



Travis County Commissioners Court Agenda Request

Meeting Date: May 14, 2013

Prepared By/Phone Number: Lisa Rush, 854-9290

Elected/Appointed Official/Dept. Head: Steven Broberg, Director, RMCR

Commissioners Court Sponsor: Commissioner Sarah Eckhardt, Pct. 2;
and Commissioner Margaret Gómez, Pct. 4.

AGENDA LANGUAGE:

Consider and take appropriate action on requests to:

- A. Repeal outdated chapters and sections in the Travis County Code.
- B. Establish deadline of October 1, 2013 for online publication of the Travis County Code.
- C. Establish deadline of September 3, 2013 for departments to update chapters prior to online publication.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

A. Repeal Request

The Code Committee, with the concurrence of the affected departments, recommends repeal of 21 outdated chapters and several sections in the Travis County Code. The chapters and sections are listed in Attachment A.

Attachments for A:

- List of chapters and sections to repeal.
- Recommendation memos from Elected Officials and County Executives
- Order for Repeal of Chapters and Sections

B. & C. Deadline Request

At the April 11, 2013, work session on the County Code, the Code Committee recommended that deadline of October 1 be set for online publication.

The Committee asked that the department heads be notified that, if chapters need to be change prior to online publication, the deadline to do so is September 3, 2013.

Attachments for B & C: None

STAFF RECOMMENDATIONS:

See recommendation memos from county executives.

ISSUES AND OPPORTUNITIES:*Issue to Address:*

In its current form, the Travis County Code contains chapters that are outdated or of other limited value.

Opportunities:

1. To remove outdated chapters from the Code prior to online publication,
2. To provide notice of planned online publication of the Code

FISCAL IMPACT AND SOURCE OF FUNDING:

None

REQUIRED AUTHORIZATIONS:

See attached memos.

ATTACHMENT 1 – Chapters and Sections to Repeal

The Committee and the County Executives indicated concur that the following Code chapters should be repealed for the reasons shown:

Code Committee – Steven Broberg, Chair

<i>Recommended for Repeal</i>	<i>Date last amended</i>	<i>Reason for Repeal Recommendation</i>
Chapter 2. Organization Chart	2/23/1999	<ul style="list-style-type: none"> Chapter consists of a chart showing the County Organizational Structure as it was in 1995. The county organization chart is updated annually outside of the Code process. It is updated each budget year.

District Clerk's Office – Amalia Rodriguez-Mendoza, District Clerk

<i>Recommended for Repeal</i>	<i>Date last amended</i>	<i>Reason for Repeal Recommendation</i>
Chapter 3. Jury Selection Plan	3/28/1995	<ul style="list-style-type: none"> The Jury Selection Plan is updated regularly outside of the Travis County Code amendment process. An amendment to Chapter 3 has not been ordered since the chapter was adopted in 1995. State law requires that the Jury Selection plan be adopted through an Order but does not mention needing inclusion in a county's code of ordinances.

Planning & Budget – Leslie Browder, County Executive for Planning & Budget, Human Resources, Facilities Management

<i>Recommended for Repeal</i>	<i>Date last amended</i>	<i>Reason for Repeal Recommendation</i>
Ch. 8 Catastrophic Sick Leave	2/23/1999	Expired. Section 8.001 states "This chapter is effective from February 23, 1999 to September 30, 1999."
Ch. 21 Fiscal, subchapter A	3/28/1995	Subchapter A consists of 43 pages of charts of accounts from the 1990s.
Ch. 22 Budget Rules	9/18/2007	<ul style="list-style-type: none"> Budget Rules are updated yearly outside of the Code process. Ch. 22 Budget Rules amended for

Ch. 25 Guidelines and Criteria for Tax Abatements	4/11/1995	Code are for FY08. <ul style="list-style-type: none"> • Sunset provision states chapter was effect for 2 years. • Chapter 28 Economic Development was adopted November 2012. Chapter 28 concerns the same subject but with different provisions.
Sections: 34.003 – 34.005, 34.012, 34.014-34.017 of Ch. 34 Vehicle/Heavy Equipment Replacement	3/30/1999	<ul style="list-style-type: none"> • Outdated, original adoption 1992 • Charts are from mid-1990s and budget rules are from 1992.
Ch. 37 Key Issue and Control	3/28/1995	<ul style="list-style-type: none"> • Outdated. Key issuing procedures have changed since 1995. • Procedural.

ITS -- Tanya Acevedo, Interim Chief Information Officer

<i>Chapters Recommended for Repeal</i>	<i>Date last amended</i>	<i>Reason for Repeal Recommendation</i>
Ch. 36 Information Systems Development Request Procedure	3/28/1995	<ul style="list-style-type: none"> • Outdated, originally adopted in 1990 • Procedural, "How to fill out Assistance Request Form" • Procedures described are not current. • Contains form from 1990.
Ch. 40 Computer Software Policy	3/28/1995	<ul style="list-style-type: none"> • Outdated • Procedures described are not current. • Department plans comprehensive security policy.
Ch. 42 Online Services	5/14/1996	<ul style="list-style-type: none"> • Outdated. • Procedures described are for dial-up access to the Internet. • Department plans comprehensive security policy

Department of Emergency Services (TCDES) -- Danny Hobby, County Executive

Chapters Recommended for Repeal	Date last amended	Reason for Repeal Recommendation
Ch. 59 Helicopter Protocols	3/28/1995	<ul style="list-style-type: none"> • Outdated, parts originally adopted in 1985. • Pertains to staff of single department
Ch.63 Emergency Management Plan	3/28/1995	<ul style="list-style-type: none"> • Outdated, originally adopted 1992. • Plan is kept updated outside the Code process.

Carlos B. Lopez, Constable, Precinct 5

Chapters Recommended for Repeal	Date last amended	Reason for Repeal Recommendation
Ch. 76 Policy & Procedures for Designated Reserved Parking for Mobility Impaired Individuals	3/28/1995	<ul style="list-style-type: none"> • Outdated. • One authority, V.T.C.S. Art 601b, was repealed 9/1/1995 • Second authority, V.C.S. 6675a-5e.1 was amended in 2001.
Ch.77 Disabled Parking Enforcement Volunteer Program History, Legal Authority and Implementation	8/29/1995	<ul style="list-style-type: none"> • Outdated. • Procedural. Procedures are kept updated outside the Code process.

Sheriff's Department – Greg Hamilton, Sheriff

Recommended for Repeal	Date Added to Code	Reason for Repeal Recommendation
Ch. 85 Removal of Vehicles from Highway	3/28/1995	<ul style="list-style-type: none"> • Originally adopted 1981 • Duplicates section 545.305 of the Texas Transportation Code <i>Removal of Unlawfully Stopped Vehicle</i>

Chapters Recommended for Repeal	Date last amended	Reason for Repeal Recommendation
Sections: 34.003 – 34.005, 34.012, 34.014-34.017 of Ch. 34 Vehicle/Heavy Equipment Replacement	3/30/1999	<ul style="list-style-type: none"> • Outdated, original adoption 1992 • Charts are from mid-1990s and budget rules are from 1992.
Ch. 35 Alternative Fueled Vehicle Policy	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption 1992 • Consist of project plans for which deadline passed in 2006.
Ch. 93 Waiver of Softball Fees	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption 1987 • Parks Department plans revision of Parks chapter to include updated Softball provisions.
Ch. 105 Environmental Policy Resolution	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption 1990. • Resolution and goals, not Code • Set deadline that passed in 1995
Ch. 106 Valdez Principles	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption likely 1989. • Consist of list of principles many organizations adopted after Valdez oil spill of 1989.
Ch. 107 County Conservation Plan	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption likely 1991 • Parks Department plans revision of Parks chapter to include updated Softball provisions.
Ch. 109 Environmental Compliance Safety Record	3/28/1995	Contents (safety record of bidders) are address in Chapter 32, Purchasing.
Ch. 110 Alternative Fuel Vehicle Policy	3/28/1995	<ul style="list-style-type: none"> • Outdated, originally published pre-1995. • Consist of goals. Deadlines passed in 1995
Appendix C and Appendix D of Ch. 86 Overweight Vehicles and Loads	12/15/1995	Both appendices are outdated forms from 1995.



**TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES**

700 Lavaca, Suite 330 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: April 22, 2013
TO: Amalia Rodriguez-Mendoza, District Clerk
FROM: Steven Broberg, Director of Records Management
and Communications Resources (RMCR)
SUBJECT: Repeal of Chapter 3 in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters in the Code that are outdated or otherwise not needed in the Code.

The Code Committee recommends repeal of Chapter 3 Jury Selection Plan.

Section 62.011 of the Texas Government Code requires a Jury Selection Plan adopted by Commissioners Court through an order that is placed in Commissioners Court minutes.

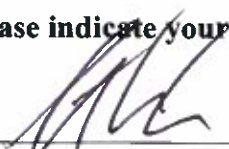
On September 26, 1995, the Travis County Jury Selection Plan was adopted by Commissioners but was added to the Travis County Code as Chapter 3. Since then new Jury Selection Plans have been adopted but the Code chapter has not been amended to reflect the changes.

The Code Committee recommends repeal of Chapter 3 because:

- The Jury Selection Plan is updated regularly outside of the Travis County Code amendment process. An amendment to Chapter 3 has not ordered since the chapter was adopted in 1995.
- State law requires that the Jury Selection plan be adopted through an Order but does not mention needing inclusion in a county's code of ordinances.

If you concur with the Committee's recommendation, repeal will be requested on the May 7th Commissioners Court agenda for the reasons indicated.

Please indicate your agreement by signing below and returning this memo.



Steven Broberg, Chair
Travis County Code Committee

I recommend repeal of this chapter.



Amalia Rodriguez-Mendoza,
District Clerk

I concur with the Code Committee's recommendations that the chapter 3 should be repealed.

cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney
Michelle Brinkman, Deputy District Clerk



**TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES**

700 Lavaca, Suite 330 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM 13 APR 22 PM 3:09

TRAVIS COUNTY
PLANNING & BUDGET OFFICE

DATE: April 18, 2013

TO: Leslie Browder, County Executive,
Planning & Budget, Human Resources, Facilities Management

FROM: Steven Broberg, Director of Records Management
and Communications Resources (RMCR)

SUBJECT: Repeal of Several Chapters in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters in the Code that are outdated or otherwise not useful.

The Code Committee recommends repeal of the chapters listed below. If you concur with the Committee's recommendation, repeal will be requested on the May 7th Commissioners Court agenda for the reasons indicated.

Please indicate your agreement by signing below and returning this memo. If there is a chapter you do not wish to have repealed, please cross through the chapter title.

Recommended for Repeal	Date last amended	Reason for Repeal Recommendation
Ch. 8 Catastrophic Sick Leave	2/23/1999	Expired. Section 8.001 states "This chapter is effective from February 23, 1999 to September 30, 1999."
Ch. 21 Fiscal, subchapter A	3/28/1995	Subchapter A consists of 43 pages of charts of accounts from HTE from the 1990s.
Ch. 22 Budget Rules	9/18/2007	<ul style="list-style-type: none">Budget Rules are updated yearly outside of the Code process.Ch. 22 Budget Rules amended for Code are for FY08.
Ch. 25 Guidelines and Criteria for Tax Abatements	4/11/1995	<ul style="list-style-type: none">Sunset provision states chapter was effect for 2 years.Chapter 28 Economic Development was adopted November 2012. Chapter 28 concerns the same subject but with different provisions.
<i>keep</i> Ch. 34 Vehicle/Heavy Equipment Replacement	3/30/1999	<ul style="list-style-type: none">Outdated, original adoption 1992Contains charts from mid-1990s and budget rules from 1992.
Ch. 37 Key Issue and Control	3/28/1995	<ul style="list-style-type: none">Outdated. Key issuing procedures have changed since 1995.Procedural.

DK to delete



Steven Broberg, Chair
Travis County Code Committee

I recommend repeal of these chapters.



Leslie Browder
County Executive

I concur with the Code Committee's
recommendations that the chapters and
subchapter listed above should be repealed.

cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney

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exceptions
noted
re: aged
chapter in
vehicle
policy

leave rest of
vehicle policy
as is.
we will
update &
bring back
to court
for consideration
MB



TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES

700 Lavaca, Suite 330 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: April 22, 2013
TO: Tanya Acevedo, Interim Chief Information Officer
FROM: Steven Broberg, Director of RMCR
SUBJECT: Repeal of Certain ITS Chapters in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters in the Code that are outdated or otherwise not useful.

The Code Committee recommends repeal of the ITS chapters listed below. If you concur with the Committee's recommendation, repeal will be requested on the May 7th Commissioners Court agenda for the reasons indicated.

Please indicate your agreement by signing below and returning this memo. If there is a chapter you do not wish to have repealed, please cross through the chapter title.

Table with 3 columns: Chapters Recommended for Repeal, Date last amended, Reason for Repeal Recommendation. Rows include Ch. 36 Information Systems Development Request Procedure, Ch. 40 Computer Software Policy, and Ch. 42 Online Services.

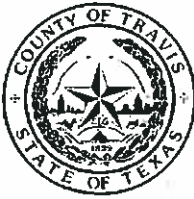
Signature of Steven Broberg
Steven Broberg, Chair, Code Committee

I recommend repeal of these chapters.

Signature of Tanya Acevedo
Tanya Acevedo, Interim CIO

I concur with the Code Committee's recommendations that the chapters and sections listed above should be repealed.

cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney



TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES

314 West 11th Street, Suite 110 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: April 18, 2013
TO: Danny Hobby, County Executive, Department of Emergency Services (TCDES)
FROM: Steven Broberg, Director of Records Management and Communications Resources (RMCR)
SUBJECT: Repeal of Certain Emergency Services Chapters in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters in the Code that are outdated or otherwise not useful.

The Code Committee recommends repeal of the Emergency Services chapters listed below. If you concur with the Committee's recommendation, repeal will be requested on the May 7th Commissioners Court agenda for the reasons indicated.

Please indicate your agreement by signing below and returning this memo. If there is a chapter you do not wish to have repealed, please cross through the chapter title.

Table with 3 columns: Chapters Recommended for Repeal, Date last amended, Reason for Repeal Recommendation. Rows include Ch. 59 Helicopter Protocols and Ch. 63 Emergency Management Plan.

Signature of Steven Broberg
Steven Broberg, Chair
Travis County Code Committee

I recommend repeal of these chapters.

Signature of Danny Hobby
Danny Hobby
County Executive for TCDES

I concur with the Code Committee's recommendations that the chapters and sections listed below should be repealed.

cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney



**TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES**

700 Lavaca, Suite 330 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: April 22, 2013

TO: Carlos B. Lopez, Constable, Precinct 5

FROM: Steven Broberg, Director of Records Management and Communications Resources (RMCR)

SUBJECT: Repeal of Two Constable, Precinct 5, Chapters in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters in the Code that are outdated or otherwise not useful.

The Code Committee recommends repeal of the two chapters listed below. If you concur with the Committee's recommendation, repeal will be requested on the May 7th Commissioners Court agenda for the reasons indicated.


Please indicate your agreement by signing below and returning this memo. If there is a chapter you do not wish to have repealed, please cross through the chapter title.

Chapters Recommended for Repeal	Date last amended	Reason for Repeal Recommendation
Ch. 76 Policy & Procedures for Designated Reserved Parking for Mobility Impaired Individuals	3/28/1995	<ul style="list-style-type: none"> Outdated. One authority, V.T.C.S. Art 601b, was repealed 9/1/1995 Second authority, V.C.S. 6675a-5e.1 was amended in 2001.
Ch.77 Disabled Parking Enforcement Volunteer Program History, Legal Authority and Implementation	8/29/1995	<ul style="list-style-type: none"> Outdated. Procedural. Procedures are kept updated outside the Code process.



 Steven Broberg, Chair
 Travis County Code Committee

I recommend repeal of these chapters.



 Carlos B. Lopez, Constable

I concur with the Code Committee's recommendations that the chapters and sections listed below should be repealed.

cc: Travis County Code Committee Members
 Daniel Bradford, Assistant County Attorney
 Leslie Pool, Executive Assistant, Constable, Precinct 5



TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES

700 Lavaca, Suite 330 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: April 19, 2013

TO: Greg Hamilton, Sheriff
Jim Sylvester, Chief Deputy

FROM: Steven Broberg, Director of Records Management
and Communications Resources (RMCR)

SUBJECT: Repeal of Certain TCSO Chapters in the Travis County Code

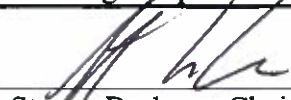
The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters in the Code that are outdated or otherwise not useful.

The Code Committee recommends repeal of Chapter 85, Removal of Vehicles from Highway. If you concur with the Committee's recommendation, repeal will be requested on the May 7th Commissioners Court agenda for the reasons indicated.

Please indicate your agreement by signing below and returning this memo. If there is a chapter you do not wish to have repealed, please cross through the chapter title.

Recommended for Repeal	Date Added to Code	Reason for Repeal Recommendation
Ch. 85 Removal of Vehicles from Highway	3/28/1995	<ul style="list-style-type: none">Originally adopted 1981Duplicates section 545.305 of the Texas Transportation Code <i>Removal of Unlawfully Stopped Vehicle</i>

In Chapter 85, the Commissioners Court authorizes the Sheriff and his deputies to remove vehicles from highways under certain designated circumstances. Per County Attorney's Office, state law now grants the Sheriff and deputies the authority that the Commissioners Court sought to grant by enacting Chapter 85 in 1981.



Steven Broberg, Chair
Travis County Code Committee

I recommend repeal of this chapter.



Greg Hamilton, Sheriff

I concur with the Code Committee's recommendations that chapter 85 should be repealed.

cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney



TRAVIS COUNTY
RECORDS MANAGEMENT & COMMUNICATION RESOURCES

314 West 11th Street, Suite 110 PO Box 1748 Austin, TX 78767 (512) 854-9575 Fax: 854-4560

MEMORANDUM

DATE: April 18, 2013
TO: Steven Manilla, P.E., County Executive,
Transportation and Natural Resources
FROM: Steven Broberg, Director of RMCR
SUBJECT: Repeal of Certain TNR Chapters in the Travis County Code

The Code Committee was appointed by Commissioners Court to prepare the Travis County Code for online publication. Part of that preparation involves recommending for repeal chapters in the Code that are outdated or otherwise not useful.

The Code Committee recommends repeal of the Transportation and Natural Resources chapters and sections listed below. If you concur with the Committee's recommendation, repeal will be requested on the May 7th Commissioners Court agenda for the reasons indicated.

Please indicate your agreement by signing below and returning this memo. If there is a chapter you do not wish to have repealed, please cross through the chapter title.

Thank you

Steven Broberg, Chair
Travis County Code Committee

I recommend repeal of these chapters and sections.

Date: 4/22/13

Steven Manilla, P.E.
County Executive for TNR

I concur with the Code Committee's recommendations that the chapters and sections listed below should be repealed.

cc: Travis County Code Committee Members
Daniel Bradford, Assistant County Attorney

<i>Chapters Recommended for Repeal</i>	<i>Date last amended</i>	<i>Reason for Repeal Recommendation</i>
Ch. 34 Vehicle/Heavy Equipment Replacement	3/30/1999	<ul style="list-style-type: none"> • Outdated, original adoption 1992 • Contains charts from mid-1990s and budget rules from 1992.
Ch. 35 Alternative Fueled Vehicle Policy	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption 1992 • Consist of project plans for which deadline passed in 2006.
Ch. 93 Waiver of Softball Fees	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption 1987 • Parks Department plans revision of Parks chapter to include updated Softball provisions.
Ch. 105 Environmental Policy Resolution	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption 1990. • Resolution and goals, not Code • Set deadline that passed in 1995
Ch. 106 Valdez Principles	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption likely 1989. • Consist of list of principles many organizations adopted after Valdez oil spill of 1989.
Ch. 107 County Conservation Plan	3/28/1995	<ul style="list-style-type: none"> • Outdated, original adoption likely 1991 • Parks Department plans revision of Parks chapter to include updated Softball provisions.
Ch. 109 Environmental Compliance Safety Record	3/28/1995	<ul style="list-style-type: none"> • Contents (safety record of bidders) are address in Chapter 32, Purchasing.
Ch. 110 Alternative Fuel Vehicle Policy	3/28/1995	<ul style="list-style-type: none"> • Outdated, originally published pre 1995. • Consist of goals. Deadlines passed 1995

<i>Sections Recommended for Repeal</i>	<i>Date last amended</i>	<i>Reason for Repeal Recommendation</i>
Appendix C and Appendix D of Ch. 86 Overweight Vehicles and Loads	12/15/1995	Both appendices are outdated forms from 1995.

Order of the Travis County Commissioners Court Amending the Travis County Code

Pursuant to sections 1.0051 and 1.0052 of the Travis County Code, it is ordered that the Travis County Code is amended by:

1. Repealing the following chapters:
 - a. Chapter 2 Organization Chart
 - b. Chapter 3 Jury Selection Plan
 - c. Chapter 8 Catastrophic Sick Leave
 - d. Chapter 22 Budget Rules
 - e. Chapter 25 Guidelines and Criteria for Tax Abatements
 - f. Chapter 35 Alternative Fueled Vehicle Policy
 - g. Chapter 36 Information Systems Development Request Procedure
 - h. Chapter 37 Key Issue and Control
 - i. Chapter 40 Computer Software Policy
 - j. Chapter 42 Online Services
 - k. Chapter 59 Helicopter Protocols
 - l. Chapter 63 Emergency Management Plan
 - m. Chapter 76 Policy & Procedures for Designated Reserved Parking for Mobility Impaired Individuals
 - n. Chapter 77 Disabled Parking Enforcement Volunteer Program History, Legal Authority and Implementation
 - o. Chapter 85 Removal of Vehicles from Highway
 - p. Chapter 93 Waiver of Softball Fees
 - q. Chapter 105 Environmental Policy Resolution
 - r. Chapter 106 Valdez Principles
 - s. Chapter 107 County Conservation Plan
 - t. Chapter 109 Environmental Compliance Safety Record
 - u. Chapter 110 Alternative Fuel Vehicle Policy

2. Repealing the following sections:
 - a. Subchapter A of Chapter 21 Fiscal
 - b. Sections 34.003 – 34.005, 34.012, 34.014-34.017 of Chapter 34 Vehicle/Heavy Equipment Replacement
 - c. Appendix C and Appendix D of Chapter 86 Overweight Vehicles and Loads

The changes ordered shall become effective on _____.

ORDERED on: (date) _____.

Travis County Commissioners Court

Samuel T. Biscoe
Travis County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Gerald Daugherty
Commissioner, Precinct 3

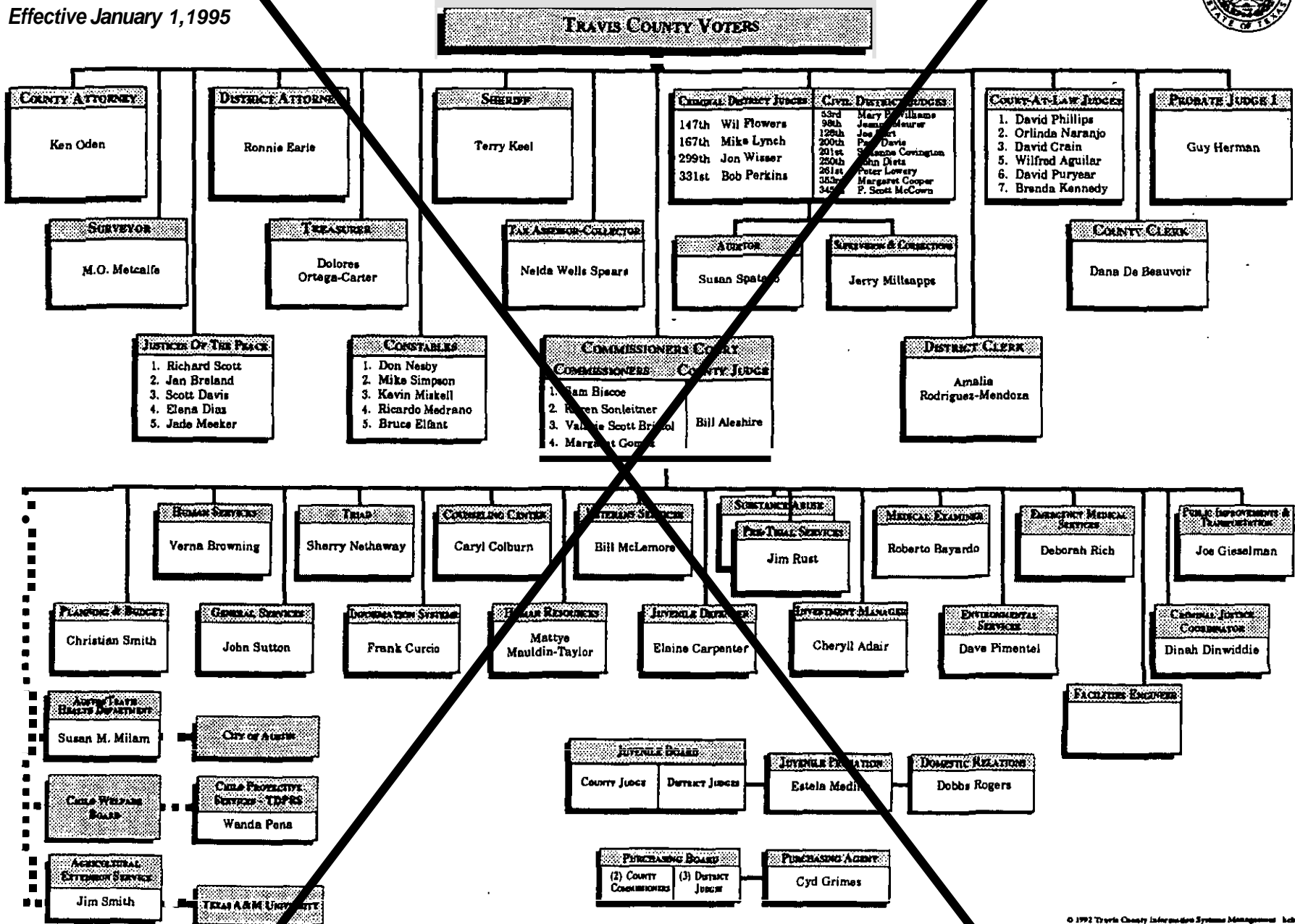
Margaret Gómez
Commissioner, Precinct 4

Attached -- Chapters to be repealed:

Chapter Name	PDF Page #
Chapter 2 Organization Chart	2
Chapter 3 Jury Selection Plan	4
Chapter 8 Catastrophic Sick Leave	11
Chapter 22 Budget Rules	24
Chapter 25 Guidelines and Criteria for Tax Abatements	65
Chapter 35 Alternative Fueled Vehicle Policy	76
Chapter 36 Information Systems Development Request Procedure	78
Chapter 37 Key Issue and Control	81
Chapter 40 Computer Software Policy	84
Chapter 42 Online Services	88
Chapter 59 Helicopter Protocols	92
Chapter 63 Emergency Management Plan	97
Chapter 76 Policy & Procedures for Designated Reserved Parking for Mobility Impaired Individuals	117
Chapter 77 Disabled Parking Enforcement Volunteer Program History, Legal Authority and Implementation	118
Chapter 85 Removal of Vehicles from Highway	122
Chapter 93 Waiver of Softball Fees	124
Chapter 105 Environmental Policy Resolution	125
Chapter 106 Valdez Principles	129
Chapter 107 County Conservation Plan	133
Chapter 109 Environmental Compliance Safety Record	140
Chapter 110 Alternative Fuel Vehicle Policy	141

CHAPTER TWO Organizational Chart of Travis County

Effective January 1, 1995

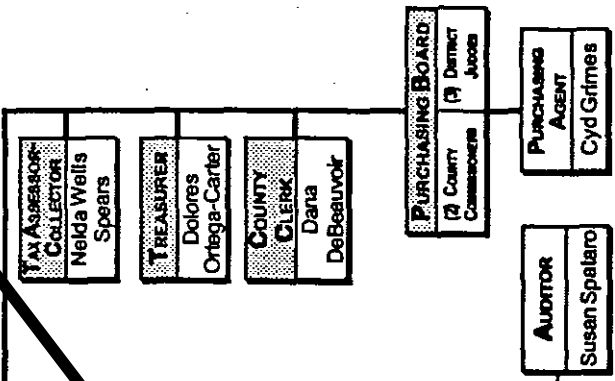




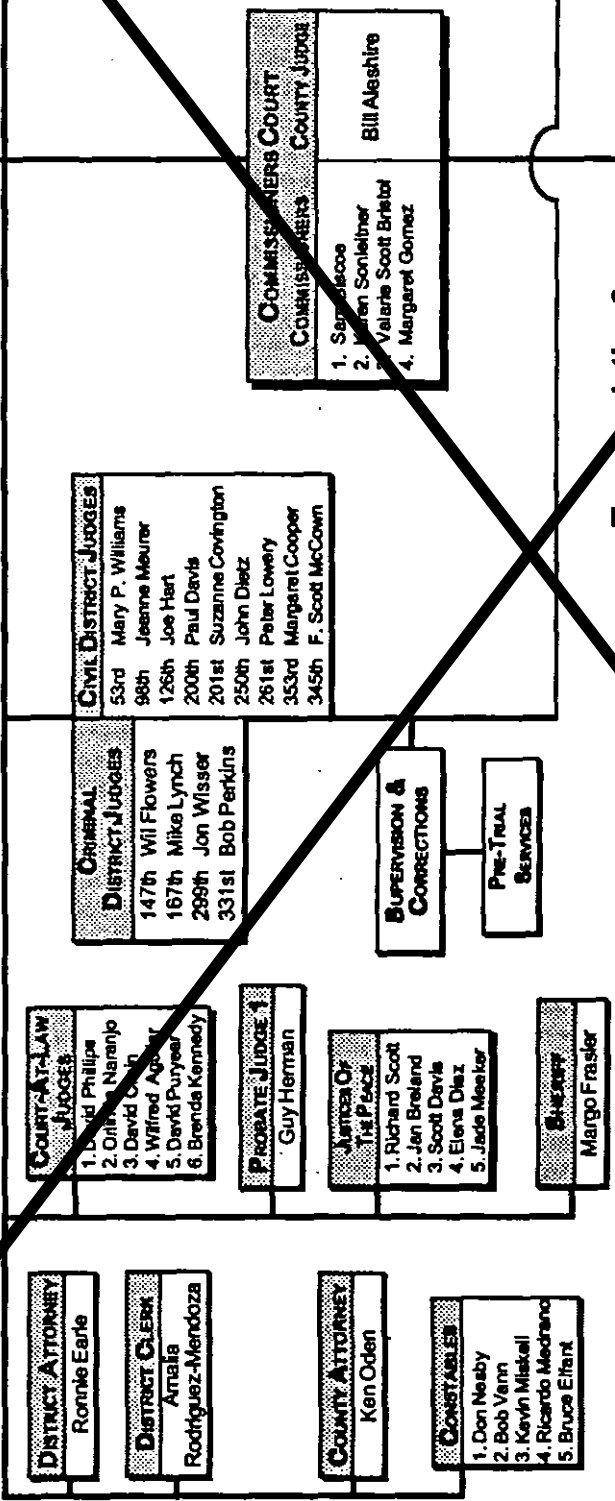
Travis County

TRAVIS COUNTY VOTERS

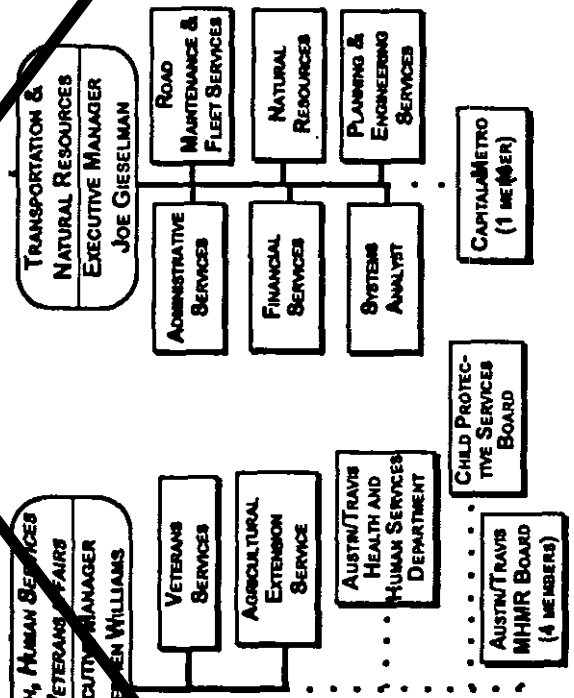
Administrative Operations



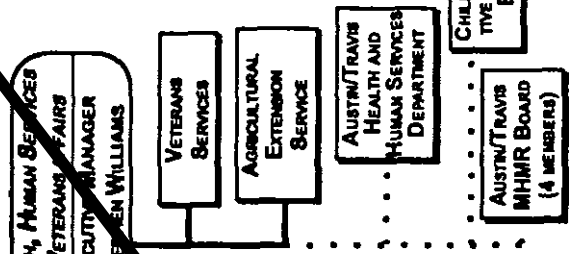
Justice & Public Safety



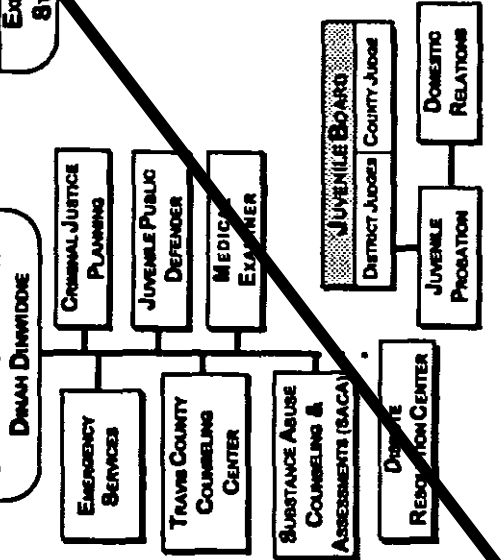
Transportation & Natural Resources



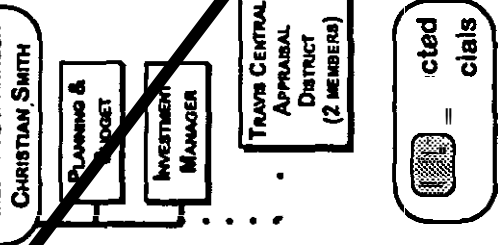
Health & Human Services



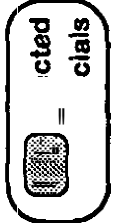
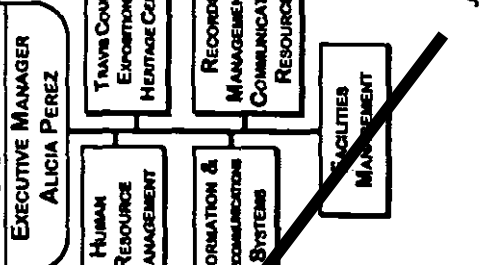
JUSTICE & PUBLIC SAFETY EXECUTIVE COORDINATOR



PLANNING & BUDGET EXECUTIVE MANAGER



ADMINISTRATIVE OPERATIONS EXECUTIVE MANAGER



Chapter 3. Jury Selection Plan¹

Contents:

3.001	Consolidated Jury Management 1
3.002	Source of Jurors 1
3.003	Reconstituting the Prospective Jury List Using the Secretary of State 2
3.004	Reconstituting the Jury Wheel Using Another Government Unit or Private Person 2
3.005	Selection of Juror Names 4
3.006	The Prospective Jury List - Use, Access, and Certification of Data 5
3.007	Notification of Jurors 5
3.008	Juror Response to Summons 5
3.009	Automated impaneling of jurors who elect to respond via computer through the official Internet website designated on the jury summons 6

3.001 Consolidated Jury Management

- (a) As the County of Travis and City of Austin have entered into an Interlocal Agreement for a consolidated jury management system, and for as long as such an agreement is in effect, the "Additional Provisions" of the Travis County Jury Selection Plan shall also be in effect.
- (b) Consolidated jury management is for administrative efficiency only and will not be used to expand the list of prospective jurors for Travis County.
- (c) To be eligible for jury service in the courts of Travis County, a juror must be a citizen of Travis County, as well as meet all other qualifications specified by law.

3.002 Source of Jurors

- (a) Pursuant to Section 62.001, the source from which names of prospective jurors shall be taken will be:
 - (1) the names of all persons on the current voter registration lists from all the precincts in the county; and
 - (2) all names on a current list to be furnished by the Department of Public Safety, showing the citizens of the county who hold a valid Texas driver's license or a valid personal identification card or certificate issued by the department but shall exclude convicted felons, persons who are not citizens of the United States, persons residing outside Travis County, and duplicate names of any registrant.
- (b) The names of persons listed in a register of persons exempt from jury service may not be used in preparing the record of names from which a jury list is selected, as provided by Sections 62.108 and 62.109.

¹ Chapter 3 was replaced by Travis County Commissioners Court 9/21/2004, item 39.

- (c) Additional Provisions: Prospective jurors shall also include the names of all City of Austin residents who reside in other counties of Texas who are on the current voter registration lists of those other counties as City of Austin residents.

3.003 Reconstituting the Prospective Jury List Using the Secretary of State

- (a) The following process for reconstituting the prospective jury list will apply should District Clerk, District Judges, and Travis County Commissioners' not elect to follow the process described in Section 3.004.
- (b) Pursuant to Section of 62.001 (c) of the Government Code, each year the Travis County Voter Registrar will furnish the Secretary of State a current voter registration list no later than the third Tuesday in November. In accordance with 62.001 of the Government Code, the Secretary of State shall provide the District Clerk with a list of the names and addresses of potential jurors on or before December 31st of each year. This list will be typed or printed and one copy of the list shall be readable by an electronic data processing machine.
- (c) As prescribed by Section 62.001 of the Government Code, the District Clerk shall, following the receipt of this list of potential jurors, meet once during the following year between January 1st and January 15th in the County Courthouse with the County Tax Assessor-Collector, Sheriff, and County Clerk to reconstitute the prospective jury list for Travis County.
- (d) The guidelines for the reconstitution of the prospective jury list, which are described hereafter, follow section 62.011 of the Government Code.
- (f) Additional Provisions: In addition to the list of potential jurors provided by the Secretary of State as described above, a list of City of Austin residents who reside in other counties (described in section 3.002 Source of Jurors above) will be included in the prospective jury list. The primary source of this list shall be the Secretary of State. In the event the Secretary of State is unable to furnish this list, the list of City of Austin residents from the voter registration records of such other counties will be used.

3.004 Reconstituting the Jury Wheel Using Another Government Unit or Private Person

- (a) Pursuant to section 62.001(i) Government Code, the District Clerk and District Judges may recommend and the Travis County Commissioners' Court may elect to contract with another governmental unit or a private person (Contractor) to combine the voter registration list of Travis County with the list of Travis County residents furnished by the Department of Public Safety into the prospective jury list.
- (b) Two weeks after entering into a contract with the Contractor, and thereafter, no later than the third Tuesday in November of every even-numbered year,

the Travis County Voter Registrar will furnish a current voter registration list to the Contractor. The Contractor will be responsible for obtaining from the Texas Department of Public Safety the list of citizens as described in Section 3.002. The District Clerk shall assist the Contractor in procuring this list from the Texas Department of Public Safety without cost.

- (c) No later than four weeks after entering into a Contract with Travis County and hereafter no later than December 1 of every even-numbered year, the Contractor will submit a data verification and integrity plan to the District Clerk for approval. This plan will outline the data match criteria for identifying duplicate names between the two lists and may provide for use of additional sources of data that the Contractor and District Clerk deem reliable and useful toward this purpose and toward ongoing maintenance of accurate data in the prospective jury list.
- (d) The portion of this plan that maintains accurate data in the prospective jury list may be amended at any time during the time the prospective jury list is in use. Additional sources include but are not limited to U.S. Postal Service change of address and forwarding notices, U.S. Postal Service official address records, updates of Department of Public Safety records, death records from the Department of Health updates of Travis County voter registration records, and public utility records. The plan will provide for statistical testing of the combined list to provide the District Clerk the data necessary to supervise the work of the Contractor.
- (e) Once the District Clerk approves the data verification and integrity plan, the Contractor will combine the two lists to create a combined list as provided in the plan. The Contractor will provide a preliminary combined list and the results of the statistical testing to the District Clerk no later than one month after the District Clerk approves the data verification and integrity plan. The District Clerk will review the preliminary combined list and statistical testing and either approve it as submitted or direct corrections be made. The Contractor shall make those corrections directed by the District Clerk, if any, and provide, within two weeks after receiving any corrections to or receiving approval of the preliminary combined list, the final combined list to the District Clerk in an electronic format compatible with the automated jury system being used by the District Clerk.
- (f) As prescribed by Section 62.001 of the Government Code, the District Clerk shall, following the receipt of this final combined list, meet once during the following year between January 1st and May 31" in the County Courthouse with the County Tax Assessor-Collector, Sheriff, and County Clerk to reconstitute the prospective jury list for Travis County. The prospective juror list will be used for two (2) years or until it is replaced, whichever occurs first.
- (g) The guidelines for the reconstitution of the prospective jury list, which are described hereafter, follow section 62.011 of the Government Code.

- (h) Additional Provisions: The Contractor shall include the names of all City of Austin residents who reside in other counties of Texas who are on the current voter registration lists of those other counties as City of Austin residents in the data to be combined by the Contractor.

3.005 Selection of Juror Names

- (a) The selection of names of persons for jury service will be made with the aid of electronic equipment. The Clerk of the District Courts of Travis County, Texas, is designated as the official to be in charge of the juror selection process. The District Clerk will perform the following duties related to the creation of the list of prospective jurors:

- (1) Supervise the process through which a computer software program will be used to randomly select the names and addresses of the prospective jurors.
- (2) Cause a duplicate copy of the prospective jury data to be made and a computer printout of the information to be created.
- (3) Certify the print-out of the prospective jury data for use in the jury selection process.
- (4) Place one copy of the data containing the names of prospective jurors in a safe deposit box in any bank where Travis County funds are kept and that has a safe deposit vault.
- (5) Insure that the computer program used to select the list of persons called for jury service will be fair, impartial, and objective.
- (6) If the source of names for the prospective juror list is the Secretary of State, supervise the updating of the prospective juror list from voter registration files with address changes, name changes, and cancellations as provided by the Voter Registrar.
- (7) If the source of names for the prospective juror list is provided by a Contractor, supervise the updating of the prospective juror list in accordance with the data verification and integrity plan submitted by Contractor and approved by the District Clerk and delete any name from the prospective juror list to whom a summons would not be deliverable by the Sheriff or Officer of the City of Austin in person because the juror's address does not exist, is incomplete, or is outside of Travis County or the City of Austin.
- (8) Monitor any revisions to the prospective juror list to prevent the addition of any new individuals to the list outside of the annual reconstitution process.
- (9) Remove from the prospective juror list any juror who has both received and answered a jury summons during the time period the prospective juror list is in use.

(10) Maintain a complete audit trail of all changes to the jury wheel data made during its years of use.

(b) The number of persons selected for jury service through the process described above will be determined by a majority of the District Judges, pursuant to Section 62.016 of the Government Code. The District Judges may delegate this determination to the District Clerk by specific action taken by a majority of the District Judges in Travis County or by not taking any action that specifies the number of persons selected for jury service.

3.006 The Prospective Jury List - Use, Access, and Certification of Data

- (a) A second copy of the prospective jury data shall be used by the District Clerk to select jurors. The prospective jury data will be protected by computer "password" codes only available to the District Clerk.
- (b) Upon receiving a request from a District Judge to select jurors for a number of weeks, or in accordance with the schedule of jury weeks determined by the District Judges, the District Clerk shall notify those persons with the authority to access the prospective jury data to execute a computer software program to randomly extract the number of persons needed for jury service.
- (c) The District Clerk shall certify that the list of prospective jurors selected by the system described above is a true and complete written list of the names and addresses of persons summoned to begin jury service on a particular date.
- (d) Additional lists may be produced to facilitate the handling of the necessary paper work in processing the jury list.

3.007 Notification of Jurors

- (a) Upon the receipt of a jury list from the District Clerk, it will be the responsibility of the Sheriff to immediately notify the persons whose names are on the jury list to appear for jury service on the dates designated by the judge.
- (b) These notices will be mailed at least 14 days prior to the date specified on the jury summons.
- (c) Pursuant to section 62.013 of the Government Code, delivery of a written summons by mail will be sufficient notice if the summons is received by a person authorized by the United States Postal Service to receive it.

3.008 Juror Response to Summons

- (a) Pursuant to Chapter 62.0111, Government Code, a summonsed juror may select from the following methods of responding to the summons:
 - (1) by completing the juror impaneling form via computer through the official Internet website designated on the jury summons;

- (2) by appearing before the court in person at the time, date and location specified on the jury summons;
- (3) if the summonsed juror is requesting an excuse from jury service due to disqualification or statutory exemption, by contacting the District Clerk's Jury Office by telephone, or
- (4) if the summonsed juror is requesting an excuse from jury service for any reason other than financial hardship, by contacting the District Clerk's Jury Office by mail, facsimile, or personal delivery of the written request for excuse.

(b) A summonsed juror who elects to respond to a summons via computer through the official Internet website designated on the jury summons shall provide the following through that website:

- (1) information that permits the court to determine whether the prospective juror is qualified for jury service under Section 62.102;
- (2) information that permits the court to determine whether the prospective juror is exempt from jury service under Section 62.106;
- (3) information required for jury panel assignment, including:
 - (A) the prospective juror's postponement status;
 - (B) if the prospective juror could potentially serve on a jury in a justice court, the residency of the prospective juror; and
 - (C) if the prospective juror could potentially serve on a jury in a criminal matter, whether the prospective juror has been convicted of misdemeanor or theft;
 - (D) the dates the juror is not available to serve as a juror due to schedule conflicts;
 - (E) completion and submission by the prospective juror of the written jury summons questionnaire;
 - (F) the prospective juror's electronic mail address; and
 - (G) certification that the information provided is true and correct.

3.009 Automated impaneling of jurors who elect to respond via computer through the official Internet website designated on the jury summons

(a) The District Clerk is authorized to implement an automated impaneling system through the official Internet website designated on the jury summons to perform the following functions:

- (1) determine whether a prospective juror is qualified for jury service;
- (2) excuse a prospective juror claiming a statutory exemption;
- (3) screen a juror's dates available to determine if the juror is available for jury service for at least one calendar week, and if the juror is not

available for jury service for at least one calendar week, approve a postponement of jury service;

- (4) accept a request for waiver of the requirement that the juror be available for jury service for at least one calendar week;
- (5) accept a request for judicial excuse of a prospective juror;
- (6) assign a prospective juror to a particular jury panel based upon the juror's dates of availability, jurisdictional residence, and any prior misdemeanor theft conviction;
- (7) inform the juror of the details of the juror's panel assignment;
- (8) purge the electronic mail address of a prospective juror in accordance with the following:
 - (A) if the prospective juror serves on a jury, not later than the 30th day after the date that:
 - (i) the county sends the person payment for jury service; or
 - (ii) the county would otherwise send the person payment for jury service, if the person has donated the payment; or
 - (B) if the prospective juror does not serve on a jury, not later than the 30th day after the date that the court releases the person from jury service; and
- (9) Any other function or feature that in the judgment of the District Clerk would facilitate communications with jurors.

(b) The system provided herein shall be used for jury selection in the District Courts, the County Courts at Law, Probate Courts and the Justice of the Peace Courts of Travis County, Texas, with any judge of the County Courts at Law or the Probate Courts performing the functions and duties herein above imposed upon any District Judge, in accordance with Chapter 62 of the Government Code.

(c) All costs incident to this plan shall be paid from the appropriate line items in the respective budgets of the District Courts, County Courts at Law, Probate Courts, District Clerk, County Clerk, and the Travis County Sheriff's Department.

(d) The system described above shall be known as the Travis County Jury Selection System and will operate pursuant to Chapter 62 of the Government Code. In accordance with Section 62.011 of the Government Code, it is ordered that this document be submitted to the Travis County Commissioner's Court for approval and entry in the minutes of the Court.

(e) Additional Provisions: The system shall also be used for jury selection in the Municipal Courts of the City of Austin, Texas. All costs for Municipal Court Jurors shall be reimbursed to Travis County as outlined in the current Interlocal Agreement between the Austin City Council and Travis County Commissioners' Court.

CATASTROPHIC SICK LEAVE POLICY

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§ 8.009 Return of Unused CSLeave

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CHAPTER 8. CATASTROPHIC SICK LEAVE POLICY

§ 8.001 Establishment

- (a) **Authority.** This policy is adopted by the commissioners court acting in its capacity as the governing body of Travis County under the authority granted to it under TEX. LOC. GOV'T CODE ANN. § 152.011 (Vernon Supp. 1996).
- (b) **Purpose** The purpose of this chapter is to create a catastrophic sick leave benefit, so that employees may apply for and receive leave after exhausting all accrued paid leave due to a catastrophic illness or injury.
- (c) **Designation of Administrator** The Administrator of the CSLeave is the Director of Human Resources Management Department.

§ 8.002 Coordination with Other Benefits and Policies

- (a) **FMLA.** Not all eligible events that qualify for Family and Medical Leave qualify as a catastrophic illness or injury. All days away from work as a result of catastrophic illnesses or injuries will be counted against the employee's Family and Medical Leave entitlement. The exhaustion of FMLA does not terminate any remaining CSLeave granted.
- (b) **Workers' Compensation** Employees who are eligible to receive Workers' Compensation benefits may not continue to use CSLeave and must return any CSLeave that has not been used.
- (c) **Long Term Disability** Employees who have completed the waiting period and are eligible to receive long term disability benefit payments may not continue to use CSLeave and must return any CSLeave that has not been used.
- (d) **Grievance Policy.** Denial of CSLeave is not grounds for filing a grievance. CSLeave is not a right and is awarded based on the eligibility of the employee as determined by the Administrator.

