



Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014

Prepared By: Gayla Dembkowski **Phone #:** (512) 854-7642

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

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

Sponsoring Court Member: Commissioner Daugherty, Precinct Three

AGENDA LANGUAGE: Receive comments regarding a request for street name assignments for several private roads at Highland Lakes Camp and Conference Center outside Pace Bend Park in Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

The City County Addressing Team has been requested to name easements on the site of a lake camp. There are 14 names that have been approved by 911 Addressing. The names are Abundant Grace Cove, Boat Launch Loop, Clydes Shop Road, Fun Loop, Highland Camp Road, Independence Chapel Road, Lower Recreation Road, Mud Trail, Praise Circle, Prayer Garden Court, Quonset Hut Loop, Servants Loop, Tabernacle Road, and Well House Place. A fee of \$470.00 has been paid.

STAFF RECOMMENDATIONS:

Staff recommends assigning names to the private easements for better emergency response.

ISSUES AND OPPORTUNITIES:

Addresses will be assigned for better emergency response.

FISCAL IMPACT AND SOURCE OF FUNDING:

None. Street signs are the responsibility of the property owner.

ATTACHMENTS/EXHIBITS:

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:

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1101 - Development Services Long Range Planning-



Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014

Prepared By: Mickey Roberts **Phone #:** (512) 854-6613

Division Director/Manager: Jon White, Division Director NREQ

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

Sponsoring Court Member: County Judge Samuel T. Biscoe

AGENDA LANGUAGE: Consider and take appropriate action on a proclamation recognizing April 22, 2014 as Earth Day in Travis County.

BACKGROUND/SUMMARY OF REQUEST:

This request is for approval and adoption of a proclamation in support of Earth Day, 2014. Earth day was established in 1970 and is held annually as a worldwide demonstration in support of environmental protection.

STAFF RECOMMENDATIONS:

Staff recommends approval.

ISSUES AND OPPORTUNITIES:

This proclamation is an opportunity to promote Earth Day in conjunction with governing bodies and organizations worldwide. In addition, the proclamation supports the desire of Travis County to nurture a sustainable culture within the organization and among its constituents.

FISCAL IMPACT AND SOURCE OF FUNDING:

None

ATTACHMENTS/EXHIBITS:

Proclamation

REQUIRED AUTHORIZATIONS:

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

CC:

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Travis County Commissioners Court



Proclamation

WHEREAS, the global community faces enormous challenges due to the impacts of pollution, environmental degradation, food and water shortage, and climate change;

WHEREAS, protection, preservation, and conservation of our natural resources and environment is vital to the sustainability of our planet and its citizens;

WHEREAS, all people, regardless of race, income, gender, or location deserve to live in a healthy and sustainable environment;

WHEREAS, healthy urban and rural communities are an integral part of a sustainable Travis County;

WHEREAS, on April 22, 2014 over 1 billion people in 190 countries will celebrate Earth Day to encourage a sustainable future for all inhabitants of Earth;

WHEREAS, Travis County desires to recognize April 22, 2014 as Earth Day, by proclamation, to encourage a culture of sustainability, education, natural resource conservation, and healthy communities within the organization and among its constituents; and

NOW, THEREFORE, BE IT PROCLAIMED the members of the Travis County Commissioners Court, hereby honor the date of April 22, 2014 in recognition of Earth Day in the County of Travis.

Introduced, read, and passed on this 8th day of April, 2014.

SAMUEL T. BISCOE
County Judge

RON DAVIS
Commissioner, Precinct One

BRUCE TODD
Commissioner, Precinct Two

GERALD DAUGHERTY
Commissioner, Precinct Three

MARGARET J. GÓMEZ
Commissioner, Precinct Four



Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014
Prepared By/Phone Number: Brian Quillen, Student Attorney
Domestic Violence Clinic
University of Texas School of Law
972-955-6557

Daniel Williams and Amanda Addison
Human Rights Clinic
University of Texas School of Law

Rebecca Bennie
Legislative Lawyering Clinic
University of Texas School of Law

Kirsha Haverlah, Government Relations
Office of the Constable, Precinct 5
512-854-9101

Elected/Appointed Official/Dept. Head: Carlos Lopez
Constable, Precinct 5

Commissioners Court Sponsor: Samuel T. Biscoe
Travis County Judge

AGENDA LANGUAGE:

APPROVE RESOLUTION IN SUPPORT OF TRAVIS COUNTY'S PARTICIPATION ON THE HUMAN RIGHTS SUBCOMMITTEE AND APPOINTING MEMBERS OF THE AUSTIN/TRAVIS COUNTY FAMILY TASK FORCE AS TRAVIS COUNTY'S REPRESENTATIVE ON THE SUBCOMMITTEE.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached resolution and policy brief.

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

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

WHEREAS, the Travis County Commissioners Court seeks to enhance the public welfare by declaring that freedom from domestic violence is a fundamental human right;

WHEREAS, the Center for Disease Control has estimated that one in four women in the United States and one in seven men in the U.S. experience severe physical violence by an intimate partner;

WHEREAS, in 2011, the Inter-American Commission on Human Rights found in *Jessica Lenahan (Gonzales) v. United States* that the United States' failure to protect women from gender-based violence constitutes discrimination and a human rights violation and urged the United States to enact law and policy reforms at all levels to protect survivors of domestic violence;

WHEREAS, the United Nations has recognized domestic violence as a human rights issue;

WHEREAS, the Texas Department of Public Safety reports that the total number of family violence incidents in Texas in 2012 was 188,992, a 6.2 percent increase from the total number of family violence incidents in Texas in 2011;

WHEREAS, the Texas Department of Public Safety reports that the total number of family violence incidents in Travis County in 2012 was 8,893, a 14.3 percent increase from the total number of family violence incidents in Travis County in 2011;

WHEREAS, the United Nations Special Rapporteur on Violence Against Women has stated that "violence against women is the most pervasive human rights violation" and that responses to violence should recognize human rights as a premise;

WHEREAS, the United Nations Special Rapporteur on Violence Against Women has urged the United States to reassess laws and policies for protecting domestic violence survivors;

WHEREAS, survivors of domestic violence have the fundamental right to be free from torture and cruel, inhuman, or degrading treatment;

WHEREAS, the Texas Constitution provides that a crime victim has the "right to be reasonably protected from the accused throughout the criminal justice process";

WHEREAS, law enforcement, city and local agencies, courts and other local government entities are charged with protecting those who suffer cruelty, oppression, and violence;

WHEREAS, survivors of domestic violence face many challenges, some of which directly or indirectly relate to services provided by Travis County;

WHEREAS, the Austin/Travis County Family Violence Task Force was created in 1989 by community leaders, including the Travis County Sheriff's Office, Travis County Judges, the District and County Attorney's offices, and the Austin Police Department and Municipal Court Judges, in order to help identify and implement improvements in system response to domestic violence and sexual assault through education and policy development;

WHEREAS, the Austin/Travis County Family Violence Task Force has created a Sub-Committee on Human Rights;

WHEREAS, the Austin/Travis County Family Violence Task Force has partnered with the University of Texas School of Law's Domestic Violence Clinic, which enables students to assume semester-long projects in order to advocate for the rights of domestic violence survivors; and

WHEREAS, the recognition that domestic violence is a human rights issue will raise public awareness and encourage family-violence education in communities.

NOW, THEREFORE, WE, THE TRAVIS COUNTY COMMISSIONERS COURT, DO HEREBY RESOLVE:

- THAT THE COUNTY RECOGNIZES THAT DOMESTIC VIOLENCE IS A HUMAN RIGHTS CONCERN;
- THAT THE COUNTY DECLARES THAT FREEDOM FROM DOMESTIC VIOLENCE IS A FUNDAMENTAL HUMAN RIGHT;
- THAT THE COUNTY WILL INCORPORATE THESE PRINCIPLES INTO THEIR POLICIES AND CONTINUE TO SECURE THIS HUMAN RIGHT ON BEHALF OF ITS RESIDENTS;

- THAT THE COUNTY WILL APPOINT THE AUSTIN/TRAVIS COUNTY FAMILY VIOLENCE TASK FORCE TO IDENTIFY THE GAPS AND BARRIERS IN THE COUNTY'S SERVICE DELIVERY TO SURVIVORS OF DOMESTIC VIOLENCE;
- THAT THE COUNTY EXPECTS THE AUSTIN/TRAVIS COUNTY FAMILY VIOLENCE TASK FORCE TO PROVIDE A BIENNIAL REPORT FOR THE NEXT SIX YEARS ON THE CHALLENGES FACED BY SURVIVORS OF DOMESTIC VIOLENCE AND RECOMMENDATIONS ON HOW TO IMPROVE SERVICES TO THOSE SURVIVORS, WITH A REPORT DEDICATED TO LAW ENFORCEMENT AND PROBATION, MENTAL AND PHYSICAL HEALTHCARE, AND CRIMINAL PROSECUTION, RESPECTIVELY;
- THAT THE COUNTY WILL COOPERATE WITH THE AUSTIN/TRAVIS COUNTY FAMILY VIOLENCE TASK FORCE IN THE COMPILATION OF ITS REPORTS.

SIGNED AND ENTERED THIS ____ DAY OF APRIL, 2014.

SAMUEL T. BISCOE
COUNTY JUDGE

RON DAVIS
COMMISSIONER, PRECINCT 1

BRUCE TODD
COMMISSIONER, PRECINCT 2

GERALD DAUGHERTY
COMMISSIONER, PRECINCT 3

MARGARET J. GÓMEZ
COMMISSIONER, PRECINCT 4

Freedom From Domestic Violence as a Fundamental Human Right

The University of Texas School of Law Human Rights Clinic in Association with the Domestic Violence Clinic, the Legislative Lawyering Clinic, and the Austin/Travis County Family Violence Task Force

Executive Summary

The University of Texas School of Law Human Rights Clinic, in conjunction with the Domestic Violence Clinic, the Legislative Lawyering Clinic and the Austin/Travis County Family Violence Task Force are proposing a resolution at the City and County levels that will declare freedom from domestic violence to be a fundamental human right. This resolution will provide a unified philosophical approach to domestic violence services in the Austin/Travis County community, and includes a call to action, which ensures practical measures will be taken to improve current procedures for protecting and providing support to those affected by domestic violence. Acknowledgement that freedom from domestic violence is a human right creates a duty on the part of city and county officials to take affirmative action to protect their citizens from domestic violence.

Domestic violence is the leading cause of injury to women in the U.S. between 15-44. Domestic violence also disproportionately affects minority women. Black women are 35% more likely to experience domestic violence than white women, and 39% of Texas Hispanic Women experience severe abuse in their lifetime. In 2012, 198,366 family violence incidents were recorded in Texas and increased 11.5% from 2011. In 2012, 8,893 family violence incidents occurred in Travis County. In 2012, 114 Texas women were killed as a result of family violence. In 2010 and 2011, domestic violence was a factor in 29% of homicides in Travis County.

Town of Castle Rock, Colorado v. Gonzales was a significant domestic violence case where the United States Supreme Court found that the town of Castle Rock's failure to enforce Jessica Lenahan's restraining order against her ex-husband, resulting in the murder of her three daughters, did not violate her constitutional right to due process. A report by the Inter-American Commission on Human Rights found that the United States, due to Castle Rock's failure to enforce her restraining order, violated several of Lenahan and her daughters' fundamental human rights. This case has been instrumental in sparking a nationwide movement whereby communities are declaring freedom from domestic violence to be a fundamental human right.

The international human rights community, including the United Nations, has acknowledged that freedom from domestic violence is a human right. As such, domestic violence is not a private matter and public authorities should act with due diligence to prevent, protect against and eradicate such violence. Moreover, acts of domestic violence violate other fundamental rights including the right to life, the right to freedom from torture and cruel, inhuman, and degrading treatment, the right to non-discrimination, and the right to judicial remedies.

Other cities and counties have acknowledged that domestic violence abrogates these rights and have passed resolutions similar to the resolution being proposed in Austin and Travis County. The proposed resolution takes the declaration a step further and includes a call to action that ensures practical and quantifiable results. By passing this resolution the City and County will be in a better position to provide more effective support for those affected by domestic violence and have taken a crucial step towards eradicating domestic violence in our community.

I. Introduction

Domestic violence is a longstanding and persistent problem around the globe. Often, domestic violence is treated as a private matter, which isolates and alienates victims.¹ One important step Austin and Travis County can take towards curtailing and eventually eradicating domestic violence is to declare freedom from domestic violence to be a fundamental human right. Reframing the epidemic of domestic violence as a human rights violation removes the issue from the private sphere and sheds public light on the widespread impact of domestic violence. Not only will this alter societal perception of domestic violence, but it provides a unified philosophical approach to domestic violence in Austin and Travis County. This has the power to prompt improvement in the effectiveness of current procedures for protecting and providing support for victims.

II. Why Should Freedom from Domestic Violence Be Declared a Human Right?

The first step in acknowledging freedom from domestic violence as a fundamental human right is to understand the meaning of the term “human rights.” At their core, human rights are the recognition of “the inherent dignity” and “the equal and inalienable rights of all members of the human family.”² Put in plain language, human rights are the immutable rights all human beings possess simply for being human. The Universal Declaration of Human Rights codifies various fundamental human rights, including the right to life, the right to non-discrimination, the right to freedom from torture and cruel, inhuman or degrading treatment, and the right to judicial remedies.^{3 4} Further, the United Nations has specifically deemed freedom from domestic violence to be a fundamental human right.⁵

A well-known domestic violence case brought the United States' failure to effectively enforce restraining orders, and how it relates to constitutional and human rights, into the international spotlight. In *Town of Castle Rock, Colorado v. Gonzalez*, Jessica Lenahan, a victim of domestic violence, had obtained a protective order against her ex-husband from a Colorado state trial court in 1999.⁶ Her case was eventually appealed to the United States Supreme Court,⁷ which held that Lenahan did not have a constitutional right to enforcement of the protective order. Given this lack of protection, Lenahan took her case to the Inter-American Commission on Human Rights (IACHR),⁸ who issued a report.⁹ The IACHR report found that the State failed to "act with due diligence" to enforce the restraining order against her ex-husband, thereby violating several human rights obligations that the U.S. had assumed.¹⁰ Although many analogous cases exist, this one is particularly relevant because it exemplifies the United States' refusal to recognize the State's failure at the federal, state and local level to act with due diligence in cases of domestic violence.

Just one month after Lenahan procured a restraining order, her ex-husband kidnapped her three daughters while they were playing in front of the house.¹¹ Over the next eight hours Lenahan repeatedly made contact with the Castle Rock Police department, informed them of her restraining order, requested their assistance in locating her daughters and expressed her fears about her ex-husband.¹² The Castle Rock Police department responded in a disorganized, fractured, ill-trained and ineffective manner and failed to find or actively search for her children.¹³ At 3:20 a.m. that morning, her ex-husband drove to the police department where he exchanged gunfire with officers and was killed.¹⁴ The three daughters were found dead in the back of his truck.¹⁵

Lenahan filed suit against the town of Castle Rock, Colorado, alleging that the failure of local and municipal police officers to effectively enforce her restraining order violated the Due Process Clause of the Fourteenth Amendment to the United States Constitution.¹⁶ The Supreme Court reversed the Tenth Circuit Court of Appeals, who held that Lenahan was deprived of due process and voiced concerns that “police never ‘heard’ nor seriously entertained her request to enforce and protect her interests in the restraining order.”¹⁷ The United States Supreme Court instead held that failure to enforce the restraining order did not violate the Due Process Clause because Lenahan did not have “a property interest in police enforcement of the restraining order.”¹⁸

The case was brought to the Inter-American Commission on Human Rights, who found that “the State failed to act with due diligence to protect” Lenahan and her daughters from domestic violence.¹⁹ The Commission asserted that the U.S. violated its “obligation not to discriminate and to provide for equal protection before the law . . . failed to undertake reasonable measures to prevent the death[s] . . . in violation of the right to life . . . and the [U.S.] violated the right to judicial protection of Jessica Lenahan and her next-of-kin.”²⁰ The obligation of non-discrimination extends “to the prevention and eradication of violence against women, as a crucial component of the State’s duty to eliminate both direct and indirect forms of discrimination.”²¹ “The protection of the right to life is a critical component of a State’s due diligence obligation to protect women from acts of violence,” as is the duty to scrupulously protect female children.²²

Not only is the right to life violated by acts of domestic violence, but often such acts involve cruel and degrading treatment, not only in the form of physical abuse, but also through withholding of financial access, emotional abuse, and sexual abuse.²³ Such treatment violates various other basic human rights. For instance, the UN Special Rapporteur on torture and other

cruel, inhuman or degrading treatment or punishment has drawn a parallel between domestic violence and acts of torture.²⁴ The report emphasized the element of powerlessness, which is present in both domestic violence and torture.²⁵ The Special Rapporteur defined powerlessness as “the intention to keep the victim in a permanent state of fear based on unpredictable violence by seeking to reduce the person to submission and destroy his/her capacity for resistance and autonomy”²⁶

The Commission’s report went on to declare “. . . all States have a legal obligation to protect women from domestic violence: a problem widely recognized by the international community as a serious human rights violation and an extreme form of discrimination.”²⁷ It said that, “Even though the Commission recognizes the legislation and programmatic efforts of the United States to address the problem of domestic violence, these measures had not been sufficiently put into practice in the present case.”²⁸ The U.S. has a responsibility to “act with due diligence to prevent, investigate, sanction and offer reparations for acts of violence against women . . . [and enact] measures to prevent and respond to the discrimination that perpetuates the problem.”²⁹

As the *Lenahan* case indicates, acts of domestic violence disproportionately affect women. The International Covenant on Civil and Political Rights (ICCPR) guarantees the right to non-discrimination by requiring states to provide equal protection of the law.³⁰ The United States has ratified the ICCPR. Moreover, Article 50 of the ICCPR dictates that all provisions of the covenant shall extend to all parts of federal States.³¹ Accordingly, individual States, counties and cities, within the United States have a duty under the ICCPR to prevent discrimination against women.

A systematic failure to exercise due diligence in protecting women from domestic violence is, in essence, a failure to provide equal protection, and therefore a violation of the right of non-discrimination. Such a systematic breakdown was evident in the government's failure to adequately enforce a protective order in the *Lenahan* case.³² As that case shows, the failure to exercise due diligence in connection with domestic violence plays a key role in many tragedies that occur and can lead to violations of the fundamental right to life.³³

The *Lenahan* case highlights the need for local entities at the city and county level to provide a coordinated, prepared and swift response in similar situations. In its report on the *Lenahan* case, the Commission notes the failure of the Castle Rock Police Department to take Lenahan's report of her missing daughters seriously enough.³⁴ Rather than assuming the girls were alright because they were with their father, the Commission states that authorities receiving missing persons reports must be aware of the "connection between domestic violence and fatal violence . . . perpetrated by parents," and that they must "understand the seriousness of the phenomenon of violence perpetrated against [children and partners], and act immediately."³⁵ The Commission goes on to state that it knows of no "protocols and/or directives that were in place to guide the police officers at hand on how to respond to reports of missing children in the context of domestic violence" at the Castle Rock Police Department.³⁶

The non-enforcement of Lenahan's protective order represents a violation of her right to access to judicial remedies. The 2013 Annual Report to the UN General Assembly, the Special Rapporteur on violence against women noted several impediments to judicial remedies for those affected by domestic violence.³⁷ The Special Rapporteur wrote, "Courts rarely have the required levels of specialization in respect to violence against women cases."³⁸ Moreover, the report states, "Judicial practices frequently do not reflect an understanding of the dynamics of domestic

violence nor sensitivity to victims of long-term, repeated violence.”³⁹ Thus, even when the courts are open to those affected by domestic violence, lack of judicial familiarity with the nuances of domestic violence cases may keep individuals from accessing those judicial remedies.

In *Lenahan*, the Commission re-iterated its “principle that the ability of victims of violence against women to access judicial protection and remedies includes ensuring clarification of the truth of what happened.”⁴⁰ The Commission recommended that reparations be awarded *Lenahan* and that a full investigation of her daughters’ deaths as well as the “systemic failures” on the part of the police be performed.⁴¹ The Commission also recommended legislative reform, or the adoption of new legislation at state and federal levels, to make the enforcement of protection and other similar orders compulsory.⁴² It urged that such legislation be attended by sufficient resources for implementation, “regulations to ensure their enforcement; training programs for the law enforcement and justice system officials . . . ; and the design of model protocols and directives that can be followed by police departments.”⁴³ Lastly, the Commission proposed the enactment of programs and policies aimed at shifting the philosophy behind the way public officials approach domestic violence, so as to promote the eradication of stereotypes and discrimination that prevent effective protection against domestic violence on an institutional level.⁴⁴ This case demonstrates the need for decisive action at the local level and has, in part, sparked a movement across the nation whereby communities are taking action to ensure that protection from domestic violence is considered a fundamental human right at home and to prevent tragedies like the *Lenahan* case from occurring again.

II. Local Domestic Violence Issues

Domestic violence disproportionately affects women worldwide. It is the leading cause of injury to women in the United States between the ages of 15 and 44.⁴⁵ The effects of domestic violence in the United States are cyclical and long-term: boys who witness domestic violence are twice as likely to become offenders and 50% of girls who grow up in an abusive home will experience domestic violence again in the future.⁴⁶ Domestic violence is financially harmful as well. According to the Hope Alliance, the United States loses an estimated \$727.8 million annually in productivity due to domestic violence, resulting in “almost 100,000 days of hospitalization, almost 30,000 emergency room visits, and almost 40,000 visits to a physician.”⁴⁷ Family violence costs the United States \$5 to \$10 billion each year in police and court costs, medical expenses, sick leave, absenteeism, shelters and foster care.⁴⁸

Domestic violence disproportionately affects minority women.⁴⁹ Between 1993 and 1998, American black females “experienced intimate partner violence at a rate 35% higher than that of white females, and about 22 times the rate of women of other races.”⁵⁰ A 2002 study by the Texas Council on Family Violence found that 36% of Texas Hispanic women reported experiencing severe abuse in their lifetime.⁵¹ Jessica Lenahan is an Hispanic woman, and the IACHR’s report takes special note of “a historical problem with the enforcement of protection orders; a problem that has disproportionately affected . . . ethnic and racial minorities.”⁵²

Family violence is defined under the Texas Family Code as “an act by a member of a family or household against another member that is intended to result in physical harm, bodily injury, assault, or a threat that reasonably places the member in fear of imminent physical harm.”⁵³ In 2012, 198,366 family violence incidents were recorded in Texas, an 11.5% increase from 2011.⁵⁴ Only 36,831 of Texas adults who experienced domestic violence, however, received nonresidential services such as legal advocacy or counseling.⁵⁵ In 2012, 114 Texas

women were killed as a result of family violence.⁵⁶ Damage caused by domestic violence also extends beyond the people involved in domestic disputes. “In 2011, 287 Texas law officers were assaulted while responding to family violence calls.”⁵⁷

The Texas Department of Public Safety reports that 8,893 family violence incidents occurred in Travis County in 2012, 8,102 of which were handled by the Austin Police Department.⁵⁸ In November of 2011, the *Austin American-Statesman* published an article addressing the rise in domestic-violence related deaths and the increase in demand for domestic violence-related services in the Austin area.⁵⁹ The *Statesman* reported, “In 2010 and so far in 2011, domestic violence was a factor in 29 percent of homicides in Travis County.”⁶⁰

These statistics highlight the severity of domestic violence at the local level and underscore the need for definitive action addressing the issue.

III. Bringing the Human Rights Perspective to Combatting Domestic Violence in Austin

Domestic violence is a worldwide epidemic that also affects the Austin and Travis County community. The University of Texas School of Law Human Rights Clinic, in conjunction with the Domestic Violence Clinic, the Legislative Lawyering Clinic and the Austin/Travis County Family Violence Task Force are proposing a resolution at the City and County levels that will serve to re-conceptualize domestic violence as a human rights issue. Taking this step will benefit our community both symbolically and practically.

The Cincinnati City Council (OH), the Baltimore City Council (MD), the Miami-Dade County Board of Commissioners (FL), city and county officials in Albany (NY), and city and county officials of Montgomery (AL) have all passed resolutions declaring freedom from domestic violence to be a Human Right.^{61 62} In passing these resolutions, each of these local

government entities has taken an admirable step to thrust the often alienating and isolating issue of domestic violence into the public forum. In addition, such a resolution can serve as a catalyst for further discussion and the improvement of support and protection for domestic violence victims. The resolution proposed in Austin and Travis County is unlike the resolutions passed in other cities because it includes a call to action, which ensures practical measures will be taken to improve the domestic violence situation in Austin and Travis County. This call to action is an embodiment of the goals of this resolution.

There will be at least two symbolic benefits from passing the proposed resolution. First, the resolution will serve as a positive symbol for all those members of our community that are, or have been, affected by domestic violence. These persons will know that their local government is taking steps to protect them and prevent future acts of domestic violence. Second, reframing the problem as a human rights issue removes domestic violence from the private sphere and acknowledges that it is a societal problem requiring a societal solution.

Practically, the resolution will take affirmative steps to improve the domestic violence situation in Austin and Travis County. Passing the resolution is the first of a two-tiered interaction between the local government and its citizens. Once the resolution is passed, the city and county will have acknowledged that freedom from domestic violence is a human right. Upon acknowledging this right, it becomes the duty of the city and county to take affirmative action to protect their citizens from domestic violence.

Additionally, the resolution will provide the city and county with a new and unified approach to working with those affected by domestic violence. For the most part, each service provider currently employs their own preconceived notions when confronted with domestic

violence issues. These individual perspectives are not always ideal for working with those affected by domestic violence because these conceptions often do not fully grasp the complexities of the situation, frustrating cooperation between different service providers. Once passed, the city and county will be able to point to the resolution and the human rights standards articulated therein as the official and unified perspective from which to approach domestic violence. This will ensure that all individuals affected by domestic violence receive the same standard of care from all city and county service providers. Moreover, future domestic violence policies can be built around this framework.

IV. Recommendations

While other municipalities have adopted similar resolutions in recent years, those resolutions do not go beyond recognizing that freedom from domestic violence is a human right. The declaration is a key aspect of the resolution proposed in Austin and Travis County. This resolution, however, goes further and includes a call to action ensuring that the effects of the Austin and Travis County resolutions are quantifiable. Once successfully implemented, the call to action and resolution will potentially spread to other communities, positioning Austin and Travis County as regional leaders in this growing movement.

Had such a resolution, including the call to action, been adopted by the city of Castle Rock, Jessica Lenahan's story may not have ended tragically. A resolution like the one proposed to Austin and Travis County could have provided a more comprehensive philosophy for addressing domestic violence in Castle Rock. It might have better prepared police to understand the serious connection between domestic and fatal violence, to understand the need to act immediately, and might have resulted in better-established protocols for police to follow in that

situation. Had local law enforcement been armed with the knowledge that freedom from domestic violence is a human right, Lenahan's pleas for help may not have fallen upon deaf ears.

Because of this we recommend that, at a minimum, Austin and Travis County:

1. Adopt the proposed resolution and declare freedom from domestic violence to be a fundamental human right, both at the City and County levels.
2. Carry out, at the City and County level, the call to action contained within the resolution, and appoint a single task force to review and audit the current practices of government in working with those affected by domestic violence.
3. Review, implement, and ensure compliance with the recommended changes to current practices, once the results of the audit have been received.

¹ Cheryl Hanna, *No Right to Choose: Mandated Victim Participation in Domestic Violence Prosecutions*, 109 Harv. L. Rev. 1849, 1883 (1996).

² Universal Declaration of Human Rights, G.A. Res. 217 (III) A, U.N. Doc. A/RES/217 (III) (Dec. 10, 1948).

³ *Id.*

⁴ It must be noted that the U.S. was instrumental in passing the UDHR and moreover, the UDHR represents customary law, or law built upon the ubiquitous international custom.

⁵ See Declaration on the Elimination of Violence Against Women, G.A. Dec. 48/104, U.N. Doc. A/RES/48/104 (Dec. 20, 1993).

⁶ *Town of Castle Rock, Colo. v. Gonzales*, 545 U.S. 748, 751--52 (2005).

⁷ *Castle Rock* at 748.

⁸ A principal, autonomous body of the Organization of American States (OAS), the IACHR derives its mandate from the OAS Charter and the American Convention on Human Rights. The Inter-American Commission has a mandate to promote respect for human rights in the region and acts as a consultative body to the OAS in this matter. The Commission is composed of seven independent members who are elected in an individual capacity by the OAS General Assembly and who do not represent their countries of origin or residence.

⁹ Jessica Lenahan (Gonzales) et al. *United States*, Case 12.626, Inter-Am. Comm'n H.R., Report No. 80/11 (2011) at

http://www.utexas.edu/law/clinics/humanrights/docs/IACHR_Jessica_Lenahan_Report.pdf

¹⁰ *Jessica Lenahan (Gonzales) et al. United States*, ¶160-65, 196.

¹¹ *Castle Rock* at 753.

¹² *Id.* at 753--54.

¹³ *Id.*

¹⁴ *Id.* at 754.

¹⁵ *Id.*

¹⁶ *Id.* at 751.

¹⁷ *Id.* at 755.

¹⁸ *Id.* at 768.

¹⁹ Jessica Lenahan (Gonzales) et al. United States, Case 12.626, Inter-Am. Comm'n H.R., Report No. 80/11, ¶199 (2011).

²⁰ *Id.*

²¹ *Id.* at ¶120.

²² *Id.* at ¶128–29.

²³ Bharani N., Domestic Violence and Human Rights, International Research Journal of Social Sciences, Vol. 2(9) at 8 (Sept. 2013).

²⁴ Report of the UN Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment, Manfred Nowak, A/HRC/7/3 dated 15 January 2008.

²⁵ *Id.*

²⁶ *Id.*

²⁷ *Id.* at ¶162.

²⁸ *Id.* at ¶161.

²⁹ *Id.* at ¶126.

³⁰ International Covenant on Civil and Political Rights, Art. 26, 999 U.N.T.S. 171 (Dec. 16, 1966).

³¹ *Id.*

³² Jessica Lenahan (Gonzales) v. United States, Case No. 12.626, Inter-Am. C.H.R., Report No. 80/11 (2011).

³³ *Id.*

³⁴ *Id.* at ¶165.

³⁵ *Id.*

³⁶ *Id.*

³⁷ Report of the UN Special Rapporteur on violence against women, its causes and consequences, Rashida Manjoo, A/HRC/23/49 dated 14 May 2013.

³⁸ *Id.* at 16

³⁹ *Id.*

⁴⁰ *Id.* at ¶181.

⁴¹ *Id.* at ¶ 1–3.

⁴² *Id.* at ¶ 4–5.

⁴³ *Id.*

⁴⁴ *Id.* at ¶ 6.

⁴⁵ *Facts and Statistics*, Hope Alliance (2012), at <http://www.hopealliancetxt.org/education/facts-statistics/>.

⁴⁶ *Id.*

⁴⁷ *Id.*

⁴⁸ *Id.*

⁴⁹ *Domestic Violence Statistics*, American Bar Association at http://www.americanbar.org/groups/domestic_violence/resources/statistics.html.

⁵⁰ *Id.*

⁵¹ *Id.*

⁵² Jessica Lenahan (Gonzales) et al. United States, Case 12.626, Inter-Am. Comm'n H.R., Report No. 80/11, ¶161 (2011).

⁵³ *2012 Crime in Texas, Family Violence*, TEX. DEP'T OF PUB. SAFETY 34, <http://www.dps.texas.gov/crimereports/12/citCh5.pdf>

⁵⁴ *Id.*

⁵⁵ *Facts and Statistics*, The Texas Council on Family Violence at <http://www.tcfv.org/resources/facts-and-statistics>.

⁵⁶ *Facts and Statistics*, The Texas Council on Family Violence at <http://www.tcfv.org/resources/facts-and-statistics>.

⁵⁷ *Facts and Statistics*, Hope Alliance (2012), at <http://www.hopealliancetxt.org/education/facts-statistics/>.

⁵⁸ *Id.* at 43.

⁵⁹ *Id.*

⁶⁰ Claudia Grisales, *Domestic violence incidents increased since 2009, officials say*, 6AUSTIN AMERICAN-STATESMAN, Nov. 26, 2011, at <http://www.statesman.com/news/news/local/domestic-violence-incidents-increased-since-2009-o/nRhXf/>.

⁶¹ Human Rights in the U.S.: A Handbook for Legal Aid Attorneys, 4/22/13 version, 64, available at http://www.wcl.american.edu/humright/center/documents/13-04-22LHRLHandbook_FullDraft.pdf

⁶² A compilation of these resolutions is available at http://web.law.columbia.edu/sites/default/files/microsites/human-rights-institute/files/dv_memo.pdf



Travis County Commissioners Court Agenda Request

Meeting Date:

April 8, 2014

Prepared By/Phone Number:

Juanita Jackson 854-4467

Elected/Appointed Official/Dept. Head:

Sherri E. Fleming,
County Executive for Health and Human Services and Veterans Service

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action on a Request from the Community Action Network to Print 1000 Copies of their 2014 Community Dashboard Report.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Community Action Network's Community Dashboard provides an overview of social, health and well-being of Austin and Travis County. In this year's report, the Community Action Network aims to identify areas where collaborative action is needed. The Community Dashboard is updated annually and the CAN Community Council holds televised public forums regarding the indicators, updates on current conditions, and identifying work to be done. A copy of the 2013 report is attached and the finalized version of the 2014 report will be submitted in April 2014.

Travis County has been a longstanding partner in the Community Action Network.

STAFF RECOMMENDATIONS:

Staff recommends approval of this request

FISCAL IMPACT AND SOURCE OF FUNDING:

If this request is approved, the department projects the cost not to exceed \$3000. Travis County's Print Shop will be responsible for producing 1000

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

copies of the document in the form of a booklet, double-sided, in color. The report is still being prepared.

A budget transfer from cost center 1580540001 GL 511440 will be processed upon receipt of actual costs incurred by the Print Shop in fulfilling the request.

REQUIRED AUTHORIZATIONS:

Mary Etta Gerhardt, Assistant County Attorney
Leslie Browder, County Executive, Planning and Budget Office
Cyd Grimes, CPM, Travis County Purchasing Agent
Nicki Riley, CAP, CMA, Travis County Auditor
Patty Lennon, Financial Analyst, Travis County Auditor's Office
Aerin Toussaint, Analyst, Planning and Budget Office
Taylor Masters, Supervisor, Travis County Print Shop
Sherri Fleming, County Executive, HHSVS

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

March 26, 2014

CAN Partners

- Austin Chamber of Commerce
- Austin Community College
- Austin Independent School District
- Austin Travis County Integral Care
- Capital Metro
- Central Health
- City of Austin
- City of Pflugerville
- Community Justice Council
- Del Valle Independent School District
- Goodwill Industries of Central Texas
- Greater Austin Asian Chamber of Commerce
- Greater Austin Black Chamber of Commerce
- Greater Austin Hispanic Chamber of Commerce
- Huston-Tillotson University
- Interfaith Action Central Texas (iACT)
- Manor Independent School District
- One Voice Central Texas
- Seton Healthcare Family
- St. David's Foundation
- St. Edward's University
- Travis County
- United Way for Greater Austin
- University of Texas at Austin
- Workforce Solutions – Capital Area

Sherri Fleming
County Executive
Travis County HHS &VS
502 East Highland Mall Blvd.
Austin, TX 78752

Dear Sherri,

I am writing on behalf of CAN to request assistance in printing the **2014 CAN Community Dashboard Report**. CAN is a partnership of governmental, non-profit, private and faith-based organizations which leverage mutual resources to collectively improve social, health, educational and economic opportunities in our community. CAN's Dashboard, comprised of 17 key socio-economic indicators, provides a snapshot of our community's well-being and helps us identify what collaborative attention and action is needed.

In May 2014, CAN will release its fifth annual report, the **2014 CAN Community Dashboard Report** with:

- Updated data and trends for each indicator (where we stand)
- Agreed upon goals and targets (where we would like to be headed)
- Efforts to move Dashboard indicators in the right direction
- The addition of two new indicators: food security and college completion
- Major needs and challenges facing the community's safety net

This report will help enhance community awareness and inform policy-makers, agency leaders and staff, and community members on the progress being made to achieve a common vision of equity and opportunity for all.

The report is produced with guidance from the Dashboard Steering Committee which is comprised of experts across jurisdictions: education, health & human services, criminal justice, workforce development, transportation, homelessness, housing, mental health, early education and care, civic engagement, and other areas. The indicators, goals, and targets are approved by CAN's Board of Directors.

We are requesting 1,000 copies. CAN will email or deliver the document to the Travis County printing department on Wednesday, April 23rd. We would like to pick up the copies on or before Wednesday, May 7th. The following is a link to the 2013 Community Dashboard report: <http://www.cancommunitydashboard.org/files/CANCommunityDashboard2013.pdf>

This year we expect the report to be 28 pages.

We thank you for your support.



Vanessa Sarria,
CAN Executive Director
canatx.org/ (512) 470-7316





Community Dashboard 2013

key socioeconomic indicators
for Greater Austin & Travis County

TRACKING OUR PROGRESS TOGETHER

The greater Austin area is resilient and has emerged from the Great Recession with improvements on many socioeconomic fronts. Our community has mobilized action across disciplines and jurisdictions to confront significant demographic shifts and associated challenges. While most indicators on the Community Dashboard show improvement, there is much work still to be done to reach desired goals and targets and to address existing disparities.

community dashboard 2013

The Community Dashboard report and its companion website www.CANcommunitydashboard.org are produced by CAN. The CAN partners represent many of the agencies and organizations in Austin and Travis County that provide resources to enhance the social, health, educational and economic well-being of Central Texas.

The Community Dashboard provides an opportunity for CAN partner organizations and the community at large to check our progress on a set of key indicators each year. This fourth annual report also highlights organizations and collaborations that are taking the lead in moving each of the indicators in the right direction.



CAN

connect • convene • inform

CAN Partner organizations

- Austin Chamber of Commerce
- Austin Community College
- Austin Independent School District
- Austin Travis County Integral Care
- Capital City African American Chamber of Commerce
- Capital Metro
- Central Health
- City of Austin
- City of Pflugerville
- Community Justice Council
- Del Valle Independent School District
- Greater Austin Asian Chamber of Commerce
- Greater Austin Hispanic Chamber of Commerce
- Huston-Tillotson University
- interfaith Action of Central Texas
- Manor Independent School District
- One Voice Central Texas
- Seton Healthcare Family
- St. David's Foundation
- St. Edward's University
- Travis County
- United Way for Greater Austin
- University of Texas at Austin
- Workforce Solutions– Capital Area

mission

CAN is a partnership of governmental, non-profit, private and faith-based organizations which leverage mutual resources to collectively improve social, health, educational and economic opportunities in our community.

OUR COMMUNITY

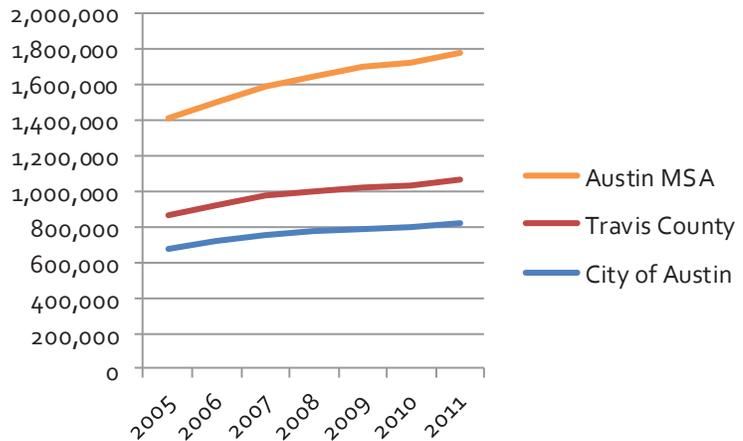
fast growth

Austin topped the Forbes' list of America's Fastest Growing Cities for the third year in a row in 2013. This ranking was based on population, employment, income and other data for the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA), which includes Bastrop, Caldwell, Hays, Travis and Williamson Counties.

The Texas State Data Center projects the population of the MSA will top 5 million by the year 2050, with Travis and Williamson Counties each reaching a population of about 2 million.

More than 71% of new growth in the Austin MSA from 2000 to 2010 was in suburban areas. This trend is expected to continue.

Total Population



Source: American Community Survey, 1-year Population Estimates

diversification

We live in a "no majority" community with no one racial or ethnic group comprising more than half of the total population. One-half of the Travis County population was White in 2011, according to the American Community Survey 1-Year Estimates, 34% were Hispanic, 8% were Black, 6% were Asian and 2% were Other. The largest growth has been in the Hispanic population. The Asian population, though small as a percentage of the total, is growing at the fastest rate.

