



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 6, 2013

**Prepared By/Phone Number:** Michael Williams/512-854-7011

**Elected/Appointed Official/Dept. Head:** Chief Estela P. Medina/  
512-854-7069

**Commissioners Court Sponsor:** N/A

**AGENDA LANGUAGE:** Approve travel for a non-Travis County individual from Southwest Key to San Diego, California for the 2013 Reclaiming Futures Juvenile Drug Court Inter-Sites Training.

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

**STAFF RECOMMENDATIONS:** See Attached.

**ISSUES AND OPPORTUNITIES:** See Attached.

**FISCAL IMPACT AND SOURCE OF FUNDING:** Total cost of \$1,274.67. The SAMHSA Drug Court Treatment will pay for this travel to San Diego, CA.

**REQUIRED AUTHORIZATIONS:**

**Chief Estela Medina, Chief Juvenile Probation Officer 512-854-7069**

**Patty Lennon, County Auditor 512-854-4705**

**Aerin-Renee Toussaint, County PBO 512-854-9065**

**Kathy, Smith, Drug Court Casework Manger 512-225-0572**

**Emmitt Hayes Probation Services Division Director 512-854-7031**

**Darryl Beatty, Deputy Chief 512-854-7007**

**Bonnie Floyd, Assistance Purchasing Agent 512-854-4173**

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



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704  
Phone: (512)854-7000 Fax: (512)854-7097

**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

DATE: July ~~31~~, 2013

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

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

RE: Approval for Payment of Non-County Employee Travel Expenses:  
Courtney Renee Seals

The Travis County Juvenile Probation Department has been requested by Office of the Juvenile Justice and Delinquency Prevention to participate in a Reclaiming the Futures/Juvenile Drug training held in San Diego, CA. The training will focus on best practices among nationwide Drug Courts and is designed for the juvenile drug court team. This team can include the judge, court coordinator, treatment representative, defense attorney, prosecutor, community supervision representative, etc.

The Travis County Juvenile Probation Department will be attending the Reclaiming the Futures/Juvenile Drug training from August 19th to August 22nd. This is a four day conference and it is the intention of the Juvenile Probation Department to pay the travel expenses of the one member of the Drug Court team from the Southwest Key program in Travis County. Funds will be paid out of the SAMHSA Drug Court grant.

The Travis County Budget Rules state that Travis County will pay vendors and/or reimburse employees and officials who travel for County business. Travel expenditures for non-County employees or volunteers, for professional development, must be approved by the Commissioners Court prior to the actual travel unless the department has a policy that has been previously approved by Commissioners Court.

The purpose of this letter is to request the Commissioners Court approval to spend our funds on non-staff community partner for travel, lodging, meals and transportation. Although we have contacted the County's travel agent to request information and reserve tickets for all of the team, they are aware that completion of this transaction is subject to the Court's approval. The proposed cost for non-staff Drug Court team member is \$1,274.67

Please let me know if you need additional information for approval of this request.

CC:

Patti Smith  
Sylvia Mendoza  
Emmitt Hayes  
Darryl Beatty  
Kathy Smith



# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704  
Phone: (512)854-7000 Fax: (512)854-7097

**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

## **Travel Cost Summary** **For** **Reclaiming Futures Juvenile Drug Court Inter-Sites Training** **August 19, 2013 through August 22, 2013**

Conference Registration:	\$ 0.00 (no charge)
Hotel rate per night \$ x 3 nights: \$119.00 w tax \$133.99 night	\$ 401.97
Estimated Airfare:	\$ 488.70
Baggage Fee:	\$ 0.00
Meals per Diem day \$ x 4 nights:	\$ 284.00
Miscellaneous:	<u>\$ 100.00</u>
<b>Grand Total Estimated Cost</b>	<b><u>\$1,274.67</u></b>



