

RECEIVED
COUNTY CLERK'S OFFICE

1

Travis County Commissioners Court Agenda Request

Please consider the following item for:

Voting Session: July 29, 2008 (Public Hearing)

I. A. Request made by:

Rodney Rhoades, Executive Manager, Planning & Budget

Phone 854-8679

Requested Text:

Receive comments on proposed elected officials' salaries for FY 2009.

C. Approved by:

Signature of Commissioner or County Judge

II. A. All backup material needs to be attached to the Agenda and submitted with this Agenda Request (Original and eight copies).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request and send a copy of this Agenda Request and backup to them:

Leroy Nellis, Budget Manager, Planning & Budget	854-9106
Belinda Powell, Capital Planning Coordinator, Planning & Budget	854-9106
Chris Broussard, Business Analyst III, Planning & Budget	854-9106
Susan Spataro, County Auditor,	854-9125
John Hille, Assistant County Attorney,	854-9415
Barbara Wilson, Assistant County Attorney,	854-9415
The Honorable Dana DeBeauvoir, County Clerk,	854-9188
Gillian Porter, Commissioner Court Specialist, County Clerk's Office	854-4722
Brenda Torrez, Administrative Associate, County Clerk's Office	854-9188
Josie Zavala, Administrative Aide, County Judge's Office,	854-9555
Melissa Velasquez, Executive Assistant, County Judge's Office	854-9555
Linda Moore-Smith, Director of Human Resources Management,	854-9167
Luane Shull, Compensation Manager, Human Resource Management	854-9167
Carlotta Valdez Leavy, Human Resource Management Specialist	854-9167
All Elected Officials	

III. BUDGET OR PERSONNEL REQUESTS. Please check if applicable:

_____ Additional funding for any department or for any purpose
 _____ Transfer of existing funds within or between any budget
 _____ a change in your department's personnel (reclassifications, etc.)

Please coordinate through the County Planning and Budget Office (854-9106) or the Human Resources Department BEFORE submitting any agenda item that involves any budget or personnel issue.

AGENDA REQUEST DEADLINES

All Agenda Requests and supporting materials **MUST** be submitted to the County Judge's Office in writing by 5:00 PM on Monday for the next week's meeting. Agenda Requests missing this deadline will be considered for the next subsequent Commissioners Court meeting, as will Agenda Items without appropriate back-up material, including a signed budget transfer form.

BUDGET AMENDMENTS AND TRANSFERS

FY 2008

7/29/2008

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		506	9800	981	9892	Reserves	Allocated Reserves Fund 506		\$ 26,220	1
	WPE008	506	4945	809	8120	TNR	Purchd Serv-Park Impvmnt	\$ 13,110		
	WPE009	506	4945	809	8120	TNR	Purchd Serv-Park Impvmnt	\$ 13,110		
A2		001	1230	523	0701	ITS	Reg Salaries-Permnt Empl		\$ 21,093	5
		001	2030	542	0701	Co. Clerk	Reg Salaries-Permnt Empl	\$ 7,633		
		001	2030	542	2002	Co. Clerk	FICA - OASDI	\$ 473		
		001	2030	542	2003	Co. Clerk	Hospitalization	\$ 1,887		
		001	2030	542	2004	Co. Clerk	Life Insurance	\$ 20		
		001	2030	542	2005	Co. Clerk	Retirement Contribution	\$ 817		
		001	2030	542	2006	Co. Clerk	Worker's Compensation	\$ 15		
		001	2030	542	2007	Co. Clerk	FICA - Medicare	\$ 111		
		001	2500	547	0701	Prob Ct.	Reg Salaries-Permnt Empl	\$ 6,942		
		001	2500	547	2002	Prob Ct.	FICA - OASDI	\$ 430		
		001	2500	547	2003	Prob Ct.	Hospitalization	\$ 1,887		
		001	2500	547	2004	Prob Ct.	Life Insurance	\$ 20		
		001	2500	547	2005	Prob Ct.	Retirement Contribution	\$ 743		
		001	2500	547	2006	Prob Ct.	Worker's Compensation	\$ 14		
		001	2500	547	2007	Prob Ct.	FICA - Medicare	\$ 101		
A3		001	1910	541	0701	Co. Atty.	Reg Salaries-Permnt Empl		\$ 2,119	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 2,119		
A4		001	2311	545	6504	Dist. Atty.	Training & Seminars		\$ 1,720	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 1,720		
A5		001	1210	523	6008	ITS	Contracted Employees		\$ 796	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 796		
A6		001	1510	526	4202	Purchasing	Auto Mileage-Employees		\$ 107	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 107		
A7		001	5710	536	0701	Rec.Mgt.	Reg Salaries-Permnt Empl		\$ 1,131	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 1,131		
A8		001	3502	571	0712	Cons Pct 5	POPS Salaries		\$ 16,408	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 16,408		
A9		001	3402	569	0801	Cons Pct 4	Reg Salaries-Temp Empl		\$ 4,017	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 4,017		
A10		001	4300	591	3002	Juv Publ	Software		\$ 97	8
		001	4952	621	3023	Def	Fuel, Oils, Lubricants	\$ 97		
A11		001	3725	563	0701	Sheriff	Reg Salaries-Permnt Empl		\$ 70,000	8
		001	3726	563	0712	Sheriff	POPS Salaries		\$ 10,000	
		001	3735	583	4801	Sheriff	Utilities		\$ 20,000	
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 100,000		
A12		001	3810	572	0701	Med.Exam	Reg Salaries-Permnt Empl		\$ 6,759	8
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 6,759		

A13	001	4020	586	6504	Coun Ctr	Training & Seminars		\$	75	8
	001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$	75		
A14	001	4510	593	6504	Juv.	Training & Seminars		\$	5,333	8
					Probation					
	001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$	5,333		
A15	001	2040	542	3001	Co. Clerk	Office Equip,Furn & Supp		\$	1,644	8
	001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$	1,644		
A16	001	1415	525	5004	Facilities	Reprs-Bldg Struct & Equip		\$	11,233	8
	001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$	11,233		
A17	001	1402	525	9051	Facilities	Expo Center		\$	2,521	8
	001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$	2,521		

TRANSFERS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
T1		001	4952	621	5001	TNR	Maintenance Agreements		\$ 2,786	8
		001	4901	621	4007	TNR	Consulting		\$ 10,131	
		001	4901	621	6099	TNR	Other Purchased Services		\$ 10,000	
		001	4901	621	6504	TNR	Training & Seminars		\$ 2,447	
		001	4908	628	6099	TNR	Other Purchased Services		\$ 1,427	
		001	4915	621	6099	TNR	Other Purchased Services		\$ 2,015	
		001	4917	621	3035	TNR	Clothing, Uniforms		\$ 500	
		001	4917	621	3054	TNR	Chemical Supplies		\$ 100	
		001	4917	621	3099	TNR	Other Equipment & Supply		\$ 400	
		001	4917	621	6016	TNR	Inspection Fees/Lab Tests		\$ 1,500	
		001	4945	631	4801	TNR	Utilities		\$ 39,450	
		001	4952	621	3021	TNR	Auto Repair & Equip Supp		\$ 1,597	
		001	4952	621	3023	TNR	Fuel, Oils, Lubricants	\$ 72,353		
T2		501	1413	635	6503	Facilities	Travel, Meals, Lodging		\$ 2,521	8
		501	1413	635	9898	Reserves	Unallocated Reserves	\$ 2,521		

Budget Adjustment: 11443

Fyr _ Budget Type: 2008-Bonds

Author: 49 - WILLIAMS-JONES, DONNA

Created: 7/15/2008 2:48:24 PM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

Dept: RESERVES

Just: Other

To provide additional budget for overlay work at NE and SE parks based on the actual bid prices

From Account	Acct Desc	Project	Proj Desc	Amount
506-9800-981-9892	ALLOCATED RESERVES			26,220
To Account		Project		26,220
506-4945-809-8120	PURCHD SERV-PARK IMPRVMNT	WPE008	Northeast Metro Park	Amount 13,110
506-4945-809-8120	PURCHD SERV-PARK IMPRVMNT	WPE009	Southeast Metro Park	13,110
				26,220

Approvals	Dept	Approved By	Date Approved
Originator	49	DONNA WILLIAMS-JONES	7/15/2008 02:48:32 PM
DepOffice	49	CYNTHIA MCDONALD	7/16/2008 05:02:43 PM
DepOfficeTo	49	CYNTHIA MCDONALD	7/16/2008 05:02:58 PM
AudBonds	6	SEAN O'NEAL	7/17/2008 08:46:52 AM

PBO concurs. *Donna Williams-Jones*

Last Updated 7-28-08 at 2:40 pm

From: Diana Ramirez
To: Donna Williams-Jones; Jessica Rio
CC: Brunilda Cruz
Date: 7/9/2008 10:03 AM
Subject: Re: Fwd: FY 08 HMAC Bids

Hi Donna,

Just wanted to let you know that PBO has no issues or questions with your proposal. I will be sending David Escamilla a summary of the proposed request as an FYI. Thanks.

Diana

>>> Donna Williams-Jones 6/23/2008 3:45 PM >>>
Hi Jessica and Diana

Bids have come in for our FY 2008 HMAC program. The bid for NE and SE Park came in at \$226,219.85, \$26K higher than our \$200,000 budget. I will be submitting a request to use \$26,220 of the fund 506 allocated reserve balance to cover the overage.

Please let me know if you have any concerns/questions with this recommendation.

Thanks
Donna

>>> "Brunilda Cruz" <Brunilda.Cruz@co.travis.tx.us> 6/23/2008 3:40 PM >>>

>>> Don Ward 6/18/2008 8:46 AM >>>

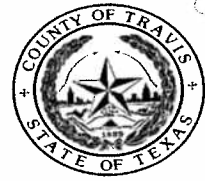
Bruni,

Please prepare the memo for purchasing to award the project to low bidders. I have attached the Bid Tab that Lee Perry sent me on Friday. Let me know if you have any questions. Thanks.

Group A - Wheeler Coatings - \$907,890.08
Group B - Wheeler Coatings - \$568,387.40
Group C - Asphalt Paving - \$726,242.10
Group D - Asphalt Paving - \$1,018,650.20
Group E - Ramming - \$226,219.85
Group F - Wheeler Coatings - \$220,349.55
Group G - Wheeler Coatings - \$705,283.79
Group H - Wheeler Coatings - \$254,901.60

Don

Donald W. Ward, P.E. (Don)
Director
Road Maintenance & Fleet Services
512-854-9317, FAX 512-854-4648
don.ward@co.travis.tx.us



RECEIVED

TRANSPORTATION AND NATURAL RESOURCES
JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

08 JUL 18 AM 8:42

411 West 13th Street
Executive Office Building, 11th Floor
P.O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

TRAVIS COUNTY
PLANNING & BUDGET OFFICE

July 15, 2008

MEMORANDUM

TO: Rodney Rhodes, Executive Manager, Planning and Budget Office

FROM: *Carol B. Doyle for*
Joseph P. Gieselman, Executive Manager

SUBJECT: Approve budget transfers for the TNR Road and Bridge Fiscal Year 2008 Work Plan for Actual Bid Prices Received

Proposed Motion: Approve a budget transfer for \$26,220 from certificate of obligation (CO) reserves in fund 506 for TNR Road and Bridge Fiscal Year 2008 Work Plan for Parks

Summary and Staff Recommendation: Each year Travis County's roadways, Parks roadways/parking areas, Facilities' roadways/parking areas and Correctional Facilities roadways/parking areas are included in the pavement management evaluation. This evaluation is done so that TNR staff can compile the proposed work plan for the upcoming fiscal year. The Commissioners Court approved a budget of \$200,000 for FY 2008 for County owned park projects. The apparent low bid for these park projects came in at \$226,219.85. TNR is therefore requesting that the Commissioners Court approve the use of CO fund 506 reserves to cover the \$26,219.85 shortage.

Budgetary and Fiscal Impact: TNR is proposing to use \$26,220 of the \$299,580 CO reserve account 506-9800-981-9892 to cover the additional amount needed to award a contract to Ramming Paving, the apparent low bidder for the Travis County FY 2008 overlay park projects.

Required Authorizations: Planning and Budget Office, Diana Ramirez.

Exhibits: A copy of budget transfer #11443 and bid information for the FY 2008 overlay program.

If you have any questions or require additional information please contact Donna Williams-Jones at extension 47677.

DW:JPG:dw

Attachments

cc: *[Signature]* Don Ward, TNR
Charles Bergh, TNR
Donna Williams-Jones, TNR
Diana Ramirez, PBO

AUTOMATED BUDGET ADJUSTMENT FORM

<< Back

100%

Find | Next

Select a format

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Budget Adjustment: 11443

Fyr _ Budget Type: 2008-Bonds

Author: 49 - WILLIAMS-JONES, DONNA

Created: 7/15/2008 2:48:24 PM

PBO Category:

Court Date: None

Dept: RESERVES

Just: Other

To provide additional budget for overlay work at NE and SE parks based on the actual bid prices received. TNR has already consulted with Dianna Rameriz in PBO on using these reserve funds and she will post this transfer for the next available court agenda.

From Account	Acct Desc	Project	Proj Desc	Amount
506-9800-981-9892	ALLOCATED RESERVES			26,220
				26,220
To Account		Project		Amount
506-4945-809-8120	PURCHD SERV-PARK IMPRVMT	WPE008	Northeast Metro Park	13,110
506-4945-809-8120	PURCHD SERV-PARK IMPRVMT	WPE009	Southeast Metro Park	13,110
				26,220

Approvals

Dept

Approved By

Date Approved

Originator

49

DONNA WILLIAMS-JONES

7/15/2008 2:48:32 PM

Page 1

Dianna Rameriz 07/16/08



PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS

314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Commissioners Court

FROM: Randy Lott, Planning and Budget Analyst

A handwritten signature in black ink, appearing to read "Randy Lott", is written over the name in the "FROM" line.

DATE: July 22, 2008

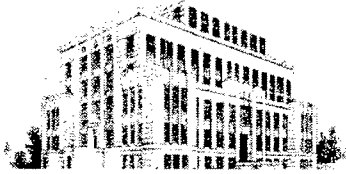
RE: Request continuation of positions and transfer of funds for FY 08 IJS temporary positions in two departments

ITS is requesting Commissioners Court permission to transfer salary savings (\$21,093) to Probate Court (one temporary staff) and the County Clerk (one temporary staff) for IJS temporary positions required for the fourth quarter of FY 08.

During the FY 08 budget process, the Commissioners Court approved \$36,690 to be placed in the ITS budget to provide resources for FACTS implementation. ITS transferred those resources to the County Clerk and Probate Court to cover funding for the first two quarters of the fiscal year. ITS stated any further requirements would be covered by ITS Salary Savings. For FY 09, the department submitted a request for \$36,690 for the first two quarters for backfill staff for FACTS implementation in the Justices of the Peace and Probate Court. PBO has recommended its inclusion in the FY 09 Preliminary Budget.

PBO recommends approval of the request.

cc: Susan Bell, County Clerk's Office
Jana Cotton, Probate Court
Joe Harlow, Nick Macik, ITS
Cynthia Lam-Roldan, Luanne Shull, HRMD
Leroy Nellis, Rodney Rhoades PBO



Travis County Courthouse, Austin, Texas

TRAVIS COUNTY INFORMATION & TELECOMMUNICATION SYSTEMS

Joe Harlow, Chief Information Officer

314 W. 11th Street, P. O. Box 1748, Austin, Tx 78767 (512) 854-9666 Fax (512) 854-4401

Date: July 22, 2008
To: Randy Lott, Planning & Budget Office
From: Joe Harlow, Chief Information Officer
Subject: IJS Budget Request - Temporary Staff

A handwritten signature in cursive script, appearing to read "Joe Harlow".

On February 12, 2008 Commissioners Court approved the transfer of \$36,886 for the first two quarters of FY 08 from ITS to departments using backfill temps. On April 29th Commissioners Court approved the transfer of \$18,443 for the third quarter for these two same departments. These resources are being utilized to fund backfill positions covering job duties of personnel from impacted departments that are dedicated full time to the conversion and implementation of the IJS Courts system. Funding for this transfer was \$36,690 approved in the FY 08 budget for this purpose with the remaining amount coming from ITS Salary Savings.

This request is to fund the Probate Court and County Clerk for IJS temporary staff for the fourth quarter of FY 08. ITS is asking Commissioners Court approval to transfer the funds to the affected departments. The source of these funds is from ITS Salary Savings.

Listed below are the funding amounts by department for the fourth quarter of FY 08.

Probate Court	1 Temporary Staff	\$10,137	(July through Sept)
County Clerk	1 Temporary Staff	<u>\$10,956</u>	(July through Sept)
		\$21,093	

Cc: Jana Cotton, Probate Court; Susan Bell, County Clerks Office; Cynthia Lam-Roldan, HRMD; Luane Shull, HRMD; Lynn Harper, Admin Ops; Janice Brown, ITS; Nick Macik, ITS

Budget Adjustment: 11469

Fyr _ Budget Type: 2008-Reg

Author: 12 - MACIK, NICHOLAS

Created: 7/17/2008 8:58:01 AM

PBO Category:

Court Date: None

Dept: INFORMATION & TELECOMMUNI

Just: InterDpXfr

4th Qtr IJS Temporaries for backfills

From Account	Acct Desc	Project	Proj Desc	Amount
001-1230-523-0701	REG SALARIES-PERMNT EMPL			21,093
				21,093
To Account		Project		Amount
001-2030-542-0701	REG SALARIES-PERMNT EMPL			7,633
001-2030-542-2002	FICA TAX - OASDI			473
001-2030-542-2003	HOSPITALIZATION			1,887
001-2030-542-2004	LIFE INSURANCE			20
001-2030-542-2005	RETIREMENT CONTRIBUTION			817
001-2030-542-2006	WORKER'S COMPENSATION			15
001-2030-542-2007	FICA TAX - MEDICARE			111
001-2500-547-0701	REG SALARIES-PERMNT EMPL			6,942
001-2500-547-2002	FICA TAX - OASDI			430
001-2500-547-2003	HOSPITALIZATION			1,887
001-2500-547-2004	LIFE INSURANCE			20
001-2500-547-2005	RETIREMENT CONTRIBUTION			743
001-2500-547-2006	WORKER'S COMPENSATION			14
001-2500-547-2007	FICA TAX - MEDICARE			101
				21,093

Approvals

Dept

Approved By

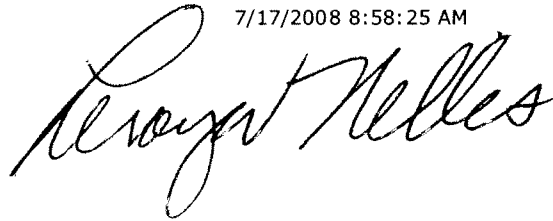
Date Approved

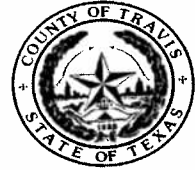
Originator

12

NICHOLAS MACIK

7/17/2008 8:58:25 AM





PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Commissioners Court
FROM: Jessica Rio, Assistant Budget Manager *A*
DATE: July 25, 2008
SUBJECT: Budget Adjustments Related to Increased Fuel Costs

The Commissioners Court requested that PBO present the budget adjustments related to the remaining projected fuel shortage. PBO has worked with departments to execute transfers totaling \$233,331 of the remaining projected \$475,000 shortfall. The transfers are listed below:

Department	Shortfall	Departmental Transfers
Default	\$517	-
Housing Authority	2,786	Part of TNR transfer
ITS	796	796
Expo Center	2,521	2,521
Facilities	11,233	11,233
Purchasing	107	107
Cooperative Ext	464	464 (Processed an automatic)
County Attorney	2,119	2,119
County Clerk	1,644	1,644
District Attorney	1,720	1,720
Constable 1	7,794	See attached email
Constable 2	9,161	See attached memo
Constable 3	14,104	See attached email
Constable 4	4,017	4,017
Constable 5	16,408	16,408
Sheriff's Office	298,694	100,000
Medical Examiner	507	6,759
CSCD*	4,896	See explanation on next page*
CES	75	75
Juv Public Defender	97	97
Juvenile Court	5,333	5,333
ES	5,410	Part of Medical Examiner transfer
TNR (GF)	69,567	72,353
Rec Mgt	1,131	1,131
Human Srvc	6,554	6,554 (Processed an automatic)
Health Department	6,503	See explanation on next page**
EMS	842	Part of Medical Examiner transfer
Total	475,000	233,331

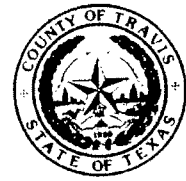
*CSCD is on a pay as they go system with TNR. State funds are used to pay a monthly invoice from TNR for actual usage at the current price.

** The Health Department has been invoiced for fuel used in the past. FY 08 was not supposed to include utilization for this department so charges will need to be reconciled, verified and invoiced for payment to recover these funds.

PBO has attached the additional information related to Constable Precinct 1, 2, and 3 as well as the Health department allocations that was presented to Court on July 22. PBO will continue to work with departments to continue to identify resources to cover the remaining projected shortfall of \$241,669 (\$475,000 - \$233,331).

cc: Joe Gieselman (TNR)
Sheryl Holder (TNR)
Cynthia McDonald (TNR)
Leroy Nellis (PBO)
Christian Smith (PBO)

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS



314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

ADDITIONAL BACKUP ITEM # 26

MEMORANDUM

July 21, 2008

TO: Members of the Commissioners Court
FROM: Belinda Powell, Capital Planning Coordinator

A handwritten signature in black ink, appearing to read "B. Powell", is written over the name "Belinda Powell" in the "FROM:" line.

SUBJECT: Shortfall in funding in TNR for fuel

The attached TABLE D is an update as of 12:00 a.m., noon today of the information included in your original back-up. Also included are excerpts from e mails sent to PBO and TNR related to identifying funds to cover office/department portions of the projected funding shortfall in the TNR fuel line-item. Responses are only included for departments that have not yet identified a funding source, or who are identifying measures to reduce consumption.

Constable 3

Stacy Suits 7/17/2008 3:28PM
Randy,

We can shorten it to this:

CN3 suggests that TNR go for the excess uncertified revenue from Vehicle Donations (001-33--01-330-380-383-10-13) for FY08. As of 7/14, the Auditor is projecting \$110,000 for FY08, \$30,000 above the \$80,000 certified for FY08. The excess ending balance should cover the \$14,104 requested by TNR from CN3.

As of yesterday, we have receipted \$93,398.25 in Vehicle Donations. So a excess of \$13,398.25 in "hard dollars" is already in this line item. Pending donations that will process and be deposited before 7/31 will take us well above the \$14,104 requested.

Stacy

Constable 5

>>> Betty Copeland 7/17/2008 5:17 PM >>>

Ho Joe,

I have discussed the fuel shortfall with the Constable and we are hopeful that we will be able to identify some funds in salary savings.

Thanks, Betty

Constable 1

>>> Dedric Knox 7/18/2008 12:03 PM >>>

Mr Gieselman with it being so late in the year Constable One does not have the funds in our budget to transfer and still be able to operate adequately. However we are looking at cutting the cost of fuel usage by cutting on the use of vehicles. We are implementing four day work days. with three off, as well as having deputies ride together in vehicles. We hope that this proposal will be sufficient. If not we are willing to revisit this issue to accommodate the county mission.

Repectfully Yours,

Dedric Knox, Sgt.
Constable's Office, Pct. One
Travis County (Austin), Texas
(512) 854-7510
(512) 929-0981

Constable 2 (see attached letter)

HHS for the Health Department

>>> Sheryl Holder 7/18/2008 3:35 PM >>>

When estimating the requirements by department, for fuel, we used the FY07 usage. You are correct, we no longer provide fuel to the Health Dept vehicles so they should not be required to provide any funding.

Kathleen, As far as utilizing the County's fuel this fiscal year, before these vehicles were blocked out of the fuel system, they used approximately \$16,000 worth of fuel. Please let me know what information we can provide to you when you are ready to back-charge the City. I am not sure why the access wasn't cut off nor why they continued to use our fuel stations. I assume it was a communication issue.

Sheryl

>>> Kathleen Haas 7/18/2008 12:23 PM >>>

Travis,

Human Services and Extension totals \$ 7,018 please transfer from 001-5830-601-4007.

Sheryl please look at the health budget for FY08 expenditures. I need to know what is transpiring there as Health should not have utilized the County's assets in this fiscal year.

Thanks,

Kathleen Haas

Interim Finance Manager, Travis County Health & Human Services

Phone (512) 854-4121

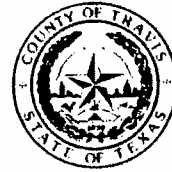
Fax (512)854-4123

100 N IH 35 Suite 3700

Austin Tx 78767



BOB VANN
CONSTABLE
Travis County, Precinct 2



10409 Burnet Road, Suite 150
Austin, TX 78758-4418

Constable2@co.travis.tx.us

Phone: (512) 854-9697
Fax : (512) 854-9196

July 18, 2008

To: Joe Gieselman, Executive Manager TNR
From: Bob Vann, Constable
Subject: Reducing fuel consumption – preliminary response

As part of our ongoing effort to reduce spending where possible and your request for fuel consumption reduction efforts, this Office has begun a review of various methods to reduce fuel consumption. As this Office continues to review the various methods and evaluate them for practicality, we will implement them when we are able to ascertain their viability. As a result of our analysis, we have implemented the following:

1). All vehicles assigned to Constable Precinct 2 will have their tire pressures checked for correct inflation and verified by a supervisor at the start of every week. The TNR Fleet Manager will be contacted for a recommendation on a cost effective accurate tire pressure gauge.

2). All vehicles assigned to Constable Precinct 2 will have their maintenance logs reviewed to verify that all required maintenance has been and is done on the recommended schedule to insure optimum fuel economy.

3). All vehicles assigned to Constable Precinct 2 have been examined for any equipment that does not need to be carried and have removed this equipment to lighten the load that has to be carried to insure optimum fuel economy.

Some of the other methods that are being reviewed include the following:

- A). Changing from five eight hour work week to four ten hour work week;
- B). Filling gas tanks to a lower level, perhaps ½ full, to lighten the load that has to be carried to insure optimum fuel economy; and,



BOB VANN
CONSTABLE
Travis County, Precinct 2



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C). Assessing the use of no left turns, as used by United Parcel Service, in the planning of the route the Deputies will drive to serve papers.

This Office is looking at other possibilities and reviewing ideas from other Travis County Offices. We look to TNR for the expertise on projections for possible savings that these methods may make, while our goal will be to reduce fuel consumption.

Your request for monies to be transferred is also being reviewed.

TABLE D

Dept. Name	FY07 Annual Fuel Used (gls.)	% of total fuel used	\$475,000 Shortfall Department Allocation	\$475,000 Shortfall Department Commitment
Default	904	0.11%	\$516	\$516
Housing Authority	4,878	0.59%	\$2,786	\$2,786
Tax Office	0	0.00%	\$0	\$0
ITS	1,393	0.17%	\$796	\$796
Expo Center	4,413	0.53%	\$2,521	\$2,521
Facilities	19,668	2.36%	\$11,233	\$11,233
Purchasing	188	0.02%	\$107	\$107
Cooperative Ext.	813	0.10%	\$464	\$464
County Attorney	3,710	0.45%	\$2,119	\$2,119
County Clerk	2,879	0.35%	\$1,644	\$1,644
District Attorney	3,011	0.36%	\$1,720	\$1,720
Constable 1	13,648	1.64%	\$7,794	\$7,794
Constable 2	16,041	1.93%	\$9,161	\$9,161
Constable 3	24,695	2.97%	\$14,104	\$14,104
Constable 4	7,034	0.85%	\$4,017	\$4,017
Constable 5	28,730	3.45%	\$16,408	\$16,408
Sheriff - Patrol	453,615	54.54%	\$259,067	\$100,000
Sheriff - corrections	32,897	3.96%	\$18,788	\$0
Sheriff- all other	36,489	4.39%	\$20,839	\$0
Medical Examiner	887	0.11%	\$507	\$507
CSCD*	8,572	1.03%	\$4,896	*\$4,896
Counseling & Education	132	0.02%	\$75	\$75
Juvenile Public Defender	170	0.02%	\$97	\$97
Juvenile Court	9,338	1.12%	\$5,333	\$5,333
ES	9,473	1.14%	\$5,410	\$5,410
TNR - General fund	121,809	14.65%	\$69,567	\$69,567
Records Management	1,981	0.24%	\$1,131	\$1,131
Human Svc.	11,476	1.38%	\$6,554	\$6,554
Health Dept.	11,387	1.37%	\$6,503	**\$6,503
EMS	1,475	0.18%	\$842	\$842
TOTAL	831,706	100%	\$475,000	\$243,602

* CSCD is on a pay as they go system with TNR. State funds are used to pay a monthly invoice from TNR for actual usage at the current price.

** The Health Department has been invoiced for fuel used in the past. FY '08 was not supposed to include utilization for this department so charges will need to be reconciled, verified and invoiced for payment to recover these funds.

Budget Adjustment: 11535

Fyr _ Budget Type: 2008-Reg

Author: 19 - VALDES, AMANDA

Created: 7/22/2008 11:45:10 AM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

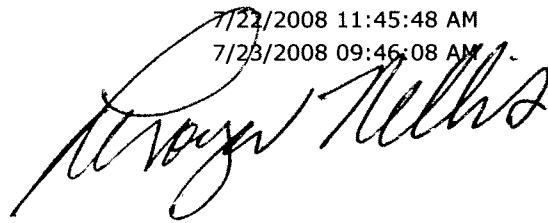
Dept: COUNTY ATTORNEY

Just: InterDpXfr

For fuel shortfall.

From Account	Acct Desc	Project	Proj Desc	Amount
001-1910-541-0701	REG SALARIES-PERMNT EMPL			2,119
				2,119
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			2,119
				2,119

Approvals	Dept	Approved By	Date Approved
Originator	19	AMANDA VALDES	7/22/2008 11:45:47 AM
DepOffice	19	AMANDA VALDES	7/22/2008 11:45:48 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/23/2008 09:46:08 AM



Budget Adjustment: 11531

Fyr _ Budget Type: 2008-Reg

Author: 23 - EVANS, BEVERLY

Created: 7/22/2008 10:54:34 AM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

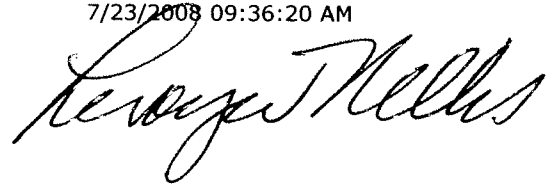
Dept: DISTRICT ATTORNEY

Just: TfrCentBud

To cover deficit.

From Account	Acct Desc	Project	Proj Desc	Amount
001-2311-545-6504	TRAINING & SEMINARS			1,720
				1,720
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			1,720
				1,720

Approvals	Dept	Approved By	Date Approved
Originator	23	BEVERLY EVANS	7/22/2008 10:54:45 AM
DepOffice	23	BEVERLY EVANS	7/22/2008 10:54:46 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/23/2008 09:36:20 AM



Budget Adjustment: 11530

Fyr _ Budget Type: 2008-Reg

Author: 12 - MACIK, NICHOLAS

Created: 7/22/2008 10:53:54 AM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

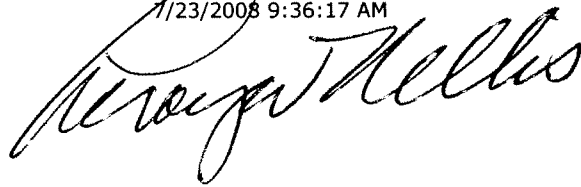
Dept: INFORMATION & TELECOMMUNI

Just: InterDpXfr

FY 08 Fuel Shortage (Commissioners Court 2008-07-22)

From Account	Acct Desc	Project	Proj Desc	Amount
001-1210-523-6008	CONTRACTED EMPLOYEES			796
				796
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			796
				796

Approvals	Dept	Approved By	Date Approved
Originator	12	NICHOLAS MACIK	7/22/2008 10:54:07 AM
DepOffice	12	NICHOLAS MACIK	7/22/2008 10:57:09 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/23/2008 9:36:17 AM



Budget Adjustment: 11536

Fyr_ Budget Type: 2008-Reg

Author: 15 - ESTRADA, PATRICIA

Created: 7/22/2008 12:10:20 PM

PBO Category: Amendment

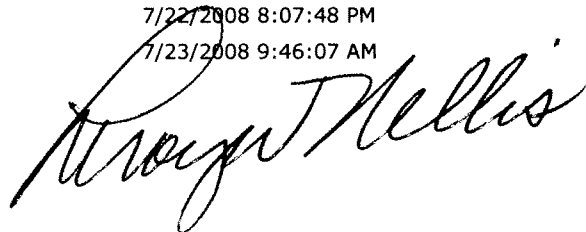
Court Date: Tuesday, Jul 29 2008

Dept: PURCHSG & INVENTORY MGMT

Just: InterDpXfr

From Account	Acct Desc	Project	Proj Desc	Amount
001-1510-526-4202	AUTO MILEAGE-EMPLOYEES			107
				107
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			107
				107

Approvals	Dept	Approved By	Date Approved
Originator	15	PATRICIA ESTRADA	7/22/2008 12:10:31 PM
DepOffice	15	CYD GRIMES	7/22/2008 8:07:48 PM
DepOfficeTo	49	CYNTHIA MCDONALD	7/23/2008 9:46:07 AM



Budget Adjustment: 11614

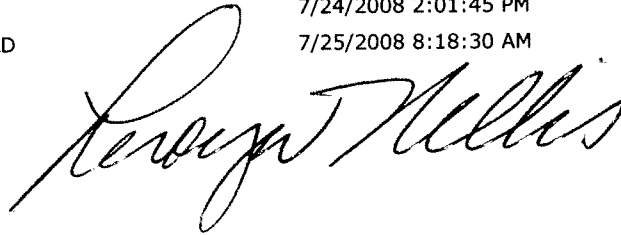
Fyr _ Budget Type: 2008-Reg
PBO Category: Amendment
Just: InterDpXfr

Author: 57 - DAWKINS, CATHY
Court Date: Tuesday, Jul 29 2008
TRANSFER REQUESTED FOR FUEL ADJUSTMENT TO TNR FOR RMCR SHARE OF FUEL COSTS.

Created: 7/24/2008 1:55:34 PM
Dept: RECORDS MANG & COMM RESRC

From Account	Acct Desc	Project	Proj Desc	Amount
001-5710-536-0701	REG SALARIES-PERMNT EMPL			1,131
				1,131
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			1,131
				1,131

Approvals	Dept	Approved By	Date Approved
Originator	57	CATHY DAWKINS	7/24/2008 2:01:05 PM
DepOffice	57	ALFRED JACKSON	7/24/2008 2:01:45 PM
DepOfficeTo	49	CYNTHIA MCDONALD	7/25/2008 8:18:30 AM



Budget Adjustment: 11615

Fyr _ Budget Type: 2008-Reg
PBO Category: Amendment
Just: TfrCentBud

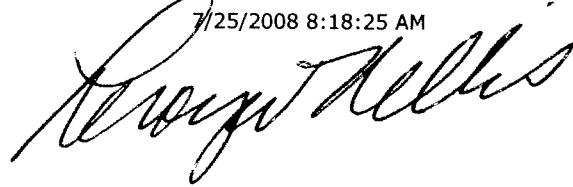
Author: 35 - COPELAND, BETTY
Court Date: Tuesday, Jul 29 2008

Created: 7/24/2008 2:11:24 PM
Dept: CONSTABLE 5

Transfer requested for fuel adjustment to TNR for CN5 share of fuel cost.

From Account	Acct Desc	Project	Proj Desc	Amount
001-3502-571-0712	POPS SALARIES			16,408
				16,408
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			16,408
				16,408

Approvals	Dept	Approved By	Date Approved
Originator	35	BETTY COPELAND	7/24/2008 2:12:00 PM
DepOffice	35	BETTY COPELAND	7/24/2008 2:12:02 PM
DepOfficeTo	49	CYNTHIA MCDONALD	7/25/2008 8:18:25 AM



Budget Adjustment: 11578

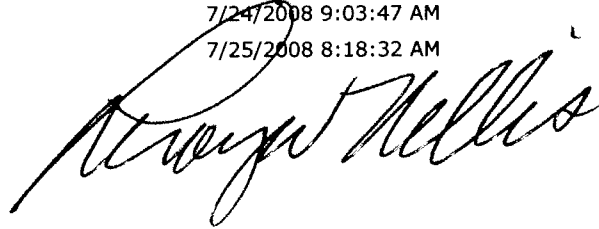
Fyr _ Budget Type: 2008-Reg
PBO Category: Amendment
Just: TfrCentBud

Author: 34 - ELLER, ROBERT
Court Date: Tuesday, Jul 29 2008

Created: 7/24/2008 9:03:27 AM
Dept: CONSTABLE 4

From Account	Acct Desc	Project	Proj Desc	Amount
001-3402-569-0801	REG SALARIES-TEMP EMPL			4,017
				4,017
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			4,017
				4,017

Approvals	Dept	Approved By	Date Approved
Originator	34	ROBERT ELLER	7/24/2008 9:03:44 AM
DepOffice	34	ROBERT ELLER	7/24/2008 9:03:47 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/25/2008 8:18:32 AM

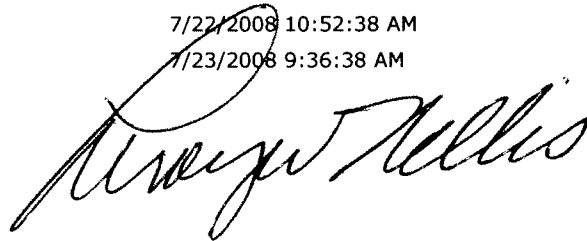


Budget Adjustment: 11529

Fyr _ Budget Type: 2008-Reg	Author: 43 - ESQUIVEL, TERRY	Created: 7/22/2008 10:52:22 AM
PBO Category: Amendment	Court Date: Tuesday, Jul 29 2008	Dept: JUVENILE PUBLIC DEFENDER
Just: TfrCentBud	TRANSFER REQUESTED FOR FUEL ADJUSTMENT TO TNR FOR JPD SHARE OF FUEL COSTS.	

From Account	Acct Desc	Project	Proj Desc	Amount
001-4300-591-3002	SOFTWARE			97
				97
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			97
				97

Approvals	Dept	Approved By	Date Approved
Originator	43	TERRY ESQUIVEL	7/22/2008 10:52:34 AM
DepOffice	43	TERRY ESQUIVEL	7/22/2008 10:52:38 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/23/2008 9:36:38 AM



AUTOMATED BUDGET ADJUSTMENT FORM

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Budget Adjustment: 11620

Fyr _ Budget Type: 2008-Reg

Author: 37 - WEDHORN, MARIA

Created: 7/24/2008 3:20:56 PM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

Dept: SHERIFF

Just: InterDpXfr

Fuel for TNR to include Salary Savings

From Account	Acct Desc	Project	Proj Desc	Amount
001-3725-563-0701	REG SALARIES-PERMNT EMPL			70,000
001-3726-563-0712	POPS SALARIES			10,000
001-3735-583-4801	UTILITIES			20,000
				100,000
To Account				Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS	Project		100,000
				100,000

Approvals	Dept	Approved By	Date Approved
Originator	37	MARIA WEDHORN	7/25/2008 9:08:13 AM
DepOffice	37	MARIA WEDHORN	7/25/2008 9:08:13 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/25/2008 9:13:05 AM

Page 1

W. Wedhorn 7-25-08
Travis Ellis

Budget Adjustment: 11538

Fyr _ Budget Type: 2008-Reg

Author: 38 - DUNN, DARLENE

Created: 7/22/2008 12:42:11 PM

PBO Category:

Court Date: None

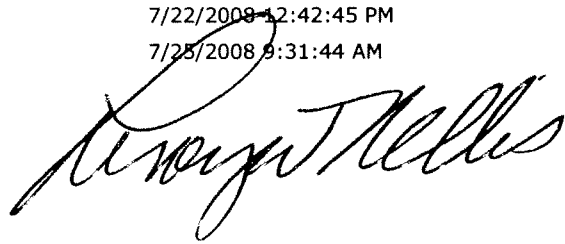
Dept: MEDICAL EXAMINER

Just: InterDpXfr

Fuel Shortage

From Account	Acct Desc	Project	Proj Desc	Amount
001-3810-572-0701	REG SALARIES-PERMNT EMPL			6,759
				6,759
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			6,759
				6,759

Approvals	Dept	Approved By	Date Approved
Originator	38	DARLENE DUNN	7/22/2008 12:42:45 PM
DepOffice	38	ELIZABETH DEVERY	7/23/2008 9:31:44 AM



Budget Adjustment: 11565

Fyr _ Budget Type: 2008-Reg

Author: 40 - VILLALPANDO, MARIA

Created: 7/23/2008 1:05:51 PM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

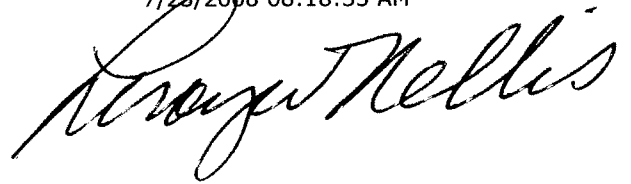
Dept: TCCES

Just: InterDpXfr

transfer is needed to cover FY08 fuel shortfall

From Account	Acct Desc	Project	Proj Desc	Amount
001-4020-586-6504	TRAINING & SEMINARS			75
				75
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			75
				75

Approvals	Dept	Approved By	Date Approved
Originator	40	MARIA VILLALPANDO	7/23/2008 01:48:54 PM
DepOffice	40	TERESA GOFF	7/24/2008 12:46:02 PM
DepOfficeTo	49	CYNTHIA MCDONALD	7/25/2008 08:18:35 AM



Budget Adjustment: 11528

Fyr _ Budget Type: 2008-Reg

Author: 45 - MILLER, ALAN

Created: 7/22/2008 10:46:26 AM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

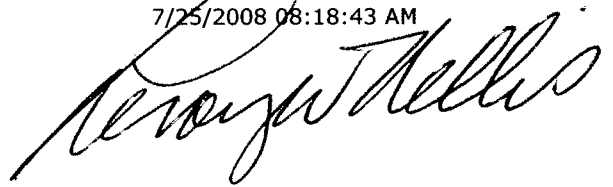
Dept: JUVENILE PROBATION

Just: TfrCentBud

Comissioners Court approved a transfer from Juvenile Probation to TNR to assist with fuel shortfall.

From Account	Acct Desc	Project	Proj Desc	Amount
001-4510-593-6504	TRAINING & SEMINARS			5,333
				5,333
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			5,333
				5,333

Approvals	Dept	Approved By	Date Approved
Originator	45	ALAN MILLER	7/24/2008 10:12:29 AM
DepOffice	45	SYLVIA MENDOZA	7/24/2008 10:35:11 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/25/2008 08:18:43 AM



Budget Adjustment: 11633

Fyr _ Budget Type: 2008-Reg

Author: 20 - TORREZ, BRENDA

Created: 7/25/2008 10:21:15 AM

PBO Category:

Court Date: None

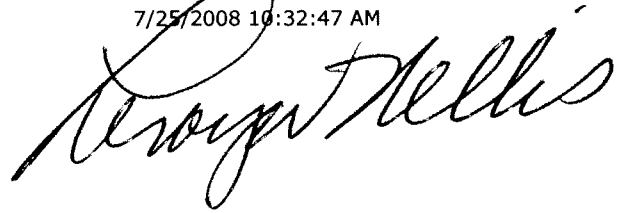
Dept: COUNTY CLERK

Just: InterDpXfr

Transfer requested for Fuel Adjustment to TNR for County Clerk Share of fuel costs

From Account	Acct Desc	Project	Proj Desc	Amount
001-2040-542-3001	OFFICE EQUIP,FURN, & SUPP			1,644
				1,644
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			1,644
				1,644

Approvals	Dept	Approved By	Date Approved
Originator	20	BRENDA TORREZ	7/25/2008 10:21:33 AM
DepOffice	20	SUSAN BELL	7/25/2008 10:32:47 AM



Budget Adjustment: 11637

Fyr _ Budget Type: 2008-Reg

Author: 14 - DRAPER, AMY

Created: 7/25/2008 11:01:51 AM

PBO Category: Amendment

Court Date: Tuesday, Jul 29 2008

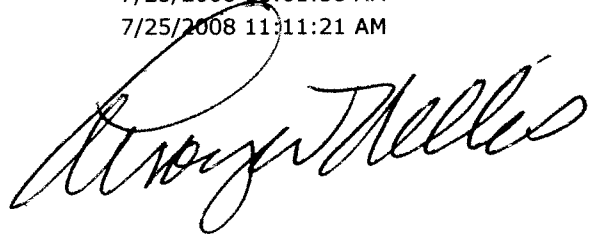
Dept: FACILITIES MANAGEMENT

Just: Other

Transfer funds from FMD to TNR to cover increased FY08 fuel expenditures

From Account	Acct Desc	Project	Proj Desc	Amount
001-1415-525-5004	REPRS-BLDG STRUCT & EQUIP			11,233
				11,233
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			11,233
				11,233

Approvals	Dept	Approved By	Date Approved
Originator	14	AMY DRAPER	7/25/2008 11:01:57 AM
DepOffice	14	AMY DRAPER	7/25/2008 11:01:58 AM
DepOfficeTo	49	CYNTHIA MCDONALD	7/25/2008 11:11:21 AM



Budget Adjustment: 11645

Fyr _ Budget Type: 2008-Reg

Author: 14 - DRAPER, AMY

Created: 7/25/2008 2:30:12 PM

PBO Category:

Court Date: None

Dept: FACILITIES MANAGEMENT

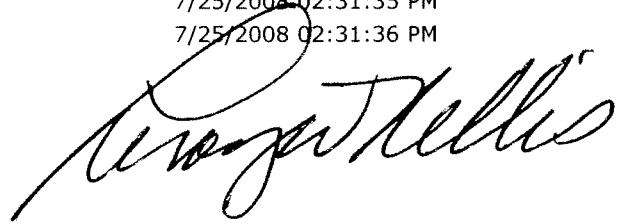
Just: Other

Transfer funds to TNR to cover increased FY08 fuel expenditures for Expo Center

From Account	Acct Desc	Project	Proj Desc	Amount
001-1401-525-9051	EXPOSITION CENTER			2,521
				2,521
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			2,521
				2,521

Approvals	Dept	Approved By
Originator	14	AMY DRAPER
DepOffice	14	AMY DRAPER

Date Approved
7/25/2008 02:31:35 PM
7/25/2008 02:31:36 PM



Budget Adjustment: 11550

Fyr _ Budget Type: 2008-Reg

Author: 49 - HOLDER, SHERYL

Created: 7/23/2008 8:42:48 AM

PBO Category: Transfer

Court Date: Tuesday, Jul 29 2008

Dept: TNR (TRANS & NATRL RESRC)

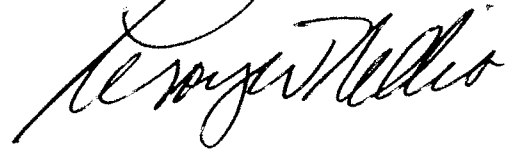
Just: TfrCentBud

Transfer necessary to fund TNR's General Fund portion of the FY08 fuel shortfall.

From Account	Acct Desc	Project	Proj Desc	Amount
001-4952-621-5001	MAINTENANCE AGREEMENTS			2,786
001-4901-621-4007	CONSULTING			10,131
001-4901-621-6099	OTHER PURCHASED SERVICES			10,000
001-4901-621-6504	TRAINING & SEMINARS			2,447
001-4908-628-6099	OTHER PURCHASED SERVICES			1,427
001-4915-621-6099	OTHER PURCHASED SERVICES			2,015
001-4917-621-3035	CLOTHING, UNIFORMS			500
001-4917-621-3054	CHEMICAL SUPPLIES			100
001-4917-621-3099	OTHER EQUIPMENT & SUPPLY			400
001-4917-621-6016	INSPECTION FEES/LAB TESTS			1,500
001-4945-631-4801	UTILITIES			39,450
001-4952-621-3021	AUTO REPAIR & EQUIP SUPP			1,597
				72,353
To Account		Project		Amount
001-4952-621-3023	FUEL OILS, LUBRICANTS			72,353
				72,353

Approvals	Dept	Approved By
Originator	49	SHERYL HOLDER
DepOffice	49	CYNTHIA MCDONALD

Date Approved
7/23/2008 08:43:19 AM
7/23/2008 09:47:24 AM



Budget Adjustment: 11646

Fyr _ Budget Type: 2008-Reg

Author: 14 - DRAPER, AMY

Created: 7/25/2008 2:31:18 PM

PBO Category:

Court Date: None

Dept: FACILITIES MANAGEMENT

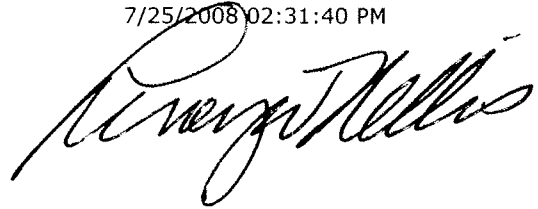
Just: Other

To cover funds transferred to TNR for FY08 increased fuel expenditures for Expo

From Account	Acct Desc	Project	Proj Desc	Amount
501-1413-635-6503	TRAVEL, MEALS, LODGING			2,521
				2,521
To Account		Project		Amount
501-1413-635-9898	UNALLOCATED RESERVES			2,521
				2,521

Approvals	Dept	Approved By
Originator	14	AMY DRAPER
DepOffice	14	AMY DRAPER

Date Approved
7/25/2008 02:31:39 PM
7/25/2008 02:31:40 PM



Allocated Reserve Status (001-9800-981-9892)

Amount	Dept Transferred Into	Date	Explanation
\$4,254,933			Beginning Balance
(\$9,414)	Facilities	10/2/07	Lease Contracts, Drug Court and Parking
(\$350,000)	TNR	10/10/07	Eastside Service Center
(\$20,000)	Records Management	10/16/07	Partial Use of Secure Shredding Earmark
(\$10,000)	Records Management	10/16/07	Partial Use of Internet Live Streaming Earmark
(\$32,879)	Constable Pct. 2	11/6/07	IT & Office Equipment & Furniture
(\$5,400)	Medical Examiner	11/8/07	Parking Leases
(\$36,000)	County Attorney	11/13/07	Legal Services - Hamilton Pool
(\$35,000)	Facilities	11/27/07	Earnest money for Building Purchase
(\$160,000)	TNR	11/30/07	Park Rangers Mobile Data Computers
(\$19,900)	EMS	12/11/07	Line Item Correction
(\$1,796)	Constable Pct. 1	1/15/08	POPS Promotion
(\$25,000)	TNR	2/12/08	Envision Central Texas
(\$802,500)	Facilities	2/19/08	Purchase Bldg 5335 Airport Blvd.
(\$5,520)	PBO	3/11/08	Executive Manager Recruitment
(\$2,000)	Records Management	4/8/08	Partial Use of Internet Live Streaming Earmark
(\$34,620)	General Admin	4/15/08	Travis Central Appraisal Dist. 3rd Qtr. Fees
(\$74,452)	PBO	4/22/08	Establ Temp Slot, Exec Mgr. PBO Succession
\$802,500	Facilities	5/12/08	Reimbursement 910 Rusk Bldg Purchase
(\$5,000)	Medical Examiner	5/13/08	Medical Examiners Accreditation Expense
(\$46,000)	Facilities	5/27/08	CJC 3rd Floor Moves
(\$110,000)	Emergency Services	6/10/08	Fuel STAR Flight
(\$450,000)	TNR	6/10/08	Centralized Fuel
(\$12,000)	County Attorney	7/15/08	Outside Counsel
(\$24,999)	TNR	7/22/08	Technical Correction to Interlocal Agreement
\$2,784,953	Current Balance		

Possible Future Expenses Against Allocated Reserve Previously Identified:

Amount	Explanation
(\$23,050)	Cadaver Transport Increase
(\$8,000)	Accreditation & Equipment Expenses
(\$15,000)	Secure Shredding
(\$23,000)	Channel 17 Webstream
(\$20,000)	Hazmat contracted disposal services
(\$30,000)	ISM Software Licenses for phone
(\$75,000)	Indigent Attorney Fees
(\$250,000)	Indigent Attorney Fees
(\$40,000)	Offsite Storage
(\$182,875)	County Court at Law #8
(\$112,000)	CSCD Day Treatment Center Lease
(\$100,000)	Civil Courthouse Planning/Programming
(\$500,000)	Capital Murder Case Costs
(\$250,000)	Additional Indigent Attorney Fees (markup)
(\$80,000)	FACTS Data Mgmt
(\$100,000)	Inmate Psychiatric Services
(\$1,808,925)	Total Possible Future Expenses (Earmarks)

\$976,028 Remaining Allocated Reserve Balance After Possible Future Expenditures

Capital Acquisition Resources Account Reserve Status (001-9800-981-9891)

Amount	Dept Transferred Into	Date	Explanation
\$4,206,937			Beginning Balance
(\$1,942,798)	ITS	10/2/07	Tiburon Ver. 7 Upgrade
(\$4,519)	Constable Pct. 2	11/6/07	IT & Office Equipment & Furniture
\$230,840	TNR	11/13/07	HMAC Project funded from existing CO's
(\$9,900)	Facilities	11/27/07	Remodeling @ 5501 Airport Blvd.
\$26,500	TNR	11/27/07	Vehicle not needed
(\$250,000)	TNR	11/30/07	Blake-Manor Rd Hike & Bike
\$19,900	EMS	12/11/07	Line Item Correction
(\$33,057)	Tax	12/18/07	Remittance Processing Device (RPD) replacement
(\$40,530)	Facilities	1/15/08	Post Road - Elevator Emergency Repairs
(\$87,166)	Facilities	2/12/08	Gault/CJC Complex Chiller Emergency Repair
(\$2,000,000)	Facilities	2/19/08	Purchase Bldg 5335 Airport Blvd
(\$1,106)	Constable Pct. 3	4/8/08	Technical Correction
(\$38,660)	Facilities	4/15/08	Security Fencing @ 5335 Airport Blvd.
\$1,140,298	ITS	4/9/08	Reimbursement Resolution-Tiburon Ver. 7
(\$10,078)	Facilities	5/13/08	Security Fencing @ 5335 Airport Blvd.
(\$190,619)	TNR	5/16/08	Replacement Vehicles
(\$27,000)	Tax	5/27/08	FACTS Software Upgrade
(\$550,000)	Facilities	5/27/08	Pct. 2 Office Building
(\$275,000)	Facilities	6/10/08	ITS Disaster Recovery Center
(\$25,000)	Facilities	6/24/08	Eastside Service Center Security Items
(\$84,375)	Criminal Courts	6/24/08	County Court at Law #8 Sound System
\$54,667 Current Reserve Balance			

Possible Future Expenses Against CAR Identified During the FY07 Budget Process:

Amount	Explanation
(\$53,000)	TNR - Failing Vehicles Contingency
(\$12,000)	Constable Pct. 2 - Vehicle Furnishings
(\$13,620)	District Clerk - Records Tracking - Printers
(\$78,620) Total Possible Future Expenses (Earmarks)	

(\$23,953) Remaining CAR Balance After Possible Future Expenditures

Compensation Reserve Status (001-9800-981-9803)

Amount	Dept Transferred Into	Date	Explanation
\$83,430			Beginning Balance - Green Circles
\$83,430 Current Reserve Balance			

Jail Overcrowding Reserve Status (001-9800-981-9813)

Amount	Dept Transferred Into	Date	Explanation
\$453,040 (\$103,400)	Sheriff	11/27/07	Beginning Balance Out-of-County Inmate Housing
\$349,640 Current Reserve Balance			

Juvenile Justice TYC (001-9800-981-9829)

Amount	Dept Transferred Into	Date	Explanation
\$750,000			Beginning Balance
\$750,000 Current Reserve Balance			

Psychiatric Services Sheriff Status (001-9800-981-9835)

Amount	Dept Transferred Into	Date	Explanation
\$100,000 (\$100,000)	Sheriff	1/29/08	Beginning Balance Inmate Psychiatric Services
\$0 Current Reserve Balance			

Annualization Reserve Status (001-9800-981-9890)

Amount	Dept Transferred Into	Date	Explanation
\$653,176			Beginning Balance
\$653,176 Current Reserve Balance			

Unallocated Reserve Status (001-9800-981-9898)

Amount	Dept Transferred Into	Date	Explanation
\$40,355,884			Beginning Balance
(\$2,325,000)	Facilities	10/2/07	Property at 910 Lavaca
(\$3,483,000)	Facilities	12/4/07	Reimbursement Resolution for Eastside Serv Ctr, CJC/Gault and SMART Treatment Fac.
\$673,000	Facilities	4/2/08	Reversal of Reimbursement Resolu.
\$2,325,000	Facilities	4/21/08	Reimbursement Resolution for property at 910 Lavaca
\$1,810,000	Facilities	5/28/08	Reimbursement Resolution for CJC 3rd Floor Renovations
\$1,000,000	Facilities	6/9/08	Reimbursement Resolution for , CJC/Gault
\$40,355,884	Current Reserve Balance		

Agenda Item No. 4

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Work Session _____ Voting Session July 29, 2007

I. A. Request made by: Mary E. Hayes
(Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text: Consider and Take Appropriate Action on Request to Approve Order amending Chapter 23 (Investment Policy and Procedures) of the Travis County Code.

Approved by: _____
Signature of Commissioner(s) or Judge

II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

Dolores Ortega-Carter, Treasurer, 854-9365
Rodney Rhoades, Executive Manager, PBO, 854-9106
Leroy Nellis, Budget Manager, PBO, 854-8679
Susan Spataro, County Auditor, 854-9125
Barbara Wilson, Assistant County Attorney, 854-9415

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (854-9106)

____ Additional funding for any department or for any purpose
____ Transfer of existing funds within or between any line item
____ Grant

Human Resources Department (854-9165)

____ A change in your department's personnel (reclassifications, etc.)

Purchasing Office (854-9700)

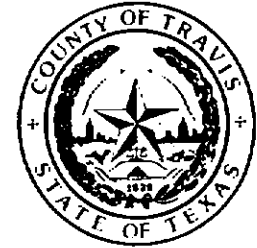
____ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

X Contract, Agreement, Policy & Procedure

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COUNTY JUDGE'S OFFICE
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AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesday for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.



CASH/INVESTMENT MANAGEMENT DEPARTMENT TRAVIS COUNTY, TEXAS

Travis County Administration Building
314 W. 11th Street, Suite 540
P.O. Box 1748
Austin, Texas 78767

Phone: (512) 854-9085
Fax: (512) 854-4210
Email: mary.mayes@co.travis.tx.us

DATE: July 29, 2008

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

FROM: Mary E. Mayes, Investment Manager

A handwritten signature in black ink, reading "Mary E. Mayes", is written over the printed name in the "FROM:" field.

RE: Approval of Amendments to Chapter 23, Investment Policy and Procedures

In conjunction with our annual review of the Travis County Investment Policy and Procedures, Cash/Investment Management (CIM) recommends changes in the Travis County Investment Policy to appoint the Cash/Investment Management Senior Financial Analyst as an investment officer, to extend the Weighted Average Maturity (WAM) of the Operating Portfolio in an attempt to lock in higher yields in the future if we experience higher interest rates and in acknowledgement of additional longer term funds, and to increase the maximum maturity at purchase for Treasury and Agency securities in the Operating Portfolio. Changes are also proposed for the Travis County Certification. These changes were reviewed by the members of the Investment Advisory Committee, and have the Committee's concurrence.

1. Approve Investment Authority for the CIM Senior Financial Analyst

CIM's Financial Analyst position became full time during FY 2007. This recommendation is to authorize the Analyst to select investment instruments in which county funds may be placed and to prepare any documentation necessary to evidence the investment of county funds.

Rationale: Travis County's investment portfolio has almost doubled in size since 2001, from a balance of \$ 347 million on 2/28/01 to this year's high balance at \$ 675 million on 2/29/08. The additional funds require additional time to select appropriate investments and go through the bid and documentation process to ensure that Travis County receives the best yield. In addition, the CIM staff invests the Travis County Healthcare District portfolio, at \$122 million on 2/29/08. Cash management for the Healthcare District, requiring investments in Local Government Investment Pools, also involves additional time. It would be most beneficial to the Investment and Assistant Investment Managers to have an additional person to share these duties.

A successful background check was done on the new full time employee in anticipation of this request. She has a degree in finance, experience in investments, and has been in on the job training in Travis County's investment policies and procedures since June, 2007. She is currently in graduate school working toward an MBA.

Text: See Attachment A, Sections 23.002 (a), 23.006 and 23.040

2. A. Extend the Weighted Average Maturity of the Operating Portfolio.

This recommendation is to extend the Operating Portfolio's WAM from a maximum of 365 days to a maximum of 547 days (18 months), thus increasing the yield of the portfolio during times when market rates are higher for investments with longer maturities.

Rationale: Travis County investment portfolios have had a maximum WAM of 365 days since at least 1992. For much of the Operating portfolio, which is annual property tax revenue, this limit of one year is still appropriate.

However, in addition to tax receipts, the Operating Portfolio contains reserves, which are not expected to be used within one year. The unallocated general reserves, the Risk Management reserves, and the Health Management reserves have all either increased in size or are newly added funds since 1992. By November of 2007, those funds totaled \$98 million. These longer term funds represented about 43% of the Operating Portfolio at 11/2007, the lowest point in the fiscal year, just before tax receipts. For these reserve funds, a 365 day Weighted Average Maturity is not appropriate. See Attachment B.

Another way to measure funds not needed within 365 days is to look at the core portfolio, the potential funds to be invested at the lowest balance during the year. Since FY 2000, the core operating portfolio has grown from \$84 million to \$224 million. The actual funds invested beyond 365 days have averaged 33%, yet the total of the reserve funds, which could potentially be invested beyond that time, has averaged 48% of the portfolio. By November of 2007, the core reserves not invested beyond 365 days totaled \$40 million. See Attachment C.

If \$40 million is added to the WAM calculation of the Operating portfolio at 3/31/08 at an average WAM of 5.15 years, the overall WAM would be 547 days. See Attachment D.

A survey of the five largest counties besides Travis revealed that two have no portfolio WAM limits but depend on 5 year maturity limits for individual securities to limit their investment portfolios. The other three have 365 day WAM limits for some funds but longer limits for other funds, out to 2 years thru 5 years. Increasing the Operating Portfolio WAM to 547 days would leave Travis County on the conservative end of this group.

Our recommendation is to increase the maximum Weighted Average Maturity for the Operating Investment Portfolio from 365 days, or one year, to 547 days, or 18 months.

Text: See Attachment A, Sections 23.003 (a) (1), 23.012, and 23.026 (a)

2. B. Increase the Maximum Maturity for Operating Agency and Treasury securities.

To facilitate increasing the Operating Portfolio WAM, it is recommended that the maturity limits of Treasury securities be increased from 5 years to 7 years, and the maturity limit for Agencies be increased from 3 years to 5 years for the Operating Portfolio.

Rationale: Currently, the 5 year Treasury yield is about 3.53%, while the 7 year Treasury is 3.74%. The Agency difference is even wider – 3.84% for the 3 year Freddie Mac note and 4.33% for the 5 year Freddie Mac note. Increasing the maturity limits would allow purchases with the reserve funds cited in 2.A. beyond the current limits, when there is sufficient return to justify a longer maturity. These purchases further out on the maturity curve can lock in higher rates which should increase the yield on the operating portfolio for some time. For instance, both the Operating and Pooled Bond portfolios currently own one treasury each which was purchased with a maturity of five years. These securities have a yield of 5.16%, considerably above the May portfolio yield of 3.41%.

Text: See Attachment A, Sections 23.026 (b) and 23.027 (c)

3. Make Changes in the Investment Certification to Encourage Brokerage Firms to Sign.

To state that Travis County retains the responsibility for monitoring its investments and following its Investment Policy and to make clear that the requirements in the Certification that brokers must implement reasonable procedures and controls to preclude investment transactions that are not authorized by Travis County's Investment policy are quoted from the Public Funds Investment Act (PFIA).

Rationale: Travis County has lost a number of Primary brokers in the past several years because the firms would not sign the Travis County Certification, which is required by the PFIA, in its present form. The Certification section that is the most onerous to Brokers, requiring some effort on their part to keep from selling investments that are not authorized by the Travis County Investment Policy, is a quote from the PFIA, and should not be left out or even changed, because Travis County would not want to work with a Broker who refused to obey the law. However, Brokers who are not from Texas may not realize that the section is part of the law, so making that clear may help them to accept the conditions. Another quote from the PFIA is recommended to be added to acknowledge that Travis County has a responsibility to follow the Investment Policy as well and this requirement is not only for Brokers.

Text: See Attachment A, Section 23.060

Investment Advisory Committee

The Investment Advisory Committee members reviewed these recommendations at their meeting on July 18, 2008, and they concur with these proposals for changes to the Travis County Investment Policy and Procedures.

Cash/Investment Management recommends the Court approve the order amending Chapter 23, Travis County Policy, Procedures, and Regulations Manual in the foregoing manner.

Attachment A, Travis County Investment Policy with Recommended Changes.

Attachment B, Travis County Historical Long Term Funds Data

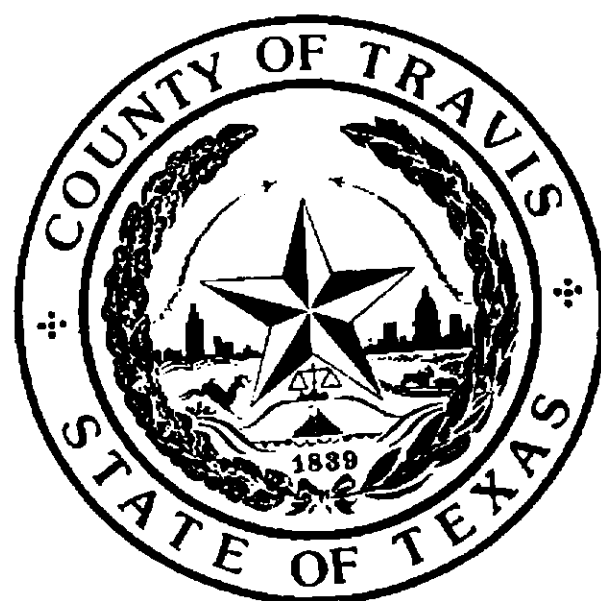
Attachment C, Travis County Historical Core Operating Portfolio

Attachment D. Travis County New Operating Portfolio WAM Calculation

cc: Investment Advisory Committee
Dolores Ortega-Carter, County Treasurer
Rodney Rhoades, Executive Manager, PBO
Susan Spataro, County Auditor
Leroy Nellis, Budget Manager
Barbara Wilson, Assistant County Attorney
Harvey Davis, Assistant Investment Manager
Rhonda Ambrose, County Treasurer's Office
Sean O'Neal, County Auditor's Office

TRAVIS COUNTY INVESTMENT POLICY

AND PROCEDURES



Adopted by Travis County Commissioners Court
July 29, 2008,

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CHAPTER 23. INVESTMENT POLICY AND PROCEDURES

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CHAPTER 23. INVESTMENT POLICY AND PROCEDURES

Subchapter A INVESTMENT AUTHORITY AND SCOPE OF POLICY

23.001 Legal Authority to Invest

TEX. LOC. GOV'T CODE ANN., § 116.112(a) (Vernon 1994) authorizes the Commissioners Court to invest county funds in compliance with TEX. GOV'T CODE ANN., ch. 2256.

23.002 Delegation of Investment Authority

(a) Commissioners Court delegates the authority to select investment instruments in which county funds may be placed and to prepare any documentation necessary to evidence the investment of county funds to the Investment Manager, Assistant Investment Manager, and Senior Financial Analyst. Occasionally, the Commissioners Court may designate in writing other Travis County personnel authorized to invest county funds as back-ups. The Commissioners Court approves or ratifies the investments, and the Commissioners Court retains ultimate responsibility as fiduciaries of the assets of Travis County. The Investment Manager, Assistant Investment Manager, and Senior Financial Analyst advise the Treasurer of the investment instruments purchased and the Treasurer wires the funds. No other person may invest, withdraw, transfer or manage Travis County funds without the express written authority of the Commissioners Court. Authority granted under this section is effective until rescinded by Commissioners Court or until termination of employment by Travis County of persons in the designated positions.

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(b) These designated Cash/Investment Officers must perform their duties in compliance with Chapter 23 and Chapter 32, subchapter (a) Travis County Code and the Tex. Gov't Code Ann. ch 2256, known as the Texas Public Funds Investment Act. When these Cash/Investment Officers act in good faith and in compliance with these chapters, they have no personal liability for their actions.

(c) Officers and employees of any regional planning commission created under LOC. GOV'T. CODE ANN. ch. 391 are not eligible to be designated any authority under this section.

23.003 County Investment Portfolio Structure

(a) The county funds of Travis County that are entrusted to the Commissioners Court for investment are divided into the following portfolios based on the source of funds:

- (1) The operating account portfolio means funds from the general fund account, the risk management fund account, the employee benefit fund account, the general county reserve account, and all other Travis County funds except capital projects, and debt service.
- (2) The pooled bond funds portfolio means bond funds from all capital projects except road district funds.

- (3) The debt service portfolio means all interest and sinking funds.

23.004 Applicability of Policy

This policy governs the investment of the operating account portfolio, the pooled bond funds portfolio, and the debt service portfolio. The pooled bond funds portfolio is managed in compliance with its governing ordinances and federal laws, including the Tax Reform Act of 1986, as amended, in addition to compliance with this policy.

In this policy, the words "bond proceeds", "book value", "funds", "investing entity", "entity", "investment pool", "local government", "market value", "separately invested asset", "qualified representative", and "state agency" are used as defined in the TEX. GOV'T CODE ANN. § 2256.002.

23.005 Prudence and Ethical Standards

These standards apply to Cash/Investment Officers and anyone acting on their behalf.

(a) Prudence

(1) Cash/Investment Officers serve as fiduciaries of Travis County and are responsible for prudently investing its assets. The Investment Officers shall comply with the provisions of this section, the Public Funds Investment Act, and all other applicable laws.

(2) Travis County uses the "prudent investor rule" when administering the duties of an investment officer within the applicable legal and policy constraints. The prudent investor rule is restated as follows: The Cash/Investment Officers shall invest and manage Travis County assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the portfolio. In satisfying this standard, the Investment Officers shall exercise professional care, skill, and judgment. Among circumstances that an Investment Officer shall consider in investing and managing Travis County assets are the following:

- (A) general economic conditions,
- (B) the yield curve,
- (C) the role that each investment plays within the overall portfolio, and,
- (D) the risk/reward relationship of investments considered.

(3) In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made as follows:

- (A) the Investment Officer's investment and portfolio management decisions must be evaluated not in isolation of an individual purchase or sale but in the context of the Travis County portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the portfolio; and
- (B) whether the investment decision was consistent with chapter 23 of the Travis County Code.

(4) Cash/Investment Officers must be honest in the exercise of their duties and must not take actions that will discredit Travis County.

(5) Travis County Investment Officers must comply with the Travis County Ethics Policy.

(b) Avoidance of Conflicts of Interest

(1) Investment Officers shall be loyal to the interests of Travis County, the Travis County Commissioners Court, and to Travis County residents, to the extent that such loyalty is not in conflict with other duties or legal requirements. Officers shall avoid personal, employment, or business relationships that create conflicts of interest. Should they become aware of any conflict of interest, they have an affirmative duty to disclose and remedy the conflict promptly.

(2) A conflict of interest exists whenever Investment Officers have personal or private commercial or business relationships that could reasonably be expected to diminish their independence of judgment in the performance of their duties.

(3) Serving on the Board of a Local Government Investment Pool shall not be prohibited. However, the Board member should not be allowed to invest funds in that Pool without additional approval from his/her supervisor.

(c) Acceptance of Gifts

(1) Cash/Investment Officers may not personally accept gifts or entertainment from vendors or consultants doing or seeking to do investment or banking related business with Travis County, except as noted below:

(2) Gifts, which may be accepted under these guidelines, should not exceed \$50.00 per person, per vendor, in a given fiscal year. If gifts over \$50.00 are provided, they must be returned, donated to a charitable cause, or shared with other County employees. However, entertainment, food, or goods provided to all persons attending a conference or a continuing education activity and goods or services provided during meetings to conduct business and manage a contract generally do not violate this prohibition.

(3) Disclosure shall be made to the Executive Manager of Planning and Budget of the acceptance of all gifts, entertainment, food, goods, or services no later than 30 days following the calendar quarter in which received.

23.006 Quality and Capability of Investment Management

Subject to availability of funds, Travis County shall provide periodic training in investments for the Investment Manager, Assistant Investment Manager, and Senior Financial Analyst through courses and seminars offered by professional organizations and associations, in order to insure the quality and capability of the County's investment officers.

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23.007 Disclosure of Personal Business

(a) Any investment officer of Travis County who has a personal business relationship, as described in Texas Government Code § 2256.005(i), with any qualified representative offering to engage in an investment transaction with Travis County, shall file a statement disclosing that personal business interest with the Texas Ethics Commission and the Commissioners Court (see Subchapter L, Forms).

(b) Any investment officer of Travis County who is related within the second degree by affinity or consanguinity, as determined under TEX. GOV'T CODE ANN., ch. 573, to an individual seeking to engage in an investment transaction with Travis County shall file a statement disclosing that relationship with the Texas Ethics Commission and the Commissioners Court (see subchapter L, Forms).

Subchapter B INVESTMENT OBJECTIVES

23.008 Safety of Principal

The primary investment objective of Travis County is to ensure the safety of principal in all portfolios. (See Subchapter D, Safety of Principal.)

23.009 Maintenance of Adequate Liquidity

The secondary investment objective of Travis County for all portfolios is to provide the liquidity necessary to pay obligations as they become due. (See Subchapter E, Liquidity.)

23.010 Return on Investments

Travis County must invest its portfolios in eligible investments that yield the highest possible rate of return while providing the necessary protection of the principal. Travis County seeks to optimize return on investments in all portfolios. The average minimum rate of return for the entire portfolio, excluding funds needed for current obligations, must be at least equal to the Federal Reserve constant maturity treasury rate with a comparable maturity. The only

exception to the average minimum rate of return is that the portfolios, during a period of rapidly rising interest rates, will not be able to meet or exceed the rate of return indicator. If funds are subject to yield restrictions due to federal arbitrage regulations, those funds are excluded from the yield calculation.

Travis County may only invest in a particular eligible investment if its yields are equal to or greater than the Treasury Convention or Street Convention yield provided by the Bloomberg Financial Information System or the Interactive Data Corporation yield on United States Treasury obligations of comparable maturity. The Investment Manager and the Investment Advisory Committee may establish additional appropriate criteria for investment performance measures.

23.011 Additional Objectives for Pooled Bond Funds Portfolio

The major objectives for the pooled bond funds portfolio governed by Federal arbitrage regulations are to maximize permitted market yield and to minimize investment costs.

Subchapter C INVESTMENT STRATEGIES

23.012 Operating Account Portfolio

The primary objective of the investment strategy for the operating account portfolio is to create a diversified structure (see 23.024 through 23.027) which will experience minimal volatility during economic cycles, thus providing for preservation and safety of principal. The secondary objective is to assure that anticipated cash expenditures are matched with adequate liquidity. The tertiary objective is to ensure that the portfolio is invested in eligible securities that yield the highest possible rate of return while providing the necessary protection of principal. The suitable securities to accomplish these objectives are high quality, marketable, short-to-medium term securities that complement each other in a ladder maturity structure. All eligible securities described by chapter 23, Travis County Code, are suitable for this fund. The dollar weighted average maturity of 547 days or less will be calculated using the stated final maturity dates of each security.

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23.013 Debt Service Portfolio

The primary, secondary, and tertiary objectives of the investment strategy for the debt service portfolio are the same as the operating account portfolio. The suitable securities to accomplish these objectives are high quality, marketable, short-term securities that mature on or before the debt service payment dates. The securities suitable for this fund are described in 23.017(1).

23.014 Pooled Bond Funds Portfolio

The primary, secondary, and tertiary objectives of the investment strategy for the pooled bond funds portfolio are the same as the operating account portfolio. The suitable securities to accomplish these objectives are high quality, marketable, short-to-medium term securities that match forecasted project expenditures to investment maturities. In addition, a three month historical cash expenditure balance is maintained in highly liquid securities to cover unexpected project outlays. All eligible securities described by chapter 23, Travis County Code, are suitable for this fund.

Subchapter D SAFETY OF PRINCIPAL

23.015 Protection of Principal

Travis County seeks to control the risk of loss due to the failure of a security issuer or grantor. To control that risk, Travis County purchases only eligible investments, requires prior approval of qualified representatives/business organizations with which it transacts business, diversifies investments in all portfolios based on maturity and type, monitors the market price of investments by way of independent sources such as market telecommunication services and financial publications, when possible, or through an approved Broker/Dealer other than the one that sold Travis County the security, and collateralizes deposits. The quarterly report will identify the method and source used to monitor the market price of investments. The quarterly report will also indicate whether the method and source changed from the previous quarterly report.

In addition, Travis County must execute the purchase of individual eligible investments only on the "delivery versus payment" (DVP) method with the exception of investment pools and money market mutual funds to ensure that county funds are not released until Travis County has received the securities purchased.

Investment securities must be held in Travis County's name by a third party custodian, as evidenced by safekeeping receipts from the institution with which the securities are deposited.

All investments made by Travis County must comply with all federal, state, and local statutes, rules, and regulations.

