



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES

Date: August 26, 2010

To: Delia Briones, County Clerk

From: Rosemary V. Neill

Re: Commissioners Court Agenda

Please place the following item on the Commissioners Court agenda for August 30, 2010:

Approve and authorize the reimbursement of \$556.54 to Robert Schwab for travel expenses incurred for Regional Planning in conjunction with the El Paso County Rural Transit Program from July 26 – July 29, 2009. No county funds are required.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be "R. Neill", with a long horizontal stroke extending to the right.

Rosemary V. Neill

Director

Memorandum

To: County Judge Anthony Cobos, Commissioner Anna Perez,
Commissioner Veronica Escobar, Commissioner Willie Gandara Jr., and
Commissioner Daniel Haggerty

From: Rosemary Neill, Director, Family & Community Services Department

Date: 8/26/2010

Re: **Consent Agenda Item** for August 30, 2010, Commissioners Court
Meeting

Action Item

Approve and authorize the reimbursement of \$556.54 to Robert Schwab for travel expenses incurred for Regional Planning in conjunction with the El Paso County Rural Transit Program from July 26 – July 29, 2009. No county funds are required.

Fiscal Impact

No county funds are required. Sufficient funds are available in RCTRANPLAN09 – 6602.

Background Information

From July 26, 2009 through July 29, 2009 Robert Schwab was required to be in El Paso for three separate meetings to discharge his duties as coordinator for the Far West Texas / El Paso Regional Transportation Coordination effort. Mr. Schwab works in Marfa, Texas. He mailed a copy of his Travel Justification Form and Travel Expenditure Voucher for these trips as required by policy.

These documents were either lost in the mail or misplaced after receipt by the office of the Rural Transit Program. Mr. Schwab waited for reimbursement but lost track of this request over time.

Mr. Schwab audited his travel and identified the absence of reimbursement for these expenditures. He notified his supervisor. His supervisor reviewed the

August 26, 2010

contract and determined that the grant period remains active. The grant will reimburse Mr. Schwab for these expenditures because they fall within the grant term.

This appears on the Court's agenda because it falls well outside of the County's policy to turn in travel reimbursement requests within one month of a trip. Since the grant will reimburse for this travel, we believe it appropriate to request the Court's authorization to pay for this expense.



County of El Paso Travel Expenditure Voucher

C.C.O.

Name: Robert SchwabDepartment: Fam. & Comm. Svcs. - Rural TransitDate of Trip: Departure 07/26/09 Arrival Date: 07/29/09Destination: El Paso, TexasPurpose of Trip: Attend 7/27 Comm. Crt. for agenda item 24, meet with supervisor 7/28, attend Steering Comm. Mtg 7/29Department Index: REGPUBTRAN08Sub-Object: 6602

Section 1: Guidelines for Determining Meal Rates Allowance

Please Check One (Departure meal rate)

☒ on Date of Departure by
☐ on Date of Departure by

 After 12:00 P.M.
 Before 12:00 P.M.

 Half Rate \$ 17.50
 Full Rate \$ 35.00

Please Check One (Return meal rate)

☒ on Date of Return by
☐ on Date of Return by

 Before 5:00 P.M.
 After 5:00 P.M.

 Half Rate \$ 17.50
 Full Rate \$ 35.00

* \$35.00 per diem no receipts required

* (Note: Please use the items checked above to fill out section 2 below)

Section 2: Travel Expenditure Breakdown

Airfare	_____
Auto Rental	_____
Mileage (.40 /mile) 388mi @ .40	155.00
Gas	_____
* Meal rate on Departure date	17.50
Mcal per diem (\$35.00)	70.00
* Meal rate on Return date	17.50
Lodging	255.00
Other - Registration	_____
Other - Parking/Tolls	12.00
Other - Taxi	_____
Other - Room Tax	39.54
Other -	_____
Other -	_____
TOTAL	\$566.54

FOR AUDITOR'S USE ONLY

Trans. Code: _____

Index: _____

Vendor: _____

Subsidiary: _____

Amount: _____

Date Entered: _____

Section 3: Check(s) Made Payable to:

1114- _____ County Check No.

_____ Deposit Warrant No.

SIGNATURE


ADVANCE FROM COUNTY: _____

TOTAL EXPENDITURES: \$566.54

DATE: 22-Jul-10

REFUND TO THE EMPLOYEE (\$566.54)

El Paso County Travel Justification Form

Name: Robert Schwab Signature:  Date: 07/30/09
 Dept: Fam. & Comm. Svcs. - Rural Transit Job Title: Regional Transportation Coordinator
 Travel Funding Source: County ☒ Grant Other
 Will any funds be reimbursed by another entity? Yes - TxDOT
 Travel Account No.: REGPUBTRAN08 Balance Remaining for FY:

Purpose: (check one)

☐ Statutorily Required Training to Hold Elective Office

Statute Reference:

My elective office requires number of training hours per months. I
 have already fulfilled of these hours for this time period.
 Estimated hours to be obtained from this course?

