responsible for overseeing the new security staff hired through this grant. Israel Ramirez, TCJPD's Financial Grant Manager, will be

responsible for the financial components of this project and will work with the Travis County Auditor's Office to ensure that financial reports are submitted on time. Along with program staff, these individuals will comprise the strategic planning workgroup that will guide the implementation of this program.

Various forms of collaboration of enabled TCJPD to be successful thus far in beginning to address the components of PREA. The PREA Compliance Team has been responsible for collaboratively working to conduct assessments of the facility and identify needs. Internal collaboration across the department has also been crucial in planning grant applications. TCJPD's NCCD-funded grant will continue to enhance the relationship that TCJPD has with the National PREA Resource Center. This grant will also fund a collaboration with the Media Awareness Project, which will lead TCJPD's youth in creating an informational video on victimization. Finally, the NCCD grant will also fund an external consultant who will identify necessary revisions to policies and procedures that need to be addressed.

One barrier that TCJPD will face is the local time necessary to process the grant award, contracts, and hiring decisions. All major decisions must pass through Travis County Commissioners' Court, a process that takes a minimum of two to three weeks. Some processes, such as executing contracts, take longer since they must pass through multiple levels of approval prior to being sent to Commissioners' Court. TCJPD is experienced in addressing this barrier, and builds time into each grant to address this need. Another expected barrier is that newly hired staff may not initially have the experience or training that other staff members at their level have had regarding PREA compliance. This barrier will be addressed through aggressive, early training as soon as each employee is hired. A final anticipated barrier is deciding where security equipment should be stored. When the new equipment is in the process of being purchased, the Facilities Manager will coordinate with staff across the department to ensure that this equipment is stored appropriately. Finally, currently Texas Senate Bill 511 is in the process of being passed. If it is, Travis County will be able to commit youth to itself, instead of sending them to the state-run Texas Juvenile Justice Department. This would increase the population of TCJPD, as well as present a new population of youth with different needs. TCJPD is prepared to address this challenge with the enhanced security and supervision proposed through this grant.

Plan for Collecting the Data Required for this Solicitation's Performance Measures

TCJPD's Compliance Unit will collect performance data for this program. The Compliance Unit has created a database that currently monitors incidents of victimization in the facility. This data will be analyzed by the Research Unit in order to determine progress on performance measures. This unit consists of three evaluators whose primary function is to provide standard and ad-hoc statistical reports and ensure the completeness and accuracy of all juvenile case data collected. The evaluators have considerable experience with databases of varying sizes, have received training on all data management systems, and participate in the development of programs to ensure familiarity with the programs' goals, objectives, and processes. These staff will be responsible for aggregating data for this program and will utilize statistical applications and quantitative and qualitative methods for generating descriptive measures, in-depth analysis, and forecasting. Another responsibility will be to produce quality assurance reports to allow for review, modification, and corrections prior to generating performance measures and other evaluative reports. Finally, it should be noted that this team already has experience with generating performance measures for grants and understands the importance of accurate and timely completion.

Based on the performance measures and evaluative results from the Research Unit, members of the strategic planning workgroup that planned this project will examine the effects of this project by analyzing changes in the outcomes over time. Performance measures results will be used to determine the best solution or adjustment for the operation of the program, collaboration process, and data collection protocols. If a gap is identified via the analysis, or any other process, it will be evaluated and the needed resources will be addressed. The experience of these teams, combined with TCJPD's grants and finance teams, will enable it to successfully carry out the activities of this grant.

**Travis County Juvenile Probation Department
Project Budget**

Budget Summary		
Budget Category		Amount
A. Personnel	\$	152,160
B. Fringe Benefits	\$	32,541
C. Travel	\$	4,917
D. Equipment	\$	25,000
E. Supplies	\$	-
F. Construction	\$	-
G. Consultants/Contracts	\$	30,000
H. Other	\$	-
Total Direct Costs	\$	244,618
I. Indirect Costs	\$	5,382
TOTAL FEDERAL PROJECT COSTS	\$	250,000
Federal Request	\$	250,000
TCJPD Match/In Kind	\$	262,446
TOTAL PROJECT COSTS		

**Travis County Juvenile Probation Department
Budget Justification**

A. Personnel \$152,160 Federal, \$34,622 Match

We are requesting 5 part-time Residential Treatment Officer Assistants to provide additional supervision of juveniles during peak movement times and locations when greater risk of incidents occurs. The times and locations are identified by the Residential Treatment Managers of the facility in accordance with the mandated federal, state and local policies. We are requesting \$14,991/Officer for salary with a 3% COLA in Year 2. Total amount \$152,160. One additional full time RTO assistant officer with a salary of \$34,622 will be used as a match.

B. Fringe Benefits \$32,541 Federal, \$16,099 Match

Fringe benefit rates include FICA, Medicare, Health Insurance, Life Insurance, Retirement, and Workers' Compensation. Fringe benefits are \$3,206/Officer with a 3% COLA in Year 2. Total Amount: \$32,541. One additional full time RTO assistant officer with fringe of \$16,099 will be used as a match.

C. Travel \$4,917

We are requesting travel budget for 2 meetings in Washington, DC. The travel budget includes airfare, lodging, transportation and meals. \$4,917

D. Equipment \$25,000 Federal, \$211,725 Match

We are requesting \$25,000 for video surveillance enhancements. \$16,000 is required to upgrade our video camera system by adding new video cameras in locations of poor visibility, and upgrade to computer system to track and maintain records onsite. Additionally we are requesting a 48 pt. video surveillance POE switch with a cost of \$9,000.

Our match will be the replacement of our current video surveillance system. The estimated cost for this system replacement is \$211,725.

E. Supplies

No supplies requested

F. Construction

No renovation costs requested

G. Consultants/Contracts \$30,000

We are requesting a total of \$30,000 to have a consultant review, enhance, and rewrite all current policies and procedures to comply with the new and current PREA standards for housing juveniles and prisoners.

I. Indirect Costs \$5,382

Our indirect cost rate is 2.2% which we are requesting \$5,382 for indirect costs.

The following positions will be responsible for overseeing the functions of this program. Program staff conducting the activities associated with this program will report to the following positions.

Chief Juvenile Probation Officer

This position oversees the overall operations within the Juvenile Probation Department. Provides leadership, oversight and direction in planning, organizing, directing, implementing and evaluating departmental functions and operations in accordance with State, Federal and Local laws. Oversees planning and developing policy, procedures and programs. Oversees development of strategies to accomplish goals and objectives of the department to improve effectiveness and efficiency of services. Directs activities through subordinate Deputy Chief Juvenile Probation Officers.

Deputy Chief Juvenile Probation Officers

This position assists in directing the overall operations within the Juvenile Probation Department. Provides leadership, oversight and direction and assists in planning, organizing, directing, implementing and evaluating departmental functions and operations in accordance with State, Federal and Local laws. Assists with planning and developing policy, procedures and programs. Assists in development of strategies to accomplish goals and objectives of the department to improve effectiveness and efficiency of services. Directs activities through subordinate division directors.

Division Directors

Directs the overall operations, staff and functions of a division within a juvenile justice system through subordinate managers. Provides leadership, management and coordination in planning, organizing, implementing and evaluating division operations in accordance with State, Federal and Local laws, policies, procedures and guidelines. Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs the staffing, training, development and performance evaluation of division staff.

Division Managers

Under administrative direction, plans, manages, organizes and supervises the staff and operation of a division within a juvenile justice system. Directs and manages conformity with State and Federal laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles. Assists in planning, organizing, developing, scheduling and implementing policies, procedures, goals and objectives of the division. Manages the staffing, training, development and performance evaluation of division staff. May be assigned oversight of the facility in the absence of Division Director.

The following positions are responsible for overseeing the implementation of the project.

Accreditation and Compliance Officers

Provides oversight and maintenance for all administrative compliance factors in conformity with Federal, State and Local statutes, policies, procedures and accreditation standards. Monitors all Federal, State and Local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards and ensures compliance.

The following positions will be responsible for grant management, reporting, and data support services.

Grant Coordinator

Coordinates grants process, including grant seeking, writing, reporting, program planning, needs assessment, and administration. Serves on committees, develops resources and serves as primary contact between divisions and departments involved in grant processing. Coordinates services and facilitates development of policies and procedures. May assist in the development of short- and long-term plans.

Planner

Performs professional planning work, including planning, researching and analyzing projects and programs with broad scope, and major political, public health, safety, or welfare, transportation, parks, land development and the environment, community health and/or strategic plan impact.

Business Analyst

Provides routine to moderately complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a liaison between department users and the Information Technology organization in order to provide technical solutions to meet user needs. Possesses expertise in supporting moderately complex department applications and functions. Conducts process redesign and compiles documentation, as required for applications. Assists with or translates moderately complex organizational requirements and assists with the translation of higher level organization requirements into functional Information Technology specifications and manages changes to such specifications.

The following position will be responsible for coordinating the training component of this program.

Training Education Coordinator Senior

This is a senior level training and development position responsible for the development, coordination, and implementation of effective employee training, education, and career development programs. Responsible for determining departmental training needs and conducting supervisory, management, non-technical skill, and compliance training for assigned personnel. Consults within department to determine training and educational needs for assigned area. Prepares curriculum and training methods, media, and documentation to be presented in training programs. Responsible for the development of training policies and procedures, training curriculums, and instructional methods to enhance staff competency. Responsible for monitoring required training compliance and prescribed training budgets, as required. Serves as lead trainer, and may supervise subordinate staff.

The following positions are associated with the new staff positions.

Casework Manager

Manages the personnel and tasks of assigned work unit. Manages the compliance with applicable State and Federal laws and guidelines, and departmental policies and procedures. Conducts research, plans programs, policies and procedures, goals and objectives of the unit. May manage an assigned caseload. May be assigned oversight of the facility and administrative functions in the absence of the Division Manager.

Juvenile Shift Supervisor

Responsible for shift activities on an assigned shift at the Juvenile Detention facility. Provides orientation for juveniles entering detention. Plans and coordinates daily living activities and ensures that health, safety and welfare measures and procedures are carried out by shift members and residents. May supervise evening and weekend personnel. May be assigned oversight of the facility in the absence of higher level management.

Juvenile Residential Treatment Officer Assistant*

Assists in providing direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Assists in implementing available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system.

*This is the position for which we are hiring additional staff.

<u>Action</u>	<u>Expected Completion Date</u>	<u>Responsible Party</u>
<u>Goal:</u> TCJPD will reduce the number of incidents of sexual victimization it its facility.		
<u>Objective:</u> TCJPD will exceed the ratio of supervisory staff: resident mandated by the Prison Rape Elimination Act.		
<u>Activity:</u> Post vacancies for supervisory staff positions.	11/1/2013	Executive Team, Residential Division
<u>Activity:</u> Hire first set of new supervisory staff to be placed at targeted places and times.	1/1/2014	Executive Team, Residential Division
<u>Activity:</u> Begin introductory training for new staff.	2/1/2014	Executive Team, Residential Division, Training Unit
<u>Objective:</u> TCJPD will install an updated security system to enhance the level at which the facility is monitored.		
<u>Activity:</u> Post Request for Proposals to prospective vendors.	11/1/2013	Executive Team, Facilities Division
<u>Activity:</u> Purchase and implement security system.	1/1/2014	Executive Team, Facilities Division, IT Team
<u>Goal:</u> TCJPD will create policies that will help to guide staff in ways that protect youth from victimization.		
<u>Objective:</u> TCJPD will hire a Policy Consultant who will review identified gaps in policies and procedures and update them so that they are PREA-Compliant.		
<u>Activity:</u> Identify Policy Consultant.	12/1/2013	Executive Team, Compliance Team
<u>Activity:</u> Hire Policy Consultant.	2/1/2014	Executive Team, Compliance Team
<u>Objective:</u> TCJPD will train staff members on updated policies.		
<u>Activity:</u> Hold department wide staff trainings on updated policies.	Ongoing	Training Unit, Compliance Team
<u>Goal:</u> TCJPD will maintain the level of zero founded sexual abuse allegations that it has worked towards for the past four years.		
<u>Objective/Activity:</u> TCJPD will continue to train all current and new staff on policies, procedures, and updated PREA information.	Ongoing	Training Unit, Compliance Team

Objective/Activity: TCIPD will collect data to ensure that additional staffing and security in high-risk areas successfully prevents incidents of sexual victimization.	Ongoing	Compliance Team, Research Team
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Travis County Juvenile Probation Department
2515 South Congress Ave.
Austin, Texas 78704
(512) 854-7069
e-mail:
estela.medina@co.travis.tx.us

EDUCATION:

- Masters of Art Degree in Management; Webster University; El Paso, Texas May, 1988
- Bachelor of Science Degree in Criminal Justice; University of Texas at El Paso; May, 1976

EMPLOYMENT BACKGROUND:

1976-1978 El Paso County Juvenile Probation Department
Juvenile Probation Officer II (Intake, Court Services)
1978-1984 West Texas Regional Adult Probation Department; El Paso, Texas;
Deputy Probation Officer (Supervision, 1982-84 Intensive Supervision Caseload)
1984-1986 El Paso County Juvenile Probation Department, Director of Intake and Court Services
(Administrative and supervisory responsibilities of Intake and Court Services, staff and programs)
1986-1989 327th Family District Court, Court Administrator, El Paso County
(Administrative responsibilities for Court, staff and programs)
1989-1994 Assistant Chief Juvenile Probation Officer, El Paso County Juvenile Probation Department
Administrative responsibilities: Monitor and direct, evaluate and coordinate operational functions of the department; supervision of personnel and programs.
Aug. 1, 1994 Chief Probation Officer, Travis County Juvenile Probation Department, Austin, Tx.
Present Chief Executive Officer responsible for departmental operations, facility programs and operations, court programs, research and planning, community and county liaison, staff development, responsibility for approximately 540 personnel and a \$42 million dollar budget. Reports to the Travis County Juvenile Board.

CERTIFICATIONS:

- Texas Juvenile Probation Officer (TJPC)
- Certified Court Administrator (1986-1989)
(Texas Association for Court Administrators)
- Faculty (Trainer), National Council of Juvenile and Family Court Judges
- Professional Juvenile Administrator (National Council of Juvenile and Family Court Judges)
- Texas Probation Academy (Trainer)

PROFESSIONAL ORGANIZATIONS/MEMBERSHIPS:

STATE:

- Charter Member of Juvenile Justice Association of Texas (2000-present)
- Vice-President, Juvenile Justice Association of Texas (2000-2002)
- President, Juvenile Justice Association of Texas (2002- 2006 and 2008-present)
- Juvenile Justice Association of Texas Chair of the Membership Committee
- Juvenile Justice Association of Texas member of the Legislative Committee
- Advisory Council Juvenile Services, Texas Juvenile Probation Commission (1994-Nov. 2011, appointed Chair 2009)
- Texas Corrections Association Board of Directors (1982-1994)
- Texas Juvenile Detention Association (1989-Present)
- Central Texas Juvenile Chiefs Association
- Texas Association for Court Administration (1986-1989)
- Texas Probation Training Academy Advisory Board (10/96-10/99)
- Elected to Board of Directors, Texas Probation Association (1996) (President 1996-1999)

TRAVIS COUNTY:

- Member, Community Justice Council (1994 – present)
- Juvenile Justice Working Group (1994-1995)
- Member, Task Force on Affordable Housing (1994)
- Hispanic Women's Network (1994)
- Management Coordination Team (1995)
- Member, Court Appointed Special Advocates, Professional Advisory Board (1995 – 2000)
- Community Action Network (C.A.N.) Administrative Team (1998 – 2009)
- Chair, Children's Partnership (1996-2001) Board member (present)
- Member, Travis County Child Welfare Board (present) (Ex Officio)
- Community Justice Task Force, Chair (2000-present), Vice Chair (1999-2000)
- AISD, Safety Task Force (2003)

NATIONAL:

- National Juvenile Court Services Association (1985-1996)
- National Council of Juvenile and Family Court Judges
- National Association of Court Management (1986-1989)
- American Corrections Association (1988- present)
- American Corrections Association Legislative Committee (1998)
- National Association of Probation Executives (1995)
- ACA Legislative Committee (1998-2000)

AWARDS:

- Amador Rodriguez Lifetime Achievement Award presented by the Juvenile Justice Association of Texas, (2000)
- Amador Rodriguez Outstanding Juvenile Administrator Award
Texas Corrections Association, (2000)
- Juvenile Administrator of Year, (1988)
Texas Corrections Association; Austin, Texas
- Justice Hill Scholarship Award
Texas Association for Court Administration, (1988), Austin, Texas
- President's Gavel Award
Texas Corrections Association, (1993)
- Louis Stewart Halls of Detention Award, (1997)
Texas Juvenile Detention Association
- Graduate, Leadership Austin (Class 1997)
- Liberty Bell Award, Texas Young Lawyers Association (2010)

Resume

BRITTON CANARY

PERSONAL INFORMATION

Mailing Address: 1341 Bull Horn Loop
Round Rock, Texas 78665

Telephone: Residence: (512) 296-2363
Business: (512) 854-7541

LICENSE AND CERTIFICATIONS

Texas Commission on Alcohol and Drug Abuse 1992-2006
(License Number 4158) *currently inactive*

ACADEMIC BACKGROUND

Degree - Bachelor of Science (B.S.) December 1997
Criminal Justice - Corrections Major.
University of North Texas; Denton, Texas.

Masters Degree- Criminal Justice Administration January 2010
Kaplan University

EMPLOYMENT HISTORY

Deputy Chief Juvenile Probation Officer Dec. 2007- present
Travis County Juvenile Probation Department

Director of Administrative Services
Interim Div. Director of Probation Services Sept. 18, 2006- Dec. 2007
Travis County Juvenile Probation Department

Director of Juvenile Corrections Oct. 18, 2004--
Texas Youth Commission Sept. 15, 2006

Acting Superintendent
TYC- Victory Field Correctional Academy Sept. 03- Jan. 04

Assistant Superintendent June, 2000- 10/17/2004
TYC- Gainesville State School
Gainesville, TX.

Superintendent McFadden Ranch June, 1998-2000
TYC- Roanoke, TX.

Consultant January-November 1998
Wise County Juvenile Probation

Primary Service Worker III TYC January-June, 1998
Primary Service Worker II 1997
Youth Activity Supervisor (I, II, III, IV) 1989-1997
Chemical Dependency Treatment Program. Texas Youth Commission.
Gainesville State School. Gainesville, Texas.

HONORS AND AWARDS

President's List (Honor Student), North Texas University. 1997
Alpha Phi Sigma National Criminal Justice Honor Society 1997

DARRYL A. BEATTY

PROFESSIONAL PROFILE

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT Austin, TX 5/1997 - present

Deputy Chief Juvenile Probation Officer (11/2005 - present) - Assist in directing the overall operations of the Juvenile Probation Department. Engage in immediate oversight of the institutional operations of the department and facilitate program development to improve the efficacy of services offered to youth and families. Provide leadership, supervision and guidance to division directors and departmental employees. Assist in planning, organizing, directing, implementing, and evaluating departmental functions and operations in accordance with state, federal, and local laws. Participate in the preparation and oversight of a \$40 million departmental budget. Serve as a representative of the department at local, state, and national functions and operate as a community liaison and resource for criminal justice representatives, departmental staff, and the general public. Represent the department at Commissioner's Court and serve on juvenile justice committees designed to enhance the services provided to juveniles, their families, and the community at large.

Director of Administrative Services & Facility Operations (1/2000 - 10/2005) - Directed and managed the Division in compliance with state and federal statutes and departmental policies and procedures, including personnel, training, facility operations, research and evaluation, strategic planning, medical services, information systems, volunteer services, building maintenance, and compliance and accreditation units. Responsible for oversight of division, which included evaluation, hiring, and termination of divisional employees. Acted as liaison and contact for County departments, outside agencies, organizations, and the general public. Assisted in preparation and monitoring of an annual \$26 million departmental budget. Conducted research, program planning, and policy development along with providing recommendations and improvements for overall departmental operations. Served as a member of Chief Juvenile Probation Officers Management Team.

Director of Detention Services (5/1997 - 1/2000) - Directed and managed the Detention Services Division averaging 90 juveniles per day and consisting of over 100 employees, including medical, counseling, and food service units; full and part-time detention officers; and administrative staff. Ensured compliance with departmental policies and procedures as well as state and federal statutes. Assisted in conducting research and program evaluations and in establishing policies and procedures. Assisted in preparation and monitoring of a \$5 million annual budget. Served on the Department's Management Team.

TEXAS STATE UNIVERSITY - San Marcos, TX

1/2003 - 5/2004

Adjunct Professor - Taught college-level courses as an adjunct professor for the Political Science Department.

AUSTIN COMMUNITY COLLEGE - Austin, TX

1/1997 - 5/2002

Adjunct Professor - Taught college-level courses as an adjunct professor for the Sociology Department.

TEXAS JUVENILE PROBATION COMMISSION - Austin, TX

8/1995 - 6/1997

Training Specialist IV (8/1995 - 6/1997) - Coordinated, developed and conducted training for all personnel in the juvenile justice field. Approved juvenile probation and detention officers certification in Texas. Planned joint programs with local agencies, state agencies, and private firms. Represented TJPC on local and state committees regarding training and other issues related to juvenile probation and interagency efforts. Performed duties of the Director as needed. Ensured state and regional conferences were within budget requirements. Evaluated and assessed the training needs of probation departments. Developed and

interpreted division policies and procedures. Supported county departments by providing the technical assistance necessary to meet TJPC standards.

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT – Austin, TX 1/1993 - 5/1997

Maintained positions on a full-time basis through 8/1995. Maintained employment at TCJP on a part-time basis until 5/1997.

Shift Supervisor (8/1994 - 8/1995) - Actively participated in the selection, supervision, and evaluation of Residential Treatment Officers (RTO). Coordinated and attended meetings. Audited and maintained juvenile and personnel files. Planned, developed, and presented employee training programs within the Residential Services Division of juvenile probation. Performed investigations as assigned and assisted with budget preparation. Ensured Travis County policies and procedures, along with ACA standards, were implemented and followed.

Senior Residential Treatment Officer (10/1993 - 8/1994) - Supervision of RTO shift workers. Supervised and monitored juvenile offenders assigned to a residential program. Managed a working caseload of 12 youth. Generated statistical reports and documentation and maintained records as required. Screened cases referred to Residential Services Division and made independent judgements as to appropriate action to be taken. Conducted training for all Residential Services Division staff.

Group Leader (4/1993 - 8/1994) - Facilitated and documented daily problem solving groups. Devised and implemented strategies for juvenile supervision and screenings. Conducted weekly individual counseling along with creating individual program plans for incoming residents; reviewed/modified plans as needed. Facilitated parent conferences and new resident admissions.

Residential Treatment Officer II (1/1993 - 4/1993) - Implemented available treatment plans and corrective disciplinary strategies for juveniles assigned to a residential program. Assisted in casework preparation and documentation. Provided direct supervision and treatment interventions for juveniles assigned to residential program.

THE OAKS TREATMENT CENTER – Austin, TX

6/1990 - 9/1995

Center Supervisor (6/1991 - 9/1995) - Ensured all policies and procedures of the hospital were appropriately followed. Implemented and supervised emergency procedures as required for 120 bed psychiatric adolescent hospital. Oversaw and advised direct care personnel and provided on-site training to direct personnel regarding crisis prevention, intervention, and therapeutic follow-up. Provided direction, guidance, and emotional support to clients and families. Achieved accreditation status for the center from the Joint Commission on Accreditation of Healthcare Organizations.

Mental Health Worker (6/1990 - 5/1991) - Assisted team members in developing/implementing unit programs and treatment plans. Co-facilitated therapy groups and provided feedback on patient progress.

EDUCATION

- Master of Public Administration - Texas State University (SWT), San Marcos, TX
- Master of Sociology - Prairie View A&M University, Prairie View, TX
- Bachelor of Science in Criminal Justice - Texas State University (SWT), San Marcos, TX

CERTIFICATIONS

D. BEATTY 2

- Certified Juvenile Probation Officer
- Training for Trainers Certificate of Completion

COMMUNITY INVOLVEMENT / ASSOCIATIONS

Texas Juvenile Detention Association – Past President
American Society of Public Administration – Centex Chapter
Juvenile Justice Association of Texas – Member
Former Board of Directors, Regional Network for Children
Texas Corrections Association Member
National Organization for Hispanics in Criminal Justice

BRANDY C. BAPTISTE

6704 Manchaca Road # 28, Austin, TX 78745 | 512-294-8204 | brandycbaptiste@yahoo.com

SUMMARY

Effectively uses education, training and experience to manage complex projects.

EXPERIENCE

- 3/2009 - Date Accreditation and Compliance Officer, *Travis County Juvenile Probation Department*
- Maintain working knowledge of current federal, state and local statutes, policies, procedures, accreditation and other regulatory standards affecting the Department;
 - Provide complex technical interpretation on standards and regulations;
 - Serves as the contact for outside monitoring agencies and coordinates Department response to audits;
 - Conducts internal investigations and program reviews;
 - Serves as a PREA Coordinator and maintains Department serious incident database.
- 1/2002-3/2009 Administrative Supervisor, *Travis County Juvenile Probation Department*
- Coordinate training activities for the division and train staff;
 - Schedules staff and participates in interviewing and hiring process;
 - Supervise shift activities, staff development, and performance evaluations;
 - Assist in ACA and TJPC auditing and accreditation process;
- 3/2001-1/2002 Training and Education Coordinator, *Travis County Juvenile Probation Department*
- Identify, develop, schedule, coordinate and conduct training for the Department and evaluates the effectiveness of training
 - Prepare certifications for JPOs, JDOs, and JCOs and maintains training and certification records;
 - Ensure Departmental compliance with ACA and TJPC training standards;
 - Preparation of Travel Encumbrances and Travel Reimbursements;
- 1/2000-3/2001 Shift Supervisor, *Travis County Juvenile Probation Department*
- Supervise shift activities, staff development, and performance evaluations;
 - Maintain Safety, Security and Sanitation of the facility;
 - Coordinate training activities for the division;
 - Assist in ACA and TJPC auditing and accreditation process
- 11/1995-1/2000 Juvenile Detention Officer, *Travis County Juvenile Probation Department*
- Ensure safety, security and health of residents;
 - Facilitate groups for competency development and behavior modification program;
 - Train staff on Handle with Care and CPR and First Aid

EDUCATION

- 8/1989-5/1994 BA in Psychology / Sociology, *University of Texas at Austin*

Carolina M. Corpus

Phone: 512.769.1906 ~ Email: carolina.corpus@yahoo.com

Education

<i>Master of Arts in Criminal Justice and Criminology</i> Sam Houston State University – Huntsville, TX	Conferred August 2005
<i>Bachelor of Arts in Criminal Justice</i> St. Edward's University – Austin, TX	Conferred May 2001 Magna Cum Laude

Pertinent Employment History

<i>Accreditation and Compliance Officer</i> Travis County Juvenile Probation Department, Administrative Services	08/11 - Present
<i>TCOOMMI Program Specialist V</i> Texas Department of Criminal Justice, Reentry and Integration Division	09/09 - 08/11
<i>Review Panel Program Specialist</i> Texas Youth Commission, Office of General Counsel	08/08 – 06/09
<i>Parole Coordinator</i> Texas Youth Commission, Interstate Compact	11/07 – 08/08
<i>Parole Officer</i> Williamson County Juvenile Services	10/06 – 11/07
<i>Case Manager III</i> Texas Youth Commission, Giddings State School	04/06 – 10/06
<i>Probation Coordinator</i> Texas Youth Commission, Interstate Compact	11/03 – 03/06
<i>Juvenile Detention Officer</i> Montgomery County Juvenile Services	10/01 – 12/02

Highlights of Qualifications

- Monitors federal, state and local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards and ensures departmental compliance.
- Interprets complex standards, policies, rules and codes or regulations for practical application to departmental operations.
- Reviews and evaluates current programs, policies, procedures and practices on an on-going basis.
- Coordinates monitoring visits and serves as a liaison between monitors and program staff.
- Provides training on federal, state and local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards.
- Monitored contract vendors and grant programs for contractual compliance.
- Performed trend analysis.
- Assisted in budget development and adjustment for contracted service providers.
- Provided direct care for juvenile justice involved youth in both a secured and community setting to include: intake, case assessment, case planning, case management, supervision and discharge.

JIM R. GOBIN

2515 S. Congress Avenue • Austin, TX 78704 • (512)854-7051 • jim.gobin@co.travis.tx.us

Education

Bachelor of Arts in Sociology (Concentration in Social Work) Minor in Psychology from McMurrey College in Abilene, TX.

Employment Experience

Division Director of Residential Services, Travis County Juvenile Probation Department, Austin, TX. May 2012 to present.

- Direct the overall operations, staff and functions of the division through subordinate managers.
- Lead, manage and coordinate planning, organizing, implementing and evaluating division operations.
- Develop division strategic plans.
- Direct the staffing, training, development and performance evaluation of division staff.

Juvenile Probation Division Manager – Residential Services, Travis County Juvenile Probation Department, Austin, TX. November 2011 to May 2012.

