



Travis County Commissioners Court Agenda Request

Meeting Date: September 17, 2013

Prepared By/Phone Number: Lisa Rush, 854-9290

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

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

AGENDA LANGUAGE:

Consider and take appropriate action on requests to:

- A. Repeal outdated chapters and sections in the Travis County Code.
- B. Approve addition of a fee appendix to the Travis County Code.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

A. Repeal Request

The Code Committee, with the concurrence of the affected departments, recommends repeal of several sections in the Travis County Code. The affected chapter and sections are listed below:

Recommended for Repeal	Date sections last amended	Reason for Repeal Recommendation
Sections 10.062-10.067 of Chapter 10. Travis County Personnel Benefits Guidelines and Procedures Manual	3-28-1995, Item 3	The County Auditor is responsible for monitoring compliance with the Travel Policy and establishing procedures for compliance. All travelers must follow the County Auditor's Travel Guidelines The information in these sections is outdated and no longer accurate.
Subchapter B. Park Hours of Chapter 92. Parks Sections 92.025 to 92.028	03-28-1995, Item 3	Park hours were changed 7/1/2008, Item #8. The chapter was not updated to reflect the change.
Subchapter C. Park Fees of Chapter 92. Parks Sections 92.029	6/7/2000, Item 14	Park fees were changed in 2004, 2008, and 2013. The chapter was not updated to reflect the change.

Attachments:

- Departmental memos approving repeal
- Order repealing affected sections and redlined copy of sections

B. Fee Appendix

Commissioners Court periodically adopts changes to fees collected by departments. The corresponding fee information in the Code is not always updated to reflect the new fee schedules.

The Code Committee recommends the addition of a fee appendix to the Code. The fee appendix, which will be maintained by the codifier, will be a collection of current fee schedules. Departments may choose to eliminate the fee sections in their Code chapters, instead noting that current fees may be found in the fee appendix.

STAFF RECOMMENDATIONS:

See recommendation memos from county executives.

Staff recommends that a fee appendix be added to the County Code.

ISSUES AND OPPORTUNITIES:

Issue to Address:

In its current form, the Travis County Code contains chapters/sections that are outdated or of other limited value. Some chapters include outdated fee schedules.

Opportunities:

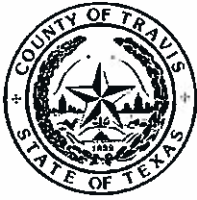
1. To remove outdated chapters/sections from the Code prior to online publication on October 1.
2. To provide a single location to collect current fee schedules and reduce the need for departments to include fee information in their chapters.

FISCAL IMPACT AND SOURCE OF FUNDING:

None

REQUIRED AUTHORIZATIONS:

See attached memos.



**TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES**

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

MEMORANDUM

DATE: September 9, 2013

TO: Leslie Browder, County Executive,
Planning & Budget, Human Resources, Facilities Management

Debbie Maynor, Director
Human Resources Management Department

FROM: Steven Broberg, Director of Records Management
and Communications Resources (RMCR)


SUBJECT: Repeal of Sections in Chapter 10 in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters and sections in the Code that are outdated or otherwise not useful.

The Code Committee recommends repeal of the sections listed below. If you concur with the Committee's recommendation, repeal will be requested on the September 17th Commissioners Court agenda for the reasons indicated.

Please indicate your agreement by signing below and returning this memo. If there is a section you do not wish to have repealed, please cross through the section number.

Recommended for Repeal	Date sections last amended	Reason for Repeal Recommendation
Sections 10.062, 10.063, 10.064, 10.065, 10.066, 10.067	3-28-1995, Item 3	The County Auditor is responsible for monitoring compliance with the Travel Policy and establishing procedures for compliance. All travelers must follow the County Auditor's Travel Guidelines. The information in these sections is outdated and no longer accurate.


Steven Broberg, Chair
Travis County Code Committee

I recommend repeal of these sections.


Leslie Browder
County Executive

I concur with the Code Committee's recommendations that the sections listed above should be repealed.


cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney



**TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES**

314 West 11th Street, Suite 110 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: September 5, 2013
TO:  Steven Manilla, P.E., County Executive,
Transportation and Natural Resources
FROM: Steven Broberg, Director of RMCR
SUBJECT: Repeal of Certain Sections of TNR Chapters in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters and sections in the Code that are outdated or otherwise not useful.

The Code Committee understands that TNR is planning a revision of the parks chapter. Pending that revision, the Code Committee recommends repeal of outdated and incorrect sections of the parks chapters pertaining to fees and park hours. If you concur with the Committee's recommendation, repeal will be requested on the September 17th Commissioners Court agenda.