# TRAVEL ENCUMBRANCE FORM

Form Type: Original

### Auditor's Office Use Only

Grant Dept Approval \_\_\_\_\_

Auditor Initial \*\*/ Date \_\_\_\_\_

P.O. Number(s) \_\_\_\_\_

JP896L R

JP896T E

JP896E E

Grant related? **Yes**

Grant Project No: 100611 Grant Mileage Rate \$ 1.00 Grant Per Diem Rate \$ 71.00

V. 7/2011

<b>Traveler Information</b>		Emp First Name <u>Courtney</u>	Emp Last Name <u>Seals</u>
Emp. Vendor # <u>NEW</u>	Emp ID # <u>NEW</u>	Employee ID cannot = Vendor #	
Purpose of Travel <u>Conference</u>	City, State <u>San Diego, California</u>		
Event Description <u>NCJFC Reclaiming Futures Juvenile Drug Courts Inter-sites</u>	Departure Date <u>8/19/2013</u>	Return Date <u>8/22/2013</u>	
Acct No. (1) <u>001-4510-593-See below</u>	Acct No. (2) _____	Fund _____	Fund _____
Fund <u>001</u>	Fund _____	Dept _____	Dept _____
Dept <u>45</u>	Dept _____	Div _____	Div _____
Div <u>10</u>	Div _____	Act/SubAct _____	Act/SubAct _____
Ac/SubAct <u>593</u>	Act/SubAct _____	Elem/Obj _____	Elem/Obj _____
Elem/Obj <u>See below</u>	Elem/Obj _____	Project Number _____	Project Number _____
Project Number _____	Project Number _____	Allocation % _____	Allocation % _____
Allocation % <u>100.00%</u>	Allocation % _____		

(R) Registration: (6504) Invoice/Completed Regis. Form REQ'D

<b>Payment Type</b>	Vendor Name <u>National Council of Juvenile and Family</u>	Vendor # <u>1000000295</u>	\$ _____
Select One <input checked="" type="checkbox"/>	Additional project: _____		
	Confirm/Invoice # _____		

<b>(L) Lodging: (6503)</b>			
** If you are rooming with another T.C. employee(s), please list name(s) on Additional Explanation Form, below.			
<b>Payment Type-Lodg #1</b>	Vendor Name <u>Town and Country Resort and C</u>	L #1 Vendor # <u>7000002076</u>	L#1 \$ <u>401.97</u>
Pay in Advance <input checked="" type="checkbox"/>	Daily rate <u>\$ 133.99</u>	# of Nights <u>3</u>	L#2 \$ _____
	Confirm/Invoice # <u>67293620</u>		
	Additional project: _____		
		Subtotal Lodg.	\$ <u>401.97</u>

<b>(T) Transportation: (6503)</b>			
<b>Payment Type</b>	Airfare-Vendor Name <u>Four Seasons</u>	Vendor # <u>FOUR SEASONS</u>	\$ <u>488.70</u>
Pay When Billed <input checked="" type="checkbox"/>	Other-Vendor Name _____	Vendor # _____	\$ _____
Other - Select One <input checked="" type="checkbox"/>	Additional project: _____		
	Reservation # _____		
		Subtotal Trans.	\$ <u>488.70</u>

<b>(C) Car Rental (8508)</b>			
- Justification needed for ALL car rental encumbrances. Please document in the "Additional Information" section.			
<b>Payment Type</b>	Car Rental-Vendor Name _____	Vendor # _____	\$ _____
Car rent - Select One <input checked="" type="checkbox"/>			

<b>(E) Meals/Misc.: (6503)</b>			
Mileage (est # miles) _____	Vendor # <u>NEW</u>	Rate: 1 (Grant Rate)	\$ _____
Per Diem Days <u>4</u>	@ \$71/day		\$ <u>284.00</u>
Partial Day Per Diem _____			\$ _____
Other, for example, business phone calls, parking, taxis, etc. _____			\$ <u>100.00</u>
		Subtotal Meals/Misc	\$ <u>384.00</u>

Support req'd: actual mileage as quoted on internet from start to destination.

Meals are reimbursed at approved rate per budget rules. Actuals are reimbursed at a maximum of \$60/day + 15% tip (eff. 10/1/2010).

Please insure that appropriate support is attached.