- Direct supervision of 5 Unit Coordinators and 5 Shift Coordinators.
- Supervision of staff and programs within the division.
- Insure compliance with TJJD Standards, ACA Standards and DHS Standards.
- Maintain and insure staff conformity to policy and procedure.
- Insure the health, safety and welfare of juveniles in the facility.
- Assist in the development of goals and objectives for the division.

Juvenile Probation Division Manager – Detention Services, Travis County Juvenile Probation Department, Austin, TX. April 2001 to November 2011.

- Direct supervision of 8 Shift Supervisors.
- Supervision of staffing and programs within the division.
- Insure compliance with TJJD and ACA Standards.
- Maintain and insure staff conformity to policy and procedure.
- Insure the health, safety and welfare of juveniles in the facility.
- Assist in the development of goals and objectives for the division.

Juvenile Probation Casework Manager – Detention Services, Travis County Juvenile Probation Department, Austin, TX. May 1996 to April 2001.

- Supervision of education, recreational and special programming within the division.
- Direct supervision of the counseling and training programs.
- Supervision of staff schedules and part-time Juvenile Detention Officers.

Detention Services Shift Supervisor, Travis County Juvenile Probation Department, Austin, TX. June 1991 to May 1996.

- Direct supervision of 15 Juvenile Detention Officers, detained juveniles and daily shift activities.
- Responsible for staff performance counseling, disciplinary action, performance evaluation and staff training.
- Insure compliance with ACA and TJPC Standards.

Juvenile Detention Probation Officer, Travis County Juvenile Probation Department, Austin, TX. September 1989 to June 1991.

- Direct supervision and counseling of juveniles in the detention facility.

Patricia Garcia

819 Brook Meadow Trail, Cedar Park, Texas 78613

(512) 636-2578 (cell), pgarcia40@austin.rr.com

OBJECTIVE

Seeking a challenging & team-work oriented position in an environment where serving our youth and communities are priorities.

PROFILE

- Over twelve years in management and program development.
- Diligent and detail oriented with concise report writing background.
- Bilingual with a collaborative multi-agency involvement work experience.
- Strong teamwork & multi-task skills in a stressful & fast pace environment

CAREER HIGHLIGHTS

- TCJP Internal Investigator • Safety & Security Committee Chair • JJAT Member
- Supervisor of the Year 2000 • JPO of the Year 1998
- Oversight and Development of the Following Programs:
Sex Offender, Sanction Supervision & Operation Safe Streets

EXPERIENCE

Residential Services Division Manager

October 2012-Present

- Assist in oversight of the Residential Services staff, program and facility.
- Oversee management & staff, including hiring, training, performance evaluation, & disciplinary action.
- Assist in planning, developing, implementing and ensure compliance with policies, procedures, goals and objectives of the division.

Casework Manager

1999-2012

- Supervised the Intensive Supervision Unit (ISP) consisting of seven (7) certified Juvenile Probation Officers and a Lead Officer which provided supervision and case management services to high risk youth offenders.

- Provided oversight of the daily operations to include managing, developing and evaluating employee's performance.
- Monitor and ensure compliance with department policies, procedures, state and federal laws and overall goals and objectives of the department.
- Oversee, evaluate and research programs that include analyzing operations and facilitating staff meetings, chair committees and other administrative functions as needed.
- Prepare program and investigative reports that may include recommendations for policy changes, program revisions and/or implementations.
- Participate in collaborative efforts with internal and community agency to meet client and/or department functions. Previous oversight of the GPS Monitoring program.

JUVENILE PROBATION OFFICER, ISP & SR. JPO

1991-1999

- Caseload supervision of Adjudicated clients placed on probation in the community or Residential facilities.
- Assistant to Casework Manager in completing administrative duties that consisted unit Oversight in absence or unavailability of the Casework Manager.
- Conducted training, unit meetings, staff audits, and oversight of the electronic monitor program, ISP competency groups and program.

EDUCATION

- Texas State University (formerly SWT), August 1984-August 1986, San Marcos, Texas
- Bachelor's Degree in Criminal Justice in Corrections and Minor in Sociology

SKILLS

- Management experience in Supervisory Principles and Practices.
- Investigative and Interview Skills.
- Problem Solving and Decision Making.
- Knowledge of Standards, Policies, Practices, State and Federal Laws.
- Ability to Understand, Interpret, and Explain Policies, Concepts and Rules.
- Verbal and Written Communication to include Presentations in English & Spanish.

REFERENCES

- Available upon request

Cory J. Burgess

811 West Slaughter Lane #3611
Austin, Texas 78748
(512)-791-1343
coryburgess@hotmail.com

EDUCATION: The Florida State University – Tallahassee, Florida
Bachelor of Science - Political Science
Minor – Sociology

The Wilmington University – Wilmington, Delaware
Master’s Degree – Administration of Justices

LEADERSHIP EXPERIENCE:

Travis County Juvenile Probation Department (May 2012 to present)
2515 South Congress Avenue
Austin, Texas 78704
Position: **Director for Detention Services Division**

- Directs, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of the Detention Services Division for Travis County Juvenile Probation Department. Directs and ensures conformity with State of Texas and Federal laws and guidelines, and policies and procedures for health, safety and welfare of juveniles.
- Directs and coordinates the overall administration of a Pre-Adjudicated Residential facility for boys and girls. (120 beds)
- Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Seeks and creates opportunities for improved performance, learning and development of staff and addresses problems or conflicts. Oversees and participates in development of division policies, procedures, goals and objectives.
- Prepares and reviews fiscal, administrative and statistical reports and interprets findings.
- Prepares and administers division Budget (\$6.9 million per year). Monitors and approves all budget expenditures to ensure consistently with system goals and objectives.

Travis County Juvenile Probation Department (April 2010 to May 2012)
2515 South Congress Avenue
Austin, Texas 78704
Position: **Director for Residential Services Division**

- Directed, planned, organized, implemented, monitored and evaluated the overall operations, staff and functions of the Residential Services Division for Travis County Juvenile Probation Department. Directed and ensured conformity with State of Texas and Federal laws and guidelines, and policies and procedures for health, safety and welfare of juveniles.

- Developed division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Sought and created opportunities for improved performance, learning and development of staff and addresses problems or conflicts.
- Oversaw and participated in development of division policies, procedures, goals and objectives.
- Prepared and reviewed fiscal, administrative and statistical reports and interprets findings. Evaluated programs, procedures and practices within the Residential Services Division.
- Prepared and administered division Budget (\$5.6 million per year). Monitored and approved all budget expenditures to ensure consistently with system goals and objectives.
- Directed and coordinated the overall administration of a Post Adjudicated Residential facility for boys and girls. (118 beds)
- Supervised and provided guidance for Male and Female Youth Halfway Houses (24 beds)
- Supervised Juvenile Re-Entry/Aftercare Program.
- Supervised Division's Juvenile Probation Officer Team
- Supervised Division's with the implementation of evidence based practices to include: Thinking for a Change, Pathways to Self-Discovery and Choices, and Aggression Replacement Training.

Price Halfway House for Girls - Global Youth Services, Inc. (June 2009 to April 2010)

2515 Ortiz Avenue

Ft. Myers, Florida 33905

Position: **Executive Director**

- Directed and coordinated the overall administration of a juvenile residential facility contracted with the State of Florida Department of Juvenile Justice.
- Oversaw the start up of a new residential juvenile facility with direct responsibilities of development of all aspects of the program to include, case management, medical, mental health, behavior management systems, and education.
- Established and implemented facility operating procedures consistent with departmental guidelines and annually inspect the procedures for compliance.
- Established and maintained a safe, secure and human environment for all residents and staff located within the secure facility.
- Performed routine and unannounced facility inspections to ensure a safe and secure therapeutic environment.
- Lead the program in the start up and development of structured program activities
- Directed the treatment services for moderate risk offenders to include; mental health and substance abuse services, healthcare services, case management, behavior management, and individual and group therapy.
- Performed administrative duties as required to include supervision and training of subordinate personnel; procurement, receipt and payment for goods and services rendered to the facility.
- Responsible for the upholding the Department of Juvenile Justice's mission directive through interaction with all facets of the community, law enforcement, various governmental agencies, judiciary, and private sector representatives.
- Supervised treatment staff in development and compliance with State and Federal guidelines for Behavioral Health Overlay Services (BHOS).
- Functions effectively in a leadership and administrative capacity with the Department of Juvenile Justice's representatives within the Regional structure and state level Administrative Personnel.

- Served as the programs Disaster Coordinator ensuring that facility is in compliance with all Continuity of Operations Plans (COOP) and Disaster Policy. Also coordinated with Local County and City Emergency Management staff.

Global Youth Services, Inc. (November 2008-June 2009)

4705 US Highway 17

Bowling Green, Florida 33834

Position: **Risk Manager**

- Identified critical areas within three residential secure facilities and provide technical assistance to ensure compliance with Global Youth Services, Inc. Policies and Procedures and The Florida Department of Juvenile Justice Administrative Rules.
- Completed program internal investigations for Global Youth Services, Inc. and provide conclusions and/or corrective action plans as needed.
- Conducted audits of Case Management Files, Mental Health/Substance Abuse files , Medical Files, and Safety/Security Systems of three residential facilities to ensure compliance with Global Youth Services, Inc. policies and procedures as well as the Florida Department of Juvenile Justice Administrative Rules.
- Assisted and/or led in the Pre and Post Operational Reviews of new residential contracts awarded to Global Youth Services, Inc.
- Provided Global Youth Services, Inc. Program Administrative Teams with assistance in budgetary, staffing, treatment, and residential issues.
- Provided training to program staff on revisions and additions to Program/and or Company Policies and Procedures.
- Served as Administrative Duty Officer for Global Youth Services, Inc. Residential Facilities in the absence of President/CEO.

Bowling Green Youth Academy - Global Youth Services, Inc. (September 2006-November 2008)

Bowling Green Youth Academy – Diversified Behavioral Health Solutions, Inc. (October 2005 – August 2006)

4705 US Highway 17

Bowling Green, Florida 33834

Position: **Executive Director**

- Directed and coordinated the overall administration of 52 bed (New Beginnings -20 Bed Substance Abuse) and (Bowling Green 32 –Bed Behavioral Health) Department of Juvenile Justice contracted moderate risk secure residential treatment facility.
- Established and implemented facility operating procedures consistent with departmental guidelines and annually inspect the procedures for compliance.
- Established and maintained a safe, secure and human environment for all 52 residents. Performed routine and unannounced facility inspections and maintains a zero escape status.
- Led program and treatment task in implementation of The Florida Department of Juvenile Justice What Works Initiative. Providing group training for Thinking For a Change, Communicating for a Change, and Motivational Interviewing.

- Directed the treatment services for moderate risk offenders to include; mental health and substance abuse services, healthcare services, case management, behavior management, and individual and group therapy.
- Performed administrative duties as required to include supervision and training of approximately 65 subordinate personnel; procurement, receipt and payment for goods and services rendered to the facility.
- Responsible for the upholding the Department of Juvenile Justice's mission directive through interaction with all facets of the community, law enforcement, various governmental agencies, judiciary, and private sector representatives.
- Supervised treatment staff in development and compliance with State and Federal guidelines for the of appropriate Behavioral Health Overlay Services (BHOS) and Residential Substance Abuse Treatment (RSAT) services provided.
- Functioned effectively in a leadership and administrative capacity with the Department of Juvenile Justice's representatives within the Regional structure and state level Administrative Personnel.
- Directed Two Residential Programs in implantation of Evidence Based Treatment Approach.
- Served as the programs Disaster Coordinator ensuring that facility is in compliance with all Continuity of Operations Plans (COOP) and Disaster Policy. Also coordinated with Local County and City Emergency Management staff.

Diversified Behavioral Health Solutions (May 2005-September 2005) Bowling Green, Florida –
Position: Chief of Security/Assistant Program Director, Bowling Green Juvenile Residential Facility & New Beginnings Substance Abuse Youth Academy.

- Responsible for the direct operation of a 52 bed moderate risk secure residential youth treatment facility. Responsibilities included but were not limited to: planning, coordinating, and directing of all activities to include; auditing, safety and security, care and custody, transportation, mental health and substance abuse services.
- Prepared evaluations on the effectiveness of various facility programs and conducted internal quality assurance audits as well as internal investigations of incidents that required detailed analysis.
- Monitored staffs work schedules to ensure proper supervision needs of the facility were met to include staff to youth ratio requirements mandated by the Department of Juvenile Justice's Residential Service Manual as well as the program's state contract.
- Ensured that the program's safety and security functions of the facility are in compliance with the Department's Security Audit Instrument.
- Assisted and facilitated any departmental requested investigation by internal/external agencies with a specified time frame.
- Responsible for prioritizing various work loads as well as completing various reports, communicate effectively by facilitating monthly meetings with direct care worker supervisors and direct care workers.

OTHER JOB EXPERIENCE:

- **Securicor New Century (September 2004 – April 2005) Polk Juvenile Correctional Facility – Case Manager (High Risk Secure Residential Facility)**
- **Correctional Service Corporation/Youth Services International (July 2003 – July 2004) Blackwater STOP Camp/Santa Rosa Juvenile Residential Facility – Case Manager – (Moderate Risk Residential Facility)**
- **Ramsay Youth Services (April 2003 – June 2003) Bartow Youth Training Center – Lead Case Manager (High Risk Secure Juvenile Residential Facility)**

- **Correctional Service Corporation** (December 2001 – March 2003) Bartow Youth Training Center
– **Case Manager** –(High Risk Secure Residential Facility)

CERTIFICATIONS/TRAININGS:

- Adult First Aid and CPR responder certified
- Handle with Care Restraint
- Certified Juvenile Probation Officer
- Certified Juvenile Supervision Officer
- Motivational Interviewing
- Thinking for a Change
- Arise Life Skills Instructor

References provided upon request:

EXPERIENCE: **Travis County Juvenile Probation Department** Austin, TX August 2012-present
Grant Coordinator

- Administer local, state, and federal grants through written proposals and reports, budget control, reporting, and formal/informal correspondence
- Consistently research available funding opportunities, create grant opportunity overviews, and distribute to staff to determine interest
- Develop and write grant proposals; move grant proposals through all County processes, including agenda requests, approval, award, acceptance, and submission
- Lead strategic planning meetings with program staff to plan and prepare grant proposals and to implement grant activities
- Lead grant training workshops for department staff

DePaul University Chicago, IL October 2008-August 2011
Grants and Contracts Specialist, Office of Sponsored Programs and Research

- Guided faculty members through all steps of the pre-award process to ensure compliance with University and agency guidelines and regulations
- Submitted 5-6 federal and non-federal grant opportunities per month; requested approximately \$3 million in funding per month
- Worked with professors from all departments of the University to obtain roughly \$5 million in grant funding
- Researched funding sources and kept faculty informed about available and relevant opportunities and changes in agency guidelines

Alliance for Catholic Education Memphis, TN June 2005- June 2007
St. Paul School; Little Flower Primary School
Teacher, 2nd grade

- Taught all subjects to second graders in inner-city Memphis
- Increased students' standardized test scores in reading and math; one student rose from the 1% to the 35% in math
- Recruited Memphis professionals to speak to class about career aspirations and opportunities
- Tutored students after school to ensure that all students were reading fluently by the end of the school year

INTERNSHIP: **Healthy Schools Campaign** Chicago, IL September 2010-June 2011
Intern

- Created a best practices guide for Chicago Public Schools teachers to incorporate physical activity into their classrooms
- Organized Fit to Learn workshops for local teachers to educate them about ways to create healthier classrooms
- Compiled resource lists distributed at workshops to empower teachers to make healthy changes to their classrooms throughout the year
- Created and led "train the trainer" presentation on educating other teachers about creating healthy classrooms

SERVICE: **Highsight** Chicago, IL August 2008-May 2011
Mentor

- Mentored and tutored high school students from low-income neighborhoods in Chicago
- Planned and publicized fundraising events through Facebook, email, print media, and word of mouth

Christel House International Bangalore, India November 2007- May 2008
Volunteer Teacher

- Taught remedial language arts and math to students in grades one through six
- Led a team that designed the curriculum for the remedial language arts program in a school that educates, feeds; and clothes 800 children from the slums of Bangalore
- Co-established a basketball team for ninth grade boys

EDUCATION: **DePaul University** Chicago, IL June 2011
Master of Public Health (with distinction)

University of Notre Dame Notre Dame, IN May 2005
Bachelor of Arts, Psychology
Master of Education through Alliance for Catholic Education Program May 2007

LANGUAGES: Spanish: Conversational; Portuguese: Beginning

Israel Ramirez Jr.
3131 Longhorn Circle
Manvel, Texas 77578

Cell : 713.899.7055
Home : 281.692.1975
Email : iramirez_1@sbcglobal.net

Financial Management

- Directed the financial activities associated with the business administration of staff, procurement, contracts, institutional financial programs, government grants, state appropriations and hospital revenue.
- Develop and implement financial policies associated with grant awards, clinical management, and tracking.
- Plan, assist in preparing prepare and managing the county's \$800M annual budget.
- Directs the planning, development, implementation and administration of business and financial services, which include financial, and human resources management, procurement and contract administration, endowments, and management of University/Division business services groups.
- Create financial analysis and variance reports for operating and grant budgets for all institutional departments.
- Forecast and analyze operating budgets for all institutional departments
- Develop and maintain a financial system to efficiently and proactively monitor fund balances, personnel and budget end dates for all divisions and hospital operations, institutional grants, state appropriated funds, restricted funds, donor and governmental as well as private sponsored grants and contracts, and clinical activity revenue cycle.
- Knowledge of state and federal academic regulations and financial processes.
- Medicaid contracting, practice operations, managed care and the healthcare environment and academic finance.

Human Resource Management

- Manage directly or indirectly up to 22 personnel to include recruitment, evaluation and disciplinary actions
- Provides planning for department management including assistance in planning job and funding for employee actions, equipment, materials and facility changes
- Assisted the Vice President's office with data and reporting requirements to evaluate division/department chairman
- Interpreted university policies and procedures and trained staff on all institutional mandated policies.
- Served on institutional committees in which provided assistance in the implementation of organization decisions, writing policy statements and generating customized reports.
- Risk Management

Project Management

- Directs the overall operations of the Vice President's office, review outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Identified and structured relevant intellectual property for prospective licenses.
- Plan space allocation, space utilization, new laboratory facility design, implement modifications and managed new construction
- Conduct process improvement and problem solve on institutional projects.
- Develops, maintains and communicates project documentation, including project definition, schedules, milestones and budget plans.
- Served as team leader on institutional projects, responsible for assigning individual responsibilities and coordinating activities to team members.
- Responsible for timely completion of projects including ensuring milestones are met and financial controls are overseen and achieved.
- Trained in process improvement methodologies -Six Sigma Greenbelt & Blackbelt.

EDUCATION

Master's in Business Administration (Finance) *University of Houston, December 2004*

Master of Science (Chemistry) *University of Houston, May 1999*

Bachelor of Science (Chemistry) *University of Houston, December 1996*

Associate of Arts (Mathematics) *San Jacinto College, May 1993*

Work Experience

**Lead Accountant, Travis County
Juvenile Probation Department
December 2012- Present**

- Plan, assist in preparing prepare and managing the county's \$800M annual budget.
- Forecast and analyze operating budget for all Divisions, Grants, state and county appropriations.
- Assist in the preparation and management of bond issuance for county projects.
- Manage all financial operations of the County Commissioners, reviews outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Provides planning for county wide department management, including assistance in planning job and funding for employee actions, equipment, materials, and facility changes.
- Provide guidance to all responsible parties submitting grants as to all rules and policies associated with each agency pertaining to the grant submission and management.
- Monitors, manages and provided reports on financial activity of all budget areas.
- Responsible for process improvement and new system development.
- Provide ad-hoc reporting from all systems within the county.
- Responsible for monitoring and reporting on all currently funded grants.
- Monitor and maintain the financial activities associated with the academic activities of the county's juvenile probation department.

**Director, UT MD Anderson Cancer Center
Office of Administration
July 2008 – August 2012**

- Directs the planning, development, implementation and administration of business and financial services, which include financial, and human resources management, procurement and contract administration, endowments, and management of University/Division business services groups.
- Leadership role on Functional team of the Resource Information Management System (RIMS) for strategic planning of the growth of the institutional research enterprise.
- Monitor and manage finances of The Research Administration Office (RAO), including the development and implementation of the annual budget.
- Monitors, manages and provided reports on financial activity of all budget areas, including Educational & General Fund, Physician Referral Service, and University Cancer Foundation revenue accounting.
- Forecast and analyze operating budget for Research finance and internal funding programs.
- Directs the overall operations of the Vice President, reviews outcomes of operational projects, ensuring that departmental vendors are fulfilling their contractual obligations, allocating resources for greater departmental effectiveness and efficiency.
- Provides planning for department management, including assistance in planning job and funding for employee actions, equipment, materials, and facility changes.
- Responsible for process improvement and new system development.
- Manage directly or indirectly up to 21 personnel to include recruitment, evaluation and disciplinary actions
- Provides planning for department management including assistance in planning job and funding for employee actions, equipment, materials and facility changes
- Served as Project Manager on Institutional and UT System projects.

Program Director
UT MD Anderson Cancer Center
Genitourinary Oncology Research
September 2007 –July 2008

- Supervised department personnel in appropriate laboratory procedure and compliance, as well as clinical trial planning.
- Organized the coordination of clinical trials on new drugs, licensing agreements, and intellectual property for Genitourinary Medical Oncology.
- Developed and maintained Good Laboratory Practice (GLP) and Good Manufacturing Practice (GMP) procedures to support product development.
- Prepared and submitted Investigational New Drug (IND) documents.
- Collaborated with legal department on execution of collaboration and partnership agreements with academic and corporate partners.
- Identified and structured relevant intellectual property for prospective licensees.
- Coordinated with the Office of Technology commercialization and the Office of Regulatory Affairs to optimize the protection of intellectual property.

Management Analyst
UT MD Anderson Cancer Center
March 2006-September 2007

- Created financial analysis and variance reports for the development of research Education & Grant budget.
- Created financial analysis and executive summaries for the division of pathology on clinical revenue and expenses.
- Maintained and reconciled division budget of approximately \$260 million.
- Developed and maintained a research financial system to efficiently and proactively monitor funds balances, personnel and budget end dates for Division Principal Investigators to include start-up funds, Institutional research Grants, incentive funds, restricted funds, donor and governmental as well as private sponsored grants and contracts.
- Collaborated with individual principal investigator's to assist in maintaining financial compliance.
- Analyzed financial operations and made recommendations for policy and/or procedural change.
- Served on projects teams for Division of Pathology Projects.

Manager, Research Institute
Miami Children's Hospital
April 2005- March 2006

- Managed and maintained research fiscal accounts and budget.
- Budget capital equipment for research institute.
- Managed and evaluated research personnel.
- Planned space allocation, space utilization, new laboratory design, implement modifications and managed new construction.
- Managed the central office to setup and implemented and monitor new and ongoing clinical trials.
- Negotiated budgets for clinical research studies with Principal Investigators.
- Negotiated budgets for new clinical studies with sponsors.
- Negotiated contracts with Pharmaceutical companies on associated clinical studies.
- Maintain all regulatory documentation related to human and animal studies.
- Managed building and laboratory safety regulation and compliance.
- Served on Process improvement team, Six Sigma Black belt trained.

Laboratory Manager
University of Texas MD Anderson Cancer Center
October 2001-April 2005

- Administered and managed laboratory operating budget.
- Managed and evaluated laboratory personnel to include 15 postdoctoral scientist, 3 pre-doctorial researchers, and 3 laboratory technicians.
- Managed and reconciled \$3 million research laboratory operating and grant budgets.
- Negotiated and managed vendor contract for laboratory equipment and supplies.
- Collaborated with SVP-CAO Facilities Operations in planning, designing, and improving laboratory space.
- Coordinated necessary training for all laboratory personnel to comply with the institutional guidelines.
- Maintain laboratory research protocols, safety & operating procedures and documentations.

Laboratory Supervisor/Chemist
Ethyl Chemical Corporation
October 1994-October 2001

- Managed annual operating budget for laboratory of \$4.0 million.
- Planned capital budget for laboratory equipment.
- Managed and assigned workload for all laboratory personnel.
- Maintained laboratory information database system.
- Purchased and maintained laboratory equipment and supplies.
- Ensured quality inspection and testing of laboratory equipment.
- Implemented and managed quality control programs (SPC, ISO9000, Six Sigma Green Belt, QS9000, MVT).
- Managed wastewater analysis and documentation.
- Ensured compliance for EPA & TNRCC documentation audits and inspections.
- Developed improved processes for standard operating analytical procedures.
- Supervised and implemented work load for laboratory personnel.
- Provided technical support for plant processes and Customer Requirements.
- Participated labor-management committees.
- Implemented and processed disciplinary and grievance policy.
- Conducted safety program for laboratory operations (JSA, PHA, RCA, FMEA)
- Operate and maintain analytical equipment, Inductively Coupled Plasma, Mass Spectroscopy, Gas Chromatography, High Performance Liquid Chromatography, Infrared Spectroscopy, Ultraviolet spectrophotometer, Atomic Absorption Spectroscopy.

Travis County does not have pending applications within the last 12 months for federally funded assistance that include requests for funding or support the same project being proposed under this solicitation and will work to cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE: CONSIDER AND TAKE APPROPRIATE ACTION ON THE UPDATED FISCAL YEAR 2014 BUDGET CALENDAR AND SCHEDULE, INCLUDING DATES FOR BUDGET HEARINGS AND MARK-UP.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Planning and Budget Office will review key dates with the Commissioners Court for the remainder of the FY 2014 budget process to ensure that all key dates are available on the individual calendars of the Commissioners Court. Attached is a memorandum regarding the remainder of the process, and an updated budget calendar for the months of July, August and September. Staff recommends a similar approach to budget hearings as last year and will be prepared to update the Court on potential topics that may be discussed in August.

STAFF RECOMMENDATIONS:

The Planning and Budget Office seeks input from the Commissioners Court regarding the updated budget calendar as proposed.

ISSUES AND OPPORTUNITIES:

Please see attached memorandum.

FISCAL IMPACT AND SOURCE OF FUNDING:

Not applicable

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



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

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court

FROM: Leslie Browder, County Executive, Planning & Budget 
Jessica Rio, Budget Director 

DATE: June 27, 2013

SUBJECT: Update on Fiscal Year 2014 Budget Calendar

The Planning and Budget Office is currently working to finalize recommendations for the FY 2014 Preliminary Budget, which will be filed with the County Clerk on July 22nd. It has then been the practice of the Commissioners Court to hold budget hearings for those departments and offices demonstrating a compelling need to further discuss their budget priorities with the Commissioners Court.

The FY 2014 Budget Manual provides a general time frame for such hearings to take place. The amount of time dedicated to such hearings has been modified in recent years to allow only for the most critical of requests. The schedule used in the last two years is proposed again for August of this year. This proposed schedule allows for up to nine hours of hearing time, with a subsequent 3 hour block of time if required:

Wednesday, August 7 th	1:30 – 4:30
Thursday, August 8 th	1:30 – 4:30
Friday, August 9 th	9:00 – 12:00

Alternate times, if needed:

Friday, August 9 th	1:30 – 4:30
Monday, August 13 th	1:30 – 4:30

The Planning and Budget Office will request that departments and offices identifying a compelling need for a budget hearing with the Commissioners Court submit a list of topics to the Planning and Budget Office by July 19th so that we can begin developing an agenda for the hearings.

As in previous years, the Planning and Budget Office will submit back-up material for the scheduled hearings to the Commissioners Court one week before each hearing. This means that completed back-up materials from the departments and offices will be due to the Planning and Budget Office at least three days before this back-up material will be submitted to the Court. This will allow the Planning and Budget Office to include our analysis of each request in the Commissioners Court's back-up materials.

Attached is an updated FY 2014 budget calendar for the remaining months leading up to the adoption of the tax rate and the budget in late September. When the Commissioners Court considers this agenda item on July 2nd, our goal is to ensure that the key dates are available on your calendars and that no further adjustments are needed.