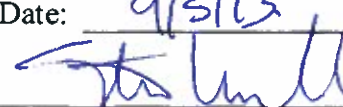
Sections Recommended for Repeal	Date sections last amended	Reason for Repeal Recommendation
Subchapter B. Park Hours Sections 92.025 to 92.028	03-28-1995, Item 3	Park hours were changed 7/1/2008, Item #8. The sections were not updated to reflect the change.
Subchapter C. Park Fees Sections 92.029	6/27/2000, Item 14	Park fees were changed in 2004, 2008, and 2013. The chapter was not updated to reflect the changes.

Please indicate your agreement by signing below and returning this memo. If there is a section you do not wish to have repealed, please cross through it. Thank you.



Steven Broberg, Chair, Travis County Code Committee

I recommend repeal of these sections.

Date: 9/5/13


Steven Manilla, P.E.
County Executive for TNR

I concur with the Code Committee's recommendations that the sections listed above should be repealed.

cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney

**Order of the Travis County Commissioners Court
Amending the Travis County Code**

Pursuant to Chapter 2 of the Travis County Code, it is ordered that the Travis County Code is amended by repealing the following sections:

1. Sections 10.062-10.067 of Chapter 10. Travis County Personnel Benefits Guidelines and Procedures Manual
2. Subchapter B. Park Hours (Sections 92.025 to 92.028) of Chapter 92. Parks
3. Subchapter C. Park Fees (Section 92.029) of Chapter 92. Parks.

The changes ordered shall become effective on September 17, 2013.

ORDERED on: (date) _____.

Travis County Commissioners Court

Samuel T. Biscoe
Travis County Judge

Ron Davis
Commissioner, Precinct 1

Bruce Todd
Commissioner, Precinct 2

Gerald Daugherty
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

Chapter 10. Travis County Personnel Benefits Guidelines and Procedures Manual for All Travis County Employees¹

[Subchapter F.] Travel

10.061 Eligibility

- (a) Travis County employees and officials who are required to travel in the performance of county business will be reimbursed as provided for in these policies. It shall be the responsibility of the county auditor to monitor the financial compliance with these travel policies.
- (b) All travel expenditures requisitioned must be encumbered on official encumbrance forms prior to actual travel to ensure that actual funds are available. If travel is for a seminar, conference, etc. A copy of the pamphlet or brochure must be attached.

~~10.062 Transportation~~

- ~~(a) An employee using a private vehicle for transportation on official county business will be reimbursed at the rate of 29 cents per mile for travel. On regular workdays mileage is calculated from the employee's regular place of work. If the employee is required to travel on a non-work day, the mileage is calculated from the employee's home.~~
- ~~(b) Constables 1-5, county attorney, county commissioners 1-4, county judge, county treasurer, director of General Services, justices of the peace 1-5, sheriff, tax assessor-collector, director of human services, medical examiner, and the purchasing agent are ineligible to receive reimbursement for mileage on trips of less than 500 miles during the 1994 and 1995 fiscal years. In adopting the county budget, the intent of the commissioners' court was that no elected official or department director listed above use the "take home vehicle policy" to increase his/her own compensation through the taxpayer-paid use of a county vehicle on a take home basis. Compensation for these officials for local travel is provided solely by the car allowance which was specifically incorporated into their salaries in the FY95 budget.~~
- ~~(c) Employees of the Travis County Community Supervision and Corrections Department will be reimbursed at the rate established by state statute.~~
- ~~(d) When more than one employee travels in the same vehicle, only one may claim mileage reimbursement. This provision does not prevent any passenger from receiving reimbursement for other eligible expenses incurred.~~

¹ Chapter 10 was adopted March 28, 1995, Item 3, and amended through 6/26/2012, Item 11.

- ~~(e) — Use of a private vehicle for travel outside the county for trips greater than 500 miles round trip will be reimbursed at a rate not to exceed the total cost of round-trip coach air fare. Amounts in excess of this rate must be approved by the commissioners' court (extradition of prisoners is exempt).~~
- ~~(f) — Any mileage reimbursement requests must be submitted monthly, no later than 30 days after the last day of travel, on a Travis County employee-mileage reimbursement form provided by the county auditor's office. Mileage forms that combine months will not be accepted. If anticipated total mileage reimbursement for a fiscal quarter is less than \$30, the employee may file quarterly at the end of each fiscal quarter.~~
- ~~(g) — When an employee uses air travel for transportation, reimbursement will not exceed the rates for regular coach fare unless this rate is not available. The ticket receipt must accompany the expense report.~~
- ~~(h) — With a minimum of 2 weeks notice, the county auditor may process payment for airline tickets before travel occurs. An invoice must be presented and the check will be issued to the travel agency. The employee will be liable for such payment if the ticket is not used for the intended travel. Expense reports will be required even if the trip did not take place and disbursement did take place.~~
- ~~(i) — When an employee or official uses another mode of transportation, such as train or bus, reimbursement will be for the actual cost of transportation and a ticket receipt must accompany the expense report.~~
- ~~(j) — No advance travel expenditure will be paid directly to the employee.~~
- ~~(k) — When an employee pays for an airline ticket in advance, reimbursement will not be made until after the trip is taken. □~~