**Total Encumbrance:** \$ 1,274.67

**Breakout: Amounts to be paid in advance / check pick up:** \$ (401.97)

**Encumbrances only (including pay when billed):** \$ 872.70

Prepared By: Irma Marquez Telephone No/Ext: 854-7540

Prep Date: 7/29/2013

Traveler's Signature Courtney Seals

Date 7/30/13

Dept'l Approval Signature / Emp id # \_\_\_\_\_

Date 7/30/13

\*\* Auditor, by Initialing in box in upper right corner of this form certifies that the above funds are budgeted and will be available for payment and is in accordance with Travis County budget rules.



## TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704  
Phone: (512)854-7000 Fax: (512)854-7097

**ESTELA P. MEDINA**  
Chief Juvenile Probation Officer

### MEMORANDUM

**To:** County Auditor  
**From:** Irma Marquez  
**Date:** July 29, 2013  
**RE:** Conference Agenda

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Please note on this date that there is no agenda that is completed to attach. Per Jessica Pearce at Juvenile and Family Law Department; as soon as one is finished they will email to me.

## **Irma Marquez**

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**From:** Irma Marquez  
**Sent:** Friday, July 26, 2013 4:33 PM  
**To:** Erin Foley; Kathy E. Smith; cseals@swkey.org; Patrick Mcnelis; Texanna Davis; Ambrosio Silva  
**Cc:** Emmitt Hayes; Irma Marquez  
**Subject:** FW: [RF-Federal Site Project Directors] NCJFC San Diego RF/JDC Training Information

Please see information provided below. Everyone needs to register for conference and reserve hotel rooms. Please send me ASAP any confirmations received (ask them to send you a email) so that I may send as a attachment to the auditors. Also, if you receive a agenda I will need a copy of that as well...

Happy traveling....

Irma Marquez  
x47540

## **Reclaiming Futures Juvenile Drug Courts Inter-Sites Training**

We're delighted that you'll be joining us at the upcoming Reclaiming Futures Juvenile Drug Courts Inter-Sites Training! Please find a list of helpful information below. We will forward the agenda and additional information prior to the training.

### **Program Schedule**

Conference registration opens on Tuesday, August 20<sup>th</sup> at 8:00 a.m. with the training concluding on Thursday, August 22<sup>nd</sup> at 4:00 p.m. Please plan your travel accordingly.

The program will be held at the Town & Country Resort and Convention Center located at 500 Hotel Circle North, San Diego, CA 92108.

### **Registration**

There is no registration fee associated with this training. To register, please click [here](#).

### **Hotel Information**

Attendees are responsible for making their own hotel reservations. Hotel arrangements can be made at the Town & Country Resort and Convention Center. Single occupancy rooms are available at the rate of \$119, and double occupancy at the rate of \$129. Please make your reservations by calling (800) 77-ATLAS and reference the group name: **NCJFCJ2013**. You may also make your reservations online by clicking [here](#).

Early hotel reservations are strongly recommended as a limited number of rooms have been reserved at the reduced rate. To receive the group rate noted please book before August 5th.

### **Ground Transportation**

The San Diego International Airport (SAN) is located approximately 7 miles and an estimated 13 minutes to the Town & Country Resort and Convention Center. The Town & Country Resort and Convention Center does not offer shuttle services to and from the hotel/airport.

A discounted shuttle service is available through Cloud 9 Super Shuttle for \$20 round trip. To take advantage of this offer, please contact Cloud 9 by calling (800) BLUE-VAN and reference the group name: **B4VSZ**. To make your reservation online please click [here](#). The estimated taxi cab fare from the SAN to the resort is \$25 one-way.

### **Parking**

The Town & Country Resort and Convention Center self-parking is \$5 per day for hotel and local guests.

### **Dress**

The dress is business casual for the training. Since, undoubtedly the training room temperatures will vary, a light sweater or jacket may be a good thing to bring to weather the indoor climates.

### **Staff Contact Information**

For assistance, please contact Eloisa Chaparro, NCJFCJ Planning Specialist, at [echaparro@ncjfcj.org](mailto:echaparro@ncjfcj.org) or (775) 784-1550.