§ 8.003 Definitions

- (a) **Department Authority** "Department Authority" means an elected or appointed official, department head or division head of a County office or department, or their designee.
- (b) **Paid Leave** "Paid leave" means leave which has accrued to a regular employee and includes any combination of vacation, sick, personal holidays, or compensatory time.
- (c) **Catastrophic Illness or Injury** "Catastrophic Illness or Injury" means:

- (1) a condition, or combination of conditions, that affects the mental or physical health of a regular employee which:
- (A) requires continuous or on-going medical treatment or rehabilitation by a licensed practitioner for an extended time,
 - (B) is characterized by the sudden onset of symptoms which can be life threatening, or can cause significant or serious impairment or disability,
 - (C) is incurable or so serious as to significantly interfere with the ability of the employee to perform with reasonable continuity the material duties of his or her job for 30 consecutive days or longer, and
 - (D) includes complications requiring one or more of the following:
 - (i) hospital care like inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to that care,
 - (ii) supervision due to an incapacity from a permanent or long term condition for which treatment may not be effective, like a severe stroke or heart attack or the terminal stages of a disease; or
 - (iii) multiple treatments by a licensed practitioner for a non-chronic condition when the treatments result in an absence from work, such as chemotherapy or radiation for cancer or therapy for organ transplant, but
- (2) does not include conditions like elective cosmetic surgery, a broken limb, cold or flu or allergy, some routine types of surgery, such as an appendectomy with minor or no complications.

- (d) CSLeave. "CSLeave" means leave granted by the Administrator of CSLeave that may be credited to an employee.
- (e) Licensed practitioner. "Licensed practitioner" means a doctor of medicine, osteopathy, dentistry, optometry or podiatry, as defined in the Texas Insurance Code, who is practicing within the scope of that license.
- (f) Regular employee. "Regular employee" means an employee hired by the County without limitation as to duration of employment, who is eligible for employee benefits, and who may be either full-time or part-time.

§ 8.004 Eligibility to Apply for CSLeave

- (a) To be eligible to apply for CSLeave, an employee must:
- (1) be a regular employee, **either** full or part time.
 - (2) have completed at least **9** continuous months of employment immediately prior to applying for CSLeave.
 - (3) have exhausted all of their accrued paid leave, and
 - (4) have suffered a catastrophic illness or injury that requires additional time for recovery.
- (b) In determining one continuous year of employment, use of any accrued leave or compensatory **time** does not break the continuity of employment.

§ 8.005 Confidentiality of Applications

- (a) **Applications** for CSLeave and all documents related to these applications, including **the notice of an award or denial, must be treated as confidential at all times.** All notices must be sent in envelopes clearly labeled "confidential" and directed to the attention of the intended person involved in the process, including the Department Authority, **HRMD**, the Administrator, the **County Auditor**, and the Commissioners Court.
- (b) The applications for CSLeave and all supporting documentation must be kept in a separate file for confidential medical information. Unless the employee approves and signs **the form** authorizing release of medical **information** and **other** documents, no **information** can be released. **If** the employee is medically unable to sign the required release form, unless the next of kin or person **who is** legally authorized to do so approves and signs **the form**, no documentation can be released.
- (c) Failure to keep the information in an application **or** any document associated with it confidential is grounds for termination.

§ 8.006 Employee Application Procedures for CSLeave

- (a) **Request**
- (1) To apply for CSLeave, an employee must
- (A) be eligible under 8.004;

(B) complete an application in which the number of days requested is stated. get approval of the application from the Department Authority for whom the **employee** works by obtaining his or her signature on it at least 15 work days before the first day on which CSLeave awarded will be needed to ensure continuation of pay if the need can be anticipated. or in the case of an unanticipated emergent need. as soon as practical;

(C) provide a certification from a licensed practitioner that the employee has an illness or **injury** that is catastrophic as defined in this chapter and a statement of the nature, progress and extent of the illness or injury in detail in plain language as well as in medical terms. and the anticipated recovery time for the illness or injury:

(D) provide an original signed release of medical information to each licensed practitioner, hospital, or other health care provider involved in the care of the employee that has medical documentation supporting the employee's condition so that the Administrator can obtain additional information from them, if needed; and

(E) if the initial medical record information supplied is not adequate, the employee must provide further sufficiently detailed medical record information and additional releases of medical information to the Administrator, if requested.

(2) Failure to comply with a request for additional medical information may result in delay or denial of the application.

(3) An employee may apply for CSLeave for each catastrophic illness or injury that the employee suffers and may apply more than one time for a catastrophic illness or injury that continues after the CSLeave initially awarded is exhausted.

(b) **Proxy Requests for CSLeave.** If a regular employee, who has suffered a catastrophic illness or injury, is not able to complete an application or provide the certification from a licensed practitioner due to the effects of that illness or injury, the following persons may complete the application, certification and release requirements for the employee:

(1) any person who is legally qualified to authorize a release of medical information on behalf of the employee.

(2) any person whom the employee has designated to complete these requirements, or

- (3) the employee's supervisor with the cooperation of **any** person who is legally **qualified** to provide the certification and to authorize the releases required.

(c) Award.

- (1) The Administrator **may** take into consideration the **length of** time recommended for recovery by the employee's medical licensed practitioner when determining the exact amount of CSLeave to be awarded to an eligible employee.

- (2) If a regular employee has complied with these requirements and **qualifies** for it, the Administrator **must** award CSLeave:

(A) which may be sufficient for **the** employee to be able to use either accrued paid leave or CSLeave for the entire period medically necessary for recovery from that catastrophic illness or injury but may not exceed that amount, except that CSLeave for part-time employees will be prorated based on the number of hours normally worked each week,

(B) as long as the amount awarded does not exceed the smaller of the following two amounts:

(i) the amount of CSLeave necessary to provide paid leave from the time **when** all accrued paid leave is exhausted until the employee is eligible to receive disability benefits or workers compensation, or

(ii) 480 hours for all CSLeave applications and amendments in any twelve month period.

- (3) The employee **may** not begin to use the CSLeave earlier than the day on which all of the employee's accrued paid leave is exhausted.

(d) Amendment Provision.

- (1) If the condition of an employee awarded CSLeave changes or deteriorates and it is anticipated that the **amount** of CSLeave awarded is not adequate to meet the new circumstances, then the employee, or **any** person who is authorized by §006 (b) to act for the employee, **may** initiate a request for an amended award. To avoid loss of a **pay** check, this request should reach the Administrator at least 10 work days before the initial CSLeave award is exhausted.

- (2) There is no automatic right or guarantee that an amendment request will be approved. **If** a request for an amendment **is** approved, the CSLeave awarded on the initial application, all amendments, and previous awards for other

catastrophic conditions must not exceed 480 hours in any twelve month period.

§ 8.007 Restrictions on Use of CSLeave

- (a) Employees who are awarded CSLeave:
- (1) may receive either:
- (A) continuation of regular payroll payments if the application is processed in time to meet the regular payroll deadlines during the payroll process, or
- (B) a lump sum payment for the CSLeave awarded if the employee's regular payroll payments were interrupted while the application was being processed and the lump sum payment will be processed based on regular payroll deadlines during the next payroll payment cycle. or
- (C) both, if both apply.
- (2) may use the CSLeave ONLY for the condition for which it was awarded.
- (3) must use all additional paid leave that is earned while on CSLeave in the same pay period in which the additional paid leave is earned before using any CSLeave in that pay period.
- (4) must use the CSLeave in hourly increments, and
- (5) must return any CSLeave awarded that is not required for recovery from the illness or injury for which it was awarded.
- (b) If, for any reason, the employee terminates employment with the county while, on CSLeave, the employee is not entitled to payment for any CSLeave awarded that has not been used.
- (c) The estate of any deceased employee is not entitled to payment for any CSLeave awarded that has not been used at the time of death.
- (d) The employee may use CSLeave *intermittently* if limited or part-time returns to work during the recovery from or treatment of the illness or injury for which it was awarded would promote the health or well being of the employee but the employee is required to use all currently accrued paid leave before using the remainder of the CSLeave. The supervisor may require the employee to produce evidence of the cause or circumstances necessitating intermittent use of the CSLeave awarded.

- (e) An employee on CSLeave is treated for all purposes as if the employee were absent on sick leave. Employees on CSLeave continue to earn sick and vacation leave.

§ 8.008 Procedures In Awarding CSLeave

- (a) Department Authority Responsibilities The Department **Authority** is responsible for reviewing the application based on departmental budgetary considerations, indicating approval or denial of the application on it and forwarding the application to HRMD in an envelope clearly labeled "confidential" and directed to the attention of the intended person involved in the process within five (5) days of receipt of it.

(b) HRMD Responsibilities

- (1) HRMD is responsible for:

- (A) receiving all applications for CSLeave from the Department Authority;
- (B) reviewing the application and the authorization to release and certification of medical information and documents form for completeness and accuracy; and
- (C) certifying by signature that the employee meets the general eligibility criteria of being a regular employee, having completed one continuous year of employment immediately prior to the date of the application, having exhausted all accrued paid leave, **having completed the application form and submitted all required releases and certifications.** before forwarding the application to the **Administrator.**

- (2) A periodic evaluation will be conducted by HRMD to determine if the criteria used to define catastrophic illnesses and injuries is meeting the needs of employees and CSLeave requirements. This evaluation will be based on statistics from the applications and will summarize the number of CSLeave applications by type of illness or injury.

(c) Administrator's Responsibilities

- (1) The Administrator must:

- (A) review all applications for CSLeave.
- (B) determine whether to award or deny all applications for CSLeave and determine the amount of CSLeave to be awarded.

(C) notify the applicant of award or denial of the application and.

(i) if awarded, the amount of CSLeave awarded, and

(ii) if denied, the reason for denial and the employee's right to appeal the decision to the Commissioners Court.

(D) provide a copy of the notice of award to:

(i) the employee's office or department for information, and

(ii) the County Auditor to credit the employee catastrophic sick leave account.

(2) The Administrator must process the applications when all necessary information, certifications and releases have been provided.

(3) In determining all administrative aspects of eligibility for CSLeave, the Administrator has the sole authority to make the determination of whether to award or deny CSLeave and the amount of CSLeave to be awarded.

(4) If the Administrator is uncertain whether a particular employee is eligible for CSLeave, the Administrator may request that the employee be examined by a second licensed practitioner selected by the Administrator and may consider the opinions of that licensed practitioner to the extent that the Administrator deems appropriate. If such a request is made, the employee must obtain the examination and provide releases of medical information to that licensed practitioner as well and the county will pay for the examination fee or co-pay required.

(5) In determining whether an employee is medically eligible for CSLeave, the Administrator must review all of the medical information provided in the application and the certification from the employee's licensed practitioner. If, in the opinion of the Administrator, the information provided in the certification does not constitute a catastrophic illness or injury as defined in this chapter, the Administrator must consult with both the employee's licensed practitioner and a licensed practitioner of the Administrator's choice before making a final decision based on medical criteria. The second licensed practitioner may be a county employee or contract licensed practitioner, like the medical director for emergency medical services, the medical examiner or his deputy or a licensed practitioner at one of the detention facilities. The Administrator must rely on these medical opinions in determining whether an illness or injury is catastrophic as defined by this chapter.

(6) The Administrator shall not award any full time employee more than a total of 480 hours of CSLeave during any 12 month period for all awards of CSLeave without regard to the number of illnesses or injuries. The maximum awards to part-time employees will be based on 480 hours multiplied by the ratio of the number of hours normally worked in each week by that employee to 40 hours.

(7) The Administrator may not award CSLeave to be effective more than 30 days before the date on which the application was first submitted to HRMD. The date of submission is determined by the receipt of the first written application even if all of the information, certifications and releases are not provided at that time.

(8) After determining that an employee is eligible and before awarding any CSLeave, the Administrator must determine the amount of CSLeave that should be awarded to the employee based on the circumstances of the application.

(d) Commissioners Court Responsibilities.

(1) If an applicant, who is denied approval by the Department Authority or not awarded CSLeave by the Administrator, does not agree with the decision of the Department Authority or Administrator, the applicant may appeal the decision to the Commissioners Court.

(2) To make an appeal, the applicant must provide eight copies of the denial of award to the County Judge's office, and request in writing that the Administrator provide a copy of the application, relevant employment information, and all opinions received from licensed practitioners to each member of the Commissioners Court. All information provided to the Commissioners Court must be sent in envelopes clearly labeled "confidential."

(3) In granting an appeal, the Commissioners Court shall not award any full time employee more than a total of 480 hours of CSLeave during any 12 month period for all awards of CSLeave without regard to the number of illnesses or injuries. The maximum awards to part-time employees will be based on 480 hours multiplied by the ratio of the number of hours normally worked in each week by that employee to 40 hours.

(4) In granting an appeal, the Commissioners Court may not award CSLeave to be effective more than 30 days prior to the date on which the application was first submitted to HRMD. The date of submission is determined by the receipt of the first written application, even if all of the information, certifications and releases are not provided at that time.

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(5) After considering the application and information provided, in granting an appeal, the Commissioners Court **must** determine the amount of CSLeave that should be awarded to the employee based on the circumstances of the application.

(d) Departmental/Office Responsibilities. The department or office is responsible for preparing the PAF indicating the total amount of CSLeave granted and for noting CSLeave taken on the time slips for the employee each time period.

§ 8.009 Return of Unused CSLeave

(a) The Administrator must track each employee receiving CSLeave hours for the 12 months following the date the award is initially used by the employee. Any balance of CSLeave remaining after the 12-month period must be returned. Hours are returned by the employee completing the form from HRMD and forwarding it to HRMD, who will forward it to the Administrator and the County Auditor. This action should also be taken by HRMD if, at anytime within the 12-month period following the date the award was initially used, any of the following situations occurs:

- (1) the employee is fully released by the practitioner and returns to work;
- (2) the employee has deceased;
- (3) the employee terminates employment; or
- (4) the employee retires

(b) The Administrator **must** provide notices of the return of CSLeave to office or department, and the County Auditor.

§ 8.010 Recordkeeping and Review of Program

(a) The Administrator **must** maintain a confidential record of all CSLeave records, and submit quarterly fiscal year reports to the commissioners court on the usage and status of CSLeave. The quarterly reports will include the total number of hours awarded, and the total number of awarded hours that were used. The quarterly report will also include the total number of applications for CSLeave received, the total number of applications approved, the total number of applications denied, and the medical diagnoses used in the making these decisions.

(b) The Administrator shall prepare an annual report to the Commissioners Court as part of the budget process about the operation of the CSLeave policy which addresses the effectiveness of the administrative aspects of the policy and provider recommendations to facilitate future actions taken under the policy.

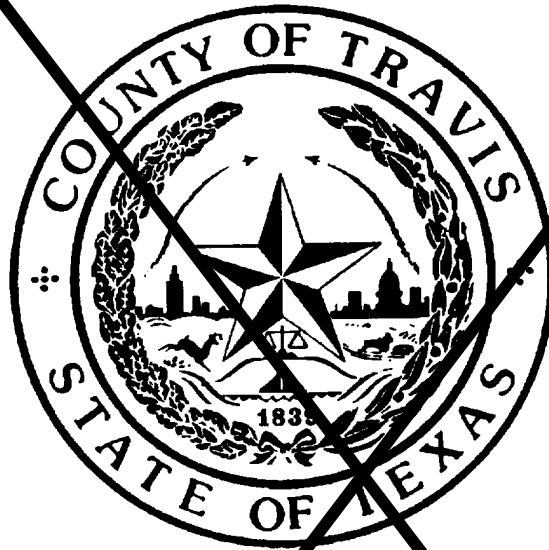
§ 8.011 General Provisions

- (a) Effective Dates. This chapter is effective from February 23, 1999 to September 30, 1999.
- (b) (Construction, Precedents, and Interpretation.)
- (1) This chapter shall be construed liberally to accomplish their purpose
 - (2) The commissioners court shall resolve any question regarding any interpretation of this chapter.
 - (3) The masculine, feminine, and neuter genders shall be construed to include the other genders as required. The singular and plural shall be construed to include the other number as required.
- (c) Severability. If any provision of this chapter or the application of it to any person or circumstances is held invalid, the validity of the remainder of this chapter and the application of it to other persons and circumstances shall not be affected.

GUIDE TO LIVING WITH THE FY 2008 TRAVIS COUNTY BUDGET

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**Also Known As:
Travis County Budget Rules**



**Office of Planning & Budget
314 W. 11th Street, Suite 540
Austin, Texas 78701**

**GUIDE TO LIVING WITH THE FY 2008 TRAVIS COUNTY BUDGET
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INTRODUCTION

This document contains the Fiscal Year 2008 budget rules and policies adopted by the Travis County Commissioners Court. The rules and policies were adopted to ensure that the implementation of the budget is consistent with Commissioners Court policy and applicable laws.

The Planning and Budget Office (PBO) and the Auditor's Office wish to minimize frustration and confusion as you work within the rules and policies. Please contact either office for assistance or to convey ideas for improving the rules and the guide.

For FY 08, there only are a few substantial changes to the Budget Rules. Most of the changes involve modifications of existing wording to ensure compliance with existing practices and rules (such as an update to the mileage reimbursement per the latest IRS rates). The most significant changes are outlined below:

- Additional language in the Budget Adjustment section requiring use of the electronic budget adjustment system, unless otherwise required by the County Auditor or PBO.
- One additional restriction involving the transfer of monies between funds with a caveat noting that reclassifications of expenditures may be an acceptable alternative.
- The addition of District Clerk Jury Fees to the list of line items not qualified for automatic budget adjustments.
- Change in the handling of year-end balances in the hospitalization premium line items. In some previous years, the General Fund hospitalization premium savings were transferred to the Employee Health Benefits Fund as a strategy to stabilize the fund. This transfer is not anticipated to be required in the near future but the need will continue to be evaluated on an annual basis during the budget process.
- A reorganization of the Travel section including additional language explicitly restricting the use of luxury rental vehicles.
- A new Grant Summary Sheet has been included that includes a "Permission to Continue" check off box. In addition, the permission to continue grant section now includes language addressing budget amendments or adjustments required to cover the grant related payroll expenditures related to these grant renewals.
- A new requirement to first secure County Auditor approval prior to seeking Commissioners Court approval of grant contracts. This requirement has been in place informally since mid-year FY 07.

RECAPITULATION OF RULES

Basis for the Budget:

The Travis County Budget Order is the sole and complete authority during Travis County Fiscal Year 2008 for expenditure of those funds and for the use of those County resources that are subject to appropriation by the Travis County Commissioners Court.

Primary Rule:

Rule #1. Expenditures and FY 2008 contractual obligations in excess of the amount authorized in a department or office budget are prohibited. In addition, departments and offices cannot expend more funds in any line item than the amount adopted in the budget. If additional funding is desired, the office or department must have the budget amended. p. 8

Budget Adjustments:

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Expanded the operating line items allowable to be used for automatic transfers from salaries to backfill for vacant positions.

Deleted: <#>Improved the language for transfers from Court ordered line items to allow departments more flexibility to transfer within Court ordered line items.¶
<#>Eliminated benefits (except Hospitalization line item 2003) and performance based pay from the list of line items that require court approval to move from or into.¶
<#>Clarified the definition of an Amendment budget adjustment, requiring Commissioners Court approval to include any transfer from any Allocated Reserves to a departmental operating account.¶
<#>Made some changes and added language to clarify the travel rules, and added a new rule concerning vehicle rental when traveling internationally (Rule #12B).¶
<#>Correctly listed the Health Insurance fund as the Employee Health Benefit Fund.¶

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Rule #2. All changes to the Adopted Budget require the submission of budget adjustment to PBO. An elected or appointed official or an authorized employee must approve the submission of the budget adjustment.....p. 8

Rule #3. The table entitled "Budget Authority Responsibility" lists the title of the elected or appointed official who may authorize expenditures, budget adjustments, or financial system access for the budget of their office or department. County or District elected or appointed officials may designate employees in their offices or departments to execute Personnel Action Forms, Expenditure Requisitions, and Budget Adjustments, and to provide financial system access on their behalf. That authority is recognized by PBO, the County Auditor, the County Treasurer, the Purchasing Office, and the Human Resources Management Department upon written notification from the elected or appointed official.p. 8

Rule #4. Offices and departments must submit transfers, amendments, and discussion items to PBO at least 12 days before the Commissioners Court voting session during which they are to be considered.....p. 11

Personnel Budgets:

Rule #5. A department's or office's personnel budget must stay within the amount appropriated in the Adopted Budget on an annualized basis.p. 12

Capital Funds: (Capital Acquisition Reserves, Certificates of Obligation, Permanent Improvement Road Bonds.)

Rule #6. If appropriated funds are left over after a capital project is completed or a capital item is purchased, a department or office cannot automatically transfer the unused funds to another project or purchase without Commissioners Court approval. In addition, funds cannot be transferred between projects or used to purchase items not specifically approved and itemized during the FY 08 Budget process without approval of Commissioners Court. If the capital funds are debt proceeds, they can only be used in accordance with the covenants in the Official Statement.....p. 13

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Rule #7. If bond funds are left over after the completion of all of the 1984 Voter Approved Road Capital Improvement Projects, including right-of-way litigation associated with those projects, the remaining funds shall be expended on Road and Bridge Projects in Precinct One.....p. 13

Encumbrances:

Rule #8. Keep track of your encumbrances and keep them timely. Please refrain from tying up County resources with unnecessary encumbrances.....p. 13

Prior Year Encumbrance Reserve:

Rule #9. A reserve for encumbrances is established to pay for contractual obligations made in the previous fiscal year for goods and services to be received in the next fiscal year. The amount budgeted for this reserve is the maximum, not to exceed amount, estimated at the time the budget was adopted.

After the previous fiscal year's accounting records are closed, a portion of the estimated budgeted reserve is applied by the County Auditor to pay for the previous fiscal year's accrued expenditures for goods and services received in that year; the remaining amount

becomes the actual amount available for the new fiscal year expenditures for contractual obligations made during the previous fiscal year.

The reserve for encumbrances may be reappropriated by the Commissioners Court to the new fiscal year as budget amendments in the individual office or department budget line items for the purpose and for the vendor to which the contractual obligation and encumbrances were originally applied. Any canceled prior year encumbrance may result in the County Auditor moving these funds from the budget of the department/office to the County's Allocated Reserve for reappropriation by the Commissioners Court.

.....p. 14

Prior Year Pre-Encumbrance Reserve:

Rule #10: A reserve for pre-encumbrances is established to reserve funds for projects initiated in the previous fiscal year and to be expended in the new fiscal year, but for which no contractual obligation yet exists. The reserve for pre-encumbrances may be reappropriated by the Commissioners Court in the new fiscal year as budget adjustments in the individual office or department budget line items. The County Auditor submits the list of pre-encumbrances to PBO for review and recommendations to the Commissioners Court for reappropriations. Any canceled pre-encumbrances over \$50 automatically result in the County Auditor's funds verification approval being revoked, with these funds being moved from the budget of the office or department to the County's Allocated Reserve and made available for reappropriation by the Commissioners Court.p. 14

Printing/Mailing Rule:

Rule #11. Use of the central support services line items to produce mailing labels, address mailings or print lists of more than 500 names or items is restricted unless the mailing is: (1) required by law; or (2) specifically approved by the Commissioners Court.

.....p. 14

Deleted: Central Line Items

Travel:

Rule #12. All travel expenses must be encumbered on a County authorized travel encumbrance form prior to traveling. If funds are not encumbered, the County Auditor may require approval by Commissioners Court before disbursement. To receive reimbursement, travelers must file an expense report using the County's authorized Travel Reimbursement Form, and all required receipts with the County Auditor within 30 days after the last day of travel. The employee and employee's supervisor must approve the report. The County Auditor may request Commissioners Court approval for reimbursement requests received over 30 days after the last day of travel. The Auditor will interpret any requests for deviations within the intent of the travel rules and sound fiscal policy. Elected and appointed officials have the right to establish travel procedures and policies for their own departments, which may reimburse at a rate less than the County's established reimbursement rates.p. 15

Rule #12A. International business travel and travel to Alaska & Hawaii must be approved by Commissioner's Court prior to travel and encumbering of funds

This rule does not apply to international travel and travel to Alaska and Hawaii that relates to criminal investigations, prosecutions, extradition or similar criminal justice purposes where prior approval by Commissioners Court could thwart the purpose due to delay or public disclosure of the purpose of the trip.p. 15

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Rule #12B. International travel that includes renting a vehicle, either in a foreign country or rented to travel into a foreign country, are required to select vehicle rental insurance offered by the rental agency. Insurance coverage should include damage to the rental vehicle and to a third party vehicle and bodily injuryp. 15

Rule #13. Travel advances may be paid at the discretion of the County Auditor.....p. 18

Recruiting and Hiring for High Level Positions:

Rule #14. The Commissioners Court may approve the use of County funds to pay for travel arrangements and food/non-alcoholic beverages to entertain applicants when recruiting nationally for top level positions. Commissioners Court approval must be granted prior to the travel for the applicant to be reimbursed. The job applicants are reimbursed at the same rates used for current County personnel. Moving expenses and employment agency fees may also be paid for these positions if approved in advance by the Commissioners Court. Moving expenses must be supported by receipts. Departments and offices must notify Payroll before any expenses are paid.p. 19

Long Distance and Cellular Phone Expenses:

Rule #15. All County personnel must certify that long distance toll charges and cellular phone air time charges on County telecommunication equipment were for official County business. If any charges are not for official business, the official or employee must reimburse the County immediately after they are notified of the charges and are determined to be for personal use.p. 19

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Grants:

Rule #16. Grants from public or private sources received during the fiscal year are budgeted by the Commissioners Court upon certification of the revenue by the County Auditor. Application for grants must be submitted in accordance with the following rules.p. 19

Vehicle Take-Home Policy:

Rule #17. Use of County vehicles is authorized by this budget for county business and in accordance with Chapter 40 of the Travis County Code.p. 24

County Auditor's Budget Adjustment Authority:

Rule #18. The County Auditor has the authority, under the following circumstances, to adjust budgets without prior approval from the office or department, but included on the weekly consent motion submitted to Commissioners Court.p. 24

Authorization For Reimbursed Agreements - Fund 475

Rule #19. Some approved agreements budgeted in Fund 475 (Contractual Capital Projects) by the County require expenditure of County funds until those expenditures are reimbursed by the funding entity. All expenditures for reimbursable agreements within Fund 475 that have been approved by Commissioners Court and for which revenue has been certified by the County Auditor are authorized until resources from the funding entity are available for reimbursement. Offices and departments should request an advance

payment rather than agree to a reimbursement arrangement whenever possible. If the total of expenditures and encumbrances of the fund result in a deficit fund balance, the office/department will be required to request a transfer into the fund from other office/departmental resources.p. 27

Travis County Budget Rules

PRIMARY RULE

Rule #1. Expenditures and FY 2008 contractual obligations in excess of the amount authorized in a department or office budget are prohibited. In addition, departments and offices cannot expend more funds in any line item than the amount adopted in the budget. If additional funding is desired, the office or department must have the budget amended.

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The Commissioners Court wishes to grant offices and departments significant flexibility in managing the funds that are appropriated as long as the office or department does not exceed its total budget. Expenditures and contractual obligations in excess of the amount authorized in a budget are prohibited. If a department or office incurs an expenditure for which they do not have a valid budget, they will be expected to reallocate funds internally to fund the shortfall. This may require actions as extreme as reducing staff. Mandated services must be given highest priority. The Commissioners Court does not intend to fund budget shortfalls retroactively from Allocated Reserves or Unallocated Reserves.

BUDGET ADJUSTMENTS

Budget adjustments are any changes to the Adopted Budget. Adjustments generally involve moving funds from one account to another, but can also include budgeting new inter-governmental contracts, grant contracts, gifts, or donations.

All adjustments shall be processed through the automated budget adjustment application found on the Travis County intranet with the exception of any adjustment determined by the County Auditor or PBO to require a paper adjustment form (such as the LCRA Fund Transfers approved quarterly). Instructions for using the automated budget adjustment system can be found at <http://tcnet/depts/aud/budgetadjustmentusermanual70329.pdf>

Rule #2. All changes to the Adopted Budget require the submission of a budget adjustment to PBO. An elected or appointed official or an authorized employee must approve the submission of the budget adjustment.

Rule #3. The table entitled "Budget Authority Responsibility" lists the title of the elected or appointed official who may authorize expenditures, budget adjustments, or financial system access for the budget of their office or department. County or District elected or appointed officials may designate employees in their offices or departments to execute Personnel Action Forms, Expenditure Requisitions, and Budget Adjustments, and to provide system financial access on their behalf. That authority is recognized by PBO, the County Auditor, the County Treasurer, the Purchasing Office and the County Human Resources Management Department upon written notification from the elected or appointed official. (The Budget Authority Responsibility tables in the Appendix.)

Budget adjustments fall into two categories: those that need specific review and approval by Commissioners Court and those that the Commissioners Court has authorized PBO to process without further Commissioners Court review. Based on the guidelines below, PBO determines if the budget adjustment needs specific Commissioners Court approval.

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Budget Adjustments That Can Be Approved "Automatically" - Automatic Budget Adjustments:

House Bill 2458 approved in the 79th Regular Session of the Texas Legislature allows the Commissioners Court to authorize PBO to sign budget adjustments and send them directly to the County Auditor's Office for auditing and updating to the financial system without further approval if they involve moving money within a department's or office's Adopted Budget (at the Executive Manager level for those departments), and

- The Commissioners Court must approve any transfers from any allocated reserve, unallocated reserve, or other reserve line item within a Fund or a department, save for arbitrage rebate disbursements exempted by the exception to rule # 6.
- Do not commit the County to additional funding in the next fiscal year;
- Do not use one-time funding for on-going commitments;
- Do not use one-time savings for on-going commitments;
- Do not move monies between funds (a reclassification of expenditures may be warranted in these special cases);
- In the case of capital funds (either Capital Acquisition Resources Account or Certificates of Obligation), do not purchase items or projects that are inconsistent with those approved by Commissioners Court in the budget process;
- In the case of Bond funds (or Certificates of Obligation), do not purchase items or projects that are inconsistent with the covenant in the bond documents as well as the language in the corresponding Official Statement (including transfers from reserves);
- Do not involve moving money out of a line item that PBO believes may have insufficient funding to meet the obligations of the department or office through the remainder of the fiscal year;
- Do not involve moving money out of a Centrally Budgeted Line Item (see page [redacted] for list);
- Do not involve moving money into or out of the Wellness Clinic Division (#16) in the Employee Health Benefits Fund (526);
- Do not involve moving funds from the following line items or programs that have received significant additional resources in the last few years. Funds may be moved within these programs without Commissioners Court approval, but no funds can be moved from these programs without Commissioners Court approval:

Court ordered line items beginning with an element object code of 6300 through 6399 may be transferred to another line item within 6300 and 6399, but may not be transferred out of a 6300 through 6399 line item without Commissioners Court approval.

Utilities & Leases
#4801—Utilities
#6102—Leases

Sheriff Medical Services
#6033—Medical Services
#6015—Housing Prisoners

District Clerk Jury Fees
#6310—Grand Jury Fees
#6314—Petit Jury Fees

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- Do not involve moving funds from the #2003 Hospitalization line item except to another Hospitalization account,

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Do not involve moving money into or out of the following General Fund, or Special Fund, line items:

- #0101—Regular Salaries – Elected Officials
- #0401—Regular Salaries - Appointed Employees
- #0701—Regular Salaries - Permanent Employees
- #0712—Regular Salaries – POPS Employees
- #0713—Regular Salaries - Associate Judges
- #1301—Regular Salaries - Visiting Judges

There are six exceptions to this rule:

1. If documentation of a slot vacancy, such as a slot number that can be verified as vacant by Human Resources Management, accompanies adjustments from 0701, 0712 or 0713, offices and departments can automatically move funds budgeted in 0701—Regular Salaries - Permanent Employees, 0712—Regular Salaries - POPS Employees, or 0713—Regular Salaries – Associate Judges and the associated fringe benefit line-items if it involves moving them:
 - a) to 0701—Regular Salaries - Regular Employees, 0712—Regular Salaries - POPS Employees or 0713—Regular Salaries – Associate Judges in another division when a slot is reassigned to another division;
 - b) to 0801—Regular Salaries-Temporary Employees to temporarily fill a vacant regular position;
 - c) to a Contract Employment Service line item (such as 6008, 6033 and 4004 etc.) to temporarily fill a vacant regular position.
 - d) to 1101—Overtime for employees performing the duties of positions that are vacant.
 - e) to 1301— Visiting Judge- if backfilling for a vacant Judge position.
2. Offices and departments can automatically transfer funds from salary and benefit line items to correct projected negative balances in other salary and benefit line items and to make technical corrections. This includes moving from #1501 Performance Based Pay to salary line items based on approved compensation awards. However, sufficient funds must exist in the line item from which funds are moved to accommodate the remainder of the fiscal year.
3. If the funds requested to be moved are from Grant accounts and/or bond fund accounts, and the change is allowed by the grantor and/or bond provisions, then the transfer may be treated as an automatic adjustment.
4. Funds may be moved automatically to accommodate changes in line items related to Interlocal agreements.
5. If a department provides documentation of a change in duty rotation from one division to another within a department, personnel budget adjustments can be made as automatics to reflect the move.
6. If a department is transferring from a cell phone line item to a benefit line item to implement a cell phone allowance within a department.

Automatic budget adjustments may also be made at PBO's discretion to correct administrative or technical errors. PBO has the authority to process as automatic budget adjustments needed to correct projected negative line items in personnel accounts.

Automatic budget adjustments may also be made at PBO's discretion to correct administrative errors to budget transfers previously submitted to and approved by Commissioners Court. Because the Court has already ordered the transfer according to the misinformation presented in the original transfer request, an automatic adjustment can correct the error only if the Court's intent in approving the appropriate transfer is clearly documented and the correction is consistent with the order. For example, a budget transfer request included a line item number containing a typographical error and the support documentation provided with the transfer included a description of the proper account location. As the court's intent to transfer from the proper location can be presumed from the totality of the documentation, the error can be corrected.

Automatic budget adjustments also include budget adjustments between departments if the adjustment is related to a centrally budgeted line item or if one department procures a service or item on behalf of another department. These inter-departmental budget adjustments must adhere to the guidelines outlined above for all automatic budget adjustments.

Please plan that automatic budget adjustments are generally processed in two working days from receipt by PBO to allow for PBO review (24 hours) and County Auditor's Office auditing and system update (24 hours). Budget adjustments could take longer if there are any questions or issues that arise during the review process.

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Budget Adjustments That Need Specific Review by Commissioners Court:

Budget Adjustments that are classified as Transfers, Amendments, or Discussion items are posted on a Commissioners Court voting session for Commissioners Court approval before they are audited and updated by the County Auditor's Office.

Rule #4. Offices and Departments must submit transfers, amendments, and discussion items to PBO at least 12 days before the Commissioner Court voting session during which they are to be considered.

Departmental requests for a budget adjustment (transfer, amendment, or discussion item) must be submitted to PBO with sufficient documentation of the issue to ensure that it is placed on the agenda at the earliest possible time. Lack of sufficient back-up information may delay the posting of the item.

In emergencies, the Executive Manager for PBO or the PBO Budget Manager may schedule a transfer, amendment, or discussion as an add-on budget adjustment. Emergency budget adjustments can be placed on the agenda no later than 72 hours before the item is to appear before Commissioners Court. For example, emergency budget adjustments must be placed on the agenda no later than the Friday prior to the Tuesday that the item is to appear on Commissioners Court.

The types of budget adjustments that need Commissioners Court approval are described below:

Transfer Budget Adjustments. Transfers are budget adjustments within an office or department that do not meet the criteria for an Automatic Budget Adjustment outlined above. Such transfers include movement from the programmatic line items and salary line items outlined above that do not meet the criteria for automatic budget adjustments. If PBO concurs with these items, PBO places them on the Commissioners Court agenda as Transfers. If PBO does not concur or if there are issues that need to be discussed with Commissioners Court, PBO places them on the Commissioners Court agenda as Discussion items.

Budget Transfers can also include modifications to the adopted capital projects or purchases list regardless of the need to move the funds to another line item.

Amendment Budget Adjustments. Amendments are budget adjustments involving the movement of funds from any reserve account to a departmental expenditure account. For example, adjustments from any Allocated Reserve to a departmental operating line item are considered amendments. In addition, budget adjustments from special fund reserves or from Capital Fund reserves (otherwise known as the 400's funds) are amendments and need Commissioners Court approval. Also, budget adjustments between departments that do not meet the criteria outlined above for automatic budget adjustments are considered budget amendments.

Budget Amendments also include budget augmentations that occur after the beginning of the fiscal year. Budget augmentations proposed after the beginning of the fiscal year are considered for funding if the Commissioners Court indicated during the budget mark-up process that the proposal was not yet fully developed and should be considered for funding from Allocated Reserve. This is traditionally accomplished by the Commissioners Court approving an earmark on the Allocated Reserve or the Capital Acquisition Reserve (CAR) Reserve. Such proposals are also considered if they are of an emergency nature, funding cannot be identified internally, and it cannot be delayed until the following fiscal year without a very significant negative impact on the department or office or its service.

If PBO concurs with these items, PBO places them on the Commissioners Court agenda as Amendments. If not, or if there are issues that need to be discussed with Commissioners Court, PBO places them on the Commissioners Court agenda as Discussion items.

Discussion Budget Adjustments. Budget adjustments become discussion items on the Commissioners Court agenda when PBO determines that the request warrants further consideration. These items could fall into the category of Automatic Budget Adjustments, Transfers, or Amendments. Typically, these are items that do not have PBO's concurrence.

Items that are often included as discussion items are budget adjustments

- that appear to make a programmatic change not consistent with Commissioners Court policy;
- that warrant further consideration due to the financial condition of the department, office, or County;
- that raise issues which may need additional programmatic or policy review before a decision is made.

General Budget Adjustment Guidance:

Budget adjustments from a salary line item must include the slot number of the vacant position associated with the resources being requested to be transferred.

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If you have a program change, a new grant, or any other item to discuss with the Commissioners Court that affects the budget, please work with your PBO analyst to make sure the appropriate budget adjustment is on the same Commissioners Court session as the agenda item to expedite the process.

Budget adjustments are not allowed to or from line items with specialized CAR activity numbers to line items with different activity numbers.

PERSONNEL BUDGETS

Departments and offices are appropriated a fixed amount of funding for the fiscal year and are expected to make expenditure decisions including personnel actions within the confines of that allocation.

Rule #5. A department's or office's personnel budgets must stay within the amount appropriated in the Adopted Budget on an annualized basis.

Departments are encouraged to utilize permanent salary savings to increase green-circled positions to the minimum of the pay grade and implement other high priority compensation issues.

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The budget base for subsequent fiscal years is the same as the prior year unless Commissioners Court has approved permanent modifications to the budget. Departments and offices are responsible for

making overall hiring decisions as well as other personnel decisions within the total appropriation in the Adopted Budget and are encouraged to regularly monitor the status of the personnel budget.

Negative Salary and Benefit Line Items

Although the County has an obligation to pay employees for the time they work, negative balances in salary and related benefit line items violate Budget Rules #1 and #5. Offices and departments should monitor their projected expenditures in their salary and benefit line items and make the appropriate budget adjustments prior to a balance becoming negative. In addition, if an office or department is notified that it has incurred a negative balance in a salary or benefit line item, it must submit a budget adjustment to PBO as soon as possible to correct the problem for the remainder of the fiscal year.

Overtime

All elected and appointed officials, executive managers and department heads are expected to manage their payroll budgets. Employees should not be authorized to work when there is not a budgeted appropriation to pay for that work unless there is an emergency.

Unbudgeted overtime is prohibited, except when the Commissioners Court or an elected county or district officer declares an emergency, and Emergency overtime must be reported to the County Auditor, PBO and the Commissioners Court within 5 days of the occurrence.

Budget transfers must be made by the office/department through PBO to cover shortages prior to the subsequent payroll. If the payroll line items are still negative at the time the subsequent payroll tape is processed, the County Auditor will make an automatic budget transfer(s) to cover the negative balances from any line item that has sufficient funds to cover the shortage.

Vacation Time in lieu of Compensation

An employee's maximum vacation time earned may be modified in lieu of compensation at the discretion of the Commissioners Court without increasing the maximum vacation allowed to be carried forward.

Unspent Hospitalization Funds to the Employee Health Benefits Fund-County Employees

Any year-end balances in the hospitalization premium line items (line items 2003 and 2103) after consideration of any hospitalization contra accounts will remain within the fund in which they are budgeted and fall to the ending fund balance. In some previous years, the General Fund hospitalization premium savings were transferred to the Employee Health Benefits Fund as a strategy to stabilize the fund. This transfer is not anticipated to be required in the near future but the need will continue to be evaluated on an annual basis during the budget process. Restricted fund sources, such as grants, special revenue funds and bond funds will only be transferred to the extent allowed by the rules governing the use of the funds.

CAPITAL FUNDS

The County invests in capital assets through appropriations from the General Fund and Special Revenue funds, and in Capital Project funds through revenues from the sale of bonds and Certificates of Obligation. Capital assets are defined in the Travis County Code Chapter 27, Capital Assets.

The County generally pays for capital assets with funds from debt issues (Road Bonds, Permanent Improvement Bonds, or Certificates of Obligation) or from funds in the CAR account. The CAR account is used for most capital projects or items and is also used to pay for one-time equipment expenditures that do not fit within the definition of capital assets, such as computers that have a unit cost of less than \$5,000. Capital project funds, including all CAR account funds, can be used only for purchases approved by the Commissioners Court. In addition, if the capital funds are debt proceeds, they can only be used in accordance with the covenants in the Official Statement.

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Deleted: Any year-end balances in the hospitalization premium line items (line items 2003 and 2103) after consideration of any hospitalization contra accounts will be transferred to the Employee Health Benefits Fund-County Employees. An exception to this rule is that restricted fund sources, such as grants, special revenue funds and bond funds will only be transferred to the extent allowed by the rules governing the use of the funds ¶

Rule #6. If appropriated funds are left over after a capital project is completed or a capital item is purchased, a department or office cannot automatically transfer the unused funds to another project or purchase without Commissioners Court approval. In addition, funds cannot be transferred between projects or used to purchase items not specifically approved and itemized during the **FY 08 Budget process** without approval of Commissioners Court. If the capital funds are debt proceeds, they can only be used in accordance with the covenants in the Official Statement.

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Rule #7. If bond funds are left over after the completion of all of the 1984 Voter Approved Road Capital Improvement Projects, including right of way litigation associated with those projects, the remaining funds shall be expended on Road and Bridge Projects in Precinct One.

Exception to rule #6:

The Planning and Budget Office (PBO) has the authority to process budget transfers that do not exceed \$15,000 as automatic transfers for capital projects resulting from actual realized savings (not projected savings), unless a policy issue surfaces that PBO believes requires the attention of the Commissioners Court. The Court is interested in being informed about and approving the use of existing savings for capital projects in excess of \$15,000. For purposes of arbitrage rebate disbursements to the IRS, PBO may transfer unused funds, including reserves, within a bond fund, but must notify the Commissioners Court at its next regular scheduled meeting.

ENCUMBRANCES

Encumbrances are reservations of funds made with purchase orders, contracts, or salary commitments and must be covered by an appropriation. The encumbrances are liquidated when these claims are paid.

Rule #8. Keep track of your encumbrances and keep them timely. Please refrain from tying up County resources with unnecessary encumbrances.

On a quarterly basis, departments and offices shall submit to the County Auditor an "Over 90 Day Old Encumbrance Report." Departments/Offices should review this encumbrance report and mark any encumbrances that can legally be unencumbered. Reports should be signed by authorized personnel and submitted no later than 30 days following the end of the quarter. This report can be generated from the custom options menu (GMBA) on the HTE financial system.

PRIOR YEAR ENCUMBRANCE RESERVE

Rule #9. A reserve for encumbrances¹ is established to pay for contractual obligations made in the previous fiscal year for goods and services to be received in the new fiscal year. The amount budgeted for this reserve is the maximum, not to exceed amount, estimated at the time the budget was adopted.

After the previous fiscal year's accounting records are closed, a portion of the estimated budgeted reserve is applied by the County Auditor to pay for the previous fiscal year's accrued expenditures for goods and services received in that year; the remaining amount becomes the actual amount available for the new fiscal year expenditures for contractual obligations made during the previous fiscal year.

¹ For the purposes of Rule # 9 and #10, the term "encumbrance" and "pre-encumbrance" shall mean "rollover" and "rebudgeted" items.

The reserve for encumbrances may be reappropriated by the Commissioners Court to the new fiscal year as budget amendments in the individual office or department budget line items for the purpose and for the vendor to which the contractual obligation and encumbrances were originally applied. Any canceled prior year encumbrance may result in the County Auditor moving these funds from the budget of the department/office to the County's Allocated Reserve for reappropriation by the Commissioners Court.

PRIOR YEAR PRE-ENCUMBRANCE RESERVE

Rule #10: A reserve for pre-encumbrances is established to reserve funds for projects initiated in the previous fiscal year and to be expended in the new fiscal year, but for which no contractual obligation yet exists. The reserve for pre-encumbrances may be reappropriated by the Commissioners Court in the new fiscal year as budget adjustments in the individual office or department budget line items. The County Auditor submits the list of pre-encumbrances to PBO for review and recommendations to the Commissioners Court for reappropriations. Any canceled pre-encumbrances over \$50 automatically result in the County Auditor's funds verification approval being revoked, with these funds being moved from the budget of the office or department to the County's Allocated Reserve and made available for reappropriation by the Commissioners Court.

PRINTING/MAILING RESTRICTIONS:

Rule #11. Use of the central support services line items to produce mailing labels, address mailings or print lists of more than 500 names or items is restricted unless the mailing is: (1) required by law; or (2) specifically approved by the Commissioners Court.

The Travis County Reprographics Service Center (TCRSC) must keep one file copy of all documents printed and indicate the number of copies made. You cannot use TCRSC resources to print more than 500 copies a month of the same letter, newsletter or notice unless the additional copies are: (1) required by law; or (2) specifically approved by the Commissioners Court.

The TCRSC may only print official documents of Travis County government or those authorized by the Commissioners Court. Outside agency contractual authorization for printing must accompany each work order. Persons placing printing orders must affirm on the work order that the materials ordered are for official use.

TRAVEL, JURY SEQUESTRATION, & JURY MEALS IN CRIMINAL CASES

Travis County reimburses employees and officials who travel for County business. Travel expenditures for non-County employees and or volunteers, for professional development, must be approved by the Commissioners Court prior to the actual travel unless the department has a policy that has been previously approved by Commissioners Court. The travel expenditure rules cannot cover every travel variation. Securing travel arrangements at the lowest price may result in a loss of flexibility should emergencies arise. Booking policies of a specific travel industry vendor may require an exception to standard county travel procedures. The County Auditor will interpret, audit and approve travel expenses and reimbursements to facilitate the timely conduct of county business in the current climate of rapidly changing travel industry requirements. The Auditor will make travel payment decisions in accordance with the following rules:

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LINE ITEMS

Deleted: A centrally budgeted line item is an account within a single department budget in which money for an operating cost, like postage, is budgeted for all offices or departments ¶

Rule #12. All travel expenses must be encumbered, on a County authorized travel encumbrance form, prior to traveling. If funds are not encumbered, the County Auditor may require approval by Commissioners Court before disbursement. To receive reimbursement, travelers must file an expense report, using the County's authorized Travel Reimbursement Form, and all required receipts with the County Auditor within 30 days after the last day of travel. The employee and employee's supervisor must approve the report. The County Auditor may request Commissioners Court approval for reimbursement requests received over 30 days after the last day of travel. The Auditor will interpret any requests for deviations within the intent of the travel rules and sound fiscal policy. Elected and appointed officials have the right to establish travel procedures and policies for their own departments which may reimburse at a rate less than the County's established reimbursement rates.

Rule #12A: International business travel and travel to Alaska & Hawaii must be approved by Commissioner's Court prior to travel and encumbering of funds.

This rule does not apply to international travel and travel to Alaska and Hawaii that relates to criminal investigations, prosecutions, extradition or similar criminal justice purposes where prior approval by Commissioners Court could thwart the purpose due to delay or public disclosure of the purpose of the trip.

Rule #12B: International travel that includes renting a vehicle, either in a foreign country or rented to travel into a foreign country, are required to select vehicle rental insurance offered by the rental agency. Insurance coverage should include damage to the rental vehicle and to a third party vehicle and bodily injury.

Travis County government is exempt from sales taxes in the state of Texas, but not from hotel taxes. A sales tax exemption form may be obtained from the Purchasing Office. Reimbursement requests must be submitted on the County's authorized Travel Reimbursement Request Form within 30 days after the last day of travel. This request form must have detailed receipts attached, including receipts for pre-paid expenses.

Cancelled business travel must be reported to the County Auditor. If expenses were paid in advance such as for airfare, lodging, etc., the traveling employee/official will be responsible for ensuring the County will be refunded these amounts.

REGISTRATION FEES:

- Reimbursement requests must be submitted on the County's authorized Travel Reimbursement Request Form within 30 days after the last day of travel. This request form must have detailed receipts attached, including receipts for pre-paid expenses. The County Auditor will pay for registration fees in advance or when billed by conference/seminar/training vendor or as requested by the traveler on the encumbrance form. Payment will be processed in accordance with the disbursement schedule. For refundable and/or non-refundable cancelled registration fees, the employee/official will be liable for the advanced registration payment if the conference/seminar/training and/or travel did not take place, and if the employee/official failed to timely cancel the registration according to conference/seminar/training vendor's refund policy. Employee/official responsibility can be waived if the failure to use the pre-paid registration fees is as a result of an unanticipated emergency.**

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<#>Reimbursement requests must be submitted on the County's authorized Travel Reimbursement Request Form within 30 days after the last day of travel. This request form must have detailed receipts attached, including receipts for pre-paid expenses.¶

¶
<#>Cancelled business travel must be reported to the County Auditor. If expenses were paid in advance such as for airfare, lodging, etc., the traveling employee/official will be responsible for ensuring the County will be refunded these amounts.¶

ACCOMMODATIONS:

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- The County pays for in-state and out-of-state travel accommodations based on the rates, plus taxes, quoted by the lodging place if government rates or conference group rates are not available. Supporting documentation of the lodging place and the quoted rates must be provided before payment can be processed.
- The County Auditor will pay for accommodations when billed by a lodging vendor or as requested by the traveler on the encumbrance report in accordance with the disbursement schedule. For non-refundable accommodations the employee/official will be liable for the advanced lodging payment if the travel did not take place, and if the employee failed to timely cancel reservations according to vendor policy. Employee/official responsibility can be waived if the failure to use the pre-paid accommodations is as a result of an unanticipated emergency.
- Travel accommodations will be paid on a single occupancy rate if the lodging place designates a higher rate for double or multiple occupancy rates. Double or multiple occupancy rates will be paid if two or more employees are rooming together while on a business trip.
- Saturday night stays not relevant to the travel event requested to be paid/reimbursed, must be justified that the airfare would be less expensive. Justification would be all lodging cost plus the airfare is less than the airfare would be if returning after the end of the training/seminar/conference. Meals would be the responsibility of the traveler.