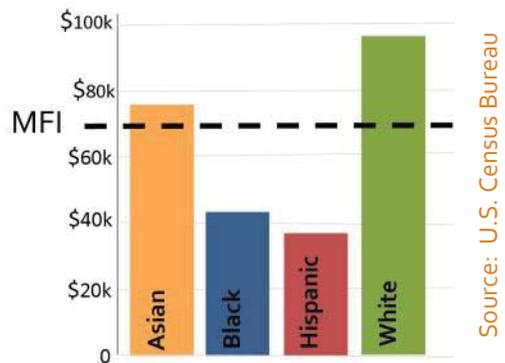
young population

Travis County has a larger working age population than both the state and the nation. People between the ages of 18 and 64 comprise 69% of the total population, compared to 62% of the Texas population and 63% of the U.S. population.

Travis County has a comparatively young population, with more than a quarter million children and a large young adult population. Although the older population is growing at a fast rate, it is still a small percentage of the total. The number of children under the age of five is almost equal to the total number of all people age 65 and older.

income disparity

There is a great difference in median family income by race and ethnicity. According to the U.S. Census Bureau, the Median Family Income (MFI) for families in Travis County in 2011 was just under \$70,000.



geographic disparity

There is a sharp geographical divide in our community. The [Geography of Opportunity in Austin and How It Is Changing](#) is a new report and on-line mapping tool produced by the Kirwan Institute for Race and Ethnicity in conjunction with local partners. The maps show areas of high and low opportunity as it relates to education, economic mobility, housing, and other key issues, and are intended to be used as a tool to create policies that create socioeconomic opportunity for all Central Texans.

SETTING A COMMON AGENDA

The Community Dashboard provides an annual snapshot of the overall socioeconomic health and well-being of Travis County and the greater Austin metro area. This process invites the CAN partner organizations and the community as a whole to annually consider: Are we moving closer toward our shared vision for all people? What collaborative efforts are helping? Are these efforts sufficient? What more is needed?



The **Common Vision** was adopted by the CAN Board of Directors in 2008 after a year of community discussion.

Community Indicators were adopted by the CAN Board of Directors in 2009. The first annual Community Dashboard report was released in 2010.

The **Strategic Framework for Action**, found on the back cover of this report, was developed in 2011-2012 and summarizes strategies identified in community plans and by stakeholders across many jurisdictions and disciplines.

Each year the CAN Community Council and the Board of Directors **convene conversations** on issues facing our community and use this information to inform the annual **CAN Work Plan**.

OUR COMMON VISION

<p>We are safe, just & engaged</p>	<p>We are free from abuse, neglect, crime, violence, and injustice.</p> <p>We respect and value diversity.</p> <p>We are aware, socially connected, and contribute to our neighborhoods, individual communities, and the community at large.</p> <p>We have the opportunity and willingness to lead by utilizing our talents, passions and interests to improve the community.</p>
<p>Our basic needs are met</p>	<p>We live in a community where the basic needs of all are met.</p> <p>We live in affordable and stable housing with access to open space and public amenities.</p> <p>We have safe, affordable, accessible, and reliable transportation.</p>
<p>We are healthy</p>	<p>We live, work, learn, and play in accessible, safe, clean, and healthy physical environments.</p> <p>We have adequate nutrition, and achieve and maintain optimal physical and behavioral health.</p>
<p>We achieve our full potential</p>	<p>We have the education, skills, and opportunities to achieve our full potential and lead meaningful, joyful lives.</p> <p>We have adequate income, resources, and supports to live independent lives.</p>

community indicator

(Data is reported for Travis County unless otherwise specified.)



		baseline	most recent (as of 4/3/13)	goal	target	status*
We are safe, just & engaged	Crime rate per 100,000 population	5,894 in 2007	4,885 in 2011	reduce crime rate	1% annual reduction	
	Proportionality of jail bookings across all races and ethnicities	disproportionality ratio of 2.6 for Blacks in 2011	disproportionality ratio of 2.6 for Blacks in 2011	proportionate jail bookings	proportionality by 2017	
	Percent voter turnout National/Presidential election State/Gubernatorial election	64% in 2008 39% in 2006	58% in 2012 36% in 2010	increase voter turnout	65% in 2016 40% in 2014	
Our basic needs are met	Percent of residents who are low-income (<200% of the federal poverty threshold)	32% in 2005	36% in 2011	reduce low-income	30% by 2017	
	Percent of cost-burdened households (pay 30% or more of income for housing)	37% in 2005	39% in 2011	reduce cost-burdened households	36% by 2017	
	Vehicle miles traveled (VMT) per capita	26.2 miles per day in 2000	23.3 miles per day in 2011	reduce VMT	21 miles per day by 2017	
	Number of people identified in the annual point-in-time homeless count	2,568 in 2009	2,121 in 2013	end homelessness	1,000 by 2017	
We are healthy	Percent under age 65 who have no health insurance	24% in 2008	21% in 2011	reduce uninsured	20% by 2014	
	Percent of adults who report poor mental health**	17% in 2011	17% in 2011**	reduce poor mental health	15% by 2017	
	Percent of adults who are smokers**	16% in 2011	16% in 2011**	reduce smoking	12% by 2020	
	Percent of adults who are obese**	19% in 2011	19% in 2011**	reduce obesity	17% by 2020	
	Attainment of national ambient air quality standards	1999 in attainment	2012 in attainment	achieve EPA standards	attainment	
We achieve our full potential	Percent of children who are kindergarten ready***	52% in 2010	56% in 2012	increase kinder-ready kids	70% by 2015	
	Percent of students who graduate from high school in four years***	77% Class of 2007	84% Class of 2010	increase HS graduation	95% Class of 2015	
	Percent of high school graduates who are college ready in both English and Math***	43% Class of 2007	59% Class of 2011	increase college readiness	86% Class of 2015	
	Unemployment rate	6.1% in January 2002	5.7% in January 2013	reduce unemployment	4% in 01/2017	

* Status is based on the 5-year trend line, where available, with a minimum 3-year trend for status attribution.

** Data from previous years is not comparable due to significant changes in the survey tool.

*** Education indicators cover the 5-county Austin-Round Rock-San Marcos Metropolitan Statistical Area.

WE ARE SAFE, JUST AND ENGAGED



Goal: reduce crime rate

Target: 1% annual reduction

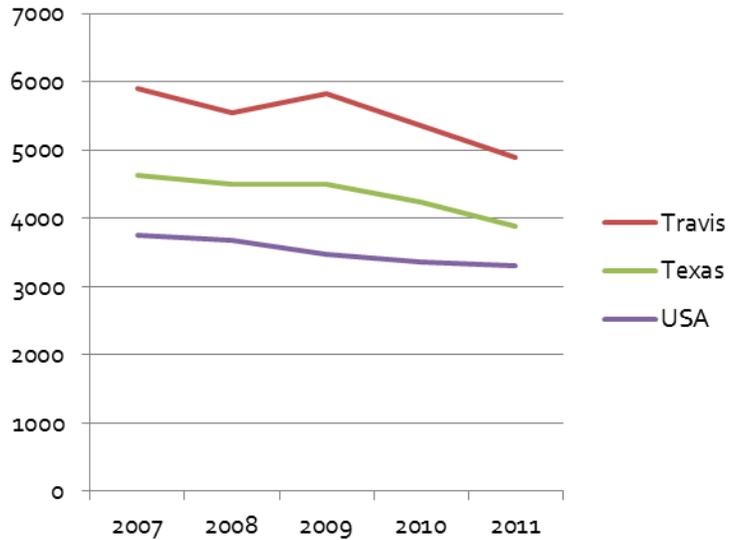
crime occurred at a rate of 4,885 per 100,000 population in Travis County

The crime rate in Travis County decreased by 9% from 2010 to 2011, which surpassed the community goal of reducing crime by 1% each year. However, the crime rate for Travis County is still higher than the state and the nation.

The Travis County Community Justice Council brings together law enforcement, courts, juvenile and adult probation, prosecution, defense attorneys, victims' advocates, schools, and other community members to share information and increase collaboration among community justice agencies and partners. Some local initiatives and strategies that will help continue to reduce crime include efforts to create permanent supportive housing for frequent users in the criminal justice system, the [Travis County Impact Supervision Initiative](#) of the Travis County Adult Probation Department, specialized courts and dockets, and programs to support successful offender reintegration.

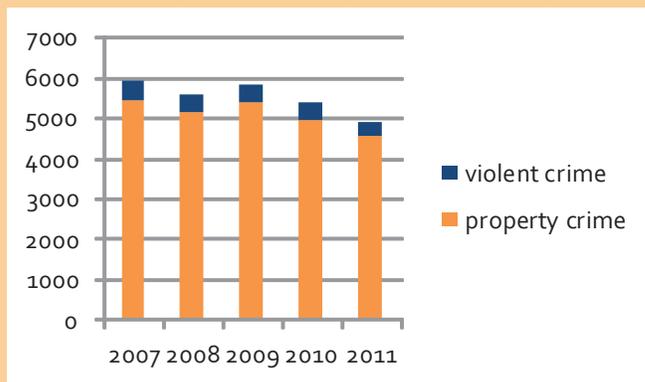
Efforts that have promise for helping our community continue this positive trend over time include the [Travis County Community Plan for Coordination of Criminal Justice and Related Activities](#), the City of Austin's Imagine Austin Comprehensive Plan, the Housing Authority of the City of Austin [Rosewood Choice Neighborhood Transformation Plan](#), The Austin Police Department's [Restore Rundberg](#) Initiative, and the [Travis County Mental Health Planning Bureau of Justice Assistance Plan](#).

Crime Rate per 100,000 Population



Source: Texas Department of Public Safety Crime Reports

Travis County Crime Rate per 100,000 Population



Source: Texas Department of Public Safety Crime Reports and Federal Bureau of Investigation

Violent Crime: murder, rape, robbery, aggravated assault

Property Crime: burglary, theft, auto theft

Property crime is the main driver of the overall crime rate. Property crime impacts many more people than violent crime each year. The property crime rate in Travis County is higher than both the state and the nation. Historically, the violent crime rate has been lower than the state but higher than the nation.

jail bookings are not proportionate for all races in Travis County



Goal: proportionate jail bookings for all races and ethnicities

Target: proportionality by 2017

People arrested by the 14 law enforcement agencies in Travis County are generally booked into the Travis County jail. Blacks are disproportionately overrepresented in these jail bookings compared to their representation in the overall Travis County adult population. In 2011 the disproportionality ratio for Blacks was 2.6, which indicates a high disproportion of overrepresentation. The causes of disproportionality are complex, cross many social systems, and are experienced in communities across the country.

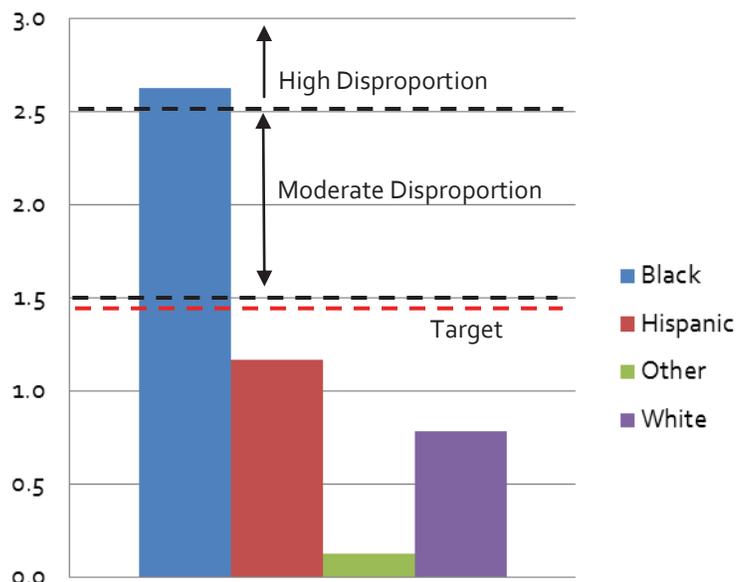
The report [Breaking Schools' Rules: A Statewide Study on How School Discipline Relates to Students' Success and Juvenile Justice Involvement](#), found that African American students were suspended or expelled from school at exceptionally high rates. The Travis County District Attorney's Office, Travis County Juvenile Probation, law enforcement agencies, Texas Appleseed, and several local school districts have convened a work group to examine local data and to review best practices for impacting some of the findings in the report.

The [Center for Elimination of Disproportionality and Disparities](#), under the Texas Health and Human Services Commission, was created by the State Legislature in 2011 to address disproportionality found in many state systems. The Center offers free trainings and technical assistance to organizations that wish to address disproportionality.

The CAN Board of Directors has identified [Cultural Competency, Diversity, and Inclusion](#) as a key issue on its [2013 Work Plan](#) and is convening discussions with community leaders on how to create an inclusive and equitable community across all social systems.

Disproportionality was also found in other CAN Community Dashboard indicators. Blacks are moderately overrepresented among the unemployed and extremely overrepresented among those who seek homeless services and shelter. Hispanics also experience disproportionality. Hispanics are more likely than others to have no health insurance, to not have a high school diploma and to be living in poverty. For more information about disproportionality across systems in our community, click on the jail bookings indicator on the CAN Community Dashboard website.

Disproportionality Ratios for Bookings into the Travis County Jail, 2011



Source: Travis County Sheriff's Office and the American Community Survey 1-Year Population Estimates



Blacks were 3.4 times more likely than Whites to be booked into the Travis County jail. Black students were six times more likely than White students in Austin ISD to be removed from the classroom and placed in Disciplinary Alternative Education Programs.

Voter turnout of 58% in Travis County

Voter participation in the 2012 national election was down from the previous presidential election. The Nonprofit Voter Engagement Network explains that voting impacts civic participation of all kinds. People who do not vote are less likely to self-identify as stakeholders in their communities. They are less likely to volunteer, contact their elected officials or participate in public life. Frequent voters, on the other hand, are more likely to engage in community affairs, serve on boards and commissions and even enter public service themselves.

[Nonprofit VOTE](#) notes that Texas ranked 48th among the 50 states in voter turnout in the 2012 election. Texas and other states with low voter turnout also have some of the most burdensome voter registration requirements. States that allow Election Day Voter Registration have some of the highest voter turnout rates.

Civic engagement groups are focusing voter engagement efforts on the "Rising American Electorate," which includes people of color, unmarried women, and people under age 30. The [Voter Participation Center](#) notes that the Rising American Electorate accounted for 81% of U.S. population growth in the past decade, but these populations are significantly under-registered and many who are registered do not vote.

The [Travis County Elections Division](#) now allows voters to vote from any polling location in Travis County on election day, instead of being required to vote from a specific precinct location. This makes voting on election day just as convenient as voting early. A majority of Travis County voters cast their ballots at one of 23 early voting locations.

A newly established Austin chapter of the [Texas Civic Engagement Table](#) facilitates collaboration among non-profit organizations to give low-income and marginalized people a stronger voice in civic life. The [Annette Strauss Institute for Civic Participation](#) encourages voting among young adults with programs such as University of Texas Votes. The [East Austin Voter Mobilization Initiative](#) targets get-out-the-vote efforts in East Austin precincts with low voter turnout. These efforts have proven successful on a limited scale, and provide opportunities to inform larger efforts.

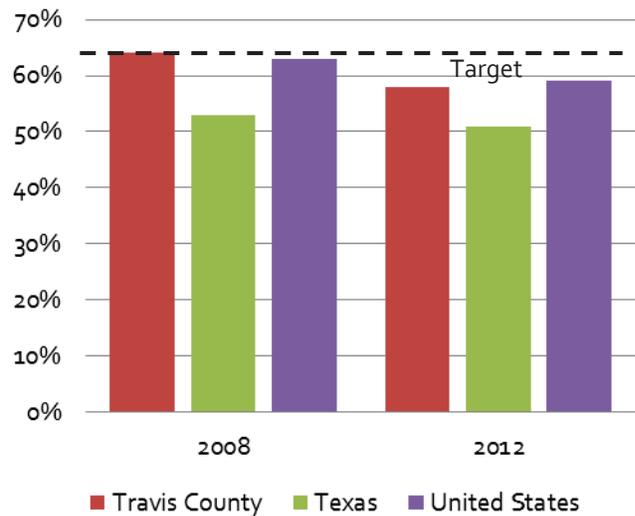


Goal: increase turnout

Targets:

- 40% in 2014 State/Gubernatorial election
- 65% in 2016 National/Presidential election

Voter Turnout of Citizen Voting Age Population in National/Presidential Elections



Source: Travis County Clerk, United States Elections Project, and the American Community Survey, 1-Year Estimates



Analysis of local data shows that people under the age of 35 are less likely to vote than people age 45 and older. Hispanics and Asians are also underrepresented among voters in Travis County.

OUR BASIC NEEDS ARE MET

36% of Travis County residents are low-income

The percent of people in Austin and Travis County who are low-income declined in 2011, but remained above pre-recession levels. The rate for the state and nation continued the upward trend that began in 2008.

The [Urban Institute](#) defines people as low-income when they earn less than 200% of the federal poverty threshold. In 2011, that was equal to \$45,622 annually for a family of four with two children. Over 373,000 people in Travis County had fallen below this income level in 2011. People who are low-income fare worse on almost every Community Dashboard indicator.

Access to good paying jobs is one way to turn the curve on this indicator. Page 20 of this report identifies local efforts to help people gain skills, training and access to better paying jobs.

The [Center for Public Policy Priorities](#) (CPPP) advocates at the state level for policies to improve the safety net for people in need. The Working Poor Families Project focuses on workforce development policies that strengthen economic conditions affecting working families and the Family Asset Building Project helps low- and moderate-income families build financial security through assets, savings, and financial literacy. The CPPP recently launched a [Family Budgets](#) tool which estimates what it takes for families to make ends meet in each of Texas' 26 metro areas. According to this tool, it takes more income for a family to meet its basic needs in the Austin MSA than in other metro areas in Texas.

The [Alliance for Economic Inclusion](#) is a coalition of financial institutions, community-based organizations and other partners working to bring under banked and underserved populations into the financial mainstream.

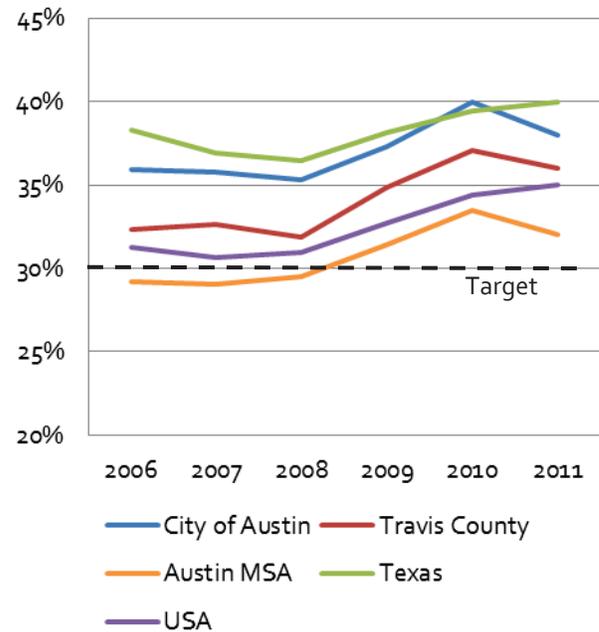
As a part of its [2013 Work Plan](#), CAN is partnering with One Voice Central Texas and United Way for Greater Austin to convene a Safety Net Work Group to evaluate the state of our community's safety net.



Goal: reduce percent who are low-income

Target: 30% by 2017

Percent of People Who are Low-Income



Source: American Community Survey, 1-Year Estimates



Women and children are most likely to be low-income. Forty-five percent of all children in Travis County live in low-income households.

39% of Travis County households are housing cost-burdened

The percentage of households in Travis County that are housing cost-burdened decreased in 2011, but is still higher than pre-recession levels and is also higher than the state and the nation. The [U.S. Department of Housing and Urban Development](#) (HUD) considers housing to be affordable when households pay no more than 30% of their income on housing costs and utilities.

Renters are more likely to be housing cost-burdened than homeowners. According to [Capitol Market Research](#), Austin's rental market is especially tight. The occupancy rate in June of 2012 hit an all-time high of 98%, and there was a 20% increase in average rental rates from December 2009 to December 2012.

Single family housing costs have also increased in Austin, in spite of a recession that sent housing prices tumbling in much of the rest of the nation. The [Texas A&M Real Estate Center](#) reports the average sales price of a home in the Austin MSA was \$188,300 in 2011, about 27% higher than the average cost of a home in 2002.

The [City of Austin Neighborhood Housing and Community Development Department](#) reports that federal funding levels for affordable housing have fallen 40% over the past five years. In spite of this, Austin has continued to support a continuum of housing programs to increase affordability, thanks largely to general obligation bonds approved by Austin voters in 2006. That funding has now been committed or spent. A proposition for \$70 million in new general obligation bond funding, was rejected by voters in 2012. City leaders are considering going to voters again in 2013 to seek renewed funding for affordable housing.

The City of Austin has received a [HUD Sustainability Grant](#) to plan a 208-acre mixed use community in the Colony Park area of northeastern Travis County with affordable housing linked to jobs, transit and services.

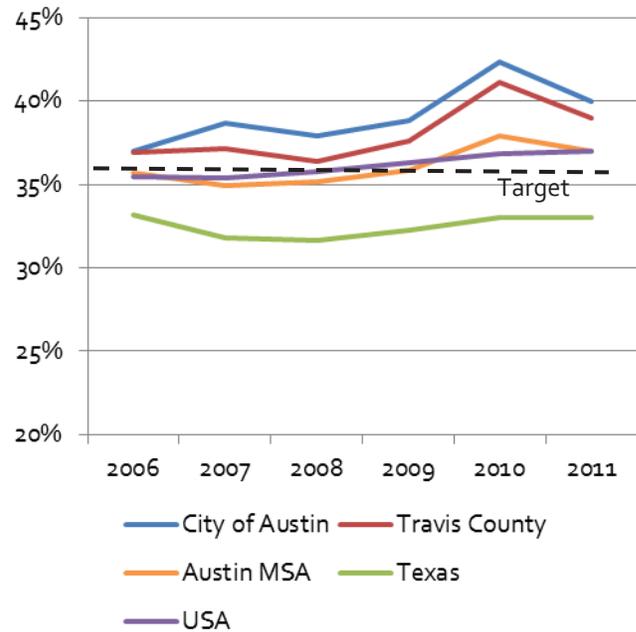
The [Capital Area Council of Governments' Sustainable Places](#) grant supports planning efforts in Austin, Dripping Springs, Elgin, Hutto and Lockhart to connect where people live, learn, work, and play. The grant will produce an analytics tool to measure the relative cost and impact of different types of development.



Goal: reduce percent of households that are cost-burdened

Target: 36% by 2017

Percent of Households that are Cost-Burdened



Source: American Community Survey, 1-Year Estimates



Nearly half (48%) of all renter households are housing cost-burdened. Average rental rates were at an all-time high in December 2012 and increased 20% from December 2009 to December 2012. Occupancy rates hit an all-time high of 98% in June 2012, which will continue the upward pressure on pricing.

23.3 daily vehicle miles per capita in Travis County

Vehicle miles traveled (VMT) per capita trended downward in 2011. While lingering effects of the recession and high gas prices could be factors in encouraging people to drive less, there is some evidence of changing attitudes about transportation. In its analysis of social and demographic trends, the [Pew Research Center](#) finds that fewer young adult households owned cars in 2011 than in 2006. A report by the U.S. Public Interest Research Group "[Transportation and the New Generation](#)" notes that people ages 16-34 are more likely to walk, bike, or take public transit than older people.

[Capital Metro](#) reported 1.5 million more transit rides from 2011 to 2012, which is a five-percent increase in overall ridership. MetroRail offers fixed rail service with the Red Line, which covers 32 miles from Leander to downtown Austin with nine stops along the way. MetroRail ridership has tripled since the Red Line opened in 2010.

If housing is pushed farther away from core employment areas, the VMT per capita and individual households' transportation costs will likely increase. In an analysis of 2006–2010 traffic patterns, the [U.S. Census Bureau](#) reports that 150,000 workers commuted to Travis County from surrounding counties. The [Capital Area Metropolitan Planning Organization \(CAMPO\) 2035 Plan](#) proposes targeting transportation investments to support Activity Centers throughout the region that link housing, employment and transportation.



Commuters in Leander wait to board the Capital MetroRail Red Line.

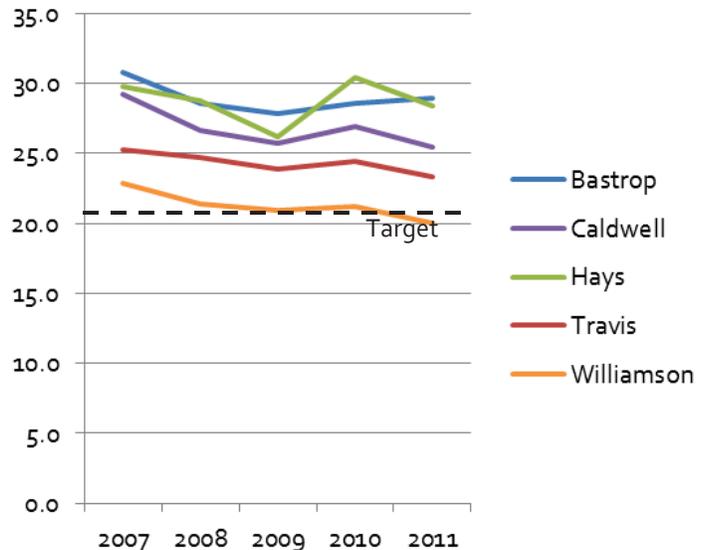
People living in areas not served by public transit who do not have cars are often isolated from employment, education and services.



Goal: reduce vehicle miles traveled per capita

Target: 21 miles per day by 2017

Daily Vehicle Miles Traveled per Capital



Source: Texas Department of Transportation

[Project Connect](#), a partnership between the City of Austin, Capital Metro, Lone Star Rail, CAMPO and the Central Texas Regional Mobility Authority, promotes cross-jurisdictional cooperation toward regional high-capacity transit that is aligned with the CAMPO 2035 Plan. With the help of a Transit Working Group, Chaired by Austin Mayor Lee Leffingwell, Project Connect created a vision for high-capacity transit in Central Texas that links various types of transit systems across jurisdictions.

The [Austin Chamber 2012 Mobility Report](#) cites traffic congestion as a major impediment to the region's economic prosperity and highlights efforts in the community to address it. Telecommuting, carpooling, and public transportation help relieve congestion in Austin, but more is needed. The Texas Department of Transportation is working with local leaders to find short- and long-term solutions to congestion on Loop 1 and Interstate 35, two corridors that consistently rank among the most congested in the state.



Goal: end homelessness

Target: 1,000 people identified in the annual Point-in-Time Count by 2017

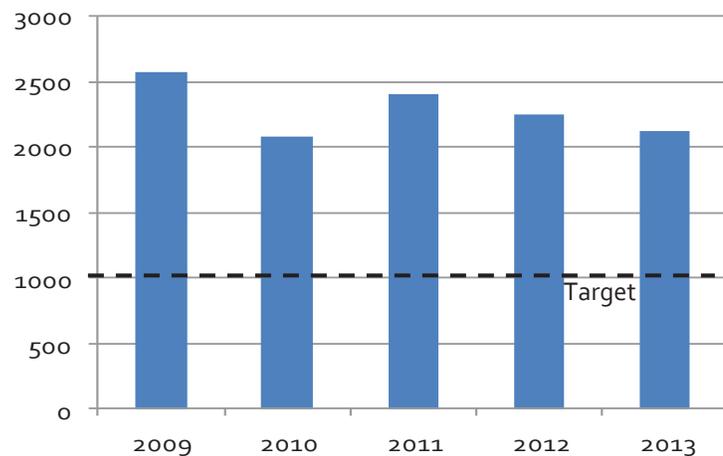
2,121 people are homeless in Travis County

The [Ending Community Homelessness Coalition](#) (ECHO) annual point-in-time count identified 2,121 people in Austin and Travis County who were living on the streets, in cars, under bridges or in homeless shelters or transitional housing this past January. ECHO enlisted the help of 300 volunteers to count people who are unsheltered for this annual count that is required by the U.S. Department of Housing and Urban Development.

ECHO reports that over 12,000 individuals received homeless services in 2012 and that Travis County’s emergency shelters consistently serve between 2,650 and 2,750 men, women, and children each week. ECHO reports that one of every five people who received homeless services in Travis County in 2012 was a child.

ECHO works to end homelessness by engaging policy makers and non-profit leaders to streamline practices that prevent and end homelessness by addressing short and long-term housing instability. ECHO administers the database used across the community to track client participation and progress.

Austin-Travis County Annual Point-in-Time Count



Source: Ending Community Homelessness Coalition (ECHO)

[A Roof Over Austin](#) is an initiative of the City of Austin to provide deeply affordable housing with services to help homeless, disabled and low-income people live independently in the community. The initiative is in response to an Austin City Council resolution passed in 2010 that directed City staff to develop a strategy to create 350 permanent supportive housing units by 2014. As of March 2013, 279 units of permanent supportive housing were “in the pipeline” according to the City’s Neighborhood Housing and Community Development office, and had been at least partially funded and 170 of those units were occupied.

[Best Single Source Plus](#) is a collaborative effort among a dozen non-profit agencies to help families and individuals in crisis who are at risk of homelessness. Clients receive emergency financial assistance and case management services to help them become more stable. The program is funded by the City of Austin and Travis County and is managed by Caritas of Austin.

In addition to collaborating with housing and homeless service providers, ECHO also partners with healthcare providers, the criminal justice system and groups like the Reentry Roundtable to promote coordinated access and assessment to the right intervention to meet clients' housing needs.

The face of homelessness—

In conjunction with the Point In Time Count, ECHO surveys a sample of the people identified as homeless to find out more about them and their needs. Following are some findings from the 2013 recent survey...

- One-fourth of all homeless people have a physical disability.
- 17% suffer with a severe mental illness.
- 10% identify as veterans.

ECHO reports that others vulnerable to homelessness include people escaping domestic violence, people being released from jail with no place to live, and youth aging out of foster care.

WE ARE HEALTHY

21% of those under age 65 in Travis County have no health insurance

The State of Texas has a higher rate of people with no health insurance than any other state in the nation. Even though local rates have improved since 2008, the percentage of those with no health insurance remains high.

Low-income children qualify for health coverage through Medicaid and the Children's Health Insurance Program and adults over 65 have access to Medicare. People between the ages of 18 and 64 are more likely than other age groups to not have health insurance. The Affordable Care Act (ACA) provides for the expansion of Medicaid to legal residents living at or below 138% of the federal poverty threshold. [Travis County Research and Planning](#) estimates that 96,000 currently uninsured Travis County residents would have access to health coverage should Texas choose to expand Medicaid as called for in the ACA.

Several factors have helped to reduce the percentage of those with no health insurance. Healthcare Navigation, a partnership between Central Health and United Way for Greater Austin, connects people who call 2-1-1 with health insurance enrollment assistance. Central Health reports that enrollment in the Medical Assistance Program, a locally funded program that provides health coverage for uninsured people, has increased three-fold since 2005. The [Center for Public Policy Priorities](#) reports that, with implementation of federal healthcare reform, the rate of uninsured Texans between the ages of 19 and 25 decreased by 3.4%.

Travis County voters approved a tax increase in 2012 for [Central Health](#) that will result in expanded access to health care for uninsured and underinsured people and will support collaborative efforts with UT Austin and the Seton Healthcare Family to create a medical school and teaching hospital.

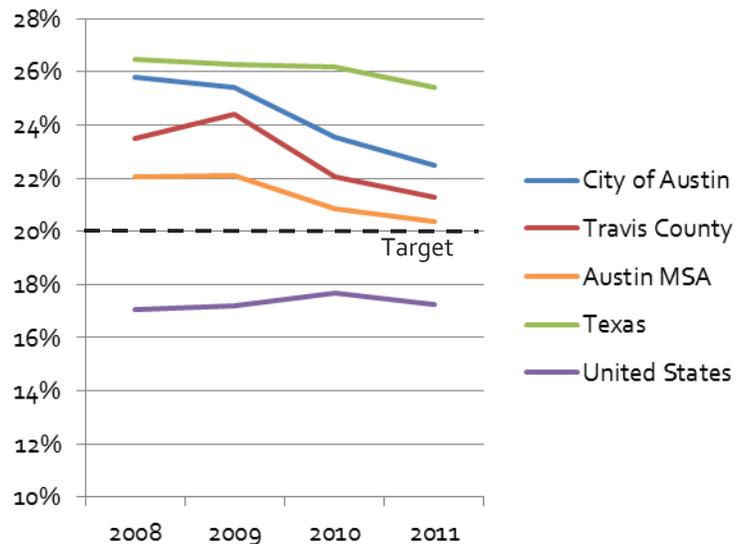
One challenge in the coming year will be navigating the implementation of healthcare reform in a state in which the expansion of Medicaid is being opposed by some elected leaders. This creates uncertainty and makes it difficult for providers and local leaders to plan to meet our community's health needs.



Goal: reduce percent of people under age 65 who are uninsured

Target: 20% by 2017

People under Age 65 With No Health Insurance



Source: American Community Survey, 1-Year Estimates



People between the ages of 18 and 64 are most likely to have no health insurance. One in four working age adults in Travis County is uninsured.

People who are undocumented residents are ineligible for public health insurance programs such as Medicaid and Medicare.

17% of adults in Travis County report poor mental health

Seventeen percent of Travis County residents report poor mental health. Emotional problems can impair a person's thinking, feelings, and behavior and, over time, can become increasingly serious and disabling. Reports of poor mental health can signal that there are deeper issues in the community with mental illness and substance abuse, which are often co-occurring.

Days that include stress, depression and problems with emotions are considered "poor mental health days" in the [Behavioral Risk Factor Surveillance System \(BRFSS\)](#) survey, conducted by the Centers for Disease Control. The BRFSS collects data through phone interviews. In 2011 the surveying process was expanded to include people with cell phones as well as people with landlines. As a result, the 2011 data is not comparable to previous BRFSS data.

In a report on the impact of the Affordable Care Act (ACA) on people with mental health and substance use disorders, the [Center for Public Policy Priorities](#) notes that insurers will no longer be able to deny coverage or raise premium costs for mental health conditions or other health status or health history factors. Also, the ACA will require that the majority of both private and Medicaid health plans include mental health and substance use coverage that is on par with other medical benefits.

In 2012, the [Austin/Travis County Health and Human Services Department](#), in partnership with other health care partners, completed a Community Health Assessment which found that the need for mental health services was the foremost community health concern raised by residents. The partners have developed a Community Health Improvement Plan with strategies to deal with the issues identified in the assessment.

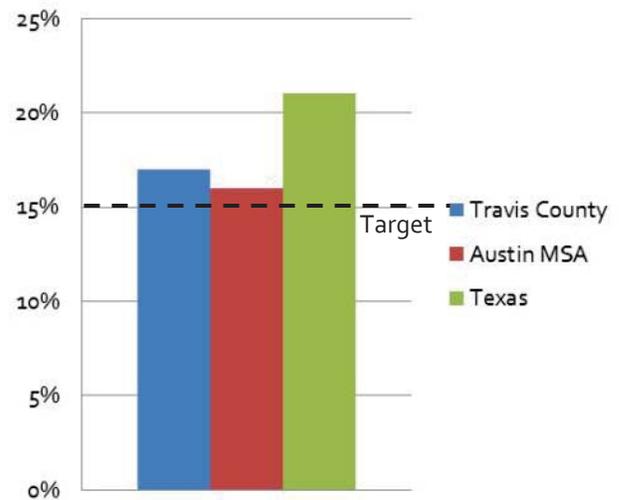
Central Health is the lead agency for a six-county [Regional Healthcare Partnership Plan](#) that describes how the region will transform healthcare delivery as part of a state-wide 1115 Waiver. Austin Travis County Integral Care, a key partner in this effort, plans to expand and enhance community-based services through integration of physical and behavioral health with chronic disease prevention programs, mobile outreach, tele-medicine, peer support services, and community outreach and education.



Goal: reduce percent of people reporting poor mental health

Target: 15% by 2017

Adults Who Report Poor Mental Health, 2011



Source: Texas Behavioral Risk Factor Surveillance System



People earning less than \$25,000 per year are twice as likely to report poor mental health than those earning \$75,000 or more. More Hispanics report five or more days of poor mental health to BRFSS surveyors than people of other races or ethnicities. People aged 30-44 are also more likely to report poor mental health.

19% of adults in Travis County are obese

In 2011, 19% of adults in Travis County were obese, which was lower than the rate in the state and in the five-county Austin Metropolitan Statistical Area.

Central Health is the lead agency for a six-county [Regional Healthcare Partnership Plan](#) that describes how the region will transform healthcare delivery as part of a state-wide 1115 Waiver. The Plan includes several initiatives to address obesity.

The [Austin/Travis County Health and Human Services Department](#) released a Community Health Assessment based on data and community input collected from August 2011 to July 2012. Obesity and creating a built environment with access to transportation and healthy foods were among the key areas of focus identified. The Department convened work groups to create a Community Health Improvement Plan with strategies to address these key focus areas.

[Children's Optimal Health](#) has identified clusters of high childhood obesity in the Quail Creek, St. John's, and Dove Springs neighborhoods. [Go Austin!/Vamos Austin! Dove Springs](#) is an effort to engage the people and institutions within the Dove Springs neighborhood to create strategies to increase physical activity, improve nutrition and create a safe neighborhood.

The Austin/Travis County Health and Human Services Department was awarded a federal Community Transformation Grant of \$1 million annually for 5 years to promote healthier lifestyles and reduce health disparities. The resulting [Healthy Places, Healthy People](#) effort seeks to empower businesses, non-profits, schools and everyday people to create lasting changes with the help of social media, a website, tools and success stories to motivate citizens to make healthy changes wherever they have influence.

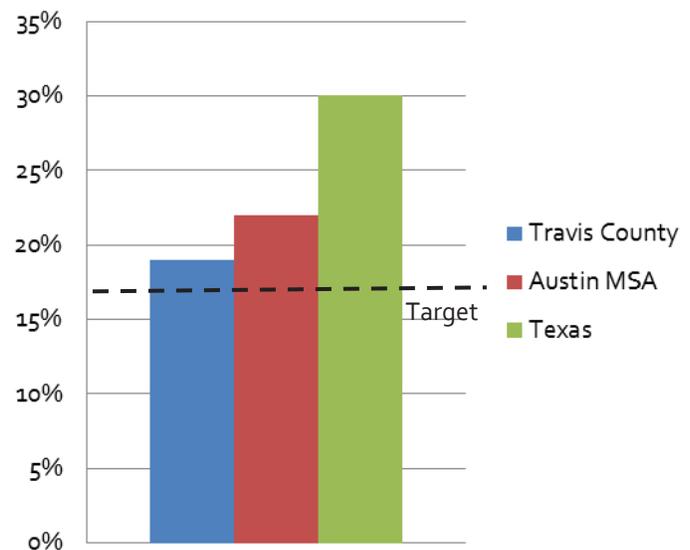
The [Mayor's Health and Fitness Council](#) promotes healthy workplaces by certifying employers who comprehensively address tobacco-free living, physical activity, and nutrition.



Goal: reduce percent who are obese

Target: 17% by 2020

Percent of Adults Who are Obese, 2011



Source: Texas Behavioral Risk Factor Surveillance System



Obesity rates are disproportionately high among low-income people who may not have access to healthy food or to safe, walkable neighborhoods and recreational opportunities. People with lower educational levels, Blacks, Hispanics and people with disabilities also have higher rates of obesity.

16% of adults in Travis County are smokers

Tobacco is the leading cause of preventable death in the U.S. according to the [Centers for Disease Control and Prevention](#). The CDC estimates that smoking results in billions of dollars in costs to U.S. residents as a result of medical expenditures and lost productivity.

The Austin/Travis County Health and Human Services Department received a \$7.5 million [Communities Putting Prevention to Work](#) grant in 2010 to address tobacco use. The effort's [Live Tobacco Free](#) media campaign has spread the message that tobacco causes more deaths than AIDS, crack, heroin, cocaine, alcohol, car accidents, fire, suicide, and murder—combined; and has let people know of free cessation workshops and treatment. Early successes of the campaign are that workplaces, hospitals, universities, service providers and apartment complexes are implementing tobacco-free campuses and policies.

