

AGENDA ITEM 40

Consider declaring an emergency and approving a budget amendment to acknowledge additional expenditures to Benefits Program from cash ending:

0885-0885-004050	Health Claims, Medical	390,000.00
0885-0885-004051	Prescription Drug claims	48,000.00
0885-0885-004054	Admin, Health Insurance	6,000.00
0885-0885-004055	Admin, Prescription Drugs	1,500.00
0885-0885-004056	Admin, Dental	1,500.00
0885-0885-004057	Stop Loss Ins	24,000.00
0885-0885-004058	Group Life Premiums	2,000.00
0885-0885-004061	Network Fee, Medical	26,000.00
0885-0885-004996	Wellness Program	1,000.00

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To declare an emergency and approve a budget amendment to acknowledge additional expenditures to Benefits Program from cash ending:

0885-0885-004050	Health Claims, Medical	390,000.00
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0885-0885-004054	Admin, Health Insurance	6,000.00
0885-0885-004055	Admin, Prescription Drugs	1,500.00
0885-0885-004056	Admin, Dental	1,500.00
0885-0885-004057	Stop Loss Ins	24,000.00
0885-0885-004058	Group Life Premiums	2,000.00
0885-0885-004061	Network Fee, Medical	26,000.00
0885-0885-004996	Wellness Program	1,000.00

Vote: Motion carried 4 – 0 with Commissioner Heiligenstein absent from the dais.

< Clerk copy here >

ORDER APPROVING A LINE ITEM TRANSFER FOR

885

FUND

Payroll & Benefits

DEPARTMENT

Lisa K. Zinke

SIGNATURE

WHEREAS, The Williamson County Commissioners Court has carefully studied the public necessity of transferring funds from one line item to another within the above mentioned department's budget; and WHEREAS, The Williamson County Commissioners Court, due to unforeseeable circumstances, did not appropriate sufficient funds in the proper line items when adopting the current county budget; and

WHEREAS, On the 15th day of August, 2000, a motion made by Judge Doerfler and duly seconded by Commissioner Boatright the motion carried by a vote of 4 votes for, 0 votes against. with Commissioner Heiligenstein absent from the dais.

THEREFORE, BE IT ORDERED THAT THE 2000 FISCAL YEAR WILLIAMSON COUNTY BUDGET BE AMENDED AND THE FOLLOWING AMOUNT(S) BE TRANSFERRED FROM THE FOLLOWING LINE ITEMS INTO THE NEEDED LINE ITEMS:

FUNDS TO BE REMOVED FROM THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
01-0885-0000-151000	Investments-Texpool	\$500,000

FUNDS TO BE INCREASED IN THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
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To be distributed per attached spreadsheet.

WHEREUPON, A motion made and seconded, the Williamson County Commissioners Court did authorize the County Judge to sign this Order, the County Clerk was instructed to file a copy of this Order with the existing budget, and to forward a copy of this Order to the County Auditor.

ATTEST:

Nancy E. Rister
Nancy Rister, County Clerk

John C. Doerfler 8-15-00
John C. Doerfler, County Judge

Emergency Budget Amendment Request
Williamson County Self-Funded Health Plan
August-00

<u>Self-Funding Insurance</u>		Current 99-00 Budget	Actual 99-00 Budget As of 7/00	Estimated Actual 99-00 Budget	Estimated 99-00 Budget Variance	Additional Budget Amendment Request
0885-0885-00405	Health Claims Paid, Medical	2,432,515	2,286,585	2,743,900	(311,385)	\$390,000.00
0885-0885-00405	Prescription Drug Claims Paid	374,700	350,558	420,700	(46,000)	\$48,000.00
0885-0885-00405	Admin Cost, Health Insurance	83,100	74,135	89,000	(5,900)	\$6,000.00
0885-0885-00405	Admin Cost, Prescription Drugs	19,800	17,520	21,000	(1,200)	\$1,500.00
0885-0885-00405	Admin Cost, Dental	5,976	5,976	7,200	(1,224)	\$1,500.00
0885-0885-00405	Stop Loss Ins	120,200	119,495	143,400	(23,200)	\$24,000.00
0885-0885-00405	Group Life Premiums	26,500	23,497	28,200	(1,700)	\$2,000.00
0885-0885-00406	Network Access Fees / Medical	114,585	112,318	134,800	(20,215)	\$26,000.00
0885-0885-00406	Network Access Fees / Dental	7,475	7,453	7,453	22	\$0.00
0885-0885-00499	Wellness Program	115,099	113,697	115,888	(789)	\$1,000.00
0885-0885-00499	Contingencies	0	0	0	0	\$0.00
Total Self-Funding Insurance		3,299,950	3,111,234	3,711,541	(411,591)	\$500,000.00

