



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

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

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

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

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

**AGENDA LANGUAGE:** Receive comments regarding a request to authorize the filing of an instrument to vacate two five foot wide public utility easements located along the common lot line of Lots 812 and 813 of Apache Shores, Section 3 – 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 812 and 813 of Apache Shores, Section 3. The easements are dedicated per plat note. The subject lots front on of Quanah Parker Trail, a street maintained by Travis County.

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

### **STAFF RECOMMENDATIONS:**

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

### **ISSUES AND OPPORTUNITIES:**

According to the request letter the purpose of this request is so that the property owners may build their home over the middle of the two lots without encroaching on the subject easements.

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

None.

**ATTACHMENTS/EXHIBITS:**

Order of Vacation

Field Notes

Request Letter

Utility Statements

Sign Affidavit and Pictures

Maps

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429
Anna Bowlin	Division Director	Development Services and Long Range Planning	(512) 854-7561

**CC:**

Stacey Scheffel	Program Manager	TNR-Permits	(512) 854-7565

**SM:AB:ps**

**1101 - Development Services Long Range Planning - Apache Shores, Section 3**





## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By:** Michael Hettenhausen **Phone #:** (512) 854-7563

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

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

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

**AGENDA LANGUAGE:** Receive comments regarding on a plat for recording: Hidden Mesa Subdivision Resubdivision of Lot 42 (Resubdivision Final Plat - Three Lots - Mesa Oaks - City of Leander ETJ) in Precinct Three.

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

This resubdivision final plat consists of three single family lots on 6.016 acres platted from Mesa Oaks. There are no public or private streets proposed with this final plat. Parkland fees in lieu of dedication have been paid to the City of Leander in the amount of \$2,350. Fiscal surety is not required for this short form plat. Water service will be provided by individual water wells; and wastewater service to be provided by on-site septic facilities.

Mesa Oaks is a recorded access easement rather than publicly maintained right-of-way. Section 82.202(d)(5) states each lot in a subdivision shall abut an internal street meeting or exceeding the requirements of this section, and a variance to this section was approved by the Court on March 5, 2013. The variance was justified as the City of Leander and Williamson County, where all roads in Hidden Mesa funnel into, stated no objection to the variance.

### **STAFF RECOMMENDATIONS:**

As this resubdivision final plat meets all Travis County standards and was approved by the City of Leander on June 13, 2013, TNR staff recommends approval of the motion.

### **ISSUES AND OPPORTUNITIES:**

This resubdivision final plat was reviewed under the county's water availability rules, and the applicant has provided the results of a walking survey identifying all groundwater wells within 1,000 feet of the subdivision boundary and added the plat notes required under Section 82.212(a)(2)-(6).

Staff has received input from an adjacent property owner who informed Staff that the resubdivision of Lot 42 into three 2.0 acre lots is a violation of the deed restrictions. Staff has not been able to get a copy of these deed restrictions. In any event, the plat does not prohibit less than 2.0 acre lots so we are recommending the plat resubdivision for approval. According to county legal, Tavis County does not enforce the private deed restrictions.

#### Notification

As part of the requirements for a plat resubdivision, a notice of public hearing letter will be sent to all owners of lots within Travis County in the original subdivision stating the date, time, and location of the public hearing. In addition to the letter, a public notice hearing sign will be placed on the subject property announcing the date, time, and location of the public hearing.

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

N/A

#### **ATTACHMENTS/EXHIBITS:**

Precinct Map

Vicinity Map

Existing Plat

Proposed Plat

Sign

#### **REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429

#### **CC:**


**SM:AB:ja**

**1101 - Development Services Long Range Planning - Hidden Mesa Subdivision  
Resubdivision of Lot 42**



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

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Susan Bell 49587

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir, County Clerk

**Commissioners Court Sponsor:** Judge Sam Biscoe

### **AGENDA LANGUAGE:**

Receive comments regarding the annual written plans for the 0108 Records Management Preservation Fund and 0129 County Clerk's Records Archival Fund

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

The County Court Records Archival Fee and County Clerk Records Management Fee are authorized in Texas Local Government Code 118.0216 and 118.025, respectively. The County Clerk is required to hold a public hearing on this plan and to publish notice of such hearing in a newspaper no later than 15 days prior to the hearing. The Notice was published on Sunday, July 28, 2013 in the Austin Statesman for an August 20, 2013 hearing date.

### **STAFF RECOMMENDATIONS:**

### **ISSUES AND OPPORTUNITIES:**

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

### **REQUIRED AUTHORIZATIONS:**

John Hille, County Attorney 49415

For information purposes:

Alan Miller, Planning and Budget 49726

Steven Broberg, RMCR 49575

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



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

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

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

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on a request to authorize the filing of an instrument to vacate two five foot wide public utility easements located along the common lot line of Lots 812 and 813 of Apache Shores, Section 3 – 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 812 and 813 of Apache Shores, Section 3. The easements are dedicated per plat note. The subject lots front on of Quanah Parker Trail, a street maintained by Travis County.

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

### **STAFF RECOMMENDATIONS:**

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

### **ISSUES AND OPPORTUNITIES:**

According to the request letter the purpose of this request is so that the property owners may build their home over the middle of the two lots without encroaching on the subject easements.

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

None.

**ATTACHMENTS/EXHIBITS:**

Order of Vacation

Field Notes

Request Letter

Utility Statements

Sign Affidavit and Pictures

Maps

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429
Anna Bowlin	Division Director	Development Services and Long Range Planning	(512) 854-7561

**CC:**

Stacey Scheffel	Program Manager	TNR-Permits	(512) 854-7565

**SM:AB:ps**

**1101 - Development Services Long Range Planning - Apache Shores, Section 3**

**ORDER OF VACATION**

**STATE OF TEXAS                    §**

**COUNTY OF TRAVIS   §**

WHEREAS, the property owners request the vacation of two five foot wide public utility easements located along the common lot line of Lots 812 and 813 of Apache Shores, Section 3 as recorded at Book 3822, Page 175 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 August 20, 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 812 and 813 of Apache Shores, Section 3, 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



FIELD NOTES

**1,379 SQUARE FEET OF LAND, MORE OR LESS, BEING A TWELVE (12) FEET WIDE PUBLIC UTILITY EASEMENT, SIX FEET WIDE ALONG THE EAST PROPERTY LINE OF LOT 812 AND SIX FEET WIDE ALONG THE WEST PROPERTY LINE OF LOT 812, AMENDED PLAT OF APACHE SHORES, SECTION NO. 3, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN BOOK 50, PAGE 81, PLAT RECORDS, TRAVIS COUNTY, TEXAS; AS CREATED IN VOLUME 3822, PAGE 175, DEED RECORDS, TRAVIS COUNTY, TEXAS; FOR WHICH A MORE PARTICULAR DESCRIPTION BY METES AND BOUNDS IS AS FOLLOWS:**

**BEGINNING FOR REFERENCE** at a point on the west R.O.W. of Quanah Parker Trail, same being at the S.E. corner of Lot 812, AMENDED PLAT OF APACHE SHORES, SECTION NO, 3, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Book 50, Page 81;

**THENCE** N54°36'00"W along the south line of Lot 812 for a distance of 94.00 feet to a point on the east line of a 12 feet wide public utility easement for the S.E. corner hereof and **POINT OF BEGINNING** of this twelve (12) feet wide public utility easement;

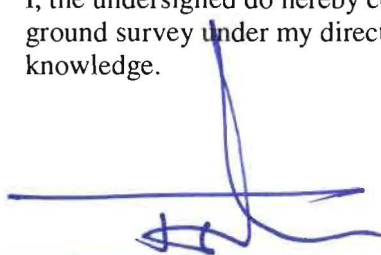
**THENCE** N54°36'00"W along the south line of Lot 812, at six feet passing the common S.W. corner of Lot 812 and the S.E. corner of Lot 813 and in all 12.00 feet to a point on the south line of Lot 813, same being on the west line of said 12 feet wide public utility easement for the S.W. corner hereof;

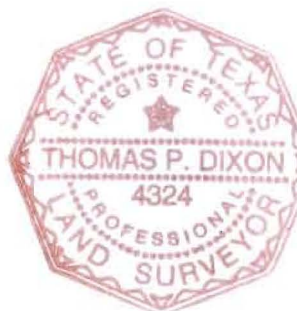
**THENCE** N35°23'55"E, crossing Lot 813 along the west line of said public utility easement for a distance of 115.00 feet to a point on the common north line of Lot 813 and the south R.O.W. of Quanah Parker Trail for the N.W. corner hereof;

**THENCE** S54°36'00"E along the common north line of Lot 813 and the south R.O.W. of Quanah Parker Trail, at 6 feet passing the common N.E. corner of Lot 813 and the N.W. corner of Lot 812 and in all 12 feet to a point on the north line of Lot 812, same being on the east line of said 12 feet wide public utility easement for the N.E. corner hereof;

**THENCE** S35°23'55"W, crossing Lot 812 along the east line of said 12 feet wide public utility easement for a distance of 115.00 feet to the **POINT OF BEGINNING**, containing 1,379 square feet of land.

I, the undersigned do hereby certify that the field notes hereon were prepared from an actual on-the-ground survey under my direct supervision and that they are true and correct to the best of my knowledge.

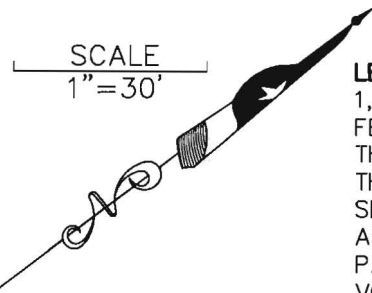
  
Thomas P. Dixon R.P.L.S. 4324



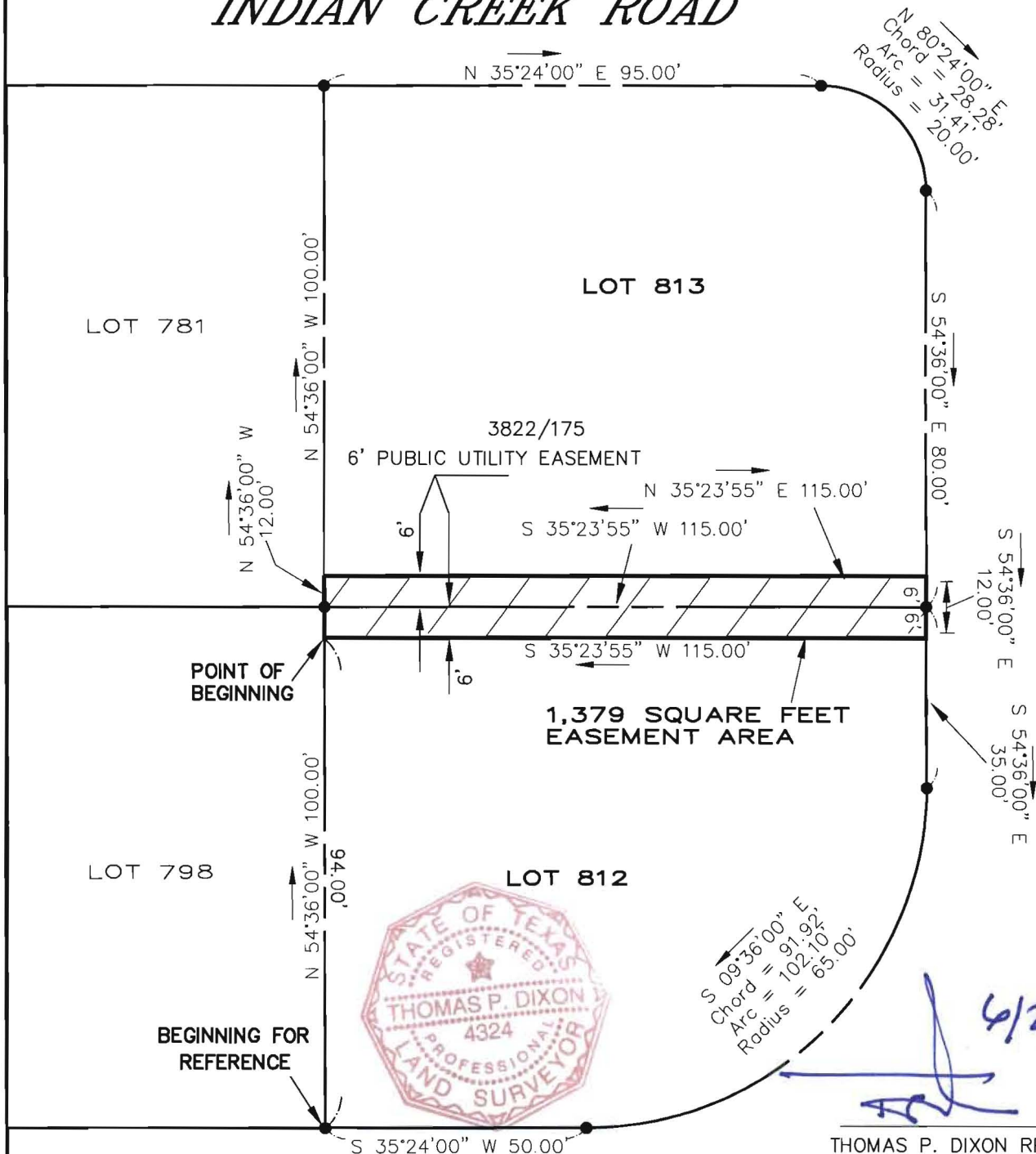
  
Date

Waterloo Surveyors Inc.  
EASEMENT VACATION

10519ER2

**LEGAL DESCRIPTION:**

1,379 SQUARE FEET OF LAND, MORE OR LESS, BEING A TWELVE (12) FEET WIDE PUBLIC UTILITY EASEMENT, SIX FEET WIDE ALONG THE EAST PROPERTY LINE OF LOT 813 AND SIX FEET WIDE ALONG THE WEST PROPERTY LINE OF LOT 812, AMENDED PLAT OF APACHE SHORES, SECTION NO. 3, A SUBDIVISION IN TRAVIS COUNTY, TEXAS ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN BOOK 50, PAGE 81, PLAT RECORDS, TRAVIS COUNTY, TEXAS, AS CREATED IN VOLUME 3822, PAGE 175, DEED RECORDS, TRAVIS COUNTY, TEXAS

**INDIAN CREEK ROAD**



**Cindy Gray**  
**9304 Castlewood Drive**  
**Austin, TX**

July 1, 2013, 2013

Paul Scoggins  
Travis County Transportation and Natural Resources  
Planning and Engineering Services  
Travis County Administration Building  
700 Lavaca Street  
Austin, TX

Re: Vacating a Public Utility Easement Request

Mr. Scoggins:

We have two lots that we are requesting the PUE in the center of the two to be released so we may build our home over (in the middle of the property) the current PUE.

The following are the legal descriptions for our properties:

Lot 812, 2403 Indian Creek Drive  
Lot 813, 2410 Quanah Parker Trail  
Apache Shores, Section 3

We have enclosed the letters from the utility companies (Austin Energy, Time Warner Cable, AT&T and WCID #17) that service our lots, a stamped metes and bounds description, copy of the plat and our \$315.00 check.

We thank you in advance and if you need to talk to us directly, feel free to contact us at 512-694-2237.

Regards,

Cindy Gray





## 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 2410 Quannah Parker Trl. & 2403 Indian Creek Dr. \_\_\_\_\_ (address) and/or Lots 812 and 813 Apache Shores Sec 3 \_\_\_\_\_ (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

          X           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 23, 2013

Date \_\_\_\_\_

Cynthia Gray

Name \_\_\_\_\_

## Address

City/State/Zip

Please return this completed form to:

email: [cindy@primestrategies.net](mailto:cindy@primestrategies.net)

## Cindy Gray

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**From:** Giambruno, Melody <Melody.Giambruno@austinenergy.com>  
**Sent:** Friday, May 24, 2013 11:19 AM  
**To:** Cindy Gray  
**Subject:** 2410 Quanah Parker Trail - Approved  
**Attachments:** 20130524112310123.pdf

Hi Cindy,  
The above easement release request has been approved by Austin Energy.  
You will need to take the attached form to Travis Co. along with any other requested information.  
Thanks,  
Melody

Melody Giambruno  
Right of Way Specialist  
Austin Energy  
512-322-6576

-----Original Message-----

From: [SCC\\_1007RC@austinenergy.com](mailto:SCC_1007RC@austinenergy.com) [[mailto:SCC\\_1007RC@austinenergy.com](mailto:SCC_1007RC@austinenergy.com)]  
Sent: Friday, May 24, 2013 11:23 AM  
To: Giambruno, Melody  
Subject: Message from "SCC-1007RC"

This E-mail was sent from "SCC-1007RC" (Aficio MP C4501).

Scan Date: 05.24.2013 11:23:09 (-0500)  
Queries to: [SCC\\_1007RC@austinenergy.com](mailto:SCC_1007RC@austinenergy.com)



## SOUTHWESTERN BELL TELEPHONE COMPANY

### RELEASE OF EASEMENT

THIS RELEASE OF EASEMENT, entered into by SOUTHWESTERN BELL TELEPHONE COMPANY, a Delaware corporation, GRANTOR, AND Cynthia L. Gray and James M. Washburn, GRANTEE(S), 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(S), as is, all or a specific portion of certain easements for telecommunication purposes hereinafter described that affects land owned by GRANTEE(S) situated in Travis County, Texas, and described as follows:

Lots 812 and 813, Amended Plat of Apache Shores, Section 3, Deed of record in Document 2013082480, Property Records of Travis County, Texas

Said land of GRANTEE(S) being subject to:

*Easements recorded in Volume 50, Page 81, 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 812 and 813, described above,*

TO HAVE AND TO HOLD same, together with all rights and appurtenances to the same belonging, unto GRANTEE(S), 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 29th day of MAY, 2013

SOUTHWESTERN BELL TELEPHONE COMPANY

DAVID D. WILLIAMS

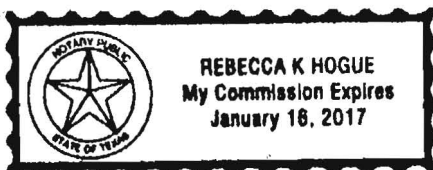
Name: DAVID WILLIAMS

Title: MANAGER 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 29th day of MAY, 2013.



Rebecca K Hogue  
Notary Public in and for the State of TEXAS  
My Commission Expires JAN. 16, 2017

## Cindy Gray

---

**From:** MOORE, PATTI <pm2533@att.com>  
**Sent:** Thursday, May 30, 2013 4:31 PM  
**To:** Cindy Gray  
**Subject:** Easement Release  
**Attachments:** Scan 001.pdf

Hello Cindy,

Attached is a scanned copy of your easement release. I will put the original in the US mail to 9304 Castlewood Drive, Austin.

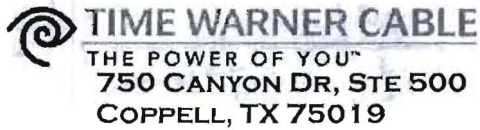
Also, please record the original release with the County.

Thank you,  
Patti

-----Original Message-----

From: MOORE, PATTI  
Sent: Thursday, May 30, 2013 3:48 PM  
To: MOORE, PATTI  
Subject: Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre. For more information on Xerox products and solutions, please visit <http://www.xerox.com>.



June 14, 2013

Cindy Gray  
512-694-2237 (cell)  
Email: cindy@primestrategies.net

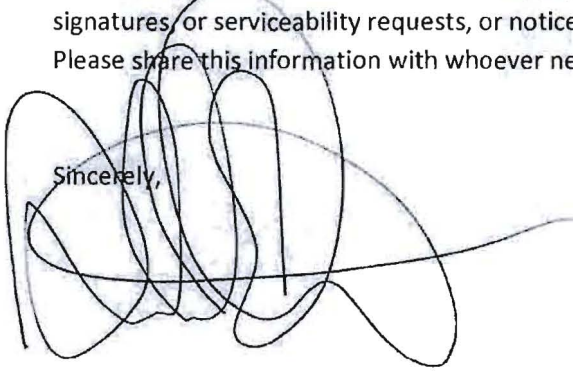
SUBJECT: Abandonment of easement for 2403 Indian Creek Dr and 2410 Quanah Parker Trail, Austin, TX

We have reviewed your request for the above referenced Utility Easement, and Time Warner Cable (TWC) hereby grants the abandonment of the public utility easement along 2403 Indian Creek Dr and Quanah Parker Trail.

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](mailto:west-engineering-relo@twcable.com). Please share this information with whoever needs these services.

Sincerely,







OWNER:  
ALI MAKIYA  
ADDRESS:  
LOT 813, 2403 INDIAN CREEK DRIVE  
LOT 812, 2410 QUANAH PARKER TRAIL

Waterloo Surveyors Inc.  
**SURVEY PLAT**

J10519

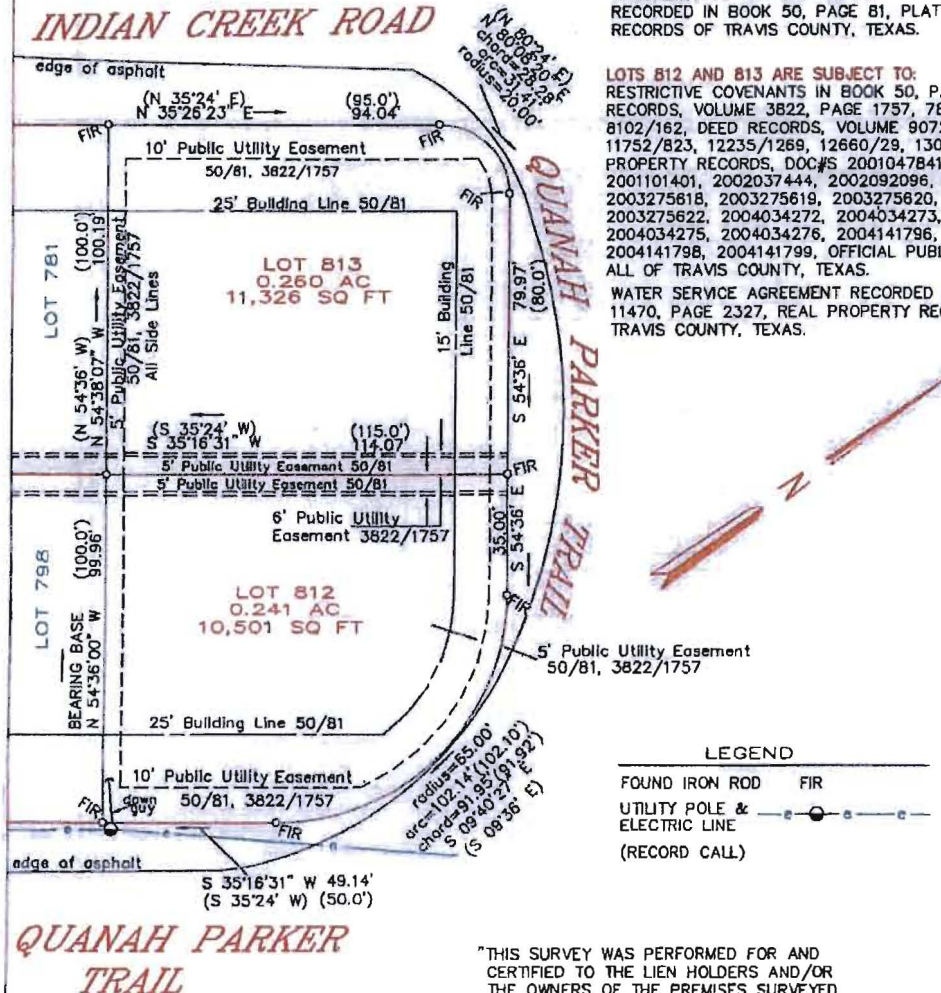
**LEGAL DESCRIPTION:**

LOTS 812 AND 813, OF AMENDED PLAT OF  
APACHE SHORES, SECTION NO. 3, A  
SUBDIVISION IN TRAVIS COUNTY, TEXAS,  
ACCORDING TO THE MAP OR PLAT THEREOF  
RECORDED IN BOOK 50, PAGE 81, PLAT  
RECORDS OF TRAVIS COUNTY, TEXAS.

**LOTS 812 AND 813 ARE SUBJECT TO:**

RESTRICTIVE COVENANTS IN BOOK 50, PAGE 81, PLAT  
RECORDS, VOLUME 3822, PAGE 1757, 7831/147, AND  
8102/162, DEED RECORDS, VOLUME 9072, PAGE 273,  
11752/823, 12235/1269, 12660/29, 13052/8, REAL  
PROPERTY RECORDS, DOC#S 2001047841, 2001101400,  
2001101401, 2002037444, 2002092096, 2003087784,  
2003275618, 2003275619, 2003275620, 2003275621,  
2003275622, 2004034272, 2004034273, 2004034274,  
2004034275, 2004034276, 2004141796, 2004141797,  
2004141798, 2004141799, OFFICIAL PUBLIC RECORDS,  
ALL OF TRAVIS COUNTY, TEXAS.

WATER SERVICE AGREEMENT RECORDED IN VOLUME  
11470, PAGE 2327, REAL PROPERTY RECORDS,  
TRAVIS COUNTY, TEXAS.

**LEGEND**

FOUND IRON ROD    FIR  
UTILITY POLE &    —●—  
ELECTRIC LINE  
(RECORD CALL)

"THIS SURVEY WAS PERFORMED FOR AND  
CERTIFIED TO THE LIEN HOLDERS AND/OR  
THE OWNERS OF THE PREMISES SURVEYED  
AND TO STEWART TITLE GUARANTY  
COMPANY AS PER GF NO. 4100040."

State of Texas:  
County of Travis:

The undersigned does hereby certify that this survey was this day made on the  
property legally described hereon and is correct, and this survey substantially  
complies with the current Texas Society of Professional Surveyors Standards and

Specifications for a Category 1A Survey.

Dated this the 12TH day of OCTOBER, 2004

And I certify that the property shown hereon IS NOT within a special flood  
hazard area as identified by the Federal Insurance Adm. Department of HUD Flood  
hazard boundary map revised as per Map Number: 48453C0285 E  
Zone: X Dated: JUNE 16, 1993

Thomas P. Dixon R.P.L.S. 4324





2012 RELOCATION PROJECT  
ESTIMATE ONLY

Origination Date: 6/17/2013  
Start Date: 5/17/2013  
Completion Date: 6/14/2013

NODE: V50

PROJECT INFORMATION	Location Name: CTX Austin		Activity Name: Forced Relocation		Project Name: 2403 INDIAN CREEK RD & 2410 QUANAH PARK TRL		Job/ DOCK #:																																																																																																																																																																																																							
	Line of Business: 408 - Forced Relocations		Project Driver: Replacement - Identified																																																																																																																																																																																																											
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<table border="1"> <thead> <tr> <th>BU</th> <th>Project#</th> <th>ID</th> <th>OU</th> <th>BS</th> <th>Product</th> <th>FA</th> <th>Per Cat</th> <th>Job Cat</th> </tr> </thead> <tbody> <tr> <td>14900</td> <td>NN/A</td> <td></td> <td>1551</td> <td>EW</td> <td>n/a</td> <td>601</td> <td>FRELO</td> <td>Multiple</td> </tr> </tbody> </table>									BU	Project#	ID	OU	BS	Product	FA	Per Cat	Job Cat	14900	NN/A		1551	EW	n/a	601	FRELO	Multiple																																																																																																																																																																																				
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TRAVIS COUNTY WATER CONTROL  
AND IMPROVEMENT DISTRICT 17

3812 Eck Lane • Austin, Texas 78734  
• Phone (512) 266-1111 • Fax (512) 266-2790

EASEMENT RELEASE APPLICATION

Date: 04.25.13

A release of the following utility easement(s) is hereby requested.  
(\$30.00 fee is required)

Property Address: 2403 INDIAN CREEK # 2410 GUANAH PARKER

Legal Description: LOT 812 & 813 SEAM 5  
APACHE SPRING SEAM NO 03 AND

A plat drawing with the easement highlighted must accompany  
this application.

Applicant Name: CINDY GRAY

Address: 9304 CAGLEWOOD DR.

Reason for Request: WE ARE PURCHASING TWO LOTS  
AND WOULD LIKE TO BE ABLE TO  
POSSIBLY BUILD OVER THE EASEMENT

☒ 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 4-25-13  
Signature Date

Reviewer: Henry Marley

Deborah S. Gernes  
Signature Date

Deborah S. Gernes

Printed Name

General Manager

Title

Please return this completed form to:

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

03.26.13

[Signature]

**COPY**

OWNER:  
ALI MAKIYA  
ADDRESS:  
LOT 813, 2403 INDIAN CREEK DRIVE  
LOT 812, 2410 QUANAH PARKER TRAIL

Waterloo Surveyors Inc.  
**SURVEY PLAT**

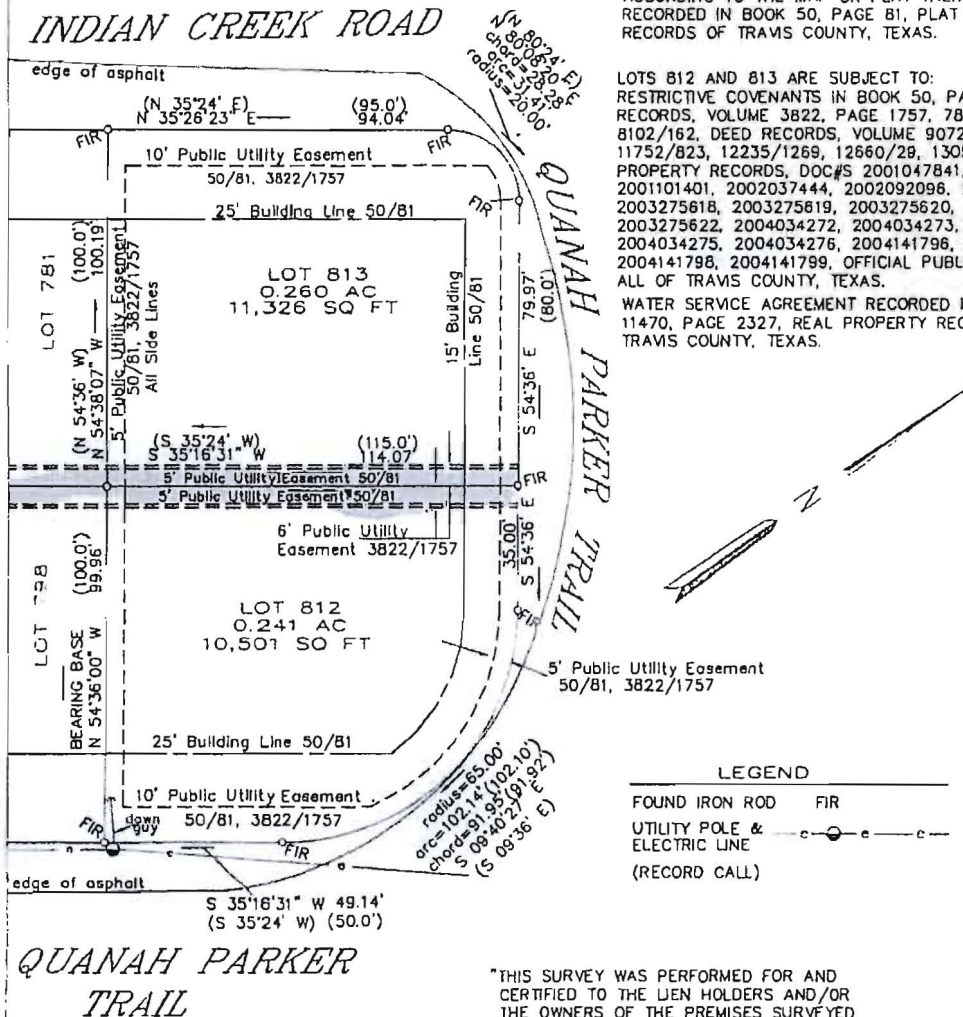
J10519

## LEGAL DESCRIPTION:

LOTS 812 AND 813, OF AMENDED PLAT OF  
APACHE SHORES, SECTION NO. 3, A  
SUBDIVISION IN TRAVIS COUNTY, TEXAS,  
ACCORDING TO THE MAP OR PLAT THEREOF  
RECORDED IN BOOK 50, PAGE 81, PLAT  
RECORDS OF TRAVIS COUNTY, TEXAS.

LOTS 812 AND 813 ARE SUBJECT TO:  
RESTRICTIVE COVENANTS IN BOOK 50, PAGE 81, PLAT  
RECORDS, VOLUME 3822, PAGE 1757, 7831/147, AND  
8102/162, DEED RECORDS, VOLUME 9072, PAGE 273,  
11752/823, 12235/1269, 12660/28, 13052/8, REAL  
PROPERTY RECORDS, DOC#S 2001047841, 2001101400,  
2001101401, 2002037444, 2002092096, 2003087784,  
2003275618, 2003275619, 2003275620, 2003275621,  
2003275622, 2004034272, 2004034273, 2004034274,  
2004034275, 2004034276, 2004141796, 2004141797,  
2004141798, 2004141799, OFFICIAL PUBLIC RECORDS,  
ALL OF TRAVIS COUNTY, TEXAS.

WATER SERVICE AGREEMENT RECORDED IN VOLUME  
11470, PAGE 2327, REAL PROPERTY RECORDS,  
TRAVIS COUNTY, TEXAS.



"THIS SURVEY WAS PERFORMED FOR AND  
CERTIFIED TO THE LIEN HOLDERS AND/OR  
THE OWNERS OF THE PREMISES SURVEYED  
AND TO STEWART TITLE GUARANTY  
COMPANY AS PER GF NO. 4100040."

State of Texas:  
County of Travis:

The undersigned does hereby certify that this survey was this day made on the  
property legally described hereon and is correct, and this survey substantially  
complies with the current Texas Society of Professional Surveyors Standards and

Specifications for a Category 1A Survey.

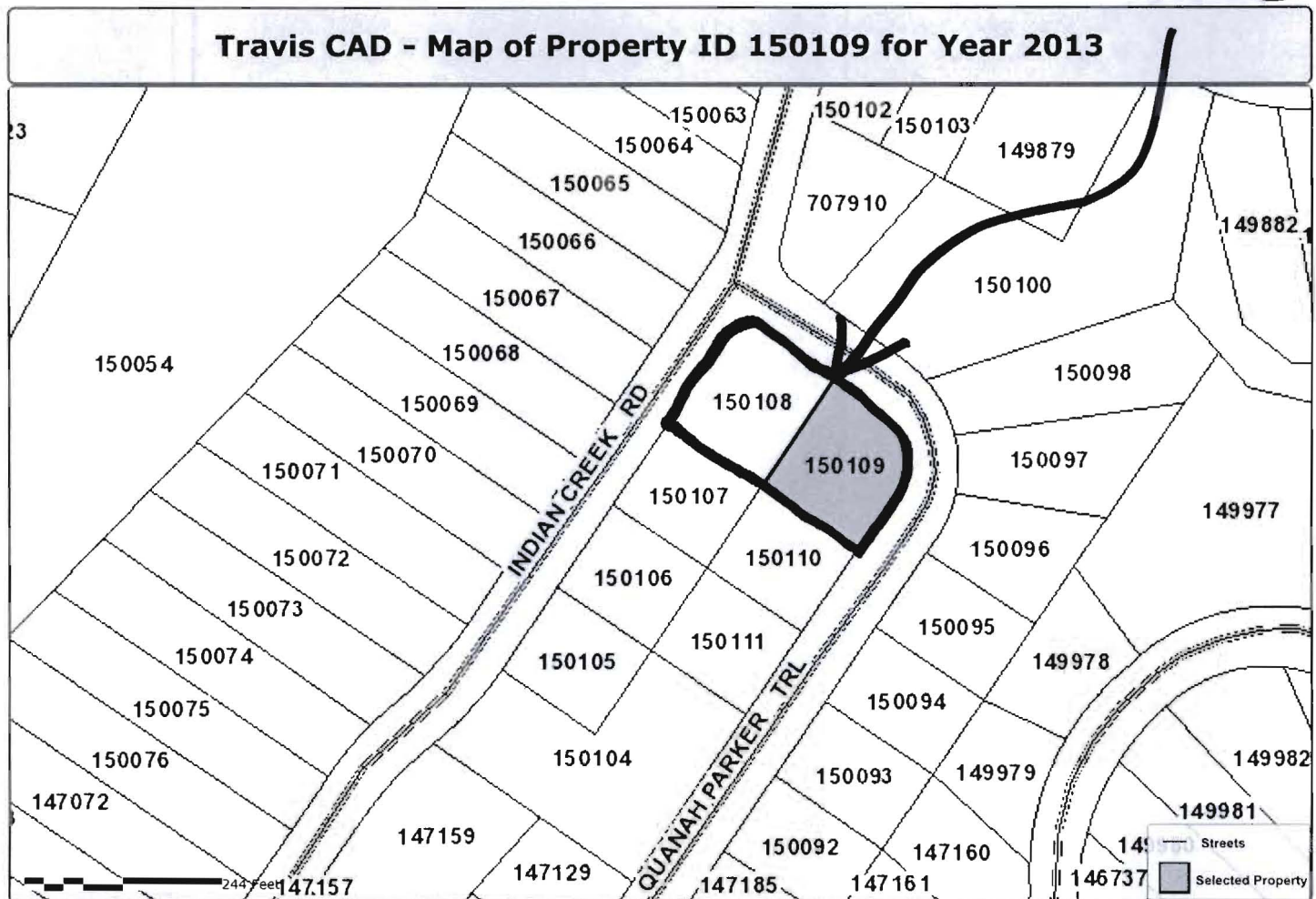
Dated this the 12TH day of OCTOBER, 2004

And I certify that the property shown hereon IS NOT within a special flood  
hazard area as identified by the Federal Insurance Adm. Department of HUD Flood  
hazard boundary map revised as per Map Number 48453C0285 E  
Zone: X Dated: JUNE 16, 1993

Thomas P. Dixon R.P.L.S. 4324



Site



## Property Details

### Account

Property ID: 150109  
 Geo ID: 0147600707  
 Type: Real  
 Legal Description: LOT 812 APACHE SHORES SEC 3 AMENDED

### Location

Situs Address: 2410 QUANAH PARKER TRL TX 78734  
 Neighborhood: R4110 APACHE SHORES  
 Mapsco: 490Q  
 Jurisdictions: 0A, 03, 07, 2J, 52

### Owner

Owner Name: GRAY CYNTHIA L &  
 Mailing Address: JAMES M WASHBURN, 9304 CASTLEWOOD DR, AUSTIN, TX 78748

### Property

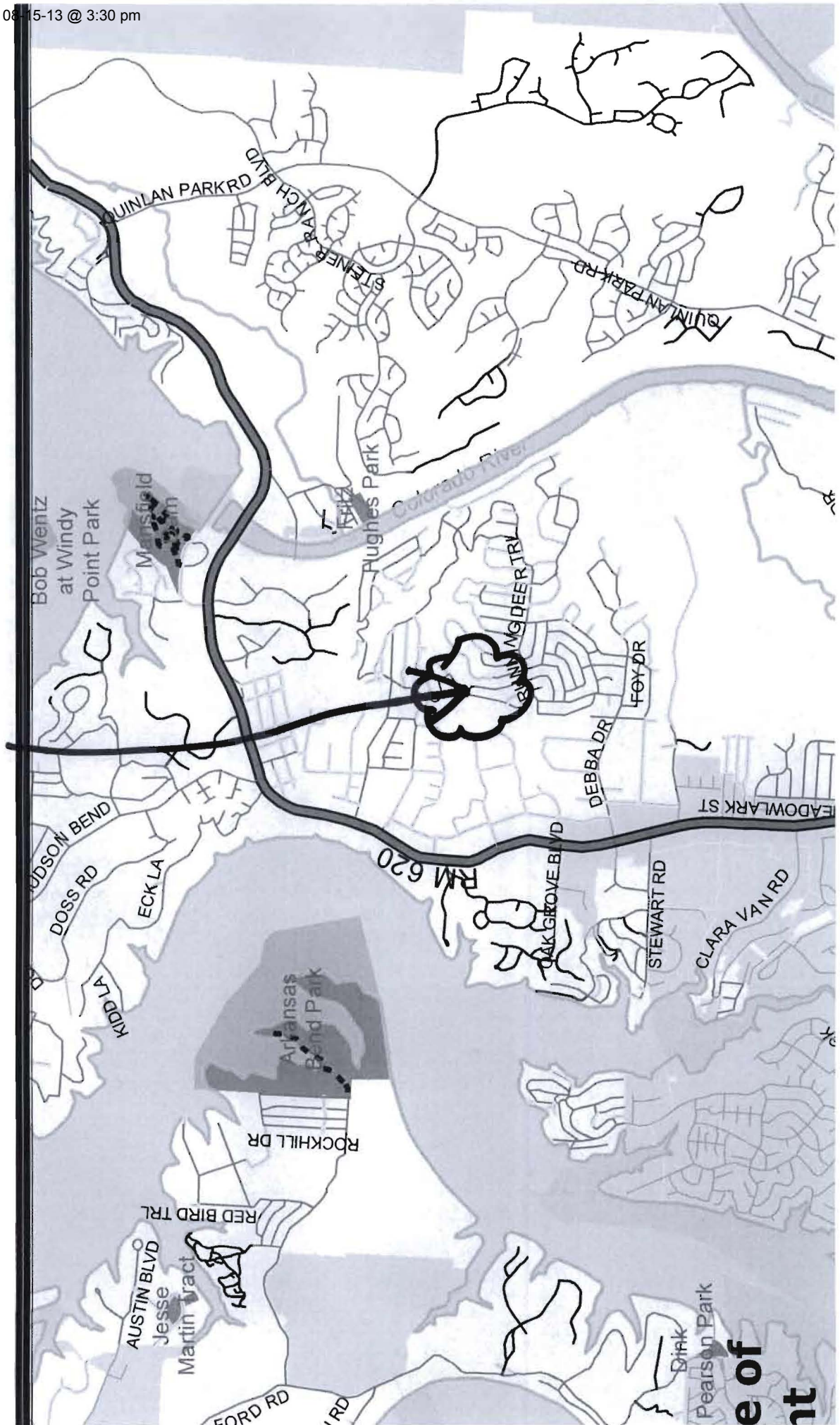
Appraised Value: \$23,000.00

<http://propaccess.traviscad.org/Map/View/Map/1/150109/2013>

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.

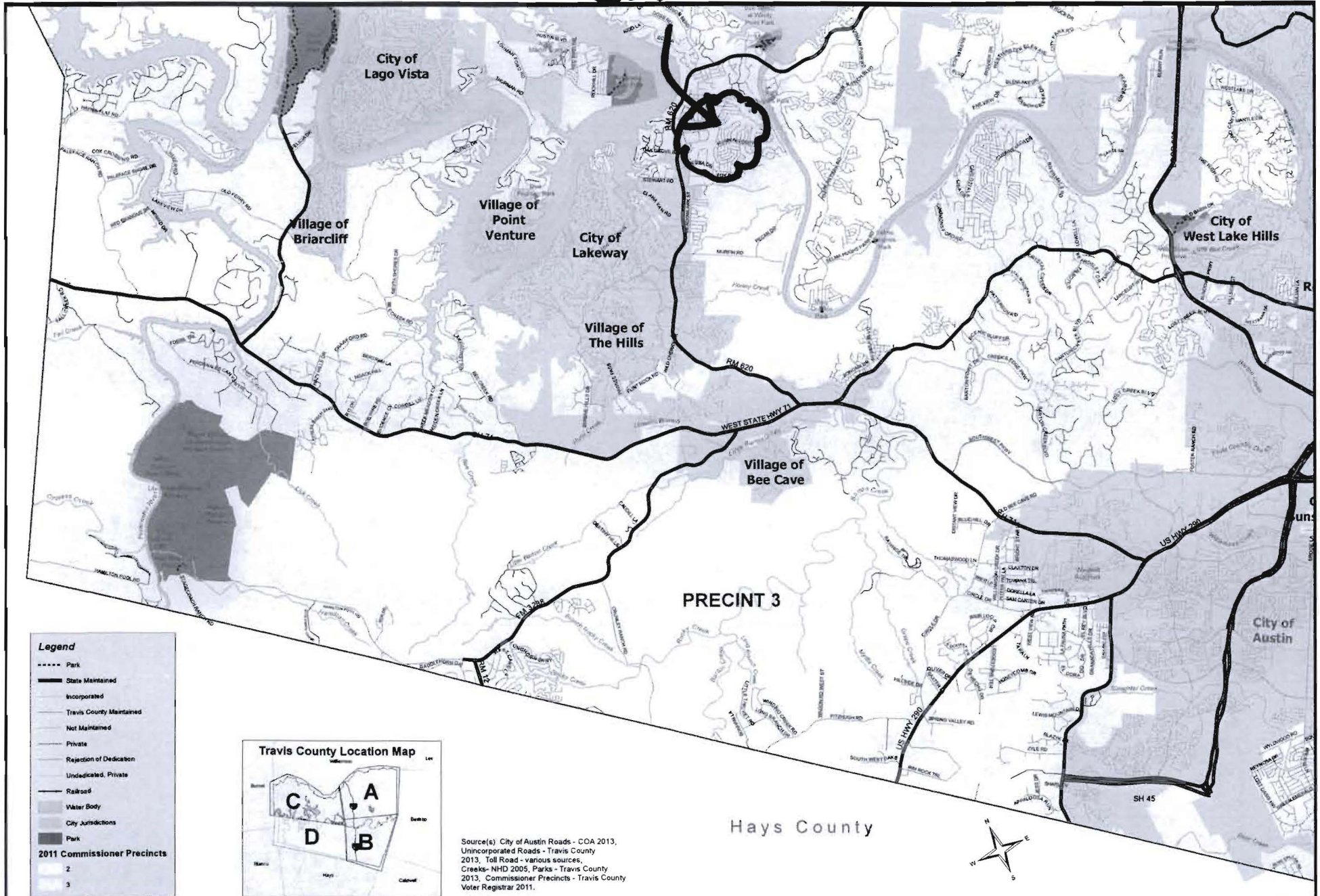
Site



end of it



Site



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.

# Travis County Roadways, Map D

0 0.9  
Miles



Map Prepared by: Travis County,  
Dept. of Transportation & Natural  
Resources. Date: 5/21/2013



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By:** Michael Hettenhausen **Phone #:** (512) 854-7563

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

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on a plat for recording: Hidden Mesa Subdivision Resubdivision of Lot 42 (Resubdivision Final Plat - Three Lots - Mesa Oaks - City of Leander ETJ) in Precinct Three.

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

This resubdivision final plat consists of three single family lots on 6.016 acres platted from Mesa Oaks. There are no public or private streets proposed with this final plat. Parkland fees in lieu of dedication have been paid to the City of Leander in the amount of \$2,350. Fiscal surety is not required for this short form plat. Water service will be provided by individual water wells, and wastewater service to be provided by on-site septic facilities.

Mesa Oaks is a recorded access easement rather than publicly maintained right-of-way. Section 82.202(d)(5) states each lot in a subdivision shall abut an internal street meeting or exceeding the requirements of this section, and a variance to this section was approved by the Court on March 5, 2013. The variance was justified as the City of Leander and Williamson County; where all roads in Hidden Mesa funnel into, stated no objection to the variance.

### **STAFF RECOMMENDATIONS:**

As this resubdivision final plat meets all Travis County standards and was approved by the City of Leander on June 13, 2013, TNR staff recommends approval of the motion.

### **ISSUES AND OPPORTUNITIES:**

This resubdivision final plat was reviewed under the county's water availability rules, and the applicant has provided the results of a walking survey identifying all groundwater wells within 1,000 feet of the subdivision boundary and added the plat notes required under Section 82.212(a)(2)-(6).

Staff has received input from an adjacent property owner who informed Staff that the resubdivision of Lot 42 into three 2.0 acre lots is a violation of the deed restrictions. Staff has not been able to get a copy of these deed restrictions. In any event, the plat does not prohibit less than 2.0 acre lots so we are recommending the plat resubdivision for approval. According to county legal, Tavis County does not enforce the private deed restrictions.

#### Notification

As part of the requirements for a plat resubdivision, a notice of public hearing letter will be sent to all owners of lots within Travis County in the original subdivision stating the date, time, and location of the public hearing. In addition to the letter, a public notice hearing sign will be placed on the subject property announcing the date, time, and location of the public hearing.

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

N/A

#### **ATTACHMENTS/EXHIBITS:**

Precinct Map

Vicinity Map

Existing Plat

Proposed Plat

Sign

#### **REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429

#### **CC:**


SM:AB:ja

1101 - Development Services Long Range Planning - Hidden Mesa Subdivision  
Resubdivision of Lot 42

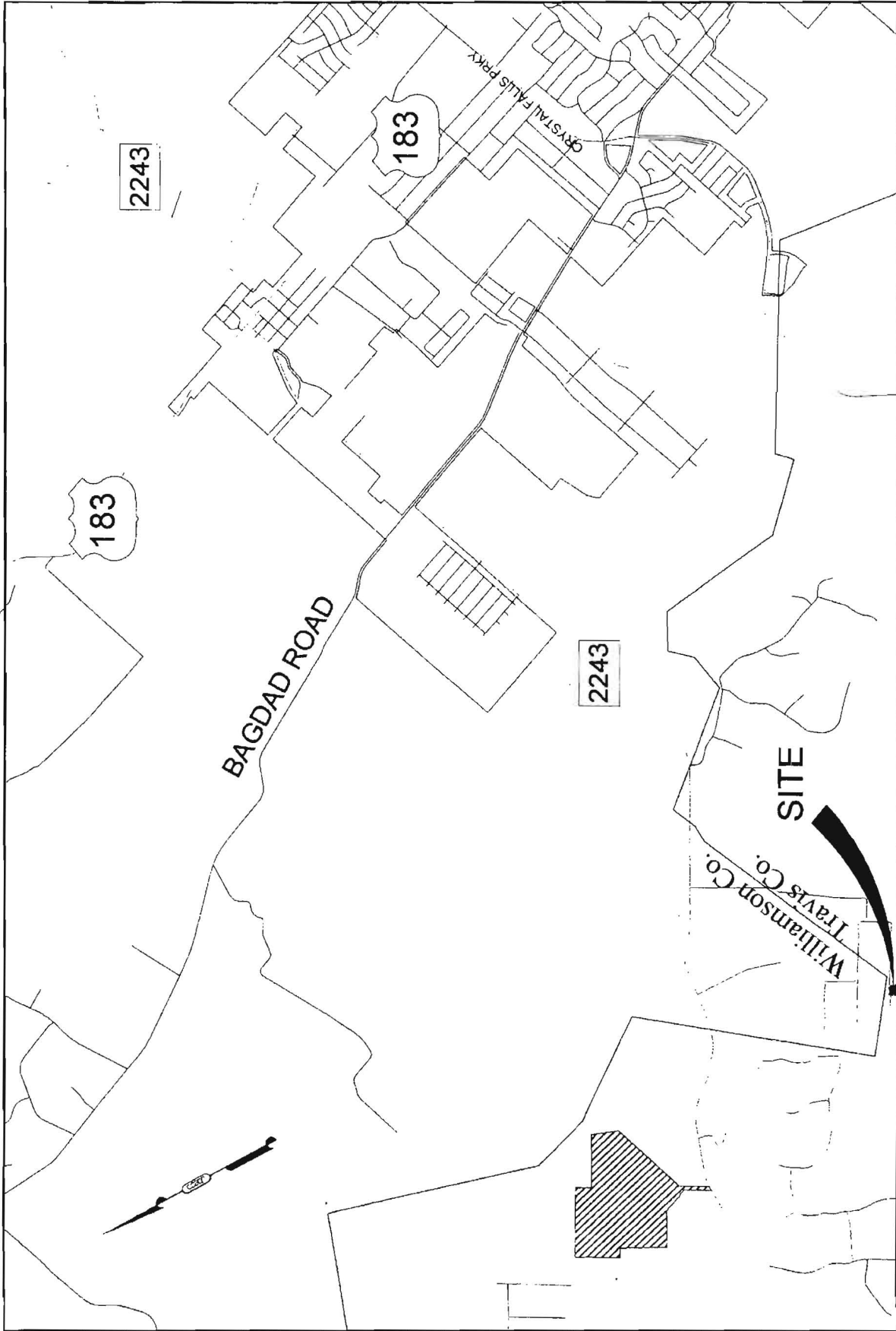


0

Miles

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

# VICINITY MAP



NOT TO SCALE









# **NOTICE OF PUBLIC HEARING**

**AUGUST 20, 2013, AT 9:00 AM**

**HIDDEN MESA SUBDIVISION**

**RESUBDIVISION OF LOT 42  
PRECINCT 3**

**AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
700 LAVACA STREET  
(FIRST FLOOR), AUSTIN**

**FOR MORE INFORMATION CALL 512-854-7563**









## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By:** Jose Luis Arriaga **Phone #:** (512) 854-7562

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

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

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

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following requests:

- A) Preliminary plan - Hills of Bear Creek, Preliminary Plan - FM 1626 - 206 total lots - City of Austin 2-Mile ETJ in Precinct 3.; and
- B) Phasing Agreement for Hills of Bear Creek, Preliminary Plan.

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

The subject property consists of a preliminary plan, The Hills of Bear Creek. It is located in the City of Austin's 2-Mile ETJ. It proposes 206 total lots: 197 single family lots, 5 open and drainage lots, 3 open space, wastewater, amenity center lots, and 1 commercial lot on 77.71 acres. There are 8,094 linear feet of public streets being proposed with this development. The property is bounded by FM 1626 on the north and is adjacent to Johnson Lane. The majority of the single family lots will take access from Johnson Lane and the commercial lot will only take access from FM 1626. Water and wastewater will be provided by the City of Austin.

### **STAFF RECOMMENDATIONS:**

As this preliminary plan meets all Title 30 requirements and has been approved by the City of Austin's Zoning and Platting Commission; TNR staff recommends approval.

### **ISSUES AND OPPORTUNITIES:**

The applicant originally was requesting a variance from Title 30-2-158(B(2) Access to Streets (Requires that a new subdivision must have at least two access streets and each of the two access streets must connect to a different external street - FM 1626). The variance was presented to Commissioners Court on March 12, 2013 and was discussed by court. There was opposition from adjacent property owners who opposed the variance. The court recommended the applicant meet with those property owners and there were several meetings that took place. After several meetings and discussions with County Staff, Commissioner Gerald Daugherty and TXDOT; the applicant subsequently agreed to add a connection to FM 1626 and therefore the variance was no longer required.

The applicant also voluntarily agreed to the following conditions with the residents of Bear Creek Park neighborhood and are noted on letter prepared by the applicants engineer, Larry Hanrahan. (See attached letter.) The conditions included the following: 1) adding the connection to FM 1626, 2) reduction in lots from 208 to 196, 3) adding an emergency access through adjacent baseball fields, 4) widening Johnson Lane to collector status, and 5) extend fire flow to residents of the Bear Creek Park neighborhood and others.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A

**EXHIBITS/ATTACHMENTS:**

Location Map

Preliminary Plan

Applicant's Letter

Phasing Agreement

Precinct Map

**REQUIRED AUTHORIZATIONS:**

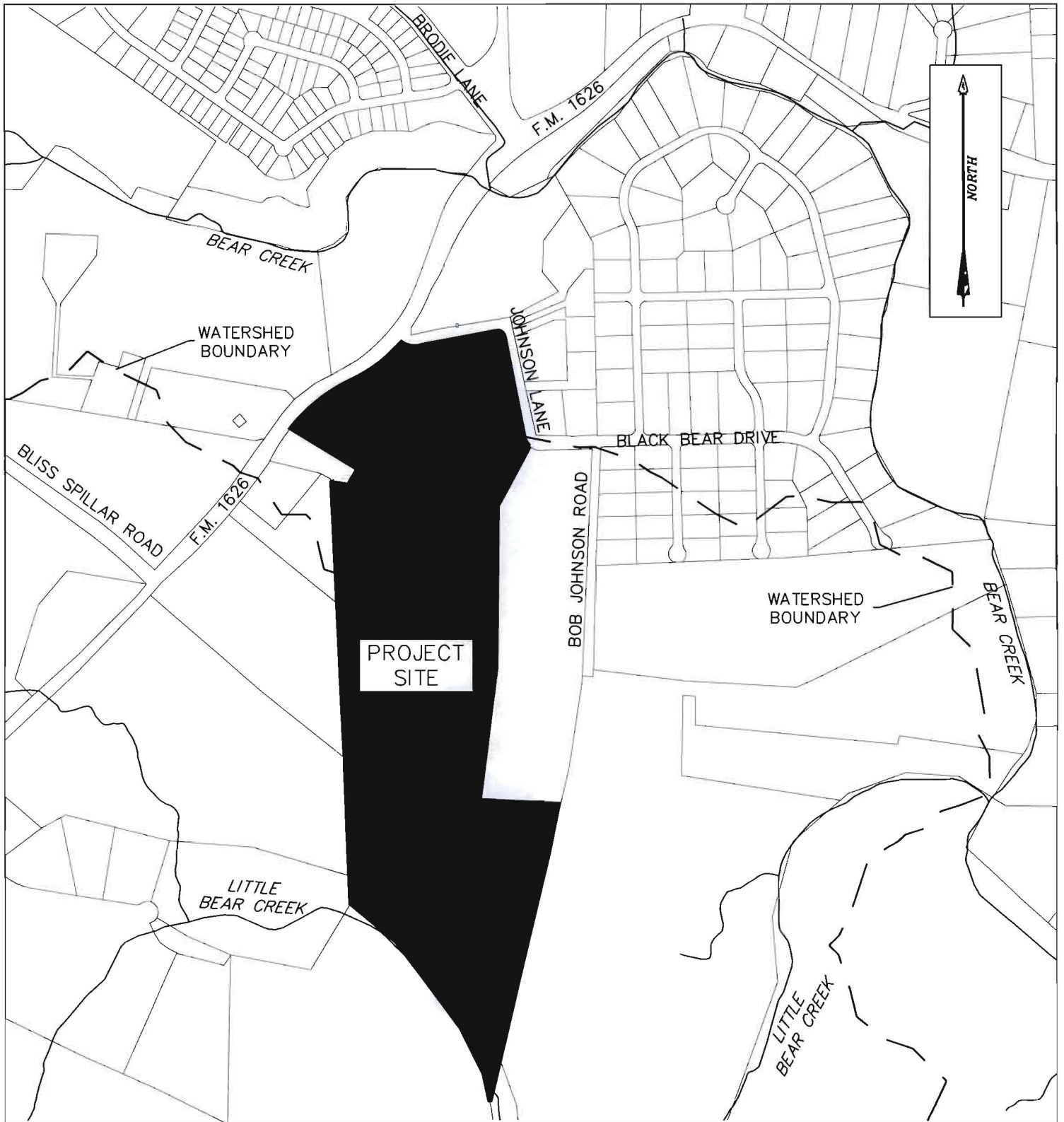
Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429

**CC:**


**SM:AB:ja**

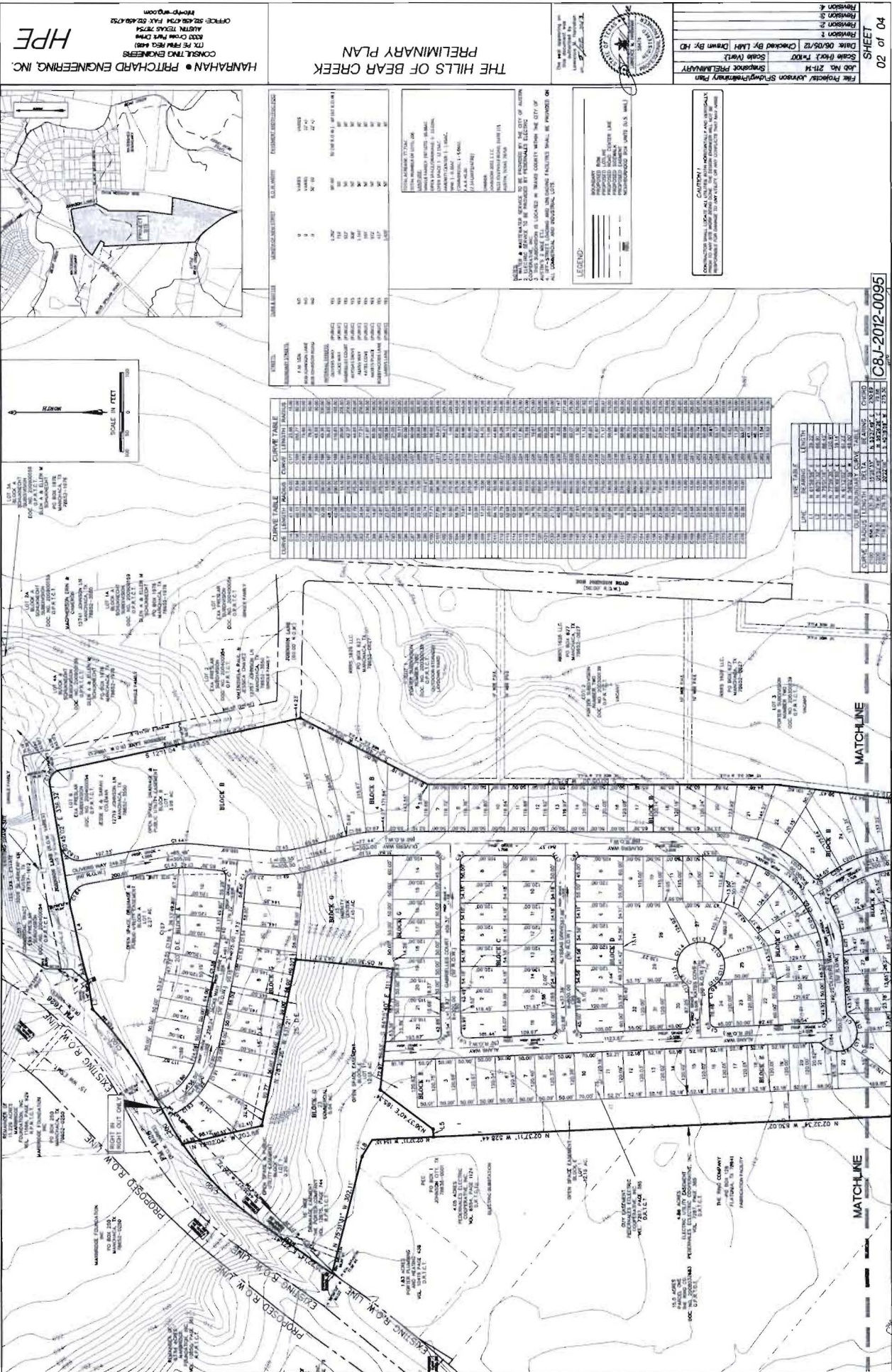
**1101 - Development Services Long Range Planning- Hills of Bear Creek**



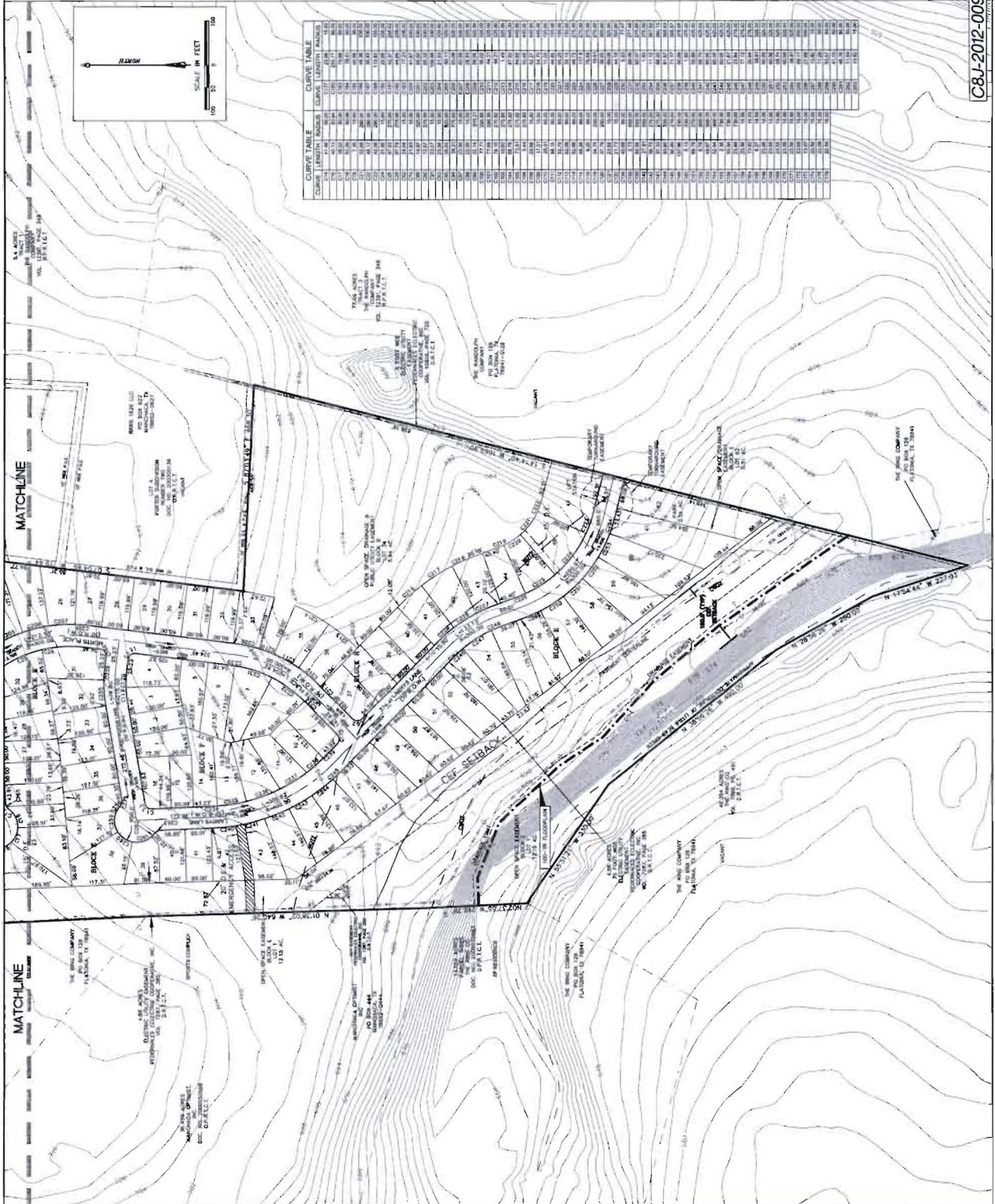












**Hanrahan • Pritchard Engineering, Inc.**

8333 Cross Park Drive  
Austin, Texas 78754

**HPE**

Phone: (512) 459-4734  
Fax: (512) 459-4752  
TX PE Firm Reg. No. 416

May 28, 2013

Mr. Joe Arriaga  
Travis County TNR  
700 Lavaca Street, 5<sup>th</sup> Floor  
Austin, Texas 78767

Re: The Hills of Bear Creek (f.k.a. The Hills of Shady Hollow) Preliminary Plan  
C8J-2012-0095  
Summary of Changes per Commissioners Court Hearing  
and Agreement with Neighbors

Dear Joe:

After two commissioners court hearings and several meetings and discussions with neighbors of the project (in Bear Creek Park), the applicant has agreed to the following changes to the preliminary plan, as reflected on the attached revised preliminary plan:

1. **Name Change.** The name of the project will be The Hills of Bear Creek at the neighbors' request.
2. **Second Street Connection.** A street connection is shown to FM 1626. This connection is noted as a "Right In Right Out Only" intersection, per a discussion with the TxDOT Area Engineer. Please see the attached email copy from the Area Engineer regarding this connection.
3. **Emergency Ingress/Egress.** An easement is shown in the southwest portion of the site between Larrys Lane and the Optimists Club property. Within this easement, a 20-foot wide all-weather access road is to be constructed.
4. **Reduction in Number of Lots.** The number of single family lots has been reduced from 208 to 197 as a result of converting one-third of the lots to a 60-foot width from a 50-foot width. These lots are in the southern portions of the property.
5. **Johnson Lane Widening.** Johnson Lane will be widened to 40 feet between Olivers Way and FM 1626. This is reflected in Note 32 on Sheet 4, as the preliminary plan does not show design elements. The widening will need to be shown in construction plans for the first phase of improvements.