Purchasing Only Eligible Investments

23.016 Ineligible Investments

The following investments, which are legal investments under the Public Funds Investment Act, are ineligible investments for Travis County:

- (1) Collateralized mortgage obligations
- (2) Any security the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

23.017 Eligible Investments

The following investments, which do not include all of the securities allowed by the Public Funds Investment Act, are the only eligible investments for all of Travis County's portfolios:

- (1) Obligations of the United States or its agencies and instrumentalities;
- (2) Direct obligations of the State of Texas or its agencies and instrumentalities;
- (3) Other obligations, the principal and interest on which are unconditionally guaranteed or insured or backed by the full faith and credit of the State of Texas or the United States or its agencies and instrumentalities;
- (4) Obligations of states, agencies, counties, cities, and other political subdivisions of any state that have received a rating of investment quality of not less than Aa2 by Moody's Investors Service or AA by Standard & Poor's Corporation.
- (5) Domestic commercial paper, including commercial paper issued in the United States by corporations doing business and having a significant market presence in the United States, which are wholly owned by foreign entities, and with a stated maturity of 270 days or less from the date of its issuance that is rated not less than A-1 by Standard and Poor's, and P-1 by Moody's, two nationally recognized credit rating agencies.
- (6) Fully collateralized repurchase agreements including direct security repurchase agreements and reverse security repurchase agreements that:
 - (A) have a defined termination date that does not exceed 90 days after delivery,
 - (B) are placed either through a primary government securities dealer as defined by the Federal Reserve, or a financial institution doing business in this state,
 - (C) are secured by obligations described by 23.017(1).
 - (D) are pledged to Travis County, held in Travis County's name, and deposited with a third party selected and approved by Travis County, and

- (F) have a market value at the time funds are disbursed of not less than the principal amount of the funds disbursed. (See 23.032, Collateral Requirements for Repurchase Agreements.)
- (7) Certificates of deposit issued by a state or national bank domiciled in Texas or a savings bank domiciled in Texas, or a state or federal credit union domiciled in this state that are:
 - (A) guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor; or
 - (B) secured by obligations that are described by 23.017(1), 23.017(2), 23.017(3) or 23.017(4) that have a market value of not less than the principal amount of the certificates. (See 23.028 Collateral Requirements for All Deposits.)
- (8) A no-load money market mutual fund ("MMMF") that is registered with and regulated by the Securities and Exchange Commission and:
 - (A) has a dollar-weighted average stated maturity of 90 days or less,
 - (B) whose investment objectives include maintenance of a stable net asset value of \$1 per share, and
 - (C) provides Travis County with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. § 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. § 80a-1 et seq.)
- (9) Public funds and local government investment pools ("LGIP") if the following conditions are met:
 - (A) the LGIP is organized under the Interlocal Cooperation Act, as amended,
 - (B) the Commissioners Court has authorized investment in that particular LGIP by an order,
 - (C) the assets of the LGIP consist exclusively of obligations that are authorized investments in the Tex. Gov't Code Ann. ch 2256, known as the Texas Public Funds Investment Act,
 - (D) the LGIP meets all eligibility act including disclosure and reporting,

- (E) the LGIP meets all management requirements of the Public Funds Investment Act, including existence and reliance on maintenance of advisory board, net asset value and maintenance ratings, and
- (F) the LGIP must be continuously rated no lower than AAA-m or at an equivalent rating by at least one nationally recognized rating service.

23.018 Purchasing Eligible Investments

(a) The Investment Manager may invest all portfolios in the eligible investments described by 23.017. When contemplating a new type of investment instrument, the Investment Manager will submit a description to the Travis County Attorney to ensure that the proposed investment instruments are eligible investments described by 23.017.

(b) If an investment becomes ineligible because of loss of the minimum required rating, then it no longer qualifies as an authorized investment under this Policy. The Investment Manager shall take all prudent measures that are consistent with this Policy to liquidate the investment.

Requiring Approval of Broker/Dealer/Financial Institutions

23.019 Applications for Approval as Broker/Dealer/Financial Institutions

(a) When a primary broker/dealer/financial institution applies for approval, the Investment Manager provides a copy of chapter 23, Travis County Code to the qualified representative of that institution. To qualify for approval, the qualified representative of the primary broker/dealer/financial institution must comply with the following requirements:

- (1) Provide the most recent audited financial statements of the institution,
- (2) Sign the Certification in sec. 23.060,
- (3) Acknowledge receipt, thorough review and understanding of chapter 23, Travis County Code, and
- (4) Acknowledge that the primary broker/dealer/financial institution has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between it and Travis County that are not authorized by chapter 23, Travis County Code except to the extent that this authorization is dependent on an analysis of the makeup of Travis County's entire portfolio or requires an interpretation of subjective investment standards.

(b) When a non-primary broker/dealer/financial institution doing business that is regulated by or registered with a securities commission applies for approval, the Investment Manager provides a copy of chapter 23, Travis County Code to the qualified representative

of that institution. To qualify for approval, the qualified representative of the broker/dealer/financial institution must submit a written application that complies with the following requirements:

- (1) Provides references by public fund investment officers, preferably in Texas.
 - (2) Gives evidence of capital adequacy (See 23.020(b)(3)).
 - (3) Signs the Certification in 23.060.
 - (4) Acknowledges receipt, thorough review and understanding of chapter 23, Travis County Code.
 - (5) Acknowledges broker/dealer/financial institution has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between it and Travis County that are not authorized by chapter 23, Travis County Code except to the extent that this authorization is dependent on an analysis of the makeup of Travis County's entire portfolio or requires an interpretation of subjective investment standards, and
 - (6) Includes a completed Broker/Dealer Questionnaire in 23.061.
- (c) Travis County strives to include in the application process broker/dealers located in Travis County who are currently serving institutional clients.

23.020 Qualifications for Approval as Broker/Dealer/Financial Institutions

The Investment Manager reviews the applications of the broker/dealer/financial institutions for compliance with this policy and recommends broker/dealer/financial institutions for approval. Although having an office in Texas is not a required criteria, Travis County prefers working with broker/dealer/financial institutions with offices located in Texas.

- (a) To be recommended for approval, the qualified representative of the primary broker/dealer/financial institution must provide the information and comply with the requirements set forth in 23019 (a).
- (b) To be recommended for approval, a non-primary broker/dealer/financial institution and/or its qualified representative(s) must demonstrate possession of the following criteria:
 - (1) Institutional investment experience,
 - (2) Good references from public fund investment officers, preferably in Texas
 - (3) Adequate capitalization in compliance with the Capital Adequacy Guidelines for Government Securities Dealers published by the New York Federal

Reserve Bank for banks or adequate capitalization in compliance with the Securities and Exchange Commission for broker/dealers,

- (4) Acknowledgement of a thorough review and understanding of this Investment Policy and Procedures Chapter.
- (5) Regulation by the Comptroller of the Currency for banks or regulation by the Securities and Exchange Commission ("SEC") for broker/dealers.
- (6) Membership in good standing in the National Association of Securities Dealers, Inc. by broker/dealers and subsidiaries of national banks.
- (7) Valid licensure from the State of Texas, except for national banks, and
- (8) Acknowledgement of implementation of reasonable controls and procedures in an effort to preclude investment transactions conducted between it and Travis County that are not authorized by chapter 23, Travis County Code except to the extent that this authorization is dependent on an analysis of the makeup of Travis County's entire portfolio or requires an interpretation of subjective standards.

(c) To be recommended for approval, broker/dealer/financial institutions previously approved by Commissioners Court will also be evaluated based on the following criteria:

- (1) Performance since the last review based on participation in competitive bids documented on bid sheets, and
- (2) Activity level based on proposals presented since the last review.

23.021 Approval of Broker/Dealer/Financial Institutions

The Commissioners Court reviews the recommendations of the Investment Manager and may approve any number of broker/dealer/financial institutions. Travis County and the Investment Manager may only purchase securities, except for commercial paper, from qualified broker/dealer/financial institutions. Commercial paper shall be purchased in compliance with section 23.044, Competitive Bidding. The Investment Manager may limit the number of institutions with which Travis County does business.

23.022 Annual Review of Approved Broker/Dealer/Financial Institutions

Each year new applicants and broker/dealer/financial institutions currently on the approved list must comply with 23.019 and 23.020 and submit applications to the Investment Manager. The Investment Manager's recommended changes to the approved list must be submitted to the Commissioners Court for approval on an annual basis.

23.023 Removal from Approved List

When the Investment Manager reviews and reevaluates the broker/dealer/financial institutions currently on the approved list and at any other time when the Investment Manager discovers good cause, the Investment Manager may recommend that a broker/dealer/financial institution be removed from the approved list for the following reasons:

- (1) Placing Travis County’s funds at risk,
- (2) Inactivity of the broker/dealer/financial institution.
- (3) Failure to maintain one or more of the criteria in 23.020,
- (4) Offering to sell investments other than eligible investments described by 23.017,
- (5) Consistently causing an administrative burden by inaccurate documentation or late verification of trade,
- (6) Consistently offering/bidding securities at non-competitive prices, or
- (7) Undergoing material change through divestiture, merger, purchase, or other similar corporate transformations.

Diversifying Portfolios

23.024 Diversifying Operating Account Portfolio by Type

The Investment Manager must minimize loss of principal in the operating account portfolio by diversifying investments by type and maturity. The Investment Manager must maintain diversity in the types of eligible investments purchased (see 23.017 for full description of eligible investments) by limiting the percentage of the combined portfolios for each type of eligible investment to the percentage listed in this section. The limits will be tested each Tuesday and the Investment Manager will have 30 days following the test to bring the percentage back within the limits as described below:

<u>Investment Type</u>	<u>Percentage Limit</u>
Obligations of the U.S. – Treasury Notes/Bonds/Bills.....	100%
Obligations of U.S. Agencies – U.S. Agencies.....	75%
Direct obligations of the State of Texas or its agencies and instrumentalities.....	60%

Other obligations, the principal and interest on which are unconditionally guaranteed or insured or backed by the full faith and credit of the State of Texas or the United States or its agencies and instrumentalities..... 60%

Obligations of states, agencies, counties, cities, and other political subdivisions of any state. The Investment Manager must not invest more than 5% of the portfolio in municipal securities of a single entity (see 23.017 for full description)..... 20%

Domestic commercial paper. The Investment Manager must not invest more than 5% of the portfolio in the commercial paper of a single entity. If the amount held exceeds 5% during the life of the investment, the Investment Manager must either reduce the amount of the entity's commercial paper owned or obtain authorization from Commissioners Court for an exception to the Policy (See 23.017 for full description.)..... 20%

Fully collateralized repurchase agreements are limited to 15% of the portfolio when purchased from an individual broker. (See 23.017 for full description.) 50%

Certificates of Deposit (See 23.017 for full description.)..... 50%

A no-load money market mutual fund ("MMMF") that is registered with and regulated by the federal Securities and Exchange Commission. The Investment Manager must not make an investment in any MMMF that exceeds 10% of the total assets of that MMMF. (See 23.017 for full description.) 20%

TexPool if the following conditions are met:

- (A) TexPool is organized under the Interlocal Cooperation Act, as amended,
- (B) the Commissioners Court has authorized investment in TexPool by an order,
- (C) the assets of TexPool consist exclusively of obligations that are authorized investments in the Tex. Gov't Code Ann. ch 2256, known as the Texas Public Funds Investment Act.
- (D) TexPool meets all eligibility requirements of the

Public Funds Investment Act including disclosure and reporting, and

- (E) TexPool meets all management requirements of the Public Funds Investment Act, including existence and reliance on maintenance of advisory board, net asset value and maintenance ratings..... 60%

Public funds and local government investment pools (LGIP's).
(See 23.017 for full description.) 20%

23.025 Diversifying All Other Portfolios by Type

Within the pooled bond funds portfolio and the debt service portfolio the proceeds of a single bond issue may be segregated and invested in a single eligible investment or group of eligible investments designed to facilitate compliance with arbitrage regulations if the Investment Manager or Travis County’s arbitrage advisors determine that this type of strategy is necessary to comply with federal arbitrage restrictions or to facilitate arbitrage recordkeeping and calculation. In all other cases, the Investment Manager must apply the diversification requirements in 23.024 to the pooled bond funds portfolio.

23.026 Diversifying Operating Account Portfolio by Maturity

(a) The Investment Manager must monitor the maturity dates of all investments in the operating account portfolio to minimize risk of loss from interest rate fluctuations and to ensure that the maturities do not exceed the anticipated cash flow requirements of the operating account portfolio. The Investment Manager must also monitor the maturity dates of all investments in the operating account portfolio to ensure that the dollar-weighted average days to maturity are less than 547 days. The weighted average maturity is calculated as of the end of each month using the stated final maturity dates for each security.

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If these levels are exceeded, the Investment Manager must make changes within 30 days in the investments held by Travis County to reduce the maturities to comply with these level requirements.

(b) The maximum allowable stated maturity of any individual investment owned by the operating account portfolio is as follows (see 23.017 for full description of eligible investments):

<u>Investment Type</u>	<u>Maturity Limit</u>
Obligations of the U.S. – Treasury Notes/Bonds/Bills.....	<u>7</u> years

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Obligations of U.S. Agencies.....	5 years
Direct obligations of the State of Texas or its agencies and instrumentalities.....	2 years
Other obligations, the principal and interest on which are unconditionally guaranteed or insured or backed by the full faith and credit of the State of Texas or the United States or its agencies and instrumentalities.....	2 years
Obligations of states, agencies, counties, cities, and other political subdivisions of any state (See 23.017 for full description)	2 years
Domestic commercial paper (See 23.017 for full description.).....	270 days
Fully collateralized repurchase agreements (See 23.017 for full description.)	90 days
Certificates of Deposit (See 23.017 for full description).....	18 months
A no-load money market mutual fund (“MMMF”) (See 23.017 for full description)	1 day
Public funds and local government investment pools (LGIP’s) (See 23.017 for full description)	1 day
TexasTERM local government investment pool	365 days

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23.027 Diversifying All Other Portfolios by Maturity

(a) The Investment Manager may limit the maturity of the pooled bond funds portfolio, the debt service portfolio and the agency funds portfolio to the “temporary period” as defined by the Internal Revenue Code, § 148, during which bond proceeds may be segregated and invested at an unrestricted yield. After the temporary period ends, the Investment Manager must consider the anticipated cash flow requirements of the funds and invest the portions of the pooled bond funds portfolio, the debt service portfolio and the agency funds portfolio subject to yield restriction within limits permitted by Federal arbitrage regulations.

(b) The Investment Manager must monitor the maturity dates of all investments in the pooled bond funds portfolio and the debt service portfolio to ensure that the dollar-weighted average days to maturity for each portfolio are less than 365 days. The weighted average maturity is calculated as of the end of each month using the stated final maturity dates for each security.

If these levels are exceeded, the Investment Manager must make changes within 30 days in the investments held by Travis County to reduce the maturities to comply with these level requirements.

(c) The maximum allowable stated maturity of any individual investment owned by the pooled bonds funds portfolio and the debt service portfolio, that is not subject to the temporary period, is the same as the operating portfolio, (See section 23.026); except for the following:

<u>Investment Type</u>	<u>Maturity Limit</u>
Obligations of the U.S. - Treasury Notes/Bonds/Bills.....	5 years
Obligations of U.S. Agencies.....	3 years

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Collateralizing Deposits

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23.028 Collateral Requirements for All Deposits

(a) Certificates of deposit and bank deposits in financial institutions must be either federally insured or collateralized only with the following securities:

- (1) Securities that are authorized as eligible securities in this policy;
- (2) Fixed rate mortgage backed securities issued by agencies or instrumentalities of the United States government;
- (3) Fixed rate Real Estate Mortgage Investment Conduit (REMIC) Collateralized Mortgage Obligations (CMO's) with original maturities not longer than 10 years and issued by agencies or instrumentalities of the United States government; and
- (4) Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated not less than "A" or its equivalent by a nationally recognized rating agency are acceptable as collateral for Travis County deposits.

(b) At all times, the market value of collateral must be equal to or greater than 102% of the par value of the certificate of deposits plus accrued interest and equal to or greater than 102% of the bank deposits plus accrued interest less \$200,000, insured by the Federal Deposit Insurance Corporation.

23.029 Monitoring Collateral Adequacy for All Deposits

Financial institutions with which Travis County has certificates of deposit or bank deposits must provide Travis County with monthly reports that state the market values of collateral. The Investment Manager monitors the adequacy of collateral at least weekly. If the value of the collateral falls below the required level, the financial institution must pledge additional collateral no later than the end of the next business day after the value falls below the required level.

23.030 Substituting Collateral for All Deposits

If the financial institution collateralizing certificates of deposit and bank deposits wants to substitute new collateral, the financial institution must contact the Treasurer for approval. The Investment Manager must calculate the value of the substituted collateral and determine that the substituted collateral is within the requirements of this Investment Policy and the Depository Bank Contract. The value of the new collateral must equal at least the value of the original collateral. If the collateral has sufficient value, the Treasurer may approve the substitution. The Treasurer must notify the financial institution or the safekeeping agent holding the collateral when any substitution is approved. Although substitution is allowable, it should be limited to minimize a potential administrative burden. The Treasurer may limit substitutions and assess reasonable fees if requests for substitution become excessive or abusive.

23.031 Agreements and Safekeeping for All Deposits

Financial institutions serving as county depositories must enter agreements for the safekeeping of collateral with both Travis County and its safekeeping agent, or agree to cooperate with the Federal Reserve Bank under the terms of its Pledge Agreement Form, to define Travis County's rights to the collateral in case of default, bankruptcy, or bank closing. All collateral securing deposits is held by the safekeeping agent.

23.032 Collateral Requirements for Repurchase Agreements

Issuers of repurchase agreements must collateralize them with obligations of the United States or its agencies. These issuers must wire transfer the collateral to the safekeeping agent designated by Travis County through the Federal Reserve System. If the collateral matures in one year or less, the value of the collateral must be at least 101% of the par value of the repurchase agreement plus accrued interest. If the collateral matures in one to two years, the value of the collateral must be at least 102% of the par value of the repurchase agreement plus accrued interest. Collateral maturity is limited to two years.

23.033 Monitoring Collateral Adequacy for Repurchase Agreements

The Investment Manager must monitor all collateral underlying repurchase agreements weekly. More frequent monitoring may be necessary during periods of market volatility. If the value of the collateral for a repurchase agreement falls below the required level, the

Investment Manager must make a margin call unless the repurchase agreement matures within five business days and the difference between the value of the collateral and the required level is immaterial.

23.034 Substituting Collateral for Repurchase Agreements

Seller shall obtain written consent of Travis County prior to substitution. The duration (or maturity) of securities offered as substitutes may not exceed the duration or maturity of the originally purchased securities.

23.035 Safekeeping of Repurchase Agreement Collateral

Issuers of repurchase agreements must transfer collateral for repurchase agreements to the safekeeping agent with which Travis County has established a safekeeping agreement.

Subchapter E LIQUIDITY

23.036 Achieving Liquidity

Investments are selected to meet anticipated cash needs. The Investment Manager must achieve liquidity by purchasing eligible investments described by 23.017 with active secondary markets, eligible MMMF's and LGIP's.

23.037 Liquidating Investments

The Investment Manager may liquidate an investment to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or to adjust the portfolios for other reasons.

Subchapter F INVESTMENT RETURN ACHIEVEMENT

23.038 Priority of Investment Goals

The Investment Manager must consider legality, safety, liquidity, diversification, risk and rate of return in investment selection for all portfolios. Investments are made in securities with maturities corresponding to anticipated cash requirements. Investments are to take advantage of yield curves and earn additional returns. The Investment Manager must actively manage all Travis County portfolios to enhance total income in compliance with the "prudent investor rule" described by 23.005. The Investment Manager may use bond swaps to achieve these management goals.

23.039 Bond Swaps

If the demand for a bond from a particular agency creates a situation where the yields in that agency's bonds are the same or less than an equivalent treasury security, swapping the agency's bond for a treasury security can improve the quality of Travis County's portfolios. If bonds in a particular maturity range are limited in the market, swapping a bond in demand for a similar bond in a different maturity range may be advantageous. The Investment Manager may swap a bond held in any Travis County portfolio for a comparable bond in the market to improve portfolio yield even if the transaction results in an accounting loss. The Investment Manager may swap a bond held in any Travis County portfolio if the overall yield of the portfolio will not decrease after the swap and the date of maturity of the new security is less than 181 days after the maturity date of the old security. The Investment Manager must solicit competitive bids for bond swaps. All bids received are documented and filed for auditing purposes.

**Subchapter G
INVESTMENT RESPONSIBILITIES BY OFFICE**

23.040 Training

The Treasurer, Investment Manager, Assistant Investment Manager, Senior Financial Analyst and Auditor shall attend at least one training session from an independent source approved by Commissioners Court and containing at least 10 hours of instruction relating to his/her responsibilities under the Public Funds Investment Act within twelve months after taking office. These persons shall also attend an investment training session not less than once in a two-year period and receive not less than 10 hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by Commissioners Court. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act.

The independent sources approved by Commissioners Court are:

- Government Finance Officers Association
- Government Finance Officers Association of Texas
- Government Treasurers Organization of Texas
- Texas Association of Counties
- Austin Treasury Management Association
- Alliance of Texas Treasury Associations
- Texas Municipal League
- Texas Society of CPAs
- Association of Government Accountants
- University of North Texas

University of Texas
Texas A&M University
County Treasurers Association of Texas
Texas Association of County Auditors
Western CPE
First Southwest Company

23.041 Treasurer's Office

The Treasurer is the chief custodian of county funds. The Treasurer receives funds due to Travis County, makes disbursements authorized by the Commissioners Court after the checks are co-signed by the Auditor, and keeps proper records of county finances. In the investment function, the Treasurer has the following responsibilities:

(1) Notifying of Controlled Disbursement Requirements

The Treasurer notifies the Investment Manager if additional funds are required for the daily controlled disbursement to ensure that investments are liquidated in time to meet the controlled disbursement requirements.

(2) Processing Investments

The Treasurer may transact wire transfers for investment purposes for Travis County. The Investment Manager notifies the Treasurer of the amount to be transferred. The Treasurer transfers funds to the safekeeping account to purchase the investment. In addition, the Treasurer and the Investment Manager approve the wire transfer form. The Treasurer records investments in the HTE investment module at par value.

(3) Depositing Investment Principal and Interest

The Treasurer deposits principal and interest at maturity to the funds bank account indicated by the Investment Manager.

(4) Ensuring Security of Investments

The Treasurer accesses the depository's files daily to verify Travis County's account balances. The Treasurer adds the certificates of deposit purchased by the Investment Manager, Tax Office, County Clerk, and District Clerk to the total county cash balances to obtain the total county balance. The Treasurer compares the total county balance to the total collateral purchased by the depository banks. The collateral must be 102% of Travis County's total balances held with the depository. If the collateral is less than 102% of Travis County's total balances, the Treasurer must contact the depository bank to

verify that the depository bank has increased the collateral to the required level.

(5) Reporting Accounts

The Treasurer provides to the Auditor copies of **monthly** statements of all fund bank accounts which include **beginning balances**, deposits, disbursements, and ending balances. The **Treasurer prepares** and submits to the Auditor a monthly report of all **outstanding checks** for the Jury, Capso, and Cash bond funds.

23.042 Cash/Investment Management Office

The Investment Manager is the primary manager of county investment portfolios. The Investment Manager makes investment decisions, and **keeps proper** records of county investments. In the investment function, the **Investment Manager has** the following responsibilities:

(1) Developing Investment Strategies

The Investment Manager develops an investment strategy to administer investments of Travis County. The **Investment Manager** uses the following procedures in the investment strategy:

- (A) summarizes the economic and **market analysis**;
- (B) forecasts available cash for investment;
- (C) formulates strategies for asset mix, investment instruments, maturities, and target yields;
- (D) monitors performance against the **current investment strategy** and evaluating reasons for variances;
- (E) reports portfolio performance for the **previous quarter** to the Investment Advisory Committee and the Commissioners Court; and
- (F) revises the investment strategy based on **recommendations** by the Investment Advisory Committee.

(2) Selecting and Processing Investments

The Investment Manager reviews the **composition** of the current portfolio and determines whether the securities under consideration maintain the portfolio within policy guidelines. The **Investment Manager** and the Treasurer approve

the wire transfer form authorizing the transfer of funds for a specific investment transaction.

(3) Documenting Investments and Providing Details

The Investment Manager retains documentation of all investment transactions, including bond swaps. The Investment Manager provides information and supporting documentation for all investment transactions to the Auditor's Disbursement Auditing Division for entry in the General Ledger. The Investment Manager provides information and back-up documentation of all investment transactions to the Treasurer to ensure accurate calculation of cash position and accurate posting to appropriate fund bank accounts.

(4) Developing Cash Flow Projections for All Portfolios

The Investment Manager analyzes prior period data and meets with Travis County department staff to develop and amend cash flow projections of Travis County cash requirements. The Investment Manager uses cash flow projections to match assets and liabilities in addition to maximizing the return on investments.

(5) Determining Cash Available for Investment

The Investment Manager determines the amount of county funds available for investment each business day. All funds that can be legally invested and that are not required for that day's controlled disbursement are considered funds available for investment.

(6) Monitoring Investment Performance

- (A) The Investment Manager must routinely perform market and economic analysis to forecast probable market conditions for the investment period by assembling and analyzing current and trend data to develop and plan investment strategy. This analysis uses information obtained from investment advisors, brokers, investment industry publications, and investment industry information systems.
- (B) The Investment Manager monitors the current and expected yield curves for interest rate movements. When interest rates are expected to decline, maturity ranges are extended within portfolio and policy constraints. When interest rates are expected to increase, maturity ranges are shortened. The Investment Manager monitors yield spreads between various government agency issues and United States notes and bonds to determine the best value. The Investment Manager summarizes economic and market trend information and presents it at each regular meeting of the Investment Advisory Committee. The

Investment Manager also presents recommendations for investment strategy based on economic and market conditions.

(7) Reconciling Investment Records and General Ledger

The Investment Manager provides the Auditor's Disbursement Auditing Division with a monthly report that states investments at par value, the identifying cusip number, the premium or discount and the interest purchased. The report includes monthly and year-to-date interest accruals and amortization/accretion of premium/discount. The Auditor reconciles this report to the investment accounts in the general ledger.

(8) Providing Revenue Estimates for All Portfolios

The Investment Manager provides an estimate of the investment revenue for the annual budget.

23.043 Auditor's Office

The Auditor is the primary monitor of county transactions. The Auditor prepares the general ledger and makes all entries in it, and performs internal audits of the controls of county departments. In the investment function, the Auditor has the following responsibilities:

(1) Posting Investments and Reconciling to General Ledger

The Auditor's Disbursement Auditing Division posts investment transactions, investment interest revenue received, and accrued interest income to the General Ledger. The Auditor's Disbursement Auditing Division reviews and approves the monthly reconciliation of investments, investment interest revenue received, and accrued interest income to the General Ledger. The Auditor's Disbursement Auditing Division notifies the Investment Manager if there are any discrepancies between the monthly investment report described in 23.042 (7) and the general ledger so that these two departments can work together to reconcile the differences.

(2) Allocating Office Expenses

The Auditor's Disbursement Auditing Division allocates the Cash/Investment Management Office budget expense against investment interest revenue in the Debt Service Fund.

(3) Confirming Balances and Performing Compliance Audit

The Auditor's Internal Audit Division, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on

investments and adherence to chapter 23, Travis County Code and Tex. Gov't Code Ann. ch 2256, known as the Texas Public Funds Investment Act.

(4) Monitoring Arbitrage

The Auditor monitors Travis County's arbitrage responsibilities and provides the bond fund transaction information required by Travis County's arbitrage advisors.

(5) Reconciling Safekeeping Reports with Investments

On a quarterly basis, the Auditor's Disbursement Auditing Division reconciles the investment securities Safekeeping Report, provided to the Treasurer's Office by the depository Bank, to the Report of currently owned investment securities as of that date, provided by the Cash Investment Management Office.

(6) Allocating Budget from Interest Revenue

The Auditor's Disbursement Auditing Division allocates the interest revenue earned from investments proportionately to all funds that participate in the investment function.

**Subchapter H
INVESTMENT PURCHASING PROCEDURES**

23.044 Competitive Bidding

(a) Travis County requires competitive bidding for all individual security purchases except for those transactions with MMMFs, LGIPs, treasuries purchased through the Federal Reserve Treasury Direct Accounts, and for government securities purchased at issue through an approved broker/dealer at the auction price. The Investment Manager may rely not only on yield in selecting MMMFs and LGIPs but also on adherence to applicable Securities and Exchange Commission (SEC) guidelines for MMMFs and other criteria determined by her.

(b) At least three bidders must be contacted in all transactions involving individual securities. For those situations where it may be impractical or unreasonable to receive three bids for an agency transaction due to secondary market availability, bids may be considered comparable for agencies with comparable structures and having maturities within 15 calendar days before and after the requested security. Competitive bidding for security swaps is also required. Bids may be solicited in any manner provided by law. All bids received must be documented and filed for auditing purposes.

(c) At least three bids must be obtained in transactions involving domestic commercial paper. These bids shall be obtained from approved broker/dealers or from a financial

information source, such as Bloomberg. When bids are obtained from a financial information source, the commercial paper selected may be purchased directly from the issuer. Different issuers may be compared to select the highest yielding, domestic commercial paper. The Investment Manager may rely not only on yield in selecting commercial paper but also on other criteria determined by her. The criteria to follow when soliciting bids are as follows:

- (1) The maturity dates must be the same, and
- (2) The method of settlement must be the same whether regular settlement next day or cash settlement same day.

23.045 Preliminary Requirements for Repurchase Agreements

Before Travis County enters into a repurchase agreement with any issuer, that issuer must sign a Master Repurchase Agreement approved by Commissioners Court and return it to the Investment Manager for filing. All Repurchase Agreements are recommended by the Investment Manager, reviewed by Travis County Attorney's Office, and approved by Commissioners Court.

23.046 Wire Transfer Procedures

- (a) In executing investment transactions, the Treasurer must use pre-formatted repetitive wire transfers, whenever possible, to restrict transfers of funds to pre-authorized accounts.
- (b) For transfer of investment funds via wire to non-county accounts, the agreement with the depository bank must require the depository bank to call the Investment Manager for confirmation that this transfer is authorized prior to the transfer.

Subchapter I PERFORMANCE EVALUATION AND REPORTING

23.047 Levels of Evaluation

Evaluation is conducted at several levels. The Investment Manager continually monitors and evaluates the investment performance. Cashflow forecasts will be reviewed by the Investment Advisory Committee. The Investment Advisory Committee evaluates the investment strategies and portfolio performance. The Travis County Budget Manager evaluates the Investment Manager's entire performance.

23.048 Investment Advisory Committee

The Investment Advisory Committee reviews investment policies and procedures, investment strategies, and investment performance. Travis County members of the Committee include: two designated members of Commissioners Court, one of whom acts as Chair, the Executive Manager of Planning and Budget, the Investment Manager, the Treasurer, and the Auditor. Outside expertise is provided by at least six persons from the Austin Metropolitan Area, who

have demonstrated knowledge and expertise in the area of investment portfolio management. The Chair calls annual meetings of the committee or more often as needed.

23.049 Performance Analysis and Reporting

The Investment Manager determines the level and content of daily and weekly performance analysis and reporting. The Investment Manager and the Commissioners Court jointly decide the level and content of monthly performance analysis and reporting.

23.050 Quarterly Performance Analysis and Reporting

(a) The Investment Manager and the Assistant Investment Manager(s) must prepare, provide, and sign a quarterly summary report, prepared in compliance with Generally Accepted Accounting Principles for each fund group, that describes in detail the investment position of Travis County and evaluates investment performance based on investment policy objectives. The quarterly report will identify the method and source used to monitor the market price of investments and also will indicate whether the method and source changed from the previous quarterly report. This report must be submitted to the Investment Advisory Committee and Commissioners Court. A comparison of the performance of Travis County's portfolio to appropriate benchmarks selected by the Investment Manager is presented. The report addresses compliance with the investment policy in diversification by type and maturity. The report also includes the following information:

- (1) Cash availability.
- (2) Market review.
- (3) Investment strategy – next quarter.
- (4) Performance measurement: the standard used by Travis County to measure its investment return is based on the yield to maturity of all investments in the portfolio, using the stated final maturity date of each security.
- (5) Portfolio statistics.
- (6) Collateral adequacy for repurchase agreements.
- (7) Collateral adequacy for bank deposits and certificates of deposit.
- (8) Investment activity.
- (9) Market valuation:
 - (A) at beginning of quarter.
 - (B) changes during the quarter, and
 - (C) at end of the quarter, for each portfolio.

- (10) Distribution of investments by broker/dealer/financial institution,
- (11) Distribution of investments by type of investment.
- (12) Fully accrued interest for the reporting period,
- (13) For each separately invested asset,
 - (A) state book value and market value at the beginning and end of the quarter by the type of asset and fund type,
 - (B) state maturity date, and
 - (C) state the fund for which it was acquired, and
- (14) Signatures of the Investment Manager and the Assistant Investment Manager(s) certifying compliance of the Travis County investment portfolios with the Travis County investment strategy, policy and the Public Funds Investment Act.

23.051 Annual Performance Analysis and Reporting

The Investment Manager compiles the quarterly reports into an annual report at the end of each fiscal year and submits it to the Investment Advisory Committee and the Commissioners Court by the end of the first quarter of the following fiscal year.

An independent auditor chosen to audit the County's annual financial statements must formally review the quarterly investment reports that are prepared in compliance with the Public Funds Investment Act. In conjunction with this audit, Travis County shall perform a compliance audit of management controls on investments and adherence to this Investment Policy. This review should be performed at least annually and the results reported to Commissioners Court.

Subchapter J INVESTMENT POLICY REVIEW AND AMENDMENT

23.052 Review Procedures

The Investment Manager and the Investment Advisory Committee must review chapter 23, Travis County Code annually to make revisions due to legislative actions and changing market conditions. This review must be done by the third quarter of the calendar year after each legislative session. The Investment Manager must present a summary report of the review with changes recommended by the Investment Advisory Committee to the Commissioners Court. The Commissioners Court must review the investment policy and strategies at least annually.

23.053 Changes to the Investment Policy

After adoption of chapter 23, Travis County Code, the Commissioners Court must approve any revisions to the policy manual before they become effective, by adopting a written instrument stating it has reviewed the Investment Policy and investment strategies. This written instrument must record any changes made to either the policy or strategies.

Subchapter K INTERPRETIVE PROVISIONS

23.054 Authorization

The Public Funds Investment Act and the Public Funds Collateral Act authorize the Commissioners Court to promulgate this chapter on investment policy and procedures.

23.055 Effective Date

Chapter 23, Travis County Code is effective upon adoption by the Commissioners Court.

23.056 Definitions

- (a) In this manual, the following words and phrases have the following meanings:
 - (1) "Auditor" means the Travis County Auditor or her designees.
 - (2) "Investment Manager" means the Travis County Investment Manager or her designees.
 - (3) "Commissioners Court" means Travis County Commissioners Court.
 - (4) "Treasurer" means the Travis County Treasurer or her designees.
- (b) Definitions in the Public Funds Investment Act shall be used to interpret this chapter.

23.057 The Public Funds Investment Act

When this chapter is provided to broker/dealer/financial institutions, the Investment Manager shall also include a copy of the Public Funds Investment Act.

23.058 Construction, Precedents, and Interpretation

Chapter 23, Travis County Code must be construed to meet the following provisions:

- (1) This chapter must be construed liberally to give all of the authorization intended for the investment of all portfolios.

- (2) Commissioners Court resolves any questions **about the interpretation of this chapter.**
- (3) If there is any conflict between this chapter and **the state constitution, or any state law or any rule adopted under a state law or the United States constitution, this chapter prevails to the greatest extent possible without violating the United States constitution. the state constitution, any constitutional federal or state law or any constitutional rule adopted under either of these.**
- (4) The masculine, feminine and neuter genders are construed to include the other genders if required by the context or facts. **The singular and plural are construed to include the other number if required by the context or facts. Words in the present tense are construed to include the future tense.**
- (5) Words and phrases are read in context and construed according to the rules of grammar and common usage. **Words and phrases that have acquired a technical or particular meaning whether by definition in this chapter or otherwise, are construed according to the acquired meaning. Throughout the chapter, words defined in this section are shown with an initial capital. The use of an initial capital is construed to mean that the definition of the capitalized word or phrase is the definition in this section.**
- (6) Throughout this chapter, headings for sections, subsections and portions of the text are inserted for convenience only. **These headings are not to be construed to expand or limit the interpretation of the text that follows the heading.**
- (7) When a period is stated in days, the days are construed as calendar days unless otherwise stated. **If the last day of any period is a Saturday, Sunday or county holiday, the period is extended to include the next day that is not a Saturday, Sunday or county holiday.**

Subchapter L FORMS

23.059 Disclosure

Investment officers required by 23.007 to make disclosure shall report in a manner that is substantially similar to the forms in 23.059 (1) and (2).

- (1) Personal business interests which require disclosure should be reported in a format similar to the following:

Disclosure of Required Personal Business Interest Form

Date

Texas Ethics Commission
201 E. 14th Street (or current address)
Sam Houston Building, 10th Floor
Austin, Texas 78701

Dear Sir or Madam:

This letter is a disclosure statement to comply with the 1999 Public Funds Investment Act passed by the Texas Legislature, which requires, in § 2256.005 (i), that an investment officer of an entity who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest.

Travis County purchases investments through Name of Business Organization. As an investment officer of the Travis County Cash/Investment Department, I hereby disclose that I use Name of Business Organization for personal investment transactions.

Sincerely,

Signature of Travis County Investment Officer
Name of Travis County Investment Officer

CC: Travis County Commissioners Court
Travis County Executive Manager, Planning and Budget
Travis County Investment Manager

- (2) Investment officers who have a relationship within the second degree by affinity or consanguinity must use a form similar to the following example:

Disclosure of Relationship Within Second Degree of Affinity or Consanguinity

Date

Texas Ethics Commission
201 E. 14th Street (or current address)
Sam Houston Building, 10th Floor
Austin, Texas 78701

Dear Sir or Madam:

This letter is a disclosure statement to comply with the 1999 Public Funds Investment Act passed by the Texas Legislature, which requires, in § 2256.005 (i), that an investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the investment officer's entity shall file a statement disclosing that relationship.

Travis County purchases investments through Name of Individual with Name of Business Organization. As an investment officer of the Travis County Cash/Investment Department, I hereby disclose that I am related to Name of Individual with Name of Business Organization within the second degree of affinity or consanguinity.

Sincerely,

Signature of Travis County Investment Officer
Name of Travis County Investment Officer

CC: Travis County Commissioners Court
Travis County Executive Manager, Planning and Budget
Travis County Investment Manager

23.060 Certification

**TEXAS PUBLIC FUNDS INVESTMENT ACT
CERTIFICATION BY BUSINESS ORGANIZATION**

This certification is executed on behalf of Travis County and (the Business Organization) pursuant to the Texas Public Funds Investment Act, Chapter 2256, Government Code, Texas Codes Annotated (the Act), in connection with investment transactions conducted between Travis County and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

(i) Public Funds Investment Act Section 2256.005 (k):
Nothing in this Certification relieves Travis County of the responsibility for monitoring the investments made by Travis County to determine that they are in compliance with the Travis County Investment Policy.

(ii) The undersigned is a Qualified Representative of the Business Organization offering to enter into an investment transaction with Travis County as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code:

(iii) The Qualified Representative of the Business Organization has received and thoroughly reviewed the Investment Policy furnished by the Travis County Investment Officer;

(iv) Public Funds Investment Act Section 2256.005 (k) (2): The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between Travis County and the Business Organization that are not authorized by Travis County's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of Travis County's entire portfolio or requires an interpretation of subjective investment standards.

Deleted: n

Qualified Representative of the Business Organization

Signature _____

Name _____

Title _____

Date _____

23.061 **BROKER/DEALER/FINANCIAL INSTITUTION QUESTIONNAIRE**

Non-Primary Broker/Dealer/Financial Institutions must complete a Broker/Dealer Questionnaire in the following form to comply with 23.019 and 23.020:

TRAVIS COUNTY, TEXAS
BROKER/DEALER/FINANCIAL INSTITUTION QUESTIONNAIRE

Travis County operates under the laws of the State of Texas, including the State of Texas Public Funds Investment Act. Travis County manages an investment portfolio ranging in size from \$418 million to \$688 million, which is comprised mainly of U.S. Treasury and Agency obligations, Commercial Paper, and Local Government Investment Pools. Travis County has adopted a written Investment Policy which regulates the standards and procedures used in its cash management activities. A copy of the Investment Policy is included, as well as a copy of the Public Funds Investment Act.

Travis County will review and substantiate information and references requested in this Questionnaire; therefore, please answer all questions as thoroughly as possible. Travis County will notify Broker/Dealers of their approval/non-approval in writing. No transactions will be conducted with a Broker/Dealer who has not signed the Travis County Certification. Travis County solicits competitive bids and offers on the majority of its transactions. All securities will be delivered against payment to the third party custodian named by Travis County.

Note that instructions in bold print require information to be provided in addition to the completed questionnaire.

1. Name of Firm_____

2. Local Address_____

3. National Address_____

4. Local telephone number () _____
National telephone number() _____

5. Primary representative (the person Travis County will be primarily doing business with)

Name_____

Title_____

Telephone number () _____ CRD # _____

6. Secondary representative

Name _____
Title _____
Telephone number () _____ CRD# _____

7. Identify all personnel who will be trading with or quoting securities to the Travis County Cash/Investment Management staff (additional back-ups)

<u>Name</u>	<u>Title</u>	<u>CRD number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE ATTACH RESMES of all the above persons.

8. Have all of the above personnel read our investment policies and procedures and signed our certification?

Yes [] No []

If above answer is no, please explain: _____

9. (A) If you are a broker/dealer or subsidiary of a national bank, is your firm licensed to do business in Texas?

Yes [] No []

(B) If you are a broker/dealer or subsidiary of a national bank, is your firm a member of National Association of Securities Dealers in good standing?

Yes [] No []

Please provide your firm's CRD number _____

10. What was your firm’s trading volume in United States Government and Agency securities for the most recent fiscal year?

Firm-wide \$ _____
Number of Transactions _____
Local office \$ _____
Number of Transactions _____

11. Which instruments are offered regularly by your local desk?

☐ Treasury Bills
☐ Treasury notes/bonds
☐ Agencies - specify _____

☐ Commercial paper
☐ Other -- specify _____

12. Please identify at least three of your most directly comparable public sector clients in Texas who have done business with the primary representative listed in question 5.

<u>Entity</u>	<u>Contact Person</u>	<u>Telephone no.</u>	<u>Client since</u>
_____	_____	() _____	_____
_____	_____	() _____	_____
_____	_____	() _____	_____
_____	_____	() _____	_____

13. Has your firm or any of your employees ever been investigated by a regulatory or state agency for alleged improper, fraudulent, disreputable, or unfair business practices in the sale of securities or money market instruments? If yes, please explain.

14. Please provide the most recent AUDITED financial statements for your firm.

15. Are you representing a parent corporation or a subsidiary of another corporation?

Parent ☐ Subsidiary ☐

If you are a SUBSIDIARY, please provide the most recent audited financial statements for your PARENT corporation.

16. If your institution is a bank,

(A) Has your bank consistently complied with the Federal Reserve Bank's capital adequacy guidelines?

(B) Is your bank in compliance with these guidelines on the date of this questionnaire?

(C) Has your capital position ever fallen short of these guidelines?

(D) Does your bank presently exceed the capital adequacy guidelines' measure of risk? If so, by what factor? Example: 1.5X, 2X, etc.

(E) Please provide certified documentation of your capital adequacy as measured by the Federal Reserve Bank standards.

17. If your institution is a broker/dealer or a subsidiary of a national bank, please provide your most recent FOCUS report.

18. What portfolio information do you require from your clients?

19. What reports, transactions, confirmations and paper trail will we receive?

CASH/INVESTMENT MANAGEMENT

Travis County Historical Long Term Funds Percent
Prepared by Mary E. Mayes 7/18/08

ATTACHMENT B

Month	Average Balance Operating Portfolio	Average Balance Risk Management	Average Balance Health Insurance	Average Balance Unallocated Reserve	Avg Bal Long Term	Percent Long Term
FY 2000	\$143,432,669	\$16,639,364	\$0	\$20,834,353	\$37,473,717	27.74%
FY 2001	\$165,809,580	\$18,151,917	\$0	\$23,800,000	\$41,951,917	27.36%
FY 2002	\$179,297,755	\$19,442,085	\$2,449,438	\$25,200,000	\$47,091,524	28.41%
FY 2003	\$193,338,369	\$19,122,799	\$4,477,414	\$29,200,000	\$52,800,212	29.30%
FY 2004	\$215,892,633	\$18,093,434	\$8,784,402	\$33,912,751	\$60,790,586	29.99%
FY 2005	\$226,879,089	\$17,772,716	\$14,069,035	\$34,757,304	\$66,599,055	30.87%
FY 2006	\$252,059,654	\$19,731,891	\$23,676,214	\$37,082,419	\$80,490,523	33.60%
FY 2007	\$293,914,447	\$21,274,041	\$32,313,037	\$38,907,933	\$92,495,011	33.02%
FY 2007	\$206,494,205	\$20,915,914	\$26,920,879	\$38,907,933	\$86,744,726	42.01%
	\$193,204,602	\$20,765,059	\$29,299,412	\$38,907,933	\$88,972,404	46.05%
	\$205,683,580	\$20,887,008	\$29,678,419	\$38,907,933	\$89,473,360	43.50%
	\$291,809,847	\$20,832,069	\$31,000,755	\$38,907,933	\$90,740,757	31.10%
	\$384,536,113	\$20,979,525	\$31,273,842	\$38,907,933	\$91,161,300	23.71%
	\$376,127,500	\$21,194,557	\$32,629,656	\$38,907,933	\$92,732,146	24.65%
	\$358,630,459	\$21,283,956	\$33,574,457	\$38,907,933	\$93,766,346	26.15%
	\$340,904,066	\$21,406,770	\$33,819,988	\$38,907,933	\$94,134,691	27.61%
	\$322,053,733	\$21,464,365	\$34,386,590	\$38,907,933	\$94,758,888	29.42%
FY 2008	\$302,341,473	\$21,674,751	\$34,593,255	\$38,907,933	\$95,175,939	31.48%
	\$281,503,460	\$21,866,257	\$35,241,368	\$38,907,933	\$96,015,558	34.11%
	\$263,684,328	\$22,018,260	\$35,337,828	\$38,907,933	\$96,264,021	36.51%
	\$246,850,104	\$22,233,060	\$36,511,578	\$40,355,884	\$99,100,522	40.15%
	\$228,092,209	\$22,192,092	\$35,638,890	\$40,355,884	\$98,186,866	43.05%
	\$248,657,591	\$22,371,489	\$36,604,771	\$40,355,884	\$99,332,144	39.95%
	\$342,850,832	\$22,476,568	\$37,298,220	\$40,355,884	\$100,130,672	29.21%
	\$439,312,872	\$22,405,975	\$38,090,469	\$40,355,884	\$100,852,328	22.96%
	\$417,163,288	\$22,316,256	\$37,855,596	\$40,355,884	\$100,527,736	24.10%
FY 2008	\$391,854,855	\$22,473,510	\$36,708,093	\$40,355,884	\$99,537,487	25.40%
	\$374,072,993	\$22,541,521	\$36,547,737	\$40,355,884	\$99,445,141	26.58%
	\$352,992,198	\$22,596,157	\$36,014,851	\$40,355,884	\$98,966,893	28.04%

CASH/INVESTMENT MANAGEMENT

Travis County Historical Core Operating Portfolio
Prepared by Mary E. Mayes 5/14/08

ATTACHMENT C

Fiscal Year	Date	Lowest Annual Fund Balance - Core Portfolio	Actual Investments Beyond 365 days	Percent Beyond 365 days	Potential Investments Beyond 365 days	Percent Beyond 365 days	Available to Invest Beyond 365 days
FY 1996	12/01/95	\$52,669,631.67	\$4,000,000.00	7.59%			
FY 1997	11/29/96	\$61,689,049.69	\$7,000,000.00	11.35%			
FY 1998	11/28/97	\$74,788,871.47	\$18,150,129.49	24.27%			
FY 1999	12/04/98	\$78,206,472.01	\$5,000,000.00	6.39%			
FY 2000	11/19/99	\$84,463,480.85	\$27,155,981.18	32.15%	\$36,625,659.00	43.36%	\$9,469,677.82
FY 2001	12/01/00	\$91,367,729.91	\$32,019,609.72	35.04%	\$41,634,754.00	45.57%	\$9,615,144.28
FY 2002	11/30/01	\$92,789,470.84	\$48,786,095.44	52.58%	\$45,221,551.00	48.74%	-\$3,564,544.44
FY 2003	11/29/02	\$111,699,873.57	\$24,294,510.89	21.75%	\$52,074,605.00	46.62%	\$27,780,094.11
FY 2004	11/14/03	\$129,131,461.74	\$48,147,983.89	37.29%	\$58,593,404.00	45.38%	\$10,445,420.11
FY 2005	11/19/04	\$144,417,339.30	\$56,595,607.64	39.19%	\$65,327,275.00	45.24%	\$8,731,667.36
FY 2006	11/10/05	\$122,166,524.18	\$32,913,478.57	26.94%	\$76,296,878.00	62.45%	\$43,383,399.43
FY 2007	12/01/06	\$185,506,729.65	\$43,652,236.90	23.53%	\$88,972,404.00	47.96%	\$45,320,167.10
FY 2008	11/30/07	\$221,213,831.58	\$58,244,241.64	26.33%	\$98,186,866.00	44.39%	\$39,942,624.36
			Average	32.76%		47.74%	

*less 41,028,441 loaned to the Hospital District; otherwise \$ 129,825,957.94 12/2/2005

ATTACHMENT D

CASH/INVESTMENT MANAGEMENT
Travis County New Operating Portfolio WAM Calculation
Based on 6/30/08 balances
Prepared by Mary E. Mayes 7/18/08

Prepared by Mary E. Mayes //18/08										
Investment	Average Balance	Yield	Balance x Yield	Investment Balance	Days to Maturity	Weighted Average Maturity	Month End Date	Maturity Date	DTM = O N-1day	
OPERATING										
TexPool	\$ 51,522,311.51	2.2685%	\$ 1,168,766.83	\$ 63,148,352.05	1	\$ 63,148,352.05	6/30/2008	6/13/2008	-18	
TexasDAILY	\$ 40,027,586.38	2.2596%	\$ 904,458.22	\$ 28,842,051.10	1	\$ 28,842,051.10	6/30/2008	6/30/2008	-1	
TexSTAR	\$ 4,949,621.66	2.2559%	\$ 111,658.79	\$ 3,594,802.27	1	\$ 3,594,802.27	6/30/2008	6/30/2008	14	
FHLB Tap Note	\$ 4,007,115.00	5.2264%	\$ 209,427.86	\$ -	0	\$ -	6/30/2008	6/13/2008	15	
GE Capital Corp CP	\$ 9,475,414.35	4.2214%	\$ 399,995.14	\$ -	0	\$ -	6/30/2008	6/30/2008	44	
FHLB Global Note	\$ 9,747,695.83	4.9974%	\$ 487,131.35	\$ 9,747,695.83	14	\$ 136,467,741.62	6/30/2008	7/15/2008	51	
FNMA Discount Note	\$ 14,747,354.17	3.4642%	\$ 510,877.84	\$ 14,747,354.17	15	\$ 221,210,312.55	6/30/2008	7/16/2008	76	
FHLB Note	\$ 10,257,978.33	4.2020%	\$ 431,040.25	\$ 10,257,978.33	44	\$ 451,351,046.52	6/30/2008	8/14/2008	90	
FHLMC Discount Note	\$ 9,860,486.11	2.5227%	\$ 248,750.48	\$ 9,860,486.11	51	\$ 502,884,791.61	6/30/2008	8/21/2008	106	
FNMA Benchmark Note	\$ 10,001,975.00	5.0205%	\$ 502,149.15	\$ 10,001,975.00	76	\$ 760,150,100.00	6/30/2008	9/15/2008	255	
FHLB Note	\$ 8,500,000.00	5.0030%	\$ 425,255.00	\$ 8,500,000.00	90	\$ 765,000,000.00	6/30/2008	9/29/2008	288	
FHLMC Reference Note	\$ 10,666,244.17	4.1058%	\$ 437,934.65	\$ 10,666,244.17	106	\$ 1,130,621,882.02	6/30/2008	10/15/2008	346	
FHLB Tap Note	\$ 10,791,621.75	5.0110%	\$ 540,768.17	\$ 10,791,621.75	255	\$ 2,751,863,546.25	6/30/2008	3/13/2009	381	
FNMA Benchmark Note	\$ 10,737,865.19	3.8520%	\$ 413,622.57	\$ 10,737,865.19	288	\$ 3,092,505,174.72	6/30/2008	4/15/2009	441	
FHLB Tap Note	\$ 10,130,208.33	5.2201%	\$ 528,807.01	\$ 10,130,208.33	346	\$ 3,505,052,082.18	6/30/2008	6/12/2009	532	
FFCB Designated Note	\$ 10,433,565.63	4.8301%	\$ 503,951.65	\$ 10,433,565.63	381	\$ 3,975,188,505.03	6/30/2008	7/17/2009	764	
FHLMC Reference Note	\$ 10,945,894.17	4.8252%	\$ 528,161.29	\$ 10,945,894.17	441	\$ 4,827,139,328.97	6/30/2008	9/15/2009	801	
FNMA Benchmark Note	\$ 11,571,136.19	2.3235%	\$ 268,855.35	\$ 11,571,136.19	532	\$ 6,155,844,453.08	6/30/2008	12/15/2009	825	
FHLMC Note	\$ 11,626,489.72	2.6280%	\$ 305,544.15	\$ 11,626,489.72	764	\$ 8,882,638,146.08	6/30/2008	8/4/2010	867	
FHLB Tap Note	\$ 11,823,087.03	2.9180%	\$ 344,997.68	\$ 11,823,087.03	801	\$ 9,470,292,711.03	6/30/2008	9/10/2010	892	
FHLMC Note	\$ 12,258,380.92	2.7950%	\$ 342,621.75	\$ 12,258,380.92	825	\$ 10,113,164,259.00	6/30/2008	10/4/2010	897	
FNMA Benchmark Note	\$ 12,959,372.36	2.5986%	\$ 336,762.25	\$ 12,959,372.36	867	\$ 11,235,775,836.12	6/30/2008	11/15/2010	931	
FHLB Tap Note	\$ 10,535,977.78	3.1053%	\$ 327,173.72	\$ 10,535,977.78	892	\$ 9,398,092,179.76	6/30/2008	12/10/2010	948	
Treasury Note	\$ 5,021,694.71	4.3494%	\$ 218,413.59	\$ 5,021,694.71	897	\$ 4,504,460,154.87	6/30/2008	12/15/2010	983	
FHLMC Reference Note	\$ 12,193,737.50	2.7938%	\$ 340,668.64	\$ 12,193,737.50	931	\$ 11,352,369,612.50	6/30/2008	1/18/2011	1430	
FHLB Note	\$ 11,656,291.17	2.8570%	\$ 333,020.24	\$ 11,656,291.17	948	\$ 11,050,164,029.16	6/30/2008	2/4/2011	2110	
FHLB Tap Note	\$ 11,621,836.11	2.6140%	\$ 303,794.80	\$ 11,621,836.11	983	\$ 11,424,264,896.13	6/30/2008	3/11/2011		
Treasury Note	\$ 4,921,257.05	5.1584%	\$ 253,858.12	\$ 4,921,257.05	1,430	\$ 7,037,397,581.50	6/30/2008	5/31/2012		
TEST Securities	\$ 352,992,198.12	3.3226%	\$ 11,728,466.54	\$ 378,595,354.64 AM	2,110	\$ 84,400,000,000.00	6/30/2008	4/11/2014		
				\$ 207,239,483,576.12	547	\$ 207,239,483,576.12				

5

Travis County Commissioners Court Agenda Request

Voting Session July 29, 2008

- I. A. Request made by: 
Rodney Rhoades, Executive Manager, Planning & Budget, 854-8679

B. Requested Text:

Discuss and take any appropriate actions related to the on-going analysis of implementing a compressed work week for Travis County employees and/or Offices.

C. Approved by: _____
 Signature of Commissioner(s) or County Judge

- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

Teroy Nellis, Budget Manager, Planning & Budget	854-9106
All Planning & Budget staff	854-9106
Susan Spataro, County Auditor	854-9125
Alicia Perez, Executive Manager Administrative Operations	854-9343
Joseph P. Gieselman, Executive Manager, TNR	854-9383
Roger Jefferies, Executive Manager, Criminal Justice Planning	854-4415
Danny Hobby, Executive Manager, Emergency Management	854-9367
Sherri Fleming, Executive Manager, HHS&VS	854-4100
The Honorable Greg Hamilton, Travis County Sheriff	854-9770
All Elected and Appointed Officials	
All County Department Heads	

- III. Required Authorizations: Please check if applicable:

☐ Planning and Budget Office (854-9106)
 Additional funding for any department or for any purpose
☐ Transfer of existing funds within or between any line item budget
 Grant
☐ Human Resources Department(854-9165)
 A change in your department's personnel (reclassifications, etc.)
☐ Purchasing Office (854-9700)
 Bid, Purchase Contract, Request for Proposal, Procurement
☐ County Attorney's Office (854-9415)
 Contract, Agreement, Policy & Procedure

08 JUL 23 PM 10:20

RECEIVED
COUNTY CLERK
JUL 30 2008

00:00:26 AM 07-21



5

PLANNING AND BUDGET OFFICE TRAVIS COUNTY, TEXAS

501 W. 7th Street
P.O. Box 7718
Austin, Texas 78767

MEMORANDUM

TO: County Judge and Commissioners

FROM: Rodney Rhoades, Executive Manager

DATE: July 29, 2008

SUBJECT: Compressed Work Week

A. Item Description:

Discussion and any action related to the Pros and Cons of a compressed work week or a 4-10 schedule.

B. Options:

1. Do nothing.
2. Implement a revised work schedule where possible.

C. Departmental goal:

To provide the Commissioners Court and the citizens of Travis County with quality services in the most efficient manner possible.

D. Background on item:

At the request of Commissioner Davis and as an Immediate and Short Term charge of the Efficiency Committee, the discussion of 4-10's or a compressed work week is being brought to the court for consideration. It should be noted that this topic has been received with a mixed response of both positive and negative. This will be an attempt to provide both views through a list of pro's and con's:

Pros:

Greater Travis County Area

1. Reduced overall emissions
2. Less Congestion on the roadways
3. Possible reduced wear and tear on the roadways

Travis County Government

1. Potential decrease in utility costs (please see attached for estimated annual savings in selected buildings). This assumes that buildings will be closed one day per week.

2. Potential decrease in fuel costs. This could result by a reduction in the vehicular usage one day per week.
3. Reduced security requirements. This again assumes the building is closed one day per week.
4. Reduced calls for technology services issues.

Individual Benefit

1. Estimated fuel consumption reduction of 20% based
2. Increased time for personal business.
3. Reduced time off of work as a result of scheduling appointments on day off.
4. Potential moral increase resulting in better productivity (difficult to quantify).

Cons:

1. Reduced service to the public.
2. Little potential savings for the County.
3. Little potential savings to the individual. This is assumed as a result of "errand running" etc. on day off.
4. Employees with children in daycare may be impacted by the hours of operation of daycare facilities.
5. Employees with children may be impacted during the school year in getting them to school.
6. Personal leave may accumulate faster as a result of scheduling appointments on their day off.
7. Overtime costs may increase as a result of the reduced schedule.

A detailed memo from the Auditor's office has been attached regarding the issue of 4-10's.

F. Financial information:

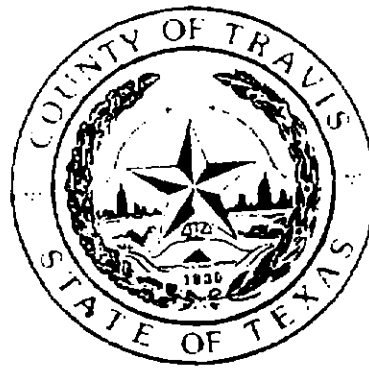
Financial costs or savings will have to be determined once a final decision is made.

G. Recommendation:

For discussion only at this time. There are arguments to be made regarding the pros and cons of working a County-wide compressed work week or 4-10 schedule. All points have merit and should be considered.

Articles, policy issues, a County survey and other information is attached for reference purposes.

Travis County



Code

for all
Travis County Employees

Chapter 10
Chapter 15-§15.013-15.030
Chapter 16
Chapter 30
Chapter 57
Chapter 66

Approved by Commissioners Court September 19, 1990
Effective Date: October 1, 1990

Content Last Revised: March 7, 2006
Printed: January 2007

Conditions of work

§ 10.002 Hours of Work

- (a) An Elected Official or the Commissioners Court, through the appropriate Department Head, may establish reasonable work hours, safety regulations, and working conditions necessary to the county's successful discharge of its service and work requirements.
- (b) The County Judge, or his or her designee, has the authority to direct the county workforce not to report to work if emergency situations such as an unsafe work environment or weather conditions compromise the safety of the employees. Regular employees will be granted leave with pay and, therefore, their personal benefits will not be impacted.
- (c) Regular county office hours are from 8 A.M. to 5 P.M., Monday through Friday, with the exception of those departments or offices whose mission requires 24-hour operations or alternate work schedules. However, the Commissioners Court encourages Elected Officials and Department Heads to implement flex time schedules for their employees where it is feasible and can be done within the operating budget, without impacting service delivery. Only with written authorization and instructions from the Elected Official or Department Head can an employee begin a flexible work schedule.

§ 10.003 Exempt or Non-Exempt Status of Positions

- (a) All county positions shall be classified by the Human Resources Management Department as either exempt or non-exempt in accordance with the Fair Labor Standards Act and the Department of Labor regulations and guidelines, based on the duties and responsibilities in the job description.

§ 10.004 Overtime or Compensatory Time

- (a) When the work done is assigned and authorized by the supervisor, non-exempt employees are eligible for overtime compensation, or compensatory time, at the rate of one and one-half hours for each approved hour worked in excess of 40 productive hours per week. Employees who work in excess of 40 productive hours in a week without authorization may be subject to disciplinary action. For the purpose of computing productive hours, time away from the job during the work week, for reasons such as vacation, illness, or other approved absences will not be included in calculating the number of hours actually worked in a work week, because only hours associated with productive time count towards the calculation of overtime or compensatory time.
- (b) Exempt employees are not eligible for overtime pay. At the discretion of the Elected Official or Department Head, time off at a rate no greater than hour for hour, may be granted to exempt employees for time worked beyond 40 hours per week. This time may not be converted to pay during the course of employment or upon separation.

From: Charles Vaughn
To: Diana Warner
Date: 7/17/2008 7:47 AM
Subject: Four Tens
Attachments: Policies.doc; Discussion.doc; Operations.doc

Here are the preliminary points to going to a 4-10 week.

Policies

The following policies would need to be reviewed/modified in the event the County were to go to a four day work week of Monday through Thursday with ten hour days:

§10.036 Vacation Leave

Full time employees currently earn a minimum of eight hours of accrued Vacation Leave per month (one day of leave per month). *Will we be changing this policy to reflect the longer work day? Will we increase the accrual rate from a minimum of eight hours to a new minimum of ten hours a month? Likewise, would there be a new maximum accrual rate above the current rate of twelve hours per month for Vacation Leave?*

§10.037 Sick Leave

Full time employees currently earn eight hours of accrued Sick Leave per month (one day of leave per month). *Will we be changing this policy to reflect the longer work day? Will we increase the accrual rate from eight hours to a new rate of ten hours a month? The Sick Leave accrual rate does not increase with regard to longevity.*

§10.041 Military Leave

The policy currently authorizes a maximum of fifteen work days of paid leave per fiscal year. Using the new definition of a work day, that would go from the equivalent of 120 hours to 150 hours.

Policies

If the intent is to provide 120 hours of paid leave, then the policy would need to be modified.

§10.043 Holidays

The County needs a new holiday schedule removing any holiday on a Friday. Since the County would be closed on Friday, Fridays would be treated like a regular weekend Saturday and Sunday. The County has not designated weekend days as holidays.

§10.044 Personal Holidays

Full time employees are eligible for up to three personal holidays a year. The practice has been for full time employees to receive 24 hours a year, effective January 1. *Will we be going to 30 hours a year? If we do, will those employees who have already taken all of their personal holidays this year be allocated six additional hours?*

The policy currently states that: “(c) Personal holidays must be taken in no less than eight (8) hour increments”. *The incremental language should be removed.*

Discussion Items

The following operational issues would need to be reviewed/modified in the event the County were to go to a four day work week of Monday through Thursday with ten hour days:

- 1. New payroll calendar for departments.**
- 2. New deadline schedule for Human Resources.**
- 3. New hours schedule codes.**
- 4. New employee schedules from departments, (if needed).**
- 5. New ACH schedule for direct deposit (work with Treasurer).**
- 6. New check printing schedule for liabilities.**
- 7. New manual check schedule. (All manual checks would be cut at one time for the week, probably Thursday.)**
- 8. Hour entry would be limited to one day, in most instances.**

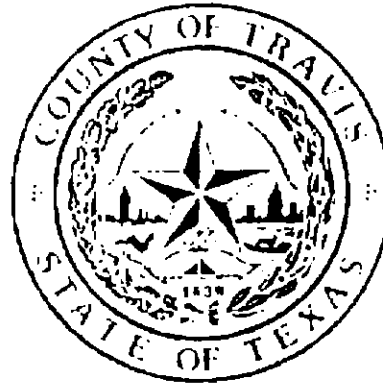
Operation Items

The following operational issues would need to be reviewed/modified in the event the County were to go to a four day work week of Monday through Thursday with ten hour days:

- 1. New payroll calendar for departments.**
- 2. New deadline schedule for Human Resources.**
- 3. New hours schedule codes.**
- 4. New employee schedules from departments, (if needed).**
- 5. New ACH schedule for direct deposit (work with Treasurer).**
- 6. New check printing schedule for liabilities.**
- 7. New manual check schedule. (All manual checks would be cut at one time for the week, probably Thursday.)**
- 8. Hour entry would be limited to one day, in most instances.**

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARD, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

DATE: July 9, 2008

FOR: Rodney Rhoades, Executive Manager, PBO

FROM: Diana Warner, First Assistant County Auditor

RE: Efficiency Issues

Susan asked that I provide you input as it relates to the County considering a four 10 hour-day workweek, telecommuting, and reduction in utilities. The following are issues that we believe will need to be considered and addressed as part of this process.

Since I work many 10 hour days (with some being 12-14 hr days), I know first hand how taxing that can be. In addition, I have a very understanding spouse and no children, which allows me the ability to dedicate that many hours to the County.

So, saying that, the County will most likely lose productivity as there will be many who cannot work four 10 hour days, which in reality will become four 8 hour days at no reduction in pay. I do not believe this is an option that the taxpayer would consider acceptable.

Proposed County Official Hours

What will be the County's official hours (assuming one day = 10 hrs + 1 hour lunch; 40 hour workweek). I would assume it is one of the following periods:

- 7:00 a.m. to 6:00 p.m.
- 7:30 a.m. to 6:30 p.m.
- 8:00 a.m. to 7:00 p.m.
- 8:30 a.m. to 7:30 p.m.
- 9:00 a.m. to 8:00 p.m.

Currently in the Auditor's Office, we have provided flexibility in start of work day for our staff. Each division director may vary, or stagger the workday start times for his or her employees so long as the division is appropriately covered from 8 a.m. to 5 p.m. Once assigned, the employee is expected to work those hours as his/her core hours. We currently have 5 options which start at 7 a.m.; 7:30 a.m.; 8 a.m.; 8:30 a.m.; or 9 a.m. This has worked well in our office and has provided some flexibility for staff. We are concerned that a mandatory four 10 hour day workweek will eliminate the flexibility we currently provide staff, because many of our jobs require more than 40 hrs per week at various times during the year and more so at yearend.

In addition, if the County is planning to have County buildings only open for one specific 11 hour period and only for 4 days a week, this will not be a positive recruiting point, especially in job classes that are currently having difficulty in retaining/recruiting staff.

Employees – personal issues *(with a 10 hour workday)*

How will the County address such circumstances as:

- Employees that cannot physically work 10 hour days
- Employees with children
 - day care (day care may not be open 10 - 12 hours, or if they are, the employee will be paying a significant increase in day care costs)
 - dropping children off at school in the morning – picking children up after school
- Employees with aging parents for which they are the caretaker
- Employees that are taking college courses to further their education and/or to be able to apply for a higher level position at the County
- Employees with animals (*don't laugh* -- we have had employees go home to let their dog out and then come back to the office to work overtime)

These activities will occur, one way or another, and what I have observed throughout my career is that the employer is the one that pays the price (whether it be in lost productivity as the result of county offices becoming pseudo child daycares, extended lunch breaks, extended breaks, add'l personal calls to children, habitual tardiness, physically exhausted employees, etc.).

Compensation issues *(potentially add'l cost to County)*

- Sick Leave: If employee works a four 10 hour day week, then does sick leave accrue at 10 hours a month instead of the current 8 hours a month

- Vacation Leave: If employee works a four 10 hour day week, then does vacation leave accrue at 10 hours (minimum – currently increases based on tenure) a month instead of the current 8 hours a month
- Personal Holidays: If employee works a four 10 hour day week, then does personal holidays (which currently must be taken in 8 hour increments) accrue at 10 hours a day for three days for a total of 30 hours a year instead of the current 8 hours a day for three days for a total of 24 hours a year
- County Holidays: If a holiday falls on the day the County is closed, is the County then giving another day off which results in 10 hour paid holiday versus 8 hours.

Overtime issues

Not all jobs in the County are 40 hour weeks. Our Office is one of the offices in the County that is not, as we are very much deadline driven. Examples of deadlines that must be met are:

- Auditing of payroll transactions so that Payroll checks/direct deposits can be issued (15th and last day of month – *even in an ice storm*)
- Election workers checks (approx. 1,900 add'l checks for each additional local election the County manages)
- Auditing of Vendor claims so that each week Commissioners' Court can approve for payment
- IRS reporting – federal withholding (monthly)
- IRS reporting – w-2s and 1099s (annually)
- Financial Report to the NRMSIRs/SID - SEC requirement (annually) for entities that have outstanding debt and/or issuing new debt
- Grant reporting to the Granting Agencies (monthly & annually)
- Financial Report to the Bond raters – Moody's and S&P (annually)
- Statutorily required financial reporting in the newspaper (monthly)
- Monthly closing of the County's financial books
- Yearend closing of the County's financial books
- Preparation of the CAFR (annually) and schedules for the external auditor as part of the annual audit
- Statutorily required audits

In every job interview we conduct, we explain to the applicant that there is overtime in all of our positions and then ask the applicant would they be able to work overtime as necessary. There is some overtime throughout the year

and with more overtime at yearend. It is not unusual for many of our staff at yearend to work in excess of 50 - 70 hour weeks. For the exempt staff, no additional pay is provided and the County's current compensation system does not differentiate between those positions that are greater than 40 hour weeks and those that are not.

Workload & Equity issues - Options that County might want to consider:

- All payroll checks will be direct deposits only and no paper deposit slip will be issued (Auditor's Office developed an on-line system for employees to view their paycheck data. The Sheriff's Office is currently requiring staff to use the on-line system).
- The County restricts the number of grants for which it applies. This should include how complex the grant will be to operationally administer and financially report as this impacts the workload of the affected offices/depts.
- Add staff to the offices/depts that work more than 40 hour weeks (this should include startup costs, office space, on-going operating costs, as well as personnel costs)
- Provide additional compensation funding for offices/depts that have exempt staff that must work in excess of 40 hour weeks.
- No vendor checks will be expedited. County offices/depts will have to adhere to the Auditor's Office disbursement timeline with no exceptions allowed.

Issues that the County may want to address prior to making a decision regarding telecommuting are:

- Will the IT infrastructure be available for County employees to work at home?
- Will the County reimburse the employee for High Speed internet line access so that the employee can work at home?
- Will the County provide the employee the necessary equipment & supplies (e.g. computer, printer, scanner, paper, ink cartridges, etc.)?
- If the County provides the equipment, will the County provide IT staff to service the equipment at the employee's home?

- If the County provides the equipment, who pays to fix/replace the county-owned equipment if the employee (or family member) damages the county owned equipment or the equipment is stolen?
- How is the County planning to monitor and measure performance of staff that work at home?
- Management staff -- If managers/supervisors are telecommuting, who is running the office? Is the County planning to have manager-subordinate counseling and/or termination be via e-mail versus person-to-person discussions?
- Since staff that are telecommuting will not be addressing the day-to-day issues that arise in an office on an on-going basis, how is the County planning to compensate the staff that are in the County offices performing these tasks as well as their assigned duties?

Issues that the County may want to address regarding utilities/fuel consumption are:

- Those who take home county-owned vehicles should pay for the gas or pay the difference between a set amount of, for example, \$1.50 and the current gas rate.
- Conserve use of county-owned vehicles
- Does everyone who has a county-owned vehicle need a vehicle
- Update current buildings to be energy efficient and when constructing new buildings, include energy efficient features in the construction cost.
- If it is not already being done, each County office/dept should turn the lights off in their office suite and require staff to turn off their computer, printer, etc. at the end of the each workday
- Facilities Management should evaluate the temperature in each County office/dept and regulate the temperature so that some parts of an office are not extremely cold and other are not extremely hot. Once the temperature extremes have been resolved, eliminate the use of space heaters.
- Encourage County staff to carpool
- Consider providing staff a free bus pass if county employee takes public transportation to-from work

For County staff that must work overtime or work more than a 4-day workweek in order to perform their job duties, the County-wide computer systems need to be available 24/7 (realizing the various systems have to be down for backups, scheduled maintenance, etc.). If the county-wide systems are not available 24/7, then the County will have to add staff so that no County job requires more than 40 hours to perform.

Based on your memo to the Commissioners' Court dated 6/4/08, the goal of this project is to evaluate the current processes throughout the County; make recommendations to the Commissioners' Court that will continue to provide the citizens of Travis County with quality services; and to provide these services to the citizens of Travis County in the most efficient manner possible.

As part of our fiduciary responsibilities to the citizens and taxpayers of Travis County, we, as managers, should from time-to-time review our processes and make changes as necessary. There can be negative consequences to some alternatives and I think we need to ensure the Commissioners' Court is aware of those consequences so that they can determine:

- If they are willing to accept those negative consequences
- if there needs to be policy changes to reduce the negative consequences
- if a reduction in services provided is acceptable
- if the service level needs to be the same as current or better, that an increase in staffing levels and/or increase in compensation for current staff will be required and will need to be funded.

In summary, *what we do know* is that:

- Not all jobs in the County are 40 hour a week jobs
- Not all employees in the County can work four 10 hour days
- Not all employees in the County perform at or exceed performance expectation levels
- Not all jobs in the County are conducive to telecommuting
- County's current compensation system does not differentiate between exempt jobs that are > 40 hours and those that are not
- Those employees with take home vehicles are provided a benefit that other county employees are not
- There is no budget for additional staffing requirements that will be necessary if some of the suggested changes are implemented

- There is no budget for additional compensation for current exempt staff (whose job responsibilities are more than a 40 hour week job) that will be necessary if some of the suggested changes are implemented
- There is no budget for county-owned equipment and supplies to be housed at employees' homes in addition to the equipment and supplies located in their offices
- Due to the age of many of the County-owned buildings, they are not energy-efficient
- IT infrastructure is not adequately in place for county-wide telecommuting

It would seem we would want to address "*what we do know*", which should provide us a means to be more effective and efficient at what the citizens and taxpayers of Travis County expect of their county government.

These are just some of my thoughts. If you have any questions, please call me.



Health and Human Services & Veterans Service Research and Planning Division

To: The Commissioners Court

From: Sherri E. Fleming, Executive Manager
Lawrence Lyman, Planning Manager, Research and Planning

Date: July 23, 2008

Re: Flex schedule description

Research and Planning, a division of Health and Human Services and Veterans Service, offers a flex time option for all staff. The "9-80" schedule provides for 9 days to work the required 80 hours each pay period, rather than the traditional 10. The division implemented this schedule for two basic reasons: 1) greater flexibility is a perk for staff that has no cost to the County; 2) the schedule creates savings for employees by reducing commutes (one day less each pay period), and it shifts daily commutes off of peak times.

This option has been available since at least 2002. At present, all regular, full-time staff in the division works this schedule. Each employee maintains a regularly scheduled off day so that the division is able to ensure balanced staffing at all times. Of the 9 full-time division staff, no more than four are scheduled to have the same "flex day". Flex days generally fall on Mondays or Fridays. Each employee is expected to establish and maintain a consistent start and end time for their work day. The starts currently range from 7:30 to 9:00, and end times range from 5:30-7:00.

11

Public Management Department
Roger A. El Khoury M.S. P.E.

Building - Utilities Saving Summary

Printed on 7/10/2008

Building	Daily Saving	Weekly Saving	Monthly Saving	Yearly Saving
Granger	\$ 244.16	\$ 244.16	\$ 1,058.02	\$ 12,696.21
EOB	\$ 117.17	\$ 117.17	\$ 507.74	\$ 6,092.85
USB	\$ 99.07	\$ 99.07	\$ 429.31	\$ 5,151.78
HOLT	\$ 22.21	\$ 22.21	\$ 96.25	\$ 1,155.05
1101 Nueces	\$ 7.78	\$ 7.78	\$ 33.70	\$ 404.35
Total	\$ 482.61	\$ 482.61	\$ 2,091.32	\$ 25,095.89

Efficiency Suggestions from the Planning & Budget Office
June, 2008

The following suggestions are in no particular order, but reflect the suggestions submitted by members of the Planning & Budget Office.

1. 4-10 hour days with focus by building so that buildings can be closed one day a week.
2. Joint use or shared vehicles
3. Ride share and mass transit passes for employees versus parking development
4. Privatize targeted services
5. Telecommuting policies for non-essential personnel
6. Set thermostats 1 to 2 degrees higher or lower per season
7. Mandatory removal of all fans and space heaters from work spaces
8. Target reductions in the vehicle fleet
9. Target new vehicles to convert to more fuel efficient vehicles
10. Consider freezing existing vacancies over a certain number of days
11. Hold/defer all non-critical vehicle repairs
12. Make direct deposit payroll notices electronic and stop printing and mailing notices except to those FTE without computer access.
13. Reformat payroll "stuffers" so that they are electronic, or if printed, format to print at the bottom of the payroll stub, instead of printing separately
14. Install canopies over wet facing windows, particularly at the Precinct 3 Office Building and Rural Center, Precinct 4 Office building and the Ned Granger Administration Building to reduce heat gain.
15. Adopt an appropriate LEED strategy/standard for all new county buildings and work toward retrofitting to the extent possible existing county structures to meet the same standard.