Section I
Williamson County Benefits Program
2000/2001 Budget Worksheet

	Current 99-00 Budget	Actual 99-00 Budget As of 7/00	Estimated Actual 99-00 Budget	Estimated 99-00 Budget Variance	Proposed 2000-2001 Budget	Proposed Variance from 99-2000 Budget	Assumptions
Revenue							
0885-0000-361200 Interest, Bank Deposits	6,500	4,396	8,800	(300)	8,500	0	
0885-0000-361300 Interest, Investments	236,300	181,275	217,500	18,800	236,300	0	Investment Pool will remain at current level or higher; Interest Rate will remain approx the same
0885-0000-367100 Employer Contributions	2,380,100	1,954,054	2,344,900	35,200	3,081,000	700,900	967 current F/T empl + 60 new F/T empl *250*12
0885-0000-367200 Employee Deductions / Medical	509,800	441,320	529,600	(19,800)	714,100	204,300	Same average enrollment as 1999-2000 + SWHP Deductions
0885-0000-367201 Employee Deductions / Dental	377,000	273,103	327,700	49,300	356,800	(20,200)	Same average enrollment as 1999-2000
0885-0000-367300 COBRA/Retiree Dep Premium	122,600	124,809	149,800	(27,200)	122,600	0	Same average enrollment as 1999-2000
0885-0000-370500 Miscellaneous Revenue					0	0	
Total Revenue	3,634,300	2,978,958	3,576,300	56,000	4,519,300	885,000	11% Incr due to 10% incr in contrib rate & 60 new empl & SWHP Premium Rev which is offset by new expense below
Expenses							
Self-Funding Insurance (See Sch A)	3,299,950	3,111,234	3,711,541	(411,591)	3,540,034	240,084	
Williamson Cty Benefits Program (See Sch B)	332,567	252,165	292,953	39,614	234,723	(97,844)	
New Line Item Requests							
0885-0885-00xxxx Health Claims Paid, Dental					275,000	275,000	Break out costs; 5% increase over current annualized
0885-0886-00xxxx ADA Compliance / Accomodations					1,000	1,000	Equipment Purchases to comply with / accomodate ADA
0885-0886-00xxxx SWHP Premiums, Employer Portion					327,600	327,600	Change due to P2K Processing
0885-0886-00xxxx SWHP Premiums, Employee Portion					187,200	187,200	Change due to P2K Processing
Total Expenses	3,632,517	3,363,399	4,004,494	(371,977)	4,565,557	933,040	
Net Plan Revenue	1,783	(384,441)	(426,194)	427,977	(46,257)	(48,040)	Consider Retiree Plan from TAC for next year ?

Section I
Williamson County Benefits Program
2000/2001 Budget Worksheet

					Assumptions	
Expenditures					0.00%	
Schedule A - Self Funding Insurance						
	Current 99-00 Budget	Actual 99-00 Budget As of 7/00	Estimated Actual 98-99 Budget	Estimated 99-00 Budget Variance	Proposed 2000-2001 Budget	Proposed Variance from 99-2000 Budget
0885-0885-004050 Health Claims Paid, Medical	2,432,515	2,298,585	2,743,900	(311,385)	2,803,700	171,185
0885-0885-004051 Prescription Drug Claims Paid	374,700	350,558	420,700	(46,000)	314,600	(60,100)
0885-0885-004054 Admin Cost, Health Insurance	83,100	74,135	89,000	(5,900)	97,900	14,800
0885-0885-004055 Admin Cost, Prescription Drugs	19,800	17,520	21,000	(1,200)	23,700	3,900
0885-0885-004056 Admin Cost, Dental	5,976	5,976	7,200	(1,224)	7,900	1,924
0885-0885-004057 Stop Loss Ins	120,200	119,485	143,400	(23,200)	158,800	38,600
0885-0885-004058 Group Life Premiums	26,500	23,497	28,200	(1,700)	35,800	9,300
0885-0885-004061 Network Access Fees / Medical	114,585	112,318	134,800	(20,215)	111,524	(3,061)
0885-0885-004062 Network Access Fees / Dental	7,475	7,453	7,453	22	0	(7,475)
0885-0885-004996 Wellness Program	115,099	113,697	115,888	(789)	126,110	11,011
0885-0885-004998 Contingencies	0	0	0	0	60,000	60,000
Total Self-Funding Insurance	3,299,950	3,111,234	3,711,541	(411,591)	3,540,034	240,084