The developer agreed to provide additional improvements at the Bear Creek Park neighbors' request which are not reflected on the preliminary plan, but will be provided with the first phase of development:



6. **Fire Protection Improvements.** A fire hydrant will be located at the bend in Johnson Lane between Lots 1 and 2, Block B of the Hills of Bear Creek. This hydrant can be used by firefighters in the event of a fire in the Bear Creek Park neighborhood.

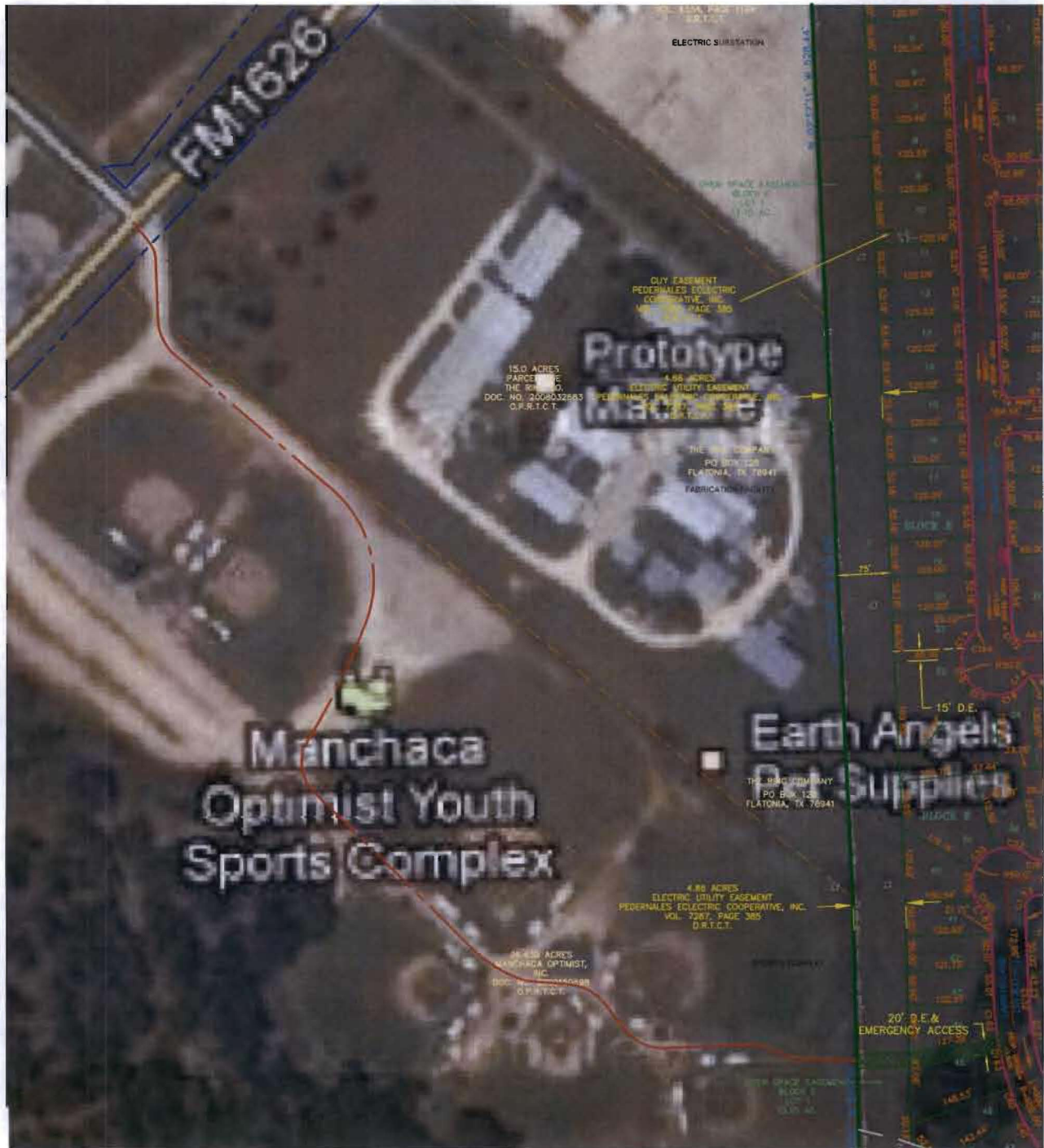
7. **Pathway.** A pedestrian pathway between Johnson Lane and Olivers Way will be provided. This pathway will likely be constructed of decomposed granite, and located on Lot 1, Block B of the Hills of Bear Creek. The pathway will meander to avoid large trees.

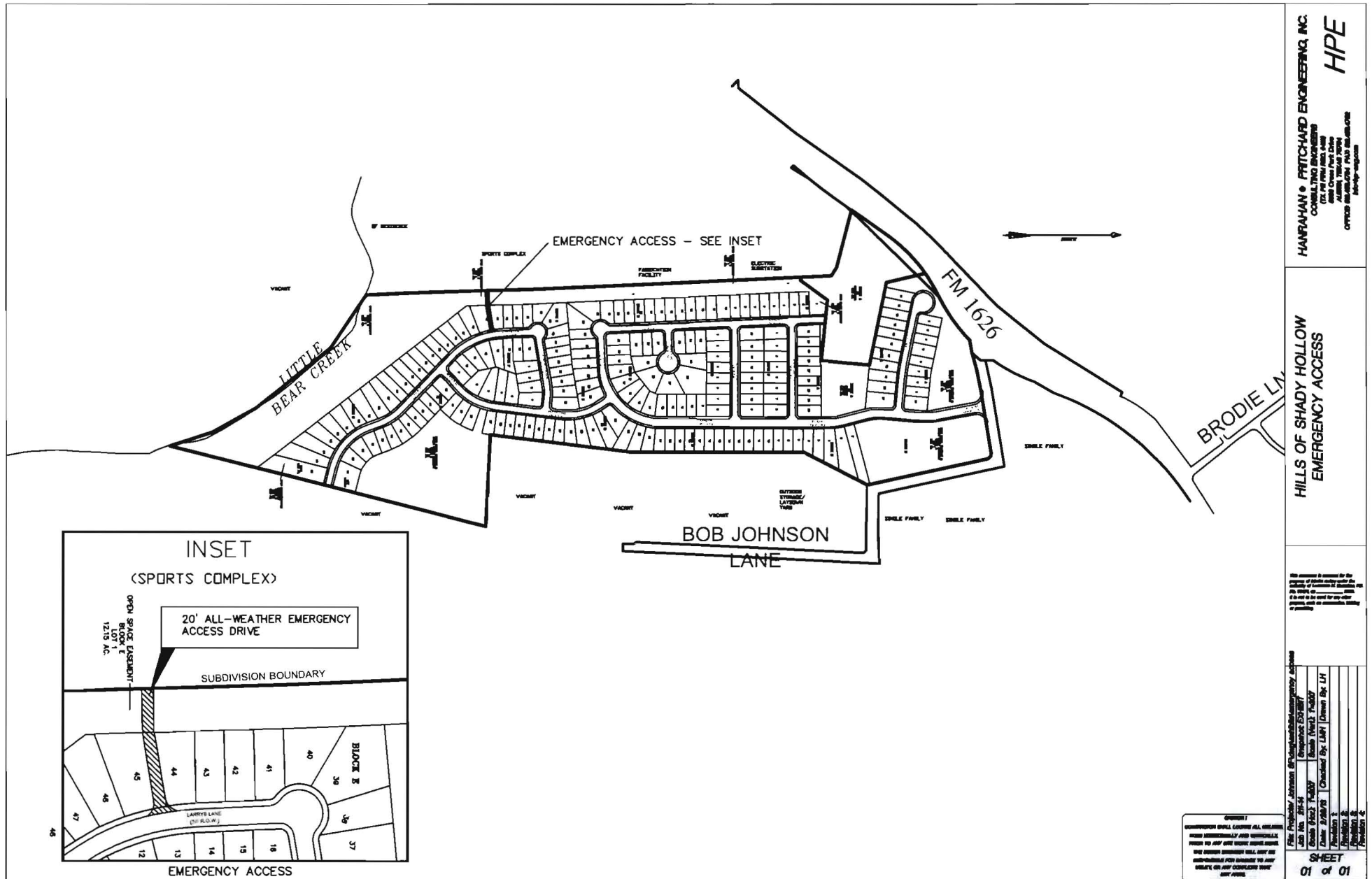
Thank you, and please let us know if you need additional information to approve the plan.

Sincerely,

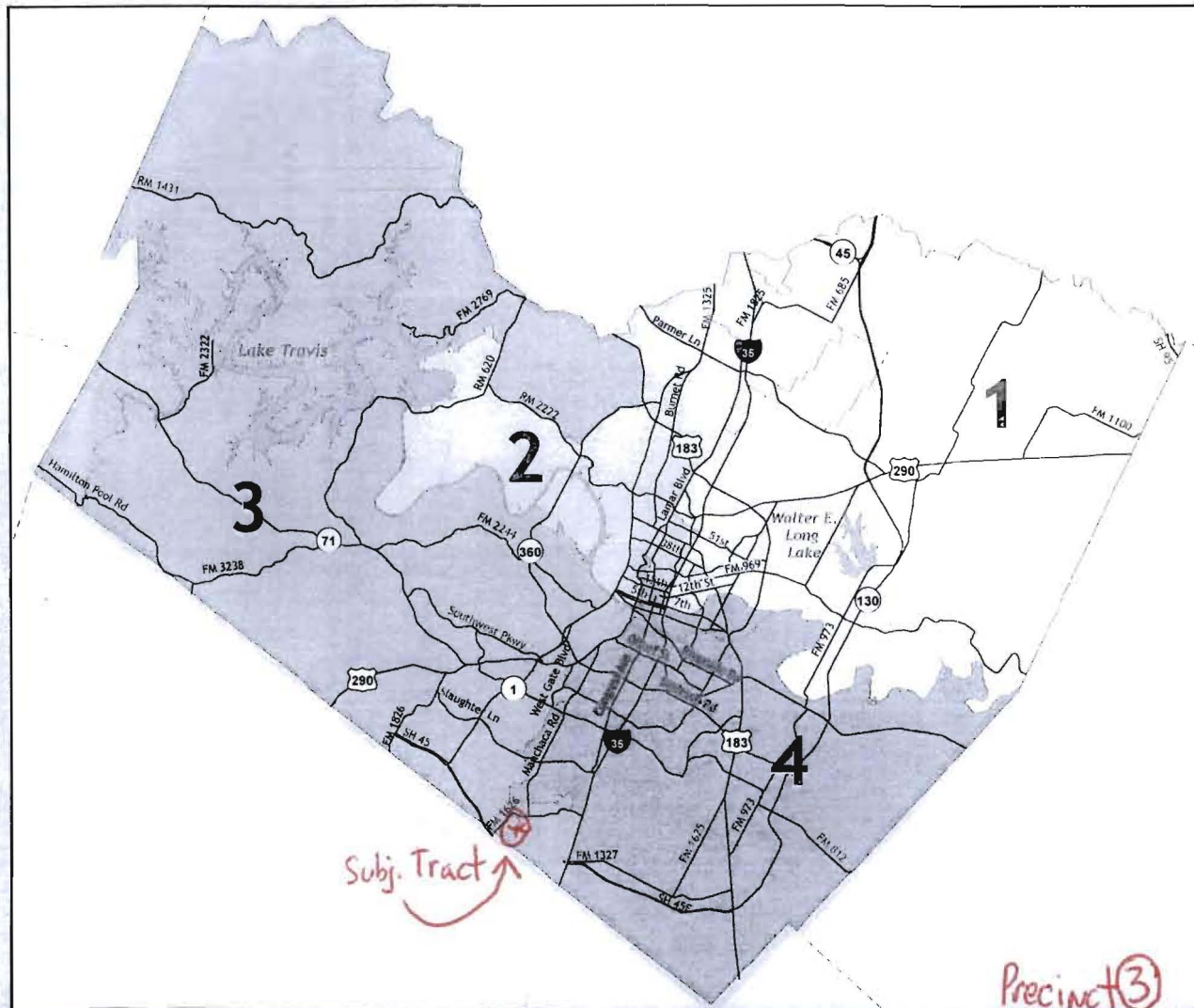
A handwritten signature in blue ink, appearing to read "Lawrence M. Hanrahan".

Hanrahan Pritchard Engineering, Inc.  
Lawrence M. Hanrahan, P.E.









## 2011 Commissioner Precincts

- ☐ Precinct 1: Ron Davis  
314 W. 11th St. #510  
Austin, TX 78701  
Phone: (512) 854-9111  
Fax: (512) 854-4897
- ☐ Precinct 2: Sarah Eckhardt  
314 W. 11th St. #530  
Austin, TX 78701  
Phone: (512) 854-9222  
Fax: (512) 854-9515
- ☒ Precinct 3: Karen Huber  
314 W. 11th St. #500  
Austin, TX 78701  
Phone: (512) 854-9333  
Fax: (512) 854-9376
- ☒ Precinct 4: Margaret Gomez  
314 W. 11th St. #525  
Austin, TX 78701  
Phone: (512) 854-9444  
Fax: (512) 854-9535



**DISCLAIMER:**  
This map was produced for the sole purpose of aiding Travis County, Transportation and Natural Resources in planning purposes and is not warranted for any other use. No warranty is made by the creator of county regarding its accuracy or completeness.

TNR GIS Coordinator: (512) 854-7591



Travis County  
Transportation &  
Natural Resources

# Travis County Commissioner Precincts



**Hills of Shady Hollow  
PHASING AGREEMENT**

STATE OF TEXAS       §  
                                  §  
COUNTY OF TRAVIS   §

THIS AGREEMENT is made and entered into by and between Johnson 2012, L.L.C., a Texas limited liability company (the "Developer"), and Travis County, Texas, (the "County"), hereinafter collectively referred to as the "Parties", for the purposes and consideration stated herein.

WHEREAS, the Developer is in the process of subdividing that certain 77.708 acre tract of land described in Exhibit "A", which is attached hereto and made a part hereof, (the "Property"); and

WHEREAS, the Developer desires to develop the Property in phases; and

WHEREAS, it is contemplated that the Developer will subsequently submit final plats for a total of three phases of the Property for County approval in accordance with the proposed Preliminary Plan for Hills of Shady Hollow (the "Preliminary Plan"), described in Exhibit "B"; and

WHEREAS, the Developer and the County desire to provide for the orderly development of the Property, including (as applicable):

- a) the improvement of arterial/collector street(s) (the "Street(s)"), which will provide interior access to and through the Property; and
- b) the new right turn lane of FM 1626, a State road, at Brodie Lane, as suggested by the Developer's traffic impact analysis report (the "Right Turn Lane"); and
- c) an access point for emergency vehicles to serve the development (the "Emergency Access Point").

WHEREAS, the development of the Property will necessitate the construction of the Street(s), the Right Turn Lane, and the Emergency Access Point; and

WHEREAS, the Parties desire to establish a process to coordinate the improvement of the Street(s), the Road, and the Emergency Access Point with the phased development of the Property;

NOW, THEREFORE, in consideration of these promises and the promises contained herein, the Parties agree as follows:

1) In the phased development of the Property, the Developer will:

- I) upon the execution of this Agreement, dedicate or cause to be dedicated by plat or separate instrument the right-of way and any required slope or drainage easements necessary for the construction of the Streets within the phases being final platted, as shown on Exhibit "C", which is attached hereto and made a part hereof, and;
- II) furnish and install the Emergency Access Point adjacent to Phase 3 and shown on Exhibit "C", which is attached hereto and made a part hereof, as part of the submittal of the Phase 2 Final Plat;
- III) as part of the Phase 1 subdivision improvements, widen Johnson Lane to a forty-foot (40') pavement section between FM 1626 and Olivers Way, as permitted for construction by the City of Austin/Travis County Single Office, and as generally shown on Exhibit "D" of the Phase 1 subdivision improvements;
- IV) post under a County-approved form the proportionate construction security, and if necessary, provide an Advance Funding Agreement and Indemnification Agreement, for 11% of the cost of improvement of the Right Turn Lane and shown on Exhibit "E", which is attached hereto and made a part hereof, upon the earlier of these two events:
  - a. the final plat approval of both Phase 1 and Phase 2
  - b. the final plat approval of more than 125 lots, the basis of which is shown in memorandum form on Exhibit "F", which is attached hereto and made part hereof;
- V) as each subsequent Phase of the subdivision of the Property is submitted to the Commissioners Court for approval, post, under a County-approved form the construction security for the cost of the improvements to the Street(s) within the Phase being final platted.

2) In the phased development of the Property, the County will, subject to the performance by the Developer of its obligations under this Agreement and the Travis County Standards for Construction of Streets and Drainage in Subdivisions, approve the subsequent final plats of the Property.

3) The right-of-way and any slope or drainage easement dedications, which must be dedicated under this Agreement, shall be in an approved County form and must be free from any encumbrances, conditions, restrictions, rights, or interests, which may, in the reasonable opinion of the Travis County Attorney's Office, adversely affect the County's ability to use the right-of-way or easements for their intended purpose.

4) The presently estimated cost of constructing 11% of the Right Turn Lane is \$10,817.34 as shown in Exhibit "G", which is attached hereto and made a part hereof,

5) If the Preliminary Plan for the Property is revised and approved, the County and the Developer will, to the extent required, either amend this Agreement or enter into an additional or supplemental agreement(s) to coordinate the phasing process and the future improvement of the Street(s) and/or the Right Turn Lane.

6) The Developer shall seek Travis County's approval prior to the development of any contiguous parcels that may be adjacent to the property.

7) The County and its officers, employees, and successors and assigns will not be liable or responsible for and shall be held harmless by the Developer from any claims, losses, damages, causes of action, suits and liability of any kind for personal injury or death or property damage arising out of or in connection with any actions by or negligence of the Developer under the terms of this Agreement.

8) Miscellaneous.

a) Beneficiaries. This Agreement will be binding upon and inure to the benefit of the Parties and their successors and assigns.

b) Restrictive Covenant. This Agreement touches and concerns real property located in Travis County, Texas, and, if recorded, will constitute a covenant running with the land. However, this Agreement will not affect the title to the land conveyed to residents of individual lots in a Phase of the Subdivision, who will take their interests free and clear of the conditions of this Agreement without the necessity of any release or consent by the County.

c) Amendment to Agreement. Any revision, modification, or amendment of this Agreement will be effective only when reduced to writing and signed by the County and the current owners of the affected portion(s) of the Property which is affected. NO OFFICIAL, AGENT, OR EMPLOYEE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED TO AMEND OR MODIFY THIS AGREEMENT EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE DELEGATED BY THE COMMISSIONERS COURT.



d) Assignment by the Developer. The rights, duties, and responsibilities of the Developer may be assigned only with the consent of the County, which will not be unreasonably withheld or unduly delayed.

e) Entire Agreement. This is the entire agreement between the Parties with respect to the subject matter hereof. As of this date, there are no other agreements or representations, oral or written, between the Parties in conflict with this Agreement.

f) Notice. Any notices hereunder will be in writing and addressed to the respective party at the address set forth below for such party, (i) by personal delivery, (ii) by U.S. Mail, certified or registered, return receipt requested, postage prepaid, or (iii) by FedEx or other nationally recognized overnight courier service. Notice deposited in the U.S. Mail in the manner hereinabove described will be effective on the earlier of the date of actual receipt or three days after the date of such deposit. Notice given in any other manner shall be effective only if and when received by the party to be notified.

Developer: Johnson 2012, L.L.C.  
Attn: Garrett S. Martin, President  
9111 Jollyville Rd, Ste. 111  
Austin TX 78759  
(512) 686-4986

County: Travis County: Steven M. Manilla, P. E. (or successor)  
County Executive, TNR  
P.O. Box 1748  
Austin, Texas 78767

With copy to: David Escamilla (or successor)  
Travis County Attorney  
P.O. Box 1748  
Austin, Texas 78767

The Parties may from time-to-time change their respective addresses by written notice to the other party.

g) Applicable Law and Venue. This Agreement shall be governed by the laws of the State of Texas, concerns real property located in Travis County, and is wholly performable in Travis County, Texas.

h) Severability. If any of the provisions of this Agreement are held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement will not be affected thereby and

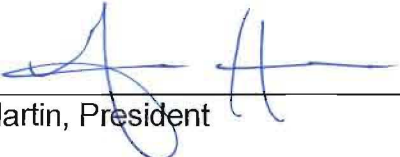
this Agreement shall be construed as if such invalid or unconstitutional portion had never been contained herein.

- i) Number and gender. All terms or words used in this Agreement, regardless of the number or gender in which they are used, shall be deemed to include any other number or gender as the context may require.

EXECUTED to be effective as of the date first written above.

JOHNSON 2012, L.L.C.

JOHNSON 2012, L.L.C., a Texas limited liability company

By:   
Garrett S. Martin, President

TRAVIS COUNTY

By: \_\_\_\_\_  
Sam Biscoe, County Judge

ACKNOWLEDGEMENT

STATE OF TEXAS       §

COUNTY OF TRAVIS    §

      This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2013, by Garrett S. Martin, President of JOHNSON 2012, L.L.C., a Texas limited liability company.

\_\_\_\_\_  
Notary Public, State of Texas  
My Commission Expires:

\_\_\_\_\_  
(Printed Name of Notary)

STATE OF TEXAS       §

COUNTY OF TRAVIS    §

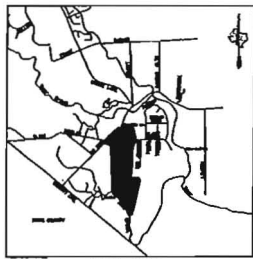
      This instrument was acknowledged before me on \_\_\_\_\_, 2013, by Samuel T. Biscoe, County Judge of Travis County, Texas, on behalf of said county.

\_\_\_\_\_  
Notary Public, State of Texas  
My Commission Expires:

\_\_\_\_\_  
(Printed Name of Notary)



After Recording Return To:  
Joe Arriaga, Travis County, Texas  
Attn: Transportation and Natural Resources Department  
P.O. Box 1748  
Austin, Texas 78767



LINE	TO	FROM	BEARING	DISTANCE
1	2	3	N 89° 00' 00" E	100.00
2	3	4	S 89° 00' 00" E	100.00
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4	5	6	S 89° 00' 00" E	100.00
5	6	7	N 89° 00' 00" E	100.00
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7	8	9	N 89° 00' 00" E	100.00
8	9	10	S 89° 00' 00" E	100.00
9	10	11	N 89° 00' 00" E	100.00
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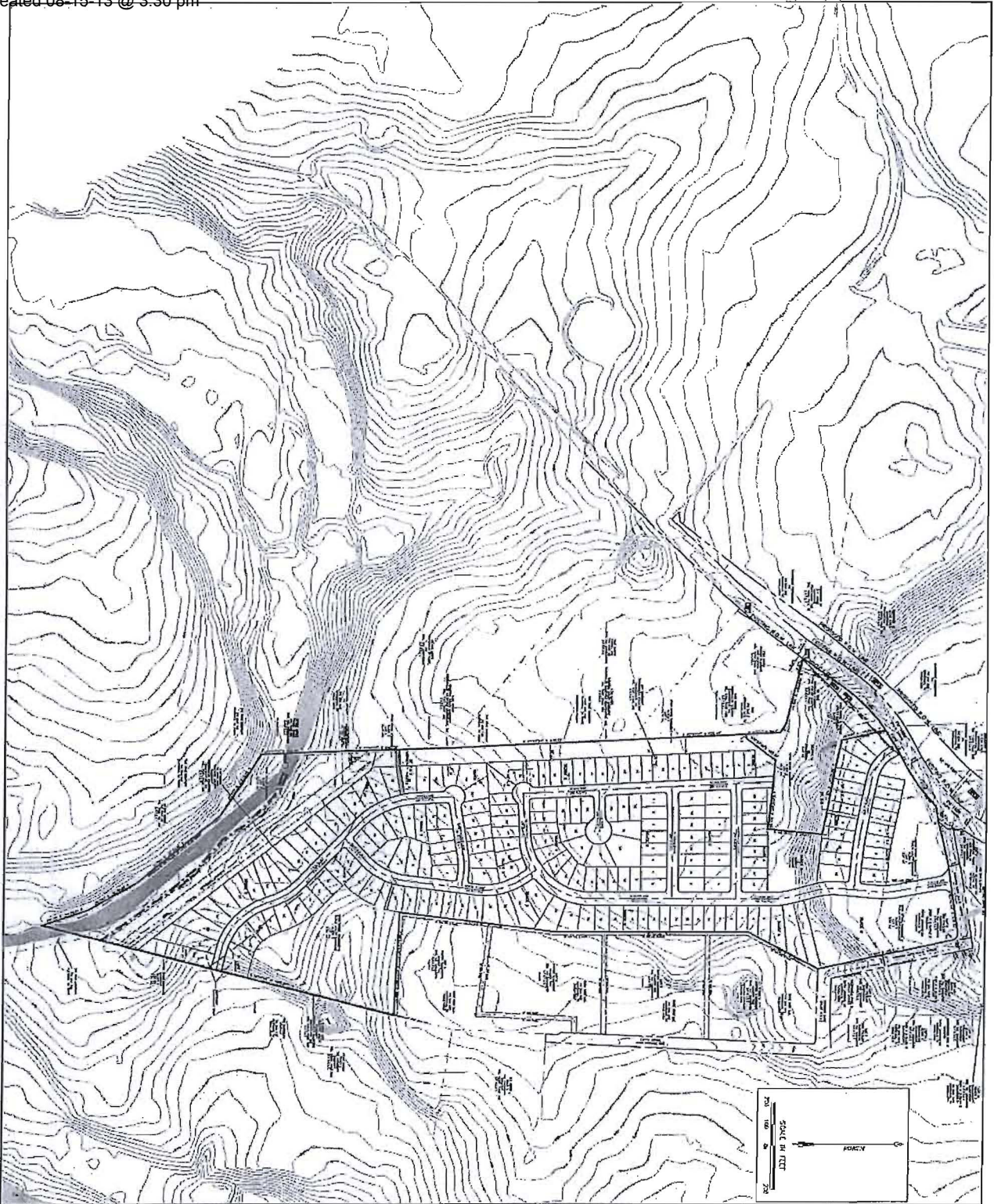
LAND TITLE SURVEY OF 72.60 ACRES OF LAND OUT OF THE WALKER WILSON SURVEY NO. 2 IN TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THE REMAINDER OF THE PROPERTY CONVEYED AS FIVE TRACTS TO CHESTER T JOHNSON AND MARTHA ELLEN JOHNSON BY DEEDS OF RECORD IN VOLUME 10223, PAGE 435 AND VOLUME 10223, PAGE 440, BOTH OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.

FILE: S:\Projects\Johnson Tracts\Title Survey.dwg	
DATE: 12/11/12	
SCALE: 1"=100'	
DRAWN BY: JSL	CHECKED BY: BLW
REVISION 1: NEW PAGES ADDED 12/11/12	
REVISION 2: 2012 SURVEY ADDED FROM BOUNDARY 11/28/12	
REVISION 3:	
REVISION 4:	

HILLS OF SHADY HOLLOW  
PHASING AGREEMENT  
EXHIBIT A

BASLINE LAND SURVEYORS, INC.  
PROFESSIONAL LAND SURVEYING SERVICES  
8332 CROSS PARK DRIVE  
AUSTIN, TEXAS 78754  
TELE: 512.339-9152 FAX: 512-473-9743  
www.basline.com





C&J-2012-0095

**CADRE**  
 CADRE is a registered trademark of CADRE, Inc. CADRE is not responsible for the accuracy of the information provided on this website. CADRE, Inc. is not responsible for the accuracy of the information provided on this website.

TITLE DATE

**TOTAL ACRES:**

SINGLE FAMILY : 72.671  
 COMMERCIAL : 5.04  
 77.712 AC

PHASING AGREEMENT  
 EXHIBIT B

File Projects/ Johnson SP/04/01/Preliminary Plan	Scale: OVERALL
Job No.: 211-H	Scale: (N/A)
Date: 06/05/12	Checked By: LMH, Drawn By: HD
Revision 1:	
Revision 2:	
Revision 3:	
Revision 4:	



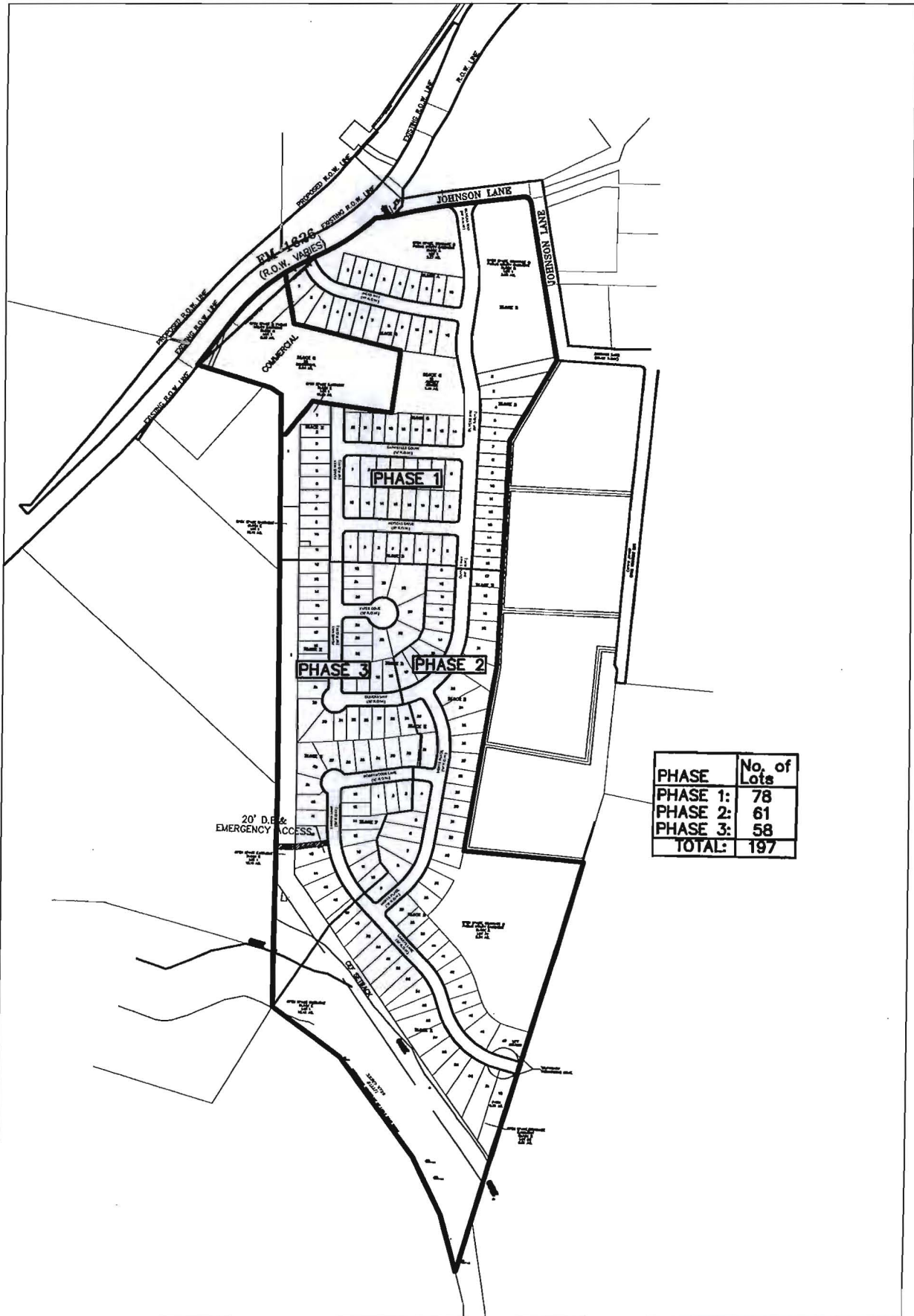
**THE HILLS OF BEAR CREEK  
 PRELIMINARY PLAN  
 OVERALL LAYOUT**

**HANRAHAN & PRITCHARD ENGINEERING, INC.**  
 CONSULTING ENGINEERS  
 1111 W. FM 1400, SUITE 100  
 8000 Com. Park Drive  
 AUSTIN, TEXAS 78754  
 OFFICE: 512.459.4704 FAX: 512.459.4752  
 HPE@hpe.com

**HPE**

SHEET  
 01 of 04





PHASE	No. of Lots
PHASE 1:	78
PHASE 2:	61
PHASE 3:	58
<b>TOTAL:</b>	<b>197</b>

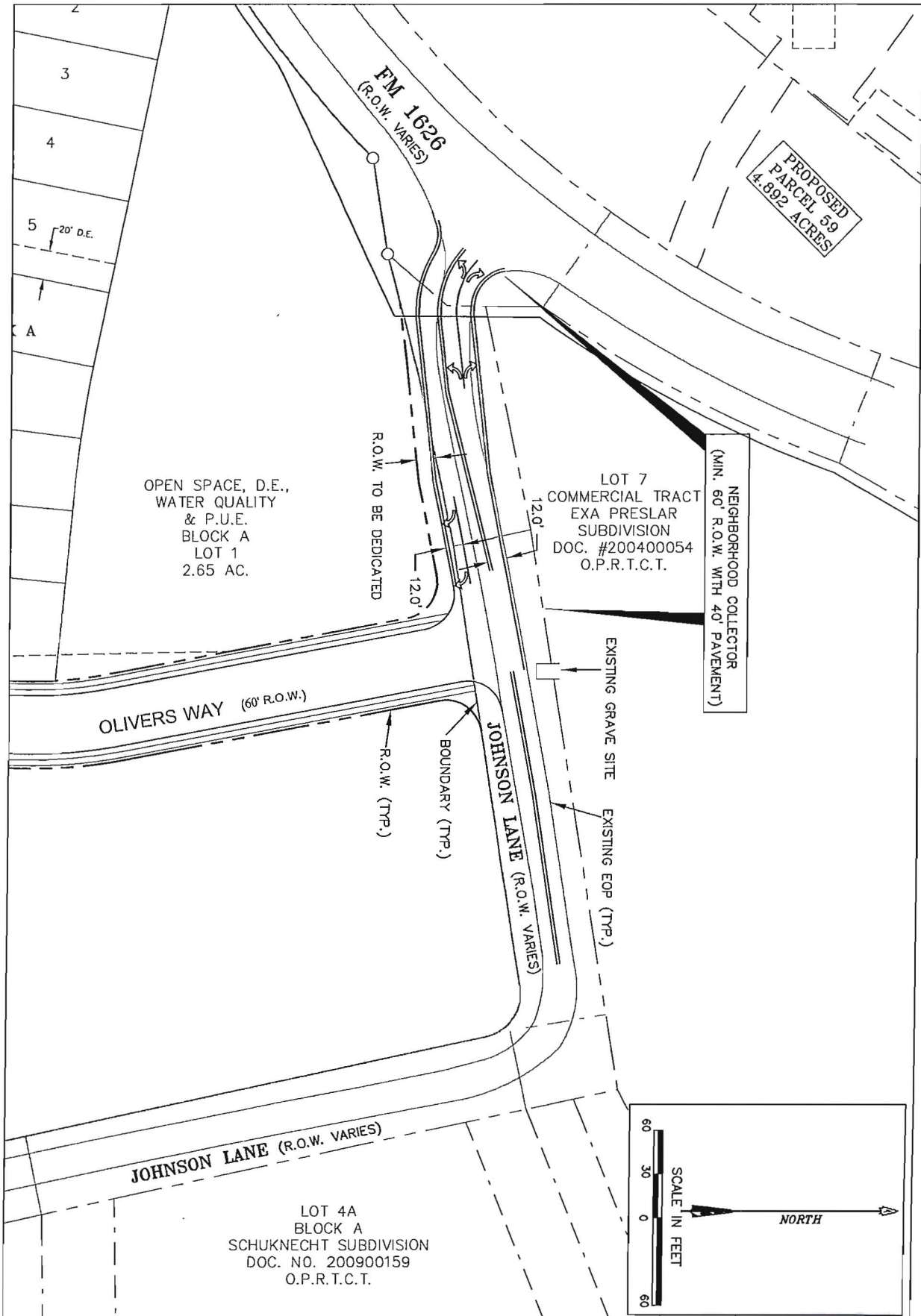
**HILLS OF SHADY HOLLOW  
PHASING AGREEMENT  
EXHIBIT C**

**HANRAHAN • PRITCHARD ENGINEERING, INC.**  
CONSULTING ENGINEERS  
(TX, ME, FL, MD, GA, NC)  
6333 Cross Park Drive  
AUSTIN, TEXAS 78764  
OFFICE 512.458.4734 FAX 512.458.4732  
Info@hpe-eng.com

**HPE**

File Project: PHASING AGREEMENT  
Job No. 27178  
Scale: N/A  
Date: 02/11/13  
Graphic: PHASING  
Scale: N/A  
Checked By: LHM/Drawn By: LH

**SHEET  
01 of 01**



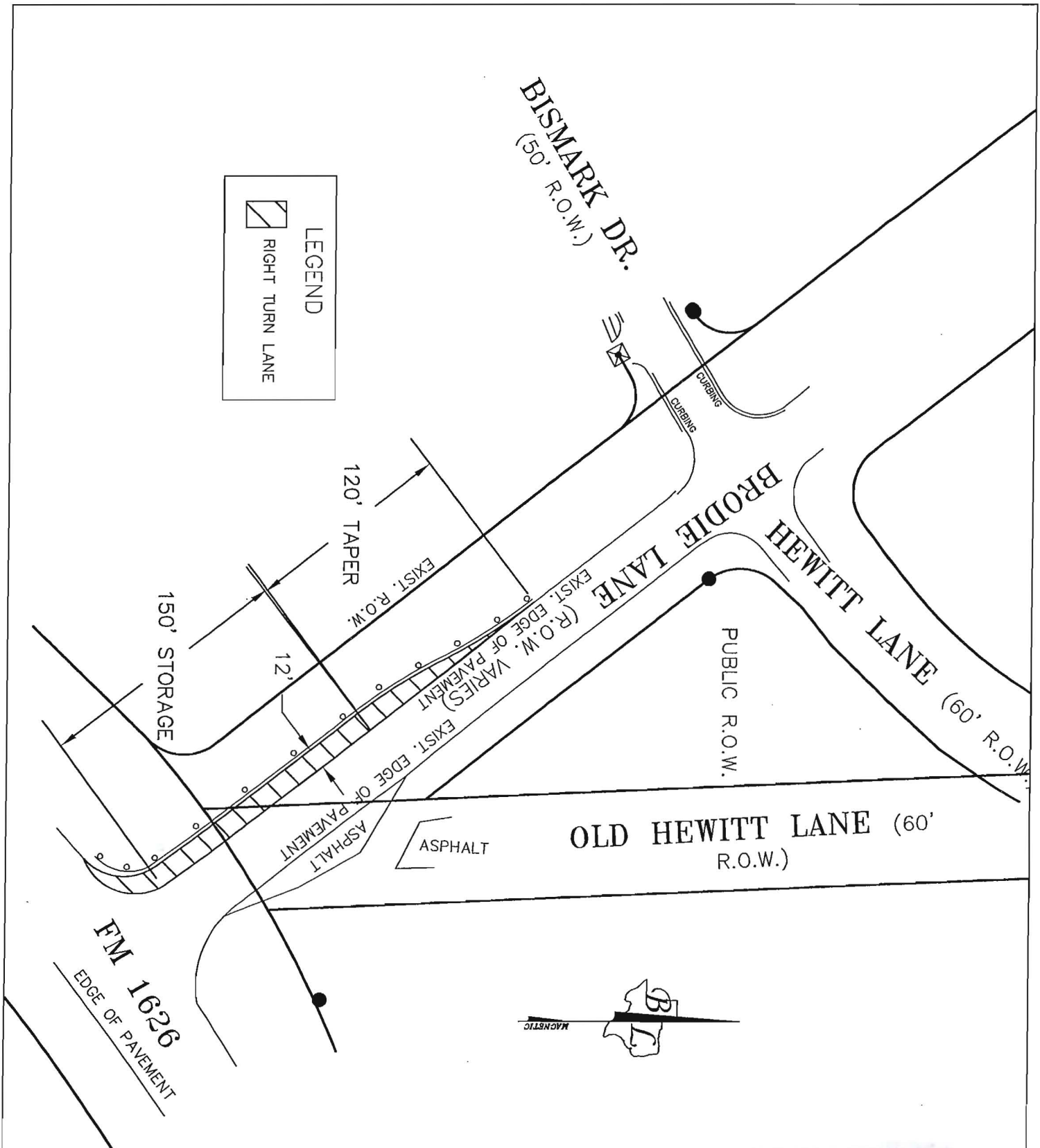
**THE HILLS OF SHADY HOLLOW  
JOHNSON LANE IMPROVEMENTS  
EXHIBIT D**

**HANRAHAN • PRITCHARD ENGINEERING, INC.**  
CONSULTING ENGINEERS  
(TX. PE FIRM REG. 6488)  
8035 Cross Park Drive  
AUSTIN, TEXAS 78754  
OFFICE 82.456.4734 FAX 82.456.4732  
info@hpe-eng.com

**HPE**

File Project/Title of Study	Hills of Shady Hollow Subdivision
Job No.	211-14
Scale (Sheet)	1"=50'
Date	4/8/13
Prepared By	EXHIBIT
Scale (Plan)	1"=50'
Checked By	LH
Drawn By	HD

**SHEET  
01 of 01**



**HILLS OF SHADY HOLLOW  
 PHASING AGREEMENT  
 RIGHT TURN LANE  
 EXHIBIT E**

**HANRAHAN • PRITCHARD ENGINEERING, INC.**

**CONSULTING ENGINEERS**

(TX. PE FIRM REG. #416)

8333 Cross Park Drive

AUSTIN, TEXAS 78754

OFFICE: 512.459.4734 FAX: 512.459.4752

info@hp-eng.com

**HPE**

File: Projects/ RT LANE

Job No. 211-18

Snapshot: 0

Scale (Hor.): N.T.S.

Scale (Vert.): N/A

Date: 02/13/2012

Checked By: LMH

Drawn By: LH

**SHEET**

**01 of 01**





www.alliance-transportation.com

## MEMORANDUM

**DATE:** February 15, 2013  
**TO:** Larry Hanrahan, P.E.  
**CC:**  
**FROM:** Scott A. Feldman, P.E., P.T.O.E.  
**RE:** Hills of Shady Hollow Right Turn Lane



2-15-13

**AUSTIN OFFICE**  
11500 Metric Blvd.  
Bldg. M-1, Suite 150  
Austin, TX 78758  
PHONE 512.821.2081  
FAX 512.821.2085  
TOLL FREE 866.576.0597

Alliance Transportation Group, Inc., (ATG) prepared the Traffic Impact Analysis (TIA) in support of the proposed Hills of Shady Hollow Subdivision in Travis County, Texas. The TIA included a recommendation for a right turn lane to be constructed on the southbound Brodie Lane approach to FM 1626. The TIA identified the Hills of Shady Hollow to be responsible for 11% of the construction cost of this right turn lane. This memorandum addresses the storage length recommended for this proposed right turn lane and a development threshold prior to incorporating the right turn lane.

The proposed storage length for a right turn lane on the Brodie Lane approach to FM 1626 is constrained by the intersection spacing between FM 1626 and Hewitt Lane/Bismark Drive. These two intersections are approximately 360 feet apart (measured from curb return to curb return). Following the City of Austin design guidelines (See Figure 1-11 in City of Austin Transportation Criteria Manual), and the recommended minimum storage for turning into an arterial (150 feet) yields a right turn length of 270 feet (including taper).

To evaluate the timing of the proposed improvement, the intersection of Brodie and FM 1626 was analyzed with various development density of residential development included. The first phase of the development is proposed to be 78 lots. Traffic from 78 lots of residential development was added to the intersection. Under this level of development, the intersection analysis indicated that the right turn lane would not be required. The development level was then intensified until the analysis revealed that the intersection level-of-service would require mitigation. The analysis performed indicated that mitigation would be required when 125 lots were constructed.

## EXHIBIT F

February 15, 2013

Re: Hills of Shady Hollow



Based on the analyses performed, a proposed right turn lane with 150 feet of storage (plus 120 foot taper) would be required on Brodie Lane approaching FM 1626. Further, analyses performed indicate that this turn lane would be necessary in conjunction with the final platting of the 125<sup>th</sup> residential lot of the subdivision. It is noted that should the commercial parcel be developed prior to the 125<sup>th</sup> residential lot, the threshold development level should be re-evaluated.

As the Hills of Shady Hollow is only responsible for funding 11% of the turn lane, it is our recommendation that the developer post their pro-rata share of the right turn lane construction with the platting of the 125<sup>th</sup> residential lot.

If you have questions or need any additional information related to this matter, please contact us at (512) 821-2081.

Hanrahan-Pritchard Engineering, Inc.  
8333 Cross Park Drive  
Austin, Texas 78754  
TX PE FIRM REG. # 416

**HPE**

**HILLS OF SHADY HOLLOW  
ENGINEER'S PRELIMINARY OPINION OF PROBABLE COST**

**RIGHT TURN LANE AT BRODIE LN (12' WIDTH)**

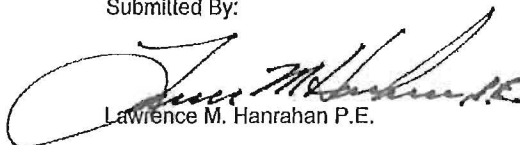
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>STREET IMPROVEMENTS</b>				
CLEARING & GRUBBING	0.10	AC	\$ 5,500.00	\$ 535.35
EXCAVATION/EMBANKMENT	365	SY	\$ 4.50	\$ 1,642.50
SUBGRADE PREP	365	SY	\$ 2.00	\$ 730.00
15" FLEX. BASE	365	SY	\$ 13.00	\$ 4,745.00
3" HMAC	320	SY	\$ 15.00	\$ 4,800.00
RIBBON CURB	318	LF	\$ 9.00	\$ 2,862.00
METAL BEAM GUARDRAIL	320	LF	\$ 30.00	\$ 9,600.00
TRAFFIC SIGNAL POLE RELOCATION	1	EA	\$ 30,000.00	\$ 30,000.00
STRIPING	1	LS	\$ 10,000.00	\$ 10,000.00
STREET SIGNS	4	EA	\$ 300.00	\$ 1,200.00
TRAFFIC CONTROLS	2	MO	\$ 5,500.00	\$ 11,000.00
<b>SUBTOTAL STREET IMPROVEMENTS</b>				<b>\$ 77,114.85</b>

<b>EROSION CONTROL</b>				
SILT FENCE	340	LF	\$ 2.50	\$ 850.00
CONST. ENTRANCE	1	EA	\$ 1,200.00	\$ 1,200.00
REVEGETATION	378	SY	\$ 3.00	\$ 1,134.00
25' ROCK BERM	4	EA	\$ 400.00	\$ 1,600.00
<b>SUBTOTAL E/S</b>				<b>\$ 4,784.00</b>

SUBTOTAL \$ 81,898.85  
CONTINGENCY - 10% \$ 8,189.89  
**TOTAL IMPROVEMENTS \$ 90,088.74**

11% of Total Improvements (per TIA by Alliance Transportation Group): \$ 9,909.76

Submitted By:

  
Lawrence M. Hanrahan P.E.



UNIT PRICES ARE ENGINEER'S ESTIMATE BASED ON ENGINEER'S PREVIOUS EXPERIENCE AND QUALIFICATIONS WHICH REPRESENT THE ENGINEER'S JUDGMENT AS A DESIGN PROFESSIONAL FAMILIAR WITH THE CONSTRUCTION INDUSTRY. QUANTITIES IDENTIFIED IN THIS ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS HAVE BEEN ESTIMATED BY HANRAHAN PRITCHARD ENGINEERING, INC. THE ENGINEER NEITHER MAKES REPRESENTATION NOR ACCEPTS RESPONSIBILITY AS TO THE ACCURACY OF THESE QUANTITIES AS STATED ABOVE. THE ENGINEER HAS NO CONTROL OVER THE COST OF LABOR, MATERIALS, EQUIPMENT, CONTRACTORS METHODS OF DETERMINING PRICES, COMPETITIVE BIDDING, OR MARKET CONDITIONS. ESTIMATE OF PROBABLE CONSTRUCTION COSTS, AS PROVIDED HEREIN, ARE APPROXIMATE, AND COMPILED ON THE BASIS OF THE ENGINEER'S EXPERIENCE AND QUALIFICATIONS WHICH REPRESENTS THE ENGINEER'S JUDGMENT AS A DESIGN PROFESSIONAL FAMILIAR WITH THE CONSTRUCTION INDUSTRY. THE ENGINEER CANNOT AND DOES NOT GUARANTEE THAT THE PROPOSALS, BIDS, OR ACTUAL CONSTRUCTION COSTS WILL NOT VARY FROM THESE ESTIMATES OF PROBABLE COSTS PREPARED FOR THE OWNER OR THE INTENDED RECIPIENT OF THIS DOCUMENT.

**EXHIBIT G**





## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

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

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

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on a request to authorize the filing of an instrument to reject the dedication and abandon the public streets known as Lenape Trail, Lenape Cove, Superview Drive, and Indian Scout Trail, all originally dedicated by The Overlook Estates, Phase 1 subdivision - a subdivision in Precinct Three.

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

A Commissioners Court hearing for this rejection of dedication and abandonment of public streets request was originally held on May 22, 2012. Action was not taken at that time. The Court requested that the applicant meet with neighboring property owners who showed concern and/or opposition during the hearing. An additional public hearing was held on July 30, 2013. Neighboring property owners again voiced their concerns and opinions (for and against) the privatization. However, the Court postponed taking action on the item until a later date.

### **STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff which finds the request meets Section 82.206(c) of the Travis County Standards for Construction of Streets and Drainage in Subdivisions. As such, TNR staff recommends the proposed action.

### **ISSUES AND OPPORTUNITIES:**

Since the hearing of May 22, 2012, additional meetings were held between the developer and the concerned neighboring property owners. It is staff's understanding that the meetings were inconclusive. The responses/opinions have been mixed.

If the request is approved, the developer will then move forward with submitting plans to get permitting for privacy gates at either end of the project.

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

None.

**ATTACHMENTS/EXHIBITS:**

Updated Request Letter  
Proposed Gate Locations  
Sign Affidavit and Pictures  
Original Packet - May 22, 2012

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429
Anna Bowlin	Division Director	Development Services & Long Range Planning	(512) 854-7561

**CC:**

Stacey Scheffel	Program Manager	TNR - Permits	(512) 854-7565
Chris Gilmore	Asst County Attorney	County Attorney	(512) 854-9415

**SM:AB:ps**

**1101 - Development Services Long Range Planning - The Overlook Estates, Section 1**

**LAW OFFICE OF TERRENCE L. IRION**

1250 S. Capital of Texas Highway  
3 Cielo Center, Suite 601  
Austin, Texas 78746

**Terrence L. Irion**

*Attorney at Law*  
(512) 347-9977  
(512) 306-8903-FAX  
[tirion@tirionlaw.com](mailto:tirion@tirionlaw.com)

June 6, 2013

VIA EMAIL: [paul.scoggins@co.travis.tx.us](mailto:paul.scoggins@co.travis.tx.us)

Mr. Paul Scoggins  
Engineer Specialist  
Travis County TNR  
P.O. Box 1748  
700 Lavaca Street, 5<sup>th</sup> Floor  
Austin, Texas 78701

RE: Application for Conversion of Existing Public Dedicated Street to Private Street  
Overlook Estates Phase I

Dear Paul:

Commissioner Daugherty is going to request that Judge Biscoe put an item for rejection of dedication and abandonment of public street on Linape Trail, Linape Cove, Sugarview Drive and Indian Scout Trail on the next agenda. This item was posted for action on May 22, 2012 and left pending by the Commissioners Court. It was Item 24 on that Agenda. Please confirm that there are no outstanding items that you need to complete the agenda packet (all material from Item 24 on the May 24, 2012 Agenda should be sufficient).

The support letter that we had from FSD #3 stated, "Security gates, if installed at the main entrances of the development shall have an approved KNOX emergency override electric key switch installed in an approved location. The key switch may be ordered at our office during standard business hours. The security gate if installed shall also have an additional means of operation during a power loss condition." Applicant intends to install security gates that meet this specification.

Please advise if there is any additional submittals you will require for the agenda packet prior to June 25. Thank you for your attention to this matter.

Sincerely,

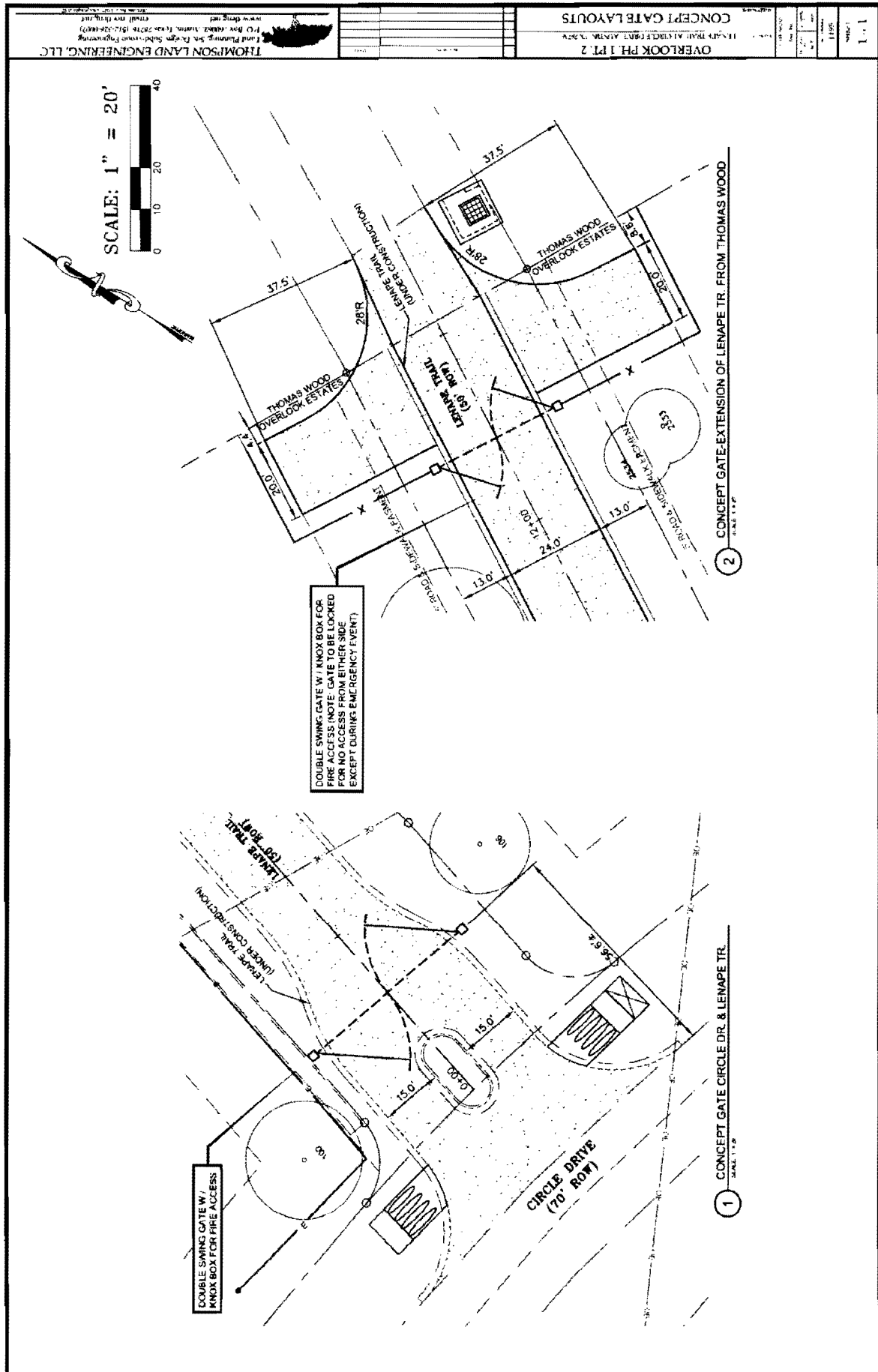


Terrence L. Irion

TLI:lm

Cc: Keith Schoenfelt  
Steve Turnquist







**TRANSPORTATION AND NATURAL RESOURCES**

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

**AFFIDAVIT OF POSTING**

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

A Public Notice of Public-Private sign was posted on July 9, 2013, on the intersection of Lenape Trail and Circle Drive, at the north end of the Overlook Estates Section 1 subdivision, and the intersection of Thomaswood Lane and Thomas Spring Road at a point as near as practical to the area of ROW being privatized, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 9 DAY OF July, 2013.