☐ Professional or Technical Training to Maintain License/Certification (peace officers, attorneys, CPAs, technical certifications, etc.)

☐ Additional Professional or Technical Training NOT Required to Maintain License/Certification

☐ Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy

Entity Name:

Purpose of Visit:

☐ Travel for Program Revenue Enhancement/Sales Opportunity Explain:

☐ Program Development Training Explain:

☐ Travel to Professional, County, or Elected Officials' Organization Meeting/Convention (County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.) Organization Name:

☐ Human Resources/Management/Personal Development Training ("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

☒ Other: Attend Comm. Court mtg. on funding item, mtg. w/supervisor & Steering Com.

Folio



CAMINO REAL HOTEL.
EL PASO, TEXAS

101 South El Paso Street
El Paso, Texas 79904 U.S.A.
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Fax. (915) 534-3024
www.caminoREAL.com

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JAXON'S RESTAURANT
AND BREWING CO.
1135 AIRWAY
EL PASO, TX 79925
(915) 778-9696

07/29/2009
12:40 PM
40038

Server: DEBI
Table 100/1
Guests: 2
Reprint #: 1

TEA 2.19
WATER 0.00
TUNA SANDWICH 8.25
CHICKEN SPINACH SALAD 8.49

BUY 1 GET 1 -8.29
Subtotal 10.88
Tax 0.88

Total 11.56

Balance Due 11.56

EL PASO'S BEST
HAPPY HOUR!!!
M-F 3:30-6:30 PM
DRINK SPECIALS

SINGAPORE CAFE INC
4120 N. MESA
EL PASO, TX 79902
TIO: 81302592 21:27:09

SALE

323528031936
SERVER: 5
BATCH: 1250
MC

XXXXXXXXXXXX4454
APPR CODE: 81383P
TRYS: 000050

AMOUNT: \$ 24.74

TIP:

TOTAL: 28.24

CUSTOMER COPY

* YOUR RECEIPT *
* THANK YOU *

12:44 07-27-2009

WATER 4344 \$0.0011
LEMONADE \$1.5011
HUEVOS RANCH \$8.0011
HUEVOS RANCH \$8.0011

SUBTOTAL \$13.50
TOTAL-TAX \$1.12

TOTAL \$14.62
CASH \$14.62

EL PASO CITY GRILL
915-875-1883
MAM ELPASOCITYGRILL.COM
OPEN MON-SAT 8AM-3PM

Cattlemen's Steakhouse
at INDIAN CLIFFS RANCH
FARENS, TEXAS 79838
915-544-3200

Server: Daci
08:11 PM
Table 632/1
DOB: 07/26/2009
07/26/2009
5/50063

5242817

M/C
Card #XXXXXXXXXX4454
Magnetic card present: WILKES LESLIE
Approval: 48750P

Amount: 50.52
+ Tip: 10
= Total: 60.52

X

Thanks Come Again

Robert P. Schwab

From: Guillermina Saenz [Guillermina.Saenz@projectamistad.com]
Sent: Tuesday, July 21, 2009 11:46 AM
To: Armida Sagaribay; rschwab@epcounty.com.; SchenckNC@elpasotexas.gov;
yvettel@riocog.org; Efrén Meza; Bob Geyer; Emma Vasquez
Cc: Xavier Bañales
Subject: Steering Committee meeting

Good morning all Steering Committee members,

As per Mr. Bañales request, please read information below.-

"We need to have a special meeting of the WTEP Steering Committee to discuss funding issue that has come up and other concerns.

Are you available to meet at 10:00 AM, Wednesday, July 29?

Let me know as soon as possible. Location is pending."

X Banales

J,jt

Sent from my Windows Mobile® phone.

Robert P. Schwab

From: Guillermina Saenz [Guillermina.Saenz@projectamistad.com]
Sent: Wednesday, July 22, 2009 8:13 AM
To: Armida Sagaribay; rschwab@epcounty.com.; SchenckNC@elpasotexas.gov; yvettel@riocog.org; Efrén Meza; Bob Geyer; Emma Vasquez
Cc: Xavier Bañales
Subject: RE: Steering Committee meeting

Good morning all,

As per Mr. Bañales request, this is to inform you that the Steering Committee Meeting will be held on Wednesday July 29th @ 10 am at the MPO offices.

Please let me know if you need any further information.

Regards,

-----Original Message-----

From: Guillermina Saenz
Sent: Tuesday, July 21, 2009 11:46 AM
To: 'Armida Sagaribay'; 'Bob Schwab (rschwab@epcounty.com.)'; 'SchenckNC@elpasotexas.gov'; 'yvettel@riocog.org'; 'Efrén Meza'; 'bgeyer@epcounty.com'; 'Emma Vasquez'
Cc: Xavier Bañales
Subject: Steering Committee meeting

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As per Mr. Bañales request, please read information below.-

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Sent from my Windows Mobile® phone.

