Travis County Commissioners Court Agenda Request

Meeting Date: 8/05/2014
Prepared By/Phone Number: Michael G Hemby – TCSO - 44924
Elected/Appointed Official/Dept. Head: Sheriff Greg Hamilton
Commissioners Court Sponsor: Judge Sam Biscoe

AGENDA LANGUAGE: Consider and approve Amendment No. Twelve to the Memorandum of Understanding ("MOU") Relating to Security for the Combined Transportation, Emergency & Communications Center ("CTECC"), extending the scope of work for the Travis County Sheriff's Office through FY15. (TCSO)

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Contract amendment number twelve of the security services contract wherein TCSO provides for site security for the CTECC facility.

STAFF RECOMMENDATIONS:

Annual renewal and update. Recommended for approval.

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

Funding level not to exceed $1,254,204.00 for this upcoming fiscal year.

REQUIRED AUTHORIZATIONS:

Item has been reviewed and approved by Co Atty..

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

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Chief Deputy

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WES PRIDDY
Major – Corrections

DARREN LONG
Major – Law Enforcement

MAKR SAWA
Major - Administration & Support

Date: **7/16/2014**

To: **Travis County Commissioners Court**

From: **Michael G Hemby 783, Planning Manager**

Subject: **FY15 CTECC Security MOU – Amendment Number 12**

Proposed Motion:
Approve Amendment No. Twelve to the Memorandum of Understanding ("MOU") Relating to Security for the Combined Transportation, Emergency & Communications Center ("CTECC"), extending the scope of work for the Travis County Sheriff's Office through FY15.

Summary & Recommendation:
Under the existing security MOU with the City of Austin, TCSO law enforcement has provided security services to CTECC since FY03. All parties and stakeholders to this agreement are satisfied with the each other's performance and desire the continuation of this arrangement.

This is a revenue-generating contract for Travis County. TCSO, with the concurrence and cooperation of Travis County Emergency Services ("TCES") and County representatives on the CTECC Operating Board, recommends approving the proposed motion.

The FY15 security not to exceed budget level for the CTECC program is $1,254,204.00, an amount that adequately supplements TCSO's personnel costs in providing services for around-the-clock protection of the site, facility, related systems, and personnel. This rate and budget was approved by the CTECC governing board for FY 2015 in July of 2014 in accordance with estimates given to the board and is set for Austin City Council approval in August 2014.

The security MOU is structured to automatically renew on an annual basis. However, amendments to this agreement are routinely necessary to reflect the updated scope of work each fiscal year.

There was additional language added this year to the scope of work as CTECC will move to full security screening and xray capability this year in accordance with the security plans adopted by the CTECC governing board.

There appear to be no issues or concerns with approving the recommended action by TCSO personnel or either the governing or operating board.

Attachment:
Amendment No. 12 to the CTECC Security MOU (Three Originals)

Cc:
Jennifer Kraber – Jim Connolly
County Auditor – Nicki Riley
County Purchasing – Cyd Grimes
Emergency Services – Danny Hobby
PBO – Alan Miller
TCSO Finance – Paul Matthews

Amendment Number Twelve to
the
Memorandum of Understanding Relating to Security Services
Contract No. **NI10000001** for
the
Combined Transportation, Emergency & Communications Center

This Amendment Number Twelve to the Memorandum of Understanding Relating to Security Services for the Combined Transportation, Emergency & Communications Center (the "CTECC Security MOU") is made and entered into by the following Parties: the City of Austin (the "City") and Travis County, Texas (the "County"), pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

WHEREAS, the Parties and their fellow Coalition Members operate and maintain a Combined Transportation, Emergency & Communications Center ("CTECC") and annually budget for such; and,

WHEREAS, City, acting as the managing CTECC partner and on behalf of fellow Coalition Members, has entered into an Interlocal cooperative agreement (this "MOU") with County, via the Travis County Sheriff's Office ("TCSO"), to provide certain services for securing and protecting CTECC personnel, the Facility, the Site, and the Supported Systems; and,

WHEREAS, the 3rd extension option term of the CTECC Security MOU will expire on September 30, 2014. The new term will begin on October 1, 2014 for 12 months. There are three remaining twelve-month options.

WHEREAS, both Parties are satisfied with each other's performance and desire the continuation of CTECC security services being provided by TCSO.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this amendment and other good and valuable consideration, the Parties agree to amend the CTECC Security MOU as follows:

1.0 The amount for security services in FY2015 shall not exceed $1,254,204.

2.0 The effective date of this Amendment Number Twelve is October 1, 2014.

3.0 Attachment I, CTECC Security Services Scope of Work is amended to add the following responsibilities:

<u>Position Duties:</u>
Using x-ray machines and stationary and hand held magnetic detectors, search visitors and their belongings for items not allowed into CTECC.

Using x-ray machine or metal detector to screen packages delivered to CTECC for items not allowed into CTECC and/or items that pose a risk to safety of CTECC agency staff or the CTECC facility.

Provide walking patrols of CTECC facility and CTECC property.

Make on-site arrests for violations of State Law.

Complete complaints and arrest affidavits, report writing and related paperwork.

Enforce CTECC standard operating procedures (SOP) for criminal history checks, facility badging and access, emergency response, flag display, media access and procedures, parking, recording devices and enforce other SOP as instructed by the Sergeant of the CTECC-LE team.

Operate the CTECC physical security system for issuing access cards, allowing individuals access to CTECC and updating access of CTECC agency staff

Operate the CTECC physical security system to control video cameras, monitor activity via the video cameras,

Provision of monthly law enforcement reports that include information on incidents of note, standard operating procedure violations and other information relevant to the safety of CTECC agency staff and the security of the CTECC facility.

As requested by the Sergeant of the CTECC-LE team, direct traffic on the CTECC property to ensure safety of visitors and CTECC Agency staff.

As requested by the Sergeant of the CTECC-LE team, provide access to the CTECC Secondary access route.

As requested by Sergeant of the CTECC-LE team or CTECC Agency staff, escort them to CTECC Service Yard and/or Loading Dock.

Sergeant of the CTECC-LE team is responsible for ensuring that two TCSO Officers are on duty at all times. During the daytime during weekdays, three TCSO officers are to be on duty (exceptions can be made for sickness, family emergency or similar unplanned events).

Must be available to work nights, weekends and alternate duty hour schedules and other duties as may be assigned by the Sergeant of the CTECC-LE team.

Except as otherwise amended herein, all other terms and conditions of the CTECC Security MOU remain the same.

By the signatures affixed below, this amendment is hereby incorporated into and made a part of the CTECC Security MOU.

EXECUTED as of the latest date set forth below:

City of Austin
City Manager

Printed Name: Mark Ott

Signature: _____

Date: _____

Travis County, Texas
Travis County Judge

Printed Name: Samuel Biscoe

Signature: _____

Date: _____

Travis County, Texas
Travis County Sheriff

Printed Name: Greg Hamilton

Signature: _____

Date: 7/16/14