

AGENDA ITEM 28

Discuss and consider continued participation in State Travel Management Program.

Jane Tableriou stated that there have only been two inquiries from County departments regarding the State Travel Management Program during the last year. Commissioner Heiligenstein stated that his office was told that the agreement had not been signed yet, a year after the agreement had been arranged.

Bob Space agreed to contact the State Travel Management Program to determine the County's status on the agreement, and will report back to the Court next week.

No action was taken on this agenda item, which will be added to the October 8, 2002 agenda.

AGENDA ITEM 29

Consider approving a contract between the County Clerk's office and the State Library for conversion of images on CD to microfilm for backup/disaster recovery/archival purposes for Official Public Records.

County Clerk Nancy Rister explained that microfilm has a longer life than CDs, and that it would be stored off-site for an emergency backup.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve a contract between the County Clerk's office and the Texas State Library for conversion of images on CD to microfilm for backup/disaster recovery/archival purposes for Official Public Records.

Vote: **5 - 0**

< Attachment >

CONTRACT FOR SERVICES - LOCAL GOVERNMENT

State and Local Records Management Division
Texas State Library and Archives Commission

THE STATE OF TEXAS ~ COUNTY OF TRAVIS

SLR Contract Number:

FY	Code	Type	Number
03	306	L-06	003

This contract and agreement is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and the governmental agency shown below as the Receiving Agency, pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act", Texas Government Code, Chapter 791.

I. CONTRACTING PARTIES:Receiving Agency Williamson CountyTINS No. N/A Contact Person Nancy Rister Phone 512-255-7084 Fax 943-1510Performing Agency Texas State Library and Archives CommissionAgency Code 306 VID No. 33063063060013 Contact Person Roy Bowden Phone 512-454-2705 ext 138**II. STATEMENT OF SERVICES TO BE PERFORMED:** (If additional space is needed, use Schedule A on Page 3)

Convert approximately 450,000 images from CD to film for Williamson County Clerk with a reduction ratio of 24X on a Digital Archive Writer.

Duplicate original microfilm roll on 16mm 215mil (Diaz) film which includes processing.

Label all cartons according to content.

Prepare documents for microfilming.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS: (If additional space is needed, use Schedule A on Page 3)

OPTIONAL: Destruction of hard copy after imaging - \$0.02 per pound (recyclable) or
\$0.08 per pound (non-recyclable).

Duplicate original 215 foot rolls - number of original microfilm rolls duplicated x \$8.75 each.

Original microfilm roll (finished product including microfilming on a Digital Archive Writer, processing, microfilm, cartons and labels) - number of documents microfilmed x \$0.0220 each.

Document preparation - number of hours spent preparing documents x \$13.00 each.

IV. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: \$10,000.00
(words and figures)

Ten Thousand and 00/100 Dollars

V. PAYMENT FOR SERVICES:

Receiving Agency shall pay for services received from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon invoices drawn by the Receiving Agency payable to the Texas State Library and Archives Commission (SLRM).

Payments for service performed shall be billed: Monthly
(weekly, monthly, lump sum, etc.)

Payments received by the Texas State Library and Archives Commission - State and Local Records Management Division shall be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

Accounts Receivable
P.O. Box 12516
Austin, Texas 78711-2516

SLR 304 (6/02) LOCAL

Questions concerning billing and accounting transactions related to this contract should be directed to the attention of the Offices Services Manager - State and Local Records Management Division at the address in Section VII or by calling (512) 454-2705 x124.

VI. TERMS OF CONTRACT: (Term of contract cannot transcend the fiscal year.)

This contract is to begin _____ upon approval by both the receiving and performing agencies _____ and, shall terminate _____ August 31, 2003 _____.

VII. CANCELLATION OF CONTRACT:

This contract may be canceled by either party, provided the following conditions are met. To terminate this contract, either party must submit a written notice of intent to terminate the contract to the other party at least 30 days prior to the intended termination date. The termination notice must reference the SLRM Contract Number, and must be dated and signed by the state agency head, or the appointed records management officer. The date of actual contract termination must be mutually agreed to in writing by both parties to allow for appropriate and efficient disposition of all records in micro-conversion at the time of cancellation notice. Payment for services performed under this contract on or before the termination date will be the responsibility of the Receiving Agency and will be calculated as outlined in Section III, Bases For Calculating Reimbursable Costs.

VIII. RETURN OF CONTRACT:

An original and one copy of this contract, including any attachments, addenda, and/or exhibits, if any, are submitted to the Receiving Agency. If the Receiving Agency accepts the terms and conditions of the contract, the Receiving Agency should sign both copies of the contract and return one copy to:

State and Local Records Management Division
Texas State Library and Archives Commission
Attn: Intergovernmental Contract Specialist
P.O. Box 12927 (regular mail)
1201 Brazos (interagency mail)
Austin, TX 78711-2927

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies, (2) the proposed arrangements serve the interest of efficient and economical administration of government, and (3) the services, supplies, or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority

granted in _____ Texas Government Code Chapter 791.025 _____
(Statute, Constitution, Special Provision of Appropriation Bill)

PERFORMING AGENCY further certifies that is has the authority to perform the services contracted for by

authority granted in _____ Texas Government Code, Chapters 441 and 771 _____
(Statute, Constitution, Special Provision of Appropriation Bill)

SCHEDULE A

II. STATEMENT OF SERVICES TO BE PERFORMED: (Continued from Page 1)

III. BASES FOR CALCULATING REIMBURSABLE COSTS: (Continued from Page 1)

SLR 304 (06/02) LOCAL

The undersigned parties bind themselves to the faithful performance of this contract. It is mutually understood that this contract shall not become effective until signed by both parties below.