~~10.063 — Accommodations~~

- ~~(a) — Upon presentation of a room receipt, reimbursement will be made for actual accommodation expenses, not to exceed \$89 per day, plus tax for a single-occupancy room or \$99 per day, plus tax for a double-occupancy room.~~
- ~~(b) — Requests for reimbursement for room rates greater than the above must be approved in advance by commissioners' court.~~
- ~~(c) — With a minimum 2-weeks advance notice, the county auditor may process payment for hotel rooms before the travel occurs if requested by letter from the authorized department official. The check will be issued to the hotel or travel agency.~~

~~10.064 — Meals~~

- ~~(a) — Consistent with the internal revenue code, meal expenses are reimbursed only when the employee is required to be away from his/her tax home overnight. Meals are reimbursed at a per diem rate of \$29 per day, including~~

~~gratuities, without receipts. The county will reimburse at a maximum rate of \$30 per day plus gratuities if full receipts are submitted with the travel reimbursement form.~~

- ~~(b) For partial day travel, reimbursement rates are \$4.00 for breakfast, \$9.00 for lunch, and \$15.00 for dinner. The auditor's office determines which meals are reimbursable based on the departure and return times indicated on the travel expense form. Meal receipts are required for extradition travel.~~

~~10.065 — Incidental Expenses~~

~~Employees or officials will be reimbursed for the actual cost of the following incidental expenses incurred during travel: car rentals, taxi, parking fees, and bus fares. Mileage will be paid for 2 round trips to the Robert Mueller Airport in lieu of airport parking fees as long as the total does not exceed the cost of parking at the airport. A reasonable amount of tips will be reimbursed (15%).~~

~~10.066 — Expense Report~~

~~Employees or officials filing an expense report for reimbursement will use the county's authorized travel reimbursement form. This report must be approved and signed by the employee's supervisor and the employee prior to submission to the county auditor's office for payment. The travel form must be properly filled out and accompanied by all necessary receipts and filed with the county auditor no later than 30 days after the last day of travel. Requests submitted after that date will not be reimbursed unless the Commissioners Court grants an exception to this policy.~~

~~10.067 — Travel Expenses in Contracts~~

~~When entering into contracts where the county reimburses out-of-pocket expenditures for travel, contracts should contain reimbursement provisions that are no greater than the reimbursement provisions allowed for regular county employees:~~

- ~~(1) — Meals: \$30 per day~~
- ~~(2) — Lodging: not to exceed \$89.00 single occupancy or \$99.00 double occupancy per day~~
- ~~(3) — Mileage: \$.28 per mile~~

Chapter 92. County Parks¹

Subchapter B. Park Hours

92.025 ~~Day Use Parks with Seasonal Hours²~~

Park	Sept 10-Oct 3	Nov 1-Dec 28	Mar 1-Apr 30	May 1-Sept 9
Hamilton Pool Preserve	9 AM - 6 PM	9AM-6PM	9AM-6PM	9 AM- 6 PM
Richard Moya Park	7 AM- 8 PM	7 AM- 7 PM	7 AM- 8 PM	7 AM- 9 PM
Webberville Park	7 AM- 8 PM	7 AM- 7 PM	7 AM- 8 PM	7 AM- 9 PM
Tom Hughes Park	9 AM-7:30 PM	9 AM- 6 PM	9 AM-7:30 PM	9 AM- 9 PM
Hippie Hollow Park	9 AM-7:30 PM	9 AM- 6 PM	9 AM-7:30 PM	9 AM- 9 PM

92.026 ~~Other Day Use parks³~~

Other Day Use Parks	Hours
Allen Park	Sunrise to Sunset
Ben E. Fisher Park	Sunrise to Sunset
Fritz Hughes Park	Sunrise to Sunset Sep 16-Apr 14; 6:00 AM - 10:00 PM Apr 15-Sep 15
Bob Wentz Park at Windy Point	9:00 AM-9:00 PM
Little Webberville Park	Sunrise to Sunset
Loop 360 Boat Ramp*	Sunrise to Sunset

¹ Chapter 92 was adopted by Travis County Commissioners Court 3/28/1995, Item #3.

² Park hours changed in 2008; however, Chapter 92 was not updated to reflect the changes.

