



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
502 E. Highland Mall Blvd.  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
County Executive  
for TCHHSVS  
(512) 854-4100  
Fax (512) 279-1608**

**MEMORANDUM**

**Date:** March 31, 2014

**To:** Cyd Grimes, Travis County Purchasing Agent, CPM, CPPO

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

**Subject:** Texas AgriLife Extension interlocal amendment (4400000342  
~~4400001128~~)

**Proposed Motion:**

Consider and take appropriate action to approve an amendment to the interlocal agreement with the Texas AgriLife Extension Service changing the contract from an automatic renewal to a yearly renewal with an annual budget instead of a not to exceed amount.

**Summary and Staff Recommendation:**

Travis County and the Texas Agricultural Extension Service entered into an agreement in 1999 whereby the Extension Director and six Travis County Extension Agents were taken off the county payroll and put on the Texas A&M payroll. The Commissioners Court agreed to pay 30% of their salaries and benefits as well as provide funds for mileage, travel, meals and lodging incurred in the performance of their services in Travis County. The court also agreed to provide money for supplies and equipment as well as support staff. Members of the support staff are county employees.

The agreement was modified in 2011 to reduce the number of Extension Agents paid through the contract from six to five. Texas A+M has now requested the interlocal be changed from an automatic renewal to a yearly renewal with an annual budget instead of a not to exceed amount. This amendment makes those changes.

TCHHSVS staff recommends approving this amendment.

**Budgetary and Fiscal Impact:**

The contract amount for FY'14 is \$122,913.74.

**Issues and Opportunities:**

AgriLife Extension offers a variety of programs to county residents in the areas of agriculture and natural resources, family and consumer sciences, 4-H and youth development, and community development.

**Background:**

The mission of AgriLife Extension is to improve the lives of people, businesses, and communities across Texas through high quality, relevant education.

Cc: Dolores Sandman, Director, Travis County AgriLife Extension Service  
Nicki Riley, CPA, CMA, Travis County Auditor  
Patty Lennon, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Leslie Browder, County Executive, Planning and Budget Office  
Aerin Toussaint, Analyst, Planning and Budget Office  
Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

**MODIFICATION OF CONTRACT NUMBER: 4400000342 – Demonstration Work**

ISSUED BY: **Travis County Purchasing Office**  
 P.O. Box 1748  
 Austin, Texas 78767

PURCHASING AGENT ASST: **Shannon Pleasant**  
 TEL. NO: (512) 854-1181  
 FAX NO: (512) 854.9185

DATE PREPARED:

**April 8, 2014**

ISSUED TO:  
**Texas A&M AgriLife Extension Service**  
**400 Harvey Mitchell Pkwy South,**  
**Suite 300**  
**College Station, TX 77845-4321**

MODIFICATION NO.:

**6**

EXECUTED DATE OF ORIGINAL CONTRACT:

**May 5, 1999**

ORIGINAL CONTRACT TERM DATES: May 5, 1999 – September 30, 2000

CURRENT CONTRACT TERM DATES: October 1, 2013 – September 30, 2014

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: **\$114,398**

Current Modified Amount: **\$122,913.74**

**DESCRIPTION OF CHANGES:** The Contract is amended according to the terms of the attachment to this Modification, all of which is hereby made a part of the Contract and constitutes promised performances by the Contractor in accordance with all terms of the Contract, as amended.

The above referenced contract is hereby modified to reflect the following changes, as well as those more completely set forth in the attachment:

1. The Parties agree to add "ATTACHMENT D," included in this Amendment as Exhibit 1, to the Agreement.
2. The Parties agree this amendment shall be effective the date it is signed by the last Party, and shall terminate September 30, 2014 but may be renewed annually or otherwise modified or revised upon the written consent of both parties.
3. The Parties agree to delete section 1.2, "Automatic Renewal."
4. The Parties agree to amend Section 3, "County Responsibilities," by adding the following to Section 3.4, "County Budget:"

3.4.1 2014 Agreement Term Budget. The Budget for the 2014 Agreement Term (beginning October 1, 2013, and ending September 30, 2014) will be as set forth in Attachment C-1, included in this Amendment as Exhibit 2. This reflects additional funding of \$122,913.74, and a new total project cost of \$1,879,600.12. This "total project cost" represents the total amount budgeted for services since the initial term of this Agreement effective during the Travis County fiscal year 2000.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Note to Vendor/City:**

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.