Smokers in a “no-smoke” workplace are 84% more likely to quit smoking than smokers in a workplace where smoking is allowed. Local partners that ban tobacco on their campuses and properties include the University of Texas at Austin, Capital Metro, Huston-Tillotson University, Austin Public Libraries, City of Austin Parks, Seton Healthcare Family, St. David’s Healthcare, Central Health, CommUnity Care, Austin/Travis County Integral Care, Austin Community College, and Travis County.

The Austin/Travis County Health and Human Services Department has received a [Community Transformation Grant](#) of \$1 million annually for five years to prevent chronic disease and reduce health disparities through healthy living, which includes reducing the use of tobacco.

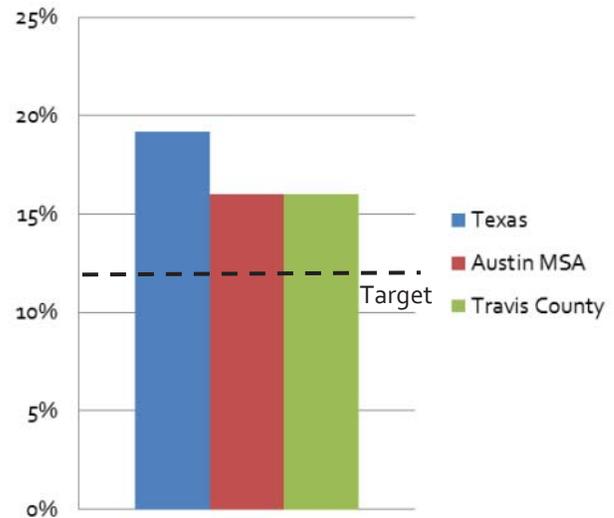
The [Mayor’s Health and Fitness Council](#) is focused on providing community connections, building alliances and supporting the implementation of best practices and programs that truly affect positive change to healthy lifestyles. Among other activities, the Fitness Council promotes healthy workplaces by certifying employers that have health initiatives to comprehensively address tobacco-free living, physical activity, and nutrition.



Goal: reduce percent who smoke

Target: 12% by 2020

Percent of Adults Who Smoke, 2011



Source: Texas Behavioral Risk Factor Surveillance System



This “ashtrayler” is a part of the Live Tobacco Free Austin campaign. The ashtrayler travels around Austin to spread the word about the dangers of tobacco and to share information about cessation support available.

The highest rates of smoking are found among people who earn less than \$25,000 a year, young people, Black adults, and adults with mental illness.

www.livetobaccofreeaustin.org

Austin area is in attainment of national air quality standards



Goal: attainment

Target: continue to be in attainment through 2017

The Austin area is in attainment of National Ambient Air Quality Standards. The Environmental Protection Agency (EPA) sets standards for allowable levels of six air pollutants. Locally, ozone is the only one that frequently approaches levels the EPA deems unhealthy. While air ozone levels have been steadily improving in the Austin area, the EPA is considering reductions in the allowable level of ozone. If proposed standards are approved, Austin will no longer be in attainment and will face federal sanctions.

Poor air quality causes irritation to the throat and lungs, results in diminished lung capacity, and aggravates asthma and other respiratory problems. These health issues result in increased health care costs, absenteeism and increased school absences.

The [Clean Air Coalition](#) is a collaboration of local governments in our five-county region working together to achieve clean air in Central Texas. In 2012, the Clean Air Coalition entered into an Ozone Action partnership with the EPA. Ozone Action provides a framework to help regions improve air quality and also allows for increased involvement and support from the EPA.

[Commute Solutions](#), a program of the Capital Area Metropolitan Planning Organization, strives to educate the public and employers on the health, environmental and economic benefits of alternative transportation modes and commuter practices. Using alternative modes of transportation is the single greatest action an individual can take to reduce their carbon footprint.

In 2007, Austin City Council passed a resolution, which established the [Climate Program](#) and directed the City to take specific actions through 2020 to significantly reduce greenhouse gas emissions. The City of Austin received a national 2013 Climate Leadership Award from the EPA and partner organizations. This award recognizes the City of Austin's achievements in reducing its carbon footprint and in providing tools for citizens to reduce their own impact on the environment.

Austin is in Attainment of National Ambient Air Quality Standards	
Carbon Monoxide	Attainment
Lead	Attainment
Nitrogen Dioxide	Attainment
Ozone	Attainment
Particle Pollution	Attainment
Sulfur Dioxide	Attainment

Source: Capital Area Council of Governments



The elderly, children, pregnant women and people with asthma and other respiratory problems suffer the most from poor air quality.

WE ACHIEVE OUR FULL POTENTIAL

56% of children enter kindergarten ready for school

Fifty-six percent of Central Texas kindergarteners were “school ready” according to *Ready, Set, K!*, a measure developed by the [E³Alliance](#) with the help of experts from across the region. A sample of students from area school districts were assessed during the first six to nine weeks of kindergarten across four domains of child development: social/emotional, language and communication, early literacy, and mathematics.

Children are born ready to learn. What takes place between birth and kindergarten greatly determines whether a child will enter school ready for success. Early gaps in competencies can lead to a wide range of problems that are significantly more difficult, as well as more expensive, to address later on.

United Way for Greater Austin’s Success by 6 initiative is a community collaborative of over 30 organizations that has created a [2012-2015 School Readiness Action Plan](#) for Austin/Travis County with specific strategies for improving school readiness. One strategy from the plan that was implemented this school year was an initiative by Child Inc., Austin ISD, Del Valle ISD and Manor ISD to increase the number of 3-year olds enrolled in Headstart and to ensure seamless transitions to pre-k.

Improving school readiness is one of four goals of the [E³ Alliance Blueprint for Educational Change](#). The Blueprint seeks to improve educational outcomes across the Central Texas region from pre-k through college through a collaborative process that engages parents, students, school personnel and members of the larger community.

Even though the State of Texas reduced funding for pre-k programs, [Austin ISD](#) has continued to provide full-day prekindergarten to students who have limited English proficiency, are economically disadvantaged, have an active duty military parent, or are homeless.



Goal: increase percent of children who enter kindergarten ready for school

Target: 70% by 2015

Percent of Central Texas Children Who Enter Kindergarten School Ready



Source: E³ Alliance



Students who qualified for free or reduced-price school lunches and students of all income levels who did not participate in pre-kindergarten programs were much more likely to enter kindergarten already behind their peers.

84% of Central Texas students graduate from high school in four years

Graduation rates have steadily increased in Central Texas and across the state. Eighty-four percent of students in the Class of 2010 in the five county Austin MSA graduated in four years. The E³ Alliance conservatively estimates that the cost to Central Texas of a single class of dropouts is \$435 million.

Graduation gaps between different racial and ethnic groups and between students of differing socioeconomic status have been closing. However, there is still significant variance in the graduation rates among high schools across the region. While there is still more work to be done to close racial, ethnic, socioeconomic, and geographic disparities, the key graduation indicators are moving in the right direction.

The [E³ Alliance's Blueprint for Educational Change](#) seeks to improve educational outcomes across the Central Texas region. Efforts include RAISE^{UP} Texas, which engages university research centers in transforming how middle school students learn and meet high academic standards in eight demonstration middle schools across six Central Texas school districts.

The [Austin Chamber of Commerce](#) tracks and assesses the K-12 performance of eleven area school districts. The annual reports are done in conjunction with each school district and its local Chamber of Commerce. The Austin Chamber annually recognizes school districts and area high schools that have made the most progress in achievement and in increasing high school graduation rates.

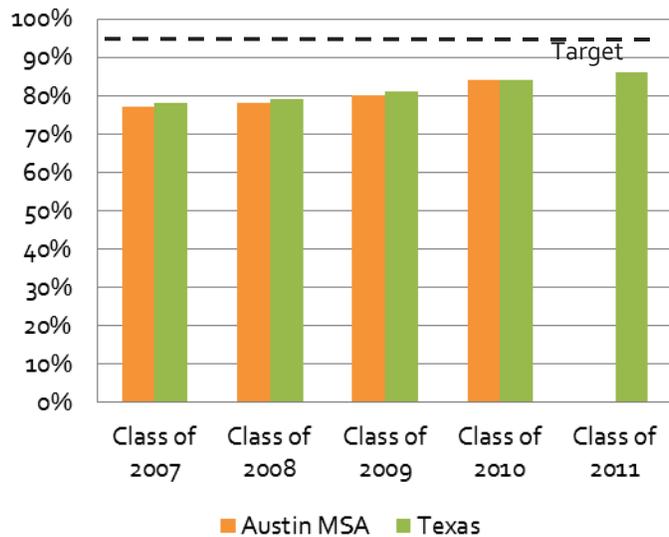
The City/County/Austin ISD Joint Subcommittees have several task forces working on various initiatives. Some progress made in 2012 includes the development of a new data tool to measure family progress over time across eighteen different domains and the launch of a Literacy Illuminates campaign that worked to raise awareness among the general public and reach out to families that need assistance.



Goal: increase percent who graduate from high school in four years

Target: 95% for the Class of 2015

Percent Who Graduate from High School in Four Years



Source: E³ Alliance



There are gaps in the graduation rates between students of different racial and ethnic groups and between students of different socioeconomic status, however, these gaps appear to be closing.

59% of high school graduates are college ready

More Central Texas students are graduating from high school ready to take college-level coursework, according to a measure developed by the [Texas Education Agency](#). To meet this standard, students must achieve a score on the SAT, ACT or TAKS test that is high enough to make them eligible to take college-credit courses without first taking non-credit, remedial courses.

Even though the percent of graduates who are college ready has improved steadily over the past five years, gaps remain. There are significant disparities among various racial and ethnic groups and also among low-income student populations. There are also large discrepancies between school districts and even between schools within districts. More information about these disparities is available in the [Community Dashboard website](#).

CAN recently added Del Valle ISD and Manor ISD to its membership to better address the needs of low-income populations moving to these more suburban school districts. Access to a full-range of services for students and their families is important to academic success.

A few local initiatives highlighted by the [E³ Alliance's Blueprint for Educational Change](#) include the Austin College Access Network (ACAN), a collaboration of community-based organizations and higher education institutions dedicated to improving first generation student college participation and success. The STEM Pipeline Collaborative is credited with quadrupling the number of students in the regional middle and high school engineering pipeline over the past five years.

The [Austin Chamber of Commerce](#) recruits volunteers and works with Partners in Education to provide tutoring sessions for students who need extra help meeting college readiness standards. The Austin Chamber's Financial Aid Saturdays connect families with volunteers who assist them in completing federal and state financial aid applications to fund college enrollment.

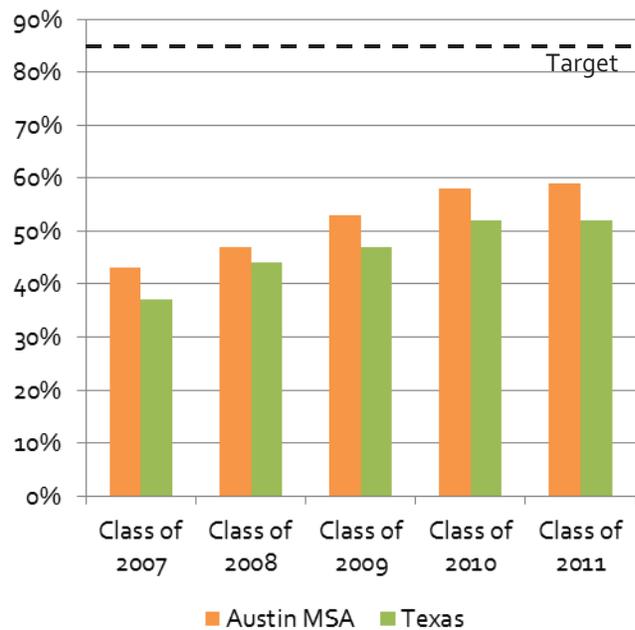
[Austin Community College](#) is part of a state-wide College Readiness initiative that partners with local high schools to improve the college readiness of high school graduates.



Goal: increase percent of high school graduates who are college ready

Target: 86% for the Class of 2015

Percent of Central Texas High School Graduates Who are College Ready



Source: E³ Alliance



High school graduates most likely to fall below college ready standards are African American and Hispanic students and students who are low-income.

5.7% of Travis County workers are unemployed



Goal: reduce percent who are unemployed

Target: 4% by 2017

Unemployment rates continued a downward trend in 2013 after hitting a ten-year high in 2010. Local unemployment rates have remained consistently lower than both the state and national rates.

The [Capital Area Council of Governments](#) reports that the Austin region's job growth has primarily occurred in industries with relatively low wages, and the Austin MSA ranks near the bottom of all U.S. metro areas in average earnings and per capita income growth.

The [Capital Area Workforce Development Board Strategic and Operational Plan](#) notes that Central Texas added 34,600 new jobs between December 2011 and December 2012. The area has seen significant job growth in high-skilled, high-wage jobs as well as growth in low-skill, low-wage jobs. The report cites the need for growth in middle-skill jobs.

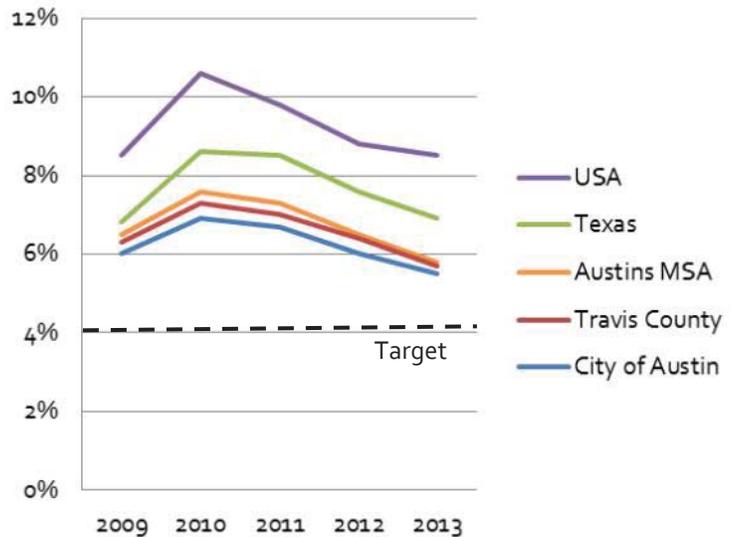
Workforce Solutions—Capital Area partners with 11 education and community partners in the [Workforce and Education Readiness Continuum \(WERC\) Project](#), which helps the most vulnerable populations gain self-sufficient employment. Another initiative, called Work Ready Austin, helps people earn work readiness certifications.

The [Workforce Potential Project](#) seeks to help 30,000 low-wage workers complete certificate or degree programs to allow them to compete for jobs that pay a minimum of \$18 an hour. The initiative is premised on a study by the Ray Marshall Center for the Study of Human Resources on behalf of Austin Area Research Organization. The project targets lower-wage workers who have some education beyond high school, but no post-secondary degree.

The [Austin Chamber of Commerce Opportunity 3.0](#) economic development plan for Austin calls for greater diversification of the local workforce and strengthened relationships between employers and post-secondary schools to produce the high-skill, high-wage workers employers demand.

In 2012, CAN expanded its membership to include, in addition to the Austin Chamber of Commerce, the Capital City African American Chamber of Commerce, the Greater Austin Asian Chamber of Commerce, and the Greater Austin Hispanic Chamber of Commerce. This membership expansion was due, in part to an acknowledgement of the critical role business plays in expanding economic opportunity to diverse populations.

Percent of Workers Who are Unemployed



Source: Central Texas Workforce Commission



People most vulnerable to being unemployed are racial and ethnic minorities, especially Blacks. Other populations with higher rates of unemployment are people with disabilities, criminal histories, or no post-secondary degrees or certifications.

VULNERABLE POPULATIONS

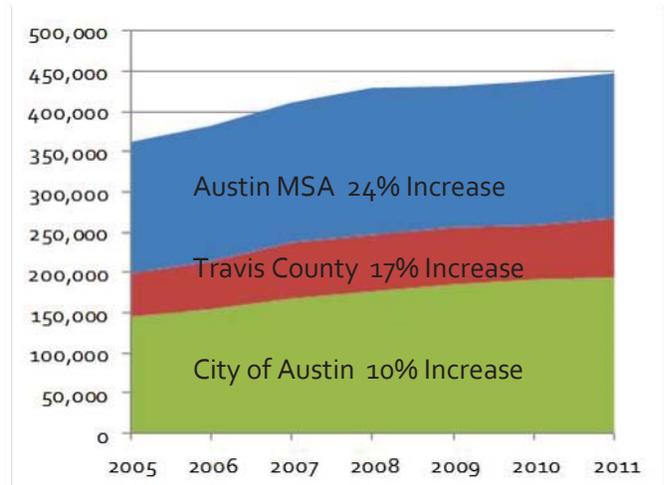
If our community is to achieve equity and opportunity for all people, it is important to notice not only how the community as a whole is doing, but how sub-populations are doing. Vulnerable populations are groups of people who are at greater risk for poor socio-economic health status and well-being. Following are some of the key challenges facing vulnerable populations and some of the local collaborations working to address these challenges.

children & youth

There are more than a quarter of a million children and youth living in Travis County, according to American Community Survey 1-Year Estimates. The growth rate of the under 18 population is higher in Travis County than in the City of Austin and higher still in the five-county MSA. Almost one-fourth of all children in Travis County live in poverty and 45% are low-income, meaning they live in families that earn less than two times the federal poverty threshold. Children in lower income households are less likely to have their basic needs met or to have access to quality pre-k and out-of-school-time programs. Lower-income children also tend to be geographically concentrated in areas with low performing schools.

[Ready by 21](#) convenes service providers, educators and other community leaders to work together to identify key issues affecting children, youth and their families.

Growth in the Child and Youth Population



Source: American Community Survey, 1-Year Estimates

elderly



There are about 80,000 people age 65 and older living in Travis County, according to American Community Survey 1-Year Estimates. Older adults are vulnerable to abuse, neglect and exploitation. Health concerns include chronic diseases, dementia, and depression. While most seniors have health insurance through Medicaid or Medicare, a growing number of Texas doctors are not accepting new patients who rely on these public insurance options, due in large part to low reimbursement rates, making it more difficult for seniors to access the care they need.

Finding and retaining affordable housing and access to food and transportation are also challenges facing older adults. Caring for the fast growing senior population is often left to family members. The stress and strain of being a caregiver can negatively impact the caregiver's mental and physical health, strain finances, and require sacrifices in work and personal activities. The [Aging Services Council of Central Texas](#) is a collaboration of nonprofit and for-profit agencies that provide services and supports to the aging, their families and caregivers.

The [Mayors Task Force on Aging](#) has brought together stakeholders to consider community strategies that will enhance the lives of this fast-growing segment of the Austin population.

immigrants

According to the American Community Survey, there were 194,362 foreign-born residents of Travis County in 2011, and 76% were not citizens. In its [Snapshot from the American Community Survey, 2011](#), Travis County Research and Planning reports that almost one-third of all people living in Travis County speak a language other than English in their homes. According to the report, 18% of Travis County residents are foreign born compared with 16% of Texans and 13% of Americans. However, Travis County has a proportionately smaller foreign born population than both Dallas and Harris Counties where immigrants comprise roughly one-quarter of the population.

Immigrants, particularly undocumented immigrants, may be hesitant to report crime and violence against them for fear of deportation. The [Immigrant Services Network of Austin](#) is a group of community stakeholders and immigrant service providers who work together to increase public awareness and inform policy to better serve the immigrant community.

people with a criminal history

The [Texas Criminal Justice Coalition](#) reports that 2,769 people were released to Travis County from state-level confinement in 2012. More than half were released into supervised parole or probation. Ex-offenders who can find employment, stable housing and services are much less likely to recidivate and return to the criminal justice system. The [Reentry Roundtable](#) is a coalition and catalyst for systemic change that promotes policies and programs to help people who are incarcerated gain the skills and treatment they need to be successful once released. The Reentry Roundtable also advocates for programs and policies to help formerly incarcerated people successfully reintegrate into their communities.

people with disabilities

The American Community Survey reports that there were 84,214 people with disabilities in Travis County in 2011. People with disabilities face challenges finding access to health care, affordable housing that is accessible, accessible transportation options, and services and support for family caregivers.

People with disabilities are more likely to live in poverty and to be unemployed than other people and are also more vulnerable to victimization. The [Intellectual and Development Disabilities Coalition of Central Texas](#) is a collaboration of service providers who advocate for a greater public investment in community-based services rather than institutionalized care. The [Mayor's Committee for People with Disabilities](#) helps people with disabilities to participate in the economic and social life of the community. To this end, the Committee promotes employment of people with disabilities and communicates their needs to local leaders and the public.

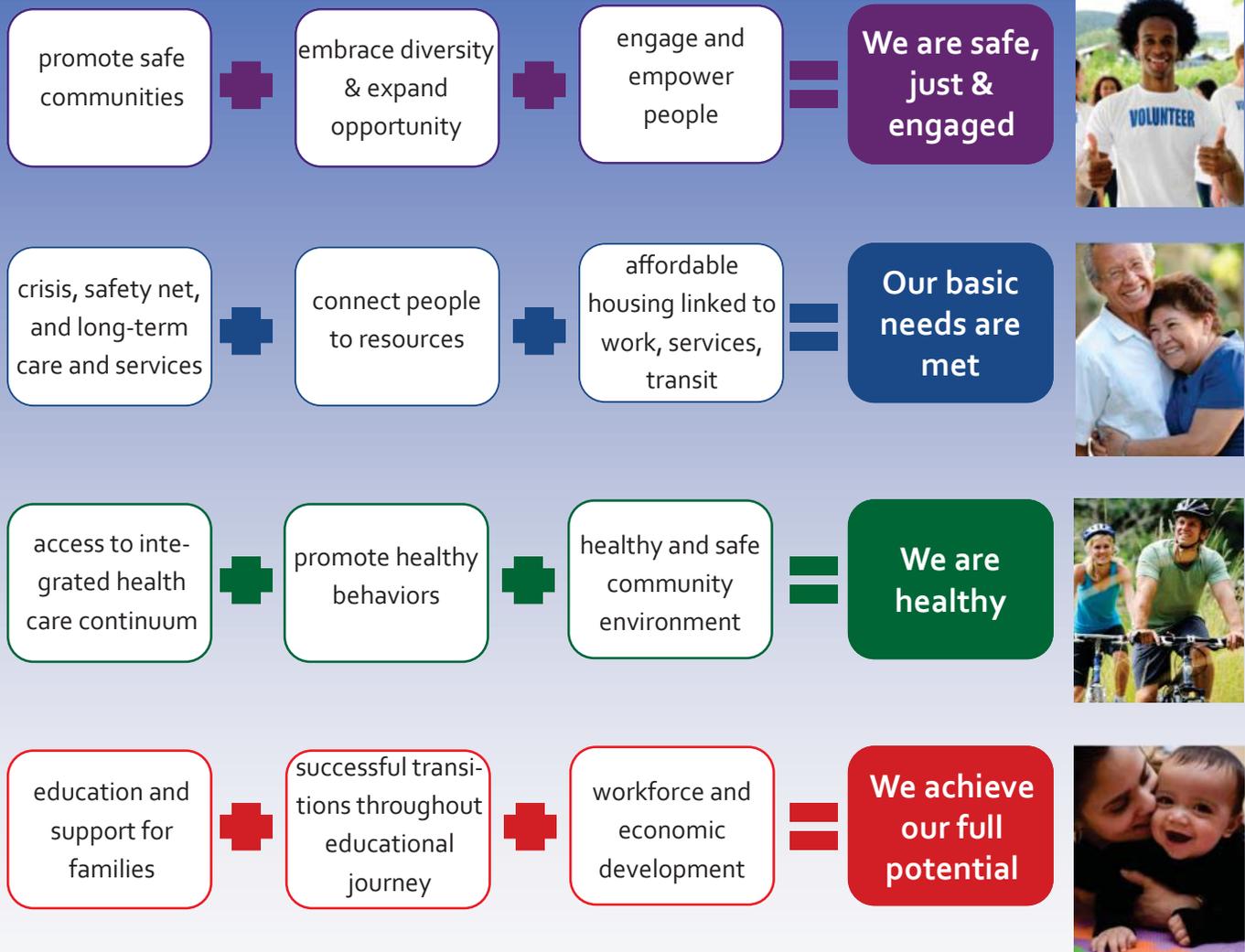


veterans



The [U.S. Department of Veteran Affairs](#) estimates there were an 53,111 veterans in Travis County in 2011. The top issues for veterans are mental health and substance abuse. Veterans from Operation Enduring Freedom (Afghanistan) and Operation Iraqi Freedom are more likely to survive war injuries than past generations and return with disabilities. Recent veterans have high unemployment rates. Local groups working to address veterans' issues include: the Military Peer Veteran Network, Travis County Veterans Intervention Project, City of Austin Veteran's Commission, and the ECHO Veterans' Housing Task Group.

STRATEGIC FRAMEWORK FOR ACTION



The **Community Dashboard 2013** report was published by CAN on April 3, 2013. Learn more about CAN at www.caction.org.

Citations in this report are hyperlinked in the on-line version of the report. The report and additional data and analysis are available at www.CANcommunitydashboard.org.

The CAN Community Dashboard 2013 report and the accompanying website was produced by:
Vanessa Sarria, Executive Director;
Mary Dodd, Assistant Director;
Chantel Bottoms, Senior Research Analyst;
Kevin Paris, Intern; and
Catherine Raines and Michael Danburg, Web Site Developers.

Special thanks to the CAN Board of Directors for providing oversight of this work, members of the CAN Dashboard Steering Committee for providing research, advice and input to the creation of this report and to Travis County for printing the report.

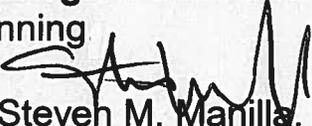


Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014

Prepared By: Gayla Dembkowski **Phone #:** (512) 854-7642

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

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

Sponsoring Court Member: Commissioner Daugherty, Precinct Three

AGENDA LANGUAGE: Consider and take appropriate action on a request for street name assignments for several private roads at Highland Lakes Camp and Conference Center outside Pace Bend Park in Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

The City County Addressing Team has been requested to name easements on the site of a lake camp. There are 14 names that have been approved by 911 Addressing. The names are Abundant Grace Cove, Boat Launch Loop, Clydes Shop Road, Fun Loop, Highland Camp Road, Independence Chapel Road, Lower Recreation Road, Mud Trail, Praise Circle, Prayer Garden Court, Quonset Hut Loop, Servants Loop, Tabernacle Road and Well House Place. A fee of \$470.00 has been paid.

STAFF RECOMMENDATIONS:

Staff recommends assigning names to the private easements for better emergency response.

ISSUES AND OPPORTUNITIES:

Addresses will be assigned for better emergency response.

FISCAL IMPACT AND SOURCE OF FUNDING:

None. Street signs are the responsibility of the property owner.

ATTACHMENTS/EXHIBITS:

- Maps
- Letter

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
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CC:

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⋮
⋮
1101 - Development Services Long Range Planning -

Received
MAR 10 2014
Travis County-TNR

Highland Lakes Camp and Conference Center

Danny Dawdy
Highland Lakes Camp and Conference Center
5902 Pace Bend Rd N
Spicewood, TX 78669
February 28, 2014

Gayla Dembkowski
Travis County GIS Specialist
TNR, Travis County, Texas
PO Box 1748
Austin, TX 78767

Dear Ms. Dembkowski:

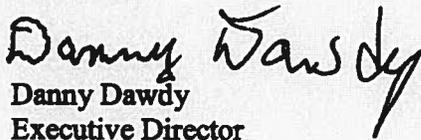
Highland Lakes Camp and Conference Center (HLCCC) received notification on 2/21/2014 from Ms. Katy Winfrey (City of Austin 911 Addressing) that our request for reservation of 14 street names to be used on our private facility had been approved. All property on which these private easements are located is owned and maintain by HLCCC. The 14 names are as follows:

Abundant Grace Cove
Boat Launch Loop
Clydes Shop Road
Fun Loop
Highland Camp Road
Independence Chapel Road
Lower Recreation Road

Mud Trail
Praise Circle
Prayer Garden Court
Quonset Hut Loop
Servants Loop
Tabernacle Road
Well House Road

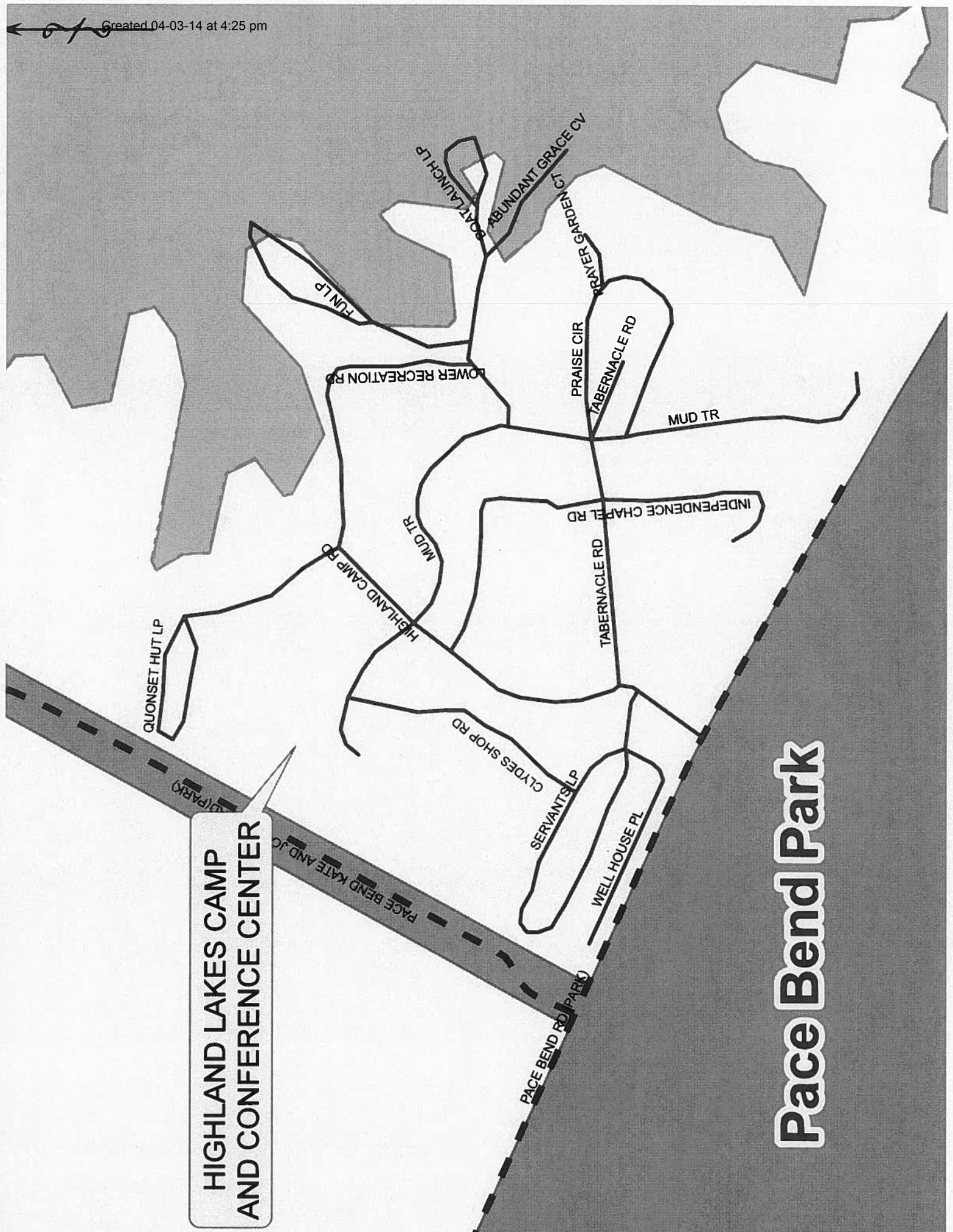
We are enclosing a check for the \$470 fee to Travis County and I also wanted to express my appreciation for your assistance to Paul Boggs in helping us complete this task. While Pedernales Emergency Services, Travis County Sheriff 's and Park Service personnel are familiar with our facility the establishment off 911 addressing on the camp will be of great benefit for the future. Please feel free to contact Paul or myself at (512) 264-1777 if any questions arise.

Sincerely,


Danny Dawdy
Executive Director

Enclosure

1 - site map



HIGHLAND LAKES CAMP AND CONFERENCE CENTER

Pace Bend Park

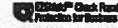
39475

HIGHLAND LAKES BAPTIST ENCAMPMENT

OPERATING ACCOUNT
5902 PACE BEND ROAD NORTH
SPICEWOOD, TX 78669

SECURITY STATE BANK & TRUST
P.O. BOX 250 - SPICEWOOD, TEXAS 78669

88-2194-1149



2/4/2014

PAY TO THE
ORDER OF

Travis County.

\$ **470.00

Four Hundred Seventy and 00/100*****

DOLLARS

Travis County
TNR. Travis County Texas
P O Box 1748
Austin, TX 78767



Judy Hancock
AUTHORIZED SIGNATURE

MEMO

Security features. Details on back.

⑈039475⑈ ⑆114921949⑆ 107 811 2⑈

TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE



700 Lavaca Street-5th Floor
Travis County Administration Building
PO Box 1748
Austin, Texas 78767
Phone: (512) 854-9383
Fax: (512) 854-4697

AFFIDAVIT OF POSTING

TO: County Judge
County commissioners
Travis County, Texas

Public notice sign(s) concerning street name assignment for private easements to ABUNDANT GRACE COVE, PRAISE CIRCLE, FUN LOOP, SERVANTS LOOP, LOWER RECREATION ROAD, MUD TRAIL, CLYDES SHOP ROAD, QUONSET HUT LOOP, INDEPENDENCE CHAPEL ROAD, WELL HOUSE PLACE, BOAT LAUNCH LOOP, PRAYER GARDEN COURT, HIGHLAND CAMP ROAD, TABERNACLE ROAD has been posted on this day the 19 of March, 2014 at a point as near as practical to the area as possible.

CERTIFIED THIS THE 24 DAY OF March, 2014.

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



NOTICE OF PUBLIC HEARING

APRIL 8, 2014 AT 9:00 AM

STREET NAME ASSIGNMENT
FOR PRIVATE EASEMENTS

TO

ABUNDANT GRACE CV	MUD TRAIL	BOAT LAUNCH LOOP
PRAISE CIR	CLYDES SHOP ROAD	PRAYER GARDEN CT
FUN LOOP	QUONSET HUT LOOP	HIGHLAND CAMP RD
SERVANTS LOOP	INDEPENDENCE CHAPEL RD	TABERNACLE ROAD
LOWER RECREATION RD	WELL HOUSE PLACE	

PRECINCT 3

FOR MORE INFORMATION CALL 512-854-7642

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS WILL HOLD A PUBLIC HEARING ON TUESDAY, APRIL 8, 2014 AT 9:00 A.M. PURSUANT TO THE REQUEST FOR FOURTEEN STREET NAME ASSIGNMENTS.

THESE STREETS ARE ON PRIVATE PROPERTY AT THE NORTH END OF PACE BEND PARK.

A PUBLIC HEARING WILL BE HELD IN THE COMMISSIONERS COURTROOM, TRAVIS COUNTY ADMINISTRATION BUILDING, 700 LAVACA STREET, FIRST FLOOR, AUSTIN, TEXAS.

FOR FURTHER INFORMATION ON THIS STREET NAME ASSIGNMENT PLEASE CALL 854-7642.



Travis County Commissioners Court Agenda Request

Meeting Date: 04/08/2014, 9:00 AM, Voting Session

Prepared By/Phone Number: Alan Miller, Planning and Budget, 854-9726

Elected/Appointed Official/Dept. Head: Jessica Rio, Budget Director, Planning and Budget

Commissioners Court Sponsor: Judge Samuel T. Biscoe

Review and approve request to continue the Low Income Home Energy Program and use Health and Human Services and Veterans Service's budget for related operating expenses until the FY 14 agreement is fully executed.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The proposed "Permission to Continue" would allow the program to continue operating through 06/30/14.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

The department is requesting authorization to spend \$200,000 to continue the program. In the event the grant was not awarded, the County would not get reimbursed for the expense. To date, this has never occurred with a Court approved permission to continue.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Jessica Rio
David Salazar

TRAVIS COUNTY

4/8/2014

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2014

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.

Permission to Continue

Dept.	Grant Title	Grant Term on Application	Personnel Cost	Operating Cost	Total Request	Filled FTE	Expiration Date	Notes	Auditor's Assessment	Page #
A 158	Low Income Home Energy Assistance Act Weatherization Assistance Program**	01/01/14 - 13/31/14	\$0	\$200,000	\$200,000	0.00	6/30/2014	R	EC	9

** This request will temporarily use General Fund resources for grant program related operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

PBO Notes:

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

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

**FY 2014 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, 2013, 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	Southwest Travis County Historical Survey	10/01/13 - 09/30/15	\$8,500	\$0	\$7,500	\$1,000	\$17,000	0.00	11/12/2013
119	Underage Drinking Prevention grant	10/01/14 - 09/30/15	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/26/2013
137	Bystander Intervention Conference	10/01/2013 - 12/31/2014	\$37,450	\$0	\$0	\$0	\$37,450	0.00	1/28/2014
145	Juvenile Accountability Block Grant: Local Assessment Center	09/01/2014 - 08/31/2015	\$47,903	\$5,323	\$0	\$0	\$53,226	0.00	1/28/2014
147	Emergency Management Performance Grant	10/01/2013 - 09/30/2014	\$69,699	\$69,699	\$0	\$0	\$139,398	0.00	1/28/2014
124	Travis County Veterans' Court	09/01/2014 - 08/31/2015	\$184,020	\$0	\$0	\$0	\$184,020	2.00	2/11/2014
124	Indigent Defense System Evaluation Project	10/01/2014 - 09/30/2015	\$122,813	\$0	\$0	\$0	\$122,813	1.00	2/11/2014
145	Streamlining Assessment Practices to Improve Youth Substance Abuse Outcomes	09/01/2014 - 08/31/2015	\$82,123	\$0	\$0	\$0	\$82,123	0.00	2/18/2014
145	Enhancing Services for Victims of Crime	09/01/2014 - 08/31/2015	\$66,761	\$16,690	\$0	\$0	\$83,451	1.20	2/18/2014
145	Drug Court & In-Home Family Services	09/01/2014 - 08/31/2015	\$241,596	\$26,844	\$0	\$0	\$268,440	2.30	2/18/2014
145	Trauma Informed Assessment and Response Program	09/01/2014 - 08/31/2015	\$110,745	\$0	\$0	\$0	\$110,745	0.50	2/18/2014
142	State Drug Court Training Grant	09/01/14 - 08/31/15	\$197,000	\$0	\$0	\$0	\$197,000	0.00	2/25/2014
145	The Eagle Soars: An Educational and Career Development Program	09/01/14 - 08/31/15	\$75,822	\$0	\$0	\$0	\$75,822	0.00	2/25/2014
142	Drug Diversion Court	09/01/14 - 08/31/15	\$132,586	\$0	\$0	\$0	\$132,586	0.00	2/25/2014

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
139	Adult Probation DWI Court	09/01/14 - 08/31/15	\$242,175	\$0	\$0	\$0	\$242,175	4.00	2/25/2014
119	Family Violence Accelerated Prosecution Program	09/01/14 - 08/31/15	\$85,874	\$34,217	\$0	\$17,088	\$137,179	2.23	2/25/2014
122	Family Drug Treatment Court	09/01/14 - 08/31/15	\$142,657	\$0	\$0	\$0	\$142,657	0.00	2/25/2014
145	Continuing the Culture of Safety	10/01/14 - 003/30/16	\$17,338	\$17,338	\$0	\$0	\$34,676	0.00	3/4/2014
149	FY 14 Section 6 Nontraditional Grant-Balcones Canyonland Preserve	06/01/14 - 05/31/17	\$2,000,000	\$3,301,450	\$0	\$0	\$5,301,450	0.00	3/4/2014
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$618,816	\$333,209	\$0	\$0	\$952,025	2.00	3/4/2014
139	Travis County Adult Probation Co-occurring Re-Entry Services	10/01/14 - 09/30/16	\$599,941	\$0	\$0	\$0	\$599,941	4.00	3/11/2014
145	Opening Doors to Future Opportunities	10/01/14 - 09/30/15	\$349,376	\$0	\$0	\$0	\$349,376	0.00	3/11/2014
158	National 4-H Council - Exploring Your Environment After-School Grant	08/31/14 - 12/31/14	\$20,000	\$0	\$0	\$0	\$20,000	0.00	3/18/2014
145	Residential Substance Abuse Treatment (RSAT) Program	10/01/14 - 09/30/15	\$188,510	\$62,841	\$0	\$0	\$251,351	2.90	3/25/2014
158	Coming of Age (DADS)	09/06/13 - 03/31/14	\$24,484	\$0	\$0	\$0	\$24,484	0.00	3/25/2014
			\$5,827,393	\$3,867,611	\$43,451	\$73,088	\$9,811,543	25.13	

*Amended from original agreement.