1999-2000 expected med claims plus 13 % increase +4.8% increase in participants
16% increase over 1999-2000 annualized claims due to anticipated price increases+4.8% increase in participant Increase Plan A Brand Co-pay to \$20 & advertise mail order
5% increase in admin fee over 1999-2000 annualized actuals + 4.8% increase in participants
5% increase in admin fee over 1999-2000 annualized actuals & direct mailing of participant cards +4.8% inc in participants
5% increase in admin fee over 1999-2000 annualized actuals +4.8% increase in participants
13% trend increase in admin fee over 1999-2000 annualized actuals + 4.8% increase in participants
5% increase in premiums over 1999-2000 annualized actuals +4.8% increase in participants
7% increase in access fees over '99-2000 annualized actuals less discontinued PIP Network Access
Discontinued Select Dental Network Access
738 estimated participants (678 currently +60 new est's)+\$900 to print Yr2000 Wellness Contracts + \$1,200 for Health Fair, \$3,500 flu shots & \$4,750 for Wellness Contract @ 20 hrs/mo Wt Watchers - 6-8 week series/yr for 20 employees (\$,760) Wellness Program to pick up addtl FICA / fed due to taxable? (if so - add \$8,415)

Section I
Williamson County Benefits Program
2000/2001 Budget Worksheet

Expenses

Schedule B - Williamson County Benefits Plan
0885-0886-001100 Salaries

0885-0886-001101 P/T Salaries - 20+ hrs/wk

0885-0886-002010 FICA

0885-0886-002020 Retirement

0885-0886-002030 Insurance

0885-0886-002050 Workers' Comp Insurance

0885-0886-003100 Office Supplies

0885-0886-003600 Employee Assistance Program

0885-0886-003801 Employee Recognition Program

0885-0886-003800 Hepatitis B Program

0885-0886-003801 TB Skin Testing Program

0885-0886-003900 Membership Dues

0885-0886-003901 Publications

0885-0886-003902 County Fare Publication

0885-0886-004059 Admin Cost, Flex Plan

0885-0886-004060 Admin Cost, COBRA Administration

0885-0886-004109 Professional Services

0885-0886-004209 Cellular Phone/Pager Charges

0885-0886-004210 Internet/E-Mail Access

0885-0886-004211 Telephone

0885-0886-004212 Postage, Stamped Envelopes

0885-0886-004213 Web Page Setup & Maintenance

0885-0886-004231 Travel

0885-0886-004232 Training, Conferences, Seminars

0885-0886-004350 Printed Forms, Books, Binders

0885-0886-004500 Maintenance Contracts

0885-0886-004544 Repairs to Office Equipment

0885-0886-004621 Copier Rental & Supplies

0885-0886-004893 Safety Program

0885-0886-004998 Contingencies

0885-0886-004999 Miscellaneous

0885-0886-005741 Computer Software

0885-0886-005750 Office Furniture & Equipment

Total Williamson Cty Benefits Program

Section II

Current 99-00 Budget	Actual 99-00 Budget As of 7/02	Estimated Actual 99-00 Budget	Estimated 99-00 Budget Variance	Proposed 2000-2001 Budget	Proposed Variance from 99-2000 Budget
165,749	135,870	156,549	9,200	111,895	(53,854)
18,400	16,974	20,400	(2,000)	1,000	(17,400)