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

cc: Garcia (sign shop)

M:\PERMITS\Vacate\12ROW\Overlook Estates I\SignRequest-LenapeTrail.doc








# **NOTICE OF PUBLIC HEARING**

**JULY 30, 2013, AT 9:00 AM**

**RIGHT OF WAY EASEMENT PUBLIC  
TO PRIVATE STREETS**

**TO APPROVE THE CHANGE IN STATUS FROM  
PUBLIC STREETS TO PRIVATE STREETS,  
THE OVERLOOK ESTATES SECTION ONE—  
A SUBDIVISION IN PRECINCT 3**

**A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
700 LAVACA ST. AUSTIN TEXAS  
FOR MORE INFORMATION CALL 854-9383**



**NOTICE OF  
PUBLIC HEARING**  
JULY 30, 2013 AT 9:00 AM  
RIGHT OF WAY EASEMENT PUBLIC  
TO PRIVATE STREETS

TO APPROVE THE CHANGE IN STATUS FROM  
PUBLIC STREETS TO PRIVATE STREETS  
THE OVERLOOK ESTATES SECTION ONE -  
A SUBDIVISION IN PRECINCT 3

A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
700 LAVACA ST. AUSTIN, TEXAS  
FOR MORE INFORMATION CALL 512-928-3283



# **NOTICE OF PUBLIC HEARING**

**JULY 30, 2013, AT 9:00 AM**

**RIGHT OF WAY EASEMENT PUBLIC  
TO PRIVATE STREETS**

**TO APPROVE THE CHANGE IN STATUS FROM  
PUBLIC STREETS TO PRIVATE STREETS,  
THE OVERLOOK ESTATES SECTION ONE—  
A SUBDIVISION IN PRECINCT 3**

**A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS' COURTROOM  
700 LAVACA ST. AUSTIN, TEXAS  
FOR MORE INFORMATION CALL 854-9383**





## NOTICE OF PUBLIC HEARING

JULY 30, 2013, AT 9:00 AM

RIGHT OF WAY EASEMENT PUBLIC  
TO PRIVATE STREETS

TO APPROVE THE CHANGE IN STATUS FROM  
PUBLIC STREETS TO PRIVATE STREETS,  
THE OVERLOOK ESTATES SECTION ONE--  
A SUBDIVISION IN PRECINCT 3

A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
700 LAVACA ST AUSTIN, TEXAS  
FOR MORE INFORMATION CALL 854-9383

# NOTICE OF PUBLIC HEARING

JULY 30, 2014 AT 9:00 AM  
RIGHT OF WAY DEDICATION PUBLIC  
TO PRIVATE STREETS

TO APPROVE THE CHANGE IN STATUS FROM  
PUBLIC STREETS TO PRIVATE STREETS,  
THE OVERLOOK ESTATES SECTION ONE—  
A SUBDIVISION IN PRECINCT 3

A HEARING WILL BE HELD AT  
THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
1001 AVA CIRCLE AUSTIN, TEXAS

FOR MORE INFORMATION CALL 854-9883



## Travis County Commissioners Court Agenda Request <sup>24</sup>

**Meeting Date:** May 22, 2012

**Prepared By:** Darla Vasterling **Phone #:** 854-7564

**Division Director/Manager:** Anna Bowlin, Division Director of Development Services <sup>AB</sup>

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on a request to authorize the filing of an instrument to reject the dedication and abandon the public streets - Lenape Trail, Lenape Cove, Superview Drive, and Indian Scout Trail, all originally dedicated by the plat of The Overlook Estates Phase 1, a subdivision in Precinct Three.

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

On May 20, 1986, the Travis County Commissioners Court passed an Order authorizing the filing for record of the plat of The Overlook Estates 1. In that document the developer Spindletop Savings Association President David L. Parsley signed a statement which dedicated the streets, shown on the plat, to the public.

In a letter from the Law Office of Terrence L. Irion, dated March 27, 2012, Mr. Irion presents the Declaration of Covenants, Conditions, and Restrictions, for the subdivision, which show that the Association shall maintain, repair, and replace, as necessary, all private improvements in the public right of way and/or the roads themselves, should they become private.

The Attorney for the developers, Mr. Irion requests that the streets of this subdivision be declared private by action of the Travis County Commissioners Court. Therefore the Travis County Commissioners Court shall have the Public Hearing on this date of May 22, 2012, in regards to rejecting the dedication and abandoning these streets.

### **STAFF RECOMMENDATIONS:**

The request has been reviewed by TNR staff and staff finds the request meets Section 82.206(c) of the Travis County Standards for Construction of Streets and Drainage in Subdivisions. As such, TNR staff recommends rejecting the dedication and abandoning the streets of this subdivision.

### **ISSUES AND OPPORTUNITIES:**

On March 3, 2012, developers and engineers met with the neighborhood, in order to inform them of the proposed change in status of the roads in this subdivision. Mr. Irion has reported, in his letter dated March 27, 2012, that most of the residents who attended the meeting were not opposed to the change. Although it is possible that one or two may speak against this action, no one has contacted staff in this regard. One resident of Ridge at Thomas Springs requested another sign at Thomaswood Lane and Thomas Springs Drive.

The applicant has submitted Statements from utility companies, the City of Austin Transportation, the emergency services district, and the school district stating that they have no objection to this subdivision converting to private streets. Additionally, the applicant has submitted the homeowners association of incorporation, the bylaws of the association, and the covenants, restrictions, and restrictions showing that there is a body in place to maintain the streets.

Some of the lots have been sold and the applicant is collecting letters of approval of conversion from public to private streets.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A.

**ATTACHMENTS/EXHIBITS:**

Letter from T.L. Irion

Posted signs and sign in sheet  
for March 3 meeting

Letter from Thompson Land Engineering  
plat of the Overlook Estates Phase 1

Statements from utility companies, City of  
Austin, TC ESD #3, Austin ISD

Letter from homebuilders

Photos of signs for public hearing

Map

Order

**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:**

Chris Gilmore	Assist. County Atty.	County Attorney	854-9415
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**SM:AB:dv**

**1101 - Development Services - Overlook Estates Phase 1**

**1105 - Subdivision - Overlook Estates Phase 1**

**LAW OFFICE OF TERRENCE L. IRION**

1250 S. Capital of Texas Highway  
3 Cielo Center, Suite 601  
Austin, Texas 78746

**Terrence L. Irion**

*Attorney at Law*

(512) 347-9977

(512) 306-8903-FAX

[tirion@tirionlaw.com](mailto:tirion@tirionlaw.com)

March 27, 2012

VIA EMAIL: [darla.vasterling@co.travis.tx.us](mailto:darla.vasterling@co.travis.tx.us)

Ms. Darla Vasterling  
Engineering Specialist  
Travis County TNR  
411 W. 13<sup>th</sup> Street  
Austin, Texas 78701

RE: The Overlook Estates Phase I – Request to convert publicly  
dedicated right-of-way to private streets

Dear Ms. Vasterling:

Attached please find an electronic copy of the completed application package to convert the above referenced public street to a private street. This application package has been approved by the City of Austin and all public utility service providers including AT&T, PEC, Time Warner Cable and Austin Water Utility. It has also been approved by Fire Department which services this area, ESD No. 3.

Request is made that the item be scheduled on the agenda of the Commissioner's Court for the next available meeting.

I am also attaching with this letter The Overlook Estates Phase I Homeowners Association, Inc. Certificate of Filing; a copy of The Overlook Estates Phase I Declaration of Covenants, Conditions and Restrictions, which includes a private street maintenance covenant.

When Phase Two of the Street is extended to The Ridge at Thomas Springs, a fire access gate will be installed to specifications approved by ESD No. 3.

On March 3, 2012, a neighborhood meeting was held onsite in The Overlook and all lot owners in The Ridge at Thomas Springs were invited to attend to learn more about the plans for The Overlook Development and the private street conversion. I am attaching photos of the tent meeting and also of the notices that were placed at the entrance to The Ridge at Thomas Springs notifying the neighbors of the meeting. Letters were also sent to the property owners immediately adjacent to The Overlook Subdivision. Nineteen residents attended the meeting. All seemed to generally support or at least not oppose the emergency access only connection to the extension of Linape Trail into The Ridge at Thomas Ridge Springs Subdivision with the exception of one lady who owns a 5 acre out parcel (not part of either subdivision) and one woman on Rawhide Trail. A copy of the sign-in sheet for the meeting is also attached for your reference.

Mr. Vasterling  
March 27, 2012  
Page 2

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Having satisfied all the requirements of the County Ordinance for conversion of public dedicated street to private streets, the Applicant respectfully requests that this item be put on the Commissioner's Court agenda for consideration.

Respectfully submitted,



Terrence L. Irion

TLI:lm  
Enclosure(s)  
Cc: Ric Thompson  
Keith Schoenfelt  
Michele Turnquist

# Overlook Meeting

Name	Phone / Email	Address
Cliff A. Powers	Austin (cliff)@swc-journal	10712 Thomaswood
Glenn Rinkenberg	Kyakpirate@yahoo.com	7306 Lenape
Leona Rice		7306 Lenape
Ann Myers	practicingcounselor.com	10203 Rising Smoke
Lois Rice	lricerand@earthlink.net	10210 Thomaswood
Groce Gottschalk		
Earl W. Gottschalk	ewg@railroad@yahoo.com	10204 Thomaswood
JOE CALOVIC	288-0287 J.CALOVIC@SIXGLOBAL.NET	10201 THOMASWOOD
DANIEL ELIZABETH VANCE	(512) 288-5371	10402 Thomaswood
<del>Ronald Whitehead</del>	<del>288-7280</del>	<del>ELIZAVANCE@SIXGLOBAL.NET</del>
Ronald Whitehead	288-7280	7309 Lenape Tr
Lehman Clark		Thomaswood
Manan Keyes		
Leonard & Melba Voeltinger	voeltinger@aol.com	10102 Lenape
* Gaynelle Hirsch	415-5719 g_hirsch@at.net	7310 Lenape
* Rip Hirsch	633-6814 riphirsch@hotmail.com	"
Daniel Balboa	899-2757	10203 Rising Smoke LP
* Kristen Anderson	769-6785 kristenanderson@swbell.net	
* Max Brown	712-5725 kristenanderson@swbell.net	
Tonya Bills	775-5472 TBills617@yahoo.com	10205 RAINBOW TRAIL

10412 Rainhide TRAIL

OK WITH PRIVATE - NO CUT THRU  
AT A THIRZA STREET - Thomaswood  
Don't want Street Light

895-8427  
Glenn  
Rinkenberg

I do support moving Lenape a private street  
for overlook as long as you make a public accessible  
walk thru path when you put up a gate for phase 2







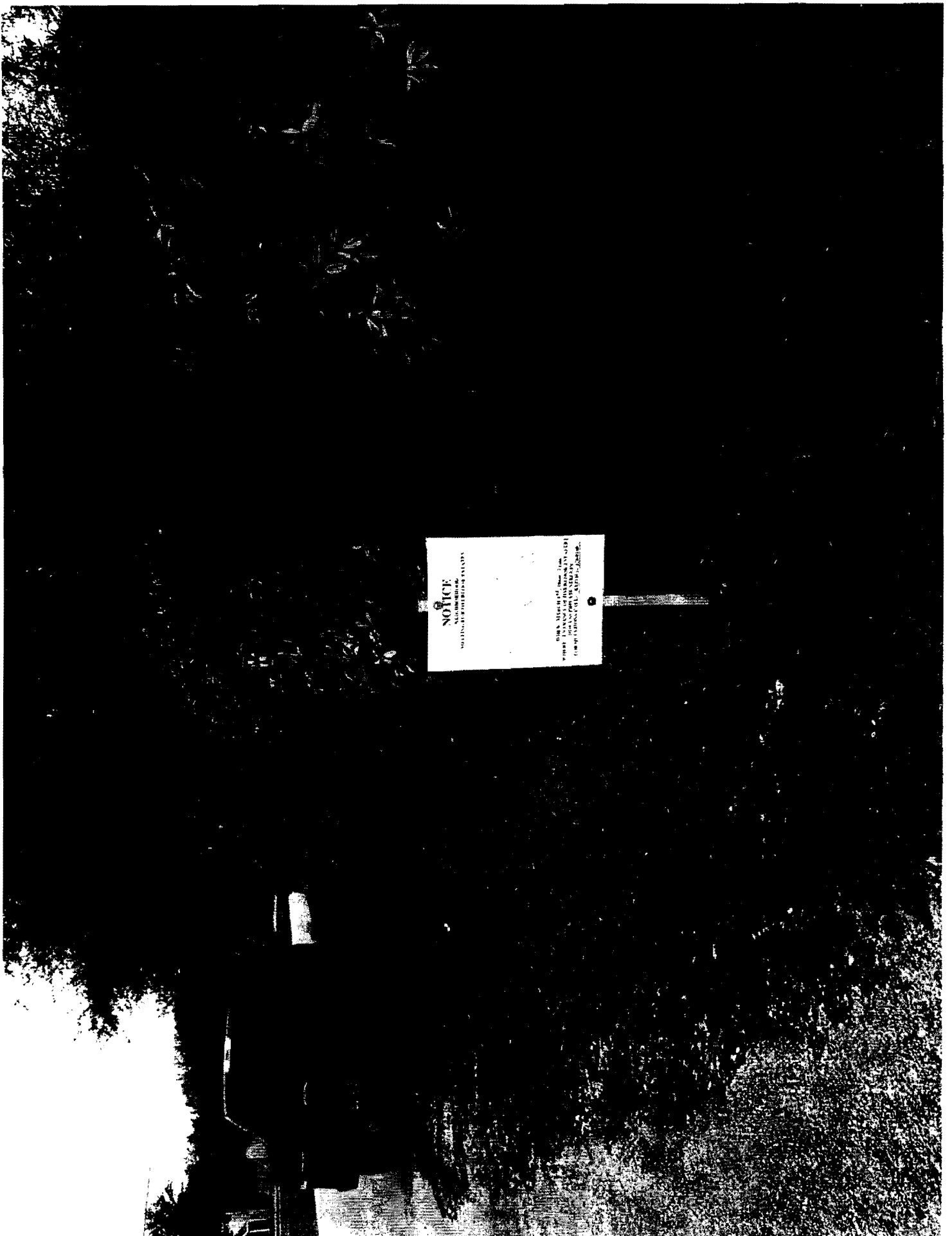
## **Darla Vasterling**

---

**From:** Vince Huebinger <vinceh@flash.net>  
**Sent:** Wednesday, February 29, 2012 11:52 AM  
**To:** Darla Vasterling; Anna Bowlin  
**Cc:** Terry Irion; Keith Schoenfelt  
**Subject:** Fw: Overlook Meeting this weekend (part 1)  
**Attachments:** DSC00134.JPG; DSC00137.JPG; DSC00135.JPG; DSC00136.JPG

Anna/Darla; We will be having our meeting this saturday at 10am, March 3rd on site with the neighborhood stakeholders and interested parties. There will be a small tent set up at the entry to discuss the private street request. Attached are part 1 of a 3 part email showing the signs that have been put up for notices to all adjoining neighbors interested in attending. You are free to attend this meeting if you would like. Once this meeting is over we will report the results to your office and then proceed to commissioners court with the specific request for private streets. The owners will reserve their right to file request for gated streets to Travis County based on 30-2-159 (L) 1 & 2 at a later date. Thanks, please feel free to call if you have any questions.

**Vincent G. Huebinger**  
**Bleyl & Assoc. Inc.**  
(512) 328-7878







**LAW OFFICE OF TERRENCE L. IRION**

1250 S. Capital of Texas Highway  
3 Cielo Center, Suite 601  
Austin, Texas 78746

**Terrence L. Irion**  
*Attorney at Law*  
(512) 347-9977  
(512) 306-8903-FAX  
[tirion@tirionlaw.com](mailto:tirion@tirionlaw.com)

December 21, 2011

VIA EMAIL: [darla.vasterling@co.travis.tx.us](mailto:darla.vasterling@co.travis.tx.us)

Ms. Darla Vasterling  
Travis County TNR  
411 W. 13<sup>th</sup> Street  
Austin, Texas 78701

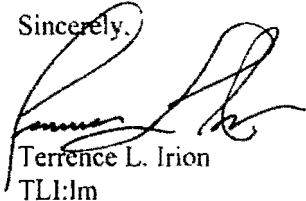
Re: The Overlook Estates Phase I

Dear Ms. Vasterling:

Please find a copy of the typical letter being sent to lot owners in the Ridge at Thomas Springs. As best we can tell, there is no homeowners association so there is no association contact to whom such a letter can be directed.

Thank you for your attention to this matter.

Sincerely,



Terrence L. Irion

TLL:lm

Cc: Keith Schoenfelt  
Ric Thompson

**LAW OFFICE OF TERRENCE L. IRION**

1250 S. Capital of Texas Highway  
3 Cielo Center, Suite 601  
Austin, Texas 78746

**Terrence L. Irion**  
*Attorney at Law*  
(512) 347-9977  
(512) 306-8903-FAX  
tirion@tirionlaw.com

December 21, 2011

Hirsch Gaynelle Baker  
7310 Linape Trail  
Austin, Texas 78736-2803

Dear Ms. Baker:

I represent the owners of the Overlook Estates Phase 1 Subdivision, which was platted and recorded in 1986, but which is just now being developed in phases. The first phase of construction which is being completed at this time will build out the streets and utility infrastructure to serve approximately 35 lots along Linape Trail from Circle Drive. The road construction of this phase will stop short of extending Linape Trail to The Ridge at Thomas Springs.

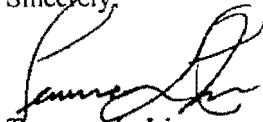
A subsequent phase will eventually build Linape Trail to the street stub-out at The Ridge at Thomas Springs, but no time table has yet been set for this subsequent construction.

The purpose of this letter is to inform you that the owners have requested conversion of the plat dedicated public streets in The Overlook Estates to private streets with the right to install a privacy gate at the entrance on Circle Drive. The conversion to private street request to Travis County will be subject to extension of Linape Trail to the common boundary line with The Ridge at Thomas Springs with the construction of an emergency access gate to allow public emergency service provider access through the street connection. The gate will be installed with a knox box accessible by all public emergency service providers.

If you have any questions regarding this future emergency access or the privatization of Linape Trail through The Overlook Estates, please contact either Keith Schoenfelt at The Overlook Joint Venture (512) 626-3504 or the undersigned.

Also, we have not been able to identify any neighborhood association officers for The Ridge at Thomas Springs. If you know of an association contact within your neighborhood, please advise and I will be happy to provide a copy of this letter your association.

Sincerely,



Terrence L. Irion

TLI:lm

Cc: Keith Schoenfelt



## THOMPSON LAND ENGINEERING, LLC

*Land Planning, Site Design, Subdivision Engineering*

---

December 15, 2011

Mr. Steven Manilla, P.E., County Executive  
Transportation and Natural Resources  
Travis County  
P.O. Box 1748  
Austin, Texas 78767

**RE: Letter of request to convert Publicly Dedicated Right-of-Way to Private Streets**  
**Legal name of subdivision: The Overlook Estates Phase 1**  
**TLE No.: 1103**

Dear Mr. Manilla,

This letter is to request that the publicly dedicated right-of-way shown on the plat for The Overlook Estates Phase I (Lenape Trail, Superview Drive, and Indian Scout Trail) be converted to private streets. We are seeking the conversion for the following reasons.

- The limiting of traffic will provide a safer environment for the children since children can often wander into the street.
- Converting the streets to private will provide the subdivision with a better feeling of security.
- Converting the streets to private will allow to the installation of community landscaping, irrigation, and monumentation without a licensing agreement.
- All of the drainage from the subdivision goes to Barton Creek. All of the drainage from Circle Drive does not necessarily go into Barton Creek. Therefore, by limiting traffic in the subdivision (limiting the "cut through" traffic) it should help limit the pollutant load to the creek.
- The City of Austin would not accept the park lot as a public park. Therefore, converting the streets to private should help reduce any confusion about the park lot being a City or County maintained park.

Included in this application are the unsigned documents for the easements and the Homeowners Association's Declaration of Covenants, Conditions and Restrictions (Items 3, 4 & 5) for legal review. We are awaiting the Homeowners Association Certificate of Incorporation (Item 2). We have the signed letters from all the utility companies (Item 6) and the Emergency Services District (Item 7) stating that they have no objection to the streets converting to private. We are awaiting the same letter from AISD Transportation Director (Item 7) and expect to have it shortly. We are also awaiting the letter from the City of Austin concurring with the request but we understand that we have their approval verbally (Item 8). There is no access needed for adjacent property from the private street (Item 9).

Should you need additional information for the administrative aspects of processing this request, please contact myself or Gwen Gates at 328-0002. Should you need additional owner information or should you



Mr. Joseph P. Gieselman, Executive Manager  
Transportation and Natural Resources  
December 15, 2011  
Page 2

wish to talk to the owner, please contact Keith Schoenfelt, President Corum Development, Inc. at 512-626-3504.

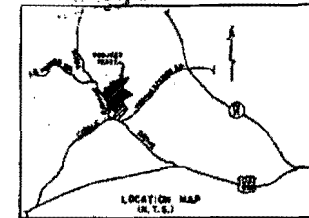
Sincerely,  
THOMPSON LAND ENGINEERING, LLC

A handwritten signature in black ink, reading "Robert C. Thompson". The signature is written in a cursive style with a large, stylized "R" and "T".

Robert C. (Ric) Thompson, P.E.  
M.S., C.F.M., C.P.E.S.C.

1936 East Australia  
P. P. O. Box 603, Gladstone, Q 7804  
(069) 368-2265

Vol. 86 153a



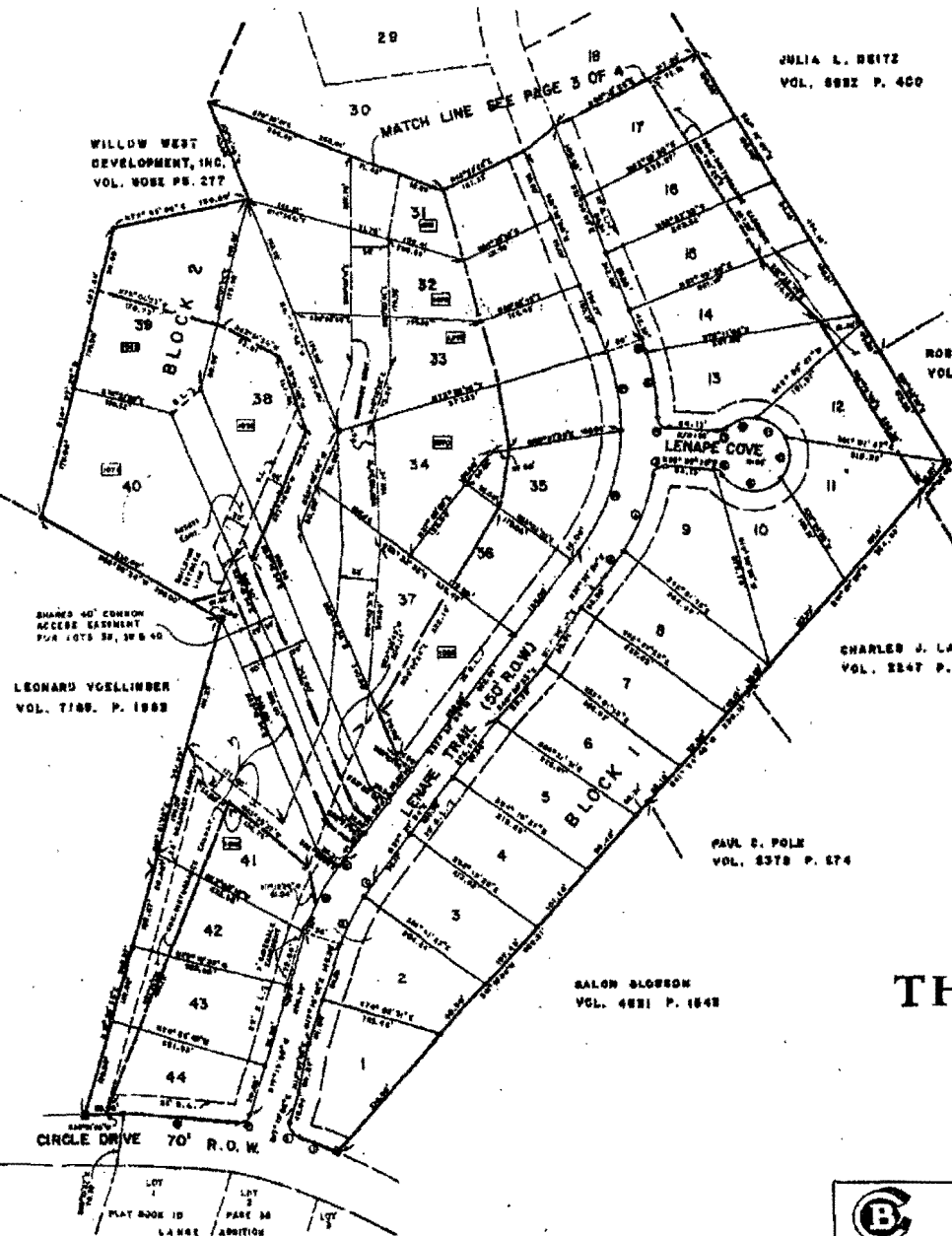
SCALE: 1" = 100'

**LEGEND**

- IRON PIN SET
- IRON PIN FOUND
- CONCRETE MONUMENT SET
- MINIMUM 1st FLOOR ELEVATION
- BL. BUILDING LINE

**LOT AREAS**

LOT	AREA	AREA
1	1	0.514 Ac.
2	1	0.513 Ac.
3	1	0.500 Ac.
4	1	0.500 Ac.
5	1	0.500 Ac.
6	1	0.502 Ac.
7	1	0.500 Ac.
8	1	0.501 Ac.
9	1	0.500 Ac.
10	1	0.502 Ac.
11	1	0.502 Ac.
12	1	0.500 Ac.
13	1	0.500 Ac.
14	1	0.500 Ac.
15	1	0.500 Ac.
16	1	0.501 Ac.
17	1	0.500 Ac.
18	1	0.500 Ac.
19	1	0.502 Ac.
20	1	0.502 Ac.
21	1	0.502 Ac.
22	1	0.502 Ac.
23	1	0.502 Ac.
24	1	0.502 Ac.
25	1	0.502 Ac.
26	1	0.502 Ac.
27	1	0.502 Ac.
28	1	0.502 Ac.
29	1	0.502 Ac.
30	1	0.502 Ac.
31	1	0.502 Ac.
32	1	0.502 Ac.
33	1	0.502 Ac.
34	1	0.502 Ac.
35	1	0.502 Ac.
36	1	0.502 Ac.
37	1	0.502 Ac.
38	1	0.502 Ac.
39	1	0.502 Ac.
40	1	0.502 Ac.
41	1	0.502 Ac.
42	1	0.502 Ac.
43	1	0.502 Ac.
44	1	0.502 Ac.



JULIA L. BEITZ  
VOL. 6882 P. 400

ROBERT D. PAVLICA  
VOL. 4301 P. 1748

CHARLES J. LANE  
VOL. 2247 P. 488

PAUL D. POLE  
VOL. 2378 P. 674

SALON BLOWSON  
VOL. 4881 P. 1648

**CURVE DATA**

CURVE NO.	RADIUS	ARC	CHORD	CHORD BEARING
1	722.18'	59.00'	58.98'	N 70° 35' 34" W
2	19.00'	21.25'	21.25'	N 87° 47' 30" W
3	175.00'	72.50'	72.50'	N 84° 31' 49" W
4	775.00'	75.00'	75.00'	S 33° 01' 30" E
5	522.00'	42.38'	42.31'	N 37° 53' 53" E
6	185.00'	107.98'	107.48'	N 30° 21' 02" E
7	11.00'	21.78'	18.89'	N 52° 45' 24" E
8	15.00'	13.82'	15.16'	N 59° 36' 41" E
9	30.00'	50.79'	74.82'	N 60° 27' 18" E
10	30.00'	81.34'	37.68'	N 77° 16' 04" E
11	50.00'	58.64'	48.33'	N 54° 49' 18" E
12	30.00'	85.40'	45.81'	N 68° 22' 06" E
13	39.80'	55.62'	12.18'	N 69° 52' 06" E
14	11.00'	21.79'	19.81'	N 43° 58' 19" E
15	243.00'	88.95'	88.81'	N 10° 13' 07" E
16	343.00'	20.08'	20.08'	N 89° 48' 82" E
17	375.00'	105.43'	209.09'	N 10° 21' 48" E
18	275.00'	178.38'	172.43'	N 19° 31' 49" E
19	775.00'	84.23'	14.32'	N 34° 32' 39" E
20	915.00'	103.00'	100.60'	N 24° 15' 13" E
21	13.00'	21.73'	15.90'	N 34° 51' 28" E
22	722.18'	194.07'	155.76'	N 85° 47' 52" E

# THE OVERLOOK ESTATES PHASE 1

PAGE 2 of 4

C8-85-110.1(86)

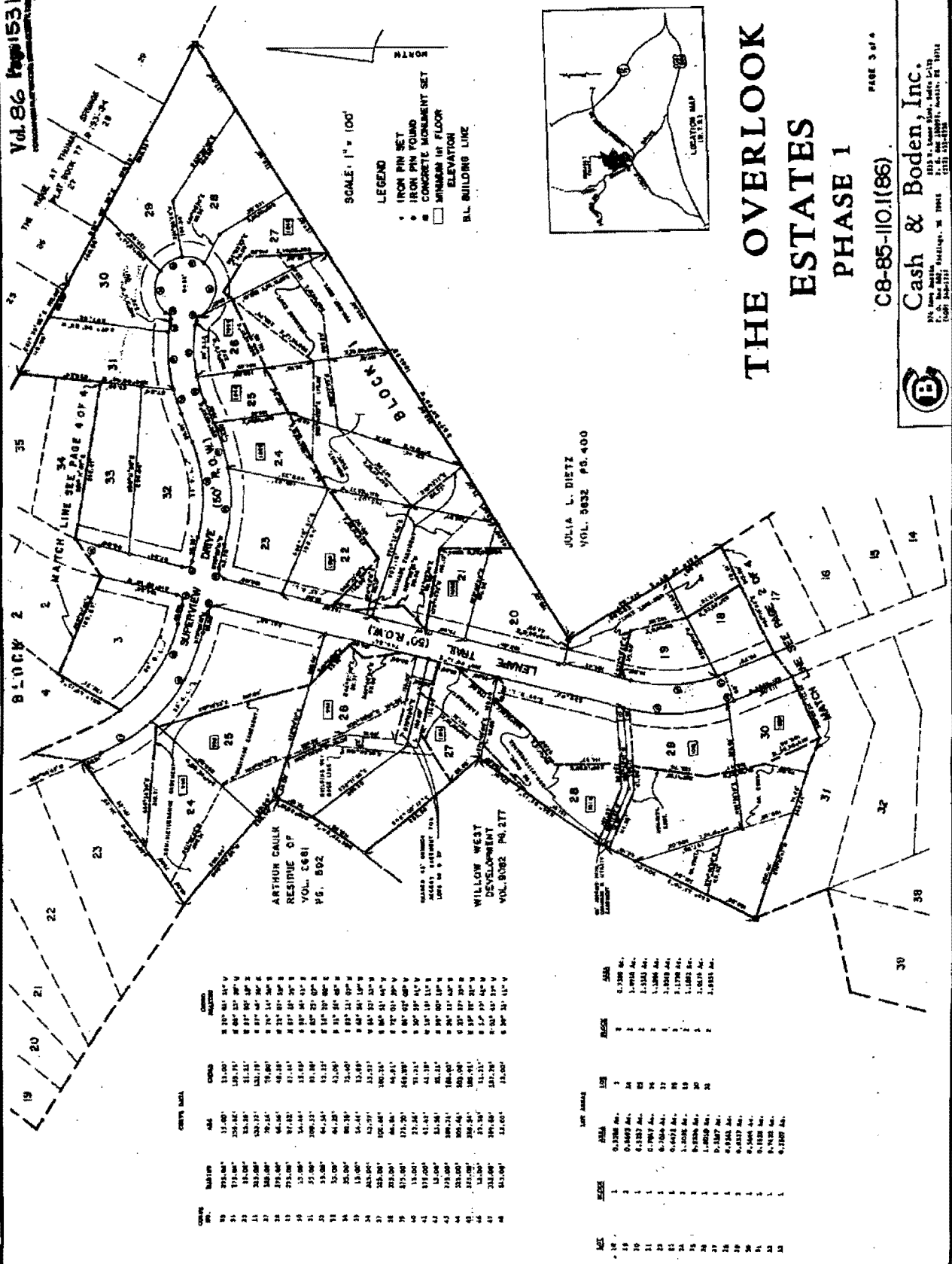
Cash & Brown, Inc.



274 South Maple  
P. O. Box 282, Houston, TX 77002  
(409) 541-1267

3542 S. Lamar Blvd., Suite L-151  
P. O. Box 100990, Austin, TX 78710  
(512) 421-0010

Vol. 86 Page 153 b



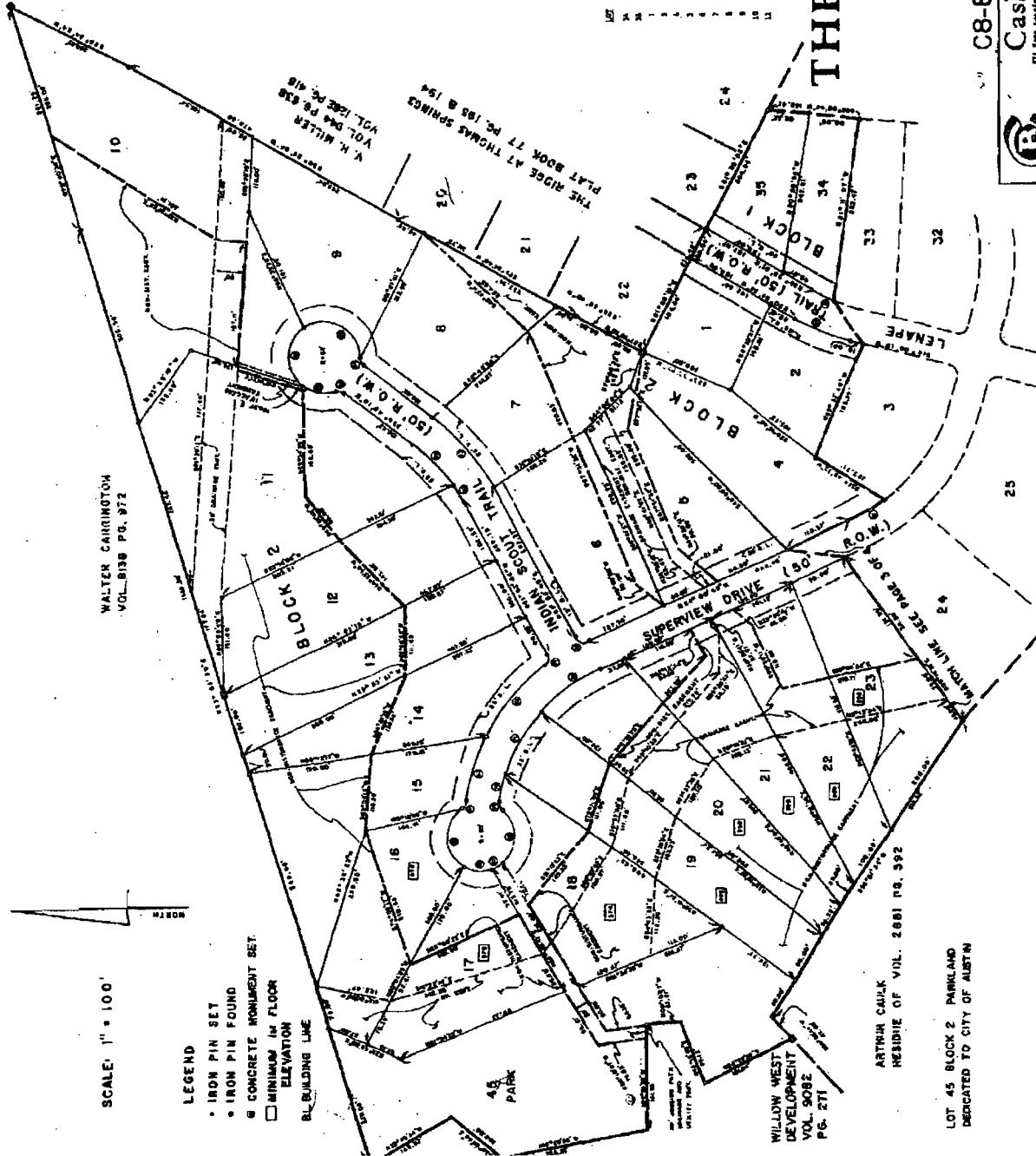
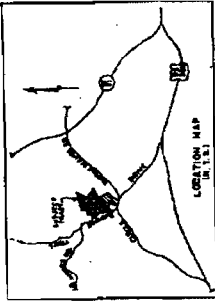
# THE OVERLOOK ESTATES PHASE 1

C8-85-110.1(86)  
PAGE 3 of 4  
Cash & Boden, Inc.  
1815 N. Lincoln Blvd., Suite 100  
P.O. Box 1000  
Chicago, IL 60612  
(312) 334-1100





Vol. 86 PG. 153c  
CASH & BODEN, INC.



SCALE: 1" = 100'

LEGEND

- IRON PIN SET
- IRON PIN FOUND
- CONCRETE MONUMENT SET
- MINIMUM 1st FLOOR ELEVATION
- BUILDING LINE

AREA	ACRES	FEET	INCHES	FEET	INCHES	FEET	INCHES	FEET	INCHES
1	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
2	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
3	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
4	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
5	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
6	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
7	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
8	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
9	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
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13	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
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41	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
42	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
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45	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0

LOT	AREA	ACRES	FEET	INCHES	FEET	INCHES	FEET	INCHES	FEET	INCHES
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2	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0
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7	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0
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44	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0
45	0.01	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0

# THE OVERLOOK ESTATES PHASE 1

PAGE 4 of 4

C8-85-110.1(86)

Cash & Boden, Inc.

3100 N. Loop West, Suite 1000  
Houston, Texas 77019  
(713) 861-1100





**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

**EASEMENT REQUIREMENT STATEMENT FOR CONVERTING PUBLIC STREETS  
TO PRIVATE STREETS**

Item #6 & #7

An application is being made to Travis County for the Conversion from Public Streets to Private Streets in Overlook Estates Phase I subdivision 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 approve the change from Public Street Easements to Private Street Easements as described in the accompanying document.

X We do approve the change from Public Street Easements to Private Street Easements as described in the accompanying document. A map of the subject streets is attached. (Note: this approval is with the understanding that we will not be denied access to our facilities.)

*[Signature]*  
Signature

*BRADY KARNES*  
Printed Name

*DISTRICT ENGINEERING SERVICE*  
Title

*PEC*  
Utility Company or District

*3/18/11*  
Date

Please return this completed form to:  
David Knoll  
c/o Thompson Land Engineering, LLC  
904 N. Cuernavaca  
Austin, Texas 78733



**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

**EASEMENT REQUIREMENT STATEMENT FOR CONVERTING PUBLIC STREETS  
TO PRIVATE STREETS**

Item #6 & #7

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\_\_\_\_\_  
Signature

W. M. S. GESSAS  
\_\_\_\_\_  
Printed Name

MGR DESIGN AT&T (CONTRACTOR)  
\_\_\_\_\_  
Title

AT&T  
\_\_\_\_\_  
Utility Company or District

3-23-2011  
\_\_\_\_\_  
Date

Please return this completed form to:  
David Knoll  
c/o Thompson Land Engineering, LLC  
904 N. Cuernavaca  
Austin, Texas 78733



**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

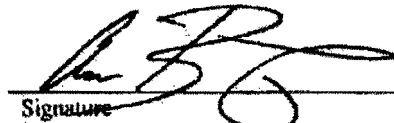
**EASEMENT REQUIREMENT STATEMENT FOR CONVERTING PUBLIC STREETS  
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**STATEMENT**

- ☐ We do not approve the change from Public Street Easements to Private Street Easements as described in the accompanying document.
- ☒ We do approve the change from Public Street Easements to Private Street Easements as described in the accompanying document. A map of the subject streets is attached. (Note: this approval is with the understanding that we will not be denied access to our facilities.)

  
Signature

AARON BERRY  
Printed Name

DESIGN SUPERVISOR  
Title

TIME WARNER CABLE, INC.  
Utility Company or District

3/24/2011  
Date

Please return this completed form to:  
David Knoll  
c/o Thompson Land Engineering, LLC  
904 N. Cuernavaca  
Austin, Texas 78733





**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

**EASEMENT REQUIREMENT STATEMENT FOR CONVERTING PUBLIC STREETS  
TO PRIVATE STREETS**

Item #6 & #7

An application is being made to Travis County for the Conversion from Public Streets to Private Streets in Overlook Estates Phase I subdivision 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.

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Angela Bazz  
Signature

ANGELA BAZZ  
Printed Name

Project Coordinator  
Title

Austin Water Utility  
Utility Company or District

December 6, 2011  
Date

Please return this completed form to:  
Robert C. (Ric) Thompson, P.E.  
c/o Thompson Land Engineering, LLC  
904 N. Cuernavaca  
Austin, Texas 78733



**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767  
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Joe R. Almazan  
Signature

JOE R. ALMAZAN  
Printed Name

DEVELOPMENT SERVICES PROCESS  
Title COORDINATOR

CITY OF AUSTIN  
Utility Company or District

12/21/2011  
Date

Please return this completed form to:  
Robert C. (Ric) Thompson, P.E.  
c/o Thompson Land Engineering, LLC  
904 N. Cuernavaca  
Austin, Texas 78733



**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. CHESELMAN, EXECUTIVE MANAGER

411 West 13th Street  
Executive Office Building  
PO Box 1246  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4649

**EASEMENT REQUIREMENT STATEMENT FOR CONVERTING PUBLIC STREETS  
TO PRIVATE STREETS**

Item #6 & #7

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Signature

Printed Name

Title

Utility Company or District

Date

Please return this completed form to:

David Knott  
c/o Thompson Land Engineering, LLC  
904 N. Cuernavaca  
Austin, Texas 78733



**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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

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TO PRIVATE STREETS**

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A handwritten signature in black ink, appearing to read "KRIS HAFEZIZADEH".

Signature

KRIS HAFEZIZADEH

Printed Name

DIRECTOR OF TRANSPORTATION

Title

AUSTIN ISD

Utility Company or District

12/15/11

Date

Please return this completed form to:

Robert C. (Ric) Thompson, P.E.  
c/o Thompson Land Engineering, LLC  
904 N. Cuernavaca  
Austin, Texas 78733



Contract Concerning 7202 Leander Trail Austin, 78736 Page 4 of 8 08-01-2011  
(Address of Property)

- (5) any wellands, as defined by federal or state law or regulation, affecting the Property; or  
(6) any threatened or endangered species or their habitat affecting the Property.
8. **BROKERS' FEES:** All obligations of the parties for payment of brokers' fees are contained in separate written agreements.
9. **CLOSING:**
- A. The closing of the sale will be on or before 1/26/2012 ~~1/26/2012~~, or within 7 days after objections made under Paragraph 6D have been cured or waived whichever date is later (Closing Date). If either party fails to close the sale by the Closing Date, the non-defaulting party may exercise the remedies contained in Paragraph 15.
- B. At closing:
- (1) Seller shall execute and deliver a general warranty deed conveying title to the Property to Buyer and showing no additional exceptions to those permitted in Paragraph 6 and furnish tax statements or certificates showing no delinquent taxes on the Property.
  - (2) Buyer shall pay the Sales Price in good funds acceptable to the escrow agent.
  - (3) Seller and Buyer shall execute and deliver any notices, statements, certificates, affidavits, releases, loan documents and other documents reasonably required for the closing of the sale and the issuance of the Title Policy.
  - (4) There will be no liens, assessments, or security interests against the Property which will not be satisfied out of the sales proceeds unless securing the payment of any loans assumed by Buyer and assumed loans will not be in default.
  - (5) If the Property is subject to a lease, Seller shall (i) deliver to Buyer the lease(s) and the move-in condition form signed by the tenant, if any, and (ii) transfer security deposits (as defined under §92.102, Property Code), if any, to Buyer. In such an event, Buyer shall deliver to the tenant a signed statement acknowledging that the Buyer has received the security deposit and is responsible for the return of the security deposit, and specifying the exact dollar amount of the security deposit.
10. **POSSESSION:** Seller shall deliver to Buyer possession of the Property in its present or required condition upon closing and funding.
11. **SPECIAL PROVISIONS:** (Insert only factual statements and business details applicable to the sale. TREC rules prohibit licensees from adding factual statements or business details for which a contract addendum or other form has been promulgated by TREC for mandatory use.)  
See Addendum A and Exhibit A

Sellers are licensed real estate agents in the state of Texas

Buyer agrees to privatization of roads

Seller agrees to allow transfer of earnest money to another available lot should buyer choose to change lots to build on

**12. SETTLEMENT AND OTHER EXPENSES:**

- A. The following expenses must be paid at or prior to closing:
- (1) Expenses payable by Seller (Seller's Expenses):
    - (a) Releases of existing liens, including prepayment penalties and recording fees; release of Seller's loan liability; tax statements or certificates; preparation of deed; one-half of escrow fee; and other expenses payable by Seller under this contract
    - (b) Seller shall also pay an amount not to exceed \$\_\_\_\_\_ to be applied in the following order: Buyer's Expenses which Buyer is prohibited from paying by FHA, VA, Texas Veterans Land Board or other governmental loan programs, and then to other Buyer's Expenses as allowed by the lender.
  - (2) Expenses payable by Buyer (Buyer's Expenses): Appraisal fees; loan application fees; adjusted origination charges; credit reports; preparation of loan documents; interest on the notes from date of disbursement to one month prior to dates of first monthly payments; recording fees; copies of easements and restrictions; loan title policy with

Initialed for Identification by Buyer (X) and Seller YNY  
Produced with zipForms by zipLogix 18076 Fifteen Mile Road Fraser Michigan 48926 www.zipLogix.com

TREC NO. 9-9

Billan Custom





# **NOTICE OF PUBLIC HEARING**

**MAY 22, 2012 AT 9:00 AM  
RIGHT of WAY EASEMENT VACATION  
TO APPROVE THE CHANGE IN STATUS  
FROM PUBLIC STREETS TO PRIVATE  
STREETS, THE OVERLOOK ESTATES  
SECTION ONE SUBDIVISION IN PRECINCT  
THREE**

**AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
314 WEST 11th STREET  
FIRST FLOOR), AUSTIN**

**FOR MORE INFORMATION CALL 854-7564**

**NOTICE OF  
PUBLIC HEARING**

MAY 22, 2012 AT 9:00 AM

REPT. OF MAY EASEMENT VALUATION

TO APPROVE THE CHANGE IN STATUS  
FROM PUBLIC STREETS TO PRIVATE  
STREETS THE OVERLOOK ESTATES  
SECTION ONE SUBDIVISION, PROJECT  
THREE

AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
104 WEST 10TH STREET  
FIRST FLOOR, AUSTIN

FOR MORE INFORMATION CALL 512-754-7504



# **NOTICE OF PUBLIC HEARING**

**MAY 22, 2012 AT 9:00 AM  
RIGHT OF WAY EASEMENT VACATION  
TO APPROVE THE CHANGE IN STATUS  
FROM PUBLIC STREETS TO PRIVATE  
STREETS, THE OVERLOOK ESTATES  
SECTION ONE SUBDIVISION IN PRECINCT  
THREE**

**AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
314 WEST 11th STREET  
(FIRST FLOOR), AUSTIN**

**FOR MORE INFORMATION CALL 854-7564**



CODE: 4115



TRANSPORTATION AND NATURAL RESOURCES  
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

411 West 13th Street  
Executive Office Building  
P.O. Box 1748  
Austin, Texas 78767  
tel 512-854-9383  
fax 512-854-4649

RECEIVED  
APR 18 2012  
TNR

AFFIDAVIT OF POSTING

TO: County Judge  
County Commissioners  
Travis County, Texas

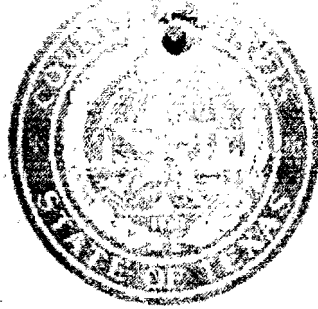
A Public Notice of Public-Private sign was posted on April 23, 2012, on the intersection of Lenape Train and Circle Drive and at the north end of the Overlook Estates Section 1 subdivision at a point as near as practical to the area being vacated, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 24 DAY OF April, 2012.

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

cc: Garcia (sign shop)

M:\PERMITS\Vacate\12ROW\Overlook Estates 1\SignRequest.doc



# **NOTICE OF PUBLIC HEARING**

**MAY 22, 2012, AT 9:00 AM**

**RIGHT OF WAY EASEMENT VACATION**

**TO APPROVE THE CHANGE IN STATUS  
FROM PUBLIC STREETS TO PRIVATE  
STREETS, THE OVERLOOK ESTATES  
SECTION ONE SUBDIVISION  
IN PRECINCT THREE**

**AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
314 WEST 11th STREET  
(FIRST FLOOR), AUSTIN**

**FOR MORE INFORMATION CALL 854-7564**



CODE: 4115

**TRANSPORTATION AND NATURAL RESOURCES**  
**STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE**

411 West 13th Street  
Executive Office Building  
P.O. Box 1748  
Austin, Texas 78767  
tel 512-854-9383  
fax 512-854-4649

**AFFIDAVIT OF POSTING**

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

A Public Notice of Public-Private sign was posted on May 3, 2012, on the intersection of Thomaswood Lane and Thomas Springs Road at a point as near as practical to the area being vacated, and was also posted at the Travis County Courthouse.

CERTIFIED THIS THE 7 DAY OF May, 2012.

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

cc: Garcia (sign shop)

M:\PERMITS\Vacate\12ROW\Overlook Estates \ISignRequest2.doc

**ORDER OF THE TRAVIS COUNTY COMMISSIONERS COURT  
CONVERTING LENAPE TRAIL, LENAPE COVE, SUPERVIEW DRIVE, AND INDIAN  
SCOUT TRAIL TO PRIVATE STREETS**

WHEREAS, the streets and roads in the Overlook Estates Phase 1, a subdivision recorded at Vol. 86, Page 152d - 153c, Travis County Plat Records, were dedicated to the public in 1986, and the new owners want to apply to the Commissioners Court to change the status of the streets from public to private; and

WHEREAS, the streets have not been accepted by Travis County; and

WHEREAS, on application by the attorney for the property owners of the Overlook Estates Phase 1, a request was received and a Public Hearing held on July 30, 2013, in the Travis County Commissioners Court ("the Court") to consider whether the following roads and streets, each of which connect directly or indirectly to Circle Drive (collectively, "the Public Roads") should be converted from public county roads and streets to private roads and streets through their abandonment by Travis County:

Lenape Trail, Lenape Cove, Superview Drive, and Indian Scout Trail hereinafter referred to collectively as ("the Streets"); and

WHEREAS, the Overlook Estates Phase 1 HOA, Inc., (OEP1HOA) a validly existing nonprofit corporation, will maintain the streets when the construction is complete and the Court is notified of completion of construction of the streets and drainage; and

WHEREAS, by virtue of the aforementioned actions, OEP1HOA, Inc. has assumed authority and responsibility to pay applicable taxes on and maintain the Streets and established easements for utilities, drainage, emergency service providers, and other public service providers so that abandonment of the Streets will not substantially impair the rights of the utilities, service providers, and any and all land owners who rely on or use the Streets for access; and

WHEREAS, the City of Austin, in whose extraterritorial jurisdiction the Streets are located, has consented to the conversion of the county streets and roads in its extraterritorial jurisdiction from public to private by adoption of Section 30-2-159, Austin/Travis County Subdivision Regulations; and

WHEREAS, the requisite 20-day notices were posted, and the Court held a public hearing to consider and provide an opportunity for public comment on this matter; and

WHEREAS, the Court finds that the abandonment of the Streets will not substantially interfere with the access rights of any affected land owner.

ORDER – Overlook Estates Phase 1

Page 2

NOW, THEREFORE, THE COURT FINDS AND ORDERS THAT:

1. The recitals to this Order are true and correct and are incorporated herein.
2. The Streets are hereby classified as third class streets.
3. The Streets are hereby abandoned and the public's interest in the right-of-way is relinquished, except as to the easements for utilities, drainage, and public service agencies established by such declarations and agreements.

ORDERED by unanimous vote on \_\_\_\_\_, 2013.

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

\_\_\_\_\_  
Ron Davis  
Commissioner, Precinct 1

\_\_\_\_\_  
Bruce Todd  
Commissioner, Precinct 2

\_\_\_\_\_  
Gerald Daugherty  
Commissioner, Precinct 3

\_\_\_\_\_  
Margaret Gomez  
Commissioner, Precinct 4





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

**Meeting Date:** August 20, 2013

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

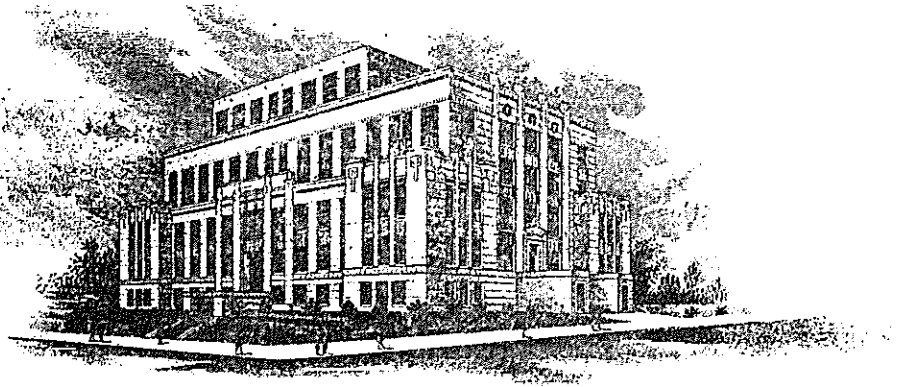
**Elected/Appointed Official/Dept. Head:** Commissioner Margaret J. Gómez

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

### **AGENDA LANGUAGE:**

**DISCUSS AND TAKE APPROPRIATE ACTION ON PHASE I OF THE ACCELERATED ECONOMIC OPPORTUNITY AND MOBILITY/ TRANSPORTATION STRATEGY FOR SOUTHEASTERN TRAVIS COUNTY (PRECINCT 4), INCLUDING:**

- A. Approval of the construction of a five (5) lane road from Pearce to SH 71 effectively extending Kellam to SH 71 to be completed by May 1, 2014.**
- B. Approval of the expansion of Elroy Road to a four(4) lane road from McAngus to Kellam by May 1, 2014.**
- C. Approval of a Resolution for an Interlocal Agreement with Central Texas Regional Mobility Authority (CTRMA) for Planning, Design, Engineering and Construction of the road plan.**
- D. Discussion of the County's Intent to Issue Certificates of Obligation to fund the planning, Right of Way Acquisition, Engineering and Construction of the roads.**



MARGARET J. GÓMEZ  
COMMISSIONER, PRECINCT 4

700 LAVACA, SUITE 1510  
AUSTIN, TEXAS 78767  
P.O. Box 1748  
854-9444

**To: Commissioners Court**

**From: Margaret J. Gómez, Commissioner, Precinct 4**

**Date: August 20, 2013**

**MOTION: DISCUSS AND TAKE APPROPRIATE ACTION ON PHASE I OF THE ACCELERATED ECONOMIC OPPORTUNITY AND MOBILITY/ TRANSPORTATION STRATEGY FOR SOUTHEASTERN TRAVIS COUNTY (PRECINCT 4), INCLUDING:**

- A. Approval of the construction of a five (5) lane road from Pearce to SH 71 effectively extending Kellam to SH 71 to be completed by May 1, 2014.**
- B. Approval of the expansion of Elroy Road to a four(4) lane road from McAngus to Kellam by May 1, 2014.**
- C. Approval of a Resolution for an Interlocal Agreement with Central Texas Regional Mobility Authority (CTRMA) for Planning, Design, Engineering and Construction of the road plan.**
- D. Discussion of the County's Intent to Issue Certificates of Obligation to fund the planning, Right of Way Acquisition, Engineering and Construction of the roads.**

**BACKGROUND/SUMMARY OF REQUEST:**

County governments are statutorily limited in many areas, but they have statutory authority with regard to the construction and maintenance of roads in the unincorporated areas of the county. Fundamentally, the lack of road infrastructure and connectivity is a disincentive for economic expansion and business attraction that would lead to job creation.

This plan starts with an aggressive plan for road construction beginning in the areas in SE Travis County that have the highest potential for attracting new or expanded businesses most quickly.

**(A)** Approving the construction of a five (5) lane road from Pearce to SH 71 will take financial advantage of the offer of landowner contributions for total donation of Right of Way, open up significant opportunity for economic development and increased values on that roadway, and increase the safety of school children by offering a bypass from Ross Rd (3 DVISD schools and School Administration Offices) to SH 71, increase mobility of residents and improve traffic management of event traffic. This road needs to be completed expeditiously. The project is shovel ready and will enhance commercial development in the area with access to SH71. In addition, due to the location of Circuit of The Americas and its ability to grow and attract feeder businesses, the greatest potential for near term development and job creation as well as increased property values will be in this region. The road is needed and both interest rates and construction costs are escalating.

**(B)** Approving the expansion of Elroy Road to a four(4) lane road from McAngus to Kellam will enable mobility of residents and event traffic and replace a 2 lane bridge that is too low and is subjected to flooding. It is a narrow 2 lane road with deep ditches on both sides of the road. This expansion was approved on CAMPO prior to COTA. The need for this road is compelling and waiting will only perpetuate the unsafe conditions. Waiting will also cost taxpayers more money as both the interest rates and construction costs are escalating.

**(C)** Approval of a Resolution for an Interlocal Agreement with Central Texas Regional Mobility Authority (CTRMA) for Planning, Design, Engineering and Construction of the road plan allows us to partner with the CTRMA which has expertise in planning and executing regional transportation plans. There are tremendous opportunities for the residents and businesses in this region if the planning and execution of those plans are successfully and expeditiously implemented.

**(D)** Discussion of the County's Intent to Issue Certificates of Obligation to fund the planning, Right of Way Acquisition, Engineering and Construction of the roads. Certificates of obligation are a viable method for financing road construction. In addition, because of the county's excellent AAA bond rating interest rates will be on the lowest end of market rates.

#### **ISSUES AND OPPORTUNITIES:**

This strategic initiative will focus primarily on three basic economic opportunity areas- Roads, Education and Jobs. Focusing attention on these three fundamental areas that the county can directly and/or indirectly impact has the greatest chance of success in providing the foundation for meaningful economic opportunity in both the short term and the long term.

Precinct 4 has a disproportionate number of citizens that are economically disadvantaged. 27% of the population is living in poverty compared to 15% in Travis County and 17% in the State of Texas. The average per capita income is only \$19,293 compared to \$25,548 in the State of Texas. 30.2% of Precinct 4 residents did not graduate high school compared to 19.6% in the State of Texas.

When it comes to children, the numbers are even more dire. 85% of the students in Del Valle ISD are considered economically disadvantaged. 80% of the students are Hispanic/Latino.

In the Elroy area because of the lack of development, residents do not have access to basic services that residents in other parts of the county enjoy. This is an area of the county that needs immediate help. Some of these strategies will have to be implemented not consecutively, but concurrently. Business as usual is not good enough. In terms of prioritization, it is time for SE Travis County Precinct 4 to be in the front of the line—not at the end.

A large concentration of Hispanic /Latino residents live in SE Travis County. “The Hispanic Quality of Life Report” although commissioned by the City of Austin and related to the City of Austin, certainly documents that there is a need for action and that the Hispanic/Latino community feels left out. In the introduction to the Report it states “ When it comes to the economy, we can feel marginalized when we see new construction, development and prosperity around us, yet don’t feel this progress reflected in our neighborhoods or communities.” The Report further goes on to say “Hispanics sometimes say they feel invisible, on the outside looking in.” It is time for this to stop. Unfortunately, there is no instantaneous magic bullet. The longer we wait and do little or nothing, the longer the cycle of invisibility persists. The cycle of invisibility for children is especially damaging.

This plan provides an accelerated economic opportunity and mobility plan for the residents of SE Travis County in which a foundation is created for economic growth and development including the quality of life for constituents by assessing the assets the area currently has and leveraging those assets.