Attachment

CC: Elected and Appointed Officials
Departmental Financial Staff
Planning and Budget Office

Updated Budget Calendar-July 2013

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9 Commissioners Court considers salaries for Elected Officials. Commissioners Court selects Grievance Committee.	10	11	12
15	16 Commissioners Court considers salaries for Elected Officials.	17	18	19
22 Planning and Budget Office files FY 2014 Preliminary Budget.	23	24	25 Ad in Chronicle – "Elected Officials Salary Ad"	26
29	30 Board of Directors approves FY 2014 proposed tax rates and budgets for Road Districts. Adoption is scheduled to occur on Sept 24 th .	31		

Updated Budget Calendar-Aug 2013

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6 Presentation to Commissioners Court on FY 2014 Preliminary Budget Public hearing on FY 14 elected officials salaries Commissioners Court votes to set FY 2014 elected officials salaries.	7 Budget Hearings 1:30 PM-4:30 PM	8 Budget Hearings 1:30 PM-4:30 PM	9 Budget Hearings 9 AM to 12 PM Hold for Budget Hearings if additional time or an alternate date is needed. 1:30 PM-4:30 PM
12 Hold for Budget Hearings if additional time or an alternate date is needed. 1:30 PM-4:30 PM	13	14	15	16
19	20 Distribute Revised Budget Agenda Worksheet to Commissioners Court with changes resulting from Budget Hearings. Commissioners Court considers draft tax ads.	21	22	23
26	27	28 All Budget Agenda Worksheets are due from Commissioners by 5:00 PM to the County Judge's Office.	29	30

Updated Budget Calendar-Sep 2013

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 Budget Mark-up 9 AM to 12 PM 2 PM to 5 PM	5 Budget Mark-up 9 AM to 12 PM 2 PM to 5 PM Commissioners Court votes to propose tax rate by noon. Commissioners Court votes to set two public hearings on tax rate (Sep 17 th & Sep 20 th). <i>Ad in Chronicle – "Public Hearing on the Proposed FY 2014 Travis County Budget"</i>	6 Budget Mark-up 9 AM to 12 PM 2 PM to 5 PM (If needed)
9 <i>Ad in Statesman – "Notice of Public Hearing on Tax Increase"</i>	10 Action on any remaining FY 14 Budget Items (if needed).	11	12	13
16	17 1 st Public Hearing on Tax Rate at 9 AM Action on any remaining FY 2014 Budget Items (if needed).	18 <i>Ad in Statesman – "Notice of Tax Rate Increase" (also in Statesman on Saturday, Sept. 21st).</i>	19	20 2 nd Public Hearing on Tax Rate at 9 AM Planning and Budget Office files Proposed Budget.
23	24 Public hearing on Proposed FY 2014 County Budget Adoption of FY 2014 County Tax Rate and Budget. Board of Directors holds public hearings, adopts rates and approves FY 2014 budgets of Road Districts.	25	26	27
30				



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 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 \$1,220,304.06 for the period of June 14 to June 20, 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 \$1,220,304.06.

ISSUES AND OPPORTUNITIES:

See attached.

FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (8956) – \$1,220,304.06

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

**TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS**

DATE: July 2, 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: June 14, 2013 to June 20, 2013

REIMBURSEMENT REQUESTED FOR THIS PERIOD: \$1,220,304.06

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 \$1,220,304.06.

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
JUNE 14, 2013 TO JUNE 20, 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: July 2, 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: June 14, 2013
 TO: June 20, 2013

REIMBURSEMENT REQUESTED: \$ 1,220,304.06

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,963,700.67
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: Jun 25, 2013	\$ (761,015.01)
SAP corr	\$ 8,930.54
SAP corr	\$ 8,687.86
TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 1,220,304.06
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
TRANSFER OF FUNDS REQUESTED:	\$ 1,220,304.06

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


All claims over \$25,000 (4 this week totaling \$138,287.70) 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 (\$168,007.05) 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 \$1,230,325.03.

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.

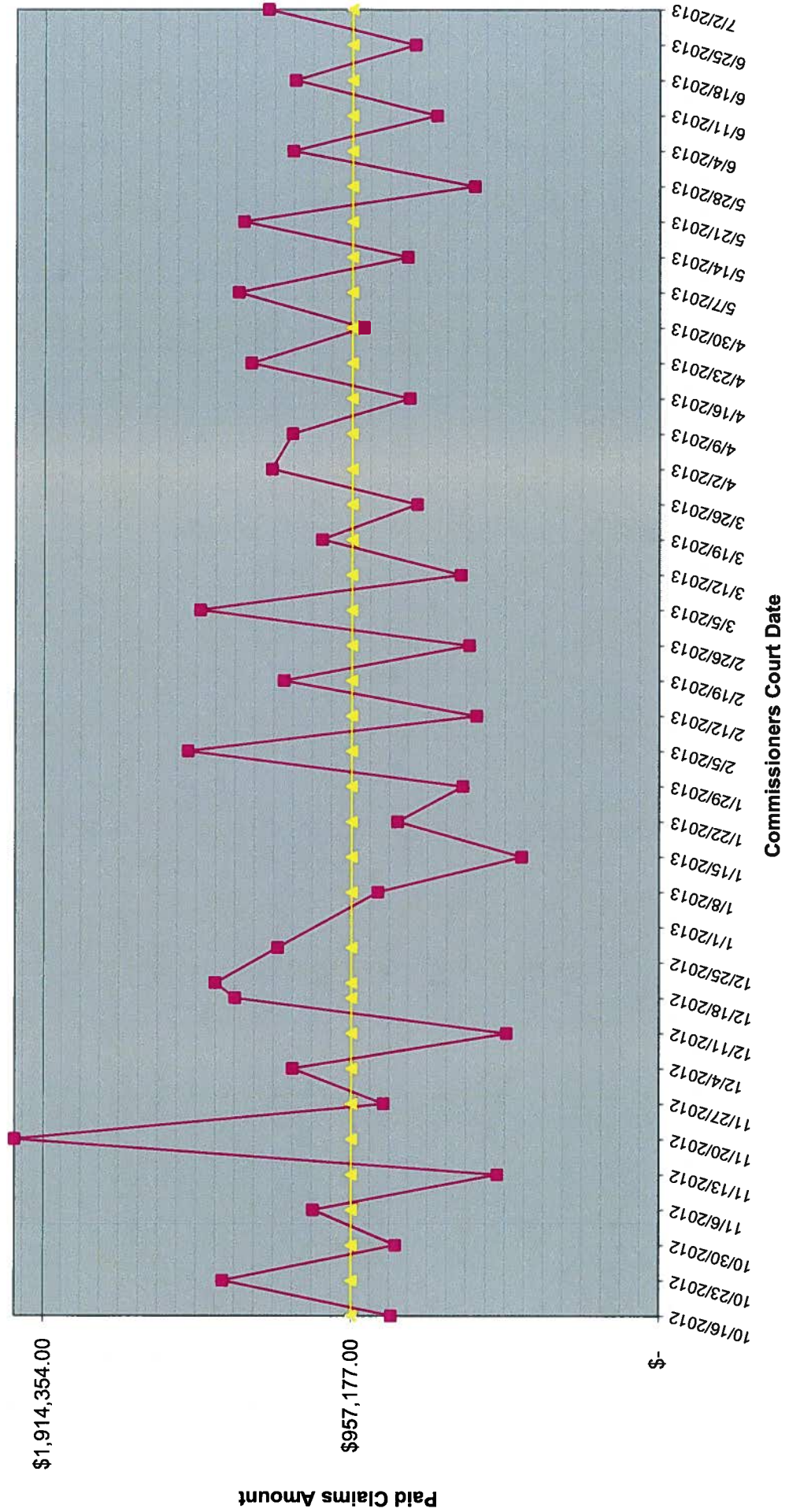

 John Rabb, Benefits Manager Date 6/24/13


 Shannon Steele, Benefits Administrator Date 6/24/13

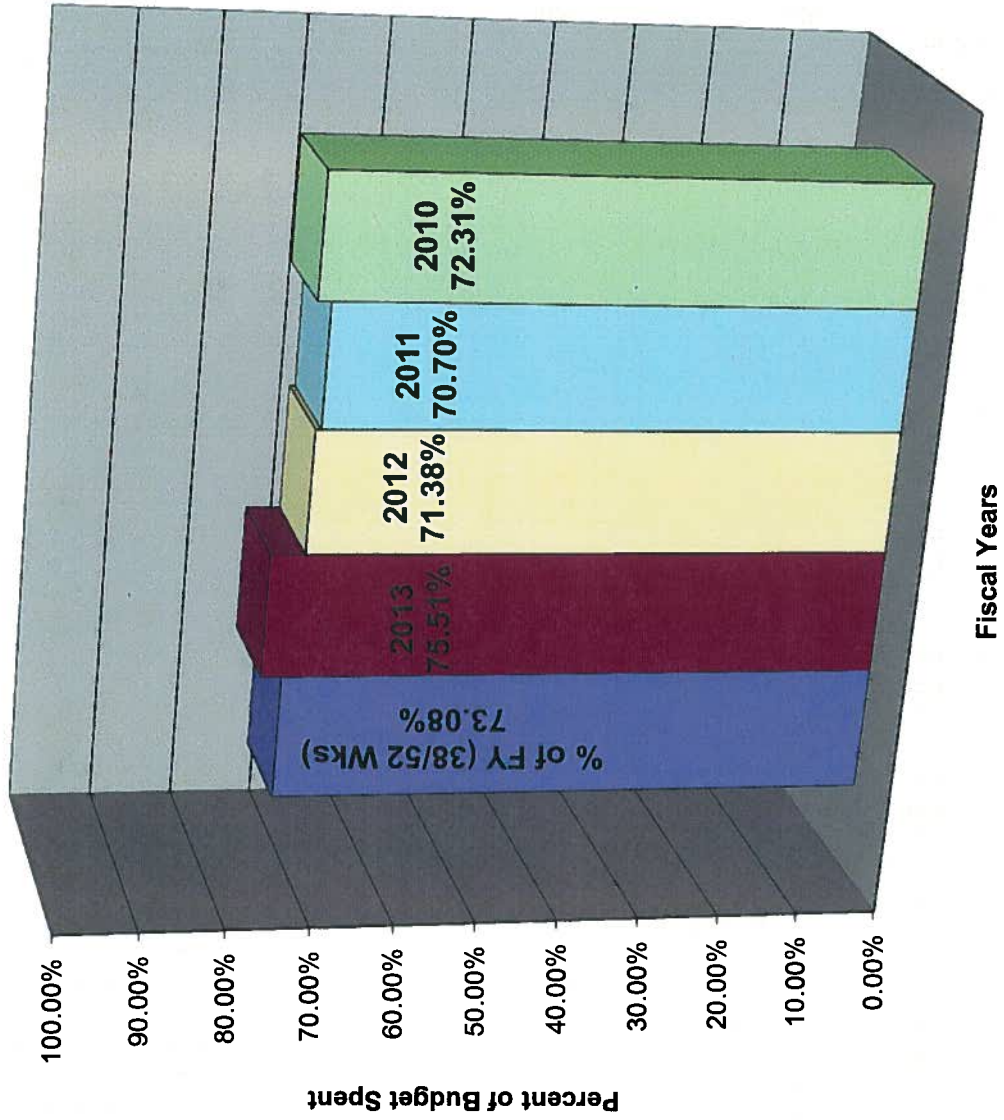

 Norman McRee, Financial Analyst Date 6/24/13

** 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



Comparison of Claims to FY Budgets Week 38



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%
35	5/24/2013	5/30/2013	6/11/2013	\$ 694,579.02	\$ 957,177.23	4	\$ 162,787.84	69.24%	65.14%
36	5/31/2013	6/6/2013	6/18/2013	\$ 1,135,706.60	\$ 957,177.23	3	\$ 160,473.28	71.53%	67.72%
37	6/7/2013	6/13/2013	6/25/2013	\$ 761,015.51	\$ 957,177.23	2	\$ 100,699.54	73.06%	68.76%
38	6/14/2013	6/20/2013	7/2/2013	\$ 1,220,304.06	\$ 957,177.23	4	\$ 138,287.70	75.51%	71.38%
39									
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52									

Claims & Budget to Date	\$ 37,582,287.36	\$ 36,372,734.77
Gross Paid Claims over (under) Budget		\$ 1,209,552.59

Stop Loss \$ 1,230,325.03
 Net of Stop Loss \$ (20,772.44) over (under budget)

note: Not predictive of impact on reserve, intended to show relationship of weekly claims cost to weekly budget.

Norman Mcree

From: SIFS FAX@UHC.COM
Sent: Friday, June 21, 2013 12:56 AM
To: Norman Mcree
Subject: UHG FUNDING NOTIFICATION

TO: NORMAN MCREE **FROM:** UNITEDHEALTH GROUP
FAX NUMBER: (512) 854-3128 **AB5**
PHONE: (512) 854-3828

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

DATE: 2013-06-21 **REQUEST AMOUNT:** \$1,963,700.67

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

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2013-06-20 \$1,186,500.10
- REQUIRED BALANCE TO BE MAINTAINED: \$2,668,041.00
+ PRIOR DAY REQUEST: \$00.00

= UNDER DEPOSIT: \$1,481,540.90

+ CURRENT DAY NET CHARGE: \$482,159.77
+ ISSUED CREDIT AMOUNT: \$00.00
+ FUNDING ADJUSTMENTS: \$00.00

REQUEST AMOUNT: \$1,963,700.67

ACTIVITY FOR WORK DAY: 2013-06-14

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$37,321.49	\$00.00	\$37,321.49
TOTAL:	\$37,321.49	\$00.00	\$37,321.49

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2013_06_20

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	\$	(404.26)	A1	2290833	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(408.51)	A1	2237200	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(452.20)	A1	2265115	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(453.52)	A1	2241719	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(461.27)	A1	2299332	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(461.33)	A1	2307334	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(461.33)	A1	2307772	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(490.89)	A1	2258725	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(504.78)	A1	2265104	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(509.42)	A1	2296395	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(534.03)	A1	2253027	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(545.91)	A1	2238432	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(736.60)		345091	AH	1	6/18/2013	50	6/21/2013	6/20/2013
701254	632	\$	(953.35)	A1	2313780	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(978.00)	QG	81506466	AH	8	6/12/2013	50	6/18/2013	6/20/2013
701254	632	\$	(1,300.00)		345366	AA	5	6/18/2013	50	6/21/2013	6/20/2013
701254	632	\$	(1,363.82)	A1	2312027	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(1,579.06)	A1	2265106	AA	2	6/17/2013	200	6/21/2013	6/20/2013
701254	632	\$	(1,820.98)		345340	AE	9	6/18/2013	50	6/21/2013	6/20/2013

1,220,304.06

Travis County Hospital and Insurance Fund - County Employees

UHC Payments Deemed Not Reimbursable

For the payment week ending: 06/20/2013

<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: 06/20/2013

Type	EE/RR	Cost Center	G/L Account	Transaction Amount
CEPO	EE	1110068956	516010	\$ 176,984.47
	RR	1110068956	516110	\$ 19,135.00
			Total CEPO	\$ 196,119.47
EPO	EE	1110068956	516030	\$ 245,354.13
	RR	1110068956	516130	\$ 62,202.01
			Total EPO	\$ 307,556.14
PPO	EE	1110068956	516020	\$ 662,331.42
	RR	1110068956	516120	\$ 54,297.03
			Total PPO	\$ 716,628.45
			Grand Total	\$ 1,220,304.06



Travis County Commissioners Court Agenda Request

Meeting Date: 7/2/13

Prepared By/Phone Number: Cynthia Lam-Roldan, 854-4822

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

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 – Page 2-12.

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



HRMD *Human Resources Management Department*

700 Lavaca Street, 4th Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-9757

July 2, 2013

ITEM # :

DATE: June 21, 2013

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Bruce Todd, Commissioner, Precinct 2
Gerald Daugherty, Commissioner, Pct. 3
Margaret Gomez, Commissioner, Precinct 4

VIA: Leslie Browder, County Executive, Planning and Budget *LB*

FROM: Todd L. Osburn, Compensation Manager, HRMD *TLO*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2-12.

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	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	06/17/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050020 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	06/17/2013	N/A	N/A	3650 - Juvenile Probation	30003977 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	06/11/2013	N/A	N/A	3300 - District Attorney	30001355 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87
New Hire	New Hire	06/10/2013	N/A	N/A	3300 - District Attorney	30001436 / Forensic Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$58,905.60
New Hire	New Hire	06/17/2013	N/A	N/A	3300 - District Attorney	30001461 / Law Clerk II / 2 - Temporary / 05 - Retmt / GRD19 / 00 / \$21.80
New Hire	New Hire	06/17/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050012 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	06/17/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050018 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	06/24/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050019 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00

2

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

New Hire	New Hire	06/24/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004866 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / 11
New Hire	New Hire	06/16/2013	N/A	N/A	3650 - Juvenile Probation	30004450 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$22,880.00
New Hire	New Hire	06/23/2013	N/A	N/A	3500 - Sheriff	30003354 / Law Enforcement Deputy Sheriff / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81
New Hire	New Hire	06/24/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050602 / Natural Resources Tech / 2 - Temporary / 06 - Hourly - No Bnf / GRD16 / 00 / \$17.80
New Hire	New Hire	07/01/2013	N/A	N/A	3500 - Sheriff	30002848 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	07/15/2013	N/A	N/A	1900 - STAR Flight	30050831 / Flight Registered Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD24 / 00 / \$73,050.00
New Hire	New Hire	06/03/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051077 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59
New Hire	New Hire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051060 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051061 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

New Hire	New Hire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051055 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051062 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051057 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051052 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	06/17/2013	N/A	N/A	3500 - Sheriff	30002073 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00
New Hire	New Hire	06/17/2013	N/A	N/A	3500 - Sheriff	30002076 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	06/17/2013	N/A	N/A	1000 - County Judge	30051151 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.00
New Hire	New Hire	06/17/2013	N/A	N/A	3500 - Sheriff	30001963 / Licensed Vocational Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
New Hire	New Hire	06/17/2013	N/A	N/A	2000 - County Auditor	30000087 / AUD Financial Audit Mgr / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$115,000.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Rehire	Rehire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051053 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Rehire	Rehire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051064 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.70
Rehire	Rehire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051056 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Rehire	Rehire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051054 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Rehire	Rehire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051051 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Rehire	Rehire	06/06/2013	N/A	N/A	1850 - Health and Human Sv and VS	30051065 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.70
Mobility	Temporary to Regular	06/10/2013	1300 - Intergovernmental Relations	30050451 / Administrative Asst II / 2 - Temporary / 06 - Hourly - No Bnf / GRD15 / 00 / \$20.79	1300 - Intergovernmental Relations	30000277 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$50,000.00
Mobility	Promotion	06/17/2013	1550 - Counseling and Education Sv	30003802 / Office Specialist / 1 - Regular / 02 - Hourly Non Exempt / GRD12 / 00 / \$35,673.06	1550 - Counseling and Education Sv	30003794 / Office Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$44,720.00
Mobility	Promotion	06/17/2013	1850 - Health and Human Sv and VS	30000662 / Education Instructional Specialist / 1 - Regular / 02 - Hourly Non Exempt / GRD13 / 00 / \$30,238.83	1850 - Health and Human Sv and VS	30000667 / Social Services Program Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,615.06

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Mobility	Promotion	06/03/2013	3465 - Constable Pct 4	30001828 / Constable Deputy / 1 - Regular / 02 - Hourly Non Exempt / GRD 61 / 1 / \$49,686.62	3465 - Constable Pct 4	30001821 / Constable Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD64 / 1 / \$71,704.46
Mobility	Promotion	06/17/2013	3650 - Juvenile Probation	30004551 / Court Clerk I / 1 - Regular / 02 - Hourly Non Exempt / GRD13 / 00 / \$34,441.09	3650 - Juvenile Probation	30004564 / Enforcement Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,885.19
Mobility	Career Ladder	06/25/2013	3500 - Sheriff	30002120 / Cadet / 1 - Regular / 02 - Hourly Non Exempt / GRD80 / 01 / \$38,919.5	3500 - Sheriff	30002120 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	06/30/2013	3500 - Sheriff	30002576 / Corrections Officer / 1 - Regular / 02 - Hourly Non Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002576 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Interdpt Change	06/17/2013	3550 - CSCD	30003529 / Probation Officer Asst / 1 - Regular / 02 - Hourly Non Exempt / NCF01 / 00 / \$30,409.6	3325 - Criminal Courts	30001581 / Judicial Aide / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,147.20
Mobility	Interdpt Change	06/17/2013	3150 - County Clerk	30000991 / Court Clerk Asst / 1 - Regular / 02 - Hourly Non Exempt / GRD11 / 00 / \$27,206.40	3200 - District Clerk	30001082 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
Salary Change	Salary/Hourly Rate Change	06/04/2013	3650 - Juvenile Probation	30004138 / Juvenile Probation Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$83,427.68	3650 - Juvenile Probation	30004138 / Juvenile Probation Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$89,648.00
Salary Change	Salary/Hourly Rate Change	06/16/2013	1800 - Rcd Mgmt and Comm Rsrc	30005183 / Imaging Prod Tech Supv / 1 - Regular / 02 - Hourly Non Exempt / GRD15 / 00 / \$47,549.00	1800 - Rcd Mgmt and Comm Rsrc	30005183 / Imaging Prod Tech Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43,225.76 (End of Temp Assgn Pay)
Salary Change	Salary/Hourly Rate Change	06/16/2013	3650 - Juvenile Probation	30004506 / Business Analyst / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43	3650 - Juvenile Probation	30004506 / Business Analyst / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$66,819.90

AD HOC CLASSIFICATION CHANGES							
Dept.	Position	Current			HRMD Recommends		
		Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
County Clerk	30000931	Accountant Assoc / 20000117	NE	14	Administrative Assoc / 20000101	NE	16
County Clerk	30000946	Business Analyst I / 20000445	E	22	Business Analyst II / 20000444	E	24
County Clerk	30000998	Ct Svcs Mgt Admin Coord / 20000282	E	18	Office Manager / 20000278	E	19
County Clerk	30001008	Ct Svcs Mgt Admin Coord / 20000282	E	18	Business Analyst II / 20000444	E	24

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

NEW JOB DESCRIPTIONS		
Job Title / Job #	FLSA	Pay Grade
Intern / 2XXXXXXX	NE	12
Environmental Technician / 2XXXXXXX	NE	14

HRMD is providing attached new job descriptions for approval, see pages 8-12.

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

Samuel T. Biscoe, County Judge

Ron Davis, Commissioner, Pct. 1

Bruce Todd, Commissioner, Pct. 2

Gerald Daugherty, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4



HRMD Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: June 21, 2013
TO: Members of the Commissioners Court
VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*
FROM: Todd Osburn, Compensation Manager *TO*
SUBJECT: Proposed New Job Classifications

HRMD recommends creation of two new job classification as outlined below:

Environmental Technician

This position is responsible for carrying out various duties in support of the County's environmental programs. Creation of this job title was necessary to provide an entry-level position to perform work within TNR's environmental programs which would allow the County's Environmental Specialists to perform the higher level duties which they are assigned. Consistent with market data, the job is recommended to be put in Pay Grade 14 on the Classified Pay Scale.

Intern

This position is responsible for carrying out trainee level work within professional areas while obtaining work experience within a government setting. The County currently has an ACC intern program but departments frequently desire to use interns from other colleges. Under current circumstances, departments are required to hire these employees as temporary employees with higher requirements than the incumbents possess. Adoption of this position will allow departments to employ paid interns engaged in professional level study in a generic title fitting with their education and experience. HRMD recommends this job be placed at PG 12 on the Classified Pay Scale.

Should you have questions, contact Todd Osburn at ext. 4-2744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Environmental Technician**JOB CODE:**
PAY GRADE:14**FLSA STATUS:** Non-Exempt
LAST REVISED: NEW 7/2/13

JOB SUMMARY:

Under general or direct supervision carries out technical activities and tasks in support of one or more countywide environmental programs. Performs office and fieldwork carrying out projects and activities related to the designated programs. Performs duties using technical skill and specialized knowledge and expertise with respect to the designated environmental program.

DISTINGUISHING CHARACTERISTICS:

This position may support one or more of the following program areas: hazardous materials management, hazardous waste management and cleanup, pesticide use and management, household hazardous waste and other special wastes; solid waste management, recycling, responsible purchasing; storm water management, erosion and sedimentation controls; water quality monitoring, assessment, regulation, and compliance; air quality monitoring, assessment regulation, and compliance.

DUTIES AND RESPONSIBILITIES:

- Performs duties involved with review of simple projects or applications; field inspections; set-up, operation and maintenance of field equipment; data collection and analysis; assisting with project planning and execution, project evaluation, record management, reporting and education and outreach. Duties vary depending upon the program.
- Works with and coordinates with other county staff, other departments and agencies, the regulated community, stakeholders and the general public.
- Assists in monitoring existing Federal, State and Local regulations and issues relevant to operations. Assists in making recommendations for compliance.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field or directly related increasingly responsible demonstrated experience in natural resources or environmental management;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Scientific principles and techniques related to the assigned area of environmental specialization.
- Environmental research methodology and data analysis techniques.
- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Environmental Technician**JOB CODE:**
PAY GRADE:14**FLSA STATUS:** Non-Exempt
LAST REVISED: NEW 7/2/13

Knowledge, Skills, and Abilities (cont.):

- Technical writing, report writing and preparation, business letter writing, grammar and punctuation.
- Principles of data, document and records management.

Skill in:

- Using field techniques, equipment and instruments appropriate to the area of specialization.
- Data analysis.
- Data management techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Intern

JOB CODE:
PAY GRADE:12

FLSA STATUS: Non-Exempt
LAST REVISED: NEW 7/2/13

JOB SUMMARY:

Performs intern-level/trainee work in a professional field performing supervised duties in support of County programs.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from non-intern positions based on performance of professional level duties guided by well established procedures, methods and techniques to be used with options that are well defined, including clear, detailed, specific instructions given by the assigned supervisor. Duties assigned are primarily training or entry level, routine and restricted in complexity and scope with little or no discretion in how they are carried out and the work product is subject to continual review. Requires consultation with supervisor on matters not specifically covered in the guidelines.

DUTIES AND RESPONSIBILITIES:

- Trains in the theoretical and technical aspects of the assigned professional field and learns and applies work procedures related to the assignment.
- Trains in and assists in the performance of duty assignments within clearly defined parameters, restricted in complexity, scope and level, and under close supervision.
- Communicates with employees at all levels and the public to receive and relay factual information and to facilitate public relations.
- Trains in and prepares various reports and other documents in accordance with specified requirements, guidelines and supervisory instructions.
- Under close supervision, applies work procedures and theoretical and technical aspects relevant to the professional field to the completion of assigned portions of a project.
- Attends meetings, conferences, or other educational classes and participates in training offered by the County and applies information to work assignment.
- Trains in and performs research, data verification, interpretation and analysis, formulates preliminary recommendations, and develops reports related to departmental or professional field assignment. Work may involve statistical analysis.
- Trains in and assists with interviews, investigations and other field work to collect and/or verify information and documents findings related to departmental or professional field assignment.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Completion of six (6) credit hours of college and current enrollment in a college program leading to a Baccalaureate or higher Degree in professional field specific to the departmental and/or work assignment. Enrollment must be in an accredited learning institute. Continued enrollment in a college program is a condition of employment as a County intern.

Licenses, Registrations, Certifications, or Special Requirements:

Some positions require possession of a Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Intern**JOB CODE:**
PAY GRADE:12**FLSA STATUS: Non-Exempt**
LAST REVISED: NEW 7/2/13

Knowledge, Skills, and Abilities:**Knowledge of:**

- Federal, State, Local and County applicable laws, rules, regulations and guidelines relating to assigned function.
- Planning and research methodology relating to assigned function.
- Standard theory, principles, practices and techniques relating to assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Statistical and research methods relating to assigned function.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Verbal and written communication.

Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement research and projects related to assigned function.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving all-terrain vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke. May be subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

<p>This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.</p>



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By/Phone Number: Kris Nilsen, 854-4820

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

A handwritten signature in blue ink, appearing to be "LB", written over the name Leslie Browder.

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

- a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Refund Program §10.021.
- 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 two (2) carry-over requests for Fall 2012 semester are listed on the attached spreadsheet.

The Tuition Refund 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:

Sufficient funds have been accrued in account 111 003 0001 513070 and are available for payment in Fiscal Year 2013. The total reimbursement amount requested for your approval is \$1,028.00.

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

FA 2012 Req Carry-overs.xls

Created on 6/24/2013 @ 3:15p

Semester Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
FA-59 FA-60	Carry-overs Barnes Govea	Kevin Adrienne	Central Booking TNR	Corrections Ofcr, Sr Office Specialist	10003687 10004034	Texas Peace Officer Law Introduction to Computing	Texas Peace Officer Procedures Court Systems & Practices	580.88 447.28 \$1,028.00



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By/Phone Number: David Walch 46663; Marvin Brice 49765

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Ratify and Approve Contract No. 4400001463, University of Texas – Health Behavior Research and Training Institute (HBRT) for Motivational Interviewing Training and Coaching Services.

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

This contract is for the provision of onsite Motivational Interviewing Training and Coaching Services. These services will incorporate an initial and follow-up group training session combined with one-on-one coaching and on-going training for individual practitioners, as detailed in the Scope of Services of the contract.

This training will be funded by Grant No. 800258, Trauma Informed Assessment. At the time this agreement was being developed and reviewed Travis County had key staff on annual leave resulting in delays reviewing this document and in responding to revisions as requested by the vendor. To meet the requirements of the grant the training began June 10th. Therefore it is requested that the Court ratify and approve this contract effective June 1, 2013.

Section 4.8 of the contract states: Pursuant to TEX. LOC. GOV'T. CODE ANN. § 262 et seq., Commissioners Court hereby orders that this Agreement is exempt from the requirements of the County Purchasing Act because it is a contract for the purchase of personal or professional services.