TEXAS A&M AGRILIFE EXTENSION SERVICES

BY: *Dr. Douglas L. Steele*  
 SIGNATURE

BY: DR. DOUGLAS L. STEELE

TITLE: DIRECTOR  
 ITS DULY AUTHORIZED AGENT

- DBA  
 CORPORATION  
 OTHER

DATE:

**4-21-14**

TRAVIS COUNTY, TEXAS

BY: *Cyd V. Grimes*  
 CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT

DATE:

TRAVIS COUNTY, TEXAS

BY: \_\_\_\_\_  
 SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE:

**AMENDMENT 6**  
**INTERLOCAL COOPERATION AGREEMENT FOR COUNTY DEMONSTRATION**  
**WORK IN TRAVIS COUNTY**

**Between**

**TRAVIS COUNTY**

**and**

**TEXAS A&M AGRILIFE EXTENSION SERVICE**

Whereas the Travis County ("Sponsor"), and Texas A&M AgriLife Extension Service ("Extension Service") entered into an Agreement dated November 4<sup>th</sup>, 2008 and both parties now wish to modify that agreement through an amendment;

Whereas this Amendment indicates the willingness and desire of both Parties to amend the original contract;

Upon provision of a signed copy of this Amendment by Extension Service to each Party, this Amendment shall become a part of the Agreement. All other terms and conditions of the Agreement not specifically changed by this Amendment remain the same.

This Amendment may be executed in any number of counterparts, including facsimile or scanned PDF documents. Each such counterpart, facsimile, or scanned PDF document shall be deemed an original instrument, and all of which, together, shall constitute one and the same executed Agreement.

THEREFORE, the Parties agree to the following:

1. **Attachment D.** The Parties agree to add "ATTACHMENT D," included in this Amendment as Exhibit 1, to the Agreement.

2. **Amendment Effective Date.** This Amendment shall be effective the date it is signed by the last Party, and shall terminate September 30, 2014 but may be renewed annually or otherwise modified or revised upon the written consent of both parties.

3. **Term.** The Parties agree to delete section 1.2, "Automatic Renewal."

4. **County Responsibilities.** The Parties agree to amend Section 3, "County Responsibilities," by adding the following to Section 3.4, "County Budget:"

3.4.1 2014 Agreement Term Budget. The Budget for the 2014 Agreement Term (beginning October 1, 2013, and ending September 30, 2014) will be as set forth in Attachment C-1, included in this Amendment as Exhibit 2. This reflects additional

funding of \$122,913.74, and a new total project cost of \$1,879,600.12. This "total project cost" represents the total amount budgeted for services since the initial term of this Agreement effective during the Travis County fiscal year 2000.

**5. Notices.** The Parties agree to amend Section 14, "Notices," by Deleting Section 14.3, "Address of Extension Service," and inserting the following:

Texas A&M AgriLife Extension Service:  
Jane Zuber  
Director, Contracts & Grants  
Sponsored Research Services  
400 Harvey Mitchell Pkwy South, Suite 300  
College Station, TX 77845-4321  
E-mail awards@tamus.edu  
Phone: (979) 845-8615  
Fax: (979) 862-3250

Except as provided, all terms and conditions of the Agreement remain unchanged and in full force and effect. The parties have executed this document on the day and year last specified below.

IN WITNESS WHEREOF this Agreement has been executed by the Parties and on the dates hereto:

**Travis County**

**Texas A&M AgriLife Extension Services**

By:

By:

\_\_\_\_\_  
Name: Samuel T. Biscoe  
Title: County Judge

\_\_\_\_\_  
*Douglas L. Steele*  
Dr. Douglas L. Steele *PHL D*  
Director  
Texas A&M AgriLife Extension Service

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

Date: 4-21-14

**EXHIBIT 1**  
**ATTACHMENT D**

The following Information Technology components will be provided and managed by Travis County at no additional cost:

**FACILITY**

The County will ensure facilities provided to and occupied by the Texas A&M AgriLife Extension Service (AL-EXT) are equipped with data communications wiring that adhere to Travis County Information Technology standards.

**TELEPHONES**

The County owns, manages, and maintains all standard telephony and Voice over Internet Protocol Telephony Devices assigned to the Travis County AgriLife Extension Office.

**ACCESS**

**Logical – Network and Internet Access**

Travis County provides the AgriLife Extension Office with full Internet Access. This access must include capability for staff to access AL-EXT agency email service and Instant Messaging services. In addition, agents and staff in the AgriLife Extension Office may also have Travis County email service as needed. AL-EXT understands that Internet Access is in accordance with Travis County operations standards.