TRANSPORTATION:

MILEAGE:

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- Mileage for business use of a private vehicle is reimbursed at the annual standard rate set by the Internal Revenue Services (currently 48.5 cents per mile for employees, and 14 cents per mile for volunteers, but subject to change as the IRS adjusts the rates). Mileage shall start from the employee's or volunteer's regular work place on business work days and from the employee's/volunteer's home on non-work days and holidays.
- Only one employee/volunteer may claim mileage reimbursement when more than one employee/volunteer travels in the same vehicle.
- Routine mileage reimbursement requests must be submitted to the County Auditor within 90 days from the end of the mileage month.
- The County Auditor will disburse mileage reimbursement requests for combined months provided each month's reimbursement is subtotaled.
- When travel out of county is greater than 1000 miles round-trip, transportation expenses are reimbursed in an amount not to exceed the cost of round-trip coach airfare in effect at the time of the travel encumbrance. Transportation expenses include lodging, meals, and mileage incurred as a result of driving rather than flying. The Commissioners Court must approve exceptions unless the travel involves extradition of prisoners and/or juveniles.
- Grant employees are reimbursed for mileage at the rate specified by the grant.
- The compensation package approved by the Commissioners Court for the following elected and appointed officials makes them ineligible to use a county-owned vehicle on a routine basis and

ineligible to assign themselves a County owned vehicle under the Travis County Take Home Vehicle Policy but they can claim reimbursement for local mileage.

Constables 1-5
County Attorney
County Commissioners 1-4
County Judge
County Treasurer

Justices of the Peace 1-5
Purchasing Agent
Tax Assessor-Collector
Medical Examiner

AIRFARE:

- Air fare must not exceed the rate of a non-refundable coach fare in effect at the time of the travel encumbrance. According to various airline policies, changing non-refundable tickets could result in the County buying an additional ticket or paying an additional fee. If the change was to facilitate County business or was out of the control of the traveling employee/official, such as illness or emergency, the employee/official will not be held responsible for the cost of the change. The airline ticket (or comparable electronic document) must be attached to a reimbursement expense report if the trip was not taken. Written notice from Elected/Appointed Official, Executive Manager, or Department Head will be required to be submitted with expense report
- In order that County staff make necessary business trips at the least possible cost, some tickets may be conditioned upon use for only the date and time purchased.
- The County Auditor will pay for airline tickets when billed by a vendor or as requested by the traveler on the encumbrance report in accordance with the disbursement schedule. The employee or official will be liable for the payment if the airline ticket is not used for the intended travel.
- If the airline ticket is paid in advance, the boarding pass, check in documentation, or certification that the ticket was used, must be attached to the reimbursement expense report.

OTHER TRANSPORTATION:

- The County Auditor will pay for the actual cost of a rental car for the business use when billed by a rental car vendor or as requested by the traveler on the encumbrance form. Payment will be processed in accordance with the disbursement schedule. Justification for the rental car will be required.
- The County will reimburse for the actual cost of a rental car for the business use or if used in conjunction with personal use, prorated days of business use. Justification for rental car will be required.
- Rental of luxury vehicles including but not limited to Hummers, Cadillacs, and Convertibles, will not be paid and/or reimbursed by the County unless justified and approved by Commissioners Court.
- The County reimburses for the actual costs of taxi fares, parking fees, and bus fares if receipts are attached to the reimbursement form.
- Travelers may choose to obtain a ride to Austin-Bergstrom International Airport instead of parking there. In that case, the County reimburses the mileage costs for two round trips to the airport, if the total mileage does not exceed the cost of parking at the airport. The County also reimburses cab fare to and from the airport.
- Other means of transportation, such as Motorcycles, Bicycles, Recreational Vehicles, etc, must be approved by Commissioners Court.

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MEALS:

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- The County will reimburse an employee/official for meals in one of the following methods. Only one method of reimbursement is allowed for each trip.
 - Per Diem: \$34.00 per day (includes gratuities) for meals is reimbursed without any receipts required. Partial day per diem is at the discretion of the Department/Office.
 - Actual Cost: Up to \$50.00 per day for meals plus up to 15% gratuities is reimbursed if itemized receipts are submitted with the reimbursement form.
- Banquets, Award Ceremonies, Luncheons, etc will be reimbursed at one of the reimbursement methods above unless included in the Registration Fee.
- The County does not reimburse employees for alcoholic beverages.
- Consistent with the Internal Revenue Code, meal expenses will be reimbursed only when the employee is required to be out of the County overnight, except in the case of Jury Sequestration.

JURY SEQUESTRATION AND JURY MEALS IN CRIMINAL CASES:

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A cash fund may be set up for each Judge hearing criminal cases. The fund will be used for jury meals where the Judge determines that an impaneled juror should not separate during mealtime. The County Auditor will determine the amount maintained in each fund. Reimbursement will be paid upon a statement signed by the Judge, and which includes a certification by each juror that they received a meal. If the amount spent for each meal is \$9.00 or less, no receipts are required.

In the event of jury sequestration, the County Auditor is authorized to advance the cost of sequestering in the amount ordered by the sequestering Judge in order to secure lodging. The amount expended for food and lodging shall follow the guidelines approved by Commissioners Court covering travel reimbursement for county employees. The need for jury sequestration may occur after the normal business hours of the county and without sufficient time to call an emergency session of the Court. The normal procedures for claims processing may be adjusted accordingly.

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INCIDENTAL EXPENSES:

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<#>The County will reimburse for the actual cost of a rental car for the business use or if used in conjunction with personal use, prorated days of business use. Justification for rental car will be required ¶

- The County does not reimburse for extracurricular activities such as golf, tennis, entertainment, movies, tours, sport events, or non business events along with any related costs for such extracurricular activities.
- The County will not pay for fines for violation of the law such as parking tickets, speeding tickets, etc.
- The County will not pay for food and/or beverages provided at meetings or in-house training.

Rule # 13. Travel advances may be paid at the discretion of the County Auditor.

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- Travel expenses paid directly to employees in advance for Registration, Airfare, Lodging, & Meals, will be considered travel advances. Advance payments to vendors in behalf of a County traveling

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employee/volunteer/non-County personnel, for registration, airfare and lodging, will considered in the future, when Auditor develops proper procedures for this type of disbursement.

If a travel advance is requested, employee/official must sign an agreement that will allow the County Auditor to deduct the full advance from the employee's paycheck if the Expense Report is not submitted within 15 days from end of trip.

- The advance form must be signed by both Employee/official and the Department Head, elected official and/or appointed official.
- The County Auditor will develop and publish procedures for employees receiving travel advances, which will account for all advances as expenses and/or reimbursements as appropriate.

TRAVEL EXPENSES IN CONTRACTS:

Contracts for goods, services, and training that require the County to reimburse for travel expenditures to the contractor, must include provisions in the contract that will require the travel reimbursements not to exceed the allowances provided to County personnel. Any exceptions to these rates must be brought to Commissioners Court for approval.

ALTERNATE TRAVEL:

Travelers may be reimbursed for alternate travel arrangements (transportation mode, accommodations, or schedule) provided that the cost is not greater than the least expensive alternative. Alternate travel and the associated costs and savings must be approved by the employee's supervisor and fully documented before travel begins. The Commissioner's Court must approve all exceptions.

RECRUITING AND HIRING FOR HIGH LEVEL POSITIONS

Rule #14. The Commissioners Court may approve the use of County funds to pay for travel arrangements and food/non-alcoholic beverages to entertain applicants when recruiting nationally for top level positions. Commissioners Court approval must be granted prior to the travel for the applicant to be reimbursed. The job applicants are reimbursed at the same rates used for current County personnel. Moving expenses and employment agency fees may also be paid for these positions if approved in advance by the Commissioners Court. Moving expenses must be supported by receipts. Departments and offices must notify Payroll before any expenses are paid.

LONG DISTANCE AND CELLULAR PHONE EXPENSES

Rule # 15. All County personnel must certify that long distance toll charges and cellular phone air time charges on County telecommunications equipment are for official County business. If any charges are not for official business, the official or employee must reimburse the County immediately after they are notified of the charges and charges are determined to be for personal use.

- All cellular phone airtime charges and cell phone purchases must be made in accordance with Chapter 39 of the Travis County Code, Wireless Communications Policy.
- All long distance phone certifications must be submitted to the Auditor's Office within 30 days after notification of the charges from ITS.

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Any travel using transportation such as Motorcycles, Bicycles, Recreational Vehicles, etc, must be approved by Commissioners' Court.¶

- Any questions surrounding the implementation of the above budget rule or of the appropriateness of any reimbursement or disbursement of long distance phone charges and cellular air time charges may be referred to the Commissioners Court at the discretion of the County Auditor.

GRANTS

In an effort to better coordinate the grant-seeking activities of the County and track the outstanding commitments to provide County matching funds, PBO, the County Attorney, and the County Auditor must review grant applications and contracts before a grant is placed on the agenda for Commissioners Court approval.

Rule #16. Grants from public or private sources received during this fiscal year are budgeted by the Commissioners Court upon certification of the revenue by the County Auditor. Application for grants must be submitted in accordance with the following rules.

For information on the complete grants process, please refer to the Grants Handbook available from the County Auditor.

Grant Application Approval

The grant summary sheet must be submitted to PBO electronically as well as three originals of the grant application and one copy of the original (to facilitate multiple copying for Court members) must be submitted to PBO by Thursday at 5:00 PM, 12 days prior to the planned Commissioners Court meeting at which the office or department wishes the grant to be included on the agenda. By the same deadline, one copy of the grant summary sheet and one copy of the application, as well as electronic versions, must be submitted to the County Auditor and the County Attorney's Office for review. One copy of the grant summary and one copy of the application must also be submitted to Information & Telecommunications Systems, (ITS) Facilities Management, (FM) and Human Resources Management Department if any new FTEs are involved.

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The County Auditor reviews the application for fiscal requirements and the County Attorney reviews it for legal requirements. After receiving approval from these offices, PBO reviews and submits the summary, with a recommendation, for inclusion on the Commissioners Court agenda. PBO's recommendation includes the fiscal impact of FTE contained in the grant, if any. This information will be submitted to PBO by ITS, FM, & HRMD after the review of the information provided by the requesting department or office. The grant summary form is available as a file from PBO and is shown on the next page.

If any changes are made to the grant application, three final originals must be submitted to PBO by Friday at 5:00 PM, two days prior to the Commissioners Court meeting at which the grant is to be considered. If approved, the grant application is signed by the County Judge and is available for pick-up by the office or department in the County Judge's Office.

Direct Cost of Accounting: Please contact the County Auditor for assistance in estimating the direct cost of accounting. Include the estimate in the grant application if the cost is reimbursable. Departments and offices should seek reimbursement for direct accounting costs when applicable.

New Positions: When an office or department applies for a grant which includes new FTEs, the office or department should send a copy of the grant application to HRMD, ITS and FM for their review. It is essential that this is accomplished early in the grant process so that HRMD can match the new proposed position to similar positions or existing job descriptions and ITS and FM can implement any network or space accommodations required. If the transfer of information to HRMD is delayed until after the grant award is accepted, there may be a significant delay before a person can be hired for that new position, particularly if the County has never had a position like the one being requested.

Performance Measures: All grants should have performance measures. These measures should reflect the current activity of the department or office in the area where grant assistance is requested, as well as the expected impact of the grant on the department's activities. If the grant is for a new program, performance measures should be supplied for the new program. Departments and offices are expected to report to PBO on the performance of a grant six months into the grant period, when applying to continue the grant, and when approval of a renewal contract is requested by Commissioners Court.

NEW SUMMARY SHEET BELOW (erase note once comments received)
GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

Department/Division:	
Contact Person:	
Title:	
Phone Number:	

Grant Title:			
Grant Period:	From:		To:
Grantor:			

Check One:	New: <input type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	One-Time Award: <input type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
Type of Payment:	Advance: <input type="checkbox"/>	Reimbursement: <input type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:						0
Operating:						0
Capital Equipment:						0
Indirect Costs:						0
Total:	0	0	0	0	0	0
FTEs:						0.00

Performance Measures Applicable Depart. Measures	Projected FY 08 Measure	Progress To Date:				Projected FY 09 Measure
		12/31/07	3/31/08	6/30/08	9/30/08	
Measures For Grant						

Auditor's Office Contract Approval: <input type="checkbox"/>	Staff Initials: _____
Auditor's Office Comments:	

PBO Recommendation:

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

6. If this is a new program, please provide information why the county should expand into this area.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

Outstanding Grant Applications: PBO maintains a summary of outstanding grant applications and matching fund commitments. This summary is submitted to Commissioners Court every week as an attachment to the regular Grant Agenda Item. Departments that are notified of the denial of a grant application should inform PBO so that the outstanding grant application summary reflects pending County commitments.

Indirect Costs: The Commissioners Court has adopted an indirect cost plan that includes an indirect cost rate for each department or office. All grant applications should request the appropriate indirect cost as part of any grant application. The requirement to include an indirect cost rate as part of an application may be waived annually if:

- A) The total amount requested, without including indirect costs is less than \$50,000.
- B) If a department or office can provide evidence that including an indirect cost rate will result in rejection of a grant application.

See the Appendix for the approved indirect cost rate for most departments and offices as of July 31, 2007. This information is updated during the year and PBO notifies the departments of any changes. If your department is not listed in the Appendix, please contact your Planning and Budget Analyst.

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Grant Contract Approval

When an office or department receives a grant contract, the office or department must first secure authorization from the County Auditor's Office and then forward three originals of the contract, with all required signatures except the County Judge's, to the County Attorney's Office. At the same time, the office or department must submit one copy of the contract, with an electronic copy of the grant summary sheet to PBO, ITS, FM and the County Auditor.

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After receiving the three originals with any amendments from the County Attorney's Office, PBO submits the contract for inclusion on the Commissioners Court agenda. If approved, the grant contract is signed by the County Judge and available for pick-up by the office or department in the County Judge's Office.

Revenue Certification: Once the contract has been signed by all parties (including the grantor, if that was not done prior to Commissioners Court approval), the office or department must forward the originals of the contract signed by all parties to the County Clerk and the grantor. A copy of the fully executed contract must be submitted to the County Attorney, the County Auditor, and the Purchasing Office. The County Auditor certifies revenue upon receipt of the fully executed contract.

Budget Amendments: Budget amendments are processed as automatic budget adjustments after approval of the contract by Commissioners Court and certification of revenue by the County Auditor.

Permission to Continue: If a grant renewal contract is not received prior to the effective date of the grant and grant employees are requested to continue on the payroll, offices or departments must submit a Permission to Continue memo to Commissioners Court at least four weeks prior to the end of the grant that is to be renewed. This memo notifies the Commissioners Court that payroll expenses are requested to continue and indicate the expected date that the contract will be signed. This rule applies only to the renewal of grants that have been received in previous years, and for which verbal assurance of continuation from the grantor has been received. A Permission to Continue is only appropriate to allow offices/departments to continue to fund payroll for employees where the grant has an ongoing commitment and there is an unusual, non-recurring delay in receiving a final executed contract. At the time a Permission to Continue memo is submitted to the Commissioners' Court for approval, the office/department should contact PBO to request a budget adjustment to move existing office/department resources to the grant fund, or request an allocation from reserves to the grant fund, until the grant is finalized. Revenue will be certified by the County Auditor when all the normal requirements for a grant contract have been met. Revenue for new grants will not be certified and expenditures cannot be made until a grant contract has been signed.

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Budget Adjustments: All budget adjustments must comply with the grantor's requirements for budget adjustments. Any budget adjustments requiring prior grantor approval are not processed until that approval is received. If a grantor de-obligates funding or a portion of funding, a budget adjustment form must immediately be sent to PBO reducing each affected revenue and expenditure line item.

Purchasing: Grant purchases are not exempt from County purchasing laws. Offices or departments must coordinate with the Purchasing Office when procuring either services or commodities using grant funds. In addition to County purchasing laws, purchases must comply with all applicable federal or state laws and contractual restrictions required in the grant. Purchase of items with a unit cost exceeding \$5,000 must be incorporated into the fixed asset management system. This applies to any items located on County property for which the County is liable, regardless of the source of funding. Items are tagged with a color code denoting the source of funding.

Authorization for Reimbursed Grants: Many of the grants received by the County require expenditure of County funds until these expenditures are accepted and reimbursed by the grantor. All expenditures for reimbursable grants that have been approved by the Commissioners Court and for which revenue has been certified by the County Auditor are authorized until grant funds are available for reimbursement. Offices or departments should request an advance payment rather than agree to a reimbursement arrangement whenever possible.

Expenditures funded from grant funds that are not allowed under the General Fund require a written letter of approval/authorization from the grantor.

Vehicles funded through Grant Funds. If a department plans on purchasing a vehicle using grant funds, all the associated costs for the vehicle, such as fuel and maintenance, need to be covered by the grant funds. In the event that the grant will not cover such costs, the department should either reallocate resources to TNR to fund the fuel and maintenance or request additional funding from Commissioners Court. Any additional funding requests for fuel and maintenance should be coordinated with the approval of the grant contract.

VEHICLE TAKE-HOME POLICY

Rule #17. Use of County vehicles is authorized by this budget for county business and in accordance with Chapter 40 of the Travis County Code.

PERFORMANCE BASED PAY AND EMPLOYEE RECOGNITION

The Performance Based Pay (PBP) system is a mechanism for providing financial compensation for outstanding performance, experience and achievement. Departments and offices award PBP consistent with the rules established by the Commissioners Court.

If an office/department has funds in an employee recognition line item, the recognition expense is not to exceed \$50.00 per employee. Amount of recognition expense should be limited to the cost of a plaque including engraving, lapel pins or other tokens of recognition. Food, refreshments, decorations, entertainment or other expenses associated with a ceremony, reception or dinner are not allowed.

COMPUTER SOFTWARE TRAINING

All computer software training for Windows and Microsoft Office products is performed by ITS. No other office or department is authorized to solicit services for this training unless training sessions are not provided by ITS within 60 days. No payment for this training is made by the County Auditor without an accompanying written authorization from ITS.

COUNTY AUDITOR'S BUDGET ADJUSTMENT AUTHORITY

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If a grant renewal contract is not received prior to the effective date of the grant and grant employees are continued on the payroll, offices or departments must submit a Permission to Continue memo to Commissioners Court at least four weeks prior to the end of the grant that is to be renewed. This memo notifies the Commissioners Court that payroll expenditures continue and indicate the expected date that the contract will be signed. This rule applies only to the renewal of grants that have been received in previous years, and for which verbal assurance of continuation from the grantor has been received. Revenue for new grants will not be certified and expenditures cannot be made until a contract has been signed. ¶

Rule #18. The County Auditor has the authority, under the following circumstances, to adjust budgets without prior approval from the office or department.

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End of Year Personnel Balances:

For expenditures incurred during the last two pay periods of the fiscal year, the County Auditor may transfer funds automatically to cover projected shortages in salary and fringe benefits line items. The County Auditor may transfer:

- (1) projected surplus salary and fringe funds within and among offices or departments;
- (2) funds from the General Fund reserve, Special Revenue Fund reserves, Capital Projects reserves, and Internal Service Fund reserve, whichever is appropriate; and

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The County Auditor must present a list of the adjustments to PBO for approval by Commissioners Court.

During the year, the County Auditor's Payroll Division may override negative balances to process payroll. Offices or departments should promptly submit budget adjustments to PBO to cover negative balances. See the Budget Rules for PBO's authority to transfer funds if the office or department allows a payroll line item to remain negative. As it relates to Overcome, budget transfers must be made by the office/department through PBO to cover shortages prior to the subsequent payroll. If the payroll line items are still negative at the time the subsequent payroll is processed, the County Auditor will make an automatic budget transfer(s) to cover the negative balances from any line item that has sufficient funds to cover the shortage.

Insurance and FSA Administration Fees:

The County Auditor is authorized to pay insurance and FSA administration fees and reimbursements as approved by the Commissioners Court in the employee benefit contract.

Termination Pay:

The County Auditor may transfer funds from the appropriate Salary line item in an office or department to the Termination Pay line item to cover termination pay. All payments for accrued vacation, sick leave, and compensatory time are charged to the Termination Pay line item. No funds are budgeted in the Termination Pay account until the expenditures are made. The Termination Pay transfer should occur at least monthly to balance the line item.

Adjustments for Expenditures Less Than \$10:

If an invoice exceeds the amount budgeted in a line item by less than \$10, the County Auditor is authorized to transfer funds automatically to cover the budget deficit and avoid delay in processing the invoice. These funds are transferred from the applicable fund reserve. However, the General Fund Unallocated Reserve (001-9800-981-9898) shall not be considered an applicable fund reserve and transfers under this rule shall not be made from the General Fund Unallocated Reserve.

Payment of Interest:

The County Auditor is authorized to transfer funds automatically to line item 7510—(Interest) within the budget of an office or department to cover the cost of interest on overdue invoices per the Prompt Payment Act. These funds are transferred from the first operating expense line item with sufficient

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funds. In the case of Grants, Bond funds, and other funds that do not allow interest payments, the interest will be charged to the department/office general fund budget.

TAX REFUNDS

The County Auditor automatically debits contra revenue accounts (General Fund and Debt Service) to refund current and prior year tax appeals of appraised values. Interest refunds for prior year taxes shall be paid from a budgeted line item in General Administration.

The Tax Assessor Collector calculates the expenditure requirements for tax refunds and submits these amounts to PBO for approval by the Commissioners Court.

CONTINGENT LIABILITIES

The County Auditor has the authority to record contingent liabilities as defined by generally accepted accounting principles to accurately reflect the financial position of the County. The Commissioners Court, County Attorney, Risk Manager, and other elected or appointed officials should notify the County Auditor in a timely manner of any potential contingent liabilities affecting any of the County funds on the County's financial records. The County Auditor notifies the Commissioners Court, and the County Attorney and, where applicable, the Risk Manager of significant contingent liabilities that are recorded on the County's financial records.

INTERFUND TRANSFERS

Interfund transfers are movements of money between budgetary funds. Those that are adopted in the budget process are summarized in the Budget Recapitulation as "Other Financing Sources." The transfers are subject to the following rules:

- The County Auditor may make "transfers in" the funds controlled by Commissioners Court from non-budgetary government funds that are at the discretion of elected officials, the Corporations' Boards of Directors, or the State of Texas (i.e., CAPSO, DAPSO, CACD, etc.) as directed by the appropriate official.
- The County Auditor may only make "transfers out" of funds if approved by Commissioners Court (budgetary funds) or approved by the responsible official (non-budgetary discretionary funds).
- The County Auditor transfers funds at 1/12 of the budgeted amount on a monthly basis, unless otherwise specifically notified by PBO. If a calculation of the transfer must be made during the fiscal year, PBO performs the calculation and provides the County Auditor the amount to be transferred.
- The transfer is limited to funds available in the transferring fund. If funds are not available in the transferring fund, a transfer is made only up to the amount of available funds. If the receiving fund is at a deficit, the County Auditor, after review and approval by PBO, is authorized to transfer in a sufficient amount to cover the deficit up to the budgeted amount.

MID-YEAR CERTIFICATION OF REVENUES

State law limits revenue which can be certified mid-year for immediate appropriation and expenditure. The County Auditor may certify public or private grant or aid money, donations and intergovernmental contract revenue which was not included in the budget for use in the current fiscal year. Offices or

departments wishing to request certification of such money during the fiscal year should contact the County Auditor for assistance.

Authorization For Reimbursed Agreements - Fund 475

Rule #19. Some approved agreements budgeted in Fund 475 (Contractual Capital Projects) by the County require expenditure of County funds until those expenditures are reimbursed by the funding entity. All expenditures for reimbursable agreements within Fund 475 that have been approved by Commissioners Court and for which revenue has been certified by the County Auditor are authorized until the resources from the funding entity are available for reimbursement. Offices and departments should request an advance payment rather than agree to a reimbursement arrangement whenever possible. If the total of expenditures and encumbrances of the fund result in a deficit fund balance, the office/department will be required to request a transfer into the fund from other office/departmental resources or reserves.

Deleted: Rule #19. Some approved agreements budgeted in Fund 475 (Contractual Capital Projects) by the County require expenditure of County funds until those expenditures are reimbursed by the funding entity. All expenditures for reimbursable agreements within Fund 475 that have been approved by Commissioners Court and for which revenue has been certified by the County Auditor are authorized until the resources from the funding entity are available for reimbursement. Offices and departments should request an advance payment rather than agree to a reimbursement arrangement whenever possible. ¶

APPENDICES

I. Personnel Slot List

A list of the budgeted personnel slots for Fiscal Year 07 is attached to the copy of the approved budget filed with the County Clerk. The list contains the following information for each slot within an office or department: job title, whether the position is full-time or part-time, and effective date. Offices or departments may only hire for regular positions according to this slot list unless otherwise allowed by law or approved by Commissioners Court.

II. County Benefits

Fringe benefits for offices and departments are budgeted based on the County Benefits Policy. A copy of the policy is on file at the County Clerk's Office. The current benefit calculation rates as of October 1, 2006 are shown below:

Base Salary (general line item 0701)	
FICA OASDI (line item 2002)	Base Salary (up to \$102,300) x 0.062
Hospitalization (line item 2003)	Months on Payroll x \$629
Life Insurance (line item 2004)	Months on Payroll x \$6.55
Retirement (line item 2005)	Base Salary x .1071
Workers Compensation Insurance (line item 2006)	Base Salary x 0.75 x "WCI Factor" Shown Below
FICA Medicare (line item 2007)	Base Salary x 0.0145

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Please contact your Planning and Budget Analyst for Workers Compensation Insurance "WCI Factor" for position types not shown below:

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Job Description	"WCI Factor"
PRINTING	0.0187
INSECT CONTROL	0.0337
INSULATION WORK & DRIVERS	0.0463
ROAD EMPLOYEES - PAVING	0.0346
ROAD MAINT MGMT PERSONNEL	0.0092
DRIVERS	0.0362
AIRPORT, HELICOPTER OPR	0.0226
LAW ENFORCEMENT, AMBULANC	0.0177
AUTO MECHANICS	0.0275
ENGINEERS, SURVEYORS	0.0032
CLERICAL	0.0026
VET HOSP & ANIMAL CONTROL	0.0096
CLINICAL PROFESSIONALS	0.0028
HOSP PROFESSIONAL & CLERK	0.0071
BUILDING MAINT & JANITOR	0.0226
PARKS & RECREATION	0.0257

III. Budget Authority Responsibility

Below is a list of officials (or their designee, authorized in writing to the County Auditor, Purchasing Office, PBO, and HRMD) who are responsible for and may authorize expenditures from the budgets of their office or department.

Dept #	Office or Department Name	Responsible Official
01	County Judge	County Judge
02	Commissioner - Precinct 1	Commissioner Precinct 1
03	Commissioner - Precinct 2	Commissioner Precinct 2
04	Commissioner - Precinct 3	Commissioner Precinct 3
05	Commissioner - Precinct 4	Commissioner Precinct 4
06	County Auditor	County Auditor
07	County Treasurer	County Treasurer
08	Tax Assessor-Collector	Tax Assessor-Collector
09	Planning & Budget	Executive Manager, Planning and Budget
10	General Administration	County Judge/Commissioners Court
11	Human Resource Management	Executive Manager, Administrative Operations
12, 90	Information and Telecommunication Systems	Executive Manager, Administrative Operations
1413	Travis County Exposition Center	Executive Manager, Administrative Operations
14, 91	Facilities Management	Executive Manager, Administrative Operations
15	Purchasing & Inventory Management	Purchasing Agent
16	Veterans Service Office	Executive Manager Health, Human and Veterans Services
17	Historical Commission	Chairperson, Hist. Comm.
18	Agricultural Extension Svc.	Executive Manager Health, Human and Veterans Services
19	County Attorney	County Attorney
20	County Clerk	County Clerk
21	District Clerk	District Clerk
22, 93	Civil Courts	Administrative Judge/Civil Courts.
23	District Attorney	District Attorney
24, 94	Criminal Courts	Administrative Judge/Criminal Courts
25	Probate Court	Probate Judge
26	Justice of Peace - Precinct 1	Justice of the Peace, Precinct 1
27	Justice of Peace - Precinct 2	Justice of the Peace, Precinct 2
28	Justice of Peace - Precinct 3	Justice of the Peace, Precinct 3
29	Justice of Peace - Precinct 4	Justice of the Peace, Precinct 4
30	Justice of Peace - Precinct 5	Justice of the Peace, Precinct 5
31	Constable - Precinct 1	Constable, Precinct 1
32	Constable - Precinct 2	Constable, Precinct 2
33	Constable - Precinct 3	Constable, Precinct 3
34	Constable - Precinct 4	Constable, Precinct 4
35	Constable - Precinct 5	Constable, Precinct 5
36	Dispute Resolution Center	Director, Dispute Resolution Center
37	Sheriff	County Sheriff
38	Medical Examiner	Executive Manager, Emergency Services
39	Community Supervision & Corrections	Director, Community Supervision & Corrections

40	Travis County Counseling and Educational Services (TCCES)	Executive Manager, Justice and Public Safety
42	Pretrial Services	Director, Community Supervision & Corrections
44	Juvenile Public Defender	Executive Manager, Justice and Public Safety
45	Juvenile Probation	Chief, Juvenile Probation Officer
47	Emergency Services	Executive manager, Emergency Services
49, 92	Transportation and Natural Resources	Executive Manager, TNR
54	Civil Service Commission	Civil Service Officer
55	Criminal Justice Planning	Executive Manager, Justice and Public Safety
57	Records Management and Communication Resources	Executive Manager, Administrative Operations
58	Health and Human Services	Executive Manager Health, Human and Veterans Services
59	Emergency Medical Services	Executive Manager, Emergency Services

IV. Indirect Cost Rates

Below is the list of indirect cost rates for each department or office to be used for applying for grants.

Approved by Commissioners Court on July 31, 2007

<u>Dpt #</u>	<u>Department Name</u>	<u>Calculated Rate</u>
01	County Judge	190.66%
02	Commissioner - Precinct 1	40.94%
03	Commissioner - Precinct 2	40.32%
04	Commissioner - Precinct 3	52.08%
05	Commissioner - Precinct 4	32.58%
08	Tax Assessor-Collector	71.13%
13	Exposition Center	0%
16	Veterans Service Office	69.20%
18	Agricultural Extension Service	61.66%
19	County Attorney	46.08%
20	County Clerk	49.32%
21	District Clerk	44.72%
22	Civil Courts	39.35%
23	District Attorney	22.12%
24	Criminal Courts	46.46%
25	Probate Court	27.74%
26	Justice of Peace - Precinct 1	37.02%
27	Justice of Peace - Precinct 2	21.82%
28	Justice of Peace - Precinct 3	23.89%
29	Justice of Peace - Precinct 4	28.04%
30	Justice of Peace - Precinct 5	41.81%
31	Constable - Precinct 1	38.41%
32	Constable - Precinct 2	35.86%
33	Constable - Precinct 3	26.50%
34	Constable - Precinct 4	29.94%
35	Constable - Precinct 5	36.24%
37	Sheriff	11.53%
38	Medical Examiner	55.79%
39	Community Supervision & Corrections	19.9%
40	Counseling and Educational Services	22.59%
42	Pretrial Services	47.50%
43	Juvenile Public Defender	24.90%
45	Juvenile Court	21.87%
47	Emergency Services	88.61%
49	Transportation and Natural Resources	50.36%
54	Civil Service Commission	23.89%
55	Criminal Justice Planning	54.06%
58	Health and Human Services	45.48%
	<u>Composite Travis County Rate</u>	<u>29.68%</u>

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V. Central Line Items

Centrally Budgeted Line Items are expenses that are budgeted in one support department instead of being allocated to each user department. The following line items generally are centrally budgeted:

Dept/Div

11-41—HRMD Risk Management Ergonomic Improvements
#3001—Office Equipment & Supply
#3011—Building Maintenance
#6033—Medical Services

12-30—Information and Telecommunication Systems/Technical Support
#5002—Maintenance Agreements
#5012—Repairs - Telephone Equipment

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12-30—Information and Telecommunication Systems/Technical Support
#4104—Communication - Trunk Lines

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12-50—Information and Telecommunication Systems/Network Support
#5002—Maintenance Agreements

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47-05—Emergency Services/Communications
#5008—Repairs - Radios

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Deleted: Justice and Public Safety

15-10—Purchasing
#6029—Advertising/Public Notices

49-52—Transportation and Natural Resources/County Fleet Maintenance
#3023—Fuel, Oil, Lubricants
#3021—Repairs - Autos & Trucks

57-15—Records Management and Communication Resources
Copiers/Central Repair
#5001—Maintenance Agreements
#5005—Repairs - Furniture & Office Equipment
#5007—Repairs - Other Equipment
#6103—Rent or Lease Equipment (Copiers)

57-50—Records Management and Communication Resources/Mail Services
#4102—Postage/Freight Out

57-70—Records/Consulting
#6099—Other Purchased Services

90-XX—Centralized Computer Services

91-XX—Centralized Rent and Utilities
#4801—Utilities
#6102—Rent-Land & Buildings

92-XX--Centralized Fleet Services

Contact List for Centrally Budgeted Line Items

Type of Expenditure	Department	Contact #
Ergonomic Improvements	HRMD	854-9165
Communications Trunk & Computer Repairs	ITS	854-9666
Radio Repairs	ES	854-4785
Utilities, Rent, and Building Repairs	Facilities Mgt.	854-9661
Public Notice Advertising	Purchasing	854-9700
Vehicle Fuel or Repairs	TNR	854-9383
All Records Management Central Line Items (Paper, Law Library Services, Printing, Television Services, Records Storage, Records Management Consulting, Imaging Services, and Postage)	RMCR	854-9575

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Pay Scale, POPS, Non-TCSO Positions

PG	STEP	1	2	3	4	5	6	7	8	9	10	11
61 Deputy Constable	hr	18 3140	18 6803	19 0539	19 4275	19 8011	20 1747	20 5483	20 9219	21 2955	21 6691	22 0427
	mo	3,174.43	3,237.92	3,302.68	3,367.44	3,432.20	3,496.95	3,561.71	3,626.47	3,691.22	3,755.98	3,820.74
	yr	38,093.12	38,855.03	39,632.12	40,409.20	41,186.29	41,963.38	42,740.47	43,517.56	44,294.64	45,071.73	45,848.82
62 Park Ranger	hr	18 4885	18 8582	19 2333	19 6125	19 9896	20 3669	20 7440	21 1212	21 4983	21 8755	22 2526
	mo	3,204.68	3,268.76	3,334.12	3,399.50	3,464.87	3,530.27	3,595.63	3,661.01	3,726.38	3,791.76	3,857.12
	yr	38,456.08	39,225.06	40,009.43	40,794.00	41,578.37	42,363.16	43,147.52	43,932.10	44,716.47	45,501.04	46,285.41
63 Sr Deputy Constable	hr	19 9486	20 3385	20 6854	21 1579	21 5717	21 9853	22 3991	22 8127	23 2265	23 6401	24 0539
	mo	3,457.76	3,525.34	3,585.47	3,667.37	3,739.10	3,810.79	3,882.52	3,954.21	4,025.93	4,097.62	4,169.35
	yr	41,493.09	42,304.08	43,025.64	44,008.44	44,869.14	45,729.43	46,590.13	47,450.42	48,311.12	49,171.41	50,032.12
64 Park Ranger Supervisor	hr	20 1386	20 5322	20 8824	21 3594	21 7771	22 1946	22 6124	23 0299	23 4477	23 8652	24 2830
	mo	3,490.70	3,558.92	3,619.62	3,702.30	3,774.70	3,847.07	3,919.49	3,991.85	4,064.27	4,136.64	4,209.06
	yr	41,888.29	42,706.98	43,435.40	44,427.56	45,296.37	46,164.77	47,033.80	47,902.20	48,771.22	49,639.82	50,508.64
65 Constable Sergeant	hr	20 5441	22 0366	22 4436	22 8660	23 3047	23 7604	24 1757	24 7179	25 2014	25 6849	26 1686
	mo	3,750.65	3,819.68	3,890.23	3,963.44	4,039.49	4,118.47	4,190.46	4,264.44	4,340.25	4,415.00	4,490.59
	yr	45,019.83	45,836.13	46,682.69	47,561.28	48,473.78	49,421.64	50,285.46	51,143.24	52,018.92	52,924.60	53,839.59
66 Chief Dep Constable Park Ranger Chief	hr	23 8399	24 2802	24 7372	25 2118	25 7050	26 1591	26 7411	27 2643	27 7876	28 3107	28 8339
	mo	4,132.25	4,208.57	4,287.79	4,370.05	4,455.54	4,534.25	4,635.13	4,725.82	4,816.52	4,907.19	4,997.88
	yr	49,587.00	50,502.82	51,453.38	52,440.55	53,466.40	54,410.93	55,621.49	56,709.75	57,798.21	58,886.26	59,974.52
67 Chief Dep Const., Pct 5	hr	26 6896	27 1168	27 6759	28 1971	28 7381	29 3005	29 8265	30 4819	31 0784	31 6751	32 2714
	mo	4,626.20	4,710.13	4,797.16	4,887.50	4,981.28	5,078.76	5,169.93	5,283.53	5,386.93	5,490.34	5,593.71
	yr	55,514.37	56,521.51	57,565.88	58,649.97	59,775.25	60,945.04	62,039.12	63,403.36	64,643.08	65,864.00	67,124.52
68 Investigator	hr	25 0815	25 403	25 7245	26 0460	26 3676	26 6892	27 0129	27 4856	27 9583	28 4310	28 9029
	mo	4,347.46	4,403.19	4,459.92	4,514.64	4,570.39	4,626.13	4,682.24	4,764.18	4,846.11	4,928.04	5,009.84
	yr	52,169.52	52,838.24	53,506.67	54,175.68	54,844.61	55,513.54	56,186.84	57,170.05	58,153.33	59,136.48	60,118.04
69 Investigations Lieutenant	hr	27 4521	27 9502	28 4687	29 0027	29 5592	30 1377	30 6786	31 3528	31 8663	32 5800	33 1934
	mo	4,758.37	4,844.71	4,934.23	5,027.14	5,123.60	5,223.87	5,317.63	5,434.49	5,540.83	5,647.20	5,753.53
	yr	57,100.37	58,136.42	59,210.74	60,325.62	61,483.14	62,686.42	63,811.49	65,213.83	66,489.91	67,766.40	69,042.28

PG	STEP	12	13	14	15	16	17	18	19	20	21
61 Deputy Constable	hr	22 4163	22 7900	23 1636	23 5372	23 9108	24 2843	24 6579	25 0315	25 4052	25 7788
	mo	3,885.50	3,950.27	4,015.03	4,079.79	4,144.54	4,209.28	4,274.04	4,338.80	4,403.57	4,468.33
	yr	46,625.91	47,403.20	48,180.29	48,957.38	49,734.47	50,511.35	51,288.44	52,065.52	52,842.82	53,619.91
62 Park Ranger	hr	22 6298	23 0070	23 3842	23 7613	24 1385	24 5157	24 8928	25 2699	25 6472	26 0243
	mo	3,922.50	3,987.88	4,053.27	4,118.65	4,184.01	4,249.38	4,314.76	4,380.12	4,445.52	4,510.88
	yr	47,069.99	47,854.56	48,639.14	49,423.51	50,208.08	50,992.45	51,777.03	52,561.40	53,346.18	54,130.55
63 Sr Deputy Constable	hr	24 4675	24 8813	25 2950	25 7087	26 1224	26 5361	26 9498	27 3635	27 7772	28 1909
	mo	4,241.04	4,312.76	4,384.47	4,456.18	4,527.89	4,599.60	4,671.30	4,743.01	4,814.72	4,886.43
	yr	50,892.40	51,753.11	52,613.60	53,474.10	54,334.59	55,195.09	56,055.59	56,916.08	57,776.58	58,637.08
64 Park Ranger Supervisor	hr	24 7005	25 1182	25 5359	25 9535	26 3712	26 7888	27 2064	27 6241	28 0417	28 4594
	mo	4,281.42	4,353.83	4,426.23	4,498.61	4,571.01	4,643.40	4,715.78	4,788.18	4,860.57	4,932.97
	yr	51,377.04	52,245.96	53,114.68	53,983.28	54,851.71	55,720.71	56,589.32	57,458.13	58,326.74	59,195.56
65 Constable Sergeant	hr	26 6520	27 1355	27 6190	28 1025	28 5860	29 0695	29 5530	30 0366	30 5201	31 0036
	mo	4,619.68	4,703.49	4,787.30	4,871.12	4,954.91	5,038.72	5,122.52	5,206.35	5,290.16	5,373.96
	yr	55,436.16	56,441.84	57,447.52	58,453.21	59,458.88	60,464.56	61,470.24	62,476.13	63,481.81	64,487.49
66 Chief Dep Constable Park Ranger Chief	hr	29 3571	29 8802	30 4034	30 9265	31 4498	31 9730	32 4961	33 0193	33 5425	34 0656
	mo	5,088.57	5,179.24	5,269.93	5,360.60	5,451.30	5,541.99	5,632.66	5,723.35	5,814.04	5,904.71
	yr	61,062.77	62,150.82	63,239.07	64,327.12	65,415.59	66,503.84	67,591.99	68,680.15	69,768.40	70,856.45
67 Chief Dep Const., Pct 5	hr	32 8680	33 4645	34 0611	34 6575	35 2541	35 8506	36 4471	37 0436	37 6402	38 2367
	mo	5,697.12	5,800.52	5,903.93	6,007.30	6,110.72	6,214.11	6,317.50	6,420.90	6,524.31	6,627.70
	yr	68,365.44	69,606.16	70,847.09	72,087.60	73,328.53	74,569.25	75,809.97	77,050.69	78,291.62	79,532.34
68 Investigator	hr	29 4087	29 9144	30 4202	30 9257	31 4669	32 0081	32 5493	33 0907	33 6688	34 2479
	mo	5,097.51	5,185.27	5,272.84	5,360.46	5,454.27	5,548.08	5,641.88	5,735.53	5,835.93	5,936.31
	yr	61,170.10	62,227.96	63,274.02	64,325.46	65,451.16	66,576.85	67,702.55	68,826.58	70,031.11	71,235.64
69 Investigations Lieutenant	hr	33 8071	34 4206	35 0343	35 6477	36 2614	36 8749	37 4885	38 1020	38 7157	39 3292
	mo	5,859.90	5,966.24	6,072.62	6,178.94	6,285.31	6,391.65	6,498.01	6,604.35	6,710.73	6,817.07
	yr	70,318.77	71,594.85	72,871.35	74,147.22	75,423.72	76,699.80	77,976.08	79,252.16	80,528.66	81,804.74

EMPLOYEES WHO ARE IN POSITIONS SUBJECT TO POP THE FOLLOWING APPLIES MONTHLY:

CERTIFIED FTO:	\$126	BILINGUAL SKILLS TEST:	\$128	TCLEOSE LICENSE:	
		SPANISH		INTERMEDIATE	ADVANCED
		AMERICAN SIGN LANGUAGE		\$50	\$100
		VIETNAMESE			MATERS
					\$150

VII. Pay Scale, Non POPS

Pay Grd	Pay Rate	Hiring Levels								Midpoint	10% Above Midpoint	Maximum	Range Width	Pay Grd Diff	
		Minimum	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7						
1-3	Retired	Note: Travis County Livable Wage for Regular Employees is \$10.00/hr. (\$7.73 for Temporary Employees)													
4	Hrly \$7,725.00 Yrly \$16,068.00	\$7,960.00	\$8,190.00	\$8,420.00	\$8,650.00	\$8,880.00	\$9,110.00	\$9,340.00	\$9,570.00	\$10,190.00	\$10,810.00	\$11,430.00	40%	7%	
5	Hrly \$8,250.00 Yrly \$17,160.83	\$8,500.00	\$8,750.00	\$9,000.00	\$9,250.00	\$9,500.00	\$9,750.00	\$10,000.00	\$10,250.00	\$10,900.00	\$11,550.00	\$12,200.00	40%	7%	
6	Hrly \$8,827.33 Yrly \$18,360.78	\$9,100.00	\$9,400.00	\$9,700.00	\$10,000.00	\$10,300.00	\$10,600.00	\$10,900.00	\$11,200.00	\$11,900.00	\$12,600.00	\$13,300.00	40%	7%	
7	Hrly \$9,445.33 Yrly \$19,646.22	\$9,750.00	\$10,100.00	\$10,450.00	\$10,800.00	\$11,150.00	\$11,500.00	\$11,850.00	\$12,200.00	\$13,000.00	\$13,800.00	\$14,600.00	45%	9%	
8	Hrly \$10,104.44 Yrly \$21,017.15	\$10,410.00	\$10,710.00	\$11,010.00	\$11,310.00	\$11,610.00	\$11,910.00	\$12,210.00	\$12,510.00	\$13,300.00	\$14,100.00	\$14,900.00	45%	7%	
9	Hrly \$10,815.00 Yrly \$22,495.20	\$11,140.00	\$11,460.00	\$11,790.00	\$12,110.00	\$12,440.00	\$12,770.00	\$13,100.00	\$13,430.00	\$14,300.00	\$15,200.00	\$16,100.00	45%	7%	
10	Hrly \$11,576.67 Yrly \$24,079.54	\$11,920.00	\$12,270.00	\$12,620.00	\$12,970.00	\$13,320.00	\$13,670.00	\$14,020.00	\$14,370.00	\$15,300.00	\$16,200.00	\$17,100.00	45%	7%	
11	Hrly \$12,390.91 Yrly \$25,773.07	\$12,760.00	\$13,130.00	\$13,510.00	\$13,890.00	\$14,270.00	\$14,650.00	\$15,030.00	\$15,410.00	\$16,400.00	\$17,400.00	\$18,400.00	45%	7%	
12	Hrly \$13,256.33 Yrly \$27,573.10	\$13,650.00	\$14,050.00	\$14,450.00	\$14,850.00	\$15,250.00	\$15,650.00	\$16,050.00	\$16,450.00	\$17,500.00	\$18,600.00	\$19,700.00	45%	7%	
13	Hrly \$14,183.33 Yrly \$29,501.26	\$14,610.00	\$15,030.00	\$15,460.00	\$15,890.00	\$16,320.00	\$16,750.00	\$17,180.00	\$17,610.00	\$18,700.00	\$19,800.00	\$20,900.00	45%	7%	
14	Hrly \$15,171.44 Yrly \$31,556.51	\$15,630.00	\$16,080.00	\$16,540.00	\$17,000.00	\$17,460.00	\$17,920.00	\$18,380.00	\$18,840.00	\$20,000.00	\$21,200.00	\$22,400.00	45%	7%	
15	Hrly \$16,232.91 Yrly \$33,764.43	\$16,720.00	\$17,210.00	\$17,700.00	\$18,190.00	\$18,680.00	\$19,170.00	\$19,660.00	\$20,150.00	\$21,300.00	\$22,500.00	\$23,700.00	50%	9%	
16	Hrly \$17,365.91 Yrly \$36,121.07	\$17,890.00	\$18,410.00	\$18,930.00	\$19,450.00	\$19,970.00	\$20,490.00	\$21,010.00	\$21,530.00	\$22,700.00	\$23,900.00	\$25,100.00	50%	7%	
17	Hrly \$18,581.12 Yrly \$38,648.90	\$19,140.00	\$19,700.00	\$20,250.00	\$20,810.00	\$21,370.00	\$21,930.00	\$22,490.00	\$23,050.00	\$24,200.00	\$25,400.00	\$26,600.00	50%	7%	
18	Hrly \$19,879.00 Yrly \$41,348.32	\$20,480.00	\$21,070.00	\$21,670.00	\$22,260.00	\$22,860.00	\$23,460.00	\$24,060.00	\$24,660.00	\$25,800.00	\$27,000.00	\$28,200.00	50%	7%	
19	Hrly \$21,269.55 Yrly \$44,240.56	\$21,910.00	\$22,550.00	\$23,180.00	\$23,820.00	\$24,460.00	\$25,100.00	\$25,740.00	\$26,380.00	\$27,500.00	\$28,700.00	\$29,900.00	50%	7%	
20	Hrly \$22,763.00 Yrly \$47,347.04	\$23,450.00	\$24,130.00	\$24,810.00	\$25,490.00	\$26,170.00	\$26,850.00	\$27,530.00	\$28,210.00	\$29,300.00	\$30,500.00	\$31,700.00	50%	7%	
21	Hrly \$24,359.52 Yrly \$50,667.76	\$25,090.00	\$25,820.00	\$26,550.00	\$27,280.00	\$28,010.00	\$28,740.00	\$29,470.00	\$30,200.00	\$31,200.00	\$32,200.00	\$33,200.00	50%	7%	
22	Hrly \$26,068.91 Yrly \$54,223.31	\$26,850.00	\$27,630.00	\$28,420.00	\$29,200.00	\$29,990.00	\$30,780.00	\$31,570.00	\$32,360.00	\$33,300.00	\$34,300.00	\$35,300.00	50%	7%	
23	Hrly \$27,892.44 Yrly \$58,016.19	\$28,730.00	\$29,570.00	\$30,400.00	\$31,240.00	\$32,080.00	\$32,920.00	\$33,760.00	\$34,600.00	\$35,500.00	\$36,500.00	\$37,500.00	60%	11%	
24	Hrly \$29,849.33 Yrly \$62,086.34	\$30,740.00	\$31,640.00	\$32,540.00	\$33,430.00	\$34,330.00	\$35,220.00	\$36,120.00	\$37,020.00	\$38,000.00	\$39,000.00	\$40,000.00	60%	7%	
25	Hrly \$31,939.99 Yrly \$66,434.99	\$32,900.00	\$33,860.00	\$34,810.00	\$35,770.00	\$36,730.00	\$37,690.00	\$38,650.00	\$39,610.00	\$40,600.00	\$41,600.00	\$42,600.00	60%	7%	
26	Hrly \$34,175.22 Yrly \$71,084.42	\$35,200.00	\$36,230.00	\$37,250.00	\$38,280.00	\$39,300.00	\$40,330.00	\$41,350.00	\$42,380.00	\$43,400.00	\$44,400.00	\$45,400.00	60%	7%	
27	Hrly \$36,565.00 Yrly \$77,055.20	\$37,660.00	\$38,760.00	\$39,860.00	\$40,950.00	\$42,050.00	\$43,150.00	\$44,250.00	\$45,350.00	\$46,300.00	\$47,300.00	\$48,300.00	60%	7%	
28	Hrly \$39,129.77 Yrly \$81,389.78	\$40,300.00	\$41,480.00	\$42,650.00	\$43,830.00	\$45,000.00	\$46,170.00	\$47,350.00	\$48,530.00	\$49,400.00	\$50,400.00	\$51,400.00	60%	7%	
29	Hrly \$41,869.55 Yrly \$87,088.56	\$43,130.00	\$44,380.00	\$45,640.00	\$46,890.00	\$48,150.00	\$49,410.00	\$50,660.00	\$51,920.00	\$52,600.00	\$53,400.00	\$54,200.00	60%	7%	
30	Hrly \$44,805.00 Yrly \$93,194.40	\$46,150.00	\$47,490.00	\$48,840.00	\$50,180.00	\$51,530.00	\$52,870.00	\$54,210.00	\$55,550.00	\$56,200.00	\$57,000.00	\$57,800.00	60%	7%	
31	Hrly \$47,946.55 Yrly \$99,728.72	\$49,380.00	\$50,820.00	\$52,260.00	\$53,700.00	\$55,140.00	\$56,580.00	\$58,020.00	\$59,460.00	\$60,000.00	\$60,800.00	\$61,600.00	60%	7%	
32	Hrly \$51,304.33 Yrly \$106,712.94	\$52,840.00	\$54,380.00	\$55,920.00	\$57,460.00	\$59,000.00	\$60,540.00	\$62,080.00	\$63,620.00	\$64,200.00	\$64,800.00	\$65,400.00	60%	7%	

Job Description	"WCI Factor"
Clerical, Professional Office	0.0064
Road Employees	0.2360
Law Enforcement, Ambulance	0.0925
Engineers, Surveyors	0.0167
Building Maintenance and Janitor	0.1061
Parks and Recreation	0.0652

Approved by Commissioners Court on July 12, 2005

01	County Judge	130.31%
02	Commissioner - Precinct 1	30.98%
03	Commissioner - Precinct 2	34.24%
04	Commissioner - Precinct 3	33.27%
05	Commissioner - Precinct 4	26.56%
08	Tax Assessor-Collector	59.45%
13	Exposition Center	39.64%
16	Veterans Service Office	59.45%
18	Agricultural Extension Service	71.73%
19	County Attorney	48.79%
20	County Clerk	39.72%
21	District Clerk	34.89%
22	Civil Courts	37.38%
23	District Attorney	20.34%
24	Criminal Courts	46.81%
25	Probate Court	24.99%
26	Justice of Peace - Precinct 1	29.53%
27	Justice of Peace - Precinct 2	19.97%
28	Justice of Peace - Precinct 3	16.99%
29	Justice of Peace - Precinct 4	21.03%
30	Justice of Peace - Precinct 5	31.28%
31	Constable - Precinct 1	28.13%
32	Constable - Precinct 2	18.67%
33	Constable - Precinct 3	18.14%
34	Constable - Precinct 4	20.30%
35	Constable - Precinct 5	28.41%
37	Sheriff	17.28%
38	Medical Examiner	35.56%
39	Community Supervision & Corrections	17.57%
40	Counseling and Educational Services	17.34%
42	Pretrial Services	33.05%
43	Juvenile Public Defender	19.4%
45	Juvenile Probation	20.44%
47	Emergency Management Services	28.39%
49	Transportation and Natural Resources	55.08%
54	Civil Service Commission	23.36%
55	Justice and Public Safety	53.5%

58

Health and Human Services

35.72%

Composite Travis County Rate

26.76%

*The Indirect cost rates shown above are those in effect for FY 05 and will be continued into FY 07 until new indirect cost rates are available and approved.

