

**AGENDA ITEM 21**

Discuss and consider rescinding/revising the service agreement with Leo Wood & Associates that was signed on September 23, 2003.

The Commissioners discussed the service agreement with Leo Wood & Associates that was signed on September 23, 2003. Part of the discussion involved sending a staff member to a school in San Antonio on Wednesday and Thursday, October 29 and 30, 2003. Administrative costs of the HUD agreement will need an RFQ.

Moved: **Judge Doerfler**

Seconded: **Commissioner Limmer**

Motion: To retain Leo Wood & Associates until an exact amount has been established on the service agreement that was signed on September 23, 2003.

Vote: **4 – 1. Commissioner Boatright** was opposed.

**AGENDA ITEM 22**

Consider approving Crime Lab Improvement Grant Application for the Sheriffs Office.

Randy Traylor addressed the court regarding a crime lab improvement grant application for an award of \$29,805.00. The county would be asked to supply 25% of the total cost of the project.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve a Crime Lab Improvement Grant Application for the Sheriffs Office.

Vote: **5 - 0**

< Attachment >

**PROJECT ABSTRACT**

It is the objective of the Williamson County Sheriff's Office Crime scene Unit to enhance the capability of its Automated Fingerprint System to include the automation of palm prints. Statistics show that approximately thirty (30) percent of latent prints lifted at crime scenes are partial palm prints. This percentage severely reduces the chance of making a positive identification with our current system.

Williamson County proposes to purchase a Cogent Automated Palm and Fingerprint Identification System that will enable them to capture, process, store, search, and verify search results for finger prints as well as palm prints against a multi-user database originating in the city of Austin.

The database link will enable Williamson County Sheriff's Office Crime Lab Personnel to conduct database searches that include entries made by the Austin Police Department. The database link will also provide the City of Austin Police Department with the capability to conduct searches that include entries made by Williamson County.

It is estimated that the two Williamson County Crime Lab Technicians will spend ten hours each week (five hours each) submitting entries to the database, conducting database searches, and verifying search results. This time is directly related to the project, therefore, the estimated annual salary monies of ten thousand four hundred seventy-eight dollars (\$10,478.00) will be calculated as a credit towards the twenty-five (25) percent match requirement. (Actual required match is \$9,935.00)

It is the goal of Williamson County to increase the clearance rate of criminal cases in the Central Texas area through the identification of palm prints as well as fingerprints. The success of the project will be measured primarily by the number of cases that are cleared by identifying latent palm prints entered into the database, however, this system of measurement will not discredit the value of solving a single crime of a serious nature.

*approved 10-21-03*  
*John C. Daupler*

## **Program Narrative**

### **Goals and objectives:**

Our main goal is to increase the number of cases solved by fingerprint and/or palm print identifications.

We are currently linked to the statewide Automated Fingerprint Identification System maintained by the Texas Department of Public Safety. The state system does not have the technology for palm print matches and we have been experiencing a low hit ratio with regards to the state system generating suspects. This low hit ratio is the result of the search methods utilized by the state computer system. At many crime scenes, or on evidence from scenes, the only latent prints developed are palm prints. Due to the number of latent prints developed by this agency, a "cold search" is impractical.

Our primary objective is to purchase an Automated Print Identification System that will incorporate both fingerprints and palm-prints into a searchable database. In addition, we are interested in securing communication links with other Central Texas Law Enforcement agencies in an effort to increase the size of our searchable database.

We believe our objective can best be accomplished by purchasing a Cogent ID Workstation. The City of Austin utilizes the Cogent system and has agreed to the creation of an inter-local agreement establishing a communication link between the Williamson County database and the City of Austin database. The Cogent system has proven itself by generating suspects on cases which have been in the state system for years. It is estimated that approximately thirty percent (30%) of the latent prints obtained at crime scenes are partial palm prints. It is also estimated that over fifty percent (>50%) of the prints obtained from forged documents are palm-prints. The Cogent System will provide us with the means to conduct a comparison analysis of those prints.

### **Implementation approach:**

Upon purchasing the hardware and software, the system will be installed by Cogent Systems representatives at the Williamson County Sheriff's Office, located at 508 South Rock Street, Georgetown, Texas. The conversion software necessary to simultaneously encode information to the Cogent System and the state system will be purchased from and installed by Identix

An inter-local agreement between the Williamson County Sheriff's Office and the Austin Police Department will be secured establishing a procedure for the maintenance of a merged database.

Williamson County and City of Austin Information Technologies Personnel will then establish a communication link between the Williamson County database and the City of Austin database via a cable modem.

Two representatives from the Williamson County Crime Lab will then receive eight hours of hands-on instruction to learn how to navigate the software package.

Upon implementation of the new system, Cogent Systems will convert approximately three thousand (3000) of our approximate eighty thousand (80,000) existing arrest fingerprints/palm prints into the database. This conversion is included in the basic system package. The conversion of additional print cards will incur an additional charge.

The two Crime Lab employees will each designate 5 hours per week to converting existing print cards into the database.

As the database grows, upgrades to the systems operations and storage capacity will be made as needed.

As other agencies in Texas obtain this system, the Williamson County Sheriff's Office will seek a communication/network link with their database.

**Expected Results:**

The Williamson County Crime Lab generates approximately 80 hits annually using the state system. It is expected

**Funding Specifics:**

The amount of funds earmarked for our agency is twenty-nine thousand eight hundred five dollars **(\$29,805.00)**.

The amount of matched funds will be ten thousand seven hundred and forty-eight dollars **(\$10,748.00)**.

The sum of the funds is forty-three thousand one hundred forty-eight dollars **(\$40,553.00)**.