Assets in the unincorporated areas of SE Travis County that can be leveraged quickly to get results--

- ✓ Residents with a strong willingness to work and entrepreneurial spirit
- ✓ Landowners committed to economic opportunity that have voluntarily come forward to donate Right of Way to build a major 4 lane road plus a turn lane
- ✓ Circuit of the Americas, an internationally recognized entertainment and motorsport venue, providing resources, jobs, and educational partnerships chose to locate in Precinct 4
- ✓ Circuit of the Americas, an economic catalyst for attracting new ancillary businesses
- ✓ A significant amount of underutilized undeveloped land
- ✓ Proximity to SH 130 section 4
- ✓ Proximity to SH 71 and potential to connect
- ✓ Proximity to Austin-Bergstrom International Airport

The spin-off developments specifically because of the proximity to COTA will likely generate sales tax and property taxes for DelValle ISD, Travis County, the Central Health District, Austin Community College, and The Elroy Library. This leverages the County's and

States' investments in road infrastructure. This heightened interest in development is a momentum that needs to be capitalized upon before it dissipates.

The road situation for visitors and residents is just "make do". If we want robust economic opportunities, we need to invest in a road system that serves our citizens as well as providing mobility and a platform for new businesses and business expansion. Our road system should signify that we are proud of SE Travis County and that we welcome visitors to it.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The county could issue CO's in March at its usual issuance date. This would result in no tax increase for FY 2014 in that the first debt service payment would be due in 2015.





## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:**

Roger Jefferies, County Executive, JPS, (512) 854-4759

**Elected/Appointed Official/Dept. Head:** Roger Jefferies, County Executive, JPS, (512) 854-4759

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

**AGENDA LANGUAGE:**

CONSIDER AND TAKE APPROPRIATE ACTION ON THE FY 2014  
INTERLOCAL AGREEMENT WITH THE CITY OF AUSTIN FOR  
CENTRAL BOOKING AND RELATED SERVICES

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

Please see attached memo and attachments.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of the interlocal agreement. Please see attached memo.

**ISSUES AND OPPORTUNITIES:**

Please see attached memo.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

Proposed reimbursement amount by the City of Austin to Travis County will be \$6,389,648 in FY 2014.

**REQUIRED AUTHORIZATIONS:**

Greg Hamilton, Travis County Sheriff, 49788

Jim Sylvester, First Deputy Sheriff, 49787

Darren Long, Major, TSCO, 49348

Mark Sawa, Major, TSCO, 49758

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

Jim Connolly, Travis County Attorneys Office, 49539  
Leslie Browder, PBO, 48679  
Travis Gatlin, PBO, 44741  
Travis County Auditor, 49125  
Travis County Purchasing Agent, 49700

**ATTACHEMENTS:**

Memo to the Commissioners Court dated August 13, 2013  
Financial Model  
Comparison of FY 2013 and FY 2014 Costs  
Proposed Agreement for FY 2014

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



## **JUSTICE & PUBLIC SAFETY DIVISION**

**Roger Jefferies, County Executive**

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

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

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

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

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

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

**Date:** August 12, 2013

**SUBJECT: CONSIDER AND TAKE APPROPRIATE ACTION ON THE FY 2014 INTERLOCAL AGREEMENT WITH THE CITY OF AUSTIN FOR CENTRAL BOOKING AND RELATED JAIL SERVICES**

---

The Travis County Sheriff's Office and the City of Austin Police Department (City) have come to a consensus on the FY 2014 Interlocal for Central Booking and Related Jail Services and are now recommending and respectfully requesting approval from the Commissioners Court for the attached Interlocal Agreement (Agreement). Please see Attachment C. The current Agreement expires on September 30, 2013.

In summary, the total Travis County (County) expenditures budgeted for Central Booking are \$11,616,397 for FY 2014. This amount represents a 5.0% increase in budgeted expenditures over FY 2013.

Budgeted expenses for services provided by the City, and deducted from the total County budgeted direct expense in the cost model, equal \$2,911,881. These budgeted expenses are for magistration, magistration support, a phlebotomist and identification services and increased by 5.2% over the FY 2013 budgeted expense. However, under the terms of this

Agreement 90% of the City's costs will be deducted from the County's costs in the financial model.

**Using the updated financial model in Exhibit A of the Agreement (see Attachment A), the City would reimburse the County \$6,389,648 of the above amount, which is a \$201,477, or 3.3%, increase from the amount of reimbursement in FY 2013.**

The marginal increase is primarily due to higher Central Booking Expenses in FY 2014. A year to year comparison of costs is included in Attachment B.

Please note that the FY 2014 Agreement will be for one year only and the County and City have agreed to begin negotiations soon for FY 2015.

**We jointly support these proposed changes outlined in the Amendment to the Central Booking Interlocal Agreement and recommend approval. Forwarded for your review and consideration.**

c: Greg Hamilton, Travis County Sheriff  
Jim Sylvester, First Deputy Sheriff  
Darren Long, Major, TSCO  
Mark Sawa, Major, TSCO  
Karen Maxwell, TCSO  
Jim Connolly, Travis County Attorneys Office  
Leslie Browder, PBO  
Travis Gatlin, PBO  
Travis County Auditor's Office  
Travis County Purchasing Office

Attachments

Attachment A  
Exhibit A

**FY 14 Central Booking Interlocal Model**

**Draft 7/30/13**

**FY 14 Budgeted**

City of Austin Actual Cost In-kind Contribution	
Central Booking Magistration	\$ 1,098,330
Magistration Support	\$ 787,100
Planning & Analysis Cost to Process	\$ 783,961
Phlebotomist	\$ 64,770
Increase in Wages	\$ -
Increase in Benefits	\$ -
6.5% of COA Expense for APD Administrative Overhead	\$ 177,720
Total Austin Revenue and Actual In-kind Contributions	\$ 2,911,881

**FY 14 Budgeted**

FY 14 TCSO Central Booking Expense Budget Submission	
Add: Increase in CB Wages (Classified. Tentative 3%)	\$ 9,843,676
Increase in CB Wages (POPS Tentative 0% Actual increase TBD)	\$ 60,828
Increase in CB Health Benefits (6% increase)	\$ -
Increase in CB Retirement Costs (5.05% increase)	\$ 62,926
County Clerk Direct Filing	\$ 38,417
Pretrial Services Direct Central Booking Costs (50% of Cost)	\$ 127,142
Add: Increase in PS Wages (Classified. Tentative 3%)	\$ 747,699
Increase in PS Health Benefits (6% increase)	\$ 17,916
Increase in PS Retirement Costs (4.2% increase)	\$ 6,088
6.5% of TC Expense for Administrative Overhead	\$ 2,723
Total County Budgeted Expense	\$ 708,982
Less: Total COA Budgeted Expense 90% Credit	\$ 11,616,397
Net Direct Expense	\$ 2,620,693
	\$ 8,995,704
APD owes TCSO 71.03% of Net Direct Expense of	\$ 6,389,648
FY 13 Reimbursement (Per Agreement)	\$ 6,188,171
FY 14 over FY 13	\$ 201,477



## COMPARISON OF FY 13 - FY 14 CENTRAL BOOKING MODELS

	FY 13 Model (Based on 72.17% of Bookings for ADP)	FY 14 Model (Based on 71.03% of Bookings for ADP)	FY 14-FY 13 \$ Difference	FY 14-FY 13 % Difference
<b>City of Austin</b>				
City of Austin Actual Cost In-kind Contribution				
Central Booking Magistration	\$ 1,076,453	\$ 1,098,330	\$ 21,877	2.03%
Magistration Support	\$ 670,348	\$ 787,100	\$ 116,752	17.42%
Planning & Analysis Cost to Process	\$ 790,024	\$ 783,961	\$ (6,063)	-0.77%
Phlebotomist	\$ 62,613	\$ 64,770	\$ 2,157	3.44%
6.5% of COA Expense for APD Administrative Overhead	\$ 168,963	\$ 177,720	\$ 8,757	5.18%
Total Austin Revenue and Actual In-kind Contributions	\$ 2,768,401	\$ 2,911,881	\$ 143,480	5.18%

<b>Travis County</b>				
TCSO Central Booking Expense				
Add: Increase in Wages (Classified. Tentative 3%)	\$ 9,197,887	\$ 9,843,676	\$ 645,789	7.02%
Increase in Wages (POPS Tentative 0% Actual Increase TBD)	\$ 63,635	\$ 60,828	\$ (2,807)	-4.41%
Increase in Health Benefits (6% increase)	\$ 203,637	\$ -	\$ (203,637)	-100.00%
Increase in Retirement Costs (5.05% increase)	\$ 56,934	\$ 62,926	\$ 5,992	10.52%
County Clerk Direct Filing	\$ 41,179	\$ 38,417	\$ (2,762)	-6.71%
Pretorial Services Direct Central Booking Costs	\$ 127,142	\$ 127,142	\$ -	0.00%
Increase in Wages (Classified. Tentative 3%)	\$ 700,194	\$ 747,699	\$ 47,505	6.78%
Increase in Health Benefits (6% increase)	\$ -	\$ 17,916	\$ 17,916	N/A
Increase in Retirement Costs (5.05% increase)	\$ -	\$ 6,088	\$ 6,088	N/A
6.5% of TCSO Expense for Administrative Overhead	\$ -	\$ 2,723	\$ 2,723	N/A
Total County Budgeted Expense	\$ 675,390	\$ 708,982	\$ 33,592	4.97%
Less: Total COA Budgeted Expense 90% Credit	\$ 11,065,998	\$ 11,616,397	\$ 550,399	4.97%
Net Direct Expense	\$ 2,491,561	\$ 2,620,693	\$ 129,132	5.18%
	\$ 8,574,437	\$ 8,995,704	\$ 421,267	4.91%

<b>AMOUNT PAID BY CITY OF AUSTIN TO TRAVIS COUNTY</b>				
<b>(Net Direct Expense Times % of ADP Bookings)</b>	<b>\$ 6,188,171</b>	<b>\$ 6,389,648</b>	<b>\$ 201,477</b>	<b>3.26%</b>

**Attachment C**  
**INTERLOCAL AGREEMENT**  
**BETWEEN TRAVIS COUNTY AND CITY OF AUSTIN**  
**FOR BOOKING AND RELATED SERVICES**

THIS AGREEMENT is entered into by and between the following parties: the City of Austin, a Home Rule City primarily located in Travis County, Texas, hereinafter referred to as "City", and Travis County, Texas, a political subdivision of the State of Texas, hereinafter referred to as "County".

WHEREAS, City and County have each determined that it would be mutually beneficial for County to continue to provide booking and detention services for City's prisoners; and

WHEREAS, City and County have each determined that it would be mutually advantageous for City to continue to provide Magistration and Identification services for the Central Booking Facility operated by County; and

WHEREAS, City and County are authorized to enter into this agreement by TEX. GOV'T. CODE ANN., ch. 791;

NOW, THEREFORE, for and in consideration of the mutual promises and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and County agree as follows:

**1.0     Effective Date, Term and Termination**

1.01   Effective Date. This Agreement shall have an effective date of October 1, 2013. (the "Effective Date").

1.02   Term. The Term of this Agreement shall commence on October 1, 2013, and shall continue through September 30, 2014, unless earlier terminated by either party in accordance with this Agreement or applicable law. The Term of this Agreement may also be referred to as the "FY 14 Term".

**2.0     Definitions. As used in this Agreement:**

2.01   "Booking" means the intake process by which persons are received for confinement in the Travis County Jail.

2.02   "Central Booking Facility" means that portion of the Travis County Criminal Justice Center at 500 West 10th Street, Austin, Texas, which is under the direct control of the Sheriff and designed primarily for the purpose of intake processing and confining Prisoners.

2.03   "City Officer" means any officer or employee of the City of Austin who lawfully presents any person for confinement at the Central Booking Facility. The term "City Officer" shall mean City of Austin police officers.

**2.04 "City Prisoner" means:**

**2.04.1** any Prisoner held only for violation of a City ordinance that does not implement state law, regardless of whether the Prisoner has been magistrated;

**2.04.2** any Prisoner held only for violation of a City ordinance that implements state law but who has not yet been magistrated and committed to the custody of the Sheriff by the lawful order of a magistrate;

**2.04.3** any Prisoner who has been arrested by a City Officer on any charge or charges other than City ordinance violations but who has not yet been magistrated and committed to the custody of the Sheriff by the lawful order of a magistrate.

**2.05** "Downtown Austin Community Court" or "DACC" means a division of the City of Austin Municipal Court with jurisdiction to adjudicate all Class C Misdemeanor offenses committed in the downtown area identified by Section 2-10-32(a) of the City Code, as amended from time to time.

**2.06** "Fiscal Year" means the one-year period beginning on October 1 of one calendar year and ending on September 30 of the next calendar year.

**2.06.1** "Fiscal Year 14" and "FY 14" shall mean the one-year period from October 1, 2013 through September 30, 2014.

**2.07** "Identification Services" means the identification, through local records, of individuals booked into the Central Booking Facility, including the storage and maintenance of booking sheets, fingerprint and palm print cards and mug shots, and the response to requests for local criminal history based on the stored records.

**2.08** "Magistration" means the performance of that duty of a Texas magistrate to inform an arrestee of accusations and rights, allow access to counsel and admit to bail as provided by law, issue commitment orders, review probable cause affidavits for arrest and search warrants, issue protective orders, and other matters authorized by law. A prisoner has been "magistrated" on a charge when, following arrest on the charge, he or she has been taken before a magistrate who has performed the duties prescribed by Art. 15.17 of the Code of Criminal Procedure with regard to said charge.

**2.09** "Pretrial Services" means the functions performed by the Travis County Pretrial Services Office to determine a defendant's eligibility for release on bond and the conditions of release, and to determine a defendant's indigence status as to whether he/she qualifies for court-appointed counsel.

**2.10** Phlebotomist means personnel within Central Booking Facility authorized to take blood from Prisoners for purposes of determining alcohol blood level.

**2.11** "Sheriff" means the Travis County Sheriff, or his/her designees.

### 3.0 City Payments to County

3.01 Cost Model. COUNTY and CITY agree that the amounts to be paid by City to County pursuant to this Agreement shall be computed in accordance with the Cost Model attached hereto as Exhibit A and made a part hereof. A Cost Model showing amounts for FY 13 is attached hereto as Exhibit A and made a part hereof.

3.02 Term. For and in consideration of the services to be rendered by County pursuant to this Agreement during the Fiscal Year that begins on October 1, 2013 and ends on September 30, 2014 ("Fiscal Year 14" or "FY 14"), City shall pay to County the total sum of \$6,389,648, in four equal payments as follows: \$1,597,412 on or before December 31, 2013; \$1,597,412 on or before March 31, 2014; \$1,597,412 on or before June 30, 2014; and \$1,597,412 on or before September 30, 2014.

3.05 City will provide Magistration and Identification services for all prisoners booked into the Central Booking Facility. For purposes of this agreement, these costs will be credited at 90% of actual expense per the cost model.

3.06 City and County agree that the payments provided herein fairly compensate the performing party for the service performed under this agreement.

3.07 City and County agree to cooperate in developing alternatives to booking of City Prisoners in the Central Booking Facility. If the development of such an alternative may result in a significant reduction of projected bookings of City Prisoners, City and County will enter into renegotiation of this Agreement.

3.08 True-Up. The computation of the amounts to be paid by City to County during Term as shown in section 3 above is based upon projected amounts of City Direct Expenses and County Direct Expenses for the Term as included in budget documents and the numbers of prisoners booked in FY 2012 as shown in Exhibit A which is attached hereto and made a part hereof. Within ninety (90) days after the end of the Term, COUNTY and CITY will exchange information regarding their actual expenditures for each item of expense included City's Direct Expenses and County's Direct Expenses and COUNTY will provide to CITY the actual numbers of prisoners booked during the Term. Using the actual booking numbers and actual expenditures for the Term, the Parties will re-compute the CITY'S Share of Total Central Booking Facility Costs. If the City's Share of Total Central Booking Facility Cost as determined using actual Term booking numbers and expenditures exceeds the total amount of the payments made from CITY to COUNTY during the Term, CITY will make an additional payment to COUNTY in an amount equal to the difference between the total amount paid and the amount to be paid as determined using actual Term booking numbers and expenditures. Such additional payment shall be made within one hundred fifty 150 days after the end of the Term. If the City's Share of Total Central Booking Facility Cost as determined using Term booking numbers and expenditures is less than the total amount of the payments made by CITY to COUNTY during the Term, COUNTY will make payment to the CITY. Costs and expenses that are not anticipated, disclosed to, and approved by the parties before the effective date of this Agreement and included in the attached cost model will

not be considered properly incurred unless later agreed upon by City and County for the purposes of performing the true up.

#### **4.0 City Use of County Space**

4.01 County shall allow City the use of designated space within the building at 500 West 10th St. for the provision of magistration services to the Central Booking Facility. This designated space is illustrated by Exhibit B. County shall allow City the use of a suitable designated space for arrest review and report writing. With County approval, City may perform renovations to the arrest review space at its expense. County will provide furnishings and equipment for the arrest review area, magistration courtroom, and magistrate offices. The County will also provide data and phone lines as set out in Exhibit C

4.02 County will allow City to use available interview rooms, and the line-up room, that are located within the Central Booking Facility and/or the Travis County Jail.

4.03 County will designate two (2) parking spaces for Municipal Court judges within the County's parking garage. County will designate fifteen (15) parking spaces in its San Antonio Street parking garage for use from 7:00 p.m. to 7:00 a.m. by City Officers who are booking prisoners. City will designate street parking spaces for law enforcement prisoner booking on 10<sup>th</sup> Street, between Nueces and San Antonio Streets, and on the east curb line of San Antonio Street between 9<sup>th</sup> and 10<sup>th</sup> Street.

4.04 County and City agree that any future additional space needs by either party will be jointly planned and will be subject to funding by both the City and the County.

4.05 County will provide an appropriate space for a Phlebotomist to perform phlebotomy services as needed.

#### **5.0 Maintenance, Utilities and Renovations**

5.01 Maintenance and housekeeping. County will provide maintenance, housekeeping, utility service and garbage pickup for the space used for magistration and arrest review. County will provide all furnishings within the designated Municipal Court space and shall be responsible for maintenance and replacement of same. Furnishings means all office furniture, office equipment and supplies, and includes but is not limited to word/data processing equipment, desks, chairs, filing cabinets, bookcases, and tables.

5.02 Renovations. The City shall make no renovation, alteration or repair to County buildings, fixtures or furnishings without prior authorization from the County's Facilities Management Department.

#### **6.0 Responsibility for Losses**

6.01 City and County each acknowledge that the other is self-insured for some losses at the execution of this agreement.



6.02 City shall not be liable for any claims, damages and attorney fees arising from the negligent or illegal acts of County employees in relation to the operation of the Central Booking Facility or arising from any condition of the Central Booking Facility that result from County facilities, policies, practices or operations. County shall not be liable for any claims, damages and attorney fees arising from the negligent or illegal acts of City employees in relation to the operation of the Central Booking Facility or arising from any condition or operation of the Central Booking Facility that result from City facilities, policies, practices or operations.

6.03 Except as otherwise provided herein, if both County and City are liable for any claims, damages or attorney fees arising from the negligent or illegal acts of City and County employees under this Agreement, City and County shall be liable for the portion of the claims, damages and attorney fees that arise from the negligent or illegal acts of that party as determined by the court adjudicating the matter or as agreed in any settlement.

6.04 If any City Officer or employee suffers any loss while on duty, City shall be at risk for the liability for the loss under its workers compensation self-insurance fund. If any County Officer or employee suffers any loss while on duty, County shall be at risk for the liability for the loss under its workers compensation self-insurance fund.

6.05 County bears all property losses that result from damages that would be covered by fire and casualty insurance coverage offered by a commercial insurance company. Any insurance proceeds paid to County that relate to damages to the designated Municipal Court space or arrest review space shall be used by County to repair the damages and replace the designated Municipal Court space or arrest review space to its condition before the fire or casualty occurred without regard to fault.

## 7.0 Operation of the Central Booking Facility

7.01 County agrees to operate and maintain the Central Booking Facility in compliance with requirements of the Texas Commission on Jail Standards.

7.02 County shall give City Prisoners equal priority with County Prisoners and Prisoners of other governmental entities as to admission and custodial policies of Central Booking Facility.

7.03 County shall operate the Central Booking Facility on a twenty-four (24) hour basis, seven (7) days a week. Except as otherwise provided herein, Central Booking Facility staff shall receive, hold and house all City Prisoners tendered to them by City Officers and accepted by the Sheriff.

7.04 County and Sheriff have the right to refuse to accept any City Prisoner who is in need of medical attention prior to confinement, any City Prisoner for whom the required booking data has not been completely and accurately furnished in the required format, or any City Prisoner about whom County staff has a reasonable belief that the person is not lawfully being detained. County and Sheriff have the right to reverse the

acceptance of any City Prisoner who is serving time in confinement in lieu of paying a monetary fine after conviction and commitment by a City court if a magistrate has not conducted a hearing on the issue of the indigency of that person and found that person to be financially able to pay the fine. Nothing contained in this Agreement shall be construed to require the Sheriff to hold any person in custody contrary to (1) the Constitution and laws of the State of Texas, or (2) the Constitution and laws of the United States.

7.05 The City Officer who presents a City Prisoner at the Central Booking Facility will provide complete and accurate information necessary to complete forms required by County for all City Prisoners brought to the Central Booking Facility. County will fingerprint and photograph all Prisoners; provided, however, that County shall not be required to fingerprint and photograph persons who are being booked on misdemeanor charges only and who were fingerprinted and photographed within the preceding one-year period. City will process and file all photographs. City shall classify and file all fingerprints and mug shots. For these purposes the terms "prints" and "photographs" shall include all media, including electronic and digitized media as may be appropriate to maintain optimum efficiency, and as agreed upon by City and County. County will be responsible for providing for its use printers ink, rollers, ink pads, and scanner wipes for the Live Scan System. City will provide fingerprint and palm print cards.

7.06 City and County will maintain a network connectivity link. Except as may be provided in a separate written agreement between the parties, the cost of maintaining the connectivity link and the equipment purchased for that system shall be borne by the party that incurred the expense. County will operate and maintain an identification system that provides electronic images of fingerprints. City shall continue to provide County use of and access to City's digitized mug shot system via a network connection link. City shall provide the equipment necessary to capture, process and transmit digitized mug shot images to the City's database. City shall continue to allow County access to its digitized mug shot database. City shall cooperate with County to facilitate the provision of workstation mapping to allow Central Booking Facility staff to view digitized mug shot images at the Central Booking Facility's release desk.

7.07 City and County shall share information among themselves to facilitate modifications to their reporting requirements, data entry forms, software and hardware of the Central Booking Facility. City and County shall also consult with each other prior to modifying their respective software and hardware, form design, or reporting requirements when these modifications may impact the other's software, hardware, form development or reporting requirements. During design and before final approval of any modification of any form design of shared forms, data elements, reporting requirements, software or hardware used in the Central Booking Facility operations, the party proposing the modifications shall notify the other party in writing of the details of the proposed modifications and allow the other party a reasonable time, considering the size and complexity of the proposed modifications, to review the modifications, evaluate all aspects of the impact of the proposed modifications on that party, and develop suggestions about how to eliminate or minimize any adverse impact and advise the proposing party of the results of the review and evaluation and the suggestions

developed. City and County shall cooperate in both reaching the goals of the proposing party's modifications and minimizing the adverse impact on the other party.

7.08 County agrees to provide City Officers access to all Prisoners consistent with their rights guaranteed by the Constitution of the United States of America and the Constitution and laws of the State of Texas. County agrees to release Prisoners for investigative purposes to City Officers within limitations imposed by courts and necessary routine Central Booking Facility procedures.

7.09 City and County agree to continue using the AP ID number as the "master" person identifier in the local criminal justice process. The Austin Police Department shall provide the AP ID Number to County at the same time the name and fingerprint confirmation are provided. County shall maintain the state mandated Incident Tracking Number (TRN\TRS) and the AP ID Number in the booking record.

7.10 Medical Care. With regard to each person that City officers present for booking, City Officers shall notify Central Booking Facility staff of (1) any known or suspected injuries to the person, (2) any known or suspected illnesses of the person, (3) any health complaints made by the person, and (4) any medical treatment given to the person. The Sheriff may refuse to accept a person for booking into the County Jail when, in the judgment of the Sheriff, medical attention is necessary before the person's confinement. If the Sheriff refuses to accept a City Prisoner because the City Prisoner is in need of medical attention prior to confinement, City shall transport the prisoner for hospitalization and/or medical treatment before again presenting the City Prisoner for booking. After a City Prisoner has been accepted by the Sheriff for confinement and booked into the County Jail, County shall provide routine medical attention within the reasonable capabilities of County medical staff on duty in the Central Booking Facility. If a City Prisoner requires hospitalization and/or medical treatment beyond that available from the Central Booking Facility staff, City shall be responsible to pay for such hospitalization and/or treatment, and should any such expense be incurred by County, City shall reimburse County upon request. This Agreement does not create any City liability to third parties for payment of treatment costs of persons taken to a hospital or other treatment provider. Upon request of City, the Sheriff may assign a Sheriff's officer to guard a City Prisoner who has been transported to a hospital by City Officers for medical treatment prior to booking. County shall not be responsible for any costs associated with the hospitalization and/or treatment of any such City Prisoner kept under guard by Sheriff's officers, and should any such expense be incurred by County, City shall reimburse County upon request. City shall not be responsible for any expenses arising from the negligent or illegal acts of County employees.

7.11 On any occasions that City Officers who are peace officers want to take custody of a Prisoner for lawful purposes, they shall be permitted to do so if they comply with routine Central Booking Facility procedures. These procedures will necessarily involve a formal assumption of responsibility and liability for the Prisoner.

7.12 The County will conduct investigations concerning all grievances and/or complaints filed by Prisoners according to County policy. The County shall investigate all incidents of death or serious bodily injury involving Prisoners in the Central Booking

Facility. The County will cooperate with the City to facilitate joint investigations or separate investigations by the City when it is reasonably likely that City personnel or City interests are involved.

7.13 This agreement shall not limit the power of County or the Sheriff to perform booking or detention services for other governmental entities.

7.14 If parking is not available within the sallyport for a City officer delivering a City Prisoner to be booked, County officers shall escort the City Prisoner from the sallyport into the Central Booking Facility while the City officer parks his or her vehicle outside the sallyport. As soon as the City officer has parked his or her vehicle, the City officer shall retake custody of the City Prisoner to continue the booking process. The County officer's escort of a City Prisoner from the sallyport as described herein shall not be deemed acceptance of the City Prisoner by the County for the purpose of booking and confinement and County shall retain the right not to accept the City Prisoner as otherwise provided in this Agreement or by law. The purpose of this section is to expedite the Prisoner's entry into the facility, and to prevent Prisoners from being walked into the facility from areas outside the enclosed sallyport.

## 8.0 Judicial Administration

8.01 It is agreed that the City shall provide magistration required at the Central Booking Facility. City and County shall require all persons who perform magistration services to record the exact time at which magistration for each Prisoner is completed. It is also agreed that the City shall provide all support services for the City's magistration duties, including, but not limited to, interpreter services. Notwithstanding the foregoing, both parties to this agreement acknowledge that the Justices of the Peace and other judges and certain other officials retain the powers of their respective offices to provide magistration in the event these services are needed in lieu of magistration by City's Municipal Court Judges. City's magistrates may arraign City Prisoners, and collect fines and costs in appropriate cases for offenses within the jurisdiction of the City of Austin Municipal Court.

8.02 City magistrates shall provide magistration services at the Central Booking Facility 24 hours a day, seven days a week, except for one (1) hour break period for each daily shift during which a magistrate will not be available. Courtroom activities shall be given priority by magistrates.

8.03 County shall be responsible to provide such access to magistration proceedings by attorneys and members of the public as may be required by law.

8.04 Downtown Austin Community Court Arrestees. City shall identify and clearly designate as Downtown Austin Community Court (DACC) Arrestees all persons charged with Class C Misdemeanor offenses committed in the geographical area served by the Downtown Austin Community Court. In accordance with City policies and procedures, City Prisoners who are charged with Class C misdemeanor offenses committed in the geographical area served by the Downtown Austin Community Court (hereinafter referred to as "City DACC arrestees") will not be magistrated at the Central Booking

Facility. The Sheriff will have City DACC arrestees ready for transport upon arrival of City officers on weekdays at 7:30 a.m. City DACC arrestees who are booked into the Central Booking Facility between 9 P.M. on Sunday and 8 A.M. on Friday will be detained at the Central Booking Facility for transport by City officers to the Downtown Austin Community Court for magistration. City DACC arrestees who are booked into the Central Booking Facility between 8 A.M. on Friday and 9 P.M. on Sunday will be released to appear at the Downtown Austin Community Court, except that City DACC arrestees who are arrested on capias pro fines will be held for transport to DACC the following business day. This schedule is designed to coincide with the current days and hours of operation of the Downtown Austin Community Court. If the operating days and/or hours of the Downtown Austin Community Court change, the Parties may change the schedule by mutual agreement without the necessity of formal written amendment of this Agreement. City expressly acknowledges and agrees that the detention of City DACC arrestees pending transport by City officers to the Downtown Austin Community Court is pursuant to City policy and City shall be responsible for any liability that results from the policy, unless the liability arises from the negligent or illegal acts of County employees. The Parties expressly acknowledge and agree that the Sheriff retains the right to manage the inmate population at the Central Booking Facility at all times, which includes the right to release City DACC arrestees to appear at the Downtown Austin Community Court as conditions warrant.

8.05 Sheriff staff will collect fines and fees associated with cases within the jurisdiction of the City of Austin Municipal Court for City Prisoners booked into the Central Booking Facility. A Sheriff's staff member and a Municipal Court clerk will reconcile the collections daily. City is responsible for transportation of funds and documentation from the Central Booking Facility to the Municipal Court.

8.06 City and County agree to cooperate in a procedure for the filing of criminal cases into the appropriate court having jurisdiction of the offense. City and County acknowledge that the Municipal Court and its Clerk will not maintain custody of documents filed in cases that are higher than Class C Misdemeanors.

## 9.0 Pretrial Services

County will continue to provide Pretrial Services at the Central Booking Facility. The Pretrial Services office will not provide coverage for magistration between the hours of 2:00 A.M. and 6:00 A.M.

## 10.0 Breath Testing and Phlebotomy Services

10.01 City shall provide two (2) intoxilyzers for the use of any officer testing persons charged with Driving While Intoxicated or Boating While Intoxicated.

10.02 City shall provide a chemist to maintain and certify the intoxilyzer instruments. This chemist shall be made available to testify in court as required.

10.03 County shall provide one video recording system for the use of any officer testing persons charged with Driving While Intoxicated or Boating While Intoxicated to be



located within the Central Booking Facility. This video system will be serviced and maintained by County. County will provide, at its expense, sufficient videotapes for use by arresting officers.

#### 10.04 Phlebotomy Services

1. In order to draw blood samples from certain arrestees, the City will contract with a medical staffing agency to provide phlebotomy services in the County's Central Booking Facility. The City will act as the manager for the administration of the contract, and the County will allocate funding in accordance with the provisions in this Amendment.

2. Services will be provided 9PM to 5AM, beginning on Tuesday evenings and going through Sunday mornings. This schedule can be altered upon agreement of both Parties. The Austin Police Department (APD) and the Travis County Sheriff's Office (TCSO) bringing arrestees to the Central Booking Facility during these hours may utilize the contracted phlebotomy services. Other arresting agencies bringing arrestees to the Central Booking Facility may utilize the contracted phlebotomy services under separate MOU's with the City of Austin. However, the APD and TCSO will be given priority if multiple agencies are requesting phlebotomy services at the same time.

3. The Parties agree to share the cost of phlebotomy services provided during the hours described in #2 of this Section. The City's share of the cost of phlebotomy services will be based on the City's percentage of bookings utilized in the "True-Up" provision in Section 3.08 of this Agreement and applied to the actual cost of phlebotomy services determined at the end of the fiscal year. The County's share of the cost of phlebotomy services will be based on the percentage of non-City bookings utilized in the "True-Up" provision in Section 3.08 of this Agreement and applied to the actual cost of phlebotomy services during the hours described in #2 of this Section and determined at the end of the fiscal year.

4. Only costs incurred during the hours described in #2 of this Section will be shared based on the percentage of actual bookings described in #3 of this Section. Costs associated with blood specimens taken during off peak hours for the APD and TCSO, and costs associated with Contractor staff subpoenaed to court, will be billed by the Contractor to the City and are included in costs described in this Section. However, these costs incurred for TCSO arrestees will be reimbursed 100% by the County to the City.

5. The computation of the shared costs, and the costs to be fully reimbursed by the County to the City described in #4 of this Section, will occur during the "True-Up" provision described in Section 3.08 following the close of the fiscal year. The County's payment of its share of the phlebotomy costs will be applied as a credit to the City on the final "True-Up" calculation, either reducing the amount the City owes the County, or increasing the amount the County owes the City. City shall provide copies of all fiscal records necessary in performing the "True Up" calculation for County review within 90 days of the close of the fiscal year.

6. Included in phlebotomy services are a trained, certified phlebotomist available to take blood samples from certain arrestees during designated hours, and supplies and equipment associated with the taking of blood specimens.

Supplies and equipment may include, but are not limited to: blood draw chair, collections sets, sponge gauze, germicide wipes, Betadine solution, tourniquets, Band-Aids, single use needle holders, surgical masks, medical gloves, and sharps containers.

7. The medical staffing agency contracted by the City will provide all standard insurance associated with phlebotomy services.

#### 11.0 Data Collection/Reporting Requirements and Performance Data.

County agrees to provide to City a quarterly accounting to personnel listed in Section 17.03 of this Agreement:

1) the number of persons presented by the City for booking that the Sheriff refuses to accept for medical reasons. The report will contain information on the reasons for refusal, such as an injury or medical reason, without identifying the individual;

2) the length of time spent by City officers from the time of arrival at the Central Booking Facility with a City Prisoner until the prisoner is accepted for booking by the County. The reporting will identify the dates and times on which the arrivals and bookings occurred;

3) the total number of bookings processed through the Central Booking Facility, detailing those booked by APD, and including charge offense levels and warrants; and

4) the total actual cost incurred for booking services during the quarter and fiscal year to date, citing any areas that are exceeding budget and expected to cause the City share to exceed estimated reimbursement.

#### 12.0 Coordinating Committee.

City and County shall each appoint representatives to serve on a Coordinating Committee. The committee will include the following membership:

Assistant City Manager for Public Safety  
Presiding Judge of the City of Austin Municipal Court  
Clerk of the Municipal Court  
City of Austin Municipal Court Magistrate representative  
Austin Police Department designates

Travis County County Executive for Justice and Public Safety  
Travis County Sheriff's Office - Major of the Corrections Bureau  
Travis County Sheriff's Office – Captain of Central Booking Facility  
Travis County Sheriff's Office, Lieutenant of Central Booking Facility  
Other Travis County Sheriff's Office designates  
Travis County Pretrial Services Division Director  
Travis County Attorney's Office designate  
Representative Defense Attorney

The Coordinating Committee will have an assigned coordinator from the Travis County Sheriff's Office to take meeting minutes, develop meeting agendas, and manage its meetings calendar. The committee shall:

- 12.01 meet at least quarterly to review Central Booking Facility operations and issues;
- 12.02 review and recommend any revisions to City and County procedures related to the operation of the central booking facility;
- 12.03 monitor performance measures and periodically provide status reports to the Commissioners Court and to the City Council;
- 12.04 recommend interlocal revisions to Commissioners Court and City Council, if necessary.

### 13.0 Records

City and County agree to allow access to and mutual inspection of any and all records relevant to the Central Booking Facility, excluding City and County internal memoranda and files otherwise exempted by law from public disclosure.

### 14.0 Breach

The failure of either party to comply with the terms and conditions of this agreement shall constitute a breach of this agreement.

### 15.0 Waiver

The waiver by either party of a breach of this agreement shall not constitute a continuing waiver of such breach or of a subsequent breach of the same or a different provision, unless so stipulated by the party not in breach of this agreement.

### 16.0 Texas Law to Apply

This agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the parties created hereunder are performable in Travis County, Texas.

### 17.0 Notice

17.01 All notices sent pursuant to this interlocal agreement shall be in writing and may be hand delivered, or sent by registered or certified mail, postage prepaid, return receipt requested.

17.02 Notices sent to County pursuant to this interlocal agreement shall be delivered or sent to:

Sheriff Greg Hamilton (or successor in office)  
Travis County Sheriff's Office  
P.O. Box 1748  
Austin, Texas 78767

And to:

Roger Jefferies (or successor)  
Travis County Justice and Public Safety Division  
P.O. Box 1748  
Austin, Texas 78767

With a copy to:

David Escamilla, County Attorney (or his successor in office)  
P.O. Box 1748  
Austin, Texas 78767

**17.03** Notices sent to City pursuant to this Interlocal Agreement shall be delivered or sent to:

Art Acevedo (or successor)  
Chief of Police  
Austin Police Department  
715 East 8th Street  
Austin, Texas 78701

And to:

Alice Suter (or successor)  
Assistant Director, Austin Police Department  
P.O. Box 689001  
Austin, Texas 78768-9001

With a copy to:

Karen Kennard (or successor)  
City Attorney, City of Austin  
P.O. Box 1088  
Austin, Texas 78767

**17.04** When notices sent are hand delivered, notice shall be deemed effective upon delivery. When notices are mailed by registered or certified mail, notice shall be deemed effective three (3) days after deposit in a U.S. mail box or at a U.S. post office.

**17.05** Either party may change its address for notice under this Interlocal Agreement by providing a notice of the change in compliance with this paragraph to all other parties.

**18.0** **Current Revenue**

19.01 The City shall pay for services rendered by the County, pursuant to this interlocal agreement, from current revenue funds.

19.0 Legal Construction, Severability

In case any one or more of the provisions contained in this agreement shall for any reason be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

20.0 Entire Agreement

20.01 Except as provided in Section 1.0, this agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof and contains all of the covenants and agreements between the parties, with respect to said matter. Each party to this agreement acknowledges that no representations, inducements, promises, agreements, oral or otherwise, have been made by any party or anyone acting on behalf of any party which is not embodied herein and that no other agreements, statement, or promise not contained in this agreement shall be valid or binding. No modification concerning this instrument shall be of any force or effect, excepting a subsequent amendment in writing signed by the parties. No official, representative, agent or employee of County, has any authority to modify this agreement except pursuant to express authority to do so granted by the Commissioners Court of Travis County.

20.02 The following exhibits are part of this contract, and constitute promised performances of the parties to this agreement:

- 20.02.01 Exhibit A, Cost Model Parameters Beginning October 1, 2013
- 20.02.03 Exhibit B, Floor Plan for Magistration Space
- 20.02.05 Exhibit C, Data and Phone Lines

21.0 Parties Bound

This agreement shall be binding upon and inure to the benefit of the parties to it and their respective legal representatives, successors and assigns where permitted by this Agreement. Each party confirms that its respective governing body has duly authorized this Agreement.

22.0 No Conferring of Third Party Rights

Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

23.0 Gender and Number



Words of gender used in this agreement shall be held and construed to include any other gender and words in the singular number shall be held to include the plural and vice versa unless this agreement requires otherwise.

Executed on the date or dates indicated below.

TRAVIS COUNTY

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

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

CITY OF AUSTIN

By: \_\_\_\_\_  
Marc Ott  
City Manager

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

TRAVIS COUNTY SHERIFF

\_\_\_\_\_  
Greg Hamilton

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



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

**Meeting Date:** August 20, 2013

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

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on budget amendments, transfers and discussion items.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**  
Please see attached documentation.

**STAFF RECOMMENDATIONS:** Please see attached documentation.

**ISSUES AND OPPORTUNITIES:** Please see attached documentation

**FISCAL IMPACT AND SOURCE OF FUNDING:** Please see attached documentation.

**REQUIRED AUTHORIZATIONS:**

**Leslie Browder – Planning and Budget Office, (512)854-9106**

**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](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

# BUDGET AMENDMENTS AND TRANSFERS

## FY 2013

8/20/2013

NEW BUDGET

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
N1		4050	149030	481000	TNR	RM620 Quinlan Marshall Ford	\$93,306.35		1
		4050	149030	522040	TNR	Cap.Outlay Mtrl-Infras/Impvts	\$93,306.35		
N2		4050	149030	481000	TNR	FM 969 @ Gilbert Lane	\$6,582.67		1
		4050	149030	522040	TNR	Cap.Outlay Mtrl-Infras/Impvts	\$6,582.67		

AMENDMENTS

BA#	IO/WBS	FUND	COST CENTER	COMMITMENT	Dept.	Line Item	Increase	Decrease	Pg #
A1		0115	198000	580010	Reserves	BCP Fund/Allocated Reserves		\$3,586,000.00	6
		0115	149012	522050	TNR	Cap.Outlay Mtrl - Land	\$3,586,000.00		
A2		0001	198000	580010	Reserves	Allocated Reserves		\$1,346.00	11
		0001	122001	500070	Civil Courts	Salaries-Temp. Employee	\$1,248.00		
		0001	122001	506010	Civil Courts	FICA - OASDI	\$77.00		
		0001	122001	506020	Civil Courts	Medicare	\$18.00		
		0001	122001	506060	Civil Courts	Worker's Compenstation	\$3.00		
A3		0001	198000	580010	Reserves	Allocated Reserves		\$1,346.00	11
		0001	131001	500070	Const. Pct. 1	Salaries-Temp. Employee	\$1,248.00		
		0001	131001	506010	Const. Pct. 1	FICA - OASDI	\$77.00		
		0001	131001	506020	Const. Pct. 1	Medicare	\$18.00		
		0001	131001	506060	Const. Pct. 1	Worker's Compenstation	\$3.00		
		0001	198000	580010	Reserves	Allocated Reserves		\$1,346.00	11
A4		0001	157001	500070	Records Mngt.	Salaries-Temp. Employee	\$1,248.00		
		0001	157001	506010	Records Mngt.	FICA - OASDI	\$77.00		
		0001	157001	506020	Records Mngt.	Medicare	\$18.00		
		0001	157001	506060	Records Mngt.	Worker's Compenstation	\$3.00		

OTHER

O1 Create one new internally funded FTE (Office Assistant)

15



## **PLANNING AND BUDGET OFFICE**

**TRAVIS COUNTY, TEXAS**

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314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

### **MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Alan Miller, Budget Analyst *AM*

**DATE:** August 12, 2013

**RE:** Establishing New Budgets for Revenue Received for Road improvements

The County Auditor's Office has certified additional unanticipated new revenues provided by Property Development Center LLC for road improvements at Quinlan Park and Marshall Ford roads. Also revenue was received from by KNWL Development LP for road improvements at FM 96 at Gilbert Lane.

TNR has submitted budget adjustments to budget the donated funds. Pursuant to the FY 2013 Budget Rules, PBO is submitting this new revenue budget adjustment for Commissioners Court approval.

PBO recommends approval of this budget adjustment for \$99,889.02 in new revenue.

**cc:** Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Cynthia McDonald, TNR

Header Information for Entry Doc Number

400003199

Doc. Number

400003199

Doc. Status

Preposted

FM Area

1000

Budget. Cate.

Payment

Doc. Year

2013

Doc. Date

Jul 30, 2013

Value Type

Budget

Version

0

Doc. Type

TRAN

Budget Type

6

Fiscal Year

2013

Year.Cash.Eff

Process UI

BALA

Process

BALS

Original.Applic.

BWB

Doc.Family

Additionnal Data

Creator

WILLIAD

Creation Date

Aug 5, 2013

Creation Time

14:49:03

Resp. Person

DONNA WILLIAMS JONES

Year Cohort

Public Law

Header Text

Revenue Certification RM620 Quinlan Marshall Ford

Legislation

TextName

Lines

Total Document

93,306.35

USD

Line	Fund	Budget Period	Funds Center	Comm.Item	FuncArea	Grant	Funded Program	Local Amount	Text Line
000001	4050		1490304050	481000	1710	NOT-RELEVANT	600071	93,306.35	New Budget RM620 Quinlan Marshall Ford
000002	4050		1490304050	522040	1710	NOT-RELEVANT	600071	93,306.35	New Budget RM620 Quinlan Marshall Ford

*August 14, 2013*

TRAVIS COUNTY  
AUDITOR'S OFFICE


NICKI RILEY, CPA  
COUNTY AUDITOR



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

---

To: Leslie Browder  
County Executive, Planning and Budget

From:  Nicki Riley  
County Auditor

Subject: Certification of Revenue – RM 620 at Quinlan Park and Marshall Ford Roads-  
Property Development Centers LLC

Date: July 29, 2013

I hereby certify \$93,306.35 as additional revenue to be used by the Transportation and Natural Resources Department for road improvements at Quinlan Park and Marshall Ford Roads. This amount represents Property Development Center LLC's payment under an indemnification agreement between Property Development Center LLC and Travis County

The funds should be allocated as follows:

<u>Fund</u>	<u>Fund Center</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
4050	1490304050	481000	Other Revenue	\$93,306.35

If you have any questions, please call.

NR/ay

cc: Paul S. Lyon, First Assistant County Auditor  
Patti Smith, Chief Assistant County Auditor  
Hannah York, Auditor Financial Analyst  
Tracy LeBlanc, Financial Analyst – Revenues  
Jessica Rio, Budget Director, PBO  
Cynthia McDonald, Financial Manager, TNR  
Donna Williams-Jones, Sr. Financial Analyst, TNR



Header Information for Entry Doc Number

400003220

Doc. Number

400003220

Doc. Status

Preposted

FM Area

1000

Budget. Cate.

Payment

Doc. Year

2013

Doc. Date

Jul 30, 2013

Value Type

Budget

Version

0

Doc. Type

TRAN

Budget Type

6

Fiscal Year

2013

Year.Cash.Eff

Process UI

BALA

Process

BALS

Original.Applic.

BWB

Doc.Family

Additional Data

Creator

WILLIAD

Creation Date

Aug 5, 2013

Creation Time

14:49:39

Resp. Person

DONNA WILLIAMS JONES

Year Cohort

Public Law

Header Text

Revenue Certification FM 969 at Gilbert Lane

Legislation

TextName

Lines

Total Document

6,582,67

USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncAreaGrant	Funded Program	Local Amount	Text Line
000001	4050		1490304050	481000	1710	NOT-RELEVANT	6,582.67	New Budget FM 969 at Gilbert Ln
000002	4050		1490304050	522040	1710	NOT-RELEVANT	6,582.67	New Budget FM 969 at Gilbert Ln

~~Xi~~ Du i Aug 14, 2013


TRAVIS COUNTY  
AUDITOR'S OFFICE

NICKI RILEY, CPA  
COUNTY AUDITOR



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

To: Leslie Browder  
County Executive, Planning and Budget

From:  Nicki Riley  
County Auditor

Subject: Certification of Revenue – FM 969 and Gilbert Lane-KNWL

Date: July 29, 2013

I hereby certify \$6,582.67 as additional revenue to be used by the Transportation and Natural Resources Department for road improvements to FM 969 at Gilbert Lane. This amount represents KNWL Development LP's payment under an indemnification agreement between KNWL Development LP and Travis County

The funds should be allocated as follows:

<u>Fund</u>	<u>Fund Center</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
4050	1490304050	481000	Other Revenue	\$6,582.67

If you have any questions, please call.

NR/ay

cc: Paul S. Lyon, First Assistant County Auditor  
Patti Smith, Chief Assistant County Auditor  
Hannah York, Auditor Financial Analyst  
Tracy LeBlanc, Financial Analyst – Revenues  
Jessica Rio, Budget Director, PBO  
Cynthia McDonald, Financial Manager, TNR  
Donna Williams-Jones, Sr. Financial Analyst, TNR



## PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

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314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

### MEMORANDUM

**TO:** Members of Commissioners Court

**FROM:** Alan Miller, Budget Analyst *AM*

**DATE:** August 12, 2013

**RE:** Approve transfer from the allocated reserve in the BCP Fund (Fund 0115) for land acquisition

The Commissioners Court, July 16, 2013, item 28, voted to approve \$3,586,000 to purchase of additional land as part of the Balcones Canyonland Conservation Plan. Funds for BCP land acquisition and maintenance for the Balcones Canyon Land are budgeted in a separate fund from the General Fund, Fund 0115. TNR is requesting funds be moved from the allocated reserve in the fund to the appropriate operating line to complete the purchase.

The BCP reserve before the transfer is \$4,931,893 and after the transfer it will be \$1,345,893. PBO has anticipated this expenditure in our latest end of year estimates for the fund. PBO recommends approval of this request.

**cc:** Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Steve Manilla, Cynthia McDonald, Donna Williams-Jones, TNR

RECEIVED

13 AUG -9 PM 3:10



**TRANSPORTATION AND NATURAL RESOURCES**  
**STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE**

**TRAVIS COUNTY**  
**PLANNING & BUDGET OFFICE**

700 Lavaca Street, 5<sup>th</sup> Floor Suite 540  
Travis County Administration Building  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4697

August 8, 2013

**MEMORANDUM**

**TO:** Leslie Browder, County Executive, Planning and Budget Office  
**FROM:** *Carol B. Jorgensen for*  
Steven M. Manilla, P.E., County Executive TNR  
**SUBJECT:** Approve a Reserve Budget Transfer for the Balcones Canyonland Preserve Program (BCP) –Land Acquisition

**Proposed Motion:** Approve a budget transfer for \$3,586,000 from the Balcones Canyonland Preserve Program reserves in fund 0115 for land acquisition.

**Summary and Staff Recommendation:** TNR is requesting that the Commissioners Court approve a transfer of \$3,586,000 from the BCP fund 0115 reserve account 1980000000 580010 for costs related to a future land acquisition for the Balcones Canyonland Preserve program. The Commissioners Court authorized TNR to move forward with this land purchase on July 16, 2013 under executive session item number 28.

**Budgetary and Fiscal Impact:** This will reduce the BCP Fund 0115 allocated reserves by \$3,586,000 from \$4,931,893 to \$1,345,893.

**Required Authorizations:** Planning and Budget Office.

**Exhibits:** A copy of budget transfer #400003309 and summary of the current balance in the fund 0115 allocated reserve account.

If you have any questions or require additional information please contact Donna Williams-Jones at extension 47677.

DWJ:SMM:dwj

Attachments

copy: Alan Miller - PBO  
*awd* Isabelle Lopez, Christina Jensen, Donna Williams-Jones, - TNR

S:\CAPITAL IMPROVEMENT PROJECTS (CIP)\BALCONES CANYONLAND PRESERVE (BCP)\FY2013 TBF  
Reserve Transfer\_Memo\_PBO\_Land Acquisition.doc

## Executive Session Items

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

*Note 1: Gov't Code Ann 551.071, Consultation with Attorney*

*Note 2: Gov't Code Ann 551.072, Real Property*

*Note 3: Gov't Code Ann 551.074, Personnel Matters*

*Note 4: Gov't Code Ann 551.076, Security*

*Note 5: Gov't Code Ann 551.087, Economic Development Negotiations*

28. Consider and take appropriate action on purchase of a conservation easement over approximately 652 acres of land in connection with the Balcones Canyonlands Conservation Plan in Precinct Three. (Commissioner Daugherty) <sup>2</sup>

<b>MOTION:</b>	Accept the purchase price of \$3,586,000.00, with closing to take place by the end of Calendar Year 2013.
<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gerald Daugherty, Commissioner
<b>SECONDER:</b>	Margaret J. Gómez, Commissioner
<b>AYES:</b>	Samuel T. Biscoe, Ron Davis, Gerald Daugherty, Margaret J. Gómez
<b>ABSENT:</b>	Bruce Todd

6

Budget Report		Date: 08/08/2013		Page: 1 / 1	
Financial Management Area 1000 Travis County		FM Payment Budget		0	
Fiscal Year 2013		Version			
Fund/Group 0115		Functional Area/Group *		*	
Budget Type/Group *		Funded Program/Group		All	
Year of Cash Effectivity		Workflow Status/Group			
Budget Period/Group					
Funds Center/Commitment Item		Current Budget	Original Budget	Returns	Supplements
Funds Ctr/Commitment Item					Transfers to Sender
1980000000 Reserves		4,931,893	12,955,072		8,023,179-
580010 Reserves-Allocated		4,931,893	12,955,072		8,023,179-



## Header Information for Entry Doc Number

400003309

Doc. Number 400003309 Doc. Status Preposted FM Area 1000

Budget. Cate. Payment Doc. Year 2013 Doc. Date Aug 8, 2013

Value Type Budget Version 0 Doc. Type TRAN

Budget Type 1 Fiscal Year 2013 Year. Cash. Eff

Process UI TRAN Process SEND Original. Applic. BWB Doc. Family

**Additional Data**

Creator WILLIAD Creation Date Aug 8, 2013 Creation Time 12:29:46

Resp. Person DONNA WILLIAMS JONES Year Cohort Public Law

Legislation

Header Text BCP 0115 Reserve Trf for Land Acquisition

TextName

## Lines

Total Document **\$ 3,586,000** USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0115		1980000000	580010	1120	NOT-RELEVANT	-3,586,000	To 522050 7-16-13 Exec Session Item 28_BCP Land
000002	0115		1490120115	522050	1750	NOT-RELEVANT	3,586,000	From 580010 7-16-13 Exec Session Item 28_BCP Land

*Aug 14, 2013*



# PLANNING AND BUDGET OFFICE

## TRAVIS COUNTY, TEXAS

700 Lavaca Street, Ste. 1560  
Austin, Texas 78701

P.O. Box 1748  
Austin, Texas 78767

### MEMORANDUM

**TO:** Members of Commissioners Court

**FROM:** Diana A. Ramirez, Assistant Budget Director *DA Ramirez*

**DATE:** August 14, 2013

**RE:** Request to use Allocated Reserve Earmark for the Austin Community College (ACC) Internship Program for the Fall Semester by Four Departments

The FY 13 Adopted Budget includes an earmark against the Allocated Reserve to assist departments that are unable to internally fund the cost of participating in the ACC Internship Program. The internship program pays selected ACC students \$12 per hour for 20 hours per week for 16 weeks. The estimated cost for three interns is \$12,426. This cost is split with \$4,038 of the cost falling to the FY 13 budget and \$8,388 of the cost falling to the FY 14 budget because the 16 week internship begins on August 26<sup>th</sup> and ends December 13<sup>th</sup>. The remaining earmark against the FY 13 Allocated Reserve is \$14,497.

Department	# of Interns	FY 13	FY 14	Notes
County Judge	1	\$0	\$0	Internal funding
Auditor	3	0	0	Internal funding
Civil Courts	1	1,346	2,796	Allocated Reserve
Constable, Pct. 1	1	1,346	2,796	Allocated Reserve
Records Mgmt.	1	1,346	2,796	Allocated Reserve
<b>TOTAL</b>	<b>7</b>	<b>\$4,038</b>	<b>\$8,388</b>	

PBO recommends approval of the attached budget adjustments for the FY 13 portion of the cost to support the program. PBO also recommends Commissioners Court approval to place the budget totaling \$8,388 for the FY 14 portion of this program on the Changes to Preliminary Budget Workbook and decrease the FY 14 earmark against the Allocated Reserve for this program from \$33,130 to \$24,742.

cc: Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Debbie Maynor, Harve Franklin, HRMD  
Peg Liedtke, Amanda Michael, Civil Courts  
The Honorable Danny Thomas, Constable, Pct. 1  
Gwen Doyle, CN1  
Steve Broberg, Tom Ashburn, RMCR

**Header Information for Entry Doc Number****400003364**

Doc. Number 400003364

Doc. Status Preposted

FM Area 1000

Budget. Cat. Payment

Doc. Year 2013

Doc. Date Aug 15, 2013

Value Type Budget

Version 0

Doc. Type TRAN

Budget Type 1

Fiscal Year 2013

Year. Cash. Eff

Process UI TRAN

Process SEND

Original. Applic. BWB

Doc. Family

**Additional Data**

Creator

MICHAELA

Creation Date Aug 15, 2013

Creation Time 10:00:27

Resp. Person

Year Cohort

Public Law

Header Text Fall 2013 ACC Intern - September Costs

Legislation

TextName

**Lines****Total  
Document**

1,346

USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120	NOT-RELEVANT	-1,346	Fall 2013 ACC Intern - September Costs
000002	0001		1220010001	500070	1220	NOT-RELEVANT	1,248	Fall 2013 ACC Intern - September Costs
000003	0001		1220010001	506010	1220	NOT-RELEVANT	77	Fall 2013 ACC Intern - September Costs
000004	0001		1220010001	506020	1220	NOT-RELEVANT	18	Fall 2013 ACC Intern - September Costs
000005	0001		1220010001	506060	1220	NOT-RELEVANT	3	Fall 2013 ACC Intern - September Costs

*Handwritten signature and date:*  
                     Aug 15, 2013

# Header Information for Entry Doc Number 400003371

Doc. Number 400003371 Doc. Status Preposted FM Area 1000

Budget. Cate. Payment Doc. Year 2013 Doc. Date Aug 15, 2013

Value Type Budget Version 0 Doc. Type TRAN

Budget Type 2 Fiscal Year 2013 Year. Cash. Eff

Process UI TRAN Process SEND Original. Applic. BWB Doc. Family

**Additionnal Data**

Creator DOYLEG Creation Date Aug 15, 2013 Creation Time 10:26:14

Resp. Person Year-Cohort Public Law

Legislation

Header Text

TextName

## Lines

**Total Document** 1346 USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120	NOT-RELEVANT	-1,346	
000002	0001		1310010001	500070	1310	NOT-RELEVANT	1,248	
000003	0001		1310010001	506010	1310	NOT-RELEVANT	77	
000004	0001		1310010001	506020	1310	NOT-RELEVANT	18	
000005	0001		1310010001	506060	1310	NOT-RELEVANT	3	

*Aug 15, 2013*

# Header Information for Entry Doc Number

## 400003363

Doc. Number 400003363

Doc. Status Preposted

FM Area 1000

Budget. Cat. Payment

Doc. Year 2013

Doc. Date Aug 14, 2013

Value Type Budget

Version 0

Doc. Type TRAN

Budget Type 2

Fiscal Year 2013

Year. Cash. Eff

Process UI TRAN

Process SEND

Original. Applic. BWB

Doc. Family

### Additional Data

Creator

ASHBURT

Creation Date Aug 14, 2013

Creation Time 15:08:00

Resp. Person

Year Cohort

Public Law

Header Text

Legislation

TextName

### Lines

**Total Document**

1,346

USD

Line	Fund	Budget Period	Funds Center	Comm. Item	FuncArea Grant	Funded Program	Local Amount	Text Line
000001	0001		1980000000	580010	1120	NOT-RELEVANT	-1,346	For ACC Intern, per Diana Ramirez 8/14/2013
000002	0001		1570010001	500070	1110	NOT-RELEVANT	1,248	
000003	0001		1570010001	506010	1110	NOT-RELEVANT	77	
000004	0001		1570010001	506020	1110	NOT-RELEVANT	18	
000005	0001		1570010001	506060	1110	NOT-RELEVANT	3	

*Di Aug 15, 2013*

*FE*



## **PLANNING AND BUDGET OFFICE**

**TRAVIS COUNTY, TEXAS**

700 Lavaca Street, Ste. 1560  
Austin, Texas 78701

P.O. Box 1748  
Austin, Texas 78767

### **MEMORANDUM**

**TO:** Members of Commissioners Court

**FROM:** Diana A. Ramirez, Assistant Budget Director

**DATE:** August 14, 2013

**RE:** Request by Facilities Management Department (FMD) to use Permanent Salary Savings to fund a new administrative position

Earlier this year, a Sr. Project Manager in FMD retired. FMD is requesting to reclassify the position to Project Manager and to use permanent salary savings created by that reclassification to fund a new Office Assistant position in its Maintenance and Repair Division. The new Office Assistant will provide basic administrative support such as processing mail, making deliveries, and serving as a receptionist for the division. Currently, higher paid staff has to cover these duties, which is an ineffective use of that staff time.

FMD has worked with PBO and HRMD and the three departments are in concurrence with the proposed change. PBO recommends approval of the creation of this new position as of September 1, 2013.

**cc:** Leslie Browder, Jessica Rio, Travis Gatlin, PBO  
Roger El-Khoury, John Carr, Lloyd Evans, Amy Draper, FMD  
Debbie Maynor, Todd Osburn, HRMD





## FACILITIES MANAGEMENT DEPARTMENT

**Roger A. El Khoury, M.S., P.E., Director**

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

### MEMORANDUM

**FMD Project:** Personnel

**FILE:** 102

**TO:** Diana Ramirez, Senior Budget Analyst, Planning and Budget Office

**FROM:** Roger A. El Khoury, M.S., P.E., Director

**DATE:** July 18, 2013

**SUBJECT:** Request for Office Assistant – Funded by Permanent Savings  
Reclassify Position # 30000550

A handwritten signature in black ink, reading "Roger A. El Khoury", is written over the "FROM" line and extends into the "DATE" and "SUBJECT" lines.

Facilities Management Department (FMD) requests approval for a new Office Assistant position, grade 10 (entry level is \$24,681). Permanent funding is available from within existing FMD personnel accounts to cover the cost of the position. Recently a senior staff member retired. Funding for this vacated position is \$96,592. This position is temporarily occupied by a full time employee that will be in the department for up to 90 days. Salary for this employee is \$53,440, a delta of \$43,152. Upon departure of the employee temporarily occupying position # 30000550, FMD intends to request reclassification of this position from a Senior Project Manager, grade 26 down to a Project Manager, grade 24, at the entry level of \$63,638. This reclassification would result in ongoing savings of \$32,954, which would more than fully fund the requested Office Assistant position without any additional resources being required.

At the current time, the FMD Maintenance and Repair Division is supported by one Office Specialist (service call desk). The Office Specialist is fully occupied with processing work requests/work order and coordinating the dispatch of service technicians. There is not an available staff person to assist the division with basic office duties such as stocking printers/copiers, processing incoming/outgoing mail, making deliveries and serving as the receptionist for visitors to the Maintenance and Repair Division. The lack of this basic administrative support results in these duties being picked up by senior staff members, diverting their available work hours from their critical job functions.

