

FORT BEND COUNTY FY 2010
 COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: January 15, 2010	Submitted By: Pamela Gubbels
Court Agenda Date: January 26, 2010	Department: Budget Office
	Phone Number: (281) 344 3938

SUMMARY OF ITEM:
 Texas Comptroller, Susan Combs, is recognizing local governments for financial transparency with a Leadership Circle award of Gold, Silver, or Bronze. Fort Bend County is eligible for a Gold Circle award. The "Gold" designation in the Leadership circle highlights local governments that set the bar for financial transparency, open their books to the public, and set a strong example for other governmental entities to follow. Fort Bend County has already been highlighted with a Financial Transparency Success Story on the Texas State Comptroller's website.

RENEWAL AGREEMENT/APPOINTMENT YES NO
 REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

List Supporting Documents Attached: *Leadership Circle score card*

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit: _____ Account Number: _____
 Activity (If Applicable): _____

DESCRIPTION OF LAWSON ACCOUNT: _____ N/A _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:
 Original Form Submitted with back up to County Judge's Office (✓ when completed)
 If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input checked="" type="checkbox"/> Information Technology (281-341-4526)	<input checked="" type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

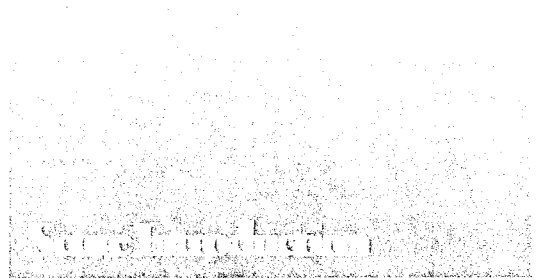
Approve Texas Comptroller Leadership Circle Score Card and submit electronically to the State Comptroller.

Special Handling Requested (specify): After Judge Hebert signs, please return to Budget Office so that we may submit to the Comptroller's Office.

2-1-10 copy received



Texas Comptroller Leadership Circle



Reporting the good news about local government transparency.

The Comptroller of Public Accounts is pleased to roll out the Texas Comptroller Leadership Circle program to recognize local governments across Texas that are striving to meet a high standard for financial transparency online. We are spotlighting local governments that are opening their books to the public; providing clear, consistent pictures of spending; and sharing information in a user-friendly format




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that lets taxpayers easily drill down for more information.

We have developed a free, self-scoring process that will be verified by our Local Government Assistance Division.

The “Gold” designation highlights those entities that are

setting the bar in their transparency efforts, “Silver” encourages those who are making progress, while “Bronze” inspires those who are just beginning their transparency efforts.

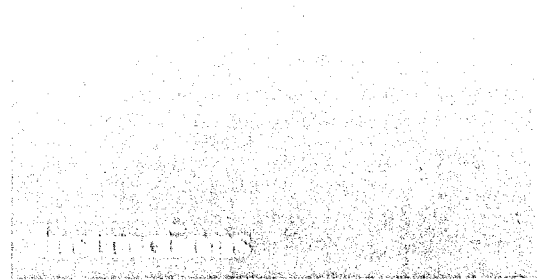
Financial transparency is an ongoing goal for any government entity. Receiving a  “Bronze” or  “Silver” designation paves the way for achieving greater transparency and attaining a  “Gold” designation in the future.

We will award Leadership Circle designees with a certificate reflecting your Circle Award level: Gold, Silver or Bronze. We’ll spotlight you on our Texas Transparency Check-Up Web site at www.window.state.tx.us/comptrol/checkup/.

We’ll also send you a digital “Texas Comptroller Leadership Circle” seal reflecting your Award level that you can post on your Web site. Once awarded, the Leadership Circle designations last for one year from the date our office approves them. Entities will need to resubmit their score sheets annually to requalify for Leadership Circle designation.



Texas Comptroller Leadership Circle



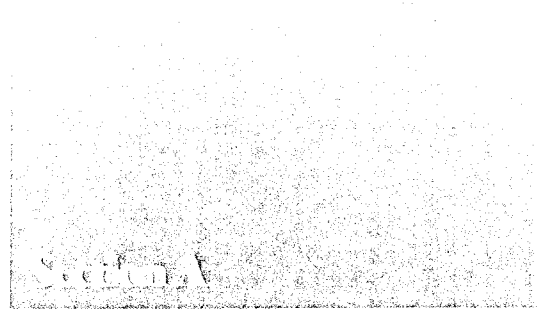
Instructions for Scoring Leadership Circle Award Level

1. **Section A:** place a check next to each financial document that is posted on the entity's Web site.
2. **Section B:** place a check next to each financial transparency feature offered on the entity's Web site.
3. **Section C:** tally the number of points for **Section A** and **Section B**.
4. Compare point totals to the Leadership Circle Award Levels. At a minimum, Gold requires 3 points for **Section A** and 8 points for **Section B**. Silver requires 2 points for **Section A** and 7 points for **Section B**. Bronze requires 2 points for **Section A** and 5 points for **Section B**.
5. At the top of the **Contact** page, enter the name of the entity being scored, the primary point of contact and the entity's Web site, phone, e-mail and mailing address.