Chapter 25. Guidelines and Criteria for Tax Abatements, Travis County, Texas¹

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Adopted by Order of the Commissioners Court, April 11, 1995

25.001 Authorization

- (a) Texas state law requires that prior to entering into a tax abatement agreement, the Commissioners Court must adopt a set of guidelines and criteria for the extension of such agreements, pursuant to "The Property Redevelopment and Tax Abatement Act," Chapter 312 of the Texas Tax Code ("Act"). To the extent that these guidelines and criteria may conflict with the Act, the latter shall govern.
- (b) Travis County ("County") has adopted a Resolution stating that County elects to become eligible to participate in tax abatement.

25.002 Purpose, Guidelines, Criteria and Policies

- (a) Purpose. The purpose of these Guidelines and Criteria for Tax Abatement, Travis County, Texas ("Guidelines") is to establish a policy which will create good jobs for citizens of Travis County, build the tax base of Travis County, and provide an attractive bottom line inducement to companies to build capital intensive projects in Travis County.
- (b) Guidelines, Criteria and Policies. The following are established for implementation of the tax abatement program under these Guidelines:
 - (1) The employer must be a Primary Employer which produces products or services, a majority of which are sold to customers outside the Austin metropolitan area;

¹ Chapter 25 was adopted by Travis County Commissioners Court on 4/11/1995, Item #6.

- (2) The employer's new capital investment (plant and equipment) must be \$250,000.00 or more per new job created with a minimum capital investment of fifty million dollars.
- (3) Forty percent (40%) of applicable property taxes on the difference between the Certified Appraised Value and the Base Year Value will be abated for a period of up to ten years subject to the Recapture and Termination provisions of Section 25.009.
- (4) Primary Employers which hire Targeted Workers can earn an additional bonus property tax abatement of seven and five-tenths percent (7.5%) of the tax due on the difference between the Certified Appraised Value and the Base Year Value for that year if, during any year of the abatement period, the company fills twenty percent (20%) of its labor requirements in mutually agreed upon job categories with Targeted Workers. If, during any year of the abatement period, the company fills forty percent (40%) or more of its labor requirements with Targeted Workers in mutually agreed upon job categories, it will be granted an additional bonus property tax abatement of seven and five-tenths percent (7.5%) of the tax due on the difference between the Certified Appraised Value and the Base Year Value (for a combined total bonus tax abatement of fifteen percent). For each year in which the company maintains the twenty percent (20%) or forty percent (40%) employment of Targeted Workers, the company will be eligible for the bonus tax abatement during the next year.
- (5) Twenty-five percent (25%) of the tax that would have been otherwise due on the difference between the Certified Appraised Value and the Base Year Value that is collected from a Primary Employer receiving partial tax abatement will be used to provide property tax relief of all other taxpayers in the County.
- (6) Twenty percent (20%) of the tax that would have been otherwise due on the difference between the Certified Appraised Value and the Base Year Value, must be used for training prospective Targeted Workers through Workforce Development Board programs or other programs approved by County. These funds must be used to train individuals in the specific skills required by Primary Employers. If, at any time, the County determines that the total amount of funds being received by County in a given year under this subsection 25.003(b)(6) exceeds the amount warranted by training needs as determined by County, then those excess funds will be included in the amount to provide for property tax relief under 25.003(b)(5).
- (7) Tax Abatement may be extended on the increase in total assessed value of both real property and business personal property. Tax abatement shall not be extended to land, inventory, or supplies.
- (8) The adoption of these Guidelines by the Commissioners Court does not:

- (A) Limit the discretion of the Commissioners Court to decide whether to enter into a specific tax abatement agreement;
- (B) Limit the discretion of the Commissioners Court to delegate to its employees the authority to determine whether or not the governing body should consider particular applications or request for tax abatement; or
- (C) Create any property, contract, or other legal right in any person to have the governing body consider or grant a specific application or request for tax abatement.

25.003 Definitions

- (a) "Abatement" means the full or partial exemption from ad valorem taxes of certain real and tangible personal property in a Reinvestment Zone designated for economic development purposes pursuant to the Act.
- (b) "Base Year Value" means the assessed value, as determined by the Travis Central Appraisal District ("TCAD"), of both real property and business property, excluding land, inventory, and supplies, as of January 1 preceding the date of execution of a tax abatement agreement, plus the agreed upon value of any property improvements made after January 1, but before the execution of the agreement.
- (c) "Certified Appraised Value" means the appraised value of eligible property owned or leased by the company, as certified by the Travis Central Appraisal District as of January 1 of each year in which tax abatement is granted.
- (d) "Commissioners Court" means the Travis County Commissioners Court.
- (e) "Eligible Property" means real property and business personal property which is designated as eligible for tax abatement under a tax abatement agreement with the County, but shall not include land, inventory, or supplies.
- (f) "Modernization" means the replacement and upgrading of existing facilities which increases the productive output, updates the technology or substantially lowers the unit cost of operation. Modernization may result from the construction, alteration or installation of buildings, structures, machinery or equipment. It shall not be for the sole purpose of reconditioning, refurbishing or repairing.
- (g) "Primary Employer" means an employer of a business or company which produces products or services a majority of which are sold to customers outside the Austin Metropolitan Area.
- (h) "Targeted Workers" means:
 - (1) workers who are a public housing resident in Travis County; or
 - (2) individuals who reside in Travis County and whose "family" (or, for single persons, "household") income does not exceed eighty per cent

(80%) of the median income for Travis County, as adjusted for smaller and larger families.

- (3) And individuals who are trained in a Workforce Development Board program or any other program approved by County.

25.004 Abatement Authorized

- (a) **New and Existing Facilities.** Tax abatement is available for both new facilities and structures and for the expansion or modernization of existing facilities and structures.
- (b) **Leased Facilities.** If a leased facility is granted abatement, the agreement may only be executed with the written consent of both the lessor and the lessee.
- (c) **Term of Abatement.** The maximum term for tax abatement agreements granted by the Commissioners Court shall be ten (10) years. The term may begin on either a January 1 prior to commencement of operations, or the January 1 following the commencement of operations. In any case, the term shall begin not later than the next January 1 after the expiration of twenty-four (24) months following the execution of the tax abatement agreement. Commencement of operations is defined as the date of issuance of a certificate of occupancy for any project building.
- (d) **Employment**
 - (1) In the event of a voluntary or involuntary termination of a Targeted Worker, a business shall continue to receive abatement as long as the position is filled by another employee within sixty (60) days.
 - (2) To receive credit for a Targeted Worker, the employee must be retained for a period not less than forty-five (45) consecutive days, provided, however, the failure of a replacement employee under 25.004(d)(1) to remain employed for such forty-five (45) day period shall not result in a failure of the company to re-establish the required number of Targeted Workers.
 - (3) Two (2) or more part-time Targeted Workers totaling 30 hours or more per week may be substituted for one full-time employee.
 - (4) Targeted Worker requirements do not apply after the expiration of the abatement period.

25.005 Application

- (a) Any present or potential owner or any present or potential lessee, of taxable real property in Travis County, outside the corporate limits of any city or town, may request of Travis County the creation of a reinvestment zone and tax abatement by filing an Application for Tax Abatement with the Travis County Planning and Budget Office ("TCPBO").

- (b) The application shall consist of a completed application form accompanied by:
- (1) A general description of the new improvements to be undertaken;
 - (2) A descriptive list of the improvements and property for which an abatement is requested;
 - (3) A list of the kind, number and location of all proposed improvements of the property;
 - (4) A map and legal property description;
 - (5) A time schedule for undertaking and completing the proposed improvements, including personal property to be located within the zone;
 - (6) In the case of modernization or expansion, a statement of the assessed value of the facility, separately stated for real and personal property, shall be given for the tax year immediately preceding the application;
 - (7) Estimated capital costs of the project;
 - (8) A description of types of business operations;
 - (9) Projected construction completion or commencement of operations;
 - (10) Estimated value of tax abatements being requested;
 - (11) Estimated number and types of jobs to be created; and
 - (12) Estimate of other County revenues, and description of other benefits to the County, such as annual payroll, operating budget and payments to other taxing jurisdictions.
- (c) The applicant shall provide any other information which may be requested by the County in order to properly evaluate and document the applicant's request. The County may waive application requirements where deemed unnecessary to properly evaluate the request.
- (d) The application will be attached as Attachment 1 to the agreement and representations therein will become a part of that agreement.

25.006 Public Hearing and Approval

- (a) Designation of Reinvestment Zone. If a Reinvestment Zone has not been designated by another authorized entity, the County shall follow the following steps:
- (1) After receiving the application, comments, recommendations and information, if the Commissioners Court wishes to go forward, it shall schedule a public hearing on the issue of designating the property as a Reinvestment Zone. Not later than the seventh (7th) day before the hearing, notice of such hearing shall be published in a newspaper

having general circulation in Travis County, and delivered in writing to the presiding officer of the governing body of each taxing unit which includes in its boundaries real property that is to be included in the reinvestment zone.

(2) The Commissioners Court shall place on its agenda approval of the reinvestment zone.

(3) Following the public hearing, if the Commissioners Court determines that the improvements sought are feasible and practical and would be a benefit to the property and to Travis County, and that it is in the best interest of Travis County to provide tax abatement to the applicant, and that the terms of the agreement meet the guidelines and criteria set forth herein, the Commissioners Court may adopt an order designating the property as a reinvestment zone. The order issued designating the property as a Reinvestment Zone must be based upon the finding by the Court that the designation would contribute to the retention or expansion of primary employment or would attract major investment in the zone that would be a benefit to the property and would contribute to the economic development of the county.

(b) Granting of Tax Abatement Agreement

(1) Upon the designation of a Reinvestment Zone by any authorized entity and findings by the Commissioners Court of the elements listed in 25.006(a) of these Guidelines, the Commissioners Court shall also place on its agenda approval of the tax abatement agreement.

(2) Upon findings by the Commissioners Court of the elements listed in 25.006(a) of these Guidelines, the Commissioners Court, by an affirmative vote of the majority of the members at a regularly scheduled meeting may approve the terms and conditions of a written tax abatement agreement to be entered into by the applicant and Travis County.

25.007 Agreement

(a) Tax abatement agreements shall include:

- (1) The kind, number, and location of all proposed improvements;
- (2) estimated value to be abated and the Base Year Value, where available;
- (3) the commencement date and the termination date of abatement;
- (4) the proposed use of the facility, nature of construction, time schedule, map, property description and improvement list, where applicable;
- (5) contractual obligations in the event of default, violation of terms or conditions, delinquent taxes, recapture, administration and

- assignment, or other provisions that may be required for uniformity or state law;
- (6) basis for qualification for tax abatement;
 - (7) percent to be abated as provided in these Guidelines;
 - (8) a provision stating that all applicable County and City Codes and ordinances must be met and inspection take place;
 - (9) a provision providing access to and authorization for inspection of the property by County employees to ensure that the improvements are made according to the specifications and conditions of the agreement;
 - (10) a provision limiting the uses of the property consistent with the general purpose of encouraging development or redevelopment of the zone during the period that tax abatements are in effect;
 - (11) A provision providing for the recapture of property tax revenue lost as a result of the agreement if the owner fails to make improvements or repairs as provided by the agreement; and
 - (12) a provision requiring that
 - (A) the company shall make all hiring decisions in compliance with the Civil Rights Act of 1964, and the Americans With Disabilities Act of 1990.
 - (B) the company shall not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, age or handicapping condition and
 - (C) the company agrees to aggressively seek to provide equal opportunity employment for all.
 - (D) in addition to maintaining an affirmative action plan, the company will aggressively recruit women, minorities disadvantaged workers, minority vendors and local vendors.
 - (13) A provision providing that, within Travis County, the company shall not violate any federal, state or local legislation which prohibits or regulates deleterious effects on the environment.
 - (14) A provision providing that, during the period of tax abatement, the company shall be subject to all County taxation not abated (including, but not limited to, sales taxes, taxation by other taxing units and ad valorem taxation on land, inventory and supplies) except to the extent granted abatement under separate agreement, procedure or law.
 - (15) A provision stating that the County and the Company warrant that none of the property subject to tax abatement under the agreement is owned or leased by a member of the Travis County Commissioners Court.
 - (16) A provision whereby the company agrees to work with the County as reasonably requested to effectuate all of the terms and conditions of

the agreement and these Guidelines, and to provide all reports reasonably requested by County.

- (17) A provision whereby company acknowledges that information provided to the County in connection with an application or request for tax abatement that describes the specific processes or business activities to be conducted or the equipment or other property to be located on the property for which tax abatement is sought is confidential and not subject to public disclosure until the tax abatement agreement is executed at which time that information in the custody of County is no longer confidential.
- (18) Any other terms and conditions mandated by State Law or deemed necessary by the County Attorney.

25.008 Tax Abatement by County on Property Subject to Municipal Tax Abatement Agreement

- (a) Any present or potential owner or lessee of taxable tangible real property in Travis County and within the corporate limits of any city or town or the Extra Territorial Jurisdiction ("ETJ") of any city or town which is subject to a tax abatement agreement executed by that city or town may request of Travis County tax abatement under the same procedures set forth in these Guidelines with the exception that procedures limited to the request for and creation of a reinvestment zone need not be followed.
- (b) If an agreement has been entered into between the applicant and a municipality, the agreement executed by the County must contain terms identical to those contained in the agreement with the municipality providing for:
 - (1) the portion of the property that is to be exempt from taxation;
 - (2) the duration of the agreement; and
 - (3) the provisions included in the agreement covered under Sections 25.007(a), subsections (1), (9), (10), and (11).
- (c) The agreement will be subject to all other provisions of the Guidelines and Criteria for Tax Abatement, Travis County.

25.009 Recapture and Termination

- (a) In the event the company, during the period of time equal to twice the duration of the tax abatement time period, decides to relocate the company to a location outside the designated reinvestment zone area, Travis County shall have the right to recapture all or a portion of the abated taxes, depending upon when the relocation occurs.
- (b) If the County determines that a company or individual which has entered into a tax abatement agreement is in default according to the terms and conditions

of the agreement, the County shall notify the company or individual in writing at the address stated in the agreement, and if such default is not cured within thirty (30) days from the date of such notice ("Cure Period"), then the agreement may be terminated. The parties may agree to extend the "Cure Period."

- (c) After the facility is completed and begins operations, discontinuation of operations for a period of twelve (12) consecutive months for any reason other than fire, explosion or other disaster shall constitute a default and subject the agreement to termination.
- (d) In the event that the company or individual (1) allows its ad valorem taxes owed to the City County, Austin Community College, any school district or any other local taxing entity to become delinquent and fails to timely and properly follow the legal procedures for their protest and/or contest; or (2) is in default according to the terms and conditions of the abatement agreement and fails to cure during the "Cure Period," the agreement then may be terminated and all taxes previously abated by virtue of the agreement will become a debt to the County and shall become due and payable no later than sixty (60) days after termination. The County shall have all remedies for the collection of the recaptured tax revenue as provided generally in the Tax Code for collection of delinquent property taxes. The County, at its sole discretion, has the option to provide a payback schedule.
- (e) If the County and Company mutually agree that the development or use of facilities by company is no longer appropriate or feasible, or that a higher or better use is preferable, the parties may agree in writing to terminate the agreement with no recapture, reimbursement, or further rights or obligations.

25.010 Administration

- (a) Tax abatement agreements shall be administered by the TCPBO or its designee.
- (b) The Chief Appraiser of the TCAD shall annually determine the value of the real and personal property in a reinvestment zone. Each year the company or individual receiving abatement shall furnish the Chief Appraiser and the Travis County Tax Assessor/Collector any and all information as may be necessary for the administration of the tax abatement. The Chief Appraiser shall notify the County and each company and individual receiving abatement of the amount of the assessed value of property which is the subject of a tax abatement agreement as if the property were not eligible for abatement. Any company or individual receiving tax abatement shall have the right to protest or contest the valuation of said property in the same ways as if it were not subject to tax abatement.
- (c) The tax abatement recipient shall provide access to and authorize inspection of the improvements by employees of the County to ensure that the improvements are made according to the agreement. Representatives of the

abatement recipient shall be permitted to attend the inspections. The inspections shall be preceded by twenty-four (24) hours notice, shall be conducted so as not to interfere with the business operations of the abatement recipient, and shall comply with the abatement recipient's reasonable safety standards.

- (d) If applicable, upon completion of construction, the County shall annually evaluate each facility receiving abatement to ensure compliance with the agreement.

25.011 Reporting Requirements

- (a) The company shall file, on at least an annual basis, and maintain on file with the County a current copy of its affirmative action plan which shall include affirmative action regarding local and minority construction companies and vendors.
- (b) The company shall provide annually information to the Chief Appraiser and Travis County Tax Assessor/Collector as required under Section 25.010 of these Guidelines.
- (c) In the case of leased property, the company shall supply the County with a copy of the executed lease on any abated property which contains a provision assuring that the financial benefits of tax abatement resulting from this agreement are fully passed on to the company.
- (d) Company shall provide County with a plan of operation and hiring which shall be attached to the agreement as an Exhibit in a form acceptable to County, and shall file with the County reports reflecting the implementation of that plan of operation and hiring. These reports shall be filed at least on an annual basis or more often as required by County.
- (e) In reference to the requirements of 25.002(4) and 25.004(d) of these Guidelines, each year in which the company is requesting a bonus tax abatement, the company shall file with TCPBO necessary information on the hiring of Targeted Workers to confirm compliance for that year no later than March 31.
- (f) A company receiving tax abatement must inform, on a timely basis, the City of Austin/Travis County, The Austin/Travis County Private Industry Council and the Texas Employment Commission regarding its hiring needs in order that these agencies may assist in employee screening, placement and training.
- (g) Unless otherwise noted, all reports required to be filled with County shall be filed with the TCPBO.

25.012 Assignment

Tax abatement agreements may be assignable to a new owner only with prior written approval of the County which approval shall not be unreasonably withheld or delayed.

The company may assign to a subsidiary corporation or other affiliate entity without consent or approval by the County, so long as company shall remain responsible and obligated to the County for the performance of its obligations under the agreement. No assignment shall be approved if the assignor or assignee are indebted to the County for ad valorem taxes or other obligations.

25.013 Amendment

Amendment or modification of the agreement can only be made by written instrument subscribed to by both parties so long as those amendments or modifications reflect provisions which could have been included in the original agreement under the Guidelines.

25.014 Sunset Provision

- (a) These Guidelines and Criteria are effective upon the date of their adoption and will remain in force for two years, at which time all reinvestment zones and tax abatement agreements created pursuant to its provisions will be reviewed by Travis County to determine whether the goals have been achieved. Based upon that review, the Guidelines and Criteria may be modified, renewed or eliminated. No action taken under this provision will impact agreements or obligations already in place under the Guidelines.
- (b) During the two year period under 25.014(a) of these Guidelines, these Guidelines may be amended or repealed only by a vote of three-fourths of the members of the Commissioners Court.

CHAPTER 35. ALTERNATIVE FUELED VEHICLES POLICY

§ 35.001 Background

(a) In 1989 Texas passed Clean Air Legislation which significantly altered the manner in which covered agencies could purchase and fuel their vehicle fleets. These laws, which became effective September 1, 1991, established a means to use the vast natural gas reserves available within the state while simultaneously reducing harmful exhaust emissions. Although this legislation does not cover county government fleets, it is outlined here for enlightenment as to state goals.

(b) Texas Senate Bill 740 (SB740) requires all state agencies consisting of 15 or more vehicles to use alternative fuels (AFs) in their motor vehicle fleet (law enforcement and emergency vehicles exempted). The Texas Natural Resources Commission has approved five AFs which meet the intent of SB740. They are: Natural Gas (compressed-CNG/liquid-LNG), Liquid Petroleum Gas (LPG), Methanol, Ethanol, and Electricity. While not ruling out future consideration to use of any or all these types of AFs, Travis County presently considers CNG and LPG to be the viable AFs of choice.

(c) SB740 contains four critical milestones:

- (1) after September 1, 1991, Texas governmental agencies may only purchase or lease motor vehicles which are capable of using AFs;
- (2) by September 1, 1994 the fleet must consist of a minimum of 30% alternative fueled vehicles;
- (3) by September 1, 1996 this requirement increases to 50%;
- (4) and by September 1, 1998 the requirement increases to 90%.

(d) The newest Federal legislation, the Energy Policy Act of 1992, Public Law 102-486, does cover county fleets. As opposed to the State legislation, it addresses new vehicle acquisitions. Currently it will require new acquisitions of alternative fueled vehicles as follows:

- (1) 1999 - 2001, 20%;
- (2) 2002, 30%;
- (3) 2003, 40%;
- (4) 2004, 50%;
- (5) 2005, 60%;

§ 35.004

APPROVED December 21, 1993 by
TRAVIS COUNTY COMMISSIONER'S COURT

Samuel T. Biscoe,
Commissioner, Precinct 1

Barbara Carlson,
Commissioner, Precinct 2

Valarie Bristol,
Commissioner, Precinct 3

Marcos de León,
Commissioner, Precinct 4

Bill Aleshire,
County Judge

**CHAPTER 36. INFORMATION SYSTEMS
DEVELOPMENT REQUEST PROCEDURES**

§ 36.001 How to fill out the ASSISTANCE REQUEST - Phase I form

(a) Requesting Department: Your department's name (Tax, County Clerk, etc.)

(b) Date Requested: Date you sent request to Information Systems (ISM).

(c) Date Required: Date you need the requested automation (e.g., date required by law, date of change in procedures by interfacing non-County agency, etc.).

(d) Requested By: The project liaison; person to answer questions.

(e) Phone: Phone number/extension of project's liaison.

(f) Authorization Signature: Signature of person authorized to request ISM's help (e.g., elected official, dept. head, etc.)

(g) Budget ID Fund: Your department's budget fund.

(h) Dept. No.: Your department's ID number.

(i) Nature of Request: One line summary or title of the request. What does your department want? (e.g., automatic filing of civil bond forfeiture cases, modification of **CJS210** - Basic County Case data).

(j) Type of Request: Check one. "NEW" indicated that this request is for new development in an area not previously addressed. "MODIFICATION" indicated you want an existing system to be changed or enhanced.

(k) System ID: Optional; If known, enter identification of system to be modified (e.g., CAC - County Hot Checks, DRO - Domestic Relations, etc.).

(l) Described Automation Desired: Detailed description of assistance needed. Attach any pertinent information (e.g., reports, data types, relationships to other automated systems, etc.).

§ 36.002 Other Considerations

(a) Check appropriate box if consideration applies to this request and fill in appropriate information.

(1) Required by Law: The date the law requires the

time of action.

\$ 36.005 (Assistance Request - Phase I form)

ASSISTANCE REQUEST
Phase I

Requesting Department: _____

Date Requested: _____ Date Required: _____

Requested By: _____ Phone: _____

Authorization Signature _____ Budget ID Fund: _____
Dept. No: _____

Nature of Request: _____

Type of Request: New Modification System ID: _____

Describe Automation Desired:

OTHER CONSIDERATIONS

- Required by Law Enter Date Law Takes Effect: _____
- Increase Revenue for County Estimate Yearly Increase:
\$ _____
- Reduce County Costs Estimate Yearly Decrease:
\$ _____
- Public Protection

Attach justification including explanation of considerations attached above.

Attach a description of how your department is currently performing this task.

§ 36.006 Project Evaluation Criteria

(a)

POSITIVE CRITERIA	VALUE	COMMENT
1. Project is to correct existing systems as required by law or by action of another jurisdiction over which the County has no control.		
2. Project is required by a proposed change in County policy or procedures within one or more County departments.		
3. Project results in a significant generation of new or additional revenue not attainable without appropriate automation.		
4. Project results in a significant avoidance of future cost to the County in maintaining a particular function.		
5. Project facilitates higher level of responsiveness in life-threatening or property threatening situation.		
6. Project allows a higher-quality service to be delivered to the public, or more members of the public to be served in the same or shorter period of time.		
7. Project provides a quantity of timely management information.		
8. Project is considered necessary to increase or ensure the accuracy of County record-keeping.		
9. Project is funded by grants and/or other external revenue sources.		

CHAPTER 37. KEY ISSUE AND CONTROL

KEY ISSUE AND CONTROL

§ 37.001 Policy

(a) It is the policy of Travis County that other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.

(b) Staff members may be issued keys/electronic entry passes (hereafter referred to as "keys") upon the written recommendation of the department and approval of the director of General Services, or his designee, in accordance with established procedures.

(1) Keys are issued for entry to County buildings and the main door of County offices for the purpose of conducting County business only.

(2) **An** authorized individual entering or leaving a locked building or office shall not permit any other individual to enter who would not normally be permitted to enter the building or office during the hours it is locked. **An** authorized individual may have guests so long as the guests stay in the proximity of the staff member having the assigned key and the authorized individual assumes full responsibility for their presence.

(3) **An** individual entering or leaving a locked building or office shall be responsible for securing the door and may be held responsible for any loss or damage to County property resulting from failure to do so.

(4) Special assignment of keys, where required, (such as to contractors, etc.) may be authorized by the director of General Services.

(5) All keys issued remain the property of the County and shall be returned under the following conditions:

(A) For staff members:

(i) Upon transfer to another department or building;

(ii) Upon termination of employment.

(iii) Upon the request of the department head.

(iv) Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, staff members granted such leaves may retain their key if they are authorized to have access to the building and/or office during the leave.

General Services.

(5) Lost keys turned in to a department are to be forwarded immediately to General Services.

(6) Applications for keys should be made on a Key Record Form (See Attachment "A").

(A) Key Record forms must be typed and must be submitted with all copies intact.

(B) A separate form is used for each key requested.

(C) Key Record forms are available from General Services.

(7) Under normal circumstances, General Services will deliver and pick up keys at the requesting department.

(A) Keys may be obtained directly from General Services by presenting an approved Key Record Form at the General Services Key Shop between the hours of 8:00-9:00 am and 2:00-3:00 pm daily.

(B) The department is responsible for contacting General Services and making the necessary arrangements to have returned keys picked up.

(8) Prior to the end of each calendar year, each department will be provided with a list of individuals assigned keys to areas under its jurisdiction. Annually, each department must check and certify the accuracy of an inventory list of keys issued for areas under its jurisdiction.

(9) Keys must be presented at the request of any watchman, Sheriff's deputy, or other law enforcement official in the performance of his duty.

(10) Facilities located outside the Courthouse Complex should contact the General Services Department for any special procedures required by their location.

§ 37.003 Procedures: Issuance of Keys

(a) User Department

(1) Upon request for key initiate Key Record Form, completing Items Nos. 1 through 8.

(2) Approve Key Record form, No. 9

(3) Obtain General Services approval, No. 10, and send form intact to General Services Building Repairs Division.

Item No. 13 to HRM with Personnel Action Form (PAF) to authorize HRM to complete the termination or transfer process.

(b) Human Resources Management Department

- (1) Notify General Services of key to be picked up.
- (2) Surrender key to physical plant representative and retain receipted Copy 2 of Key Record Form until deletion of issue record is verified by next annual report, after which time Copy 2 is destroyed.,

§ 37.005 Procedures: Lost, Stolen, or Recovered Keys

(a) User Department

- (1) Notify General Services immediately by telephone when a key is reported lost or stolen. NOTE: Replacement keys are requested in accordance with above key issue procedures.
- (2) Pull Copy 2 of appropriate Key Record Form from file.
- (3) Enter "Lost" or "Stolen" in Item No. 13, then sign and date Key Record Form.
- (4) Forward Copy 2 to General Services.

3/14/94

CHAPTER 40. COMPUTER SOFTWARE POLICY

§ 40.001 Purpose

(a) (Your department) licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, (Your department) does not have the right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of (Your department)'s computer environment from viruses.

1. General Statement of Policy: Appointment of a Software Coordinator

(A) It is the policy of (Your department) to respect all computer software copyrights and to adhere to the terms of all software licenses to which (Your department) is a party. The director of (Your department) will be responsible for compliance within their department. The director will appoint a software coordinator for their department or for each division within the department who will be responsible for implementing all aspects of the software policy, maintaining detailed up-to-date records, overseeing compliance, conducting software education training, and conducting unscheduled audits.

(B) (Your department)'s employees may not duplicate any licensed software or related documentation for use either on the (Your department)'s premises or elsewhere unless (Your department) is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject employees and/or (Your department) to civil and criminal penalties under the United States Copyright Act.

(C) Employees may not give software to any outsiders including taxpayers, contractors, vendors and others. (Your department) may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

(D) Employees who make illegal copies of software will be subject to the full range of disciplinary action. Any employee who determines that there may be a misuse of **software** within (Your department) should notify the department director or the software coordinator.

2. Employee Education

(A) Each employee must complete a software education program conducted by the software coordinator. The education program should explain the software policy statement and code of ethics; enlighten employees about software piracy and **why** it is a problem; and explain the consequences of using illegal software.

§ 40.002 ATTACHMENT A: (YOUR DEPARTMENT) SOFTWARE CODE OF ETHICS

(a) Purpose

(1) This code of ethics states (Your department)'s policy concerning software duplication. All employees shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for back up and archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to (Your department)'s standards of conduct. The following points are to be followed to comply with software license agreements:

(A) We will use all software in accordance with their license agreements.

(B) Legitimate software should be provided to all employees who need it. No department employee will make unauthorized copies of any software under any circumstances. Anyone found copying software other than for backup purposes is subject to the full range of disciplinary action.

(C) (Your department) will not tolerate the use of any unauthorized copies of software. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. (Your department) does not condone illegal copying of software under any circumstances and anyone who makes, uses, or otherwise acquires unauthorized software shall be appropriately disciplined.

(D) No employee shall give software to any outsiders including taxpayers, contractors, vendors and others.

(E) Any employee who determines that there may be a misuse of software within (Your department) shall notify their department manager or the software coordinator.

(F) All software used by the employees on (Your department)'s computers will be properly purchased through appropriate procedures.

(b) I have read (Your department)'s software policies and software code of ethics. I am fully aware of the software policies and agree to abide by those policies.

Employee Signature _____ Date _____

New employees shall be provided the same education program during (Your department)'s new employee orientation. Upon completion of the education program and after reading the software policy, employees shall be required to sign the Software Code of Ethics (see Attachment A).

Acquisition, Registration and Installation of Software

(A) Planning and Budgeting

- (i) A needs assessment should be conducted prior to purchasing any software. The assessment includes defining the department's software requirements, obtaining management approval of the requirements, and evaluating proposed software packages to determine which is best for the department. The process should be as prompt and efficient as possible. Avoiding extended lead time will help deter employees from making unauthorized copies of software.
- (ii) When hardware purchases are planned, anticipated software for the new PCs must be budgeted at the same time. Software purchases for new or existing microcomputers are charged to the department's budget for software (from current budget or EAF funds).

(B) Purchasing

- (i) To purchase software, employees must obtain the approval of their supervisor and then follow established Travis County purchasing procedures. All software acquired by (Your department) must be purchased through the purchasing department. Software may not be purchased through employee credit cards, petty cash, or travel budgets. Software acquisition channels are restricted to ensure that (Your department) has a complete record of all software that has been purchased for the department's microcomputers and can register, support and upgrade such software accordingly.

(C) Registration

- (i) The software coordinators should complete registration cards for all software as it is purchased and delivered. Returning these promptly to the publisher ensures that (Your department) will receive product support and timely product announcements. All software should be registered in the name of Travis County and (Your department). Because of personnel turnover, software should never be registered in the name of the individual user. The software coordinator shall maintain a register of their department's software and hardware, and shall keep a library of software licenses. The registers must contain: a) the date of software acquisition; b) the location of each installation as well as the serial number of the hardware on which each copy of the software is installed; c) the name of the authorized user; d) the location of original disks; e) the software product's serial number. (see Attachment B)

(D) Installation

(1) After the registration requirements above have been met, the software may either be installed by the software coordinator or the individual who will be using the software. Manuals, tutorials and other user materials should be provided to the user. A copy of the applicable license agreement shall be provided to the user. Once installed on the hard disk, the original diskettes shall be kept in a safe storage area maintained by the software coordinator.

4. Home Computers

(A) (Your department)'s computers are assets of the department and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on (Your department)'s machines. Employees are not permitted to bring software from home and load it on Travis County computers. Generally, department-owned software cannot be taken home and loaded on an employee's computer if it also resides on the department's computer. If an employee is to use software at home, (Your department) should purchase a separate package and record it as a departmental asset in the software register. However, some software companies provide in their licensing agreements that home use is permitted under certain circumstances. Before taking any software home, please check with the software coordinator.

(5) Periodic Audits

(A) The software coordinator will periodically conduct unscheduled audits of (Your department)'s PCs to ensure that (Your department) is in compliance with all software licenses. Audits will be conducted using appropriate auditing software that will provide an inventory of all software currently installed on the PCs. During the audit, the software coordinator will search for computer viruses and eliminate any that are found. Please be cooperative when being audited.

(b) Any additional questions should be addressed to the software coordinator for your department, _____ at extension _____

CHAPTER 42: ON-LINE SERVICES

§ 42.001 On-Line Services Access and Usage

(a) This policy governs the use of computers and related communication devices operated by Travis County employees for connection to on-line computer services. These policies apply to all employees who work for the Commissioners Court. However, they do not apply to the employees of any Elected Official unless that Elected Official expressly adopts them in writing. A list of those Elected Officials who have adopted them may be obtained at the Records Management and Communication Resources Department. "On-line services" include, but are not limited to: on-line subscription services, bulletin board systems (BBS), and the Internet. The purpose of this policy is to help maximize the effective use of these County resources. The intent of this policy is to permit maximum freedom of use consistent with Federal and State Law, Travis County policy, and a productive working environment.

(b) The authority to enact this Policy is based on the Commissioners Court authority to contract on behalf of the County and to adopt the budget.

(c) Use of Travis County computers and communication devices must comply with Texas law and Travis County policies. Therefore, Travis County computers and communication devices may not be used for commercial or profit-making purposes, for political purposes, or for personal benefit.

(d) Use of any on-line service often encompasses many different interconnected networks and computer systems, each of which has its own rules and regulations regarding connectivity and responsible use. County employees accessing these services are expected to adhere to the rules and regulations defined by both County and Non-County service providers as a condition of use.

(e) County employees will properly identify themselves when using any on-line service. Proper identification means that from the logon identifier or registration information, the first and last name of the County employee and their County department should be obvious. Whenever possible, a logon/user identifier should consist of the first six (6) characters of the employee's last name, followed by the first letter of their first name.

(f) The sharing of an on-line service account, unless expressly allowed by the service provider, with other persons is prohibited. In any case, each County user must be uniquely identified. Passwords should be protected, and employees should not leave a computer logged on to an on-line service when the employee is not present.

(g) County users of on-line services should conduct themselves in

a professional manner. Access to on-line services is a privilege, not a right, that may be revoked for inappropriate conduct. It is the responsibility of every employee to report any known misuse of on-line services to their immediate supervisor. Any misuse of an on-line service can result in disciplinary action including the following: reprimand, loss of account, referral to appropriate authorities for disciplinary action and/or other penalties deemed appropriate by the department, or prescribed by policy or statute. Examples of inappropriate conduct or misuse include:

(1) placing unlawful information on networks and systems;

(2) use of language that is abusive, libelous, patently offensive, or that intimidates, threatens, demeans, or harasses individuals or groups in either public or private messages;

(3) sending "chain letters" to lists or individuals; and,

(4) any activity that intentionally or negligently interferes with the proper operation of networks, systems or their use by others.

(h) County users of on-line services are required to run a "virus detection" software program to verify that any information downloaded to a County computer system is free of computer viruses.

(i) Each department director is responsible for monitoring and controlling departmental on-line service access and usage. Each Director shall appoint one Single Point of Contact responsible for the Department's on-line service accounts. The Single Point of Contact shall:

(1) Serve as the coordinator and administrator for establishing and canceling on-line service accounts and Internet (IP) addresses used by the department's employees for official County business. This includes establishing any internal departmental procedures for requesting accounts/addresses and justifying need.

(2) Maintain a perpetual inventory of the department's on-line accounts and/or Internet (IP) addresses, person authorizing each service for that employee (including authorization for special Internet services like Use Nets, etc.) Online service users' names and telephone numbers, and estimated annual usage.

(3) Review all bills related to "for fee" services to insure that the charges are accurate. Have each authorized user sign

a

the bills and reimburse the County for any unauthorized use including applicable taxes. Record and remit all reimbursements as directed by County Auditor and the Purchasing Manager.

(4) Instruct each authorized on-line service user of County policies and procedures and ensure that copies are distributed, read and understood.

(j) All policy statements regarding access to and usage of online services also apply to County employees setting up an on-line service for the purpose of conducting official County business.

(k) To acquire authorization to access any on-line service via a County computing device or to be authorized to setup any public on-line service representing Travis County, an employee must sign an acknowledgement indicating that the employee has read, understood, and will comply with the County **On-line Services Access and Usage** policy as well as the procedures for administration of on-line service accounts.

(1) Procedure for obtaining Authorization to Access Any On-line Service.

(1) Access to on-line services should be granted to employees on an as needed basis. Employees should complete an "On-line Services Access Request Form" to be filed with their departmental single point of contact. The employee should clearly demonstrate that access will enhance the employee's productivity and provide a benefit to Travis County. Through budget approval for equipment, software, and funding to access on-line services, Commissioners Court is the final authority for all requests.

(2) Employees should have the explicit approval of their department head, executive manager, or elected official to use communication devices, computing devices, and software to access on-line services. Software and hardware approval and advice are available through the Information & Telecommunications Systems Department personnel. A requests should include virus scanning software if none is resident on the computing device that will be accessing on-line services.

(m) Procedure for obtaining authorization for an Internet account.

(1) Due to the higher usage costs of subscription internet services, departments are discouraged from accessing the Internet via providers such as Compuserve, America-on-line, Prodigy, IO, Delphi or any other commercial provider using Travis County computing resources as a vehicle. Travis County is an authorized Internet service provider for county employees. All employees so authorized are encouraged to

access the Internet via County local area network connections (if available) or through the ITS Internet Dialup Server.

(2) In order to obtain authorization for use of county equipment for access to Internet via either lan connections or the ITS dialup server, employees will need to complete an "Online Services Access Request Form" and obtain approval from their department head or elected official. If approved the departmental single point of contact will forward the request to the Internet Committee for secondary approval. Committee approval will be based upon resource availability and verification that funding for the necessary equipment and software is available. Once secondary approval is received, completed paperwork will be forwarded to ITS for installation and provision of services. Once setup and installation is completed, the necessary userid and addressing information will be forwarded to the departmental single point of contact.

(n) Procedure for dissemination of public information via online services

(1) The Travis County Commissioners Court authorizes the establishment of the Travis County Web Site to disseminate information to the public.

(2) Each page of the web site must be authorized by an Appointed or Elected Official in writing to the Executive Manager for Administrative Operations, who will ensure that this County resource is shared fairly among all departments. The executive manager's decisions are subject to appeal to the Commissioners Court pursuant to section 1.003 (a) (1) of the Travis County Manual.

3/28/95
Original

CHAPTER 59. HELICOPTER PROTOCOLS

§ 59.001 Helicopter Medical Protocols

(a) Who can Request

- (1) EMS
- (2) Law Enforcement Officers
- (3) Physicians (out-of-County)

(b) How

- (1) Austin-Travis County - Austin EMS
- (2) Out-of-County - 1-800-XXX-STAR
- (3) Statement of unstab ALS

(c) Helicopter Patients

(1) Trauma

- (A) Head injuries
- (B) Potential spinal cord injuries
- (C) Blunt and penetrating trauma to chest and/or abdomen
- (D) Traumatic amputation
- (E) Two or more long bone fractures
- (F) Near drowning
- (G) Unstable snake bites
- (H) Major burns/smoke inhalation
- (I) Electrical burns

(2) Medicine (Austin-Travis County, Hospital to Hospital Transfers)

- (A) Symptoms of clinical shock (including G.I. bleeders)
- (B) Unstable MI
- (C) Anaphylactic shock

- (D) Compromising respiratory condition
- (E) Continuous seizures
- (F) Unstable stroke
- (G) Any unconscious persons
- (H) No CPR patients from service area hospitals will be accepted.

§ 59.002 Communications Protocols for Helicopter Service

(a) Helicopter may be requested (except #2) on the following types of incidents:

- (1) Patients whose transport time to Brackenridge Trauma Center is 15 minutes plus.
- (2) Patients where ALS response would be greater than 15 minutes. Current protocols of ground medic unit dispatch will be utilized unless confirmation of ALS is received. Then aid unit can be dispatched along with the helicopter.
- (3) Rescue Situations; i.e., high-rise, swift water, and inaccessible areas.
- (4) Extended Extrication when the helicopter will expedite transport back to Brackenridge Trauma Center (Austin and Travis County only).
- (5) Physician Intervenor (Brackenridge ER physician) is required on the scene (within Travis County).
- (6) Hospital to Brackenridge Trauma Center emergency transports (out-of-County).

§ 59.003 Communication Protocol for Information..On Helicopter Dispatch

(a) On-Scene

- (1) Requestor
- (2) Exact location (landmarks)
- (3) Landing Site - 60' x 60' (for Bell 206LIII), clearing, free of power lines and debris
Landing Site 60' x 60' [Bell 412SP) clearing, free of power lines and debris

(4) How marked?

(5) Patient and situation information

(6) Weather conditions

(b) Hospital to Brackenridge Trauma Center

(1) Requestor must be physician

(2) Transfer must be accepted by Brackenridge ER physician

(3) Exact location of hospital (landmarks)

(4) Landing site - same as above

(5) How marked?

(6) Weather conditions

(7) Patient information - situation - transfer to Brackenridge Trauma Center for physician contact

§ 59.004 General Information

(a) Because of weight and space limitations and safety considerations, no family members will be allowed aboard helicopter.

(b) As approved by the Travis County Medical Society EMS Committee on April 9, 1985; approved by Commissioners Court on April 12, 1985.

(c) As reviewed by the EMS Quality Assurance Team on April 2, 1985; the Brackenridge Trauma Committee on April 18, 1985; and the Brackenridge Emergency Room Committee on April 16, 1985.

§ 59.005 Non-Medical Emergencies

(a) Who Can Request

(1) Law enforcement agencies inside Travis County

(2) Firefighting agencies inside Travis County

(3) Emergency Management agencies inside Travis County

(b) How

(1) Contacting Travis County EMS Director

(c) Nature of Missions

(1) Any situation in which life or property is in immediate danger of damage or destruction, and the helicopter would serve to decrease the danger or destruction

(2) Any situation in which the local agency sees a definite advantage in helicopter assistance that would speed an operation and increase the safety of agency personnel and the citizens of Travis County

(d) Aircraft Utilization

(1) All requests will be fulfilled using the primary EMS helicopter until the backup helicopter can be placed into service.

(2) At anytime during a non-medical emergency response that an EMS call is received and the primary helicopter is in use, the non-medical emergency will be terminated immediately and the helicopter will respond to the medical emergency.

(e) Payment

(1) All agencies utilizing the EMS helicopter service will be billed at a rate of \$300.00 per flight hour for the Long ranger and **\$250.00** per flight hour for the Jet Ranger, unless another contractual arrangement exists (rates subject to changes as approved by Commissioners Court).

(f) Request

(1) Must come from the departments elected official or department head.

(2) Must include exact nature of request.

(3) Must include names of personnel authorized to be onboard aircraft.

(4) Must include information as to site at which aircraft will pick up passengers and site at which mission will designate.

§ 59.006 Non-Emergency

(a) Who Can Request

(1) Any County departments or office that has funds budgeted for helicopter utilization.

(b) Nature of Requests

(1) Should be specifically dedicated to an existing County operation and be readily identifiable as satisfying a County function which cannot be achieved by another means, or which would be significantly improved by use of the aircraft.

(c) How to Request

(1) Should be made in writing, to the Travis County EMS Department.

(2) Should include complete description of the proposed project and statement of why helicopter would benefit the project.

(3) Any project not immediately identifiable to the Director of EMS as being necessary to satisfy a County function will be submitted for Commissioners' Court approval.

(d) Out of County

(1) **Must** receive prior approval of Department Director or Director of Operations-Aviation.

03-28-95
Original

TITLE V. HEALTH AND PUBLIC SAFETY

SUBTITLE B. PUBLIC SAFETY

CHAPTER 63. EMERGENCY MANAGEMENT PLAN

§ 63.001 Foreword

(a) As Emergency Management Director, the County Judge is charged with the responsibility to develop and implement an Emergency Management Plan in Travis County, Texas. The heaviest emphasis in the past was on preparedness and response to all risks: attack, man-made emergencies, and natural disasters. Added emphasis is now placed on mitigation and recovery to round-out the four phases of emergency management.

(b) The situations addressed by this plan are those in which the actions of many different agencies must be coordinated. This major coordination effort differs from those emergencies handled on a daily basis by local fire, law enforcement, and medical services personnel.

(c) This Emergency Management Plan attempts to be all inclusive in combining the four phases of emergency management which are 1) mitigation: those activities which eliminate or reduce the probability of disaster; 2) preparedness: those activities which governments, organizations, and individuals develop to save lives and minimize damage; 3) response: those activities that occur during an emergency and are designed to prevent loss of lives and property and provide emergency assistance; and 4) recovery: short- and long-term activities which return all systems to normal or improved standards.

BASIC PLAN

§ 63.002 Authority

(a) This plan applies to and has been approved by Travis County.

(b) The organizational and operational concepts set forth in this plan are promulgated under the following authorities:

(1) Federal

(A) Federal Civil Defense Act of 1950, PL 81-920 as amended

(B) The Disaster Relief Act of 1974, PL 93-288 as amended

(C) Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707

(D) Emergency Management and Assistance, Code of Federal Regulations, Title 44

(E) Title 111, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), PL 99-499 as amended

(2) State

(A) The Texas Disaster Act of 1975, V.T.C.A. Government Code Title 4 Chapter 418

(B) Executive Order of the Governor

(C) Attorney General Opinion MW-140

(D) Hazard Communication Act, Title 83, Article 5182b

(E) Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Subchapter G, Texas Water Code

(F) State Solid Waste Disposal Act, Texas Civil Statutes Article 4477-7

(3) Local

(A) Commissioner's Court Order #. Date December _____ 1992

§ 63.003 Purpose

This plan seeks to mitigate the effects of a hazard, to prepare for measures to be taken which will preserve life and minimize damage, to respond during emergencies and provide necessary assistance, and to establish a recovery system in order to return the community to its normal state of affairs. This plan attempts to define in a straightforward manner who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from the effects of war, natural disaster, technological accidents, and other major incidents.