Office space for this new Office Assistant is available at the third floor of the University Savings Building. Necessary furniture, phone lines and computer support is also available or will be procured from departmental resources. This request is fully funded by FMD, no additional resources are being requested, except for authorization of the new full time position.

Your support in obtaining approval for this position is greatly appreciated. Please direct any questions to me at 44579.

### COPY TO:

Leslie Browder, County Executive, PBO  
Todd Osborn, Compensation Manager, HRMD  
John Carr, Administrative Director, FMD  
Lloyd Evans, Maintenance Director, FMD  
Amy Draper, CPA, Financial Manager, FMD

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**Allocated Reserve Status (580010)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$6,920,945			Beginning Balance
(\$10,000)	TNR	10/16/12	Clean Air Force 2013
(\$11,388)	Various	Various	Approved by CC for FY13 portion of ACC intern program
(\$378,290)	HHS	11/6/12	Parenting in Recovery Program
(\$1,881)	TNR	11/13/12	Constable Staffing
(\$135,679)	Constable Pct. 1	11/15/12	Constable Staffing
(\$10,000)	County Attorney	11/20/12	Legal Advisory Services
(\$240,179)	HRMD	12/4/12	Benefits income adjustment
(\$12,537)	Tax Office	12/11/12	Reclassification of two positions
(\$7,067)	JP Pct. 5	12/28/12	DPS backlog-drivers license revocation
(\$80,000)	TNR	1/22/13	East Metro Park Multi-Purpose Court
(\$46,900)	TNR	1/29/13	Recycling Program
(\$11,700)	Facilities	2/5/2013	Move for Dist. Clerk to Gault basement
(\$190,642)	County Attorney	3/12/2013	County Attorney Litigation Staff
(\$21,592)	ITS	3/12/2013	County Attorney Litigation Staff
(\$250,000)	Facilities	3/26/2013	Remodel 10th Floor @700 Lavaca Bldg.
(\$51,500)	CJP	4/16/2013	APD Chemist backlog
(\$115,940)	Cons. Pct. 1	4/23/2013	Constable Staffing
(\$5,300)	Criminal Courts	4/30/2013	Veterans Court program
\$63,031	County Auditor	5/14/13	Returning BEFIT Operating Funds
(\$1,000)	Historical Comm.	5/14/13	Transfer for Williams Grant
(\$29,371)	Sheriff	5/14/13	Transition Crim.Cts.Bailiff positions to TCSO
\$721,064	County Clerk	5/28/2013	Reimbursement for November Election
(\$35,000)	County Attorney	6/25/2013	Legal Services-Congressional Redistricting
<b>\$6,059,074</b>	<b>Current Balance</b>		

**Possible Future Expenses Against Allocated Reserve Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
(\$137,676)	Civil Courts – Drug Court Grant
(\$200,000)	Civil Courts Legally Mandated Fees – Attorney Fees & Other Court Costs
(\$214,774)	Criminal Courts – Veterans Court Grant
(\$175,000)	Crim Cts Legally Mandated Fees – Atty Fees & Other Ct Costs for Capital Cases
(\$12,714)	CSCD – MSS Adjustments
(\$36,000)	District Clerk – Collections Software
(\$20,000)	Emergency Services – Hazardous Materials Disposal
(\$200,000)	General Admin – HUB Requirements Disparity Study (\$35,595 funds from State, restricted-use for this purpose)
(\$100,000)	Health & Human Services – PromoSalud Scholarships and Workforce Development
(\$150,000)	HRMD – Revised Tuition Reimbursement Policy
(\$14,497)	HRMD – ACC Internship Program
(\$83,182)	ITS – BEFIT Customer Support Analyst III
(\$60,000)	RMCR – Additional Postage
(\$1,000,000)	TCSO – Overtime
<b>(\$2,403,843)</b>	<b>Total Possible Future Expenses (Earmarks)</b>
<b>\$3,655,231</b>	<b>Remaining Allocated Reserve Balance After Possible Future Expenditures</b>

**Capital Acquisition Resources Account Reserve Status (580070)****CAR RESERVE TRANSFERS**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$2,813,944			Beginning Balance
(\$8,000)	ITS	11/27/12	IT Infrastructure for FMD Projects
(\$82,552)	EMS	12/11/12	Fire fighting aircraft
(\$649,975)	ITS	1/15/13	Data storage tapes
(\$58,040)	Facilities	1/15/13	Renovation of HMS Courthouse Rm118
(\$60,000)	Facilities	1/15/13	Gault HVAC renovation project
(\$42,283)	TNR	1/29/13	Technical Correction FY 12 Budget Amendment
(\$46,306)	Facilities	2/5/13	Gault basement renovations-Dist. Clerk
(\$35,142)	Facilities	2/19/13	FFE for ongoing renovation of 700 Lavaca
(\$112,944)	Facilities	3/26/13	Remodel 10th Floor @ 700 Lavaca Bldg.
(\$39,957)	TNR	4/29/13	Motorcycle Replacement for TCSO
(\$35,000)	Purchasing	4/30/13	Forklift - Purchasing Warehouse
(\$224,417)	ITS	6/4/13	IT Infrastructure for 5th Fl. Granger
(\$194,502)	TNR	6/18/13	Replacement cost of Automobile losses
(\$150,000)	TNR	7/23/13	Guardrail and ADA Sidewalk Impvts.
<b>\$1,074,826 Current Reserve Balance</b>			

**Possible Future Expenses Against CAR Reserves Previously Identified:**

<b>Amount</b>	<b>Explanation</b>
\$ (592,883)	ITS Infrastructure for FMD Projects
\$ (38,046)	Replacement Boat Motors for Lake Unit
\$ (90,000)	Failing Vehicles
\$ (250,000)	FM 1626 ROW Purchases
\$ (970,929)	Total Possible Future Expenses (Earmarks)

**\$103,897 Remaining CAR Reserve Balance After Possible Future Expenditures**

**Emergency Reserve Status (580120)**

Amount	Dept Transferred Into	Date	Explanation
\$2,016,924			Beginning Balance
<b>\$2,016,924 Current Reserve Balance</b>			

**Fuel & Utility Reserve Status (580130)**

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000 \$ (880,000)	TNR	7/16/23	Beginning Balance Fuel
<b>\$120,000 Current Reserve Balance</b>			

**Planning Reserve Status (580210)**

Amount	Dept Transferred Into	Date	Explanation
\$5,496,000 \$ (50,000)	PBO	5/21/13	Beginning Balance Civil & Family Courthouse Planning Services
<b>\$5,446,000 Current Reserve Balance</b>			

**Juvenile Justice TYC (580260)**

Amount	Dept Transferred Into	Date	Explanation
\$418,959			Beginning Balance
<b>\$418,959 Current Reserve Balance</b>			

**Smart Bldg. Facility Maintenance Reserve Status (580240)**

Amount	Dept Transferred Into	Date	Explanation
\$160,778			Beginning Balance
<b>\$160,778 Current Reserve Balance</b>			

**IJS/FACTS Reserve Status (580160)**

Amount	Dept Transferred Into	Date	Explanation
\$2,164,795			Beginning Balance
(\$196,951)	ITS	10/23/12	OnBase Infrastr.
(\$717,746)	ITS	11/6/12	CUC TechShare
(\$1,146,096)	ITS	12/18/2012	TechShare
(\$98,063)	RMCR	5/28/2013	DMS Software
<b>\$5,939 Current Reserve Balance</b>			

**Transition Reserve Status (580300)**

Amount	Dept Transferred Into	Date	Explanation
\$101,889			Beginning Balance
<b>\$101,889 Current Reserve Balance</b>			

**Reserve for State Cuts Status (580310)**

Amount	Dept Transferred Into	Date	Explanation
\$250,000			Beginning Balance
<b>\$250,000 Current Reserve Balance</b>			

**Starflight Maintenance Reserve Status (580320)**

Amount	Dept Transferred Into	Date	Explanation
\$1,001,050 \$ (96,000)	EMS	4/9/13	Beginning Balance Helicopter Mtn/Rpr
<b>\$905,050 Current Reserve Balance</b>			

**1115 Waiver Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$1,000,000			Beginning Balance
<b>\$1,000,000 Current Reserve Balance</b>			

**Interlocals Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$2,166,175 (\$1,483,173)	Emergency Services	11/13/12	Beginning Balance Regional Radio Service Interlocal
<b>\$683,002 Current Reserve Balance</b>			

**Annualization Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$65,768			Beginning Balance
<b>\$65,768 Current Reserve Balance</b>			

**Salary Savings Reserve Status (580200)**

Amount	Dept Transferred Into	Date	Explanation
\$400,000			Beginning Balance
<b>\$400,000 Current Reserve Balance</b>			

**Unallocated Reserve Status (580015)**

Amount	Dept Transferred Into	Date	Explanation
\$57,195,853			Beginning Balance
(\$2,302,015)	EMS	12/11/12	Reimbursement Resolution
(\$2,941,500)	ITS	12/11/12	Reimbursement Resolution
(\$877,000)	TNR	12/11/12	Reimbursement Resolution
(\$901,912)	FMD	12/11/12	Reimbursement Resolution
\$901,912	FMD	6/25/13	Transfer back to Unallocated Resv.
\$2,302,015	EMS	6/24/13	Transfer back to Unallocated Resv.
\$877,000	TNR	6/27/13	Transfer back to Unallocated Resv.
\$2,941,500	ITS	7/11/13	Transfer back to Unallocated Resv.
<b>\$57,195,853 Current Reserve Balance</b>			





## Travis County Commissioners Court Agenda Request

**Meeting Date:** 08/20/2013, 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. Contract amendment to a Comprehensive Energy Assistance grant with the Texas Department of Housing and Community Affairs to change budget categories;
- B. Contract amendment to a Comprehensive Energy Assistance grant with the Texas Department of Housing and Community Affairs to increase the grant award by \$261,110; and
- C. Annual contract with the OneStar Foundation to continue the AmeriCorps program in Health and Human Services and Veterans Services.

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

Items A & B are amendments to existing, overlapping CEAP grants. The first amendment changes budget categories to allow the department to fully utilize the grant. The second amendment adds an additional \$261,110 to the grant award.

Item C is the annual award for the AmeriCorps program.

### **STAFF RECOMMENDATIONS:**

PBO recommends approval.

### **ISSUES AND OPPORTUNITIES:**

Additional information is provided on the grant summary sheets.

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

Item C requires a match, which is met through the allocation of existing staff in Health and Human Services and Veterans Service.

### **REQUIRED AUTHORIZATIONS:**

Planning and Budget Office  
County Judge's Office

Leslie Browder  
David Salazar

TRAVIS COUNTY

8/20/2013

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.

Created 08-15-13 @ 3:30 pm

Contracts		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	158	Comprehensive Energy Assistance Program #58120001710	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	4.00	R	EC	10
B	158	Comprehensive Energy Assistance Program #58130001651	01/01/13 - 12/31/13	\$2,898,329	\$0	\$0	\$0	\$2,898,329	4.00	R	EC	20
C	158	AmeriCorps	08/01/13 - 07/31/14	\$298,671	\$500,191	\$0	\$0	\$798,862	31.00	R	C	30

\* Amended from original.

PBO Notes:

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed

County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload

- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

**FY 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
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
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	7/2/2013
135	Accessible Parking Awareness Campaign	10/01/13 - 03/31/14	\$37,125	\$12,375	\$0	\$0	\$49,500	0.50	7/9/2013
124	Veterans Commission Grant	01/01/14 - 12/31/14	\$21,432	\$0	\$0	\$0	\$21,432	-	7/16/2013
158	Emergency Food and Shelter Program, Phase 31	04/01/13 - 03/31/14	\$25,000	\$0	\$0	\$0	\$25,000	-	7/23/2013
137	SCATTF - Sheriff's Combined Auto Theft Task Force	09/01/13 - 08/31/14	\$641,481	\$131,022	\$254,949	\$0	\$1,027,452	11.00	7/30/2013
158	Coming of Age (DADS)	09/01/13 - 03/31/14	\$14,282	\$14,282	\$0	\$0	\$28,564	-	8/13/2013
			\$52,576,460	\$1,854,746	\$886,098	\$73,588	\$51,187,367	88.70	

\*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 Created 08-13 @ 3:00 pm
155	Justice Reinvestment Initiative (Arnold Foundation)	03/01/13 - 02/28/15	\$69,012	\$0	\$0	\$0	\$69,012	-	2/26/2013
159	Capital Area Trauma Regional Advisory Council	05/01/12 - 08/31/13	\$10,101	\$0	\$0	\$0	\$10,101	-	2/26/2013
158	Targeted Low Income Weatherization Program	03/01/13 - 11/30/13	\$54,850	\$0	\$0	\$0	\$54,850	-	4/9/2013
158	DOE Weatherization Assistance Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	4/9/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/13 - 06/30/14	\$35,000	\$0	\$0	\$0	\$35,000	0.65	4/16/2013
158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	4/16/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$16,832	\$309,604	\$15,149	\$0	\$341,585	6.00	4/23/2013
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	04/01/13 - 03/31/14	\$100,000	\$0	\$0	\$0	\$100,000	-	4/30/2013
158	Comprehensive Energy Assistance Program	01/01/13 - 12/31/13	\$2,637,219	\$0	\$0	\$0	\$2,637,219	4.00	4/30/2013
158	AmeriCorps*	08/01/12 - 07/31/13	\$291,671	\$487,203	\$0	\$0	\$778,874	31.00	5/21/2013
149	CAMPO Surface Transportation Program-Metropolitan Mobility; Blake-Manor Shared Use Path	05/21/13 - until complete	\$2,208,400	\$651,715	\$0	\$145,866	\$3,005,981	-	5/21/2013
147	Fire Mitigation Assistance Grant-Perdernes Fire #2959	09/04/11	\$306,990	\$0	\$0	\$0	\$306,990	-	5/28/2013
147	Fire Mitigation Assistance Grant- Steiner Ranch Fire #2960	09/04/11	\$204,379	\$0	\$0	\$0	\$204,379	-	5/28/2013
158	Comprehensive Energy Assistance Program #58120001710	04/01/13 - 07/31/13	\$1,263,589	\$0	\$0	\$0	\$1,263,589	-	5/28/2013

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
158	Low Income Home Energy Assistance Program (LIHEAP)	04/01/13 - 03/31/14	\$823,394	\$0	\$0	\$0	\$823,394	-	7/23/2013
149	Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP)	8/31/13 - 8/31/15	\$2,356,310	\$0	\$0	\$0	\$2,356,310	2.80	7/30/2013
149	LIRAP Local Initiative Projects (LIP) Counterfeit Motor Vehicle Inspection Program (CMVIP)	8/31/13 - 8/31/15	\$1,716,162	\$7,000	\$0	\$0	\$1,723,162	0.50	7/30/2013
117	Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	0.00	8/6/2013
137	Vision Summit	01/01/13 - 09/30/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	8/13/2013
158	Basic Transportation Needs Fund (Capital Metro Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	0.00	8/13/2013
			\$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.		Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request				PTC Approval Date	Contract Approval Date	
137	Child Abuse Victim Services Personnel**	09/01/12 - 08/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A		Yes
119	Family Violence Accelerated Prosecution Program	09/01/12 - 08/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012	8/21/2012	N/A		Yes
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/28/2012	N/A		No
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		Yes
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 Energy 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
158	AmeriCorps Grant Program	08/01/13 - 07/31/14	\$100,540	\$7,300	\$107,840	31.00	9/30/2013	7/30/2013	N/A		No
Totals			\$435,347	\$607,300	\$1,042,647	47.00					



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

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

<b>Grant Title:</b>	Comprehensive Energy Assistance Program (CEAP) #58120001710 Amendment 1		
<b>Grant Period:</b>	From: <span style="border: 1px solid black; padding: 2px;">Apr 1, 2013</span>	To: <span style="border: 1px solid black; padding: 2px;">Jul 31, 2013</span>	
<b>Fund Source:</b>	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
<b>Grantor:</b>	Texas Department of Housing & Community Affairs		
<b>Will County provide grant funds to a sub-recipient?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
<b>Are the grant funds pass-through from another agency? If yes, list originating agency below.</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
<b>Originating Grantor:</b>	U. S. Department of Health and Human Services		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 78,984	\$ 0	\$ 0	\$ 0	\$ 78,984
Operating:	\$ 1,184,605	\$ 0	\$ 0	\$ 0	\$ 1,184,605
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Totals:</b>	\$ 1,263,589	\$ 0	\$ 0	\$ 0	\$ 1,263,589
<b>FTEs:</b>	4.00	0.00	0.00	0.00	4.00

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"/>	MG	
County Attorney	<input checked="" type="checkbox"/>	MEG	

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 Individuals receiving utility assistance	28,358	15,000	15,000	
2.					
3.					
+	-	Measures for the Grant			
1.	Number of Households receiving utility assistance through the two grant components: Household Crisis and Utility Assistance			4,156	
	Outcome Impact Description	Utility assistance provided by this program is used to address a household energy crisis situation or provide multiple term energy payments for the household in order to achieve energy self-sufficiency.			
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

**PBO Recommendation:**

Health and Human Services and Veterans Service is requesting Commissioners Court approval of a grant amendment for the Comprehensive Energy Assistance Program (CEAP) from the Texas Department of Housing and Community Affairs (TDHCA).

On May 28th, Commissioners Court approved a grant supplement to Travis County that represented unspent 2012 CEAP grant funds. This amendment to the supplement funds finalizes the movement of \$127,730 from the Assurance 16 component to the direct services Utility Assistance component of the grant budget. This request has already been approved by TDHCA.

There are no indirect costs associated with this grant, no County match is required and no there is no commitment by the Court to fund services if funds are discontinued.

PBO recommends approval of this request.



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

The program assists low-income households with heating and cooling energy utility assistance with priority given in no particular order to elderly, persons with disabilities, households with a child 5 years of age or under, households with high energy burden and households with high energy consumption . This program funding helps in meeting the department's goal of achieving energy self-sufficiency for low-income families and individuals within Travis County. The CEAP program guidelines allow assistance for those households seeking utility assistance to address a crisis situation relating to household energy bills. The type of assistance may be to address the crisis energy situation or a multiple payment term of assistance may be used.

This contract amendment 1 was requested by the department to move the funds budgeted in the Assurance 16 component (\$127,730) to the direct services Utility Assistance component to ensure full utilization of the grant award. TDHCA approved the department's request with this contract amendment.

The additional \$127,730 in direct services will assist approximately an additional 448 eligible households with utility assistance following the program guidelines.

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

No additional funds are required.

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

There is no County match required and no commitment by the Court to fund services if funds are discontinued.

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

This grant's funding source (Texas Department of Housing and Community Affairs) only allows for reimbursement costs related to salaries of current and/or temporary staff performing allowable functions associated with administrative costs. There is no indirect cost allocation.

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.

Yes

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

N/A

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

Travis County Health and Human Services & Veterans Service Family Support Services division staff performs client eligibility interviews with clients seeking assistance provided by this program and the other programs available through the department. These CEAP grant funds provide household utility assistance through the two utility assistance program components.

The CEAP program funding represents the department's largest program source for utility assistance. Funding made available from this program has a dramatic impact on the number of requests that can be met by the department for utility assistance requests from Travis County residents.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE**

502 E. Highland Mall Blvd.  
P. O. Box 1748  
Austin, Texas 78767

**Sherri E. Fleming**  
County Executive  
(512) 854-4100  
Fax (512) 854-4115

**DATE:** August 1, 2013

**TO:** MEMBERS OF THE COMMISSIONERS COURT

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

**SUBJECT:** Acceptance of Comprehensive Energy Assistance Program (CEAP) Grant  
Contract #58120001710 Amendment 1

**Proposed Motion:** Consider and take appropriate action to approve the contract #58120001710 amendment 1 with Texas Department of Housing and Community Affairs (TDHCA) for the Comprehensive Energy Assistance Program Grant in 2013.

**Summary and Staff Recommendation:** Staff requests the acceptance of this contract #58120001710 amendment 1 from the Texas Department of Housing and Community Affairs. The grant funding will be \$1,263,589. The department requested TDHCA to transfer the budgeted allocation of the Assurance 16 category (\$127,730) to the direct services category - Utility Assistance. This request will ensure full utilization of the grant award. TDHCA approved the budget request with this contract amendment.

The CEAP grant funds will be used to respond to requests for utility assistance from County residents who have a household income level at or below 125% of the current Federal Poverty Income Guidelines and who are unable to meet their household energy needs.

**Budgetary and Fiscal Impact:** We will be able to use the CEAP funds for direct services, and administration. The funds for direct services are budgeted in the corresponding indigent utility assistance GL accounts. No matching funds are required. The contract period is 04/01/13 through 07/31/13. All CEAP expenses that occur during this time period will use this funding allocation until these funds are exhausted or the end of the period. Essentially suspending the 2013 CEAP grant contract expenses until August 1, 2013.

**Background:** The Health and Human Services & Veterans Service department has provided the CEAP program and its great value to the community for the past eighteen years. The department coordinates its efforts with other community resources such as faith-based organizations and local agencies providing services to low-income residents of Travis County to ensure residents will attain the assistance they are seeking.

In the current grant period for the CEAP grant, the department has assisted over 2,382 households within Travis County. The operation of this grant allows our department the ability to provide assistance to clients who are experiencing an energy-related hardship. The aim of such services, to assist clients in obtaining self-sufficiency, is consistent with the goal of the Travis County Health and Human Services and Veterans Service department.

It should be noted that this is the eighteenth year that the CEAP contract and amendments have been electronically made available to Travis County. Therefore, in addition to the Commissioners Court authorizing Judge Biscoe to sign the hard copy of the contract amendment, it is also necessary for the Judge to authorize the County Purchasing Agent to sign off on the electronically transmitted contract amendment 1.

cc: Leslie Browder, County Executive, Planning and Budget Office  
Aerin Toussaint, Budget Analyst Sr., Planning and Budget Office  
Nicki Riley, CPA, Travis County Auditor  
Michelle Gable, Auditor Analyst II, County Auditors Office  
Cyd Grimes, C.P.M., C.P.P.O., Travis County Purchasing Agent  
Jennifer Francis, Business Analyst, Purchasing Department  
Mary Etta Gerhardt, Assistant County Attorney  
Jim Lehrman, Division Director, Family Support Services

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**CONTRACT NO. 58120001710 FOR THE**  
**COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)**  
**(CFDA # 93.568)**  
**AMENDMENT NUMBER: 1**

**SECTION 1.**

This Amendment Number 1 to CEAP Contract No. 58120001710 (the "Second Amendment") is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas (hereinafter the "Department") and Travis County a political subdivision (the "Subrecipient"), hereinafter the "Parties".

**SECTION 2.**

Subrecipient and Department executed that certain CEAP Contract No. 58120001710 ("Contract") to be effective on 6/28/2013.

**SECTION 3. AGREEMENT**

Under the authority described in Section 12 of the Contract and for valuable consideration, the receipt and sufficiency which are hereby acknowledged, the Parties hereby agree to [further] amend the Contract in the manner provided herein below:

1. Exhibit B, BUDGET, to the Contract is amended by replacing in its entirety with the amended Exhibit B, BUDGET, attached hereto (consisting of two (2) pages).

**SECTION 4.**

The Parties hereto agree that all other terms of the Contract shall be and remain in full force and effect as therein set forth and shall continue to govern except to the extent that said terms conflict with the terms of this First Amendment. In the event this First Amendment and the terms of the Contract [as amended by the First Amendment] are in conflict, this First Amendment shall govern, unless it would make the Contract void by law.

**SECTION 5.**

Each capitalized term not expressly defined herein shall have the meaning given to such term in the Contract.

**SECTION 6.**

This First Amendment may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on Parties, notwithstanding that all the Parties shall not have signed the same counterpart.

**SECTION 7.**

If any of the Parties returns this copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission to be its original signature.

**SECTION 8.**

By signing this First Amendment, the Parties expressly understand and agree that its terms shall become a part of the Contract as if it were set forth word for word therein.

**SECTION 9.**

This First Amendment shall be binding upon the Parties hereto and their respective successors and assigns.

**SECTION 10.**

This First Amendment is executed to be effective on the date of execution by the authorized representative for the Department.

**AGREED TO AND EXECUTED BY:**

Travis County  
a political subdivision

BY: Samuel T. Biscoe, Travis County Judge      On                       
Date

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
a public and official agency of the State of Texas

By:  
Title: Its duly authorized officer or representative

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

CONTRACT NO. 58120001710 FOR THE FY 2012  
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)  
(CFDA # 93.568)

**EXHIBIT B  
BUDGET**

Travis County,  
a political subdivision

**DEPARTMENT FINANCIAL OBLIGATIONS**

\$ 1,263,589.00

CEAP FUNDS CURRENTLY AVAILABLE

TRAINING TRAVEL ALLOWANCE FUNDS CURRENTLY AVAILABLE

**BUDGET FOR AVAILABLE ALLOCATIONS**

BUDGET CATEGORY	FUNDS	%
Administration	\$ 78,984.00	-
Assurance 16	\$ 0.00	-
Direct Services	\$ 1,184,605.00	-
<b>TOTAL CEAP BUDGET</b>	<b>\$ 1,263,589.00</b>	<b>-</b>

BUDGET CATEGORY	FUNDS	%
Household Crisis	\$ 528,437.00	44.61
Utility Assistance	\$ 656,168.00	55.39
<b>TOTAL DIRECT SERVICES</b>	<b>\$ 1,184,605.00</b>	<b>100.00</b>

Subrecipient's service area consists of the following Texas counties:

TRAVIS



Administrative costs, salaries, fringe benefits, non-training travel, equipment, supplies, audit and office space are limited to 6.2% of the contract expenditures, excluding Training/Travel costs. All other administrative costs, exclusive of administrative costs for Assurance 16 Activities, must be paid with nonfederal funds.

Assurance 16 Activities costs will be the maximum allowable under the total State of Texas LIHEAP award but not more than 10% of the contract expenditures excluding Training and Travel costs.

Department's prior written approval for purchase or lease of equipment with an acquisition cost of \$5,000 and over is required. Approval of this budget does not constitute prior approval for such purchases.

Funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility.

Subrecipient is limited to only one budget revision request during the first 2 months of the Contract Term. A second and final budget revision must be received by the Department no later than 45 days prior to the end of the Contract Term.

Subrecipient shall provide outreach services under all components in this category. Failure to do so may result in contract termination. Subrecipient must document outreach, whether the outreach is conducted with CEAP funds or other funds.



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

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

Grant Title:	Comprehensive Energy Assistance Program (CEAP) Amendment 1		
Grant Period:	From: <span style="border: 1px solid black; padding: 2px;">Jan 1, 2013</span>	To: <span style="border: 1px solid black; padding: 2px;">Dec 31, 2013</span>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Housing & Community Affairs		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	U. S. Department of Health and Human Services		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 370,543	\$ 0	\$ 0	\$ 0	\$ 370,543
Operating:	\$ 2,527,786	\$ 0	\$ 0	\$ 0	\$ 2,527,786
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 2,898,329	\$ 0	\$ 0	\$ 0	\$ 2,898,329
FTEs:	4.00	0.00	0.00	0.00	4.00

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"/>	MG	
County Attorney	<input checked="" type="checkbox"/>	MEG	

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 Individuals receiving utility assistance	28,358	15,000	15,000	
2.					
3.					
+	-	Measures for the Grant			
1.	Number of Households receiving utility assistance through the two grant components: Household Crisis and Utility Assistance	16,009	5,315	7,281	
Outcome Impact Description		Utility assistance provided by this program is used to address a household energy crisis situation or provide multiple term energy payments for the household in order to achieve energy self-sufficiency.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

**PBO Recommendation:**

Health and Human Services and Veterans Service is requesting Commissioners Court approval of a grant amendment for a Comprehensive Energy Assistance Program grant from the Texas Department of Housing and Community Affairs (TDHCA). This would increase the grant award by \$261,110.

This action will amend the grant budget from \$2,637,219 to \$2,898,329. The additional funds will allow the department to continue to assist low-income households with heating and cooling energy utility assistance. There are no indirect costs associated with this grant, no County match is required and no there is no commitment by the Court to fund services if funds are discontinued.

PBO recommends approval of this request.

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

The program assists low-income households with heating and cooling energy utility assistance with priority given in no particular order to elderly, persons with disabilities, households with a child 5 years of age or under, households with high energy burden and households with high energy consumption. This program funding helps in meeting the department's goal of achieving energy self-sufficiency for low-income families and individuals within Travis County. The CEAP program guidelines allow assistance for those households seeking utility assistance to address a crisis situation relating to household energy bills. The type of assistance may be to address the crisis energy situation or a multiple payment term of assistance may be used.

The department utilizes funding from the CEAP program for providing clients with case management services to address other household issues other than those encompassing energy needs.

This contract amendment 1 is adding an additional \$261,110 in funding to the grant award bringing the total award for this grant to \$2,898,329. The department anticipates this will serve approximately 673 more eligible households in Travis County.

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

No additional funds are required.

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

There is no County match required and no commitment by the County to fund services if funds are discontinued.

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

This grant's funding source (Texas Department of Housing and Community Affairs) only allows for reimbursement costs related to salaries of current and/or temporary staff performing allowable functions associated with case management and administrative costs. There is no indirect cost allocation.

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.

Yes

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

N/A

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

Travis County Health and Human Services & Veterans Service Family Support Services division staff performs client eligibility interviews with clients seeking assistance provided by this program and the other programs available through the department. These CEAP grant funds provide household utility assistance through the two utility assistance program components.

The CEAP program funding represents the department's largest program source for utility assistance. Funding made available from this program has a dramatic impact on the number of requests that can be met by the department for utility assistance requests from Travis County residents.



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

**Sherri E. Fleming**  
**County Executive**  
(512) 854-4100  
Fax (512) 854-4115

**DATE:** August 1, 2013

**TO:** MEMBERS OF THE COMMISSIONERS COURT

**FROM:**

*Sherri E. Fleming*  
Sherri E. Fleming, County Executive

Travis County Health and Human Services and Veterans Service

**SUBJECT:** Acceptance of 2013 Comprehensive Energy Assistance Program (CEAP) Grant Contract Amendment 1

**Proposed Motion:** Consider and take appropriate action to approve the contract amendment 1 with Texas Department of Housing and Community Affairs (TDHCA) for the Comprehensive Energy Assistance Program Grant for 2013.

**Summary and Staff Recommendation:** Staff requests the acceptance of this contract amendment 1 from the Texas Department of Housing and Community Affairs. This contract amendment increases the grant award by \$261,110 bringing the funding level to \$2,898,329. The department anticipates with this additional funding there will be approximately 673 more eligible households within Travis County assisted.

The CEAP grant funds are used to respond to requests for utility assistance from County residents who have a household income level at or below 125% of the current Federal Poverty Income Guidelines and who are unable to meet their household energy needs.

**Budgetary and Fiscal Impact:** We are able to use the CEAP funds for direct services, administration, and case management services. The funds for direct services will be budgeted in the corresponding indigent utility assistance GL accounts. No matching funds are required. The contract period is 01/01/13 through 12/31/13.

**Background:** The Health and Human Services & Veterans Service department has provided the CEAP program and its great value to the community for the past eighteen years. The

department coordinates its efforts with other community resources such as faith-based organizations and local agencies providing services to low-income residents of Travis County to ensure residents will attain the assistance they are seeking.

Within the past year for this program, the department assisted more than 2,382 households within Travis County. The operation of this grant allows our department the ability to provide assistance to clients who are experiencing an energy-related hardship, and provide case management services to clients. The aim of such services, to assist clients in obtaining self-sufficiency, is consistent with the goal of the Travis County Health and Human Services and Veterans Service department.

It should be noted that this is the eighteenth year that the CEAP contract amendments have been electronically made available to Travis County. Therefore, in addition to the Commissioners Court authorizing Judge Biscoe to sign the hard copy of the contract amendment, it is also necessary for the Judge to authorize the County Purchasing Agent to sign off on the electronically transmitted contract amendment 1.

cc: Leslie Browder, County Executive, Planning and Budget Office  
Aerin Toussaint, Budget Analyst Sr., Planning and Budget Office  
Nicki Riley, C.P.A., Travis County Auditor  
Michelle Gable, Auditor Analyst II, County Auditors Office  
Cyd Grimes, C.P.M., C.P.P.O., Travis County Purchasing Agent  
Jennifer Francis, Business Analyst, Purchasing Department  
Mary Etta Gerhardt, Assistant County Attorney  
Jim Lehrman, Division Director, Family Support Services



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**CONTRACT NO. 58130001651 FOR THE**  
**COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)**  
**(CFDA # 93.568)**  
**AMENDMENT NUMBER: 1**

**SECTION 1.**

This Amendment Number 1 to 58130001651 (the First Amendment) is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas (hereinafter the "Department") and Travis County, a political subdivision of the State of Texas (the "Subrecipient"), (hereinafter, collectively the "Parties").

**SECTION 2.**

Subrecipient and Department executed that certain CEAP Contract No. 58130001651 ("Contract") to be effective on 6/15/2013.

**SECTION 3.**

Under the authority described in Section 12 of the Contract and for valuable consideration, the receipt and sufficiency which are hereby acknowledged, the Parties hereby agree to [further] amend the Contract in the manner provided herein below:

1. Section 9 A, Record Keeping Requirements, to the Contract is amended by replacing in its entirety

Subrecipient shall maintain fiscal and programmatic records and supporting documentation for all expenditures of funds made under this Contract in accordance with the UGMS, Section III, Common Rule: State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C -Post Award Requirements, \_42. For purposes of compliance, all associated documentation must be ready available, whether stored electronically or hard copy to justify compliance with program rules and regulations.

2. Exhibit B, BUDGET, to the Contract is amended by replacing in its entirety with the amended Exhibit B, BUDGET, attached hereto (consisting of two (2) pages).

**SECTION 4.**

The Parties hereto agree that all other terms of the Contract shall be and remain in full force and effect as therein set forth and shall continue to govern except to the extent that said terms conflict with the terms of this First Amendment. In the event this First Amendment and the terms of the Contract [as amended by the First Amendment] are in conflict, this First Amendment shall govern, unless it would make the Contract void by law.

**SECTION 5.**

Each capitalized term not expressly defined herein shall have the meaning given to such term in the Contract.

**SECTION 6.**

This First Amendment may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on Parties, notwithstanding that all the Parties shall not have signed the same counterpart.

**SECTION 7.**

If any of the Parties returns this copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission to be its original signature.

**SECTION 8.**

By signing this First Amendment, the Parties expressly understand and agree that its terms shall become a part of the Contract as if it were set forth word for word therein.

**SECTION 9.**

This First Amendment shall be binding upon the Parties hereto and their respective successors and assigns.

**SECTION 10.**

This First Amendment is executed to be effective on the date of execution by the authorized representative for the Department.

**AGREED TO AND EXECUTED BY:**

Travis County  
a political subdivision of the State of Texas

BY: Samuel T. Biscoe, Travis County Judge on                      Date                     

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
a public and official agency of the State of Texas

By:

Title: Its duly authorized officer or representative

## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONTRACT NO. 58130001651 FOR THE FY 2013  
 COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)  
 (CFDA # 93.568)

EXHIBIT B  
 BUDGET

Travis County,  
 a political subdivision

## DEPARTMENT FINANCIAL OBLIGATIONS

\$ 2,898,329.00 CEAP FUNDS CURRENTLY AVAILABLE  
\$ 1,200.00 TRAINING TRAVEL ALLOWANCE FUNDS CURRENTLY AVAILABLE

**BUDGET FOR AVAILABLE ALLOCATIONS**

BUDGET CATEGORY	FUNDS	%
Administration	\$ 181,071.00	-
Assurance 16	\$ 189,472.00	-
Direct Services	\$ 2,526,586.00	-
<b>TOTAL CEAP BUDGET</b>	<b>\$ 2,897,129.00</b>	<b>-</b>

BUDGET CATEGORY	FUNDS	%
Household Crisis	\$ 1,263,293.00	50.00
Utility Assistance	\$ 1,263,293.00	50.00
<b>TOTAL DIRECT SERVICES</b>	<b>\$ 2,526,586.00</b>	<b>100.00</b>

Subrecipient's service area consists of the following Texas counties:

TRAVIS

Administrative costs, salaries, fringe benefits, non-training travel, equipment, supplies, audit and office space are limited to 6.2% of the contract expenditures, excluding Training/Travel costs. All other administrative costs, exclusive of administrative costs for Assurance 16 Activities, must be paid with nonfederal funds.

Assurance 16 Activities costs will be the maximum allowable under the total State of Texas LIHEAP award but not more than 6.6% of the contract expenditures excluding Training and Travel costs.

Subrecipient may incur costs associated with the closeout of this Contract. These activities include but are not limited to: payment of invoices, and quality assurance activities for a period not to exceed 45 days from the end of the Contract Term defined in Section 2 of this Contract.

These costs shall be reported on the final report described in Section 10 of this Contract.

Department's prior written approval for purchase or lease of equipment with an acquisition cost of \$5,000 and over is required. Approval of this budget does not constitute prior approval for such purchases.

Funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility.

Subrecipient is limited to only one budget revision request during the first 6 months of the Contract Term. A second and final budget revision must be received by the Department no later than 45 days prior to the end of the Contract Term.

Subrecipient shall provide outreach services under all components in this category. Failure to do so may result in contract termination. Subrecipient must document outreach, whether the outreach is conducted with CEAP funds or other funds.



## TRAVIS COUNTY FY 13 GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Health and Human Services and Veterans Service	
Contact Person/Title:	John C. Bradshaw/ Contract Specialist	
Phone Number:	854-4277	

Grant Title:	AmeriCorps		
Grant Period:	From: <span style="border: 1px solid black; padding: 2px;">Aug 1, 2013</span>	To: <span style="border: 1px solid black; padding: 2px;">Jul 31, 2014</span>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	OneStar Foundation		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	Corporation for National and Community Service (CNCS)		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 298,671	\$ 375,876	\$ 0	\$ 0	\$ 674,547
Operating:	\$ 0	\$ 51,691	\$ 0	\$ 0	\$ 51,691
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 72,624	\$ 0	\$ 0	\$ 72,624
Totals:	\$ 298,671	\$ 500,191	\$ 0	\$ 0	\$ 798,862
FTEs:	14.00	17.00	0.00	0.00	31.00

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"/>	MEG	
County Attorney	<input checked="" type="checkbox"/>	PL	

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+	-	Applicable Departmental Measures			
1.	Educational Contacts	266,939	110,000	180,000	280,000
2.					
3.					
+	-	Measures for the Grant			
1.	AmeriCorps members successfully completing national service training	29	32	32	32
	Outcome Impact Description	The training gives AmeriCorps members knowledge about national service.			
2.	AmeriCorps member service hours	32,941	34,800	34,800	34,800
	Outcome Impact Description	This measure shows the number of service hours the AmeriCorps members complete.			
3.	Students enrolled in after-school programs	1830	1400	1400	1400
	Outcome Impact Description	This measure shows the number of students served by the AmeriCorps members.			
4.	Number of students who complete an after-school program and show increased academic engagement (The figure for FY'11 was obtained using TAKS scores. The way the measurement is obtained was changed in FY'12 to using an attitude questionnaire at the beginning and end of the after-school program.)	169	446	773	773
	Outcome Impact Description	AmeriCorps members are used to augment staff in after-school programs.			

**PBO Recommendation:**

This grant contract will continue funding AmeriCorps members working in the Travis County 4-H CAPITAL after-school programs throughout the county. About 1% of the grant funds go to the One Star Foundation, a quasi-state organization that serves to pass-through the federal funds from the Corporation for National and Community Service. During FY 13, the budget for this program was moved to a special fund, Fund 0149, at the request of the grantor. This fund has been budgeted in the FY 14 Preliminary Budget.

PBO recommends approval of this grant contract.

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?

Travis County 4-H CAPITAL uses the AmeriCorps members to expand its after-school programs.

(Grant Funds: The amount of grant funds listed on the Notice of Grant Award (NOGA) is \$301,696. Of this total, \$298,671 goes to Travis County and \$3,025 goes to the OneStar Foundation for administration. Only the grant funds going to Travis County are included in the total shown above.)

(County Cost Share: Funding for the \$375,876 in Personnel is coming from keeping four slots vacant in the AgriLife Extension General Fund budget (\$174,399), while the remaining \$201,477 is coming from fee-for-service contracts between Travis County and the schools hosting after-school programs. Funding for the \$51,691 in Operating expenses is coming from the AgriLife General Fund budget (\$6,659) and from the fee-for-service contracts (\$45,032). The grant instructions allow Travis County to claim 10% of the total of the Grant Funds and County Cost Share for Personnel and Operating expenses as an Indirect Cost match.)

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

There are no county funding requirements once the grant ends. There is a match required while the grant is in progress.

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.

The FY'14 grant requires a match totaling \$500,191. This will come from 4-H CAPITAL and TCHHSVS. The grant is revenue neutral. It will not increase the General Fund budget.

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

The grant allows for a 4% indirect cost allocation for the county and 1% for the OneStar Foundation. TCHHSVS has not claimed its 4% allocation because this would increase the cost per member service year. The OneStar Foundation has stated that it expects the cost per member service year to decrease or remain the same for FY'14. Therefore, TCHHSVS requests permission to not claim an indirect cost amount for FY'14 but explore the possibility of including some indirect costs in the future.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance 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.

Travis County 4-H CAPITAL will continue to offer after-school programs once the grant ends but not at as many locations.

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

NA.

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

The grant allows 4-H CAPITAL to increase the number of sites where it offers after-school programs without increasing General Fund expenditures. This increases the departmental performance measure for educational contacts.





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

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

**DATE:** August 5, 2013

**TO:** Members of the Commissioners Court

**FROM:**

*Sherri E. Fleming*  
\_\_\_\_\_  
Sherri E. Fleming

County Executive for Travis County Health and Human Services  
and Veterans Service

**SUBJECT:** AmeriCorps grant

**Proposed Motion:**

Consider and take appropriate action to approve a \$301,696 grant from the Corporation for National and Community Service through the OneStar Foundation to fund the Travis County CAPITAL AmeriCorps Project in FY'14.

**Summary and Staff Recommendations:**

The grant will help fund 16 full-time and 16 half-time AmeriCorps members who will provide after-school enrichment programs each week during the school year. These programs focus on science and technology, environmental education, outdoor education, and life skills. Travis County staff will provide program coordination and support for the day-to-day activities of the AmeriCorps members.

TCHHSVS staff recommends approving this grant.

**Budgetary and Fiscal Impact:**

The \$301,696 grant requires a match totaling \$500,191. This match will come from 4-H CAPITAL and TCHHSVS. The grant is revenue neutral. It will not increase the General Fund budget. The FY'14 grant will run from 8/1/13 – 7/31/14.

**Issues and Opportunities:**

Studies show that students who participate in after-school programs have fewer behavior problems, handle conflict better, show improved social skills and enhanced academic performance. AmeriCorps members provide much needed staff to increase the number of after-school programs in Travis County. Travis County 4-H CAPITAL programs differ from more traditional programs by offering hands-on activities that reinforce key concepts in the curriculum.

The Travis County CAPITAL AmeriCorps Project has been in existence since 2003. It has served more than 16,000 youth to date.

**Background:**

Travis County 4-H CAPITAL is a non-profit organization affiliated with the Texas AgriLife Extension Service. The Extension Service provides a variety of educational programs for county youth and adults.

Cc: Dolores Sandmann, Director, Texas AgriLife Extension Service  
Nicki Riley, CPA, CMA, Travis County Auditor  
Patty Lennon, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Leslie Browder, Executive Manager, Planning and Budget Office  
Aerin Toussaint, Analyst, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent  
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office



## Notice of Grant Award

August 2, 2013

Samuel Biscoe  
Travis County through the Travis County Health and Human Services and Veterans Services  
P.O. Box 1748  
Austin, TX 78767-1748

Dear Judge Biscoe:

This package is your official notice of grant award for AmeriCorps\*Texas funding. Please review the Notice of Grant Award and the Grant Award Terms and Conditions (including all attachments). Complete the documents as follows and submit originals to OneStar no later than **August 23, 2013**.

**Notice of Grant Award** - Submit **two (2)** copies of the Notice of Grant Award signed in **blue** ink. OneStar will sign both copies, retain one copy for OneStar records, and return one copy for your records.

OneStar Foundation  
Attn: Senior Grants Management Specialist  
9011 Mountain Ridge Drive, Suite 100  
Austin, TX 78759

Contact me immediately if there are any errors or omissions on the Notice of Grant Award. If you have any questions or need additional assistance regarding the contents of these documents prior to signature, please contact me at 512-287-2029 or [elisa@onestarfoundation.org](mailto:elisa@onestarfoundation.org).

Sincerely,

A handwritten signature in cursive script that reads "Elisa Gleeson".

Elisa Gleeson  
Senior Grants Management Specialist  
OneStar Foundation

Cc: John Bradshaw, Grants Coordinator, Travis County  
Lydia Domaruk, County Extension Agent - Urban Youth Development, Travis County  
Jerry Bertrand, Senior Grants Officer, OneStar Foundation  
Laura West, Grants Officer, OneStar Foundation



# Notice of Grant Award

## Sub-Grantee Information

### Legal Applicant

Travis County Health and Human Services and Veterans Services  
P.O. Box 1748  
Austin, TX 78767-1748  
EIN: 746000192  
DUNS: 030908842

**Program Name:** Travis County CAPITAL AmeriCorps Project

### Primary Contact:

Lydia Domaruk  
512-854-9609  
LRDomaruk@ag.tamu.edu

## Grantee Information

OneStar National Service Commission  
9011 Mountain Ridge Drive, Suite 100  
Austin, TX 78759

### Grants Officers:

Jerry Bertrand  
512-287-2030  
jerry@onestarfoundation.org

Laura West  
512-287-2049  
lauraw@onestarfoundation.org

## Award Information

CFDA Number 94.006  
eGrants Grant Number 06AFHTX0010078  
eGrants Application ID 13AC149794

Pre-Award Cost Start Date Not Applicable  
Project Period 8/1/2012 – 7/31/2015  
Budget Period 8/1/2013 – 7/31/2014

## Award Description

This award provides funds authorized by the Corporation for National and Community Service ("Grantor") that are passed through to OneStar National Service Commission ("Grantee") for carrying out AmeriCorps\*State programs. The purpose of this award is to assist the Sub-Grantee in providing innovative program activities enable and authorized by the Grantor and Grantee under the National and Community Service Act of 1990, as amended (42 U.S.C. SS12501 et seq.).

## Funding Information

	Corporation Share	Grantee Share
Grant Year 2013-14 Funding	\$301,696	\$500,191
Approved Match		62%

## Member Information

Member Service Years (MSYs)	24.00	
	Stipend	Non-Stipend
<b>Total Slots</b>	<b>32</b>	<b>0</b>
Full-Time Slots	16	0
Half-Time Slots	16	0
Reduced Half-Time Slots	0	0
Quarter-Time Slots	0	0
Minimum-Time Slots	0	0

## Special Conditions

Eligibility for continued funding is contingent upon satisfactory performance, compliance and the availability of funds.

## Terms of Acceptance

By accepting funds under this grant, the Sub-Grantee agrees to comply with the Notice of Grant Award, Terms and Conditions, Attachment A: AmeriCorps\*Texas Provisions, all applicable federal statutes, regulations and guidelines, and all applicable Grantee policies and procedures.

The Sub-Grantee agrees to administer the funded program in accordance with the approved grant application and budget as submitted in eGrants, supporting documents and other representations made in support of the approved Grant application.

## Signature Authority

The person or persons signing this Notice of Grant Award on behalf of the Sub-Grantee or representing himself/herself as signing this agreement on behalf of the Sub-Grantee, hereby agrees that he/she has been duly authorized by the Sub-Grantee to execute this Notice of Grant Award on behalf of the Sub-Grantee and to validly and legally bind the Sub-Grantee to all the terms of this agreement.

This Grant Award is not effective until signed by the Grantee and the Sub-Grantee.

### Grantee

Elizabeth Darling  
President/CEO  
OneStar Foundation

Date

### Sub-Grantee

BY:

Samuel Biscoe  
County Judge  
Travis County through Travis County Health and Human Services and Veterans Services

Date



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/20/13

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

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

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

*JB*

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

Proposed routine personnel amendments.

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

Attached are Personnel Amendments for Commissioners Court approval.

#### **Routine Personnel Actions – Pages 2 – 4.**

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

Debbie Maynor, Human Resources Management Department, 854-9170

Leslie Browder, Planning and Budget Office, 854-9106

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



# HRMD

*Human Resources Management Department*

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**August 20, 2013**

**ITEM # :**

**DATE:** August 9, 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:** Debbie Maynor, Director, HRMD *DM*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 4.**

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

LB/DM/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	CURRENT		NEW	
				Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	
New Hire	New Hire	08/19/2013	N/A	N/A	3100 - County Attorney	30000787 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25	
New Hire	New Hire	08/01/2013	N/A	N/A	3150 - County Clerk	30050801 / Court Services Program Mg / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43	
New Hire	New Hire	08/01/2013	N/A	N/A	3465 - Constable Pct 4	30001826 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62	
New Hire	New Hire	08/19/2013	N/A	N/A	3500 - Sheriff	30002950 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	
New Hire	New Hire	08/06/2013	N/A	N/A	3650 - Juvenile Probation	30004183 / Juvenile Detention Office / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	
New Hire	New Hire	08/05/2013	N/A	N/A	3650 - Juvenile Probation	30004464 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$22,880.00	
New Hire	New Hire	08/12/2013	N/A	N/A	3650 - Juvenile Probation	30004430 / Human Resources Specialists / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$54,350.40	

2



## WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Re-Hire	Re-Hire	07/29/2013	N/A	N/A	3300 - District Attorney	30001369 / Law Clerk II / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / \$21.81
Mobility	Career Ladder	08/01/2013	3470 - Constable Pct 5	30001889 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62	3470 - Constable Pct 5	30001889 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 01 / \$53,164.59
Mobility	Interdpt Change	08/01/2013	3200 - District Clerk	30050198 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$37,710.45	3150 - County Clerk	30000996 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,352.00
Mobility	Temporary to Regular	08/05/2013	3650 - Juvenile Probation	30004312 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	3650 - Juvenile Probation	30004109 / Juvenile Probation Officer Asst / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$31,158.40
Salary Change	Salary/Hourly Rate Change	08/01/2013	1850 - Health and Human Sv and Vet Sv	30005378 / Case Worker / 1 - Regular / 02 - Full Time Non- Exempt / GRD16 / 00 / \$39,335.09	1850 - Health and Human Sv and Vet Sv	GRD16 / 00 / \$40,000.00

3

**AD HOC CLASSIFICATION CHANGE**

		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Position #</b>	<b>Budgeted Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>County Clerk</b>	<b>30000924</b>	<b>Business Consultant I / 20000441</b>	<b>E</b>	<b>27</b>	<b>Application Dev Analyst III / 20000452</b>	<b>E</b>	<b>27</b>
<b>Department requests in order to meet departmental needs. PBO has confirmed funding available.</b>							

**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**





## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 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 \$1,350,843.12 for the period of August 2 to August 8, 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 \$1,350,843.12.

### ISSUES AND OPPORTUNITIES:

See attached.

### FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (8956) – \$1,350,843.12

### REQUIRED AUTHORIZATIONS:

John Rabb, 854-2742

Jessica Rio, 854-9106

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

**TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS**

**DATE:** August 20, 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:** August 2, 2013 to August 8, 2013

**REIMBURSEMENT REQUESTED  
FOR THIS PERIOD:** \$1,350,843.12

**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 \$1,350,843.12.

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  
AUGUST 2, 2013 TO AUGUST 8, 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: August 20, 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: August 2, 2013  
 TO: August 8, 2013

**REIMBURSEMENT REQUESTED:** **\$ 1,350,843.12**

**SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:**

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 2,267,842.88
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: Aug 13, 2013	\$ (970,250.15)
SAP corr	\$ 53,250.39
<b>TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:</b>	<b>\$ 1,350,843.12</b>
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
<b>TRANSFER OF FUNDS REQUESTED:</b>	<b>\$ 1,350,843.12</b>

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


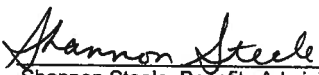
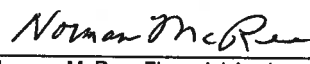
All claims over \$25,000 (4 this week totaling \$237,352.49) have been audited for data entry accuracy and the following information is correct for each claim audited: date of service, eligibility, nature of service, name of and amount billed by provider, amount billed by date and amount paid by UHC.

Fifteen percent (15%) of all claims under \$25,000 (\$176,300.06) 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; claims expenses are credited in the fiscal year reimbursed. Cumulative fiscal year stop loss reimbursements from Sun Life total \$1,517,416.39.

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.

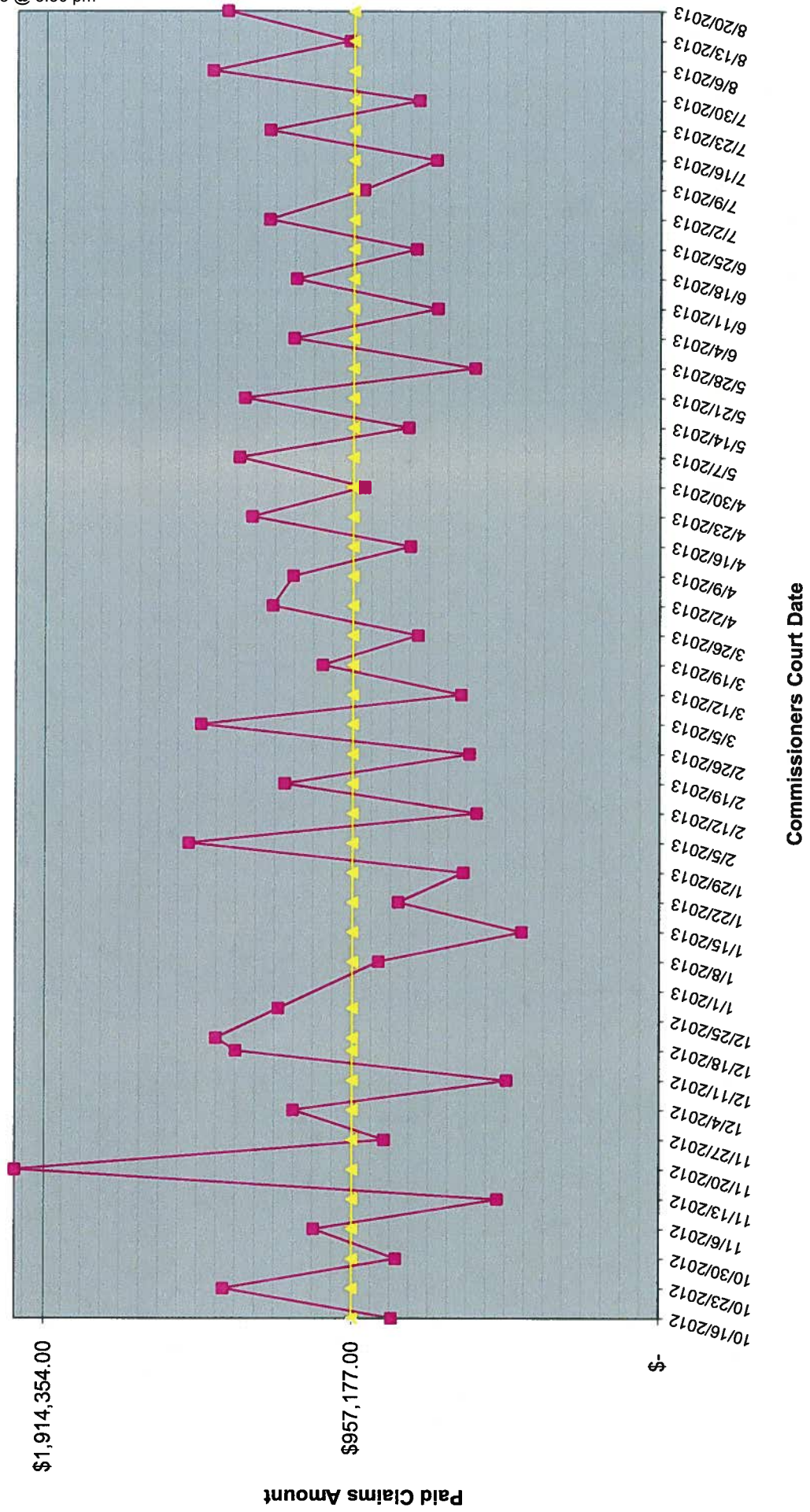
I certify that all data listed on this recommendation for transfer of funds is correct and that the payments shown have been made solely for the purpose of health insurance claims.

 John Rabb, Benefits Manager	8/12/13 Date
 Shannon Steele, Benefits Administrator	8/12/13 Date
 Norman McRee, Financial Analyst	8/12/13 Date

\*\* Agrees to the total payments for this period per the check register received from UHC. See the final page of this period's check register attached.