Texas Comptroller Leadership Circle



Financial Documents Available Online

You can earn one point for each one of the following documents you have posted online:

Budget (1 point)

Financial Report (1 point)

Check Register (1 point)

3

Total Points

(Max 3 points)

Definitions for Section A

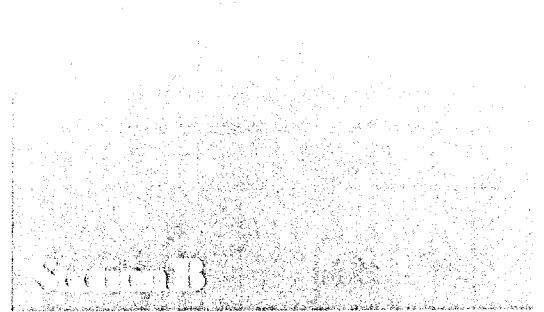
Budget: A budget serves as the financial plan for the city, county or governing body. It shows proposed spending and revenue, typically for a one-year period, in broad categories by office/department and by account type, such as salary, transportation or supplies. A more detailed budget may show data by month.

Financial Report: A financial report demonstrates how well the city, county or governing body managed within the proposed budget and plan. It includes a comparison of budgeted to actual expenses and revenues, typically for a one-year period, shown in the same broad categories and account types as the budget. Monthly financial or treasurer's reports are typically shown in summary only.

Check Register: A check register is a listing of line-item expenses showing the date, amount, to whom the payment was made, account type and purchase order number where applicable. Some check registers are searchable by vendor name and/or account type.



Texas Comptroller Leadership Circle



Financial Transparency Features

You can earn one point for having each of the following features on your entity's Web site:

- Budget posted is for the current fiscal year (1 point)
- Financial report posted is for the most current year (1 point)
- Check register posted is for the current fiscal year (1 point)

Does your Web site have the following features?

- Date, Payee and Amount on check register? (1 point)
- Check register in a searchable format (1 point)
- Navigation tab or graphic guides readers to page with all financial documents: budget, financial report and check register (2 points)
- Easy to access documents – (can access in three clicks or less from the home page) (1 point)
- Creative use of charts or visual images to make data more understandable (1 point)
- Instructions on how to submit a public information request (1 point)
- Local government contact information available on home page (1 point)
- Names and contact information for current local elected officials (1 point)

10

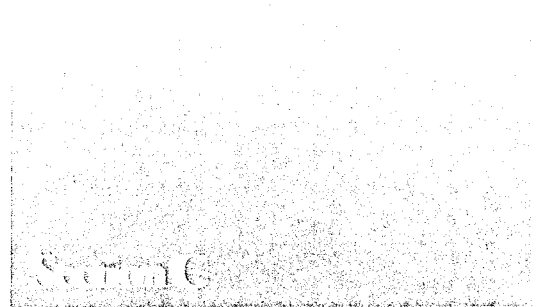
Financial Transparency Feature Total Points

(Max 12 points)








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Total Leadership Circle Tally Points

	3
<hr/> Total points for Section A	<i>(Max 3 points)</i>
	10
<hr/> Total points for Section B	<i>(Max 12 points)</i>
	13
<hr/> Total Section A and B combined points	<i>(Max 15 points)</i>

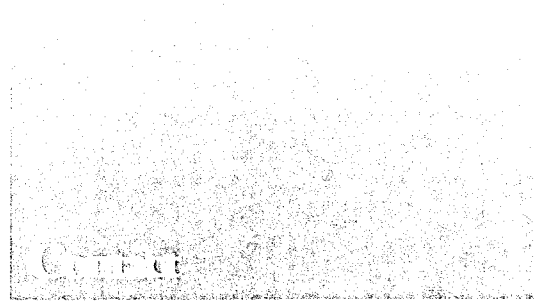
Leadership Circle Award Levels

-  = 3 points for Section A, at least 8 points for Section B
-  = 2 points for Section A, at least 7 points for Section B
-  = 2 points for Section A, at least 5 points for Section B





Texas Comptroller Leadership Circle



Fort Bend County

Name of entity

fortbendcountygov.com

Web site address

Pamela Gubbels, Director of Finance & Invest.

Primary point of contact for entity

281-344-3938

Phone

gubbepam@co.fort-bend.tx.us

E-mail

301 Jackson, Suite 515, Richmond, TX 77469

Mailing address

Signature of authorized signer for entity: *(Judge for county, mayor or their designee for city, superintendent for independent school district, general manager for river authority).*

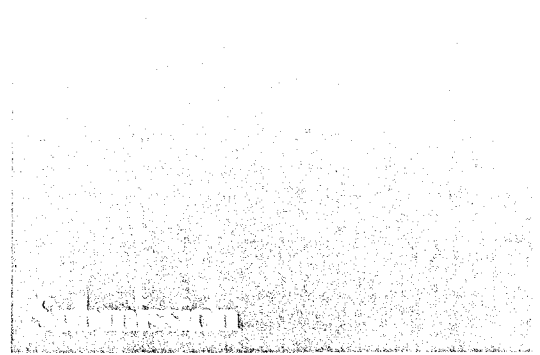
Robert Hebert, County Judge

Date: January 26, 2010





Texas Comptroller Leadership Circle



Leadership Form Submission Options

Choose an option for submitting your Leadership Circle Score Sheet.*

Mail: Fill in the PDF form electronically, print it, then send to

Texas Comptroller of Public Accounts

Attn: Robert Wood, Director

Local Government Assistance & Economic Development Division

P.O. Box 13528

Austin, TX 78711-3528

Fax: Fill in the PDF form electronically, print it, then send by fax at (512) 475-0664.

Mark your cover sheet, Attn: Robert Wood, Director, Local Government Assistance
& Economic Development Division

E-mail: If you are using Adobe Professional, you can fill in the PDF form electronically,
save, and then send it to Robert.Wood@cpa.state.tx.us.

If you have questions, please contact the Local Government Assistance Division at
(800) 531-5441, ext. 3-4679.

*Note: Please keep a hard copy for your records. The filled-in PDF cannot be saved electronically unless you are using Adobe Professional.



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Local Government Assistance &
Economic Development Division
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