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

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

➤ **Contract-Related Information:**

Award Amount: As-Needed Contract
Contract Type: Professional Services Agreement
Contract Period: June 1, 2013 – September 30, 2013
(auto-renewal)

➤ **Funding Information:**

- SAP Shopping Cart #:
- Funding Account(s): Grant No. 800258 Trauma Informed Assessment, GL No. 512020
- Comments:



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: Cyd Grimes
Purchasing Agent

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

RE: Requests for a Motivational Interviewing Training and Coaching contract with the University of Texas at Austin-Health Behavior Research and Training Institute (HBRT)

DATE: April 29, 2013

The Travis County Juvenile Probation Department is requesting the University of Texas-Health Behavior Research and Training Institute (HBRT) to provide onsite Motivational Interviewing Training and Coaching. This will incorporate an initial and follow-up group training session combined with the one-on-one coaching and on-going training for individual practitioners. The proposal includes an initial program of 120 trainees with future available trainings.

We request that the Purchasing Office proceed with the procurement for a contract with the University of Texas at Austin HBRT.

Funding for this project is as follows:

Internal Order: (new IO will need to be requested).
Grant# 800258 Trauma Informed Assessment
GL#: 512020

If you need additional project related information in order to proceed, please do not hesitate to contact Michael Williams 854-7011.

ATTACHMENTS:
Supporting documents

XC: Marvin Brice, CPPB, Assistant Purchasing Agent
David Walch, Purchasing Agent Assistant
Darryl Beatty, Deputy Chief, TCJPD
Sylvia Mendoza, Financial Manager, TCJPD

Health Behavior Research and Training Institute (HBRT)

Motivational Interviewing Training and Coaching

Training and Coaching Model

The University of Texas at Austin HBRT Institute's Training and Coaching Model incorporates an initial and follow-up group training session (provided by HBRT), combined with one-on-one coaching and on-going training for individual practitioners (provided by independent HBRT-affiliated coaching consultants).

I. HBRT TRAINING SERVICES

Under this agreement, the HBRT Institute will provide Motivational Interviewing (MI) training for juvenile probation staff trainees via three separate training cohorts (up to 40 trainees per cohort; maximum of 120 trainees). Each training cohort consists of the following:

1. Two days of initial MI training for juvenile probation staff trainees (up to 40 trainees per cohort).
2. Four months after the initial MI training, the HBRT Institute will provide 1.5 days follow-up training to assess progress and provide advanced MI training.
3. MI Training manuals for each trainee.
4. Periodic conference calls (during the project period) with independent coaches for purposes of tracking/oversight.

Costs for Training Services

<i>Training Activities</i>	<i>Unit Cost</i>
<ul style="list-style-type: none"> • Initial 2.0 day training session and introduction to MI <i>(maximum three cohorts; up to 40 participants per training cohort)</i> 	\$8,000 per training cohort
<ul style="list-style-type: none"> • Follow-up 1.5 day training session to assess progress and provide advanced MI training skills. <i>(maximum three cohorts; up to 40 participants per training cohort)</i> 	\$6,000 per training cohort
<ul style="list-style-type: none"> • MI training manuals for each trainee <i>(up to 40 participants per training cohort)</i> 	\$25 per trainee
<ul style="list-style-type: none"> • HBRT conference call(s) with independent coaching consultants <i>(as needed basis – estimated @ 1-2 calls per session cohort)</i> 	\$150 per conference call
Other Costs Web services, materials & supplies, administrative support	15% of invoiced charges

HBRT TRAINING SERVICES:

Maximum costs per training cohort (up to 40 participants per cohort): \$17,595

Maximum costs for three training cohorts (up to 120 participants): \$52,785

II. COACHING SERVICES

The HBRT Institute collaborates with a highly specialized pool of independent consulting MI coaches who have unique coaching expertise and a proven record of relevant MI coaching experience. The coaches are members of the Motivational Interviewing Network of Trainers (MINT), well-respected in their field, and have experience working with the HBRT training infrastructure and our web-based communication network for coaching review and feedback.

The HBRT-affiliated coaches will provide one-on-one coaching for 10 staff selected by the Travis County Juvenile Probation Department to participate in MI training and coaching. Over a three-month period following the initial 2.0 day MI training session, each trainee will receive monthly coaching support including:

- 1 taped review via web per month with scoring and feedback preparation
- 1 coaching and feedback session per month
- Loan of digital recorder for duration of coaching sessions.

Coaches are responsible for working with each individual trainee to arrange a mutually acceptable schedule for coaching sessions. The fee for Coaching Services for the 10-staff cohort will be billed at a flat rate of \$690 per trainee (cost basis: \$230 per month x 3 months), for a maximum of \$6,900 (10 staff). The per-trainee flat fee of \$690 will apply for each trainee who agrees to participate in the coaching sessions, regardless of sessions that the trainee misses or does not complete.

The independent consulting coaches will convene as a group with the HBRT team (Drs. Velasquez and Stephens) on a periodic conference call (30-45 minutes), as needed, for general oversight and progress tracking.

COACHING SERVICES:

Flat Fee per Trainee: \$690

Maximum costs for 10 trainees: \$6,900

PROFESSIONAL SERVICES AGREEMENT/CONTRACT

BETWEEN

TRAVIS COUNTY

AND

**UNIVERSITY OF TEXAS – HEALTH BEHAVIOR RESEARCH AND
TRAINING INSTITUTE (HBRT)**

FOR

MOTIVATIONAL INTERVIEWING TRAINING AND COACHING

CONTRACT NO. 4400001463



Travis County Purchasing Office

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

- 1.6 "Key Contracting Person" means any person or business listed in Exhibit 1 to the Affidavits attached to this contract and marked as Attachment D.
- 1.7 ""Director" means the Chief Juvenile Probation Officer of Travis County, who will administer this Agreement, or his/her designated representative.
- 1.8 "Client" means a juvenile under the supervision of the Juvenile Probation Department who is referred to CONTRACTOR for services.

2.0 TERM

2.1 Initial Term. The Initial Term of this Agreement shall begin June 1, 2013 and shall continue until September 30, 2013.

2.2 Renewal Term(s). Subject to continued funding by the Commissioners Court, this Agreement shall thereafter automatically renew on October 1 of each year for succeeding terms of one year unless sooner terminated by either party as provided herein.

2.3 Termination. Either party may terminate this Contract at any time by giving the other party written notice of such termination at least thirty (30) days before the effective date of the termination.

3.0 CONTRACTOR'S RESPONSIBILITIES

3.1 Scope of Services. CONTRACTOR shall perform, in a timely manner, the services and activities described in the Scope of Services set forth as Attachment A to this Agreement, which is expressly incorporated herein and made a part hereof.

3.2 Ethical Standards. CONTRACTOR shall perform all services and exercise all discretionary powers in a manner consistent with applicable canons of professional ethics and her best professional judgment.

3.3 Subcontracting. Except as otherwise specifically provided herein, CONTRACTOR is prohibited from hiring or subcontracting with any other person to perform any of the duties that it has accepted as part of this Agreement.

3.4 Civil Rights/ADA Compliance. CONTRACTOR shall provide all services and activities pursuant to this Agreement in compliance with the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, Public Law 93-1122, Section 504, and with the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 [S.933].

3.5 Legal Compliance. CONTRACTOR shall comply with all federal, state, county, and city laws, rules, regulations and ordinances applicable to the provision of the services described herein and the performance of all obligations undertaken pursuant to this Agreement.

3.6 Federal Funds. CONTRACTOR warrants that no Federal appropriated funds have been paid or will be paid, by or on behalf of CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

3.7 Contractor Requests for Information. CONTRACTOR may communicate all requests for direction and factual information relating to services performed pursuant to this Agreement to the Director and may rely on all factual information supplied by the Director in response to his requests. However, the Director shall not serve as the agent of COUNTY or Commissioners Court or any elected official of COUNTY for any other purpose than conveying factual information.

3.8 Professional Licensure/Certification. CONTRACTOR shall maintain all necessary licenses and certifications related to the professional services being provided hereunder, and shall perform all services under this Agreement according to the applicable federal, state, and local rules and regulations. In the event licensure or certification expires, is revoked, suspended, probated, or is canceled, CONTRACTOR shall inform COUNTY of such event within five (5) working days.

3.9 Standard of Care. Notwithstanding anything in this Agreement to the contrary, CONTRACTOR shall perform all services and responsibilities required of CONTRACTOR under this Agreement using at least that standard of care which a reasonably prudent professional in Travis County, Texas would use in similar circumstances. CONTRACTOR warrants the duties within this Agreement shall be performed in a good and workmanlike manner. Nothing in this Agreement shall be construed to relieve CONTRACTOR of this duty.

3.10 Duty to Report. CONTRACTOR shall ensure that suspected or alleged cases of child abuse or exploitation or neglect of clients served under this Agreement are immediately reported to the Director and to the appropriate authorities as required by law and in conformity with the procedures detailed in Chapter 261 of the Texas Family Code. CONTRACTOR shall ensure that its employees, interns, volunteers, subcontractors, agents, and consultants are properly trained in the reporting requirements and procedures of chapter 261 of the Texas Family Code.

3.11 Duty to Disclose Information. CONTRACTOR has an affirmative duty under this Agreement to promptly ascertain and disclose in sufficient detail all of the following information to Director:

3.11.1 Any and all licensure complaints and any corrective action required by any of CONTRACTOR'S licensing authorities or funding entities.

3.11.2 Any arrest of any employee, intern, volunteer, subcontractor, agent and/or consultant of CONTRACTOR.

3.11.3 Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and exploitation investigation where CONTRACTOR was the alleged or designated perpetrator.

3.12 CONTRACTOR certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified grant or payment under Section 231.006 of the Texas Family Code and acknowledges that this Agreement may be terminated and payment withheld if this certification is inaccurate.

4.0 COMPENSATION, BILLING AND PAYMENT

4.1 Fees. For and in consideration of the satisfactory performance of the services described in Attachment A, Scope of Services, by CONTRACTOR pursuant to the terms of this Agreement, COUNTY shall pay CONTRACTOR in accordance with the Cost for Training Services incorporated into the Scope of Services which is attached hereto as Attachment A and made a part hereof.

4.1.1 Not to exceed amount: Not applicable -- As needed basis contract

4.1.2 Additional Fees: Not applicable

4.2 Satisfactory Completion of Services. COUNTY shall not be responsible for the costs of any services under this Agreement that are not performed to COUNTY'S satisfaction and given COUNTY'S approval, which shall not be unreasonably withheld. COUNTY'S obligation to make any payment to CONTRACTOR is dependent upon completion of the services invoiced in a timely, good and professional manner and at a standard acceptable in CONTRACTOR'S profession.

4.3 Timely Payment. The COUNTY shall pay CONTRACTOR within thirty (30) days after the receipt of a complete and correct invoice by the Travis County Juvenile Probation Department. Accrual and payment of interest on overdue payments shall be governed by Chapter 2251 of the Texas Government Code

4.4 Invoicing. Within ten days after the completion of each training, CONTRACTOR shall invoice County for services rendered pursuant to this Contract. Each invoice shall include the following information:

4.4.1 the contract Reference Number;

4.4.2 an invoice number and invoice date,

4.4.3 the designation of the training as Motivational Interviewing or Coaching Services

4.4.5 the total number who completed the training with the per person training rate and the corresponding total amount billed

4.4.6 the total training cost being requested for payment

In addition to the invoice, CONTRACTOR shall attach a training roster as supporting documentation that lists the name of each youth served along with the following information corresponding with each youth named and dates of his/her participation.

Invoices may be e-mailed to: JUV-Finance-Vendors@co.travis.tx.us,
or original invoices may be sent to:

Financial Services
2515 South Congress Ave
Austin, Texas 78704

4.5 Overpayment. CONTRACTOR shall refund to COUNTY any money which has been paid to CONTRACTOR by COUNTY, which COUNTY determines has resulted in overpayment to CONTRACTOR. Such refund shall be made by CONTRACTOR to COUNTY within thirty (30) days after the refund is requested by COUNTY. If COUNTY enters into any subsequent Agreement with CONTRACTOR and CONTRACTOR fails to refund any money owed to COUNTY within thirty (30) days of request, COUNTY may offset the difference against the next advance or payment payable to CONTRACTOR

4.6 Taxpayer Identification. CONTRACTOR shall provide COUNTY with an Internal Revenue Form W-9 Request for Taxpayer Identification Number and Certification that is completed in compliance with the Internal Revenue Code and its rules and regulations before any Agreement funds are payable.

4.7 Period of Services. COUNTY shall not be liable for costs incurred or performances rendered by CONTRACTOR before or after the term of this Agreement.

4.8 Exemption from County Purchasing Act. Pursuant to TEX. LOC. GOV'T. CODE ANN. § 262 et seq., Commissioners Court hereby orders that this Agreement is exempt from the requirements of the County Purchasing Act because it is a contract for the purchase of personal or professional services.

4.9 Funding Out. Notwithstanding anything to the contrary herein, if, during budget planning and adoption, Commissioners Court fails to provide funding for this Contract for the following fiscal year of COUNTY, COUNTY may terminate this Contract after giving CONTRACTOR twenty (20) days written notice that this Contract is terminated due to the failure to fund it.

4.10 CONTRACTOR acknowledges and agrees that COUNTY is under no obligation to refer any clients to CONTRACTOR for services under this Contract and this Contract shall not be so construed.

5.0 RECORDS CONFIDENTIALITY AND ACCESS

5.1 Confidentiality. CONTRACTOR shall establish a method to secure the confidentiality of records and other information relating to clients in accordance with the applicable federal, state and local laws, rules and regulations, and applicable professional ethical standards. This provision shall not be construed as limiting the right of COUNTY access to client information. Upon authorization from COUNTY to render client files anonymous, CONTRACTOR agrees to mask information identifying clients in a way that will not obstruct COUNTY'S monitoring and evaluation duties in any way.

5.2 Records Maintenance. CONTRACTOR shall create, maintain, and retain, and shall make reasonably available to COUNTY, all necessary and appropriate records, information, and documentation (including all accounting records) relating to services provided under the terms of this

Agreement for a period of three (3) years after the provision of the services, or until any litigation concerning any of the services has been satisfactorily resolved, whichever occurs later. CONTRACTOR shall provide copies of such records to COUNTY upon written request to CONTRACTOR at a cost mutually agreed to by COUNTY and CONTRACTOR

5.3 Access to Records. COUNTY or its duly authorized representatives shall have access to any and all records, information and documentation of CONTRACTOR, which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. CONTRACTOR shall maintain the records, information, and documentation in a readily available state and location, reasonably accessible to COUNTY or their authorized representatives.

6.0 AMENDMENTS/MODIFICATIONS

6.1 General. Unless specifically provided otherwise in this Agreement, any change to the terms of this Agreement or any attachments to it shall be in writing and signed by each party. IT IS ACKNOWLEDGED BY CONTRACTOR THAT NO OFFICER, AGENT, EMPLOYEE OR REPRESENTATIVE OF COUNTY HAS ANY AUTHORITY TO CHANGE THE TERMS OF THIS AGREEMENT OR ANY ATTACHMENTS TO IT UNLESS EXPRESSLY GRANTED THAT AUTHORITY BY COMMISSIONERS COURT.

6.2 Requests for Changes. CONTRACTOR shall submit all requests for changes to the terms of this Agreement or any attachment to it to the Director with a copy to the Purchasing Agent.

6.3 Purchasing Agent Authority. Contractor understands and agrees that the Purchasing Agent has certain authority to approve an Amendment subject to applicable law (specifically the County Purchasing Act, TEX. LOC. GOV'T CODE, Chapter 262, and other applicable law) and County policy, as approved by the Commissioners Court. Within that authority, the Purchasing Agent may approve Amendment requests under this Contract. The Purchasing Agent will advise Contractor as to such authority upon submission of a request for Amendment; at any time, the Purchasing Agent may submit any request to the Commissioners Court for approval, regardless of the authority of the Purchasing Agent to sign the Amendment.

7.0 MISCELLANEOUS:

7.1 Copyrights, Patents and Licenses. CONTRACTOR represents and warrants that (i) all applicable copyrights, patents, licenses, and other proprietary or intellectual property rights which may exist on materials used in this Agreement have been adhered to and (ii) the County shall not be liable for any infringement of those rights and any rights granted to the County shall apply for the duration of this Agreement. Consultant shall indemnify the County, its officers, agents, and employees from all claims, losses, damages, causes of action, and liability of every kind including expenses of litigation, court costs and attorney fees for damages to any person or property arising in connection with any alleged or actual infringement of existing patents, licenses, or copyrights applicable to materials used in this Agreement.

7.2 Claims Notification. If any claim, or other action, including proceedings before an administrative agency, is made or brought by any person, firm, corporation, or other entity against CONTRACTOR or COUNTY in relation to the performance of this Agreement, CONTRACTOR shall give written notice to COUNTY of the claim or other action within three (3) working days after being

notified of it or the threat of it; the name and address of the person, firm, corporation or other entity that made or threatened to make a claim, or that instituted or threatened to institute any type of action or proceeding; the basis of the claim, action or proceeding; the court or administrative tribunal, if any, where the claim, action or proceeding was instituted; and the name or names of any person against whom this claim is being made or threatened. This written notice shall be given in the manner provided herein. Except as otherwise directed, CONTRACTOR shall furnish to COUNTY copies of all pertinent papers received by CONTRACTOR with respect to these claims or actions.

7.3 Suspension. If CONTRACTOR fails to comply with any provision herein, COUNTY may, upon written notification to CONTRACTOR, suspend this Agreement in whole or in part and withhold further payments to CONTRACTOR, until CONTRACTOR is in compliance with the terms of this Agreement or Agreement is terminated as provided herein.

7.4 Non-Waiver of Default

7.4.1 No payment, act or omission by COUNTY may constitute or be construed as a waiver of any breach or default of CONTRACTOR which then exists or may subsequently exist.

7.4.2 All rights of COUNTY under this Agreement are specifically reserved and any payment, act or omission shall not impair or prejudice any remedy or right to COUNTY under it. Any right or remedy in this Agreement shall not preclude the exercise of any other right or remedy under this Agreement or under any law nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.

7.5 Forfeiture of Contract If CONTRACTOR has done business with a Key Contracting Person during the 365 day period immediately prior to the date of execution of this Agreement or does business with any Key Contracting Person at any time after the date of execution of this Agreement and prior to the full performance of this Agreement, CONTRACTOR shall forfeit all benefits of this Agreement and COUNTY shall retain all performance by CONTRACTOR and recover all considerations, or the value of all consideration, paid to CONTRACTOR pursuant to this Agreement.

7.6 Entire Agreement

7.6.1 Entire Agreement. All written or oral agreements between the parties to this Agreement related to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained in this Agreement or in the policies and procedures approved by Commissioners Court for County. Any prior agreements, promises, negotiations, or representations not expressly set forth in this document are of no force and effect.

7.6.2 Attachments. The attachments enumerated and denominated below are hereby made a part of this Agreement, and constitute promised performances by CONTRACTOR in accordance with all the provisions of this Agreement.

7.6.2.1 Attachment A – Scope of Services

7.8 Notices:

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

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

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

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

Estela Medina (or her successor)
Chief Juvenile Probation Officer
Travis County Juvenile Probation Department
P.O. Box 1748
Austin, Texas 78767

7.8.3 Contractor Address. The address of CONTRACTOR for all purposes under this Agreement and for all notices hereunder shall be:

University of Texas at Austin
Health Behavior Research and Training Institute
1925 San Jacinto Blvd
Austin, Texas 78712

7.8.4 Change of Address. Each party may change the address for providing notice by giving written notice of the change in compliance with Section 7.8. Any change in the address shall be reported within fifteen (15) days of the change.

7.9 Authority of the DIRECTOR. The DIRECTOR will act on behalf of the COUNTY with respect to the work to be performed under this Agreement. The DIRECTOR shall have complete authority to interpret and define in writing COUNTY'S policies and decisions with respect to CONTRACTOR'S services. The DIRECTOR may designate representatives to transmit instructions and receive information.

7.10 Dispute Resolution. The Purchasing Agent will act as the County representative in disputes where the Contractor has been unable to successfully resolve such dispute with the Department. Any document, notice or correspondence in relation to the dispute at this stage not issued by or to the Purchasing Agent is void unless otherwise stated in this Contract. If the Contractor does not agree with any document, notice or correspondence relating to the dispute issued by the Purchasing Agent or other authorized County person, the Contractor must submit a written notice to the Purchasing Agent within ten (10) calendar days after receipt of the document, notice or correspondence outlining the exact point

of disagreement in detail. The Purchasing Agent will provide Contractor with a written response to the dispute containing the final resolution by County. If the matter is not resolved to the Contractor's satisfaction in this final notice, Contractor may submit a written Notice of Appeal to the Commissioners Court through the Purchasing Agent. This Notice of Appeal must be submitted within ten (10) calendar days after receipt of the final unsatisfactory reply. Contractor then has the right to be heard by Commissioners Court and the Purchasing Agent will coordinate placing the matter on the Commissioners Court agenda.

7.11 Mediation. When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or person appointed by a court of competent jurisdiction for mediation as described in the Tex. Civ. Prac. And Rem. Code, 154.023. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation must remain confidential as described in Tex. Civ. Prac. And Rem Code 154.073, unless both parties agree, in writing, to waive the confidentiality.

7.12 Cooperation and Coordination. CONTRACTOR shall cooperate and coordinate with COUNTY staff and other contractors as reasonable and necessary and as required by the DIRECTOR.

7.13 Independent Contractor. The parties expressly acknowledge and agree that CONTRACTOR is an independent contractor, operating solely in that capacity, and assumes all of the rights, obligations and liabilities applicable to him as an independent contractor. CONTRACTOR shall not be considered an employee of COUNTY, or gain any rights against COUNTY pursuant to the COUNTY'S personnel policies.

7.14 Governing Law. The validity of this agreement and of any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas.

7.14.1 Severability. Any clause, sentence, provision, paragraph, or article of this Agreement held by a court of competent jurisdiction to be invalid, illegal, or ineffective shall not impair, invalidate, or nullify the remainder of this Agreement, but the effect thereof shall be limited to the clause, sentence, provision, paragraph or article so held to be invalid, illegal, or ineffective.

7.14.2 Law and Venue. All obligations under this Agreement shall be performable in Travis County, Texas. Venue for any litigation concerning this Agreement shall be in the City of Austin, Travis County.

7.14.3 Assignment. No party may assign any of the rights or duties created by this Agreement without the prior written approval of the other party. It is acknowledged by CONTRACTOR that no officer, agent, employee or representative of COUNTY has any authority to assign any part of this Agreement unless expressly granted that authority by Commissioners Court.

7.15 Binding Contract. Notwithstanding any other provision of this Agreement, this Agreement shall be binding upon and inure to the benefit of the COUNTY and the CONTRACTOR and their respective successors, executors, administrators, and assigns. Neither the COUNTY nor the CONTRACTOR may assign, sublet, or transfer his interest in or obligations under this Agreement without the written consent of the other party hereto.

7.16 Performance of Other Services. As a part of this Agreement, it is understood that CONTRACTOR is free to provide services outside this Agreement as it sees fit at those times which CONTRACTOR is not obligated to COUNTY. It is also understood that COUNTY is free to have more than one contractor providing the type of services included in this Agreement.

7.17 Survival. Conditions and covenants of this Agreement which by their terms are performable after the termination, expiration, or end of this Agreement shall survive such termination, expiration, or end and remain fully performable.

7.18 Interpretational Guidelines

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

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

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

7.18.4 Contract/Agreement. As used in this document, the terms "Contract" and "Agreement" are synonymous.

7.19 Conflict of Interest:

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

DUPLICATE ORIGINALS

This Agreement will be executed in duplicate originals and be effective when executed by both parties.

University of Texas at Austin HBRT

Travis County

Linda Shaunessy

By: Linda Shaunessy
Name and Title (Printed) **Business Contracts Administrator**

By: Samuel T. Biscoe
Travis County Judge

Date: June 12, 2013

Date: _____

Approved as to Legal Form By:

Assistant County Attorney

Approved by Purchasing:

Cyd Grimes, C.P.M., CPPO Purchasing Agent

Health Behavior Research and Training Institute (HBRT)

Motivational Interviewing Training and Coaching

Training and Coaching Model

The University of Texas at Austin HBRT Institute's Training and Coaching Model incorporates an initial and follow-up group training session (provided by HBRT), combined with one-on-one coaching and on-going training for individual practitioners (provided by independent HBRT-affiliated coaching consultants).

I. HBRT TRAINING SERVICES

Under this agreement, the HBRT Institute will provide Motivational Interviewing (MI) training for juvenile probation staff trainees via three separate training cohorts (up to 40 trainees per cohort; maximum of 120 trainees). Each training cohort consists of the following:

1. Two days of initial MI training for juvenile probation staff trainees (up to 40 trainees per cohort).
2. Four months after the initial MI training, the HBRT Institute will provide 1.5 days follow-up training to assess progress and provide advanced MI training.
3. MI Training manuals for each trainee.
4. Periodic conference calls (during the project period) with independent coaches for purposes of tracking/oversight.

Costs for Training Services

<i>Training Activities</i>	<i>Unit Cost</i>
<ul style="list-style-type: none"> • Initial 2.0 day training session and introduction to MI <i>(maximum three cohorts; up to 40 participants per training cohort)</i> 	\$8,000 per training cohort
<ul style="list-style-type: none"> • Follow-up 1.5 day training session to assess progress and provide advanced MI training skills. <i>(maximum three cohorts; up to 40 participants per training cohort)</i> 	\$6,000 per training cohort
<ul style="list-style-type: none"> • MI training manuals for each trainee <i>(up to 40 participants per training cohort)</i> 	\$25 per trainee
<ul style="list-style-type: none"> • HBRT conference call(s) with independent coaching consultants <i>(as needed basis – estimated @ 1-2 calls per session cohort)</i> 	\$150 per conference call
Other Costs Web services, materials & supplies, administrative support	15% of invoiced charges

HBRT TRAINING SERVICES:

Maximum costs per training cohort (up to 40 participants per cohort): \$17,595

Maximum costs for three training cohorts (up to 120 participants): \$52,785

II. COACHING SERVICES

The HBRT Institute collaborates with a highly specialized pool of independent consulting MI coaches who have unique coaching expertise and a proven record of relevant MI coaching experience. The coaches are members of the Motivational Interviewing Network of Trainers (MINT), well-respected in their field, and have experience working with the HBRT training infrastructure and our web-based communication network for coaching review and feedback.

The HBRT-affiliated coaches will provide one-on-one coaching for 10 staff selected by the Travis County Juvenile Probation Department to participate in MI training and coaching. Over a three-month period following the initial 2.0 day MI training session, each trainee will receive monthly coaching support including:

- 1 taped review via web per month with scoring and feedback preparation
- 1 coaching and feedback session per month
- Loan of digital recorder for duration of coaching sessions.

Coaches are responsible for working with each individual trainee to arrange a mutually acceptable schedule for coaching sessions. The fee for Coaching Services for the 10-staff cohort will be billed at a flat rate of \$690 per trainee (cost basis: \$230 per month x 3 months), for a maximum of \$6,900 (10 staff). The per-trainee flat fee of \$690 will apply for each trainee who agrees to participate in the coaching sessions, regardless of sessions that the trainee misses or does not complete.

The independent consulting coaches will convene as a group with the HBRT team (Drs. Velasquez and Stephens) on a periodic conference call (30-45 minutes), as needed, for general oversight and progress tracking.

COACHING SERVICES:

Flat Fee per Trainee: \$690

Maximum costs for 10 trainees: \$6,900

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Item 13



Travis County Commissioners Court Agenda Request

Meeting Date: June 25, 2013

Prepared By/Phone Number: Loren Breland, 854-4854

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Consider and take appropriate action on Request for Services (RFS) for Expo Center Concession Operations.

- **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.

Consider and take appropriate action on Request for Services (RFS) for Expo Center Concession Operations. Discussion in Executive Session with County Attorney regarding legal implications of newly added provisions, penalties and other terms and conditions.



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, July 2, 2013
Prepared By/Phone Number: Deece Eckstein, 854-9754
Elected/Appointed Official/Dept. Head: Deece Eckstein, 854-9754
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON LEGISLATIVE MATTERS, INCLUDING:

- A. UPDATE ON LEGISLATIVE ACTIVITIES;
- B. TRAVIS COUNTY LEGISLATIVE PRIORITIES FOR THE 83RD TEXAS LEGISLATURE, FIRST AND SECOND CALLED SPECIAL SESSIONS;
- C. THE LEGISLATURE'S AND THE GOVERNOR'S ACTIONS ON VARIOUS LEGISLATION; AND
- D. ADDITIONS TO THE PRIORITIES, POLICY POSITIONS AND THE POSITIONS ON OTHER PROPOSALS SECTIONS OF THE TRAVIS COUNTY LEGISLATIVE AGENDA.

SUMMARY AND IGR COORDINATOR RECOMMENDATION:

IGR recommends that the Court continue its efforts to support and shape legislation on transportation funding and juvenile sentencing during the coming special session, while monitoring other issues.