§ 63.004 Situation and Assumptions

(a) Situation:

(1) Travis County is exposed to many hazards, all of which

have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include floods, tornadoes, fires, winter storms and earthquakes. There is also the threat of a war-related incident such as a nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism or civil disorder. Additional detail is provided in the Travis County Hazards **Analysis/Identification.**

(b) Assumptions:

(1) Travis County will continue to be exposed to the hazards noted above as well as others which may develop in the future.

(2) Outside assistance will be available in most emergency situations affecting this county. Although this plan defines procedures for coordinating such assistance, it is essential for Travis County to be prepared to carry out emergency response and short-term actions on an independent basis.

(3) It is possible for a major disaster to occur at any time, and at any place in the county. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.

(4) Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this emergency management plan.

(5) Proper implementation of this plan will reduce or prevent disaster-related losses.

8 63.005 Concept of Operations

(a) General:

(1) It is the responsibility of government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. This plan is based upon the concept that the emergency functions for various agencies/organizations involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

(2) A local state of emergency or disaster may be declared by the presiding officer of Travis County (County Judge). The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions and/or the state government.

(b) Phases of Management:

(1) This plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard-specific. Likewise, this plan accounts for activities before and after, as well as during emergency operations; consequently, all phases of emergency management are addressed as shown below:

(A) Mitigation: Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities which lessen the undesirable effects of unavoidable hazards.

(B) Preparedness: Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

(C) Response: Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

(D) Recovery: Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, debris removal, and reconstruction of damaged areas.

§ 63.006 Organization and Assignment of Responsibilities

(a) General:

(1) The County Judge is responsible for emergency management planning and operations for the unincorporated areas of the

county. (The Mayor of each incorporated municipality is responsible for emergency management planning and operations within the corporate city limits of that jurisdiction).

(2) Most of the departments within Travis County have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency management procedures. Specific responsibilities are outlined below under the section entitled Task Assignments as well as in individual annexes. Attachment 3 details how Travis County is organized for emergencies. Attachments 4 and 5 illustrate functional responsibilities and annex assignment, respectively.

(b) Organization:

(1) Executive Group: The Executive Group is referred to in this plan as a single body but in fact has several components with representation from each local political jurisdiction within the emergency management program. Each representative is responsible for the activities conducted within, their jurisdictions. The members of the Group include both elected and appointed executives with certain legal responsibilities such as: the County Judge and Commissioners, and Emergency Management Coordinator.

(2) Emergency Services: These groups include those services required for an effective emergency management program.

(c) Executive Group Responsibilities:

(1) The County Judge is primarily responsible for:

(A) Directing the overall preparedness program for Travis County

(B) Making emergency policy decisions

(C) Declaring a local state of disaster when necessary

(D) Implementing the emergency powers of local government (See Section VI-C, Emergency Authority)

(E) Keeping the public and the Disaster District informed of the situation with the assistance of the Public Information Officer

(F) Requesting outside assistance when necessary, either from the Disaster District or from other jurisdictions in accordance with existing Mutual Aid Agreements

(2) The City Emergency Management Coordinator is responsible for:

(A) Assuring that all city departments develop, maintain, and exercise their respective service annexes and SOP's to this plan

(B) Supporting the overall preparedness program in terms of its budgetary and organizational requirements

(C) Serving as controller of the EOC during its activation

(D) Implementing the policies and decisions of the city council

(E) Directing the emergency operational response of city services

(3) The Travis County Emergency Management Coordinator is responsible for:

(A) Serving as staff advisor to the County Judge on emergency matters

(B) Coordinating the planning and preparedness activities of the government and maintenance of this Plan

(C) Analyzing the emergency skills needed by the county forces and arranging the training necessary to provide those skills

(D) Preparing and maintaining a resource inventory

(E) Ensuring the operational capability of the EOC

(F) Activating the EOC

(G) Keeping the governing body apprised of the Travis County preparedness status and anticipated needs

(H) Serving as day-to-day liaison among the Travis County, and state emergency management organizations

(I) Maintaining liaison with organized emergency volunteer groups and private agencies

(J) Initiating and monitoring the increased readiness actions among the Travis County services when disaster threatens (Refer to Section VII, Increased Readiness Conditions).

(K) Preparing and maintaining Annex 'T' (Training) to this plan and supporting Standing Operating Procedures (SOPs)

(L) Maintaining the Crisis Relocation Plan (CRP) and the Community Shelter Plan (CSP) for Travis County

(M) Prepare and maintain Annex N (EOC/Direction and Control) to this plan and supporting Standing Operating Procedures (SOPs)

(4) Emergency Services' Responsibilities Assigned to:

(A) WARNING: County Sheriff/Incorporated Areas - Police Chief

(i) Disseminate emergency public information as requested

(ii) Receive and disseminate warning information to the public and key Travis County officials

(iii) Prepare and maintain Annex A (Warning) to this plan and supporting Standing Operating Procedures (SOPs)

(B) COMMUNICATIONS: County Sheriff Incorporated Areas, Police Chief

(i) Establish and maintain emergency communication systems

(ii) Coordinate use of all public and private communication systems necessary during emergencies (including EMS)

(iii) Manage and coordinate all emergency communication operations within the EOC once activated

(iv) Prepare and maintain Annex B (Communications) to this plan and supporting Standing Operating Procedures (SOPs)

(C) EOC DIRECTION AND CONTROL: County Judge or Designated Appointee

(i) Direct and control local operating forces

(ii) Maintain contact with support EOCs, neighboring jurisdictions, and Disaster District #3

(iii) Maintain EOC in an operating mode at all times or be able to convert EOC space into an operating condition

(iv) Assign representatives by title to report to the EOC and develop procedures for crisis training

(v) Develop and identify duties of staff, use of displays and message forms, and procedures for EOC

activation

(vi) Prepare and maintain Annex N (EOC/Direction and Control) and supporting Standing Operating Procedures (SOPs)

(D) SHELTER/MASS CARE: Human Services Director Red Cross

(i) Coordinate and assist in maintenance of the Community Shelter Plan (CSP)

(ii) Supervise the Shelter Management program (stocking, marking, equipping, etc.) for natural disaster and/or fallout shelters

(iii) Coordinate support with other Travis County departments, relief agencies, and volunteer groups

(iv) Prepare and maintain Annex C (Shelter and Mass Care) and supporting Standing Operating Procedures (SOPS)

(E) RADIOLOGICAL PROTECTION: Fire Chief Emergency Medical Services

(i) Establish and maintain a radiological monitoring and reporting network

(ii) Secure initial and refresher training for instructors and monitors

(iii) Provide input to the statewide monitoring and reporting system

(iv) Under fallout conditions, provide county officials and department heads with information on fallout rates, fallout projections, and allowable doses

(v) Coordinate radiological monitoring throughout the Travis County area of responsibility

(vi) Provide monitoring services and advice at the scene of accidents involving radioactive materials

(vii) Prepare and maintain Annex D (Radiological Protection) to this plan and supporting Standing Operating Procedures (SOPs)

(F) EVACUATION: Emergency Management Coordinator Police Chief, Sheriff, Fire Chief

(i) Define responsibilities of county departments and private sector groups

(ii) Identify high hazard areas and number of potential evacuees

(iii) Coordinate evacuation planning to include:

- a. Movement control
- b. Health/medical requirements
- c. Transportation needs
- d. Emergency Public Information (EPI) materials
- e. Shelter/Reception
- d. Prepare and maintain Annex E (Evacuation) to this plan and supporting Standing Operating Procedures (SOPs)

(G) FIRE: Fire Chief Emergency Medical Services

- (i) Fire prevention
- (ii) Fire suppression
- (iii) Inspection of damaged area for fire hazards
- (iv) Hazardous spills containment and clean-up
- (v) Inspection of shelters for fire hazards
- (vi) Prepare and maintain Annex F (Fire Services and Annex Q (Hazardous Materials Response) to this plan and supporting Standing Operating Procedures (SOPS)

(H) LAW ENFORCEMENT: County Sheriff, Chief of Police of Local Jurisdictions Incorporated Areas

- (i) Law enforcement
- (ii) Traffic control
- (iii) Crowd control
- (iv) Isolation of damaged area
- (v) Damage reconnaissance and reporting
- (vi) Explosive ordinance reconnaissance
- (vii) Weather reconnaissance
- (viii) Evacuation of areas at risk
- (ix) Prepare and maintain Annex G (Law Enforcement) to this plan and supporting Standing Operating Procedures (SOPS)

(I) HEALTH AND MEDICAL: Health Department

(i) Coordinate planning efforts of hospital and other health facilities with county planning requirements

(ii) Coordinate patient loads of health facilities during emergencies

(iii) Coordinate triage, first aid, and EMS activities during medical emergencies

(iv) Develop emergency health and sanitation standards and procedures

(v) Prepare and maintain Annex H (Health and Medical) to this plan and supporting Standing Operating Procedures (SOPs)

(J) EMERGENCY PUBLIC INFORMATION: Travis County Executive Liaison

(i) Conduct on-going hazard awareness and public education programs

(ii) Compile and prepare emergency information for the public in case of emergency

(iii) Arrange for media representatives to receive regular briefings on the county status during extended emergency situations

(iv) Secure printed and photographic documentation of the disaster situation

(v) Handle unscheduled inquiries from the media and the public

(vi) Prepare and maintain Annex I (Emergency Public Information) to this plan and supporting Standing Operating Procedures (SOPs)

(K) DAMAGE ASSESSMENT: Director, Public Works

(i) Establish a damage assessment team from among Travis County departments with assessment capabilities and responsibilities

(ii) Train and provide damage plotting team to EOC

(iii) Develop systems for reporting and compiling information on deaths, injuries, dollar damage to tax-supported facilities, and to private property

(iv) Assist in determining geographic extent of damaged area

(v) Compile estimates of damage for use by Travis County officials in requesting disaster assistance

(vi) Evaluate effect of damage on Travis County economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning

(vii) Prepare and maintain Annex J (Damage Assessment) to this plan and supporting Standing Operating Procedures (SOPs)

(L) PUBLIC WORKS, ENGINEERING: Director, Public Works

(i) Barricading of hazardous areas

(ii) Priority restoration of streets and bridges

(iii) Protection and/or restoration of waste treatment and disposal systems

(iv) Augmentation of sanitation services

(v) Assessment of damage to streets, bridges, traffic control devices, waste water treatment system, and other public works facilities

(vi) Debris removal

(vii) Assessment of damage to county-owned facilities

(viii) Condemnation of unsafe structures

(ix) Direct temporary repair of essential facilities

(x) Prepare and maintain Annex K (Public Works, Engineering) to this plan and supporting Standing Operating Procedures (SOPs)

(M) UTILITIES: Public Works, Public Utilities, Private Utilities

(i) Priority restoration of electrical service to vital facilities

(ii) Provision of emergency power sources as required

(iii) Coordination of private utilities recovery activities

(iv) Restoration of water treatment and supply services

(v) Damage assessment and identification of recovery times for affected utility systems

(vi) Prepare and maintain Annex L (Utilities) to this plan and supporting Standing Operating Procedures (SOPs)

(N) RESOURCE MANAGEMENT: Human Resources Mgmt.4

(i) Establish procedures for employing temporary personnel for disaster operations

(ii) Establish and maintain a manpower reserve

(iii) Coordinate deployment of reserve personnel to Travis County departments requiring augmentation

(iv) Establish emergency purchasing procedures and/or a disaster contingency fund

(v) Maintain records of emergency-related expenditures for purchases and personnel

(vi) Prepare and maintain Annex M (Resource Management) to this plan and supporting Standing Operating Procedures (SOPs)

(O) HUMAN SERVICES: Human Services Dept.

(i) Identify emergency feeding sites

(ii) Identify sources of clothing for disaster victims

(iii) Secure source of emergency food supplies

(iv) Coordinate operations of shelter facilities, whether they are operated by Travis County, local volunteers, or organized disaster relief agencies such as the American Red Cross

(v) Coordinate special care requirements for sheltered groups such as unaccompanied children, the aged, and others

(e) Prepare and maintain Annex O (Human Services) to this plan and supporting Standing Operating Procedures (SOPs)

(P) TRANSPORTATION: Emergency Mgmt. Coordinator

(i) Identify local transportation resources and arrange for their use in emergencies

(ii) Coordinate deployment of transportation equipment to Travis County services requiring augmentation

(iii) Establish and maintain a reserve pool of drivers, maintenance personnel, parts and tools

(iv) Maintain records on use of privately-owned transportation equipment and personnel for purpose of possible reimbursement

(v) Prepare and maintain Annex S (Transportation) to this plan and supporting Standing Operating Procedures (SOPs)

(Q) LEGAL: County Attorney, City Attorney

(i) Advise Travis County officials on emergency powers of local government and necessary procedures for invocation of measures to:

- a. implement wage, price, and rent controls
- b. establish rationing of critical resources
- c. establish curfews
- d. restrict or deny access
- e. specify routes of egress
- f. limit or restrict use of water or other utilities
- g. use any publicly or privately-owned resource with or without payment to the owner
- h. remove debris from publicly or privately owned property

(ii) Review and advise Travis County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers

(iii) Prepare and/or recommend legislation to implement the emergency powers which may be required during an emergency

(iv) Advise Travis County officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers

(v) Prepare and maintain Annex U (Legal) to this plan and supporting Standing Operating Procedures

(SOPS)

(R) RESCUE: Fire Chief, EMS Chief

(i) Coordinate search and rescue activities

(ii) Maintain a reserve pool of manpower and equipment for rescue purposes

(iii) Prepare and maintain Annex F (Fire & Rescue) to this plan and supporting Standing Operating Procedures (SOPS)

(S) HAZARD MITIGATION: City/County Emergency Management Coordinator

(i) Overall management of the hazard mitigation program

(ii) Prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting Standing Operating Procedures (SOPS)

(5) Other Agencies' Responsibilities

(A) Other department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Judge.

§ 63.007 Direction and Control

(a) General

(1) The County Judge, as Emergency Management Director of the County, is responsible for assuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and individual annexes. As EOC controller, the County Judge or designated appointee (special elected Commissioner) will provide overall direction of the response activities of all Travis County departments. Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Management Director. Each agency will be responsible for having its own standing operating procedures to be followed during response operations.

(2) Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing Travis

County services, and only when the emergency situation threatens to expand beyond the Travis response capabilities. Requests for State or federal assistance are covered in SECTION IX.

(b) Emergency Operating Center (EOC)

(1) Response activities will be coordinated from the Emergency Operating Center, which is located at 1621 Festival Beach Road. The EOC will be activated upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in Annex N (EOC/Direction and Control). During emergency situations, certain agencies will be required to relocate to the EOC. During large-scale emergencies, the EOC will in fact become the seat of government for the duration of the crisis.

(c) Emergency Authority

(1) A compilation of primary State and local legal documents pertaining to emergency management is shown in Attachment 2.

(2) In accordance with the Texas Disaster Act of 1975, as amended (Section 418.106 and 418.108) the County Judge may take extraordinary measures in the interest of effective emergency management. Procedures associated with emergency powers are contained in Annex U (Legal). These powers include, but are not limited to:

- (A) Declaration of a local state of disaster
- (B) Wage, price, and rent controls and other economic stabilization methods
- (C) Curfews, blockades, and limitations on utility use
- (D) Rules governing entrance and exit from the affected area
- (E) Other security measures

(3) All physical resources within Travis County, whether publicly or privately owned, may be utilized when deemed necessary by the County Judge. Travis County assumes no financial or civil liability for the use of such resources; however, accurate records of such use will be maintained in case reimbursement becomes possible.

(4) As provided in the Texas Disaster Act of 1975, as amended and the Executive Order of the Governor, the County Judge may exercise the same powers, on an appropriate local scale, granted to the Governor.

§ 63.008 Increased and Readiness Conditions

(a) Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness. General departmental actions are outlined in the appropriate annexes while more specific actions will be detailed in the SOPs.

(b) The following INCREASED READINESS CONDITIONS will be used as a means of increasing the Travis County alert posture.

(1) Normal Operation: The term "Normal Operation" will be used by Travis County to denote a situation that causes a higher degree of readiness than is normally present.

(A) "Normal Operation" actions could be triggered by the onset of a particular hazard vulnerability season such as: hurricane season, tornado season, flash flood season, fire threats due to severe drought, etc.

(B) An increase in international tensions could also trigger a "Normal Operation."

(C) The potential for local civil unrest could also trigger a "Normal Operation."

(D) Declaration of "Normal Operation" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

(2) Stand-By Condition: The term "Stand-By Condition" will be used by Travis County to refer to a situation which presents a greater potential threat than "Normal Operation", but poses no immediate threat to life and/or property. This condition includes situations that could develop into a hazardous condition.

(A) "Stand-By Condition" actions could be generated by severe weather watch information issued by the National Weather Service such as:

(i) Hurricane Watch: Issued whenever a hurricane becomes a possible threat, and evacuation of coastal areas may be required.

(ii) Tornado Watch: Issued to alert persons to the possibility of tornado development in a specified area for a specified period of time. Persons in watch areas should maintain their daily routine, but be prepared to respond to a tornado warning.

(iii) Flash Flood Watch: Issued to alert persons to possibility of flash flooding in a designated

area due to heavy rains occurring or expected to occur. Persons should remain alert and be prepared to take immediate action.

(iv) Winter Storm Watch: Issued when there is a threat of severe winter weather in a particular area.

(B) Stand-By Condition: actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. This condition probably would allow sufficient time for an orderly evacuation and/or preparation of shelters.

(i) "Stand-By Condition" actions could also be generated when small-scale, localized civil unrest is present.

(ii) Declaration of "Stand-By Condition" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

(3) Limited Emergency: The term "Limited Emergency" will be used by Travis County to signify a hazardous situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public.

(A) "Limited Emergency" actions could be triggered by severe weather warning information issued by the National Weather Service such as:

(i) Hurricane Warning: Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include:

a. Sustained winds of 74 mph or higher and/or dangerously high water or a combination of dangerously high water and exceptionally high waves, even though expected winds may be less than hurricane force.

(ii) Tornado Warning: Issued when a tornado has actually been sighted in the vicinity or indicated by radar, and may strike in the local area.

(iii) Flash Flood Warning: Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken.

(iv) Winter Storm Warning: Issued when heavy snow (4 inches or more in a 12-hour period or 6 inches

or more in a 24-hour period), sleet, or freezing rain are forecast to occur separately or in combination.

(B) "Limited Emergency" actions could be generated when the international situation has deteriorated to the point that enemy attack is probable. This condition may/may not allow sufficient time for an orderly evacuation.

(C) "Limited Emergency" actions could also be triggered by civil disorder with relatively large-scale localized violence.

(D) "Limited Emergency" actions could most likely be generated by any condition that will probably require large-scale evacuation of the general public such as hurricanes, dam failures, nuclear power plant accidents and/or major HAZMAT incidents. Large-scale evacuations require sufficient decision, warning, and execution time to be successful.

(E) Declaration of "Limited Emergency" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

(4) General Emergency: The term "General Emergency" will be used by Travis County to signify that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Limited Emergency" event.

(A) "General Emergency" actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent, such as:

(i) Hurricane landfall predicted in 12 hours or less.

(ii) Tornado sighted especially close to a populated area or moving towards a populated area.

(iii) Flooding is imminent or occurring at specific locations.

(B) "General Emergency" actions could be generated when an enemy attack is imminent based upon the evaluation of intelligence data. This warning (ATTACK WARNING) is declared and disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS).

(C) "General Emergency" actions could also be implemented when civil disorder precipitates large-scale

and wide-spread violence.

(D) Declaration of "General Emergency" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

§ 63.009 Continuity of Government

(a) Line of Succession

(1) Line of Succession within the county is from the Judge to the Commissioners in order of their seniority.

(2) Line of Succession to the Emergency Management Coordinator will be the Deputy Coordinator followed in order by the appointed Senior Commissioner.

(3) Line of Succession to each department head are according to the **SOPs** established by each department.

(b) Preservation of Records

(1) In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents, as well as personal documents such as property deeds and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency assigned the preparation of any annex will develop **SOPs** to insure the protection of vital records.

§ 63.010 Administration and Support

(a) Support - Requests for state or federal assistance, including the Texas National Guard or other military services, will be made to the Disaster District Committee **68**. All requests will be made by the County Judge or by another official duly authorized by the County Judge.

(b) Agreements and Understandings - Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions and other agencies in accordance with existing or emergency-negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

(c) Reports and Records - Required reports will be submitted to the appropriate authorities in accordance with individual annexes.

(d) Relief Assistance - All individual relief assistance will be provided in accordance with the policies set forth in State and federal provisions.

(e) Consumer Protection - Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

§ 63.011 Plan Development, Maintenance and Implementation

(a) If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Director/Coordinator will brief the appropriate public/private officials concerning their role in emergency management and ensure proper distribution of the plan and changes.

(b) All agencies will be responsible for the development and maintenance of their respective annexes and SOPs identified in SECTION V, Organization and Assignment of Responsibilities.

(c) The County Judge will ultimately be responsible for insuring that an annual review of the plan is conducted by all officials involved and that the plan is recertified biennially by the chief elected officials of Travis County.

(d) The plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, technological changes, etc. The County Judge will incorporate approved changes to the plan and will forward changes to all organizations and individuals identified as having responsibility for implementation. Revised pages will be dated and marked to show where changes have been made. The plan will be activated at least once a year in the form of a simulated emergency in order to provide practical experience to those having EOC responsibilities.

(e) This plan supersedes and rescinds all previous editions of the Travis County Emergency Management Plan and is effective upon signing by the County Judge. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the plan.

(f) Failure to comply with the provisions of this plan, or with a rule or order, adopted under this plan, may be punishable by a fine not to exceed \$1,000. Each day a violation continues shall constitute a separate and distinct violation.

Bill Aleshire (Date)
County Judge, Travis County

CHAPTER 76: POLICY AND PROCEDURES FOR DESIGNATED
PARKING RESERVED FOR MOBILITY IMPAIRED INDIVIDUALS

§ 76.001

(a) The owners of property utilized for the parking of vehicles have realized the need for providing appropriately located parking places on these properties, specifically for the parking of the vehicles that are driven by or transporting those individuals who are mobility impaired, and have chosen to designate certain parking spaces for such exclusive use; and

(b) These parking places are not currently being posted, marked and designated as parking reserved for mobility impaired individuals in any kind of a uniform matter precluding their immediate and definite recognition as reserved parking; and,

(c) There are certain individuals who are not mobility impaired who chose to disregard the parking owner's intent that the certain designated spaces be utilized solely by persons who are mobility impaired or are transporting a person so impaired; and,

(d) Vernon's Civil Statutes, Article 6675-5e.1, Section 6A, allows for the Commissioners' Court to extend the enforcement of laws pertaining to parking areas reserved for those privately owned properties used for the parking of vehicles and to require the owners to post, mark and designate the parking for mobility impaired in accordance with the rules promulgated by the State Purchasing and General Services Commission under Subsection (c) of Section 7.05 of the State Purchasing and General Services Act (V.T.C.S. Art. 601b).

(e) The Commissioners' Court, in also recognizing the need for parking to be provided for mobility impaired persons, desires that the enforcement provisions of V.C.S. 6675-5e.1, Section 10 be applied to those parking areas that are privately owned and that to aid in the enforcement of this statute that all parking areas designated for exclusive use by mobility impaired individuals be uniformly designated and marked,

(f) .IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the enforcement provisions of Section 10, V.C.S. 6675-5e.1 shall also apply to those parking areas in the County that are privately owned which have parking spaces designated for the exclusive use of mobility impaired individuals that are marked in accordance with the rules promulgated by the State Purchasing General Services Commission under Subsection (c) of Section 7.05 of the State Purchasing and General Services Act (V.T.C.S. Art 601b).

**CHAPTER 77. DISABLED PARKING ENFORCEMENT
VOLUNTEER PROGRAM HISTORY,
LEGAL AUTHORITY AND IMPLEMENTATION**

§ 77.001 Purpose

To develop a program designed to assist City of Austin and Travis County officers by establishing a core of 20 volunteers who would be responsible for issuing citations within the Travis County limits to vehicles parked illegally in spaces on public and private property, blocking ramps or any other access reserved for people with disabilities.

§ 77.002 Legal Authority

(a) State Disabled-parking Law: Tex. Rev. Civ Stat. Ann. art. 6675a-6A(e) (Vernon supp. 1995)

(b) The Texas Legislature passed a statute providing for the designation of disabled parking spaces by political subdivisions and by owners of property used for parking, which provides penalties for persons who park motor vehicles in disabled parking spaces when such vehicles do not display a specially designed license plates for vehicles used by or for persons with disabilities or a disabled person identification card for persons with disabilities.

(c) The statute also authorizes political subdivisions to designate people who are United States citizens to issue citations on any vehicle found to be parked in a parking space or parking area designated for the exclusive use of vehicles transporting persons with disabilities.

§ 77.003 Requirements and Limitation of Volunteers

(a) Volunteers are required to complete a training class on disabled-parking enforcement, conducted by the Travis County Constable's Office. Volunteers are also required to sign a release for any potential personal or property damages that might occur while working in this capacity, and sign a waiver stating that they understand they will not be covered by workers compensation.

(b) The selected volunteers for the program are subject to the following limitations:

(1) No disabled-parking enforcement volunteer shall be deemed a peace officer, nor receive any compensation from Travis County while in the capacity of a disabled-parking volunteer.

(2) No disabled-parking enforcement volunteer shall be

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required to complete a training as a peace officer.

(3) No disabled-parking enforcement volunteer shall have the power or duty to enforce other traffic or civil or criminal laws.

(4) No disabled-parking enforcement volunteer shall possess or carry firearms or other weapons for the purpose of or while enforcing the disabled-parking law.

(5) No disabled-parking enforcement volunteer shall be entitled to any indemnification from the State of Texas or Travis County for any injury or property damage sustained as a result of enforcement activities. Each disabled-parking enforcement volunteers shall specifically acknowledge that such disabled-parking enforcement volunteer has no rights to any claim of injury or property damage resulting from disabled parking enforcement activities.

(6) No government, agency, department or officer of the State of Texas or Travis County shall be liable or accountable for any act or omission of any person liable or accountable for any act or omission of any person appointed to issue disabled-parking citations pursuant to this Statute. Each disabled-parking enforcement volunteer shall specifically hold harmless Travis County, its employees, officers, and agents from liability for any such act or omission by such parking enforcement specialist.

§ 77.004 Enforcement Area

(a) Volunteer disabled-parking enforcement officers are authorized to issue citations for violations of disabled parking regulations within the limits of Travis County. This authority does not extend beyond the limits of Travis County.

(b) A map of Travis County including the Justice and constable boundary lines is included in this training manual. Do not issue a citation unless you are certain that the area is within Travis County. If you are uncertain about an area, call 473-9100.

(c) Volunteers are authorized to issue citations on public property and on private property where handicap parking spaces have been properly designated.

§ 77.005 Parking Space Designation

(a) Each parking area designating reserved parking for the disabled must comply with the following minimum standards:

(1) vertically mounted sign displaying the universal symbol of accessibility;

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(2) sufficient number of signs to clearly and obviously identify each space;

(3) signs may be mounted on a post, wall, fence, column or other permanent vertical surface;

(4) located so that signs are not obscured by a parked vehicle.

(b) The universal symbol painted on the surface of a parking space by itself does not adequately identify a space. The pavement symbol supplements the static sign to improve identification of a space. A ticket cannot be issued if the pavement symbol is used alone.

§ 77.006 Vehicle Identification

(a) In January 1993 the state law regarding the identification requirements for vehicles authorized to park in disabled-parking spaces was changed. The following are the only acceptable identification methods:

(1) license plate with the embossed universal symbol of accessibility;

(2) disabled person identification placard designed to hang from a vehicle's rear view mirror. The Blue tag is a permanent tag and the Red Tag is a temporary tag. The cardboard placard designed to be displayed on the dashboard of a vehicle is obsolete and is not to be honored.

§ 77.007 ENFORCEMENT PROCEDURE

(a) Volunteers may develop an enforcement system that is best suited to individual circumstances. The following tips are suggested to help develop an effective enforcement procedure:

(1) locate the disabled parking spaces in the area;

(2) learn the operation hours of the facilities;

(3) enforce areas at different times of the day/night;

(4) enforce areas on different days if you are not able to patrol every day;

(5) keep a ticket book with you always;

(6) share successful ideas with other volunteers.

(b) When enforcing an area the following steps should be taken before a citation is issued:

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(1) verify that the space is adequately marked as a reserved disabled parking space;

(2) check the vehicle for proper identification;

(3) issue a citation only when the space is adequately marked and the vehicle is not properly identified;

(4) take notes and draw diagrams.

(c) Never use your vehicle to block a vehicle parked in violation. Volunteer parking officers do not have arrest authority, and such an action could be considered an attempt to detain or arrest.

(d) Always avoid confrontations with citizens. Your personal safety and welfare is of the utmost importance in this program.

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Chapter 85. REMOVAL OF VEHICLES FROM HIGHWAYS

original

§ 85.001

- (a) WHEREAS, under Article 2351, TEXAS REVISED CIVIL STATUTES ANNOTATED (1971), the Commissioners Court has general control and jurisdiction of county roads, and it is the trustee of such roads for the benefit for the public;
- (b) WHEREAS, Article 6701d, section 27 (a), TEXAS REVISED CIVIL STATUTES ANNOTATED (1977), states that the provisions of this Act shall not be deemed to prevent local authorities with respect to streets and highways under their jurisdiction and within the reasonable exercise of the police power from regulating the standing or parking of vehicles;
- (c) WHEREAS, Article 6701d, section 12, TEXAS REVISED CIVIL STATUTES ANNOTATED (1977), defines a local authority as every county, municipal, and other local board or body having authority to enact laws relating to traffic under the constitution and the laws of this state;
- (d) WHEREAS, the Commissioners Court of Travis County is the governing body of Travis County, Texas;

§ 85.002

NOW, THEREFORE, BE IT ORDERED by the Commissioners Court of Travis County, Texas that the Sheriff of Travis County and his deputies are hereby authorized to remove a vehicle from a highway to the nearest garage or other place of safety, or to a garage designated or maintained by Travis County under the circumstances hereinafter enumerated:

- (a) When any vehicle is left unattended upon any bridge, viaduct or causeway, or in any tube or tunnel where such vehicle constitutes an obstruction of traffic;
- (b) When any vehicle is illegally parked so as to block the entrance to any private driveway and it is impractical to move such vehicle from in front of the driveway to another point on the highway;
- (c) When any vehicle is found upon a highway and report has previously been made that such vehicle has been stolen or complaint has been filed and a warrant thereon issued charging that such vehicle has been embezzled;
- (d) When any such officer has reasonable grounds to believe that any vehicle has been abandoned;

(e) When a vehicle upon a highway is so disabled that its normal operation is impossible or impractical and the person or persons in charge of the vehicle are incapacitated by reason of physical injury or other reason to such an extent as to be unable to provide for its removal or custody, or are not in the immediate vicinity of the disabled vehicle;

(f) When any officer arrests any person driving or in control of a vehicle for an alleged offense and such officer is by law required to take the person arrested immediately before the magistrate;

(g) When any vehicle is parked or standing in or on any portion of a highway when, in the opinion of the sheriff or of his deputies, the said vehicle constitutes a hazard, or interferes with a normal function of a governmental agency, or by reason of any catastrophe, emergency or unusual circumstance the safety of said vehicle is imperiled.

(h) SIGNED and PASSED this the 6 day of April, 1981.

CHAPTER 93. WAIVER OF SOFTBALL FEES

TRAVIS COUNTY COMMISSIONERS COURT

RESOLUTION

§ 93.001

(a) WHEREAS, Many non-profit organizations which are part of, or directly related to the Travis County Governmental Entity, desire the use of the Travis County Fields; and

(b) WHEREAS, The Travis County Commissioners Court has recently imposed fees for the use of such softball fields; currently, with no exceptions; and

(c) WHEREAS, Many of our non-profit organizations benefit the community in ways which government cannot; and

(d) WHEREAS, It is in the best interest of Travis County to support their non-profit organization that benefit our community.

(e) NOW THEREFORE, BE IT RESOLVED, that the Travis County Commissioners Court hereby agrees to waive all fees for the use of the Travis County softball fields, to any and all non-profit organizations, who request this waiver, which are a part of, or directly related to the Travis County Governmental activity.

(f) SIGNED AND ENTERED on this 22nd day of December, 1987.

/s/
BILL ALESHIRE
County Judge

/s/
JIMMY SNELL
County Commissioner, Pct. 1

BRUCE TODD
County Commissioner, Pct. 2

PAM REED
County Commissioner, Pct. 3

/s/
HANK GONZALEZ
County Commissioner, Pct. 4

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TITLE VIII. ENVIRONMENTAL

CHAPTER 105. ENVIRONMENTAL POLICY RESOLUTION

§ 105.001 Travis County Environmental Policy Resolution

(a) WHEREAS: It is the responsibility of the Travis County Commissioners' Court to protect the health, safety, and welfare of residents within Travis County; and

(b) WHEREAS: Protection and enhancement of the natural and built environment provides for clean, safe air and water supplies and a healthy, aesthetically pleasing scenery; and

(c) WHEREAS: A clean and beautiful environment preserves and stimulates the economic viability of the region; and

(d) WHEREAS: Travis County is an area of considerable natural beauty containing unique vegetation, wildlife, and geologic features; and

(e) WHEREAS: The Travis County Commissioners' Court is committed to establishing an integrated set of policies and programs which will preserve these natural attributes; then, THEREFORE:

§ 105.002

BE IT RESOLVED THAT THE TRAVIS COUNTY COMMISSIONERS' COURT WILL:

(a) ESTABLISH the County as a governmental leader in environmental protection;

(b) ADOPT policies, programs and regulations based upon best available information and sound ecological concepts;

(c) IMPLEMENT policies, programs and regulations which allocate County resources to provide the greatest benefit to the widest segment of the County;

(d) PROMOTE cooperative policies linking Travis County environmental protection activities with those of other governmental agencies and public interest groups;

(e) PROVIDE educational policies and programs to promote a consensus approach in developing and implementing the County's environmental program; and

(f) CREATE an organizational structure at the County which encourages consideration of environmental issues.

§ 105.003 ENVIRONMENTAL GOALS, POLICIES AND RESOLUTION

The Travis County Citizens' Environmental Task Force recommends that the Travis County Commissioners' Court adopt the following goals and policies to officially state the County's commitment to protect the environment. Six goals are set forth, followed by policies to carry out those goals. Current and future workplans should be consistent with the principles embodied in the stated goals and policies.

§ 105.004 GOAL 1: Establish the County as a governmental leader in environmental protection.

(a) Policy: Provide exemplary environmental design of County construction projects to protect and enhance water quality, vegetation and wildlife habitat, and other environmental resources.

(b) Policy: Establish operational procedures within the County which minimize potential harm from pesticide applications, storage of hazardous materials, or other County activities.

(c) Policy: Initiate cooperative efforts with public and private entities to address key regional environmental concerns such as nonpoint source pollution, solid waste management, and wildlife habitat protection.

§ 105.005 GOAL 2: Adopt policies, programs and regulations based upon best available information and sound ecological concepts.

(a) Policy: Participate in needed environmental studies to determine the impacts of nonpoint source pollution, pesticides, and on-site sewage disposal.

(b) Policy: Develop and maintain an environmental information base within Travis County.

(c) Policy: Utilize a holistic approach to environmental protection, such that actions are viewed in context of all other actions; e.g. groundwater quality is protected by limiting pollution from nonpoint sources, wastewater, hazardous waste disposal, and pesticides, and chemical and fuel storage.

§ 105.006 GOAL 3: Implement policies, programs and regulations which allocate County resources to provide the greatest benefit to the widest segment of the County.

(a) Policy: Establish environmental protection policies, programs, and regulations which protect all geographic and socioeconomic segments of Travis County.

(b) Policy: Adopt regulatory policies which effectively complement the County's environmental programs and which are equitable to all segments of the community.

(c) Policy: Actively enforce environmental laws and standards of the State of Texas.

~~§ 105.007 GOAL 4: Promote cooperative policies linking Travis County environmental protection activities with those of other governmental agencies and public interest groups.~~

~~(a) Policy: Initiate intergovernmental agreements supporting the joint planning, implementation, and operations of environmental programs.~~

~~(b) Policy: Compile and share an environmental data base of information with access by other governmental agencies, e.g., Geographic Information System.~~

~~(c) Policy: Actively participate in joint planning efforts to address regional environmental issues such as nonpoint source pollution, solid waste management, and wildlife habitat protection.~~

~~§ 105.008 GOAL 5: Provide educational policies and programs to promote a consensus approach in developing and implementing the County's environmental program.~~

~~(a) Policy: Provide educational programs for Travis County residents and businesses to increase awareness of the collective responsibility of each individual to preserve a safe and healthy environment.~~

~~(b) Policy: Provide seminars and training for engineers, architects, contractors, and other design and construction professionals to improve understanding of environmental constraints and to encourage proper development measures to enhance the environment.~~

~~(c) Policy: Establish programs to train County personnel in the proper techniques for environmental protection, including erosion and sedimentation control, pesticide applications, and handling of toxic materials.~~

~~(d) Policy: Utilize the Travis County Agriculture Extension Service as a vehicle to increase environmental awareness throughout the urban and rural communities.~~

~~(e) Policy: Maintain a balanced representation on the ongoing Citizens' Environmental Task Force and encourage participation of the relevant County departments and other agency staff.~~

§ 105.009 GOAL 6: Create an organizational structure at the County which encourages consideration of environmental issues.

(a) Policy: Establish independent environmental staff responsible for the creation, review, assessment, coordination and monitoring of environmental policies, procedures, and programs.

(b) Policy: Structure County departments to incorporate internal environmental review staff.

(c) Policy: Prepare a long-range set of environmental goals (5-year Work Plan) and perform an Annual Work Plan Assessment to determine whether the goals are being achieved and are effective.

(d) Policy: Maintain and sanction the Travis County Citizens' Environmental Task Force as a continuing citizens advisory group.

CHAPTER 106. VALDEZ PRINCIPLES

§ 106.001 Introduction

(a) By adopting these principles, we publicly affirm our belief that governmental entities and their employees have a direct responsibility for the environment. We believe that governmental entities must conduct their business as responsible stewards of the environment and take actions only in a manner that leaves the Earth healthy and safe. We believe that governmental entities must not compromise the ability of future generations to sustain their needs.

(b) We recognize this to be a long term commitment to update our practices continually in light of advances in technology and new understandings in health and environmental science. We intend to make consistent, measurable progress in implementing these principles and to apply them wherever we operate.

§ 106.002 Protection of the Biosphere

(a) We will minimize and strive to eliminate the release of any pollutant that may cause environmental damage to air, water, or earth or its inhabitants.

(b) We will safeguard habitats in rivers, lakes, and wetlands, and will minimize contributing to global warming, depletion of the ozone layer, acid rain or smog.

§ 106.003 Sustainable Use of Natural Resources

(a) We will make sustainable use of renewable natural resources, such as water, soils and woodlands.

(b) We will conserve nonrenewable natural resources through efficient use and careful planning.

(c) We will protect wildlife habitat, open spaces and natural areas while preserving biodiversity.

§ 106.004 Reduction and Disposal of Waste

(a) We will minimize the creation of waste, especially hazardous waste, and wherever possible recycle materials.

(b) We will dispose of all wastes through safe and responsible methods.

§ 106.005 Wise Use of Energy

(a) We will make every effort to use environmentally safe and sustainable energy sources to meet our needs.

(b) We will invest in improved energy efficiency and conservation in our operations.

(c) We will maximize the energy efficiency of products we use.

§ 106.006 Risk Reduction

(a) We will minimize the environmental, health and safety risks to our employees and the communities in which we operate by employing safe technologies and operating procedures and by being constantly prepared for emergencies.

§ 106.007 Environmentally Sensitive Service Delivery

(a) We will deliver services that minimize adverse environmental impacts.

(b) We will inform the public of the impacts of our services.

§ 106.008 Damage Compensation

(a) We will take responsibility for any harm we cause to the environment by making every effort to fully restore the environment and to compensate those persons who are adversely affected.

§ 106.009 Disclosure

(a) We will disclose to our employees and to the public incidents relating to our operations that cause environmental harm or pose health or safety hazards.

(b) We will disclose potential environmental, health or safety hazards posed by our operations, and we will not take any action against employees who report any condition that creates a danger to the environment or poses health and safety hazards.

§ 106.010 Environmental Executives

(a) At least one member of the Executive Staff will be a person qualified to represent environmental interests.

(b) We will commit management resources to implement these Principles, including the funding of an executive position dealing with environmental affairs, reporting directly to the Commissioners' Court to monitor and report upon our implementation efforts.

§ 106.011 Assessment and Annual Audit

(a) We will conduct and make public an annual self-evaluation of our progress in implementing these principles and in complying with all applicable laws and regulations throughout our operations.

(b) We will work toward the timely creation of independent environmental audit procedures which we will complete annually and make available to the public.

§ 106.012 Examples of Valdez Principles in County Government

(a) Protection of the Biosphere

(1) Stop using Styrofoam products made of ozone-depleting CFCs; and/or phase out the use of Styrofoam altogether.

(2) Don't use beef in our cafeterias if it was raised in Latin American areas where the rain forest was depleted.

(3) Also, emphasize buying biodegradable products as much as possible.

(b) Sustainable Use of Natural Resources

(1) Use water conservation measures and devices.

(2) Use Integrated Pest Management as much as possible, instead of the traditional reliance on chemical pesticides and herbicides.

(3) Have a tree replacement policy for trees destroyed in road building and other development projects.

(c) Reduction and Disposal of Waste

(1) Recycling of materials in the workplace: cans and paper, oil, batteries, and to the extent feasible, bottles.

(2) Develop a comprehensive recycling plan based on a wastestream evaluation, instead of the patchwork approach we currently have.

(3) Use recycled paper as much as possible, especially on letterhead.

(d) Wise Use of Energy

(1) Have energy audits on all County buildings, and update those that have been done.

(2) In addition to the audits, policy should reflect that we should buy energy efficient equipment, make it part of the bid specification.

(e) Risk Reduction

(1) Conduct a risk management study which includes hazardous material exposures.

(2) Designate "safety officers" in key departments.

(3) Require pesticide and hazardous material training for key personnel. Key Parks Department Staff have already been trained and certified.

(4) Properly dispose of hazardous materials, and route hazardous materials away from water bodies and recharge zones as much as possible:

(f) Environmentally Sensitive Service Delivery

(1) Use erosion/sedimentation controls and other environmental protection measures as needed, on roadways and construction projects.

(2) Reduce herbicide and fertilizer use. Use tree protection measures, WQ basins, hazardous material traps, and other measures as warranted.

(g) Damage Compensation

(1) Basically one can reduce liability by intelligent environmental planning.

(2) If mistakes are made, properly mitigate the problem and compensate "victims".

(h) Disclosure

(1) In addition to working with the Local Emergency Planning Committee (LEPC), have a centralized office for hazardous material inventorying and reporting.

(2) Information about hazardous materials present should be placed in the work place, with easy access by staff or the public.

(i) Environmental Executives

(1) This would mean not only the Environmental Analyst/Officer position that has already been created, but also environmental staff in key departments: PITD, Health, Parks and EMS.

(j) Assessment and Annual Audit

(1) This would include the development of a compliance and rating system that would monitor implementation.

(2) The audit/report could be attached in the Yearly Report for the Environmental Officer.

CHAPTER 107. TRAVIS COUNTY CONSERVATION PLAN

§ 107.001

(a) The Travis County Commissioners Court finds that --

(1) Travis County faces funding shortage arising from increasing demands for County services; and,

(2) unless effective measures are promptly taken by the Travis County Commissioners Court to implement conservation measures to stretch the effectiveness of current resources, the County will be hindered in its ability to provide for future needs;

(3) all departments within Travis County must begin immediately to significantly reduce County spending by implementing and maintaining effective conservation measures for the efficient use of County resources; and,

(4) the above objections are consistent with and support the policies set out last April, 1990 when the Commissioners Court adopted the Valdez Principles. The Principles most applicable are:

(A) No.3 Reduction and disposal of waste (recycling)

(B) No.4 Wise use of energy.

(b) In order to achieve meaningful savings through conservation, it will be incumbent to elicit the cooperation and support of the entire County workforce.

(c) Toward this end, the Department of General Services has established an ad hoc Conservation Committee comprised of all interested parties from all departments. The purpose of this committee is to identify areas for potential conservation and to pursue implementation of plans to effect conservation and cost savings, and to develop the participation of all County employees in this conservation effort.

(d) The committee has established the following subcommittees to generate conservation plans in specific areas:

(1) Energy Conservation Subcommittee

(2) Recycling Subcommittee

(3) Use of Recycled Materials Subcommittee

(4) Cooperative Partnerships Subcommittee

(5) Source Reduction Subcommittee

§ 107.002 Energy Conversation Subcommittee

(a) Energy Conservation Awareness Campaign. In order to raise awareness and involvement in conservation the County shall develop and implement a countywide promotional campaign which includes:

(1) announcements to all county departments;

(2) a countywide information network to inform the departments of conservation opportunities in their areas; and,

(b) County Energy Conservation. All county departments shall:

(1) in cooperation with the Department of General Services establish a program for energy conservation within the confines of each department;

(2) evaluate the methods of energy conservation and modify the energy conservation program as necessary to ensure that all energy conservation efforts are effectively and practicably enacted; and,

(3) establish educational and incentive programs to encourage maximum employee participation.

(c) The County has pursued an aggressive energy conservation plan through the years, with the installation of energy-saving heating and cooling equipment, reflective film and mini-blinds for windows, low wattage lighting and energy-saving ballasts, and a centralized, computerized energy management system to control the air conditioning and heating. Starting September 14, 1990 General Services initiated shorter operating hours and duty cycling for all air handlers in an effort to achieve additional energy savings.

(d) Additional Energy Conservation Measures would include, but not be limited to the following:

(1) Aggressive use of duty cycling to conserve air conditioning

(2) Curtailment of weekend air conditioning unless 25 per cent or more of a building is occupied

(3) Ban on space heaters, except in extraordinary circumstances

§ 107.003 Lighting

(a) Because the lighting systems of many existing buildings were designed within the restrictions of initial cost economies, without knowledge about final space use and subdivision, and without benefit of relatively recent developments and research findings in the field, there exists significant potential for lighting system usage modification. These modifications can reduce substantially the energy consumed while still providing building occupants with the quality and quantity of illumination required to perform their various task and functions.

(b) Establish an effective lighting usage program: a planned program to turn lights on when and where they are needed. The major advantages of this program is that it can be tailored to the individual characteristics of the space and needs of its occupants, implemented relatively inexpensively, and implemented very quickly. The key element of a lighting usage program is a lighting schedule related to occupant usage patterns. Personnel should be assigned, trained and made responsible for the efficient utilization of lighting by means of established schedules for the control of lighting.

(c) Define the exact nature of occupancy for each period of time. Determine the amount of lighting needed for safety and security purposes. Train the responsible employees to assure understanding and compliance with the procedures.

(d) For example, significant amounts of energy (and cost) can be conserved in buildings by means of lighting schedules requiring reduced for daytime unoccupied (Saturdays, Sundays, and holidays), nighttime unoccupied and maintenance periods (low lighting levels).

(e) Campaign for better utilization by using letters, memos, signage and personal contact to encourage occupants to use lighting only when it is needed, to use only the amount of lighting required, and to turn off lights whenever they are not being used.

(f) Post small "STOP: Save Energy" signs near each light switch to remind users to turn off lighting when it's not in use.

§ 107.004 Work Station Modifications

(a) Work stations can be relocated to take maximum advantage of the existing lighting system. Typical modifications to work stations locations are as follows:

(1) Move desks and other work surfaces to a position and orientation that will use installed luminaries to their greatest advantage (instead of adding luminaries).

(2) To the extent permitted by productivity requirements and related concerns, group tasks which require approximately the

same levels of illumination. This may reduce the number of areas requiring higher illumination levels and provide an opportunity to reduce the total amount of lighting needed.

(3) Locate work stations requiring the highest illumination levels nearest the windows. (Note: Recognize that utilization of natural lighting will have an impact on heat gain, therefore requiring that the heat gain/light gain trade-off be given careful consideration).

(4) Arrange work surfaces so that sidewall daylighting crosses the task perpendicular to the line of vision.

§ 107.005 Maintenance Considerations

(a) Proper maintenance of lighting system components serves to keep the system running at peak efficiency. This not only conserves energy and energy costs, but also helps maintain quality illumination and extends lamp and lamina life. The following maintenance considerations should be reviewed:

(1) Lamp efficiency deteriorates over the life of a lamp. Light output should be checked regularly with a calibrated light meter by maintenance personnel. When the light output of a group of lamps has fallen approximately 70% of the original light output, relamp all fixtures in the group at the same time.

(2) Lamps should be wiped clean at regular intervals to assume maximum efficiency. Lamps which are exposed to an atmosphere with substantial amounts of dirt, grease or other contaminants should be cleaned more frequently than lamps in a relatively clean atmosphere.

(3) Lamina efficiency can be maintained by properly cleaning reflecting surfaces and shielding media. Replace lens shielding that has yellowed or become hazy with a clear acrylic lens with good non yellowing properties.

(4) Clean ceilings, walls and floors frequently to improve reflective qualities. When daylight is used, wash windows frequently to maintain illumination levels on tasks which require some natural illumination.

§ 107.006 Control Modifications

(a) In many cases modification of existing lighting controls, and addition of new ones, can have a considerable effect on energy consumption. Consider the following guidelines:

(1) When natural light is available in a building, consider the use of photocell switching to turn off lighting in areas

where the natural light is sufficient for the task.

(2) Use photocell and/or time clock controls for outdoor lighting whenever feasible. Parking areas, building exteriors, identification signs, etc., usually require lighting for only a part of the period of darkness. Such lighting should be turned off automatically during late evening and early morning hours except for security and safety lighting.