**FY 2014 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, 2013.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
124	Travis County Veterans's Court	09/01/13 - 08/31/14	\$185,919	\$0	\$0	\$0	\$185,919	2.00	10/1/2013
137	2010 Byrne Justice Assistance Grant*	10/01/2009 - 03/31/14	\$114,285	\$0	\$0	\$0	\$114,285	0.00	10/1/2013
139	Travis County Adult Probation DWI Court/SAMHSA	09/30/13 - 09/29/14	\$101,270	\$0	\$0	\$0	\$101,270	1.30	10/1/2013
139	Travis County Adult Probation DWI Court/OOG	09/01/13 - 09/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	10/1/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$132,585	\$0	\$0	\$0	\$132,585	0.00	10/1/2013
145	Drug Court and In-Home Family Services	09/01/13 - 08/31/14	\$162,000	\$18,007	\$0	\$0	\$180,007	0.20	10/8/2013
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	10/8/2013
120	Electronic Transmission of Ballot Portal	09/30/14 - 12/31/18	\$19,950	\$0	\$0	\$0	\$19,950	0.00	10/8/2013
137	Vision Summit	01/01/13 - 10/31/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	10/8/2013
137	Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	10/15/2013
147	Emergency Management Performance Grant	10/01/12 - 03/31/14	\$69,699	\$69,699	\$0	\$0	\$139,398	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Program	09/01/13 - 01/31/15	\$9,500	\$0	\$0	\$0	\$9,500	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Law Enforcement Terrorist Prevention Activities Program	09/01/13 - 01/31/15	\$22,500	\$0	\$0	\$0	\$22,500	0.00	10/15/2013
158	Title IV-E Child Welfare Services	10/01/13 - 09/30/14	\$20,508	\$67,430	\$0	\$0	\$87,938	0.60	10/15/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,957	\$34,053	\$0	\$0	\$119,010	2.23	10/22/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/22/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Juvenile Drug Treatment Court-SAMHSA/CSAT	09/30/13 - 09/29/14	\$227,670	\$0	\$0	\$0	\$227,670	0.00	10/22/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$154,132	\$0	\$0	\$0	\$154,132	0.50	10/29/2013
145	The Eagle Soars program	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.12	10/29/2013
145	Enhancing Services for Victims of Crime Program	09/01/13 - 08/31/14	\$104,222	\$0	\$0	\$0	\$104,222	0.00	10/29/2013
124	Indigent Defense System Evaluation Project*	09/01/12 - 08/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	11/5/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	09/01/11 - 08/31/16	\$578,449	\$99,779	\$0	\$0	\$678,228	11.00	11/5/2013
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$142,933	\$47,644	\$0	\$0	\$190,577	1.67	11/19/2013
137	State Criminal Alien Assistance Program	07/11/11 - 06/30/12	\$483,085	\$0	\$0	\$0	\$483,085	0.00	11/26/2013
158	Comprehensive Energy Assistance Program Amendment #2*	01/01/13 - 12/31/13	\$2,898,329	\$0	\$0	\$0	\$2,898,329	6.00	11/26/2013
158	Coming of Age (DADS)	11/15/13 - 03/31/14	\$14,282	\$0	\$0	\$0	\$14,282	0.00	12/3/2013
137	K9s4COPS	11/22/13 - 09/30/14	\$12,000	\$0	\$0	\$0	\$12,000	0.00	12/10/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$44,000	\$0	\$0	\$0	\$44,000	0.00	12/10/2013
135	Accessible Parking Awareness Campaign	01/01/14 - 06/30/14	\$37,125	\$12,375	\$0	\$0	\$49,500	0.50	12/17/2013
157	NEH Preservation Assistance for Smaller Institutions	02/01/14 - 07/31/15	\$6,000	\$0	\$0	\$0	\$6,000	0.00	12/30/2013
124	Veterans Commission Grant	01/01/2014 - 12/31/2014	\$20,000	\$0	\$0	\$0	\$20,000	0.00	1/7/2014
158	2013 Phase 31 Emergency Food and Shelter Program	07/01/2013 - 05/31/2014	\$25,000	\$0	\$0	\$0	\$25,000	0.00	1/7/2014
137	TxDOT Impaired Driving Mobilization	01/13/2014 - 09/30/2014	\$20,100	\$7,033	\$0	\$0	\$27,133	0.00	1/28/2014

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
137	Edward Byrne Justice Assistane Grant	11/13/2013 - 09/30/2016	\$80,260	\$0	\$0	\$0	\$80,260	0.00	1/28/2014
149	Pace Bend Park - Tournament Point Boat Ramp*	09/30/2012 - 09/30/2015	\$111,075	\$0	\$37,025	\$0	\$148,100	0.00	1/28/2014
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards*	04/01/13 - 09/30/14	\$100,000	\$0	\$0	\$0	\$100,000	0.00	2/25/2014
158	Travis County Family Drug Treatment Court - The Children's Continuum*	10/01/11 - 09/30/14	\$550,000	\$0	\$0	\$183,333	\$733,333	3.05	3/11/2014
124	Formula Grant - Indigent Defense Program	10/01/11 - 09/30/14	\$1,494,376	\$0	\$0	\$0	\$1,494,376	0.00	3/11/2014
155	Prostitution Prevention Program - Planning Grant	01/01/14 - 12/31/14	\$40,000	\$0	\$0	\$0	\$40,000	0.00	3/18/2014
137	2010 Byrne Justice Assistance Grant*	10/01/2009 - 09/30/2014	\$114,285	\$0	\$0	\$0	\$114,285	0.00	4/1/2014
			\$9,307,502	\$630,742	\$71,664	\$183,333	\$10,193,241	39.17	

*Amended from original agreement.

FY 2014 Grants Summary Report

Permissions to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Approval Date	Has the General Fund been reimbursed?
158	AmeriCorps Grant Program	08/01/13 - 07/31/14	\$100,540	\$7,300	\$107,840	31.00	9/30/2013	7/30/2013	Yes
119	Family Violence Accelerated Prosecution Program	09/01/2013 - 08/31/2014	\$13,150	\$0	\$13,150	1.00	10/31/2013	8/27/2013	Yes
119	Other Victim Assistance Grant Program	09/01/2013 - 08/31/2014	\$9,286	\$0	\$9,286	1.00	10/31/2013	8/27/2013	Yes
122	Family Drug Treatment Court	09/01/2013 - 08/31/2014	\$5,422	\$0	\$5,422	1.00	9/30/2013	8/27/2013	Yes
124	Veterans' Court Program	09/01/2013 - 08/31/2014	\$13,801	\$0	\$13,801	2.00	10/31/2013	8/27/2013	Yes
137	Child Abuse Victim Services Personnel Program	09/01/2013 - 08/31/2014	\$8,852	\$0	\$8,852	1.00	10/31/2013	8/27/2013	Yes
142	Drug Diversion Court Program	09/01/2013 - 08/31/2014	\$10,376	\$0	\$10,376	1.00	10/31/2013	8/27/2013	Yes
145	Juvenile Accountability Block Grant Local Assessment Center Program	09/01/2013 - 08/31/2014	\$9,800	\$0	\$9,800	1.00	10/31/2013	8/27/2013	Yes
145	Trauma Informed Assessment and Response Program	09/01/2013 - 08/31/2014	\$5,966	\$0	\$5,966	0.50	10/31/2013	8/27/2013	Yes
145	Austin/Travis County Integral Care Community Partners for Children Coordinator	09/01/2013 - 08/31/2014	\$10,250	\$0	\$10,250	1.00	10/31/2013	8/27/2013	Yes
145	Texas Juvenile Justice Department Grants	09/01/2013 - 08/31/2014	\$405,477	\$0	\$405,477	72.00	10/31/2013	8/27/2013	Yes
139	Adult Probation DWI Court	09/01/13 - 08/31/14	\$52,519	\$0	\$52,519	4.00	11/30/2013	9/10/2013	Yes

FY 2014 Grants Summary Report

Permissions to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Approval Date	Has the General Fund been Reimbursed
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$13,801	\$0	\$13,801	2.00	10/31/2013	9/24/2013	Yes
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$5,566	\$0	\$5,566	1.00	10/31/2013	9/24/2013	Yes
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$10,098	\$0	\$10,098	1.67	11/30/2013	9/24/2013	Yes
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$22,909	\$0	\$22,909	1.00	12/31/2013	9/24/2013	Yes
158	Comprehensive Energy Assistance Program	01/01/2014 - 12/31/14	\$63,805	\$500,000	\$563,805	7.00	3/31/2014	12/10/2013	No
Totals			\$761,618	\$507,300	\$1,268,918	129.17			



**TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET**

Contract #:
SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input checked="" type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	HHSVS / Community Services, Housing Services	
Contact Person/Title:	Lisa Glass / Financial Analyst Lead	
Phone Number:	512-854-4594	

Grant Title:	Low-Income Home Energy Assistance Act Weatherization Assistance Program (LIHEAP)		
Grant Period:	From: <input type="text" value="01/01/2014"/>	To: <input type="text" value="12/31/2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Housing and 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:	\$ 139,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 139,500.00
Operating:	\$ 468,982.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 468,982.00
Capital Equipment:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect Costs:	\$ 40,432.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,432.00
Totals:	\$ 648,914.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 648,914.00
FTEs:	0.00	0.00	0.00	0.00	0.00

Permission to Continue Information					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
1580320001	\$ 0.00	\$ 200,000.00	\$ 200,000.00	0.00	06/30/2014

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	CS	
County Attorney	<input type="checkbox"/>		

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ - Applicable Departmental Measures					
1.	Number of referrals required to support housing programs from emergency assistance centers (includes: LIHEAP, and Home Repair)	710	300	475	
2.					
3.					
+ - Measures for the Grant					
1.	# of Households receiving LIHEAP weatherization assistance	340	60	225	
	Outcome Impact Description	Providing weatherization services and minor home repair for clients as prescribed by the grant guidelines will lower the household energy usage and lower household energy costs.			
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

HHS is requesting to use \$200,000 in General Fund resources to continue the utility assistance services of the Low Income Home Energy Assistance Program through June, 2014, until a fully executed contract is obtained from the Texas Department of Housing and Community Affairs. Historically, the contract for this program has come to the county by the second quarter of the new program period.

Once the grant contract is approved, these expenditures will be reclassified to the grant budget and the General Fund budget is made whole.

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 Texas Department of Housing and Community Affairs (TDHCA) has released the contract for the LIHEAP program. HHSVS is currently negotiating with TDHCA a request for contract boilerplate revisions. The grant period for this upcoming contract will be 1/1/14 to 12/31/14. At this time there is an existing contract for the LIHEAP program (contract #81130001737 grant #800310) with the grant period of 4/1/13 to 3/31/14. TDHCA is choosing to change the grant period for the LIHEAP program to be a calendar year program period.

The Housing Services division estimates the need for \$200,000 to continue direct service assistance using the LIHEAP guidelines for 2014 until a fully executed contract can be achieved. The department is requesting a total of \$200,000 as permission to use general fund to continue the assistance of the LIHEAP program. HHSVS will use \$75,000 from General Fund (1580320001 GL 511530) and \$125,000 from (1580540001 GL 511430). The \$125,000 will be transferred into the Housing Services Cost Center 1580320001. The expenses that occur during this permission to use general fund stage will be reclassified as LIHEAP grant expenses when appropriate.

The goal for this program is to assist low-income households by providing weatherization assistance to their residences. The benefit of weatherizing these households and reducing the home energy needs will further improve their ability to become energy self-sufficient.

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 indirect costs (\$40,432) at the rate of 6% of the total allowable expenditures.

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 will perform the client eligibility interviews for assistance provided by this program and other programs available through the department. The Family Support Services staff will make referrals to the Housing Services division staff for those households deemed eligible for weatherization assistance. The Housing Services staff performs assessments of the residences and determines the weatherization services and minor home repairs that can be addressed with this grant funding and other funding sources available. Services are provided by either in-house staff or by purchasing contracted services.

This grant assistance is another program the department uses to meet the requests of low-income clients who are seeking minor home repair, weatherization services and basic needs services.



Travis County Commissioners Court Agenda Request

Meeting Date: 4/8/14

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

AGENDA LANGUAGE:

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments;
- B. Routine promotion from Travis County Sheriff's Office. HRMD recommends a different salary;
- C. Non-routine salary adjustment from County Commissioner Pct 4's Office for a variance to Travis County Code § 10.03002, salary adjustment greater than 10% above midpoint; and
- D. Non-routine request from Travis County Sheriff's Office for a variance to Travis County Code Chapter §10.03008, Promotion. HRMD recommends a different salary.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

- A. Routine Personnel Actions – Pages 2 – 5.
- B. Routine Promotion Action – Page 6, 8 - 12.
HRMD recommends a different salary.
- C. Non-Routine Personnel Action – Pages 7, 13 - 16.

County Commissioner Pct 4's Office requests approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002. HRMD has reviewed the supporting documentation and recommends approval; this request is consistent with the intent of County personnel policies. The Planning and Budget Office has confirmed sufficient funds.

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

D. Non-Routine Personnel Action – Pages 7, 17 - 18.

Travis County Sheriff's Office requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Position 30001952, Health Services Supv, PG 23. HRMD has reviewed supporting documentation; and supports the promotion but recommends a different salary; PBO has confirmed sufficient funds.

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



Created: 2014-03-14 at 4:25 pm

HRMD

Human Resources Management Department

700 Lavaca Street, 4th Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-9757

April 8, 2014

ITEM # :

DATE: March 28, 2014

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.

A. Routine Personnel Actions – Pages 2 – 5.

B. Routine Promotion Action– Pages 6, 8 – 12.

HRMD recommends a different salary

C. Non-Routine Personnel Action – Pages 7, 13 - 16.

County Commissioner Pct 4's Office requests approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002. HRMD has reviewed the supporting documentation and recommends approval; this request is consistent with the intent of County personnel policies. The Planning and Budget Office has confirmed sufficient funds.

D. Non-Routine Personnel Action – Pages 7, 17 - 18.

Travis County Sheriff's Office requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Position 30001952, Health Services Supv, PG 23. HRMD has reviewed supporting documentation; and supports the promotion but recommends a different salary; PBO has confirmed sufficient funds.

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	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	04/01/2014	N/A	1850 - Health and Human Sv and Vet Sv	30005965 / Social Worker / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$47,465.60		
New Hire	New Hire	04/01/2014	N/A	3050 - Tax Collector	30000191 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83		
New Hire	New Hire	04/01/2014	N/A	3050 - Tax Collector	30000219 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83		
New Hire	New Hire	04/01/2014	N/A	3050 - Tax Collector	30000227 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83		
New Hire	New Hire	04/01/2014	N/A	3050 - Tax Collector	30000228 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83		
New Hire	New Hire	04/01/2014	N/A	3050 - Tax Collector	30000214 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83		
New Hire	New Hire	03/20/2014	N/A	3150 - County Clerk	30001051 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87		

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description		Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	New Hire	03/19/2014	N/A	N/A	3150 - County Clerk	NEW 30001064 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	New Hire	03/17/2014	N/A	N/A	3150 - County Clerk	30001016 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	New Hire	03/19/2014	N/A	N/A	3150 - County Clerk	30001061 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	New Hire	03/31/2014	N/A	N/A	3500 - Sheriff	30002873 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	New Hire	03/24/2014	N/A	N/A	3650 - Juvenile Probation	30004323 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
New Hire	New Hire	New Hire	03/24/2014	N/A	N/A	3650 - Juvenile Probation	30051926 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,180.80
New Hire	New Hire	New Hire	03/25/2014	N/A	N/A	3650 - Juvenile Probation	30004186 / Juvenile Detention Office / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59

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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	Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	04/01/2014	N/A	N/A	3650 - Juvenile Probation	30004539 / Guardian Ad Litem II / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$44,928.00	
Re-Hire	Re-Hire	04/01/2014	N/A	N/A	3050 - Tax Collector	30000207 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	
Re-Hire	Re-Hire	04/01/2014	N/A	N/A	3050 - Tax Collector	30000204 / Tax Specialist I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42	
Mobility	Career Ladder	03/01/2014	3300 - District Attorney	30001355 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$70,138.75	3300 - District Attorney	30001355 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	
Mobility	Lateral Transfer	03/11/2014	3650 - Juvenile Probation	30004371 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,806.00	3650 - Juvenile Probation	30004220 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	
Mobility	Part-Time to Full-Time	03/02/2014	3100 - County Attorney	30000807 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,823.38	3100 - County Attorney	30000807 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76	
Mobility	Promotion	04/01/2014	1400 - Information Technology Service	30051402 / Customer Support Tech Sr / 4 - Special Project / 02 - Full Time Non-Exempt / GRD19 / 00 / \$46,706.90	1400 - Information Technology Service	30000360 / Business Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85	

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
Mobility	Promotion	03/16/2014	3100 - County Attorney	30000881 / Records Analyst Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76	3100 - County Attorney	30000889 / Records Analyst Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77	
Mobility	Promotion	03/16/2014	3100 - County Attorney	30000903 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,154.00	3100 - County Attorney	30000905 / Accountant Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$45,346.50	
Mobility	Promotion	03/08/2014	3500 - Sheriff	30002109 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 04 / \$77,201.90	3500 - Sheriff	30002749 / Corrections Lieutenant / 1 - Regular / 01 - Full Time Exempt / GRD89 / 04 / \$87,679.07	
Mobility	Promotion	03/08/2014	3500 - Sheriff	30002551 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 07 / \$55,966.56	3500 - Sheriff	30002109 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 07 / \$81,542.03	
Salary Change	Salary/Hourly Rate Change	04/01/2014	1200 - County Commissioner 4	30000021 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$49,453.87	1200 - County Commissioner 4	GRD17 / 00 / \$52,453.87	
Salary Change	Salary/Hourly Rate Change	03/28/2014	3460 - Constable Pct 3	30001790 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$33,005.28	3460 - Constable Pct 3	GRD13 / 00 / \$34,160.46	
Salary Change	Salary/Hourly Rate Change	03/28/2014	3460 - Constable Pct 3	30001796 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$41,272.90	3460 - Constable Pct 3	GRD15 / 00 / \$42,511.09	

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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	DEPARTMENT REQUESTS Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt.	HRMD RECOMMENDS Level / Salary
Mobility	Promotion	02/24/2014	3500 - Sheriff	30002046 / Business Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$58,218.87	3500 - Sheriff	30002041 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / Midpoint / \$94,720.08	Level 3 / \$79,414.40

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NON-ROUTINE – Salary Change and Promotion				
Dept. (From)	Position / Position Title / Employee Subgroup / Grade / Level / Salary	Dept. (To)	Position / Position Title / Employee Subgroup / Grade / Level / Salary	Comments
1200 - County Commissioner 4	30000019 / Executive Asst-Elected Official / 1 - Regular / 02 - Full Time Exempt / GRD19 / 00 / \$62,067.04	1200 - County Commissioner 4	GRD19 / 00 / \$67,067.04	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30002003 / Registered Nurse Charge Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$57,246.22	3500 - Sheriff	30001952 / Health Services Supv / 1 - Regular / 01 - Full Time Exempt / GRD23 / Midpoint to Max / \$81,171.86	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008. HRMD recommends a salary of \$77,306.53 (midpoint).

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

Samuel T. Biscoe, County Judge

Ron Davis, Commissioner, Pct. 1

Bruce Todd, Commissioner, Pct. 2

Gerald Daugherty, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4



HRMD

Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: March 28, 2014

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

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

FROM: Debbie Maynor, Director of HRMD *DM*

SUBJECT: TCSO Promotion Salary Action, Position 30002041

HRMD requests Commissioners Court to discuss and consider the following action.

TCSO's Request:

TCSO requests approval to increase the pay of one Business Analyst I (PG 22) by \$36,501.21 upon promotion to Business Analyst III (PG 26). The resulting pay differential is approximately 62.6 percent. The pay action would apply to the following positions:

<u>From</u>	<u>To</u>
Position 30002046	Position 30002041
Business Analyst I	Business Analyst III
PG 22	PG 26
\$58,218.87	\$94,720.08

Policy:

According to Travis County Code §10.03008(b)(3), the action proposed by TCSO is within policy. The policy states that Elected Officials have flexibility in determining the amount of pay in the event of a promotion but that if the increase is greater than 5% and above midpoint the action is non-routine. Since the proposed salary in this case is at the midpoint, the proposed salary action qualifies as routine.

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Issues:

Although the proposed increase is within policy, HRMD believes the amount of the increase is excessive given the employee's background; creates internal equity issues within the department and across other departments; and is inconsistent with compensation best practices.

Recommendation:

HRMD recommends approval of the promotion but believes the salary should be set at \$79,414.40 (level 3). This translates to an increase of 36.4 percent.

Rationale:

The employee is currently a Business Analyst I in Pay Grade 22. The minimum of this pay grade is \$55,578.85, midpoint is \$69,473.66, and the maximum is \$83,368.27. Since the employee's salary is currently \$58,218.87, the employee is placed toward the lower end of the pay grade (between levels 1 and 2).

The job of Business Analyst III is placed in Pay Grade 26. The minimum of this pay grade is \$72,864.57, midpoint is \$94,720.08, and the maximum is \$116,578.59. TCSO is proposing paying the employee \$94,720.08; the midpoint of the range.

The job description for a Business Analyst III requires a Bachelor's Degree and five years of relevant experience. The employee does not have a Bachelor's Degree but does have almost six years direct experience in Information Technology, administrative and training experience, and is a certified project manager. Based on these qualifications, HRMD does not believe that placement at midpoint of pay grade 26 is warranted. Typically, an employee earning the midpoint for this job would have the required degree and approximately 13 years relevant experience.

Placement at midpoint would create significant internal equity issues. Travis County has 17 Business Analyst IIIs placed across multiple departments. The average salary for these employees is \$80,807.15. The highest paid Business Analyst III currently earns \$90,724.21. If approved, the employee would become the highest paid Business Analyst III despite having considerably less experience than other employees with the same title.

Two of the Business Analyst III positions included in the total above work at TCSO. The average salary for these employees is \$75,894.20. Paying the employee at midpoint would result in a salary disparity of almost \$19,000 with these employees working in the same department.

Given the facts presented above, compensation best practices would suggest a more appropriate salary for this action would be toward the lower end of Pay Grade 26. Consistent with the facts, HRMD believes a more appropriate salary would be at level 3.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Business Analyst III

JOB CODE: 20000443
PAY GRADE: 26

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

JOB SUMMARY:

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

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four business analyst-related job classifications within the Information Technology job family. Provides moderately complex to complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. The Business Analyst III performs complex Information Technology functions and may perform computer hardware and software installation, network administration and database management within a department. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides moderately complex to complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements.
- Solicits and interprets client requests, documents client needs and automated procedures and works with users to improve business processes. Proposes alternatives appropriate within the broader context of County Information Technology and other operations and technology.
- Resolves day-to-day technology needs of the department with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and assists in planning the transition to a new process.
- Participates in continuous review and update to ensure that processes meet changing departmental and organizational conditions. Identifies processes for improvement, documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Interfaces and collaborates with other Information Technology staff in the design of new programs, processes, projects and software. Conducts analysis, design, programming, validation, testing, training and maintenance. Assists with application testing and product defect tracking. Interfaces with software project team members to assist in all aspects of requirements and testing activities. Participates in the coordination and monitoring of software development activities. May review programs written by others. Establishes test procedures and tests and debugs programs.
- Serves as a liaison with Information Technology System (ITS) in network administration within a user department. May possess primary responsibility for administration and troubleshooting of a stand-alone departmental network.
- May assist in or install computer hardware, software and peripheral devices, as required. Troubleshoots problems encountered by department users, performs advanced diagnostics and provides limited user training. Coordinates technical support work provided by ITS. Maintains inventory of department hardware and software.
- Assists in evaluating, acquiring and implementing vendor hardware and software for user department. Collaborates with users, researches product information, assesses available technology, makes recommendations and assists with the purchasing process.
- Creates and/or develops enhancements needed for complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Business Analyst III

JOB CODE: 20000443
PAY GRADE: 26

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

DUTIES AND RESPONSIBILITIES: (Cont.)

- Uses reporting tools to develop moderately complex to complex reports which are needed for department business processes and statistical reports which are used by management to help them evaluate department productivity and workload.
- Researches departmental data and recommends effective use of business information. Researches, documents and catalogues business and information system processes.
- Assists in or configures document management systems.
- Participates in or leads many cross-functional project teams involving various levels of internal and external participants. Facilitates team building to identify and resolve system or process problems.
- May lead or supervise work of lower level Information Technology staff.
- May develop central automated systems to support the budget or other process.
- May develop and maintain department specific internet or intranet websites.
- Provides end-user and system support for specified department applications and functions.
- Produces periodic status and operational reports for management review.
- Assists with training efforts of systems implementation, including documentation, instruction and hands-on-training of others.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work experience;

OR,

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

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

Microsoft Certified Systems Engineer (MCSE) Certification.

Certified Novell Administrator (CNA) Certification.

Certified Novell Engineer (CNE) Certification.

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

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Existing automated business applications and their relationships to each other and interfaces with other automated systems.
- Software engineering and the software development lifecycle.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

//

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Business Analyst III

JOB CODE: 20000443
PAY GRADE: 26

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Understanding technical problems and solutions in relation to current, as well as future, business environment.
- Problem-solving and decision-making.
- Training users on computer applications.
- Translating moderately complex concepts for peers and customers.
- Network administration and maintenance.
- Installing, maintaining and troubleshooting of hardware, software and peripherals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Identify and analyze end-user problems and develop practical technological solutions.
- Lead, supervise and/or work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.



Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: March 28, 2014

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

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

FROM: Debbie Maynor, HRMD Director *DM*

SUBJECT: Commissioner Pct. 4- Non-Routine Salary Adjustment, Position 30000019

HRMD requests Commissioners Court to discuss and consider the following action.

Comm Precinct 4's Request:

Commissioner Precinct 4's Office requests approval to pay a salary adjustment to one Executive Assistant – Elected Official in the amount of \$5,000.00. The resulting pay differential is approximately 8.0 percent. The pay action would apply to the following position:

<u>Position #</u>	<u>From</u>	<u>To</u>
30000019	Exec Asst – Elect Off PG 19 \$62,067.04	Exec Asst – Elec Off PG 19 \$67,067.04

Policy:

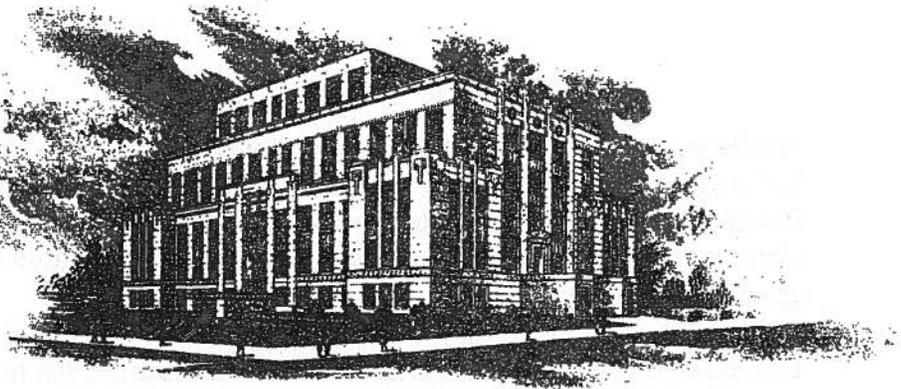
Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.

Issues:

The proposed salary action would move the incumbent above the midpoint + 10% threshold that triggers a non-routine review. Midpoint + 10% is \$62,351.54 for PG 19.

Recommendation:

HRMD recommends approval of the proposed salary adjustment. The incumbent is already past the midpoint + 10% threshold that requires non-routine action. This request facilitates retention of a key employee and is consistent with the intent of the referenced policy. Planning and Budget Office (PBO) has confirmed funding. The action would be effective April 1, 2014.



MARGARET J. GÓMEZ
COMMISSIONER, PRECINCT 4

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

March 20, 2014

To: Debbie Maynor, HRMD, Director
Todd Osburn, Compensation Manager
Victoria Ramirez, Budget Analyst

From: Margaret J. Gomez, Commissioner, Precinct 4 *mg*

Re: Salary Adjustment for Precinct 4 Executive Assistant and Executive Assistant to the Elected Official.

For the past few years, the Office of Commissioner Precinct 4 has functioned with 2 full-time staff: the Executive Assistant (EA) and the Executive Assistant to the Elected Official (EAEO). The third position, Executive Assistant to the Elected Official, has remained vacant for several years in order to give interns an opportunity to come into a working office and gain experience in County Government processes and procedures and to observe the Commissioner.

The duties that normally would have gone to the third assistant were distributed to the 2 full time staff in the office. Within the last few years, there have been additional loads that have been placed on staff due to an increase in County issues internally and externally. Various new projects and existing concerns, such as new flooding issues and new road projects have increased their day to day work load. The staff has taken on these additional responsibilities and I feel that these **two** full time staff members need to be compensated for doing the work of **three** people.

Currently, the Executive Assistant is responsible for managing the day to day request and scheduling for the Commissioner. She is the primary point of contact for constituents seeking assistance and follows through on all inquiries and calls for assistance. The incumbent is able to communicate fluently in Spanish when the need arise. In addition, the Executive Assistant has taken on the added responsibility of being the primary staff person in charge office

purchases and travel arrangements, a responsibility that used to be handled by the (EAEO). The EA is also completely trained in all SAP responsibilities (financial and Personnel Management), should the EAEO be unable to perform these duties due to illness, or other unforeseen circumstances. In fact, if necessary, the incumbent is capable of stepping in as a temporary back up if the need arises.

The Executive Assistant to the Elected Official assumed the majority of the duties that were previously done by the other EAEO position. When she first came into the position, she was responsible for legislative initiatives, Criminal Justice and Emergency Service Issues, Facilities Management, Human Resource Management, Employee Relations and Health Benefits, Records Management, Information and Telecommunications, and CapMetro related initiatives, inquiries and associated Research and analysis in each of these areas. Since the other EAEO position has been vacant, she added Transportation and Natural Resources, Health and Human Services, Planning and Budget, CARTS, and Law Enforcement as well as all Personnel Management and Financial and Department Budget Management to her responsibilities. With each of these areas, there are often meetings that have to be attended on behalf of the Commissioner and additional research and analysis follow-up. She is responsible for items being placed on the agenda on behalf of the Commissioner, and any associated backup. She briefs the Commissioner on any issues relating to the aforementioned departments and areas. The incumbent is the SAP Manager for the department and is able to complete the functions of the Executive Assistant in her absence, as well as her workload. She is also fluent in Spanish, oral and written and she has served as a translator for TNR and Health and Human Services in community /neighborhood meetings on several occasions

It is for these reasons, that I am requesting that HRMD assist in this salary adjustment request for the Executive Assistant to the Elected Official and the Executive Assistant. The amounts requested for each position are :

Executive Assistant: Current \$49,453.87 Proposed \$52,453.87

Executive Assistant to the Elected Official: Current \$62,067.04 Proposed \$67,067.04

The office budget currently has salary savings to cover this salary adjustment and I request HRMD assist in completing this request for additional compensation for the Executive Assistant and the Executive Assistant to the Elected Official.



Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: March 28, 2014

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

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

FROM: Debbie Maynor, Director of HRMD *DM*

SUBJECT: TCSO - Non-Routine Salary Action, Position 30001952

HRMD requests Commissioners Court to discuss and consider the following action.

TCSO's Request:

TCSO requests approval to increase the pay of one Registered Charge Nurse (PG 22) by \$23,925.64 upon promotion to Health Services Supervisor (PG 23). The resulting pay differential is approximately 42 percent. The pay action would apply to the following position:

<u>From</u>	<u>To</u>
Position 30002003	Position 30001952
Registered Charge Nurse	Health Services Supv
PG 22	PG 23
\$57,246.22	\$81,171.86

Policy:

Travis County Code §10.03008(b)(3) states that Elected Officials do have flexibility in determining the amount of pay in the event of a promotion but that if the increase is greater than 5% and above midpoint the action is non-routine.

Issues:

The increase associated with this promotion is greater than 5% and the resultant salary is above midpoint. HRMD has no objections to the promotion, but believes the pay increase is excessive.

Recommendation:

HRMD recommends approval of the promotion but believes the salary should be set at midpoint; which in this case is \$77,306.53. The employee had considerable experience as a Pretrial Service Officer (over 10 years) but only four years and three months as an RN at TCSO. TCSO is proposing moving the employee from approximately level 1 in PG 22 to 5% beyond the midpoint of PG 23. The resulting increase of 42% for a one grade increase is unusual and given the employee's experience in the medical field does not seem warranted. In this case, approval of a non-routine increase does not seem appropriate. PBO has confirmed funding is available for either increase, so department funding is not an issue. The salary change will be effective March 1, 2014.

18



Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014

Prepared By/Phone Number: Norman McRee/854-4821

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

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

JB
Tom

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 \$700,301.00 for the period of March 21 to March 27, 2014.

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 \$700,301.00.

ISSUES AND OPPORTUNITIES:

See attached.

FISCAL IMPACT AND SOURCE OF FUNDING:

Employee Health Benefit Fund (8956) – \$700,301.00

REQUIRED AUTHORIZATIONS:

John Rabb, 854-2742

Jessica Rio, 854-9106

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

**TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS**

DATE: April 8, 2014

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: March 21, 2013 to March 27, 2014

REIMBURSEMENT REQUESTED FOR THIS PERIOD: \$700,301.00

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 \$700,301.00.

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
MARCH 21, 2014 TO MARCH 27, 2014**

- 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: April 1, 2014
 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: March 21, 2014
 TO: March 27, 2014

REIMBURSEMENT REQUESTED: \$ 700,301.00

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 2,301,641.62
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: April 1, 2014	\$ (1,597,535.37)
SAP corr	\$ (3,475.00)
Misc Adj	\$ (330.25)
TOTAL CLAIMS REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 700,301.00
TRANSFER OF FUNDS REQUESTED:	\$ 700,301.00

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

All claims over \$25,000 (3 this week totaling \$92,139.61) 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 (\$91,472.00) 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 \$275,000 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 \$302,917.85.

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.