# Travis County Employee Benefit Plan FY13 Paid Claims vs Weekly Claims Budget of \$957,177.23



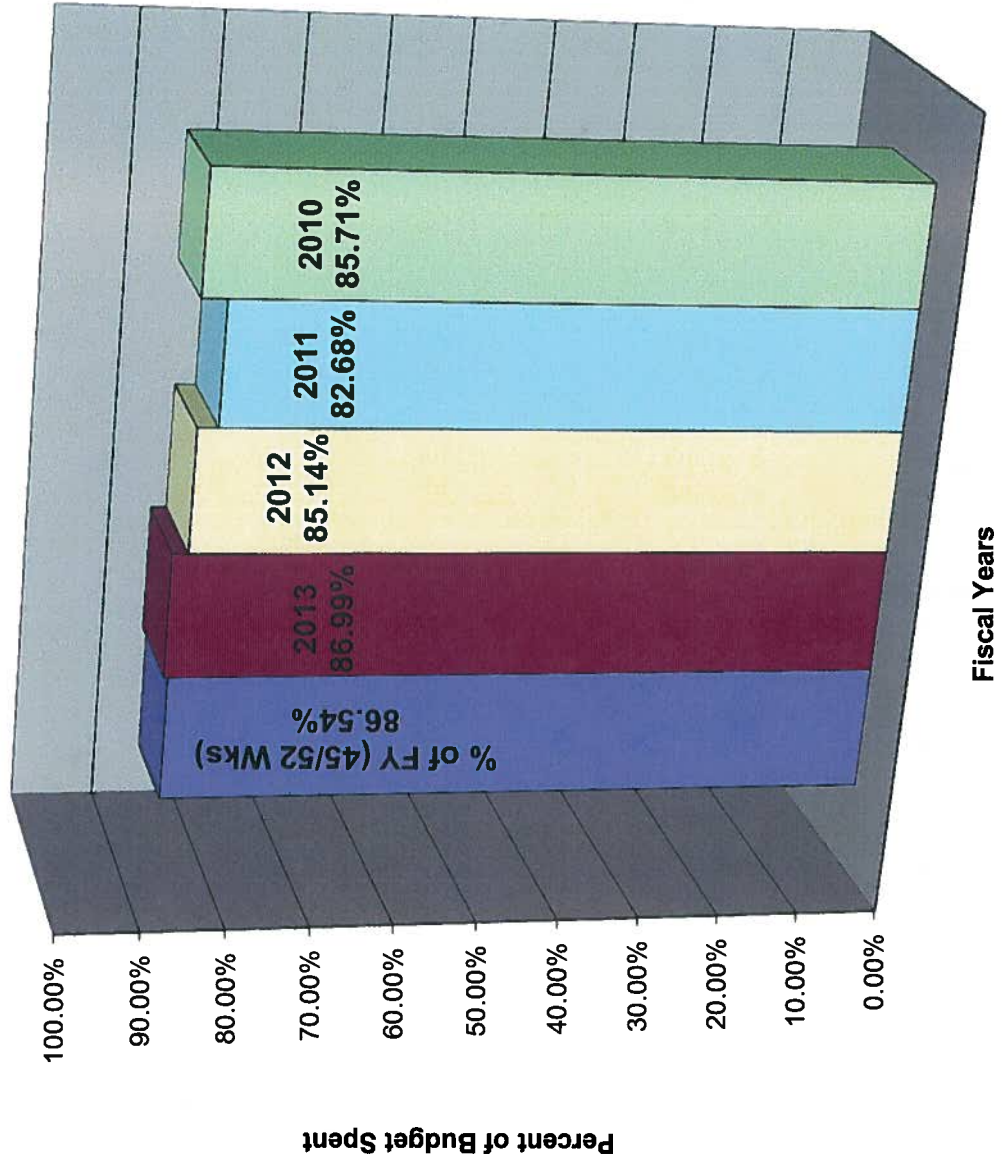
**Travis County Employee Benefit Plan  
FY13 Weekly Paid Claims VS Weekly Budgeted Amount**

W k	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	6/21/2013	6/27/2013	7/9/2013	\$ 925,240.50	\$ 957,177.23	5	\$ 188,764.35	74.15%	73.07%
40	6/28/2013	7/4/2013	7/16/2013	\$ 698,621.50	\$ 957,177.23	2	\$ 113,774.05	75.56%	74.58%
41	7/5/2013	7/11/2013	7/23/2013	\$ 1,219,443.82	\$ 957,177.23	3	\$ 160,558.84	78.01%	77.11%
42	7/12/2013	7/18/2013	7/30/2013	\$ 753,137.07	\$ 957,177.23	3	\$ 150,618.25	79.52%	78.80%
43	7/19/2013	7/25/2013	8/6/2013	\$ 1,396,563.87	\$ 957,177.23	2	\$ 152,912.69	82.33%	80.77%
44	7/26/2013	8/1/2013	8/13/2013	\$ 970,250.15	\$ 957,177.23	6	\$ 272,294.91	84.28%	82.04%
45	8/2/2013	8/8/2013	8/20/2013	\$ 1,350,843.12	\$ 957,177.23	4	\$ 237,352.49	86.99%	85.14%
46									
47									
48									
49									
50									
51									
52									

Claims (net) & Budget to Date	\$ 43,297,546.88	\$ 43,072,975.38	stop loss \$ (1,598,840.51)
Gross Paid Claims over (under) Original Budget		\$ 224,571.50	

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

**Comparison of Claims to FY Budgets  
Week 45**



## Norman Mcree

---

**From:** SIFSAX@UHC.COM  
**Sent:** Friday, August 09, 2013 12:36 AM  
**To:** Norman Mcree  
**Subject:** UHG FUNDING NOTIFICATION

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

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

**DATE:** 2013-08-09      **REQUEST AMOUNT:** \$2,267,842.88

**CUSTOMER ID:** 00000701254  
**CONTRACT NUMBER:** 00701254 00709445  
**BANK ACCOUNT NUMBER:** 385015850067      **ABA NUMBER:** 011900445  
**FUNDING**      **ADVICE FREQUENCY:** DAILY  
**FREQUENCY:** FRIDAY    **INITIATOR:** CUST    **METHOD:** ACH    **BASIS:** BALANCE

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### CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2013-08-08	\$454,674.42
- REQUIRED BALANCE TO BE MAINTAINED:	\$2,668,041.00
+ PRIOR DAY REQUEST:	\$00.00

= UNDER DEPOSIT:	\$2,213,366.58
------------------	----------------

+ CURRENT DAY NET CHARGE:	\$54,476.30
+ ISSUED CREDIT AMOUNT:	\$00.00
+ FUNDING ADJUSTMENTS:	\$00.00

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REQUEST AMOUNT:	\$2,267,842.88
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### ACTIVITY FOR WORK DAY: 2013-08-02

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$39,574.37	\$00.00	\$39,574.37
TOTAL:	\$39,574.37	\$00.00	\$39,574.37

## UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2013\_08\_08

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	\$	(402.51)	QG	81561155	AE	11	7/30/2013	50	8/5/2013	8/8/2013
701254	632	\$	(421.88)	A1	3580055	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(421.88)	A1	3580109	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(448.26)	A1	3610643	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(461.33)	A1	3515127	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(510.68)	A1	3580059	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(530.27)	QG	3631718	AE	11	8/3/2013	50	8/9/2013	8/8/2013
701254	632	\$	(545.90)	A1	3556089	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(618.10)	A1	3590971	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(821.70)	QG	92439433	AH	8	8/1/2013	50	8/7/2013	8/8/2013
701254	632	\$	(890.00)	QG	81640128	AH	8	7/30/2013	50	8/5/2013	8/8/2013
701254	632	\$	(1,033.55)	A1	3580064	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(1,044.67)	A1	3529057	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(1,103.18)	A1	3521260	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(1,240.69)	A1	3521261	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(1,322.53)	A1	3616939	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(2,670.27)	A1	3589974	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(2,828.84)	A1	3580104	AA	2	8/2/2013	200	8/8/2013	8/8/2013
701254	632	\$	(14,806.86)	QG	92479275	AH	12	7/27/2013	50	8/8/2013	8/8/2013

1,350,843.12

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

For the payment week ending: 08/08/2013

CONTR_#	TRANS_AMT	SRS	CHK_#	GRP	ACCT#	CLAIM	ISS_DATE	TRANS_CODE	TRANS_DATE
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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: 08/08/2013

Type	EE/RR	Cost Center	G/L Account	Transaction Amount
CEPO	EE	1110068956	516010	\$ 151,916.42
	RR	1110068956	516110	\$ 26,396.46
Total CEPO				\$ 178,312.88
EPO	EE	1110068956	516030	\$ 436,518.05
	RR	1110068956	516130	\$ 55,937.75
Total EPO				\$ 492,455.80
PPO	EE	1110068956	516020	\$ 601,586.47
	RR	1110068956	516120	\$ 78,487.97
Total PPO				\$ 680,074.44
Grand Total				\$ 1,350,843.12





## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

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

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

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

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

### **AGENDA LANGUAGE: RECEIVE UPDATED BUDGET AGENDA WORKSHEET FOR FISCAL YEAR 2014 BUDGET MARK-UP PROCESS.**

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

The Commissioners Court held budget hearings with County departments and offices on August 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup>. The Planning and Budget Office distributed a draft Budget Agenda Worksheet to the Commissioners Court at the first budget hearing on August 7<sup>th</sup>. This draft worksheet contained all the budget requests known to the Planning and Budget Office at that time. An updated Budget Agenda Worksheet will be provided to the Commissioners Court at the meeting on August 20<sup>th</sup> to review in preparation for the Fiscal Year 2014 budget mark-up process. Instructions for completing the agenda worksheet are listed on the worksheet. A completed worksheet from each Commissioners Court Member is due to the County Judge's Office by Wednesday, August 28<sup>th</sup> by 5 pm. The budget mark-up process is scheduled for September 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

#### **STAFF RECOMMENDATIONS**

Funding recommendations are included in the Fiscal Year 2014 Preliminary Budget for consideration by the Commissioners Court.

#### **ISSUES AND OPPORTUNITIES**

N/A

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

Available funding and proposed spending are outlined in the Fiscal Year 2014 Preliminary Budget. The County Auditor's Office will update the Commissioners Court on any revisions to their revenue estimates prior to the beginning of the budget mark-up process.

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

## REQUIRED AUTHORIZATIONS:

Leslie Browder – Planning and Budget Office, (512) 854-9106

Jessica Rio – Planning and Budget Office, (512) 854-9106

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

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



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Diana Ramirez, (512)854-9694

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

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

**AGENDA LANGUAGE:** CONSIDER AND TAKE APPROPRIATE ACTION ON DRAFT NEWSPAPER ADVERTISEMENTS FOR THE FOLLOWING:

- A. NOTICE OF PUBLIC HEARING ON TAX INCREASE TO BE HELD ON SEPTEMBER 17, 2013, AND SEPTEMBER 20, 2013
- B. NOTICE OF VOTE ON TAX RATE TO BE HELD ON SEPTEMBER 24, 2013
- C. NOTICE OF PUBLIC HEARING ON THE PROPOSED COUNTY BUDGET FOR FISCAL YEAR 2014 TO BE HELD ON SEPTEMBER 24, 2013

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

See attached memorandum.

**STAFF RECOMMENDATIONS:**

See attached memorandum.

**ISSUES AND OPPORTUNITIES:**

See attached memorandum.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

See attached memorandum.

**REQUIRED AUTHORIZATIONS:**

Leslie Browder – Planning and Budget Office, (512)854-9106

Jessica Rio – Planning and Budget Office, (512)854-9106

County Attorney's Office (512)854-9513

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

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

**PLANNING AND BUDGET OFFICE  
TRAVIS COUNTY, TEXAS**

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**MEMORANDUM**

**TO:** Commissioners Court

**FROM:** Leslie Browder, County Executive, Planning and Budget *LB*  
Jessica Rio, Budget Director *JR*

**DATE:** August 15, 2013

**SUBJECT:** Required Tax Rate Process and Review of Draft Public Notices

**Truth-in-Taxation Requirements** State law requires that local taxing jurisdictions make taxpayers aware of tax rate proposals. The Texas Constitution sets out the general requirements for truth-in-taxation and the Tax Code provides the specific requirements. A taxing unit must publish its effective and rollback tax rates before adopting an actual tax rate. Currently, the Travis County Tax Assessor-Collector coordinates publication of this advertisement for all local taxing entities. The advertisement ran in the Austin American Statesman on August 17<sup>th</sup>. A taxing unit must also publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the rollback rate or the effective rate.

**Tax Rate in Preliminary Budget** The Commissioners Court provided policy direction in February 2013 that the tax rate used to develop the Fiscal Year 2014 Preliminary Budget be "at or near" the effective tax rate. The Court provided further policy guidance that a tax rate within 3% of the effective tax rate is considered "near" for purposes of developing the Preliminary Budget. The underlying rationale that drives this policy is based on the premise that modest growth in the tax rate over time is the best approach to respond to the increasing cost of delivering services. Revenue realized from the effective tax rate is often not sufficient to keep pace with rising costs. Consistent with this policy direction, the Preliminary Budget was submitted to the Commissioners Court on July 22nd, and reflected a tax rate of 49.46 cents per \$100 of taxable value. The tax rate was based on estimates provided by the Travis Central Appraisal District of what the tax roll was expected to be when certified. The Chief Appraiser has since certified the 2013 appraised values and while the 2013 total value has changed slightly, it did not result in a different effective tax rate or proposed tax rate.

**Setting the Proposed Tax Rate, Public Notices and Public Hearings** The vote to set the proposed tax rate that the Commissioners Court will be asked to consider during the budget mark-up process must occur by noon on Thursday, September 5<sup>th</sup>, which is the second day of the budget mark-up process. After proposing a tax rate increase and scheduling two public hearings, the governing body must notify the public of the dates, times and places for these hearings, and provide information about the proposed tax rate at least seven days before the public hearings. Public hearings on the proposed tax rate are planned for 9 am on Tuesday, September 17<sup>th</sup> and 9 am on Friday, September 20<sup>th</sup>. In addition, Travis County will hold a public hearing on the proposed Fiscal Year 2014 budget on September 24<sup>th</sup>.

**Estimated Annual Tax Bill Impact** The following table depicts the impact on the annual tax bill in Fiscal Year 2013 and 2014 for a Travis County resident owning an average-valued or a median-valued home. The taxable values shown in the table reflect the 20% homestead exemption that we provide to our qualifying residents. While we are required to show the average taxable homestead value of \$222,431 and average tax bill of \$1,100 in our public notices, we have included information on median homestead values for your review.

	FY 2013	FY 2014	Difference
<b>Average Appraised Value of All Homesteads</b>	\$270,774	\$282,909	\$12,135
<b>Taxable Value of Average Homestead</b>	\$214,567	\$222,431	\$7,864
<b>Tax Rate</b>	50.01 cents	49.46 cents	- 0.55 cents
<b>Tax Bill on Average Value of All Homesteads</b>	\$1,073.05	\$1,100.14	\$27.09
<b>Median Appraised Value of All Homesteads</b>	\$200,794	\$209,509	\$8,715
<b>Taxable Value of Median Homestead</b>	\$159,756	\$165,642	\$5,886
<b>Tax Rate</b>	50.01 cents	49.46 cents	- 0.55 cents
<b>Tax Bill on Median Value of All Homesteads</b>	\$798.93	\$819.27	\$20.34

The average taxable homestead value will increase from \$214,567 in 2013 to \$222,431 in Fiscal Year 2014 based on information from the Travis Central Appraisal District. Applying the proposed tax rate, which is no more than 3% above the effective tax rate, the average of all Travis County homesteads will see a modest increase in the annual County tax bill of approximately \$27, which is an increase of about \$2 per month. These figures reflect the taxable value required by law for the public notices. The increase in the annual tax bill on the median taxable value is approximately \$20, or about \$1.70 per month.

**Other Taxing Jurisdictions** At this time, other taxing jurisdictions in Travis County have provided preliminary estimates of tax rates for Fiscal Year 2014.

	Current Tax Rate	2014 Proposed Tax Rate	Difference
Austin Independent School District	\$1.242	\$1.242	-0-
Austin Community College	9.51 cents	9.49 cents	- 0.02 cents
Central Health	7.89 cents	12.89 cents	5.00 cents
City of Austin	50.29 cents	51.14 cents	0.85 cents
Travis County	50.01 cents	49.46 cents	- 0.55 cents

The City of Austin approved a maximum proposed tax rate of 51.14 cents per \$100 of taxable value on August 14<sup>th</sup> for consideration by the City Council during upcoming budget deliberations, consistent with the City Manager's budget proposal delivered on August 1<sup>st</sup>. This is slightly below the calculated rollback rate of 51.32 cents.

**This ad needs to run in the Monday, September 2 edition of the Austin American Statesman. Headline must be 24 point font and needs to be ¼ page ad. Must not be in classified or legal notices section but be a regular display ad; prefer the Metro and State section. Also, this notice with the wording shown below must be placed on the County's web site by September 2 and must continue to appear on the web site until September 24. (Note: A link and explanation of how to get to the entire notice should appear on the home page). Further, a 60 second broadcast of this notice must also appear on TCTV 5 times each day between 7 AM and 9 PM starting on September 2 and running through September 24.**

## **Notice of Public Hearing on Tax Increase**

Travis County property taxes are used to fund operations such as law enforcement, the jails, the courts and prosecutors, roads, parks, social services, juvenile justice, and emergency medical services.

The County of Travis will hold two public hearings on a proposal to increase total tax revenues from properties on the tax roll in the preceding year by 3.0 percent. Your individual taxes may increase at a greater or lesser rate, or even decrease, depending on the change in the taxable value of your property in relation to the change in taxable value of all other property and the tax rate that is adopted.

The first public hearing will be held on Tuesday, September 17, 2013 at 9:00 AM, in the Commissioners Courtroom, on the first floor at 700 Lavaca Street, Austin, Texas.

The second hearing will be held on Friday, September 20, 2013 at 9:00 AM, in the Commissioners Courtroom, on the first floor at 700 Lavaca Street, Austin, Texas.

The members of the Travis County Commissioners Court voted as follows on the proposal to consider the tax increase:

County Judge Samuel T. Biscoe (for/against)  
Commissioner Precinct One Ron Davis (for/against)  
Commissioner Precinct Two Bruce Todd (for/against)  
Commissioner Precinct Three Gerald Daugherty (for/against)  
Commissioner Precinct Four Margaret J. Gómez (for/against)

The average taxable value of a residence homestead in Travis County last year was \$214,567 (disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). Based on last year's tax rate of \$0.5001 per \$100 taxable value, the amount of taxes imposed last year on the average home was \$1,073.05.

The average taxable value of a residence homestead in Travis County this year is \$222,431 (disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). If the governing body adopts the effective tax rate for this year of \$0.4802 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$1,068.11.

If the governing body adopts the proposed tax rate of \$0.4946 per \$100 taxable value, the amount of taxes imposed this year on the average home would be \$1,100.14.

You have a right to attend the hearings and make comments. Members of the public are encouraged to attend the hearings and make comments to express their views.

**This is a Quarter Page Ad on "Notice of Tax Revenue Increase". This ad needs to run twice in the *Austin American Statesman*. This ad should run on Wednesday, September 18 and a second time on Saturday, September 21. Note: Headline must be 24 point font. Also, this notice with the wording shown below must appear on the County's web site beginning on September 11 and must continue to appear on the web site until September 24. (Note: A link and explanation of how to get to the entire notice should appear on the home page). Further, a 60 second broadcast of this notice must also appear on TCTV 5 times each day between 7 AM and 9 PM starting on September 11 and running through September 24.**

## **Notice of Tax Revenue Increase**

The County of Travis conducted public hearings on Tuesday, September 17, 2013 and Friday, September 20, 2013 in the Commissioners Courtroom on the first floor at 700 Lavaca Street, Austin, Texas on a proposal to increase the total tax revenues of the County of Travis from properties on the tax roll in the preceding year by 3.0 percent.

The total tax revenue proposed to be raised last year at last year's tax rate of \$0.5001 for each \$100 of taxable value was \$505,125,750.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.4946 for each \$100 of taxable value, excluding tax revenue to be raised from new property added to the tax roll this year, is \$516,910,085.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.4946 for each \$100 of taxable value, including tax revenue to be raised from new property added to the tax roll this year, is \$528,435,703.

The Travis County Commissioners Court is scheduled to vote on the tax rate that will result in that tax increase at a public meeting to be held on Tuesday, September 24, 2013 in the Commissioners Courtroom on the first floor at 700 Lavaca Street, Austin, Texas 78701 at 9:00 AM.



**Advertisement to run in the Austin Chronicle,  
September 5 edition. One-Quarter page in size.**

**PUBLIC HEARING  
on the  
Proposed Travis County  
Budget,  
Fiscal Year 2014**

**Public Notice is hereby given that the Travis County Commissioners Court will consider the Proposed County Budget and adopt the FY 14 County Budget on Tuesday, September 24, 2013 at 9:00 AM in the Commissioners Courtroom, located on the first floor at 700 Lavaca Street, Austin, Texas 78701.**

**Any taxpayer is invited to be present and participate in this hearing.**

**The Proposed Budget will be on file for public review in the Travis County Clerk's Office on Friday, September 20, 2013.**

**This budget will raise more total property taxes than last year's budget by \$23,309,953 and 4.61% and of that amount \$11,525,619 is tax revenue to be raised from new property added to the tax roll this year.**



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

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

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on the *STAR Flight* Fee's for FY 2014 to take effect on October 1, 2013.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**  
Please see attached documentation

**STAFF RECOMMENDATIONS:** Please see attached documentation

**ISSUES AND OPPORTUNITIES:** Please see attached documentation

**FISCAL IMPACT AND SOURCE OF FUNDING:** Please see attached documentation.

### **REQUIRED AUTHORIZATIONS:**

Leslie Browder – Planning and Budget Office, 512-854-9106

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](mailto: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

314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

### MEMORANDUM

**TO:** Members of the Commissioners Court

**FROM:** William Derryberry, Senior Planning and Budget Analyst

**DATE:** August 15, 2013

**SUBJECT:** *STAR Flight* Fees for FY 2014

A handwritten signature in blue ink, appearing to be "WD", is written over the "FROM:" line.

As a part of the annual budget process, the County Executive, Emergency Services has recommended increases to the *STAR Flight* Helicopter fees and the Ground Ambulance - Critical Care (Specialty) Fees as outlined in the attached memorandum.

*STAR Flight* is proposing to increase helicopter fees as follows:

The Travis County resident Lift Off fee would rise from \$3,400 to \$3,900, with a loaded mileage fee (loaded mileage is a one-way charge when a patient is in the helicopter in transport) increase from \$85 to \$105. The Non-Travis County Lift Off fee would rise from \$7,500 to \$8,700. The Non-Travis county residents would pay \$4,800 more on the Lift Off fee than the Travis County residents.

*STAR Flight* in their proposal indicates the following:

The fee increases are based on increased ongoing operating and maintenance costs increases from FY 11 Adopted through the FY 14 Preliminary of \$504,665, primarily related to the following:

- Personnel cost increases of \$271,828 related to the market salary adjustments of \$154,132 that were implemented in April 2012 and *STAR Flight* Medical Director funding of \$91,000 shifted from the EMS Interlocal in 2012,
- Helicopter and related equipment repairs of \$101,415,
- \$81,000 for contract billing costs, and
- \$55,597 for an increase in fuel costs.

Additionally, in the FY 14 Preliminary Budget there are estimated one-time costs for helicopter maintenance of \$283,379.

The current resident Lift-Off fee is below the Medicare allowable reimbursement rate and should be increased to achieve maximum reimbursement in some portions of Travis County and Out-of-County areas.

- Medicare determines reimbursement by zip code. Each zip code is classified as Urban, Suburban, Rural and Frontier with higher reimbursements as you move from Urban to Frontier. Currently, the Travis County contract billing company (Intermedix) has stated that they see some patients in

the outlying areas of Travis County that may be under the Medicare allowable in the Rural and Frontier zip code classifications.

In FY 12, a total of 40, or 7.0% of all 569 flights were related to Medicare payments of \$134,693, or 5.3% all payments of \$2,527,662. The flights below the Medicare allowable reimbursement rate in Travis County are a subset of the 40 flights billed at \$134,693. Based on information from Intermedix, there were lost recovery opportunities of approximately \$29,000 per year related to the Medicare allowable reimbursement rate.

- Further, if *STAR Flight* picks up a Travis County resident in Burnet or Llano County then *STAR Flight* may be under the allowable for that flight at this time.

The recommended fees would still be competitive within the air medical industry based on information from the Travis County billing company (Intermedix), patients and County residents served by other air medical providers.

*STAR Flight* fees have not been increased since 2010.

The following schedule provides a summary of Travis County Lift Off fees since FY 2001.

***STAR Flight* Lift Off Fee History**

<b><u>Fiscal Years</u></b>	<b><u>In County</u></b>	<b><u>Out of County</u></b>
FY 01	\$1,600	\$2,600
FY 02 & 03	\$1,600	\$3,400
FY 04 & 05	\$2,000	\$4,000
FY 06	\$2,000	\$4,500
FY 07 & 08	\$2,500	\$5,000
FY 09 & 10	\$2,700	\$7,000
FY 11 Thru 13	\$3,400	\$7,500
Proposed FY 14	\$3,900	\$8,700

The Ground Ambulance-Critical Care (Specialty) service has not been used to transport a patient since 2010. This service was almost needed twice this year and these rates are requested for adjustment in the event it may be used.

The Planning and Budget Office supports this requested increase to the *STAR Flight* fees.

Due to data confidentiality issues as well as the uncertainty surrounding the timing and amount of payments, PBO does not expect any material revenue increase to be included in the Fifth Revenue Estimate. The impact of these fee increases, if approved, will be reassessed during the FY 15 budget process. If you have any questions or comments, please call me at 512-854-4741.

**Cc:** Danny Hobby, County Executive, Emergency Services  
Casey Ping, Program Director, *STAR Flight*  
Leslie Browder, County Executive, PBO  
Jessica Rio, Budget Director, PBO  
Diana Ramirez, Assistant Budget Director, PBO  
Daniel Wilson, County Auditor's Office



Austin-Travis County  
**STAR Flight**



7800 Old Manor Road  
Austin, TX 78724  
[www.starflightrescue.org](http://www.starflightrescue.org)

Dispatch 1-800-531-STAR  
Administration (512) 854-6464  
Fax (512) 854-6466

**To:** Travis County Commissioners Court  
**Through:** Danny Hobby, County Executive, Emergency Services  
**From:** Casey Ping, Program Director, **STAR Flight**  
**Date:** August 12, 2013  
**Subject:** Increase In **STAR Flight** Fee's

*[Handwritten signature]*

Emergency Services and the **STAR Flight** management team have completed a review of our current fee structure. We recommend to the Commissioners Court that the following increases be approved:

**STAR Flight** Helicopter

Lift Off Fee

Travis County resident fee from \$3,400 to \$3,900

Non Travis County lift-off fee from \$7,500 to \$8,700

Mileage Fee (Loaded/One Way)

\$85 to \$105

**STAR Flight** Ground Ambulance- Critical Care (Speciality)

Base Fee

\$990 to \$1,500

Mileage Fee

\$12.50 to \$15.00

The fee increases are based upon increased cost (salaries, fuel, operations) and address increased maintenance costs along with reduced reimbursements and settlements that are occurring as a result of tough economic times. The uninsured also impacts the total cost of the services since little reimbursement is achieved.

In addition, there are some areas of Travis County and areas of out-of-county that the current resident lift-off fee is below the Medicare allowable and should be increased to achieve maximum reimbursement.

See Attachment A for a complete history of fee increases in prior years.

The recommended fees are still very competitive within the air medical industry, especially when you consider the capability and safety equipment of the **STAR Flight** aircraft and personnel.

Travis County has not increased **STAR Flight** fees since 2010.

Please let me know if you have any questions or need additional information.

Thank you.

## **ATTACHMENT A**

### **July 31, 2001**

#### **CURRENT RATE STRUCTURE**

In County Lift Off:	\$1,600
Out of County Lift Off:	\$2,600
In and Out of County Mileage:	\$50

#### **PROPOSED FY 2002 RATE STRUCTURE**

In County Lift Off:	\$1,600
Out of County Lift Off:	\$3,400 (\$800 increase)
In and Out of County Mileage:	\$50

### **September 16, 2003**

#### **CURRENT RATE STRUCTURE**

In County Lift Off:	\$1,600
Out of County Lift Off:	\$3,400
In and Out of County Mileage:	\$50

#### **PROPOSED FY 2004 RATE STRUCTURE**

In County Lift Off:	\$2,000 (\$400 increase)
Out of County Lift Off:	\$4,000 (\$600 increase)
In and Out of County Mileage:	\$50

### **June 14, 2005**

#### **CURRENT RATE STRUCTURE**

In County Lift Off:	\$2,000
Out of County Lift Off:	\$4,000
In and Out of County Mileage:	\$50

#### **PROPOSED FY 2006 RATE STRUCTURE**

In County Lift Off:	\$2,000
Out of County Lift Off:	\$4,500 (\$500 increase)
In and Out of County Mileage:	\$55 (\$5 increase)



### September 4, 2006

#### CURRENT RATE STRUCTURE

County Residents Lift Off:	\$2,000
Non County Residents Lift Off:	\$4,500
In and Out of County Mileage:	\$55

#### PROPOSED FY 2007 RATE STRUCTURE

County Residents Lift Off:	\$2,500	(\$500 increase)
Non County Residents Lift Off:	\$5,000	(\$500 increase)
In and Out of County Mileage:	\$65	(\$10 increase)

### July 1, 2008

#### CURRENT RATE STRUCTURE

County Residents Lift Off:	\$2,500
Non County Residents Lift Off:	\$5,000
In and Out of County Mileage:	\$65

#### PROPOSED FY 2009 RATE STRUCTURE

County Residents Lift Off:	\$2,700	(\$200 increase)
Non County Residents Lift Off:	\$7,000	(\$2,000 increase)
In and Out of County Mileage:	\$85	(\$20 increase)

### January 19, 2010

#### CURRENT RATE STRUCTURE

County Residents Lift Off:	\$2,700
Non County Residents Lift Off:	\$7,000
In and Out of County Mileage:	\$85

#### PROPOSED FY 2011 RATE STRUCTURE

County Residents Lift Off:	\$3,400	(\$700 increase)
Non County Residents Lift Off:	\$7,500	(\$500 increase)
In and Out of County Mileage:	\$85	(no increase)

August 20, 2013

***STAR Flight Helicopter Fees***

**CURRENT RATE STRUCTURE**

County Residents Lift Off:	\$3,400
Non County Residents Lift Off:	\$7,500
In and Out of County Mileage:	\$85

**PROPOSED FY 2014 RATE STRUCTURE**

County Residents Lift Off:	\$3,900 (\$500 increase)
Non County Residents Lift Off:	\$8,700 (\$1,200 increase)
In and Out of County Mileage:	\$105 (\$20 increase)

***STAR Flight Ground Ambulance Fee***

NOTE: Established in 2010 during Intermedix contract. NOTE: This is critical care rates.  
Not ALS2 rate charged by Austin-Travis County EMS.

**CURRENT RATE STRUCTURE**

Base:	\$990
Mileage:	\$12.50 per loaded mile

**PROPOSED FY 2014 RATE STRUCTURE**

Base:	\$1,500 (\$510 increase)
Mileage:	\$15.00 (\$2.50 increase)



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/20/2013 Voting Session

**Prepared By/Phone Number:**

Leslie Browder, County Executive Planning & Budget

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

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

**AGENDA LANGUAGE:**

CONSIDER AND TAKE APPROPRIATE ACTION REGARDING FISCAL YEAR 2014 SECURITY FUNDING, INCLUDING:

1. ACCEPTANCE OF THE KROLL REPORT
2. APPROVAL OF A SECURITY DIRECTOR OR MANAGER
3. DEPARTMENTAL ASSIGNMENT FOR THE SECURITY DIRECTOR OR MANAGER
4. APPROVAL OF THE TYPE OF SECURITY PERSONNEL TO UTILIZE AT THE AIRPORT BLVD. BUILDING
5. APPROVAL TO IMPLEMENT ITEMIZED LIST OF CATEGORY A RECOMMENDATIONS FROM THE KROLL REPORT ALLOCATION OF THE BUDGET FROM THE SECURITY RESERVE TO APPLICABLE DEPARTMENTS; AND,
6. APPROVAL OF SECURITY COMMITTEE RECOMMENDATIONS AND ALLOCATION OF THE BUDGETED FUNDS IN THE SECURITY RESERVE TO APPLICABLE DEPARTMENTS.

(THIS ITEM MAY BE TAKEN INTO EXECUTIVE SESSION UNDER THE SECURITY EXCEPTION).

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

The Fiscal Year 2014 Preliminary Budget includes a Security Reserve of \$1,737,515, which includes sufficient funding for Category A recommendations from the Kroll Report, items recommended by the Security Committee, and a third party assessment of the Heman Marion Sweatt Courthouse.

**Background on the Kroll Report**

In January 2013, a Purchase Order was issued to Kroll Advisory Solutions to provide an independent review of the physical security at the Travis

County North Campus located on Airport Boulevard. Primary stakeholders who reside at the North Campus include:

County Clerk's Office

Tax Assessor Collector's Office

Counseling and Education Services

Records Management and Communication Resources

District Clerk's Office

Emergency Services Division

Employee Wellness and Health Clinic

Sheriff's Office – Ruiz Building

The team of experts from Kroll attended meetings on-site to ascertain from each tenant their particular concerns related to the physical security for their individual offices and the site in general. In addition, the Kroll team made unannounced on-site visits to observe security procedures that are currently in place at the site, attempted to breach or bypass the various measures and protocols at the site, and visited the site in the evening to observe the security for the site after business hours. The results of Kroll's findings have been documented in a detailed report that was presented to the Commissioners Court on May 28, 2013.

Kroll included in their report a series of recommendations for each department and for the general campus grounds that were prioritized under Categories A, B, or C. In the May 28, 2013 presentation, recommendations in Category A were discussed by the Commissioners Court. These recommendations address security vulnerabilities that the consultant believes need priority attention in order to meet best practices. At the July 9, 2013 meeting, the Commissioners Court received information on the various options for providing the recommended level of security staffing for the Airport Boulevard campus. The options included security provided by Constables versus security provided by a private security company. The cost of Category A recommendations, including the continued use of Constables for extended coverage at the site, is \$950,722. This funding is included in the Security Reserve.

### **Background on other Security Items**

As a part of the annual budget process, the Planning & Budget Office forwards departmental requests to fund security related matters to the Travis County Security Committee for consideration. The Security Committee met on June 27, 2013 to discuss the submitted requests and

develop recommendations for the Commissioners Court to consider for funding in the Fiscal Year 2014 Budget. The Fiscal Year 2014 Preliminary Budget includes \$786,793 in reserve to fund requests considered by the Security Committee.

Included in this amount is \$331,692 to fund four FTEs in the Travis County Sheriff's Office to provide additional coverage at the Juvenile Justice Complex. This request was made by Juvenile Probation and supported by the Sheriff's Office. Based on direction from the Commissioners Court, the Planning and Budget Office revisited the request with Juvenile Probation. Juvenile Probation has revised the request to \$39,780 for Fiscal Year 2014 for additional contracted armed guard services. Juvenile Probation may revisit the request for additional officers as a part of the 2015 budget process. This change would result in \$291,912 in savings in the reserve that could be reallocated for other needs should the revised request be approved by the Commissioners Court.

#### **STAFF RECOMMENDATIONS:**

As a follow-up to the July 9, 2013 and July 23, 2013 presentations, staff recommends to the Commissioners Court the following:

1. Accept the Kroll report.
2. Approve a position of Security Director or Manager and allocate funding from reserves to begin the hiring process:
3. Decide under which department the Security Director or Manager will be housed.
4. Decide on which option to choose for providing the recommended level of security staffing for the Airport Blvd. campus (e.g. private vs. Constables).
5. Approve itemized list of Category A recommendations from the Kroll report.
6. Approve items recommended by the Security Committee and the Planning and Budget Office, including the revised request from Juvenile Probation.

#### **ISSUES AND OPPORTUNITIES:**

The options provided to the Commissioners Court for consideration include security services at the County's North Campus that could be provided by Constables, or by a private security company at a lower estimated cost.

## FISCAL IMPACT AND SOURCE OF FUNDING:

The fiscal impacts of funding these recommendations (specifically Category A recommendations and items considered by the Security Committee), are included in the Security Reserve in the Fiscal Year 2014 Preliminary Budget.

## REQUIRED AUTHORIZATIONS: NA



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

**Meeting Date:** August 20, 2013

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

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

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

### **AGENDA LANGUAGE:**

Consider and take appropriate action on request to consider and approve findings and resolutions for adoption by the Commissioners Court of Travis County, Texas related to issuance of the City of Newark, Texas Cultural Education Facilities Finance Corporation revenue bonds for the benefit of The Girls School of Austin.

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

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

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

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

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



## Andrea Shields

---

**From:** Andrea Shields  
**Sent:** Tuesday, August 13, 2013 3:01 PM  
**To:** Sam Biscoe  
**Cc:** Cliff Blount  
**Subject:** FW: Approval of Travis County / The Girls School of Austin  
**Attachments:** Certificate of Public Hearing (Project) - Girls School.PDF; Publisher's Affidavit - Austin American Statesman - Girls School of Austin.PDF; Resolution of Travis County - Girls School of Austin.DOC

Judge Biscoe,

We received the below request from Marilyn Herzog with Andrews Kurth LLP. The bonds referenced in the attached materials are being issued by an entity in X, Texas and because the facilities to be financed are located in Travis County, they have to obtain the approval of the highest elected official in Travis County. Under Federal Tax Law, you have the ability to sign the approval on your own; however, I know you prefer to have the full court approve these requests.

The TEFRA hearing for this issue was held today, August 13, at the offices of Andrews Kurth and it is indicated that no one appeared to give comments. Please note that this item is not being requested by the Travis County Corporations, nor are we involved in the bond issue. Andrews Kurth is merely requesting the approval I described above from the county.

We plan on having this on the agenda next week, August 20<sup>th</sup>. Please let me know if you have any questions or want to discuss further.

Thank you,  
Andrea

---

**From:** Herzog, Marilyn [mailto:MarilynHerzog@andrewskurth.com]  
**Sent:** Tuesday, August 13, 2013 2:46 PM  
**To:** Andrea Shields  
**Cc:** Brewer, Todd  
**Subject:** RE: Approval of Travis County / The Girls School of Austin

As requested earlier today, attached are the Certificate of Hearing Officer, Affidavit of Publication, and the proposed resolution (in Word format). The Issuer is Newark Cultural Education Facilities Finance Corporation, and the Borrower is The Girls School of Austin, Inc. Please let us know if you need anything else or if you have any questions.

**Marilyn Herzog**  
Legal Secretary  
To Todd B. Brewer  
**Andrews Kurth LLP**  
600 Travis, Suite 4200  
Houston, Texas 77002  
713.220.4265 Phone  
[marilynherzog@andrewskurth.com](mailto:marilynherzog@andrewskurth.com)  
[andrewskurth.com](http://andrewskurth.com)

---

**From:** Andrea Shields [<mailto:Andrea.Shields@co.travis.tx.us>]  
**Sent:** Tuesday, August 13, 2013 2:04 PM  
**To:** Herzog, Marilyn  
**Subject:** RE: Approval of Travis County / The Girls School of Austin

Thank you. Can you please let me know who the Issuer will be?

---

**From:** Herzog, Marilyn [<mailto:MarilynHerzog@andrewskurth.com>]  
**Sent:** Tuesday, August 13, 2013 12:03 PM  
**To:** Andrea Shields  
**Cc:** Brewer, Todd  
**Subject:** RE: Approval of Travis County / The Girls School of Austin

Ms. Shields, I will email all of the requested information to you later today. If you need anything else, please let us know. Thank you for your help! Marilyn

---

**From:** Andrea Shields [<mailto:Andrea.Shields@co.travis.tx.us>]  
**Sent:** Tuesday, August 13, 2013 11:59 AM  
**To:** Herzog, Marilyn  
**Subject:** RE: Approval of Travis County / The Girls School of Austin

Hi Marilyn,

We will have this item on the agenda for approval next Tuesday August 20. Can you please provide the following for inclusion in the backup?

1. Certificate of Hearing Officer.
2. Affidavit of publication in the Austin American-Statesman;
3. Draft Resolution of the County approving the deal.

I believe the public hearing is being held today, but if you could provide the requested information by noon on Thursday August 15, that would be much appreciated. Please let me know if you have any questions. Thank you.

---

**From:** Herzog, Marilyn [<mailto:MarilynHerzog@andrewskurth.com>]  
**Sent:** Monday, July 29, 2013 11:37 AM  
**To:** Karen Thigpen; Andrea Shields  
**Cc:** Brewer, Todd  
**Subject:** Approval of Travis County / The Girls School of Austin

Ms. Thigpen and Ms. Shields, in May of this year, you helped Hoang Vu obtain the County's approval, for federal tax purposes, of a tax-exempt deal for St. Andrew's Episcopal School. We are working on a deal for The Girls School of Austin and are respectfully requesting your help in obtaining the County's approval for this deal. In the past we have provided you with the following documents and will be able to do so again for this deal:

1. Certificate of Hearing Officer certifying that the hearing to be held on August 13<sup>th</sup> was held in the County and no one appeared to give comments.
2. Affidavit of publication in the Austin American-Statesman;
3. Draft Resolution of the County approving the deal.

Under federal tax law, this is a new deal and requires that we go through the process of publishing notice of hearing, holding the hearing and obtaining the consent of the applicable governmental unit where the project is located. We would like to obtain the County's approval at the first Commissioner's Court meeting after the August 13th hearing, which I believe would be Tuesday, August 20<sup>th</sup>.

Please let me know if you have any questions or need anything else to start this process.

**Marilyn Herzog**

Legal Secretary

To Todd B. Brewer

**Andrews Kurth LLP**

600 Travis, Suite 4200

Houston, Texas 77002

713.220.4265 Phone

[marilynherzog@andrewskurth.com](mailto:marilynherzog@andrewskurth.com)

[andrewskurth.com](http://andrewskurth.com)

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## CERTIFICATE OF PUBLIC HEARING

I, the undersigned, hereby certify in connection with a proposed loan among Frost Bank (the "Bank"), Newark Cultural Education Facilities Finance Corporation (the "Corporation") and The Girls School of Austin, Inc. (the "Borrower") in a maximum principal amount of \$2,500,000 (the "Financing") for the benefit of Borrower, as follows:

1. I served as Hearing Officer for the Corporation for the purpose of conducting a public hearing on the Financing and the use of the proceeds thereof to provide for (A) refinancing and financing the cost of an approximate 14,500 square foot, two-story education facility located at 2007 McCall Road, Austin, Texas 78703 (the "Project"); and (B) paying certain expenses in connection with the Financing.

2. Such hearing was conducted commencing at 10:00 a.m. in the Colorado Conference Room at the offices of Andrews Kurth LLP, 111 Congress Avenue, Suite 1700, Austin, Texas 78701 on August 13, 2013, which building and office was open to the public for purposes of the hearing.

At the time for the commencement of the hearing, comments, either orally or in writing, were publicly requested on the Project to be financed with proceeds of the Loan and on the making of the Loans.

3. At the hearing,

☒ [ X ] no persons presented comments orally or in writing.

☐ [ ] the comments summarized in Exhibit A-1 were made orally by the persons listed therein.

☐ [ ] the written comments attached hereto were presented.

4. No time limitations were imposed on any public comments.

IN WITNESS WHEREOF, I have hereunto set my hand this August 13, 2013.

  
Hearing Officer

**EXHIBIT A-1**

None

# Austin American-Statesman

PO#:

Ad ID#: 5704814

Acct#: 7132204265

Account Name: ANDREWS KURTH LLP

ANDREWS KURTH LLP  
600 TRAVIS, SUITE 4200  
ATTN: MARILYN HERZOG  
HOUSTON, TX 77002

## AFFIDAVIT OF PUBLICATION

THE STATE OF TEXAS  
COUNTY OF TRAVIS

Before me, the undersigned authority, a Notary Public in and for the County of Travis,  
State of Texas, on this day personally appeared:

Carolyn Kline

Advertising Agent of the Austin American-Statesman, a daily newspaper published in said  
County and State that is generally circulated in Bastrop, Bell, Blanco, Brazos, Burleson,  
Burnet, Caldwell, Colorado, Comal, Coryell, Fayette, Gillespie, Gonzales, Guadalupe, Hays,  
Kerr, Lampasas, Lee, Llano, Milam, Nueces, San Saba, Travis, Washington, and Williamson  
Counties, who being duly sworn by me, states that the attached advertisement was published  
at the lowest published rate for Classified advertising in said newspaper on the following  
date(s), to wit:

First Published: 7/26/2013

Last Published: 7/26/2013

Times Published: 1

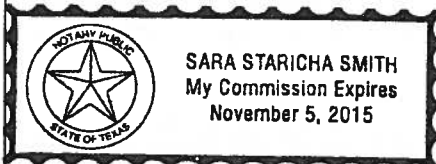
Classification: Legal Notices (9980)

Lines: 45

Cost: \$494.30

and that the attached is a true copy of said advertisement.

SWORN AND SUBSCRIBED TO BEFORE ME, this the 26 day of July, 2013



[Signature]  
Notary Public in and for  
TRAVIS COUNTY, TEXAS

Austin American-Statesman  
305 South Congress Ave., P.O. Box 670, Austin, Texas 78767-0670 512-445-3832

Friday, July 26, 2013 8:52 AM

**NOTICE OF PUBLIC MEETING**

NOTICE IS HEREBY GIVEN that the New Mexico Education Finance Board, created by the Finance Commission of the State of New Mexico, is a non-profit corporation created by the City of New Mexico, under the provisions of the New Mexico Finance Board Act, Chapter 10, Section 1-1, and will hold a public hearing on August 15, 2013, commencing at 10:00 a.m. in the Colorado Conference Room at the office of the Auditor General, 111 Colorado Avenue, Suite 1200, Austin, Texas 78701, to provide an opportunity for all interested persons to be heard with respect to a proposed loan from First Bank N.A. ("First Bank") to the Corporation in the maximum amount of up to \$2,500,000 and a proposed loan from the Corporation to the City School of Austin, Inc. ("School") in the amount of up to \$2,500,000, collectively the "Loans". All persons are hereby notified that the Corporation is a loan agreement with the Corporation and the School and the Board.

The loans are being made for the purpose of financing and financing the cost of an approximately 15,000 square foot, two-story education facility located at 2000 McGalliard Avenue, Suite 1000. The loans are not payable out of taxes and are payable solely from funds provided by the Corporation.

All interested persons are invited to attend the hearing to discuss their views, concerns and suggestions with respect to the loans and the Board. Any interested persons unable to attend the hearing may submit their views and suggestions to the President of the Board of Directors of the Corporation at Austin, Texas 78701, 111 Colorado Avenue, Suite 1200, Austin, Texas 78701, prior to the date scheduled for the hearing.

**MEXICO EDUCATION FINANCE BOARD**  
**NEW MEXICO EDUCATION FINANCE BOARD**



**CERTIFICATE FOR RESOLUTION**

**THE STATE OF TEXAS   §**

**COUNTY OF TRAVIS   §**

We, the undersigned officers of the Travis County, Texas (the "*County*"), hereby certify as follows:

1.       The Commissioners Court of the County convened in a regular meeting on August 20, 2013 (the "*Meeting*"), at the designated meeting place, and the roll was called of the duly constituted officers and members of said Commissioners Court, to wit:

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

and all of said persons were present, except the following: \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at said Meeting: a written

**RESOLUTION APPROVING A FINANCING BY THE NEWARK CULTURAL EDUCATION FACILITIES FINANCE CORPORATION FOR THE BENEFIT OF THE GIRLS SCHOOL OF AUSTIN, INC. AND RELATED MATTERS.**

(the "*Resolution*") was duly introduced for the consideration of said Commissioners Court. It was then duly moved and seconded that said Resolution be adopted and, after due discussion, said motion, carrying with it the adoption of said Resolution, prevailed and carried by the following vote:

AYES:       All members of the Commissioners Court shown present above voted "Aye," except as provided below:

NAYS:

ABSTENTIONS:

2.       That a true, full and correct copy of the aforesaid Resolution adopted at the Meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Resolution has been duly recorded in said Commissioners Court's minutes of said Meeting; that the above and foregoing paragraph is a true, full and correct excerpt from said Commissioners Court's minutes of said Meeting pertaining to the adoption of said Resolution; that the persons named in the

above and foregoing paragraph are the duly chosen, qualified and acting officers and members of said Commissioners Court as indicated therein; that each of the officers and members of said Commissioners Court was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid Meeting, and that said Resolution would be introduced and considered for adoption at said Meeting, and each of said officers and members consented, in advance, to the holding of said Meeting for such purpose, and that said Meeting was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

3. That the County Judge of the County has approved and hereby approves the aforesaid Resolution; that the County Judge and the County Clerk of the County have duly signed said Resolution; and that the County Judge and the County Clerk hereby declare that their signing of this Certificate shall constitute the signing of the attached and following copy of said Resolution for all purposes.

SIGNED AND SEALED August 20, 2013.

---

County Clerk

---

County Judge

(SEAL)

**RESOLUTION APPROVING A FINANCING BY THE NEWARK CULTURAL EDUCATION FACILITIES FINANCE CORPORATION FOR THE BENEFIT OF THE GIRLS SCHOOL OF AUSTIN, INC. AND RELATED MATTERS.**

**THE STATE OF TEXAS   §  
COUNTY OF TRAVIS   §**

WHEREAS, the NEWARK CULTURAL EDUCATION FACILITIES FINANCE CORPORATION ("*Corporation*") created by the City of Newark, Texas has adopted a resolution authorizing the proposed loans (the "*Loans*") in the maximum principal amount of \$2,500,000 among the Corporation, FROST BANK (the "*Bank*") and THE GIRLS SCHOOL OF AUSTIN, INC. (the "*Borrower*") as pursuant to Article 1528m, Vernon's Texas Civil Statutes, as amended (the "*Act*") for the purpose of (A) refinancing and financing the cost of an education facility located at 2007 McCall Road, Austin, Texas 78703 and (B) paying certain expenses in connection with the issuance of the Loans and paying certain expenses in connection with the issuance of the Loans;

WHEREAS, section 147(f) of the Internal Revenue Code of 1986, as amended (the "*Code*") requires that the issuance of any qualified 501(c)(3) obligations be approved by either the governing body of the County or the chief elected executive officer of the County after a public hearing following reasonable public notice;

WHEREAS, attached hereto as Exhibit A is a Notice of Public Hearing (the "*Public Notice*") which was published in a newspaper of general circulation in the County as required by section 147(f) of the Code which public hearing was conducted by the Corporation and no member of the public appeared at the hearing to express his or her views on the Project; and

**THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS THAT:**

**Section 1.** The County hereby specifically approves the Loans and the Project solely for the purpose of satisfying the requirements of section 147(f) of the Code and for no other purpose and is not to be construed as an undertaking by the County. The Loans shall not constitute a liability, an indebtedness or obligation of the County nor shall any of the assets of the County be pledged to the payment of the Loans.

**Section 2.** This Resolution shall become effective immediately upon its passage.

## **EXHIBIT A**

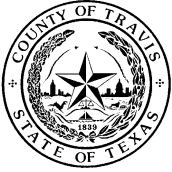
### **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Newark Cultural Education Facilities Finance Corporation (the "Corporation"), a nonprofit corporation created by the City of Newark, Texas pursuant to Art. 1528m, Vernon's Civil Statutes, as amended, will hold a public hearing on August 13, 2013, commencing at 10:00 a.m., in the Colorado Conference Room at the offices of Andrews Kurth LLP, 111 Congress Avenue, Suite 1700, Austin, Texas 78701, to provide an opportunity for all interested persons to be heard with respect to a proposed loan from Frost Bank (the "Bank") to the Corporation in the maximum amount of up to \$2,500,000 and a proposed loan from the Corporation to The Girls School of Austin, Inc. (the "Borrower") in the same amount (collectively, the "Loans"); all pursuant to a Loan Agreement among the Corporation, the Bank and the Borrower.

The Loans are being made for the purpose of refinancing and financing the cost of an approximate 14,500 square foot, two-story education facility located at 2007 McCall Road, Austin, Texas 78703. The Loans are not payable out of taxes and are payable solely from funds provided by the Borrower.

All interested persons are invited to attend the hearing to express their views, both orally and in writing, with respect to the Loans and the Project. Any interested persons unable to attend the hearing may submit their views in writing to the President of the Board of Directors of the Corporation c/o Andrews Kurth LLP, Attn: Todd B. Brewer, 600 Travis Street, Suite 4200, Houston, Texas 77002, prior to the date scheduled for the hearing.

**NEWARK CULTURAL EDUCATION FACILITIES FINANCE CORPORATION**



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Richard Villareal/512-854-4881, Marvin Brice, CPPB/512-854-9765, Purchasing

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

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 3 to Contract No. PS100259RV, Sentinel Lavaca Management Corporation, for Property Management Services for 700 Lavaca.

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

This contract provides for property management services for the Travis County Administration Building located at 700 Lavaca Street.

The proposed Modification No. 3 will incorporate a new contract term for an additional twelve (12) month period, October 1, 2013 through September 30, 2014, at a rate of \$9,000.00 per month, and also corrects some language in Modification No. 2, dated March 5, 2012.

Modification No. 2 was approved by the Commissioners Court on March 27, 2012, to extend the contract for an additional twelve (12) months through September 30, 2013, at a rate of \$10,000.00 per month.

Modification No. 1 was approved by the Commissioners Court on April 12, 2011, to extend the contract for an additional twelve (12) months through June 21, 2012, at a rate of \$20,000.00 per month.

- **Contract Expenditures:** Within the last 12 months \$120,000.00 has been spent against this contract/requirement.

### ➤ **Contract Modification Information:**

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

Modification Amount: \$9,000.00 (monthly)

Modification Type: Professional Management Agreement

Modification Period: October 1, 2013 through September 30, 2014.

➤ **Solicitation-Related Information:**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:**

☐ Award has been protested; interested parties have been notified.

☐ Award is not to the lowest bidder; interested parties have been notified.

☐ Comments:

➤ **Funding Information:**

☐ SAP Shopping Cart #:

☐ Funding Account(s):

☒ Comments: The management fee is deducted from the rents each month before the balance is deposited to the County as revenue. No purchase order will be issued for the fee. Revenue line is 007-1407-381-7110.



## FACILITIES MANAGEMENT DEPARTMENT

**Roger A. El Khoury, M.S., P.E., Director**

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

### MEMORANDUM

**FMD Project:** LAVA7-General  
**FILE:** 102

**TO:** Cyd V. Grimes, CPM, Purchasing Agent  
**FROM:** Roger A. El Khoury, M.S., P.E., Director  
**DATE:** July 9, 2013  
**SUBJECT:** 700 Lavaca Property Management  
PS100259RV - Sentinel Lavaca Management Corporation

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

On March 27, 2012, the Commissioners Court approved Modification No. Two to the property management service agreement with Sentinel Lavaca Management Corporation (Sentinel). This occurred following the receipt of a letter from Sentinel dated January 4, 2012 (Attachment One) offering to provide property management services for additional timeframes. Under this modification (Attachment Two), the County approved for Sentinel to continue providing the property management services for the 700 Lavaca building through September 30, 2013. Also included in this Modification No. Two was the establishment of three twelve month extension options, with the monthly fee being reduced by \$1,000 per month in each option year. Facilities Management Department recommends that the Commissioners Court approve exercising the first option under this previously approved Modification No. Two. This option would extend the Sentinel property management services for the period of October 1, 2013 through September 30, 2014 at a rate of \$9,000 per month. Sentinel has provided acceptable property management services during the initial and renewal terms of the original contract agreement.

Funding for this property management agreement is generated by the revenue received from tenants in the building. Please call me at 44579 if you have any questions.

### ATTACHMENTS:

1. Sentinel letter, January 4, 2012
2. Modification No. Two

### COPY TO:

Leslie Browder, County Executive, PBO  
John Carr, Administrative Director, FMD  
Amy Draper, CPA, Financial Manager, FMD  
Richard Villareal, Purchasing Agent Assistant, Purchasing Office

RECEIVED  
TRAVIS COUNTY  
2013 JUL 12 PM 1:19  
PURCHASING  
OFFICE



**MODIFICATION OF CONTRACT NUMBER: PS100259RV, Property Management Services for 700 Lavaca****PAGE 1 OF 1 PAGE**

ISSUED BY: PURCHASING OFFICE 700 Lavaca Street, Suite 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Richard Villareal</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED:  <b>July 12, 2013</b>
ISSUED TO: <b>Sentinel Lavaca Management Corp.</b> <b>Attn.: Martin Cawley</b> <b>1251 Avenue of the Americas</b> <b>New York, New York 10020</b>	MODIFICATION NO.:  <b>Three</b>	EXECUTED DATE OF ORIGINAL CONTRACT:  <b>June 22, 2010</b>

ORIGINAL CONTRACT TERM DATES: June 22, 2010 - June 21, 2011.CURRENT CONTRACT TERM DATES: October 1, 2013 - September 30, 2014.**FOR TRAVIS COUNTY INTERNAL USE ONLY:**Original Contract Amount: \$240,000.00Current Modified Amount \$108,000.00

**DESCRIPTION OF CHANGES:** The purpose of this modification is to make corrections to Modification Number Two and to exercise the option to extend the contract for an additional twelve (12) month term at a rate of \$9,000 per month.

- A. Reference Contract Modification No. Two, dated March 5, 2012. The "Current Contract Term Dates" were incorrectly written as June 22, 2012- June 21, 20, and is hereby corrected to read June 22, 2012- September 30, 2013.
- B. The contract period is changed from: June 22, 2012 through September 30, 2013, to read October 1, 2013 through September 30, 2014, a twelve (12) month extension.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Note to Vendor:**

[X] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.

[ ] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>SENTINEL Lavaca MANAGEMENT CORP</u>	<input type="checkbox"/> DBA
BY: <u>[Signature]</u>	<input checked="" type="checkbox"/> CORPORATION
SIGNATURE	<input type="checkbox"/> OTHER
BY: <u>MARTIN CAWLEY</u>	DATE: <u>7-15-13</u>
PRINT NAME	
TITLE: <u>UP</u>	
ITS DULY AUTHORIZED AGENT	
TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u>	
CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT	
TRAVIS COUNTY, TEXAS	DATE:
BY: _____	
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/20/2013, 9:00 AM, Voting Session

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

**Elected/Appointed Official/Dept. Head:** Cyd Grimes, Purchasing Agent

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

**AGENDA LANGUAGE:** REJECT SOLE BID RECEIVED FOR IFB NO.: B1305-010-JE, TRAVIS COUNTY JAIL (TCJ) EXTENDED LIFE PROJECT-PHASE II.

- 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
- IFB No.: B1305-010-JE, Travis County Jail (TCJ) Extended Life Project - Phase II, was issued on June 12, 2013 for the replacement of the primary exhaust system for the Travis County Jail, the kitchen exhaust system, isolation cell exhaust system, installation of roof mounted ventilators, and electrical modifications for the new Control system, located at 500 West 10<sup>th</sup> Street, Austin, Texas 78701.
- Of the eighty-eight (88) bids either downloaded or viewed via Travis County's third party e-procurement vendor system, BidSync, only one (1) bid was received in response to this solicitation when subject IFB was opened on July 24, 2013 at 2:00 P.M., CST. The sole bid from Forsythe Brothers Infrastructure, LLC with a bid amount of \$1,480,000.00 was found to be significantly higher than the estimated amount prepared by the Engineer of Record which was also verified by the TCSO Engineer.
- One vendor who attended the Pre-Bid but did not respond and five (5) others that viewed the solicitation online, were contacted by the Purchasing Office inquiring as to why they did not bid on the project. One bidder indicated that they did not prepare enough time to respond; three indicated that they could not fulfill the required work and two indicated they did not respond due to current workload.

➤

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

- The Travis County Sheriff's Office recommends rejecting the sole bid. The bid received, if accepted, would increase the expenditures for the service nearly \$500,000.00 above the current estimate. The Travis County Sheriff's Office recommends re-bid at this time.

➤ **Solicitation-Related Information:**

Solicitations Sent: 88

Response(s) Received: 1

HUB Information: N/A

% HUB Subcontractor: N/A

**REQUESTED ACTION:**

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Samuel T. Biscoe  
County Judge

\_\_\_\_\_  
Date



JAMES N. SYLVESTER  
Chief Deputy

## GREG HAMILTON TRAVIS COUNTY SHERIFF

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

DARREN LONG  
Major - Corrections

PHYLLIS CLAIR  
Major - Law Enforcement

MARK SAWA  
Major - Administration & Support

### MEMORANDUM

**TO:** John Pena, Purchasing Agent Asst IV  
**Via:** Marvin Brice, CPPB, Assistant Purchasing Agent  
**FROM:** Mark Stefanov, P.E., Facilities Building Maintenance Engineer Senior  
**DATE:** August 5, 2013

**SUBJECT:** TCJ Extended Life Projects II Bid Rejection and Request for Rebid

This is a request for Purchasing to process an Issued for Bid action rejecting all received bids for the TCJ Exhaust System 244270 General Building Renewal and 238693 TCJ Exhaust System - Kitchen - Commercial Renewal. The lowest bid at \$1,480,000 (\$15 per square foot) is significantly above the expected amount. The original total for the project at \$9 per square foot was determined to not be a reasonable and was increased to about \$1,000,000.00 in March 2013 before the bid. It has been checked, re-calculated, and determined to be reasonable if no higher than \$1,210,000 (\$13 per square foot) by both the Engineer of Record and the TCSO Engineer.

Square Feet:	108,200
<b>TOTAL PROJECT BUDGET:</b>	<b>\$1,389,810</b>
Design:	\$179,810
Fabrication and Installation:	\$1,149,500
5% Contingency	\$60,500
Construction+ 5%:	\$1,210,000
\$/Sq.Ft.:	\$13

After investigation, the best reason that can be determined is lack of competition in the bid process. Rebidding may allow for this to be corrected. The Travis County Sheriff's Office (TCSO) desires to have the project rebid. There is enough funding to support the higher maximum estimate. The range should be \$1,000,000 to \$1,150,000. Due to feedback that has been received, please add five business days to the question to addendum period that was used in the previous bid. The contract time may remain at 180 days.

Please contact me with any questions at 45321. Your assistance in this matter will be greatly appreciated.

**CC:** Sheriff's Office Engineer's File  
Maria Wedhorn  
Major Long  
Halff Engineering



*Safety, Integrity, Tradition of Service*



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Kent Hubbard/854-6458

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Pursuant to Texas Local Government Code, Section 263.152(a)(1), declare certain items surplus property and sell at public auction.

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

There are thirteen capital assets included in the items to be auctioned. One Cisco switch that does not function, 6 metal boxes that were associated with an obsolete telecom system from the Sheriff's Office, two outdated scanners, and some non-functioning computer network hardware. All of the capital assets are fully depreciated.

The balance of the auction items listed are considered low value assets or include items that are not part of the inventory.