From: <irene.sonnen@travis.co.us.tx>

To: <chris.stangland@co.travis.tx.us>

Date: 7/16/2008 3:32 PM

Subject: Efficiency Form

The following efficiency feedback was submitted:

Savings type: Energy

Email address: irene.sonnen@travis.co.us.tx

Name: Irene Sonnen

Phone number: 247-4407

Department:

Suggestion summary: I am for the four day working week and lights off in rooms/offices.

Suggestion details: I totally for four days work week and everyone should be conscience of turning - off lights whether in office or bathrooms, if people are not going to be in them for a period of time everyone should remember to switch off the lights

From: <priscilla.davis@co.travis.tx.us>

To: <chris.stangland@co.travis.tx.us>

Date: 7/16/2008 11:13 AM

Subject: Efficiency Form

The following efficiency feedback was submitted:

Savings type: Energy

Email address: priscilla.davis@co.travis.tx.us

Name: Priscilla Davis

Phone number: 854-3713

Department: Constable Pct 5

Suggestion summary: Discounted monthly bus passes/County shuttle for train once started/possibility of the 4 day work week

Suggestion details: I live in Cedar Park and have started riding Cap Metro from Leander as often as possible. Unless I have appointments scheduled I ride the Express Bus. They are getting ready to increase the cost of the monthly bus pass which I really have no problem with but I would like to possibly be able to get my pass from the County or have a county discount. I believe State and City employees receive a discount. I think that the county should also advertise/push Cap Metro services but employers would also need to be a little flexible with some people due to bus schedules. Once Cap Metro gets the train started (I was told August 26) I have thought about taking that instead of the bus (I've also heard that Cap Metro may discontinue some of the Leander routes once the train is up and working). My only concern is how to get from the downtown station to the courthouse. I have read that they will have a state/county building bus but I believe it also said it would run at 30 minute intervals. Could there be a designated Travis County shuttle? The 4 day work week needs to be considered. However it would require all offices to be closed for 3 days to save any money. If the buildings could be closed for 3 days and the airconditioning/heating set accordingly I do feel the County could find a big savings in fuel. I hear a lot of our employees talking about this and they would like to see this. I'm not sure that they have thought it through as far as how long their day would be but I know I have no problem. It would save on my fuel but then I would also need to see if Cap Metro would have late

busses to Leander. I think that people could also adjust their appointments outside of the office on the one day the county is closed and could cut down on hours out of the office (doctor appointments and such) This is just my opinion as I know this is a huge process and takes a lot of thought

From: <michelle.campos@co.travis.tx.us>

To: <chris.stangland@co.travis.tx.us>

Date: 7/16/2008 3:23 PM

Subject: Efficiency Form

The following efficiency feedback was submitted:

Savings type: Operations

Email address: michelle.campos@co.travis.tx.us

Name: Michelle Campos

Phone number:

Department: Tax Office

Suggestion summary: 4-day work week

Suggestion details: It would eliminate cost of running offices. Help employees lower there financial cost with gas so high.

From: <maria.rogers@co.travis.tx.us>

To: <chris.stangland@co.travis.tx.us>

Date: 7/17/2008 3:35 PM

Subject: Efficiency Form

The following efficiency feedback was submitted:

Savings type: Operations

Email address: maria.rogers@co.travis.tx.us

Name: Maria Rogers

Phone number: 44957

Department: IIS

Suggestion summary: Telecommuting one week a month

Suggestion details: This would allow staff to share parking spot.

From: <maria.rogers@co.travis.tx.us>

To: <chris.stangland@co.travis.tx.us>

Date: 7/17/2008 3:36 PM

Subject: Efficiency Form

The following efficiency feedback was submitted:

Savings type: Operations

Email address: maria.rogers@co.travis.tx.us

Name: Maria Rogers

Phone number: 44957

Department: IIS

Suggestion summary: Work 10 X 4 shedule, Tele-commuting one week a month

Suggestion details: Allow staff the option to tele-commute one week a month. This helps the employee with the high cost of gasoline, is good for the environment, and can help reduce stress. Systems Engineers use VPN to connect to the network from home. Voice mail sends an email and pages the employee. Allow employees the option to work 10 hour days and have a 3 day weekend. This allows us to provide better coverage for the

early and late shift

From: <eric.mangrum@co.travis.tx.us>
To: <chris.stangland@co.travis.tx.us>
Date: 7/21/2008 7:56 AM
Subject: Efficiency Form

The following efficiency feedback was submitted:

Savings type: Energy
Email address: eric.mangrum@co.travis.tx.us
Name: Eric R Mangrum
Phone number: 854-4733
Department: ITS

Suggestion summary: Tele-work

Suggestion details: If 80% of your daily activities are performed at your desk, then at least two days a week can be spent in a home office environment. The details would obviously have to be worked out with supervisors as to daily deliverables to insure a continued productivity. Another requirement would be that we would have to be able to transfer our office phones to our telework phones. Stipulations are simple: employee must have high-speed internet, a secure home network, the ability to VPN into the county network, and remote desktop capabilities to the employees office PC.

From: <jerry.motley@co.travis.tx.us>
To: <chris.stangland@co.travis.tx.us>
Date: 7/17/2008 3:30 PM
Subject: Efficiency Form

The following efficiency feedback was submitted:

Savings type:
Email address: jerry.motley@co.travis.tx.us
Name: Jerry Motley
Phone number: 4-4574
Department: ITS

Suggestion summary: Home Officeing two days a week.

Suggestion details: Considering today's price of Gasoline, plus the time it takes to fight traffic every day driving into work It would make good sense to allow ITS employees to home office more then one day a week. I am actually more productive working from home as I can get to work right away first thing in the morning. I think telecommuting is a wonderful idea and we should take more advantage of it. I would advocate for two or more days of home office for ITS employees.

Austin companies considering four-day workweeks

Switch cuts costs, saves energy, boosts morale, employers say.

By Regina Dennis

AMERICAN-STATESMAN STAFF

Monday, July 14, 2008

With energy costs on the rise and gas prices hovering around \$4 a gallon, some employers are proposing a solution likely to delight many workers: mandating a four-day workweek.

The notion of ditching the traditional five-day workweek in favor of a shorter week with longer daily hours has caught on with some Central Texas employers, who say that having a four-day workweek reduces operating costs, conserves energy and helps boost employee morale and productivity.

Hays County could move to a four-day workweek to save fuel and utility costs under a proposal by County Judge Liz Sumter that is being considered by the Commissioners Court.

"Fuel is eating our budget quite a lot," Sumter said.

The Travis County sheriff's department has long had patrol officers work four 10-hour days per week. Maj. Darren Long, who heads the corrections bureau, said the department schedules officer shifts to overlap during the peak patrol hours each day, between 9:30 p.m. and 2 a.m.

Long said the department is considering implementing four-day workweeks in other areas in hopes of reducing costs and conserving energy. Some offices might be able to shut down for one day a week, which could significantly reduce utility costs, he said.

At St. David's HealthCare, nurses can use a self-scheduling system to create their own workweek. A supervisor monitors the staffing to make sure the nurses are available when they are most needed throughout the day.

"In health care, it works very well," said Bonnie Clipper, chief nursing officer at St. David's Medical Center. "It promotes a lot of flexibility in the work schedule, so our nurses can work any days they want as long as they communicate with their supervisors and the needs of the department are met."

Newly elected Austin City Council Member Laura Morrison said during her campaign that she would push larger companies to switch to four-day workweeks.

"People spend a lot of time traveling to and from work and being jammed in traffic," she said. "If you could do that for four days instead of five, it gives back some of that time to your own life, and it will get some of the cars off of the road and hopefully decrease some of the congestion."

Next month, Utah will become the first state to switch to a four-day workweek for thousands of government employees in a yearlong experiment aimed at reducing the state's energy costs and commuters' gasoline expenses.

The order, issued by Gov. Jon Huntsman Jr., will affect 17,000 of the 24,000 state workers. Turning off the lights, the heat and the air conditioning on Fridays in 1,000 of 3,000 government buildings will save about \$3 million a year in a state budget of \$11 billion, according to the governor's spokeswoman, Lisa Roskelley. The state will also save on gasoline used by official vehicles, but authorities have not figured out how much.

Though Texas state agencies might voluntarily offer flex scheduling for employees, a mandatory four-day workweek for all state employees -- which would shut state offices on Fridays -- would require legislative action, said Allison Castle, a spokeswoman for Gov. Rick Perry. The governor's office has not heard any buzz about a shortened workweek, but Perry probably would not support the idea, Castle said.

"Texans expect their state government to earn a week's pay for a week's work, just like they do," she said.

Katie Buster works at the Austin Humane Society from 8 a.m. to 7 p.m. Monday through Thursday. She said the longer hours are worth it for the extended weekends.

"I'd rather work longer shifts anyway because it makes the week go by a lot faster, and you get an extra day to do whatever you want," she said.

Lisa Starr, a spokeswoman for the Humane Society, said 10-hour shifts work better because shelter workers spend three hours each day cleaning and disinfecting the animal containment areas before they open to the public for seven hours.

Though having the four-day shifts does not raise or lower costs for the shelter, it does improve staff morale, she said.

"The nature of this job is so physically and emotionally taxing that having three days off in a row is very much needed, and it allows for more of a respite for the employees," Starr said.

Lubbock County commissioners consider four-day workweek for courts

By Logan G. Carver | AVALANCHE-JOURNAL

Monday, June 23, 2008

Story last updated at 6/24/2008 - 1:06 am

Lubbock County commissioners are considering closing the courthouse on Fridays and switching to a four-day workweek in an effort to save county and employee dollars.

Commissioners must decide whether the savings justify the decrease in accessibility and are asking for input from department directors throughout the county.

"It's a balance between service and tax dollars," said Bill McCay, Precinct 1 commissioner.

Department heads said they support saving money, especially for their employees, but worry about how to accommodate people and professionals accustomed to using the courthouse five days a week for eight hours a day. Losing a day of work could also cause a backlog in the court system, one official said.

McCay estimates closing the courthouse on Fridays could save the county \$4,000 to \$10,000 per month in heating and cooling costs and fuel for county vehicles. Figured in that number is savings for closing the county offices in the Bank of America building, which McCay said is considered an extension of the courthouse.

The change also could save county employees 20 percent in personal fuel costs.

"We may not be able to do it at all," he said. " But we gotta look through this."

The issue is not on the agenda for today's Commissioner's Court meeting, but McCay said commissioners could vote on locking the doors on Fridays as soon as the next scheduled meeting.

The county only saves money if the entire building closes, said Mark Heinrich, Precinct 2 commissioner. If only a few departments decide to work four days a week, the savings would be virtually unnoticeable because the utilities would still have to run on Friday.

The county treasurer's office already has switched to a four-day week on a trial basis to see how a 10-hour day affects employee morale and physical and mental acuity, said Lubbock County Treasurer Sharon Gossett.

"Is it worth putting in a 10-hour day to have an extra day off?" Gossett said.

The office now is open from 7 a.m. to 5:30 p.m., with a 30-minute lunch from noon to 12:30 p.m.

Gossett estimates she will know by the first of August whether her department will make the change permanent, or revert to the standard workweek.

The treasurer's office doesn't deal with the public often and primarily works internally, allowing the department the luxury of experimenting with schedule changes without hampering the public, Gossett said.

A shortened workweek, however, would necessitate an adjustment in the legal community, said Judge Brad Underwood of the 364th District Court.

Judges and lawyers are extremely busy on Friday mornings, Underwood said, but by afternoon activity generally tails off.

"I don't think it would affect trials much, if at all," Underwood said.

Pre-trial hearings and plea negotiations, among other non-trial activities, would be affected most by closing Friday, Underwood said.

Trials are normally completed by Thursday afternoon, said David Slayton, director of court administration in Lubbock County. But Friday is an important workday and closing for the weekend on Thursday evening could have an adverse affect on the disposition of case load.

"Obviously, we want to make sure that whatever we do, it doesn't slow down the pace of litigation," Slayton said.

The biggest concern for the judge is the effect of the longer hours a four-day week would create. He said he would have to allow jurors time to make arrangements for child care after 5 o'clock, when normally the jury would be dismissed for the day.

There are certainly some pluses, Underwood said, and they must be weighed to see what is best for Lubbock County residents.

With the rising fuel costs, Underwood said adjustments have to be made to assuage the hit people are taking to their pocketbooks and, he said, the commissioners' willingness to investigate a four-day week is a sign of forward thinking.

"I like the idea," Underwood said.

Barbara Sucsy, Lubbock County district clerk, doesn't believe her office has the leeway to drop one workday.

"I just don't see this office being closed on Friday unless the whole courthouse closes," Sucsy said.

McCay said any elected County official can set his or her department hours, but the Commissioner's Court dictates when the doors lock and when the heating and cooling runs.

Sucsy said her office is in a formulating stage - examining ways to shift to a four-day week, but doubts the office can take off Fridays without denying local attorneys the access they are used to, though longer daily operating hours would provide greater access to people who normally can't get off work to do business at the courthouse, Sucsy added.

The office also must be available, at least by phone, to deal with emergency protective orders, she said.

The most likely scenario for Sucsy's department involves keeping a standard workweek, but allowing employees the option of working a flex schedule - 10 hour days, four days a week and taking either Monday or Friday off.

This option does not save the county any money but does addresses the employee gas cost, which Sucsy said is a major concern of hers with sky-high fuel prices.

"If they could reduce their cost in gas by 20 percent, I'm in support of it," Sucsy said.

To comment on this story.

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Birmingham Cuts Workweek To Save Energy Costs

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Updated July 4, 2008 Birmingham, Ala., is the latest city to go to a four-day week to deal with higher fuel prices. City employees there will now work fewer days, but will have 10-hour shifts.

This summer, government employees in Utah will stay home on Fridays, and lawmakers in states including Arkansas, New Mexico and Idaho are considering doing it, too. But will the new schedule actually result in savings?

Chris Hartzell, chief of operations for the city of Birmingham, is helping to implement the new plan.

"While it's a four-day week for employees, the city will still be in operation five days a week," he says. "We're just breaking the shifts up between Fridays and Mondays because we want to allow the citizens that have to do business with the city to still have access to the city."

Hartzell says the plan will benefit workers and the city, which has seen its fuel costs increase by 50 percent.

Regarding questions about the potential savings, Hartzell says he thinks efficiency and morale will improve, contributing to "better city government."

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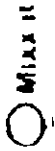
Most state workers in Utah shifting to 4-day week

Created: 7/28/08 10:30 Comments: 77 Recommendations: 22

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Image By Douglas C. Pugh, AP
Thousands of state employees (Bryan Young/Utah Photo Center) and their supervisors in front of the Salt Lake City building on Sept. 14, 2004. The state government, state and local governments across the state wide in solidarity, took a day off from state employees.



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By Larry Copeland, USA TODAY

Utah this summer will become what experts say is the first state to institute a mandatory four-day work week for most state employees joining local governments across the nation that are altering schedules to save money, energy and resources.

Gov. Jon Huntsman, a first-term Republican, says he's making the change to reduce the state's carbon footprint, increase energy efficiency, improve customer service and provide workers more flexibility.

RELATED STORY: Gas prices spurring switch to 4-day week

"The reaction (from the public) has been very much a willingness to give this a go," he says.

The change will apply to about 17,000 employees, roughly 80% of the state workforce. Huntsman says. Public universities, the state court system, prisons and other critical services will be exempt. Residents still will have sufficient access to state offices, many staying open from 7 a.m.- 6 p.m., and more than 800 state services are available online, he says.

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Leslie Scott, executive director of the National Association of State Personnel Directors, says Huntsman's action is a first. "Most states have a four-day work week option for their employees, but Utah is the first to go to a mandatory four-day work week," she says. "A good number of the states are encouraging their agencies and managers to offer a four-day work week whenever possible."

The four-day work week is fairly common among city and county governments. Rex Facer, an assistant professor at Brigham Young University whose research team is studying the four-day work week concept, estimates that about one-sixth of U.S. cities with populations above 25,000 offer employees a four-day work week. His projection is based on the team's continuing survey of 150 city human resource directors.

Facer expects more cities to begin shuttering offices on Fridays. "The increasing pressures the American is facing around gas prices is certainly a significant factor, and

the overall fiscal pressures governments are facing in general," he says

Jacqueline Byers, director of research at the National Association of Counties, says the four-day work week is gaining in popularity among county governments. Marion County, Fla., has a mandatory four-day work week for employees; Oconee County, S.C., and Walworth County, Wis., have it for road work crews, while Will County, Ill., has it for the auditor's office. Oakland County, Mich., is seeking volunteers for a four-day work week, and Miami-Dade County, Fla., and Suffolk County, N.Y., are moving toward it, she says.

"They like it for a couple of reasons," says Byers. "They're not able to give raises, so this is like a bonus, to cut off one day's commute. Also, if they can close a whole department (for a day), they save money for the county."

It takes some adjusting. "One thing that has to be changed is the level of expectation from taxpayers, because they've always wanted five-day access," Byers says. "They have to adjust to offices that are open longer on weekdays, but closed on Fridays."

Cities offering employees condensed work weeks include Coconut Creek, Fla., Birmingham, Ala., and Avondale, Ariz., according to the National League of Cities.

In Utah, the new schedule starts Aug. 4. In the meantime, Huntsman says, the state is moving to iron out problems for employees with child-care concerns and those using public transportation that currently would not accommodate a longer workday.

Huntsman says the change will help Utah reach its goal of reducing energy use 20% by 2015.

Beyond the energy and financial implications, the four-day work week is a quality-of-life issue for many. Huntsman says it is especially popular among younger employees and that his action will make Utah more competitive in luring talent.

Facer agrees that an improved "work-life balance" often results from a shorter work week.

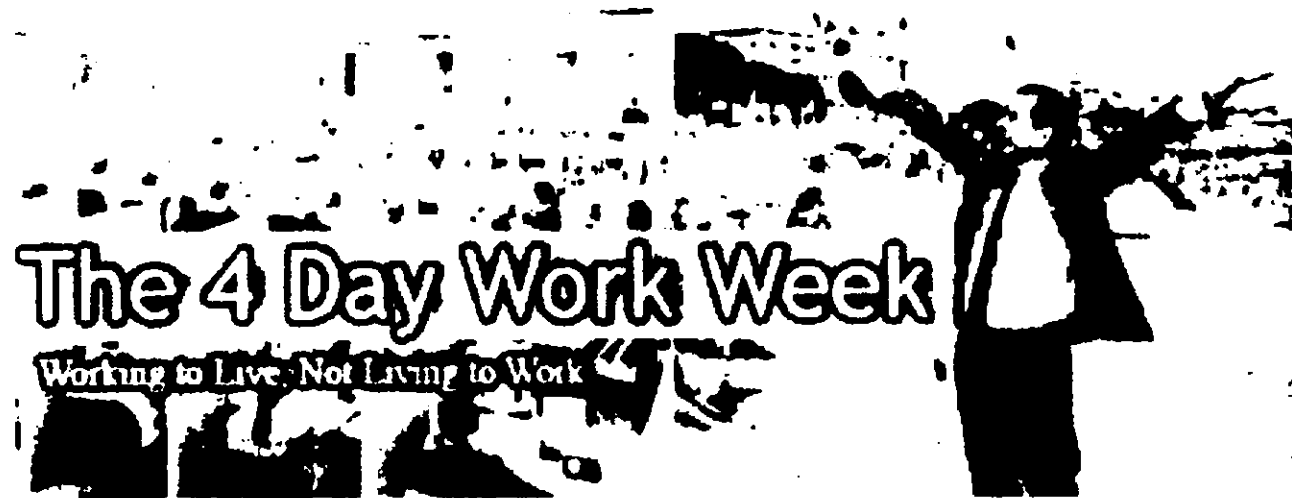
"More and more young workers are entering the work force," Facer says. "They're looking for ways to enhance their work-life balance. Alternative work schedules offer more of this work-life balance than do traditional work schedules."



The 4 Day Work Week

[19 Comments](#)

By [Aaron Newton](#) in [Green Living, How To](#) | September 20, 2007



The notion of our standard work week here in America has remained largely the same since 1938. That was the year the Fair Labor Standards Act was passed, standardizing the eight hour work day and the 40 hour work week. Each Monday, Tuesday, Wednesday, Thursday and Friday workers all over the country wake up, get dressed, eat breakfast and go to work. But the notion that the majority of the workforce should keep these hours is based on nothing more than an idea put forth by the Federal government almost 70 years ago. To be sure it was an improvement in the lives of many Americans who were at the time forced to work 10+ hours a day, sometimes 6 days of the week. So a 40 hour work week was seen as an upgrade in the lives of many of U.S. citizens. 8 is a nice round number; one third of each 24 hour day. In theory it leaves 8 hours for sleep and 8 hours for other activities like eating, bathing, raising children and enjoying life. But the notion that we should work for 5 of these days in a row before taking 2 for ourselves is, as best I can tell, rather arbitrary.

The idea of a shorter work week is not a new one to anyone old enough to have lived through the energy shocks of the 1970's. It should be fairly obvious to anyone interested in conserving oil that reducing the number of daily commutes per week would reduce the overall demand for oil. There are about 133 million workers in America. Around 80% of them get to work by driving alone in a car. The average commute covers about 16 miles each way. So let's stop and do some math:

133,000,000 workers X 80% who drive alone = 106,400,000 single driver commuter cars each day.

106,400,000 X 32 miles round trip = 3,404,800,000 miles driven to work each day

3,404,800,000 / 21 mpg (average fuel efficiency) = 162,133,333 gallons of gasoline each day

Each barrel of crude oil produces, on average, 19.5 gallons of gas. (It is important to note that other products like kerosene and asphalt are produced from that same barrel)

$162,133,333 \div 19.5 = 8,314,530$ barrels of oil each day.

What this shows is the impact a 4 day work week could have on crude oil imports. I'm talking about a 40% reduction in the amount of oil we need Monday through Friday simply by rearranging our work week. No wonder this idea was utilized in the 70's.

But the clear fact that a 4 day work week would save such a precious non-renewable resource is just the first of 16 reasons why I think it's time to revive the idea of reducing the numbers of days we work each week.

Reason #2 The 4 Day Work Week would reduce greenhouse gas emissions and other air pollutants.

As you pull out of your driveway on your way to work your automobile has already begun to emit Carbon Monoxide, Carbon Dioxide, Sulphur Dioxide, Nitrogen Oxides, Hydrocarbons, Ozone, particulates, Lead and Chlorofluorocarbons. Some of these compounds are responsible for the greenhouse effect that is warming our planet and throwing our global climate system into increasing instability. Others of them contribute to air pollution that causes everything from dramatically rising rates of childhood asthma to cancers, heart disease and respiratory illnesses. Sometimes I drive to work too, so don't think the whole thing is your fault. But it's true that we're playing fast and loose with our ecosystem and poisoning ourselves with our autos. 60 - 70% of urban air pollution is caused by cars. Taking 20% of them off the roads during the most heavily traveled time of the day would obviously reduce the overall amount of pollutants produced by our autos. And this is key, if a worker transitions to a 4 Day Work Week and then spends all day off driving around when he or she would have been at work, then the savings in terms of fuel and pollution will be lost. This is not a plan to provide everyone with more time to drive around but a plan to bring people back into their homes and their local communities. It's an effort to give them more time with family, more time to exercise, more time to write the great American novel or learn to keep bees, or get another degree, or start a garden.

Reason #3 The 4 Day Work Week would reduce workers exposure to pollutants.

A recent study by the California EPA says "50% of a person's daily exposure to ultra fine particles (the particles linked to cardiovascular disease and respiratory illnesses) can occur during a commute." A report by the Clean Air Task Force in 2007 found diesel particle levels were between 4 to 8 times higher in commute vehicles than in the surrounding air. It makes sense when you think about it. The pollution coming from the tailpipe of a vehicle is mostly likely to affect you while you're sitting directly behind it, especially if you're stuck in slow moving traffic where the concentrations of such particles can build up.

Reason #4 The 4 Day Work Week would mean less traffic congestion.

Rush hour exists because everyone needs to get to work at about the same time. Anyone who's lived in a city of size can tell you that early in the morning and late in the afternoon the roads fill up. The average 16 mile commutes takes 26 minutes each way. That's 52 minutes a day traveling at roughly 35 miles per hour. Imagine if 1/5 of the cars suddenly disappeared? If the work week was staggered so that 1/5 of all workers took a different day off, the U.S. commuter would see a 20% reduction in rush hour congestion without building a single new road. Which leads nicely to the next reason...

Reason #5 The 4 Day Work Week would reduce money spent on new road construction and existing road maintenance.

With 1/5 few cars making the commute each day, fewer new road projects would be necessary and existing roads would last longer with less maintenance. This is not to say that we shouldn't take advantage of this cost savings to invest in alternative transportation systems. In fact it's the opposite. This could be a gift to the tax payer who would receive new and better options for travel without any rise in taxes.

Reason #6 The 4 Day Work Week would result in a reduction in personal expenses.

From www.ridetowork.org,

"2002 annual household private vehicle expense is \$7,371. This is divided into \$3,665 for vehicle purchases, \$1,235 for gas and oil and \$2,471 for insurance and misc."

If workers used there cars 20% less often to drive to work, they would see a reduction in the frequency of oil changes, tune ups and the purchase of new tires just to name a few savings. The above numbers also reflect the price of gasoline in 2002. We all know it has increase since then and will continue to increase now that global oil production has peaked. Remember those 162,133,333 gallons of gas we're going to save?

162,133,333 X \$2.75 per gallon = \$445,866,665.00

This would save US workers a lot of money! And because our cars would be driven less frequently, they wouldn't need to be replaced as often. That's not to say that would shouldn't try to replace inefficient older cars with more efficient new ones, but this could give the auto manufactures time to wake up to the global peak in oil production and make changes in the types of vehicles they offer. It could also give communities time to respond with planning strategies that favor other types of transportation including walking, biking and mass transit.

Reason #7 The 4 Day Work Week would mean fewer auto accidents each year.

I don't have statistics on the number of automobile related deaths and injuries that occur specifically during rush hour but almost every radio station on the dial offers a regular

update of car crashes throughout each morning and evening commute. It seems safe to assume that fewer cars on the road during those periods of time would result in fewer accidents and the injuries that result from them.

Reason #8 The 4 Day Work Week would mean less time spent in VSC or Voluntary Solitary Confinement

Now some people tell me the time they spend alone in their car is relaxing. Personally I think if that's true then what those people are really enjoying is time alone on uncongested roads. Rush hour on a busy street is not relaxing. Personal time away from other people can be a positive experience. But we don't have to spend our time alone in a metal box burning nonrenewable resources that heat the planet. If less time was spent commuting each week, people would have more time for themselves to enjoy, even if they wanted to enjoy that time alone. It seems to me that as a nation we are experiencing an epidemic of disconnect. Ever see those people early in the morning on their way to work at 6:30am talking on their cell phones? Just who are they talking to? Maybe some of them are already working (before even arriving at work) but I bet many of them are talking to other friends and family who are, quite possibly, out in traffic too. How many of you have ever made a cell phone call because you were bored or lonely in your car? I have friends who will call me and announce that's what they're doing, calling me to get some company. The car is an insulator that keeps us from interacting and as naturally social creatures this isn't a good practice. Less time spent in cars can mean more time spent with other human beings living life.

Reason #9 The 4 Day Work Week would mean a reduction in absenteeism

A recent survey found that 43% of respondents admitted to playing hooky last year. That is they stayed home from work even though they weren't sick. Another day scheduled during the week to address the needs and wants of workers would give people more time to complete all sorts of activities. It could keep them from taking their own day off. It could also give people a day to schedule appointments like medical, dental, tax, attorney or other. A Four Day Work Week would mean fewer random interruptions when workers must leave the office to take care of these matters. Even the occasional summer day spent hiking with a child sounds like a good national exercise to me.

Reason #10 The 4 Day Work Week would increase productivity

Yes I said increase productivity.

In 1930 famed cereal maker W.K. Kellogg had this to say about his decision to decrease his companies work week from 40 to 30 hours.

The efficiency and morale of our employees is so increased, the accident and insurance rates are so improved, and the unit cost of production is so lowered that we can afford to pay as much for six hours as we formerly paid for eight.

Peak oil and climate change could make for turbulent business waters ahead. This country needs more business leaders willing to navigate these waters not by burdening their workforce with limitations or restrictions but with a willingness to try new strategies. Ideas such as this one should be strongly considered by corporate America or maybe it's time for the Federal government to revisit this issue through law. New ways of working really could benefit both businesses and employees. It's important in the time ahead not to simply saddle the workers of America with the rising costs of energy and ecological destruction.

There are lots options concerning the number of hours a 4 Day Work Week could contain. Employees could work 10 hours a day and keep a 40 hour work week. Or they could simply eliminate an entire day and drop down to a 32 hour work week. In between is the idea of working 4 days a week, 9 hours a day. But regardless of how many hours people work, the important part to remember is that most tasks are going to get accomplished each week just as they did before. A recent survey by salary.com of over 10,000 American workers revealed that on average, we waste more than 2 hours each day surfing the web or making phone calls to friends. Might these distractions be activities that workers must be willing to trade for an entire extra day off to spend surfing on the Internet? I say that tongue in cheek as there are better ways to spend your new day off but the point is that the inbox is never empty and that important tasks could probably be completed in a shorter work week if time spent at work was all about work. A shorter work week would sharpen this focus and make the workplace more productive.

Reason #11 The 4 Day Work Week would give us more time for family

60% of Americans say they do not have enough time for family. To be sure we could change that statement to read, make time for family, because time is after all what you make it. It's important to note that we work more hours than any other nation on the planet. But why? Why do we work? I think this question is at the heart of support for a shorter work week. We work so we can support our families right? But is more money and the always increasing amount of stuff that money buys really supporting our families? We have to pay bills but would your son rather have you at home or have a new flat screen television? 7 out of 10 teenage pregnancies are conceived at the home of the young girl between the hours of 3pm and 5pm. It is my view that what might be in my daughter's best interest isn't me working 50 hours a week so I can buy her a sweet sixteen car. It might be spending more time at home with my daughter talking to her about her future. A shorter work week would give this nation an opportunity to spend more time at home with our families.

Reason #12 The 4 Day Work Week would decrease labor costs

Long work hours increase the worker turnover rate which leads to more money spent on acquiring and training new employees. Employees who have almost as many days to spend on their own as days they spend working will be much happier and more loyal. These are employees who will work harder and stay longer at any given company.

Reason #13 The 4 Day Work Week would decrease operational costs

Depending on just how a company chooses to structure its 4 Day Work Week, any number of operational costs could be reduced. The energy savings from the climate control of unoccupied buildings could be enormous. Fewer security or maintenance issues could result from having a smaller number of people in the office each day. A shorter work week could mean more infrequent cleanings and less information technology service calls.

Reason #14 The 4 Day Work Week would mean a reduction in the cost of childcare

If a two parent household were to switch to a 4 Day Work Week then their childcare costs could be reduced by 40%. Childcare ranges in cost depending on the type care and the specific location in which a worker lives. Estimates range from \$3,000 to \$15,000 annually per child. A family spending \$5,000 who could reduce the number of days their child is in care from 5 days to 3 could save \$2,000 a year. This also means more of the child's time spent with parents which fosters stronger families. It is important to note here that childcare that exceeds the normal 8 hour work day is more expensive. If both parents switched to 10 hour work days their childcare costs might not decrease.

Reason #15 The 4 Day Work Week would provide time for a transition into the informal economy

There are a lot of reasons why consumer culture is bad for us. It focuses not on people and their relationships to one another but instead on things, on stuff, on cheap plastic crap from Wal-Mart. It's worth pointing out that not only is our habit of consuming mass quantities of junk toxifying our lives and our environment with all sorts of chemicals and pollution, it's also using up a number of nonrenewable resources at an alarming rate. It seems reasonable to assume that we can't continue on this ride of infinite growth for a whole lot longer. The coming era will be one of a decline in the availability of all sorts of resources we take for granted right now. Learning how to reshape and relocalize our lives will be an immense effort for both communities and the individuals living in them. Having an extra day each week to begin this process could prove invaluable. Need time to learn how to cook or garden? Have you always wanted to start a new cottage industry business from home? Maybe you'd like to be more active in volunteer efforts in your community to address peak oil and climate change. This extra day could be our ticket as a nation to scaling back on our consumption while we reconnect to local life.

Reason #16 The 4 Day Work Week feels great!

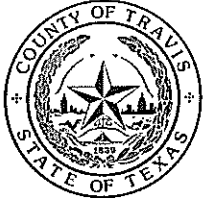
I write this proposal not as an academic making a theoretical suggestion but as a participant in the new 4 Day Work Week movement. At the beginning of 2007 I renegotiated my contract with my employer and started staying home on Fridays. I now have more than a two day speed bump on the highway of American employment. I get to enjoy almost as many days at home each week as I spend working at my job. And it feels wonderful. Since making the change I have even taken a new job and was still able to

continue with my shorter work week. 25% of U.S. companies already have some sort of policy towards alternative work schedules.

Telecommuting, cell phones and the Internet are just some of the other tools that can offer more flexibility to the outdated idea that we should all be at the office from 8 to 5 on Monday through Friday. I can tell you from experience that this feels great. I am able to spend time on projects that are important to me. I get to see my young daughter more. Lately it's been a Friday bike ride together. And I have a chance to share my ideas with more time to write proposals like this one.

Changes require action. Our nation is at a point where we need change. Not politicians talking about change but an actual change in the way we live our lives. The 4 Day Work Week could be a catalyst for a change from a nation that lives to work into a nation that works to live. Come join me won't you?

[Share This](#)



TRAVIS COUNTY ADMINISTRATIVE OPERATIONS
Alicia Perez, Executive Manager

314 West 11th Street, Suite 535 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9343 Fax: 854-9542

RECEIVED
COUNTY JUDGE'S OFFICE
08 JUL 25 PM 2:06

To: Commissioners Court

From: Alicia Perez, Executive Manager, Administrative Operations 

Subject: 4/Ten Survey

At the request of the Efficiency Committee and Commissioner Davis, a survey was conducted asking elected and appointed officials and department heads about a compressed work week schedule.

Ten questions were asked concerning the 4/Ten compressed work week. Those questions and the responses are attached for your review.

We received 67 responses to the survey.

1. On familiarity with 4/Ten work schedules, 53% of respondents were very familiar with a compressed work week
2. On ability to close for one day a week, 60% said their offices could not close for one day per week
3. On productivity, 49% stated that going to a 4/Ten work week would have no effect on productivity. 25.5% answered that the compressed work week would probably increase productivity, and 25.5% answered that the compressed work week would probably decrease productivity
4. On the ability to quantify cost savings by going to a 4/Ten work week, about 71% of respondents said that either they would be unable to quantify cost savings derived from going to 4/Ten scheduling, or that they don't know if they would be able to
5. When asked if they were in favor of a 4/Ten work week, 60% of respondents said yes
6. When asked which groups would benefit from a compressed work week – County Government, Employees, Taxpayers – 98.4% responded that employees would benefit

Respondents were also asked to list benefits of adopting a 4 day work week. The following were the most prevalent benefits:

- Offices open earlier or later allowing the public to have extended hours to take care of business

- Improve employee morale
- Lower commuting costs
- Possible reduction in use of sick and vacation time
- Reduction in traffic
- Fuel savings for the County operated vehicles

Most prevalent responses to negative outcomes if adopting a 4 day work week:

- Not all employees would be able to work ten hour days due to school and daycare issues
- Courts cannot close one day so support services are unable to close one day
- Jobs that require extensive labor would find it difficult to remain productive for a ten hour workday, especially during the summer season
- Customer service to citizens would suffer
- Criminal justice agencies could not take one day off

In conclusion, while respondents favored a 4/Ten work week, most said they could not quantify any cost savings in such a change. Courts and support departments stated they were unable to close one day a week.

Many departments in Travis County already offer their employees flexible work schedules including 4/Ten, 9/80 and other varied work schedules that meet both employee and operational needs. Current County policy allows managers to provide flex time schedules for employees where it is feasible and can be done within budget.

Cost savings in utilities can only be realized if whole buildings close, and given the current occupancy of County buildings, such a change would be difficult to make.

Perhaps on this issue the Court may consider a reminder to departments on the flexibility to improve their own operations and employee morale by using flexible work schedules. Schedules should be driven by operational needs. Operations within County governments are so diverse that allowing managers the flexibility without mandating work schedules may be the best policy.

Attachments:

1. Survey Results Summary
2. List of some jurisdictions testing 4/Ten schedules
3. Letter from Judge Dietz

cc: Efficiency Committee

4/Ten Compressed Work Week Survey Results Summary

Q1. How familiar are you with compressed work week/Four-10 scheduling?

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
Not at all familiar	3.0%	2
Somewhat familiar	43.9%	29
Very familiar	53.0%	35
	answered question	66
	skipped question	1

Q2. Could your office close one day per week?

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
Yes	40.0%	26
No	60.0%	39
	answered question	65
	skipped question	2

Q3. Could your office stay open five days a week, while adjusting schedules so that your employees each worked ten hours a day, four days a week?

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
Yes	77.2%	44
No	22.8%	13
	answered question	57
	skipped question	10

Q4. What effect do you think adopting a Four-10 compressed work week would have on your department's productivity?

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
It would probably INCREASE productivity	25.5%	14
It would probably DECREASE productivity	25.5%	14
It would have NO EFFECT on productivity	49.1%	27
	answered question	55
	skipped question	12

Q5. If your office adopted a compressed work week, would you be able to quantify the cost savings or other benefits?

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
Yes	29.7%	19
No	26.6%	17
Unsure	43.8%	28
	answered question	64
	skipped question	3

Q6. In your opinion, which of these groups could benefit from a compressed Travis County work week? (check all that apply)

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
County Government	62.9%	39
Employees	98.4%	61
Taxpayers	61.3%	38
	answered question	62
	skipped question	5

Q7. List benefits you would expect if your department adopted a four day work week.

<u>Answer Options</u>	<u>Response Count</u>
	57
answered question	57
skipped question	10

Q8. List possible negative outcomes you would anticipate if your department adopted a four day work week.

<u>Answer Options</u>	<u>Response Count</u>
	55
answered question	55
skipped question	12

Q9. Please identify yourself and your department, division and building you work in

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
Name & Title:	100.0%	67
Department:	100.0%	67
Division you are responsible for:	100.0%	67
Building name	100.0%	67
How many FTE in your program/division?	100.0%	67
Email Address:	98.5%	66
	answered question	67
	skipped question	0

Q10. Are you in favor of the Four-10 Compressed work week?

<u>Answer Options</u>	<u>Response Percent</u>	<u>Response Count</u>
Yes	58.9%	33
No	14.3%	8
I would need more information	26.8%	15
	answered question	56
	skipped question	11

Info on 4/Ten from the Internet, phone interviews, news reports; reliable but not guaranteed – an incomplete list

Doing it now

City of Birmingham, Alabama
Gregg County, Texas Tax Office
Jefferson County, Alabama school district (summer schedule)
Atlantic County, NJ 1-month trial
Walworth County, Wisconsin
Avondale, Arizona City Hall (not all departments)
Marion County, Florida
Oakland County, California
Coconut Creek, Florida
Rutherford County School District, Tennessee
Williamson County (Fleet Services/Road Maintenance)

Planning on doing it soon

State of Utah, starting next month (August) Does not include state courts or police
North Miami City Hall (one building)

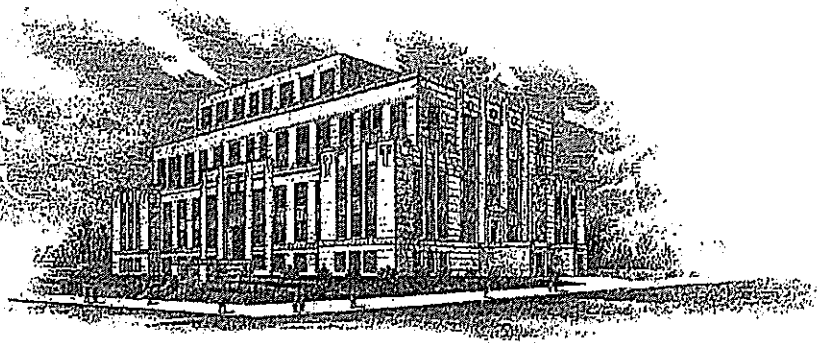
Studying it

Hays County, Texas
Henderson County, Texas
City of El Paso
State of Oklahoma
Oakland County, Michigan
Allen County, Indiana
Southaven, Mississippi
Miami-Dade County, Florida
Suffolk County, NY

Thought about it, decided not to

Lubbock County (Comm. Bill McCay) says that while the County's admin and courts functions are staying with the traditional 5/Eight work week, the road crews have adopted 4/Ten. With road work, because of the time, distance and fuel, savings and productivity are thought to be considerable (more work done per day) but no actual study has been performed to quantify and document dollar savings or productivity gains.

Comm. McCay's estimate of four to ten thousand dollars a month savings if the admin and courts functions adopted 4/Ten were based on rough estimates of utility savings by the facilities maintenance director, not a rigid, detailed and complete analysis.



TO: Alicia Perez, Administrative Operations

FROM: John K. Dietz, Civil District Courts

SUBJECT: 4-10 Compressed Work Week Survey

DATE: July 17, 2008

At yesterday's monthly meeting of the Civil District Judges, we discussed how to collectively respond to the questions posed in the 4-10 Compressed Work Week Survey from the Efficiency Committee. Listed below please find our responses to the online survey questions:

- 1) How familiar are you with compressed work week/four 10 scheduling? *Somewhat familiar*
- 2) Could your office close one day per week? *No*
- 3) Could your office stay open five days a week, adjusting schedules so that your employees each worked ten hours a day, four days a week? *Our administrative offices such as the Court Administrator's Office and the District Judges' Office may be able to adjust employee schedules; however, we would be unable to alter certain dockets unilaterally without similar modification of schedules in other departments such as the District Attorney's Office, DRO and state agencies such as Child Protective Services.*
- 4) What effect do you think adopting a four-10 compressed work week would have on your department's productivity? *We believe that it will negatively impact jury trials, CPS dockets and family law dockets.*
- 5) If your office adopted a compressed work week, would you be able to quantify the cost savings or other benefits? *No.*
- 6) In your opinion, which of these groups could benefit from a compressed Travis County work week? *County Government, employees and taxpayers*
- 7) List benefits you would expect if your department adopted a four-day work week. *Cost savings to employees with regards to commute expenses (gasoline consumption, etc.) but negative impact with regards to productivity.*
- 8) List possible negative outcomes you would anticipate if your department adopted a 4-day work week? *Working parents may have day care issues with a 4-day work week. Unsure if jurors wish to work 10 hour days.*

Please feel free to contact me or Ms. Peg Liedtke at 854-9300 if you need further information.


JOHN K. DIETZ
Local Administrative Judge
Travis County, Texas

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

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COUNTY JUDGE'S OFFICE
08 JUL 24 PM 2:54

Please consider the following item for:

Voting Session:

July 29, 2008

I. A. Request made by:

Rodney Rhoades, Executive Manager, Planning and Budget (ext. 9106)

Discuss & take appropriate action on request to authorize August posting of positions funded in FY 09 Preliminary Budget related to the new County Court at Law #8.

Approved by:

Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

_____ Additional funding for any department or for any purpose
_____ Transfer of existing funds within or between any line item budget
_____ Grant

Human Resources Department (854-9165)

_____ A change in your department's personnel (reclassifications, etc.)

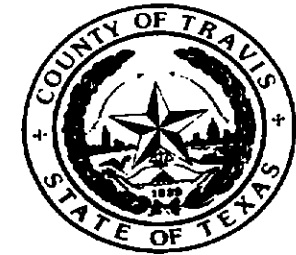
Purchasing Office (854-9700)

_____ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

_____ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 p.m. on Monday for the next week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

TO: Commissioners Court
FROM: Jessica Rio, Assistant Budget Manager 
DATE: July 24, 2008
SUBJECT: Authorization to Post Positions Related to New Court

PBO has received requests for early posting of positions related to the new County Court-at-Law #8. PBO has recommended funding for the new County Court-at-Law #8 in the FY 09 Preliminary Budget.

Summary of FY 09 Preliminary Budget Recommendation:

Below is a summary of the PBO recommendations for staff and start up costs. PBO looked back at the County Court at Law #4 request from FY99 and worked with departments to recommend minimal but adequate staffing for this new Court. PBO also asked that departments look internally to re-organize and make the most efficient use of current FTE to make this new court function properly.

Dept.	Request	On-Going	One-Time	Capital	FTE	FY99 FTE
County Attorney	Victim Counselor & Legal Secretary	\$99,691	\$2,763	\$7,220	2	4.5
County Clerk	CSMAC, Court Clerk II & Court Clerk Ast.	\$139,105	\$23,700	\$12,545	3	2
Criminal Courts	County Court at Law Judge, Judicial Aide, Court Reporter & Office Specialist	\$392,379	\$2,200	\$113,260	4	4
Sheriff	Transportation and Court Security Officer	\$172,750	\$5,604	\$11,028	4	3*
CSCD	Probation Officer	\$700	\$45,118	\$0	1	3
CES	Counselor	\$48,877	\$0	\$3,110	1	4
Crim Cts Mandated Fees	Additional Fees related to new court	\$373,697**	\$0	\$0	0	
Pretrial						3
Total		\$1,227,199	\$79,385	\$147,163	15	23.5

*One additional FTE due to relief factor

** Additional \$100,000 recommended earmark for CC#8 in Allocated Reserves

Request to Post Positions Prior to October 1, 2008:

PBO has asked departments that request early posting to provide the Commissioners Court with justification related to that request. CSCD and the Sheriff's Office positions are not requested to post prior to the start of the new fiscal year. In addition, the new County Judge position is not included in this posting request.

Dpt	Department	Pos #	Title	Grd	FTE	Effect Date
19	County Attorney	16587	Victim Counselor Sr.	16	1.00	10/01/08
19	County Attorney	15789	Legal Secretary Court Svcs Mgmt	15	1.00	10/01/08
20	County Clerk	17396	Admin Crd	15	1.00	10/01/08
20	County Clerk	15747	Court Clerk II	13	1.00	10/01/08
20	County Clerk	11745	Court Clerk Asst	11	1.00	10/01/08
24	Criminal Courts	15749	Judicial Aide	15	1.00	10/01/08
24	Criminal Courts	22177	Court Reporter	22	1.00	10/01/08
24	Criminal Courts	10795	Office Specialist Chem Dependency	10	1.00	10/01/08
40	Counseling	15075	Counselor	15	1.00	10/01/08

County Attorney:

The County Attorney's Office requests early posting of these positions due to their average hiring time of 60 days. An August posting would provide the department sufficient time to hire prior to when the Court is expected to begin operations in November of 2008.

County Clerk:

The County Clerk would like time to train new staff prior to the beginning of court operations. It is PBO's understanding that the County Clerk may come forward in the near future to also request FY 08 funding for their positions in order to hire and train new employees prior to the new Court becoming operational. The department states that a three month time frame for this process is very conservative, especially if all the positions cannot be filled by internal promotions.

Criminal Courts:

The Criminal Courts would like to begin processing applications prior to FY 09 to be ready for new Court.

Counseling:

The department states that the primary benefit of advertising early is the need for Spanish speaking counselors. Earlier posting will allow a better chance of obtaining licensed Spanish speaking counselors. In addition, the department adds that scheduled conferences in the near future provide another recruiting

opportunity for CES. The new position is also expected to handle the increased pace of referrals once the new Court is in session and assist with the DWI Court. CES would like to have the position filed prior to the end of the close of the DWI Court pilot project.

PBO concurs with these departmental requests. PBO notes that although these positions will be posted in August, funding for the positions will not be available until October 1, 2008 and departments will not be able to start new employees until FY 09.

7 ✓

Travis County Commissioners Court Agenda Request

Voting Session July 29, 2008
(Date)

Work Session _____
(Date)

I. Request:

Request made by: Alicia Perez, Executive Manager Phone # 854-9343
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney.

Requested text:

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 \$586,014.65, for the period of July 11, 2008 to July 17, 2008.

Approved by: _____
Signature of Commissioner or County Judge

II. Additional Information:

A. Backup memorandum is attached.

B. Affected agencies and officials.

Linda Moore-Smith	854-9170
Dan Mansour	854-9499
Susan Spataro	854-9125
Christian Smith	854-9465

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 08 JUL 22 2:19:19

III. Required Authorizations: Checked if applicable:

_____	Planning and Budget Office (854-9106)
_____	Human Resources Management Department (854-9165)
_____	Purchasing Office (854-9700)
_____	County Attorney's Office (854-9415)
_____	County Auditor's Office (854-9125)

**TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS**

DATE: July 29, 2008

TO: Members of the Travis County Commissioners Court

FROM: Dan Mansour, Risk 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: July 11, 2008 to July 17, 2008

**REIMBURSEMENT REQUESTED
FOR THIS PERIOD:** \$586,014.65

HRMD RECOMMENDATION: The Director or Risk 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 \$586,014.65.

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
JULY 11, 2008 TO JULY 17, 2008**

-

- Page 1. Detailed Recommendation to Travis County Auditor for transfer of funds.**
- Page 2. Notification of amount of request from United Health Care (UHC).**
- Page 3. Last page of the UHC Check Register for the Week.**
- Page 4. List of payments deemed not reimbursable.**
- Page 5. Journal Entry for the reimbursement.**

TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: July 29, 2008
TO: Susan Spataro, County Auditor
FROM: Dan Mansour, Risk Manager
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: July 11, 2008
TO: July 17, 2008

REIMBURSEMENT REQUESTED: \$ 586,014.65

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,307,526.11
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: July 22, 2008	\$ (721,511.63)
Adjust to balance per UHC	\$ -
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 586,014.65
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
TRANSFER OF FUNDS REQUESTED:	\$ 586,014.65

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

All claims over \$25,000 (6 this week totaling \$380,124.89) 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 (\$34,968.22) 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 \$175,000 stop loss limit. For claims that have exceeded the limit, it has been verified that UHC has complied with the contract. This week credits for stop loss and other reimbursements totaled \$164,307.78.

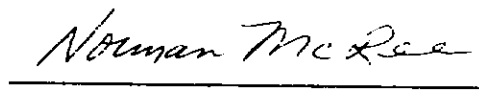
All claims submitted in this transfer have been audited to confirm accuracy of billing and legitimacy of claim under the service provisions of the health care contract and all are contractually legitimate, legally incurred and accurately billed claims.

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.


Linda Moore Smith, Director Date 7-21-08


Dan Mansour, Risk Manager Date 7-20-08


Cindy Purinton, Benefit Contract Administrator Date 7-21-08


Norman McRee, Financial Analyst Date 7-21-08

** 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.

TO: NORMAN MCREE
FAX NUMBER: (512) 854-3128
PHONE: (512) 854-3828

FROM: UNITED HEALTH GROUP
AB5

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

DATE: 2008-07-18

REQUEST AMOUNT: \$1,307,526.11

CUSTOMER ID: 00000701254
CONTRACT NUMBER: 00701254 00709445
BANK ACCOUNT NUMBER: 0475012038
FUNDING
FREQUENCY: FRIDAY INITIATOR: CUST

ABA NUMBER: 02 000021
ADVICE FREQUENCY: DAILY
METHOD: ACH BASIS: BALANCE

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2008-07-17	\$405,202.62
- REQUIRED BALANCE TO BE MAINTAINED:	\$1,938,718.00
+ PRIOR DAY REQUEST:	\$00.00
- UNDER DEPOSIT:	\$1,233,515.38
+ CURRENT DAY NET CHARGE:	74,010.73
+ FUNDING ADJUSTMENTS:	\$00.00

REQUEST AMOUNT: \$1,307,526.11

ACTIVITY FOR WORK DAY: 2008-07-11

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$80,136.24	\$00.00	\$80,136.24
TOTAL:	\$80,136.24	\$00.00	\$80,136.24

ACTIVITY FOR WORK DAY: 2008-07-14

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$66,670.54-	\$00.00	\$66,670.54-

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2008_07_17

CONTR_NBR	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	1.76	Q3	69482967	A	11	7/14/2008	100	7/16/2008	7/17/2008
701254	632	1.74	Q3	66452718	AF	11	7/10/2008	100	7/14/2008	7/17/2008
701254	632	1.53	UV	6911162	AI	3	7/8/2008	20	7/16/2008	7/17/2008
701254	632	0.1	UU	90142572	AE	8	6/26/2008	20	7/14/2008	7/17/2008
701254	632	0.05	UV	6904661	A	46	7/8/2008	20	7/16/2008	7/17/2008
701254	632	-34.34	NN	SSN0000CAL		0	7/11/2008	600	7/17/2008	7/17/2008
701254	632	-41.58	UT	75133661	AI	3	1/28/2008	50	7/17/2008	7/17/2008
701254	632	-85	NN	SSN0000CAL		0	7/9/2008	600	7/15/2008	7/17/2008
701254	632	-95.13	NN	SSN0000CAL		0	7/8/2008	600	7/14/2008	7/17/2008
701254	632	-181.2	NN	SSN0000CAL		0	7/10/2008	600	7/16/2008	7/17/2008
701254	632	-293.6	UU	65944321	AE	9	7/10/2008	50	7/16/2008	7/17/2008
701254	632	-336	NN	SSN0000CAL		0	7/9/2008	600	7/15/2008	7/17/2008
701254	632	-743.75	UU	47901712	AE	9	4/28/2008	50	7/16/2008	7/17/2008
701254	632	-847.77	NN	SSN0000CAL		0	7/8/2008	600	7/14/2008	7/17/2008
701254	632	-948.51	UU	42618623	AH	6	7/11/2008	50	7/17/2008	7/17/2008
701254	632	-1368.73	NN	SSN0000CAL		0	7/8/2008	600	7/14/2008	7/17/2008
701254	632	-1610	NN	SSN0000CAL		0	7/10/2008	600	7/16/2008	7/17/2008
701254	632	-24396.94	NN	SSN0000CAL		0	7/14/2008	600	7/18/2008	7/17/2008
701254	632	-133325.23	NN	SSN0000CAL		0	7/9/2008	600	7/15/2008	7/17/2008

586,014.65

Travis County Hospital and Insurance Fund - County Employees
UHC Payments Deemed Not Reimbursable

For the payment week ending: 07/17/2008

CONTR_#	TRANS_AMT	SRS	CHK_#	GRP	CLAIM ACCT#	ISS_DATE	TRANS CODE	TRANS_DATE

Total: \$0.00

Travis County - Hospital and Self Insurance Fund (526)

Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 7/17/2008

TYPE	MEMBER TYPE	TRANS_AMT
CEPO		
	EE	
	526-1145-522.45-28	39,848.09
	RD	
	526-1145-522.45-29	108.06
	RR	
	526-1145-522.45-29	10,178.36
Total CEPO		\$50,134.51
EPO		
	EE	
	526-1145-522.45-20	112,572.75
	RR	
	526-1145-522.45-21	13,864.62
Total EPO		\$126,437.37
PPO		
	EE	
	526-1145-522.45-25	400,484.06
	RR	
	526-1145-522.45-26	8,958.71
Total PPO		\$409,442.77
Grand Total		\$586,014.65

8

Travis County Commissioners Court Agenda Request

Voting Session 7/29/08
(Date)

Work Session _____
(Date)

I. Request made by:

Alicia Perez, Executive Manager, Administrative Operations Phone # 854-9343
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

Routine Personnel Actions

Approved by: _____
Signature of Commissioner(s) or County Judge

II. Additional Information

- A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight copies of request and backup).
- B. List all of the agencies or official names and telephone numbers that might be affected or be involved with the request. Send a copy of request and backup to each party listed.

III. Required Authorizations: Please check if applicable:

_____ Planning and Budget Office (854-9106)

_____ Human Resources Management Department (854-9165)

_____ Purchasing Office (854-9700)

_____ County Attorney's Office (854-9415)

_____ County Auditor's Office (854-9125)



Human Resources Management Department

1010 Lavaca Street, 2nd Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX(512) 854-4203

July 29, 2008

ITEM # :

DATE: July 18, 2008

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

VIA: Alicia Perez, Executive Manager, Administrative Operations

FROM: Linda Moore Smith, Director, HRMD *LMS*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 4.

If you have any questions or comments, please contact me.

LMS/LAS/clr

Attachments

cc: Planning and Budget Department
County Auditor
County Auditor-Payroll (Certified copy)
County Clerk (Certified copy)

WEEKLY PERSONNEL AMENDMENTS -- ROUTINE

NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Level/Salary
Civil Courts	84	Judicial Aide (Part-time)	15 / Level 3 / \$16,557.84	15 / Level 3 / \$16,557.84
District Atty	132	Law Clerk II (Part-time)	18 / Minimum / \$20,674.16	18 / Minimum / \$20,674.16
Emergency Medical Service	7	Helicopter Pilot Sr	25 / Level 1 / \$68,432.00	25 / Level 1 / \$68,432.00
Fac Mgmt	42	Custodian*	5 / \$24,960.00	5 / \$24,960.00
Fac Mgmt	145	Custodian*	5 / \$24,960.00	5 / \$24,960.00
Juvenile Court	287	Juvenile Detention Ofcr I**	11 / Minimum / \$25,773.07	11 / Minimum / \$25,773.07
Juvenile Court	595	Juvenile Detention Ofcr I* **	11 / Minimum / \$25,773.07	11 / Minimum / \$25,773.07
Tax Collector	82	Tax Specialist I*	12 / Minimum / \$27,573.10	12 / Minimum / \$27,573.10
* Temporary to Regular			** Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Co Agricultural Ext Serv	20024	Office Asst	8 / \$11.14	8 / \$11.14	02
Co Agricultural Ext Serv	20025	Office Asst	8 / \$11.14	8 / \$11.14	02
Co Agricultural Ext Serv	20027	Office Asst	8 / \$11.14	8 / \$11.14	02
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, Involuntary Termination Benefits).					

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Fac Mgmt	50003	Building Security Guard	8 / \$10.10	8 / \$10.10	05
Fac Mgmt	50009	Building Security Guard	8 / \$10.10	8 / \$10.10	05
JP Pct 5	20003	Court Clerk Asst	11 / \$12.39	11 / \$12.39	02
Juvenile Court	50168	Juvenile Detention Ofcr Asst	10 / \$11.58	10 / \$11.58	05
Juvenile Court	50169	Juvenile Detention Ofcr Asst	10 / \$11.58	10 / \$11.58	05
Juvenile Court	50213	Juvenile Res Trt Ofcr Asst	10 / \$11.58	10 / \$11.58	05
Juvenile Public Defender	20027	Law Clerk I	14 / \$15.17	14 / \$15.17	02
Probate Court	20018	Attorney I	21 / \$25.09	21 / \$25.09	02
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
HRMD	Slot 25 / Human Resources Analyst II / Grd 18 / \$53,560.23	HRMD	Slot 25 / Human Resources Analyst II / Grd 18 / \$51,009.74	Temporary assignment completed, returned to previous position.
Pretrial Services	Slot 12 / Pretrial Officer I* / Grd 13 / \$33,974.41	Pretrial Services	Slot 76 / Pretrial Officer II / Grd 14 / \$35,673.04	Promotion. Pay is between min and midpoint of pay grade.
Pretrial Services	Slot 32 / Pretrial Officer I / Grd 13 / \$32,078.82	Pretrial Services	Slot 56 / Pretrial Officer II / Grd 14 / \$33,682.69	Promotion. Pay is between min and midpoint of pay grade.
Pretrial Services	Slot 76 / Pretrial Officer I* / Grd 13 / \$30,388.80	Pretrial Services	Slot 12 / Pretrial Officer I* / Grd 13 / \$30,388.80	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
* Actual vs Authorized				

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Sheriff	Slot 618 / Building Maint Worker Sr / Grd 11 / \$35,503.50	Sheriff	Slot 1174 / Equipment Mechanic / Grd 13 / \$37,278.68	Promotion. Pay is between midpoint and max of pay grade.
TNR	Slot 541 / Park Ranger / Grd 60 / \$49,658.75	TNR	Slot 545 / Natural Resources Spec / Grd 15 / \$42,205.49	Voluntary job change. Transition from Peace Officer Pay Scale (POPS) to Classified Pay Scale. Pay is at midpoint of pay grade.
* Actual vs Authorized				

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

Samuel T. Biscoe, County Judge

Ron Davis, Commissioner, Pct. 1

Sarah Eckhardt, Commissioner, Pct. 2

Gerald Daugherty, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4



Travis County Commissioners Court Agenda Request

9

Voting Session: July 29, 2008
(Date)

Work Session _____
(Date)

I. Request

A. Request made by:  Alicia Perez, Executive Manager Phone # 854-9343
Signature of Elected Official/Appointed Official/Executive Manager/ County Attorney

B. Requested text:

a) Review and approve tuition refunds for employees who have completed classes in accordance with Tuition Reimbursement Policy §10.021

b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

C. Approved by: _____
Signature of Commissioner or County Judge

II. Additional Information

A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight copies of request and backup).

B. List all of the agencies or official names and telephone numbers that might be affected or be involved with the request. Send a copy of request and backup to each party listed.

III. Required Authorizations: Please check if applicable:

 X Planning and Budget Office (854-9106)

 X Human Resources Management Department (854-9165)

 Purchasing Office (854-9700)

 County Attorney's Office (854-9415)

 X County Auditor's Office (854-9125)

 X County Treasurer's Office (854-9365)

08 JUL 22 AM 11:04

RECEIVED
COUNTY CLERK'S OFFICE



Human Resources Management Department

1010 Lavaca, 2nd Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-4203

BACKUP MEMORANDUM

DATE: July 18, 2008

TO: Members of the Commissioners Court

VIA: Alicia Perez, Executive Manager of Administrative Operations

FROM: Linda Moore Smith, Director, Human Resources Management Dept. 

SUBJECT: Tuition Refund Program Reimbursements-Spring 2008 Supplemental

Proposed Motion:

- a) Review and approve tuition refunds for employees who have completed classes in accordance with the Tuition Reimbursement Policy §10.021.
- b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

Summary and Staff Recommendation:

A total of eight (8) requests for Spring 2008 semester are listed on the attached spreadsheet. HRMD recommends approval.

The Tuition Refund Program is an employee benefit approved by the Commissioners Court. The Human Resources Management Department has confirmed that employees listed have met the established criteria for reimbursement. Each employee's file consists of:

- the tuition reimbursement form
- a course description
- fee receipt
- official grade

Budgetary and Fiscal Impact:

A total of \$42,440.00 was budgeted in line item 001-1130-522.6402 for Fiscal Year 2008 Tuition Reimbursement. The total refund amount requested for your approval is \$2,102.40.

Sp 2008 Requisition Supplemental

	Semester Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
1	2820-061	Valportia de Sa	Denise	Sher	Office Specialist	68374	Tx Peace Officer Law		172.80
2	2820-062	Vargas	Pete	Sher	Cert Peace Ofcr	70914	Legal Aspects of Law Enforcement		129.60
3	2820-063	Vasquez	Christopher	Sher	Corrections Ofcr	69400	Basic Peace Ofcr IV		300.00
4	2820-064	Villarreal	Sonya	Sher	Victim Counselor	57535/ 70915	Juvenile Justice Procedures	Foundations of the CJ System	300.00
5	2820-065	Wilson	James P.	Juv Prob	Shift Supv	68375	Organization Theory	Problems in Public Personnel Admin	300.00
6	2820-066	Yrizarry	Teresa	Juv Prob	JPO	68376	Human Resource Management		300.00
7	2820-067	Zimmerman	Julie	Ag Ext	Ed Instruct Spec	68100	Methods of Teaching Urban Animal Science	Advanced Swine Production	300.00
8	2820-068	Ramsey	Theodore	Sher	Senior Deputy	59098	Business Enterprise & Public Policy		300.00
								Total Amount to Pay	\$2,102.40



TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

10

Approved by: _____

Cyd V. Grimes 7/22/08

Voting Session: Tuesday, July 29, 2008

REQUESTED ACTION: APPROVE TERMINATION OF CONTRACT NO. PS020015JW WITH WILLIAMS, WILLIAMS & HANKS, DBA INCENTIVES FOR RESIDENTIAL TREATMENT SERVICES. (JUVENILE PROBATION)

Points of Contact:

Purchasing: Vania Ramaekers

Department: (JUVENILE PROBATION) Estela Medina; Chief Juvenile Probation Officer; Sylvia Mendoza

County Attorney (when applicable): Jim Connolly

County Planning and Budget Office: Leroy Nellis

County Auditor's Office: Susan Spataro and Jose Palacios

Other:

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

Juvenile Probation has indicated that Travis County no longer needs the services provided by this contractor.

Pursuant to each contract "Termination" clause, the above referenced contract may be terminated by either party at any time by giving written notice to the other party of the intention to terminate. A modification has been drafted and will serve as official notification to the Contractor of Travis County's intent to terminate the contract effective 10 days from receipt of the official notice.

- **Contract Expenditures:** Within the last 12 months \$0 has been spent against this contract

☒ Not applicable

- **Contract-Related Information:**

Award Amount: \$0.00 (Estimated quantity)

Contract Type:

Contract Period: N/A

➤ **Contract Modification Information:**

Modification Amount: \$0.00 (Firm Amount) (Add'l. comments)

Modification Type: N/A

Modification Period:

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: Not Applicable

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

☐ Award has been protested; interested parties have been notified.

☐ Award is not to the lowest bidder; interested parties have been notified.

☐ Comments:

➤ **Funding Information:**

☐ Purchase Requisition in H.T.E.: N/A

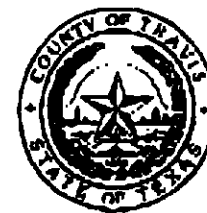
☐ Funding Account(s):

☐ Comments:

➤ **Statutory Verification of Funding:**

☐ Contract Verification Form: Funds Verified ____ Not Verified ____ by Auditor.

TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT



ESTELA P. MEDINA
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES
COURT SERVICES
DETENTION SERVICES
PROBATION SERVICES
RESIDENTIAL SERVICES
SUBSTANCE ABUSE SERVICES
DOMESTIC RELATIONS OFFICE
JUVENILE JUSTICE
ALTERNATIVE EDUCATION
PROGRAM

TO: Cyd Grimes
Purchasing Agent

FROM: Estela P. Medina
Estela P. Medina
Chief Juvenile Probation Officer

RE: PS020015JW - Professional Services Contract Modification

DATE: February 5, 2008

In a letter dated December 13, 2007, Incentives the current Contractor has conveyed to the County its intent to expand its business structure to include additional locations. These changes will affect the current contract billing, and tax reports. The Travis County Purchasing Department has researched the proposal set forth in the letter and has made recommendations for actions on this contract. Travis County Juvenile Probation Department concurs with the recommendations set forth by Purchasing and requests the following actions be taken regarding this contract:

- Issue new contract for Williams, Williams and Hanks and a separate contract for Incentives of Texas Inc.
- Update the Scope of work for both contracts to include the Substance Abuse Program detail services, as detailed in the NEXUS, contract shell.

These actions are necessary in order to clarify the tax identification issues, from the vendor prospective and the Auditor's office recommendations.

cc: Britt Canary
Emmitt Hayes
Sylvia Mendoza
Mike Williams

EPM: gc

MODIFICATION OF CONTRACT NUMBER: PS020015JW Residential
Treatment Services

PAGE 1 OF 1 PAGES

ISSUED BY: PURCHASING OFFICE
314 W. 11TH ST., RM 400
AUSTIN, TX 78701

PURCHASING AGENT ASST: **Vania Ramaekers**
TEL. NO: (512) 854-9700
FAX NO: (512) 854-9185

DATE PREPARED:
July 14, 2008

ISSUED TO: **Williams, Williams & Hanks,**
dba Incentives of Texas
P.O. Box 941706
Houston, Texas 77094
Attn. Leonard Marshall

MODIFICATION NO.:

2

EXECUTED DATE OF ORIGINAL
CONTRACT:
February 5, 2002

ORIGINAL CONTRACT TERM DATES: 02/15/02 – 09/30/02

CURRENT CONTRACT TERM DATES: 09/30/07 – until terminated

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: 00 Current Modified Amount \$ On an as needed basis

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.

A. Pursuant to section II, paragraph 2.3 "Termination", the above referenced contract may be terminated by either party at any time by giving ten (10) days written notice to the other party hereto of the intention to terminate.

B. This modification serves as official notification that subject contract is hereby terminated effective ten (10) days from receipt of this notice.

Note to Vendor:

[] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
[X] 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

☐ DBA
☐ CORPORATION
☐ OTHER

DATE:

TRAVIS COUNTY, TEXAS

BY: 4461 Cyd V. Grimes
CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT

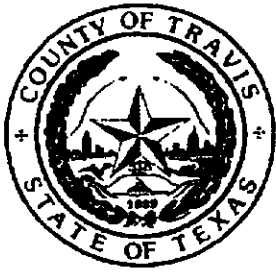
DATE:

7/22/08

TRAVIS COUNTY, TEXAS

BY: _____
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE:



TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: _____

Cyd V. Grimes 7/21/08

Voting Session: Tuesday, July 29, 2008

REQUESTED ACTION: APPROVE MODIFICATION NO. 6 TO CONTRACT NO. 06T00108-NB, ECOLAB, INC., FOR DISHWASHING AND LAUNDRY CHEMICALS. (SHERIFF)(JUVENILE PROBATION)

Points of Contact:

Purchasing: Nancy Barchus 854-9764

Department: TCSO, Greg Hamilton, Sheriff, (512) 854-9770, Bill Campbell, Fiscal Services Director, (512) 854-4490, Maria Wedhorn, (512) 854-44474, Chief Medina, Chief Juvenile Probation Officer, 854-7069

County Attorney (when applicable): John Hille, 854-9415

County Planning and Budget Office: Leroy Nellis

County Auditor's Office: Susan Spataro and Jose Palacios

Other:

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

This contract, approved by Commissioners Court on March 14, 2006, requires the vendor to provide dishwashing and laundry chemicals to the Sheriff's Office and the Juvenile Probation Office.

The purpose of Modification No. 6 will allow for price increases of Dishwashing and Laundry Chemicals as listed. This modification will allow for a price increase per General Provisions, paragraph 35, Price Changes. Increases in raw material costs and transportation cost are a negative impact in the industry.

Solidpower Dishwashing Detergent is changed from \$81.25 to \$84.09 per case.

Solid Satellite Dishwashing Detergent is changed from \$134.45 to \$139.16 per case.

Stain Away Solid Chlorine Bleach is changed from \$50.72 to \$52.50 per case.

Solid Surge One Shot Laundry Detergent is changed from \$101.43 to \$104.98 per case.

Solid Navi Sour Acid Conditioning Product is changed from \$73.63 to \$76.21 per case.

L-2000 XP Detergent 5 gallon is changed from \$67.28 to \$69.63 per five gallon container.

Destainer – Bleach 5 gallon is changed from \$28.46 to \$29.46 per five gallon container.

Aqua Soft 5 gallon is changed from \$61.75 to \$63.91 per five gallon container.

Solid Brilliance Rinse is changed from \$127.40 to \$132.17 per case.

Ster Bac Blu is changed from \$43.69 to \$45.22 per case.

Modification No. 5, approved by Purchasing on January 7, 2008, extended the contract for an additional twelve- (12) months through March 13, 2009.

Modification No. 4, approved by Purchasing on August 29, 2007, changed the name of product Aqua Soft to Tri-Star Aqua Soft.

Modification No. 3, approved by Purchasing on June 26, 2007, added like item products to the list of items available on contract.

Modification No. 2, approved by Purchasing on April, 9, 2007, allowed for price increases per General Provisions, paragraph 35, Price Changes. Increases were requested as increases in raw material costs and transportation costs were negatively impacting the industry.

Modification No. 1, approved by Purchasing on January 1, 2007, extended the contract for an additional twelve (12) months through March 13, 2008.

➤ **Contract Expenditures:** Within the last 12 months \$32,145.53 has been spent against this contract.

➤ **Contract Modification Information:**

Modification Amount: Estimated quantities

Modification Type:

Modification Period(s): July 29, 2008 through March 13, 2009

➤ **Funding Information:**

☐ Purchase Requisition in H.T.E.:

☒ Funding Account(s) 001-3735-583-3031, 001-4513-593-3031

☒ Comments: Requisitions will be entered into H.T.E. as needed.

➤ **Statutory Verification of Funding:**

☐ Contract Verification Form: Funds Verified ____ Not Verified ____ by Auditor.

MODIFICATION OF CONTRACT NUMBER: 06T00108-NB, Dishwashing and Laundry Chemicals**PAGE 1 OF 1 PAGE**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Nancy Barchus TEL NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: July 2, 2008
ISSUED TO: Ecolab Inc. Attn: Thomas Ohs 370 Wabasha St. St. Paul, MN 55102	MODIFICATION NO.: 0006	EXECUTED DATE OF ORIGINAL CONTRACT: March 14, 2006
ORIGINAL CONTRACT TERM DATES: <u>March 14, 2006 to March 13, 2007</u>		CURRENT CONTRACT TERM DATES: <u>March 14, 2008 to March 13, 2009</u>

FOR TRAVIS COUNTY INTERNAL USE ONLY:Original Contract Amount: \$ N/A (as needed)

Current Modified Amount \$ _____

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.

As per Generals Provisions, paragraph 35, Price Changes, effective upon approval of the Travis County Purchasing Agent, unit prices are increased as follows:

Item Response Form:

- Item 1. Ecolab Solidpower Dishwashing Detergent is changed from \$81.25 to \$84.09 per case.
 Item 2. Ecolab Solid Satellite Dishwashing Detergent is changed from \$134.45 to \$139.16 per case.
 Item 3. Ecolab Stain Away Solid Chlorine Bleach is changed from \$50.72 to \$52.50 per case.
 Item 7. Ecolab Solid Surge One Shot Laundry Detergent is changed from \$101.43 to \$104.98 per case.
 Item 8. Ecolab Solid Navi Sour Acid Conditioning Product is changed from \$73.63 to \$76.21 per case.

Items added to contract on Modification # 3, dated June 26, 2007:

- L-2000 XP Detergent 5 gallon is changed from \$67.28 to \$69.63 per five gallon container.
 Destainer - Bleach 5 gallon is changed from \$28.46 to \$29.46 per five gallon container
 Aqua Soft 5 gallon is changed from \$61.75 to \$63.91 per five gallon container.
 Solid Brilliance Rinse is changed from \$127.40 to \$132.17 per case.
 Ster Bac Blu is changed from \$43.69 to \$45.22 per case.

Note to Vendor:

- [X] Complete and execute (sign) your portion of the signature block below and return all signed copies to Travis County.
 [] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: Ecolab Inc.
 BY: Thomas E. Ohs
 SIGNATURE
 BY: Thomas E. Ohs
 PRINT NAME
 TITLE: Manager, Bid Contracts
 ITS DULY AUTHORIZED AGENT

☐ DBA
☒ CORPORATION
☐ OTHER

DATE:
7/3/08

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

DATE:
7/21/08

TRAVIS COUNTY, TEXAS
 BY: _____
 SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE:



Greg Hamilton, Travis County Sheriff

MEMORANDUM

Date: July 2, 2008

TO: Nancy Barchus, Purchasing Agent Assistant

FROM: Maria Wedhorn, Financial Analyst

SUBJECT: Ecolab

The Travis County Sheriff's Office concurs with and approves the 3.5% price increase on Contract 06T00108NB, Dishwashing & Laundry Chemicals, due to significant increases in fuel and material cost.

You can reach me at 854-4474 if you need any additional information.



GOVERNMENT SALES

T 651.293.2674
F 651.293.2682

June 30, 2008

MS. Nancy Barchus
Travis County
314 W. 11th
Austin, TX 78701

**RE: CONTRACT 06T00108NB
DISHWASHING & LAUNDRY CHEMICALS**

Dear Ms. Barchus:

Ecolab is requesting a 3.5% price increase on the above contract effective 4/1/08. This increase is necessary to offset significant increases we have received in our raw materials, packaging, fuel and freight. See copies of supplier letters attached.

Ecolab thanks you for your continued business and we look forward to being of service to you in the upcoming year.

Sincerely,

Thomas E. Ohs

Thomas E. Ohs
Manager, Bid Contracts
1-800-352-5326x4310
1-651-293-2682 (FAX)

bid.sales@ecolab.com

TO/ph
Att.



The Dow Chemical Company
Midland, MI 48674
U.S.A.

June 2, 2008

Dear Dow Customer:

Effective July 1, 2008, or as contracts allow, The Dow Chemical Company ("Dow") will increase both List and Off-List prices of Ethanolamines by the following amounts:

Monoethanolamine (MEA) all grades	\$0.05/lb
Diethanolamine (DEA) all grades	\$0.10/lb
Triethanolamine (TEA) all grades	\$0.05/lb
Amine S/D	\$0.05/lb

For your reference, a copy of the new list pricing schedule is attached.

These ethanolamine price increases are necessary as Raw Material (both Ammonia and Hydrocarbon) costs continue to escalate, squeezing margins to unsustainable levels.

Thank you for your business with The Dow Chemical Company. Please contact your Account Manager if you have any questions related to this price increase.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark Tomiko".