(3) Use time controls for those areas of a building which are used infrequently and only for brief periods. These controls turn off lights automatically after being activated for a set period of time.

(4) Use alternate switching or dimmer controls when spaces are used for multiple purposes and require different amounts of illumination for the various activities.

§ 107.007 Electric Power -- General

(a) Through letters, memoranda, signage, personal contacts and other means, encourage all building personnel to turn off all electric equipment not in use, including portable fans, typewriters, calculators, coffee pots, etc. Encourage all employees to turn off all office equipment (as recommended by General Services and Information Management Systems) at night, and when not in use for long periods.

(b) Elevators. Encourage building occupants to use the stairways when only a few stories are involved and when security permits.

§ 107.008 Other Means of Saving Energy

(a) Close curtains/blinds at night

(b) Encourage comfortable clothing in summer (ties a no-no)

(c) Pursue large ticket conservation measures through the Governor's Energy Office and the City of Austin's Resource Management Offices

§ 107.009 Recycling Subcommittee

(a) Recycling Awareness Campaign. In order to raise awareness and involvement in recycling and to increase markets for recycled products, the County shall develop and implement a countywide promotional campaign which includes:

(1) announcements to all county departments;

- (2) a countywide information network to inform the departments of recycling opportunities in their areas; and,
- (3) efforts to encourage county departments to purchase recycle products.

(b) County Recycling. All county departments shall:

- (1) in cooperation with the County Departments of Purchasing and General Services establish a program for the separation and collection of all recyclable materials generated by the entity's operations, including, at a minimum, aluminum, highgrade office paper, and corrugated cardboard;
- (2) provide procedures for collecting and storing recyclable materials, containers for recyclable materials;
- (3) evaluate the amount of recyclable materials recycled and modify the recycling program as necessary to ensure that all recyclable materials are effectively and practicably recycled; and,
- (4) establish educational and incentive programs to encourage maximum employee participation.

(c) County Preference for Recycle Products. County departments shall give preference in purchasing to products made of recycled materials if:

- (1) the products meet applicable specifications as to quantity and quality; and,
- (2) the cost of the product determined by life-cycle cost accounting does not exceed by more than 10 percent the cost of similar alternative products determined by life-cycle cost accounting not made of recycled materials.
- (3) the Purchasing Department shall review and revise its procurement procedures and specifications for the purchase of goods, supplies, equipment, and materials in order to:
 - (A) eliminate procedures and specifications that explicitly discriminate against products made of recycled materials;
 - (B) encourage the use of products made of recycled materials;
 - (C) ensure to the maximum extent economically feasible that County purchases that may be recycled when discarded; and,
 - (D) in developing new procedures and specifications, the County shall encourage the use of recycled products and products that may be recycled or reused.

(d) Other areas of possible recycling include:

- (1) lead-acid batteries
- (2) yard waste
- (3) used oil
- (4) RAP (reclaimed asphalt paving)

CHAPTER 109. ENVIRONMENTAL COMPLIANCE AND SAFETY RECORD

§ 109.001

(a) Pursuant to Sections 262.0275 and 271.0275 of the Texas Local Government Code, the County shall consider the environmental compliance/safety record of the bidders and may determine at its reasonable discretion the disqualification of any bidder which in response to the following question reveals more than two (2) or more violations, with the severity and nature of the violations to be considered in the determination.

(b) Has the bidder, or the firm, corporation, partnership, or institution represented by bidder, or anyone acting for such firm, corporation, partnership, or institution, received citations for violations of environmental laws with the past three years? Citation may include, but are not limited to: notice of violation; suspensions/revocations of state/federal licenses or registrations; fines assessed; pending criminal complaints, indictments, or convictions; administrative orders, draft orders, final orders, judicial final judgements. Any citations from the following agencies must be supplied: Environmental Protection Agency (EPA), Texas Natural Resources Conservation Commission (TNRCC), or its past associated agencies: Texas Water Commission, Texas Department of Health, Texas Air Control Board. Also include any citations from environmental regulatory agencies of other states of the United States.

YES _____ NO _____

If the bidder has indicated YES, the bidder shall provide to Travis County, with its bid submission, the following information with respect to each citation: Date of citation, location of establishment inspected, category of citation, final disposition of citation, and penalty assessed.

CHAPTER 110. ALTERNATIVE FUEL VEHICLE POLICY

§ 110.001

(a) Travis County shall promote and encourage the use of alternative fueled vehicles to reduce dependence on petroleum-based transportation fuels, to reduce air pollutant emissions from mobile sources, and to lead the establishment of a self-sustaining, cost-effective refueling and maintenance infrastructure within the Austin metropolitan area.

(b) Travis County intends to convert a minimum of seventy percent (70%) of the County's fleet of non-exempt cars and light-duty trucks to alternative fuels within ten years. Alternative fuels shall include those approved by the State of Texas Natural Resources Commission. The County shall commit capital funding to convert to alternative fuels the following minimum proportions of its new model year vehicle purchases. 1994, 10%; 1995, 20%; 1996, 30%; 1997, 40%; 1998, 50%; 1999, 60%; and model year 2000 and later 70%.

(c) The County will work with the private suppliers of alternative fuels in their installation and amortization of a county-wide network of publicly accessible refueling stations and billing systems. The County will further consider its capital funding of cost effective alternative fueling systems at its 10th & Lamar station and PITD Satellite Yards and will coordinate with Capital Metro, the State of Texas, and area school districts in the joint use of each others refueling facilities. The County will provide adequate annual operating funds to equip and train its mechanics in the maintenance of its fleet of alternative fueled vehicles.

§ 110.002 Mission Statement

The mission of *Austin Clean Cities* is to achieve and maintain clean air in the Austin/Travis County metropolitan area by establishing a sustainable market for *Alternative Fuels* and vehicles (*as defined in the Energy Policy Act of 1992*) in the area by the year 1998. *Austin Clean Cities shall be fuel neutral in its promotion of Alternative Fuels.*

§ 110.003 Goals and Objectives

(a) Goal I: To create an organization that will effectively carry out our mission.

(1) Objectives

(A) Create an organization that incorporates fleet operators; alternative fuel and equipment suppliers, and other interest parties by April, 1994.

(B) Establish a permanent structure with a well defined purpose and good communication by June, 1994.

(C) Provide for program leadership and staff support.

(D) Every April have an annual review to update and modify this plan and organization as necessary.

(b) Goal 11: To design and implement a plan leading to the achievement of our mission in a timely and economical manner with progress reviews at least every quarter.

(1) Objectives:

(A) Identify all fleet vehicles in the Austin/Travis County area by December, 1994.

(B) Develop and implement strategies to eliminate barriers to deployment of alternative fuels and vehicles by June, 1994, and then review quarterly.

(C) Gather relevant data on the technology and economics of alternative fuels and vehicles and then produce an informative brochure by May, 1995.

(D) Monitor usage of alternative fuels and vehicles and of infrastructure investment and development in the Austin metro area. This data will be gathered in the annual report.

(E) Promote access to refueling facilities to program members and the general public by providing a map of all Austin Area locations with hours of operation and method of payment by May, 1995.

(F) Use Clean Cities logo as desired in promotional activities and on alternatively fueled vehicles operated by program participants, such as the vehicles at the new airport and others yet to be explored.

(c) Goal 111: Design and implement a public education plan to inform program members, affected entities (particularly fleet operators), and the general public about the use of alternative fuels and vehicles.

(1) Objectives:

(A) Develop and implement strategies to communicate with target markets such as distributing informative videotapes (at least two of which already exist.)

(B) Prepare informational materials in appropriate media such as a videotape about Austin Clean Cities, by our one year anniversary, and the aforementioned map and

brochure.

(C) Develop and implement strategies to publicize the existence of the Clean Cities Program and its projects. We plan on having a public service announcement ready by 6/94.

(D) Have annual, or more frequently if necessary, reporting of progress toward these goals in April.

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Chapter 21. Fiscal¹

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~~21.001 Chart of Account Funds~~

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204	Comprehnsv Anti-Dwi 1991
205	Peace Officer Training-1991
206	Leg Public Integrity-1991
207	TX Juvenile Probation-1991
208	Career Criminal Prosecn1991
209	Child Abuse Inven 1991

¹ Chapter 21 was adopted by Travis County Commissioners Court 3/28/1995, Item 3. The Travis County Debt Policy was updated in 2008 but this chapter was not amended to reflect the updated debt policy.

~~PROPRIETARY FUNDS TYPE~~

ENTERPRISE		INTERNAL SERVICE	
501	Tx Exposition & Heritage	525	Travis Co. Self Insurance
502	Capital Acquisition Fund	526-549	Reserved for Growth
503-524	Reserved for Growth		

FIDUCIARY FUND TYPE

EXPENDABLE TRUST FUND	
550	Available School
551	Gardner House Handicraft
552	Wild Horse Park
553	Historical Commission
554	699 Reserved for Growth

NONEXPENDABLE TRUST FUND	
601	Permanent School
602	Grants Trust Fund
603	699 Reserved for Growth

AGENCY FUNDS	
701	County Officials' Escrow
702	Cash Bond Fund
703	Bail Bond Security
704	Victims of Crime
705	Criminal Justice Planning
706	Law Enforcement Standards
707	DPS Arrest Fees
708	Judicial Training Fund
709	Operat/Chas/Tru License
710	Crisis Stoppers
711	Abused Children Council
712	Child Welfare
713	County Attorney Twin Creek Bond
714	Coon & Supv Undersized
715	Trust Support Escrow
716	TC Expend Spending Acct
717	Juvenile Diversion Fund
718	ATDC
719	Law Enforcement Mgmt
720	State General Revenue
721	State Comprehensive Rehab
722	Birth Alcohol Testing
723	Arbitrage Liability Fund
724	Judge's Salary Fees
728	LCRA Escrow - Pace Bend
731	LCRA Escrow - Windy Point
732	LCRA Escrow-Higgin Hilltop
733	LCRA Escrow - Cypress Pt
734	LCRA Escrow - Sandy Creek
735	LCRA Escrow-Arkansas Bend
736	LCRA Escrow-Manford Dam
737	LCRA-Travis County Parks
738	LCRA-Travis County Parks O & M
740	Coon. Superv. & Correction
741	Constable #2
742	Constable #3
743	County Attorney
744	County Clerk
745	District Attorney
746	District Clerk
747	Domestic Relations
748	Sheriff's Office
749	Tax Office
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751	JP #1
752	JP #2
753	JP #3
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755	JP #5
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758	Dist. Clerk Involnt Trust Fund
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781	NWTC Rpt/Cl Bdr #7 Debt/iv
782	NWTC Rpt/Cl Bdr #9 Debt/iv
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898	Payroll Fund
899	Pooled Cash

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01	SALARIES-ELECTED OFFICIAL	01	REG SALARY-ELECTED OFFICIAL
02	SALARY-ELECTD OFFICIAL-TEMP	01	REG SALARY-ELECTD OFFCL-TEMP
03	SALARY-APPTD OFFICIAL(DJ)	01	REG SALARY-APPTD OFCL(DJ)
		02	VACATION-APPTD OFCL (DJ)
		03	SICK LEAVE-APPTD OFCL(DJ)
		04	HOLIDAYS-APPTD OFCL (DJ)
		05	CONTINUE PAY-APTD OFCL DJ
		06	PERSONAL HOL-APTD OFCL DJ
		07	TERMINATN PAY-APTD OFCL DJ
		08	COMP TIME-APPTD OFCL (DJ)
		09	MILITARY LV-APPTD OFCL DJ
		10	EMERGENCY LV-APTD OFCL DJ
04	SALARY-APPTD OFFICIAL(CC)	01	REG SALARY-APPTD OFCL(CC)
		02	VACATION-APPTD OFCL (CC)
		03	SICK LEAVE-APPTD OFCL(CC)
		04	HOLIDAYS-APPTD OFCL (CC)
		05	CONTINUE PAY-APTD OFCL CC
		06	PERSONAL HOL-APTD OFCL CC
		07	TERMINATN PAY-APTD OFCL CC
		08	COMP TIME-APPTD OFCL (CC)
		09	MILITARY LV-APPTD OFCL CC
		10	EMERGENCY LV-APTD OFCL CC
05	SALARY-APPTD OFFICL-OTHER	01	REG SALARY-APPTD OFCL OTR
		02	VACATION-APPTD OFCL (OTR)
		03	SICK LEAVE-APPTD OFCL OTR
		04	HOLIDAYS-APPTD OFCL (OTR)
		05	CONTINUE PAY-APTD OFC OTR
		06	PERSONAL HOL-APTD OFC OTR
		07	TERMINATN PAY-APTD OFC OTR
		08	COMP TIME-APPTD OFCL(OTR)
		09	MILITARY LV-APTD OFCL OTR
		10	EMERGENCY LV-APTD OFC OTR
06	SALARY-CO JUDGE JUVNL BRD	01	REG SAL CO JUDGE JUVNL BD
07	SALARIES-PERMNT EMPLOYEES	01	REG SALARIES-PERMNT EMPL
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		07	REPAIRS - OTHER EQUIPMENT
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		20	AUTOMOBILES & TRUCKS
		21	AUTOMOTIVE REPAIR & EQUIP
		22	AIRCRAFT & BOATING EQUIP
		31	CUSTOOD, LAUNDRY, CLEANG EQ
		32	KITCHEN EQUIPMENT
		34	TEXTILE & LINEN EQUIPMENT
		36	INSTITUTIONAL EQUIP/FURN
		41	RECREATIONAL EQUIPMENT
		42	VETERINARY EQUIP & ANIMALS
		43	YARDS, GROUNDS, AGRICTRL EQ
		51	DENTAL, MEDICAL, SAFETY EQ
		53	LABORATORY EQUIPMENT
		55	LAW ENFORCEMENT EQUIPMENT
		61	ROAD & HIGHWAY EQUIPMENT
		62	SIGNS, TRAFFIC CONTROL EQ
		83	ELECTION EQUIPMENT
		64	EQUIP UNDER CAPITAL LEASE
		98	RESERVE-CAPITAL OUTLAY
		99	OTHER EQUIPMENT
81	CAPITAL OUTLAY	01	PURCHASED SERV BRID
		02	PURCHSD SERV BLDG
		03	BRIDGES
		04	BUILDING IMPROVEMENTS
		05	BUILDINGS
		06	CAPITALIZED INTEREST
		09	CONSTRUCTION IN PROGRESS
		10	ARCHITECTURAL DESIGN BLDGS
		11	ARCHITECTURAL DESIGN REM

CHART OF ACCOUNTS EXPENDITURES

86	CAPITAL LEASE & DEBT EXPNS	08	INTEREST - OTHER DEBT
		09	PAYING AGENT FEES
		10	DEFEASANCE OF BONDS
90	OPERATING TRANSFERS	01	COUNTY CONTRBUTN TO GRANT
		02	TRANSFER TO DEBT SERVICE
		03	TRANSFER TO SELF INSURANC
		04	TRANSFER TO GENERAL FUND
		05	TRANSFER TO OTHER FUNDS
		06	TRF TO CAPSO
		07	CO CONT RETIRE HEALTH INS
		08	TRANSFER TO DISPUTE RESOL CTR
		09	TRANSFER TO OTHER DEPT/DIV
		31	TRF TO CRTHSE SECURITY FD
		33	TRANSFER TO FQHC FUND
		40	CSCD CAPITAL ACQUISITION
90	RESERVES	01	YOUTH ADVOCACY PROGRAM
		02	TRANSPORTATION ENHANCMENT
		03	COLA
		04	DEPOSITORY CONTRACT
		05	TRANSFERS TO OTHER FUNDS
		06	OVERTIME
		07	CSCD CURRENT YEAR
		08	CSCD PRIOR YEAR
		91	ALLOCATED RESERVES 1
		92	ALLOCATED RESERVES 2
		93	ALLOCATED RESERVES 3
		94	ALLOCATED RESERVES 4
		95	ALLOCATED RESERVES 5
		98	UNALLOCATED RESERVES

CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS

FUND/DEPARTMENT/DIVISION

FUND	DEPARTMENT	DIVISION/PROGRAM			
001 General	01 County Judge	10 Administration			
		20 Juvenile			
	02 County Commr - Pct. 1	03 County Commr - Pct. 2	04 County Commr - Pct. 3		
				05 County Commr - Pct. 4	06 County Auditor
				20 Internal Audit	
	07 County Treasurer		10 Administration		
	08 Tax Collector		10 Administration		
			20 Public Info. & Training		
			30 Revenue Management		
			40 Motor Vehicle (Merged with Div.		
			50 Voter Registration		
			60 Accounting		
	09 Budget and Research				
	10 Commr's Ct. Genl Adm.				
	11 Human Resource Management		20 Compensation & Classification		
			30 Organizational & Employee Rltns		
			40 Risk Management		
			50 Training		
	12 Information Systems Mgmt		10 Administration		
			20 Resource Management		
			30 Applications		
			40 Technical Support		
			50 User Support Services		
	13 General Services		10 System Development		
			11 Genl Serv. Administration		
			11 Communications Resources		
			11 Bldg Maintenance & Repair		

**CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS**

FUND/DEPARTMENT/DIVISION

FUND	DEPARTMENT	DIVISION/PROGRAM
28	Justice of Peace 3	01 Civil
		02 Criminal
29	Justice of Peace 4	01 Civil
		02 Criminal
30	Justice of Peace 5	01 Civil
		02 Criminal
31	Constable 1	01 Civil
		02 Criminal
32	Constable 2	01 Civil
		02 Criminal
33	Constable 3	01 Civil
		02 Criminal
34	Constable 4	01 Civil
		02 Criminal
35	Constable 5	01 Civil
		02 Criminal
37	Sheriff	10 Administration
		11 Commissary Employees
		20 Sheriff's Support
		30 Patrol
		40 Investigation/Process
		50 Mental Health Unit
		55 Corrections Ctr Del Valle
		65 Intermediate Sanctions Division
		69 Travis County Jail
		80 Central Booking
85 SMART		
86 V.I.P.		
87 Intell. Unit		
90 Inmate Services		
38	Medical Examiner	10 Administrative

**CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS**

FUND	DEPARTMENT	DIVISION/PROGRAM
		40 Evaluation & Planning
		50 Contract Agencies
		60 Financial Services
	49 PITD	01 Common Management Functions
		05 Comp & Transport Planning
		07 Parks Planning
		11 Land Development
		15 Stormwater Management
		25 Geographic Records Mgmt
		30 Rd Capacity & Bldg Replmt
		41 Road & Bridge Maintenance
		45 Parks Maintenance
		51 Vehcl/Equipmt/Bldg Mtnc
		60 Webberville Park Improvmt
		65 Windy Pt Park Improvement
		85 Customer Services
		87 Child Safety
		91 Serv to other Governments
		95 Serv to other Departments
	50 Environmental Analysis	
	51 Parks (Merged with PITD)	
	52 RIAD	
	53 Cash Management	
	54 Civil Service Commission	
	55 Criminal Justice Planning	
	95 Other Financing Uses	13 General Services
		12 Information Systems
		37 Sheriff
		39 Corr Supervision/Corrections
	98 Reserve	00 Reserve
		01 Allocated Reserves

**CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS**

FUND/DEPARTMENT/DIVISION

FUND		DEPARTMENT		DIVISION/PROGRAM	
113	DA Victim Witness-1990	23	District Attorney	95	Victim Witness Assistance
213	DA Victim Witness-1991	23	District Attorney	95	Victim Witness Assistance
118	Narcotics Prosecution-1990	23	District Attorney	96	Narcotics Prosecution
148	Narcotics Prosecution-1992	23	District Attorney	96	Narcotics Prosecution
218	Narcotics Prosecution-1991	23	District Attorney	96	Narcotics Prosecution
016	Dispute Resolution Center	36	Dispute Resolution Center		
019	County Jail Fund	37	Sheriff	91	Corrections
105	Peace Officer Training-1990	37	Sheriff	92	Peace Officer Training Grant
05	Peace Officer Training-1992	37	Sheriff	92	Peace Officer Training Grant
205	Peace Officer Training-1991	37	Sheriff	92	Peace Officer Training Grant
109	Child Abuse Investa-1990	37	Sheriff	93	Child Abuse Investigation
209	Child Abuse Investa-1991	37	Sheriff	93	Child Abuse Investigation
012	Community Superv & Corr-90	39	Community Superv. & Corr.	20	Per Capita
				30	Boot Camp
				40	Pre-Trial
				50	Day Reporting
				60	Stratford House
				70	MR Grant
				80	Electronic Monitoring
022	Community Superv & Corr-91	39	Community Superv. & Corr.	20	Per Capita
				30	Boot Camp
				40	Pre-Trial
				50	Day Reporting
				60	Stratford House
				70	MR Grant
				80	Electronic Monitoring
				85	DWI-Facility-SMART Program

**CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS**

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FUND/DEPARTMENT/DIVISION

FUND		DEPARTMENT		DIVISION/PROGRAM	
145	Comm Serv. Restitutn-1992	45	Juvenile Court Department	93	Community Serv. Restituta
215	Comm Serv. Restitutn-1991	45	Juvenile Court Department	93	Community Serv. Restituta
157	High Risk Youth Initiative-1992	45	Juvenile Court Department	97	High Risk Youth Initiative
104	Local Emerg. Planning Comm	47	Emergency Medical Services	30	LEPC
158	Childrens MH Grant	45	Juvenile Court	98	Childrens MH Grant
116	Rural Center-1990	48	Human Services	71	Transportation-County
				72	Transportation-CARTS
116	Rural Center-1992	48	Human Services	71	Transportation-County
				72	Transportation-CARTS
216	Rural Center-1991	48	Human Services	71	Transportation-County
				72	Transportation-CARTS
101	Housing-1990	48	Human Services	81	Housing-County
				82	Housing-City
				83	Housing-TDCA
131	Housing-1992	48	Human Services	81	
				82	
				83	
201	Housing-1991	48	Human Services	81	Housing-County
				82	Housing-City
				83	Housing-TDCA
102	RSVP-1990	48	Human Services	91	RSVP-County
				92	RSVP-Action
				93	RSVP-TDOA
132	RSVP-1992	48	Human Services	91	RSVP-County
				92	RSVP-Action
				93	RSVP-TDOA
202	RSVP-1991	48	Human Services	91	RSVP-County
				92	RSVP-Action

**CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS**

FUND/DEPARTMENT/DIVISION

FUND	DEPARTMENT	DIVISION/PROGRAM
		93 BSV-TRDIA
111 Emergency Shelter-1990	48 Human Services	96 Emergency Shelter
211 Emergency Shelter-1991	48 Human Services	96 Emergency Shelter
114 Field Operations-1990	48 Human Services	97 Field Op - City
144 Field Operations-1992 *	48 Human Services	97 Field Op - City
214 Field Operations-1991	48 Human Services	91 Field Op - City
117 Child Abuse P,E,& C-1990	48 Human Services	98 Child Abuse Prev/Bd/Consl
147 Child Abuse P,E,& C-1992	48 Human Services	98 Child Abuse Prev/Bd/Consl
217 Child Abuse P,E,& C-1991	48 Human Services	98 Child Abuse Prev/Bd/Consl
225 Transit Mobility Grant 91	49 P/T/T	41 Road & Bridge Maintenance
119 Child Abuse Prev/Prev-90	23 District Attorney	97 Child Abuse Prev/Prev
149 Child Abuse Prev/Prev-92	23 District Attorney	97 Child Abuse Prev/Prev
219 Child Abuse Prev/Prev-91	23 District Attorney	97 Child Abuse Prev/Prev
099 Road & Bridge Fund	85 Road & Bridge Fund	00 (for Budget)
299 Interfunds Reversals	86 Interfund Reversals	00 (for Budget)
124 Juvenile Gang Prevention	45 Juvenile Court	96 Juvenile Gang Prevention
160 TAIP Intervention Awards	39 Community Superv. & Corr.	96 TAIP
	41 TCACS	20 TAIP
DEBT SERVICE		
301 Unlimited Tax Ref Bds 85A		
302 Limited Tax Ref Bds 85A		
303 Road Bonds 1986-A		
304 Perm Impr Bonds 1986-A		

**CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS**

FUND/DEPARTMENT/DIVISION

FUND	DEPARTMENT	DIVISION/PROGRAM
- Park Bonds 1984	49 Parks	84 Park Bonds 1984
409 SWTC Road District No. 1	75 SWTC Road District No. 1	
410 Cert of Obligation 1989	14 Facilities Engineering	30 Life Safety Code Crthouse
	37 Sheriff	64 Admin/Entrance Building
		65 Maintenance Building
		66 Warehouse
		67 Activities Building
		68 Food Service Bldg Addition
		69 Building 1
		70 Building 5
		71 Community Correctn Unit A
		72 Community Correctn Unit B
		73 Community Correctn Unit C
		74 Community Correctn Unit D
		75 Site and General
411 Perm Impr. Bonds 1989	49 Parks	89 Perm Impr. Bonds 1989
412 Cert of Obligation 1990	07 Treasurer	20 Cert of Obligation 1990
	15 Purchasing	20 Cert of Obligation 1990
	14 Facilities Engineer	30 Life Safety Code Crthouse
		40 TCAB
		50 Annex
413 Perm Improvement Bds 1990	07 Treasurer	10 Perm Improvement Bds 1990
	38 Medical Examiner	20 Messge
	37 Sheriff	69 Building 1
414 NWTC Road District No. 2	78 NWTC Road District No. 2	
415 NWTC Road District No. 3	77 NWTC Road District No. 3	
416 Road CO's 1989	49 PITD	78 Road CO's 1989
		77 Sausalito Pkwy Phase V
417 Child School CO's 1985	14 Facilities Engineering	80 Palm School CO's 1985

**CHART OF ACCOUNTS
FUND/DEPARTMENT/DIVISIONS**

FUND/DEPARTMENT/DIVISION

FUND		DEPARTMENT		DIVISION/PROGRAM	
418	Cert of Obligation 1987	15	Purchasing	30	Cert of Obligation 1987
		07	Treasurer	60	Cert of Obligation 1987
419	C.O.'s 1991	07	Treasurer	40	C.O.'s 1991
		14	Facilities Engineering	50	Courthouse Annex
				70	University Savings Bldg.
				71	Tax Office Renovation
		15	Purchasing	40	C.O.'s 1991
		17	Sheriff	76	Downtown Jail
		41	Juvenile Court	41	Juvenile Detention Fac.
420	Road C.O.'s 1991	49	PTTD	78	Road C.O.'s 1991
421	C.O.'s 1992	07	Treasurer	50	C.O.'s 1992
422	Road C.O.'s 1992	49	PTTD	41	Road & Bridge Maintenance
499	Road Districts Reversal	87	Road District Reversals	00	(for Budget
ENTERPRISE FUNDS					
501	Tx Exposition & Heritage	13	General Services	52	Tx Exposition & Heritage
INTERNAL SERVICE FUNDS					
525	Travis Co. Self Insurance	06	County Auditor	30	Risk Management
185	Performance Reward	39	Community Superv. & Corr.	81	SMART
				82	Austin Stress

**Chart of Accounts
Balance Sheet Accounts**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
10 Current Assets	1 Equity in Pooled Cash	20 Pool Cash - Capital Projects	
	2 Cash	10 Cash in Bank	01 Cash in Depository-County 02 Cash in Depository-First City CAPSO 03 Cash in Depository-National CAPSO 04 Cash in Depository-First State CAPSO 05 Cash in Depository-CIT
		20 Jury Impact	
		30 Petty Cash	10 Sheriff-CIT
		40 Payroll	
		50 Cash in Transit (CAFR Only)	
	3 Investments	10 CDs	
		20 Repurchase Agreements	
		30 US Treasury Instruments	
		40 Commercial Paper	
		50 Agency Discount Notes	
		55 Mutual Fund-Taxpool	
		56 Invest Pool	
		60 Mutual Funds	
		70 Tax Free Municipal Bonds	
		80 Premiums on Investments	
		90 Discounts on Investments	
		99 Other	
	4 Receivables	10 A/R-State of Texas	
		20 A/R-City of Austin	01 ESCOHP 05 Drug Abuse Task Force 06 Health Department 07 City-County Pharmaceutical
		21 A/R-Other Departments	45 Juvenile Court
		22 A/R-Vendors	10 OMC Trucks/General Services 20 OMC Trucks/OTD 30 Berros, Ltd 40 Speakers Corporation
		23 A/R-Lead	10 Facilities Construction
		30 A/R-Employee Overage	
		31 A/R-Child Welfare CI Fund (2002)	
		32 Carolyn Jackson	
		33 A/R-School Districts	10 Austin 20 Del Valle 30 Exton 40 Lago Vista 50 Lake Travis 60 Leander 70 Manor 80 Pflugville 90 Round Rock
		34 APDC Receivable	10 Prior Year
		35 A/R-Accrued Payroll	10 Salaries Rec 20 FICA-County-Rec 30 Retirement-County-Rec 40 Worker's Comp. Rec
		36 A/R-(CAFR Only)	

**Chart of Accounts
Balance Sheet Accounts**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
		37 Comptroller Fund	
		38 Antiques-Medical Equipment	
		40 Notes Rec-Burton, Landes	
		50 Notes Rec-J.C. Evans	
		60 Texas Assoc. of Counties	
		70 Prepaid Receivables	
		80 Misc. Receivables	18 Insurance Claims
			20 Workers Comp Claims
			30 Capital Projects
		90 Interfund Receivables-Due To	01 Due from General Fund
			04 Due from Comptroller Fund
			11 Due from Law Library
			13 Due from LAFSO
			14 Due from DAPSO
			16 Due from Dispute Resolution
			17 Due from TC Consulting Center
			18 Due from Voter Registration
			19 Due from EMS-LEPS
		91 Interfund Receivables-Due To	01 Due from Housing
			02 Due from REV?
			03 Due from State Offender
			04 Due from Congreg Anti-DWI
			08 Due from Carnes/Criminal Fees
			09 Due from Child Abuse Investg
			12 Due from Family Disputes Ctr
			13 Due from DA Victim Wfs Asst
			14 Due from Field Operations
			15 Due from Comm Serv Results
			16 Due from Fiscal Center
			22 Due from Crime Prevention
			23 Due from Social Detention
		92 Interfund Receivables-Due To	01 Due from Penal Officer Trng
			06 Due from Legis Publ Integ
			07 Due from Tx Juv Prob Comm
			11 Due from Emergency Shelter
			18 Due from Narcotics Prevention
			19 Due from Child Abuse Prev/Pvt
			20 Due from Kennedy Ridge
		93 Interfund Receivables-Due To	01 Due from Utilm Tax Ref Bd RSA
			06 Due from Court of Obligation #7
			20 Due from Utilm Tax Ref Bonds #2A
			50 Due from Debt Service
		94 Interfund Receivables-Due To	01 Due from Perm Impg Bonds 1984A
			06 Due from Court of Obligation 1987
			04 Due from Bond Bonds 1987A
			08 Due from Park Bonds 1984
			09 Due from SWTC Dist. #1
			10 Due from Court of Oblig 1989
			14 Due from HWTC Rd Dist #2
			16 Due from Road C.O.'s 1989
		95 Interfund Receivables-Due To	25 Due from ... Self Insurance
			50 Due from Available School
		96 Interfund Receivables-Due To	01 Due from ... School
		97 Interfund Receivables-Due To	15 Due from ... School
			30 Due from LCRA Eastw - Facility
			31 Due from LCRA Eastw - Facility Pt
			32 Due from LCRA Eastw - Facility II
			33 Due from LCRA Eastw - Facility Pt

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**Chart of Accounts
Balance Sheet Accounts**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			07 Unlimited Tax Refunded Bonds 1992B
			08 Certificate of Obligations 1992A
			09 Limited Tax Refunded Bonds 1992A
			10 Unlimited Tax Refunded Bonds 1992B
			22 Certificate of Obligations 1992B
			24 Fiber Optics
			25 Certificate of Obligations 1994A, I & S
			26 Permanent Improvement Bonds 1994 I & S
	3 Provisional Return Comp Allow		
	3 Asset To Be Provided - GLTD	20 Asset To Be Provided - GLTD	01 Unlimited Tax Refunded Bonds 1985A
			02 Unlimited Tax Refunded Bonds 1985B
			03 Unlimited Tax Refunded Bonds 1985A
			04 Permanent Improvement Bonds 1986-A
			05 Permanent Improvement Bonds 1986
			06 Certificate of Obligations 1987
			07 Unlimited Tax Refunded Bonds 1987A
			08 Certificate of Obligations 1987-A
			09 Certificate of Obligations 1988
			11 Permanent Improvement Bonds 1989
			12 Certificate of Obligations 1990
			13 Permanent Improvement Bonds 1990
			14 Jail Certificate of Obligations 1985-B
			15 Certificate of Obligations 1991-A
			16 Limited Tax Refunded Bonds 1991A
			17 Unlimited Tax Refunded Bonds 1991B
			18 Certificate of Obligations 1992A
			19 Limited Tax Refunded Bonds 1992A
			20 Unlimited Tax Refunded Bonds 1992B
			22 Certificate of Obligations 1992B
			25 Certificate of Obligations 1994A, I & S
			26 Permanent Improvement Bonds 1994 I & S
		28 Other Debt	
		58 Provision-Cap Loans/Lease	24 Fiber Optics
	9 Reverse Surety		
20 Current Liabilities	1 Accounts Payable	00	
		15 Jail Consolidation- OCA	
		20 Texas Dept of Protective Services	
	2 Contracts Payable		
	3 Retainage Payable	10 Nations Services Chain+FIT	
		20 Property Tax Lien	10 Tax Assessor Collector
	Unpaid Loans	10 Employee Accident/Health	
		20 General Liability	
		30 Automobile Liability	
		40 Worker's Compensation	
	5 Accrued Payroll	01 Regular Compensation	
		20 FICA	10 Employee-OASD
			20 County-OASDA
			30 Employee Medicare
			40 County-Medicare

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MLJ/W

Chart of Accounts
Balance Sheet Accounts

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
	7 Mixture Bonds Payable		
	8 Mixture Interest Payable		
	9 Accrued Unearned Payable	10 Long Term Debt	10 Certificate Obligations 1994
28 Other Liabilities	1 Surety Bond Deposits	30 Writers	
		11 Bank, DeWayne	
		20 J.P. Crawford	
		30 John Harris	
		40 Bud Hackaben	
		50 A-1 Bonding	
		60 Buck Ball Bonds	
		70 Johnson Associates	
		80 Ball Bonds of Austin	
		90 AAA Bowling Agency	
		91 Proctor and Jones	
		92 Thornton Ball Bonds	
		93 Austin Bond Service	
		94 A-Rose(Rose in Exley)	
		95 Garcia's Ball Bonds	
		96 Freedom Ball Bonds	
	2 Cash Bond Deposits	30 Prior to FY91 Outstanding Checks	20 Cash Bond Checks
		31 Nationalbank Outstanding Checks	30 Cash Bond Checks
	3 Civil & Probate Deposits		
	4 Due to Other Gov't Entity	1 State Fees	
		11 Leander PD	
		12 CRIT #13	
		20 Tarrant County	20 Child Support
		30 Johnson Districts	
		40 Food Cash Interest	
	5 Escrow Deposits	01 Dep-Soil Conservation Wk	
		02 Dep-Sandy Creek Beach	
		03 Dep-Savoy Farm	
		04 Dep-Anderson Mtn	
		05 Dep-Woodlake Tract Prop	
		06 Dep-Cousins Trail	
		07 Dep-Gulf Shores, Sect I	
		08 Dep-Mission Springs Assn	
		09 Dep-Walnut Creek, Sect I	
		10 Dep-W.W.S., Inc.	
		11 Dep-Circle C PHH, Sect 3	
		12 Dep-El Paso Springs Assn	
		13 Dep-Travis Landing II	
		14 Subdivision Deposits	
		15 Lease Deposits	
		16 Cash Bond Deposits	
		17 Escrow-County Attorney	
		18 Escrow-District Clerk	
		19 Escrow-District Attorney	
		20 Escrow-County Superv & Corr	
		21 Escrow-JP #1	
		22 Escrow-JP #3	
		23 Escrow-JP #2	
		24 Escrow-County Clerk	
		25 Escrow-Districts Relations	

2/8/95

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ALL XLW

**Chart of Accounts
Balance Sheet Accounts**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
		19 Duke Reef Commercial	
		71 The Preserve Subdivision	
		72 Circle C Ranch Phase A	
		73 Loma Graciosa Subdivision	
		74 Steeds Crossing	
		75 IBM-Hwy 183 Landfill	
		76 Barton Creek Section O, Phase I	
		77 Circle C Ranch Phase A-2	
		78 Circle C Ranch Phase C-2	
		79 City of Westlake Hills	
		80 Ranch at Cypress Creek, Sec. I	
		81 Olive Barrows	01 Circle C Ranch Phase B Sec. I
			02 Barton Creek Lakeside Phase One
			03 Pathways of Blackhawk
			04 Circle C Ranch Phase A Sec 3(1)
			05 Circle C Ranch Phase A Sec 3(2)
		99 Other Deposits	13 Michlans
			23 Acacia Concessions
			38 Pecos Plaza
			40 Sewer
6	Man. Liabilities	19 Other than FFY1 GS Checks	13 Jury Checks
			28 Cash Bond Checks
		20 Arbitrage Liab. and Int.	18 Cert of Oblig 1990
		30 Old Bond Oblig GS Checks Payable	
		31 Nations and GS Checks	10 Operating Account Checks
			20 Jury Checks
			30 Cash Bond Checks
			40 Federal Checks
		40 Interest from Post-Check	
		50 Judgments	10 Alaynt, P #1106
			11 Acacia Apartments
			20 Boney, M #1248
			30 Kopke, M #1465
			40 Travis County #1525
			50 Commodity Contract #1
		60 Austin Collections	
		70 COA Utilities Sheriff	
		71 COA Utilities Hazmat Services	
		80 Property Tax Refunds	
		80 Other Vendors	10 GMC Trucks
7	Other Liabilities	10 Other than FFY1 GS Checks	
8	Other L/T Debt Payable	13 Leasehold Improvements	
9	Capital Lease Obligations		
28	Other Liabilities	1 Arbitrage Liabilities	10 Debt Service Arbitrage
			20 Permanent Improvement Bonds 1985 (211)
		30 Capital Projects Arbitrage	10 Certificates of Obligation 1987 (Fund 412)
	2 Property Loss Replacements		
	3 Sales Taxes	10 Product 1	
		30 Product 2	
		70 Product 3	
		40 Product 4	
		90 Administrative	
27	Deferred Revenues	1 Advance Fees	10 District Clerk

1995

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**Chart of Accounts
Balance Sheet Accounts**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
		20 Community Support & Con.	
		30 Inmate	
		41 JP #1	
		42 JP #2	
		43 JP #3	
		44 JP #4	
		45 JP #5	
		50 Septic Tanks	
		70 Agency Funds	
2	Prisoners		
3	Advance Tax Collections		
4	Deferred Taxes	10 Current Tax Roll	
		30 Delinquent Tax Roll	
5	Notes Receivable		
6	Cash-Resp. Compensation Plan		
7	Grants	10 Federal Grants	10 ACTION
			11 AFDC
			10 United Way
			70 Local Agency Grant
			75 Cash-Social Eff
			84 Texas Department of Human Services
			88 TDMCA
			95 Utility Assistance Program
		20 State Grants	13 Texas Dept Criminal Justice
			14 Texas Youth Commission
			15 Criminal Justice Division
			17 OOSP
			19 State of Texas
			48 State of Texas
			49 Drug & Alcohol
			50 Per Capita
			51 PSI
			52 Educational Support Over
			53 Stratford House
			Electronics Monitoring
			55 JPAT Facility-Smart
			56 CCP
			57 CCP-Stress Clinic
			58 CCP-People Linking
			59 CCP-Off Offender Care Con
			60 TCADA-SCD
			61 TCADA-Alcohol Counseling
			62 CCP-New Inst 94
			63 CCP-Day Reporting Center
			64 CCP-Diagnostic Unit
			65 CCP-Stratford House
			67 CCP-Smart
			68 CCP-MRSD Counseling
			69 CCP-Substance Abuse
			70 FEMA
			71 CCP-Burke Supervised Living
			72 CCP-Vocational Inmate Program
			73 Audit Finding
			74 CCP-Adultive Offender
			75 CARTS-PIF
			76 CCP-Disease Home
			77 CCP-Accelerated Com Trng

**Chart of Accounts
Balance Sheet Accounts**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			78 Day Reporting Center
			79 Alcohol/Drug Offender (A)
			80 TJPC-(A) 4590
			81 TJPC-(Y) 4591
			82 TJPC-(C) 4592
			83 State of Tenn IV-E Foster
			84 CAPCO
			86 CAPCO Tuition Fees
			87 Tenn Forest Service
			88 THCA
			89 Alcohol/Drug Offender-ACE
			90 Performance Reward F993
			91 TDDOT
			92 ESGF
			94 Hospitalization
			97 Transit
		30 Local Grants	05 Capital Metro
			11 Southern Union Gas
			13 Proton High/
			16 ATS
			28 United Way
			25 MEMR
			38 Travis Co. Consulting Ctr
			44 Dist Atty Discretionary
			43 Capital Metro
			55 Crim Justice Planning Council
			60 CSCD
			65 City of Austin
			75 CARTS
			96 SHTIRP
			97 General
			99 Co. Contribution to Grant
	8 CSCD Computer Services		
	9 Self Insurance Fund		
28 Defined Pensions	1 Contributions	10 SeriesNAI	
29 Equity & Other Credit	1 Inverted Govt Fund Assets		
	2 Contributed Capital		
	3 Retained Earnings	10 Reserved	
		20 Unreserved	
		30 Designated-Catastrophe	
		40 Catastrophic Losses-Indemnity Plan	
	4 Fund Balances	10 Reserved for Encumbrances	
		20 Reserved for Advances	
		30 Designated for Debt Serv	
		40 Designated-Capital Proj	
		50 Reserved for Crty Schools	
		60 Reserved for Emp Retire Sys	
		65 Reserved for Pro-Trial	
		70 Unreserved, Undesignated	
		80 Reserved-Catastrophic Losses	
		81 Reserved for Arbitrage	
		90 Residual Equity	01 Transfer In
			07 Transfer Out

CHART OF ACCOUNTS
ACTIVITY/SUB-ACTIVITY

Activity	Subactivity
51 General Government	1 County Judge
	2 Co. Commissioner - Pct 1
	3 Co. Commissioner - Pct 2
	4 Co. Commissioner - Pct 3
	5 Co. Commissioner - Pct 4
	6 County Auditor
	7 County Treasurer
	8 Tax Collector
	9 Budget and Research
52	1 Comar's Ct General Admin
	2 Human Resource Management
	3 Information Systems Mgmt
	4 General Services
	5 Facilities Engineering
	6 Purchg & Inventory Mgmt
	8 Environmental Analysis
	9 Historical Commission
	53
2 Co Clerk *20,60 divisions	
3 Case Management	
4 Trust & Agency	
5 Civil Service Commission	
54 Justice System	1 County Attorney
	2 Co Clerk *10,30,40,50 divn
	3 District Clerk
	4 District Courts
	5 District Attorney
	6 County Courts at Law
	7 Probate Court
	8 Justice of Peace 1
	9 Justice of Peace 2
55	1 Justice of Peace 3
	2 Justice of Peace 4
	3 Justice of Peace 5
	4 Dispute Resolution Center
	5 Law Library
	6 Trust & Agency
	7 Criminal Justice Planning

**CHART OF ACCOUNTS
ACTIVITY/SUB-ACTIVITY**

Activity	Subactivity
56 Law Enforcement	1 Administration (Sheriff)
	2 Sheriffs Support
	3 Patrol (Sheriff)
	4 Investigator/Process-Sheriff
	5 Mental Health Unit-Sheriff
	6 Constable 1
	7 Constable 2
	8 Constable 3
	9 Constable 4
57 Law Enforcement	1 Constable 5
	2 Medical Examiner
	3 Trust & Agency
	4 Security-Sheriff
58 Corrections & Rehabilitation	1 Inmate Services (Sheriff)
	2 Central Booking (Sheriff)
	3 Davis Co. Jail-Sheriff
	4 Correctional Complex-Del Valle
	5 Community Superv. & Corr.
	6 TC Counseling Center
	7 TCACS
	8 Pre-Trial
	9 County Attorney Programs
59 Juvenile Services	1 Juvenile Defender
	2 Child Protective Services
	3 Juvenile Court
	4 TRIAD
60 Public Health	1 General Health
	2 Emergency Medical Service
	3 Fire Marshall
61 Human Services	1 Human Services
	2 Veterans Service
	3 Trust & Agency

	Activity		Subactivity
62	Transportation & Roads	1	PITD
		2	Road Districts
63	Parks & Recreation	1	PITD (Parks)
		2	Trust & Agency
64	Capital Outlay	1	Cert of Obligation 1987-A
		2	Palm School CO's 1985
		3	Cthouse Remodelg Bds 1982
		4	Jail CO's 1984
		5	CIP Road Bonds
		6	Cert of Obligation 1994A
		7	Perm Improv Bonds 1994A
		8	Capital Aquisition 1995
65	Capital Outlay	2	Cert of Oblig 1992-Construction
		3	Cert of Oblig 1992-Non Construction
		4	Cert of Obligations 1992-Construction
		5	Cert of Obligations 1995
		6	Perm Improv Bonds 1995
		7	
		8	Equipment Acquisition Notes
66	Capital Outlay	1	Cert of Obligation 1989
		2	SWTC Road District No.1
		3	NWTC Road District No.2
		4	NWTC Road District No.3
		5	Perm Improvement Bds 1990
		6	Cert of Obligation 1990
		7	Cert of Obligation 1987
		8	Cert of Obligation 1991
		9	Cert of Obligation 1992-Non Construction
67	Debt Service	1	Limited Tax Ref. Bond 91A
		2	Unlimited Tax Ref. Bonds 91B
		3	Limited Tax Ref. Bonds 92A
		4	Unlimited Tax Ref. Bonds 92B
		5	Cert of Obligation 1992
		6	Cert of Obligation 1992B
		7	Fiber Optics

**CHART OF ACCOUNTS
ACTIVITY/SUB-ACTIVITY**

Activity		Subactivity	
		8	Cert of Obligations 1994A
		9	Perm Improv Bonds 1994A
68	Debt Service	1	Perm Jail Impr CO's 1985A
		2	Unlimited Tax Ref Bds 85A
		3	Limited Tax Ref Bonds 85B
		4	Road Bonds 1986-A
		5	Perm Impr Bonds 1986-A
		6	Perm Impr Ref Bonds 1986
		7	Cert of Obligation 1987
			Road Bonds 1987-A
		9	Cert of Obligation 1987A
69		1	Equipment Acquistn Notes 87
		2	Cert of Obligation 1989
		3	Perm Impr Bonds 1989
		4	Cert of Obligation 1990
		5	Perm Impr Bonds 1990
		6	SWTC Unlimited Tax Ref Bd
		7	C.O.'s 1991
		8	NWTC #2 Road Bonds 1987
		9	NWTC #2 Road Bonds 1989
70	Other Financing Sources	1	Other Financing Uses
80	Reserves	0	Reserves
		1	Reserves

CHART OF ACCOUNT
REVENUES

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
31 Taxes	1 General Government	10 Property Taxes	10 Current Property Taxes
		20 Delinquent Taxes	10 Current Delinquent Taxes
			20 Prior Years Delinquent Tax
			30 Penalty & Interest
		40 Almond Beverage Tax	00
		50 Blago Gross Receipts Tax	00
		60 State Tax	00
		70 Bank Franchise Tax	00
	80 Unclaimed Property Tax Refunds		
	2 Debt Service	10 Property Taxes	10 Current Property Taxes
		20 Delinquent Taxes	10 Current Delinquent Taxes
			20 Prior Years Delinquent Tax
	3 Transportation & Roads	10 Property Taxes	10 Current Property Taxes
		20 Delinquent Taxes	10 Current Delinquent Taxes
20 Prior Years Delinquent Tax			
32 Intergovernmental Revenue	1 General Government	10 Federal Intergov Rev	10 Federal Grants
			30 Admin Cost Fees
			60 State Agency
			70 Local Agency
			99 Other Federal Intergov Rev
			20 State Intergov Revenue
			11 State Grant-1
			12 State Grant-2
			14 TOCA 1
			15 TOCA 2
		20 State Apportionment	
		30 Admin Cost Fees	
		40 Auto Registration Fees	
		99 Other State Intergov Rev	
	30 Local Intergov Revenue	10 Local Grants	
		20 Co. Contribution to Grants	
		30 Admin Cost Fees	
		40 Prior Year Risk Mang Claims	
		99 Other Local Intergov Rev	
	10 Justice system	10 Federal Intergov Revenue	10 Federal Grants

**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			99 Other State Intergov Rev
		30 Local Intergov Revenue	10 Local Grants
			11 Local Grant-1
			20 Co. Contributions to Grants
			99 Other Local Intergov Rev
	1 Law Enforcement	10 Federal Intergov Revenue	10 Federal Grants
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			99 Other State Intergov Rev
		30 Local Intergov Revenue	10 Local Grants
			20 Co. Contributions to Grants
			30 Litter Control Officer-COA
			40 Law Enforcement Services
			99 Other Local Intergov Rev
	4 Corrections & Rehabilitation	10 Federal Intergov Revenue	10 Federal Grants
			20 Mails of Federal Prisoners
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			20 State Aid - Per Capita
			21 State Aid-Supplemental Pd
			40 Special Program Funding
			50 State Grants Reim.
			99 Other State Intergov Rev
		30 Local Intergov Revenue	10 Local Grants
			11 Local Grant-TGCC
			20 Co. Contributions to Grants
			95 Prior Year Revenues (CAFR)
			99 Other Local Intergov Rev
	5 Juvenile Services	10 Federal Intergov Revenue	10 Federal Grants
			1 AFDC
			30 AFDC - Prior Year
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			99 Other State Intergov Rev
		30 Local Intergov Revenue	10 Local Grants