 3/3/2014

 Debbie Maynor, Director, HRMD Date

 3/28/2014

 John Rabb, Benefits Manager Date

 3/28/2014

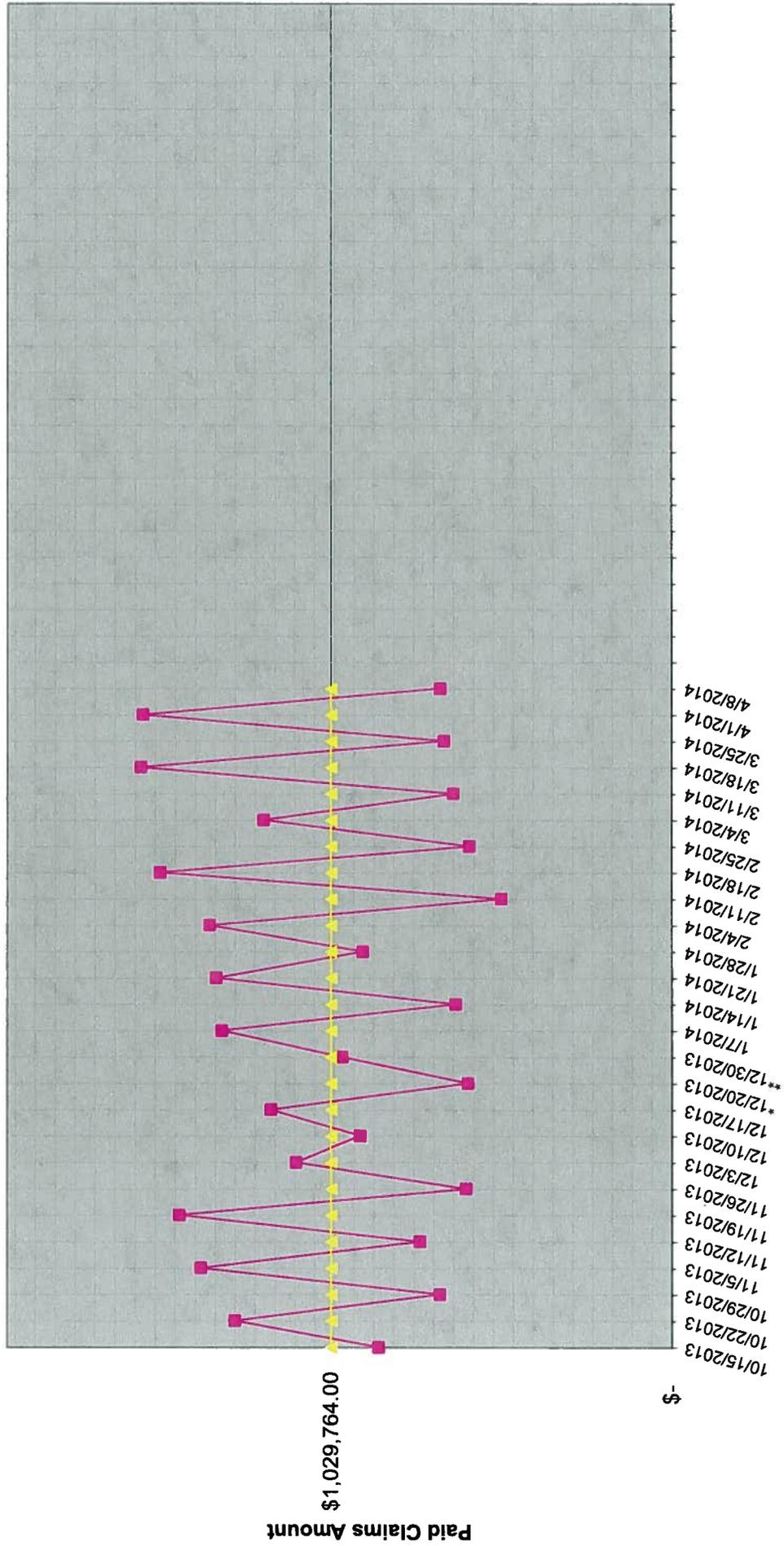
 Shannon Steele, Benefits Administrator Date

 3/28/14

 Norman McRee, Financial Analyst 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 FY14 Paid Claims vs Weekly Claims Budget of \$1,029,764.52



Travis County Employee Benefit Plan FY14 Weekly Paid Claims VS Weekly Budgeted Amount

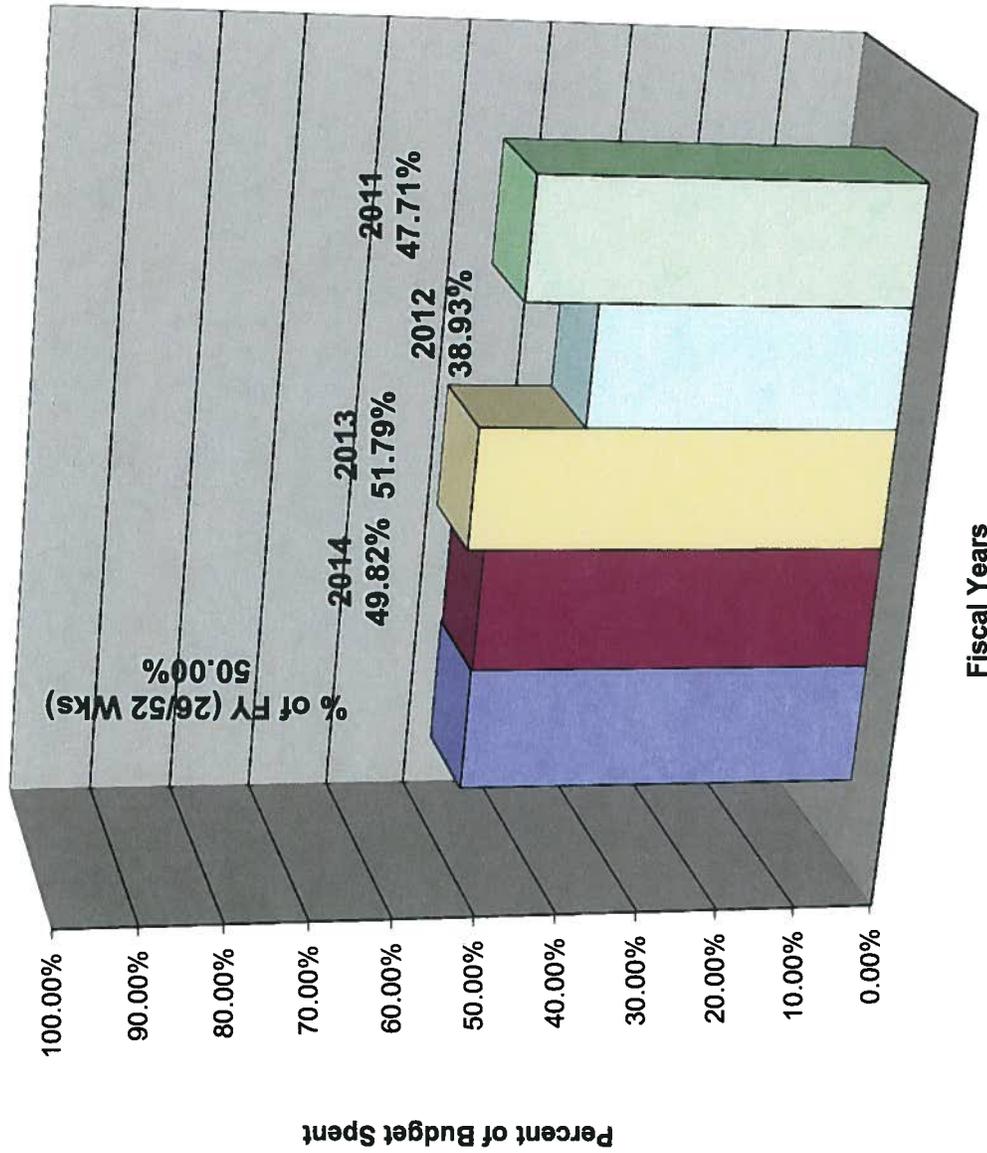
Wk	Period from	Period To	Voting Session Date	Pd Claims Request Amount	Budgeted Weekly Claims	# of Large Claims	Total of Large Claims	FY 2014 % of Budget Spent	FY 2013 % of Budget Spent
1	9/27/2013	10/3/2013	10/15/2013	\$ 885,221.27	\$ 1,029,764.52	5	\$ 195,295.06	1.65%	1.68%
2	10/4/2013	10/10/2013	10/22/2013	\$ 1,321,181.23	\$ 1,029,764.52	1	\$ 164,720.00	4.12%	4.42%
3	10/11/2013	10/17/2013	10/29/2013	\$ 701,263.92	\$ 1,029,764.52	1	\$ 82,224.03	5.43%	6.07%
4	10/18/2013	10/24/2013	11/5/2013	\$ 1,423,282.56	\$ 1,029,764.52	4	\$ 168,709.40	8.09%	8.24%
5	10/25/2013	10/31/2013	11/12/2013	\$ 761,418.64	\$ 1,029,764.52	2	\$ 106,445.83	9.51%	9.25%
6	11/1/2013	11/7/2013	11/19/2013	\$ 1,488,394.58	\$ 1,029,764.52	3	\$ 109,031.75	12.29%	13.29%
7	11/8/2013	11/14/2013	11/26/2013	\$ 622,321.91	\$ 1,029,764.52	1	\$ 29,825.79	13.45%	15.02%
8	11/15/2013	11/21/2013	12/3/2013	\$ 1,135,426.11	\$ 1,029,764.52	1	\$ 40,089.30	15.57%	17.32%
9	11/22/2013	11/28/2013	12/10/2013	\$ 940,233.39	\$ 1,029,764.52	2	\$ 222,703.69	16.76%	18.28%
10	11/29/2013	12/5/2013	12/17/2013	\$ 1,212,118.51	\$ 1,029,764.52	5	\$ 182,392.18	19.03%	20.94%
11	12/6/2013	12/12/2013	*12/20/2013	\$ 615,656.75	\$ 1,029,764.52	3	\$ 107,366.02	20.18%	23.72%
12	12/13/2013	12/19/2013	**12/30/2013	\$ 995,001.70	\$ 1,029,764.52	3	\$ 358,745.50	22.03%	26.12%
13	12/20/2013	12/26/2013	1/7/2014	\$ 1,360,704.88	\$ 1,029,764.52	3	\$ 222,051.40	24.57%	27.88%
14	12/27/2013	1/2/2014	1/14/2014	\$ 653,436.13	\$ 1,029,764.52	1	\$ 28,139.66	25.80%	28.75%
15	1/3/2014	1/9/2014	1/21/2014	\$ 1,376,963.18	\$ 1,029,764.52	4	\$ 155,466.04	28.37%	30.39%
16	1/10/2014	1/16/2014	1/28/2014	\$ 932,402.70	\$ 1,029,764.52	5	\$ 310,357.04	30.11%	31.62%
17	1/17/2014	1/23/2014	2/4/2014	\$ 1,396,783.17	\$ 1,029,764.52	2	\$ 80,497.62	32.72%	34.58%
18	1/24/2014	1/30/2014	2/11/2014	\$ 515,683.34	\$ 1,029,764.52	2	\$ 130,646.43	33.68%	35.73%
19	1/31/2014	2/6/2014	2/18/2014	\$ 1,545,248.14	\$ 1,029,764.52	4	\$ 214,487.53	36.57%	38.08%
20	2/7/2014	2/13/2014	2/25/2014	\$ 611,759.43	\$ 1,029,764.52	0	\$ -	37.71%	39.28%
21	2/14/2014	2/20/2014	3/4/2014	\$ 1,233,909.99	\$ 1,029,764.52	4	\$ 133,153.83	40.01%	42.16%
22	2/21/2014	2/27/2014	3/11/2014	\$ 660,394.37	\$ 1,029,764.52	1	\$ 32,174.24	41.25%	43.40%
23	2/28/2014	3/6/2014	3/18/2014	\$ 1,603,217.96	\$ 1,029,764.52	7	\$ 331,213.98	44.24%	45.52%
24	3/7/2014	3/13/2014	3/25/2014	\$ 688,786.64	\$ 1,029,764.52	3	\$ 141,879.50	45.53%	47.04%
25	3/14/2014	3/20/2014	4/1/2014	\$ 1,597,535.37	\$ 1,029,764.52	3	\$ 173,339.16	48.51%	49.48%
26	3/21/2014	3/27/2014	4/8/2014	\$ 700,301.00	\$ 1,029,764.52	3	\$ 92,139.61	49.82%	51.79%
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Claims (net) & Budget to Date	\$ 26,675,729.02	\$ 26,773,877.50	stop loss \$ (302,917.85)
Gross Paid Claims over (under) Original Budget	\$ (98,148.48)		

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

*Friday due to Holiday
**Monday due to Holiday

Comparison of Claims to FY Budgets Week 26



Created 04-03-14 at 4:25 pm



[Help](#) | [Forget me on this computer \(Log Out\)](#)

Secured Message

From: SIFSFX@UHC.COM
To: NORMAN.MCREE@CO.TRAVIS.TX.US
Date: March 28, 2014 6:37:16 AM GMT
Subject: Secure Message from sifsfax@uhc.com

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

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

DATE: 2014-03-28 REQUEST AMOUNT: \$2,301,641.62

CUSTOMER ID: 00000701254
CONTRACT NUMBER: 00701254 00709445
BANK ACCOUNT NUMBER: 385015850067 ABA NUMBER: 011900445
FUNDING ADVICE FREQUENCY: DAILY
FREQUENCY: FRIDAY INITIATOR: CUST METHOD: ACH BASIS: BALANCE

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2014-03-27 \$402,015.31
- REQUIRED BALANCE TO BE MAINTAINED: \$2,668,041.00
+ PRIOR DAY REQUEST: \$00.00

= UNDER DEPOSIT: \$2,266,025.69

+ CURRENT DAY NET CHARGE: \$35,615.93
+ ISSUED CREDIT AMOUNT: \$00.00
+ FUNDING ADJUSTMENTS: \$00.00

REQUEST AMOUNT: \$2,301,641.62

ACTIVITY FOR WORK DAY: 2014-03-21

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$52,433.30	\$00.00	\$52,433.30
5972	\$05.78	\$00.00	\$05.78
TOTAL:	\$52,439.08	\$00.00	\$52,439.08

ACTIVITY FOR WORK DAY: 2014-03-24

CUST	NON	NET

5

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2014_03_27

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	632	0.01	QG	12208696	AH	1	3/24/2014	100	3/26/2014	3/27/2014
701254	632	632	0.01	QG	12208696	AH	9	3/24/2014	100	3/26/2014	3/27/2014
701254	632	632	0.01	QG	12208696	AH	7	3/24/2014	100	3/26/2014	3/27/2014
701254	632	632	0.01	QG	12208696	AA	9	3/24/2014	100	3/26/2014	3/27/2014
701254	632	632	(0.58)		26	386877	AH	0	50	3/27/2014	3/27/2014
701254	632	632	(3.75)		26	386900	AH	0	50	3/27/2014	3/27/2014
701254	632	632	(70.00)	QG	92760500	AH	9	9/27/2013	50	3/25/2014	3/27/2014
701254	632	632	(70.00)	QG	92760500	AA	1	9/27/2013	50	3/25/2014	3/27/2014
701254	632	632	(80.00)	QG	92522443	AE	5	7/5/2013	50	3/26/2014	3/27/2014
701254	632	632	(140.00)	PH	87917552	AA	1	12/23/2013	50	3/26/2014	3/27/2014
701254	632	632	(182.71)		26	385014	AA	17	50	3/25/2014	3/27/2014
701254	632	632	(184.60)	QG	31941479	AH	16	11/8/2013	50	3/25/2014	3/27/2014
701254	632	632	(200.00)	QG	51691589	AE	5	3/25/2014	50	3/27/2014	3/27/2014
701254	632	632	(271.27)	QG	12067661	AA	9	11/10/2014	50	3/25/2014	3/27/2014
701254	632	632	(554.59)		26	385442	AH	7	50	3/25/2014	3/27/2014
701254	632	632	(1,352.22)		26	385013	AA	7	50	3/25/2014	3/27/2014
701254	632	632	(3,531.20)		26	384894	AA	16	50	3/25/2014	3/27/2014
701254	632	632	(30,577.55)		26	385122	AH	8	50	3/25/2014	3/27/2014

\$ 700,301.00

Travis County Hospital and Insurance Fund - County Employees

UHC Payments Deemed Not Reimbursable

For the payment week ending: 03/27/2014

<i>CONTR_#</i>	<i>TRANS_AMT</i>	<i>SRS</i>	<i>CHK_#</i>	<i>GRP</i>	<i>ACCT#</i>	<i>CLAIM</i>	<i>ISS_DATE</i>	<i>TRANS_CODE</i>	<i>TRANS_DATE</i>
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Total: \$0.00

Travis County - Employee Health Benefits Fund (8956)**Journal Entry for the Reimbursement to United Health Care**For the payment week ending: 03/27/2014

Type	EE/RR	Cost Center	G/L Account	Transaction Amount
CEPO	EE	1110068956	516010	\$ 123,754.92
	RR	1110068956	516110	\$ 2,126.05
			Total CEPO	\$ 125,880.97
EPO	EE	1110068956	516030	\$ 90,858.45
	RR	1110068956	516130	\$ 5,718.56
			Total EPO	\$ 96,577.01
PPO	EE	1110068956	516020	\$ 438,148.74
	RR	1110068956	516120	\$ 39,694.28
			Total PPO	\$ 477,843.02
			Grand Total	\$ 700,301.00



Travis County Commissioners Court Agenda Request

Meeting Date: 04/08/2014

Prepared By/Phone Number: Todd L. Osburn, 854-2744

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

A handwritten signature in black ink, appearing to be "SB", located to the right of the contact information.

AGENDA LANGUAGE: CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:

- A. APPROVE REVISED JOB DESCRIPTIONS FOR 12 TCSO POPS JOBS TITLES.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached back-up memo.

STAFF RECOMMENDATIONS:

HRMD recommends approval.

ISSUES AND OPPORTUNITIES:

Please see attached back-up memo.

FISCAL IMPACT AND SOURCE OF FUNDING:

No impact.

REQUIRED AUTHORIZATIONS:

Debbie Maynor, Human Resources Management Department, 854-9170 

Leslie Browder, Planning & Budget Office, 854-9106.

County Attorney's Office, 854-9415

Major Mark Sawa, TCSO, 854-9758

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



Human Resources Management

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

MEMORANDUM

DATE: March 28, 2014
TO: Members of the Commissioners Court
VIA: Leslie Browder, County Executive, Planning and Budget 
FROM: Debbie Maynor, Director, HRMD 
SUBJECT: Revised TCSO POPS Job Descriptions

Introduction

At the request of the Travis County Sheriff's Office (TCSO), HRMD is submitting the following twelve (12) job descriptions for revision.

- Corrections Cadet
- Corrections Officer
- Corrections Officer Senior
- Corrections Sergeant
- Corrections Lieutenant
- Corrections Captain
- Law Enforcement Deputy
- Law Enforcement Deputy Senior
- Law Enforcement Detective
- Law Enforcement Sergeant
- Law Enforcement Lieutenant
- Law Enforcement Captain

With the exception of the Captain titles, all of these jobs reside on the TCSO POPS Scale. The Captain titles reside on the Classified Pay Scale in Pay Grade 28. All incumbents in these titles reside within TCSO. The changes to the job descriptions would have no impact on any other County departments.

Background

Job descriptions need to be reviewed periodically to ensure that duties, qualifications, knowledge, skills, and abilities reflect current conditions. Over time, these qualities often change due to technology, statutory changes and changes to business operations. The job descriptions for the titles listed above have not been updated since January of 1998. As a result, the existing job descriptions are outdated in both format and content.

TCSO took the lead in reviewing the content of the revised job descriptions and submitted them to the County Attorney's Office and HRMD for review. HRMD has worked with TCSO and the County Attorney's Office to refine the job descriptions and make sure they are consistent with the County's current job description format. TCSO submitted the proposed changes to the job descriptions electronically to both the Travis County Sheriff's Law Enforcement Association (TCSLEA) and the Travis County Sheriff's Officer's Association (TCSOA) for feedback. TCSOA did not respond and TCSLEA's response did not address the job description changes.

Key Changes

The proposed job descriptions represent a significant step forward in both content and format. Highlighted below are the key changes:

- **Job Summary** – The Job Summary sections are more detailed and more accurately reflect the overall work performed.
- **Duties and Responsibilities** – The Duties and Responsibilities sections are significantly more detailed and provide a much more comprehensive listing of the expected duties and responsibilities that officers are expected to perform.
- **Minimum Requirements** – The Minimum Requirements sections more accurately reflect the Department's criteria for holding a position at each respective level and reflect the change in the primary accreditation organization. (TCLEOSE has changed its name to TCOLE.)
- **Knowledge, Skills and Abilities (KSAs)** – The KSA sections are generally more detailed and better reflect the everyday KSAs that officers must have to effectively perform. This is particularly true of "soft skills" such as communication and interacting with others.
- **Work Environment and Physical Demands** – The Work Environment and Physical Demands sections specify that officers must have a certain degree of physical strength and endurance as well as specifying expectations related to sight, hearing and seizure control.
- **Formatting** – The existing job descriptions have the formatting style that was used by the County in 1998. The updated formatting of the proposed job descriptions is consistent with the rest of the County's job descriptions and include the eight character job numbers used by SAP.

Impact

The revised job descriptions can assist the recruitment process since prospective candidates will have a better understanding of each job's requirements and duties. Additionally, more accurate job descriptions will assist in performance evaluation and reduce ambiguities in expectations that can result in potential discipline issues.

Cost

Adoption of the proposed job descriptions will have no cost impact. While the job numbers are being changed to reflect SAP nomenclature, the pay grades themselves are not being changed.

Recommendation

HRMD recommends approval of the job description revisions.

Should you have questions, please contact Debbie Maynor at ext. 49170 or Todd Osburn at ext. 42744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Cadet**JOB CODE:** 20000518
PAY GRADE: 80**FLSA STATUS:** Non-Exempt
LAST REVISED: 04/08/14

JOB SUMMARY:

The Cadet Corrections Officer is an entry level employee/trainee, who operates under close supervision to provide for the safety, security and welfare of inmates, fellow officers, staff and the public in a building/section on a certain jail post. After completion of on the job (FTO) training, the Cadet Corrections Officer directly supervises inmates and is engaged in all functions related to welfare, safety and security of the inmate housing unit to which assigned. Performs other ancillary duties that are assigned.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family. This classification represents an entry level corrections position within the department. This classification may require work in secure facilities. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Responsible for assisting the Post Officers and performing duties away from the post to ensure the smooth operation of the building/section.
- Assists and supports the Post Officers by running errands, procuring supplies, delivering paperwork, responding to assistance calls, etc.
- Assists with mail, commissary, laundry, and other activities at appropriate times.
- Assists with inmate searches and cell searches as needed.
- Assists with inmate counts as needed. Updates and prints new count sheets, moves lists and other lists each day; Documents statistical data as required.
- Assists in feeding inmates as needed.
- Assists in attempting to resolve inmate requests and complaints.
- Responsible for the cleanliness, maintenance and security of the building and grounds.
- Conducts cleanup detail as assigned. Notes security breaches/concerns.
- Conducts outside perimeter security checks of the building/section at least once per shift, checking for damage or maintenance concerns, as well as for inmates tampering with windows, doors, walls, etc. in possible escape attempts.
- Conducts and monitors recreation as needed.
- Conducts special inmate work details when applicable.
- Responsible for taking appropriate actions for all rule infractions such as counseling and reporting.
- Escorts and/or processes inmates into and out of the units as needed, and monitors inmate movement; ensures inmates arrive at court/programs on time and in appropriate attire.
- Escorts official visitors and other visitors within the building/section.
- Monitors religious services and programs that occur within the building.
- Performs meal breaks for other staff members.
- Responds to crisis situations such as fights, fire alarms, medical emergencies, etc. according to policy and procedure.
- Maintains information logs, assigned and unassigned equipment such as keys, radios, vehicles, etc.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High School Diploma or GED
- Must qualify with weapon annually in accordance with TCSO standards
- Must participate in the job specific training annually in accordance with TCSO standards

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Cadet****JOB CODE:** 20000518
PAY GRADE: 80**FLSA STATUS:** Non-Exempt
LAST REVISED: 04/08/14**MINIMUM REQUIREMENTS:****Licenses, Registrations, Certifications, or Special Requirements:**

- Must attain a Jailer's License from TCOLE within one (1) year of initial employment with TCSO.
- Possess a valid Drivers' License. Must be able to obtain a State of Texas driver's license within 90 days.

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

- Laws, regulations and procedures governing custody of persons.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, Regulatory Agency Codes, Texas Jail Standards.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Practices and procedures involved in jail management.
- Local laws, ordinances and the TCOLE standards and procedures pertaining to the commitment, confinement and release of prisoners.

Skill in:

- Operate basic computer equipment to include online searches, word processing, spreadsheets, databases and a variety of software packages, including small office equipment or multiline telephones.
- Use of detention and other law enforcement equipment.
- Basic conflict resolution and community relations.
- Clear and concise verbal and written communication.

Ability to:

- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Interact with people beyond giving and receiving instructions.
- Perform under stress and when confronted with emergency situations.
- Maintain discipline and order in the jail.
- Make decisions and take prompt action in emergency situations.
- Prepare and maintain routine records and logs.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Take physical control of another person.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

Must be able to lift and wear an approximately 40 pound Self Contained breathing apparatus for emergencies during fires; and must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Cadet**JOB CODE:** 20000518
PAY GRADE: 80**FLSA STATUS:** Non - Exempt
LAST REVISED: 04/08/14

WORK ENVIRONMENT AND PHYSICAL DEMANDS: (Cont.)**SPECIAL ADA PHYSICAL STATEMENT:**

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Officer**JOB CODE:** 20000519
PAY GRADE: 81**FLSA STATUS:** Non-Exempt
LAST REVISED: 04/08/14**JOB SUMMARY:**

The Corrections Officer is responsible for the safety, security and welfare of inmates, fellow officers, staff and the public in a building/section on a certain jail post. The Corrections Officer directly supervises inmates and is engaged in all functions related to welfare, safety and security of the inmate housing unit to which assigned. Performs other ancillary duties that are assigned, to include the training of Corrections Cadets and Security Coordinators.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family. This classification represents an intermediate level corrections position within the department. This classification may require work in secure facilities. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Responsible for assisting the Post Officers and performing duties away from the post to ensure the smooth operation of the building/section.
- Assists and supports the Post Officers by running errands, procuring supplies, delivering paperwork, responding to assistance calls, etc.
- Assists with mail, commissary, laundry, and other activities at appropriate times.
- Assists with inmate searches and cell searches as needed.
- Assists with inmate counts as needed. Updates and prints new count sheets, moves lists and other lists each day. Documents statistical data as required.
- Assists in feeding inmates as needed.
- Assists in attempting to resolve inmate requests and complaints.
- Responsible for the cleanliness, maintenance and security of the building and grounds.
- Conducts cleanup detail as assigned.
- Notes security breaches/concerns.
- Conducts outside perimeter security checks of the building/section at least once per shift, checking for damage or maintenance concerns, as well as for inmates tampering with windows, doors, walls, etc. in possible escape attempts.
- Conducts and monitors recreation as needed.
- Conducts special inmate work details when applicable.
- Responsible for taking appropriate actions for all rule infractions such as counseling and reporting.
- Escorts and/or processes inmates into and out of the units as needed, and monitors inmate movement; ensures inmates arrive at court/programs on time and in appropriate attire.
- Escorts official visitors and other visitors within the building/section.
- Monitors religious services and programs that occur within the building.
- Performs meal breaks for other staff members.
- Responds to crisis situations such as fights, fire alarms, medical emergencies, etc. according to policy and procedure.
- Maintains information logs, assigned and unassigned equipment such as keys, radios vehicles etc.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school Diploma or GED
- One year of continuous service as a Cadet Corrections Officer with TCSO
- Must qualify with weapon annually in accordance with TCSO standards
- Must participate in the job specific training annually in accordance with TCSO standards

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Officer**JOB CODE:** 20000519
PAY GRADE: 81**FLSA STATUS:** Non-Exempt
LAST REVISED: 04/08/14

MINIMUM REQUIREMENTS: (Cont.)**Licenses, Registrations, Certifications, or Special Requirements:**

- Have Texas Basic Jailer License in good standing with TCOLE.
- Possess a valid Drivers' License. Must be able to obtain a State of Texas driver's license within 90 days.
- Should this position be assigned to the Transportation Division, the following Commercial Motor Vehicle Certification will be required: Class B issued by the state of Texas. Also one or more of the following endorsements may be added to the license: Double/Triple Trailer(C), Passenger (P), Tank vehicle (T), Hazardous Materials (H) and Air Brakes (A).

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

- Laws, regulations and procedures governing custody of persons.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, Regulatory Agency Codes, Texas Jail Standards.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Practices and procedures involved in jail management.
- Local laws, ordinances and the TCOLE standards and procedures pertaining to the commitment, confinement and release of prisoners.

Skill in:

- Operating basic computer equipment to include online searches, word processing, spreadsheets, databases and a variety of software packages, including small office equipment or multiline telephones.
- Use of detention and other law enforcement equipment.
- Basic conflict resolution and community relations.
- Clear and concise verbal and written communication.

Ability to:

- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Interact with people beyond giving and receiving instructions.
- Perform under stress and when confronted with emergency situations.
- Maintain discipline and order in the jail.
- Make decisions and take prompt action in emergency situations.
- Prepare and maintain routine records and logs.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Take physical control of another person.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, jogging, running, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

Must be able to lift and wear an approximately 40 pound Self Contained breathing apparatus for emergencies during fires; and must be able to partially lift and drag an average weight person of 150 lbs., a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Officer

JOB CODE: 20000519
PAY GRADE: 81

FLSA STATUS: Non - Exempt
LAST REVISED: 04/08/14

WORK ENVIRONMENT AND PHYSICAL DEMANDS: (Cont.)

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Officer Sr**JOB CODE:** 20000521
PAY GRADE: 83**FLSA STATUS:** Non-Exempt
LAST REVISED: 04/08/14

JOB SUMMARY:

The Corrections Officer Senior is responsible for the safety, security and welfare of inmates, fellow officers, staff and the public in a building/section on a certain jail post. The Senior Corrections Officer directly supervises inmates and is engaged in all functions related to welfare, safety and security of the inmate housing unit to which assigned. Performs other ancillary duties that are assigned, to include the training of Corrections Officers and Security Coordinators.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family. This classification represents an advanced level corrections officer position within the department. This classification may require work in secure facilities. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Responsible for assisting the Post Officers and performing duties away from the post to ensure the smooth operation of the building/section.
- Assists and support the Post Officers by running errands, procuring supplies, delivering paperwork, responding to assistance calls, etc.
- Assists with mail, commissary, laundry, and other activities at appropriate times.
- Assists with inmate searches and cell searches as needed.
- Assists with inmate counts as needed. Update and print new count sheets, move lists and other lists each day. Documents statistical data as required.
- Assists in feeding inmates as needed.
- Assists in attempting to resolve inmate requests and complaints.
- Responsible for the cleanliness, maintenance and security of the building and grounds.
- Conducts cleanup detail as assigned.
- Notes security breaches/concerns.
- Conducts outside perimeter security checks of the building/section at least once per shift, checking for damage or maintenance concerns, as well as for inmates tampering with windows, doors, walls, etc. in possible escape attempts.
- Conducts and monitors recreation as needed.
- Conducts special inmate work details when applicable.
- Responsible for taking appropriate actions for all rule infractions such as counseling and reporting.
- Escorts and/or processes inmates into and out of the units as needed, and monitors inmate movement; ensures inmates arrive at court/programs on time and in appropriate attire.
- Escorts official visitors and other visitors within the building/section.
- May be assigned to classify inmates into appropriate housing areas.
- Monitors religious services and programs that occur within the building.
- Performs meal breaks for other staff members.
- Responds to crisis situations such as fights, fire alarms, medical emergencies, etc. according to policy and procedure.
- Maintains information logs, assigned and unassigned equipment such as keys, radios, vehicles, etc.
- Provides field training to other officers; may be required to teach at the academy.
- Performs other duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Officer Sr**JOB CODE:** 20000521
PAY GRADE: 83**FLSA STATUS:** Non-Exempt
LAST REVISED: 04/08/14

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school Diploma or GED
- Two years of continuous service as a Corrections Officer with TCSO
- Must qualify with weapon annually in accordance with TCSO standards
- Must participate in the job specific training annually in accordance with TCSO standards

Licenses, Registrations, Certifications, or Special Requirements:

- Texas Basic Jailer License (Intermediate preferred) in good standing with TCOLE.
- Possess a valid Texas Drivers' License or must be able to obtain a State of Texas driver's license within 90 days.
- Should this position be assigned to the Transportation Division, the following Commercial Motor Vehicle Certification will be required: Class B issued by the state of Texas. Also one or more of the following endorsements may be added to the license: Double/Triple Trailer(C), Passenger (P), Tank vehicle (T), Hazardous Materials (H) and Air Brakes (A).

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

- Laws, regulations and procedures governing custody of persons.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, Regulatory Agency Codes, Texas Jail Standards.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Practices and procedures involved in jail management.
- Local laws, ordinances and the TCOLE standards and procedures pertaining to the commitment, confinement and release of prisoners.

Skill in:

- Operating basic computer equipment to include online searches, word processing, spreadsheets, databases and a variety of software packages, including small office equipment or multiline telephones.
- Use of detention and other law enforcement equipment.
- Basic conflict resolution and community relations.
- Clear and concise verbal and written communication.

Ability to:

- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Interact with people beyond giving and receiving instructions.
- Perform under stress and when confronted with emergency situations.
- Maintain discipline and order in the jail.
- Make decisions and take prompt action in emergency situations.
- Prepare and maintain routine records and logs.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Take physical control of another person.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Officer Sr**JOB CODE:** 20000521
PAY GRADE: 83**FLSA STATUS:** Non - Exempt
LAST REVISED: 04/08/14

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

Must be able to lift and wear an approximately 40 pound Self Contained breathing apparatus for emergencies during fires; and must be able to partially lift and drag an average weight person of 150 lbs., a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Sergeant****JOB CODE:** 20000529
PAY GRADE: 88**FLSA STATUS:** Non - Exempt
LAST REVISED: 04/08/14**JOB SUMMARY:**

The Corrections Sergeant is responsible for the safety, security and welfare of inmates, officers, staff and the public in a building/section on a certain shift. The Corrections Sergeant directly supervises corrections personnel (Officers, Security Coordinators and occasionally Clerks) assigned and engaged in all functions related to receiving and safely housing inmates confined within County jail facilities. Performs supervisory functions for specialized units.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family. This classification represents entry level management within the department. This classification may require work in secure facilities. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Receives and conducts shift briefings.
- Supervises designated personnel with administrative duties.
- Schedules assigned subordinate personnel; ensuring adequate coverage according to jail standards, the needs of the department and compliance with FLSA standards.
- Documents all critical incidents and submits within required time frame.
- Conducts post visuals of assigned area at least once during tour of duty.
- Conducts weekly building inspections for cleanliness and building maintenance.
- Prepares statistical reports; Verifies reports are accurate and legible.
- Maintains professional, cooperative relations with other sections, supervisors, staff members and public.
- Attends meetings as scheduled.
- Supervises operational activities of assigned subordinate personnel.
- Maintains safety and security of section.
- Schedules mandated and elective training for officers (formal and informal).
- Maintains time sheets and attendance records for all shift personnel.
- Maintains an EDF on each employee on the shift, and updates information as necessary.
- Writes, issues and evaluates duty performance of assigned subordinate personnel through the performance appraisal system.
- Supervises staff to ensure compliance with policies, procedures, rules and directives. Ensures staff is performing assigned tasks.
- Commends/counsels/disciplines officers as appropriate.
- Serves on hiring and promotional boards as requested.
- Conducts and documents fire/emergency drills for staff.
- Responsible for the upkeep and inventory of all assigned equipment, buildings, radios and vehicles.
- Manages an inmate population in accordance with TCJS and other applicable standards.
- Conducts disciplinary boards on inmates for rule violations.
- Advises classifications on any emergency moves that occur.
- Obtains necessary information when advised of a death in the family of an inmate.
- Coordinates with support sections such as medical, counselors, chaplain etc.
- Files accident reports in a timely manner.
- Supervises mandatory security checks and facility inspections.
- Sees that documentation supports any necessary inmate housing assignments.
- Answers and attempts to resolve inmate requests, grievances and complaints.
- Manages major incidents by establishing an onsite supervisory presence from which to coordinate and direct responding emergency personnel; supervises preliminary investigations.
- Responds to and documents critical incidents/major crimes/major incidents such as fights, fire alarms, medical emergencies etc.; notifies chain of command personnel.
- Uses reasonable force when necessary.
- Maintains physical fitness in order to perform essential duties of the position.
- Attends and completes all training required by statute or TCOLE to maintain required certifications and licenses.
- Perform other duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Sergeant**JOB CODE:** 20000529
PAY GRADE: 88**FLSA STATUS:** Non - Exempt
LAST REVISED: 04/08/14

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High School Diploma or GED is required; Associate's degree is preferred
- Two years of continuous service as a Senior Corrections Officer with TCSO
- Must make a minimum score of 70 on the written exam and complete an oral interview for placement on the eligibility list for Sergeant
- Must qualify with weapon annually in accordance with TCSO standards
- Must participate in the job specific training annually in accordance with TCSO standards

Licenses, Registrations, Certifications, or Special Requirements:

- Texas Basic Jailer License (Intermediate preferred) in good standing with TCOLE.
- Possess of a valid Texas Drivers' License.

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

- Code of Criminal Procedure, Penal Code, State Jail Standards and other state statutes and County ordinances.
- Applicable policies including but not limited to TCSO policies, Civil Service Rules, Standard Operating Procedures, and the Travis County Employee Handbook.
- Department organization and functions.
- Microsoft Office to include Word, Excel and Power Point programs.

Skill in:

- Must have good interpersonal and public relations skills.
- Experience or training in public speaking is desirable.
- Must be able to understand, interpret and properly apply court order, relevant State statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties assigned.
- Must have requisite skills to prepare official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports and case filing documents.
- Must be proficient in the use of defensive tactics requiring physical force and if certified, the use of intermediate impact weapons and firearms.

Ability to:

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate necessary information to others in a calm clear dispassionate and purposeful speaking voice in all circumstances.
- Create accurate, clear concise, comprehensive relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with Department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Sergeant****JOB CODE:** 20000529
PAY GRADE: 88**FLSA STATUS:** Non - Exempt
LAST REVISED: 04/08/14**Knowledge, Skills, and Abilities: (Cont.)****Abilities: (Cont.)**

- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

Must be able to lift and wear an approximately 40 pound self-contained breathing apparatus for emergencies during fires; and must be able to partially lift and drag an average weight person of 150 lbs., a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification of understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Lieutenant**

JOB CODE: 20000531
PAY GRADE: 89

FLSA STATUS: Exempt
LAST REVISED: 04/08/14

JOB SUMMARY:

The Corrections Lieutenant manages and leads corrections operational segments engaged in all functions related to receiving and safely housing inmates confined within the County Jail Facilities. Corrections Bureau management duties include, but are not limited to supervision of personnel assigned to: Inmate Housing Units, Central Booking, Records & Classifications, Corrections Tactical Team, Transportation, Courthouse Security, Hospital Visitation Unit and Facilities support functions. Performs periodic duty as the Watch Commander for the Corrections Bureau.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family. This classification represents mid-level management within the department. This classification may require work in secure facilities. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages and monitors unit briefings to ensure personnel receive relevant information needed to properly perform assigned duties and meet unit and departmental objectives.
- Manages designated personnel and unit administrative duties; assists superiors with administrative requirements as needed.
- Coordinates and supervises the scheduling of assigned subordinate personnel; ensuring adequate coverage according to jail standards, the needs of the department and compliance with FLSA standards.
- Manages the submission of documentation for all critical incidents within required time frame.
- Personally visits and checks facility at least once during tour of duty.
- Manages and conducts monthly building inspections for cleanliness and building maintenance.
- Prepares statistical reports; verifies reports are accurate and legible.
- Maintains professional, cooperative relations with other sections, supervisors, staff members and public.
- Attends meetings as scheduled.
- Manages operational activities of assigned subordinate personnel within the unit.
- Maintains safety and security and welfare of assigned personnel in the section.
- Manages and ensures compliance of mandated and elective training for officers (formal and informal).
- Monitors and reviews time sheets and attendance records for all assigned supervisory personnel.
- Maintains an EDF on all assigned supervisory personnel, and updates information as necessary.
- Evaluates duty performance of assigned subordinate personnel through the performance appraisal system.
- Manages and monitors staff to ensure compliance with policies, procedures, rules and directives.
- Ensures all assigned supervisory personnel are performing assigned tasks.
- Commends/counsels/disciplines staff as appropriate.
- Serves on hiring and promotional boards as requested.
- Monitors and conducts fire/emergency drills for staff; ensures proper documentation.
- Manages the maintenance and inventory of all assigned equipment, buildings, radios and vehicles.
- Manages an inmate population in accordance with TCJS and other applicable standards.
- Ensures classifications are advised on any emergency moves that occur.
- Ensures proper coordination with support sections such as medical, counselors, chaplain etc.
- Ensures accident reports are filed in a timely manner.
- Manages mandatory security checks and facility inspections.
- Ensures proper documentation to support any necessary inmate housing assignments.
- Manages inmate requests, grievances and complaints.
- Manages major incidents by establishing an onsite supervisory presence from which to coordinate and direct responding emergency personnel; supervises preliminary investigations.
- Manages response to and documents critical incidents/major crimes/major incidents such as fights, fire alarms, medical emergencies etc.; ensures proper notification of chain of command personnel.
- Uses reasonable force when necessary.
- Must maintain physical fitness in order to perform essential duties of the position.
- Attends and completes all training required by statute or TCOLE to maintain required certifications and licenses.
- Performs other duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Corrections Lieutenant**JOB CODE:** 20000531**PAY GRADE:** 89**FLSA STATUS:** Exempt**LAST REVISED:** 04/08/14

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school diploma or GED is required; Associate's degree is preferred
- Two (2) years of uninterrupted service in grade as a Corrections Sergeant.
- Must make a minimum score of 70 on the written exam and complete an oral interview for placement on the eligibility list for Lieutenant
- Must qualify annually with weapon in accordance with TCSO standards
- Must participate in the job specific training annually in accordance with TCSO standards

Licenses, Registrations, Certifications, or Special Requirements:

- Have Texas Basic Jailer License (Advanced preferred) in good standing with TCOLE.
- Possess of a valid Drivers' License.

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

- Code of Criminal Procedure, Penal Code, State Jail Standards and other state statutes and County ordinances.
- Applicable policies including but not limited to TCSO policies, Civil Service Rules, Standard Operating Procedures, and the Travis County Employee Handbook.
- Department organization and functions.
- Microsoft Office to include Word, Excel and Power Point programs.

Skill in:

- Must have good interpersonal and public relations skills.
- Experience or training in public speaking is desirable.
- Must be able to understand, interpret and properly apply court order, relevant State statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties assigned.
- Must have requisite skills to prepare official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports and case filing documents.
- Must be proficient in the use of defensive tactics requiring physical force and if certified, the use of intermediate impact weapons and firearms.

Ability to:

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate information in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
- Create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with TCSO mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Seek opportunities to increase and improve knowledge, skills and abilities needed to improve personal performance.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Lieutenant****JOB CODE:** 20000531
PAY GRADE: 89**FLSA STATUS:** Exempt
LAST REVISED: 04/08/14**Knowledge, Skills, and Abilities: (Cont.)****Abilities: (Cont.)**

- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force when necessary, to prevent the imminent threat of death or serious bodily injury to others or self.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

Must be able to lift and wear an approximately 40 pound Self Contained breathing apparatus for emergencies during fires; and must be able to partially lift and drag an average weight person of 150 lbs., a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification of understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Captain****JOB CODE:** 20000215
PAY GRADE: 28**FLSA STATUS:** Exempt
LAST REVISED: 04/08/14**JOB SUMMARY:**

Provide supervision of the day to day operations of the assigned department including lower level supervisors and their assigned staff. Schedule work assignments, assign hours and work locations, ensure that personnel are trained and or evaluated; and or handle exceptions or complex problems, develop and document programs and curriculum, monitor department resources and ensure compliance with policies and laws. May be called upon to perform any task or duty that may be required by a certified jail officer in assuring the safety of inmates and members of the community or their property.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Prepares, reviews, critiques reports and other relevant written material; submits required reports to the Sheriff, Chief Deputy, and Commissioners Court.
- Develops, writes, reviews and implements policies and procedures.
- Develops, implements and evaluates plans and budgets within established guidelines; assists with the development of the annual budget. Reviews balances and approves purchases and transfers.
- Manages and supervises staff, including training of new employees and in-service staff development. Attends training mandated by law.
- Develops and issues task and condition statements, performance standards, and evaluates employee performance.
- Prepares and implements work schedules.
- Supervises, inspects and evaluates the operations of one or more correctional facilities or services. Oversees and ensures operations meet requirements.
- Monitors facilities and programs for security, safety and for compliance with state and court-ordered standards.
- Monitors and manages inmate population IAW TCJS and other applicable standards.
- Approves or denies access to officials; answers media requests.
- Conducts and attends meetings.
- Maintains and enforces all departmental and bureau policies and procedures, rules and regulations.
- Manages the process of employee, general public and professional community complaints. Investigates complaints made against subordinates and takes appropriate actions to resolve them per departmental policy.
- Coordinates work efforts between divisions and other agencies; communicates and networks with other division directors, program managers, department heads, and Elected and Appointed Officials in other County departments.
- Represents County by attending meetings, community meetings, seminars, conferences and professional associations. Participates in meetings, private organizations and serves on related committees.
- Must maintain physical fitness in order to perform the essential duties of the position.
- Performs other job related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school diploma or GED
- Must qualify annually with weapon in accordance with TCSO standards
- Must participate in the job specific training course annually in accordance with TCSO standards

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Captain**

JOB CODE: 20000215
PAY GRADE: 28

FLSA STATUS: Exempt
LAST REVISED: 04/08/14

MINIMUM REQUIREMENTS: (Cont.)**Education and Experience: (Cont.)****PREFERRED EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree in Criminal Justice or a directly related field AND four (4) years of directly related, increasingly responsible managerial experience in law enforcement/correctional capacity, including two (2) years of mid- to senior level supervisory or management experience; or
- Any combination of education and experience that has been achieved and is equivalent to the stated education, experience and required knowledge, skills and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

- Texas Jailer's License and Peace Officer License in good standing with TCOLE.
- Possess a valid Texas Driver's License.