BACKGROUND:

- 1) The First Called Session of the 83rd Texas Legislature ended at midnight on Tuesday, May 25. Legislation to adopt the [interim congressional plans](#) ordered by the San Antonio court. However, legislation on three other topics included in the call – transportation funding, juvenile sentencing, and the regulation of abortion providers – did not pass.
- 2) Governor Perry has called a second special session, to begin on Monday, July 1, at 2:00 p.m., to address the following topics:

- a) Legislation relating to the regulation of abortion procedures, providers and facilities.
- b) Legislation relating to the funding of transportation infrastructure projects.
- c) Legislation relating to establishing a mandatory sentence of life with parole for a capital felony committed by a 17-year-old offender.

A copy of the Governor's proclamation is attached. A brief overview of the two topics of interest to Travis County follows.

- 3) There are 28 days remaining in the First Called Session.

ISSUES AND OPPORTUNITIES:

Two issues in the call are of interest to Travis County. Both were addressed unsuccessfully during the regular session and the first special session:

- 1) *Transportation funding* – [SJR 2](#) was the vehicle on transportation funding. The Senate version would redirect one half of the oil and gas production taxes currently flowing into the Rainy Day Fund to the highway fund (Fund 6), subject to a \$6 billion threshold in the RDF before any money could be diverted, and dedicated exclusively “for constructing, maintaining, and acquiring rights-of-way for public roadways.”

The House version would:

- a) prohibit the use of any of the constitutionally-dedicated revenues for toll roads; and,
- b) replace the \$6 billion threshold before diversions to Fund 6 could occur with a requirement that the balance in the RDF must be at least one-third of its maximum authorized balance.

The Senate was not able to debate whether to concur In the House changes due to the filibuster on Monday, so it is unknown whether the two chambers could agree on a compromise approach.

- 2) *Juvenile sentencing* –This issue is in response to the Supreme Court's opinion in *Miller v. Alabama*, which held that mandatory sentences of life without possibility of parole are unconstitutional for juvenile (meaning under-18-year-old) offenders. Three bills ([SB 23](#), [HB 33](#) and [HB 37](#)) were filed in the first special session to clarify that the mandatory punishment for a non-death penalty capital felony committed by a person younger than 18 is life imprisonment (with the

possibility of parole). A capital felony committed by an individual who is 18 or older would be life without parole.

SB 23 was passed by the House and returned to the Senate, but no action was taken due to the filibuster.

FISCAL IMPACT AND SOURCE OF FUNDING: Not applicable.

REQUIRED AUTHORIZATIONS: None.

NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

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ATTACHMENTS:

- A. Governor Rick Perry, Proclamation of the Second Called Session of the 83rd Texas Legislature, to begin on July 1, 2013.



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, July 2, 2013
Prepared By/Phone Number: Deece Eckstein, 854-9754
Elected/Appointed Official/Dept. Head: Deece Eckstein, 854-9754
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION REGARDING OPTIONS FOR LEGISLATIVE ADVOCACY SERVICES.

SUMMARY AND IGR COORDINATOR RECOMMENDATION:

IGR recommends that the Court renew its contract with Knaupe GR for legislative advocacy services for two years with an option for one (1) two-year renewal, at the same rate as the current contract.

BACKGROUND:

The Travis County Intergovernmental Relations Office currently contracts with the following vendor for professional legislative advocacy services:

**KNAUPE GR
910 Congress Avenue, Suite 1100
Austin, TX 78701**

The contract, created in 2008, is for Six Thousand Five Hundred Dollars (\$6,500) per month, or Seventy-Eight Thousand Dollars (\$78,000) per year. It contained an option for annual renewal for up to three years. In September 2009, the Commissioners Court renewed the contract for one year. In March 2010, the Commissioners Court transferred the contract from the original contractor, Santos Alliances, to Knaupe GR. In September 2010, the Court renewed the contract for another year. In September 2011, the Court renewed the contract and also extended it for an additional year at the current rate. In September 2012, the Court again renewed the contract for one year at the current rate.

ISSUES AND OPPORTUNITIES:

Gregg Knaupe has done an excellent job in his role. Over the last five years, he has:

- educated himself about Travis County's legislative issues;
- worked to build relationships with key County staff, relevant legislators and their staffs, and other stakeholders; and
- advocated effectively for the County on those issues.

In each of the three sessions he's worked with us, he has become more valuable. He is well-respected in legislative offices, and he works well with the IGR team and key County staffers.

While the Court always has the option to re-bid or even abolish the legislative advocacy contract, I believe the contract with Knaupe GR should be extended for four reasons:

- 1) Gregg now has unique and valuable knowledge of how county government, and specifically Travis County, operate and are affected by state law and policy. He understands both the policy nuances and political intricacies of issues like tax policy, land use, and transparency;
- 2) Both the House and the Senate tend to defer to particular legislators on important subject matters. Gregg has built effective relationships on county issues with key leaders in the budgeting, criminal justice, and natural resources areas;
- 3) Gregg has worked very well with the IGR team and built relationships with key County leaders, including members of the Court and the executive managers. This helps our team remain nimble and responsive during fast-moving developments when the Legislature is in session;
- 4) When the original legislative advocacy contract was awarded in 2008, the Court judged that the Santos Alliance/Knaupe GR proposal was the most cost-effective. In spite of his enhanced value to the County, Gregg is willing to extend his relationship with the County without asking for an increase in the fees he is paid.

Entering into a contract for another two years would allow us to retain his services through the 2015 legislative session, at which time the Court could exercise an option to extend the contract for another two years. This will provide continuity and, if the Court makes a change, allows a 15-month lead time between the selection of the consultant and the beginning of a regular session.

FISCAL IMPACT AND SOURCE OF FUNDING: Not applicable.

REQUIRED AUTHORIZATIONS: None.

NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

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Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013
Prepared By/Phone Number: David Salazar, 854-9555
Elected/Appointed Official/Dept. Head: Travis County
Commissioner Court
Commissioners Court Sponsor: Members of the
Commissioners Court

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE PUBLIC INTEGRITY UNIT IN THE OFFICE OF THE DISTRICT ATTORNEY.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013
Prepared By/Phone Number: David Salazar, 854-9555
Elected/Appointed Official/Dept. Head: County Judge
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION TO ASSIGN JUDGE BISCOE TO THE EXECUTIVE COMMITTEE OF THE CAPITAL AREA PLANNING COUNCIL OF GOVERNMENTS AND COMMISSIONER GOMEZ TO THE BOARD OF THE COMMUNITY ACTION NETWORK.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By/Phone Number: Lisa Rush, 4-9290

Elected/Appointed Official/Dept. Head: Steven Broberg, Director, RMCR *LRASB*

Commissioners Court Sponsor: Bruce Todd, Commissioner, Precinct 2;
and Margaret Gómez, Commissioner, Precinct 4;

AGENDA LANGUAGE:

Consider and take appropriate action on request to:

- a. Adopt *Chapter 2, Code Interpretation, Amendment, and Publication*.
- b. Amend Chapter 1 of the Travis County Code by repealing sections 1.0051 and 1.0052.
- c. Designate codifier.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Travis County Code is scheduled for online publication on October 1, 2013. In preparation of online publication, the Code Committee drafted a new chapter called *Chapter 2, Code Interpretation, Amendment, and Publication*.

The purposes of Chapter 2 are to:

1. Consolidate policies related to Code amendment and interpretation into one chapter.
2. Incorporated the style guide adopted by Commissioners Court into the Code.
3. Revise the procedures of the amendment process to include online publication.

Section 2.081 states that Commissioners Court will designate a codifier to format the amendments for publication. The Code Committee recommends that the Commissioners Court assign Lisa Rush the duties of codifier.

STAFF RECOMMENDATIONS:

The Code Committee recommends that Commissioners Court:

1. Adopt *Chapter 2 Code Interpretation, Amendment & Publication*.
2. Repeal affected sections in Chapter 1, Commissioners Court Rules of Procedure.
3. Designate Lisa Rush, Law Library Manager, as codifier.

ISSUES AND OPPORTUNITIES:

See attached memo.

FISCAL IMPACT AND SOURCE OF FUNDING:

The new Chapter 2 specifies that a codifier be named to prepare adopted amendments for online publication. The duties merit neither a full-time nor part-time FTE but will take time and attention. The codifier duties will be added to the current duties of the chosen employee.

The Code Committee recommends Lisa Rush, Law Library Manager, be designated the codifier.

ATTACHMENTS:

Attachment 1, Order repealing affected sections in Chapter 1 and adopting Chapter 2

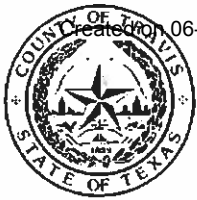
Attachment 2, Chapter 2 Code Interpretation, Amendment and Publication

Attachment 3, Flow-chart and amendment process description

REQUIRED AUTHORIZATIONS:

County Clerk's Office

County Attorney's Office



**TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES**

700 Lavaca, Suite 330 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: June 25, 2013

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Bruce Todd, Commissioner, Precinct 2
Gerald Daugherty, Commissioner, Precinct 3
Margaret Gómez, Commissioner, Precinct 4

FROM: Steven Broberg, Director of Records Management and Communications Resources (RMCR) *SLMSB*

SUBJECT: Issues and Opportunities Related to Adopting New Chapter 2

The Code Committee drafted Chapter 2 to resolve several issues related to the Code. In addition to a discussion of the issues and opportunities related to Chapter 2, the text below specifies whether the policy is new, revised or adapted from another source.

Issue A – Electronic publication of the Code is a new process.

Opportunity A – Clarification of who does what to meet the requirements of online publication.

Electronic publication of a unified Code requires coordination and the application of new duties, including those of a codifier. New text in Chapter 2 updates the amendment process from Chapter 1 to include online publication and specifies the duties of the codifier. It states that the codifier can incorporate amendments into the electronic publication and provides style guide for doing so.

Issue B – Written and verbal amendments do not always include written instructions/text on how the chapter is amended. Occasionally, chapters have been changed without clear indication as to how the text of Code is affected by the amendment.

Opportunity B – Clearly written Orders and documentation of verbal amendments will reduce or eliminate the confusion associated with unclear amendments to the Code.

Section 2.037 (c)(4) requires that departments include an order with all amendment agenda requests that states which chapters or sections of the Code are affected by the amendment.

Issue C – Redundant text related to Code interpretation in various chapters.

Opportunity C – Interpretation rules will no longer need to be duplicated in other chapters.

Unless otherwise specified in a chapter, the rules for interpreted the Code stated in Chapter 2 will apply to the entire Code. Future amendments to a chapter can remove interpretation rules or specify interpretation rules for that chapter.

Issue D – *Lack of uniform style in chapters adopted before 2010.* Between 1995 and 2010 there was not uniform style set for the Code. As a result, multiple numbering schemes, fonts, and formats were used. Without a style guide, the published Code would not look like a unified, cohesive document.

Opportunity D – *The style guide may be applied retroactively to chapters adopted before 2010 and be applied consistently to chapters adopted since.*

Chapter 2 incorporates the style guide adopted by Commissioners Court Order on 8/17/2010. Chapter 2 also transfers responsibility for applying the style guide from the County Attorney's Office to the department and the codifier.

Issue E – Chapters have been adopted that consisted of goals and plans. Goals and plans are generally not enforceable and are quickly outdated.

Opportunity E – Departments may think more carefully about what they include in the Code amendments.

Section 2.036 was included to encourage departments to limit inclusion into the Code to policies, regulations, and procedures that can be enforced. Definitions were relocated from section 1.0051(b) and expanded in section 2.005.

Attachment 1.

**Order of the Travis County Commissioners Court
Amending the Travis County Code**

Pursuant to sections 1.0051 and 1.0052 of the Travis County Code, it is ordered that the Travis County Code is amended by:

1. Repealing Sections 1.0051 and 1.0052 of Chapter 1, Commissioners Court Rules of Procedure.
2. Adopting Chapter 2, Code Interpretation, Amendment and Publication, as shown in Attachment 2.

The changes ordered shall become effective on July 2, 2013.

ORDERED on: (date) _____.

Travis County Commissioners Court

Samuel T. Biscoe
Travis County Judge

Ron Davis
Commissioner, Precinct 1

Bruce Todd
Commissioner, Precinct 2

Gerald Daugherty
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

Text to be Repealed from Chapter 1

~~1.0051 — Amending this Travis County Code~~

- ~~(a) — This Travis County Code may, from time to time, be amended by order of the Commissioners Court of Travis County. All action to amend this Travis County Code shall conform to the requirements of this section and to all other requirements imposed by law, including all the requirements of this Travis County Code.~~
- ~~(b) — Definitions. For the purposes of this section~~
- ~~(1) — "Amendment" means any creation of a new policy, procedure, or regulation or an addition to or change of an existing policy, procedure, or regulation.~~
 - ~~(2) — "Policy" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of one or more officials or employees of Travis County.~~
 - ~~(3) — "Procedure" means those rules of operation or administration adopted by the Commissioners Court for the purpose of standardizing the accomplishment or implementation of any policy or regulation.~~
 - ~~(4) — "Regulation" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of persons generally, regardless of whether they are officials or employees of Travis County.~~
- ~~(c) — Neither the Commissioners Court nor any of its employees shall take any action or make any attempt to enforce any policy or procedure which is not included in this Travis County Code.~~
- ~~(1) — Regulations not contained in this Travis County Code may be enforced by the Commissioners Court and its employees, if such regulations are otherwise enforceable as a matter of law.~~
 - ~~(2) — Any employee of the Commissioners Court who becomes aware of the existence of a regulation which is not included in this Travis County Code shall immediately request that an agenda item be placed on the next available Commissioners Court agenda to amend this Travis County Code to include such unincluded regulation, in accordance with the procedures outlined in this section and in accordance with section 1.003 hereof.~~
- ~~(d) — Procedure for amending this Travis County Code~~
- ~~(1) — Any Travis County official or employee desiring to amend this Travis County Code shall prepare the desired amendment in writing. The desired amendment shall conform to this Travis County Code in form, style, and numbering system.~~
 - ~~(2) — The official or employee is encouraged to:~~

- ~~(A) — Submit draft copies of the desired amendment to all other Travis County officials, County Executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;~~
 - ~~(B) — Request the County Attorney to conduct a substantive legal review of the desired amendment; and~~
 - ~~(C) — Prepare an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.~~
- ~~(3) — The official or employee shall submit the desired amendment to the Travis County Attorney in writing on paper and in Microsoft Word format. If possible, the desired amendment should be submitted to the Travis County Attorney in Microsoft Word for Windows format.~~
- ~~(4) — The Travis County Attorney shall review the desired amendment to insure that it conforms to this Travis County Code in form, style, and numbering system.
 - ~~(A) — If the Travis County Attorney finds that the desired amendment fails in any way to conform to the form, style, or numbering system of this Travis County Code, the Travis County Attorney shall return it to the official or employee together with written advice concerning the way or ways in which it fails to conform or, at the discretion of the Travis County Attorney and with the consent of the official or employee, the Travis County Attorney may change the desired amendment to conform to the form, style, and numbering system of this Travis County Code.~~~~
- ~~(5) — If the desired amendment conforms to the form, style, and numbering system of this Travis County Code, the Travis County Attorney shall forward the paper and Microsoft Word copies of the desired amendment to the Travis County Judge or, at the request of the official or employee, to another member of the Commissioners Court, together with a written opinion that the desired amendment conforms to the form, style, and numbering system of this Travis County Code and a request that it be placed on the agenda of the Commissioners Court on a date selected by the official or employee desiring the amendment. Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request itself shall be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.~~
- ~~(6) — Upon receipt of a desired amendment in writing on paper and Microsoft Word, together with the opinion of the Travis County Attorney regarding conformity to form, style, and numbering system and an agenda request, the Travis County Judge shall treat it as an agenda request pursuant to 1.003 hereof. The Travis County Judge shall not place a desired amendment on the agenda of the Commissioners~~

~~Court unless he is in receipt of an opinion of the Travis County Attorney that the desired amendment conforms to the form, style, and numbering system of this Travis County Code and an agenda request therefore.~~

- ~~(7) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment in writing on paper and Microsoft Word to the Travis County Clerk, by immediately handing the paper and Microsoft Word to the Clerk or her representative in the meeting room of the Commissioners Court.~~
- ~~(8) Upon receipt of an amendment from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of this Travis County Code.~~

~~1.0052 The Official Copy of the Travis County Code~~

- ~~(a) The Travis County Clerk shall be the custodian of the official copy of the Travis County Code.~~
- ~~(b) The Travis County Clerk shall cause to be published copies of the Travis County Code.~~
- ~~(c) The Travis County Clerk shall make copies of the Travis County Code available to the public and to all Travis County officials and department heads.
 - ~~(1) The Travis County Clerk shall charge members of the public an amount equal to the actual cost of publishing the copies of the Travis County Code which they receive.~~
 - ~~(2) The Travis County Clerk shall withhold delivery of a copy of the Travis County Code to a member of the public until she has received the authorized charge therefore.~~
 - ~~(3) In the event of any dispute about the actual cost of publishing, such actual cost of publishing shall be determined by the Travis County Auditor.~~~~
- ~~(d) Each time the Travis County Clerk distributes a copy of the Travis County Code, she shall determine whether the person to whom she is distributing the copy desires to receive any future amendments, as defined in section 1.0051(b)(1) hereof. Each person who desires to receive copies of future amendments shall be a "registered holder of the Code" and shall receive a "registered copy of the Code." The Travis County Clerk shall number each registered copy of the Code. She shall keep an accurate record of the name and address of each registered holder of the Code. Any registered holder of the Code may change the name or address of the registered holder of their Code or Codes by written notification to the Travis County Clerk designating specifically the name and address of the new registered holder of each registered copy of the Code by number of the copy.
 - ~~(1) The Travis County Clerk shall charge an annual subscription fee to registered holders of the Code who are not Travis County officials,~~~~

~~County Executive, or department heads, hereinafter referred to as "private registered holders."~~

- ~~(2) The annual subscription fee shall be in the amount estimated to be the actual cost of publishing and distributing the amendments.~~
- ~~(3) The Travis County Clerk shall refuse to deliver a registered copy of the Code to a private registered holder, unless she receives the annual subscription fee for the first year in advance. At the beginning of subsequent years, she shall provide all private registered holders with a statement of the annual subscription fee for the coming year and shall not deliver amendments to any private registered holder for that year, unless she receives the annual subscription fee for that year in advance. Any registered copies which have not received copies of the amendments for a period of one (1) year shall be deleted from the list of registered copies.~~
- ~~(4) In the event of dispute about the estimated cost of publishing and distributing the amendments, the estimated cost of publishing and distributing shall be determined~~

Attachment 2

Chapter 2. Code Interpretation, Amendment, and Publication

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Subchapter A. General Provisions of Chapter

2.001 Authority

The Travis County Commissioners Court adopts this Code under the authority of the laws of the State of Texas.

2.002 Intent of Chapter

Purpose of this Chapter is to provide policies for drafting, publishing, interpreting, and amending the Travis County Code.

2.003 Application

This chapter applies to Code chapters adopted or replaced after July 2, 2013.

2.004 Effective Date

This chapter shall become effective upon adoption by the Commissioners Court.

2.005 Definitions

In this chapter:

- (1) "Amendment" means any creation of a new policy, procedure, or regulation; or a repeal of or addition to or change of an existing policy, procedure, or regulation.
- (2) "Codifier" means the staff authorized to prepare a copy of the Code for online publication.
- (3) "Policy" means any action taken or adopted by the Commissioners Court which purports to control, dictate, or describe the conduct of one or more officials or employees of Travis County.

- (5) "Procedure" means those rules of operation or administration adopted by the Commissioners Court for the purpose of standardizing the accomplishment or implementation of any policy or regulation.
- (6) "Regulation" means any action taken or adopted by the Commissioners Court that purports to control, dictate, or describe the conduct of persons generally, regardless of whether they are officials or employees of Travis County.

2.006 Custodian of Official Copy

- (a) The Travis County Clerk shall be the custodian of the official copy of the Travis County Code.
- (b) The official copy is the paper copy adopted into the Minutes of the Commissioners Court.
- (c) The electronically published copy is a convenience copy and is not the official copy of the Travis County Code.

(Sections 2.007 – 2.013 reserved for expansion.)

Subchapter B. Interpretation and Enforcement of the Code

2.014 Name of Code

This Code may be referenced as the "Travis County Code," "this Code," or the "Travis County Policy, Procedures, and Regulations Manual."

2.015 Construction, Precedents, and Interpretation

- (a) This Code shall be construed strictly so that no rights are created that are not specifically created by this Code.
- (b) Commissioners Court shall resolve any questions regarding any interpretation of this Code.
- (c) If there is any conflict between this Code and the Texas Constitution, or state law or a rule adopted under a state law or the United States Constitution, a federal law or a rule adopted under federal law, the policy shall prevail to the greatest extent possible without violating the United States Constitution, the Texas constitution, any constitutional federal or state law, or any constitutional rule adopted under either of these.

2.016 Common and Technical Usage of Words

- (a) Words and phrases shall be read in context and construed according to the rules of grammar and common usage.

- (b) Words and phrases that have acquired a technical or particular meaning, whether by definition in this Code or otherwise shall be construed according to that acquired meaning unless otherwise stated.

2.017 “May,” “Shall,” and “Must,” etc.

The following constructions apply unless the context in which the word or phrase appears necessarily requires a different construction or unless a different construction is expressly provided:

- (1) “May” creates a discretionary authority or grants permission or a power.
- (2) “Shall” or “will” impose a duty.
- (3) “Must” creates or recognizes a condition precedent.
- (4) “Is entitled to” creates or recognizes a right.
- (5) “May not” imposes a prohibition and is synonymous with “shall not.”
- (6) “Is not entitled to” negates a right.
- (7) “Is not required to” negates a duty or condition precedent.

2.018 Tense, Number, and Gender

- (a) Words in the present tense or past tense include the future tense.
- (b) The singular includes the plural and the plural includes the singular unless expressly provided otherwise.
- (c) The masculine gender includes the feminine and neuter genders.

2.019 Computation of Time

- (a) When a period of time is stated in days, the days shall be construed as calendar days (not working days) unless otherwise stated.
- (b) When a period of time is stated in “working days”, the days shall be interpreted as Mondays, Tuesdays, Wednesdays, Thursdays, Fridays unless the day has been designated as a County holiday by the Commissioners Court.
- (b) If the last day of any period is a Saturday, Sunday, or County holiday, the period is extended to include the next day that is not a Saturday, Sunday, or County holiday unless otherwise stated.
- (c) Unless otherwise expressly stated, a reference to a time in which an act shall be performed means Central Standard Time.

2.020 Statutory Reference

Unless expressly stated otherwise, a reference to any portion of a statute, rule, or regulation applies to all reenactments, revisions, or amendments of the statute, rule, or regulation.

2.021 Effect of Grammar and Punctuation

- (a) A grammatical error does not nullify a provision of the Code. If the sentence or clause is meaningless because of grammatical error, words and clauses may be transposed to give the provision meaning.
- (b) Punctuation of a provision does not control or affect the intent in enacting the provision of the Code.

2.022 Severability of Code Provisions

Unless expressly stated otherwise, if any provision of the Code or its application to any person or circumstance is held invalid, the invalidity does not affect other provision or application of the Code that can be given effect without the invalid provision or application, and to this end the provisions of the statutes are severable.

2.023 References and Notes

Historical notes, cross references, indexes, tables of content, footnotes, and state law references that appear in this Code are provided for the convenience of the reader of the Code and have no legal effect.

2.024 Headings

Headings of a title, subtitle, chapter, subchapter, or section does not limit or expand the meaning of a statute. Headings are provided for the convenience of the reader of the Code and have no legal effect.

2.025 Enforcement of Code

- (a) Regulations not contained in this Code may be enforced by the Commissioners Court and its employees, if such regulations are otherwise enforceable as a matter of law.
- (b) Neither the Commissioners Court nor any of its employees shall take any action or make any attempt to enforce any policy or procedure that is not included in this Code.
- (c) Any employee of the Commissioners Court who becomes aware of the existence of a regulation that is not included in this Code shall immediately request that an agenda item be placed on the next available Commissioners Court agenda to amend this Code to include such un-included regulation, in accordance with the procedures outlined in this chapter and in accordance with Chapter 1.

(2.0026 - 2.034 Reserved for expansion)

Subchapter C. Amendment of Code

2.035 Amending the Code

- (a) The Travis County Code may, from time to time, be amended by order of the Commissioners Court of Travis County.
- (b) All action to amend this Code shall conform to the requirements of this chapter and to all other requirements imposed by law, including all the requirements of this Code

2.036 Criteria for Additions to Code

- (a) The Travis County Code includes regulations, policies and procedures as defined by section 2.005 and adopted by Commissioners Court in accordance to with this chapter.
- (b) Departments are discouraged from including processes, internal departmental rules, guidelines, forms, plans, goals, and resolutions in proposed amendments to the Code.

2.037 Procedure for Preparing Draft Amendment

- (a) Any Travis County official or employee desiring to amend this Code shall prepare the desired amendment in writing.
- (b) The desired amendment shall conform to this Code in form, style, and numbering system.
- (c) The amending department is responsible for:
 - (1) Submitting draft copies of the desired amendment to the County Attorney's Office for legal review.
 - (2) Submitting draft copies of the desired amendment to all other Travis County officials, county executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;
 - (3) Preparing an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.
 - (4) Preparing an order for amendment that specifically states which chapter or sections of the Code are amended and how.

- (5) Submitting the draft amendment and order to the Codifier to verify that the amendment meets this chapter's requirements for numbering and style.
- (6) Submitting the draft amendment and order to the County Judge's Office as an agenda request.
- (d) Upon receipt of a draft amendment and order that meets this chapter's requirements the Travis County Judge shall treat it as an agenda request pursuant to the Travis County Code.

2.038 Steps after Commissioners Court Adopts Amendment

- (a) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment and signed order to the Travis County Clerk.
- (b) Upon receipt of an amendment and signed order from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of the Travis County Code.
- (c) Upon adoption of an amendment and signed order, the Travis County Clerk shall forward an electronic copy of the amendment and order to the Codifier.
- (d) Upon receipt of an amendment from the Travis County Clerk, the Codifier shall prepare the electronic copy for online publication.

2.039 Effect of New Orders on Publication

Repealed portions of this Code may be excluded from the online publication of the Code.

2.040 Amending Language in Orders to Amend Code

- (a) Amendments to provisions of this Code may be made by amending such provisions by specific reference to the section of this Code in substantially the following language: "Section (chapter, article, division, or subdivision, as appropriate) of the Travis County Code is amended to read as follows: . . . (Set out the new provisions in full)."
- (b) If a new section, subsection, or chapter is to be added to the Code, the following language may be used: "Section (subsection, chapter) of the Travis County Code is adopted as follows: . . . (Set out the new provisions in full)."
- (c) All provisions to be repealed should be repealed specifically by section, subsection, or chapter as appropriate, or by setting out the repealed provisions in full in the repealing order.

2.041 Review of Amendments

Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request shall itself be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.

2.042 Amendment with No Written Order

Commissioners Court may amend the Code with no written order. When this happens, the County Judge is responsible for providing the specific text of the amendment in writing to the County Clerk's Office.

(2.043- 2.049 Reserved for Expansion)

Subchapter E. Style and Formatting of the Code

2.050 Purpose of Style and Formatting Guide

This style guide is to inform writers of the Code of the style approved by Commissioners Court for use in the Code.

2.051 New Chapters

- (a) Chapter names should identify the subject of the chapter concisely.
- (b) Avoid including the words "Travis County" in chapter names.
- (c) If the chapter has multiple subjects, consider breaking the chapter into several chapters. If that is not possible, use subchapters to separate multiple subjects within the chapter.

2.052 Readability

- (a) If possible, draft chapters by doing the following:
 - (1) Use everyday words.
 - (2) Use short sentences
 - (3) Use active voice.
 - (4) Omit unnecessary words or characters.
 - (5) Avoid compound adverbs such as *herewith*, *herein*, and *heretofore*.
 - (6) If an acronym is used, define it when it is first used.
- (b) Helpful tools include *A Plain English Handbook* published online by the Securities and Exchange Commission and the *Texas Legislative Drafting Manual* published online by the Texas Legislative Council.

2.053 Capitalization and Punctuation

- (a) Use the Texas Legislative Council Drafting Manual as a guide for capitalization and punctuation. Otherwise, the rules of grammar and common usage prevail.
- (b) Capitalize “County” if it is used a substitute for “Travis County.”
- (c) Always capitalize “Commissioners Court” and department names.
- (d) The first letter in all words in a defined word or phrase is capitalized.
- (e) Do not write text in all uppercase letters. Use title case for headings; otherwise use sentence case.

2.054 Personal Names

Use the positions title instead of the name of the person holding a position.

2.055 Forms, Tables and Exhibits

- (a) When appropriate, tables, forms, and exhibits are incorporated into the text of the chapter.
- (b) The form, table, or exhibit will be introduced as a section or appropriate division of a section and be numbered accordingly.