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ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			20 Co. Contributions to Grants
			99 Other Local Intergov Rev
	6 Public Health	10 Federal Intergov Revenue	10 Federal Grants
			20 Medicaid Reimb. 92
			21 Medicaid Reimb. 93
			30 Medicare Reimb. 92
			31 Medicare Reimb. 93
			32 Medicaid Reimbursement
			40 FQHC Medicaid
			50 FQHC Medicare
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			99 Other State Intergov Rev
		30 Local Intergov Revenue	10 Local Grants
			20 Co. Contributions to Grants
			99 Other Local Intergov Rev
	7 Human Services	10 Federal Intergov Revenue	10 Federal Grants
			40 State Agency
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			11 State Grant-1
			12 State Grant-2
			13 State Grant-3 ESGP
			16 State Grant-SLIAG
			99 Other Intergov Rev
		30 Local Intergov Revenue	10 Local Grants
			11 Local Grant-1
			12 Local Grant-2
			13 Local Grant-3
			14 Local Grant-4
			20 Co. Contributions to Grants
			99 Other Local Intergov Rev
	8 Transportation & Roads	10 Federal Intergov Revenue	10 Federal Grants
			30 Administration Cost Fees
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			20 Gasoline Tax Refunds
			30 Federal Road Fund Disb.
			40 Auto Registration Fees
			99 Other State Intergov Rev

**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
		20 Local Intergov Revenue	10 Local Grants
			20 Co. Contributions to Grants
			30 Adm. Fee's
			40 Prior Year Risk Mgmt. Claims
			99 Other Local Intergov Rev
	9 Parks & Recreation	10 Federal Intergov Revenue	10 Federal Grants
			99 Other Federal Intergov Rev
		20 State Intergov Revenue	10 State Grants
			99 Other State Intergov Rev
		30 Local Intergov Revenue	10 Local Grants
			20 Co. Contributions to Grants
			99 Other Local Intergov Rev
33 Charges for Services	1 General Government	10 Fees of Office	10 Fee for Collecting CJ Tax
			11 Fee of Colity Union Dues
			12 Fee for Colity COBIRA Prem
			13 Retained Check Fees
			14 Credit Union Fees
			15 Admin. Cost Fees
			20 Voter Registration Fees
			21 Certificate of Title Fees
			22 Occupation Tax Fees
			23 Wine & Beer Taxes
			24 Sales Tax Fees
			25 Boat Report Fees
			26 Auto Registration Fees
			27 Miscellaneous Fees
			28 Cell Fees -Other Entities
			30 Recording Fees
			31 Certified Copies
			32 TABC Application Fee
			33 Trust Fund Fees
			35 Auction Services
			36 Vital Statistic Report Fee
			37 Record Search Fees
			38 Fees for Copies
			39 Fees for Mailing
			40 Records Mgmt. Preser. Fee
			41 School Guard Crossing Fee
			42 Notary Fees
			43 Security Fees
		20 Commission Revenue	00
		30 Casino from Pay Station	00

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REV:JLW

**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
	2 Justice System	10 Fees of Office	10 Civil Fees-State
			11 Civil Fees-Other
			12 Criminal Fees
			13 Jury Fees
			14 Attorney Fees-Inst
			15 Adoption Fees
			16 Investigat. Fees
			17 Court Reporter Fees
			18 ADRS Fees-District
			19 ADRS Fees-County
			20 ADRS Fees-Probate
			21 Judge Salary Fees
			22 Probate Fees
			23 Mental Health Fees
			24 General TFC-Traffic
			26 Business Domain
			27 Court Clerk Fees
			29 Returned Check Fees
			30 Probate Training Fees
			31 Judge Travel Exp Fee - MH
			32 Atty Ad Litem Fee - MH
			33 Welfare Fraud Fees
			34 Trust Fund Fees
			35 Birth Certificate Fees
			36 Vital Statist Rpt Fees
			37 Record Search Fees
			38 Fees for Copies
			39 Certified Copies
			40 Law Library Fees - Dist.
			41 Law Library Fees - Co. Cl
			42 Law Library Fees -Probate
			43 Sheriff Venue Fees
			44 Legal Research Fees
			50 Breath Testing Fees
			70 Master Fees - Dist Co
			71 Master Fees-Co. Cl
			72 Master Fees-Probate
			73 Judiciary Fees - State
			74 Records Mng. Proscr. Fee
			75 Fax Fees
			76 Security Fees
			77 Direct Draft Fees
	3 Law Enforcement	10 Fees of Office	11 Civil Fees - Other
			12 Criminal
			13 Adoption Fees
			20 Venue (Sheriff) Fees

**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			30 Community Services
			38 Autopsy Reports
			40 Bail Bond Fees
			50 Breath Testing Fee
			51 Testimony Fees
			52 Security Fees
		20 Tullias Fees	00
		30 City Tax Citations	00
		40 Transportation	
		50 Law Enforcement Serv	
		60 DHS Waiver	
		99 PR YR Maxed Entries CAPE	
	4 Correction & Rehabilitation	10 Fees of Office	10 Probation Supervision Fees
			11 Alcohol Evaluation Fees
			12 Federal Bond Fees
			13 Pre-Trial Fees - TCCS&C
			14 Supervision-Child Support
			15 Service Center Fees
			16 Electronic Monitoring Fees
			17 Rehab Treatment Fees
			19 Participant Pyrate
			20 Intervention Program Fees
			21 Drug Education Fees
		20 Tullias Fees	00
		30 County Jail Inmate Fee	00
		40 Law Enforcement Services	00
		50 Concession Revenue	
		60 Concession	
	5 Juvenile Services	10 Fees of Office	00
			10 Investigation Fees
			11 Attorney Fees Reimbursement
			20 Child Sup Adm Fees
			30 Child Placement Fees
			40 Juvenile Prob. Fees
	6 Public Health	10 Fees of Office	10 Septic Tank Inspections
			11 Private Sewage Permits
			12 Engineered Const. Permits
			13 Engineered Adjustments
			14 Permit Renewals
			15 Tank Replacement Permits
			16 Percolation Test Fees
			17 Reinspection Fees

**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			18 Certification Fees
			19 Onsite Sewer Inspection Fees
			20 Septic Tank Review Fees
			21 Lot Evaluation Fees
			30 Junkyard Fees
			31 Food Establishment Permits
			32 Mobile Food Permits
			33 Plan Review
			34 Contract Food Permits
			35 Animal License
		20 EMS Service Fees	10 Patient Fees
			20 Starlight Fees
		50 Hauling to Landfill	00
		40 Hazmat Society Fees	00
		50 Health Services Fees	10 Medicaid
			20 Medicare
			30 Transcript Fees
			40 Patient Fees
			50 Private Insurance
			60 FOHC Patient Fees
	7 Hazard Services	10 Fees of Office	00
			10 Interpreter Fees
		20 Fair Tax Fees	00
	8 Transportation & Roads	10 Fees of Office	10 Subdivision Prelim Fees
			11 Subdivision LongForm Final
			12 Subdivision ShortForm Final
			13 Subdivision Amend & Revisions
			20 Contn A
			21 Contn B
			22 Res A
			23 Res B
			24 Site Dev A
			25 Site Dev B
			26 Driveway
			27 LRA Non-Point
			28 Utility
			25 Auto Registration Fees
			40 Vacation of Easement
			41 Road Name Changes
			42 Inspection Fees

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ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			43 Street Repair Service
		20 Road District Fees	00
		30 Hauling Fees • Landfill	00
	9 Parks & Recreation	10 Fees of Office	00
		20 Park Fees	10 Entrance
			20 Softball Field
			30 Shelter Rental Fees
		30 Concession Revenue	
35 Fines	1 Justice System	10 Fines	
		20 Bond Forfeitures	10 Security Fees
			20 Records Mang Fee
	2 Law Enforcement	10 Fines	00
36 Interest Income	1 General Government	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificates of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			55 Mutual Fund-Texpool
			56 Trust Pool
			60 Mutual Funds
			65 Rebate Fees
			66 Trust Fees Reimb.
			70 Municipal Bonds
			80 Pooled Cash/Invest
			89 Other Short-Term Invest
		30 Long-Term Investments	00
		40 Interest Refund	
		50 Interest Dist. Clerk	
	2 Justice System	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificates of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			56 Trust Pool
			60 Mutual Funds
			70 Municipal Bonds

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			80 Pooled Cash Invest
			99 Other Short-Term Invest
		30 Long-Term Investments	00
	3 Law Enforcement	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificates of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			60 Mutual Funds
			70 Municipal Bonds
			80 Pooled Cash Invest
			99 Other Short-Term Invest
		30 Long-Term Investments	00
		30 Long-Term Investments	00
	4 Corrections & Probation	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificates of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			60 Mutual Funds
			70 Municipal Bonds
			80 Pooled Cash Invest
			99 Other Short-Term Invest
		30 Long-Term Investments	00
		90 Other	10 Barnes, Landes, Volske
	5 Juvenile Services	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificates of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			60 Mutual Funds
			70 Municipal Bonds
			80 Pooled Cash Invest
			99 Other Short-Term Invest
		30 Long-Term Investments	00

**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
	6 Hazard Services	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificate of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			60 Mutual Funds
			70 Municipal Bonds
			80 Pooled Cash Invest
			99 Other Short-Term Invest
		30 Long-Term Investments	00
	7 Debt Service	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificate of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			60 Mutual Funds
			70 Municipal Bonds
			80 Pooled Cash Invest
			99 Other Short-Term Invest
		30 Long-Term Investments	00
		40 Interest Refund	
	8 Transportation & Roads	10 Current Investments	10 Demand Accounts
		20 Short-Term Investments	10 Certificate of Deposit
			20 Repurchase Agreements
			30 US Treasury Instruments
			40 Commercial Paper
			50 Agency Discount Notes
			60 Mutual Funds
			70 Municipal Bonds
			80 Pooled Cash Invest
			99 Other Short-Term Invest
		30 Long-Term Investments	00
	9 General Health	20 Short-Term Investments	80 Pooled Cash Invest
37 Amortization	1 General Governmental	10 Premium on Investments	00
		20 Discount on Investments	00

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**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT				
2	Justice System	10	Premium on Investments 00				
		20	Discount on Investments 00				
3	Law Enforcement	10	Premium on Investments 00				
		20	Discount on Investments 00				
4	Corrections & Rehabilitation	10	Premium on Investments 00				
		20	Discount on Investments 00				
5	Juvenile Services	10	Premium on Investments 00				
		20	Discount on Investments 00				
6	Human Services	10	Premium on Investments 00				
		20	Discount on Investments 00				
7	Debt Service	10	Premium on Investments 00				
		20	Discount on Investments 00				
38	Miscellaneous Revenue	1	General Government	10	Sales	10	Sale of Property
				20		20	Sale of Equipment
				30	Sale of Printed Materials	30	
				40	Sale of Computer Gen Info	40	
				20	Other Revenue	10	Refunds
						11	Gifts & Contributions
						12	CAPSO Contributions
						20	Oil Leases & Royalties
						21	Grazing Lease Income
						22	Public Parking
						30	Restitution - Probationers
						40	Subrogation Reimbursements
						50	Included Refunds
						99	Miscellaneous Collections
				30	Premiums	10	Accident/Health - Employee
						11	Dental - Employee
						12	General Liability - Employee
						13	Automotive Liab - Employee
						14	Warden's Corporate - Employee
						15	Flex Spend - Dep Care - Employee
						16	Flex Spend - Unempl/Ret - Empl
						20	Accident/Health - County
						21	Dental - County
						22	General Liability - County
						23	Automotive Liab - County
						24	Warden's Corporate - County
						25	Flex Spend - Dep Care - County

**CHART OF ACCOUNT
REVENUES**

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
			26 FlexSpnd-Uttersh Model Co
			27 Cobra Health Contribution
			28 Retiree Health Contribution
			29 Retiree Health Contrib-County
			30 Tort Liability
			31 Unemployment
			32 General Insurance
			33 Indemnity Fin Refunds
		40 Leasing of Equipment	00
		50 Rent Revenue	10 Land Rent Revenue
			20 Buildings Rent Revenue
			30 Farmer's Market Rent
		60 Grants-Development Corps	
		70 Law Suit Settlements	10 Manville Prop Damage-Jur Crt
			20 Manville Prop Damage-Crthse
			30 Dist. Clerk Trust Acctg.
	2 Justice System	10 Other Revenue	10 Refunds
			12 Jury Contributions
			30 Restitutions/Rebates
			40 Restitutions/Attorney Fees
			99 Miscellaneous Collections
		20 Wage Work Study	00
		30 Contracts	10 Courtes Justice Ctrt Court Oversight
			20 Operations-Workshop
	3 Law Enforcement	10 Other Revenue	10 Refunds
			99 Miscellaneous Collections
	4 Corrections & Rehabilitation	10 Other Revenue	10 Refunds
			99 Miscellaneous Collections
		20 Work Release Program	00
	5 Juvenile Services	10 Other Revenue	10 Refunds
			11 Gifts & Contributions
			99 Miscellaneous Collections
		20 Child Support	00
		30 Social Security Refunds	00
		40 Social Security, SSI, VA	00

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CHART OF ACCOUNT REVENUES

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
	6 Public Health	10 Other Revenue	10 Refunds
			11 Gifts & Contributions
			99 Miscellaneous Collections
		20 Sales Revenue	10 Sale of Printed Material
		30 Grants-Dev. Cap.	00
	7 Hazardous Services	10 Other Revenue	10 Refunds
			11 Gifts & Contributions
			12 Jaror Contributions
			99 Miscellaneous Collections
		20 Grants-Development Cap.	00
		30 Donations-SUG	00
	8 Transportation & Roads	10 Sales Revenue	10 Acuro
			20 Culvert Pipe
			30 Maxilon
			40 Water Sales
			50 Mags
			60 Sale of Printed Material
			70 Sale of Printed Equipment
			80 Sale of Property
		30 Rent Revenue	00
		30 Other Revenue	10 Refunds
			30 Asphalt Density Penalty
			30 Excess Weight Fees
			40 Restitution
			99 Miscellaneous Collections
	9 Parks & Recreation	10 Other Revenue	10 Refunds
			11 Donations/Contributions
			30 Restitution Prohibitions
			99 Miscellaneous Collections
		20 Rent Revenue	00
39 Miscellaneous Revenue	1 Debt Service	10 Other Revenue	10 Refunds
	2 Capital Projects	10 Other Revenue	
40 Other Financing Sources	1 Capital Projects	30 Law Suit Settlements	00
	2 Sale of Bonds	20 Perm Inspror Bond 1994A	
		20 Perm Inspror Bond 1995	

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REV12/94

CHART OF ACCOUNT
REVENUES

ACTIVITY	SUBACTIVITY	ELEMENT	OBJECT
	3 Sale of Cert of Obligats	10 C.O.'s 1991	
		20 C.O.'s 1992	10 Non Construction
			20 Construction
			30 Pension on Sale of C.O.
		30 C.O.'s 1992B	
		40 Certificate of Obligation 1994A	10 Equipment & Capital Projects
			30 CIP
		50 Certificate of Obligation 1998	10 Equipment & Capital Projects
			20 Executive Office Building
	4 Equip Acq by Capital Loan		
	5 Equip Acq by Other Debt		
	6 Proceeds Refunding Bonds		
	7 Operating Transfers In	10 Transfer From General Fd	00
		20 Transfer from CAPSO	00
		30 Transfer from DAFSO	00
		40 Transfers From Employer	00
		50 Transfer from Other Funds	01 Official Fees
			25 Performance Rewards
			28 Co Clerk Rec Mng & Proccr Pa
			30 Cash Bond Fund
			31 Courthouse Security Fund
		60 Transfer from Bond Funds	00
		70 Transfer from Road&Bridges	00
		80 Transfer from Park Fund	00
		90 Transfer from Self Insurance	
		91 Transfer from Counseling Cntr	
		92 Transfer from Other Div/Div	10 CSCD Per Capita
			20 Community Correction

Subchapter B. Travis County Debt Policy

21.002 [Purpose]

The purpose of this policy is to provide guidelines for the Commissioners' Court in deciding whether to issue additional debt and to attempt to keep the debt issuance of the County within established limits.

21.003 [General Approach to Debt]

General Approach to Debt. Travis County will maintain a prudent approach to the issuance of debt that includes the following:

- (1) Travis County will ensure that necessary services are provided in this community in a timely and sufficient manner using current revenues.
- (2) Travis County will ensure that necessary equipment and facilities are provided to County departments in a timely manner using the most frugal method of payment available for such expenditures.
- (3) Routine purchase and replacement of capital equipment and furniture and "down payments" on larger capital projects will be financed through the establishment of a Capital Acquisition Fund from current operating revenues. This fund will be gradually increased as existing funds become available and as economic circumstances allow, to eventually eliminate the need for issuing debt or entering into any other financing arrangement for recurring operating equipment purchases.
- (4) Sale of bonds or certificates of obligation will follow general market conventions assuring the best interest rate deemed possible at the time, as determined by the Commissioners' Court, based upon advice from the County's financial advisors.

21.004 [Long-Term Debt]

- (a) The Travis County Commissioner's Court will not issue long-term debt (with a repayment period in excess of five years) without the approval of such bond issue by the voters at an election, except under the following circumstances:
 - (1) The expenditure is legally required of the County, where penalties or fines could be imposed on the County if the expenditure is not made.
Or,
 - (2) The issuance of the debt results in an actual overall tax savings to the voters during, at least, the life of the bonds.
Or,
 - (3) The voters have previously approved the issuance of general obligation bonds but, for legal reasons, certificates of obligation must

be substituted for such bonds in order to carry out the voters' authorization.

21.005 [Capital Expenditures]

Capital expenditures, particularly those involving the issuance of debt, will be approved only in the context of multi-year planning by the County.

21.006 Process to Determine Needs

- (a) Expenditures for capital improvements and equipment will be requested, justified and approved, specifying the recommended method of finance for such expenditures as part of the annual County budget process, prior to budget adoption.
- (b) Each year as part of the budget process, the office preparing the County Budget will prepare a separate annual debt report analyzing all requests for expenditures which are proposed to be financed with debt. The report will explain: (1) the importance of making each of the expenditures and the impact if the expenditure is not made, (2) why debt financing was recommended (as opposed to other methods of payment) and how that recommendation relates to these debt policies, (3) the impact the proposed new debt will have on the County's debt service tax rate and an analysis of such impact on the average county taxpayer, and (4) the impact of the issuance of the proposed County debt in light of the general obligation debt of other taxing entities in Travis County (schools, cities, special districts).
- (c) Building renovation or construction projects will be reviewed and assessed by the Facilities Engineer prior to consideration by the Commissioner's Court.
- (d) The Public Improvements and Transportation Department will review and assess any project which includes roads, drainage or parks prior to consideration by the Commissioner's Court.
- (e) The Commissioners' Court will decide which projects will be undertaken, the timing of those projects and the source of funding to be provided for accomplishment of those projects.

21.007 Debt Policies

- (a) A debt service reserve of at least 10% of total debt service requirements for the current fiscal year will be maintained to ensure availability of funds to meet the debt service payments in the event of tax revenue shortfalls.
- (b) The term of any debt should not exceed 20 years, and should never exceed the useful life of the asset, or the weighted average useful life of a group of assets when multiple assets are funded in a single issue.
- (c) Except in the case of revenue producing facilities, debt will no be issued for the purpose of making debt service interest payments. If interest

capitalization becomes necessary, it will only be used for three years or the period of the construction phase, whichever is the shorter period.

- (d) Delays in repayment of principal will be part of the debt structure only if in a particular circumstance such delay is seen to be in the County's best financial interest.
- (e) Interest earnings on bonds which have been sold will be retained in the project until that project is completed. Funds unneeded for the project after its completion will be deposited in the Interest and Sinking Fund in order to mitigate the need to increase the debt service tax rate. Excess funds will not be allowed to increase the scope of the original project without additional justification and analysis.
- (f) Optional debt redemption shall be provided for, based upon the advice of the County's financial advisor.
- (g) Until the Capital Acquisition Fund is fully operational, Travis County will maintain a ratio of annual short-term debt service payments to total debt service of 25% or less, and short-term debt service payments to total General Fund expenditures of 5% or less.
- (h) Guidelines in the form of industry-standard ratios will be reviewed in conjunction with each debt issuance in order to provide a framework within which to view overall Travis County debt. Those guidelines ratios include:
 - (1) Net bonded debt to assessed valuation should not exceed the range of 1.0%-1.5%.
 - (2) Net bonded debt to population should not exceed \$ 500 per capita.
 - (3) Debt service to total expenditures (operating expenditures and debt service combined) shall be reduced to achieve a level of approximately 20% or less within ten years.
 - (4) A total debt target of 5% of market value for all overlapping debt in Travis County (county, city, school district and other) will be established, in concert with cooperative efforts toward sharing this goal with the other debt-issuing entities.

Chapter 34. Vehicle/Heavy Equipment Replacement Policy¹

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34.001 Executive Summary²

- (a) This policy integrates previously unwritten policies of Travis County departments with the best policies and recommendations of several state, county, and city governments. It addresses:
- (1) Centralized Data Collection & Dissemination
 - (2) Effective Fleet Maintenance & Repair Program
 - (3) Vehicle/Equipment Replacement Criteria
 - (4) Specifications for New Fleet Purchases
- (b) The data collection & dissemination software package is a vital foundation to all the other components of the policy. The package is installed and being debugged.
- (c) Once on-line, this software package will provide the data to establish an effective maintenance and repair program.
- (d) The policy establishes maximum shop turnaround times of 3 working days for primary (patrol) vehicles, and 7 working days for Secondary vehicles.

¹ Chapter 34 was replaced by Travis County Commissioners Court on 3/28/1995 and amended 3/30/1999, Item #1.

² Section 34.001 was amended 3/30/1999, Item #1.

- (e) Improvements in the fleet will dictate increased levels of expertise in our mechanics, and may eventually require the need for Master Mechanic Certification. Training funds must be provided to obtain the advanced training this will require.
- (f) Replacement criteria are to optimize vehicle life-cycle costs. Off-road equipment and on-road vehicles greater than 1 ton, are considered separately. A comprehensive chart is provided to specify those criteria. Other fleet vehicles are classified as either Primary or Secondary. This policy allows a vehicle to be eligible for replacement at the following times:
 - (1) Primary 60 - 70,000 miles, 3 years, and cumulative repair cost = 50% of initial cost
 - (2) Secondary 75 - 85,000 miles, 7 years, and cumulative repair cost = 50% of initial cost.
- (g) This will be the third of a four year phase-in period. The phase-in period was selected to avoid a large outlay in its early years of operation. The fleet count, reported at 541 last year, was increased by 4 with Commissioner's Court action last year which approved assignment of used pickup trucks to each of the Human Services rural offices. This year's count totals 569. As with the change in last year's count, some of this apparent increase is a result of better accounting rather than an actual increase in the fleet.
- (h) In the event of replacement due to total loss, the Capital Acquisition Reserve shall be used to fund the balance of replacement cost, after the payment of actual cash value from the Self-Insured Risk Fund.

34.002 Travis County Vehicle/Heavy Equipment Replacement Policy³

- (a) Overview. The purpose of this document is to continue a comprehensive Vehicle/Equipment Replacement Policy in Travis County. The policy it establishes takes into account the need for any program which Travis County undertakes to be both financially sound and economically prudent. In addition, it recognizes the need for all County vehicles to be reliable and available for use to carry out the County's many and varied services to its constituents.
- (b) An integral and complementary component of this policy is the requirement for an effective County-wide Fleet Maintenance Program which encompasses both preventative maintenance and cost effective and timely repair for those vehicles which are in need of unscheduled service.
- (c) This policy further recognizes the need to expeditiously replace total loss vehicles and heavy equipment in order to maintain a department's productivity. The Self-Insured Risk Fund pays the actual cash value (original vehicle cost less diminished value), and the balance of the cost of a new

³ Section 34.002 was amended 3/30/1999, Item #1.

replacement vehicle or heavy equipment is funded from the Capital Acquisition Reserve.

34.003—Background

~~Travis County has seventeen (17) departments which use County vehicles to carry out their daily missions. This policy addresses all types of vehicles and equipment used by the various departments in their day-to-day operations including the heavy road equipment used by PITD in roadway and bridge maintenance. The following table identifies the departments which use County vehicles and the programmatic functions which require vehicle use.~~

~~Travis County Vehicle User Departments and Vehicle/Equipment Use Overview~~

Department	Vehicles	Use/Needs	No	Chg
PITD	Trucks, Jeeps,	General Administration, Park Patrols, Inspections of	155	+2
Sheriff	Heavy Road	construction sites, Environmental Investigations, Maintenance	260	+18
Const. Pct. 1	Equip.	of Roads & Bridges, Road Hazard Emergency Response	7	-3
Const. Pct. 2	4-door Sedan,	Investigations & Processing, Uniform Patrol, Transportation of	6	-0
Const. Pct. 3	Trucks, Buses	Prisoners	10	+6
Const. Pct. 4	4-door Sedan	Civil Process, Law Enforcement	4	-0
Const. Pct. 5	4-door Sedan	Civil Process, Law Enforcement	30	-0
Gen. Services	4-door Sedan	Civil Process, Law Enforcement	32	-0
District Atty	4-door Sedan	Civil Process, Law Enforcement	13	-0
Health	4-door Sedan	Civil Process, Law Enforcement	29	+5
Human Svcs	Trucks, Jeeps,	Building, Vehicle, Computer, Telephone, Copier, and other	14	-0
EMS	Sedans, Vans	equipment Maintenance & Repair	1	-0
County Atty	4-door Sedan	Investigations	2	-0
Med Examiner	Trucks, Vans	Septic System Inspections, General Environmental	4	-0
Purchasing	4-door Sedan,	Investigations, Animal Control	0	-1
Info Systems	pickup truck	Client Transportation of the disabled and elderly	1	-0
Juvenile Court	Truck	STAR Flight maintenance	1	+1
	4-door Sedan	Criminal Investigations		
	Vans	Transportation to Medical Emergencies		
	4-door Sedan	County Inventory Process (loaner vehicle)		
	Minivan	Equipment Maintenance		
	Van	Transport juveniles		
		————— TOTAL —————	569	+28

34.004—History

~~(a) Until April 21, 1992, Travis County had no comprehensive vehicle replacement or preventative fleet maintenance program. The previous lack of a cohesive program resulted in various fleet maintenance/replacement problems County-wide. Consequently, each department attempted to address its fleet management needs individually in order to carry out its mission. However, despite their best efforts, frequent repairs and associated downtime ultimately affected service delivery.~~

~~(b) A primary goal of the Vehicle Users Committee was and is to identify common fleet needs of County departments and combine the most effective solutions with solutions which have proven successful for other governmental agencies.~~

(c) ~~The committee surveyed several other agencies about their vehicle replacement policies in an effort to incorporate the best alternatives from each into the Travis County policy. The following table summarizes the updated results of this survey.~~

34.005 — Vehicle Replacement Policies of Other Agencies

Agency	Replacement Policy	Comments
City of Austin	Administrative: 10- years or 72,000 miles. Patrol: 3 years or 75,000 miles.	i) Policy currently in draft form ii) Patrol cars average 3,400 miles/month (40,000+ / year) iii) In practice, Patrol cars replaced 24-30 months with 85-95 K-mi. iv) Retired Patrol cars sold, not filtered down. v) Diesel vehicles replaced at 8 yrs/130,000 miles.
Department of Public Safety	10 years or 80,000 miles	vi) No written policy vii) Patrol cars average 2,500 miles/month (30,000/year) viii) Replacement funding through legislative appropriation
Texas Department of Transportation	Varies by vehicle Based on Age & mileage, repair hist	ix) Performed comprehensive survey of all 50 states in 1988 x) Developed In-House System for all 17,000 units in Fleet. xi) Uses a computer model to forecast replacement year prior to meeting actual requirements.
Harris County	N/A	xii) Don't have sufficient funds to replace all identified vehicles. xiii) No policy currently in place xiv) Began charging user departments in FY92 to fund replacements. xv) Average vehicle retirement: Patrol cars 125 to 150,000 miles; Administrative 125,000 miles. xvi) Due to funding problems, some vehicles over 200,000 miles
Dallas County	90% replaced at 150,000 miles	xvii) Patrol Vehicles average 7,000 miles/month (84,000 /year) xviii) In FY94 vehicle replacement funded through General Fund.
LGRA	N/A	xix) No written policy. xx) Developed In-House data base system for Fleet Maintenance.
Tarrant County	25% of Sheriffs Dept Vehicles replaced annually.	xxi) Vehicles average 125,000 miles/year; (24hr use) xxii) Other County vehicles rotated through system xxiii) Funding accomplished through Certificates of Obligation
Dade County	Replacement based upon cost per mile, age and mileage criteria.	xxiv) Centralized Fleet Management Program where Individual Departments "Lease" Vehicles from Centralized Fleet Management. xxv) Typically, administrative vehicles replaced at 6 years or 75,000 miles; patrol vehicles at 100,000 miles. xxvi) Uses a revolving fund to purchase new vehicles.

34.006 Policy Needs

- (a) To implement an effective vehicle/equipment replacement policy and correct deficiencies, the committee identified several areas of need which are addressed in this policy:
 - (1) Centralized Data Collection and Dissemination
 - (2) Effective Fleet Maintenance & Repair Program
 - (3) Vehicle/Equipment Replacement Criteria
 - (4) Specifications for New Fleet Purchases. Each one of these areas contributes to an effective overall Fleet Management Program and is an integral component of a comprehensive policy.

- (b) Centralized Data Collection and Dissemination
 - (1) To implement an effective long range fleet management program, a comprehensive data collection and distribution system must first be put into place. In the course of preparing this policy, the committee learned that there were many separate data collection programs being used by departments in the County. This scattered approach resulted in some redundancies, while other data collection needs were not addressed.
 - (2) To resolve this problem, prior to the inception of the Vehicle Users Committee, the General Services (GSD) and Public Improvements & Transportation (PITD) Departments began working to obtain a Computerized Fleet Maintenance Management Program (FMMS) for Travis County. It remains the consensus of the committee that implementation of such a program, county-wide, will provide the County with the necessary data to make informed decisions regarding vehicle/equipment replacement.
 - (3) Two years and countless man hours have now been invested in extensive research and investigation to determine the best possible system for Travis County. Our personnel joined forces with the City of Austin to prepare and publish an extremely detailed joint RFP. Although no joint solution resulted, working with the city on the RFP contributed greatly to our knowledge base. The evaluation that followed included acceptance tests (demonstrations), business functionality, vendor corporate viability, vendor support, site visits and telephone interviews, interface solution, vendor commitments, preparation installation & maintenance, and overall evaluated cost. Altogether, 18 county employees made 3 separate trips to 4 sites in Texas, and 1 site in Florida, to evaluate Fleet and Work Order software. The software was installed last year, and is currently being debugged.

- (c) Effective Fleet Maintenance & Repair Program

- (1) The second need the committee identified is that of an effective fleet preventative maintenance program. The data collection and distribution system is a vital component of this process. Information from the FMMS will enable County departments to have the necessary data to determine when a vehicle is due for routine maintenance. This should result in fewer costly repairs, less downtime, and ultimately, should yield better service to the County constituency.
- (2) Increased shop staffing at the Smith Road location in FY92, has proven effective in reducing fleet downtime. To keep work backlog at a minimum, GSD uses the following as a guide for unscheduled repairs. Vehicles which cannot be repaired in the specified time are considered for repair by an outside vendor.

	Primary	Secondary
Maximum Shop Turnaround Time	3 working days	7 working days

- (3) With newer vehicles and equipment being introduced into the inventory, higher levels of expertise and more sophisticated diagnostic equipment are required to keep up with changing technology. These changes require that County mechanics continue to receive advanced training and may eventually include the need for Master Mechanic Certification. This will necessitate continued support in the appropriate annual budget line items.

(d) Vehicle/Equipment Replacement Criteria. Vehicle and equipment replacement criteria are vital to the successful and efficient completion of county business. The committee identified factors which optimize life-cycle vehicle costing. These factors indicate when to cost effectively replace vehicles to provide the number and quality of vehicles for the required level of service.

(e) Specifications for New Purchases

- (1) According to a Vehicle Replacement Report from Dade County, Florida, their experience has shown that low quality vehicles with a low initial cost prove to be more costly over the long run.
- (2) It is the consensus of the committee that the long-range benefits to purchasing quality vehicles outweighs any initial savings the County might realize from purchasing the least expensive alternatives. In addition, long range planning of vehicle/equipment replacement means that the County can plan on purchasing similar models of vehicles in subsequent years, thereby minimizing the need for specialized mechanical training. This should also allow the County to stock more parts, thereby speeding the repair process.

(f) Alternative Fuel Vehicles

- (1) Alternative fuel vehicles (AFVS) are fast becoming a way of life in Travis County. On December 21, 1993, Commissioner's Court approved an AFV policy which is reproduced on page 20 of this

document. The Policy requires increasing levels of participation, and that by model year 2001, 70% of all new vehicle acquisitions be AFVs.

- (2) Additionally, Travis County recently joined a new program to encourage AFV use. On April 18, 1994, we joined the City of Austin and 27 other local government, business and community organizations in signing a memorandum of understanding making Austin the 8th city in the country and the first city in the state of Texas to join "Clean Cities Austin." This new federal program supports and encourages the use of AFVs to keep our air cleaner and reduce our dependence on foreign oil supplies.
- (3) AFVs are currently in use by several County departments. In addition to the benefits of cleaner air and reduced dependence on foreign suppliers, these fuels offer potential increased engine life and lower maintenance costs. As a bonus, the State of Texas has eliminated the 20¢ per gallon tax on both Compressed Natural Gas (CNG) and Liquid Propane Gas (LPG) fuels.

- (g) Exception to Policy. Attachment A is a copy of a December 5, 1991 memorandum regarding Planning for Corrections Vehicles. This memo outlines a plan which makes use of Inmate Labor and a Corrections' parts line item as part of their ongoing vocational/rehabilitation programs to maintain and repair all County Corrections Vehicles. The social and economic benefits of this Inmate Labor program still merit support. If this program meets with the continued approval of the Commissioners Court, the Corrections vehicles will continue to be exempt from the Fleet Maintenance and Repair Program, but subject to all other guidelines outlined herein. The committee continues to support this concept.

34.007 Vehicle Replacement Policy

- (a) Travis County's model for vehicle replacement is based on the following criteria:

- (1) Age of Vehicle
- (2) Mileage
- (3) Repair History
- (4) Expertise and knowledge of the Departmental Fleet Coordinator

These criteria have proven to be most effective for those agencies which have a successful vehicle replacement policy in place. This model is based both on sound statistical analysis and empirical evidence which takes into account the above factors and provides the most economically prudent replacement policy. The criteria are to be used as indicators by the departmental fleet coordinator when evaluating a vehicle for replacement.

- (b) Vehicle Categories

- (1) Travis County vehicles fit into one of three vehicle categories, as follows:
 - (A) Primary
 - (B) Secondary
 - (C) Auxiliary
- (2) Primary vehicles must be in the highest working order at all times. Any downtime in this category will adversely impact a County function of vital importance. Primary vehicles respond to citizens' needs which are of immediate consequence, are life threatening, or involve serious impact to human safety.
- (3) The following County Programs have been determined by the committee to fall in the Primary category: Sheriff's Patrol Vehicles
- (4) The Secondary category includes those vehicles which are not Primary or Auxiliary. These are vehicles used in non-life-threatening County functions. Downtime for these vehicles will, never-the-less, impact County service to its constituents.
- (5) The Auxiliary category is for those vehicles which have met all three criteria for replacement but which the Departmental Fleet Manager has determined may still be useful. These vehicles will be identified as a pool of loaner vehicles to be used when assigned vehicles are in the shop for repair. The size of any pool will be very closely controlled. Beginning in FY93, vehicles to be assigned to a pool must be approved by the Vehicle Users Committee. The personal experience of the Departmental Fleet Coordinator in assessing the continued viability of a vehicle in this category will be the main factor in the success of the vehicle loaner pool program. The total number of auxiliary vehicles within a department which has more than fifty vehicles will not exceed 10% of that department's total vehicle fleet. GSD will maintain a pool of non-specialty vehicles for departments with less than fifty vehicles.

(c) Age of Vehicle

- (1) It is important to recognize that vehicle utilization in different County programs places varied demands on the vehicles. Sheriff's Patrol vehicles for example, which are used for high speed pursuit, are burdened at a much greater stress level than vehicles used by the Human Services or Health Departments.
- (2) As a consequence of these varied demands, the policy takes a three-tiered approach when evaluating the age of a vehicle in consideration for replacement. County vehicles will be eligible for replacement as follows:

Category	Replacement Age
- Primary	3 years

- Secondary 7 years
- Auxiliary N/A

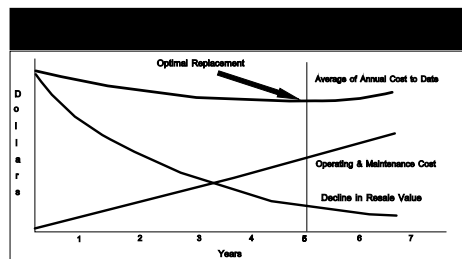
(d) Mileage

- (1) The second criteria for replacement consideration is mileage. Experience has shown that once a Primary vehicle approaches and exceeds 60,000 to 75,000 miles, its reliability in carrying out the missions of Travis County becomes substantially reduced. There is frequently a significant lag period between the time when a vehicle is tagged for replacement and when the vehicle is actually replaced. The Committee recommends that primary vehicles be tagged for replacement when they reach 60,000 + miles. This is to ensure that a properly functioning fleet is always available to carry out the County's varied missions.
- (2) County Vehicles in the Secondary category have a mileage replacement criteria of 65,000 - 85,000 miles, while those in the Auxiliary category will be assessed again on an individual basis by the Departmental Fleet Coordinator.

(e) Repair History

- (1) A vehicle which requires frequent and costly repairs should be considered for replacement even if the age and mileage are low. The Texas Department of Transportation published an Equipment Management Study which recommends replacement of a vehicle when average annual costs to date are at a minimum. This concept is illustrated in a generalized Optimum Replacement Point graph, below, which compares resale, operating and maintenance, and average annual costs of vehicles. They also use a cumulative repair cost percentage of 50% of original purchase price to determine the most economically effective time for vehicle replacement.

OPTIMUM REPLACEMENT POINT



- (2) The data required to perform either the Optimum Replacement Point or the Replacement Factor analysis is currently not available. However, implementation of the Computerized FMMS will allow us to gather sufficient information to complete a vehicle specific detailed analysis. Each vehicle can then be individually scrutinized for replacement.

(f) Policy Implementation

- (1) During an annual vehicle inventory to be taken in March of each year, all the vehicles in the County fleet which meet one, two, or all three of the replacement criteria will be identified. Those vehicles which meet one or two of the criteria will then be further assessed by the Departmental Fleet Coordinator, who will, by physical inspection, determine if the vehicle should be proposed for replacement when funds are identified.
- (2) Vehicles which are identified as meeting all three criteria will be eligible for replacement. The departmental Fleet Coordinator may determine that although a vehicle has met all the replacement criteria and may no longer be dependable, it still has some value as a loaner vehicle. As has been indicated, this will be done on a case-by-case basis.
- (3) The following table summarizes the vehicle replacement criteria:

VEHICLES	USAGE MILES	AGE	REPAIR COSTS	FY94 *Vehicle Cost
SHERIFF PATROL SEDAN	60 - 70,000	3	50 %	\$13,500
EMS TRUCK	75 - 85,000	7	50 %	\$15,000
SEDANS	75 - 85,000	7	50 %	\$12,500
PICKUP TRUCKS	75 - 85,000	7	50 %	\$15,000
4 WHEEL DRIVE/UTILITY - Lite Duty	75 - 85,000	7	50 %	\$18,000
4 WHEEL DRIVE/UTILITY - Heavy Duty	75 - 85,000	7	50 %	\$20,000
CREW CABS < 1 TON	75 - 85,000	7	50 %	\$21,000
UTILITY BED - 1 TON	75 - 85,000	7	50 %	\$21,000
VANS	75 - 85,000	7	50 %	\$18,000

*Replacement costs are based on State vehicle contract prices paid during FY94.

Accessories (light bar, bed liner, tool box, etc.) may add up to \$1,500 to prices listed.

34.008 Additional Costs of Alternative Fueled Vehicles

VEHICLE	COST
Compressed Natural Gas Conversions:	
Sedan	\$3,550.00
Pickup Truck	\$3,499.00
Propane Conversions:	\$2,000.00
Sedan	\$1,600.00
Pickup Truck	
Dedicated Compressed Natural Gas (add-on expense):	
{ none available at the time of this printing }	

34.009 Heavy Road & Bridge Equipment

EQUIPMENT	USAGE MILES/ HOURS	AGE	REPAIR COSTS	FY 94 Replacement Cost
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BUS, DIESEL	150,000 mi	10	50 %	\$ 40,000
TRUCKS < 2 1/2 TON	140,000 mi	10	100 %	\$ 39,000
DUMP, SINGLE REAR AXLE, 29000 - 42900 GVWR	150,000 mi	9	100 %	\$ 49,000
DUMP, TNDM REAR AXLE, 43000 GVWR & GRTR	100,000 mi	8	100 %	\$ 54,000
TRUCKS TANK	100,000 mi	8	100 %	\$ 54,000
TRUCK WITH WATER TANK	140,000 mi	10	100 %	\$ 45,000
TRUCK WITH TAP/EMULSION TANK	150,000 mi	9	100 %	\$ 80,000
TRUCKS 2 1/2 to 8 TONS	150,000 mi	7	100 %	\$ 85,000
DUMP, SINGLE REAR AXLE, 29,000 - 42,900 GVWR	N/A	N/A	N/A	
DUMP, TNDM REAR AXLE, 52,000 GVWR	N/A	N/A	N/A	
TRUCK TRACTOR, TANDEM REAR AXLE, ALL GVWR	N/A	N/A	N/A	\$ 60,000
OTHER TRUCKS	N/A	N/A	N/A	\$ 75,000
FOUR WHEEL DRIVE UTILITY	N/A	N/A	N/A	\$ 90,000
LIGHT DUTY > 9,000 GVWR	N/A	N/A	N/A	\$115,000
15,000 to 18,900 GVWR	N/A	N/A	N/A	\$ 80,000
21,000 to 25,400 GVWR	N/A	N/A	N/A	\$ 90,000
25,500 to 28,900 GVWR	4,000 hrs	8	50 %	\$125,000
29,000 to 38,900 GVWR	8,000 hrs	10	100 %	\$100,000
> 39,000 GVWR	5,000 hrs	8	50%	\$180,000
TRASH COMPACTOR	6,000 hrs	10	100 %	\$ 35,000
BLADES	6,000 hrs	13	100 %	\$ 45,000
GRADER, MOTOR, CLASS I, < 79 H.P.	4,000 hrs	13	100 %	\$ 65,000
GRADER, MOTOR, CLASS II, 80 to 124 H.P.	6,000 hrs	13	100 %	\$ 50,000
GRADER, MOTOR, CLASS III, 125 to 149 H.P.	4,000 hrs	12	50 %	\$ 12,000
GRADER, MOTOR, CLASS IV, > 150 H.P.	5,000 hrs	10	100 %	\$ 50,000
LOADERS	3,000 hrs	13	100 %	\$150,000
PNMTC, TRD.INTE-GRAL, 5200 to 6699 LB OP CAP	3,000 hrs	13	100 %	\$150,000
PNMTC, TRD.INTE-GRAL, 6700 to 8000 LB OP CAP	2,000 hrs	15	50 %	
PNMTC, TRD.INTE-GRAL, > 8001 LB OP CAP	2,500 hrs	12	50 %	
CRAWLER, 2+ CUBIC YARDS	1,500 hrs	10	50 %	
DOZERS	2,000 hrs	15	50 %	
TRACTORS	N/A	N/A	N/A	
ROLLERS	3,000 hrs	11	100 %	
FLATWHEEL, SLF PRP 4-6 TON W/PNMTC TRS.	hrs	N/A	N/A	
PNEUMATIC TIRED, SELF PROPELLED, 12 Ton	N/A			
FLATWHEEL, VIBRATING, SELF PROPELLED				
FLATWHEEL, VIB., SELF PROP W/PNMTC TIRES				
TAMPING, SELF PROPELLED				
VIBRATING, SELF PROPELLED				
GRID, TOW TYPE				
CHIP SPREADER				
AGGREGATE, SELF PROP.				
RECYCLER				
SCAPER, ELEVATING, W/INTEGRAL TRACTOR				
ASPHALT, PORTABLE				
<i>Heavy Road & Bridge Equipment (cont.)</i>	USAGE		REPAIR	FY 94
EQUIPMENT	MILES/	AGE	COSTS	Replacement
	HOURS			Cost
EXCAVATORS/GRADE ALL				

HINGED BOOM, PNEUMATIC TIRED CARRIER	7,000 hrs	10	50 %	\$140,000
TLSCP BM, CAR MT, CLS II, SGLE AXLE 4x4	3,500 hrs	6	50 %	\$140,000
BACKHOE/EXCAVATORS	3,000 hrs	5	50 %	\$ 40,000
TRACTOR, PNMTC TRD W/LDR AND BKHOE, >60 HP	1,000 hrs	8	100 %	\$26,000
TRACTORS & MOWING EQUIPMENT	3,000 hrs	11	100 %	\$32,000
PNEUMATIC TIRED, < 49 HP (TRACTOR ONLY)	N/A	N/A	N/A	
PNEUMATIC TIRED, > 65 HP (TRACTOR ONLY)	N/A	N/A	N/A	\$25,000
CRAWLER < 100 HP	N/A	N/A	N/A	\$30,000
CRAWLER, 101 to 129 HP	3,000 hrs	6	100 %	\$80,000
PNEUMATIC TIRED WITH FRONT END LOADER	2,000 hrs	10	100 %	\$35,000
PULLERS	4,000 hrs	6	100 %	\$180,000
PATCHER, LAY DOWN BOX	4,000 hrs	6	100%	
SWEEPERS	5,000	10	100%	\$8,000
ROAD, SELF PROPELLED	N/A	N/A	N/A	\$15,000
STREET, TRUCK MOUNTED	100,000 mi	10	N/A	\$27,000
BRUSH/CHIPPERS	100,000 mi	10	N/A	\$12,000
ROTARY DISK, CHIPPER	100,000 mi	10	N/A	\$100,000
SCRAPPERS	100,000 mi	10	N/A	\$12,000
15 CUBIC YARD	5,000 hrs	7	50 %	\$18,000
DRAGLINE	3,000 hrs	4	100 %	\$70,000
TRAILERS	3,000 hrs	4	100 %	\$85,000
EQUIPMENT, TILT BED < 12 TON	100,000 hrs	8	100 %	
EQUIPMENT, TILT BED 12 TON	100,000 hrs	8	100 %	
EQUIPMENT, GOOSENECK				
REFUSE COLLECTION				
PAVER				
BITUMINOUS, SELF PROPELLED, Lay Down Boy 6' x 13'				
MOWER				
LIFT/TRAIL > 14 FOOT				
MOWERS, SLOPE				
PATCHER				
Bituminous, patcher, w/emulsion tank & air compressor				
DISTRIBUTOR				
Bituminous, Distributor				

These criteria for replacement of PITD's road and bridge equipment are based on standards set by the Texas Department of Transportation.

34.010 County Internal Trade Policy

- (a) The purpose of this policy is to maximize the useful life of the vehicle fleet while keeping costs at an absolute minimum.
- (b) During the March inventory, a complete listing will be made of all vehicles in need of replacement. "Primary" vehicles tagged for replacement will be traded to take the place of "secondary" vehicles tagged for replacement. Trading will first occur within a department. When there are no secondary vehicles within that department which meet applicable replacement criteria, the trade vehicle will be taken to General Services for disposition.

- (c) General Services will determine if the vehicle can be used to replace any other vehicles in the county fleet (based on the master listing created during the March inventory). If it is determined that the vehicle is not needed as a trade elsewhere in the county, and it cannot be used to replace an "auxiliary" vehicle, then it will be tagged for auction.

34.011 Vehicle Type by User Groups

TYPE I - Patrol Sedan

Original User

Sheriff Patrol

Alternate User

Sheriff (Other)

Constables

District Attorney

County Attorney

TYPE II – Sedan

Original User

District Attorney

County Attorney

Constables

Sheriff (Other)

Alternate User

PITD Administration

General Services Administration

Sheriff Administration

TYPE III - Light Duty Pickup

Original User

PITD Inspections

PITD Foremen

General Services Supervisor

Alternate User

PITD Administration

General Services Administration

Sheriff Administration

TYPE IV - Heavy Duty Pickup

Original User

PITD Crew Leaders

General Services Maintenance

Alternate User

PITD Inspections

PITD Foremen
PITD Administration
General Services Administration
General Services Supervisor
Sheriff Administration

TYPE V - *4WD/Utility Vehicle Lite & Heavy Duty*

Original User

PITD Park Manager
PITD Road & Bridge Manager
General Services Maintenance
General Services Sign Shop
Alternate User
PITD Administration
PITD Planning
General Services Administration

TYPE VI - *Crew Cab < 1 Ton*

Original User

PITD Maintenance Crew
Alternate User
PITD Crew Leader

TYPE VII - *Van (15 passenger)*

Original User

Human Services
Medical Examiner
Sheriff Corrections
PITD Survey Crew
General Services Maintenance
General Services Media
General Services Administration

Alternate User

Sheriff Support

TYPE VIII - *Utility Bed Trucks, 1 - Ton*

Original User

PITD - Vehicle Maintenance Crew
PITD - Traffic Control Crew
General Services Maintenance

Alternate User

Sheriff Support

34.012 — 4 Year Replacement Forecast

(a) ~~The following table was in the original TCVRP. It has been amended to summarize the actual departmental vehicle/equipment replacements made previously, and shows adjusted proposals for the next two years. As before, it should be considered a guideline or blueprint for the next two years. Planned replacement schedules will stabilize vehicle spending levels in future years. This will result in more predictable vehicle expenditures to plan in the annual operating budget process.~~

~~4 Year Replacement Summary (\$ in thousands)~~

No.	Department	No. Veh	FY 93		FY 94		FY 95 [*]		FY 96 [*]	
12	Info Systems	4	0	0	0	0	0	0	0	0
13	Gen Services	32	0	0	3	\$48.5	4	\$15.0	2	\$30.0
15	Purchasing	0	0	0	0	0	0	0	0	0
19	County Attorney	2	0	0	0	0	0	0	0	0
23	District Attorney	13	0	0	0	0	0	0	0	0
34	Const. Pct. 1	7	5	\$60.0	4	\$13.5	4	\$13.5	0	0
32	Const. Pct. 2	6	0	0	4	\$12.5	4	\$13.5	0	0
33	Const. Pct. 3	10	2	\$24.0	4	\$13.5	4	\$13.5	0	0
34	Const. Pct. 4	4	4	\$12.0	4	\$13.5	0	0	0	0
35	Const. Pct. 5	30	7	\$84.5	4	\$51.0	0	0	0	0
37	Sheriff	260	64	\$765.0	35	\$357.5	29	\$383.0	17	\$245.5
38	Medical	4	0	0	0	0	0	0	0	0
45	Examiner	4	0	0	0	0	0	0	0	0
46	Juvenile Court	29	10	\$147.0	6	\$90.0	2	\$30.0	3	\$45.0
47	Health	4	0	0	0	0	0	0	0	0
48	EMS	14	4	\$15.0	4	\$15.0	0	0	4	\$18.0
49	Human Services	155	28	\$477.0	24	\$408.0	14	\$249.5	15	\$279.5
	PITD									
	TOTALS	569	11	\$1,584.	76	\$1,010.5	49	\$718.0	38	\$618.0
			5	5						

^{*}Future pricing adjusted 5% per annum for inflation in future years.