18,258	10,373	12,400	5,858	8,700	(9,558)
17,758	7,104	8,500	9,258	11,400	(6,358)
13,800	5,255	6,300	7,500	9,700	(4,100)
110	102	100	10	60	(50)
3,400	3,239	3,600	(200)	2,475	(925)
26,940	22,450	26,900	40	31,100	4,160
500	0	0	500	0	0
14,500	14,210	14,500	0	7,000	(7,500)
500	0	0	500	0	0
1,535	1,521	1,521	14	1,100	(435)
900	0	0	900	1,200	300
3,000	1,649	2,650	350	3,900	900
2,100	1,712	2,700	(600)	3,000	900
8,400	7,329	9,100	(700)	9,000	600
4,400	1,016	1,200	3,200	800	(3,800)
92	84	84	8	92	0
0	0	0	0	0	0
2,600	188	200	2,400	100	(2,500)
1,535	1,550	1,550	(15)	1,200	(335)
1,200	400	500	700	1,200	0
3,200	2,728	3,300	(100)	3,200	0
12,300	10,115	12,100	200	11,200	(1,100)
1,000	728	700	300	3,200	2,200
200	0	0	200	200	0
200	0	0	200	100	(100)
3,540	2,512	3,000	540	1,500	(2,040)
500	260	300	200	0	(500)
450	0	0	450	2,000	1,550
500	500	500	0	6,000	5,500
500	446	446	54	500	0
4,500	3,854	3,854	646	900	(3,600)
332,557	252,165	252,953	39,614	234,723	(97,844)

Does reflect request for new position & cost reallocation for new position, Director or Financial Specialist or Health and Safety Specialist

Temporary Employee on as-needed basis

Does reflect new position & requested allocation;

Does reflect new position & requested allocation;

Does reflect new position & requested allocation;

\$40/mo blanket order / business cards; \$200 for envelopes \$800 for printer toner cartridges; \$600 for blue paper \$200 for video tapes; \$175 for audio tapes

10% increase in rates; 5% increase in employees

\$140/person(@ \$35*4)*50 employees

Reallocated

Publication / Printing of 1,200 copies on a bi-monthly basis

10% increase

Adjust to annualized

Reallocated

Annual Pager renewal and 10% increase in cost

No longer needed

5% increase in annualized costs; Reallocated

5% increase in annualized costs; Reallocated

\$10/mo/pg*10 pages

2 Auditing trips/yr to TPA @ \$1500/trip for 2 auditors & 1 Benefits Dept Staff Member or Committee Member/trip & 50 miles/mo estimate - \$0.325/mile

Annual \$2,000 per committee member; 2% of salary for staff members, Supervisor training supplies (\$500); Certifications Continue to utilize computer generated forms instead of printed forms & web page & network access to forms ID Cards (\$500); 250 Additional Employee Manuals (\$3,000)

Basic estimate - all equipment is still fairly new due to dept. start-up

Copier Rental @ ave \$150/mo + staples, fax & printer toner Safety Suggestion Boxes (\$500); Safety Fair (\$1,200) & Safety Training, Supplies & Documentation Manuals (\$3,300)

10% of estimated costs

Fiduciary Insurance for Committee Members + \$1000 misc

Newsletter software

Digital Camera & Scanner for Newsletter; Video Camera & Tripod for Wellness Program & Supervisor Training

Difference \$18400 due to \$4,890 1/2 new pos, Fiduciary Ins & incr in empl (EAP, Flex Admt, ID Cards, Manuals, Newsletter) and remainder due to anticipated increases in vendor costs