Created 08-15-13 @ 3:30 pm

## Asset Master Record Detail Report

LOT#	Asset #	Inventory #	Location	Asset Desc	Serial #	Cap Date
1	N/A	N/A	TC Add to Auction List	3 CAR STEREOS	N/A	N/A
2	N/A	N/A	TC Add to Auction List	3 CAR STEREOS	N/A	N/A
3	N/A	N/A	TC Add to Auction List	3 CAR STEREOS	N/A	N/A
4	N/A	N/A	TC Add to Auction List	3 CAR STEREOS AND 1 MOBILE DVD SYSTEM	N/A	N/A
5	N/A	N/A	TC Add to Auction List	ALPINE AMP, 2 LCD MONITORS AND BOX OF DVD'S	N/A	N/A
6	N/A	N/A	TC Add to Auction List	FENDER SQUIRE ELECTRIE GUITAR WITH CASE	N/A	N/A
7	N/A	N/A	TC Add to Auction List	BOX OF MISC TOOLS	N/A	N/A
8	1039630	76803	TC Add to Auction List	SEARS BENCH GRINDER	NEED	04/24/2009
9	N/A	N/A	TC Add to Auction List	1 BOX OF MISC AIR TOOLS	N/A	N/A
10	N/A	N/A	TC Add to Auction List	BOX OF MISC SOCKETS AND TOOLS	N/A	N/A
11	N/A	N/A	TC Add to Auction List	MISC SOCKETS, CAR BATTERY AND TOOL BOX	N/A	N/A
12	N/A	N/A	TC Add to Auction List	BOX MISC TOOLS	N/A	N/A
13	N/A	N/A	TC Add to Auction List	2 JACK STANDS	N/A	N/A
14	N/A	N/A	TC Add to Auction List	1 BOX OF MISC TOOLS	N/A	N/A
15	N/A	N/A	TC Add to Auction List	CENTRAL HYDRAULICS 4-TON PORTABLE PULLER	N/A	N/A
16	N/A	N/A	TC Add to Auction List	MISC METER AND VOLTAGE TESTERS	N/A	N/A
17	N/A	N/A	TC Add to Auction List	3 ELECTRIC HAND DRILLS AND 1 ELECTRIC HAND SAW	N/A	N/A
18	N/A	N/A	TC Add to Auction List	X6 SUPER POCKET MINI BIKE	N/A	N/A
19	N/A	N/A	TC Add to Auction List	1 RATCHET PULLER AND CHAIN	N/A	N/A
20	N/A	N/A	TC Add to Auction List	1 BOX OF MISC GLASSES AND ELECTRONICS	N/A	N/A
21	N/A	N/A	TC Add to Auction List	1 SHREDDER AND 1 BISSELL VACUUM CLEANER	N/A	N/A
22	1006125	97712	TC Add to Auction List	"24"" CHAIN SAW ECHO	1663	10/01/1999
22	1016006	152217	TC Add to Auction List	ECHO CHAINSAW STOCK #ECUCS360T-14	9004152	11/14/2006
22	1007137	105029	TC Add to Auction List	"CHAINSAW 14"" ECHO	584773	10/18/2001
23	N/A	N/A	TC Add to Auction List	1 SHUMACHER BATTERY CHARGER	N/A	N/A
24	N/A	N/A	TC Add to Auction List	1 DISC BREAK CALIPER TOOL SET	N/A	N/A
25	1013578	11910	TC Add to Auction List	ALCO-SENSOR III ALCOHOL TESTING MACHINE	1213202	08/24/2005
25	1025816	13300	TC Add to Auction List	ALCO SENSOR III	1230403	08/17/2009
25	1005620	11342	TC Add to Auction List	ALCO SENSOR III	1054691	04/29/1998
25	1024174	13258	TC Add to Auction List	ALCO-SENSOR III BREATHALYZER MACHINE	1229067	03/17/2009
25	1013579	11912	TC Add to Auction List	ALCO-SENSOR III ALCOHOL TESTING MACHINE	1213167	08/24/2005
26	N/A	N/A	TC Add to Auction List	SNAP ON AC RECHARGE KIT	N/A	N/A
27	N/A	N/A	TC Add to Auction List	SONY CAMERA RECORDER	N/A	N/A
28	N/A	N/A	TC Add to Auction List	BOX OF MISC AIR TOOLS	N/A	N/A
29	1034124	165134	TC Add to Auction List	ITHACA POSJET 1500 FULL CHECK PRINT	SJ004863641	03/06/2012
29	1039559	138226	TC Add to Auction List	INTERACTIVE PRESENTATION SYSTEMS NEC PROJECTOR	8501387EJ	07/03/2008
30	N/A	N/A	TC Add to Auction List	BOX OF MISC AIR TOOLS	N/A	N/A
31	N/A	N/A	TC Add to Auction List	3 HAND DRILLS	N/A	N/A
32	1008823	120920	TC Add to Auction List	CORDLESS DRILL DEWALT 14V	334391	12/13/2002
33	N/A	N/A	TC Add to Auction List	3 OTT-LITE LAMPS	N/A	N/A
34	N/A	N/A	TC Add to Auction List	1 PLASTIC PORTABLE ROLLING CART	N/A	N/A
35	N/A	N/A	TC Add to Auction List	1 RUBBERMAID TUB AND 2 OLD WHEEL CHAIRS	N/A	N/A
36	1039617	68800	TC Add to Auction List	SSS BUFFER	NEED	03/28/2009
37	N/A	N/A	TC Add to Auction List	CPI PORT RACK (PATCH PANEL)	N/A	N/A
38	1005953	95458	TC Add to Auction List	AIR COMPRESSOR SPEEDAIRE	L8109800076	12/28/1998
39	NN	N/A	TC Add to Auction List	HUSKY AIR COMPRESSOR (NON-WORKING)	N/A	N/A
40	1013737	127387	TC Add to Auction List	FAN DOOR SYSTEM	#	09/21/2005
41	N/A	N/A	TC Add to Auction List	1 GLASS DISPLAY CASE	N/A	N/A
42	N/A	N/A	TC Add to Auction List	4 MISC ELEVATION RODS	N/A	N/A
43	N/A	N/A	TC Add to Auction List	1 OLD EXTENTION LADDER	N/A	N/A
44	1011813	123048	TC Add to Auction List	POWER POLE PRUNER ECHO	6004971	08/31/2004
45	1007050	103353	TC Add to Auction List	WEEDEATERS SHINDAIWA	1061175	09/25/2001
46	1016036	152228	TC Add to Auction List	SHINDAIWA TRIMMER STOCK #SHAT272	5015938	11/17/2006
47	1006512	100013	TC Add to Auction List	SS TRIMMER 27.2CC SHINDAIWA	78220	10/26/2000
48	1006481	99947	TC Add to Auction List	POWER PRUNER ECHO 2400	527403	10/11/2000
49	1016043	152235	TC Add to Auction List	POWER PRUNNER POLE PRUNNER STOCK #ECUPPT260	6027363	11/17/2006
50	1016037	152229	TC Add to Auction List	POWER PRUNNER POLE PRUNNER STOCK #ECUPPT260	6027749	11/17/2006
51	1016044	152236	TC Add to Auction List	POWER PRUNNER POLE PRUNNER STOCK #ECUPPT260	6027304	11/17/2006
52	1011814	123049	TC Add to Auction List	POWER POLE PRUNER ECHO	6004967	08/31/2004
53	1005759	95435	TC Add to Auction List	SS TRIMMER 272CC #SHU T270	8063900	10/30/1998
54	N/A	N/A	TC Add to Auction List	1 ROOL OF CARPET AND 1 MISC WINDOW	N/A	N/A
55	N/A	N/A	TC Add to Auction List	1 PALLET OF LAW BOOKS AND 1 OLD SHREDDER	N/A	N/A
56	1004292	10420	TC Add to Auction List	VCR PANASONIC	D3AA10714	12/03/1990
57	1025461	139847	TC Add to Auction List	SENTRY SAFE	NONE	07/15/2009
58	N/A	N/A	TC Add to Auction List	4 OLD URINALS AND 1 OLD MAGNAVOX TV	N/A	N/A
59	N/A	N/A	TC Add to Auction List	1 PALLET OF MISC CABLES	N/A	N/A
60	1006431	101307	TC Add to Auction List	"DAEWOO 19"" TV/VCR COMBO	MT03CE0021	09/15/2000



Created 08-15-13 @ 3:30 pm

## Asset Master Record Detail Report

LOT#	Asset #	Inventory #	Location	Asset Desc	Serial #	Cap Date
61	1039874	137702	TC Add to Auction List	CISCO 3560 SWITCH	CAT1122ZH66	04/16/2012
61	1034504	137699	TC Add to Auction List	CISCO 3560 EMI SWITCH	NEED	04/16/2012
61	1034505	137709	TC Add to Auction List	CISCO 3560 EMI SWITCH	CAT11NJFB	04/16/2012
61	1034508	128524	TC Add to Auction List	CISCO 3560 SWITCH	FD01131Y3YH	04/16/2012
61	1012243	122461	TC Add to Auction List	PIX-515-UR	88808430784	11/05/2004
61	1034506	138910	TC Add to Auction List	CISCO 3560 SWITCH	FD01213Y3DQ	04/16/2012
61	1009180	120765	TC Add to Auction List	CISCO WS-C3550 48-SMI MULTI LAYER SWITCH	CAT0726Z29A	07/31/2003
61	1034503	137700	TC Add to Auction List	CISCO 3560 EMI SWITCH	CAT1122ZG20	04/16/2012
61	1039884	143162	TC Add to Auction List	CISCO 3560 EMI SWITCH	FD01321X2LD	04/16/2012
61	1039889	125365	TC Add to Auction List	CISCO 3500 SWITCH	CAT1122ZH5Z	04/16/2012
61	1039881	138913	TC Add to Auction List	CISCO 3560 SWITCH	FD01213Y3E3	08/11/2008
61	1022712	138985	TC Add to Auction List	CISCO 3560 SWITCH	FD01228Y2PR	08/11/2008
61	1039882	143164	TC Add to Auction List	CISCO 3560 EMI SWITCH	FD01321X2SE	04/16/2012
61	1039887	143160	TC Add to Auction List	CISCO 3560 EMI SWITCH	FD01321X2XM	04/16/2012
61	1008994	121170	TC Add to Auction List	PIX-515E-FO-BUN CHASSIS CISCO	88807089180	02/24/2003
61	1007784	119379	TC Add to Auction List	CISCO 2950 SWITCH	F0C0635Z1R2	09/20/2002
61	1007952	98018	TC Add to Auction List	CISCO 2950 SWITCH	FHK0637Z1LP	10/23/2002
61	1007780	119380	TC Add to Auction List	CISCO 2950 SWITCH	F0C0635Z1RC	09/20/2002
61	1009225	120740	TC Add to Auction List	CISCO WS-C2950-24 CATALYST SWITCH	FHK0728W053	08/05/2003
61	1007789	87371	TC Add to Auction List	CISCO 2950 SWITCH	F0C0635Z1R5	09/20/2002
62	N/A	N/A	TC Add to Auction List	1 PALLET OF EXPIRED FIRE EXTINGUISHERS	N/A	N/A
63	N/A	N/A	TC Add to Auction List	4 OLD WHEEL CHAIRS	N/A	N/A
64	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD BINDERS	N/A	N/A
65	1004811	84112	TC Add to Auction List	TELEVISION RCA	232616193	09/29/1994
66	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD BINDERS	N/A	N/A
67	N/A	N/A	TC Add to Auction List	1 AMANA REFRIGERATOR (NON-WORKING)	N/A	N/A
68	N/A	N/A	TC Add to Auction List	1 SMALL ROLLING CART AND BOX OF MISC ELECTRONICS	N/A	N/A
69	N/A	N/A	TC Add to Auction List	MONGOOSE REBEL BICYCLE	N/A	N/A
70	N/A	N/A	TC Add to Auction List	MONGOOSE CORE BICYCLE	N/A	N/A
71	N/A	N/A	TC Add to Auction List	NEXT BICYCLE	N/A	N/A
72	N/A	N/A	TC Add to Auction List	DIAMONDBACK BICYCLE	N/A	N/A
73	N/A	N/A	TC Add to Auction List	1 PALLET OF MISC BICYCLE PARTS	N/A	N/A
74	N/A	N/A	TC Add to Auction List	1 OLD SENTRY SAFE	N/A	N/A
75	1039601	139839	TC Add to Auction List	BALDWIN 127P ORGAN	Q13309B	07/13/2009
76	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD BINDERS AND BROTHER TYPEWRITER	N/A	N/A
77	N/A	N/A	TC Add to Auction List	1 OLD PRINTER (NON-WORKING)	N/A	N/A
78	N/A	N/A	TC Add to Auction List	2 OLD PLASTIC DOG CARRIERS	N/A	N/A
79	1022134	138851	TC Add to Auction List	"TV SAMSUNG 42"" LCD	B46A3CSQ302982	05/01/2008
79	1022140	138859	TC Add to Auction List	"TV SAMSUNG 42"" LCD	B46A3CSQ302881	05/01/2008
79	1021076	138085	TC Add to Auction List	"SAMSUNG LNT5265F 52"" 1080P LCD HDTV	AJ733CFQ201798L	02/19/2008
80	1018182	131356	TC Add to Auction List	SCANMARK SCANNER MODEL # ES2010ADF/OPTICALMARK RD	EB05371	07/20/2007
80	1003888	56045	TC Add to Auction List	PANASONIC VCR	J5SA59287	04/17/1986
80	1006254	99093	TC Add to Auction List	SCANNER SCANJET 6200CXI FLATBED 1200DPI.36BIT	SG96N1123J	04/17/2000
81	N/A	N/A	TC Add to Auction List	1 PALLET OF MISC CABLES AND ROTARY PHONES	N/A	N/A
82	1004978	91146	TC Add to Auction List	TV SONY	8022823	09/29/1995
82	1019345	131961	TC Add to Auction List	TOSHIBA CONFERENCE ROOM PROJECTORS	19990164	10/25/2007
82	1019346	131966	TC Add to Auction List	TOSHIBA CONFERENCE ROOM PROJECTORS	19990033	10/25/2007
83	N/A	N/A	TC Add to Auction List	1 WHIRLPOOL REFRIGERATOR (NON-WORKING)	N/A	N/A
84	N/A	N/A	TC Add to Auction List	1OLD ICE MAKER BOTTOM BIN (ONLY)	N/A	N/A
85	N/A	N/A	TC Add to Auction List	1 SMALL SANYO REFRIGERATOR (NON-WORKING)	N/A	N/A
86	N/A	N/A	TC Add to Auction List	1 WHIRLPOOL WASHER (NON-WORKING)	N/A	N/A
87	1014549	130937	TC Add to Auction List	HP JETDIRECT 620N FAST ETHERNET PRINT SERVER	3G72910292	03/23/2006
87	1022729	141059	TC Add to Auction List	EXTERNAL HARD DRIVE LACIE	182912151	08/18/2008
87	1012129	125080	TC Add to Auction List	HARD DRIVE 250GB DUAL-OPTION MEDIA CENTER EXTERNAL	WCAL71157058	10/05/2004
87	1017182	13138	TC Add to Auction List	SHREDDER FELLOWES PS-60	#	04/23/2007
88	N/A	N/A	TC Add to Auction List	1 PALLET OF MISC ELECTRONICS	N/A	N/A
89	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD AIR FILTERS	N/A	N/A
90	1013427	127289	TC Add to Auction List	SCANNER HP	CN4A7B1027	07/28/2005
90	1010229	120549	TC Add to Auction List	HP OFFICEJET 7130 COLOR	MY3AGD1201D	01/26/2004
91	1028563	146224	TC Add to Auction List	SCANNER FLATBED HP SJ N6310 DOC MFG# HPL2700A#B1H	CN029C609H	05/18/2010
91	1012579	127290	TC Add to Auction List	SCANNER HP	CN41EC4671	02/23/2005
92	N/A	N/A	TC Add to Auction List	1 PALLET OF EXPIRED TONERS	N/A	N/A
93	N/A	N/A	TC Add to Auction List	1 BOX OF OLD INMATE BED SHEETS	N/A	N/A
94	N/A	N/A	TC Add to Auction List	15 OLD PLASTIC CHAIRS	N/A	N/A
95	N/A	N/A	TC Add to Auction List	7 OLD OUTDOOR ASHTRAYS	N/A	N/A
96	N/A	N/A	TC Add to Auction List	7 OLD OUTDOOR ASHTRAYS	N/A	N/A





Created 08-15-13 @ 3:30 pm

## Asset Master Record Detail Report

LOT#	Asset #	Inventory #	Location	Asset Desc	Serial #	Cap Date
97	1011781	123238	TC Add to Auction List	TV COMBO #MW24FP1 TOSHIBA 24/DVD/VHS	47590122A	08/24/2004
98	1013880	124738	TC Add to Auction List	SCANNER HP SCANJET 8250 DIGITAL FLATBED	CN55NT0228	10/05/2005
99	N/A	N/A	TC Add to Auction List	1 HAIRE REFRIGERATOR AND MICROWAVE (NON-WORKING)	N/A	N/A
100	1003769	99450	TC Add to Auction List	TV PHILLIPS MAGNOVOX 19	2104850	30317
100	1008040	109481	TC Add to Auction List	"PANASONIC 20"" TC/VCR COMBO	H2AA27472	12/09/2002
100	1001337	126950	TC Add to Auction List	RPM SYSTEM STANDARD BLACK BOX	#	05/06/2005
100	1001338	126951	TC Add to Auction List	RPM SYSTEM STANDARD BLACK BOX	#	05/06/2005
100	1001339	126952	TC Add to Auction List	RPM SYSTEM STANDARD BLACK BOX	#	05/06/2005
100	1001340	126953	TC Add to Auction List	RPM SYSTEM STANDARD BLACK BOX	#	05/06/2005
100	1001341	126954	TC Add to Auction List	RPM SYSTEM STANDARD BLACK BOX	#	05/06/2005
100	1001342	126955	TC Add to Auction List	RPM SYSTEM STANDARD BLACK BOX	#	05/06/2005
101	1004896	89560	TC Add to Auction List	"TV 13"" ZENITH CABLE	55112010919	05/05/1995
101	1003780	98701	TC Add to Auction List	G.E. 13 COLOR TV	13761312A	02/14/1983
101	1010014	120530	TC Add to Auction List	"COMBINATION VCR/TV 20"" PANASONIC #PVC2063	H3IA71135	11/04/2003
101	1007445	105708	TC Add to Auction List	"TELEVISION/VCR COMBO PANASONIC 13""	AZAA36254	05/10/2002
101	1007056	103371	TC Add to Auction List	"ZENITH 13"" TV/VCR AC/DC	65391028848	09/25/2001
102	1026772	140383	TC Add to Auction List	SCANNER FUJITSU FI-5530C2	7644	12/15/2009
102	1026770	139259	TC Add to Auction List	SCANNER:XEROX/DUPLEX/DOCUMATE 262I/XDM262I5D-WUJ	749TW107C48C0500506	12/14/2009
103	1011832	124819	TC Add to Auction List	SAMSUNG DVD-V3500 DVD/VCR	6RAX477679KXAA	09/02/2004
103	1016072	130169	TC Add to Auction List	13 INCH SCREEN WITH EARPHONE JACK TOSHIBA	BCB106125809B	11/21/2006
103	1017330	128573	TC Add to Auction List	TOSHIBA DVD/CD COMBO PLAYER MFR#SD-V295	BCC920030993A	05/03/2007
104	1039544	138373	TC Add to Auction List	ROCKET SCANNER CONTROLLER	SG31G250R815F00036	11/07/2008
104	1016236	128218	TC Add to Auction List	FACSIMILE TRASCEIVER BROTHER MFC-8220	U60995J6J341249	12/22/2006
104	1005073	80583	TC Add to Auction List	TV GE	33430069	06/25/1996
104	1014466	127899	TC Add to Auction List	BROTHER MFC 8220 MULTI-FUNCTIONAL FAX MACHINE	U6095L5J275548	02/23/2006
105	N/A	N/A	TC Add to Auction List	BUNDLE OF OLD MISC TRIM MOLDING	N/A	N/A
106	1018580	131900	TC Add to Auction List	FAX PANASONIC KX-FL511 LASER PLAIN PAPER/COPIER	7FAWD359465	08/28/2007
106	1012280	125078	TC Add to Auction List	"13"" SYLVANIA TV/VCR COMBO	V09425830	11/29/2004
107	1007275	105651	TC Add to Auction List	VERSA MATIC WINSOR VACUUM CLEANER	M47021991	01/11/2002
107	1006328	101075	TC Add to Auction List	SPEED QUEEN COMMERCIAL WASHER	6018140	07/21/2000
108	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD ROTARY PHONES	N/A	N/A
109	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD ROTARY PHONES	N/A	N/A
110	N/A	N/A	TC Add to Auction List	6 OLD OUTDOOR ASHTRAYS	N/A	N/A
111	N/A	N/A	TC Add to Auction List	1 PALLET OF EXPIRED FIRE EXTINGUISHERS	N/A	N/A
112	N/A	N/A	TC Add to Auction List	2 BOXES OF OLD POWER STRIPS AND 2 OUTDOOR LIGHTS	N/A	N/A
113	1020886	137408	TC Add to Auction List	SCANNER SCANJET HP 7650 L1940A	CN7ADT40YT	02/01/2008
113	1001216	123147	TC Add to Auction List	SCANNER PANASONIC KV S2065W SHEETFEED	61336DC1451	09/21/2004
114	N/A	N/A	TC Add to Auction List	1 HAIRE REFRIGERATOR AND SONY TV (NON-WORKING)	N/A	N/A
115	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD OFFICE SUPPLIES AND ELECTRONICS	N/A	N/A
116	N/A	N/A	TC Add to Auction List	2 PLASTIC CONTAINERS	N/A	N/A
117	N/A	N/A	TC Add to Auction List	2 OLD WEIGHT MACHINES	N/A	N/A
118	N/A	N/A	TC Add to Auction List	13 OLD CHAIRS	N/A	N/A
119	N/A	N/A	TC Add to Auction List	17 OLD CHAIRS	N/A	N/A
120	N/A	N/A	TC Add to Auction List	20 OLD CHAIRS	N/A	N/A
121	1006050	98128	TC Add to Auction List	FAX MACHINE; CANON MODEL L6000 MULTIPASS; ALL IN	UXE25460	07/06/1999
121	1013881	124748	TC Add to Auction List	SCANNER HP SCANJET 8250 DIGITAL FLATBED	CN57QT0078	10/05/2005
121	1022558	138767	TC Add to Auction List	FAX MACHINE-CANON LC 710 600-22-60150-8	KAG75034	07/10/2008
122	N/A	N/A	TC Add to Auction List	1 OLD PANASONIC TV AND SHOP VACUUM (NON-WORKING)	N/A	N/A
123	N/A	N/A	TC Add to Auction List	1 BOX OF OLD MISC PLUMBING SUPPLIES	N/A	N/A
124	N/A	N/A	TC Add to Auction List	2 BOXES OF OLD MISC AUDITORIUM SEAT PARTS	N/A	N/A
125	N/A	N/A	TC Add to Auction List	2 OLD SINKS AND 2 OLD ATTIC LADDERS	N/A	N/A
126	1008028	109358	TC Add to Auction List	SCANNER FUJITSU SCAN PARTNER 93GX SCANNER	315844	11/27/2002
126	1013857	127276	TC Add to Auction List	SCANMAKER 1700 OFFICE ED-9600X4800DPI FIREWIRE USB	W5765A00266	10/03/2005
126	1000451	20277	TC Add to Auction List	SCANNER FUJITSU	488	09/15/1999
127	1039457	121167	TC Add to Auction List	WS-C6509	SCA052100H6	04/26/2007
127	1044186	121175	TC Add to Auction List	CISCO WS-C6509	SCA05440143	07/24/2013
127	1011728	11797	TC Add to Auction List	LABELWRITER DYMO 330 TURBO MRF# 68010	908840111138	08/13/2004
127	1011729	11796	TC Add to Auction List	LABELWRITER DYMO 330 TURBO MRF# 68010	908840110940	08/13/2004
127	1006941	102847	TC Add to Auction List	CANON 9000L LASER FACSIMILE 33.6 MODEM SPEED DUAL	UY551029	06/28/2001
127	1023563	13251	TC Add to Auction List	SCANNER PANASONIC KV S1025C DOCUMENT	85389MC3436	12/03/2008
127	1039287	10964	TC Add to Auction List	TYPEWRITER PANASONIC KX-E7000	0GM3ZA41121	06/06/2006
127	1004185	63241	TC Add to Auction List	TYPEWRITER MDL: KXE3008 PANASONIC	8HM22810416	08/30/1989
128	1022909	138350	TC Add to Auction List	FAX MACHINE CANON LC 710 FACSIMILE TRANSCEIVER	KAG76210	09/29/2008
128	1009222	121143	TC Add to Auction List	CISCO WS-C2950-24 CATALYST SWITCH	FHK0728W0RN	08/05/2003
128	1034507	128533	TC Add to Auction List	CISCO 3560 SWITCH	CAT1122ZH8D	04/16/2012
128	1007967	119377	TC Add to Auction List	CISCO 3550 SWITCH	CHK0638V0C0	10/25/2002



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## Asset Master Record Detail Report

LOT#	Asset #	Inventory #	Location	Asset Desc	Serial #	Cap Date
128	1009223	121144	TC Add to Auction List	CISCO WS-C2950-24 CATALYST SWITCH	FHK0728W0RA	08/05/2003
128	1039871	125406	TC Add to Auction List	CISCO 3560 SWITCH	CAT11226R	04/16/2012
128	1007781	119385	TC Add to Auction List	CISCO 2950 SWITCH	F0C0635Y1T7	09/20/2002
128	1007782	119303	TC Add to Auction List	CISCO 2950 SWITCH	F0C0635Y1Rf	09/20/2002
128	1011548	123021	TC Add to Auction List	KVM 8PT BELKIN MATRIX2 (W/CABLE KITS) #387462	KW3030754391	06/30/2004
128	1005437	87153	TC Add to Auction List	PRINTER FINGERPRINT TEXAS INSTRUMENTS	4981830008	09/26/1997
128	1010227	121201	TC Add to Auction List	CISCO3745	JMX0753L0M7	01/23/2004
128	1025465	140333	TC Add to Auction List	FAX MACHINE PANASONIC KX-FLM651	9EAWB004748	07/15/2009
128	1000381	121178	TC Add to Auction List	AN:TOKEN RING X 2 SYNC (8M DRAM)	#	01/05/1998
129	N/A	N/A	TC Add to Auction List	1 OLD REFRIGERATOR (NON-WORKING)	N/A	N/A
130	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD LAPTOP BAGS	N/A	N/A
131	N/A	N/A	TC Add to Auction List	1 OLD AC WINDOW UNIT AND 2 BOXES OF OLD BNDERS	N/A	N/A
132	1010372	101279	TC Add to Auction List	HP SCANJET 4670	CN3B5B1785	03/18/2004
133	1024264	137296	TC Add to Auction List	FACSIMILE PANASONIC LASER FAX UF-6000	KHP6H00568	04/03/2009
133	1011088	101283	TC Add to Auction List	SCANJET 8200 COLOR FLATBED SCANNER 4800DPI 48 BIT	CN35XT0294	05/25/2004
134	1007759	105812	TC Add to Auction List	FACSIMILE TRANSCIEVER MURATEC F160	D9435090003199	09/12/2002
134	1014885	126784	TC Add to Auction List	FAX MACHINE MURATEC F-520	DA7373900088017	05/24/2006
134	1006204	99473	TC Add to Auction List	FAX MACHINE CANON L9000 W/ 2MB-MEMORY UPGRADE	UY507974	02/08/2000
134	1006632	101746	TC Add to Auction List	FACSIMILE TRANSCIEVER MURATEC F-150	D8535090011288	12/20/2000
134	1007399	105711	TC Add to Auction List	ACROPRINT DOCUMENT STAMP	0040909C1	04/08/2002
135	N/A	N/A	TC Add to Auction List	4 BOXES OF OLD MISC OFFICE SUPPLIES	N/A	N/A
136	N/A	N/A	TC Add to Auction List	4 BOXES OF OLD MISC PLUMBING SUPPLIES	N/A	N/A
137	N/A	N/A	TC Add to Auction List	1 OLD TOILET BOWL AND 3 BOXES OF PLUMBING SUPPLIES	N/A	N/A
138	N/A	N/A	TC Add to Auction List	3 OLD TOILET BOWLS AND 3 ROLLS OF WINDOW SCREEN	N/A	N/A
139	N/A	N/A	TC Add to Auction List	3 OLD WATER HEATERS (USED-DAMAGED)	N/A	N/A
140	1005996	97720	TC Add to Auction List	SABENDEC ENCODER/DECODER EMERGENCY ALERTING	D9164	03/30/1999
140	1005634	94644	TC Add to Auction List	22-FORERUNNER ECG /DISPLAY (DEFIBRILLATOR)	6298	05/19/1998
141	N/A	N/A	TC Add to Auction List	4 PALLETS OF OLD VIDEO PHONES (NO-WORKING/DAMAGED)	N/A	N/A
142	N/A	N/A	TC Add to Auction List	1 PALLET OF OLD MISC AUTO PARTS	N/A	N/A
143	N/A	N/A	TC Add to Auction List	1 OLD CAR JACK AND 1 BOX OF OLD INMATE BED SHEETS	N/A	N/A
144	N/A	N/A	TC Add to Auction List	8 OLD WALL DISPLAY ERASE SCREENS	N/A	N/A
145	1009500	120915	TC Add to Auction List	13 INCH PANASONIC#CT13R18B	MH31773816	09/17/2003
146	1017145	128360	TC Add to Auction List	32 INCH SCREEN TV W/WIRELESS REMOTE SYLVANIA	T2662019	04/10/2007
147	N/A	N/A	TC Add to Auction List	6 OLD OUTDOOR ASHTRAYS	N/A	N/A
148	N/A	N/A	TC Add to Auction List	6 OLD OUTDOOR ASHTRAYS	N/A	N/A
149	1007244	104403	TC Add to Auction List	25 IN RCA COLOR TELEVISIION	B396B3094	01/03/2002
149	1007190	104608	TC Add to Auction List	VIEWSTATION POLYCOM H.323 #2200-11323-001	8201081E1CEAO	11/15/2001
149	1024012	138711	TC Add to Auction List	HIGH ENERGY TAPE ERASER	1218499	03/04/2009
149	1026618	158031	TC Add to Auction List	TELECONFERENCE SYSTEM POLYCOM VSX-5400 PRESENTER	0A2503	10/26/2009
150	N/A	N/A	TC Add to Auction List	1 PALLET OF MISC CABLES		
151	N/A	N/A	TC Add to Auction List	2 PALLETS OF MISC OLD CLEANING SUPPLIES	N/A	N/A
152	N/A	N/A	TC Add to Auction List	2 LARGE CONCRETE BASES	N/A	N/A
153	N/A	N/A	TC Add to Auction List	1 BUNDLE OF OLD MISC TRIM MOLDING	N/A	N/A
154	N/A	N/A	TC Add to Auction List	1 OLD TRUCK BED COVER	N/A	N/A
155	N/A	N/A	TC Add to Auction List	4 SMALL DESKS AND 1 TABLE (OLD)	N/A	N/A
156	N/A	N/A	TC Add to Auction List	4 SMALL TABLES AND 2 DESKS (OLD)	N/A	N/A
157	N/A	N/A	TC Add to Auction List	4 DESKS AND 1 SMALL TABLE (OLD)	N/A	N/A
158	N/A	N/A	TC Add to Auction List	2 OLD COUCHES AND 2 DESKS	N/A	N/A
159	N/A	N/A	TC Add to Auction List	2 OLD SINGLE COUCHES AND 3 DESKS	N/A	N/A
160	N/A	N/A	TC Add to Auction List	3 SMALL TABLES AND 2 WORK TABLES (OLD)	N/A	N/A
161	N/A	N/A	TC Add to Auction List	3 DESKS AND 2 WORK TABLES (OLD)	N/A	N/A
162	N/A	N/A	TC Add to Auction List	4 DESKS AND 1 WORK TABLE (OLD)	N/A	N/A
163	N/A	N/A	TC Add to Auction List	3 CARTS OF EXPIRED FIRE EXTINGUISHERS	N/A	N/A
164	N/A	N/A	TC Add to Auction List	1 OLD XEROX PRINTER (MISSING PARTS)	N/A	N/A
165	1003797	78679	TC Add to Auction List	WINDSOR V-15 WET/DRY VACUUM W/ATTACHMENTS	400206	03/22/1984
166	1018528	13185	TC Add to Auction List	MOWER TROY BUILT PUSH	1F207K20962	08/20/2007
167	N/A	N/A	TC Add to Auction List	1 BOLENS PUSH LAWN MOWER (MISSING PARTS)	N/A	N/A
168	1018522	13179	TC Add to Auction List	MOWER TROY BUILT PUSH (NON-WORKING)	1F207K20958	08/20/2007
169	N/A	N/A	TC Add to Auction List	1 BOLENS PUSH LAWN MOWER (NON-WORKING)	N/A	N/A
170	1018525	13182	TC Add to Auction List	MOWER TROY BUILT PUSH (NON-WORKING)	1F207K20960	08/20/2007
171	1018527	13184	TC Add to Auction List	MOWER TROY BUILT PUSH (NON-WORKING)	1F207K20964	08/20/2007
172	N/A	N/A	TC Add to Auction List	1 BOLENS PUSH LAWN MOWER (NON-WORKING)	N/A	N/A
173	N/A	N/A	TC Add to Auction List	1 MURRAY PUSH MOWER (NON-WORKING)	N/A	N/A
174	N/A	N/A	TC Add to Auction List	1 BOLENS PUSH LAWN MOWER (MNON-WORKING)	N/A	N/A
175	N/A	N/A	TC Add to Auction List	1 BOLENS PUSH LAWN MOWER (NON-WORKING)	N/A	N/A
176	1018526	13183	TC Add to Auction List	MOWER TROY BUILT PUSH (NON-WORKING)	1E117K20734	08/20/2007



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# Asset Master Record Detail Report

LOT#	Asset #	Inventory #	Location	Asset Desc	Serial #	Cap Date
177	1022465	138261	TC Add to Auction List	BROTHER INTELLIFAX 2480C COLOR INKJET FAX/COPIER	U61583F7F684110	06/18/2008
177	1029295	140352	TC Add to Auction List	XEROX DOCUMATE 152 SCANNER	05Q5CQ1007	10/04/2010
178	1005736	95679	TC Add to Auction List	BATTERY/ELECTRICAL SYSTEM TESTER ANALOG #6036B	6036B240003400998	09/17/1998
179	N/A	N/A	TC Add to Auction List	1 FRIGIDAIRE REFRIGERATOR (NON-WORKING)	N/A	N/A
180	1001252	125162	TC Add to Auction List	MICROFILM READER/PRINTER MICROPRINTER 90 CANON	AR304264	03/08/2005
181	1018519	13176	TC Add to Auction List	TRIMMER/BRUSH CUTTER TROY BUILT TB90BC	1B157DE0836	08/20/2007
182	1018513	13169	TC Add to Auction List	TRIMMER/BRUSH CUTTER TROY BUILT TB90BC	1G137DE0165	08/20/2007
183	1018520	13177	TC Add to Auction List	TRIMMER/BRUSH CUTTER TROY BUILT TB90BC	1F017DC0042	08/20/2007
184	1018517	13174	TC Add to Auction List	TRIMMER/BRUSH CUTTER TROY BUILT TB90BC	1F117DE0446	08/20/2007
185	1018518	13175	TC Add to Auction List	TRIMMER/BRUSH CUTTER TROY BUILT TB90BC	1G137DE0154	08/20/2007
186	N/A	N/A	TC Add to Auction List	3 OLD TOILET BOWLS AND 2 EXTERIOR LIGHTS	N/A	N/A
187	N/A	N/A	TC Add to Auction List	10 OLD FOLDING TABLES	N/A	N/A
188	N/A	N/A	TC Add to Auction List	18 OLD WOODEN DOORS	N/A	N/A
189	1038981	119822	TC Add to Auction List	DRYER ROPER	MG0303110	08/07/2003
190	1005577	94024	TC Add to Auction List	PIANO WALNUT	NONE	03/10/1998
191	N/A	N/A	TC Add to Auction List	1 SMALL REFRIGERATOR (NON-WORKING)	N/A	N/A
192	1005199	88696	TC Add to Auction List	"X-RAY FILM LOADING BINS W/TOP 1/32"" LEAD LINED	D036632	11/19/1996
193	N/A	N/A	TC Add to Auction List	APPROXIMATELY 150 OLD CHAIRS	N/A	N/A
194	N/A	N/A	TC Add to Auction List	1 BOX OF MISC JEWELRY	N/A	N/A
195	N/A	N/A	TC Add to Auction List	1 BOX OF MISC JEWELRY	N/A	N/A
196	N/A	N/A	TC Add to Auction List	1 BOX OF MISC WATCHES	N/A	N/A
197	N/A	N/A	TC Add to Auction List	1 BOX OF MISC JEWELRY	N/A	N/A
198	1006494	99995	TC Add to Auction List	DIGITAL CAMERA SONY CYBERSHOT DSC-S30; 1.3	77884	10/19/2000
198	1014397	152442	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226220956	02/13/2006
198	1014436	152488	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226220422	02/13/2006
198	1030712	158945	TC Add to Auction List	NIKON COOLPIX S3000 CAMERA	38621516	04/01/2011
198	1014438	152490	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226220153	02/13/2006
198	1009478	120877	TC Add to Auction List	DX6340 EASYSHARE KODAK DIGITAL CAMERA 3.1 MP 4X	KCKCJ32602442	09/08/2003
198	1027777	158553	TC Add to Auction List	CAMERA CANON POWERSHOT A1100 IS SKU 9347405	9222240932	02/24/2010
198	1033850	169407	TC Add to Auction List	KODAK EASYSHARE CAMERA/M532/DARK GREEN	KCTNU14813065	02/07/2012
198	1014367	152409	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226229952	02/13/2006
198	1016398	157589	TC Add to Auction List	CAMERA CANON POWERSHOT A460 DIGITAL	4126007905	02/06/2007
199	1027774	158550	TC Add to Auction List	CAMERA CANON POWERSHOT A1100 IS SKU 9347405	9222240924	02/24/2010
199	1028377	158461	TC Add to Auction List	KODAK EASYSHARE M341 CAMERA #104-733	NEED	04/12/2010
199	1015295	152276	TC Add to Auction List	CAMERA CANON A430 DIGITAL	2626013195	07/28/2006
199	1021168	157945	TC Add to Auction List	CAMERAS CANON A580 DIGITAL CAMERA	6222028183	03/18/2008
199	1007807	109447	TC Add to Auction List	HANDHELD COMPUTER HANDSPRING VISOR PRO PDA	AKBMB22140992	09/27/2002
199	1005696	94384	TC Add to Auction List	INTEL VIDEO CAMERAS	4043734	08/17/1998
199	1006346	101111	TC Add to Auction List	HANDSPRING VISOR DELUXE HANDHELD COMPUTER	ABAEB20002852	08/10/2000
199	1007811	109464	TC Add to Auction List	HANDHELD COMPUTER HANDSPRING VISOR PRO PDA	AKBMB21820556	09/27/2002
200	1008050	109744	TC Add to Auction List	CANON CAMERA POWERSHOT A40 DIGITAL	4921209324	12/11/2002
200	1014184	126421	TC Add to Auction List	NIKON S4 DIGITAL CAMERA (6 MEXGAPIXEL)	30120801	12/06/2005
200	1009845	121546	TC Add to Auction List	CAMERA POWERSHOT A60 CANON	6722106880	10/03/2003
200	1007994	105842	TC Add to Auction List	CARMERA SONY DSC-S75 DIGITAL	491819	11/08/2002
200	1028379	158458	TC Add to Auction List	KODAK EASYSHARE M341 CAMERA #104-733	KCGLG95008609	04/12/2010
200	1016401	157593	TC Add to Auction List	CAMERA CANON POWERSHOT A460 DIGITAL	4126007902	02/06/2007
200	1014417	152465	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226220709	02/13/2006
200	1026150	158570	TC Add to Auction List	CANON POWERSHOT A1100IS-DIGITAL CAMERA	8922206731	09/23/2009
200	1014895	152065	TC Add to Auction List	CAMERA CANON POWERSHOT A410 DIGITAL	1026179804	05/26/2006
201	1011848	124322	TC Add to Auction List	SONY ICD-P28 DIGITAL RECORDER	149154	09/03/2004
201	1014433	152484	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226220418	02/13/2006
201	1024061	158276	TC Add to Auction List	CAMERA/DIGITAL/POWERSHOT/CANON/A590	8122413576	03/11/2009
201	1021197	157977	TC Add to Auction List	CAMERAS CANON A580 DIGITAL CAMERA	6222027460	03/18/2008
201	1016409	157601	TC Add to Auction List	CAMERA CANON POWERSHOT A460 DIGITAL	4126007901	02/06/2007
201	1014446	152498	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226220161	02/13/2006
201	1016395	157586	TC Add to Auction List	CAMERA CANON POWERSHOT A460 DIGITAL	4126011202	02/06/2007
201	1024067	158272	TC Add to Auction List	CAMERA/DIGITAL/POWERSHOT/CANON/A590	8122413572	03/11/2009
201	1033852	169405	TC Add to Auction List	KODAK EASYSHARE CAMERA/M532/DARK GREEN	KCTNU14813163	02/07/2012
201	1014402	152447	TC Add to Auction List	CAMERAS CANON A410 DIGITAL CAMERA	1226220961	02/13/2006
201	1015314	152298	TC Add to Auction List	CAMERA CANON A430 DIGITAL	2626008953	07/28/2006
201	1015299	152281	TC Add to Auction List	CAMERA CANON A430 DIGITAL	2626012715	07/28/2006
201	1015345	152332	TC Add to Auction List	CAMERA CANON A430 DIGITAL	2626013283	07/28/2006
202	1010149	121401	TC Add to Auction List	GPS SYSTEMS SPORTRAK PRO TOPO PACKAGE	#	12/09/2003



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Michael Long, 854 4850; Marvin Brice, 854 9765

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 2 to Contract No. 4400000861, Family Eldercare, for Guardianship Services.

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

Contract No. 4400000861 allows Travis County to provide personal and professional services for the care of indigents and other qualified recipients and provide for public health, education and informative services.

Modification No. 2 will renew the contract for an additional one-year term, beginning October 1, 2013 and terminating September 30, 2014 ("2014 Renewal Term").

Funding will be agreed upon by the Commissioners Court and Contractor during the budget process relating to the 2014 Renewal Term and will be an amount not to exceed Five Hundred Forty-five Thousand, Five Hundred and Ninety-Eight Dollars (\$545,598.00).

Modification No. 1 ratified the provisions of services under the terms of the FY'13 renewal from October 1, 2012 through the date of execution of the FY'13 renewal.

- **Contract Expenditures:** Within the last 12 months \$545,498.00 has been spent against this contract.

- **Contract-Related Information:**

Award Amount: \$478,999.00

Contract Type: Professional Service

Contract Period: September 11, 2011 – September 30, 2012

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

➤ **Contract Modification Information:**

Modification Amount: \$545,498.00

Modification Type: Professional Service

Modification Period: October 1, 2013 – September 30, 2014

➤ **Funding Information:**

☐ Shopping Cart in SAP:

☐ Funding Account(s):\* \$466,598 from cost center 1250010001

\*\$79,000 from guardianship fee fund, cost center 1250010132

\*Contingent upon approval from Commissioners Court during the budget process for FY'14.

☐ Comments:



**MODIFICATION OF CONTRACT NUMBER: 4400000861(PS280044LB)****PAGE 1 OF 3 PAGES**Guardian Services

ISSUED BY: PURCHASING OFFICE PO BOX 1748 AUSTIN, TX 78767	PURCHASING AGENT ASST: Michael Long TEL. NO: (512) 854-4850 FAX NO: (512) 854-9185	DATE PREPARED: July 24, 2013
ISSUED TO: Family Eldercare Attn: Joyce Pohlman, Contract Mgr 1700 Rutherford Lane Austin, TX 78754	MODIFICATION NO.:  2	EXECUTED DATE OF ORIGINAL CONTRACT:  September 11, 2011

ORIGINAL CONTRACT TERM DATES: 9/11/11-9/30/12

CURRENT CONTRACT TERM DATES: 10/1/13-9/30/14

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ 478,999.00

Current Modified Amount \$ 545,598.00 (FY'14).

**DESCRIPTION OF CHANGES:**

The above referenced contract is hereby modified to reflect the following change, as well as those more completely set forth in the attachment:

1. Pursuant to section 2.2, the term of the Contract has been extended for an additional period of one year, from October 1, 2013 through September 30, 2014. (the FY 14 Renewal Term").

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Note to Vendor/City:**

- ☒ X Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
☐ DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: Family Eldercare, Inc.  
 BY: [Signature]  
 SIGNATURE  
 BY: Angela Atwood  
 PRINT NAME  
 TITLE: Chief Executive Officer  
 ITS DULY AUTHORIZED AGENT

☐ DBA  
☒ CORPORATION  
☐ OTHER

DATE:  
8/5/13

TRAVIS COUNTY, TEXAS

BY: [Signature]  
 CYD V. GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT

DATE:

TRAVIS COUNTY, TEXAS

BY: \_\_\_\_\_  
 SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE:



**RENEWAL OF CONTRACT BETWEEN  
TRAVIS COUNTY AND  
FAMILY ELDERCARE, INC.  
For Guardianship Services**

This renewal of written instrument ("FY2014 Renewal") is entered into by the following parties: Travis County, a political subdivision of the state of Texas ("County"), and Family Eldercare, a non-profit organization ("Contractor").

**RECITALS**

The Travis County Commissioners Court approved and the County Judge executed a contract with Contractor effective September 20, 2011, and terminating September 30, 2012 ("Contract").

Contractor agreed to provide services and activities for indigent and other qualified recipients in accordance with the terms of the Contract, including the attachments thereto, during any approved Contract period.

The Contract provided for renewal and/or amendment of the Contract by written agreement of the Parties; and County and Contractor desire to renew the Contract for an additional one-year term.

In order to renew the Contract for an additional one-year term, and in consideration of the mutual benefits to be received through that renewal, County and Contractor agree as follows:

**1.0 AGREEMENT PERIOD**

1.1 FY 2014 Renewal Term. The Parties agree to renew the Contract for an additional one-year term, beginning October 1, 2013, and terminating September 30, 2014 ("2014 Renewal Term").

**2.0 CONTRACT FUNDS**

2.1 Maximum Funds. The Parties agree that the maximum amount of County Funds provided under the Contract, as amended, for the 2014 Renewal Term will be: an amount not to exceed Five Hundred Forty-five Thousand, Five Hundred and Ninety-Eight Dollars (\$545,598.00) with the monthly payment amount equal to 1/12 of the total Maximum Funds set forth in this Section 2.1. Maximum Funds for future Renewal Terms will be as agreed to by the Commissioners Court and the Contractor during the budget process relating to that Renewal Term.

**3.0 CONTRACT TERMS**

3.1 General Terms. The Parties agree that any terms not specifically changed in this FY2014 Renewal will remain in full force and effect as set forth in the Contract.



**4.0 INCORPORATION**

4.1 County and Contractor hereby incorporate this FY2014 Renewal into the Contract and hereby incorporate the Contract into this FY2014 Renewal for the purposes of interpretation of both. Except for the changes made in this FY2014 Renewal, County and Contractor hereby ratify all terms and conditions of the Contract as amended. The Contract, as amended, with the changes made in this FY2014 Renewal, constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

**5.0 EFFECTIVE DATE**

5.1 This FY2014 Renewal shall be effective October 1, 2013, when fully executed by County and Contractor.

## Purchasing Office Information Request for FY14 Contracts

**Department Name: Probate Court**

Description of Item/Service/Project	Current Vendor (if applicable)	Date Needed by	Dollar Value to be contracted in FY14	Check if contract is in place
Family Eldercare guardianship contract	Family Eldercare	whatever your timetable is	\$545,598.00	X (but need to renew for FY14)

Contract No. 4400000861 allows Travis County to provide personal and professional services for the care of indigents and other qualified recipients and provide for public health, education, and informative services.

The Contract provided for renewal and/or amendment of the Contract by written agreement of the Parties.

For FY14, the Probate Court seeks ~~to ratify~~ the FY13 modification, for the period from October 1, 2013 through September 30, 2014.

**Contract-Related Information as Modified in FY13:**

Award Amount: \$545,598.00

Contract Type: Professional Service

New Contract Period: October 1, 2013 – September 30, 2014

**Funding Information:**

\$466,598 from general fund, cost center 1250010001

\$79,000 from guardianship fee fund, cost center 1250010132

Prepared by Christy Nisbett, 854-9559



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Rachel Fishback, 512.854.9853

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Approve Contract Award for Residential Plumbing Services, IFB No. 1306-015-NB, to the following low bidders:**

- (1) GG's Construction, LLC, d/b/a GG's Heating and Air - Primary**
- (2) 5-F Mechanical Group, Inc. - Secondary**

➤ **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 requires for the vendor to provide Residential Plumbing Services to Travis County Health and Human Services and Veteran Services.

On June 24<sup>th</sup>, 2013, IFB No. 1306-015-NB was issued through BidSync. Three (3) bids were received on July 22<sup>nd</sup>, 2013. The Purchasing Office concurs with Travis County Health and Human Services and Veteran Services recommendation to award a primary and secondary contract to the lowest bidders.

Travis County reserved the right to make multiple awards as specified in Special Provisions, Paragraphs 3 and 4, Method of Award and Primary, Secondary and Tertiary Source. Awarding a primary and secondary contract will allow for immediate response should the primary contractor be unable to respond and perform per Travis County Health and Human Services Department's instructions or unable to meet established schedules and deadlines for completion of work as outlined in job estimates or per purchase order performance schedule.

➤ **Contract-Related Information:**

Award Amount: estimated requirement

Contract Type: Annual, Unilateral

Contract Period: September 21, 2013 through September 20, 2014

➤ **Solicitation-Related Information:**

Solicitations Viewed: 27

Responses Received: 3

HUB Information: N/A

% HUB Subcontractor: N/A

➤ **Funding Information:**

☐ SAP Shopping Cart #/Funds Reservation #: NA

☒ Comments: Requisitions are processed at time of requirement

# TRAVIS COUNTY PURCHASING OFFICE

## BID TABULATION - B1306-015-NB, RESIDENTIAL PLUMBING SERVICES



PREPARED BY RACHEL FISHBACK, 8/7/13

PO	Item Name	HISTORY	GGG RATE	GGG	5F RATE	5F	PIATRA RATE	PIATRA
AVERAGE BASED ON PO HISTORY 2012-2013	AVG PLUMBER HRS AVG APPRENTICE HRS AVG MATERIALS SERVICE CHARGE - SINGLE RES.	15 35 \$372 \$0	\$70.00 \$40.00 12% \$1	<b>\$1,015.00</b> <b>\$1,393.33</b> <b>\$416.58</b> <b>\$1</b> <b>\$2,825.91</b>	\$56.00 \$47.30 20% \$25	<b>\$812.00</b> <b>\$1,647.62</b> <b>\$446.34</b> <b>\$25</b> <b>\$2,930.95</b>	\$130.00 \$120.00 25% \$250	<b>\$1,885.00</b> <b>\$4,180.00</b> <b>\$464.93</b> <b>\$250</b> <b>\$6,779.93</b>
LOWEST HISTORICAL AND BID MATERIAL EX.	LOWEST HIST. LABOR HRS - PLUMBER LOWEST HIST. LABOR HRS - APPRN MATERIAL AMOUNT LISTED ON BID SERVICE CHARGE - SINGLE RES.	4 4 \$5,000 \$0	\$70.00 \$40.00 12% \$1	<b>\$280.00</b> <b>\$160.00</b> <b>\$5,600.00</b> <b>\$1</b> <b>\$6,041.00</b>	\$56.00 \$47.30 20% \$25	<b>\$224.00</b> <b>\$189.20</b> <b>\$6,000.00</b> <b>\$25</b> <b>\$6,438.20</b>	\$130.00 \$120.00 25% \$250	<b>\$520.00</b> <b>\$480.00</b> <b>\$6,250.00</b> <b>\$250</b> <b>\$7,500.00</b>
EMERGENCY HOURS ESTIMATE	EMERGENCY HRS - PLUMBER EMERGENCY HRS - APPRENTICE MATERIAL AMOUNT LISTED ON BID SERVICE CHARGE - SINGLE RES.	4 4 \$5,000 \$0	\$70.00 \$40.00 12% \$1	<b>\$280.00</b> <b>\$160.00</b> <b>\$5,600.00</b> <b>\$1</b> <b>\$6,041.00</b>	\$88.58 \$78.90 20% \$25	<b>\$354.32</b> <b>\$315.60</b> <b>\$6,000.00</b> <b>\$25</b> <b>\$6,694.92</b>	\$180.00 \$170.00 25% \$250	<b>\$720.00</b> <b>\$680.00</b> <b>\$6,250.00</b> <b>\$250</b> <b>\$7,900.00</b>



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
And VETERAN SERVICES  
100 North I.H. 35 P.O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
Executive Manager  
(512) 854-4100  
Fax (512) 854-4115**

**MEMORANDUM**

**DATE:** 8-8-2013

**TO:** Cyd V. Grimes, C.P.M.  
Travis County Purchasing Agent

**THROUGH** \_\_\_\_\_  
Sherri E. Fleming, Executive Manager  
Travis County Health and Human Services and & Veterans Service

**FROM:** Lance Pearson, Travis County Housing Services Manager

**SUBJECT:** Recommendation for award of Residential Plumbing Services contract  
B1306-015-NB

Housing Services has reviewed the bid tabulation for Solicitation B1306-015-NB, Residential HVAC Services and recommends contract be awarded as follows:

Primary contract to be awarded to the lowest bidder, GG's Construction and secondary contract to the second lowest bidder, 5F Mechanical Group.

The requested information is listed below:

Account Numbers: Cost Center: 158032000, 158033000

The employees who will be involved with the procurement are Lance Pearson, Housing Manager, Please feel free to contact me at 512-854-7260 should you require any additional information.

**XC:** Rachel Corona Fishback, Purchaser, Travis County Purchasing Office  
Deborah Britton, Community Services Division Director, Kendra Tolliver, Finance





## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

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

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** APPROVE MODIFICATION NO. 28 TO CONTRACT NO. 4400000562 (H.T.E. CONTRACT NO. MA960322), EASY ACCESS, INC., FOR TAX OFFICE COMPUTER SYSTEM.

- **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.

The Tax Office and County Clerk recommend approval of Modification No. 28 which enhances the EZ-Tax and EZ-VOTE system. For the Tax Office this modification will enhance the data pages of the Travis County Tax Office website [www.traviscountytax.org](http://www.traviscountytax.org) by 1) expanding the on-line partial pay agreement (OPA) to provide property owners with more information regarding their particular property. This will allow them to make better choices when applying for additional time to pay and give them detailed information regarding penalties and interest charged throughout the payment terms. In addition, if the particular property qualified for alternate payment provisions allowed by law, the system would automatically inform the property owner of various choices and specific details pertaining to that process. and 2) Expanding the current electronic tax statement (eBill) module to allow property owners who own more than one property to enroll multiple properties during the initial registration instead of having to complete the entire registration process for each property. The cost for this portion of the Mod is \$11,400.00.

The Travis County Clerk's Election Division is seeking to implement an enhancement to the EZVote ballot-by-mail module that will automate the process of creating an electronic ballot and emailing that ballot to military and overseas voters for all federal elections. With this modification the Clerk's Office we will be able to replace many of our manual procedures and instead, immediately and electronically send the UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) voter an email with a link to an individualized web page. This page will contain a uniquely serialized ballot specific to the voter (in accordance with Texas Election Code Chapter 52) along with

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instructions and attachments for the return of the voted ballot. Private portals and digital signatures will ensure that his/her ballot is safely delivered and his/her anonymity protected. The voter will then be able to print and vote the ballot and return it by mail to the County. The cost for the County Clerk's portion of this Mod is \$19,950.00.

Modification 27, approved in Commissioners Court, June 25, 2013, was to modify the website payment module.

Modifications 25 and 26, approved in Commissioners Court, October 2, 2012 was to enhance EZ-Tax and EZ-Vote to allow electronic request for tax bills and to enhance the EZ-Vote System/County Clerk website for Election Night Reporting.

Modification 24, approved in Commissioners Court, March 13, 2012, was for additional licenses and enhancements to EZ-VIP and EZ-Vote.

Modification 23, approved in Commissioners Court, August 30, 2011, was for installation and setup services for Voter Registration Department.

Modification 22, approved in Commissioners Court, November 30, 2010, was for additional licenses for EZ-VIP.

Modification 21, approved in Commissioners Court, September 14, 2010, was to modify the EZ-Tax System for partial pay agreements.

Modification 20, approved in Commissioners Court July 13, 2010, was to upgrade the EZ-Tax System to a Browser Based Graphical Interface.

Modification 19, approved in Commissioners Court March 16, 2010, was to modify the contract to convert voter document images from a stand-alone server into the EZ-Vote system.

Modifications 14-18, were for modifications and enhancements approved during FY09.

Modifications 12-13, were for modifications and enhancements approved during FY08.

Modification 11, approved by the Purchasing Agent February 15, 2007, was to create a website for the County Clerk's Office similar in design to the one used by the Tax Office.

Modification 10, was approved in Commissioners Court December 20, 2005, was for programming changes to handle the increase in ballot styles simultaneously.

Modifications 8-9, were for modifications and enhancements approved during FY05.

Modifications 4-7, were for modifications and enhancements approved during FY04.

Modification 3, approved in Commissioners Court February 4, 2003, was for the maintenance renewal, an increase in user licenses and the addition of maintenance for the ITP software product.

Modification 2 was for the extension/renewal of the EZ-Vote maintenance of the EZ-Tax/EZ-Vote System.

Modification 1 amended the original contract for the Tax Office computer system.

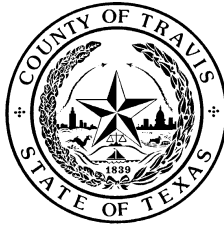
- **Contract Expenditures:** Within the last 12 months \$0.00 has been spent against this contract/requirement.

- **Contract Modification Information:**

Modification Amount:	\$31,350.00
Modification Type:	Enhancements
Modification Period:	Beginning August 20, 2013.

- **Funding Information:**

- ☐ Shopping Cart Number: 1000039287 for \$11,400.00
- ☐ Funds Reservation Number: 30000676 for \$19,950.00
- ☐ Comments:



**Bruce Elfant**  
TAX ASSESSOR-COLLECTOR  
VOTER REGISTRAR

5501 Airport Blvd  
AUSTIN, TX 78751  
(512) 854-9473

**Date: July 26, 2013**

**To: Lori Clyde, Purchasing Agent Assistant**

**From: Renea Deckard, Associate Deputy**

**Subject: Quote 2724 On-Line Partial Pay Agreement (OPA) Identify Quarterly  
Quote 2725 OPA Emphasize Penalty & Interest Charges  
Quote 2726 eStatements Multiple Accounts**

\*\*\*\*\*

In order to expand the Property Tax Data modules of the Tax Office website our office is requesting purchase orders to Easy Access Inc. for the following change orders:

<u>Change Order</u>	<u>Cost</u>	<u>Description</u>
2724	\$4,800.00	System identify accounts qualifying for over 65/disabled homestead for 1/4 pay installment program
2725	\$3,600.00	OPA module to highlight: Penalty & Interest Charges
2726	<u>\$3,000.00</u>	Expand eStatements allowing for multiple accounts per application
<b>Total Cost</b>	<b>\$11,400.00</b>	

The funds are available in FY2013 Fund Center 1080030001 commitment item # 511870 (IT Consulting). Following is a more detail description:

1. Expansion of the on-line partial pay agreement (OPA) would provide property owners with more information regarding their particular property. This would allow one to make better choices when applying for additional time to pay. The expansion would give detail information regarding the penalties and interest charged throughout the payment terms. In addition, if the particular property qualified for alternate payment provisions allowed by law, the system would automatically inform the property owner of various choices and specific details pertaining to that process.
2. The expansion of the current electronic tax statement (eBill) module would allow property owners who own more than one property to enroll multiple properties during the initial registration. Currently one must complete the entire registration process for each property.

The items mentioned above will be components of the data pages of the Travis County Tax Office website [www.traviscountytax.org](http://www.traviscountytax.org). Attached are the change orders pertaining to the above mentioned items.



DANA DeBEAUVOIR  
Travis County Clerk

Elections Division  
P. O. Box 149325, Austin, TX 78714-9325  
5501 Airport Boulevard, Austin, Texas 78751-1410  
512-854-4996 (voice); 512-854-9075 (fax)  
[www.traviscountyelections.org](http://www.traviscountyelections.org)

August 5, 2013

TO: Cyd Grimes, Purchasing Agent  
Lori Clyde, Purchasing Agent Assistant

FROM: Dana DeBeauvoir, County Clerk

RE: Request for EZVIP modification

The Travis County Clerk's Election Division is seeking to implement an enhancement to the EZVote ballot-by-mail module that will automate the process of creating an electronic ballot and emailing that ballot to military and overseas voters for all federal elections.

Travis County is continuously working to meet the challenges of serving our military and overseas voters to ensure they have every opportunity to participate in the election process. Timely and convenient access to the ballot is imperative to protecting these individuals right to vote. Therefore, our goals are to rapidly and efficiently provide these individuals a ballot, offer a convenient method of voting so ballots can be quickly returned, and give voters a means to track when their ballot has been received back to the Clerk's Office. The improvements we are requesting through this grant will further streamline the process and allow us to even more swiftly deliver ballots to these voters.

With this enhancement, we will be able to replace many of our manual procedures and instead, immediately and electronically send the UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) voter an email with a link to an individualized web page. This page will contain a uniquely serialized ballot specific to the voter (in accordance with Texas Election Code Chapter 52) along with instructions and attachments for the return of the voted ballot. Private portals and digital signatures will ensure that his/her ballot is safely delivered and his/her anonymity protected. The voter will then be able to print and vote the ballot and return it by mail to the County.

The Travis County Clerk Elections Division recommends moving forward with this enhancement. The cost for the modification is \$19,950. Funds are available in FY13 Funds Reservation 30000676, Commitment Item 510310.

Thank you for this consideration.



## Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, August 20, 2013

**Prepared By/Phone Number:** C.W. Bruner, 854-9760

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Approve contract award for Administration Services for Flexible Spending Accounts (FSA) and Qualified Transportation Benefits (QTB), RFP NO. 1305-002-CW, to the highest ranked Proposer, Total Administration Services Corporation d/b/a TASC.**

- **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.

RFP No. 1305-002-CW was issued on May 31, 2013. A total of fifty-four (54) vendors were solicited and four (4) proposals were received. After the evaluation process and receipt of the Best and Final Offers, the evaluation committee and Travis County HRMD recommends contract award to the highest ranked Proposer. Based on the total score, the evaluation committee and Travis County HRMD recommends contract award to Total Administration Services Corporation d/b/a TASC.

This contract will provide for the Administration of the FSA and QTB Accounts for Travis County and its eligible employees who enroll for these services.

Travis County has established a Flexible Benefit Plan within the meaning of Section 125 of the Internal Revenue Code of 1986 called T-Flex. The T-Flex Plan allows employees to choose child care and medical care coverage. A Medical Expense FSA is used to pay for eligible medical expenses which aren't covered by your insurance or other plan with pre-tax dollars. The Dependent Care FSA can pay for eligible dependent care expenses such as after school care, baby-sitting fees, daycare services, nursery and preschool with pre-tax dollars.

Travis County has also established a qualified transportation benefits pursuant to Internal Revenue Code section 132 (QTB). The QTB

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

program offers benefit eligible employees the opportunity to pay for certain commuting and parking expenses with pre-tax dollars.

➤ **Contract-Related Information:**

Award Amount: N/A

Contract Type: Annual, Bilateral

Contract Period: October 1, 2013 through September 30, 2014

➤ **Solicitation-Related Information:**

Solicitations Sent:	54	Responses Received:	4
HUB Information:	N/A	% HUB Subcontractor:	N/A

➤ **Funding Information:**

☐ Shopping Cart/Funds Reservation in SAP: N/A

☒ Comments: Requisitions are processed at time of requirement.

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



## Human Resources Management

700 Lavaca Street, Suite 420

P.O. Box 1748

Austin, Texas 78767

(512) 854-9165 / FAX(512) 854-6677

August 9, 2013

TO: C.W. Bruner, Purchasing Agent

FROM: John Rabb, Benefit Manager

A handwritten signature in black ink, appearing to read "John Rabb", is written over the name "John Rabb" in the "FROM:" line.

SUBJECT: Recommendation for Award, RFP # 1305-002-CW, Contract # 4400001573,  
Administration Services for Flexible Spending Plan and Qualified  
Transportation Benefits

The current contract for administration of the Flexible Spending Plan is set to expire on September 30, 2013. We would like to request the Purchasing Department recommend the awarding of the contract to Total Administrative Services Corporation (TASC) for an effective date of October 1, 2013.

The evaluation committee has spent time carefully reviewing, evaluating and scoring all respondents to the initial Request For Proposal. We feel TASC's proposal and scope of services would provide the best value to the County and to the participants of the Flexible Spending Account and Qualified Transportation Benefit.

If you have any questions, please contact John Rabb at 854-2742.