2.056 Formatting: Footnotes

- (a) Each chapter name should include a footnote that gives the reader information regarding the currency of the chapter. The footnotes are in 10-point Arial.
- (b) If the chapter is new, insert the footnote, “Chapter # was adopted on (date), item (#).”
- (c) If the chapter has been replaced, insert the footnote “Chapter # was replaced on (date), item (#).”
- (d) Amendments incorporated by Codifier
 - (1) If the Codifier has incorporated amendments, the Codifier will insert the footnote “Chapter # – amendments added through (date).”
 - (2) Each amendment that the Codifier incorporates should be marked with a footnote next to the section heading. The footnote should state “Section # was (added, replaced, or amended) on (date), item (#).”

2.057 Formatting: Document Description

Name and describe the chapter in Word under File, Properties, Summary to help Internet search engines find the chapter after it is in PDF format.

2.058 Formatting: Justification and Alignment

Text is aligned left justified, ragged right. Exception: the chapter name is centered and page numbers are right justified.

2.059 Formatting: Margins and Indentations

- (a) Margins are set at 1 inch on the top, bottom and both sides.
- (b) Indents and hanging indents, not tabs, are used to align text.

2.060 Formatting: Font

- (a) The color of the font is black. Exception: blue font is used in the table of contents to show that the words are links.
- (b) Underlined text is used only for internal links.
- (c) Bold is used for the names and numbers of chapters, subchapters, and section headings.
- (d) Italics is used for subchapter headings, for emphasis, and for titles of published works.
- (e) Redline, strikeout, shadow, outline, embossed, engrave, and small capitalization and other specialty font types and text effects are not used. Superscripts are used to number footnotes.

2.061 Formatting: Numbering

The numbering and lettering within the Code shall be consistent with the following example:

Title I.

Subtitle A.

Chapter #. (Name)

Subchapter A.

ch#.001 Section Heading

- (a) Subsection
 - (1) Paragraph
 - (2) Paragraph
 - (A) Subparagraph
 - (B) Subparagraph

- (i) Subdivision
 - (ii) Subdivision
- (b) Subsection

2.062 Formatting: Spacing

- (a) Single spacing is used throughout the Code. Double spacing is not used.
- (b) Line spacing for all body text is set at 14 point. For the table of contents, the line spacing is set at 3 point.

2.063 Formatting: Title Headings

- (a) Title headings are aligned flush left.
- (b) Title headings are 16-point regular Arial font.
- (c) The spacing for title headings is set at 0 point before and 18 point after.
- (d) Title headings are set at heading level 1.

2.064 Formatting: Subtitle Headings

- (a) A title with only one subtitle should not have any subtitle designation.
- (b) Subtitle headings are aligned flush left.
- (c) Subtitle headings are in 14-point regular Arial font.
- (d) The spacing for title headings is set at 0 point before and 18 point after.
- (e) Subtitle headings are set at heading level 2.

2.065 Formatting: Chapter Headings

- (a) Chapter headings are centered.
- (b) Chapter headings are in 14-point bold Arial font.
- (c) The spacing for chapter headings is set at 18 point before and 14 point after.
- (d) Chapter headings are set at heading level 3.

2.066 Formatting: Subchapter Headings

- (a) A chapter with only one subchapter should not have any subchapter designation.
- (b) Subchapter headings are aligned flush left.
- (c) Subchapter headings are in 11-point bold and Italicized Arial font.
- (d) The spacing for subchapter headings is set at 18 point before and 0 point after.

- (e) Subchapter headings are set a heading level 4.

2.067 Formatting: Section Headings

- (a) Sections are numbered sequentially throughout the chapter without regard to a change in subchapter unless sections are expressly reserved.
- (b) Section headings are aligned flush left.
- (c) Section headings are in 11-point bold Arial font.
- (d) The spacing for section headings are set at 18 point before and 0 point after.
- (e) Section headings are set at heading level 5.

2.068 Formatting: Section and Subsection Text

- (a) A section with only one subsection should not have any subsection designation. Subsection text is indicated by a lowercase letter encased in parenthesis.
- (b) All section text is aligned flush left. Indentation is set at 0 inches. Hanging indentation for subsections is set at 0.75 inches
- (c) All text at section level and below is in 12-point regular Arial font.
- (d) The spacing for section text is set at 6 point before and 6 point after. The spacing for subsection text is set at 6 point before and 3 point after.
- (e) Section and subsection text is set at body level.

2.069 Formatting: Paragraph and Subparagraph Text

- (a) A paragraph with only one subparagraph should not have any subparagraph designation. Paragraphs are indicated by an Arabic numeral encased in parenthesis. Subparagraphs are indicated by a capital letter encased in parenthesis.
- (b) All paragraph and subparagraph text is aligned flush left. Paragraph indentation is set at .75" from the left margin. Hanging indentation for paragraphs is set at 1.25" inches from the left margin.
- (c) Subparagraph indentation is set at 1.25" from left margin. Hanging indentions for subparagraphs is set at 1.75 inches from left margin.
- (d) Paragraph and subparagraph text is in 12-point regular Arial font.
- (e) The spacing for paragraphs is set at 6 point before and 0 point after. The spacing for subparagraphs and below is set at 3 point before and 3 point after.
- (f) Paragraph and subparagraph text is set at body level.

2.070 Formatting: Subdivision Text

- (a) Subdivisions of paragraphs are indicated with Roman numerals encased in parenthesis.
- (b) Subdivision text is aligned flush left. Indentation is set at 1.75” from the left margin. Hanging indentation for subdivisions is set at 2.25” inches from the left margin.
- (c) Subdivision text is in 12-point regular Arial font.
- (d) Spacing for subdivision text is set at 6 point before and 6 point after.
- (e) Subdivision text is set at body level.

2.071 Formatting: Borders, Shading and Columns

Borders, shading and columns are not used.

2.072 Formatting: Page Numbers

Use the format “page # of ##” at the bottom right of each page. Right align the page numbers.

2.073 Formatting: Table of Contents

- (a) The table of contents should be single-column, hyperlinked, and include page numbers.
- (b) Line spacing is set at 3 point.
- (c) The font is blue and set in 10-point Arial for subchapter headings and 9-point Arial for section headings.

(2.074 – 2.079 Reserved for Expansion)

Subchapter F. Electronic Publication of Code

2.080 Electronic Publication of the Code

The Travis County Code shall be published on in the Travis County website in a format that meets accessibility standards of the American’s with Disabilities Act.

2.081 Duties of Codifier

- (a) A codifier to be named by Commissioners Court shall prepare the code for online publication.
- (b) The Codifier is permitted to make non-substantial edits to the electronically published copy of the code.

(c) The codifier will update the style of the text to reflect the format and style approved by Commissioners Court before publication of the chapter, if the chapter is not already in the approved style.

(d) The codifier will assign chapter numbers.

2.082 Non-substantial Edits of Code for Electronic Publication

(a) The electronically published copy of this Code shall include all substantive chapters and amendments adopted by order of the Travis County Commissioners Court.

(b) In preparing to publish this Code electronically, all portions of the Code that have been repealed shall be removed.

(c) In preparing to electronically publish to this Code, the Codifier is permitted to make these non-substantial edits to the electronically published copy of the code:

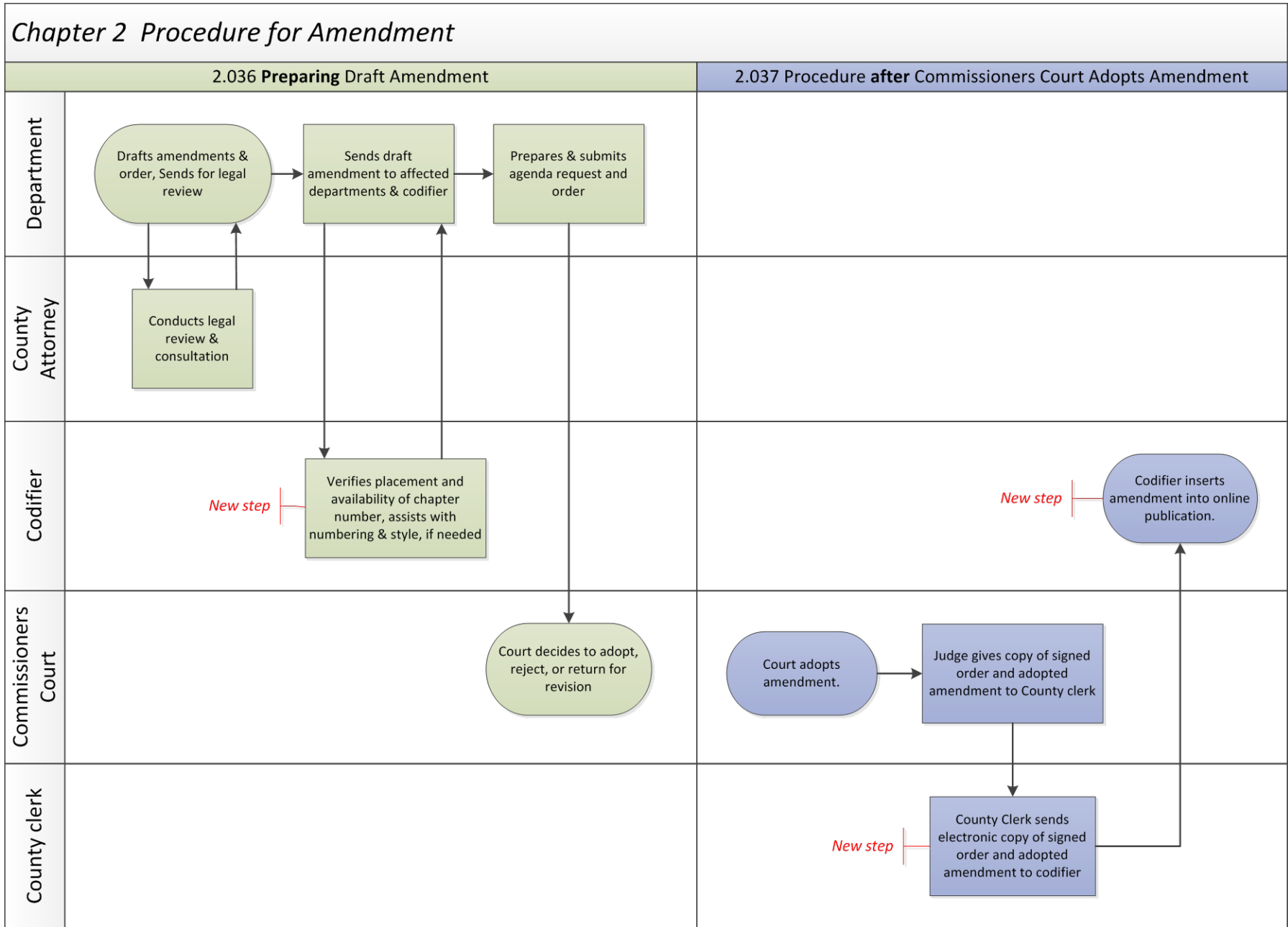
(1) Incorporate amendments into the electronically published copy.

(2) Provide appropriate catch lines, subchapter titles, and section headings for sections to be included in the Code. The Codifier shall indicate that catch lines, subchapter titles, or section headings have been added by inserting brackets around the added text.

(3) Assign appropriate numbers to chapters, articles, divisions, subdivisions, and sections to be added to the Code.

(4) Create aids to understanding such as tables of contents, tables of statutes, historical notes, and indices.

(d) The codifier is not authorized to make any change in the meaning or effect of orders embodied in the Code.



The process for amending the Code is currently section 1.0051 of Chapter 1, Commissioners Court Rules of Procedure. If the Code Committee's recommendations are accepted, the new process for amending the Code will be as written in Subchapter C, Amendment of the Code. Below is a comparison of the process in Chapter 1 and in Chapter 2.

Process in 1.0051

- (d) (1) Any Travis County official or employee desiring to amend this Travis County Code shall prepare the desired amendment in writing. The desired amendment shall conform to this Travis County Code in form, style, and numbering system.

- (d) (2) The official or employee is encouraged to:
 - (A) Submit draft copies of the desired amendment to all other Travis County officials, County Executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;
 - (B) Request the County Attorney to conduct a substantive legal review of the desired amendment; and
 - (C) Prepare an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.

Process in Chapter 2

- ⇒ 2.037 Procedure for Preparing Draft Amendment
 - (a) Any Travis County official or employee desiring to amend this Code shall prepare the desired amendment in writing.
 - (b) The desired amendment shall conform to this Code in form, style, and numbering system.

- ⇒ 2.037 Procedure for Preparing Draft Amendment
 - (c) The amending department is responsible for:
 - (1) Submitting draft copies of the desired amendment to the County Attorney's Office for legal review.
 - (2) Submitting draft copies of the desired amendment to all other Travis County officials, county executives, or department heads whose offices, areas of responsibility, or departments may or will be affected by the desired amendment and solicit their comments and advice concerning the desired amendment;
 - (3) Preparing an analysis of the fiscal impact the desired amendment is expected to have on the various budgets of Travis County and submit with the desired amendment a statement of any such expected fiscal impact.
 - (4) Preparing an order for amendment that specifically states which chapter or sections of the Code are amended and how.
 - (5) Submitting the draft amendment and order to the Codifier to verify that the amendment meets this chapter's requirements for numbering and style.
 - (6) Submitting the draft amendment and order to the County Judge's Office as an agenda request.

(d) (3) The official or employee shall submit the desired amendment to the Travis County Attorney in writing on paper and in Microsoft Word format. If possible, the desired amendment should be submitted to the Travis County Attorney in Microsoft Word for Windows format.

(d) (4) The Travis County Attorney shall review the desired amendment to insure that it conforms to this Travis County Code in form, style, and numbering system. If the Travis County Attorney finds that the desired amendment fails in any way to conform to the form, style, or numbering system of this Travis County Code, the Travis County Attorney shall return it to the official or employee together with written advice concerning the way or ways in which it fails to conform or, at the discretion of the Travis County Attorney and with the consent of the official or employee, the Travis County Attorney may change the desired amendment to conform to the form, style, and numbering system of this Travis County Code.

(d)(5) If the desired amendment conforms to the form, style, and numbering system of this Travis County Code, the Travis County Attorney shall forward the paper and Microsoft Word copies of the desired amendment to the Travis County Judge or, at the request of the official or employee, to another member of the Commissioners Court, together with a written opinion that the desired amendment conforms to the form, style, and numbering system of this Travis County Code and a request that it be placed on the agenda of the Commissioners Court on a date selected by the official or employee desiring the amendment.

Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request itself shall be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.

(d) (6) Upon receipt of a desired amendment in writing on paper and Microsoft Word, together with the opinion of the Travis County Attorney regarding conformity to form, style, and numbering system and an agenda request, the Travis County Judge shall treat it as an agenda request pursuant to 1.003 hereof. The Travis County Judge shall not place a desired amendment on the agenda of the Commissioners Court unless he is in receipt of an opinion of the Travis County Attorney that the desired amendment conforms to the form, style, and

⇒ 2.037 Procedure for Preparing Draft Amendment

(c) The amending department is responsible for:

- (1) Submitting draft copies of the desired amendment to the County Attorney's Office for legal review.
- (5) Submitting the draft amendment and order to the Codifier to verify that the amendment meets this chapter's requirements for numbering and style.

⇒

2.041 Review of Amendments

Neither the opinion regarding conformity to form, style, and numbering system nor the agenda request shall itself be construed to indicate that the Travis County Attorney has reviewed the substance of the desired amendment or that the Travis County Attorney supports the adoption of the desired amendment.

⇒ 2.037 Procedure for Preparing Draft Amendment

- (d) Upon receipt of a draft amendment and order that meets this chapter's requirements the Travis County Judge shall treat it as an agenda request pursuant to the Travis County Code.

numbering system of this Travis County Code and an agenda request therefore.

- (d) (7) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment in writing on paper and Microsoft Word to the Travis County Clerk, by immediately handing the paper and Microsoft Word to the Clerk or her representative in the meeting room of the Commissioners Court.
- (d)(8) Upon receipt of an amendment from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of this Travis County Code.

NEW provision:

- ⇒ 2.038 Steps after Commissioners Court Adopts Amendment
 - (a) Upon adoption of an amendment by the Commissioners Court, the Travis County Judge shall forward the amendment and signed order to the Travis County Clerk.
 - (b) Upon receipt of an amendment and signed order from the Travis County Judge, the Travis County Clerk shall cause the amendment to be added to the official copy of the Travis County Code.
 - (c) Upon adoption of an amendment and signed order, the Travis County Clerk shall forward an electronic copy of the amendment and order to the Codifier.
 - (d) Upon receipt of an amendment from the Travis County Clerk, the Codifier shall prepare the electronic copy for online publication.



Item 19

Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013 Executive Session
Prepared By: Greg Chico **Phone #:** (512) 854-4659
Division Director/Manager: Greg Chico

Department Head: Steven M. Manilla, P.E., County Executive-TNR
Sponsoring Court Member: Commissioner Davis, Precinct One

AGENDA LANGUAGE: Consultation with the County Attorney to consider and take appropriate action concerning condemnation of parcels 4, 4E, and 4TE from the F.C. Morse Trust and J.P. Morgan Chase Bank, as part of the Tuscany Way South, 2011 CIP Roadway Improvement project located in Precinct One.

(EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN 1 & 2)

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.	Division Manager, Public Works	TNR	(512) 854-9383
Chiddi N'Jie, P.E.	Project Manager	TNR	(512) 854-9383

Greg Chico	Real Estate Manager	TNR	(512) 854-4659
Dee Heap	Right-of-Way Agent	TNR	(512) 854-7647
Donna Williams-Jones	Financial Analyst	TNR	(512) 854-7677

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Item 20



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013 Executive Session
Prepared By: Greg Chico **Phone #:** (512) 854-4659
Division Director/Manager: Greg Chico

Department Head: Steven M. Manilla, P.E., County Executive-TNR
Sponsoring Court Member: Commissioner Gomez, Precinct Four

AGENDA LANGUAGE: Consultation with the County Attorney to consider and take appropriate action concerning condemnation of parcels 17 and 17TE from Gypsum Management and Supply, Inc., as part of the Frate Barker Road, 2011 CIP Roadway Improvement project located in Precinct Four.

(EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN 1 & 2)

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.	Division Manager, Public Works	TNR	(512) 854-9383
Chiddi N'Jie, P.E.	Project Manager	TNR	(512) 854-9383

Greg Chico	Real Estate Manager	TNR	(512) 854-4659
Mike Martino	Right-of-Way Agent	TNR	(512) 854-7646
Donna Williams-Jones	Financial Analyst	TNR	(512) 854-7677

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Item 21



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013 Executive Session
Prepared By: Greg Chico **Phone #:** (512) 854-4659
Division Director/Manager: Greg Chico

Department Head: Steven M. Manilla, P.E., County Executive-TNR
Sponsoring Court Member: Commissioner Daugherty, Precinct Three

AGENDA LANGUAGE: Consultation with the County Attorney to consider and take appropriate action concerning condemnation of parcels 15 and 15TE from Pearland Health Development Properties, L.P., as part of the Frate Barker Road, 2011 CIP Roadway Improvement project located in Precinct Three.

(EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN 1 & 2)

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.	Division Manager, Public Works	TNR	(512) 854-9383
Chiddi N'Jie, P.E.	Project Manager	TNR	(512) 854-9383

Greg Chico	Real Estate Manager	TNR	(512) 854-4659
Mike Martino	Right-of-Way Agent	TNR	(512) 854-7646
Donna Williams-Jones	Financial Analyst	TNR	(512) 854-7677

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Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By/Phone Number: SHARON TALLEY, 854-3127

ST

Elected/Appointed Official/Dept. Head: COUNTY ATTORNEY, 854-9513

Commissioners Court Sponsor:

AGENDA LANGUAGE: RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION REGARDING TRAVIS COUNTY INVOLVEMENT IN LEGAL ACTION REGARDING CONGRESSIONAL REDISTRICTING (EXECUTIVE SESSION ALSO, PURSUANT TO TEX. GOV'T CODE ANN. SEC. 551.071 (A)).

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013
Prepared By/Phone Number: David Salazar, 854-9555
Elected/Appointed Official/Dept. Head: County Judge
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION REGARDING THE IMPACT TO TRAVIS COUNTY AND THE VOTING RIGHTS ACT OF THE RECENT SUPREME COURT DECISION IN SHELBY COUNTY, ALABAMA V. HOLDER, ATTORNEY GENERAL, ET AL.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:

TRAVIS COUNTY COMMISSIONER COURT

AGENDA REQUEST

Please consider the following item for: Voting Session _____.

- I. A. Request made by County Auditor's Office, telephone number 854-9125.
- B. Requested text: Receive revenue and expenditure reports, and other statutorily required reports, for the month of May, 2013 from the County Auditor's Office. The reports are submitted electronically as allowed by local government code § 114.023 (a) and prescribed by the County Auditor.

C. Approved by: _____
Signature of Commissioner or Judge.

II. A. Copies of reports delivered to Commissioners on Monday, June 24, 2013 .

B. Have the agencies affected by this request been invited to attend the work session?
Yes _____ No__ X__ Please list those contacted and their phone numbers :



III. PERSONNEL:

_____ A change in your department personnel. (Reclassifications, etc.)

IV. BUDGET REQUESTS:

If your request involves any of the following, please check appropriately:

- _____ Additional funding for your department.
- _____ Transfer of funds within your department budget.
- _____ A change in your department's personnel.

The County Human Resource Management Department, and / or the Planning and Budget Office must be notified prior to the submission of this agenda request.

AGENDA REQUEST DEADLINES

All agenda requests and supporting materials must be submitted to the County Judge's Office in writing by 5 p.m. on Tuesdays for the following week's meeting.



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By/Phone Number: Melissa Velasquez, County Judge's Office
Elected/Appointed Official/Dept. Head: Samuel T. Biscoe, County Judge
Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON PRECINCT
THREE RESERVE DEPUTY CONSTABLE BOND FOR KENNETH LEE
EVANS.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Pursuant to Texas Local Government Code section 86.012(c) a reserve deputy constable must take the official oath and must execute a bond in the amount of \$2,000, payable to the constable.

STAFF RECOMMENDATIONS:

Recommend approval.

ISSUES AND OPPORTUNITIES:

None.

FISCAL IMPACT AND SOURCE OF FUNDING:

Invoice in the amount of \$178.00.

REQUIRED AUTHORIZATIONS:

Margie Solano, Risk Management, HRMD

Jose Hernandez, Office Manager, Travis County Constable, Precinct 3

HOME OFFICE
2100 FLEUR DRIVE
DES MOINES, IA 50321-1158
(515) 243-8171
(515) 243-3854 FAX



AUSTIN OFFICE
P.O. BOX 26720
AUSTIN, TX 78755-0720
(512) 343-9033
(512) 343-8363 FAX

TEXAS OFFICIAL BOND AND OATH

THE STATE OF TEXAS

County of Travis

} ss.

Bond No. TX 807747

KNOW ALL PERSONS BY THESE PRESENTS:

That we, Kenneth Lee Evans, as Principal, and the MERCHANTS BONDING COMPANY (Mutual), a corporation duly licensed to do business in the State of Texas, as Surety, are held and bound unto Travis County Constable Pct #3, his successors in office, in the sum of Two Thousand Dollars (\$2,000.00) DOLLARS, for the payment of which we hereby bind ourselves and our heirs, executors and administrators, jointly and severally, by these presents.

THE CONDITION OF THE ABOVE OBLIGATION is such, that, whereas, the above bounden Principal was on the 4th day of June, 2013, duly Appointed to the office of Reserve Deputy Constable in and for Travis County in the State of Texas, for a term beginning the 4th day of June, 2013 and ending the 31st day of December, 2016.

Now, therefore, if the said Principal shall well and faithfully perform and discharge all the duties required of him by law as the aforesaid officer, and shall

"faithfully perform the duties of office"

then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that regardless of the number of years this bond may remain in force and the number of claims which may be made against this bond, the liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits, or actions under this bond shall not exceed the amount stated above. Any revision of the bond amount shall not be cumulative.

PROVIDED, FURTHER, that this bond may be canceled by the Surety by sending written notice to the party to whom this bond is payable stating that, not less than thirty (30) days thereafter, the Surety's liability hereunder shall terminate as to subsequent acts of the Principal.

Dated this 5th day of June, 2013

Kenneth Lee Evans

Principal

Kenneth Lee Evans

MERCHANTS BONDING COMPANY (Mutual)

By:

Carla D White Attorney-in-Fact

ACKNOWLEDGEMENT OF PRINCIPAL

THE STATE OF TEXAS

County of Travis

} ss.

Before me, Melissa R. Velasquez, a notary public, on this day personally appeared

Kenneth Lee Evans

known to me to be the person whose name is subscribed to the foregoing

instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, at _____

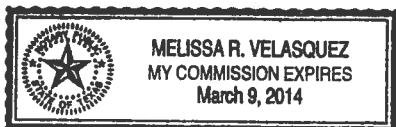
this 25 day of June, 2013

SEAL

Travis

County, Texas.

PO 0123 TX (7/09)



OATH OF OFFICE
(COUNTY COMMISSIONERS and COUNTY JUDGE)

I, _____, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm) that I have not directly nor indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected; and I furthermore solemnly swear (or affirm) that I will not be, directly or indirectly, interested in any contract with or claim against the County, except such contracts or claims as are expressly authorized by law and except such warrants as may issue to me as fees of office. So help me God.

Signed _____

Sworn to and subscribed before me at _____, Texas, this _____ day of _____,

SEAL _____ County, Texas

OATH OF OFFICE
(General)

I, _____, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm) that I have not directly nor indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected. So help me God.

Signed _____

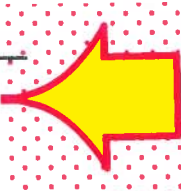
Sworn to and subscribed before me at _____, Texas, this _____ day of _____,

SEAL _____ County, Texas

THE STATE OF TEXAS } ss
County of Travis

The foregoing bond of Kenneth Lee Evans as Reserve Deputy Constable in and for Travis County and State of Texas, this day approved in open Commissioner's Court.

ATTEST: _____ Date _____
_____ Clerk _____ County Judge,
County Court _____ County Travis County, Texas



THE STATE OF TEXAS } ss
County of _____

I, _____, County Clerk, in and for said County, do hereby certify that the foregoing Bond dated the _____ day of _____, with its certificates of authentication, was filed for record in my office the _____ day of _____, at _____ o'clock _____ M., and duly recorded the _____ day of _____, at _____ o'clock _____ M., in the Records of Official Bonds of said County in Volume _____, on page _____

WITNESS my hand and the seal of the County Court of said County, at office in _____, Texas, the day and year last above written.

_____ Clerk
By _____ Deputy County Court _____ County

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Bond #: TX 807747

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

Carla D White

of **Beaumont** and State of **TX** their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

TWO HUNDRED THOUSAND (\$200,000.00) DOLLARS

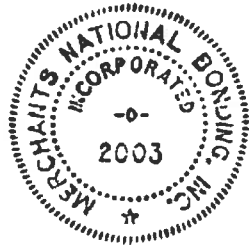
and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 7th day of March, 2013.



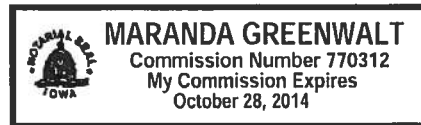
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF POLK ss.

On this 7th day of March, 2013, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.



Maranda Greenwalt
Notary Public, Polk County, Iowa

STATE OF IOWA
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 5th day of June, 2013.



William Warner Jr.
Secretary



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By/Phone Number: Melissa Velasquez, Judge's Office, x49557

Elected/Appointed Official/Dept. Head: Samuel T. Biscoe, County Judge

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPOINT DEPUTY CONSTABLES FOR PRECINCT FIVE FOR 2013.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Pursuant to Texas Local Government Code Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE. (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

STAFF RECOMMENDATIONS:

Recommend approval.

ISSUES AND OPPORTUNITIES:

n/a

REQUIRED AUTHORIZATIONS:

Carlos Lopez, Constable, Precinct 5



CARLOS B. LOPEZ

TRAVIS COUNTY CONSTABLE, PRECINCT FIVE

June 25, 2013

TO: Judge Sam Biscoe and Members of the Commissioners Court

FROM: Carlos Lopez, Constable Precinct 5

SUBJECT: Deputy Appointments for 2013

Please appoint the following Deputy Constables in Precinct 5:

Josh Alba
Raul Banuelos
David Bintliff
Laurence Caldwell
Edd Curry
Charles Dobbins
Carl Eller
Derrick Hill
Charles Lanterman
David Morris
Miracle Mount
Robin Rodriguez
Brent Schultz
Andres Sosa
Juan Torres
Adolphus Wells

JT Amstrong
Lydia Barron
Greg Blackmore
Robert Cantu
Greg DeArden
Debbie Eller
Bobby Gutierrez
Jason Hufstetler
Denise Lozano
Dale Multer
Alan Redd
Almar Saenz
Toby Shelton
Julien Smith
Michael Untermeyer

Thank you.





Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 2013

Prepared By: Paul Scoggins Phone #: 854-7619

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

AB

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

Sponsoring Court Member: Commissioner Daugherty, Precinct Three

AGENDA LANGUAGE: Approve setting a public hearing on Tuesday, July 23, 2013 to receive comments regarding a request to authorize the filing of an instrument to vacate several three foot wide public utility easements located along the common lot lines of Lots 61, 62, and 63 of Edgewater Beach, Section 2 – Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

TNR staff has received a request to authorize the filing of an instrument to vacate several three foot wide public utility easements (PUEs) located along the common lot lines of Lots 61, 62, and 63 of Edgewater Beach, Section 2. The easements are dedicated per plat note. The subject lots front on sections of Overlook Circle, Timberline Drive, and Crawfish Lane. All three streets are 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 requests meets all Travis County standards. As such, TNR staff recommends setting the public hearing.

ISSUES AND OPPORTUNITIES:

According to the request letter the existing home encroaches in the subject easements. To re-finance the home and property, these encroachments need to be remedied. Vacating the subject easements will allow the property owner to move forward with their re-financing plans.

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

ATTACHMENTS/EXHIBITS:

Order of Vacation
Field Notes
Request 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	512-854-7561

CC:

Stacey Scheffel	Program Manager	TNR - Permits	512-854-7565

SM:AB:ps

1101 - Development Services Long Range Planning - Edgewater Beach, Section 2

ORDER OF VACATION

STATE OF TEXAS §

COUNTY OF TRAVIS §

WHEREAS, the property owner requests the vacation of several three foot wide public utility easements located along the common lot lines of Lots 61, 62, and 63 of Edgewater Beach, Section 2 as recorded at Book 9, Page 93 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 easements 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 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 July 23, 2013 to consider the proposed action; and

NOW, THEREFORE, by unanimous vote, the Commissioners Court of Travis County, Texas, orders that the several three foot wide public utility easements located along the common lot lines of Lots 61, 62, and 63 of Edgewater Beach, Section 2, as shown and described in the attached field notes and sketch, are hereby vacated.

ORDERED THIS THE _____ DAY OF _____ 2013.

SAMUEL T. BISCOE, COUNTY JUDGE

COMMISSIONER RON DAVIS
PRECINCT ONE

COMMISSIONER BRUCE TODD
PRECINCT TWO

COMMISSIONER GERALD DAUGHERTY
PRECINCT THREE

COMMISSIONER MARGARET GOMEZ
PRECINCT FOUR

EXHIBIT "A"
PG. 1 OF 3

EASEMENT RELEASE AREA

BEING A 2310 SQUARE FOOT TRACT OF LAND, MORE OR LESS, OUT OF THE BEATY, SEALE & FORWOOD SURVEY NO. 42. AND KNOWN AS LOT 61, LOT 62 & LOT 63, EDGEWATER BEACH, SECTION 2, A SUBDIVISION OF RECORD IN VOLUME 9, PAGE 93 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS CONVEYED TO WILLIAM C. ALEXANDER IN DEED BOOK 13335 PAGE 1537, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS AND BEING A PORTION OF A 3.0 FOOT PUBLIC UTILITY EASEMENT (P.U.E.) CREATED BY SAID EDGEWATER BEACH, SECTION 2 SUBDIVISION; SAID 2310 SQUARE FEET OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a ½" rebar found in the southwest intersection of Crawfish Lane and Timberline Drive, as shown on the aforementioned Edgewater Beach Section 2 plat, and along the south right of way of Timberline Drive, N 83°21'35"W a distance of 96.98 feet; from which a ½" rebar bears N 83°21'35" W, a distance of 3.00 feet, said rebar begin the north west corner of Lot 61 and the north east corner of lot 62 of said Edgewater Beach, Section 2 subdivision, for the **PLACE OF BEGINNING**,

THENCE, departing said Timberline Drive and crossing Lot 61 of said Edgewater Beach, Section 2 subdivision, S 06°22'21" W, a distance of 238.11 feet to a point, said point being located in the south line of said Lot 61, and said point being located in the north common line of a parcel of land known as Tract 2, as recorded in Document No. 2002020606, Official Public Records of Travis County, Texas,

THENCE, along and with the common line of the aforementioned Lot 61 and Tract 2, passing a ½" rebar at 3.20 feet, for the southwest corner of Lot 61 and being the southeast corner of Lot 63 of said Edgewater Beach Section 2 subdivision, N66°39'18"W, a total distance of 6.29 feet to a point,

THENCE, departing the north line of Tract 2 and crossing Lot 63 of said Edgewater Beach Section 2 subdivision, the following two (2) courses;

- 1.) N 06°22'21" E, a distance of 134.17 feet to a point,
- 2.) N 54°48'40" West, a distance of 148.78 feet to a point, said point being located in the east right of way of Overlook Circle, from which a ½" rebar was found at the northwestern corner of Lot 63 and the northeastern corner of Lot 64 of said Edgewater Beach Section 2, which bears S 48°20'12" W, a distance of 56.92 feet;

PG. 2 OF 3

THENCE, along the eastern right of way of Overlook Circle, N 48°20'12" E, a distance of 3.06 feet to a ½ " rebar found, said point being the northeast corner of Lot 63 and the northwest corner of Lot 62, of the aforementioned Edgewater Beach Section 2 subdivision,

THENCE, continuing along the eastern right of way of Overlook Circle, N 39°20'03" E, a distance of 3.01 feet to a point,

THENCE, departing the eastern right of way of Overlook Circle, and crossing Lot 62 of the aforementioned Edgewater Beach Section 2 subdivision, the following two (2) courses,


A) S 54°48'40" E, a distance of 144.56 feet to a point,

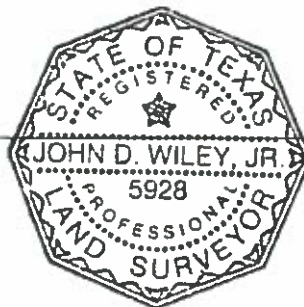
B) N 06°22'21" E, a distance of 97.47 feet to a point, said point being located in the south right of way of Timberline Drive, from which a ½" rebar was found at the south east intersection of Timberline Drive and Overlook Circle, said rebar being the northern corner of said Lot 62, which bears N 47°24'23" W, a distance of 91.30 feet,

THENCE, along the south right of way of Timberline Drive and the north line of Lot 62, S 47°24'23" E, a distance of 3.72 feet to an ½" rebar found, said point being the northeastern corner of said Lot 62 and the north western corner of Lot 61 of said Edgewater Beach, Section 2 subdivision,

THENCE, along the south right of way of Timberline Drive and the north line of the aforementioned Lot 61, S 83°21'35" E, a distance of 3.00 feet to the **PLACE OF BEGINNING** hereof and containing 2310 square feet of land, more or less.

THIS DESCRIPTION TO BE USED WITH THE ATTACHED SKETCH ONLY.


JOHN D. WILEY, JR., R.P.L.S. 5928
B & G SURVEYING, INC.
1404 W. NORTH LOOP BLVD.
AUSTIN, TEXAS 78756
(512) 458-6969, FAX: (512) 458-1129



6/5/13
DATE

B0409813_er_legal
TCAD Parcel ID: 155225
<http://www.bandgsurvey.com>

SKETCH TO ACCOMPANY FIELD NOTES FOR EASEMENT RELEASE

BEATY, SEALE & FORWOOD SURVEY NO. 42

D.B. 13335 PAGE 1537

CHARLES E. WILKINS
REBECCA S. WILKINS
DOC. 2008002241

LOT 46
EDGEWATER BEACH
SECTION 1
V. 8, PG. 184

TRACT 2
DOC. NO. 2002020606
TCAD ID#155225

**0.053 AC OR
2310 SQ. FT.**
EASEMENT RELEASE AREA

LOT 61
TCAD ID#155225

LOT 63
TCAD ID#155225

LOT 62
TCAD ID#155225

LOT 64

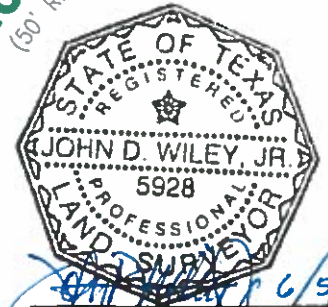
CRAWFISH LANE
(50' R.O.W.)

P.O.C.

P.O.B. TIMBERLINE DRIVE
(50' R.O.W.)

OVERLOOK CIRCLE
(50' R.O.W.)

- LEGEND**
- 1/2" REBAR FOUND
 - CALCULATED POINT
 - 1/2" IRON PIPE FOUND
 - ▲ 6/32 NAIL FOUND
 - BL BUILDING LINE
 - P.U.E. PUBLIC UTILITY EASEMENT
 - D.E. DRAINAGE EASEMENT
 - () PER PLAT BOOK 9, PG. 3
 - [] PER PLAT VOL 1, PG. 8
 - C.M. CONTROL MGNMENT
 - R.O.W. RIGHT OF WAY
 - P.O.B. PLACE OF BEGINNING
 - P.O.C. PLACE OF COMMENCEMENT
 - (TYP) TYPICAL
 - OVERHEAD WIRES - UTILITY POLE
 - D.B. DEED BOOK



I, JOHN D. WILEY, JR. LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF TEXAS HEREBY CERTIFY THAT THE FOREGOING METES AND BOUNDS LEGAL DESCRIPTION AND SKETCH WERE BASED ON AN ON THE GROUND SURVEY, THAT ALL PROTRUSIONS AND ENCROACHMENTS INTO THE EASEMENT AREA ARE ACCOUNTED FOR INCLUDING BUT NOT LIMITED TO BUILDING FOOTPRINT, EAVES AND ROOF OVERHANGS AND ALL VISIBLE IMPROVEMENTS WHATSOEVER

JOHN D. WILEY, JR. DATE
TEXAS R.P.L.S. # 5928

EXHIBIT 'B'
SHEET NO: 3 OF 3

JOB #: B0409813_ER
DATE: 06/05/13
SCALE: 1" = 60'



B & G SURVEYING, INC.
DEWEY H. BURRIS & ASSOCIATES, INC.

Surveyed by: B & G Surveying, Inc.

WWW.BANDGSURVEY.COM

1404 West North Loop Blvd, Austin, Texas 78756
Office 512*458-6969, Fax 512*458-9845

June 6, 2013

TO:

Mr. Paul Scoggins
TRANSPORTATION AND NATURAL RESOURCES
700 Lavaca Street
Travis County Administration Building
PO Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4649

From:

William C. Alexander
1225 Overlook Circle
Spicewood, TX 78669
512-560-0774

Dear Mr. Scoggins,

I request that Travis County vacate the utility easements which are interior to my property located at 1225 Overlook Circle, Spicewood, TX, and consisting of lots 61, 62, and 63, on Plat recorded in Volume 9, Page 93, Plat Records, TCT. The easements requested to be released are along the westerly lot line of Lot 61; along the easterly lot line of Lot 62 and Lot 63; along the southerly lot line of Lot 62; and along the northerly lot line of Lot 63;

This request is being made so as to enable a title company to issue a full title policy on my property as required by the mortgage company that will refinance my house and property. The current easements encroach on my house, and are not needed by any utility, as they are interior to my property. Easements on the periphery of my property are to be left intact.

I have attached easement releases from all three utilities which are in my area – PEC, AT&T, and Time Warner. Our area has wells and septic, and is unincorporated, so we have no water or wastewater utilities.

Best Regards,



William C Alexander

RECEIVED
JUN 06 2013
TRAVIS COUNTY - TNR
PERMITS DEPARTMENT



SOUTHWESTERN BELL TELEPHONE COMPANY

RELEASE OF EASEMENT

THIS RELEASE OF EASEMENT, entered into by SOUTHWESTERN BELL TELEPHONE COMPANY, a Delaware corporation, GRANTOR, AND William C. Alexander, 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 61, 62 and 63, Edgewater Beach Section 2, Deed of record in Volume 13335, Page 01537, Property Records of Travis County, Texas

Said land of GRANTEE being subject to:

Easements recorded in Book 9, Page 93, Plat Records of Travis County, Texas,

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

The three foot (3') public utility easement, except guying easements, along the common property lines between Lots 61 and 62, Lots 62 and 63, and Lots 61 and 63, described above

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 17 day of May, 2013.

SOUTHWESTERN BELL TELEPHONE COMPANY

[Signature]

Name : Anthony Michetich

Title: Mgr. Resp. Plan & Engng Design

THE STATE OF TEXAS
COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, on this day personally appeared ANTHONY MICHETICH, 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 17th day of MAY, 2013.

[Signature]
Notary Public in and for the State of TEXAS
My Commission Expires 03/20/2017



Chicago Title has the original, they are holding until closing

RELEASE OF EASEMENT

STATE OF TEXAS ∞
COUNTY OF TRAVIS ∞

KNOW ALL MEN BY THESE PRESENTS: *kim martinez 512-480-8353*

WHEREAS, the previous owner/developer of all lots in Edgewater Beach, Section Two, a subdivision in Travis County, Texas according to the map or plat thereof, heretofore granted a public utility easement and an electric easement to Pedernales Electric Cooperative, Inc., a corporation for utility purposes covering property situated within Edgewater Beach, Section Two, Travis County, Texas; and,

WHEREAS, said public utility easement referred to hereinabove includes and is comprised of all lots in Edgewater Beach, Section Two, as recorded in Volume 9, Page 93, of the Plat Records in Travis County, Texas, and an electric easement as recorded in Volume 2021, Page 523 of the Deed Records in Travis County, Texas; and,

WHEREAS, William C. Alexander as current owner of Lots 61, 62, and 63, Edgewater Beach, Section Two, desires that the said three foot (3') public utility easement and the two foot (2') electric easement along the common property lines between Lots 61 and 62, Lots 62 and 63, and Lots 61 and 63, Edgewater Beach, Section Two, Travis County, Texas, be abandoned and released in full, except guying easements; and,

WHEREAS, Pedernales Electric Cooperative, Inc. provides electric service to the aforementioned area and will continue to have an adequate easement to said property through the remaining public utility easement as granted in the plat and the electric easement granted by separate document as shown above;

NOW, THEREFORE, be it known that Pedernales Electric Cooperative, Inc., a corporation whose post office address is Johnson City, Texas, for and in consideration of One Dollar (\$1.00), does hereby release the three foot (3') public utility easement and the two foot (2') electric easement, except guying easements, along the common property lines between Lots 61 and 62, Lots 62 and 63, and Lots 61 and 63, Edgewater Beach, Section Two, Travis County, Texas, and referred to hereinabove.

EXECUTED: May 6, 2013

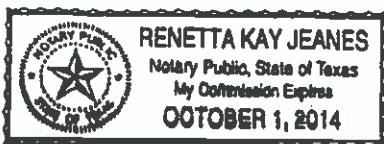
PEDERNALES ELECTRIC COOPERATIVE, INC.

BY: *[Signature]*
Nathan Burns
Director of District Operations

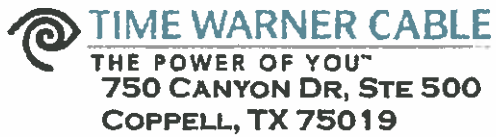
THE STATE OF TEXAS ∞
COUNTY OF BURNET ∞

BEFORE ME, the undersigned authority, on this day personally appeared Nathan Burns, Director of District Operations of Pedernales Electric Cooperative, Inc., a corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE May 6, 2013.



Renetta Kay Jeanes
Notary Public in and for the State of Texas



May 29, 2013

William and Jean Alexander
1225 Overlook Circle
Spicewood, TX 78669

SUBJECT: Abandonment of Easement for 1225 Overlook Circle, Spicewood TX, 78669.

We have reviewed your request for the above referenced Utility Easement, and Time Warner Cable (TWC) hereby grants a portion of the requested abandonment for 1225 Overlook Circle, Spicewood TX, 78669.

TWC retains the right of access to any remaining partial or full utility easements on the property for the purpose of future construction or maintenance of existing facilities.

If applicable, please contact the Texas Excavation Safety System (Texas811) to have facilities marked & located within affected easements before any excavations are started.

For future reference, please send all utility coordination, abandonments, encroachments, plat signatures, or serviceability requests, or notices of relocation to west-engineering-relo@twcable.com. Please share this Information with whoever needs these services.

Sincerely,

Marty Morelan



PEDERNALES ELECTRIC COOPERATIVE, INC.

APPLICATION FOR EASEMENT RELEASE

Application is hereby made for the release of the following easement as described below:

The easement is on property legally described as:

Subdivision / Section: Edgewater Beach, Sec 2

Lot and Block No: 61, 62, 63

Plat book volume/page: Volume 9 Page 93, Plat Records, Travis Co

Street Address: 1225 Overlook Circle Spicewood, TX

Provide common description of the easement requested for release, indicating the amount of the easement to be released (provide a survey or plat of the area with the area to be released highlighted)

SEE ATTACHMENT "A" & "B"

Property Owner's Name: William C. Alexander and Jean Marie Alexander as Co Trustees of the William C. Alexander and Jean Marie Alexander Family Trust

Mailing Address: 1225 Overlook Circle Spicewood, TX 78669

Telephone No: () _____

(Note: If multiple owners are joining in this request, the complete names, addresses, and phone numbers on each must be attached.)

Proposed use of area to be released (describe):
residential structure built in the 1960's "encroaches" above easements as recited. Continued use of residential structure and desiring to remove encroachment

The undersigned Owner/Applicant/Agent understands that processing of this Easement Release Application will be handled in accordance with the procedure for request of Release of Easements. It is further understood that acceptance of this application does not obligate Pedernales Electric Cooperative, Inc. to release the subject area.

Signed by: _____

Dated: _____

FOR PEC USE ONLY:

APPROVED _____

DISAPPROVED _____

BY: _____

ATTACHMENT "A"

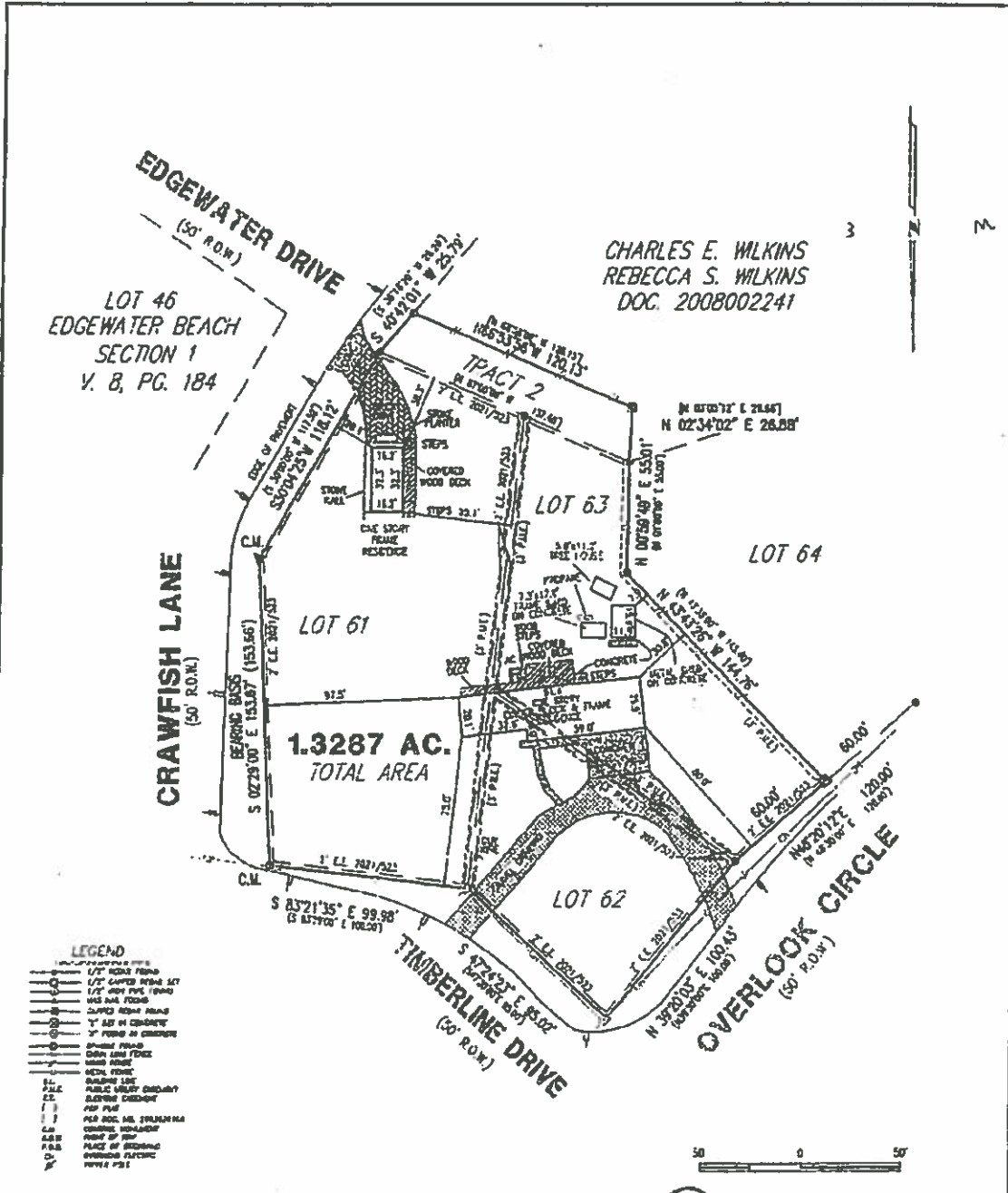
Release:

The 3' public utility easement (as set out on Plat recorded in Volume 9, Page 93, Plat Records, TCT) along the westerly lot line of Lot 61; along the easterly lot line of Lot 62 and Lot 63; along the southerly lot line of Lot 62; and along the northerly lot line of Lot 63;

AND

The 2' electric easement (as set in in Instrument recorded in Volume 2021, Page 523, Deed Records of TCT) along the westerly lot line of Lot 61; along the easterly lot line of Lot 62 and Lot 63; along the southerly lot line of Lot 62; and along the northerly lot line of Lot 63.

ATTACHMENT "B"





PEDERNALES ELECTRIC COOPERATIVE, INC.
APPLICATION FOR EASEMENT RELEASE

In order to process the release of an easement, it is necessary that you furnish us with the following items:

1. An application for Easement Release completed and signed by the Applicant.
2. A survey plat, if available, of the area being requested for release showing all property lines, improvements on the property, all easements contained on the property with special reference to the easement to be released.
3. If the easement being requested for release was dedicated and recorded by separated instrument, a copy of said instrument must also accompany the application. These documents are obtainable at the County Clerk's office in the respective county in which the document is recorded.
4. A cover letter may include specific information not included in the above, i.e. special circumstances or conditions such as closing dates which you believe will assist PEC staffs in the processing of the request.
5. A processing fee of \$300.00 must accompany application. Application fee is to be paid by all applicants, including government entities. This fee is non-refundable regardless of ultimate action by Pedernales Electric Cooperative, Inc.

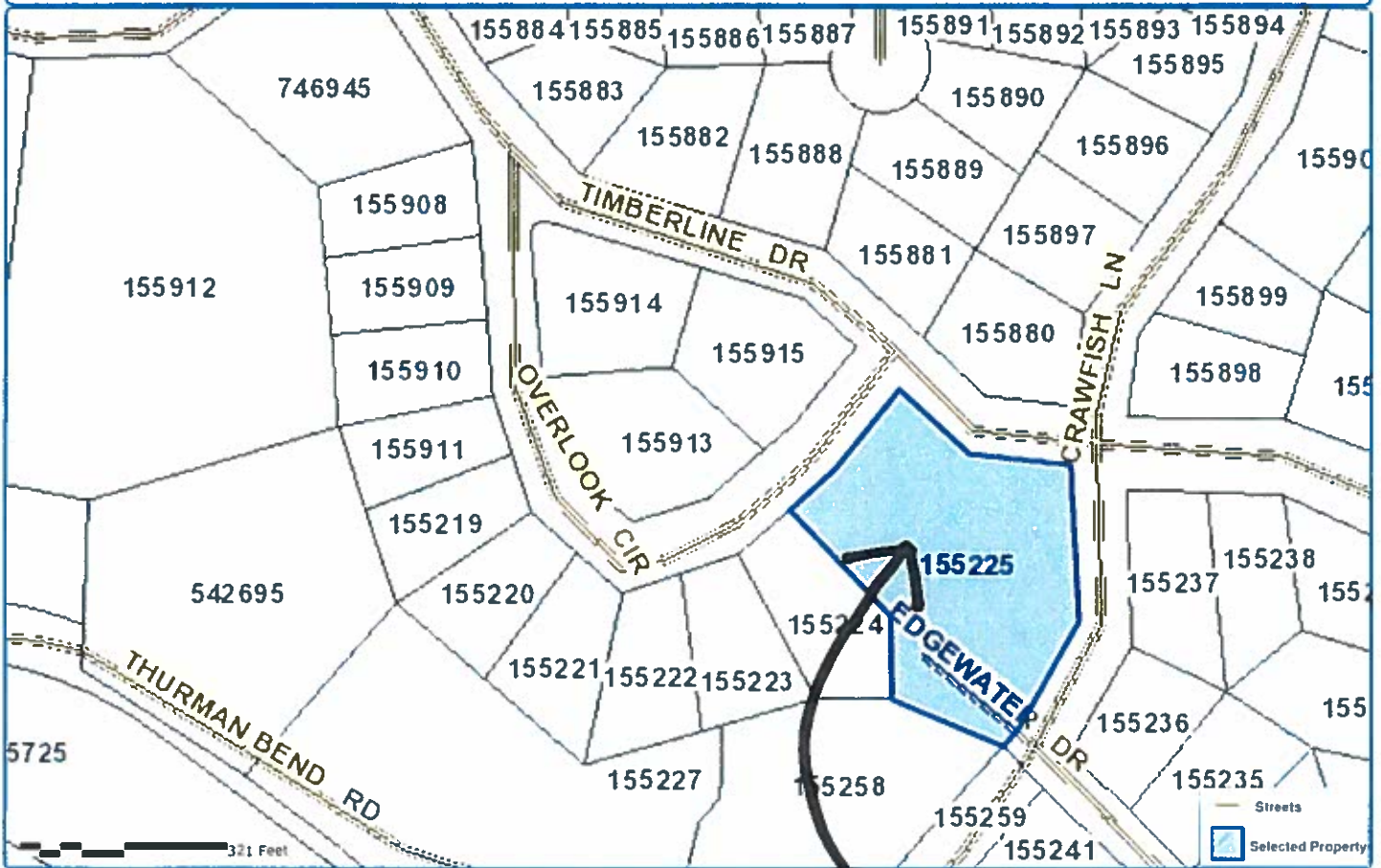
Upon receipt of the above items, your request will be researched. Assuming the release can be granted we will prepare the necessary documents. Please allow a minimum of 30 working days for processing.

If we are unable to grant your request we will contact you immediately. If you have any questions, please contact the District Engineering Supervisor at the office listed below or call toll free at (888) 554-4732.

Please submit your request and direct your questions to:

Pedernales Electric Cooperative
Engineering Department
P. O. Box 750
Marble Falls, Texas 78654

Travis CAD - Map of Property ID 155225 for Year 2013



Property Details

Account

Property ID: 155225
Geo ID: 0154830108
Type: Real
Legal Description: LOT 61-63 EDGEWATER BEACH SEC 2 PLUS .074AC OF VAC STR

Location

Situs Address: 1225 OVERLOOK CIR TX 78669
Neighborhood: Q3000
Mapsc0: 458Z
Jurisdictions: 0A, 03, 07, 2J, 77

Owner

Owner Name: ALEXANDER WILLIAM C
Mailing Address: , 1225 OVERLOOK CIR, , SPICEWOOD, TX 78669-1701

Property

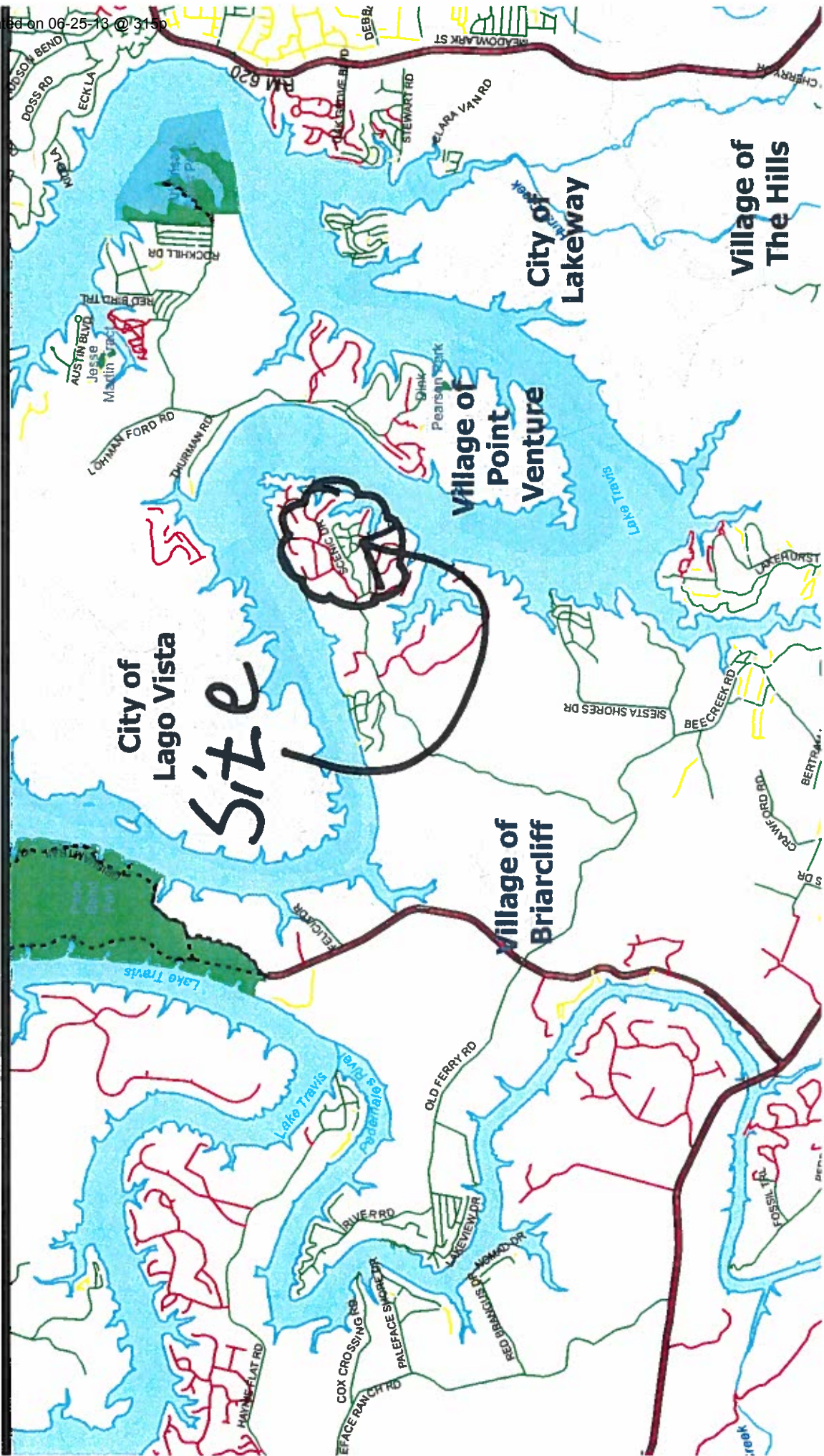
Appraised Value: \$142,525.00

Site

<http://propaccess.traviscad.org/Map/View/Map/1/155225/2013>

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 approx. mate. 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.