**Cost associated with Internet Service**

Travis County provides Internet Service at no additional cost to AL-EXT

**Physical (communications closets or server facility)**

Texas Administrative Code (Chapter 202 B 202.26) requires communications closets and equipment be physically secure. In Travis County AL-EXT does not own or supply any network components and access to secured closets is managed per Travis County procedures.

**COMPUTER HARDWARE** *(includes printers, scanners, projectors)*

**Initial Purchase and Configuration:**

Travis County provides computer systems to the AgriLife Extension Office including initial setup and delivery. In this instance, computers must include configurations and standard software listed as described under “Standard Software Requirements.

**Special Configuration Items**

None specified

**General Hardware Support:**

Travis County will facilitate trouble-shooting computer hardware and peripheral devices and take corrective actions in accordance with Travis County operation standards. Travis County IT unit will contact AgriLife Information Technology as needed to ensure AL-EXT minimum operation standards are met. AgriLife Extension Office staff will contact the Travis County IT help desk per County operation standards

**Expected Minimum Workstation management**

1. Microsoft Windows patches maintained as current.
2. Adobe Acrobat patches maintained as current.
3. Firefox, Flash and Java maintained as current.
4. Anti-Virus / Anti-Malware application installed, active and maintained as current.

**Warranty and Maintenance Costs:**

Computer systems provided by Travis County will be maintained by Travis County for warranties, parts, and cost and third-party maintenance if used per normal Travis County operation standards.

**Ownership:**

Computers provided by Travis County are property of Travis County and ownership will be maintained according to Travis County operational standards

**COMPUTER SOFTWARE**

Travis County IT will facilitate trouble-shooting of computer software within the scope of County expertise. Issues outside the County scope for software required and provided by AL-EXT will be referred to AL-EXT support.

### AL-EXT Standard Software Requirements

1. Microsoft Windows Professional or better
2. Microsoft Office Professional
3. Microsoft Lync Instant Communicator
4. Adobe Acrobat Professional

#### AL-EXT Recommendations:

1. Use the latest versions of software
2. Add the Firefox Web Browser

### **ANTI-VIRUS AND SECURITY INCIDENT REPORTING**

Texas Administrative Code (Chapter 202 B 202.26) requires state agencies to report significant security incidences through the State Department of Information Resources (DIR).

Travis County supplies and maintains Anti-Virus and Anti-Malware Protection and meets state requirements for incidence reporting. As a courtesy AL-EXT requests that County IT alert AL-EXT IT of any significant IT related security event occurring in the AgriLife Extension Office. These alerts should be sent to the AgriLife Information Security Officer, Jimmy "Chuck" Braden. Phone 979 845 9689 email: [securityhelp@ag.tamu.edu](mailto:securityhelp@ag.tamu.edu)

EXHIBIT 2

<b>Name</b>	<b>FY14 Budgeted Total Salary</b>	<b>FY14 Budgeted Total Benefits</b>	<b>Extension 70% Salary</b>	<b>Estimated 70% Extension Paid Benefits</b>	<b>Travis County 30% Salary</b>	<b>Estimated 30% Travis County Paid Benefits</b>	<b>Total Projected FY 14 Travis County Salary and Benefits</b>
<i><b>CED</b></i> Dolores Sandman	76,053.00	22,978.07	53,237.10	16,084.65	22,815.90	6,893.42	29,709.32
<i><b>Ag</b></i> Jule Z. Ansley	43,031.00	13,062.40	30,121.70	9,143.68	12,909.30	3,918.72	16,828.02
<i><b>Hort</b></i> Daphne Richards	57,145.00	17,076.00	40,001.50	11,953.20	17,143.50	5,122.80	22,266.30
<i><b>4H</b></i> Lydia Domaruk	47,202.00	15,288.40	33,041.40	10,701.88	14,160.60	4,586.52	18,747.12
Cory Talley	46,863.00	14,802.80	32,804.10	10,361.96	14,058.90	4,440.84	18,499.74
FCS Sonia Coyle	43,600.00	12,610.80	30,520.00	8,827.56	13,080.00	3,783.24	16,863.24
<b>TOTAL</b>	<b>313,894.00</b>	<b>95,818.47</b>	<b>219,725.80</b>	<b>67,072.93</b>	<b>94,168.20</b>	<b>28,745.54</b>	<b>122,913.74</b>