³ Park hours changed in 2008; however, Chapter 92 was not updated to reflect the changes.

Mary Quintan Park	Sunrise to Sunset Sep 16-Apr 14; 6:00 AM - 10:00 PM Apr 15-Sep 15
Selma Hughes Park	Sunrise to Sunset Sep 16-Apr 14; 6:00 AM - 10:00 PM Apr 15-Sep 15
Windmill Run Park	Sunrise to Sunset

~~*Offers 24 hour boat access~~

~~**92.027 — Camping Parks⁴**~~

~~The camping parks are open all year from sun up until 9:00 PM for day use visitors and 24 hours for campers only. The following parks offer camping: Arkansas Bend Park, Cypress Creek Park, Dink Pearson Park, Mansfield Dam Park, Pace Bend Park, Sandy Creek Park,~~

~~**92.028 — Sports Facilities — Day Use Only (closed December 15 through February 15)⁵**~~

Park	Weekend • Holidays	Weekdays
Del Valle Softball Complex	8 AM - 10:30 PM	12:00 PM - 1:0:30 PM
Richard Moya Softball Fields	8 AM - 10:30 PM	12:00 PM - 10:30 PM

~~**Subchapter C. Park Fees**~~

~~**92.029 — Fees⁶**~~

~~(a) The following table shows fees for the following parks (Day use only parks noted by asterisk):~~

- ~~Arkansas Bend Park~~
- ~~Bob Wentz Park at Windy Point*~~
- ~~Cypress Creek Park~~
- ~~Hamilton Pool Preserve*~~
- ~~Hippie Hollow Park*~~
- ~~Mansfield Dam Park~~
- ~~Pace Bend Park~~
- ~~Sandy Creek Park~~
- ~~Tom Hughes Park*~~

⁴ Park hours changed in 2008; however, Chapter 92 was not updated to reflect the changes.

⁵ Park hours changed in 2008; however, Chapter 92 was not updated to reflect the changes.

⁶ Park Fees changed in 2010; however, Chapter 92 was not updated to reflect the changes.

Type of Permit	Fee
Day Permit (per vehicle)	\$5.00
Pedestrian/Bicyclist	\$2.00
Primitive Camping (per vehicle)	\$10.00
Improved Camping at Pace Ben(per vehicle)	\$15.00
Annual Day Permit (per vehicle)	\$50.00
Duplicate Annual Permit (per vehicle)	\$20.00*
Pedestrian/Bicycle Annual (per vehicle)	\$25.00**
Night Dive Permit (per vehicle)	\$15.00#
Lone Star Pass	Free to ages 62 or older
Overnight Camping for Lone Star or Annual Permit Holders	\$5.00 if in a vehicle with permit
Lone Star Veteran Pass	Free to US veterans with at least 60% service related disability
Camping for Lone Star Veterans	Free if in vehicle with permit.

* — Requires proof of purchase/ownership of original annual permit.

** — Requires presentation of permit and identification upon entering the park.

— Requires proof of diver certification.

~~(b) — The following charts designate fees for the fields and concession stands:
Saturdays, Sundays, and Holidays (Daily Fees)~~

Richard Moya	Total Fee	Amount Due at Time of Reservation	Remainder Due at Least 6 Working Days Prior to Event
1 Field, No Concession	\$40.00	\$20.00	\$20.00
2 Fields, No Concession	\$80.00	\$40.00	\$40.00
1 Field + Concession	\$70.00	\$50.00	\$20.00
2 Fields + Concession ("All + C")	\$110.00	\$70.00	\$40.00
Concession Alone	\$30.00	\$30.00	paid in full when reservation is made
Del Valle Softball Complex	Total Fee	Amount Due at Time of	Remainder Due at Least 6
1 Field, No Concession	\$40.00	\$20.00	\$20.00
2 Fields, No Concession	\$80.00	\$40.00	\$40.00
3 Fields, No Concession	\$120.00	\$60.00	\$60.00
1 Field + Concession	\$70.00	\$50.00	\$20.00
2 Fields + concession	\$110.00	\$70.00	\$40.00
3 Fields + concession	\$150.00	\$90.00	\$60.00
Concession alone	\$ 30.00	\$30.00	Paid in full when reservation is made.

~~Fee for extended use of the lights and fields beyond 10:30 p.m. is \$5 per field per half hour.~~

~~(c) — Weekdays — For play on any field on a week day, payment in full is due at the time of the reservation. The fee for the concession stand is \$15.00 for a weekday. The fee schedule for weekday field use follows:~~

Any Field	Prepared (Dragged, Bases, Lined)	Unprepared (Dragged only)
2.5 hours	\$10.00 per field	\$5.00 per field
5 hours	\$20.00 per field	\$10.00 per field