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

- Laws, regulations and procedures governing custody of persons.
- Standard management theory, principles, practices and techniques.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, Regulatory Agency Codes, Texas Jail Standards.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Leadership and supervisory principles, practices and techniques.
- Microsoft Office programs.
- 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:

- Supervisory/management issues, including planning and managing teams.
- Responding to and managing emergencies.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

Ability to:

- Plan, organize and effectively direct projects.
- Supervise work of professional and support staff members.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Corrections Captain****JOB CODE:** 20000215
PAY GRADE: 28**FLSA STATUS:** Exempt
LAST REVISED: 04/08/14**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

Must be able to lift and wear an approximately 40 pound Self Contained breathing apparatus for emergencies during fires; and must be able to partially lift and drag an average weight person of 150 lbs., a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Deputy Sheriff****JOB CODE:** 20000523**FLSA STATUS:** Non-Exempt**PAY GRADE:** 72**LAST REVISED:** 04/08/14**JOB SUMMARY:**

The Deputy Sheriff performs law enforcement duties to protect lives, property and rights of citizens of Travis County by patrolling assigned districts to enforce local, state and federal laws. Provides for public safety by maintaining order, responding to emergencies, conducting preliminary investigative work and serving warrants.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO family and is considered an entry level position in the Law Enforcement Bureau. Duties require substantial degree of initiative and independent judgment necessary to take control of dynamic situations. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, patrolling lake areas by boat or on horseback to promote and foster good community relations with the public.
- Patrols assigned areas; maintains situational awareness of area for crime prevention.
- Responds day or night to emergency calls and routine complaints.
- Records offenses and accidents and facts to prepare reports that document incidents and activities.
- Identifies, pursues and arrests suspects and perpetrators of criminal acts.
- Interviews complainants, witnesses and defendants; prepares appropriate charges to book arrested suspects.
- Reviews and investigates accidents and incidents to determine if criminal act or statute violations were involved.
- Monitors, notes, reports and investigates suspicious persons and situations, safety hazards and unusual or illegal activity in patrol area.
- Serves warrants, makes arrests and starts booking procedures on arrested individuals.
- Assumes control and responsibility at crime scene by directing/assigning duties to patrol and crime scene officers.
- Collects and submits evidence; may be required to photograph major fatality accidents.
- Locates fugitives, develops informants, and conducts surveillance and search and seizures.
- Provides vehicular traffic control and enforcement (tickets and warnings).
- Responds to and investigates traffic accidents; renders first aid as required.
- Issues traffic citations, directs traffic; investigates traffic accidents and crimes against persons and property.
- Serves court processes.
- Provides courthouse security and acts as court bailiff.
- Testifies in court to present evidence or act as witness in traffic and criminal cases.
- Files charges with the County and District Attorney Offices.
- Prepares sworn affidavits for the issuance or of actual execution of search warrants.
- Guards and transports prisoners.
- Escorts inmates from jail to court and back after court appearance; escorts inmates during intra or interstate transportation.
- Receives arraignments, presents fugitives to court, arrange attorney appointments and handle renditions.
- May be required to provide training or teach throughout the community.
- Coordinates and implements in-service training programs for departmental personnel.
- Prepares and delivers presentations to public sector students and civic groups.
- Performs administrative duties as required.
- Provides assistance to qualified recipients of various crime programs.
- Performs other duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Deputy Sheriff**

JOB CODE: 20000523
PAY GRADE: 72

FLSA STATUS: Non-Exempt
LAST REVISED: 04/08/14

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school Diploma or GED
- Must qualify with a weapon annually in accordance with Departmental Standards
- Must participate in the job specific training course annually in accordance with departmental standards

Licenses, Registrations, Certifications, or Special Requirements:

- Must possess basic Peace Officer Certification from TCOLE.
- Possess a valid Drivers' License. Must be able to obtain a State of Texas driver's license within 90 days.

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

- Code of Criminal Procedure, Penal Code, transportation code and other state Statutes and County ordinances.
- Applicable county policies including but not limited to Travis County Civil Service Rules, The Travis County Employee handbook, TCSO policies and procedures.
- Department organization and function.
- Basic Microsoft office.

Skill in:

- Must have good interpersonal and public relations skills (experience or training in public speaking is desirable) good judgment, decision making and critical thinking skills are required.
- Must be able to understand, interpret and properly apply court order, relevant State statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties assigned.
- Preparing official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports and case filing documents. (Creating clear, concise and grammatically correct documents).
- Must maintain a professional demeanor, to include good interpersonal and public relations skills.
- Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.
- Must be proficient in the following: computer operations, vehicle operations, radio communications, scene management and resolution; gaining and maintaining control of persons and investigation and evidence control
- Must be proficient in map reading skills with situational awareness of assigned district.

Ability to:

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
- Create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Deputy Sheriff**

JOB CODE: 20000523

PAY GRADE: 72

FLSA STATUS: Non-Exempt

LAST REVISED: 04/08/14

Knowledge, Skills, and Abilities: (Cont.)**Ability to: (Cont.)**

- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Respond to unexpected situations in a reasonable manner.
- Maintain physical endurance and agility.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, fine dexterity and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environments, exposure to excessive heat and cold (outdoor conditions) and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects as well as high speed driving.

Must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and extended hours related to emergency situations; work hours are subject to change with little or no notice. Must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Deputy Sheriff Senior****JOB CODE:** 20000524**FLSA STATUS:** Non-Exempt**PAY GRADE:** 74**LAST REVISED:** 04/08/14**JOB SUMMARY:**

The Deputy Sheriff Senior performs law enforcement duties to protect lives, property and rights of citizens of Travis County by patrolling assigned districts to enforce local, state and federal laws. Provides for public safety by maintaining order, responding to emergencies, conducting preliminary investigative work and serving warrants. Exercises alertness and independent judgment in dealing with unusual situations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family and is considered an intermediate level position in the Law Enforcement Bureau. Duties require substantial degree of initiative and independent judgment necessary to take control of dynamic situations. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, patrolling lake areas by boat or on horseback to promote and foster good community relations with the public.
- Patrols assigned areas; maintains situational awareness of area for crime prevention.
- Responds day or night to emergency calls and routine complaints.
- Records offenses and accidents and facts to prepare reports that document incidents and activities.
- Identifies, pursues and arrests suspects and perpetrators of criminal acts.
- Interviews complainants, witnesses and defendants; prepares appropriate charges to book arrested suspects.
- Reviews and investigates accidents and incidents to determine if criminal act or statute violations were involved.
- Monitors, notes, reports and investigates suspicious persons and situations, safety hazards and unusual or illegal activity in patrol area.
- Serves warrants, makes arrests and starts booking procedures on arrested individuals.
- Assumes control and responsibility at crime scene by directing/assigning duties to patrol and crime scene officers.
- Collects and submits evidence; may be required to photograph major fatality accidents.
- Locates fugitives, develops informants, and conducts surveillance and search and seizures.
- Provides vehicular traffic control and enforcement (tickets and warnings).
- Responds to and investigates traffic accidents; renders first aid as required.
- Issues traffic citations, directs traffic; investigates traffic accidents and crimes against persons and property.
- Serves court processes.
- Provides courthouse security and acts as court bailiff.
- Testifies in court to present evidence or act as witness in traffic and criminal cases.
- Files charges with the County and District Attorney Offices.
- Prepares sworn affidavits for the issuance or of actual execution of search warrants.
- Guards and transports prisoners.
- Escorts inmates from jail to court and back after court appearance; escorts inmates during intra or interstate transportation.
- Receives arraignments, presents fugitives to courts, arranges attorney appointments and handles renditions.
- May be required to provide training or teach throughout the community.
- Coordinates and implements in-service training programs for departmental personnel.
- Prepares and delivers presentations to students and civic groups.
- Performs administrative duties as required.
- Provides assistance to qualified recipients of various crime programs.
- Performs other duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Deputy Sheriff Senior****JOB CODE:** 20000524**FLSA STATUS:** Non-Exempt**PAY GRADE:** 74**LAST REVISED:** 04/08/14**MINIMUM REQUIREMENTS:****Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school Diploma or GED
- Must qualify with a weapon annually in accordance with Departmental Standards
- Must participate in the job specific training course annually in accordance with departmental standards
- Must possess two years of continuous service in the department as a Commissioned Peace Officer

Licenses, Registrations, Certifications, or Special Requirements:

- Basic Peace Officer Certification from TCOLE.
- Possess a valid Drivers' License. Must be able to obtain a State of Texas driver's license within 90 days.

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

- Code of Criminal Procedure, Penal Code, transportation code and other state Statutes and County ordinances.
- Applicable county policies including but not limited to Travis County Civil Service Rules, The Travis County Employee handbook, TCSO policies and procedures.
- Department organization and function.
- Basic Microsoft office.

Skill in:

- Must have good interpersonal and public relations skills (Experience or training in public speaking is desirable) good judgment, decision making and critical thinking skills are required.
- Must be able to understand, interpret and properly apply court order, relevant State statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties assigned.
- Preparing official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports and case filing documents. (Creating clear, concise and grammatically correct documents).
- Must be proficient in the use of defensive tactics requiring physical force and if certified, the use of intermediate impact weapons and firearms.
- Must maintain a professional demeanor, to include good interpersonal and public relations skills.
- Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.
- Must be proficient in the following: computer operations, vehicle operations, radio communications, scene management and resolution; gaining and maintaining control of persons and investigation and evidence control.
- Must be proficient in map reading skills with situational awareness of assigned district.

Ability to:

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
- Create accurate, clear, concise, comprehensive relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Deputy Sheriff Senior**

JOB CODE: 20000524

FLSA STATUS: Non-Exempt

PAY GRADE: 74

LAST REVISED: 04/08/14

Knowledge, Skills, and Abilities: (Cont.)**Ability to: (Cont.)**

- Actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.
- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Respond to unexpected situations in a reasonable manner.
- Maintain physical endurance and agility.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, fine dexterity and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environments, Exposure to excessive heat and cold (outdoor conditions) and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects as well as high speed driving.

Must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and extended hours related to emergency situations; work hours are subject to change with little or no notice. Must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Detective****JOB CODE:** 20000525**PAY GRADE:** 75**FLSA STATUS:** Non-Exempt**LAST REVISED:** 04/08/14**JOB SUMMARY:**

Performs investigative law enforcement work for a department of assignment. Work involves investigating crimes and complaints, securing evidence, and apprehending and preparing prosecution of criminal offenders. The detective is responsible for investigating various misdemeanor and felony offenses such as robbery, assault, larceny, homicide, arson, fraud, forgery, rape, and crimes against children. Employee is subject to the usual hazards of investigative and general law enforcement work.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family and is considered an advanced level position. Duties require substantial degree of initiative and independent judgment necessary to take control of dynamic situations. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts all aspects of criminal investigations within Travis County.
- Performs a variety of investigative work; collecting evidence, conducting interviews and following up on leads
- Handles and preserves chain of custody of evidence.
- Gathers and reviews medical records and pathology reports, if applicable.
- Interviews victims, suspects, witnesses and complainants; obtains criminal histories.
- Examines scene of crime to determine exact nature of law violations.
- Searches for clues and makes preliminary interrogations of suspects; gathers and labels evidence.
- Prepares crime scene photos and diagrams; conducts photo line-ups; submits handwriting samples for analysis.
- Assist with case preparation and completion and process evidence and maintains investigative files.
- Transports evidence to crime lab; and may travel out of the County or out of state in the conduct of an investigation.
- Assists in specialized investigations/cases as directed.
- May familiarize operator with, and attend polygraph examinations.
- Designs applications of computer software and/or organizes and charts a criminal link analysis on computer.
- Investigates state government officials or employees for suspected felony violations; operates video equipment.
- Investigates and prepares cases involving juveniles under jurisdiction of the Travis County Juvenile Court.
- Reviews misdemeanor cases, ensuring all elements are met and information is made available to the prosecutors; provides input to prosecuting attorneys as requested.
- Reviews felony intoxication cases; recommends actions to be taken; maintains files as necessary.
- Serves court processes.
- Attends court and presents evidence and testimony as necessary.
- Testifies in state and federal court, and before the grand jury and magistrates.
- Provides security during special trials; provides for victim/witness protection.
- Prepares witnesses, law enforcement and civilian, for testimony; ensuring that all are aware of proper testimony procedures.
- Files charges with the County and District Attorney Offices.
- Assembles and organizes statements and evidence for presentation in court and before grand jury.
- Prepares sworn affidavits for the issuance and execution of search/arrest warrants.
- May receive arraignments, present fugitives to court, arrange attorney appointments and handle renditions.
- Receives and prepares affidavits, statements, and confessions; prepares and executes subpoenas, and warrants.
- Obtains and serves search and arrest warrants, and performs searches; assists in making arrests.
- Performs surveillance in an undercover capacity to investigate felony offenses.
- Develops and maintains records on confidential informants.
- Maintains communications with informers and surveillance over suspected law violators, and participates in the surveillance of suspected law violators.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Detective**

JOB CODE: 20000525
PAY GRADE: 75

FLSA STATUS: Non-Exempt
LAST REVISED: 04/08/14

DUTIES AND RESPONSIBILITIES: (Cont.)

- May locate fugitives using background investigations, office equipment computations, developing informants, and conducting surveillance and search and seizures.
- Assists in training new personnel on investigative techniques.
- Provides assistance to qualified recipients of various crime programs.
- Maintains assigned County vehicle and firearms qualification as required.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US citizen
- Must be 21 years of age
- High school diploma or GED
- Must be serving in the rank of Senior Law Enforcement Deputy for two continuous years.
- Must make a minimum score of 70 on written and complete an oral interview for placement on the eligibility list for Detective, LE
- Must qualify with weapon annually in accordance with Departmental Standards
- Must participate in the job specific training course annually in accordance with departmental standards

Licenses, Registrations, Certifications, or Special Requirements:

- Basic Peace Officer Certification from TCOLE.
- Possess a valid Texas Drivers' License or must be able to obtain a State of Texas driver's license within 90 days.

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

- Code of Criminal Procedure, Penal Code, transportation code and other state Statutes and County ordinances.
- Applicable county policies including but not limited to Travis County Civil Service Rules, The Travis County Employee handbook, TCSO policies and procedures.
- Department organization and function.
- Basic Microsoft office.

Skill in:

- Must have good interpersonal and public relations skills (Experience or training in public speaking is desirable) good judgment, decision making and critical thinking skills are required.
- Must be able to understand, interpret and properly apply court order, relevant State statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties assigned.
- Must have requisite skills to prepare official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports and case filing documents. (Creating clear, concise and grammatically correct documents).
- Must be proficient in the use of defensive tactics requiring physical force and if certified, the use of intermediate impact weapons and firearms.
- Must maintain a professional demeanor, to include good interpersonal and public relations skills.
- Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.
- Must be proficient in the following: computer operations, vehicle operations, radio communications, scene management and resolution; gaining and maintaining control of persons and investigation and evidence control.
- Must be proficient in map reading skills with situational awareness of assigned district.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Detective**

JOB CODE: 20000525
PAY GRADE: 75

FLSA STATUS: Non-Exempt
LAST REVISED: 04/08/14

Knowledge, Skills, and Abilities: (Cont.)**Ability to:**

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
- Create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Ability to actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.
- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Respond to unexpected situations in a reasonable manner.
- Maintain physical endurance and agility.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, fine dexterity and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environments, Exposure to excessive heat and cold (outdoor conditions) and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects as well as high speed driving.

Must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and extended hours related to emergency situations; work hours are subject to change with little or no notice. Must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Law Enforcement Detective

JOB CODE: 20000525

PAY GRADE: 75

FLSA STATUS: Non-Exempt

LAST REVISED: 04/08/14

SPECIAL ADA PHYSICAL STATEMENT: (Cont.)

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Sergeant****JOB CODE:** 20000526**PAY GRADE:** 76**FLSA STATUS:**

Non-Exempt

LAST REVISED:

04/08/14

JOB SUMMARY:

The Law Enforcement Sergeant performs law enforcement duties to protect lives, property and rights of the citizens of Travis County by patrolling assigned districts to enforce local, state and federal laws and ordinances. The Sergeant directly supervises Law Enforcement deputies assigned and engaged in all functions related to law enforcement within the County. Provides input to decisions concerning law enforcement matters; educates trains and assists Deputy Sheriffs. Exercises alertness and independent judgment in dealing with unusual situations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family and is considered an entry level management position in the Law Enforcement Bureau. Duties require substantial degree of initiative and independent judgment necessary to take control of dynamic situations. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Receives and conducts shift briefings; ensures assigned personnel provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, patrolling lake areas by boat or on horseback to promote and foster good community relations with the public.
- Supervises designated personnel with administrative duties.
- Schedules assigned subordinate personnel; ensuring adequate coverage according to law enforcement standards, the needs of the department and compliance with FLSA standards.
- Documents all critical incidents and submits within required time frame.
- Prepares statistical reports; Verifies reports are accurate and legible.
- Maintains professional, cooperative relations with other sections, supervisors, staff members and public.
- Attends meetings as scheduled.
- Supervises operational activities of assigned subordinate personnel.
- Maintains safety and security of section.
- Schedules mandated and elective training for officers (formal and informal).
- Maintains time sheets and attendance records for all shift personnel.
- Maintains an EDF on each employee on the shift, and updates information as necessary.
- Evaluates duty performance of assigned subordinate personnel through the performance appraisal system.
- Ensures compliance with policies, procedures, rules and directives. Ensures staff is performing assigned tasks.
- Commends/counsels/disciplines officers as appropriate.
- Serves on hiring and promotional boards as requested.
- Responsible for the upkeep and inventory of all assigned equipment, radios and vehicles.
- Patrols county as a field supervisor; maintains situational awareness of area for crime prevention.
- Responds day or night to emergency calls and routine complaints.
- Records offenses and accidents and facts to prepare reports that document incidents and activities.
- Identifies, pursues and arrests suspects and perpetrators of criminal acts.
- Interviews complainants, witnesses and defendants; prepares appropriate charges to book arrested suspects.
- Reviews and investigates accidents and incidents to determine if criminal act or statute violations were involved.
- Monitors, notes, reports and investigates suspicious persons and situations, safety hazards and unusual or illegal activity in patrol area.
- Serves warrants, makes arrests and starts booking procedures on arrested individuals.
- Collects and submits evidence; may be required to photograph major fatality accidents.
- Locates fugitives, develops informants, and conducts surveillance and search and seizures.
- Manages major incidents by establishing an onsite supervisory presence from which to coordinate and direct responding emergency personnel; supervises preliminary investigations.
- Establishes and assumes control and responsibility at crime scene by directing/assigning duties to patrol and crime scene officers.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Sergeant****JOB CODE:** 20000526
PAY GRADE: 76**FLSA STATUS:** Non-Exempt
LAST REVISED: 04/08/14**DUTIES AND RESPONSIBILITIES: (Cont.)**

- Responds to and documents critical incidents/major crimes/major incidents such as fatalities, felonies, medical emergencies etc.; notifies chain of command.
- Uses reasonable force when necessary.
- Maintains physical fitness in order to perform essential duties of the position.
- Attends and completes all training required by statute or TCOLE to maintain required certifications and licenses.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school Diploma or GED; two years of college or an Associate's degree is preferred
- Must possess two years of detective experience
- Must make a minimum score of 70 on the written exam and complete an oral interview for placement on the eligibility list for Sergeant
- Must qualify with a weapon annually in accordance with Departmental Standards
- Must participate in job specific training course annually in accordance with departmental standards

Licenses, Registrations, Certifications, or Special Requirements:

- Basic Peace Officer Certification from TCOLE.
- Possess a valid Drivers' License. Must be able to obtain a State of Texas driver's license within 90 days.

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

- Code of Criminal Procedure, Penal Code, transportation code and other state Statutes and County ordinances.
- Applicable county policies including but not limited to Travis County Civil Service Rules, The Travis County Employee handbook, TCSO policies and procedures.
- Department organization and function.
- Basic Microsoft office.

Skill in:

- Must have good interpersonal and public relations skills (experience or training in public speaking is desirable) good judgment, decision making and critical thinking skills are required.
- Must be able to understand, interpret and properly apply court order, relevant State statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties assigned.
- Must have requisite skills to prepare official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports and case filing documents (creating clear, concise and grammatically correct documents).
- Must be proficient in the use of defensive tactics requiring physical force and if certified, the use of intermediate impact weapons and firearms.
- Must maintain a professional demeanor, to include good interpersonal and public relations skills,
- Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.
- Must be proficient in the following: computer and vehicle operations, radio communications, scene management and resolution, gaining and maintaining control of persons and investigation and evidence control.
- Must be proficient in map reading skills with situational awareness of assigned district.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Sergeant**

JOB CODE: 20000526
PAY GRADE: 76

FLSA STATUS: Non-Exempt
LAST REVISED: 04/08/14

Knowledge, Skills, and Abilities: (Cont.)**Ability to:**

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
- Create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.
- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Respond to unexpected situations in a reasonable manner.
- Maintain physical endurance and agility.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, fine dexterity and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environments, exposure to excessive heat and cold (outdoor conditions) and client and customer contact for extended periods of time. Subject to communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects as well as high speed driving.

Must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Law Enforcement Sergeant

JOB CODE: 20000526

PAY GRADE: 76

FLSA STATUS: Non-Exempt

LAST REVISED: 04/08/14

SPECIAL ADA PHYSICAL STATEMENT: (Cont.)

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Lieutenant****JOB CODE:** 20000527**PAY GRADE:** 77**FLSA STATUS:** Exempt**LAST REVISED:** 04/08/14**JOB SUMMARY:**

The Law Enforcement Lieutenant manages and leads operational segments engaged in all functions related to law enforcement duties to protect lives, property and rights of the citizens of Travis County. Law Enforcement Bureau management duties include but are not limited to supervision of personnel assigned to SWAT, VICE, DWI, Lake Patrol, Motors, HEAT, SRO, Community Outreach, Crisis Intervention, Estray etc. Provides input to decisions concerning law enforcement matters; educates, trains and assists Deputy Sheriffs and Sergeants. Exercises alertness and independent judgment in dealing with unusual situations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the POPS TCSO job family and is considered a mid-level management position in the Law Enforcement Bureau. Duties require substantial degree of initiative and independent judgment necessary to take control of dynamic situations. This classification requires a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages and monitors unit briefings to ensure personnel receive relevant information needed to properly perform assigned duties and meet unit and departmental objectives.
- Manages and monitors assigned personnel who provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, patrolling lake areas by boat or on horseback to promote and foster good community relations with the public.
- Manages designated personnel with administrative duties; assists superiors with administrative requirements as needed.
- Coordinates and supervises the scheduling of assigned subordinate personnel; ensuring adequate coverage according to law enforcement standards, the needs of the department and compliance with FLSA standards.
- Manages the submission of documentation for all critical incidents within required time frame.
- Prepares statistical reports; verifies reports are accurate and legible.
- Maintains professional, cooperative relations with other sections, supervisors, staff members and public.
- Attends meetings as scheduled.
- Manages operational activities of assigned subordinate personnel within the unit.
- Maintains safety, security and welfare of personnel in the section.
- Manages and ensures compliance of mandated and elective training for officers (formal and informal).
- Monitors and reviews time sheets and attendance records for all supervisors.
- Maintains an EDF on each employee on the shift, and updates information as necessary.
- Evaluates duty performance of assigned subordinate personnel through the performance appraisal system.
- Manages and monitors staff to ensure compliance with policies, procedures, rules and directives.
- Ensures all assigned supervisory staff is performing assigned tasks.
- Commends/counsels/disciplines officers as appropriate.
- Serves on hiring and promotional boards as requested.
- Manages the maintenance and inventory of all assigned equipment, radios and vehicles.
- Patrols County as a field supervisor; maintains situational awareness of area for crime prevention.
- Manages and monitors response day or night to emergency calls and routine complaints.
- Reviews facts of offenses and accidents to ensure proper documentation on incidents and activities.
- Monitors procedures to identify, pursue and arrest suspects and perpetrators of criminal acts.
- Monitors interviews of complainants, witnesses and defendants; ensures suspects are appropriately charged and booked.
- Reviews investigations of accidents and incidents to determine if criminal act or statute violations were involved.
- Monitors and manages investigations of suspicious persons and situations, safety hazards and unusual or illegal activity in patrol area.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Lieutenant****JOB CODE:** 20000527**FLSA STATUS:** Exempt**PAY GRADE:** 77**LAST REVISED:** 04/08/14**DUTIES AND RESPONSIBILITIES: (Cont.)**

- Ensures assigned personnel serve warrants, make arrests and begins booking procedures on arrested individuals.
- Manages collection and submission of evidence; determines if personnel are required to photograph major fatality accidents.
- Manages and directs surveillance and search and seizures involving fugitives and informants.
- Manages major incidents by directing the establishment and onsite supervisory presence from which to coordinate and direct responding emergency personnel; supervises preliminary investigations.
- Establishes and assumes control and responsibility at crime scene by directing/assigning duties to patrol and crime scene officers.
- Manages the response to and documentation of critical incidents/major crimes/major incidents such as fatalities, felonies, medical emergencies etc.; notifies chain of command.
- Uses reasonable force when necessary.
- Maintains physical fitness in order to perform essential duties of the position.
- Attends and completes all training required by statute or TCOLE to maintain required certifications and licenses.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school Diploma or GED; two years of college or Associates degree is preferred
- Must possess two years of continuous experience as a LE Sergeant
- Must make a minimum score of 70 on the written exam and complete an oral interview for placement on the eligibility list for Lieutenant
- Must qualify with a weapon annually in accordance with Departmental Standards
- Must participate in the job specific training course annually in accordance with departmental standards

Licenses, Registrations, Certifications, or Special Requirements:

- Basic Peace Officer Certification from TCOLE.
- Possess a valid Drivers' License. Must be able to obtain a State of Texas driver's license within 90 days.

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

- Law enforcement administration.
- The Code of Criminal Procedure, Penal Code, transportation code and other state Statutes and County ordinances.
- Applicable county policies including but not limited to Travis County Civil Service Rules, The Travis County Employee handbook, TCSO policies and procedures.
- Department organization and function.
- Microsoft office.

Skill in:

- Must have good interpersonal and public relations skills (Experience or training in public speaking is desirable) good judgment, decision making and critical thinking skills are required.
- Must be able to understand, interpret and properly apply court order, relevant State statutes including the Code of Criminal Procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties assigned.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Lieutenant****JOB CODE:** 20000527**PAY GRADE:** 77**FLSA STATUS:** Exempt**LAST REVISED:** 04/08/14**Knowledge, Skills, and Abilities: (Cont.)****Skill in: (Cont.)**

- Must have requisite skills to prepare official documents required to perform assigned functions, including but not limited to interoffice memorandums, letters to other agencies, affidavits, investigative reports and case filing documents. (Creating clear, concise and grammatically correct documents).
- Must be proficient in the use of defensive tactics requiring physical force and if certified, the use of intermediate impact weapons and firearms.
- Must maintain a professional demeanor, to include good interpersonal and public relations skills.
- Must be proficient in the use of defensive tactics requiring physical force including the use of intermediate impact weapons and firearms.
- Must be proficient in the following: computer operations, vehicle operations, radio communications, scene management and resolution; gaining and maintaining control of persons and investigation and evidence control.
- Must be proficient in map reading skills with situational awareness of assigned district.

Ability to:

- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate necessary information to others in a calm, clear, dispassionate and purposeful speaking voice in all circumstances.
- Create accurate, clear, concise, comprehensive, relevant and grammatically correct documents.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.
- Use interpersonal skills to foster positive working relationships with team members (peers, supervisors, and subordinates) required to provide superior services in the public interest.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Respond to unexpected situations in a reasonable manner.
- Maintain physical endurance and agility.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, fine dexterity and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environments, Exposure to excessive heat and cold (outdoor conditions) and client and customer contact for extended periods of time. Subject to communicable diseases, radiation, hazardous wastes, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects as well as high speed driving.

Must be able to partially lift and drag an average weight person of 150lbs, a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Lieutenant**

JOB CODE: 20000527

PAY GRADE: 77

FLSA STATUS: Exempt

LAST REVISED: 04/08/14

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Law Enforcement Captain**JOB CODE:** 20000216
PAY GRADE: 28**FLSA STATUS:** Exempt
LAST REVISED: 04/08/14

JOB SUMMARY:

The Law Enforcement Captain provides supervision of operational divisions including lower level supervisors and their assigned staff. Reviews scheduled work assignments, hours and work locations; ensures personnel are trained and or evaluated; and or handles exceptions or complex problems, develops and documents programs and curriculum, monitors department resources and ensures compliance with policies and laws. May be called upon to perform any task or duty that may be required by a certified peace officer in protecting the lives, property and rights of the citizens of Travis County.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Prepares, reviews, critiques reports and other relevant written material; submits required reports to the Law Enforcement Major, Chief Deputy and the Sheriff.
- Develops, writes, reviews and implements policies and procedures.
- Develops, implements and evaluates plans and budgets within established guidelines; assists with the development of the annual budget. Reviews balances and approves purchases and transfers.
- Manages and supervises staff, including training of new employees and in-service staff development. Attends training mandates by law.
- Develops and issues task and condition statements, performance standards, and evaluates employee performance.
- Reviews and monitors work schedules.
- Monitors and manages law enforcement operations IAW TCSO applicable standards.
- Approves or denies access to officials; answers media requests.
- Conducts and attends meetings.
- Maintains and enforces all TCSO policies and procedures, rules and regulations.
- Manages the process of employee, general public and professional community complaints. Investigates complaints made against subordinates and takes appropriate actions to resolve them per departmental policy.
- Coordinates work efforts between divisions and other agencies; communicates and networks with other division directors, program managers, department heads, and Elected and Appointed Officials in other County departments.
- Represents County by attending meetings, community meetings, seminars, conferences and professional associations. Participates in meetings, private organizations and serves on related committees.
- Maintains physical fitness in order to perform the essential duties of the position.
- Performs other job related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

- Must be a US Citizen
- Must be 21 years of age
- High school diploma or GED
- Must qualify annually with weapon in accordance with TCSO standards
- Must participate in the job specific training course annually in accordance with TCSO standards

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Law Enforcement Captain**JOB CODE:** 20000216
PAY GRADE: 28**FLSA STATUS:** Exempt
LAST REVISED: 04/08/14

MINIMUM REQUIREMENTS: (Cont.)**Education and Experience: (Cont.)****(PREFERRED EDUCATIONAL REQUIREMENTS)**

- Bachelor's degree in Criminal Justice or a directly related field AND four (4) years of directly related, increasingly responsible managerial experience in law enforcement/correctional capacity, including two (2) years of mid- to senior level supervisory or management experience; or
- Any combination of education and experience that has been achieved and is equivalent to the stated education, experience and required knowledge, skills and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

- Texas Jailer's License and Peace Officer License in good standing with TCOLE.
- Possess a valid Texas Driver's License.

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

- Laws, regulations and procedures governing custody of persons.
- Standard management theory, principles, practices and techniques.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, Regulatory Agency Codes, Texas Jail Standards.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Leadership and supervisory principles, practices and techniques.
- Microsoft Office programs.
- 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:

- Supervisory/management issues, including planning and managing teams.
- Responding to and managing emergencies.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

Ability to:

- Plan, organize and effectively direct projects.
- Supervise work of professional and support staff members.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION**JOB TITLE: Law Enforcement Captain****JOB CODE:** 20000216
PAY GRADE: 28**FLSA STATUS:** Exempt
LAST REVISED: 04/08/14**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, jogging, running, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environments and customer contact for extended periods of time. Subject to communicable diseases, radiation, hazardous wastes, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects as well as high speed driving.

Must be able to partially lift and drag an average weight person of 150 lbs., a distance of 75 feet for the evacuation of individuals unable to assist themselves during emergencies; must be able to physically restrain hostile and combative subjects; must be able to participate in defensive tactics training and annual refresher training. Must be able to work any shift and must be able to communicate in clear English during emergencies.

SPECIAL ADA PHYSICAL STATEMENT:

Vision: Must have sufficient vision without glasses to defend self and others, and perform mandatory life safety functions. Dual vision is required. All officers are required to take and pass vision tests each year. Vision must be correctable to 20/20 or better with uncorrected vision of 20/200 or better. Corrected visual acuity should be at least 20/20 (both eyes) and 20/40 (each eye). For applicants who have completed refractive surgery to correct vision, the operating physician must complete a Corrected Vision Surgical Form.

Hearing: Must have normal hearing in both ears. Hearing sensitivity thresholds are within 25 dB measured at 500 Hz, 1000 Hz, 2000Hz and 3000Hz averaged together. If a person does not have normal hearing a medical specialist evaluation is required in order for the candidate to be considered for hire.

Seizure Disorder: Uncontrolled seizures of any kind are disqualifying. Applicants with a history of a seizure must be able to control the disorder by medication, be seizure free for one year and sign the Notification, understanding and commitment.

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: April 8, 2014

Prepared By/Phone Number: Rachel Fishback, 854-9853

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Mod 4, Contract No. 4400000171, with BPI Environmental Services, Inc., for Erosion Control Services.

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

This modification will add Contract Provisions for Non-Federal Entity Contracts under Federal Awards. This information is needed to allow for federal funding by FEMA.

This modification will also increase the estimated requirements quantity of this contract to include the October 2013 Flood Water Control Devices repairs. The flood damage repair work includes large amounts of seeding, re-vegetation work, erosion control services, pond maintenance, excavation, and waste soil disposal. The total increase is estimated to be approximately \$389,406.15. The total amount increased through this mod is over the threshold amount for increases and therefore requires court approval.

Modification no. 3 was issued to exercise the second contract extension option. Approved by Purchasing Agent on August 16, 2013.

Modification no. 2 was issued to add services to the contract and to include Pond Maintenance Services specifications. Approved by Purchasing Agent on November 16, 2012.

Modification no. 1 was issued to exercise the first contract extension option. Approved by Purchasing Agent on September 10, 2012.

➤ **Contract Expenditures:** Within the last 31 months \$376,794.75 has been spent against this contract.

➤ **Contract Modification Information:**

Modification Amount: \$389,406.15 (estimate)

Modification Type: estimated requirements increase

Modification Period: April 8, 2014 – September 14, 2014

➤ **Funding Information:**

SAP Shopping Cart #:

Funding Account(s): funds reservation # 0300001112.

Comments:

FEMA Sites:

JOB: NE Metro- Culvert Outfall #1 (lower channel/ outfall)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	36	Excavation for Rip Rap	HR	\$70.00	\$2,520.00
124	122	Stone Rip Rap, Common, Dry	CY	\$125.00	\$15,250.00
TOTAL					\$17,770.00

JOB: NE Metro- Culvert Outfall #1 (upper channel)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	14	Excavation for Rip Rap	HR	\$70.00	\$980.00
124	11	Stone Rip Rap, Common, Dry	CY	\$125.00	\$1,375.00
TOTAL					\$2,355.00

JOB: NE Metro- Culvert Outfall #1 (lower channel/ outfall- MITIGATION)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
Cont Mod	27	Concrete Rip Rap	CY	\$316.95	\$8,557.65
TOTAL					\$8,557.65

NE Metro Park Total: \$28,682.65

Gattis School Road

JOB: Gattis School Road Pond - West Slope 14,865SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	10	Pond Excavation - Hand Work	HR	\$65.00	\$650.00
203	25	Pond Excavation - Skid Loader	HR	\$85.00	\$2,125.00
123	1651	Sodding, Bermuda Grass	SY	\$3.25	\$5,365.75
130	53	Vegetative Watering Seedbed	EA	\$50.00	\$2,650.00
TOTAL					\$10,790.75

JOB: Gattis School Road Pond - South Slope 9,305SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	6	Pond Excavation - Hand Work	HR	\$65.00	\$390.00
203	15	Pond Excavation - Skid Loader	HR	\$85.00	\$1,275.00
123	1034	Sodding, Bermuda Grass	SY	\$3.25	\$3,360.50
130	34	Vegetative Watering Seedbed	EA	\$50.00	\$1,700.00
TOTAL					\$6,725.50

JOB: Gattis School Road Pond - Bowman Channel 30,534SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
203	20	Pond Excavation - Skid Loader	HR	\$85.00	\$1,700.00
112	28	Excavation for Rip Rap	HR	\$70.00	\$1,960.00
124	88	Stone Rip Rap, Common, Dry	CY	\$125.00	\$11,000.00
123	3393	Sodding, Bermuda Grass	SY	\$3.25	\$11,027.25
130	110	Vegetative Watering Seedbed	EA	\$50.00	\$5,500.00
TOTAL					\$31,187.25

JOB: Gattis School Road Pond - Bowman Channel Mitigation					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	6	Pond Excavation- Hand Work	HR	\$65.00	\$390.00
207	135	Excavation for Rip Rap	LF	\$5.00	\$675.00
Cont Mod	2	Stone Rip Rap, Common, Dry	CY	\$316.95	\$633.90
TOTAL					\$1,698.90

JOB: Gattis School Road Pond - Basin Floor 28,112 (40% of Pond)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
202	168	Pond Excavation - Loader	HR	\$100.00	\$16,800.00
201	50	Pond Excavation - Hand Work	HR	\$65.00	\$3,250.00
112	23	Excavation for Rip Rap	HR	\$70.00	\$1,610.00
124	35	Stone Rip Rap, Common, Dry	CY	\$125.00	\$4,375.00
116	7723	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$3,089.20
119	900	Soil Retention Blanket, Cl 2, TYE	SY	\$2.00	\$1,800.00
209	700	Waste Soil Disposal	CY	\$100.00	\$70,000.00
130	250	Vegetative Watering Seedbed	EA	\$50.00	\$12,500.00
TOTAL					\$113,424.20

JOB: Gattis School Road Pond - Repair Rip Rap Channel 14,801SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	30	Pond Excavation - hand Work	HR	\$65.00	\$1,950.00
112	30	Excavation for Rip Rap	HR	\$70.00	\$2,100.00
124	40	Stone Rip Rap, Common, Dry	CY	\$125.00	\$5,000.00
123	1645	Sodding, Bermuda Grass	SY	\$3.25	\$5,346.25
130	54	Vegetative Watering Seedbed	EA	\$50.00	\$2,700.00
TOTAL					\$17,096.25

JOB: Gattis School Road Pond - North Slope 7081SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	788	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$315.20
118	788	Soil Ret Blnkt, Cl 1, TY A	SY	\$1.75	\$1,379.00
130	26	Vegetative Watering Seedbed	EA	\$50.00	\$1,300.00
TOTAL					\$2,994.20

JOB: Gattis School Road Pond - East Slope 13964SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	1552	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$620.80
118	1552	Soil Ret Blnkt, Cl 1, TY A	SY	\$1.75	\$2,716.00
130	50	Vegetative Watering Seedbed	EA	\$50.00	\$2,500.00
TOTAL					\$5,836.80

GATTIS TOTAL (BPI): \$189,753.85

JOB: Howard Lane					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	34	Pond Excavation - Hand Work	HR	\$65.00	\$2,210.00
202	20	Pond Excavation - Front Loader	HR	\$100.00	\$2,000.00
209	191	Waste Soil Disposal	CY	\$100.00	\$19,100.00
208	116	Sand Replacement	CY	\$100.00	\$11,600.00
112	40	Excavation - Rip Rap	HR	\$70.00	\$2,800.00
124	116	Stone Rip Rap, Common, Dry	CY	\$125.00	\$14,500.00
207	10	PVC Repair 6in	LF	\$5.00	\$50.00
133	273	Removal of Silt Fence	LF	\$2.00	\$546.00
Cont Mod	2	Concrete Rip Rap	CY	\$316.95	\$633.90
116	1201	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$480.40
118	601	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$1,051.75
TOTAL					\$54,972.05

JOB: Precinct 4- flood repairs					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	10	Pond Excavation - Hand Work	HR	\$65.00	\$650.00
112	35	Excavation for Gabion & Rip Rap	HR	\$70.00	\$2,450.00
116	100	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$40.00
118	100	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$175.00
209	84	Waste Soil Disposal	CY	\$100.00	\$8,400.00
110	75	Geogrid for Gabions - Biaxial	SY	\$12.00	\$900.00
111	84	Gabion Installation	CY	\$150.00	\$12,600.00
TOTAL					\$25,215.00

JOB: Precinct 4- mitigation					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
Cont Mod	4	Concrete Rip Rap	CY	\$316.95	\$1,267.80
TOTAL					\$1,267.80

Precinct Four Total: \$26,482.80

JOB: Kellam Lane (flood repairs)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	21	Excavation for Gabion & Rip Rap	HR	\$70.00	\$1,470.00
117	531	Seeding, Native Mix	SY	\$0.55	\$292.05
118	212	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$371.00
124	35.5	Stone Rip Rap, Common Dry	CY	\$125.00	\$4,437.50
133	535	Removal of Silt Fence	LF	\$2.00	\$1,070.00
201	20	Pond Maint Serv - Hand Work	HR	\$65.00	\$1,300.00
203	16	Pond Excavation - Skid Loader	HR	\$85.00	\$1,360.00
209	20	Waste Soil Disposal	CY	\$100.00	\$2,000.00
TOTAL					\$12,300.55

JOB: Kellam Lane (mitigation)					
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ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	10.5	Excavation for Gabion & Rip Rap	HR	\$70.00	\$735.00
201	5	Pond Maint Serv - Hand Work	HR	\$65.00	\$325.00
124	40	Stone Rip Rap, Common Dry	CY	\$125.00	\$5,000.00
				TOTAL	\$6,060.00

Kellam Lane Total: \$18,360.55

JOB:		Lava Lane Pond			
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	1055	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$422.00
118	528	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$924.00
201	22	Pond Maint Serv - Hand Work	HR	\$65.00	\$1,430.00
203	20	Pond Excavation - Skid Loader	HR	\$85.00	\$1,700.00
209	119	Waste Soil Disposal	CY	\$100.00	\$11,900.00
				TOTAL	\$16,376.00

JOB:		Lava Lane Outflow Channel- OUTFALL PAD AT NO CHARGE			
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	50	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$20.00
203	5	Pond Excavation - Skid Loader	HR	\$85.00	\$425.00
209	1.3	Waste Soil Disposal	CY	\$100.00	\$130.00
				TOTAL	\$575.00

Lava Lane Total: \$16,951.00

JOB:		Elroy Road- OUTFALL PAD AT NO CHARGE			
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	1303	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$521.20
124	33	Stone Rip-Rap, Common Dry	CY	\$125.00	\$4,125.00
101	30	Rock Berm- 18" Installation	LF	\$15.00	\$450.00
201	34	Pond Maint Serv - Hand Work	HR	\$65.00	\$2,210.00
118	326	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$570.50
203	30	Pond Excavation - Skid Loader	HR	\$85.00	\$2,550.00
209	147	Waste Soil Disposal	CY	\$100.00	\$14,700.00
				TOTAL	\$25,126.70

JOB:		Richard Moya Park			
				TOTAL	\$29,076.55

ALL TC FLOOD SITES: \$389,406.15



TRANSPORTATION AND NATURAL RESOURCES

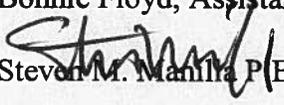
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE

700 Lavaca Street
Suite 540
PO Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

March 25, 2014

MEMORANDUM

TO: Bonnie Floyd, Assistant Purchasing Agent

FROM:  Steven M. Manilla P.E., County Executive, TNR

SUBJECT: Modification No. 4 to Erosion Control Services, Contract No. 440000071 (11T00211NB) with BPI Environmental Services, Inc., to Increase the Estimated Requirements to \$389,406.15

TNR is requesting approval of contract modification No. 4 to the above referenced contract with BPI Environmental Services, Inc. to increase the contract estimated requirements amount to \$389,406.15, in order to complete flood damage repair work on County facilities funded by FEMA.