RECEIVING AGENCY

Williamson County
Name of Agency
By: John C. Dwyer
Authorized Signature
County Judge
Title
Date: 10-1-02

PERFORMING AGENCY *Jls*

Texas State Library and Archives Commission
Name of Agency
By: E. S. Siderberg
Authorized Signature
Assistant State Librarian
Title
Date: 8-8-05-02

AGENDA ITEM 30

Consider ordering general election to be held 11/05/02 for County and Precinct offices.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To order a general election to be held on November 5, 2002 for County and Precinct offices.

Vote: 5 - 0

< Attachment >

ORDER OF GENERAL ELECTION
(ORDEN DE ELECCION GENERAL)

An election is hereby ordered to be held on November 5, 2002, in Williamson County, Texas for the purpose of electing the following county and precinct officers as required by Article XVI, Section 65 of the Texas Constitution:

(Por la presente se ordena que se lleve a cabo una eleccion el dia 5 de noviembre, 2002, en el Condado de Williamson, con el proposito de elegir los siguientes oficiales del condado y del precinto com requerido por el Articulo XVI, Seccion 65, de la Constitucion de Texas):

County Judge (Juez del Condado)
 Judge, County Court at Law No. 1 (Juez, Corte de Ley del Condado Num. 1)
 Judge, County Court at Law No. 2 (Juez, Corte de Ley del Condado Num. 2)
 Judge, County Court at Law No. 3 (Juez, Corte de Ley del Condado Num. 3)
 District Clerk (Secretario del Distrito)
 County Clerk (Secretario del Condado)
 County Treasurer (Tesorero del Condado)
 County Surveyor (Agrimensor del Condado)
 County Commissioner, Pct. 2 (Comisionado del Condado, Precinto Num. 2)
 County Commissioner, Pct. 4 (Comisionado del Condado, Precinto Num. 4)
 Justice of the Peace, Pct. 1 (Juez de Paz, Precinto Num. 1)
 Justice of the Peace, Pct. 2 (Juez de Paz, Precinto Num. 2)
 Justice of the Peace, Pct. 3 (Juez de Paz, Precinto Num. 3)
 Justice of the Peace, Pct. 4 (Juez de Paz, Precinto Num. 4)

It is further ordered that early voting by personal appearance at regular locations be conducted each weekday from October 21 through October 25 between the hours of 8 a.m. and 5 p.m., and between the hours of 7 a.m. and 7 p.m. from October 28 through November 1. Saturday voting will be from 7 a.m. to 7 p.m. on October 19 and 26. Sunday voting will be from noon until 5 p.m. on October 20 and 27. Early voting sites will be the Main Courthouse, First Floor, 710 Main, Georgetown; Robert G. and Helen Griffith Library, 216 E. Main, Round Rock; Williamson County Taylor Annex, 412 Vance; Lakeline Mall at Mervyn's Court, 11200 Lakeline Mall, Cedar Park; Williamson County Cedar Park Annex, 350 Discovery Blvd; Brookshire Brothers, 3010 Williams Drive, Georgetown; Round Rock ISD Administration Building, 1311 Round Rock Avenue; Clay-Madsen Recreation Center, 1600 Gattis School Road, Round Rock; Brushy Creek MUD Office, 901 Great Oaks Drive, Round Rock.

Early voting at mobile locations will be conducted at the following locations and times: Sun City Social Center, 2 Texas Drive, Georgetown, October 19, 7 to 7; October 20, Noon to 5; October 30-November 1, 7 to 7.

Also, Florence VFD, 301 S. Patterson, October 25, 11 to 6; Leander City Hall, 200 W. Willis, October 28, 11 to 6; Granger City Hall, 214 E. Davilla, October 29, 11 to 6; Liberty Hill Annex, 3407 RR 1869, October 30, 11 to 6; Thrall City Hall, 102 S. Main, October 31, 11 to 6; Jarrell Fire Hall, 212 N. 5th, November 1, 11 to 6.

Applications for early ballots by mail should be mailed to the Early Voting Clerk, P.O. Box 209, Georgetown, TX 78627. Applications for ballots by mail must be received no later than the close of business on October 29, 2002.

(Tambien se ordena que la votacion adelantada en persona en los sitios regulares se llevara a cabo de lunes y viernes October 21-25 entre las 8 horas de la manana y las 5 horas de la tarde; el 28 de octubre hasta el 1 de