Mark Tomiko
Global Product Marketing Manager
Ethanolamines

Ethanolamines: List Price Schedule as of July 1, 2008		TC-20,000 gl
		TT-40,000 lb
PRODUCT	lb/gl	BULK
Monoethanolamine (MEA)	8.50	\$1.25/lb
Monoethanolamine LFG PM-3367 (MEA LFG)	8.59	\$1.25/lv
Monoethanolamine Iron & Chloride Free Grade (MEA ICF)	8.50	\$1.25/lb
Diethanolamine (DEA)	9.10	\$1.43/lb
Diethanolamine LFG PM-1713 (DEA LFG)	9.13	\$1.43/lv
Triethanolamine, 99% (TEA 99)	9.33	\$1.25/lb
Triethanolamine, 99% PM-4024 LFG (TEA 99 LFG)	9.40	\$1.25/lv
Triethanolamine Commercial Grade (TEA-C)	9.39	\$1.25/lb
Triethanolamine Commercial LFG PM-4447 (TEA-C LFG)	9.34	\$1.25/lv

Freight Terms:**SELLER ABSORBS FREIGHT (SA) – 45,000 LB MIN****LTL Surcharge - \$0.01/lb****Zone Differentials**

Zone 1: NAA - all states except those in Zone 2 & Zone 3. Canada - Ontario, Quebec, Manitoba

Zone 2: Add \$0.01/lb CA, AZ, and Maritime Canadian Provinces

Zone 3: Add \$0.04/lb WA, OR, NV, ID, ND, SD, WY, CO, NM, UT, MT, British Columbia, Alberta, Saskatchewan

Payment Terms:

Net 30 days

Pricing per lb = Shipping Weight

Pricing per lv = Active Pounds

* During cold weather include on bill of lading – HEAT REQUIRED



The Dow Chemical Company
Midland, MI 48674
U.S.A

June 2, 2008

Dear Customer:

Effective July 1, 2008, or as contracts allow, The Dow Chemical Company will increase both list and off-list selling prices on select products within the Oxygenated Solvents portfolio, as detailed in the attachment. Additionally, many of our products remain on 100% order control.

The record setting increases in the costs of hydrocarbons and energy have placed a severe strain on our entire value chain. In addition to feedstock costs increasing, we are experiencing rising expenses for freight, logistics, operations and maintenance. It is imperative that we recover these costs through the attached price increases to remain a sustainable supplier.

Please contact your Dow sales representative to answer any questions you might have regarding this increase.

Thank you for your past business and continued support of Dow Oxygenated Solvents.

Sincerely,

Handwritten signature of Carol Miller in black ink.

Carol Miller
Global Business Director
Solvents and Intermediates

Handwritten signature of Martin Sutcliffe in black ink.

Martin Sutcliffe
Global Business Director
Glycol Ethers

Oxygenated Solvents Price Increase Attachment

Acids

	July 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* July 1, 2008 (per lb)	New Schedule Price	100% Order Control
2-Ethylhexoic Acid	\$0.05	\$1.26	Yes	No
Propionic Acid	\$0.05	\$0.84	Yes	No
Valeric Acid	\$0.05	\$1.13	Yes	No
Isopentanoic Acid	\$0.05	\$1.13	Yes	No

Alcohols

	July 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* July 1, 2008 (per lb)	New Schedule Price	100% Order Control
n-Propanol	\$0.05	\$1.09	Yes	No
Propanol PA PM 6719	\$0.05	\$1.26	Yes	No
Isopropanol	\$0.05	\$0.98	Yes	No
n-Butanol	\$0.08	\$1.14	Yes	Yes
Isobutanol	\$0.08	\$1.14	Yes	No
2-Ethylhexanol	\$0.07	\$1.22	Yes	Yes

Acetone Derivatives

	July 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* July 1, 2008 (per lb)	New Schedule Price	100% Order Control
MIBK	\$0.08	\$1.37	No	Yes
MIBC	\$0.08	\$1.44	No	No
DIBK	\$0.05	\$1.51	No	Yes
Isophorone	\$0.05	\$1.79	No	No
Acetone NF	\$0.05	\$1.05	No	Yes

Esters

	July 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* July 1, 2008 (per lb)	New Schedule Price	100% Order Control
n-Butyl Acetate	\$0.05	\$1.11	Yes	No
Isobutyl Acetate	\$0.05	\$1.11	Yes	No
Isopropyl Acetate	\$0.05	\$1.15	Yes	No
n-Propyl Acetate	\$0.05	\$1.12	Yes	No
Primary Amyl Acetate	\$0.05	\$1.19	Yes	No
UCAR™ n-Butyl Propionate	\$0.05	\$1.08	Yes	No
UCAR™ n-Pentyl Propionate	\$0.07	\$1.21	Yes	No
UCAR™ n-Propyl Propionate	\$0.05	\$1.08	Yes	No
UCAR™ Ester EEP	\$0.05	\$1.38	No	No

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E-Series Glycol Ethers

	July 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* July 1, 2008 (per lb)	New Schedule Price	100% Order Control
Butyl CELLOSOLVE™ Solvent (EB)	\$0.07	\$1.19	Yes	Yes
Butyl CARBITOL™ Solvent (DB)	\$0.07	\$1.37	Yes	Yes
Butyl CELLOSOLVE™ Acetate (EB Acetate)	\$0.07	\$1.52	Yes	Yes
Butyl CARBITOL™ Acetate (DB Acetate)	\$0.07	\$1.57	Yes	Yes
CARBITOL™ Solvent (DE)	\$0.03	\$1.51	No	Yes
Methyl CARBITOL™ (DM)	\$0.03	\$1.28	No	Yes
Methyl CARBITOL™ Fuel Additive Grade	\$0.03	\$1.28	No	Yes
Propyl CELLOSOLVE™ (EP)	\$0.05	\$1.26	No	No
DOWANOL™ EPH	\$0.05	\$1.30	Yes	No
Hexyl CELLOSOLVE™	\$0.05	\$1.78	Yes	No
Hexyl CARBITOL™	\$0.05	\$1.75	Yes	No

P-Series Glycol Ethers

	July 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* July 1, 2008 (per lb)	New Schedule Price	100% Order Control
DOWANOL™ PM	\$0.03	\$1.28	Yes	No
DOWANOL™ PM Elec Grade	\$0.03	\$1.41	Yes	No
DOWANOL™ DPM	\$0.05	\$1.36	Yes	Yes
DOWANOL™ TPM	\$0.03	\$1.52	Yes	No
DOWANOL™ PMA	\$0.03	\$1.42	Yes	No
DOWANOL™ PMA Elec Grade	\$0.03	\$1.50	Yes	No
DOWANOL™ DPMA	\$0.05	\$1.58	Yes	Yes
DOWANOL™ PnB	\$0.05	\$1.28	Yes	No
DOWANOL™ DPnB	\$0.05	\$1.44	Yes	No
DOWANOL™ TPnB	\$0.05	\$1.57	Yes	No
DOWANOL™ PnP	\$0.05	\$1.34	Yes	Yes
DOWANOL™ DPnP	\$0.05	\$1.50	Yes	Yes
DOWANOL™ PPH	\$0.05	\$1.30	Yes	No

*Schedule price is for full bulk tank trucks for Zone 1. Typical zone upcharges apply for other regions.

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The Dow Chemical Company
Midland, MI 48674
U S A

May 30, 2008

Dear Customer:

Effective June 15, 2008, or as contracts allow, The Dow Chemical Company will increase List and Off-list prices for DOWFAX™ Surfactants, TERGITOL™ Surfactants, TRITON™ Surfactants, CARBOWAX™, CARBOWAX SENTRY™, Molten CARBOWAX™ Polyethylene and Methoxypolyethylene Glycols and other Polyglycol and Surfactants products. Please reference the attached pricing grid for further details of this increase.

The extraordinary and unprecedented rise in energy and related raw material costs makes this increase necessary.

Thank you for the business you have chosen to place with Dow today and in the future. Please contact your Dow sales representative if you have any additional questions regarding this announcement.

Sincerely,

A handwritten signature in cursive script that reads "Thomas E. Frazier".

Thomas E. Frazier
Global Product Marketing Manager
Core Ethoxylates

POLYGLYCOLS & SURFACTANTS PRICING GRID (US \$ per Pound)

Product	Grade	June 15, 2008 List Price Increase/Pound	June 15, 2008 Off-List Price Increase/Pound
BO Products	1,2 Butylene Oxide, Polyglycol B100-500	0.05/lb List	0.05/lb Off-List
Solid CARBOWAX™	CARBOWAX™ Industrial and SENTRY™ 1450 through 8000 flake, granular and powder	0.10/lb List	0.05/lb Off-List
Liquid CARBOWAX™	CARBOWAX™ Industrial and SENTRY™ 200 through 1000	0.10/lb List	0.05/lb Off-List
Methoxypolyethylene Glycol	CARBOWAX™ MPEG Industrial and SENTRY™ 350 through 750	0.10/lb List	0.05/lb Off-List
DOWFAX™	2A1, 2EP, 3B2, 8390, C10L, C6L, TG, XD 30599.00 EXP Surfactant	0.10/lb List	0.10/lb Off-List
Molten CARBOWAX™	CARBOWAX™ Industrial and SENTRY™ Grades 1450, 1450 AQ, 4000, 4000 AQ, 8000, PEG Plus 50%	0.10/lb List	0.05/lb Off-List
Polyglycol	112-2, 26-2, 26-3, 1A 120P	0.10/lb List	0.10/lb Off-List
Polyglycol EP Series	EP-436, EP-530, EP-1660, EP-1730	0.10/lb List	0.10/lb Off-List
Polyglycol P Series	P-425, P-600, P-1000TB, P-3000TB, P-1200, P-2000, P-2000C, P-4000, 15-200, Antifoam Agent D47	0.10/lb List	0.10/lb Off-List
Polyglycol PT Series	PT-250, PT-700, PT-3000, PT-4800, P-400 E	0.10/lb List	0.10/lb Off-List
TERGITOL™	L-61, L-62, L-64, L-64 E Surf, L-81, L-101	0.10/lb List	0.10/lb Off-List
TERGITOL™	XD, XJ, XH, HB-5100	0.10/lb List	0.10/lb Off-List
TERGITOL™	15-S-3, 15-S-12, 15-S-12 90%, 15-S-15, 15-S-20, 15-S-20 80%, 15-S-30, 15-S-40, 15-S-40 70%, 15-S-5, 15-S-7, 15-S-9	0.10/lb List	0.10/lb Off-List
TERGITOL™	TMN 3, TMN 6, TMN 6 90% AQ, TMN 10 90% AQ, 100X 90% AQ	0.10/lb List	0.10/lb Off-List
Ecosurf	SA-7 and SA-9 Surfactants	0.10/lb List	0.10/lb Off-List
TERGITOL™	NP-4 through NP-40 (100% Actives) NP 30 through NP 70 (70% active)	0.10/lb List	0.10/lb Off-List
TERGITOL™	NP C49, VK-1	0.10/lb List	0.10/lb Off-List
TRITON™	N-57	0.10/lb List	0.10/lb Off-List
TRITON™	X-15, X-35, X-45, X-114, X-100, X-100CG, X-102	0.10/lb List	0.05/lb Off-List
TRITON™	X-165, X-305, X-405, X-705, (50-70% Actives)	0.10/lb List	0.05/lb Off-List
TRITON™	QS-15, QS-44	0.10/lb List	0.10/lb Off-List
TERGITOL™	MIN-FOAM 1X & 2X	0.10/lb List	0.10/lb Off-List
TRITON™	CF 10, CF 10 90%, CF 21, CF 32, CF 76, CF 87	0.10/lb List	0.10/lb Off-List
TRITON™	DF 12, DF 16, DF 18, DF 20,	0.10/lb List	0.10/lb Off-List
TRITON™	RW-20, RW-50, W-30 Concentrate	0.10/lb List	0.10/lb Off-List
TRITON™	XN-45S, XQS- 20 70%, X-200, X200K, X-200WLK, X-207	0.10/lb List	0.10/lb Off-List
TRITON™	BG-10, CG-110, CA	0.10/lb List	0.10/lb Off-List
TRITON™	H-55, H-66	0.10/lb List	0.10/lb Off-List
TRITON™	GR-5M, GR-7M, GR-9M, GR-PG70	0.10/lb List	0.10/lb Off-List
TERGITOL™	PR 9000, PR 9002, Liquid 516	0.10/lb List	0.10/lb Off-List

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The Dow Chemical Company
Midland, MI 48674
U.S.A.

May 9, 2008

Dear Dow Customer:

Effective June 1, 2008, or as contracts allow, The Dow Chemical Company ("Dow") will increase off-list prices as noted below in North America (United States and Canada) for the following products:

- Propylene Glycol Industrial (PGI) - US\$0.05/lb
- Propylene Glycol USP/EP (PG USP/EP) - US\$0.07/lb
- Dipropylene Glycol LO+ (DPG LO+) - US\$0.05/lb
- Dipropylene Glycol (DPG) - US\$0.05/lb
- Tripropylene Glycol (TPG) - US\$0.07/lb
- Tripropylene Glycol Acrylate Grade (TPG Ac) - US\$0.07/lb
- Propylene Oxide (PO) - US\$0.07/lb

As always, thank you for your business and continued support of Dow PO/PG products.

Sincerely,

A handwritten signature in black ink, appearing to read "John O. Smith".

John O. Smith
The Dow Chemical Company
Product Marketing Director, EOEG/POPG



The Dow Chemical Company
Midland, MI 48674
U.S.A.

May 9, 2008

Dear Customer:

Effective June 1, 2008, or as contracts allow, The Dow Chemical Company will increase both list and off-list prices on selected products within the Oxygenated Solvents portfolio, as detailed in the attachment. Additionally, some of these products are on 100 percent order control.

The need for these increases continues to be driven by the rising costs of crude oil and other hydrocarbon feed stocks to unprecedented levels. In addition, the industry-wide Butanol supply/demand imbalance has reached a critical point with production no longer able to meet derivative demand.

Dow remains committed to safely and efficiently supplying its customers' Oxygenated Solvents requirements. Please contact your Dow sales representative to answer any questions you might have regarding this increase.

Thank you for your business and continued support of Dow Oxygenated Solvents.

Sincerely,

A handwritten signature in cursive script that reads "Carol Miller".

Carol Miller
Global Business Director
Solvents and Intermediates

A handwritten signature in cursive script that reads "M. Sutcliffe".

Martin Sutcliffe
Global Business Director
Glycol Ethers

Oxygenated Solvents Price Increase Attachment

Acids

	June 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* June 1, 2008 (per lb)	New Schedule Price	100% Order Control
2-Ethylhexoic Acid	\$0.03	\$1.21	No	No
Propionic Acid	\$0.04	\$0.79	No	No
Valeric Acid	\$0.03	\$1.08	No	No
Isopentanoic Acid	\$0.03	\$1.08	No	No

Alcohols

	June 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* June 1, 2008 (per lb)	New Schedule Price	100% Order Control
n-Propanol	\$0.03	\$1.04	No	No
Propanol PA PM 6719	\$0.03	\$1.21	No	No
Isopropanol	\$0.06	\$0.88	Yes	No
n-Butanol	\$0.03	\$1.08	Yes	Yes
Isobutanol	\$0.03	\$1.08	Yes	No
2-Ethylhexanol	\$0.03	\$1.17	No	Yes

Acetone Derivatives

	June 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* June 1, 2008 (per lb)	New Schedule Price	100% Order Control
MIBK	\$0.04	\$1.37	No	Yes
MIBC	\$0.04	\$1.44	No	No
DIBK	\$0.04	\$1.51	No	Yes
Isophorone	\$0.04	\$1.79	No	No
Acetone NF	\$0.05	\$1.05	No	Yes

Esters

	June 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* June 1, 2008 (per lb)	New Schedule Price	100% Order Control
n-Butyl Acetate	\$0.03	\$1.06	No	No
Isobutyl Acetate	\$0.03	\$1.06	No	No
Isopropyl Acetate	\$0.03	\$1.10	No	No
n-Propyl Acetate	\$0.03	\$1.07	No	No
Primary Amyl Acetate	\$0.03	\$1.14	No	No
UCAR™ n-Butyl Propionate	\$0.04	\$1.03	No	No
UCAR™ n-Pentyl Propionate	\$0.04	\$1.14	No	No
UCAR™ n-Propyl Propionate	\$0.04	\$1.03	No	No
UCAR™ Ester EEP	\$0.04	\$1.38	No	No

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E-Series Glycol Ethers

	June 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* June 1, 2008 (per lb)	New Schedule Price	100% Order Control
Butyl CELLOSOLVE™ Solvent (EB)	\$0.04	\$1.12	Yes	Yes
Butyl CARBITOL™ Solvent (DB)	\$0.04	\$1.30	Yes	Yes
Butyl CELLOSOLVE™ Acetate (EB Acetate)	\$0.04	\$1.45	Yes	Yes
Butyl CARBITOL™ Acetate (DB Acetate)	\$0.04	\$1.50	No	Yes
Butoxypolyglycol (BPG)	\$0.03	\$0.90	Yes	Yes
Butoxytriglycol (BTG)	\$0.03	\$1.50	Yes	No
Solvent GP	\$0.03	\$1.00	Yes	No
CARBITOL™ Solvent (DE)	\$0.04	\$1.51	No	Yes
Methyl CARBITOL™ (DM)	\$0.03	\$1.28	No	Yes
Methyl CARBITOL™ Fuel Additive Grade	\$0.03	\$1.28	No	Yes
Methoxytriglycol (MTG)	\$0.03	\$1.32	No	No
Methoxypolyglycol (MPG)	\$0.03	\$0.85	Yes	Yes
Ethoxytriglycol (ETG)	\$0.03	\$1.43	No	No
Propyl CELLOSOLVE™ (EP)	\$0.04	\$1.26	No	No

P-Series Glycol Ethers

	June 1, 2008 Increase (per lb)	Zone 1 Schedule Price Effective* June 1, 2008 (per lb)	New Schedule Price	100% Order Control
DOWANOL™ PM	\$0.03	\$1.25	No	No
DOWANOL™ PM Elec Grade	\$0.03	\$1.38	No	No
DOWANOL™ DPM	\$0.03	\$1.31	No	Yes
DOWANOL™ TPM	\$0.03	\$1.49	No	No
DOWANOL™ PMA	\$0.03	\$1.39	No	No
DOWANOL™ PMA Elec Grade	\$0.03	\$1.47	No	No
DOWANOL™ DPMA	\$0.03	\$1.53	No	Yes
DOWANOL™ PnB	\$0.03	\$1.23	No	No
DOWANOL™ DPnB	\$0.03	\$1.39	No	No
DOWANOL™ TPnB	\$0.03	\$1.52	No	No
DOWANOL™ PnP	\$0.03	\$1.29	No	Yes
DOWANOL™ DPnP	\$0.03	\$1.45	No	Yes
DOWFROTH™ 250A	\$0.03	\$1.28	No	No

*Schedule price is for full bulk tank trucks for Zone 1. Typical zone upcharges apply for other regions.

™Trademark of The Dow Chemical Company ("TDCC") or an affiliated company of Dow



The Dow Chemical Company
Midland, MI 48674
U.S.A.

May 1, 2008

Dear Customer:

Effective June 1, 2008, or as contracts allow, The Dow Chemical Company will increase List and Off List prices for TERGITOL™ Surfactants, TRITON™ Surfactants, CARBOWAX™, CARBOWAX™ SENTRY™, Molten CARBOWAX™ Polyethylene and Methoxypolyethylene Glycols and other Polyglycol Products.

Unprecedented high raw material costs with corresponding severely challenged margins and continued strong demand with a tight global supply make this increase necessary. Please see the attached pricing grid for details of this increase.

Thank you for the business you have chosen to place with Dow today and in the future. Please contact your Dow sales representative if you have any additional questions regarding this announcement.

Sincerely,

A handwritten signature in cursive script that reads "Thomas E. Frazier".

Thomas E. Frazier
Global Product Marketing Manager
Core Ethoxylates

POLYGLYCOLS & SURFACTANTS PRICING GRID (US \$ per Pound)

Product	Grade	June 1, 2008 Price Increase/Pound
BO PRODUCTS	1,2 Butylene Oxide	0.05/lb List and Off List
BO PRODUCTS	Polyglycol B100-500	0.25/lb List and Off List
SOLID CARBOWAX™ SENTRY™	CARBOWAX™ SENTRY™ 1450, 3350, 4000, 4600, 6000, 8000 granular and powder	0.03/lb Off List
SOLID CARBOWAX™ INDUSTRIAL	CARBOWAX™ PEG Industrial 1450, 3350, 4000, 4600 6000, 8000 granular and powder	0.10/lb Off List
LIQUID CARBOWAX™ SENTRY™	CARBOWAX™ SENTRY™ 200 through 1000	0.10/lb Off List
LIQUID CARBOWAX™ INDUSTRIAL	CARBOWAX™ Industrial 200 through 1000	0.03/lb Off List
METHOXYLPOLYETHYLENE GLYCOL	CARBOWAX™ MPEG Industrial and SENTRY™ 350 through 750 and PEG Plus 50%	0.05/lb Off List
DOWFAX™	XD 30599.00 EXP Surfactant	0.02/lb List and Off List
DOWFAX™	2A1, 2EP, 3B2, 8390, C10L, C6L, TG	0.02/lb List and Off List
MOLTEN CARBOWAX™ SENTRY™	CARBOWAX™ SENTRY™ Grades 1450, 1450 AQ, 4000, 4000 AQ, 8000	0.05/lb Off List
POLYGLYCOL	112-2, 26-3	0.03/lb List and Off List
POLYGLYCOL EP Series	EP-436	0.03/lb List and Off List
POLYGLYCOL P Series	P-425, P-1000TB, P-3000TB, P-1200, P-2000, P-4000 Antifoam Agent D47	0.03/lb List and Off List
POLYGLYCOL PT Series	PT-250, PT-700, PT-3000, PT-4800	0.03/lb List and Off List
MOLTEN CARBOWAX™ Industrial	CARBOWAX™ Industrial Grades 1450, 1450 AQ, 4000, 4000 AQ, 8000	0.03/lb Off List
TERGITOL™	NP-4 through NP-40 (100% Actives)	0.03/lb Off List
TERGITOL™	NP-30, 40, 50, 55, 70 (70% Actives)	0.03/lb Off List
TERGITOL™	NP C49, VK-1	0.03/lb Off List
TERGITOL™	HB-5100	0.03/lb List and Off List
TERGITOL™	MIN-FOAM 1X & 2X	0.08/lb List and Off List
POLYGLYCOL EP Series	EP-530, EP-1660, EP-1730	0.03/lb List and Off List
TERGITOL™	L-61, L-62, L-64, L-64 E Surf, L-81, L-101	0.03/lb List and Off List
TERGITOL™	XD, XJ, XH	0.03/lb List and Off List
TERGITOL™	TMN 3, TMN 6, 6 90% AQ, 10 90% AQ, 100X 90%	0.03/lb List and Off List

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POLYGLYCOLS & SURFACTANTS PRICING GRID (US \$ per Pound)

TERGITOL™	15-S-3, 15-S-12, 15-S-12 90%, 15-S-15, 15-S-20, 15-S-20 80%, 15-S-30, 15-S-40, 15-S-40 70%, 15-S-5, 15-S-7, 15-S-9	0.03/lb List and Off List
TRITON™	N-57	0.03/lb Off List
TRITON™	X-15, X-35, X-45, X-114, X-100, X-100CG, X-102	0.03/lb Off List
TRITON™	X-165, X-305, X-405, X-705 (50-70% actives)	0.03/lb Off List
TRITON™	QS-15	0.20/lb List and Off List
TRITON™	QS-44	0.05/lb List and Off List
TRITON™	CF 10, CF 10 90%, CF 21, CF 32, CF 76, CF 87	0.03/lb List and Off List
TRITON™	DF 12, DF 16, DF 18, DF 20,	0.03/lb List and Off List
TRITON™	EF-14 Surfactant	0.03/lb List and Off List
TRITON™	XQS-20 70%	0.05/lb List and Off List
TRITON™	RW-20, RW-50	0.10/lb List and Off List
TRITON™	X-200, X200K, X-200WLK,	0.10/lb List and Off List
TRITON™	BG-10, CG-110	0.05/lb List and Off List
TRITON™	H-55, H-66	0.05/lb List and Off List
TRITON™	CA	0.05/lb List and Off List
TRITON™	W-30 Conc	0.15/lb List and Off List
TRITON™	X-207	0.05/lb List and Off List
TRITON™	XN-45S	0.05/lb List and Off List
TRITON™	GR-5M, GR-7M, GR-PG70	0.05/lb List and Off List
Ecosurf	SA-7 and SA-9 Surfactants	0.03/lb List and Off List
TERGITOL™	Liquid 516	0.03/lb List and Off List

™Trademark of The Dow Chemical Company ("Dow") or an affiliated company of Dow



We're going further

April 30, 2008

Dear Customer

Pilot Chemical Company is increasing **LIST and OFF-LIST pricing** and announcing Temporary Voluntary Allowances (TVA's) effective June 1, 2008, or as contracts allow, for the surfactants listed below. These increases are in addition to the May 1st removal of 4.0 cpp TVA on Calsoft® LAS-99, Calsoft® LPS-99 and Calimulse® PRS. Pilot Chemical is instituting order control for the next thirty days to ensure product availability and customer service. During the next thirty days, customers will be limited to their average weekly off-take of Pilot products unless otherwise agreed to in writing or by contractual obligation. Customers should expect additional product lead-times during this period. All other standard terms and conditions of sale will remain unchanged.

Please contact your Pilot Chemical Regional Sales Manager with any specific questions or concerns.

Product	6/1/08 Announced Increase	Net Increase Effective 6/1/08
Calimulse® L-30	3.0 cpp w/ 2.0 TVA	1.0 cpp
Calimulse® L-50	6.0 cpp w/ 4.0 TVA	2.0 cpp
Calimulse® PR	8.0 cpp w/ 5.0 TVA	3.0 cpp
Calimulse® PRS	8.0 cpp w/ 5.0 TVA	3.0 cpp
Calsoft® F-90	12.0 cpp w/ 8.0 TVA	4.0 cpp
Calsoft® L-22	3.0 cpp w/ 2.0 TVA	1.0 cpp
Calsoft® L-25	3.0 cpp w/ 2.0 TVA	1.0 cpp
Calsoft® L-30	3.0 cpp w/ 2.0 TVA	1.0 cpp
Calsoft® L-40	4.5 cpp w/ 3.0 TVA	1.5 cpp
Calsoft® L-40 Slurry	4.5 cpp w/ 3.0 TVA	1.5 cpp
Calsoft® L-50	6.0 cpp w/ 4.0 TVA	2.0 cpp
Calsoft® L-50 Slurry	6.0 cpp w/ 4.0 TVA	2.0 cpp
Calsoft® L-60	6.5 cpp w/ 4.0 TVA	2.5 cpp
Calsoft® L-60 Slurry	6.5 cpp w/ 4.0 TVA	2.5 cpp
Calsoft® LAS-99	9.0 cpp w/ 5.0 TVA	4.0 cpp
Calsoft® LPS-99	9.0 cpp w/ 5.0 TVA	4.0 cpp
Calsoft® P-85	9.0 cpp w/ 5.0 TVA	4.0 cpp
Calsoft® T-60	5.5 cpp w/ 4.0 TVA	1.5 cpp
Calsoft® TSA-99	9.0 cpp w/ 5.0 TVA	4.0 cpp
Calsuds® 81	3.5 cpp w/ 2.0 TVA	1.5 cpp
Calsuds® A	3.5 cpp w/ 2.0 TVA	1.5 cpp
Calsuds® CD-6	3.5 cpp w/ 2.0 TVA	1.5 cpp

Regards,

Glynn E. Goertzen
VP - Commercial



We're going further

April 4, 2008

Dear Customer

Pilot Chemical Company is adjusting its announced April 15, 2008 price increase. The revised April 15th **LIST and OFF-LIST** price increases are illustrated below, items in bold reflect products with adjusted pricing.

All other standard terms and conditions of sale will remain unchanged. Please contact your Pilot Chemical Regional Sales Manager with any specific questions or concerns.

Product	Increase Amt Announced on 3/14/08	Adjusted Amt Announced on 4/4/08	4/15/08 Increase Revised on 4/4/08	Sum of 2008 TVA's
Aristonate C-5000	1.0 cpp	None	1.0 cpp	None
Aristonate H	4.0 cpp	None	4.0 cpp	None
Aristonate L	2.5 cpp	None	2.5 cpp	None
Aristonate M	2.5 cpp	None	2.5 cpp	None
Aristonate MME-60	2.0 cpp	None	2.0 cpp	None
Aristonate S-4000	2.5 cpp	None	2.5 cpp	None
Aristonate S-4600	2.0 cpp	None	2.0 cpp	None
Aristonate S-5000	2.0 cpp	None	2.0 cpp	None
Aristonate VH2	3.5 cpp	None	3.5 cpp	None
Aristonic Acid H	5.0 cpp	None	5.0 cpp	None
Aristonic Acid L	3.5 cpp	None	3.5 cpp	None
Aristonic Acid VH2	4.5 cpp	None	4.5 cpp	None

Calamide C	18.0 cpp	None	18.0 cpp	None
Calamide CW-100	18.0 cpp	None	18.0 cpp	None
Calamide CWT	18.0 cpp	None	18.0 cpp	None
Calamide F	18.0 cpp	None	18.0 cpp	None
Calamide MC	18.0 cpp	None	18.0 cpp	None
Calamide O	18.0 cpp	None	18.0 cpp	None

CalBlend BSC	2.5 cpp	None	2.5 cpp	None
CalBlend CLEAR	2.5 cpp	None	2.5 cpp	None
CalBlend ECO-1	2.5 cpp	None	2.5 cpp	None
CalBlend FC-V	2.5 cpp	None	2.5 cpp	None
CalBlend GEL	2.5 cpp	None	2.5 cpp	None
CalBlend PEARL	2.5 cpp	None	2.5 cpp	None
CalBlend PS2	3.5 cpp	None	3.5 cpp	None
CalBlend PSB-38	2.5 cpp	None	2.5 cpp	None
CalBlend SF-1	2.5 cpp	None	2.5 cpp	None

Calfax 10L-45	3.0 cpp	None	3.0 cpp	None
Calfax 10LA-75	4.0 cpp	None	4.0 cpp	None
Calfax 16L-35	3.0 cpp	None	3.0 cpp	None
Calfax DB-45	3.0 cpp	None	3.0 cpp	None
Calfax DBA-40	3.0 cpp	None	3.0 cpp	None
Calfax DBA-70	4.0 cpp	None	4.0 cpp	None
Calfax TG-45	3.0 cpp	None	3.0 cpp	None

Calfoam AAL	3.5 cpp	None	3.5 cpp	None
Calfoam ALS-30	4.0 cpp	None	4.0 cpp	None
Calfoam ALS-70	8.0 cpo	None	8.0 cpp	None
Calfoam EA-303	4.0 cpp	None	4.0 cpp	None
Calfoam EA-603	6.0 cpp	None	6.0 cpp	None
Calfoam EA-682	8.0 cpp	None	8.0 cpp	None
Calfoam EA-703	8.0 cpp	None	8.0 cpp	None
Calfoam ES-301	4.0 cpp	None	4.0 cpp	None
Calfoam ES-302	4.0 cpp	None	4.0 cpp	None
Calfoam ES-302HS	4.0 cpp	None	4.0 cpp	None
Calfoam ES-302HV	4.0 cpp	None	4.0 cpp	None
Calfoam ES-303	4.0 cpp	None	4.0 cpp	None
Calfoam ES-603	6.0 cpp	None	6.0 cpp	None

Page 1



We're going further

Product	Price Increase Amount Announced on 3/14/08	Adjusted Amount Announced on 4/15/08	2008 Price Increase Revised on 4/15/08	Sum of 2008 TVA's
Calfoam ES-702	8.0 cpp	None	8.0 cpp	None
Calfoam ES-703	8.0 cpp	None	8.0 cpp	None
Calfoam LCB & LLD	4.0 cpp	None	4.0 cpp	None
Calfoam SLS-30	4.0 cpp	None	4.0 cpp	None
Calfoam TLS-40	4.0 cpp	None	4.0 cpp	None

Calimulse ALS	4.0 cpp	None	4.0 cpp	None
Calimulse AOS-20	2.0 cpp	None	2.0 cpp	None
Calimulse AOS-40	2.0 cpp	None	2.0 cpp	None
Calimulse EA-303	4.0 cpp	None	4.0 cpp	None
Calimulse EM-22	4.0 w/3.0cpp TVA	None	4.0 w/3.0cpp TVA	None
Calimulse EM-30	4.0 w/3.0cpp TVA	None	4.0 w/3.0cpp TVA	None
Calimulse EM-95	7.0 w/3.0cpp TVA	None	7.0 w/3.0cpp TVA	5.0 cpp TVA
Calimulse EM-99	7.0 w/3.0cpp TVA	None	7.0 w/3.0cpp TVA	5.0 cpp TVA
Calimulse L-22	2.5 cpp	- 1.0 cpp	1.5 cpp	None
Calimulse L-30	2.5 cpp	- 0.5 cpp	2.0 cpp	None
Calimulse L-50	4.5 cpp	- 1.5 cpp	3.0 cpp	None
Calimulse PR	7.0 w/3.0cpp TVA	None	7.0 w/3.0cpp TVA	3.0 cpp TVA
Calimulse PRS	10.0 w/3.0cpp TVA	+ 1.0 cpp TVA	10.0 w/4.0cpp TVA	4.0 cpp TVA
Calimulse SLS	4.0 cpp	None	4.0 cpp	None

Calinate LE	6.0 cpp	None	6.0 cpp	None

Caloxamine CPO	6.0 cpp	None	6.0 cpp	None
Caloxamine LO	6.0 cpp	None	6.0 cpp	None

Calsoft AOS-1245	2.0 cpp	None	2.0 cpp	None
Calsoft AOS-20	2.0 cpp	None	2.0 cpp	None
Calsoft AOS-40	2.0 cpp	None	2.0 cpp	None
Calsoft AOS-FS	2.0 cpp	None	2.0 cpp	None
Calsoft F-90	10.0 cpp	+1.0 cpp	11.0 cpp	None
Calsoft L-22	2.0 cpp	- 0.5 cpp	1.5 cpp	None
Calsoft L-25	2.0 cpp	- 0.5 cpp	1.5 cpp	None
Calsoft L-30	2.5 cpp	- 0.5 cpp	2.0 cpp	None
Calsoft L-40	3.5 cpp	- 1.0 cpp	2.5 cpp	None
Calsoft L-40 Slurry	3.5 cpp	- 1.0 cpp	2.5 cpp	None
Calsoft L-50	4.5 cpp	- 1.5 cpp	3.0 cpp	None
Calsoft L-50 Slurry	4.5 cpp	- 1.5 cpp	3.0 cpp	None
Calsoft L-60	5.0 cpp	- 1.5 cpp	3.5 cpp	None
Calsoft L-60 Slurry	5.0 cpp	- 1.5 cpp	3.5 cpp	None
Calsoft LAS-99	11.5 w/3.0cpp TVA	+ 2.5 cpp TVA	11.5 w/5.5cpp TVA	7.5 cpp TVA
Calsoft LPS-99	11.5 w/3.0cpp TVA	+ 2.5 cpp TVA	11.5 w/5.5cpp TVA	7.5 cpp TVA
Calsoft P-85	13.0 cpp	None	13.0 cpp	None
Calsoft T-60	4.5 cpp	None	4.5 cpp	None

Calsuds 81	3.5 cpp	None	3.5 cpp	None
Calsuds A	3.5 cpp	None	3.5 cpp	None
Calsuds CD-6	8.5 cpp	+4.5 cpp	13.0 cpp	None
Calsuds CWC-2	2.5 cpp	None	2.5 cpp	None
Calsuds LDL	3.5 cpp	None	3.5 cpp	None

Caltaine C-35	6.0 cpp	None	6.0 cpp	None

Pilot D-300	1.0 cpp	None	1.0 cpp	None
Pilot DABSA	3.0 cpp	None	3.0 cpp	None
Pilot EM-95	7.0 w/3.0cpp TVA	None	7.0 w/3.0cpp TVA	5.0 cpp TVA
Pilot EM-99	7.0 w/3.0cpp TVA	None	7.0 w/3.0cpp TVA	5.0 cpp TVA
Pilot SXS-40	4.0 cpp	None	4.0 cpp	None
Pilot SXS-96	8.0 cpp	None	8.0 cpp	None

Regards,

Glynn E. Goertzen
VP - Commercial

- ¹ April 15th price increases announced on 3/14/08.
- ² Price adjustments to 3/14/08 price increase letter.
- ³ Amount of new price increases effective 4/15/08.
- ⁴ Sum of all announced 2008 TVA's in place.



To: C/A Customer Service
C/A Distribution/Transportation
C/A Remote Sales
G. D. Lerch
P. Whipple

From: Sharon G. Piciacchio

Company: PPG Industries, Inc.

Phone: 724-325-5991

Fax: 724-325-5052

Date: May 27, 2008

Subject: Sales Bulletin #3294
Liquid Caustic Soda

Effective immediately, or as permissible by contract, PPG is increasing all off-schedule liquid caustic soda prices, for all grades, in the US by US\$100 per short ton, anhydrous basis, and in Canada by C\$100 per metric ton, anhydrous basis, not to exceed list prices.

This increase is additive to the \$50 per short ton anhydrous basis increase for diaphragm grade caustic, the \$60 per short ton anhydrous basis increase for premium grade caustic, and the C\$65 per metric ton anhydrous basis increases which were announced on April 22, 2008, thereby resulting in aggregate increases as follows:

U.S. diaphragm grade caustic:	\$150 per short ton, anhydrous basis
U.S. premium grade caustic:	\$160 per short ton, anhydrous basis
Canada, all grades caustic:	C\$165 per metric ton, anhydrous basis

All other terms and conditions of sale remain unchanged.

This increase is in response to the deterioration of the global supply / demand balance for liquid caustic soda, and increases in manufacturing costs.

If you have any questions regarding these price changes, please contact your local PPG sales representative. PPG appreciates the opportunity to supply your caustic soda requirements and will strive to earn your business everyday.

A handwritten signature in black ink, reading 'Sharon G. Piciacchio', is located above the printed name.

S. G. Piciacchio



February 1, 2008

E-MAILED
2-6-08

C163110
1120049

Glenn Thompson
Ecolab Inc
370 Wabasha Street
St. Paul, MN 55102

Dear Glenn Thompson,

Effective February 15, 2008 or as contracts and agreements allow, PCS Sales (USA), Inc. will increase list and off-list prices for all grades of Purified Phosphoric Acids by \$0.12 per pound. A schedule with the new list prices is attached.

This increase is necessary to offset raw material and transportation cost increases as well as ensure that Purified Phosphoric Acid remains an economically viable outlet for merchant grade phosphoric acid (MGA). Further, these continuing cost pressures make it necessary to remove price protection of any kind and prices are subject to increase with 30 days notice. All other terms of sale are unchanged and subject to PCS Sales (USA), Inc.'s standard terms and conditions, a copy of which is available upon request.

PCS Sales (USA), Inc. realizes that the industrial and food grade phosphoric acid market has never experienced this type of volatility but these prices are necessary to ensure that purified phosphoric acid is available to our customers now and in the future. Thank you for your business and your loyalty and if you have any questions, comments, or desire a greater understanding of current market dynamics, please do not hesitate to call your PCS Sales (USA), Inc. representative.

Sincerely,

John A. Cooper
Senior Director, Sales
PCS Sales (USA), Inc.



**PCS Purified Phosphates
Phosphoric Acid Price Schedule
Effective February 15, 2008**

Bulk \$US per 100lbs.

<u>Product</u>	<u>Old List Price</u>		<u>New List Price</u>	
	<u>Technical</u>	<u>Food</u>	<u>Technical</u>	<u>Food</u>
75%	48.50	50.50	60.50	62.50
80%	50.00	52.00	62.00	64.00
85%	52.00	54.00	64.00	66.00
Monoaluminum Phosphate Solution - 50%	48.50	N/A	60.50	N/A
Aluminum Finishing Acids				
DAB 80	50.00	N/A	62.00	N/A
DAB 85	52.00	N/A	64.00	N/A
Phosbrite	50.00	N/A	62.00	N/A

40,000 lb. Minimum in tank trucks, freight allowed.
180,000 lb. Minimum in railcars, freight allowed.

A \$3.00 charge will be added to shipments to the following states: Washington, Oregon, California, Arizona, Nevada, Utah, Montana, Idaho, New Mexico and Wyoming.

Non-standard assays will be priced on a \$2,000 per short ton P₂O₅ basis, FOB plant, freight collect or prepaid and added to invoice.

Drum Shipments

All drum quantities can be ordered from your local PCS Purified Phosphates distributor. Please contact your PCS Sales Representative for the name of your nearest authorized distributor.

Invoice terms are cash, 30 days from date of invoice, subject to credit approval. All other terms of sale are unchanged and are part of PCS Sales (USA), Inc. Sales Contract, copies of which are available upon request.



Enriching lives through innovation

May 30, 2008

Dear Huntsman Customer:

Effective July 1, 2008, or as contracts allow, Huntsman Corporation will increase list & off-list prices for all grades of the following products:

Products	Increase (\$/lb)
Dinonylphenol	\$0.12
POGOL® 200 – 600 Series	\$0.12
POGOL NF-Series	\$0.12
POGOL MP-Series	\$0.12
SURFOL Series	\$0.12
SURFONIC® CO-Series	\$0.12
SURFONIC DA-Series	\$0.12
SURFONIC DDP-Series	\$0.12
SURFONIC DNP-Series	\$0.12
SURFONIC DOS-Series	\$0.12
SURFONIC E-Series	\$0.12
SURFONIC HDL-Series	\$0.12
SURFONIC HSC-Series	\$0.12
SURFONIC JL-Series	\$0.12
SURFONIC L-Series	\$0.12
SURFONIC LB-Series	\$0.12
SURFONIC LF-Series	\$0.12
SURFONIC MW-Series	\$0.12
SURFONIC N-Series	\$0.12
SURFONIC NB-Series	\$0.12
SURFONIC OP-Series	\$0.12
SURFONIC OPB-Series	\$0.12
SURFONIC P-Series	\$0.12
SURFONIC PC-Series	\$0.12
SURFONIC PE-Series	\$0.12
SURFONIC POA-Series	\$0.12
SURFONIC SB-Series	\$0.12
SURFONIC SI-Series	\$0.12
SURFONIC SXS-Series	\$0.12
SURFONIC T-Series	\$0.12
SURFONIC TDA-Series	\$0.12

UNIBIND® Series	\$0.12
UNIDRI® Series	\$0.12
UNIFROTH® Series	\$0.12
UNIMAX® Series	\$0.12

EMPILAN® Series	\$0.16*
EMPICOL® Series	\$0.16*
ELTESOL® Series	\$0.16*

**Net increase \$0.10/lb*

We will implement a **Temporary Voluntary Allowance (TVA) of \$0.06/lb.** The net increase effective July 1st will be \$0.06/lb, except as noted. The TVA may be lifted at any time, pending price movements in crude oil, natural gas or any of our other key feedstocks.

These increases reflect the strong market demand for our products and incorporate the surcharges outlined by our CEO Peter Huntsman in the attached press release. Sharp and relentlessly increasing costs in transportation, energy, labor and maintenance; as well as the need to invest necessary capital to ensure uninterrupted product availability, substantiate these increases.

Effective immediately, we will be implementing a 100% sales control based upon the last twelve months purchases for these materials. Please note that any orders taken within the last five business days of the month may be shipped the following month and will be billed at the increased prices.

We sincerely appreciate the business we have with you and look forward to serving you in the future. Please contact your Huntsman Account Manager with any questions or comments.

Sincerely,



Michelle Adams
Director, Sales & Distribution for Performance Products

Statements in this release that are not historical are forward-looking statements. These statements are based on management's current beliefs and expectations. The forward-looking statements in this release are subject to uncertainty and changes in circumstances and involve risks and uncertainties that may affect the company's operations, markets, products, services, prices and other factors as discussed in the Huntsman companies' filings with the U.S. Securities and Exchange Commission. Significant risks and uncertainties may relate to, but are not limited to, financial, economic, competitive, environmental, political, legal, regulatory and technological factors. In addition, the completion of any transaction described in this release is subject to a number of uncertainties and closing will be subject to approvals and other customary conditions. Accordingly, there can be no assurance that such transactions will be completed or that the company's expectations will be realized. The company assumes no obligation to provide revisions to any forward-looking statements should circumstances change, except as otherwise required by applicable laws.

TRAVIS COUNTY
Account Balance Inquiry

7/02/08
 11:30:21

Fiscal Year	:	2008
Account number	:	1-3735-583.30-31
Fund	:	001 GENERAL FUND
Department	:	37 SHERIFF
Division	:	35 CORRECTIONS BUREAU
Basic activity	:	58 CORRECTNS & REHABILITATN
Sub activity	:	3 TRAVIS CO JAIL/CORRECTNS
Element	:	30 OPERATG SUPPLIES, RP&E, NC
Object	:	31 CUSTODIAL, LAUNDRY, CLEANG

Budget	:	117,836
Encumbered amount	:	7,231.84
Pre-encumbered amount	:	2,988.25
Expenditures	:	107,602.85
Total expenditures	:	117,822.94
Balance	:	13.06

Press Enter to continue.

F3=Exit F12=Cancel

TRAVIS COUNTY
Account Balance Inquiry

7/15/08
 11:12:35

Fiscal Year	:	2008
Account number	:	1-4513-593.30-31
Fund	:	001 GENERAL FUND
Department	:	45 JUVENILE PROBATION
Division	:	13 FACILITY OPERATIONS
Basic activity	:	59 JUSTICE SYSTM (JUV SRVCS)
Sub activity	:	3 JUVENILE PROBATION
Element	:	30 OPER SUPP, REPR PRTS,& EQ
Object	:	31 CUSTODIAL, LAUNDRY, CLEANG

Budget	:	38,249
Encumbered amount	:	6,043.83
Pre-encumbered amount	:	2,001.80
Expenditures	:	26,975.13
Total expenditures	:	35,020.76
Balance	:	3,228.24

Press Enter to continue.

F3=Exit F12=Cancel



TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: _____

Cyd V. Grimes 7/22/08

Voting Session: Tuesday, July 29, 2008

REQUESTED ACTION: APPROVE ISSUANCE OF JOB ORDER NO. 22, MINOR CONSTRUCTION AND RENOVATION SERVICES, CONTRACT 07K00307RV, ARCHITECTURAL HABITAT OF AUSTIN, INC. (FM)

Points of Contact:

Purchasing: Richard Villareal

Department: Facilities Management, Roger A. El Khoury, M.S., P.E., Director; Jim Barr, AIA, Senior Project Manager

County Attorney (when applicable): John Hille

County Planning and Budget Office: Leroy Nellis

County Auditor's Office: Susan Spataro And Jose Palacios

Other: Administrative Operations, Alicia Perez, Executive Manager

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

Facilities Management requests approval for issuance of Job Order No. 22 to Architectural Habitat of Austin, Inc. This job order is issued for minor construction and renovation services in the District Clerk Jury Management Offices at 5501 Airport Blvd. Areas that will be renovated include waiting area, open office work area, manager's office and storage room. Upon approval, Job Order No. 22 will be issued at the total negotiated cost of \$30,884.18.

- **Contract Expenditures:** Within the last 10 Months \$917,181.50 has been spent against this contract.

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: Vendor is a HUB

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

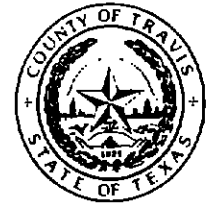
- ☐ Award has been protested; interested parties have been notified.
- ☐ Award is not to the lowest bidder; interested parties have been notified.
- ☐ Comments:

➤ **Funding Information:**

- ☒ Purchase Requisition in H.T.E.: (Req. No. 444940)
- ☒ Funding Account(s): 001-1405-525-8102
- ☐ Comments:

➤ **Statutory Verification of Funding:**

- ☐ Contract Verification Form: Funds Verified _____ Not Verified _____ by Auditor.



Rich
7.15.08
JB

FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

FMD Project: ABB-21-08F-1R

FILE: 703

TO: Cyd Grimes, CPM, Purchasing Agent

VIA: Roger A. El Khoury, M.S., P.E., Director

FROM: Jim Barr, AIA, Sr. Project Manager

DATE: July 14, 2008

SUBJECT: 5501 Airport Blvd Building North
Request for Job Order for District Clerk Jury Management Offices

This is a request for the posting of an agenda item to the Commissioners Court Voting Session of Tuesday, July 29, 2008. The motion would request award of a job order to Architectural Habitat of Austin, Inc. to perform remodel work for the subject project.

A proposal for \$30,884.18 was received from Architectural Habitat of Austin, Inc. under the Minor Construction and Renovation Contract, 07K00307RV. The scope of work is to perform remodel for the provision of a waiting area, open office work area, manager's office and storage room. The Facilities Management Department has reviewed the proposal and finds it to be fair and reasonable. Funding information is attached.

In accordance with the procedure to secure this job order this request is being forwarded along with the supporting documents. Your assistance is appreciated. If you have any questions or need additional information please contact Jim Barr at 49190.

ATTACHMENTS:

- 1) HTE Requisition Detail
- 2) Architectural Habitat Proposal

COPY TO:

Alicia Perez, Executive Manager, Administrative Operations
Richard Villareal, Purchasing Agent Assistant IV
Amy Draper, C.P.A., Financial Manager
Kim Nguyen, Sr. Architectural Associate

RECEIVED
PURCHASING
OFFICE

JUL 14 PM 3:54

RECEIVED
TRAVIS COUNTY

PURCHASE REQUISITION NBR: 0000444940

REQUISITION BY: ANGELA DAVIS 854-9084

SHIP TO LOCATION: FACILITIES MANAGEMENT

STATUS: AUDITOR APPROVAL

REASON: CONTRACT 07K00307RV (DIST CLK I-JURY 5501 ABB)

SUGGESTED VENDOR: 9584 ARCHITECTURAL HABITAT AUSTIN

DATE: 7/11/08

DELIVER BY DATE: 8/29/08

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT		EXTEND	VENDOR PART NUMBER
				COST		COST	
1	DISTRICT CLERK I-JURY FINISH-OUT OFFICES AT 5501 AIRPORT BLVD NORTH BUILDING. TRAVIS COUNTY POC: KIM NGUYEN @ 854-5967 OR 563-5024 COMMODITY: BUILDING IMPROVEMENT SVCS SUBCOMMOD: GEN BUILDING IMPROVEMENTS	29339.97	DOL	1.0000		29339.97	
2	RETAINAGE COMMODITY: BUILDING IMPROVEMENT SVCS SUBCOMMOD: RETAINAGE	1544.21	DOL	1.0000		1544.21	
REQUISITION TOTAL:						30884.18	

A C C O U N T I N F O R M A T I O N					
LINE #	ACCOUNT	PROJECT		AMOUNT	
1	00114055258102	CAPITAL OUTLAY	100.00	29339.97	
		PURCHSD SERV-BLDG IMPROVM			
2	00114055258102	CAPITAL OUTLAY	100.00	1544.21	
		PURCHSD SERV-BLDG IMPROVM			
				30884.18	

REQUISITION IS IN THE CURRENT FISCAL YEAR.

CONTRACT NO. 07K00307RV

Job Order No. 22
Dated July 16, 2008

Architectural Habitat of Austin, Inc.
Attn.: Ms Jan Cannaday
1707 West Koenig Lane
Austin, Texas 78756

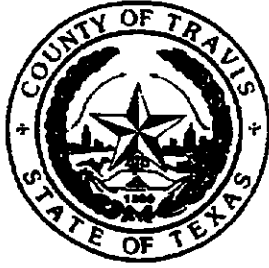
- A. JOB ORDER NO. 22, WHICH REQUIRES **ARCHITECTURAL HABITAT OF AUSTIN, INC.** TO PERFORM MINOR CONSTRUCTION AND RENOVATION SERVICES FOR **THE DISTRICT CLERK JURY MANAGEMENT OFFICES AT 5501 AIRPORT BLVD.**, AS PER CONTRACT REQUIREMENTS, **ARCHITECTURAL HABITAT OF AUSTIN, INC.** ESTIMATE, SCOPE OF WORK, PLANS & SPECIFICATIONS, AND THE CONDITIONS DESCRIBED BELOW, IS HEREBY RELEASED.
- B. THE OWNER SHALL PAY THE CONTRACTOR THE NOT-TO-EXCEED AMOUNT OF **\$30,884.18** IN CONSIDERATION OF THE PERFORMANCE OF THE WORK.
- C. PERFORMANCE PERIOD: **WORK MUST MEET SUBSTANTIAL COMPLETION BY SEPTEMBER 5, 2008.**

ARCHITECTURAL HABITAT OF AUSTIN, INC.

Jan Cannaday 7-16-08
JAN CANNADAY DATE

Cyd V. Grimes 7/18/08
CYD V. GRIMES, C.P.M. DATE
TRAVIS COUNTY PURCHASING AGENT

SAMUEL T. BISCOE DATE
TRAVIS COUNTY JUDGE



TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

13

Approved by: _____

Cyd V. Grimes 7/21/08 JLB

Voting Session: Tuesday, July 29, 2008

REQUESTED ACTION: APPROVE TWELVE MONTH EXTENSION (MODIFICATION NO. 5) TO INTERLOCAL AGREEMENT NO. IL040256RE, CITY OF AUSTIN, FOR DEAF INTERPRETING SERVICES. (HHS & VS)

Points of Contact:

Purchasing: Rebecca Gardner

Department: HHS, Sherri Fleming, Executive Manager

County Attorney (when applicable): Mary Etta Gerhardt

County Planning and Budget Office: Leroy Nellis

County Auditor's Office: Susan Spataro And Jose Palacios

Other:

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by statutes.
- Through this agreement, Travis County Services for the Deaf and Hard of Hearing (TCSDHH) provides interpreters for the City of Austin Health and Human Services Department, Community Care Services Department, and Municipal Court. TCSDHH interpreters are used for safety-net services such as clinic appointments and eligibility interviews in addition to Municipal Court hearings.
- This modification renews the agreement for an additional twelve month period from October 1, 2008 through September 30, 2009. The City will pay County \$129,383 for the FY 09 contract period.
- Modification number 4 increased the amount City will pay to County from \$88,413 to \$129,383, an increase of \$40,970 for the 2008 term.
- Modification number 3 revised the fee schedule in regards to the minimum time charged for interpreters and administrative staff.
- Modification number 2 increased the amount City can pay County under this interlocal from \$63,413 to \$88,413, an increase of \$25,000 for the 2007 term.
- Modification number 1 replaced the hourly rate schedule.

➤ **Contract Expenditures:** Revenue Generating

➤ **Contract-Related Information:**

Award Amount: \$ 63,413 Revenue Generating

Contract Type: Professional Services

Contract Period: October 1, 2004-September 30, 2005

➤ **Contract Modification Information:**

Modification Amount: \$ 129,383 Revenue Generating

Modification Type: Bilateral

Modification Period: October 1, 2007-September 30, 2008

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: N/A

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

☐ Award has been protested; interested parties have been notified.

☐ Award is not to the lowest bidder; interested parties have been notified.

☐ Comments:

➤ **Funding Information:**

☐ Purchase Requisition in H.T.E.: NA

☒ Funding Account(s): NA

☐ Comments:

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified Not Verified X by Auditor.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
Executive Manager
(512) 854-4100
Fax (512) 854-4115**

DATE: July 15, 2008
TO: Members of the Commissioners Court
FROM: *Sherri E. Fleming*
Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veterans Service
SUBJECT: Deaf interpreter interlocal amendment

Proposed Motion:

Consider and take appropriate action to approve an amendment renewing the interlocal agreement with the City of Austin for deaf interpreter services for FY'09.

Summary and Staff Recommendations:

Since 1996, Travis County and the City of Austin have had an interlocal agreement that allows Travis County Services for the Deaf and Hard of Hearing (TCSDHH) to provide interpreters for the City of Austin Health and Human Services Department, Community Care Services Department, and Municipal Court. The agreement allows TCSDHH to provide interpreters for safety-net services such as clinic appointments and eligibility interviews in addition to hearings before Municipal Court.

TCHHSVS staff recommends approving this amendment.

Budgetary and Fiscal Impact:

The FY'09 contract amount is \$129,383. The contract follows the county fiscal year. The contract number is IL040256RE.

Issues and Opportunities:

This interlocal ensures that clients who are deaf or hard of hearing are provided interpreter services.

Background:

This interlocal provides a source of revenue for TCSDHH.

Cc: Deborah Britton, Division Director, Community Services, TCHHSVS
Stacy Landry, Program Manager, TCSDHH
Susan A. Spataro, CPA, CMA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Mike Crawford, Senior Financial Analyst, Travis County Auditor
Mary Etta Gerhardt, Assistant County Attorney
Rodney Rhoades, Executive Manager, Planning and Budget Office
Travis Gatlin, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent
Rebecca Gardner, Assistant Purchasing Agent, Travis County Purchasing Office

MODIFICATION OF CONTRACT NUMBER: IL040256RE- Interpreting Services PAGE 1 OF 3 PAGES

ISSUED BY:	PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Rebecca Gardner TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: July 15, 2008
ISSUED TO:	City of Austin P.O. Box 1088 Austin, Texas 78767	MODIFICATION NO.: 5	EXECUTED DATE OF ORIGINAL CONTRACT: October 1, 2004
ORIGINAL CONTRACT TERM DATES: <u>October 1, 2004-September 30, 2005</u>		CURRENT CONTRACT TERM DATES: <u>October 1, 2007-September 30, 2008</u>	

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: Revenue Generating

Current Modified Amount: Revenue Generating

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.

Upon execution of this modification, the contract is modified as provided below:

1. Renewal of agreement for an additional twelve month period.
2. For the renewal period of October 1, 2008 through September 30, 2009 term, the City of Austin agrees to pay \$129,383 to County under this agreement.

See attached for additional information.

Note to Vendor/City:

[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: _____
SIGNATUREBY: _____
PRINT NAMETITLE: _____
ITS DULY AUTHORIZED AGENT

- ☐ DBA
☐ CORPORATION
☐ OTHER

DATE: _____

TRAVIS COUNTY, TEXAS

BY: 
CYD/V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT

DATE: _____

TRAVIS COUNTY, TEXAS

BY: _____
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE: _____



Amendment No. 11
to
Contract No. S040411-13
Sign Language Interpreting Services
Between
Travis County through the
Travis County Services for the Deaf and Hard of Hearing
and the
City of Austin ("City")

- 1.0 The City and County hereby acknowledge that the above-referenced contract renewed for an additional one-year term according to its provisions, with that term beginning October 1, 2008, and continuing through September 30, 2009. This increase will be effective on October 1, 2008 through September 30, 2009. The City and County acknowledge that the Contract includes renewal options through September 30, 2013.
- 2.0 The total Contract amount is increased by \$129,383.00 for the renewal term beginning October 1, 2008 and ending September 30, 2009 ("09 Renewal Term"). The total Contract City authorization is recapped below:

Term	Contract Amount for the Term	Total Contract Amount
Initial Term: 10/1/04 – 09/30/05	\$63,413.00	\$63,413.00
Amendment No. 1 : 07/06/05 Administrative Increase Initial Term: 10/1/04 – 09/30/05	\$15,000.00	\$78,413.00
Amendment No. 2: Option 1 10/01/05 – 09/30/06	\$63,413.00	\$141,826.00
Amendment No. 3: 4/1/06 Amended contract to incorporate rate increase During term: 10/01/05 – 09/30/06	\$0	\$141,826.00
Amendment No. 4: Administrative Increase for Muni Court During term: 10/01/05- 09/30/06	\$10,000.00	\$151,826.00
Amendment No. 5 Internal Amendment to correct Cumulative contract amount During term: 10/01/05 – 09/30/06	\$0	\$151,826.00
Amendment No. 6 Administrative Increase to contract S040413 – 06/07/06 During Term: 10/01/05 – 09/30/06	\$20,000.00	\$171,826.00
Amendment No. 7 Austin's City Council approved \$25,000 to be added to each of the seven remaining options – 08/24/06 During Term: 10/01/05 – 09/30/06	\$0	\$171,826.00
Amendment No. 8: Option 2 Contract Term: 10/01/06 – 09/30/07	\$88,413.00	\$260,239.00
Amendment No. 9: Administrative increase S040413 (This will be added only to the current contract period) '07 Renewal Term 10/01/06 – 09/30/07	\$45,000.00	\$305,239.00
Amendment No. 10: Option 3 10/01/07 – 09/30/08	\$129,383.00	\$434,622.00
Amendment No. 11: Option 4 10/01/08 – 09/30/09	\$129,383.00	\$564,005.00

3.0 MBE/WBE goals do not apply to this contract.

4.0 By signing this Amendment, the County certifies that the County and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature:

By: _____
Samuel T. Biscoe
Travis County Judge
Authorized Representative

Travis County through
Travis County Services for the Deaf and Hard of Hearing
P.O. Box 1748
Austin, Texas 78767

Date: _____

Signature:

By: _____
Barbara McConnell, Buyer II
City of Austin Purchasing Office
Authorized Representative

Signature

Lynn Mueller
Contract Compliance Manager

Date: _____



TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: _____

Cyd V. Grimes 7/22/08

Voting Session: Tuesday, July 29, 2008

REQUESTED ACTION: APPROVE TWELVE-MONTH EXTENSION (MODIFICATION NO. 3) TO INTERLOCAL AGREEMENT NO. IL060335RE, WITH PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT, FOR THE OUT OF SCHOOL PROGRAM. (HHS & VS)

Points of Contact:

Purchasing: Rebecca Gardner

Department: HHS Sherri Fleming, Executive Manager

County Attorney (when applicable): Mary Etta Gerhardt

County Planning and Budget Office: Leroy Nellis

County Auditor's Office: Susan Spataro And Jose Palacios

Other:

Purchasing Recommendation and Comments: Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by statutes.

Through this contract, Pflugerville ISD provides after-school programs at four district locations. The school year program will offer academic activities such as math, reading, and science tutorials and homework help. The program will also include enrichment opportunities in drama, character education and sports. These activities enable the children to build their academic strengths, enhance their areas of weakness by receiving focused teacher support and foster healthy peer relationships. It is anticipated this program will reach an estimated 75 students in the grades K – 5 during the 2009 school year. Summer programming during 2009 will offer tutorial and enrichment activities that will reach over 35 children.

This modification number three renews the agreement for a twelve month period from August 1, 2008 through July 31, 2009. Contract funds for this period are not to exceed \$106,371.

Modification number two replaced the work statement which has been updated to give a more viable and measurable description of the program expectations after the first year of operation. A revised supplemental invoice form is also added to replace the original monthly expenditure report.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE**

100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767

RECEIVED
TRAVIS COUNTY
JUL 10 AM 9:06
PURCHASING
OFFICE

Sherri E. Fleming
Executive Manager
(512) 854-4100
Fax (512) 854-4115

Date: July 9, 2008

TO: MEMBERS OF THE COMMISSIONERS COURT

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

SUBJECT: Acceptance of FY08 renewal of Interlocal Cooperation Agreement with the Pflugerville Independent School District for Out-of-School Programs

Proposed Motion: Consider and take appropriate action to approve the contract renewal with Pflugerville Independent School District (PISD) for Out-of-School Programs for FY08.

Summary and Staff Recommendation: Staff requests the acceptance of this interlocal contract renewal with the Pflugerville Independent School District. The district will continue a comprehensive after-school program beginning in September 2008 at four district locations. This program will offer additional academic activities such as math, reading, and science tutorials and homework help. The program will also include enrichment opportunities in drama, character education and sports. This program will enable the children to build their academic strengths, enhance their areas of weakness by receiving focused teacher support and foster healthy peer relationships. It is anticipated this program will reach an estimated 75 students in the grades K – 5.

This program provided during the summer of 2009 will be in partnership with the YMCA to offer tutorials and enrichment activities. The program will be provided at four district locations and it is anticipated it will reach over 35 children. The district will provide these programs using designated district staff professionals and staff provided by the collaboration with YMCA.

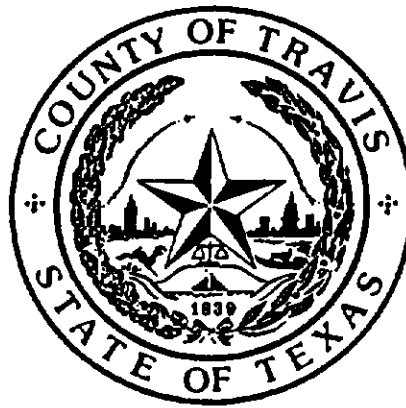
Budgetary and Fiscal Impact: The contract period is from August 1, 2008 through July 31, 2009. The total contract amount will not exceed \$106,371; these funds are budgeted in the line item 001-5891-611-6290 for both FY08 and FY09.

Issues and Opportunities: The development of this program was based on the knowledge of the successful program that has been gained through the AISD After-School collaboration. The many benefits for the students involved have shown in the success of this program. In the last school year program 2007 – 08, there were over 116 students enrolled in the after-school program. In this group of children attending the program, student reading levels increased overall 27%, and the number of discipline referrals decreased by 10% for the same time period. We anticipate much success in this partnership with the Pflugerville Independent School District for providing after-school and summer program services to youth in the community.

cc: Susan A. Spataro, CPA, CMA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Mike Crawford, Audit Manager, County Auditor
Cyd Grimes C.P.M., Travis County Purchasing Agent
Rebecca Gardner, Assistant Purchasing Agent, Travis County Purchasing Office
Mary Etta Gerhardt, Assistant County Attorney
Travis Gatlin, Budget Analyst, Planning and Budget Office
Deborah Britton, Social Services Division Director, HHSVS

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

COUNTY AUDITOR VERIFICATION FORM

CONTRACTOR:

Pflugerville ISD

TYPE OF GOODS/SERVICE:

Health and Human Services (Mod. 3)

FUNDS VERIFIED:

☒ X

1) Requisition number 444670 processed through the
Purchasing system to pre-encumber funds.

2) Amount pre-encumbered: \$ 17,729.00

☒ X

1) The requisition provides funding estimated for the
remainder of FY 08. The remaining amount will be
provided by the FY09 budget.

CONTRACT#

IL060335RE

LINE ITEM VERIFIED:

☒ YES 001-5891-611-6290

☐ NO

Verified by:

[Signature]

Date: 7-17-08

Approved by:

[Signature]

Date: 7-17-08

RECEIVED
TRAVIS COUNTY
PURCHASING
OFFICE
JUL 18 AM 9:59

TRAVIS COUNTY
Purchase Requisition

7/10/08
09:05:11

Number : 0000444670
 Type : 1 PURCHASE REQUISITION
 Status : READY FOR BUYER PROCESS
 Reason : VERIFY FUNDING
 By : LISA SINDERMAN X44594
 Date : 7/09/08
 Vendor : 9034 PFLUGERVILLE INDEPENDENT SCHOO
 Contract nbr :
 Ship to : NF FINANCE DIVISION
 Deliver by date : 9/30/08
 Buyer : RE REBECCA GARDNER
 Fiscal year code : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description
1	17729.00	DOL	OUT OF SCHOOL PROGRAM 8/1/08 - 7/31/09
CONTRACT PERIOD: 8/1/08 - 7/31/09			
THESE FUNDS ARE FROM FY08 - FOR 8/1/08 - 9/30/08. +			
Total:			17729.00

F3=Exit F7=Alternate view
 F10=Approval info F12=Cancel F20=Comments

F9=Print

Purchase Requisition - Item Information

Line number	1
Item desc	OUT OF SCHOOL PROGRAM 8/1/08 - 7/31/09
Vendor part #	
Commodity	952 HUMAN SERVICES
Sub-com	043 FAMILY/SOCIAL SERVICES
Item #	
Ship to	NF FINANCE DIVISION
Quantity	17,729.00
Order UOM	DOL DOLLAR
Cost code	N NOT APPLICABLE
Unit cost	1.0000
Account #	00158916116290
Project	
Purchase order	

Press Enter to continue.

F8=Extended Description F12=Cancel F14=Work orders

MODIFICATION OF CONTRACT NUMBER: IL060335RE -Out Of School Program**PAGE 1 OF 12 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Rebecca Gardner TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: July 9, 2008
ISSUED TO: Pflugerville ISD 1401 W. Pecan Pflugerville, Texas 78660	MODIFICATION NO.: 3	EXECUTED DATE OF ORIGINAL CONTRACT: August 1, 2006
ORIGINAL CONTRACT TERM DATES: ~~August 1, 2006-July 31, 2007~~		CURRENT CONTRACT TERM DATES: <u>August 1, 2007-July 31, 2008</u>

FOR TRAVIS COUNTY INTERNAL USE ONLY:Original Contract Amount: \$101,306.00Current Modified Amount \$106,371.00**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.

Upon execution of this modification, the contract is modified as provided below:

1. Renewal for an additional twelve month period from August 1, 2008 through July 31, 2009.
2. Contract funds for this period are not to exceed \$106,371.00.

See attached amendment for additional information.

RECEIVED
TRAVIS COUNTY
PURCHASING
OFFICE
JUL 21 PM 12:28

Note to Vendor/City:

[X] Complete and execute (sign) your portion of the signature block provided below in 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: <u>Pflugerville ISD</u>	☐ DBA
BY: <u>[Signature]</u>	☐ CORPORATION
SIGNATURE	☒ OTHER
BY: <u>Charles Dupre</u>	DATE: <u>7-21-08</u>
PRINT NAME	
TITLE: <u>Superintendent</u>	
ITS DULY AUTHORIZED AGENT	
TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u>	<u>7/22/08</u>
CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	
TRAVIS COUNTY, TEXAS	DATE:
BY: _____	
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**AMENDMENT/RENEWAL OF INTERLOCAL COOPERATION AGREEMENT
BETWEEN TRAVIS COUNTY AND
THE PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT FOR
OUT-OF-SCHOOL PROGRAMS
('09 Renewal Term)**

This Renewal and Amendment (" '09 Renewal") of the Interlocal Cooperation Agreement for Out-of-School Programs ("Agreement") is entered into by the following parties: Travis County, a political subdivision of the State of Texas ("County") and the Pflugerville Independent School District ("District").

RECITALS

County and District entered into the Agreement for the Out-Of-School Program ("Agreement"), the Initial Term of which began August 1, 2006, and terminates July 31, 2007.

Pursuant to the terms of the Agreement, the District agreed to provide an After-School Program ("Program") for qualified youth, including an integrated array of quality community based services as defined in the Agreement; and to provide personal and professional services for the care of indigents and other qualified recipients and for public health education and information, thus providing services which will further the achievement of an educational and a public purpose.

The Agreement allows the parties to make changes to the Contract and provides for renewal of the Agreement for an additional one-year term where such change is in writing and signed by both parties, County and District desire to amend the Agreement to reflect mutually agreed upon changes.

Pursuant to the terms of the Agreement, the Parties have previously agreed to extend the Agreement for an additional one-year term beginning August 1, 2007, and continuing through July 31, 2008 ('08 Renewal Term"); and to amend the Agreement (" '08 Amendment").

The Parties desire to renew the Agreement for an additional one-year term, beginning August 1, 2008, and continuing through July 31, 2009, and to make certain changes to the Agreement.

NOW, THEREFORE, in consideration of the mutual benefits to be received through the following changes, County and District agree to change the Agreement as follows:

1.0 TERM

1.1 **2008-09 Renewal Term.** The Parties agree to renew the Agreement for an additional one-year term beginning August 1, 2008, and terminating July 31, 2009 (" '09 Renewal Term").

2.0 ENTIRE AGREEMENT

2.1 **Attachments.** The Parties agree that the services and activities provided during the '09 Renewal Term will be provided according to the Attachments related to the '08 Renewal, as previously amended by the Parties in the '08 Amendment.

3.0 **DISTRICT OBLIGATIONS**

3.1 **District Performance.** The Parties agree that services and activities provided during the '09 Renewal Term and all other performance obligations, including reporting, will be performed according to the terms for the '08 Renewal, as previously amended by the Parties in the '08 Amendment unless specifically changed in this '09 Renewal.

3.2 **Attachments.**

3.2.1 **Work Statement.** The Parties agree that the terms of the Work Statement shall be the same as those in the '08 Renewal, as previously amended by the Parties in the '08 Amendment.

3.2.2 **Budget, Performance Report Form, Payment Request, Close-Out and Final Payment Request and Invoice Forms** shall be those included in this '09 Renewal and attached hereto as Exhibit 1.

4.0 **RETENTION AND ACCESSIBILITY OF CLIENT & FISCAL RECORDS**

4.1 **Fiscal Records.** The Parties agree to delete Section 8.4, "Fiscal Records," and substitute the following:

8.4 **Fiscal Records.** District shall create and maintain all necessary fiscal records and documentation for all expenditures pertaining to this Agreement in accordance with Generally Accepted Accounting Procedures (GAAP) or with Other Comprehensive Basis of Accounting (OCBOA) consistent with state law; and, such records shall be kept in a readily available state and location until a financial audit in conformance with generally accepted auditing standards and procedures for non-profit organizations is completed and all questions arising from it are resolved satisfactorily, or for three (3) years after the end of the Agreement period, whichever occurs later.

5.0 **AGREEMENT FUNDS**

5.1 **Maximum Funds.** The Parties agree to amend Section 12.1, "Maximum Funds," by:

5.1.1 agreeing that, subject to all other applicable terms of the Agreement, as amended, in consideration of full and satisfactory performance of the services and activities provided under the terms of this Agreement, as amended, as determined by County, County shall provided funds for the '09 Renewal Term not to exceed the following amount:

\$106,371.00

and

5.1.2 agreeing that the Fiscal Year limitations referenced in Section 12.1.2 shall be as follows for the 07-08 Renewal Term:

August 1, 2008 - September 30, 2008 (16% of total)
\$17,729.00

October 1, 2008 - July 31, 2009 (84% of total)
\$88,642.00

All other provisions of Section 12.0 not changed herein shall remain in full force and effect.

6.0 **AUDIT**

6.1 **Single Audit**. The Parties agree to delete Section 15.1.1, "Single Audit," Subsections (a), (b) and (c), and substitute the following:

15.1.1 Single Audit.

(a) **Single Audit Act Application.** For each Fiscal Year included within an Agreement Term of this Agreement in which District expends a total of \$500,000 or more in Federal awards from all sources, District shall have an audit conducted in accordance with Single Audit Act of 1984, 31 U. S. S., Section 7501 et seq., and OMB Circular No. A-133, "Audits of States, Local Governments and other Non-Profit Organizations."

(b) **No Single Audit Act Application.** If District is not subject to the Single Audit Act, and is expending \$500,000 or more during the District's fiscal year, District must have a full financial audit performed. If less than \$500,000 is expended, then a financial review is acceptable, pursuant to the requirements of this Agreement.

(c) **The above single audit requirements will apply to any/each of District's fiscal years in which County funds are provided.**

6.2 **Copies**. The Parties agree to delete Section 5.1.3, "Copies," and substitute the following:

5.1.3 **Copies.** The Parties agree to change Section 15.1.3, "Copies," to require District to provide two (2) copies of a complete financial audit and the auditor's opinion and management letters, or the review, within one hundred eighty (180) calendar days of the end of District's fiscal year, unless County approves alternative arrangements in writing. In any event, such copies shall be provided to County no later than September 30 of each year in which County funds are received under this Agreement. All other provisions of Section 15.1.3 not specifically changed herein shall remain in full force and effect.

7.0 **OTHER PROVISIONS**

7.1 **Insurance**. The Parties agree that the requirements for insurance for the '09 Renewal Term will be continue as set forth in the Agreement. District agrees to provide current documentation of such insurance as required under Section 5.8 of the Agreement.

7.2 **Limitations**. Unless otherwise specifically stated herein, the performance required under this '09 Renewal is performable only during the '09 Renewal Term, and performance requirements and payment shall not carry over from one contract term to another.

7.3 **Update**. Within fifteen (15) days of execution of this '09 Renewal, District agrees to provide Department, with a copy to the Purchasing Agent, current updates of all policies, materials and other information required under the Agreement, including, but not limited to the following:

- 7.3.1 Proof of Insurance
- 7.3.2 Update of any policies and procedures
- 7.3.3 Updated W-9 Taxpayer Identification Form
- 7.3.4 Change of Identity Information (Name, Address, etc.), where applicable

7.4 **Debarment, Suspension and Other Responsibility Matters**. By signing this '08 Renewal, Contractor certifies that, to the best of its knowledge and belief, it and its principles continue to meet compliance requirements under 15 CFR Part 26, "Government-wide Debarment and Suspension" requirements as set forth in the Contract.

7.5 Certification and Warranty. By signing this '08 Renewal, Contractor certifies and warrants that all certifications and warranties under the Contract continue to be in full force and effect. Contractor also acknowledges and agrees that it has read all terms and provisions of the Contract and understands and agrees that, to the extent not specifically changed by this '08 Renewal, those terms and conditions remain in full force and effect for the '08 Renewal Term.