EL PASO COUNTY COMMISSIONERS COURT

Page 1 of 8

EL PASO COUNTY
COMMISSIONERS COURTANTHONY COBOS
County JudgeVERONICA ESCOBAR
Commissioner, Pct. 2DANIEL R. HAGGERTY
Commissioner, Pct. 4ANNA PEREZ
Commissioner, Pct. 1WILLIE GANDARA
Commissioner, Pct. 3

El Paso County Courthouse, 500 E. San Antonio,
Commissioners Court Chambers, 3rd Floor, Room 303,
El Paso, Texas 79901
Website address: www.epcounty.com
View live video webcast: <http://intranet/apps/video>

AGENDA

Regular Meeting, 7/27/2009 9:30:00 AM

OPEN MEETING -

PLEDGE OF ALLEGIANCE -

PRESENTATION

#24 →

1. PUBLIC COMMENT

Pursuant to Texas Government Code Section 551.042, public comment may not be used to discuss matters not posted on this agenda for consideration by the El Paso County Commissioners Court. Members of the public may only ask specific questions during public comment about a subject which has not been posted on the agenda which may be answered with specific, purely factual information. Discussions, deliberation, or debate on subjects which are not posted for consideration are not permitted during public comment.

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minutes per person on each item as it appears on the agenda. The same will apply to any interest group consisting of three or more representatives. Commissioners Court retains the option to allow more comment as it deems necessary.

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Commissioners Court to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Commissioners Court votes on the motion to adopt the Consent Agenda.

EL PASO COUNTY COMMISSIONERS COURT

Page 5 of 8

Submitted by: , County Clerk's Office

- d) (Postponed 07/20/09) Office of Constable, Pct. 3
Submitted by: , County Clerk's Office

- e) Planning and Development Department.
Submitted by: County Public Works Director Robert Rivera P.E, Planning and Development Department

A copy of the full report may be found at

<http://www.epcounty.com/meetings/commcourt/2009-07-27/23e.pdf>

- f) Adult Probation
Submitted by: Director Stephen L. Enders, West Texas CSCD

A copy of the full report may be found at

<http://www.epcounty.com/meetings/commcourt/2009-07-27/23f.pdf>

- g) Texas AgriLife Extension
Submitted by: County Extension Director Raymond Bader, Agriculture

A copy of the full report may be found at

<http://www.epcounty.com/meetings/commcourt/2009-07-27/23g.pdf>

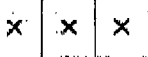
- h) Office of the Constable, Pct. 4
Submitted by: , County Clerk's Office

REGULAR AGENDA

24. (Postponed 07/20/09) Approve and authorize the County Judge to execute an Interlocal Agreement (KK-09-260) whereby the City of El Paso Mass Transit Department will provide financial support in the amount of \$10,000 through a new Freedom Grant from the federal Transit Administration (FTA) to support the County's Lead Agency role in the Far West Texas/El Paso Regional Transportation Coordination Committee and the provision of related mobility management services. No County funds will be required. (Attachment)
Submitted by: Director Rosemary V. Neill, Family and Community Services

25. Approve and authorize the County Auditor to allocate \$1.2 million for Lower Valley Water Infrastructure acquisition and improvements. Funding is to be derived from CPCAPITAL 2002 unallocated funds totaling \$454,651 and a reallocation of \$745,349 from line item CPCAPITAL 2002-Courthouse Expansion. Reallocation of these funds will not impact any existing projects.
Submitted by: County Commissioner Willie Gandara, Jr., Pct. 3

26. Approve and authorize the County Auditor to earmark \$300,000 for Lower Valley Water Infrastructure acquisition and improvements relating to the area of Tornillo. Funding is to be available in CPWSIMFRA07, Water/Sewer Infrastructure. Fund currently exist for this purpose and are not committed for any existing projects.
Submitted by: County Commissioner Willie Gandara, Jr., Pct. 3



MAPQUEST.

Notes

Trip to 101 S El Paso St

El Paso, TX 79901-1107

194.70 miles - about 2 hours 51 minutes



805 W Columbia St, Marfa, TX 79843

1. Start out going **EAST** on **W COLUMBIA ST** toward **N MESA ST.**

go 0.0 mi

2. Turn **RIGHT** onto **N MESA ST.**

go 0.2 mi

3. Turn **LEFT** onto **W LINCOLN ST.**

go 0.0 mi

4. Turn **RIGHT** onto **N MESA ST.**

go 0.3 mi

5. Turn **RIGHT** onto **W SAN ANTONIO ST / US-90.**
Continue to follow **US-90.**

go 73.0 mi

6. Turn **LEFT** onto **I-10 W / US-80 W.**

go 0.2 mi

7. Merge onto **I-10 W** via the ramp on the **LEFT.**

go 120.0 mi

8. Take **EXIT 19B** toward **CONVENTION CENTER /**
TOURIST INFORMATION / MUSEUMS.

go 0.1 mi

9. Stay **STRAIGHT** to go onto **E MISSOURI AVE.**

go 0.4 mi

10. Turn **LEFT** onto **N MESA ST / TX-20.**

go 0.2 mi

11. Turn **RIGHT** onto **E MILLS AVE.**

go 0.0 mi