**We look forward to seeing you in San Diego**



**Irma Marquez**

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**From:** Courtney Seals <cseals@swkey.org>  
**Sent:** Monday, July 29, 2013 11:35 AM  
**To:** Irma Marquez  
**Subject:** FW: NCJFCJ Order Confirmation

Hi Irma,

Here is my conference registration confirmation.

I am booking the hotel now...

***Courtney Seals***

*Program Director  
Day Enrichment Program &  
Family Keys Program  
Southwest Key  
(512) 650-2100 ext. 136*

**From:** [staff@ncjfcj.org](mailto:staff@ncjfcj.org) [<mailto:staff@ncjfcj.org>]  
**Sent:** Monday, July 29, 2013 11:28 AM  
**To:** Courtney Seals  
**Subject:** NCJFCJ Order Confirmation

Thank you. Your transaction has been processed. More information will be forthcoming.

Courtney Seals

<b>Order Date</b>	7/29/2013
<b>Order Total</b>	0.00
<b>Enter PO# or type Check</b>	NO CHARGE

**Event**

<b>Order number</b>	10327
<b>Event</b>	Reclaiming Futures Juvenile Drug Courts Inter-Sites Training
<b>Event Date</b>	Tuesday, August 20, 2013 - Thursday, August 22, 2013
<b>Registrant</b>	Courtney Seals

Function	Quantity	Price
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\* No charge for Registration

Function	Quantity	Price
Travis County, Texas Jurisdiction	1	0.00
<b>Total</b>		<b>0.00</b>



Courtney Seals  
2052 Zach Scott  
Austin TX 78723  
United States

Number of Adults: 1      Number of Children: 0      Number of Rooms: 1  
Arrival Date: 08-19-13      Departure Date: 08-22-13  
Room Rate: 119.00 USD      Confirmation: 67293620

**IMPORTANT HOTEL INFORMATION**

**1. SPECIAL REQUESTS**

- The Town and Country Resort will make every effort to satisfy special requests, but cannot guarantee bedding type, room locations, and/or smoking preferences.

**2. DEPOSITS & CANCELLATIONS**

- Reservations must be guaranteed by a credit card. A deposit equal to the first night's rate will be charged approximately 21 days prior to arrival to the credit or debit card used to guarantee the reservation.  
- Cancellation must be received by hotel no later than 6pm PST, 48 hours in advance of the arrival date to obtain a cancellation number. Cancellation received within 48 hours of arrival will result in one night's room and tax charge.

**3. CHECK-IN AND CHECK-OUT**

- A major credit card is required at check-in and will be authorized for full payment.  
- Check-in time: After 3:00pm. Check-out time: Before 11:00 am.  
- It may not always be possible to have rooms available at 3:00pm. Should there be a delay, all hotel facilities are available for your enjoyment. Depending on availability, your room may be available prior 3:00pm. Please check at Lobby Registration.  
- Daily parking fees may apply.  
- Sorry, no pets allowed.

**4. TRANSPORTATION**

- Transportation to and from the airport is available through Cloud 9 Super Shuttle at a nominal fee. A direct phone line is available at the airport baggage claim.

**5. OCCUPANCY TAX**

- All room rates are subject to current city occupancy tax. Tax exempt may be granted at checkout with proper documentation.

**THE STAFF OF THE TOWN AND COUNTRY RESORT LOOK FORWARD TO PROVIDING YOU S.T.A.R. SERVICE THEY'LL ALWAYS REMEMBER !**

500 Hotel Circle North, San Diego, CA 92108

Phone: 1-800-77-ATLAS Fax: 619-294-4681 Email: res@towncountry.com Website: www.towncountry.com

$\$119.00 + \text{tax} = \$133.99 \text{ a nite} = \$401.97$

**Irma Marquez**

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**From:** Brad Noakes <bradnoakes@bizaustin.rr.com>  
**Sent:** Monday, July 29, 2013 11:01 AM  
**To:** Irma Marquez  
**Subject:** reservation for Seals (not ticketed)