**City of
Lago Vista**

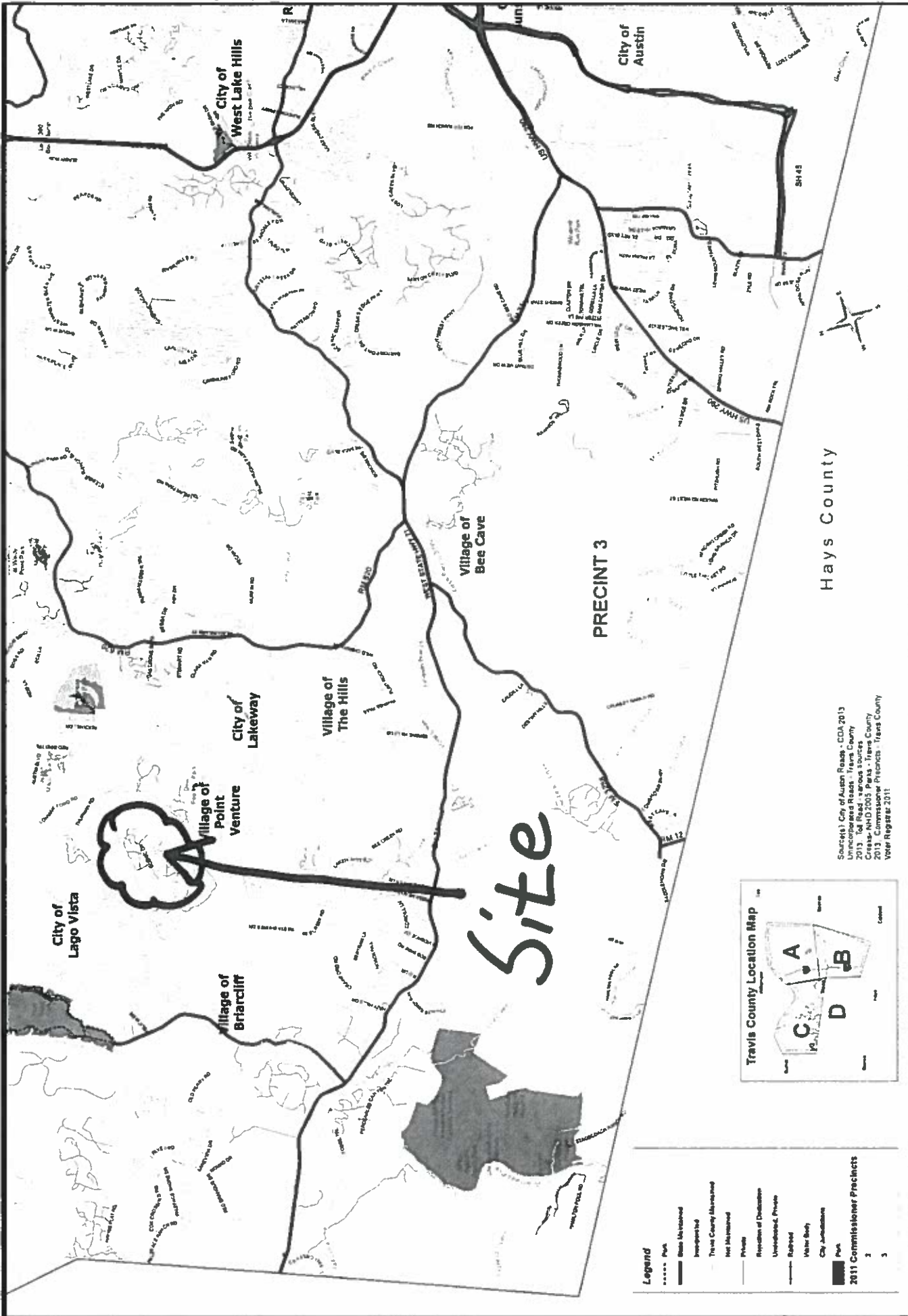
Site

**Village of
Point
Venture**

**Village of
Briarcliff**

**City of
Lakeway**

**Village of
The Hills**

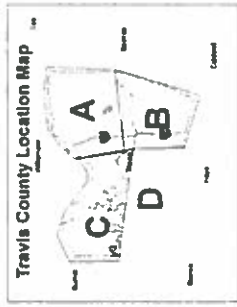


Map Prepared by: Travis County
 Dept. of Transportation & Public
 Resources Date: 5/27/2013



Travis County Roadways, Map D

Sources: City of Austin Road - CDA 2013
 Travis County GIS Data - 2013
 2013 TxDOT Roadway Sources
 Census: NHD2005 Points - Travis County
 2013 Commissioner Precincts - Travis County
 Voter Register 2011



Legend

- Park
- State Maintained
- Precincts
- Travis County Maintained
- Not Maintained
- Private
- Precincts of Discretion
- Unincorporated Precinct
- Railroad
- Water Body
- City Jurisdiction

2011 Commissioner Precincts

- Precinct 1
- Precinct 2
- Precinct 3

This product is for informational purposes and may not have been prepared for or suitable for legal engineering or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Travis County has produced this product for reference purposes only and offers no warranties for the product's accuracy or completeness.



Travis County Commissioners Court Agenda Request

Meeting Date: July 2, 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: Approve setting a public hearing on Tuesday, July 23, 2013 to receive comments regarding a request to authorize the filing of an instrument to vacate a two five foot wide public utility easements located along the common lot line of Lots 88 and 89 of Apache Shores, First Installment – Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

TNR staff has received a request to authorize the filing of an instrument to vacate two five foot wide public utility easements (PUEs) located along the common lot line of Lots 88 and 89 of Apache Shores, First Installment. The easements are dedicated per plat note. The subject lots front on a section of Brass Buttons Trail that is 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 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 is preparing to install a septic system. The proposed location of the system would cross over the subject easements if they are not vacated. Vacating the subject easements will allow the property owner to move forward with the plans without encroaching on said easements.

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

ATTACHMENTS/EXHIBITS:

Order of Vacation
Field Notes
Request 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	854-7561

CC:

Stacey Scheffel	Program Manager	TNR - Permits	854-7565

SM:AB:ps

1101 - Development Services Long Range Planning - Apache Shores, First Installment

ORDER OF VACATION

STATE OF TEXAS §

COUNTY OF TRAVIS §

WHEREAS, the property owner requests the vacation of two five foot wide public utility easements located along the common lot line of Lots 88 and 89 of Apache Shores, First Installment as recorded at Volume 43, Page 29 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 easements 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 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 July 23, 2013 to consider the proposed action; and

NOW, THEREFORE, by unanimous vote, the Commissioners Court of Travis County, Texas, orders that the two five foot wide public utility easements located along the common lot line of Lots 88 and 89 of Apache Shores, First Installment, as shown and described in the attached field notes and sketch, are hereby vacated.

ORDERED THIS THE _____ DAY OF _____ 2013.

SAMUEL T. BISCOE, COUNTY JUDGE

COMMISSIONER RON DAVIS
PRECINCT ONE

COMMISSIONER BRUCE TODD
PRECINCT TWO

COMMISSIONER GERALD DAUGHERTY
PRECINCT THREE

COMMISSIONER MARGARET GOMEZ
PRECINCT FOUR

Precise Land Surveying, Inc.

**4625 Eastover Drive
Mesquite, Texas 75149
(972) 681-7072 Fax (972) 279-1508**

Exhibit "A"

Being a 0.10 acre tract of land situated in the William Lohn Survey, Abstract No. 486, Travis County, Texas, being a portion of Lots 88 and 89, Apache Shores First Installment, a subdivision in Travis County, recorded in Volume 43, Page 29, Plat Records of Travis County, Texas, same being 5' Utility Easements extending over, through, across and along the common line of said Lots (to be vacated), and being more particularly described by metes and bounds as follows:

COMMENCING at a found 1/2-inch iron rod on the east line of Brass Buttons Trail (50' right-of-way), being the common west corner of said Lot 88 and Lot 87;

THENCE South 04° 20' 30" East, along said east line, a distance of 55.00 feet to the POINT OF BEGINNING of the tract herein described;

THENCE North 85° 40' 00" East, departing said east line, a distance of 438.22 feet to a point on the east line of aforesaid Lot 88;

THENCE South 03° 19' 00" East, a distance of 10.00 feet to a point on the east line of aforementioned Lot 89;

THENCE South 85° 40' 00" West, a distance of 438.13 feet to a point on the aforementioned east line of Brass Buttons Trail and the west line of said Lot 89;

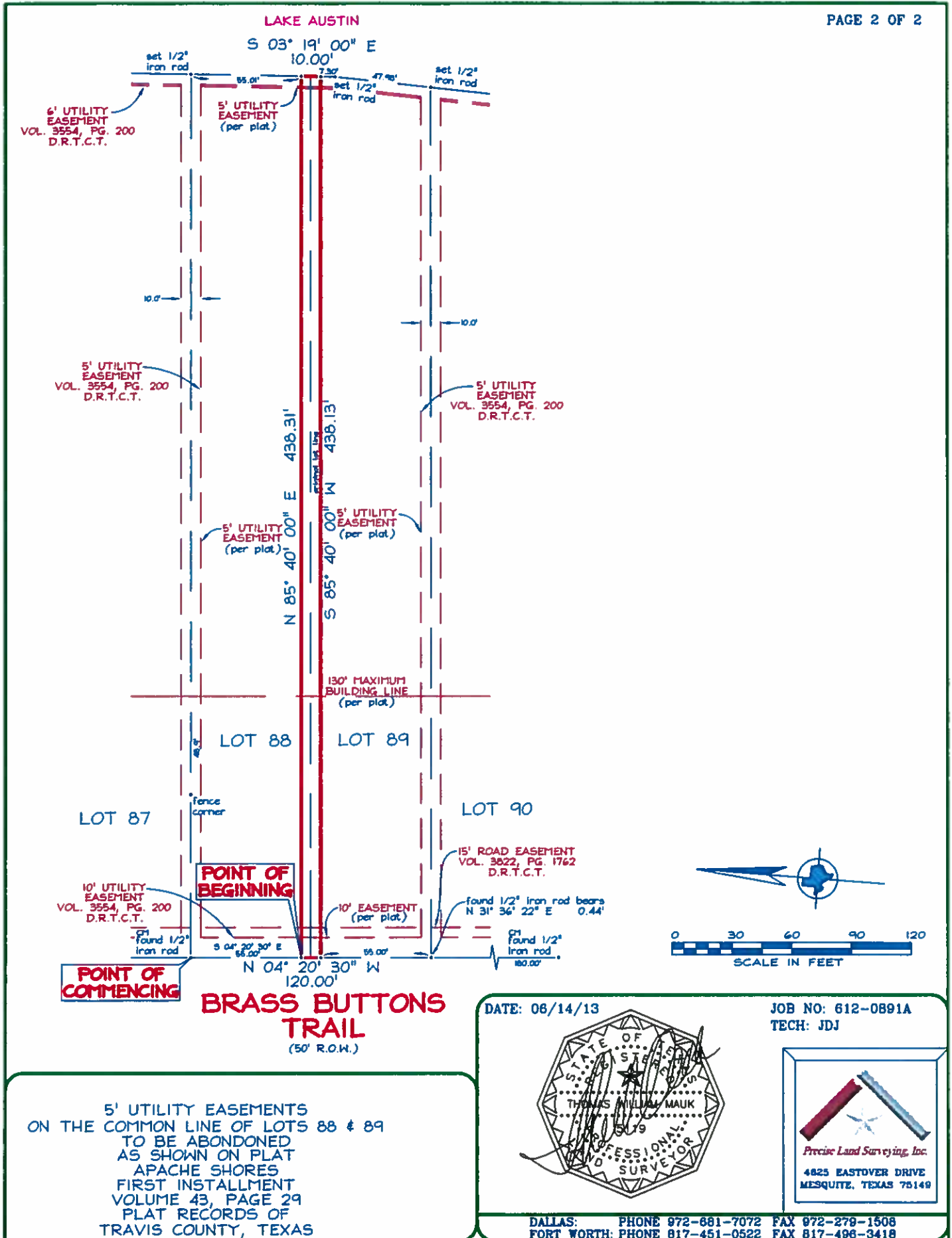
THENCE North 04° 20' 30" West, along said east line, a distance of 10.00 feet to the POINT OF BEGINNING and containing 4,382 square feet or 0.10 of one acre of land, more or less.

This is to declare that on this date a survey was made on the ground, under my direction and supervision, of the above described tract of land.



Registered Professional Land Surveyor

612-0891A



5' UTILITY EASEMENTS ON THE COMMON LINE OF LOTS 88 & 89 TO BE ABANDONED AS SHOWN ON PLAT APACHE SHORES FIRST INSTALLMENT VOLUME 43, PAGE 29 PLAT RECORDS OF TRAVIS COUNTY, TEXAS

DATE: 06/14/13

JOB NO: 612-0891A
TECH: JDJ

STATE OF TEXAS
THOMAS WILLIAM MAUK
5019
PROFESSIONAL LAND SURVEYOR

Precise Land Surveying, Inc.
4825 EASTOVER DRIVE
MESQUITE, TEXAS 75149

DALLAS: PHONE 972-681-7072 FAX 972-279-1508
FORT WORTH: PHONE 817-451-0522 FAX 817-496-3418

6/3/2013

RECEIVED

JUN 05 2013

TNR

To Whom it May Concern,

This is request to vacate the easement between the two lots below. We need to install a septic system and the system will cross over the easement between the two lots. Please let me know if anything additional is needed. Thanks.

3011 Brass Buttons Trail Austin, TX 78734

Lot 88, Apache Shores First Installment, a subdivision in Travis County, Texas

&

Lot 89, Apache Shores First Installment, a subdivision in Travis County, Texas

Regards,

A handwritten signature in black ink, appearing to be 'Brian Berkle', written in a cursive style.

Brian Berkle



SOUTHWESTERN BELL TELEPHONE COMPANY

RELEASE OF EASEMENT

THIS RELEASE OF EASEMENT, entered into by *SOUTHWESTERN BELL TELEPHONE COMPANY, a Delaware corporation, GRANTOR, AND Brian Berkle 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:

Lot 88 and 89, Apache Shores First Installment, Deed of record in Document 2013039768, Property Records of Travis County, Texas

Said land of GRANTEE being subject to:

Easements recorded in Volume 43, Page 29, Plat Records of Travis County, Texas,

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

All of the 5 foot PUE along the common property lines of said Lots 88 and 89, described above,

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 17th day of May, 2013

SOUTHWESTERN BELL TELEPHONE COMPANY

Name: DAVID D. WILLIAMS

Title: SENIOR OSP PLUG & ENGINEERING DESIGN

THE STATE OF TX
COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, on this day personally appeared DAVID WILLIAMS, 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 17th day of MAY, 2013.


Notary Public in and for the State of TEXAS
My Commission Expires 2017



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 of property at 3011 Brass Buttons Trail, Austin, Texas (address) and/or Lot 88 & 89, Apache Shores, First Installment (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

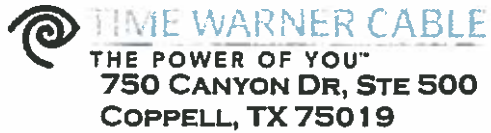
- We do not have need for an easement on the property as described in the accompanying document.
- We do have a need for an easement on the property as described in the accompanying document. A description of the required easement is attached.

Signature
 Sonny Poole
 Printed Name
 Mgr., PIRES
 Title
 Austin Energy
 Utility Company or District
 May 22, 2013
 Date

Please return this completed form to:

Brian Berkle
 Name
 Address
 City/State/Zip

email: brian@valleytank.com



May 24, 2013

Brian Berkle
3311 Brass Buttons Trail
Austin TX, 78734

SUBJECT: Abandonment of Easement at 3011 Brass Buttons Trail Austin TX, 78734.

We have reviewed your request for the above referenced Utility Easement, and Time Warner Cable (TWC) hereby grant the abandonment of easement for 3011 Brass Buttons Trail Austin TX, 78734.

If applicable, please contact the Texas Excavation Safety System (Texas811) to have facilities marked & located within affected easements before any excavations are started.

For future reference, please send all utility coordination, abandonments, encroachments, plat signatures, or serviceability requests, or notices of relocation to west-engineering-relo@twcable.com. Please share this information with whoever needs these services.

Sincerely,

Marty Morelan



TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17

3812 Eck Lane • Austin Texas 78734
• Phone (512) 266-1111 • Fax (512) 266-2790

UTILITY EASEMENT RELEASE APPLICATION

Date: 5/14/2013

A release of the following utility easement(s) is hereby requested (\$30.00 fee is required)

Property Address: 2111 Boush Ruffens Road Austin TX 78737

Legal Description: Apex Subdiv 1st installment Lot- 88 + 89
A plat drawing with the easement highlighted must accompany this application

Applicant Name: Brian Berke
Address: 2927 Woodloch Rd Houston TX 77055

Reason for Request: Easement passing through house to have septic access to line installed

Water District 17 DOES NOT have a need for an easement on the property as described in the accompanying document The easement(s) is (are) hereby released

Water District 17 DOES have a need for an easement on the property as described in the accompanying document A description of the required easement is attached

Henry W. Marley 5.15.13

Signature: _____ Date: _____
Reviewer: Henry W. Marley

Deborah S. Gerners

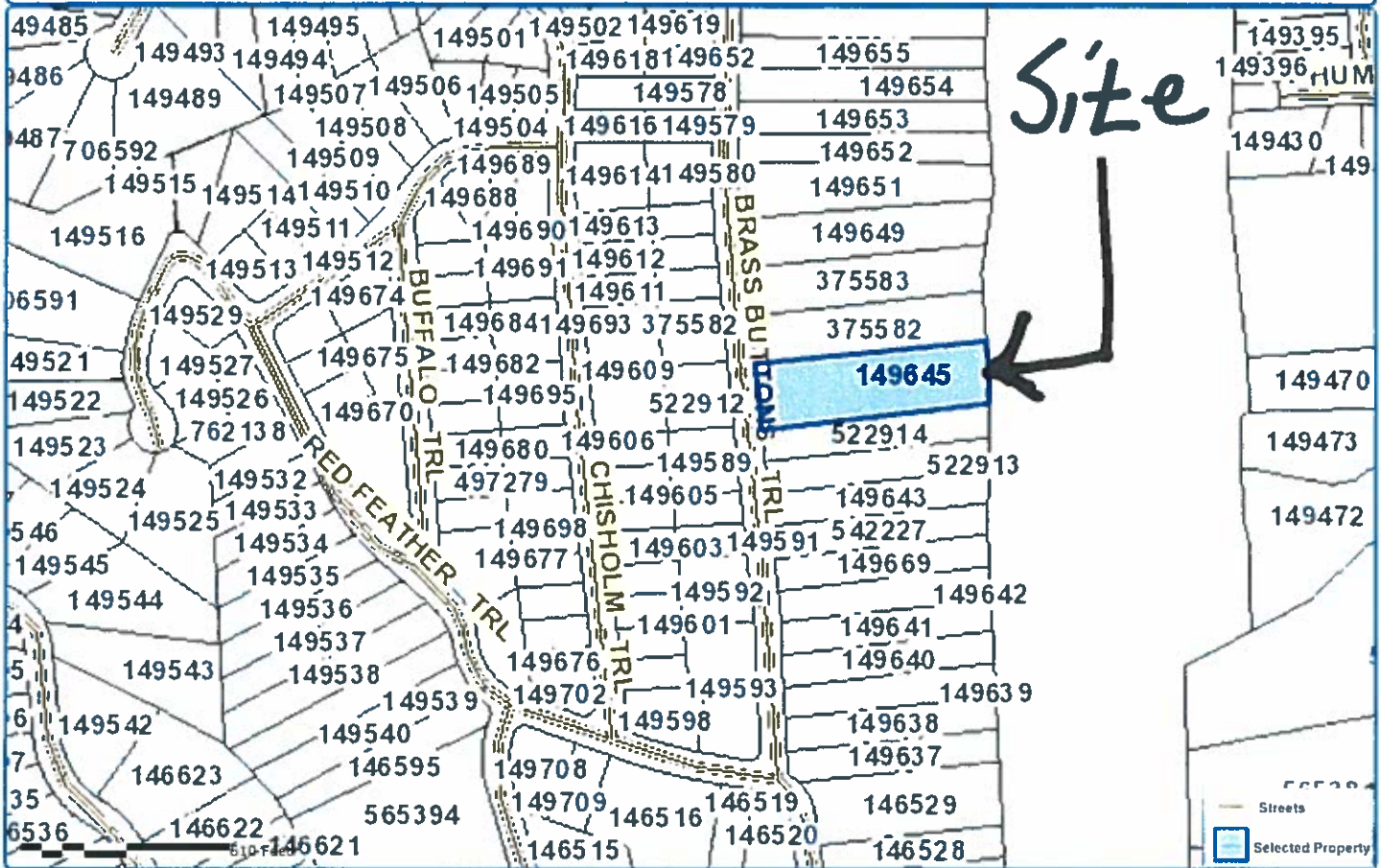
Signature: _____ Date: 5.15.13

Printed Name: _____
General Manager: _____
Title: _____

Please return this completed form to:

Phone: 713 340 4888 Name: Brian Berke
Fax: _____ Address: 2927 Woodloch Rd
Email: berke@traviswater.com City/State/Zip: Houston TX 77055

Travis CAD - Map of Property ID 149645 for Year 2013



Property Details

Account

Property ID: 149645

Geo ID: 0147550413

Type: Real

Legal Description: LOT 88&89 APACHE SHORES FIRST INSTALLMENT

Location

Situs Address: 3011 BRASS BUTTONS TRL TX 78734

Neighborhood: APACHE SHORES WATERFRONT

Mapsco: 490R

Jurisdictions: 0A, 03, 07, 2J, 52

Owner

Owner Name: BERKLE BRIAN

Mailing Address: , 2827 WROXTON RD, HOUSTON, 77005

Property

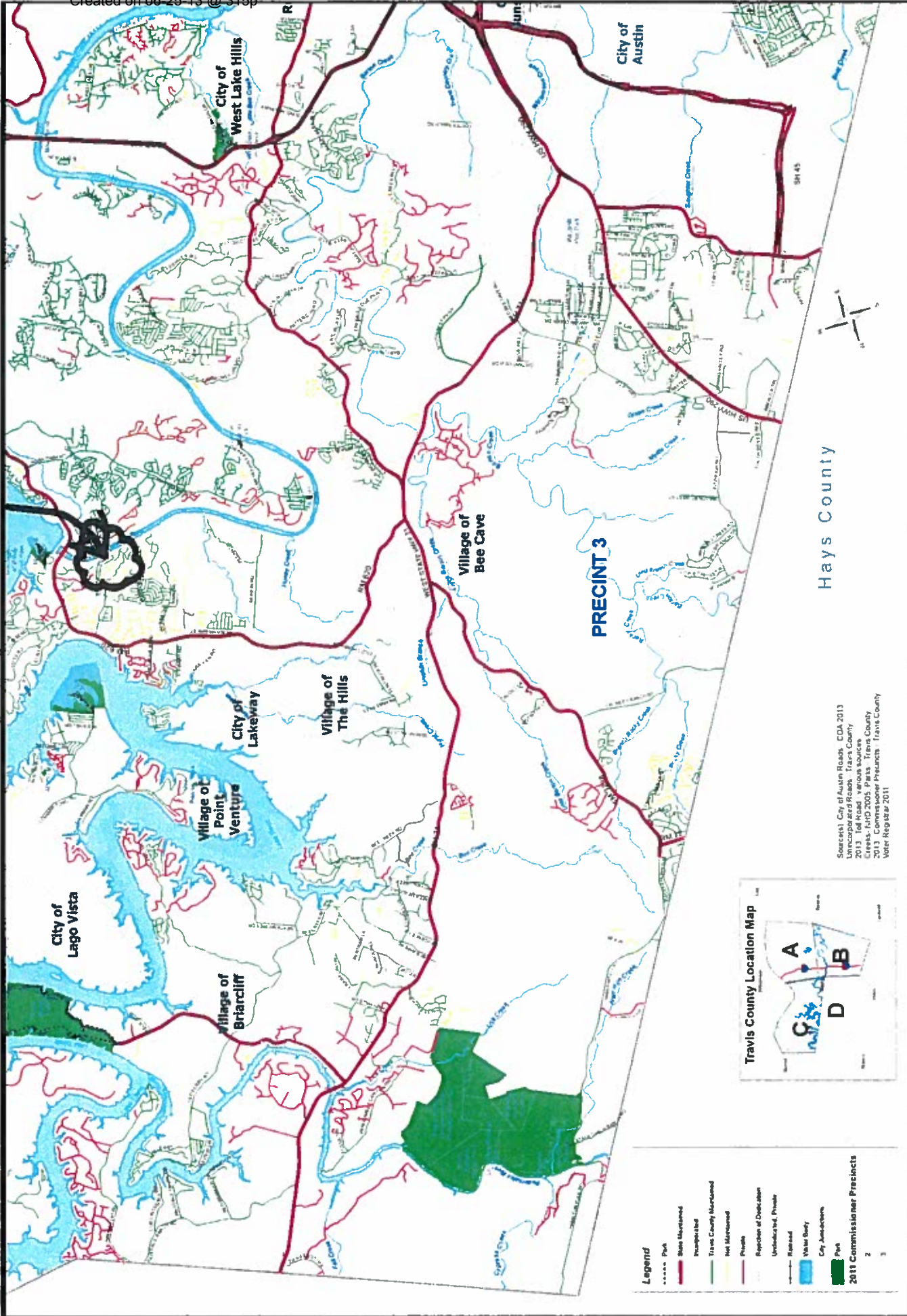
Appraised Value: \$722,018.00

<http://propaccess.traviscad.org/Map/View/Map/1/149645/2013>

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

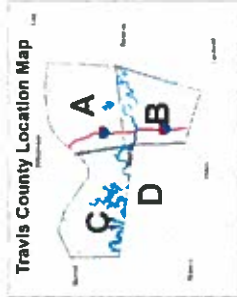


Map Prepared by: Travis County
 Dept of Transportation & Natural Resources
 Date: 5/21/2013



Travis County Roadways, Map D

Sources: City of Austin Roads - CDA 2013
 City of Lakeway Roads - City of Lakeway
 2013 Toll Road - Various Sources
 Creeks - AHD 2005, Parks - Travis County
 2013 Commissioner Precincts - Travis County
 Voter Registrar 2011



Legend

- Park
- State Maintained
- Unimproved
- Travis County Maintained
- Not Maintained
- Private
- Region of Discontinuity
- Undersized, Private
- Railroad
- Water Body
- City Junctions
- Park

2011 Commissioner Precincts

- 1
- 2
- 3

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering or surveying purposes. It does not represent an on the ground survey and represents only the approximate relative location of property boundaries. Travis County has produced this product for reference purposes only and offers no warranties for the product's accuracy or completeness.