The Cogent ID Workstation, the software module, system installation, six hours of on-site training, and the conversion of three thousand existing records are included in the basic system package for a cost of twenty thousand dollars **(\$22,000.00)**.

The software to needed to convert the print information from Identix (state system) data to Cogent data cost is six thousand four hundred dollars **(\$6,400.00)**.

The remaining One thousand four hundred five dollars **(\$1,405.00)** will be used for additional record conversion.

The applicant's match will be in the form of a partial salary in-kind match. The in-kind match will equal the hourly wages for two Sheriff's Office Crime Lab employees to spend a total of ten hours each week (five hours per employee) converting the existing print cards into the database. The total in-kind match is ten thousand four hundred seventy-eight dollars (**\$10,748.00**). (Employee one, five hours each week times \$21.65 times 52 weeks)(Employee two, five hours each week times \$18.65 times 52 weeks)

The award has a stipulation that the awarded funds cannot exceed seventy-five percent of the total cost of the project Based on the above figures, the awarded funds constitute sixty-nine percent (69%) of the awarded funds.

**Measurable Outcomes:**

To this applicant's knowledge, this project will be the first multi-agency palm-print database in Central Texas. The interagency communication link with the City of Austin will immediately increase the size of the database. The continued link will allow the database to expand at a rate of approximately 500 entries each month. This figure is approximately five times the rate of growth for the database if maintained by the sheriff's office alone. The significance of linking to the Austin database is the city's expansion and future expansion into Williamson County. Currently the population of the area of Williamson County that falls within the incorporated jurisdiction of the city of Austin is approximately thirty thousand (30,000). The figure is expected to double within the next few years.

Future links to other agency databases will provide an exponential rate of growth to the database.

The implementation of the system will increase the Crime Lab personnel's ability to conduct comparison analysis by more than thirty percent (>30%).

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Jennifer Smith (crime scene specialist)	\$21.65 X 5 hours each week for 52 weeks	\$5,629.00
Carlos Mendosa (crime scene specialist)	\$18.65 X 5 hours each week for 52 weeks	\$4,849.00
Position 3		
Position 4		
Position 5		
Position 6		
		<b>SUB-TOTAL \$10,478.00</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
NON-APPLICABLE		
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
		<b>SUB-TOTAL \$0.00</b>
		<b>Total Personnel &amp; Fringe Benefits \$10,478.00</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
NON-APPLICABLE				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				

**TOTAL** \$0.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
ID WORKSTATION SOFTWARE MODULE		\$15,000.00
IDENTIFICATION WORK STATION		\$5,000.00
ON-SITE TRAINING (2 DAYS)		\$2,000.00
FINGERPRINT IMAGE INTERFACE		\$6,400.00

**TOTAL** \$28,400.00

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
supply item 1		
supply item 2		
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
		<b>TOTAL</b> \$0.00

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
NON-APPLICABLE		
		<b>TOTAL</b> \$0.00



**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
NON-APPLICABLE	maximum of three lines		
Supply item 1, one line per entry			
Supply item 1, one line per entry			
Supply item 1, one line per entry			
Subtotal			\$0.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
Subtotal			\$0.00

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
maximum of four lines, additional information should be attached on a separate sheet(s)	
maximum of four lines	
	</

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
MONTHLY ACCESS FEE FOR ENCRYPTED MODEM CONNECTIONS	APPROXIMATELY \$100.00 PER MONTH	\$1,200.00
CONVERSION OF ADDITIONAL RECORDS	APPROXIMATELY \$2.00 PER RECORD	\$205.00
		<b>TOTAL \$1,405.00</b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
NON-APPLICABLE		\$0.00
NON-APPLICABLE		
		<b>TOTAL \$0.00</b>

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<u>\$10,478.00</u>
<b>B. Fringe Benefits</b>	<u>\$0.00</u>
<b>C. Travel</b>	<u>\$0.00</u>
<b>D. Equipment</b>	<u>\$28,400.00</u>
<b>E. Supplies</b>	<u>\$0.00</u>
<b>F. Construction</b>	<u>\$0.00</u>
<b>G. Consultants/Contracts</b>	<u>\$0.00</u>
<b>H. Other</b>	<u>\$1,405.00</u>
<b>Total Direct Costs</b>	<u>\$40,283.00</u>
<b>I. Indirect Costs</b>	<u>\$0.00</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$40,283.00</u>
 <b>Federal Request</b>	 <u>\$29,805.00</u>
<b>Non-Federal Amount</b>	<u>\$10,748.00</u>

**AGENDA ITEM 23**

Consider approving Annual Debt Service Report.

Julie Kiley addressed the court in her capacity as Finance Manager for the County Auditor regarding the payment of fiscal year-end bills, which were paid by wire transfer.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Heiligenstein**

Motion: To approve the payment of the Annual Debt Service Report, that was completed via wire transfer.

Vote: 5 - 0

< Attachment >

## Williamson County

**Vivian L. Wood**

*County Treasurer*



### MEMORANDUM

Date: September 30, 2003

To: Julie Kiley  
Finance Manager  
County Auditor

From: Vivian L. Wood *[Signature]*  
County Treasurer

Re: Annual Debt Service Report

The annual report on all monies paid through my office for debt service and administrative fees is attached.

As you know the debt service fees are paid through a direct wire process for all payments. The administrative fees are paid through a general fund check. All relevant backup information is available in this office for review at any time.

Please let me know if you have questions in regard to this data.

Cc: David U. Flores  
County Auditor

*approved 10-21-03*  
*John C. Daehler*

Attachment