8.0 INCORPORATION

6.1 County and District hereby incorporate this Amendment into the Agreement, and hereby incorporate the Agreement into this Amendment. County and District hereby ratify all terms and conditions of the Agreement as amended. The Agreement, with the changes in this Amendment, constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

7.0 EFFECTIVE DATE

7.1 This Amendment shall be effective August 1, 2008, when fully executed by County and District.

Travis County Out of School Program – “After the Bell” Budget 2008 - 2009 School Year

Contract Period: August 1, 2008 through July 31, 2009

Total Funding for Contract Period: Not to exceed \$106,371.00

Academic School Year (September 8, 2008 - May 21, 2009)
Anticipated dates based on school calendar

1. Total:	Not to Exceed \$100,381
2. Program Days:	160 days @ \$627.38 per day
3. Schedule:	3:05-5:00pm
4. Attendance:	Approximately 75 students

Summer Program (June 16 - July 17, 2009)
Anticipated dates based on school calendar

1. Total:	Not to Exceed \$3,594
2. Program Days:	21 days @ \$171.12 per day
3. Schedule:	12:30-4:30pm
4. Attendance:	Approximately 35 students

Performance Reports

1st Quarter Report (August - October 2008)

Performance Measure	Goal	Achieved
Recruit youth for after-school program	75	
# of unduplicated youth participating in after-school program	75	
Child / Adult ratio	20:01	

2nd, and 3rd Quarter Reports (Nov - January 2009; February - May 2009)

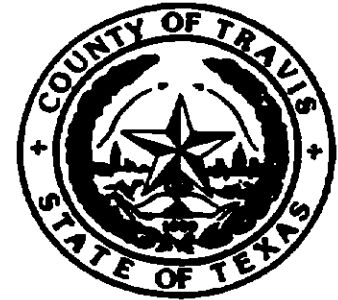
Performance Measure	Goal	Achieved
# of unduplicated youth participating in after-school program	75	
Improved school attendance	5% increase yearly	
Students passing TAKS	5% increase yearly	
Reduction of discipline	5% decrease yearly	
Improved grades	5% increase yearly	
Improvement in positive attitude and behavior	5% increase yearly	
Child / Adult ratio	20:01	

4th Quarter Report (June - July 2009)

Performance Measure	Goal	Achieved
Recruit youth for summer program	35	
# of unduplicated youth participating in summer program	35	
Child / Adult ratio	20:01	
Sustain programs through leveraging of existing resources and seeking additional funding for program growth	5% increase yearly	

Travis County Social Services Contract

PAYMENT REQUEST

Invoice Number: **IMPORTANT: Both an Expenditure Report and a Compliance Certification form must be provided with this Invoice**

SECTION I - CURRENT PAYMENT DATA		
Agency	Program	Month/Year
Pflugerville ISD	Out-of-School Program	
1401 W. Pecan Pflugerville, TX 78660 Phone: (512) nnn-nnnn	Contract Term	PAYMENT REQUEST AMOUNT
	August 1, 2008 - July 31, 2009	\$0.00

SECTION II - PROGRAM BUDGET AND PAYMENT SUMMARY	
Item	Travis County Funds
1. TRAVIS COUNTY-Funded Program Budget	\$106,371.00
2. Previous Payments Requested (~~excludes~~ Advance)	\$0.00
3. AMOUNT OF THIS PAYMENT REQUEST	
4. Total Payments Requested (Item 2 plus Item 3)	\$0.00
5. Balance (Item 1, minus Item 4)	\$106,371.00

SECTION III - CERTIFICATION (<i>Must be completed by Contractor</i>)		
I certify that this Payment Request and the corresponding Expenditure Report have been made in accordance with the terms and conditions of the Contract. I also certify that all information provided is correct and that the amounts are not in excess of current needs.		
Preparer's Signature	Title	Date
Authorized Signature	Title	Date

SECTION V - PAYMENT APPROVAL - (<i>Travis County</i>)			
TC HHS & VS Financial Approval	Name and Title	Date	AMOUNT APPROVED
County Account Number	Issue Area	Vendor ID Number	Purchase Order Number

Staff Comments:

Pflugerville Independent School District
Out-of-School Programs
Month Ending: _____

Attachment D (i)

Date:
Invoice Number:

Services Provided:
Interlocal Cooperation Agreement between Travis County and the Pflugerville Independent School District
for Out-of-School Program (After the Bell)

Academic School Year (September 8, 2008 - May 21, 2009) Anticipated service dates based on school calendar

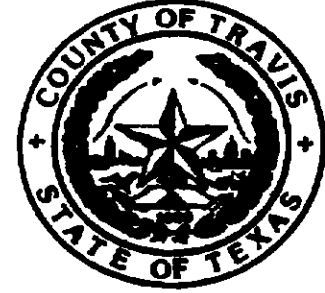
Program Days:	Contract	Actual for month ending:
	160	
Cost per Program Day:	627.38	627.38
Not to Exceed:	\$100,381.00	\$0.00 Total Due

Summer Program (June 16, 2009 - July 17, 2009) Anticipated service dates based on school calendar

Program Days:	Contract	Actual for month ending:
	21	
Cost per Program Day:	171.12	171.12
Not to Exceed:	\$3,594.00	\$0.00 Total Due

Travis County Social Services Contract

2009 FUNDS CLOSE-OUT & FINAL PAYMENT REQUEST

Invoice Number:

IMPORTANT: *This form must be submitted with your Contract Close-Out Report no later than due date in 2007. If you are requesting payment of any unexpended funds, the adjacent FINAL Expenditure Report and a Compliance Certification form must also be completed and submitted with this form (refer to Instructions page).*

SECTION I - CURRENT PAYMENT DATA		
Agency	Program	Month/Year
Pflugerville ISD 1401 W. Pecan Pflugerville, TX 78660 Phone: (512) nnn-nnnn	Out-of-School Program	FINAL 2009
	Contract Term	PAYMENT REQUEST AMOUNT
	August 1, 2008 - July 31, 2009	\$0.00

SECTION II - PROGRAM BUDGET AND PAYMENT SUMMARY	
Item	Travis County Funds
1. TRAVIS COUNTY-Funded Program Budget	\$106,371.00
2. Previous Payments Requested (~~excludes~~ Advance)	
3. AMOUNT OF THIS PAYMENT REQUEST	
4. Total Payments Requested	
5. Balance (Item 1, minus Item 4)	\$106,371.00

SECTION III - CERTIFICATION (<i>Must be completed by Contractor</i>)		
I certify that:		
1. This form and any attachments have been made in accordance with the terms and conditions of the Contract.		
2. All information provided is correct to the best of my knowledge.		
3. This is the Final Payment Request under the referenced contract and that no further claim(s) for reimbursement will be requested.		
4. All funds remaining on Line 5, Balance (above) are hereby released back to Travis County.		
Authorized Signature	Title	Date
Preparer's Signature	Title	Date

SECTION V - PAYMENT APPROVAL - (<i>Travis County</i>)			
TC HHS & VS Financial Approval	Name and Title	Date	AMOUNT APPROVED
County Account Number	Issue Area	Vendor ID Number	Purchase Order Number

Staff Comments:

Pflugerville Independent School District
Out-of-School Programs
Contract Period Close Out
Month Ending: _____

Attachment D (i)

Date:
Invoice Number:

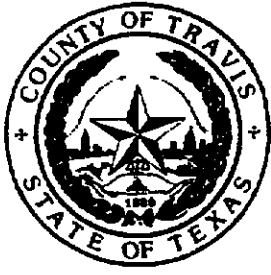
Services Provided:
Interlocal Cooperation Agreement between Travis County and the Pflugerville Independent School District
for Out-of-School Program (After the Bell)

Academic School Year (September 8, 2008 - May 21, 2009) Anticipated service dates based on school calendar

Program Days:	Contract	Actual for month ending:
	160	
Cost per Program Day:	627.38	627.38
Not to Exceed:	\$100,381.00	\$0.00 Total Due

Summer Program (June 16, 2009 - July 17, 2009) Anticipated service dates based on school calendar

Program Days:	Contract	Actual for month ending:
	21	
Cost per Program Day:	171.12	171.12
Not to Exceed:	\$3,594.00	\$0.00 Total Due



TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

15

Approved by: _____

Cyd V. Grimes 7/21/08

Voting Session: Tuesday, July 29, 2008

REQUESTED ACTION: APPROVE ISSUANCE OF JOB ORDER NO. 5, MINOR CONSTRUCTION AND RENOVATION SERVICES, CONTRACT 07K00308RV, TRIMBUILT CONSTRUCTION, INC. (FM)

Points of Contact:

Purchasing: Richard Villareal

Department: Facilities Management, Roger A. El Khoury, M.S., P.E., Director; Amy Lambert, R.A., Project Manager

County Attorney (when applicable): John Hille

County Planning and Budget Office: Leroy Nellis

County Auditor's Office: Susan Spataro and Jose Palacios

Other: Alicia Perez, Executive Manager, Administrative Operations

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

Facilities Management requests approval for issuance of Job Order No. 5 to Trimbuilt Construction, Inc. This job order is issued to perform various minor upgrade projects at the Heman Marion Sweatt Travis County Courthouse such as the addition of electrical outlets and lights; the expansion and restoration of jury boxes; the addition of a door in an office suite; making jury accommodations accessible; and other minor painting and plumbing items.

Upon approval, Job Order No. 5 will be issued at the total negotiated cost of \$34,573.00.

- **Contract Expenditures:** Within the last 10 Months, \$834,740.00 has been spent against this contract.

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: Vendor is not a HUB

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

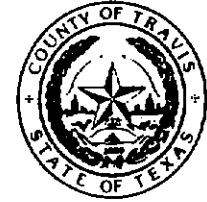
- ☐ Award has been protested; interested parties have been notified.
- ☐ Award is not to the lowest bidder; interested parties have been notified.
- ☐ Comments:

➤ **Funding Information:**

- ☒ Purchase Requisition in H.T.E.: (Req. No. 445427)
- ☒ Funding Account(s): 001-1405-822-5004
- ☐ Comments:

➤ **Statutory Verification of Funding:**

- ☐ Contract Verification Form: Funds Verified _____ Not Verified _____ by Auditor.



Rich
7-17
UB

FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St, Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

FMD Project: TCCH-61-08R-4R
FILE: 703

TO: Cyd Grimes, CPM, Purchasing Agent
VIA: Roger A. El Khoury, M.S., P.E., Director
FROM: Amy Lambert, R.A., Project Manager
DATE: July 16, 2008

RECEIVED
TRAVIS COUNTY
JUL 16 PM 3:40
OFFICE OF THE
PURCHASING
AGENT
7-16-08

SUBJECT: Heman Marion Sweatt Travis County Courthouse
Improvement Project 2008, Job Order No. 5 Request
Contract: 07K00308RV

Facilities Management Department recommends issuance of a purchase order under the Minor Construction and Renovation Contract, in the amount of \$34,573.00, to Trimbuilt Construction, Inc. for various small upgrade projects at the Heman Marion Sweatt Travis County Courthouse to better serve the civil district courts and the building personnel. The project consists of items such as the addition of electrical outlets and lights; the expansion and restoration of jury boxes; the addition of a door in an office suite; making jury accommodations accessible; and other small painting and plumbing items. A proposal from Trimbuilt has been reviewed and found to be fair and reasonable. Facilities Management Department recommends approval.

Funding information indicating the account number and requisition is attached. The performance period will be 30 days from issuance of a Notice to Proceed.

In accordance with the procedure to secure approval for this Job Order this request is being forwarded along with the supporting documents for Commissioners Court approval on July 29, 2008. If approved, please issue a Job Order No. 5 to Trimbuilt Construction Inc. Please call Amy Lambert, R.A. at 46409 or Tiffany Talbot at 44909 if you have any questions.

ATTACHMENT:

- 1) Proposal from Trimbuilt Construction Inc.
- 2) HTE requisition printout

COPY TO:

Alicia Perez, Executive Manager, Administrative Operations
Amy Draper, CPA, Financial Manager, FMD
Tiffany Talbot, Architectural Associate, FMD
Richard Villareal, Purchasing Agent Assistant IV



Travis County Courthouse
Heman Marion Sweatt
1000 Guadalupe Street
Austin, Texas 78701

Total Base Bid: \$ 34,573.00

Estimator: Mark E. Laurence

***REVISED PROPOSAL**

Date of Plans: 9-Jun-08

Architect: Amy Lambert

Engineer: None

Date of Bid: 6/18/08

Office Sq. Ft.: 5,000	Warehouse Sq. Ft.: 0	Misc. Sq. Ft.: 0	Total Sq. Ft.: 5,000

Act Contractors

Base Bid

1	Electrical:		\$	4,275.00
3	Plumbing:		\$	1,215.00
5	Painting:		\$	2,167.00
6	Flooring:		\$	1,097.28
9	Millwork:		\$	2,961.00
	Drywall, Acoustical, Doors & Demo:		\$	13,679.13
4	Drywall:	\$	9,326.79	
4	Acoustical Ceilings:	\$	316.75	
4	Doors, Frames & Hardware:	\$	1,469.02	
	Misc. Labor:	\$	1,280.00	
4	Demolition	\$	1,286.57	
	Wall Guard Allowance:			<i>excluded</i>
10	Final Cleaning:		\$	750.00
	General Conditions:		\$	5,867.63
	Project Mgt	\$	1,290.00	
	Supervision	\$	2,310.00	
10	General Clean-Up	\$	200.00	
11	Trash Dumpster	\$	510.00	
81	Building Protection	\$	385.00	
12	Building Permit & Fees		<i>excluded</i>	
	Payment Bond (2.5%)	\$	877.00	
	Payment Bond Fee	\$	200.00	
69	Miscellaneous	\$	95.63	

Sub-Total	\$	32,012.04
Overhead & Profit %		8.00%
Overhead & Profit Total	\$	2,560.96
Total Excluding Tax	\$	34,573.00
Remodel Tax %		0.00%
Remodel Tax Total	\$	-

Total Base Bid \$ 34,573.00

Qualifications to Base Bid:

- Includes all work to be performed during normal business hours except demolition and loud work.
- Excludes the following: hvac, window treatments, glass & glazing, fire alarm, fire sprinkler, data cabling, phone cabling, security systems, permit, permit fees, expediting costs, asbestos letter, signage, appliances, keying, moving of furniture/equipment, x-raying or scanning of slab, fire extinguishers/cabinets, full time supervision and any scope not specifically included in the above proposal.
- Judges Office 211.2 to receive (2) new incandescent lights with 65 watt lamps. Excludes core drill and power.
- We have figured to paint existing walls affected by construction only.

PURCHASE REQUISITION NBR: 0000445427

STATUS: INSUFFICIENT FUNDS

REQUISITION BY: ANGELA DAVIS 854-9084

REASON: 07K00308RV (TCCH IMPRVS FY08) ATTN: RICHARD

DATE: 7/18/08

SHIP TO LOCATION: FACILITIES MANAGEMENT

SUGGESTED VENDOR: 49186 TRIMBUILT CONSTRUCTION INC

DELIVER BY DATE: 8/29/08

LINE NBR	DESCRIPTION	QUANTITY UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER

1	HEMAN MARION SWEATT TRAVIS COUNTY COURTHOUSE - VARIOUS SMALL CONSTRUCTION PROJECTS JOB ORDER #5 COMMODITY: BLDG MAINT & REPAIRS SVCS SUBCOMMOD: REMODELING & ALTERNATIONS	32844.35	JOB	1.0000	32844.35

2	RETAINAGE	1728.65	DOL	1.0000	1728.65

PERFORMANCE PERIOD IS 30 CALENDAR
DAYS FROM NOTICE TO PROCEED.
COORDINATE WORK ON-SITE WITH
AMY LAMBERT @ 854-6409 OR
TIFFANY TALBOT @ 563-4955
COMMODITY: BLDG MAINT & REPAIRS SVCS
SUBCOMMOD: RETAINAGE

REQUISITION TOTAL: 34573.00

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	AMOUNT
1	00114058225004	REPR & MTNC-SERVCS PURCHD REPRS-BLDG STRUCT & EQUIP	100.00
2	00114058225004	REPR & MTNC-SERVCS PURCHD REPRS-BLDG STRUCT & EQUIP	100.00

34573.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

CONTRACT NO. 07K00308RV

Job Order No. 5
Dated July 17, 2008

RECEIVED
TRAVIS COUNTY

Trimbuilt Construction, Inc.
Attn.: Mr. Mark E. Laurence
10700 FM969
Austin, Texas 78724

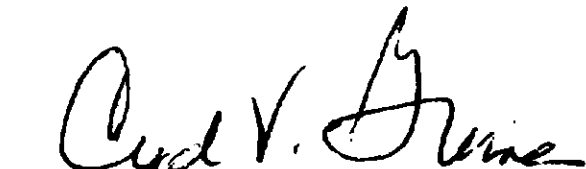
2008 JUL 18 PM 2:07

PURCHASING
OFFICE

- A. JOB ORDER NO. 5, WHICH REQUIRES **TRIMBUILT CONSTRUCTION, INC.** TO PERFORM VARIOUS MINOR UPGRADE PROJECTS AT THE **HEMAN MARION SWEATT TRAVIS COUNTY COURTHOUSE** AS PER CONTRACT REQUIREMENTS, **TRIMBUILT CONSTRUCTION, INC.** ESTIMATE, SCOPE OF WORK, PLANS & SPECIFICATIONS, AND THE CONDITIONS DESCRIBED BELOW, IS HEREBY RELEASED.
- B. THE OWNER SHALL PAY THE CONTRACTOR THE NOT-TO-EXCEED AMOUNT OF **\$34,573.00** IN CONSIDERATION OF THE PERFORMANCE OF THE WORK.
- C. PERFORMANCE PERIOD: **THIRTY (30) CALENDAR DAYS AFTER ISSUANCE OF A NOTICE-TO-PROCEED FOR SUBSTANTIAL COMPLETION.**

TRIMBUILT CONSTRUCTION, INC.


MARK E. LAURENCE
7-18-08
DATE


CYD V. GRIMES, C.P.M.
7-21-08
DATE
TRAVIS COUNTY PURCHASING AGENT

SAMUEL T. BISCOE
TRAVIS COUNTY JUDGE
DATE

**TRAVIS COUNTY PURCHASING OFFICE*****Cyd V. Grimes, C.P.M., Purchasing Agent***314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: _____

*Cyd V. Grimes 7/16/08 YLB***Voting Session: Tuesday, July 22, 2008**

APPROVE CONTRACT AWARD FOR LONG DISTANCE TELECOMMUNICATION SERVICES, FOR VOICE & DATA AND ANY ASSOCIATED TELECOMMUNICATIONS SERVICES INCLUDING LOCAL DIAL TONE FOR VOICE AND DATA, RFP NO. P080189-BF, TO THE MOST QUALIFIED RESPONDENT, TW TELECOM HOLDINGS, INC. (ITS)

Points of Contact:**Purchasing:** Bonnie Floyd, Scott Wilson**Department:** Joe Harlow, Walter LaGrone, Sally Green**County Attorney (when applicable):** John Hille, Barbara Wilson**County Planning and Budget Office:** Leroy Nellis, Randy Lott**County Auditor's Office:** Susan Spartaro, Jose Palacios, Sean O'Neal**Other:** Alicia Perez, Executive Manager

Purchasing Recommendation and Comments: Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

Request for Proposal No. P080189-BF for long distance telecommunication services, voice & data, and any associated telecommunications services including local dial tone for voice and data was issued on RFP Depot. Two proposals were received on April 21, 2008. The response from AT&T, as submitted, did not offer any services other than long distance, and did not indicate that it could provide the information necessary to obtain employee certification for long distance charges. The response from TW Telecom provides for long distance charges bundled with all other services. Therefore, it is the recommendation of ITS to award a contract to TW Telecom as its proposal met all county requirements.

➤ Contract-Related Information:

Award Amount: \$0.00

Contract Type: Annual Contract

Contract Period: October 1, 2008 through September 30, 2009

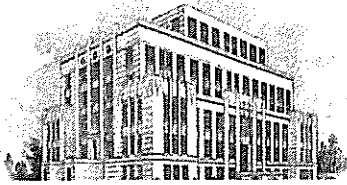
➤ Funding Information:☐ Purchase Requisition in H.T.E.:RECEIVED
COUNTY JUDGES OFFICE
08 JUL 18 PM 1:46

☒ **Funding Account(s):** 001-XXXX-523-4101, 001-1230-523-4104. ITS estimates an annual budget impact of approximately \$40,000 for long distance, and \$916,300 for other services.

☐ **Comments:**

➤ **Statutory Verification of Funding:**

☒ **Contract Verification Form:** Funds Verified ____ Not Verified ____ by Auditor.



Travis County Courthouse, Austin, Texas

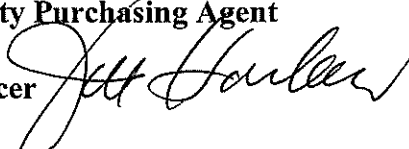
TRAVIS COUNTY INFORMATION & TELECOMMUNICATION SYSTEMS

Joe Harlow Jr., Chief Information Officer

314 W. 11th Street, P. O. Box 1748, Austin, Tx 78767 (512) 854-9666 Fax (512) 854-4401

DATE: June 26, 2008

TO: Cyd V. Grimes, C.P.M-Travis County Purchasing Agent

FROM: Joe Harlow, Chief Information Officer 

SUBJ: Recommendation to Award RFP No. 080189BF Long Distance and Other Telecommunication Services

Proposed Motion:

Approve awarding the contract for long distance and other telecommunication services to TW Telecommunications.

Summary and Staff Analysis:

ITS is recommending that Travis County award this contract to TW Telecommunication service for a one year term with four one year renewal options. TW was the most competitive bidder for long distance services and will also provide other services as part of a telecommunication package. It is proposed that this service with TW Telecommunication will commence on October 1, 2008.

Budgetary and Fiscal Impact:

The contract provides for long distance and other telecommunication services for all Travis County offices. The budgetary impact is approximately \$40,000. Listed below are the applicable line items.

001-####-523-4101 Various Travis County Departmental Long Distance Line Items

Issues and Opportunities:

Travis County requires certification that all employee long distance calls are business related. Service providers must be able to provide this level of detail for verification purposes. This system will require ITS to extract information from TW portals and from that information ITS will provide a system that will allow employees to certify their long distance calls via the county's web portal.

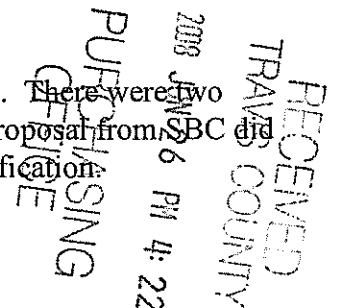
Background:

On March 24, 2008 RFP No. 080189BF was issued soliciting long distance services. There were two responders to the solicitation, TW Telecommunication and SBC dba AT&T. The proposal from SBC did not indicate that it could provide the information necessary to obtain employee certification.

Required Authorizations:

Legal: John Hille, Barbara Wilson, County Attorney
Purchasing: Bonnie Floyd, Scott Wilson, Purchasing Department
Budget: Randy Lott, PBO

cc: Susan Spataro, County Auditor; Lynn Harper, Admin Ops; Walter LaGrone, ITS Nick Macik, ITS;



GM200I13

TRAVIS COUNTY

7/16/08

Fiscal Year 2008

Account Balance Inquiry

10:39:33

Account number . . . : 1-1230-523.41-04
 Fund : 001 GENERAL FUND
 Department : 12 INFORMATION & TELECOMMUNI
 Division : 30 OPERATIONS
 Activity basic : 52 GENERAL GOVERNMENT
 Sub activity : 3 INFORMATION SYSTEMS MGMT
 Element : 41 COMMUNICATN, MAIL SERVICE
 Object : 04 COMMUNICATION-TRUNK LINES

Original budget	916,300	
Revised budget	918,258	11/09/2007
Actual expenditures - current . . .	.00	
Actual expenditures - ytd	441,353.93	
Unposted expenditures	.00	
Encumbered amount	.00	
Unposted encumbrances	.00	
Pre-encumbrance amount	.00	
Total expenditures & encumbrances:	441,353.93	48.1%
Unencumbered balance	476,904.07	51.9

F5=Encumbrances F7=Project data

F8=Misc inquiry

F10=Detail trans F11=Acct activity list

F12=Cancel

F24=More keys



17
TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by: _____

Cyd V. Grimes 7/28/08

Voting Session: Tuesday, July 29, 2008

REQUESTED ACTION: APPROVE MODIFICATION NO. 2 TO CONTRACT PS070316LC, BURTON GROUP, FOR THE PURCHASE OF CONSULTING, RESEARCH AND ADVISORY SERVICES. (ITS/COUNTY AUDITOR)

Points of Contact:

Purchasing: Lori Clyde, 854-4205

Department: ITS, Joe Harlow, 854-9372; Alicia Perez, Executive Manager; AUDITOR, Christina Adair, 854-4842; Mike Wichern, 854-9125

County Attorney (when applicable): Barbara Wilson

County Planning and Budget Office: Leroy Nellis

County Auditor's Office: Susan Spataro and Jose Palacios

Other:

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

In July 2007, the Commissioners Court approved a contract for the purchase of consulting, research and advisory services from Burton Group. This modification changes the Term and Termination clause and extends the term to be aligned with the fiscal year. This modification also changes the License Fee clause to allow for a payment of \$5000.00 for online research services for the two-month period of August-September 2008. After that, all terms and payments will be aligned with the fiscal year.

Modification no. 1 approved by the Commissioners Court on December 18, 2007, added Identity Management consulting services to this contract. It increased the contract amount by \$223,200.00.

- **Contract Expenditures:** Within the last 12 months \$280,200.00 has been spent against this contract.

☒ Not applicable

➤ **Modification-Related Information:**

Award Amount: \$5000.00

Contract Type: Additional services

Contract Period: December 18, 2007 – September 30, 2008

➤ **Funding Information:**

☒ Purchase Requisition in H.T.E.: 442850

☒ Funding Account(s) **001-1260-523-6099**

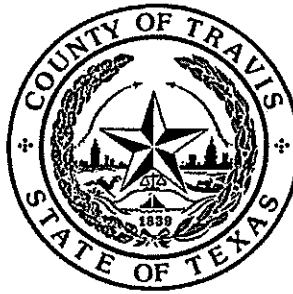
☐ Comments:

➤ **Statutory Verification of Funding:**

☐ Contract Verification Form: Funds Verified _____ Not Verified _____ by Auditor.

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

TO: Cyd Grimes, Purchasing Agent **DATE:** July 10, 2008
FROM: Joe Harlow, Director Information Technology
Christina Adair, County Auditor's Office
SUBJECT: Addition of a term clause and increased funding for contract
PS070316LC with Burton Group.

Recommended Action:

Approve the addition of a term or duration clause to the master services agreement PS070316LC with Burton Group together with an increased funding of \$5,000.

Budgetary and Fiscal Impact:

The increased funding is for attachment A-1 in the amount of \$5,000. The additional funds will keep the subscription services under attachment A-1 available through the end of the current fiscal year or September 30, 2008. Without the new funds, the subscription services will end on July 31st, 2008. We support the changes and believe that services performed under this contract are beneficial to the County.

The individual line item is as follows:

FY08	001-1260-523-6099	\$5,000

cc: Susan Spataro, County Auditor

Jose Palacios, Chief Assistant County Auditor

Mike Wichern, Chief Assistant County Auditor

Lori Clyde, Purchasing Agent

Barbara Wilson, County Attorney's Office

Alicia Perez, Executive Manager Administrative Operations

Randy Lott, Budget Analyst

PURCHASE REQUISITION NBR: 0000442850

REQUISITION BY: JOANN HICKS/854-4771

STATUS: READY FOR BUYER PROCESS
REASON: BURTON CONTRACT EXTENSION THRY 9/30/08

DATE: 6/16/08

SHIP TO LOCATION: ITS - ADMIN

SUGGESTED VENDOR: 69434 BURTON GROUP INC

DELIVER BY DATE: 6/23/08

LINE NBR	DESCRIPTION	QUANTITY UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER

1	EXTENSION THRU SEPTEMBER 30, 2008 COMMODITY: DP PROCESS & SOFTWARE SVC SUBCOMMOD: NETWORKING SERVICES	1.00	EA	5000.0000	5000.00

REQUISITION TOTAL: 5000.00

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00112605236099	OTHER PURCHASED SERVICES	100.00	5000.00
		OTHER PURCHASED SERVICES		5000.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

MODIFICATION OF CONTRACT NUMBER: PS070316LC – Consulting, Research and Advisory Services**PAGE 1 OF 5 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Lori Clyde TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: July 22, 2008
ISSUED TO: Burton Group, Inc. Attn: Erin Jorgensen 7090 Union Park Center, Suite 200 Midvale, Utah 84047	MODIFICATION NO.: 2	EXECUTED DATE OF ORIGINAL CONTRACT: July 10, 2007
ORIGINAL INITIAL CONTRACT TERM DATES: <u>July 10, 2007-July 31, 2008</u> CURRENT INITIAL CONTRACT TERM: <u>July 10, 2007-September 30, 2008</u>		

FOR TRAVIS COUNTY INTERNAL USE ONLY:Original Contract Amount: \$ \$57,000.00Current Modified Amount \$ 285,200.00

DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions and provisions of the Contract, including any amendments referenced above as heretofore modified, remain unchanged and in full force and effect.

RECITALS

Travis County ("Client") and Burton Group, Inc. ("Burton") entered into this agreement which authorizes them to modify or amend it.

AGREEMENT

Client and Burton agree to the following:

1.0 Section 4a is deleted in full and the following is inserted in its place:

4. Term and Termination

a. This agreement is effective on July 10, 2007 (the "effective date") and expires July 31, 2008 (the "Term").

Client has an option to renew the Agreement for a two-month period unless terminated as provided herein.

After that, Client has additional options to renew the Agreement for one-year periods unless terminated as provided herein. Client may exercise its option to extend the Agreement at any time before the current Term expires and by this Modification Client exercises its option to extend for a two-month period.

2.0 Section 3 of Attachment A-1 is deleted in full and the following is inserted in its place:

3. **License Fee.** Client agrees to pay a fee of \$30,000.00 for the Term of the License. Client agrees to pay a fee of \$5,000.00 for the term of the first option (two-month) period. Burton will invoice Client for the fees for the term of this agreement upon final execution of this agreement. Burton will invoice Client for the fees for the first option upon final execution of this modification of this agreement. If Client elects to take advantage of the onsite dialogue described in the proposal, Client will be responsible for the reimbursement of reasonable travel expenses incurred as a result of analyst or consultant travel to and from the site of the Client dialogue. Travel expenses will be invoiced on a monthly basis as they are incurred.

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: BURTON GROUP, INC.	☐ DBA
BY: <u>Erin Jorgensen</u> SIGNATURE	☒ CORPORATION
BY: <u>Erin Jorgensen</u> PRINT NAME	☐ OTHER
TITLE: <u>Director, Legal Services</u> ITS DULY AUTHORIZED AGENT	DATE:
TRAVIS COUNTY, TEXAS	DATE:
BY: <u>Cyd V. Grimes</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>7/28/08</u>
TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

3.0 The table at the end of Exhibit 1 to Attachment A-1 entitled Investment Summary for Travis County is deleted in full and the following is inserted in its place:

Service Deliverable	No. of Users	Term	Investment
Identity and Privacy Strategies	Unlimited	8/1/2008 – 9/30/2008	\$5,000

4.0 Table 1 - Burton Group Preliminary Project Plan in Proposal for Identity Management Consulting Services attached to Modification 1 is deleted in full and replaced by the attached Table 1 - Burton Group Project Plan

Task Name	Resource Name	Duration	Start Date	Finish Date
Kick-off meeting (schedule meeting, attend meeting, develop initial project plan)	Doug Moench	8 hrs	1/15/2008	1/15/2008
Kick-off meeting (schedule meeting, attend meeting, develop initial project plan)	Doug Simmons	8 hrs	1/15/2008	1/15/2008
Kick-off meeting (schedule meeting, attend meeting, develop initial project plan)	Alice Wang	8 hrs	1/15/2008	1/15/2008
Kick-off meeting (schedule meeting, attend meeting, develop initial project plan)	Cathy Hood	8 hrs	1/15/2008	1/15/2008
Project management and technical management (RM and PM)	Doug Simmons	1,280 hrs	1/15/2008	8/25/2008
Project management and technical management (RM and PM)	Cathy Hood	1,280 hrs	1/15/2008	8/25/2008
Project Closeout	Doug Simmons	4 hrs	8/25/2008	8/25/2008
Project Closeout	Cathy Hood	4 hrs	8/25/2008	8/25/2008
Conduct Interviews, Request, Receive and Review Documents	Doug Moench	24 hrs	2/5/2008	2/7/2008
Conduct Interviews, Request, Receive and Review Documents	Alice Wang	24 hrs	2/5/2008	2/7/2008
Document Baseline, Business Drivers, Requirements, Gap Analysis	Doug Moench	144 hrs	2/7/2008	3/4/2008
Document Baseline, Business Drivers, Requirements, Gap Analysis	Alice Wang	144 hrs	2/7/2008	3/4/2008
Internal Editor Review - Draft #1	Laura Salmons	8 hrs	3/3/2008	3/4/2008
Receipt and inclusion of Editor comments	Doug Moench	8 hrs	3/4/2008	3/5/2008
Receipt and inclusion of Editor comments	Alice Wang	8 hrs	3/4/2008	3/5/2008
Deliver Draft #1 of Baseline Document	Cathy Hood	0 hrs	3/6/2008	3/6/2008
Develop Draft #2 of Baseline Document Baseline (excluding specific sections)	Doug Moench	240 hrs	3/13/2008	4/23/2008
Develop Draft #2 of Baseline Document Baseline (excluding specific sections)	Alice Wang	240 hrs	3/13/2008	4/23/2008
Develop Cost Estimates for Christina A.	Doug Moench	24 hrs	4/16/2008	4/18/2008
Client Review and Feedback on Draft #2	Customer	40 hrs	4/24/2008	4/30/2008
Receipt and inclusion Client Feedback for Draft #2	Doug Moench	16 hrs	5/1/2008	5/2/2008

Task Name	Resource Name	Duration	Start Date	Finish Date
Receipt and inclusion Client Feedback for Draft #2	Alice Wang	16 hrs	5/1/2008	5/2/2008
Internal Editor Review - Finalized Draft	Laura Salmons	8 hrs	5/5/2008	5/5/2008
Receipt and inclusion of Editor comments	Alice Wang	8 hrs	5/6/2008	5/6/2008
Receipt and inclusion of Editor comments	Doug Moench	8 hrs	5/6/2008	5/6/2008
Deliver Final Version of Baseline Document	Cathy Hood	0 hrs	5/6/2008	5/6/2008
Review Proposed Outline for IAM Blueprint	Doug Moench	8 hrs	5/6/2008	5/6/2008
Review Proposed Outline for IAM Blueprint	Alice Wang	8 hrs	5/6/2008	5/6/2008
Review Proposed Outline for IAM Blueprint	Anthony Randall	8 hrs	5/6/2008	5/6/2008
Develop IAM Blueprint Document	Anthony Randall	120 hrs	5/8/2008	5/28/2008
Develop IAM Blueprint Document	Alice Wang	120 hrs	5/8/2008	5/28/2008
Internal Editor Review	Laura Salmons	8 hrs	5/29/2008	5/29/2008
Receipt and inclusion of Editor comments	Anthony Randall	4 hrs	5/30/2008	5/30/2008
Receipt and inclusion of Editor comments	Alice Wang	4 hrs	5/30/2008	5/30/2008
Deliver Draft #1 of IAM Blueprint	Cathy Hood	0 hrs	5/30/2008	5/30/2008
Client Review and Feedback on Draft #1	Customer	56 hrs	6/2/2008	6/10/2008
Receipt and inclusion of Client Feedback for Draft #1	Dave Muehling	16 hrs	6/11/2008	6/13/2008
Receipt and inclusion of Client Feedback for Draft #1	Anthony Randall	15.2 hrs	6/11/2008	6/13/2008
RM and PC Review and Feedback	Doug Moench	4 hrs	6/16/2008	6/16/2008
RM and PC Review and Feedback	Doug Simmons	4 hrs	6/16/2008	6/16/2008
Receipt and inclusion of RM and PC feedback	Dave Muehling	4 hrs	6/16/2008	6/16/2008
Receipt and inclusion of RM and PC feedback	Anthony Randall	4 hrs	6/16/2008	6/16/2008
Deliver Final Version of IAM Blueprint Document	Cathy Hood	0 hrs	6/16/2008	6/16/2008
Develop detailed design data mappings	Anthony Randall	72 hrs	6/9/2008	6/19/2008
Develop detailed design data mappings	Dave Muehling	72 hrs	6/9/2008	6/19/2008
RM and PC Review and Feedback	Doug Simmons	4 hrs	6/20/2008	6/20/2008
Receipt and inclusion of RM and PC feedback	Dave Muehling	4 hrs	6/20/2008	6/20/2008
Receipt and inclusion of RM and PC feedback	Anthony Randall	4 hrs	6/20/2008	6/20/2008
Deliver Draft #1 of Data Mappings	Cathy Hood	0 hrs	6/20/2008	6/20/2008
Client Review and Feedback on Draft #1	Customer	64 hrs	6/23/2008	7/2/2008
Receipt and inclusion of Client Feedback on Draft #1	Anthony Randall	32 hrs	7/3/2008	7/8/2008
Receipt and inclusion of Client Feedback on Draft #1	Dave Muehling	32 hrs	7/3/2008	7/8/2008
Deliver Final Version of Detailed Design Data Mappings	Cathy Hood	0 hrs	7/9/2008	7/9/2008
Develop business process diagrams for user lifecycle management as well as user roles and access management	Anthony Randall	72 hrs	6/9/2008	6/19/2008
Develop business process diagrams for user lifecycle management as well as user roles and access management	Dave Muehling	72 hrs	6/9/2008	6/19/2008
RM and PC Review and Feedback	Doug Moench	4 hrs	6/20/2008	6/20/2008
RM and PC Review and Feedback	Doug Simmons	4 hrs	6/20/2008	6/20/2008
Receipt and inclusion of RM and PC feedback	Dave Muehling	4 hrs	6/20/2008	6/20/2008

Task Name	Resource Name	Duration	Start Date	Finish Date
Receipt and inclusion of RM and PC feedback	Anthony Randall	4 hrs	6/20/2008	6/20/2008
Deliver Draft #1 of Business Process Diagrams	Cathy Hood	0 hrs	6/20/2008	6/20/2008
Client Review and Feedback on Draft #1	Customer	64 hrs	6/23/2008	7/2/2008
Receipt and inclusion of Client Feedback on Draft #1	Anthony Randall	32 hrs	7/3/2008	7/8/2008
Receipt and inclusion of Client Feedback on Draft #1	Dave Muehling	32 hrs	7/3/2008	7/8/2008
Deliver Final Version of Business Process Diagrams	Cathy Hood	0 hrs	7/9/2008	7/9/2008
Develop detailed scope of work documentation for implementing phase one	Dave Muehling	72 hrs	7/9/2008	7/21/2008
Develop detailed scope of work documentation for implementing phase one	Anthony Randall	72 hrs	7/9/2008	7/21/2008
RM and PC Review and Feedback	Doug Moench	4 hrs	7/22/2008	7/22/2008
RM and PC Review and Feedback	Doug Simmons	4 hrs	7/22/2008	7/22/2008
Receipt and inclusion of RM and PC Feedback	Dave Muehling	4 hrs	7/22/2008	7/22/2008
Receipt and inclusion of RM and PC Feedback	Anthony Randall	4 hrs	7/22/2008	7/22/2008
Deliver Draft #1 of Scope of Work for RFP	Cathy Hood	0 hrs	7/22/2008	7/22/2008
Client Review and Feedback on Draft #1	Customer	40 hrs	7/23/2008	7/29/2008
Receipt and inclusion of Client Feedback	Dave Muehling	8 hrs	7/30/2008	7/30/2008
Receipt and inclusion of Client Feedback	Anthony Randall	8 hrs	7/30/2008	7/30/2008
Deliver Final Version of Scope of Work for RFP	Cathy Hood	0 hrs	7/30/2008	7/30/2008
Develop detailed documentation of HW/SW requirements for implementing phase one of an Identity Management Architecture	Dave Muehling	32 hrs	7/31/2008	8/5/2008
Develop detailed documentation of HW/SW requirements for implementing phase one of an Identity Management Architecture	Anthony Randall	32 hrs	7/31/2008	8/5/2008
RM and PC Review and Feedback	Doug Moench	4 hrs	8/6/2008	8/6/2008
RM and PC Review and Feedback	Doug Simmons	4 hrs	8/6/2008	8/6/2008
Receipt and inclusion of RM and PC Feedback	Dave Muehling	4 hrs	8/6/2008	8/6/2008
Receipt and inclusion of RM and PC Feedback	Anthony Randall	4 hrs	8/6/2008	8/6/2008
Deliver Draft #1 of HW/SW Detailed Design for Phase 1	Cathy Hood	0 hrs	8/6/2008	8/6/2008
Client Review and Feedback on Draft #1	Customer	40 hrs	8/7/2008	8/13/2008
Receipt and inclusion of Client Feedback	Dave Muehling	8 hrs	8/14/2008	8/14/2008
Receipt and inclusion of Client Feedback	Anthony Randall	8 hrs	8/14/2008	8/14/2008
Deliver Final Version of HW/SW Detailed Design for Phase 1	Cathy Hood	0 hrs	8/14/2008	8/14/2008
Create list of vendors to receive the phase one implementation RFP	Doug Moench	4 hrs	7/31/2008	7/31/2008
Create list of vendors to receive the phase one implementation RFP	Dave Muehling	4 hrs	7/31/2008	7/31/2008
Create list of vendors to receive the phase one implementation RFP	Customer	4 hrs	7/31/2008	7/31/2008
Create list of vendors to receive the phase one implementation RFP	Anthony Randall	4 hrs	7/31/2008	7/31/2008

Task Name	Resource Name	Duration	Start Date	Finish Date
Create evaluation matrix to be used for scoring the responses to RFP	Anthony Randall	48 hrs	8/1/2008	8/8/2008
Create evaluation matrix to be used for scoring the responses to RFP	Dave Muehling	48 hrs	8/1/2008	8/8/2008
Deliver Draft #1 of Evaluation Matrix	Cathy Hood	0 hrs	8/11/2008	8/11/2008
Client Review and Feedback on Evaluation Matrix	Customer	40 hrs	8/12/2008	8/18/2008
Receipt and inclusion of Client feedback	Anthony Randall	8 hrs	8/19/2008	8/19/2008
Receipt and inclusion of Client feedback	Dave Muehling	8 hrs	8/19/2008	8/19/2008
Deliver Final Version of Vendor Evaluation Matrix	Cathy Hood	0 hrs	8/19/2008	8/19/2008
Develop recommended resources together with required skill sets	Anthony Randall	32 hrs	7/7/2008	7/10/2008
Develop recommended resources together with required skill sets	Dave Muehling	32 hrs	7/7/2008	7/10/2008
RM and PC Review and Feedback	Doug Moench	4 hrs	7/11/2008	7/11/2008
RM and PC Review and Feedback	Doug Simmons	4 hrs	7/11/2008	7/11/2008
Receipt and inclusion of RM and PC Feedback	Dave Muehling	4 hrs	7/11/2008	7/11/2008
Receipt and inclusion of RM and PC Feedback	Anthony Randall	4 hrs	7/11/2008	7/11/2008
Deliver Draft #1 of Recommended Travis County Resources	Cathy Hood	0 hrs	7/11/2008	7/11/2008
Client Review and Feedback on Draft #1	Customer	32 hrs	7/14/2008	7/17/2008
Receipt and inclusion of Client feedback	Dave Muehling	8 hrs	7/18/2008	7/18/2008
Receipt and inclusion of Client feedback	Anthony Randall	8 hrs	7/18/2008	7/18/2008
Deliver Final Version of Recommended Travis County Resources	Cathy Hood	0 hrs	7/21/2008	7/21/2008
Develop plan for possible next steps in developing an Identity Management Architecture	Anthony Randall	32 hrs	8/7/2008	8/12/2008
Develop plan for possible next steps in developing an Identity Management Architecture	Dave Muehling	32 hrs	8/7/2008	8/12/2008
RM and PC Review and Feedback	Doug Moench	4 hrs	8/13/2008	8/13/2008
RM and PC Review and Feedback	Doug Simmons	4 hrs	8/13/2008	8/13/2008
Receipt and inclusion of RM and PC feedback	Dave Muehling	4 hrs	8/13/2008	8/13/2008
Receipt and inclusion of RM and PC feedback	Anthony Randall	4 hrs	8/13/2008	8/13/2008
Deliver Draft #1 of Future Phase Recommendations	Cathy Hood	0 hrs	8/13/2008	8/13/2008
Client Review and Feedback on Draft #1	Customer	40 hrs	8/14/2008	8/20/2008
Receipt and inclusion of Client feedback	Dave Muehling	4 hrs	8/21/2008	8/21/2008
Receipt and inclusion of Client feedback	Anthony Randall	4 hrs	8/21/2008	8/21/2008
Deliver Final Version of Future Phase Recommendations	Cathy Hood	0 hrs	8/21/2008	8/21/2008

RECEIVED
COUNTY JUDGE'S OFFICE

08 JUL 24 PM 3:05

18

Travis County Commissioners Court Agenda Request

Voting Session July 29, 2008
(Date)

Work Session _____

- I. A. Request made by: Joseph P. Gieselman Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager
- B. Requested Text: Consider and take appropriate action on optional local fees (County Road and Bridge Fee, and Child Safety Fee) for the calendar year 2009 relating to the registration of vehicles in Travis County.

C. Approved by: _____
Samuel T. Biscoe, County Judge

- A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight (8) copies of agenda request and backup).
- B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of the Agenda Request and backup to them:

John Hille, County Attorney's Office
Dusty Knight, County Tax Assessor Collector's Office
Susan Spataro, County Auditor

Rodney Rhoades, Planning and Budget Office

- III. Required Authorizations: Please check if applicable:
- ☐ Reduced funding for any department or for any purpose
- ☐ Transfer of existing funds within or between any line item budget
- ☐ Grant
- ☐ Human Resources Department (854-9165)
- ☐ A change in your department's personnel (reclassifications, etc.)
- ☐ Purchasing Office (854-9700)
- ☐ Bid, Purchase Contract, Request for Proposal, Procurement
- ☐ County Attorney's Office (854-9415)
- ☐ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits MUST be submitted to the County Judge's Office no later than 5:00 p.m. on Monday for the following week's meeting. Late or incomplete requests will be deferred.



TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building, 11th Floor
P.O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

July 24, 2008

MEMORANDUM

TO: Members of the Commissioners Court

FROM: Joseph P. Gieselman
Executive Manager

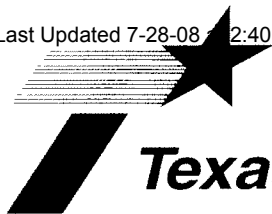
SUBJECT: FY 09 Optional Fees

SUMMARY AND STAFF RECOMMENDATION

The Texas Transportation Code enables county governments to levy optional local fees in addition to the registration fee for vehicles in the county. For Travis County, these fees include the County Road and Bridge Fee (TTC 502.172) and the Child Safety Fee (TTC 502.173). The Commissioners Court is statutorily required to notify the Texas Department of Transportation (TxDOT) each year about its intent to retain, change, or discontinue the collection of optional fees. The County Road and Bridge fee, not to exceed \$10.00 for registering a vehicle in the county, is used for the maintenance of county roads and bridges. The Child Safety fee, not less than \$0.50 cents or more than \$1.50, for a registering vehicle in the county is used for providing school crossing guards. Travis County currently charges a \$10.00 County Road and Bridge fee and a \$1.50 Child Safety fee.

TNR recommends that the County continue to charge a \$10.00 County Road and Bridge fee and a \$1.50 Child Safety fee for Calendar Year 2009 and notify TxDOT of same by August 15, 2008.

Cc John Hille, County Attorney's Office
Rodney Rhoades, PBO
Susan Spataro, County Auditor
Nelda Spears, Tax Assessor/Collector
Dusty Knight, Tax Assessor/Collector



Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611
June 27, 2008

The Honorable County Judge Samuel T. Biscoe
Travis County
P.O. Box 1748
Austin, Texas 78767

Re: Imposition of Optional Fees

Judge Biscoe:

RECEIVED
COUNTY JUDGE'S OFFICE
08 JUL - 1 AM 11-03

Annually, the department contacts each county to determine the Commissioners Court's intentions with respect to the collection of optional local fees in addition to the registration fee for the new calendar year. Please complete and return the enclosed form to indicate your county's intentions to retain, change or discontinue the collection of optional fees for calendar year 2009.

Chapter 502 of the Transportation Code, relating to the registration of vehicles, gives counties the option of imposing optional local fees in addition to the registration fee. Vehicles registered with certain plates not requiring a registration fee are exempt from these optional fees. Provided below is a brief description.

- **County Road and Bridge Fee** (Section 502.172) – An optional additional fee not to exceed \$10.00, for registering a vehicle in the county. This fee is used for the upkeep of county roads and bridges.
- **Child Safety Fee** (Section 502.173) - An optional additional fee of not less than 50 cents or more than \$1.50, for registering a vehicle in the county. This fee is used for providing school crossing guard services, with remaining money used for programs to enhance child safety, health, or nutrition; including child abuse intervention and prevention and drug and alcohol abuse prevention.
- **Transportation Project (Mobility) Fee** (Section 502.1725 – **(Cameron and Hidalgo Counties only)**) – An optional additional fee not to exceed \$10.00, for registering a vehicle in the county. This fee is used to fund long term transportation projects in the county.

The Commissioners Court are statutorily required to notify the department by September 1 each year when revising optional fees. If your response indicates a change in fee or adds a fee, please enclose the original court order in your returned response. We request that these items be mailed and postmarked no later than August 15. Enclosed is a fee chart, indicating your county's current optional fee(s).

If you have any questions regarding the imposition of optional fees, please contact Steve Palmer, Correspondence Services Branch Supervisor, at (512) 465-7596 or Mike Craig, Deputy Director, at (512) 465-7570. Thank you very much for your timely response.

Sincerely,

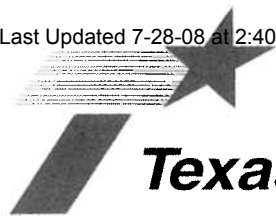
Rebecca Davio, Ph.D., Director
Vehicle Titles and Registration Division

Enclosures

cc: Amadeo Saenz, Jr., P.E., Executive Director, TxDOT
Denise Pittard, Government and Public Affairs Division, TxDOT
County Tax Assessor-Collector VTR Administration

THE TEXAS PLAN
REDUCE CONGESTION • ENHANCE SAFETY • EXPAND ECONOMIC OPPORTUNITY • IMPROVE AIR QUALITY
INCREASE THE VALUE OF OUR TRANSPORTATION ASSETS

An Equal Opportunity Employer



Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

Imposition of Optional Fees

Calendar Year 2009

We respectfully request that you indicate below your county's intentions for collection of these fees for calendar year 2009 (January 1 through December 31, 2009) in accordance with Texas Transportation Code, Sections 502.172, 502.1725, and 502.173.

For calendar year 2009, Travis County will:

1. Retain the current County Road and Bridge Fee of \$_____.(maximum: \$10)
(No court order required)
2. Retain the current Child Safety Fund Fee of \$_____.(maximum \$1.50)
(No court order required)
3. Impose a new County Road and Bridge Fee of \$_____.
(Original court order required)
4. Impose a new Child Safety Fund Fee of \$_____.
(Original court order required)
5. Discontinue the County Road and Bridge Fee of \$_____.
(Original court order required)
6. Discontinue the Child Safety Fund Fee of \$_____.
(Original court order required)
7. Impose TOTAL 2009 fees of \$_____.

Changes shown in items 3, 4, 5, and/or 6 require submittal of an original County Commissioner's Court Order noting the change.

Please return this completed form in the enclosed postage-paid self-addressed envelope as soon as possible, but no later than **August 15, 2008**. A faxed response to (512) 465-3034 will also be acceptable. If you are available to be contacted electronically for future mailings, please provide your e-mail address below. Thank you.

E-Mail Address: _____

SCHEDULE OF TEXAS REGISTRATION FEES

EFFECTIVE January 1, 2008

EXPIRES December 31, 2008

STATE LAW ALLOWS THE COLLECTION OF LOCAL FEES AT THE TIME OF VEHICLE REGISTRATION

The fees indicated below are local fees that will be collected with your vehicle registration fee through your County Tax Assessor-Collector's office. The total fee highlighted in red on your renewal notice includes the extra fees if applicable. Please enclose an additional \$1.00 for handling when registering by mail. **Owners of machinery and farm trailers are not subject to the payment of the extra fees, only the registration fees.**

Anderson \$10	Brazos \$11.50	Cochran \$10	Dallas \$10	Franklin \$10	Harris \$11.50	Jasper \$10	Levada \$10	Medina \$10	Palo Pinto \$10	Sabine \$10	Tarrant \$5	Wheeler \$5
Andrews \$5	Brewster \$10	Coke \$10	Denton \$11.50	Freestone \$10	Harrison \$10	Jeff Davis \$10.50	Lee \$10	Menard \$10	Parker \$10	San Augustine	Terry \$10	Wichita \$10
Angelina \$10	Brooks \$10	Coleman \$10	DeWitt \$10	Frio \$11.50	Hartley \$10	Jefferson \$10	Leon \$10	Midland \$10	Parmer \$10	San Jacinto \$11.50	Throckmorton \$10	Willbarger \$10
Aransas \$10	Brown \$10	Collins \$11.50	Dimmitt \$11.50	Galveston \$10	Haskell \$10	Jim Hogg \$11.50	Liberty \$10	Milam \$10	Pecos \$10	San Patricio \$11.50	Titus \$10	Willacy \$10
Archer \$10	Burleson \$10	Collingsworth \$10	Dorley \$10	Garza \$7.50	Hays \$10	Jim Wells \$11.50	Limestone \$10	Mills \$10	Polk \$11.50	San Saba \$10	Tom Green \$11.50	Williamson \$10
Armstrong \$10	Burnet \$10	Colorado \$10	Duval \$10	Gillespie \$11.50	Hemphill \$5	Johnson \$10	Lipscomb \$10	Mitchell \$10	Potter \$10	Schleicher \$10	Travis \$11.50	Winkler \$10
Atascosa \$10	Calhoun \$8	Comal \$11.50	Eastland \$10	Goliad \$10	Henderson \$10	Jones \$10	Live Oak \$10	Montague \$10	Presidio \$10	Schwartz \$10	Tyler \$11	Wise \$10
Austin \$10	Caldwell \$10	Comanche \$10	Ector \$10	Gonzales \$10	Hidalgo \$20	Karnes \$10	Llano \$10.75	Montgomery \$10	Rains \$11.50	Scurry \$10	Upshur \$10	Wood \$10
Bailey \$10	Callahan \$10	Cooke \$10	Edwards \$10	Gray \$10	Hill \$10	Kaufman \$10	Lubbock \$10	Moore \$10	Randall \$10	Shackelford \$10	Wheeler \$10	Yoakum \$10
Bandera \$10	Cameron \$15	Coryell \$10	El Paso \$10	Gregg \$10	Hockley \$10	Kendall \$11	Lynn \$10	Morris \$10	Reagan \$10	Shelby \$10	Upton \$5	Young \$10
Bastrop \$10	Camp \$10.50	Cottle \$10	Erath \$10	Grimes \$10	Hood \$10	Kerr \$10	Madison \$10	Motley \$10	Real \$10	Sherman \$10	Uvalde \$10	Zapata \$6.50
Baylor \$10	Carson \$10	Crockett \$5	Falls \$10	Guadalupe \$10	Houston \$10	Kimble \$10	Marion \$10	Nacogdoches \$10	Red River \$10	Smith \$11.50	Val Verde \$10	Zavala \$11.50
Bee \$10	Cass \$10	Crosby \$10	Fannin \$10	Hale \$10	Howard \$10	Kleberg \$10	Mason \$10	Navarro \$10	Reeves \$5	Somervell \$5	Van Zandt \$10	
Bell \$11.50	Castro \$10	Culberson \$10	Fayette \$10	Hall \$10	Hudspeth \$10	Knox \$10	Martin \$10	Newton \$10	Refugio \$10	Starr \$10	Victoria \$10	
Boxer \$11.50	Chambers \$10	Dallam \$10	Fisher \$10	Hamilton \$10	Hunt \$10	Lamar \$10	Matagorda \$10	Nolan \$10	Roberts \$5	Stephens \$10	Walker \$10	
Bowie \$10	Childress \$10	Dawson \$10	Foard \$10	Hardeman \$10	Hardin \$10	Jack \$10	McLennan \$10	Orange \$10	Rusk \$10	Tarrant \$10	Wharton \$10	
Brazoria \$10	Clay \$10	Deaf Smith \$10	Fort Bend \$11.50	Hardin \$10	Jackson \$10							

PASSENGER CARS

The annual license fee for a passenger car, city bus, or private bus shall be based on the manufacturer's model year or weight in pounds, as the case might be, of the vehicle as follows:

MODEL YEAR OR WEIGHT IN POUNDS	FEE
2002 AND OLDER MODELS	\$40.80
2003, 2004 AND 2005 MODELS	\$50.80
2006 AND NEWER MODELS	\$58.80
6,001 LBS. AND OVER.....	\$25.00 PLUS 60¢ CWT PLUS 30¢ (irrespective of model year)

The weight of any passenger car for purposes of registration shall be the weight generally accepted as its correct shipping weight plus one hundred pounds. "Passenger Car" as defined by law means any motor vehicle other than a motorcycle, or a bus transporting persons for compensation or hire, designed or used primarily for the transportation of persons.

MOTORCYCLES AND MOPEDS

Fee to be Collected for the Registration of Motorcycles and Mopeds – Annual Fee \$30.30

LIGHT TRUCKS

MANUFACTURER'S RATED CARRYING
CAPACITY OF ONE TON OR LESS

The annual license fee for the registration of a light truck with a manufacturer's rated carrying capacity of one ton or less shall be based upon the gross weight of the vehicle as outlined in the chart below.

The term "Gross Weight" is the actual weight of the vehicle fully equipped with body and other equipment, as certified by any official public Weigher or any License and Weight Inspector of the Department of Public Safety, plus its net carrying capacity. "Net carrying capacity" of any vehicle shall be the weight of the heaviest net load to be carried on the vehicle being registered, provided said net carrying capacity shall in no case be less than the manufacturer's rated carrying capacity.

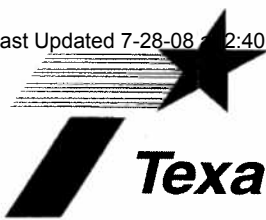
Gross Weight	ANNUAL FEE
Rate Per Cwt. .440c	\$
901 – 1000	29.70
1001 – 1100	30.14
1101 – 1200	30.58
1201 – 1300	31.02
1301 – 1400	31.46
1401 – 1500	31.90
1501 – 1600	32.34
1601 – 1700	32.78
1701 – 1800	33.22
1801 – 1900	33.66
1901 – 2000	34.10
2001 – 2100	34.54
2101 – 2200	34.98
2201 – 2300	35.42
2301 – 2400	35.86
2401 – 2500	36.30

Gross Weight	ANNUAL FEE
Rate Per Cwt. .440c	\$
2501 – 2600	36.74
2601 – 2700	37.18
2701 – 2800	37.62
2801 – 2900	38.06
2901 – 3000	38.50
3001 – 3100	38.94
3101 – 3200	39.38
3201 – 3300	39.82
3301 – 3400	40.26
3401 – 3500	40.70
3501 – 3600	41.14
3601 – 3700	41.58
3701 – 3800	42.02
3801 – 3900	42.46
3901 – 4000	42.90

Gross Weight	ANNUAL FEE
Rate Per Cwt. .440c	\$
4001 – 4100	43.34
4101 – 4200	43.78
4201 – 4300	44.22
4301 – 4400	44.66
4401 – 4500	45.10
4501 – 4600	45.54
4601 – 4700	45.98
4701 – 4800	46.42
4801 – 4900	46.86
4901 – 5000	47.30
5001 – 5100	47.74
5101 – 5200	48.18
5201 – 5300	48.62
5301 – 5400	49.06
5401 – 5500	49.50
5501 – 5600	49.94
5601 – 5700	50.38
5701 – 5800	50.82
5801 – 5900	51.26
5901 – 6000	51.70

Gross Weight	ANNUAL FEE
Rate Per Cwt. \$.0495	\$
6001 – 6100	55.50
6101 – 6200	55.99
6201 – 6300	56.49
6301 – 6400	56.98
6401 – 6500	57.48
6501 – 6600	57.97
6601 – 6700	58.47
6701 – 6800	58.96
6801 – 6900	59.46
6901 – 7000	59.95
7001 – 7100	60.45
7101 – 7200	60.94
7201 – 7300	61.44
7301 – 7400	61.93
7401 – 7500	62.43
7501 – 7600	62.92
7601 – 7700	63.42
7701 – 7800	63.91
7801 – 7900	64.41
7901 – 8000	64.90





Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611
June 27, 2008

The Honorable County Judge Samuel T. Biscoe
Travis County
P.O. Box 1748
Austin, Texas 78767

Re: Imposition of Optional Fees

Judge Biscoe:

Annually, the department contacts each county to determine the Commissioners Court's intentions with respect to the collection of optional local fees in addition to the registration fee for the new calendar year. Please complete and return the enclosed form to indicate your county's intentions to retain, change or discontinue the collection of optional fees for calendar year 2009.

Chapter 502 of the Transportation Code, relating to the registration of vehicles, gives counties the option of imposing optional local fees in addition to the registration fee. Vehicles registered with certain plates not requiring a registration fee are exempt from these optional fees. Provided below is a brief description.

- **County Road and Bridge Fee** (Section 502.172) – An optional additional fee not to exceed \$10.00, for registering a vehicle in the county. This fee is used for the upkeep of county roads and bridges.
- **Child Safety Fee** (Section 502.173) - An optional additional fee of not less than 50 cents or more than \$1.50, for registering a vehicle in the county. This fee is used for providing school crossing guard services, with remaining money used for programs to enhance child safety, health, or nutrition; including child abuse intervention and prevention and drug and alcohol abuse prevention.
- **Transportation Project (Mobility) Fee** (Section 502.1725 – **(Cameron and Hidalgo Counties only)**) – An optional additional fee not to exceed \$10.00, for registering a vehicle in the county. This fee is used to fund long term transportation projects in the county.

The Commissioners Court are statutorily required to notify the department by September 1 each year when revising optional fees. If your response indicates a change in fee or adds a fee, please enclose the original court order in your returned response. We request that these items be mailed and postmarked no later than August 15. Enclosed is a fee chart, indicating your county's current optional fee(s).

If you have any questions regarding the imposition of optional fees, please contact Steve Palmer, Correspondence Services Branch Supervisor, at (512) 465-7596 or Mike Craig, Deputy Director, at (512) 465-7570. Thank you very much for your timely response.

Sincerely,

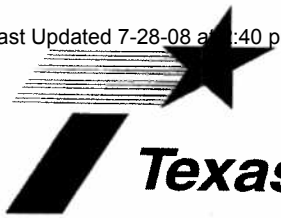
Rebecca Davio, Ph.D., Director
Vehicle Titles and Registration Division

Enclosures

cc: Amadeo Saenz, Jr., P.E., Executive Director, TxDOT
Denise Pittard, Government and Public Affairs Division, TxDOT
County Tax Assessor-Collector VTR Administration

Copy to H. Hall
+ Joe Hirschman

RECEIVED
COUNTY JUDGE'S OFFICE
08 JUL - 1 AM 11-03



Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

Imposition of Optional Fees Calendar Year 2009

We respectfully request that you indicate below your county's intentions for collection of these fees for calendar year 2009 (January 1 through December 31, 2009) in accordance with Texas Transportation Code, Sections 502.172, 502.1725, and 502.173.

For calendar year 2009, Travis County will:

1. Retain the current County Road and Bridge Fee of \$_____.(maximum: \$10)
(No court order required)
2. Retain the current Child Safety Fund Fee of \$_____.(maximum \$1.50)
(No court order required)
3. Impose a new County Road and Bridge Fee of \$_____.
(Original court order required)
4. Impose a new Child Safety Fund Fee of \$_____.
(Original court order required)
5. Discontinue the County Road and Bridge Fee of \$_____.
(Original court order required)
6. Discontinue the Child Safety Fund Fee of \$_____.
(Original court order required)
7. Impose TOTAL 2009 fees of \$_____.

Changes shown in items 3, 4, 5, and/or 6 require submittal of an original County Commissioner's Court Order noting the change.

Please return this completed form in the enclosed postage-paid self-addressed envelope as soon as possible, but no later than **August 15, 2008**. A faxed response to (512) 465-3034 will also be acceptable. If you are available to be contacted electronically for future mailings, please provide your e-mail address below. Thank you.

E-Mail Address: _____

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Travis County Commissioners Court Agenda Request

Voting Session 7/29/2008
(Date)

Work Session _____
(Date)

I. A. Request made by: Joseph P. Gieselman Phone # 854-9383
Executive Manager, TNR

B. Requested Text: **Consider and take appropriate action on the approval of acceptance of dedication of street and drainage facilities for Ranch at Deer Creek Phase 3 Section 4, a subdivision in Precinct 3.**

C. Approved by: _____
Commissioner Gerald Daugherty, Precinct Three

II. A. Is backup material attached*: Yes X No _____
*Any backup material to be presented to the court must be submitted with this Agenda Request (original and 8 copies).

B. Have the agencies affected by this request been invited to attend the Work Session?
Yes X No _____ Please list those contacted and their phone numbers:

Donald W. Ward - 854-9383	Anna Bowlin - 854-9383
David Greear - 854-9383	Scott Lambert - 854-9383
Howard Herrin - 854-9383	Patricia Moreno - 266-3314

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

_____ Additional funding for any department or for any purpose
_____ Transfer of existing funds within or between any line item budget
_____ Grant

Human Resources Department (854-9165)

_____ A change in your department's personnel (reclassifications, etc.)

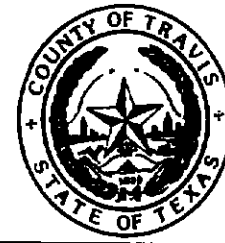
Purchasing Office (854-9700)

_____ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

_____ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
(512) 473-9383
FAX (512) 708-4649

MEMORANDUM

DATE: July 18, 2008

TO: Members of the Commissioners' Court

THROUGH: Joseph P. Gieselman, TNR Executive Manager

FROM: Donald W. Ward, P.E., Division Director, Road Maintenance, Bridge and Fleet

SUBJECT: **Acceptance of dedication of streets and drainage in the Ranch at Deer Creek Phase 3 Section 4, a subdivision in Precinct 3**

Summary and TNR Staff Recommendation:

This subdivision was recorded September 20, 2004. This subdivision has been inspected for conformance with approved plans and specifications as listed. There are no items on the punch lists to be corrected. The stop signs have been approved under Chapter 251 of the Texas Transportation Code.

Phase 3 Section 4 is accessed from Ranch at Deer Creek Phase 3 Section 3, accepted for maintenance April 26, 2005. This action will add 0.55 miles to the Travis County road system. TNR staff recommends approval of the proposed motion.

Budgetary and Fiscal Impacts:

There are no budgetary impacts. All fiscal posted for the Ranch at Deer Creek Phase 3 Section 4 will be released, except for Performance Period fiscal and any un-constructed residential sidewalks

Exhibits:

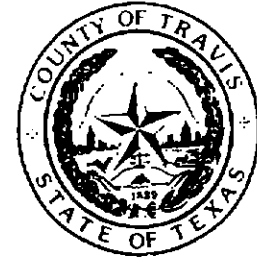
Approval of Construction
List of streets
Requirements
Inspection Report
Registered Accessibility letter
Attached maps

DV:DWW:dv

1105 Ranch at Deer Creek Ph 3 Sec 4

revised

19



TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building
P.O. Box 1748
Austin, Texas 78767
tel 512-854-9383
fax 512-854-4649

APPROVAL OF CONSTRUCTION

DATE: July 18, 2008

TO:

Developer

Leanna Einhaus
Standard-Morrison No. 2 L.L.C.
805 Las Cimas Parkway #350
Austin, TX 78746
Fx: 328-7988

Engineer

Carlson, Brigrance & Doering, Inc.
Danny Doering, P.E.
3401 Slaughter Lane West
Austin, TX 78748
Fx: 280-5165

SUBJECT: Ranch at Deer Creek Phase 3 Section 4

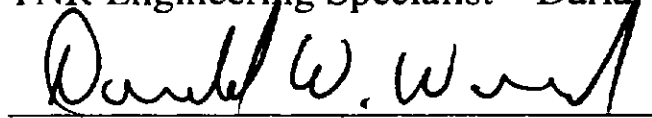
Effective this date, street and drainage construction within this subdivision appear to be in conformance with the Permitted Construction Documents. All Performance Period maintenance punchlist items have been completed and/or corrected. The subdivision will be recommended for Accepted for Dedication in Travis County Commissioners Court. Sidewalk fiscal will be released as the sidewalks are deemed complete.

OTHER REMARKS:

None

BY:

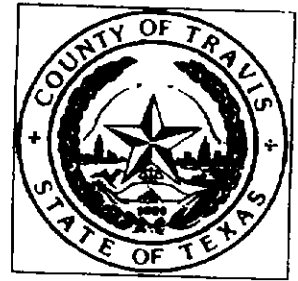

TNR Engineering Specialist – Darla Vasterling


TNR Division Director, Road and Bridge – Donald W. Ward

ACCEPTANCE OF DEDICATION OF STREETS AND DRAINAGE

SUBDIVISION
Mapsco No. 402P

Ranch at Deer Creek Phase 3 Section 4

Pct.# 3
Atlas No. P-06

RECORDED AT DOC#200400283 IN THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY 9/20/04

SUBDIVISION CONTAINS 4 STREETS AS LISTED BELOW:

#	STREET NAME	FROM - TO	L.F.	MILES	ROW	TYPE OF PVMNT	WIDTH OF PVMNT	CURB & GUTTER
1	Mancuso Bend	Ne cor Lot 4 Blk B to Rowley Drive	1062	0.20	50'	HMAC	30' F-F	Yes
2	Challa Drive	Mancuso Bend to SW cor Lot 29 Blk B	557	0.11	50'	HMAC	30' F-F	Yes
3	Lynsenko Drive	Mancuso Bend to SE cor Lot 2 Blk D	609	0.12	50'	HMAC	30' F-F	Yes
4	Rowley Drive	Mancuso Bend to SE cor Lot 37 Blk A	680	0.13	50'	HMAC	30' F-F	Yes
5								
6								
7								
8								
9								
10								
11								
12								
			2908					

THE TOTAL NUMBER OF LOTS IN THIS SUBDIVISION - 79

N/A ADDITIONAL LOTS SOLD FOR DEVELOPMENT

CONSTRUCTION OF STREETS AND DRAINAGE EXCEEDS MINIMUM COUNTY STANDARD FOR STREETS NUMBERED 1-4

IT IS RECOMMENDED THAT MAINTENANCE OF STREETS NUMBERED 1-4 TOTALIN 0.55 MILES BE ACCEPTED BY THE TRAVIS COUNTY COMMISSIONERS' COURT IN PRECINCT 3.

29-Jul-08

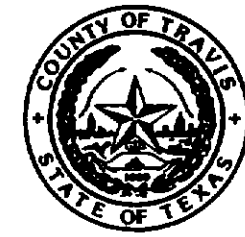
DATE

DP = DOUBLE PENETRATION
 HMAC = HOT MIX ASPHALT
 C = CONCRETE
 UPP = UNPAVED, PIT RUN
 UPS = UNPAVED, SELECT

A handwritten signature in dark ink, appearing to read "Donald W. Ward".

Donald W. Ward, P. E.
 Division Director, Road, Bridge, and Fleet
 TRANSPORTATION AND ENGINEERING SERVICES

APPROVED BY COMMISSIONERS' COURT DATE



TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building, 11th Floor
P.O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

Ranch at Deer Creek Phase 3 Section 4

REQUIREMENTS FOR APPROVAL OF CONSTRUCTION PUBLIC STREET SUBDIVISIONS PER STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS - AUGUST 28, 1997

- 4/29/05 1. Professional Engineer's certification of quantities of work completed (Engineer's Concurrence Letter). § 82.401(c)(1)(A) § 82.604(c)(2)
- NA 2. Construction Summary Report. § 82.604(c)(1)
- Need 3. Contractor's (signed) invoice or receipt of payment for work completed. §82.401(a)(1)(B)
- 4/29/05 4. Reproducible Plans, certified as "Record Drawings", by the Owner's Consulting Engineer [§ 82.604(c)(3)] including a Signage and Striping Plan [§82.303] and accompanying Stop Sign Warrants and Speed Zone Investigation sheets for each sign. *have*
- reduce 5. Performance Period Fiscal for 10% of the actual construction cost of street and bond drainage construction plus fiscal for residential sidewalks, if applicable. If bond, it must be in a form acceptable to Travis County and dated near the time of the TNR inspection report. Must be posted by owner/developer. § 82.604(c)(4)
- NA 6. If applicable, a copy of the Conditional Letter of Map Amendment or Revision from FEMA and the completed application for a Letter of Map Amendment or Revision. § 82.604(c)(5)
- 4/03/08 7. A letter from Texas Board of Licensing and Regulation approving subdivision construction (when sidewalks are required per plat and when the total construction costs of sidewalks exceed \$50,000.00). Plan approval required at time of Approval of Construction. Substantial compliance (inspection) required at time of street acceptance for maintenance. § 82.202(q)(2)
- 3/19/08 8. A TNR inspection report, indicating the completion of that portion of the work represented by the reduction of fiscal (streets and drainage, including detention ponds and common area sidewalks and traffic control devices shown on the approved traffic control plan). § 82.401(c)(1)(C)
- Need 9. Approval of other agencies - cities, if in their ETJ; Municipal or other Utility Districts.
- NA 10. License Agreement (TNR inspector will check)

**TRAVIS COUNTY
TRANSPORTATION AND NATURAL RESOURCES
REPORT OF SUBDIVISION INSPECTION**

PROJECT: Ranch at Deer Creek Ph 3 Sec 4

DATE: 3/19/08

OWNER: Standard Pacific

ITEMS REQUIRING COMPLETION/CORRECTION:

Pavement/surface treatment defects and repairs.

~~Crack sealing: ALL cracks in pavement~~

~~Pavement repair: 2406 & 2411 Mancuso Bend~~

~~_____ 1117 Lynsenko Dr.~~

~~_____ 1107 Lynsenko Dr.~~

~~_____ 1101 Rowley Dr.~~

Concrete [curb, valley gutter, drainage outfalls, sidewalk etc.] defects and repairs.

Epoxy grout sealing: ~~Saw and seal all curb and gutter cracks~~

~~Curb and Gutter repair: 1115 Lynsenko Dr.~~

~~Sidewalk: Seal ALL cracks in sidewalk~~

ADA Ramps:

~~Inspection required.~~

Installation and/or completion of:

~~Striping: Re-paint stop bar at Challa Dr.~~

ALL PUNCHLIST ITEMS COMPLETE !!!!!!!

The following non-construction items must be furnished prior to final construction acceptance/approval:

HMAC reports

Public Street Subdivision Construction Approval Requirements.

Patricia M. Moreno

Travis County T.N.P.
Project Inspector

To: Larra Vasterling, EA1-Physical
Subdivision File



ADA Assistance

107 Meadow Woods, Kyle TX 78640 (512) 787-3687 Fax (512) 268-5964
Email: robert@adaassistance.com Internet: www.adaassistance.com

DATE: April 3, 2008

TO: Leanna Einhaus
Blake Magee Company
1011 N Lamar
Austin TX 78703
leanna@blakemageeco.com

FROM: Robert Ronson, RAS

PROJECT: Ranch at Deer Creek Phase 3 Section 4
Rowley at Mancuso Bend
Cedar Park TX

Inspection performed: 4/2/2008

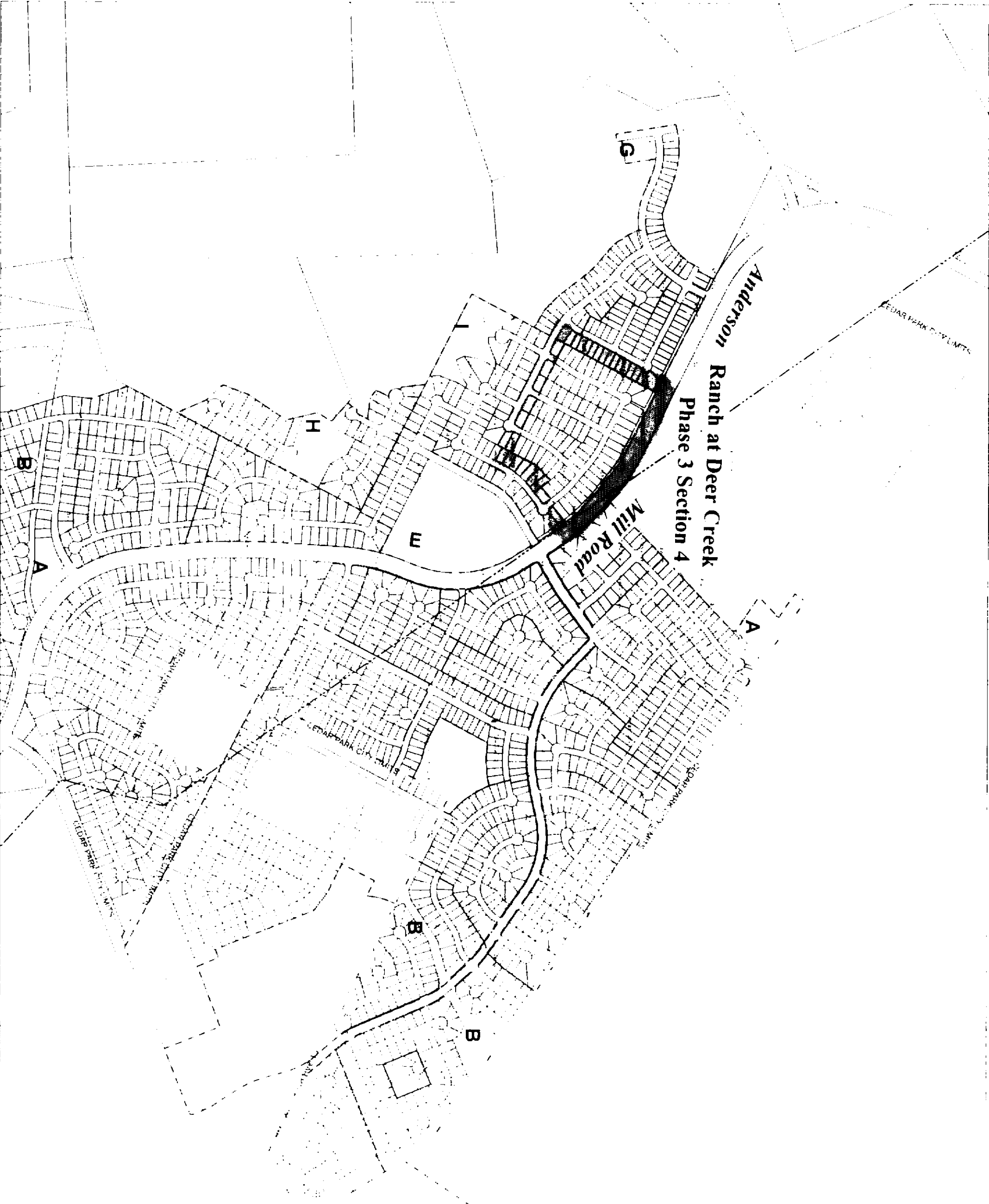
SUBJECT: INSPECTION COMPLETED – NO VIOLATIONS

We are pleased to inform you that the referenced facility has been inspected and found to be in substantial compliance with provisions of the Texas Government Code, Chapter 469. Specifically inspected were pedestrian elements within the referenced section that was constructed at the time of the inspection.