# Evaluation Matrix, RFP # 1305-002-CW Administration Services for FSA, HRA & Qualified Transportation Benefits

	EVALUATION CATEGORY DESCRIPTION	% Points	Business Plans, Inc.	TASC	Chapman Benefit
3.1	Meet or exceed administrative services requirements for the Flexible Spending Accounts, Health Reimbursement Arrangements, and qualified transportation benefits pursuant to Internal Revenue Code section 132 and requirements outlined in RFP	30	17.33	17.87	16.67
3.2	Competitive pricing for services proposed (initial cost and long-term cost control)	30	27.00	30.00	24.90
3.3	Quality of claim administration procedures and timeliness of claims processing and payment	25	18.33	20.00	18.33
3.4	Quality of administrator's technology and systems (online reporting, employer web site, participant web site, communications, etc...)	20	12.00	16.00	12.53
3.5	Performance and rate guarantees	15	8.53	9.00	8.53
3.6	Dedicated customer service representative for Travis County Staff and toll free customer service line and website for participants	15	9.53	9.00	9.53
3.7	Funding set up meets or exceeds County requirements	10	6.00	6.00	6.00
3.8	Legal Compliance	5	2.60	2.80	2.80
			101.32	110.67	99.29

**Evaluation Instructions: Each factor above is worth up to 5 points.**

**Evaluate each proposal against the criteria and assign points (1-5) for each factor, based on the following scale:**

Graded Score: 5 - Excellent, 4 - Very Good, 3 - Average / acceptable, 2 - Fair, 1 - Poor (e.g. 35% x 4 = 1.4)

*C. W. Brewer*

Purchasing Representative Printed Name

*C. W. Brewer*

Purchasing Representative Signature

*7/30/13*  
Date



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Susan Bell 49587

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir, County Clerk

**Commissioners Court Sponsor:** Judge Sam Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action to approve the annual written plan for the 0108 Records Management Preservation Fund and 0129 County Clerk's Records Archival Fund

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

Attached

### **STAFF RECOMMENDATIONS:**

### **ISSUES AND OPPORTUNITIES:**

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

### **REQUIRED AUTHORIZATIONS:**

John Hille, County Attorney 49415

For information purposes:

Alan Miller, Planning and Budget 49726

Steven Broberg, RMCR 49575

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



**Dana DeBeauvoir**  
Travis County Clerk

PO Box 149325, Austin TX 78714-9325  
Phone: (512) 854-9188 Fax: (512) 854-3942  
<http://www.co.travis.tx.us>

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

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

## **FY14 Plan for Use of the County Clerk's Records Management and Preservation Fund 0108 and Records Archive Fund 0129**

***The Records Management and Preservation Fund***, outlined in Section 118.0216 of the Texas Local Government Code, is for, "the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk." This section also states, "the county clerk shall prepare an annual written plan for funding the automation projects and records management and preservation services performed by the clerk."

***The County Clerk's Records Archive Fund***, outlined in 118.025 of the Local Government Code, states that the fee for "Records Archive" under Section 118.011(f) is for, "the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive." This section states, "the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive."

This document serves as the written plan for both of these funds.

### **Long Term Plan for the Use of these Funds**

The Travis County Clerk's library of permanent real property records dates prior to 1836 and contains over 30,000,000 pages of documents. There are three important categories of these documents:

April 1999 – present	Documents are electronically imaged and have a computerized index.
1987 – 1999	Documents are microfilmed and have a computerized index.
1836 – 1987	Documents are microfilmed and have microfilmed copies of handwritten indexes.

Our primary goals are to use these funds to:

- **Provide and maintain systems for managing the receiving, filing, storage, retrieval, and public access of records in the Clerk's Office**  
This includes projects to acquire, implement, manage, update, and replace systems that handle paper, microfilm, and electronic records.
  - **Improve public access to County Clerk records**  
This enhances the public's ability to locate the records they are seeking by building advanced databases and improving internet access to information.
  - **Provide appropriate physical and electronic storage sites for libraries with the ability to retrieve information as needed**  
This includes maintaining physical storage sites for paper, microfilm, and electronic medium as well as electronic storage of data and back-up systems.
  - **Reduce the use of paper documents filed in our Recording, Civil/Probate, and Misdemeanor Divisions**  
This is accomplished by improving our ability to electronically accept newly filed documents and convert existing paper and microfilm records to electronic records.
  - **Remove personal identifiers from documents before they are made available on the internet**  
Redaction of certain personal information such as Social Security and bank account numbers is done to help protect individuals from identity theft.
  - **Digitize existing County Clerk records and redact personal identifiers**  
Digitizing paper and microfilm records increases protection of documents from disaster, dramatically increases the ability to track and locate documents, provides a clearer more readable image of documents, and greatly improves efficiency for the retrieval of documents by the public.
  - **Make certain that appropriate disaster recovery and business resumption systems are in place**  
Ensuring that a detailed structure is in place to prevent loss of these records in the event of a disaster is directly associated with protecting the archive and therefore, related to the primary intent of this legislation.
  - **Apply special preservation methods to documents of significant historic value**  
Modern preservation techniques should be applied to paper documents that merit special consideration, such as Sam Houston's will.
  - **Support personnel necessary to support these goals.**  
This allows us to provide salaries, benefits, training, space, and equipment for individuals charged with managing these priorities.
-

**FY14 PLAN FOR THE USE OF THE 0108 RECORDS MANAGEMENT FUND**

<b>Personnel</b>	<b>\$ 698,259</b>
<b>Office Equipment and Supplies</b>	<b>59,298</b>
<b>Maintenance Agreements</b>	<b>195,000</b>
<b>Training and Seminars</b>	<b>15,000</b>
<b>Computer Equipment Purchases</b>	<b>52,570</b>
<b>Facility Changes</b>	<b>140,148</b>
These changes will provide work space for employees performing records management activities and secured areas for storing equipment and supplies associated with records management activities.	
<b>Estimated Reserves</b>	<b>1,115,235</b>
Any unused funds will be classified as allocated reserves. These funds may be used for items such as additional temporary personnel resources, equipment, or professional services necessary for records management projects; replacement computer equipment; or a supplement to salaries following actions such as performance based pay increases, reclassifications, or pay adjustments.	
<b>TOTAL</b>	<b>\$2,275,510</b>

**FY14 PLAN FOR THE USE OF THE 0129 RECORDS ARCHIVE FUND**

<b>Personnel</b>	<b>\$ 288,565</b>
<b>Contribution to the Office of Travis County Records Management and Communication</b>	<b>230,268</b>
These costs cover expenses related to offsite storage and the salary of an imaging production technician.	
<b>Digitizing and Indexing Permanent Library of Real Property Records and Criminal Minutes</b>	<b>309,897</b>
This is the continuation of the project to convert microfilm to digital images and create computer indexes for each image for all real property documents recorded between 1836 and 1987. This project has expanded to include the redaction of personal identifiers from internet images. We are also working to digitize microfilm copies of criminal minutes to increase retrieval capabilities and improve expunction procedures.	
<b>Ongoing Transfer to General Fund for Personnel Costs</b>	<b>7,702</b>
<b>Estimated Reserves</b>	<b>1,296,019</b>
Any unused funds will be classified as allocated reserves. These funds may be used for items such as additional temporary personnel resources, equipment, or professional services necessary for records management projects; replacement computer equipment; or a supplement to salaries following actions such as performance based pay increases, reclassifications, or pay adjustments.	
<b>TOTAL</b>	<b>\$2,132,451</b>

*For more information, please contact the Travis County Clerk's Office at (512) 854-9188.*



## Travis County Commissioners Court Agenda Request

**Meeting Date:**

August 20, 2013

**Prepared By/Phone Number:**

Susan Bell, 854-9587

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

Dana DeBeauvoir

**Commissioners Court Sponsor:**

member of Court

### **AGENDA LANGUAGE:**

Approve FY13 ad hoc reclassification of Position #30000982 in the County Clerk's Office to the new job title of Court Services Director.

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

As part of our FY13 ad hoc reclassification request, we requested Position 30000982 (currently vacant) be reclassified from a Ct Srvs Mgmt Coord to the new job title of Court Services Director. This request is being submitted separately from the other reclassification requests that have already been approved by Court because this position required the development of a new job description.

### **STAFF RECOMMENDATIONS:**

The Clerk's Office has been working with HRMD and PBO on this reclassification effort.

### **ISSUES AND OPPORTUNITIES:**

This position will manage activities in both the Civil/Probate and Misdemeanor Records Court Divisions of the County Clerk's office within a complex court system. This position is essential because of the need to prepare and manage the simultaneous implementation of the:

1. New document management system (DMS) for Clerk's records in misdemeanor, civil and probate courts,
2. New efilings system mandated by the Texas Supreme Court and the Office of Court Administration, and
3. New Conference of Urban Counties (CUC) project to implement a case management system (CMS) for criminal courts and clerks' offices and to review options for a CMS for civil and probate courts and clerks' offices.

These projects are large scale, require extensive organization across multiple divisions, and will include contract/project management most likely in more than one facility. This person will work help coordinate the efforts of the court-related divisions in the Clerk's Office, vendors, other County departments, and outside agencies to identify and prioritize opportunities for

utilizing CMS (Case Management System), DMS (Document Management System), and efilng technologies.

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

This new position will be classified at a grade 28. The change in the salary level created by moving this position from grade 18 to grade 28 will be covered using existing general fund personnel resources. The ability to cover this additional cost was part of the planned series of reclassifications that took place earlier this year.

### **REQUIRED AUTHORIZATIONS:**

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



# TRAVIS COUNTY JOB DESCRIPTION

## JOB TITLE: Court Services Director

**JOB CODE:** 28XXX  
**PAY GRADE:** 28

**FLSA STATUS:** Exempt  
**LAST REVISED:** XX/XX/13

### JOB SUMMARY:

Under broad direction, performs highly responsible administrative duties in directing the major program areas within the court divisions of the County Clerk's Office. Provides leadership, oversight and direction and assists in planning, organizing, directing, implementing and evaluating assigned departmental functions and operations in accordance with State, Federal and Local laws, policies and procedures. Interprets, administers and enforces laws pertinent to county misdemeanor, civil, and probate courts. Develops and implements policies, operating procedures and programs to accomplish goals and objectives and improve effectiveness and efficiency of services. Provides reports and recommendations to County Clerk and Chief Deputy on the project status and performance of the different court divisions. Coordinates planning and implementation efforts with managers in other County Clerk departments.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Oversees the major program areas within the court divisions of the County Clerk's Office. Typically manages through subordinate managers.

### DUTIES AND RESPONSIBILITIES:

- Develops strategic plans to accomplish goals and objectives and improve the effectiveness and efficiency of the court-related divisions of the County Clerk's Office.
- Plans and oversees advanced complex project work and coordinates activities with County Clerk staff members, IT professionals, vendors, other County offices, and governmental agencies. Types of projects include those associated with court management systems, document management systems, e-filing, access to court case information and court documents by internal and external customers, customer service operations, and coordination of Clerk responsibilities between different physical locations.
- Reviews policies, procedures, and programs for ways to enhance efficiency and to ensure quality services are being provided. Documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Analyzes quality control measures and reports and resolves issues by communicating with project development members and customers.
- Leads development, reviews, and maintains quality and performance measures. Evaluates existing programs, services, procedures and practices on an ongoing basis. Reviews plans and develops policies, procedures and programs to enhance efficiency and effectiveness and monitors workload to ensure that quality services are being provided.
- Provides interpretation and directs and facilitates division compliance with all applicable laws. Oversees the revision and updating of policies, programs and procedures as legislation is modified and created.
- Represents the County Clerk in meetings with other departments and agencies. Participates in professional association meetings and serves on committees and boards related to accreditation activities. Represents the County Clerk's office at meetings and in dealing with the public, public officials and other public agencies. Makes presentations. Coordinates with appropriate Elected Officials, Appointed Officials and department heads for services, as required.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Public Administration, Business Administration, Government, Criminal Justice or a directly related field AND five (5) years of progressively responsible experience in government or related field, including four (4) years of mid- to senior level supervisory or management experience.

OR,

# TRAVIS COUNTY JOB DESCRIPTION

## JOB TITLE: Court Services Director

**JOB CODE:** 28XXX  
**PAY GRADE:** 28

**FLSA STATUS:** Exempt  
**LAST REVISED:** XX/XX/13

### MINIMUM REQUIREMENTS (Cont.):

#### Education and Experience (Cont.):

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:**

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws and requirements.
- Budgetary practices and techniques.
- 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:**

- Supervising others, allocating resources and evaluating programs.
- Strategic planning, developing, monitoring and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

##### **Ability to:**

- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and operational plans or activities.
- Create and recommend program initiatives.
- Serve as technical consultant and liaison.
- Prepare administrative and statistical reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Prepare correspondence, memorandums and other written materials.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**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 Commissioners Court Agenda Request**

**Meeting Date:** August 20, 2013  
**Prepared By/Phone Number:** David Salazar, 854-9555  
**Elected/Appointed Official/Dept. Head:** Samuel T. Biscoe  
Travis County Judge  
**Commissioners Court Sponsor:** Judge Biscoe

### **AGENDA LANGUAGE:**

CONSIDER AND TAKE APPROPRIATE ACTION REGARDING CONTRACT WITH CLEAN AIR FORCE.

### **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:** August 20, 2013

**Prepared By/Phone Number:** Tim Labadie 854.5864

**Elected/Appointed Official/Dept. Head:** David Escamilla, County Attorney

**Commissioners Court Sponsor:** Judge Sam Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action concerning the settlement offer regarding payment for STAR Flight services rendered to James Dear. Executive Session also pursuant to Tex. Gov't Code § 551.071(1)(B).

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

**STAFF RECOMMENDATIONS:** N/A

**ISSUES AND OPPORTUNITIES:** N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:** N/A

**REQUIRED AUTHORIZATIONS:**

Danny Hobby 854.9367



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013 Executive Session

**Prepared By:** Greg Chico **Phone #:** (512) 854-4659

**Division Director/Manager:** Greg Chico, Real Estate Manager

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

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

**AGENDA LANGUAGE:** Consider and take appropriate action on an offer to sell approximately 63 acres of land located north of FM 969, between Taylor Lane and S.H. 130 in Precinct One, for inclusion in the Eastern Creeks Open Space project as part of the 2011 Bond program.

(EXECUTIVE SESSION PURSUANT TO GOV'T. CODE ANN 551.072, Real Property)

### BACKGROUND/SUMMARY OF REQUEST:

### STAFF RECOMMENDATIONS:

### ISSUES AND OPPORTUNITIES:

### FISCAL IMPACT AND SOURCE OF FUNDING:

### ATTACHMENTS/EXHIBITS:

### REQUIRED AUTHORIZATIONS:

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429

### CC:

Charles Bergh	Parks Director	TNR	(512) 854-9408
Robert Armistead	Parks Manager	TNR	(512) 854-9383

Greg Chico	Real Estate Manager	TNR	(512) 854-4659
Donna Williams-Jones	Financial Services	TNR	(512) 854-9383

**SM:GC:gc**

**3105 - Public Works/ROW- Eastern Creeks Open Space; 2011 Bond; agenda248**



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 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 4, 4TEa, and 4TEb from Madison City Homes, LLC, 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

**SM:GC:gc**

**3105 - Public Works/ROW- Agenreq249.doc**



# Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Ryan Fite, 512-854-9513 *RPF*

**Elected/Appointed Official/Dept. Head:** David A. Escamilla

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

## **AGENDA LANGUAGE:**

Receive briefing from the County Attorney and take appropriate action regarding violations of the Texas Water Code at TCAD Property ID # 777155 on Hamilton Pool Rd., Austin, Texas 78738 (Executive Session pursuant to TEX. GOVT. CODE ANN., Section 551.071).

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

N/A

## **STAFF RECOMMENDATIONS:**

N/A

## **ISSUES AND OPPORTUNITIES:**

N/A

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

N/A

## **REQUIRED AUTHORIZATIONS:**

Steve Manilla, Transportation and Natural Resources, 854-9383

Jon White, Transportation and Natural Resources, 854-9383

Tom Weber, Transportation and Natural Resources, 854-9383

Stacey Scheffel, Transportation and Natural Resources, 854-9383

Tom Caffall, Transportation and Natural Resources, 854-9383

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



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

**Prepared By/Phone Number:** Tim Labadie 854.5864

**Elected/Appointed Official/Dept. Head:** David Escamilla, County Attorney

**Commissioners Court Sponsor:** Judge Sam Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action concerning the settlement offer regarding payment for STAR Flight services rendered to John Croy. Executive Session also pursuant to Tex. Gov't Code § 551.071(1)(B).

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

**STAFF RECOMMENDATIONS:** N/A

**ISSUES AND OPPORTUNITIES:** N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:** N/A

**REQUIRED AUTHORIZATIONS:**

Danny Hobby 854.9367



Printed 08-15-13 @ 3:30 pm

Item C3

## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 20, 2013

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

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

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

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

**AGENDA LANGUAGE:** Approve setting a public hearing on Tuesday, September 10, 2013 to receive comments regarding a request to authorize the filing of an instrument to vacate all five foot wide public utility easements located along the common lot lines of Lots 181 through 186 of Paradise Manor, Section Four – Precinct Three.

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

TNR staff has received a request to authorize the filing of an instrument to vacate all five foot wide public utility easements (PUEs) located along the common lot lines of Lots 181 through 187 of Paradise Manor, Section Four. The easements are dedicated per plat note. The subject lots front on Shaw Drive and Rim Rock Road. Shaw Drive is maintained by Travis County while Rim Rock Road is not.

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 and its supporting documents the purpose of this request is so that the property owners may start construction of their homesite over several of the subject lots. Part of this construction will be for the septic system, which can potentially cross over lot lines and the subject easements. Vacating the easements will allow them to move forward with their plans without encroaching on the subject 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	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429
Anna Bowlin	Division Director	Development Services and Long Range Planning	(512) 854-7561

**CC:**

Stacey Scheffel	Program Manager	TNR - Permits	(512) 854-7565

**SM:AB:ps**

**1101 - Development Services Long Range Planning - Paradis Manor, Section Four**

## ORDER OF VACATION

STATE OF TEXAS                   §

COUNTY OF TRAVIS   §

WHEREAS, the property owners request the vacation of all five foot wide public utility easements located along the common lot line of Lots 181 through 187 of Paradise Manor, Section Four as recorded at Volume 88, Page 44 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 September 10, 2013 to consider the proposed action; and

NOW, THEREFORE, by unanimous vote, the Commissioners Court of Travis County, Texas, orders that all five foot wide public utility easements located along the common lot lines of Lots 181 through 187 of Paradise Manor, Section Four, 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



**3DS, Inc.**  
**Land Surveyors**  
*G.P.S. Services*  
*Subdivisions • Topographic*  
*Construction • Commercial • Boundaries*

**MAILING ADDRESS:**  
10703 Sierra Oaks  
Austin, Texas 78759  
(512) 919-4140  
Fax (512) 919-4142

### **METES AND BOUNDS DESCRIPTION**

**OF 5 FOOT WIDE UTILITY EASEMENTS BETWEEN LOTS 181, 182, 183, 184, 185, 186 AND 187, PARADISE MANOR SECTION 4, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 48, PAGE 44 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, THE CENTERLINE OF SAID TRACTS BEING MORE PARTICULARLY DESCRIBED AS METES AND BOUNDS AS FOLLOWS AND AS SHOWN ON THE ATTACHED SKETCH;**

**Tract 1:**

**Beginning** at the northeast corner of Lot 184 and the southeast corner of lot 185, being also on the westerly right-of-way of Rim Rock Road, for the centerline of a 10 foot wide (5 feet on each lot) utility easement;

**Thence** with the common line between Lots 184 and 185, S 72 deg 48 min 00 sec W 152.60 feet to a point on the easterly right-of-way of Shaw Drive, being also the southwest corner of lot 185 and the northwest corner of Lot 184, for the terminus of this tract;

**Tract 2:**

**Beginning** at the northeast corner of Lot 183 and the southeast corner of lot 184, being also on the westerly right-of-way of Rim Rock Road, for the centerline of a 10 foot wide (5 feet on each lot) utility easement;

**Thence** with the common line between Lots 183 and 184, S 67 deg 48 min 00 sec W 190.39 feet to a point on the easterly right-of-way of Shaw Drive, being also the southwest corner of lot 184 and the northwest corner of Lot 183, for the terminus of this tract;

**Tract 3:**

**Beginning** at the eastmost corner of Lot 183 and the northmost corner of lot 186, being also on the westerly right-of-way of Rim Rock Road, for the centerline of a 10 foot wide (5 feet on each lot) utility easement;

**Thence** with the common line between Lots 181, 182, 183, 186 and 187, S 10 deg 44 min 00 sec W 221.90 feet to a point at the southeast corner of lot 181 and the northeast corner of Lot 180, being also on the west line of Lot 187, for the terminus of this tract;

**Tract 4:**

**Beginning** at the northeast corner of Lot 187 and the southeast corner of lot 186, being also on the westerly right-of-way of Rim Rock Road, for the centerline of a 10 foot wide (5 feet on each lot) utility easement;

**Thence** with the common line between Lots 186 and 187, S 87 deg 31 min 00 sec W 104.40 feet to a point at the southwest corner of lot 186 and the northwest corner of Lot 187, being also on the east line of Lot 181, for the terminus of this tract;

**Tract 5:**

**Beginning** at the northwest corner of Lot 181 and the southwest corner of lot 182, being also on the easterly right-of-way of Shaw Drive, for the centerline of a 10 foot wide (5 feet on each lot) utility easement;

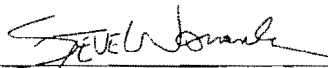
**Thence** with the common line between Lots 181 and 182, S 79 deg 13 min 00 sec E 141.68 feet to a point at the southeast corner of lot 182 and the northeast corner of Lot 181, being also on the west line of Lot 186, for the terminus of this tract;



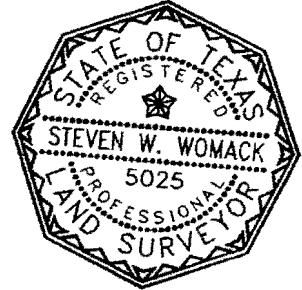
**Tract 6:**

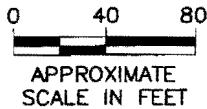
**Beginning** at the northwest corner of Lot 182 and the southwest corner of lot 183, being also on the easterly right-of-way of Shaw Drive, for the centerline of a 10 foot wide (5 feet on each lot) utility easement;

**Thence** with the common line between Lots 182 and 183, N 86 deg 54 min 00 sec E 175.10 feet to a point at the southeast corner of lot 183 and the northeast corner of Lot 182, being also on the west line of Lot 186, for the terminus of this tract;

  
\_\_\_\_\_  
Steven W. Womack  
Registered Professional Surveyor  
No. 5025, State of Texas

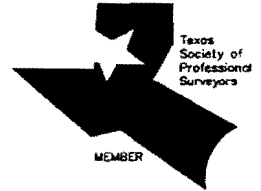
23 July 2013  
Date





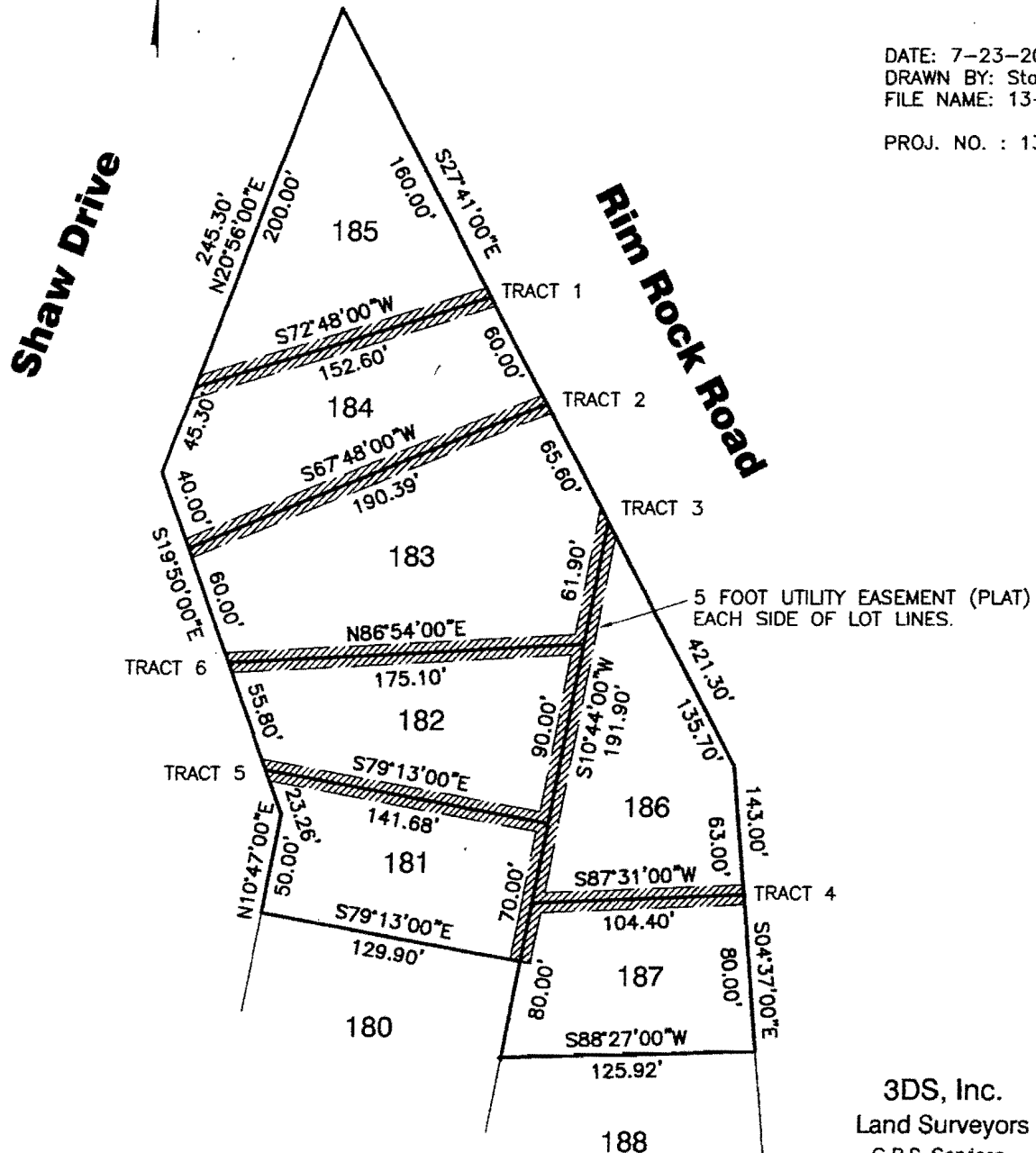
## SURVEY SKETCH

OF THE 5 FOOT UTILITY EASEMENTS BETWEEN LOTS 181, 182, 183, 184, 185, 186 AND 187, PARADISE MANOR SECTION 4, A SUBDIVISION IN TRAVIS COUNTY, TEXAS ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 48, PAGE 44 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.



DATE: 7-23-2013  
DRAWN BY: Staff  
FILE NAME: 13-008.dwg

PROJ. NO. : 13-008



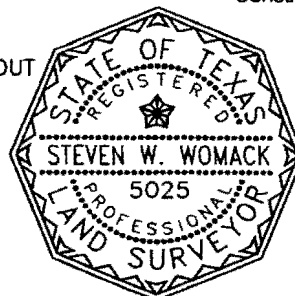
**3DS, Inc.**  
Land Surveyors  
G.P.S. Services  
Subdivisions • Topographic  
Construction • Commercial • Boundaries

THIS SURVEY WAS COMPLETED IN THE OFFICE (NO FIELDWORK) WITHOUT THE BENEFIT OF A TITLE COMMITMENT, THERE MAY BE ADDITIONAL EASEMENTS, SETBACKS, ETC. THAT AFFECT THIS TRACT BUT ARE NOT SHOWN HEREON.

STEVE W. WOMACK  
REGISTERED PROFESSIONAL SURVEYOR  
NO. 5025, STATE OF TEXAS

23 July 2013

DATE



10703 SIERRA OAKS  
AUSTIN, TX 78759  
PH: (512) 919-4140

www.3dsinc.com

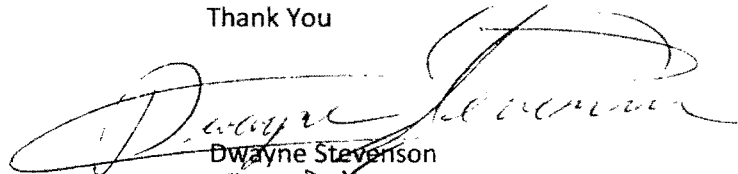


07 / 26 / 2011

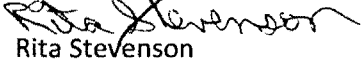
To whom it may concern,

This is a letter of request for easements to be vacated. We, Dwayne and Rita Stevenson have been to PEC Electric Co and Verizon Phone Co, which are the only two companies involved in utility easements. I have notarize letters from both companies vacating land easement on both sides of common lines on lots 181, 182 , 183 , 184 , 185 and 186 at Paradise Manor, Sect 4, Plat Map volume 48, page 44. These notarized letters have been filed and recorded with Travis Co. We now request approval to proceed with development permit and septic permit across lots 181, 182 and 183.

Thank You



Dwayne Stevenson



Rita Stevenson



TRV

2013139274

2 PGS

## RELEASE OF EASEMENT

STATE OF TEXAS

§

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF TRAVIS

§

ORIGINAL  
FILED FOR RECORD

WHEREAS, Robert E. Byron, as previous owner of all lots in Paradise Manor Subdivision, Section IV, a subdivision in Travis County, Texas according to the map or plat thereof, heretofore granted certain easements to Pedernales Electric Cooperative, Inc., a corporation for public utility purposes covering property situated within Paradise Manor Subdivision, Section IV, said public utility easements being recorded in Volume 48, Page 44 of the Plat Records of Travis County, Texas, and;

WHEREAS, said dedicated public utility easements referred to hereinabove include and are comprised in part by a strip of land five (5) feet in width along the lot line of all lots within Paradise Manor Subdivision, Section IV, in Travis County, Texas; and,

WHEREAS, **Dwayne and Rita Stevenson**, as owners of Lots 181, 182, 183, 184, 185, 186, 187 in Paradise Manor Subdivision, Section IV, as recorded in Document No. 2012142579, desires that the said five (5) foot public utility easement along the common boundary line of Lots 181 and 182, Lots 182 and 183, Lots 183 and 184, Lots 184 and 185, 186 and 187 and the rear lot line of 186 and 187 where it adjoins the rear lot lines of Lots 181, 182 and 183, in Paradise Manor Subdivision, Section IV, be abandoned and released in full; and

WHEREAS, Pedernales Electric Cooperative, Inc. provides electric service to the aforementioned area and will continue to have an adequate easement to said property;

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 Three Hundred Dollars (\$300.00), does hereby release it's interest in the said five (5) foot public utility easement along the common boundary line of Lots 181 and 182, Lots 182 and 183, Lots 183 and 184, Lots 184 and 185, 186 and 187 and the rear lot line of 186 and 187 where it adjoins the rear lot lines of Lots 181, 182 and 183, in Paradise Manor Subdivision, Section IV, a Subdivision, in Travis County, Texas, and referred to herein above.

EXECUTED: July 23, 2013

PEDERNALES ELECTRIC COOPERATIVE, INC.

BY: 

Nathan Burns

Director, Marble Falls District

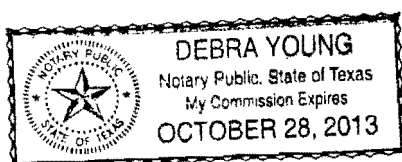
THE STATE OF TEXAS §

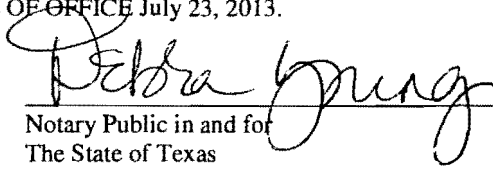
§

COUNTY OF BURNET §

BEFORE ME, the undersigned authority, on this day personally appeared Nathan Burns, Director, Marble Falls District, 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 July 23, 2013.



  
Notary Public in and for  
The State of Texas

Return: Dwayne Stevenson

2409 W Riviera DR  
Cedar Park TX 78613

FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS

*Dana DeBeauvoir*

JUL 26, 2013 01:15 PM

CLINTONB: \$20.00

2013139274

Dana DeBeauvoir, County Clerk  
Travis County TEXAS



TRV  
2 PGS

2013139273

**ORIGINAL  
FILED FOR RECORD**

RELEASE of EASEMENT

✓ **verizon**


July 18, 2013

GTE Southwest, Incorporated d/b/a/ Verizon Southwest Inc. a Texas Corporation, for the good and valuable consideration, hereby releases and relinquishes all right, title, and interest in that easement granted by Paradise Manor Sec IV, owned by Dwayne and Rita Rita Stevenson of Cedar Park, Texas. On the 17th of January, 2013 and recorded under the Auditor's File No. Volume 48, Page 44 situated in Travis County, State of Texas and described as follows:

THAT TRACT OR PARCEL OF LAND BEING LOT NUMBER 181 thru 187 LOCATED AT 6013 SHAW DR, MARBLE FALLS, TEXAS ON ADJACENT LINES COMMON TO LOT 181,182,183,184,185,186, AND 187 AS SHOWN ON THE PLAT RECORDED IN VOL 48, PAGE 44, TRAVIS COUNTY, TEXAS.

WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper authority on the 18<sup>th</sup> day of July, 2013.

GTE Southwest Incorporated d/b/a Verizon Southwest, Inc.

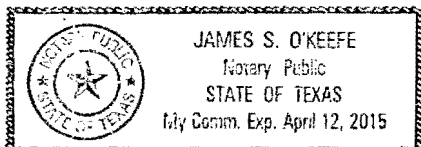
BY   
Kathy Heiner

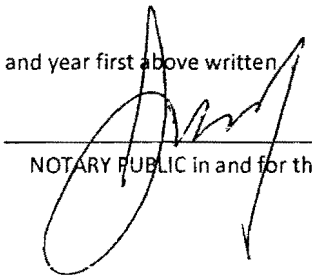
ITS Supv-Ntwk Eng & Ops  
Verizon Southwest, Inc.

STATE OF TEXAS  
COUNTY OF Williamson

On this 18<sup>th</sup> day of July, 2013 before me, the undersigned, a Notary Public in and for the State of Texas, duly commissioned and sworn, personally appeared Kathy Heiner of Verizon Southwest, Inc., the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said Corporation, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute the said instrument.

Witness my hand and official seal hereto affixed the day and year first above written



  
NOTARY PUBLIC in and for the State of Texas

JUL 26 2013

Dwayne Stevenson

Return:

2409 W RIVIERA DR  
Cedar Park Texas  
78613

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

*Dana DeBeauvoir*

Jul 26, 2013 01:15 PM

2013139273

CLINTONB: \$20.00

Dana DeBeauvoir, County Clerk

Travis County TEXAS



# Site Plan for a Standard Absorption Trench OSSF Utilizing Leaching Chambers

for

Dwayne Stevenson

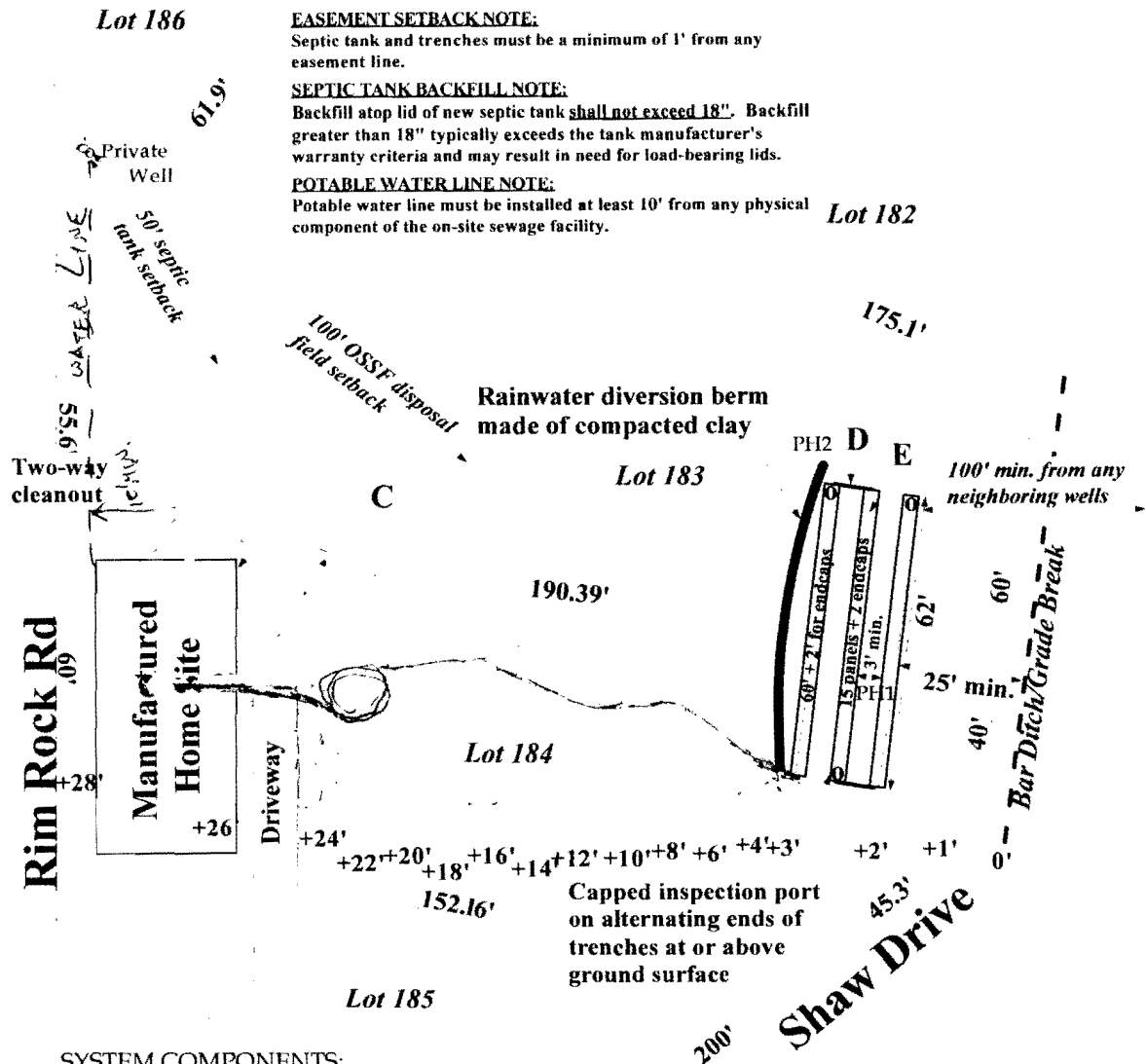
6013 Shaw Drive

Lots 181 - 187, Paradise Manor Subdivision, Sec. 4

Marble Falls, TX 78654 in Travis County

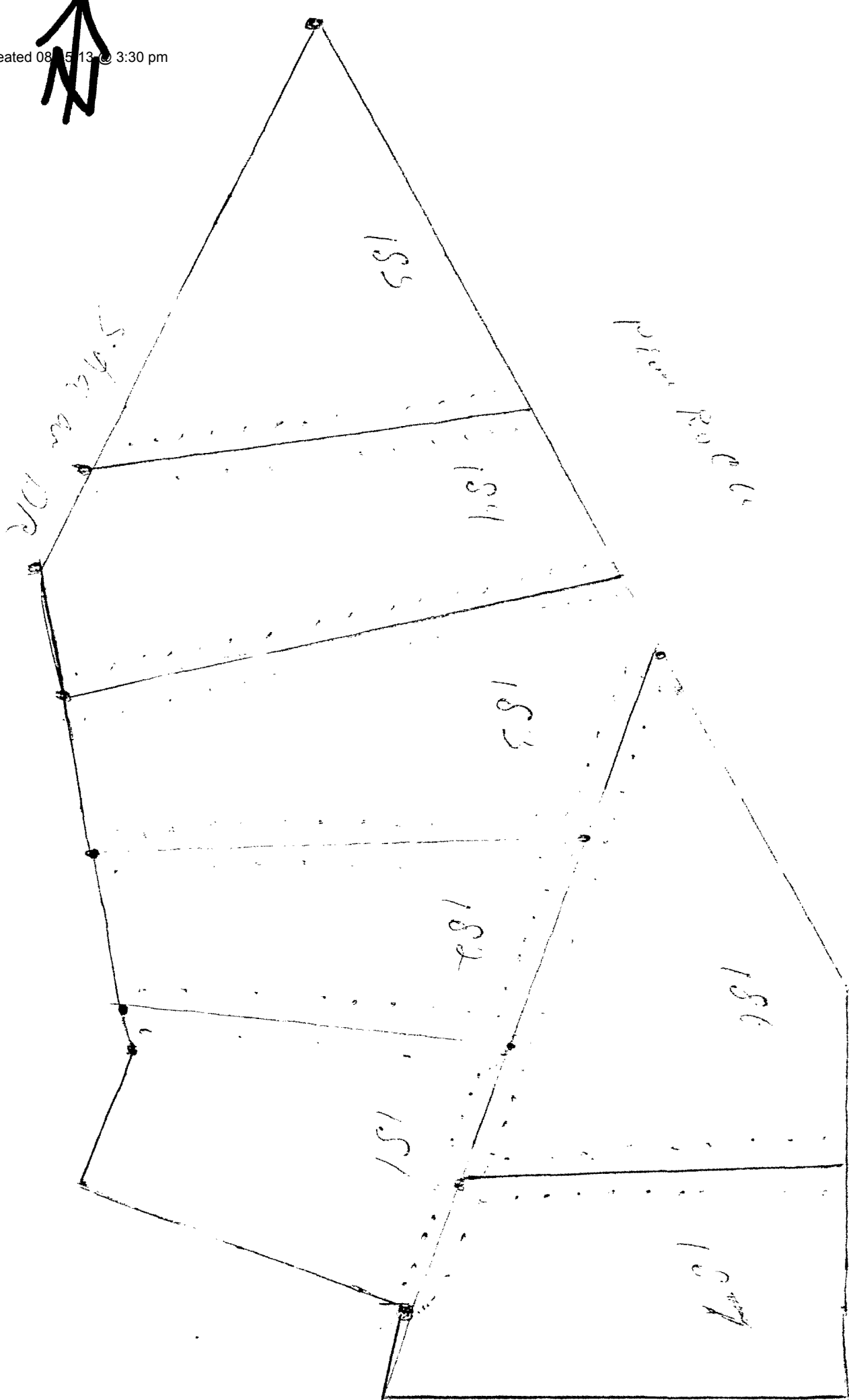
Scale 1" = 30'

N



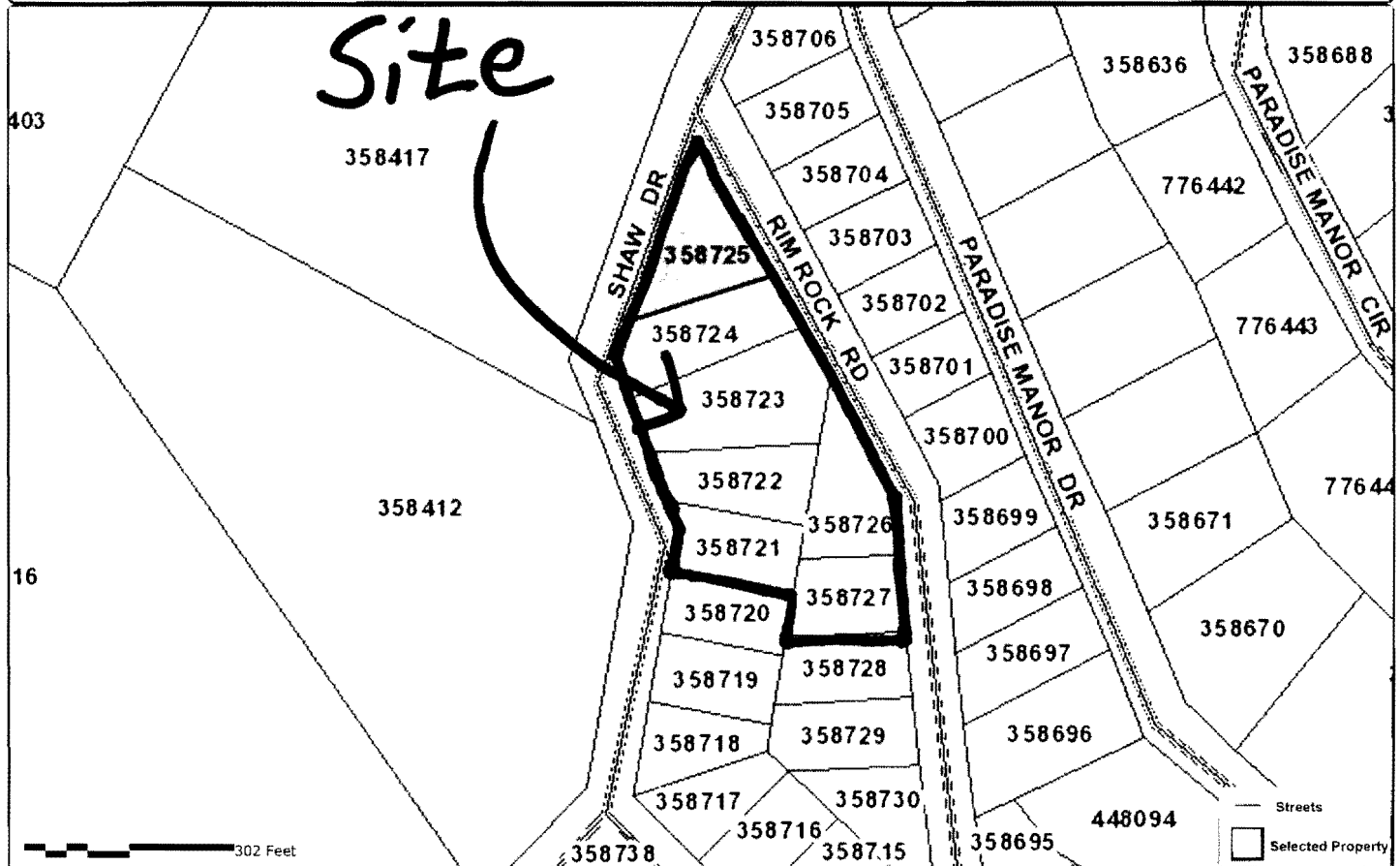
## SYSTEM COMPONENTS:

- A - Solid 3" or 4" SCH 40 PVC from house to septic tank with a minimum of 1/8" per foot fall along this sewer pipe. At least 12" fall is required from the bottom of outlet/exit hole of septic tank to bottom/floor of the upper-most trench.
- B - 750 gallon two-compartment pre-cast concrete septic tank level on 4" sand
- C - 3" or 4" SCH 40 PVC pipe from septic tank to drainfield
- D - Crossover/spill-over pipes - SDR 35 or SCH 40 PVC on alternating ends of trenches
- E - Trenches utilizing Infiltrator "Quick4" Standard Leaching Chambers:
  - \* 3' wide trenches
  - \* MINIMUM depth of 12" and a MAXIMUM depth of 24"
  - \* 3' minimum spacing between trenches
  - \* floor of each trench must be level within 1" per every 25 linear feet
  - \* grass vegetation (perennial or annual grasses) must be established and maintained atop trenches



of each middle lot lines

## Travis CAD - Map of Property ID 358725 for Year 2013



### Property Details

#### Account

Property ID: 358725  
Geo ID: 0595150419  
Type: Real

Legal Description: LOT 185 PARADISE MANOR SEC 4

#### Location

Situs Address: 6013 SHAW DR TX 78654  
Neighborhood: PARADISE MANOR - MFISD  
Mapsc0: 366Y  
Jurisdictions: 0A, 03, 2J, 3A, 41

#### Owner

Owner Name: STEVENSON DWAYNE & RITA  
Mailing Address: , 2409 W RIVIERA DR, , CEDAR PARK, TX 78613-4603

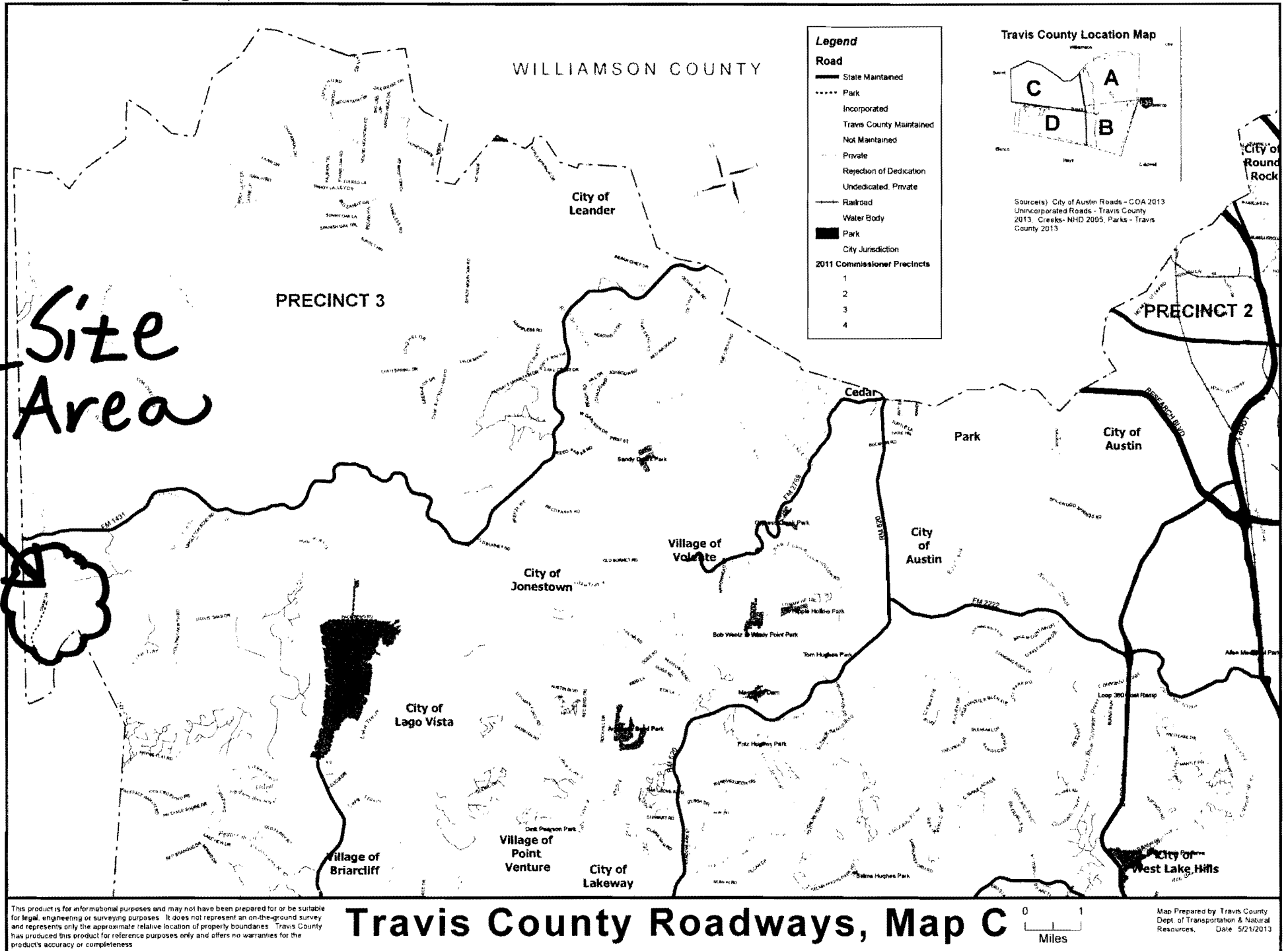
#### Property

Appraised Value: \$3,000.00

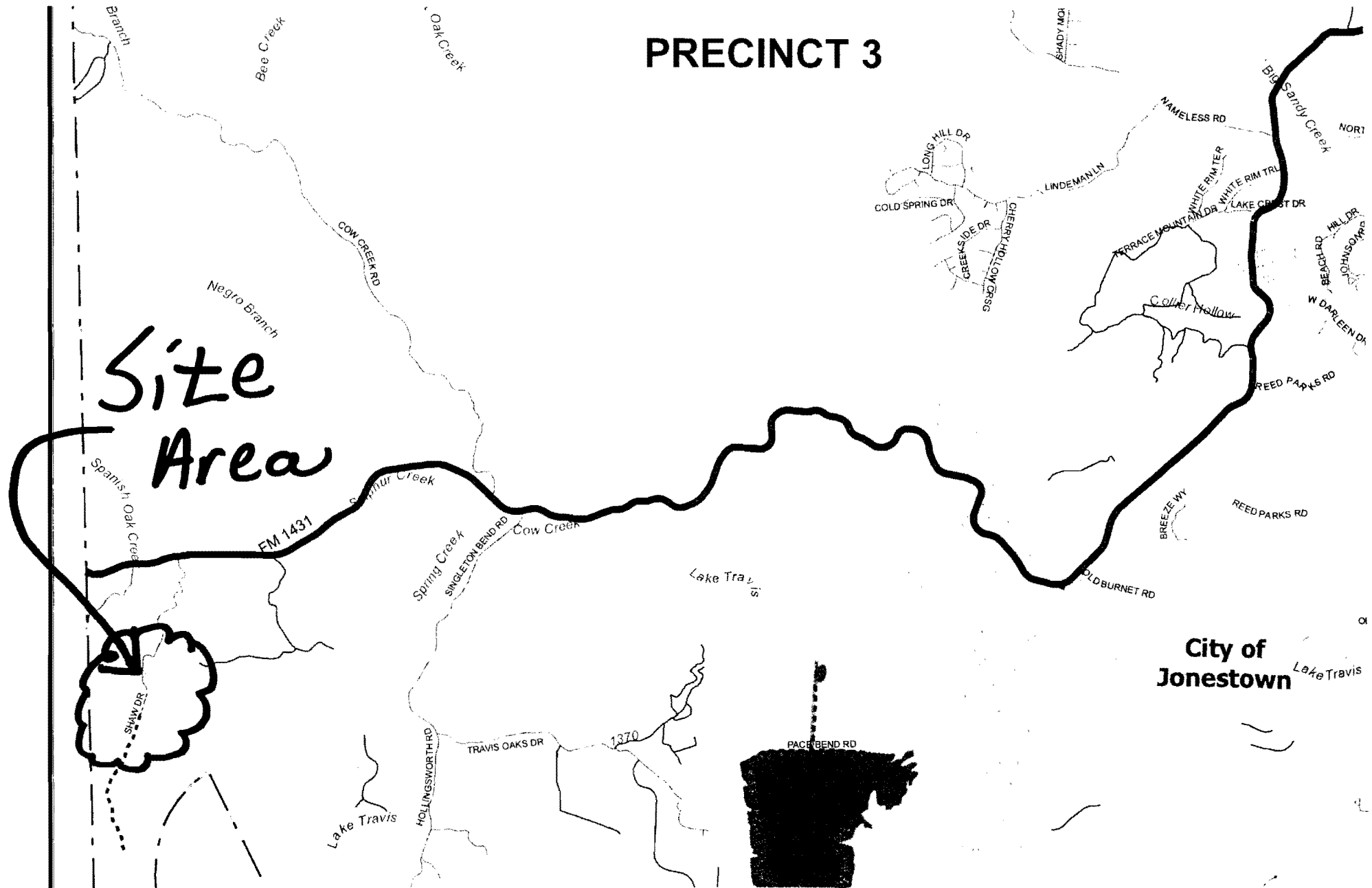
<http://propaccess.traviscad.org/Map/View/Map/1/358725/2013>

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.



# PRECINCT 3





## **Travis County Commissioners Court Agenda Request** **TRAVIS COUNTY HOUSING FINANCE CORPORATION**

**Meeting Date:** August 20, 2013

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

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

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

### **AGENDA LANGUAGE:**

Consider and take appropriate action to approve registration fees of \$790.00 for two attendees to the Texas Association of Local Housing Finance Agencies annual conference held in Houston, Texas October 23 through October 25, 2013 to be paid for by the Corporation.

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

The Texas Association of Local Housing Finance Agencies is a statewide non-profit organization established in 1989 for the purpose of informing, planning and supporting the needs of local housing finance agencies in their delivery of affordable housing in the State of Texas. Currently TALHFA has a membership of over 200 professionals in all areas of affordable housing. TALHFA is the only statewide association specifically focused on LOCAL housing needs and concerns.

**ISSUES AND OPPORTUNITIES:** None.

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

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

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



## Registration Form

2013 TALHFA Annual Educational Conference | October 23 – 25 | Westin Oaks at the Galleria | Houston

Registration may also be completed online at the "Conference Info" page at [www.TALHFA.org](http://www.TALHFA.org)

### Registration Fees

**FULL PAYMENT must be made BY THE DEADLINE in order to receive Early Bird discounts.**

Registered spouses and guests are welcome to join the meals and social events (please indicate below).

"Guests" cannot be co-workers – only conference registrants may attend the sessions.

	Early Received By 9/16	On Time By 10/7	Late After 10/7
<input type="checkbox"/> TALHFA Member	\$395	\$430	\$460
<input type="checkbox"/> TALHFA Members, 3 or more *	\$370	\$405	\$435
<input type="checkbox"/> Non-Members	\$470	\$510	\$540
<input type="checkbox"/> Non-Members, 3 or more *	\$445	\$485	\$515
<input type="checkbox"/> Sponsor Comp	\$ 0	See Your Sponsor Levels for # of Comps	
<input type="checkbox"/> Spouse/Guest – all meals & social events	\$125	\$150	\$175
<input type="checkbox"/> Spouse/Guest – 1 meal or reception	\$ 50	\$ 60	\$ 75

\* Group Rates: Register 3 or more paying conference attendees from the same organization & each is discounted. (Does not include Sponsor Comps.)

### I Will Attend The Following Events:

Help us plan! For most events pre-registration is not required but appreciated for planning purposes.

WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Golf Tournament - AM **	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Breakfast, General
<input type="checkbox"/> Adventure Houston - AM **	<input type="checkbox"/> Luncheon Guest	<input type="checkbox"/> Session & Legislative
<input type="checkbox"/> Pre-Conference Workshop 1-1BD	<input type="checkbox"/> Evening Reception	<input type="checkbox"/> Round Table
<input type="checkbox"/> Pre-Conference Workshop 2-1BD	<input type="checkbox"/> Evening Guest	
<input type="checkbox"/> Evening Welcome Reception		
<input type="checkbox"/> Evening Guest		

\*\* Must complete separate Event Form – event participation and conference registration can be paid in one check or credit card transaction. Please go to [www.TALHFA.org](http://www.TALHFA.org) for forms and to pay using PayPal.

**Cancellation Policy:** Cancellation requests must be received in writing by October 4, 2013. TALHFA will refund 75% of your registration fee if the request is received by the deadline. Refund checks will be processed after October 4, 2013. *If you cannot attend the Conference, please send someone to take your place!* TALHFA will accept substitutions in writing before the Conference. Questions? [jeanne@talhfa.org](mailto:jeanne@talhfa.org) or 512.241.1657

**Photo Release:** By registering for this event, you are giving TALHFA the right and permission to publish, without charge, photographs taken during the event. These photographs may be used in publications, including electronic publications, AV presentations, promotional literature, advertising, web based communications or in other similar ways.

### Attendee Information

Please Print or type your name and organization as it should appear on your badge and the Conference Attendee List.  
One person per form, please. Additional forms can be downloaded from [www.TALHFA.org](http://www.TALHFA.org).

Please check all that apply: I am a:

☐ Returning Attendee ☐ Speaker ☐ Sponsor ☐ 1st Time Attendee

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Spouse/Guest Name \_\_\_\_\_ ☐ all inclusive ☐ 1 event

Do you and/or your guest have special dietary needs?

☐ Vegetarian ☐ Vegan ☐ Gluten Free

☐ Food Allergy \_\_\_\_\_ # of each \_\_\_\_\_

### Payment Information

☐ Check to TALHFA Amount: \$ \_\_\_\_\_

Mail your completed registration form and check to:

TALHFA, 4412 Spicewood Springs Rd, Ste. 101, Austin, TX 78759-8542

You may fax your completed Registration Form to 512.342.2408.

Please also mail a copy of this form with payment.

☐ Credit Card Amount: \$ \_\_\_\_\_

Please go to the Conference Page on [www.TALHFA.org](http://www.TALHFA.org) to pay safely and quickly at PayPal using a major credit or debit card.



**Travis County Commissioners Court Agenda Request**  
**Travis County Health Facilities Development Corporation**

**Meeting Date:** August 20, 2013

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

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

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

**AGENDA LANGUAGE:**

Consider and take appropriate action to approve an invoice totaling \$480.00 for group exercise classes provided by the Wellness Program.

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

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

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

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

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





Created 08-15-13 @ 3:30 pm

## *Human Resources Management Department*

# HRMID

700 Lavaca Street Ste. 420

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-6677

August 7, 2013

TO: Andrea Shields, Corporations Administrator

FROM: John Rabb, HR Manager II

SUBJECT: Wellness Program Expense

Please prepare an agenda item to approve payment for the onsite Group Exercise trainer. This is for 8 days, 16 sessions Boot Camp program put in place for our employees to get active and stay fit.

Per the attached invoice, I am requesting a check to be issued as follow:

Elizabeth Sherman \$ 480.00 (16 sessions @\$30)

Please let me know if you need additional information.

## Total Health by Elizabeth

TO: Iman Hammoudeh  
Travis County Wellness Clinic  
1010 Lavaca, Suite 215  
Austin, Texas 78701

Make all checks payable to Elizabeth Sherman  
**THANK YOU FOR YOUR BUSINESS!**