~~MISCELLANEOUS~~

34.013 Vehicle Title Policy

(a) The designated Texas Certificate of Title Owner/Lien Holder name and address for all Travis County Vehicles is:

TRAVIS COUNTY
 C/O COUNTY TREASURER
 P.O. BOX 1748
 AUSTIN, TX 78767

(b) The proper name and address for the vehicle(s) title(s) shall be stipulated in the Specification section of the contract(s) for county vehicles. The application for vehicle title must be signed by the County Judge.

- (c) At the time of vehicle delivery, the Travis County employee shall confirm with the vendor the correct address for the Texas Certificate of Title. Under no circumstances shall an individual employee hold a county vehicle certificate of title. As soon as departments have completed licensing, contact the purchasing department. Their representative will pick up and hand carry all titles to the Treasurer.
- (d) The Texas Certificate of Title(s) shall be retained by the County Treasurer until the time of vehicle(s) disposal.

34.014 — Vehicle Take-Home Policy

- ~~(a) The following is a reprint of Budget Rule XIV, Travis County's Vehicle Take-Home Policy and Amendments to this policy as approved in Commissioners Court April 7, 1992. It appears here as a convenience to the reader.~~
- ~~"XIV. AUTHORIZATION FOR PERSONAL USE OF COUNTY VEHICLES (Effective 11/1/90)~~
- ~~Effective 11/1/90, no County employee is authorized to routinely take home within Travis or surrounding counties, or otherwise use a County-owned vehicle for personal reasons unless expressly authorized by a Budget Amendment approved by the Commissioner's Court to enable emergency response after hours, a Department Head may authorize other county employees to take home a County-owned vehicle within Travis or surrounding counties during the emergency period."~~
- ~~"Amendments: (added 4/7/92)~~
- ~~Department Heads decide which, if any, of their employees are authorized to take County vehicles home, based on the following criteria:~~
- ~~It significantly improves the efficiency and effectiveness of our service to the public through:~~
 - ~~(1) after hours service;~~
 - ~~(2) less cost to taxpayers;~~
 - ~~(3) ability to respond in emergencies or to public safety issues;~~
 - ~~(4) availability of specific equipment attached to County vehicles.~~
- ~~(b) Department Heads are expected to monitor the use of County vehicles and to take appropriate corrective measures in the event of abuse, policy violation, or loss of justification.~~
- ~~(c) The Department Heads will decide how to monitor the use of County vehicles and take appropriate action in the event of abuse or policy violation.~~
- ~~(d) County employees authorized to take home County vehicles will be identified to Commissioner's Court yearly, by each department, as part of the budget process.~~

~~(e) County employees who are authorized to take home vehicles shall not use such vehicles for personal use."~~

~~34.015 Policy Statement of the Travis County Commissioner's Court on Alternative Fueled Vehicles~~

~~Background:~~

~~In 1989 Texas passed Clean Air Legislation which significantly altered the manner in which covered agencies could purchase and fuel their vehicle fleets. These laws, which became effective September 1, 1991, established a means to use the vast natural gas reserves available within the state while simultaneously reducing harmful exhaust emissions. Although this legislation does not cover county government fleets, it is outlined here for enlightenment as to state goals.~~

~~Texas Senate Bill 740 (SB740) requires all state agencies consisting of 15 or more vehicles to use alternative fuels (AFs) in their motor vehicle fleet (law enforcement and emergency vehicles exempted). The Texas Natural Resources Commission has approved five AFs which meet the intent of SB740. They are: Natural Gas (compressed CNG/liquid LNG), Liquid Petroleum Gas (LPG), Methanol, Ethanol, and Electricity. While not ruling out future consideration to use of any or all these types of AFs, Travis County presently considers CNG and LPG to be the viable AFs of choice.~~

~~SB740 contains four critical milestones:~~

- ~~(1) after September, 1991, Texas governmental agencies may only purchase or lease motor vehicles which are capable of using AFs;~~
- ~~(2) by September 1, 1994 the fleet must consist of a minimum of 30% alternative fueled vehicles;~~
- ~~(3) by September 1, 1996 this requirement increases to 50%; (4) and by September 1, 1998 the requirement increases to 90%.~~

~~The newest Federal legislation, the Energy Policy Act of 1992, Public Law 102-486, does cover county fleets. As opposed to the State legislation, it addresses new vehicle acquisitions. Currently it will require new acquisitions of alternative fueled vehicles as follows: (1) 1999 - 2001, 20%; (2) 2002, 30%; (3) 2003, 40%; (4) 2004, 50%; (5) 2005, 60%; (6) 2006, 70%. This includes cars, light duty trucks, and possibly urban buses.~~

~~Travis County desires to be proactive in contributing to a cleaner environment and reducing this country's dependence on foreign oil.~~

~~Current Status:~~

~~Travis County currently operates approximately 543 on-road vehicles. Approximately 1/3 of these (law enforcement and emergency vehicles) are exempt from AF legislation. Of the remaining 362 vehicles, currently 52 (14%) are equipped to operate on AFs. 24 of these are GMC Sierra dedicated CNG pickups, 18 of which are modified (or are being modified) for bi-fuel operation on CNG or LPG. 26 are GMC and Ford gasoline-powered pickups being converted to bi-fuel operation with LPG. 2 are 1993 Ford Crown Victoria constable investigation vehicles converted for CNG bi-fuel operation.~~

~~**34.016 — Travis County Alternative Fuel Vehicle Policy:**~~

~~Travis County shall promote and encourage the use of alternative fueled vehicles to reduce dependence on petroleum-based transportation fuels, to reduce air pollutant emissions from mobile sources, and to lead the establishment of a self-sustaining, cost-effective refueling and maintenance infrastructure within the Austin metropolitan area.~~

~~Travis County intends to convert a minimum of seventy percent (70%) of the County's fleet of non-exempt cars and light-duty trucks to alternative fuels within ten years. Alternative fuels shall include those approved by the State of Texas Natural Resources Commission. The County shall commit capital funding to convert to alternative fuels the following minimum proportions of its new model year vehicle purchases: 1994, 10%; 1995, 20%; 1996, 30%; 1997, 40%; 1998, 50%; 1999, 60%; and model year 2000 and later, 70%.~~

~~The County will work with the private suppliers of alternative fuels in their installation and amortization of a county-wide network of publicly accessible refueling stations and billing systems. The County will further consider its capital funding of cost-effective alternative fueling systems at its 10th & Lamar station and PITD Satellite Yards and will coordinate with Capital Metro, the State of Texas, and area school districts in the joint use of each other's refueling facilities. The County will provide adequate annual operating funds to equip and train its mechanics in the maintenance of its fleet of alternative fueled vehicles.~~

~~**34.016 — (Approval)**~~

~~December 21, 1993 by Travis County Commissioner's Court~~

~~**34.017 — FY94 Travis County Vehicle and Heavy Equipment Fleet Listing⁴**~~

⁴~~Please contact Commissioners Court Minutes for the 32 pages of charts that were included in Chapter 34. The charts detail the number, year, make, model and license of each vehicle assigned to a county department in May 1994.~~

Chapter 86. Overweight Vehicles and Loads¹

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86.001 Declaration of Purpose

The purpose of this Policy is to establish maximum allowable loads for the operation of vehicles on Travis County roads and bridges in order to insure the safety of the traveling public and to protect the integrity of the County's roads and bridges.

86.002 Definitions

- (a) "Manager" means the Executive Manager of Travis County Transportation and Natural Resources Department.
- (b) "County road" means a road accepted for County maintenance.
- (c) "Code" means the Texas Transportation Code.
- (d) "Vehicle" means a mechanical device by which a person or property can be transported on a County road. The term includes a motor vehicle, commercial motor vehicle, truck-tractor, trailer, or semi-trailer or any combination of such vehicles.
- (e) "Gross weight" means the combined weight of the vehicle, including trailer, and the weight of the load actually carried.

86.003 Legal Authority

A Texas county has the authority under Sections 251.153 and 621.301 of the Code to set weight limits on its roads. A Texas county may enforce its weight limits with criminal sanctions under Section 621.501, et seq., of the Code.

¹ Chapter 86 was adopted by Travis County Commissioners Court on 9/26/1995, Item 8, and amended 12/19/1995, Item 6.

86.004 Statement of Policy

- (a) Overweight Operation on County Roads. A vehicle or combination of vehicles may not be operated over or on a County road, if the vehicle or combination weighs in excess of the load limit posted on the road, unless:
 - (1) the vehicle is operated under a County Overweight Permit or
 - (2) the vehicle is exempted from the operation of this Policy.
- (b) Overweight Operation on County Bridges Prohibited. A vehicle or combination of vehicles may not be operated over or on a County bridge, if the vehicle or combination weighs in excess of the load limit posted on the bridge, unless the vehicle is exempted from the operation of this Policy.

86.005 Load Limits County Roads

- (a) Operation without County Overweight Permit ("Permit"). A vehicle or combination of vehicles may not be operated on or over a County road at a weight in excess of the posted weight limit without a Permit.
- (b) Operation under Permit. A vehicle or combination of vehicles may be operated on or over a County road in excess of the posted weight limit with a Permit at the following weights:
 - (1) Maximum Gross Weight. 80,000 pounds, including vehicle and load
 - (2) Maximum Single Axle Weight. 20,000 pounds single axle load, where an axle load is defined as the total load transmitted to the road by all wheels whose centers may be included between two parallel transverse vertical planes 40 inches apart, extending across the full width of the vehicle.
 - (3) Maximum Tandem Axle Weight. 34,000 pounds tandem axle load, where a tandem axle is defined as two or more axles spaced 40 inches or more apart from center to center having at least one common point of weight suspension.
 - (4) Tire Load Limitation. Maximum tire load limitation is 650 pounds per inch of tire width. No permit will be issued that exceeds the tire load limitation of 650 pounds per inch of tire width.
- (c) County Bridges. A vehicle or combination of vehicles may not be operated on or over a County bridge at a weight in excess of the posted weight limit.
- (d) Enforcement. Any violation of the weight limits established by this Policy is an offense punishable as a misdemeanor in accordance with state law.

86.006 Load Rating Procedures

- (a) An engineering investigation of the load bearing capacity of the County road is undertaken pursuant to the Load Rating Procedures set forth in Appendix A;

- (b) A load limit is proposed based on the result of the engineering investigation;
- (c) Notice of the proposed regulation is given by the Manager in accordance with the County Policy for the Adoption of County Traffic Regulations, which allows the posting of notice at the site of the proposed regulation pursuant to Section 251.159 of the Code.
- (d) The notice is to state the name of the road, the boundaries of the proposed load limit, the load limit per type of axle configuration, and the kinds of vehicles, if any, proposed to be limited.
- (e) The notice is to state the name of the road, the boundaries of the proposed load limit, the load limit per type of axle configuration, and the kinds of vehicles, if any, proposed to be limited.
- (f) The Manager will order the weight adopted, unless a public hearing is requested before the eighth day after the date the notice is posted.
- (g) If a public hearing is timely requested, the Commissioners Court may order the weight limit be adopted after considering the information presented at the public hearing.
- (h) Weight limit signs must conform with the manual and specifications of the Texas Department of Transportation. Appendix B displays examples of signs to be used.
- (i) A copy of the order establishing a load limit will be filed with the County Clerk and a logbook of all load limits will be maintained by the Manager.
- (j) In the case of County bridges, if the Texas Department of Transportation ("TxDOT") notifies the County that a County bridge qualifies for a lower load rating under 23 C.F.R. Sections 650.301-650.311 than is currently permitted, the Manager shall post notice on the road or highway approaching the bridge indicating that traffic is restricted consistent with the lower load rating. The notice must be placed at a location that enables restricted traffic to avoid crossing the bridge.

86.007 Enforcement Guidelines

- (a) Weighing Procedure. A county traffic officer, the Sheriff, a sheriff's deputy, a constable, or a deputy constable (the "Officer") is authorized to weigh a vehicle to ascertain whether the vehicle weighs in excess of the load limits established in this Policy. The Officer shall use portable or stationary scales furnished or approved by the Department of Public Safety to weigh the vehicle or require the vehicle to be weighed by a public weigher. The Officer may require that the vehicle be driven to the nearest available scales.
- (b) Unloading Overweight Vehicles. If the gross weight or axle weight of the vehicle exceeds the applicable weight limit of the road or bridge or is in excess of the weight allowed under an overweight permit, plus a tolerance allowance of five percent (5%) of that weight, the Officer shall require the

vehicle be unloaded or rearranged as necessary to decrease the gross weight or axle weight of such vehicle to the maximum authorized plus the tolerance allowance.

- (c) Exceptions. Anything which may pose a threat to public health and safety or the environment may not be unloaded on the County right-of-way or adjacent property without the written permission of the adjacent property owners. The following items are specifically excepted from the requirement of unloading on the County right-of-way:
 - (1) Livestock (intrastate destination)
 - (2) Timber, Pulpwood, or Agricultural products in their natural state being transported from the place of production to the place of marketing or first processing
- (d) Other items which may pose a threat to public health and safety or to the environment, including but not limited to:
 - (1) Solid Waste
 - (2) Milk
 - (3) Sand, Gravel, and Asphalt
 - (4) Gasoline and other Petroleum Products

must be off-loaded onto another means of transport in a manner and at a location designated by the Officer, unless the Operator secures a One-Trip Permit as provided in section 86.008.

86.008 Permits

- (a) A Permit may be issued authorizing the operation of a vehicle or combination of vehicles at an axle or gross weight in excess of the posted County road weight limits. The Permit authorizes the operation of a vehicle on County roads at the weight limits set forth in Section 86.005(b) of this policy. To be eligible for a Permit, a vehicle must be registered for the maximum gross weight applicable to the vehicle, not to exceed 80,000 pounds in total gross weight. Unless specifically provided in the Permit, a Permit does not authorize the overweight operation on any County bridge with a lower posted weight limit than the permitted vehicle and load.
- (b) Ninety Day Permit (Road Only). A Permit may be issued for a term of up to ninety days from the date of issuance.
- (c) Single Trip Permit (Road and Bridge Specific). A single trip Permit may be issued for a vehicle and load, which cannot be reasonably dismantled and which exceeds 80,000 pounds gross weight. To the extent feasible, the load of a vehicle for which a single trip Permit is sought shall be distributed equally over the load carrying axles. If the weight of the vehicle and load can be

reduced or reasonably dismantled to comply with County weight limits, a Permit will not be issued.

(d) Application Process

- (1) The applicant must submit a written application for a 90 day or single trip Permit in the forms attached as Appendix C to the Manager at the Travis County Transportation and Natural Resources Department, 411 West 13th Street, Austin, Texas 78701. (The form may be subsequently modified with the approval of the County Attorney's Office.)
- (2) In order to ensure timely processing, an application must be received ten working days prior to the proposed overweight operation.
- (3) The applicant must submit the following supporting documents, fees, and information:
 - (A) a copy of the current registration receipt of the power unit vehicle showing that the vehicle is currently registered for the maximum gross weight applicable to the vehicle;
 - (B) a non-refundable fee in accordance with the Fee Schedule in Appendix D, in the form of a cashier's check or money order made payable to Travis County;
 - (C) In the case of a single trip permit, a complete list of the roads and bridges in Travis County on which the overweight vehicle will be operated with beginning and ending limits and beginning and ending times when the overweight operation will occur. (Vehicles operating under Overweight Permits may be allowed night movement.)
- (4) The Manager will issue a permit for operations in compliance with this Policy. It will be within the reasonable discretion of the Manager, limited by sound engineering practices and principles of sound financial management, to grant a permit for the operation of a superheavy load or for the operation of a vehicle on a County bridge in excess of the posted weight limit. The decision of the Manager in such a case may be appealed to the Commissioners Court.
- (5) If a permit is granted, it is non-transferable and the permit fee is non-refundable. The Permit may be mailed to the applicant at the address contained in the application or may be picked up. A Permit terminates on the sale of the permitted vehicle. If the information provided in support of the application for the Permit immaterially changes (eg., change of address, etc.) an amended Permit may be issued for the remainder of the Permit term with no additional fee required.

(e) Operation under Permit. The permit shall be carried in the vehicle at all times during operations on weight restricted County roads.

- (f) Void Permit. A Permit is void and a vehicle may not be operated under such a Permit, if:
- (1) the information or documentation in support of the permit application is false or incorrect;
 - (2) the vehicle is operated in violation of this Policy or the terms and conditions of the Permit; or
 - (3) the Permit has been changed or altered.

An Officer, who has reason to believe that a Permit is void, shall seize the Permit and deliver it to the Manager for a determination of compliance with this Policy.

- (g) Exceptions. Vehicles with a "2060/5B" TxDOT permit issued under the authority of section 623.011 of the Code. This policy does not affect a law that authorizes or provides for special permits for a weight heavier than the maximum weight provided by law. If a vehicle has a permit under section 623.011, the County may not issue a permit under this Policy, or charge an additional fee for or otherwise regulate or restrict the operation of the vehicle because of weight. In addition, the County may not require the owner or operator under a section 263.011 permit to execute or comply with a road use agreement or indemnity agreement, to make a filing or application, or to provide a bond or letter of credit in addition to that specified in Section 623.012.

Vehicles delivering groceries or farm products to a destination requiring travel over a road for which the maximum is set.

Vehicles loaded with timber, pulpwood, woodchips, cotton, or agricultural products in their natural state may exceed the applicable axle load by up to 12 percent.

Vehicles hauling livestock may exceed the applicable axle load limit by up to 25 percent.

Capital Metro must obtain permits for its transit buses, but is exempt from all permit fees for its buses operating within Precinct Two of the County so long as its "Build Greater Austin" Program provides funding for County road maintenance activities. The Capital Metro permits will automatically renew for four successive 90 day periods.

All independent school districts operating buses within Travis County must obtain permits for their buses, but are exempt from all permit fees. The school districts permits will automatically renew for four successive 90 day periods.

Fire Department vehicles may exceed the County's weight limitations, but may not be heavier than the manufacturer's gross vehicle weight capacity or axle design rating.

The County may enter into Road Use Agreements with major overweight vehicle operators in lieu of the Permit process.

Nothing in this Policy is intended to either limit or authorize the operation of vehicles at lower or higher weight limits than the weight limits specifically set forth by Texas law.

86.009 Effective Date

This policy will become effective on December 1, 1995.

86.010 Appendix "A" Load Rating Procedure²

(a) Analysis Parameters for Roads. The strength of a roadway is dependent upon two parameters, the thickness of the better material over the subgrade, and the strength of the underlying natural in-situ soil (subgrade material). Improved layers of asphalt, base and subbase materials will distribute the wheel load over a large area before transmitting it to the soil layers, resulting in a stronger pavement. In addition, the stronger the underlying soil layer, the more weight one can exert on the pavement before permanently damaging it.

Some estimation of the thickness of the overlying pavement layers and the strength of the underlying soil is therefore needed before one can determine the allowable wheel load on the pavement.

(1) Determination of Pavement Layer Thickness. The basic purpose of a pavement surface is to prevent the applied wheel loads from causing the underlying soil to exceed its bearing capacity. Hence, it is very important to obtain a fairly accurate estimate of the depth of cover, i.e., the thickness of better material over the subgrade.

This thickness may be available in record form at the respective county agency for newly constructed or rehabilitated roads. However, for roadways for which such information is unavailable, or for older roads, an on-site investigation will be necessary.

The on-site testing shall be done using a Dynamic Cone Penetrometer as described below.

The Dynamic Cone Penetrometer (henceforth referred to as P), consists of a steel rod with a cone at one end, which is driven into the pavement or the subgrade by means of a sliding hammer while measuring the material resistance to penetration in terms of millimeters per blow. The cone is 30 degree angled, with a larger diameter of 20 mm. The hammer weighs 8 kg and the dropping sliding height is 575 mm. The DCP was originally designed and used for determination of the strength profile of the flexible pavement structure and subgrade.

² Appendix A was amended 12/19/1995, Item 6.

The testing consists of the following basic steps:

- (A) Find a testing position, preferably on road at cracked or potholed area, alternatively, at edge of pavement.
- (B) Chip away the pavement and place DCP vertically. Manually push it into the soil until narrow part of tip is beneath the base/soil. Although the asphalt concrete or Portland Cement Concrete pavement is not tested by the DCP, its existing thickness is added to that of the lower layers.
- (C) Record initial height reading from bottom of 2" nut to the soil.
- (D) Do 5 blows (A blow is done by throwing the weight up so it lightly hits the double nut [and falls back by gravity onto the 2" nut]).
- (E) Record tape reading.
- (F) Repeat steps D and E until the DCP is about 500 mm into the soil.

Note 1: For strong soils increase the blows in step 4 to get approximately 20 - 40 mm displacement; for weak soils decrease the blows accordingly.

Note 2: If you hit a rock (not bed rock) or encounter an object, redo the test at another location.

Note 3: If construction as-built plans are available for thickness determination, they are preferred and shall be used instead of performing any in-field tests.

- (2) Determination of Soil Type. This procedure uses the Texas Triaxial Classification (TTC) value to characterize the strength of the subgrade soil underneath the pavement. A digitized map showing the boundaries of the different soil types within Travis County is available, and should be used to determine the soil type and the Texas Triaxial value(s) for the road in question. If the roadway crosses two soil types, the soil type with the highest Triaxial value (lowest strength) should be used.
- (b) Engineering Analysis for Roads. A brief description of the procedure to be used by the engineer in load zoning is given below:
- (1) The engineer shall obtain the data sheets from the onsite investigation performed as described in (a)(1) above and enter the information into an analysis spreadsheet, an example of which is shown in Figure 2.

- (2) The "DCP [Dynamic Cone Penetrometer) value" which is defined as the slope of the blows vs. depth curve (in mm per blow), at a given linear depth segment (see Figure 3) is determined.

TRAVIS COUNTY PAVEMENT EVALUATION AUSTIN RESEARCH ENGINEERS							
DCP RESULTS							
STREET NAME	SPRINKLE CUTOFF			DATE	12/02/94		
EST NO				STREET CODE			
DIRECTION				SIDE			
INITIAL READING OF DCP	875.00						
No blows	Summ of Blows	Penelrat. Reading	Penelrat. in mm	SLOPE	AVERAGE SLOPE	CBR VALUE	THICKNES IN INCHES
10.00	10.00	820.00	55.00	5.50			
10.00	20.00	780.00	95.00	4.00			
10.00	30.00	740.00	135.00	4.00			
5.00	35.00	705.00	170.00	7.00	5.13		6.69
3.00	38.00	860.00	215.00	15.00			
5.00	43.00	595.00	280.00	13.00			
5.00	48.00	521.00	354.00	14.80			
5.00	53.00	450.00	425.00	14.20			
3.00	56.00	402.00	473.00	16.00			
3.00	59.00	370.00	505.00	10.87			

Figure 2 Example Spreadsheet for Depth of Cover

Since the slope will change with material type, and the principle of a flexible pavement design is the use of progressively better or stronger material over the subgrade, the point where the subgrade was reached can be noted very easily.

Therefore, using engineering judgment, the total depth of cover, i.e., thickness of better material over the subgrade can be determined. When the pavement depth is determined, add the thickness of the surface layer as well as an extra 1.5 inches to obtain the "depth of cover". The depth of cover is the value used to estimate the allowable wheel loads for the road.

- (3) Since some materials used as bases in Travis County are stabilized (improved with chemical additives such as lime, Portland Cement or asphalt, it is also important to determine which ones are stabilized. For this, the engineer has to consult the as built records at the County. In the case that the information is not available, the following formula may be used to correlate the DCP value obtained in the field to California Bearing Ration (CBR).

$$\log \text{CBR} = 2.46 - 1.12 (\log \text{DCP})$$

The engineer may then use the CBR value thus obtained to edge if the base is stabilized, and the type of stabilized material.

- (4) If the base is unstabilized, Figure 4 which provides the allowable wheel load as a function of the depth of cover and the Texas Triaxial class of the underlying soil shall be used. The depth of cover is represented on the left side of the chart on the vertical axis. It ranges from 0 to 35 inches and increases from the top of the chart to the bottom. The curved lines situated within the chart represent the Texas Triaxial classes. The lines divide the chart into classes ranging from 1 to 6.5. The allowable wheel load is represented at the top of the chart on the horizontal axis. There are two scales represented, one for the roads which are intended to last 10 years. For the 20 - 30 year road life, the scale ranges from 0 to 24,000 lb wheel loads. For the 10 year road life, the scale ranges from 0 to 48,000 lbs. Since most of the roads in Travis County are designed to last 20 years, the upper scale must be used in the determination of load limits.

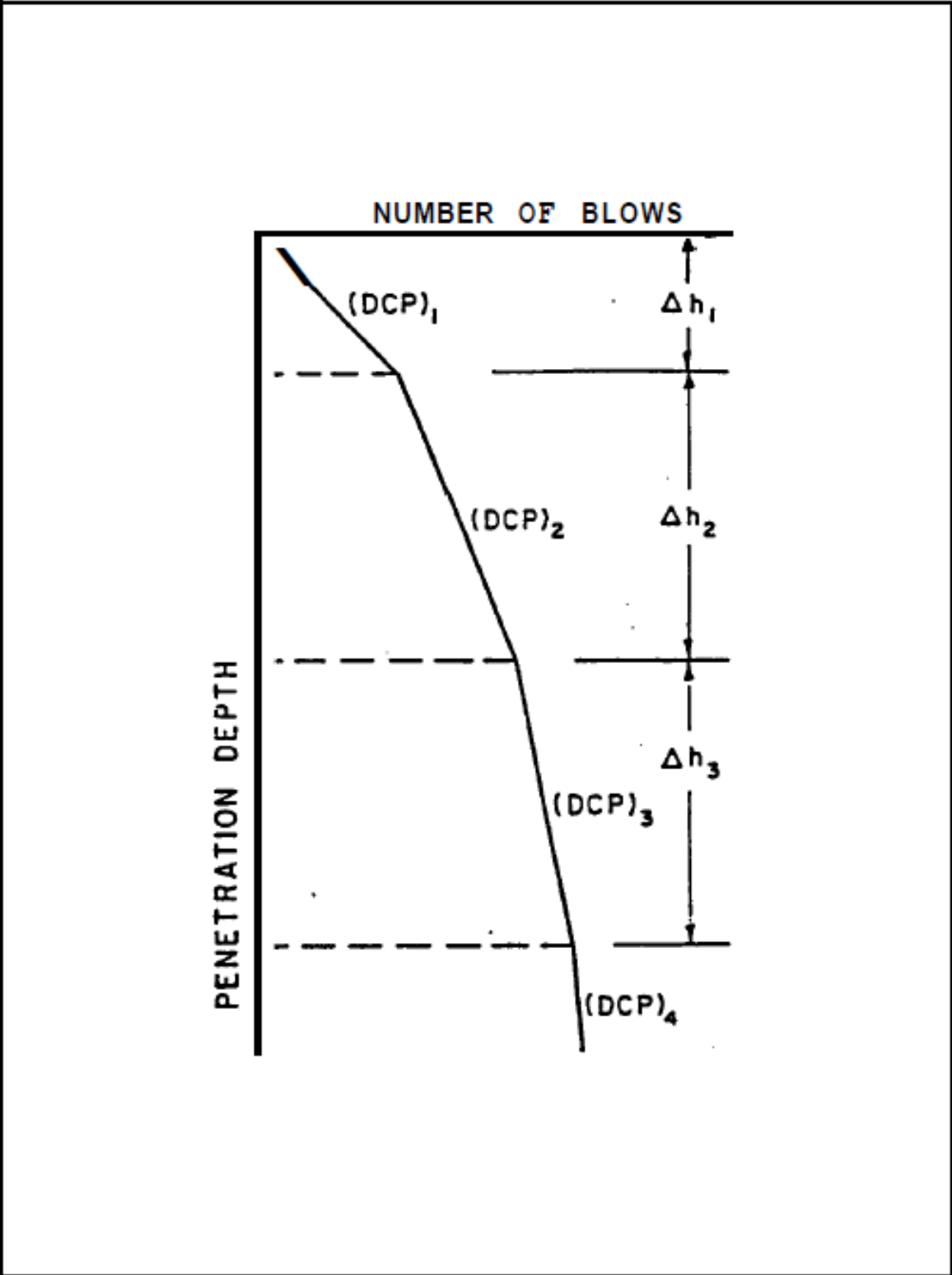


Figure 3 Schematic description of DCP test output

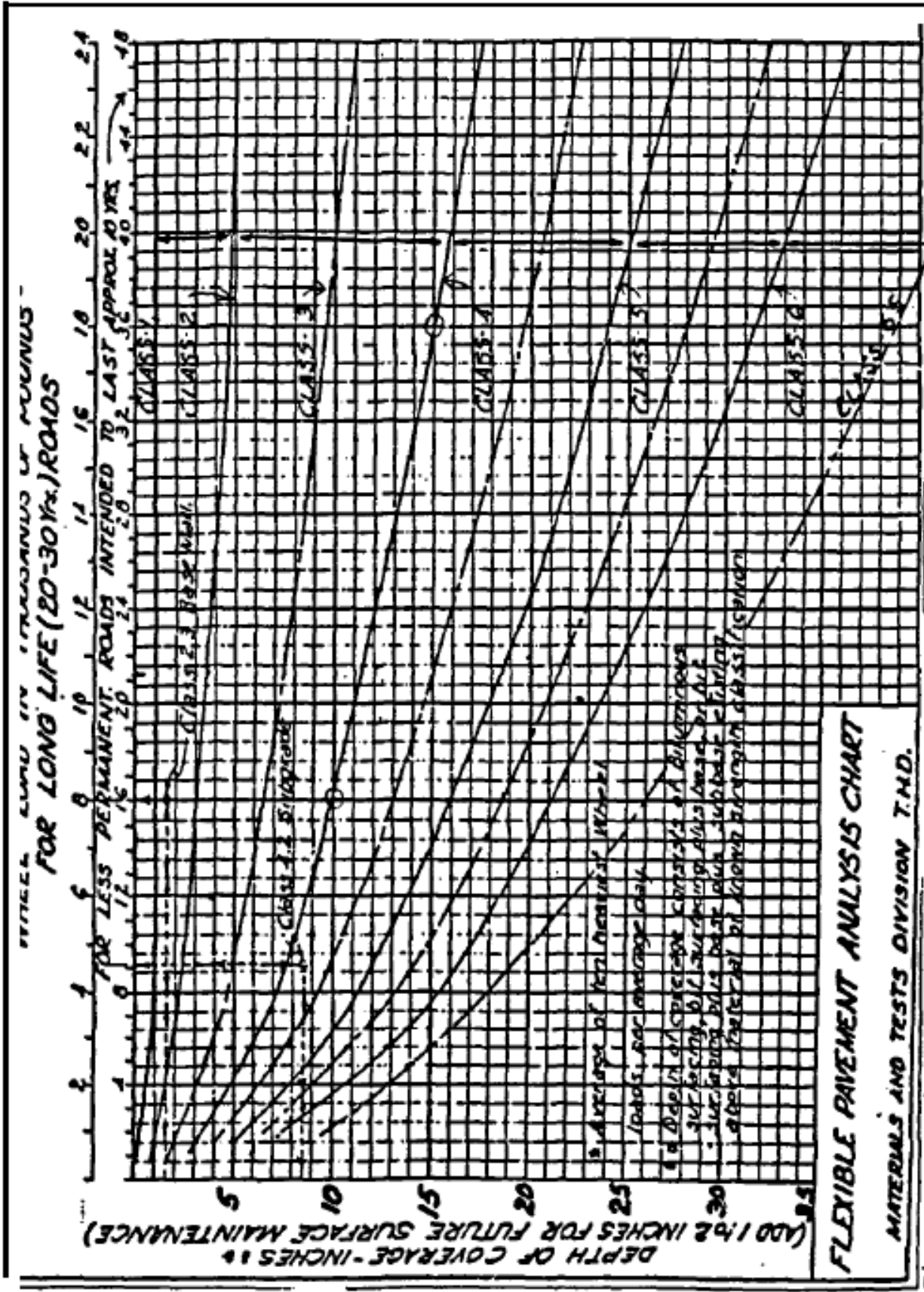


Figure 4 Maximum wheel load for Triaxial Soil Classes

To use the chart, first locate the depth of cover on the left axis. For example, let's say that the depth of cover is 8.5". Slide down the left side of the chart to the 0.5" depth of coverage. This location is shown on the chart by a dashed line. Let's assume that the Triaxial class of the underlying soil is 4.2. Turn 90 degrees and move up to the top of the graph. Note that the line intersects the wheel load scale at 4,600 lbs. for a road life of 20 - 30 years. This is the maximum allowable wheel load for this road.

It is customary to load zone roadways by axle weight. To multiply the wheel load by the number of wheels per axle.

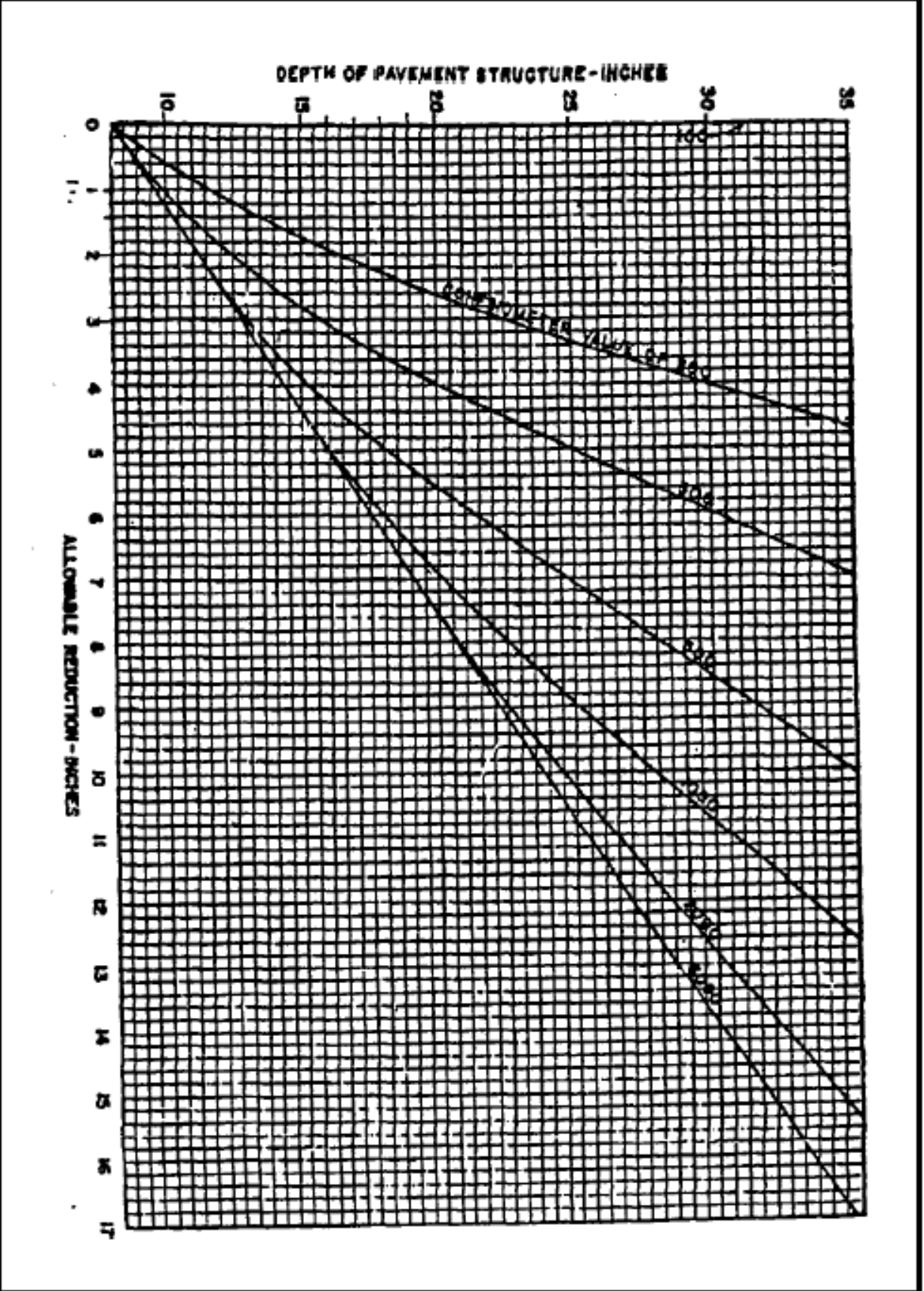
- (5) If the base is stabilized, a modification to the procedure described in (4) above is desired. Once the thickness and type of stabilized material is determined as described in (3) above, Figure 17 of Test Method Texas 117-E may be used to convert the thickness of the stabilized layer to an equivalent unstabilized layer. This figure is included herewith as Figure 5. Once this is accomplished, step (4) must be repeated to obtain the maximum allowable wheel load on the roadway.
- (6) Bridge Load Rating. In the case that there is a bridge on the road section being load rated, the load rating value of the bridge shall be obtained from the Texas Department of Transportation. This will help establish another threshold value for the section being load rated.

It must be noted that if upon completion of load rating, the road section is rated at a higher load than the load carrying capacity of a bridge on the same section of road, the section should be limited to the load capacity of the bridge. The vice versa will be valid when the road section is rated at a load capacity lower than the bridge load rate.

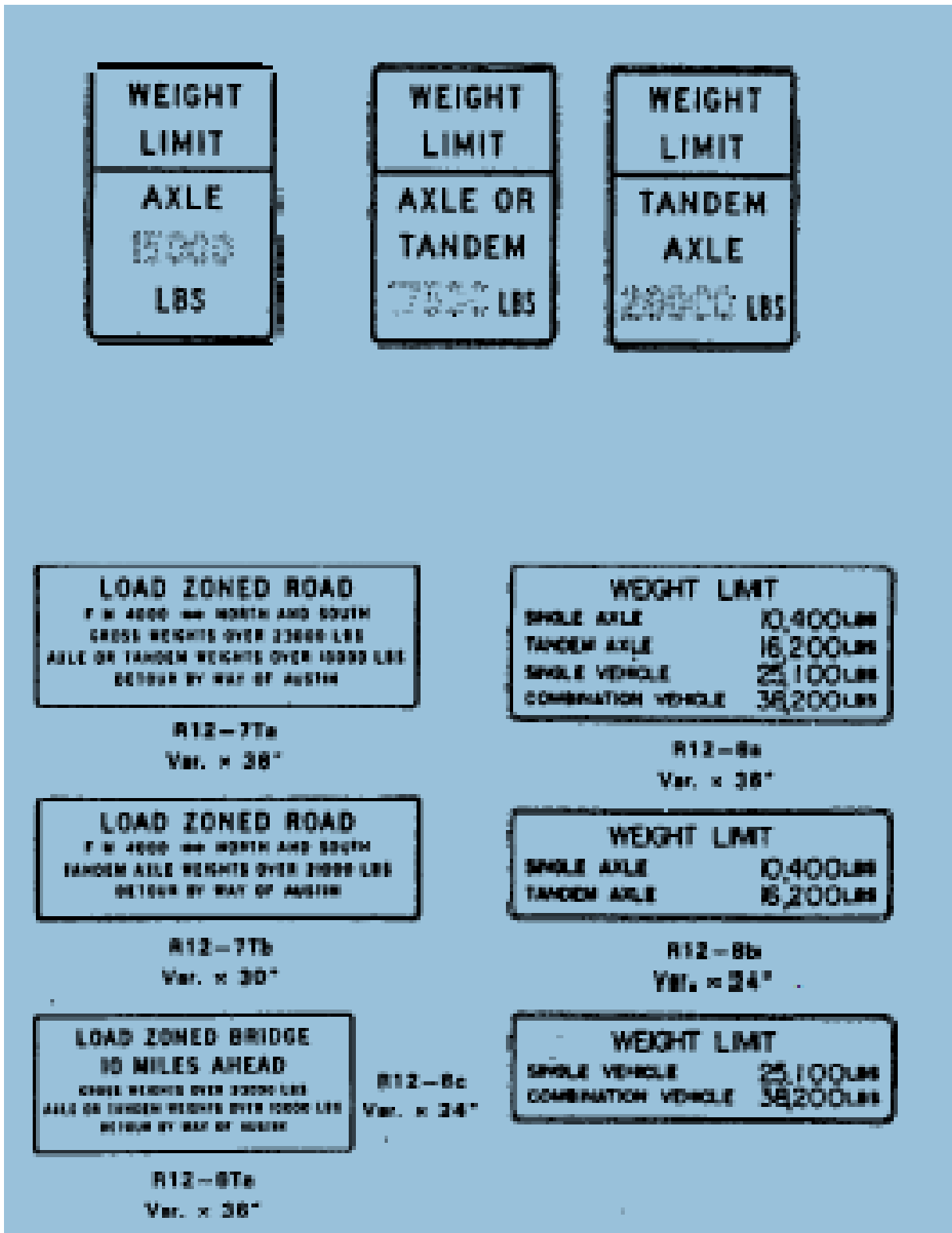
It must also be noted that the procedure outlined here is intended to aid the county in load restricting its roads, If the recommended axle loads arrived at using this procedure result in the continuous deterioration of the roadway surface, the load restrictions should be revised to some lower value.

- (c) Bridges. Travis County shall use the BRINSAP (Bridge Inventory and Appraisal Program) procedure used by the Texas Department of Transportation to determine the overall rating and the recommended allowable loads for Travis County bridges.

RECOMMENDED MINIMUM STABILIZED LAYERS



86.011 Appendix "B" [Example Signage]



86.012 Appendix "C" [Forms: Travis County Overweight Single Trip Permit and Travis County Overweight 90 Day Permit

TRAVIS COUNTY OVERWEIGHT SINGLE TRIP PERMIT

THE STATE OF TEXAS 5
 COUNTY OF TRAVIS 5 Date _____ 1995

PURSUANT TO SECTION 623.018 OF THE TEXAS TRANSPORTATION CODE
 APPLICANT: _____

(Mailing Address) (City) (State) (Zip)
 hereby requests permission to transport the following equipment over the route given below:

	Make and Model	License No.	Weight	lbs.
Truck	_____	_____	_____	_____
Trailer	_____	_____	_____	_____
Description of Load	_____	_____	_____	_____

Maximum total axle weight(s) of equipment and load to be transported..... lbs.

Description of axle: _____

Movement to begin not earlier than _____

Movement to be completed by _____

ROUTES REQUESTED

CR No.	From	To
CR No.	From _____	To _____
CR No.	From _____	To _____
CR No.	From _____	To _____

IT IS EXPRESSLY UNDERSTOOD THAT THE COUNTY OF TRAVIS SHALL NOT BE RESPONSIBLE IN ANY WAY FOR ANY DAMAGE OF WHATEVER NATURE THAT MAY RESULT FROM THE MOVEMENT OF THE ABOVE DESCRIBED VEHICLE AND LOAD OVER TRAVIS COUNTY ROADS AND THAT ALL SUCH RESPONSIBILITY IS HEREBY ACCEPTED ON BEHALF OF THE APPLICANT.

THE PERMIT HOLDER IS RESPONSIBLE FOR ALL LIABILITY AS TO DAMAGES OF WHATEVER NATURE TO THE ROADBED, ROAD SURFACE, BRIDGES, CULVERTS, SIGNS, STRUCTURES, FENCES, TREES, RIGHT-OF-WAY, ETC., THAT MAY RESULT FROM THE MOVEMENT OF SAID EQUIPMENT AND LOAD OR LOADS OVER ROADS THAT ARE A PART OF THE COUNTY ROAD SYSTEM.

I, the undersigned, certify that I am authorized to sign this application for the person or firm whose name appears on this application committing the above obligation, and that the statements in this application are true and correct.

I further certify that the equipment covered by this application is under lease from _____
 Signed: _____
 By: _____
 Title: _____

Permit Fee: \$ _____

Bond or letter of credit posted _____ 1995.

In accordance with the condition of this permit and maximum allowable single axle, tandem axle, and gross vehicle weights specified and printed on the reverse side of this permit, permission is hereby granted to transport the above described equipment and maximum load on Travis County roadways for a period of ninety (90) days from the date of this permit. It is also understood that this permit is not valid for transporting goods and equipment over any Travis County bridge in excess of the loads posted at the bridge.

If, during the period that this permit is valid, the maximum single and tandem axle weights specified in this permit are to be exceeded, the permit holder must seek an addendum to the permit and must pay the difference in the fees for the higher load, where applicable.

ISSUED THIS _____ DAY OF _____, 1995

 Executive Manager TNR, Travis County, Texas

PERMIT NO. _____

THIS PERMIT VOID IF ALTERED, IF ANY OF THE INFORMATION PROVIDED IS UNTRUE, IF APPLICANT VIOLATES THE CONDITIONS OF THE PERMIT, OR IF APPLICANT FAILS TO MAINTAIN THE REQUIRED BOND OR LETTER OF CREDIT.

TRAVIS COUNTY OVERWEIGHT 90 DAY PERMIT

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

Date _____, 1995

PURSUANT TO SECTION 623.018 OF THE TEXAS TRANSPORTATION CODE
APPLICANT: _____

_____ (Mailing Address) _____ (City) _____ (State) _____ (Zip)

hereby requests permission to transport equipment and goods over Travis County roadways for a period of ninety(90) days from the date of this permit.

	Make and Model	License No.	Weight	lbs.
Truck	_____	_____	_____	_____
Trailer	_____	_____	_____	_____

Maximum total axle weight(s) of equipment and load to be transported. _____ lbs.
Description of axle: _____

IT IS EXPRESSLY UNDERSTOOD THAT THE COUNTY OF TRAVIS SHALL NOT BE RESPONSIBLE IN ANY WAY FOR ANY DAMAGE OF WHATEVER NATURE THAT MAY RESULT FROM THE MOVEMENT OF THE ABOVE DESCRIBED VEHICLE AND LOAD OVER TRAVIS COUNTY ROADS AND THAT ALL SUCH RESPONSIBILITY IS HEREBY ACCEPTED ON BEHALF OF THE APPLICANT.

THE PERMIT HOLDER IS RESPONSIBLE FOR ALL LIABILITY AS TO DAMAGES OF WHATEVER NATURE TO THE ROADBED, ROAD SURFACE, BRIDGES, CULVERTS, SIGNS, STRUCTURES, FENCES, TREES, RIGHT-OF-WAY, ETC., THAT MAY RESULT FROM THE MOVEMENT OF SAID EQUIPMENT AND LOAD OR LOADS OVER ROADS THAT ARE A PART OF THE COUNTY ROAD SYSTEM.

I, the undersigned, certify that I am authorized to sign this application for the person or firm whose name appears on this application committing the above obligation, and that the statements in this application are true and correct.

I further certify that the equipment covered by this application is under lease from _____
Signed: _____
By: _____
Title: _____

Permit Fee: \$ _____

Bond or letter of credit posted _____, 1995.

In accordance with the conditions of this permit and maximum allowable single axle, tandem axle, and gross vehicle weights specified and printed on the reverse side of this permit, permission is hereby granted to transport the above described equipment and maximum load on Travis County roadways for a period of ninety(90) days from the date of this permit. It is also understood that this permit is not valid for transporting goods and equipment over any Travis County bridges in excess of the loads posted at the bridge.

If, during the period that this permit is valid, the maximum single and tandem axle weights specified in this permit are to be exceeded, the permit holder must attach an addendum to the permit and must pay the difference in the fees for the higher load, where applicable.

A SINGLE TRIP PERMIT IS REQUIRED, IF THE GROSS VEHICLE WEIGHT EXCEEDS 80,000 LBS.

ISSUED THIS DAY OF _____, 1995

Executive Manager TMR, Travis County, Texas

PERMIT NO. _____

THIS PERMIT VOID IF ALTERED, IF ANY OF THE INFORMATION PROVIDED IS UNTRUE, IF APPLICANT VIOLATES THE CONDITIONS OF THE PERMIT, OR IF APPLICANT FAILS TO MAINTAIN THE REQUIRED BOND OR LETTER OF CREDIT.

APPENDIX "D"
PERMIT FEES AND SECURITY FOR PERMIT

PERMIT FEES

The following fees shall be charged for any motor vehicle hauling in excess of the weight limit posted.

(1) A base permit fee of \$250.00 shall be collected for all vehicles that weigh in excess of the weight limit posted, and up to a maximum of 20,000 lbs. for single axles and a maximum of 34,000 lbs. for all tandem axles.

(2) For all single axle loads over 20,000 lbs. which cannot be reasonably dismantled, the following fees will apply:

SINGLE AXLE WEIGHT PERMIT (IN LBS.) FEE	COUNTY ROAD MAINTENANCE TOTAL FEE
20,001 - 22,000	\$ 375
22,001 - 25,000	\$ 625
25,001 - 28,000	\$ 1,000
28,001 - 30,000	\$ 1,250

(3) For all tandem axles over 34,000 lbs. which cannot be reasonably dismantled, the following fees will apply:

TANDEM AXLE WEIGHT PERMIT (IN LBS.) FEE	COUNTY ROAD MAINTENANCE TOTAL FEE
34,001 - 38,000	\$ 250
38,001 - 40,000	\$ 350
40,001 - 44,000	\$ 450

Any person operating a motor vehicle in violation of the order of the commissioners' court commits a misdemeanor and shall on conviction be punished according to the applicable laws and in the discretion of the court.