Please note, this determination does not address the requirements of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other state, local, or federal requirements. For information on the ADA, please contact the United States Department of Justice, Civil Rights Division at (202) 514-0301.

If you have any questions concerning the results of the inspection, or the requirements of the Architectural Barriers Act, or if you are not the owner of record for this facility, contact Robert Ronson at (512) 787-3687.

NOTE: The review of documents as contract documents and field inspections by this accessibility specialist for the Texas Department of Licensing and Regulation (TDLR) is based on a best efforts endeavor following instruction and certification by TDLR. Plan review and inspection in no way warrants complete compliance with the Texas Accessibility Standards. The business, the professional, his employees, engineers, and client for whom the review or inspection is made agrees to hold harmless and indemnify this accessibility specialist from and against any liability arising from performance of the work.



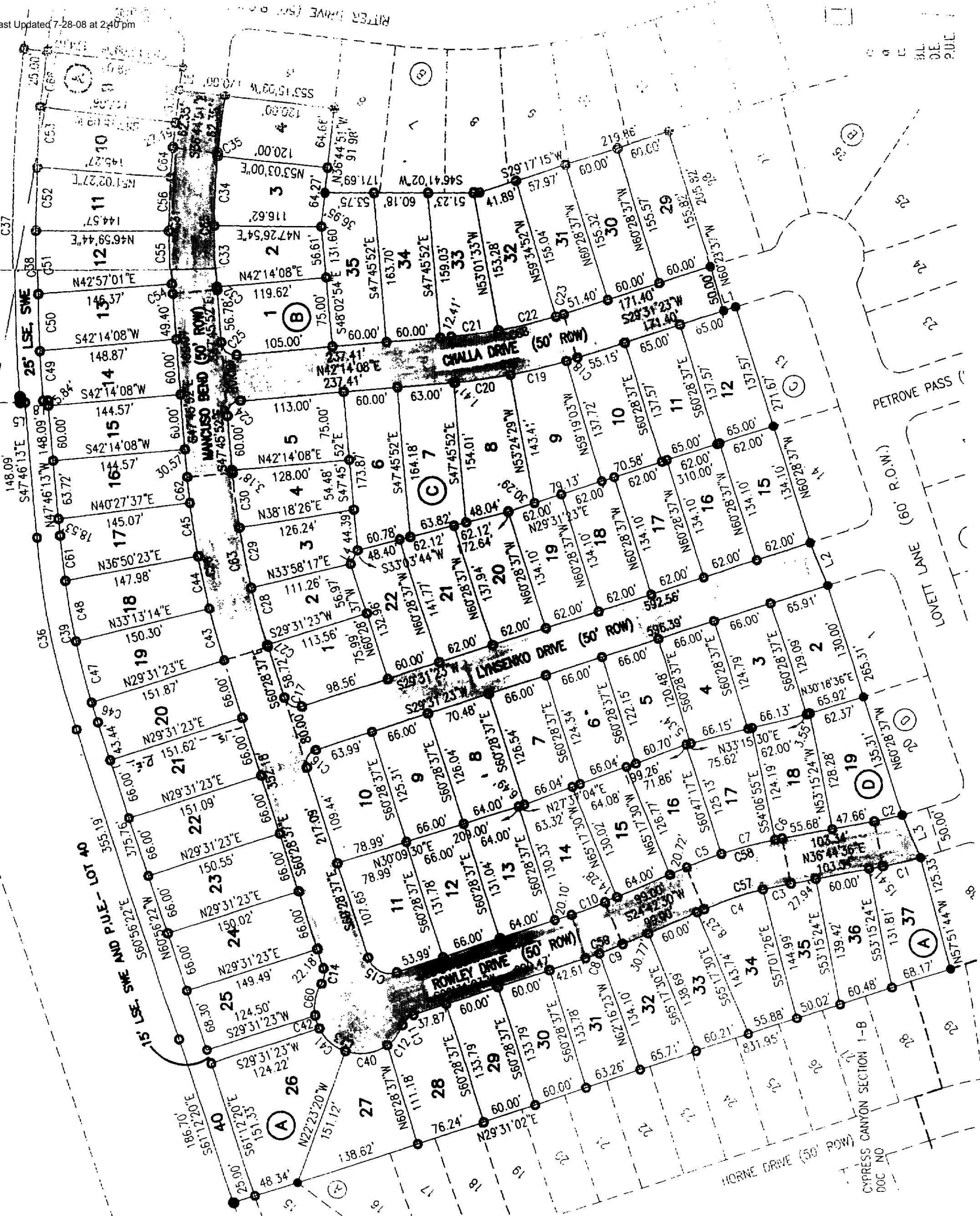
Scale: 1 inch = 400 feet
Projection: Lambert Conformal Conic

0 400 Feet

Revision Date
02/21/2006

18337

Travis Central Appraisal District
8514 Glass Park Drive
Austin, Texas 78754
Internet Address: www.travisad.org



Ranch at Deer Creek Phase 3 Section 4

20

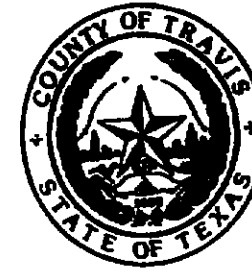
Travis County Commissioners Court Agenda Request

Voting Session July 29, 2008

Work Session

- I. A. Request made by: Joseph P. Gieselman, TNR Executive Manager Phone # 854 -9434
- B. Requested Text:
- 1) Consider and take appropriate action on request to use 2005 Bond Unallocated Project Funds, or 1997 or 2001 Bond Fund savings from completed Precinct 1 projects, to acquire right-of-way for the realignment of FM 3177, in Precinct 1
 - 2) Consider and take appropriate action on a request to approve an Advance Funding Agreement for Voluntary Local Government Contributions to Transportation Improvement Projects with no Required Match for the FM 3177 and Braker Lane 1 project, in Precinct 1.
- C. Approved by: Commissioner Ron Davis, Precinct 1
- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight (8) copies of agenda request and backup).
- B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:
- III. Required Authorizations: Please check if applicable:
- Planning and Budget Office (473-9106)
- Additional funding for any department or for any purpose
- X Transfer of existing funds within or between any budget line item
- Grant
- Human Resources Department (473-9165):
- A change in your department's personnel (reclassifications, etc.)
- Purchasing Office (473-9700)
- Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney's Office (473-9415)
- X Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with the backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



TRANSPORTATION AND NATURAL RESOURCES DEPARTMENT

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 W. 13th St.
Eleventh Floor
P.O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4626

Date: July 22, 2008

MEMORANDUM

To: Members of the Commissioners' Court

Through: Joseph P. Gieselman, Executive Manager

From: Steve Manilla, P.E., Public Works Director

Subject: Advance Funding Agreement with TxDOT for FM 3177 (Braker Lane I)

Proposed Motion:

- A) Consider and take appropriate action on a request to use 2005 Bond Unallocated Project Funds, or 1997 or 2001 Bond Fund savings from completed Precinct 1 projects, to acquire right-of-way for the realignment of FM 3177, in Precinct 1
- B) Consider and take appropriate action on a request to approve an Advance Funding Agreement for Voluntary Local Government Contributions to Transportation Improvement Projects with no Required Match for the FM 3177 and Braker Lane 1 project, in Precinct 1.

Summary and Staff Recommendation:

In summer 2006 TxDOT performed a Value Engineering Study of its proposed US 290 E added capacity project. At the time TxDOT was planning to provide an interchange at the FM 3177 intersection but not at Harris Branch Parkway, which is where the County's 2005 Bond Program Braker Lane project is to connect to US 290 (see Exhibits A and B). The County's bond project presumed that, as part of TxDOT's impending US 290 capacity improvements, an interchange would be provided at Harris Branch Parkway to provide connectivity between the existing 4-lane Harris Branch Parkway north of US 290 and the proposed 4-lane Braker Lane south of US 290. The study concluded that a safer and more operationally efficient interchange could be provided at Harris Branch Parkway rather than at FM 3177 but issues of cost-share were raised.

TxDOT has agreed to locate an interchange at the Harris Branch Parkway/Braker Lane intersection rather than the existing FM 3177 intersection and to realign a section of FM 3177 and construct a section of the County's Braker Lane project when the US 290 project is constructed (see Exhibits C and D). The realignment of FM 3177 will improve traffic safety and operational efficiency by squaring up its intersection with US 290 and eliminating a weaving problem that would have been created with interchange ramps and

frontage roads had the interchange been placed at existing FM 3177. TxDOT has agreed to pay all design and construction costs and coordinate all utility relocations for these revisions and is currently working on the designs. In exchange TxDOT asks the County to pay 100% of right-of-way costs for the realignment of FM 3177 and the section of Braker Lane they will build (Exhibit C). TxDOT will also turn over maintenance responsibility for a 2500' segment of existing FM 3177 to the County after their realignment is completed. TxDOT has already determined what right-of-way is needed and provided TNR with documents needed to complete appraisals and make an offer on the property. TNR has ordered an appraisal and is awaiting the results of an appraisal review.

TNR has been advised by the Planning and Budget Office that 2005 Braker Lane bond funds can not be used to acquire right-of-way for the segment of realigned FM 3177 located south of its future intersection with Braker Lane (see exhibit E). TNR has also been advised that it may be able to use 2005 Unallocated Project bond funds or 1997 or 2001 bond savings from completed Precinct 1 projects for this purpose. PBO has asked the County Attorney's Office for its concurrence on the acceptability of using these alternative fund sources for this purpose.

Upon obtaining concurrence from PBO and the County Attorney's Office, TNR recommends approval to use 2005 Unallocated Project bond funds, or 1997 or 2001 bond savings from completed Precinct 1 projects to acquire right-of-way for the realignment of FM 3177 in locations where 2005 Braker Lane bond funds can not be used. Due to the improved roadway safety and operational efficiencies TxDOT's realignment project will provide, and the significantly reduced project cost to the County, TNR recommends approval of the Advance Funding Agreement.

Budgetary and Fiscal Impact:

Full funding for engineering, right-of-way, and construction for 5700' of the Braker Lane project that crosses property owned or controlled by the Developer partners is being provided by the 2005 Bond program, a Participation Agreement with developers, and an Interlocal Agreement with the City of Austin. There remains 4500' of roadway that is not included in the Participation Agreement. This agreement with TxDOT will complete 2500' of this gap although much of it will become FM 3177 rather than remain Braker Lane. Completion of the remaining 2000' is being negotiated among the Developer partners and the property owner and TNR expects they will be presenting a proposal within a few weeks.

The County bond referendum provided approximately \$4,545,000 for the Braker Lane project. The estimated construction cost for the 5700' section is approximately \$6,850,000. The City will provide \$2,285,000 for construction; the Developer will provide right-of-way, 50% of design costs (estimated at \$283,222), and \$2,285,000 for construction; and, the County will provide \$283,222 for design costs and \$2,285,000 for construction. Approving this agreement will enable the County to use its remaining \$1,975,000 to acquire the right-of-way TxDOT has requested and leverage the rest with City and Developer funds to complete the remaining 2000' of Braker Lane.

TxDOT's estimated cost for constructing the realignment of FM 3177 and the Braker Lane connection is \$4,000,000.

The County's voter-approved Braker Lane bond project is intended to provide a roadway connection between US 290 at Harris Branch Parkway and SH 130 at Parmer Lane. The realignment of FM 3177 will share common alignment with Braker Lane between its intersection with proposed Braker Lane and US 290. The segment of realigned FM 3177 south of the proposed Braker Lane intersection falls outside of what would be considered necessary to complete the County bond project. As such, TNR has been advised by the Planning and Budget Office that Braker Lane bond funds should not be used on this section of roadway.

Approximately \$4,816,350 of Unallocated Project bond funds was approved in the 2005 bond referendum. This amount was increased to approximately \$6,727,928 after two Public-Private projects included in the 2005 bond referendum failed to occur. TNR has been advised by PBO that these funds, or 1997 or 2001 Precinct 1 bond fund savings, may be used to acquire the right-of-way that PBO has determined can't be acquired with 2005 Braker Lane funds. However, PBO is awaiting concurrence from the County Attorney's office on this. TNR estimates it will need up to \$250,000 to acquire the part of right-of-way needed for the realignment of FM 3177 that can't be acquired with 2005 Braker Lane bond funds.

TNR has been advised that one of the private partners has filed for bankruptcy. However, a second partner has taken the lead in finding a substitute partner and the project is going forward. An amendment to the Participation Agreement to reflect this change is currently being prepared for submittal to Commissioners' Court for approval.

Issues and Opportunities:

Approximately 4500' of the 10200' Braker Lane alignment is located on property not owned or controlled by the developers with whom the County has executed a Participation Agreement. The July 2005 partnership guidelines adopted by the court state that the Developer will be responsible for dedicating right-of-way and sharing the costs of construction for sections of the roadway that cross property owned or controlled by the Developer. The County bond project budget was largely based upon the County being able to cost share one-third of the construction cost of this project and relied upon developers donating most of the right-of-way. If the County can not partner with private parties for the full length of the project there will not be adequate funds to complete the originally planned four-lane roadway.

The owner of the property TxDOT has requested we acquire right-of-way from is not a developer and was not engaged in the process of developing Braker Lane as a bond project. He has indicated a willingness to sell the right-of-way but under no circumstances will he donate. He has no plans to use his property for other than personal business and no immediate plans to subdivide.

The construction of the private partnership portion of the project is expected to take up to two and one-half years to complete once it gets started. All work under the Participation Agreement is to be completed and accepted by the County by September 1, 2011. However, TNR advised the Developers to delay their design work until this AFA with TxDOT secured the completion of Phase 1 of the project. This has resulted in a delay of

approximately one year and the Developer partners will be requesting an extension of their completion dates in a forthcoming amendment to the Participation Agreement.

The completion of the Developer's portion of the project is contingent upon the Developer obtaining Capital Metro approval for a grade-separated railroad crossing which will likely be approved because this is Cap Metro's preferred method for roadways to cross their right-of-way.

The existing section of FM 3177 that would fall under County maintenance after the realignment is completed is in very good condition and will not create an extraordinary burden on Travis County road maintenance programs.

Residents of the Harris Branch subdivision have indicated opposition to changes that will put more traffic onto Harris Branch Parkway north of US 290, an area within Austin's city limits. Harris Branch Parkway is currently a four-lane divided arterial and in the CAMPO 2030 Plan and 2025 Austin Metropolitan Area Transportation Plan it is shown to ultimately be expanded to six lanes. TNR, CTRMA, COA, and TxDOT staff has met with HOA representatives. TxDOT also presented their realignment project at a public meeting last year. The residents are most concerned that the additional traffic and the future widening will increase the risk of pedestrian-vehicle accidents, particularly since there is an elementary school located on the west side of Harris Branch Parkway and the subdivision is on the east side. They also are concerned that the current condition of the pavement on Harris Branch Parkway is not adequate to accommodate additional traffic. The pavement is comprised of concrete rather than asphalt and heaving in areas has caused poor rideability. They are also concerned about additional traffic noise.

The intersection at the school is currently an all-way stop. City staff indicated that they would investigate a variety of methods for ensuring a safe crossing at the school, which they do routinely at school crossings. They also indicated that they have no funds at this time to reconstruct Harris Branch Parkway.

It is anticipated that the future construction of Arterial 'A' between US 290 and Parmer Lane and the new frontage roads on SH 130 between Parmer Lane and US 290 will help to reduce the amount of traffic on Harris Branch Parkway. The poor rideability issue and the congestion at the school crossing caused by the all-way stop condition will most likely encourage pass through traffic to avoid Harris Branch Parkway and could reduce the need to widen it to six lanes. Braker Lane and FM 3177 are both shown to remain as 4-lane roadways in the City and CAMPO long range transportation plans. Keeping these as 4-lane roadways, and the increased use of SH 130 by north-south traffic, may further reduce the need.

Background:

The Braker Lane improvement project was initiated when County voters approved it as a Tier I public-private partnership project in the 2005 Bond referendum. After approval of the bond referendum the County, the City of Austin, and three Developer partners entered into agreements to complete the new 4-lane divided roadway from Harris Branch Parkway at US 290 to the Parmer Lane/SH 130 interchange at Blue Bluff Road. A Participation Agreement with Developers was approved by Court on December 19, 2006. An Interlocal

Agreement with the City of Austin was approved by Court on October 30, 2007. The realignment of FM 3177 was contemplated in both agreements.

Required Authorizations:

Christopher Gilmore, Assistant County Attorney.
Jessica Rio and Diana Ramirez, PBO

Exhibits:

Exhibit A - Map used for promotion of 2005 Bond Referendum
Exhibit B – Map showing originally proposed Braker Lane alignment
Exhibit C – Map showing FM 3177 and Braker Lane to be completed by TxDOT
Exhibit D – Map showing revised FM 3177 and Braker Lane alignments
Exhibit E – Map showing ROW to be acquired with non-2005 Braker Lane bond funds

Attachment:

Advance Funding Agreement for Voluntary Local Government Contributions to
Transportation Improvement Projects with no Required Match CSJ#3277-01-019(ROW)

cc: Terry McCoy, P.E., TxDOT North Travis Area Engineer, Austin District
Pat Crews-Weight, TxDOT Director of Design, Austin District
Mario Espinoza, CTRMA
Kathy Kratz, P.E., TxDOT FM 3177 Project Manager
Sean O'Neal, Auditors Office
Cynthia-McDonald, Donna Williams-Jones, Brunilda Cruz, TNR Financial Svcs
Steve Sun, P.E., TNR CIP Division Manager
Greg Chico, Mike Martino, TNR Right-of-Way Program
Tony Valdez, P.E., TNR Project Manager

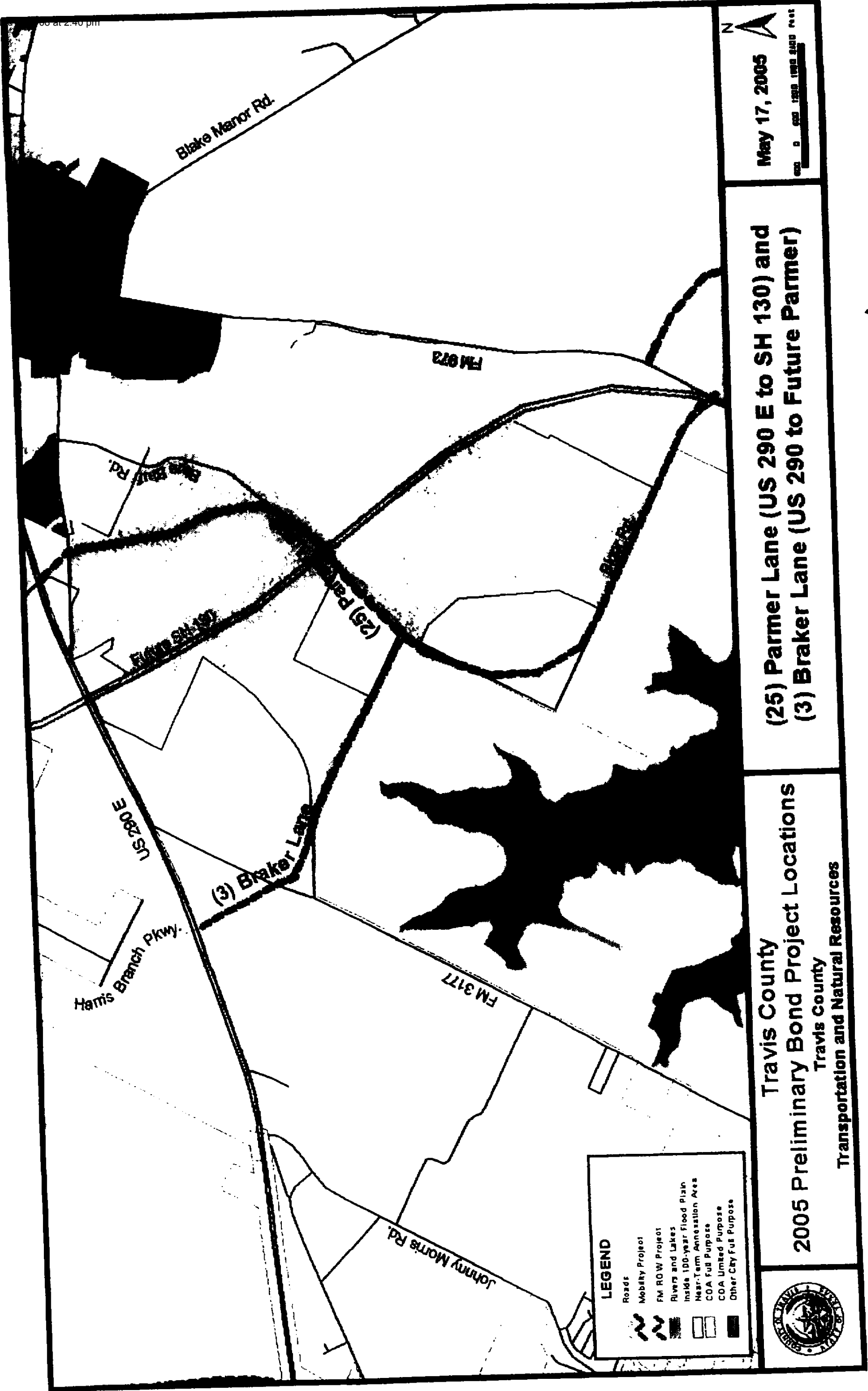
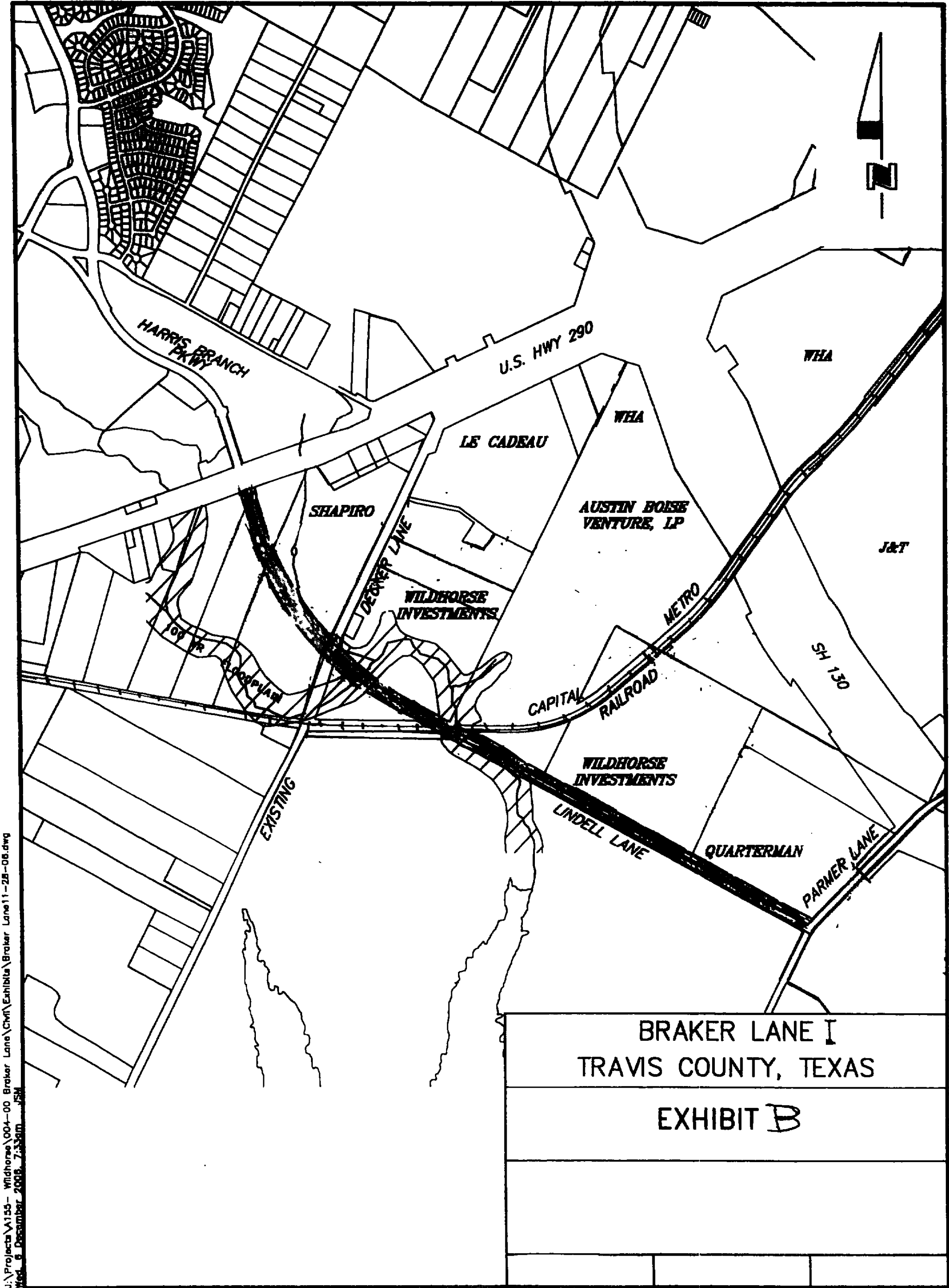
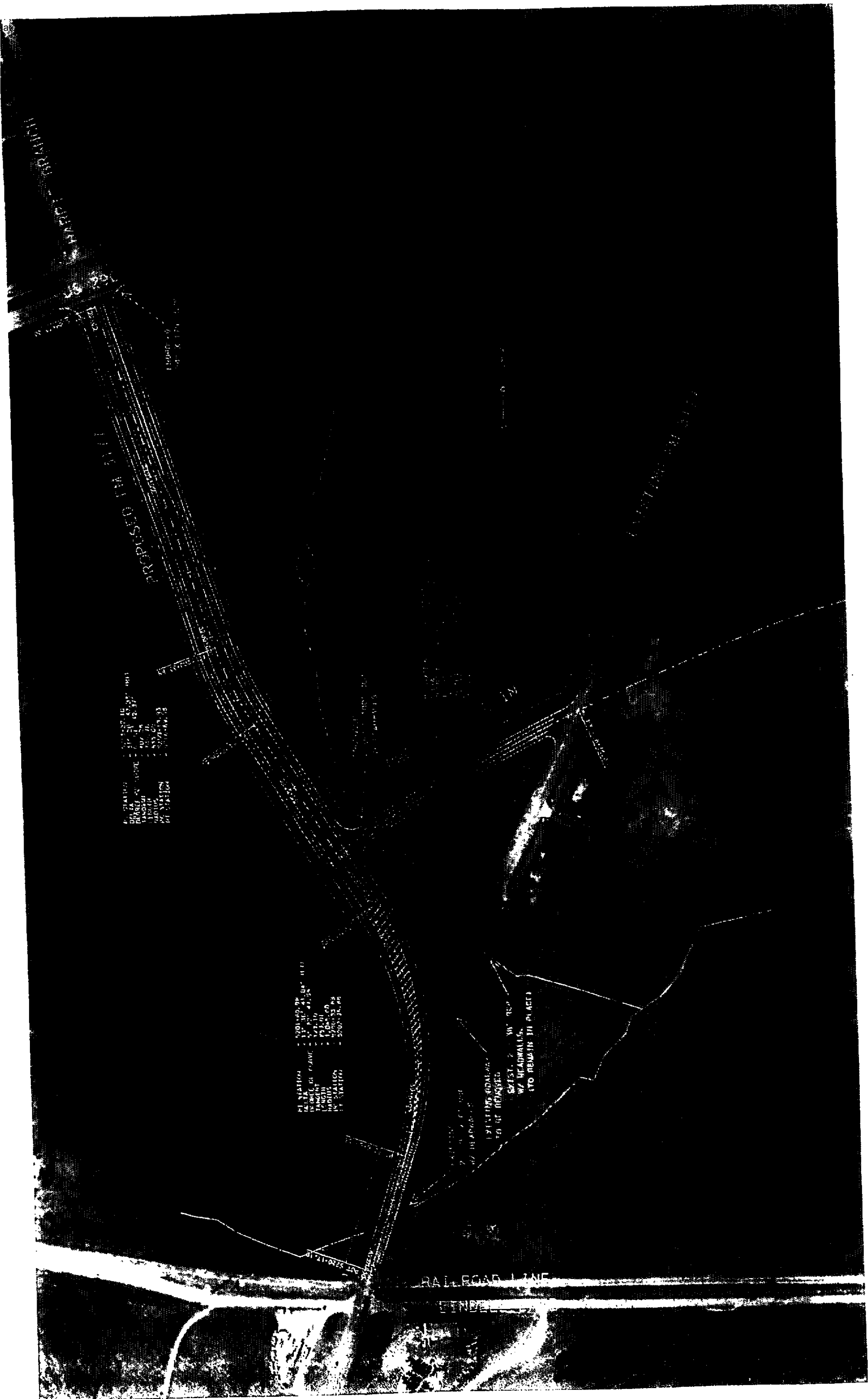


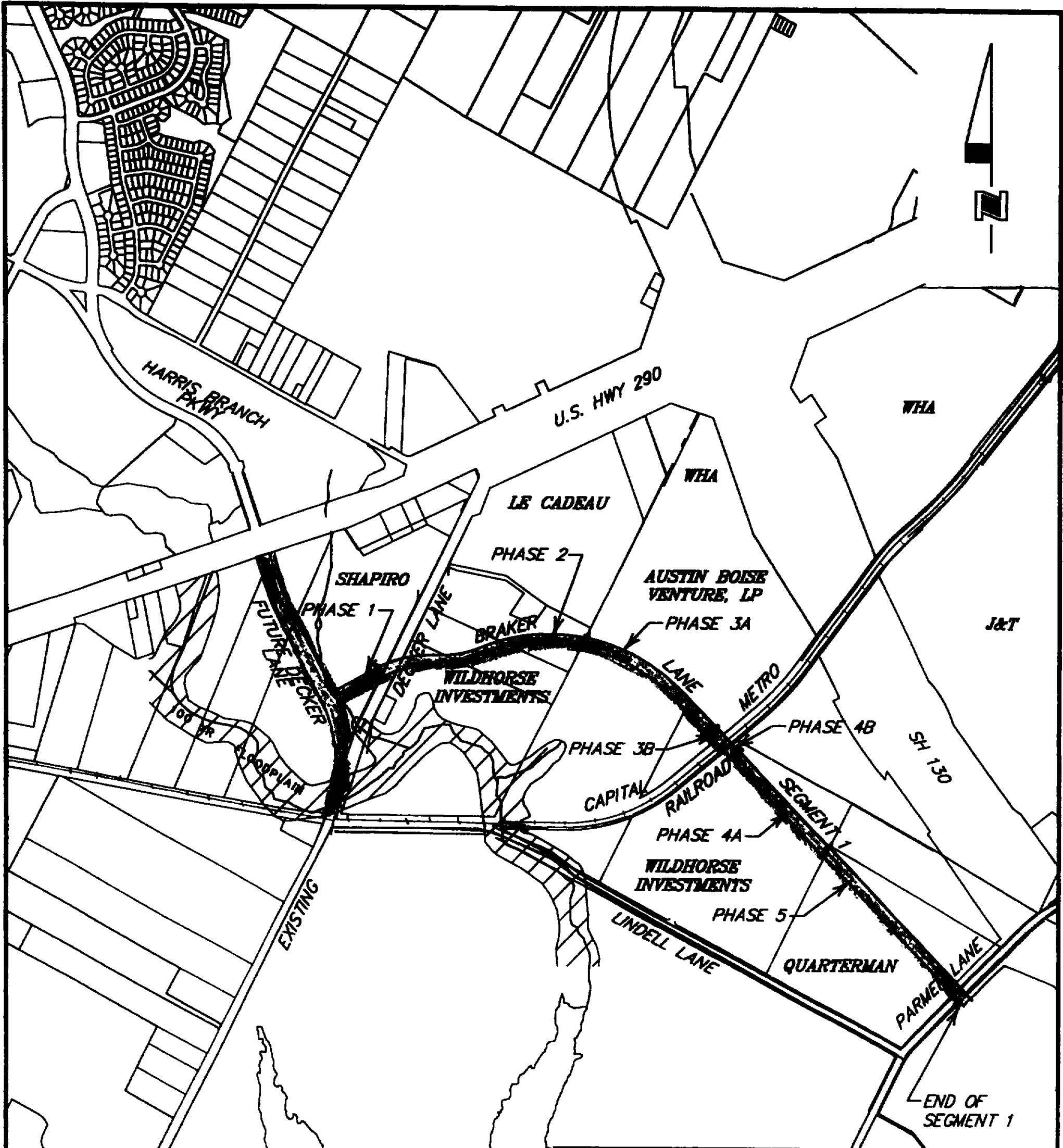
EXHIBIT A



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Wed, 6 December 2006 7:33am JSM



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NOTE:

PHASING SHOWN FOR IDENTIFICATION ONLY.

BRAKER LANE
TRAVIS COUNTY, TEXAS

EXHIBIT D



JONES & CARTER, INC.
ENGINEERS • PLANNERS • SURVEYORS

805 Las Cimas Parkway, Suite 230 Austin, Texas 78746-5493 (512) 441-9493

Exhibit: A

Job No. A155-003

Date: 12-6-06

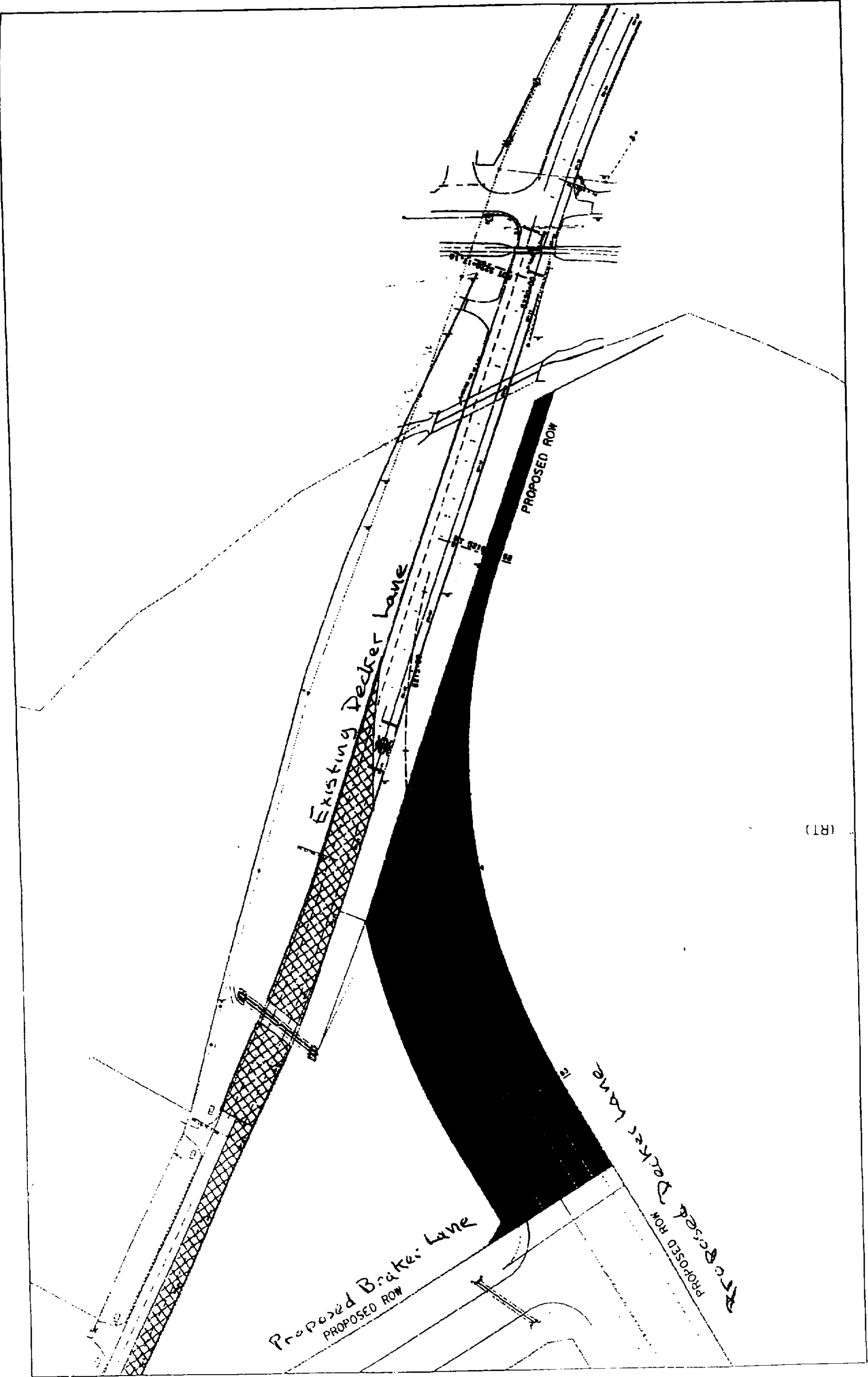


EXHIBIT E

THE STATE OF TEXAS §
THE COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT FOR VOLUNTARY
 LOCAL GOVERNMENT CONTRIBUTIONS
 TO TRANSPORTATION IMPROVEMENT
 PROJECTS WITH NO REQUIRED MATCH**

THIS AGREEMENT IS MADE BY AND BETWEEN the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State", and Travis County, acting by and through its duly authorized officials, hereinafter called the "Local Government."

WITNESSETH

WHEREAS, Transportation Code, Chapters 201, 221, 227, and 361, authorize the State to lay out, construct, maintain, and operate a system of streets, roads, and highways that comprise the State Highway System; and,

WHEREAS, Government Code, Chapter 791, and Transportation Code, §201.209 and Chapter 221, authorize the State to contract with municipalities and political subdivisions; and,

WHEREAS, Commission Minute Order Number 109460 authorizes the State to undertake and complete a highway improvement generally described as intersection improvements; and,

WHEREAS, the Local Government has requested that the State allow the Local Government to participate in said improvement by funding that portion of the improvement described as acquisition of all right of way necessary to realign FM 3177 from the railroad north to US 290, hereinafter called the "Project"; and,

WHEREAS, the State has determined that such participation is in the best interest of the citizens of the State;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, the State and the Local Government do agree as follows:

AGREEMENT

Article 1. Time Period Covered

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed, and the State and the Local Government will consider it to be in full force and effect until the Project described herein has been completed and accepted by all parties or unless terminated, as hereinafter provided.

Article 2. Project Funding and Work Responsibilities

The State will authorize the performance of only those Project items of work which the Local Government has requested and has agreed to pay for as described in Attachment A, Payment Provision and Work Responsibilities which is attached to and made a part of this contract.

In addition to identifying those items of work paid for by payments to the State, Attachment A, Payment Provision and Work Responsibilities, also specifies those Project items of work that are the

responsibility of the Local Government and will be carried out and completed by the Local Government, at no cost to the State.

Whenever funds are paid by the Local Government to the State under this Agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation Trust Fund." The check or warrant shall be deposited by the State in an escrow account to be managed by the State. Funds in the escrow account may only be applied by the State to the Project. If, after final Project accounting, excess funds remain in the escrow account, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement.

Article 3. Right of Access

If the Local Government is the owner of any part of the Project site, the Local Government shall permit the State or its authorized representative access to the site to perform any activities required to execute the work.

Article 4. Adjustments Outside the Project Site

The Local Government shall provide for all necessary right-of-way needed for the performance of the work not owned or to be acquired by the State. The acquisition shall be in accordance with all State and Federal requirements, laws, regulations, rules, policies, and procedures. The description of the parcel(s) to be acquired shall be covered in Attachment B which is attached to and made a part of this contract. Before a construction contract is let, the Local Government shall provide, at the State's request, a certification stating that the Local Government has completed the acquisition of all right of way that must be acquired before construction can begin.

The State will coordinate all utility adjustments needed for performance of the work.

Article 5. Responsibilities of the Parties

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 6. Document and Information Exchange

The Local Government agrees to electronically deliver to the State all general notes, specifications, contract provision requirements and related documentation in a Microsoft® Word or similar document. If requested by the State, the Local Government will use the State's document template. The Local Government shall also provide a detailed construction time estimate including types of activities and month in the format required by the State. This requirement applies whether the local government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

Article 7. Interest

The State will not pay interest on funds provided by the Local Government. Funds provided by the Local Government will be deposited into, and retained in, the State Treasury.

Article 8. Inspection and Conduct of Work

Unless otherwise specifically stated in Attachment A, Project Budget and Description, to this contract, the State will supervise and inspect all work performed hereunder and provide such engineering

inspection and testing services as may be required to ensure that the Project is accomplished in accordance with the approved plans and specifications. All correspondence and instructions to the contractor performing the work will be the sole responsibility of the State. Unless otherwise specifically stated in Attachment A to this contract, all work will be performed in accordance with the *Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges* adopted by the State and incorporated herein by reference, or special specifications approved by the State.

Article 9. Increased Costs

If any existing or future local ordinances, commissioners court orders, rules, policies, or other directives, including but not limited to outdoor advertising billboards and storm water drainage facility requirements, are more restrictive than State or Federal Regulations, or if any other locally proposed changes, including but not limited to plats or replats, result in increased costs, then any increased costs associated with the ordinances or changes will be paid by the local government.

The cost of providing right of way acquired by the Local Government shall mean the total expenses in acquiring the property interests either through negotiations or eminent domain proceedings. Total expenses shall include any cost to the State of a delay resulting from the Local Government's failure to ensure that the right of way is acquired before the scheduled beginning of construction.

Article 10. Maintenance

Upon completion of the Project, the State will assume responsibility for the maintenance of the completed Project unless otherwise specified in Attachment A to this agreement.

Article 11. Termination

This agreement may be terminated in the following manner:

- ◆ by mutual written agreement and consent of both parties;
- ◆ by either party upon the failure of the other party to fulfill the obligations set forth herein;
- ◆ by the State if it determines that the performance of the Project is not in the best interest of the State.

If the agreement is terminated in accordance with the above provisions, the Local Government will be responsible for the payment of Project costs incurred by the State on behalf of the Local Government up to the time of termination.

- ◆ Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due to the Local Government, the State, or the Federal Government will be promptly paid by the owing party.

Article 12. Notices

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid or sent by electronic mail, (electronic notice being permitted to the extent permitted by law but only after a separate written consent of the parties), addressed to such party at the following addresses:

Local Government:	State:
Executive Manager Travis County P.O. Box 1748 Austin, Texas 78767-1748	Austin District Engineer P.O. Drawer 15426 Austin, Texas 78761-5426

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

Article 13. Sole Agreement

In the event the terms of the agreement are in conflict with the provisions of any other existing agreements between the Local Government and the State, the latest agreement shall take precedence over the other agreements in matters related to the Project.

Article 14. Successors and Assigns

The State and the Local Government each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of such other party in respect to all covenants of this agreement.

Article 15. Amendments

By mutual written consent of the parties, this contract may be amended prior to its expiration.

Article 16. State Auditor

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

Article 17. Insurance

If this agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

Article 18. Debarment

The Local Government shall not contract with any person that: is suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal agency or that is debarred or suspended by the State.

Article 19. Signatory Warranty

The signatories to this agreement warrant that each has the authority to enter into this agreement on behalf of the party they represent.

IN WITNESS WHEREOF, THE STATE AND THE LOCAL GOVERNMENT have executed duplicate counterparts to effectuate this agreement.

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____ Date _____
District Engineer

THE LOCAL GOVERNMENT

Name of the Local Government Travis County

By _____ Date _____

Typed or Printed Name and Title _____

CSJ #3277-01-019 (ROW)

District # 14

Code Chart 64 #50227

FM 3177 at US 290

ATTACHMENT A

Payment Provision and Work Responsibilities

The Local Government will acquire the right of way needed for the realignment of FM 3177 from the railroad north to US 290. The Local Government will provide the right of way for the project at no cost to the State.

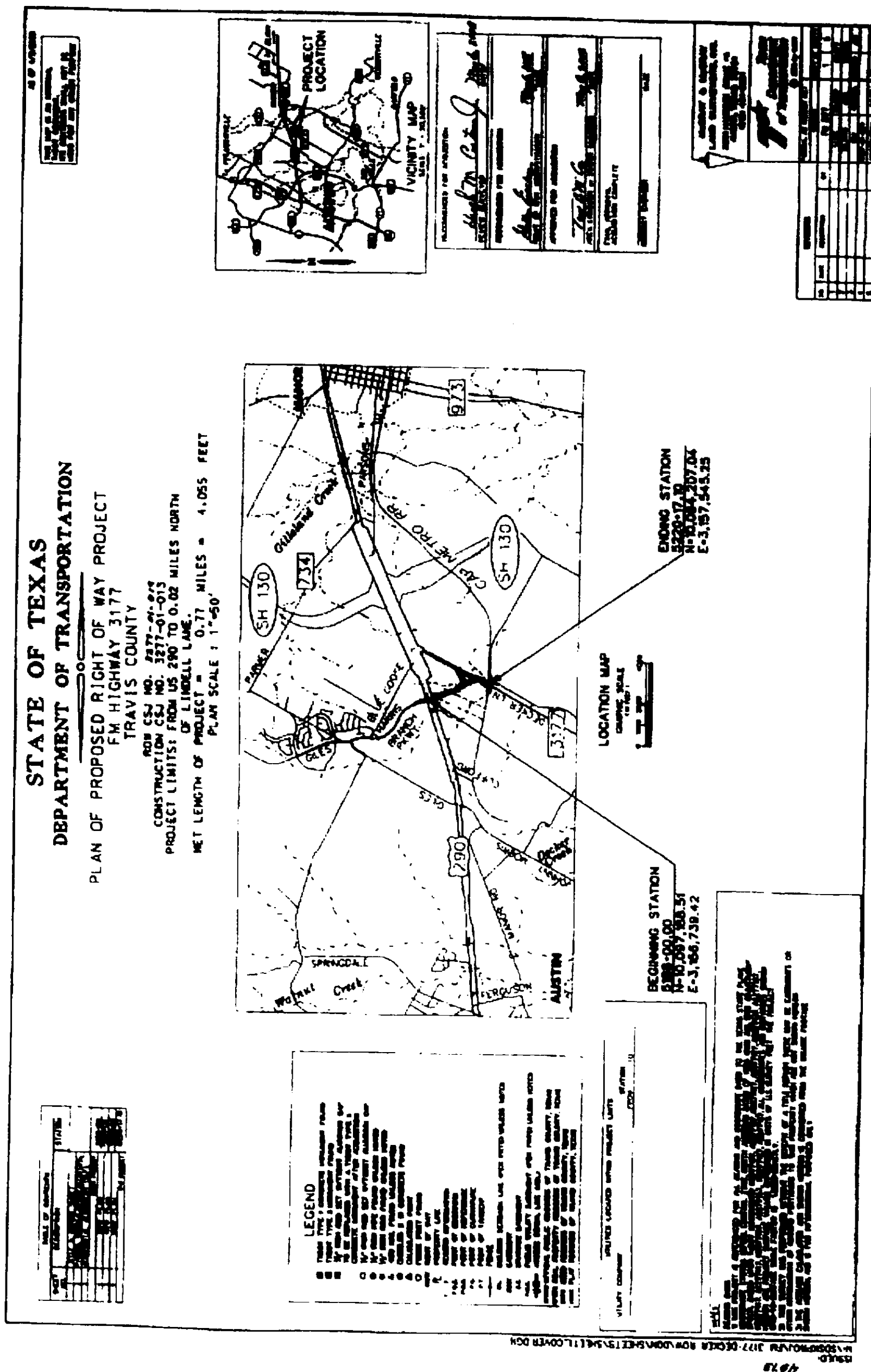
CSJ #3277-01-019 (ROW)

District # 14

Code Chart 64 #50227

FM 3177 at US 290

Attachment B

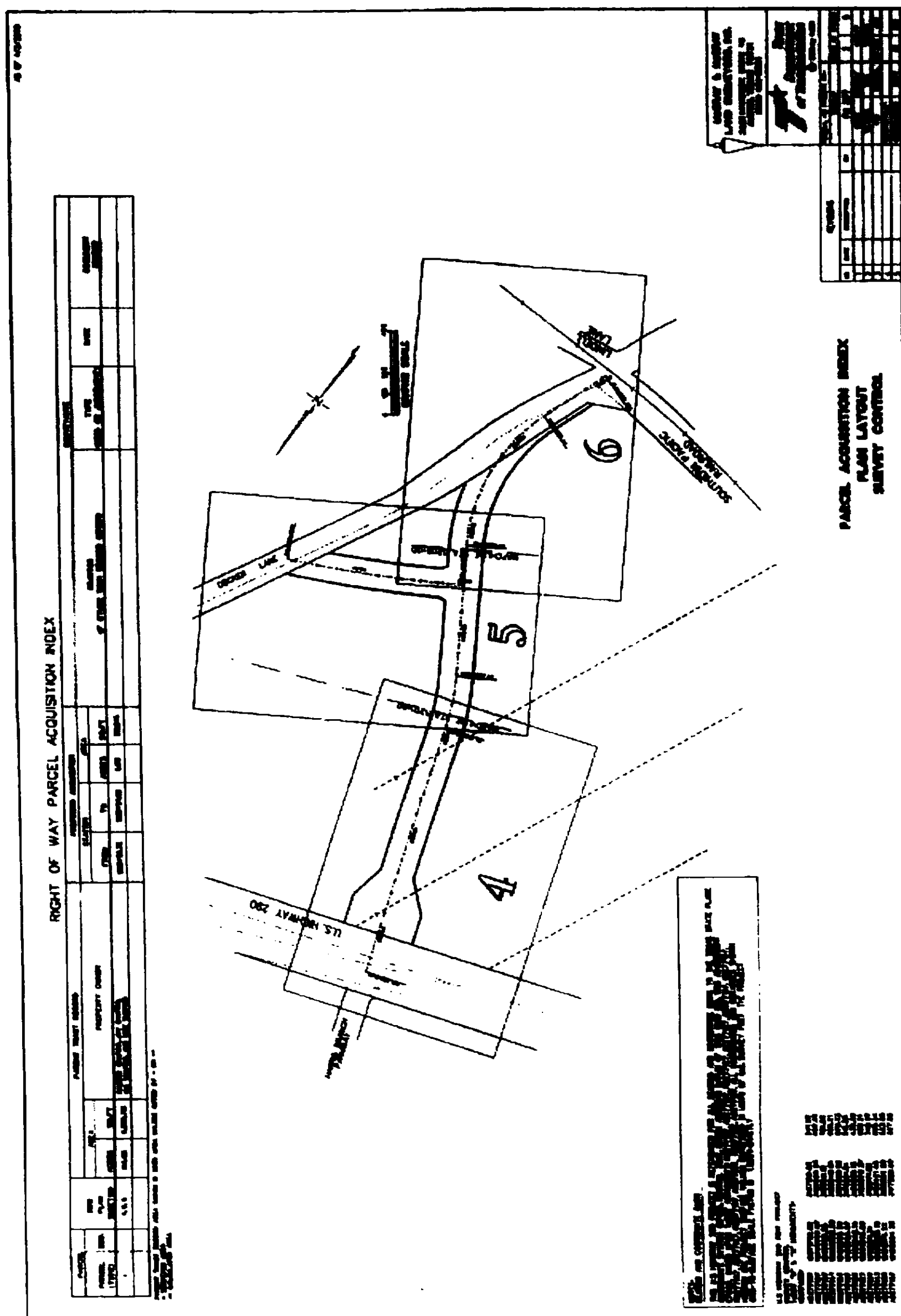


CSJ #3277-01-019 (ROW)

District # 14

Code Chart 64 #50227

FM 3177 at US 290

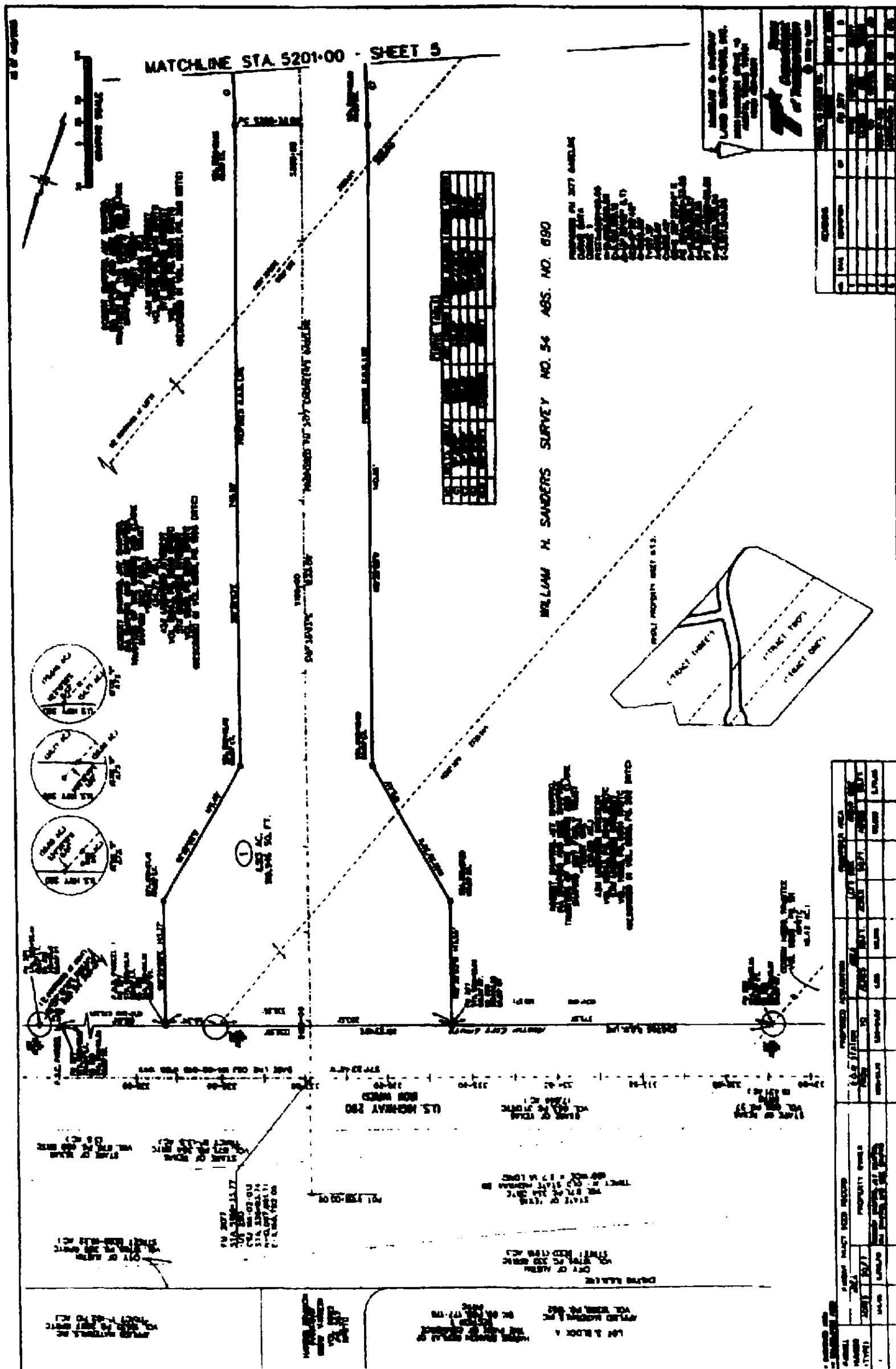


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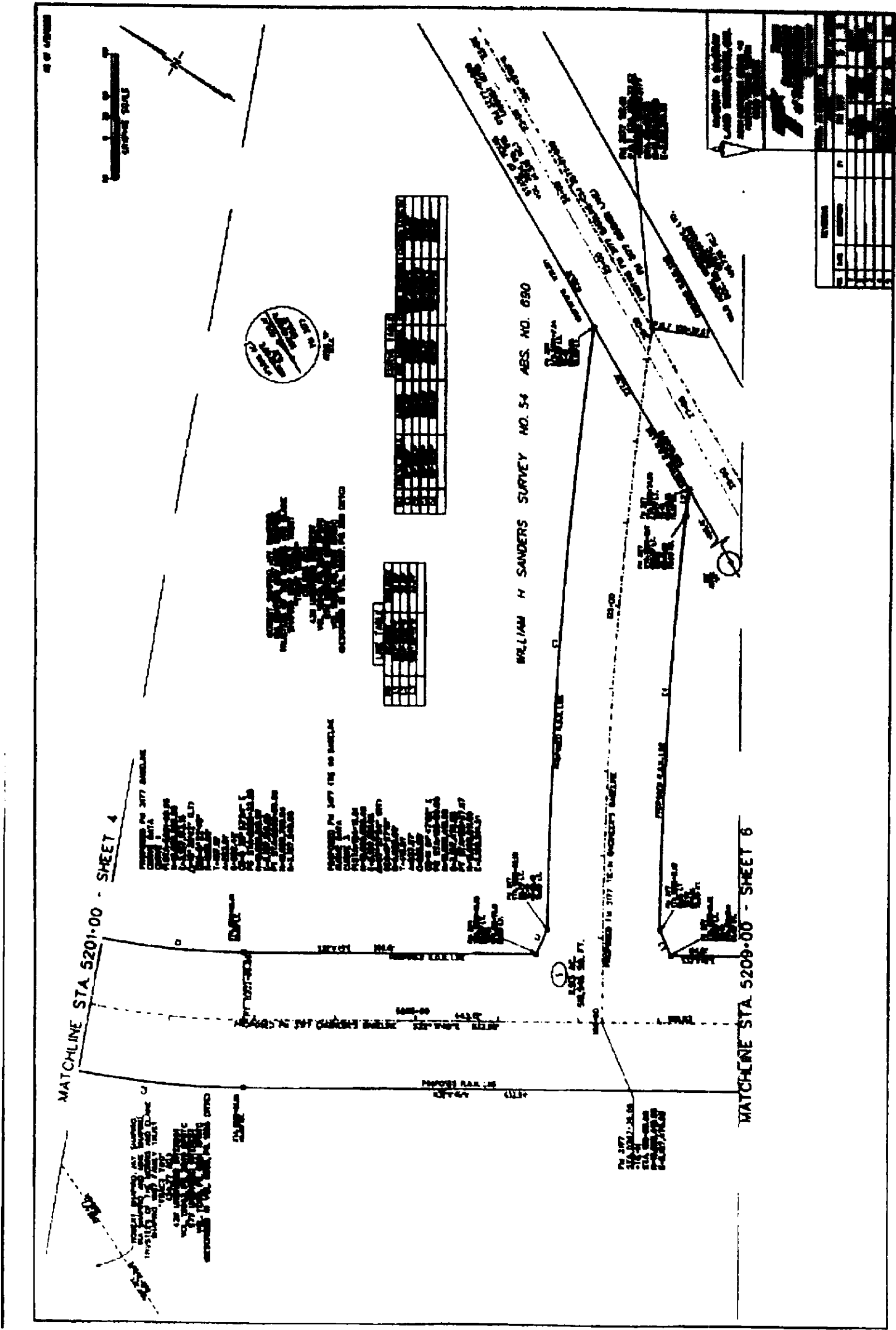
District # 14

Code Chart 64 #50227

FM 3177 at US 290



CSJ #3277-01-019 (ROW)
District # 14
Code Chart 64 #50227
FM 3177 at US 290



Page 1 of 10
Parcel 1
April 2, 2008

County: Travis
Parcel No.: 1
Highway: F.M. 3177
Project Limits: From: US 290
To: 0.02 miles north of Lindell Lane
Right of Way CSJ: 3277-01-019

DESCRIPTION OF 11.913 ACRES (518,946 SQUARE FEET) OF LAND OUT OF THE WILLIAM H. SANDERS SURVEY NO. 54, ABSTRACT NO. 690, IN TRAVIS COUNTY, TEXAS, SAME BEING A PORTION OF THAT TRACT DESCRIBED AS 30.00 ACRES, TRACT ONE, IN A DEED TO ROBERT SHAPIRO, JAY SHAPIRO, IRA SHAPIRO, AND MIKE SHAPIRO, TRUSTEES OF THE MORRIS AND ELAINE SHAPIRO 1987 FAMILY TRUST, OF RECORD IN VOLUME 12043, PAGE 2049 (43% UNDIVIDED INTEREST), AND VOLUME 11090, PAGE 0001 (57% UNDIVIDED INTEREST), BOTH OF REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS, AND A PORTION OF THAT TRACT DESCRIBED AS 34.77 ACRES, TRACT TWO, IN A DEED OF 43% UNDIVIDED INTEREST TO ROBERT SHAPIRO, JAY SHAPIRO, IRA SHAPIRO, AND MIKE SHAPIRO, TRUSTEES OF THE MORRIS AND ELAINE SHAPIRO 1987 FAMILY TRUST, OF RECORD IN VOLUME 12043, PAGE 2049 (43% UNDIVIDED INTEREST), AND VOLUME 11090, PAGE 0001 (57% UNDIVIDED INTEREST), BOTH OF REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS, AND A PORTION OF THAT TRACT DESCRIBED AS 79.646 ACRES, TRACT THREE, IN A DEED OF 43% UNDIVIDED INTEREST TO ROBERT SHAPIRO, JAY SHAPIRO, IRA SHAPIRO, AND MIKE SHAPIRO, TRUSTEES OF THE MORRIS AND ELAINE SHAPIRO 1987 FAMILY TRUST, OF RECORD IN VOLUME 12043, PAGE 2049 (43% UNDIVIDED INTEREST), AND VOLUME 11090, PAGE 0001 (57% UNDIVIDED INTEREST), BOTH OF REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS,

COMMENCING at a TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) Type 1 concrete monument found in the north line of said 34.77 acre Shapiro tract, same being in the existing south right-of-way (ROW) line of U.S. Highway 290, and in the south line of that tract described as 7.646 acres in a deed to the State of Texas, of record in Volume 663, Page 31, Deed Records, Travis County, Texas, being 60.00 feet right of existing U.S. Highway 290 Baseline Station 344+78.36;

THENCE, with the north line of said 34.77 acre Shapiro tract and the existing south ROW line of U.S. Highway 290 and the south line of said 7.646 acre State of Texas tract, S71°23'48"W 615.02 feet to a TxDOT Type II concrete monument set for the POINT OF BEGINNING and northeast corner of the herein described tract, same being in the proposed east ROW line of FM 3177, 169.62 feet left of proposed FM 3177 Baseline Station 5189+93.72;

CSJ #3277-01-019 (ROW)
 District # 14
 Code Chart 64 #50227
 FM 3177 at US 290

Page 2 of 10
 Parcel 1
 April 2, 2008

Exhibit ____

THENCE, with the east line of this tract and the proposed east ROW line of FM 3177, crossing said 34.77 acre and 79.646 acre Shapiro tracts, the following six (6) courses, numbered 1 through 6;

- 1) **S18°35'03"E 143.77 feet** to a TxDOT Type II concrete monument set;
- 2) **S11°22'05"W 179.49 feet** to a TxDOT Type II concrete monument set;
- 3) **S18°35'03"E 740.88 feet** to a TxDOT Type II concrete monument set;
- 4) with a curve to the left whose intersection angle is **13°36'41"**, radius is **985.00 feet**, an arc distance of **234.00 feet**, the chord of which bears **S25°23'24"E 233.45 feet** to a TxDOT Type II concrete monument set;
- 5) **S32°11'45"E 360.10 feet** to a TxDOT Type II concrete monument set; and
- 6) **N83°00'12"E 32.88 feet** to a TxDOT Type II concrete monument set on the proposed north ROW line of FM 3177 tie-in;
- 7) THENCE, with a north line of this tract and the proposed north ROW line of FM 3177 tie-in, with a curve to the right whose intersection angle is **06°50'41"**, radius is **6,100.00 feet**, an arc distance of **728.71 feet**, the chord of which bears **N62°15'27"E 728.28 feet** to a TxDOT Type II concrete monument set for the east corner of this tract, same being in the southeast line of said 79.646 acre Shapiro tract and in the existing northwest ROW line of FM 3177 and the northwest line of that tract described as 4.518 acre in a deed to the State of Texas, of record in Volume 3924, Page 518, Deed Records, Travis County, Texas;
- 8) THENCE, with a southeast line of this tract and the southeast said 79.646 acre Shapiro tract and the existing northwest ROW line of FM 3177 and the northwest line of said 4.518 acre State of Texas tract, **S26°45'03"W 227.38 feet** to a TxDOT Type II concrete monument set at a southeast corner of this tract, same being in the proposed south ROW line of FM 3177 tie-in;

THENCE, with a south line of this tract and the proposed south ROW line of FM 3177 tie-in, crossing said 79.646 acre Shapiro tract, the following three (3) courses, numbered 9 through 11:

- 9) **S64°15'59"W 32.46 feet** to a TxDOT Type II concrete monument set;
- 10) with a curve to the left, whose intersection angle is **04°48'10"**, radius is **5960.00 feet**, an arc distance of **499.59 feet**, the chord of which bears **S61°15'56"W 499.44 feet** to a TxDOT Type II concrete monument set; and

Page 3 of 10

Parcel 1

April 2, 2008

Exhibit _____

- 11) **S32°58'46"W 33.34 feet** to a TxDOT Type II concrete monument set on the proposed east ROW line of FM 3177;

THENCE, with the east line of this tract and the proposed east ROW line of FM 3177, continuing across said 79.646 acre Shapiro tract, the following two (2) courses, numbered 12 and 13;

- 12) **S32°11'45"E 104.81 feet** to a TxDOT Type II concrete monument set; and

- 13) with a curve to the right, whose intersection angle is **19°25'10"**, radius is **915.00 feet**, an arc distance **310.12 feet**, the chord of which bears **S22°29'09"E 308.64 feet** to a TxDOT Type II concrete monument set for a southeast corner of this tract, same being in the southeast line of said 79.646 acre Shapiro tract and the existing northwest ROW line of FM 3177 and the northwest line of said 4.518 acre State of Texas tract;

THENCE, with a southeast line of this tract and the southeast line of said 79.646 acre Shapiro tract and the existing northwest ROW line of FM 3177 and the northwest line of said 4.518 acre State of Texas tract, the following three (3) courses, numbered 14 through 16;

- 14) with a curve to the left, whose intersection angle is **01°17'09"**, radius is **2924.82 feet**, an arc distance **65.64 feet**, the chord of which bears **S19°53'37"W 65.64 feet**;

- 15) **S19°15'03"W 624.65 feet** to a 1/2" iron rod found; and

- 16) **S64°14'55"W 28.29 feet** to a TxDOT Type II concrete monument set for the south corner of this tract, same being in the proposed west ROW line of FM 3177 80.00 feet right of proposed FM 3177 Baseline Station 5218+94.62;

THENCE, with the west line of this tract and the proposed west ROW line of FM 3177, crossing said 79.646 acre, 34.77 acre, and 30.00 acre Shapiro tracts, the following seven (7) courses, numbered 17 through 23;

- 17) **N19°15'03"E 225.04 feet** to a TxDOT Type II concrete monument set;

- 18) with a curve to the left, whose intersection angle is **51°26'48"**, radius is **755.00 feet**, an arc distance of **677.93 feet**, the chord of which bears **N06°28'21"W 655.38 feet** to a TxDOT Type II concrete monument set;

- 19) **N32°11'45"W 632.94 feet** to a TxDOT Type II concrete monument set;

- 20) with a curve to the right, whose intersection angle is **13°36'43"**, radius is **1145.00 feet**, an arc distance of **272.02 feet**, the chord of which bears **N25°23'24"W 271.38 feet** to a TxDOT Type II concrete monument set;

CSJ #3277-01-019 (ROW)
 District # 14
 Code Chart 64 #50227
 FM 3177 at US 290

Page 4 of 10
 Parcel 1
 April 2, 2008

Exhibit ____

- 21) N18°35'03"W 740.88 feet to a TxDOT Type II concrete monument set;
- 22) N48°26'38"W 179.43 feet to a TxDOT Type II concrete monument set; and
- 23) N18°35'03"W 143.56 feet to a TxDOT Type II concrete monument set at the northwest corner of this tract, same being in the north line of said 30.00 acre Shapiro tract and the existing south ROW line of U.S. Highway 290 and the south line of said 7.646 acre State of Texas tract;
- 24) THENCE, with the north line of this tract and said 30.00 acre and 34.77 acre Shapiro tracts and the existing south ROW line of U.S. Highway 290 and the south line of said 7.646 acre State of Texas tract, N71°23'48"E 338.95 feet to the POINT OF BEGINNING and containing 11.913 acres (518,946 square feet) within these metes and bounds, more or less.

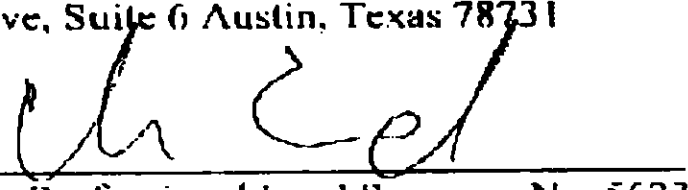
STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
 COUNTY OF TRAVIS §

That I, Chris Conrad, a Registered Professional Land Surveyor, do hereby certify that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

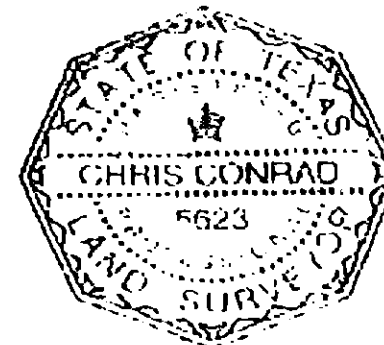
WITNESS MY HAND AND SEAL at Austin, Travis County, Texas, this the 2nd day of April, 2008 A.D.