Proposed Payroll Department Budget
2000/2001 Budget Worksheet

Expenditures

	Current 99-00 Budget	Actual 99-00 Budget As of 7/00	Estimated Actual 99-00 Budget	Estimated 99-00 Budget Variance	Proposed 2000-2001 Budget	Proposed Variance from 99-2000 Budget
0100-0496-001100 Salaries	71,000	38,203	45,800	25,200	148,110	77,110
0100-0496-001101 P/T Salaries - 20+ hrs/wk	8,300	5,297	5,947	2,353	2,000	(6,300)
0100-0496-002010 FICA	6,100	3,180	3,800	2,300	11,400	5,300
0100-0496-002020 Retirement	8,000	3,510	4,200	3,800	15,100	7,100
0100-0496-002030 Insurance	5,728	3,079	3,700	2,028	12,400	6,672
0100-0496-002050 Workers' Comp Insurance	50	0	0	50	100	50
0100-0496-003100 Office Supplies	2,825	2,481	3,000	(175)	4,100	1,275
0100-0496-003900 Membership Dues	600	310	400	200	1,700	1,100
0100-0496-004100 Professional Services	9,575	9,489	9,489	86	5,500	(4,075)
0100-0496-004211 Telephone	1,000	38	0	1,000	200	(800)
0100-0496-004212 Postage, Stamped Envelopes	600	41	0	600	1,000	400
0100-0496-004231 Travel	200	0	0	200	300	100
0100-0496-004232 Training, Conferences, Seminars	2,700	1,684	2,000	700	8,200	5,500
0100-0496-004350 Printed Forms, Books, Binders	1,000	788	900	100	5,000	4,000
0100-0496-004500 Maintenance Contracts	600	0	0	600	600	0
0100-0496-004544 Repairs to Office Equipment	100	0	0	100	200	100
0100-0496-004621 Copier Rental & Supplies	600	355	400	200	3,400	2,800
0100-0496-004993 Safety Program	500	0	0	500	5,000	4,500
0100-0496-004998 Contingencies	0	0	0	0	9,200	9,200
0100-0496-004999 Miscellaneous	1,500	417	500	1,000	3,000	1,500
0100-0496-005741 Computer Software	800	790	900	(100)	11,000	10,200
0100-0496-005750 Office Furniture & Equipment	7,812	5,125	6,200	1,612	8,600	(1,212)
Total	129,590	74,785	87,236	42,354	254,110	124,520

2 F/T Positions @ Current Gr/Step of 25/2 & 19/4
Director @ Current \$6,845.04; Longevity - 10yrs for MAT
Temporary employee on as-needed basis

Assumes 3 FT Contributions & 3 at 50 %

\$150/mo blanket order/business cards; \$1,100 for ck printer
laser cartridges & \$200 for Kronos printer cartridges
\$300 for colored paper
\$350/person - 4.5 FTE's -dues & subscriptions; APA \$155/per
Potential High Line Programming Costs

Assumes mailing only PR correspondence, and that
Direct Deposit Notices or Checks mailed by Treasurer
Estimate 75 miles / mo *\$0.325/mile
2% of salary for staff members , 2 day Year End Training for
3 employees; Certifications
Payroll Forms, Local Govt Code; Check Stock Pd by Treasurer
Bubble Sheets; W-2's
Troy Ck Printer; Assumes High Line & Vertex Maint Pd by ITS
Basic estimate
Additional copier -copies/supplies
Safety Suggestion Boxes (\$500); Safety Fair (\$1,200) &
Safety Training, Supplies & Documentation Manuals (\$3,300)
Approx 10% of all other expenses; High Line
Year End Training expenses
Swipe Card Badges (\$400) & Misc (\$2,600)
P2K Safety & Health Module for FMLA/Work Comp
Power Point Software for Presentations
Project Management Software

Section III
Proposed Transfer to Payroll/Benefits Department Budget
2000/2001 Budget Worksheet