SALES PERSON: BN                      ITINERARY                      DATE: 29 JUL 13  
EYSINJ                      PAGE: 01

TO: TRAVIS CO JUVENILE PROBATION SOUTHWEST RECORD LOCATOR \*\*A7ZCNP88  
2515 S. CONGRESS  
PO BOX 1748  
AUSTIN TX 78767

FOR: SEALS/COURTNEY RENEE    REF: NEED PO

19 AUG 13 - MONDAY

OTHER AUSTIN

TICKETING SERVICE FEE

AIR SOUTHWEST AIRLINES FLT:642 ECONOMY  
LV AUSTIN                      1100A                      EQP: BOEING 737-700 WI  
   02HR 55MIN  
AR SAN DIEGO                      1155A                      NON-STOP  
ARRIVE: TERMINAL 1                      REF: A7ZCNP

22 AUG 13 - THURSDAY

AIR SOUTHWEST AIRLINES FLT:2600 ECONOMY  
LV SAN DIEGO                      625P                      EQP: BOEING 737-700 WI  
DEPART: TERMINAL 1                      04HR 20MIN

23 AUG 13 - FRIDAY

AR AUSTIN                      1245A                      1-STOP  
   REF: A7ZCNP

VIA LAS VEGAS

20 JUN 14 - FRIDAY

OTHER AUSTIN

HAVE A NICE TRIP

CONTINUED ON PAGE 2

SALES PERSON: BN                      ITINERARY                      DATE: 29 JUL 13  
EYSINJ                      PAGE: 02

TO: TRAVIS CO JUVENILE PROBATION SOUTHWEST RECORD LOCATOR \*\*A7ZCNP88  
2515 S. CONGRESS  
PO BOX 1748

AUSTIN TX 78767

FOR: SEALS/COURTNEY RENEE REF: NEED PO

\*\*\*SECURED FLIGHT PASSENGER DATA REQUIRED  
\*\*\*FOR ALL RESERVATIONS\*\*\*\*\*  
\*\*NAME MUST BE EXACTLY AS GOVERNMENT ISSUED PHOTO ID  
\*\*DATE OF BIRTH AND GENDER\*\*  
\*\*\*\*\*CONTACT US FOR YOUR VACATION PLANS\*\*\*\*\*

\*

\*\*\*\*\* BEACH CRUISE SKI \*\*\*\*\*

\*

TIME TO PLAN YOUR WINTER/SPRING VACATIONS

\*

TOLL FREE PHONE 800-955-3687 MON-FRI 830A-530P

\*\*PHONE 512-328-2483/FAX 512-328-3286\*\*

\*\*FOR AFTER HOURS TRAVEL ASSISTANCE, PLEASE CALL\*\*

\*\*800-639-8622/VERY IMPORTANT TRAVELER CODE 3AX0\*\*

\*\*\*\*\*

\*\*\*ALL SERVICE FEES ARE NON-REFUNDABLE\*\*\*

\*\*\*\*\*

\*\*\*PLEASE REVIEW THIS ITINERARY CAREFULLY\*\*\*

\*\*\*IF YOU FIND ANY ERRORS, PLEASE CALL BEFORE\*\*\*

\*\*\*5PM THE NEXT DAY, OTHERWISE THE ITINERARY AND\*\*\*

\*\*\*INVOICE WILL BE ASSUMED CORRECT\*\*\*

\*\*\*AFTER 5 PM ANY CHANGES/CANCELLATIONS INCUR\*\*\*

\*\*\*ADDITIONAL AIRLINE PENALTIES\*\*\*

\*\*\*\*\*

\*\*\*PRICE QUOTED IS NOT GUARANTEED UNTIL TICKETING\*\*\*

TOTAL FARE INCLUDING FEES 488.70

NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y

Bradley Noakes  
Four Seasons Travel and Tours  
1010 Land Creek Cove, Suite 150  
Austin TX 78746  
512 328-2483 Phone  
512 328-3286 Fax  
[bradnoakes@bizaustin.rr.com](mailto:bradnoakes@bizaustin.rr.com)