SURVEYED BY:

McGRAY & McGRAY LAND SURVEYORS, INC.
 3301 Hancock Drive, Suite 6 Austin, Texas 78731
 (512) 451-8591



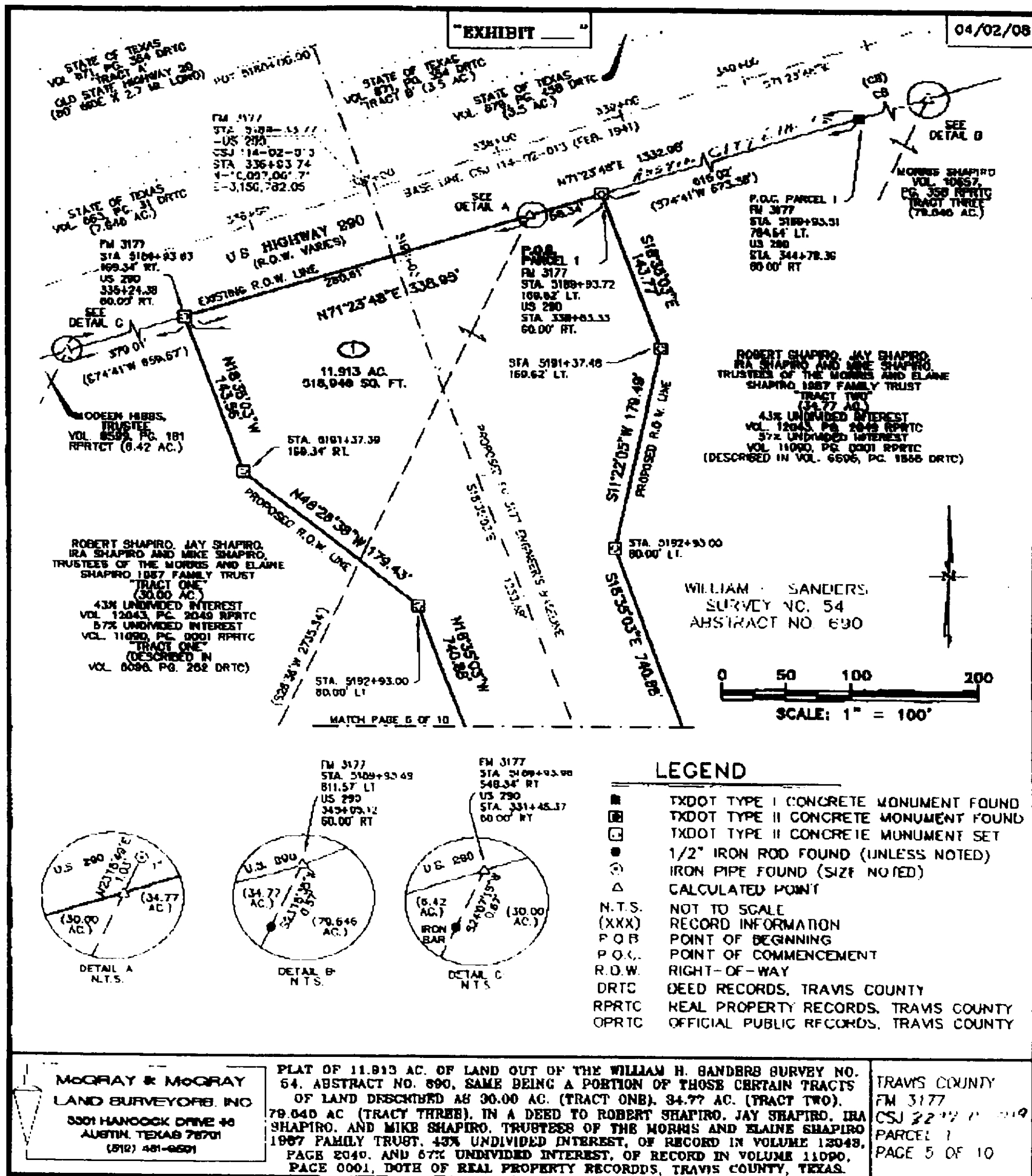
Chris Conrad, Reg. Professional Land Surveyor No. 5623
 Note: There is a plat to accompany this description FM 3177/Parcel 1, 2008



District # 14

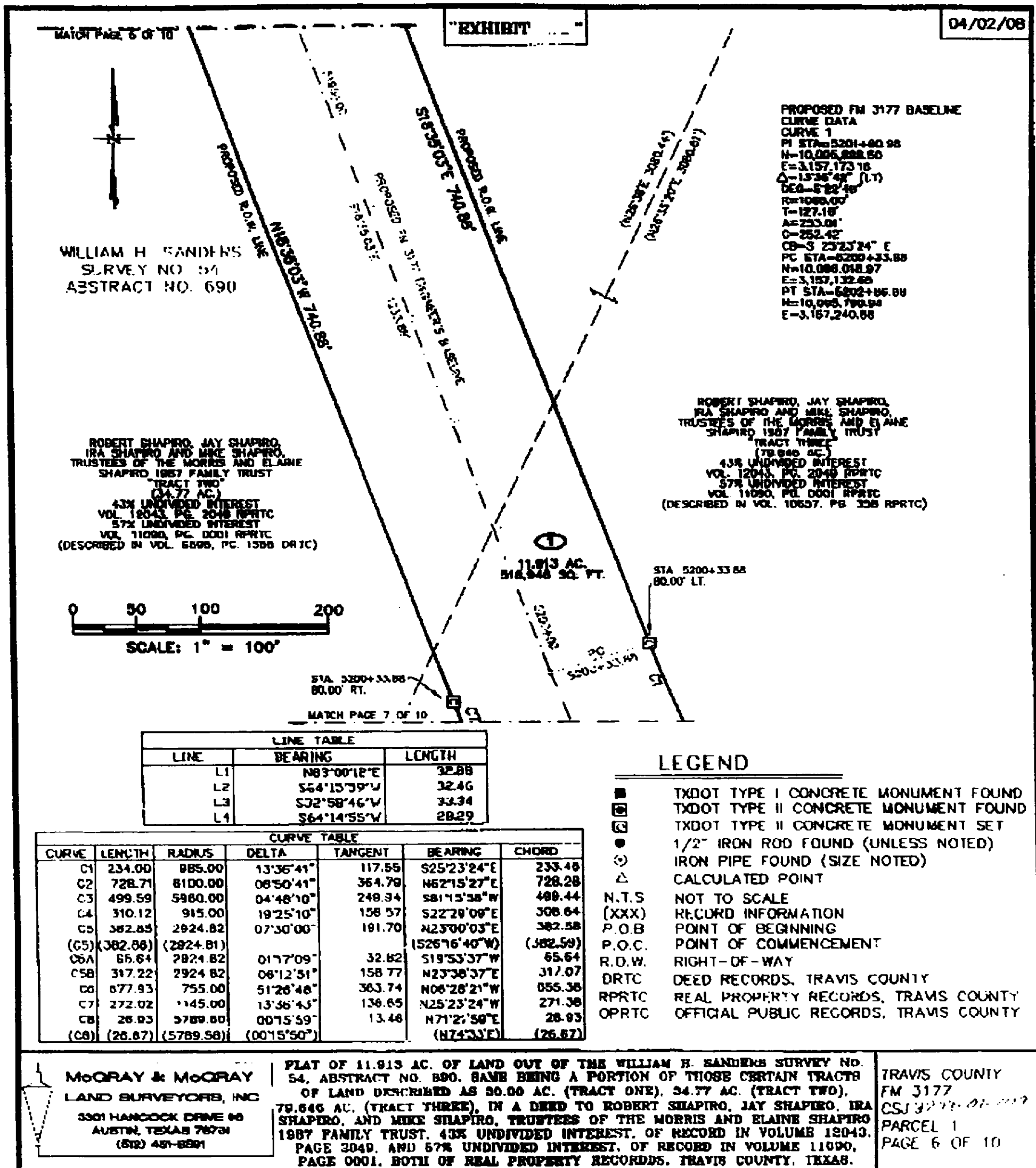
Code Chart 64 #50227

FM 3177 at US 290

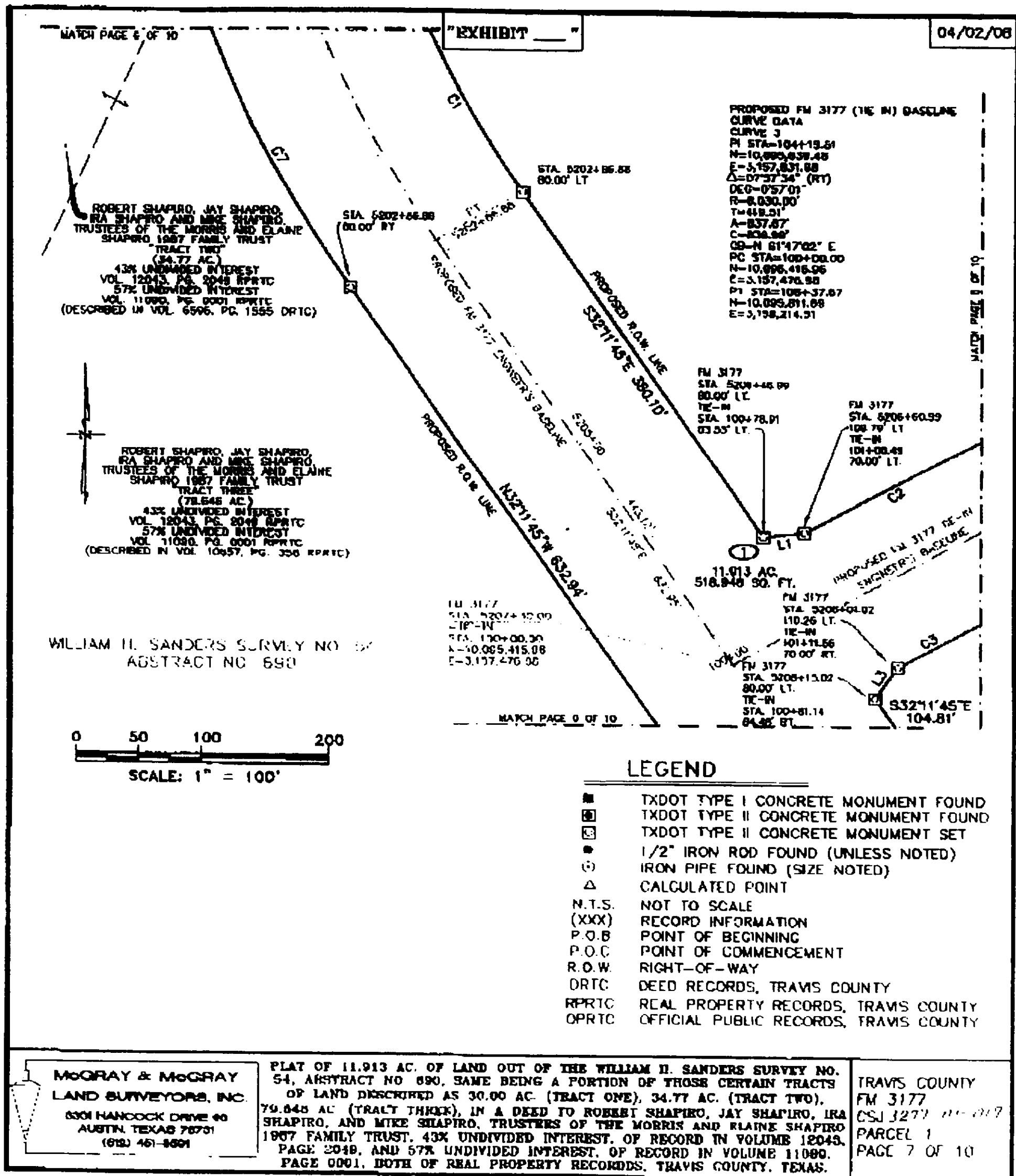


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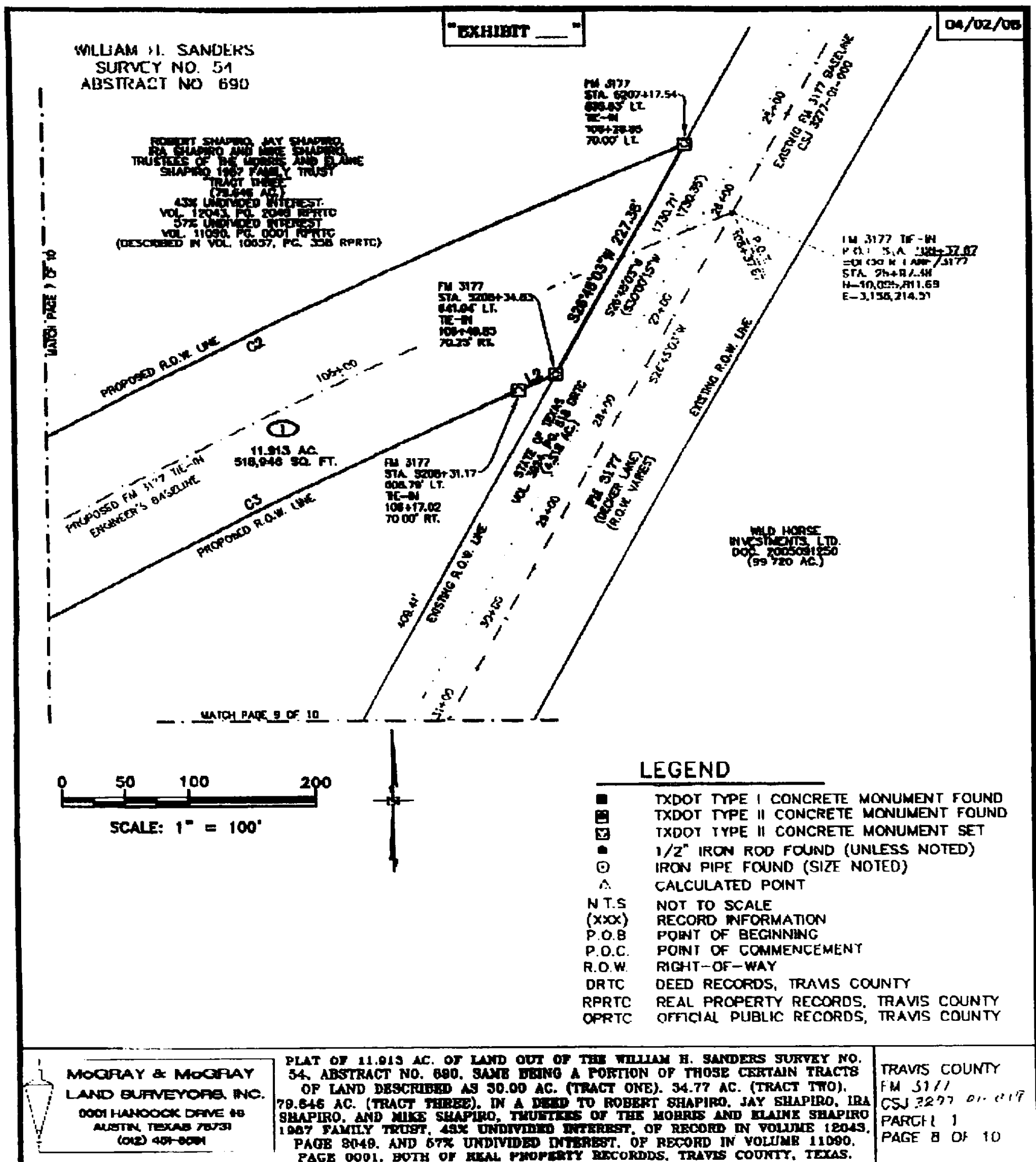
CSJ #3277-01-019 (ROW)
District # 14
Code Chart 64 #50227
FM 3177 at US 290



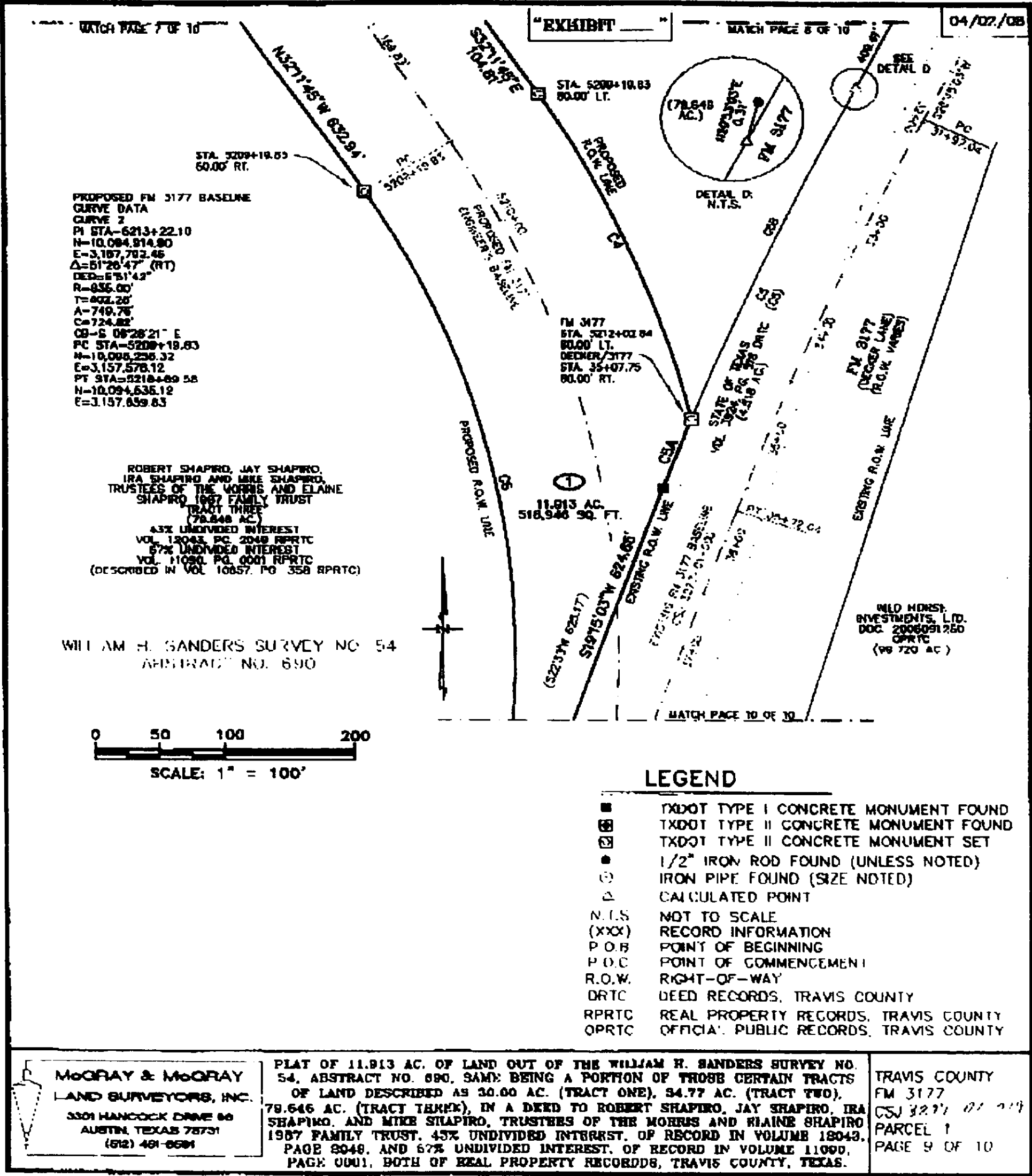
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CSJ #3277-01-019 (ROW)
 District # 14
 Code Chart 64 #50227
 FM 3177 at US 290



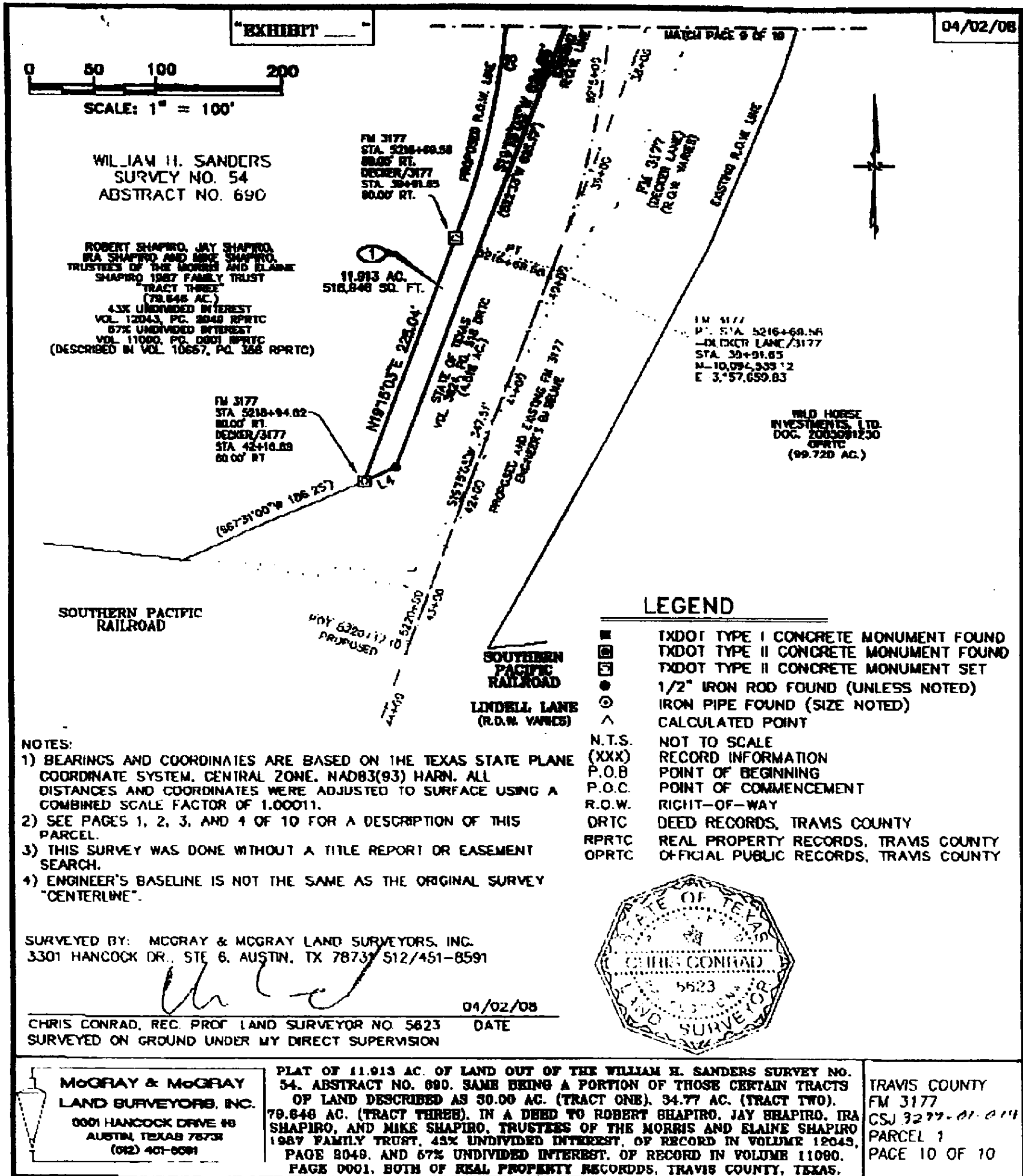
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CSJ #3277-01-019 (ROW)

District # 14

Code Chart 64 #50227

FM 3177 at US 290



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21

Travis County Commissioners Court Agenda Request

Voting Session : July 29, 2008
(Date)

Work Session: _____
(Date)

I. A. Request made by: Sherri E. Fleming Phone: 854-4100
(Signature of Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text:

Receive Midyear Report from Austin Travis County Health and Human Services
Department on Services Provided through Interlocal with City of Austin.

C. Approved by: _____
Signature of Commissioner(s) or County Judge

Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda
Request
(Original and eight copies)

B. Please list all of the agencies or officials' names and telephone numbers that might be
affected or be involved with the request. Send a copy of this Agenda Request and
backup to them:

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (854-9106)

- ___ Additional funding for any department or for any purpose
___ Transfer of existing funds within or between any line item budget
___ Grant

Human Resources Department (854-9165)

- ___ A change in your department's personnel (reclassifications, etc.)

Purchasing Office (854-9700)

- ___ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

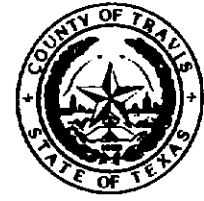
- ___ Contract, Agreement, Policy & Procedure

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AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



Austin/Travis County Health and Human Services Department



OFFICE OF THE DIRECTOR

P.O. Box 1088

Austin, Texas 78767

(512) 972-5010 Fax (512) 972-5016

M E M O R A N D U M

TO: Sherri Fleming, Executive Manager
Travis County, Health, Human Services, and Veteran Affairs

FROM: Shannon Jones, Acting Director
Health and Human Services Department

DATE: May 15, 2008

SUBJECT: FY 2009 County Mid-Year Reports

Attached are the required Mid-Year County reports. You will note that at mid-year, the expenses are approximately 3.9% under the cost model for this year. Performance at mid-year is ahead of the anticipated levels in some categories, slightly behind in others. You may recall, back in December, we identified a number of performance areas where we anticipated the results would be different from those previously forecasted due to changes in state requirements and other reasons.

Please let me know when we might expect to be scheduled for a presentation to the County Commissioners. If you have any questions or need additional information, please contact me at 972-5410 or Melanie Miller at 972-5045.

A handwritten signature in cursive script, likely belonging to Shannon Jones.

Shannon Jones, Acting Director
Health and Human Services Department

cc: Kathleen Haas, Travis County HHS
Dorinda Pulliam, Assistant Director, Animal Services & Administrative Services
Dr. Philip Huang, Medical Director / Health Authority
Melanie Miller, Chief Administrative Officer, Financial Services

ATTACHMENTS

FY08 Public Health Interlocal Agreement
March 2008 Report

Program	Program Total	FY08 Revenues	Total with Revenues	County Total	City Total	Year-to-Date Expenses through Mar 2008	Year-to-Date Allocation through Mar 2008	Year-to-Date Revenues through March 2008	Net Total	Basis of Allocation	YTD County Portion	Difference between Prorated County Total and YTD County Portion	Percent Difference
Public Health Program Costs													
HIV Outreach & Prevention	802,142		802,142	204,156	593,987	348,252	29,603		377,955	% of Population (25.95%)	98,053	6,025	2.9%
Immunization	1,067,957		1,067,957	277,135	790,822	376,701	32,022		408,723	% of Population (25.95%)	106,064	32,504	11.7%
Sexually Transmitted Disease	1,554,705	(118,800)	1,435,905	372,617	1,063,288	741,903	63,066	(55,091)	749,878	% of Population (25.95%)	194,593	(8,285)	-2.2%
Disease Surveillance	696,676		696,676	180,768	515,889	255,371	21,708		277,079	% of Population (25.95%)	71,902	18,492	10.2%
Tuberculosis Elimination	1,055,341	(5,000)	1,050,341	272,554	777,778	422,718	35,933	(2,117)	456,534	% of Population (25.95%)	118,471	17,811	6.5%
Disease and Injury Prevention	724,771		724,771	184,018	536,693	385,672	32,784		418,456	% of Population (25.95%)	108,589	(14,550)	-7.7%
Teen Preg, Prev & Family Planning Educ	164,735		164,735	45,749	121,986	114,952	9,772		124,724	% of Population (25.95%)	32,366	(10,991)	-25.7%
Information, Referral & Permitting	395,977		395,977	45,525	349,352	164,560	13,989		178,549	% FFE (DN Include Munis)	21,024	2,289	4.9%
Health and Safety Code Compliance (CCP)	2,830,893		2,830,893	333,326	2,497,566	1,162,216	98,795		1,261,011	% FFE (DN Include Munis)	148,482	18,182	5.5%
Rodent/Vector Control & Nuisance Abatement	481,459		481,459	124,939	356,521	242,955	20,653		263,608	% of Population (25.95%)	68,406	(5,937)	-4.8%
Health Connection Van/Outreach	7,212		7,212	1,871	5,340	5,592	475		6,067	% of Population (25.95%)	1,574	(639)	-34.1%
Vital Records	714,577	(1,292,972)	(578,395)	(150,353)	(428,301)	298,393	25,365	(597,587)	(273,829)	% of Population (25.95%)	(71,059)	(3,988)	2.7%
Sickle Cell Contract	132,241		132,241	32,241	100,000	58,490	-		58,490	current share	11,472	4,649	14.4%
Total	10,828,687	(1,416,772)	9,211,915	1,930,995	7,280,920	4,577,775	384,164	(654,795)	4,307,144		909,937	55,580	2.9%
Animal Services Program Costs													
Animal Control (including Rabies and Dispa	1,846,937		1,846,937	390,324	1,256,613	697,447	59,287		756,734	% of activities (23.7%)	179,346	15,816	4.1%
Prevention (former No Kill Millenium)	871,920		871,920	61,034	810,886	406,070	34,518		440,588	% of Animals (7%)	30,841	(324)	-0.5%
Shelter Services	3,014,916		3,014,916	211,044	2,803,872	1,228,558	104,264		1,330,822	% of Animals (7%)	93,158	12,365	5.9%
Spay/Neuter Clinic	205,000		205,000	50,030	155,000	57,276	-		57,276	current share	6,162	18,838	37.7%
Total	5,703,773		5,703,773	712,403	4,991,371	2,387,361	198,069		2,585,420		308,507	46,695	6.6%
Coyote Abatement Agreement Credit													
				(10,000)							(5,000)	-	0.0%
Total	16,332,460	(1,416,772)	14,915,688	2,633,397	12,272,291	6,965,128	582,233	(654,795)	6,892,564		1,214,444	102,255	3.9%

Note: 3 County Direct expenses supplied by County Planning and Budget Office

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments
Program-wide					
HIV Outreach & Prevention	medical case management units	12,000	8,003	133%	Outreach to homeless clients has resulted in this increase
	outreach education units	7,200	2,890	80%	Result of temporary staffing shortage, now resolved
	Hep C surveillance cases	2,400	240	20%	As previously communicated, Hep C reporting has changed by law twice, with the most recent change in March '07; currently, only acute confirmed Hep C cases reported; the value of 145 for this quarter is taken from HHSD Epi Report and is "new diagnosis" Hep C reports
	education meetings for Hep C prevention stakeholders	4	2	100%	
	provider and patient requests for information	600	112	37%	Difficult to predict requests for information
Immunization					
	number of flu clinics including 2 drive-through clinics	9	14	311%	More flu clinics held in Oct-Dec than estimated
	audits conducted	200	48	48%	As previously communicated, number of audits conducted based on state guidelines, and because these guidelines have changed, the result is fewer audits

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments			
	conduct vaccine preventable disease investigations within deadline	100%	100%	100%				
	education and awareness sessions	15	12	160%	More demand from community than expected; also emphasizing promotion of new adult clinic through these sessions			
	immunizations at Shots for Tots Clinic	39,500	24,769	125%	Higher than target due to opening of third clinic			
Sexually Transmitted Disease	visits at RBJ Health Center	13,306	6,247	94%				
	interviews with newly infected HIV and Syphilis cases	480	192	80%	Staffing shortages had an impact on this measure; because positions difficult to fill, may not meet target			
	investigations	3,400	1,847	109%				
	units of service - social work interventions	400	N/A		As previously communicated, this measure needs to be eliminated because social work services are not provided in this program			
Disease Surveillance	STD reports processed	12,000	11,429	190%	Staff addressed backlog second quarter			

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments
	HIV/AIDS reports processed	8,000	4,845	121%	Staff addressed backlog second quarter
	general reportable condition reports processed	1,850	1,350	146%	Continue to see increase in reports, partly due to effort to provide disease reporting education to community providers
	investigations, interventions and control of state reportable general surveillance conditions	1,100	522	95%	
	foodborne illness investigations	8	16	400%	This count includes norovirus investigation within an assisted living facility thought to have originated from a food source
	transport exposure assistance	50	26	104%	
Tuberculosis Elimination	visits	11,000	6,569	119%	Due to the many contact investigations, we had more patient visits for further TB evaluation
	therapy completion rate	90%	100%	111%	
	# of cases and suspects managed	65	27	83%	Number of TB contacts fluctuates and is difficult to project

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments
	# of LTBI managed	1,600	722	90%	
	LTBI therapy completion rate	85%	88%	104%	
	contacts per case evaluated within 7 days	15	42	560%	Investigated large cases with multiple contacts
	tests at RBJ Health Center	2,000	663	66%	We did more contact investigations in the field vs RBJ Health Center
	units of social work service	400	522	261%	Social work staff able to devote nearly twice as much time to TB clients than estimated at budget
Disease and Injury Prevention	community changes relating to physical activity promotion	36	11	61%	Expecting more new Walk Texas sites with the April - June 10-Week Challenge; will increase community changes
	physical activity promotion activities	55	54	196%	These activities vary greatly from month to month; project that there will be fewer in future quarters and will be close to target for the year

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments			
	physical activity promotion encounters	10,000	5,636	113%				
	community changes on healthy nutrition promotion	4	2	100%				
	healthy nutrition promotion activities	40	21	105%				
	healthy nutrition promotion encounters	7,200	3,391	94%				
Health Connection Van/Outreach	blood pressure and blood sugar checks	150	56	75%	More demand for immunizations rather than blood pressure			
	immunizations	1,200	1,096	183%	Increased demand for Immunization services			

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments
	pregnancy tests	75	0	0%	As previously communicated, clients are not requesting this service, most likely because of the availability of over-the-counter testing
	HIV/STD testing	100	0	0%	Van was not available for Communicable Disease team to borrow, but will be able to achieve targeted amount by year-end
	public health education sessions	53	11	42%	Program's health educator reassigned before end of first quarter due to the reduction of grant funds; therefore, forecast no additional health sessions in this program this fiscal year
	mobile van services	3,000	1,552	103%	
Vital Records	birth registrations	22,709	11,343	100%	Reflective of actual occurrence of birth
	archive amendments	1,393	378	54%	As provided through the State--these are archiving of amendments to original records
	death registrations	4,634	2,399	104%	Reflective of actual occurrence of death
	medical amendment	166	125	151%	As provided through the State--these are archiving of medical amendments to original death records
	birth issuance	49,096	21,133	86%	Birth issuance is being impacted by the constant changes in requirements by the Passport office.
	death issuance	5,534	2,678	97%	Reflective of actual occurrence of death
	death issuance additional	39,644	20,339	103%	Reflective of actual occurrence of death
	acknowledgement of paternity	-	5		As required by non-institutional births

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments
	reports of death	2,559	1,974	154%	Reflective of actual occurrence of death
	burial/transit/cremation permits	1,240	1,019	164%	Reflective of actual occurrence of death
	misc document audits	-	37		As occurs count
	technical assistance	1,129	199	35%	As occurs count - this is a non-legislative year, which reduces the number of requests
	reports	188	94	100%	As occurs count
	training	3	1	67%	As occurs count
County Only					
Immunization	provision of immunization services to County residents at North, Central, and South County sites	3	3	100%	There are three County sites: St. Johns, Rosewood, and Far South (noncumulative measure)
	number of flu clinics including 2 drive-through clinics	2	7	350%	More clinics than estimated held Oct-Dec - we provided 6 at Burger Center and 1 at Travis Co Expo Center
Sexually Transmitted Disease	visits at Del Valle and Gardner Betts	900	391	87%	Numbers are lower because one staff person was on leave

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments			
Disease Surveillance	transport exposure assistance	12	6	100%				
Sickle Cell	Number of county clients provided with the health screening services.	250	67	54%	Contract with the Sickle Cell Association of Austin was finalized in December 2007. The agency is aware of the performance measures and committed to achieve them 100% by the end of the fiscal year.			
	Number of county clients provided with the health education.	250	67	54%	Contract with the Sickle Cell Association of Austin was finalized in December 2007. The agency is aware of the performance measures and committed to achieve them 100% by the end of the fiscal year.			
Teen Preg, Prev & Family Planning Educ	sexuality education and skill development encounters to youth at TC Juvenile Detention Facility	1,000	769	154%	Includes classes taught by partners, whom we have trained and assisted			
Information, Referral & Permitting								
Health and Safety Code Compliance (CCP)	retail food establishments permitted	340	215	126%	Includes mobile vendor, which has increased in the County			

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments
	<i>retail food establishments inspections and investigations</i>	750	354	94%	
	<i>food borne illness investigations</i>	20	7	70%	
	<i>swimming pool permits</i>	160	100	125%	Most pool permits processed in winter months
	<i>swimming pool investigations</i>	160	4	5%	More activity in spring and summer
	<i>custodial care inspections</i>	140	55	79%	Demand based, performed as requested when licensing is due
	<i>junkyard and automotive wrecking permits and inspections</i>	1	1	200%	
	<i>public nuisance complaint investigations, received/completed</i>	665	281	85%	
	<i>complaints/requests received</i>	700	311	89%	
	<i>miscellaneous health related inspections</i>	2	0	0%	
Rodent/Vector Control & Nuisance Abatement	<i>complaints and requests, received/completed</i>	275	23	17%	More activity in spring and summer

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments
	<i>total field activities</i>	2,000	336	34%	More activity in spring and summer
AAQL - Health Disparities	<i>Preventive Health Education</i>	500	0	0%	Activity scheduled for later in fiscal year
	<i>Preventive Hypertension</i>	500	81	32%	More emphasis on cancer prevention
	<i>Preventive Cancer</i>	500	781	312%	
	<i>Clients served by Prevention Team</i>	650	331	102%	
	<i>Percent Showing Increase Awareness</i>	90%	0	0%	Will post when education classes (above) conducted
Animal Services					
Animal Control (including Rabies and Dispatch)	<i>number of field activities</i>	6,900	2,173	63%	Activity will increase in spring and summer
	<i>percent of field activities</i>	28%	18%	64%	County activity is expected to increase by year-end
	<i>percent of field activities completed</i>	92%	95%	103%	
	<i>average response time (in minutes)</i>	40	137	685%	This is higher than target due to hiring and training of new staff

FY08 2nd Quarter Performance Report

Program	Annual Performance Measure	FY08 Budget	FY08 YTD through March	Through March actual as a % of Prorated Budget	Comments			
Shelter Services	<i>number of animals sheltered</i>	2,195	701	64%	Activity will increase in spring and summer			
	<i>percent of animals sheltered</i>	9%	6%	67%				
Prevention: Spay/Neuter Clinic	<i>number of animals sterilized</i>	360	99	55%	Activity will increase with summer clinics			

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TRAVIS COUNTY COMMISSIONERS COURT

AGENDA REQUEST

Please consider the following item for: (fill in date of meeting in blank)

VOTING SESSION July 29, 2008 EXEC. SESSION _____

I. A. Request made by [Signature]

Susan Spataro, County Auditor PH# 49125

B. Requested Text:

See.

Receive and discuss as necessary the Third Revenue Estimate for the FY 2009 Budget Process

County Judge or Commissioner

II. A. Is backup material attached: Yes X No _____

Any backup material to be presented to the Court must be submitted with this Agenda Request (original and eight copies)

B. Have the agencies affected by this request been invited to attend the Voting Session?
Yes X No _____ Please list those contacted and their phone numbers:

<u>Rodney D. Rhoades, Exec Mgr, PBO</u>	<u>X 49465</u>
<u>Leroy Nellis, Budget Manager</u>	<u>X 49066</u>

III. PERSONNEL

_____ A change in your department's personnel

IV. BUDGET REQUESTS

If your request involves any of the following please check appropriately:

- _____ Additional funding for your department
- _____ Transfer of funds within your department budget
- _____ A change in your department's personnel

All agenda requests and backup materials must be submitted to County Judge's office by Monday, 5:00 p.m. for next week's meeting.

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

To: Commissioners Court

From: Susan Spataro
County Auditor *SS*

Subject: Third Revenue Estimate

Date: July 21, 2008

We have for you the Third Revenue Estimate for the FY 2009 budget process. The one item that I do want to highlight is that the tax rate used is 41.25 cents, which is 2.5% above the Effective Tax Rate of 40.24 cents. The change to this new rate was made at the request of Planning and Budget (PBO). We do not yet have the certified tax roll, so the final tax rate figures will likely change in the next Revenue Estimate. As you know, actual property values will change even after the certified property roll that we will receive on or before July 25th.

General Fund

The total General Fund is \$438.65 million, an increase of \$5.18 million from the Second Estimate. The Beginning Balance rose \$1.85 million, with this increase driven mostly by a reduction in PBO's forecast of current year expenditures. General Fund current revenues rose \$3,334,500 from the Second Revenue Estimate. The Operations & Maintenance segment of the tax rate is set at 33.80 cents, up from 33.33 cents in the Second Estimate.

Significant changes from the Second Revenue Estimate include:

- At the request of PBO, we have included Budget Request packages for JP5 (one FTE) and for Counseling and Education Services (one FTE).
- We have added \$2.3 million for higher fees and increased transports by StarFlight. My inclusion of this revenue anticipates the City of Austin's acceptance of these changes. If the City Council does not agree, then this revenue could be taken out in a later Revenue Estimate.

- The fee increases for Counseling and Education Services approved by the Court on July 15th have been added to the Estimate.
- We have made some corrections to line items based upon new information, the largest change being an increase in the anticipated FY 2009 revenue from the Central Booking contract.

Other Funds

- The Risk Management Fund and Employees Health Fund have been included in this Revenue Estimate. The Health Fund is, of course, at this point based upon current enrollment. In the Fifth (September's) Revenue Estimate, we will revise this Fund for FY 2009 to reflect actual open enrollment results.
- The Debt Service part of the tax rate is set at 7.45 cents, up from 7.36 cents in the last Estimate. Capital Projects Funds' balances are in general the projects' closing balances at the end of the last month.

I need to stress that we are experiencing a period of level—or even decreasing—revenues in some areas. For example, Interest is down, County Clerk Recording revenue is off \$1 million as construction falls off, and revenue from TNR development permits is down. It is a reality that not all revenue line items experience annual increases, particularly in weaker economic times when people put off discretionary expenses and when people who commit crimes can't pay the fines and fees. That being the case, we will continue to adjust revenue line items—either up or down—to accord to what we see happening. My goal is to provide you with my best estimate of next year's revenue

attachment

July 21, 2008

Susan A. Spataro, CPA, CMA
County Auditor

TRAVIS COUNTY AUDITOR'S OFFICE FY 2009 REVENUE ESTIMATE

	FY 2008 Budget	Third Revenue Estimate	
	<u>\$437,592,852</u>	<u>\$438,648,907</u>	
GENERAL FUND			
BEGINNING BALANCE	\$72,063,810	\$54,657,574	
CURRENT PROPERTY TAXES	285,966,541	305,232,271	
OTHER REVENUES	79,562,501	78,759,062	Page
LAW LIBRARY FUND	788	1,256,218	3
DISPUTE RESOLUTION CENTER FUND	413,156	436,757	3
VOTER REGISTRATION FUND	760	218,832	3
JUVENILE FEE FUND	345,540	371,983	3
JIAEP FUND	654	1,840,850	3
CTY CLERK RECORDS MGMNT & PRESERV FUND	1,651,065	1,216,053	4
LCRA-TO PARKS CIP FUND	9,126	2,373,317	4
RECORDS MGMNT & PRESERVATION FUND	506,478	529,435	4
COURTHOUSE SECURITY FUND	25,262	2,477,428	4
COURT REPORTER FUND	520,981	490,657	4
JUVENILE DEFERRED PROSECUTION FUND	52,416	59,686	4
BALCONES CANYONLAND PRESERVATION FUND	26,515,358	10,154,434	5
LEOSE COMMISSIONERS COURT FUND	2,332	1,785	5
JUVENILE DELINQUENCY PREVENTION FUND	99	124	5
PROFESSIONAL PROSECUTORS FUND	15,416	55,416	5
MARY QUINLAN PARK FUND	277,449	274,467	5
JUDICIARY FEE FUND-PROBATE	104,110	297,692	5
JUSTICE COURT TECHNOLOGY FUND	998,444	971,811	6
TRUANCY COURT FUND	113,873	198,934	6
DISTRICT CLERK RECORDS MGMT FUND	326,322	419,461	6
ELECTIONS CONTRACT FUND	513,082	1,627,500	6
COUNTY CLERK ARCHIVAL FUND	1,361,581	1,279,327	6
FAMILY PROTECTION FUND	67,857	57,021	6
DRUG COURT PROGRAM FUND	169,762	165,274	7
PROBATE GUARDIANSHIP FUND	68,800	127,576	7
VITAL STATISTIC PRESERVATION FUND	22,150	26,573	7
FIRE CODE FUND	270,718	195,221	7
CHILD ABUSE PREVENTION FUND	222	646	7
JUSTICE CT BUILDING SECURITY FUND	119,450	171,297	7
HEALTH FOOD PERMITS	0	148,660	8
ROAD AND BRIDGE FUND	589,476	24,016,023	8
DEBT SERVICE FUND	80,707,196	81,743,703	8
TX EXPOSITION AND HERITAGE CENTER FUND	126,601	1,490,619	8
RISK MANAGEMENT FUND	18,491,123	18,967,352	8
EMPLOYEE HEALTH BENEFIT FUND	10,583,196	68,140,897	8
CAPITAL PROJECT FUNDS	171,655,886	135,211,941	10

Tax Rate=	41.25	cents
M&O	33.80	
Debt Service (I&S)	7.45	

Prepared by Auditor's Office, Financial Services Division

FY 2009 Revenue Estimate - General Fund

		FY 2008 Budget	Third Revenue Estimate	Difference from FY 2008
T Y P E	Beginning Balance Total	\$ 72,063,810	\$54,657,574	\$ (17,406,236)
	Taxes	\$297,486,541	\$317,265,271	19,778,730
	Intergovernmental	1,721,973	1,594,209	(127,764)
	Charges for Services	48,483,418	51,387,126	2,903,708
	Fines	902,948	852,468	(50,480)
	Interest Income	11,339,850	7,448,300	(3,891,550)
	Miscellaneous Revenue	2,223,825	2,020,805	(203,020)
	Other Financing Sources	3,370,487	3,423,154	52,667
	New Revenue	\$ 365,529,042	\$383,991,333	\$ 18,462,291
	Total Resources	\$ 437,592,852	\$438,648,907	\$ 1,056,055
D E P A R T M E N T	Beginning Balance Total	\$ 72,063,810	\$54,657,574	\$ (17,406,236)
	County Auditor	\$120,825	\$118,024	(2,801)
	County Treasurer	502,234	517,913	15,679
	Tax Collector	300,055,357	319,931,053	19,875,696
	PBO	9,821,471	6,269,169	(3,552,302)
	Commissioner's Ct Gen Adm	9,766,886	10,337,526	570,640
	Human Resources	5,000	5,000	0
	Info. & Telecomm. Systems	1,628,500	1,628,500	0
	Facilities Management	110,097	104,097	(6,000)
	Purchasing	320,000	320,000	0
	County Attorney	2,715,202	2,357,644	(357,558)
	County Clerk	7,993,302	7,094,802	(898,500)
	District Clerk	2,395,110	2,453,500	58,390
	Civil Courts	270,000	270,000	0
	District Attorney	944,973	308,563	(636,410)
	Criminal Courts	604,767	593,525	(11,242)
	Probate Court	110,565	117,947	7,382
	Justice of Peace 1	184,023	238,400	54,377
	Justice of Peace 2	506,530	506,069	(461)
	Justice of Peace 3	506,695	420,520	(86,175)
	Justice of Peace 4	167,544	196,578	29,034
	Justice of Peace 5	300,539	319,097	18,558
	Constable 1	454,300	440,500	(13,800)
	Constable 2	862,319	821,877	(40,442)
	Constable 3	755,000	830,517	75,517
	Constable 4	351,920	351,920	0
	Constable 5	2,295,750	2,551,500	255,750
	Sheriff	8,020,498	8,003,827	(16,671)
	Medical Examiner	1,554,008	1,873,040	319,032
	CSCD	4,100	4,500	400
	TCCES	1,510,478	1,522,441	11,963
	Pretrial Services	528,000	510,000	(18,000)
	Juvenile Court	571,100	676,095	104,995
	Emergency Services	205,000	427,000	222,000
	Trans. & Natural Resources	3,496,755	3,305,664	(191,091)
	Records Mgmt & Comm Res.	5,449	5,400	(49)
	Health and Human Services	819,125	314,470	(504,655)
	Emergency Medical Services	4,636,853	7,770,888	3,134,035
	Civil Courts/Legal Mandate	53,767	53,767	0
	Criminal Courts/Legal Mandate	375,000	420,000	45,000
	New Revenue	\$ 365,529,042	\$383,991,333	\$ 18,462,291
	Total Resources	\$ 437,592,852	\$438,648,907	\$ 1,056,055

FY 2009 Revenue Estimate - Other Funds/Debt Service

<u>Fund Name</u>	<u>Fund #</u>	<u>Revenue Type</u>	<u>FY 2008 Budget</u>	<u>Third Revenue Estimate</u>	<u>Difference from FY 2008</u>
Law Library Fund	011	Beginning Balance	\$519,788	\$396,218	(123,570)
		Charges for Services	854,000	845,000	(9,000)
		Interest Income	28,000	15,000	(13,000)
		New Revenue	882,000	860,000	(22,000)
		Total Resources	\$1,401,788	\$1,256,218	(145,570)
Dispute Resolution	016	Beginning Balance	\$42,166	\$41,132	(1,034)
		Charges for Services	322,125	346,404	24,279
		Interest Income	3,800	3,356	(444)
		Miscellaneous Revenue	3,400	4,200	800
		Other Financing Sources	41,665	41,665	0
		New Revenue	370,990	395,625	24,635
Total Resources	\$413,156	\$436,757	23,601		
Voter Registration	018	Beginning Balance	\$0	\$85,698	85,698
		Intergovernmental	96,944	115,352	18,408
		Other Financing Sources	24,816	15,782	(9,034)
		New Revenue	121,760	131,134	9,374
		Total Resources	\$121,760	\$216,832	95,072
Juvenile Fee	021	Beginning Balance	\$311,540	\$343,983	32,443
		Charges for Services	21,000	19,000	(2,000)
		Interest Income	13,000	9,000	(4,000)
		New Revenue	34,000	28,000	(6,000)
		Total Resources	\$345,540	\$371,983	26,443
Juvenile Justice Alternative Education Program (JJAEP)	023	Beginning Balance	\$1,863,341	\$1,519,337	(344,004)
		Intergovernmental	50,000	77,000	27,000
		Interest Income	65,000	55,000	(10,000)
		Other Financing Sources	189,313	189,313	0
		New Revenue	304,313	321,313	17,000
Total Resources	\$2,167,654	\$1,840,650	(327,004)		

FY 2009 Revenue Estimate - Other Funds/Debt Service

<u>Fund Name</u>	<u>Fund #</u>	<u>Revenue Type</u>	<u>FY 2008 Budget</u>	<u>Third Revenue Estimate</u>	<u>Difference from FY 2008</u>
CC. Records Management & Preservation	028	Beginning Balance	\$386,065	\$149,553	(236,512)
		Charges for Services	1,255,000	1,056,500	(198,500)
		Interest Income	10,000	10,000	0
		Other Financing Sources	0	0	0
		New Revenue	1,265,000	1,066,500	(198,500)
		Total Resources	\$1,651,065	\$1,216,053	(435,012)
CC. Records Management & Preservation - FY 2008 Budget - \$1,651,065 - FY 2009 Revenue Estimate - \$1,216,053 - Difference - \$435,012					
LCRA-TC Parks CIP	029	Beginning Balance	\$2,445,783	\$2,535,428	89,645
		Charges for Services	237,343	237,889	546
		Interest Income	75,000	100,000	25,000
		New Revenue	312,343	337,889	25,546
		Total Resources	\$2,758,126	\$2,873,317	115,191
LCRA-TC Parks CIP - FY 2008 Budget - \$2,758,126 - FY 2009 Revenue Estimate - \$2,873,317 - Difference - \$115,191					
Records Management & Preservation	030	Beginning Balance	\$189,978	\$204,935	14,957
		Charges for Services	309,000	317,000	8,000
		Interest Income	7,500	7,500	0
		New Revenue	316,500	324,500	8,000
		Total Resources	\$506,478	\$529,435	22,957
Records Management & Preservation - FY 2008 Budget - \$506,478 - FY 2009 Revenue Estimate - \$529,435 - Difference - \$22,957					
Courthouse Security	031	Beginning Balance	\$190,013	\$113,465	(76,548)
		Charges for Services	577,538	511,066	(66,472)
		Interest Income	10,000	12,000	2,000
		Other Financing Sources	1,547,711	1,840,897	293,186
		New Revenue	2,135,249	2,363,963	228,714
Total Resources	\$2,325,262	\$2,477,428	152,166		
Courthouse Security - FY 2008 Budget - \$2,325,262 - FY 2009 Revenue Estimate - \$2,477,428 - Difference - \$152,166					
Court Reporter Service	036	Beginning Balance	\$161,981	\$136,157	(25,824)
		Charges for Services	352,000	350,000	(2,000)
		Interest Income	7,000	4,500	(2,500)
		New Revenue	359,000	354,500	(4,500)
		Total Resources	\$520,981	\$490,657	(30,324)
Court Reporter Service - FY 2008 Budget - \$520,981 - FY 2009 Revenue Estimate - \$490,657 - Difference - \$30,324					
Juvenile Deferred Prosecution	037	Beginning Balance	\$43,416	\$52,189	8,773
		Charges for Services	8,000	6,500	(1,500)
		Interest Income	1,000	1,000	0
		New Revenue	9,000	7,500	(1,500)
		Total Resources	\$52,416	\$59,689	7,273
Juvenile Deferred Prosecution - FY 2008 Budget - \$52,416 - FY 2009 Revenue Estimate - \$59,689 - Difference - \$7,273					

FY 2009 Revenue Estimate - Other Funds/Debt Service

<u>Fund Name</u>	<u>Fund #</u>	<u>Revenue Type</u>	<u>FY 2008 Budget</u>	<u>Third Revenue Estimate</u>	<u>Difference from FY 2008</u>
Balcones Canyonland Preservation	038	Beginning Balance	\$16,974,679	\$20,740	(16,953,939)
		Intergovernmental	2,499,900	1,736,630	(763,270)
		Interest Income	300,000	100,000	(200,000)
		Miscellaneous Revenue	60,594	341,594	281,000
		Other Financing Sources	6,680,185	7,955,470	1,275,285
		New Revenue	9,540,679	10,133,694	593,015
		Total Resources	\$26,515,358	\$10,154,434	(16,360,924)
LEOSE Comm. Court	041	Beginning Balance	\$1,302	\$733	(569)
		Intergovernmental	1,030	1,050	20
		New Revenue	1,030	1,050	20
		Total Resources	\$2,332	\$1,783	(549)
Juvenile Delinquency Prevention	043	Beginning Balance	\$99	\$124	25
		Charges for Services	0	0	0
		Interest Income	0	0	0
		New Revenue	0	0	0
		Total Resources	\$99	\$124	25
Professional Prosecutors	047	Beginning Balance	\$4	\$4	0
		Other Financing Sources	65,412	65,412	0
		New Revenue	65,412	65,412	0
		Total Resources	\$65,416	\$65,416	0
Mary Quinlan Park	048	Beginning Balance	\$272,449	\$269,467	(2,982)
		Miscellaneous Revenue	5,000	5,000	0
		New Revenue	5,000	5,000	0
		Total Resources	\$277,449	\$274,467	(2,982)
Judiciary Fee-Probate	049	Beginning Balance	\$230,110	\$202,692	(27,418)
		Charges for Services	65,000	87,000	22,000
		Interest Income	9,000	8,000	(1,000)
		New Revenue	74,000	95,000	21,000
		Total Resources	\$304,110	\$297,692	(6,418)

FY 2009 Revenue Estimate - Other Funds/Debt Service

<u>Fund Name</u>	<u>Fund #</u>	<u>Revenue Type</u>	<u>FY 2008 Budget</u>	<u>Third Revenue Estimate</u>	<u>Difference from FY 2008</u>
Justice Court Technology	050	Beginning Balance	\$743,363	\$735,074	(8,289)
		Charges for Services	240,081	219,737	(20,344)
		Interest Income	15,000	17,000	2,000
		New Revenue	255,081	236,737	(18,344)
		Total Resources	\$998,444	\$971,811	(26,633)
Truancy Court	054	Beginning Balance	\$39,113	\$21,905	(17,208)
		Charges for Services	133,657	136,126	2,469
		Interest Income	700	500	(200)
		Other Financing Sources	40,403	40,403	0
		New Revenue	174,760	177,029	2,269
		Total Resources	\$213,873	\$198,934	(14,939)
District Clerk Records Management	055	Beginning Balance	\$230,522	\$326,261	95,739
		Charges for Services	86,800	83,200	(3,600)
		Interest Income	9,000	10,000	1,000
		New Revenue	95,800	93,200	(2,600)
		Total Resources	\$326,322	\$419,461	93,139
Elections Contract	056	Beginning Balance	\$182,872	\$0	(182,872)
		Charges for Services	1,310,210	1,520,000	209,790
		Interest Income	20,000	7,500	(12,500)
		Miscellaneous Revenue	0	0	0
		New Revenue	1,330,210	1,527,500	197,290
		Total Resources	\$1,513,082	\$1,527,500	14,418
County Clerk Archival	057	Beginning Balance	\$161,581	\$240,327	78,746
		Charges for Services	1,180,000	1,025,000	(155,000)
		Interest Income	20,000	14,000	(6,000)
		New Revenue	1,200,000	1,039,000	(161,000)
		Total Resources	\$1,361,581	\$1,279,327	(82,254)
Family Protection	058	Beginning Balance	\$33,657	\$3,021	(30,636)
		Charges for Services	51,200	52,000	800
		Interest Income	3,000	2,000	(1,000)
		New Revenue	54,200	54,000	(200)
		Total Resources	\$87,857	\$57,021	(30,836)

FY 2009 Revenue Estimate - Other Funds/Debt Service

<u>Fund Name</u>	<u>Fund #</u>	<u>Revenue Type</u>	<u>FY 2008 Budget</u>	<u>Third Revenue Estimate</u>	<u>Difference from FY 2008</u>
Drug Court Program	059	Beginning Balance	\$21,637	\$20,739	(898)
		Charges for Services	148,125	143,535	(4,590)
		Interest Income	0	1,000	1,000
		New Revenue	148,125	144,535	(3,590)
		Total Resources	\$169,762	\$165,274	(4,488)
Probate Guardianship	060	Beginning Balance	\$4,800	\$66,876	62,076
		Charges for Services	64,000	60,000	(4,000)
		Interest Income	0	700	700
		New Revenue	64,000	60,700	(3,300)
		Total Resources	\$68,800	\$127,576	58,776
Vital Statistic Preservation	063	Beginning Balance	\$16,644	\$20,260	3,616
		Charges for Services	5,106	5,863	757
		Interest Income	400	450	50
		New Revenue	5,506	6,313	807
		Total Resources	\$22,150	\$26,573	4,423
Fire Code	064	Beginning Balance	\$126,718	\$67,221	(59,497)
		Charges for Services	140,000	125,000	(15,000)
		Interest Income	4,000	3,000	(1,000)
		New Revenue	144,000	128,000	(16,000)
		Total Resources	\$270,718	\$195,221	(75,497)
Child Abuse Prevention	065	Beginning Balance	\$122	\$396	274
		Charges for Services	100	250	150
		Interest Income	0	0	0
		New Revenue	100	250	150
		Total Resources	\$222	\$646	424
Justice Ct Building Security	066	Beginning Balance	\$72,072	\$122,815	50,743
		Charges for Services	46,878	47,482	604
		Interest Income	500	1,000	500
		New Revenue	47,378	48,482	1,104
		Total Resources	\$119,450	\$171,297	51,847

FY 2009 Revenue Estimate - Other Funds/Debt Service

<u>Fund Name</u>	<u>Fund #</u>	<u>Revenue Type</u>	<u>FY 2008 Budget</u>	<u>Third Revenue Estimate</u>	<u>Difference from FY 2008</u>
Health Food Permits	068	Beginning Balance	\$0	\$75,620	75,620
		Charges for Services	0	73,040	73,040
		Interest Income	0	0	0
		New Revenue	0	73,040	73,040
		Total Resources	\$0	\$148,660	148,660
Road and Bridge	099	Beginning Balance	\$4,169,968	\$4,714,914	544,946
		Intergovernmental	75,300	76,000	700
		Charges for Services	11,881,250	11,918,500	37,250
		Fines	6,936,037	6,991,609	55,572
		Interest Income	471,921	250,000	(221,921)
		Miscellaneous Revenue	55,000	65,000	10,000
		New Revenue	19,419,508	19,301,109	(118,399)
		Total Resources	\$23,589,476	\$24,016,023	426,547
Debt Service	394	Beginning Balance	\$10,751,197	\$12,884,827	2,133,630
		Current Property Taxes	68,111,267	67,880,849	(230,418)
		Delinquent Property Taxes	480,000	399,000	(81,000)
		Interest Income	1,364,732	579,027	(785,705)
		Other Financing Sources	0	0	0
		New Revenue	69,955,999	68,858,876	(1,097,123)
		Total Resources	\$80,707,196	\$81,743,703	1,036,507
TX Expo/Heritage Center	501	Beginning Balance	\$227,701	\$525,939	298,238
		Charges for Services	328,800	411,000	82,200
		Interest Income	8,000	12,000	4,000
		Miscellaneous Revenue	437,100	541,680	104,580
		Other Financing Sources	125,000	0	(125,000)
		New Revenue	898,900	964,680	65,780
		Total Resources	\$1,126,601	\$1,490,619	364,018
Risk Management	525	Beginning Balance	\$13,665,051	\$15,379,484	1,714,433
		Interest Income	1,201,418	720,000	(481,418)
		Misc. Revenue (Premiums)	3,624,654	2,867,868	(756,786)
		New Revenue	4,826,072	3,587,868	(1,238,204)
		Total Resources	\$18,491,123	\$18,967,352	476,229

FY 2009 Revenue Estimate - Other Funds/Debt Service

<u>Fund Name</u>	<u>Fund #</u>	<u>Revenue Type</u>	<u>FY 2008 Budget</u>	<u>Third Revenue Estimate</u>	<u>Difference from FY 2008</u>
Employees Health Benefit	526	Beginning Balance	\$31,000,000	\$31,000,000	0
		Interest Income	750,000	720,000	(30,000)
		Misc. Revenue (Premiums)	38,933,196	36,420,697	(2,512,499)
		Other Financing Sources	0	0	0
		New Revenue	39,683,196	37,140,697	(2,542,499)
		Total Resources	\$70,683,196	\$68,140,697	(2,542,499)

FY2009 REVENUE ESTIMATE-CAPITAL PROJECTS

Third Revenue Estimate	
Fund Number	Beginning Balance*
404	
405	1,658,356
406	5,263
413	29,252
422	3,018
423	0
425	0
427	0
428	0
430	176,130
431	63,398
432	227,010
433	64,011
434	61,513
435	219,262
437	328,764
438	0
439	5,159,334
440	181,495
441	200,804
443	0
444	755,915
446	115,150
449	150,188
450	987,865
451	126,227
452	1,862,365
453	510,934
454	620,961
455	41,397
456	285,118
457	17,294
458	562,381
459	1,253,023
460	3,253,978
461	1,884,431
463	1,390,918
464	1,218,418
465	16,157,892
466	20,576
467	854,570
468	1,933,312
469	346,627
470	129,026
471	860,078

FY2009 REVENUE ESTIMATE-CAPITAL PROJECTS

Third Revenue Estimate

Fund Number	Beginning Balance*
472	4,917,918
473	7,108,219
474	650,591
475	0
506	5,610,882
507	5,643,035
508	26,465,195
509	1,242,502
510	12,239,506
511	3,876,769
512	23,741,070
Total	135,211,941

*Actual balances as of September 30, 2008 will be rolled over and budgeted.

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RECEIVED
COUNTY JUDGES' OFFICE

Travis County Commissioners Court Agenda Request

Voting Session: July 29, 2008
(Date)

08 JUL 23 AM 11:12
Work Session (Date)

I. A. Request made by: Joseph P. Gieselman, Executive Manager Phone # 854-9383
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Consider and take appropriate action on purchase contract with Parke Properties I and II, L.P. and GDF Realty Investments Ltd. for the acquisition of land in connection with the Balcones Canyonlands Conservation Plan. (Executive session pursuant to Tex. Gov't Code Section 551.072.)

C. Approved by: Gerald Daugherty
Gerald Daugherty, Commissioner Precinct 3

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight (8) copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

John Hille	854-9415	Jon White	854-9383
Melinda Mallia	854-9383	Rose Farmer	854-9383

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (473-9106)

☐ Additional funding for any department or for any purpose
☐ Transfer of existing funds within or between any line item budget
☐ Grant

Human Resources Department (473-9165)

☐ A change in your department's personnel (reclassifications, etc.)

Purchasing Office (473-9700)

☐ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)

☒ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with the backup memorandum and exhibits should be submitted to the County Judges Office no later than 5:00 PM on Monday for the following weeks meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

C2

Travis County Commissioners Court Agenda Request

Voting Session Tuesday, July 29, 2008
(Date)

Work Session _____
(Date)

I. A. Request made by: Gillian Porter Phone: 854-4722
Commissioners Court Specialist
Commissioners Court Minutes/County Clerk's Office

B. Requested Text: **Approve the Commissioners Court Minutes for the
Voting Session of July 8, 2008**

C. Approved By: 
Dana DeBeauvoir, Travis County Clerk

II. A. Backup memorandum and exhibits should be attached and submitted with this
Agenda Request (Original and eight copies)

B. Please list all of the agencies or officials' names and telephone numbers that might be
affected or be involved with the request. Send a copy of this Agenda Request and
backup to them.

III. Is back-up material attached? YES

AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum
and exhibits, should be submitted to the County Judge's Office no later than 12:00 PM on
Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the
next meeting.

MINUTES OF MEETING JULY 8, 2008

TRAVIS COUNTY COMMISSIONERS' COURT

On Tuesday, the 8th day of July 2008, the Commissioners' Court convened the Voting Session at 9:14 AM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Commissioners Court recessed the Voting Session at 12:11 PM.

The Commissioners Court, meeting as the Northwest Travis County Road District #3 (Golden Triangle), convened at 1:42 PM and adjourned at 1:43 PM.

The Commissioners Court reconvened the Voting Session at 1:43 PM.

The Commissioners Court retired to Executive Session at 2:58 PM.

The Commissioners Court reconvened the Voting Session at 4:41 PM.

The Commissioners Court adjourned the Voting Session at 4:47 PM.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Gerald Daugherty	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

JULY 8, 2008 VOTING SESSION

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2. RECEIVE COMMENTS REGARDING A PLAT VACATION IN PRECINCT TWO: REPLAT OF LOT 2, BLOCK A, NORTH PARK, SECTION TWO SUBDIVISION (1 TOTAL LOT). (COMMISSIONER ECKHARDT) (ACTION ITEM #10) (9:16 AM)

Clerk's Note: This Item is a public hearing to receive comments. Please refer to Agenda Item 10 for a summary of the action item.

Motion by Commissioner Eckhardt **and seconded by** Commissioner Gómez to open the public hearing.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Members of the Court heard from: Joe Gieselman, Executive Manager, TNR.

Motion by Commissioner Eckhardt **and seconded by** Commissioner Daugherty to close the public hearing.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

CITIZENS COMMUNICATION

Members of the Court heard from: Stuart Thomas Gerstacker, Travis County Resident; and Gus Peña, Travis County Resident. (9:18 AM)

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	abstain
	Precinct 3, Commissioner Gerald Daugherty	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

SPECIAL ITEM

3. CONSIDER AND TAKE APPROPRIATE ACTION ON AN ORDER PROHIBITING OUTDOOR BURNING IN THE UNINCORPORATED AREAS OF TRAVIS COUNTY. (9:30 AM)

Members of the Court heard from: Pete Baldwin, Emergency Management Coordinator, Travis County Emergency Services.

Motion by Judge Biscoe **and seconded by** Commissioner Davis to approve Staff's recommendation to renew the burn ban up to 30 days, which the law allows, but to review it weekly.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Item 3 to be reposted July 15, 2008.

PURCHASING OFFICE ITEMS

4. DECLARE LISTING OF CERTAIN EQUIPMENT AS SURPLUS AND SELL AT PUBLIC AUCTION PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE. (FIXED ASSETS) (9:26 AM)

Clerk's Note: Item 4 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

5. APPROVE TERMINATION OF CONTRACT NO. 07T00238NB, VRM SECURITY PROTECTION AGENCY, FOR ON-SITE SECURITY GUARD SERVICE. (DOMESTIC RELATIONS AND TRAVIS COUNTY COUNSELING AND EDUCATION SERVICES) (9:26 AM)

Clerk's Note: Item 5 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

JULY 8, 2008 VOTING SESSION

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6. REJECT ALL BIDS RECEIVED FOR IFB NO. B080192NB, SAFETY SUPPLIES AND EQUIPMENT, AND REBID. (TRANSPORTATION AND NATURAL RESOURCES) (9:26 AM)

Clerk's Note: Item 6 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

7. APPROVE MODIFICATION NO. 1 TO CONTRACT NO. 07AE0021JW, ALAN PLUMMER ASSOCIATES, INC., PROFESSIONAL ENGINEERING SERVICES, NORTH RIDGE ACRES WATER SYSTEM. (COUNTY JUDGE'S OFFICE) (9:26 AM)

Clerk's Note: Item 7 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

8. APPROVE CONTRACT AWARD FOR IT SECURITY PRODUCTS, SUPPORT AND SERVICES, RFP NO. P080155LC, TO THE BEST PROPOSER, FUTURECOM, LTD. (INFORMATION TELECOMMUNICATIONS SYSTEMS) (9:26 AM)

Clerk's Note: Item 8 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS

9. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE TWO 7.5-FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS LOCATED ALONG EITHER SIDE OF THE COMMON LOT LINE OF LOTS 10 AND 11 OF WHITE RIM MOUNTAIN, SECTION ONE, A SUBDIVISION IN PRECINCT THREE. (COMMISSIONER DAUGHERTY) (9:26 AM)

Clerk's Note: Item 9 is the action item for the public hearing on Agenda Item 1.

Clerk's Note: Item 9 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

JULY 8, 2008 VOTING SESSION

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10. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A PLAT VACATION IN PRECINCT TWO: REPLAT OF LOT 2, BLOCK A, NORTH PARK, SECTION TWO SUBDIVISION (1 TOTAL LOT). (COMMISSIONER ECKHARDT) (9:26 AM)

Clerk's Note: Item 10 is the action item for the public hearing on Agenda Item 2.

Clerk's Note: Item 10 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

11. CONSIDER AND TAKE APPROPRIATE ACTION ON WANDERING CREEK PRELIMINARY PLAN AND A PHASING AGREEMENT WITH WANDERING CREEK INVESTMENTS L.P., A SUBDIVISION IN PRECINCT FOUR. (COMMISSIONER GÓMEZ) (9:14 AM)

Item 11 postponed until July 22, 2008.

12. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO REVISE TRAVIS COUNTY CODE SECTION 10.0535, ON-SITE RESIDENCE FOR PARK STAFF AND THE RANGER RESIDENCE POLICY. (COMMISSIONER DAUGHERTY) (9:33 AM)

Members of the Court heard from: Joe Gieselman, Executive Manager, TNR; Charles Bergh, Division Director, Parks and Natural Resources, TNR; and Roger El Khoury, Director, Facilities Management.

Discussion only. No formal action taken.

Item 12 to be reposted on July 22, 2008.

13. CONSIDER AND TAKE APPROPRIATE ACTION ON A PRELIMINARY PLAN IN PRECINCT THREE: MCCORMICK MOUNTAIN DRIVE. (COMMISSIONER DAUGHERTY) (10:35 AM)

Members of the Court heard from: Anna Bowlin, Program Manager, Planning and Engineering, TNR.

Motion by Commissioner Daugherty **and seconded by** Commissioner Gómez to approve Item 13.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

14. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING SOLA VISTA PRELIMINARY PLAN: (9:26 AM)

A. REQUEST FOR A VARIANCE TO CHAPTER 82, SECTION 82.202(I)(B), BLOCK LENGTH NOT TO EXCEED 1,200 FEET IN LENGTH IN SUBURBAN SUBDIVISIONS;

B. REQUEST FOR A VARIANCE TO CHAPTER 82, SECTION 82.202(E)(2), DUAL ACCESS, A NEW SUBDIVISION MUST HAVE AT LEAST TWO ACCESS STREETS AND CONNECT TO A DIFFERENT EXTERNAL STREET; AND

C. A PRELIMINARY PLAN IN PRECINCT THREE: SOLA VISTA PRELIMINARY PLAN (91 TOTAL LOTS). (COMMISSIONER DAUGHERTY)

Clerk's Note: Items 14.A-C approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

PLANNING AND BUDGET DEPT. ITEMS

15. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (9:26 AM)

Clerk's Note: Item 15 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

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16. CONSIDER AND TAKE APPROPRIATE ACTION ON GRANT APPLICATION TO THE TEXAS DEPARTMENT ON AGING (THROUGH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE) FOR HEALTH AND HUMAN SERVICES RETIRED SENIOR VOLUNTEER PROGRAM TO SUPPORT THE GENERAL OPERATING EXPENSES OF THE PROGRAM. (9:26 AM)

Clerk's Note: Item 16 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

17. CONSIDER AND TAKE APPROPRIATE ACTION ON THE PROPOSED DRAFT ADVERTISEMENT AND SCHEDULE FOR ADVERTISING THE PUBLIC HEARING TO SET ELECTED OFFICIALS' SALARIES FOR FISCAL YEAR 2009 AND THE CALENDAR FOR ACTIONS FOR THE REMAINDER OF THE SALARY SETTING PROCESS. (2:16 PM)

Members of the Court heard from: Belinda Powell, Capital Planning Coordinator, Planning and Budget Office (PBO); Rodney Rhoades, Executive Manager, PBO; Barbara Wilson, Assistant County Attorney; and Carlotta Valdez Leavy, Senior Human Resources Analyst, Compensation; Human Resources Management Department (HRMD).

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to approve 3.5%, and if we need to go down, we do.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	no
Precinct 4, Commissioner Margaret J. Gómez	yes

18. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM CHASE BANK TO ALLOW THE BANK TO EXHIBIT TRAVIS COUNTY'S USE OF CHASE'S DOCMANAGER SERVICES AS AN EXAMPLE/CASE STUDY TO CHASE BANK'S CUSTOMERS. (10:08 AM) (10:13 AM) (10:33 AM)

Clerk's Note: Judge Biscoe announced that Item 18 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Members of the Court heard from: Mary Mayes, Investment Manager, Cash/Investment Management; and Barbara Wilson, Assistant County Attorney.

Motion by Commissioner Eckhardt and seconded by Commissioner Gómez that we approve the proposed marketing materials with the exclusion of the quote by the Travis County employee on the right-hand side.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

ADMINISTRATIVE OPERATIONS ITEMS

19. 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 \$637,414.29 FOR THE PERIOD OF JUNE 20 TO JUNE 26, 2008. (9:26 AM)

Clerk's Note: Item 19 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

20. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED ROUTINE PERSONNEL AMENDMENTS. (9:26 AM)

Clerk's Note: Item 20 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

JULY 8, 2008 VOTING SESSION

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21. DISCUSS AND TAKE APPROPRIATE ACTION ON RECOMMENDATION FOR FISCAL YEAR 2009 DENTAL INSURANCE PLAN. (10:40 AM) (2:58 PM) (4:42 PM)

Clerk's Note: Judge Biscoe announced that Item 21 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Members of the Court heard from: Dan Mansour, Risk and Benefits Manager, HRMD; Cindy Purinton, Benefit Administrator, HRMD; Lolly Jones, Purchasing; Barbara Wilson, Assistant County Attorney; Alicia Perez, Executive Manager, Administrative Operations; Cyd Grimes, Travis County Purchasing Agent; and David Escamilla, Travis County Attorney.

Motion by Commissioner Davis **and seconded by** Commissioner Gómez to approve Item 21, that includes the letter being sent to the two parties.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Clerk's Note: The County Judge noted that by approving Item 21, the Court is approving the rate plan and the rates, and a letter is to be sent to MetLife and Mr. Mitchell clarifying Travis County's position on this issue. When the contract is ready, it will be broguht back to the Court for approval.

OTHER ITEMS

22. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST COUNTY FUNDS. (9:26 AM)

Clerk's Note: Item 22 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

23. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:
(1:43 PM)

- A. RECEIVE UPDATE AND STATISTICAL COMPARATIVE ANALYSIS ON ELECTRONIC AGENDA PILOT PROGRAM WITH RFP DEPOT;
- B. REQUEST TO PURSUE AN ELECTRONIC AGENDA SOLUTION FOR TRAVIS COUNTY AND ESTABLISH A BUDGET FOR THE PROJECT; AND
- C. ISSUANCE OF REQUEST FOR PROPOSALS FOR THE PURCHASE OF A COMMISSIONERS COURT MEETINGS SYSTEM FOR THE COUNTY CLERK AND AN ELECTRONIC AGENDA SYSTEM FOR THE COMMISSIONERS COURT.

Clerk's Note: Items 23.A-C are associated with one another and were called for concurrent discussion.

Members of the Court heard from: Dana DeBeauvoir, Travis County Clerk; Melissa Velasquez, Executive Assistant, County Judge's Office; Judy Pittsford, Project Manager, Information and Telecommunications Systems (ITS); and Alicia Perez, Executive Manager, Administrative Operations.

Motion by Commissioner Gómez **and seconded by** Commissioner Eckhardt to approve Items 23.A-C.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

24. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPOINT DR. CARLA EMERY-CULBERSON AS FIRE COMMISSIONER TO THE EMERGENCY SERVICES DISTRICT NO. 4 BOARD TO REPLACE FLO SOLIZ EFFECTIVE IMMEDIATELY THROUGH DECEMBER 31, 2009.
(COMMISSIONER DAVIS) (9:26 AM)

Clerk's Note: Item 24 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

25. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPOINT EFREN BRITO TO SERVE AS FIRE COMMISSIONER TO EMERGENCY SERVICES DISTRICT NO. 2 BOARD TO REPLACE BRIAN THOMPTO EFFECTIVE IMMEDIATELY THROUGH DECEMBER, 2008. (COMMISSIONER ECKHARDT) (9:26 AM)

Clerk's Note: Item 25 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

26. CONSIDER AND TAKE APPROPRIATE ACTION ON THE CREATION OF AN INTERGOVERNMENTAL RELATIONS COORDINATOR POSITION, INCLUDING: (2:31 PM)

- A. GIVE DIRECTION TO PLANNING AND BUDGET OFFICE REGARDING PLACEMENT IN THE BUDGET HEARING PROCESS;
- B. DIRECT HUMAN RESOURCES MANAGEMENT DEPARTMENT TO CREATE APPROPRIATE SLOT(S) FOR THE POSITION(S); AND (COMMISSIONER ECKHARDT)
- C. OTHER ACTIONS RELATED THERETO.

Clerk's Note: Items 26.A-C are associated with one another and were called for concurrent discussion.

Members of the Court heard from: Alicia Perez, Executive Manager, Administrative Operations.

Motion by Judge Biscoe and seconded by Commissioner Davis to approve the position and the budget as outlined, which is approving the job description, but I would request that we come up with a creative way to advertise the position as we have done in two or three instances in the past, so we would take a week or two to try to work on that.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	no
Precinct 4, Commissioner Margaret J. Gómez	abstain

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27. RECEIVE AUDIT REPORTS FOR THE FOLLOWING EMERGENCY SERVICES DISTRICTS (ESD'S): (9:26 AM)

A. ESD NO. 8 FOR FISCAL YEARS 2004, 2005 AND 2006;

B. ESD NOS. 10 AND 14 FOR FISCAL YEAR 2006; AND

C. ESD NOS. 3, 4, 6, 9 AND 11 FOR FISCAL YEAR 2007.

Clerk's Note: Items 27.A-C approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

28. CONSIDER AND TAKE APPROPRIATE ACTION ON APPRAISAL METHOD FOR PARKE PROPERTIES I AND II, L.P. AND GDF REALTY INVESTMENTS LTD. FOR THE ACQUISITION OF LAND IN CONNECTION WITH THE BALCONES CANYONLANDS CONSERVATION PLAN. (COMMISSIONER DAUGHERTY) (THIS ITEM MAY BE DISCUSSED IN EXECUTIVE SESSION PURSUANT TO GOV'T CODE ANN. 551.071, CONSULTATION WITH ATTORNEY, AND 551.072, REAL PROPERTY) (11:02 AM) (2:58 PM) (4:43 PM)

Clerk's Note: Judge Biscoe announced that Item 28 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

Members of the Court heard from: Jim George, Attorney representing GDF Realty Investments LTD; Melinda Mallia, Environmental Project Manager, TNR; and Dr. Fred Purcell, Principal, GDF Realty Investments LTD.

Motion by Judge Biscoe and seconded by Commissioner Daugherty that we direct Staff to contact the U.S. Fish and Wildlife Service (USFWS), Staff being TNR and the County Attorney's Office and any other appropriate Staff as determined by those two departments; that we have an appropriate follow up conversation with the USFWS about the proposal laid out before us this morning, and that our Staff acquire any and all appropriate information for our consideration in the future; that we have this matter back on the Agenda July 15, 2008 just in case there is a follow-up report and discussion necessary.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Item 28 to be reposted on July 15, 2008.

JULY 8, 2008 VOTING SESSION

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29. CONSIDER AND TAKE APPROPRIATE ACTION ON ASSIGNMENT OF OIL AND GAS LEASE COVERING TRACTS 46, 47 AND 58 OF THE TRAVIS COUNTY SCHOOL LAND FROM ESTACADO ENERGY, LLC TO VENETO EXPLORATION, LLC. (9:26 AM)

Clerk's Note: Item 29 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

30. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED CHANGES TO SHERIFF'S OFFICE DISPATCH INTERLOCAL AGREEMENT. (SHERIFF'S OFFICE) (2:08 PM)

Members of the Court heard from: Paul Knight, Travis County Sheriff's Office (TCSO); and Jim Connolly, Assistant County Attorney.

Motion by Commissioner Daugherty **and seconded by** Commissioner Eckhardt to approve Item 30.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

31. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO INCREASE AMOUNT OF CHANGE FUND FOR THE COUNTY CLERK'S OFFICE. (COUNTY CLERK) (9:26 AM)

Clerk's Note: Item 31 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

32. CONSIDER AND TAKE APPROPRIATE ACTION ON INCREASE TO MILEAGE RATE REIMBURSEMENT FOR BUSINESS USE TO 58.5 CENTS PER MILE EFFECTIVE JULY 1, 2008. (9:26 AM)

Clerk's Note: Item 32 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

EXECUTIVE SESSION ITEMS

Note 1 Gov't Code Ann 551.071, Consultation with Attorney

Note 2 Gov't Code Ann 551.072, Real Property

Note 3 Gov't Code Ann 551.074, Personnel Matters

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

33. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION REGARDING COMMERCIAL STRUCTURES AT 5516 U.S. HIGHWAY 71 EAST, CEDAR CREEK, TEXAS 78712 AND NON-COMPLIANCE WITH TRAVIS COUNTY FIRE CODE. ¹ (2:58 PM) (4:44 PM)

Clerk's Note: Judge Biscoe announced that Item 33 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Members of the Court heard from: Gary Martin, Assistant County Attorney.

Motion by Judge Biscoe and seconded by Commissioner Gómez that we approve the proposed resolution that authorizes the filing of a civil action, a request for a Temporary Restraining Order (TRO) at the appropriate time; and pursuit of any other civil penalties, or other appropriate action, to secure compliance with the County policies and standards, and civil damages on behalf of the Commissioners Court and Travis County.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Clerk's Note: The County Judge noted that by approving the resolution the County Attorney's Office is given authorization to secure appropriate experts as needed.

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34. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION AND/OR CONSIDER SETTLEMENT OFFER REGARDING GREGORY EALEY, FILE NUMBER 245.806, (REQUESTED BY PLAINTIFF). ¹ (3:00 PM)

Clerk's Note: Judge Biscoe announced that Item 34 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Item 34 postponed.

35. CONSIDER AND TAKE APPROPRIATE ACTION ON VARIOUS COMPENSATION, EXPENSE AND BENEFIT ISSUES REGARDING EXECUTIVE MANAGERS ALICIA PEREZ, JOE GIESELMAN, SHERRI FLEMING, DANNY HOBBY, ROGER JEFFERIES AND RODNEY RHOADES. ³ (2:58 PM) (4:45 PM)

Clerk's Note: Judge Biscoe announced that Item 35 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.074, Personnel Matters.

Motion by Judge Biscoe and seconded by Commissioner Gómez that we authorize a pay increase in the amount of \$4,000.00 to Executive Managers; Alicia Perez, Executive Manager, Administrative Operations; Joe Gieselman, Executive Manager, TNR; Sherri Fleming, Executive Manager, Travis County Health, Human Services, and Veterans' Services (TCHHS&VS); Danny Hobby, Executive Manager, Travis County Emergency Services; and Roger Jefferies, Executive Manager, Justice and Public Safety (JPS), and that this be made effective August 1, 2008.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Motion by Judge Biscoe and seconded by Commissioner Gómez that, as to Rodney Rhoades, Executive Manager, PBO, we authorize an additional amount of \$1,500.00, which would include \$1,000.00 in relocation expenses, plus another \$500.00 for housing expenses, during the transition period that he's experienced, but the total would be \$1,500.00.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Gerald Daugherty	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Motion by Commissioner Davis and seconded by Commissioner Daugherty to adjourn the Voting Session. (4:47 PM)

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Gerald Daugherty	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

MINUTES APPROVED BY THE COMMISSIONERS' COURT

Date of Approval

Samuel T. Biscoe, Travis County Judge

C2

Travis County Commissioners Court Agenda Request

Voting Session Tuesday, July 29, 2008
(Date)

Work Session _____
(Date)

I. A. Request made by: Gillian Porter Phone: 854-4722
Commissioners Court Specialist
Commissioners Court Minutes/County Clerk's Office

B. Requested Text: **Approve the Commissioners Court Minutes for the**

Voting Session of July 15, 2008

C. Approved By: 
Dana DeBeauvoir, Travis County Clerk

II. A. Backup memorandum and exhibits should be attached and submitted with this
Agenda Request (Original and eight copies)

B. Please list all of the agencies or officials' names and telephone numbers that might be
affected or be involved with the request. Send a copy of this Agenda Request and
backup to them.