Using this existing contract will allow this repair work to be done more expeditiously, which is especially critical at key sites that include large amounts seeding and re-vegetation work that must be completed before summer heat. Using this existing contract will also allow all the FEMA repair work to be completed this year to take immediate advantage of the FEMA funding provided to the County. If the sites requiring extensive re-vegetation are not completed this spring before June 15, those sites would have to be postponed until spring 2015, which could jeopardize FEMA funding if additional damage occurs to these sites in the interim.

The existing contract has multiple erosion control and storm water pond work line items applicable to repair the damaged County storm water facilities and other County sites. Essentially, the added work that would be provided BPI is the type of work and line items of work they accomplish for Travis County under this existing contract.

The attached information, from BPI describes the estimated costs to complete additional pond and erosion control work associated with the damaging flood events of October 31, 2013. The additional funding in support of this modification was accepted and approved by the Commissioners' Court on March 25, 2014.

The SAP account information is provided below.

Funds Reservation Document: 0300001112			
	Road Facilities	Park Facilities	Richard Moya Park
Fund	0001	0001	0001
Fund Center	1490110001	1490110001	1497760001
GL	511973	511973	511973
WBS	RDCN.149.000043	PKCN.149.000013	N/A
Amount	\$ 305,164.15	\$ 55,165.45	\$ 29,076.55
Total Funds Reserved	\$ 389,406.15		

If you have any questions or require additional information please contact Thomas Weber at extension 4-4629.

cc: Rachel Fishback, Purchasing
Thomas Weber, TNR
Dave Fowler, TNR
Amanda Celo, TNR
Cynthia McDonald, TNR
Donna Williams-Jones, TNR
Isabelle Lopez, TNR

Attachment: BPI Proposed Scope of Services

JOB: NE Metro- Culvert Outfall #1 (lower channel/ outfall)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	36	Excavation for Rip Rap	HR	\$70.00	\$2,520.00
124	122	Stone Rip Rap, Common, Dry	CY	\$125.00	\$15,250.00
TOTAL					\$17,770.00

JOB: NE Metro- Culvert Outfall #1 (upper channel)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	14	Excavation for Rip Rap	HR	\$70.00	\$980.00
124	11	Stone Rip Rap, Common, Dry	CY	\$125.00	\$1,375.00
TOTAL					\$2,355.00

JOB: NE Metro- Culvert Outfall #1 (lower channel/ outfall- MITIGATION)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
Cont Mod	27	Concrete Rip Rap	CY	\$316.95	\$8,557.65
TOTAL					\$8,557.65

NE Metro Park Total: \$28,682.65

Gattis School Road

JOB: Gattis School Road Pond - West Slope 14,865SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	10	Pond Excavation - Hand Work	HR	\$65.00	\$650.00
203	25	Pond Excavation - Skid Loader	HR	\$85.00	\$2,125.00
123	1651	Sodding, Bermuda Grass	SY	\$3.25	\$5,365.75
130	53	Vegetative Watering Seedbed	EA	\$50.00	\$2,650.00
TOTAL					\$10,790.75

JOB: Gattis School Road Pond - South Slope 9,305SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	6	Pond Excavation - Hand Work	HR	\$65.00	\$390.00
203	15	Pond Excavation - Skid Loader	HR	\$85.00	\$1,275.00
123	1034	Sodding, Bermuda Grass	SY	\$3.25	\$3,360.50
130	34	Vegetative Watering Seedbed	EA	\$50.00	\$1,700.00
TOTAL					\$6,725.50

JOB: Gattis School Road Pond - Bowman Channel 30,534SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
203	20	Pond Excavation - Skid Loader	HR	\$85.00	\$1,700.00
112	28	Excavation for Rip Rap	HR	\$70.00	\$1,960.00
124	88	Stone Rip Rap, Common, Dry	CY	\$125.00	\$11,000.00
123	3393	Sodding, Bermuda Grass	SY	\$3.25	\$11,027.25
130	110	Vegetative Watering Seedbed	EA	\$50.00	\$5,500.00
TOTAL					\$31,187.25

JOB: Gattis School Road Pond - Bowman Channel Mitigation					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	6	Pond Excavation- Hand Work	HR	\$65.00	\$390.00
207	135	Excavation for Rip Rap	LF	\$5.00	\$675.00
Cont Mod	2	Stone Rip Rap, Common, Dry	CY	\$316.95	\$633.90
TOTAL					\$1,698.90

JOB: Gattis School Road Pond - Basin Floor 28,112 (40% of Pond)					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
202	168	Pond Excavation - Loader	HR	\$100.00	\$16,800.00
201	50	Pond Excavation - Hand Work	HR	\$65.00	\$3,250.00
112	23	Excavation for Rip Rap	HR	\$70.00	\$1,610.00
124	35	Stone Rip Rap, Common, Dry	CY	\$125.00	\$4,375.00
116	7723	Seeding, Celluose Fiber Mulch	SY	\$0.40	\$3,089.20
119	900	Soil Retention Blanket, CI 2, TYE	SY	\$2.00	\$1,800.00
209	700	Waste Soil Disposal	CY	\$100.00	\$70,000.00
130	250	Vegetative Watering Seedbed	EA	\$50.00	\$12,500.00
TOTAL					\$113,424.20

JOB: Gattis School Road Pond - Repair Rip Rap Channel 14,801SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	30	Pond Excavation - hand Work	HR	\$65.00	\$1,950.00
112	30	Excavation for Rip Rap	HR	\$70.00	\$2,100.00
124	40	Stone Rip Rap, Common, Dry	CY	\$125.00	\$5,000.00
123	1645	Sodding, Bermuda Grass	SY	\$3.25	\$5,346.25
130	54	Vegetative Watering Seedbed	EA	\$50.00	\$2,700.00
TOTAL					\$17,096.25

JOB: Gattis School Road Pond - North Slope 7081SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	788	Seeding, Celluose Fiber Mulch	SY	\$0.40	\$315.20
118	788	Soil Ret Blnkt, CI 1, TY A	SY	\$1.75	\$1,379.00
130	26	Vegetative Watering Seedbed	EA	\$50.00	\$1,300.00
TOTAL					\$2,994.20

JOB: Gattis School Road Pond - East Slope 13964SF					
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	1552	Seeding, Celluose Fiber Mulch	SY	\$0.40	\$620.80
118	1552	Soil Ret Blnkt, CI 1, TY A	SY	\$1.75	\$2,716.00
130	50	Vegetative Watering Seedbed	EA	\$50.00	\$2,500.00
TOTAL					\$5,836.80

GATTIS TOTAL (BPI): \$189,753.85

JOB: #03-14-1125
Howard Lane

ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	34	Pond Excavation - Hand Work	HR	\$65.00	\$2,210.00
202	20	Pond Excavation - Front Loader	HR	\$100.00	\$2,000.00
209	191	Waste Soil Disposal	CY	\$100.00	\$19,100.00
208	116	Sand Replacement	CY	\$100.00	\$11,600.00
112	40	Excavation - Rip Rap	HR	\$70.00	\$2,800.00
124	116	Stone Rip Rap, Common, Dry	CY	\$125.00	\$14,500.00
207	10	PVC Repair 6in	LF	\$5.00	\$50.00
133	273	Removal of Silt Fence	LF	\$2.00	\$546.00
Cont Mod	2	Concrete Rip Rap	CY	\$316.95	\$633.90
116	1201	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$480.40
118	601	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$1,051.75

TOTAL \$54,972.05

JOB: Precinct 4- flood repairs

ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
201	10	Pond Excavation - Hand Work	HR	\$65.00	\$650.00
112	35	Excavation for Gabion & Rip Rap	HR	\$70.00	\$2,450.00
116	100	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$40.00
118	100	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$175.00
209	84	Waste Soil Disposal	CY	\$100.00	\$8,400.00
110	75	Geogrid for Gabions - Biaxial	SY	\$12.00	\$900.00
111	84	Gabion Installation	CY	\$150.00	\$12,600.00

TOTAL \$25,215.00

JOB: Precinct 4- mitigation

ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
Cont Mod	4	Concrete Rip Rap	CY	\$316.95	\$1,267.80

TOTAL \$1,267.80

Precinct Four Total: \$26,482.80

JOB: Kellam Lane (flood repairs)

ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	21	Excavation for Gabion & Rip Rap	HR	\$70.00	\$1,470.00
117	531	Seeding, Native Mix	SY	\$0.55	\$292.05
118	212	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$371.00
124	35.5	Stone Rip Rap, Common Dry	CY	\$125.00	\$4,437.50
133	535	Removal of Silt Fence	LF	\$2.00	\$1,070.00
201	20	Pond Maint Serv - Hand Work	HR	\$65.00	\$1,300.00
203	16	Pond Excavation - Skid Loader	HR	\$85.00	\$1,360.00
209	20	Waste Soil Disposal	CY	\$100.00	\$2,000.00

TOTAL \$12,300.55

JOB: Kellam Lane (mitigation)

ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
112	10.5	Excavation for Gabion & Rip Rap	HR	\$70.00	\$735.00
201	5	Pond Maint Serv - Hand Work	HR	\$65.00	\$325.00
124	40	Stone Rip Rap, Common Dry	CY	\$125.00	\$5,000.00

TOTAL \$6,060.00

Kellam Lane Total: \$18,360.55

JOB:		Lava Lane Pond			
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	1055	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$422.00
118	528	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$924.00
201	22	Pond Maint Serv - Hand Work	HR	\$65.00	\$1,430.00
203	20	Pond Excavation - Skid Loader	HR	\$85.00	\$1,700.00
209	119	Waste Soil Disposal	CY	\$100.00	\$11,900.00
TOTAL					\$16,376.00

JOB:		Lava Lane Outflow Channel- OUTFALL PAD AT NO CHARGE			
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	50	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$20.00
203	5	Pond Excavation - Skid Loader	HR	\$85.00	\$425.00
209	1.3	Waste Soil Disposal	CY	\$100.00	\$130.00
TOTAL					\$575.00

Lava Lane Total: \$16,951.00

JOB:		Elroy Road- OUTFALL PAD AT NO CHARGE			
ITEM	QYT	DESCRIPTION	UNITS	PRICE	TOTAL
116	1303	Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$521.20
124	33	Stone Rip-Rap, Common Dry	CY	\$125.00	\$4,125.00
101	30	Rock Berm- 18" Installation	LF	\$15.00	\$450.00
201	34	Pond Maint Serv - Hand Work	HR	\$65.00	\$2,210.00
118	326	Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$570.50
203	30	Pond Excavation - Skid Loader	HR	\$85.00	\$2,550.00
209	147	Waste Soil Disposal	CY	\$100.00	\$14,700.00
TOTAL					\$25,126.70

JOB: Richard Moya Park
TOTAL \$29,076.55

*Kurt Nielsen is point of contact on Richard Moya job

ALL TC FLOOD SITES: \$389,406.15



PO Box 341839

Lakeway, Texas 78734

(512) 288-5522

Project:	Richard Moya Park	Date:	3/5/2014	
Address:	Burleson Road			
Contact:	Kurt Nielsen			
Scope:	Outfall # 1 350SF			
QTY	Description	Units	Unit Cost	Total
6	112 Excavation for Rip Rap	HR	\$70.00	\$420.00
11	124 Stone Rip Rap, Common, Dry	CY	\$125.00	\$1,375.00
TOTAL				\$1,795.00
Scope:	Athletic Concessions #1 330SF			
QTY	Description	Units	Unit Cost	Total
19	114 Furnish Topsoil	CY	\$5.00	\$95.00
7	115 Grade/Place Topsoil	HR	\$75.00	\$525.00
37	116 Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$14.80
37	118 Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$64.75
TOTAL				\$699.55
Scope:	Electric Pannel # Athletic Concession #1 50SF			
QTY	Description	Units	Unit Cost	Total
4	114 Furnish Topsoil	CY	\$5.00	\$20.00
2	115 Grade/Place Topsoil	HR	\$75.00	\$150.00
6	116 Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$2.40
6	118 Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$10.50
TOTAL				\$182.90
Scope:	Entry Road 1200SF			
QTY	Description	Units	Unit Cost	Total
89	114 Furnish Topsoil	CY	\$5.00	\$445.00
31	115 Grade/Place Topsoil	HR	\$75.00	\$2,325.00
134	116 Seeding, Cellulose Fiber Mulch	SY	\$0.40	\$53.60
134	118 Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$234.50
TOTAL				\$3,058.10
Scope:	Vollyball Court 2400SF			
QTY	Description	Units	Unit Cost	Total
89	208 Sand Replacement	CY	\$100.00	\$8,900.00
TOTAL				\$8,900.00

Scope:		Pavillion 3 2300SF		
QTY	Description	Units	Unit Cost	Total
35	208 Sand Replacement (Decomposed Granite)	CY	\$100.00	\$3,500.00
TOTAL				\$3,500.00
Scope:		Pavillion 1&5 4000SF		
QTY	Description	Units	Unit Cost	Total
74	114 Furnish Topsoil	CY	\$5.00	\$370.00
28	115 Grade/Place Topsoil	HR	\$75.00	\$1,950.00
74	208 Sand Replacement (Decomposed Granite)	CY	\$100.00	\$7,400.00
TOTAL				\$9,720.00
Scope:		Bridge 350SF		
QTY	Description	Units	Unit Cost	Total
7	114 Furnish Topsoil	CY	\$5.00	\$235.00
12	115 Grade/Place Topsoil	HR	\$75.00	\$900.00
40	116 Seeding, Celluose Fiber Mulch	SY	\$0.40	\$16.00
40	118 Soil Retention Blanket, CL 1, TY A	SY	\$1.75	\$70.00
TOTAL				\$1,221.00
Project Total				\$29,076.55
Inclusions:	Quantities and descriptions per onsite meeting and provided scope of work.			
Exclusions:	Power washing of concrete structures.			
(if applicable)	Repairs of any kind due to pedestrian vandalism, neglect, or natural causes.			
	Structural repairs.			
	Traffic controls, lab testing, police officers, signage or inspection fees.			
Notes:	Any quantities above the provided scope of work will be performed upon the acceptance of a change order.			

Respectfully Submitted By:

Accepted By:

 Scott Mondor
 BPI

 Kurt Nielsen
 Travis County

(SAP Contract #4400000171, 11T00211NB)

ISSUED BY: PURCHASING OFFICE 700 LAVACA STREET 8 TH FLOOR AUSTIN, TX 78701	PURCHASING AGENT ASST: Rachel Fishback TEL. NO: (512) 854-9853 FAX NO: (512) 854-4211	DATE PREPARED: March 20, 2014
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ISSUED TO: 1000071362 BPI Environmental Services, Inc. Attn: Shane Bauerle PO Box 341839 Lakeway, Texas 78734	MODIFICATION NO.: 4	EXECUTED DATE OF ORIGINAL CONTRACT: August 26, 2011
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ORIGINAL CONTRACT TERM DATES: **Sept. 15, 2011 thru Sept. 14, 2012** CURRENT CONTRACT TERM DATES: **Sept. 15, 2013 thru Sept 14, 2014**

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$ N/A Current Modified Amount \$ N/A

DESCRIPTION OF CHANGES: 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.

The above numbered contract is hereby modified to include Contract Provisions for Non-Federal Entity Contracts under Federal Awards as stated in Attachment 3 to this modification 4.

The estimated requirements quantity of this contract is increased as listed in the table below. The total increase is estimated to be approximately \$389,406.15.

These estimated quantities are the best estimate of Travis County's needs at this time. The quantities are not firm and are not ordered or called for. Actual requirements will be state through issuance of individual purchase orders against this contract and no obligation to pay for any quantities shall be deemed to exist unless or until such purchase orders are issued.

Line Item	Description	Qty	Unit	Price	Total
1-01	Rock Berm- 18" Installation	30	LF	\$15.00	\$450.00
1-10	Geogrid for Gabions - Biaxial	75	SY	\$12.00	\$900.00
1-11	Gabion Installation	84	CY	\$150.00	\$12,600.00
1-12	Excavation for Gabion, Rip Rap, Dry Stack	243.5	HR	\$70.00	\$17,045.00
1-14	Furnish Topsoil	233	CY	\$5.00	\$1,165.00
1-15	Grade/Place Topsoil	78	HR	\$75.00	\$5,850.00
1-16	Seeding, Celluose Fiber Mulch	13989	SY	\$0.40	\$5,595.60
1-17	Seeding, Native Mix	531	SY	\$0.55	\$292.05
1-18	Soil Retention Blanket, Class 1, Type A	4324	SY	\$1.75	\$7,567.00
1-19	Soil Retention Blanket, Class 2, Type B	900	SY	\$2.00	\$1,800.00
1-23	Sodding, Bermuda Grass	7723	SY	\$3.25	\$25,099.75
1-24	Stone Rip Rap, Common, Dry	531.5	CY	\$125.00	\$66,437.50
1-30	Vegetative Watering Seedbed	577	EA	\$50.00	\$28,850.00
1-33	Removal of Silt Fence	808	LF	\$2.00	\$1,616.00
2-01	Pond Maintenance Service - Hand Work	227	HR	\$65.00	\$14,755.00
2-02	Pond Excavation - Front Loader	188	HR	\$100.00	\$18,800.00
2-03	Pond Excavation - Skid Loader	131	HR	\$85.00	\$11,135.00
2-07	PVC Repair 6 in	145	LF	\$5.00	\$725.00
2-08	Sand Replacement	314	CY	\$100.00	\$31,400.00
2-09	Waste Soil Disposal	1262.3	CY	\$100.00	\$126,230.00
3-01, mod 2	Concrete Rip Rap	35	CY	\$316.95	\$11,093.25

TOTAL \$389,406.15

Created 04-03-14 at 4:25 pm

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: _____ BY: _____ SIGNATURE BY: _____ PRINT NAME TITLE: _____ ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
TRAVIS COUNTY, TEXAS BY: _____ CYD V. GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT	DATE:
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:

Attachment 3

Erosion Control Services Contract

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable

to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(K) See §200.322 Procurement of recovered materials.



Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014

Prepared By/Phone Number: Patrick Strittmatter, 854-1183 and Marvin Brice, CPPB, 854-9765

Elected/Appointed Official/Dept. Head: Cyd Grimes, C.P.M., CPPO

Commissioners Court Sponsor: Judge Biscoe

Agenda Language:

ACCEPT REQUEST FROM HOT ROD MECHANICAL, INC. TO WITHDRAW THEIR BID FOR IFB NO. B1401-006-PS, TCCC BLDG. 400 DIGITAL MIXING VALVES AND HOT WATER BOILERS, AND

APPROVE CONTRACT AWARD FOR SAME TO NEXT QUALIFIED LOW BIDDER, QA CONSTRUCTION SERVICES, INC.

- **Purchasing Recommendation and Comments:** This procurement action meets the compliance requirements as outlined by the statutes.

This project primarily consists of supplying and installing new digital mixing valves and hot water boilers for Building 400 at the Travis County Correctional Complex (TCCC).

Subject IFB was opened February 26, 2014, with three (3) bids received in response to the solicitation. The Sheriff's Office has reviewed the bids and recommends, and Purchasing concurs with the award of the contract to the qualified low bidder, QA Construction Services, Inc., for a total base bid amount of \$574,750.00.

Hot Rod Mechanical, Inc. was the apparent low bidder, but has requested to withdraw their bid due to a mistake in the bid amount. Hot Rod Mechanical had misread the plans and mistakenly determined that only three (3) hot water boilers were being replaced and not the eight (8) boilers listed in the plans. Based on the incorrect quantity of boilers, Hot Rod Mechanical's bid was \$306,892.00, \$267,858.00 less than the next low bid. Purchasing and the Sheriff's both agree that Hot Rod

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

Mechanical did in fact make a mistake in their bid, and therefore recommends the Court allow them to withdraw their bid.

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

➤ **Contract-Related Information:**

Award Amount: \$574,750.00

Contract Type: Construction

Contract Period: 120 calendar days

➤ **Contract Modification Information:** N/A

Modification Amount:

Modification Type:

Modification Period:

➤ **Solicitation-Related Information:**

Solicitations Sent: 40

Responses Received: 3

HUB Information: No

% HUB Subcontractor: 0%*

*Contractor is not a certified HUB, though it is 100% minority owned, is a member of the US Hispanic Contractors Association, and is in the process to acquire HUB certification. Contractor will be self-performing all of the work for this project.

➤ **Special Contract Considerations:** N/A

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Funds Reservation in SAP: 300001007

Cost Center(s): 1370440000-522020

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

Created 04-03-14 at 4:25 pm

Comments:

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

Bid #B1401-006-PS - Building 400 Digital Mixing Valves and Hot Water Boilers

Creation Date **Jan 9, 2014**
 Start Date **Jan 29, 2014 11:31:15 AM CST**

End Date **Feb 26, 2014 2:00:00 PM CST**
 Awarded Date **Not Yet Awarded**

Hot Rod Mechanical, Inc Bid Contact Bertha Gutierrez hotrodmech@sbcglobal.net Ph 512-386-8686 Fax 512-386-8788	\$306,892.00 Address 3415 E 5th Street Austin, TX 78702
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Agency Notes:		Supplier Notes:		
Item #	Line Item	Unit Price	Qty/Unit	Total Price
B1401-006-PS--01-01	Total Base Bid for Building 400 - Alt 1	\$13,811.00	1 / lump sum	\$13,811.00
Product Code: Unit Amount Text: thirteen thousand eight hundred eleven dollars Total Amount Text: thirteen thousand eight hundred eleven dollars Agency Notes:		Supplier Product Code: Supplier Notes: Total Bid Amount in Words: thirteen thousand eight hundred eleven dollars		
	First Offer	\$306,892.00	1 / lump sum	\$306,892.00
Product Code: Unit Amount Text: three hundred six thousand eight hundred ninety two dollars Total Amount Text: three hundred six thousand eight hundred ninety two dollars Agency Notes:		Supplier Product Code: Supplier Notes: Total Bid Amount in Words: three hundred six thousand eight hundred ninety two dollars		

QA CONSTRUCTION SERVICES, INC. Bid Contact MARCOS GUTIERREZ mg@qasystems.com Ph 512-637-6120 Fax 512-637-8811	\$574,750.00 Address 5811 Blue Bluff Road AUSTIN, TX 78724
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Agency Notes:		Supplier Notes:		
Item #	Line Item	Unit Price	Qty/Unit	Total Price
B1401-006-PS--01-01	Total Base Bid for Building 400 - Alt 1	\$17,500.00	1 / lump sum	\$17,500.00
Product Code: Unit Amount Text: Seventeen thousand five hundred Total Amount Text: Seventeen thousand five hundred Agency Notes:		Supplier Product Code: Supplier Notes: Total Bid Amount in Words: Seventeen thousand five hundred Additional recirc pump and piping for each boiler		
	First Offer	\$574,750.00	1 / lump sum	\$574,750.00
Product Code: Unit Amount Text: Five Hundred Seventy Four seven hundred fifty Total Amount Text: Five Hundred Seventy Four seven hundred fifty Agency Notes:		Supplier Product Code: Supplier Notes: Total Bid Amount in Words: Five Hundred Seventy Four seven hundred fifty		

Commercial Plumbing Specialists Bid Contact Steve Newton commercialplumbing@mac.com Ph 940-365-9570 Fax 940-365-9571	\$628,880.00 Address 5017 So. Hwy 377 Krugerville, TX 76227
--	---

Agency Notes:		Supplier Notes:		
Item #	Line Item	Unit Price	Qty/Unit	Total Price
B1401-006-PS--01-01	Total Base Bid for Building 400 - First Offer	\$628,880.00	1 / lump sum	\$628,880.00
Product Code: Unit Amount Text: Six hundred twenty eight thousand eight hundred eighty dollars Total Amount Text: Six hundred twenty eight thousand eight hundred eighty dollars Agency Notes:		Supplier Product Code: Supplier Notes: Total Bid Amount in Words: Six hundred twenty-eight thousand eight hundred eighty dollars Alt. #1 pricing is additional - \$14,560.00		

**AGREEMENT FOR CONSTRUCTION SERVICES
CONTRACT NO. 4400001857**

This Agreement for Construction Services (the "Construction Contract") is entered into by and between Travis County, Texas, a political subdivision of the State of Texas (the "Owner"), and **QA Construction Services, Inc.** (the "Contractor").

WHEREAS, the Owner desires to enter into the Construction Contract for the Travis County Correctional Complex (TCCC) Building 400 Digital Mixing Valves and Hot Water Boilers (the "Project") in accordance with the provisions of the state statutes and in conformance with the Notice to Proceed (as issued by the Travis County Purchasing Office or its designee), the Contractor's Proposal, General Conditions, Supplementary Conditions, and the Specifications, which term shall include the Drawings and/or attached Plans, and Specifications; and

WHEREAS, the Contractor has been engaged in and does comparable work and represents that it is fully equipped, competent and capable of performing the above-desired work, and desires to perform such work in accordance with the provisions of the Construction Contract.

NOW, THEREFORE, in consideration of the mutual covenants and conditions stated herein, the Owner and the Contractor agree as follows:

ARTICLE I

- 1.1 In addition to such other terms as may be specifically defined herein, the capitalized terms referenced herein shall have the meanings ascribed to such terms in the General Conditions.
- 1.2 The written notice to proceed as issued by the Travis County Purchasing Agent (the "Notice to Proceed"), the Contractor's Bid as accepted by the Travis County Commissioners Court, the General Conditions, the Supplementary Conditions, the Specifications (which term shall include the Drawings and/or attached Plans, and Specifications marked "Building 400 Digital Mixing Valves and Hot Water Boilers at the Travis County Correctional Complex (TCCC)", IFB No. B1401-006-PS, are all incorporated in the Construction Contract as if set out at length.
- 1.3 The Contractor agrees to perform the work described in this Construction Contract and any and all documents incorporated therein (the "Work"). The Contractor shall commence the Work upon issuance of the Notice to Proceed, and subject to authorized adjustments, shall achieve substantial completion of the Work within **120 calendar days of such issuance** (the "Substantial Completion Date"). All time limits stated in the Construction Contract, and/or the Contract Documents are of the essence. The Substantial Completion Date will not be modified, extended, or otherwise revised except because of rain or other adverse weather conditions, and the Contractor acknowledges that it may be required to work on weekends or holidays in order to achieve substantial completion by the Substantial Completion Date. All time limits stated in the Construction Contract and/or Contract Documents are of the essence.
- 1.4 If the Contractor fails to achieve substantial completion of the Work by the Substantial Completion Date, the Contractor, by execution of this Construction Contract, specifically acknowledges that the Owner will sustain damages for each day the Work extends beyond the Substantial Completion Date. Because of the impracticality and extreme difficulty of fixing and ascertaining the Owner's actual damages, the Contractor agrees **\$500.00 per calendar day** shall be retained by the Owner from any amounts due the Contractor for every day that the Contractor's performance of the Work extends beyond the Substantial Completion Date.

ARTICLE II

- 2.1 For and in consideration of the Contractor's performance of the Work, the Owner shall pay the Contractor, in the manner provided for in Article 9 of Section 00700 of the General Conditions, the total sum of **\$574,750.00** (the "Contract Sum"). The Contract Sum is comprised of (i) **\$375,000.00** for materials to be incorporated into the Project or completely consumed at the job site and services required by or integral to the performance of this Construction Contract and (ii) **\$199,750.00** for all other charges, including the cost of other services, overhead, and materials which do not become part of the finished project or are reusable. This division of the Contract Sum is made to reflect sales tax purposes only. Invoices and payments need not reflect this division. However, Contractor shall maintain internal records to verify. Contractor shall make these records available upon request of the Travis County Auditor.
- 2.2 If at any time during the performance of this Construction Contract the Travis County Commissioners Court (i) fails to provide funding for this Construction Contract during the following fiscal year of Travis County, Texas, (ii) does not adopt a budget for expenditures, or (iii) is able only to partially fund the expenditures required by this Construction Contract, then the Owner may, upon giving the Contractor written notice of such failure to fund and termination, terminate this Construction Contract, or a part thereof, without any further liability, effective thirty (30) days after the Owner notifies the Contractor in writing of such failure to fund and termination. The Owner shall pay the Contractor for any portion of the Work completed up to the effective date. The Contractor shall have no recourse as to sums beyond those for any portion of the Work performed up to the effective date, including without limitation any recovery for lost profits anticipated to be made hereunder.
- 2.3 This Construction Contract may be amended only by a Travis County construction "Change Order" form signed by the Travis County Sheriff's Office, the Contractor, and necessary representatives designated by the Owner.
- 2.4 The Owner may terminate this Construction Contract if it is found that the Contractor offered or gave gratuities to any employee of the Owner with the intent to influence the purchasing process in any manner, either before or after the award of this Construction Contract. The Travis County Commissioners Court shall determine if the Contractor used gratuities to influence the process. If so determined and the Owner terminates this Construction Contract, the Owner shall be entitled to (i) pursue the same remedies against the Contractor as it could pursue if this Construction Contract were breached by the Contractor, and (ii) collect exemplary damages in an amount determined by the Travis County Commissioners Court which shall be not less than three nor more than ten times the amount given to any officer or employee of the Owner. The rights and remedies in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law.
- 2.5 The Contractor represents and warrants that no person or selling agency has been employed or retained to solicit or secure this Construction Contract upon an understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees and established commercial selling agencies maintained by the Contractor to secure business. If the Contractor breaches this warranty, then the Owner shall have the right to terminate this Construction Contract without liability, or in its discretion to deduct from the amount due to the Contractor from the Owner, or otherwise recover, the full amount of commission, percentage, brokerage, or contingent fee.
- 2.6 No action or failure to act by the Owner or the Contractor shall constitute a waiver of any right or duty afforded either of them under this Construction Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

The effective date of this Construction Contract shall for all purposes be the date of the execution of the last to sign, whether the Owner or the Contractor.

IN WITNESS WHEREOF, the parties have executed this Construction Contract as of the date(s) set forth below.

TRAVIS COUNTY, TEXAS

QA CONSTRUCTION SERVICES, INC.

By: _____
Samuel T. Biscoe
Travis County Judge
Date: _____

By: _____
Name: MARCOS S. GUTIERREZ
Title: President
Date: 3/25/14

Cyd V. Grimes, C.P.M., CPPO,
Travis County Purchasing Agent

APPROVED AS TO FORM BY:

County Attorney

FUNDS VERIFIED BY:

County Auditor

DRAFT



JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

DARREN LONG
Major - Law Enforcement

WES PRIDDY
Major - Corrections

MARK SAWA
Major - Administration & Support

TO: Cyd Grimes, CPM, CPPO, Purchasing Agent

FROM: Wallace Sefcik, Maintenance Manager *Wallace E Sefcik*
3-24-2014

RE: Award Recommendation Memo Building 400 Digital Mixing Valves and Hot Water Boilers project Bid #B1401-006-PS

The Travis County Sheriff's Office Maintenance Section recommends that the lowest responsive bidder, QA Construction Services, Inc., be awarded the bid for the Building 400 Digital Mixing Valves and Hot Water Boilers project.

The original low bid that was submitted by Hotrod Mechanical Inc., did not estimate the scope of work correctly therefore Hotrod Mechanical Inc. withdrew and is deemed non - responsive.

The following funding is in reference to the TCCC Building 400 Digital Mixing Valves and Hot Water Boilers project:

GL # 522020
Funds Center 1370440000
Fund 4038
Funds Reservation # 300001007

CC: Michael Gottner, Captain Corrections
Maria Wedhorn, Financial Analyst Senior
Joeselyn Olney, Accountant Associate
Patrick Strittmatter, Purchasing Agent
Marvin Brice, CPPB Assistant Purchasing Agent





HOT ROD MECHANICAL, INC.

3415 East 5th Street
Austin, Texas 78702 Office • (512) 386-8686 • Fax (512) 386-8788
hotrodmech@sbcglobal.net

March 18, 2014

Travis County Purchasing Office
Attention: Ms. Cyd Grimes, Purchasing Agent
P.O. Box 1748
Austin, Texas 78767

Subject: Request to withdraw bid due to bid error.
IFB No.: B1401-006-PS

Title: Travis County Correction Complex, Building 400-Domestic Hot Water Boiler Replacement

Dear Ms. Grimes,

We are requesting that our bid be withdrawn from consideration after it was discovered that the bid submitted contained material mathematical errors after the bid had closed on **DATE** which if awarded would create a financial hardship to our company.

In responding to this solicitation, it was discovered only after the bid was submitted and bid closed that the drawings on Page EP4.1 were not clear in identifying that more than **three boilers** would be required to be replaced and thus skewing our mathematical calculations thereby effecting our ability to respond correctly to this solicitation. The bid amount prepared by our estimating team provided for only three boilers to be replaced and not the **seven**. This mathematical error based on the drawings now create an undue hardship to our organization and staff and we feel that it would also create a hardship in the performance of to complete this work.

HotRod Mechanical respects the opportunity to continue responding to bid solicitations and performing work for Travis County and appreciates your consideration to withdraw from this solicitation due to the mathematical and plan sheet error.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bertha Gutierrez', with a stylized flourish at the end.

Bertha Gutierrez
President

TACLA 26151C M-14359

"Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711,
1.800.803.9202, 512.463.6599 ; website : www.license.state.tx.us/complaints."



Travis County Commissioners Court Agenda Request

Meeting Date: 4/8/2014

Prepared By/Phone Number: Scott Wilson/ 854-1182

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Interlocal Agreement No. 4400000388 (H.T.E Contract No. IL100304SW), Texas Workforce Commission, for Information Release for Travis County Sheriff's Office.

- **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.

In 2010, the Commissioner's Court approved a contract award to the Texas Workforce Commission (TWC) allowing the Travis County Sheriff's Office (TCSO) direct online access to the TWC computer files for Wage Records, Unemployment Compensation Claim Benefit Information and Employer Master File Inquiry. At this time TCSO recommends modifying the contract to amend the expiration date from March 31, 2014 to March 31, 2016.

- As a result of this modification, the total current contract value will increase \$4,000. Since this contract is paid annually, the annual fee for years five and six will be \$2,000 each.
- Modification No. 1, approved by the Commissioner's Court on May 24, 2011, extended the contract through a March 31, 2014.
- **Contract Expenditures:** Within the last 12 months \$2,000 has been spent against this contract/requirement.
- **Contract Modification Information:**
 - Modification Amount: \$4,000 (total modified contract amount \$11,575)
 - Modification Type: additional services
 - Modification Period: April 1, 2014 through March 31, 2016

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

- **Funding Information:**
- SAP Shopping Cart #:
 - Funding Account(s):
 - Comments:

TEXAS WORKFORCE COMMISSION
INFORMATION RELEASE CONTRACT AMENDMENT

INFORMATION RELEASE							
TWC Contract Number	2910PEN004	Amendment Number	2	Effective Date	March 28, 2014		
Grantee Information							
Name	Travis County for the benefit of Travis County Sheriff's Office						
Mailing Address	555 Airport Blvd.						
City/State/Zip	Austin, TX 78751						
Telephone Number	512-854-9759						
Remarks							
This amendment is contingent on Recipient's acceptance of and compliance with the terms and conditions of this Information Release Amendment and any referenced attachments.							
Amendment Detail							
Contract Period							
<input checked="" type="checkbox"/> The Contract Period is amended as follows: <div style="display: flex; justify-content: space-around; margin-left: 40px;"> Current End Date: <u>March 31, 2014</u> Amended End Date: <u>March 31, 2016</u> </div> <input type="checkbox"/> There are no changes to the Contract Period pursuant to this amendment.							
General Terms and Conditions							
<input type="checkbox"/> The General Terms and Conditions are amended as follows: <input checked="" type="checkbox"/> There are no changes to the General Terms and Conditions pursuant to this amendment.							
Attachment A: Statement of Work - Project Obligations							
<input type="checkbox"/> Attachment A: Statement of Work - Project Obligations is amended as follows: <input checked="" type="checkbox"/> There are no changes to the Statement of Work - Project Obligations pursuant to this amendment.							
Contract Amount							
<input checked="" type="checkbox"/> Contract amount is amended as follows: <ul style="list-style-type: none"> • Additional \$2,000.00 per year for two years, for a total of \$4,000.00. <input type="checkbox"/> There are no changes to the contract amount pursuant to this amendment.					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total Amended Contract Amount</th> </tr> <tr> <td style="text-align: center;">\$11,575.00</td> </tr> </table>	Total Amended Contract Amount	\$11,575.00
Total Amended Contract Amount							
\$11,575.00							
Changes to Other than the Above Categories							
<input type="checkbox"/> Other: _____:							
<input checked="" type="checkbox"/> There are no other changes to the document pursuant to this amendment.							