Expenses

	Current 99-00 Budget	Actual 99-00 Budget As of 7/00	Estimated Actual 99-00 Budget	Estimated 99-00 Budget Variance	Proposed 2000-2001 Budget	Proposed Variance from 99-2000 Budget	
0100-0496-001100 Salaries	0	0	0	0	71,492	71,492	Health & Safety Specialist \$28,138.05 50% Financial Specialist \$26,131.60 39% Departmental Director \$60,575.62 50% Requested Administrative Assistant \$23,671.32
0100-0496-001101 P/T Salaries - 20+ hrs/wk	0	0	0	0	0	0	
0100-0496-002010 FICA	0	0	0	0	5,500	5,500	
0100-0496-002020 Retirement	0	0	0	0	7,200	7,200	
0100-0496-002030 Insurance	0	0	0	0	6,700	6,700	Assumes 1 FT Contribution & 2 at 50% & 1 @ 39%
0100-0496-002050 Workers' Comp Insurance	0	0	0	0	50	50	
0100-0496-003100 Office Supplies	0	0	0	0	1,500	1,500	Assumes \$50/mo/person - 2.5 FTE's
0100-0496-003900 Membership Dues	0	0	0	0	600	600	\$240/person - 2.5 FTE's-dues & subscriptions
0100-0496-004100 Professional Services	0	0	0	0	4,000	4,000	Potential High Line Programming Costs
0100-0496-004211 Telephone	0	0	0	0	100	100	2.5 FTE's * \$3.50*12 months
0100-0496-004212 Postage, Stamped Envelopes	0	0	0	0	400	400	
0100-0496-004231 Travel	0	0	0	0	100	100	Estimate 25 miles / mo *\$0.325/mile
0100-0496-004232 Training, Conferences, Seminars	0	0	0	0	3,200	3,200	2% of salary for staff members & certifications
0100-0496-004350 Printed Forms, Books, Binders	0	0	0	0	1,000	1,000	
0100-0496-004500 Maintenance Contracts	0	0	0	0	0	0	Troy Ck Printer; Assumes High Line & Vertex Maint Pd by ITS
0100-0496-004544 Repairs to Office Equipment	0	0	0	0	100	100	Basic estimate
0100-0496-004621 Copier Rental & Supplies	0	0	0	0	1,200	1,200	Copier Rental, copies & supplise
0100-0496-004993 Safety Program	500	0	0	500	5,000	4,500	Safety Suggestion Boxes (\$500); Safety Fair (\$1,200) & Safety Training, Supplies & Documentation Manuals (\$3,300)
0100-0496-004998 Contingencies	0	0	0	0	1,500	1,500	Approx 10% of all other expenses
0100-0496-004999 Miscellaneous	0	0	0	0	2,000	2,000	Misc
0100-0496-005741 Computer Software	0	0	0	0	10,000	10,000	P2K Safety & Health Module for Work Comp/FMLA
0100-0496-005750 Office Furniture & Equipment	0	0	0	0	3,600	3,600	
Total	500	0	0	500	125,242	124,742	

866 TO 496

**COMMISSIONERS COURT ADJOURNED TO EXECUTIVE SESSION AT 10:38 A. M.,
TUESDAY, AUGUST 15, 2000.**

AGENDA ITEM 41

Discuss pending litigation: Anthony Gatusso v. Charles Kelley, et al (EXECUTIVE SESSION REQUESTED as per VTCA Govt Code sec. 551.071 pertaining to consultation with attorney).

No action taken in executive session.

**COMMISSIONERS COURT RECONVENED FROM EXECUTIVE SESSION AT 10:48 A. M.
ON TUESDAY, AUGUST 15, 2000.**

AGENDA ITEM 42

Discuss and take any appropriate action on pending litigation: Anthony Gatusso v. Charles Kelley, et al.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To authorize attorney Paul Jordan to negotiate settlement for pending litigation of Anthony Gatusso v. Charles Kelley, et al.

Vote: Motion carried 5 – 0

AGENDA ITEM 43

Comments from Commissioners.

Commissioner Heiligenstein, County Road Superintendent Greg Bergeron and Judge Doerfler discussed the recent hiring of additional staff engineer with surveyor's license to begin employment September 1, 2000. The 2000/ 01 budget for Unified Road System includes a Tech 2 surveyor with two (2) Tech 1's, four (4) truck drivers, a Utility Inspector and Nuisance Officer.

Commissioner Limmer discussed the problem of illegal dumping in the county.

Judge Doerfler and County Auditor David Flores discussed the projected cash ending balance of 1999/ 2000 budget.

Commissioner Boatright discussed request he had received from Armbrust Brown & Davis, L.L.P. under the Open Records Act with First Assistant County Attorney Dale Rye.

Commissioner Boatright advised CAMPO voted on the draft program last week including Williamson County roads which is now eligible for 4C federal funds.

The Court discussed right-of-way acquisition and the four (4) proposed tollway projects involving SH 45, 183A, SH 130 and extension of Loop 1 to IH 35 in Williamson County.

Commissioner Limmer requested an item on the agenda of August 22, 2000, to consider awarding bid for County Road 122 paving and drainage improvements.

Commissioner Limmer and Judge Doerfler discussed cost of living increase for retired Williamson County employees required annual consideration for approval.

COMMISSIONERS COURT RECESSED AT 11:26 A.M ON TUESDAY, AUGUST 15, 2000