III. Is back-up material attached? YES

AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum
and exhibits, should be submitted to the County Judge's Office no later than 12:00 PM on
Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the
next meeting.

MINUTES OF MEETING JULY 15, 2008

TRAVIS COUNTY COMMISSIONERS' COURT

On Tuesday, the 15th day of July 2008, the Commissioners' Court convened the Voting Session at 9:14 AM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Commissioners Court recessed the Voting Session at 10:07 AM.

The Commissioners Court reconvened the Voting Session at 10:16 AM.

The Commissioners Court recessed the Voting Session at 12:02 PM.

The Commissioners Court, meeting as the Northwest Travis County Road District #3 (Golden Triangle), convened at 1:38 PM and adjourned at 1:38 PM.

The Commissioners Court, meeting as the Travis County Bee Caves Road District #1 (Galleria), convened at 1:38 PM and adjourned at 1:40 PM.

The Commissioners Court, meeting as the Travis County Housing Finance Corporation, convened at 1:40 PM and adjourned at 1:43 PM.

The Commissioners Court reconvened the Voting Session at 1:43 PM.

The Commissioners Court retired to Executive Session at 3:15 PM.

The Commissioners Court reconvened the Voting Session at 5:01 PM.

The Commissioners Court adjourned the Voting Session at 5:04 PM.

CITIZENS COMMUNICATION

Members of the Court heard from: Gus Peña, Travis County Resident; Linda Ziemann, Travis County Resident; and Bob Ziemann, Travis County Resident.
(9:15 AM)

Item 1 to be reposted on July 22, 2008.

JUSTICE AND PUBLIC SAFETY ITEMS

2. CONSIDER AND TAKE APPROPRIATE ACTION ON AGREEMENT FOR TRANSPORT HELICOPTER SERVICES AMONG TRAVIS COUNTY, ST. DAVID'S MEDICAL CENTER, AND PEDIATRIX MEDICAL SERVICES, INC. D/B/A MAGELLA MEDICAL ASSOCIATES. (9:23 AM)

Clerk's Note: Item 2 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

3. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE TRAVIS COUNTY MEDICAL EXAMINER'S OFFICE FOR AGREEMENTS BETWEEN TRAVIS COUNTY AND THE FOLLOWING COUNTIES: (9:23 AM)

A.ANDERA COUNTY;	G.HAYS COUNTY;
C.BURLESON COUNTY;	H.KIMBLE COUNTY;
C.BURNET COUNTY;	I.LLANO COUNTY;
D.CALHOUN COUNTY;	J.MILLS COUNTY; AND
E.COMAL COUNTY;	K.REFUGIO COUNTY.
F.EDWARDS COUNTY;	

Clerk's Note: Items 3.A-K approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

4. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO AUTHORIZE FEE INCREASE FOR SERVICES PROVIDED BY THE COUNSELING AND EDUCATION SERVICES DEPARTMENT. (9:27 AM)

Members of the Court heard from: Roger Jefferies, Executive Manager, Justice and Public Safety (JPS); and Caryl Colburn, Director, Travis County Counseling and Education Services (TCCES).

Motion by Commissioner Daugherty **and seconded by** Commissioner Gómez to approve Item 4.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

PURCHASING OFFICE ITEMS

5. APPROVE MODIFICATION NO. 1 TO CONTRACT NO. MA050204LC FOR AN ASSIGNMENT OF PAYMENT FROM TCS CORPORATE SERVICES TO ALLIED CAPITAL PARTNERS, L.P. (TRANSPORTATION AND NATURAL RESOURCES) (9:23 AM)

Clerk's Note: Item 5 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

6. APPROVE MODIFICATION NO. 4 TO CONTRACT NO. PS070232DG, MWM DESIGN GROUP, FOR ADDITIONAL PROFESSIONAL SURVEYING SERVICES ON COUNTY OWNED PROPERTY NEAR THE INTERSECTION OF HEFLIN LANE AND SPRINGDALE ROAD. (FACILITIES MANAGEMENT) (9:23 AM)

Clerk's Note: Item 6 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

7. APPROVE CONTRACT AWARD FOR PROFESSIONAL ENGINEERING SERVICES, DESIGN OF APACHE SHORES SUBSTANDARD ROAD, RFQ NO. Q080154JW, TO THE HIGHEST QUALIFIED RESPONDENT, MACTEC ENGINEERING AND CONSULTING, INC. (TRANSPORTATION AND NATURAL RESOURCES) (9:23 AM)

Clerk's Note: Item 7 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

8. DECLARE LISTING OF CERTAIN EQUIPMENT AS SURPLUS AND SELL AT PUBLIC AUCTION PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE. (FIXED ASSETS) (9:23 AM)

Clerk's Note: Item 8 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

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9. APPROVE MODIFICATION NO. 14 TO CONTRACT NO. 04K00264JJ, BARECKY CONSTRUCTION COMPANY, FOR SETTLEMENT AGREEMENT FOR EAST METRO PARK (PHASE I, PROJECT II). (TRANSPORTATION AND NATURAL RESOURCES) (9:23 AM)

Clerk's Note: Item 9 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

10. APPROVE MODIFICATION NO. 1 TO CONTRACT NO. 08T00015LD, SEMMATERIALS LP, FOR EMULSIFIED ASPHALT. (TRANSPORTATION AND NATURAL RESOURCES) (9:23 AM)

Clerk's Note: Item 10 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

11. APPROVE MODIFICATION NO. 1 TO CONTRACT NO. PS060234ML, ALLIANT DIAGNOSTICS, FOR MEDICAL LAB SERVICES. (SHERIFF'S OFFICE) (9:23 AM)

Clerk's Note: Item 11 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

12. AUTHORIZE THE PURCHASING AGENT TO COMMENCE NEGOTIATIONS WITH THE MOST QUALIFIED FIRM FOR REAL ESTATE BROKERAGE SERVICES FOR THE COUNTY CENTRAL CAMPUS. (10:16 AM)

Members of the Court heard from: Cyd Grimes, Travis County Purchasing Agent; Tenley Aldredge, Assistant County Attorney; and Belinda Powell, Capital Planning Coordinator, Planning and Budget Office (PBO).

Motion by Judge Biscoe and seconded by Commissioner Davis that we authorize the Travis County Purchasing Agent to begin negotiations with the one firm that we have short-listed, with the input and assistance from PBO, Facilities Management, and the County Attorney; and that in that contract Roger El Khoury, Director, Facilities Management be appointed contact person for specific real estate recommendations.

Withdrawal of the Previous Motion and Second was made by Judge Biscoe and Commissioner Davis.

Discussion only. No formal action taken.

Item 12 to be reposted July 22, 2008.

JULY 15, 2008 VOTING SESSION

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13. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO SHORT LIST THE TOP THREE EVALUATED RESPONDERS TO RFS NO. S0802100J FOR ADMINISTRATIVE SERVICES FOR THE DEFERRED COMPENSATION 457(B) PLAN AND AUTHORIZE DEFERRED COMPENSATION COMMITTEE TO COMMENCE NEGOTIATIONS. (10:36 AM) (3:03 PM)

Clerk's Note: The Court discussed the top three evaluated responders:

- 1) Nationwide Retirement Solutions;
- 2) Great West Retirement Services; and,
- 3) ICMA-RC.

Members of the Court heard from: Cyd Grimes, Travis County Purchasing Agent; and Barbara Wilson, Assistant County Attorney.

Motion by Judge Biscoe and seconded by Commissioner Gómez to approve the list in Item 13.

Clerk's Note: The Court did not Vote on the Standing Motion and Second.

Clerk's Note: Item 13 was revisited at 3:03 PM.

Members of the Court heard from: Cyd Grimes, Travis County Purchasing Agent; and Al DiCristifaro, President, The Retirement Store.

Motion by Judge Biscoe and seconded by Commissioner Davis to approve those three to be short-listed, and authorize the committee to commence negotiations with them.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS

14. CONSIDER AND TAKE APPROPRIATE ACTION ON A REQUEST FOR A REIMBURSEMENT AGREEMENT WITH ATMOS ENERGY CORPORATION FOR UTILITY RELOCATION WORK REQUIRED TO FACILITATE THE CONSTRUCTION OF WELLS BRANCH PARKWAY ROAD AND DRAINAGE IMPROVEMENTS IN PRECINCTS ONE AND TWO. (9:23 AM)

Clerk's Note: Item 14 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

15. CONSIDER AND TAKE APPROPRIATE ACTION ON A LICENSE AGREEMENT WITH RED LICORICE EVENTS FOR A TRIATHLON AT PACE BEND PARK. (COMMISSIONER DAUGHERTY) (9:23 AM)

Clerk's Note: Item 15 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

16. CONSIDER AND TAKE APPROPRIATE ACTION ON A LICENSE AGREEMENT WITH 360 WAKEBOARD CLUB, A NON-PROFIT ORGANIZATION, FOR A WAKEBOARDING COMPETITION TO BE HELD AT PACE BEND PARK. (COMMISSIONER DAUGHERTY) (9:23 AM)

Clerk's Note: Item 16 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

17. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING REGARDING THE COMMONS AT ROWE LANE, PHASE IIA, FINAL PLAT (48 TOTAL LOTS): (9:23 AM)

- A. A PLAT FOR RECORDING IN PRECINCT TWO;
- B. A SUBDIVISION CONSTRUCTION AGREEMENT WITH THE COMMONS AT ROWE LANE, L.P.; AND
- C. CASH SECURITY AGREEMENT FOR ADDITIONAL FISCAL TO RECORD THE PLAT. (COMMISSIONER ECKHARDT)

Clerk's Note: Items 17.A-C approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

18. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING REGARDING VIZCAYA PRELIMINARY PLAN, A SUBDIVISION IN PRECINCT THREE: (9:38 AM)
 - A. REQUEST FOR A VARIANCE FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.209(F)(5), POST CONSTRUCTION WATER QUALITY CONTROLS FOR WESTERN WATERSHEDS (REQUIRES A NEW SUBDIVISION TO HAVE MINIMUM LOT SIZE OF ONE ACRE TO QUALIFY FOR ALTERNATIVE WATER QUALITY COMPLIANCE DEMONSTRATION);
 - B. REQUEST FOR A VARIANCE FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.202(J)(1), CUL-DE-SACS AND "EYEBROWS" (WHICH REQUIRES THAT CUL-DE-SACS BE NO LONGER THAN 2,000 FEET);
 - C. REQUEST FOR A VARIANCE REQUEST FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.202(L)(2)(B), SUBURBAN SUBDIVISIONS (REQUIRES A NEW SUBDIVISION TO HAVE MINIMUM 1,200 FOOT BLOCK LENGTH);
 - D. REQUEST FOR A VARIANCE REQUEST FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.202(M), BLOCK WIDTHS (REQUIRES A NEW SUBDIVISION TO RESTRICT DOUBLE FRONTAGE ON LOTS);
 - E. REQUEST FOR A VARIANCE REQUEST FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.202(Q)(2), SIDEWALKS (REQUIRES A NEW SUBDIVISION TO PROVIDE SIDEWALKS);
 - F. REQUEST FOR A VARIANCE REQUEST FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.202(B), CONNECTIONS TO EXISTING SUBDIVISIONS (REQUIRES STREETS IN A NEW SUBDIVISION TO ALIGN WITH STREETS ON ADJOINING PROPERTY);

ITEM 18 CONTINUED

- G. REQUEST FOR A VARIANCE REQUEST FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.209(D)(1)(A), CUT AND FILL (REQUIRES THAT CUT AND FILL FOR LAND BALANCING NOT EXCEED EIGHT FEET);
- H. REQUEST FOR A VARIANCE REQUEST FROM CHAPTER 82, TRAVIS COUNTY STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS, SECTION 82.209(C)(3)(E)(II), BUFFER ZONES (REQUIRES THAT GOLF COURSES MAY ONLY BE ALLOWED IN WATERWAY BUFFER ZONES IF NO FERTILIZERS, PESTICIDES, AND HERBICIDES ARE USED);
- I. A PRELIMINARY PLAN IN PRECINCT THREE: VIZCAYA (349 TOTAL LOTS); AND
- J. A PHASING AGREEMENT WITH LAKE TRAVIS RANCH, LLC. (COMMISSIONER DAUGHERTY)

Clerk's Note: Items 18.A-J are associated with one another and were called for concurrent discussion.

Members of the Court heard from: Anna Bowlin, Program Manager, Planning and Engineering, Transportation and Natural Resources (TNR); Teresa Calkins, Engineer, TNR; Jon White, Environmental Quality Program Manager, TNR; David Armbrust, Armbrust and Brown, LLP; and Mark Myer, Vice-President, Haas & Haynie.

Motion by Commissioner Daugherty **and seconded by** Commissioner Gómez to approve Items 18.A-J.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

HEALTH AND HUMAN SERVICES DEPT. ITEMS

19. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERANS SERVICE TO COVER AN ANTICIPATED FUNDING SHORTFALL OF \$176,483 FOR MENTAL HEALTH AND BEHAVIORAL PROGRAMS FOR CHILDREN AND THEIR FAMILIES PROVIDED THROUGH THE TRAVIS COUNTY SYSTEM OF CARE CONTRACT. (9:14 AM)

Item 19 postponed until July 22, 2008.

PLANNING AND BUDGET DEPT. ITEMS

20. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (9:23 AM)

Clerk's Note: Item 20 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

21. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE: (9:23 AM)
- A. GRANT CONTRACT WITH THE TEXAS ASSOCIATION OF COMMUNITY ACTION AGENCIES, INC. FOR HEALTH AND HUMAN SERVICES AND VETERANS SERVICE TO PROVIDE WEATHERIZATION SERVICES AND BASIC ON-SITE ENERGY EDUCATION TO LOW INCOME HOUSEHOLDS IN TRAVIS COUNTY; AND
 - B. GRANT CONTRACT WITH THE AUTO BURGLARY AND THEFT PREVENTION AUTHORITY FOR THE SHERIFF'S OFFICE AND THE SHERIFF'S COMBINED AUTO THEFT TASK FORCE TO REDUCE AUTO THEFT THROUGH PUBLIC EDUCATION.

Clerk's Note: Items 21.A&B approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

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22. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE AMENDMENT FOUR TO THE CURRENT DEPOSITORY BANK CONTRACT BETWEEN JPMORGAN CHASE AND TRAVIS COUNTY. (9:26 AM)

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to approve Item 22.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

ADMINISTRATIVE OPERATIONS ITEMS

23. 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 \$206,339.73 FOR THE PERIOD OF JUNE 27 TO JULY 3, 2008. (9:23 AM)

Clerk's Note: Item 23 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

24. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED ROUTINE PERSONNEL AMENDMENTS. (9:23 AM)

Clerk's Note: Item 24 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

25. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM THE TRAVIS COUNTY SHERIFF'S OFFICE TO USE THE OLD TRAVIS COUNTY JAIL IN OCTOBER 2008 FOR THE TRAVIS COUNTY COMBINED CHARITIES CAMPAIGN. (9:23 AM)

Clerk's Note: Item 25 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

26. A. CONSIDER AND TAKE APPROPRIATE ACTION ON EMPLOYEE REFUNDS UNDER TUITION REIMBURSEMENT POLICY 10.021; AND
- B. AUTHORIZE THE COUNTY AUDITOR AND TREASURER TO REIMBURSE CERTAIN EMPLOYEES. (9:23 AM)

Clerk's Note: Items 26.A and B approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

JULY 15, 2008 VOTING SESSION

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27. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING FY '09 COMPENSATION ITEMS: (11:22 AM) (1:43 PM)

- A. FY '08 JOB ANALYSIS PROJECT, JOB TITLES, PAY GRADES AND FLSA DESIGNATIONS FOR MULTIPLE JOB FAMILIES INCLUDING COURTS, SENIOR AND MIDDLE MANAGEMENT, PROFESSIONAL SUPPORT, TRAINING, EDUCATION AND INSTRUCTION, REPRODUCTION, PUBLIC INFORMATION, HUMAN RESOURCES, INFORMATION TECHNOLOGY;
- B. GREEN CIRCLED SLOTS (FY '08 JOB ANALYSIS PROJECT) THAT ARE BELOW MINIMUM OF THE NEW MARKET COMPETITIVE PAY GRADE;
- C. GENERAL MARKET ADJUSTMENT (FY '08 JOB ANALYSIS PROJECT) AND IMPLEMENT CRITERIA AND GUIDELINES TO ADVANCE INCUMBENTS' SALARIES CLOSER TO THE MARKET VALUED PAY GRADE MIDPOINT;
- D. NON-TCSO PEACE OFFICE PAY SCALE - LAW ENFORCEMENT COMP ANALYSIS RECOMMENDATIONS;
- E. SEASONAL/RELIEF TEMPORARY TITLES, HOURLY PAY RATES FOR ELECTIONS, PARK TECHS, SCHOOL CROSSING GUARDS, INTERPRETERS; AND
- F. BILINGUAL SUPPLEMENTAL PAY PROGRAM PROPOSAL.

Clerk's Note: Items 27.A-F are associated with one another and were called for concurrent discussion.

Members of the Court heard from: Alicia Perez, Executive Manager, Administrative Operations; Linda Moore Smith, Director, Human Resources Management Department (HRMD); Travis Gatlin, Budget Analyst, PBO; Luane Schull, Compensation Manager, HRMD; Leroy Nellis, Budget Manager, PBO; and Rodney Rhoades, Executive Manager, PBO.

Clerk's Note: The Court noted the HRMD request that the following slots be excepted from approval in Item 27.A while work continues with departments to resolve classifications:

- 1) Records Management - slot 40
- 2) Human Resources - slots 17, 170, 523 associated with Juvenile Court;
- 3) Travis County Sheriff's Office (TCSO) - slots 714 and 721; and,
- 4) Information and Telecommunications Systems (ITS) - slot 28 associated with Constable 5,

with a note that HRMD will continue to work with ITS on their career ladder structure.

ITEM 27 CONTINUED

Motion by Commissioner Gómez and seconded by Commissioner Eckhardt to approve Item 27.A.

Motion carried:	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	yes
	Precinct 2, Commissioner Sarah Eckhardt	yes
	Precinct 3, Commissioner Gerald Daugherty	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Motion by Commissioner Gómez and seconded by Commissioner Eckhardt to approve Item 27.B.

Withdrawal of the Previous Motion and Second was made by Commissioner Gómez and Commissioner Eckhardt.

Clerk's Note: Items 24.B-F were revisited at 1:43 PM.

Members of the Court heard from: Travis Gatlin, Budget Analyst, PBO; Alicia Perez, Executive Manager, Administrative Operations; Susan Spataro, Travis County Auditor; Linda Moore Smith, Director, HRMD; Todd Osbourne, Consultant, Evergreen Solutions; Luane Schull, Compensation Manager, HRMD; Joe Gieselman, Executive Manager, TNR; Leroy Nellis, Budget Manager, PBO; Carlotta Valdez Leavy, Senior Human Resources Analyst, Compensation; HRMD; and Debbie Rich, Human Resources Coordinator, TCSO.

Discussion only. No formal action taken.

Items 27.B-F to be reposted on July 29, 2008.

OTHER ITEMS

28. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST COUNTY FUNDS. (9:23 AM)

Clerk's Note: Item 28 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

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29. DISCUSS TRAVIS COUNTY HEALTHCARE DISTRICT BUDGET OVERVIEW FOR FISCAL YEAR 2009. (10:39 AM)

Members of the Court heard from: Trish Young Brown, President and Chief Executive Officer, Travis County Healthcare District; and Carl S. Richie, Jr., Chairman, Travis County Healthcare District Board.

Discussion only. No formal action taken.

30. **REVISED LANGUAGE:** APPROVE CONTRACT AWARD FOR ON-SITE SECURITY GUARD SERVICE, IFB NO. B080249NB, TO THE LOW RESPONSIVE BIDDER, SMITH PROTECTIVE SERVICES, INC. (DOMESTIC RELATIONS) (TRAVIS COUNTY COUNSELING AND EDUCATION SERVICES) (9:23 AM)

Clerk's Note: Item 30 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

EXECUTIVE SESSION ITEMS

Note 1 Gov't Code Ann 551.071, Consultation with Attorney

Note 2 Gov't Code Ann 551.072, Real Property

Note 3 Gov't Code Ann 551.074, Personnel Matters

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

31. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND OUTSIDE COUNSEL, RENEA HICKS, ESQ. REGARDING THE MATTER OF NORTHWEST AUSTIN M.U.D. V. MICHAEL B. MUKASEY IN THE U.S. DISTRICT COURT FOR THE DISTRICT OF COLUMBIA. ¹ (3:15 PM) (5:01 PM)

Clerk's Note: Judge Biscoe announced that Item 31 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Motion by Judge Biscoe and seconded by Commissioner Davis that we authorize an additonal \$12,000.00 in legal fees; authorize the County Attorney to prepare an appropriate modification to cover this invoice for additional services, with the source of funding to be Allocated Reserve.

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

32. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION AND/OR CONSIDER SETTLEMENT OFFER REGARDING GREGORY EALEY, FILE NUMBER 245.806, (REQUESTED BY PLAINTIFF). ¹ (3:15 PM) (5:02 PM)

Clerk's Note: Judge Biscoe announced that Item 32 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Item 32 was pulled from the Agenda.

JULY 15, 2008 VOTING SESSION

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33. CONSIDER AND TAKE APPROPRIATE ACTION ON APPRAISAL METHOD FOR PARKE PROPERTIES I AND II, L.P. AND GDF REALTY INVESTMENTS LTD. FOR THE ACQUISITION OF LAND IN CONNECTION WITH THE BALCONES CANYONLANDS CONSERVATION PLAN. (COMMISSIONER DAUGHERTY) ^{1 AND 2} (3:15 PM) (5:03 PM)

Clerk's Note: Judge Biscoe announced that Item 33 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

No action required on Item 33.

Item 33 to be reposted July 29, 2008.

34. RECEIVE BRIEFING FROM COUNTY ATTORNEY REGARDING ISSUES RELATED TO CONTRACT BETWEEN TRAVIS COUNTY AND AUSTIN TRAVIS COUNTY LIVESTOCK SHOW AND CLAIMS RESULTING FROM THE 2008 STAR OF TEXAS FAIR AND RODEO. ¹ (3:15 PM) (5:03 PM)

Clerk's Note: Judge Biscoe announced that Item 34 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Motion by Judge Biscoe and seconded by Commissioner Daugherty that we ask the County Attorney to prepare an appropriately diplomatic letter in which we indicate the Commissioners Court support of the claims raised by the Director of the Expo Center and Staff; that we invite the representatives of the Travis County Livestock Association to negotiate with us; that we highlight the importance and urgency of our ability to deposit the \$100,000.00 check, which we cannot deposit at this time legally. Our interest is in earning as much interest on that as possible; that we invite them to attend a meeting with appropriate County representatives to discuss this matter as soon as possible, and that this letter be signed by the County Judge on behalf of the Commissioners Court.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

JULY 15, 2008 VOTING SESSION**PAGE 18**

35. RECEIVE LEGAL BRIEFING ON COUNTY AUTHORITY TO APPROVE THE TRAVIS COUNTY HEALTHCARE DISTRICT'S BUDGET AND RELATED ISSUES, INCLUDING REAL PROPERTY ACQUISITION. ¹ (3:15 PM)
(5:04 PM)

Clerk's Note: Judge Biscoe announced that Item 35 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Discussion only. No formal action taken.

Item 35 to be reposted on July 22, 2008.

ADJOURNMENT

Motion by Commissioner Davis **and seconded by** Commissioner Daugherty to adjourn the Voting Session. (5:04 PM)

Motion carried: County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	absent

MINUTES APPROVED BY THE COMMISSIONERS' COURT

Date of Approval

Samuel T. Biscoe, Travis County Judge

#2

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

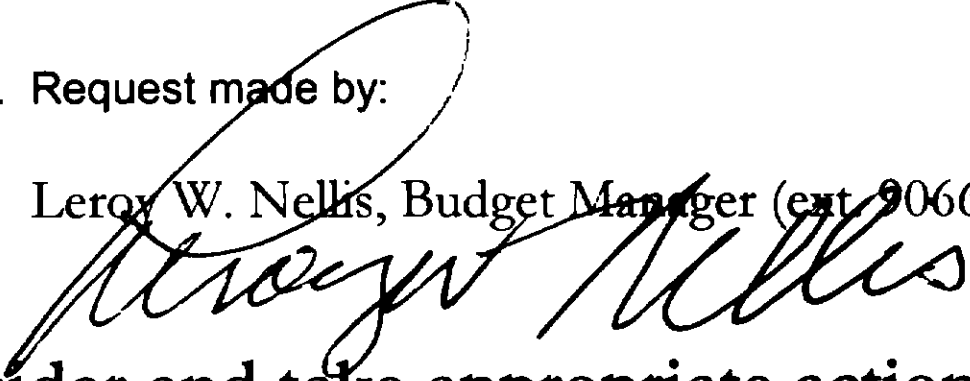
Please consider the following item for:

Northwest Travis County
Road District #3 (Golden Triangle):

July 29, 2008

I. A. Request made by:

Leroy W. Nellis, Budget Manager (ext. 9066)



Consider and take appropriate action on recommended maximum tax rate and proposed FY 09 Road District budget.

Approved by:

Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

RECEIVED
COUNTY JUDGE'S OFFICE
08 JUL 23 AM 10:25

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

_____ Additional funding for any department or for any purpose
_____ Transfer of existing funds within or between any line item budget
_____ Grant

Human Resources Department (854-9165)

_____ A change in your department's personnel (reclassifications, etc.)

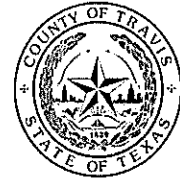
Purchasing Office (854-9700)

_____ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

_____ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 p.m. on Monday for the next week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

**BACK-UP MATERIAL FOR AGENDA ITEM FOR THE NORTHWEST TRAVIS
COUNTY ROAD DISTRICT #3 MEETING ON JULY 29**

July 25, 2008

To: Board of Directors of the Northwest Travis County Road District #3

Re: Approval of Maximum Tax Rate and Proposed FY 09 Road District Budget

Enclosed for your approval is the proposed maximum Tax Rate analysis. This material is based on: (a) the Certified Appraised Values for the Northwest Travis County Road District, obtained from TCAD, and on (b) the enclosed 2008 Tax Rate Study provided by Ladd Pattillo, Financial Advisor. Certified taxable value has increased from \$475,657,463 to \$497,215,367, an increase of 4.5%. I am also enclosing the Road district Tax Rate Summary and the one page budget, compiled by the Tax Office.

As you know, the only expense of the Road District is debt service, plus related fees. The total debt service for FY 09 is \$624,082. Ladd Pattillo has prepared the attached Tax Rate Study for your review and as part of setting the tax rate for FY 09. The Beginning Fund Balance for the District is estimated at \$364,303. Based upon the increase in property value, Mr. Pattillo believes that it is prudent to establish the tax rate at \$0.11, and PBO concurs with Mr. Pattillo. The current tax rate is \$0.11, and the debt obligations for the Road District will be over in five more years.

Pursuant to State law, you must set the debt service tax rate prior to the required publication of the Effective Tax Rate calculations in August. You are being asked to set the debt service tax rate for FY 09 and approve a proposed FY 09 budget at your July 29 meeting. Approval of the final tax rate and the final adopted budget will be submitted to the Board of Directors in September as part of the budget process.

A handwritten signature in black ink, appearing to read "Leroy Nellis", is written over the typed name and title.

Leroy Nellis
Budget Manager, Planning and Budget

Cc: Rodney Rhoades
Ladd Pattillo
Jessica Rio

Dusty Knight
Susan Spataro

Tien Dao
Sean O'Neal

Northwest Travis County Road District # 3

Fiscal Year 2009
Tax Year 2008
Budget

Estimated Available Balances & Debt Service Fund Requirements

Beginning Fund Balance	\$364,303.00

Revenues:

Current Taxes	\$546,937.00	
Delinquent Taxes	\$5,500.00	
Interest Revenue	<u>\$14,934.56</u>	
Total Revenues		\$567,371.56

Expenditures:

Principal	\$500,000.00	
Interest	\$124,082.00	
Paying Agent Fees	\$300.00	
Appraisal District Fees	<u>\$4,000.00</u>	
Total Expenditures		\$628,382.00

Ending Fund Balance	<u>\$303,292.56</u>

Northwest Travis County Road District # 3

Fiscal Year 2009
Tax Year 2008
Tax Rate

	Total Required for 2008 Debt Service.....	\$	\$624,082.00
-	Amount paid from reserves (beginning balance.....	\$	77,145.10
-	Excess collections last year.....	\$	\$0.00
=	Total to be paid from taxes in 2008.....	\$	\$546,936.90
	Anticipated Collection Rate.....		100.00%
+	Amount added in anticipation that the unit will collect only the above % of its taxes in 2008.....	\$	\$0.00
=	Total Debt Service Levy.....	\$	\$546,936.90
/	2008 Total Taxable Value.....	\$	497,215,367
=	2008 Tax Rate.....	\$	0.1100 /\$100

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS

Tom Granger
Chairperson
Richard Lavine
Vice Chairperson
Blanca Zamora-Garcia
Secretary/Treasurer



Patrick Brown
Chief Appraiser

BOARD MEMBERS

James Adkins
Hugh Farmer
Kristoffer S. Lands
Joan Kunkel
Nash Martinez
Eleanor Powell
Nelda Wells Spears

July 23, 2008

NWTCRD #3 GOLDEN TRIANGLE
THE HONORABLE SAM BISCOE
P.O. BOX 1748
AUSTIN, TX 78767

CERTIFICATION OF 2008 APPRAISED VALUES

NWTCRD #3 GOLDEN TRIANGLE

JURIS. NO. 78

1113

I, PATRICK BROWN, CHIEF APPRAISER OF THE TRAVIS CENTRAL APPRAISAL DISTRICT HEREBY CERTIFY THAT THE 2008 APPRAISED VALUE FOR THIS JURISDICTION IS:

APPROVED APPRAISAL ROLL			PROPERTY IN APPEALS PROCESS	
NUMBER OF ACCOUNTS	APPRAISAL VALUES		NUMBER OF ACCOUNTS	APPRAISAL VALUES
43	415,769,787	REAL PROPERTY	3	3,458,058
159	78,587,320	PERSONAL PROPERTY	6	1,466,132
202	494,357,107	TOTAL	9	4,924,190
EXEMPTIONS				
NUMBER OF ACCOUNTS	EXEMPTION AMOUNTS		NUMBER OF ACCOUNTS	EXEMPTION AMOUNTS
	0	AG		0
	0	HOMESTEAD CAP		0
0	0	ABATEMENT	0	0
0	0	CHODO	0	0
0	0	DISABLED PERSONS	0	0
0	0	DISABLED VETERAN	0	0
0	0	ECONOMIC DEV	0	0
0	0	ENERGY	0	0
4	1,325,935	EXEMPT	0	0
6	1,367	EXEMPT 366	0	0
0	0	FREEPORT	0	0
0	0	GOODS IN TRANSIT	0	0
0	0	HISTORIC	0	0
0	0	HOMESTEAD	0	0
0	0	HOMESTEAD OV65	0	0
0	0	LOW INCOME HOUSING	0	0
0	0	POLLUTION CONTROL	0	0
0	0	SOLAR	0	0
	493,029,805	NET AFTER EXEMPTIONS		4,924,190

CHIEF APPRAISER'S OPINION OF VALUE IN PROTEST:

4,185,562

Patrick Brown
PATRICK BROWN
CHIEF APPRAISER

NET TAXABLE VALUE:

497,215,367

P O Box 149012

8314 Cross Park Drive

Austin, Texas 78714-9012

(512) 834-9317

TDD (512) 836-3328

Fax (512) 835-5371

WWW.TRAVISCAD.ORG

2008 CERTIFICATION INFORMATION

JURIS. 78

a.	2007 total taxable value.	475,657,463
b.	2007 tax ceilings.	0
c.	Value loss associated with 2007 accounts which were appealed to the district court and on which litigation settlements have been reached.	346,831
d.	The amount of taxable value lost due to deannexation since January 1, 2007.	0
e.	The amount of 2007 taxable value becoming exempt for the first time in 2008.	40,541
f.	The amount of 2007 taxable value lost due to new productivity valuation in 2008.	0
g.	The amount of 2008 taxable value exempted for pollution control.	0
h..	2008 tax ceilings.	0
i.	The amount of taxable value added to the roll since January 1, 2007 by annexation.	0
j.	The 2008 value of new improvements added to the appraisal roll since January 1, 2007.	0
k.	2008 average appraised value of properties with a homestead exemption.	0
l.	2008 average taxable value of properties with a homestead exemption.	0
m.	2007 average appraised value of properties with a homestead exemption.	0
n.	2007 average taxable value of properties with a homestead exemption.	0

2008 CERTIFICATION INFORMATION

JURIS. 78

2008 Total appraised value of all property	499,281,297
2008 Total appraised value of all new property	0
2008 Total taxable value of all property	497,515,367
2008 Taxable value of new property	0

2007 Total appraised value of all property	476,984,667
2007 Total appraised value of all new property	0
2007 Total taxable value of all property	475,657,463
2007 Taxable value of new property	0

2008 Truth in Taxation Calculations
NWTCRD #3 Golden Triangle

Data Input Page
July 25, 2008

A. 2008 PROPERTY VALUES:	CERTIFIED VALUE.....	\$	493,029,805
	PROTESTED VALUE.....	\$	4,185,562
	UNLISTED VALUE.....	\$	0
	2008 TOTAL TAXABLE VALUE.....	\$	497,215,367
B. 2007 TOTAL TAXABLE VALUE.....		\$	475,657,463
C. 2007 TAXABLE VALUE OVER-65 & DISABLED CEILINGS....		\$	0
D. 2007 TAXABLE VALUE LOST ON COURT APPEALS.....		\$	346,831
E. 2007 DEANNEXED TAX VALUE.....		\$	0
F. 2007 TAXABLE VALUE BECOMING EXEMPT IN 2008.....		\$	40,541
G. 2007 TAXABLE VALUE LOST ON SPECIAL APPRAISAL.....		\$	0
H. 2008 TAXABLE VALUE POLLUTION CONTROL EXEMPTIO		\$	0
I. 2008 TAXABLE VALUE OVER-65 & DISABLED CEILINGS....		\$	0
J. 2008 TAX. VALUE OF PROP. ANNEXED > JAN. 1, 2007.....		\$	0
K. 2008 TAX. VALUE OF NEW IMP. ADDED > JAN. 1, 2007.....		\$	0
L. 2007 TAX RATES.....M & O.....		\$	0.0000 /\$100
	I & S.....	\$	0.1100 /\$100
	TOTAL TAX RATE.....	\$	0.1100 /\$100
M. M&O YEAR END FUND BALANCE.....		\$	0
N. I&S YEAR END FUND BALANCE.....		\$	364,303
O. 2008 TOTAL DEBT SERVICE NEEDED.....		\$	624,082.00
	AMOUNT PAID FROM FUNDS IN SCHEDULE A.....	\$	77,145.10
	AMOUNT PAID FROM OTHER SOURCES.....	\$	0.00
	ADJUSTED 2008 DEBT SERVICE.....	\$	546,936.90
P. 2007 EXCESS DEBT TAX COLLECTIONS.....		\$	0.00
Q. CERTIFIED 2008 ANTICIPATED COLLECTION RATE.....	%		100.00%
R. FUNCTION OR ACTIVITY TRANSFER (+/-).....		\$	0
S. REFUNDS FOR TAX YEARS PRIOR TO 2007.....		\$	11,530.57
	M&O PORTION.....	\$	0.00
T. TNRCC CERTIFIED POLLUTION CONTROL EXPENSES.....		\$	0
U. 2007 TAXES IN TAX INCREMENT FINANCING (TIF).....		\$	0
V. TIF CAPTURED APPRAISED VALUE.....		\$	0
W. ENHANCED INDIGENT HEALTH CARE EXPENDITURES....		\$	0
X. INCREASED AMOUNT OF INDIGENT HEALTH CARE		\$	0

Effective Tax Rate	0.1076
Effective M & O Tax Rate	0.0000
Rollback M & O Tax Rate	0.0000
Debt Rate	0.1100
Schedule A Funds Needed for Above Debt Rate	77,145.10
Debt Rate Reduction Using Above Schedule A Funds	0.0155

Roll Back Rate: **0.1100**

Hearing Limit Rate* **0.1076**
*Lower of Rollback Rate or Effective Rate

Statement of Increase/Decrease: **DECREASE** by **132**

Maximum Small Taxing Unit Rate = 0.1005

NWTCRD #3 Golden Triangle

July 25, 2008

**NOTICE OF EFFECTIVE TAX RATE,
ESTIMATED UNENCUMBERED FUND BALANCES, AND DEBT SERVICE**

I, Nelda Wells Spears, Tax Assessor-Collector for Travis County, in accordance with Sec. 26.04, Texas Property Tax Code, provide this notice on 2008 property tax rates for your jurisdiction. This notice presents information about three tax rates. Last year's tax rate is the actual rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers can start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

LAST YEAR'S TAX RATE:

Last year's operating taxes.....	\$	0.00
+ Last year's debt taxes.....	\$	523,223.21
= Last year's total taxes.....	\$	523,223.21
/ Last year's tax base.....	\$	475,657,463
= Last year's total tax rate.....	\$	0.1100 /\$100

THIS YEAR'S EFFECTIVE TAX RATE:

Last year's adjusted taxes (after subtracting taxes on lost property)...	\$	535,090.70
/ This year's adjusted tax base (after subtracting value of new property)	\$	497,215,367
= This year's effective tax rate.....	\$	0.1076 /\$100

(Maximum rate unless unit publishes notices and holds hearings.)

THIS YEAR'S ROLLBACK TAX RATE:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent health care expenditures).....			\$	0.00
/	This year's adjusted tax base.....	\$	497,215,367	
=	This year's effective operating rate.....	\$	0.0000	/\$100
x	1.08 = This year's maximum operating rate.....	\$	0.0000	/\$100
+	This year's debt rate.....	\$	0.1100	/\$100
=	This year's rollback rate.....	\$	0.1100	/\$100

Statement of Increase/Decrease

If NWTCRD #3 Golden Triangle

adopts a 2008 tax rate equal to the effective tax rate of.....	\$	0.1076
per \$100 of value, taxes would.....	DECREASE	
compared to 2007 taxes by.....	\$	132

Schedule A: Unencumbered Fund Balances:

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Maintenance & Operations	\$	0
Interest & Sinking (Debt)	\$	364,303
Total	\$	364,303

Schedule B, 2008 Debt Service, Parts 1 and 2, are attached

Nelda Wells Spears, RTA
Travis County Tax Assessor-Collector

Prepared By: _____
Tien Dao

NWTCRD #3 Golden Triangle

Page 3

Schedule B, 2008 Debt Service, Part 2

July 25, 2008

Total Required for 2008 Debt Service.....	\$	624,082.00
- Amount (if any) paid from funds listed in Schedule A.....	\$	77,145.10
- Amount (if any) paid from other resources.....	\$	0.00
- Excess collections last year.....	\$	0.00
= Total to be paid from taxes in 2008.....	\$	546,936.90
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2008.....	\$	0.00
= Total Debt Levy.....	\$	546,936.90

NWTCRD #3 Golden Triangle

Page 2

Schedule B, 2006 Debt Services, Part 1

July 25, 2008

DESCRIPTION	PRINCIPAL	INTEREST	OTHER	TOTALS
2005 Unlimited Tax Refunding	500,000.00	124,082.00	0.00	624,082.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTALS	500,000.00	124,082.00	0.00	624,082.00

CASE A

NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3 (GOLDEN TRIANGLE)

SLOW GROWTH

2008 TAX RATE STUDY

D/S Year	F/Y End 9/30	Beginning Balance I & S Fund	Tax Year	Assessed Value (d)	Tax Rate	Tax Income (e)	Cash Cont Mo	Invest Income (b)	Total Funds Available	Debt Service Required	Ending Balance I & S Fund	% Next Annual D/S
1	2009	364,303	2008	486,956,411	0.1100	535,652		13,909	913,864	624,082	289,782	46.25%
2	2010	289,782	2009	496,695,539	0.1100	546,365		11,527	847,674	626,581	221,093	35.75%
3	2011	221,093	2010	506,629,450	0.1100	567,292		10,300	788,685	618,381	170,305	27.31%
4	2012	170,305	2011	516,762,039	0.1100	568,438		9,452	748,195	623,506	124,689	20.05%
5	2013	124,689	2012	527,097,280	0.1100	579,807		8,689	713,185	622,000	91,185	14.61%
6	2014	91,185	2013	537,639,225	0.1100	591,403		8,181	690,769	624,000	66,769	

ASSUMPTIONS:

Tax Income Distribution:

December	25%
January	35%
February	35%
March	5%

(a) Estimated I & S Fund Balance for 9/30/08	\$364,303
(b) Investment Rate Estimated at	2.00%
(c) 2007 Certified Taxable Value as of July 23, 2008 by the Travis Central Appraisal District	\$486,956,411
(d) Assessed Value Growth	2.00%
(e) Tax Collections Estimated Rate	100.00%
(f) March 1 Interest Payment	\$78,666

Prepared By: D. Ladd Pattillo & Associates, Inc. - Austin, Texas

07/11/08

CASE B

NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3 (GOLDEN TRIANGLE)

RAPID GROWTH

2008 TAX RATE STUDY

D/S Year	F/Y End 9/30	Beginning Balance I & S Fund	Tax Year	Assessed Value (d)	Tax Rate	Tax Income (e)	Cash Cont Mo	Invest Income (b)	Total Funds Available	Debt Service Required	Ending Balance I & S Fund	% Next Annual D/S
1	2009	364,303	2008	486,956,411	0.1100	535,652		13,909	913,864	624,082	289,782	46.25%
2	2010	289,782	2009	521,043,360	0.1000	521,043		11,177	822,002	626,581	195,421	31.60%
3	2011	195,421	2010	557,516,395	0.1000	557,516		9,790	762,727	618,381	144,346	23.15%
4	2012	144,346	2011	596,542,543	0.1000	596,543		9,322	750,211	623,506	126,705	20.37%
5	2013	126,705	2012	638,300,521	0.1000	638,301		9,538	774,543	622,000	152,543	24.45%
6	2014	152,543	2013	682,981,557	0.0700	478,087		7,841	638,472	624,000	14,472	

ASSUMPTIONS:

(a) Estimated I & S Fund Balance for 9/30/08	\$364,303
(b) Investment Rate Estimated at	2.00%
(c) 2007 Certified Taxable Value as of July 23, 2008 by the Travis Central Appraisal District	\$486,956,411
(d) Assessed Value Growth	7.00%
(e) Tax Collections Estimated Rate	100.00%
(f) March 1 Interest Payment	\$78,666

Tax Income Distribution:

December	25%
January	35%
February	35%
March	5%

Prepared By: D. Ladd Patillo & Associates, Inc. - Austin, Texas

07/11/08

CASE C

NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3 (GOLDEN TRIANGLE)

NO GROWTH

2008 TAX RATE STUDY

D/S Year	F/Y End 9/30	Beginning Balance I & S Fund	Tax Year	Assessed Value (d)	Tax Rate	Tax Income (e)	Cash Cont	Mo	Invest Income (b)	Total Funds Available	Debt Service Required	Ending Balance I & S Fund	% Next Annual D/S
1	2009	364,303	2008	486,956,411	0.1135	552,696			14,145	931,144	624,082	307,062	49.01%
2	2010	307,062	2009	486,956,411	0.1135	552,696			11,960	871,717	626,581	245,136	39.64%
3	2011	245,136	2010	486,956,411	0.1135	552,696			10,717	808,549	618,381	190,168	30.50%
4	2012	190,168	2011	486,956,411	0.1135	552,696			9,632	752,495	623,506	128,989	20.74%
5	2013	128,989	2012	486,956,411	0.1135	552,696			8,400	690,084	622,000	68,084	10.91%
6	2014	68,084	2013	486,956,411	0.1135	552,696			7,184	627,964	624,000	3,964	

ASSUMPTIONS:

(a) Estimated I & S Fund Balance for 9/30/08	\$364,303
(b) Investment Rate Estimated at	2.00%
(c) 2007 Certified Taxable Value as of July 23, 2008 by the Travis Central Appraisal District	\$486,956,411
(d) Assessed Value Growth	0.00%
(e) Tax Collections Estimated Rate	100.00%
(f) March 1 Interest Payment	\$78,666

Tax Income Distribution:

December	25%
January	35%
February	35%
March	5%

Prepared By: D. Ladd Pattillo & Associates, Inc. - Austin, Texas
07/11/08

CASE D

NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3 (GOLDEN TRIANGLE)

NEG GROWTH

2008 TAX RATE STUDY

D/S Year	F/Y End 9/30	Beginning Balance I & S Fund	Tax Year	Assessed Value (d)	Tax Rate	Tax Income (e)	Cash Cont Mo	Invest Income (b)	Total Funds Available	Debt Service Required	Ending Balance I & S Fund	% Next Annual D/S
1	2009	364,303	2008	486,956,411	0.1200	584,348		14,583	963,234	624,082	339,152	54.13%
2	2010	339,152	2009	477,217,283	0.1200	572,661		12,878	924,690	626,581	298,109	48.21%
3	2011	298,109	2010	467,672,937	0.1200	561,208		11,895	871,211	618,381	252,830	40.55%
4	2012	252,830	2011	458,319,478	0.1200	549,983		10,847	813,661	623,506	190,155	30.57%
5	2013	190,155	2012	449,153,089	0.1200	538,984		9,433	738,572	622,000	116,572	18.68%
6	2014	116,572	2013	440,170,027	0.1200	528,204		7,815	652,591	624,000	28,591	

ASSUMPTIONS:

(a) Estimated I & S Fund Balance for 9/30/08	\$364,303
(b) Investment Rate Estimated at	2.00%
(c) 2007 Certified Taxable Value as of July 23, 2008 by the Travis Central Appraisal District	\$486,956,411
(d) Assessed Value Growth	98.00%
(e) Tax Collections Estimated Rate	100.00%
(f) March 1 Interest Payment	\$78,666

Tax Income Distribution:

December	25%
January	35%
February	35%
March	5%

Prepared By: D. Ladd Patillo & Associates, Inc. - Austin, Texas

07/11/08

Board of Directors
Travis County Bee Caves Road District No. 1 Agenda Request

Voting Session Tuesday, July 29, 2008
(Date)

Work Session _____
(Date)

I. A. Request made by: Gillian Porter Phone: 854-4722
Commissioners Court Specialist
Commissioners Court Minutes/County Clerk's Office

B. Requested Text: **Approve the Travis County Bee Caves Road District
No. 1 Minutes for the Voting Session of
July 15, 2008.**

C. Approved By: 
Dana DeBeauvoir, Travis County Clerk

- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request
(Original and eight copies)
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected
or be involved with the request. Send a copy of this Agenda Request and backup to them.
- III. Is back-up material attached? YES

AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum and
exhibits, should be submitted to the County Judge's Office no later than 12:00 PM on Tuesday for the
following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

MINUTES OF MEETING – JULY 15, 2008

TRAVIS COUNTY BEE CAVES ROAD DISTRICT NO. 1

On Tuesday, the 15th day of July, 2008, the Commissioners' Court, meeting as the Travis County Bee Caves Road District No. 1 (Galleria) Board of Directors, convened the Voting Session at 1:38 PM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Road District Board of Directors adjourned the Voting Session of the Travis County Bee Caves Road District No. 1 (Galleria) at 1:40 PM.

1. APPROVE TRAVIS COUNTY BEE CAVES ROAD DISTRICT #1 MINUTES FOR VOTING SESSION OF JULY 1, 2008 AND CORRECTED MINUTES FOR VOTING SESSION OF JUNE 17, 2008. (1:38 PM)

Motion by Commissioner Gómez **and seconded by** Commissioner Daugherty to approve Item 1.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

2. CONSIDER AND TAKE APPROPRIATE ACTION ON THE ACCEPTANCE OF DEEDS OF RIGHT OF WAY AND ADJACENT FOR THE HILL COUNTRY GALLERIA PARKWAY TO THE TRAVIS COUNTY BEE CAVE ROAD DISTRICT #1. (1:39 PM)

Members of the Court heard from: Carol Joseph, Assistant Director, Transportation and Natural Resources (TNR).

Motion by Commissioner Gómez **and seconded by** Commissioner Daugherty to approve Item 2.

Motion carried:

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Gerald Daugherty	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Samuel T. Biscoe, Travis County Judge

Agenda Item No. 1
COUNTY CLERK

TRAVIS COUNTY HOUSING FINANCE CORPORATION
AGENDA REQUEST

08 JUL 17 PM 1:44

Work Session _____ Voting Session July 29, 2008 Executive Session _____
Date Date Date

- I. A. Request made by: Samuel T. Biscoe, President
Elected Official
- B. Requested Text: Consider and take appropriate action on request to approve minutes of Board of Director meetings of April 22, April 29, May 20, May 27, June 3, and June 10, 2008.

Approved by: _____
Signature of Samuel T. Biscoe, President

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable.

- Planning and Budget Office (473-9106)
____ Additional funding for any department or for any purpose
____ Transfer of existing funds within or between any line item
____ Grant
- Human Resources Department (473-9165)
____ A change in your department's personnel (reclassifications, etc.)
- Purchasing Office (473-9700)
____ Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney's Office (473-9415)
____ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, APRIL 22, 2008**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, April 22, 2008, at 1:43 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary; and Ron Davis, Assistant Secretary.

1. **CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO EXECUTE A PARTIAL RELEASES OF LIENS ON 4508 ACERS LANE IN AUSTIN COLONY OWNED BY AUSTIN HABITAT FOR HUMANITY, INC.**

The Board heard from: Harvey Davis, Manager

Motion: Director Davis moved to approve the release of lien for 4508 Acers Lane. Director Eckhardt seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

Staff Note: Release of lien on 3rd of 8 lots in Austin Colony.

ADJOURN

The meeting was adjourned at 1:44 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, APRIL 29, 2008**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, April 29, 2008, at 9:45 a.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary (acting chair); and Ron Davis, Assistant Secretary. Samuel T. Biscoe, President, was absent.

1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE PAYMENT OF THREE INVOICES FROM CONSUMER CREDIT COUNSELING SERVICE.

The Board heard from: Harvey Davis, Manager

Motion: Director Daugherty moved to approve payment of three invoices.
Director Eckhardt seconded the motion.

Motion carried:	Director Biscoe	absent
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

Staff Note: The invoices total \$525.00

2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF JANUARY 15, JANUARY 22, JANUARY 29, FEBRUARY 5 AND FEBRUARY 12, 2008.

The Board heard from: Harvey Davis, Manager

Motion: Director Davis moved to approve the minutes as presented.
Director Eckhardt seconded the motion.

Motion carried:	Director Biscoe	absent
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

Staff Note: Item previously placed on, but not acted on, March 18, 2008 agenda.

ADJOURN

The meeting was adjourned at 9:47 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, MAY 20, 2008**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, May 20, 2008, at 1:42 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; and Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

- 1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE CONTRACT FOR TRAVIS COUNTY TO PERFORM ADMINISTRATIVE, ACCOUNTING AND CLERICAL SERVICES FROM OCTOBER 1, 2008 TO SEPTEMBER 20, 2010.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the item as presented.
Director Eckhardt seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

Staff Note: Period to end September 30, 2010 not September 20, 2010.
FY-09 \$130,144 *(all corporations)*
FY-10 \$134,048 *(all corporations)*

- 2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO REVIEW THE INVESTMENT POLICY AND STRATEGIES.**

The Board heard from: Harvey Davis, Manager

Motion: Director Daugherty moved to approve the presented investment policy and strategy. Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

3. CONSIDER AND TAKE APPROPRIATE ACTION ON RESULTS OF COMPLIANCE REVIEW OF \$100,000 GRANT TO AUSTIN HABITAT FOR HUMANITY.

The Board heard from: Mike Gonzalez, Sr. Financial Analyst

Motion: Director Eckhardt moved to approve the compliance review report.
Director Daugherty seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

4. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO REIMBURSE EIGHT FAMILIES FOR THEIR HOMEBUYER EDUCATION EXPENSE.

The Board heard from: Harvey Davis, Manager

Motion: Director Gomez moved to approve the item as presented.
Director Daugherty seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

Staff Note: Reimbursement total is \$600.

5. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE PAYMENT OF AN INVOICE FROM CONSUMER CREDIT COUNSELING SERVICE.

The Board heard from: Harvey Davis, Manager

Motion: Director Gomez moved to approve the item as presented.
Director Daugherty seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

Staff Note: Invoice total was \$225.00

ADJOURN

The meeting was adjourned at 1:53 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, MAY 27, 2008**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, May 27, 2008, at 1:41 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE PLAN TO ADVERTISE AND SELECT A CONSULTANT FOR THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS GRANT FOR HOMEBUYER ASSISTANCE.

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the item as presented.
Director Daugherty seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE RESPONSES TO INTERNAL REVENUE SERVICE EXAMINATION OF THE LAKEVIEW APARTMENT PROJECT MULTIFAMILY HOUSING REVENUE BONDS, SERIES 2001A, B AND C.

The Board heard from: Harvey Davis, Manager; Cliff Blount, Attorney

(Board entered into executive session at 1:42 p.m. under consultation with attorney exception of the Open Meetings Act. Board reconvened into public session at 1:56 p.m. No action was taken in executive session)

Motion: No Action Taken

Staff Note: Item to be placed on next week's agenda.

3. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPOINT U.S. BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE FOR THE FORT BRANCH LANDING MULTIFAMILY HOUSING REVENUE BONDS, SERIES 2000.

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the item as presented.
Director Eckhardt seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

ADJOURN

The meeting was adjourned at 2:01 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, JUNE 3, 2008**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, June 3, 2008, at 1:40 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; and Margaret Gomez, Secretary. Ron Davis, Assistant Secretary was absent.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO
AUTHORIZE A RELEASE OF LIEN FOR A FIRST-TIME HOME BUYER
THAT REPAID A LOAN EXECUTED ON MAY 25, 2007.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the item as presented.
Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

**2. CONSIDER AND TAKE APPROPRIATE ACTION ON RESPONSES TO
INTERNAL REVENUE SERVICE EXAMINATION OF THE LAKEVIEW
APARTMENT PROJECT MULTIFAMILY HOUSING REVENUE BONDS,
SERIES 2001A, B AND C.**

The Board heard from: Harvey Davis, Manager; Cliff Blount, Attorney

Motion: Director Daugherty moved to approve engaging Fulbright & Jaworski to represent the corporation and to execute a power of attorney naming Cliff Blount and Joyce Bode-(*tax attorney, Fulbright & Jaworski*) as agents. Director Biscoe seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

ADJOURN

The meeting was adjourned at 1:46 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, JUNE 10, 2008**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, June 10, 2008, at 1:43 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO EXECUTE A PARTIAL RELEASE OF LIEN ON 4600 ACRES LANE IN AUSTIN COLONY OWNED BY AUSTIN HABITAT FOR HUMANITY, INC.

The Board heard from: Miguel Gonzalez, Sr. Financial Analyst

Motion: Director Davis moved to approve the item as presented.
Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO REFUND WELLS FARGO BANK \$6,773.30 DUE TO OVERPAYMENT OF ISSUER FEES FOR THE 2006 SINGLE FAMILY MORTGAGE LOAN PROGRAM.

The Board heard from: Harvey Davis, Manager

Motion: Director Eckhardt moved to approve the \$6,773.30 refund to Wells Fargo Bank. Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

3. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE RESOLUTION CONSENTING TO TRANSFER OF

ARBORETUM OAKS APARTMENTS (F/K/A HAMILTON'S MARK APARTMENTS) TO IBK ARBORETUM L.P. AND APPROVING THE EXECUTION AND DELIVERY OF AN ASSIGNMENT, ASSUMPTION AND CONSENT AGREEMENT BETWEEN TRAVIS COUNTY HOUSING FINANCE CORPORATION, THE TRUSTEE, THE SELLER AND THE PURCHASER.

The Board heard from: Harvey Davis, Manager
Cliff Blount, Attorney

Motion: Director Biscoe moved to conditionally approve the resolution pending follow-up examination; withhold the President's signature; and authorized invoicing the owner a \$3,000 processing fee.
Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	yes

ADJOURN

The meeting was adjourned at 1:59 p.m.

Margaret Gomez, Secretary

Agenda Item No.

TRAVIS COUNTY HOUSING FINANCE CORPORATION
AGENDA REQUEST

Work Session _____ Voting Session July 29, 2008 Executive Session _____
Date Date Date

- I. A. Request made by: Samuel T. Biscoe, President**
(Elected Official/Appointed Official/Executive Manager/County Attorney)
- B. Requested Text: Consider and take appropriate action on request to approve HOME Homebuyer Assistance Contract No. 1000938 with the Texas Department of Housing and Community Affairs.**

Approved by: _____
Signature of Commissioner(s) or Judge

- A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
 - B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (473-9106)

_____ Additional funding for any department or for any purpose
 _____ Transfer of existing funds within or between any line item
 _____ Grant

Human Resources Department (473-9165)

A change in your department's personnel (reclassifications, etc)

Purchasing Office (473-9700)

Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)

Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Mondays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

Agenda Item No. 1

TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
AGENDA REQUEST

Work Session _____ Voting Session July 29, 2008 Executive Session _____
Date Date Date

- I. A. Request made by: Samuel T. Biscoe, President
Elected Official
- B. Requested Text: Consider and take appropriate action on request to approve a contract with Family Eldercare.

Approved by: _____
Signature of Samuel T. Biscoe, President

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (473-9106)

- _____ Additional funding for any department or for any purpose
_____ Transfer of existing funds within or between any line item
_____ Grant

Human Resources Department (473-9165)

- _____ A change in your department's personnel (reclassifications, etc.)

Purchasing Office (473-9700)

- _____ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)

- _____ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

**TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT
CORPORATION**

DATE: July 29, 2008

TO: Board of Directors, Travis County Health Facilities Development Corporation

FROM: Miguel Gonzalez, Sr. Financial Analyst

SUBJECT: Contract providing financial support to Family Eldercare's new program center.

Proposed Motion:

To approve attached contract with Family Eldercare, and to authorize Board President, Samuel Biscoe, to execute the agreement.

Background:

On September 18, 2007, the Board approved a \$250,000 commitment over the next two years to support Family Eldercares ("FE") new program center located in the Rathgeber Village in the Mueller redevelopment in Austin, Texas.

Attached is the contract drafted by TCHFDC staff and reviewed by Cliff Blount. The agreement has been signed by Karen Langley, FE Executive Director and is pending final execution by TCHFDC President, Samuel T. Biscoe.

Contract Highlights:

Parties: *TCHFDC and Family Eldercare, Inc.*

Total funding: *\$250,000 over a two year period – 2008 and 2009*

Date funds are available: *according to Draw Schedule in Exhibit A of the contract; no more than \$125,000 will be released prior to Sept. 30, 2008.*

Purpose of funds: *completing FE's new facility located in Rathgeber Village for the sole purpose of expanding the agency's capacity to meet the needs of older adults, people with disabilities, and their caregivers in Central Texas.*

cc: Cliff Blount, Esq.
Leroy Nellis, Budget Manager
Harvey Davis, Manger
Mary Mayes, Assistant Manager

03 JUL -3 AM 10:57
TRAVIS COUNTY
PLANNING & BUDGET OFFICE

**CONTRACT BETWEEN THE
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
AND
FAMILY ELDERCARE, INC.**

This Contract (the "Contract") is entered into to be effective as of July 1, 2008, by Travis County Health Facilities Development Corporation, a Texas public nonprofit corporation (the "Corporation") and Family Eldercare, Inc., a Texas nonprofit corporation ("FE").

RECITALS

FE has requested funds from the Corporations to assist FE in completing its new facility located on a two acre lot in the Rathgeber Village in the Mueller redevelopment in Austin, Texas, (the "Project"). The Board of Directors of the Corporation has authorized the provision of funds to FE to provide funding to assist with the improvement, completion, use and/or operation of the Project.

FE will use the new facility for the sole purpose of expanding the agency's capacity to meet the needs of older adults, people with disabilities, and their caregivers in Central Texas so they can remain safely living in their homes and communities for as long as possible.

AGREEMENT

NOW, THEREFORE, the parties agree to the terms and conditions stated in this Contract.

1.0 DEFINITIONS

In this Contract, "Contract Funds" means all funds paid by the Corporations to FE pursuant to this Contract.

2.0 CONTRACT PERIOD

This Contract shall continue in full force for the Contract Period which commences on July 1, 2008, and terminates on April 30, 2010.

3.0 FE PERFORMANCE

3.1 FE Responsibilities. During the Contract Period, FE shall complete and then operate the Project in accordance with its corporate purposes and mission for a minimum of five (5) years.

3.2 Quarterly Report. FE agrees to provide quarterly progress reports specified on "**Exhibit A**" to the Corporation within 30 days after the end of each calendar quarter, beginning with the quarter ending June 30, 2008.

3.3 Civil Rights/ADA Compliance. FE shall comply with the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, Public Law 93-1122, Section 504, and with the provisions of the Americans With Disabilities Act of 1990, Public Law 101-336 [S.933]. FE shall not discriminate against any employee, applicant for employment, or participant in any of its programs based on race, religion, color, sex, national origin, age or handicapped condition.

3.4 Overpayment and Disallowed Payments. FE shall refund to the Corporation any money which the Corporation reasonably determines (a) has been overpaid to FE by the Corporation, or (b) as a result of periodic program evaluations or financial audits, has not been spent by FE strictly in accordance with the terms of this Contract. Such refund shall be made by FE to the Corporation within thirty (30) days after the refund is requested by the Corporation.

3.5 W-9 Taxpayer Identification Form. If requested, FE shall provide the Corporation with an Internal Revenue Form W-9 Request for Taxpayer Identification Number and Certification that is completed in compliance with the Internal Revenue Code, its rules and regulations, and a statement of entity status in a form satisfactory to the Corporation before any Contract Funds are paid to FE.

3.6 FE Covenants. FE represents and warrants to the Corporation that:

- a. FE is not a party to any action, suit or proceeding pending or concluded, nor, to the knowledge and good faith belief of FE, is FE threatened with any suit or proceedings which may bring into question the validity of the transaction herein contemplated or might result in any adverse change in the business or financial condition of FE.
- b. The making of this Agreement and the consummation of the transaction contemplated herein will not violate any provision of law or result in any breach or constitute a default under any agreement to which FE is presently a party.
- c. All information, reports and data furnished or to be furnished to the Corporations in connection with this Agreement are complete and accurate as of the date shown on the information, data or report, and that since said date there has been no material change, adverse or otherwise, in the financial condition of the FE.
- d. None of the provisions of this Agreement contravenes or is in conflict with the authority under which FE is doing business or with the provisions of any existing indenture or agreement of FE.

4.0 CORPORATION PERFORMANCE

4.1 Maximum Funds. In consideration of the promises herein contained and to satisfactorily assist FE in the construction of the Project, the Corporation shall provide FE Contract Funds of Two Hundred Fifty Thousand Dollars (\$250,000.00). No more than \$125,000 will be released prior to September 30, 2008.

4.2 Release of Funds. Funds will be released by the Corporation according to the Draw Schedule detailed in "Exhibit A". Upon receipt of a completed and approved Draw Request "Exhibit A" from FE, the Corporation shall release funds within 30 days.

5.0 EXPRESS ACKNOWLEDGEMENTS

5.1 Maximum Amount. FE expressly acknowledges and agrees that the sum stated in Section 4.1 is the maximum amount to be paid by the Corporation to FE hereunder.

5.2 Satisfactory Performance. The parties expressly acknowledge and agree that payments under this Contract are contingent upon FE's full and satisfactory performance of the terms of this Contract.

5.3 Disallowed Payments. FE expressly acknowledges and agrees that it shall be liable to the Corporations for any payments disallowed pursuant to financial and compliance audit(s) relating to the Project.

5.4 Independent Contractor. The parties expressly acknowledge and agree that FE is an independent contractor and assumes all of the rights, obligations and liabilities applicable to it as an independent contractor. No employee of FE shall be considered an employee of the Corporation or gain any rights against the Corporation pursuant to the Corporation's personnel policies.

5.5 Recognition of Contract Funds. FE agrees to include the Corporation on any plaques or other permanent acknowledgements of gifts and donations to FE for use in constructing or operating the Project in a manner similar to other acknowledgements it makes. The plaque or other public acknowledgement will be of similar size, style and type as all other gifts and donations of amounts similar to the Contract Funds.

6.0 RETENTION AND ACCESSIBILITY OF RECORDS

6.1 Fiscal Records. FE shall maintain all fiscal records and documentation for all expenditures pertaining to this Contract in a readily available state and location for three (3) years after the end of the Contract Period.

6.2 Corporation Access. FE shall give the Corporation, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files and other papers, things or property belonging to or in use by FE pertaining to this Contract at reasonable times and for reasonable periods. These rights to access shall continue as long as the records are retained by FE.

6.3 Annual Audit. Unless otherwise directed by the Corporation, FE, at its expense, shall arrange for the performance of an annual financial audit by a firm of Certified Public Accountants in accordance with generally accepted accounting principles and procedures for a non-profit organization for each of the fiscal years in which the FE receives Contract Funds. Unless otherwise specifically authorized by the Corporations in writing, FE shall submit two (2) copies of the audit report to the Corporations within 10 days of its issuance by the auditor, but in no event later than 6 months after the end of the FE's fiscal year.

7.0 CONFIDENTIALITY

The Corporation agrees to keep confidential at all times all information received from FE if required to do so by law.

8.0 SURVIVAL OF CONDITIONS

The provisions of this Contract shall survive beyond the end of this Contract until FE has complied with all provisions hereof.

9.0 MONITORING

The Corporation reserves the right to perform periodic on-site monitoring of FE's compliance with the terms hereof, of the adequacy and timeliness of FE's performance hereunder, and to conduct an annual financial and compliance audit of Contract Funds and the Project. Within thirty (30) days of each monitoring visit or audit, the Corporation shall provide FE with a written report of the monitor's or auditor's findings. If the report denotes deficiencies in FE's performance hereunder, it shall include the requirements and deadlines for the correction of those deficiencies by FE. FE agrees to reasonably undertake the actions specified in any such report. FE shall take whatever action is reasonably appropriate to facilitate the performance of any audits conducted pursuant to this Contract.

10.0 INDEMNIFICATION AND CLAIMS NOTIFICATION

10.1 Indemnification. EXCEPT FOR THE CORPORATION'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT FOR WHICH EITHER IS ADJUDGED BY A COURT OF COMPETENT JURISDICTION TO BE LEGALLY LIABLE, FE AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS THE CORPORATION, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, NEGLIGENCE, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR INJURY OR DEATH OF ANY PERSON, FOR ANY ACT OR OMISSION BY FE, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF IN CONNECTION WITH THE CONSTRUCTION AND USE OR OPERATION OF THE PROJECT. EXCEPT AS AFORESAID, IT IS THE EXPRESSED INTENTION OF THE PARTIES TO THIS CONTRACT THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS FOR FE TO INDEMNIFY AND PROTECT THE CORPORATION FROM THE CONSEQUENCES OF ITS OWN NEGLIGENCE ARISING OUT OF OR IN CONNECTION WITH THIS CONTRACT, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONCURRING CAUSE OF THE INJURY, DEATH OF DAMAGE.

10.2 Claims Notification. If any claim or other action, including proceedings before an administrative agency, is made or brought by any person or entity against FE or the Corporation, the party against whom the claim is made shall give the other party written notice of such claim or other action within three (3) business days after being notified of the claim or action or the threat of it. The notice shall include the name and address of the person or entity making such claim, the basis of the claim, the court or administrative agency where the claim was initiated or

is threatened to be initiated, and the name of the person(s) against whom the claim is made or threatened, and the notifying party shall provide copies of all pertinent documents to the other party.

11.0 SUSPENSION

If FE fails to comply with any provision hereof, and after the Corporation has notified FE in writing of the provision of the Contract that FE is not in compliance with and such failure to comply continues for a period of 20 days after the Corporation has notified FE, the Corporation may suspend this Contract in whole or in part, and require the repayment of the Contract Funds.

12.0 TERMINATION

12.1 Reasons for Termination. The Corporation shall have the right to terminate this Contract, in whole or in part, if FE has failed to comply with any material term or condition of this Contract, and such failure to comply shall continue for a period of more than ten (10) days after written notice of such failure has been given to FE. Further, the Corporation shall have the right to immediately terminate this Contract and to be reimbursed for the Contract Funds should FE fail to use the Project as a medical examination room.

12.2 Notification. The Corporation shall notify FE in writing at least ten (10) days before the date of the Corporation's termination of this Contract, the reasons for termination, the effective date of termination and, in the case of partial termination, the portion of the Contract to be terminated.

12.3 Continued Liability. Notwithstanding the exercise by the Corporation of its right to suspend or terminate, FE shall not be relieved of any liability to the Corporation for damages due to the Corporation by virtue of any breach of this Contract or otherwise pursuant to this Contract.

13.0 NON-WAIVER OF DEFAULT

No payment, act or omission by a party may constitute or be construed as a waiver of any breach or default of such party which then exists or which may subsequently exist. All rights of the parties under this Contract are reserved and any payment, act or omission shall not impair or prejudice any right or remedy of a party hereto. The pursuit of any right or remedy under this Contract or by law shall not preclude the exercise of any other right or remedy under this Contract or pursuant to law, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other right or remedy.

14.0 AMENDMENTS

Any amendment to any term of this Contract shall be effective only if it shall be in writing and signed by both parties hereto.

15.0 ASSIGNABILITY; BINDING AGREEMENT

Neither party may assign any of the rights or obligations under this Contract without the written consent of the other party hereto. This Contract shall be binding upon the successors, assigns and legal representatives of the parties hereto.

16.0 ENTIRE AGREEMENT

All oral and written agreements between the parties hereto that were made prior to the execution hereof have been reduced to writing and are contained in this Contract. All exhibits hereto are made a part of this Contract.

17.0 LAW AND VENUE

This Contract is governed by the laws of the State of Texas and all obligations under this Contract shall be performable in Travis County, Texas.

18.0 SEVERABILITY

If any portion of this Contract is ruled invalid by a court of competent jurisdiction, the remainder of it shall remain valid and binding.

19.0 NOTICES

Any notice required to be given under this Contract shall be in writing and deemed to be given when actually delivered or no later than the third day after it is deposited in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the party at the address specified below or such other address as may be given to each party from time to time:

Travis County Health Facilities Development Corporation
Attention: President
P.O. Box 1748
Austin, Texas 78767

Family Eldercare, Inc.
Karen Langley, Chief Executive Officer
1110 East 32nd Street
Austin, Texas 78722

20.0 LEGAL AUTHORITY

FE represents that it has the legal authority to enter into this Contract and to construct and operate the Project. FE will comply with all applicable laws, ordinances, rulings and codes.

21.0 CONFLICT OF INTEREST

FE shall ensure that no person who is an employee, agent, consultant, or officer of FE, or other person with decision making authority, may obtain a personal or financial benefit or interest from the activities contemplated hereunder or from the Contract Funds, either for himself or herself or those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

22.0 POLITICAL ACTIVITY

FE shall not use any performance under this Contract or any portion of the Contract Funds for any activity related to the result of an election for public office.

23.0 DISPUTE RESOLUTION

When mediation is acceptable to both parties in resolving a dispute hereunder, the parties agree to use the Dispute Resolution Center in Austin, Texas, as the provider of mediators. Mediation will not constitute a final and binding resolution of any dispute unless both parties agree. All communications within the scope of the mediation shall remain confidential unless both parties agree, in writing, to waive the confidentiality.

24.0 INTERPRETATIONAL GUIDELINES

24.1 Computation of Time. When any period of time is stated in this Contract, the time shall be computed to exclude the first day of such period and to include the last day of such period. If the last day of any period falls on a Saturday, Sunday or legal holiday, those days shall be omitted from the computation.

24.2 Gender. Words of any gender in this Contract shall be construed to include the other gender.

24.3 Headings. The headings at the beginning of each provision of this Contract have been included only to make it easier to locate the subject matter covered by that section or subsection, and are not to be used in construing this Contract.

Executed as of the date first mentioned above.

**TRAVIS COUNTY HEALTH FACILITIES
DEVELOPMENT CORPORATION**

By: _____
Name: _____
Title: _____

FAMILY ELDERCARE, INC.

By: *Sam Langley*
Name: *Karen Langley*
Title: *Executive Director*

Exhibit "A"
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION

Contract Title Contract Between the Travis County Health Facilities Development Corporation and Family Eldercare, Inc.		Contract Amount \$250,000	Date of Report
Type of Report (circle one) Quaterly Final Draw	Draw Number _____		Period Covered by this Report from _____ to _____

Source of Funding

	Committed	Collected	% Collected
Contrubutions			
Debt			
Total			

Use of Funding

	Budgeted	Costs This Period	Total Costs to Date
Acquisition			
Construction			
Arch/Eng.			
Contingency			
SoftCosts			
Financing Costs			
Reserves			
Development Fee			
Other			
Construction Loan Repayment			
Total			

Progress of Construction

	Draw Schdule	Original Estimated Completion Date	% Completed	Date Completed
Foundation	1 - 30%			
Framing	2 - 10%			
Pluming/Mechanical/Electrical	3 - 10%			
Drywall	4 - 10%			
Exterior/Interior Finish	5 - 10%			
Certificate of Occupancy Issued	6 - 30%			
	100%			

Name and Title of Reporting Official

Signature

Agenda Item No. 1

RECEIVED
COUNTY JUDGE'S OFFICE

TRAVIS COUNTY DEVELOPMENT AUTHORITY
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION
CAPITAL HEALTH FACILITIES DEVELOPMENT CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION

Work Session _____ Voting Session July 29, 2008 Executive Session _____
Date Date Date

- I. A. Request made by: Samuel T. Biscoe, President
Elected Official
- B. Requested Text: Consider and take appropriate action on request to approve minutes of Board of Director meetings of May 20, 2008.

Approved by: _____
Signature of Samuel T. Biscoe, President

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (473-9106)

- _____ Additional funding for any department or for any purpose
_____ Transfer of existing funds within or between any line item
_____ Grant

Human Resources Department (473-9165)

- _____ A change in your department's personnel (reclassifications, etc.)

Purchasing Office (473-9700)

- _____ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)

- _____ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE
CORPORATION
HELD ON TUESDAY, MAY 20, 2008**

A regular meeting of the TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION Board of Directors was held on Tuesday, May 20, 2008, at 1:53 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; and Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

- 1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE CONTRACT FOR TRAVIS COUNTY TO PERFORM ADMINISTRATIVE, ACCOUNTING AND CLERICAL SERVICES FROM OCTOBER 1, 2008 TO SEPTEMBER 20, 2010.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the item as presented.
Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

Staff Note: Period to end September 30, 2010 not September 20, 2010.

FY-09 \$130,144 *(all corporations)*

FY-10 \$134,048 *(all corporations)*

- 2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO REVIEW THE INVESTMENT POLICY AND STRATEGIES.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the presented investment policy and strategy. Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes

Director Gomez	yes
Director Davis	absent

ADJOURN

The meeting was adjourned at 1:54 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
HELD ON TUESDAY, MAY 20, 2008**

A regular meeting of the CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, May 20, 2008, at 1:53 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; and Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

- 1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE CONTRACT FOR TRAVIS COUNTY TO PERFORM ADMINISTRATIVE, ACCOUNTING AND CLERICAL SERVICES FROM OCTOBER 1, 2008 TO SEPTEMBER 20, 2010.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the item as presented.
Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

Staff Note: Period to end September 30, 2010 not September 20, 2010.
FY-09 \$130,144 *(all corporations)*
FY-10 \$134,048 *(all corporations)*

- 2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO REVIEW THE INVESTMENT POLICY AND STRATEGIES.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the presented investment policy and strategy. Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes

Director Gomez	yes
Director Davis	absent

ADJOURN

The meeting was adjourned at 1:54 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
HELD ON TUESDAY, MAY 20, 2008**

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, May 20, 2008, at 1:53 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; and Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

- 1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE CONTRACT FOR TRAVIS COUNTY TO PERFORM ADMINISTRATIVE, ACCOUNTING AND CLERICAL SERVICES FROM OCTOBER 1, 2008 TO SEPTEMBER 20, 2010.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the item as presented.
Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

Staff Note: Period to end September 30, 2010 not September 20, 2010.
FY-09 \$130,144 (*all corporations*)
FY-10 \$134,048 (*all corporations*)

- 2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO REVIEW THE INVESTMENT POLICY AND STRATEGIES.**

The Board heard from: Harvey Davis, Manager

Motion: Director Biscoe moved to approve the presented investment policy and strategy. Director Gomez seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes

Director Gomez	yes
Director Davis	absent

ADJOURN

The meeting was adjourned at 1:54 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY DEVELOPMENT AUTHORITY
HELD ON TUESDAY, MAY 20, 2008**

A regular meeting of the TRAVIS COUNTY DEVELOPMENT AUTHORITY Board of Directors was held on Tuesday, May 20, 2008, at 1:54 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Gerald Daugherty, Treasurer; and Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

- 1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE CONTRACT FOR TRAVIS COUNTY TO PERFORM ADMINISTRATIVE, ACCOUNTING AND CLERICAL SERVICES FROM OCTOBER 1, 2008 TO SEPTEMBER 20, 2010.**

The Board heard from: Harvey Davis, Manager

Motion: Director Gomez moved to approve the item as presented.
Director Daugherty seconded the motion.

Motion carried:	Director Biscoe	yes
	Director Eckhardt	yes
	Director Daugherty	yes
	Director Gomez	yes
	Director Davis	absent

Staff Note: Period to end September 30, 2010 not September 20, 2010.
FY-09 \$130,144 (*all corporations*)
FY-10 \$134,048 (*all corporations*)

ADJOURN

The meeting was adjourned at 1:55 p.m.

Margaret Gomez, Secretary