TWC Contract - Amendment Number: 2910PEN004-2

CONTRACT/AMENDMENT LANGUAGE CHANGE CERTIFICATION FORM

Please check the appropriate box and sign below:

- No Changes.** I hereby certify that no changes have been made to documents contained in this Contract/Amendment package.
- Changes to Demographic Information.** I hereby certify that changes in demographic information items only (such as contact or signatory) have been made to documents contained in this Contract/Amendment package. Pen and ink corrections have been entered, initialed and the revised areas have been flagged.
- Changes to Contract/Amendment Terms and Conditions.** I hereby certify that changes to the contract/amendment terms and conditions have been proposed. The proposed changes have been entered on all copies of the documents in pen and ink, initialed, and the revised areas have been flagged. I understand that I am to sign and then send all copies of the contract/amendment back to TWC for evaluation of the proposed changes. If the proposed changes are approved by the TWC signatory, they will be initialed and my copy (and the fiscal agent's copy, if applicable) will be returned to me. I understand that if there are any questions or issues regarding the proposed pen and ink changes that I will be contacted by a TWC representative to discuss them.

Samuel T. Biscoe
Travis County Judge

Date



JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

DARREN LONG
Major - Law Enforcement

WES PRIDDY
Major - Corrections

MARK SAWA
Major - Administration & Support

March 27, 2014

Scott Wilson
Purchasing Agent Assistant IV

RE: Contract no. 4400000388

Scott,

The Travis County Sheriff's Office requests approval of an interlocal agreement between Travis County Sheriff's Office and the Texas Workforce Commission. The services received from the Texas Workforce Commission have been instrumental in assisting Travis County Sheriff's Office detectives and investigation team members with locating individuals involved in criminal cases.

The TWC contract/Account number is 2910PEN004-2

Thank You,


Jessica Sammons
Administrative Associate
Law Enforcement Bureau



Safety, Integrity, Tradition of Service



Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014

Prepared By/Phone Number: Denise Bell ext 43997

Elected/Appointed Official/Dept. Head: Dana DeBeauvoir x43996

Commissioners Court Sponsor:

AGENDA LANGUAGE:

Request use of Special Elections Fund to cover travel costs for voting systems experts.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:

April 1, 2014

TO: Travis County Commissioners Court
FROM: Dana DeBeauvoir
RE: Reimbursement Request for Election Expert Travel Costs

This is to request the use of the special Election Fund to cover travel costs for a group of voting system experts scheduled to meet at our office on May 2-4, 2014. The goal of this meeting will be to provide additional technical expertise on the specifications for Travis County's new voting system and the feasibility of adding a version of this design that does not include a printed ballot and/or receipt.

Background:

To gain information for the preparation of our RFP for a new voting system, we requested the assistance of individuals from the private sector and universities throughout the country who are considered among the nation's most accomplished in the field of election system security and design. Last year, we received approval from you to pay the travel cost for a meeting of these individuals.

Much progress has occurred since that time including the notice of this project by the Council of Urban Counties (CUC). As a result, the CUC set up a meeting with nine counties who expressed an interest in collaborating on this project. The question arose from these counties as to whether the proposed system could also have an option that did not require the use of a paper receipt and/or ballot. The current design includes a receipt and paper ballot since the Travis County Clerk's Election Study Group requested that both of these attributes be included to provide maximum security and meet voter demands.

While it is unlikely that Travis County would be interested in a paperless version, we want to fully explore the possibility of adding this option to the specifications we are preparing. If while meeting our needs, we can also meet those of other counties, then we will increase the possibility of having a project that can share advantages and costs with other counties. Travis County could significantly benefit from this type of joint effort.

To ascertain the technological feasibility of a paperless option and the security trade offs this will create, we would like to pay the travel costs for this team to meet on May 3, 2014 for 2 days in Austin.

Specific Request:

These experts will be meeting at our office on May 3rd and 4th 2014. They are not charging for their time, but we want to provide their airfare, hotel, and receipt-based per diem.

These individuals are non-County employees. We are requesting that we pay Four Seasons Travel directly for flights not previously paid for our visitors. We would then

like to reimburse the costs for the hotel, per diem, and any remaining airfare costs after their visit. One of the flights will be international as one expert lives in Belgium.

The total estimated cost is \$8750. The funds are to come out of is 1200050128 / 512090.

Airfare for travelers (including one international flight) $\$1200 \times 5 = \6000

Estimated mileage reimbursement for group driving into Austin \$200

Hotel per person for 2 nights $\$325 \times 6 = \1950

Meals per person for 2 days $\$100 \times 6 = \600

Total estimate = \$ 8750

We cannot emphasize enough how extremely fortunate we are that these individuals share Travis County's commitment and passion for this project and, in so doing, have been willing to donate their expertise to us.

If you have any questions or need further information, please do not hesitate to contact me.

Thank you.



Travis County Commissioners Court Agenda Request

Meeting Date: 4/8/2014, 9:00 AM, Voting Session

Prepared By/Phone Number: J. Elliott Beck, County Attorney's Office,
854-9565

Elected/Appointed Official/Dept. Head: David Escamilla, County Attorney
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Receive Briefing and Consultation with the County Attorney in Travis County, et al v. Equity Trust Company, (Michael Holt Resale Deed) and take appropriate action (Executive Session Also, pursuant to Tex. Gov't Code Ann. Section 551.071(1)(A)).

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:

J. Elliott Beck, Assistant County Attorney



Travis County Commissioners Court Agenda Request

Meeting Date: 4/8/2014, 9:00 AM, Voting Session

Prepared By/Phone Number: J. Elliott Beck, County Attorney's Office,
854-9565

Elected/Appointed Official/Dept. Head: David Escamilla, County Attorney

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Receive Briefing and Consultation with the County Attorney in Travis County, et al v. Justin Belt (Eric Vasquez Resale Deed) and take appropriate action (Executive Session Also, pursuant to Tex. Gov't Code Ann. Section 551.071(1)(A).

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:

J. Elliott Beck, Assistant County Attorney



Travis County Commissioners Court Agenda Request

Meeting Date: 4/8/2014, 9:00 AM, Voting Session

Prepared By/Phone Number: J. Elliott Beck, County Attorney's Office,
854-9565

Elected/Appointed Official/Dept. Head: David Escamilla, County Attorney
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Receive Briefing and Consultation with the County Attorney in Travis County, et al v. Herman H. Harms & Linda Viohl (Jeffrey Arnold and Elizabeth Mary Heuer Resale Deed) and take appropriate action (Executive Session Also, pursuant to Tex. Gov't Code Ann. Section 551.071(1)(A).

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:

J. Elliott Beck, Assistant County Attorney



Travis County Commissioners Court Agenda Request

JB

Meeting Date: 4/8/2014, 9:00 AM, Voting Session

Prepared By/Phone Number: J. Elliott Beck, County Attorney's Office,
854-9565

Elected/Appointed Official/Dept. Head: David Escamilla, County Attorney
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Receive Briefing and Consultation with the County Attorney in Travis County, et al v. Joe Laney & Lei Laney (Steven M. Gavenda Resale Deed) and take appropriate action (Executive Session Also, pursuant to Tex. Gov't Code Ann. Section 551.071(1)(A)).

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:

J. Elliott Beck, Assistant County Attorney



Travis County Commissioners Court Agenda Request

Meeting Date: 4/8/2014, 9:00 AM, Voting Session

Prepared By/Phone Number: J. Elliott Beck, County Attorney's Office,
854-9565

Elected/Appointed Official/Dept. Head: David Escamilla, County Attorney

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Receive Briefing and Consultation with the County Attorney in Travis County, et al v. Michael J. Wimble & Sean M. Wimble (Philip Graf Resale Deed) and take appropriate action (Executive Session Also, pursuant to Tex. Gov't Code Ann. Section 551.071(1)(A).

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:

J. Elliott Beck, Assistant County Attorney



Travis County Commissioners Court Agenda Request

Meeting Date: April 8, 2014
Prepared By/Phone Number: David A. Salazar, Executive Assistant
Office of the Travis County Judge
512-854-9555

Elected/Appointed Official/Dept. Head: Samuel T. Biscoe
Travis County Judge

Commissioners Court Sponsor:

AGENDA LANGUAGE:

CONSULTATION WITH COUNTY ATTORNEY REGARDING REDISTRICTING ISSUES AND TAKE APPROPRIATE ACTION. (THIS ITEM WILL BE TAKEN IN EXECUTIVE SESSION UNDER THE CONSULTATION WITH ATTORNEY EXCEPTION)

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: April 8, 2014

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

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, May 13, 2014 to receive comments regarding a request for a total plat cancellation of the Belvedere Phase III Revised Plat of Lots 83 and 84 Block D in Precinct Three.

BACKGROUND/SUMMARY OF REQUEST:

In 2012, the owners of lots 83 and 84 Block D of Belvedere Phase III final plat applied through Travis County to combine the two lots, located on Verde Mesa Cove, into one lot. This request was approved by Commissioners Court on January 29, 2013, and a revised plat was recorded with the County Clerk under document number 201300019, which created Lot 83A.

The current owner of Lot 83A, Arbogast Custom Homes, LP, has applied through Travis County for a total plat cancellation of Belvedere Phase III Revised Plat of Lots 83 and 84 Block D. Approval of the total plat cancellation will return Lot 83A back to two independent lots (Lot 83 and Lot 84).

STAFF RECOMMENDATIONS:

Travis County staff has reviewed the application, cleared all comments, and recommends the motion.

ISSUES AND OPPORTUNITIES:

As part of the requirements for a plat cancellation, a notice of public hearing sign will be placed on the subject property to announce the date, time, and location of the public hearing.

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

ATTACHMENTS/EXHIBITS:

Precinct map
Location map

Existing final plat
Proposed final plat

REQUIRED AUTHORIZATIONS:

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

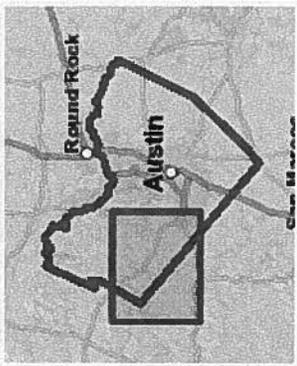
CC:

SM:AB:mh

1101 - Development Services Long Range Planning - Total plat cancellation of the Belvedere Phase III Revised Plat of Lots 83 and 84 Block

Precinct Map

TRAVIS COUNTY

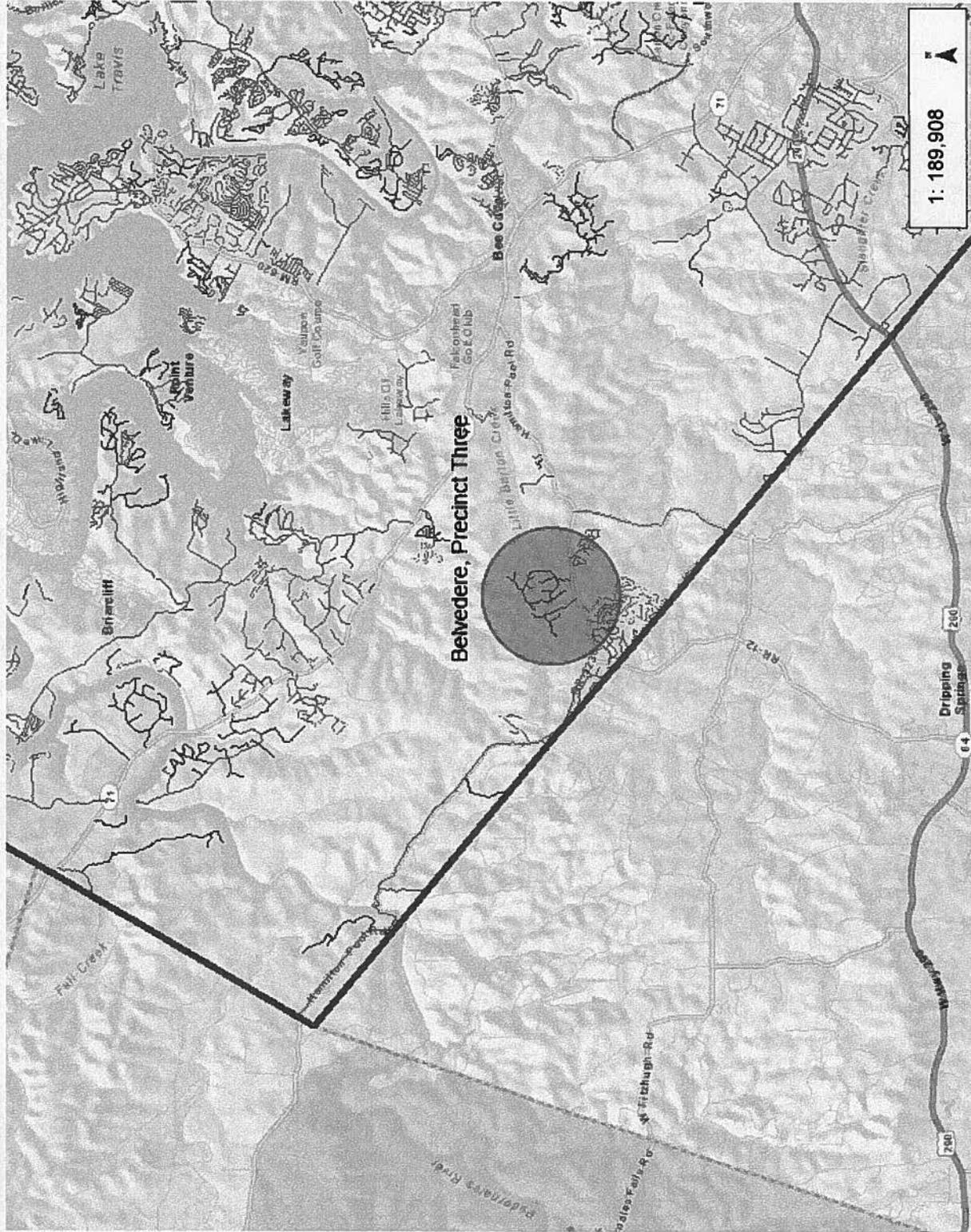


Legend

Travis County Roads

- Travis County Maintained
- Not Maintained
- Private
- Rejection of Dedication
- Undedicated, Private

Notes



1: 189,908



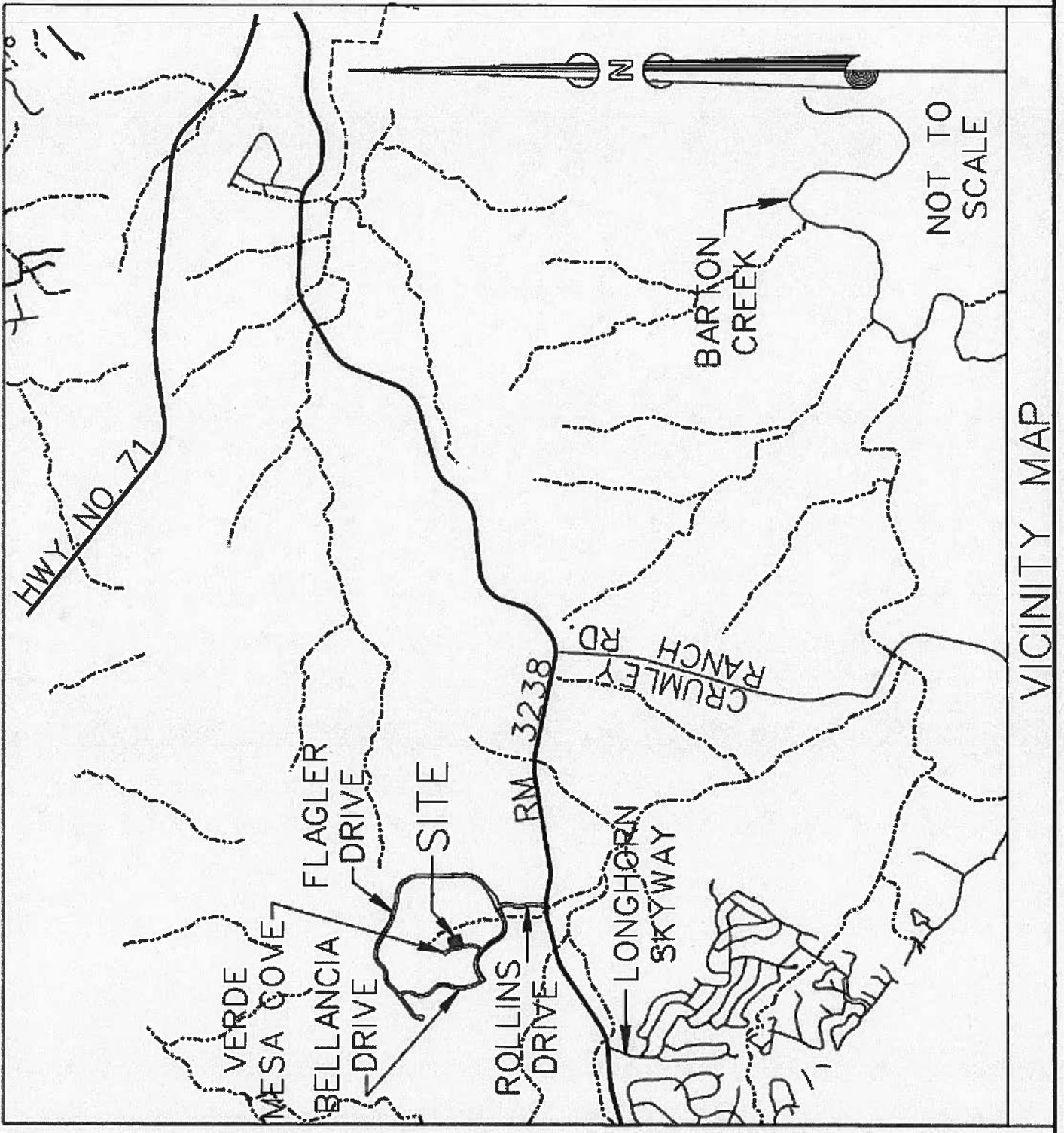
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

6.0 Miles

3.00

0



VICINITY MAP

BELVEDERE PHASE III REVISED PLAT OF LOTS 83 AND 84, BLOCK D,

TRAVIS COUNTY CONSUMER PROTECTION NOTICE FOR HOMEBUYERS

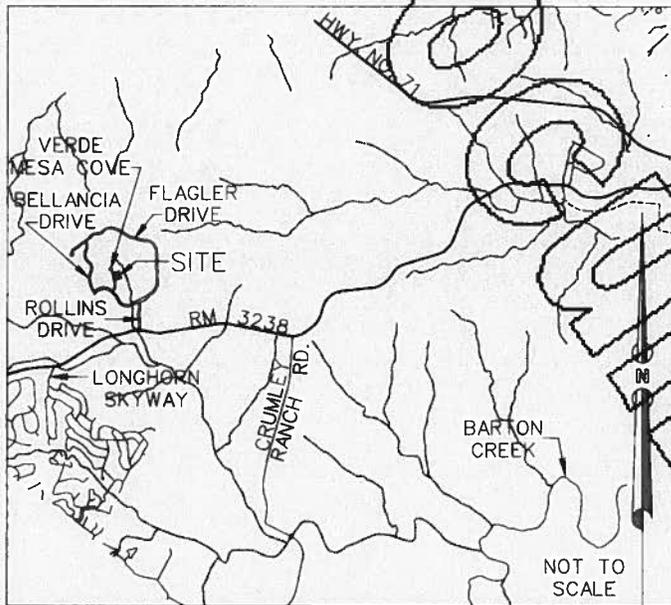
IF YOU ARE BUYING A LOT OR HOME, YOU SHOULD DETERMINE WHETHER IT IS INSIDE OR OUTSIDE THE CITY LIMITS.

DEPENDING ON STATE LAW AND OTHER FACTORS, LAND OUTSIDE THE CITY LIMITS MAY BE SUBJECT TO FEWER LOCAL GOVERNMENT CONTROLS OVER THE DEVELOPMENT AND USE OF LAND THAN INSIDE THE CITY LIMITS.

BECAUSE OF THIS, LOCAL GOVERNMENT MAY NOT BE ABLE TO RESTRICT THE NATURE OR EXTENT OF DEVELOPMENT NEAR THE LOT OR HOME NOR PROHIBIT NEARBY LAND USES THAT ARE INCOMPATIBLE WITH A RESIDENTIAL NEIGHBORHOOD.

THIS CAN AFFECT THE VALUE OF YOUR PROPERTY.

TRAVIS COUNTY REQUIRES THIS NOTICE TO BE PLACED ON SUBDIVISION PLATS. IT IS NOT A STATEMENT OR REPRESENTATION OF THE OWNER OF THE PROPERTY, THE SUBDIVIDER, OR THEIR REPRESENTATIVES.



VICINITY MAP

OWNER BY	CAR
CHECKED	MCV/SR
DATE	11-13-12
PROJECT NO	1423-04
DRAWING NO	1423-01
SHEET NO.	1 OF 3
TELEPHONE	1423-83-8499-0001

**BELVEDERE PHASE III
REVISED PLAT OF
LOTS 83 AND 84, BLOCK D,**

RAMSEY LAND SURVEYING, L.L.C.

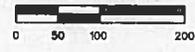
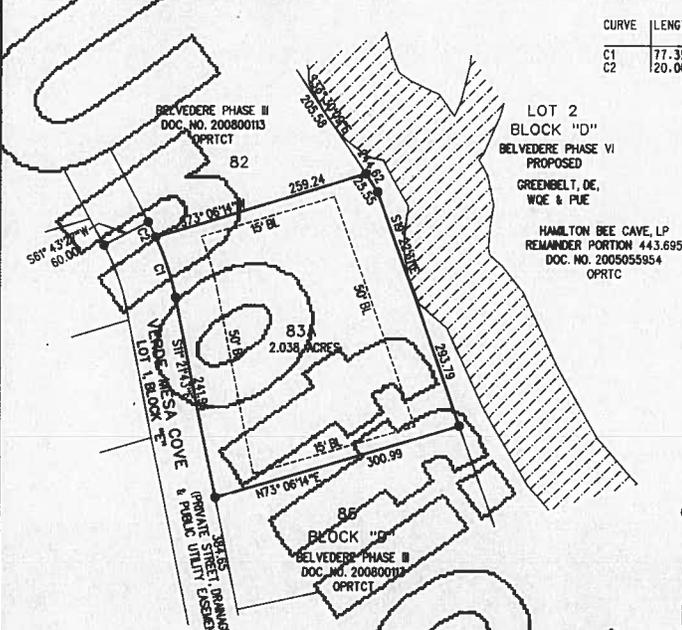
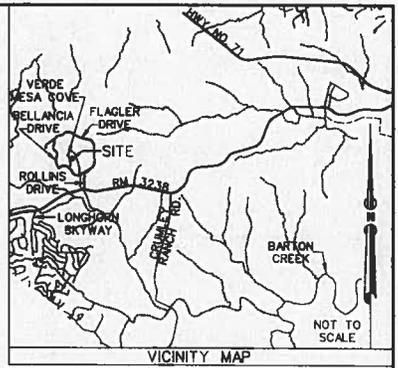
8718 SOUTHWEST PARKWAY
P.O. BOX 92768
AUSTIN, TEXAS 78709-2768
PHONE (512) 301-9398
FAX (512) 301-9395
bramsey@l surveying.com

NO	REVISIONS	DRN	CHK	DATE

Existing Plat

201300019
 10:25 am 4:25 pm

CURVE	LENGTH	DELTA	RADIUS	DIRECTION	CHORD
C1	77.35	13°25'49"	330.00	N18°04'37"W	77.18
C2	20.06	03°29'01"	330.00	N26°32'02"W	20.06



LEGEND

- - 5/8" IRON ROD WITH PLASTIC CAP MARKED "RPLS 4532" FOUND
- - 5/8" IRON ROD WITH PLASTIC CAP MARKED "RPLS 4532" SET
- OPRTC - OFFICIAL PUBLIC RECORDS TRAVIS COUNTY
- BL - BUILDING SETBACK LINE
- PUE - PUBLIC UTILITY EASEMENT
- DE - DRAINAGE EASEMENT
- WQE - WATER QUALITY EASEMENT
- WFLWB - UNITED STATES FISH AND WILDLIFE BUFFER

LOT TABLE

LOT NO.	ACREAGE
83A	2.038 AC.
TOTAL LOTS 1	TOTAL AREA 2.038 AC.

STATE OF TEXAS * KNOW ALL MEN BY THESE PRESENTS
 COUNTY OF TRAVIS *

THAT ROBERT YACKTMAN AND NICOLE YACKTMAN, OWNER OF LOTS 83 AND 84, BLOCK D, CONVEYED TO US BY DEEDS RECORDED IN DOCUMENT NO. 2012148897 (LOT 83) AND DOCUMENT NO. 2012149944 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, BOTH SAID LOTS OF BELVEDERE PHASE III A SUBDIVISION WHOSE PLAT IS RECORDED IN DOCUMENT NO. 200800113 OF THE SAID PUBLIC RECORDS. HEREBY AMEND SAID LOT 83 AND LOT 84, BLOCK D FOR THE SOLE PURPOSE OF REMOVING THE COMMON LOT LINE OF SAID LOTS TO CREATE A SINGLE LOT AS SHOWN HEREON PURSUANT TO CHAPTER 232.011 OF THE TEXAS LOCAL GOVERNMENT CODE, IN ACCORDANCE WITH THE ATTACHED PLAT TO BE KNOWN AS "BELVEDERE PHASE III REVISED PLAT OF LOTS 83 AND 84, BLOCK D", AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF THE EASEMENTS AS SHOWN HEREON UNLESS OTHERWISE INDICATED AND DO HEREBY DEDICATE TO THE OWNERS OF THE LOTS IN THE SUBDIVISION THE PRIVATE STREETS SHOWN HEREON, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOW RELEASED. THE MAINTENANCE AND PAYMENT OF REAL PROPERTY TAXES ON SUCH PRIVATE STREETS (VERDE MESA COVE) ARE THE RESPONSIBILITY OF THE OWNER(S) OF THE SUBDIVISION OR ANY DULY CONSTITUTED HOMEOWNERS ASSOCIATION UNDER THAT CERTAIN INSTRUMENT OF RECORD AT DOCUMENT NO. 20080022950 OF THE SAID OFFICIAL PUBLIC RECORDS. AN EXPRESS EASEMENT IS HEREBY GRANTED ACROSS SAID PRIVATE STREETS AND ANY COMMON AREAS FOR THE USE OF THE SURFACE FOR ALL GOVERNMENTAL FUNCTIONS, VEHICULAR AND NON-VEHICULAR, INCLUDING FIRE AND POLICE PROTECTION, SOLID AND OTHER WASTE MATERIAL PICKUP, AND ANY OTHER PURPOSE ANY GOVERNMENTAL AUTHORITY DEEMS NECESSARY; AND OWNER FURTHER AGREES THAT ALL GOVERNMENTAL ENTITIES, THEIR AGENTS OR EMPLOYEES, SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY DAMAGE OCCURRING TO THE SURFACE OF SAID PRIVATE STREET AND ANY COMMON AREA AS A RESULT OF ANY SUCH USE BY GOVERNMENTAL VEHICLES.

"NO PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) #48453C0395H, TRAVIS COUNTY, TEXAS, DATED SEPTEMBER 26, 2008."

SURVEYOR'S STATEMENT:

I, WILLIAM H. RAMSEY, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND CERTIFY THAT THE ABOVE SUBDIVISION IS TRUE AND CORRECT, WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND, THAT ALL BOUNDARY CORNERS, ANGLE POINTS, POINTS OF CURVATURE AND OTHER POINTS OF REFERENCE HAVE BEEN MARKED AS INDICATED HEREON.

IN WITNESS WHEREOF, ROBERT YACKTMAN AND NICOLE YACKTMAN HAVE CAUSED THESE PRESENTS TO BE EXECUTED THIS THE 14th DAY OF January, 2013 A.D.

Robert Yacktmann
 ROBERT YACKTMAN
 4712 SNAKE EAGLE COVE
 AUSTIN, TX. 78738

Nicole Yacktmann
 NICOLE YACKTMAN
 4712 SNAKE EAGLE COVE
 AUSTIN, TX. 78738

DATE 1/14/13

William H. Ramsey
 WILLIAM H. RAMSEY
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4532
 8718 SOUTHWEST PARKWAY
 P.O. BOX 92768
 AUSTIN, TEXAS 78709-2768
 PHONE (512) 301-9398 FAX (512) 301-9395



STATE OF TEXAS *
 COUNTY OF TRAVIS *

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED ROBERT YACKTMAN, 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.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE 14th DAY OF January, 2013.

Richard Ramos Jr.
 NOTARY PUBLIC IN AND FOR STATE OF TEXAS



STATE OF TEXAS *
 COUNTY OF TRAVIS *

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED NICOLE YACKTMAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE 14th DAY OF January, 2013.

Richard Ramos Jr.
 NOTARY PUBLIC IN AND FOR STATE OF TEXAS



DRAWN BY	CHK
CHECKED	MOD/CHK
DATE	7-15-12
PROJECT NO.	1423-04
DRAWING NO.	1423-01
SHEET NO.	2 OF 3
FILENAME	1423-04-84P.DWG

RAMSEY LAND SURVEYING, L.L.C.
 8718 SOUTHWEST PARKWAY
 P.O. BOX 92768
 AUSTIN, TEXAS 78709-2768
 PHONE (512) 301-9398
 FAX (512) 301-9395
 bramsey@rlsurveying.com

NO.	REVISIONS	DRN	CHK	DATE

Existing Plat

COMMISSIONERS' COURT RESOLUTION:

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. THE BUILDING OF ALL STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER(S) AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE IMPROVEMENTS) TO THE COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE FISCAL SECURITY TO SECURE FROM CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNER(S) AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR THE PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR THE SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS, OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT TRAFFIC CONTROL SIGNS SUCH AS SPEED LIMIT, STOP SIGNS, YIELD SIGNS, WHICH IS CONSIDERED TO BE A PART OF THE DEVELOPER'S RESPONSIBILITY.

BENCHMARK:

NO. 723-04, COTTON GIN SPINDLE SET IN 1" LIVE OAK (TAG NO. 4005) APPROX. 148' WEST OF THE NORTHWEST CORNER OF THE INTERSECTION OF BOLANS DR. & FLAGLER DR. & 127' NORTHEAST OF THE SOUTHWEST CORNER OF LOT 1, BLOCK D, PHASE I. ELEVATION - 1125.84

TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM PLAT NOTES:

- NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR A PRIVATE ON-SITE WASTEWATER (SEPTIC) SYSTEM THAT HAS BEEN APPROVED AND LICENSED FOR OPERATION BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM.
- NO CONSTRUCTION MAY BEGIN ON ANY LOT IN THIS SUBDIVISION UNTIL PLANS FOR THE PRIVATE ON-SITE SEWAGE DISPOSAL SYSTEM ARE APPROVED BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM.
- DEVELOPMENT ON EACH LOT IN THIS SUBDIVISION SHALL BE IN COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE TITLE 30 OF THE TEXAS ADMINISTRATIVE CODE CHAPTER 285 AND TRAVIS COUNTY CODE CHAPTER 48 THAT ARE IN EFFECT AT THE TIME OF CONSTRUCTION.
- THESE RESTRICTIONS ARE ENFORCEABLE BY THE TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM.
- ALL LOTS IN THIS SUBDIVISION ARE RESTRICTED TO ONE SINGLE FAMILY DWELLING AND APPURTENANT STRUCTURES PER ACRE.
- NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A POTABLE WATER SUPPLY FROM AN APPROVED WATER SYSTEM OR A PRIVATE WELL.

Brandon Couch D.R.
 BRANDON SCHEFFEL D.R., PROGRAM MANAGER,
 ON-SITE WASTEWATER, TRAVIS COUNTY TNR

1/15/2013
 DATE

ETJ NOTE:

NO PORTION OF THIS TRACT IS WITHIN THE CITY OF AUSTIN OR THE ETJ OF THE CITY OF AUSTIN.

Gregory Guernsey
 GREGORY GUERNSEY, A.I.C.P., DIRECTOR
 PLANNING & DEVELOPMENT REVIEW DEPARTMENT

GENERAL NOTES:

- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A MUNICIPAL WATER DISTRIBUTION SYSTEM OR AN APPROVED ONSITE WATER WELL.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO AN APPROVED PUBLIC SEWER SYSTEM OR APPROVED PRIVATE SEWAGE DISPOSAL SYSTEM.
- NO OBJECTS, INCLUDING, BUT NOT LIMITED TO BUILDINGS, FENCES, OR LANDSCAPING SHALL BE ALLOWED IN A DRAINAGE EASEMENT, EXCEPT AS APPROVED BY TRAVIS COUNTY.
- PROPERTY OWNER OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE EASEMENT AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY TRAVIS COUNTY FOR INSPECTION OR MAINTENANCE OF SAID EASEMENT.
- ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER OR HIS/HER ASSIGNS.
- TRAVIS COUNTY DEVELOPMENT PERMIT REQUIRED PRIOR TO ANY SITE DEVELOPMENT.
- ALL STREETS & DRAINAGE FACILITIES WILL BE DESIGNED IN ACCORDANCE TO TRAVIS COUNTY CONSTRUCTION STANDARDS FOR STREET & DRAINAGE IN SUBDIVISIONS.
- WATER SERVICE TO BE PROVIDED BY LOWER COLORADO RIVER AUTHORITY OR STATE APPROVED WATER SYSTEM.
- WASTEWATER SERVICE TO BE PROVIDED BY INDIVIDUAL ON-SITE WASTEWATER DISPOSAL.
- ELECTRIC SERVICE TO BE PROVIDED BY PEDERNALES ELECTRIC CO-OP.
- TELEPHONE SERVICE TO BE PROVIDED BY SBC.
- PROJECT IS LOCATED WITHIN TRAVIS COUNTY AND IS NOT LOCATED WITHIN ANY OTHER CITY'S EXTRA TERRITORIAL JURISDICTION (ETJ).
- OVERALL IMPERVIOUS COVER WITHIN THIS BELVEDERE SUBDIVISION SHALL NOT EXCEED FIFTEEN PERCENT (15%). INDIVIDUAL PHASES WITHIN THE BELVEDERE SUBDIVISION MAY EXCEED FIFTEEN (15%) SO LONG AS OVERALL IMPERVIOUS COVER DOES NOT EXCEED FIFTEEN (15%).
- ALL PRIVATE STREETS SHOWN HEREON (VERDE MESA COVE) AND STREETS WITHIN THE BELVEDERE SUBDIVISION AND ANY SECURITY GATES OR DEVICES CONTROLLING ACCESS TO SUCH STREETS WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION OF THIS SUBDIVISION.

EASEMENTS:

- PRIVATE STREETS, DRAINAGE, PUBLIC UTILITY AND ACCESS EASEMENTS AS SHOWN PER DOC. NO. 20080013.
- THERE SHALL BE A 10 FOOT PUBLIC UTILITY EASEMENT ADJACENT TO ALL PRIVATE STREETS PER DOC. NO. 20080013.

STATE OF TEXAS
 COUNTY OF TRAVIS

I, DANA DEBEAUVOR, CLERK OF TRAVIS COUNTY, TEXAS DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE 15 DAY OF January, 2013 A.D. AT 11:44 O'CLOCK P.M. DULY RECORDED ON THE 15 DAY OF January, 2013 A.D. AT 11:44 O'CLOCK P.M. OF SAID COUNTY AND STATE IN DOCUMENT NUMBER 201300019, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS 15 DAY OF January, 2013 A.D.

DANA DEBEAUVOR, COUNTY CLERK,
 TRAVIS COUNTY, TEXAS



DEPUTY

STATE OF TEXAS: S. BALASH
 COUNTY OF TRAVIS

I, DANA DEBEAUVOR, CLERK OF THE COUNTY COURT OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE 15 DAY OF January, 2013 A.D., THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE 15 DAY OF January, 2013 A.D.

DANA DEBEAUVOR, COUNTY CLERK, TRAVIS COUNTY, TEXAS

DEPUTY

C. SANDOVAL



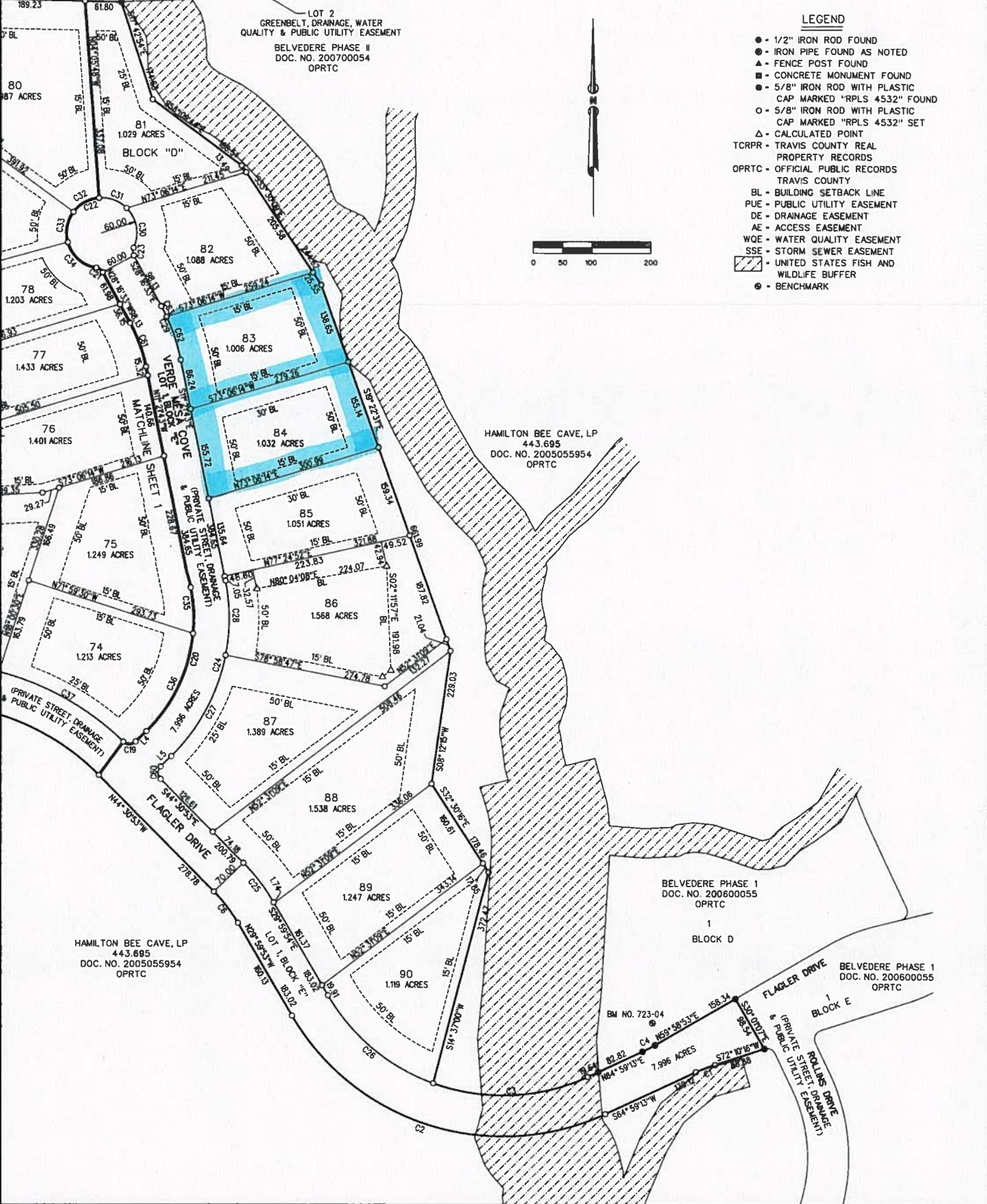
DRAWN BY	CHKD	MOD/BR	CAR
DATE	11-13-12		
PROJECT NO	1423-04		
DRAWING NO	1423-01		
SHEET NO.	3 OF 3		
FLWNAME			

BELVEDERE PHASE III
 REVISED PLAT OF
 LOTS 83 AND 84, BLOCK D,

RAMSEY LAND SURVEYING, L.L.C.
 8718 SOUTHWEST PARKWAY
 P.O. BOX 92768
 AUSTIN, TEXAS 78709-2768
 PHONE (512) 301-9398
 FAX (512) 301-9395
 bramsey@lsurveying.com

NO	REVISIONS	DRN	CHK	DATE

Existing Plat



DATE	07-30-07
PROJECT NO	990-04
DRAWING NO	990-01
SHEET NO	2 OF 4
FILENAME	990-BVPH3EFP.DGN

BELVEDERE PHASE III

RAMSEY LAND SURVEYING, L.L.C.
 8718 SOUTHWEST PARKWAY
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 AUSTIN, TEXAS 78709-2768
 PHONE (512) 301-9398
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 bramsey@lrsurveying.com

NO	REVISIONS	DRN	CHK	DATE

Proposed Plat